CITY OF CADILLAC MICHIGAN

City Council Meeting

December 4, 2023
6:00 p.m.

Cadillac Municipal Complex
Council Chambers
200 N. Lake St.
Cadillac, MI 49601

December 4, 2023 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 November 20, 2023
Support Document III-A

IV. APPOINTMENTS

A. Recommendation regarding reappointment to the Planning Commission.
Support Document IV-A

B. Recommendation regarding reappointment to the Local Development Finance Authority.
Support Document IV-B

V. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution Nos. 1, 2, and 3 regarding Public Sidewalk Special Assessment and set a public hearing for December 18, 2023.
Support Document V-A

B. Adopt Resolution Authorizing Blight Elimination Program Grant Application to the State Land Bank Authority for the Former Western Concrete Property.
Support Document V-B

VI. INTRODUCTION OF ORDINANCES

A. Adopt Resolution to Introduce an Ordinance to Amend City Zoning Ordinance to Codify Interpretation of Short-Term Rental Locations and set a public hearing for December 18, 2023.
Support Document VI-A

VII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Elected Officials Compensation Commission (Draft)
Support Document VII-A

B. Historic Districts Commission
Support Document VII-B

C. Planning Commission
Support Document VII-C

VIII. 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.

IX. GOOD OF THE ORDER

X. 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
November 20, 2023
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, Schippers, Engels, King, Mayor Filkins
Council Absent:	None
Staff Present:	Peccia, Roberts, Dietlin, Payne, Homier, Wasson

APPROVAL OF AGENDA

2023-191 Approve agenda as amended.
Motion was made by Schippers and supported by Elenbaas to approve the agenda as amended to add Tree Placement under the City Manager's Report (Item VI-C).

Motion unanimously approved.

PUBLIC COMMENTS

Keith Newell stated he is the new Airport Manager. He noted the Airport is doing a lot of great things for the community.

Mayor Filkins welcomed the Student Council Members from Mackinaw Trail Middle School.

CONSENT AGENDA

2023-192 Approve consent agenda as presented.
Motion was made by Elenbaas and supported by Schippers to approve the consent agenda as presented.

Motion unanimously approved.

COMMUNICATIONS

A. Friends of the Library

2023-193 Approve signs for Friends of the Library.
Motion was made by Schippers and supported by Elenbaas to approve the request from Friends of the Library to place temporary signs at the Market during the Tree Lighting Ceremony on Friday, November 24, 2023 from 6:00 pm to 8:00 pm.

Motion unanimously approved.

APPOINTMENTS

A. Election of Mayor Pro Tem

Article 3, Section 3.9 (a) of the City Charter states the following: The Council at its first meeting after the regular city election shall elect one of its members to serve as Mayor Pro Tem for a term to coincide with the Mayor's two-year term of office. Such election shall be by written ballot and by majority vote of the members of the Council in office at the time.

Council Member Schippers received four (4) votes and Council Member Elenbaas received one (1) vote. Council Member Schippers will serve as Mayor Pro Tem for a term to coincide with the Mayor's two-year term of office.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Primary Sludge Pump Replacement.

Peccia stated the FY2024 budget for the Water and Sewer Fund includes an appropriation of $40,000 to replace a sludge pump at the Cadillac Wastewater Treatment Plant. He noted four (4) bids were received and the recommendation is to award the project to the second lowest bidder, Hamlett Environmental, in the amount of $25,000. He stated Hamlett Environmental submitted a bid for a Vogelsang pump which is a familiar brand that certain staff have worked with in the past.

Jeff Dietlin, Director of Utilities, noted they are not familiar with the type of pump, Lobeline, submitted by the lowest bidder.

2023-194 Award Primary Sludge Pump Replacement Project.
Motion was made by Elenbaas and supported by Engels to award the Primary Sludge Pump Replacement Project to Hamlett Environmental in the amount of $25,000.

Motion unanimously approved.

B. Recommendation regarding Upgrade of ESRI Geographic Information Systems (GIS).

Owen Roberts, Director of Finance, noted the SAW Grant the City received in 2016 covered 100% of upgrading to the then-current version of ESRI GIS software. He stated the licensing is expired and the City needs to upgrade to the current version of the software in order to utilize the full capacities of the system and receive ongoing support from ESRI.

Roberts noted as part of the evaluation for determining the best solution for the City moving forward, staff worked with ESRI to compare a limited user option similar to what is currently in place with an enterprise version of the software which would open up the system to unlimited users. He stated the total annual fee for the limited licensing version would be $9,170 while the unlimited version could be implemented for $15,500 per year.

Peccia stated this GIS database is utilized for the majority of our operations.

Mayor Filkins noted the Visitors Bureau utilizes a program for a lot of the information they provide. She stated a combination of what we would have access to through this program combined with what the Visitors Bureau and the Chamber of Commerce have will provide the ability to collect and share data.

2023-195 Approve upgrade of ESRI Geographic Information Systems (GIS).
Motion was made by Schippers and supported by Elenbaas to approve the upgrade to the ESRI GIS System to the Small Local Government Cloud-Based Enterprise Agreement Annual subscription at an initial cost of $15,500 per year.

Motion unanimously approved.

C. Tree Placement

Peccia noted since the Plaza was opened for public use and access, we have placed the community Christmas Tree somewhere within that area. He stated for the past few years the tree has been placed between the two parking lots and the organization that hosts the Tree Lighting Ceremony and the other activities has relocated their event to that area. He noted last year we received some feedback from downtown business owners suggesting that we look at relocating the tree because of concerns about traffic congestion. He stated we did look at spots near the Pavilion and the Market. He noted from an operational standpoint it was decided that, in general, keeping it in the same place was probably the easiest and the safest.

King noted he was contacted by some of the business owners who stated that blocking the path between the two parking lots on a daily basis, especially during the holiday season, has caused some problems and frustrations for their customers. He noted they requested that we move the tree to where the ice rink used to be which then allows us to have the passthrough open on a daily basis, except the night of the Tree Lighting Ceremony. He stated when we are trying to promote local businesses he wants to make sure it is as advantageous as possible for all of the downtown businesses.

King suggested that we approve the moving of the tree to what is considered the dance area, block off the passthrough during the Tree Lighting Ceremony and then open it back up through the Christmas season.

Mayor Filkins noted we have received some good feedback from a safety perspective from Ken Payne, DPW Operations Manager. She stated she wanted to remind everyone that the Plaza area was created for events just like this and it creates a space for celebration and fellowship.

Ken Payne, DPW Operations Manager, stated the base for the tree is 16,000 lbs. and the loader is 36,000 lbs. He noted there is not a good way to get into the dance area unless they go across the approach by the fireplace and he is concerned about the stamped concrete. He stated he is concerned about the safety of the public and is also concerned that if the tree is in the dance area and it falls due to high winds it would damage the fireplace.

King noted some of the business owners said they have talked to the City the past 2 or 3 years about doing this. He stated the passthrough is open on a daily basis and is not a horrible safety concern.

Mayor Filkins stated she appreciates the feedback of the business owners but she doesn't fully understand their concerns because no parking spaces would be blocked.

King stated the concerns are people getting from one side to the other.

Mayor Filkins noted it is a safety concern because even though the ceremony is held on Friday, that area is utilized by families throughout the season. She stated opening up the passthrough will allow traffic to move quicker than if it was just staying on one side or the other side of the Plaza. She noted it is meant to slow down that traffic flow when we have something special going on.

King noted it is open during the festivals in the summer.

Schippers noted she has been there with children when the lights are on and they are looking at the lights not for cars. She stated when she parks in one of the parking lots, she does not move her car to the other lot to go to a different business in the area.

Mayor Filkins asked if it was possible to place it in front of the Pavilion.

Payne stated not with this size of tree or the base that is used because of the power lines.

Engels stated it is good to have this conversation, but it does seem to be a little late. He noted he doesn't think he supports changing the plan at the last minute. He stated he believes it would be good to come up with three (3) options for next year to think about. He noted when the businesses in town have asked us to look into something we've always put resources into looking into what they are asking us to review.

Peccia noted finding a spot along the lake for the tree and the event itself could be a beautiful setting. He stated we could possibly plant a tree that would then mature and become the tree that is decorated for this event.

<u>2023-196 Move tree to dance area</u>.
Motion was made by King and supported by Elenbaas to move the placement of the Christmas tree to the dance area for this year and authorize the City to barricade the area for the specific events and then open it up for the rest of the season.

Ayes: King, Elenbaas
Nays: Schippers, Engels, Mayor Filkins

Motion failed.

<u>ADOPTION OF ORDINANCES AND RESOLUTIONS</u>

A. Adopt Resolution to Set Public Hearing to Consider Amendment to the Development and Tax Increment Financing Plan for the Harry Vanderjagt Industrial Park.

   Peccia noted the Local Development Finance Authority (LDFA) recommended that the Plan be extended an additional three (3) years. He stated Council is being asked to set the public hearing for December 18, 2023.

2023-197 Set public hearing to Consider Amendment to the Development and Tax Increment Financing Plan for the Harry Vanderjagt Industrial Park.
Motion was made by Elenbaas and supported by Engels to adopt the Resolution to Set Public Hearing for December 18, 2023 to Consider Amendment to the Development and Tax Increment Financing Plan for the Harry Vanderjagt Industrial Park.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission

PUBLIC COMMENTS

Christophe Lavigne, Highfield Boats, thanked the City for supporting the utilization of the lake and dock for their dealer show this past summer. He noted he thinks the City dock needs a lot of care and he feels the City should pay attention to that infrastructure. He stated it is not going to withstand many more storms or winters the way it is today.

GOOD OF THE ORDER

Peccia wished everyone a wonderful Thanksgiving. He noted the City will soon be drafting its six-year Capital Improvement Program and the restoration of the dock could be reprioritized accordingly.

Engels asked if there will be an ice tree this year.

Peccia stated the infrastructure is already in place.

King asked for an update on the LDFA and what things we are supposed to be watching. He noted the information for the Planning Commission meeting scheduled for November 27, 2023 is on the website and this is an opportunity for everyone to look at and provide input on the first step we are doing which is codifying what we have already. He stated he thinks as a Council we cannot endorse candidates during an election. He noted we are leaders of a community and we have our own private opinions but when we publicly endorse one candidate or an another on social media we hamstring ourselves because we have to work with whoever wins the election and have to deal with damaged relationships.

Elenbaas noted he agrees with the comment from Council Member King regarding Council Members endorsing candidates during an election. He stated he would like an engineer to evaluate the City dock for cost of repair and cost to replace. He mentioned the Tree Lighting Ceremony to be held on Friday, November 24, 2023. He noted his wife joined Friends of the Library and was involved in the grant writing process to obtain the books.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor   Sandra Wasson, City Clerk

December 4, 2023

COUNCIL COMMUNICATION

Re: Reappointment of Joseph Baumann to a Three-Year Term on the Planning Commission representing Ward 4.

Joseph Baumann has expressed his interest in being reappointed to serve as a member on the Planning Commission, representing Ward 4. Joseph Baumann has served on this board since 2017.

Requested Council Action:

Motion to reappoint Joseph Baumann to a three-year term on the Planning Commission representing Ward 4, term will end on 12/04/2026.

December 4, 2023

COUNCIL COMMUNICATION

Re: Reappointment of Emily Kearney to a Four-Year Term on the Local Development Finance Authority (LDFA) Board.

Emily Kearney has expressed her interest in being reappointed to serve as a member on the Local Development Finance Authority (LDFA) Board. Emily has served on this board since 2019.

Requested Council Action:

Motion to reappoint Emily Kearney to a four-year term on the Local Development Finance Authority (LDFA), which will end on 12/16/27.

December 4, 2023

Council Communication

Re: City Manager Report on Proposed Sidewalk Special Assessment: Recommendations from the Downtown Development Authority

The Downtown Development Authority (DDA) voted on October 25, 2023, to recommend a special assessment to remove and replace certain sections of downtown sidewalks. The DDA has spent the last year gathering feedback and data from community members, business owners, and downtown property owners. This action was prompted by the Downtown Development Authority and the city receiving numerous complaints from downtown property owners and business owners regarding the condition of the downtown sidewalks. The city was also receiving feedback from the Chamber of Commerce and the Cadillac Areas Visitors Bureau regarding comments they were receiving about the bad condition of the sidewalks in their meetings with downtown businesses. In addition to complaints on the condition of the sidewalks the Downtown Development Authority was also receiving complaints of injuries sustained in falls stemming from the condition of the sidewalks including scuffed hands and knees, and ankle injuries.

Below is a summary of the data collected and the meetings that were held:

- Parking Assessment Forum 11/10/22:
    - 9 out of 18 people said the most important issues downtown are sidewalks and safety, not parking.
- DDA Survey for 11/10/22 Forum:
    - Downtown sidewalks were the 3rd most important issue and pedestrian safety was 6th most important.
    - 11 out of 40 people identified sidewalks and pedestrian safety as their biggest frustrations with downtown.
- Cadillac News Survey Fall 2022
    - 16% of respondents said that the most crucial problems downtown are deteriorating sidewalks and pedestrian safety.
    - 9% of respondents stated the things they dislike the most about downtown are sidewalk conditions and pedestrian safety.
- June 9, 2023, Public Forum Sidewalks
    - City staff and the DDA hosted a public forum to gather input about replacing the brick paver walkway with plain concrete. This option was presented as it represented the area the DDA and city received the most complaints about. Several businesses indicated that they thought just replacing the paver walkway with concrete was just a band aid approach given that they may be making payments for 15 years. Businesses were also reporting on bad portions of sidewalk on both sides of the paver walkway. It was requested that staff research

the cost to replace the sidewalk from the building to the far edge of the brick pavers and present it at another public forum.

- August 9, 2023, Second Public Forum held at Charming North
    - As requested, City staff put together cost estimates to replace the brick pavers from the building to the far edge of the pavers. Staff presented images of the sidewalks and reported on the walking inspection of each block that took place. There was consensus that this larger project was more appropriate, however there was still interest in a third estimate for replacing the pavement from the building face to the street curb. It was determined that the city would present cost estimates for three options at the next forum.

      Option 1: Replace the brick paver walkway with plain concrete and tinting.
      Option 2: Replace all the sidewalk area from the building to the far edge of the paver walkway with plain concrete.
      Option 3: Replace all the sidewalk area from the building to the street curb with plain concrete.

- October 11, 2023, Third Public Forum held at City Hall
    - Staff reviewed the three options that had been requested, which had been mailed to each building and business owner prior to the forum. The consensus from the last two public forums for increasing the size of the project seemed to wane. There was some support for all three options and one business questioned why it was needed for businesses whose sidewalks were in good condition.

- October 18, 2023, DDA Streetscape Subcommittee Meeting
    - The subcommittee discussed the wide range of responses at the third meeting which were much different than the first two meetings. The subcommittee made a motion to request that the full board approve option 2 – paving from the building to the edge of the brick pavers.

- October 25, 2023, DDA Regular Meeting
    - The DDA board was presented with the recommendation by the subcommittee to approve option 2. There was extensive discussion and ultimately the board voted to approve the recommendation to the City Council to move forward with option 2 as presented by City staff at the public forum.

The proposed special assessment would be a 15-year assessment, but property owners are able to pay it in full early. The project will include removing and replacing the sidewalk from the building through brick pavers. A detailed description of cost estimates is included with this communication. The total cost of the project is estimated at $721,000. The City will be contributing roughly 14% of the total cost, a total of $100,000 from ARPA funds. The boundaries of the improvement are from Chapin Street to E. Nelson Street, excluding the Lofts building and Peterson's Gas Station. Each building is broken out by tax ID number with projected costs per year and a total.

Recommended Action

It is recommended that the City Council approve the requested Sidewalk Special Assessment to replace the sidewalk from the buildings through the far edge of the brick pavers. This 15-year assessment will include a City contribution of $100,000.

City Council

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

RESOLUTION NO. _____

2023
BUSINESS IMPROVEMENT DISTRICT
PUBLIC SIDEWALK SPECIAL ASSESSMENT RESOLUTION NO. 1

Resolution of a meeting of the City Council of the City of Cadillac, held in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, on December 4, 2023, at 6:00 p.m.

PRESENT: Councilpersons ____

____

ABSENT: Councilpersons ____

WHEREAS, the Business Improvement District Board has prepared a proposed Marketing and Development Plan, which proposes a plan for the operation and maintenance of certain downtown sidewalks situated along Mitchell Street (the "Sidewalk Improvements"); and

WHEREAS, the City Council determines that the cost of the Sidewalk Improvements should be defrayed in part by a special assessment levied against the property to be benefitted by said improvements, as authorized by Act 120 of 1961, MCL 125.981 *et seq*, as amended and the Cadillac City Code.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Manager shall make an investigation of the Sidewalk Improvements and prepare a report, which shall include an analysis of the estimated cost of the Sidewalk Improvements; plans, profiles, and specifications; and recommendations as to the portion of the cost to be borne by the special assessment district and the portion, if any, to be borne by the City at large, the extent of the improvements and boundaries of the district; the number of installments in which assessments may be paid, and any other facts or recommendations which will aid the Council in determining whether the improvements shall be made and how the same shall be financed.

2. The City Manager's report, as soon as it is completed, shall be presented to the City Council.

3. All resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

AYES: Councilpersons ______________________________________

NAYS: Councilpersons ______________________________________

____
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 the 4th day of December, 2023, and that public notice of said meeting was given as required by Public Act 267 of Public Acts of 1976.

____

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

City Council

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

RESOLUTION NO. _____

20__
BUSINESS IMPROVEMENT DISTRICT
PUBLIC SIDEWALK SPECIAL ASSESSMENT RESOLUTION NO. 2

Resolution of a meeting of the City Council of the City of Cadillac, held in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, on December 4, 2023, at 6:00 p.m.

PRESENT: Councilpersons ____

____

ABSENT: Councilpersons ____

The following Preamble and Resolution were offered by Councilperson ___________________, and supported by Councilperson ____________________.

WHEREAS, the City Council of the City of Cadillac tentatively determines that it is necessary to provide funding for the operation and maintenance of certain downtown sidewalks along Mitchell Street (the "Sidewalk Improvements"), which improvements are described in **Exhibit A** and incorporated by reference; and

WHEREAS, the City Manager has prepared a report concerning the Sidewalk Improvements, which includes all of the information required to be included by the provisions of Section 34-4 of Chapter 34 of the Cadillac City Code **(Exhibit B)**; and

WHEREAS, the City Council has reviewed the City Manager's report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby tentatively determines the necessity for, and further determines to proceed with, the Sidewalk Improvements as described in Exhibits A and B and the BID Marketing and Development Plan (**Exhibit C**), which is incorporated by reference.

2. The total cost of the Sidewalk Improvements is estimated to be $721,000, of which $621,000 is expected from special assessments levied against benefitted properties in the Business Improvement District identified in Exhibit A.

3. The City Manager's report and the plans, specifications, and estimates of cost contained therein are hereby approved.

4. The special assessment district is tentatively determined to consist of the parcels identified on Exhibit A.

5. The estimated life of the Sidewalk Improvements is not less than one year.

6. The report of the City Manager shall be placed on file in the office of the City Clerk, where the same shall be available for public examination.

7. The portion of the cost of the Sidewalk Improvements to be borne by the special assessment district is set forth in Exhibit A.

8. The City Assessor shall prepare a special assessment roll spreading that portion of the cost of the Sidewalk Improvements to be borne by the special assessment

district in accordance with the formula set forth in Exhibit A. As soon as the special assessment roll is prepared, the City Assessor shall file the same with the City Council.

9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

AYES: ____

NAYS: ____

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 the 4th day of December, 2023, and that public notice of said meeting was given as required by Public Act 267 of Public Acts of 1976.

____
Sandra Wasson, City Clerk
Cadillac Municipal Complex
200 Lake Street
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City Council

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Fax (231) 775-8755

Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Robert J. Engels
Stephen King
Bryan Elenbaas

RESOLUTION NO. ______

2023
BUSINESS IMPROVEMENT DISTRICT
PUBLIC SIDEWALK SPECIAL ASSESSMENT RESOLUTION NO. 3

Resolution of a meeting of the City Council of the City of Cadillac, held in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, on December 4, 2023, at 6:00 p.m.

PRESENT: Councilpersons ____

____

ABSENT: Councilpersons ____

The following Preamble and Resolution were offered by Councilperson ___________________, and supported by Councilperson ___________________.

WHEREAS, the City Assessor has prepared a special assessment roll for the purpose of defraying the cost of the operation and maintenance of certain downtown sidewalks along Mitchell Street (the "Sidewalk Improvements") against the properties specially benefited by the Sidewalk Improvements, and the same has been presented to the Council:

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The special assessment roll shall be filed in the office of the City Clerk for public examination along with the report prepared by the City Manager pursuant to

Section 34-4 of Chapter 34 of the Cadillac City Code and shall be open to public inspection for a period of seven (7) days before the hearing hereinafter provided for.

2. The City Council shall meet at the Cadillac Municipal Complex, Council Chambers, 200 Lake Street, Cadillac, Michigan, at 6:00 p.m. on December 18, 2023, for the purpose of hearing all persons interested in the Sidewalk Improvements and the special assessment roll, reviewing the special assessment roll, and finally determining the necessity of the Sidewalk Improvements and the composition of the district.

3. The City Clerk is directed to publish the notice of the hearing once in the *Cadillac News*, a newspaper of general circulation in the City of Cadillac, not less than ten (10) days prior to the date of the hearing and shall further cause notice of the hearing to be sent by first class mail to each owner of or person in interest in property subject to assessment as indicated by the records in the City Assessor's office as shown on the current assessment rolls of the City, at least ten (10) days before the time of the hearing, said notice to be mailed to the addresses shown on the current assessment rolls of the City.

4. The notice of the hearing to be published and mailed shall be in substantially the following form:

<u>NOTICE OF SPECIAL ASSESSMENT HEARING</u>

City of Cadillac
County of Wexford, Michigan

TAKE NOTICE that the City Council of the City of Cadillac, Wexford County, Michigan, has determined it to be necessary to defray the cost of the following public improvements in the City of Cadillac by assessing the cost against a special assessment district:.

Repair and maintenance of various downtown sidewalks situated along Mitchell Street in downtown Cadillac.

TAKE FURTHER NOTICE that the City Council has caused a report concerning the sidewalk operations and maintenance to be prepared, which report includes an analysis of the estimated cost of the proposed sidewalk operation and maintenance; plans, profiles and specifications; the extent of the project and boundaries of the special assessment district; the number of installments in which assessments may be paid; and other pertinent information. The City Council has caused a special assessment roll to be prepared, and the report and special assessment roll are on file in the office of the City Clerk and are available for public examination.

TAKE FURTHER NOTICE that the City Council will meet on December 18, 2023, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, for the purpose of hearing interested persons on the funding of such project, finally determining the necessity and the composition of said district, and reviewing the special assessment roll.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter delivered to the City Clerk by the time and date of the hearing and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessments may file written appeal of the special assessment with the State Tax Tribunal within thirty (30) days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

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.

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

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: ____

NAYS: ____

RESOLUTION DECLARED ADOPTED.

____
Sandra Wasson, City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution duly adopted by the City Council of the City of Cadillac, County of Wexford, Michigan, at a Regular Meeting held on December 4, 2023, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976.

____

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

December 4, 2023

Council Communication

Re: Former Western Concrete Blight Elimination Program Grant Application

The State Land Bank Authority has issued a Request for Proposals (RFP) for Round 4 of grants under the Blight Elimination Program. The Blight Elimination Program provides grants to land bank authorities and local governmental units to address blight through acquisition, abatement, demolition, and stabilization of blighted properties.

The source of funds for Round 4 is from the Coronavirus State and Local Fiscal Recovery Funds, part of the American Rescue Plan Act. A total of $30,500,000 is available to be awarded on competitive basis.

The City has been collaborating with a number of partners, including the Cadillac Industrial Fund, Cadillac Brownfield Redevelopment Authority, the Michigan Department of Environment, Great Lakes and Energy (EGLE), and the Michigan Economic Development Corporation (MEDC) to position the former Mitchell Bentley and Western Concrete property for future development.

The former Western Concrete property is an ideal candidate for the Blight Elimination Program and funding would be a critical element to address blight and site conditions and prepare the property. BEP funds would provide for the acquisition of the property from the Cadillac Industrial Fund, asbestos abatement as necessary, and building and site demolition.

Submittals are due Friday, December 8, 2023 with anticipated award date no later than February 15, 2024.

<u>Recommended Action</u>

Adopt the Resolution to approve the submittal of a Blight Elimination Program Grant to the State Land Bank Authority for the former Western Concrete property at 509 Fifth Street and authorize the City Manager to execute all grant documents as necessary.

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
Bryan Elenbaas
Robert J. Engels
Stephen King

RESOLUTION NO. _________

RESOLUTION AUTHORIZING BLIGHT ELIMINATION PROGRAM GRANT APPLICATION TO THE STATE LAND BANK AUTHORITY FOR THE FORMER WESTERN CONCRETE PROPERTY

At a regular meeting of the Cadillac City Council held at Cadillac City Hall, 200 North Lake Street, Cadillac, Michigan on December 4, 2023, at 6:00 p.m., the following resolution was offered by

Councilperson _______________________________________ and supported by

Councilperson _______________________________________.

WHEREAS, PA 166 of 2022, Section 1094f(2) appropriated monies to the State Land Bank Authority (SLBA) for blight elimination grants and the SLBA has issued a Request for Proposals (RFP) for grants under Round 4 of the Blight Elimination Program to land bank authorities and local units of government to address blighted properties in their communities; and

WHEREAS, the City desires to facilitate the redevelopment of the former Western Concrete property at 509 Fifth Street through a grant application to the Blight Elimination Program for acquisition, abatement, demolition, and stabilization; and

WHEREAS, the former Western Concrete property meets the definition of blighted with the utilities disconnected for a period of 1 year or more since the operations were ceased in 1985 with much of the equipment removed, with utilities disconnected and service terminated at that time.

WHEREAS, a proposal and application has been prepared in response to the RFP that meets the format and submission requirements; and

WHEREAS, the City has reviewed the Blight Elimination Program Grant proposal and application and finds that it meets the requirements of the RFP and constitutes a public purpose of eliminating blight and positioning the former Western Concrete property to provide for future industrial development, create jobs, increased private investment and economic development, and increased property tax value; and

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

1. The SLBA Blight Elimination Program Grant proposal and application for the former Western Concrete property at 509 Fifth Street in Cadillac is hereby authorized for submittal.

2. Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof, other than the part so declared to be invalid.

3. Any prior resolution, or any part thereof, in conflict with any of the provisions of this Resolution is hereby repealed, but only 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 4th day of December, 2023.

____

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

City of Cadillac
200 N. Lake Street
Cadillac, Michigan 49707
Marcus Peccia, City Manager
231.775.0181
mpeccia@cadillac-mi.net

BLIGHT ELIMINATION GRANT PROPOSAL

FORMER WESTERN CONCRETE, 509 FIFTH STREET

CITY OF CADILLAC

In conjunction with

Cadillac Industrial Fund
Cadillac Brownfield Redevelopment Authority
Michigan Department of Environment, Great Lakes and Energy (EGLE)
Michigan Economic Development Corporation (MEDC)

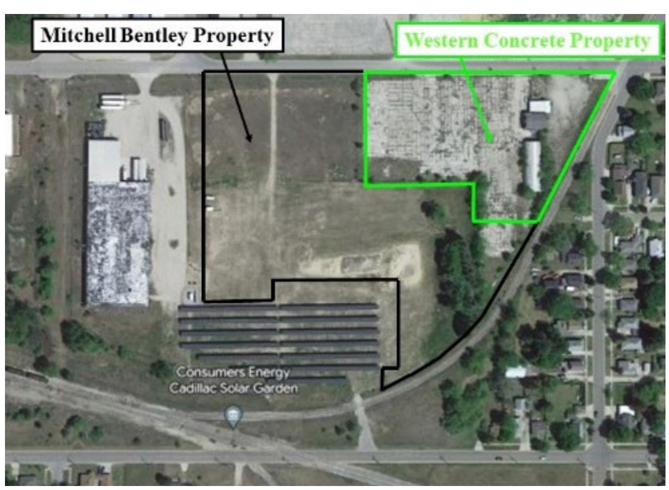
The City of Cadillac is requesting a Blight Elimination Program Grant from the State Land Bank Authority to acquire the former Western Concrete property and remove blighted vacant former industrial buildings and a significant concrete pad in preparation for a major industrial project that will bring 300 – 400 high quality jobs to the City of Cadillac and the region.

The City of Cadillac, in cooperation with the Cadillac Industrial Fund, the Cadillac Brownfield Redevelopment Authority and the Michigan Economic Development Corporation (MEDC) has prepared an economic development proposal that combines the 3.08-acre former Western Concrete property and the 8.18-acre former Mitchell Bentley property for the Oldrati Group to develop an 80,000 square foot facility for rubber and silicon product development.

The overriding principle of the Cadillac proposal is to provide Oldrati with an 11.26-acre property at no cost and address any environmental, site preparation and infrastructure considerations at no net cost.

SLBA support for property acquisition and building and site demolition is critical to meet the goal of this economic development proposal to encourage international industrial investment in the community.

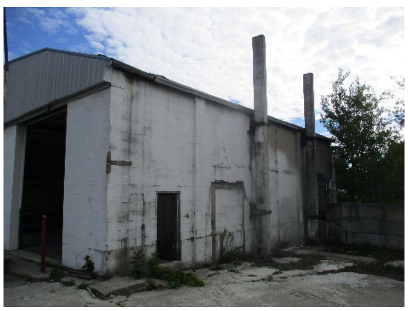
The cost for asbestos abatement and demolition of the existing buildings, along with the environmental conditions on the property significantly affects the financial viability of the redevelopment. The SLBA Blight Elimination Program Grant is critical for the project to proceed.

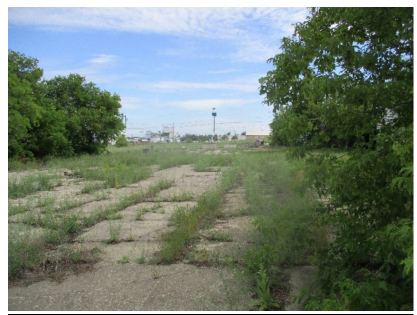


Ownership: The property is currently owned by the Cadillac Industrial Fund. The City of Cadillac has an agreement with the Cadillac Industrial Fund to acquire the former Western Concrete property in order to facilitate the combined property sale to Oldrati.

Priority Site: The redevelopment of the former Western Concrete and Mitchell Bentley properties have been a high priority for the City of Cadillac for over 15 years and is a Priority Redevelopment Site in the City Master Plan and under the Redevelopment Ready Community (RRC) program in cooperation with MEDC. The viability of the combined property for redevelopment began with a collaboration of the project partners to secure an EGLE Brownfield Grant of $949,000 and Loan of $300,000 to remove contaminated rubble and conduct environmental remediation to provide for the Consumers Energy Cadillac Solar Garden, a 500-kW utility solar facility with 1,752 panels at the south end of the Mitchell Bentley property. The development of an industrial facility on the former Western Concrete site combined with the north portion of the Mitchell Bentley property will be an incredible addition to the industrial base and transform a vacant former industrial site, create jobs, and create spinoff redevelopment opportunities.

Site Conditions: The subject property consisted of a developed parcel that contained two commercial buildings, a Quonset hut and a one-story commercial building located on the northeastern portion of the subject property and a large concrete pad of over 260,000 square feet. Western Concrete operations ceased in 1985 with utilities disconnected at that time and the property has been used for storage since. The property qualifies as "Blighted."





Environmental Condition – The Phase II Environmental Site Assessment completed in August 2021 identified the presence of metals, VOCs, and SVOCs in soil and groundwater above Drinking Water and/or Groundwater – Surfacewater Interface Criteria, and/or Volatilization of Indoor Air Pathway (VIAP) Screening Levels. With VIAP exceedances, vapor mitigation for the future industrial buildings is anticipated to be necessary.

Budget: The following is a summary budget for the BEP request:

Activity/Cost Categories	Competitive BEP Funds
Address and PID	**509 Fifth Street** **Cadillac, Michigan 49707** **10-068-00-003-00**
ACM/Haz Mat Survey/Ph I	**$7,500**
Abatement	**$20,000**
ACM Clearance	**$5,000**
Demolition	**$225,000**
Acquisition	**$250,000**
Administrative (8%)	**$42,600**
Contingency (15% except acquisition)	**$44,715**
Total	**$592,815**

City Council

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Cadillac, Michigan 49601
Phone (231) 775-0181
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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 CODIFY INTERPRETATION OF SHORT-TERM RENTAL LOCATIONS

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 4th day of December, 2023, at 6:00 p.m.

PRESENT: ____

ABSENT: ____

The following preamble and resolution was offered by ___________________________ and seconded by ______________________________.

WHEREAS, in October 2021, Community Development Director John Wallace issued a public memorandum interpreting the City of Cadillac Zoning Ordinance to specify the districts in which short-term rentals are permissible; and

WHEREAS, the City Council wishes to consider amending the City Zoning Ordinance to codify Director Wallace's interpretation; and

WHEREAS, the City Planning Commission held a public hearing on the proposed amendments on November 27, 2023; and

WHEREAS, the City Planning Commission recommended approval of the proposed amendments to the City Council; 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 18, 2023 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 Codify Interpretation of Short-Term Rental Locations (the "Ordinance," attached as **Exhibit A**).

2. A public hearing regarding the Ordinance will be held on December 18, 2023, 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 in 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 4th day of December, 2023.

____
Sandra Wasson
Cadillac City Clerk

EXHIBIT A

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CITY OF CADILLAC ZONING ORDINANCE TO CODIFY INTERPRETATION OF SHORT-TERM RENTAL LOCATIONS

Section 1. Amendment of Section 46-4

Section 46-4, entitled "Definitions," is amended to add the following definition (to be placed after the definition of "setback" and before the definition of "sidewalk café"):

> ***Short-term rental*** **means a furnished residential unit, including an apartment, house, room, or any living space in a house or apartment that owners rent out for periods of fewer than 30 continuous days in any one month.**

Section 2. Amendment of Section 46-456

Section 46-456, entitled "Principal uses permitted" in the TS-1 tourist service district, to add the following principal permitted uses as subsection (6):

(6) **Short-Term Rentals**

Section 3. Amendment of Section 46-458

Section 46-458, entitled "Principal uses permitted" in the TS-2 tourist service district, to strike current subsection (15) and replace it with the following principal permitted use, as follows:

(15) ~~Other uses similar to the principal uses permitted in this section.~~
Short-Term Rentals.

Section 4. Amendment of Section 46-372

Section 46-372, entitled "Principal uses permitted" in the B-1 auxiliary business districts, to add the following principal permitted uses as subsection (8) and renumber the current subsection (8) as subsection (9):

(8) Short-Term Rentals

(9) Incidental accessory uses customarily related to the principal use.

Section 5. Amendment of Section 46-397

Section 46-397, entitled "Special land uses permitted" in the B-2 central business districts, to add the following special land uses as subsection (7):

(7) Short-Term Rentals

Section 6. Publication and Effective Date. The City Clerk will cause to be published a notice of adoption of this ordinance within seven days of the date of its adoption. This ordinance will take effect 20 days after its adoption.

Section 7. 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 __________, 2023.

Date: ____________, 2023

____
Carla Filkins, Mayor

Date: ____________, 2023

____
Sandra Wasson, City Clerk

Introduced:	____________________, 2023
Adopted:	____________________, 2023
Published:	____________________, 2023
Effective:	____________________, 2023

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 18, 2023, at 6:00 p.m., at a Meeting of the City Council, to consider the adoption of Ordinance No. 2023-__, an Ordinance to Amend the City of Cadillac Zoning Ordinance to Codify Interpretation of Short-Term Rental Locations. 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 define "Short-Term Rental."

Section 2 amends the Zoning Ordinance to provide that short-term rentals are a principal permitted use in the TS-1 tourist service district.

Section 3 amends the Zoning Ordinance to provide that short-term rentals are a principal permitted use in the TS-2 tourist service district and strikes language permitting uses similar to the principal uses permitted in this section.

Section 4 amends the Zoning Ordinance to provide that short-term rentals are a principal permitted use in the B-1 auxiliary business districts.

Section 5 amends the Zoning Ordinance to provide that short-term rentals are permitted as a special land use in the B-2 central business districts.

Section 6 provides the publication requirements and effective date of the ordinance.

Section 7 provides that the ordinance is severable and repeals prior ordinances to the extent necessary to give this ordinance full force and effect.

<u>Elected Officials Compensation Commission</u>
Minutes
Monday, November 20, 2023
10:00 A.M.
City of Cadillac
200 N. Lake St.
Cadillac, MI 49601

Members Present: Jack Dillon, Mickey Putman, Dan Alto
Members Absent: None
Staff Present: Sandra Wasson, City Clerk

I. CALL TO ORDER

The meeting was called to order by Chairperson Dillon at 10:04 a.m.

II. APPROVAL OF AGENDA

- Approved by unanimous consent on motion by Alto, supported by Putman to approve the agenda as presented.

III. APPROVAL OF MINUTES

- Approved by unanimous consent on motion by Alto, supported by Dillon to approve the minutes from the November 29, 2021 meeting.

IV. PUBLIC COMMENTS

There were no public comments.

V. NEW BUSINESS

Discussion and possible determination on salaries of all City elected officials.

Chairperson Dillon stated he met with Mayor Filkins at his request to better understand the number and types of meetings she is required to attend by Charter along with some of her other duties including weddings, ribbon-cutting ceremonies, luncheons, and meetings with constituents.

Commission Members discussed the duties of the Mayor and the other Council Members and reviewed a spreadsheet showing the City Council Annual Salary - Calendar Years 2005 to 2023.

- Motion was made by Putman and supported by Alto to increase the City Council salaries for the years 2024 and 2025 as follows:

Year	Council Member	Mayor
2024	$3,500	$5,000
2025	$3,500	$5,000

  Ayes: Dillon, Putman, Alto
  Nays: None
  Motion carried.

VI. ADJOURNMENT

- Approved by unanimous consent on motion by Putman, supported by Alto the meeting was adjourned by Chairperson Dillon at 10:17 a.m.

Respectfully submitted,

Sandra L. Wasson
City Clerk

MEETING MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC)
OCTOBER 9, 2023

Roll Call

The meeting started at 5:00 PM.
Commission Members Present: Snider, Dubravec, Carder, and Iehl
Commission members Absent: Engels
Staff Present: Pluger

Approval of the October 9, 2023, Meeting Agenda

A motion was made to approve the agenda as presented by Dubravec. Support from Iehl. The motion passed with unanimous support.

Approval of the August 14, 2023, Meeting Minutes

A motion was made to approve the meeting minutes by Iehl. Support from Snider. The motion passed with unanimous support.

Public Comments

None

New Business

1. Construction Application for installation of front deck and back stairs at 501 E Cass Street by Evan Steig of Habitat of Humanity.
    a. Pluger presented the work application that was being filed on behalf of the owners, Samantha and Donald Dassance. Sizes would be 7'x9.5 feet in the front and 5'x4' in the rear. The front would be an extension of the current size. Both would be built over the existing concrete structures. It was explained that this project was awarded at 50% matching grant from the Residential Façade Matching Grant Program that Habitat for Humanity and the City of Cadillac coordinate with funding from Consumer's Energy Foundation.
    b. Discussion followed by the board with several questions for the applicant and staff. The board explained they would not approve an expansion of any porch or deck without historical significance. Much discussion took place about the accessibility into the home and the design of the wood overlay. Several options of color and materials were discussed, and the board recommended a natural wood color. The board requested that staff do further research into the rules for non-contributing sites and how much ability they must control it. Snider referenced another deck that was approved several years ago and asked staff to review the standards set at that time.
    c. Motion by Iehl to approve the back steps and landing. Supported by Snider. The motion was approved unanimously.

d. Motion by Iehl to approve building a wood structure over the existing footprint, not to expand the size, and add new steps with a railing on one side. The applicant would come back if any railings or changes are required by the building code. Seconded by Snider. The motion was approved unanimously.

Commissioner Comments –

Adjourn – The meeting adjourned at 5:39 pm.

Planning Commission Special Meeting
October 23, 2023, Meeting Minutes

Call to Order

Meeting was called to order at 6:00PM

Roll Call

Planning Commission members present: Putvin, Bunce, Filkins, Host, Rice and Baumann
Staff: Wallace, Pluger, & Laura Genovich with Foster Swift

Approval of Agenda for October 23, 2023

A. Motion to approve the agenda by Baumann. supported by Filkins.
    a. Motion approved unanimously.

Approval of May 31, 2023, Meeting Minutes

A. Motion to approve the minutes by Baumann, support by Bunce.
    a. Motion approved unanimously.

Public Hearings

A. Special Land Use application filed by Kelly Dunseth and Gaines Brown to allow for a boarding house at 434 E Chapin Street.
    a. Wallace gave a presentation on the Special Land Use application. Wallace gave an overview of the proposed lease and property plan including a site plan and floor plans. The parking plan was presented as well as images of the property, and neighboring lots, all of which are 50-foot lots. A Land Use Analysis was presented, summarizing the full staff report standards. Wallace recommended that the parking plan be reviewed and include solving potential issues with drainage, space for parking, and possibly a retaining wall. Wallace also shared concerns about visitor parking in the driveway with the manager parking in the garage. A recommendation was made that a full parking site plan be submitted if this board approves the applicant, and that it be approved by the City Engineer and Department of Public Works. Other recommendations were to address visitors, visitor parking, 2nd full bathroom should be completed before occupancy, determine level of maintenance of the home and property. Wallace also recommended that they consider enforcement by the house manager, ability of the city to enforce any requirements, a transition plan if the property ever sold, determine how to ensure that the managers only utilize the appropriate number of bedrooms.
    b. Kelly Jo Dunseth shared some comments in regard to the concerns mentioned by Wallace. It was explained that she has been working with the City Engineer on a parking plan and plans to pave the parking and deal with the drainage. Visitors would be able to park in public parking for overflow, but she did not believe it

would be an issue. The bathroom is currently under construction and would be completed before occupancy. Dunseth explained that the manager would have the ability to enforce the house rules. She also explained her reasoning for this boarding house is to help with the housing issue in Cadillac.

   i. Putvin asked for a snow removal plan. Dunseth explained that they plan to hire a snow removal company.
   ii. Putvin questioned a concern about the lease and the management plan that there is a discrepancy on time frame for visitors. Dunseth stated they plan on 3 days, with proper notice.
   iii. Putvin asked how they plan to accommodate service animals. Dunseth explained it will be handled on a case-by-case basis.
   iv. Putvin asked if children are allowed, it is not addressed. Dunseth stated they had considered allowing children upstairs or in a single bedroom, it depends on what is approved by the commission.
   v. Wallace explained all the written communications were presented to the board, some that just came in today. It was explained that a proposed change to the zoning ordinance would not allow this use in narrow lots like this.

c. Putvin asked for respect and opened the Public Hearing.
   i. Pat Ponsack stated she lives on Iroquois Street, formerly lived down the street from this home. She shared concerns about parking and pets and felt this was not a good place for it.
   ii. Joel Campbell stated that he and his wife live at 409 Prospect Street, one block from this home. His concerns were that houses like this could pop up all over the city, the types of people that would live in the home and the proximity to schools.
   iii. Elizabeth Mills lives right next door, in Pat's former house. Concerned about the space, as the homes are very close. Mills shared concerns about traffic, safety, and the transient nature of the boarding house. She feels this would disrupt the character of the neighborhood, and therefor does not meet zoning requirements.
   iv. Susan Solm moved to Cadillac as a retiree from New York City. Lives right next door at 430 E Chapin. Has experienced living in boarding home and is not a good neighborhood feel for children and families. Many issues and concerns were not addressed in the Management Plan and Lease Agreement. Does not want to experience the same issues they left in the bigger city.
   v. John Horigan: moved into the neighborhood in the 80's and have lived there since. It is a family neighborhood and concerns about the change in use. Baker has housing for their tenants. Another major concern is if the house manager has the power to evict.
   vi. Laura Marinelli: recently moved back from Pittsburg and had good experiences with boarding houses there. Likes that this would be a legal and regulated boarding house instead of subletting houses, and multiple young adults sharing homes. Encouraged the board to remember the young

people in the community and keep them in the area instead of moving away.

vii. Mark and Carolyn Ligeth: live on Stimson, directly behind the home across the alley. Encouraged the board to follow the coming proposed ordinance, making the application wait.

viii. Dan Solm: lives at 430 E Chapin, directly down the hill. As a Civil Engineer Solm is very concerned about the 4 vehicles, water drainage and snow removal.

ix. Jeff Martin: lives down the street on Chapin Street. Martin requested to know if there are any other boarding houses. Staff shared there is one legal boarding house. Questioned how often the house would be inspected. Chairman Putvin shared that its every 3 years. Shared that thinks this should wait for the new ordinance.

x. Martin Dubravec: lives a few doors down from this site. Concerned about turning this into another rental. Want the neighborhood to stay as residences.

xi. Gwen Dubravec: lives at 406 E Chapin and wants to see this stay in a single-family neighborhood. Does not consider a 90-day lease to be a home and that this use should be in another district, not in neighborhoods. Dubravec shared that she feels this is a transition home, not permanent housing and does not believe it should be in the neighborhood.

xii. Joseph Roback: born and raised in Cadillac. Has lived in boarding houses like what is proposed. It was close to his job in downtown Cadillac and is now looking to be a homeowner. This is a potential help for young workers.

xiii. Sierra Karose: Lives up the street on Chapin Street with her family. Like the neighborhood is safe and family friendly but has concerns about the added traffic in and around the alley. Karose stated she appreciates this could be a good thing to help the young people in the community but is concerned that this will negatively impact the neighborhood.

xiv. Kristen Stillwell: lives directly across from the home. Appreciated living across from the previous owner, who was a retired police chief. Works at the Oasis homeless shelter that is not far away. Likes that this helps give housing to people, however, has concerns about this being in a residential neighborhood.

xv. Terry Marquardt: lives on Michigan Ave. Does not live in the neighborhood but has concerns. There is a home near him that has transient and mentally ill residents. There was another that opened down the road. This allows for criminals in his neighborhood and has concerns about this happening to others. His neighbor was turned down for a daycare because of the transition home on Kentucky Ave.

xvi. Katherine Solm: owner of 430 Chapin Street. Concerns if the manager leaves and finding a replacement. Has teenagers in her home and concerned about potential impact the transient people.

xvii. Andy VanAlst: this is zoned single family, not multi-family and this should not be allowed in this neighborhood. Concerned that people will use this as a new way to do short-term rentals.

d. Chairman Putvin closed the public hearing.

e. Applicant Dunseth asked to share more information. Dunseth shared that there will be vetting for the tenants and a full-time manager. This is a residential use, in a residential neighborhood. Any tenants using drugs or breaking rules can be evicted by the manager with owner approval. Dunseth clarified that this is not a large profit margin, by renting the four rooms and the owner paying the utilities.

   i. Putvin asked what the house manager's hours would be. Dunseth explained that they are still hiring the manager and she will be running it until somebody is hired. This use is included in the code as a use with planning commission approval.

f. Wallace clarified this is not a rezoning, it is a use written into the zoning ordinance.

g. Board Discussion:

   i. Discussion took place by the board. Baumann asked for the definition of a boarding house and City Attorney Genovich explained it is defined as a rooming house. Discussion took place about parking, per Section 747, sub2 Sub D. It was explained that the zoning ordinance does not define boarding separate from single family, and this is single family since it does not have "families" per the ordinance. Discussion also took place about turning radius for parking, which is determined by if this is a single or multi-family zoning.

   ii. Discussion took place by board members that appreciated the turnout and comments by the public. Filkins thanked the applicant for applying and having a creative way to create housing when housing is such a problem in the area. Baumann stated he is opposed due to the density change in the neighborhood and the parking issues.

h. Motion to Reject the application due to the general standards of 747 related to the nature of the area, the density, character of the neighborhood, and if the use would improve the character of the property by Baumann. Supported by Bunce

   i. Motion passed unanimously.

<u>New Business</u>

A. Short-term Rental Report by Community Development Director

   a. Wallace gave an informational report about short-term rentals in preparation for bringing a new ordinance to this commission in the coming months. He explained several types of short-term rentals, the pros, and the cons of short-term rentals, and recapped all that staff has done to gather feedback. It was explained that this is a complicated issue that will take a lot of feedback and work from this board.

   b. Discussion took place on the next steps, with anticipation that a version will be brought to the Planning Commission by the end of the year.

B. Short-term Rental Report by Kathy Morin of the Cadillac Area Visitors Bureau

a. Morin was unable to attend the meeting. Staff updated that the packet is from a website the Visitor's Bureau pays to use and that they have shared the information with the City of Cadillac, Selma township and Cherry Grove Township.

Baumann left at 7:55PM

Old Business - None

Communications-

Putvin commented on the amazing turn out at the Halloween house.

Public Comments - None

Other Business – None

Adjourn at 7:56 PM