



City of East Grand Rapids
Regular City Commission Meeting
Agenda

January 18, 2016 – 6:00 p.m.
(EGR Community Center – 750 Lakeside Drive)

1. Call to Order and Pledge of Allegiance.
2. Public Comment by persons in attendance.
3. Report of Mayor and City Commissioners.

Regular Agenda Items

4. Zoning variance hearing on the request of Brian & Amy Steketee of 551 Belvedere to allow the construction of an addition connect the house and garage, creating a side yard setback of 5' instead of the required 7' and a rear yard setback of 5.5' instead of the required 25' (action requested – 49 notices sent).

Consent Agenda – Approval Requested

5. Minutes of the regular meeting held January 4, 2016 (approval requested).
6. Report of Finance Committee on disbursement of funds: payroll disbursements of \$ 257,818.20; county and school disbursements of \$853,238.91, and total remaining disbursements of \$197,036.22 (approval requested).
7. Purchase of turnout gear for the Public Safety Department (approval requested).
8. Purchase and installation of LED fixtures for existing streetlights (approval requested).
9. Preliminary minutes of the Library Commission meeting held September 28, 2015 (no action requested).
10. Preliminary minutes of the Planning Commission meeting held November 10, 2015 (no action requested).
11. Preliminary minutes of the Parks & Recreation Commission meeting held December 14, 2015 (no action requested).

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CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

THOMAS A. FAASSE
ZONING ADMINISTRATOR

Memorandum

TO: Honorable Mayor and City Commissioners
Board of Zoning Appeals

FROM: Tom Faasse, Zoning Administrator

DATE: January 6, 2015

**RE: Request for Variance – 551 Belvedere Drive, SE
Zoned – R-2 Single Family Residential**

ACTION REQUESTED:

That the Commission conducts a public hearing and votes on the application of the owners of 551 Belvedere Drive, SE, for two zoning variances at that address, according to the plans presented, for relief from the following zoning ordinance:

- **Section 5.28, Table 5.28-1, to allow a west side yard setback of 5 feet instead of the minimum least side yard setback of 7 feet, a variance of 2 feet, and**
- **Section 5.28, Table 5.28-1, to allow a rear setback of 5.5 feet instead of the minimum of 25 feet, a variance of 19.5 feet.**

RECOMMENDED CONDITION ON APPROVAL:

- **No future upward expansion within 25 feet of the rear lot line.**

BACKGROUND:

Andy Avery of Ashby Builders has applied on behalf of Brian and Amy Steketee, the owners of 551 Belvedere Drive, SE, for a zoning variance at that address, which is located in the R-2 zone. The Steketees are working with 42 North Architects as well. The requested setbacks are the existing setbacks of the *detached* accessory garage-guest room building. The applicants are proposing a small home addition consisting of a mudroom, powder room, and hallway, which will connect the home and the accessory building, creating a single principal building. This then makes the attached garage area of the combined building subject to the more restrictive setback requirements that are applicable to the principal building on a residential site. To do so requires the variances that are listed above.

The house was constructed in 1929. In 1994, the present detached garage building was constructed, also including a covered arcade, a pool equipment storage room, a sauna, a bathroom, and a guest room, as permitted by the zoning ordinance at that time. (Incidentally, if the current variance application is approved, the existing legal nonconforming use of the

accessory building – sleeping accommodations – will be eliminated by incorporating the guest room into the principal structure.) At the same time as the garage building was constructed, an architecturally integrated 6'-8" high brick wall was added to join the garage to the house, and a similar wall enclosed the rear of the paved courtyard and an outdoor hot tub. The excess wall height was approved by variance July 19, 1993. (A variance to exceed the 12-foot maximum height on the garage was denied, and the garage was built to conform.) The brick privacy walls are proposed to remain as part of the current remodel, and the home addition with a ridge height of approximately 14.5 feet is to be built in this courtyard. Visually, only the roof of the addition will be seen from the front and rear perspectives. The wall adjoining the front of the garage will be incorporated into the structure.

The property is located on the north side of Belvedere Drive in the Fisk Lake Gardens subdivision. The lot is a rectangular, conforming lot consisting of 11,787 square feet in area, with a lot width and frontage of 102.5 feet. The applicants also own an adjoining non-conforming 70-foot-wide, 8,071 square foot lot immediately to the east. It contains only a decorative "belvedere" structure at the rear. According to our zoning ordinance, these two parcels are treated as one lot for zoning purposes. Regardless, the project meets all other dimensional zoning requirements, including lot coverage, without considering the additional lot.

There may be some concern regarding the potential for future upward expansion of the garage area that sits within 5.5 feet of the rear lot line. As part of the principal building the maximum allowable height is increased to the lesser of 2½ stories or 35 feet in height, whereas detached accessory buildings are limited to 16 feet in height, and are therefore allowed to be closer to property lines. Staff has recommended a "no upward expansion" condition (listed on the previous page) to address this concern. The concern is not as great along the west side lot line, because there is already an existing 5 foot setback where 7 feet is the requirement for the principal building on a site, and our ordinance allows upward expansion in cases in which the setback of a building is nonconforming by fifty percent or less of the distance required by the ordinance.

Brian Donovan, City Manager



Request for Zoning Ordinance Variance

Date: 11.25.15

Note to Applicant: Please pay careful attention to answer the questions in this application as accurately and completely as possible. This will give you the best possibility of your application appearing on the earliest agenda for action and for approval by the Board of Zoning Appeals.

All requests for a zoning variance are subject to a public hearing. The applicant will be advised of the hearing date, time and location and is requested to present a verbal summary of the request to the Board of Zoning Appeals prior to the public hearing. In addition, the City Services Office shall publish notice of the public hearing in a newspaper of general circulation in the local unit of government, as well as, provide notice of the public hearing to all property owners within a 300 foot radius of the subject property not less than fifteen (15) days before the date the application will be considered for approval.

A non-refundable filing fee of \$250.00 must accompany your application.

Applicant Name: ANDY ASHBY - ASHBY BUILDERS

Address: 551 BELVEDERE DRIVE S.E.

Property Address (if different than above):

Daytime Phone: ANDY ASHBY (GG) 616-893-6284

Legal Description of Property**: SEE ATTACHED NARRATIVE

**(Use Attachments if Necessary)

Permanent Parcel (Tax) Number: 41-14-33-202-006

Briefly State the Requested Variance (Citing the specific section(s) of the Zoning Ordinance from which you are seeking a variance):**

SEE ATTACHED NARRATIVE

**(Use Attachments if Necessary)

Please check all the items below which are applicable to your request for variance:

a. The situation which causes you to seek a variance does not result from any action of yours.

b. A grant of the variance would do substantial justice to you as well as to other property owners and will not be of substantial detriment to neighboring properties.

(over)

___ c. The request for variance is based upon conditions and circumstances described on the attached sheet which are unique to your property and not generally applicable to others in your neighborhood.

d. Compliance with the Zoning Ordinance would unreasonably prevent you from using the property or would be unnecessarily burdensome.

Narrative Statement:

Please attach a narrative statement setting forth:

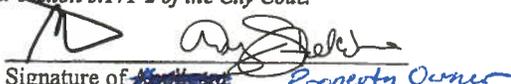
- a. What you wish to do with the property.
- b. Why you need the variance.
- c. The specific decision you seek
- d. The reason your project cannot be accomplished within the requirements of the zoning ordinance.

Site Plan:

Two (2) copies of a detailed, *scaled* site plan and elevation drawing showing the nature of the variance request, including, but not limited to: property boundaries, existing and proposed structures, the distance from the property lines of each existing building or structure and of each proposed building or structure, height of all proposed structures, and show and label abutting street(s). *Additional information may be required by the Zoning Administrator.*

The Board of Zoning Appeals may attach conditions to the granting of a variance.

Please be advised that substantial steps toward effecting the variance must be taken within twelve (12) months of approval of a variance, or the variance will become null and void per section 5.171-2 of the City Code.


Signature of ~~Property Owner~~ *Property Owner*

Brian and Amy Steketee

Print Name


Signature of ~~Property Owner~~ *Applicant*
(If Different from Applicant)

Andrew S. ASHBY
Print Name



City of East Grand Rapids
City Services
750 Lakeside Dr. SE, East Grand Rapids, MI 49506
Phone 616.940.4817 FAX 616.831-6121



Property Address: 551 Belvedere Drive SE
East Grand Rapids, MI 49506

Zoning: R2

Legal Description of Property:

Lots 40, 41 and 42, Fisk Lake Garden Subdivision, in the city of East Grand Rapids, Kent County, Michigan, according to the recorded plat thereof in Liber 36 of Plats, on page 13, except the West 37 ½ Feet of said lot 40.

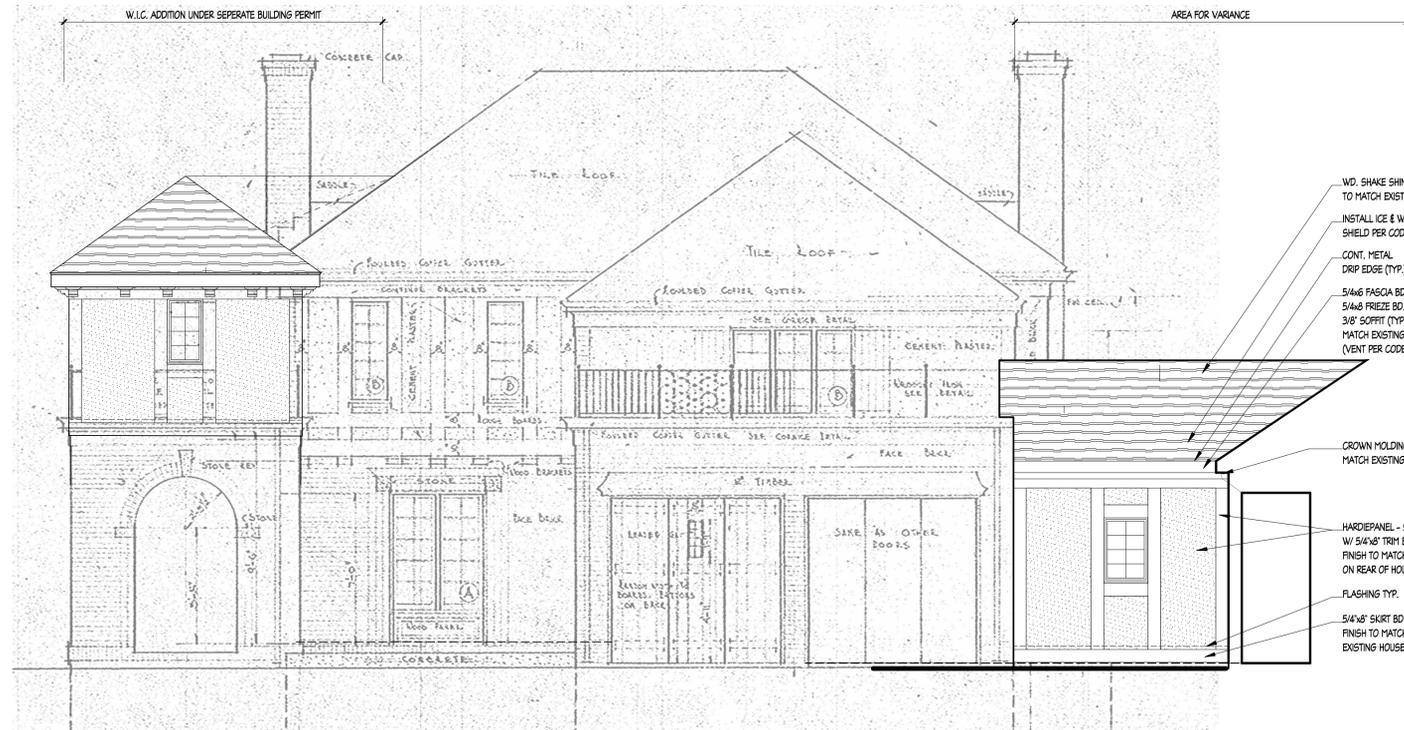
Requested Variance:

Relief from section 5.28a (Table 5.28-1) for;

1. A side yard setback of 5 ft instead of required 7 ft, a variance of 2 feet.
2. A rear yard setback of 5.5 ft instead of required 25 feet, a variance of 19.5 feet.

Narrative Statement:

- a. *What you wish to do with the property?* Connect the main house with detached accessory building (garage), through an enclosed connection - hall, closet and powder room.
- b. *Why you need the variance?* The home was built in 1929 and the detached accessory building (garage) was constructed in 1993, with both structures conforming to all existing & current ordinances. However, once both structures are attached, the accessory building (garage) becomes non-conforming due to setback requirements a principal dwelling. We would like to make note that all new construction would fall well within the current setbacks for that separate structure.
- c. *The specific decision you seek?* We are seeking a 2 feet side yard variance as along with a 19.5 feet rear yard variance, allowing us to connect our existing conforming structures.
- d. *The reason your project cannot be accomplished with the requirements of the zoning ordinance?* Both current structures are existing and conforming, they become non-conforming once they are connected. It is impossible to connect these buildings and conform to the setbacks required for a principal dwelling (no longer a principal dwelling and a detached accessory building).



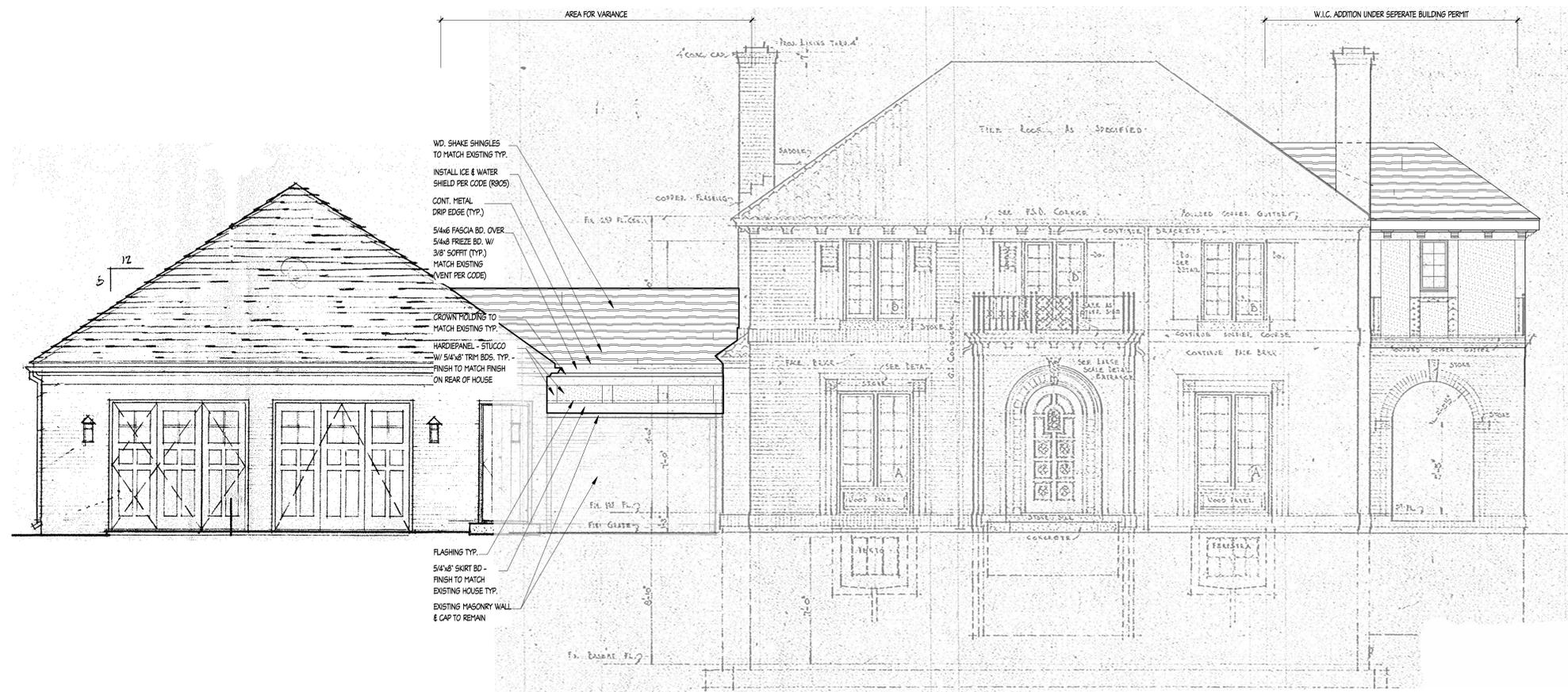
REAR ELEVATION

SCALE: 1/4" = 1'-0"



TERRACE ELEVATION

SCALE: 1/4" = 1'-0"



FRONT ELEVATION

SCALE: 1/4" = 1'-0"



City of East Grand Rapids, Michigan

CITY OF EAST GRAND RAPIDS NOTICE OF PUBLIC HEARING

NOTICE: The hearing has been postponed from January 4, 2016 to
January 18, 2016

A public hearing will be held on the application of Brian and Amy Steketee, the owners of 551 Belvedere Drive, SE, for two zoning variances at that address. The requests are for a west side yard setback of 5 feet instead of 7 feet, a variance of 2 feet, and for a rear setback of 5.5 feet instead of the minimum of 25 feet, a variance of 19.5 feet. The requested setbacks are the existing setbacks of the detached accessory garage. The applicants propose a one story home addition which will connect the home and the accessory building, creating a single principal building. This makes the garage area of the combined building subject to the more restrictive setback requirements that are applicable to the principal building on a residential site. Both requests are for relief from Section 5.28, Table 5.28-1 of the East Grand Rapids Zoning Ordinance.

The application and plans may be viewed in the Public Works Administration office at the Community Center, or by linking from this notice at www.eastgr.org/notices.

The City Commission welcomes your views in this matter. You may express your views at the scheduled meeting or by writing to the Mayor and City Commission at 750 Lakeside Drive, SE, East Grand Rapids, Michigan 49506 or by email to the City Clerk at kbrower@eastgr.org. To be included in the hearing, written communications must contain the sender's name and address.

If you have any questions regarding this request, please contact the undersigned at 940-4817, or tfaasse@eastgr.org.

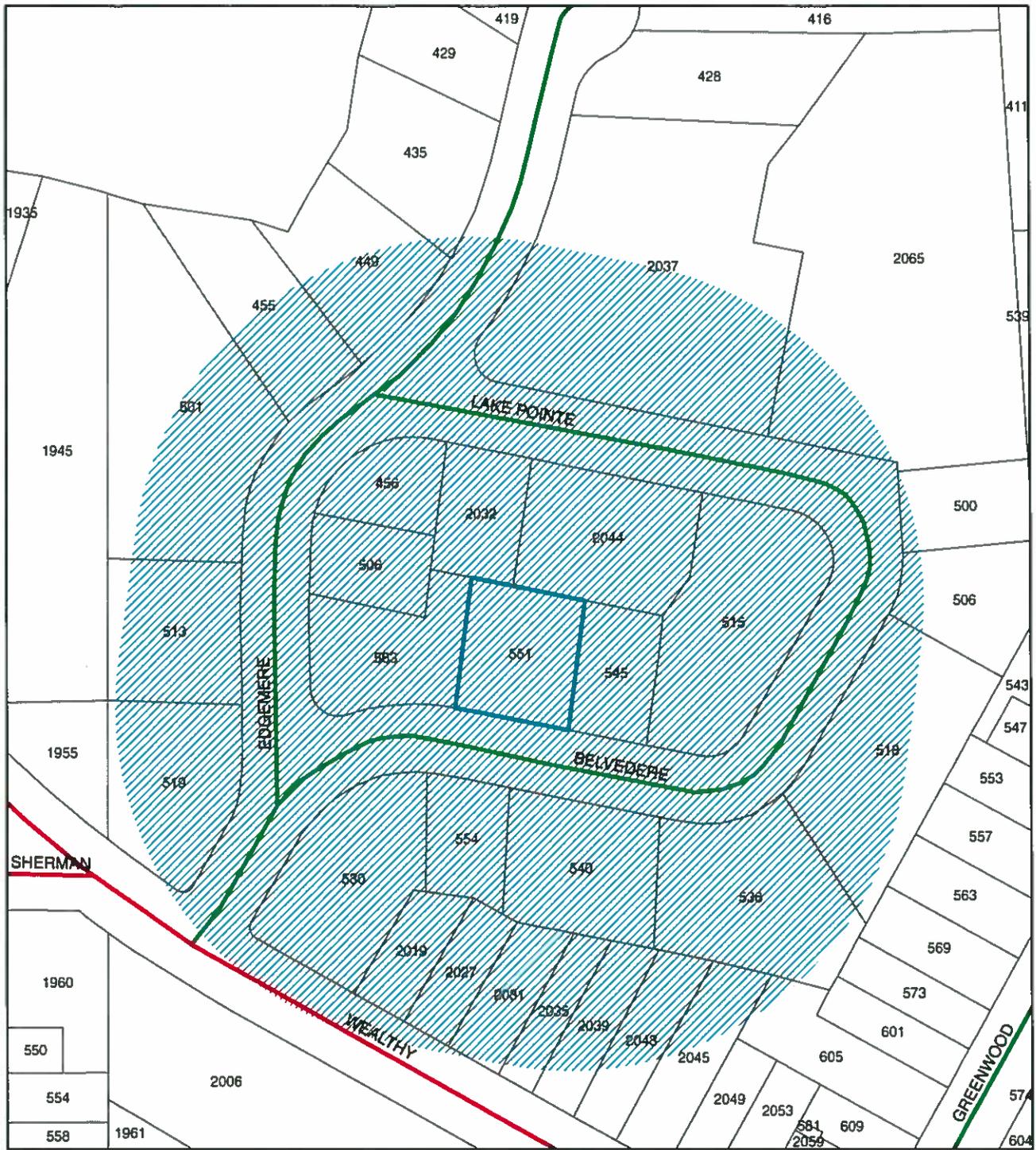
DATE: Monday, January 18, 2016
TIME: 6:00 p.m.
PLACE: East Grand Rapids Community Center Commission Chambers
750 Lakeside Drive, SE,
East Grand Rapids, Michigan 49506

Thomas A. Faasse
Zoning Administrator

PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION

750 Lakeside Drive, SE • East Grand Rapids, Michigan 49506
Telephone (616) 940-4817 Fax (616) 831-6121 www.eastgr.org





Variance
 551 Belvedere Drive, S.E.
 East Grand Rapids, MI



Sean P Welsh

515 Belvedere Drive
East Grand Rapids, MI 49506
616-913-9636

1/7/2016

Dear City of East Grand Rapids,

I am writing in support of the variance request being made by our next door neighbor, Brian and Amy Steketee, for their home located at 551 Belvedere Drive.. They are looking to connect their garage to the house, via a mudroom.

We have enjoyed the care and responsibility that the Steketee's have taken in living in their home. They have shown respect in the improvements on their home and have done it always in a considerate fashion. They have described the plan to me and it is consistent with past improvements in its function and consideration to neighbors.

Please use this letter as my support for the zoning variance request so that a great family can invest in our community.

Warm regards,



PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Regular Meeting Held January 4, 2016

Mayor Seibold called the meeting to order at 6:00 p.m. in the City Commission Chambers at the East Grand Rapids Community Center and led the audience in the Pledge of Allegiance.

Present: Commissioners Dills, Duncan, Hamrick, Miller, Skaggs, Zagel and Mayor Seibold

Absent: None

Also Present: City Attorney Huff; City Manager Donovan; Assistant City Manager LaFave; Finance Director Mushong; City Clerk Brower

2016-01. Peter Dimitrou, 2621 Inverness, was present to speak about climate change and asked the city to hold forums on this issue.

2016-02. Mayor Seibold thanked Commissioner Hamrick for her assistance with a breakfast for public safety employees working on January 1.

2016-03. Duncan-Miller. To approve the consent agenda as follows:

2016-03-A. To approve the minutes of the regular meeting held December 21, 2015.

2016-03-B. Report of Finance Committee on disbursement of funds: payroll disbursements of \$201,773.62; county and school disbursements of \$381,939.21, and total remaining disbursements of \$610,344.10.

2016-03-C. A contract with All Around Excavating of Grant, Michigan in the amount of \$5,510.00 for the repair of a section of storm sewer at Manhattan Park.

2016-03-D. The Public Works Department's mid-year Goals and Statistics Report.

Yeas: Dills, Duncan, Hamrick, Miller, Skaggs, Zagel and Seibold – 7

Nays: -0-

The meeting adjourned at 6:05 p.m., subject to the call of the Mayor until January 18, 2016.

Karen K. Brower, City Clerk



Memorandum

Date: January 18, 2016

To: Honorable Mayor and City Commissioners

From: Mark Herald, Director of Public Safety

Subject: **Purchase of Five (5) Sets of Turn-out Gear**

Action Requested: That the City Commission authorize the purchase of five sets of turn-out gear from *Apollo Fire Equipment* located in Romeo, Michigan for the amount of **\$9,130.00**.

Background: Each officer is issued one set (i.e., a pair of bunker pants, suspenders and a coat) of firefighting turn-out gear. The majority of assigned turn-out gear is 8 to 12 years old and is in need of replacement due to wear or having exceeded the 10 year recommended replacement date established by National Fire Protection Agency (NFPA) Standard 1851. The Department has established a replacement schedule to purchase 5 sets of turn-out gear per year for the next 5 fiscal years. \$9,800.00 for this purchase exists in the FY 2015/16 Capital Budget General Fund Account 101-345-9700. I recommend purchase of the turnout gear from *Apollo Fire Equipment* as it meets our standards and is the low bid.

Vendor:	Number:		Unit Cost:		Total Cost:
Apollo	5 Sets	X	\$1,826.00	=	\$9,130.00
Douglass	5 Sets	X	\$1,947.47	=	\$9,737.35
Fire Dex	5 Sets	X	\$2,085.00	=	\$10,425.00

The Finance Committee has reviewed this report and found it in order.

Approved: _____
 Brian Donovan, City Manager

Attachments



APOLLO FIRE EQUIPMENT

12584 LAKESHORE DR
ROMEEO, MI 48065

PH 231-865-6120
FAX 231-865-7083
CELL 231-638-2707
ronn_griffis@yahoo.com
www.apollofire.com

Estimate

Estimate No:

Date:

Territory:

Sales Person:

1
11/11/2015

RONN GRIFFIS

Bid To:

EAST GRAND RAPIDS
PUBLIC SAFETY DEPARTMENT

Code	Description	Quantity	Rate	Amount
	FIRE DEX			
	FX-R TURNOUT SET WITH ARMOR A P OUTERSHELL AND GLIDE II LINER SYSTEM - WITH OPTIONS PER DEPARTMENT'S SPECIFICATIONS	1.00	\$1,826.00	\$1,826.00
	ADD \$10.00 FOR COAT INSPECTION PORT			
	ADD \$10.00 FOR PANT INSPECTION PORT			
	ADD \$275.00 FOR INTERNAL CLASS II HARNESS			

NET 30 DAYS - FREIGHT INCLUDED

Total

\$1,826.00



Douglass Safety Systems LLC **

2655 N. M-30

Suite #6

Sanford, MI 48657

Phone 800-316-3255

Quotation

Quote Number:
30575

Quote Date:
Oct 22, 2015

Customer ID
E013

Quoted to:

**EAST GRAND RAPIDS DPS
770 LAKESDIE DR SE
EAST GRAND RAPIDS, MI 49506**

Shipping Terms	Quote Good Thru	Payment Terms	Sales Rep
NOT INCLUDED	11/21/15	Net 30 Days	MD001-SR

Quantity	Item	Description	Unit Price	Extension
1.00		#S2617I0 - Honeywell - Viper Coat Armor AP Outershell, RT7100 Moisture Barrier, Synergy II Thermal Liner, NY Triple Trim, Arashield Reinforced Cuffs and DRD	1,122.93	1,122.93
1.00		#S3517I0 - Honeywell - Viper Pant Armor AP Outerhshell, RT7100 Moisture Barrier, Synergy II Thermal Liner, NE Suspenders, Arashield Reinforced Cuffs and Knees	783.62	783.62
1.00		#110 - Radio Pocket		
1.00		#365 - Hanging Name Patch		
7.00		#705 - 3" Scotchlite Yellow Letters "LAST NAME"		
1.00		#706 - American Flag	15.24	15.24
1.00		#151 - Personal ID Patch	12.57	12.57
1.00		#125 - Microphone Loop		
1.00		#175 - Accessory Hook		
1.00		#306 - Hybrid Wrislet with Thumbloops		
1.00		#214 - I Tech Knees		
1.00		#261 - Angled Pant Cuff, Arashield		
			Subtotal	Continued
			Sales Tax	Continued
			Freight/Handling	
			Total	Continued

Page:

1



Douglass Safety Systems LLC **
2655 N. M-30
Suite #6
Sanford, MI 48657

Phone 800-316-3255

Quotation

Quote Number:
30575

Quote Date:
Oct 22, 2015

Customer ID
E013

Quoted to:

EAST GRAND RAPIDS DPS
770 LAKESDIE DR SE
EAST GRAND RAPIDS, MI 49506

Shipping Terms	Quote Good Thru	Payment Terms	Sales Rep
NOT INCLUDED	11/21/15	Net 30 Days	MD001-SR

Quantity	Item	Description	Unit Price	Extension
1.00		Reinforced #647 - Outside Pocket Arashield	13.04	13.04
1.00		Reinforcement #SO-192-C - Lower Leg Pocket		
			Subtotal	\$ 1,947.40
			Sales Tax	
			Freight/Handling	
			Total	\$ 1,947.40



Prepared By: RONN GRIFFIS
Email: ronn_griffis@yahoo.com
Quote: EGRPS FXR 11-10-15 : shared from brucescheck@firedex.com
Item: FX-R Turnout Gear Coat & Pant
Contract: FireWriter 2015

COAT SPECIFICATIONS

Coat Outer Shell: 32" Coat with DRD, 6.5 oz Armor AP Nomex®/Kevlar® and Kevlar® Filament, Khaki
Coat Thermal Liner: (E) 7.4 oz Glide™ Gold 2-Layer
Coat Moisture Barrier: (F) 5.5oz Stedair® 4000
Coat Closures: XC40 Zipper / Woven Hook and Loop
Coat Trim Style: 3" NYC ScotchLite™ Triple Lime/Silver

COAT PATTERN, LINER, PATCHES AND LABELS OPTIONS

XMEFR Nomex® American Flag, Right Arm

LETTERING

Text: LASTNAME
Pos: 9, 3" Scotchlite™ Lime, XL61 - Hanging Patch, Hook & Loop Attachment

COAT REINFORCEMENTS

Knit Wrist Reinforcement: XM01 Long Knit Wrist with Thumb Loop, Nomex® (Black)
Cuff Reinforcement: Standard Cuff, Shell Material, Main Shell Color
Shoulder Reinforcement: No Reinforcement
Elbow Reinforcement: No Reinforcement

COAT MIC CLIPS AND STRAPS

XMCLP Mic Clip: 1" x 2" Shell Material
Custom Qty: 1
Custom Placement 1: Locate mic strap top of storm flap
XM82 Flashlight Hook without Fabric Strap
Right Qty: 1

COAT POCKETS

Chest Pocket - Left: (XP12) Radio Pocket 8 x 3 x 2
Single Notch
Hand Pocket - Left: (XP31) Full Bellow 8 x 8 x 2
Full Kevlar® Lining
Hand Pocket - Right: (XP31) Full Bellow 8 x 8 x 2
Full Kevlar® Lining

COAT SPECIAL REQUEST

Liner Inspection Opening Add \$10.00

PANT SPECIFICATIONS

Pant Rise: Mid-Rise

Pant Rear Panel: No Rear Panel

Pant Outer Shell: 6.5 oz Armor AP Nomex®/Kevlar® and Kevlar® Filament - Khaki

Pant Thermal Liner: (E) 7.4 oz Glide™ Gold 2-Layer

Pant Moisture Barrier: (F) 5.5oz Stedair® 4000

Pant Closures: XC50 Woven Hook and Loop / Hook & D

Pant Trim Style: 3" around cuffs - ScotchLite™ Triple Lime/Silver

PANT SUSPENDERS

SXSS1V40 - Sewn Direct Hook and Loop, Sewn-In Suspenders: H-Back with Parachute Pull and Hook & Loop Attachment on Front & Back (Max Length: 40")

ADD PADDING

PANT STRAPS AND OPTIONS

XM58 Takeup Strap: Nomex® Webbing (Select up to 2 on pant free of charge)

Left Qty: 1, Right Qty: 1

PANT POCKETS

Front Pocket - Left: (XP30) Full Bellow 10 x 10 x 2

Full Kevlar® Lining, CP: Six Compartment

Pant Front Pocket - Right: (XP30) Full Bellow 10 x 10 x 2

Full Kevlar® Lining

PANT REINFORCEMENTS

Knee Reinforcement: STS 1-Layer Knee (Foam Encapsulated in Moisture Barrier), Black, PCA (Polymer Coated Aramid), 11" STS

Cuff Reinforcement: DexCuff - Reverse Tapered Cuff, Black, PCA (Polymer Coated Aramid)

Leg and Crotch Reinforcement: No Reinforcement

PANT SPECIAL REQUEST

Liner Inspection Opening add \$10.00

Internal Class II Harness add \$275.00

CUSTOM PANT OPTIONS

XP06 Utility Pocket, 7.5x3x1 located on calf of right leg

TPP (Before Washing, NFPA minimum = 35)

41.30 cal/cm²

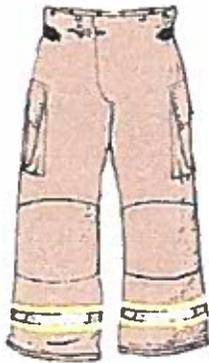
THL (NFPA Minimum = 205)

263.60 W/m²

PRODUCT PREVIEW



This preview is for illustrative purposes only. Not all options may be shown in the preview. Not all options shown may be to the correct scale of the garment and may not be attached in the exact location shown.



LETTERING PREVIEW

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
9. LASTNAME



Quote

Mark DeHoek mark-time@sbcglobal.net
 1503 S. Division Ave. • Grand Rapids, MI 49548
 616-455-3025 or 888-455-3025 • FAX 616-455-3788
 www.mbs-onlinesales.com

Quote # **12209**
 Date **12/7/2015**

To **EAST GRAND RAPIDS DPS**
 Address _____
 City _____ State _____ Zip _____
 Contact **DAN OLNEY** Phone _____

Prices Good For 30 Days
Freight Extra unless specified otherwise

Qty	Part	Description	Labor	Unit Price	Ext. Price
1		SET OF GLOBE TURN OUT , COAT AND PANT TO EAST G.R. SPEC.		1840.00	1840.00
1		ADD CLASS 3 HARNESS TO PANT		245.00	245.00

Labor Total	
Ext.Total	\$2085.00
Grand Total	\$2085.00



CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE-EAST GRAND RAPIDS, MICHIGAN 49506

DOUG LA FAVE
ASSISTANT CITY MANAGER

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Doug La Fave, Assistant City Manager
DATE: 12/17/2015

RE: LED Lighting Retrofits for FY 15/16

Action Requested: That the City Commission approve LED retrofitting of existing streetlights located on Edgemere Dr, San Lu Rae Dr, San Lucia Dr, Wealthy St.-Gaslight Village, and the Community Center with the purchase of the LED retrofits from Graybar of Belleville, MI (through U.S. Communities Purchasing Consortium) and installation from Ada Electric of Grand Rapids, MI.

Background: The City has planned for LED retrofits to existing City owned street and facility lighting over the next several years in the Capital Improvement Plan. City staff has worked through U.S. Communities National Cooperative Purchasing Program for a proposal for LED retrofits. This is a competitive bidding cooperative, similar to the MiDeal program, where purchasing contracts are available to members. The Parks and Recreation Department has activated membership and purchased through U.S. Communities consortium in the past.

The proposed LED lighting retrofits for the current fiscal year are: Edgemere Dr, San Lu Rae Dr, San and Lucia Dr (Qty 15), Wealthy St.-Gaslight Village (Qty 20) and the Community Center (Qty 15)

City staff received three (3) proposals for the installation of the LED retrofits:

Vendor/Contractor:	Product/Service:	Cost:
Graybar (U.S. Communities)	LED light retrofits	\$23,548.70 + Shipping
Ada Electric	Electrical Installation	\$3,840
Windemuller Electric	Electrical Installation	\$4,325
Ward Electric	Electrical Installation	\$9,986

The total project cost with installation (low proposal) is \$27,388.70, compared to the budgeted amount of \$32,500. The projected total energy savings from the existing light fixtures to the LED retrofits is \$2,009 annually. The projected maintenance savings is estimated at \$3,000 annually. The City is also eligible for a one time estimated rebate from Consumers of \$1,633. After the rebate, annual projected energy and maintenance savings, the estimated payback is 5.14 years.

This has been reviewed by the Finance Committee and found to be in order.

Brian Donovan, City Manager

LIBRARY COMMISSION
September 28, 2015
Room 107

Present: Micki Benz, Betsy Brown, Carol Donovan, Claudine Duncan, Judy Freeman, Dawn Lewis, Ellen Schendel

Meeting called to order at 7:04 p.m.

1. Minutes of April 27, 2016 approved unanimously.
2. Friends of the Library Report—Ellen Schendel
 - a. The friends are busily preparing a new logo and website as part of their branding campaign.
 - b. The semi-annual book sale will be November 20-22. Group agreed to sponsor “BOOK SALE” signs in their yards to promote the sale.
 - c. Discussion of items the Friends group has funded this past year.
 - d. Discussion about KDL’s Literary Libations—a fundraising event—for which the Friends purchased tickets/sponsored a table.
3. Branch Manager’s Report—Dawn Lewis
 - a. Review of Summer Reading Program—2000 more people participated in the program this year than in 2014.
 - b. The library participated in Taste of East, an event that raised over 6K.
 - c. The Friends funded a 360 degree digital tour of the library; it will be going up on the library’s website soon.
 - d. New ILS computer system is in, and people are adjusting to it.
 - e. Library of Michigan is updating servers for MEL November 18-December 18.
 - f. KDL is ensuring upgrades for the branches in terms of internet access. Every branch will have fiber and a backup system.
 - g. Circulating iPads has been going quite well.
 - h. KDL has a new position—Director of Innovation and User Experience. This position will leverage the Maker Labs and work with the technical advisory board on programming.
4. Old Business—none
5. New Business
 - a. Election of new officers for 2015- 2016
 - i. Carol Donovan elected unanimously as Chair
 - ii. Micki Benz elected unanimously as Vice Chair
 - iii. Ellen Schendel elected unanimously as Secretary
6. Public Comment—none
7. Adjournment

PROCEEDINGS OF THE PLANNING COMMISSION
City of East Grand Rapids, Michigan

November 10, 2015
East Grand Rapids Community Center – Commission Chambers

Present: Chairman John Barbour, Commissioners John Arendshorst, Kevin Brant, David DeVelder, Jeff Dills, Sara Lachman and Mary Mapes.

Absent: Commissioners Tom Getz and Jeff Olsen

Also Present: Assistant City Manager Doug La Fave, City Zoning Administrator Tom Faasse, City Attorney John Huff and Recording Secretary Lynda Taylor

1. CALL TO ORDER

Chairman Barbour called the meeting to order at 5:36 PM.

2. APPROVAL OF MINUTES – MAY 12, 2015

A motion was made by Commissioner Dills and supported by Commissioner Brant to approve the minutes as written.

Yeas: Commissioners Arendshorst, Barbour, Brant, DeVelder, Dills and Mapes– 6

Nays: -0-

Commissioner Lachman arrived at 5:38 PM.

3. REZONING OF 610 LOVETT AVENUE, S.E. (COIFFETERIA)

Zoning Administrator Tom Faasse explained that a request for rezoning is a request for a map amendment to the zoning ordinance. The Planning Commission conducts a review and discussion session of the application, offers feedback to the applicant and sets a public hearing to be held at a future meeting after notification is sent to property owners within 300 feet.

The request for 610 Lovett Avenue is to rezone the property from R-3 Single Family to C-1 Commercial. The owner of the property, Marielle Shuster, owns and operates a beauty salon, Coiffeteria, in the building which originally was a two-family residence.

Mr. Faasse reviewed the four guidelines regarding amendments to the text of the zoning ordinance or to the zoning map which are governed by Chapter 50, Article 13.

- 1. Whether or not the proposed rezoning is consistent with the goals, policies and future land use map of the City of East Grand Rapids Master Plan; or if conditions have*

changed significantly since the Master Plan was adopted, consistency with recent development trends in the area.

Mr. Faasse's comment: The Gaslight Village Subarea Master Plan Amendment which was adopted in 2006 recommends that the area on the east side Lovett north of Wealthy Street should be designated "to promote low intensity office and boutique retail uses, but only if incorporated into structures that also contain residential uses. This area was to serve as a transitional area between Gaslight Village and the mixed-density, all-residential areas that lie to the north and west. The trend being observed in this area is more upscale single family housing. There are six or so surviving legal, non-conforming uses where there is a two-family or three-family use on a lot. The City Commission recently denied a variance request to tear down a single-family home and replace a new duplex.

2. *Whether the proposed district and the uses allowed are compatible with the site's physical, geological, hydrological and other environmental features. The potential uses allowed in the proposed zoning district shall also be compatible with surrounding uses in terms of land suitability, impacts on the community, density, potential influence on property values and traffic impacts.*

Mr. Faasse's comment: There isn't a great deal of concern since the site is similar to other commercial sites in the area.

3. *Whether, if rezoned, the site is capable of accommodating the uses allowed, considering existing or planned infrastructure including streets, sanitary sewers, storm sewer, water, sidewalks, and street lighting.*

Mr. Faasse's comment: All of these items are in place.

4. *Other factors deemed appropriate by the Planning Commission or City Commission.*

Mr. Faasse reviewed a table showing the schedule of uses in the commercial district and noted that some uses are permitted on upper floors, but are not permitted on the ground floor.

Commissioner Brant asked what triggered the rezoning. Mr. Faasse responded that the applicant had requested it. He explained that an applicant in this position could apply for a new variance for the property instead of a rezoning, but if they wanted any kind of change, they would have to come back to the City Commission for a modification of the variance. With a rezoning, that is not necessary.

Commissioner DeVelder asked about any big differences if changed to commercial from residential. City Attorney Huff said the difference is the use itself is permitted if it is on the list. With the variance, every category and every change would require a hearing.

Commissioner Dills asked if a change to commercial would require a review of ADA compliance. Mr. Faasse explained that this would only be required if changes were made to the building.

Chairman Barbour invited the applicant, Marielle Shuster and her representative, Catherine Jacobs, to present any information they felt the commission should hear.

Ms. Jacobs gave some details about the current easement agreement between Ms. Shuster and Mr. Hoffman who owns Hoffman Jewelers. She said the agreement is one that runs with the land whether as it is now, or with a different zoning designation.

Ms. Jacobs explained that the application was precipitated when Ms. Shuster was going through the process of repairing some damage to the building. The contractor found out from the City that a variance had been granted to Coiffeteria to operate with three chairs only on the main floor. When Ms. Shuster purchased the property, the previous owners were operating on both floors. The variance had not been addressed in the purchase agreement and for ten years Ms. Shuster has been operating outside of her variance. In an effort to clean up the issues, it was decided to change from R3 to commercial zoning which might have a better value if sold.

Commissioner Mapes asked what would happen if the rezoning was not approved. Ms. Jacobs responded that they would ask for a variance to allow the number of chairs currently in place on both floors.

Commissioner Mapes asked if there was any benefit to the City as far as increased taxes or an assessment change. Attorney Huff answered that there might be some increase in value, but did not think it would be anything substantial.

Chairman Barbour requested comments from the commissioners.

- Commissioner Arendshorst: Said the area is very commercial, the property has been used as commercial for 35 years and there are no records of complaints from neighbors. He did not have any commercial use that he would be uncomfortable with.
- Commissioner Lachman: Thanked Ms. Shuster for being an excellent contributor to the vibrancy of Gaslight Village. She was surprised by the property rezoning request because she had assumed it was commercial.
- Commissioner Mapes: Agreed with Commissioner Lachman and because of the size limitations, did not see anything negative about zoning the property as commercial even if it did change use in the future
- Commissioner DeVelder: Changing to commercial zoning made sense. He said it was a beautiful building and that Ms. Shuster had done a nice job with it.
- Commissioner Brant: Changing zoning to commercial would increase the buildable area of the lot and would add a lot of land value to the property. He had no objection to rezoning.
- Commissioner Dills: He was on the Planning Commission when the Master Plan was approved and when revisions were made to the subarea master plan. In the subarea master plan the area on the east side of Lovett, north of Wealthy, was zoned as the potential expansion of the commercial district. The variance request for a multi-family home where a single family home exists was denied in part by the change in the neighborhood and immediate street. Some beautiful homes have been built on the west side of Lovett, fit in perfectly with the neighborhood and have raised property values in that area. It seems logical to rezone the property to commercial. He would not want to see any use that would generate high volume or high traffic.
- Commissioner Lachman: The market will dictate commercial use in the sense that if it comes before the City Commission for site plan review, the only use that would

make sense would be a use that can be accommodated with the parking that's available which is relatively limited.

- Chairman Barbour: The property is in the commercial core of the subarea map. He would not want to see a new use that changed the intensity of the use, but is comfortable at this point that there are safeguards in the future process to prevent that. The 2006 subarea revision was very specifically on Lovett on the east side. That subarea plan called for high density residential, such as townhouses and multi-family, however, there have been several single family, high quality tear-down and rebuilds. He said it was clear that the single family homes across the street have marketability while this business conducts itself.

4. SET PUBLIC HEARING DATE FOR 610 LOVETT AVENUE, S.E. (COIFFETERIA)

A motion was made by Commissioner Lachman and supported by Commissioner Arendshorst set a public hearing for December 8, 2015 to consider the rezoning of 610 Lovett Avenue, S.E. (Coiffeteria) as submitted.

5. REPORT OF THE CITY COMMISSION

Commissioner Dills reported the following:

- A lot of work has been done on City roads because the street millage was approved by voters. Grinding and resurfacing was done to several streets through the Kent County bidding process. Because of the pricing, the city was able to do approximately 50% more streets than anticipated with the money that was allocated. Spray patching was done by city crews.
- Sidewalk repairs have been done by grinding the squares to make them level and eliminate trip hazards. Because of the cost effectiveness of the grinding process, the city is able to do miles compared to just sections of replacements.
- Water main replacements were done on San Jose and Audobon because of emergency repairs needed this summer.
- Several variances have been before the City Commission since the last Planning Commission meeting.
- A lot split at 2119 Lake Drive (Keystone Church) was approved.
- The lot coverage ordinance amendment was approved with changes to the Planning Commission's recommendation. Instead of 60% coverage for smaller lots a 50% total lot coverage was approved.
- An acquisition of property from East Grand Rapids Schools was approved. This is a section about 15 feet by 320 feet which is the right of way property at the middle school starting at Lakeside and Breton going east on the north side of the road. The land was acquired for \$1.00. Changes will be made to the intersection next summer and the property was needed to make the lanes proper width and safe for vehicles and bikes in order to receive Federal funding.
- Election results: Voted back into office were Mayor Anna Seibold and City Commissioner Brian Miller. New Commissioners: Ward 1 – Chad Zagel and Ward 2 – Karey Hamrick.

Assistant City Manager Doug La Fave added:

- The culvert and boardwalk projects were completed this summer. They were completed early and under budget.
- DTE Energy is doing some work at the intersection of Breton Road and Hall Street which may continue until November 20. They are doing repairs to a vault at the end of Beechwood which has a 36" gas main.

6. NEXT SCHEDULED MEETING DATE: December 8, 2015

7. PUBLIC COMMENT

No public comment was given.

8. ADJOURNMENT:

The meeting was adjourned at 6:26 PM.

Respectfully submitted,

Lynda Taylor
Recording Secretary

**EAST GRAND RAPIDS
PARKS & RECREATION COMMISSION MEETING
EGR COMMUNITY CENTER
COMMISSION CHAMBERS
6:00 PM
MONDAY, DECEMBER 14, 2015**

The regular meeting of the Parks and Recreation Commission was held in the City Commission Chambers in the East Grand Rapids Community Center.

Stacey Wykoski called the meeting to order at 6:00 pm.

PRESENT: Brad Andrzejewski, Judith Baxter, Mark Hessler, Brian Miller, Rick Sprague, Pam Witting and Stacey Wykoski
ABSENT: Dirk Buth and Carol Campbell
STAFF: Fred Bunn, Susan Perry and Diane Ritzke

Report of Commissioners

Judith Baxter – Congratulated Director Fred Bunn on his World Championship win in the Men’s 50-54 Duathlon competition held in Adelaide, Australia; what a tremendous accomplishment. She said she was always proud to know him as the Director of Parks and Recreation Department but also is very proud to know him as a World Champion. She also thanked Commissioners and staff for another great year, really enjoys the comradery on this Commission and thinks the work this Commission and staff accomplish is tremendous. Kudos to Commissioners and staff for another great year.

Brian Miller – Congrats to Fred on his World Championship win. Merry Christmas and Happy New Year to all.

Rick Sprague - none

Brad Andrzejewski – Fantastic job Fred on the World Championship win. Christmas Tree Lighting event was great! Merry Christmas and Happy New Year to all.

Pam Witting – Congrats on being a great Director of Parks and Recreation and a great World Champion.

Mark Hessler – Congrats to Fred on World Championship win. Reported the Winter Sports season is underway for the EGR High School. The EGR track will be resurfaced this spring after the Huntington Reeds Lake Run.

Stacey Wykoski – Congrats to Fred on World Championship win. Thanked the City for the press releases on this. She confirmed date of June 4, 2015 for the Huntington Reeds Lake Run as school is not out yet. Thanked Commissioners for all their work this year and wished all a Happy Holiday Season.

Minutes for the September 14, 2015 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the September 14, 2015 Parks and Recreation Commission meeting.

MOTION: Judith Baxter

SUPPORT: Brian Miller

YES: Andrzejewski, Baxter, Hessler, Miller, Sprague, Witting and Wykoski (7)

NO: (0)

Director Fred Bunn reported on the Special Event Calendar for 2016. The Gaslight Criterium has been notified they cannot host their event in East Grand Rapids in 2016 due to road construction. Their spot will be held for 2017 if they choose to apply.

Special Event Permit Applications were submitted for approval for the following events:

- a. Reeds Lake Trailblazer, July 4, 2016
- b. Rhoades McKee Reeds Lake Triathlon/Duathlon, September 10, 2016
- c. Tree Lighting – November 25, 2016

Fred commented on the following:

- Reeds Lake Trailblazer, course may be changed due to road construction.
- Rhoades McKee Reeds Lake Triathlon/Duathlon, the route will be similar to the route used this year. The format for this event will now offer Sprint and Olympic distances which is standard for Triathlons and Duathlons.

A motion was made to approve the Special Event Permits for the following:

- a. Reeds Lake Trailblazer, July 4, 2016
- b. Rhoades McKee Reeds Lake, September 10, 2016
- c. Tree Lighting – November 25, 2016

MOTION: Judith Baxter

SUPPORT: Pam Witting

YES: Andrzejewski, Baxter, Hessler, Miller, Sprague, Witting and Wykoski (7)

NO: (0)

Director's Report

Fred Bunn, Director of Parks and Recreation reported on the following:

- Congratulated Brian Miller who won his City Commission seat for another term. He reported Mayor Seibold was re-elected for another term and newcomers to the City Commission are Chad Zagel and Karey Hamrick.
- Sabo Public Relations firm had previously assigned Amy Snow Buckner to work with the City but Amy has left her post to work with Grand Rapids Mayor Rosalynn Bliss. Brian Greenleaf has now been assigned by Sabo to work with the City. He will be working with different departments and will assist the Parks and Recreation staff with marketing and sponsorships.
- Recycling - City staff has been reviewing options for recycling in the City. Private contractors have been researched but staff has determined this will be quite expensive. The City has reached out to Kent County to partner on this. Staff is researching this option.
- The School District with their bond issue is working on entrances and security at all schools, with that all the key access points at all doors in the school district are being changed out. They are getting away from all crash bars so if a building needs to be locked down they can do so. All of this will be done electronically. Staff is working with staff from the schools to schedule open and close times for the pools and athletic events as well as special events.

Pam Witting thanked Susan, Diane, Betsy, Pam, Shannyn, Rachel, Phil, Chad, Ryan, Astrida and Cindy for all their hard work in the Department.

The meeting was adjourned @ 6:24 pm.

MOTION: Judith Baxter

SUPPORT: Rick Sprague

YES: Andrzejewski, Baxter, Hessler, Miller, Sprague, Witting and Wykoski (7)

NO: (0)

12/16/15