



# 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**  
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.

## AGENDA

### COUNCIL MEETING

**Monday, August 21, 2017**

**7:00 P.M.**

#### **PLEASE TURN OFF CELL PHONES DURING MEETING**

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
  - A. Commendation for PSO Officers Dan Riley and Kyle Wilson
  - B. Certificate of Appreciation-Corbett Smith Retirement
- VI. PRESENTATIONS
  - A. Commendation for PSO Officers Dan Riley and Kyle Wilson
  - B. Certificate of Appreciation-Corbett Smith Retirement
- VII. 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.)
- VIII. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes, August 7, 2017
  - B. Approval of Leisure Hour DJ for Festival of the Forks
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Approve Updated 2017 Fee Schedule (RCV)
  - B. Request Approval 1<sup>st</sup> Reading Ordinance # 2017-06, To Amend Ordinance 22-181 Sidewalk Café's (RCV)
  - C. Request Approval of Draft of Future Land Use & Zoning Plan and Release for Public Comment (RCV)



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

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- X. City Manager Report
- XI. Future Agenda Items
- XII. Motion to Excuse Absent Council Member(s)
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- XIV. Closed Session-The City Attorney requests an 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.
- XV. ADJOURN

City of Albion  
City Council Meeting  
August 7, 2017

I. Call To Order

Mayor Brown opened the regular session at 7:00 p.m.

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

PRESENT: Maurice Barnes (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4) Jeanette Spicer (5) and Andrew French (6) and Mayor Brown.

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Stacey Levin, Assistant City Manager; Jill Domingo, City Clerk; John Tracy, Director Planning, Building & Code Enforcement; Jim Lenardson, Director Public Services and Scott Kipp, Chief Public Safety.

V. Mayor & Council Member's Comments

No Mayor and Council comments were received.

VI. Presentations

A. EDC 2<sup>nd</sup> Quarter Update-Amy Deprez

Albion Economic Development Director Amy Deprez gave the following 2<sup>nd</sup> Quarter EDC update:

**Business Development, Attractions & Retention:**

|                                 | Qtr.<br>1 | Qtr.<br>2 | Qtr.<br>3 | Qtr.<br>4 | YTD |
|---------------------------------|-----------|-----------|-----------|-----------|-----|
| Retention Contacts              | 5         | 3         |           |           | 8   |
| Prospect RFP                    | 9         | 21        |           |           | 30  |
| Prospect Activity               | 3         | 19        |           |           | 22  |
| Entrepreneurship-Small Business | 25        | 13        |           |           | 38  |

**Community Development:**

|                      |    |    |  |  |     |
|----------------------|----|----|--|--|-----|
| Development Contacts | 25 | 78 |  |  | 103 |
|----------------------|----|----|--|--|-----|

**Highlights:**

**Retention of Existing Businesses:**

- 3 Events hosted by AEDC for existing businesses
  - 4/11 Business Resource Summit-Reinvesting energy savings into your business
  - 5/17 Business Resource Summit-Workforce Assistance
  - 5/22 Using the capital within your Community to fund projects
- Received recertification of the Albion Industrial Park
- Hired Danielle Nelson as Economic Development Project Manager, starting 7/17/2017 with a primary focus on finalizing the RRC certification

**Community Development:**

- Participated in a Brownfield Training event
- Wrote and submitted a project request for assessment funds from the MDEQ
- Completed the CDBG application for the City for the Peabody Project to receive up to \$800,000 in grant funds
- Participated in a Community Visioning Celebration event with the City to garner input from the community on several targeted areas and redevelopment sites
- Continue to work on the Economic Development Strategic Plan for the City of Albion, including implementation of a Steering Committee
- Toured sites or provided property information on several developers interested in development projects in the greater Albion area

**Albion Food Hub:**

- Hired Caitlyn Berard as the Albion Food Hub Manager & AEDC staff spent considerable time in the development of the Albion Food Hub
- Installed new signage for the Albion Food Hub and implemented the AFH logo and branding strategy
- Conducted several meetings with potential clients of the AFH that are at various stages of readiness to start their business
- Developed and approved an application process, rate sheet and other processes to be implemented immediately
- Received approval to modify the USDA Grant to allow for the changes in staffing and structure

**Attraction/Prospects:**

- Project Chance-Completed a full day tour and meetings with this international CNC machine producer and received notice that Albion made the cut from 5 locations to 3. Consultant and Company C Level will visit Albion in August to further discuss incentives and negotiate a site agreement. AEDC Staff will be assisting the Company with hiring a local manager in the near future.
- Project Grow-Worked with City Manager to ascertain City's stance on this project and identified sites that would fit the need provided the City wants to move forward with discussions.
- Toured sites with several companies and provided proposal and/or follow up information for their review
- Project 6000-This project is in a waiting stage until a building that suits their needs better can be identified, after touring and eliminating the

existing properties that fit their needs. They need 6,000 sf of office space for a service office in the medical field.

**Marketing & Public Relations:**

- 3 presentations given on the mission, developments and strategic plan of the AEDC
  - 4/18 PEO
  - 5/23 AALL
  - 6/22 Rotary
- Community Marketing Group: Continue to work toward a branding strategy for the Community to share

**Albion Reinvestment Corporation (ARC)**

- Continue to work on a strategic redevelopment plan for the Downtown with a goal to have it approved by the ARC Board by the end of August
  - Continue to work on an Economic Development Strategic Plan for ARC that compliments the City of Albion's plan and Master Plan
  - Met and toured downtown with an MEDC representative to discuss the possibility of a transformational project to revitalize the downtown.
- 
- Briefly discussed prospect report highlighting general areas of interest by various businesses without identifying the actual business
  - Staff time is primarily being used in the reactive mode at this time while proactive is taking a back seat
  - The first pop up restaurant will be Coopers Dish and will be held August 17<sup>th</sup> thru August 20<sup>th</sup> next to the Food Hub commercial kitchen
  - The speed to market is extremely important in attracting new businesses to the community

Comments were received from Council Members French and Lawler and Mayor Brown.

**B. Albion District Library Update-Cindy Stanczak**

Cindy Stanczak, Albion District Library gave the following update:

- The library hosted a summer reading program for children, teens and adults. The program will finish up this week.
- An essential oil workshop was held on August 5<sup>th</sup> that introduced you to the varieties of essential oils and their uses.
- The library has a webpage and a Facebook page that offers Information pertaining to programs and for all the Albion District Library has to offer.
- The Library completed a community survey to ask what residents thought of the Library, their collections, programs and services. The survey closed on July 31, 2017 with 152 participants. Information from the survey will be utilized for the Library's Strategic Plan.
- **Upcoming Events:**

**August:**

- The YA After Hour Book Club will be reading "When I was the Greatest". This is open to teens and adults ages 15 and up. They

meet the 4th Monday of each month at Bigby Coffee, 217 E Michigan Ave in Albion.

- Brown Bag Events: Wednesdays, 12:15 pm. Bring your lunch; the Library provides coffee and cookies. Origami, plant-based diets, grassland birds, hacking memory, and architect Eero Saarinen.

### **September**

- Library Sign-Up
- Back to School
- Festival Book Sale
- Budget Hearing
- Healthy Babies Day

### **October**

- Big Read Program
- The Dolly Parton Imagination Library has 400 children currently participating. The books are mailed to children at their home in their name.
- The GED program is currently on hold due to infrastructure updates. It will restart on Monday, August 14, 2017.
- The Library may have glasses available for the August 21<sup>st</sup> full eclipse.
- Library hours may be expanded in January.
- Library Director Stanczak introduced AmeriCorps Vista member Lea Parr who is working with the Library.

Comments were received from Council Members Brown and Spicer.

### C. Redevelopment Ready Community-3<sup>rd</sup> Quarter Update-Danielle Nelson

Danielle Nelson gave the following Redevelopment Ready Community 3<sup>rd</sup> Quarter Report:

#### *Summary and Update*

The current goal for the Redevelopment Ready Community Program in Albion is to have all projects/tasks completed by the end of 2017, save for the zoning ordinance update. This work will be done by a firm (an RFP will be issued soon so that bids can be evaluated) and some of the MEDC technical assistance funding will be used to pay for half of the cost of this work. Once RRC Certified, the MEDC will market 3 of Albion's redevelopment ready sites around the country and around the world to developers, businesses, manufacturers, and more.

3<sup>rd</sup> Quarter Progress:

#### *Economic Development Strategic Plan*

A steering committee of 16 individuals representing residents, City Council, local businesses, the DDA, Planning Commission, Albion College, and Albion Reinvestment Corporation have come together to draft the Albion EDC's Economic Development Strategic Plan. It is currently in a draft phase. It will be reviewed and

edited by the steering committee and sent to the Albion EDC Board of Directors for approval.

### [Future Land Use and Zoning Plan](#)

The Future Land Use and Zoning Plan is Phase II of the Comprehensive Plan. This document is in draft form and will be sent to Planning Commission on August 15<sup>th</sup> for authorization for public comment. After that, it will be on the August 21<sup>st</sup> Council meeting agenda for authorization for public comment as well. The public will have 63 days to submit input before it goes back to City Council and Planning Commission for final edits and adoption. The plan was drafted with input from the Comprehensive Plan process and the June 28<sup>th</sup> Community Visioning Celebration which was well attended and people were able to give input on redevelopment sites and future land use.

### [Zoning Ordinance Update](#)

The City is in need of an updated zoning ordinance and code. This will require the City to hire a firm to rewrite the existing ordinance to meet the City's needs. The City is working with Southwest Michigan Planning Council to prepare an RFP. The MEDC will fund half of the cost of this work. Funding sources for the match are being identified.

### [Community Engagement Statement](#)

The Community Engagement Statement is a document that formalizes the City's methods for consulting, engaging, and informing residents. The document will be adopted by Planning Commission on August 15, 2017. The document not only states the City's commitment to active citizen engagement but also encourages everyone from grassroots organizations to developers to take the same approach to new initiatives and developments.

### [Marketing and Branding](#)

The Albion EDC has convened a community marketing committee to identify funding sources and generate ideas for a community brand. MEDC technical assistance funding can be used for this project as well. The Albion EDC is exploring options to work with graphic design students at Kellogg Community College to lower the cost of this project and provide valuable experience to local students.

What is Next?

### [Redevelopment Ready Sites](#)

The Albion EDC is currently working to produce property information packages ("PIPs" for short) that will be marketed online and will be used to get developers in the door for Albion's "redevelopment ready" sites.

### [Guide to Development](#)

To streamline the process for property developers and new/existing businesses looking to expand, the City and the AEDC are working together to have a Guide to Development in place that outlines the timelines and procedures for permits, site plan reviews, and other development-related processes. This will help to more quickly accommodate interested businesses and developers, bringing jobs and investment to Albion.

Comments were received from Mayor Brown and Albion Economic Development Corporation Director Amy Deprez.

D. Precinct Bowling Tournament-Michael Trotter Jr.

Mr. Trotter was unable to make the meeting this evening so this presentation will be re-scheduled for a later date.

VII. 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.)

No public comments were received.

VIII. Consent Calendar (VV)

- A. Approval Study Session Minutes – July 13, 2017
- B. Approval Regular Session Minutes-July 17, 2017
- C. Approval Study Session Minutes-July 24, 2017
- D. Assembly Permit & Use of Amplification Equipment for Greater Albion Chamber of Commerce & Visitors Bureau-Festival of the Forks
- E. Approval of Amusement and Entertainment Application for Family Fun Tyme Amusements LLC (Festival of the Forks)
- F. Approval to Close City Hall on Friday, August 25, 2017 from 1:00 to 5:00 p.m. for Employee Picnic

French moved, Reid supported, CARRIED, to approve the Consent as presented. (7-0, vv)

IX. Items for Individual Discussion

- A. Request Approval Resolution # 2017-33, To Approve Intergovernmental Agreement with the City of Marshall for Continued Operation of the Albion-Marshall Connector (RCV)

Comments were received from Council Members Barnes, French, Spicer and Brown, City Manager Mitchell and Mayor Brown.

French moved, Lawler supported, CARRIED, To Approve Resolution # 2017-33, To Approve Intergovernmental Agreement with the City of Marshall for Continued Operation of the Albion-Marshall Connector as presented. (6-1, rcv)(Barnes dissenting).

- B. Discussion-EDC Plan for Parking Lot on Austin Avenue and Albion Street

Amy Deprez, Director Albion Economic Development Corporation updated the Mayor and Council with the following information on properties owned by the AEDC:

1. 1111 Austin Avenue, parcel: 51-001-722-00 purchased from the Selask family on 3-17-15 for \$9,000.00. This currently has a home and garage on site. Zoned B1.
2. 1105.5 Austin Avenue, parcel: 51-001-721-02 purchased from the Calhoun County Land Bank Authority on 5-21-2012 for \$1.00. Zoned B1.
3. 1105 Austin Avenue, parcel: 51-001-720-00 purchased from the Calhoun County Land Bank Authority on 5-21-2012 for \$1.00. Zoned B1.
4. 1101 Austin Avenue, parcel: 51-001-717-00 purchased from the Jones family on 8-23-1994 for \$27,000.00. Zoned M2P.
5. 941 Austin Avenue, parcel: 51-001-715-01 purchased on 1-1-1995 for \$135,000.00. At the time of purchase, the property had apartments on it. They have since been demolished. Zoned M2P.
6. 971 Austin Avenue, parcel: 51-001-718-00 purchased from LFPR Inc. on 4/27/2000 for \$70,000. This property received a Revitalization Loan from the Michigan DEQ in the amount of \$30,000 in 2001, which the AEDC had to repay. In 2002 the loan was used for environmental reports, the demolition of one structure, and the demolition of a building foundation. Zoned M2P.
7. 619, 617, 611 Austin Avenue, parcel: 51-011-638-00, 51-011-637-00, 51-011-636-00. These properties were foreclosed upon under the General Property Tax Act 206 of 1893, as amended, and purchased from the Michigan DNR for prices ranging from \$300 to \$1,354.59. Any proceeds from the sale of these properties must be returned to the State's Land Reutilization Fund minus cost incurred by the AEDC for demolition, renovation, or improvement. In May 2017, the AEDC submitted a project proposal to Michigan DEQ for possible site assessment funds for 611, 617, and 619 Austin Avenue. The AEDC is also currently working with a representative from the MDEQ to discuss the Refined Petroleum Funds offered thru the MDEQ and if these parcels would qualify since a gas station, grocery store, and repair shop were once located at these sites. Zoned B1. (NOTE: There has been consideration of developing one or more of these parcels into a parking lot to accommodate growth of Austin Corridor.)

\* This parcel is owned by SEMCO.

Comments were received from Council Members Barnes and Spicer and Mayor Brown.

#### C. Discussion-Update on Rieger Park Swimming Hole

City Manager Mitchell stated the beach area is closed as a health and safety precaution. The valve is broken and would require extensive costs in order to make the necessary repairs. Staff is investigating if DNR and/or DEQ would approve

any chemicals to address the algae growth, as there is not any circulation in the swimming hole.

Director of Public Services Lenardson stated he would be hesitant to use any type of chemicals to remove the algae without permission from the DNR and DEQ.

Council Member Spicer asked if Director Lenardson would investigate the cost of repairing the broken valve and chemical application to remove the algae and provide a written estimate.

D. Request Approval of Boards & Commissions Appointment (RCV)

- George Harvey, Albion Economic Development Corporation, Initial Appointment, Term to Expire 7-1-2022

Comments were received from Council Members Barnes and French and Mayor Brown.

Brown moved, Reid supported, Carried, To Approve Board & Commission Appointment of George Harvey, Albion Economic Development Corporation, Initial Appointment, Term to Expire 7-1-2022 as presented. (7-0, rcv)

E. Request Approval Resolution # 2017-34, A Resolution for a Temporary Exemption for the Food Hub from the Sidewalk Café Ordinance Location Restriction (RCV)

Comments were received from City Manager Mitchell.

French moved, Brown supported, CARRIED, To Approve Resolution # 2017-34, A Resolution for a Temporary Exemption for the Food Hub from the Sidewalk Café Ordinance Location Restriction as presented. (7-0, rcv)

X. City Manager Report

City Manager Mitchell reported the following:

**City Manager** – We are welcoming the 2 new AmeriCorps/Vista members that will be working in Albion. **Lauren Freeman** who is working on Community Planning initiatives. **Andrew Texel**, who is focusing on Neighborhood Stabilization efforts. John Tracy and Stacey Levin will coordinate their efforts as on-site supervisors.

Council Member French introduced AmeriCorps Vista Members Chris Herweyer who will be working with the Albion Food Hub, Lea Parr who will be working with the Albion District Library and Ryan O'Dell who will be working with the Albion Economic Development Corporation.

**Clerk/Elections** – the new election equipment has been delivered. The old equipment will be picked up later this year. Clerk Domingo is looking forward to the upcoming training and providing a demonstration for the Mayor and Council.

**Annual Employee Picnic**- this annual event is being scheduled for Friday, August 25<sup>th</sup> and is to be held at the Victory Park Picnic Shelter (small Pavilion). Mayor and Council are welcomed to attend. Thank you to Attorney Cullen Harkness for his generous donation towards the event!

**Zoning Board of Appeals (ZBA)** - Meeting for August 8<sup>th</sup> has been cancelled.

**Downtown Development Authority (DDA)** – Meeting for August 9<sup>th</sup> has been cancelled.

**Community Clean Up -Recycling Day** – Held on July 22<sup>nd</sup>. Total weight of all electronics collected was 11,456 lbs. That does not include 2 loads of material that were hauled off-site that was left overnight on Saturday. 62% of the weight of the material collected were televisions. Last year we collected around 18,000 lbs.

**Granger – Non-payments** – Notices are beginning to be sent out to residents who have experienced a cancellation of services for non-payment. Residents will be given 10 days to re-establish service or be assessed fines in accordance with the ordinance (\$50 per day).

**Marshall Public Schools** – received announcement from Dr. Davis that Mr. Robert Giles has been appointed as the new principal at Harrington Elementary School.

**Albion NAACP – Back in School – Stay in School Celebration** – Will be Held August 30<sup>th</sup> at Harrington School

**Monday, August 28 at 7pm** – Council Work Study Session on Medical Marijuana Regulations and Proposals.

**Festival of the Forks** – Scheduled for **Sept. 14 – 17**. Chamber has reserved Reiger Park, Lloyds Park and Stoffer Plaza. Current plans do not reflect being located along Superior Street in anticipation that there might be construction delays. The Leisure Hour Club has requested a Beer Tent in association with the Chamber.

**Water Tower** – Received unofficial word from the State that Albion is the eligible recipient of a Michigan Enhancement Grants for \$500,000 for a 2018 water tower infrastructure repair project. Awaiting official confirmation later this year.

**Labor Negotiations** – are commencing.

**Albion Trust** – received the invoice from Miller Canfield in the amount of \$1,500 for their services.

**Saturday, October 21, 2017** – The 2<sup>nd</sup> annual event will be held in several locations. \$10 raffle tickets are being sold to help support the event. Information is also available at [www.walkthebeat.org](http://www.walkthebeat.org) or contacting Cliff Harris at [charris@albion.edu](mailto:charris@albion.edu)

**Big Read Celebration** – Mayor and Council have been invited by Jess Roberts to the celebration of the 3<sup>rd</sup> Annual Big Read Youth Leadership Camp. It will be held on Friday, **August 11<sup>th</sup>** from 12noon-1:15pm at President Ditzler’s house.

XI. Future Agenda Items

- City Attorney Harkness asked for the City Attorney Evaluation be added to the next agenda.
- Council Member French asked for Approval of the Council Rules and Procedures be added to the next agenda.
- Mayor Brown asked for the following items be added to the next agenda:
  - Fee for marriage ceremonies
  - Fees & structure for Gmail accounts
  - Quote for Charter revision

XII. Motion to Excuse Absent Council Member (s) (VV)

No action was necessary as all members were present.

XIII. Public Comments (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Mike Bearman, 11016 29 Mile Rd, Assistant City Manager Stacey Levin and City Manager Mitchell.

XIV. Adjournment

French moved, Brown supported, CARRIED, to adjourn council session. (7-0 vv)

Mayor Brown adjourned the meeting at 8:25 p.m.

\_\_\_\_\_  
Date

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

8-3-17

To City Council of Albion,

We are requesting for permission to have a DJ at the Leisure Hour Club for Festival of the Forks on our property at 211 Market place. The music will start after entertainment at Lloyd Park ends. We are asking for the DJ to be able to play until 10:00 p.m. on Sept. 16th. ~~we would stop at~~ 10:00 p.m.

Thank you!

Sincerely  
Venia Engelter  
Secretary + Treasurer  
of Board at Leisure  
Hour Club.

**CITY OF ALBION, MICHIGAN**  
**2017 FEE SCHEDULES (Amended)**  
**Effective Date – August 21, 2017**

| <i><b>Description</b></i>  | <i><b>Fee</b></i>                                |
|--|--|
| <b>GENERAL</b>   |  |
| Comprehensive Master Plan 2017   | \$50.00  |
| Copy of City Charter   | \$15.00  |
| Ordinance Book – Soft Bound Copy                                       | \$50.00  |
| Ordinance Book – Hard Bound Copy                                       | \$75.00  |
| Ordinance Supplements  | \$20.00  |
| Non-Sufficient Funds (Bad Check) Charge                                | \$25.00  |
| Notary Services (per document)   | \$10.00  |
| Criminal Background Checks   | \$10.00  |
| Audio Recordings   | \$10.00  |
| Video Recordings   | \$20.00  |
| Copying Charges for the Public (items brought in by public for copies) | \$1/1 <sup>st</sup> page + 15 cents ea add'tl pg |
| Assessment Cards Copying Charges (3)                                   | \$3/1 <sup>st</sup> page + 50 cents ea add'tl pg |
| Balance Request Form (Taxes, Water, etc.)                              | \$5.00/parcel                                    |
| Faxing Charges   | \$3/1 <sup>st</sup> page + 50 cents ea add'tl pg |
| Bicycle Licenses (no charge)   | --   |
| <b>Wedding –Mayor Officiating</b>                                      | <b>\$50.00</b>                                   |
| <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>PUBLIC SAFETY</b>   |  |
| Sex Offender Registration  | \$35.00  |
| Fingerprinting   | \$15.00  |
| PBT for Probationers   | Resident \$5.00<br>Non-Resident \$10.00          |
| License to Purchase Weapon   | \$5.00   |
| Housing Loose or Vicious Dog   | \$25/day   |

|   |  |
|---|--|
| Housing Loose or Vicious Dog – Extended Stay  | \$35/day   |
| <b>Description</b>  | <b>Fee</b>   |
| <b>CEMETERY</b>   |  |
| Lot Purchase (Cemetery) – Adult/Child, Albion Resident                                    | \$450.00   |
| Lot Purchase (Cemetery) – Adult/Child, Non-Resident                                       | \$900.00   |
| Lot Purchase (Cemetery) - Infant (4' x 4'), Albion Resident                               | \$300.00   |
| Lot Purchase (Cemetery) – Infant (4' x 4'), Non-Resident                                  | \$600.00   |
| Lot Transfers   |  |
| Immediate Family  | \$0  |
| Other Than Immediate Family   | \$100.00   |
| Perpetual Care  | <b>TBD</b>   |
| Interment, Overtime Fee (Per Hour)  | \$75.00  |
| Grave Opening, Weekday – Adult/Child  | \$400.00   |
| Grave Opening, Saturday – Adult/Child   | \$550.00   |
| Grave Opening, Sunday/Holiday – Adult/Child   | \$700.00   |
| Grave Opening, Weekday – Infant (4'x4') No Vault, Special Section (6)                     | \$200.00   |
| Grave Opening, Saturday – Infant (4'x4') No Vault, Special Section (6)                    | \$350.00   |
| Grave Opening, Sunday/Holiday – Infant (4'x4') No Vault, Special Section (6)              | \$500.00   |
| Grave Opening, Weekday – Cremains   | \$150.00   |
| Grave Opening, Saturday – Cremains  | \$300.00   |
| Grave Opening Saturday – Cremains (Urn Vault)   | \$400.00   |
| Grave Opening, Sunday/Holiday – Cremains  | \$450.00   |
| Grave Opening, Sunday/Holiday – Cremains (Urn Vault)                                      | \$475.00   |
| Disinterment (Plus Cost of Vault Company Services), Weekday                               | \$400.00   |
| Disinterment (Plus Cost of Vault Company Services), Saturday                              | \$550.00   |
| Disinterment (Plus Cost of Vault Company Services), Sunday/Holiday                        | \$700.00   |
| Disinterment of Cremains, Weekday (Urn or Temporary Container)                            | \$175.00   |
| Disinterment of Cremains, Saturday  | \$200.00   |
| Disinterment of Cremains, Saturday (Urn Vault)  | \$300.00   |
| Disinterment of Cremains, Sunday/Holiday  | \$300.00   |
| Disinterment of Cremains, Sunday/Holiday (Urn Vault)                                      | \$375.00   |
| Foundations (per square inch) (Cemetery) (Monument)                                       | \$0.53/sq. inch with min. of \$45.00                           |
| Internment Cremains (Urn Vault)   | \$200.00   |
| Disinterment Cremains (Urn Vault)   | \$225.00   |
| Removal of Old Foundation at Request of Owner   | \$35.00  |
| <b>PARKS &amp; RECREATION</b>   |  |
| Pavilion or Shelter Reservations – Resident   | \$55.00  |
| Pavilion or Shelter Reservations – Non-Resident   | \$85.00  |
| Bandshell and Other Park Reservations – Resident  | \$55.00  |
| Bandshell and Other Park Reservations – Non-Resident                                      | \$85.00  |
| Weddings – Resident   | \$125/00   |
| Weddings – Non-Resident   | \$150.00   |
| Providing Additional Picnic Tables/Barricades, etc. (limited # of extra tables available) | \$100.00   |
| Baseball Fields – (Must Have Insurance)   |  |
| a.) Daytime Usage (No Lights)   | \$150.00 per day   |
| b.) Night-time Usage (With Lights)  | \$250.00 per day   |
| Rent of Parks for Events and Tournaments  | \$100.00 per day – resident<br>\$200.00 per day – non-resident |
| Dept. of Public Services – After Hours Non-Emergency Call-In Fee                          | \$40.00  |
| Van Usage Fees  |  |
| a.) Non-Profits   | \$50.00 per day, plus gasoline                                 |
| b.) For Profits   | \$100.00 per day, plus gasoline                                |

| <i>Description</i>  | <i>Description Fee</i> |
|---|------------------------|
| <b>WATER &amp; SEWER</b>  |                        |
| Water/Sewer Collection Cost Recovery Fee  | \$50.00                |
| Meter Removal/Install Fee   | \$25.00                |
| Payment Extension/Modification Fee  | \$10.00                |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 5/8"   | \$250.00               |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 3/4"   | \$375.00               |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 1"   | \$625.00               |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4"   | \$875.00               |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"   | \$1,250.00             |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 2"   | \$2,000.00             |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 3"   | \$4,000.00             |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 4"   | \$6,250.00             |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 6"   | \$12,500.00            |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 8"   | \$20,000.00            |
| Water Connection (Capacity) Charge, Based on Water Meter Size, 10"  | \$28,750.00            |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 5/8"   | \$250.00               |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3/4"   | \$375.00               |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1"   | \$625.00               |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4"   | \$875.00               |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"   | \$1,250.00             |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 2"   | \$2,000.00             |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3"   | \$4,000.00             |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 4"   | \$6,250.00             |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 6"   | \$12,500.00            |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 8"   | \$20,000.00            |
| Sewer Connection (Capacity) Charge, Based on Water Meter Size, 10"  | \$28,750.00            |
| Sewer Connection Permit/Inspection Fee  | \$30.00                |
| Water Demand Charge Per Billing (4 times/year or quarterly), 5/8" Service   | \$24.00                |
| Water Demand Charge Per Billing (4 times/year or quarterly), 3/4" Service   | \$36.00                |
| Water Demand Charge Per Billing (4 times/year or quarterly), 1" Service   | \$60.00                |
| Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/4" Service   | \$84.00                |
| Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/2" Service   | \$120.00               |
| Water Demand Charge Per Billing (4 times/year or quarterly), 2" Service   | \$192.00               |
| Water Demand Charge Per Billing (4 times/year or quarterly), 3" Service   | \$384.00               |
| Water Demand Charge Per Billing (4 times/year or quarterly), 4" Service   | \$600.00               |
| Water Demand Charge Per Billing (4 times/year or quarterly), 6" Service   | \$1,200.00             |
| Water Demand Charge Per Billing (4 times/year or quarterly), 8" Service   | \$1,920.00             |
| Water Demand Charge Per Billing (4 times/year or quarterly), 10" Service  | \$2,760.00             |
| Water Consumption Charge (per 100 cubic feet) Non-Resident, Non-Franchise Area<br>(See rate schedule in Treasurer's Office) |                        |
| Water Consumption Charge (per 100 cubic feet) (01-01-12) Resident, Franchise Area   | \$1.42                 |
| Sewer Demand Charge per billing (4 times/year), 5/8" Service (06-30-06)   | \$24.00                |
| Sewer Demand Charge per Billing, 3/4" Service (06-30-06)  | \$36.00                |
| Sewer Demand Charge per Billing, 1" Service (06-30-06)  | \$60.00                |
| Sewer Demand Charge per Billing, 1 1/4" Service (06-30-06)  | \$84.00                |
| Sewer Demand Charge per Billing, 1 1/2" Service (06-30-06)  | \$120.00               |
| Sewer Demand Charge per Billing, 2" Service (06-30-06)  | \$192.00               |
| Sewer Demand Charge per Billing, 3" Service (06-30-06)  | \$384.00               |
| Sewer Demand Charge per Billing, 4" Service (06-30-06)  | \$600.00               |
| Sewer Demand Charge per Billing, 6" Service (06-30-06)  | \$1,200.00             |
| Sewer Demand Charge per Billing, 8" Service (06-30-06)  | \$1,920.00             |

| <i><b>Description</b></i>  | <i><b>Fee</b></i> |
|--|-------------------|
| Sewer Demand Charge per Billing, 10" Service (06-30-06)  | \$2,760.00        |
| Sewer Consumption Charge (per 100 cubic feet), City Resident (01-01-12)  | \$2.36            |
| Sewer Consumption (Flat Rate), City Resident,<br>(See rate schedule in Treasurer's office)                                   |                   |
| Sewer Consumption Charge (per 100 cubic feet), Non Resident, Non Franchise Area<br>(See rate schedule in Treasurer's Office) |                   |
|  |                   |
| <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>   |                   |
| <i>Single Family Residential Uses:</i>   |                   |
| 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           |
| <i>Multiple Family Uses:</i>   |                   |
| 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           |
| <i>Commercial and Industrial Uses:</i>   |                   |
| 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                  |
|--|-------------------------------|
| <i>Description</i>   | <i>Fee</i>                    |
| <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                      |
| <b>Publications, Maps, Copies:</b>   |                               |
| 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</b> (**permit fees increase by \$2.00, effective 9/1/2017)                              |                               |
| 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 |
| <b>Land Division/Combination</b>   |                               |
| Property Splits & Combos   | \$55.00 per lot               |
| Meet & Bounds Description  | \$90.00                       |
| <b>Lot Line Adjustment</b>   | <b>\$30.00</b>                |
| (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  |                               |

**CITY OF ALBION  
ORDINANCE #2017-06**

AN ORDINANCE TO AMEND ORDINANCE 22-181 SIDEWALK CAFES

**Purpose and Finding:** The City of Albion presently has a sidewalk café ordinance that limits sidewalk cafes to businesses located on Superior Street, between Ash St. and the south side of the railroad crossing. As the City’s downtown continues to develop and revitalize, some businesses wish to have a sidewalk café, whether permanent or temporary, within the downtown area, but not on Superior St. It is recommended that sidewalk cafes be permitted anywhere in the B-2 zoned district (downtown).

THE CITY OF ALBION ORDAINS:

**Sec. 22-181 – Area of Applicability.**

- a. The sidewalk café provisions of this chapter shall apply to the public sidewalk located in any part of the city zoned B-2.
- b. The outdoor café provisions of this chapter shall apply to property within the city that is zoned B-1, B-2, B-3, or B-4.

This Ordinance shall take effect after publication on October 5, 2017.

First Reading:  
August 21, 2017

Second Reading & Adoption:  
September 5, 2017

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

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

\_\_\_\_\_  
Garrett Brown,  
Mayor

# FUTURE LAND USE AND ZONING PLAN (DRAFT)

*City of Albion*

Adopted by Albion Planning Commission: Adopted by Albion City Council:

## INTRODUCTION

In 2016, the City of Albion, the Albion Planning Commission, and the Albion City Council rewrote the City's Comprehensive Plan under the guidance of consultant, Rosalyn Jones. The Comprehensive Plan was divided into two phases, the first being the goals and objectives of the city and the second being this plan, the Future Land Use and Zoning Plan. The first phase was finished in December of 2016 and the second phase was started in June of 2017. Throughout 2016, the City of Albion worked extensively to gather as much public input as possible on the goals and objectives of the comprehensive plans as well as future land use.

The intent of a Future Land Use and Zoning Plan is to give a graphic representation of how land *should* be used to best serve the public good in the coming years. Land use categories tend to be more general than zoning classifications. For example, all of the zoning classifications for residential properties (Albion has 5 separate zoning classifications for residential properties) would all fit under the future land use category of "residential."

### *The Michigan Zoning Enabling Act and the Michigan Planning Enabling Act*

Albion is required by the State of Michigan to have Comprehensive Plan that is updated every 5 years. The Michigan Zoning Enabling Act requires in Sec. 203 (1) that zoning be based on a plan. The Michigan Planning Enabling Act outlines the purposes for which a comprehensive or master plan must be developed. The Comprehensive Plan must include a Future Land Use and Zoning Plan. Section 33 (2)(b) states, "For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map."

### *Public Input*

The City of Albion was responsible for gathering public input on the future land use plan and redevelopment sites for this document. This document reflects the desires of the nearly 150 residents that participated in the Community Visioning Celebration held on June 28<sup>th</sup> 2017. The City's public engagement efforts are directed by its Public Participation Statement which was adopted by the Planning Commission on August 15, 2017.

### *Zoning Ordinance Update*

The City of Albion is in a unique position to rewrite its current zoning ordinance with technical assistance funding from the Michigan Economic Development Corporation. The "wish list" or outcomes for the zoning ordinance rewrite are described in more detail in the Zoning Plan section of this document on page (insert page number). The zoning rewrite will be done by a professional firm and will determine the specifics of the new zoning classifications. The City of Albion does not currently have the staffing capacity to do this coding work in-house. The City will issue an RFP in the fall of 2017 and from there, select a firm to rewrite the City's zoning ordinance based on what is outlined in this plan.

*Updating the Future Land Use and Zoning Plan*

This document shall be reviewed annually with the Comprehensive Plan by Planning Commission to track progress and make any necessary edits to the document. Given that the zoning ordinance will be rewritten within the next year, the Future Land Use and Zoning Plan should be revisited in 2018 and updated to reflect the new zoning classifications and zoning map. Revisiting this document in 2018 will be critical to shaping Albion’s future land use with a zoning code that is much easier to use and understand for both professionals and laymen than the current code.

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## Existing Land Use Categories

### Current Zoning Classifications

#### R-1 Single Family Residence District

This district is composed of low- to medium-density residential areas plus certain open areas where similar residential development should be encouraged. The regulations are intended to stabilize, protect and encourage the residential character of the district and prohibit all activities of a commercial nature. The R-1 district zoning is further subdivided into R-1A zones, R-1B zones, and R-1C zones. Such zones are based upon lot sizes, minimum square footage of dwelling structure, maximum height and minimum setbacks from parcel lines.

#### R-2 One- and Two-Family Residence District

This district is composed of certain medium-density areas representing a compatible co-mingling of one- and two-family dwellings, plus certain open areas where similar residential development appears likely to occur. The regulations are intended to stabilize and protect the essential characteristics of the district and to prohibit all activities of a commercial nature. The R-2 district zoning is further subdivided into R-2A and R-2B zones. Such zones are based upon lot sizes, minimum square footage of dwelling structure, maximum height and minimum setbacks from parcel lines.

#### R-3 Multiple-Family Residence and Office District

This district is composed of certain high density residential areas and within which are certain neighborhoods where rehabilitation for similar development should be encouraged. The regulations are designed to protect the essential characteristics of the district and encourage, insofar as compatible with the intensity of land use, a good environment for family life, composed predominantly of an adult population and to prohibit all activities of a commercial nature except certain enumerated and controlled "Home Occupations." The R-3 district zoning is further subdivided into R-3A, R-3B and R-3C zones. Such zones are based on lot sizes, minimum square footage of dwelling structure, maximum height and minimum setbacks from parcel lines.

#### R-4 Mobile Homes Residence District

The mobile home park district is intended to encourage the appropriate location and suitable development of mobile home parks. In keeping with the occupancy characteristics of contemporary mobile homes, this Division establishes density standards and permitted uses that reflect the basic needs of potential residents.

#### O-1 Transitional Office District

The O-1 Transitional Office District is established in order to buffer commercial and industrial zones from less intensive residential areas by allowing limited professional office and institutional uses in existing structures, when located on or near major streets.

#### B-1 Neighborhood Business District

This district is composed of certain land and structures used primarily to provide the retailing of commodities classed by merchants "convenience goods," such as groceries and drugs, and the

furnishing of certain personal services, such as beauty shops, barber shops, and "pick-up" stations for laundry or dry cleaning, thus satisfying the daily and weekly household or personal needs of abutting residential neighborhoods. This district is small, usually located at the intersection of two (2) streets or highways, and almost always entirely surrounded by residential districts.

### **B-2 Central Business District**

The B-2 Central Business District is intended to provide for a variety of retail and office services which serve the needs of a consumer trade area. This district is characterized by intense pedestrian activity and a unified architectural scale. Existing apartment units and/or multiple-family residences are allowed on upper story floors, but are not allowed on the first floor or basement. Conversion of existing space on the second or third floors for the new residential use shall be subject to special use approval.

### **B-3 Highway Service Business District**

This district is intended to provide for retail business and services in areas which abut federal and state highways, and major arterial streets designated as such on the "street plan" of the City of Albion of current adoption.

### **B-4 Central Fringe Business District**

The B-4 Central Fringe Business District is designed to provide sites for more diversified business types which would often be incompatible with the pedestrian movement in the Central Business District. The intent is to provide services which are more dependent upon direct automobile access to establishments within this district, which are in close proximity to the pedestrian scale services of the Central Business District. Residential uses are permitted provided: The unit is a single family or two-family dwelling and used exclusively for that purpose, or the unit is secondary to a principle permitted use in the district and that permitted use is located on the main floor of the building.

### **M-1 Light Industrial District**

This district is composed of certain land so situated as to be suitable for light industrial development, but where the modes of operations of the industry may directly affect nearby nonindustrial development. The regulations are so designed as to permit the normal operations of almost all light industries, subject only to those needed for their mutual protection and the equitable preservation of nearby nonindustrial uses of land.

### **M-1 (P) Light Industrial Park District**

Light industrial parks shall conform to all the requirements of the light industrial district. The difference between M-1 and M-1-P primarily is that a great distance is required for setbacks in the M-1-P district.

### **M-2 Heavy Industrial District**

This district is composed of certain land so situated as to be suitable for industrial development, but where the modes of operation of the industry may directly affect nearby nonindustrial development. The regulations are so designed as to permit the normal operations of almost all industries, subject only to those needed for their mutual protection and the equitable preservation of nearby nonindustrial uses of land.

### **M-2 (P) Heavy Industrial Park District**

Heavy industrial parks shall permit all uses allowed in light industrial districts, light industrial parks and heavy industrial districts. Difference between M-2 and M-2-P primarily is that a great distance is required for setbacks in the M-2-P district.

### **CD Campus Development District**

Campus development district is comprised of academic buildings, administrative buildings, student housing and athletic facilities. The Campus Development District encompasses a specific territory owned by Albion College and excludes other properties within the territory owned by others.

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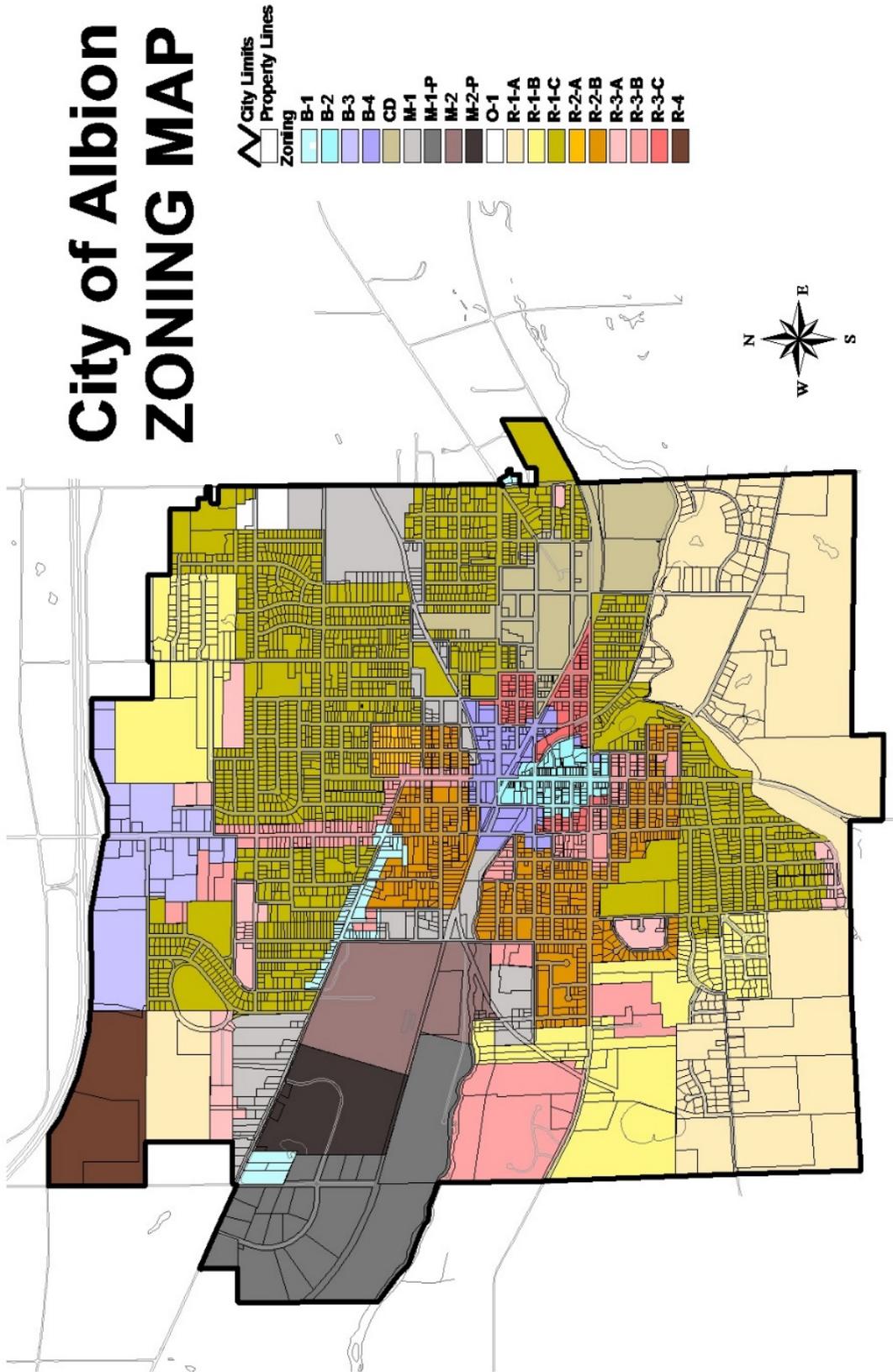
## Zoning Plan

As mentioned in the introduction, the zoning ordinance will be rewritten and updated within the next year. The City will leverage funding from the MEDC to cover the cost of this project. Through workshops and recommendations from the City's previous consultant for the first phase of the Comprehensive Plan, a number of changes to the zoning have been identified. It has been recommended that Albion not pursue form-based code at this time. A few of the high priority areas include: parking management, "missing middle" housing designs, collapsing zoning classifications, and evaluating the possibility of an RFQ (Request for Quote) instead of an RFP (Request for Proposal) process. Other, more specific changes that need to be made to the zoning ordinance that have been identified so far include but are not limited to:

- **Format**
  - Generally cleaning up the language of the zoning ordinance
  - Adding graphics and diagrams
  - Using tables instead of lists to show uses allowed in each zoning district
  - Create a separate chapter for nonconformities and clean up the language describing nonconformities
- **Zoning Classifications**
  - Collapsing zoning districts into fewer categories
  - Create GIS zoning map to reflect new zoning classifications
  - Combine the specific use standards that are repeated in each zoning district (this will be made easier by collapsing the number of zoning districts)
- **Parking**
  - Allow for shared parking among businesses and include parking maximums instead of minimums for businesses
  - Bike parking standards
- **Commercial**
  - Allow for mixed use developments
  - Outdoor seating standards
- **Residential**
  - Increase residential opportunities by allowing for denser housing developments and "Missing Middle" housing and other "nontraditional" housing types
- Update language for Planned Unit Development Districts
- Landscaping and native plant regulations
- Determine if RFP and/or RFQ process is more suitable to the City's needs
- Removing and clarifying sign regulations to match the sign ordinance

# Current Zoning Map

## City of Albion ZONING MAP



## Zoning and the Future Land Use Plan

The Future Land Use Map is not a Zoning Map in its purpose or in a legal sense. A land use map is more general in nature but specifies which types of zoning will be allowed in each area. A zoning map is a visual representation of the boundaries for which zoning regulations have been adopted by the City of Albion. The Future Land Use Plan and Map is intended to guide the decisions of the Planning Commission and direct developments into the appropriate areas.

## Future Land Use Categories

Albion is currently zoned under 19 different zoning classifications. For a city this size, it was recommended during the comprehensive planning process and by professionals at a Congress for New Urbanism Workshop that the zoning classifications be condensed. Condensing the zoning classifications would help to create for a more user-friendly zoning ordinance. The 5 main future land use categories that the new zoning classifications will fall under after the zoning update are:

### Mixed Use District

“Mixed use” refers to a type of development that harmoniously places different types of uses close to one another. For example, a mixed use property in a downtown could have apartments on the upper floors while the ground floor is occupied by retail or commercial space. The blending of residential, commercial, cultural, industrial, and institutional uses should not create conflict but instead create for liveliness and foot traffic at all times of day and is useful for those that live and work in the area.

Albion residents, City staff, and elected and appointed officials have identified a few key areas that could benefit from mixed use zoning classifications. These key areas include: Eaton Street, Austin Avenue/West Michigan Avenue, Superior Street/M-99, and near these major corridors.

### Residential District

The Residential District is established and maintained to accommodate and regulate dense residential properties where setbacks and other restrictions will help to promote safety and preserve quality of life for Albion’s residents. Residential zoning classifications will specify the proper setbacks, size requirements, and regulations for all residential units. After the zoning rewrite, there will likely be 2 to 3 residential categories instead of the 9 that the City has now. Albion is in need of a diversified and improved housing stock to meet the needs of existing and future residents and improve the quality of life. Improving and simplifying the zoning for residential properties will help to spur development and reinvestment.

### *Missing Middle Housing*

The “missing middle” housing mentioned in this plan refers to a category of housing that accommodates the needs of the “middle” of the housing market that would like to see denser, easier to maintain, urban residential developments. Missingmiddlehousing.com defines the “missing middle” as, “[...] a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living.” Missing middle housing can be very appealing to senior populations that want to “age in place,” young urban professionals, couples without kids, and families that do not want large homes to

maintain. Albion is an ideal location for this missing middle housing. Concept drawings of missing middle housing can be found at [www.missingmiddlehousing.com](http://www.missingmiddlehousing.com).

### Commercial District

Commercial zoning classifications will specify the proper setbacks, build-to lines, and other regulations where the primary land use is for commercial activity. Specific commercial uses that cannot be included in the Mixed Use District will be outlined in the zoning rewrite such as commercial strip malls.

### Manufacturing District

The Manufacturing District is established for industrial and compatible commercial development that may require larger parcels, larger setbacks, and buffers from other uses. This district is in the 425 Property, the Albion Industrial Park, and some of the surrounding areas. The zoning classifications for the zoning district will need to be rewritten and condensed so that they are clear and flexible. Currently in several cases, M-1-P and M-2-P setbacks are too large, severely restricting the size of new industrial development and expansion of existing industry and structures. The existing industrial/manufacturing classifications are very repetitive and text heavy. Given the relatively small amount of heavy industrial facilities in Albion, this zoning classification can be tightened up and if allowed, condensed from four to possibly two zoning categories.

### College District

The College District is an existing zoning classification that denotes the properties that Albion College owns and allows for more uses within the district (such as student housing) and prohibits some other uses (such as heavy industrial). In the zoning ordinance update, this zoning classification will become an overlay district meaning that the district “lays over” the zoning classifications underneath. For example, a residential property may be owned by Albion College and this will be denoted by the College Overlay District while the residential zoning classification restrictions apply to that property. Some specific uses may be allowed under the College District that would not be allowed in others such as dormitory buildings.

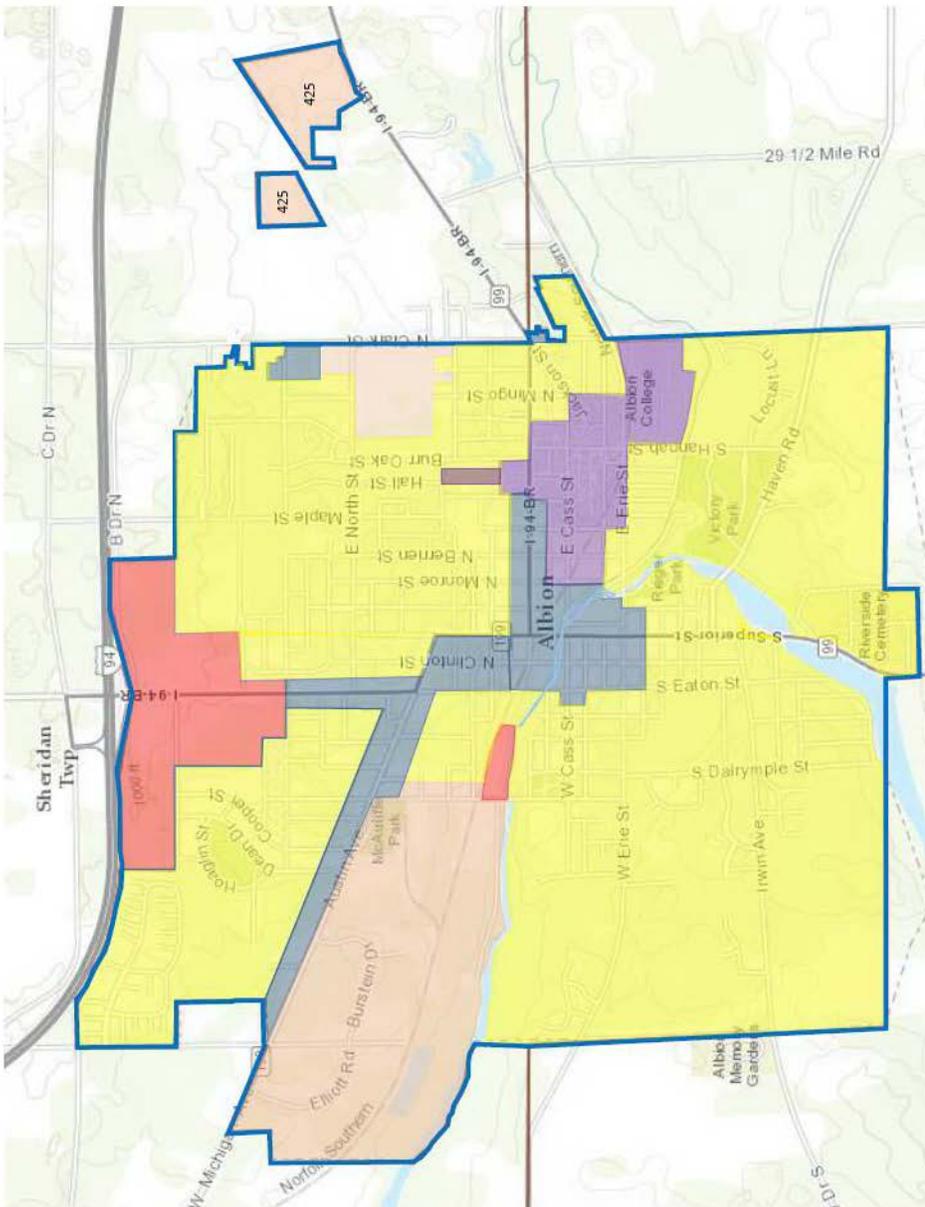
| <b>Future Land Use Category</b> | <b>Corresponding Existing Zoning Classifications</b>          |
|---------------------------------|---|
| <b>Mixed Use District</b>       | B-2, B-4  |
| <b>Residential District</b>     | R-1 (R1A, R1B, R1C); R-2 (R2A, R2B); R-3 (R3A, R3C, R3B); R-4 |
| <b>Commercial District</b>      | B-1, B-3, O-1   |
| <b>Manufacturing District</b>   | M-1, M-1-P, M-2, M-2-P  |
| <b>College District</b>         | CD  |

# Future Land Use Map

## CITY OF ALBION FUTURE LAND USE



- DISTRICT CATEGORIES**
- COMMERCIAL DISTRICT
  - COLLEGE DISTRICT
  - MANUFACTURING DISTRICT
  - MIXED USE DISTRICT
  - RESIDENTIAL DISTRICT
  - CITY LIMIT



Rev. 8-15-17

## Development in Albion

### Residential Development

Albion was ranked 16<sup>th</sup> best city in the state for first-time homebuyers. Albion has many large, affordable homes. At the same time, Albion has an inadequate housing stock for today's population. More people would like to see residences located closer to walkable urban areas, apartments, townhomes, duplexes, and barrier-free homes. Albion's aging housing stock can be expensive, time-consuming, and difficult to renovate. In the neighborhood between the Albion College campus and downtown, significant renovations are being made to college-owned houses and others are being demolished through the "Harrington Gift" – a donation from Albion College alum that is funding the project. Other areas of the city and county are having homes that are beyond repair demolished by the Calhoun County Land Bank Authority through a grant from the Michigan Homeowners Assistance Nonprofit Housing Corporation and the Michigan State Housing Development Authority.

Nearly every neighborhood in Albion has vacant, blighted, and demolished residential properties that could benefit from new housing developments and renovations to existing structures. Albion's brownfield sites that are located in neighborhoods such as the Dalrymple School property, Union Steel, and the Caldwell School property were all identified by residents as places where they would like to see new housing developments. With the zoning rewrite, the requirements for renovating or building new homes will be much clearer for homeowners and developers.

### Utilities

Albion maintains its own wastewater treatment and water treatment facility. A Capital Improvements Plan was adopted on April 3, 2017 and is available on the City's website. Trash hauling services are provided by Granger. The local internet and cable provider is WOW! Cable. Electricity and gas are provided by Consumers Energy. The City is exploring the option of bringing fiber optic cable internet.

### Commercial Development

Albion's downtown and Eaton Street Corridor are seeing investment and interest from developers and current business owners. Residents have expressed their demand for retail stores, restaurants, and other commercial developments along Eaton Street, Austin Avenue, and Superior Street. The City of Albion and the Albion Economic Development Corporation are working to better accommodate new commercial developments through streamlining their processes and meeting the requirements of the Redevelopment Ready Communities Program through the Michigan Economic Development Corporation. Through meeting this requirement, Albion's redevelopment ready sites will be marketed nationally through the MEDC so that Albion can see a quick but sustainable economic revitalization. Several new businesses have been opened in Albion's downtown and along the Eaton Street Corridor such as: O'Reilly's Auto Parts, Taco Bell, Label Shopper, Sterling Books and Brew, Brown's Home Furnishings, and others. The AEDC, the City of Albion, the DDA, and the Chamber of Commerce will work to retain these businesses and attract more to create vibrant and successful commercial nodes in Albion.

### **Mixed Use Development**

Mixed use developments have been referred to as “recession proof” by professional planners. These properties tend to be easier to redevelop than most. Mixed use properties are most commonly recognized as buildings with both apartments and retail/commercial spaces inside them. They create for a sense of life and vibrancy by generating foot traffic at all times of day.

Albion is now accommodating more mixed use developments. The first building to be renovated is the “Dickerson Building” which is home to Sterling Books and Brew, the Barbell Club, and second-floor apartments. The “Peabody Project” secured a Community Development Block Grant (CDBG) from the MEDC in **month** 2017. This will also be a mixed use development in the Downtown Development District that will have apartments on the upper floors and commercial space on the ground floor.

Through the public input that was gathered, mixed use developments should be pursued along Eaton Street, Austin Avenue, and of course the downtown. This will help to strengthen, revitalize, and beautify these areas of Albion.

### **Industrial Development**

Albion’s Industrial Park which is maintained by the Albion Economic Development Corporation (AEDC), the City’s lead economic development organization, is home to 30 businesses that range from plastic injection molding to bee keeping supplies. The AEDC works to retain and grow existing businesses, support new businesses and entrepreneurs, and attract new companies to the greater Albion area. The zoning update with clear and simplified language regarding manufacturing and industrial properties will be attractive to new businesses and hopefully incentivize existing businesses to improve and expand.

### **Recreational Development**

The City’s recreational development is guided by the Parks and Recreation Master Plan. The 2016 – 2020 Recreation Master Plan was adopted in the fall of 2015. It focuses on: maintenance and improvement of the current parks and recreation system; ensuring that there are sufficient recreational opportunities within walking distance of low-income neighborhoods; enhancing recreational opportunities associated with the Kalamazoo River and the parks along the river and associated with the Albion River Trail; addressing access to and safety within the park system; and ensuring that all applicable policies and environments promote physical activity.

The intersection of three major state-wide and national trails – the Great Lake-to-Lake Trail, the Iron Belle Trail, and the North Country National Scenic Trail – is located in Albion’s Victory Park. Construction on a DNR-funded project to expand Albion’s River Trail and make upgrades to Victory Park began in summer 2017 to capitalize on this unique aspect of the City. The City will continue to leverage funding to become a “trail town” which will further promote physical activity and spark tourism.

### **Transportation**

The 2017-2021 Comprehensive Plan defines the City’s goal for transportation as improving Albion’s transportation network to accommodate and promote various modes, including walking, biking, automobiles, passenger rail, and public transportation. Transportation within and outside of Albion is a challenge for those without personal vehicles, differently-abled persons, and those under the legal

driving age. Calhoun County is pursuing a study to implement a county-wide transportation system. In order to be a part of this system, Albion needs to find a solution for the short term that could connect within Albion to the potential future county-wide system.

### **Major Corridors**

Albion has important gateways that lead into the community – the Downtown Commercial District, Michigan Avenue, Austin Avenue, M-99, and the I-94 Business Corridor/Eaton Street. Enhancing these gateways will require collaboration among the City’s elected and appointed officials and community partners. Stabilizing these corridors by removing blight, rehabilitating existing buildings, redesigning/improving the streetscape, adding wayfinding signage, and adding attractive landscaping will help to improve access for walking and biking, draw business towards commercial nodes, and attract new residents and businesses.

### **Alternative Energy Sources**

Albion hopes to foster the growth of new businesses by providing renewable and affordable energy sources. Through working with Consumers Energy and private developers, Albion could redevelop large brownfield sites with alternative energy sources such as solar or wind fields.

DRAFT

**INFORMATION  
ONLY**

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                                  | DESCRIPTION | 2016           | END BALANCE                     | YTD BALANCE                     | 2017               | % BDTG<br>USED |
|--|-------------|----------------|---------------------------------|---------------------------------|--------------------|----------------|
|  |             | AMENDED BUDGET | 12/31/2016<br>NORMAL (ABNORMAL) | 07/31/2017<br>NORMAL (ABNORMAL) | ORIGINAL<br>BUDGET |                |
| Fund 101 - GENERAL FUND                    |             |                |                                 |                                 |                    |                |
| 000-GENERAL                                |             | 3,153,939.00   | 3,235,703.40                    | 1,433,035.39                    | 3,215,170.00       | 44.57          |
| 209-ASSESSING                              |             | 0.00           | 784.29                          | 5.00                            | 3,000.00           | 0.17           |
| 215-CLERK                                  |             | 5,161.00       | 5,199.89                        | 26.60                           | 100.00             | 26.60          |
| 260-101 - FINANCE DEPT / 275 - ABA GENERAL |             | 400.00         | 430.78                          | 272.00                          | 500.00             | 54.40          |
| 276-CEMETERY                               |             | 70,300.00      | 74,198.22                       | 27,028.64                       | 70,000.00          | 38.61          |
| 345-PUBLIC SAFETY                          |             | 80,250.00      | 71,080.54                       | 36,207.90                       | 32,300.00          | 112.10         |
| 422-CODE ENFORCEMENT                       |             | 116,722.00     | 111,618.57                      | 53,509.30                       | 90,000.00          | 59.45          |
| 775-PARKS                                  |             | 3,312.00       | 3,312.00                        | 2,255.00                        | 2,350.00           | 95.96          |
| 778-HOLLAND PARK TRANSFORMATION PROJECT    |             | 14,927.00      | 45,874.92                       | 84,531.05                       | 27,100.00          | 311.92         |
| 930-TRANSFER IN                            |             | 10,000.00      | 10,000.00                       | 0.00                            | 10,000.00          | 0.00           |
| TOTAL REVENUES                             |             | 3,455,011.00   | 3,558,202.61                    | 1,636,870.88                    | 3,450,520.00       | 47.44          |
| 101-CITY COUNCIL                           |             | 34,895.00      | 33,856.86                       | 21,260.95                       | 36,810.00          | 57.76          |
| 172-CITY MANAGER                           |             | 106,315.54     | 90,090.62                       | 54,698.11                       | 107,260.00         | 51.00          |
| 209-ASSESSING                              |             | 50,500.00      | 47,943.38                       | 27,586.12                       | 50,300.00          | 54.84          |
| 210-ATTORNEY                               |             | 93,025.00      | 90,763.92                       | 53,161.30                       | 92,725.00          | 57.33          |
| 215-CLERK                                  |             | 110,576.00     | 109,556.35                      | 46,509.21                       | 99,585.00          | 46.70          |
| 226-HUMAN RESOURCES                        |             | 36,926.00      | 29,785.65                       | 11,695.99                       | 20,510.00          | 57.03          |
| 260-101 - FINANCE DEPT / 275 - ABA GENERAL |             | 269,817.00     | 251,397.46                      | 163,013.10                      | 318,225.00         | 51.23          |
| 265-MUNICIPAL BLDG / 201 N CLINTON ST      |             | 76,308.00      | 68,044.15                       | 51,703.25                       | 71,915.00          | 71.89          |
| 276-CEMETERY                               |             | 154,334.00     | 142,006.58                      | 97,464.81                       | 160,985.00         | 60.54          |
| 345-PUBLIC SAFETY                          |             | 1,856,795.69   | 1,748,478.02                    | 1,073,764.63                    | 1,873,689.00       | 57.31          |
| 422-CODE ENFORCEMENT                       |             | 199,591.00     | 203,504.00                      | 88,017.03                       | 174,870.00         | 50.33          |
| 442-CITY MAINTENANCE                       |             | 200,210.00     | 184,738.58                      | 89,377.76                       | 209,195.00         | 42.72          |
| 444-TREE TRIMMING                          |             | 13,099.00      | 9,478.38                        | 11,018.50                       | 11,664.00          | 94.47          |
| 447-ENGINEERING                            |             | 10,332.00      | 8,735.77                        | 6,479.22                        | 7,954.00           | 81.46          |
| 526-EPA LANDFILL                           |             | 11,000.00      | 11,040.77                       | 519.00                          | 8,000.00           | 6.49           |
| 775-PARKS                                  |             | 186,810.00     | 175,248.29                      | 102,694.22                      | 200,732.00         | 51.16          |
| 778-HOLLAND PARK TRANSFORMATION PROJECT    |             | 14,927.00      | 45,874.92                       | 80,639.29                       | 27,100.00          | 297.56         |
| 895-GENERAL APPROPRIATION                  |             | 210,985.00     | 197,335.13                      | 108,952.17                      | 157,600.00         | 69.13          |
| TOTAL EXPENDITURES                         |             | 3,636,446.23   | 3,447,878.83                    | 2,088,554.66                    | 3,629,119.00       | 57.55          |
| Fund 101 - GENERAL FUND:                   |             |                |                                 |                                 |                    |                |
| TOTAL REVENUES                             |             | 3,455,011.00   | 3,558,202.61                    | 1,636,870.88                    | 3,450,520.00       | 47.44          |
| TOTAL EXPENDITURES                         |             | 3,636,446.23   | 3,447,878.83                    | 2,088,554.66                    | 3,629,119.00       | 57.55          |
| NET OF REVENUES & EXPENDITURES             |             | (181,435.23)   | 110,323.78                      | (451,683.78)                    | (178,599.00)       | 252.90         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                      | DESCRIPTION | 2016              |        | END BALANCE              | YTD BALANCE              | 2017               | % BGD<br>USED |
|--------------------------------|-------------|-------------------|--------|--------------------------|--------------------------|--------------------|---------------|
|                                |             | AMENDED BUDGET    | NORMAL | 12/31/2016<br>(ABNORMAL) | 07/31/2017<br>(ABNORMAL) | ORIGINAL<br>BUDGET |               |
| Fund 202 - MAJOR STREETS FUND  |             |                   |        |                          |                          |                    |               |
| 000-GENERAL                    |             | 532,052.00        |        | 551,164.71               | 294,240.82               | 642,495.00         | 45.80         |
| 487-M-99 TRUNKLINE             |             | 29,391.00         |        | 57,318.00                | 31,038.83                | 35,000.00          | 88.68         |
| TOTAL REVENUES                 |             | <u>561,443.00</u> |        | <u>608,482.71</u>        | <u>325,279.65</u>        | <u>677,495.00</u>  | <u>48.01</u>  |
| 454-ACT 51 NON-MOTORIZED       |             | 6,467.00          |        | 6,466.50                 | 0.00                     | 0.00               | 0.00          |
| 461-MAINTENANCE                |             | 325,035.00        |        | 283,064.21               | 180,193.97               | 361,420.00         | 49.86         |
| 465-TRAFFIC SERVICES           |             | 3,893.00          |        | 531.52                   | 2,263.43                 | 4,336.00           | 52.20         |
| 467-WINTER MAINTENANCE         |             | 31,076.00         |        | 20,381.69                | 13,083.34                | 28,565.00          | 45.80         |
| 486-I-94 TRUNKLINE             |             | 23,446.00         |        | 22,145.18                | 12,644.31                | 21,902.00          | 57.73         |
| 487-M-99 TRUNKLINE             |             | 22,947.00         |        | 19,289.38                | 11,526.33                | 22,494.00          | 51.24         |
| 488-M-199 TRUNKLINE            |             | 12,430.00         |        | 9,973.56                 | 6,987.26                 | 13,183.00          | 53.00         |
| 965-TRANSFER OUT               |             | 139,366.00        |        | 139,366.00               | 0.00                     | 123,000.00         | 0.00          |
| TOTAL EXPENDITURES             |             | <u>564,660.00</u> |        | <u>501,218.04</u>        | <u>226,698.64</u>        | <u>574,900.00</u>  | <u>39.43</u>  |
| Fund 202 - MAJOR STREETS FUND: |             |                   |        |                          |                          |                    |               |
| TOTAL REVENUES                 |             | <u>561,443.00</u> |        | <u>608,482.71</u>        | <u>325,279.65</u>        | <u>677,495.00</u>  | <u>48.01</u>  |
| TOTAL EXPENDITURES             |             | <u>564,660.00</u> |        | <u>501,218.04</u>        | <u>226,698.64</u>        | <u>574,900.00</u>  | <u>39.43</u>  |
| NET OF REVENUES & EXPENDITURES |             | <u>(3,217.00)</u> |        | <u>107,264.67</u>        | <u>98,581.01</u>         | <u>102,595.00</u>  | <u>96.09</u>  |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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| GL NUMBER                      | DESCRIPTION | 2016              |        | END BALANCE              | YTD BALANCE              | 2017               | % BGD<br>USED   |
|--------------------------------|-------------|-------------------|--------|--------------------------|--------------------------|--------------------|-----------------|
|                                |             | AMENDED BUDGET    | NORMAL | 12/31/2016<br>(ABNORMAL) | 07/31/2017<br>(ABNORMAL) | ORIGINAL<br>BUDGET |                 |
| Fund 203 - LOCAL STREETS FUND  |             |                   |        |                          |                          |                    |                 |
| 000-GENERAL                    |             | 192,710.00        |        | 197,919.48               | 92,626.68                | 206,125.00         | 44.94           |
| 930-TRANSFER IN                |             | 136,366.00        |        | 136,366.00               | 0.00                     | 120,000.00         | 0.00            |
| TOTAL REVENUES                 |             | <u>329,076.00</u> |        | <u>334,285.48</u>        | <u>92,626.68</u>         | <u>326,125.00</u>  | <u>28.40</u>    |
| 461-MAINTENANCE                |             | 298,443.00        |        | 261,301.47               | 189,634.68               | 283,498.00         | 66.89           |
| 465-TRAFFIC SERVICES           |             | 2,815.00          |        | 2,089.47                 | 4,563.20                 | 2,890.00           | 157.90          |
| 467-WINTER MAINTENANCE         |             | 32,385.00         |        | 15,043.21                | 15,283.12                | 28,355.00          | 53.90           |
| 965-TRANSFER OUT               |             | 3,000.00          |        | 3,000.00                 | 0.00                     | 3,000.00           | 0.00            |
| TOTAL EXPENDITURES             |             | <u>336,643.00</u> |        | <u>281,434.15</u>        | <u>209,481.00</u>        | <u>317,743.00</u>  | <u>65.93</u>    |
| Fund 203 - LOCAL STREETS FUND: |             |                   |        |                          |                          |                    |                 |
| TOTAL REVENUES                 |             | 329,076.00        |        | 334,285.48               | 92,626.68                | 326,125.00         | 28.40           |
| TOTAL EXPENDITURES             |             | 336,643.00        |        | 281,434.15               | 209,481.00               | 317,743.00         | 65.93           |
| NET OF REVENUES & EXPENDITURES |             | <u>(7,567.00)</u> |        | <u>52,851.33</u>         | <u>(116,854.32)</u>      | <u>8,382.00</u>    | <u>1,394.11</u> |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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| GL NUMBER                      | DESCRIPTION | 2016           |                   | YTD BALANCE       |                   | 2017            |               |
|--------------------------------|-------------|----------------|-------------------|-------------------|-------------------|-----------------|---------------|
|                                |             | AMENDED BUDGET | NORMAL (ABNORMAL) | NORMAL (ABNORMAL) | NORMAL (ABNORMAL) | ORIGINAL BUDGET | % BGD<br>USED |
| Fund 208 - RECREATION FUND     |             |                |                   |                   |                   |                 |               |
| 780-RECREATION                 |             | 139,040.00     | 160,445.81        | 64,557.69         |                   | 118,970.00      | 54.26         |
| 781-POSITIVE YOUTH DEVELOPMENT |             | 10,000.00      | 10,000.00         | 0.00              |                   | 0.00            | 0.00          |
| 782-JUNIOR OPTMISTS - JOOI     |             | 0.00           | 300.00            | 50.00             |                   | 0.00            | 100.00        |
| TOTAL REVENUES                 |             | 149,040.00     | 170,745.81        | 64,607.69         |                   | 118,970.00      | 54.31         |
| 780-RECREATION                 |             | 138,145.00     | 133,800.50        | 69,066.27         |                   | 123,411.00      | 55.96         |
| 781-POSITIVE YOUTH DEVELOPMENT |             | 8,380.00       | 10,580.00         | 0.00              |                   | 0.00            | 0.00          |
| 782-JUNIOR OPTMISTS - JOOI     |             | 45.00          | 215.00            | 424.34            |                   | 0.00            | 100.00        |
| TOTAL EXPENDITURES             |             | 146,570.00     | 144,595.50        | 69,490.61         |                   | 123,411.00      | 56.31         |
| Fund 208 - RECREATION FUND:    |             |                |                   |                   |                   |                 |               |
| TOTAL REVENUES                 |             | 149,040.00     | 170,745.81        | 64,607.69         |                   | 118,970.00      | 54.31         |
| TOTAL EXPENDITURES             |             | 146,570.00     | 144,595.50        | 69,490.61         |                   | 123,411.00      | 56.31         |
| NET OF REVENUES & EXPENDITURES |             | 2,470.00       | 26,150.31         | (4,882.92)        |                   | (4,441.00)      | 109.95        |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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| GL NUMBER                      | DESCRIPTION | 2016              |        | END BALANCE              | YTD BALANCE              | 2017               | % BGD<br>USED |
|--------------------------------|-------------|-------------------|--------|--------------------------|--------------------------|--------------------|---------------|
|                                |             | AMENDED BUDGET    | NORMAL | 12/31/2016<br>(ABNORMAL) | 07/31/2017<br>(ABNORMAL) | ORIGINAL<br>BUDGET |               |
| Fund 226 - SOLID WASTE FUND    |             |                   |        |                          |                          |                    |               |
| 000-GENERAL                    |             | 220,758.00        |        | 243,148.63               | 100,291.44               | 213,000.00         | 47.09         |
| TOTAL REVENUES                 |             | <u>220,758.00</u> |        | <u>243,148.63</u>        | <u>100,291.44</u>        | <u>213,000.00</u>  | <u>47.09</u>  |
| 523-LEAF PICKUP                |             | 57,355.00         |        | 52,800.09                | 13,457.95                | 59,690.00          | 22.55         |
| 524-TREE DUMP                  |             | 8,486.00          |        | 6,070.56                 | 3,364.08                 | 9,480.00           | 35.49         |
| 528-SOLID WASTE                |             | 118,061.00        |        | 94,286.31                | 40,896.37                | 121,105.00         | 33.77         |
| 965-TRANSFER OUT               |             | 24,000.00         |        | 11,500.00                | 0.00                     | 25,500.00          | 0.00          |
| TOTAL EXPENDITURES             |             | <u>207,902.00</u> |        | <u>164,656.96</u>        | <u>57,718.40</u>         | <u>215,775.00</u>  | <u>26.75</u>  |
| Fund 226 - SOLID WASTE FUND:   |             |                   |        |                          |                          |                    |               |
| TOTAL REVENUES                 |             | 220,758.00        |        | 243,148.63               | 100,291.44               | 213,000.00         | 47.09         |
| TOTAL EXPENDITURES             |             | <u>207,902.00</u> |        | <u>164,656.96</u>        | <u>57,718.40</u>         | <u>215,775.00</u>  | <u>26.75</u>  |
| NET OF REVENUES & EXPENDITURES |             | 12,856.00         |        | 78,491.67                | 42,573.04                | (2,775.00)         | 1,534.16      |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                             | DESCRIPTION | 2016               |        | END BALANCE              | YTD BALANCE              | 2017               | % BDGT<br>USED |
|---------------------------------------|-------------|--------------------|--------|--------------------------|--------------------------|--------------------|----------------|
|                                       |             | AMENDED BUDGET     | NORMAL | 12/31/2016<br>(ABNORMAL) | 07/31/2017<br>(ABNORMAL) | ORIGINAL<br>BUDGET |                |
| Fund 265 - DRUG LAW ENFORCEMENT FUND  |             |                    |        |                          |                          |                    |                |
| 000-GENERAL                           |             | 4,565.00           |        | 8,285.33                 | 26,589.88                | 4,900.00           | 542.65         |
| 400-FED DRUG LAW ENFOR - REIMBUR      |             | 55,529.00          |        | 44,330.70                | 13,988.43                | 49,029.00          | 28.53          |
| TOTAL REVENUES                        |             | <u>60,094.00</u>   |        | <u>52,616.03</u>         | <u>40,578.31</u>         | <u>53,929.00</u>   | <u>75.24</u>   |
| 333-DRUG LAW ENFORCEMENT              |             |                    |        |                          |                          |                    |                |
| 400-FED DRUG LAW ENFOR - REIMBUR      |             | 54,195.00          |        | 47,545.69                | 42,945.43                | 29,050.00          | 147.83         |
|                                       |             | 38,027.00          |        | 30,454.27                | 8,619.57                 | 26,750.00          | 32.22          |
| TOTAL EXPENDITURES                    |             | <u>92,222.00</u>   |        | <u>77,999.96</u>         | <u>51,565.00</u>         | <u>55,800.00</u>   | <u>92.41</u>   |
| Fund 265 - DRUG LAW ENFORCEMENT FUND: |             |                    |        |                          |                          |                    |                |
| TOTAL REVENUES                        |             | <u>60,094.00</u>   |        | <u>52,616.03</u>         | <u>40,578.31</u>         | <u>53,929.00</u>   | <u>75.24</u>   |
| TOTAL EXPENDITURES                    |             | <u>92,222.00</u>   |        | <u>77,999.96</u>         | <u>51,565.00</u>         | <u>55,800.00</u>   | <u>92.41</u>   |
| NET OF REVENUES & EXPENDITURES        |             | <u>(32,128.00)</u> |        | <u>(25,383.93)</u>       | <u>(10,986.69)</u>       | <u>(1,871.00)</u>  | <u>587.21</u>  |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                                  | DESCRIPTION | 2016           |        | END BALANCE              | YTD BALANCE              | 2017               | % BGD<br>USED |
|--|-------------|----------------|--------|--------------------------|--------------------------|--------------------|---------------|
|  |             | AMENDED BUDGET | NORMAL | 12/31/2016<br>(ABNORMAL) | 07/31/2017<br>(ABNORMAL) | ORIGINAL<br>BUDGET |               |
| Fund 275 - ALBION BUILDING AUTHORITY FUND  |             |                |        |                          |                          |                    |               |
| 000-GENERAL                                |             | 36,611.00      |        | 36,780.49                | 237.51                   | 4,357.00           | 5.45          |
| 264-EDC BUILDING                           |             | 10,880.00      |        | 10,880.04                | 20,958.59                | 10,880.00          | 192.63        |
| 265-MUNICIPAL BLDG / 201 N CLINTON ST      |             | 0.00           |        | 0.00                     | 1,008.00                 | 1,500.00           | 67.20         |
| 270-101 N GALE ST                          |             | 7,000.00       |        | 7,000.00                 | 0.00                     | 7,000.00           | 0.00          |
| 271-FIRE/AMBULANCE BUILDING                |             | 29,264.00      |        | 29,264.00                | 8,400.00                 | 30,000.00          | 28.00         |
| 273  |             | 0.00           |        | 1.00                     | 1.00                     | 0.00               | 100.00        |
| TOTAL REVENUES                             |             | 83,755.00      |        | 83,925.53                | 30,605.10                | 53,737.00          | 56.95         |
|  |             |                |        |                          |                          |                    |               |
| 260-101 - FINANCE DEPT / 275 - ABA GENERAL |             | 8,818.00       |        | 8,445.04                 | 3,363.02                 | 9,865.00           | 34.09         |
| 264-EDC BUILDING                           |             | 12,820.00      |        | 8,281.17                 | 8,117.59                 | 11,970.00          | 67.82         |
| 265-MUNICIPAL BLDG / 201 N CLINTON ST      |             | 3,790.00       |        | 2,248.30                 | 849.87                   | 190.00             | 447.30        |
| 270-101 N GALE ST                          |             | 6,840.00       |        | 1,947.48                 | 61.93                    | 6,290.00           | 0.98          |
| 271-FIRE/AMBULANCE BUILDING                |             | 26,000.00      |        | 15,235.45                | 8,724.19                 | 25,000.00          | 34.90         |
| 273-112 E ERIE ST                          |             | 30,354.00      |        | 26,829.56                | 1,017.24                 | 2,100.00           | 48.44         |
| TOTAL EXPENDITURES                         |             | 88,622.00      |        | 62,987.00                | 22,133.84                | 55,415.00          | 39.94         |
|  |             |                |        |                          |                          |                    |               |
| Fund 275 - ALBION BUILDING AUTHORITY FUND: |             |                |        |                          |                          |                    |               |
| TOTAL REVENUES                             |             | 83,755.00      |        | 83,925.53                | 30,605.10                | 53,737.00          | 56.95         |
| TOTAL EXPENDITURES                         |             | 88,622.00      |        | 62,987.00                | 22,133.84                | 55,415.00          | 39.94         |
| NET OF REVENUES & EXPENDITURES             |             | (4,867.00)     |        | 20,938.53                | 8,471.26                 | (1,678.00)         | 504.84        |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                         | DESCRIPTION | 2016              |                   | YTD BALANCE       |                   | 2017              |                 |
|-----------------------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
|                                   |             | AMENDED BUDGET    | NORMAL (ABNORMAL) | NORMAL (ABNORMAL) | NORMAL (ABNORMAL) | ORIGINAL BUDGET   | % BDGT USED     |
| Fund 277 - ABA SEC 8 MAPLE GROVE  |             |                   |                   |                   |                   |                   |                 |
| 000-GENERAL                       |             | 425,700.00        | 455,447.69        | 266,808.46        |                   | 431,208.00        | 61.87           |
| TOTAL REVENUES                    |             | <u>425,700.00</u> | <u>455,447.69</u> | <u>266,808.46</u> |                   | <u>431,208.00</u> | <u>61.87</u>    |
| 701-ABA SEC 8 MAPLE GROVE         |             | 359,835.00        | 344,264.48        | 139,126.58        |                   | 374,350.00        | 37.16           |
| 905-DEBT SERVICE - BONDS          |             | 64,963.00         | 64,962.50         | 0.00              |                   | 62,488.00         | 0.00            |
| TOTAL EXPENDITURES                |             | <u>424,798.00</u> | <u>409,226.98</u> | <u>139,126.58</u> |                   | <u>436,838.00</u> | <u>31.85</u>    |
| <hr/>                             |             |                   |                   |                   |                   |                   |                 |
| Fund 277 - ABA SEC 8 MAPLE GROVE: |             |                   |                   |                   |                   |                   |                 |
| TOTAL REVENUES                    |             | 425,700.00        | 455,447.69        | 266,808.46        |                   | 431,208.00        | 61.87           |
| TOTAL EXPENDITURES                |             | 424,798.00        | 409,226.98        | 139,126.58        |                   | 436,838.00        | 31.85           |
| NET OF REVENUES & EXPENDITURES    |             | <u>902.00</u>     | <u>46,220.71</u>  | <u>127,681.88</u> |                   | <u>(5,630.00)</u> | <u>2,267.88</u> |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                         | DESCRIPTION | 2016              |        | END BALANCE              | YTD BALANCE                     | 2017               | % BGD<br>USED |
|-----------------------------------|-------------|-------------------|--------|--------------------------|---------------------------------|--------------------|---------------|
|                                   |             | AMENDED BUDGET    | NORMAL | 12/31/2016<br>(ABNORMAL) | NORMAL (ABNORMAL)<br>07/31/2017 | ORIGINAL<br>BUDGET |               |
| Fund 367 - SIDEWALK PROGRAM FUND  |             |                   |        |                          |                                 |                    |               |
| 000-GENERAL                       |             | 133,850.00        |        | 154,081.85               | 68,964.71                       | 128,250.00         | 53.77         |
| TOTAL REVENUES                    |             | <u>133,850.00</u> |        | <u>154,081.85</u>        | <u>68,964.71</u>                | <u>128,250.00</u>  | <u>53.77</u>  |
| 443-TRANSFER OUT                  |             | 133,000.00        |        | 110,406.63               | 450.00                          | 128,250.00         | 0.35          |
| TOTAL EXPENDITURES                |             | <u>133,000.00</u> |        | <u>110,406.63</u>        | <u>450.00</u>                   | <u>128,250.00</u>  | <u>0.35</u>   |
| Fund 367 - SIDEWALK PROGRAM FUND: |             |                   |        |                          |                                 |                    |               |
| TOTAL REVENUES                    |             | 133,850.00        |        | 154,081.85               | 68,964.71                       | 128,250.00         | 53.77         |
| TOTAL EXPENDITURES                |             | <u>133,000.00</u> |        | <u>110,406.63</u>        | <u>450.00</u>                   | <u>128,250.00</u>  | <u>0.35</u>   |
| NET OF REVENUES & EXPENDITURES    |             | 850.00            |        | 43,675.22                | 68,514.71                       | 0.00               | 100.00        |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                             | DESCRIPTION | 2016           | END BALANCE                     | YTD BALANCE                     | 2017               | % BDTG<br>USED |
|---------------------------------------|-------------|----------------|---------------------------------|---------------------------------|--------------------|----------------|
|                                       |             | AMENDED BUDGET | 12/31/2016<br>NORMAL (ABNORMAL) | 07/31/2017<br>NORMAL (ABNORMAL) | ORIGINAL<br>BUDGET |                |
| Fund 590 - SEWER FUND                 |             |                |                                 |                                 |                    |                |
| 000-GENERAL                           |             | 1,186,774.00   | 1,226,952.45                    | 694,897.32                      | 1,191,250.00       | 58.33          |
| 544-SAW GRANT PROJECT                 |             | 700,000.00     | 591,503.63                      | 212,477.51                      | 526,500.00         | 40.36          |
| 546-MEDC GRANT - DIGESTER, PUMP, ETC. |             | 0.00           | 0.00                            | 475,000.00                      | 950,000.00         | 50.00          |
| TOTAL REVENUES                        |             | 1,886,774.00   | 1,818,456.08                    | 1,382,374.83                    | 2,667,750.00       | 51.82          |
|                                       |             |                |                                 |                                 |                    |                |
| 536-SEWER UTILITY OPERATIONS          |             | 1,156,283.00   | 1,108,753.35                    | 494,562.66                      | 1,236,750.00       | 39.99          |
| 542-WWTP ENERGY IMPROVEMENTS          |             | 7,800.00       | 7,827.03                        | 3,971.88                        | 7,800.00           | 50.92          |
| 544-SAW GRANT PROJECT                 |             | 700,498.00     | 591,503.63                      | 222,477.51                      | 526,500.00         | 42.26          |
| 546-MEDC GRANT - DIGESTER, PUMP, ETC. |             | 0.00           | 0.00                            | 69,338.58                       | 1,110,000.00       | 6.25           |
| 965-TRANSFER OUT                      |             | 153,000.00     | 151,447.00                      | 0.00                            | 148,400.00         | 0.00           |
| TOTAL EXPENDITURES                    |             | 2,017,581.00   | 1,859,531.01                    | 790,350.63                      | 3,029,450.00       | 26.09          |
|                                       |             |                |                                 |                                 |                    |                |
| Fund 590 - SEWER FUND:                |             |                |                                 |                                 |                    |                |
| TOTAL REVENUES                        |             | 1,886,774.00   | 1,818,456.08                    | 1,382,374.83                    | 2,667,750.00       | 51.82          |
| TOTAL EXPENDITURES                    |             | 2,017,581.00   | 1,859,531.01                    | 790,350.63                      | 3,029,450.00       | 26.09          |
| NET OF REVENUES & EXPENDITURES        |             | (130,807.00)   | (41,074.93)                     | 592,024.20                      | (361,700.00)       | 163.68         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                      | DESCRIPTION | 2016              | END BALANCE                     | YTD BALANCE                     | 2017                | % BGD<br>USED |
|--------------------------------|-------------|-------------------|---------------------------------|---------------------------------|---------------------|---------------|
|                                |             | AMENDED BUDGET    | 12/31/2016<br>NORMAL (ABNORMAL) | 07/31/2017<br>NORMAL (ABNORMAL) | ORIGINAL<br>BUDGET  |               |
| Fund 591 - WATER FUND          |             |                   |                                 |                                 |                     |               |
| 000-GENERAL                    |             | 940,572.00        | 973,881.31                      | 543,266.88                      | 918,300.00          | 59.16         |
| TOTAL REVENUES                 |             | <u>940,572.00</u> | <u>973,881.31</u>               | <u>543,266.88</u>               | <u>918,300.00</u>   | <u>59.16</u>  |
| 536-WATER UTILITY OPERATIONS   |             | 945,390.00        | 908,269.44                      | 392,470.88                      | 1,077,876.00        | 36.41         |
| 540-WELLHEAD PROTECTION        |             | 500.00            | 0.00                            | 0.00                            | 500.00              | 0.00          |
| 905-DEBT SERVICE-BONDS         |             | 6,990.00          | 6,240.00                        | 1,612.00                        | 3,974.00            | 40.56         |
| 965-TRANSFER OUT               |             | 11,668.00         | 11,668.00                       | 0.00                            | 11,450.00           | 0.00          |
| TOTAL EXPENDITURES             |             | <u>964,548.00</u> | <u>926,177.44</u>               | <u>394,082.88</u>               | <u>1,093,800.00</u> | <u>36.03</u>  |
| Fund 591 - WATER FUND:         |             |                   |                                 |                                 |                     |               |
| TOTAL REVENUES                 |             | 940,572.00        | 973,881.31                      | 543,266.88                      | 918,300.00          | 59.16         |
| TOTAL EXPENDITURES             |             | <u>964,548.00</u> | <u>926,177.44</u>               | <u>394,082.88</u>               | <u>1,093,800.00</u> | <u>36.03</u>  |
| NET OF REVENUES & EXPENDITURES |             | (23,976.00)       | 47,703.87                       | 149,184.00                      | (175,500.00)        | 85.01         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 58.08

| GL NUMBER                       | DESCRIPTION | 2016                | END BALANCE                     | YTD BALANCE                     | 2017                | % BGD<br>USED |
|---------------------------------|-------------|---------------------|---------------------------------|---------------------------------|---------------------|---------------|
|                                 |             | AMENDED BUDGET      | 12/31/2016<br>NORMAL (ABNORMAL) | 07/31/2017<br>NORMAL (ABNORMAL) | ORIGINAL<br>BUDGET  |               |
| Fund 661 - EQUIPMENT POOL FUND  |             |                     |                                 |                                 |                     |               |
| 000-GENERAL                     |             | 279,818.00          | 301,906.41                      | 186,802.19                      | 278,725.00          | 67.02         |
| TOTAL REVENUES                  |             | <u>279,818.00</u>   | <u>301,906.41</u>               | <u>186,802.19</u>               | <u>278,725.00</u>   | <u>67.02</u>  |
| 770-EQUIPMENT POOL              |             | 267,290.00          | 260,686.23                      | 124,804.36                      | 276,090.00          | 45.20         |
| 905-DEBT SERVICE - BONDS        |             | 158.00              | 157.61                          | 124.94                          | 222.00              | 56.28         |
| 906-DEBT SERVICE - LOANS        |             | 430.00              | (26.00)                         | 191.24                          | 971.00              | 19.70         |
| 965-TRANSFER OUT                |             | 18,265.00           | 18,159.00                       | 0.00                            | 17,850.00           | 0.00          |
| TOTAL EXPENDITURES              |             | <u>286,143.00</u>   | <u>278,976.84</u>               | <u>125,120.54</u>               | <u>295,133.00</u>   | <u>42.39</u>  |
| Fund 661 - EQUIPMENT POOL FUND: |             |                     |                                 |                                 |                     |               |
| TOTAL REVENUES                  |             | 279,818.00          | 301,906.41                      | 186,802.19                      | 278,725.00          | 67.02         |
| TOTAL EXPENDITURES              |             | <u>286,143.00</u>   | <u>278,976.84</u>               | <u>125,120.54</u>               | <u>295,133.00</u>   | <u>42.39</u>  |
| NET OF REVENUES & EXPENDITURES  |             | (6,325.00)          | 22,929.57                       | 61,681.65                       | (16,408.00)         | 375.92        |
| TOTAL REVENUES - ALL FUNDS      |             |                     |                                 |                                 |                     |               |
|                                 |             | 8,525,891.00        | 8,755,180.14                    | 4,739,076.82                    | 9,318,009.00        | 50.86         |
| TOTAL EXPENDITURES - ALL FUNDS  |             |                     |                                 |                                 |                     |               |
|                                 |             | <u>8,899,135.23</u> | <u>8,265,089.34</u>             | <u>4,174,772.78</u>             | <u>9,955,634.00</u> | <u>41.93</u>  |
| NET OF REVENUES & EXPENDITURES  |             |                     |                                 |                                 |                     |               |
|                                 |             | (373,244.23)        | 490,090.80                      | 564,304.04                      | (637,625.00)        | 88.50         |

Fund 101 GENERAL FUND

| GL Number                                 | Description                        | Balance                    |
|---|------------------------------------|----------------------------|
| *** Assets ***                            |                                    |                            |
| Unclassified                              |                                    |                            |
| 101-000-001.00                            | CASH                               | 408,171.11                 |
| 101-000-002.00                            | CASH - INCOME TAX ACCOUNT          | 249,914.73                 |
| 101-000-003.00                            | CERTIFICATES OF DEPOSIT            | 149,862.50                 |
| 101-000-004.00                            | PETTY CASH                         | 100.00                     |
| 101-000-005.00                            | HRA ACCOUNT FOR EMPLOYEES          | 3,300.73                   |
| 101-000-007.00                            | CASH PARK FENCE                    | 17,472.71                  |
| 101-000-017.00                            | INVESTMENTS                        | 5,813.37                   |
| 101-000-020.00                            | WINTER TAXES RECEIVABLE - CURR     | 346.74                     |
| 101-000-027.00                            | ESTIMATED UNCOLLECTIBLE PROPER     | (58,964.98)                |
| 101-000-028.00                            | TAXES RECEIVABLE DELQ PERSONAL     | 39,703.47                  |
| 101-000-036.00                            | DELINQUENT RECEIVABLES             | 36,615.38                  |
| 101-000-038.00                            | INCOME TAX RECEIVABLE              | 118,639.29                 |
| 101-000-040.00                            | ACCOUNTS RECEIVABLE                | 20,026.22                  |
| 101-000-041.00                            | ESTIMATED UNCOLLECTIBLE ACCTS      | (8,930.00)                 |
| 101-000-042.00                            | NON-MISC REC SYSTEM ACCOUNTS RECEI | (65.00)                    |
| 101-000-090.01                            | DUE FROM OTHER: HEALTH-OTHERS      | 0.01                       |
| 101-000-123.00                            | PREPAID EXPENSES                   | 83,764.45                  |
| 101-000-123.05                            | PREPAID EXPENSES - EMPLOYEE HSA DE | 67,647.27                  |
| Unclassified                              |                                    | <u>1,133,418.00</u>        |
| <b>Total Assets</b>                       |                                    | <b><u>1,133,418.00</u></b> |
| *** Liabilities ***                       |                                    |                            |
| Unclassified                              |                                    |                            |
| 101-000-240.00                            | WORKER'S COMP PAYABLE              | 1,135.53                   |
| 101-000-240.01                            | WORKERS COMP PAYABLE - LIBRARY     | (346.34)                   |
| 101-000-241.00                            | INSURANCES PAYABLE                 | 3,236.74                   |
| 101-000-242.00                            | RETIREMENT PENSIONS PAYABLE        | 4,566.53                   |
| 101-000-246.01                            | EMPLOYEE CELL PHONE PAYABLE        | (1,329.97)                 |
| 101-000-249.00                            | UNEMPLOYMENT PAYABLE               | 18.18                      |
| 101-000-250.00                            | BONDS PAYABLE-CURRENT              | 200.00                     |
| 101-000-339.00                            | DEFERRED REVENUES                  | 3,640.57                   |
| Unclassified                              |                                    | <u>11,121.24</u>           |
| <b>Total Liabilities</b>                  |                                    | <b><u>11,121.24</u></b>    |
| *** Fund Balance ***                      |                                    |                            |
| Unclassified                              |                                    |                            |
| 101-000-386.00                            | RESERVE FOR CABLE TV               | 41,344.90                  |
| 101-000-390.00                            | FUND BALANCE                       | 1,456,556.09               |
| Unclassified                              |                                    | <u>1,497,900.99</u>        |
| <b>Total Fund Balance</b>                 |                                    | <b><u>1,497,900.99</u></b> |
| <b>Beginning Fund Balance</b>             |                                    | <b>1,497,900.99</b>        |
| <b>Net of Revenues VS Expenditures</b>    |                                    | <b>(375,604.23)</b>        |
| <b>Ending Fund Balance</b>                |                                    | <b>1,122,296.76</b>        |
| <b>Total Liabilities And Fund Balance</b> |                                    | <b>1,133,418.00</b>        |

CASH SUMMARY BY BANK FOR CITY OF ALBION  
 FROM 07/01/2016 TO 07/31/2017

| Bank Code<br>GL Number  | Description               | Beginning<br>Balance<br>07/01/2016 | Total<br>Debits      | Total<br>Credits     | Ending<br>Balance<br>07/31/2017 |
|-------------------------|---------------------------|------------------------------------|----------------------|----------------------|---------------------------------|
| 1 GENERAL FUND CHECKING |                           |                                    |                      |                      |                                 |
| 101-000-001.00          | CASH                      | 417,852.48                         | 4,563,751.47         | 4,573,432.84         | 408,171.11                      |
| 202-000-001.00          | CASH                      | 216,338.99                         | 776,186.71           | 470,327.24           | 522,198.46                      |
| 203-000-001.00          | CASH                      | 159,817.03                         | 222,775.70           | 366,112.97           | 16,479.76                       |
| 208-000-001.00          | CASH                      | 5,801.34                           | 203,377.76           | 150,288.62           | 58,890.48                       |
| 226-000-001.00          | CASH                      | (8,859.62)                         | 429,244.62           | 314,615.54           | 105,769.46                      |
| 244-000-001.00          | CASH                      | 38,882.21                          | 170,551.36           | 149,351.10           | 60,082.47                       |
| 246-000-001.00          | CASH                      | 73,728.79                          | 95,028.97            | 140,045.26           | 28,712.50                       |
| 247-000-001.00          | CASH                      | 52,608.83                          | 274,688.92           | 206,149.10           | 121,148.65                      |
| 248-000-001.00          | CASH                      | (45,134.35)                        | 138,093.93           | 49,775.24            | 43,184.34                       |
| 265-000-001.00          | CASH                      | 72,135.07                          | 72,768.68            | 104,106.78           | 40,796.97                       |
| 271-000-001.00          | CASH                      | 253,135.60                         | 706,183.85           | 613,216.34           | 346,103.11                      |
| 296-000-001.00          | CASH                      | 191,060.29                         | 95,254.77            | 87,378.27            | 198,936.79                      |
| 363-000-001.00          | CASH                      | 190,459.95                         | 0.00                 | 182,475.00           | 7,984.95                        |
| 364-000-001.00          | CASH                      | 49,646.54                          | 183,507.25           | 135,059.10           | 98,094.69                       |
| 367-000-001.00          | CASH                      | 256,120.81                         | 227,627.56           | 119,493.39           | 364,254.98                      |
| 369-000-001.00          | CASH                      | 50,725.49                          | 24,963.00            | 127,540.00           | (51,851.51)                     |
| 374-000-001.00          | CASH                      | 15,295.32                          | 0.00                 | 30,000.00            | (14,704.68)                     |
| 450-000-001.00          | CASH                      | 339,082.22                         | 351,177.29           | 217,020.77           | 473,238.74                      |
| 452-000-001.00          | CASH                      | 141,435.84                         | 0.00                 | 67,236.58            | 74,199.26                       |
| 590-000-001.00          | CASH                      | 206,868.28                         | 2,437,048.22         | 1,757,143.55         | 886,772.95                      |
| 591-000-001.00          | CASH                      | 501,770.12                         | 1,190,142.99         | 944,006.15           | 747,906.96                      |
| 661-000-001.00          | CASH                      | 88,223.97                          | 353,988.04           | 254,652.68           | 187,559.33                      |
| 701-000-001.00          | CASH                      | 84,898.29                          | 227,332.23           | 144,744.29           | 167,486.23                      |
| 703-000-001.00          | CASH                      | 1,042.32                           | 5,476,758.64         | 5,032,995.97         | 444,804.99                      |
| 711-000-001.00          | CASH                      | 47,677.63                          | 1,641.92             | 0.00                 | 49,319.55                       |
| 732-000-001.00          | CASH                      | 11,723.78                          | 343.87               | 9,408.13             | 2,659.52                        |
| 737-000-001.00          | CASH                      | 22,946.44                          | 158.22               | 2,600.00             | 20,504.66                       |
|                         | GENERAL FUND CHECKING     | <u>3,435,283.66</u>                | <u>18,222,595.97</u> | <u>16,249,174.91</u> | <u>5,408,704.72</u>             |
| 4 CITY INCOME TAX       |                           |                                    |                      |                      |                                 |
| 101-000-002.00          | CASH - INCOME TAX ACCOUNT | 366,801.19                         | 941,115.69           | 1,058,002.15         | 249,914.73                      |
|                         | CITY INCOME TAX           | <u>366,801.19</u>                  | <u>941,115.69</u>    | <u>1,058,002.15</u>  | <u>249,914.73</u>               |
|                         | TOTAL - ALL FUNDS         | <u>3,802,084.85</u>                | <u>19,163,711.66</u> | <u>17,307,177.06</u> | <u>5,658,619.45</u>             |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline   | Status as of 7/1/2017  | Status as of 4/1/2017  |
|--|------------|--|--|
| 1 Retain and attract jobs to Albion by supporting business growth, development, and attraction   |            |  |  |
| Encourage broader participation with local stakeholders (public, private, non-profit, higher education, civic, and business) in the formulation of Albion's economic diversification strategy                                | 1-3 years  | A Steering Committee has been established for the Economic Development Strategic Plan (EDSP) and is meeting 7/24 to determine goals and objectives for the EDSP. | The AEDC has developed a Strategic Direction that will be fleshed out into a full plan by 9/30/2017.   |
| Work with the EDC to strengthen Albion's workforce development network and connect Albion's talent base with employment opportunities (e.g. partnering with Michigan Works, Albion College Career & Internship Center, etc.) | 1-3 years  |  | Working with MDOT on summer youth employment program.<br>AEDC Partner with Michigan Works on workforce assistance programs and resources.              |
| Continue support for programs and initiatives that foster entrepreneurship (e.g. promote Albion business incubators and encourage entrepreneurship among all segments of the population, including minorities, women, youth) | 1-10 years |  | AEDC has sponsored a series of small business and entrepreneurial workshops for 2017.<br>AEDC partners with SBDC for free 1 on 1 counseling in Albion. |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives  | Timeline    | Status as of 7/1/2017   | Status as of 4/1/2017   |
|---|-------------|---|---|
| Work closely with the Albion EDC, Chamber and other partner entities to support local businesses with a proactive business retention and development strategy | 1-3 years   | Chamber of Commerce has sponsored a series of email marketing courses for local business owners.                                  | AEDC has sponsored a series of small business and entrepreneurial workshops for 2017.<br>AEDC implemented a Business Retention calling program. |
| Work with the Albion EDC, businesses, developers, and others to encourage reuse and redevelopment of brownfield sites   | 1-10 years  | AEDC is working on the EDSP   | The City and AEDC are planning a public input mechanism and programming for brownfield sites in Albion.   |
| Highlight the progress of Albion's economic development strategy within the framework of the City's comprehensive marketing strategy                          | 1-10 years  | Marketing Committee has reached out to Black Lab Five in Kalamazoo to develop brand and website templates for Chamber of Commerce | Marketing Committee has been organized to begin marketing strategy.   |
| Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community                  | 1-2 years   | See RRC QPR 3   | See RRC QPR 1 and 2   |
| 2 Deliver high-quality municipal services that improve the quality of life in Albion  |             |   |   |
| Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community                  | 1 - 2 years | See RRC QPR 3   | See RRC QPR 1 and 2   |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives  | Timeline    | Status as of 7/1/2017   | Status as of 4/1/2017   |
|---|-------------|---|---|
| Develop/formalize a Public Services Plan to determine needed enhancements in city administration, public safety, community health, and overall municipal services.  | 1 - 5 years |   | SAW Grant in process. CIP created and approved by Planing Commission on 3/21/2017. Adopted by City Council on 4/3/17.                       |
| Develop a Capital Improvements Plan to enhance and maintain quality technological and physical infrastructure. Infrastructure includes: Roads and sidewalks; parking; water, sewer, and storm sewer utilities, dam and millrace removal | 1 year      | <b>COMPLETED - should begin update in fall 2017</b>                             | <b>COMPLETED</b><br>Capital Improvements Plan 2017-2022 drafted by Planning Commission on 3/21/2017. Adopted by City Council on 4/3/2017    |
| Evaluate and implement appropriate fiber optic communications and other emerging technology infrastructure in order to address the current and future needs of the community's diverse array of stakeholders                            | 1 - 5 years |   | Initial conversations with MERIT regarding downtown fiber optic network. Also written into AmeriCorps VISTA position description with AEDC. |
| <b>3</b> Achieve consistency between the existing zoning code and the City's long-term goals for housing, commercial, and industrial development  |             |   |   |
| Evaluate and implement changes in the zoning code and map that are necessary to achieve desired land use patterns and align with the goals of the Comprehensive Plan  | 1 - 2 years | Public input event drew in approx. 150 people who gave input on future land use | Written into AmeriCorps VISTA position description for July '17 - June '18.   |
| Adopt and update standards in the zoning ordinance to improve non-motorized transportation and promote and encourage green infrastructure   | 1 - 2 years |   |   |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives  | Timeline     | Status as of 7/1/2017  | Status as of 4/1/2017  |
|---|--------------|--|--|
| Take all of the necessary steps to have Albion certified by the Michigan Economic Development Corporation as a Redevelopment Ready Community  | 1 - 2 years  | See RRC QPR 3  | See RRC QPR 1 and 2  |
| 4 Strengthen and beautify Albion's neighborhoods  |              |  |  |
| Develop and implement a neighborhood revitalization strategy to eliminate blight, improve public safety and environmental health, and strengthen residential areas as well as former industrial sites that are in close proximity to neighborhoods        | 1 - 10 years |  | Adopted Community Development Plan 4/3/2017  |
| Work with private and nonprofit housing developers and others to encourage infill forms of development and the redevelopment of vacant, underutilized and brownfield sites  | 1 - 10 years | Public input event drew in approx. 150 people who gave input on brownfield sites |  |
| Expand, diversify and market housing options to meet the needs of residents of varying life stages, life styles and income levels (e.g. Senior/retirement living, College corridor neighborhood, downtown lofts, affordable and low income housing, etc.) | 1 - 10 years |  |  |
| Develop and implement a certification/registration program for rental and vacant properties   | 1 - 2 years  |  | Draft ordinance developed. Next step: work with Landlord Association to draft final version. |
| Identify neighborhood groups who can serve as ambassadors and champions for their respective areas  | 1 - 3 years  |  | Written into AmeriCorps VISTA position description for July '17 - June '18.                  |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives  | Timeline        | Status as of 7/1/2017 | Status as of 4/1/2017   |
|---|-----------------|-----------------------|---|
| Highlight progress and achievements as part of the City's comprehensive marketing strategy  | 1 - 10<br>years |                       | Marketing Committee has been organized to begin marketing strategy.                                 |
| 5 Stabilize the downtown, enhance its historic character, and support its economic growth   |                 |                       |   |
| Find creative ways to increase the number of Downtown Development Authority (DDA) initiatives   | 1 - 3 years     |                       |   |
| Explore the establishment of a Local Historic District study committee  | 1 year          |                       | Planning Commission discussed the creation of a Local Historic District study committee on 9/20/16. |
| Analyze and evaluate the City's parking situation and create a plan for improving parking management and balancing parking space supply with demand | 1 - 3 years     |                       |   |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives  | Timeline    | Status as of 7/1/2017 | Status as of 4/1/2017   |
|---|-------------|-----------------------|---|
| Maintain a robust nonprofit sector, while monitoring the balance between nonprofit and revenue generating development in the downtown district, in order to expand and build the tax base | 1 - 3 years |                       | Current for-profit developments and new businesses in the downtown district: Albion Malleable Brewing Co., Courtyard Hotel, Brown's Home Furnishings, Yesterdays News, and others. The Bohm Theatre has expanded and added a second screen so that it can offer more movie showings and live programming. |
| Attract commercial development to the downtown that will serve the needs of the community and complement the existing mix of businesses (e.g. restaurants, retail, entertainment, etc.)   | 3 - 5 years |                       | AEDC defined a commercial business development process. AEDC partners with SBDC to offer free 1 on 1 business counseling in Albion.   |
| Continue to create incentives and attractions for residents, college students and tourists to visit the downtown (e.g. Hotel, Bohm Theater, Kids N Stuff, the Ludington Center)           | 1 - 5 years |                       |   |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline     | Status as of 7/1/2017 | Status as of 4/1/2017   |
|--|--------------|-----------------------|---|
| Highlight progress of downtown development efforts within the context of the City's comprehensive marketing strategy   | 1 - 10 years |                       | Stakeholders group formulating community-wide marketing strategy. Led by AEDC.  |
| 6 Support and strengthen a Pre K-16 education system for the community   |              |                       |   |
| Continue joint meetings with Marshall Public Schools, Albion College, other area schools and community partners to assess, document and support a comprehensive, "post-annexation" K-16 education strategy | ongoing      |                       | Dr. Randy Davis , Superintendent for Marshall Public Schools made presentation to City Council on 3/20/2017. MPS establishing a Community Advisory Committee. City Council extended an invitation for a meeting with MPS. |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline     | Status as of 7/1/2017 | Status as of 4/1/2017  |
|--|--------------|-----------------------|--|
| Strengthen and promote City programs (summer and after school tutoring, the arts, recreational programs, etc.) that support youth in and around Albion     | 1 - 5 years  |                       | Meeting held 3/23/2017 with organizations that hold summer youth programs to coordinate activities and promote events. Next meeting scheduled for 4/27/2017. |
| Utilize Albion College and other institutions of higher education to support college preparation and access. Strengthen the Albion College Access Network. | 1 - 3 years  |                       | MPS partnership with KCC for early college program has been brought to Albion through the annexation.  |
| Highlight progress and successes in the educational arena as part of the City's comprehensive marketing strategy   | 1 - 10 years |                       | Marketing Committee led by AEDC is working to create comprehensive marketing strategy.   |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline    | Status as of 7/1/2017 | Status as of 4/1/2017  |
|--|-------------|-----------------------|--|
| 7 Build capacity and a network of organizations and services to address poverty and meet the needs of residents who cannot afford basic services                     | 1 - 2 years |                       | Community Marketing Strategy group developed asset map. AmeriCorps VISTA conducting Community Needs Assessment survey 3/31/2017.   |
| 8 Improve Albion's transportation network to accommodate and promote various modes, including walking, biking, automobiles, passenger rail and public transportation | 1 - 5 years |                       | City Manager met with new director of Albion-Marshall Connector. Meeting scheduled with MDOT to ID funding options. Calhoun County is seeking grant funding to conduct feasibility study for a county-wide transit system. |
| Develop a non-motorized travel plan  | 1 - 5 years |                       | Written into AmeriCorps VISTA position description for July '17 - June '18.  |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives  | Timeline     | Status as of 7/1/2017 | Status as of 4/1/2017  |
|---|--------------|-----------------------|--|
| Encourage walking, biking and other recreation by strengthening Albion's non-motorized trail network within the city as well as its connections with the region's non-motorized network (e.g. Iron-Belle Trail, North Country Trail, Kalamazoo River Water Trail, etc.) | 1 - 3 years  |                       | Submitted MDNRT fund grant for expansion of Albion River Trail heading west. Calhoun County submitted MDNRT fund grant for acquisition of property connecting trail to Equestrian Center |
| Establish Albion as a "Trail Town"  | 1 - 2 years  |                       | Current MDNR Trail Expansion Project and applied for another MDNR Trust Fund Grant to add another expansion to Albion's River Trail in 2019.   |
| Fortify relationships with MDOT, AMTRAK, Greyhound and regional transportation partners and authorities to coordinate improvements to major streets and public transit systems  | 1 - 5 years  |                       | Superior Street/M-99 reconstruction begins April 2017. CDBG-ICE grant submitted for Irwin St. project.   |
| Highlight progress, achievements, and testimonials as part of the City's comprehensive marketing strategy   | 1 - 10 years |                       | Community Marketing Group has been established   |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives  | Timeline     | Status as of 7/1/2017 | Status as of 4/1/2017  |
|---|--------------|-----------------------|--|
| 9 Focus planning and resources to enhance and transform the city's major corridors  |              |                       |  |
| Develop a Corridor Improvement Plan that strengthens the visual and physical connections between the Downtown Commercial District, Albion College, the I-94 Business Corridor, and Austin Avenue, and the south entrance on M-99. | 1 - 5 years  |                       | Albion EDC identified as a project the improvement of the Eaton/Austin Corridor into town.<br>The City to focus on the M-99 Corridor improvements.<br>Has been written into AmeriCorps VISTA position description for July '17 - June '18. |
| Enhance the City's major gateways (as described above) with appropriate landscaping, streetscaping, and signage   | 1 - 10 years |                       | MDOT Summer Youth Program will help with cleaning and beautifying state trunklines.<br>Citizens to Beautify Albion plant flowers each year along corridors.  |
| Explore the possibility of establishing a Corridor Improvement Authority  | 1 - 2 years  |                       |  |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline     | Status as of 7/1/2017 | Status as of 4/1/2017  |
|--|--------------|-----------------------|--|
| Work with surrounding communities to extend/connect Albion’s major corridors to the region (e.g. establishing an MLK corridor between Albion and Marshall, and complementing corridors with non-motorized, regional trail systems)   | 1 - 5 years  |                       | Submitted MDNRT fund grant for Albion River Trail Expansion including improvements along Austin Ave.<br>City to begin work on developing a non-motorized plan.   |
| Highlight progress and achievements as part of the City’s comprehensive marketing strategy   | 1 - 10 years |                       | Community Marketing Group has been established.  |
| 10 Forge local, regional and global collaborations that support the City of Albion -- its people, its needs and its opportunities.   |              |                       |  |
| Work in collaboration with local and regional partners and AmeriCorps VISTA volunteers to assess community needs, increase organizational capacity and expand access to education, health care, quality food, economic opportunity and the overall quality of life for all residents | 1 - 3 years  |                       | AmeriCorps VISTA is working in conjunction with the Albion Food Hub on new initiatives and partnering with new community organization on expansion of community gardens.<br>City Planning Commission approved 5 community garden applications.<br>Rural Health grant application submitted to establish an Urgent Care Center in Albion. |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline    | Status as of 7/1/2017  | Status as of 4/1/2017  |
|--|-------------|--|--|
| Develop a local food culture through increased access to healthy food and nutrition education that utilizes community resources including businesses, farms, community gardens, farmers market, food hub, and other organizations              | 1 - 5 years | *ask Caitlyn Berard for update on Food Hub and Farmers' Market | AmeriCorps VISTA is working in conjunction with the Albion Food Hub on new initiatives. Also, partnering with new community organization on expansion of community gardens. City Planning Commission approves 5 community garden applications. |
| Strengthen and increase the number of strategic collaborations with global partners (e.g. Noisy-le-Roi and Bailly, France, the Albion College/Global Liberal Arts Alliance, etc.) that bring international perspective and attention to Albion | 1 - 5 years |  | Sister City Committee is hosting events. Plans for French Market and trip to France in June 2017.  |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline    | Status as of 7/1/2017  | Status as of 4/1/2017   |
|--|-------------|--|---|
| Develop and utilize a Partnership & Collaboration Agreement with appropriate community partners (tbd) to further define goals, objectives and roles                          | 1 - 3 years |  | Prof. Patrick McLean volunteers his services to assist Albion City Council is defining their goals and objects. Michigan Municipal League provide council and commissions/boards with training. AEDC defined a Strategic Direction for 2017-2019. |
| Develop a comprehensive marketing strategy, working in collaboration with partner entities, to promote Albion as a desirable place in which to live, play, study, and invest | 1 - 5 years | Marketing Committee has reached out to Black Lab Five in Kalamazoo | Community Marketing Strategy group established to identify brand and promote community.   |
| 11 Support networks and systems that promote healthy living  |             |  |   |
| Partner with the Food Hub and other local organizations to increase access to healthy, affordable, and nutritious food   | 1 - 3 years |  |   |

# CITY OF ALBION

## 2017 Comprehensive Plan Goals and Objectives

### Progress Tracking

| Goals and Objectives   | Timeline    | Status as of 7/1/2017  | Status as of 4/1/2017  |
|--|-------------|--|--|
| Partner with the Food Hub and other local organizations to promote food security and public health by encouraging and supporting locally-based food production and distribution, e.g. the Farmers Market and community gardens | 1 - 5 years | *ask Caitlyn Berard for update on Food Hub and Farmers' Market | AmeriCorps VISTA is working in conjunction with the Albion Food Hub on new initiatives and partnering with new community organization on expansion of community gardens.<br>City Planning Commission approved 5 community garden applications. |
| Partner with various healthcare providers, patient advocacy groups, transportation services, AmeriCorps VISTA, and other stakeholders to support healthcare access and wellness programming in Albion                          | 1 - 3 years | *ask Andrew French for update                                  |  |
| Enhance safe walking and cycling routes for citizens through transportation, land use, and design decisions  | 1 - 5 years |  |  |

# CITY OF ALBION

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| Lead Individuals or Orgs |
|--------------------------|
| City of Albion<br>AEDC   |
| City of Albion<br>AEDC   |
| AEDC                     |

# CITY OF ALBION

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| Lead Individuals or Orgs                         |
|--|
| City of Albion<br>AEDC<br>Greater Albion Chamber |
| City of Albion<br>AEDC / BRA                     |
| City of Albion<br>AEDC                           |
| City of Albion<br>AEDC                           |
|  |
| City of Albion<br>AEDC                           |

# CITY OF ALBION

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| Lead Individuals or Orgs                                   |
|--|
| City of Albion<br>-Public Safety<br>-Dept. Public Services |
| City of Albion<br>Planning Commission<br><b>COMPLETED</b>  |
| City of Albion   |
|  |
| City of Albion<br>-Planning, Bldg, Code<br>Albion EDC      |
| City of Albion<br>-Planning, Bldg, Code<br>Albion EDC      |

# CITY OF ALBION

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| Lead Individuals or Orgs  |
|---|
| City of Albion<br>-Planning, Bldg, Code<br>Albion EDC                                   |
|   |
| City of Albion<br>AEDC<br>CCLBA   |
| City of Albion<br>AEDC  |
| City of Albion<br>AEDC<br>DDA   |
| City of Albion - Planning.<br>Bldg., Code/CM<br>- City Council<br>- Planning Commission |
| City of Albion<br>AmeriCorps VISTA<br>AEDC  |

# CITY OF ALBION

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| Lead Individuals or Orgs   |
|--|
| AEDC<br>City of Albion<br>Greater Albion Chamber &<br>Visitors Bureau<br>Albion College<br>Local media & social media<br>outlets |
|  |
| DDA<br>City of Albion<br>AEDC  |
| Planning Commission<br>City of Albion  |
| DDA<br>City of Albion<br>AEDC<br>Downtown Businesses   |

# CITY OF ALBION

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| Lead Individuals or Orgs   |
|--|
| DDA<br>City of Albion  |
| AEDC<br>City of Albion<br>Greater Albion Chamber   |
| Greater Albion Chamber &<br>Visitors Bureau<br>Albion College<br>DDA<br>AEDC<br>City of Albion |

# CITY OF ALBION

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| Lead Individuals or Orgs   |
|--|
| AEDC<br>City of Albion<br>Greater Albion Chamber &<br>Visitors Bureau<br>Albion College<br>Starr Commonwealth<br>Marshall Public Schools |
|  |
| City Council<br>Marshall Public Schools<br>Albion College  |

# CITY OF ALBION

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| Lead Individuals or Orgs   |
|--|
| Albion College<br>- Virginia Kivel<br>-Suellyn HenkeCity of Albion<br>- Recreation Dept.<br>AmeriCorps VISTA<br>4-H / Creative Arts<br>Big Read<br>Albion District Library<br>Harrington Elem. School<br>Bohm Theatre<br>White House Nature Center<br>Harry Bonner |
| Albion College<br>Harry Bonner - College<br>Access<br>KCC  |
| Marshall Public Schools<br>Albion College<br>KCC<br>City of Albion   |

# CITY OF ALBION

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| Lead Individuals or Orgs  |
|---|
| AEDC<br>AmeriCorps VISTA<br>City of Albion<br>Community Marketing<br>Strategy group |
| rtation   |
| City of Marshall<br>City of Albion<br>Albion-Marshall Connector<br>Calhoun County   |
| City of Albion  |

# CITY OF ALBION

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| <b>Lead Individuals or Orgs</b>  |
|--|
| City of Albion<br>Albion College<br>Calhoun County Trail                               |
| City of Abion<br>Albion College<br>AEDC<br>Greater Albion Chamber &<br>Visitors Bureau |
| City of Albion<br>MDOT<br>AMTRAK<br>Greyhound<br>AMC                                   |
| City of Albion<br>Community Marketing<br>Strategy Group<br>Local media & social media  |

# CITY OF ALBION

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| Lead Individuals or Orgs  |
|---|
| AEDC<br>City of Albion<br>DDA   |
| Citizens to Beautify Albion<br>MDOT Summer Youth<br>Program<br>AEDC<br>City of Albion |
| AEDC<br>City of Albion<br>DDA   |

# CITY OF ALBION

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| Lead Individuals or Orgs   |
|--|
| City of Albion<br>AmeriCorps/Vista<br>AEDC<br>Calhoun County Trailway<br>Alliance  |
| City of Albion<br>Community Marketing<br>Strategy Group<br>Local media & social media  |
|  |
| City of Albion<br>AmeriCorps VISTA<br>AEDC / Food Hub<br>Albion Farmer's Market<br>CCLBA<br>Starr Commonwealth<br>Albion Healthcare Alliance<br>Albion Community Gardens<br>Albion College<br>BCCF<br>Albion Community<br>Foundation |

# CITY OF ALBION

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| <b>Lead Individuals or Orgs</b>   |
|---|
| City of Albion<br>AmeriCorps VISTA<br>AEDC / Food Hub<br>Albion Farmer's Market<br>Calhoun County Land Bank<br>Starr Commonwealth<br>Albion Healthcare Alliance<br>Albion Community Gardens<br>Albion College<br>Battle Creek Community<br>Foundation<br>Albion Community<br>Foundation |
| Sister City Committee<br>City of Albion<br>Noisy-le-Roi and Bailly,<br>France   |

# CITY OF ALBION

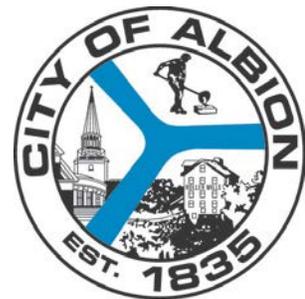
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| Lead Individuals or Orgs  |
|---|
| City of Albion<br>Planning Commission<br>Albion College<br>Albion EDC<br>MML            |
| City of Albion<br>AEDC<br>Albion College<br>Greater Albion Chamber &<br>Visitors Bureau |
|   |
|   |

# CITY OF ALBION

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| Lead Individuals or Orgs                                 |
|--|
| AmeriCorps VISTA<br>Food Hub<br>Albion Community Gardens |
| AmeriCorps VISTA   |
| City of Albion<br>Planning Commission<br>AEDC            |



# COMMUNITY ENGAGEMENT STATEMENT

CREATING A PLACE WHERE PEOPLE LOVE TO LIVE, GROW, AND LEARN.

**CITY OF ALBION**  
WILLIAM L. REIGER MUNICIPAL BUILDING  
112 W CASS ST.  
ALBION, MI 49224

## COMMUNITY ENGAGEMENT STATEMENT

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### OBJECTIVES

All residents of the City of Albion are key stakeholders and will continue to be involved in the future development of our community. The City of Albion and its third party consultants will take a proactive approach to public engagement and make concerted efforts to ensure that there are opportunities for all to be involved in the decision-making process when appropriate.

- The City of Albion evaluates each project on an individual basis to determine:
  - its scope and limitations,
  - the appropriate stakeholders,
  - the appropriate approving body,
  - key points of community impact during the decision-making process,
  - any internal and external resources, and
  - the appropriate level of community participation.
- The City of Albion will *make information available in a timely manner* to ensure that interested parties and community stakeholders have adequate time to be involved in decisions at various stages of the review and approval process.
- The City of Albion works to make sure that information is *transparent and easy to access for all interested members of the community*.
- The City of Albion *seeks public input for the ongoing and future development* of the City, such as the Comprehensive Plan and the Zoning and Future Land Use Plan.
- The City of Albion strives to *find creative ways to reach a diverse set of community stakeholders* in decisions regarding planning, land use, and development.
- The City of Albion uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City of Albion *tracks and reviews* the results of all public participation and *provides summaries* back to the public.

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## KEY STAKEHOLDERS IN THE CITY OF ALBION

In the City of Albion, each project will be evaluated on an individual basis to ensure that all interested and appropriate stakeholders are included. The stakeholders will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Residents of Albion
- Neighboring jurisdictions
- Calhoun County
- City employees and staff
- Albion Economic Development Corporation
- Business owners and their employees
- City boards and commissions
- Neighborhood groups
- Schools
- Churches
- Albion College
- Utility providers
- Albion Community Foundation
- Albion River Committee
- Senior groups
- Health care providers
- Real estate professionals
- Visitors and tourists
- Albion Reinvestment Corporation
- Industrial facilities/manufacturers
- Michigan Economic Development Corporation
- Michigan Department of Transportation
- Emergency personnel
- Michigan Department of Natural Resources
- Michigan Department of Environmental Quality

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## METHODS OF COMMUNITY PARTICIPATION

The necessary level of public participation will vary by project. The following are methods that may be used to reach the appropriate level of public participation when taking action on land use, development applications, projects, and initiatives. The City of Albion will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can be changed based on each project's needs and circumstances.

### INFORM—PROVIDE INFORMATION AND ASSIST PUBLIC UNDERSTANDING

- **Website** – [www.CityofAlbionMI.gov](http://www.CityofAlbionMI.gov) announces meetings, posts City Council, Planning Commission, and boards/commissions packets and agendas, meeting minutes, and will often contain pages or links for topics of major interest.
- **Newspaper** – The Albion Recorder is Albion's weekly newspaper published every Thursday with events from Albion, Concord, and Springport. The Advisor/Chronicle is a free weekly newspaper published on Fridays and covers both Albion and Marshall.
- **Cable** – The City of Albion posts relevant information about community events, public hearings, and other meetings on WOW! Cable Channel 17. City Council and Planning Commission meetings are also broadcast live on this channel.
- **Printed Postings** – Available for viewing at the City Hall bulletin board outside of City Hall and Public Service Building bulletin board.
- **Announcements** – Announcements are made during meetings of the City Council, Planning Commission, and other boards and commissions.
- **Press releases and articles** – The City will issue press releases and information for articles to various newspapers regarding public hearings, developments, and other projects (including the Battle Creek Enquirer, the Homer Index, the Albion/Marshall Advisor & Chronicle, the Albion Recorder, and the Albion E-News).
- **Email or postal mail** – Interested parties may request to the City Clerk that they be notified personally of meetings/topics for discussion. Postal mailings are sent to neighbors within 300 feet of properties applying for zoning changes and variance requests, according to statute.
- **YouTube** – All City Council Meetings are recorded and posted on YouTube. Recordings can be found on the City of Albion's YouTube page at:  
<https://www.youtube.com/channel/UCIsBR9GwwVJIL2wyGJCiXfg>.

### CONSULT—OBTAIN PUBLIC FEEDBACK

- **Social media** – The Public Safety Department currently uses Facebook to announce street closures, storm watches/warnings, public safety notices, etc. and the City may also use Facebook to notify the community of upcoming events and meetings.

- **Surveys** – The City will sometimes use online and paper surveys to allow for the collection of large amounts of data and input from the public.
- **Public Hearings** – Public attendance at meetings is highly encouraged and allows for an appropriate venue for public comment.

#### **INVOLVE—WORK DIRECTLY WITH PUBLIC THROUGHOUT THE PROCESS**

- **“Town Hall” Meetings & Community Workshops** – In order to create a space for two-way communication, the City holds “town hall” or “open house” style events for projects and initiatives as needed.
- **Planning & Design Charrettes** – Multiple day design charrettes and information gathering sessions allow for a larger group of people to participate in community planning.

#### **COLLABORATE—PARTNER WITH PUBLIC IN EACH ASPECT OF DECISION MAKING**

- **Advisory committees** – The City uses advisory committees to enhance collaboration between city staff and the public.
- **Focus groups** – Inviting relevant stakeholders and interested parties to brainstorm ideas for initiatives and projects.

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#### **COMMUNICATING RESULTS**

The City of Albion will publicly communicate all results of community input on planning and development issues via the “inform” methods.

## OPEN MEETINGS

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 (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.

*Interested persons are encouraged to contact the City Clerk or to check the City’s Website at: [www.cityofalbionmi.gov](http://www.cityofalbionmi.gov) in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the City’s website in advance of the meeting.*

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## UPDATING THE COMMUNITY ENGAGEMENT STATEMENT

Like all documents, the City of Albion understands that the Community Engagement Statement will need to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every 5 years, in conjunction with the City’s Comprehensive Plan. Updates to this plan will be drafted by staff, reviewed and recommended by Planning Commission, and approved through City Council. At least one public hearing will be held during the process to gather community input and to generate new ideas.

## DEVELOPMENT REVIEW BODIES

The City of Albion has a number of boards and committees. Below you will find descriptions of the City Council, Planning Commission, Zoning Board of Appeals, and the Downtown Development Authority. A complete list is online at:

[http://cityofalbionmi.gov/government/city\\_boards\\_commissions\\_and\\_committees/index.php](http://cityofalbionmi.gov/government/city_boards_commissions_and_committees/index.php).

All agendas can be found on the home page of the City's website at [www.cityofalbionmi.gov](http://www.cityofalbionmi.gov).

The City encourages citizen participation in local government planning and policy decisions. All residents are invited to apply for appointments to City boards and commissions. Vacant positions are advertised on the City's Website at: [www.cityofalbionmi.gov](http://www.cityofalbionmi.gov). For more information regarding the boards and commissions, please contact the City Clerk at [jadomingo@cityofalbionmi.gov](mailto:jadomingo@cityofalbionmi.gov) or (517) 629-7864.

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## CITY COUNCIL

The City of Albion operates under the Council-Manager form of government. City residents elect a Mayor and a City Council to preside over the City, and the City Council appoints a City Manager to handle the day-to-day administration of the City. The City Manager makes recommendations to the Council, and the Council acts on business at regularly scheduled meetings.

The Albion City Council consists of the Mayor and six Council members. Council members are elected to four-year terms, staggered every two years. A Mayor is elected every two years.

The Mayor is the presiding officer of the City Council. He or she is a voting member of the Council. The Mayor makes all appointments approved by the Council except those required by law or ordinance to be made by another officer or agency of the City. If a vacancy occurs in the Mayor's office, or the Mayor is unable to perform his or her duties, the Council member elected Mayor Pro Tem succeeds the Mayor.

The Albion City Council represents the City and its citizens. The Council is responsible for adopting and amending City laws and ordinances, determining City policies and standards, and authorizing the annual City budget. The Council also determines City tax millage rates and utility rates, and approves contracts and agreements for the City.

The Albion City Council meets on the first and third Mondays of the month at 7:00 p.m. in the Council chambers at City Hall (112 W. Cass Street).

Meetings are broadcast live on WOW! Cable Channel 21. Council Agendas are available for review at City Hall on Fridays preceding meetings as well as on the city web page. Minutes of City Council meetings are available at City Hall and at the Albion District Library (501 S. Superior Street) as well as on the city web page. Council meetings are also recorded and

uploaded to YouTube. They can be found on the City of Albion's YouTube page at:  
<https://www.youtube.com/channel/UCIsBR9GwwVJIL2wyGJCiXfg>.

Time for citizen comments is set aside twice during each Council meeting, once near the beginning of the meeting and once near the end.

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## **PLANNING COMMISSION**

The Albion Planning Commission possesses powers and functions required of Planning Commissions under the provisions of PA 285 of 1931, State of Michigan, as amended, including, but not limited to, comprehensive planning, initiating zoning amendments, granting special use permits and planned unit developments (under certain situations), and recommending the Public Improvements Program.

This nine-member commission is provided by Charter Section 8.14 and MCL Section 125.33. The statute does not impose a residency requirement on appointment. The Charter, however, requires that the six persons, whom the Mayor appoints and the Council confirms, have the qualifications of a City elector. Residency is, therefore, required for appointment to the Planning Commission. The other three members are the Mayor, a Councilperson and a City Administrative officer.

Nine voting members, including the Mayor and one Councilmember (appointed annually) and one staff member. One member may be a non-resident, with the consent of Council, who possesses an interest in planning in the City of Albion. Appointed by Mayor with confirmation by City Council. Each term is three years.

The Planning Commission meets every third Tuesday of the month at 7:00 p.m. in the City Council Chambers located on the second floor of City Hall at 112 W Cass St. Albion, MI 49224.

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## **ALBION ECONOMIC DEVELOPMENT CORPORATION**

The Albion Economic Development Corporation (AEDC) and the Tax Increment Finance Authority (TIFA) are separate legal entities, which for purposes of coordination were merged by action of the City Council May 3, 1982. The Brownfield Redevelopment Authority (BRA) is also a separate legal entity. The AEDC was designated by City Council as the BRA governing body on Dec. 4, 2000.

The Albion Economic Development Corporation works to recruit and assist business and industry in the greater Albion area. We seek innovative, collaborative, solutions to modern business challenges, always mindful of the rich natural, economic, and cultural heritage of our community.

The purpose of the AEDC is to strengthen and revitalize the local economy by alleviating and preventing conditions of unemployment, ultimate responsibility for attracting, assisting and retaining local industries and commercial enterprises, providing means and methods for encouragement of attracting new and expanding current industries and commercial business.

The AEDC was established by adoption of articles of incorporation dated July 29, 1977. The statutory authority for the adoption is found at MCL Section 125.1601, et seq. Board member's qualifications are found at MCL Section 125.1604. It shall consist of at least nine members, including the Mayor who shall serve as a Director by virtue of holding the office of Mayor of the City of Albion – not more than three can be an officer or employee of the municipality. The Mayor appoints the board members with the advice and consent of the Council. Ex-officio, nonvoting members include: President of the Chamber of Commerce, Sheridan Township Supervisor, and Albion Township Supervisor. Though residency requirements are determined at the discretion of the appointing authority, the goal is to maintain a majority of residents on the board. Board members serve six-year terms.

The Albion EDC Board meets the first Thursday of every month at 7:30 a.m. in the Albion EDC Conference Room located at 309 N. Superior St. Albion, MI 49224.

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## **ZONING BOARD OF APPEALS**

The purpose of the Zoning Board of Appeals (ZBA) is to hear appeals and make decisions necessary for the enforcement of the Zoning Ordinance.

MCL Section 125.585 provides the statutory basis for this important five-member board to consider appeals from administrative decisions usually in the zoning area. It does not mention residency as a prerequisite to appointment. The old zoning ordinance, Section 30-76, still provides authority for the Albion Zoning Board of Appeals which should consist of seven regular members and two alternates. This number is more than allowed by statute and the statute should be followed.

The ZBA is composed of seven voting members at large and two alternates (no City officials may serve on this board). Appointed by Mayor with confirmation by City Council. There is no residency requirement, however, the City's goal is to have all members be residents of the City. Members of the ZBA serve three-year terms.

Zoning Board of Appeals meetings take place on the second Tuesday of the month at 5:30 p.m. at Albion City Hall located at 112 W Cass St. Albion, MI 49224.

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## **DOWNTOWN DEVELOPMENT AUTHORITY**

The purpose of the Downtown Development Authority (DDA) is to conduct downtown development activities in accordance with the provisions of PA 197 of 1975, as amended, including, but not limited to, the definition of a development area, the creation and implementation of a development plan, etc. (The power to levy and collect a tax according to Section 12(1) of 1997 is not included.)

This agency is created to help a deteriorating downtown restore itself. The governing board is comprised of the Mayor and at least eight and not more than 12 other members (now set at Mayor and ten others through a 1999 bylaw amendment); a majority must have an interest in property located in the downtown area and at least one member shall be a resident of the downtown area, MCL Section 125.154. This is a municipal corporation, which the City created in April 1988 when the Council adopted Ordinance 88-2. (Now Code Sections 34-26 through 34-33). The Council approves its budget and bylaws. Except for the statutory and ordinance restrictions – residency of the appointees to this board is within the discretion of the appointing authority.

The DDA is composed of eleven members as determined by Downtown Development Authority Bylaws. A majority of members must have an interest in property within the DDA district. One member shall be a resident of the district. The Mayor is a voting member by virtue of office. Appointed by Mayor with confirmation by City Council. There is no residency requirement to be on the DDA, however, the City's goal is to maintain a majority of residents on the Board. Members serve four-year terms.

The DDA Meets on the second Wednesday of every month at 7:30 a.m. at Albion City Hall located at 112 W Cass St. Albion, MI 49224.

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## **ALBION BUILDING AUTHORITY**

The responsibilities of the Authority include, but are not limited to, the acquisition, ownership, maintenance, furnishing, equipping, improving or renovating of an existing building or facility or the construction of a new building or facility. Currently, the Authority manages Maple Grove Apartments, a City-owned housing project for elderly and/or handicapped persons.

The ABA is a creature of statute. MCL Section 123.951, et seq, governs the creation of a building authority by a municipality. It is accomplished by the municipality adopting articles of incorporation. No member of the governing body of an incorporating unit of an authority is eligible for membership on the authority. Albion adopted its authority's articles of incorporation on May 17, 1978 with Resolution 5-D-78. The three members of the governing board are called commissioners and are elected by the Council. No residency for membership

is required. The articles were amended in 1998 to increase the commission membership to five and to provide that one commissioner would be a Maple Grove tenant. No other residency is required by the amended articles. Residency of the appointees to this board is within the discretion of the appointing authority.

Five voting members elected by the City Council. One member to be a tenant of Maple Grove Apartment. Except for the member from Maple Grove Apartments, residency is at the discretion of the appointing authority. Three years.

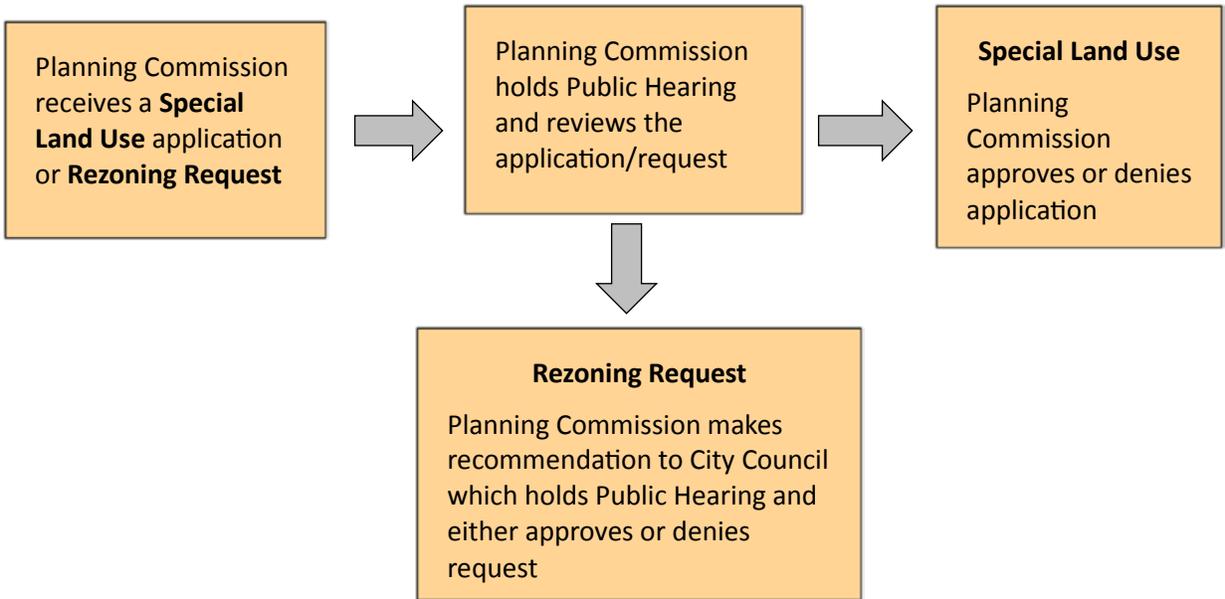
The ABA meets on a quarterly basis and as needed. Meetings are held at 8:00 am. Meeting dates and locations for the 2017 calendar year are:

|                    |                            |
|--------------------|----------------------------|
| March 9, 2017      | Mayor's Office-City Hall   |
| June 8, 2017       | Maple Grove Community Room |
| September 14, 2017 | Mayor's Office-City Hall   |
| December 14, 2017  | Maple Grove Community Room |

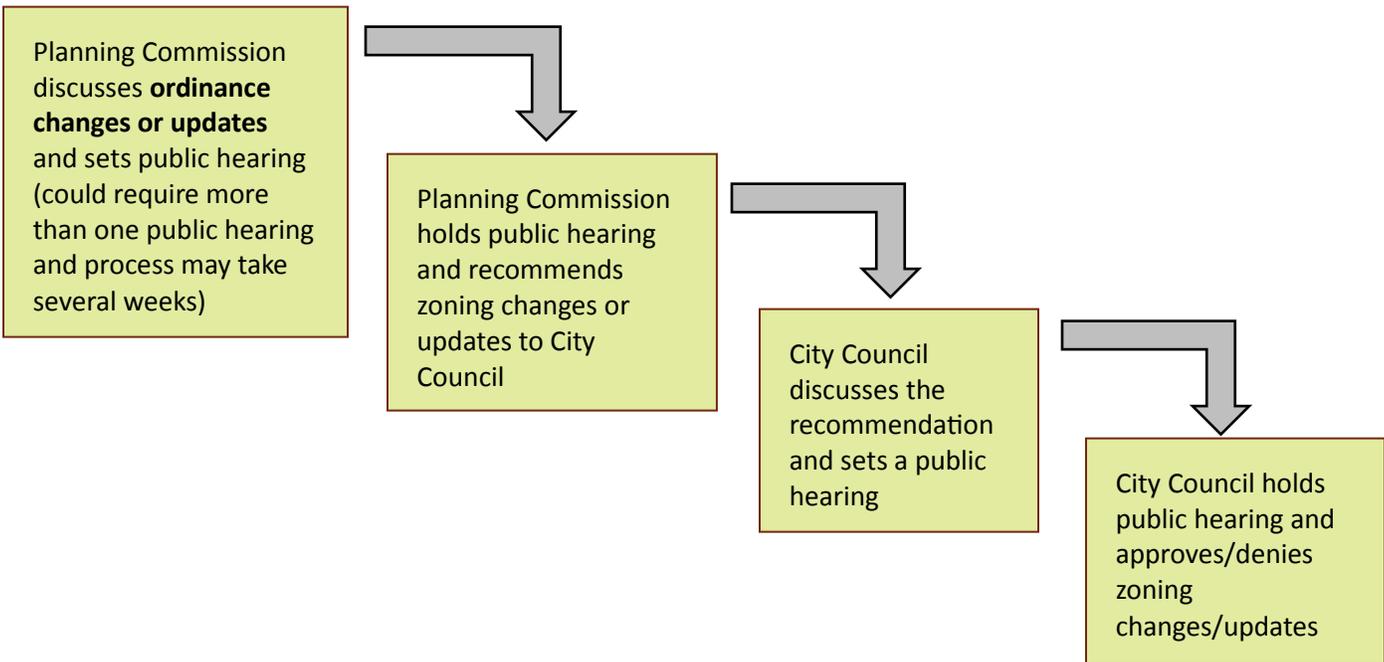
## PROCESSES FOR DEVELOPMENT

There are various times in the planning process when the City Council, the Planning Commission, and/or the Zoning Board of Appeals request public input. These processes include public hearings for rezoning of land, development of the Zoning or Sign Ordinances, the Comprehensive Plan, requested variances, and special land uses. The flowchart below outlines the timelines for these processes:

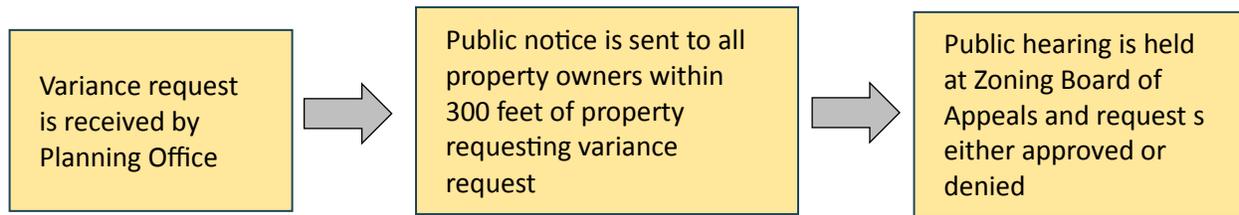
### SPECIAL LAND USE APPLICATIONS AND REZONING REQUESTS



### ORDINANCE CHANGES OR UPDATES

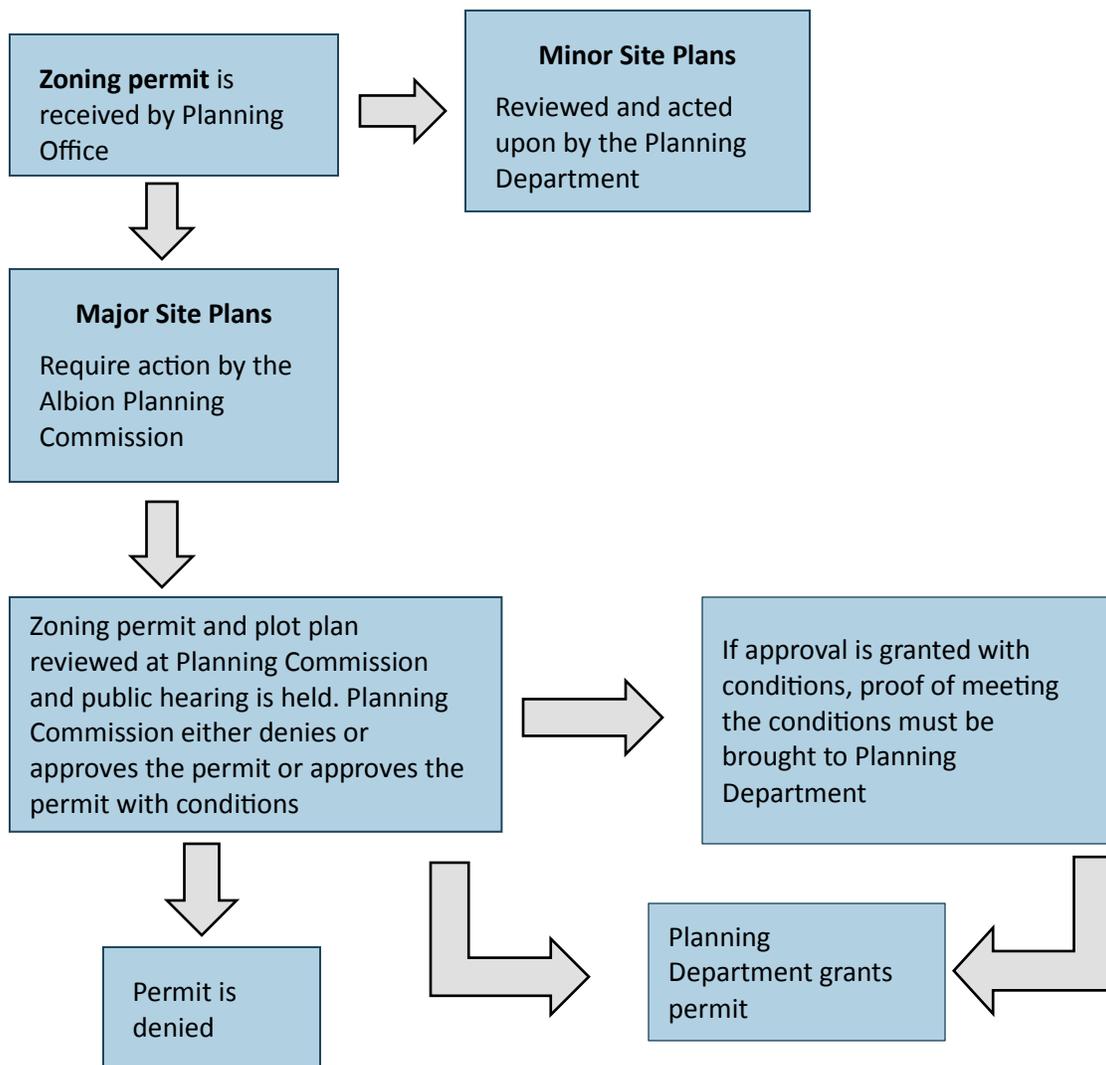


## VARIANCE REQUESTS



## SITE PLAN REVIEW PROCESS

*The process always starts with an application for a zoning permit. A plot 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 Planning Department, but major site plans require review and action by the Albion Planning Commission.*



## STATE AND LOCAL REGULATIONS

- Albion City Charter
- Albion City Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Home Rule City Act (PA 279 of 1909)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Department of Housing and Urban Development Public Engagement Requirements for CDBG Funding
- Downtown Development Authority Act (PA 197 of 1975)
- Plant Rehabilitation and Industrial Development Districts Act (PA 198 of 1974)
- Personal Property Exemption Act (PA 328 of 1998)
- Corridor Improvement Act (PA 280 of 2005)
- Other applicable local, state, and federal regulations

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### A NOTE TO DEVELOPERS

It is strongly encouraged that all developers meet with Planning and Zoning staff for a conceptual review and seek input from neighboring residents and businesses at the start of the application process. We recommend using the “Methods of Community Participation” outlined on the third page of this document. There are times when developments may cause concern or be highly controversial among residents, thus it is important to engage residents at the conceptual stage of the development. The City of Albion and the Albion Economic Development Corporation are happy to help with this process.

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### STATEMENT ON ACCOMMODATIONS AND CDBG FUNDING

It is essential the city conducts planning activities that involve citizen input when determining potential project requests from the CDBG (Community Development Block Grant) program. The local government is required to encourage citizen participation, particularly by low and moderate income persons who reside in blighted areas in which CDBG funds are proposed to be used. This process should establish the areas and identify the activities that residents feel are the most needed for their community.

Local governments are required to ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of CDBG funds. The city also must assist representatives of low/mod groups that request help in developing proposals.

When planning public meetings, local governments must provide reasonable accommodations, such as sign language or availability of major documents in a requested

language. All public meetings must be accessible to the handicapped. The Public Notice for the meeting(s) must include a statement on non-discrimination and provide a TDD or Michigan number where individuals who are hearing impaired can obtain information about the CDBG program.

## CONTACT INFORMATION

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### CITY OF ALBION

#### **William L. Reiger Municipal Building**

112 W. Cass St.  
Albion, MI 49224  
[www.cityofalbionmi.gov](http://www.cityofalbionmi.gov)

#### **John Tracy**

Director  
Planning, Building, and Code Enforcement  
Office: (517) 629-7189  
Fax: (517) 629-7454  
Email: [jtracy@cityofalbionmi.gov](mailto:jtracy@cityofalbionmi.gov)

#### **Jill Domingo**

City Clerk  
Office: (517) 629-7864  
Fax: (517) 629-2238  
Email: [jadomingo@cityofalbionmi.gov](mailto:jadomingo@cityofalbionmi.gov)

#### **Sheryl Mitchell**

City Manager  
Office: (517) 629-7172  
Fax: (517) 629-4168  
Email: [smitchell@cityofalbionmi.gov](mailto:smitchell@cityofalbionmi.gov)

#### **Stacey Levin**

Assistant City Manager  
Office: (517) 629-7863  
Fax: (517) 629-4168  
Email: [slevin@cityofalbionmi.gov](mailto:slevin@cityofalbionmi.gov)

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### ALBION ECONOMIC DEVELOPMENT CORPORATION

309 Superior Street  
P.O. Box 725  
Albion, MI 49224  
[www.albionedc.org](http://www.albionedc.org)

#### **Amy Deprez**

President/CEO  
Office: (517)629-3926  
Fax: (517)629-3929  
Email: [adeprez@albionedc.org](mailto:adeprez@albionedc.org)

#### **Neely Kent**

Office Manager  
Office: (517)629-3926  
Fax: (517)629-3929  
Email: [nkent@albionedc.org](mailto:nkent@albionedc.org)