



City Council Meeting

November 21, 2022

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



November 21, 2022 City Council Meeting Agenda
6 p.m. at City Hall - 200 N. Lake St. – Cadillac, MI 49601

We support each other in serving our community

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

This opportunity for public comment provides the public with a chance to make a statement regarding any subject matter. Public comment is not an opportunity to necessarily ask questions or converse with City Staff, Council Members or other meeting attendees. Contact information for Council and staff is available on our website, www.cadillac-mi.net, or can be obtained by calling (231) 775-0181. Comment time is limited to 3-minutes, and unused time may not be yielded back or given to someone else to use.

III. CONSENT AGENDA

All items listed on the consent agenda are considered routine and will be enacted by one motion with roll call vote. There will be no separate discussion of these items unless a Council Member so requests it, in which event the items will be removed from the consent agenda and discussed separately.

A. Minutes from the regular meeting held on October 17, 2022
Support Document III-A

B. Minutes from the closed session held on October 17, 2022

IV. COMMUNICATIONS

A. Friends of the Library
Support Document IV-A

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- B. Roasted Café
Support Document IV-B

V. APPOINTMENTS

- A. Recommendation regarding reappointment to the Downtown Development Authority.
Support Document V-A
- B. Recommendation regarding appointment to the Board of Review.
Support Document V-B

VI. CITY MANAGER’S REPORT

- A. Snowmobile Trail Routes Within the City of Cadillac
Support Document VI-A

VII. ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt Public Parking Lot Special Assessment Resolution.
Support Document VII-A

VIII. INTRODUCTION OF ORDINANCES

- A. Adopt resolution to introduce Ordinance to Amend the City of Cadillac Zoning Ordinance to Impose Minimum Distance Between Certain Marihuana Businesses and set public hearing.
Support Document VIII-A
- B. Adopt resolution to introduce Ordinance to Amend Section 10-2 of the Cadillac City Code Relating to Recreational Marihuana Establishments and set public hearing.
Support Document VIII-B
- C. Adopt resolution to introduce Ordinance to Amend Section 10-3 of the Cadillac City Code Relating to Medical Marihuana Facilities and set public hearing.
Support Document VIII-C

IX. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Downtown Development Authority
Support Document IX-A

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X. PUBLIC COMMENTS

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XI. GOOD OF THE ORDER

XII. ADJOURNMENT

Core Values (R.I.T.E.)

Respect

Integrity

Trust

Excellence

Guiding Behaviors

We support each other in serving our community

We communicate openly, honestly, respectfully, and directly

We are fully present

We are all accountable

We trust and assume goodness in intentions

We are continuous learners

CITY COUNCIL MEETING MINUTES

October 17, 2022

Cadillac City Hall - 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

Mayor Filkins called the City Council meeting to order at approximately 6:00 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present: Elenbaas, Engels, King, Mayor Filkins
Council Absent: Schippers
Staff Present: Peccia, Roberts, Wallace, Dietlin, Coy, Izzard, Genovich, Wasson

APPROVAL OF AGENDA

2022-180 Approve agenda as presented.

Motion was made by Elenbaas and supported by Engels to approve the agenda as presented.

Motion unanimously approved.

PUBLIC COMMENTS

Thomas Schmid, speaking on behalf of the ELKS Lodge, stated they do not support the proposed tax increase at this time.

Dan Williams, representing Parkview Lanes, expressed opposition to the tax increase. He noted his customers do not have parking when Harris Street is closed for various festivals in the City Park. He stated the City could just as easily shut down Cass Street.

Bill Ewald, representing the ELKS Lodge, noted the ice-skating rink is rarely used. He stated if it were removed it would provide 10-12 more parking spaces. He questioned who is paying for the gas used for the fireplace.

CONSENT AGENDA

2022-181 Approve consent agenda as presented.

Motion was made by Elenbaas and supported by King to approve the consent agenda as presented.

Motion unanimously approved.

PUBLIC HEARING

A. Public hearing regarding Public Parking Lot Special Assessment.

Peccia stated the special assessment has been in place since the mid to late 1990s and has been used to subsidize the costs of operations and maintenance of the public parking

facilities. He noted most downtown business owners do not have adequate parking for their patrons, so they use the public parking spaces. He stated the assessment is more of a partnership with the downtown area and is subsidized by the General Fund to cover the costs. He noted if the assessment was not in place, there would have to be other sustainable funds to cover these costs. He stated the proposed assessment is for a 5-year term.

Rob Munger, DDA Member, stated there was a lot of discussion in the DDA regarding the parking assessment. He noted as a downtown property owner he has a vested interest in the parking assessment. He stated it is less expensive to have the City maintain the parking areas than it would be to have it done by a private company. He noted the City does a good job of maintaining the parking lots. He stated nobody wants higher taxes or fees but as a property owner he believes it is a privilege that we have parking structured this way. He noted he would not want to go to a gated or metered system.

Steve Barnes, DDA Chairperson and downtown property owner, stated the DDA parking lot subcommittee reviewed various models for the parking assessment. He stated parking is a necessity for businesses and property owners. He noted the model selected is as fair as possible for everyone. He stated parking is not fun or glamorous, but it is the cost of doing business. He stated if a business moved to an area with a private parking lot they would have to pay to maintain it. He noted it is a collective way for everyone to get their parking spaces maintained in the most efficient cost-effective manner possible. He stated he understands that a 10% increase seems like a large increase, but the cost of materials and labor are increasing due to inflation. He noted Ken Payne and his team have done an excellent job in identifying what needs the most attention and there is a plan in place to be more proactive in routine maintenance. He stated he is not dismissing any frustration from the business owners, but parking is a cost of doing business.

John Wallace, Community Development Director, noted the parking lot assessment formula is being recommended by the full DDA/BID Board. He provided a City of Cadillac Downtown Parking Assessment District presentation (see attachment).

Mayor Filkins opened public hearing.

Dan Williams, from Parkview Lanes asked if when a business becomes occupied is their portion going to be deducted from the other businesses.

Mayor Filkins closed the public hearing.

Owen Roberts, Director of Finance, stated typically there is no change during the five-year period and the adjustment would be made at the end of the period. He noted vacant buildings are already assessed at what their normal use would be. He stated if there is a utilization change to a property over that 5-year period, the parking demand number would be captured in the next formula.

King stated he has spoken to many business owners and prior to the public hearing being set none of the businesses had been notified. He noted if it is a partnership he is concerned that the business owners had not been included in the conversation. He stated, in his opinion, a special assessment is meant to be for a project that benefits all to achieve a goal and then end.

He noted this has been going on since approximately 1995 and that bothers him for the businesses.

King noted some business owners stated the renewal of the special assessment would cause them to reconsider whether it is worth being downtown or not. He is concerned that this assessment could have a chilling effect not only on current businesses but also on the ability to draw in new businesses.

King noted he believes it is time for the City to budget this expense into the general budget as we do with streets and other infrastructure because everyone benefits from parking. He stated we could budget for this as part of the normal process for a year or two while we talk to business owners. He noted he talked to over 20 business owners and they were not aware this was going on until they received the letter after the previous meeting. He stated if we are going to say this is a partnership then we have to have those conversations. He noted some business owners indicated that if the City approached them with a plan for a parking structure or some other type of project that would benefit all of the business, they may be agreeable to a special assessment. He stated our downtown is so positive right now and he is concerned about doing anything that stops the synergy. He noted at this point he doesn't believe we have a special assessment but instead we have an additional tax that businesses can't afford right now.

Engels stated he understands the cost of maintaining a parking lot owned by a business vs. the cost associated with having a business in a downtown area. He noted he supports the work of the DDA/BID and John Wallace for continually improving upon the process. He stated it does make sense to have businesses that do not maintain their own parking lots share in the cost. He noted over the past few years we have done a lot of work revitalizing our downtown after years of decline. He stated taking into consideration inflation, businesses recovering from a shutdown, and a possible recession he would hate to see the downtown area go backwards. He noted it is not often a City Council has a chance to reduce the burden on local businesses. He stated he would like to reduce the financial burden on businesses that choose to be located downtown. He noted he is open to looking at various options moving forward.

Elenbaas stated now is not the time to raise taxes as our downtown is thriving.

Mayor Filkins questioned what the 5-year assessment looked like in years past.

Roberts stated it was a little higher last time to reach 75% coverage of the total maintenance budget. He noted prior to that the increase was about the same every 5-years.

Mayor Filkins stated the downtown businesses are what make the City viable and bring people here. She noted the businesses are often called upon for fund raisers to help make events successful. She stated she is uncomfortable with a 10% increase. She noted it is worth having a conversation about looking at an opportunity over the next 5-years to get to a point where we don't have this assessment.

Engels agreed that a financial presentation about phasing it out, reducing it, or eliminating it would be beneficial.

Peccia stated we can prepare some options that would include what it may look like with some different cost-sharing ratios, phasing it out over a period of time, or amending the budget. He noted while the General Fund is healthy today there are no guarantees that it will be that way in the future. He stated moving away entirely from a dedicated source of bringing revenues in could be a difficult conversation to have but certainly is a policy-level conversation for Council. He noted Cadillac is fortunate to have a DDA/BID that allows us to utilize these tools separate from the general tax funds.

2022-182 Not renew special assessment.

Motion was made by King and supported by Elenbaas to not renew the special assessment, direct staff to budget for 2022/2023, and work with the DDA and downtown businesses if we think we could redo it as a special project or simply do what we need to do because we are all paying taxes and we have to learn how to budget this into our General Fund or Street Fund.

King stated he doesn't want this tax to be crutch to damage businesses. He noted we all have to pay for the parking lots and streets. He stated if there is a project that we get creative with and work with businesses on as a new partnership he will go out and champion that project. He noted the business owners indicated they view this as an extra burden and extra tax that make it harder to do business downtown.

Ayes: King, Elenbaas
Nays: Filkins, Engels

Motion failed.

2022-183 Table special parking assessment.

Motion was made by Engels and supported by Mayor Filkins to table this item until the next meeting.

Ayes: Engels, Filkins
Nays: Elenbaas, King

Motion failed.

City Attorney Genovich stated there was a motion to table the item to a specific date and it did not pass but there is nothing to preclude this from being brought up again.

COMMUNICATIONS

A. Toy Town Toy Trot

2022-184 Approve street closure for Toy Town Toy Trot 5k.

Motion was made by Elenbaas and supported by Engels to approve the closure of Lake St. between Harris St. and Cass St. from 7:00 am to 11:00 am on November 19, 2022 for the Toy Town Toy Trot 5k.

Motion unanimously approved.

APPOINTMENTS

A. Recommendation regarding reappointment to the Planning Commission.

2022-185 Approve reappointment to the Planning Commission.

Motion was made by Engels and supported by Elenbaas to approve the reappointment of Kevin Fent to the Planning Commission for a 3-year term to expire on October 17, 2025.

Motion unanimously approved.

Mayor Filkins noted Kevin Fent has served on the Planning Commission for 21 years.

CITY MANAGER'S REPORT

A. Recommendation regarding Fire Department Hydraulic Rescue Tools.

Peccia stated Apollo Fire Equipment is the only vendor in the Lower Peninsula that sells the Hurst tools which is the brand we use and it is our desire to continue to use that particular product. He noted the request is to waive competitive bidding and award the purchase of a Hurst E-Draulic combination tool to Apollo Fire Equipment of Romeo, MI in the amount of \$13,450.

2022-186 Approve waiver of competitive bidding.

Motion was made by Elenbaas and supported by Engels to waive competitive bidding regarding the purchase of a Hurst E-Draulic combination tool.

Motion unanimously approved.

2022-187 Award purchase of Fire Department Hydraulic Rescue Tool.

Motion was made by King and supported by Engels to award the purchase of a Hurst E-Draulic combination tool to Apollo Fire Equipment of Romeo, Michigan in the amount of \$13,450.

Motion unanimously passed.

B. Recommendation regarding Spectrum Internet Services at new Wellfield.

Peccia stated utilizing Spectrum Enterprise is the most cost effective at this time. He noted the recommendation is to waive competitive bidding and use Spectrum Enterprise as our connection company in the amount of \$12,538.91.

2022-188 Approve waiver of competitive bidding

Motion was made by Elenbaas and supported by Engels to waive competitive bidding regarding internet services at the new wellfield.

Motion unanimously approved.

2022-189 Approve internet installation.

Motion made by Engels and supported by Elenbaas to approve internet installation costs of \$12,538.91 for Spectrum Enterprise.

Motion unanimously approved.

C. Bids and Recommendation regarding Chestnut Street Water Main Project.

Peccia stated the Cadillac Area Public Schools will soon begin a major project to tear up the high school football field, install a turf surface and new track, and make several other major improvements to the sports complex. He noted there is a water main under the field that should be relocated as part of this project. He stated there have been a few meetings with CAPS to discuss a potential cost-sharing agreement but nothing has been finalized.

2022-190 Award Chestnut Street Water Main Project.

Motion was made by Elenbaas and supported by Engels to award the Chestnut Street Water Main Improvements Project to CJ's Excavating, Inc. for the bid amount of \$192,996.75 and to approve a 5% contingency for the City engineer-approved field changes in unit quantity or scope due to unknowns in underground municipal construction, bringing the total amount of the award to \$202,646.59.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt resolution approving MDOT Contract for reconstruction along West Division Street from Colfax Street to Linden Street.

Peccia stated it is being requested to adopt a resolution approving the MDOT Contract for reconstruction along West Division Street from Colfax Street to Linden Street.

Roberts indicated this is the last Council action related to this project. He noted the State handles the bidding and the award.

2022-191 Adopt Resolution to approve MDOT Contract

Motion made by Engels and supported by Elenbaas to adopt the resolution to approve the MDOT contract #22-5437 for reconstruction along West Division Street from Colfax Street to Linden Street.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Downtown Development Authority

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Engels stated at the last meeting Council met to discuss a legal opinion regarding updating the marihuana ordinance and requested public discussion on that topic at a future meeting.

Elenbaas agreed that the public should be involved in the discussion.

Peccia stated the item is not ready to come forward because we are still working on what potential amendments may look like and how to bring that back.

Engels stated he wanted to have a discussion before too much effort and energy were put into any certain course.

CLOSED SESSION

Adjourn to closed session to discuss a written confidential legal opinion with the City Attorney.

2022-192 Adjourn to closed session.

Motion was made by Elenbaas and supported by King to adjourn to closed session to discuss a written confidential legal opinion with the City Attorney; invite Adam Ottjepka, Director of Public Safety.

Motion unanimously approved.

Engels stated he wanted to clarify that we are discussing the matter of Anthony Wolff's employment.

2022-193 Return to open session.

Motion was made by Engels and supported by Elenbaas to return to open session.

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

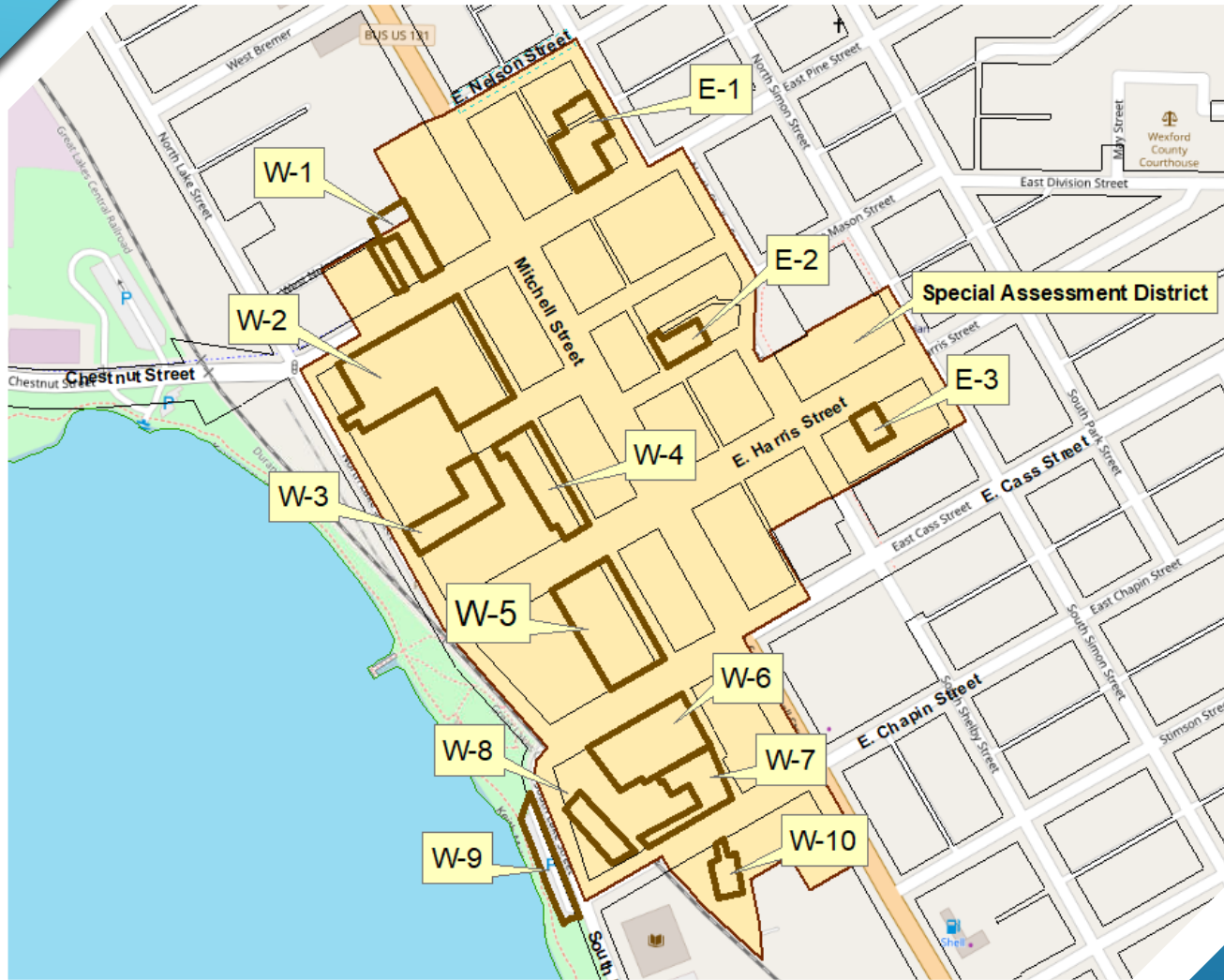
Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

CITY OF CADILLAC DOWNTOWN PARKING ASSESSMENT DISTRICT

SPECIAL ASSESSMENT DISTRICT WITH PUBLIC PARKING LOT LOCATONS

- ▶ 13 Public Parking Lots
- ▶ 82 Properties in District



PARKING LOT ASSESSMENT ROLL BUDGET

- ▶ **Total Fund Annual Budget** \$ 92,400 100%
- ▶ **Reimbursed by Assessment** \$ 59,400 64%
- ▶ **City Funded Portion** \$ 33,000 36%
- ▶ **Total Fund Budget- 5-year** \$462,000
 - ▶ **Business Portion** \$ 297,000
 - ▶ **City Portion** \$ 165,000
- ▶ **Note:** Total fund budget includes 10% increase over the previous 5-year assessment period.

- ▶ **Assessment is based on three factors:**
 - ▶ **Parking demand generation (50% of assessment)** (How much parking is needed to service a business or organization).
 - ▶ A business is assigned a parking demand formula of 1 to 6 parking spaces per 1,000 square feet of gross floor area based on type of business to determine their parking requirement. Credit is given for parking spaces a business provides on their own property. (Parking demand from ITE Parking Generation Manual 5th Edition)
 - ▶ **Building size (30% of assessment)** (based on square feet within a building according to the county assessment records).
 - ▶ **Contiguity with the public parking lots (20% of assessment)** (Is the business contiguous or not contiguous to a public parking lot).

PARKING LOT ASSESSMENT FORMULA

▶ Assessment Factor:	<u>%</u>	<u>Portion of Assessment</u>
▶ Square Feet Assessment:	30%	\$17,820
▶ Parking Deficiency Assessment	50%	\$29,700
▶ Contiguous/Proximity Assessment	20%	\$11,880

YEAR 1 ASSESSMENT (\$59,400)

- ▶ Annual projected cost for maintenance \$92,400
- ▶ Public parking lot spaces: 687
- ▶ Annual maintenance cost per parking space: **\$134.00**
- ▶ Private Parking Lot Maintenance Example: Cobb/Mitchell Building (35 space parking lot)
 - ▶ Annual plowing and salting: \$5,046
 - ▶ Other Maintenance (striping, sealing, top coating and inflation): \$2,200
 - ▶ Annual cost per parking space: **\$207.00**

MAINTENANCE COST COMPARISON

Date: November 21, 2022

Council Communication

Re: Friends of the Library

Introduction

The Friends of the Library are asking to place yard type signs in the City Right-Of-Way for the days that they have scheduled to have their Used Book sales in 2023. The next one is scheduled for April 27 through April 29, 2023 (see attached). These three-day events benefit the library and reading programs the Friends of the Library sponsor. Included in the Friends of the Library temporary Sign Permit application is additional information describing their request. Staff has told representatives for the Friends of the Library that council approval is not needed for signs placed on library property if the signs meet the dimensional standards in the ordinance.

The locations the group is requesting are;

1. Placement on the Cadillac Wexford Public Library (CWPL) lawn near the corner of Lake Street and the library monument sign.
2. Placement near the city parking lot, which is by the CWPL parking lot (on the parking lot side of the sidewalk).
3. Placement for two signs that will be located on the street side of the sidewalk in front of the CWPL. These signs will not be near the driveway where they could obstruct the view of drivers entering or leaving the library.
4. One yellow sandwich board sign placed on the lawn of Horizon Bank on South Mitchell Street (on the bank side of the sidewalk).

The signs will read as shown in the attached pages with their sign permit application. The locations are where council has approved in previous years.

Requested Council Action

Consider granting permission for the Friends of the Library to place temporary signs at the locations listed above during the hours of the sale on the dates shown in the schedule provided. Additionally allow administrative staff the flexibility to approve changes in dates for Friends of the Library book sales if requested.



Permit Number: PS-16-22 Date: 11-14-22
Zoning District: OS-1 Payment Received: _____
Fee (Circle one) Permanent \$20 Temporary \$10
Approved By: [Signature]
Council Communication

Sign Permit Application

Applicants Name Vicki Long Phone [REDACTED]
Applicants Email Address [REDACTED]
Applicant's Address [REDACTED]
Site Address (If Different) 411 S Lake St, Cadillac, MI 49601
Business Name Friends of the Cadillac Wexford Public Library
Property Owner's Name Cadillac Wexford Public Library
Property Owner's Address 411 S Lake St, Cadillac, MI 49601

Circle Sign Type WALL POLE PROJECTING HANGING MONUMENT
If sign is temporary, how many days will it be projected? 3 Days, 3 Events - Schedule attached

Circle Purpose Type INSTITUTION BUSINESS DISPLAY
Value of Sign _____ Height _____ Width _____
Set Back(s) _____
Height of Building (if applicable) _____

****ALL SIGN PERMIT APPLICATIONS MUST INCLUDE A COMMERCIAL BUILDING PERMIT****
Please see attached for photos and dimensions of the signs and locations

****ALL SIGN PERMIT APPLICATIONS REQUIRE A DRAWING OR SKETCH OF THE SITE****

DRAWINGS MUST INCLUDE THE FOLLOWING:

- HEIGHT AND WIDTH OF SIGN
- LIGHTING SPECIFICATIONS
- TOTAL DISPLAY AREA
- PROJECTION DISTANCE FROM BUILDING WALL

I hereby certify that the proposed work is authorized by the property owner and will comply with the local and state laws. This permit will become null and void if work is not started within six months from date of permit.

Applicant Signature [Signature: Vicki Long] Date 11/15/2022

Payment Code: ZONING



Friends of the Library Book Sale Schedule for 2023

April 27 – 29, 2023

July 20 – 22, 2023

October 5 - 7, 2023

Friends of the Library Book Sale Signs

Two Sided Yellow Signs: 42" x 25

1. Placement on the Cadillac Wexford Public Library (CWPL) lawn near the corner of Lake St. and the Large Library Sign.
2. Placement near the city parking lot, which is by the CWPL parking lot (on the parking lot side of the sidewalk).



Friends of the Library Book Sale Signs

Two White Sandwich Board Signs: 38" x 24

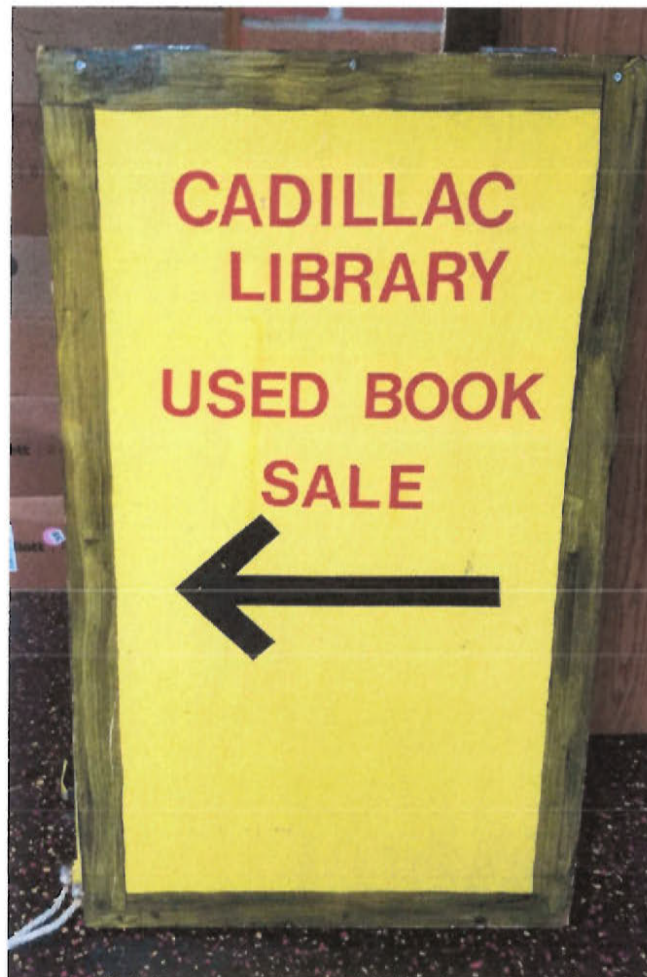
Placement for both signs will be on the street side of the sidewalk in front the Cadillac Wexford Public Library. These signs will not be near the driveway where they could obstruct the view of drivers entering or leaving the library.



Friends of the Library Book Sale Signs

One Yellow Sandwich Board Signs: 41" x 24

Placement for this sign will be on the lawn of Chemical Bank on Mitchell Street (on the bank side of the sidewalk).



November 21, 2022

Council Communication

Re: Roasted Café parking lot closure of two spots

Introduction

The owners of Roasted Café, Nick and Erica Piedmonte have requested approval to close two parking spots in the city owned parking lot behind their restaurant at 115 N. Mitchell Street for a five-hour period on Saturday evening December 3rd. Staff requested and received a site plan showing the location for a 10 foot by 10-foot pop-up tent. The parking spots are nine feet wide so two will be needed. The hours on Saturday December 3rd that they are requesting is from 6:00pm until 11:00pm. Alcoholic beverages will not be allowed in the parking lot. A copy of the request from Nick Piedmonte is included.

Staff has reviewed the request and supports the request.

Requested Council Action

Council is asked to approve the request of Roasted Café to close two parking spots behind their restaurant on Saturday evening December 3rd for the five hour period of 6:00pm until 11:00pm.

Mike Coy

From: Nick Piedmonte <nick@dunegrass.co>
Sent: Tuesday, November 8, 2022 11:49 AM
To: Mike Coy
Cc: Eric Piedmonte; Damon K
Subject: Re: Dunegrass Holiday Party

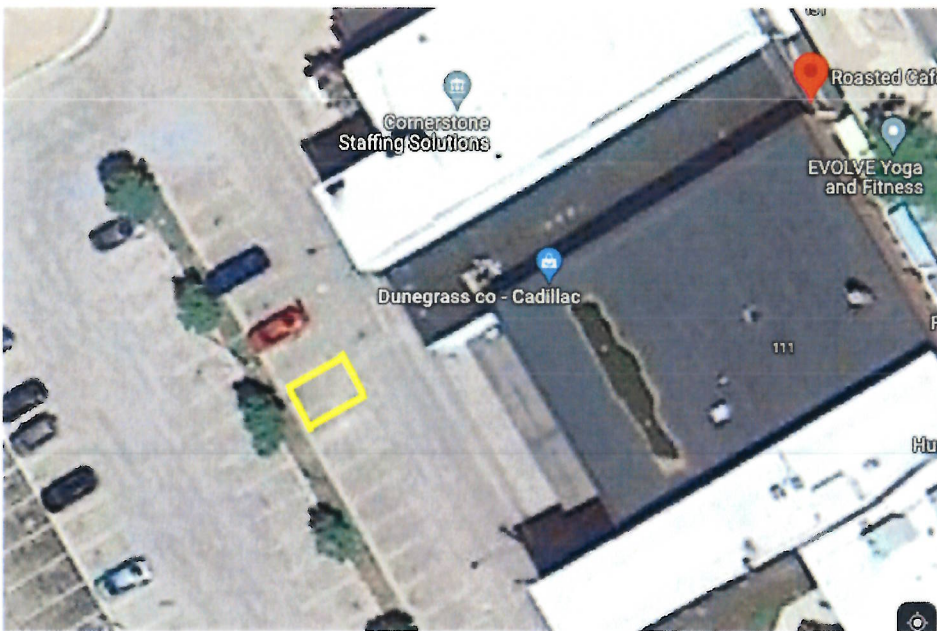
Hey Mike,

Thanks so much for the reminder. Our store manager Damon Kroskie will be at the meeting on the 21st on our behalf. The summary is pretty simple:

We'd like to place a 10x10 pop-up tent and heat lamp in one of the parking spaces behind Roasted Cafe during the hours of 6PM - 11PM on Saturday night Dec. 3. This would be for smokers who are attending our holiday party at Roasted. We understand clearly that alcoholic beverages are not permitted off the Roasted premises.

We were thinking something like the attached. Please let me know if you need something more formal.

Thanks,
Nick Piedmonte



On Tue, Nov 8, 2022 at 10:56 AM Mike Coy <mcoy@cadillac-mi.net> wrote:

Hi Nick,

November 21, 2022

COUNCIL COMMUNICATION

Re: Reappointment of Lisa Swanson to a Four-Year Term on the Downtown Development Authority (DDA)

Lisa Swanson has expressed her interest in continuing her service on the Downtown Development Authority (DDA) for another four-year term. She was originally appointed in 2018.

Recommended Council Action:

Motion to reappoint Lisa Swanson to a four-year term on the Downtown Development Authority (DDA), which will expire on 11/21/2026.

November 21, 2022

COUNCIL COMMUNICATION

Re: Appointment of Mary Jo O'Hagan to a Two-Year Term on the Board of Review.

Mary Jo O'Hagan has expressed her interest in being appointed to serve on the Board of Review for a two-year term as a First Ward Representative.

Recommended Council Action:

Motion to appoint Mary Jo O'Hagan to a two-year term on the Board of Review, which will end on 11/21/2024.



Application for Appointment to Standing and Special Committees, Boards & Commissions

The information provided on this form is for the use of the Cadillac City Council in its deliberation to fill vacancies on standing and special committees, boards and commissions. Applications may be submitted at any time and will be kept on file for a period of one (1) year. In most cases, you must be a resident of the City of Cadillac to serve on its committees, boards and commissions. Exceptions include the DDA, CBOA, LDFA, Clam River Greenway Committee and Brownfield Redevelopment Authority. Applicants may be required to interview with the City Manager for appointment consideration.

To which committee, board or commission are you seeking appointment? Please check all that apply.

- | | |
|--|---|
| ☐ Airport Authority | ☐ Economic Development Corporation |
| ☒ Board of Review | ☐ Elected Officials Compensation Commission |
| ☐ Brownfield Redevelopment Authority | ☐ Election Commission |
| ☐ Cadillac Area Council for the Arts | ☐ Housing Commission |
| ☐ Cadillac-Wexford Transit Authority | ☐ Local Development Finance Authority |
| ☐ Cadillac West Corridor Improvement Authority | ☐ Planning Commission |
| ☐ Cemetery Board | ☐ Retirement Board to Administer Act 345 |
| ☐ Civil Service Commission | ☐ Zoning Board of Appeals |
| ☐ Clam River Greenway Committee | ☐ Construction Board of Appeals |
| ☐ Historic Districts Commission | ☐ City of Cadillac/Clam Lake Joint Planning Commission |
| ☐ Diggins Hill Tennis Court Fundraising Committee | |
| ☐ Downtown Development Authority | ☐ Other _____ |

Please print or type:

Name Mary Jo O'Hagan Address _____

Telephone: Home _____ Business/cell _____

E-mail _____ Date available for appointment any time

Please complete the following. You may use additional sheets as needed.

Community Service

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held, and in what municipality or county.

2011 Director at Large of Paul Bunyon Board of Realtors

2013 - 2018 President/Vice President Meadview Condo Homeowner's Association

Saint Ann School and Church

6TH & 7TH Grade Girls Volleyball Coach (ST. ANN)

6TH Grade Girls Basketball Coach (CASA)

U11 Travel Soccer Coach (CASA)

6TH Grade Boys Baseball Coach (CASA)

Member of USA Hockey and Cadillac's Women's Hockey Association

YMCA Swim Team Assistant Coach

Cadillac Area Backpack Program

List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained.

2019-Present: Associate Broker/Realtor with RE/MAX Central ,Cadillac, MI

2001-2019: Associate Broker/Realtor with Coldwell Banker Schmidt Realtors, Cadillac, MI

Past Positions:

Commercial Insurance Agent

Corporate Service Administrator

Purchasing Agent

Education:

Henry Ford Community College

Western Michigan University

Lawrence Institute of Technology

Business Major

Associate Degree in Commerce

Several Real Estate Classes

Have you ever worked for the City of Cadillac? ☐ Yes ☒ No

If yes, please list dates and names of departments.

Why do you have interest in serving on this board/commission/committee?

I like to be involved in the community and care about the City of Cadillac and it's future growth.

Also feel it would be interesting and educational and related to my current field of work as a Realtor.

Personal

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest? ☐ Yes ☒ No

If yes, please indicate potential conflicts.

Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment, and will you have such time? ☒ Yes ☐ No

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek.

Working as a Realtor in this area for over 20 years I am very familiar with property values, state equalized values, taxable values, and work with many appraisers.

I hereby certify that the preceding information is correct to the best of my knowledge.

Signature

Mary Jo O'Hagan

dotloop verified
11/03/22 5:00 PM EDT
ABVH-VDIQ-XLFY-3EAR

Date

You are invited to attach additional pages, enclose a copy of your résumé or submit supplemental information that you feel may assist in the evaluation of your application.

Mail or return your completed application to:

Marcus Peccia, City Manager
City of Cadillac
200 N. Lake St.
Cadillac MI 49601

Thank you for giving us the opportunity to consider you for appointment.

November 21, 2022

COUNCIL COMMUNICATION

Re: Snowmobile Trail Routes Within the City of Cadillac

The Community Development Department was asked to propose concept snowmobile routes into downtown Cadillac and to the G&D Pizza/Retail store as well as to the Willow Mercantile Store. John Wallace (Community Development Director) prepared the requested concept snowmobile routes and made a presentation to the City Council on March 7, 2022. At that time the Council determined that there was no further action needed. This item was placed back on a City Council agenda and a public hearing was held on April 18. The City Council at the April 18th meeting approved the proposals for Routes 1, 2, and 3 as described with the understanding that city staff will come back to the Council before the routes are put into use and provide the plan for what improvements are required with the anticipation that if all goes well the city will be able to open those routes in fall/winter of 2022. The routes identified in this motion are as follows:

Route 1: enters the city from the south at the location of the White Pine Trail and parallels the White Pine to Lake Street at which point it follows a vacated rail right-of-way to a point between the two Library parking lots. This route also has a lateral extension into the Willow Mercantile retail site.

Route 2: comes from a point at the city dock and goes into City Park

Route 3: comes from a point at the boat launch and goes to the G&D retail building.

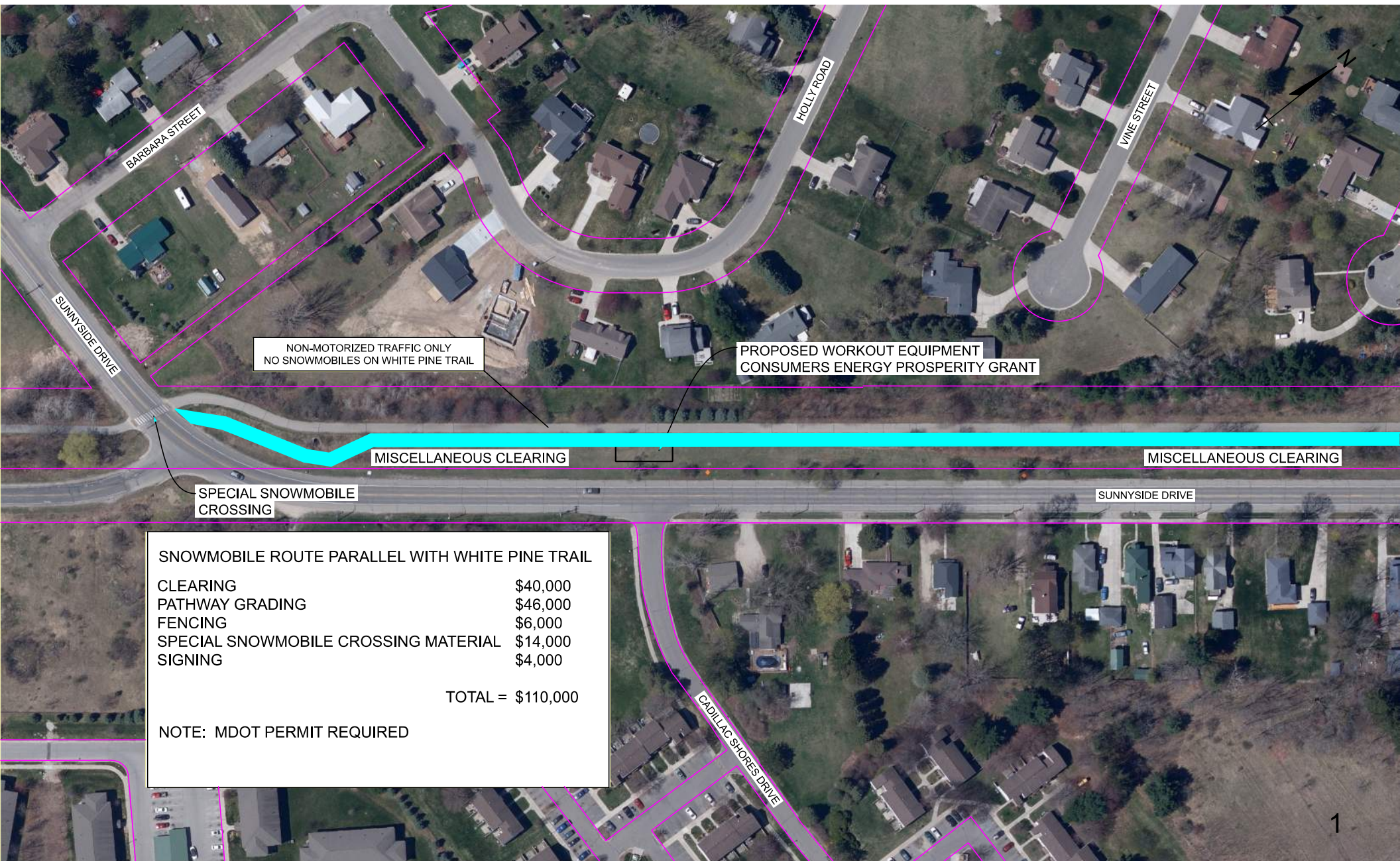
City staff forwarded the concept routes to the city's engineering firm Prein & Newhof and they further refined the concept snowmobile routes based upon their engineering review. They also evaluated costs associated with implementing the three routes. Identified costs related to grading, tree clearing, fencing, signing, and special snowmobile crossing material.

One major change is that Route 1 no longer extends into the downtown at the library site, but terminates at the Willow Mercantile retail site. Routes 2 and 3 remain the same, however there are also options to shorten these routes provided.

The currently proposed snowmobile routes are shown on the attached six pages. These pages show the proposed routes (with options) together with associated costs and specified locations where there are required improvements.

Recommended Action

To take action to approve, reject, or approve with changes the proposed snowmobile routes as presented with this council communication. The motion should include a specification if any of shorter options are chosen.



BARBARA STREET

SUNNYSIDE DRIVE

HOLLY ROAD

VINE STREET

NON-MOTORIZED TRAFFIC ONLY
NO SNOWMOBILES ON WHITE PINE TRAIL

PROPOSED WORKOUT EQUIPMENT
CONSUMERS ENERGY PROSPERITY GRANT

MISCELLANEOUS CLEARING

MISCELLANEOUS CLEARING

SPECIAL SNOWMOBILE
CROSSING

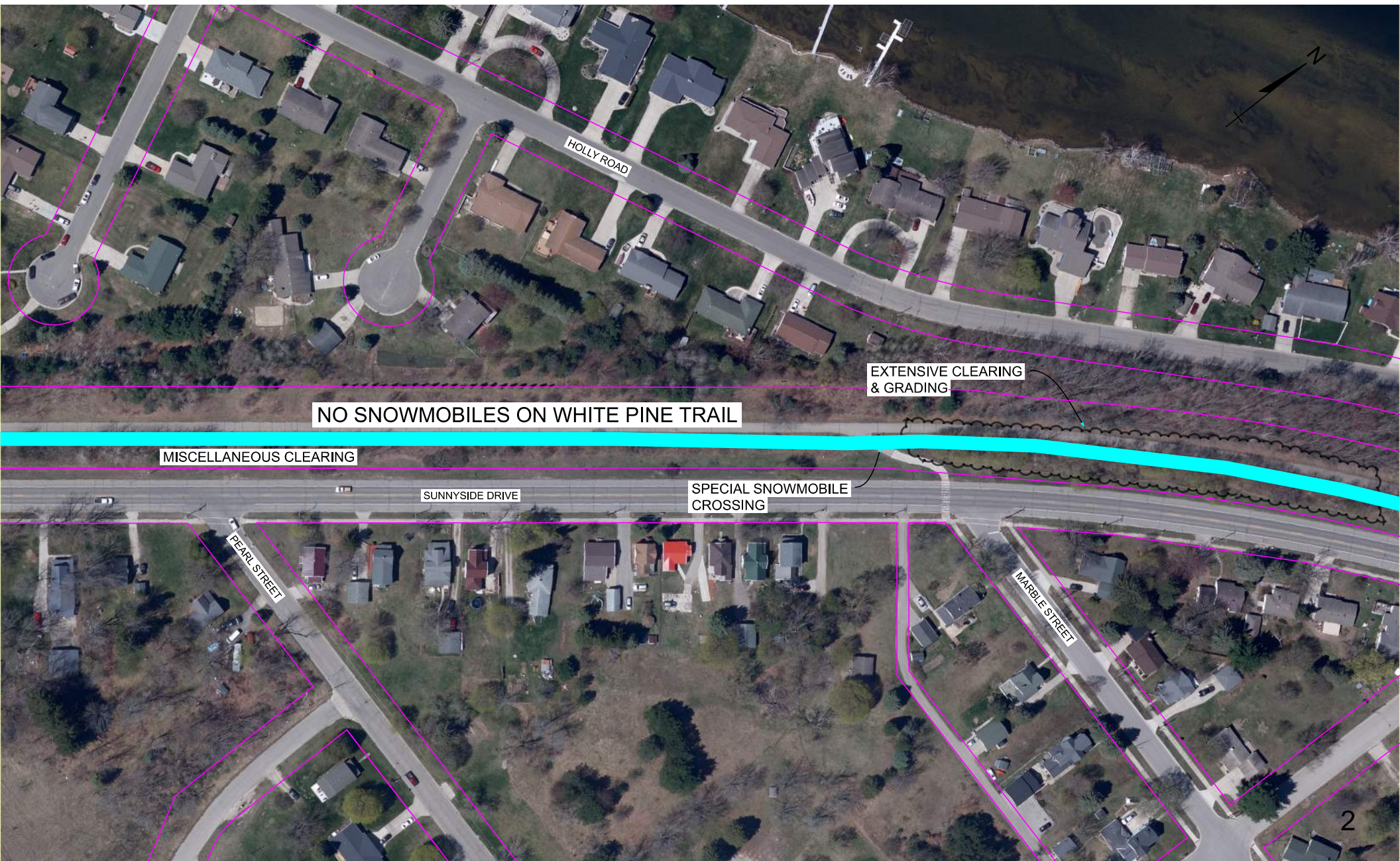
SUNNYSIDE DRIVE

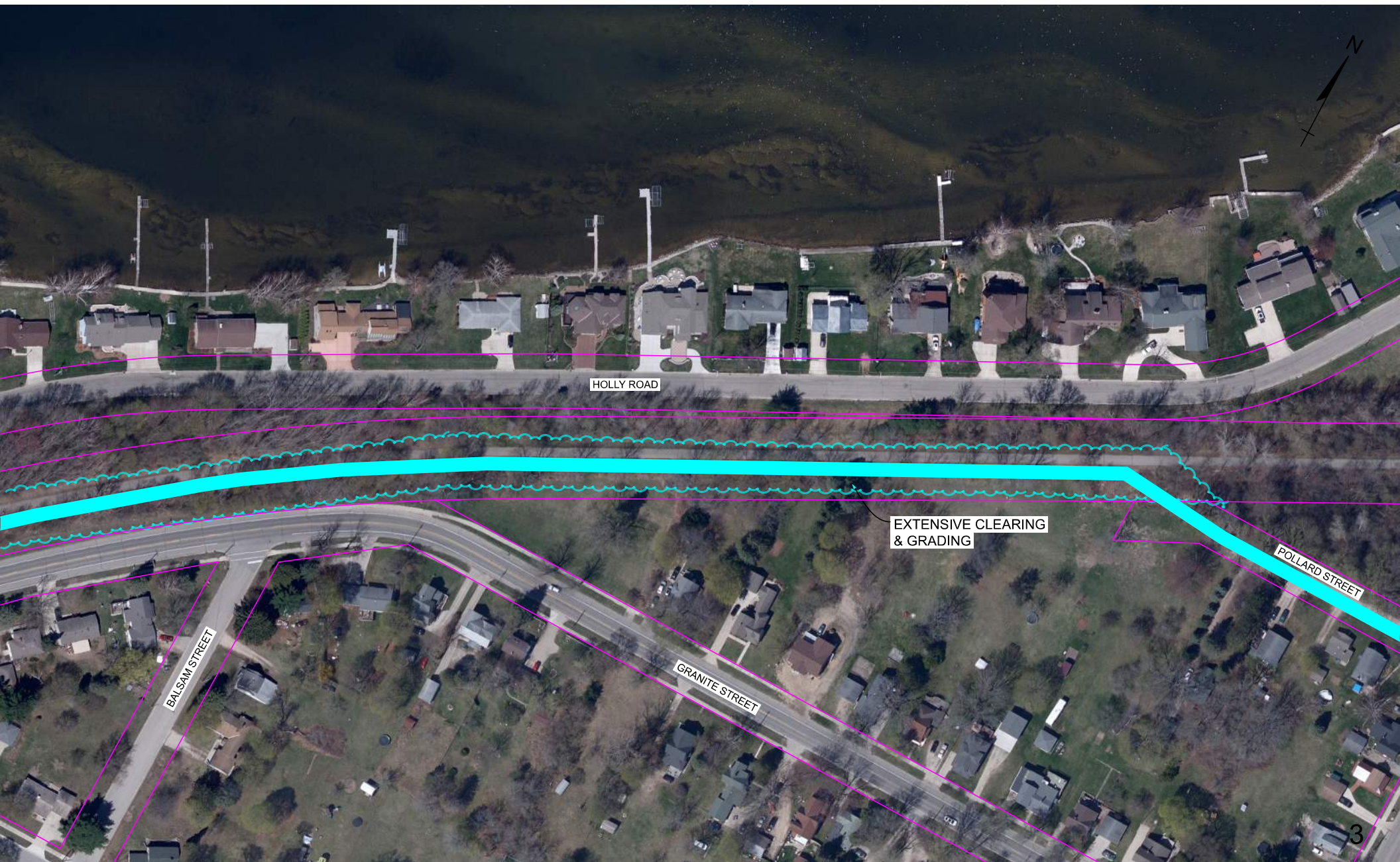
SNOWMOBILE ROUTE PARALLEL WITH WHITE PINE TRAIL

CLEARING	\$40,000
PATHWAY GRADING	\$46,000
FENCING	\$6,000
SPECIAL SNOWMOBILE CROSSING MATERIAL	\$14,000
SIGNING	\$4,000
TOTAL = \$110,000	

NOTE: MDOT PERMIT REQUIRED

CADILLAC SHORES DRIVE





HOLLY ROAD

EXTENSIVE CLEARING
& GRADING

BALSAM STREET

GRANITE STREET

POLLARD STREET

3



LAKE STREET

ASPEN STREET

PARKING AGREEMENT
NEEDED ON PRIVATE
PROPERTY

REDUCE WINTER
MAINTENANCE

REDUCE WINTER
MAINTENANCE

POLLARD STREET

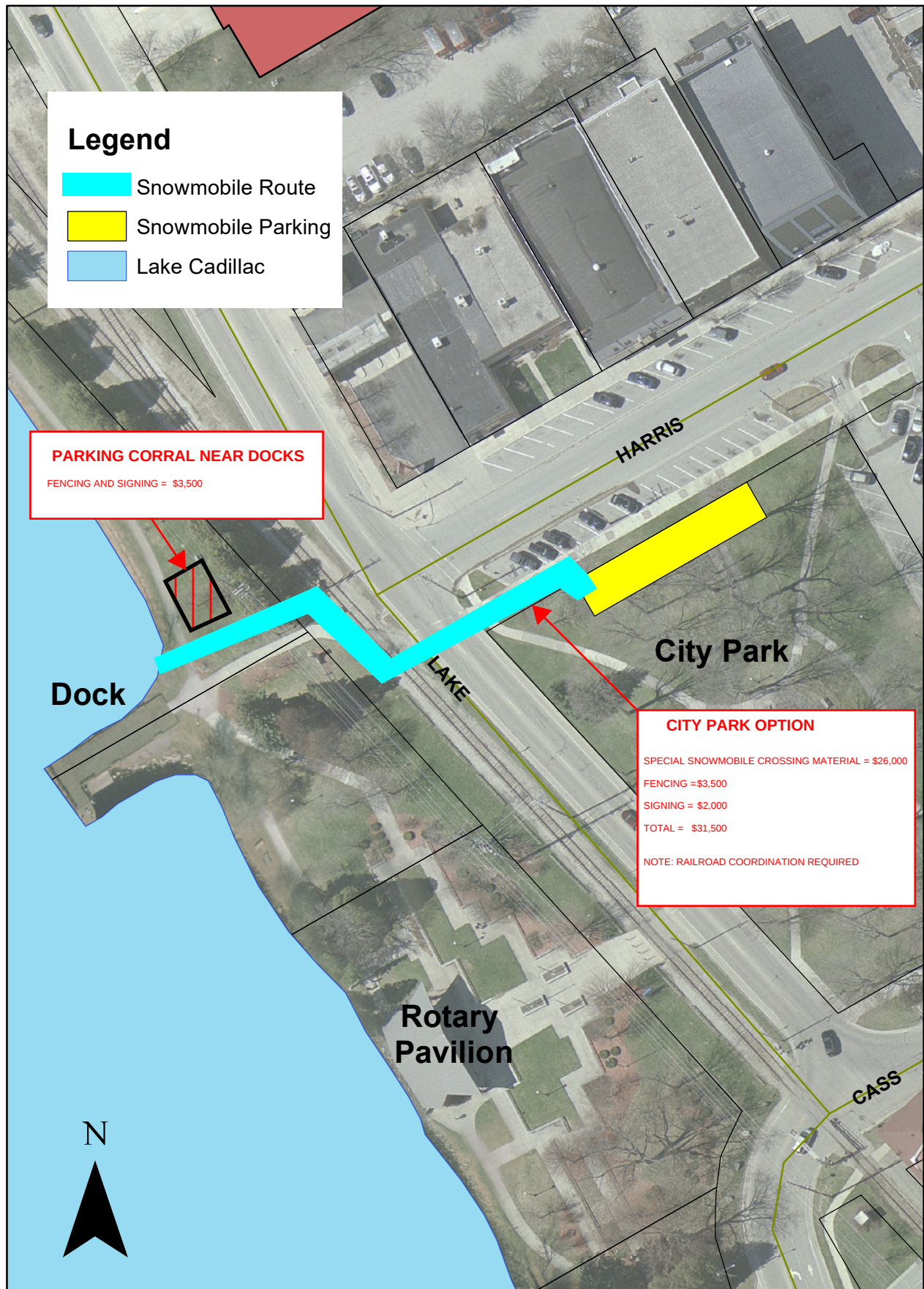
SPECIAL SNOWMOBILE
CROSSING

SPECIAL SNOWMOBILE
CROSSING

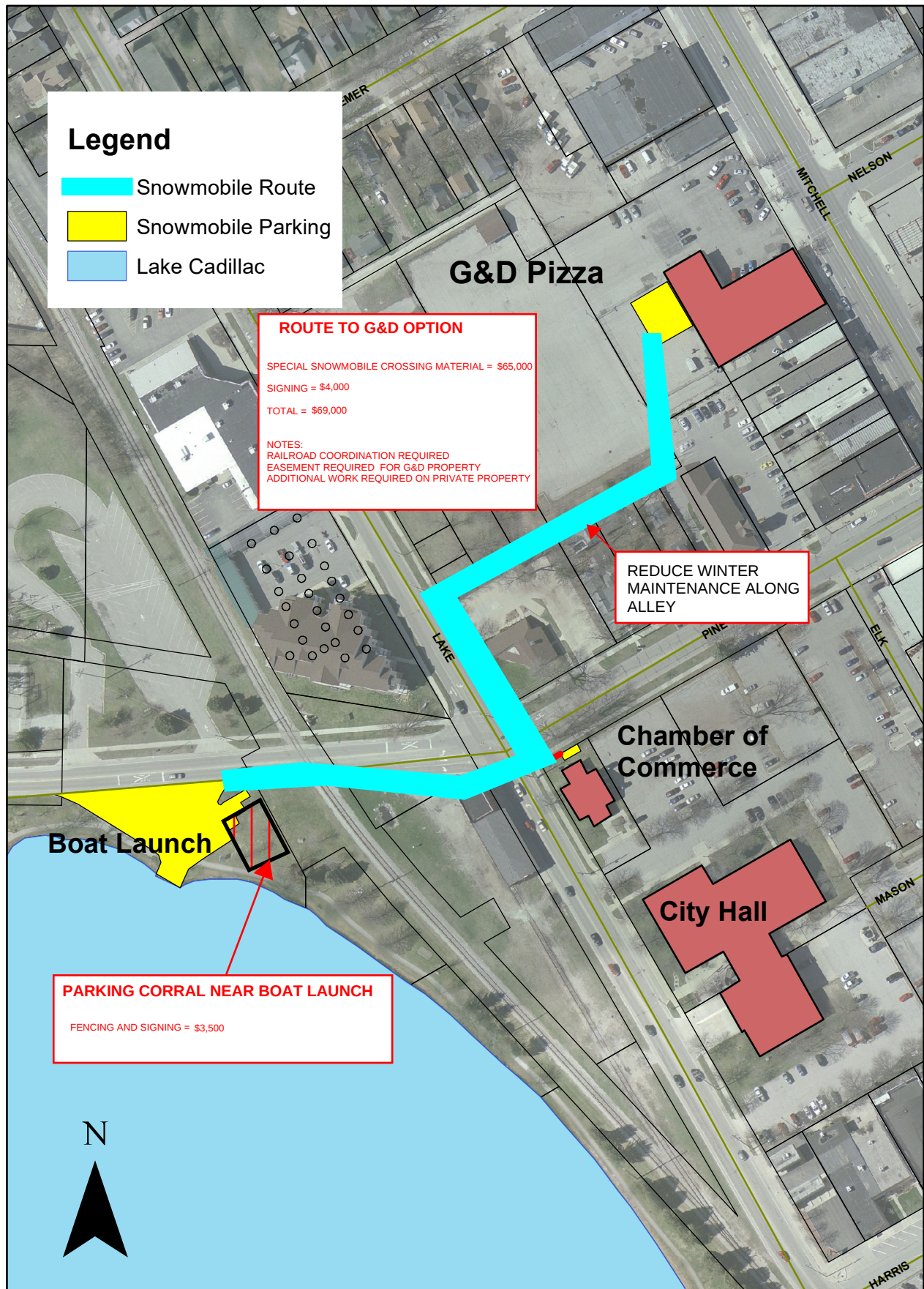
LAUREL STREET

GRANITE STREET

Snowmobile Routes and Parking



Snowmobile Routes and Parking



November 21, 2022

COUNCIL COMMUNICATION

Re: Public Parking Lot Special Assessment

The Downtown Development Authority/Business Improvement District (DDA/BID) have approved the renewal of the public parking lot special assessment at their last meeting held on September 28, 2022.

City Council, following their public hearing on October 17, 2022, did not take affirmative action to approve the assessment. Subsequently, the DDA/BID, with assistance from the Chamber of Commerce, facilitated a “Downtown Public Forum” to seek further input from assessment area.

At this time, it would be appropriate for City Council to reconsider the approval of the special assessment. Approval of the assessment may occur as-is or Council may modify. For example, the City’s General Fund currently contributes approximately 36% of the total assessment, and Council may modify that percentage if desired.

The following information includes a memo recapping the Forum, along with the original documentation provided at the October 17 Council meeting.

Recommended Action

Consider approval of the special assessment as-is or as modified.

Memo

To: Downtown Development Authority Board and Downtown Forum Attendees
(November 10, 2022)

From: John Wallace, Downtown Director

cc:

Date: November 15, 2022

Re: Recap of Downtown Forum (November 10, 2022)

The Downtown Development Authority held a Downtown Forum on November 10, 2022. The purpose of this forum was to explain the role of the Downtown Development Authority, present the DDA's proposed downtown parking special assessment proposal, and to gather public input and discuss future plans for the downtown. The narrative which follows is summation of the information collected at this public forum.

The meeting opened with the DDA chairperson Steve Barnes welcoming the attendees and giving a short presentation on the DDA's function. The essence of Steve's presentation was that the DDA historically has been primarily involved with infrastructure and beautification within the DDA District. Projects such as the Plaza and Market and beautification efforts such as the flower basket program, banners, and downtown planters.

Following Steve's presentation John Wallace (Downtown Director) gave a presentation on the DDA's recommended proposal for the downtown parking special assessment roll which would be in effect for the next five-year period. John repeated the presentation he gave before the city council at their most recent meeting.

The basis of the downtown parking special assessment district is to have the 82 businesses within the district cover the maintenance cost for 13 public parking lots downtown totaling about 687 parking spaces. The projected annual cost for maintenance is \$92,400, totaling \$462,000 for the five-year assessment period. The city funds 36 percent (\$165,000) of the total assessment cost and the businesses fund 64 percent (\$297,000) of the total assessment cost. A comparison of the annual maintenance cost per space within the assessment district (\$134.00) compared to the annual cost per space outside of the district and within the DDA District (\$207.00) was quite favorable. The city solicits bids for all work not done by DPW staff.

The DDA proposal is based on assessing downtown businesses within the special assessment district based on three criteria: parking demand generation (50%), building size (30%), and contiguity to the public parking lots (20%). The annual cost paid by the special assessment district businesses (\$59,400) per these 3 criteria is as follows: parking demand generation (\$29,700), building size (\$17,820), and continuity (\$11,800)

Following John Wallace's presentation Miranda Grunow (Vice Chair of the DDA) led discussion on getting community input regarding the parking special assessment roll proposal and on future plans for the DDA.

Issues Identified included:

Parking Assessment:

- General consensus that the businesses do not want to go back to parking meters. This sentiment was expressed by Gregg Carner (Brinks Framing) and Matt Blakely (Papa Johns),
- Frustration from new business owners regarding the Parking Assessment. Asked if new business owners could apply for an abatement or assistance for the first few years. (Charming North, Fast Cash, Emmie's Closet)
- Charming North: Frustration paying parking assessment when Farmer's Market and Saturday Market use all the public parking.

Traffic on Mitchell:

- Traffic moves too fast and lanes are narrow.
- Parallel parking lanes are too narrow, numerous cases of damage to side view mirrors.
- Walk light are not automatic, people don't know when to walk.
- Traffic moves too fast to see the shops.
- Want turning lights for left turn lanes
- Decorative pedestrian lights are working for sidewalks but not lighting up the pedestrian crossings.

Safety:

- Traffic is too fast.
- Pedestrian and sidewalks are not safe. Pavers on walkway have caused many tripping accidents.
- Not enough bicycle space.
- Want more tickets for speeding, possibly cameras to ticket people downtown.
- Want a safety campaign to educate locals.

Sidewalks:

- More bump-outs to slow down traffic.
- Continuing problems with uneven walkway pavers, should take out and replace with concrete.
- Need more foot traffic.

Use of Cadillac Commons:

- Market – block off public parking
- Screens at the Market look horrible.
- Add Pavilion screens to make night movies more visible.
- Frustrations with use of public parking and City Park.

Events:

- Vendors on Saturdays take up all the public parking
- 2-hour parking is not enforced
- Saturday Markets are free and happen every week, that shouldn't be called an "event"
- Raise the rates for using the park as a market, or not allow it at all
- Bathrooms: people use business bathrooms
- Want to bring more business downtown with events, would like to shut down Mitchell a few times a year. Different types of events help different businesses.
- Want more events, and bring business downtown

To bring the forum to a close Steve Barnes asked everyone in the room if they had to state just one thing they are most concerned about downtown: what would it be?

Here is a breakdown of the answers I received from Steve's final question:

- 1 for sign ordinance
- 2 for beautification/graffiti/maintenance
- 4 for Marketing/Bringing locals downtown/Events
- 4 for Communication and collaboration of local agencies
- 8 for Safety and Pedestrian friendly downtown including sidewalks, speed, parking on Main Street

October 17, 2022

Council Communication

Re: 2022 Business Improvement District Public Parking Lot Special Assessment Resolution 4

The Downtown Development Authority/Business Improvement District Board approved a proposed five-year public parking lot special assessment roll at their meeting on September 28, 2022. City staff has met with the DDA/BID several times to discuss and formulate the new assessment roll. The Board considered basing the assessment on building size alone, but in reviewing the assessment numbers, didn't believe these results were as equitable as the formula that had been used in the past. The city has budgeted \$92,400 for the maintenance of the public parking lots in the first year of the new program. The city and the Business Improvement District Board recommend that \$59,400 (64%) of this amount should be raised from the new special assessment program.

The proposed public parking lot special assessment roll is based on the previous two five-year special assessment formulas. The formula continues to use parking demand (50%), building size (30%), and contiguity to public parking lots (20%) as the factors on which the assessment amounts are based. The amounts that each of these factors comprise of the total annual assessment amount of \$59,400 are:

<u>Assessment Factor:</u>	<u>%</u>	<u>Portion of Assessment</u>
Parking Deficiency Assessment:	50%	\$29,700
Square Feet Assessment:	30%	\$17,820
Proximity Assessment:	20%	\$11,880

Changes made to the formula for this proposed special assessment roll include updated parking demand calculations and more accurate building size numbers taken directly from the county property assessment records. The new parking demand calculations are mainly based on the Parking Generation Manual (5th Edition) prepared by the Institute of Transportation Engineers. Observed parking patterns in the Cadillac area were also used to fine tune the parking demand ratios. As with the previous five-year assessment program, all property owners are credited for the number of private parking spaces they provide. Property owners are not charged for portions of their building which are not suitable for business use and access by the public.

Recommended Action

It is recommended that City council approve the 2022 Business Improvement District Public Parking Lot Special Assessment Resolution No. 4.

City Council

200 North Lake Street
Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Robert Engels
Stephen King
Bryan Elenbaas

RESOLUTION NO. _____

2022

BUSINESS IMPROVEMENT DISTRICT
PUBLIC PARKING LOT SPECIAL ASSESSMENT RESOLUTION NO. 4

Minutes of a Regular Meeting of the City Council of the City of Cadillac, held in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, on November 21, 2022, at 6:00 p.m.

PRESENT: Councilpersons _____

ABSENT: Councilpersons _____

WHEREAS, the City Council has conducted a public hearing regarding the special assessment roll prepared for the purpose of defraying the cost of the operation and maintenance of certain downtown off-street parking lot (the "Parking Lot Improvements"), which improvements are described in **Exhibit A** and incorporated by reference;

WHEREAS, after conducting the public hearing and after carefully reviewing the special assessment roll, the Council deems it advisable and necessary to proceed with the special assessment for the Parking Lot Improvements and deems the assessments contained in the special assessment roll to be in accordance with the benefits to be

derived by each parcel of land assessed;

WHEREAS, the Council has not received written objections by owners of more than one-half (1/2) of the property to be assessed;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make the Parking Lot Improvements and to defray the cost by special assessment upon the properties specially benefited in proportion to the benefits to be derived.

2. The City Council hereby approves the profiles, plans, specifications, and detailed estimates of cost for the Parking Lot Improvements. The City Council further determines the estimated five-year cost of the Parking Lot Improvements to be \$462,000 (\$92,400 annually). The City Council determines to specially assess approximately 64% of the total estimated cost, being \$297,000 (\$59,400 annually), across the 87 parcels benefitted by the Parking Lot Improvements, as further set forth in this Resolution. The City may make periodic redeterminations of cost and adjust the amount of the assessments accordingly to the extent allowed by applicable law, and the City may make additional pro rata assessments to supply any deficiency if the amount assessed is insufficient to pay the cost of the Parking Lot Improvements.

3. The City Council hereby designates the lots and parcels of land set forth in **Exhibit B** as the property to comprise the special assessment district upon which the special assessments shall be levied.

4. The special assessment roll, attached as Exhibit B, is hereby confirmed and shall be known as Business Improvement District Parking Special Assessment Roll No. 3 ("Roll").

5. The Roll is divided into five (5) equal annual installments. Each installment is due and payable on December 1 of each year, with the first installment due and payable on or before December 1, 2022.

6. All special assessments contained in any special assessment rolls, from the date of confirmation of such roll, constitute a lien upon the respective lots or parcels of land assessed and until paid shall be a charge against the respective owners of the several lots and parcels of land and a debt to the City from the persons to whom they are assessed. Such lien shall be of the same character and effect as the lien created by the City Charter for City taxes.

7. The City Clerk is hereby directed to endorse the date of confirmation on the roll.

8. All Resolutions and parts of Resolutions that conflict with the provisions of this Resolution are hereby rescinded insofar as they conflict with this Resolution.

AYES: Councilpersons _____

NAYS: Councilpersons _____

RESOLUTION DECLARED ADOPTED.

Sandra Wasson, City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Cadillac, Michigan, Wexford County, at a Regular Meeting held on October 17, 2022, and that public notice of said meeting was given as required by Public Act 267 of Public Acts of 1976, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Sandra Wasson, City Clerk
Cadillac Municipal Complex
200 Lake Street
Cadillac, Michigan 49601
Telephone No: (231) 775-0181

EXHIBIT A

DESCRIPTION OF IMPROVEMENTS

The Parking Lot Improvements will consist of ongoing repair, maintenance, and snow removal for the parking lot areas within the following boundaries of the special assessment district:

All of Blocks "A", "B", "C", "D", "H", "L", "K", "1", "2", "4", "5", "14", Lots 4-6 Block "3", Lots 1-7 Block "E", Lot 1-9 Block "6", Lots 7-12 Block "13", and Lots 1-6 Block "21", Block "G" Lying Easterly Of Lake Street, Mitchell's Revised Plat of Clam Lake, (now the City of Cadillac), Wexford County, Michigan.

AND

All of J. Cummer & Son's Subdivision of Block "F", Mitchells Revised Plat of The City Of Cadillac, Wexford County, Michigan.

AND

That part of the abandoned Grand Rapids Railroad Right-of-Way in Section 4, Town 21 North, Range 9 West and Section 33, Town 22 North, Range 9 West, City Of Cadillac, Wexford County, Michigan, Lying North of Ann Arbor Railroad Right-of-Way and South of a line 200 feet North of the North Right-of-Way Line of West Pine Street.

AND

Part of Outlot 7 Com. at SW Corner of S. Mitchell & Chapin, S 225', W 125', N 100', W 193' M/L To Grand Rapids Railroad Right-of-Way, N'ly Along RR Right-of-Way to Chapin Street Right-of-Way, E to Pt of Beginning & that part of Outlot 9 Lying South of Chapin Street & W of Grand Rapids Railroad & E of the Ann Arbor Railroad, Mitchell's Revised Plat of Village of Clam Lake, Now City Of Cadillac, Wexford County, Michigan.

EXHIBIT B

SPECIAL ASSESSMENT ROLL

Business Address	Business Name	Property Owner	Total 5-Yr Assessment
101 E. Harris Street	Val Vista RV Park, LLC	Val Vista RV Park, LLC	\$4,917.80
101 S. Mitchell	Serendipity	M2K Group LLC	\$4,407.70
102 S. Mitchell	Lakeside Title	City Park Professional Building	\$3,894.85
103 N. Mitchell	Huntington Bank	Citizens Bank	\$7,033.05
105, 107, 109 S. Mitchell	Charming North	Charming North Properties LLC	\$6,178.70
106 S. Mitchell	Clam Lake Beer Co.	SCFRC HW-LLC	\$8,463.85
108 N. Mitchell	Cadillac Pharmacy	Cadillac Pharmacy Parking Lot LLC	\$1,537.10
107 N. Mitchell	Patterson's Flowers	Ridges & Dashes LLC	\$5,665.80
108 S. Mitchell	Advance Realty	Edward & Carol Coe-Vokes	\$2,971.20
108 Beech Street	Salon 108	Donald & Patricia Clous	\$998.40
109 N. Mitchell	Lee Brown Building	Lee J Brown Trust	\$5,003.00
110 N. Mitchell	City 2 Shore	Michigan Troll LLC	\$3,007.05
110 S Mitchell	Heart to Heart Balloons	Keith & Theresa Cottier	\$1,563.90
111 N. Shelby Street	Five Star Realty	G3GROUP LLC	\$540.55
111 S. Mitchell	Sweet Shop	Janeen Russell	\$2,506.55
112 Beech Street	Mitchell Investment	Beech Street Investments LLC	\$721.70
112 N. Mitchell	Simply Delightful	Delightful Properties LLC	\$3,061.80
112 S. Mitchell	Brinks Framing	Early Bird Investments LLC	\$2,703.75
112 Spruce Street	Keith Tianen	Keith Tianan	\$2,933.95
114 N. Mitchell	Family Supportive Services	Family Supportive Services of N. MI	\$1,142.15
114 S. Mitchell	Landing Dance Academy	Watterstrong Holdings LLC	\$2,989.50
114 W. Pine Street	Mercantile Bank	Mercantile Bank of Michigan	\$2,736.50
116 E. Nelson Street	Genysis Mortgage	Bruce & Kimberly Meek	\$327.40
115 E. Cass Street	Fifth-Third Bank	Fifth Third Bank	\$759.25
115 N. Mitchell	Fresh Coast Provisioning LLC	Ecek Holding LLC	\$4,457.90
117 S. Mitchell	Horizon Book Store	Cadillac 2002, LLC	\$4,263.00
116 N. Mitchell	Lutz & Singer	Lutz & Singer LLC	\$1,281.55
116 S. Mitchell	Smith & Schepers CPA	116 Mitchell Properties LLC	\$2,849.90
116 W. Harris Street	Baker College Housing	Baker College	\$3,270.25
116 E. Pine Street	Book Nook	Kenneth & Cheryl Haysmer	\$4,780.85
117 N. Mitchell	Blossom/Balkema Law	Ecek Holding LLC	\$9,634.00
119 S. Mitchell	Raven Social	Freiberg Holdings LLC	\$8,572.75
118 S. Mitchell	Oasis	Cadillac Area Oasis	\$2,222.55
119 N. Shelby	Active Chiropractic of Cadillac	DTJB Holdings LLC	\$323.30
120 W. Chapin Street	EGLE	Cadillac Downtown Development	\$4,179.40
120 W. Harris Street	McCurdy Wotila	Parkview LLC	\$5,440.35
122 S. Mitchell	Elks	Elks Temple	\$8,642.50
121 N. Mitchell	Hines Professional Bldg.	Margaret Hines	\$3,292.30
121 W. Chapin Street	Zachary Miller- State Farm	Cadillac Professional Building	\$1,429.25
121 S. Mitchell	Fifth Third Bank	Fifth Third Bank	\$5,831.60
123 N. Mitchell	Blick Dillon Insurance	Dale & Joann Suminski	\$3,171.25
124 S. Mitchell	Remax Central	DMQ Holdings LLC	\$2,675.15
126 N. Mitchell	Masonic Building	Masonic Temple Association	\$7,797.35
126 W. Harris Street	Parkview Lanes	W D D Property LLC	\$4,389.20

127 W. Cass Street	Amvets/After26	AMVETS Post	\$1,353.70
128 N. Mitchell	Cadillac News	Cadillac Evening News	\$5,180.10
134 W. Harris Street	Baird/Cotter/Bishop	Eastshore Professional Building LLC	\$6,209.60
138 W. Harris Street	Huntington Bank	Citizens Bank	\$991.10
200 N. Lake Street	City Offices	City of Cadillac	\$11,192.25
201 N. Mitchell	Old City Hall	OCH LLC	\$10,099.75
202 S. Mitchell	Cadillac 4 Theater	Goodrich Theater Propco LLC	\$11,190.00
205 E. Harris Street	AT&T	Michigan Bell Telephone	\$9,411.05
205 N. Mitchell	Cosmotology School	James & Dena Gregory	\$6,084.15
207 N. Mitchell	Coffey Insurance	Timothy Coffey	\$936.70
209 N. Mitchell Street	La Vie & Rose	LJR Property Management LLC	\$2,485.70
210 N. Mitchell Street	Lake Cadillac Restaurant Group	Blackmer-Kulhavi Property Group LLC	\$3,200.00
210 S. Mitchell Street	Roaring 20's Bar	James & Dawn Feister	\$3,111.55
215 N. Mitchell Street	Country Cottage	Thomas & Karen Taylor	\$3,752.85
214 E. Harris Street	Kelly McCann	Kelly McCann	\$1,381.25
214 N. Mitchell Street	Lake Cadillac Restaurant Group	Blackmer-Kulhavi Property Group LLC	\$4,447.20
214 S. Mitchell Street	Cadillac Printing	Cadillac Printing Company	\$3,652.50
216 S. Mitchell Street	Spec Tech Computers	Jason Specht	\$1,728.85
219 N. Mitchell Street	Apple Valley/Agape	Apple Valley Properties LLC	\$5,037.20
218 N. Mitchell Street	Ticconi's	Fred & Kathy Moomey	\$3,471.30
220 S. Mitchell Street	Midas	Brian & Scott Peterson	\$1,542.55
222 E. Harris Street	Jacob's Chiropractic	R.E. Jacobs	\$1,236.05
222 N. Lake Street	Chamber of Commerce	City of Cadillac	\$2,039.50
222 N. Mitchell Street	Simply Delightful	Bigelow Development LLC	\$3,405.15
223 N. Mitchell Street	Johnson Insurance	CJB Cadillac LLC	\$1,200.65
301 N. Mitchell Street	Eli Hoffert's Bldg.	Elijah & Kristin Hoffert	\$3,436.00
302 N. Mitchell Street	Pizza Plus	David & Ann Kennard	\$2,286.60
302 S. Mitchell Street	Horizon Bank	Horizon Bank	\$1,869.80
304 N. Mitchell Street	Blue Heron	Brian & Julia Williams	\$3,800.10
305 N. Mitchell Street	Generation Insurance	LJR Property Management LLC	\$2,466.00
307 N. Mitchell Street	Troy & Jeanette Hill	Troy & Jeanette Hill	\$1,860.85
309 N. Mitchell Street	New Image Hair Salon	Carol Brewster	\$1,249.05
311 N. Mitchell Street	McClain Cycle	McLain Management LLC	\$2,520.35
313 N. Mitchell Street	War Games North	Unobtainium LLC	\$1,851.15
315N. Mitchell Street	Edward Jones	Clam Lake Property LLC	\$1,020.10
317 N. Mitchell Street	Owl Eye	Aaron Fekete & Kim Jinyoung	\$1,081.10
319 N. Mitchell Street	G&D Pizza	PAKMAK LLC	\$2,680.50
324 N. Mitchell Street	Peterson's Service	Peterson Services Inc	\$1,967.20
			\$296,999.25

City Council

200 North Lake Street
Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. _____

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND CITY ZONING
ORDINANCE TO IMPOSE MINIMUM DISTANCE BETWEEN CERTAIN
MARIHUANA BUSINESSES**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 21st day of November, 2022, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, the City wishes to consider an ordinance to amend the Zoning Ordinance to provide that medical marihuana provisioning centers and adult-use marihuana retailers cannot be located within 1,500 feet of another provisioning center or retailer; and

WHEREAS, the City Planning Commission held a public hearing on the proposed amendments on October 24, 2022; and

WHEREAS, the City Planning Commission recommended approval of the proposed amendments to the City Council in the form attached as Exhibit A; and

WHEREAS, Section 5.2 of the City Charter requires the City to hold a public hearing prior to final adoption of the ordinance and publish notice once at least five days prior to the public hearing; and

WHEREAS, the City wishes to hold a public hearing and consider adopting the

Ordinance at its December 5, 2022 City Council meeting.

NOW, THEREFORE, the City Council of the City of Cadillac, Wexford County, Michigan, resolves as follows:

1. Pursuant to Section 5.2 of the Charter, the City introduces an Ordinance to Amend the City of Cadillac Zoning Ordinance to Impose Minimum Distance Between Certain Marihuana Businesses (the "Ordinance," attached as **Exhibit A**).

2. A public hearing regarding the Ordinance shall be held on December 5, 2022, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan.

3. The City Clerk is directed to publish a summary of the Ordinance once in a newspaper of general circulation in the City, together with a notice setting the time and place for a public hearing on the Ordinance, within seven days. The summary and notice of the hearing shall be substantially the form of **Exhibit B**.

4. A copy of the Ordinance shall be available for examination at the office of the City Clerk, and copies may be provided for a reasonable charge.

5. Any and all Resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. ____, duly adopted at a regular meeting of the City Council held on the 21st day of November, 2022.

Sandra Wasson
Cadillac City Clerk

EXHIBIT A

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CITY OF CADILLAC ZONING ORDINANCE TO IMPOSE MINIMUM DISTANCE BETWEEN CERTAIN MARIHUANA BUSINESSES

Section 1. Amendment of Section 46-752(8)

Subsection 8 of Section 46-752, entitled “Adult-Use Marihuana Establishments,” is amended as follows:

8. The following minimum-distancing regulations apply:
 - a. An establishment other than a retailer may not be located within 1,000 feet of a public or private K-12 school or a college or university. A retailer may be located within 1,000 feet of a public or private K-12 school or a college or university, subject to subsections (8)(c) **and (d)**.
 - b. A grower, processor, safety compliance establishment, or microbusiness may not be located within 500 feet of any existing one-family dwelling.
 - c. A retailer may not be located within 100 feet of any existing one-family dwelling.
 - d. **A retailer may not be located within 1,500 feet of any other retailer or medical marihuana provisioning center.**
 - e. The distances described in this subsection shall be computed by measuring a straight line from the nearest property line of land used for the purposes stated in this subsection to the nearest property line of the parcel used as a marihuana establishment; provided, however, that for purposes of subsections (c) **and (d) only**, the distance shall be computed by measuring a straight line between the two closest points of the subject buildings.

Section 2. Amendment of Section 46-753(10)

Subsection 10 of Section 46-753, entitled “Medical Marihuana Facilities,” is amended as follows:

- (10) The following minimum-distancing regulations apply:

- a. A facility may be located within 1,000 feet of a public or private K-12 school or a college or university, subject to subsection (10)(b), ~~and~~ (c), **and (d)**. However, a facility may not be located adjacent to a public or private K-12 school or a college or university.
- b. A grower, processor, or safety compliance facility may not be located within a district zoned exclusively for residential use.
- c. A provisioning center may not be located within a district zoned exclusively for residential use or within 100 feet of any existing one-family dwelling.
- d. **A provisioning center may not be located within 1,500 feet of any other provisioning center or adult-use marihuana retailer.**
- e. The distances described in this subsection shall be computed by measuring a straight line from the nearest property line of land used for the purposes stated in this subsection to the nearest property line of the parcel used as a marihuana facility; provided, however, that for purposes of subsections (c) **and (d) only**, the distance shall be computed by measuring a straight line between the two closest points of the subject buildings.

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

Section 4. Severability; Repeal of Prior Ordinances. The provisions of this Ordinance are severable. If any provision of this Ordinance is found invalid for any reason, such holding will not affect the validity of the remaining provisions of this Ordinance. Any ordinances that conflict with this Ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

YEAS: Council Member(s) _____

NAYS: Council Member(s) _____

ABSTAIN: Council Member(s) _____

ABSENT: Council Member(s) _____

CERTIFICATION

As the City Clerk of the City of Cadillac, Wexford County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Cadillac City Council at a regular meeting held on _____, 2022.

Date: _____, 2022

Carla Filkins, Mayor

Date: _____, 2022

Sandra Wasson, City Clerk

Introduced: _____, 2022

Adopted: _____, 2022

Published: _____, 2022

Effective: _____, 2022

EXHIBIT B

NOTICE OF PROPOSED ORDINANCE AND PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on December 5, 2022, at 6:00 p.m., at a Meeting of the City Council, to consider the adoption of Ordinance No. 2022-__, an Ordinance to Amend the City of Cadillac Zoning Ordinance to Impose Minimum Distance Between Certain Marihuana Businesses. The City of Cadillac complies with the “Americans with Disabilities Act.” If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting. Copies of the proposed ordinance are available for examination at the office of the City Clerk and copies may be provided at a reasonable charge.

The following is a summary of the proposed ordinance.

Section 1 amends the Zoning Ordinance to provide that a recreational marihuana retailer may not be located within 1,500 feet of any other retailer or medical marihuana provisioning center.

Section 2 amends the Zoning Ordinance to provide that a medical marihuana provisioning center may not be located within 1,500 feet of any other provisioning center or recreational marihuana retailer.

Section 3 provides the publication requirements and effective date of the ordinance.

Section 4 provides that the ordinance is severable and repeals prior ordinances to the extent necessary to give this ordinance full force and effect.

City Council

200 North Lake Street
Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. _____

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND SECTION 10-2 OF
THE CADILLAC CITY CODE RELATING TO RECREATIONAL MARIHUANA
ESTABLISHMENTS**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 21st day of November, 2022, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and
seconded by _____.

WHEREAS, the City is authorized under the Home Rule City Act, MCL 117.1 *et seq.*
and Michigan Taxation and Regulation of Marihuana Act, MCL 333.27951 *et seq.*, to adopt and
enforce regulations governing recreational marihuana within the City; and

WHEREAS, the City has adopted regulations governing recreational marihuana within
the City under Section 10-2 of the City of Cadillac Code of Ordinances; and

WHEREAS, the City wishes to amend Section 10-2 of the City Code to eliminate
marihuana license caps for certain establishments; and

WHEREAS, Section 5.2 of the City Charter requires the City to hold a public hearing
prior to final adoption of the ordinance and publish notice once at least five days prior to the
public hearing; and

WHEREAS, the City wishes to hold a public hearing and consider adopting the

Ordinance at its December 5, 2022 City Council meeting.

NOW, THEREFORE, the City Council of the City of Cadillac, Wexford County, Michigan, resolves as follows:

1. Pursuant to Section 5.2 of the Charter, the City introduces an Ordinance to Amend Section 10-2 of the Cadillac City Code Relating to Recreational Marihuana Establishments (the "Ordinance," attached as **Exhibit A**).

2. A public hearing regarding the Ordinance shall be held on December 5, 2022, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan.

3. The City Clerk is directed to publish a summary of the Ordinance once in a newspaper of general circulation in the City, together with a notice setting the time and place for a public hearing on the Ordinance, within seven days. The summary and notice of the hearing shall be substantially the form of **Exhibit B**.

4. A copy of the Ordinance shall be available for examination at the office of the City Clerk, and copies may be provided for a reasonable charge.

5. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. ____, duly adopted at a regular meeting of the City Council held on the 21st day of November, 2022.

Sandra Wasson
Cadillac City Clerk

EXHIBIT A

AN ORDINANCE TO AMEND SECTION 10-2 OF THE CADILLAC CITY CODE RELATING TO RECREATIONAL MARIHUANA ESTABLISHMENTS

Section 1. Amendment of Section 10.2-02(b). Section 10.2-02(b) of Chapter 10 of the Cadillac City Code is hereby amended as follows:

(b) *Number of establishments eligible for authorization.* The following numbers of marihuana establishments may be authorized to operate in the city, subject to this chapter:

- (1) Unlimited for growers operating under Class A licenses;
- (2) Unlimited for growers operating under Class B licenses;
- (3) Unlimited for growers operating under Class C licenses;
- (4) ~~Not more than two~~ **Unlimited for** retailers;
- (5) Unlimited for processors;
- (6) Unlimited for secure transporters;
- (7) Unlimited for safety compliance establishments;
- (8) ~~Not more than one~~ **Unlimited for** microbusinesses;
- (9) Zero designated consumption establishments (prohibited in the city);
- (10) Zero excess marihuana growers (prohibited in the city); and
- (11) Zero temporary marihuana events (prohibited in the city).

Section 2. Amendment of Section 10.2-03(c). Section 10.2-03(c) of Chapter 10 of the Cadillac City Code is hereby amended to add new subsection (3) as follows:

(c) Initial receipt period set by resolution.

- (1) For any establishment type subject to numerical limitations under section 10-2.02, the initial receipt period will commence on December 9, 2019, and will end on February 28, 2020, at 4:00 p.m. The city council may extend this initial receipt period by resolution.
- (2) Thereafter, from time to time, the city manager may open a new receipt period and establish a deadline for applications for any establishment type for which licenses remain available under the numerical limitations in section 10-2.02. Each receipt period must last for at least 30 days. The city will post notice of each new receipt period on its website.
- (3) **For establishment types that are not subject to a numerical limitation, the city clerk will accept applications on an ongoing basis.**

Section 3. Publication and Effective Date. The City Clerk will cause to be published a notice of adoption of this ordinance within 10 days of the date of its adoption. This ordinance will take effect 20 days after its adoption.

YEAS: Council Member(s) _____
NAYS: Council Member(s) _____
ABSTAIN: Council Member(s) _____
ABSENT: Council Member(s) _____

CERTIFICATION

As the City Clerk of the City of Cadillac, Wexford County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Cadillac City Council at a meeting held on December 5, 2022.

Date: _____, 2022

Carla Filkins, Mayor

Date: _____, 2022

Sandra Wasson, City Clerk

Introduced: _____, 2022

Adopted: _____, 2022

Published: _____, 2022

Effective: _____, 2022

EXHIBIT B

NOTICE OF PROPOSED ORDINANCE AND PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on December 5, 2022, at 6:00 p.m., at a Meeting of the City Council, to consider the adoption of Ordinance No. 2022-__, an Ordinance to Amend Section 10-2 of the Cadillac City Code Relating to Recreational Marihuana Establishments. The City of Cadillac complies with the “Americans with Disabilities Act.” If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting. Copies of the proposed ordinance are available for examination at the office of the City Clerk and copies may be provided at a reasonable charge.

The following is a summary of the proposed ordinance.

Section 1 eliminates the numerical limitation on recreational marihuana retailers and microbusinesses in the City.

Section 2 provides that applications for establishments for which there is no numerical limitation will be accepted on an ongoing basis.

Section 3 provides the publication requirements and effective date of the ordinance.

City Council

200 North Lake Street
Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. _____

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND SECTION 10-3 OF
THE CADILLAC CITY CODE RELATING TO MEDICAL MARIHUANA FACILITIES**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 21st day of November, 2022, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and
seconded by _____.

WHEREAS, the City is authorized under the Home Rule City Act, MCL 117.1 *et seq.*
and Medical Marihuana Facilities Licensing Act, MCL 333.27101 *et seq.* to adopt and enforce
regulations governing medical marihuana within the City; and

WHEREAS, the City has adopted regulations governing medical marihuana within the
City under Section 10-3 of the City of Cadillac Code of Ordinances; and

WHEREAS, the City wishes to amend Section 10-3 of the City Code to eliminate
marihuana license caps for certain facilities; and

WHEREAS, Section 5.2 of the City Charter requires the City to hold a public hearing
prior to final adoption of the ordinance and publish notice once at least five days prior to the
public hearing; and

WHEREAS, the City wishes to hold a public hearing and consider adopting the

Ordinance at its December 5, 2022 City Council meeting.

NOW, THEREFORE, the City Council of the City of Cadillac, Wexford County, Michigan, resolves as follows:

1. Pursuant to Section 5.2 of the Charter, the City introduces an Ordinance to Amend Section 10-3 of the Cadillac City Code Relating to Medical Marihuana Facilities (the "Ordinance," attached as **Exhibit A**).

2. A public hearing regarding the Ordinance shall be held on December 5, 2022, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan.

3. The City Clerk is directed to publish a summary of the Ordinance once in a newspaper of general circulation in the City, together with a notice setting the time and place for a public hearing on the Ordinance, within seven days. The summary and notice of the hearing shall be substantially the form of **Exhibit B**.

4. A copy of the Ordinance shall be available for examination at the office of the City Clerk, and copies may be provided for a reasonable charge.

5. Any and all Resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. ____, duly adopted at a regular meeting of the City Council held on the 21st day of November, 2022.

Sandra Wasson
Cadillac City Clerk

EXHIBIT A

ORDINANCE NO. 2022-____

**AN ORDINANCE TO AMEND SECTION 10-3 OF THE CADILLAC CITY CODE
RELATING TO MEDICAL MARIHUANA FACILITIES**

Section 1. Amendment of Section 10.3-02(b). Section 10.3-02(b) of Chapter 10 of the Cadillac City Code is hereby amended as follows:

(b) *Number of facilities eligible for authorization.* The following numbers of medical marihuana facilities may be authorized to operate in the city, subject to this chapter:

- (1) Unlimited for growers operating under Class A licenses;
- (2) Unlimited for growers operating under Class B licenses;
- (3) Unlimited for growers operating under Class C licenses;
- (4) ~~Not more than two~~ **Unlimited** for provisioning centers;
- (5) Unlimited for processors;
- (6) Unlimited for secure transporters;
- (7) Unlimited for safety compliance facilities;

Section 2. Amendment of Section 10.3-03(c). Section 10.3-03(c) of Chapter 10 of the Cadillac City Code is hereby amended to add new subsection (3) as follows:

(c) Initial receipt period set by resolution.

- (1) For any facility type subject to numerical limitations under section 10-3.02, the initial receipt period will commence on December 9, 2019, and will end on February 28, 2020, at 4:00 p.m. The city council may extend this initial receipt period by resolution.
- (2) Thereafter, from time to time, the city manager may open a new receipt period and establish a deadline for applications for any facility type for which licenses remain available under the numerical limitations in section 10-3.02. Each receipt period must last for at least 30 days. The city will post notice of each new receipt period on its website.
- (3) **For facility types that are not subject to a numerical limitation, the city clerk will accept applications on an ongoing basis.**

Section 3. Publication and Effective Date. The City Clerk will cause to be published a notice of adoption of this ordinance within 10 days of the date of its adoption. This ordinance will take effect 20 days after its adoption.

YEAS: Council Member(s) _____
NAYS: Council Member(s) _____
ABSTAIN: Council Member(s) _____
ABSENT: Council Member(s) _____

CERTIFICATION

As the City Clerk of the City of Cadillac, Wexford County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Cadillac City Council at a meeting held on December 5, 2022.

Date: _____, 2022

Carla Filkins, Mayor

Date: _____, 2022

Sandra Wasson, City Clerk

Introduced: _____, 2022

Adopted: _____, 2022

Published: _____, 2022

Effective: _____, 2022

EXHIBIT B

NOTICE OF PROPOSED ORDINANCE AND PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on December 5, 2022, at 6:00 p.m., at a Meeting of the City Council, to consider the adoption of Ordinance No. 2022-__, an Ordinance to Amend Section 10-3 of the Cadillac City Code Relating to Medical Marihuana Facilities. The City of Cadillac complies with the “Americans with Disabilities Act.” If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting. Copies of the proposed ordinance are available for examination at the office of the City Clerk and copies may be provided at a reasonable charge.

The following is a summary of the proposed ordinance.

Section 1 eliminates the numerical limitation on medical marihuana provisioning centers in the City.

Section 2 provides that applications for facilities for which there is no numerical limitation will be accepted on an ongoing basis.

Section 3 provides the publication requirements and effective date of the ordinance.



Downtown Development Authority
Business Improvement District Board
STREETSCAPE SUBCOMMITTEE
June 1, 2022 Meeting Minutes

A special meeting of the Cadillac Downtown Development Authority and Business Improvement Board **Streetscape Subcommittee** was held electronically at 9:30 AM on Wednesday April 20, 2022.

MEMBERS PRESENT: Coffey, LeVand, Barnes, Grunow

NON-MEMBERS PRESENT: Morin (Visitors Bureau), Berard (Chamber)

STAFF PRESENT: Wallace, Pluger

APPROVAL OF MINUTES

- Motion to approve the minutes from April 20, 2022 made by Barnes. Supported by Grunow. Approved Unanimously.

OLD BUSINESS

- Banner Program: The committee and guests discussed the programs presented with the corrections from the previous meeting. Adjustments were made to the documents. Discussion took place about the design of the banners, which logos should be present on the banners and how the design would be approved. There was no resolution to which logos would appear on the banners, but there was much discussion about creating one logo to incorporate all the agencies present. The Visitors Bureau expressed the desire to sponsor banners for the Commons immediately as a pilot to show businesses and events the concept.
 - o The committee requested a meeting in July with City staff to discuss the DDA creating a plan for the downtown streetscape.
 - o The committee requested information about the poles on the West Corridor to see if banners could easily be added there in the future to match the design in the Commons and Downtown.
 - o Motion to present these programs to the full DDA board with examples of the Visitors Bureau designs, and to allow the subcommittee to approve all designs was made by Barnes, supported by Coffey. Motion was approved unanimously.

NEW BUSINESS

PUBLIC COMMENTS

ADJOURN

- Meeting adjourned at 10:30 AM. Motion by Coffey. Supported by Grunow.

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Regular Meeting
September 28, 2022

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held at 9:30 a.m. on Wednesday, September 28, 2022.

MEMBERS PRESENT: Barnes, Grunow, Munger, Crawley, Coffey, and Swanson
STAFF PRESENT: Wallace, Payne, Coy, Roberts

APPROVAL OF AGENDA

- Motion to approve the meeting agenda for September 28, 2022 by Coffey. Supported by Crawley.
- Motion approved unanimously.

APPROVAL OF MINUTES

- Motion to approve meeting minutes from July 27, 2022 by Coffey. Supported by Grunow.
- Motion approved unanimously.

FINANCE REPORT:

- There were no questions regarding the financial report.

COMMITTEE REPORTS:

- Streetscape Subcommittee: Banners from Visitor's Bureau are up
 - o Wallace explained the Visitor's Bureau generously donated all the banners in the Commons. Applications are available for future sponsorship.
- Parking Subcommittee: Parking Assessment:
 - o Wallace discussed the new numbers for the downtown parking assessment, where the new numbers came from, and that the building square footages were taken from Wexford County Equalization numbers. The calculations include a ten percent increase as the cost of maintenance has gone up in the past few years since the last increase.
 - o Roberts explained the timing of getting the new assessment approved by City Council so that it can be on the new tax roll which goes out December 1st. Council needs to have two meetings: one to set a public hearing and a second to go for a formal vote. Roberts explained that the last chance to get this assessment revenue in 2022 is to have council set the public hearing at its October 3rd meeting.
 - o There was general discussion. Munger said his assessment for Old City Hall he feels is a bargain as it's approximately one third of the annual maintenance costs for his parking lot at the Cobbs Mitchell building. Barnes asked that the numbers on the assessment for Heart to Heart, Apple Valley, and Johnson Insurance be double checked. Swanson said the assessment for her bank Mercantile is comparable to the other downtown banks.
 - o A motion was made by Grunow. to approve the Downtown Parking Assessment Roll, which includes a 10% inflationary increase. Supported by Munger.
 - Motion was approved 5 to 1 majority, with Coffey voting against.

OLD BUSINESS - None

NEW BUSINESS

- Goals: Chairperson Barnes explained he requested this topic to ensure the DDA has a vision and doable goals. Much discussion took place about the goals of the DDA moving forward. The board discussed dividing up roles to make these goals happen into the subcommittees. Discussion continued about keeping transparency with the other entities downtown and hopefully these focuses

will help keep downtown a tourist destination.

- the Parking Lot Committee add safety to its goals.
- Streetscape: aesthetics and beautification.
- Administration Committee: downtown design
- The following list of goals was discussed:
 - Safety and walkability for pedestrians
 - Create better atmosphere for tourists
 - Sidewalk maintenance and repair
 - Obsolete blighted buildings
 - Look for downtown improvements that do not cost a lot of money
 - Lit signage notifying speed
 - Replacing bricks in sidewalks
 - Slowing down traffic on Main Street
 - Making sure that it doesn't create other problems on side streets
- Informational Meetings: Wallace explained that twice a year there must be a meeting to the public explaining the DDA goals. The board discussed having a community forum at the Informational Meeting and get feedback from people, having it at night so that more business owners can attend the meeting.
- Current Committee Lists: Chairperson Barnes asked all member is they were fine with their current assignments. Discussion took place on the make up of the subcommittees and changing the titles.
 - Munger volunteered to join Administrative and was asked to join Streetscape.
 - Crawley volunteered to join the Parking/Safety Committee
 - Requested that the Administrative Committee create an appropriate building material in downtown Cadillac and create a handout to business owners on what they can do downtown.

COMMUNICATIONS/OTHER ITEMS None

PUBLIC COMMENTS None

ADJOURNMENT: Meeting Adjourned at 10:50 AM.