

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, FEBRUARY 6, 2012, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation** – Pastor Dean Prentiss, Wesley Park United Methodist church
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the January 16, 2012 Regular Meeting
- 7) Approval of Agenda**
- 8) Public Hearings**
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
 - a) Presentations
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 1. Expense Report for Councilmember Bolt – Wyoming-Kentwood Area Chamber of Commerce Annual Meeting
 - b) From City Manager
- 13) Budget Amendments**
- 14) Consent Agenda**

(All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Council member, that member may request removal from the Consent Agenda.)

 - a) Of Appreciation to JoAnn D'Archangel for Service as a Member of the Community Enrichment Commission
 - b) Of Appreciation to Rory Lanning for Service as a Member of the Greater Wyoming Community Resource Alliance
- 15) Resolutions**
 - c) To Amend the Employment Contract Between the City of Wyoming and the Wyoming Administrative and Supervisory Employees Association and to Appoint the Housing Director as a Department Head
 - d) To Accept Grant Funding Received from the Edward Byrne Memorial Justice Assistance Grant (Budget Amendment No. 28)
- 16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts**
 - e) To Approve Payment of the Kent Trails Operation and Maintenance Fees
 - f) To Approve Payment of the Annual Grand Valley Metro Council Dues

- g) To Participate in the Operation and Maintenance of the Regional Geographical Information System (REGIS)
- h) To Authorize Acceptance of a Proposal for Presort and Related Services

17) Ordinances

Ordinance 3-13: An Ordinance to Amend That Portion of Section 90-19 Entitled Definitions "S", Site Plan Section 90-48, Section 90-63(1), Section 90-509(5)(b), Section 90-509(5)(c), Section 90-647(2), Section 90-980(2) and to Add Article XXX of the Code of the City of Wyoming

18) Informational Material

19) Acknowledgment of Visitors

20) Closed Session (as necessary)

21) Adjournment

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION TO JOANN D' ARCHANGEL FOR HER SERVICE
AS A MEMBER OF THE COMMUNITY ENRICHMENT COMMISSION
OF THE CITY OF WYOMING

WHEREAS:

1. JoAnn D' Archangel has served faithfully and effectively as a member of the Community Enrichment Commission since June 19, 2006.

NOW, THEREFORE, BE IT RESOLVED:

1. Council Members and citizens of the City of Wyoming wish to express their deep appreciation to JoAnn D' Archangel for her dedicated service as a member of the Community Enrichment Commission.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION TO RORY LANNING FOR HIS SERVICE
AS A MEMBER OF THE GREATER WYOMING COMMUNITY RESOURCE ALLIANCE
FOR THE CITY OF WYOMING

WHEREAS:

1. Rory Lanning has served faithfully and effectively as a member of the Greater Wyoming Community Resource Alliance since January 5, 2009.

NOW, THEREFORE, BE IT RESOLVED:

1. Council Members and citizens of the City of Wyoming wish to express their deep appreciation to Rory Lanning for his dedicated service as a member of the Greater Wyoming Community Resource Alliance.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

RESOLUTION NO. _____

RESOLUTION TO AMEND THE EMPLOYMENT CONTRACT BETWEEN
THE CITY OF WYOMING AND THE WYOMING ADMINISTRATIVE
AND SUPERVISORY EMPLOYEES ASSOCIATION AND TO APPOINT
THE HOUSING DIRECTOR AS A DEPARTMENT HEAD

WHEREAS:

1. Resolution number 23901, dated June 6, 2011, was adopted by the City Council for the City of Wyoming, approving an Employment Contract between the Wyoming Administrative and Supervisory Association and the City of Wyoming.
2. The City Manager and Housing Commission recommend City Council amend the Employment Contract as per the attached Memorandum of Understanding and amend the Classification and Wage Schedule for the Association to change the classification of Housing Director of the collective bargaining unit as follows:

Effective February 13, 2012

Change to Classification Schedule	Hourly		Annual	
	Minimum	Maximum	Minimum	Maximum
Housing Director				
From Range A32	\$30.49	\$38.63	\$63,419.20	\$80,350.40
To Range A36	\$33.43	\$42.39	\$69,534.40	\$88,171.20

3. The City Charter provides that the City Manager may appoint heads of City departments with City Council approval.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby approve the amendment to the Wyoming Administrative and Supervisory Association Employment Contract and Classification and Wage Schedule and authorizes the City Manager to execute the Memorandum of Understanding.
2. The City Council does hereby approve the City Manager's appointment of the Housing Director as a Department Head.

Moved by Councilmember:
 Seconded by Councilmember:
 Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

ATTACHMENTS:
 Memorandum of Understanding
 WHC Resolution

 Heidi A. Isakson, Wyoming City Clerk

MEMORANDUM OF UNDERSTANDING

The **CITY OF WYOMING** ("Employer") and the **WYOMING ADMINISTRATIVE AND SUPERVISORY ASSOCIATION** ("Association") agree to modify their collective bargaining agreement as follows:

The classification of Housing Director is hereby changed from A32 to A36 of the Classification and Salary Schedule in effect for bargaining unit employees.

The above modifications to the collective bargaining agreement and changes to the classification and salary schedule are subject to approval by the City Council.

CITY OF WYOMING

WYOMING ADMINISTRATIVE AND SUPERVISORY ASSOCIATION

By: _____
Curtis Holt
Its: City Manager

By: Mike Averill
Mike Averill
Its: President

Dated: _____

Dated: 1-31-2012

1-17-12

RESOLUTION NO. 2-12

Resolution to Reclassify the Housing Director to Department Head for the Wyoming Housing Commission

WHEREAS:

1. At the regular meeting of the Wyoming Housing Commission, on January 17, 2012, a letter of recommendation was presented to the Board from the Human Resources Department on the reclassification of the Housing Director position.
2. The Board accepted the recommendation on reclassifying the Housing Director to Department Head including the change of salary schedule.
3. Pending approval of City Council.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming Housing Commission does hereby concur with the reclassification of the Housing Director to Department Head for the Wyoming Housing Commission.

Moved by Board member: Dressander

Seconded by Board member: Walker

Motion Carried 3 Yes
 0 No

I hereby certify that the foregoing Resolution was adopted by the Wyoming Housing Commission at a regular session held on: January 17, 2012.

Rebeca M Venema

Digitally signed by Rebeca M Venema
DN: cn=Rebeca M Venema, o=01, email=rvenema@wyomhouse.com, c=US
Date: 2012.01.18 14:58:09 -0500

Rebeca M. Venema, Executive Director
Wyoming Housing Commission

RESOLUTION NO. _____

RESOLUTION TO ACCEPT GRANT FUNDING
RECEIVED FROM THE EDWARD BYRNE MEMORIAL JUSTICE
ASSISTANCE GRANT

WHEREAS:

1. The City of Wyoming Police Department has applied for and received an Edward Byrne Memorial Justice Assistance Grant in the amount of \$30,401 to be used toward the procurement of equipment, technology, and other items directly related to basic law enforcement functions.
2. The City of Wyoming would accept \$30,401 in grant funds designated for the procurement of equipment, technology, and other items directly related to basic law enforcement functions.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming accepts the Edward Byrne Memorial Justice Assistance Grant in the amount of \$30,401.
2. Chief James E. Carmody serve as the Program Director responsible for the Wyoming Police Department equipment procurement and yearly status reports to be submitted to the Bureau of Justice Assistance.
3. Timothy Smith serve as the Finance Director responsible for the Wyoming Police Department quarterly financial status reports to be submitted to the Bureau of Justice Assistance.
4. The attached Budget Amendment is approved.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City

Clerk

ATTACHMENTS:

Budget Amendment

Resolution No. _____

RESOLUTION NO. _____

RESOLUTION TO APPROVE PAYMENT OF THE
KENT TRAILS OPERATION AND MAINTENANCE FEES

WHEREAS:

1. In 2011 the City of Wyoming entered into an updated 20-year Agreement for the payment of operation and maintenance fees of the Kent Trails.
2. In accordance with the Agreement, the City of Wyoming has received an invoice for our portion of the 2011 fees in the amount of \$8,119.78.
3. Funds have been appropriated in the Major and Local Street accounts 202-441-46300-930.000 and 203-441-46300-930.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes payment of the 2011 Kent Trails fees in the amount of \$8,119.78.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Invoice



12/27/2011

INVOICE

2011 Operations and Maintenance of Kent Trails

Bettes Memorial
 Brewer
 Caladonia Lakeside
 Chief Hoag Cloud
 Coldwater River
 Gasper Creek
 Creekside
 Douglas Walker
 Dutton Bludyside
 Dwight Lydell
 Fallsburg
 Elk Knob
 Gordon
 Johnson (Henry)
 Kent Trails
 Knapp Valley Forest
 Lamoreaux (Donald L)
 Lamoreaux Memorial
 Long Lake
 Lowell Regional
 Linton
 Millomina
 Myers Lake
 Paluser
 Park
 Pickens Lake
 Proyn Trails
 Rogue River
 Ruchs
 Soldman
 Spencer Forest
 Thornapple Riverbend
 Townsend (Warren)
 Wabash Lake Park
 & Campground
 Whitfield
 White Pine

Bill to:
 City of Wyoming
 Attn: Accounts Payable
 1155 28th St SW
 PO Box 905
 Wyoming, MI 49509

Remit to:
 Kent County Parks Department
 1700 Butterworth Dr SW
 Grand Rapids, MI 49534-7065
 (616) 336-7275 Fax: (616) 336-2998

Amount Due from Each Partner per Agreement

Kent County Parks	50.0%	\$	23,067.56
City of Grand Rapids	13.5%	\$	6,228.24
City of Grandville	7.1%	\$	3,275.59
City of Walker	4.0%	\$	1,845.40
City of Wyoming	17.6%	\$	8,119.78
Byron Township	7.8%	\$	3,598.54
Total 2011 charges		\$	46,135.11

Breakdown of 2011 Expenses for reference

Contractual Services (portable restrooms)	\$	-
Utilities - Electric	\$	2,045.25
Repair and Maintenance - Grounds	\$	10,896.93
Repair and Maintenance - Equipment	\$	3,110.89
Insurance	\$	10,000.00
Total Kent Trail operations and maintenance expenses	\$	26,135.11
Annual allocation to Kent Trails Reconstruction Fund	\$	20,000.00
Total 2011 charges	\$	46,135.11

- Please make checks payable to: Kent County Parks Department
- Address correction requested.
- Please return copy of invoice with payment.

Thank you!

Kent County Parks Department
 1700 Butterworth Drive SW, Grand Rapids, MI 49534-7065
 Tel 616 336-PARK (7275), Fax 616 336-2998
 www.accesskent.com

RESOLUTION NO. _____

RESOLUTION TO APPROVE PAYMENT OF THE
ANNUAL GRAND VALLEY METRO COUNCIL DUES

WHEREAS:

1. The City of Wyoming is a member of the area's designated Metropolitan Planning Organization, the Grand Valley Metropolitan Council (GVMC)
2. The GVMC determines the distribution of Federal Highway Funds.
3. It is in the City of Wyoming's best interest to pay annual dues and be actively involved in the decision making process.
4. The City of Wyoming's dues for 2011-2012 are \$35,231.
5. Funds have been appropriated in the Major Street Administration account 202-441-48300-956.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes payment of the 2011-2012 GVMC dues in the amount of \$35,231.

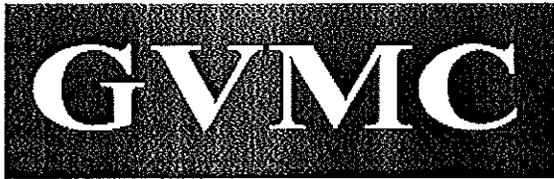
Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Invoice

INVOICE



Due Date	Invoice Date	Total Due	Payment Amount
1/21/2012	12/22/2011	\$35,231.00	
Invoice No.	Reference No.	Customer No.	Page
6948	6729	WYOMING	1

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CITY OF WYOMING
1155 28TH ST SW
PO BOX 905
WYOMING, MI 49509-090

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GRAND VALLEY METRO COUNCIL
678 FRONT AVENUE, N.W.
SUITE 200
GRAND RAPIDS, MI 49504-5372

Quantity	Item Code	Description	Price	Amount
1.000	GVMCD	FY 11-12 GVMC DUES	\$19,474.00	\$19,474.00
1.000	TRANS	FY11-12 TRANSPORATION DUES	\$15,757.00	\$15,757.00
			Subtotal:	\$35,231.00
			Discount:	\$0.00
			Tax:	\$0.00
			Total Due:	\$35,231.00

*OK
1-4-12*

Please make checks payable to GRAND VALLEY METRO COUNCIL

RESOLUTION NO. _____

RESOLUTION TO PARTICIPATE IN THE OPERATION AND MAINTENANCE
OF THE REGIONAL GEOGRAPHICAL INFORMATION SYSTEM (REGIS)

WHEREAS:

1. The City of Wyoming is a member of the area's Regional Geographic Information System.
2. The ongoing operation and maintenance is determined by an oversight committee of member communities (REGIS), a committee of the Grand Valley Metro Council.
3. The continued operation and maintenance of the system requires members to pay predetermined fees to REGIS.
4. The City of Wyoming's fees for the REGIS fiscal year 2011-2012 are estimated to be \$126,980.
5. Funds have been appropriated in the following budgets: 101-305-32500-807.000 (Police), 202-441-46300-807.000 (Major Streets), 203-441-46300-807.000 (Local Streets), 208-752-75200-807.000 (Parks), 249-372-37200-807.000 and 249-722-72200-807.000 (Building Inspections), 590-441-54200-807.000 (Sewer) and 591-441-56200-807.000 (Water).

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes payment of fees for REGIS fiscal year 2011-2012.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Invoice

INVOICE



Due Date	Invoice Date	Total Due	Payment Amount
1/27/2012	12/28/2011	\$63,490.00	
Invoice No.	Reference No.	Customer No.	Page
6979	6760	WYOMING	1

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CITY OF WYOMING
1155 28TH ST SW
PO BOX 905
WYOMING, MI 49509-090

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GRAND VALLEY METRO COUNCIL
678 FRONT AVENUE, N.W.
SUITE 200
GRAND RAPIDS, MI 49504-5372

Quantity	Item Code	Description	Price	Amount
1.000	DEC	REGIS-1ST QTER FY 11/12 DUES	\$31,745.00	\$31,745.00
1.000	FEB	REGIS-2ND QTER FY 11/12 DUES	\$31,745.00	\$31,745.00
			Subtotal:	\$63,490.00
			Discount:	\$0.00
			Tax:	\$0.00
			Total Due:	\$63,490.00

OK
1-4-12

Please make checks payable to GRAND VALLEY METRO COUNCIL

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE ACCEPTANCE OF A PROPOSAL
FOR PRESORT & RELATED SERVICES

WHEREAS:

1. As detailed in the attached Staff Report, from the City’s Human Resources Director, proposals were received for Presort & Related Services.
2. It is recommended the City accept the low proposal received from Presort Services, Inc.
3. Funds for the presort & related services are available in various City departmental accounts with the appropriate account being charged at the time of requisition.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize acceptance of the proposal from Presort Services, Inc. though February 6, 2015.

Moved by Councilmember:
 Seconded by Councilmember:
 Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

ATTACHMENTS:
Staff Report
Tabulation Sheet

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: February 1, 2012
Subject: Presort Services Proposal
From: Kimberly Oostindie, Director of Human Resources
Meeting Date: February 6, 2012

RECOMMENDATION:

On Tuesday, January 24, 2012, two responses were received in answer to our invitation to submit a proposal for presort services and related services. Thirty-two invitations to bid were sent to prospective bidders and the results are as shown on the attached tabulation sheet. It is recommended City Council accept the low bid as submitted by Presort Services, Inc.

SUSTAINABILITY CRITERIA:

Environmental Quality - Does not significantly impact this criterion.

Social Equity – Does not significantly impact this criterion.

Economic Strength –The City no longer has an in-house Print Shop that in the past metered mail and delivered the mail to the Post Office. Eliminating the Print Shop eliminated postage meter repair, maintenance and supplies, and thus reduces the overall cost of outgoing mail. The outgoing mail is metered at a discounted rate, and only in the event the United States Post Office increases their rate will the presort company be allowed to change their rate. As per the specifications, the discounted rate for a standard letter size envelope is currently .374.

DISCUSSION:

The request for proposal for presort services includes picking up the City's mail on a daily basis, weighing, metering, presorting the mail and delivery of the mail to the United States Post Office. The proposal also includes larger projects that are required throughout the year from various City departments such as tax bills, utility bills, Parks & Recreation Brochures, personal property statements, Water Quality Reports, voter applications and absentee ballots. Data processing, addressing, inserting and various other services are also available.

BUDGET IMPACT:

It is estimated the annual expenditure for presort and related services will total approximately \$20,000.00. Sufficient money is available in various City departmental accounts with the appropriate account being charged at the time of requisition.

Attachment: Tabulation Sheet
/laj

CITY OF WYOMING, MICHIGAN

TABULATION OF BIDS

On Presort Services Proposal

Opened By City Clerk On January 24, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm for orders placed within one year from date of award of bid.

	Presort Services, Inc.					Kent Communications Inc.				
	Unit of Measure	Bid Pricing			Turn Around Time	Unit of Measure	Bid Pricing			Turn Around Time
		1st Year	2nd Year	3rd Year			1st Year	2nd Year	3rd Year	
DATA PROCESSING										
File Conversion	Per File	\$20.00	\$20.00	\$20.00	1 day or less	Each	\$25.00	\$25.00	\$25.00	24 Hours
National Change of Address	Per Thousand	\$1.00	\$1.00	\$1.00	1 day or less	Per Thousand	\$ 1.87	\$ 1.87	\$1.87	24 Hours
Address Standardization, Zip Code Correction, Barcode Generation, Carrier route/Zip + 4 Coding	Per Thousand	\$ 1.00	\$1.00	\$1.00	1 day or less	Per Thousand	\$ 2.00	\$ 2.00	\$2.00	24 Hours
Cass & Sort (PAVE Certified)	Per Thousand	\$ 1.00	\$1.00	\$1.00	1 day or less	Per Thousand	\$ 2.00	\$ 2.00	\$2.00	24 Hours
Merge/Purge	Per Thousand	\$ 1.00	\$1.00	\$1.00	1 day or less	Per Thousand	\$ 2.00	\$ 2.00	\$2.00	24 Hours
Data Entry – Per Line	Per Each	\$ 0.10	\$0.10	\$0.10	1 to 3 days	Per Line	\$ 0.10	\$ 0.10	\$0.10	1-3 Days
Laser Printing - Sheet Fed – One Sided (8.5 x 11)	Per Thousand	\$30.00	\$30.00	\$30.00	1 to 3 days	Per Thousand	\$32.00	\$32.00	\$32.00	1-3 Days
ADDRESSING										
Ink-Jet Printing w/Sort	Per Thousand	\$18.00	\$18.00	\$18.00	1 to 3 days	Per Thousand	\$20.00	\$20.00	\$20.00	1-3 Days
Cheshire Labeling	Per Thousand	\$30.00	\$30.00	\$30.00	1 to 3 days	Per Thousand	\$30.00	\$30.00	\$30.00	1-3 Days
INSERTING										
Machine Inserting up to 6 x 9 Envelope)	Per Thousand	\$15.00	\$15.00	\$15.00	1 to 3 days	Per Thousand	\$15.00	\$15.00	\$15.00	1 to 3 days
Machine Match Inserting (Per Match – In addition to Inserting Cost)	Per Thousand	\$ 7.00	\$7.00	\$7.00	1 to 3 days	Per Thousand	\$ 7.00	\$ 7.00	\$7.00	1 to 3 days
PRESORTING SERVICES										
MLOC Processing (Commingling and Barcoding of 1st Class and/or Standard)	Per Thousand	Free	Free	Free	Same Day	Per Thousand	\$18.00	\$18.00	\$18.00	Same Day
Reject Processing	Per Thousand	Free	Free	Free	Same Day	Per Thousand	\$30.00	\$30.00	\$30.00	Same Day
FASTforward and Mail Processing (Per Hit) (USPS Address Change Processing)	Per Thousand	Free	Free	Free	Same Day		No Charge	No Charge	No Charge	Same Day
Weight & Meter	Per Thousand	\$20.00	\$ 20.00	\$ 20.00	Same Day	Per Thousand	\$20.00	\$20.00	\$20.00	Same Day

OTHER SERVICES										
Machine Folding (V,C Z, or Legal V)	Per Thousand	\$ 8.00	\$8.00	\$8.00	1 to 3 days	Per Thousand	\$ 8.00	\$ 8.00	\$8.00	1 to 3 days
Machine Tabbing (1st Position – White Tab)	Per Thousand	\$ 6.50	\$6.50	\$6.50	1 to 3 days	Per Thousand	\$ 6.50	\$ 6.50	\$6.50	1 to 3 days
2 nd Position – White Tab	Per Thousand	\$ 3.00	\$3.00	\$3.00	1 to 3 days	Per Thousand	\$ 3.00	\$ 3.00	\$3.00	1-3 Days
Stamping (Via Machine)	Per Thousand	\$12.00	\$ 12.00	\$ 12.00	1 to 3 days	Per Thousand	\$15.00	\$15.00	\$15.00	1-3 Days
Collating	Per Thousand	Quote Per Project	Quote Per Project	Quote Per Project	1 to 3 days		Quote by Project	Quote by Project	Quote by Project	Quote by Project
Specialty Hand Work	Per Thousand	Quote Per Project	Quote Per Project	Quote Per Project	1 to 3 days		Quote by Project	Quote by Project	Quote by Project	Quote by Project
Mailing List Rental	Per Thousand	\$6.00 - \$150.00	\$6.00- \$150.00	\$6.00- \$150.00	1 to 3 days	Per Thousand	\$6.00 - \$150.00	\$6.00- \$150.00	\$6.00- \$150.00	Next Day
International Shipping	Per Piece	Actual Postage	Actual Postage	Actual Postage	Same Day	Per Piece	Actual Postage	Actual Postage	Actual Postage	Same Day
Delivery Into Canadian Postal Service	Per Piece	Actual Postage	Actual Postage	Actual Postage	Same Day	Per Piece	Actual Postage	Actual Postage	Actual Postage	Same Day
Delivery to USPS (Grand Rapids or Wyoming)	Per Delivery	Free	Free	Free	Same Day		No Charge	No Charge	No Charge	
Daily pick-up of mail (including metered, not metered and some stamped) on all days the city of Wyoming City offices are open for business.	Yes					Yes				

ORDINANCE NO. 3-12

AN ORDINANCE TO AMEND THAT PORTION OF
SECTION 90-19 ENTITLED DEFINITIONS "S", SITE PLAN
SECTION 90-48, SECTION 90-63(1), SECTION 90-509(5)(b),
SECTION 90-509(5)(c), SECTION 90-647(2),
SECTION 90-980(2) AND TO ADD ARTICLE XXX
OF THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS.

Section 1. That the portion of Section 90-19 "S" entitled Site Plan is amended to read as follows:

Sec. 90-19. Definition "S" Site Plan:

A scaled, drawing, containing all required information and drawn in compliance with Article XXX, illustrating existing conditions and containing the elements required as applicable to the proposed development to ensure compliance with zoning provisions.

Section 2. That Section 90-48 is hereby amended to read as follows:

Sec. 90-48. Reserved.

Section 3. That Section 90-63(1) is hereby amended to read as follows:

(1) Site Plan Review. Prior to recording of the master deed required by the Condominium Act, State of Michigan Public Act 59 of 1978, as amended, the condominium project shall undergo site plan review and approval pursuant to Article XXX. This section applies also to single-family site condominiums except that only the condominium project and not each individual house is subject to site plan review. A description of the common elements and use and occupancy restrictions as will be contained in the master deed shall be include in the submittal. The expansion of the condominium project shall also undergo site plan review and approval pursuant to Article XXX prior to recording the master deed or master deed amendment establishing such expansion of conversion.

Section 4. That Section 90-509(b) is hereby amended to read as follows:

(b) Site plan review is required prior to the proposed development, redevelopment, improvement or re-use of, or the demolition of any building on, and auto plant property. Site plans shall be prepared showing the changes to result from the entirety of any intended development project. In accordance with Article XXX of this zoning code, a site plan submitted under this section shall contain the following items of information:

1. A legal description of the property.
2. The gross land area and the zoning of the surrounding area, including the location of structures and other improvements.
3. A full-dimensioned map of the land showing topographic information at a contour interval of two feet or less.
4. Location of existing and proposed buildings and structures in the development area, the uses to be contained therein, the number of stories, gross building areas, distances between the lot line, setback lines and approximate location of vehicular entrances and loading points.
5. Streets, driveways, easements, service aisles and parking areas, including the general layout and design of parking lot spaces.
6. Pedestrian walks, malls and open areas for parks and recreation.
7. A location and height of walls, fences and screen planting, including a general plan for landscaping.
8. Types of surfacing, such as paving, turfing or gravel to be used.
9. Grading plan.
10. Existing and proposed utilities.
11. Elevations of any proposed buildings and structures indicating the architecture.
12. Such other information as may be required to assist in the consideration of the proposed development.

Section 5. That Section 90-509(c) is hereby amended to read as follows:

(c) Site plans submitted under this section shall be reviewed by the planning commission in accordance with Article XXX of this zoning code. Upon completion of its review, the planning commission shall provide a recommendation to the city council.

Section 6. That Section 90-647(2) is hereby amended to read as follows:

(2) Parking Construction and Development. The construction of any parking lot shall require approval of a site plan in accordance with Article XXX. Upon completion, the parking lot shall be inspected and approved by the Building Department before issuance of a certificate of occupancy.

Section 7. That Section 90-980(2) is hereby amended to read as follows:

(2) Site Plan Review. In addition to the site plan review requirements and standards of Article XXX, the following information shall be submitted by the applicant

- a. All land use categories, blocks, squares and parks, greenbelts, civic and/or public/semi-public building footprints and parking and landscaped open space areas.
- b. Any existing and proposed pedestrian, bikeway and vehicular circulation systems, including streets, alleys and major points of access.
- c. Drawing indicating the type of street furniture, signage and streetlights proposed for the development.
- d. Landscaping and trees.
- e. Building design, which will comply with the design criteria for the DC district as established herein, referring to materials and methods of construction, proportions and conformance to any environmental or design issues, including the general use of roof overhangs, colonnades, porches and trellises.
- f. Documentation of construction scheduling for all elements of the projects.

Section 8. That Article XXX is hereby added to the Code to read as follows:

ARTICLE XXX SITE PLAN REQUIREMENTS AND PROCEDURES

Section 90-1000 Statement of Purpose

(1) Site plan review is required to provide City staff and the Planning Commission with the opportunity to review the proposed use of a site in relation to surrounding uses, planned future development, accessibility, pedestrian and vehicular circulation, roadway traffic, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics and other site elements which may affect the public health, safety, and general welfare, and its relationship and harmony with City ordinances and plans.

(2) Further, it is the intent of this Article to require the eventual upgrade of redevelopment sites that do not conform with current standards of this Article and ensure that the arrangement, location, design and materials within a site are consistent with the character of the City and the goals and design guidelines in the City of Wyoming Land Use Plan.

Section 90-1001 Uses Requiring Site Plan/Sketch Plan Review

- (1) There shall be two levels of site plan review:
 - a. Sketch Plan. A sketch plan level review is required for certain activities of a less intensive nature. Small-scale expansions of structures and change of uses may be eligible for sketch plan review.

- b. Full Site Plan Review. A full site plan level review is required for all new non-residential uses and multiple-family residential uses.
- c. Full site plan and sketch plan reviews and approvals shall be required for the activities or uses listed in Table 90-1001, Plan Review Requirements.
- d. Specific site plan detail requirements, and review processes, for particular land uses identified within this ordinance (i.e. wind energy turbines, communication towers, auto plant development), shall have precedent over the more general regulations of this Article.

(2) Approvals are obtained from the Planning Commission (PC), City Council (CC), City Planner (CP), or Chief Building Official (CBO) depending upon the nature of the proposal. Site plan reviews by the City Planner or Chief Building Official shall be administrative.

TABLE 90-1001: USES REQUIRING SITE PLAN/SKETCH PLAN REVIEW		
Activity/Use	Full Site Plan	Sketch Plan
Construction of an initial building or structure on properties of two acres or more	PC	
Construction of an initial building or structure on properties less than two acres with no special use approval	CP	
Multiple-family developments	PC	
Construction of a new special use approval (see Section 90-761)	PC	
Change in use to a special use approval with no new building construction (see Section 90-761)		PC
Expansion of 50% or more from the square footage of a building or structure on properties of two acres or more with no special use approval	PC	
Expansion of between 10% and less than 50% from the square footage of a building or structure with no special use approval	CP	
Expansion of less than 10% from the square footage of a building or structure with no special use approval		CP
Planned Unit Development	PC	
Condominium or Site Condominium Projects (see Section 90-63)	PC	
Auto plant development (see Section 90-509)	PC/CC	
Subdivisions (see Code of Ordinances Chapter 74)	PC/CC	
Wind energy turbines (see Section 90-990)	PC/CP	
Non-residential accessory structures		CP
Residential accessory structures		CBO
Accessory industrial outdoor storage		CBO
New parking lot/loading area	CP	
Construction, relocation or erection of signs, retaining walls, fences, walls, waste receptacle, sidewalks, antennas, lights, poles, cooling/heating or other mechanical equipment		CBO

TABLE 90-1001: USES REQUIRING SITE PLAN/SKETCH PLAN REVIEW		
Activity/Use	Full Site Plan	Sketch Plan
Modifications to comply with accessibility requirements		CBO

Section 90-1002 Sketch Plan / Full Site Plan Review Procedures and Requirements

Sketch plans and full site plans and must be submitted in accordance with the following procedures and requirements:

- (1) **Submittal.** The application shall be submitted by the owner of an interest in the land for which site plan approval is sought, or the designated agent of the owner. The application shall include a complete sketch plan or full site plan that includes the information required by Section 90-1003. The plans shall be of the required size, format, and of the appropriate number, as set by City policy. The applicable review fees shall also be provided as set by the City Council. Applicants are encouraged to obtain a pre-application conference with the City Planner for the purpose of determining the approval type and process that shall be followed to obtain project approval. The meeting is a non-binding and informal review of the proposal. It is intended to provide information to the applicant on the procedures, ordinance requirements, and policies of the City. It does not confer upon the applicant any development approvals or other rights.
- (2) **Administrative Review by the City Planner or Chief Building Official.** The City Planner or Chief Building Official shall conduct administrative reviews, with consideration by other City departments or agencies, as appropriate. Following the administrative review, the applicant shall revise the plan as necessary and provide revised plans for follow-up review. Once the City Planner or Chief Building Official determines the plans to be compliant, the plans shall be certified as approved with any conditions noted. The applicant shall have the right of appeal to the Planning Commission from any decision made on the sketch/ full site plan by the City Planner or Chief Building Official.
- (3) **Planning Commission Review.**
 - a. **Application and Review.** Where Planning Commission review is required, the Planning Commission shall review the plans, together with the report and recommendations from staff, and any other agencies, as appropriate.
 - b. **Planning Commission Action.** The Planning Commission shall make a determination based on the requirements and standards of this Article to approve, approve with conditions, postpone a decision, or deny approval of the plan. If approved, any conditions shall be made part of the motion, and documented in the Planning Commission's minutes.
- (4) **Recording of Site Plan Review Action.** The site plan shall be revised to reflect any conditions of approval and resubmitted to the Planning Department. The City Planner shall review the revised plans for compliance with conditions of site plan approval. The City Planner may grant final approval if he finds the site plan to properly address the required revisions and conditions and otherwise complies with this Ordinance. Copies of the approved site plan will be filed with the Planning Department, Building Department, and the Engineering Department.

- (5) Board of Zoning Appeals. In any instance where the need for a variance from the Board of Zoning Appeals is determined to be required, the plan review process shall be completed prior to BZA review.
- (6) Building Permit. An application for a building permit may be submitted at any time during the sketch/full site plan review process. A building permit shall not be issued until final approval of the site plan, sketch plan or special use, and any other plans as required. The applicant is responsible for obtaining all other applicable Federal, State, County, City or utility permits. These permits shall be provided to the appropriate City departments prior to the to the issuance of building permits and before substantial development activity takes place.
- (7) Expiration. If construction encompassing a minimum of twenty-five (25) percent of the gross floor area of new buildings or additions, or site development areas involving no building construction, has not commenced within two (2) years of site plan approval, approval becomes null and void and a new application for site plan review shall be required. The applicant may request, and the appropriate reviewing authority may grant, up to a one (1) year extension, provided a written request is received prior to the expiration date.
- (8) Property Maintenance. The owner of a property shall be responsible for maintaining the property on a continuing basis as required by the approved site plan until the property is razed, until new zoning regulations supersede the regulations upon which site approval was based, or until a new site plan approval is sought. Changes to the property that are determined by the City to be detrimental or inconsistent with the original design authorization shall require approval of the City under the requirements of this Ordinance. This maintenance requirement includes healthy landscaping, walls, fences, pavement, pavement markings, signs, building exterior, drainage facilities and all other elements of a site. Any property owner who fails to maintain a property in compliance with an approved site plan shall be deemed in violation of this Ordinance and a nuisance per se.

Section 90-1003 Submittal Requirements

The data listed in Table 90-1003, Site Plan Submittal Requirements, shall be included with and as part of the site plan(s) or sketch plan(s) submitted for review unless waived in writing by the City Planner or Chief Building Official. Uses requiring site plan/sketch plan review are identified in Table 90-1001.

- (1) Items Not Provided. If any of the items are missing and have not been waived by the City Planner or Chief Building Official, the site plan shall list each missing item and the reason(s) why each listed item is not considered applicable. The City Planner or Chief Building Official shall determine if the missing item(s) must be included before allowing the application to move forward. An application shall not be considered complete and shall not move forward unless all items have been submitted and any waivers have been approved by the City Planner or Chief Building Official.
- (2) Additional Requirements. The City Planner or the Planning Commission may require additional data to be included with the site plan(s) or sketch plan(s) where determined necessary by the nature of the proposed use or site conditions.

TABLE 90-1003: SITE PLAN SUBMITTAL REQUIREMENTS (TWO PAGES)		
Site Plan Data	Required for:	
	Site Plan	Sketch Plan
(a) Application Form: The application form provided by the Planning Department shall be completed in full with the following information:		
Name, address and phone number of the applicant and property owner	X	X
Address and property identification number of all properties	X	X
Name, address and phone number of firm or individual who prepared the site plan	X	X
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	X	X
Date of application	X	X
(b) Site Plan Descriptive and Identification Data:		
Site plans shall consist of a plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size.	X	X
Sheet size shall be a maximum of 24 x 36 inches and collated according to sheet number. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included	X	X
Title block with sheet number/title; name, professional seal, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)	X	X
Scale and north-point	X	X
Location map drawn to a separate scale with north-point, showing surrounding land, and streets, within a quarter mile	X	
Dimensions of land and total acreage, with boundary survey and improvements	X	
Zoning classification of petitioner's parcel and all abutting parcels	X	
Proximity to section corner and Major Thoroughfare	X	
Net acreage (minus rights-of-way) and total acreage	X	
Proposed number of employees, if applicable	X	
(c) Site Data:		
Existing lot lines, building lines, structures, parking areas and other improvements on the site	X	X
Building footprints	X	X
Finished floor elevation of all proposed buildings	X	X
On parcels of more than one (1) acre, topography on the site and within 100 feet of the site at two-foot contour intervals	X	
Proposed lot lines, lot dimensions, property lines, required and proposed setback dimensions, structures, and other improvements on the site	X	
Location of existing drainage courses, floodplains, lakes and streams, wetlands with elevations, and woodlands	X	X

TABLE 90-1003: SITE PLAN SUBMITTAL REQUIREMENTS (TWO PAGES)		
Site Plan Data	Required for:	
	Site Plan	Sketch Plan
All existing and proposed easements	X	X
Location of waste receptacle(s), transformer pad(s), ground mounted mechanical equipment, and method of screening	X	
Dimensions and area of any outdoor sales display or storage area	X	X
(d) Access and Circulation:		
Existing and planned right-of-way for all streets	X	X
Dimensions, curve radii and centerlines of existing and proposed access points, road rights-of-way, private roads or access easements	X	
Opposing driveways and intersections within 100 feet of site	X	
Dimensions and location of existing and proposed driveways, parking lots, sidewalks and non-motorized paths	X	X
Dimensions of acceleration, deceleration, and passing lanes	X	
Dimensions of parking spaces including barrier free, islands, circulation aisles and loading zones (including loading dock/door orientation and screening)	X	X
Dimension and location of all clear vision areas	X	
Calculations for required number of parking and loading spaces	X	X
Access easements, if shared access is proposed	X	X
Designation of fire lanes	X	X
Truck circulation plan showing turning templates for delivery trucks and emergency vehicles	X	X
Traffic impact analysis meeting the requirements of Section 90-1003 (3), if applicable	X	
(e) Landscape Plans:		
General location of existing plant materials, with an identification of materials to be removed and materials to be preserved	X	
Calculations of all landscape requirements, as set forth in Section 90-64	X	
Landscape plan, including location and type of all existing and proposed shrubs, trees, and other live plant material	X	
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required	X	
Planting list for proposed landscape materials with container size, caliper size or height of material, botanical and common names, and quantity	X	
(f) Building and Structure Details:		
Building elevations for all facades. Elevation drawings shall indicate the height of building, materials, and architectural quality, and shall detail any rooftop or building mounted screening.	X	
Location, height, and outside dimensions of all proposed buildings or structures	X	X

TABLE 90-1003: SITE PLAN SUBMITTAL REQUIREMENTS (TWO PAGES)		
Site Plan Data	Required for:	
	Site Plan	Sketch Plan
Building floor plans for multiple-family buildings and gross floor area	X	
Details on accessory structures and any screening	X	X
(g) Information Concerning Existing and Proposed Utilities, Drainage and Related Issues:		
Location of existing and proposed sanitary sewers, water mains, fire hydrants, storm sewers and other utilities that are proposed to serve the project	X	X
Location of existing above and below ground gas, electric and telephone lines	X	X
Storm water retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls with calculations (for details refer to Wyoming's storm water ordinance Sec.86-351 through 436)	X	
Indication of site grading, drainage patterns and other storm water management	X	X
(h) Additional information required for Residential Development		
The number and location of each type of residential unit	X	X
Density calculations by type of residential unit (dwelling units per acre)	X	X
Garage or carport locations and details, if proposed	X	X
Location and design of mailbox clusters, if applicable	X	
Location, dimensions, and elevations of common building(s), if applicable	X	X
Location, size and facilities within, of recreation and open space areas, if applicable	X	
(i) Other Requirements		
Applicable fees, as set by the City Council	X	X

(3) Traffic Impact Analysis. For projects expected to have fifty (50) or more peak hour directional trips or five hundred (500) or more vehicle trips daily, the application shall include a traffic impact analysis, unless waived in whole or in part under the requirements of subparagraph i, below. Contents of the traffic impact study shall include:

- a. Illustrations and a narrative which describes the study area and existing operations for the street system (right of way, functional classification, lane configuration, speed limits, any sight distances limitations, driveways on both sides of streets adjacent to the site, current traffic conflicts, etc.)
- b. An evaluation for the a.m. and p.m. peak hour of both the use(s) and adjacent street system. This level of service evaluation shall be conducted for representative uses allowed under both the current and requested zoning districts. For uses expected to generate more than one hundred (100) peak hour directional

trips or seven hundred fifty (750) trips daily, an evaluation of operations at major signalized or non signalized intersections in proximity to the site is required in addition to site access points.

- c. A table that describes the peak hour and daily trips for representative uses under both the current and requested zoning district. The city may require concept or schematic drawings or other information to confirm the size of development permitted under each scenario.
- d. The traffic impact analysis shall be developed in accordance with accepted practices in Michigan. The preparation shall be conducted by a qualified traffic engineering professional. Traffic count data shall be collected using accepted practices and shall not be over two (2) years old. The forecasts shall be based on the data and procedures outlined in the most recent edition of Trip Generation published by the Institute of Transportation Engineers (ITE). The applicant may use other commonly accepted sources of data or supplement the standard data with data from at least 3 projects in similar locations in Michigan.
- e. The traffic study shall provide at least three (3) levels of analysis: current conditions, project impacts (projects permitted under requested zoning + existing), and future conditions (existing + project traffic + background traffic growth + traffic associated with other developments in the immediate area approved or under construction). The city may require corridor level computer modeling when multiple uses or projects are being considered.
- f. Any trip reduction for pass by trips, transit, ridesharing, other modes, internal capture rates, etc. shall be based both on ITE findings and documented survey results acceptable to the city. The community may elect to reduce the trip reduction rates used.
- g. The report shall evaluate the design of proposed access including: any sight distance limitations, proper spacing, and relationship to other access points, and potential for shared access facilities.
- h. The study shall outline mitigation measures and demonstrate any changes to the level of service achieved by these measures. Any alternatives or suggested phasing of improvements should be described. The mitigation measures may include items such as roadway widening, need for bypass lanes or deceleration tapers/lanes, changes to signalization, use of access management techniques, or a reduction in the proposed intensity of use. Proposed mitigation measures must be acceptable to the applicable road agency (City, Kent County, or MDOT). The responsibility, timing of roadway improvements, and relationship to available right-of-way shall be described.
- i. The requirement for a traffic impact study, or the specific study elements required may be waived or modified by the City. Reasons for the waiver or modification shall be documented. Factors to be considered include:
 - 1. Roadway improvements are scheduled which are expected to mitigate any impacts associated with the proposed project.

2. The existing level of service is not expected to be significantly impacted by the proposed project due to specific conditions at this location.
3. A similar traffic study was previously prepared for the site and is still considered applicable.

Section 90-1004 Site Plan Review Standards

Site plan or sketch plan approval shall be granted only if the site plan or sketch plan meets all applicable standards set forth in this Ordinance and as outlined below:

- (1) **Adequacy of Information.** The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s).
- (2) **Buildings.** Buildings and structures shall meet the minimum dimensional requirements of this Ordinance. Redevelopment of nonconforming structures shall bring the site into closer conformity to the extent deemed practical by the review authority. Expansions to nonconforming buildings shall be as provided for in Section 90-684.
- (3) **Privacy.** The site design shall provide reasonable visual and sound privacy for dwelling units located adjacent to the site. Walls, berms, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of adjacent uses.
- (4) **Preservation of Natural Areas.** The landscape shall be preserved in its natural state, insofar as practicable, by strategic building placement, minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, natural features and the site topography shall be incorporated into the proposed site design.
- (5) **Drainage.** Storm water management system and facilities shall preserve natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and shall not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off the site.
- (6) **Soil Erosion.** Measures are included to prevent soil erosion and sedimentation.
- (7) **Ingress and Egress.** Every structure and dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. Access to the site shall be located and designed to ensure minimal impact on the safety and efficiency of traffic flow along all adjoining roadways. All access points shall comply with the access management requirements of Section 90-649.
- (8) **Emergency Vehicle Access.** All buildings and site circulation shall be arranged to permit emergency vehicle access by practicable means to all buildings and areas of the site.
- (9) **Vehicular Circulation Layout.** The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian pathways in the area. Public streets adjacent or through the proposed development shall be required when it is essential to promoting and protecting public health, safety and general welfare and to provide continuity to the public road system.

(10) Pedestrian Circulation. The site plan shall provide a pedestrian circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.

(11) Traffic Impact. The expected volume of traffic to be generated by the proposed use shall not adversely affect existing roads and traffic patterns. Roadway access shall minimize excessive vehicle traffic on local residential streets to reduce the possibility of any adverse effects upon adjacent property. Projects expected to have fifty (50) or more peak hour directional trips or five hundred (500) or more vehicle trips daily shall provide a traffic impact study, as outlined in Section 90-1003 (3), above.

(12) Public Services. The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the City or other public agency including, but not limited to, fire and police protection, stormwater management, sanitary sewage removal and treatment, traffic control and administrative services.

(13) Site Redevelopment. Redevelopment of existing sites shall conform to the site improvement provisions of this Ordinance to the extent deemed practical by the reviewing authority. The extent of upgrade to site improvements shall be relative to and proportionate with the extent of redevelopment or expansion in accordance with the nonconforming site requirements of Section 90-684.

Section 90-1005 Amended Plans

(1) Minor Changes. Prior to making any change to an approved site plan the applicant or property owner shall notify the City Planner of any desired change. The City Planner shall review the request and determine whether the requested change is minor or major. The following shall be considered minor changes:

- a. Plantings approved in the landscape plan may be replaced by similar types and sizes of landscaping which provides a similar screening effect on an equal or greater basis.
- b. Improvements to site access or circulation, such as deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, but not the addition of new driveways.
- c. Changes of building materials to another of higher quality, as determined by the City Planner.
- d. Changes required or requested by the City, County, State or Federal agency for safety reasons or for compliance with applicable laws.
- e. Revisions that do not alter the basic design, compliance with the standards of approval, nor any specified conditions of the approved site plan.
- f. Situations the City Planner deems similar to the above.

(2) Major Changes: All other changes not considered minor shall be considered a major change requiring a new application.

JRS/sak
2/6/12

Section 9. This ordinance shall be in full force and effect on the ____ day of _____, 2012.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a session of the City Council held on the ____ day of _____, 2012.

Heidi A. Isakson
Wyoming City Clerk

Ordinance No. 3-12



January 23, 2012

MAYOR
Jack A. Poll

AT-LARGE COUNCILMEMBER
Sam Bolt

AT-LARGE COUNCILMEMBER
Dan Burrill

AT-LARGE COUNCILMEMBER
Kent Vanderwood

1ST WARD COUNCILMEMBER
William A. VerHulst

2ND WARD COUNCILMEMBER
Richard K. Pastoor

3RD WARD COUNCILMEMBER
Joanne M. Voorhees

CITY MANAGER
Curtis L. Holt

Ms. Heidi A. Isakson
City Clerk
Wyoming, MI

Subject: Request to amend Zoning Code Chapter 90 pertaining to Site Plan requirements and Procedures.

Recommendation: To approve the subject Zoning Code amendments.

Dear Ms. Isakson:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meetings on December 20, 2011 and January 17, 2012. Staff had the following comments:

As the City of Wyoming matures, we have become increasingly aware that the redevelopment of properties will become a greater proportion of new construction. Much of the commercial and industrial development along or near our major thoroughfares occurred in the 1960's and 70's or earlier. Many of these properties have become functionally obsolete, making redevelopment more viable as time passes and the market evolves. This has been discussed with the Planning Commission and City Council through the adoption of the City of Wyoming Land Use Plan 2020. More recently, this has come to the forefront through the pending implementation of the Silver Line Bus Rapid Transit system along Division Avenue, the development of the Turn-on 28th Street Subarea Plan, and consideration of community sustainability.

As the City considers each development project, it is important to both integrate it into the existing surroundings and ensure that it facilitates future development of nearby properties. A quality development not only is well designed functionally, but mitigates impacts on surrounding properties, does not unduly stress City infrastructure, and preserves as far as practical the environment. This attention to detail is essential to facilitate long term sustainability of the City. Upon review, it was determined by staff that the Site Plan Review provisions of Section 90-48 of the Zoning Code were inadequate to provide sufficient guidance as to what concerns are important in City site plan reviews. The existing regulations date primarily from 1983, with a few added requirements in 1999. Staff proposes to delete those provisions and replace them with specific requirements and details. The proposed amendments outlines both the purpose of the site plan review process and the site plan review standards.

In addition, it is essential to provide sufficient detail with the site plan review to ascertain both the functionality of the design and compliance with the site plan review standards. The proposed amendments now specify the specific detail required with a site plan submittal. This replaces the more generic requirements of the existing ordinance. Waivers from specific site plan requirements may be granted by the City Planner where it can be justified that the detail would not be pertinent to the review. Further, to eliminate unnecessary details, and developer expenditures, the proposed amendments separates the submittal requirements into full site plans and sketch plans. A full site plan would be required for most new construction. However, for special use approvals considered by the Planning Commission with no new construction, building additions of less than 10% of the existing building area, and accessory structures, the less detailed sketch plan would be allowed.

Also, to expedite the plan review process, staff would have final approval for a greater range of developments. Currently, development projects of one acre or greater, or additions of 25% or more to their building area, require Planning Commission approval. The proposed amendments raise that review requirement to properties of two acres or greater, or additions of 50% or more. Developer appeals to the Planning Commission from staff site plan determinations are retained within the Code.

The proposed amendments include a requirement to prepare a traffic impact analysis for developments that may potentially have a significant impact on the function and safety of City streets. These developments would have either 50 peak hour trips or 500 daily trips. Examples of developments that would typically qualify would include drive through restaurants, supermarkets, retail strip centers on greater than two acres, medical office buildings of greater than 25,000 square feet, and apartment / condominium developments of more than 60 units. In the past, City staff has requested the analysis for particular large developments. These have been willingly provided as the traffic consultants work with both the developer and City to arrive at the best practical solution. This may include driveway relocation and design, or median openings. Staff considered the implementation of new site plan requirements within the Zoning Code as the most appropriate time to formalize the traffic impact analysis need.

Other more minor, but not insignificant provisions within the amendments, include property maintenance requirements and defining the review process for changes to an approved plan.

ORDINANCE AMENDMENTS:

Note proposed amendments are emphasized in **bold**.

Amend Section 90-19 Definition "S" Site Plan: A scaled drawing, containing all required information and drawn in compliance with **Article XXX**, illustrating existing conditions and containing the elements required as applicable to the proposed development to ensure compliance with zoning provisions.

Amend Zoning Code Section 90-48 Site Plan Review: Delete entire verbiage and replace with "**Reserved.**"

Amend Zoning Code Section 90-63 (1) Site Plan Review Condominium Projects:

(1) Site Plan Review. Prior to recording of the master deed required by the Condominium Act, **State of Michigan Public Act 59 of 1978, as amended**, the condominium project shall undergo site plan review and approval pursuant to **Article XXX**. This section applies also to single-family site condominiums except that only the condominium project and not each individual house is subject to site plan review. A description of the common elements and use and occupancy restrictions as will be contained in the master deed shall be included in the submittal. The expansion of the condominium project shall also undergo site plan review and approval pursuant to **Article XXX** prior to recording the master deed or master deed amendment establishing such expansion or conversion.

Amend Zoning Code Section 90-509 (5) Auto Plant Property Development:

(b) Site plan review is required prior to the proposed development, redevelopment, improvement or re-use of, or the demolition of any building on, and auto plant property. Site plans shall be prepared showing the changes to result from the entirety of any intended development project. In accordance with **Article XXX** of this zoning code, a site plan submitted under this section shall contain the following items of information:

(c) Site plans submitted under this section shall be reviewed by the planning commission in accordance with **Article XXX** of this zoning code. Upon completion of its review, the planning commission shall provide a recommendation to the city council.

Amend Section 90-647 Off-Street Parking Facility Design (2) Parking Construction and Development:

(2) Parking Construction and Development. The construction of any parking lot shall require approval of a site plan in accordance with **Article XXX**. Upon completion, the parking lot shall be inspected and approved by the Building Department before issuance of a certificate of occupancy.

Amend Section 90-980 Review Procedures Downtown Center Zoning District (2) Site Plan Review:

(2) Site Plan Review. In addition to the site plan review requirements and standards of **Article XXX**, the following information shall be submitted by the applicant:

Adopt Zoning Code Article XXX Site Plan Requirements and Procedures (attached): Approve as presented.

The Development Review Team suggested the Planning Commission recommend to the City Council the subject Zoning Code amendments to Sections 90-19 Definition "S" Site Plan Review, Section 90-48 Site Plan Review, Section 90-63 (1) Site Plan Review Condominium Projects, Section 90-509 Auto Plant Property Development (5) (b) (c), Section 90-647 Off-Street Parking Facility Design (2) Parking Construction and Development, Section 90-980 Review Procedures Downtown Center Zoning District (2) Site Plan Review, and Article XXX Site Plan Requirements and Procedures.

A motion was made by Hegyi, supported by Woodruff, to recommend to City Council the Zoning Code amendments as recommended by the DRT. After discussion, the motion carried unanimously. Additional explanation regarding this proposal may be obtained from the Planning Commission minutes of December 20, 2011 and January 17, 2012.

Respectfully submitted,



Timothy Cochran, City Planner
Planning and Development Department

cc: Curtis Holt, City Manager
Rebecca Rynbrandt, Director of Community Services