
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to **three (3) minutes**. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

Any person who does not wish to address Council from the lectern, may print their name, address and comment/question which he/she would like brought before Council on a card provided by the Clerk/Treasurer and return the card to the Clerk/Treasurer before the meeting begins. The Clerk/Treasurer will address the presiding officer at the start of Citizen Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

Those who want to use audio and image recording equipment in Council Chambers that requires a monopod, tripod or other auxiliary equipment for the audio and image devices shall notify the City Clerk before the meeting begins. Arrangements will be made to accommodate the request in a manner that minimizes the possibility of disrupting the meeting. No additional illuminating lights may be used in Council Chambers unless a majority of City Council members consent. Additionally, cell phones and pagers should be set to vibrate or silent mode when inside Council Chambers.

Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9138. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, AUGUST 6, 2012
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Manuel Hoskins, Fire Chief, acknowledging the bravery of Firefighter Tom Millsap on July 16, 2012.

V. PUBLIC HEARINGS.

153 Public hearing for the purpose of reviewing and receiving comments on the preliminary Planned Unit Development plan for the proposed solar panel array at the Sisters Servants of the Immaculate Heart of Mary campus generally located at 610 West Elm Street. There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

154 Communication from the Director of Economic & Community Development, submitting proposed Ordinance No. 12-005, An Ordinance to amend Part Two of the Monroe Code, Chapter 720, Zoning, Section 720-23, Zoning Map, in order to rezone property located at 610 West Elm Street.

Proposed Ordinance, No. 12-005, up for its first reading and recommending that the public hearing be set for Monday, August 20, 2012.

VII. CONSENT AGENDA. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item.)

A. Approval of the Minutes of the Regular Council Meeting held on July 16, 2012, the Minutes of the Special Council Meeting held on July 23, 2012 and the Minutes of the Work Session held on July 23, 2012.

- B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.
- 153 Preliminary Planned Unit Development (PUD) Approval.
1. Communication from the Director of Economic & Community Development, submitting a request from applicants, DTE Energy and the Sisters, Servant of the Immaculate Heart of Mary (IHM), for approval of a Preliminary Planned Unit Development (PUD) plan for the development of a Proposed Solar Panel Array to service the IHM Campus on West Elm Avenue and feed solar power to the DTE Energy system in the surrounding area, and recommending that City Council approve the Preliminary Planned Unit Development plan for the proposed solar panel array at the Sisters Servants of the Immaculate Heart of Mary campus generally located at 610 West Elm Street, incorporating the recommendations and conditions of the Citizen Planning Commission, and after consideration of the comments received at the public hearing, and that the final PUD review be scheduled for the August 20, 2012 City Council Meeting.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
155. Arthur Lesow Community Center "Back 2 School, Backpack Event.
1. Communication from the City Manager's Office, submitting a request from Anthony Hoskins, ALCC Activities Director, for permission to hold the annual "Back 2 School, Supplying Our Future Backpack Event" on August 18, 2012, specifically to use the back parking lot of the ALCC, use of the city's portable stage, and to close East Second Street between Winchester and Eastchester Streets from 10:00 a.m. – 2:00 p.m. for the event, and recommending that City Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city, review of any electrical connections by the City Electrical Inspector, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 156 Block Party – Half Street.
1. Communication from the City Manager's Office, submitting a request from Tarantej Chana and Jodi Foster for permission to hold a block party in the 200 block of Half Street on August 18, 2012, specifically to close the 200 block of Half Street between East Second Street and Third Street from 4:00 – 9:30 p.m. and to have a small petting zoo in his yard at 730 E. Second Street, and recommending that City Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city, subject to emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 157 Custer's First Run.
1. Communication from the City Manager's Office, submitting a request from Race Director Rodney Johnson on behalf of the Monroe Milers Running Club for permission to hold the annual Custer's First Run on October 7, 2012 at 3:00 p.m., specifically to run on the affected streets (see attached) and for assistance from the City and Police Department, and recommending that City Council

approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

158 Mercy Memorial Hospital Group Bicycle Ride.

1. Communication from the City Manager's Office, submitting a request from Jackie Swearinge on behalf of Mercy Memorial Hospital for permission to hold a Group Bicycle Ride on August 26, 2012 at 9:00 a.m., specifically to allow the bike ride to proceed on the affected streets (see attached) and into Munson Park, and recommending that City Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

159 St. Mary Catholic Central Homecoming Parade.

1. Communication from the City Manager's Office, submitting a request from St. Mary Catholic Central High School for permission to hold their annual Homecoming Parade on October 5, 2012 at 5:45 p.m., specifically to use the parade route selected by the Police Department, due to the closure of the Macomb Street Bridge, which is as follows: assemble at rear of school on West Willow Street, proceed east on Willow, south on Monroe Street, east on Fifth Street, south on Washington to Jones Avenue to the entrance at Navarre Field, and recommending that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

160 Return Activated Sludge #5 Pump Repairs – Wastewater Treatment Plant Bids.

1. Communication from the Director of Water and Wastewater Utilities, reporting back on bids received for Return Activated Sludge Pump #5 Repairs for the Wastewater Treatment Plant, and recommending that a purchase order in the amount of \$10,026.00 and a total amount of \$10,600.00 be encumbered to include a 5% contingency, be awarded to Pro-Seal Service Group out of Pontiac, MI for completing repairs on RAS Pump #5 as part of the fiscal year 2011-2012 CIP project in accordance with the bid specification.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

161 Sludge Mixing Pump Repairs – Wastewater Treatment Plant Bids.

1. Communication from the Director of Water and Wastewater Utilities, reporting back on bids received for Sludge Mixing & Chopper Pump Repairs for the Wastewater Treatment Plant, and recommending that a purchase order in the amount of \$14,208.62 and a total amount of \$14,900.00 be encumbered to include a 5% contingency, be awarded to Core Electric / Michigan Pump out of Melvindale, MI for completing repairs on a Sludge Mixing & Chopper Pump as part of the fiscal year 2011-2012 CIP project in accordance with the bid specifications.

2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

VIII. MAYOR'S COMMENTS.

IX. CITY MANAGER COMMUNICATION.

X. COUNCIL COMMENTS.

XI. CITIZEN COMMENTS

XII. CLOSED EXECUTIVE SESSION TO DISCUSS CITY MANAGER'S ANNUAL PERFORMANCE EVALUATION.

XIII. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: First Reading for Rezoning of 9.18 Acres from R-1B Single Family Residential to PUD for Development of a Proposed Solar Panel Array at the Sisters Servants of the Immaculate Heart of Mary (IHM) Campus on West Elm Avenue.

DISCUSSION: The applicants, DTE Energy and the Sisters, Servant of the Immaculate Heart of Mary (IHM), are requesting approval of a Planned Unit Development (PUD) plan and amendment to the City Zoning Map from R-1B, Single Family Residential to PUD, Planned Unit Development. More specifically, the request is to rezone 9.18 acres of property at 610 W. Elm Avenue (north of the IHM building complex / north of W. Lorain Street extended) and develop a proposed solar panel array to service the IHM Campus and feed solar power to the DTE Energy system in the surrounding area.

Chapter 1274, Amending the Ordinance, of the City Zoning Code outlines the procedures and requirements for an amendment to the City Zoning Map. Procedurally, the Citizens Planning Commission (CPC) is to review the request, conduct a public hearing and provide a recommendation to the City Council for consideration (Section 1274.05, *Monroe Zoning Code*). Chapter 1266 of the Code outlines the procedures and requirements for creating a Planned Unit Development District. The process for PUD approval are further described in the second Fact Sheet. Therefore, this request was first reviewed in accordance with the standards of Section 1274.06(b) of the City's zoning code. The second Fact Sheet looks at the criteria called out in Chapter 1266 for creating a Planned Unit Development District. The proposed rezoning to PUD would create a district with the flexibility to allow development of the proposed 518 kW Solar Array Project to service the IHM and surrounding areas through the DTE system.

In order to rezone, the City Zoning Code requires the CPC to provide a finding of facts based upon the criteria described in Chapter 1274 .06 (b) 1 – 5.

1. Whether the requested zoning change is justified by a change in conditions since the original ordinance was adopted or by an error in the original ordinance.
2. The precedents and the possible effects of such precedents, which might likely result from approval or denial of the petition.
3. The ability of the city or other government agencies to provide any services, facilities, and/or programs that might be required if the amendment petition were approved.
4. Effect of approval of the amendment petition on the adopted developmental policies of the City and other governmental units.
5. All findings of fact shall be made a part of the public records of the meetings of the Citizens Planning Commission and City Council. An amendment shall not be approved unless these and other identified facts be affirmatively resolved in terms of the general health, safety, welfare, comfort and convenience of the citizens of the City, or of other divisions, where applicable.

It is the opinion of the Planning Office that approval of the proposed rezoning request from R-1B to PUD for a portion of the property located at 610 W. Elm Avenue (north of the Lorain Street) is appropriate for the following reasons:

1. The current zoning is R-1B, Single-Family Residential, does not allow development of the type of alternative energy project being proposed either as a *permitted* or *special* use. The Sisters, Servants of the Immaculate Heart of Mary (IHM), as owners of the property, have not pursued plans to develop housing on properties north of the IHM building complex resulting in a zoning classification that no longer meets their immediate needs or future plans and severely limits the type of uses that can take place.
2. Granting the rezoning does not create a negative or undesirable precedent, as it requires a thorough review and public input process to address potential impacts of this type of project. The proposed rezoning and PUD review process provides the mechanism, which allows the owners to put the subject parcel to a reasonable and productive use within the context and confines of the Zoning Code.
3. Rezoning the subject property places no demands upon the City to provide public facilities and services.
4. Rezoning the parcel of land will allow the owners to utilize the property in a way that is consistent with the Comprehensive Plan; places limits on the size the development and the type of uses.

5. The rezoning will not adversely impact the general health, safety and welfare of the residents within the City; and is *generally* supported by neighbors surrounding the project area subject to appropriate screening to minimize aesthetic impacts.

IT IS RECOMMENDED That City Council approve first reading for rezoning of 9.18 acres from R-1B, Single Family Residential, to PUD, Planned Unit Development, for development of a proposed solar panel array at the Sisters, Servants of the Immaculate Heart of Mary (IHM) campus located at 610 West Elm Street; and the public hearing and second and final reading for rezoning be scheduled for the August 6, 2012 City Council Meeting.

CITY MANAGER RECOMMENDATION:

- For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: August 8, 2012

REASON FOR DEADLINE: Coordinate with proposed Planned Unit Development plan.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Economic and Community Development, Engineering Department, Department of Public Services

FINANCES

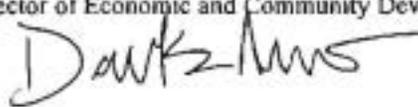
COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 0
	Cost of This Project Approval	\$ 0
	Related Annual Operating Cost	\$ 0
	Increased Revenue Expected/Year	\$ 0

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 07/11/12

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: July 16, 2012

ORDINANCE 12-005

1 An Ordinance to amend Part Two of the Monroe Code, Chapter
2 720, Zoning, Section 720-23, Zoning Map, in order to rezone property
3 located at 610 West Elm Street.

4 THE CITY OF MONROE ORDAINS:

5 **SECTION 1: ORDINANCE AMENDMENTS; PROPERTY DESCRIPTIONS**

6 The following described property generally located at 610 West Elm
7 Street (9.18 Acres of Parcel #69-01501-000) is hereby rezoned from R-1B,
8 Single Family Residential, to PUD, Planned Unit Development:

9 **9.18 Acres of Parcel #69-01501-000**

10 Commencing at the intersection of the centerline of Lavender
11 Street (66 feet wide) and the centerline of Elm Avenue (60 feet
12 wide), Thence South 56°44'01" East, 568.49 Feet along the
13 centerline of said Elm Avenue; Thence North 27°09'37" East, 30.17
14 Feet to the northerly right of way line of said Elm Avenue; Thence
15 continuing North 27°09'37" East, 218.23 Feet; Thence North
16 25°17'56" East, 138.48 Feet; Thence North 10°27'08" East, 122.35
17 Feet; Thence North 71°06'00" West, 331.33 Feet to the westerly line
18 of Private Claim 63 and the easterly line of Lavender Plat as
19 recorded in Liber 1 of Plats, Page 55, Monroe County Records;
20 Thence North 21°38'08" East, 1604.03 Feet along said easterly line of
21 Lavender Plat; to the Point of Beginning. Thence North 21°38'08"
22 East, 800.00 Feet along said easterly line of Lavender Plat; Thence
23 South 68°05'15" East, 500.00 Feet; Thence South 21°38'08" West,
24 800.00 Feet; Thence North 68°05'15" West, 500.00 Feet to the Point
25 of Beginning.

26
27 Containing 9.18 Acres of land, more or less.
28

1 **SECTION 2: SEVERABILITY**

2 If any section, subsection, sentence, clause or phrase of this
3 Ordinance is for any reason declared to be unconstitutional by a court of
4 competent jurisdiction, such decision shall not affect the validity of the
5 remaining portion of this Ordinance.

6 **SECTION 3: EFFECTIVE DATE**

7 This Ordinance shall be in full force and effect twenty (20) days after
8 final passage and publication.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: First Reading for Rezoning of 9.18 Acres from R-1B Single Family Residential to PUD for Development of a Proposed Solar Panel Array at the Sisters Servants of the Immaculate Heart of Mary (IHM) Campus on West Elm Avenue.

DISCUSSION: The applicants, DTE Energy and the Sisters, Servant of the Immaculate Heart of Mary (IHM), are requesting approval of a Planned Unit Development (PUD) plan and amendment to the City Zoning Map from R-1B, Single Family Residential to PUD, Planned Unit Development. More specifically, the request is to rezone 9.18 acres of property at 610 W. Elm Avenue (north of the IHM building complex / north of W. Lorain Street extended) and develop a proposed solar panel array to service the IHM Campus and feed solar power to the DTE Energy system in the surrounding area.

Chapter 1274, Amending the Ordinance, of the City Zoning Code outlines the procedures and requirements for an amendment to the City Zoning Map. Procedurally, the Citizens Planning Commission (CPC) is to review the request, conduct a public hearing and provide a recommendation to the City Council for consideration (Section 1274.05, *Monroe Zoning Code*). Chapter 1266 of the Code outlines the procedures and requirements for creating a Planned Unit Development District. The process for PUD approval are further described in the second Fact Sheet. Therefore, this request was first reviewed in accordance with the standards of Section 1274.06(b) of the City's zoning code. The second Fact Sheet looks at the criteria called out in Chapter 1266 for creating a Planned Unit Development District. The proposed rezoning to PUD would create a district with the flexibility to allow development of the proposed 518 kW Solar Array Project to service the IHM and surrounding areas through the DTE system.

In order to rezone, the City Zoning Code requires the CPC to provide a finding of facts based upon the criteria described in Chapter 1274 .06 (b) 1 – 5.

1. Whether the requested zoning change is justified by a change in conditions since the original ordinance was adopted or by an error in the original ordinance.
2. The precedents and the possible effects of such precedents, which might likely result from approval or denial of the petition.
3. The ability of the city or other government agencies to provide any services, facilities, and/or programs that might be required if the amendment petition were approved.
4. Effect of approval of the amendment petition on the adopted developmental policies of the City and other governmental units.
5. All findings of fact shall be made a part of the public records of the meetings of the Citizens Planning Commission and City Council. An amendment shall not be approved unless these and other identified facts be affirmatively resolved in terms of the general health, safety, welfare, comfort and convenience of the citizens of the City, or of other divisions, where applicable.

It is the opinion of the Planning Office that approval of the proposed rezoning request from R-1B to PUD for a portion of the property located at 610 W. Elm Avenue (north of the Lorain Street) is appropriate for the following reasons:

1. The existing zoning of the Sisters, Servants of the Immaculate Heart of Mary (IHM) property immediately to the south is PUD, and this proposal is consistent with further development of the IHM campus.
2. The current zoning is R-1B, Single-Family Residential, does not allow development of the type of alternative energy project being proposed either as a *permitted* or *special* use. The IHM has not pursued plans to develop housing on properties north of the current building complex resulting in a zoning classification that no longer meets their immediate needs or future plans and severely limits the type of uses that can take place.
3. Granting the rezoning does not create a negative or undesirable precedent, as it requires a thorough review and public input process to address potential impacts of this type of project. The proposed rezoning and PUD review process provides the mechanism, which allows the owners to put the subject parcel to a reasonable and productive use within the context and confines of the Zoning Code.
4. Rezoning the subject property places no demands upon the City to provide public facilities and services.

5. Rezoning the parcel of land will allow the owners to utilize the property in a way that is consistent with the Comprehensive Plan; while placing limits on the size the development and the type of uses.
6. The rezoning will not adversely impact the general health, safety and welfare of the residents within the City with appropriate screening to minimize aesthetic impacts.

IT IS RECOMMENDED That City Council approve first reading of Ordinance 12-005 for rezoning of 9.18 acres from R-1B, Single Family Residential, to PUD, Planned Unit Development, for development of a proposed solar panel array at the Sisters, Servants of the Immaculate Heart of Mary (IHM) campus located at 610 West Elm Street; and the public hearing and second and final reading for rezoning be scheduled for the August 20, 2012 City Council Meeting.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: August 20, 2012

REASON FOR DEADLINE: Coordinate with proposed Planned Unit Development plan.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Applicant, Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Economic and Community Development, Engineering Department, Department of Public Services

FINANCES

COST AND REVENUE PROJECTIONS:

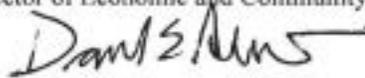
Cost of Total Project	\$ 0
Cost of This Project Approval	\$ 0
Related Annual Operating Cost	\$ 0
Increased Revenue Expected/Year	\$ 0

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 07/31/12

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: August 6, 2012

ORDINANCE 12-005

1 An Ordinance to amend Part Two of the Monroe Code, Chapter
2 720, Zoning, Section 720-23, Zoning Map, in order to rezone property
3 located at 610 West Elm Street.

4 THE CITY OF MONROE ORDAINS:

5 **SECTION 1: ORDINANCE AMENDMENTS; PROPERTY DESCRIPTIONS**

6 The following described property generally located at 610 West Elm
7 Street (9.18 Acres of Parcel #69-01501-000) is hereby rezoned from R-1B,
8 Single Family Residential, to PUD, Planned Unit Development:

9 **9.18 Acres of Parcel #69-01501-000**

10 Commencing at the intersection of the centerline of Lavender
11 Street (66 feet wide) and the centerline of Elm Avenue (60 feet
12 wide), Thence South 56°44'01" East, 568.49 Feet along the
13 centerline of said Elm Avenue; Thence North 27°09'37" East, 30.17
14 Feet to the northerly right of way line of said Elm Avenue; Thence
15 continuing North 27°09'37" East, 218.23 Feet; Thence North
16 25°17'56" East, 138.48 Feet; Thence North 10°27'08" East, 122.35
17 Feet; Thence North 71°06'00" West, 331.33 Feet to the westerly line
18 of Private Claim 63 and the easterly line of Lavender Plat as
19 recorded in Liber 1 of Plats, Page 55, Monroe County Records;
20 Thence North 21°38'08" East, 1604.03 Feet along said easterly line of
21 Lavender Plat; to the Point of Beginning. Thence North 21°38'08"
22 East, 800.00 Feet along said easterly line of Lavender Plat; Thence
23 South 68°05'15" East, 500.00 Feet; Thence South 21°38'08" West,
24 800.00 Feet; Thence North 68°05'15" West, 500.00 Feet to the Point
25 of Beginning.

26
27 Containing 9.18 Acres of land, more or less.
28

1 **SECTION 2: SEVERABILITY**

2 If any section, subsection, sentence, clause or phrase of this
3 Ordinance is for any reason declared to be unconstitutional by a court of
4 competent jurisdiction, such decision shall not affect the validity of the
5 remaining portion of this Ordinance.

6 **SECTION 3: EFFECTIVE DATE**

7 This Ordinance shall be in full force and effect twenty (20) days after
8 final passage and publication.



CITY OF MONROE

Department of Economic & Community Development
Planning Office

July 12, 2012

Dear Property Owner or Resident:

You have received this letter and its attachments as notification of an upcoming public hearing to be conducted by the City of Monroe Citizens Planning Commission (CPC) regarding a request to rezone a portion of the property commonly identified as 610 W. Elm Avenue; Sisters, Servants of the Immaculate Heart of Mary (IHM). Also a request has been made to approve a PUD, *Planned Unit Development*, plan for the same property. Per local and statutory requirements, all property owners and occupants of structures within 300 feet of the subject property must be notified of the requests and the opportunity to comment.

The Citizens Planning Commission received an application to rezone a portion of the property at 610 W. Elm Avenue (Parcel ID #69-01501-000) from R-1B, Single Family Residential, to PUD, Planned Unit Development. If a recommendation is made to rezone, the applicant is also seeking approval of a proposed *Planned Unit Development* plan. The PUD plan is proposing to construct a solar array/solar panel field on a portion of the campus north of the IHM Motherhouse and within an area bounded by W. Lorain Street [extended] on the south; Lavender Street on the west; Godfrey Avenue on the east; and Ives Drain to the north. The total site to be rezoned is 9+ acres with the solar array comprising approximately 3.25 acres.

This case will appear on the agenda for the regular meeting of the CPC scheduled for Wednesday, August 1, 2012 at 7 p.m. The meeting will be held in the City Council Chambers at Monroe City Hall, 120 E. First Street, Monroe, Michigan, 48161.

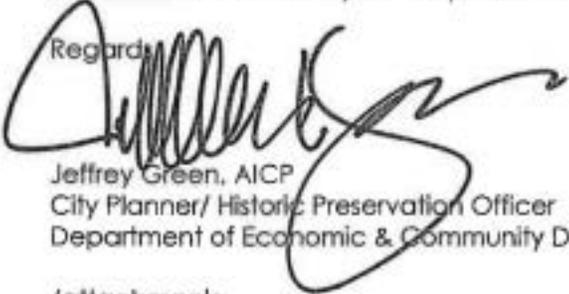
Public comment regarding this request will be heard during the public hearing portion of the meeting, however, if you are unable to attend the meeting and would like to provide written comment, please do so by noon on Wednesday, August 1, 2012. Written comments should be addressed to the Planning Office, Department of Economic & Community Development at 120 E. First Street, Monroe, MI. 48161; or sent by email to jeffrey.green@monroemi.gov.

Attached to this letter, please find the following materials:

- A copy of the Public Hearing Notice published in the Monroe Evening News;
- A map identifying the subject parcel.

Questions regarding the request or the upcoming public hearing may be directed to the Department of Economic & Community Development at 734.384.9106 or by email at jeffrey.green@monroemi.gov.

Regards,


Jeffrey Green, AICP
City Planner/ Historic Preservation Officer
Department of Economic & Community Development

/attachments

CITIZENS PLANNING COMMISSION
NOTICE OF PUBLIC HEARING
CITY OF MONROE, MICHIGAN

ON WEDNESDAY, August 1, 2012, at 7:00 p.m., the Monroe Citizens Planning Commission will conduct PUBLIC HEARINGS at Monroe City Hall, 120 E. First Street, for the purpose of reviewing and hearing comments on the following cases:

Case #SU 12-004

Request from Dominic Ciantar on behalf of Amerigas Propane seeking to expand the existing Special Use at 643 N. Telegraph, Parcel #69-00659-043. Amerigas Propane is proposing a propane dispensing facility to be located at the BP Station occupying the above referenced address. The property is currently zoned C-2, General Commercial.

Case #RZ 12-002

Request from Nova Consultants, Inc. to rezone a portion of the property commonly identified as 610 W. Elm Avenue, Sisters, Servants of the Immaculate Heart of Mary Campus, Parcel #69-01501-000, from R-1B, Single-Family Residential, to PUD, Planned Unit Development. The area proposed for rezoning is located north of W. Lorain Street [extended]; east of Lavender Street; west of Godfroy Avenue; and south of Ives Drain.

The intent of PUD zoning is to permit flexibility with regard to development regulations involving a mix of land uses or a site containing unique natural features, which the developer and City desire to preserve.

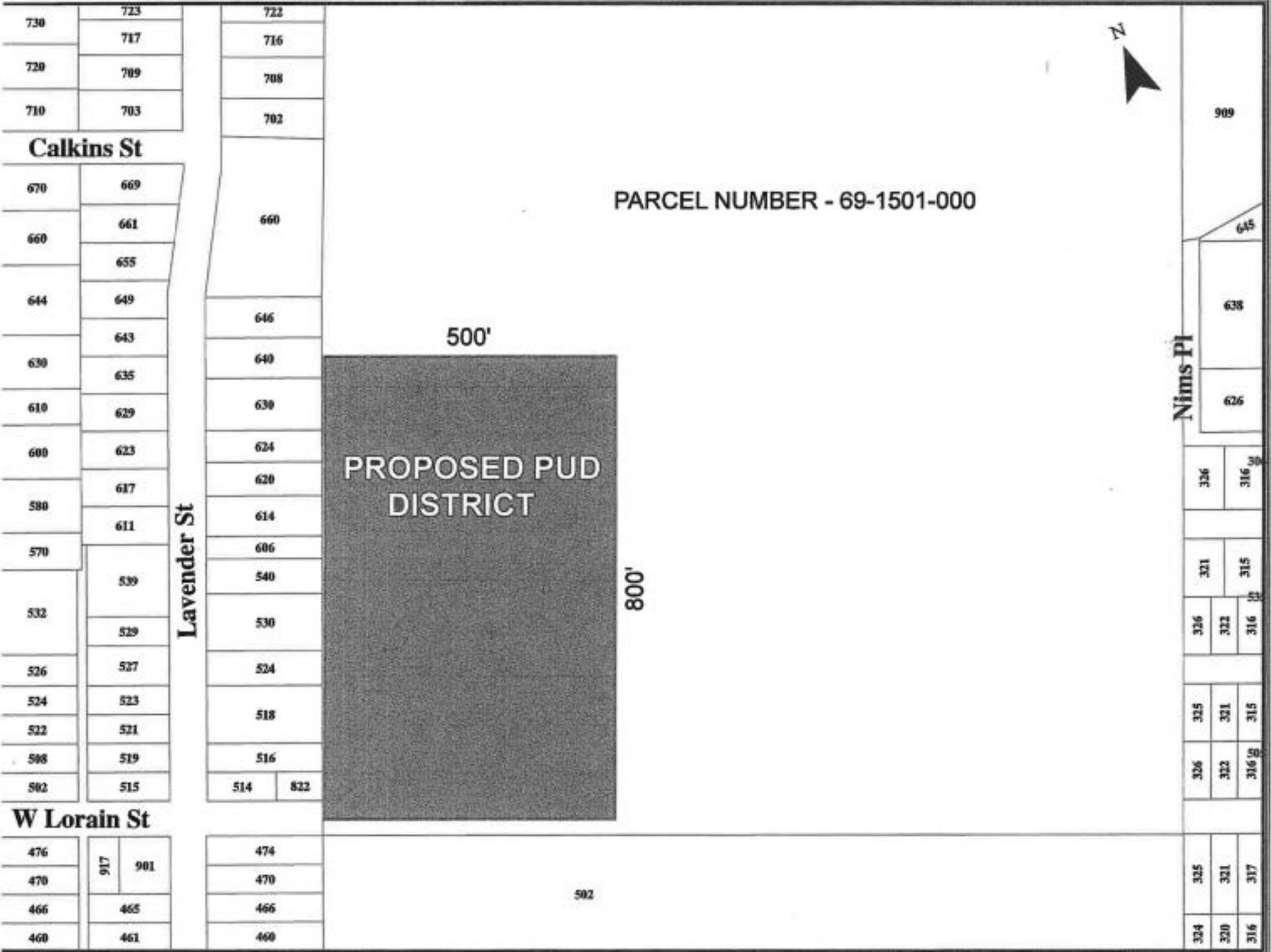
Case #PUD 12-001

Request from Nova Consultants, Inc. to approve a proposed PUD, Planned Unit Development, plan. The applicant is proposing to construct a solar panel array on a portion of the Sisters, Servants of the Immaculate Heart of Mary Campus, commonly identified as 610 W. Elm Avenue, Parcel # 69-01501-000. The subject parcel is located north of W. Lorain Street [extended]; east of Lavender Street; west of Godfroy Avenue; and south of Ives Drain.

Further information can be obtained by contacting the Department of Economic & Community Development at (734) 384-9106. If unable to attend the meeting, written comments received before 12:00 noon on Wednesday, August 1, 2012, will also be considered and should be forwarded to the address below. Comments will also be accepted via email and should be sent to jeffrey.green@monroemi.gov.

Jeffrey Green, AICP
City Planner / Historic Preservation Officer
Planning Office
Department of Economic & Community Development
734.384.9106
jeffrey.green@monroemi.gov

July 17, 2012



730	723
	717
720	709
710	703

722
716
708
702

Calkins St

670	669
660	661
	655
644	649
	643
630	635
610	629
600	623
	617
580	611
570	
	539
532	529
526	527
524	523
522	521
508	519
502	515

Lavender St

660
646
640
630
624
620
614
606
540
530
524
518
516
514
822

W Lorain St

476	917	901
470		
466	465	
460	461	

474
470
466
460

Nims Pl

909		
645		
638		
626		
326	316	
321	315	
326	322	316
325	321	315
326	322	316
325	321	317
320	316	

502

staffreport



Department of Economic & Community Development Planning Office

DATE: July 24, 2012 (*Revised and updated*)

CASE: Cases #RZ 12-002 / #PUD 12-001

REQUEST: Rezone Subject Parcel to PUD, Planned Unit Development / PUD Plan

LOCATION: 610 W. Elm Avenue / Tax ID #69-01501-000 & #69-01502-000

ZONING: R-1B, Single-Family Residential

APPLICANT: NOVA Consultants, Inc. (on behalf of DTE / SSIHM)

OWNER: Sisters, Servants of the Immaculate Heart of Mary
610 W. Elm Avenue
Monroe, Michigan 48162



Figure 1 – The area identified in red indicates the approximate location of the proposed solar field, which is north of W. Lorain Street. (*Date of Aerial Photograph – 2010*)

REQUEST

The applicant is requesting an amendment to the City Zoning Map. More specifically, the request is to rezone a portion of property at 610 W. Elm Avenue (north of the IHM building complex / north of W. Lorain Street extended) from R-1B, Single-Family Residential, to PUD, Planned Unit Development.

A. PROCESS

Chapter 1274 of the City Zoning Code outlines the procedures and requirements for an amendment to the City Zoning Map. Procedurally, the Planning Commission is to review the request, conduct a public hearing and provide a recommendation to the City Council for consideration. (Section 1274.05, *Monroe Zoning Code*) Chapter 1266 of the Code outlines the procedures and requirements for creating a Planned Unit Development District.

B. REVIEW

The first half of this request has been reviewed in accordance with the standards of Section 1274.06(b) of the City's zoning code as follows. The second half will look at the criteria called out in Chapter 1266 for creating a Planned Unit Development District.

Rezoning:

(1) Whether the requested zoning change is justified by a change in conditions since the original ordinance was adopted or by an error in the original ordinance.

The official Zoning Map identifies the subject area, north of W. Lorain Street extended, as R-1B, Single-Family Residential. The area south of W. Lorain Street is PUD.

The Sisters, Servants of the Immaculate Heart of Mary (IHM) have investigated potential housing in this general area of the site previously, including creation of a Neighborhood Enterprise Zone (NEZ). Although housing has not materialized, the property north of W. Lorain Street has remained R-1B, Single-Family.

NOVA Consultants, Inc. approached the Department of Economic & Community Development some months ago with the solar array project. After discussions with NOVA and DTE, the department determined the project to be an "essential public service" and, as such, a permitted use under the R-1B zoning. The Citizens Planning Commission (CPC) disagreed with the "essential public service" finding; recommended that City Council adopt a moratorium on alternative energy project applications for six (6) months; and asked for an opinion from the City Attorney regarding whether the solar project, as proposed, constituted an essential public service. The City Attorney opined that the proposed project did not fall within the parameters of "essential public services" as defined in the Monroe Zoning Code.

Given that the IHM has abandoned efforts to develop housing at this location, and the fact that the proposed solar project is neither a permitted or special use in the R-1B district, a change of zoning is necessary to pursue the proposed alternative energy project.

(2) The precedents, and the possible effects of such precedents, which might likely result from approval or denial of the petition.

While an "essential public services" category can be found in a number of the zoning districts described in the Monroe Zoning Code, it is anticipated that the City Attorney's opinion would stand regarding the proposed solar project. The PUD zoning, however, is intended to "...encourage innovative design and to create opportunities which may not be obtainable through the more rigid standards of the other zoning districts." (*Section 1266.01*)

Section 1266.02 of the Code states, "[g]enerally, proposed uses shall be consistent with the underlying zoning designation before application to PUD and the Future Land Use Map in the Comprehensive Plan."

The R-1B zoning allows for "essential public services." These would include such things as: Surface or overhead gas, electrical, steam or water transmission, distribution, or collection systems; franchised communication systems; supply or disposal systems, including mains, drains, sewers, pipes, conduits, wires, cables, fire alarm boxes; hydrants; traffic signals, *ad infinitum*. The proposed rezoning would not introduce a *permitted* or *special use* onto the property that was not previously allowed. It would simply be expanding the definition of "essential public services" allowed at this particular site so as to include alternative energy collection, generation, and transmission.

The Master Plan's Future Land Use (FLU) Map identifies this area as *Public/Institutional* and *Parks/Open Space/Natural Preserves*. The former are uses that "...are an important part of the City's framework and its history. They include parks, government facilities, schools and places of worship. These areas must be maintained in order to ensure residents are offered these community facilities and services. Expansion of these facilities must continue to be compatible with the character and scale of the neighborhood. If any of these sites are reused in the future the City should be committed to continuing a public/institutional use in order to maintain a high visibility of these types of facilities."

The latter defines areas that are worthy of preservation due to the "...presence of sensitive natural features on some sites and the historical significance of others..." which should be preserved in their natural state.

Land designated as *Public/Institutional* and, especially those identified as *Parks/Open Space/Natural Preserves* may be a mixture of properties owned by public, private and non-profit organizations. While the FLU cannot force a particular land use on privately held property, the intent of designation, as described by in Master Plan, is to "...identify potential areas for land acquisition" and hopefully preserve portions if developed.

The proposed rezoning would be in keeping with the underlying zoning and should not adversely impact the site's future by opening it to unwanted and unintended development. Additionally, there is substantial acreage remaining that can be preserved – as seen in the efforts to create *The Academy Preserve* north of this site – which is in keeping with the recommendations of the Master Plan's *Future Land Use Plan*.

- (3) The ability of the city or other government agencies to provide any services, facilities, and/or programs that might be required if the amendment petition were approved.**

As a private development, which is collecting and transmitting power the proposed project does not appear to require services from the City of Monroe.

- (4) Effect of approval of the amendment petition on the adopted developmental policies of the City and other governmental units.**

One of the primary considerations for rezoning requests is whether a proposed change is compatible with the Master Plan, which is the City's most important and thorough set of land use development policies. As noted above, the proposed alternative energy project would seem to meet the goals identified in the Master Plan and the *Future Land Use Plan* for preserving areas sensitive to development whether natural or historic.

- (5) All findings of fact shall be made a part of the public records of the meetings of the Citizens Planning Commission and City Council. An amendment shall not be approved unless these and other identified facts be affirmatively resolved in terms of the general health, safety, welfare, comfort and convenience of the citizens of the City, or of other divisions, where applicable.**

The proposed rezoning and the project resulting from this action should not adversely affect the general health, safety and welfare of the citizens of the City of Monroe. Should conditions set forth with this approval, which protect the general health, safety and welfare of the citizens of Monroe not be complied with, the Zoning Administrator or Enforcing Officer [of the City] shall have the right to follow enforcement procedures pursuant to this Code.

C. SUMMARY

Development of the proposed solar array project by NOVA Consultants; the Sisters, Servants of the Immaculate Heart of Mary; and DTE has been the impetus for the proposed rezoning. The Citizens Planning Commission indicated a concern about approving a use that expands the definition of "essential public service" beyond that found in Zoning Code – a position that was subsequently upheld by the City Attorney.

The proposed rezoning to PUD would create a district with the flexibility to allow development of the 518 kW Solar Array Project without creating a precedent-setting decision. And finally, the proposed rezoning provides the owner with a reasonable use of the property while preserving and protecting the remainder of land consistent with the City's Master Plan and the *Future Land Use Plan*, found therein.

In order to rezone, the City Zoning Code requires the CPC to provide a finding of facts based upon the criteria described above (B (1) – (5)). It is the opinion of the Planning Office that recommending approval for the proposed rezoning request from R-1B to PUD for a portion of the property located at 610 W. Elm Avenue (north of the Lorain Street) is appropriate for the following reasons:

1. The current zoning is R-1B, Single-Family Residential, does not allow development of the type of alternative energy project being proposed either as a *permitted* or *special* use. The Sisters, Servants of the Immaculate Heart of Mary (IHM), as owners of the property, have abandoned plans to develop housing on properties north of the IHM building complex resulting in a zoning classification that no longer meets their immediate needs or future plans and severely limits the type of uses that can take place. Rezoning the parcel of land defined herein and on documents submitted with this application will allow the owners to utilize the property in a way that is consistent with the Master Plan; places limits on the size the development and the type of uses; and is generally supported by neighbors surrounding the project area.
2. Granting the rezoning request would provide the mechanism, which allows the owners to put the subject parcel to a reasonable and productive use within the context and confines of the Zoning Code.
3. Rezoning the subject property places no demands upon the City to provide public facilities and services.
4. The rezoning will not adversely impact the general health, safety and welfare of the residents within the City.

PUD, Planned Unit Development
Section 1266.03 - Eligibility Criteria

"Planned Unit Development" is defined within the Zoning Code as:

"A form of development usually characterized by the flexible application of zoning district regulations and unified site design for a number of housing units, clustering buildings, providing common open space, and a mix of building types and land uses. It permits the planning of a project and the calculation of densities over the entire development, rather than on an individual lot-by-lot basis. It also refers to a process, mainly revolving around site-plan review, in which the City will have considerable involvement in determining the nature of the development."

Section 1266.03 calls out the requirements that must be demonstrated and met by an applicant seeking a PUD. This review will address each.

- (a) The subject site is under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit.**

The Sisters, Servants of the Immaculate Heart of Mary own the property-in-question and are developing it in conjunction with DTE and NOVA Consultants, Inc. The proposed alternative energy project is a singularly designed unit limited to approximately 3.25 acres.

- (b) Granting the PUD will result in at least one (1) of the following:**

(1) A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations, including special sensitivity to adjacent land uses, well design access and circulation systems, and/or integration of various site features into a unified development; or

(4) The PUD will provide a complementary mixture of uses or housing types within a unique high-quality design, that could not occur without the use of the PUD option;

The proposed alternative energy project has the potential to provide benefits to the owners of the property, the Sisters, Servants of the Immaculate Heart of Mary (IHM); as well as, assisting DTE in meeting its state-mandated obligations to develop alternative energy options. While the privately held property certainly has capacity for the project, the project would not be possible without rezoning to a PUD district, which provides the flexibility for the owner/applicants to design a project that allows a reasonable and productive use of a portion of the property while protecting the remainder of natural resources and features.

While planned unit developments often involve residential uses, they can be generally defined as "a technique for developing large tracts of land so that the land is best utilized for the collective benefit of an area's residents." (Robert Anderson, American Law of Zoning, 1986). The proposed project is more akin to a mixed-use PUD and is being developed in conjunction with [and adjacent to] the IHM's existing PUD district that includes the primary campus and building complex on the front portion of the site. The proposed solar array project is a unique use, which could not occur without the PUD option.

- (c) There is a finding that the proposed type and density of use shall not result in an unreasonable increase in the need for or burden upon public services, facilities, roads and utilities.**

This issue was discussed above as part of the rezoning review. The proposed solar array project should not burden the public services, facilities, roads or utilities.

- (d) The proposed PUD shall not result in an unreasonable negative environmental impact or loss of a historic structure on the subject site or surrounding land.**

The proposed solar array project is a passive energy collection and transmission system and should not adversely impact the subject property. The area in which the system will be constructed is vacant land and therefore will not result in the loss of historic structures.

- (e) The proposed PUD shall not result in an unreasonable negative economic impact upon surrounding properties.**

The proposed PUD should not adversely impact surrounding properties. The solar array will be setback from the rear of adjacent properties located along Lavender Street, north of W. Lorain Street, as well as being separated from these properties by landscape screening. The panels will also use a non-reflective glass, so as to be less intrusive to .

As noted above the IHM building complex (i.e., the front half of the IHM campus) has been designated as a PUD district for several years with no reports of adverse effects upon neighboring properties that surround the site.

- (f) The proposed use or uses shall be of such location, size, density and character as to be in harmony with the zoning district in which it is situate, and shall not be detrimental to the adjoining zoning districts.**

This was addressed in (e) above.

- (g) The proposed development shall be consistent with the Comprehensive [Master] Plan.**

As noted in the review of the rezoning request above, the Master Plan constitutes the City's most important and thorough set of land use development policies. The proposed alternative energy project would seem to meet the goals identified in the Master Plan and the *Future Land Use Plan* for preserving areas sensitive to development whether natural or historic.

- (h) The proposed PUD Shall be harmonious with the public health, safety and welfare of the City.**

Again, as noted in the rezoning review, the proposed PUD should not adversely affect the general health, safety and welfare of the citizens of the City of Monroe.

Section 1266.07 (a) and (b) provides that "reasonable conditions" may be required as part of the PUD approval; and Section 1266.07 (d) states that in the event the conditions set forth as part of the approval are not complied with the Zoning Administrator or Enforcing Officer [of the City] shall have the right to follow enforcement procedures pursuant to this Code.

- (i) **The proposed PUD is not an attempt by the applicant to circumvent the strict application of zoning standards.**

The applicant is meeting all dimensional, as well as supplementary regulations.

Section 1265.05
Project Design Standards

The design standards found in this section require that a proposed project will complement and be in harmony with the character of the surrounding area. To that end, it lists criteria that must be met. These range from meeting eligibility found in Section 1266.03 (see above section) to developing a use and design that is considered to be in harmony with surrounding uses; complying with district and use standards; utilizing cohesive and attractive design features; promoting and protecting the preservation of any significant natural and historic features; and providing adequate infrastructure to meet the needs of the development while in compliance with City ordinances. Many of these standards are subjective and most address the needs of a residential, commercial, or a residential/commercial mixed development.

The proposed project would be considered a commercial venture with a goal of meeting DTE's mandated state requirements for developing alternative energies and an opportunity for the property's owners, the Sisters, Servants of the Immaculate Heart of Mary, to place vacant land into productive use.

When looking at the entire property owned by the IHM, the proposed solar array will have a relatively small footprint. Section 1266.05 (e), *Natural and Historic Features*, however, requires, in addition to preserving significant natural or historic features "[v]egetation shall be preserved and/or new landscaping generously provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property." The applicant has provided a landscaping plan and an architect's rendering of the solar array with landscaping to better illustrate their proposal. *See illustrations on next page.*

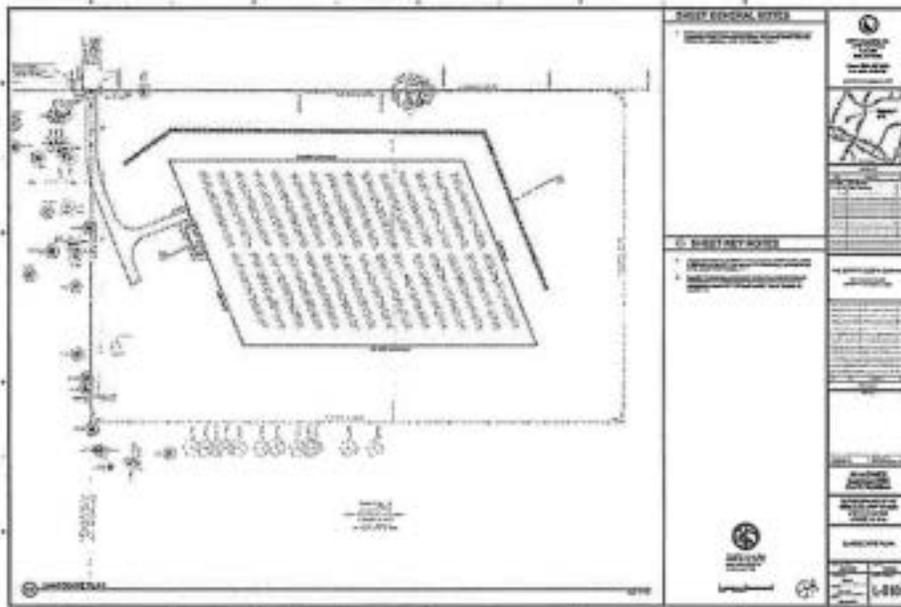


Figure 2 – Landscaping plan (Note: The top of the page is west with access coming off W. Lorain Street). Provided by NOVA Consultants, Inc.

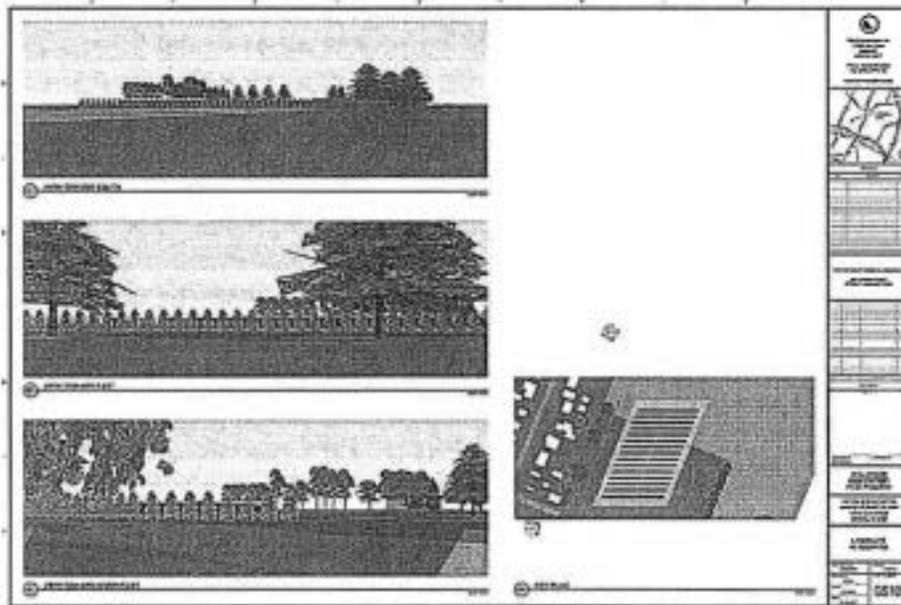


Figure 3 – Architect's rendering of the solar array with landscape screening. Provided by NOVA Consultants, Inc.

Section 1266.05 (g) further states, "Any residential, office or commercial use is permitted, upon a determination that the uses would meet the intent of this chapter."

Section 1266.06

PUD Rezoning Submittal and Approval Procedures

(a) Initiated by Property Owners

This section of the Code lays out the requirements and approval procedures for an application initiated by the property owner. Of note within this section is, again, a determination by the Planning Department as to whether the site warrants further historic preservation analysis. If the PUD application indicates that there is no evidence of historical significance, the Planning Department is to note such by placing a letter in the project file.

While the IHM buildings would certainly be eligible for listing on the National Register of Historic Places or as a local historic district, there is no formal declaration by the applicant as to significance of the subject parcel.

The Department of Economic & Community Development and NOVA Consultants have developed the following timeline for PUD approval, as delineated in this section of the Code:

- Submit PUD Application on Friday, June 8
- Staff review – Week of June 11
- Public Notice published in newspaper and direct notices sent to property owners within 300' – 15 days prior to public hearing
- CPC Public Review Meeting – July 11
- City Council Review Meeting – July 16
- Revise PUD Application, if necessary – July 25
- CPC Final Review – August 1
- City Council Final Approval – August 6
- Submit Permits – August 8
- Receive Permits – August 24
- Construction Mobilization – September 4

Section 1266.07

PUD Conditions

This section of the Code addresses the issue of conditions being required before approving the PUD. Conditions are to ensure that existing public services and facilities can accommodate the proposed use; protect the natural environment; ensure compatibility with adjacent uses of land; and promote the use of land in a socially and economically desirable manner.

Conditions, which specify requirements for approval, may be in writing and "...stipulate that the PUD may only be used for selective land uses provided the restraint(s): advance, rather than injure, the interests of adjacent landowners; are a means of harmonizing private interests in land thus benefiting the public interest; are for the purposes of ensuring that the PUD fulfills the purposes and intent of this Section and

thus benefit the public interest; and/or possess a reasonable relationship to the promotion of the public health, safety, and welfare.”

The section further states that conditions shall be designed to protect natural resources and the public health, safety, and welfare of individuals in the project and those immediately adjacent, and the community as a whole. They are also to be reasonably related to the purpose affected by the PUD; necessary to meet the intent and purpose of this chapter; and related to the objective of ensuring compliance with the standards of this chapter.

SUMMARY

PUDs can take many forms and be implemented in a variety of ways, but typically they fall within two broad categories – residential and mixed-use. Mixed-use PUDs offer the most flexibility often blending residential, commercial and even industrial uses. But regardless of the exact make-up, their ultimate goal is developing larger tracts of land in a manner that benefits area residents, as well as the larger community.

PUDs are also unique in that they guide and encourage mixed-use or single-use development rather than regulate development as found in more conventional districts, which prescribe regulations.

Regarding the proposed PUD application, the applicant appears to have met the general criteria for establishing a PUD. However, the ultimate form the PUD takes is decided by local government through the Citizens Planning Commission and the City Council, which retain control through conditions placed on the approval of a planned unit development.

After reviewing the proposed plan the Assessing, Engineering, and Water, Wastewater & Utilities departments have made the following recommendations:

Assessing Department

1. If the subject property is being leased to DTE Energy for a period greater than one (1) year, the property must be divided per the Michigan Land Division Act (MCL 560.102 (d)).

Engineering Department

1. Request that traffic related to construction use the access off Stewart Road, which is a county truck route; and
2. A temporary access road be constructed from the north-south "site access route" defined in blue on Sheet GS101 (approximately 600 feet of stone roadway) to relieve wear and tear on local roadways.

Water, Wastewater and Utilities

1. Plans show a water line along the south property line. The water line is a 12" cast iron line & needs to be labeled. Also the water line has a 10' wide easement, the plans will need to show the easement centered on the water line.
2. Plans also show a water line tapping into the 12" cast iron water line and then routes south. The water line is a 10" PVC & needs to be labeled. Also the water line has a 15' wide easement, the plans will need to show the easement centered on the water line.
3. The proposed stone roadway will be built over part of the 12" cast iron water line such that the 10" PVC connection and associated gate valve will be located within it. The valve has been field located and adjusted to existing grade. The valve will need to be adjusted to the roadway elevation and access provided to the valve as needed.
4. The site appears to be fenced off @ W. Lorain St. Access to the water line & appurtenances will be required.

As this is the *Preliminary Plan Review* stage, the Planning Office is not making specific recommendations for conditions, but rather is offering general categories for discussion and consideration. Using these general areas as a starting point, as well as the comments submitted by the three City departments above, the Planning Office hopes that the Commission and staff will identify conditions that will not only facilitate a successful project, but will benefit the community as well.

As part of its deliberations, the Commission, may wish to look at the following areas when considering possible conditions: Permitted uses, dimensional regulations, project size, buffers, security, aesthetics, site access, and construction timelines.

Submitted by:



Jeffrey Green, AICP

11 July 2012

Updated: 25 July 2012

draftminutes

Citizens Planning Commission

Regular Meeting
Wednesday, July 11, 2012
7 p.m.
City Council Chambers

1. Roll Call

Present: Chairman Smith, Vice Chairman Miller, Secretary Caldwell;
Commissioners: Myers and Roberts

Excused: Commissioner Mielnik

Staff: Jeffrey Green, AICP, City Planner / Historic Preservation Officer; and
Dan Swallow, Director of Economic & Community Development

Public: George Patrick Barley, Larry Beeker, Sharon Beeker, Bonnie Bica, Jim Bica, Dean Bodine, Mary Bodine, Dale Morgan, Lloyd Conner, Dale Zeemer, Trevor Kessell, Anne Todd, Bob Todd, Gary Doubler, Jeremy Wood, Molly L. Coy, Jeff Eckhout, Carl Sheko, Judy Pendergrass, William Godfroy, Wendy Godfroy, Becky Leonhardt, Jason Leonhardt, Mary Conner, Pam Harwood, Debra Ash, Jim Ash, Jackie Steinman, Roland Hoffman, Steve Schwartz, Thomas Leibenguth, Kathy Leibenguth, Sue Sattler, Danielle Conroyd, Helen Ingles, Sandra Kurtansky, Dale Kurtansky, Jim DuBay, Barry Laroy, Terry Woodward, Naveed Raman, Mayor Robert Clark, Councilman Bica, and Councilman Kansier.

2. Pledge of Allegiance

3. Consent Agenda

- Approval of Agenda – July 11, 2012
- Approval of Minutes – May 2, 2012, Special Meeting; and June 6, 2012, Regular Meeting

Motion by Vice Chairman Miller "To approve the Consent Agenda, as amended." Second by Commissioner Caldwell.

Motion passed unanimously (5-0).

4. Case Reviews

- Cases:** #SU 12-003 / SPL 12-004
Applicant: Monroe Metropolitan Wastewater Treatment Plant
Property Address: 2205 E. Front Street
Request: Expansion of Special Use / Site Plan Approval
Property ID: 49-01522-000
Zoning: I-2, General Industrial

- Staff Report
- Applicant Comments
- Public Hearing
- Discussion
- Commission Action

Chairman Smith opened cases #SU 12-003 and #SPL 12-004 to be discussed concurrently. He asked staff to provide its report.

Staff Report

Mr. Green provided the Commission with a brief synopsis of the proposal and the department's findings and conclusions. He noted that given the facility has been at this location since 1935; subsequent improvements and expansions have been approved; and that the proposed improvements are being mandated by both state and federal laws, the Planning Office decided to forego an in-depth analysis of the proposed expansion of the special use. Rather, it began with the assumption that as an essential public service to the community at this location for over 75 years, the special use was a foregone conclusion. The Planning Office chose to focus upon the site plan.

In its review, the Planning Office determined that proposed site plan generally met Zoning Code requirements; however, there were several items, which were identified in the staff report that should be addressed by applicant, being either added to the site plan or provided as clarification of the site plan.

The Planning Office recommended that Cases # SPL 12-004 / SU 12-003, more specifically the proposed site plan and expansion of a special use for the Monroe Metropolitan Wastewater Treatment Plant located at 2205 E. Front Street, be approved with the following conditions:

1. Submittal of a revised landscaping plan that: a) provides site and building dimensions; b) accurately reflects required plantings within the greenbelt/front yard setback; c) identifies locations of shrub plantings and types (27 by the applicant's calculations); and d) clarifies how the 20% landscaped site area was calculated;
2. Submittal of a parking lot plan indicating the number of parking spaces required, the basis for the parking calculations, the number and location of any barrier-free spaces, and lighting;

3. Indicate on plans whether a waste receptacle is required for this facility or not. If required, it must meet Section 1270.07 of the Zoning Code; and
4. Submittal of a lighting plan meeting the requirements of Section 1270.14 of the Zoning Code.

Applicant Comments

Terry Woodward with URS discussed the proposed project and how it came about. He also answered questions from the Commission and those attending the meeting.

Public Hearing

Dean Bodine questioned when the project would begin.

Commissioner Roberts indicated that while he would support the proposed special use, he did not feel that the project, as proposed, will resolve problems other than meeting state requirements.

There were no further comments from those attending the meeting, Chairman Smith closed the public hearing and moved to Commission discussion and action.

Commission Discussion and Action

Commissioner Myers made a motion "To approve the request with the conditions identified by staff in the staff report." Second by Vice Chairman Miller

There being no further comments or discussion, Chairman Smith called the vote.

Motion passed unanimously (5-0)

- | | | |
|-----------|--------------------------|--------------------------------------|
| 2. | Case: | #RZ 12-002 |
| | Applicant: | Nova Consultants, Inc. / DTE / SSIHM |
| | Property Address: | 610 W. Elm Avenue / SSIHM Campus |
| | Property ID: | 69-01501-000 and 69-01502-000 |
| | Zoning: | R-1B, Single-Family Residential |

- Staff Report
- Applicant Comments
- Public Hearing
- Discussion
- Commission Action

Staff Reports

Mr. Green noted that the staff report provided to Commissioners evaluated the rezoning request and the site plan together. He recommended, however, that whatever action is taken be done separately as individual cases.

Mr. Green began with a brief overview of the project. He noted that while the Department of Economic & Community Development had initially considered the proposed solar array to fall within the category of uses termed "essential public services," however the Planning Commission expressed some concerns with the potential precedent that might be set if the project was to move forward.

After discussions with the CPC and the applicants, the decision was made to submit a request for rezoning to PUD, Planned Unit Development. The PUD zoning has the flexibility to allow installation of the solar field, but also provides the mechanisms to tailor and limit the district and approval to a specific project.

Mr. Green indicated that when the proposed rezoning was evaluated against the criteria called out in the Zoning Code, the proposed project struck a balance between providing the owners of the subject property with a "reasonable" use while preserving and protecting the remainder of the property consistent with the City's Master Plan and the Future Land Use Plan. Also noted was that the project will not intrude upon properties that are adjacent to and about the IHM property.

The Planning Office stated that it was their opinion that the rezoning was appropriate for the following reasons:

1. The current zoning is R-1B, Single-Family Residential, does not allow development of the type of alternative energy project being proposed either as a *permitted* or *special* use. The Sisters, Servants of the Immaculate Heart of Mary (IHM), as owners of the property, have abandoned plans to develop housing on properties north of the IHM building complex resulting in a zoning classification that no longer meets their immediate needs or future plans and severely limits the type of uses that can take place. Rezoning the parcel of land defined herein and on documents submitted with this application will allow the owners to utilize the property in a way that is consistent with the Master Plan; places limits on the size the development and the type of uses; and is generally supported by neighbors surrounding the project area.
2. Granting the rezoning request would provide the mechanism, which allows the owners to put the subject parcel to a reasonable and productive use within the context and confines of the Zoning Code.
3. Rezoning the subject property places no demands upon the City to provide public facilities and services.
4. The rezoning will not adversely impact the general health, safety and welfare of the residents within the City.

Applicant Comments

Chairman Smith asked the applicants if they would like to comment on the proposed project. Molly Coy, DTE Energy, and Jeff Eckhout, NOVA Consultants, Inc, addressed the Commission.

Ms. Coy explained to the Commission that in 2008 Michigan passed a law requiring that energy companies have a 10% renewable energy portfolio by 2015. It was this law that

has prompted DTE Energy to partner with a number of companies, schools, and organizations to develop model solar projects. DTE will make a \$2.5M investment in solar and wind energy in Michigan. The IHM project will create approximately 15 jobs and use Michigan-made products.

Jeff Eckhout with NOVA Consultants also addressed the Commission regarding the technical issues of the project, as well as answer questions from the Commission.

Vice Chairman Miller stated that he had visited the solar field at Monroe County Community College and noticed that there were "High Voltage" signs at the perimeter of the site. He asked whether there was danger from high voltage or was the signage to be more a deterrent? Mr. Eckhout indicated that fencing would be placed around the perimeter of the solar field at the IHM.

Mr. Green then asked Mr. Eckhout for clarification. Will there be a safety concern with high voltage? Or is this primarily a deterrent, as Vice Chairman Miller alluded to in his question? Ms. Coy responded that it is primarily a safety issue/deterrent. She also noted that the MCCC site has no fencing.

Mr. Eckhout then noted that access to the site will be primarily off of Stewart Road, but that W. Lorain will be used as an access point.

Commissioner Myers asked if there was a sense of urgency related to construction. Ms. Coy indicated that DTE Energy has set out to meet the schedule created by the legislature.

Commissioner Roberts indicated that he was against the proposed rezoning. He questioned why PUD zoning is being proposed.

Economic & Community Director Dan Swallow responded to Commissioner Robert's inquiry stating that this would essentially be extending the PUD district that currently includes the front portion of the property at 610 W. Elm Avenue (running from W. Elm Avenue on the south to W. Lorain Street on the north).

Commissioner Caldwell inquired about fencing for the site, but asked that his question be deferred until discussing the site plan.

Commissioner Myers stated that he was confused by the opposition to the project, as this is a passive energy project. He noted that he had supported the project as an essential public service, but understood the Commission's concerns related to approving a solar field in an R-1B district. This is now the first time he has heard opposition to a PUD zoning.

With no further discussion by the Commission or questions for the applicant, Chairman Smith opened the Public Hearing.

Public Hearing

A number of issues and concerns were addressed regarding the proposed solar array project at the IHM site. These included: Legality of the public hearing and any action that may be taken at this meeting; incorrect property description provided in the

mailed notice; the timeline for project implementation; the extension/connection of W. Lorain Street; the proposed investment being made toward renewable energy sources; the future of the Academy Preserve; the IHM as stockholder in DTE Energy; appropriateness of this type of energy source in the city; and depreciation of property values. A minority of those providing comment spoke in favor of the project, as proposed.

The following persons addressed the Commission during the Public Hearing:

- Bill Guenther
- Brian McLaughlin
- Lloyd Conner
- William Godfroy
- Dean Bodine
- Jason Leonhardt
- Jim Blca
- Sharon Baker
- Roland Hoffman
- Dale Morgan
- Jeremy Wood
- Larry Beeker
- Debbie Ash
- Rick Grassley (submitted by email)
- Danielle Conroyd
- Gary Doubler
- Molly Coy
- David Smith
- Sister Helen Ingles

With no one wishing to comment further, Chairman Smith closed the public hearing portion of the meeting and indicated that he would entertain further discussion or action by the Commission.

Commission Discussion and Action

After brief discussion by the Commission, Vice Chairman Miller made the motion "To postpone any further action on the proposed solar array at the IHM until proper notice has been made to nearby residents." Second by Secretary Caldwell.

Chairman Smith asked if there was any discussion on the motion.

Commissioner Myers stated that he will vote against the motion, and would request that the Commission continue with their review of the case.

There being no further discussion on the motion, Chairman Smith called for the vote.

Motion passed 4-1 (Myers dissenting).

5. Old Business

Planning staff provided updates on the following items:

- Discussion and action on proposed Sign Code Revision
- Update on NEZ Subcommittee

6. New Business

7. Communications

None

8. Commissioner Comments

Commissioner Caldwell requested that staff begin reviewing property boundary lines as part of reviews.

Chairman Smith noted that with the resignation of Commissioner Neinas the Commission is down three members.

9. Staff Comments

Commissioner Myers commented on the upcoming special meeting; and asked whether that the case could be moved to the August 1 Regular Meeting?

10. Public Comment

Lloyd Conner

12. Planning-related Articles

- *The ABCs of Solar*. Planning Magazine; July 2012
- *Cities That Wouldn't Exist Without Air Conditioning*. www.theatlanticcities.com; June 29, 2012

13. Adjournment

Motion by Vice Chairman Miller "To adjourn." Second by Commissioner Myers.

The motion passed unanimously.

jlq/7.24.2012



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ARTHUR LESOW COMMUNITY CENTER "BACK 2 SCHOOL, BACKPACK EVENT"

DISCUSSION: The City received a request from Anthony Hoskins, ALCC Activities Director, for permission to hold the annual "Back 2 School, Supplying Our Future Backpack Event" on August 18, 2012. Specifically the request is to use the back parking lot of the ALCC, use of the city's portable stage, and to close East Second Street between Winchester and Eastchester Streets from 10:00 a.m. – 2:00 p.m. for the event.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained.

DPS personnel will place and pick up barricades and stage on normal hours, residents can place in street. **Stage use is subject to availability.**

The Police Department does not foresee any traffic issues as long as D.P.S. provides barricades to prevent motor vehicle traffic within the requested area. The Day Shift Commander will be made aware of the event so their shifts can make periodic checks.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city, review of any electrical connections by the City Electrical Inspector**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 7/25/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 8/6/12

JULY 23, 2012

CITY OF MONROE
ATTN: MAYOR ROBERT E. CLARK AND COUNCIL
120 EAST FIRST STREET
MONROE, MI 48161

DEAR MAYOR CLARK AND COUNCIL,

I AM WRITING YOU TODAY TO REQUEST YOUR ASSISTANCE WITH THE FOLLOWING EVENT. ARTHUR LESOW COMMUNITY CENTER HAS PLANNED A 'SUPPLYING OUR FUTURE' BACKPACK FOR KIDS' EVENT. ALCC WILL BE PROVIDING ENTERTAINMENT AND A SENSE OF COMMUNITY FOR THE RESIDENTS OF MONROE COUNTY AND SPECIFICALLY THE CITY OF MONROE.

FOR THIS EVENT WE (ALCC) WOULD LIKE TO REQUEST PERMISSION TO UTILIZE THE CITY OF MONROE'S PORTABLE STAGE / TRAILER FOR THE ENTERTAINMENT, AND HAVE SECOND STREET BETWEEN WINCHESTER AND EASTCHESTER BLOCKED OFF. ALSO, WE WOULD LIKE TO USE THE PARKING LOT FROM 10:00AM UNTIL 2:00PM ON SATURDAY AUGUST 18TH, 2012.

FINALLY, FOR THIS EVENT WE REQUEST THAT ALL FEES BE WAIVED. I WOULD LIKE TO THANK YOU AND YOUR STAFF FOR ALL ASSISTANCE PROVIDED FOR ALCC. AND, I THANK YOU IN ADVANCE FOR YOUR CONTINUED SUPPORT, AS WITHOUT THE CITY OF MONROE; ALCC COULD NOT EFFECTIVELY PROVIDE OPPORTUNITIES FOR OUR COMMUNITY. AGAIN, THANK YOU AND I LOOK FORWARD TO HEARING FROM YOU.

RESPECTFULLY,

ANTHONY D. HOSKINS
ACTIVITIES DIRECTOR

RECEIVED

JUL 23 2012

MAYOR'S OFFICE



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: BLOCK PARTY – HALF STREET

DISCUSSION: The City received a request from Tarantej Chana and Jodi Foster for permission to hold a block party in the 200 block of Half Street on August 18, 2012. Specifically the request is to close the 200 block of Half Street between East Second Street and Third Street from 4:00 – 9:30 p.m. The applicant also plans to have a small petting zoo in his yard at 730 E. Second Street.

The request has been sent to the administrative staff for their review and consideration and there were no objections subject to emergency vehicle access being maintained, that the proper permits are obtained, and that all animals remain in the applicants yard.

DPS personnel will place and pick up barricades on normal hours, residents can place in street.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city, subject to emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 7/23/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 8/6/12

Weaver, Patricia

From: Jodi Foster [foster.jodi75@gmail.com]
Sent: Wednesday, July 18, 2012 10:48 AM
To: Weaver, Patricia
Subject: Road Closure

July 18, 2012

To Whom It May Concern:

I am writing to you today to ask permission to have Half St. closed off between 2nd St. and the alley that runs between 2nd and 3rd St. on Saturday, August 18, 2012. *This is for a neighbor birthday block party. We have asked the neighbors between the 700 and 800 block of 2nd St. if this would be fine. All the neighbors had no problems with this since the alley would not be blocked.

We will be having a petting zoo but the animals will be in my yard at 730 E. 2nd St. No animals will be in the street.

Thank you for your time.

**Time of Party - 4:00 pm - 9:30 p.m.*

Tarantej Chana and Jodi Foster
730 E. 2nd St.
Monroe, MI 48161
(734) 560-3577 or (734) 244-2519

RECEIVED

JUL 18 2012

CITY MANAGER'S OFFICE



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE MILERS RUNNING CLUB FOR PERMISSION TO HOLD THE ANNUAL CUSTER'S FIRST RUN ON OCTOBER 7, 2012

DISCUSSION: The City received a request from Race Director Rodney Johnson on behalf of the Monroe Milers Running Club for permission to hold the annual Custer's First Run on October 7, 2012 at 3:00 p.m. Specifically the request is to run on the affected streets (see attached) and for assistance from the City and Police Department.

The route spans 4 linear miles in length and includes many historical points of interest. The Club's members will marshal the course at the intersections along with the Police Department. The entire event is normally over within one hour.

The request was reviewed by the administrative staff. We do not foresee any problems with this request subject to emergency vehicle access being maintained, special event application, all insurance requirements are met, **receipt of deposit in full of estimated costs prior to recommendation of council approval.**

The Police Department has no objections to the revised race route as presented. Staff will coordinate with DPS and Monroe Milers and coordinate which intersections will be staffed by the Police Department (major intersections) and which intersections would be staffed with volunteer race marshals to assure that all safety aspects are covered. A minimum of eight officers will be needed for the event. The estimated cost to staff the event is \$744.64. Limited involvement will be needed from DPS for road closures, as officers can temporarily close the majority of the intersections with their patrol cars and motor units.

The Department of Public Services will have very little involvement, as the Police Department will control event.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Attorney, Engineering, Fire, Finance, Planning, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
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\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 7/25/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 8/6/12

July 9, 2012 Revised July 21, 2012

City Manager
110 First St
Monroe, MI 48161

Dear City Manager:

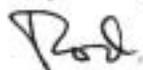
Subject: Ninth Annual Custer's First Run

I am writing on behalf of the Monroe Milers Running Club to request approval for the Ninth Annual Custer's First Run footrace in the city of Monroe. The race is in conjunction with the 14th Custer Week, October 7-12, 2012. The race would be on Sunday October 7, 2012 at 3pm. Over the years we have run various routes, last year the route started at the Custer statue and finished at the south end of the Martin Luther King, Jr. footbridge.

Course details are as follows: Start on Monroe Street in front of the Custer statue heading South on Monroe St., and go across the bridge and turn left onto Front St, then right onto Macomb. Take Macomb to First St and turn right, then turn left onto Washington. Take Washington to Jones, turn left onto Jones Ave, then turn left onto Custer St, make a right onto 8th Ave then a quick left back onto Custer St.. Follow Custer St. to E. 7th St., make right onto E. 7th St., make right onto LaPlaisance Rd, follow LaPlaisance Rd to Navarre St., make a left onto Navarre St.. Turn right onto E. 8th St., then right onto Jerome St. and left onto E. 9th St., straight ahead to Reisig and turn left. Then turn left onto E. 7th St to Navarre. Take Navarre to 4th St, turn right on 4th to Jerome, turn right on Jerome and run into the Woodland Cemetery, do one and a half laps around the cemetery and come out on Jerome, take Jerome to Front Street, turn left on Front to the entrance to Riverwalk and turn right, take the Riverwalk west finishing at the south end of the Martin Luther King, Jr. foot bridge. The total course is 4 miles. We will have volunteers marshalling the course at the intersections.

The course takes in several historical sites. Last year we had collaborated with Goodwill Industries to promote their activities and they provided many volunteers including course marshals. We are very thankful for the support from the city of Monroe with the previous Custer's First Run. The police support has been excellent. Over the past year, the Monroe Milers Running Club has successfully conducted footraces in the city of Monroe and we look forward to continued success. If you have any questions regarding this request for permission to conduct a footrace in the city of Monroe, please contact me at home, 457-1891 or work, 586-5076.

Respectfully yours,



Rodney W. Johnson
Race Director

Monroe Milers Running Club, 1016 Hollywood Dr, Monroe, MI 48162

RECEIVED

JUL 24 2012

MAYOR'S OFFICE

**CITY OF MONROE
 TEMPORARY USES, SALES, BUILDINGS;
 SEASONAL OR SPECIAL EVENTS
 APPLICATION**

Name of Applicant (Organization): Monroe Milers Running Club

Contact Person: Rodney Johnson

Address: 1016 Hollywood

Phone: 457-1891 Fax: _____

Dates Requested: 7/20/12 October 7, 2012

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

EVENT DESCRIPTION:

4 mile run on city streets starting at Custer Statue and ending at south end of Martin Luther King footbridge. Course details in letter to City Manager dated 7/19/12 and map attached.

TYPE OF BUSINESS ON SITE: _____

Application Fee	\$ 150.00
\$20.00 wk	\$ _____
Total Fee	\$ _____

SIGNATURES (I/we hereby apply for a temporary use/special event permit in accordance with Section 12.69.25 of the City of Monroe Zoning Ordinance. The information, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct):

OWNER: _____

DATE: _____

APPLICANT: Rodney W Johnson

DATE: 7/21/12 RECEIVED
 JUL 24 2012

*check will be mailed to Building Dept. prior to event. *JAL 4/30/2007*
RW

MAYOR'S OFFICE *



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MERCY MEMORIAL HOSPITAL FOR PERMISSION TO HOLD A GROUP BICYCLE RIDE THRU THE CITY OF MONROE ON AUGUST 26, 2012

DISCUSSION: The City received a request from Jackie Swearinge on behalf of Mercy Memorial Hospital for permission to hold a Group Bicycle Ride on August 26, 2012 at 9:00 a.m. Specifically the request is to allow the bike ride to proceed on the affected streets (see attached) and into Munson Park.

The route spans approximately 10 – 12 miles beginning at Mercy Memorial Hospital, continues throughout the surrounding neighborhood to Munson Park and returning to the Hospital.

The request was reviewed by the administrative staff. We do not foresee any problems with this request subject to emergency vehicle access being maintained, special event application and that all insurance requirements are met.

The Recreation Department has no objections to this request. Applicant should be aware that the park roads won't be closed and bicyclists will be responsible to wait for traffic to cross. Bicyclists should also be cautious of walkers that use the path in the park also, allowing them to stay on the path when bicycles pass.

The Police Department has no objections to the race as presented. Because of the nature of the bike-a-thon, there is no need for any direct police supervision, no streets will be closed and the bicyclists will be following all traffic laws. The department recommends approval of the event, as long as all the proper permits are obtained.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Attorney, Engineering, Fire, Finance, Planning, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 7/20/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 8/6/12



718 North Macomb Street
Monroe, Michigan 48162
(734) 240-8400

June 26, 2012

mercymemorial.org

Department of Recreation

City of Monroe
120 East First Street
Monroe, Michigan 48161

Corporate
Connection
(734) 240-4150

Family Center
(734) 240-1760

Home
Respiratory
(734) 240-8888

HomeCare
Connection
(734) 240-1717

Hospice of Monroe
(734) 240-8940

Macomb
Pharmacy
(734) 240-4100

Nursing Center
(734) 240-1820

Outpatient
Surgery Center
(734) 240-1900

Outreach Services
Diagnostic Center
(734) 240-4127

Rehabilitation
Center
(734) 240-1950

Services in Dundee
(734) 240-3000
(866) 403-8900

Dear Members of the Department:

RE: Group Bicycle Ride – **CORRECTED ROUTE**

Mercy Memorial Hospital System, with the assistance of cardiologist Manhar Tejura, M.D., seek the City of Monroe's permission to host a group bicycle ride at 9 a.m., on Sunday, August 26, 2012. The event would be held as a fundraiser to support patient care services in the newly opened Cardiac Catheterization/Interventional Procedures Laboratory at the hospital.

Cyclists would be required to wear protective equipment – specifically helmets, abide by all local and state traffic laws and be at least 16 years of age. I have attached a copy of the waiver prepared by Patricia Poupard, MMHS Legal Counsel. MMHS is also requesting a certificate of insurance from its carrier for the event.

The event would begin at Mercy Memorial Hospital. All riders would use the MMHS parking lots for their vehicles during the ride.

The *prospective course* is: From the hospital North on Macomb Street to Maywood; east on Maywood to Riverview; south on Riverview to Elm Street; east on Elm Street to Dixie Highway; cross Elm Street and proceed west on Elm Street following the River Raisin to Munson Park; enter Munson Park and make two loops of the trail; depart Munson Park and travel east on Elm Street to Macomb Street; turn north on Macomb Street and return to the hospital parking lot. The course is between 10 and 12 miles long.

Please review this plan and notify my office of the City's decision. Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackie Swearingen".

Jackie Swearingen
Director, Marketing and Public Relations
Mercy Memorial Hospital System
734.240.4547

RECEIVED

JUL - 9 2012

CITY MANAGER'S OFFICE

**CITY OF MONROE
TEMPORARY USES, SALES, BUILDINGS;
SEASONAL OR SPECIAL EVENTS
APPLICATION**

Name of Applicant (Organization): Mercy Memorial Hospital System

Contact Person: Jackie Swearingen

Address: 718 North Macomb Street, Monroe MI 48162

Phone: 734-240-4547 **Fax:** 734-240-4424

Dates Requested: Sunday, August 26, 2012

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): 718 North Macomb Street, Monroe MI

PROPERTY OWNER INFORMATION

Name: Mercy Memorial Hospital System

Address: 718 North Macomb Street, Monroe MI 48162

Phone: 734-240-4547 **Fax:** 734-240-4424

EVENT DESCRIPTION:

Group bicycle ride to benefit patient care services of the newly opened cardiac catheterization/interventional procedures laboratory at MMHS. Start and finish occur on the Mercy Memorial Hospital Parking Lot on Macomb. Cyclists ride through the city of Monroe. Event to begin at 9 a.m. and end on or about 2 p.m. Please refer to attachments for additional details

TYPE OF BUSINESS ON SITE: Hospital

Application Fee \$ 150.00

\$20.00 wk \$

Total Fee \$ 150.00 pd 07-06-12

SIGNATURES (I/we hereby apply for a temporary use/special event permit in accordance with Section 12.69.25 of the City of Monroe Zoning Ordinance. The information, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct):

OWNER: Janet A. Ryan
*Chair, Mercy Monroegas
Hosp. and Board of Directors*

DATE: July 3, 2012

APPLICANT: Jackie Swearingen
*Director Marketing & PR
MMHS*

DATE: July 6, 2012

OFFICE USE ONLY

Invoice # _____

Date Paid _____

Initials _____

R _____ NR _____

MONROE RECREATION
734-384-9156 www.monroemi.gov
 120 East First Street, Monroe, MI 48161
 FAX: 734-243-8683 TDD: 734-243-2338



FACILITY USE PERMIT

DATE OF APPLICATION: June 27, 2012

This application is for use of open space and facilities located within city park boundaries only and may require a Special Event Permit and be subject to approval by the Monroe City Council. Special uses of the parks or other public property (i.e. monument, boulevard, street, alley, parking lot, sidewalk, right of way, historical marker) be requested in writing to the Monroe City Council at least two (2) months prior to date of proposed event/activity to allow ample time for review by city staff and the Monroe City Council. Special Event Permits are available through the City of Monroe Planning Department.

THE CITY OF MONROE RESERVES THE RIGHT TO GRANT OR CANCEL PERMITS AT ANYTIME. PLEASE NOTIFY MONROE PARKS AND RECREATION IF YOU NO LONGER WISH TO USE FACILITY RESERVED. GROUPS MUST VACATE THE FACILITY BY THE END OF THE TIME STATED ON PERMIT.

This permit is governed by the Park Use Policy Rules and Regulations (Enforcement: Under City Ordinance #95-017)

PRESS FIRMLY - TYPE OR PRINT CLEARLY

PARK Munson Park Circle: Shelter Bandshell Other: Trail

Purpose Use as course for group Number of People Estimate 100

bike ride
 Date of Activity August 26, 2012 Time: 9 am / pm to Noon am / pm

Person Applying Jackie Swearingen

Organization Morey Memorial Hospital System

Home Address 804 Winchester

Organization Address 718 N Macomb

City Lincoln Park State MI Zip 48146

City Monroe State MI Zip 48162

Day Phone 734-240-4547 Eve: 734-626-2158

Day Phone 734-240-4547 Eve: 734-626-2158

I certify that I am at least 18 years of age and an authorized representative of the agency/group making application for use of park facilities. I accept full responsibility for the orderly conduct of the persons who attend the function and for any damage to park property and assume all responsibilities for damage to persons who are part of the group and hold the City of Monroe harmless in the event any injury claim or judgement is filed against said city.

Fee/Deposit: _____ Print Applicant's Name: Jackie Swearingen

Drivers Lic. # S 652 356 291 827 Applicant's Signature: Jackie Swearingen

WHITE copy to Applicant
 YELLOW copy to Police Department
 PINK copy to Recreation

RECEIVED

Given copy of Park Rules: Yes _____ No _____

Facility Rental Information: Yes _____ No _____

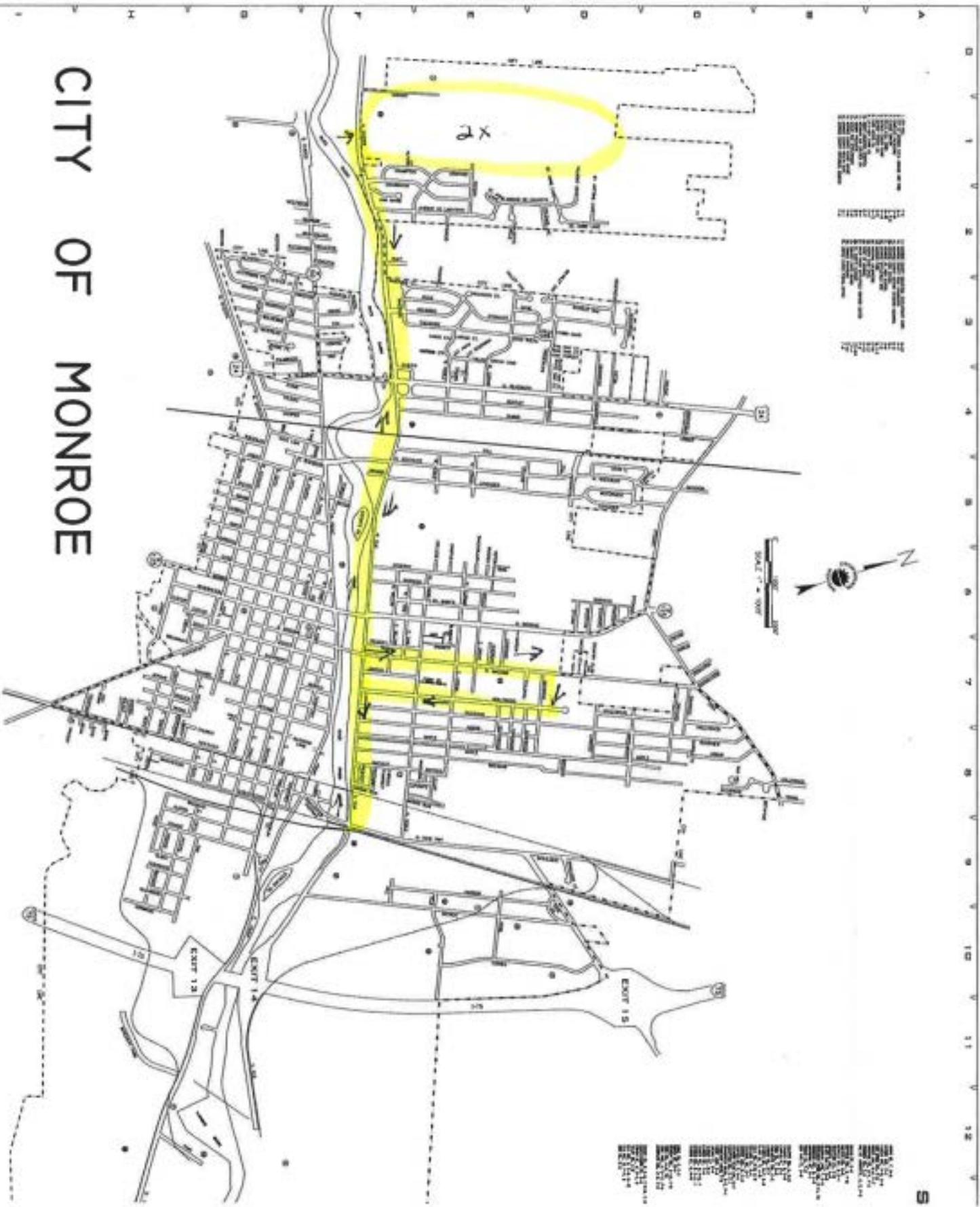
JUN 29 2012

Recreation Department Approval _____

CITY MANAGER'S OFFICE

Att: Facility Use Permit
W-9 Form
List of the MMHS Board of Trustees
Copy of Cyclist Waiver Form

CITY OF MONROE





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM ST. MARY CATHOLIC CENTRAL HIGH SCHOOL FOR PERMISSION TO HOLD THEIR ANNUAL HOMECOMING PARADE ON OCTOBER 5, 2012

DISCUSSION: The City received a request from St. Mary Catholic Central High School for permission to hold their annual Homecoming Parade on October 5, 2012 at 5:45 p.m. Specifically the request is to use the parade route selected by the Police Department, due to the closure of the Macomb Street Bridge, which is as follows: assemble at rear of school on West Willow Street, proceed east on Willow, south on Monroe Street, east on Fifth Street, south on Washington to Jones Avenue to the entrance at Navarre Field.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met and a parade permit.

The Police Department will coordinate with DPS to assure that all safety aspects are covered and the proper barricades are in place for the event. The parade will be staffed with twelve officers.

This event is identified in the City's Special Event Fee Waiver Policy and the City Manager is given authority to make a final decision on fees and/or cost sharing. After City Council approval, advance notification will be sent to MDOT.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, Planning, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 7/25/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 8/6/12



St. Mary Catholic Central High School

Living Faith, Gaining Knowledge, Serving Others

July 23, 2012

Dear Mayor Robert E. Clark and City Officials,

As you know, Saint Mary Catholic Central High School has a tradition of holding a Homecoming parade, which runs from the SMCC parking lot to Navarre Field. This year, we would like to continue these festivities.

This year, the parade will leave the SMCC parking lot on Willow Street promptly at 5:45 p.m. on Friday, October 5th, 2012. We will follow the same parade route as last year. We plan to submit the application for the parade permit to the Police Department once you have approved.

Your agreement to this proposal will be greatly appreciated. Full cooperation will be given by both the students and the faculty of SMCC to ensure a safe and enjoyable parade.

I would like to thank you in advance for your time. If you have any questions or concerns, please contact me at 241-7622 extension 117.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Jen Foldvary'.

Mrs. Jen Foldvary
Student Council Co-Moderator
College Counselor
St. Mary Catholic Central High School

RECEIVED

JUL 23 2012

MAYOR'S OFFICE

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
CC: file
Date: July 26, 2012
Re: **Staff Study: St. Mary Catholic Central High School Homecoming Parade - 2012**

The annual St. Mary Catholic Central High School Homecoming Parade is scheduled for Friday, October 5, 2012 at 5:45 pm. The route this year will be revised because of the closure of the Macomb Street Bridge. Because of the closure of the Macomb Street Bridge, the parade route will be revised to include travel southbound on Monroe Street from SMCC. The units will stage in the rear lot of SMCC then line up in the 0-100 block of West Willow Street. The parade will then head S/B on Monroe Street to Fifth Street, where it will turn left and head E/B on East Fifth Street to Washington Street. The procession will turn right at Washington Street and travel S/B on Washington Street to Jones Avenue. At Jones Avenue, the units will turn left and travel E/B on Jones Avenue to the entrance to Navarre Field.

Last year's parade was staffed with twelve officers, which is the minimum of officers that required, especially since this parade is during rush hour. The entire parade is approximately thirty minutes long.

The estimated maximum cost of staffing the event would be \$1091.36. This figure includes two hours pay for each officer, one hour planning time as well as the afternoon shift premium. The actual cost may vary as the amount was computed at "PSO/Corporal" wages.

I recommend approval of this event, provided the necessary permits are obtained. I will coordinate with DPS to ensure the proper barricades are in place for the event.

As always, I am available for any questions, comments, or concerns you may have.

EVENT COORDINATOR: Mrs. Jen Foldvary 241-7622 ext. 117



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR RETURN ACTIVATED SLUDGE PUMP #5 REPAIRS - WASTEWATER TREATMENT PLANT

DISCUSSION: Two (2) bids were received for completing repairs on the Return Activated Sludge (RAS) Pump #5 repairs at the Wastewater Treatment Plant (WWTP). The WWTP has 6 RAS pumps that are used for pumping activated sludge from the final clarifiers to the aeration system or primary clarifiers. The RAS pumps are an integral function to the facilities secondary treatment process. The material and environment the RAS pumps are subjected to is harsh such that keeping them in optimal operating condition is difficult to maintain, however necessary to allow the WWTP secondary treatment process to operate efficiently. Loss of a RAS pump leaves the WWTP secondary treatment process without adequate pumping capacity & redundancy as required in the 10 State Standards.

RAS #5 repairs are part of an overall approved fiscal year 2011-2012 Capital Improvement Program (CIP) project to repair / upgrade several WWTP pumps to extend their respective service lives. The lowest bidder meeting all bid specifications is from Pro-Seal Service Group out of Pontiac, MI for \$10,026.00. Attached is bid tabulation for reference.

WWTP staff discovered during preventative maintenance inspections that RAS #5 was leaking and after disassembling found that a seal had failed and the shaft sleeve was worn. The repair scope is normal wear and tear that the pump equipment typically incurs, however it is out of the staff abilities to complete the repairs due to the specialty equipment required to rebuild and balance the pump. WWTP Staff developed the repair scope and specifications to complete the work so as to put the RAS pump back into service for at least 15~20 years. The repairs will provide adequate pumping capacity & redundancy as required per the 10 State Standards. This CIP project has adequate funding budgeted for the project.

Pro-Seal Service Group out of Pontiac, MI has worked for the City previously on several projects with excellent results such that we are confident they perform adequately again.

IT IS RECOMMENDED that a purchase order in the amount of \$10,026.00 and a total amount of \$10,600.00 be encumbered to include a 5% contingency, be awarded to Pro-Seal Service Group out of Pontiac, MI for completing repairs on RAS Pump #5 as part of the fiscal year 2011-2012 CIP project in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

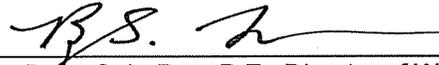
APPROVAL DEADLINE: August 29, 2012

REASON FOR DEADLINE: Bid is good for thirty (30) days.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:



Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Wastewater Department and Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 40,000.00
Cost of This Project Approval	\$ 10,600.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Operating Equipment	590-75.527-977.000 12Z15	\$ 10,600.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** July 31, 2012

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: August 6, 2012

**Bids Received List for KSB RETURN ACTIVATED SLUDGE #5
PUMP REPAIR for the Wastewater Department. Bid requested
mailed 07/13/12. BIDS DUE MONDAY, JULY 30, 2012.**

COMPANY NAME

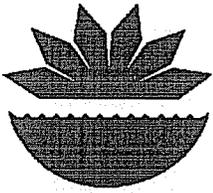
BID AMOUNT

Pro-Seal Service Group
Pontiac, MI

\$10,026.00 ←

Core Electric
Melvindale, MI

\$13,540.93



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR SLUDGE MIXING & CHOPPER PUMP REPAIRS -
WASTEWATER TREATMENT PLANT

DISCUSSION: Two (2) bids were received for completing repairs on a Sludge Mixing & Chopper Pump at the Wastewater Treatment Plant (WWTP). The WWTP has 2 of these types of pumps that are used for mixing / chopping sludge as part of the sludge handling process. The Sludge Mixing & Chopper pumps are an integral function to the sludge handling process and overall secondary treatment process. The material and environment the pumps are subjected to is harsh where keeping them in optimal operating condition is difficult to maintain, but necessary to allow the overall WWTP secondary treatment process to operate efficiently. Loss of a Sludge Mixing Chopper Pump leaves the sludge handling process with one pump and inadequate redundancy as required in the 10 State Standards.

The Sludge Mixing & Chopper Pump repairs are part of an overall approved fiscal year 2011-2012 Capital Improvement Program (CIP) project to repair / upgrade several WWTP pumps to extend their respective service lives. The lowest overall bidder for the entire project scope that meets all bid specifications is from Core Electric / Michigan Pump out of Melvindale, MI for \$14,208.62. Attached is bid tabulation for reference. It is anticipated that the credit line item will not be used since all vendors have indicated the pump will likely require to be rewound.

Problems with the Sludge Mixing & Chopper Pump became evident when the pump continued to short out and draw high amperage. The WWTP staff removed and inspected the pump and found that due to the pump producing excessive heat the pump bearing and windings had come into disrepair. The repair scope is normal wear and tear that the pump equipment typically incurs, however it is out of the staff abilities to complete the repairs. This is due to the specialty equipment required to rebuild the pump to UL Certification standards as required by the pump manufacturer. WWTP Staff developed the repair scope and specifications to complete the work so as to put the pump back into service for at least 10 years. The repairs will provide adequate pumping redundancy as required per the 10 State Standards. This CIP project has adequate funding budgeted for the project.

Core Electric / Michigan Pump out of Melvindale, MI has worked for the City previously on projects with excellent results such that we are confident they perform adequately again.

IT IS RECOMMENDED that a purchase order in the amount of \$14,208.62 and a total amount of \$14,900.00 be encumbered to include a 5% contingency, be awarded to Core Electric / Michigan Pump out of Melvindale, MI for completing repairs on a Sludge Mixing & Chopper Pump as part of the fiscal year 2011-2012 CIP project in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

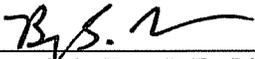
APPROVAL DEADLINE: August 29, 2012

REASON FOR DEADLINE: Bid is good for thirty (30) days.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Wastewater Department and Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 40,000.00
Cost of This Project Approval	\$ 14,900.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Operating Equipment	590-75.527-977.000 12Z15	\$ 14,900.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** July 31, 2012

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: August 6, 2012

**Bids Received List for Vaughn Chopper Sludge Mixing Pump
Repair for the Wastewater Department. Bid requested mailed
07/13/12. BIDS DUE MONDAY, JULY 30, 2012.**

COMPANY NAME

BID AMOUNT

Core Electric Melvindale, MI	\$14,208.62 ←
Credit for rewind \$1,707 = possible adj	12,501.62 ← CREDIT NOT EXPECTED
Pro-Seal Service Group Pontiac, MI	\$14,476.00
Credit for rewind \$2,000 = possible adj	12,476.00
Fife-Pearce Detroit, MI	\$17,399.00
Credit for rewind \$1,735 = possible adj	15,664.00