



City of East Grand Rapids
Regular City Commission Meeting
Agenda

February 1, 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 Matt & Alissandra Kruer, owners of 2713 Reeds Lake Blvd, to allow the construction of a new home with a secondary front yard setback of 90.5' instead of the more restrictive setback of approximately 154' (action requested – 26 notices sent).
5. Introduction of an ordinance amendment to Section 5.20 of Chapter 50 of Title V of the City Code to rezone the parcel at 610 Lovett from R-3 Single Family to C-1 Commercial (action requested).
6. Discussion of spring break meeting (action requested).

Consent Agenda – Approval Requested

7. Receipt of communications.
8. Minutes of the regular meeting held January 18, 2016 (approval requested).
9. Report of Finance Committee on disbursement of funds: payroll disbursements of \$210,468.59; county and school disbursements of \$75,517.23, and total remaining disbursements of \$978,465.69 (approval requested).
10. Proposal for actuarial valuation for the City's retiree healthcare plan (approval requested).
11. Purchase and installation of generators at the Public Works Complex (approval requested).
12. Resolution approving budget amendments for the quarter ended December 31, 2015 (approval requested).
13. Quarterly financial reports for the period ended December 31, 2015 (no action requested).

* * *



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
Zoning Board of Appeals

FROM: Tom Faasse, Zoning Administrator

DATE: January 19, 2016

RE: Request for Variance – 2713 Reeds Lake Boulevard, SE (R-1)

ACTION REQUESTED:

That the Commission conducts a public hearing and votes on the variance application of the owner of 2713 Reeds Lake Boulevard, SE, for a zoning variance at that address according to the plans presented, for relief from the following zoning ordinance:

- **Section 5.28E2 – for a secondary front yard setback of 90.5 feet instead of the more restrictive secondary front yard setback that is required in the ordinance.**

The noted section is found in the East Grand Rapids Zoning Ordinance.

ORDINANCE:

Section 5.28 E 2 reads as follows: *Secondary Front Yard. The secondary front yard setback shall be a line parallel to the secondary street and shall be established by a line that is the continuation of a required rear setback line of an adjacent interior lot addressed on the primary street. In the case of two differing rear setback lines on adjacent lots, the more restrictive shall apply.*

BACKGROUND:

Sears Architects has applied on behalf of clients Matt and Alissandra Kruer, the new owners of 2713 Reeds Lake Boulevard, for a zoning variance at that address. The purpose of the request is for relief from Section 5.28E2 of the East Grand Rapids Zoning Ordinance to construct a single family home with a secondary front yard setback on this through lot of 90.5 feet instead of the more restrictive secondary front yard setback that is required in the ordinance. Please refer to the attached illustration showing setback determinations for this through lot. The primary front yard in this case is obviously adjoining Reeds Lake Boulevard, as Meadowvale is platted but undeveloped. The primary front yard setback is determined by the average of homes on properties within 200 feet on the north side of Reeds Lake Boulevard. However, the secondary front yard setback line must be a line parallel to the secondary street, and it must be a continuation of the more restrictive of the rear setback lines of the two adjacent interior lots. In

this case that is the lot to the east. Starting at a point 25 feet south of the rear lot line of that lot and producing a line parallel to the Meadowvale right of way line creates a secondary front yard setback line that crosses over the primary front setback line and is actually closer to Reeds Lake Boulevard than the primary front yard setback line on the western side of the lot. The line is approximately 154 feet from the secondary front property line along undeveloped Meadowvale Road. Compliance with the Zoning Ordinance as written does not yield a buildable area sufficient to construct a single family home.

In all other aspects, the proposed project complies with the East Grand Rapids Zoning Ordinance. A complete zoning review will be conducted when a plan is submitted for a building permit.

Brian Donovan, City Manager

Request for Zoning Ordinance Variance

Date: 12/23/15

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: Sears Architects

Address: 16 Ionia Ave. SW Suite One, Grand Rapids, MI 49503

Property Address (if different than above):

2713 Reeds Lake Blvd., Grand Rapids, MI

Daytime Phone: (616) 336-8495

Legal Description of Property**: See attached survey by Nederveld, Inc Dated 12/14/15

** (Use Attachments if Necessary)

Permanent Parcel (Tax) Number: _____

Briefly State the Requested Variance (Citing the specific section(s) of the Zoning Ordinance from which you are seeking a variance)**: Relief from Section 5.28E2 for a secondary front yard setback of 90'-5 1/2", instead of the more restrictive secondary front yard setback required by the zoning ordinance.

** (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.

Judson P. Gerwin / Seamus Architects
Signature of Applicant

Judson P. Gerwin
Print Name

Matthew Krueer
Signature of Property Owner
(If Different from Applicant)

Matthew Krueer
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

PROPOSED KRUER RESIDENCE @ 2713 REEDS LAKE BLVD.

12/23/15 Variance Application

NARRATIVE STATEMENT**a. What you wish to do with the property.**

The new owners of 2713 Reeds Lake Blvd would like to build a roughly 4000 sq. ft. single family residence on their property. The home is planned to include a 3-car garage at the basement level.

b. Why you need the variance.

The variance is necessary for the new owners to build a medium-size home on their property. The “through lot” component of the current zoning ordinance prevents the owners from building even a small home on their property without variance approval.

A significant portion of the existing smaller house (which was built many years before the section regarding “through lots” was added to the current zoning ordinance) lies outside the allowable building envelope.

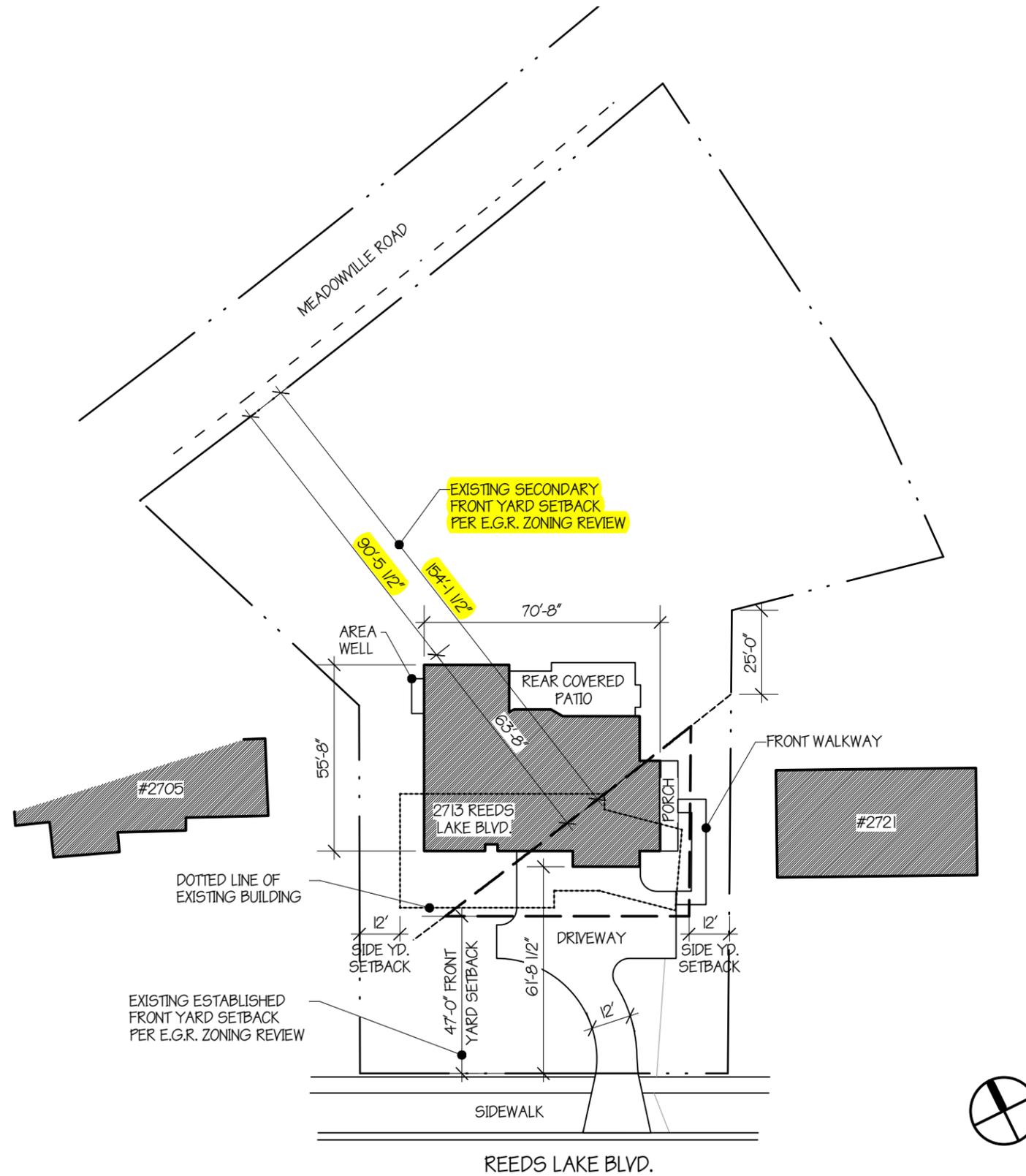
c. The specific decision you seek.

Relief from Section 5.28E2 of the zoning ordinance, for a secondary front yard setback of 90’ - 5 ½”, in order to appropriately locate a portion of a proposed new two-story home on the property.

d. The reason your project cannot be accomplished within the requirements of the zoning ordinance.

Section 5.28E2 of the zoning ordinance prevents the building of a medium-sized home on the existing property.

The current house on the property, though smaller than the proposed new home, was built *prior* to the purchase of additional property (by a previous owner) that fronted on Meadowvale Rd. This existing house was built with a much less restrictive rear yard setback than that which is imposed by the secondary front yard setback designation of the current zoning ordinance. If not for this section of the ordinance, the proposed new residence intends to be compliant with all zoning requirements.



KRUER RESIDENCE

2713 REEDS LAKE BOULEVARD SE
EAST GRAND RAPIDS, MICHIGAN

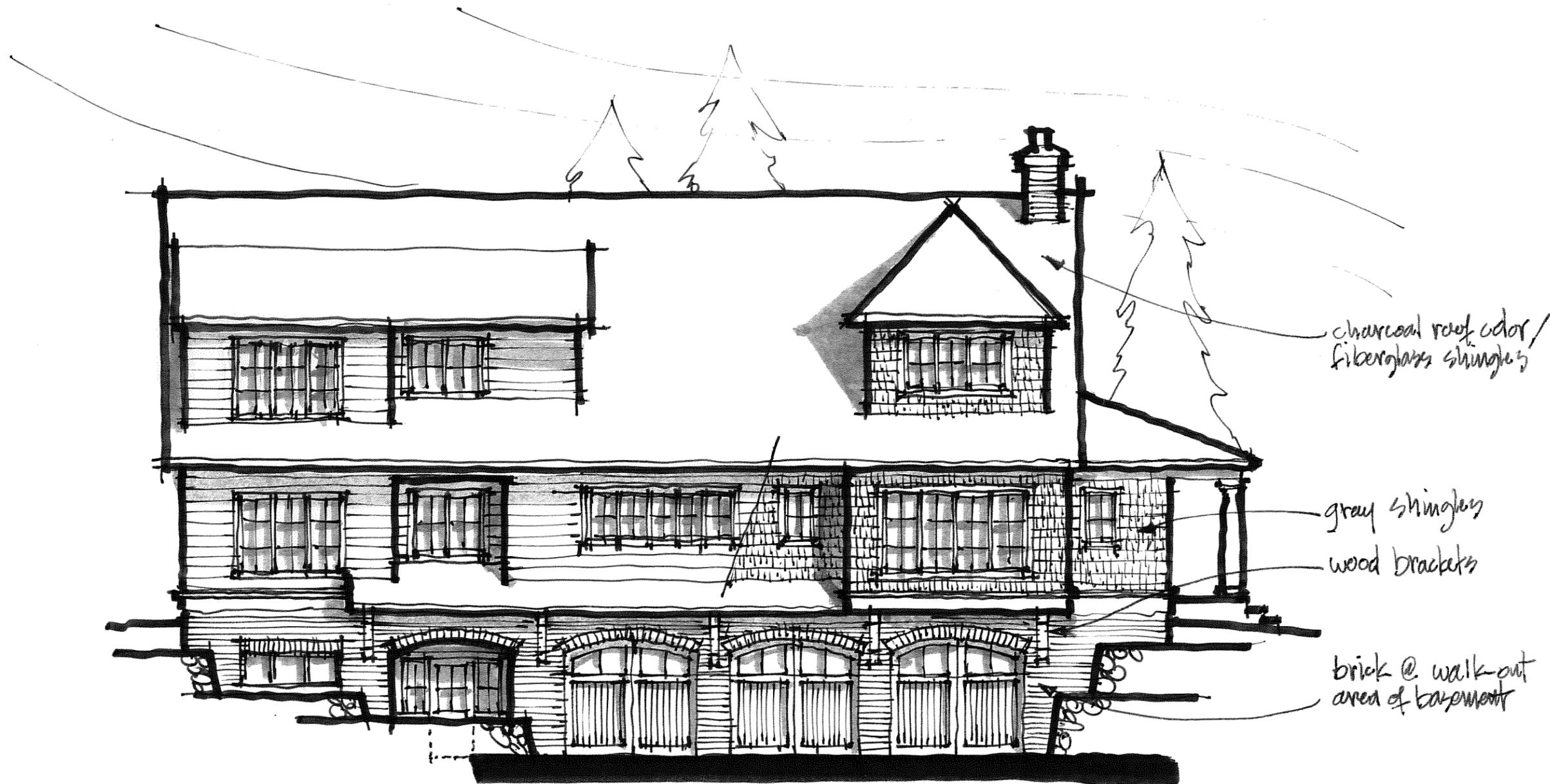
SITE PLAN

Scale: 1" = 40 ft

SEARS ARCHITECTS

16 IONIA AVE. SW • SUITE ONE
GRAND RAPIDS, MICHIGAN 49503
616.336.8495
HARBOR SPRINGS, MICHIGAN 49740
231.526.8495

DECEMBER 23, 2015



FRONT ELEVATION CONCEPT

Scale: 1/8" = 1'-0"

**KRUER
RESIDENCE**

2713 REEDS LAKE BOULEVARD SE
EAST GRAND RAPIDS, MICHIGAN

SEARS ARCHITECTS

16 IONIA AVE. SW • SUITE ONE
GRAND RAPIDS, MICHIGAN 49503
616.336.8495
HARBOR SPRINGS, MICHIGAN 49740
231.526.8495

DECEMBER 23, 2015

PREPARED FOR:
 Sears Architects
 Rob Sears
 16 Ionia Avenue SW
 Suite 1
 Grand Rapids, MI 49503

CREATED:
 Drawn: JAT Date: 10.12.15

REVISIONS:
 Rev: Neighboring houses
 Drawn: JAT Date: 12.14.15

2713 Reeds Lake Boulevard SE
Topographic Survey
 PART OF THE SOUTHWEST 1/4 OF SECTION 27, T17N, R11W,
 CITY OF EAST GRAND RAPIDS, KENT COUNTY, MICHIGAN

STAMP:

PROJECT NO:
 15401136

SHEET NO:
TO.1
SHEET: 1 OF 1

LEGEND

- AC Air Conditioner
- △ Benchmark
- ▣ Catch Basin - Square
- ⊗ Deciduous Tree
- ⊙ Evergreen Tree
- ⊕ Gas Meter
- ⊙ Hydrant
- Iron - Set
- Iron - Found
- MB Mailbox
- ⊕ Utility Pole
- YD Yard Drain
- OH — Overhead Utility
- x - x - Fence
- Tree
- Asphalt
- Concrete
- Building



811 Know what's below. CALL before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE CITY AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

SCALE: 1" = 20'

- ENCROACHMENT NOTES**
- A Wall on P/L
 - B Wall 0.2' Northwest of P/L
 - C Wall 1.4' Northwest of P/L
 - D Wall 0.4' Southeast of P/L
 - E Wall 0.8' Southeast of P/L

SURVEYOR'S NOTES

- Utility locations are derived from actual measurements or available records. They should not be interpreted to be exact locations nor should it be assumed that they are the only utilities in this area.
- NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.

TAX DESCRIPTION

DESCRIPTION: Lots 34, 37 and 38, Hodenpyl Park Addition, Section 27, Town 7 North, Range 11 West, City of East Grand Rapids, Kent County, Michigan.
 (Kent County Tax Records)

BENCHMARKS

BENCHMARK #2 ELEV. = 300.00 (Assumed Datum)
 Northwest flange bolt to hydrant (under "N" in Jordan) 1.45' above ground level, 5.5' Northeast of back of concrete, 30' Southeast of centerline of drive to House #2713.



City of East Grand Rapids, Michigan

CITY OF EAST GRAND RAPIDS NOTICE OF PUBLIC HEARING

A public hearing will be held on the application of Sears Architects on behalf of Matt and Alissandra Kruer, the owners of 2713 Reeds Lake Boulevard, SE, for a zoning variance at that address. The purpose of the request is for relief from Section 5.28E2 of the East Grand Rapids Zoning Ordinance to construct a single family home with a secondary front yard setback on this through lot of 90.5 feet instead of the more restrictive secondary front yard setback that is required in the ordinance. Compliance with the Zoning Ordinance as written does not yield a buildable area sufficient to construct a single family home.

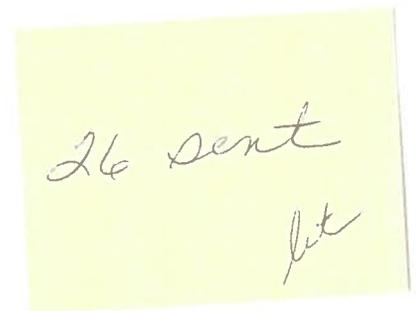
The application and plans may be viewed in the Public Works Administration office at the Community Center, or by linking from this notice at www.eastgr.org/notices.

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, February 1, 2016
TIME: 6:00 p.m.
PLACE: East Grand Rapids Community Center Commission
Chamber
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

Partners with





Variance
 2713 Reeds Lake Boulevard, S.E.
 East Grand Rapids, MI





CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

THOMAS A. FAASSE
ZONING ADMINISTRATOR

Memorandum

TO: East Grand Rapids Mayor and City Commission

FROM: Tom Faasse, Zoning Administrator

DATE: January 20, 2016

RE: **Application for Rezoning – 610 Lovett Avenue, SE (Coiffeteria)**
Requesting C-1 Commercial, Currently R-3 Single Family with Use Variance
PPN: 47-14-33-276-013
Legal: South 41 feet of Lot 25, Judd's Subdivision

ACTION REQUESTED:

February 1, 2016 – That the City Commission introduces the first reading of the attached amendment to Section 5.20 of Chapter 50 of Title V of the East Grand City Code. Public comment may also be received at this session.

February 15, 2016 – That the City Commission conducts a public hearing and votes to take final action on the attached amendment to Section 5.20 of Chapter 50 of Title V of the East Grand City Code.

PROCEDURE FOR REZONING APPLICATIONS:

A request to rezone real property is a request for a map amendment – rather than a text amendment – to the zoning ordinance. The procedure is found in Chapter 50, Article 13 of the East Grand Rapids Zoning Ordinance, which in turn refers to the requirements of the Michigan Zoning Enabling Act. The Planning Commission is required to hold a public hearing, but the purpose of the hearing is not to vote but to receive public comment and then to provide a “report and summary of public hearing comments” to the City Commission, which ultimately rules on the request to rezone. Article 13 gives guidelines which the Planning Commission “shall” use and the City Commission “may” use in consideration of amendments to the Zoning Ordinance. These guidelines are enumerated below. Since this is an ordinance amendment, the City Commission is also required to conduct a public hearing, and two readings of the proposed ordinance are required. In order to meet publication deadlines, the required 15 day notice of the February 15 public hearing date has already been given.

BACKGROUND:

Attorney Catherine Jacobs represents Marielle Shuster (Marielle Shuster Protection Trust) the owner the real property at 610 Lovett Avenue, SE, in this request to rezone the property at that address from R-3 Single Family to C-1 Commercial. The legal description and survey of the subject property are attached. Shuster owns and operates a beauty salon, Coiffeteria, in the building there, which is a former two-family residence. The City Commission granted a use variance in 1980 to allow the ground floor to be used for a dentist's office, and a variance in 1985 to allow the second floor to be used for an insurance office. The dentist office use ended in 1991, and the insurance office use ended in 1993. In November 1993, then-owner Mike Hoffman applied for a use variance for a beauty salon to operate on the first floor only. The salon was under different ownership at that time. The use variance was granted with seven conditions, including parking, signage, immediate termination of the second floor use variance, and a maximum of three chairs for the salon. According to the application, Shuster took over the operation of the business in 2006, at which time the previous owner had already expanded the salon services to the second floor. City records show that the real estate was deeded from Hoffman to Shuster in 2008. The salon is currently operating with six chairs.

The applicant considered the option to re-apply for the use ordinance under the changed conditions, but has opted for the rezoning application. One drawback of a use variance is that although a variance "runs with the land," any future change – for example the addition of another chair or a change in signage – would always require a new variance application. A rezoning is a more difficult process, but it broadens the owner's options considerably.

ANALYSIS:

Review of Guidelines (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. The Gaslight Village Subarea Master Plan Amendment was adopted in 2006 on the heels of the approval of the Jade Pig PUD in late 2004. It recommends that the area on the east side of 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..." The intention is that this area serve as a transitional area between Gaslight Village and the mixed-density, all-residential areas that lie to the north and west. Although there is a small number (5 or 6) of existing nonconforming multi-family properties along both sides of Lovett Avenue, that area today is mostly single-family, including several new upscale single-family residences in place of older homes. The City Commission recently denied a use variance application to build a new two family residence at 554 Lovett to replace a single family tear-down. Not all permitted commercial uses, especially high-intensity, would be compatible with the recommendations in the 2006 subarea plan, but it could also be argued that conditions have changed significantly since its adoption. While it is true that these applicants are not applying to change the current use or site plan, a future owner would be entitled to use the property in any of the ways permitted in C-1 Commercial zoning. A thorough Site Plan Review would be required for any new commercial building or change of use, and in this process, compatibility and appropriate screening could be addressed.

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.* There is nothing in the physical makeup of this site which would prevent it from being used for commercial uses, as it is now. However, the second sentence of this guideline is broader. Not all commercial uses would be suitable in this location. Commercial buildings and parking areas, even adjacent to a residential zone, often do not require the same setbacks as we do for homes. Again, however, note that a thorough site plan review would be conducted before any such proposal could be executed.

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.* This guideline also overlaps, somewhat, with the two above. The infrastructure at this location is capable of accommodating all permitted commercial uses.

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

Other Factors:

Typically, parking is always a factor. A cross easement agreement regarding parking, ingress and egress has been filed with the Kent County Register of Deeds for the mutual benefit of this property and the Hoffman Jewelry property. Such arrangements have been in place between owners of these adjoining properties since at least 1982. Article 9 of the Zoning Ordinance regulates off-street parking requirements for all types of uses. A beauty parlor or barber shop requires two spaces for each chair in the shop, so 12 spaces would be required. There are 22 spaces currently shared by the jewelry store and the salon. On the other hand, Section 5.78 exempts permitted C-1 uses on "the east side of Lovett Street" from the otherwise-applicable parking requirements. Since the salon was a recognized commercial use in that area at the time that this exemption was adopted, one could reasonably conclude that the intent of the ordinance was to include this property as part of the exempt zone.

SUMMARY OF PLANNING COMMISSION PUBLIC HEARING COMMENTS:

No public comment was offered either in person or in writing, and no objection to this request was raised by any member of the public or the Planning Commission over the course of the two Planning Commission meetings – an introductory review in November and a public hearing in January. The comment was made that most people have assumed that the property was already zoned for commercial use. Comments by the Planning Commissioners were generally positive, while acknowledging that not every potential commercial use would be appropriate at this location. Commissioners were reassured that any building plan or any change of use would require Site Plan Review and approval by both the Planning Commission and the City Commission.

AN ORDINANCE TO AMEND SECTION 5.20
OF CHAPTER 50 OF TITLE V OF THE CODE
OF THE CITY OF EAST GRAND RAPIDS

The City of East Grand Rapids ordains:

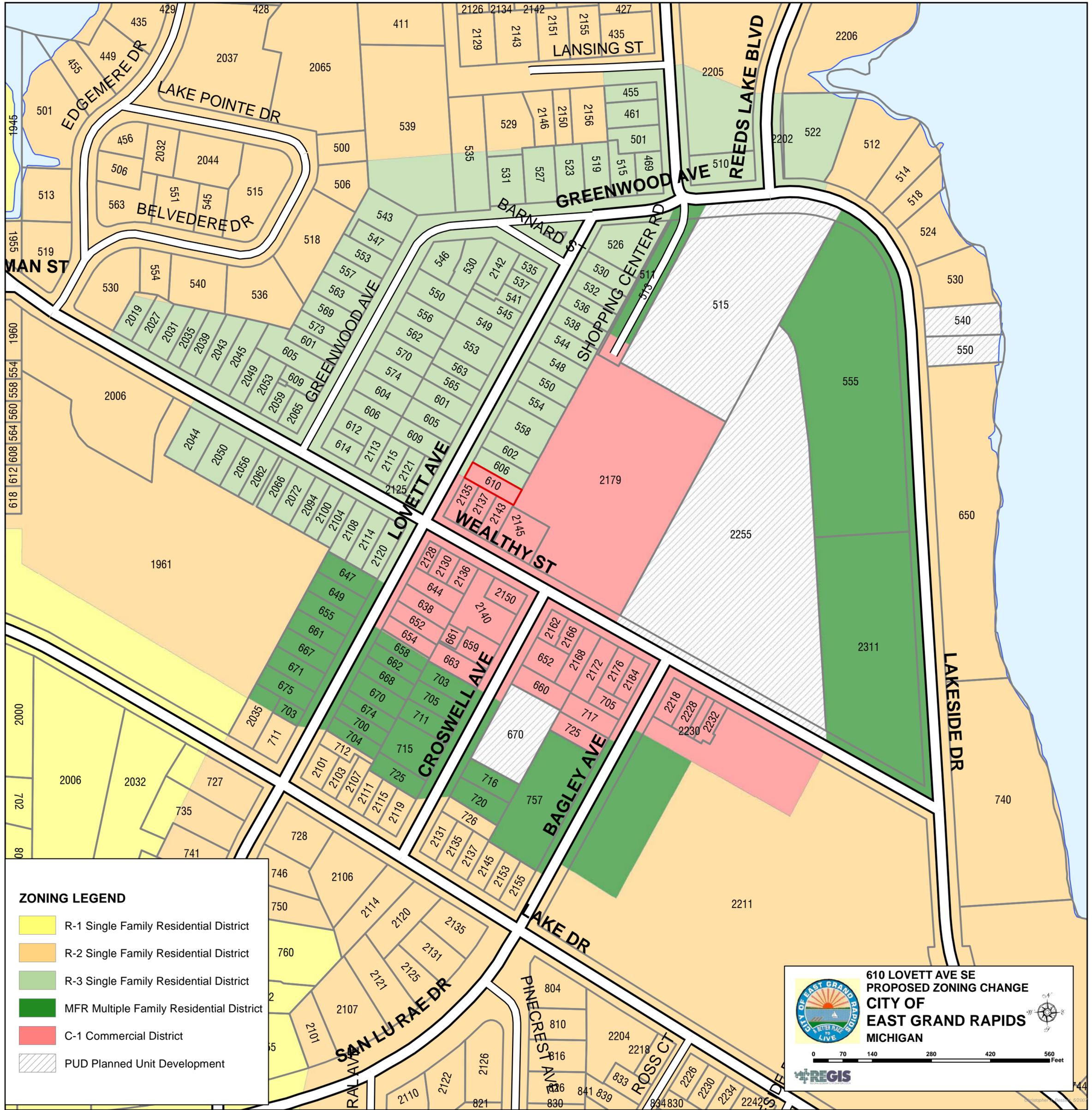
Section 1. Section 5.20 of Chapter 50 of Title V of the East Grand City Code is hereby amended by changing the City Zoning map to indicate that the following described parcel is zoned C-1 Commercial, as shown on the attached revised map:

South 41 feet of Lot 25, Judd's Subdivision, City of East Grand Rapids

Section 2. This ordinance shall be effective on February 26, 2016.

Section 3. This ordinance shall be published in full pursuant to the provisions of Chapter VII, Section 7.5 of the Charter of the City of East Grand Rapids.

10136925_1.docx



ZONING LEGEND

- R-1 Single Family Residential District
- R-2 Single Family Residential District
- R-3 Single Family Residential District
- MFR Multiple Family Residential District
- C-1 Commercial District
- PUD Planned Unit Development

**610 LOVETT AVE SE
PROPOSED ZONING CHANGE**

**CITY OF
EAST GRAND RAPIDS
MICHIGAN**

REGIS



CITY OF EAST GRAND RAPIDS
750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

Zoning Review Application

Project Name Rezoning Request from R-3 to
 Property Address 610 Lovett C-1
 Project Description _____

Type of Request (check)	Fee
<input checked="" type="checkbox"/> Site Plan Review (Administrative)	\$200
<input type="checkbox"/> Site Plan Review (Intermediate)	\$300*
<input type="checkbox"/> Site Plan Review (Complete)	\$500*
<input checked="" type="checkbox"/> Rezoning Application	\$800
<input type="checkbox"/> Special Use Permit	\$500
<input type="checkbox"/> Planned Unit Development	\$1,000*

(attach separate sheet if necessary)

*Escrow fees may also be required.

Permanent Parcel Number 41-14-33-216-013
 Zoning District R-3
 Current Property Use Hair/Beauty Salon

Contact Information (Please provide email addresses.)

	Company	Address	Contact Person	Daytime Phone
Applicant	Coiffeteria	610 Lovett	Catherine Jacobs, Atty	682-5574
Owner	Marielle Shuster	same	n/a	745-9737
Developer	n/a	n/a	n/a	n/a
Designer	n/a	n/a	n/a	n/a

See the back of this form for items that must be attached to this application at the time of submission.

Marielle Shuster
 Property Owner Signature

Catherine Jacobs
 Applicant Signature (if different)

10/26/15
 Date

10/26/2015
 Date

Attachments Required For Preliminary Review

	Site Plan Review			Rezoning Application	Special Use Permit	Planned Unit Development
	Administrative	Intermediate	Complete			
A narrative describing the overall objective of the proposed project	X	X	X	X	X	X
Site Plan Drawings showing:						
A. Name of Applicant	X	X	X	X	X	X
B. North arrow	X	X	X	X	X	X
C. Legend	X	X	X	X	X	X
D. Scale of drawing	X	X	X	X	X	X
E. A location map w/exact location of project and surrounding area	X	X	X	X	X	X
F. Location, size, appearance of any existing or proposed signs	X	X	X	X	X	X
G. Location and type of exterior lighting	X	X	X	X	X	X
H. Screening and buffering with reference to dimensions and character	X	X	X	X	X	X
I. Dimensions of setbacks, locations, heights and size of buildings and structures	X	X	X	X	X	X
J. Proposed parking areas with lines showing individual spaces – include all barrier-free parking.	X	X	X	X	X	X
K. Highlights of changes made from existing building(s), parking or site plans.	X					
L. Locations of fire hydrants, curbs, gutters, utility lines, easements.	X	X	X	X	X	X
M. Topography of site			X	X	X	X
N. Proposed grading			X	X	X	X
O. Drainage, storm and sanitary sewers			X	X	X	X
Environmental Impact			X		*	*
Fiscal Impact Analysis			X		*	*
Traffic Impact Analysis			X		*	*

* Depending on the scope of the development, these items may be required.

This list is provided as a summary of ordinance requirements, and additional information may be required in some cases. Please see the appropriate section of the City's zoning ordinance for complete details of all the above.

Application for Rezoning

Applicant: Coiffeteria Hair Salon/Marielle Shuster, Owner
Current Zoning Classification: Residential (R-3)
Request: Rezoning from R-3 to C-1 in the “Commercial Core” district

Applicable Zoning Regulations and EGR Master Plan

1. East Grand Rapids Zoning Ordinance

§5.13: Definitions M-N

Master Plan: The plan adopted by the City of East Grand Rapids in accordance with the Michigan Planning Enabling Act, Act 33 of 2008, as amended

2. §5.77 Minimum Parking Requirements

(B) C-1 District Parking Space Requirements

Use: Beauty parlor or barber shop

Required Parking Spaces: Two (2) Spaces for each beauty or barber shop chair

Currently, with the shared parking and the on street parking, there are 13 available parking spaces.

3. East Grand Rapids Zoning Ordinance

§5.108: Rezoning and Text Amendment Guidelines: the following guidelines shall be used by the Planning Commission, and may be used by the City Commission in consideration of amendments to the Zoning Ordinance:

(B) Map Amendments (Rezoning):

Below are the City’s requirements for a rezoning request. In blue, the applicant has responded to each requirement.

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

The current Master Plan for EGR includes the subject property in the “CC” commercial core map.



The Applicant's property is located in the "CC" section, just above and to the left of the letter "A" in the orange circle. The "CC" designation is Commercial Core. Uses: Retail, offices, services, restaurants. Building Height: 2 stories, 28 feet maximum.

In the *Master Plan Amendment Map 4: Gaslight Village Subarea Plan*, adopted November 6, 2006.

- 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.

The subject parking property operates in the commercial district of the Gaslight Village, sharing its parking with the businesses that front Wealthy Street. The salon has been operating for many years and there have been no negative impacts on the residential neighbors. The traffic has not been an issue for either the residential neighbors or the neighboring business owners. Coiffeteria would fall under the permitted C-1 use of "service".

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.

The operation of the salon, without incident or negative impact, demonstrates the site's capability of accommodating the use from an infrastructural impact.

4. Other factors deemed appropriate by the Planning Commission or City Commission.
4. **City of East Grand Rapids Master Plan adopted November 9, 1999
Chapter 3, as updated November 6, 2006**
Map 4: Gaslight Village Subarea Plan (the map is included in the text below)
5. **East Grand Rapids Zoning Ordinance Article 9: Off-Street Parking Requirements
§ 5.78 Modifications and Exemptions**
(A) **Exemptions.** Uses within certain locations in the Gaslight Village business district shall be exempt from parking requirements otherwise applicable, as specified in C-1 *district Parking Space Requirements* table.
 1. **Exempt Zone Defined.** For purposes of this section, the “exempt zone” shall include all properties zoned C-1 within the following described areas:
 - c. the east side of Lovett Street

The Coiffeteria Salon has been operating as a hair salon at 610 Lovett since 1993. The original owners/operators were Jon and Jennifer Clifford. The building out of which the salon operates, is zoned R-3.



A view of the front/side of the subject property from the parking lot.



Looking at the property from Lovett Street towards Reed Lake. The view shows the shared parking lot with Hoffman Jeweler's. Visible, to the right side of the photo, is the Lovett Street side of the jewelry store.

Zoning History

The property is presently zoned **R-3**. The property shares a parking lot with Hoffman Jewelers in the C-1 district.

In 1980, a variance was granted to allow a dental office to operate on the first floor of the subject property. In 1985, a variance was granted to allow an insurance agency to operate on the second floor. The dentist vacated the first floor in 1991 and the insurance office vacated the property in 1993.

In November of 1993, the East Grand Rapids City Commission approved a variance to allow the first floor of the salon to operate as a commercial use (beauty salon). The following were conditions of granting the variance:

1. Upon the approval of the variance request for the first floor, the 1985 variance grant for the second floor of the property will terminate immediately.
2. The existing wood sign located in the front yard of the parcel will be removed.
3. Future signage will be limited to one unlit sign placed on the exterior of the building, and shall be constructed so as to conform to Section 8.21 of Chapter 81 of the City Code as it relates to wall signs.
4. Changes to exterior of the building are prohibited, with the exception of the changes set forth in the initial variance application.
5. Parking requirements shall conform to the current City of East Grand Rapids parking ordinance.

6. The beauty salon shall be allowed only three chairs for business use.
7. A total of eight (8) parking spaces shall be provided for the property located at 610 Lovett SE, to be allocated as follows:
 - (a) A total of six (6) parking spaces shall be provided for beauty salon use only; and
 - (b) A total of two (2) parking spaces shall be provided for upper level property use only.

The conditions were met and the variance was granted.

Property Use History

At some time during the Clifford's ownership of the salon, they operated the salon using the three chairs on the first floor and also utilizing the second floor in different salon capacities. At the time of the sale from the Clifford's to the Applicant, the salon was using both floors for salon services.

Applicant began operating the salon in 2006. Since the time of Applicant's ownership, the salon has offered various salon services on both floors, in continuation of the operation of the previous owner.

Applicant Request

The Applicant is respectfully requesting a change in zoning from **R-3 to C-1** so that its zoning is not only compatible with the property's long-standing operating history, but more importantly to be compatible with the adjacent properties in the C-1 district.

While the subject property is zoned R-3, it actually lies within the C-1 commercial core "CC" district. This can be seen in Map 4 (included above) of the Amendments to the Master Plan which was adopted November 6, 2006.

When the Master Plan was amended in November of 2006, the Commercial Core district lines were drawn to include the subject property in the CC district which is all part of the C-1 district. In the City's wisdom, it recognized that the subject property should be included and a part of the C-1 district.

The salon shares its parking lot with Hoffman Jewelers. The parties have a parking agreement that runs with the land. The C-1 parking required for a beauty parlor or barber shop is two spaces for each beauty or barbershop chair. There are 22 available spaces between in the shared space with Hoffman Jewelers. There are two additional on-street parking spaces available on Lovett. The available parking is more than adequate for the salon purposes. The salon operates with 6 chairs, requiring 12 spaces. It should be noted that parking availability has not been an issue for the patrons of the salon or the jeweler. See the parking space drawing as attachment 2.

If the City grants the rezoning from R-3 to C-1, there must be a consideration of other potential future uses and the parking issues. The subject property is approximately 1,400 of usable square feet, which will control other possible future C-1 uses.

If, for example, the subject property were to become a restaurant, the parking requirement would be 1 parking space for every 100 feet of usable floor area. This may translate into the need for approximately 14 spaces for a restaurant use. Note that this calculation does not take into consideration any space that would be needed for commercial refrigeration or a commercial kitchen and that would ultimately reduce the “usable space” for parking calculations.

If the space were to become a health club or dance studio, there would be a need for 1 space for every 200 square feet of usable floor area, plus 1 space per employee. This may translate into the need for approximately 7 spaces plus the number of spaces needed for the number of employees.

If the space were to become a business office or professional service space, the requirements are 1 space for every 330 square feet of usable space. This may translate into the need for approximately 4 spaces for a professional office.

A dentist or medical office requires 1 space for each 200 square feet of usable floor area. This may translate into the need for approximately 7 spaces for a dentist or medical office space.

The above scenarios are merely illustrative to show the parking requirements for different uses in the C-1 district. None of the uses would require more parking than currently exists.

It should be noted that pursuant to Article 9 of the EGR Zoning Ordinance, § 5.78(A)(1)(c), which is spelled out above, the location of the subject property is exempted from the off street parking requirements.

Based upon the City’s requirements for rezoning, which have all been met, and the City’s inclusion of the subject property in the CC district in its Master Plan, the applicant requests the City rezone the property from R-3 to C-1.

Attachment 1
Zoning Variance Request Documents
10 Pages



September 22, 1993

To: East Grand Rapids City Commissioners

I am requesting a variance to use the main floor of 610 Lovett as a beauty salon (a variance has been granted for a dentist office at this same address in the past). A variance is necessary because the property is zoned residential.

Attached is a floor plan of the beauty salon and the proposed parking plan. The parking plan has 25 parking spaces (including one limited access for apartment use). All spaces are 9' by 20'. To achieve this, three things must be done.

1. Angle fire escape on the rear of 610 Lovett in a different direction.
2. Remove part of the iron fence next to 610 Lovett to make access to the existing driveway.
3. Repaint parking lot.

All of these things are minor changes and will be done if the variance is passed.

Thank you,

A handwritten signature in cursive script, appearing to read "Michael Hoffman".

Michael Hoffman



CITY OF
EAST GRAND RAPIDS, MICHIGAN

November 17, 1993

WILLIAM BARAGAR
DIRECTOR
CITY SERVICES

Mr. Michael Hoffman
610 Lovett, S.E.
E. Grand Rapids, MI 49506

Dear Mr. Hoffman:

The City Commission, at its regular meeting held on November 15, 1993, approved your application for a variance to allow the first floor of the building for commercial use (beauty salon).

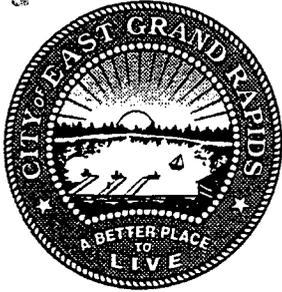
Please be advised that this variance must conform with the conditions as specified in Section 5.171-2 (enclosed) of the City Code.

Sincerely,

William Baragar
Director City Services

WB:seb:1249

Enclosure



CITY OF
EAST GRAND RAPIDS, MICHIGAN

WILLIAM BARAGAR
DIRECTOR
CITY SERVICES

NOTICE

A zoning variance hearing will be held upon the request of Michael Hoffman, 2946 Pioneer Club Rd., to allow the first floor of the building, located at 610 Lovett, to be used as a Beauty Salon. Plans are on file in the City Services Department for review.

DATE: November 15, 1993
TIME: 7:30 PM
PLACE: East Grand Rapids Municipal Offices
750 Lakeside Drive, SE

William Baragar
Director of City Services

WB:seb:1230



CITY OF
EAST GRAND RAPIDS, MICHIGAN

WILLIAM BARAGAR
DIRECTOR
CITY SERVICES

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Wm. Baragar, City Services Director
DATE: October 6, 1993

RE: Variance Request for 610 Lovett SE

Action Requested: It is requested that a zoning variance be granted, at the request of Mr. Michael Hoffman, to allow the operation of a beauty salon on the first floor of the property located at 610 Lovett SE.

Background: At its October 18, 1993 meeting, the City Commission tabled this matter and directed City staff to propose conditions to be considered by the City Commission for the granting of this variance. The conditions and Mr. Hoffman's response to those conditions are attached hereto. Also, the applicant has modified his original application to reflect three work stations in the beauty salon, instead of four. The amended application documents are attached for your consideration.

This property was granted two variances in the past. The first variance, granted in 1980, was to allow the operation of a dental office on the first floor. The second variance, granted in 1985, was to allow the operation of an insurance agency on the second floor. Prior to these variances, the property was a multi-family residence. The dental office vacated the property in 1991. Sections 5.171-2(A) and (B) provide for the termination of this first floor variance (see attached). The insurance agency vacated the second floor of the property in 1993. As the use of this floor has not been discontinued for a period of one year or more (see Section 5.171-2(A)), this variance is still in effect.

Conclusion: A beauty parlor is an allowed use within the business district. To my knowledge, this application meets all other requirements of the zoning ordinance.

WB:jfk/2515
Attachments

Brian Donovan, City Manager
750 Lakeside Drive S.E. • East Grand Rapids, Michigan 49506

Telephone 616-940-4817

CONDITIONS OF VARIANCE
REQUESTED FOR THE PROPERTY LOCATED AT
610 LOVETT SE

1. Upon approval of the variance request for the first floor, the 1985 variance granted for the second floor of the property will terminate immediately.
2. The existing wood sign located in the front yard of the parcel will be removed.
3. Future signage will be limited to one unlit sign placed on the exterior of the building, and shall be constructed so as to conform to Section 8.21 of Chapter 81 of the City Code as it relates to wall signs.
4. Changes to the exterior of the building is prohibited, with the exception of the changes set forth in the initial variance application.
5. Parking requirements shall conform to the current City of East Grand Rapids parking ordinance.
6. The beauty salon shall be allowed only three chairs for business use.
7. A total of eight (8) parking spaces shall be provided for the property located at 610 Lovett SE, to be allocated as follows:
 - (a) A total of six (6) parking spaces shall be provided for beauty salon use only; and
 - (b) A total of two (2) parking spaces shall be provided for upper level property use only.

RESPONSE TO CONDITIONS OF VARIANCE FOR 610 LOVETT SE

1. The current lease on the second floor is binding until 9-30-94.
After September 1994 I suggest limiting the use to anything requiring 2 or less parking spaces. For example, a business office requiring only one space.
2. Sign was removed on October 20, 1993.
3. Agreed
4. Agreed.
5. Agreed.
6. Agreed.
7. Agreed.



CITY OF
EAST GRAND RAPIDS, MICHIGAN

WILLIAM BARAGAR
DIRECTOR
CITY SERVICES

NOTICE

A zoning variance hearing will be held upon the request of Michael Hoffman, 2946 Pioneer Club Rd., to allow the first floor of the building, located at 610 Lovett, to be used as a Beauty Salon. Plans are on file in the City Services Department for review.

DATE: October 18, 1993
TIME: 7:30 PM
PLACE: East Grand Rapids Municipal Offices
750 Lakeside Drive, SE

William Baragar
Director of City Services

WB:seb:1183

CITY OF EAST GRAND RAPIDS, MICHIGAN
REQUEST FOR ZONING ORDINANCE VARIANCE

DATE: 7.22.93

NOTE TO APPLICANT: You should pay careful attention to answering the questions in this application as accurately and completely as you possibly can. This will give you the best possibility of your application appearing on an early agenda for action and for approval by the Board of Zoning Appeals. Upon receipt of your application, the Engineering Services Office will mail no less than ten (10) days advance notice of hearing to all property owners within a 300 foot radius of the property involved in the variance request. You should arrange to be present at the hearing. A filing fee of seventy-five (\$75.00) dollars must accompany your application (a check or money order is preferable).

1. Name of Applicant: MICHAEL HOFFMAN
2. Address of Applicant: 2946 PIONEER CLUB
3. Address of property involved, if different from above:
GIO LOVETT
4. Permanent Parcel number of property on which variance is requested:
41-14-33-276-013
5. Cite the specific section(s) of the Zoning Ordinance from which you are asking a variance: 5.81, 5.111
6. 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.
 - 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.

In the space provided below you must provide a narrative statement setting forth: (1) what you wish to do with the property; (2) why you need the variance; (3) the specific decision you seek; and (4) the reason your project cannot be accomplished within the requirements of the Zoning Ordinance. Please feel free to use an additional sheet, if necessary.

see attached letter

You must also provide a legible sketch of your proposed project and such other information as may be required by the Engineering Services Director. (Conditions may be attached to the granting of the variance by the Board of Zoning Appeals.)

Date of Hearing (office use only)

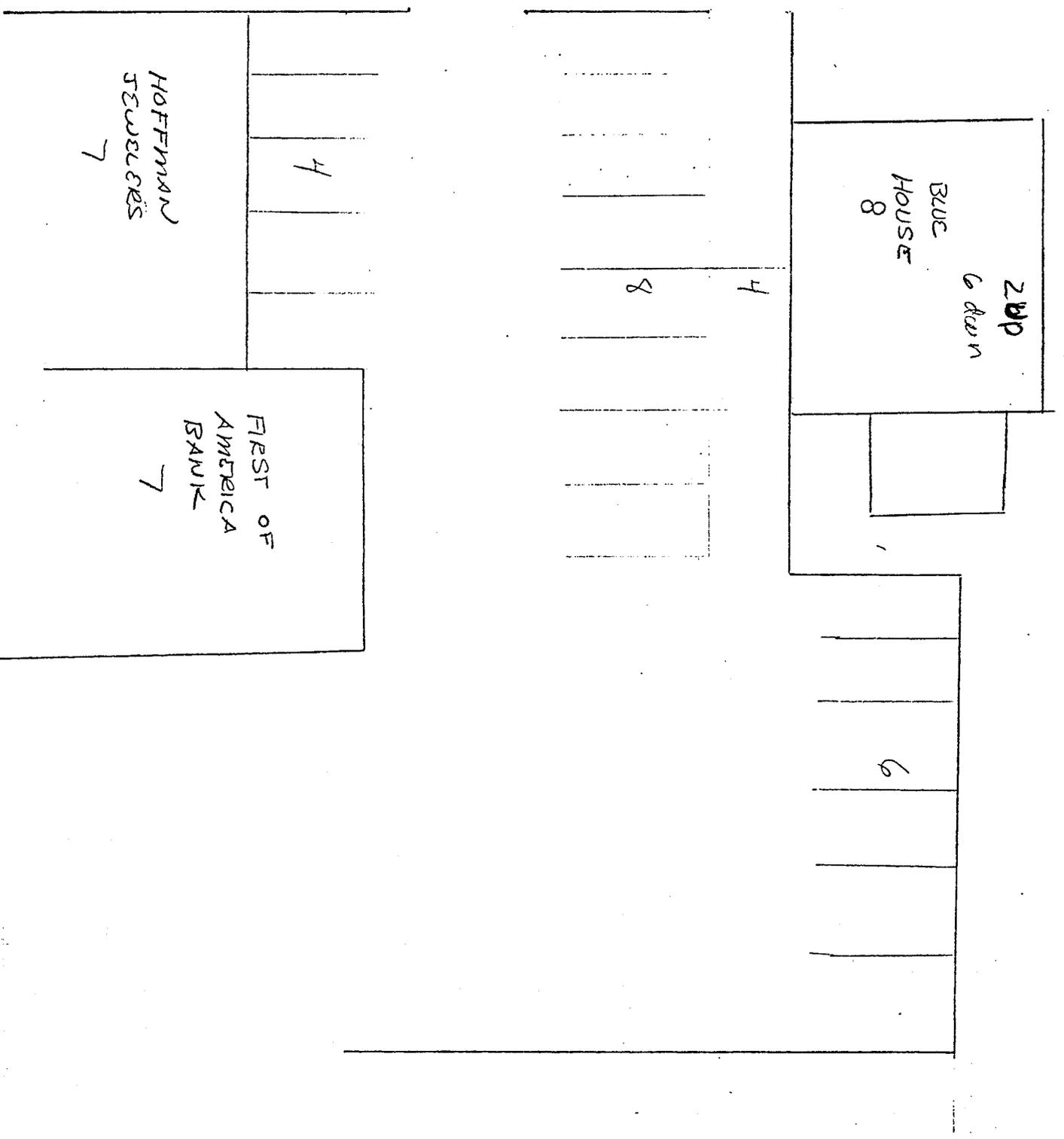
Michael R. Hoffman
Applicant Signature

c:600

Attachment 2
Parking Map

ALL SPACES ARE 9x20

22 TOTAL



RECIPROCAL EASEMENT AGREEMENT

THIS RECIPROCAL EASEMENT AGREEMENT is made as of the 4TH day of April, 2008, between MICHAEL S. HOFFMAN, TRUSTEE OF THE MICHAEL S. HOFFMAN TRUST UNDER TRUST AGREEMENT DATED APRIL 10, 1991, AS AMENDED AND RESTATED IN ITS ENTIRETY BY RESTATED TRUST AGREEMENT DATED SEPTEMBER 16, 1992, AS AMENDED APRIL 25, 1994 AND DECEMBER 30, 1997, AS AMENDED AND RESTATED IN ITS ENTIRETY BY RESTATED TRUST AGREEMENT DATED JUNE 14, 1999 ("Hoffman") and MARIELLE RIDAY SHUSTER, a married woman, whose address is 1122 Spice Bush Drive, S.E., Ada, MI 49301 ("Shuster"), with reference to the following facts:

RECITALS

A. Hoffman is the owner of real property located at 2135 Wealthy Street, S.E., Grand Rapids, Michigan 49506, and legally described as:

The West 40.7 Feet of Lots 17 and 24 of Judd's Subdivision of Boynton and Judd's Lake Addition to the City of Grand Rapids (now East Grand Rapids), according to the recorded plat thereof. (The "Hoffman Property").

B. Shuster is the owner of real property located at 610 Lovett Avenue, S.E., Grand Rapids, Michigan 49506, and legally described as:

The Southerly 41 feet of Lot 25, of Judd's Subdivision of Boynton and Judd's Lake Addition, City of East Grand Rapids, Kent County Michigan, except a right of way forever over the Northerly 4 feet of said premises for a driveway and granting a right of way forever over a strip of land 4 feet wide along the North side of said premises. The 8 feet of land above referred to, to be used as a driveway for the joint use of said premises and the premises lying directly north of said premises. (The "Shuster Property")

C. Prior to signing this Agreement, Hoffman conveyed by deed to Shuster the Shuster Property.

D. Shuster's agreement to purchase the Shuster Property from Hoffman was conditioned upon Shuster and Hoffman's mutual agreement that a reciprocal easement be

created over the existing driveway and parking areas located on the Hoffman and Shuster properties.

E. As referenced above, the existing driveway presently provides ingress and egress from Wealthy Street and Lovett Avenue to the parking areas located on the Hoffman Property and the Shuster Property. Such ingress and egress and parking areas are also the subject of an Easement Agreement dated November 5, 1998, recorded at Liber 4580, Page 1079, Kent County records.

F. Pursuant to the conditions of the sale of the Shuster Property to Shuster, Hoffman and Shuster desire to grant and receive a non-exclusive ingress and egress easement over the existing parking lot and driveway areas of their respective properties (the "Easement Property") for the mutual benefit of both parties, the purpose of which is to continue the present and future commercial uses of the Hoffman or the Shuster properties.

G. This Agreement has been entered into to set forth the parties' respective understandings, rights, and obligations concerning the easement.

NOW, THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, the following grants, agreements, covenants, and restrictions are made:

1. Creation of Reciprocal Easement. The parties do hereby establish and create for the mutual benefit of each other, and their respective heirs, representatives, successors, grantees, assigns, employees, tenants, invitees, guests, and customers, a reciprocal, nonexclusive, appurtenant, and perpetual easement over their respective properties for the following purpose:

- a. Pedestrian and vehicular ingress and egress from Lovett Avenue and Wealthy Street to the Shuster Property and Hoffman Property, as well as for parking vehicles in the parking areas located on the Shuster Property and the Hoffman Property.

The owners, owner representatives, employees, tenants, invitees, agents, licensees, clients, and customers of the Shuster Property and Hoffman Property shall have equal rights to use the other party's property solely for pedestrian and vehicular ingress and egress and parking purposes described herein.

2. Dominant Estate. The Hoffman Property shall be the dominant estate for use of the ingress and egress and parking in the parking areas located on the Shuster Property and the Shuster Property shall be the dominant estate for use of the ingress and egress and parking in the parking areas located on the Hoffman Property.

3. Damage to Property and Indemnity. Each party to this Agreement shall repair any damage to any real property of the other party caused by or in connection with the easement rights granted in this document, and shall indemnify and hold harmless the other party from all claims or liability arising from the acts or omissions of the indemnitor and its employees, tenants, invitees, agents, licensees, clients, or customers in connection with the exercise of any easement rights described herein, unless caused by or occasioned wholly or in material part by any act or omission of the other party, or its employees, tenants, invitees, agents, licensees, clients, or customers .

4. Maintenance, Repair, and Improvement Each party shall be solely responsible for all costs of maintenance, repair, and replacement of any portion of the Easement Property that is located on their respective property, so as to keep the Easement Property in a good state of repair and free of snow, ice, and debris.

5. Default. If any party defaults in the full, faithful, and punctual performance of any obligation hereunder to be performed by such party, then the party or parties to be benefitted by the performance of the obligations, will, in addition to all other remedies they may have at law or in equity, have the right if such alleged default is not cured within 30 days of service of written notice (or immediately, if an emergency), to perform such obligation on behalf of such defaulting party and be reimbursed by such defaulting party for the cost thereof.

6. Dispute Resolution.

6.1 Any controversy or claim between the parties arising out of or related to this Agreement, or the breach thereof (other than the failure to pay for an approved cost or expense) may, at the option of any party, be settled by arbitration which shall be conducted by either the Better Business Bureau of Western Michigan or the American Arbitration Association, under their respective rules which are then in effect. Arbitration of any claim or controversy arising out of or relating to this Agreement or the breach thereof must be filed within such time as would be permitted by law for the filing of a suit on such claim in any Court, and, any arbitration which is filed late shall be dismissed and, if not dismissed, the late filing may be presented as a defense in any suit to enforce the arbitration award.

6.2 Each party to this Agreement specifically agrees, by signing this Agreement, or by otherwise becoming subject to it, that it is giving up any right to file suit and have a trial by a judge or a jury of any claim or controversy arising out or relating to this Agreement or the breach thereof (other than the failure to pay for an approved cost or expense and except for any suit to enforce an arbitration award) and that said parties are agreeing to provisions of this Agreement freely and voluntarily. The award rendered by the arbitrator or arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

7. Binding Effect. The parties declare that this Agreement will be binding upon the parties, their members, grantees, successors, and assigns, and that the easements, rights, powers and obligations created herein will run with the land. Each owner of any portion of, or interest in the Hoffman Property or the Shuster Property, by acceptance of a deed, land contract, or other conveyance to any part of the property benefitted or burdened by this Agreement does thereby agree to all terms, provisions, obligations, and conditions of this Agreement.

8. Amendment and Termination. This Agreement may be amended, altered, modified or terminated by, and only by, the mutual written agreement of all persons then owning or having an interest of record in the properties affected by the amendment or by all parties owning or having an interest of record in the easement right or power that is to be terminated.

9. Miscellaneous.

9.1 No Gift or Dedication. Nothing herein contained will be deemed to be a gift or dedication of any portion of the Hoffman Property or the Shuster Property to the general public or for any public purposes whatsoever.

9.2 No Third Party Beneficiaries. No third party, except grantees, or heirs, representatives, successors and assigns of the parties will be a beneficiary of any provision of this Agreement.

9.3 Notices. Every notice, demand, request, or other communication which is required or which any party desires to give or make or communicate upon or to any other party, will be in writing and will be given or made or communicated or by mailing the same by postage prepaid registered or certified mail, return receipt requested, to the party at that party's last known address. Every notice, demand, request, or other communication sent will be deemed to have been given, made or communicated, on the third business day after the same will have been deposited, registered or certified, properly addressed as aforesaid, postage prepaid, in the United States mail.

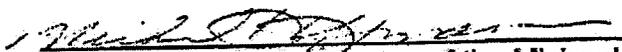
9.4 No Waiver. No waiver of any default by any party will be implied from any omission by the other party hereto to take any action in respect to such default if such default continues or is repeated. One or more waivers of any default in the performance of any term, provisions, or covenant of this document will not be deemed to be a waiver of any subsequent default in the performance of the same term, provision, or covenant, or any other term, provision or covenant of this document.

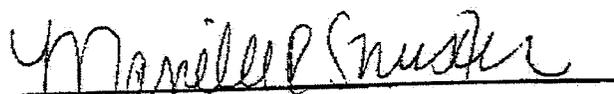
9.5 Construction. This Agreement shall be governed by the laws of the State of Michigan. The headings contained herein are for convenience only and shall not

be used to define, explain, modify, or aid in the interpretation or construction of the contents of this Agreement.

9.6 No Transfer Tax. This instrument is exempt from the county real estate transfer tax pursuant to the provisions of MCLA 207.505(a), MSA 7.456(5)(a), and from the state real estate transfer tax pursuant to the provisions of MCLA 207.526(a), MSA 7.456(26)(a), since the value of the consideration given is less than \$100.00.

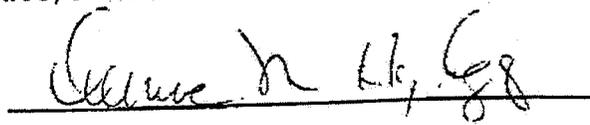
IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.


Michael S. Hoffman, Trustee of the Michael S. Hoffman Trust, u/a/d 4/10/91, as amended and restated in its entirety by Restated Trust Agreement dated 9/16/92, as amended 4/25/94 and 12/30/97, as amended and restated in its entirety by Restated Trust Agreement dated 6/14/99


Marielle Riday Shuster

STATE OF MICHIGAN)
)ss
COUNTY OF)

The foregoing instrument was acknowledged before me this 4th day of April, 2008, by Michael S. Hoffman, Trustee of the Michael S. Hoffman Trust u/a/d 4/10/91, as amended and restated in its entirety by Restated Trust Agreement dated 9/16/92, as amended 4/25/94 and 12/30/97, as amended and restated in its entirety by Restated Trust Agreement dated 6/14/99, on behalf of the Trust.


Notary Public, _____ County, MI
Acting in and for _____ County, MI
My Commission Expires: _____

STATE OF MICHIGAN)
) ss
COUNTY OF)

The foregoing instrument was acknowledged before me this 4th day of April, 2008, by Marielle Shuster

Stacey A. George

Notary Public, _____ County, MI
Acting in and for _____ County, MI
My Commission Expires: _____

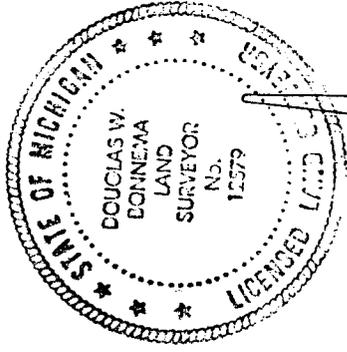
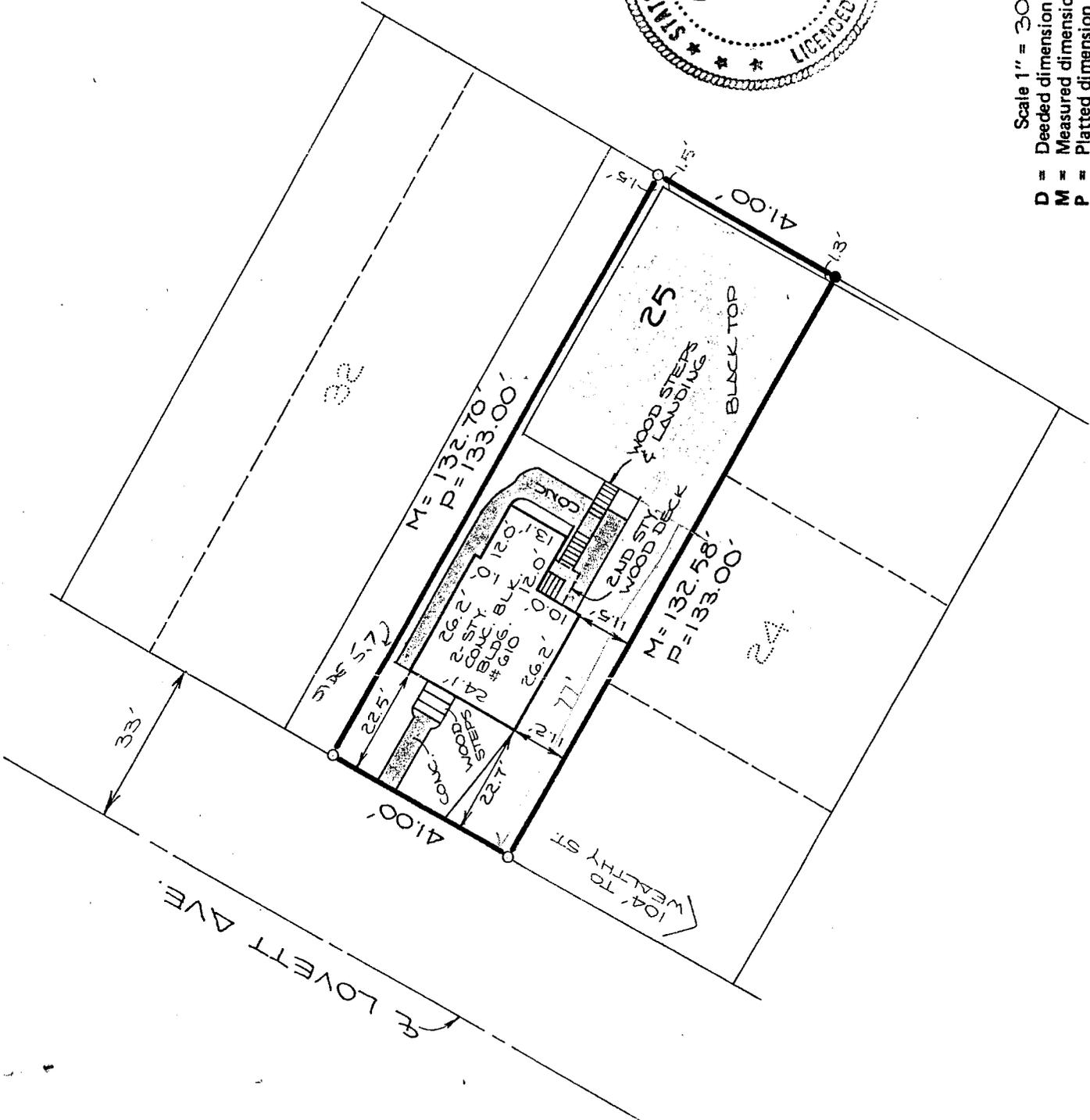
THIS INSTRUMENT PREPARED BY
AND AFTER RECORDING RETURN TO:
Stacey A. George
Charron & Hanisch, PLC
4949 Plainfield Avenue
Grand Rapids, MI 49525
(616) 363-0300

Attachment 4
Survey of Subject Property

Mortgage survey for: Mrs. En
9081 Gr
Comstock

Description:

The Southerly 41 feet of Lot
33, T7N, R11W, City of East Gr



- Scale 1" = 30'
- D = Deeded dimension
 - M = Measured dimension
 - P = Platted dimension
 - = Set iron stake
 - = Found iron stake
 - ⊗ = Concrete monument
 - X- = Fence Line

EX 395 PHO
File No.: 90191



CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

BRIAN DONOVAN
CITY MANAGER

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Brian Donovan, City Manager
DATE: January 26, 2016

RE: Rescheduling Spring Break Meeting

Action Requested: That the City Commission discuss moving the regularly scheduled City Commission meeting of April 4, 2016 to Monday, March 28, 2015 at 6:00 pm.

Background: The regularly scheduled City Commission meeting of April 4, 2016 falls during spring break. It is the tradition of the City Commission to reschedule the meeting in order for a quorum of City Commissioners to pay bills and address other issues.

The Finance Committee meeting would be held on Thursday, March 24th at 7:30 am (offices are closed on Friday, March 25 for Good Friday).

BD/kb/9107

PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Regular Meeting Held January 18, 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 and Mayor Seibold

Absent: Commissioner Zagal

Also Present: City Attorney Huff; City Manager Donovan; Finance Director Mushong; Public Safety Director Herald; Zoning Administrator Faasse; City Clerk Brower

2016-04. Elizabeth Welch, EGR School Board, was present to express concern about the new state law that prohibits local bodies from communicating with their constituents in the 60-day period prior to an election. She encouraged the City Commission to communicate with legislators about removing these restrictions to allow non-biased information to be provided to residents. Mayor Seibold agreed the city shared these concerns and would be drafting a letter.

2016-05. Commissioners Dills, Hamrick and Duncan thanked the Public Works Department crew members for all their work during the recent snow events and the water leaks.

Commissioner Miller thanked the schools for holding the Martin Luther King day march earlier today despite the cold weather.

Commissioner Skaggs thanked the members of the school board for coming to the meeting. He stated he supported the efforts to repeal the 60-day prohibition to allow voters to make informed decisions and to keep governments accountable to their residents.

2016-06. A zoning variance hearing was held regarding the request of Brian & Amy Steketee of 551 Belvedere to allow the construction of an addition to 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.'

Zoning Administrator Faasse explained the proposal to connect the existing home and garage, creating side and rear setbacks less than required by ordinance. He suggested the commission consider conditioning any variance to restrict any upward expansion of the garage to keep the mass of the building away from neighboring properties. He explained the zoning code has different setbacks for attached garages and detached garages. Detached garages can be placed closer to the lot lines because they are limited in size and are generally smaller structures with less impact on neighbors.

Ryan LaHaie of 42° North Architects was present to explain that the homeowners wished to be able to carry groceries and other items from the garage to the home without going outside.

Mayor Seibold opened a public hearing. The following people were present to express their opinions:

- John Green, 563 Belvedere Supported the variance request.
- Jim Trout, 509 Edgemere Supported the project as it will be keeping with the character of the home.

The following communications were received at City Hall concerning this variance request:

- Sean Welsh, 515 Belvedere In Favor.

No other public comment was received. Mayor Seibold closed the public hearing.

2016-06-A. Miller-Dills. That the request of Brian & Amy Steketee of 551 Belvedere to allow the construction of an addition to 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' be approved with the condition that there be no upward expansion of the garage or new addition within 25' of the rear lot line.

Commissioner Miller felt this project would not impact neighbors because the two structures already exist.

Commissioner Duncan supported the variance and the condition.

Commissioner Skaggs stated the project would be hidden from most neighbors and supported granting the variance.

Yeas: Dills, Duncan, Hamrick, Miller, Skaggs and Seibold – 6

Nays: -0-

2016-07. Skaggs-Miller. To approve the consent agenda as follows:

2016-07-A. To approve the minutes of the regular meeting held January 4, 2016.

2016-07-B. 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.

2016-07-C. The purchase of five sets of turn-out gear from Apollo Fire Equipment of Romeo, Michigan in the amount of \$9,230.00.

2016-07-D. The purchase of LED retrofitting materials for city streetlights from Graybar of Belleville, Michigan in the amount of \$23,548.70 plus shipping, and a contract with Ada Electric of Grand Rapids for installation of the streetlights.

2016-07-E. The preliminary minutes of the Library Commission meeting held September 28, 2015.

2016-07-F. The preliminary minutes of the Planning Commission meeting held November 10, 2015.

2016-07-G. The preliminary minutes of the Parks & Recreation Commission meeting held November 10, 2015.

Yeas: Dills, Duncan, Hamrick, Miller, Skaggs and Seibold – 6

Nays: -0-

The meeting adjourned at 6:25 p.m., subject to the call of the Mayor until February 1, 2016.

Karen K. Brower, City Clerk



CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

KAREN MUSHONG
FINANCE DIRECTOR

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Karen Mushong, Finance Director
DATE: November 17, 2015

RE: Actuarial Valuation for City's Retiree Healthcare Plan

Action Requested: That the City Commission approve the attached proposal from Watkins Ross for \$4,200 for providing an actuarial valuation for the City's retiree healthcare plan.

Background: The City administers a single-employer defined benefit healthcare plan (the Plan). The Plan provides 100% of health insurance benefits to eligible retirees and their spouses until age 65. Dependents are covered until age 26. Eligibility is determined based on position and classification and is maintained until the employee/spouse is eligible for federal Medicare coverage at age 65. The City established a retirement health savings trust fund effective June 13, 2008 and currently has set aside approximately 1.2 million dollars in this account.

The Governmental Accounting Standards Board (GASB) finalized accounting standards 74 and 75 which will require that the net liability for publicly sponsored retiree healthcare plans (and other postemployment benefits) be stated on balance sheets. The new accounting treatments will mirror those of GASB 67/68, which required public sector pensions to record net pension liabilities on financial balance sheets.

Due to these new standards, there are changes to the actuarial calculations to be made by the adoption date of June 30, 2018. Currently I prepare the annual actuarial valuation for the City's retiree healthcare plan; however, I do not have the tools available to make these new calculations.

While there's still sufficient lead time, the City is viewing this as an opportunity to proactively address an employee benefit which is currently underfunded. In anticipation of these new standards and in order to revise a funding policy related the City's OPEB plan, attached is a quote for completing a GASB 74/75 actuarial report for the City's retiree healthcare plan for the fiscal year ending June 30, 2016.

Watkins Ross is a local organization specializing in retirement plan consultants, actuaries and administrators. The City has been working with Watkins Ross in relation to the City's pension plan and based on the great experience we have had with their insightfulness, we would like to continue working with them on the City's retiree healthcare plan.

This expenditure was unbudgeted; however, it will be covered in the separate OPEB fund. The Finance Committee has reviewed this proposal and has found this memo to be in order.

Brian Donovan, City Manager



WATKINS ROSS

Retirement Plan Consultants, Actuaries and Administrators

December 10, 2015

Ms. Karen Mushong
City of East Grand Rapids
750 Lakeside Drive SE
East Grand Rapids, MI 49506

Re: Actuarial Valuation of City of East Grand Rapids' Benefits Other Than Pensions (GASB Statement Nos. 74 and 75)

Dear Karen:

Thank you for asking Watkins, Ross & Co. to submit a bid for actuarial services for the plan named above. We would be pleased to provide these services for you.

This letter outlines the scope of our services and the process used to complete our report. If there is any other information you need, please let us know.

Scope of Services

If we were selected to provide valuation services for your plans, our process would proceed as outlined below:

A. Initial Plan Review and Data Collection

1. Review current plan documents, plan summaries, employee handbooks, insurance contracts, or any written material outlining the nature of benefits provided
2. Review prior year's actuarial valuation report, if any
3. Request census data for all current and former employees who are or may become eligible for benefits from the plan
4. Request claims data and/or premiums paid for benefits under the plan

B. Prepare Actuarial Valuation Report

1. Create plan data files
2. Select appropriate actuarial assumptions
3. Compute plan liabilities
4. Prepare actuarial valuation report that contains:

- i. Information required for financial reporting purposes under GASB Statement Nos. 74 & 75, such as net OPEB liability, sources of change in net OPEB liability, current year expense, deferred outflows and inflows of resources, etc.
- ii. Supporting information regarding employee population statistics, actuarial assumptions, summary of benefits
- iii. Projected future benefit payments
- iv. Sensitivity analysis to demonstrate impact of change in assumptions

C. General Consulting Regarding Valuation Results and Implications

Our valuation report is comprehensive, and it includes all of the information required by the accounting statements, as well as additional information useful for those responsible for administering the plan.

Data Requirements

If Watkins, Ross & Co. is retained to provide actuarial services for your plan, we will need the information outlined below:

A. For all active employees who may qualify for benefits

1. Name
2. SSN or other unique identifier
3. Sex
4. Date of birth
5. Date of hire
6. Covered pay – to report costs as a percentage of covered payroll and for level percent of pay accounting
7. Marital status
8. Spouse's date of birth
9. Group and/or plan identifier
10. Type of coverage (single, double, family)

B. For all retirees currently receiving benefits or terminated employees eligible for future benefits

1. Name
2. SSN or other unique identifier
3. Sex
4. Date of birth
5. Status (retired receiving benefits, or terminated eligible for future benefits)
6. Date of retirement or termination
7. Marital status
8. Spouse's date of birth, if applicable
9. Group and/or plan identifier
10. Type of coverage (single, double, family)
11. Retiree cost sharing amount (percent of premium or fixed dollar amount)

- C. **Historical claims data (self-insured plans), or current premiums (insured plans)**
 - 1. Claims by type of benefit (medical, Rx, dental, vision) by retiree, spouse, and other beneficiaries, or
 - 2. Premiums by type of coverage (single, double, family)
 - a. Pre-65 premiums by type of coverage
 - b. Post-65 premiums by type of coverage
- D. **Statement of Plan Assets (funded plans only)**
- E. **Summary of Plan (conditions for eligibility and description of benefits provided).**

Deliverables

Each valuation year Watkins, Ross & Co. would request the data outlined above, and upon receipt, would process it and prepare the final actuarial valuation report. It is anticipated that the report would be completed within four to six weeks of data receipt. The final report would be mailed to you and we would either meet with you to review it, or respond to questions by telephone, at your election.

Fees

Our estimated fee to prepare an annual actuarial valuation report as described above is \$4,200 – this price includes \$3,900 valuation fees plus an additional \$300 reporting cost by group/unit. In addition, to provide

Additional services provided at the request of the client, or outside of the scope of services described above, will be billed at the following hourly rates:

- | | | |
|----|-------------------|-------------|
| 1. | Actuarial analyst | \$110-\$130 |
| 2. | Enrolled actuary | \$150 |
| 3. | Senior consultant | \$195 |

If you have any questions about this material, or you need additional information, please call me at (616) 742-9244.

Sincerely,



Christian R. Veenstra, M.A.A.A.
Enrolled Actuary



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: 12/22/2015

RE: Department of Public Works Complex and Lift Station Generator

Action Requested: That the City Commission award the replacement and installation of a new generator at the DPW Complex and lift station from Kent Equipment, Inc. of Sparta, MI and installation by Windemuller Electric of Wayland, MI for a combined total cost of \$38,170.

Background: The City has planned and budgeted in the current fiscal year for the replacement of the existing 20kW generator and installation of a new 100kW generator for the DPW Complex and lift station in the amount of \$41,200. The existing generator does not have the capacity to run all of the essential operations at public works. Operations impacted are the mechanic repair shop, fuel station and sewer lift station. In order to make sure that equipment can be ready to provide service to the community it is important that they can be repaired and fueled. It will also be an operational enhancement and an increase reliability connecting the generator to the sewer lift station located at public works to eliminate manually placing and operating a portable generator to make sure that sewage from the north side of the City is pumped through the rest of the collection system. The existing generator can be repurposed and relocated to power the City water tower.

The City received proposals from the following vendors:

100kW Generator:

- Kent Companies, Inc. \$25,900
- Cummins Bridgeway, LLC \$26,300
- Wolverine Power Systems \$27,310

Electrical Removal/Installation:

- Windemuller Electric \$12,270
- Buist Electric \$15,665
- Ada Electric \$17,550

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

Brian Donovan, City Manager



CITY OF EAST GRAND RAPIDS

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KAREN MUSHONG
FINANCE DIRECTOR

MEMORANDUM

TO: Mayor and City Commissioners
 FROM: Karen Mushong, Finance Director
 DATE: October 19, 2015
 RE: FY 2015-16 Budget Amendments

Action Requested: That the City Commission approve the resolution amending the FY 2015-16 budget amendment for the quarter ending December 31, 2015.

Background: Uniform Budgeting and Accounting Act of 1968 stipulates local units of government shall not incur expenditures in excess of the amount appropriated by the governing body. It also states a review should be performed on budgeted versus actual expenditures, and if necessary, budget amendments are to be prepared to cover any deficiencies.

The following is an explanation of the major amendments.

General Fund – In the General Fund, there are many smaller adjustments throughout the budget, which are shown by department on the attached summaries. Some of the notable adjustments include the following:

- Reimbursement from State for personal property tax losses for \$26,200
- Reduction in tree inventory grant for \$5,000
- Insurance deductible expenditure for an ongoing lawsuit for \$4,700
- General Insurance estimate was decreased by \$50,000

The overall effect of the all of the changes in the General Fund will bring the projected ending unrestricted fund balance to \$2,658,359 or 24.0% of budgeted expenditures. The FY 2015/16 original budget was approved with a planned ending unrestricted fund balance of 22.75% of budgeted expenditures.

Major Street Fund - Due to some savings in street projects, the amount of the General Fund transfers were increased in the Major Street Fund by \$59,600 to enable this fund to break even. The projected ending unrestricted fund balance is \$550,700. However, a portion of this balance has been earmarked for the Lake/Breton project.

General Info	City Manager	Engineering	Assessor	Parks & Recreation	Public Safety	Streets & Utilities
949-2110	949-2110	940-4817	940-4818	949-1750	949-7010	940-4870
fax 940-4884	fax 940-4884	fax 940-4884	fax 940-4884	fax 831-6144	fax 940-4829	fax 940-4872

Local Street Fund - Due to some savings in street projects and the Reeds Lake Trail and Culvert Project, the amount of the General Fund transfers were increased in the Local Street Fund to enable this budget to use less fund balance than originally planned. The projected ending unrestricted fund balance is \$354,500 for June 30, 2016.

Municipal Street Fund – Due to additional tax revenue collected and less street construction expenditures than originally planned, the amount of budgeted transfers needed from the General Fund was reduced in this fund and transferred to Major and Local Streets to cover the deficits related to street work in those funds (as discussed above).

Reeds Lake Trail and Culvert Capital Project Fund – The budget has been updated to account for changes in projected fund raising by the Foundation, amount of operating transfers needed from the General Fund and the overall estimated cost to complete these projects. The ending fund balance at June 30, 2015 was \$381,683. These changes will also bring fund balance to \$0 at June 30, 2016 due to the completion of both projects.

Water and Sewer Fund – The projected cash balance at June 30, 2016 has been updated to \$605,200; however, there have only been adjustments between departments/accounts within the water and sewer fund.

The Finance Committee has reviewed the budget amendments and has found this memo to be in order.

Brian Donovan, City Manager

RESOLUTION 2015-_____

RESOLUTION AMENDING FY 2015-2016 FISCAL YEAR BUDGET

The following resolution was offered by Commissioner_____, and supported by Commissioner _____;

WHEREAS, it is necessary to amend the appropriations of the City's budget by making the proper adjustments and transfers where necessary; and

WHEREAS, that various funds may require a change in appropriations due to a change in unanticipated costs incurred; and

WHEREAS, departments have reviewed their budget and are proposing the adjustments to be made; and

WHEREAS, City manager has reviewed the amendments and is recommending that the adjustments be made; and

WHEREAS, the Commission may adopt general funds* and special revenue funds* for FY 2015-2016 by departmental appropriation subtotal as presented in attached information; and

WHEREAS, the Commission may adopt the non-general funds and non-special revenue funds for FY 2015-2016 by fund total; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of East Grand Rapids that the budget be amended as follows:

	Amended Budget	Proposed Amendments	Proposed Budget
GENERAL FUND*			
Revenues	10,937,900	25,600	10,963,500
Expenditures	<u>11,110,700</u>	<u>(37,200)</u>	<u>11,073,500</u>
Fund Balance Change	<u><u>(172,800)</u></u>	<u><u>62,800</u></u>	<u><u>(110,000)</u></u>
MAJOR STREET*			
Revenues	933,500	59,600	993,100
Expenditures	<u>993,100</u>	<u>-</u>	<u>993,100</u>
Fund Balance Change	<u><u>(59,600)</u></u>	<u><u>59,600</u></u>	<u><u>-</u></u>
LOCAL STREET*			
Revenues	1,171,800	144,300	1,316,100
Expenditures	<u>1,604,400</u>	<u>(25,100)</u>	<u>1,579,300</u>
Fund Balance Change	<u><u>(432,600)</u></u>	<u><u>169,400</u></u>	<u><u>(263,200)</u></u>
MUNICIPAL STREET*			
Revenues	1,324,700	(20,100)	1,304,600
Expenditures	<u>1,324,700</u>	<u>(20,100)</u>	<u>1,304,600</u>
Fund Balance Change	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
REEDS LAKE TRAIL AND CULVERT CAPITAL PROJECT FUND			
Revenues	866,900	(328,600)	538,300
Expenditures	<u>1,076,100</u>	<u>(156,100)</u>	<u>920,000</u>
Fund Balance Change	<u><u>(209,200)</u></u>	<u><u>(172,500)</u></u>	<u><u>(381,700)</u></u>

AYES:

NAYS:

ABSENT:

I, Karen Brower, the duly appointed Clerk of the City of East Grand Rapids, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of East Grand Rapids at a Regular Meeting held _____, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF EAST GRAND RAPIDS

BY: _____

Karen K. Brower, City Clerk

CITY OF EAST GRAND RAPIDS

GENERAL FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
CITY TAXES & PENALTIES	\$ 8,050,000	\$ -	\$ 8,050,000
LICENSES AND PERMITS	65,000	-	65,000
INTERGOVERNMENTAL PROGRAMS	971,400	21,200	971,400
CHARGES FOR CURRENT SERVICES	451,000	7,800	451,000
RECREATION REVENUE	1,171,800	4,400	1,171,800
FINES & FORFEITS	42,000	-	42,000
INTEREST AND RENTS	15,000	-	15,000
OTHER REVENUES	131,700	-	131,700
OTHER REVENUES - LIBRARY	40,000	-	40,000
TOTAL REVENUES	<u>10,937,900</u>	<u>33,400</u>	<u>10,971,300</u>
TRANSFERS			
TRANSFERS FROM OTHER FUNDS	-	-	-
TOTAL REVENUES & TRANSFERS	<u>\$ 10,937,900</u>	<u>\$ 33,400</u>	<u>\$ 10,971,300</u>

CITY OF EAST GRAND RAPIDS

GENERAL FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>EXPENDITURES</u>			
GENERAL GOVERNMENT			
CITY COMMISSION	\$ 31,300	\$ -	\$ 31,300
CITY MANAGER	341,800	2,300	344,100
CITY ATTORNEY	260,000	4,700	264,700
ELECTIONS	16,800	-	16,800
ASSESSOR	128,000	-	128,000
FINANCE	644,800	(2,000)	642,800
GENERAL ADMIN	327,000	(50,000)	277,000
TOTAL GENERAL GOVERNMENT	<u>1,749,700</u>	<u>(45,000)</u>	<u>1,704,700</u>
PUBLIC SAFETY			
PUBLIC SAFETY	\$ 4,696,500	\$ -	\$ 4,696,500
STATE PROGRAMS	5,500	-	5,500
DRUG SEIZURE	88,700	-	88,700
TOTAL PUBLIC SAFETY	<u>4,790,700</u>	<u>-</u>	<u>4,790,700</u>
CITY SERVICES			
CITY BUILDINGS	\$ 758,100	\$ -	\$ 758,100
ZONING ADMINISTRATION	126,400	-	126,400
STREET LIGHTING	105,000	7,800	112,800
WEALTH STREETSCAPE MAINT	105,600	-	105,600
WASTE COLLECTION	407,800	-	407,800
LAKE RESTORATION	17,000	-	17,000
TREE MAINTENANCE	138,700	-	138,700
TOTAL CITY SERVICES	<u>1,658,600</u>	<u>7,800</u>	<u>1,666,400</u>
RECREATION			
RECREATION	\$ 736,800	\$ 1,800	\$ 738,600
POOL PROGRAMS	261,400	-	261,400
SPECIAL EVENTS	153,800	-	153,800
RECREATION PROGRAMMING	97,300	-	97,300
GROUNDS MAINTENANCE	334,100	6,000	340,100
RECREATION SPORTS	183,900	-	183,900
MIDDLE SCHOOL SPORTS	62,000	-	62,000
AQUATIC CLUB (WAVES)	82,400	-	82,400
TOTAL PARKS & RECREATION	<u>1,911,700</u>	<u>7,800</u>	<u>1,919,500</u>
TOTAL EXPENDITURES	<u>10,110,700</u>	<u>(29,400)</u>	<u>10,081,300</u>
TRANSFERS			
TRANSFERS TO OTHER FUNDS	1,000,000	-	1,000,000
TOTAL EXPENDITURES & TRANSFERS	<u>\$ 11,110,700</u>	<u>\$ (29,400)</u>	<u>\$ 11,081,300</u>

CITY OF EAST GRAND RAPIDS
MAJOR STREET FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
INTERGOVERNMENT PROGRAMS	536,000	-	536,000
MISCELLANEOUS REVENUE	500	-	500
INTEREST AND RENTS	1,500	-	1,500
TRANSFERS IN	395,500	59,600	455,100
TOTAL REVENUES	\$ 933,500	\$ 59,600	\$ 993,100
<u>EXPENDITURES</u>			
ENGINEERING	64,800	-	64,800
STREET CONSTRUCTION	49,000	-	49,000
ROUTINE MAINTENANCE	175,900	-	175,900
TRAFFIC SERVICES	120,600	-	120,600
WINTER MAINTENANCE	232,300	-	232,300
STREET ADMINISTRATION	90,500	-	90,500
DEBT SERVICE	260,000	-	260,000
TOTAL EXPENDITURES	\$ 993,100	\$ -	\$ 993,100
 NET CHANGE IN FUND BALANCE	 (59,600)	 59,600	 -

CITY OF EAST GRAND RAPIDS

LOCAL STREET FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
INTERGOVERNMENT PROGRAMS	222,300	-	222,300
INTEREST AND RENTS	1,000	-	1,000
TRANSFERS IN	948,500	144,300	1,092,800
TOTAL REVENUES	<u>\$ 1,171,800</u>	<u>\$ 144,300</u>	<u>\$ 1,316,100</u>
<u>EXPENDITURES</u>			
ENGINEERING	62,100	-	62,100
STREET CONSTRUCTION	990,700	(20,100)	970,600
ROUTINE MAINTENANCE	223,200	(5,000)	218,200
TRAFFIC SERVICES	21,100	-	21,100
WINTER MAINTENANCE	217,800	-	217,800
STREET ADMINISTRATION	89,500	-	89,500
TOTAL EXPENDITURES	<u>\$ 1,604,400</u>	<u>\$ (25,100)</u>	<u>\$ 1,579,300</u>
 NET CHANGE IN FUND BALANCE	 (432,600)	 169,400	 (263,200)

CITY OF EAST GRAND RAPIDS
MUNICIPAL STREET FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
PROPERTY TAX REVENUE	1,171,000	54,900	1,225,900
TRANSFERS IN	153,700	(75,000)	78,700
TOTAL REVENUES	\$ 1,324,700	\$ (20,100)	\$ 1,304,600
<u>EXPENDITURES</u>			
STREET CONSTRUCTION	-	-	- *
SIDEWALKS	200,000	-	200,000
STORM DRAIN IMPROVEMENTS	134,000	-	134,000
STREET LIGHTING	-	-	-
TRANSFERS OUT	990,700	(20,100)	970,600 *
TOTAL EXPENDITURES	\$ 1,324,700	\$ (20,100)	\$ 1,304,600
 NET CHANGE IN FUND BALANCE	-	-	-

* - Street construction activity will be recorded and paid out of this fund. However, at the end of the fiscal year, allowable expenditures will be transferred to the Major or Local Street Fund in order to be accounted for in the year-end Act 51 report.



CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

KAREN MUSHONG
FINANCE DIRECTOR

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Karen Mushong, Finance Director/Treasurer
DATE: January 18, 2016

RE: Financial Reports Quarter Ended December 31, 2015

The following report represents results for the quarter ended December 31, 2015. A formal closing is not made each quarter; however timing has been considered to account for six months of activity for the results below. The proposed budget column represents the budget after accounting for the amendments to be approved on February 1, 2016.

GENERAL FUND

Revenues for the quarter ended December 31, 2015 totaled \$9,097,301, which is 82.9% of the \$10,971,300 proposed amended budget for the fiscal year. Property tax revenue totaled \$7,941,828 or 98.7% collected of the original tax roll.

Revenues:	Original Budget	Proposed Budget	Actual	Percent of Budget
Taxes	8,050,000	8,050,000	7,941,828	98.7%
Licenses and permits	65,000	65,000	28,394	43.7%
Intergovernmental revenue	971,400	992,600	336,401	33.9%
Charges for services	451,000	458,800	164,126	35.8%
Recreation revenue	1,171,800	1,176,200	503,740	42.8%
Fines and forfeits	40,000	40,000	22,889	57.2%
Interest and rents	15,000	15,000	5,178	34.5%
Other revenue	131,700	133,700	74,532	55.7%
Library revenue	40,000	40,000	20,213	50.5%
Total	10,935,900	10,971,300	9,097,301	82.9%

GENERAL FUND (CONTINUED)

Expenditures for the quarter ended December 31, 2015 totaled \$5,542,018 or 50.0% of the proposed amended budget of \$11,081,300.

Expenditures:	Original Budget	Proposed Budget	Actual	Percent of Budget
General government	1,709,700	1,704,700	756,364	44.4%
Public safety	4,771,900	4,790,700	2,242,029	46.8%
City Services	1,622,600	1,666,400	688,462	41.3%
Recreation	1,911,700	1,919,500	855,163	44.6%
Transfers Out	1,000,000	1,000,000	1,000,000	100.0%
Total	11,015,900	11,081,300	5,542,018	50.0%

MAJOR STREET FUND

Revenues in the Major Street Fund were as expected for the quarter ending December 31, 2015.

Revenues:	Original Budget	Proposed Budget	Actual	Percent of Budget
State Funding	536,000	536,000	237,643	44.3%
Transfers In	404,500	455,100	445,600	97.9%
Other	2,000	2,000	647	32.3%
Total	942,500	993,100	683,889	68.9%

Expenditures in the Major Street Fund were as expected for the quarter ending December 31, 2015 based on the timing the activities in this fund.

Expenditures	Original Budget	Proposed Budget	Actual	Percent of Budget
City Engineering	64,800	64,800	13,315	20.5%
Street Construction	-	49,000	45,645	93.2%
Routine Maintenance	212,900	175,900	81,086	46.1%
Traffic Services	86,700	120,600	48,504	40.2%
Winter Maintenance	227,600	232,300	27,406	11.8%
Street Administration	90,500	90,500	20,675	22.8%
Debt Service	260,000	260,000	7,368	2.8%
Total	942,500	993,100	243,997	24.6%

LOCAL STREET FUND

Revenues in the Local Street Fund were as expected for the quarter ending December 31, 2015. The amount of transfers in represents \$122,200 of funds from the General Fund and \$944,400 of completed projects from the Municipal Street Fund. The Municipal Street Fund was created to account for the street and sidewalk millage funds and for the activity of street construction related to those funds. Projects that are completed and allowable under Act 51 PA 1951, as amended, are transferred back into the Major/Local Streets for Act 51 reporting purposes.

Revenues:	Original Budget	Proposed Budget	Actual	Percent of Budget
City Taxes & Penalties	1,171,000	-	-	-
State Funding	222,300	222,300	98,221	44.2%
Transfers In	151,500	1,092,800	1,066,600	97.6%
Other	1,000	1,000	829	82.9%
Total	1,545,800	1,316,100	1,165,650	88.6%

Expenditures in the Local Street Fund were as expected for the quarter ending December 31, 2015 based on the timing of the activities in this fund.

Expenditures	Original Budget	Proposed Budget	Actual	Percent of Budget
City Engineering	62,100	62,100	13,120	21.1%
Street Construction	896,000	970,600	944,400	97.3%
Routine Maintenance	397,500	218,200	104,024	47.7%
Traffic Services	12,600	21,100	11,635	55.1%
Winter Maintenance	213,100	217,800	22,679	10.4%
Street Administration	89,500	89,500	20,672	23.1%
Total	1,670,800	1,579,300	1,116,530	70.7%

MUNICIPAL STREET FUND

Revenues in the Municipal Street Fund were as expected for the quarter ending December 31, 2015.

Revenues:	Original Budget	Proposed Budget	Actual	Percent of Budget
City Taxes & Penalties	-	1,225,900	1,211,080	98.8%
Transfers In	-	78,700	78,700	100.0%
Total	-	1,304,600	1,289,780	98.9%

Expenditures in the Municipal Street Fund were as expected for the quarter ending December 31, 2015. A transfer out of \$944,400 represents completed streets projects. Projects that are completed and allowable under Act 51 PA 1951, as amended, are transferred back into the Major/Local Streets for Act 51 reporting purposes.

Expenditures	Original Budget	Proposed Budget	Actual	Percent of Budget
Sidewalks	-	200,000	90,468	45.2%
Public Purpose Drains	-	134,000	-	0.0%
Transfers Out (Street Construction)	-	970,600	944,400	97.3%
Total	-	1,304,600	1,034,868	79.3%

WATER AND SEWER FUND

Revenues for the quarter ended December 31, 2015 total \$1,814,052 which is 48.1% of the \$3,769,000 proposed amended budget for the fiscal year.

Revenues:	Original Budget	Proposed Budget	Actual	Percent of Budget
Charges for services:				
Water Readiness	1,860,000	1,860,000	939,887	50.5%
Metered Water	965,000	965,000	487,090	50.5%
Sewage Disposal	725,000	725,000	332,947	45.9%
Other	8,000	8,000	14,675	183.4%
Federal Funding	-	150,000	-	0.0%
Fines and forfeits	60,000	60,000	38,826	64.7%
Investment Earnings	1,000	1,000	627	62.7%
Total	3,619,000	3,769,000	1,814,052	48.1%

Expenses for the quarter ended December 31, 2015 totaled \$1,672,243 or 38.0% of the proposed amended amount of \$4,394,900. Supply and usage charges through December 31, 2015 were as expected when considering the activity in the corresponding revenue. Many of the planned capital expenditures have not been invoiced and/or completed as of December 31, 2015.

Expenses:	Original Budget	Proposed Budget	Actual	Percent of Budget
Supply and usage charges				
Water	900,000	900,000	416,706	46.3%
Sewer	700,000	700,000	237,507	33.9%
Operating expenses	2,119,700	2,325,400	783,091	33.7%
Depreciation	467,000	467,000	233,500	50.0%
Interest	2,500	2,500	1,440	57.6%
Total	4,189,200	4,394,900	1,672,243	38.0%

HEALTH INSURANCE FUND

Health care charges (revenue) to the other funds for the year totaled \$716,833 (43.31% of proposed amended amount) while expenses totaled \$686,267 (41.47% of proposed amended amount) for health care expenses as of December 31, 2015. Not included in the above expenditures are outstanding claims incurred but not yet reported.

MOTOR EQUIPMENT REPLACEMENT FUND (MERF)

Auto expense charges (revenue) to the other funds for the year totaled \$331,871 (45.6% of proposed amended amount) while expenses totaled \$404,901 (35.5% of proposed amended amount) as of December 31, 2015. Many of the planned capital expenditures have not been invoiced and/or completed as of December 31, 2015.

Cash and Investments by Fund Quarter Ended December 31, 2015

	Interest Rate	Special Revenue			Debt Service		Capital Projects		Enterprise	Internal Service		OPEB	TOTAL	
		General	Major Street	Local Street	Municipal Street	Wealthy Pool	Streetscape	Trail and Culvert	Special Assessments	Water and Sewer	MERF	Health Insurance		
		101/701/099	202	203	204	305	372	473	810	592	692	677		736
CHECKING ACCOUNTS														
Huntington Bank	0.000%	\$ 1,702,973	\$ 297,799	\$ 244,420	\$ 280,405	\$ 122,840	\$ 359,914	\$ 18,646	\$ 9,596	\$ 422,068	\$ 205,146	\$ 71,341	\$ -	\$ 3,735,147
Debit Card Account	0.000%	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Total Checking Accounts		\$ 1,707,973	\$ 297,799	\$ 244,420	\$ 280,405	\$ 122,840	\$ 359,914	\$ 18,646	\$ 9,596	\$ 422,068	\$ 205,146	\$ 71,341	\$ -	\$ 3,740,147
INVESTMENTS														
Kent County Investment Pool	0.516%	\$ 4,477,789	\$ 653,927	\$ 408,529	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 627,834	\$ 660,706	\$ 503,140	\$ -	\$ 7,431,926
Certificates of Deposit:														
West Mi Community Bank	0.750%	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000
Bank of Holland	0.500%	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000
First Community Bank	0.600%	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000
First National Bank of America	1.195%	251,508	-	-	-	-	-	-	-	-	-	-	-	251,508
Flagstar Bank	0.800%	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000
Talmer Bank and Trust	0.750%	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000
Total CDs:		1,501,508	-	-	-	-	-	-	-	-	-	-	-	1,501,508
Investment with Trustee	Variable	-	-	-	-	-	-	-	-	-	-	-	1,187,705	1,187,705
Total Investments		\$ 5,979,297	\$ 653,927	\$ 408,529	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 627,834	\$ 660,706	\$ 503,140	\$ 1,187,705	\$ 10,121,139
Total Checking and Investments		\$ 7,687,270	\$ 951,726	\$ 652,949	\$ 380,405	\$ 122,840	\$ 359,914	\$ 18,646	\$ 9,596	\$ 1,049,902	\$ 865,853	\$ 574,481	\$ 1,187,705	\$ 13,861,287