

**PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
JANUARY 15, 2014**

A meeting of the Escanaba Planning Commission was held on Wednesday, January 15, 2014, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Tom Warstler, Vice Chairperson Patrick Connor, Secretary Roy Webber, Commissioners Kel Smyth, Todd Milkiewicz, Christine Williams and Brian Black

ALSO PRESENT: City Manager Jim O'Toole and Confidential Secretary Amy Peltin

ABSENT: None

Chairperson Warstler called the meeting to order at 6:00 p.m.

Roll Call

Confidential Secretary Peltin conducted the roll call.

Approval/Correction of the December 12, 2013, Planning Commission Meeting Minutes

A motion was made by Commissioner Webber, seconded by Commissioner Black, to approve the December 12, 2013, Meeting Minutes. Ayes were unanimous.

Approval/Adjustments to the Agenda

A motion was made by Chairperson Warstler, seconded by Vice Chairperson Connor, to approve the meeting agenda. Ayes were unanimous.

Conflict of Interest Declarations

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

None.

NEW BUSINESS

Year In Review-Calendar Year 2013 – A revised report was distributed to all commissioners. Mr. O'Toole explained this report is given to the City Council and people of Escanaba annually and it outlines the land use activities in the City of Escanaba in which the Planning Commission has oversight on. **Please see attached report.**

Road Repairs: Commissioner Warstler asked Mr. O'Toole what he has saved by using a City crew for road repairs. City Engineer/Public Works Superintendent Bill Farrell was present and said it was a tough question to put a number on. One thing he wanted to make note of is that all

these projects for the most part have been 80/20 with 80% being grant funded. City Engineer/Public Works Superintendent Farrell stated with the work being completed by City crews is being done right and therefore increases the life of the road. He further stated they have been trying to tackle the major patching problems and tries to focus on streets with good curbing as they can get more done at much better pricing. They are also always trying to get the best pricing for asphalt. Collaboration with Escanaba Area Schools is taking place to get better pricing for the basketball and tennis court resurfacing this summer. Mr. O'Toole stated they are soliciting out of Lansing for more road money, ACT 51 monies.

Commissioner Williams asked the word swamp be changed to wetlands.

Street Light Replacement: Commissioner Williams asked if there were any rebate opportunities. Mr. O'Toole stated the City takes full advantage under ACT 295 and apply for rebates whenever we do an update.

Downtown Building Façade Improvement Program: City of Escanaba is applying for the grant through the MEDC; Blaine DeGrave is a co-administrator of that grant program. The DDA is another co-director and they have paid to retain an architectural firm to do the design work and bid specs.

Chairperson Warstler was pleased with the presentation and how well it was put together.

2014 Planning Commission Plan of Work

Capital Improvement Plan - One of the things the Planning Commission will be involved with over the next couple of months is the updating of the Five-Year Capital Improvement Plan.

Master Plan Review - The Master Plan was completed in 2006 and needs to be reviewed. Mr. O'Toole suggested reviewing Chapter 12 and Chapter 13. Chapter 12 is the Future Land Use Map and over six years ideas of what land should be used can change. Chapter 13 is the Strategies of Implementation, or goals. The review would be to ensure the City is on mark or do they need to update as priorities change over time. Mr. O'Toole has asked CUPPAD for an estimate to facilitate the review of both of those with the Planning Commission.

Zoning Ordinance Review – Mr. O'Toole stated administration has tried over the last year to review it and it always seems to take a back seat. Mr. O'Toole asked CUPPAD to give an estimate for them to do a critical review and tell the City where they think things might need to be adjusted.

DDA Zoning Districts – Mr. O'Toole stated this is another item the Planning Commission needs to work on, in cooperation with the DDA, to review the allowed uses for various uses within the DDA Zoning Districts. There is a number of Zoning Districts within the DDA, Central Retail Corridor, Light Manufacturing and some Residential.

A motion was made by Commissioner Smyth, seconded by Commissioner Milkiewicz, to accept the 2013 Planning Commission Plan of Work as outlined above. Ayes were unanimous.

Project Updates:

- A. Zoning Board of Appeals Hearings/Decisions – There was no meeting held last month.
- B. Delta County Planning Commission Update –None.
- C. Ordinance Policy Review/Development –See attached report.
- D. Zoning/Land Use Permit Update –2013 see report attached. 2014 None.
- E. Various – None.

GENERAL PUBLIC COMMENT

None.

COMMISON/STAFF COMMENT AND ANNOUNCEMENTS

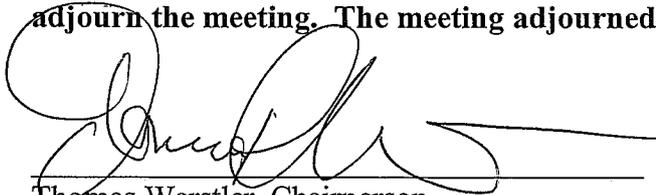
Commissioner Webber has a few questions about the By-Laws.

- 1. First question is on section 3: Duty of all Commission members and the word exparte’ and he felt it could be worded differently so its meaning is clearer.
- 2. Commissioner Webber asked if he was supposed to be keeping attendance, Jim O’Toole stated the attendance is recorded with the minutes.
- 3. He had question on page 7 section on voting, he would like to rewrite the second half of the paragraph as it is very confusing how it’s currently written. He would like rewrite and e-mail his revisions to everyone for review.
- 4. Next question was on page 11 and as it’s written now it says Vice Chairperson-Secretary and he reads it as the position could be combined. Mr. O’Toole stated that hyphen should be a comma.

Mr. O’Toole said he will put it on the agenda for discussion on the next agenda.

ADJOURMENT

A motion was made by Chairperson Warstler, seconded by Vice Chairperson Connor, to adjourn the meeting. The meeting adjourned at 6:45 p.m. Ayes were unanimous.



Thomas Warstler, Chairperson
Escanaba Planning Commission



James V. O’Toole, City Manager
City of Escanaba



Roy Webber, Secretary
Escanaba Planning Commission