



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

**Garrett Brown**  
Mayor

**Maurice Barnes, Jr.**  
Council Member  
1<sup>st</sup> Precinct

**Lenn Reid**  
Council Member  
2<sup>nd</sup> Precinct

**Sonya Brown**  
Mayor Pro Tem  
Council Member  
3<sup>rd</sup> Precinct

**Marcola Lawler**  
Council Member  
4<sup>th</sup> Precinct

**Jeanette Spicer**  
Council Member  
5<sup>th</sup> Precinct

**Andrew French**  
Council Member  
6<sup>th</sup> Precinct

**Sheryl L. Mitchell**  
City Manager

**The Harkness Law Firm**  
Atty Cullen Harkness

**Jill Domingo**  
City Clerk

NOTICE FOR PERSONS WITH  
HEARING IMPAIRMENTS  
WHO REQUIRE THE USE OF A  
PORTABLE LISTENING DEVICE

Please contact the City  
Clerk's office at  
517.629.5535 and a listening  
device will be provided  
upon notification. If you  
require a signer, please  
notify City Hall at least five  
(5) days prior to the posted  
meeting time.

## REVISED AGENDA

### SPECIAL SESSION

**Albion City Hall  
Council Chambers  
112 West Cass Street  
Albion, MI 49224**

**Thursday, November 16, 2017  
7:00 p.m.**

### PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR & COUNCIL MEMBER COMMENTS
- VI. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three(3) minutes. Proper decorum is required.)
- VII. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Discussion/Approval of Specific MML Training with Council
  - B. Discussion-Code Enforcement Options
  - C. Request Approval Resolution # 2017-47, A Resolution to Approve Additional Wastewater Treatment Plan Improvements
- VIII. City Manager request for a Closed Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension or discipling of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, or staff member of individual agent, if the named person requests a closed hearing.
- IX. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)



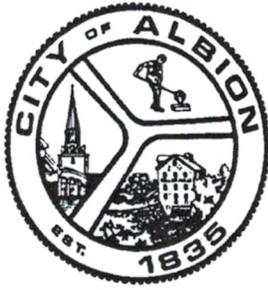
# CITY OF ALBION CITY COUNCIL MEETING AGENDA

*Meetings: First and Third Mondays – 7:00 p.m.*

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

---

X. ADJOURN



# City of Albion

Planning, Building, Code Enforcement  
112 West Cass Street  
Albion, Michigan 49224

(517) 629-7189 office  
(517) 629-7454 fax  
Email: [jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

## PROPOSED RESIDENTIAL RENTAL REGISTRATION & CERTIFICATION

### Purpose and intent

The city recognizes the importance to the general health, safety and welfare of all of its citizens, including its citizens who reside in residential dwellings, dwelling units and / or dormitories. The city therefore also recognizes a compelling interest in establishing standards for the maintenance of sanitary, health and safety of residential rental dwellings, dwelling units and dormitories. Proposed ordinance requires rental dwelling, dwelling units and / or dormitories to meet the minimum State of Michigan health and safety code requirements as referenced to in the international property maintenance code.

Proposed ordinance is designed to promote the continued maintenance of quality and safe residential rental properties and to enhance and maintain property value of all properties and to reduce the causes of blight and other deleterious factors affecting neighborhoods.

### Registration

The owner of any residential rental dwelling, dwelling units and / or dormitory would be required to register rental property yearly. The registration would require the owners information to be supplied, and if applicable, local agent who shall be legally responsible for operating the registered rental property.

### Certification

Proposed rental certification requires biannual inspection of rental properties. Biannual inspection of rental property is to ensure property meets the minimum health and safety codes. Biannual inspection is also to ensure property is maintained so as not to create blight and help deter decreased value to residential neighborhood.

---

## POSSIBILITY OF VACANT PROPERTY REGISTRATION

**Purpose and intent:** The purpose of establishing a registration process for vacant properties with structures is to provide requirements for responsible parties to implement required vacant property maintenance for such properties which protect public health, safety and general welfare of the citizens and prevent neighborhood blight, ensure properties are secured, prevent deterioration, and protect property values and neighborhood integrity.

City of Albion – Albion, Michigan  
Job Description

Assistant Code Enforcement Officer

Supervised by: Planning Director/Code Enforcement Officer  
Supervises: No supervisory responsibility

**General Summary:**

Under the general supervision of the Planning Director and Code Enforcement Officer, in a part time capacity, the Assistant Code Enforcement Officer ensures compliance with the city's various nuisance codes which may result in citation and or abatement of; including but not limited to, vegetation/weeds, solid waste/refuse, and snow/ice removal from public sidewalks. The Assistant Code Enforcement Officer will need to communicate with property owners, managers and residents to maintain standards of health, safety and appearance.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Investigation of complaints related to non-compliance with city nuisance codes and or nuisance abatement, as they relate to vegetation/weeds, solid waste/refuse, and snow/ice removal from public sidewalks.
2. Follow through on enforcement actions as necessary under the direction of Planning Director and Code Enforcement Officer, including gathering evidence, written notification, filing and other needed documentation.
3. Coordinate efforts with the Zoning Administrator/Planning Director, Enforcement Officer, Building Inspector and Public Safety to ensure uniform enforcement.
4. Assist the Code Enforcement Officer with the preparation and implementation of Property Maintenance Inspections and the boarding of dangerous structures as needed
5. Perform periodic and systematic surveys of code violations.
6. Work to inform the public of code requirements through personal visits and speaking before groups.
7. Prepare recommendations for supervisor on improvements to codes.
8. Prepare periodic reports on progress of code enforcements efforts.
9. Testify before the city council, city boards, commissions, and courts of law as needed.
10. Responsible for issuing violations as they relate to code compliance.

11. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Job Description – Assistant Code Enforcement Officer  
Page 2 of 2

- Education requirements include a high school diploma.
- Must have working knowledge of computers and be proficient with office related software/programs.
- Must be familiar with report writing and filing systems
- Must possess a current Michigan driver's license.
- Must be willing to learn city ordinances as they relate to code compliance.
- Must be able to remain calm and in control during conflict.
- Must be willing to communicate with the citizens of the community.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, elected officials, community leaders and other employees
- Prompt and regular attendance.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to reach with hands and arms, and use hand to finger, handle or feel. The employee must frequently lift and/or move heavy objects up to 50 lbs. The employee will frequently bend or kneel. The employee will frequently climb stairs. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee will frequently be required to enter the interiors of dilapidated buildings.

While performing the duties of this job, the employee regularly works within the community as well as in a business office setting. The noise level in the work environment could be moderate to loud. The employee may be required to obtain appropriate training and licenses for specialized duties.

2017 Zoning Log

| NUMBER   | TYPE            | APPLICANT                   | OWNER                        | PROPERTY ADDRESS              | PARCEL NUMBER | ZONED | FEE      | DATE APPL RECEIVED | ACTION TAKEN | DATE OF ACTION | COMMENT                                      |
|----------|-----------------|-----------------------------|------------------------------|-------------------------------|---------------|-------|----------|--------------------|--------------|----------------|--|
| 2017-001 | Zoning          | LCC Telecom / AT&T          | Timothy Huff/SBA Towers Inc. | 1103 a.k.a. 1107 Pleasant Dr. | 51-009-308-01 | M-1   | \$35.00  |                    | Approved     |                |  |
| 2017-002 | Sign-frame      |                             |                              | 100 E. Michigan Ave.          |               |       | \$35.00  |                    | Approved     |                |  |
| 2017-003 | Zoning          |                             |                              | 803 S. Superior St.           |               | R-3   | \$35.00  |                    | Approved     |                |  |
| 2017-004 | Site Plan Minor |                             |                              | 803 S. Superior St.           |               | R-3   | N/A      |                    | Approved     |                |  |
| 2017-005 | Comm. Garden    |                             |                              | Albion St. S.                 |               |       | N/A      |                    | Approved     |                |  |
| 2017-006 | Comm. Garden    |                             |                              | W. Center St.                 |               |       | N/A      |                    | Approved     |                |  |
| 2017-007 | Comm. Garden    |                             |                              | Jefferson St.                 |               |       | N/A      |                    | Approved     |                |  |
| 2017-008 | Sign Amend.     |                             |                              | 301 N. Clinton St.            |               |       | N/A      |                    | Approved     |                |  |
| 2017-009 | Sign Permit     |                             |                              | 100 E. Michigan Ave.          |               |       | \$35.00  |                    | Approved     |                |  |
| 2017-010 | Sign Permit     |                             |                              | 1301 N. Eaton St.             |               | R-3-B | \$35.00  |                    |              |                |  |
| 2017-011 |                 |                             |                              |                               |               |       |          |                    |              |                |  |
| 2017-012 | Land Comb.      | Don Hoyt - Contractor       | Marianna Hurley              | 407 Allen Place               | 51-002-301-01 | R-1-C | \$35.00  | 3/20/2017          | Approved     | 4/6/2017       | 24' X 24' X 8' accessory structure/garage    |
| 2017-013 | Zoning          |                             |                              | 407 Allen Place               |               |       | \$35.00  |                    |              |                |  |
| 2017-014 | Zoning          |                             |                              | 100 E. Erie St.               |               |       | \$35.00  |                    | Approved     |                |  |
| 2017-015 | Sign Permit     |                             |                              | 100 E. Erie St.               |               |       | \$35.00  |                    | Approved     |                |  |
| 2017-016 | Zoning          |                             |                              | 506 Irwin Ave.                |               |       | \$35.00  | 3/23/2017          | Approved     | 3/27/2017      | Addition to N.E. portion of dwelling         |
| 2017-017 | Fence           |                             |                              | 1011 Wiener Dr.               |               |       | \$35.00  |                    | Approved     |                | Privacy fence in rear yard                   |
| 2017-018 | Fence           |                             |                              | 924 Burr Oak St.              |               |       | \$35.00  | 3/31/2017          | Approved     | 4/3/2017       | Privacy fence in rear yard                   |
| 2017-019 | Zoning          | Ruff & Kreger               | Mr. & Mrs. Charles Williams  | 899 Irwin Ave.                |               | R-1-A | \$35.00  | 4/11/2017          | Approved     | 4/14/2017      | Handicap Ramp                                |
| 2017-020 | Sign Permit     | Burkett Signs, Inc.         | City of Albion               | 201 N. Clinton St.            |               | B-4   | \$35.00  |                    | Approved     | 5/5/2017       |  |
| 2017-021 | Zoning          | Ruff & Kreger               | M. Roy                       | 403 E. Cass St.               |               | R-3-C | \$35.00  | 5/18/2017          | Approved     | 5/23/2017      | Erect new dwelling and attached garage       |
| 2017-022 | Zoning          |                             | Albion College               | 703 E. Michigan Ave.          |               | CD    | N/A      | 5/26/2017          | Approved     | 5/31/2017      | Demolish and erect new porch                 |
| 2017-023 | Fence           | Olmstead Construction       | Shymetha Wilson              | 316 Austin Ave.               |               | R-1-C | \$35.00  | 4/19/2017          | Approved     | 4/23/2017      | 4' Chain Link Fence                          |
| 2017-024 | Sign            | RWL Sign Company LLC        | Downtown Albion Hotel        | 200 S. Superior St.           |               | B-2   | \$35.00  | 5/24/2017          | Approved     | 6/19/2017      | New Signage                                  |
| 2017-025 | Zoning          | Anthony Pryor               | William Zenoniani            | 707 Irwin Ave.                | 51-014-546-00 | R-1-C | \$335.00 | 6/29/2017          | Approved     | 6/29/2017      | New 10' X 30" deck off rear of house/gar.    |
| 2017-026 | Land Div.       | Albion College              | Albion College               | 309 E. Cass St.               | 51-000-690-00 | R-3-C | \$55.00  |                    | Approved     | 8/9/2017       |  |
| 2017-027 | Land Comb.      | Albion College              | Albion College               | 315 E. Cass St.               | 51-000-689-00 | R-3-C | \$55.00  |                    | Approved     | 8/9/2017       | Combined - New P.N. 51-000-690-01            |
| 2017-028 | Fence           | Hometown Builder, LLC.      | Tracie Northcutt             | 802 Maple St.                 |               | R-1-C | \$35.00  | Jun-17             | Approved     | 7/12/2017      | Replace existing fence w/new 6' fence        |
| 2017-029 | Zoning          | John Arey                   | John Arey                    | 200 E. Michigan Ave.          |               | B-4   | \$35.00  | 3-Jul-17           | Approved     | 7/3/2017       | Accessory structure                          |
| 2017-030 | Sign Permit     | Johnson Signs               | Albion Holdings LLC          | 333 Bemer St.                 |               | B-3   |          | 7/14/2017          | Approved     | 7/17/2017      | New front wall signage                       |
| 2017-031 | Zoning          | David Burkett               | David & Marcia Burket        | 752 Haven Rd.                 |               | R-1-A | \$35.00  | 7/18/2017          | Approved     | 7/18/2017      | 12' x 32' x 1 story accessory Structure      |
| 2017-032 | Zoning          | Brent Jennings              | Wayne Vanschoick Jr.         | 1020 Hall St.                 |               | R-1-C | \$35.00  | 7/18/2017          | Approved     | 7/18/2017      | Erect new deck at rear of dwelling           |
| 2017-033 | Zoning          | Clarissa Lewis              | Clarissa Lewis               | 308 W. Elm St.                |               | R-2-B | \$0.00   |                    | Denied       |                |  |
| 2017-034 | Land Comb.      | Albion College              | Albion College               | 315, 309 E. Cass St.          |               |       | \$110.00 |                    |              |                |  |
| 2017-035 | Zoning          | James Davis Jr.             | James Davis Jr.              | 714 N. Clinton St.            |               | R-2-B | \$35.00  |                    | Approved     |                |  |
| 2017-036 | Zoning          | Slaughter Construction      | St. Paul Luth. Church        | 615 S. Dalrymple St.          | 51-001-588-06 | R-1-C | \$35.00  | 8/11/2017          | Approved     | 8/15/2017      | 24' X 24' Pole Barn Accessory Structure      |
| 2017-037 | Zoning          | Joe Byler Const.            | Kevin Metz                   | 413 Lombard St.               | 51-003-244-00 | R-1-C |          | 6/21/2017          | Approved     | 6/28/2017      | Addition to dwelling                         |
| 2017-038 | Zoning          | Gordon Martin Builder, Inc. | Albion Community Foundation  | 1002 N. Eaton St.             | 51-012-153-00 | R-3-B | \$35.00  | 8/25/2017          | Approved     | 8/28/2017      | Change of use                                |
| 2017-039 | Site Plan Minor | Gordon Martin Builder, Inc. | Albion Community Foundation  | 1002 N. Eaton St.             | 51-012-153-00 | R-3-B | \$250.00 | 8/25/2017          | Approved     | 8/28/2017      | Handicap Ramp & Parking                      |
| 2017-040 | Zoning          | Marcy Sacks                 | Marcy Sacks                  | 302 College Ct.               | 51-003-211-00 | R-1-C | \$35.00  | 8/28/2017          | Approved     | 8/30/2017      | Addition of porch on north side of dwell.    |
| 2017-041 | Fence           | Donna Washington            | Donna Washington             | 1303 Cooper St.               | 51-007-714-00 | R-1-C | \$35.00  | 9/14/2017          | Approved     | 9/18/2017      | 6' wood privacy fence and 4' chain link      |
| 2017-042 | Fence           | Joseph Reynolds             | Charlies of Albion, Inc.     | 117 W. Porter St.             | 51-001-023-00 | B-2   | \$35.00  | 6/16/2017          | Approved     |                | 4' chain link fence within the perim. of lot |
| 2017-043 | Zoning          | Franklin Dunklin            | Franklin Dunklin             | 700 Austin Ave.               | 51-010-550-00 | B-1   | \$35.00  | 9/13/2017          | Approved     | 10/3/2017      | 4'x6' sec. floor landing and stairway        |
| 2017-044 | Fence           | Rick & Renae Clark          | Clark, Rick & Renae          | 906 Carm Lane                 | 51-002-216-00 | R-1-A | \$35.00  | 9/27/2017          | Approve      | 9/29/2017      | 6' privacy fence in rear yard                |









## 2017 WORK ORDER LOG

| NUMBER | DATE      | ADDRESS  | CONTRACTOR                | ABATEMENT                      | COMPLETED | COMMENT |
|--------|-----------|--|---------------------------|--------------------------------|-----------|---------|
| 02288  | 1/5/2017  | 512 N. Superior St.  | Lohrke's Mowing           | Secure open structure          |           |         |
| 02289  | 1/23/2017 | 110 W. North St.   | Lohrke's Mowing           | Refuse                         |           |         |
| 02290  | 5/16/2017 | 925 W. Erie St.  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02291  | 5/16/2017 | 1000 W. Erie St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02292  | 5/16/2017 | 111 W. Elm St.   | Lohrke's Mowing           | Noxious Vegetation             |           |         |
| 02293  | 5/16/2017 | 217 E. Pine St.  | Lohrke's Mowing           | Noxious Vegetation & Refuse    |           |         |
| 02294  | 5/23/2017 | 406 S. Ann St. and<br>407 S. Dalrymple St.                   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02295  | 5/26/2017 | 110 N. Clinton St. & R.O.W.                                  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02296  | 6/5/2017  | 407/501 Austin Ave. R.O.W.<br>N.W. Corner of 405 E. Pine St. | Lohrke's Mowing           | Noxious Vegetation<br>& Litter |           |         |
| 02297  | 6/12/2017 | 1407 N. Eaton St.  | Lohrke's Mowing           | Noxious Vegetation             |           |         |
| 02298  | 6/12/2017 | 1302 Barnes St.  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02299  | 6/12/2017 | 407 Austin Ave.  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02300  | 6/12/2017 | 501 Austin Ave.  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02301  | 6/12/2017 | 600 Irwin Ave.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02302  | 6/12/2017 | 310 S. Ionia St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02303  | 6/12/2017 | 411 Mechanic St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02304  | 6/13/2017 | 407/501 Austin Ave. R.O.W.<br>N.W. Corner of 405 E. Pine St. | Lohrke's Mowing           | Noxious Vegetation<br>& Litter |           |         |
| 02305  | 6/14/2017 | 512 N. Superior St.  | Lohrke's Mowing           | Noxious Vegetation & Refuse    |           |         |
| 02306  | 6/14/2017 | 99 S. Monroe St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02307  | 6/14/2017 | 306 E. Erie St.  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02308  | 6/14/2017 | 1017 Maple St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02309  | 6/14/2017 | 311 S. Ionia St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02310  | 6/14/2017 | 409 Mechanic St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02311  | 6/14/2017 | 614 N. Ann St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02312  | 6/14/2017 | 702 S. Eaton St.   | Lohrke's Mowing           | Noxious Vegetation             |           |         |
| 02313  | 6/19/2017 | 1000 W. Erie St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02314  | 6/19/2017 | 916 N. Clinton St.   | John Hawkins Const. Cont. | Refuse - Unlawful Dumping      |           |         |
| 02315  | 6/27/2017 | 1201 Chauncey St.  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 2316   | 6/27/2017 | 608 Austin Ave.  | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |
| 02317  | 6/27/2017 | 103 W. Elm St.   | John Hawkins Const. Cont. | Noxious Vegetation             |           |         |











2017 WORK ORDER LOG

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

2017 PLANNING/BULDING/CODE/WORK WITH OUTSIDE DEPT/COMBINATION LOG

| NUMBER          | DATE      | ADDRESS   | COMMENT  | FORWARDED TO                               | STATUS DATE | STATUS                         | INV. DATE | INV. NUMBER | AMOUNT  |
|-----------------|-----------|---|--|--|-------------|--------------------------------|-----------|-------------|---------|
| C17.0001        | 1/3/2017  | 919 N. Eaton St.                                      | Dewlling, fire damaged   | C.I.S. 01/03/17                            |             |                                |           |             |         |
| <b>FIRE</b>     |           |   | <b>Fire damaged per rep. \$20K pro. Cont. \$8K</b>                           | <b>Sheryl Mitchell 01/03/17</b>            |             | <b>AAA Insurance</b>           |           |             |         |
| C17.0002        | 1/3/2017  | E. Pine St. at Division St.                           | Graffiti on weight limit sign  | Harry Longon 01/03/17                      |             |                                |           |             |         |
| C17.0003        | 1/4/2017  | 611 W. Cass St.                                       | Observed vehicles and lights on at night was pre. posted unfit for occupancy | C.I.S. forwarded for follow-up on 01/04/17 |             |                                |           |             |         |
| C17.0004        | 1/5/2017  | 313 S. Ionia St.                                      | Received email that posted dwelling is occupied                              | C.I.S. Attn. Of Kim - 01/05/17             |             |                                |           |             |         |
| C17.0005        | 1/10/2017 | 203 E. Mulberry St.                                   | Occupant/renter comp. ref. living conditions                                 | C.I.S. req. Safety/PMC Insp.               |             |                                |           |             |         |
| C17.0006        | 1/10/2017 | 306 E. Pine St.                                       | Abandoned vehicle  | <b>A.D.P.S. 1/10/17</b>                    |             |                                |           |             |         |
| C17.0007        | 1/10/2017 | 309 E. Pine St.                                       | Abandoned vehicle  | <b>A.D.P.S. 1/10/17</b>                    |             |                                |           |             |         |
| C17.0008        | 1/10/2017 | 922 N. Eaton St.                                      | Abandoned vehicle  | <b>A.D.P.S. 1/10/17</b>                    |             |                                |           |             |         |
| C17.0009        | 1/10/2017 | 1207 N. Eaton St.                                     | Abandoned vehicle  | <b>A.D.P.S. 1/10/17</b>                    |             |                                |           |             |         |
| C17.0010        | 1/10/2017 | 500 Block of N. Monroe St. R.O.W.                     | Abandoned vehicle  | <b>A.D.P.S. 1/10/17</b>                    |             |                                |           |             |         |
| C17.0011        | 1/10/2017 | 916 N. Clinton St.                                    | No heat, substandard living condition  | C.I.S. forwarded 01/10/17                  |             |                                |           |             |         |
| C17.0012        | 1/11/2017 | 111 N. Eaton St.                                      | Garage in hazardous condition - roof   |  |             |                                |           |             |         |
| C17.0013        | 1/11/2017 | 313 Washington St.                                    | Garage in hazardous condition - roof   | Forwarded to SAFEbuilt                     |             | Garage in disrepair            | 3/31/2017 | 2750        | \$56.00 |
| C17.0014        | 1/19/2017 | 416 Washington St.                                    | Complaint - substandard living conditions                                    | Forwarded to C.I.S. 01/19/17               | 1/24/2017   | Apart. unfit for occupancy     | 2/1/2017  | 2707        | \$56.00 |
| C17.0015        | 1/24/2017 | 810 N. Ionia St.                                      | Complaint - Dog welfair  | <b>Forwarded to Ch.Kipp 1/24/17</b>        |             |                                |           |             |         |
| C17.0016        | 1/24/2017 | 313 N. Mingo St.                                      | Wood smoke/impro. Inst./structure dis.                                       | Fd. to SAFEbuilt 01/24/17                  | 2/14/2017   | Violations - chimney, etc.     | 3/1/2017  | 2735        | \$56.00 |
|                 |           | 313 N. Mingo St.                                      | Wood smoke/impro. Inst./structure dis.                                       |  | 2/23/2017   | Posted unfit for occupancy     |           |             |         |
|                 |           | 313 N. Mingo St.                                      | Wood smoke/impro. Inst./structure dis.                                       | Follow up by SAFEbuilt                     | 2/28/2017   | Chimney removed, nds. paint    | 3/31/2017 | 2750        | \$56.00 |
| <b>C17.0011</b> | 1/24/2017 | 916 N. Clinton St.                                    | Posted unfit for occupancy by SAFEbuilt                                      | Follow up by SAFEbuilt                     | 1/24/2017   | SAFEbuilt posted home          | 2/1/2017  | 2707        | \$56.00 |
| C17.0017        | 1/30/2017 | 906 N. Albion St.                                     | A.D.P.S. req. CEO, PMC insp. performed                                       | SAFEbuilt forw. to 01/30/17                |             |                                |           |             |         |
| <b>C17.0014</b> | 1/26/2017 | 416 Washington St.                                    | Complaint - substandard living conditions                                    | SAFEbuilt                                  | 1/26/2017   | SAFEbuilt posted apart.        | 2/1/2017  | 2707        | \$56.00 |
| C17.0018        | 2/2/2017  | 100 S. Superior St.                                   | Follow-up inspection   | SAFEbuilt                                  | 2/9/2017    | Follow-up inspection           | 3/1/2017  | 2735        | \$56.00 |
| C17.0019        | 2/2/2017  | 305-309 E. Porter St.                                 | Car parked in street 24-7  | <b>Forwarded to Ch.Kipp 02/02/17</b>       |             |                                |           |             |         |
| C17.0020        | 2/2/2017  | 405 E. Porter St.                                     | Feeding faral cats   | <b>Forwarded to Ch.Kipp 02/02/17</b>       |             |                                |           |             |         |
| C17.0021        | 2/2/2017  | 1110 Carson St.                                       | Abandoned motorhome and van  | <b>A.D.P.S. Kern, 02/02/17</b>             |             |                                |           |             |         |
| C17.0022        | 2/2/2017  | 1101 Crescent Dr.                                     | Car parked in street 24-7  | <b>A.D.P.S. Kern, 02/02/17</b>             |             |                                |           |             |         |
| C17.0023        | 2/2/2017  | 811 S. Eaton St.                                      | Dismantled pick up truck   | <b>A.D.P.S. Kern, 02/02/17</b>             |             |                                |           |             |         |
| C17.0024        | 2/3/2017  | 600 S. Dalrymple St. a.k.a. 613 Sycamore St., Apt. #1 | Occupant/renter complaint substandard living conditions                      | SAFEbuilt 02/03/17                         |             | Violations found               | 3/1/2017  | 2735        | \$56.00 |
| <b>C17.0017</b> | 2/2/2017  | 906 N. Albion St.                                     | SAFEbuilt posted unfit for occupancy   |  | 2/2/2017    | Posted unfit for occupancy     | 3/1/2017  | 2735        | \$56.00 |
|                 | 2/2/2017  | 102 Sycamore Ct.                                      | SAFEbuilt  |  | 2/2/2017    | Posted unfit for occupancy     | 3/1/2017  | 2735        | \$56.00 |
| C17.0018        | 2/10/2017 | 1012 Jefferson St.                                    | Occupant/renter complaint substandard  | SAFEbuilt 02/10/17                         | 2/14/2017   | Multiple violations            | 3/1/2017  | 2735        | \$56.00 |
| <b>C17.0018</b> | 2/14/2017 | 1012 Jefferson St.                                    | SAFEbuilt inpection performed  |  | 2/23/2017   | Posted unfit for occupancy     | 3/1/2017  | 2735        | \$56.00 |
| C17.0019        | 2/24/2017 | 1106 N. Eaton St.                                     | Dwelling in disrepair  | SAFEbuilt 02/24/17                         | 2/28/2017   | Dwelling in disrepair          | 3/31/2017 | 2750        | \$56.00 |
| C17.0020        | 2/25/2017 | 1102 N. Eaton St.                                     | Dwelling in disrepair  | SAFEbuilt 02/25/17                         | 2/28/2017   | Dwelling in disrepair          | 3/31/2017 | 2750        | \$56.00 |
| C17.0021        | 2/25/2017 | 710 a.k.a. 708 N. Superior St.                        | Dwelling in disrepair  | SAFEbuilt 02/25/17                         | 2/28/2017   | Heavy damage to addition       | 3/31/2017 | 2750        | \$56.00 |
| C17.0022        | 2/25/2017 | 512 N. Superior St.                                   | Dwelling in disrepair  | SAFEbuilt 02/25/17                         | 2/28/2017   | Dwelling in disrepair          | 3/31/2017 | 2750        | \$56.00 |
| C17.0023        | 2/25/2017 | 506 N. Superior St.                                   | Accessory structure in disrepair   | SAFEbuilt 02/25/17                         | 2/28/2017   | Shed needs to be removed       | 3/31/2017 | 2750        | \$56.00 |
|                 |           | 506 N. Superior St.                                   | Accessory Structure removed  | SAFEbuilt                                  | 4/11/2017   | In compliance - Closed         |           |             |         |
| C17.0024        | 2/25/2017 | 410 Fitch St.   | Dwelling and accessory structure in disrepair                                | SAFEbuilt 02/25/17                         | 2/28/2017   | Boarded window - Grge. Roof    | 3/31/2017 | 2750        | \$56.00 |
| C17.0025        | 2/25/2017 | 318 W. Center St.                                     | Dwelling and accessory structure in disrepair                                | SAFEbuilt 02/25/17                         | 2/28/2017   | Dwelling & Garage in disrepair | 3/31/2017 | 2750        | \$56.00 |
| C17.0026        | 2/25/2017 | 1017 Maple St.  | Dwelling and accessory structure in disrepair                                | SAFEbuilt 02/25/17                         | 2/28/2017   | Structures in disrepari        | 3/31/2017 | 2750        | \$56.00 |
|                 | 6/29/2017 | 1017 Maple St.  | Dwelling posted unfit for occupancy  | SAFEbuilt 06/29/17                         | 6/20/2017   | Posted unfit for occupancy     | 8/1/2017  | 2840        | \$56.00 |

2017 PLANNING/BULDING/CODE/WORK WITH OUTSIDE DEPT/COMBINATION LOG

| NUMBER    | DATE      | ADDRESS                               | COMMENT  | FORWARDED TO            | STATUS DATE | STATUS  | INV. DATE | INV. NUMBER | AMOUNT  |
|-----------|-----------|---------------------------------------|--|-------------------------|-------------|---|-----------|-------------|---------|
| C17.0027  | 2/25/2017 | 220 S. Gale St.                       | Complaint - dwelling in disrepair                  | SAFEbuilt 02/25/17      | 2/28/2017   | Multiple violations   | 3/31/2017 | 2750        | \$56.00 |
| C17.0028  | 2/25/2017 | 111 N. Eaton St.                      | Garage in hazardous condition - roof               | SAFEbuilt 02/25/17      | 2/28/2017   | Garage roo in ext. disrepair  | 3/31/2017 | 2750        | \$56.00 |
| C17.0029  | 2/25/2017 | 313 Washington St.                    | Garage in hazardous condition                      | SAFEbuilt 02/25/17      | 2/28/2017   | Garage in extreme disrepair   |           |             |         |
| C17.0030  | 2/25/2017 | 1014 Jefferson St.                    | Garage/accessory structure in hazardous cond.      | SAFEbuilt 02/25/17      | 2/28/2017   | Garage in extreme disrepair   | 3/31/2017 | 2750        | \$56.00 |
| C17.0031  | 2/25/2017 | 217 a.k.a. 219, 219.5 S. Superior St. | Complaints - condition of structure & sanitation   | SAFEbuilt 02/25/17      | 2/28/2017   | Structures blt. w/out permits, unsafe roof at rear entrance   | 3/31/2017 | 2750        | \$56.00 |
| C17.0032  | 2/25/2017 | 925 N. Eaton St.                      | Garage/accessory structure in disrepair            | SAFEbuilt 02/25/17      | 3/28/2017   | Garage in dis. 30 days to fix   | 3/31/2017 | 2750        | \$56.00 |
| C17.0033  | 2/25/2017 | 201 River St.                         | Commercial structure in disrepair                  | SAFEbuilt 02/25/17      | 2/28/2017   | Comm. structure in disrepair  | 3/31/2017 | 2750        | \$56.00 |
| C17.0034  | 2/25/2017 | 1207 N. Eaton St.                     | Dwelling structure in direpair                     | SAFEbuilt 02/25/17      | 2/28/2017   | Sever damage to addition  |           |             |         |
| C17.0035  | 2/27/2017 | Miller Dr.                            | Numerous abandoned/junk vehicles                   | A.D.P.S. Kern, 02/27/17 |             |   |           |             |         |
| C17.0036  | 2/27/2017 | 925 W. Erie St.                       | Comp. - people liv. at site without utilites       | SAFEbuilt 02/27/17      | 2/28/2017   | In compliance - Closed  |           |             |         |
| C17.0037  | 3/1/2017  | 902 N. Superior St.                   | Comp. city sewer back-up into basement             | Jim Lenardson           | 3/1/2017    | Meeting & site visit, follow-up required to be done by city Health Dept. also meet on site 03-01-17 |           |             |         |
| C17.0038  | 3/3/2017  | 904 N. Superior St.                   | City sewer back-up into basement                   | Jim Lenardson           | 3/3/2017    | Follow-up required to be done by city   |           |             |         |
| C17.0039  | 3/3/2017  | 901 N. Ionia St.                      | City sewer back-up into basement                   | Jim Lenardson           | 3/3/2017    | Follow-up required to be done by city   |           |             |         |
| C17.0040  | 3/3/2017  | 108 Norwood St.                       | City sewer back-up into basement                   | Jim Lenardson           | 3/3/2017    | Follow-up required to be done by city   |           |             |         |
| C17.0041  | 3/3/2017  | 900 N. Superior St.                   | City sewer back-up into basement                   | Jim Lenardson           | 3/3/2017    | Follow-up required to be done by city   |           |             |         |
| C17.0042  | 3/13/2017 | 215 S. Superior St.                   | Storm damage to structure                          | SAFEbuilt               | 3/16/2017   | Inspection, roof violation  | 3/31/2017 | 2750        | \$56.00 |
| C17.0043  | 3/13/2017 | 217 S. Superior St.                   | Storm damage to structure                          | SAFEbuilt               | 3/16/2017   | Inspection, roof violation  | 3/31/2017 | 2750        | \$56.00 |
| C17.0044  | 3/14/2017 | 1217 N. Eaton St.                     | 2 yrs. siding in-comp. Complaint - looks blighted  | SAFEbuilt               | 2/28/2017   | Inspection, violations  | 3/31/2017 | 2750        | \$56.00 |
|           | 3/22/2017 | 1215 Perry St.                        | Kitchen fire - electric meter pulled by Consumers  | SAFEbuilt               |             |   |           |             |         |
| CE17.0045 | 3/23/2017 | 706 N. Berrien St.                    | Exterior of structure in disrepair                 | SAFEbuilt               | 3/28/2017   | Poor cond. resp. by 04/12/17  | 5/1/2017  | 2774        | \$56.00 |
|           | 3/31/2017 | 208 E. North St.                      | Junk vehicle                                       | A.D.P.S. 03/31/17       |             |   |           |             |         |
|           | 3/7/2017  | 610 S. Superior St.                   | Violations of the IPMC                             | SAFEbuilt               | 3/7/2017    | Posted unfit for occupancy  | 3/31/2017 | 2750        | \$56.00 |
|           | 4/3/2017  | 307 Perry St.                         | Treatment of dog and hindered us of yard           | A.D.P.S. 04-03-17       |             |   |           |             |         |
| Assessing | 4/3/2017  | 1020 & 1022 N. Mingo St.              | 100% PRE on both, same owner                       | Assessing Dept.         | 4/4/2017    | Per Assessing - taken care of   |           |             |         |
| C17.0046  | 4/6/2017  | 1508 N. Eaton St.                     | Structure and free std. sign in disrepair          | SAFEbuilt               | 4/6/2017    | Proceed with legal action   | 5/1/2017  | 2774        | \$56.00 |
|           |           | 1508 N. Eaton St.                     | Follow-up inspection                               | SAFEbuilt               | 9/29/2017   | Proceed with legal action   | 10/1/2017 | 2875        | \$58.00 |
| C17.0047  | 4/6/2017  | 1521 N. Eaton St.                     | Structure and free std. sign in disrepair          | SAFEbuilt               | 4/6/2017    | Proceed with legal action   | 5/1/2017  | 2774        | \$56.00 |
| C17.0048  | 4/11/2017 | 100 S. Superior St.                   | Fire damaged                                       | SAFEbuilt               | 4/11/2017   | Follow up insp. of 1st floor  | 3/31/2017 | 2750        | \$56.00 |
| C17.0048  | 3/1/2017  | 807 Austin Ave.                       | Structure fire                                     | SAFEbuilt               | 3/2/2017    | Inspection of fire damage   | 3/31/2017 | 2750        | \$56.00 |
| C17.0049  | 3/16/2017 | 702 N. Albion                         | Structure wall collapsing                          | SAFEbuilt               | 3/16/2017   | Inspection, posted  | 3/31/2017 | 2750        | \$56.00 |
| C17.0050  | 3/16/2017 | 301 E. Chestnut St.                   | Structure in disrepair, siding being removed, etc. | SAFEbuilt               | 3/31/2017   | Inspection, violations  | 3/31/2017 | 2750        | \$56.00 |
| C17.0051  | 4/26/2017 | 117 E. North St.                      | Sanitary sewer back up                             | SAFEbuilt               | 5/2/2017    | Inspection, corrected   | 6/2/2017  | 2794        | \$56.00 |
| C17.0052  | 4/26/2017 | 404 Miller Dr.                        | Sanitary sewer back up                             | SAFEbuilt               | 5/2/2017    | Inspection, sewage leaking  | 6/2/2017  | 2794        | \$56.00 |
| C17.0053  | 4/27/2017 | 507 Clark St.                         | Substandard living conditions - complaint          | SAFEbuilt               |             |   |           |             |         |
| C17.0054  | 5/8/2017  | 906 N. Albion St.                     | Dwelling structure fire                            | SAFEbuilt               | 5/16/2017   | Posted Condemned  | 6/2/2017  | 2794        | \$56.00 |
| C17.0055  | 5/8/2017  | 327 Haven Rd.                         | Open Structure                                     | C.C.L.B.A.              |             |   |           |             |         |
| C17.0056  | 5/10/2017 | 211 E. Oak St.                        | No water, occupied                                 | SAFEbuilt               | 5/16/2017   | Inspection, posted unfit  | 6/2/2017  | 2794        | \$56.00 |
| C17.0057  | 5/12/2017 | 425 Brockway Place                    | No water, hording, occupied                        | SAFEbuilt               | 5/16/2017   | Inspection  | 6/2/2017  | 2794        | \$56.00 |
|           | 5/23/2017 |                                       | living conditions                                  | SAFEbuilt               | 5/23/2017   | Posted unfit for occupancy  | 6/2/2017  | 2794        | \$56.00 |
| C17.0058  | 5/16/2017 | 407 N. Clinton St.                    | No water, living conditions                        | SAFEbuilt               | 5/23/2017   | Posted unfit for occupancy  | 6/2/2017  | 2794        | \$56.00 |
| C17.0059  | 5/19/2017 | 410 Fitch St.                         | Complaint - more windows broken out                | SAFEbuilt               |             |   |           |             |         |
| C17.0060  | 4/18/2017 | 1041 Maple St.                        | Bed bug infestation                                | SAFEbuilt               | 4/18/2017   | Inspection of aptment   | 5/1/2017  | 2774        | \$56.00 |
| C17.0061  | 5/24/2017 | 906 N. Albion St.                     | Open Structure                                     | CCLBA                   |             |   |           |             |         |

## 2017 PLANNING/BULDING/CODE/WORK WITH OUTSIDE DEPT/COMBINATION LOG

| NUMBER    | DATE       | ADDRESS                           | COMMENT   | FORWARDED TO              | STATUS DATE           | STATUS  | INV. DATE | INV. NUMBER | AMOUNT  |
|-----------|------------|-----------------------------------|---|---------------------------|-----------------------|---|-----------|-------------|---------|
|           | 5/24/2017  | Corner of Perry St. & Berrien St. | Abandoned vehicle, citizens complaint                                       | A.D.P.S., 05/24/17        |                       |   |           |             |         |
| C17.0062  | 4/11/2017  | 106 a.k.a. 108 S. Superior St.    | Loose and crumbling bricks  | SAFEbuilt                 | 4/11/2017             | Insp. Rep. issued                                   | 6/2/2017  | 2794        | \$56.00 |
| C17.0063  | 5/16/2017  | 207 S. Superior St.               | Complaint reference deteriorated wall                                       | SAFEbuilt                 | 5/16/2017             | Did not observe violation                           | 6/2/2017  | 2794        | \$56.00 |
| Vehicles  | 6/18/2017  | 402 Wild St.                      | Vehicle(s) Abandoned, inoperable, etc.                                      | A.D.P.S., 06/18/17        |                       |   |           |             |         |
| Vehicles  | 6/18/2017  | 1203 Second St.                   | Vehicle(s) Abandoned, inoperable, etc.                                      | A.D.P.S., 06/18/17        |                       |   |           |             |         |
| Vehicles  | 6/18/2017  | 1213 Third St.                    | Vehicle(s) Abandoned, inoperable, etc.                                      | A.D.P.S., 06/18/17        |                       |   |           |             |         |
| Vehicles  | 6/18/2017  | 1215 Third St.                    | Vehicle(s) Abandoned, inoperable, etc.                                      | A.D.P.S., 06/18/17        |                       |   |           |             |         |
| Vehicles  | 6/18/2017  | 402 - 404 E. Porter St.           | Vehicle(s) Abandoned, inoperable, etc.                                      | A.D.P.S., 06/18/17        |                       |   |           |             |         |
| C17.0064  | 6/18/2017  | 310 W. Elm St.                    | Improper mechanical venting against dwelling                                | SAFEbuilt                 |                       |   |           |             |         |
| Vehicles  | 6/18/2017  | 1215 Second St.                   | Vehicle(s) Abandoned, inoperable, etc.                                      | A.D.P.S., 06/18/17        |                       |   |           |             |         |
| Vehicles  | 6/18/2017  | 1206-1212 Second St.              | Vehicle(s) Abandoned, inoperable, etc.                                      | A.D.P.S., 06/18/17        |                       |   |           |             |         |
| C17.0065  | 6/26/2017  | 700 Austin Ave.                   | Structure fire - second story apt.  | SAFEbuilt                 | 6/29/2017             | Fire damage   | 8/1/2017  | 2840        | \$56.00 |
| CCLBA     | 7/14/2017  | 926 N. Eaton St.                  | Open Structure  | C.C.L.B.A.                |                       |   |           |             |         |
| C17.0066  | 7/13/2017  | 213 S. Superior St.               | Hole in wall with bee hive  | SAFEbuilt                 | 7/13/2017             | Whole in wall/Bee's                                 | 8/1/2017  | 2840        | \$56.00 |
| C17.0067  | 8/3/2017   | 511 W. Chestnut St.               | Substandard living conditions - complaint                                   | SAFEbuilt                 |                       |   |           |             |         |
|           | 8/8/2017   | 511 W. Chestnut St.               | Multiple code violations in dwell., electrical, window                      | SAFEbuilt                 | 8/8/2017              | Window & Electrical Viol.                           | 9/1/2017  | 2865        | \$56.00 |
|           |            | 511 W. Chestnut St.               | SAFEbuilt sent 2nd and final notice   |                           | 8/22/2017             | Non-Compliance                                      |           |             |         |
| C17.0068  | 8/8/2017   | 603 Bidwell St.                   | A.D.P.S. observed electrical violation                                      | SAFEbuilt                 | 8/11/2017             | Notice sent by SAFEbuilt                            | 9/1/2017  | 2865        | \$56.00 |
|           | 6/29/2017  | 1005 N. Eaton St.                 | Dwelling in disrepair   | SAFEbuilt                 | 6/29/2017             | Still in disrepair/plan of action                   | 8/1/2017  | 2840        | \$56.00 |
| C17.0069  | 7/6/2017   | 114 E. Chestnut St.               | Dwelling in disrepair<br>Obtained building permit for code compl. Work      | SAFEbuilt                 | 7/6/2017<br>8/21/2017 | Posted unfit for occupancy<br>Owner obtained permit | 8/1/2017  | 2840        | \$56.00 |
| C17.0070  | 7/6/2017   | 218 W. Center St., Apt. 2         | Water heater/furnace  | SAFEbuilt                 | 7/6/2017              | Water heater fix/furnace works                      | 8/1/2017  | 2840        | \$56.00 |
| Follow-up | 8/18/2017  | 706 N. Berrien St.                | Request follow-up on some work being done                                   | SAFEbuilt                 | 8/22/2017             | Follow up, rec. pro. with C.A.                      | 10/1/2017 | 2875        | \$58.00 |
| C17.0071  | 8/18/2017  | 503 W. Chestnut St.               | Request health/safety insp. of structures                                   | SAFEbuilt                 | 8/22/2017             | Inspection of structure                             | 10/1/2017 | 2875        | \$58.00 |
|           |            | 503 W. Chestnut St.               | SAFEbuilt follow-up   | SAFEbuilt                 | 9/12/2017             | Posted structure condemned                          | 10/1/2017 | 2875        | \$58.00 |
| C17.0072  | 8/18/2017  | 804 S. Eaton St.                  | Request health/safety insp. of structures                                   | SAFEbuilt                 | 8/22/2017             | Insp. multiple violations                           | 10/1/2017 | 2875        | \$58.00 |
|           | 9/11/2017  |                                   | 2nd and final notice to contact inspector                                   | SAFEbuilt                 | 9/26/2017             | owner unable to cor. viol.                          | 10/1/2017 | 2875        | \$58.00 |
| C17.0073  |            | 117 E. North St.                  | Aband. motor cycle & comp. ref. person<br>periodically sleeping in driveway | A.D.P.S. J. Kern          |                       |   |           |             |         |
| C17.0074  | 9/25/2017  | 207 W. Porter St.                 | Dismantled/Inoperable/Abandoned Vehicles                                    | A.D.P.S. J. Kern          |                       |   |           |             |         |
| C17.0075  | 9/26/2017  | 604 W. Broadwell St.              | Dwelling in disrepair   | SAFEbuilt                 | 9/29/2017             | Insp. Home blight to city                           | 10/1/2017 | 2875        | \$58.00 |
| C17.0076  | 9/26/2017  | 608 W. Broadwell St.              | Dwelling in disrepair   | SAFEbuilt                 | 9/29/2017             | Insp. Home blight to city                           | 10/1/2017 | 2875        | \$58.00 |
| C17.0077  | 9/26/2017  | 610 W. Broadwell St.              | Dwelling in disrepair   | SAFEbuilt                 | 9/29/2017             | Insp. Home blight to city                           | 10/1/2017 | 2875        | \$58.00 |
| C17.0078  | 9/26/2017  | 1015 Jefferson St.                | Dwelling in disrepair   | SAFEbuilt                 | 9/29/2017             | Multiple violations                                 | 10/1/2017 | 2875        | \$58.00 |
| C17.0079  | 9/27/2017  | 1508 N. Eaton St.                 | Structure violation - reinspect and take to court                           | SAFEbuilt / City Attorney |                       |   |           |             |         |
| C17.0080  | 10/2/2017  | 925 W. Erie St.                   | No city water / cond.? Occupied?  | SAFEbuilt                 |                       |   |           |             |         |
| C17.0081  | 10/5/2017  | 610 a.k.a. 608 N. Ionia St.       | Vacant in disrepair/open access/etc.  | SAFEbuilt                 | 10/17/2017            | Posted in 2014 unfit for occup.                     | 11/1/2017 | 2910        | \$58.00 |
| C17.0082  | 10/5/2017  | 1216 Highland Ave.                | Unattached garage collapsed in  | SAFEbuilt                 | 10/11/2017            | Req. demo. & clean-up                               | 11/1/2017 | 2910        | \$58.00 |
| C17.0083  | 8/29/2017  | 310 S. Ionia St.                  | Dwelling & garage in poor condition   | SAFEbuilt                 | 8/29/2017             | Inspection, violations                              | 10/1/2017 | 2875        | \$58.00 |
|           |            | 310 S. Ionia St.                  |   | SAFEbuilt                 | 9/26/2017             | Posted unfit, city to take act.                     | 10/1/2017 | 2875        | \$58.00 |
| C17.0084  | 8/30/2017  | 117 S. Superior St.               | Structural condition  | SAFEbuilt                 | 8/30/2017             | Structural eng. to be obtained                      | 10/1/2017 | 2875        | \$58.00 |
| C17.0085  | 8/30/2017  | 119 S. Superior St.               | Structural condition  | SAFEbuilt                 | 8/30/2017             | Structural eng. to be obtained                      | 10/1/2017 | 2875        | \$58.00 |
|           | 9/5/2017   | 208 W. Mulberry St.               | Posted unfit for occupancy by SAFEbuilt                                     | SAFEbuilt                 | 9/5/2017              | Failure to obtain permit                            | 10/1/2017 | 2875        | \$58.00 |
| C17.0086  | 10/12/2017 | 307 Perry St.                     | Comp. ref. cond. of struct. and safety of children                          | SAFEbuilt                 | 10/17/2017            | Multiple violations                                 | 11/1/2017 | 2910        | \$58.00 |
| C17.0087  | 10/12/2017 | 317 Crandall St.                  | Comp. ref. living cond. and safety of occupants                             | SAFEbuilt                 | 10/19/2017            | Multiple violations                                 | 11/1/2017 | 2910        | \$58.00 |



## 2017 ORDER TO ABATE LOG

| NUMBER      | DATE      | ADDRESS             | VIOLATION                     | ISSUED | COMMENT'S | OUTCOME |
|-------------|-----------|---------------------|-------------------------------|--------|-----------|---------|
| CE17.0001   | 1/4/2017  | 706 N. Berrien St.  | Refuse                        |        |           |         |
| CE17.0002   | 1/11/2017 | 813 N. Eaton St.    | Refuse                        |        |           |         |
| CE17.0003   | 1/11/2017 | 807 N. Eaton St.    | Refuse                        |        |           |         |
| CE17.0004   | 1/11/2017 | 311 E. Pine St.     | Refuse                        |        |           |         |
| CE17.0005   | 1/11/2017 | 309 E. Pine St.     | Refuse                        |        |           |         |
| CE17.0006   | 1/11/2017 | 306 E. Pine St.     | Refuse                        |        |           |         |
| CE17.0007   | 1/11/2017 | 209 N. Pearl St.    | Unlawfull Dumping             |        |           |         |
| CE17.0008   | 1/11/2017 | 813 N. Monroe St.   | Refuse                        |        |           |         |
| CE17.0009   | 1/11/2017 | 303 E. North St.    | Unlawfull Dumping             |        |           |         |
| CE17.0010   | 1/11/2017 | 805 Prospect St.    | Unlawfull Dumping             |        |           |         |
| CE17.0011   | 1/11/2017 | 920 Maple St.       | Unlawfull Dumping             |        |           |         |
| CE17.0012   | 1/11/2017 | 922 Maple St.       | Unlawfull Dumping             |        |           |         |
| CE17.0013   | 1/11/2017 | 924 Maple St.       | Unlawfull Dumping             |        |           |         |
| CE17.0014   | 1/19/2017 | 118 River St.       | Refuse                        |        |           |         |
| CE17.0015   | 1/19/2017 | 212 S. Pearl St.    | Refuse                        |        |           |         |
| CE17.0016   | 1/19/2017 | 220 S. Pearl St.    | Refuse                        |        |           |         |
| CE17.0017   | 1/19/2017 | 214 W. Ash St.      | Refuse                        |        |           |         |
| CE17.0018   | 1/26/2017 | 313 N. Mingo St.    | Refuse                        |        |           |         |
| CE17.0019   | 1/26/2017 | 118 River St.       | Refuse                        |        |           |         |
| CE17.0020   | 2/2/2017  | 1101 Crescent Dr.   | Unlawfull Dumping             |        |           |         |
| CE17.0021   | 2/2/2017  | 907 N. Clinton St.  | Unlawfull Dumping             |        |           |         |
| CE17.0022   | 2/2/2017  | 1407 N. Eaton St.   | Refuse on commercial property |        |           |         |
| Emailed CCT | 3/6/2017  | 601 N. Clinton St.  | Refuse                        |        |           |         |
| CE17.0023   | 3/7/2017  | 419 Division St.    | Refuse                        |        |           |         |
| CE17.0024   | 3/7/2017  | 706 N. Berrien St.  | Refuse                        |        |           |         |
| CE17.0025   | 3/7/2017  | 705 N. Berrien St.  | Refuse                        |        |           |         |
| CE17.0026   | 3/7/2017  | 217 E. Pine St.     | Refuse                        |        |           |         |
| CE17.0027   | 3/8/2017  | 815 N. Ionia St.    | Refuse                        |        |           |         |
| CE17.0028   | 3/8/2017  | 301 E. Chestnut St. | Refuse                        |        |           |         |
| CE17.0029   | 3/8/2017  | 1508 N. Eaton St.   | Refuse                        |        |           |         |
| CE17.0030   | 3/9/2017  | 110 W. Vine St.     | Unlawfull Dumping             |        |           |         |
| CE17.0031   | 3/9/2017  | 407 N. Clinton St.  | Unlawfull Dumping             |        |           |         |
| CE17.0032   | 3/10/2017 | 611 W. Cass St.     | Refuse                        |        |           |         |

## 2017 ORDER TO ABATE LOG

|           |           |                      |                                       |  |  |
|-----------|-----------|----------------------|---------------------------------------|--|--|
| CE17.0033 | 3/10/2017 | 708 Huntington Blvd. | Refuse                                |  |  |
| CE17.0034 | 5/4/2017  | 519 W. Erie St.      | Noxious Vegetation                    |  |  |
| CE17.0035 | 5/4/2017  | 410 W. Erie St.      | Noxious Vegetation                    |  |  |
| CE17.0036 | 5/4/2017  | 413 W. Erie St.      | Noxious Vegetation                    |  |  |
| CE17.0037 | 5/4/2017  | 925 W. Erie St.      | Noxious Vegetation                    |  |  |
| CE17.0038 | 5/4/2017  | 1000 W. Erie St.     | Noxious Vegetation                    |  |  |
| CE17.0039 | 5/4/2017  | 217 E. Pine St.      | Noxious Vegetation                    |  |  |
| CE17.0040 | 5/4/2017  | 1521 N. Eaton St.    | Noxious Vegetation                    |  |  |
| CE17.0041 | 5/4/2017  | 401 W. Ash St.       | Noxious Vegetation                    |  |  |
| CE17.0042 | 5/4/2017  | 312 W. Elm St.       | Noxious Vegetation                    |  |  |
| CE17.0043 | 5/4/2017  | 514 S. Eaton St.     | Noxious Vegetation                    |  |  |
| CE17.0044 | 5/4/2017  | 111 W. Elm St.       | Noxious Vegetation                    |  |  |
| CE17.0045 | 5/4/2017  | 103 W. Elm St.       | Noxious Vegetation                    |  |  |
| CE17.0046 | 5/4/2017  | 212 W. Porter St.    | Noxious Vegetation                    |  |  |
| CE17.0047 | 5/4/2017  | 218 W. Center St.    | Noxious Vegetation                    |  |  |
| CE17.0048 | 5/4/2017  | 400 Bemer St.        | Noxious Vegetation                    |  |  |
| CCT       | 5/26/2017 | 920 N. Eaton St.     | Noxious Vegetation, sent to M. Weaver |  |  |
| CE17.0049 | 5/26/2017 | 117 E. North St.     | Unlawfull Dumping                     |  |  |
| CE17.0050 | 5/26/2017 | 519 W. Erie St.      | Noxious Vegetation                    |  |  |
| CE17.0051 | 5/26/2017 | 611 W. Cass St.      | Noxious Vegetation                    |  |  |
| CE17.0052 | 6/1/2017  | 407 Austin Ave.      | Noxious Vegetation                    |  |  |
| CE17.0053 | 6/1/2017  | 501 Austin Ave.      | Noxious Vegetation                    |  |  |
| CE17.0054 | 6/2/2017  | 1407 N. Eaton St.    | Noxious Vegetation                    |  |  |
| CE17.0055 | 6/2/2017  | 1302 Barnes St.      | Noxious Vegetation                    |  |  |
| CE17.0056 | 6/2/2017  | 218 W. Pine St.      | Noxious Vegetation                    |  |  |
| CE17.0057 | 6/2/2017  | 310 W. Ionia St.     | Noxious Vegetation                    |  |  |
| CE17.0058 | 6/2/2017  | 600 Irwin Ave.       | Noxious Vegetation                    |  |  |
| CE17.0059 | 6/2/2017  | 411 Mechanic St.     | Noxious Vegetation                    |  |  |
| CE17.0060 | 6/2/2017  | 117 E. North St.     | Noxious Vegetation                    |  |  |
| CE17.0061 | 6/2/2017  | 117 E. North St.     | Refuse                                |  |  |
| CE17.0062 | 6/5/2017  | 512 N. Superior St.  | Noxious Vegetation                    |  |  |
| CE17.0063 | 6/5/2017  | 512 N. Superior St.  | Refuse                                |  |  |
| CE17.0064 | 6/5/2017  | 118 Austin Ave.      | Noxious Vegetation                    |  |  |
| CE17.0065 | 6/5/2017  | 1017 Maple St.       | Noxious Vegetation                    |  |  |

## 2017 ORDER TO ABATE LOG

|           |           |                                |                               |           |                                    |
|-----------|-----------|--------------------------------|-------------------------------|-----------|------------------------------------|
| CE17.0066 | 6/5/2017  | 109 W. Walnut St.              | Noxious Vegetation            |           |                                    |
| CE17.0067 | 6/5/2017  | 311 S. Ionia St.               | Noxious Vegetation            |           |                                    |
| CE17.0068 | 6/5/2017  | 306 E. Erie St.                | Noxious Vegetation            |           |                                    |
| CE17.0069 | 6/5/2017  | 311 W. Ash St.                 | Noxious Vegetation            |           |                                    |
| CE17.0070 | 6/5/2017  | 401 W. Ash St.                 | Refuse                        |           |                                    |
| CE17.0071 | 6/5/2017  | 713 N. Clinton St.             | Refuse                        |           |                                    |
| CE17.0072 | 6/5/2017  | 710 a.k.a. 708 N. Superior St. | Noxious Vegetation            |           |                                    |
| CE17.0073 | 6/5/2017  | 99 S. Monroe St.               | Noxious Vegetation            |           |                                    |
| CE17.0074 | 6/5/2017  | 512 N. Superior St.            | Open Structure                |           |                                    |
| CCT       | 6/5/2017  | 712 Prospect St.               | Noxious Vegetation            |           |                                    |
| CE17.0075 | 6/5/2017  | 104 S. Superior St.            | Noxious Vegetation            |           |                                    |
| CE17.0076 | 6/5/2017  | 106 a.k.a. 108 S. Superior St. | Noxious Vegetation            |           |                                    |
| CE17.0077 | 6/5/2017  | 102 S. Dalrymple St.           | Noxious Vegetation            |           |                                    |
| CE17.0078 | 6/5/2017  | 614 N. Ann St.                 | Noxious Vegetation            |           |                                    |
| CE17.0079 | 6/5/2017  | 409 Mechanic St.               | Noxious Vegetation            |           |                                    |
| CE17.0080 | 6/5/2017  | 702 S. Eaton St.               | Noxious Vegetation            |           |                                    |
| CE17.0081 | 6/11/2017 | 314 Hartwell St.               | Noxious Vegetation            |           |                                    |
| CE17.0082 | 6/11/2017 | 314 Hartwell St.               | Refuse                        |           |                                    |
| CE17.0083 | 6/11/2017 | 1000 W. Erie St.               | Noxious Vegetation 2nd notice |           |                                    |
| CE17.0084 | 6/11/2017 | 322 Hartwell St.               | Noxious Vegetation            |           |                                    |
| CE17.0085 | 6/12/2017 | 1203 Second St.                | Refuse/scrap/wooden debris    |           |                                    |
| CE17.0086 | 6/13/2017 | 512 N. Superior St.            | Open Structure                |           |                                    |
| CE17.0087 | 6/13/2017 | 407 Wild St.                   | Refuse/scrap/wooden debris    |           |                                    |
| CE17.0088 | 6/13/2017 | 1213 Third st.                 | Refuse/scrap/debris           |           |                                    |
| CCLBA     | 6/14/2017 | 613 N. Ann St.                 | Open Structure                |           |                                    |
| CE17.0089 | 6/15/2017 | 102 Sycamore Ct.               | Noxious Vegetation            | 6/15/2017 |                                    |
| CE17.0090 | 6/15/2017 | 916 N. Clinton St.             | Unlawfull Dumping             | 6/15/2017 |                                    |
| CE17.0091 | 6/18/2017 | 110 S. Gale St.                | Noxious Vegetation            | 6/19/2017 |                                    |
| CE17.0092 | 6/18/2017 | 317 E. Porter St.              | Noxious Vegetation            | 6/19/2017 | Brought into comp. at time to post |
| CE17.0093 | 6/18/2017 | 408 E. North St.               | Noxious Vegetation            | 6/19/2017 |                                    |
| CE17.0094 | 6/18/2017 | 608 Austin Ave.                | Noxious Vegetation            | 6/19/2017 |                                    |
| CE17.0095 | 6/18/2017 | 804 Austin Ave.                | Noxious Vegetation            | 6/19/2017 | Brought into comp. at time to post |
| CE17.0096 | 6/18/2017 | 934 Austin Ave.                | Noxious Vegetation            | 6/19/2017 |                                    |
| CE17.0097 | 6/18/2017 | 1521 N. Eaton St.              | Noxious Vegetation 2nd notice | 6/19/2017 |                                    |

## 2017 ORDER TO ABATE LOG

|           |           |                     |                                    |           |                                    |     |
|-----------|-----------|---------------------|------------------------------------|-----------|------------------------------------|-----|
| CE17.0098 | 6/18/2017 | 412 W. Center St.   | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0099 | 6/18/2017 | 911 N. Clinton St.  | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0100 | 6/18/2017 | 118 Austin Ave.     | Noxious Vegetation                 | 6/19/2017 | Brought into comp. at time to post | BIC |
| CE17.0101 | 6/18/2017 | 407 N. Clinton St.  | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0102 | 6/18/2017 | 407 N. Clinton St.  | Refuse                             | 6/19/2017 |                                    |     |
| CE17.0103 | 6/18/2017 | 402 E. Porter St.   | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0104 | 6/18/2017 | 1207 Jackson St.    | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0105 | 6/18/2017 | 1207 Jackson St.    | Refuse                             | 6/19/2017 |                                    |     |
| CE17.0106 | 6/18/2017 | 514 S. Eaton St.    | Noxious Vegetation 2nd notice      | 6/19/2017 |                                    |     |
| CE17.0107 | 6/18/2017 | 702 N. Albion St.   | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0108 | 6/18/2017 | 707 S. Eaton St.    | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0109 | 6/18/2017 | 514 W. Cass St.     | Noxious Vegetation                 | 6/19/2017 | Brought into comp. at time to post | BIC |
| CE17.0110 | 6/18/2017 | 103 W. Elm St.      | Noxious Vegetation change of owner | 6/19/2017 |                                    |     |
| CE17.0111 | 6/18/2017 | 1201 Chauncey St.   | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0112 | 6/19/2017 | 1218 S. Eaton St.   | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0113 | 6/19/2017 | 1218 S. Eaton St.   | Refuse                             | 6/19/2017 |                                    |     |
| CE17.0114 | 6/19/2017 | 112 W. Oak St.      | Noxious Vegetation                 | 6/19/2017 |                                    |     |
| CE17.0115 | 6/23/2017 | 307 W. Chestnut St. | Noxious Vegetation                 | 6/23/2017 |                                    |     |
| CE17.0116 | 6/23/2017 | 314 W. Chestnut St. | Noxious Vegetation                 | 6/23/2017 |                                    |     |
| CE17.0117 | 6/23/2017 | 1507 Cooper St.     | Noxious Vegetation                 | 6/23/2017 |                                    |     |
| CE17.0118 | 6/26/2017 | 1214 Third St.      | Noxious Vegetation                 |           |                                    |     |
| CE17.0119 | 6/26/2017 | 1214 Third St.      | Refuse                             |           |                                    |     |
| CE17.0120 | 6/26/2017 | 302 S. Berrien St.  | Noxious Vegetation                 |           |                                    |     |
| CE17.0121 | 6/26/2017 | 1306 Sydenham St.   | Noxious Vegetation                 |           |                                    |     |
| CE17.0122 | 6/26/2017 | 905 Maple St.       | Noxious Vegetation                 |           |                                    |     |
| CE17.0123 | 6/26/2017 | 618 W. Center St.   | Noxious Vegetation                 |           |                                    |     |
| CE17.0124 | 6/28/2017 | 407 Crandall St.    | Refuse                             |           |                                    |     |
| CE17.0125 | 6/29/2017 | 1204 Sydenham St.   | Refuse                             |           |                                    |     |
| CE17.0126 | 6/29/2017 | 207 W. Porter St.   | Refuse                             |           |                                    |     |
| CE17.0127 | 6/29/2017 | 507 Crandall St.    | Refuse                             |           |                                    |     |
| CE17.0128 | 6/29/2017 | 515 Crandall St.    | Refuse                             |           |                                    |     |
| CE17.0129 | 6/29/2017 | 114 E. Walnut St.   | Noxious Vegetation                 |           |                                    |     |
| CE17.0130 | 6/29/2017 | 114 E. Chestnut St. | Refuse                             |           |                                    |     |
| CE17.0131 | 8/9/2017  | 217 E. Pine St.     | Noxious Vegetation 2nd or more     | 8/9/2017  |                                    |     |

## 2017 ORDER TO ABATE LOG

|           |           |                       |                                |           |  |
|-----------|-----------|-----------------------|--------------------------------|-----------|--|
| CE17.0132 | 8/9/2017  | 1000 W. Erie St.      | Noxious Vegetation 2nd notice  | 8/9/2017  |  |
| CE17.0133 | 8/9/2017  | 1207 Jackson St.      | Noxious Vegetation 2nd notice  | 8/9/2017  |  |
| CE17.0134 | 8/9/2017  | 1017 Maple St.        | Noxious Vegetation 2nd notice  | 8/9/2017  |  |
| CE17.0135 | 8/16/2017 | 111 W. Elm St.        | Noxious Vegetation 2nd notice  | 8/16/2017 |  |
| CE17.0136 | 8/18/2017 | 319 Lincoln St.       | Noxious Vegetation             |           |  |
| CE17.0137 | 8/18/2017 | 402 N. Monroe St.     | Noxious Vegetation             |           |  |
| CE17.0138 | 8/18/2017 | 1239 S. Dalrymple St. | Noxious Vegetation             |           |  |
| CE17.0139 | 8/18/2017 | 114 E. Walnut St.     | Noxious Vegetation             |           |  |
| CE17.0140 | 8/18/2017 | 610 S. Superior St.   | Noxious Vegetation             |           |  |
| CE17.0141 | 8/18/2017 | 925 W. Erie St.       | Noxious Vegetation 2nd notice  |           |  |
| CE17.0142 | 8/18/2017 | 102 S. Dalrymple St.  | Noxious Vegetation 2nd notice  |           |  |
| CE17.0143 | 8/18/2017 | 118 E. Michigan Ave.  | Noxious Vegetation             |           |  |
| CE17.0144 | 8/18/2017 | 105 S. Eaton St.      | Noxious Vegetation             |           |  |
| CE17.0145 | 8/18/2017 | 702 N. Albion St.     | Noxious Vegetation 2nd notice  |           |  |
| CE17.0146 | 8/18/2017 | 407 Austin Ave.       | Noxious Vegetation 2nd notice  |           |  |
| CE17.0147 | 8/18/2017 | 501 Austin Ave.       | Noxious Vegetation 2 nd notice |           |  |
| CE17.0148 | 8/21/2017 | 111 W. Elm St.        | Open Structure                 |           |  |
| CE17.0149 | 8/21/2017 | 114 E. Chestnut St.   | Open Structure                 |           |  |
| CE17.0150 | 8/24/2017 | 201 River St.         | Noxious Vegetation             |           |  |
| CE17.0151 | 9/21/2017 | 407 Austin Ave.       | Noxious Vegetation             |           |  |
| CE17.0152 | 9/21/2017 | 501 Austin Ave.       | Noxious Vegetation             |           |  |
| CE17.0153 | 9/21/2017 | 408 W. Chestnut St.   | Refuse                         |           |  |
| CE17.0154 | 9/21/2017 | 1019 N. Albion St.    | Unlawfull Dumping              |           |  |
| CE17.0155 | 9/21/2017 | 1015 Jefferson St.    | Refuse                         |           |  |
| CE17.0156 | 9/21/2017 | 1015 Jefferson St.    | Noxious Vegetation             |           |  |
| CE17.0157 | 9/21/2017 | 934 Austin Ave.       | Noxious Vegetation             |           |  |
| CE17.0158 | 9/21/2017 | 1407 N. Eaton St.     | Refuse                         |           |  |
| CE17.0159 | 9/21/2017 | 1016 Austin Ave.      | Refuse                         |           |  |
| CE17.0160 | 9/22/2017 | 117 E. North St.      | Refuse                         |           |  |
| CE17.0161 | 9/22/2017 | 208 S. Eaton St.      | Unlawfull Dumping              |           |  |
| CE17.0162 | 9/22/2017 | 203 W. Erie St.       | Unlawfull Dumping              |           |  |
| CE17.0163 | 9/22/2017 | 117 E. North St.      | Noxious Vegetation             |           |  |
| CE17.0164 | 9/22/2017 | 1407 N. Eaton St.     | Noxious Vegetation             |           |  |
| CE17.0165 | 9/25/2017 | 408 W. Chestnut St.   | Refuse                         |           |  |







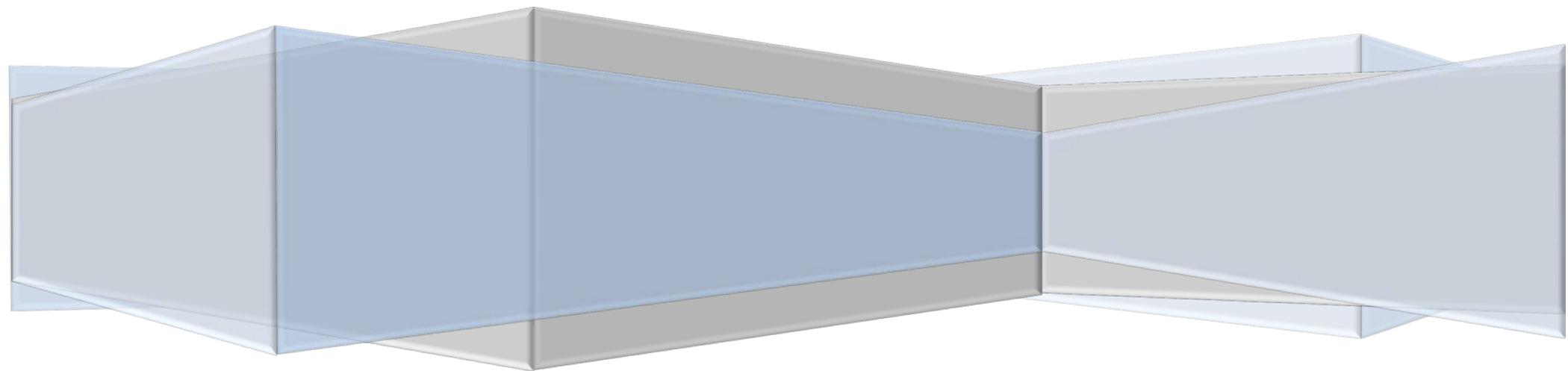
2017 ORDER TO ABATE LOG

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

City of Albion

# Guide to Development

Department of Planning, Building, and Code Enforcement



**Contents**

- About the City of Albion ..... 1
- How to use the Guide to Development ..... 1
  - Comprehensive Plan ..... 1
  - Zoning Ordinance/Map ..... 1
- Key Staff..... 2
- Boards and Commissions ..... 3
- Redevelopment Programs ..... 4
- Incentives..... 5
- Outside Agencies ..... 6
- Notification Procedures..... 7
- Community Engagement..... 7
- Building, Mechanical, Electrical, and Plumbing Permits..... 7
- Fee Schedule ..... 8
- Permitting and Zoning Compliance ..... 12
- Land Use Applications..... 13
  - Permitted Use Process ..... 14
  - Site Plan Review ..... 15
    - Developments Requiring Administrative Approval ..... 15
    - Developments Requiring Planning Commission Approval ..... 15
    - Pre-Application Meeting/Conceptual Site Plan Review..... 15
  - Site Plan Review Process..... 16
- Special Land Use Permits ..... 18
- Rezoning Process ..... 19
- Zoning Variances and Appeals ..... 20
- Codes Currently in Effect..... 21



## About the City of Albion

The City of Albion is located on I-94 between Jackson and Battle Creek. It is also a midway point between Detroit and Chicago. Albion represents over 8,000 residents and has many assets such as a historic downtown, commercial business district, a private college, equestrian center, industrial park, over a dozen local parks, the Albion Economic Development Corporation, and more. Albion is not limited in its means for development, for new businesses have opened and will open within the next year including a downtown Courtyard by Marriott, Label Shoppers, Taco Bell, an independent coffee shop and bookstore, a microbrewery, an antique store, salons, and much more.

## How to use the Guide to Development

The City of Albion presents this Guide to Development to assist residents, developers, and businesses in understanding the City's policies, goals, and timelines to have a clear view of the community's expectations regarding physical growth and development. This guide is to be used as a tool for the planning of activity and structural growth within the city. It is an outline of the review process and expectations when planning new construction or operation. It provides a general overview of the development approval processes. Contact information, website links, and related documents will be indicated throughout the document for further information. The City of Albion is here to help you and is looking forward to your development.

This document is not intended for the use of City Ordinances and Codes nor is it a replacement for city, county, state, or federal laws and ordinances. Consultation with staff and/or outside professionals is recommended for most projects. The document does not include additional jurisdiction guidelines needed per area, not including the City of Albion. Developers and businesses should contact the appropriate staff with additional questions.

### Comprehensive Plan

[Click here to view the City's 2017-2021 Comprehensive Plan.](#)

### Zoning Ordinance/Map

[Click here to view the City's Zoning Ordinance and Zoning Map.](#)



## City Of Albion

William L Rieger Building  
112 W Cass St.  
Albion, MI 49224  
P: 517.629.5535  
[www.cityofalbionmi.gov](http://www.cityofalbionmi.gov)

## Key Staff

|  |   |  |
|--|---|--|
| <b>City Manager's Office</b>   |   |  |
| Sheryl Mitchell, City Manager  | 517-629-7172  | <a href="mailto:smitchell@cityofalbionmi.gov">smitchell@cityofalbionmi.gov</a>   |
| <b>City Clerk</b>  |   |  |
| Jill Domingo   | 517-629-7864  | <a href="mailto:jadomingo@cityofalbionmi.gov">jadomingo@cityofalbionmi.gov</a>   |
| <b>Dept. of Planning, Building, and Code Enforcement (PB&amp;CE)</b> |   |  |
| John Tracy   | 517-629-7189  | <a href="mailto:jtracy@cityofalbionmi.gov">jtracy@cityofalbionmi.gov</a>         |
| <b>Building Inspections</b>  |   |  |
| SafeBuilt  | 269-729-9244 (Office)<br>877-721-9266 (Inspection Line) | <a href="mailto:athensmi@safebuilt.com">athensmi@safebuilt.com</a>               |
| <b>Assessing</b>   |   |  |
| Julie Cain-Derouin, Assessor   | 517-629-7192  | <a href="mailto:assessing@cityofalbionmi.gov">assessing@cityofalbionmi.gov</a>   |
| Tom Scott, Deputy Assessor   | 269-782-7192  | <a href="mailto:assessing@cityofalbionmi.gov">assessing@cityofalbionmi.gov</a>   |
| <b>Dept. of Public Services</b>                                      |   |  |
| Jim Lenardson  | 517-629-7200  | <a href="mailto:jlenardson@cityofalbionmi.gov">jlenardson@cityofalbionmi.gov</a> |
| <b>Division of Public Works</b>                                      |   |  |
| Harry Longon   | 517-629-3610  | <a href="mailto:hlongon@cityofalbionmi.gov">hlongon@cityofalbionmi.gov</a>       |
| <b>Dept. of Public Safety</b>  |   |  |
| Chief Scott Kipp   | 517-629-3933  | <a href="mailto:skipp@cityofalbionmi.gov">skipp@cityofalbionmi.gov</a>           |
| <b>Albion Economic Development Corporation</b>                       |   |  |
|  | 309 N. Superior St.                                     | <a href="http://www.albionedc.org">www.albionedc.org</a>                         |
| Amy Deprez, President/CEO  | 517-629-3926  | <a href="mailto:adeprez@albionedc.org">adeprez@albionedc.org</a>                 |
| Danielle Nelson, Project Manager                                     | 517-629-3926  | <a href="mailto:dnelson@albionedc.org">dnelson@albionedc.org</a>                 |
| <b>Downtown Development</b>  |   |  |
| Amy Deprez   | 517-629-3926  | <a href="mailto:adeprez@albionedc.org">adeprez@albionedc.org</a>                 |

## Boards and Commissions

More information regarding boards and commissions can be found on the City's website and in the [Community Engagement Statement](#) under the "Community" tab.

### City Council

1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month – 7:00 pm

Staff Liaison: City Manager/City Clerk

### Planning Commission

3<sup>rd</sup> Tuesday of each month – 7:00 pm

Staff Liaison: Director of PB&CE/City Clerk

### Zoning Board of Appeals

2<sup>nd</sup> Tuesday of each month – 5:30 pm

Staff Liaison: Director of PB&CE/City Clerk

### Downtown Development Authority

2<sup>nd</sup> Wednesday of each month – 7:30 am

Staff Liaison: City Manager/City Clerk

### Albion Economic Development Corporation (AEDC) Board of Directors (also, TIFA and BRA)

First Thursday of every month at 7:30 am AEDC Conference Room and as needed

Staff Liaison: Amy Deprez

### Albion Building Authority

Meets quarterly and as needed. The full schedule can be found on the City of Albion website.

Staff Liaison: City Manager/City Clerk

### Building Board of Appeals

Meets as needed

Staff Liaison: Director of PB&CE/City Clerk

## Calhoun County Land Bank Authority

### Contact Information:

315 West Green Street  
Marshall, MI 49068  
P: (269) 781-0777  
F: (269) 781-0800  
landbank@calhouncountymi.gov

### Staff:

**Krista Trout-Edwards**  
Executive Director

**Amy Rose Robinson**  
Property & Project Coordinator

**Angela Hartung**  
Office & Program Coordinator

## Redevelopment Programs

[Click here to view the Calhoun County Land Bank Authority's website.](#)

The Calhoun County Land Bank Authority is the County's land-holding entity for properties that go into foreclosure. They have a few programs to help sell and rehab their residential and commercial properties. You will find a brief description of their programs below but be sure to visit their websites for more information and applications.

- **Adopt-a-Lot:** The Adopt-A-Lot Program is a vehicle by which citizens can invest in their neighborhood and community by taking responsibility for a vacant Land Bank property for \$25 per year. In this program, citizens, individuals, or groups can adopt a lot with a commitment to care for and maintain it with an annual renewal option.
- **Neighborhood Mow & Maintenance:** The Neighborhood Mow & Maintenance Program pays a seasonal stipend for one mowing season. An assignment of 20 vacant properties is required and properties should be mowed at least every three weeks, in exchange your group will receive a stipend of \$3,000.00. The program kicks-off in April and ends in October (dependent on the weather). The typical mowing season lasts from April 30 through to October 20.
- **Side Lot:** The Side Lot Program provides the opportunity for homeowners to purchase qualifying adjacent vacant lots for sale by the Calhoun County Land Bank Authority. The purchase of a residential vacant lot enables homeowners to expand their side yard and increase the overall value of their property.
- **Transform this Home:** Calhoun County Land Bank Authority has residential properties for purchase under this program to rehabilitate and occupy. Program guidelines require the applicant to establish a rehabilitation plan and have resources to successfully complete rehabilitation to occupancy within nine months. Upon graduating from the program, a property returns not only to the tax roll, but also to productive housing stock, becoming an asset to its neighborhood and community.
- **Quiet Title:** The Calhoun County Land Bank Authority can, pursuant to MCL 124.752, expedite Quiet Title for real property in Calhoun County. This means that the Calhoun County Land Bank Authority can take a clouded title through the legal process for resolution, typically making the property insurable in as little as 45 days. This is a service unique to Land Banks.

## Incentives

The Albion Economic Development Corporation (AEDC) is the key organization that can develop incentive packages and assist in applying for grants, loans, and other incentives through the state and federal government. The AEDC also acts as the Tax Increment Financing Authority and the Brownfield Redevelopment Authority. For food-related businesses, the AEDC also oversees the Albion Food Hub and the Albion Farmer's Market. More information on financial and business incentives can be found by [clicking here](#).

The AEDC is able to offer a variety of incentives to attract employers to the community. These incentives include but are not limited to:

- Competitive facility and land pricing
- Revolving Loan Fund
- Tax Increment Financing
- Brownfield Redevelopment Plans
- Business workforce incentives
- On-the-job training
- Industrial Property Tax Abatement

The AEDC is also able to assist developers and employers in applying for state and federal resources including but not limited to:

- Michigan Business Development Program
- Small Business Association 504 Program and 7(a) Loan Guaranty Program
- Michigan Collateral Support Program
- Michigan Loan Participation Program
- Private Activity Bonds
- Michigan New Jobs Training Program
- KCC Regional Manufacturing Training Center
- Foreign Trade Zone
- Community Reinvestment Incentives
- Community Development Block Grants
- Tax Sharing and Various Rehabilitation Acts

## Albion Economic Development Corporation

309 N. Superior St.  
PO Box 725  
Albion, MI 49224  
P: (517) 629-3926  
[www.albionedc.org](http://www.albionedc.org)

**Amy Deprez**  
President/CEO  
[adeprez@albionedc.org](mailto:adeprez@albionedc.org)

**Danielle Nelson**  
Project Manager  
[dnelson@albionedc.org](mailto:dnelson@albionedc.org)

**Neely Kent**  
Office Manager  
[nkent@albionedc.org](mailto:nkent@albionedc.org)

**Caitlyn Berard**  
Food Hub Director  
[cberard@albionedc.org](mailto:cberard@albionedc.org)

**Laura Overholt**  
Farmer's Market Director  
[AlbionFarmersMarket@albionedc.org](mailto:AlbionFarmersMarket@albionedc.org)

## Outside Agencies

|   |                |
|---|----------------|
| Consumers Energy  | 800-477-5050   |
| Calhoun County Drain Commissioner, Richard Walsh              | 269-781-0790   |
| Calhoun County Road Commission                                | 269-781-9841   |
| Michigan Department of Transportation Southwest Region Office | 269-337-3900   |
| Southcentral Michigan Planning Council                        | 269-385-0409   |
| MISS DIG 1-800-MISS-DIG                                       | 1-800-482-7171 |
| Michigan Department of Environmental Quality                  | 269-567-3500   |
| Calhoun County Health Department – Environmental Health       | 269-969-6341   |
| Calhoun County Land Bank Authority                            | 269-781-0777   |
| Calhoun County Treasurer’s Office                             | 269-781-0807   |
| Calhoun County Clerk & Register of Deeds                      | 269-781-0707   |
| USDA Rural Development  | 517-324-5190   |

## Notification Procedures

All public notices, meeting announcements, etc. will come from the City Clerk. To receive an electronic copy via email of City Council, Planning Commission, or other Board/Commission packets email [jadomingo@cityofalbionmi.gov](mailto:jadomingo@cityofalbionmi.gov). Click here to view the City Clerk's page.

All meetings of the City Council, and its various boards and commissions, shall be open to the public in accordance with the "Open Meetings Act," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are printed in the paper and hung at City Hall as required by the Act. The following processes require that neighbors within 300 feet of a property are personally notified:

- Rezoning of property
- Special land use
- Variance requests

Statutes require these processes be noticed in a newspaper of general distribution in the City (The Recorder/Advisor/Chronicle) as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and The City provides and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or services should contact the City Manager's Office.

## Community Engagement

The City of Albion strives to include, consult, and inform residents when appropriate for community initiatives and large projects. Developers are encouraged to do the same. For tips and helpful information regarding community engagement, please [click here to view the City's Community Engagement Statement](#).

## Building, Mechanical, Electrical, and Plumbing Permits

All building, mechanical, electrical, and plumbing permits are available at Albion City Hall and [online](#). All building, mechanical, electrical, and plumbing projects are inspected by SAFEbuilt (formerly Cornerstone Inspection Services); the City of Albion does not have an inspector on staff. The procedures and timelines are all determined by the contractor/property owner and SAFEbuilt. Please see page 2 for contact information. Payments for permits should be made at Albion City Hall.

## Fee Schedule

Effective January 1, 2017

Below includes development-related fees. Please [click here for the full fee schedule](#). The Fee Schedule is subject to change per City Council resolution and is reviewed and updated annually. This document will be updated on an annual basis and as needed. Always double check the City's website for the most up-to-date fee schedule.

| Description   | Fee  |
|---|--|
| <b>CLERK</b>  |  |
| Trash Haulers Annual License Fees   | \$75.00  |
| All Vehicles for Hire Annual License Fees   | \$75.00  |
| Taxi Drivers Annual License Fees  | \$20.00  |
| Bed & Breakfast Annual License Fee  | \$50.00  |
| Establishment Mechanical Amusement Device, 1 <sup>st</sup> Device, Fee  | \$75.00  |
| Establishment Mechanical Amusement Device, 2-4 Devices, Fees  | \$100.00   |
| Establishment Mechanical Amusement Device, 5-9, Annual Fees   | \$250.00   |
| Establishment Mechanical Amusement Device, 10 or More, Fees   | \$500.00   |
| Establishment Musical Device Fees   | \$75.00  |
| Peddler/Transient Merchant License  |  |
| 30 days - Resident  | \$50.00  |
| 30 days - Non Resident  | \$100.00   |
| 90 days - Resident  | \$100.00   |
| 90 days - Non Resident  | \$200.00   |
| 1 Year - Resident   | \$250.00   |
| 1 Year - Non Resident   | \$400.00   |
| Freedom of Information Requests (2)   | Actual Costs (2)                                 |
| Publishing Public Notices for Development Projects  | \$75.00  |
| Copies of Accident Reports & Police Reports (4)   | \$3/1 <sup>st</sup> page + 50 cents ea add'tl pg |
| Voter Registration List   | 30 cents per page                                |
| Voter Registration List Mailing Labels  | 50 cents per page                                |
| <b>WATER &amp; SEWER</b>  |  |
| *see full fee schedule online and contact the Department of Public Services regarding the specific water/sewer needs of your project. |  |
| <b>DEPARTMENT OF PUBLIC WORKS</b>   |  |
| Driveway Entrance Permit  | \$30.00  |

|  |         |
|--|---------|
| Right of Way Excavation Permit (Proof of Insurance required) | \$30.00 |
| Soil Erosion Control Permit (obtained from Calhoun County)   | --      |
| Annual Tree Dump Pass (Residents Only)                       | \$10.00 |
| <b>PLANNING DEPARTMENT</b>                                   |         |
| Permit to Raise Chickens (Good for 2 years)                  | \$25.00 |
| <b>Zoning Permits:</b>                                       |         |
| Single Family Residential Uses:                              |         |
| New Home   | \$35.00 |
| Addition/Alteration  | \$35.00 |
| Accessory Structure  | \$35.00 |
| Change in Use  | \$35.00 |
| Signs/Billboards   | \$35.00 |
| Fences/Screening   | \$35.00 |
| Home Occupation  | \$35.00 |
| Other  | \$35.00 |
| Multiple Family Uses:  |         |
| New Construction   | \$35.00 |
| Addition/Alteration  | \$35.00 |
| Accessory Structure  | \$35.00 |
| Change in Use  | \$35.00 |
| Signs/Billboards   | \$35.00 |
| Fences/Screening   | \$35.00 |
| Home Occupation  | \$35.00 |
| Other  | \$35.00 |
| Commercial and Industrial Uses:                              |         |
| New Construction   | \$35.00 |
| Addition/Alteration  | \$35.00 |
| Accessory Structure  | \$35.00 |
| Change in Use  | \$35.00 |
| Signs/Billboards   | \$35.00 |
| Fences/Screening   | \$35.00 |
| Home Occupation  | \$35.00 |
| Outdoor or Sidewalk Café                                     | \$35.00 |
| Other  | \$35.00 |
| <b>Rezoning Applications:</b>                                |         |

|   |                             |
|---|-----------------------------|
| Rezoning Application  | \$350.00                    |
| Text Amendment  | \$250.00                    |
| <b>Site Plan Review:</b>  |                             |
| Subdivision/Site Condo/PUD Review   |                             |
| Base Fee  | \$350.00                    |
| Plus Consultant Charges   | Actual Costs                |
| Other Uses Review   |                             |
| Base Fee (for small rehab projects City Manager can adjust fee)                   | \$250.00                    |
| Plus Consultant Charges   | Actual Costs                |
| <b>Special Use Permits</b>  |                             |
| Base Fee  |                             |
| Single Family Uses  | \$200.00                    |
| Other Uses  | \$200.00                    |
| Plus Consultant Charges   | Actual Costs                |
| <b>Zoning Board of Appeals:</b>   |                             |
| Variance Application (Including Zoning Permit Fee)                                |                             |
| Single Family Uses  | \$200.00                    |
| Other Uses  | \$200.00                    |
| <b>Sign Appeals Board</b>   |                             |
| Variance Application (Including Zoning Permit Fee)                                |                             |
| Single Family Uses  | \$175.00                    |
| Other Uses  | \$175.00                    |
| Publications, Maps, Copies:   |                             |
| Zoning Ordinance  | \$50.00                     |
| Zoning District Maps  |                             |
| 8 ½ x 11  | \$25.00                     |
| Other Blueprints (per page)   | \$50.00                     |
| Other GIS Maps (per page)   | \$50.00                     |
| Rental Registration   | \$25.00                     |
| <b>BUILDING DEPARTMENT (**permit fees increase by \$2.00, effective 9/1/2017)</b> |                             |
| Building Inspection Fees - SAFEbuilt (5)  | CIS*                        |
| Michigan Plumbing Code (1)  | Current Price from Supplier |
| Michigan Electrical Code (1)  | Current Price from Supplier |
| * Plus 10% Admin Fee  |                             |
| Michigan One & Two Family Residential Code (1)                                    | Current Price from Supplier |

|  |                               |
|--|-------------------------------|
| Michigan Mechanical Code (1)   | Current Price from Supplier   |
| Michigan Property Maintenance Code (1)   | Current Price from Supplier   |
| Demolition Fees, Single Family Residential (Issued by CIS) (5)   | CIS                           |
| Demolition, Multi-Family, Commercial, Industrial (Issued by CIS) (5)   | CIS                           |
| Property Maintenance Inspection Fee  | \$56.00                       |
| Abatement Fee for Code Violations  | \$100.00                      |
| <b>BUILDING BOARD OF APPEALS</b>   |                               |
| Tree Ordinance Appeal  | \$50.00                       |
| Outdoor Café or Sidewalk Café Appeal   | \$50.00                       |
| All Other Appeals  |                               |
| (1) Residential  | \$50.00                       |
| (2) Multi-family, Commercial, Industrial   | \$50.00                       |
| <b>ASSESSING DEPARTMENT</b>  |                               |
| Property Transfer Affidavit Fine   | \$5.00 per day up to \$200.00 |
| Land Division/Combination  |                               |
| Property Splits & Combos   | \$55.00 per lot               |
| Meet & Bounds Description  | \$90.00                       |
|  |                               |
| (1) Available at reference section of Albion District Library  |                               |
| (2) Subject to 50% deposit of estimated costs for costs exceeding \$50.00                                      |                               |
| (3) Property owner provided one copy of the assessment information on their property at no charge.             |                               |
| (4) Individuals involved in an accident/or other incident provided one copy of the police report at no charge. |                               |
| (5) SAFEbuilt/Cornerstone Inspection Services. This company handles building inspections for the City.         |                               |
| (6) Infant - one year old or less  |                               |

## Department of Planning, Building, and Code Enforcement

### John Tracy

Director of Planning, Building, and  
Code Enforcement

112 W Cass St.

Albion, Michigan 49224

(517) 629-7189

[jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

[Click here to view the City's Zoning Ordinance.](#)

[Click here to view all zoning and land use applications.](#)

[Click here to view all permits.](#)

\*Please note that there are fees associated with most applications and permits. [Please click here to view the full fee schedule.](#)

## Permitting and Zoning Compliance

Prior to beginning any building rehab, construction, demolition, or similar project in the City of Albion, you need to apply for and receive the proper permits. The Department of Planning, Building, and Code Enforcement should be your first stop and the Planning staff invites you to schedule an appointment to discuss your project at any time.

In order to avoid unforeseen roadblocks, it is best to begin thinking about your project long before you begin work. An early conversation with the Director of Planning, Building, and Code Enforcement (PB&CE) can save a great deal of time and hassle later. Feel free to make an appointment by calling (517) 629-7189 or emailing [jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov).

The process always starts with an application for a building and/or zoning permit. A site plan must be submitted as a part of the zoning permit application. Depending on the type of project you propose, a more extensive site plan may be required. Minor site plans are reviewed and acted upon by the Department of PB&CE, but major site plans require review and action by the Albion Planning Commission (see page 15).

If your application fails to comply with the Albion Zoning Ordinance, it will be denied. If the property has special characteristics that make full compliance with the ordinance virtually impossible or unreasonably difficult, then a variance may be appropriate. The Zoning Board of Appeals reviews and acts on variance applications.

In certain cases, the proposed activity or project may require a special use permit. A special use permit application always involves a site plan review, and both the special use permit and site plan are reviewed by the Planning Commission.

In other cases, even a special use permit may not allow the proposed activity. In these situations, a re-zoning is required before that activity can be allowed. In the case of a re-zoning application, the Planning Commission will hold a public hearing and make a recommendation to the City Council. City Council makes the final decision on rezoning.

If an applicant feels that the Planning Department Staff improperly applied the ordinance or misinterpreted the ordinance during its review of a zoning permit application or minor site plan review application, the applicant may appeal the staff decision to the Zoning Board of Appeals.

## Land Use Applications

|                               | Makes Recommendation | Approves            |              |                         |                        |
|-------------------------------|----------------------|---------------------|--------------|-------------------------|------------------------|
|                               | Planning Commission  | Planning Commission | City Council | Zoning Board of Appeals | Administrative (Staff) |
| Site Plan                     |                      | X                   |              |                         | X (limited*)           |
| Special Use Permit            |                      | X                   |              |                         |                        |
| Rezoning/Conditional Rezoning | X                    |                     | X            |                         |                        |
| Text Change/Ordinance         | X                    |                     | X            |                         |                        |
| Zoning Compliance             |                      |                     |              |                         | X                      |
| Variance                      |                      |                     |              | X                       |                        |
| Appeal                        |                      |                     |              | X                       |                        |

\*Any projects that are not defined as major site plans fall under the category of minor site plans. The Planning Department staff has the authority to approve minor site plans. Major site plans are defined as, "All non-residential developments greater than 10,000 square feet of structure, or larger than 2-1/2 acres in size, and all PUD's are major projects which require preliminary site plan review by the Planning Commission."

## More about Land Use Applications

All land use and permit applications can be found on the City of Albion's website on the Planning Page. Hard copies are also available at City Hall located at 112 W. Cass St. Albion, MI on the second floor outside of the Assessor's Office. Payment for the permit is expected at the time of application. Checks can be made out to "The City of Albion."

[SAFEbuilt](#) (formerly Cornerstone) handles all of the City's inspections. To schedule an inspection, call the number listed on page 2 of this document.

The following pages will explain the processes for submitting site plans, appeals, and other applications.

## Permitted Use Process

### Department of Planning, Building, and Code Enforcement

John Tracy

Director of Planning, Building, and  
Code Enforcement

112 W Cass St.

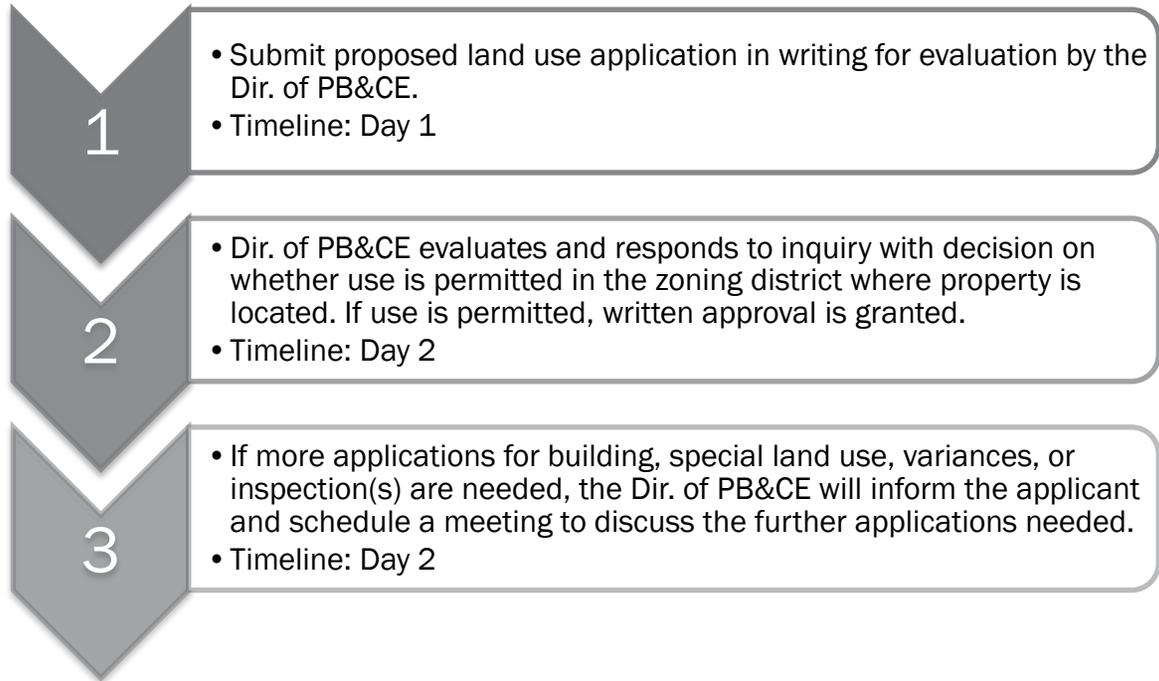
Albion, Michigan 49224

(517) 629 - 7189

[jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

[Click here to view the City's Zoning Ordinance.](#)

[All applications can be found online on the City of Albion's website on the Planning Page.](#)



FEES: \$35 for Zoning Application if needed; Building Permit fees dependent on type of work to be done.

#### NOTES:

- To appeal staff decision, a person must file an appeal with the Zoning Board of Appeals through the Dir. of PB&CE.
- Fee to appeal before ZBA is \$200.00.

## Site Plan Review

### Developments Requiring Administrative Approval

All other projects not specified as a major project are either minor projects subject to review and approval by the Planning Department or amendments to existing site plans. The Planning Department may review and approve minor site plans without their submission to the Planning Commission. The Planning Department shall apply all applicable standards and procedures of the Zoning Ordinance in approving, conditionally approving, or denying site plans.

### Developments Requiring Planning Commission Approval

All non-residential developments greater than 10,000 square feet of structure, or larger than 2-1/2 acres in size, and all PUD's are major projects which require preliminary site plan review by the Planning Commission.

### Pre-Application Meeting/Conceptual Site Plan Review

It is highly recommended that before submitting an application for a variance, land use permit, or any other permit, that you meet with the Director of Planning, Building, and Code Enforcement so they can guide you in the right direction and save time on both ends.

Prior to beginning any land use, construction project, or similar project in the City of Albion, developers must apply for and receive proper permits. The purpose of a conceptual site plan review is to allow for an informal consultation and cooperation between the developer and the City of Albion on a proposal prior to a substantial commitment of time and expense on the part of the applicant in preparing a site plan. Applicants are welcome to reach out to the Planning Department with any questions during the application process.

#### Site Plan Review Fees

Base Fee: \$250 + Consultant Fees (actual costs)

\*For smaller rehab projects, City Manager can adjust fee.

For Subdivision/Site Condo/PUD Site Plan Review:

Base Fee: \$350 + Consultant Fees (actual costs)

## Department of Planning, Building, and Code Enforcement

John Tracy

Director of Planning, Building, and  
Code Enforcement

112 W Cass St.

Albion, Michigan 49224

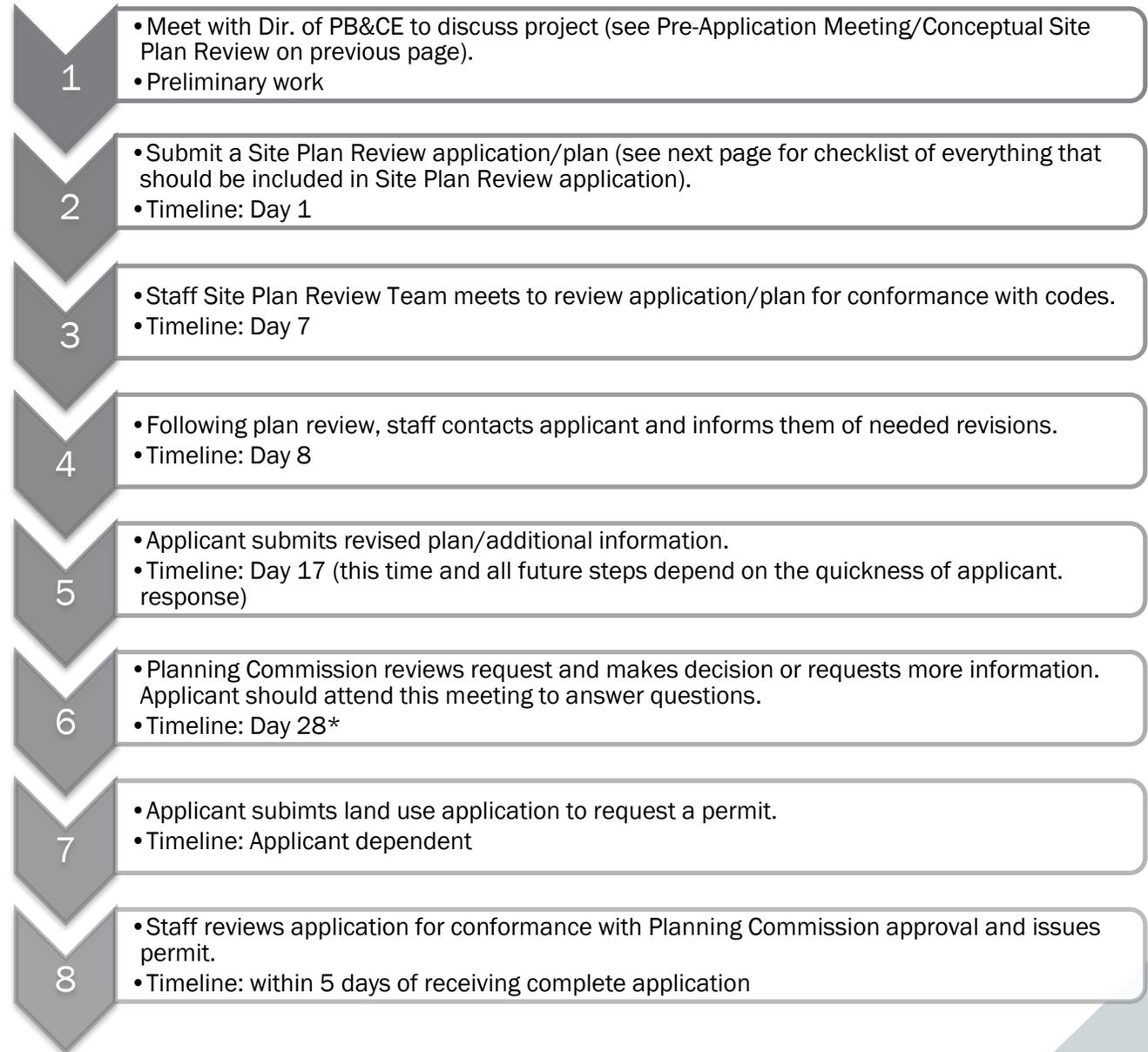
(517) 629-7189

[jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

[Click here to view the City's Zoning Ordinance.](#)

[All applications can be found online on the City of Albion's website on the Planning Page.](#)

### Site Plan Review Process



## Site Plan Review Checklist

- North arrow, scale, and date of original submittal and last revision.
- Location of proposed and/or existing property lines, dimensions, legal descriptions and setback lines
- Location of existing public roads, right-of-ways and private easements of record and abutting streets
- Existing topographic elevation at two foot intervals, proposed grades and direction of drainage flows
- Location and type of significant existing vegetation
- Location and elevations of existing watercourses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands
- Locations of existing and proposed building and intended uses thereof, as well as the length, width, and height of each building.
- Proposed location of accessory structures, buildings and uses, including but not limited to flagpoles, light poles, docks, storage sheds, transformers, air conditioners and the method of screening where applicable
- Location and dimensions of existing and/or proposed curbing, carports, barrier free access, parking areas (including indication of all spaces and method of surfacing), fire lanes and all lighting thereof
- Location, size, and characteristics of all loading and unloading areas
- Locations and design of all sidewalks, walkways, bicycle paths, and areas for public use
- Location of all other utilities on the site, including, but not limited to, natural gas, electric, cable TV, telephone, and steam
- Location and specifications for all fences, walls, and other screening features
- Location for all proposed perimeter and internal landscaping
- Location for size for screening of all trash receptacles and other solid waste disposal facilities
- Location and specification for any existing or proposed above or below ground storage facilities for any chemicals, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities
- Identification of any significant site amenities

## Department of Planning, Building, and Code Enforcement

John Tracy

Director of Planning, Building, and  
Code Enforcement

112 W Cass St.

Albion, Michigan 49224

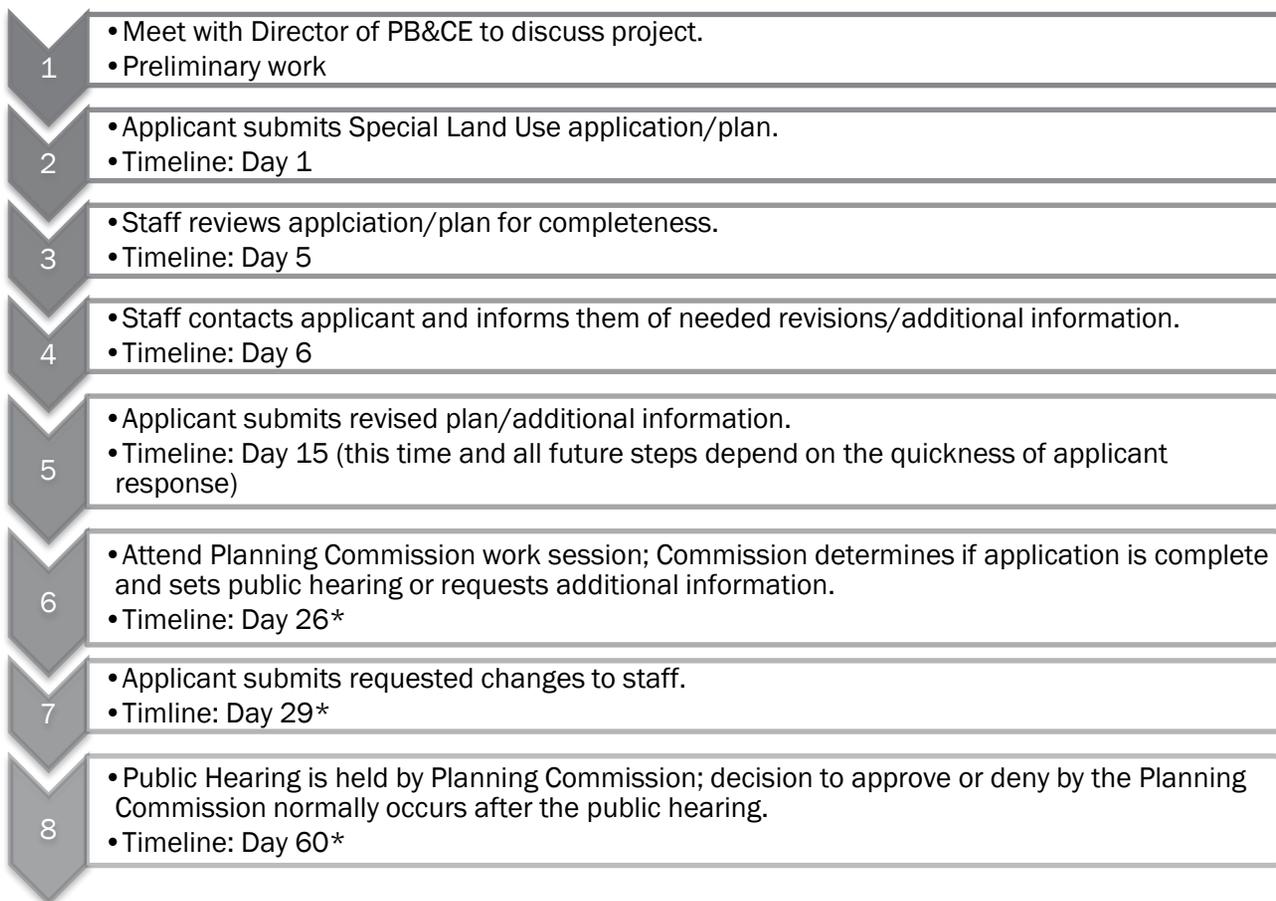
(517) 629 – 7189

[jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

[Click here to view the City's Zoning Ordinance.](#)

[All applications can be found online on the City of Albion's website on the Planning Page.](#)

### Special Land Use Permits



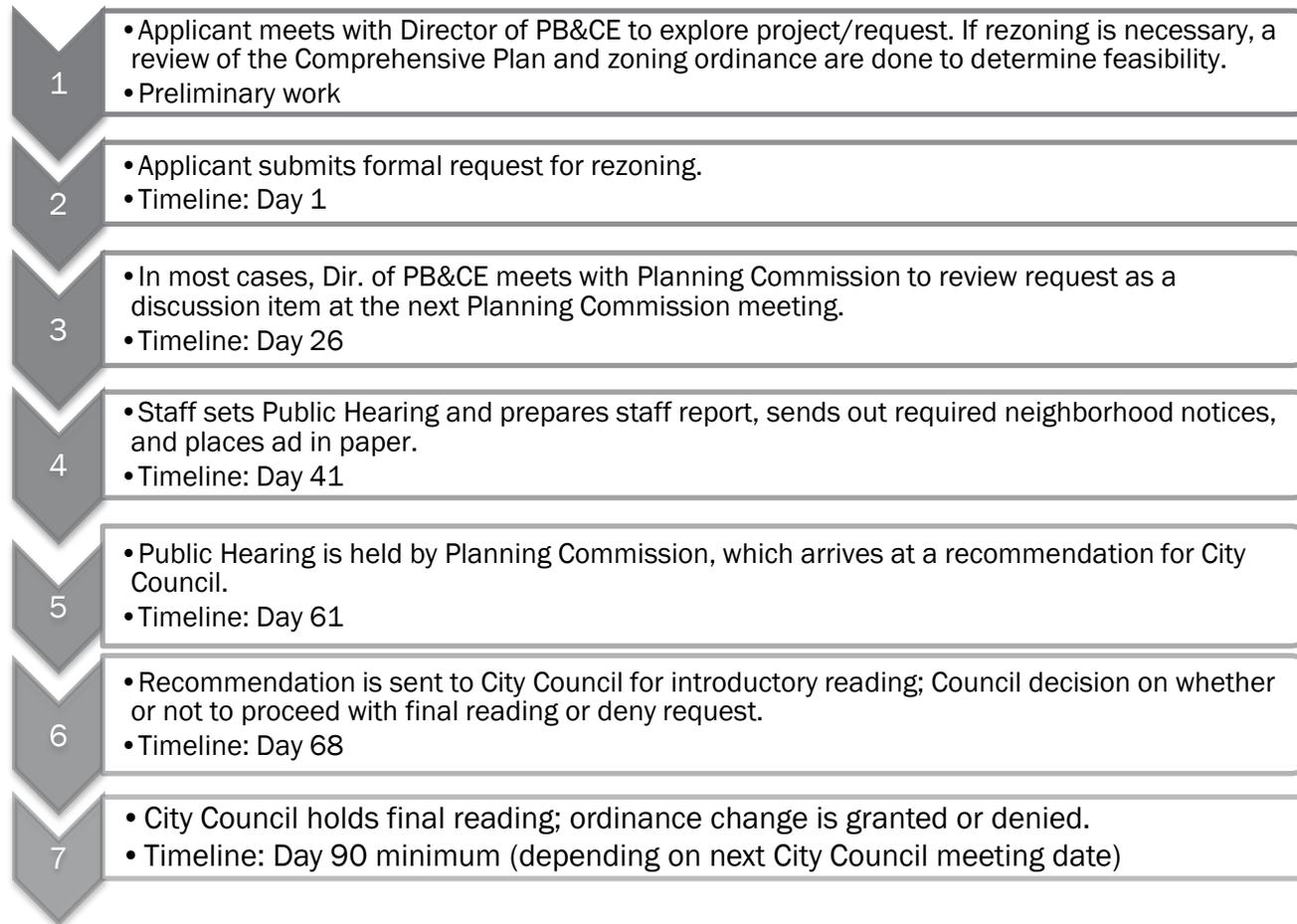
\*these timelines are based on the quickness of the applicant's response

Fees: \$200.00

Notes:

- It is important that the applicant meet with the Dir. of Planning, Building, and Code Enforcement before beginning the application process to avoid submitting an incomplete application which will delay the process.

## Rezoning Process



Fees: \$350 (Zoning Application) + \$250 (Zoning Text Amendments)

Notes:

- Both Planning Commission recommendation and City Council approval are required to rezone a property.

## Department of Planning, Building, and Code Enforcement

John Tracy

Director of Planning, Building, and  
Code Enforcement

112 W Cass St.

Albion, Michigan 49224

(517) 629 – 7189

[jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

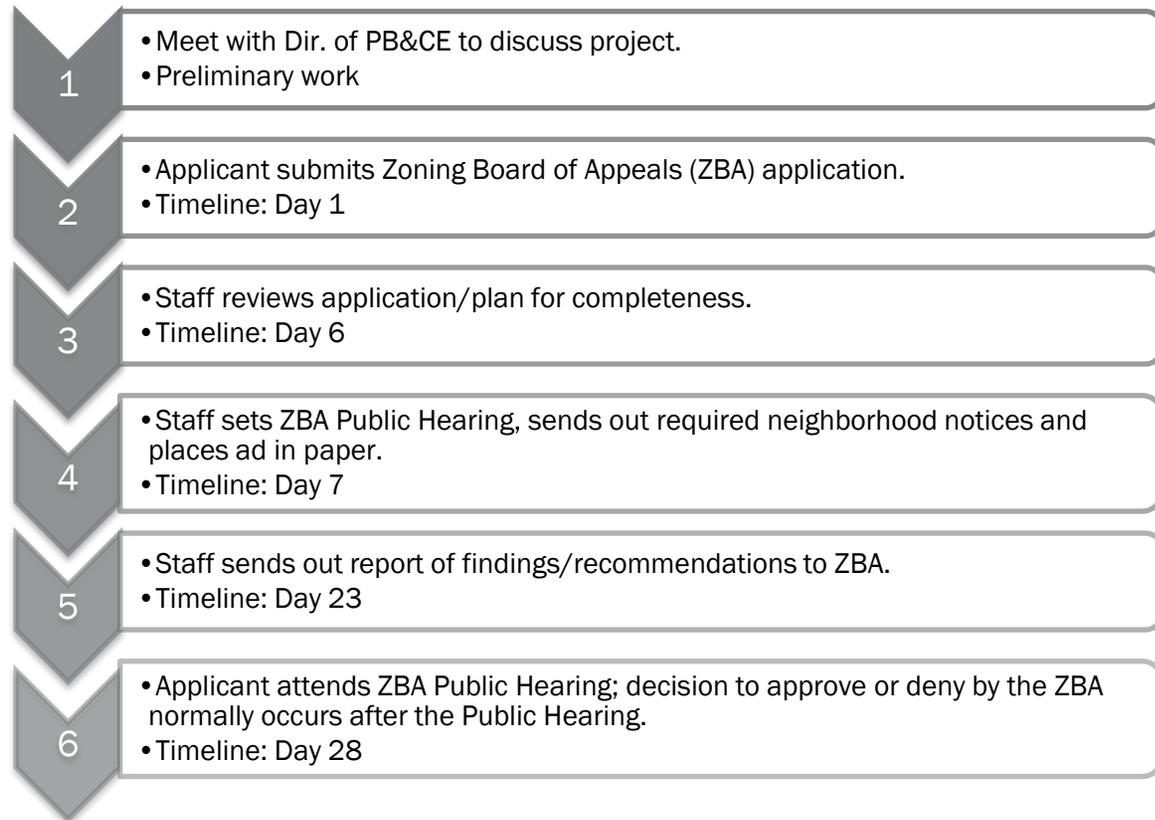
[Click here to view the City's Zoning Ordinance.](#)

[All applications can be found online on the City of Albion's website on the Planning Page.](#)

## More about the Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) also acts as the sign board of appeals. The Variance Application for signs is \$175 (including Zoning Permit Fee).

### Zoning Variances and Appeals



Fees: \$200.00 (including Zoning Permit Fee)

Notes:

- The same process applies for obtaining a permit for signage.

## Codes Currently in Effect

### RESIDENTIAL BUILDINGS (Single Family, Duplex, or Townhouse)

|             |                                      |                            |
|-------------|--------------------------------------|----------------------------|
| Building    | 2015 Michigan Residential Code (MRC) | Effective February 8, 2016 |
| Electrical  | 2015 Michigan Residential Code (MRC) | Effective February 8, 2016 |
| Plumbing    | 2015 Michigan Residential Code (MRC) | Effective February 8, 2016 |
| Mechanical  | 2015 Michigan Residential Code (MRC) | Effective February 8, 2016 |
| Energy Code | 2015 Michigan Energy Code            | Effective February 8, 2016 |

### COMMERCIAL BUILDINGS

|                 |   |                              |
|-----------------|---|------------------------------|
| Building        | 2015 Michigan Building Code (MBC)           | Effective April 20, 2017     |
|                 | 2015 Michigan Rehab Code Existing Buildings | Effective December 13, 2016  |
|                 | 2015 International Fire Code (IFC)          | Referenced Standard 2015 MBC |
| Accessibility   | 2009 ICC/ANSI A117.1                        | Referenced Standard 2015 MBC |
| Electrical      | 2014 National Electrical Code (NEC)         | Effective June 18, 2015      |
| Plumbing        | 2015 Michigan Plumbing Code (MPC)           | Effective April 20, 2017     |
| Mechanical      | 2015 Michigan Mechanical Code (MMC)         | Effective April 12, 2017     |
| Fire Code       | 2015 International Fire Code (IFC)          | Referenced Standard 2015 MBC |
|                 | 2015 International Fire Code (IFC) Appendix | Referenced Standard 2015 MBC |
| Sprinkler       | 2013 NFPA-13 (Commercial Buildings)         | Referenced Standard 2015 MBC |
|                 | 2013 NFPA-13R (Residential Buildings)       | Referenced Standard 2015 MBC |
|                 | 2013 NFPA-13D (One & Two Family Buildings)  | Referenced Standard 2015 MBC |
| Fire Alarm      | 2013 NFPA-72                                | Referenced Standard 2015 MBC |
| Commercial Hood | 2013 NFPA-17 (Kitchen Hoods)                | Referenced Standard 2015 MBC |
| Energy Code     | 2015 Michigan Energy Code                   | Effective September 20, 2017 |

Code books may be purchased on-line through the International Code Council (ICC), National Fire Protection Association (NFPA), or through the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes.

International Code Council

[www.iccsafe.org](http://www.iccsafe.org)

National Fire Protection Association

[www.nfpa.org](http://www.nfpa.org)

LARA (MI Department of Licensing and Regulatory Affairs)

[www.michigan.gov/lara](http://www.michigan.gov/lara)

**Resolution #2017-47**

**A RESOLUTION TO APPROVE ADDITIONAL WASTEWATER TREATMENT PLANT IMPROVEMENTS**

**Purpose and Finding:** As the council is aware, the City of Albion previously sought grant funding for various wastewater projects within the City. The Michigan Economic Development Corporation (MEDC) has approved a grant in the amount of \$950,000.00 for the construction of wastewater treatment plan improvements. The City approved a bid from Franklin Holwerda Company of Wyoming, MI as the lowest responsible bidder. As has continued to proceed, an additional issue has arisen as it relates to the ability to drain the clarifiers for measurement. It is going to be necessary to drill 6” well points and additional pumps to aid in the dewatering process. The additional task of drilling the well points will increase the project cost by \$17,000.00. It is recommended that the City approve the same.

Council Member \_\_\_\_\_ moved, supported by Council Member \_\_\_\_\_, to approve the following resolution.

**RESOLVED**, that the additional expenditure of \$17,000.00 for the additional dewatering costs is approved.

Date: November 16, 2017

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on November 16, 2017.

\_\_\_\_\_  
Jill Domingo  
City Clerk

**Special Council Study Session**  
**City of Albion 2017 WWTP Improvements**  
**November 16, 2017**

**Purpose of Meeting:** Discuss the needed authorization for Change Order No. 4. This change order authorizes additional dewatering for the construction project at the WWTP.

**Overall Scope of Construction Project:** Project includes replacement of 2 influent pumps and controls; replacement of equipment in 2 primary clarifiers; and replacement of 2 sludge pumps.

**Project Funding:** \$950,000 special legislative grant was received from Michigan Economic Development Corp. (MEDC). Design and construction assistance by Fleis and VandenBrink (\$166,000). Low bid for construction from FHC (\$881,000.) Total project cost: \$1,047,000. City responsible for amount above grant.

**Status of Project:** As of November 1, 2017, approximately \$630,000 has been spent. This includes design of entire project and installation of new influent and sludge pumps. Clarifier equipment installation is remaining.

**Description of Groundwater Issue/Solution:** Refer to figures at the end of this summary for a cross section view of the clarifiers under typical operating conditions, empty and with groundwater dewatering.

The clarifiers needed to be drained to measure equipment in clarifier to ensure new equipment fits properly in existing tank. During draining, Contractor discovered significant amount of groundwater flowing through pressure relief valves on clarifier floor. Contractor could not fully dewater tank due to the high volume of groundwater entering tank. Subsequent investigation of groundwater levels around the plant found high elevations around the clarifiers and aeration tanks.

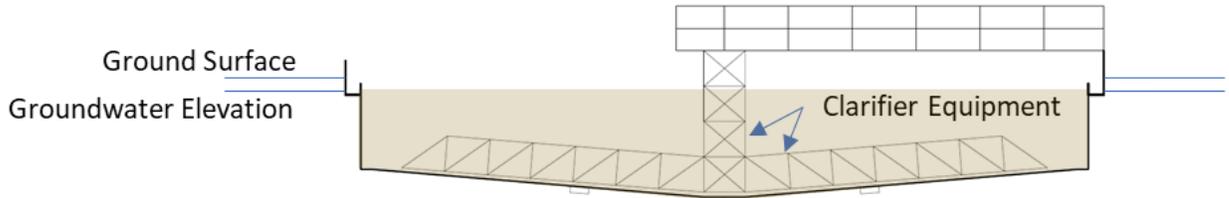
F&V had conversations with plant staff during design about tank draining. Staff indicated the tanks had been taken down in the past for maintenance in the past. Based on this information, F&V included requirements in project specifications for Contractor to drain each tank, with the intention that a small amount of groundwater may enter the tank through the pressure relief valves. The Contractor would be responsible to keep the tank empty for anchoring the equipment to the floor of the clarifier.

With the levels of groundwater that exist at the WWTP, there is a concern the hydrostatic uplift could cause the empty tank to “float” (i.e., pushed out of the ground by the upward forces) or the bottom could fail. Both of these would be catastrophic to the plant and require a new clarifier to be built at a significant cost.

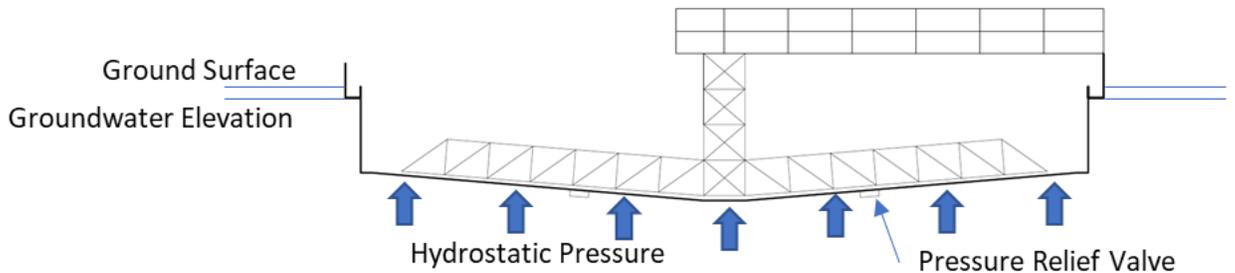
The solution to this issue is to install a temporary groundwater dewatering system. Change Order No. 3 (approved in early September) provided a dewatering system. See pictures of the system on the last page of this handout. The system is currently operating and drawing water to one side of the first clarifier to about 8 feet down on two sides, which is insufficient. Efforts to install wellpoints deeper to remove more water have been unsuccessful using water jetting due to unforeseen conditions of a compacted gravel layer. Change Order No. 4 provides for drilling (not water jetting) of wellpoints to get through the gravel layer to provide deeper and larger wellpoints in specific locations.

Once the ground is dewatered, clarifier equipment installation will take about 4 weeks per clarifier with about 1-2 week in between for a total of about 10 weeks. Depending on winter weather, the project now is anticipated to be completed in January/February of 2018.

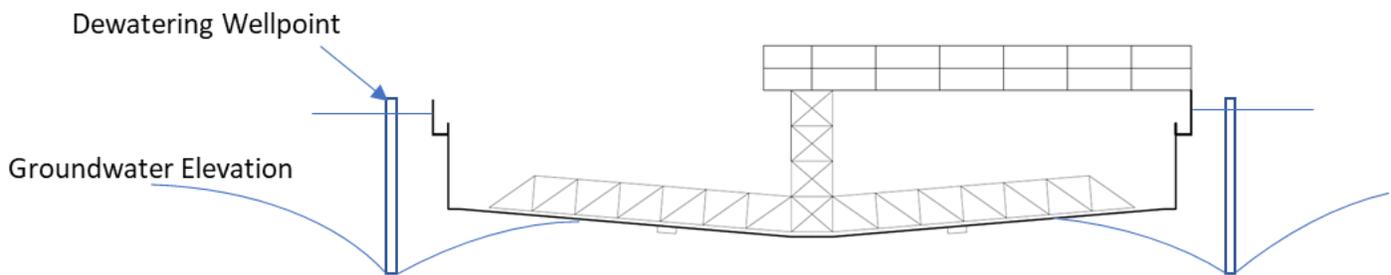
**Figure 1: Primary Clarifier in Operation**



**Figure 2: Drained Primary Clarifier**



**Figure 3: Groundwater Dewatering Around Clarifier**





*Picture of wellpoints and headers (piping) between the two primary clarifiers.*



*Picture showing wellpoints, piping and dewatering pump. North Primary Clarifier is on the left.*



**9150 96TH AVENUE - ZEELAND, MI 49464**  
**CHAD@DEWINDONEPASS.COM - (616)218-3919**

**November 10, 2017**

**Project Proposal: Drilling Services**  
**Project Name: Albion WWTP**  
**Project Location: Albion, Michigan**

DeWind Dewatering, Inc. is pleased to provide this proposal for drilling services at the Albion WWTP. DeWind will provide a hydraulic single stroke drill rig with a continuous flight hollow stem auger. A series of twelve boreholes will be advanced to allow Xylem to install multiple wellpoints in each borehole. Three additional boreholes will be advanced for the installation of 6" diameter wells using DeWind supplied casings, screens and filter pack. Maximum drilling depth is anticipated to be 20' below grade.

| Quantity | Units    | Description  | Taxable | Unit Price | Total      |
|----------|----------|--|---------|------------|------------|
| 1        | Lump Sum | Mobilization.  |         | \$3,100.00 | \$3,100.00 |
| 1        | Lump Sum | Materials for the installation of three 6" wells. The materials will include three 5' x 15 slot hi flow screens, 6" PVC casings and #0 well pack.    |         | \$2,881.40 | \$2,881.40 |
| 15       | Each     | Hourly rate for single stroke drill rig and support crew. DeWind anticipates that it will take approximately 15 hours to complete the drilling work. |         | \$630.00   | \$9,450.00 |

**Estimated Subtotal: \$15,431.40**

**Assumptions and Conditions of This Proposal**

Contractor will be responsible for the following:

1. Clear, level and stable access and work areas for all dewatering equipment.
2. Site staking, traffic control, surveying and protection of existing utilities and structures.
3. All permits, approvals and fees associated with installation and operation of the dewatering system.
4. Any submittals that require the services of a professional engineer.
5. Removal of above grade and underground obstructions including, but not limited to foundations, rocks, utility lines, trees, roots, rocks, cobbles, or hardpan.
6. Any and all handling and disposing of contaminated water generated by the dewatering system.
7. Any and all erosion control required for the installation and operation of the dewatering system.
8. A loader with and bucket and forks to assist in offloading, moving and loading of all dewatering equipment and filter materials.
9. Protection of dewatering equipment. Repair or replacement of damaged system components will be charged accordingly.



10. Contractor is responsible for all damage to or theft of dewatering equipment.

\*\*\*DeWind cannot guarantee that a standard dewatering system will work to the Contractors expectations on deeper excavations. High water tables and coarse soils may require addition system components to successfully dewater the site. A fair rate will be charged if additional system installation is required.

\*\*\*Hourly rate for equipment and crew will be billed for all onsite hours, including standby or downtime.

\*\*\*DeWind cannot guarantee that a standard dewatering system will provide dry working conditions in silty soils or where clay is present. Contractor should expect to use additional stone and sumps where clay or silty soils are present.

\*\*\*DeWind bases our pricing on the Contractor-provided soil and site information. If soils or site conditions differ from the provided information, additional costs will be charged for system changes.

Absolutely no back charges from the General Contractor will be valid according to this agreement. DeWind reserves the right to not work under the threat of GC's back charges or flowdown liquidated damages. DeWind cannot be liable for every site and construction situation. The General Contractor should release DeWind from providing services on their project if the GC finds DeWinds services to be unsatisfactory.

DeWind Dewatering shall not be held responsible for any contaminated materials that are inadvertently pumped, transferred or moved by the dewatering system. It shall be the responsibility of the Owner, General Contractor and/or Engineers to determine that the underground site conditions are a safe isolation distance from any known contaminated areas and that the dewatering process will not contribute to the underground movement of any contaminated ground waters. The contractor shall decide the proper place for the groundwater to be discharged.

DeWind Dewatering shall not be held responsible for damage to existing structures or loss of water in existing water wells due to the installation and operation of the dewatering system.

DeWind Dewatering shall not be held responsible for construction damage, failures or lost production time due to the installation, use, or removal of any dewatering system or by any wellpoint pump shut downs or failures.

The Contractor, by hiring DeWind Dewatering, understands and agrees to all terms and conditions listed within this proposal. The terms and conditions of this proposal are to be included in any Contractor issued subcontracts.

**Payment**

Terms are a part of the contract price: Net 30 days or for long term projects, partial draws based on the total linear feet of pipe installed by Contractor by draw date. Payment to DeWind within one week after receipt of the draw check from Owner to Contractor. No retainage. 6.5% APR on all balances overdue.

Any costs legal, professional or otherwise incurred as a result of DeWind Inc. having to pursue full payment agreed to in this contract will be included in the final payment due should the Contractor be found liable for such payments pursued.

Company \_\_\_\_\_

Contractor Signature \_\_\_\_\_

Printed \_\_\_\_\_

Date \_\_\_\_\_



November 1, 2017

Mr. Jim Lenardson  
Director of Public Services  
City of Albion  
112 W. Cass St.  
Albion, MI 49224

RE: 2017 Albion WWTP Improvements Project – Review of Dewatering for Primary Clarifiers

Dear Jim,

The purpose of this letter is to present a summary of the site dewatering around the primary clarifiers and present additional structural analysis for the clarifiers.

The South Primary Clarifier was drained on May 23, 2017 to record field measurements for the clarifier mechanism replacement. At this time, it was discovered that abnormally high groundwater levels existed at the site. It was determined that site dewatering would be necessary to prevent the tank from floating or the bottom slab from buckling.

Fleis and VandenBrink completed a buoyancy calculation to determine a safe groundwater elevation that the site must be drawdown, to prevent the tank from “floating” (i.e., forced out of the ground due to the hydrostatic pressure from the groundwater below the empty tank). This elevation was determined to be approximately 934 feet. However, because of the age and thickness of the bottom slab of the clarifiers, a target dewatering depth was specified to the contractor as the bottom of the tank (930 feet) to minimize the risk of the bottom slab buckling.

Dewatering efforts on the North Primary Clarifier began on September 27, 2017. Since that time the site has experienced two significant rainfall events that have inhibited progress. Due to higher groundwater levels observed on the South and East side of the clarifier, additional well points were added by the Contractor on October 16 - 19, 2017. As of Tuesday October 31, 2017, the groundwater water levels appear to have stabilized and the current dewatering equipment has not been able to draw the groundwater down any further. Currently, the groundwater elevations around the tank are 933 feet on the South and East side and 928 feet on the North and West side of the tank.

Based on the buoyancy calculations and the current groundwater levels, the clarifier should not float. In an effort to assess the risk of the bottom buckling, Fleis and VandenBrink completed a structural analysis on the bottom slab of the clarifier. It was determined that the slab design, indicated on the structural drawings provided to us by the City, could withstand the uplift forces at a maximum groundwater elevation of 933 feet. This calculation assumes the bottom slab is in good condition and there are no pre-existing defects. Additionally, this calculation does not take into account the pressure relief valves which provide a small factor of safety by dissipating some of the uplift forces.

It is our opinion that there two options for how to proceed. The first option is to add additional dewatering equipment and wait to see if any further progress can be made. This option would involve the added cost of additional dewatering equipment rental and the potential for project completion delays. The second option

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com

would be for the City to accept the marginal risk associated with emptying the tank at the current groundwater levels and proceed with the project.

Please review this information and contact me with any questions. We will discuss this issue with you in our Construction Progress Meeting tomorrow. We will ultimately need your direction on this issue.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in blue ink that reads "Allen Gelderloos".

Allen Gelderloos, P.E.  
Sr. Project Manager

November 9, 2017

Mr. Jim Lenardson  
Director of Public Services  
City of Albion  
112 W. Cass St.  
Albion, MI 49224

**RE: 2017 Albion WWTP Improvements Project – Potential Need for Additional Dewatering**

Dear Jim,

As you are aware, the Contractor (Franklin Holwerda Company) indicated in an email yesterday that additional dewatering resources will be needed to lower the groundwater level further than the original system can provide. The purpose of this letter is to assist the City in reviewing options available to the City to address this issue in the most cost-effective and sound approach.

As we look at options, it is important review the history of the groundwater issue. The clarifiers were constructed in 1957, making them over 60 years old. High groundwater has most likely been present at the WWTP since the WWTP was constructed; however, there is no available documentation of the issue in drawings, Operations and Maintenance Manuals, or past project files. The clarifiers were constructed with pressure relief valves (four per tank) to help alleviate uplift from groundwater pressure. The concrete floor is only 8-inches thick, which is relatively thin considering the high groundwater levels. As we documented in our November 1, 2017 letter, the high levels of the groundwater at the site became known in May 2017 when the clarifiers were drained to record field measurements for the new clarifier equipment. The clarifiers have been drained in the past (the extent of draining is not documented) without dewatering. Any impact of this action is not known since only a portion of the South Clarifier was inspected during the field measurements. The North Clarifier and the center of the South Clarifier were not inspected due to inability to drain the South Clarifier and subsequent concern of damaging the North Clarifier. Our calculations show that the groundwater should be at about 933 ft (or about 5 ft below the ground level) to minimize any damage to the clarifier floor.

In general, there are two options available to the City to address the groundwater issue at the clarifiers:

1. Contractor installs the additional dewatering equipment:

This option is described in Larry Lind's November 8, 2017 email. We would review the approach with FHC and the Dewatering Contractor; however, it will ultimately be the responsibility of the Contractor to ensure their approach lowers the groundwater sufficiently. This option would require the City to absorb additional dewatering costs. This option has the lowest risk of damage to the clarifier.

2. Contractor enters tank now with existing dewatering equipment

As noted in our November 1, 2017 letter, there would be a marginal risk of damage to the clarifier if the rest of the tank were drained completely. Sources of risk include the fact that the current condition of the valves, underdrain system and clarifier concrete is not known, and that a large storm event could cause the groundwater levels to temporarily rise during construction. Based on a conversation

with Larry Lind today, FHC would require a letter from the City indicating they would not be responsible for structural damage to the clarifier. As such, this is the lower cost alternative, but greater risk to the City.

We recognize the City's financial situation and your desire to minimize any additional costs related to this issue, yet, we want the City to understand the risks associated with failure of clarifier.

In the interest of avoiding Contractor delays, please let us know how we can help keep the project moving while you are out of the office through Thanksgiving break.

Please review this information and contact us with any questions. We will ultimately need your direction on this issue.

Sincerely,

FLEIS & VANDENBRINK



Allen Gelderloos, P.E.  
Sr. Project Manager