

**PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
February 12, 2015**

A meeting of the Escanaba Planning Commission was held on Thursday, February 12, 2015, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Patrick Connor, Vice Chairperson Kelvin Smyth, Commissioners Roy Webber, Brian Black, James Hellermann, Stephen Buckbee and Tom Warstler

ALSO PRESENT: City Manager Jim O'Toole, Executive Secretary Kim Peterson, and CUPPAD Representative Rhiannon Haller

EXCUSED ABSENT: Commissioner Christine Williams

Chairperson Connor called the meeting to order at 6:02 p.m.

Roll Call

Executive Kim Peterson conducted the roll call.

Approval/Correction of the January 22, 2015, Planning Commission Meeting Minutes

A motion was made by Commissioner Buckbee, seconded by Commissioner Warstler, to approve the January 22, 2015, Meeting Minutes. Ayes were unanimous.

Approval/Adjustments to the Agenda

A motion was made by Commissioner Buckbee, seconded by Commissioner Hellermann, to accept the meeting agenda as submitted. Ayes were unanimous.

Conflict of Interest Declarations

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

None.

PUBLIC COMMENT

None.

NEW BUSINESS

Discussion – Community Master Plan Process.

City Manager O'Toole stated administration and Planning Commission will discuss the process and schedule that is needed to update the Community Master Plan and review of the Zoning Ordinance. The City Council approved the contract with CUPPAD in the amount of \$12,600 for these services.

CUPPAD Representative Rhiannon Haller reviewed the timeline with an anticipated completion date of February 2016.

City Manager O'Toole will be scheduling a meeting with all Boards, Commissions and Committees to obtain input. The process will also be discussed at the monthly Joint Government Meetings. There will be public engagement sessions held early on and throughout the process. Internet surveys will be done, along with physically asking for input. The Rock the Dock Events planned for this summer would be a great opportunity to set up a booth and get the public involved (events to take place 07/03/15 and 08/01/15).

Discussion took place on social media being utilized. Ms. Haller stated she would like to set up at Farmer's Markets, events, and have an open house at City Hall to get public input. The draft plan will be on line so citizens can follow the process.

There will be a 63 day public review period on the draft plan before the Planning Commission can recommend adoption by the City Council.

City Manager O'Toole stated monthly discussions on the process will take place at the regularly scheduled Planning Commission Meetings, along with approximately three special meetings being scheduled throughout the 12-16 month period.

A motion was made by Commissioner Black, seconded by Commissioner Hellermann, to authorize CUPPAD to proceed with the Community Master Plan Update notification process to neighboring property owners, schools, agencies, etc. Ayes were unanimous.

Ms. Haller stated the notification letters will be mailed early next week.

Project Updates:

- A. Zoning Board of Appeals Hearings/Decisions – None.
- B. Michigan (MEDC) Redevelopment Ready Communities Program – City Manager O'Toole stated the process has begun with the review process and will probably take up to six months.
- C. Delta County Planning Commission Update – Did not meet.
- D. Zoning/Land Use Permit Update – One cold storage facility valued at \$22,000 and one demolition permit for the former Arby's restaurant in the amount of \$20,000.

- E. Various – City Manager O’Toole stated the Superior Trade Zone application had been submitted to MEDC on 02/06/15 and are pushing to get on the 02/24/15 agenda and he plans on going to Lansing for such. The MSHDA/SHPO Local Certified Government received verbal approval and they are waiting for the signed document.

GENERAL PUBLIC COMMENT

Ms. Haller stated the 2015 Regional Prosperity Initiative received a grant for \$336,000. This will also incorporate the asset mapping that can be used for the Superior Trade Zone. Discussed using the grant as matched leverage for the Superior Trade Zone. Ms. Haller stated she would forward more information along to the Planning Commissioners.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

None.

ADJOURNMENT

A motion was made by Commissioner Warstler, seconded by Commissioner Webber, to adjourn the meeting. The meeting adjourned at 6:27 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

Figure 3

Steps for Adoption of a Master Plan



