

**PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
June 11, 2015**

A meeting of the Escanaba Planning Commission was held on Thursday, June 11, 2015, at 6:00 p.m. at the City Hall/Library Complex, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairman Patrick Connor, Commissioners Paul Caswell, Brian Black, Roy Webber, Stephen Buckbee, and Christine Williams

EXCUSED: Vice Chairman Kelvin Smyth, Commissioners James Hellerman and Tom Warstler

ALSO PRESENT: City Manager Jim O'Toole, Recreational Director Kim Peterson, Executive Assistant Buffy Smith, Gundlach Champion Project Manager Ron Radke, Cuppad Community Planner Anne Shishkovsky

Meeting called to order at 6:00 p.m. by Chairman Patrick Connor

Roll Call

Executive Assistant Buffy Smith conducted the roll call.

Approval/Correction of the May 14, 2015 Planning Commission Meeting Minutes

A motion was made by Commissioner Webber, seconded by Commissioner Williams, to approve the May 14, 2015 Meeting Minutes. Ayes were unanimous.

Approval/Adjustments to the Agenda

None.

Conflict of Interest Declarations

Commissioners Brian Black and Christine Williams declared conflicts on the Bay de Noc Community College public hearing and site plan review in that they are employees of the college.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

Site Plan Review – Bay de Noc Community College – 2001 North Lincoln Road

City Manager O'Toole stated the details regarding the Bay College Building Additions as noted below:

**SPECIAL LAND USE PERMIT REVIEW REPORT
CASE NO. PC-061115-01**

PROPERTY OWNER/APPLICANT ADDRESS:

Bay De Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829

TYPE OF REQUEST/ DESCRIPTION OF PROPOSED PROJECT:

In accordance with section 1801.3 Site Plan Required of Escanaba’s Zoning Ordinance, the applicant is requesting a land use permit to construct a 6,413 square foot building addition to the welding classroom, office, and shop area.

CURRENT ZONING:

Light Manufacturing “F” District.

ORDINANCE:

Ordinance No.1028 Escanaba Zoning Ordinance.

COMPLIANCE WITH DEVELOPMENT STANDARDS:

1. The proposed construction (building) will be located on property which is zoned Light Manufacturing “F”.
2. The proposed construction for the addition meets setback standards of a Light Manufacturing “F” District. As submitted, the addition will meet the setback standards of the existing area.
3. The proposed construction site plan diagram complies with Chapter 18, Site Plan and Sketch Plan Standards, Section 1802 Site Plan Diagram/Requirements; paragraph 1802.2 Site Plan Diagram Requirements, subparagraphs A-X.
4. In accordance with the requirements found in Chapter 18, Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.1.1.1 Pre-Application Conference, the applicant’s met on June 3, 2015, with the City of Escanaba to review the proposed project, the City of Escanaba Code of Ordinances, and the City Comprehensive Plan. Attending this meeting was: City Manager Jim O’Toole, Electrical Superintendent Mike Furmanski, City Engineer/Public Works Superintendent Bill Farrell, Public Safety Director Ken Vanderlinden, Water/Wastewater Superintendent Jeff Lampi, City Assessor Daina Norden, Executive Secretary Kim Peterson, Dave Bradley, MDOT and Ron Radke, Gundlach Champion.
5. In accordance with the requirements found in Chapter 18, Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, Section 1803.1.1.2. Application, the applicant applied for site plan consideration as required.
6. In accordance with the requirements found in Chapter 18, Site Plan and Sketch Plan

Standards, Section 1803 Site Plan Review, Section 1803.1.1.4. Approval; Referral, City Administration has deemed the site diagram will be completed and is referring the plan to the Planning Commission for review.

7. All fee and notification requirements of the Ordinance have been accommodated.

DUTIES OF THE PLANNING COMMISSION

In accordance with Chapter 18, Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.2. Public Hearing Requirement, prior to voting on a final site plan, the Planning Commission must hold a Public Hearing so as to facilitate public review and understanding of the proposed development.

In accordance with Chapter 18. Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.3. Planning Commission Review, once a site plan is forwarded to the Planning Commission, the Planning Commission is required to review the site plan according to the standards and requirements of Chapter 18. Site Plan and Sketch Plan Standards. The Planning Commission must approve or deny the site plan according to the standards and requirements of the Zoning Ordinance within 45 days of submission of said plan.

In accordance with Chapter 18. Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.4. Site Plan Approval, should the Planning Commission approve the site plan, the applicant, the owner of record, or the legal representative thereof, the Planning Commission Chairperson and one other member of the Planning Commission shall each sign four copies of the approved site plan. The Planning Commission shall transmit one signed copy of the plan and any conditions attached to the Code Official, and one signed copy each to the office of the City Clerk and the applicant. One signed copy shall be retained in the Planning Commission file.

In accordance with Chapter 18. Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.5.1 Site Plan Rejection, should the Planning Commission reject the site plan, the property owner may appeal the decision to the Zoning Board of Appeals.

In accordance with Section 205 of the Escanaba Zoning Ordinance, a hearing before the Planning Commission must be conducted on the request.

SITE PLAN APPROVAL STANDARDS:

In accordance with Section 1804. Site Plan Approval Standards of Escanaba's Zoning Ordinance, the proposed site plan conforms to the following site development standards:

- A. The main entrance faces the street upon which the lot fronts.
- B. All roof mounted equipment shall be screened.
- C. Reasonable and visible sound mitigation measures have been taken.
- D. The building addition is arranged to permit adequate emergency access to all sides.
- E. The development has legal access to a public street.

- F. The development provides for vehicular circulation.
- G. All parking areas are designed to facilitate safe and efficient vehicular and pedestrian circulation.
- H. All loading and unloading areas and outside storage areas shall be adequately screened.
- I. Exterior lights shall be reflected downward and away from adjacent properties and right-of-ways.
- J. Adequate utilities will be provided and placed underground.
- K. All premises shall be graded to prevent accumulation of stagnant water.

STAFF FINDINGS, COMMENT, GENERAL PLAN GOALS AND CONDITIONS OF APPROVAL:

Staff is recommending approval of the site plan diagram for the following reasons:

The proposed use is consistent with the surrounding uses in the area and is a permitted use by right. The proposed construction site plan complies with zoning requirements as listed in Chapter 13, Light Manufacturing District (F).

FISCAL IMPACT:

The construction value of the building addition is estimated to be \$900,000. Additionally, two smaller additions are being proposed with a declared construction value of \$250,000.

PUBLIC CONTACT:

Notice of Public Hearing was published in the Escanaba Daily Press Newspaper and meeting notices were mailed to the adjacent property owners of the project site.

Staff report was posted on the City of Escanaba website for public review.

The meeting agenda was posted on the City's official notice bulletin board and the City of Escanaba's website.

STANDARDS AND QUESTIONS (FINDING OF FACTS):

In accordance with Chapter 18. Site Plan and Sketch Plan Standards, Section 1801 General, paragraph 1801.1. Purpose, the Planning Commission must ensure that the plan outlines the use and development of the property and is designed to provide for the future growth and development of business that seek an aesthetically attractive working environment.

1. Is the development designed to integrate well with adjacent developments?
2. Is the development designed to minimize nuisance impacts on adjoining parcels?
3. Is the development designed to ensure safe and functional traffic access and parking?

4. Is the development designed to minimize impacts on sensitive environmental resources?

ALTERNATIVES:

Not applicable.

ENFORCEMENT HISTORY:

None

OTHER CONSIDERATIONS:

None

BACK UP INFORMATION:

1. Application for Zoning Land Use Approval.
2. Site Plan Diagram.
3. Assessor's Property Information Card
4. Site Photographs.
5. 300' radius property owner/tenant notification letter
6. 300' radius labels

Gundlach Champion Project Manager Ron Radke discussed the building of the new welding addition, the parking and the power of the welding addition, the new water main, the addition to the maintenance building, the remodel of the health area, the addition of a pole building for cold storage, and shipping and receiving.

A motion was made by Commissioner Black, seconded by Commissioner Webber, to approve the review of the Bay de Noc Community College site plan as submitted. Ayes were unanimous.

NEW BUSINESS

1. Update – Community Master Planning Process

Anne Shishkovsky (Milne) reviewed the census data, draft surveys, and public engagement strategies. She wants to include a booth at the sidewalk sales and the Rock the Dock. Also, Marquette's MSU Extension Land Use Educator Brad Newman is willing to do a brief presentation on place making. City Manager Jim O'Toole stated he would like this meeting to be a joint meeting, inviting the public. Commissioner Black provided background data, justification, and details as to where we want to go with the master plan.

2. Project Updates:

- A. Zoning Board of Appeals Hearings/Decisions – None.
- B. Superior Trade Zone – City Manager Jim O’Toole stated The Superior Trade Zone will have an inaugural meeting on June 16th at noon at the Rock’s Lions Club. The meeting will be an overview, explanation of the program and what we are trying to do, and a request for a primary and alternate to be named by each Unit of Government to sit on the board. The 2nd meeting will be to elect officers, rules and procedures, etc. The meeting will kick off Rock’s 150th anniversary.
- C. MSHDA/SHPO Certified Local Government Program - City Manager Jim O’Toole stated we were recently approved. We are currently working with the DDA and Historic Commission through Ed Legault and Blaine DeGrave, trying to identify 3 – 5 signature buildings in downtown that we want to package for redevelopment.
- D. Delta County Planning Commission Update – Commissioner Connor discussed the wind towers verdict. They are working on the distance from the property line.
- E. Redevelopment Ready Community Program – City Manager Jim O’Toole discussed the report of findings responsibility work chart. It shows the objectives, evaluation criteria, recommended actions for certifications, and the primary responsible party for completion of the task. Yellow colored items on the chart represent being half way complete; red represents work needed. The DDA and Historic Commission will also review.
- F. Year to Date Zoning/Land Use Permit(s) – City Manager Jim O’Toole reviewed the below:

2	NEW RESIDENTIAL HOME	\$634,000
10	RESIDENTIAL REMODELS	\$123,600
8	NEW COMMERCIAL	\$8,325,920
11	COMMERCIAL REMODELS	\$415,500
1	CHANGE OF USE	\$0
	HOME OCCUPATION	\$0
	LAND USE PERMIT	\$0
4	DEMOLITION PERMIT	\$129,200
36	TOTAL	\$9,628,220

- G. Various – City Manager Jim O’Toole stated Meijers wetland permits have been approved. They requested the petitions to submit to the City to install the infrastructure in the road, in special the property owners, over 5 years. On June 23rd there will be a special meeting of the DDA at the Northern Michigan Bank to continue discussion on the project mentioned at the Joint Meeting. At the Joint Governmental Meeting held on June 11th, Mr. O’Toole pitched the idea of doing a county wide Planning Commission training, to be scheduled for September or October. On June 24th there is a special City Council meeting at noon with the Electrical Advisory Committee. In regards to the Power Plant status, Mr. O’Toole stated we are continuing negotiations with Sterling Energy. There are 2 terms that we haven’t agreed upon yet – the Performance Term and price of the deal. 2

proposals have been received for redevelopment reuse. The Power Plant will be completely moth balled on the June 15th. 90% of the work is complete at this time.

GENERAL PUBLIC COMMENT

None.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

None.

ADJOURNMENT

A motion was made by Commissioner Webber, seconded by Commissioner Buckbee, to adjourn the meeting. The meeting adjourned at 6:41 p.m. Ayes were unanimous.

Patrick Connor, Chairperson
Escanaba Planning Commission

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

Roy Webber, Secretary
Escanaba Planning Commission