

September 13, 2016

The regular meeting of the Otsego County Board of Commissioners was held at the County Building at 225 West Main Street, Room 100, Gaylord, Michigan. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Paul Beachnau, followed by the Pledge of Allegiance led by Prosecutor Mike Rola.

Roll Call:

Present: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Robert Harkness, Erma Backenstose, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Consent Agenda:

Motion to approve the Regular minutes of August 23, 2016 with attachments. Ayes: Unanimous.

Motion carried.

Motion to approve the Otsego County Department of Health and Human Services (DHHS) reappointment of Sherry Huff with the term to expire October 31, 2019. Ayes: Unanimous. Motion carried.

Motion to approve BID 2016-06 to Total Communications Services (TCS) with the low bid of \$13,990.00 along with the associated budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Committee Reports:

Motion by Commissioner Doug Johnson, seconded by Commissioner Julie Powers-Gehman, to adopt the 2017-2022 Capital Improvement Plan as recommended by the Otsego County Planning Commission. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Doug Johnson, seconded by Commissioner Ken Glasser, to adopt the proposed changes to the Otsego County Zoning Ordinance including changes to Article 2,4-13, 15,17 and 21 as recommended by the Otsego County Planning Commission at their August 15, 2016 regular meeting. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on the tennis court at the Community Center; Courthouse windows are installed, doors are on back order; Courthouse plaza completed; Burnt structure in Vanderbilt going to auction; Interested in a rental inspection program.

Department Head Report:

Maureen Derenzy reported on the Library statistics, they remained even or went up; Resource sharing with other Counties; first meeting held on the library expansion; fall series program starting.

Special Presentations:

Abby Cherwinski from the Otsego Conservation District reported on the Recycling program; new recycling guides available; reported on how many tons of paper and containers were collected; had a display at the fair this year had good feedback; presentations are done at various schools, radio and newspapers; household hazardous waste collection was held; recycling bins are dumped at least once a week, sometimes more.

Jack Marlette from the Otsego Conservation District invited the Board to the fall tour 9-26-16.

City Liaison, Township and Village Representative: None.

Correspondence: None.

Prosecutor Mike Rola reported on the new Michigan Medical Marijuana bills; creates a Michigan Medical Marijuana licensing board-5 members; creates various licensees, growers, processors, transporters, provisioning centers; Establish seed to sale tracking systems; Marijuana infused products.

New Business:

Motion by Commissioner Erma Backenstose, seconded by Commissioner Paul Liss, to approve the August 30, 2016 Warrant for a total amount of \$148,239.23 Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Julie Powers-Gehman, to approve the September 6, 2016 Warrant in the total amount of \$140,112.18. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Ken Glasser, to approve the September 13, 2016 Warrant in the total amount of \$701,537.72. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to adopt Resolution OCR 16-24, Updated DNR Trust Fund Tennis Court Application.

Roll Call Vote:

Ayes: Paul Beachnau, Paul Liss, Robert Harkness, Erma Backenstose, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: Julie Powers-Gehman.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Erma Backenstose, to reconsider the approval of the Georgia Pacific Property Donation Agreement approved at the August 23, 2016 regular board meeting. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to approve the donation agreement with Georgia Pacific contingent upon receipt by the County Administrator of the updated Landscape Plan being Attachment B; the form of the quitclaim deed being Attachment C and the minutes of the Otsego Lake Association approving cost reimbursement, along with approval of \$3,000 for the Phase 1 Environmental Site Assessment and title search.

Ayes: None.

Nays: Unanimous.

Motion **failed**.

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau reported Business After Hours 9-14-16 at the Brook Retirement Community from 5:00p-7:00p; Chamber Business showcase 9-28-16 from 4:00p-7:00p at the Sportsplex; New leadership students orientation held last week, 10 students.

Commissioner Julie Powers-Gehman likes how the Courthouse plaza has people out.

Commissioner Robert Harkness reported on the Health Department, Director Linda Yaroch is resigning effective January 1, 2017.

Commissioner Erma Backenstose reported on the computer classes at the Library; interested in reviewing the rental inspection.

Commissioner Paul Liss commented on the removal of the burned out building.

Commissioner Bruce Brown had no report.

Commissioner Ken Glasser reported on the dashboard for School Success program; NEMSAS; resolution passed to have 2 companies do a study on Enbridge.

Commissioner Doug Johnson reported on the Parks and Recreation meeting, working on Recreation plan; football at Libke fields; activities at the Community Center.

Commissioner Ken Borton reminded the Board of the MAC Conference this weekend.
Meeting adjourned at 10:55 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



Otsego
COUNTY
 ESTABLISHED 1822 MICHIGAN

**OTSEGO COUNTY
 BUDGET AMENDMENT**

FUND/DEPARTMENT: Equipment Fund

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

DESCRIPTION Additional funds to complete VOIP Telephone project

REVENUE

Account Number	Decrease	Increase
266-050-400.001 Budgeted Use of Fund Balance	\$	\$ 11,550
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
266-901-970.435PHONE - Machinery & Equipment	\$ 11,550	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 11,550	\$ 11,550

Rachel Frisch
 Department Head Signature

9/16/16
 Date

Finance Department
Entered:
By:

 Administrator's Signature

 Date

9/13/16
 Board Approval Date (if necessary)

 Budget Adjustment #

 Posting Number

CAPITAL IMPROVEMENTS PROGRAM



OTSEGO COUNTY CAPITAL IMPROVEMENT PLAN 2017-2022

Approved by the Planning Commission on August 15, 2016
Adopted by the Board of Commissioners on XXXX

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INTRODUCTION

The Michigan Planning Enabling Act requires local municipalities that have adopted a master plan to annually prepare a capital improvements program. This language is contained in Article IV, Section 65, subparts (1) and (2), which reads:

(1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

CAPITAL IMPROVEMENTS

Capital Improvements are generally additions to the County's assets, including the construction or purchase of land, buildings or facilities or major renovations of the same, and involve a substantial investment and last a long time. For purposes of this Capital Improvement Program (CIP), only the following type of projects that meet this definition of a capital improvement, are included in the program, such as:

- a. New and expanded physical facilities.
- b. The acquisition of land for a community facility.
- c. Major Renovation or replacement of existing facilities costing over \$200,000.

Inclusion of a project in this Plan fulfills the requirements of MCL 125.3861.

Limitation on Authority

This CIP is not meant to appropriate the power of the Otsego County Board of Commissioners in their duty to regulate the expenditure of County funds, but merely to provide guidance and recommendations to projects that may have a long-term impact on the community. To that end, the following limitations on authority will be observed:

- a. The Otsego County Board, its departments, and agencies have every right and an obligation to make emergency repairs without prior comment from the Otsego County Planning Commission. Information on such emergency repairs, will however, be submitted as soon as practicable to the Chairperson of the Planning Commission.
- b. Grant Applications that are attempting to obtain funds for projects that would fall under the CIP guidelines will be presented to the Planning Commission as soon as practicable.

Procedures

- a) The Capital Improvements Program Committee is charged with gathering project information for inclusion into the CIP. The Committee consists of the Chairperson of the Otsego County Planning Commission or his/her designee; the Otsego County Land Use Services Director; the Otsego County Board Chairperson or his/her designee, an additional representative of the Otsego County Planning Commission; and the Otsego County Administrator. The Otsego County Administrator will act as the CIP Coordinator, with the responsibility of coordinating data gathering.
- b) The CIP Committee will create a draft CIP.
- c) The draft CIP will be sent to the Otsego County Planning Commission for comment/changes each year.
- d) The Planning Commission will conduct a public hearing on the draft CIP each year.
- e) Planning Commission will forward draft CIP, along with recommendation, to the Otsego County Board each year.
- f) Otsego County Board will adopt, modify, or reject with reasons, the CIP.
- g) The Capital Improvements Program Committee will annually update the CIP, and follow the above process.

Project Prioritizing

Projects will be prioritized using the following categories:

- a) Urgent (imperative, must do)
 - Satisfies a legal obligation (legal mandate)
 - Corrects a condition dangerous to public health or safety
 - Alleviates an emergency service disruption or deficiency
 - Prevents irreparable damage to a valuable public facility

- b) Important (essential, should do)
 - Rehabilitates or replaces an obsolete public facility or attachment to the facility
 - Stimulates economic growth and private capital investment
 - Reduces future operating and maintenance costs
 - Leverages available state or federal funds

- c) Desirable (important, could do)
 - Provides a new or expanded level of service
 - Promotes intergovernmental cooperation
 - Enhances cultural or natural resources

Projects

Project Title: Gaylord Regional Airport Taxilane Extension

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2017

Project Description:

Construct a new taxilane from the west end of the terminal apron for future hangar construction.

The taxilane will be 50' wide extending west approximately 350' from the terminal apron for large box hangars. The taxilane will then turn north and be 35' wide for approximately 550'. The construction will consist of clearing and grubbing trees, grading and excavating pavement box, placing new aggregate, and paving a new bituminous surface. Note: A new option of extending the taxilane west is now under consideration.

Schedule:

The project will be constructed in the summer 2017

Estimated Cost: \$370,000

Basis of Cost Estimate: Preliminary Engineer Estimate

Alternative Financing:

FAA Non-primary Entitlement Grants (90.0% share): \$333,000

State Funds (5.0%): \$18,500

Local Funds (5.0%): \$18,500 to come from the Airport Capital Projects Fund.

Agency Reported Priority: Important

The new taxilane is needed to allow additional hangars to be built. The existing hangars are full and there is no available space for new hangars to be built without additional infrastructure.

Planning Commission Reported Priority: Important

Project Title: Gaylord Regional Airport Box Hangar

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2020

Project Description:

The project consists of construction of a new 60' x 60' box hangar large enough to allow for storage of a Caravan, King Air, or Citation II plane.

Schedule:

The project will be constructed in the summer 2020

Estimated Cost: \$437,932

Basis of Cost Estimate: Preliminary Engineer Estimate

Alternative Financing:

FAA Non-primary Entitlement Grants (85.88% share): \$437,932

State Funds (4.77%): \$24,332

Local Funds (9.35%): \$47,698 to come from the Airport Capital Projects Fund.

Agency Reported Priority: Important

The existing facilities at the airport do not allow for storage of larger airplanes, resulting in loss revenue from hangar rentals. More importantly is that the Airport has lost out on business opportunities due to a lack of adequately sized hangars. The 60' x 60' size will allow for storage of a Caravan, a King Air, or a Citation II.

Planning Commission Reported Priority: Important

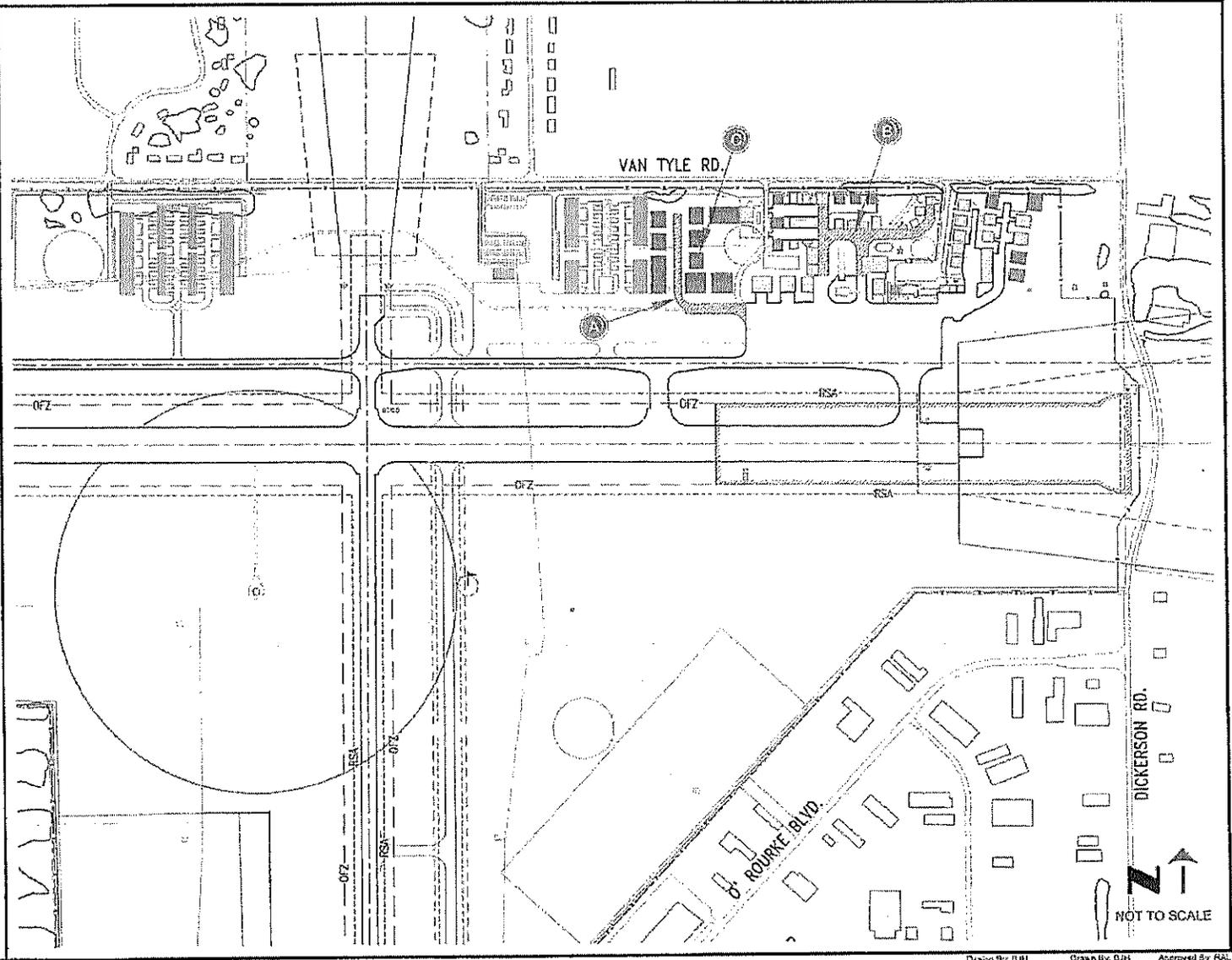
WAYLORD REGIONAL AIRPORT
WAYLORD, MICHIGAN

AIRPORT DEVELOPMENT PLAN - YEARS 2015 TO 2019

**Mead
 Hunt**

FAA IDENTIFIER: GLR
 STATE ID: 69-01

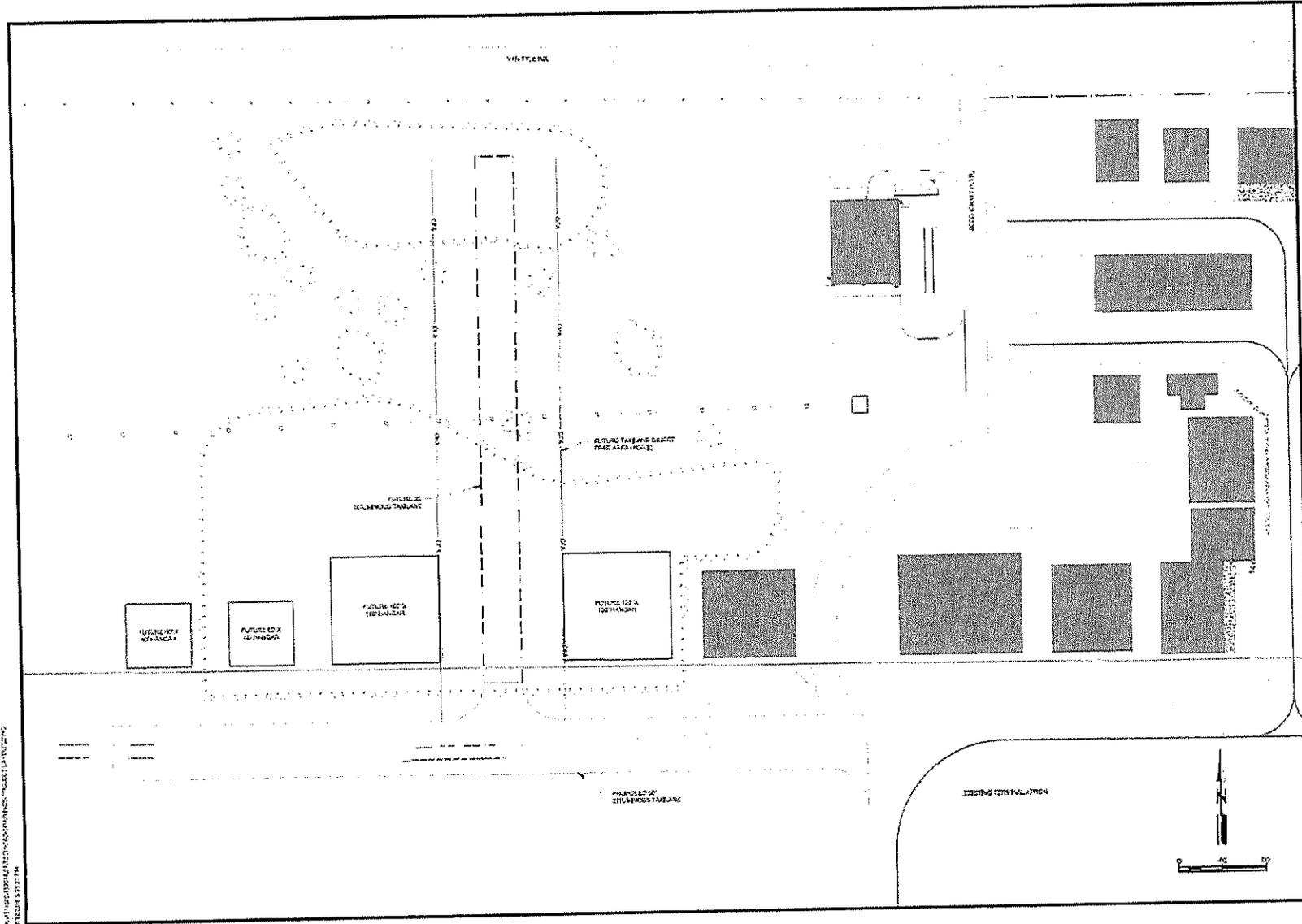
YEAR - 2015	<ul style="list-style-type: none">  DESIGN NEW TAXILANE  CONSTRUCT TAXILANE RECONSTRUCTION
YEAR - 2016	<ul style="list-style-type: none">  CONSTRUCT NEW TAXILANE PAVEMENT MARKING AND CRACK SEALING
YEAR - 2017	CARRY FUNDS FORWARD FOR CONSTRUCTION
YEAR - 2018	<ul style="list-style-type: none">  DESIGN BOX HANGAR
YEAR - 2019	<ul style="list-style-type: none">  CONSTRUCT BOX HANGAR PAVEMENT MARKING AND CRACK SEALING



Design By: DRI Drawn By: DJH Approved By: RAL

APR 27, 2014 - 10:11:03 AM - SLS (CHW)

DATE: 10/20/2014 11:23:00 AM
DRAWN BY: J. H. HARRIS
CHECKED BY: J. H. HARRIS
SCALE: AS SHOWN



Mead & Hunt
2000 Fort Lanning Road
Lansing, MI 48206
phone 517-321-8222
mead@meadandhunt.com

NOT FOR CONSTRUCTION
DATE: 10/20/2014 11:23:00 AM
DRAWN BY: J. H. HARRIS
CHECKED BY: J. H. HARRIS
SCALE: AS SHOWN

**GAYLORD REGIONAL AIRPORT
CONSTRUCT WEST TAXILANE**

1100 AERODR.
GAYLORD, MI 49734

NOT FOR CONSTRUCTION
DATE: 10/20/2014 11:23:00 AM
DRAWN BY: J. H. HARRIS
CHECKED BY: J. H. HARRIS
SCALE: AS SHOWN

PROJECT LAYOUT
ALTERNATE

C-002

Project Title: North Central State Trail/Iron Belle Trail Extension

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2017

Project Description:

The existing North Central State Trail (NCST) currently runs from Fairview Road in Gaylord to Mackinaw City. The NCST is located along the proposed route of the planned Iron Belle Trail. The County is working with Bagley Township, Otsego Lake Township, the Michigan Department of Natural Resources (MDNR), and the Michigan Department of Transportation on expanding the current trail. The MDNR are the lead agency on a portion of the trail from Fairview Road to Wisconsin Avenue, with the County being the lead agency on the remaining segment from Wisconsin Avenue south. Two options for the terminus are being discussed with either the trail ending at the County line or ending earlier in Waters at the Otsego Lake Township Hall. The trail will take the place of an existing lease between the MDNR and the Lake State Railway, serving snowmobiles in the winter and non-motorized uses the remainder of the year. The total length of the County's portion of the extension is approximately 11 miles.

Otsego County and its partnering Townships recognize the need for a non-motorized trail, independent from the existing roadways to provide a safe recreational facility for County residents and visitors, and to encourage tourism. The construction of this trail will provide safe routes for residents and visitors to access recreation areas including the Otsego Lake State Park, Wah Wah Soo Beach and the Otsego County Sportsplex and Energy Outlet. As this project is planned to be constructed along with the Gaylord Gateway Trail as well, safe routes will also be provided to Gaylord's commercial districts and downtown, the Otsego County Dog Park, St. Mary's School, North Ohio Elementary School, the County Fairgrounds, Youth Soccer Complex and the Future Gaylord Gateway Trailhead in downtown. The proposed trail will help to promote healthy living and provide an economical transportation alternative. This proposed trail project is not only part of a regional trail network and Michigan's Iron Belle Trail, it is an important local non-motorized transportation facility that, when constructed with the Gaylord Gateway Trail, connects local schools, public parks and other recreational areas. Crawford County, immediately to the south of the project beginning point, is currently working a concept plan for development of the Iron Belle Trail within their County.

Schedule:

Construction will happen in the summer of 2017.

Estimated Cost: \$2,340,000 (Costs will change once a final plan is adopted, and construction plans are prepared and bid)

Basis of Cost Estimate: Architect Estimate

Alternative Financing: Funding would come from the following sources:

Michigan Natural Resources Trust Fund Grant: \$300,000
Michigan Department of Transportation TAP Grant: \$1,400,000
Iron Belle Trail Grant: \$30,000
Local Match – County: \$204,000
Local Match – Bagley Township: \$203,000
Local Match – Otsego Lake Township: \$203,000

Agency Reported Priority: Important

Planning Commission Reported Priority: Important

Otsego County Trail Part of Michigan's Iron Belle Trail

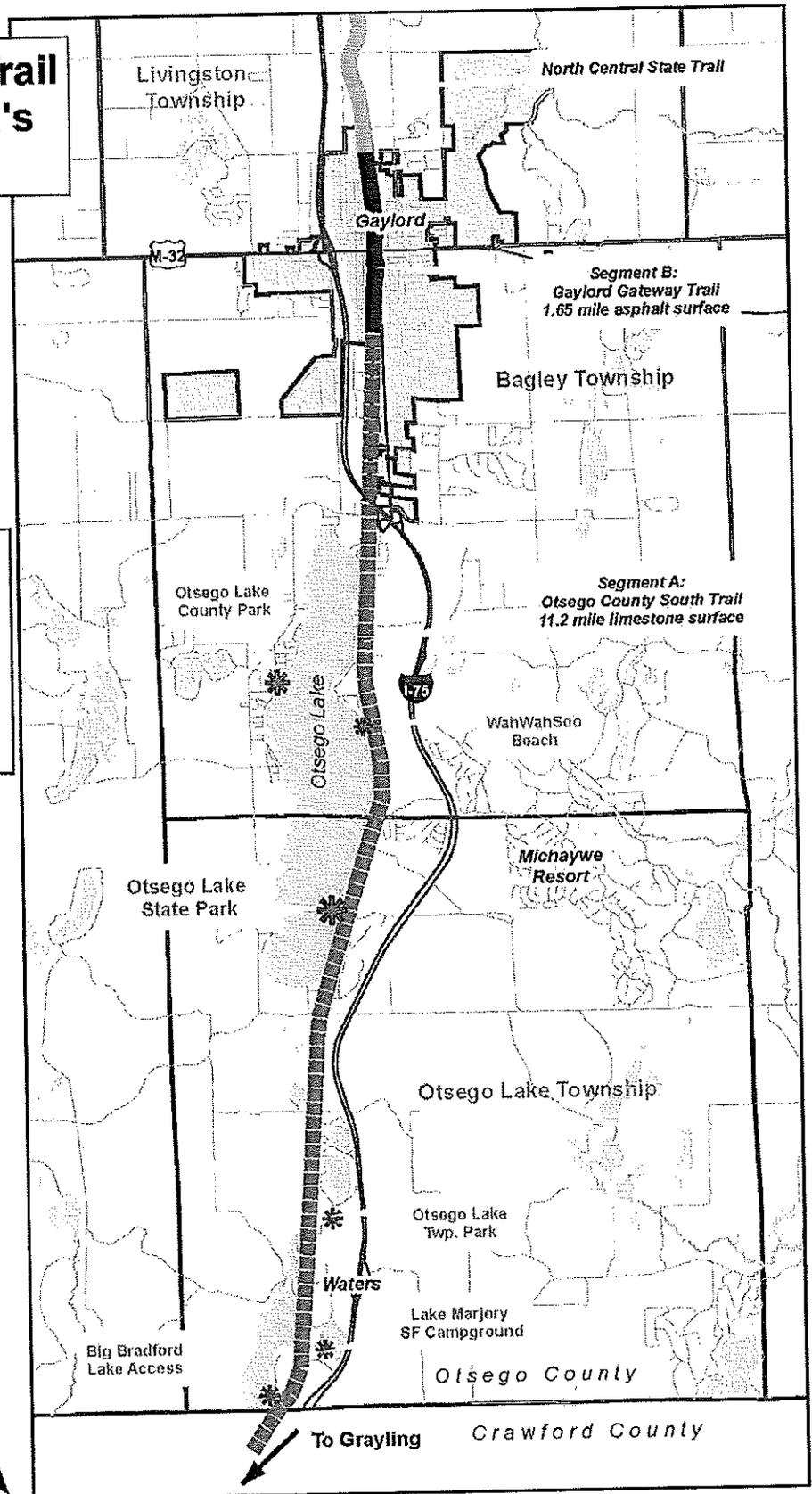
12.85 mile trail
 Segment A: 11.2 miles
 of limestone surface
 Segment B: 1.65 miles
 of asphalt surface

Legend

Otsego County Trail
 Project Segments

-  Segment A: Otsego County South Trail
-  Segment B: Gaylord Gateway Trail
-  North Central State Trail

Date: 3/4/2016



Project Title: North Central State Trail (Iron Belle Trail) Downtown Gaylord Trailhead

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2018

Project Description:

In the event of the extension of the North Central State Trail is successful, a downtown Gaylord trailhead is needed to provide better access by trail users to downtown businesses and facilities, as well as providing a relief station.

The facility would include typical benches, picnic tables, and a pavilion with restrooms.

Schedule:

The project will be constructed in the summer 2018

Estimated Cost: \$732,180

Basis of Cost Estimate: Preliminary Engineer Estimate

Alternative Financing: Funding would come from the following sources:

Michigan Natural Resources Trust Fund Grant: \$300,000

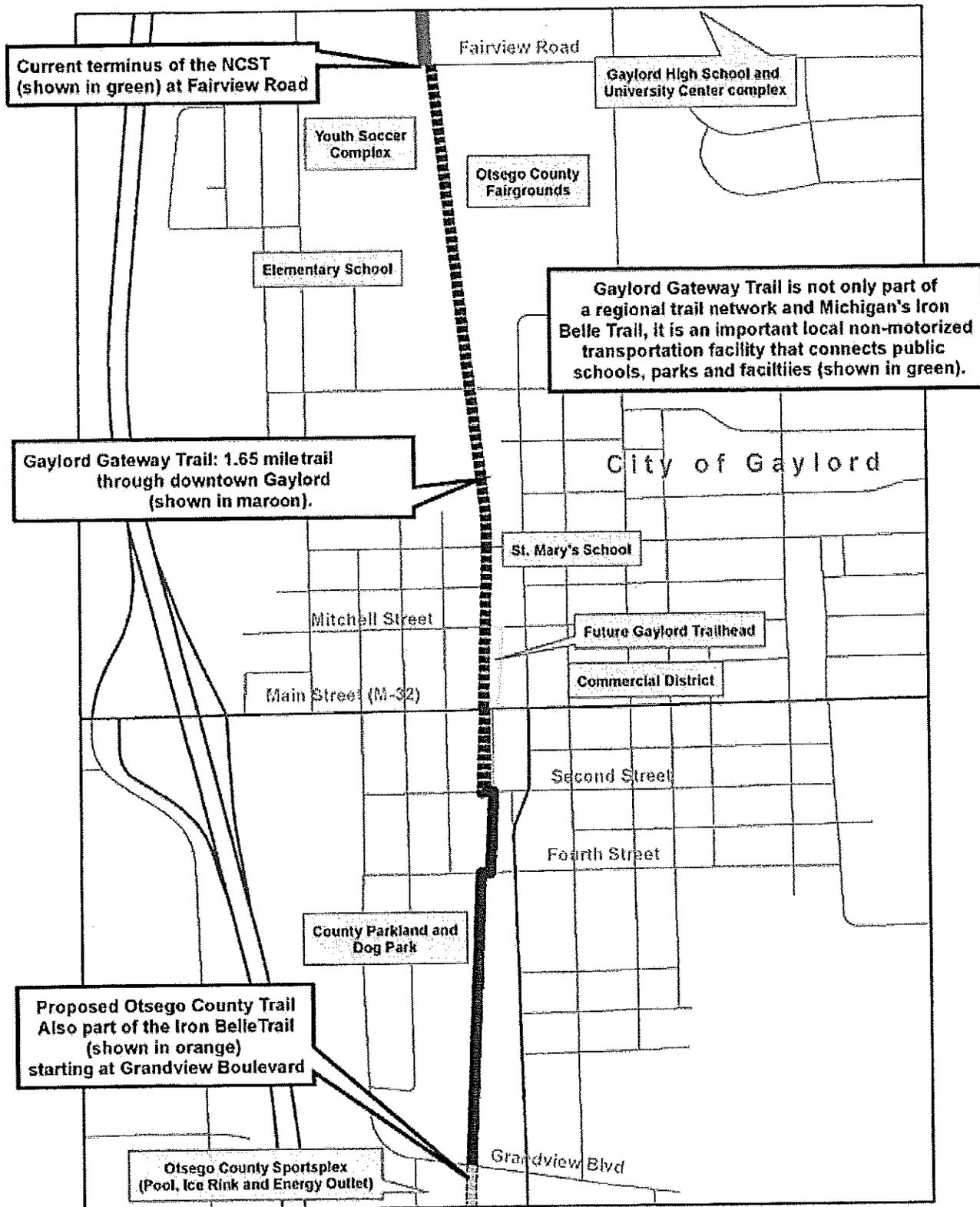
Michigan Department of Transportation TAP Grant: unknown amount

Local Match – County: unknown amount

Agency Reported Priority: Important

Planning Commission Reported Priority: Important

Gaylord Gateway Trail part of the Otsego County Trail and Iron Belle Trail



Project Title: **Otsego County Jail**

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2022

Project Description:

A new Jail facility will eventually be needed to replace the current outdated facility located as part of the Courthouse in downtown Gaylord. In 2008, the Jail Citizen Committee recommended building a new 24,621 sq ft 68-bed jail when/if the Criminal Justice Coordinating Committee determines that jail alternative programs can no longer sufficiently alleviate overcrowding. A location has not been decided.

Schedule:

Construction will not happen until alternative jail programs can no longer sufficiently relieve the jail, and until a dedicated source of funding (millage) can be obtained. It is recommended tentatively for 2021 and will be pushed back as necessary.

Estimated Cost: \$7,800,000 (Costs will change once a final plan is adopted, and construction plans are prepared)

Basis of Cost Estimate: Architect Estimate

Alternative Financing: Funding would likely have to come from a dedicated jail millage, which has not been passed at this time.

Agency Reported Priority: Important

In conjunction with jail construction, existing jail alternative programs must continue to be utilized. Additionally, expanded programs such as a residential work camp should be incorporated.

Planning Commission Reported Priority: Important

Project Title: Otsego County Library Expansion

Agency: Otsego County Library

Project Type: Facility Expansion

Year(s) of Project: 2017 (To be determined based on funding)

Project Description:

The 9,300 sq. ft. library facility at 700 S. Otsego Avenue was built in 1985 and has been a centerpiece of our rural county as a cultural and educational destination. The interior was remodeled in 2010, but the past 30 years have taken a toll on the exterior and the building is in need of major renovations to its landscaping/façade, including replacement of crumbling brick planters, sidewalks, sprinkler system, plantings, exterior doors and lighting, and airlock. The back portion of the library was last re-shingled in 1991 and the parking lots are overdue for resurfacing.

At the same time, Otsego County's current population of 24,164 (2010 census) has far surpassed the original design population and space needs are critical. Total square footage for all three libraries in our system is less than one-half the average for neighboring libraries in Boyne City, Charlevoix, Cheboygan, Crawford County, and Petoskey, all of which serve fewer residents. Our building is also much smaller than libraries with comparable populations statewide. Based on input from a wide range of community stakeholders, one of the four focus areas identified in our 2015-2019 strategic plan is "Right-Sizing Our Library."

The library delayed maintenance on the exterior of the building as long as possible, knowing that the most cost-effective solution would be to incorporate them into the long-needed building expansion. In 2015, we presented a Landscape and Façade Improvement plan to the Otsego County Library Board of Commissioners that would address the most critical entrance renovation needs. With encouragement from the County that the time for expansion is now, we expanded the scope of that RFP to revisit our earlier expansion plan (2009) to ensure that it reflects the changes in county demographics and library trends. The result is an L-shaped addition with two levels that makes maximum use of the library's current site and adds 7,430 sq. ft. on each level. The existing library is "tucked under" the new replacement roof. The current library space will remain as renovated in the 2010 Phase I project; spaces will be reconfigured to provide quiet areas, individual and group study rooms and additional seating. The main floor addition will accommodate a much larger youth area, where families will find age-appropriate spaces for preschoolers to teens. The lower level will house mechanical and storage areas, as well as meeting space with an after-hours entrance for use by community groups and businesses.

Schedule: The Library is planning to put a bond issue before the voters on the November 2016 ballot; if successful, construction could begin in 2017.

Estimated Cost: \$2,727,000 plus F & E of up to \$250,000

Basis of Cost Estimate: Architect's opinion of probable building cost ; Director estimate of F & E

Alternative Financing:

\$548,362 from the Designated Building Fund
\$100,000 from the Library's Maintenance Fund
\$ 45,501 from the Library's Technology Fund
\$ 93,650 from the Otsego County Community Foundation/Library Fund

Potential funding sources for remainder:

Locally voted millage

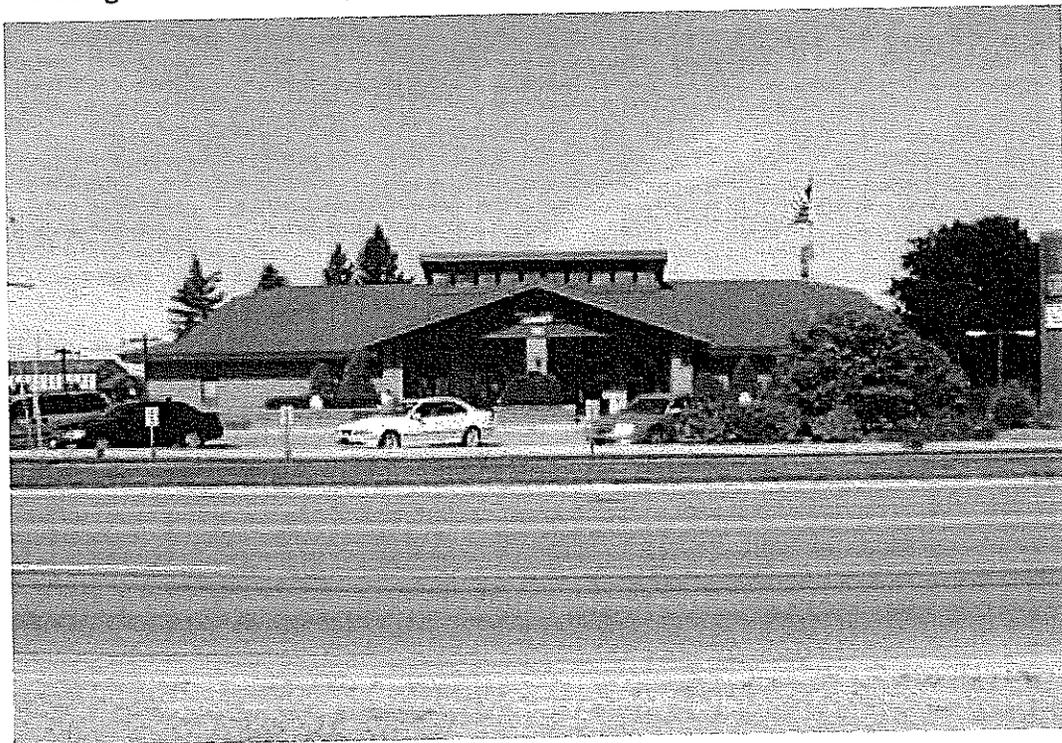
Local capital campaign

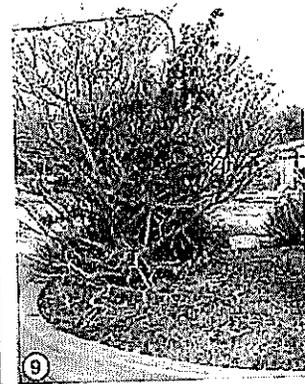
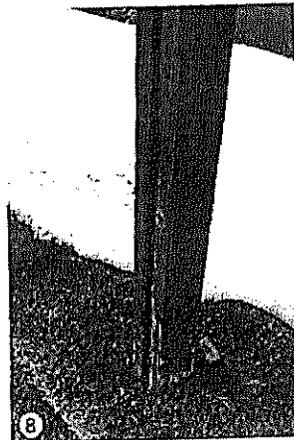
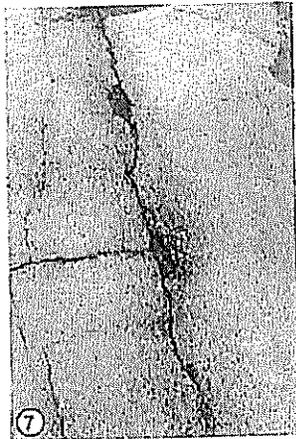
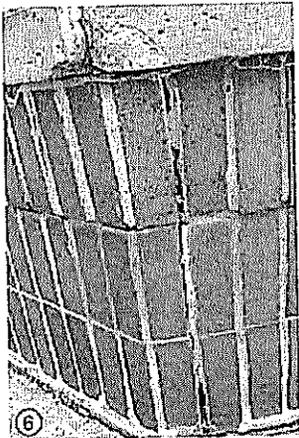
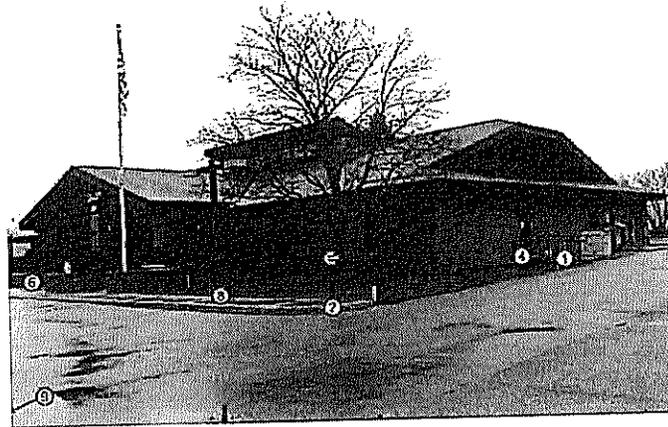
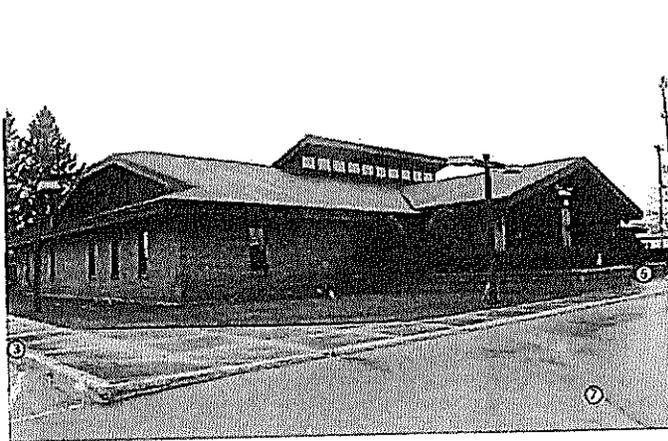
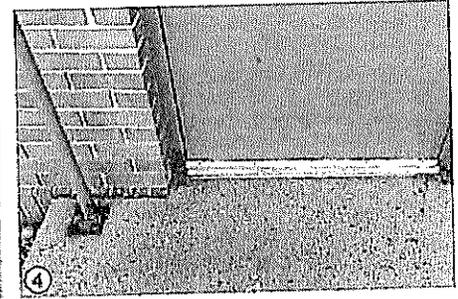
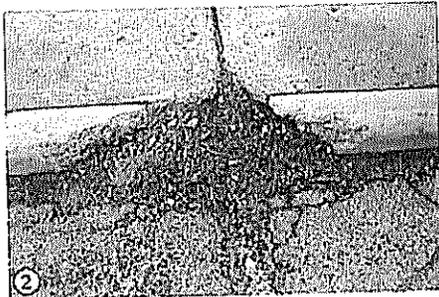
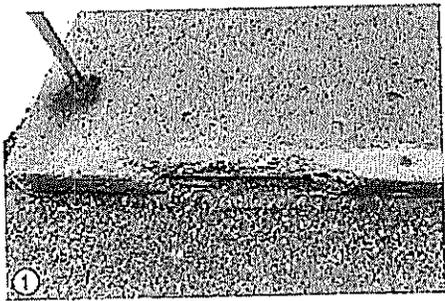
Michigan Council for the Arts and Cultural Affairs Capital Improvement Program

Private foundation grants

Agency Reported Priority: Urgent

Planning Commission Reported Priority: Urgent





NEW PARKING

EXISTING PARKING

ADDITION

AFTER HOURS ENTRANCE

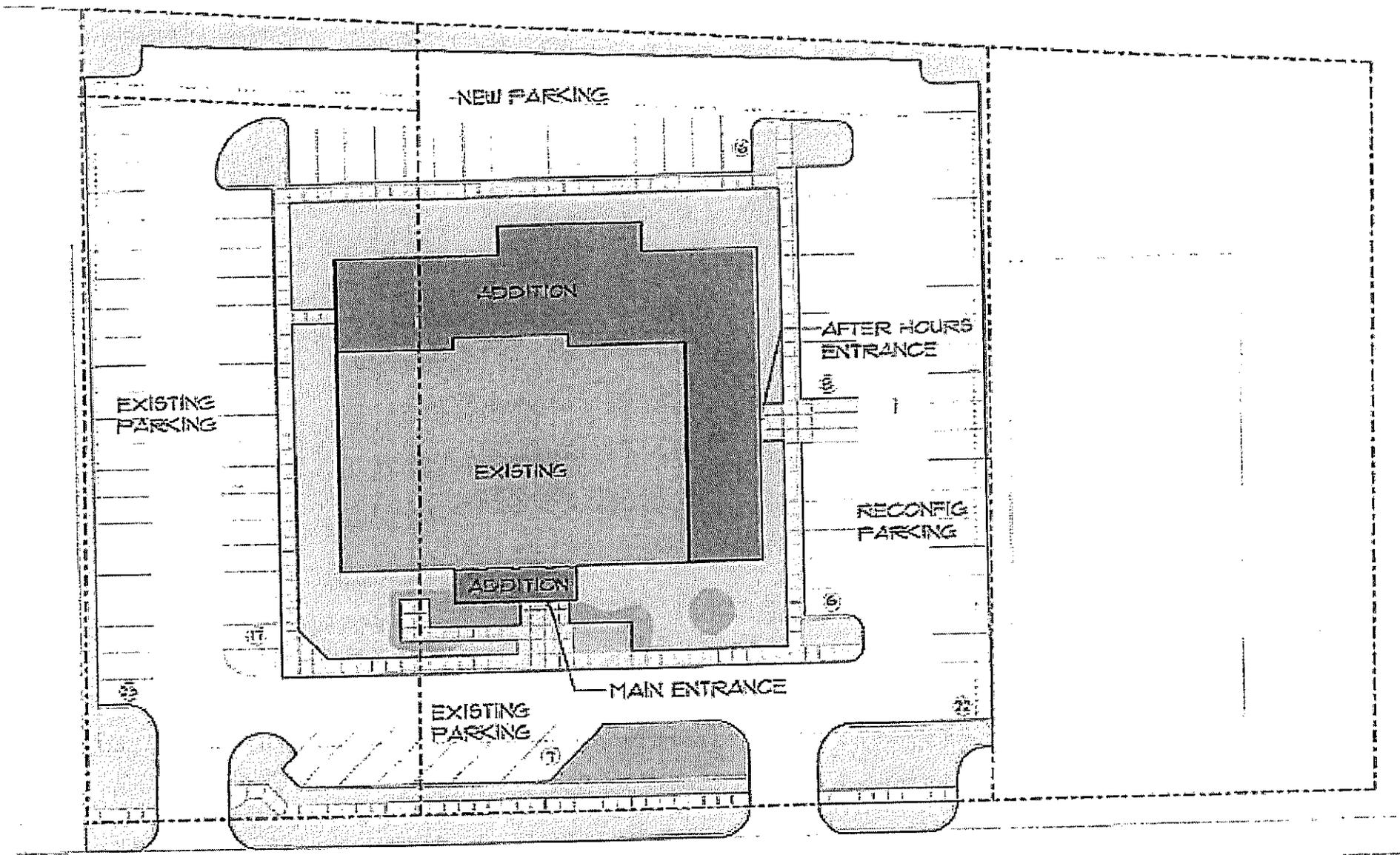
EXISTING

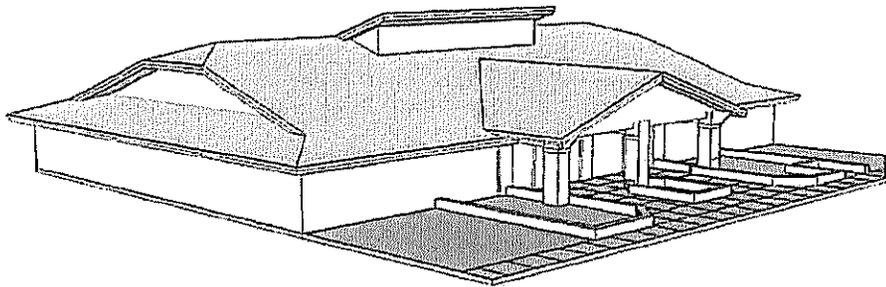
RECONFIG PARKING

ADDITION

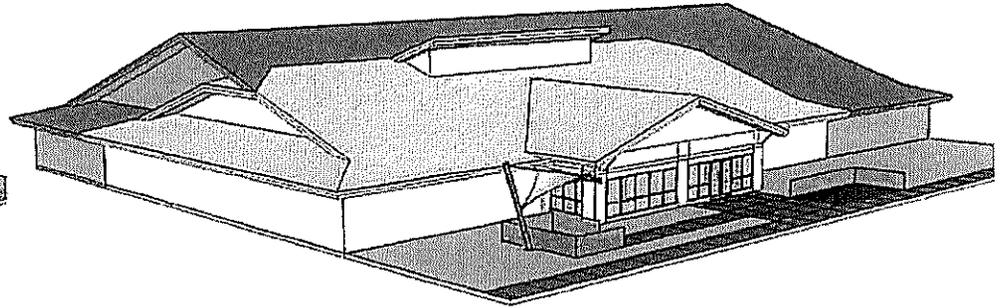
MAIN ENTRANCE

EXISTING PARKING

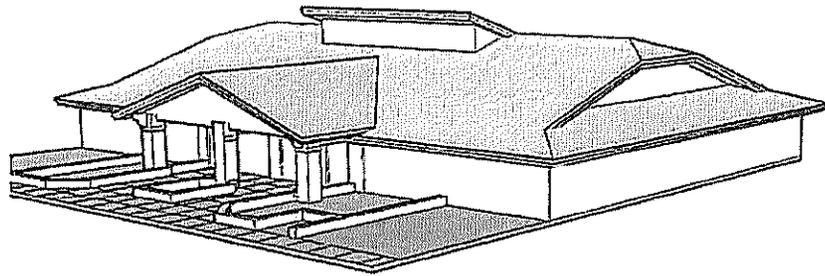




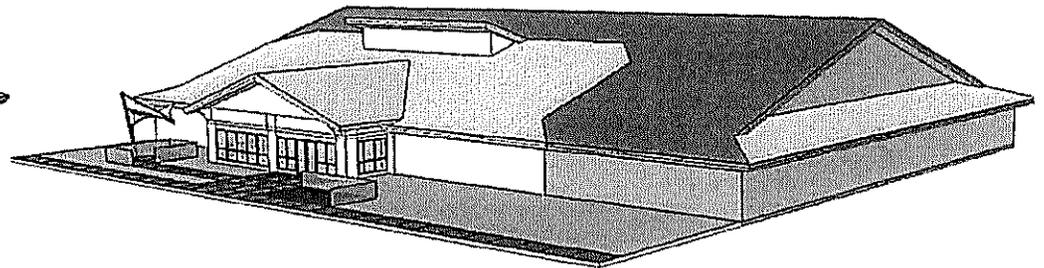
EXISTING VIEW FROM SOUTHEAST



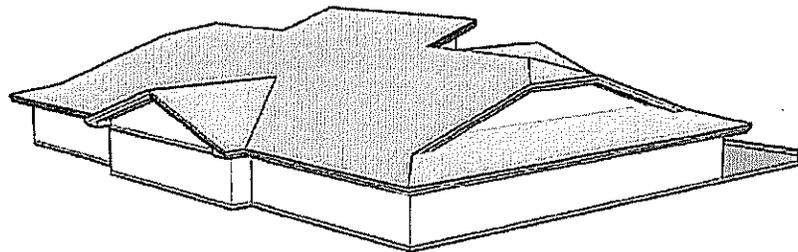
NEW VIEW FROM SOUTHEAST



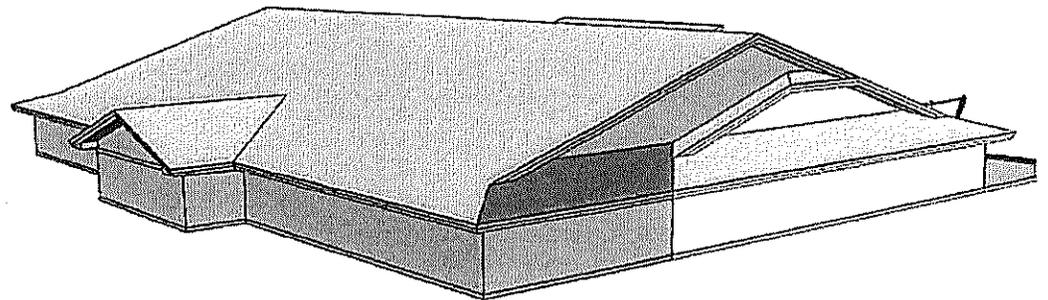
EXISTING VIEW FROM NORTHEAST



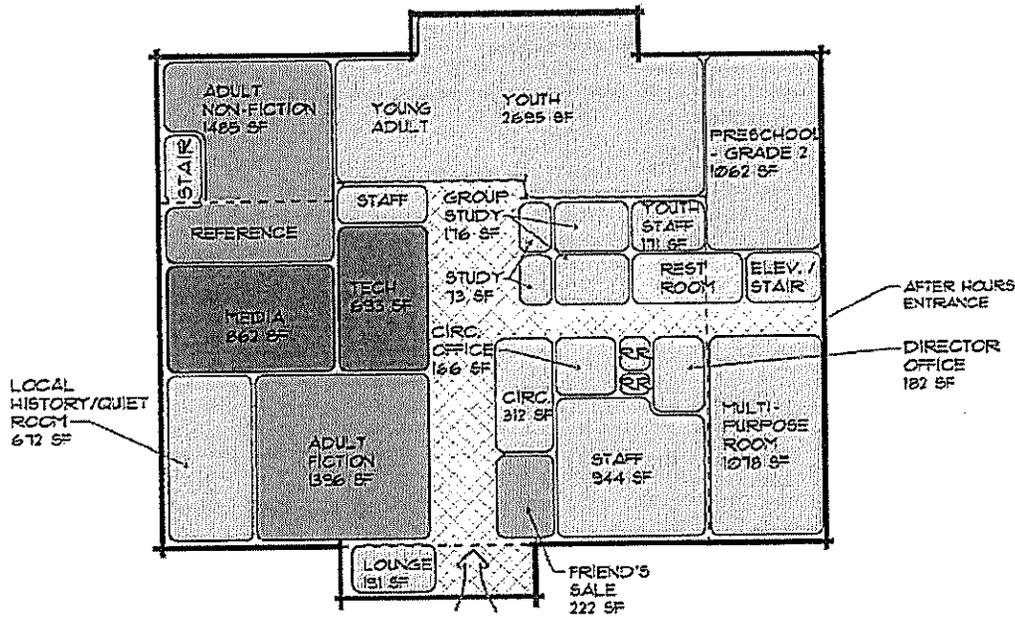
NEW VIEW FROM NORTHEAST



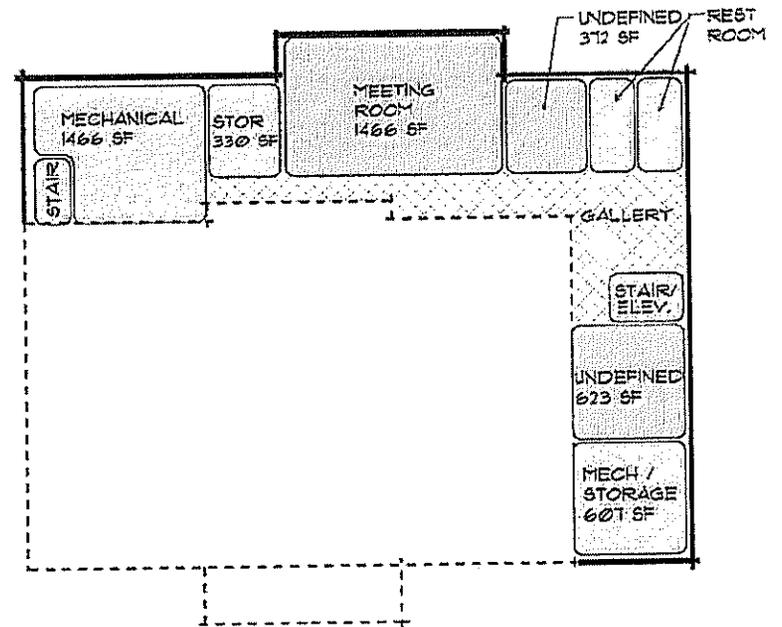
EXISTING VIEW FROM SOUTHWEST



NEW VIEW FROM SOUTHWEST



FIRST FLOOR PLAN
 EXISTING SQ FT: 9,280
 NEW SQ FT: 7,430
 TOTAL SQ FT: 16,710



LOWER LEVEL PLAN
 NEW SQ FT: 7,430

Project Title: **Otsego County Road Commission Sparr Road Project**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2017

Project Description:

Work will include an upgrade to all season status and will take place from Marquardt Road to Dover Road.

Estimated Cost: \$522,000

Basis of Cost Estimate: Cost from Engineer

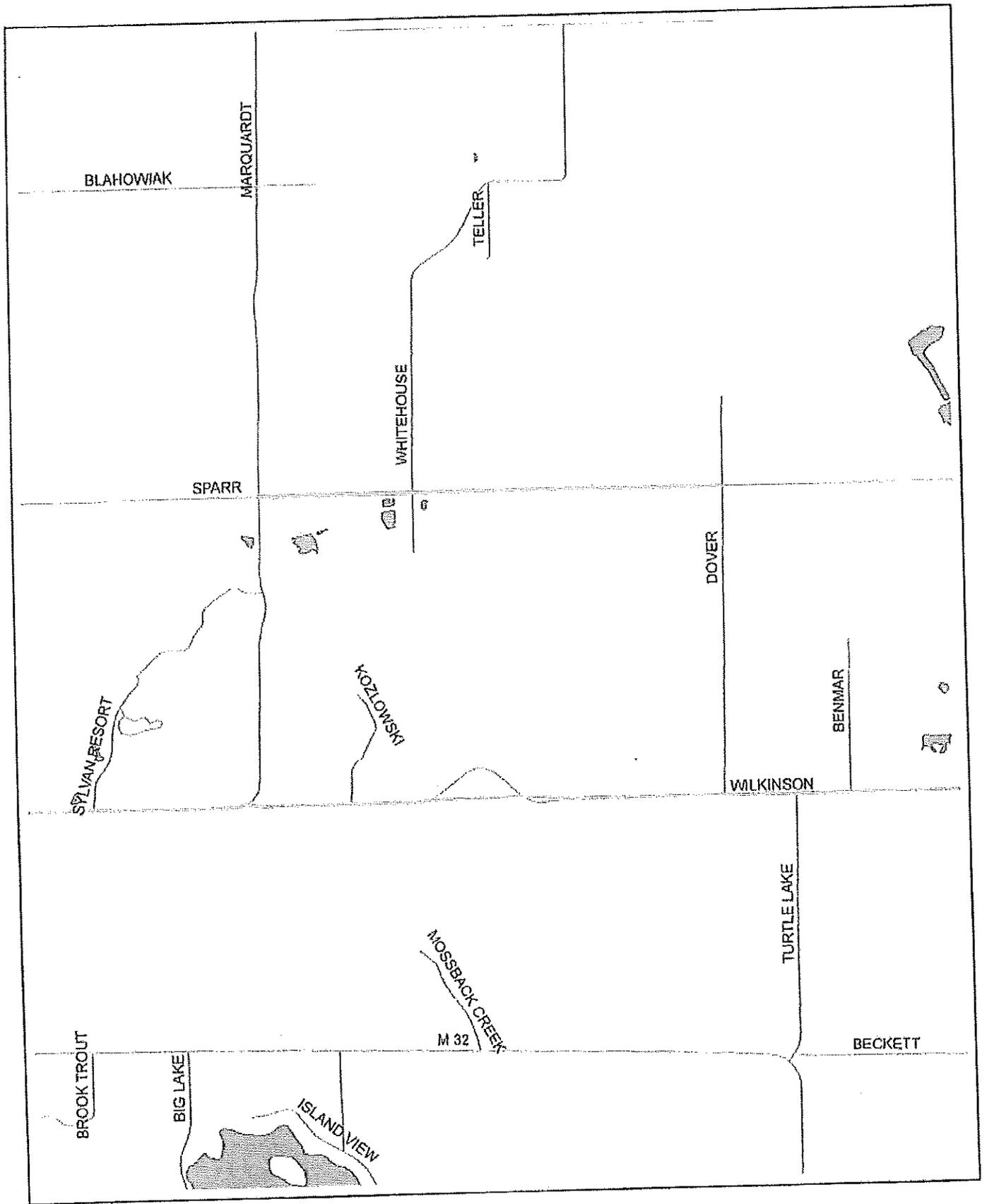
Alternative Financing:

Financing will include the following cost breakdowns:

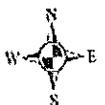
Federal:	\$417,600
Local:	\$104,400

Agency Reported Priority: Important

Planning Commission Reported Priority: Important



Sparr Road Project
 Scale: 1" = 2,000'



Project Title: Otsego County Road Commission Meridian Line Road Project 1

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2017

Project Description:

The Road Commission plans to reconstruct Meridian Line Road from Heatherton Road northerly 1.5 miles. This section of road will be brought to all season status. Improvements will include resurfacing with hot mix asphalt with wider lanes, paved shoulders, surface drainage upgrades, pavement markings, sign upgrades and slope restoration.

Estimated Cost: \$532,500

Basis of Cost Estimate: Cost from Engineer

Alternative Financing:

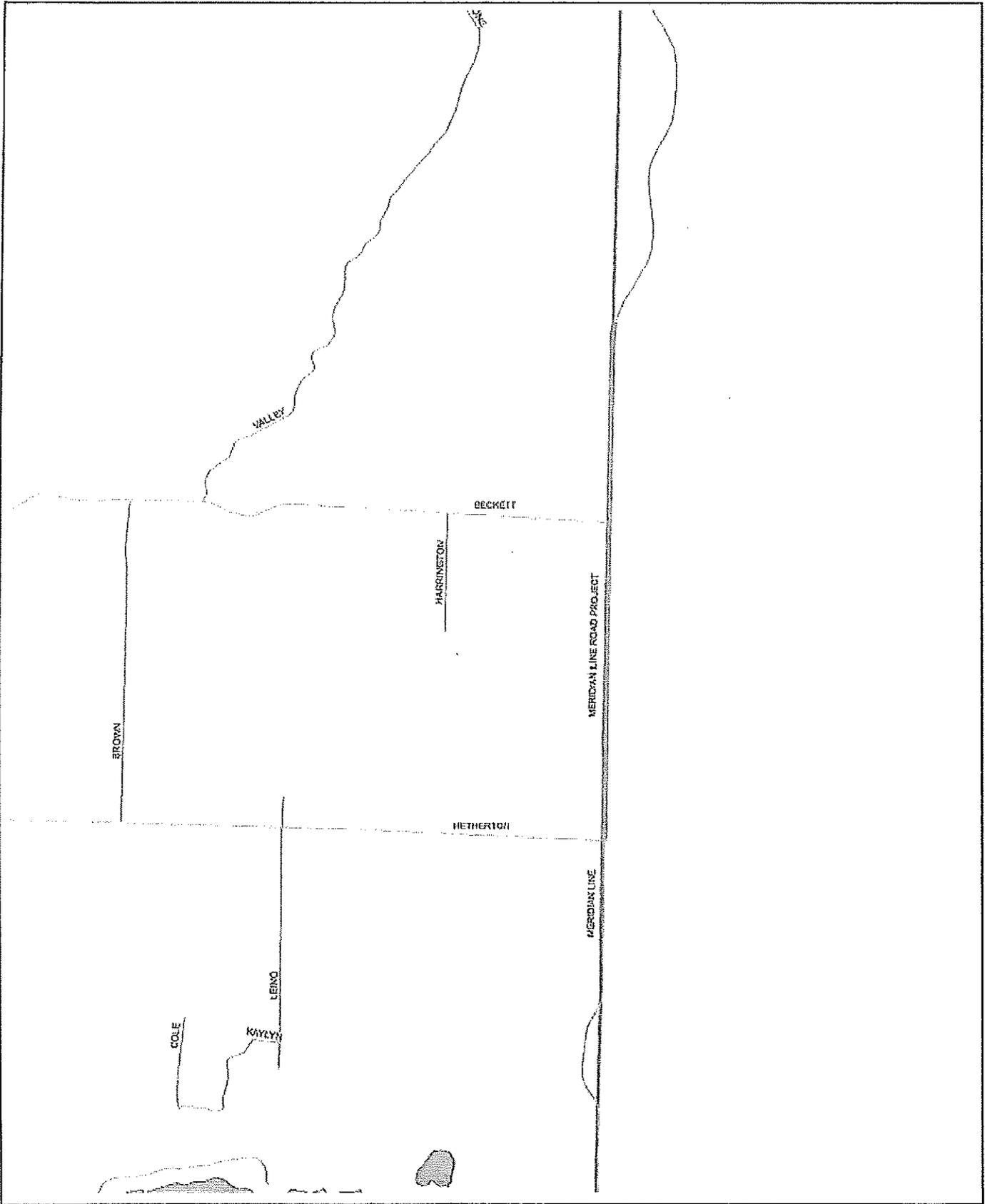
Financing will include the following cost breakdowns:

Federal:	\$426,000
Local:	\$106,500 (OCRC & Charlton Township)

Agency Reported Priority: Important

This project is important as it will upgrade and provide safety improvements to a public road on the border of Otsego and Montmorency Counties. It is important to note that intergovernmental cooperation will be a part of this project as the Road Commission will be partnering with Charlton Township on the local match. With widened paved shoulders and several other safety upgrades, this project will be constructed to all season status with a design life of twenty years. The Road Commission will benefit from a reduction of future maintenance costs with the completion of this project.

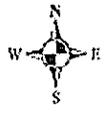
Planning Commission Reported Priority: Urgent



Meridian Line Road Project 1

Scale: 1" = 2,000'

Date of Photography: Spring, 2010



Project Title: **Otsego County Road Commission Seymore Road and Kujawa Road Project**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2018

Project Description:

Work will include a crush and shape project with HMA resurfacing, additional improvements including guardrail installation, flattening of side slopes, lane widening, shoulder paving, drainage upgrades and slope restoration. Work will take place from Marquardt Road westerly to Goslow Road.

Estimated Cost: \$935,000

Basis of Cost Estimate: Cost from Engineer

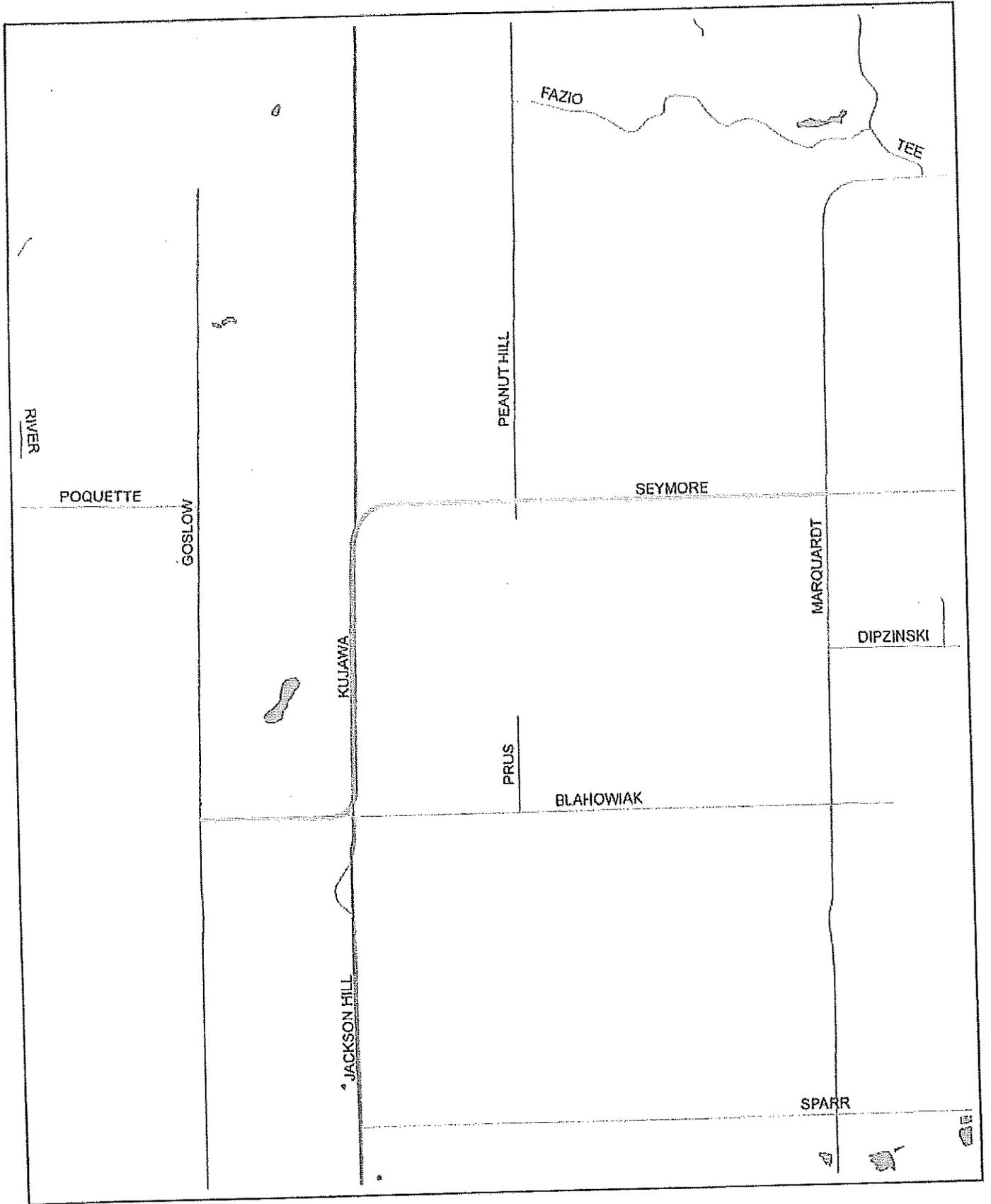
Alternative Financing:

Financing will include the following cost breakdowns:

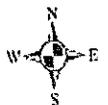
Federal:	\$748,000
Local:	\$187,000

Agency Reported Priority: Important

Planning Commission Reported Priority: Important



Seymore Road and Kujawa Road Project
 Scale: 1" = 2,000'



Project Title: Otsego County Road Commission Meridian Line Road Project 2

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2019

Project Description:

The Road Commission plans to reconstruct Meridian Line Road from Sparr Road southerly 2.6 miles. This section of road will be brought to all season status. Improvements will include resurfacing with hot mix asphalt with wider lanes, paved shoulders, surface drainage upgrades, pavement markings, sign upgrades and slope restoration.

Estimated Cost: \$941,250

Basis of Cost Estimate: Cost from Engineer

Alternative Financing:

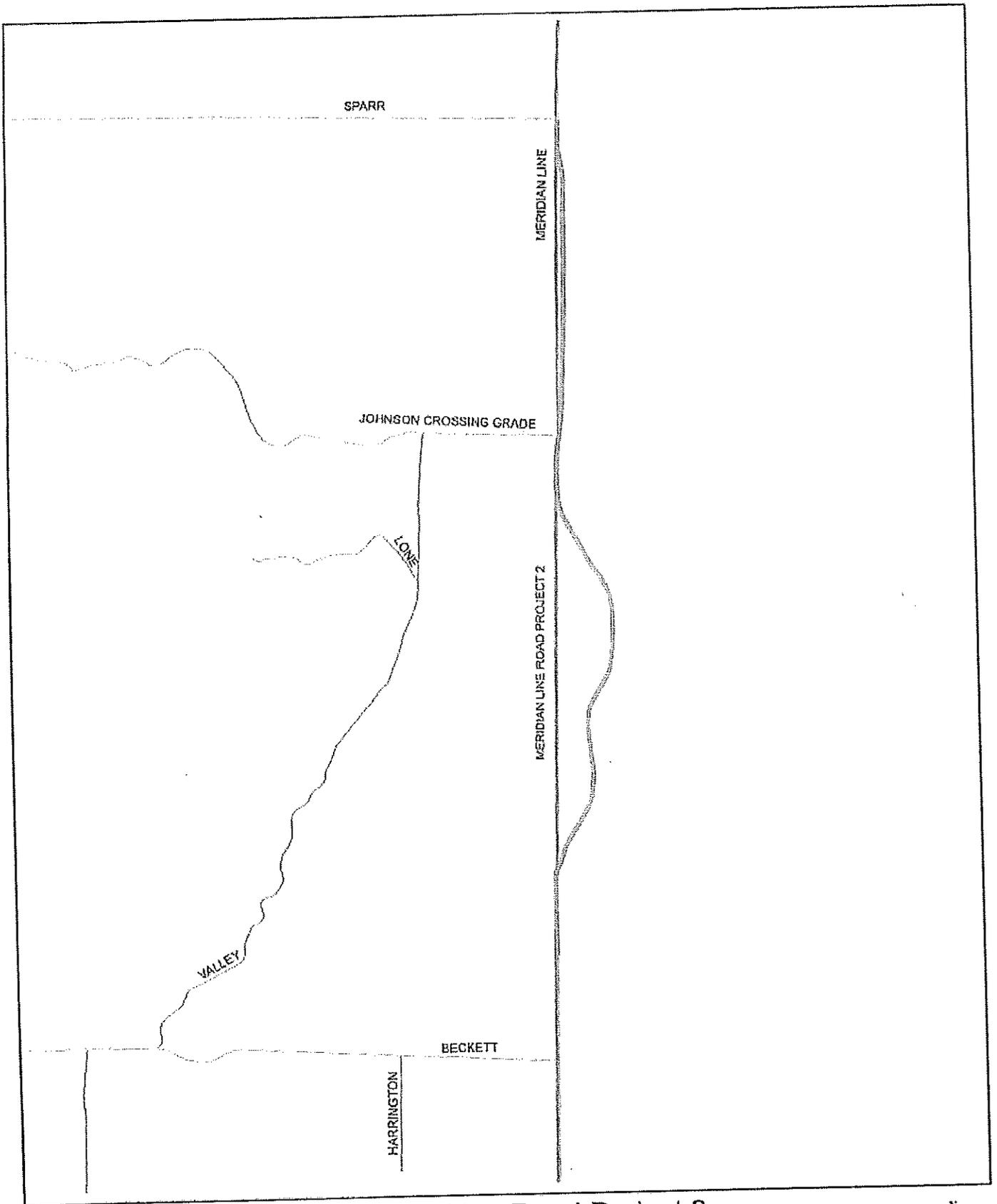
Financing will include the following cost breakdowns:

Federal:	\$753,000
Local:	\$188,250 (OCRC & Charlton Township)

Agency Reported Priority: Important

This project is important as it will upgrade and provide safety improvements to a public road on the border of Otsego and Montmorency Counties. It is important to note that intergovernmental cooperation will be a part of this project as the Road Commission will be partnering with Charlton Township on the local match. With widened paved shoulders and several other safety upgrades, this project will be constructed to all season status with a design life of twenty years. The Road Commission will benefit from a reduction of future maintenance costs with the completion of this project.

Planning Commission Reported Priority: Important



Meridian Line Road Project 2

Scale: 1" = 2,000'

Date of Photography: Spring, 2010



**APPENDIX A
CAPITAL IMPROVEMENT PLAN
PROJECT SPREADSHEET**

Otsego County Six Year Capital Improvement Plan - Appendix A

Project Name	Agency	Project Type	Funding Source(s)	Estimated Cost	P.C. Priority	2017	2018	2019	2020	2021	2022
Gaylord Regional Airport Taxi Lane Extension	Otsego County	New Construction	90% Federal; 5% State; 5% Local	\$370,000	Important Important	\$370,000					
			85.88% Federal; 4.77% State; 9.35% Local	\$437,932				\$437,932			
Gaylord Regional Airport Box Hangar	Otsego County	New Construction	Various	\$2,340,000	Important	\$2,340,000					
North Central State Trail / Iron Belle Trail Extension	Otsego County	New Construction	Various	\$732,180	Important		\$732,180				
North Central State Trailhead	Otsego County	New Construction	Various	\$7,800,000	Important						\$7,800,000
Otsego County Jail	Otsego County	New Construction	Various	\$7,800,000	Important						
Otsego County Library Expansion	Otsego County Library	Facility Expansion	Various	\$2,727,000	Urgent	\$2,727,000					
Otsego County Road Commission Road Projects	OC Road Commission										
Sparr Road Project	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$522,000	Important	\$522,000					
Meridian Line Road Project 1	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$532,500	Urgent	\$532,500					
Seymore Road and Kujawa Road Project	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$935,000	Important		\$935,000				
Meridian Line Road Project 2	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$941,250	Important			\$941,250			
				\$17,337,862		\$6,491,500	\$1,667,180	\$941,250	\$437,932	\$0	\$7,800,000
Total Costs by Year:											



Department of
Land Use Services
1322 Hayes Rd • Gaylord, MI 49735
Phone: 989.731.7400 • Fax: 989.731.7419
www.otsegocountymi.gov

August 18, 2016

Otsego County Board of Commissioners:

- The Otsego County Planning Commission is recommending the revised Capital Improvement Program 2017-2022 to the Otsego County Board of Commissioners:

Motion made by Mr. Hilgendorf to recommend the Capital Improvement Program 2017-2022 with Committee members revisions to the Otsego County Board of Commissioners; Seconded by Mr. Brown.

Motion approved unanimously. (SEE LIBRARY – PG 18 / APPENDIX)

- The Otsego County Planning Commission is recommending the Otsego County Board of Commissioners add the following proposed language to the Zoning Ordinance:

Motion made by Mr. Klee to recommend to the Otsego County Board of Commissioners the addition of the proposed language for *Personal Wireless Communications*; Seconded by Ms. Nowak.

Motion approved unanimously.

***Proposed Language for Personal Wireless Telecommunications**

- **BLACK:** All text in black is current language
- **BLUE:** All text in blue is new or revised language.
- **ORANGE:** New subsections

ARTICLE 2 CONSTRUCTION OF LANGUAGE AND DEFINITIONS

SECTION 2.2 DEFINITIONS...

CLIMBING BARRIER: Material attached to the lowest eight feet (8') of a lattice tower for the prevention of using structural cross members as a ladder; a safety feature to discourage climbing by unauthorized individuals

PERSONAL WIRELESS SERVICES TELECOMMUNICATIONS TOWERS AND FACILITIES: Self-supporting or guyed towers of one hundred fifty feet (150') or less that provide data and internet access within a three to five (3-5) mile radius. These low wattage towers are a Permitted Use Subject to Special Conditions. (Section 21.46)

Section 322(c)(7) of the Federal Communications Act uses the following definitions:

- (i) the term "personal wireless services" means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services;

(ii) the term "personal wireless service facilities" means facilities for the provision of personal wireless services; and

(iii) the term "unlicensed wireless service" means the offering of telecommunications services using duly authorized devices which do not require individual licenses, but does not mean the provision of direct-to-home satellite services.

SECTION 21.46 WIRELESS COMMUNICATIONS

Reference the Telecommunication Act (Act 104 of 1996 as amended) and the Michigan Zoning and Enabling Act (Act 110 of 2006 as amended including Act 143 of 2012). These set forth provisions concerning placement, location and construction of towers and related facilities for wireless services, provide rules for changes to existing towers and set time frames for municipality action. The purpose of this Section is to establish general guidelines for the siting of wireless communications towers and antennas. The goals of the section are to:

- (1) Protect residential zoning districts from potential adverse impacts of towers and antennas;
- (2) Encourage the location of towers in non-residential areas;
- (3) Minimize the total number of towers throughout the county;
- (4) Strongly encourage the joint use of new and existing tower sites as a primary option rather than construction of additional single-use towers;
- (5) Encourage users of towers and antennas to locate them, to the extent possible, in areas where the adverse impact on aesthetics in this tourism based county is minimal;
- (6) Encourage users of towers and antennas to configure them in a way that minimizes the adverse visual impact of the towers and antennas through careful design, siting, landscape screening, and innovative camouflaging techniques;
- (7) Enhance the ability of providers of telecommunication services to provide such services to the county quickly, effectively, and efficiently;
- (8) Consider the public health and safety of communication towers; and
- (9) Avoid potential damage to adjacent properties from tower failure through engineering and careful siting of tower structures. In furtherance of these goals, due consideration shall be given to the Otsego County master plan, zoning map, existing land uses, and environmentally sensitive areas in approving sites for the location of towers and antennas.

Wireless and cellular phone service are specially determined to not be essential services, nor to be public utilities as such terms are used in this Ordinance.

It is not the intent to create "antennae farms" with a number of monopoles and antennae in a small area. Also, it is not the intent to regulate ham radio antennae under this section, or to regulate towers installed at single family dwellings for personal television reception.

SECTION 21.46.1 DEFINITIONS

As used in this section, the following terms shall have the meanings set forth below:

1. Antenna means any exterior transmitting or receiving device mounted on a tower, building structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals or other communication signals.
2. Height means, when referring to a tower or other structure, the distance measured from the finished grade of the parcel to the highest point on the tower or other structure, including the base pad and any antenna.
3. Tower means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas for telephone, radio and similar communication purposes, including self-supporting (lattice) towers, guyed towers, or monopole towers (including

telephone poles). The term includes radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, alternative tower structures, and the like. The term includes the structure and any support thereto.

4. Co-location shall mean the location by two (2) or more communication providers of wireless communication facilities on a common structure, tower or building, with the view toward reducing the overall number of structures required to support wireless communication antennas within the County.

SECTION 21.46.2 WIRELESS COMMUNICATIONS TOWERS OF ONE HUNDRED NINETY (190) FEET OR LESS AND RELATED FACILITIES

Construction of Wireless Telecommunication Antenna Towers of one hundred ninety (190) feet or less and Equipment Shelter Buildings are allowed in Otsego County subject to the following provisions:

- 21.46.2.1 Prior to approval of any new tower to be located within one (1) mile of an existing tower or other structure of equal or greater height than the proposed tower, applicant shall contact owner(s) of all said towers or structures and request permission to locate or co-locate in lieu of construction of a new tower. No new tower request shall be granted until proof of contact(s) has been provided to the zoning administrator.

- 21.46.2.1.1 As an alternative to contacting owners of all towers or structures, as described in the above paragraph, location or co-location on existing towers or structures shall be approved by the Zoning Administrator under applicable provisions, including 21.46.2.7.1.

An accessory equipment shelter building shall meet all normal requirements of accessory buildings. Any location or co-location shall not result in a height of more than twice the height of the existing structure.

- 21.46.2.2 Wireless Telecommunication Antenna Towers and Equipment Shelter Buildings shall not be placed in any road right-of-way or in any easement for road purposes.

- 21.46.2.3 Such towers and facilities shall be placed on parcels (whether the land is owned or leased by the tower owner) that have an area no less than the minimum parcel size for the district, as listed in Article 17. No variances shall be granted to reduce this size limit.

- 21.46.2.4 All setbacks for the zoning district shall be met and in addition, no tower shall be placed closer than one hundred percent (100%) of the tower's height from any property line or any residence.

- 21.46.2.5 A tower proposal of more than thirty-five (35) feet shall be submitted to the Otsego County Airport Manager and FAA for review and approval prior to issuance of a zoning permit.

- 21.46.2.6 The tower itself must be of monopole design. Guyed and self-supporting towers may be considered by the Planning Commission and require a special use permit. (Section 19.7)

- 21.46.2.6.1 Maximum height of guyed and self-supporting towers to be one hundred fifty feet (150').

- 21.46.2.6.2 Guyed towers must have a clear area radius of one hundred twenty percent (120%) of their height to protect surrounding properties/structures should a tower collapse.

- 21.46.2.6.3 Eight (8) foot climbing barriers are required on guyed towers.

- 21.46.2.7 All such tower location proposals shall be submitted with a site plan (Section 23.2).

- 21.46.2.7.1 The following conditions are required for approval of an application.

Antennas may or may not be mounted on existing structures. The tower and antenna are painted or screened as to blend into the background.

The service building shall be constructed of material such as wood, brick, or stucco, and shall be designed to blend into the natural setting and surrounding buildings. In no case will metal exteriors be allowed for service buildings.

Unless technically impossible, all connecting wires from towers to accessory buildings shall be underground.

Unless technically impossible, all electrical and other service wires to the facility shall be underground.

The service building shall be no larger than necessary to house the equipment and shall meet all setback requirements of this Ordinance.

21.46.2.8 Lighting shall be designed in accordance with Section 21.19 in addition to the following:

Lights shall not be permitted on the tower or antennae unless FAA regulations require them.

Light poles and fixtures shall be located as low as practical; a greater number of low "area" lights are favored over higher lights. Incandescent lights are favored over sodium or mercury-type street lighting.

21.46.2.9 The tower and its accessory buildings shall be fenced with no less than a six-foot (6') safety fence with a locked gate. For towers with guy wires, anchor points must have individual six foot (6') fencing or yellow guy protection "sleeves" for high visibility. The Planning Commission will determine which of the two (2) will be required based upon the site chosen for the tower. Signage must be installed on the six foot (6') fence with locked gate stating the owner's name and contact information, including an emergency telephone number.

21.46.2.10 The application shall include a description of security. Security shall be posted at the time of receiving a building permit to ensure removal of the facility when it has been abandoned for more than twelve (12) months or is no longer needed. In this regard, the security shall, at the selection of the applicant, be in the form of cash or letter of credit to remove the tower in a timely manner as required under Section 21.46.4, with the further provision that the applicant and owner shall be responsible for the payment of any costs and attorneys' fees incurred by the county in securing removal. The amount of the security bond or letter of credit is to be determined by the Planning Commission.
(Section 25.6)

21.46.2.11 Professional sealed documents are required for all Wireless Communications Towers
(Section 23.2.2)

21.46.2.12 For projects involving less than twenty (20) square feet of soil disruption, soil samples and water flow analysis will not be required.

ARTICLE 4 R1 RESIDENTIAL DISTRICT

SECTION 4.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

4.2.8 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes Article 21.46]

ARTICLE 5 R2 GENERAL RESIDENTIAL DISTRICT

SECTION 5.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

5.2.7 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes Article 21.46]

ARTICLE 6 R3 RESIDENTIAL ESTATES DISTRICT

SECTION 6.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

6.2.6 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

ARTICLE 7 RR RECREATION RESIDENTIAL DISTRICT

SECTION 7.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

7.2.9 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

ARTICLE 8 FR FORESTRY RECREATION DISTRICT

SECTION 8.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

8.2.22 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

ARTICLE 9 AR AGRICULTURAL RESOURCE DISTRICT

SECTION 9.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

9.2.25 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

ARTICLE 10 B1 LOCAL BUSINESS DISTRICT

SECTION 10.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

10.2.11 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

ARTICLE 11 B2 GENERAL BUSINESS DISTRICT

SECTION 11.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

11.2.15 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

ARTICLE 12 B3 BUSINESS, LIGHT MANUFACTURING DISTRICT

SECTION 12.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

12.2.15 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

ARTICLE 13 I INDUSTRIAL DISTRICT

SECTION 13.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

13.2.20 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

- The Otsego County Planning Commission is recommending the Otsego County Board of Commissioners add the following proposed zoning district to the Zoning Ordinance:

Motion made by Mr. Hilgendorf to recommend to the Otsego County Board of Commissioners the addition of the proposed MUZ Multiple Use Zoning District with revisions; Seconded by Mr. Klee.

Motion approved unanimously.

***Proposed New Zoning District (Revised)**

ARTICLE 15 MUZ MULTIPLE USE ZONING DISTRICT

MUZ MAIN STREET MULTIPLE USE ZONING

INTENT:

Main Street Multiple Use Zoning (MUZ) is established for the purpose of accommodating the highest concentration of retail and service establishments. It is designed with the intent to promote a pedestrian-oriented and accessible, central commercial service district where a variety of mutually supporting retail, office, commercial, civic and limited residential uses are permitted. Collectively, the uses permitted in this district are intended to provide a convenient and attractive retail and service center for the community, its rural trade area and tourist traffic. A prime characteristic of this district is the offering of a variety of goods and comparison shopping opportunities directed primarily at the pedestrian shopper.

Each use shall be complementary to the stated function and purpose of the district and shall not have adverse impact upon street capacity, safety and utilities. In an effort to encourage this type of character and provide for the health, welfare and safety of the pedestrian in the area, drive-in and drive-through operations are excluded from this district.

The Main Street MUZ is further designed and intended to:

- A. Encourage innovative, traditional and neo-traditional commercial and mixed use developments
- B. Encourage a lively social environment and economically viable downtown with a wide variety of uses in a pedestrian-oriented setting, with on-street customer parking
- C. Extend greater opportunities for traditional community living, working, housing and recreation to all citizens, residents and visitors of the community
- D. Encourage a more efficient use of land and public services and to reflect changes in technology of land development by directing new development in a traditional, compact and consolidated pattern of mixed use
- E. Promote a walkable community and blend land uses to minimize traffic congestion
- F. Prohibit the development of drive-in and drive-through facilities which contribute to traffic congestion and pose a threat to the pedestrian environment
- G. Promote the creation of community places which are oriented to the pedestrian, thereby promoting citizen security and social interaction
- H. Promote structures that are harmonious in overall design and development pattern
- I. Encourage development of a community "Main Street" with mixed land uses, on-street customer parking and a continuous series of building façades and store fronts, which not only serves the needs of the immediate neighborhood but also the surrounding areas

SECTION 15.1 PRINCIPAL USES PERMITTED

No building or land shall be used and no building shall be erected, except for one (1) or more of the following specific uses:

- 15.1.1 Art galleries
- 15.1.2 Business establishments which perform services on premises such as, but not limited to, banks, savings and loans and credit unions, pedestrian oriented automated teller machine facilities
- 15.1.3 Dry cleaning establishments or pick-up stations dealing directly with the consumer, limited to two thousand (2,000) square feet of floor area; Central dry cleaning plants serving more than two (2) retail outlets shall be prohibited.
- 15.1.4 Hotels, bed and breakfast inns and bed and breakfast houses with more than four (4) rooms must meet off street parking requirements of Article 21.18.6.4.
- 15.1.5 Professional offices: Office for medical, dental, legal, engineering, architectural, accounting services, brokerage houses, insurance, real estate or travel agencies with a footprint of up to seven thousand (7,000) square feet
- 15.1.6 Mixed-use buildings with business, commercial or service uses on the ground floor and residential or office uses on upper floors. Where there is mixed business/office and residential use in a building, there shall be provided a separate, private pedestrian entranceway for the residential uses.
- 15.1.7 Newspaper offices and publishers and commercial printers with a footprint of up to seven thousand (7,000) square feet
- 15.1.8 Restaurants, including those with outdoor eating areas, carry-out and open front restaurants, subject to the following site design standards:
 - 15.1.8.1 Outdoor eating areas may be on a public right-of-way, on a building roof top, as part of a patio or deck or within the boundaries of a parcel or lot.
 - 15.1.8.2. A minimum of four (4) feet of public sidewalk along the entire eating area and leading to the entrance of the establishment shall be maintained free of tables and other encumbrances. The pedestrian area shall also be free from benches, waste receptacles, fire hydrants and similar structures. If the sidewalk is not wide enough to allow for a four (4) foot wide clearance for circulation, the outdoor eating area shall not be permitted on a public sidewalk.
 - 15.1.8.3 The outdoor eating area shall be kept clean, litter-free within and immediately adjacent to the area of the tables and chairs. Additionally, all waste generated on site shall be contained by the owner, which may require outdoor waste receptacles. Owners are responsible for all wastes so generated. Written procedures for cleaning and waste containment and removal responsibilities must be included with all applications.
 - 15.1.8.4 Tables, chairs, planters, waste receptacles and other elements of street furniture shall be compatible with the architectural character of the adjacent buildings. If table umbrellas will be used, they shall complement building colors. All tables, chairs, umbrellas and other furniture and fixtures must be stored inside the building or in an alternate location other than a public sidewalk, except thirty (30) minutes prior to opening until sixty (60) minutes after closing.
 - 15.1.8.5 Such areas are permitted seasonally between April 1st and October 31st; The hours of operation for the outdoor eating area shall be established and noted with the application.

- 15.1.8.6 The owner of an outdoor eating area may apply for two (2) event permits outside of the normal season of not more than ten (10) days combined; All other outdoor eating area requirements apply.
- 15.1.8.7 The issuance of a permit for an outdoor eating area does not constitute a separate business.
- 15.1.9 Personal service establishments within a completely enclosed building, provided each occupies a total usable floor area of not more than seven thousand (7,000) square feet, including but not limited to such uses as: repair shops (watches, radio, television, shoes, etc.), tailor and dressmaking shops, beauty parlors and styling salons, barber shops, photographic studios, film processing outlets, copy centers, interior decorators, postal centers and computer services
- 15.1.10 Public, quasi-public and institutional uses such as, but not limited to, municipal buildings and offices, court houses, public off-street parking facilities, libraries, museums, public safety facilities, parks and playgrounds, post offices and civic centers and schools but excluding storage yards
- 15.1.11 Retail businesses which supply commodities on the premise with a footprint of up to seven thousand (7,000) square feet, such as but not limited to: groceries, meats, fruits and produce, dairy products, baked goods, candies, wine (specialty wine shops only) and other specialty food products (such products can be produced on the premises as an accessory use provided they are sold on the site at retail prices); and stores selling drugs, dry goods, flowers, clothing, notions, books and magazines, toys, sporting goods, shoes, tobacco products, musical instruments, recorded music, video rentals and sales, gifts and souvenirs, antiques, furniture and hardware
- 15.1.12 Retail sales with a footprint of up to seven thousand (7,000) square feet in which both a workshop and retail outlet or showroom are required, such as plumbing, electrical, interior decorating, upholstery, printing, photographic-reproducing, radio and home appliance and similar establishments of similar character subject to the provision that not more than eighty percent (80%) of the total useable floor area of the establishment shall be used for servicing, repairing or processing activities and further provided that such retail outlet or showroom activities area shall be provided in that portion of the building where the customer entrance is located
- 15.1.13 Cocktail lounges, bars, taverns (pubs) and brewpubs (excluding drive-in restaurants and those with drive-through facilities), where the patrons are served within the building occupied by such establishment
- 15.1.14 Studios for art, music, dance or theatrical instruction or fitness centers with footprint of up to seven thousand (7,000) square feet
- 15.1.15 The following in-home uses provided no more than twenty-five percent (25%) of floor area is used for such purpose:
- 15.1.15.1 Offices and home occupations when operated within the confines of a single family dwelling as an accessory to living quarters; Permit criteria for these uses include Article 4 R1 Residential District.
- 15.1.16 Existing Residences

SECTION 15.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

The following uses may be permitted subject to the conditions herein imposed for each use, the review standards of Article 4.2 and only after the review and approval of the site plan by the Otsego County Planning Commission. See Article 21 for applicable Specific Requirements for Certain Uses, if any, and Article 23 for site plan requirements.

- 15.2.1 Indoor recreational centers, including the following: bowling alleys, roller and ice skating rinks, pool or billiard halls, pinball and mechanical amusement device arcades and other general indoor recreation facilities, with a footprint of up to seven thousand (7,000) square feet
- 15.2.2 Hardware, equipment rental and building supplies where the size is limited to seven thousand (7,000) square feet total, of which less than two thousand (2,000) square feet is outdoor storage; The Otsego County Planning Commission may permit outdoor storage for such uses provided it determines the design, placement and screening of such outdoor storage complies with the requirements of this ordinance.
- 15.2.3 Mortuaries and funeral homes with a footprint of up to seven thousand (7,000) square feet
- 15.2.4 Party stores (convenience stores) with a footprint of up to seven thousand (7,000) square feet
- 15.2.5 Senior housing, assisted living facilities or assisted day care facilities with a footprint of up to seven thousand (7,000) square feet
- 15.2.6 Accessory buildings with a footprint not greater than eight hundred (800) square feet
- 15.2.7 Utilities: All utilities and service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded), shall be located underground except where above ground equipment such as transformers, control panels, service connections and meters are required. All above ground equipment shall be located at the rear of the building. [Permit criteria include Article 21.10 regarding screening and fence]
- 15.2.8 Wireless telecommunications towers and facilities one hundred fifty (150) feet or less in height. [Permit criteria included in Article 21.46]
- 15.2.9 Unlisted property uses if authorized under Article 21.44

SECTION 15.3 DEVELOPMENT REQUIREMENTS

Buildings in the Main Street MUZ should possess architectural variety and must enhance the overall cohesiveness of the Main Street MUZ character and appearance as determined and described herein. Except as otherwise noted, buildings and uses in the Main Street MUZ shall comply with the following requirements:

- 15.3.1 The ground floor use shall be considered the main use of the building.
- 15.3.2 Building Placement: Buildings shall be built so that the front building line is within the Build-to-Area. The Otsego County Planning Commission may require greater setbacks if such space, in their determination, is needed for other requirements.
 - 15.3.2.1 Buildings shall have the greatest portion of front coverage along the primary street(s).
 - 15.3.2.2 Buildings may have up to forty percent (40%) or forty (40) feet, *whichever is less*, of front façade recessed from the Build-to-Area to allow for courtyards and plazas.
 - 15.3.2.3 Cantilevered or self-supporting awnings, signs or lights may extend into the setback area; however, they must be a minimum of four (4) feet away from curbs and shall not be within eight (8) feet of the side property lines.
- 15.3.3 Building Height: New buildings shall contain at least two (2) stories unless the Otsego County Planning Commission determines a single story will not detract from the character and appearance of the Main Street MUZ.

- 15.3.4 Not more than forty percent (40%) of any given floor other than the basement, may be used for bathrooms, closets, halls, utility or storage spaces and only where incidental to the primary use. All of the basement (100%) may be used for these incidental uses. Storage areas shall be in the rear one-half (1/2) of the building.
- 15.3.5 Façade Design: All visible building façades from a public right-of-way or public land shall conform to the following design criteria:
- 15.3.5.1 Architectural Features: Building façades greater than thirty-three (33) feet in length shall contain architectural features, details and ornaments. Elements such as wall clocks, decorative light fixtures and door or window canopies are recommended. Blank, windowless walls are prohibited.
- 15.3.6 All non-residential buildings must have interior downspout and gutter systems. Exterior downspouts and gutters are not permitted for non-residential buildings, except for those originally constructed for single-family residential purposes.
- 15.3.7 Fenestration: All façades visible from the street must contain glazed glass windows. Spaces between windows shall be formed by columns, mullions or material found elsewhere on the façade. Clear window glass is recommended; green, blue, bronze or smoke tints are permitted.
- 15.3.7.1 Glazing on the first floor shall occupy a minimum twenty-five percent (25%) of the façade; No glazing on first floor shall be placed less than two (2) feet six (6) inches above the sidewalk.
- 15.3.7.2 Glazing on the second or higher floors shall be a minimum of twenty percent (20%).
- 15.3.8 Building Materials: Building materials must be consistent with the surrounding neighborhood character. Building materials on the front façade or any façade visible from a public right-of-way must be primarily of natural materials (brick, stone, wood, cast stone or other approved material). Each front façade, any façade visible from a public right-of-way and any façade with a dedicated public entrance into the building, should contain at least sixty percent (60%) of the recommended materials listed below, excluding window areas:
- 15.3.8.1 Recommended Materials: Brick, stone, wood and cast stone
- 15.3.8.2 Acceptable Materials: Split face, scored or ground face block; beveled wood siding (lap, board and batten, shake); exterior finish insulation systems (EIFS)
- 15.3.8.3 Other synthetic or highly-reflective materials should not be used, except for decorative or accent features and limited to a maximum of ten percent (10%) of any face of a story
- 15.3.8.4 The following materials are prohibited within ten (10) feet of the building grade:
Smooth faced block, smooth concrete, vinyl or metal siding
- 15.3.8.5 The following materials are prohibited: Opaque and reflective glass, T-111 panels, metal siding including aluminum siding and standing seam panels
- 15.3.9 Side or Rear Façade Design: All sides of a building shall be similar in design and material to present a cohesive appearance to neighboring properties. Wherever a side or rear façade is visible from a public right-of-way or if parking is located at the side or rear of a building, the façade shall be designed to create a pleasing appearance or as described within this Article.
- 15.3.10 Building Entrances: All buildings shall have at least one (1) primary public customer entrance that faces a public street unless a building does not face a public street. Rear entrances are permitted only if there is a primary entrance from a public street.
- 15.3.11 Mechanical Equipment: All units and appliances for central air conditioning, high voltage electrical (HVAC) systems, exhaust pipes or stacks, elevator housing and satellite dishes or other telecommunications receiving devices shall be thoroughly screened from view from the public right-of-way and from adjacent properties by using walls, fences, roofline

elements, penthouse-type screening devices or landscaping. Outdoor burning equipment is prohibited.

15.3.11.1 Fire escapes shall not be permitted on a building's front façade. In buildings requiring a second means of egress pursuant to the local building codes, internal stairs or other routes of egress shall be used.

15.3.11.2 Solid metal security gates or solid roll-down metal windows shall be prohibited. Link or grill type security devices shall be permitted only if installed from inside, within the window or door frames; or if installed on the outside, if the coil box is recessed and concealed behind the building wall. Security grills shall be recessed and concealed during normal business hours.

15.3.12 Service Access: A designated loading space shall be reserved at the rear of the building. Loading from secondary streets may be permitted by the Otsego County Planning Commission upon demonstration by the applicant that through traffic flow and access to neighboring uses will not be disrupted.

15.3.13 Landscaping: Landscaping is an integral part of this district and shall compliment this district and surrounding uses. Landscaping shall comply with the provisions elsewhere in this ordinance.

15.3.14 Courtyards and Plazas: Exterior public and semi-public spaces, such as courtyards or plazas, shall be designed for function, enhance surrounding buildings and provide amenities for users in the form of textured paving, landscaping, lighting, trees, benches, trash receptacles and other items of street furniture as appropriate. Courtyards shall have recognizable edges defined on at least three (3) sides by buildings, walls, elements of landscaping and elements of street furniture in order to create a strong sense of enclosure.

15.3.15 Sidewalks: Sidewalks shall be provided, maintained, repaired and/or replaced by the property owner. Sidewalks shall conform to placement and level of adjacent neighborhood sidewalks or be located one (1) foot inside of the street right-of-way along all streets abutting the property. Sidewalks shall be a minimum of forty-eight (48) inches wide or the width of adjoining sidewalks as approved during site plan review. Greater width may be required during site plan review. Sidewalk sections shall be maintained, repaired or replaced when they are deemed hazardous. Such maintenance, repair or replacement shall be completed within forty-five (45) days of written notice by Otsego County Building and Zoning.

15.3.16 Utilities: All utilities and service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded), shall be located underground except where above ground equipment such as transformers, control panels, service connections and meters are required. All above ground equipment shall be located at the rear of the building. [Permit criteria include Articles 21.10, 21.18.5 and 21.18.6 regarding screening and fencing]

15.3.17 Enclosed Buildings: Within the Main Street MUZ, all activities, unless specifically provided for herein, shall be conducted entirely within an enclosed building.

15.3.18 Parking Requirements: Parking in this district, except for hotels and bed and breakfast inns with more than four (4) rental rooms, is not subject to the parking requirements elsewhere in this ordinance for land uses that comply with the requirements of this district. On-street parking is encouraged in this district. Off-street parking may be provided to the rear of a building or in publicly owned designated lots.

MUZ TOWN CENTER MULTIPLE USE ZONING

INTENT:

Town Center Multiple Use Zoning (MUZ) is established for the purpose of accommodating moderately heavy residential density with some retail and service business. Collectively the uses permitted in this district are intended to provide a convenient and attractive living community. It is designed and intended to be walkable, thus enhancing the Main Street MUZ and providing a transition from the Main Street MUZ to other land uses. It is further intended to be residential in appearance and character with primarily off street parking. Streets are intended to have sidewalks.

SECTION 15.4 PRINCIPAL USES PERMITTED

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses:

- 15.4.1 Single-family and duplex dwellings: These shall be built to the Build-to-Lines in a traditional residential style.
- 15.4.2 Apartment buildings: Apartment buildings may contain up to eight (8) units per building.
- 15.4.3 Churches: Churches, temples and similar places of worship, limited to a footprint of thirty-five hundred (3,500) square feet
- 15.4.4 Utilities: All utilities and service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded), shall be located underground except where above ground equipment such as transformers, control panels, service connections and meters are required. All above ground equipment shall be located at the rear of the building. [Permit criteria include Articles 21.10, 21.18.5 and 21.18.6 screening and fence]
- 15.4.5 Laundromats (self-service or coin operated) up to a footprint of one thousand (1,000) square feet
- 15.4.6 Parks
- 15.4.7 Community centers or similar places of assembly when conducted completely with enclosed buildings with a footprint of up to seven thousand (7,000) square feet
- 15.4.8 Senior housing, licensed residential care facilities with a footprint of up to seven thousand (7,000) square feet
- 15.4.9 The following in-home uses provided no more than twenty-five (25%) of the floor area is used for such a purpose:
 - 15.4.9.1 Offices and home occupations when operated within the confines of a single family dwelling as an accessory to living quarters; Permit criteria for these uses include Article 4 R1 Residential District.

SECTION 15.5 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

The following uses may be permitted subject to the conditions herein imposed for each use, the review standards of Article 4.2 and only after the review and approval of the site plan by the Otsego County Planning Commission. See Article 21 for applicable Specific Requirements for Certain Uses, if any, and Article 23 for site plan requirements.

- 15.5.1 Apartment buildings with greater than eight (8) units per building
- 15.5.2 Transitional Shelters: Temporary shelters, overnight shelters and temporary residences
 - 15.5.2.1 A minimum of one hundred twenty (120) square feet of area per individual occupant shall be provided
 - 15.5.2.2 Up to six (6) non-related occupants may be allowed
 - 15.5.2.3 Unlisted property uses if authorized under Article 21.44

SECTION 15.6 DEVELOPMENT REQUIREMENTS

Buildings in the Town Center MUZ shall possess residential style architectural variety but must enhance the overall cohesiveness of the Town Center MUZ's character and appearance as determined and described herein. Except as otherwise noted, buildings and uses in the Town Center MUZ shall comply with the following requirements:

- 15.6.1 Building placement: Buildings shall be built so that the front building line is within the Build-to-Area. The Otsego County Planning Commission may require greater setbacks if such space, in their determination, is needed for other requirements.
- 15.6.2 Building Design: Buildings shall be of traditional residential home architecture and style.
 - 15.6.2.1 A porch at the main floor level shall be on the front street façade measuring one hundred twenty (120) square feet or ten percent (10%) of the main floor area, whichever is greater.
 - 15.6.2.2 Main floor level shall be elevated thirty-two (32) inches to forty-eight (48) inches above the grade at the Build-to-Line.
- 15.6.3 Building Materials: Building materials that produce the traditional style look are required. The following materials are prohibited on the exterior walls: Exposed concrete or cement blocks above the foundation, asbestos siding, tar or felt paper, T-111 panels and standing seam panels.
- 15.6.4 Sidewalks: Sidewalks shall be provided, maintained, repaired and/or replaced by the property owner. Sidewalks shall conform to placement and level of adjacent neighborhood sidewalks or be located one (1) foot inside of the street right of way along all streets abutting the property. Sidewalks shall be a minimum of forty-eight (48) inches wide or the width of adjoining sidewalks or as approved during site plan review. Greater width may be required during site plan review. Sidewalk sections shall be maintained, repaired or replaced when they are deemed hazardous. Such maintenance, repair or replacement shall be completed within forty-five (45) days of written notice by Otsego County Building and Zoning.
- 15.6.5 Mechanical Equipment: All mechanical equipment and appliances for central air conditioning, telecommunications and other such devices shall be located in the rear of the building. Outdoor burning units (stoves/furnaces) are prohibited.
- 15.6.6 Landscaping: Landscaping is an integral part of this district and shall compliment the district and surrounding uses. [Permit criteria included in [Article 21.18](#)]
- 15.6.7 Utilities: All utilities and service structures shall be located underground except such equipment as transformers, control panels, service connections and meters. All above ground equipment shall be located at the rear of the building. [Permit criteria include [Article 21.10](#) regarding screening and fence]
- 15.6.8 Shared driveways: Sharing of driveways is allowed with a written agreement that is recorded at Otsego County on all applicable deeds. [Permit criteria include [Article 25.31](#)]

ARTICLE 2 CONSTRUCTION OF LANGUAGE AND DEFINITIONS

SECTION 2.2 DEFINITIONS...

BUILD-TO-AREA: The space within the Build-to-Line and the Lot Line Sides. The Build-to-Area may vary a distance on either side of the Build-to-Line. The distance is determined by measuring the number of feet between the Build-to-Line and the public right-of-way and multiplying the number of feet by ten percent (10%).

BUILD-TO-LINE: The line of vertical plane formed by the planned building façade that is parallel to the road right-of-way and extends to and coincides with the plane of the front façade of existing or planned buildings along the same right-of-way.

COURTYARD: An unroofed area that is completely or mostly enclosed by the walls of a large building.

FENESTRATION: The arrangement of windows and doors on the elevations of a building.

GLAZING: Furnishing or fitting with glass all surfaces on a fenestration.

NEO-TRADITIONAL: Reviving traditional methods; combining tradition with newer elements.

PLAZA: A public square in a city or town; an open area usually located near urban buildings and often featuring walkways, trees and shrubs, places to sit and sometimes shops.

PARK: An area of land, usually in a largely natural state, for the enjoyment of the public, having facilities for rest and recreation, often owned, set apart and managed by a city, state or nation.

ARTICLE 17 SCHEDULE OF DIMENSIONS

17.1 Table 1 - LIMITING HEIGHT, DENSITY, AND AREA BY ZONING DISTRICTS (See also Article 21.1 Accessory Buildings and Article 22 General Exceptions for Area, Height, and Use)

<i>Zoning District</i>	R1 & R2	R3	RR	FR & AR	Reserved for future use	Reserved for future use
Min. Lot Area (Sq. feet)	20,000 .46 acre	40,000 .92 acre	20,000 .46 acre	88,000 2.02 acre		
Min. Front Setback (b)(j)	25 ft	25 ft	25 ft	50 ft		
Max. Front Setback	NA	NA	NA	NA		
Min. Side Setback	10 ft	10 ft	10 ft	20 ft		
Min. Rear Setback	30 ft (a, h)	30ft (a, h)	30 ft (a, h)	40 ft (a)		
Min. Lot width (k)	100 ft 150 ft Duplex	100 ft	100 ft	150 ft AR 300 ft Duplex		
Max. % lot coverage	25%	25%	25%	30%		
Max. Building height (l)	35 ft (g)	35 ft (g)	35 ft (g)	35 ft (g)		
Min. Ground Floor area of principal structure (Square feet)	720 (i)	720 (i)	720 (i)	720 (i)		
Min. Width of principal structure	20 ft (i)	11ft (i)	20 ft (i)	11 ft (i)		

<i>Zoning District</i>	B1	B2	B3	I	HX	MUZ	
						MAIN ST	TOWN CENTER
Min. Lot Area (Square feet)	10,000	10,000	20,000	40,000	10,000	8,000	8,000
Min. Front Setback	30 ft (e)	Build-to-Area	Build-to-Area				
Max. Front Setback	NA	NA	NA	NA	NA	NA	NA
Min. Side Setback	10 ft (c)	5 ft	5 ft				
Min. Rear Setback	20 ft (a, d, f)	10 ft	10 ft				
Min. Lot width (k)	100 ft	100 ft	100 ft	150 ft	150 ft	60 ft	60 ft
Max. % lot coverage	NA	NA	NA	NA	NA	NA	NA
Max. Building height (l)	35 ft (g)	35 ft	35 ft				
Min. Ground Floor area principal structure (Square feet)	NA	NA	NA	NA	NA	NA	NA
Min. Width of principal structure	NA	NA	NA	NA	NA	NA	NA

Minimum front, side and rear setbacks, and maximum lot coverage modifications of up to twenty-five percent (25%) may be approved by the Zoning Administrator for nonconforming lots, as described in Article 21.26.1 and 21.26.2.

RESOLUTION NO. OCR 16-24
Alpine Regional Tennis Association Tennis Courts
OTSEGO COUNTY BOARD OF COMMISSIONERS
September 13, 2016

WHEREAS, Otsego County supports the submission of an application titled, "The Otsego County Sportsplex Tennis Courts" to the Michigan Natural Resources Trust Fund for the construction of a four court tennis complex; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and

WHEREAS, Otsego County and the Alpine Regional Tennis Association has made a financial commitment to the project in the amount of \$124,260 matching funds in cash and in-kind; now therefore, be it

RESOLVED, that Otsego County hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$175,740, and further resolves to make its financial obligation amount of \$124,260 (\$104,260 cash; \$20,000 in-kind) (together 41.42%), for a total project cost of \$300,000, during the 2016-2017 fiscal years.