

AGENDA

REGULAR MEETING OF THE MIDLAND CITY PLANNING COMMISSION, TO TAKE PLACE ON TUESDAY, JULY 12, 2016, 7:00 P.M., COUNCIL CHAMBERS, CITY HALL, MIDLAND, MICHIGAN

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Election of Officers
5. Approval of the Minutes

Regular Meeting – June 28, 2016

6. Public Hearings

- a. Capital Improvement Plan

- Public Hearing Process

1. Staff presentation and overview of petition
 2. Petitioner presentation
 3. Public comments in support of the petition
 4. Public comments in opposition to the petition
 5. Opportunity for petitioner rebuttal and final comments
 6. Closing of public hearing
 7. Deliberation and possible decision by Planning Commission

7. Old Business

- a. Bennett Property – Eastman/Monroe
 - b. Public Participation Plan

8. Public Comments (unrelated to items on the agenda)

9. New Business

10. Communications

11. Report of the Chairperson

12. Report of the Planning Director

13. Items for Next Agenda – July 26, 2016

- a. Site Plan No. 352 – initiated by Daniel Smith, Telecad Wireless, on behalf of Skyway Towers for site plan review and approval for the construction of a wireless communication tower, located at 3600 and 4812 East Wheeler Road.
 - b. Master Plan Review – Referral to City Council
 - c. Zoning Ordinance Updates
 - d. N Saginaw Rd – Access Management Policy Discussion

14. Adjournment

**MINUTES OF THE MEETING OF THE
MIDLAND CITY PLANNING COMMISSION
WHICH TOOK PLACE ON
TUESDAY, JUNE 28, 2016, 7:00 P.M.,
COUNCIL CHAMBERS, CITY HALL, MIDLAND, MICHIGAN**

1. The meeting was called to order at 7:00 p.m. by Chairman McLaughlin
2. The Pledge of Allegiance was recited in unison by the members of the Commission and the other individuals present.

3. **Roll Call**

PRESENT: Bain, Heying, Koehlinger, Mayville, McLaughlin, Senesac, and Tanzini

ABSENT: Hanna and Pnacek

OTHERS PRESENT: Brad Kaye, Assistant City Manager for Development Services; Grant Murschel, Community Development Planner; Melissa Barnard, Grace A. Dow Memorial Library Director; and five (5) others.

4. **Approval of Minutes**

Moved by Heying and seconded by Mayville to approve of the minutes of the regular meeting of June 14, 2016. Motion passed unanimously.

5. **Public Hearing**

- a. Site Plan No. 351– initiated by Fred Eddy Jr. on behalf of Dow gardens for site plan review and approval for improvements at both Dow Gardens and Whiting Forest, located at 2303 Eastman Avenue.

Kaye gave the staff presentation. He oriented the subject site on both an aerial map and a zoning map. The proposal is a permitted use by right within the COM Community zoning district. The proposal contains a large collection of projects that all are part of the greater endeavor to add a variety of amenities to the site as well as pedestrian connectivity to surrounding community assets. The pedestrian bridges proposed will connect Dow Gardens, over St. Andrews Drive, and the Grace A. Dow Memorial Library, over Snake Creek, to the Whiting Forest property. Staff has no outstanding concerns with the site plan as proposed. City staff will be responsible for ensuring the proposal meets all codes and standards for building permits via review of architectural and engineered structural drawings.

Fred Eddy Jr. spoke as the applicant. The subject area is 54 acres. The site will be substantially improved to accommodate barrier-free accessibility over a large area of the site, including the forest canopy walk and the pedestrian bridges. The proposal is designed to take advantage of the natural topography of the site which contains approximately 45' of relief from the bottom of Snake Creek to the top of the hill. An orchard component is included with mainly apple trees. The library pedestrian bridge is designed to be completely out of the 100-year floodplain. The Dow Gardens pedestrian bridge will be partially within the 100-year floodplain and will be designed to sustain such an event. Some porous paving will be used in the parking lot area near the visitor center.

McLaughlin wondered if the walkways will be fully enclosed. Eddy Jr. indicated that they would not be but will have the proper safety railings.

Melissa Barnard, Director of the Grace A. Dow Memorial Library, gave her support for the project. She questioned how parking will be handled as the pedestrian bridge will access directly into the Library's parking lot.

Ed Haycock, Managing Director of Dow Gardens, gave his support for the project. His organization is very excited for the improved physical connection that will be achieved by this project, especially as it relates to non-motorized access.

Mayville wondered if a comprehensive parking study has been done to better understand how the whole Discover Square campus functions parking need-wise.

Eddy Jr. spoke to the parking concerns. He indicated that the design team did study the existing parking for the Lodge and then what is anticipated in the future. His team believes that they have provided an adequate amount of parking, slightly over the City's requirements.

There were no public comments in opposition of the petition. The public hearing was closed.

A motion was made by Heying to waive the procedural requirements to delay a decision on the site plan until the next meeting. The motion was seconded by Mayville. The motion was approved unanimously.

Bain commented that the staff did not indicate any outstanding items. Mayville explained that it is an improvement to have the vehicle access points onto Eastman Avenue reduced from two to one.

It was moved by Senesac and supported by Mayville to recommend approval of Site Plan No. 351 initiated by Fred Eddy Jr, on behalf of the Dow Gardens for site plan review and approval for improvements at both Dow Gardens and Whiting Forest contingent on:

1. A final stormwater permit to be approved by the City Engineering Department.
2. A final soil erosion and sedimentation control permit to be approved by the City Building Department.
3. Final approval from the Michigan Department of Transportation for the driveway modifications.
4. A license agreement for the pedestrian bridge access to the Grace A. Dow Memorial Library property to the satisfaction of the City Library Director, City Engineer and the City Attorney.
5. A license agreement for the pedestrian bridge access to Dow Gardens over St. Andrews Road to the satisfactory of the City Engineer and the City Attorney.
6. A license agreement for the creek bank restoration activity to take place on City-owned property to the satisfaction of the City Engineer and the City Attorney.
7. Final approval from the Michigan Department of Environmental Quality for work conducted in the floodplain.

YEAS: Bain, Heying, Koehlinger, Mayville, McLaughlin, Senesac, and Tanzini.
NAYS: None
ABSENT: Hanna and Pnacek

6. Old Business

- a. **Site Plan No. 350** – initiated by Primrose Retirement Communities, LLC for site plan review and approval for a 118,416 square foot retirement community, located at 5900 Waldo Avenue.

Murschel gave the staff presentation. He provided a background overview on the application and explained the items that were outstanding during the last meeting when the public hearing was held. Since the last meeting, staff has been able to work with the applicant to resolve all of the

outstanding issues with the plan proposal. As of Monday afternoon, the applicant has submitted drawings that demonstrate compliance with all of the areas noted by staff. Not fully associated to the site plan but certainly related, Murschel spoke of the voluntary vehicle access deed restriction that was offered by Mr. Dave Rapanos for the property surrounding to the north and east of the subject site. Rapanos voluntarily limited the access to the remaining property off Waldo Avenue to a single driveway; any further land divisions must take access from this single point which can be no closer than 400 feet to the intersection of Diamond Drive and Waldo Avenue.

Senesac commented that he believes the restrictions offered by Rapanos satisfy the outstanding concerns regarding a potential overabundance of driveways along Waldo Avenue north of the site. Heying further commented that all of the items have been resolved.

It was moved by Heying and supported by Mayville to recommend approval of Site Plan No. 350 initiated by Primrose Retirement Communities, LLC for site plan review and approval for an 118,416 square foot retirement community, located at 5900 Waldo Avenue contingent on:

1. A final stormwater permit to be approved by the City Engineering Department.
2. A final soil erosion and sedimentation control plan must be approved by the City Building Department.
3. Public water utility easement documents shall be submitted for review and approval by the City Engineering Department and the City Attorney, and executed and recorded at the Midland County Register of Deeds upon approval.
4. A private stormwater easement through the abutting parcel shall be submitted for review and approval by the City Engineering and City Planning Departments, and executed and recorded at the Midland County Register of Deeds upon approval.

YEAS: Bain, Heying, Koehlinger, Mayville, McLaughlin, Senesac, and Tanzini.
NAYS: None
ABSENT: Hanna and Pnacek

7. Public Comments (unrelated to items on the agenda)

None

8. New Business

None

9. Communications

None

10. Report of the Chairperson

McLaughlin thanked Senesac for his service on the Planning Commission and added that he will be greatly missed. The other Commissioners agreed.

11. Report of the Planning Director

Kaye indicated that City Council approved an extension of the Conditional Use Permit for Habitat for Humanity at 2002 Jefferson Avenue.

Officers for the coming year will need to be appointed at the first meeting held in July. A selection committee is typically appointed to bring forth recommendations for the Chair and Vice-Chair positions. Mayville, Heying and Bain volunteered to be on the officer selection committee.

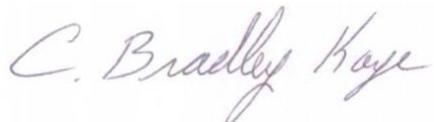
12. Items for Next Agenda – July 12, 2016

- a. Capital Improvement Plan
- b. Public Participation Plan
- c. Zoning Ordinance Revision – Article 9.02 I

13. Adjourn

It was motioned by Senesac and seconded by Mayville to adjourn at 8:18 p.m. Motion passed unanimously.

Respectfully submitted,



C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

MINUTES ARE NOT FINAL UNTIL APPROVED BY THE PLANNING COMMISSION



Date: July 5, 2016

STAFF MEMORANDUM TO THE PLANNING COMMISSION

Capital Improvement Plan

The proposed 2016-2022 Capital Improvement Plan was first presented to the Planning Commission at your regular scheduled meeting of June 14, 2016. The purpose of presenting the CIP at that time was simply to introduce the document and provide ample time for Planning Commission members to review it in advance of the required public hearing. No action was requested at that time.

Having now had time to review the document, a public hearing on the CIP has been scheduled for July 12, 2016. At this meeting, presentations will be made by the City Planning, City Engineering and City Utility Departments. These presentations will provide you with an overview of the CIP approval process, the Engineering priorities identified within the 6-year plan cycle, and the Utility priorities within this same time period.

Following conclusion of the public hearing, a recommendation to City Council will be requested. Once the planning Commission is satisfied with the document, a recommendation supporting adoption of the CIP would be appropriate.

Attached for background purposes are the Staff Memorandum originally presented at the June 14th Planning Commission meeting, as well as the proposed CIP.

Respectfully Submitted,

A handwritten signature in cursive script that reads "C. Bradley Kaye".

C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services



Date: June 8, 2016

STAFF MEMORANDUM TO THE PLANNING COMMISSION

Capital Improvement Plan – Final Draft

CAPITAL IMPROVEMENT PLANS:

The following excerpt is taken from the Michigan Association of Planning's Community Planning handbook and provides a general overview of Capital Improvement Plans:

A capital improvements program (CIP) is the result of the preparation and updating of a plan listing all new major public facilities to be built, substantially remodeled, or purchased in a community within the foreseeable future. "Capital improvements" (also called "public improvements") are all major physical facility projects over and above annual operating expenses. A CIP establishes a schedule, or program, for each capital improvement project according to its priority in the community. The program also includes cost estimates and the sources of financing for each project. A six-year programming period is the most widely utilized, although the CIP must be updated annually to reflect changing priorities and financial resources in the community.

Any municipality may participate in the CIP process. The planning commission is usually responsible for the preparation of capital improvements programs in coordination with the municipal master plan. Planning staff generally coordinate the process, reviewing project requests from individual operating departments and preparing the final document.

After the planning commission formally adopts the completed program, it is forwarded to the legislative body for adoption and inclusion in the municipal budgetary process. The CIP is the principal tool for a planning commission to ensure consistency of proposed new public improvements with an adopted master plan.

Additional text is included in the attached Capital Improvement Plan (CIP) that more fully describes the purpose and intent of the plan.

BACKGROUND:

On March 10, 2015, a preliminary listing of planned capital projects covering roads, utilities and the municipal landfill operation was presented to the Planning Commission for review. Following discussion, it was determined that further discussion was required to identify additional capital projects which should be considered for inclusion in the

Capital Improvement Plan, even if the certainty of those projects is not known. Staff was asked to identify any such projects and present such projects as the starting point for further discussion.

Later that same month, a further report was presented to the Planning Commission. That report concluded that all necessary projects were included in the original draft. The lone exception to this general finding was the possibility of adding work related to the relocation of the farmer's market if such a project were to ever occur. Planning Commission direction at the time was to include this as a "potential project" in the CIP.

Subsequent staff review of the Michigan Planning Enabling Act (MPEA) standards, available guidelines for CIP's, and review of other CIP's across the state followed. This review provided no support for the inclusion of projects that were identified as potential but for which no local support had been demonstrated. As such, inclusion of public works related to the possibility of relocating the farmer's market were determined to be inappropriate for this plan.

Shortly following the meetings held last March, it was also determined that the CIP preparation process would be delayed until the fall of 2015, at which time additional input from the City Engineering Department in the form of their own capital planning processes would be available. That process was completed in November and compiled in December, together with coordinated data from the Utility Department. To meet the 6 year CIP standards of the MPEA, two additional years of projects were also added to the plan last seen by the Planning Commission.

Through assistance provided to the City via the Michigan Economic Development Corporation (MEDC) and the Redevelopment Ready Communities (RRC) program, consultant assistance in the preparation of the final CIP document was obtained from Carlisle Wortman Associates Inc. This firm was able to consolidate the table form of data previously reviewed into a CIP more readily readable and understandable. Their original draft was reviewed by staff and further updated, resulting in the final draft attached to this report. While some minor typographical errors remain and will yet be corrected, the document is now presented for forwarding to public hearing.

NEXT STEPS:

Planning Commission review and discussion on the draft CIP is welcomed at this time. Following this review, a public hearing is recommended on the plan to provide a final opportunity for public comment. Upon conclusion of the public hearing, a recommendation to City Council will then be required. City Council consideration and adoption will follow.

It should be noted that initial adoption of the CIP does not complete all work on the plan for the next 6 years. Instead, this document must then be reviewed on an annual basis, adjusting projects as priorities and financial circumstances dictate. Additionally, one additional year of projects must also be added to the back end of the project schedule each year so that the plan continues to cover the forthcoming 6 year period of time. While much of the work in preparing this information falls to City Engineering, Utility and Planning staff, the Planning Commission and City Council must ultimately review and adopt the update each year.

Also to be noted is the timing of annual updates anticipated by staff. To best fit with the annual city budget process, CIP project updates should take place late in the calendar year, immediately following the receipt of public input on engineering and utility priorities.

This will allow staff to compile and prepare updates of the CIP each December, followed by Planning Commission review and recommendation early each calendar year. This timing is appropriate given that City Council will then receive the recommended CIP in the middle of their budget process, while decisions are being made on the funding of capital projects for the coming fiscal year.

Respectfully Submitted,

A handwritten signature in cursive script that reads "C. Bradley Kaye". The ink is a light grey or blue color. The signature is written in a fluid, connected style.

C. Bradley Kaye, AICP
Assistant City Manager for Development Services



CITY OF 
Midland *Michigan* THE CITY OF *Modern Explorers*

**CITY OF MIDLAND
CAPITAL IMPROVEMENT PLAN
2016-2022**

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Prepared by the CIP Committee

Date _____

Adopted by City Council

Date _____

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Acknowledgements

CITY COUNCIL

Maureen Donker, Mayor
Tom Adams
Steve Arnosky
Marty Wazbinski
Diane Brown Wilhelm

PLANNING COMMISSION

Gayle Hanna
Dave Heying
Andrew Koehlinger
Greg Mayville
Lowell McLaughlin
Shawn Pnacek
Ray Senesac
Judd Tanzini

DEPARTMENT

C. Bradley Kaye, Assistant City Manager for Development Services
Grant Murschel, Community Development Planner
Brian McManus, City Engineer
Josh Fredrickson, Assistant City Engineer
Noel Bush, Utilities Director
Joe Sova, Budget Analyst

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WITH ASSISTANCE FROM



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Table 4. Stormwater Improvement Projects

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Table 8. Renewable Energy Improvement Projects

Table 9. General Infrastructure Improvement Projects



INTRODUCTION

Introduction

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver quality services to its residents. These assets include equipment and vehicles, such as fire engines, snow plows, and tools, but also more permanent assets such as roads, bridges, buildings, underground utilities, storm water systems, parklands, parking facilities, and natural areas. With ownership comes an obligation to maintain and continually improve these assets. The process used to determine how to invest City resources to maintain and improve the City's capital assets is known as the Capital Improvement Plan.

The City of Midland has always strived to offer its residents and businesses the most desirable community facilities and reliable infrastructure to maintain their quality of life. As the City plans for the future, maintaining existing high quality transportation and utility systems must be a high priority. In January 2016, the City of Midland completed a Capital Improvement Plan for the city's infrastructure including transportation and utilities.

This plan includes the following categories of capital projects:

- Major Streets
- Local Streets
- Stormwater
- Water and Water Treatment Plant
- Wastewater and Wastewater Treatment Plant
- Landfill
- Renewable Energy Services
- General

Future capital improvement plans may include additional categories such as:

- Airport
- Municipal Service Annex and Center
- Police Department
- Fire/Emergency Services
- Parks and Recreation
- Public Works
- Civic Arena
- Grace A. Dow Library
- Dial-A-Ride
- Midland Community Television
- Information Services – Operations
- Senior Housing

WHAT IS A CAPITAL IMPROVEMENT PLAN?

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and funding sources for municipal capital project expenditures. Projects are generally described as significant, physical improvements or purchases that have a long, useful life. These projects include municipal facilities; information technology systems; transportation systems; water, sewer, and stormwater utilities; street lighting; vehicles and large equipment; and other large capital purchases or improvements. Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects.

In Michigan, the formation of a capital improvements program is driven by the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3865.

PURPOSE

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs. In the midst of shrinking resources and deferred maintenance costs, a CIP is more important than ever. The 2016-2022 Plan will reflect a six year anticipated scheduling and costs for infrastructure, facilities, and equipment based on input from the City's department.



The purpose of the CIP is to achieve the following outcomes:

- Ensure the timely repair and replacement of aging infrastructure, facilities, and equipment.
- Provide a level of certainty for residents, businesses, and developers regarding the location and timing of public investments.
- Identify the most economical means of financing capital improvements.
- Provide an opportunity for public input in the budget and financing process.
- Facilitate coordination upgrades to capital infrastructure systems.
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.
- Ensure that patterns of growth and development are consistent with the master plan.
- Balance desired public improvements with the community's financial resources.

INTENT

A CIP facilitates coordinated infrastructure improvements; maintains, preserves, and protects the City's existing infrastructure system; and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures to ensure that capital improvements are fiscally sound and consistent with City long-range goals and objectives. The CIP process occurs prior to the budget process and should be used to develop the capital portion of the municipal budget.

TIMELINE

The City of Midland's CIP outlines a schedule of capital expenditures over a six (6) year period. The original CIP document was drafted in 2016 and shall be updated annually by City departments based on current project completion, prioritization, and available funding. By updating the document annually, the projects contained in the first year of the CIP may be used to inform next year's department requested municipal budget. The CIP is scheduled for evaluation and updating annually in September and October.



The Capital Improvement Plan (CIP) is a six year plan that should be reviewed and updated annually so that it is always looking six years out.

RELATIONSHIP BETWEEN CIP AND BUDGET

The CIP makes capital spending for Engineering and Utility Departments more predictable and transparent. The CIP does not address all of the capital expenditures for the City, but provides for large, physical improvements and purchases that have a longer useful life, including the basic facilities, services, and installations needed for the functioning of the community. Capital planning identifies purchases of physical assets or construction, major repair, reconstruction, or replacement of capital items, such as buildings, utility systems, roadways, bridges, parks, heavy or specialized equipment, and extensive internal office needs which are of high cost and have a longer useful life. The intent is to have the first year of the CIP represent the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.



Budget goals for the City:

- Ensure economic sustainability
- Provide an outstanding quality of life
- Provide effective stewardship of community resources

RELATIONSHIP BETWEEN CIP AND MASTER PLAN



The CIP is a powerful tool for implementing a community's master plan. Capital projects involving roads, water and sanitary systems, stormwater utilities, and purchases of parkland can have a substantial impact on patterns of growth and public investment. By providing funding for strategic capital upgrades at a given time and location, the CIP helps ensure that the level of service is maintained and development occurs consistent with a community's plans and vision.

The following goals were taken from the 2012 update of the City of Midland Master Plan:



Transportation Goals

- Goal 1: Maintain and improve safety and efficiency in the transportation system to support land use patterns and ensure that Midland remains an attractive place to live, work, and visit.
- Goal 2: Provide and pursue multi-modal transportation alternatives that can improve connectivity between neighborhoods, schools, parks, businesses and other activity areas.

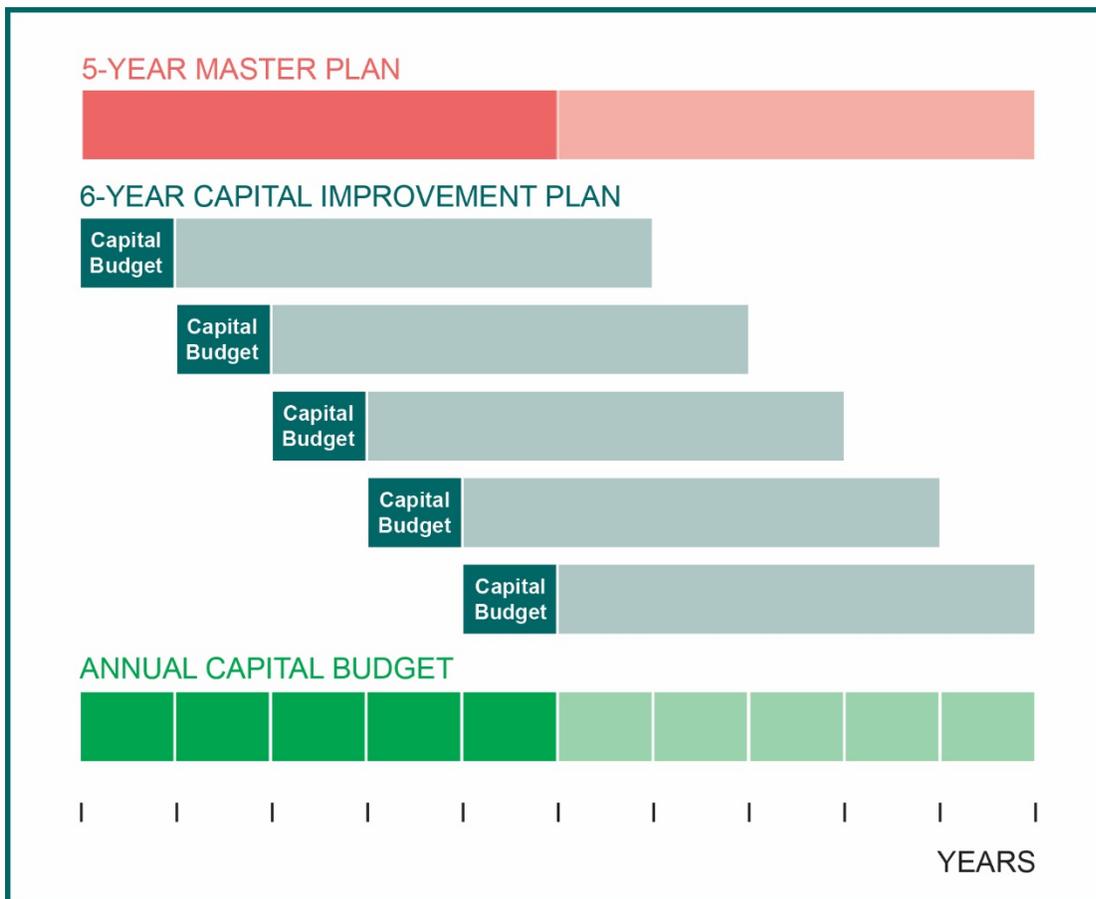
- Goal 3: Continue to improve the aesthetic appearance of the City’s transportation corridors.
- Goal 4: Endorse the Complete Streets Program.



Community Facilities Goals

- Goal 1: Continue to offer the highest quality, efficient services and facilities for residents.
- Goal 2: Promote community services and facilities that integrate and unify the community.
- Goal 3: Continue to acquire, develop, maintain and preserve open space and recreation facilities.
- Goal 4: Preserve significant natural features in the City and MUGA.

Figure 1. Relationship between Master Plan, CIP, and Budget



DEFINITION OF CAPITAL

Capital projects and improvements are major assets and projects including:

- Replacements and improvements greater than or equal to \$5,000;
- “Program” of projects whose total is greater than or equal to \$5,000; and
- Equipment purchases greater than or equal to \$5,000, with a service life of at least 5 years.

Examples include construction, expansion, or renovation of a public building, water line upgrades and extensions, major equipment, the acquisition of land for public use, streets, or new storm and sanitary sewers. The adoption of a common definition assists in determining what projects are part of the capital improvement program versus those that are part of the general budget.

Only the projects that meet the capital project or improvement definition are included in the capital improvement program. A capital improvement project can include one or more of the following:

- **Facility Improvements:** is the repair, replacement, or upgrades of exterior and interior walls, roofs, furnishings and similar non-mechanical features that extend a building’s life. Examples include new roofs, windows and doors, tuck pointing and masonry repair, interior and exterior painting, carpeting and furniture.
- **Building Equipment:** is the repair or replacement of heating, ventilation, and air conditioning (HVAC) systems.
- **Computer Equipment:** includes all equipment critical to the functioning of the city such as computers, telephones, cameras and voting machines.
- **Equipment:** includes specialized equipment and/or heavy apparatus used by the fire department and department of public services. Examples are system components, lifesaving equipment, vehicle hoists, and similar specialized mechanisms that last for several years.
- **Vehicles:** encompass cars, trucks, buses and grounds maintenance equipment. Vehicles are considered part of the motor pool that is maintained by the Department of Public Services. For the purpose of the capital improvements plan, vehicles are attached to their respective departments.
- **Infrastructure:** includes below grade, at grade and above grade (non-building) improvements. Examples include new water and sewer lines, park improvements, storm water, streets and sidewalks, bike lanes, landscape, and fences.
- **Planning/Engineering Services:** includes plans and studies as well as preliminary design and construction drawings.

Capital Improvement Planning Process

The CIP does not address all of the capital expenditures for the City, but provides for significant improvements and purchases related to basic facilities, services, and installations needed for the functioning of the community. The current Capital Improvement Plan contains utilities and infrastructure projects only. These projects include streets, stormwater, water, wastewater, landfill, and renewable energy projects. In the future, other capital improvement projects may be added to the plan. These projects may include parks, facilities, police, fire, vehicles, and major equipment.

CIP Committee

The annual CIP update should be headed by an individual CIP coordinator or committee. A CIP Committee may include the administrative lead as well as the various department representatives. The current CIP Committee includes Planning, Engineering, Water, and Wastewater department staff members.

Department Coordination

The Engineering and Utility Department meets annually with the City's Department of Public Services, Wastewater and Water division to prioritize the capital acquisitions and properties list.

Resident Requests

Each year, the Engineering and Utilities Departments undertake an aggressive program to maintain and upgrade streets and utilities such as water and sewer. As part of that program, residents may request that the City of Midland consider specific public improvement projects.

Project Evaluation

Once the improvements list has been generated, the Engineering and Utilities Departments estimates a cost for each requested project and prioritizes the list according to the project's feasibility and available funding. This list then goes to the Midland City Council after the 1st of the year. The City Council evaluates each project and assigns a project priority at a special Council meeting in January. Council then determines which projects receive highest priority and allocates funding for the chosen projects in the next fiscal year budget.

Construction of approved public improvement projects coordinated by the City begins in the following fiscal year. Projects are usually completed within 1 - 4 months during the summer of the year in which funding is provided.

Prioritization

The following investment policies along with Master Plan and budget goals provide a framework for CIP prioritization decisions:

- Maintain or improve standards of service
- Protect public health, safety, or welfare
- Result in economic development (capital investment, increased tax base, or increased valuation)
- Reduce energy consumption and/or improve environmental sustainability
- Have an identified source of funding
- Be ready to proceed
- Be coordinated with other capital improvements

Funding Sources

Special Assessments

When a public street, sewer, water main or sidewalk is installed where one does not currently exist, the majority of the cost for constructing these improvements is paid for by the property owners fronting the improvement. The property owner's share of the costs is referred to as a special assessment.

Special assessments are approved by City Council following 2 public hearings. These hearings allow the benefiting property owners whose property will front the improvement to voice any concerns or ask any questions they may have about the project.

Once a special assessment has been approved, the affected property owners have the option of paying the full assessed amount within 30 days or paying over time. If paying over time, the assessment appears on the property owner's tax bill and includes interest charges.

County Road Millage

Every 4 years, Midland County voters are asked to renew a 1-mil property tax millage for Midland County road maintenance and improvement projects. The funds acquired from this millage are split among the Village of Sanford, City of Coleman, Midland County Road Commission and the City of Midland. The intent of the road millage is to improve, maintain and construct new roadways to the benefit of all residents in Midland County.

Major & Local Streets

The City of Midland receives funds from the State of Michigan (in accordance with Act 51, Public Acts 1951, as amended), which distributes gas and weight tax revenues to all cities, villages and counties within the State of Michigan based on the mileage of the Major and Local Street systems of each City, village or county. These funds are utilized to reconstruct, resurface, repair and maintain the community's street system, including snow plowing.

While Major and Local Street funding available from gas and weight tax remains flat, in November 2014 Midland County voters approved a 1 mil increase in road millage for a period of four years. This increase, when combined with the existing County road millage, will provide a two mil levy towards roads for a period of two years. In November of 2016 we anticipate a ballot initiative to renew the original long standing County road millage. For the City of Midland this increase will provide funding that will go towards major road reconstruction within our aging street system. The first levy of the new four year millage will be available in January 2016.

Enterprise Funds

Enterprise Funds account for specific services that are funded directly by fees, charges to users, self-generated revenue and/or bonding. These include the following services provided by the City of Midland Utility Department:

- Water services
- Wastewater services
- Landfill services
- Renewable Energy services

These funds are intended to be fully self-supporting and are not typically subsidized by any general fund revenue or taxes. Within each Enterprise Fund, budgets are developed which are sufficient to fund current year operations and maintenance expenses, as well as provide for current and future years' upgrade, replacement, and expansion-related capital construction requirements.

Grants and Donations

Some projects are entirely or partially funded by grants and reimbursements from the state and federal government and other agencies, or by donations from local charitable organizations. The receipts of certain grants and reimbursements typically follow the award of contracts. Donations are more typically offered and received in advance of project initiation.

Department Coordination

The Engineering Department meets annually with the City's Department of Public Services, Wastewater and Water Departments to revise the Construction Project Priority List which leads to the Capital Improvement Plan. Included in the coordination process is a review of immediate capital needs to existing utility and street infrastructure.

Resident Requests/Public Involvement

Each year, the Engineering Department undertakes an aggressive program to maintain and upgrade our streets and utilities such as water and sewer. As part of that program, residents may request that the City of Midland consider specific public improvement projects.

During the month of October, property owners may submit a request for new infrastructure construction at unimproved locations only, such as: no existing water or sewer main; gravel streets; no sidewalks. Investments in new infrastructure follow along with the Master Plan and budget goals and are prioritized based on the following:

- Maintain or improve standards of service
- Protect public health, safety, or welfare
- Result in economic development (capital investment, increased tax base, or increased valuation)
- Reduce energy consumption and/or improve environmental sustainability
- Have an identified source of funding
- Be ready to proceed
- Be coordinated with other capital improvements

Petitions for new public infrastructure are taken to City Council during the month of December. Council evaluates each project and determines which, if any, projects should be advanced for further consideration. Projects which are advanced by City Council are then returned to the Engineering Department for cost estimating and feasibility review. During the month of January, the City Council reviews the estimates and feasibility of the project and makes a determination if the petitioned project for new infrastructure will proceed.

Requests for review of current infrastructure conditions and consideration for improvements are accepted in writing throughout the year. During the annual review and construction project priority process these requests are considered.

The construction project priority process includes a series of meetings with the Department of Public Works, the Water and Wastewater Departments to determine street and utility improvement needs. The Engineering Department utilizes inventory of street conditions combined with needs of Public Works are used to determine what mix of fixes is most effective for an annual street program. This program is reviewed by the Finance Department to ensure that sufficient funding is available. In the limited funding environment we develop a program to make the best use of available funds.

As existing infrastructure ages the condition degrades. Expenditures to maintain or repair a street are less if the issue is addressed earlier in the structures life cycle. The more degraded a structure the more costly the repair. For this reason the City implements a mix of repairs for various road conditions. Surface treatments are utilized to extend the service life of a roadway, prior to degrading. A pavement rehabilitation is done for streets. The most costly repairs are used on roadways where full reconstruction needs to occur.



CAPITAL IMPROVEMENT PLAN

Summary of Capital Projects

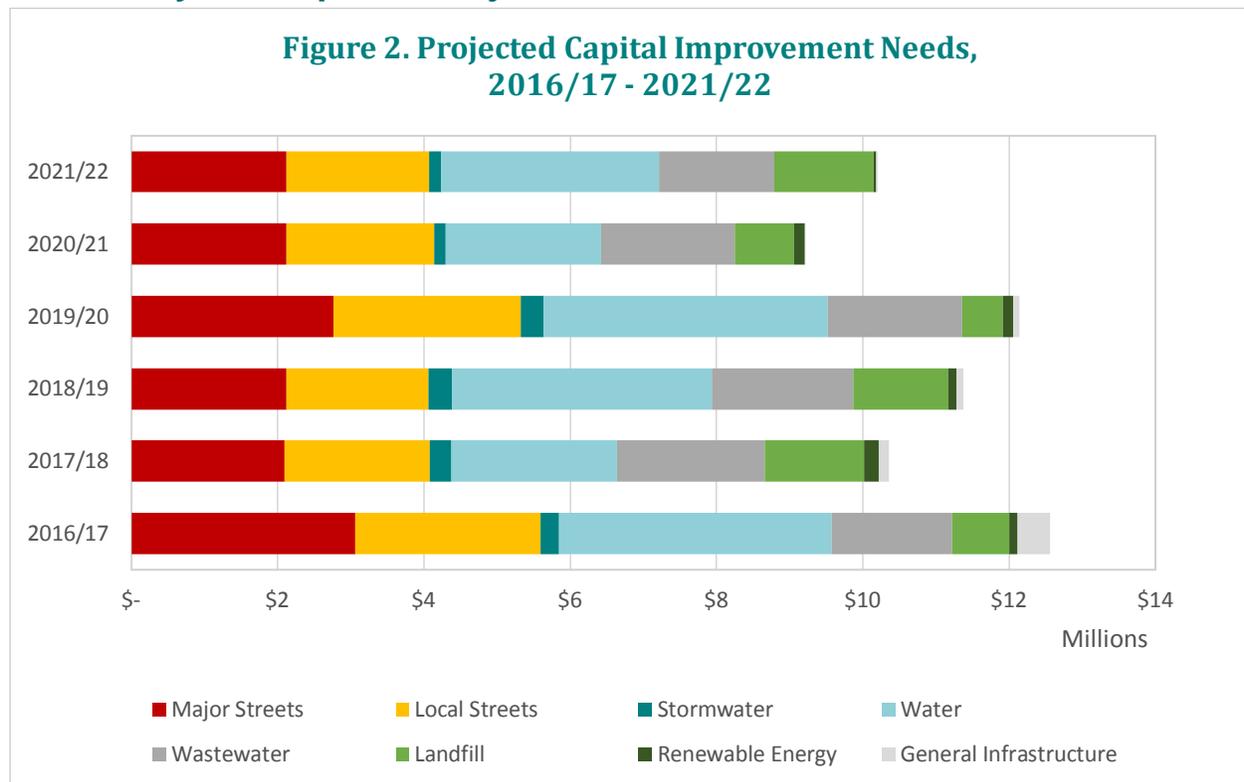


Table 1. Summary of Capital Improvement Projects

CIP Projects	Budget Year						Total
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Major Streets	3,057,000	2,091,000	2,117,000	2,765,000	2,125,000	2,123,000	14,278,000
Local Streets	2,535,000	1,987,000	1,943,000	2,559,000	2,013,000	1,950,000	12,987,000
Stormwater	253,000	295,000	320,000	313,000	160,000	160,000	1,501,000
Water	3,722,650	2,268,180	3,558,450	3,880,850	2,125,000	2,977,000	18,532,130
Wastewater	1,646,000	2,013,000	1,930,000	1,837,500	1,825,000	1,580,000	10,831,500
Landfill	790,000	1,360,000	1,300,000	560,000	810,000	1,360,000	6,180,000
Renewable Energy	112,500	202,500	110,000	133,000	145,000	35,000	738,000
General Infrastructure	441,000	141,000	91,000	91,000	15,000	15,000	794,000
Total	12,557,150	10,357,680	11,369,450	12,139,350	9,218,000	10,200,000	65,841,630

Major Streets

The City of Midland is responsible for 80 miles of major streets and 16 miles of state trunk line. Major streets include Principal Arterials, Minor Arterials, and Collector Streets based on the Federal Highway Administration’s (FHWA) National Functional Classification (NFC). The City also provides maintenance and replacement of over 10,000 traffic signs, maintains over 90 signalized intersections, and provides over 80 miles of pavement markings for all categories of streets.

Major street improvement projects have been organized into the following project types:

- **FACILITY** – These projects include bridge improvements and other infrastructure projects.
- **GENERAL** – These projects include general capital maintenance.
- **PLANNED PROJECTS UNDER \$100,000** – These projects include planned projects with estimated costs less than \$100,000.
- **PLANNED PROJECTS \$100,000 - 499,999** – These projects include large capital projects with estimated costs between \$100,000 and \$499,999.
- **PLANNED PROJECTS \$500,000 AND GREATER** – These projects include large capital projects with estimated costs \$500,000 and greater.
- **ENGINEERING** – These projects include engineering studies and preliminary design work.

Table 2. Major Street Improvement Projects

CIP Item	Budget Year						TOTAL
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Facility	667,000	166,000	0	0	0	0	833,000
General	275,000	275,000	275,000	275,000	275,000	0	1,375,000
Planned Projects Under \$100,000	246,000	0	0	0	0	0	246,000
Planned Projects \$100,000-499,999	979,000	1,043,000	1,306,000	1,065,000	600,000	788,000	5,781,000
Planned Projects \$500,000 and greater	850,000	587,000	516,000	1,400,000	1,225,000	1,335,000	5,913,000
Engineering	40,000	20,000	20,000	25,000	25,000	0	130,000
Total	3,057,000	2,091,000	2,117,000	2,765,000	2,125,000	2,123,000	14,278,000

Where possible, planned projects for major streets are coordinated with water and wastewater projects.

The following is a summary of major street improvements planned for the next 6 years:

- **FACILITY**

- The City's share of the M-20 bridge project is estimated at \$167,000 in 2016/17 and \$166,000 in 2018/19
- W. St. Andrews Road bridge at Snake Creek is estimated at \$500,000 in 2016/17

- **GENERAL**

- Non-motorized improvements are estimated at \$10,000 annually in 2016/17 – 2020/21
- Traffic sign upgrades are estimated at \$35,000 in 2016/17 – 2018/19 and \$30,000 in 2019/20 – 2020/21
- Traffic signal upgrades are estimated at \$30,000 in 2016/17 – 2018/19 and \$35,000 in 2019/20 – 2020/21
- Ditch cleaning for \$50,000 annually in 2016/17 – 2020/21
- Surface treatment and crack sealing at \$150,000 annually in 2016/17 – 2020/21

- **PLANNED PROJECTS UNDER \$100,000**

- In 2016/17, the City forecasts three (3) projects including Main, N. Saginaw, and Saginaw for a total cost of \$246,000

- **PLANNED PROJECTS \$100,000 - 499,999**

- In 2016/17, the City forecasts five (5) projects including Saginaw, W. Wackerly, Cambridge, Waldo, and E. St. Andrews for a total cost of \$979,000
- In 2017/18, the City forecasts three (3) projects including Washington, E. Nelson, and Eastlawn for a total cost of \$1,043,000
- In 2018/19, the City forecasts four (4) projects including Haley, Saginaw, Pershing, and Orchard for a total cost of \$1,306,000
- In 2019/20, the City forecasts three (3) projects including George, W. Wackerly, and E. Wheeler for a total cost of \$1,065,000
- In 2020/21, the City forecasts two (2) project including Main and Rockwell for a total cost of \$600,000

- In 2021/22, the City forecasts three (3) project including W. St. Andrews, W. Sugnet, and Joe Mann for a total cost of \$788,000

- **PLANNED PROJECTS \$500,000 AND GREATER**
 - In 2016/17, the City forecasts one (1) project including Eastman for a total cost of \$850,000
 - In 2017/18, the City forecasts one (1) projects including Carpenter for a total cost of \$587,000
 - In 2018/19, the City forecasts one (1) projects including W. Wheeler for a total cost of \$516,000
 - In 2019/20, the City forecasts two (2) projects including E. Sugnet and N. Saginaw for a total cost of \$1,400,000
 - In 2020/21, the City forecasts two (2) projects including W. St. Andrew and Saginaw for a total cost of \$1,225,000
 - In 2021/22, the City forecasts two (2) projects W. St. Andrew and Jefferson for a total cost of \$1,335,000

- **ENGINEERING**
 - Preliminary engineering services for \$40,000 in 2016/17, \$20,000 in 2017/18 and 2018/19, and \$25,000 in 2019/20 – 2020/21.

Local Streets

The City of Midland is responsible for 160 miles of local streets. Major streets include Principal Arterials, Minor Arterials, and Collector Streets based on the Federal Highway Administration’s (FHWA) National Functional Classification (NFC). The local street system is comprised of all facilities not included in the higher classification systems.

Local street improvement projects have been organized into the following project types:

- **GENERAL** – These projects include general capital maintenance.
- **PLANNED PROJECTS UNDER \$50,000** – These projects include projects with estimated costs less than \$50,000.
- **PLANNED PROJECTS \$50,000 - 199,999** – These projects include large capital projects with estimated costs between \$50,000 and \$199,999.
- **PLANNED PROJECTS \$200,000 AND GREATER** – These projects include large capital projects with estimated costs \$200,000 and greater.

Table 3. Local Street Improvement Projects

CIP Item	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
General	450,000	500,000	500,000	500,000	500,000	0	2,450,000
Planned Projects Under \$50,000	94,000	0	0	0	0	0	94,000
Planned Projects \$50,000 - 199,999	1,131,000	407,000	226,000	547,000	1,097,000	905,000	4,313,000
Planned Projects \$200,000 and greater	860,000	1,080,000	1,217,000	1,512,000	416,000	1,045,000	6,130,000
Total (\$)	2,535,000	1,987,000	1,943,000	2,559,000	2,013,000	1,950,000	12,987,000

Where possible, planned projects for local streets are coordinated with water and wastewater projects.

The following is a summary of local street improvements planned for the next 6 years:

- **GENERAL**
 - Curb replacement and pavement patching \$150,000 in 2016/17 and \$200,000 annually in 2017/18 – 2020/21
 - Surface treatment, crack sealing, and sidewalk ramp reconstruction for \$300,000 in annually in 2016/17 – 2020/21

- **PLANNED PROJECTS UNDER \$50,000**
 - In 2016/17, the City forecasts six (6) projects including Harrison, Woodlawn, Blarney, Ohio, Leeway, and Rockwell for a total cost of \$94,000

- **PLANNED PROJECTS \$50,000 - \$199,999**
 - In 2016/17, the City forecasts nine (9) projects including Ottawa, Leonard, Crane, Rosemary, Boston (2), Kentwood, Highbrook, and Westbriar for a total cost of \$1,131,000
 - In 2017/18, the City forecasts three (3) projects including St. Nicholas, Sayre, and Jay for a total cost of \$407,000
 - In 2018/19, the City forecasts two (2) projects including Richard and Townsend for a total cost of \$226,000
 - In 2019/20, the City forecasts five (5) projects including Byrd, W. Nickels, Adams, Bauss, and Federal for a total cost of \$547,000
 - In 2020/21, the City forecasts seven (7) projects including Dilloway, W. Collins, Virginia, Mertz, Paine, Hamilton, and Hancock for a total cost of \$1,097,000
 - In 2021/22, the City forecasts six (6) projects including Burrell, Lindy, Hubbard, Pine, Greenbrier, and Reardon for a total cost of \$905,000

- **PLANNED PROJECTS \$200,000 AND GREATER**
 - In 2016/17, the City forecasts three (3) projects including Jerome, Bayliss, and E. Meadowbrook for a total cost of \$860,000
 - In 2017/18, the City forecasts three (3) projects including Chapel, Diamond, and Airport for a total cost of \$1,080,000
 - In 2018/19, the City forecasts four (4) projects including Airfield, Manor, Gibson, and Buchanan for a total cost of \$1,217,000
 - In 2019/20, the City forecasts five (5) projects including Airport, Woodview, Mark Putnam, Whitewood, and Schuette for a total cost of \$1,512,000
 - In 2020/21, the City forecasts two (2) projects including Airfield and Fitzhugh for a total cost of \$416,000
 - In 2021/22, the City forecasts four (4) projects including N. Perrine, Cortland, Concord, and Cruz for a total cost of \$1,045,000

Stormwater

The storm maintenance staff is responsible for maintaining nearly 180 miles of storm sewer. The storm system is cleaned on a four-year rotation. Progress is tracked using a computerized work order system. Open drains throughout the city are inspected for debris after major rainfalls.

Stormwater improvement projects have been organized into the following project types:

- **EQUIPMENT** – These projects include specialized equipment or system components.
- **FACILITY** – These projects include site specific projects such as buildings, outfalls, ditches, culverts, and basins.

Table 4. Stormwater Improvement Projects

CIP Item	Budget Year						TOTAL
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	
Equipment	43,000	35,000	60,000	53,000	10,000	10,000	211,000
Facility	210,000	260,000	260,000	260,000	150,000	150,000	1,290,000
Total	253,000	295,000	320,000	313,000	160,000	160,000	1,501,000

Where possible, planned projects for stormwater are coordinated with street projects.

The following is a summary of stormwater improvements planned for the next 6 years:

- **EQUIPMENT**
 - Catch basin lead new installations for \$25,000 in 2016/17 - 2017/18 and \$35,000 in 2018/19 – 2019/20
 - Catch basin lead replacements for \$10,000 annually
 - Root cutter for \$8,000 in 2016/17
 - Camera upgrade for \$15,000 in 2018/19
 - Large line sand nozzle for \$8,000 in 2019/20
- **FACILITY**
 - Culvert replacement for \$100,000 in 2016/17 and \$150,000 annually in 2017/18 – 2021/22
 - Outfall and open ditch rehabilitation for \$110,000 annually in 2016/17 – 2019/20

Water

The City of Midland's water comes from Lake Huron via the jointly owned Saginaw- Midland Municipal Water Supply Corporation pipeline. The City maintains 48" and 36" raw water transmission lines from Saginaw-Midland Municipal Water Supply Corporation to the City of Midland Water Treatment Plant. The water treatment plant is capable of producing 48 million gallons a day of high quality water.

The water transmission and distribution system is comprised of over 359 miles of water main providing water for fire protection, business, industry and individual customers in the City of Midland, Homer Township, Larkin Township, Midland Township, Mills Township, Water District #1 of Midland County and the City of Auburn. The Distribution staff also administers the City's Cross Connection Control Program to protect the system from backflow potential.

The system consists of five (5) pump stations including: industrial pumping, domestic pumping, pressure district pumping and booster pump stations. The City also maintains 3,193 fire hydrants including auxiliary valves.

Water improvement projects have been organized into the following project types:

- **EQUIPMENT** – These projects include specialized equipment or system components.
- **FACILITY** – These projects include site specific projects such as buildings, outfalls, ditches, culverts, and basins.
- **PLANNED PROJECTS UNDER \$100,000** – These projects include projects with estimated costs less than \$100,000.
- **PLANNED PROJECTS \$100,000 - 499,999** – These project include large capital projects with estimated costs between \$100,000 and \$499,999.
- **PLANNED PROJECTS \$500,000 AND GREATER** – These projects include large capital projects with estimated costs \$500,000 and greater.

Table 5. Water Improvement Projects

CIP Item	Budget Year						TOTAL
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Equipment	41,000	40,000	8,000	45,000	0	85,000	219,000
Facility	1,185,000	895,000	1,780,000	2,155,000	950,000	1,850,000	8,815,000
Planned Projects Under \$100,000	165,650	130,880	166,200	0	0	215,000	677,730
Planned Projects \$100,000 - 499,999	1,498,000	602,300	1,604,250	830,850	1,175,000	827,000	6,537,400
Planned Projects \$500,000 and greater	833,000	600,000	0	850,000	0	0	2,283,000
Total	3,722,650	2,268,180	3,558,450	3,880,850	2,125,000	2,977,000	18,532,130

Where possible, planned projects for water are coordinated with local and major street projects.

The following is a summary of water improvements planned for the next 6 years:

- **EQUIPMENT**

- Pipe trailer with box for appurtenances for \$8,000 in 2016/17
- Surface wash pump \$15,000 in 2016/2017
- Vibration tester for \$10,000 in 2016/17
- Utility locator for \$8,000 in 2016/17 and 2018/19
- Radio communication replacement for \$40,000 in 2017/18
- Scissor lift for \$28,000 in 2019/20
- Lawn mower \$17,000 in 2019/20
- Horizontal directional drill machine for \$85,000 in 2021/22

- **FACILITY**

- Valley drive building maintenance estimated at \$15,000 for 2016/17
- Filter control consoles for \$50,000 in 2016/17
- Surge relief valve for \$10,000 in 2016/17
- Freight elevator \$300,000 requested in 2016/17

- Industrial valve replacement (9 valves) for a total cost of \$50,000 in 2016/17
- New water services for \$150,000 annually 2016/17 – 2021/22
- Security upgrades for \$60,000 in 2016/17, 2017/18, and 2019/20 with \$300,000 of security upgrades planned for 2018/19
- HVAC improvements for \$210,000 in 2016/17, \$290,000 in 2018/19, \$200,000 in 2019/20, \$800,000 in 2020/21, and \$900,000 in 2021/22
- Concrete reservoir rehabilitation program costs estimated at \$340,000 in 2016/17, \$60,000 in 2017/18, and \$80,000 in 2018/19 – 2019/20
- Industrial pump MCC replacement for \$500,000 in 2017/18
- Township pressure improvements for \$100,000 in 2017/18 – 2019/20
- Domestic reservoir baffle system for \$120,000 in 2018/19
- Filter level measurement for nine (9) filters for \$50,000 in 2018/19
- Control system replacement for \$25,000 in 2017/18 and \$250,000 in 2018/19
- Domestic pump MCC replacement for \$440,000 in 2018/19 and 2019/20
- Carbon feed system replacement for \$250,000 in 2019/20
- Flow meter replacement for fourteen (14) meters for \$250,000 in 2019/20
- Industrial meter replacement for \$30,000 in 2019/20
- Lime feed system for \$200,000 in 2019/20
- Lime silo painting for \$45,000 in 2019/20
- Process piping painting for \$200,000 in 2019/20
- Raw water reservoir aeration system for \$150,000 in 2019/20
- East plant refit for \$800,000 in 2021/22
- **PLANNED PROJECTS UNDER \$100,000**
 - In 2016/17, the City forecasts eight (8) projects including Woodlawn, Sandy Ridge, Leeway, Blarney, Noeske, Boston, Leonard, and Ottawa for a total cost of \$165,650

- In 2017/18, the City forecasts two (2) projects including Eastlawn and Sayre for a total cost of \$130,880
- In 2018/19, the City forecasts three (3) project including W. Wheeler, Richard, and Pershing for a total cost of \$166,200
- In 2021/22, the City forecasts four (4) projects including Burrell, Concord, River, and Helen for a total cost of \$215,000

- **PLANNED PROJECTS \$100,000 - 499,999**
 - In 2016/17, the City forecasts nine (9) projects including Crane, Cambridge, W. Wackerly, Kentwood, Rosemary, Bayliss, Ohio, Westbrier, and E. Meadowbrook for a total cost of \$1,503,000
 - In 2017/18, the City forecasts two (2) projects including E. Nelson and Chapel for a total cost of \$602,300
 - In 2018/19, the City forecasts seven (7) projects including Saginaw, Buchanan, Airfield, Haley, Manor, Austin, and E. Wackerly for a total cost of \$1,604,250
 - In 2019/20, the City forecasts four (4) projects including Austin, E. Wackerly, Federal, and N. Greenbelt for a total cost of \$830,850
 - In 2020/21, the City forecasts seven (7) projects including Mertz, Paine, Saginaw, Hamilton, Hancock, and W. St. Andrews (2) for a total cost of \$1,175,000
 - In 2021/22, the City forecasts six (6) projects including Cortland, W. St. Andrews, Poseyville, Michigan, Plumer, and St. Charles for a total cost of \$827,000

- **PLANNED PROJECTS \$500,000 AND GREATER**
 - In 2016/17, the City forecasts one (1) project including Waldo for a total cost of \$833,000
 - In 2017/18, the City forecasts one (1) project including Carpenter for a total cost of \$600,000
 - In 2019/20, the City forecasts one (1) project including E. Wheeler for a total cost of \$850,000

Wastewater

The City’s wastewater system includes nearly 207 miles of sanitary sewers, 40 pump stations and 14 stand by generators at major pump stations. The City of Midland Wastewater Treatment Plant has a one megawatt standby diesel generator to run critical loads during a power outage. The plant is a “Class A” sewage treatment plant with a design capacity of 10.0 million gallons a day (MGD) and a hydraulic capacity of 18.0 MGD. The City of Midland recycles approximately 3.5 million gallons of bio-solids each year.

Staff has carefully reviewed its 20 year Asset Management Program and budgets and prioritizes capital expenditures to extend the life of the treatment plant and to keep it operating at peak efficiency. The sanitary system is cleaned on a two-year rotation.

Wastewater improvement projects have been organized into the following project types:

- **GENERAL** – These projects include general capital maintenance programs.
- **EQUIPMENT** – These projects include specialized equipment or system components.
- **FACILITY** – These projects include capital improvements at the wastewater treatment plant.
- **PLANNED PROJECTS**– These projects include sanitary sewer projects and pump stations.

Table 6. Wastewater Improvement Projects

CIP Item	Budget Year						TOTAL
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
General	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
Equipment	150,000	85,000	205,000	435,000	585,000	285,000	1,745,000
Facility	946,000	1,078,000	825,000	1,102,500	940,000	995,000	5,886,500
Planned Project	250,000	550,000	600,000	0	0	0	1,400,000
Total	1,646,000	2,013,000	1,930,000	1,837,500	1,825,000	1,580,000	10,831,500

Where possible, planned projects for wastewater are coordinated with local and major street projects.

The following is a summary of wastewater improvements planned for the next 6 years:

- **GENERAL**
 - Manhole rehabilitation and lateral lining \$100,000 annually 2016/17-2021/22
 - Miscellaneous sewer repairs and linings \$200,000 annually 2016/17-2021/22
- **EQUIPMENT**
 - Flow meter \$20,000 in 2016/17 and \$40,000 in 2020/21

- Forcemain evaluation/replacement at the Dow Chemical site \$60,000 in 2016/17, \$150,000 in 2018/19, \$350,000 in 2019/20, \$500,000 in 2020/21, and \$100,000 in 2021/22.
- Gas monitor \$10,000 in 2018/19
- Pump stations – telemetry \$7,500 in 2016/17 and \$10,000 in 2017/18 – 2021/22
- Pump stations – generator \$100,000 in 2021/22
- Sewage valves \$30,000 in 2016/17 and 2017/18 and \$35,000 in 2018/19 – 2021/22
- Spot lining equipment \$7,500 in 2016/17, \$20,000 in 2017/18, \$15,000 in 2019/20, and \$15,000 in 2021/22
- Waste pump \$25,000 in 2016/17, 2017/18, 2019/20, and 2021/22
- **FACILITY**
 - Auto sampler \$15,000 in 2021/22
 - Bar screen \$250,000 in 2016/17 and 2017/18 and \$275,000 in 2021/22
 - Centrifugal pump \$18,000 in 2016/17, \$30,000 in 2017/18 – 2020/21, and \$35,000 in 2021/22
 - Citi works \$15,000 in 2018/19 and \$7,500 in 2019/20
 - Fiber optic throughout \$15,000 in 2016/17
 - Gear boxes \$15,000 in 2016/17, \$20,000 in 2017/18, and \$35,000 in 2019/20
 - Grit building heat recovery \$125,000 in 2020/21
 - Intermediate pump house \$75,000 in 2019/20 – 2021/22
 - Main pump house lift \$110,000 in 2016/17 – 2018/19
 - Plant facilities roof \$105,000 in 2017/18 – 2018/19 and \$125,000 in 2019/20 – 2021/22
 - Plant improvements \$250,00 in 2016/17 – 2018/19 and 2020/21 – 2021/22
 - Plant ultraviolet \$50,000 in 2016/17, \$250,000 in 2017/18 – 2018/19, and \$750,000 in 2019/20
 - PLC equipment \$20,000 in 2016/17 – 2019/20 and \$25,000 in 2020/21 – 2021/22
 - Security lighting replacements \$15,000 in 2019/20

- Security upgrades \$50,000 in 2016/17 and \$15,000 in 2020/21
- Sludge thickener \$30,000 in 2016/17 and \$150,000 in 2020/21 – 2021/22
- Submersible pump \$30,000 in 2016/17 and \$35,000 in 2017/18 – 2021/22
- Trickling filter arm, east secondary filter \$100,000 in 2016/17 and 2020/21
- Variable frequency drive \$8,000 in 2016/17 – 2017/18 and \$10,000 in 2018/19 – 2021/22

- **PLANNED PROJECTS**

- In 2016/17 and 2017/18, the City has planned for sewer rehabilitation Elizabeth to Main for \$250,000 annually
- In 2017/18, the City has planned for sewer improvements along Waldo for a cost of \$300,000
- In 2018/19, the City has planned for a new pump station at Waldo and White for a cost of \$600,000

Landfill

The City of Midland owns and operates a MDEQ-licensed solid waste disposal facility located at 4311 E. Ashman Street, Midland, Michigan. The Landfill site consists of approximately 329 acres.

As part of the natural decomposition process, the solid waste within the landfill generates landfill gas, a combination of methane, carbon dioxide and a small concentration of other chemical compounds. The methane content of the gas will be harnessed and used as a fuel for creating electricity. A gas pipeline system is located in road right-of-ways, and easements along public roads and residential driveways, and is used for the conveyance of the methane gas from the CML to the Landfill gas to energy facility located at the City of Midland’s Wastewater Treatment Plant (WWTP).

The Gas-To-Energy (GTE) facility houses two Caterpillar 3520 engine/generators capable of producing 1600 kilowatts of electricity each. This City has a long-range agreement with the Dow Chemical Company to sell all the energy the GTE facility produces. Staff processes an average of over 100 vehicles per day, which amounts to roughly 550 tons per day of waste being buried.

The site began filling the current waste disposal site, Cell 16, with residential refuse in fiscal year 2007-08. Partially filled Cells 14 and 15 are now being used for Type III (soil and construction debris) waste disposal. Waste disposal operations are being managed to optimize future potential for decomposition gas. Including permitted future cells, the site has over 40 years remaining.

A landfill gas collection and control system (GCCS) has been in operation since summer 2010. The GCCS collects the gas byproduct of waste decomposition and sends the gas to the gas-to-energy plant located at the City’s Wastewater Treatment facility.

Finally, in 2014 the bioreactor program began in Cells 15 and 16. The bioreactor accepts treated biosolids sludge from the City’s Wastewater Treatment Plant into the garbage received that day.

The City also runs a large scale yard waste composting operation on the property. Over 40,000 cubic yards of leaves and grass are ground, mixed, rotated several times and eventually screened to generate high-quality compost.

Landfill improvement projects have been organized into the following project types:

- **EQUIPMENT** – These projects include specialized equipment or system components.
- **FACILITY** – These projects include capital improvements at the landfill site.

Table 7. Landfill Improvement Projects

CIP Item	Budget Year						TOTAL
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Equipment	10,000	275,000	250,000	265,000	10,000	265,000	1,075,000
Facility	780,000	1,085,000	1,050,000	295,000	800,000	1,095,000	5,105,000
Total	790,000	1,360,000	1,300,000	560,000	810,000	1,360,000	6,180,000

Where possible, Landfill projects will be coordinated with Renewable Energy projects.

The following is a summary of landfill improvements planned for the next 6 years:

- **EQUIPMENT**

- 3-in-1 digital equipment \$10,000 in 2016/17 and 2020/21
- Excavator replacement \$250,000 in 2018/19
- Waste oil burner \$10,000 in 2017/18
- Waste tarp cover \$15,000 in 2017/18, 2019/20, and 2021/22
- Wheel loader \$250,000 in 2017/18, 2019/20, and 2021/22

- **FACILITY**

- Building improvements \$20,000 in 2017/18
- Construction and Demolition Debris Type III site \$1,000,000 in 2021/22
- Cell 15 interim cover \$30,000 in 2016/17, 2018/19, and 2021/22
- Cell 16 interim cover \$30,000 in 2019/20
- Cell 17 development \$750,000 in 2016/17 and \$1,000,000 in 2017/18 – 2018/19
- Garbage compactor \$800,000 in 2020/21
- Land acquisition \$200,000 in 2019/20
- Portable fencing \$20,000 in 2018/19
- Road improvements for landfill site \$65,000 in 2017/18, 2019/20, and 2021/22

Renewable Energy

As part of the natural decomposition process, the solid waste within the City’s landfill generates landfill gas, a combination of methane, carbon dioxide and a small concentration of other chemical compounds. The methane content of the gas is harnessed and used as a fuel for creating electricity. A gas pipeline system is located in road right-of-ways, and easements along public roads and residential driveways, and is used for the conveyance of the methane gas from the city landfill gas to energy facility located at the site between the City of Midland’s Wastewater Treatment Plant (WWTP) and Water Plant.

The Gas-To-Energy (GTE) facility houses two Caterpillar 3520 engine/generators capable of producing 1600 kilowatts of electricity each. This City has a long-range agreement with the Dow Chemical Company to sell all the energy the GTE facility produces.

A landfill gas collection and control system (GCCS) has been in operation since summer 2010. The GCCS collects the gas byproduct of waste decomposition and sends the gas to the gas-to-energy plant located at the City’s Wastewater Treatment facility.

Renewable energy improvement projects have been organized into the following project types:

- **EQUIPMENT** – These projects include specialized equipment or system components.
- **MISCELLANEOUS** – These projects include miscellaneous valves and controls.

Table 8. Renewable Energy Improvement Projects

CIP Item	Budget Year						TOTAL
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Equipment	95,000	195,000	100,000	113,000	135,000	10,000	648,000
Miscellaneous	17,500	7,500	10,000	20,000	10,000	25,000	90,000
Total	112,500	202,500	110,000	133,000	145,000	35,000	738,000

Where possible, Renewable Energy projects will be coordinated with Landfill projects.

The following is a summary of renewable energy improvements planned for the next 6 years:

- **EQUIPMENT**
 - Air Compressor \$25,000 in 2017/18 and 2020/21
 - Chiller Compressor replacement for \$5,000 in 2016/17, \$8,000 in 2019/20, and \$10,000 in 2021/22
 - Chiller engineering evaluation \$35,000 in 2017/18
 - H2S removal from gas stream evaluation is estimated at \$40,000 in 2017/18

- Major components replacement \$90,000 in 2016/17, \$95,000 in 2017/18, \$100,000 2018/19, \$105,000 in 2019/20, and \$110,000 in 2020/21

- MISCELLANEOUS
 - Miscellaneous PLC controls \$7,500 in 2016/17 and 2017/18, \$10,000 in 2018/19 to 2020/21, and \$15,000 in 2021/22

 - Miscellaneous valves \$10,000 in 2016/17, 2019/20, and 2021/22

General Infrastructure

The general category is a catch-all of infrastructure improvement projects within the City of Midland. General projects include non-motorized projects, wayfinding, street light upgrades, and pavement projects in the Midland Municipal Cemetery and other City facilities. In the future, the infrastructure capital improvement plan may be expanded to incorporate other capital improvements such as parks, police, fire, and City buildings.

General infrastructure projects have been organized into the following project types:

- **GENERAL** – These projects include general capital maintenance.
- **FACILITY** – These projects include capital improvements to
- **PLANNED PROJECTS** – These projects include

Table 9. General Infrastructure Improvement Projects

CIP Item	Budget Year						TOTAL
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Facility	265,000	15,000	15,000	15,000	15,000	15,000	340,000
General	71,000	76,000	76,000	76,000	0	0	299,000
Planned Projects	105,000	50,000	0	0	0	0	155,000
Total	441,000	141,000	91,000	91,000	15,000	15,000	794,000

The following is a summary of general infrastructure improvements planned for the next 6 years:

- **GENERAL**
 - Sidewalk improvements engineering \$10,000 annually 2016/17 – 2021/22
 - Sidewalk improvements \$40,000 annually 2016/17 – 2021/22
 - Street light upgrades \$6,000 annually 2016/17 – 2021/22
 - Wayfinding signs \$15,000 in 2016/17 and \$20,000 in 2017/18 – 2019/20
- **FACILITY**
 - Cemetery streets \$15,000 annually 2016/17 – 2021/22
 - W. St. Andrews Road bridge at Snake Creek (50% General, 50% Major Streets) \$250,000 in 2016/17

- PLANNED PROJECTS
 - Downtown paver project \$50,000 in 2016/17
 - M-20 bridge illumination \$50,000 in 2016/17 and 2017/18
 - Northwood sidewalk \$5,000 in 2016/17

[INTENDED AS REAR COVER]

Memo



To: Midland City Planning Commission
From: C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services
Date: July 5, 2016
Re: Master Plan – Future Land Use Designation Applicable to the Bennett Parcel

On May 10, 2016, the Planning Commission was presented with a list of properties under consideration for changes to their Future Land Use Map designation. Included in that list was property owned by Bennett Construction and located near the south west corner of Eastman Avenue and Monroe Road. Specific information presented relative to this parcel was as follows:

Location	Property Owner	Parcel Acreage	Parcel History	Master Plan Designation	Proposed Designation
Category 2 – Properties Subject to or Adjacent to Recent Planning Application					
N Eastman Avenue	Bennett Construction	Undefined	Proposed RC zoning	Multiple Designations	Unknown

The one area that no active discussion is taking place on is the N. Eastman Ave area. A short discussion of this area therefore follows.

N. Eastman Ave – Bennett Construction

The last consideration of this parcel occurred in November of 2014. At that time, it was recommended that a review of the Future Land Use map for this area take place. This review was directed in response to a request for RC rezoning by Bennett Construction across the property frontage at 9203 N Eastman Ave to a depth of 250 ft. As the Future Land Use Map identifies this area for Medium Density Residential purposes, that rezoning request was denied.

The area in question is isolated from the northern commercial area of the city by City Forest, the Midland County Fairgrounds, and Barstow Airport. It therefore cannot be considered a logical extension of the commercially planned area generally running between Eastman Avenue and Jefferson Avenue along Joe Mann Boulevard. Lands lying east of N Eastman Ave are planned for Light Industrial purposes but remain outside the city limits at this time.

Considering the above, the request for Commercial designation of the Bennett parcel must therefore take place within the context of an isolated commercial node rather than an extension of any existing planned commercial area. In this light, there

appears to be little justification for an expansion of the small, compact Commercial designation that already exists in the area. While the applicant contends that the Eastman Avenue frontage should be allowed to develop for commercial purposes, this same argument could be applied to any parcel along this corridor. Instead, it would appear that the Medium Density Residential designation already applied to the parcel is the most appropriate form of development for the area and for the larger parcel of which it remains a part.

Should any expansion of the existing Commercial designation be considered, Planning Staff would recommend that the lands at the immediate intersection of Eastman Avenue and Monroe Rd are the most appropriate for such consideration. These lands provide the most readily accessible access from the public street system, are located immediately adjacent to existing commercial development, and would maintain the clustered node form of commercial land use currently planned for. Stretching the Commercial land use designation southerly along Eastman Avenue would neither further this clustered development form nor minimize traffic impacts on Eastman Avenue and is therefore not recommended by staff.

Following discussion, the summary of proposed Future Land Use Map changes was supported by the Planning Commission. Relative to the Bennett parcel, the Staff recommendation of no change was also accepted with the understanding that further discussion on this would take place through the public hearing process.

Shortly after the Planning Commission meeting, on May 13, 2016, Sheila Mesler on behalf of Bennett Construction wrote asking for an opportunity to further discuss the land use designation and zoning of this parcel (copy of that letter is attached). As direct discussion with the landowner and/or representative of that landowner in advance of the formal public hearing process will help us better understand their request and reasoning behind that request, an offer to hold that discussion has been extended for the July 12, 2016 Planning Commission meeting. As with prior discussions on the Master Plan, this will be an informal discussion rather than a formally noticed public hearing. No final decision can be made at this time but direction to staff to assist in preparing the Master Plan update would be appropriate.

May 13, 2016

Brad Kaye
City of Midland Planning Dept
333 W. Ellsworth St.
Midland, MI 48640

RE: Master Plan

Dear Brad,

With the start of your discussions concerning the updating of the Master Plan we would like to add our property to that discussion.

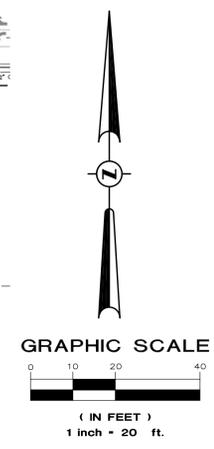
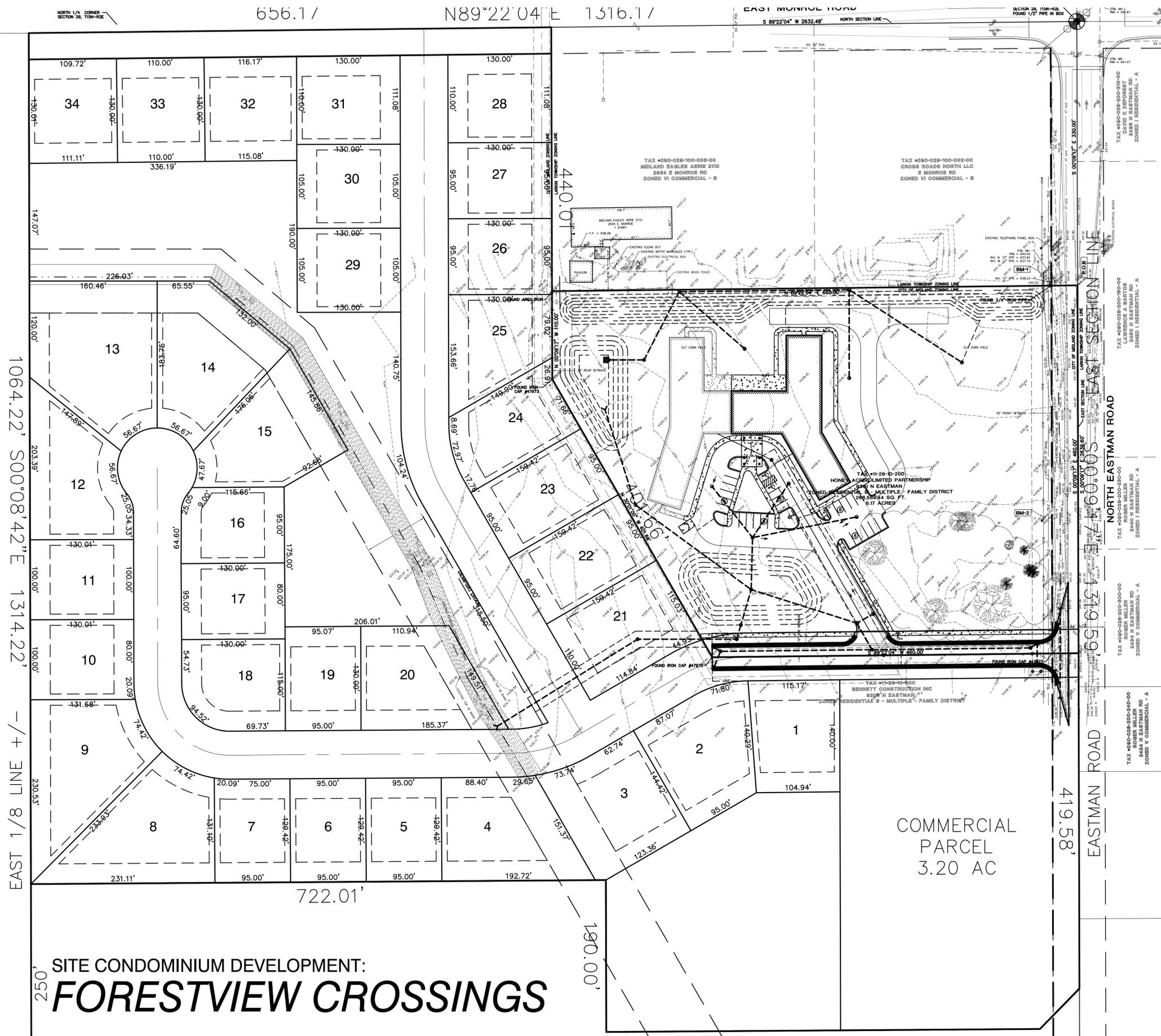
We have the property that was annexed into the City and borders City Forest on the corner of Eastman and Monroe Roads. As previously mentioned to you during the time of setting zoning after the annexation into the City from Larkin zoning. We still would like to discuss having a section of the parcel in a commercial zoning. We reviewed a drawing with your department during that time that left a section of frontage along Eastman to remain under the Commercial zoning it previously had with Larkin Township.

As you move forward in your Master Plan review process we would look forward to the opportunity to participate especially as it pertains to the north section of Eastman Road area.

I appreciate your time on this and should you need to reach me other than email I can be reached at 989-205-0691.

Regards,

Sheila M. Mesler
Bennett Development



PARENT PARCEL
 TAX ID: 11-29-10-800
 EARL D. BENNETT CONST INC
 COM 1316.33 FT E OF N1/4 COR OF SEC 29, TH S 1064.2 FT, E 772FT, S 190 FT, E 544.6 FT, N 45 DEG E 70.7 FT, N 419.58 FT, W 460 FT, N 30 DEG 01 MIN 00 SEC W 401.66 FT, N 440 FT, W 656.15 FT TO POB, SUBJ TO ROW & ESMT OF RECORD, 23.6 AC, SEC 29, T15N-R2E

ZONING INFORMATION
 CLASSIFICATION: RESIDENTIAL RB
 DEVELOPMENT AREA: 23.60 ACRES
 NUMBER OF UNITS: 34 LOTS
 MIN. LOT AREA: XX
 MIN. LOT WIDTH: 95 FEET
 FRONT BUILDING SETBACK: 25 FEET
 REAR BUILDING SETBACK: 25 FEET
 SIDE BUILDING SETBACK: 7 FT MIN. (14 FT TOTAL)

SANITARY AND WATER SERVICE
 ALL LOTS TO BE SERVICED WITH PUBLIC SANITARY SEWER.
 ALL LOTS TO BE SERVICED WITH NEW PUBLIC WATER MAINS CONNECTED TO THE EXISTING LARKIN TOWNSHIP MUNICIPAL WATER SYSTEM, AS APPROVED BY THE CITY OF MIDLAND.

STORMWATER DETENTION DATA
 DRAINAGE AREA: AC
 DEVELOPED % IMPERV: %
 ALLOWABLE RELEASE RATE: CFS
 10-YR DETENTION STORAGE REQD:
 DETENTION STORAGE PROVIDED:
 DETENTION PROVIDED:

GENERAL NOTES
 ALL ROADWAYS ARE TO BE DEDICATED PUBLIC ROADWAYS UNDER THE JURISDICTION OF THE CITY OF MIDLAND AND CONSTRUCTED IN ACCORDANCE WITH CURRENT REQUIREMENTS.
 THERE ARE NO IMPACTS TO MDEQ REGULATED WETLANDS WITHIN THE LIMITS OF THE PROPOSED DEVELOPMENT.

PROPRIETOR
 BENNETT DEVELOPMENT, INC.
 ATTN: TODD BENNETT
 416 W. WACKERLY STREET
 MIDLAND, MI 48642
 989-631-2841
 FAX 989-636-7535

SURVEYOR
 D&M SITE, INC.
 401 BALSAM STREET
 CARROLLTON, MI 48624
 (989) 752-6500

ENGINEER
 RICHARD FOSGITT, P.E.
 393 RIVER ROAD
 BAY CITY, MI 48706
 (989) 513-4058

1064.22' S00°08'42"E 1314.22' -/+ ENIT 8/1 TSSV

SITE CONDOMINIUM DEVELOPMENT:
FORESTVIEW CROSSINGS

PREPARED UNDER THE SUPERVISION OF:	
PROJECT LOG	
FILE # OVERALL	RF
PROJ MGR	RF
DESIGN BY	RF
DRAWN BY	RF
CHECKED BY	RF
SCALE	1"=60' NONE
SHEET	1 OF 1
RICHARD L. FOSGITT, PE - CONSULTANT 393 River Road - Bay City, MI 48706 989-513-4058	
FORESTVIEW CROSSINGS SITE CONDOMINIUMS BENNETT DEVELOPMENT, LLC EASTMAN AVENUE AND MONROE ROAD MIDLAND COUNTY, MICHIGAN	
OVERALL SITE PLAN	
C1.0	
160201	

Memo



To: City of Midland Planning Commission
From: C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services
Date: July 6, 2016
Re: Redevelopment Ready Communities – Best Practice 1-3

The City of Midland was previously accepted into the Redevelopment Ready Communities (RRC) program and a Memorandum of Understanding (MOU) to proceed with the program was first authorized by City Council in September of 2014. In May of 2015, Michigan Economic Development Corporation (MEDC) completed their community assessment report, which was subsequently presented to Midland City Council in June of 2015. In July, City Council confirmed their intent to continue participating in the program and move towards Redevelopment Ready Community (RRC) certification.

Over the summer of 2015, with the assistance of Planning Department Intern Andrew Flory, the Planning and Community Development Department worked on several required components under the RRC program. The first, a Planning Commission Guidebook, was presented in August and, based on feedback received, has been further reviewed and updated. It will be presented again at a future Planning Commission meeting for additional Planning Commission review and comment.

The second document, being a City of Midland Public Participation Plan was presented for initial review and comment in November of 2015. This document is intended to fulfill the requirements of Best Practice 1.2 requires that the City prepare and adopt a Public Participation Plan. This plan is not intended to change current policy, but rather documents the methods and means by which public involvement is now encouraged and permitted by the City of Midland.

The Public Participation Plan identifies a variety of public input related topics, ranging from what bodies will hear public comment, how and when public comment can be offered, and how information is disseminated from the city to the public. Importantly, it also establishes goals upon which our current and future public input processes should be based.

Upon initial review, several changes and minor updates were requested by the Planning Commission. Those changes have been completed and are indicated in highlighted text within the second draft of the document, attached.

Procedurally, the revised plan is now presented for a final recommendation of the Planning Commission to City Council. Based upon the recommendation of the planning Commission, City Council will then be asked to adopt the Public Participation Plan.

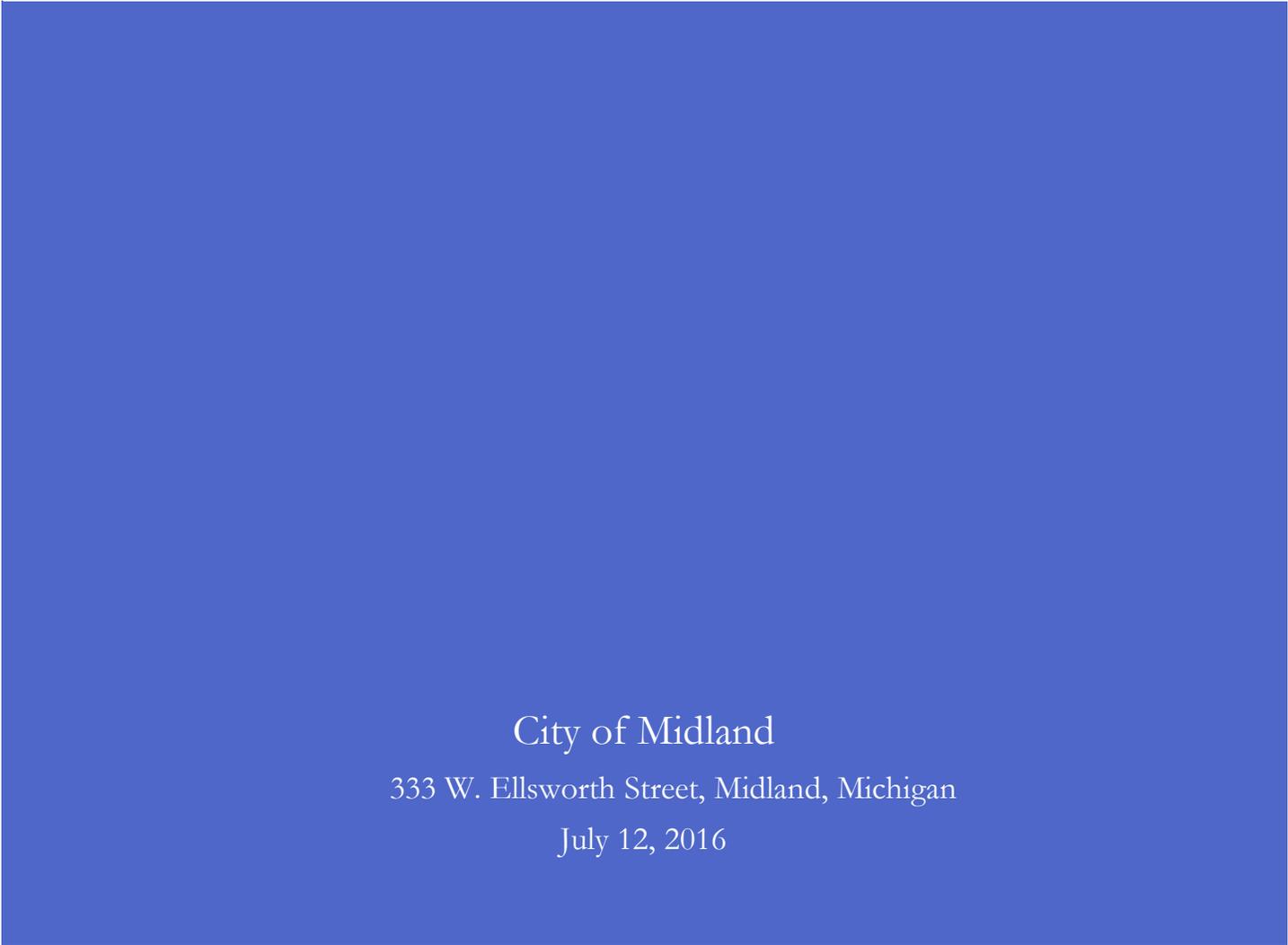


CITY OF MIDLAND PUBLIC PARTICIPATION PLAN

City of Midland

333 W. Ellsworth Street, Midland, Michigan

July 12, 2016



City of Midland Public Participation Plan for Development Projects



1. Purpose

The City of Midland Public Participation Plan is a guide to gathering public input during the planning and the development review and approval processes. The City of Midland is required by State laws, as well as City Ordinances and bylaws, to gather public input throughout the development process to ensure public involvement in all phases of the development process. This document shall serve as a guide for seeking and gathering public input, and to create a uniform understanding of all requirements and goals of the city in utilizing public opinion.

Beyond State requirements, the City of Midland will enable the public to participate in decision-making processes by providing clear information on the issues, the ways to participate and how the public's participation will contribute to the decisions made. In doing so, the city is committed to maintaining a safe environment that cultivates and supports respectful public engagement and will expect all participants to do the same.

All meetings of the city's boards and commissions will be made open to the public and as accessible as possible. When the gathering of broader public input is required, this guide will outline those procedures.

2. Public Participation Goals

The City of Midland's commitment to public participation is reflected in this plan. The City recognizes the importance of public input in all aspects of the development process. Additionally, the City recognizes that effectively utilizing public opinion requires efficient means of gathering and reviewing these opinions. Therefore, the City is dedicated not only to the gathering of public input, but also the regular review of the means used within this plan. The City will regularly seek new and more effective means of utilizing public input to ensure the system at hand is most beneficial to the public. With that in mind, the strategies and goals outlined herein do not preclude any new efforts which may be used in the future.

- The City of Midland shall conduct all matters of public business in an open and accessible manner.*
- The City of Midland shall seek public input in each phase of the planning and the development review and approval processes.*

- *The City of Midland shall encourage the involvement of residents most affected by any planning activity or application and shall make reasonable efforts to ensure continued participation throughout all stages of the review and approval processes.*
- *The City of Midland will seek input from a diverse group of stakeholders within the City.*
- *The City of Midland will strive to provide open, timely and transparent information to the public in relation to all planning and development processes.*
- *The City of Midland will provide and make known the results of public input whenever feasible.*

3. Key Stakeholders

As previously mentioned, the City of Midland is committed to welcoming the input of all pertinent stakeholders within the City. A different group of stakeholders may be addressed for any given project, depending on the location, size, scope, financial implications, community interest or any other pertinent factors of the proposed development. This list does not preclude any other current or future stakeholders.

- | | |
|-------------------------------|-------------------------------|
| ❖ Residents | ❖ Civic and Social Groups |
| ❖ City Council | ❖ Students and Student Groups |
| ❖ City Boards and Commissions | ❖ Environmental Groups |
| ❖ Local Business Owners | ❖ Dial-A-Ride |
| ❖ Neighborhood Associations | ❖ State Agencies |
| ❖ Midland School Districts | ❖ Potential Investors |
| ❖ Northwood University | ❖ Midland Tomorrow |
| ❖ Senior Citizens | ❖ Transportation Agencies |
| ❖ Midland County | ❖ Airport Authorities |
| ❖ Real Estate Professionals | ❖ Taxing Jurisdictions |
| ❖ Commercial Developers | ❖ Neighboring Communities |
| ❖ Local Employers | ❖ Resident Employees |
| ❖ Chamber of Commerce | ❖ Public Employees |
| ❖ Community Foundations | ❖ Other Relevant Stakeholders |

4. State and Local Regulations

The City of Midland is subject to a number of state and local regulations pertaining to public participation. All City of Midland boards and commissions follow the guidelines contained within the following acts:

- The Michigan Open Meetings Act (PA 267 of 1976)**
- The Michigan Planning Enabling Act (PA 33 of 2008)**
- The Michigan Zoning Enabling Act (PA 110 of 2006)**
- City Charter**
- City Code of Ordinances**
- Zoning Codes**
- Brownfield Redevelopment Financing Act (PA 381 of 1996)**
- Downtown Development Authority Act (PA 197 of 1975)**
- Corridor Improvement Authority Act (PA 280 of 2005)**
- Midland Municipal Planning Commission Rules of Procedure**
- Other relevant local and State legislation.**

5. Review Bodies

The City of Midland provides numerous opportunities for residents, as well as the public at large, to present their opinion during the planning and development review and approval process. The City also welcomes and encourages feedback on development proposals, zoning and planning applications, development assistant programs, and any other pertinent topics. Below is a list of review bodies before which the public has opportunity to provide their input directly to City officials.

City Council

Midland City Council is the legislative body for the City and is responsible for the creation of policies and ordinances related to the development process. City Council is also responsible for final decisions on several development application related processes.

All meetings of the City Council are open to the public, and public hearings are frequently held at such meetings. Through both formal public meetings and more informal opportunities for public comment on agenda-related matters, the community at large is provided the opportunity to voice their opinion directly to City Council members.

Also provided for at every City Council meeting is the opportunity for public comment on matters not listed on the Council agenda. During this public comment period, interested persons are able to speak directly to City Council, raising any questions of items of concern. As appropriate, City staff take such comments under advisement for later report and reply.

Planning Commission

The Planning Commission is responsible for preparation and adoption of the City of Midland Master Plan that guides the physical development of the city. The Planning Commission is also the primary advisory commission to City Council on development related applications including zoning petitions, conditional use permits, site plans, subdivisions and condominiums, capital improvement plans, and other related land use proposals,

All meetings of the Planning Commission are open public meetings and public comment is provided for on each agenda. The meeting agenda and meeting packet are made available on the City's website in advance of every meeting.

It has been an ongoing practice of the City that the Planning Commission hold public hearings for all land use and development applications that come before them, even though public hearings are not required by State law for all such applications. Notice of such hearings is provided in accordance with the public hearing notification requirements of the Zoning Enabling Act, PA 110 of 2006. Such notice is provided at least 15 days in advance of the public hearing to the applicant, the property owner, all property owners within 300 feet of an affected property, and by publication in the Midland Daily News. The applicant and the City Council receive written notification of the Planning Commission's recommendation.

Other Boards and Commissions

All meetings of the City's various boards and commissions are open and accessible to the public. Public comments are taken during these meetings, allowing stakeholders in the City of Midland to voice their opinions and recommendations.

Beyond the City Council and City Planning Commission, public hearings may be held at various boards and commissions in regards to specific planning and development proposals. At these times residents may express their opinions and comments on developments slated for the City, as well as ask questions concerning the development request. Boards and commissions most likely to consider such requests are:

- Center City Authority
- Downtown Development Authority
- Parks & Recreation Commission
- West Main Street Historic District Commission
- Zoning Board of Appeals

6. Development Project Review

The City shall follow, at a minimum, the provisions of the local and State regulations, including those listed in this Plan, to review development projects related to planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and conditional use permits, rezoning and variance request applications, brownfield or downtown redevelopment assistance, personal property tax exemptions, and industrial facilities exemptions. In such circumstances, the City Council and its boards and commissions will hold public hearings, noticed in accordance with State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of the project, the community's interest, and the community's financial involvement, additional methods of engagement may be used to gather community feedback.

Site Plan Reviews

The submittal, review and approval of detailed site plans are required for most developments that take place within the City of Midland. In many cases, those site plans are reviewed by the Planning Commission and a public hearing is held before a recommendation is made to City Council. This public hearing is noticed both in the local newspaper as well as by direct mail to all property owners within 300 ft of the land proposed for development. This public hearing is when many members of the community first hear of the proposed development.

Unlike many of the other city processes, site plan applications may only be reviewed to determine if they comply with the established standards of the City of Midland Zoning Ordinance. The public hearing process allows for public input but the information received may only be used to determine ordinance compliance. While this can cause both confusion and frustration on the part of the public, the city is required to comply with state law as set out in the State of Michigan Zoning Enabling Act. If and when a proposed site plan can show full compliance with the City of Midland Zoning Ordinance, approval must be given.

7. Other Opportunities for Engagement

There may be times that the City of Midland sees fit to gather public input outside of the instances mentioned above. While the previous methods of public participation can be viewed as "reactive" public participation, these methods can be viewed as "proactive." Instead of gathering public input as it comes in, these events are times the City will actively seek public input.

Adoption of or Changes to the Master Plan

Periodically, the City of Midland will find it fitting to review and update the Master Plan. At these times, the City may take any of the outreach activities mentioned in this guide, or any other method not mentioned, which is deemed fit for the occasion. Depending on the scope of the change to the Master Plan, relatively small or relatively large outreach may be pursued, as decided by City officials.

Unless City Council asserts its authority to adopt the Master Plan or any amendment thereto, the master plan is ultimately adopted by the Planning Commission. In preparing a new master plan or master plan update, the City shall, at a minimum, follow the public notification provisions of the Michigan Planning Enabling Act, PA 33 of 2008.

[Adoption of or Changes to the Zoning Ordinance](#)

As local and state conditions and practices evolve, changes to the City of Midland Zoning Ordinance will become necessary. Making these changes requires legislative action from City Council. At these times, the public is welcome to voice their opinions on prospective changes to City representatives. The scope of the public outreach may be varied, depending on the scope of the ordinance changes, when broader community concerns are involved or broader public impact can reasonably be expected. The City may decide to implement one or more of the methods outlined in this plan, as well as any other methods deemed fit, including options not specifically mentioned in this plan.

In preparing a new zoning ordinance or any amendment to the zoning ordinance, the City shall, at a minimum, follow the public notification provisions of the Michigan Zoning Enabling Act, PA 110 of 2006.

[Development Application Review of Projects with Broad Community Interest](#)

The City of Midland recognizes that at times development applications will involve matters of broad community interest or result in a need for heightened public involvement. At these times, the City may decide to engage the public through more intensive means than those used during the typical review process. The City may decide to implement one or more of the methods outlined in this plan, as well as any other methods deemed fit, including options not specifically mentioned in this plan.

[E-CityHall](#)

E-CityHall is an online forum for civic engagement where interested persons can learn about and participate in current city happenings. Read what others are saying about important Midland topics, then post your own statement. Input provided via this forum will be read by City officials and will then be incorporated them into the decision process.

When you post your first statement, you will be asked for your name and home address. This confidential information is only used to identify statements from residents in and near Midland - so that users know which statements are from local residents.

E-CityHall is available directly from the City of Midland website but is run by [Peak Democracy](#), a non-partisan company whose mission is to broaden civic engagement and build public trust in government. They will keep your information confidential per their strict [privacy agreement](#).

8. Public Comments

The City of Midland provides opportunity for public comment on every City Council, board and commission agenda under a Public Comment section of each such agenda. The participation of every interested party who provides comment or questions to any of these public bodies is recorded in the meeting minutes.

9. Methods of Advertising Community Participation

The City of Midland recognizes that to properly utilize public input, it is necessary at times to communicate the results of these efforts back to the public. These efforts increase transparency and allow the City to gain a more clear understanding of public opinion.

Methods of Communication

The City of Midland will continue to utilize multiple avenues of communications to present and make information easily available to the public. These methods of communication will include, but are not limited to, the following:

- Local Cable Access Television
- City Website Updates
- Newspaper Postings
- Flyer Postings in City Hall and the City Library
- Social Media
- Press Releases and other communications to local media outlets
- Mailings and Email
- Community Newsletters
- Other Methods Deemed Appropriate

10. Additional Outreach Activities

The City of Midland recognizes that certain times may arise when the typical avenues of public participation will not be able to fully evaluate the scope and depth of public opinion. These times could include large scale development, controversial applications, changes to the City zoning ordinance or code of ordinance, or changes to the City's Master Plan. The City shall review and communicate the results of the following activities whenever feasible:

One-on-One Interviews

The City may hold interview with various stakeholders to get specific information on a topic. In general, the information collected during interviews will be kept confidential unless requested otherwise. The information may be compiled and analyzed together with other information collected from stakeholders on a specific topic.

Focus Groups

The City may conduct focus groups for gathering the community's opinion on specific issues, developmental proposals, development sites of major importance, or the community vision, as needed. A variety of groups may be invited to attend the focus groups depending on the location and nature of the development site or project, including Council members, affected neighborhood associations, community members, business leaders, students, board and commission members. The City will choose sites that are accessible and barrier-free to accommodate all persons. The minutes from the focus groups or community workshops may be shared with participants (that chose to share their contact information) and the community. The results of these meetings will be included in any report or plan generated based on the community feedback collected during these meetings.

Workshops

The City may engage the community through workshops. This tool may most often be used for specific development projects that involve significant changes to the urban form and require public input on the design layout. The City may encourage developers to hold workshops for specific proposed projects with significant community interest.

Steering Committees

For any project deemed necessary or appropriate, the City may organize steering committees consisting of residents, business owners, board and commission members, and other stakeholders. Members may be selected based on their expertise, interest and background as they relate to the focus of the individual steering committee. This structure will allow for focused discussion related to a specific topic (e.g., economic development). Meetings will be open to the public, and a synopsis of the meeting may be posted online. The results of the meetings and discussions of the steering committees will be incorporated into the plan generated based on the information collected during these meetings.

Surveys

The City may employ surveys, whenever beneficial and feasible, to identify key citizen concerns. These surveys provide valuable direction specifically as it relates to the City's Comprehensive Plan or planning documents. The City may design and implement, through a third party partner or City staff, surveys to gather the community's opinion with regard to specific topics (e.g., general City services, housing needs, amenities, the downtown). The surveys may be distributed through various methods of delivery to ensure the broadest reach, based on the nature of the target group (e.g., mail, e-mail, website access, copies available at City facilities). The responsible party will compile the survey results following the closing of the survey. The survey results may be posted online, published in the City's newsletter, and communicated to the City council, residents, survey participants, investors, developers, and other stakeholders.

11. Accessibility and Availability of Information

The City of Midland recognizes that all information and public events must be as accessible to all members of the public as possible to gather a broad and representative body of public input. The City of Midland therefore strives to foster an environment of accessibility and, towards this goal, maintains several practices as follows:

Meeting Locations and Accessibility

Most meetings of public bodies are held on the first floor of City Hall. City Hall is a centrally located facility that is barrier-free and **accessible to the entire community**. Meetings may also take place at other locations, including the Grace A Dow Memorial Library, which are barrier-free and accessible.

Hearing Impaired Assistance

A hearing impaired system is installed in the City Council Chambers at City Hall where most boards and commissions meet. Headset units for this system are available at the staff table in the council chambers. Additionally, with 72 hours advance notification, the City Clerk's office will provide sign language interpreting services.

Live Streaming Video

City meetings are streamed "live" for remote viewing on 4 Charter Communications cable access channels, AT&T U-verse and via the City website. Live streams can only be viewed at the time a meeting is held. Access to these streaming services can be found as follows:

Charter Communications

- Channel 188 - MGTV, the government access channel
- Channel 189 - MCTV, messages
- Channel 190 - MPS-TV, the Midland Public Schools channel
- Channel 191 – MCTV, Community Voices, the public access channel

AT&T U-Verse

- Channel 99: Local Government Education and Public Access application. Select Midland Community Television in the menu. A listing of Midland's 4 community access channels is provided.

City Website

- www.cityofmidlandmi.gov located under the On-demand Video link

In addition, the MGTV-188 message board is streamed live 24/7 except when meetings or special programming is being aired.

All meetings of City Council, as well as all meetings of nine boards and commissions, are live streamed. Televised boards and commissions include the following:

- Aviation Advisory Commission
- Cable Access Advisory Commission

- Center City Authority
- Downtown Development Authority
- Library Board
- Parks & Recreation Commission
- Planning Commission
- West Main Street Historic District Commission
- Zoning Board of Appeals

On-Demand Video Services

All live streamed City meetings are also recorded and archived for future on-demand viewing. Links to many past City meetings from 2005 to the present can be found on the On-demand video page on the City website.

Meeting Minutes

Minutes of all public meetings are maintained by city staff and are made available to the public online after each meeting. Minutes may also be obtained by contacting City Hall.

12. Contact Information

The following contact information should be utilized for questions on the public participation process for each identified Council or Commission.

Council or Commission	Contact Department	Phone #
City Council	Clerk	989-837-3310
Aviation Advisory Commission	Engineering	989-837-3348
Cable Access Advisory Commission	MCTV	989-837-3474
Center City Authority	Clerk	989-837-3310
Downtown Development Authority	Clerk	989-837-3310
Library Board	Library	989-837-3430
Parks and Recreation Commission	Public Services	989-837-6900
Planning Commission	Planning	989-837-3374
West Main Street Historic District Commission	Planning	989-837-3374
Zoning Board of Appeals	Planning	989-837-3374