PLANNING COMMISSION
REGULAR MEETING AGENDA
January 14, 2016, at 6:00 p.m.

Patrick Connor, Chairperson
Kel Smyth, Vice-Chairperson
Roy Webber, Secretary
Brian Black, Commissioner
Tom Warstler, Commissioner
James Hellerman, Commissioner

Christine Williams, Commissioner
Morley Diment, Commissioner
Paul Caswell, Commissioner

James V. O'Toole, City Manager
Ronald Beauchamp, City Council Liaison

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829
Thursday, January 14, 2016, at 6:00 p.m.

CALL TO ORDER
ROLL CALL
APPROVAL/CORRECTION(S) TO MINUTES – December 10, 2015
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION
UNFINISHED BUSINESS – None

PUBLIC HEARING(S)

1. **Review – 223 Ludington Street/216 1st Avenue South – Traffic Assessment Plan, Water Management Catch Basin Plan, Property Screening Plan.**
   Explanation: At the September 10, 2015 meeting of the Planning Commission, the Planning Commission conditionally approved a site plan for a proposed 34 dwelling unit senior/elderly affordable housing project with an adjoining off-street parking lot. Per the Planning Commission an additional review on the proposed Traffic Assessment Plan, Water Management Catch Basin Plan, and Property Screening details was mandated.

NEW BUSINESS

1. **Discussion – Year in Review/Goal and Objective Setting – 2015 Planning Commission Plan of Work and 2016 Planning Commission Plan of Work.**
   Explanation: The Planning Commission will review the activities and accomplishments of the Commission over calendar year 2015. Additionally, the Planning Commission will discuss recommended Planning Commission goals and objectives for the upcoming 2016 Planning Commission Plan of Work.

2. **Discussion – Community Master Plan – Community Participation Plan.**
   Explanation: Administration will discuss the draft Community Participation Plan that is being created in conjunction with the Community Master Planning process as part of the Redevelopment Ready Communities program.

3. **Project Updates:**
   a. Zoning Board of Appeals Hearings/Decisions.
   b. Delta County Planning Commission Update. The Planning Commission will be updated on the activities at the latest Delta County Planning Commission Meeting.
   c. Zoning/Land Use Permit Update.
   d. Various.

GENERAL PUBLIC COMMENT
COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS
ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling City Hall at (906) 786-9402.

Respectfully Submitted,

Patrick Connor, Chairperson
Planning Commission

PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
December 10, 2015

A meeting of the Escanaba Planning Commission was held on Thursday, December 10, 2015, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Patrick Connor, Vice-Chairperson Kel Smyth, Secretary Roy Webber, Commissioner Brian Black, Commissioner Tom Warstler, Commissioner James Hellerman, Commissioner Christine Williams, Commissioner Steve Buckbee, and Commissioner Paul Caswell.

ALSO PRESENT: City Manager Jim O'Toole, City Council Liaison Ron Beauchamp, Executive Assistant Buffy Smith, Code Official Blaine DeGrave, and DDA Director Ed LeGault.

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

Roll Call

Executive Assistant Buffy Smith conducted the roll call.

Approval/Correction of the October 8, 2015, Planning Commission Meeting Minutes

A motion was made by Commissioner Buckbee, seconded by Commissioner Warstler, to amend the October 8, 2015, Planning Commission meeting minutes to include a spelling edit for Patrick Connor under Delta County Planning Commission project update, and to include Commissioner Hellerman as present on the November 12, 2015 All Boards and Commissions meeting minutes. Ayes were unanimous.

Approval/Adjustments to the Agenda

City Manager Jim O'Toole stated the Board needs to make a recommendation to City Council for a City Planning Commissioner representative for the Delta County Planning Commission.

A motion was made by Commissioner Warstler, seconded by Commissioner Buckbee, to amend item number one (1) on the agenda to include a City recommended representative for the Delta County Planning Commission. Ayes were unanimous.

Conflict of Interest Declarations

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

None.

NEW BUSINESS

1. Election of Officers – Chair, Vice-Chair, Secretary and Deputy Secretary

City Manager Jim O'Toole stated in accordance with the Escanaba Planning Commission Rules of Procedure, Section 4, Officers, Paragraph A, the Planning Commission will elect from its membership a Chair, Vice-Chair, Secretary, and Deputy Secretary for the upcoming fiscal year.

A motion was made by Commissioner Warstler, seconded by Commissioner Buckbee, to appoint/keep Patrick Connor as Chairperson, Kel Smyth as Vice-Chairperson, Roy Webber as Secretary, and Brian Black as Deputy Secretary for the upcoming fiscal year. Ayes were unanimous.

A motion was made by Commissioner Buckbee, seconded by Chairperson Connor to recommend Commissioner Williams as the City representative for the Delta County Planning Commission. Ayes were unanimous.

A motion was made by Commissioner Warstler, seconded by Vice-Chairperson Smyth to recommend Chairperson Connor as the City representative substitute for Delta County if allowed. Ayes were unanimous.

2. Community Visioning Session – Community Master Plan Update

City Manager Jim O'Toole stated as part of the Community Master Plan update, the Planning Commission is hosting a community visioning session whereby community members and others will be asked to collaborate on a vision for the development of the community. The visioning session provides a forum for ideas and allows everyone who participates to be a mutual author of the plan. The Master Plan guides City decisions about important issues like: where certain types of businesses should be allowed, how much parking should be provided, what improvements should be made to parks and recreation centers, where the City should improve streets, bike lanes & intersections, and what economic strategy the City should take, among many other things.

Board Members and public participants formed in groups of six (6) as part of the visioning session to contribute thoughts and ideas on the development of the Master Plan and how to make Escanaba more attractive for current residents and potential new residents (see attached).

3. Project Updates:

A. Zoning Board of Appeals Hearings/Decisions – No new updates.

B. Superior Trade Zone – The last scheduled Superior Trade Zone meeting was held on Tuesday, December 1, 2015 at the Maple Ridge Hall located in Rock. The next scheduled meeting is Tuesday, January 12, 2016 at the Maple Ridge Hall in Rock.

C. MSHDA/SHPO Certified Local Government Program – No new updates.

D. Delta County Planning Commission Update – No new updates.

E. Redevelopment Ready Community Program – No new updates.

F. YTD Zoning/Land Use Permits Update – See below:

ZONING PERMITS REPORT
January 1, 2015 thru December 10, 2015

3	NEW RESIDENTIAL HOME	$ 881,960
29	RESIDENTIAL REMODELS	$ 346524
4	NEW COMMERCIAL	$ 8,252,000
25	COMMERCIAL REMODELS	$ 5,392,120
1	CHANGE OF USE	$ 0
0	HOME OCCUPATION	$ 0
0	LAND USE PERMIT	$ 0
10	DEMOLITION PERMIT	$ 292,950
72	TOTAL	$ 15,165,554

G. Community Master Planning Process – Board Members and public participants discussed in detail their ideas to contribute to the Master Plan development process.

GENERAL PUBLIC COMMENT

None.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

None.

ADJOURNMENT

A motion was made by Vice-Chairperson Smyth, seconded by Commissioner Warstler, to adjourn the meeting. The meeting adjourned at 8:12 p.m. Ayes were unanimous.

Patrick Connor, Vice Chairperson
Escanaba Planning Commission

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

Roy Webber, Secretary
Escanaba Planning Commission

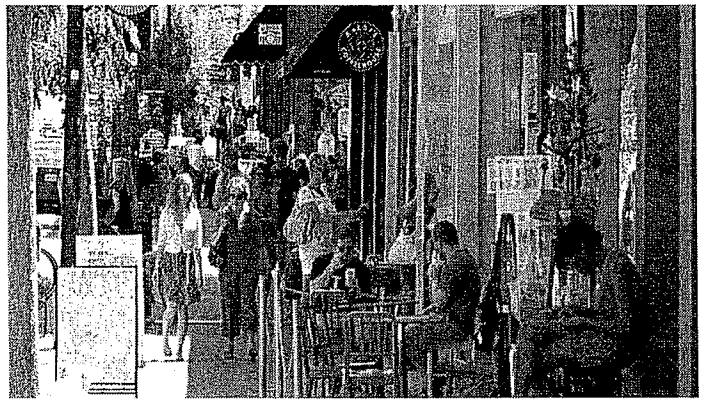
ESCANABA

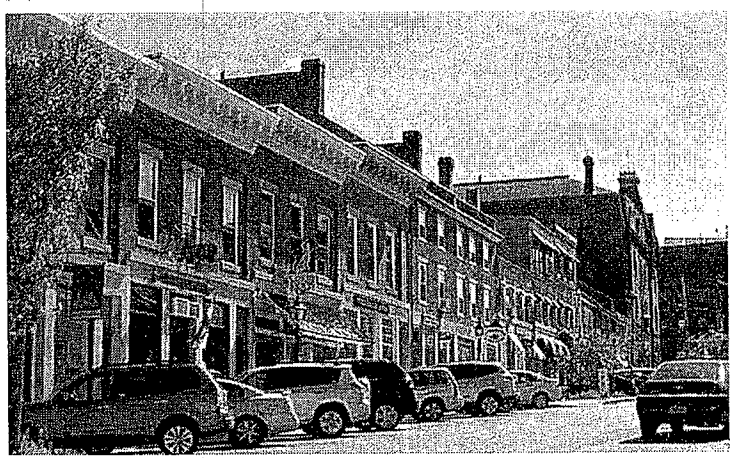
Master Plan Update 2016

What is a master plan?

- **Master Plan Update**
  - Broad vision for the future of the community
  - Should reflect the community
  - Guides development and decision-making
  - Provides strategies for achieving community goals

Imagine Escanaba in 2035





What would you like it to be?

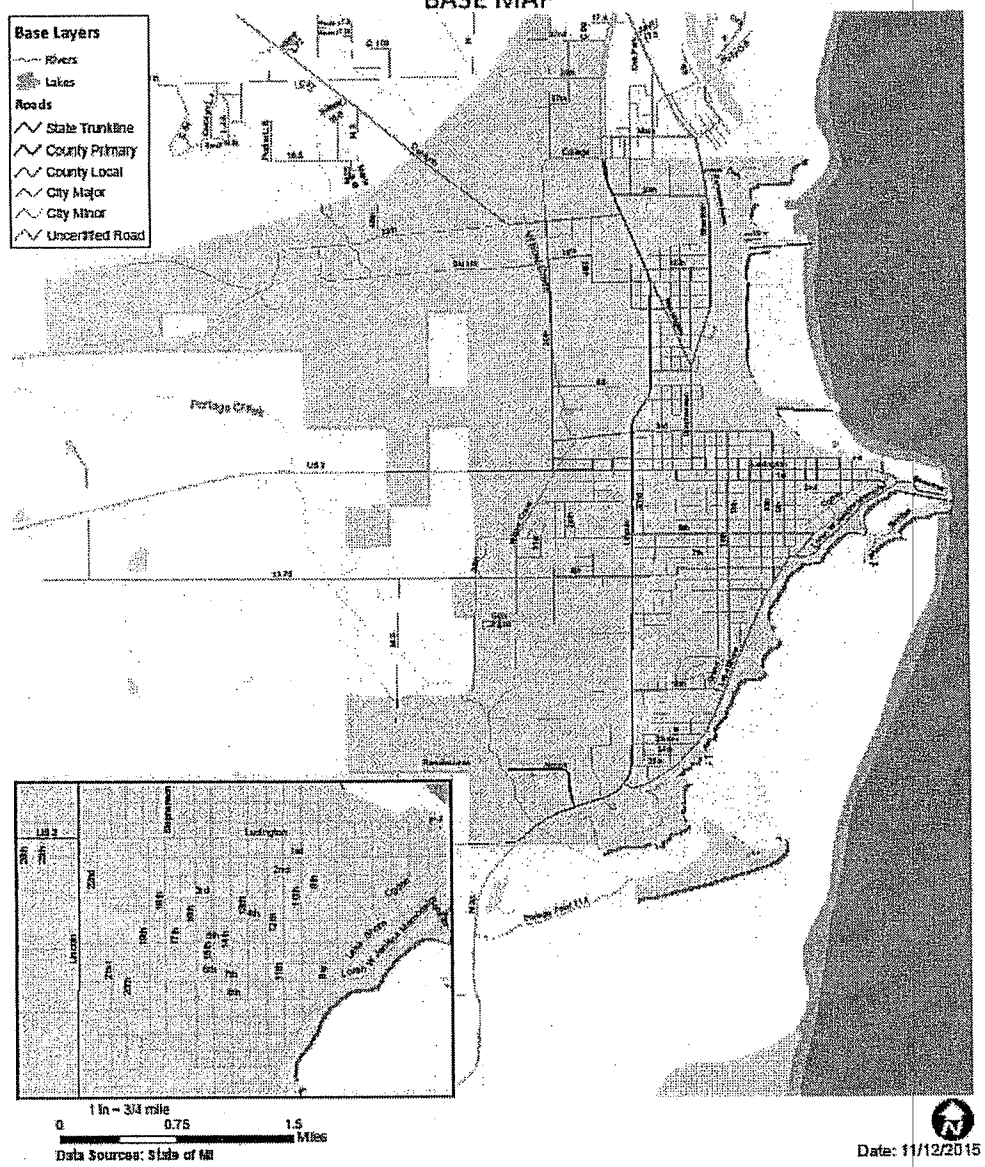
What assets or strengths does the City already have?

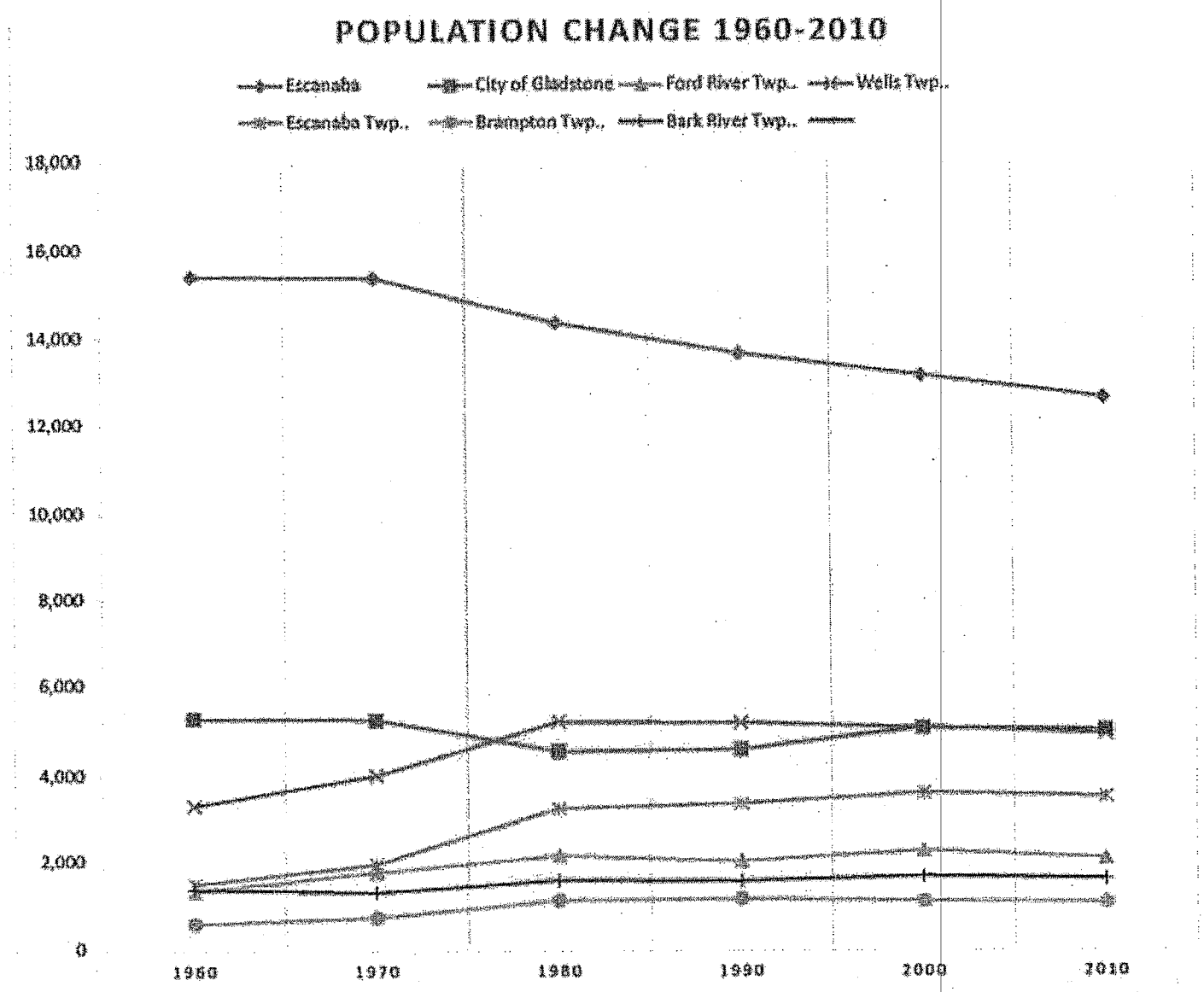
(What do you like best about it?)

What are the weaknesses of the area?

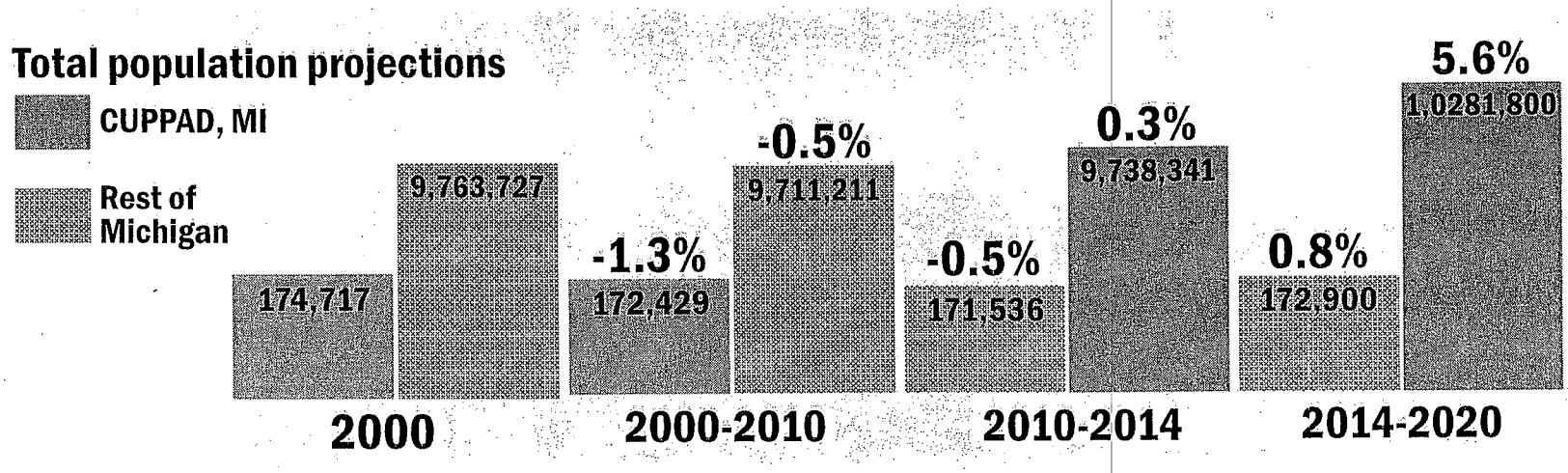
(What don’t you like about it?)

CITY OF ESCANABA
BASE MAP

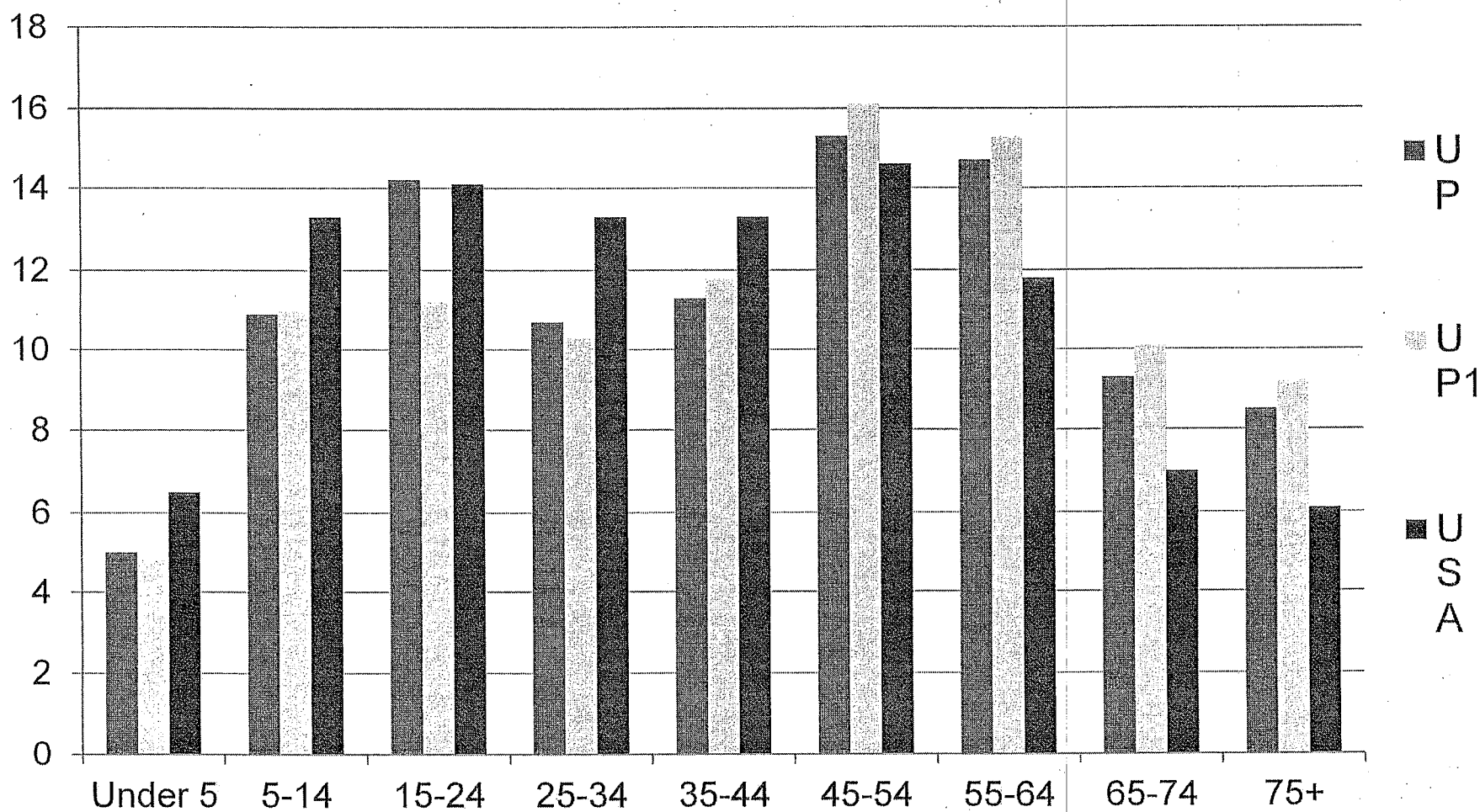



POPULATION CHANGE 1960-2010
Escanaba
City of Gladstone
Ford River Twp..
Wells Twp..
Escanaba Twp..
Brampton Twp..
Bark River Twp..
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
1960
1970
1980
1990
2000
2010

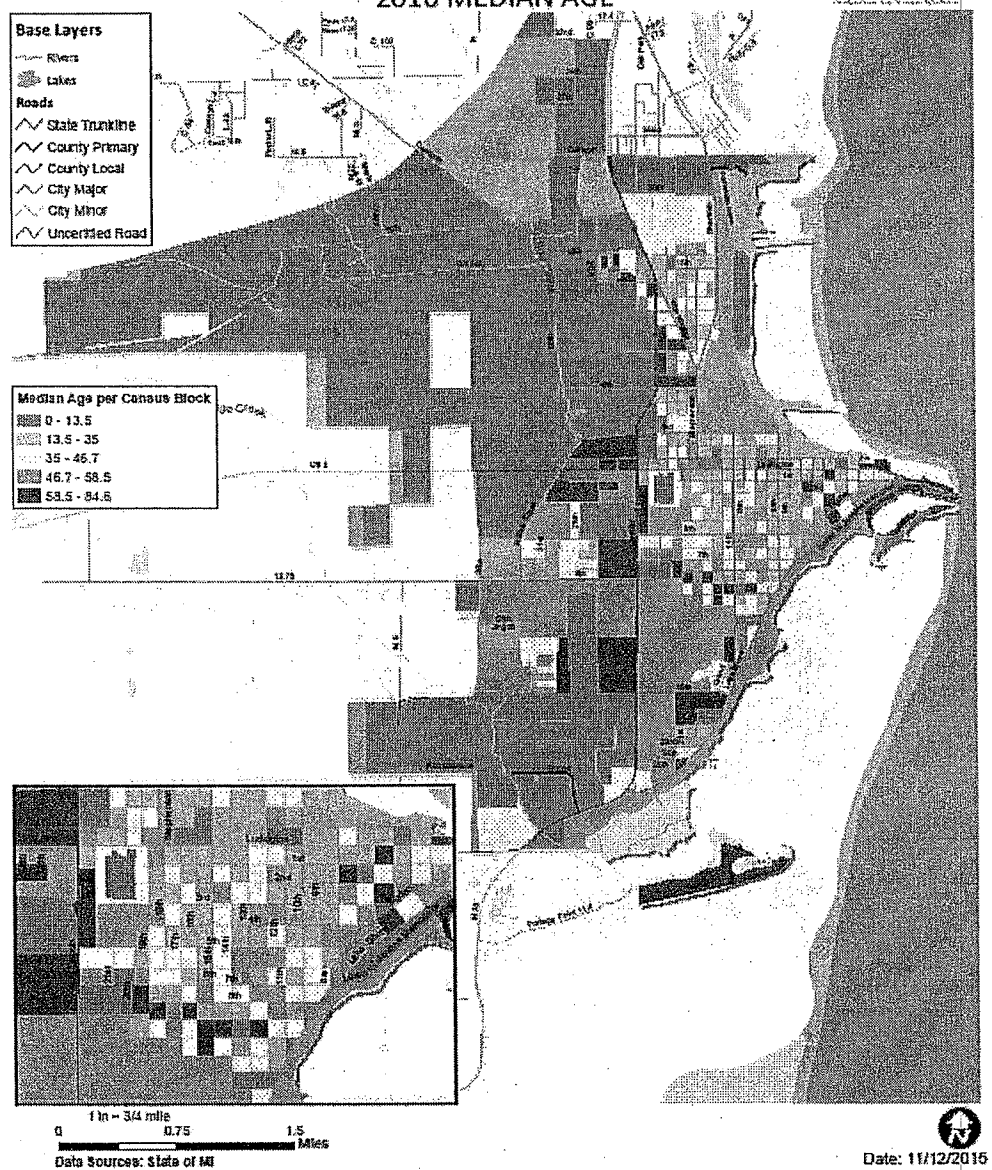
Population Change



Percent of UP Population by Age, 2010



CITY OF ESCANABA
2010 MEDIAN AGE



Data Sources: State of MI

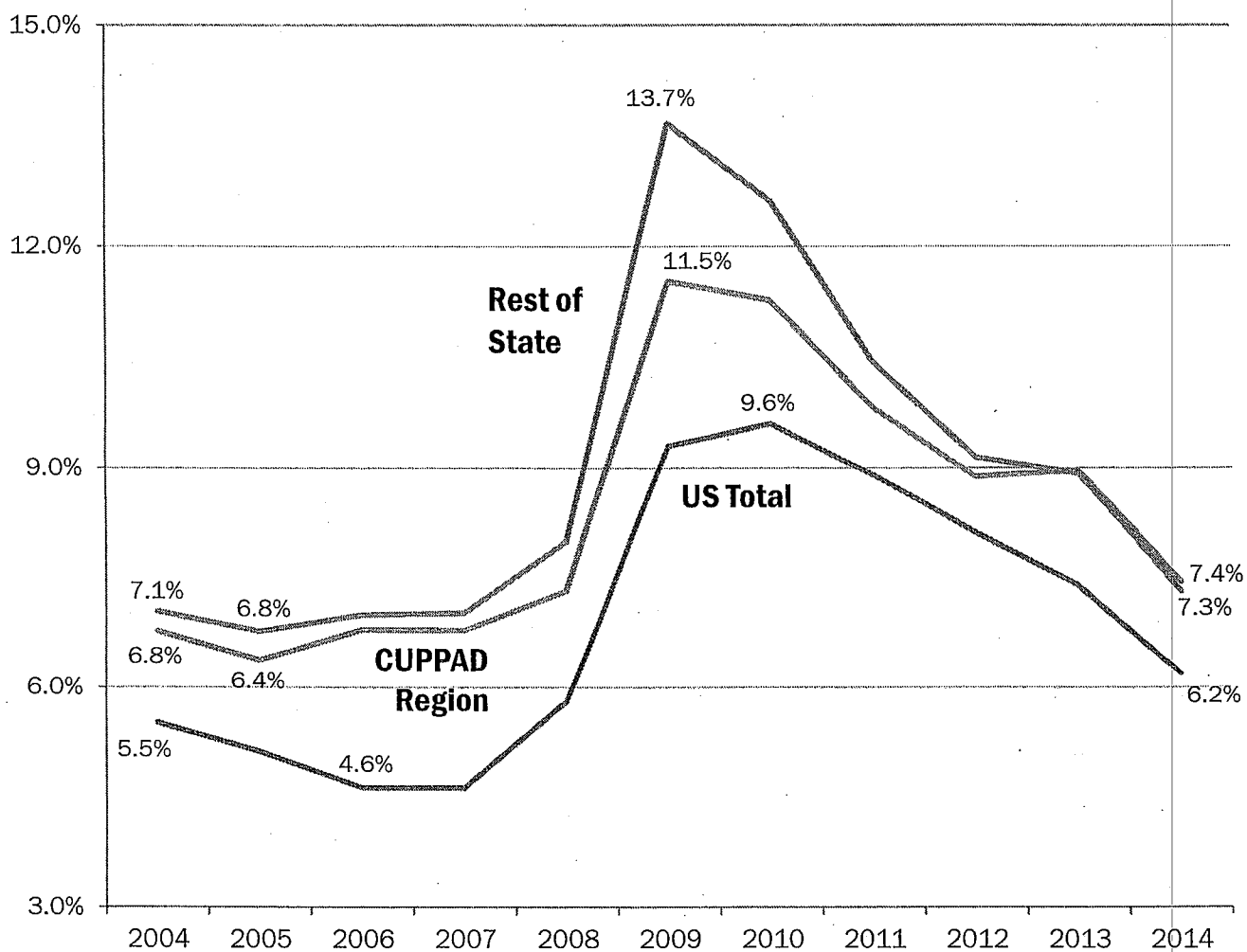
Date: 11/12/2015

Demography

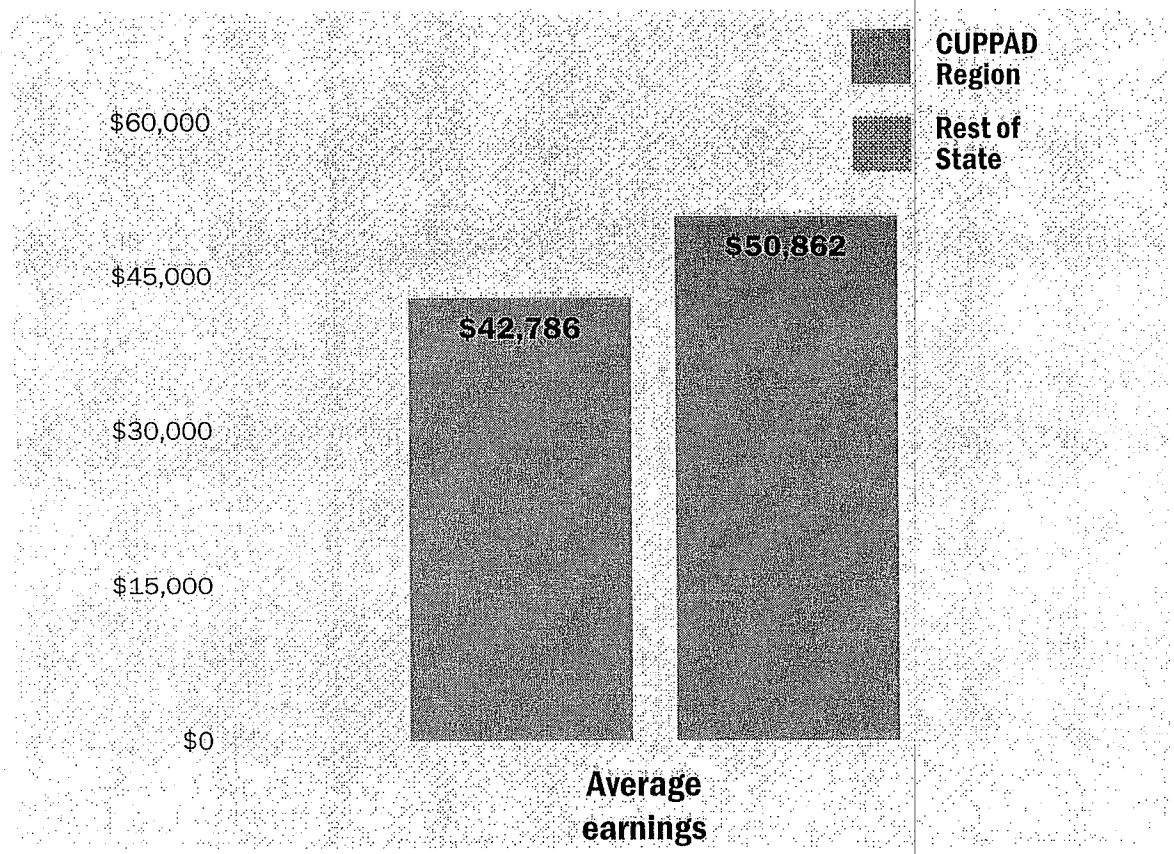
Income and poverty

	2003	2008	2013
Total Population in Poverty	10.4%	14.0%	15.8%
Minors (Age 0-17) in Poverty	13.8%	17.5%	20.8%
Real Median Household Income* ($ 2013)	$46,289	$45,781	$42,758

Unemployment Rates



Earnings Per Worker, 2014



CITY OF ESCANABA
RENTER OCCUPIED HOUSING UNITS

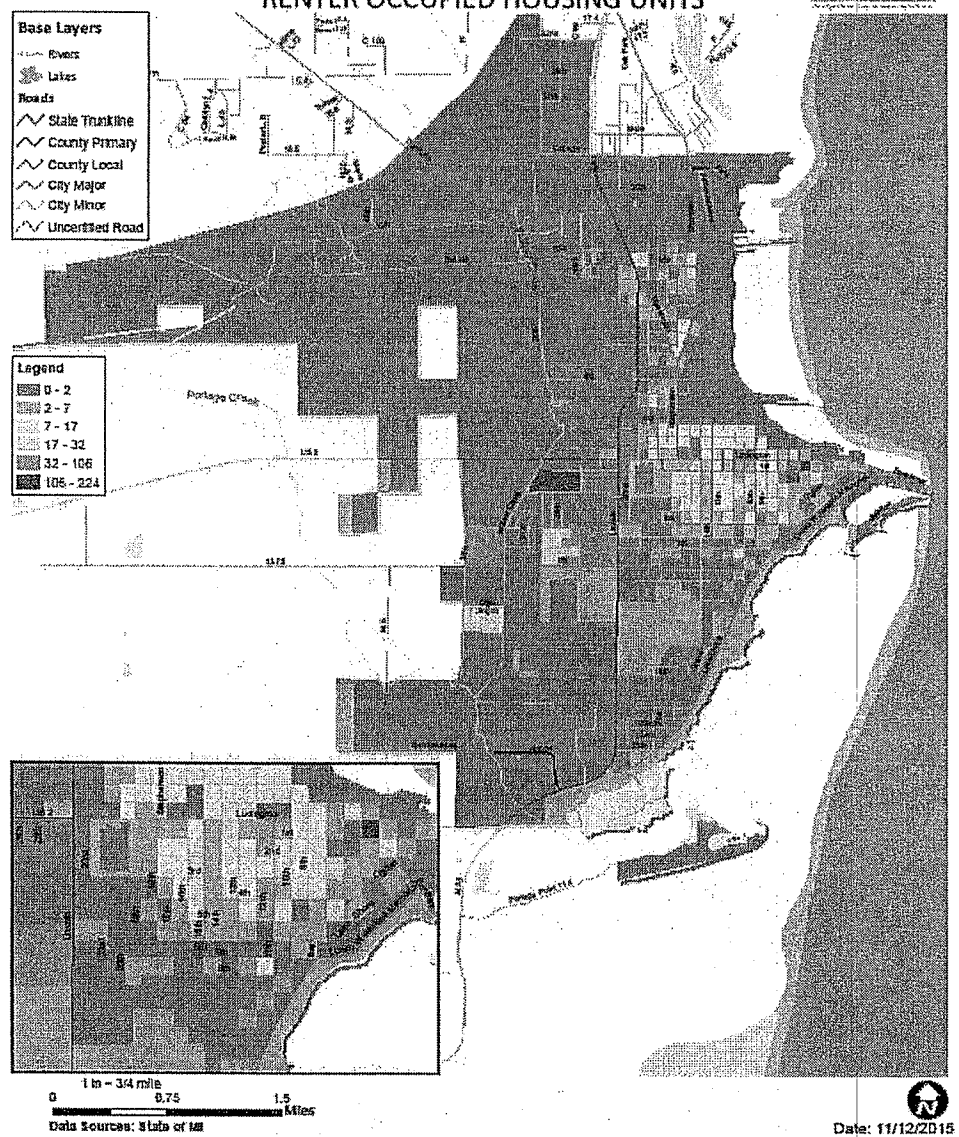


Table 3-7: Educational Attainment for Persons 25 and Over, 2010			
Educational Level	Escanaba	Delta County	Michigan
Less than 9th Grade	3.4	3.0	3.4
9th-12th Grade, No Diploma	7.3	6.4	7.7
High School Diploma	38.6	38.4	30.4
Some College, No Degree	21.4	22.3	24
Associates Degree	10.9	11.2	8.6
Bachelor's Degree	12.4	12.9	15.9
Graduate or Professional Degree	6.0	5.8	10
High School Graduate or Higher	89.3	90.6	88.9
Bachelor's Degree or Higher	18.4	18.7	25.9
Source: 2009-2013 ACS 5 Year Estimate			

Industry and occupation

Top ten industry sector employment growth

NAICS	Description	2009 Jobs	2014 Jobs	Change	Change (%)	State Change (%)
53	Real Estate and Rental and Leasing	2,376	2,867	491	21%	13%
21	Mining, Quarrying, and Oil and Gas Extraction	1,572	1,836	264	17%	16%
56	Administrative and Support and Waste Management and Remediation Services	2,214	2,583	369	17%	20%
42	Wholesale Trade	1,613	1,876	263	16%	10%
52	Finance and Insurance	3,290	3,813	523	16%	10%
23	Construction	4,987	5,566	579	12%	4%
71	Arts, Entertainment, and Recreation	1,433	1,555	122	9%	0%
54	Professional, Scientific, and Technical Services	3,059	3,275	216	7%	15%
48	Transportation and Warehousing	2,399	2,560	161	7%	23%
72	Accommodation and Food Services	7,042	7,456	414	6%	13%

Industry cluster analysis

Mature Clusters

Primary Metal Manufacturing (**1.56**; 302)
Elec Equip., App & Component Mfg. (**1.06**; 195)
Biomed/Biotechnical (Life Science) (**1.04**; 6,915)

Star Clusters

Mining (**8.55**; 2,158)
Forest & Wood Products (**3.64**; 4,421)
Fabricated Metal Product Mfg. (**2.01**; 1,389)
Machinery Manufacturing (**1.57**; 882)
Manufacturing Supercluster (**1.17**; 3,365)

Level of Specialization

Percent Growth in Specialization

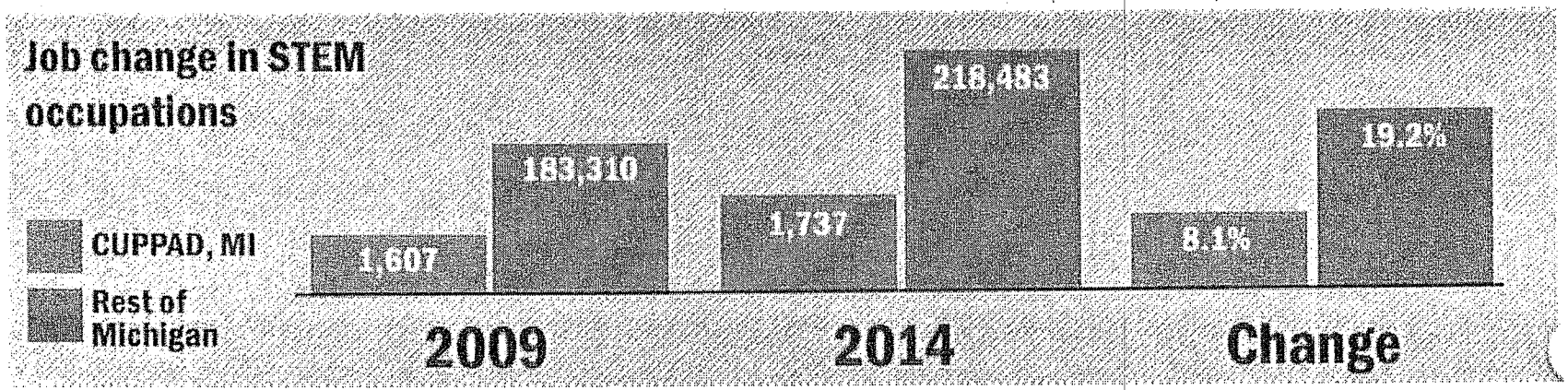
Transforming Clusters

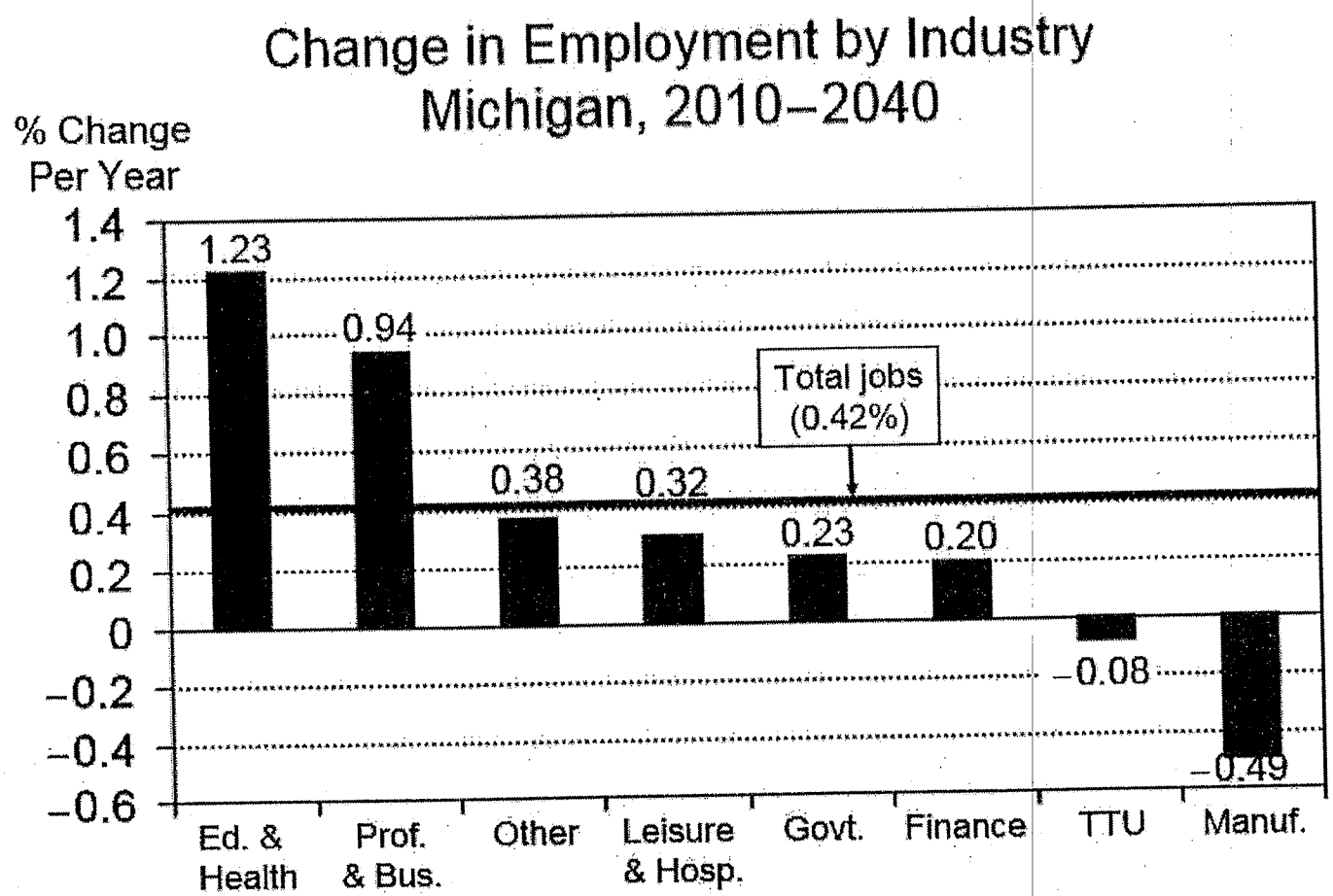
Arts, Ent, Rec. & Visitor Industries (**0.97**; 3,389)
Energy(Fossil & Renewable) (**0.91**; 4,200)
Printing & Publishing (**0.69**; 1,007)
Chemicals/Chemical-based Products (**0.48**; 500)
Education & Knowledge Creation (**0.35**; 694)
Glass & Ceramics (**0.11**; 15)

Emerging Clusters

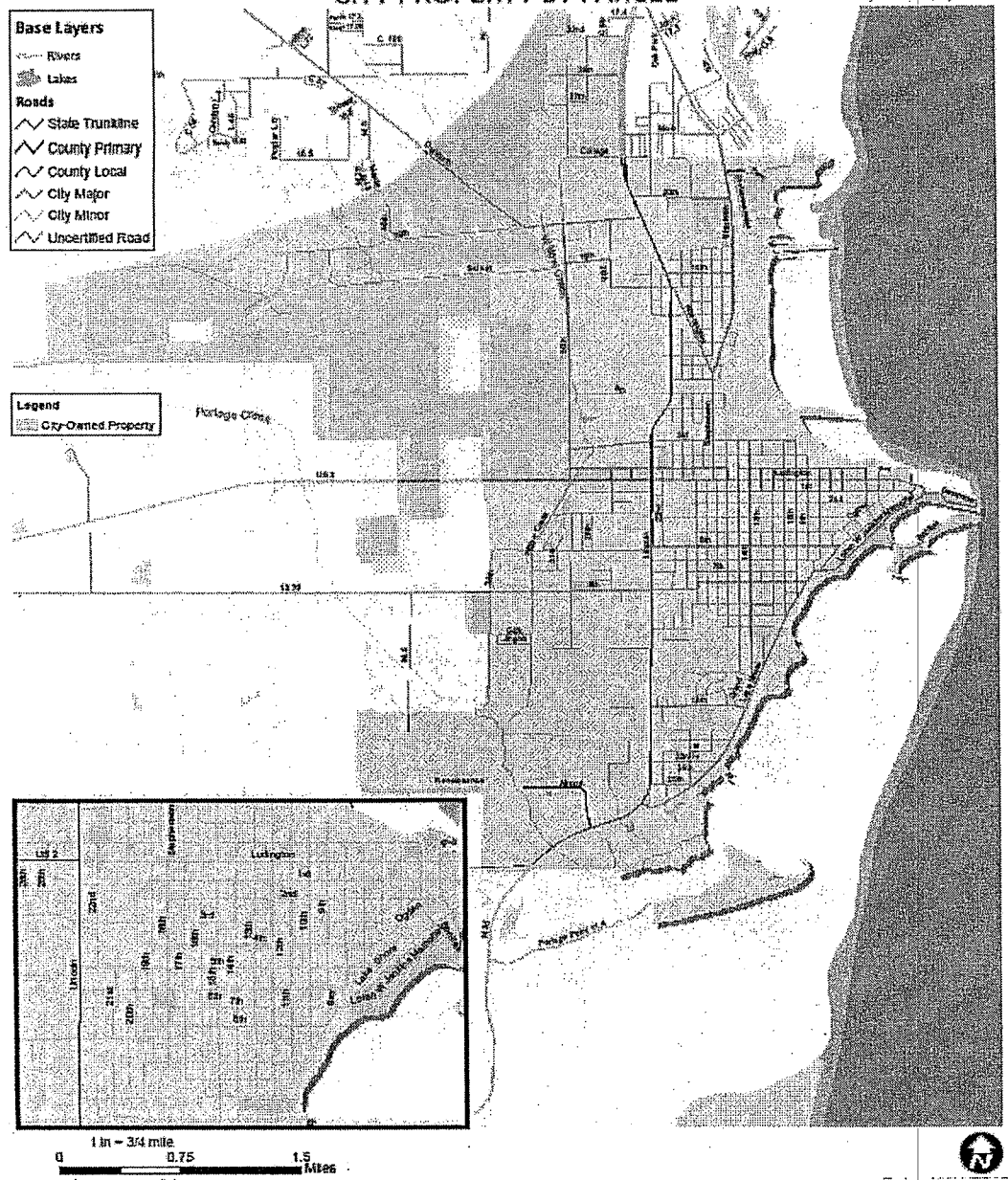
Transportation & Logistics (**0.90**; 2,420)
Advanced Materials (**0.85**; 2,141)
Transportation Equipment Mfg. (**0.78**; 579)
Agribusiness, Food Processing & Tech (**0.68**; 1,703)
Defense & Security (**0.63**; 2,266)
Apparel & Textiles (**0.57**; 358)
Business & Financial Services (**0.55**; 6,279)
Information Technology & Telecom. (**0.51**; 1,696)
Computer & Electronic Product Mfg. (**0.03**; 17)

Science, Technology, Engineering & Math




Change in Employment by Industry
Michigan, 2010–2040
% Change
Per Year
1.4
1.2
1.0
0.8
0.6
0.4
0.2
0
–0.2
–0.4
–0.6
1.23
0.94
0.38
0.32
0.23
0.20
–0.08
–0.49
Total jobs
(0.42%)
Ed. &
Health
Prof.
& Bus.
Other
Leisure
& Hosp.
Govt.
Finance
TTU
Manuf.

CITY OF ESCANABA
CITY PROPERTY BY PARCEL



1. What opportunities could make this a vibrant community?

2. What can the city and residents do that is feasible?

3. What should we do? (What is pressing or urgent?)

P.H. # 1
1/14/16.

CITY OF Escanaba
P.O. Box 948 • Escanaba, MI 49829-0948 • (906) 786-0240 • fax (906) 786-4755
TDD (800) 649-3777

December 24, 2015

ESCANABA PLANNING COMMISSION
ESCANABA MICHIGAN 49829

RE: Review – 223 Ludington Street and 216 1st Avenue South – Traffic Access Plan, Water Management Catch Basin Plan and Property Screening Plan.

Dear Property Owner/Occupant:

A regular scheduled meeting of the Escanaba Planning Commission has been scheduled for January 14, 2016, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

Review - 223 Ludington Street and 216 1st Avenue South – Proposed 34 Dwelling Unit Senior/Elderly Affordable Housing Development with an adjoining parking lot.

Mr. Peter Jobson, President of Excel Realty Group, is requesting the Planning Commission review and approve his proposed Traffic Assessment Plan, Water Management Catch Basin Plan, and Property Screening Plan and was required by the Planning Commission at their September 10, 2015 meeting.

You are cordially invited to attend this meeting should you have any questions or comments concerning this project. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to January 14, 2016. All written and signed comments will be read into the public record.

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the City of Escanaba at (906) 786-9402. A copy of the various referenced plans can be viewed at City Hall, Second Floor, 410 Ludington Street, Escanaba, MI, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Sincerely,

Patrick Connor, Chairperson
Escanaba Planning Commission

PROOF OF SERVICE – MAILING
This document was enclosed in sealed envelope, first class postage fully prepaid, and deposited in the U.S. Government Mail.

Addressee(s): Property Owner/Occupant
300 feet of Project

Mailing Date: December 24, 2015

MEMORANDUM

TO: James V. O'Toole, City Manager

FROM: William S. Farrell, City Engineer

DATE: 11/30/2015

RE: House of Ludington Senior Housing Project – Review of Traffic Assessment

A traffic assessment was completed on November 6, 2015 for the House of Ludington Senior Retirement Center development by Traffic Engineering Associates, Inc of Saranac, Michigan. The purpose of the Assessment was to determine if the development will create any safety issues with the proposed new parking and driveways. I have reviewed the Assessment, which is attached. I believe the proposed trips generated are a touch light but not a concern. The logic associated with the Assessment is similar to the logic that we used while working with the developer on the layout of the lot. In conclusion, I find nothing of concern with the proposed Assessment.

Traffic Engineering Associates, Inc.
517/627-6028 FAX: 517/627-6040
PO Box 100
Saranac, Michigan 48881

November 6, 2015

Mr. Peter Jobson, President
Excel Realty Group
3690 Orange Pl. #517
Beachwood, OH 44122

Dear Mr. Jobson:

Traffic Engineering Associates, Inc. (TEA) conducted a trip generation and site circulation review for the proposed House of Ludington Senior Retirement Center development located on Ludington Street in the City of Escanaba, Michigan.

PROJECT DESCRIPTION

The proposed House of Ludington Senior Retirement Center development will be located in the existing House of Ludington Hotel located on Ludington Street, between South 2nd Street and South 3rd Street. The House of Ludington Senior Retirement Center will consist of 34 new apartments constructed in the existing House of Ludington Hotel.

The purpose of this review is to determine the traffic generated by the proposed House of Ludington Senior Retirement Center development, and to determine if there will be any traffic safety issues with the proposed new parking and driveways.

TRAFFIC ANALYSIS

For this analysis, trip generation rates were derived from the ITE TRIP GENERATION MANUAL (9th edition). The ITE trip generation rates for Senior Adult Housing - Attached (Land Use Code 252), were selected as representing the new 34 senior apartments. The ITE description of Senior Adult Housing - Attached is as follows:

Senior adult housing consists of attached independent living developments, including retirement communities, age-restricted housing and active adult communities. These developments may include limited social or recreational services. However, they generally lack centralized dining and on-site medical facilities. Residents in these communities live independently, are typically active (requiring little to no medical supervision) and may or may not be retired.

It is projected that the proposed House of Ludington Senior Retirement Center development, with 34 new senior apartments will generate 7 AM peak hour trips, 10 PM peak hour trips and 122 total weekday trips.

Description	Size	AM Peak Hour			PM Peak Hour			Weekday
		In	Out	Total	In	Out	Total	
Senior Adult Housing - Attached, Code 252	34 Units	2	5	7	5	5	10	122

PARKING AND DRIVEWAYS

The site plan shows that there will be three (3) new parking areas. The first will be located south of the proposed House of Ludington Senior Retirement Center between 1st Avenue South and the existing alley. This parking area will consist of one (1) drive having 21 angled parking stalls with one (1) handicap stall. The drive will be one-way northbound with traffic entering on 1st Avenue South and exiting into the alley with the ability to exit left or right. The alley is an east-west alley and connects with South 2nd Street on the east and South 3rd Street on the west.

The second parking area will be located immediately adjacent to the House of Ludington Senior Retirement Center on the east side of the building. This parking area will also have only one (1) northbound one-way driveway. Traffic using this parking area will enter via the alley and exit onto Ludington Street with the restriction to exit as a right turn only onto Ludington Street. This parking area will contain 12 parking stalls with one (1) handicap stall.

The third parking area will be located on the alley, just east of South 3rd Street. There will be four (4) perpendicular parking stalls on the north side of the alley.

FINDINGS

A review of the proposed site plan traffic flow shows that both new parking lots will be designed as one-way northbound with a restricted right turn only exit at the north parking lot adjacent to the proposed House of Ludington Senior Retirement Center.

The north parking lot, adjacent to the proposed House of Ludington Senior Retirement Center, will be exiting onto Ludington Street, a major roadway. A review of the traffic volumes obtained from the City of Escanaba, which were taken in September of 2007 on Ludington Street between 4th and Lakeshore, show that the AM peak hour (8 – 9 AM) eastbound volume is 69 vehicles, and the westbound volume is 71 vehicles for a total of 140 vehicles during the AM peak hour. The PM peak hour (5 – 6 PM) eastbound traffic

volume is131, and the westbound traffic volume is 99 vehicles for a total of 230 vehicles during the PM peak hour.

The north parking lot drive approach will be constructed as a right turn only exit drive; therefore, only the eastbound traffic on Ludington Street will have any impact on the exiting traffic. The total exiting traffic for this development is 5 vehicles in the AM peak hour and 5 vehicles in the PM peak hour, which will be distributed between the three (3) new parking areas.

With the total exiting and entering traffic volumes for the proposed House of Ludington Senior Retirement Center anticipated to be minimal, and with the eastbound traffic volume on Ludington Street during both the AM and PM peak hours being minimal, there are no expected traffic conflicts for the right turn exiting traffic onto Ludington Street.

There are no anticipated traffic safety issues with the south parking lot as the exiting traffic will exit into the alley and travel either east or west to minor roadways.

RECOMMENDATIONS

It was noticed that there is existing on-street parking on the south side of Ludington Street, both east and west of the proposed north parking lot drive approach. In order to minimize traffic conflicts between exiting driveway traffic and the eastbound Ludington Street traffic, as well as improving the sight distance for right turning traffic exiting the parking lot, it is recommended that one (1) of the first two (2) parking spaces immediately west of the drive approach be relocated further to the west, and the second parking space be eliminated. This recommended improvement is shown on the attached site plan.

There are no other traffic safety concerns identified with this project.

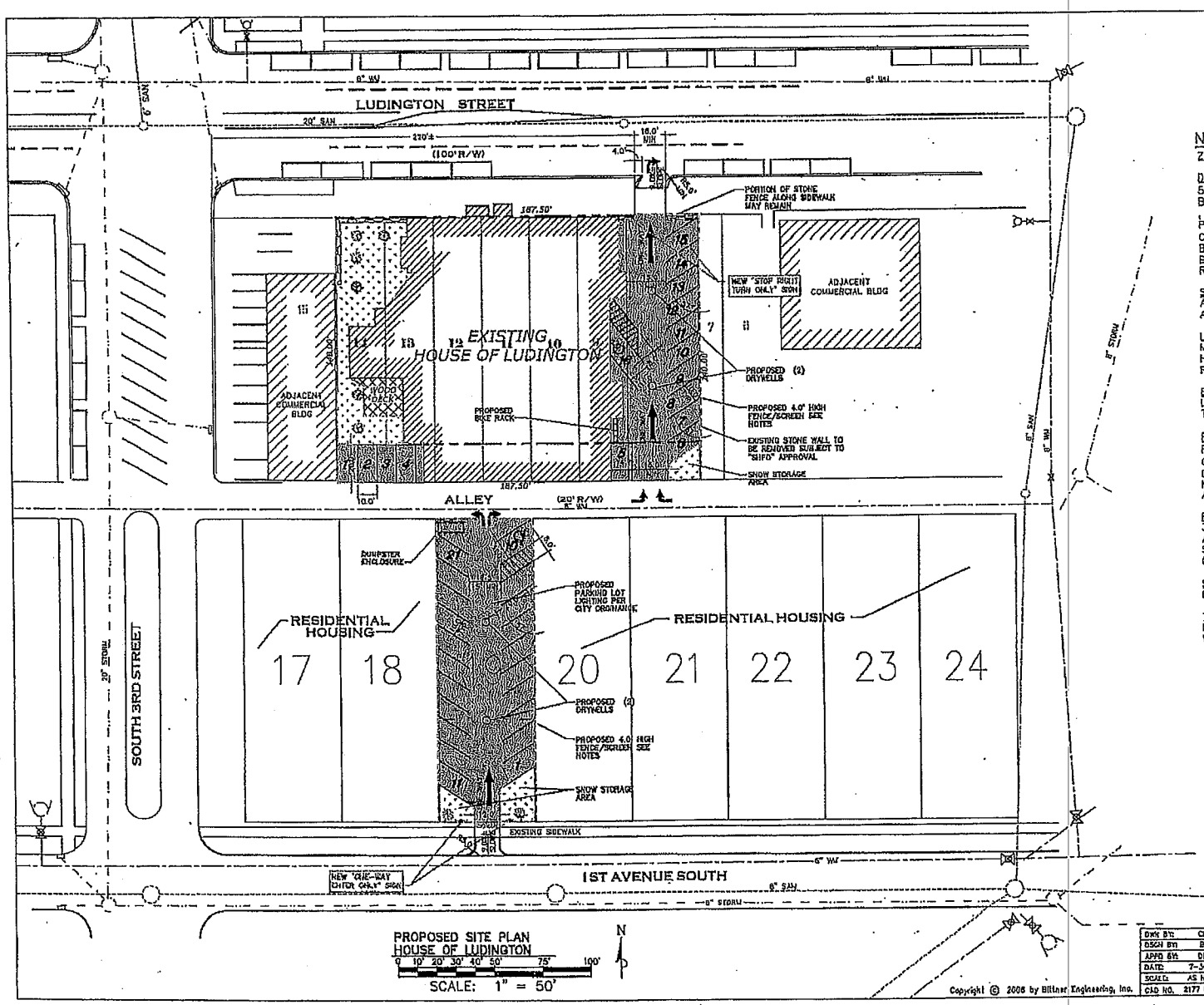
If you have any questions, please write or call.

Sincerely,

David J. Sonnenberg

David J. Sonnenberg, PE

Enclosure: Site Plan



NOTES

ZONED: COMMERCIAL DISTRICT "E"

DUMPSTER ENCLOSURE:
5'-0" X 6'-0" X 6'-0" HIGH DUMPSTER ENCLOSURE SHALL BE CONSTRUCTED WITH TREATED 6X6 WOOD CORNER POSTS TREATED 2X6 WOOD RAILS AND TREATED VERTICAL PLANKS. TREATED POSTS SHALL BE EMBEDDED IN CONCRETE TO A DEPTH OF 48". TREATED PLANKS SHALL BE SIDE BY SIDE WITHOUT ANY GAP BETWEEN AND SHALL BE MOUNTED TO THE EXTERIOR SIDE OF THE TREATED RAILS.

SITE LIGHTING:
ALL LIGHTING WILL BE DIRECTED TO THE PARKING AREAS AND VEHICLE TRAVEL AREAS

LIGHT POLES WILL BE 20FT TALL AND WILL INCLUDE A METAL HALLIDE LAMP WITH FULL CUT-OFF LENSE AND HOUSE SIDE SHIELDS TO PREVENT LIGHT GLARE TO PUBLIC RIGHT-OF-WAYS AND ADJACENT PROPERTIES.

BUILDING WALL FIXTURES WILL INCLUDE A METAL HALLIDE LAMP WITH FULL CUT-OFF LENSE TO PREVENT LIGHT GLARE TO PUBLIC RIGHT-OF-WAYS AND ADJACENT PROPERTIES.

FENCE/SCREENING:
PARKING LOT SCREENING SHALL BE 4.0' ABOVE GRADE, CONSTRUCTED OF 4"X4" EMBEDDED IN CONCRETE TO A DEPTH OF 42", 2x6 RAILS AND VERTICAL PLANKING WITH NO GAPS. ALL MATERIALS SHALL BE PRESSURE TREATED AND ALL FASTENERS SHALL BE CORROSION RESISTANT.

PARKING AREA:
34 STALLS REQUIRED PER CITY VARIANCE, 37 SHOWN. ALL PARKING SURFACES SHALL BE ASPHALT PAVED AND SLOPED TO DRAIN ON-SITE, WITH NO NEW SURFACE RUN OFF ENTERING THE ALLEY OR CITY STREETS.

STREET ACCESS: ALL DRIVEWAYS AND OR RAMPS SHALL BE LESS THAN 20%.

TRAFFIC SIGNS:
NO TRAFFIC SHALL BE LOCATED IN THE PUBLIC RIGHT OF WAY.

LEGEND
PROPOSED PAVEMENT
TRAFFIC FLOW
NEW 2"ASPHALT OVER 6" GRAVEL GRADED SLOPE

REV 4	11-2-15	MODIFY STREET PARKING
REV 3	9-2-15	PER CITY REVIEW COMMENTS
REV 2	8-27-15	SHOW PROPOSED PARKING LOT
REV 1	8-19-15	PER MTG: 8-18-15 COMMENTS

BITTNER ENGINEERING, INC.
113 SOUTH 10th STREET
ESCANABA, MICHIGAN 49829
Phone: 906-789-1511
Email: bittnerengineering@bittnerengineer.com

DWN BY:	CHE
DSGN BY:	BRI
APPD BY:	DBB
DATE:	7-30-15
SCALE:	AS NOTED
CAD NO.	2177 EXSITE

PROPOSED HOUSE OF LUDINGTON – REMODEL

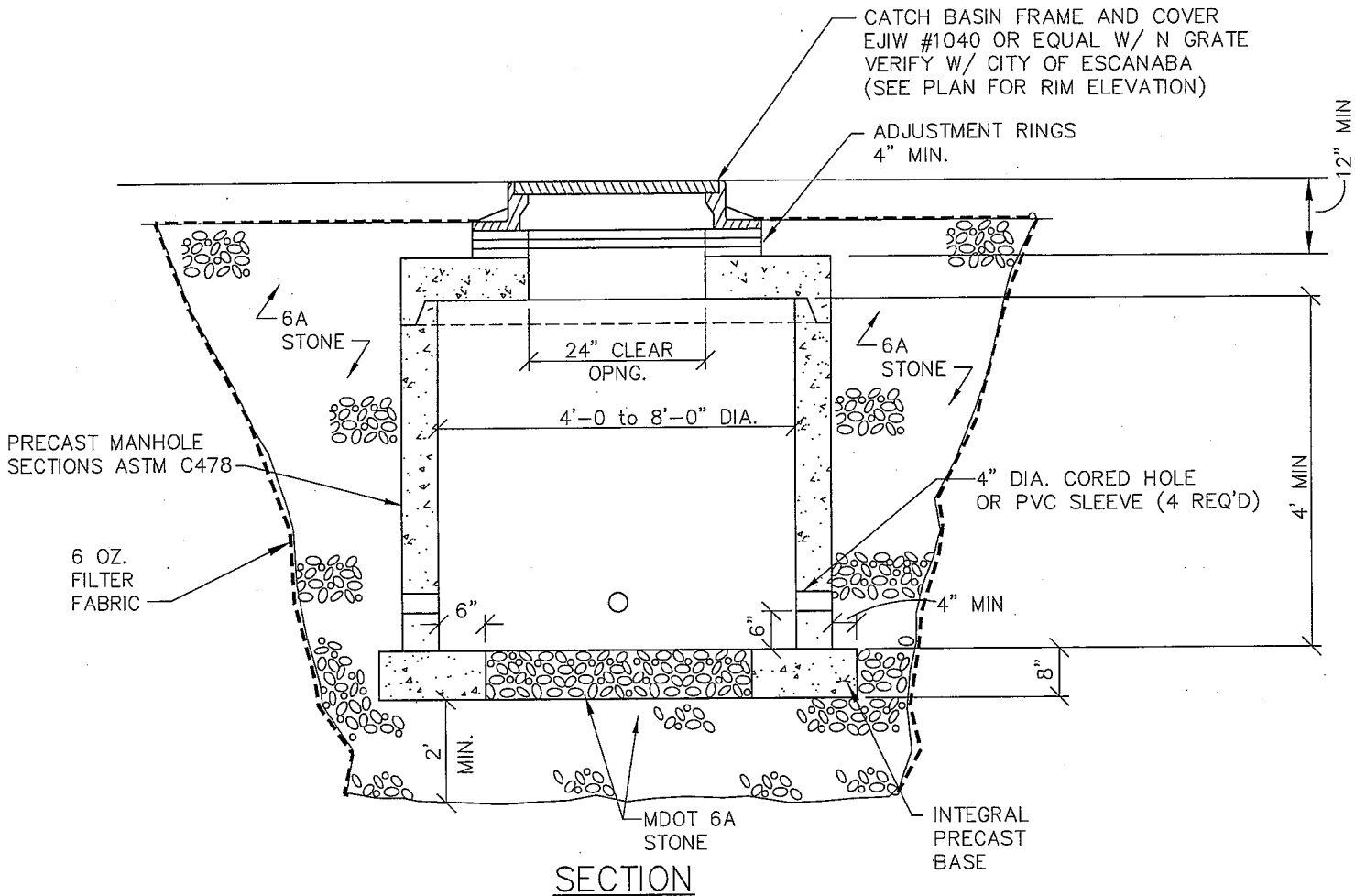
PROPOSED SITE PLAN

DRAWING NUMBER: 1

PROJECT #: 15-99-2177

SHT 1 OF 1 REV. 3

Copyright © 2008 by Bittner Engineering, Inc.



SECTION

DRY WELL CATCH BASIN DETAIL

NOT TO SCALE

H.O.L.

1

PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
September 10, 2015

A meeting of the Escanaba Planning Commission was held on Thursday, September 10, 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, James Hellerman, Stephen Buckbee, Thomas Warstler, and Christine Williams

EXCUSED: Vice Chairperson Kelvin Smyth and Commissioners Brian Black and Roy Webber

VIA PHONE CONFERENCE: Peter Jobson, Excel Realty President

ALSO PRESENT: City Manager Jim O'Toole, Council Liaison Ronald Beauchamp, Mayor Marc Tall, and Executive Assistant Buffy Smith

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 JULY 9, 2015 PLANNING COMMISSION MEETING MINUTES

A motion was made by Commissioner Buckee, seconded by Commissioner Williams, to approve the July 10, 2015 Meeting Minutes as submitted. Ayes were unanimous.

APPROVAL/ADJUSTMENTS TO THE AGENDA

None.

CONFLICT OF INTEREST DECLARATIONS

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

The site plan review/special land use permit for 223 Ludington Street and 216 1st Avenue South is being reviewed. Mr. Peter Jobson, President of Excel Realty Group, is requesting a site plan review and special land use approval as required by the Zoning Ordinance, Section 1801.3.2 and Section 1003.1.D uses allowed by special land use permit for a 34 dwelling unit senior/elderly affordable housing project with an adjoining off-street parking lot.

City Manager Jim O'Toole brought to the Boards attention that two (2) requests are being presented tonight, one for the site plan approval and the other for special land use approval. To

date, the parking issues have been met, exceeding the parking variance requirements by two (2) spaces.
Jim O'Toole began discussion with the staff overview of the project:

The proposed project is a 34 unit senior/elderly housing development utilizing the existing building footprint along with an off-street parking lot to be located on property located at 216 1st Avenue South. Elderly/Senior housing is defined by the Michigan State Housing Development Authority to mean a household consisting of one (1) single person who is fifty-five (55) years of age or older or a household which at least one (1) member is 55 years of age and all other members are at least 50 years of age or older. On August 28, 2015, the City of Escanaba was advised that the developer was in the process of purchasing property located at 216 1st Avenue South, which would be used as a parking lot for the facility. Because the property is located on a separate parcel in a commercially zoned district, the parking lot will require a special land use permit from the Planning Commission.

In order to finance the proposed project, the developer is proposing to apply to the State of Michigan Tax Credit Program for funding of the proposed project. Without this funding, which is granted on a competitive basis, the project will not advance. Congress established the Low Income Housing Tax Credit Program in 1986.

The Internal Revenue Service administers the LIHTC through Section 42 of the IRS Code. The LIHTC Program provides investors with an incentive to invest (they receive credits that go towards reducing their tax liability) and results in an affordable housing program for individuals and families with low or moderate incomes.

Elderly/senior residents living in "tax credit" housing development are provided with a newly constructed or rehabilitated rental home and they pay less than the rental rate typically charged in the area. Because the rental rates for Low Income Tax Credit Housing projects can be substantially less than the market rates in the area, applicants for the housing must be determined to be income eligible.

An applicant's eligibility is based in part on the Area Median Income for the county in which the tax housing is located. The Area Median Incomes are established by the Department of Housing and Urban Development (HUD) and may change annually.

In order to be eligible to live in a Low Income Housing Tax Credit development, a tenant must be income eligible and qualify under the Resident Selection Criteria and other program requirements.

To be eligible, the total household income, including income from assets, must be less than or equal to the preset income limit for the area (Area Median Income).

The LIHTC Program does not provide a direct subsidy to the resident and should not be confused with the Section 8 Rental Housing Program or other similar programs. Each resident is responsible for the full amount of his or her rent each month.

The Low Income Housing Tax Credit Program is a federal government sponsored program. Management is responsible for determining resident income eligibility and the process is monitored by the Michigan State Housing Development Authority (MSHDA). The LIHTC Program provides affordable housing to persons within the market area. Income limits apply.

The income limits for the proposed housing project, if approved by the State of Michigan, through the Michigan State Housing Development Authority and the Michigan Economic Development Authority are:

1 person $23,280 annual income
2 person $26,580 annual income
3 person $29,880 annual income

The rental rates maximums for the proposed housing project, if funding is approved by the State of Michigan Housing Development Authority and the Michigan Economic Development authority are:

1 bedroom $582 a month (utilities included)
2 bedroom $664 a month (utilities included)

The proposed project will be located in part on property which is zoned Commercial with an existing use of a restaurant, apartment building, and lodging house. As previously stated, an off-street parking lot is being proposed at 216 1st Avenue South. Historically, the existing uses have been an allowable use by right under Section 1002.1. General, Sections B, K, and Z, the Planning Commission will need to determine if the proposed use of an all residential dwelling unit with parking lot is consistent with the intent of the zoning ordinance and various master plans. As previously stated, the proposed building construction is existing so it does not conform to modern building setbacks. In accordance with Section 202.2. additions, alterations, or repairs are permitted to be made to any building or use without requiring the existing building or use to comply with the requirements of this code, provided the addition, alteration or repair conforms to that required for a new building. In the case of the building and use at 223 Ludington Street, the proposed remodeled use could be partially interpreted as a permitted use in that the building historically and currently has had dwellings uses within the structure throughout its history.

Although the area and footprint of the building is not being increased, the layout and dedicated use of 34 one (1) and (2) bedroom apartments will change the overall building use. Currently the uses at the building include: eleven (11) guest rooms, four (4) one (1) bedroom apartments, six (6) two (2) bedroom apartments, one (1) three (3) bedroom apartment, with the remaining space being approximately 11,090 square feet of commercial space.

A land use permit (zoning approval) is required before a building or structure is built, rebuilt, converted, enlarged, demolished, or structurally altered and before land clearing (as defined in the Zoning Ordinance). A land use permit is also required before a parking area is constructed, reconstructed, or enlarged. It shall be unlawful to use or to permit the use of any building or premises or part thereof hereafter created, erected, or altered, or to change or enlarge the use of any building or premises or part thereof until a properly endorsed land use permit is issued by the Code Official. Additionally, a special land use permit will be required for the proposed parking lot should that concept be included in the development plan.

The Planning Commission will be responsible for performing a site plan review, which is intended to ensure developments are designed to integrate well with adjacent developments, minimize nuisance impacts on adjoining parcels, ensure safe and functional traffic access and parking, and minimize impacts on sensitive environmental resources.

At a later date, if site plan and use for the primary proposed project and off-street parking lot is approved by the Planning Commission, the developer will require a "Payment in Lieu of Services Agreement - PILOT" and a "Municipal Services Agreement". The developer needs these agreements for the State of Michigan as part of a funding request. In general terms, a

PILOT is a payment in lieu of taxes, made by the developer to the City to compensate for some or all of the tax revenue that it loses because of the nature of the ownership or use of a particular piece of real property. Usually it relates to the foregone property tax revenue. The City Council is tentively scheduled to hear and decide on the PILT request at their regularly scheduled City Council meeting scheduled for September 17, 2015 and a second reading for September 24, 2015.

If the City Council approves a Payment in Lieu of Taxes Ordinance (PILT) and Municipal Services Agreement, this project must remain an elderly/senior affordable housing project in its entirety as long as the authority's mortgage loan remains outstanding and unpaid or the authority has any interest in the property. As previously stated, the developer is proposing an elderly/senior affordable housing project with off-site parking as defined by the Michigan State Housing Development Authority and as understood by the City of Escanaba. Again, an elderly/senior affordable housing project for this project is defined to mean a project/household consisting of one (1) single person who is fifty-five (55) years of age or older or a household which at least one (1) member is 55 years of age and all other members are at least fifty (50) years of age even if the Michigan State Housing Development Authority were to change the definition in the future.

Notwithstanding the foregoing, the use, PILT and Municipal Services Agreement would also terminate if (i) the owner fails to rehabilitate the existing project and serve qualified elderly and senior tenants as presented to the City of Escanaba, Michigan State Housing Development Authority and Michigan Economic Development Corporation, (ii) the project ceases to serve low income elderly persons as defined, or (iii) that the developer does not acquire the project and/or project funding and begin rehabilitation on or before November 1, 2018. The PILOT and Municipal Services Agreement must be approved by the City Council and if approved by Council remain in effect as long as the Federally-aided or Authority aided mortgage is outstanding, but no more than thirty-five (35) years.

Jim O'Toole stated the proposed findings:

- Edward and Suzell Eisenberger are the owners of record for the property. In accordance with the requirements of Section 204.2 Permit required of the Zoning Ordinance, the property owners have given the Excel Realty Group authorization to obtain a Zoning Land Use permit for a potential 34 unit affordable senior/elderly housing project

- In accordance with Section 1803.1.1.2 Application, the property owners/developer applied for site plan consideration before the Planning Commission and will be submitting a revised preliminary drawing of the proposed project.

- In accordance with Section 1803.2 Public Hearing Requirement, all fee and notification requirements of the Zoning Ordinance have been accommodated for. Meeting notices were placed in the Escanaba Daily Press (August 18, 2015) indicating the nature of the site plan review and the date of the hearing at least fifteen (15) days before the actual hearing date. Letter notices were sent out to all property owners within 300 feet of the property indicating the nature of the site plan review and the date of the hearing on August 17, 2015. A meeting notice was also placed on the City Website and on the City Facebook page on August 19, 2015.

- In accordance with requirements found in Section 1803.1.1.1, a pre-application conference with the property owners and developer was conducted to review the proposed project. The pre-application conference is a vehicle intended to provide the property owners and

developer with general guidance prior to the expenditure of large amounts of time and money in the planning effort.

- Within the existing Downtown Development Authority Master Plan (2011), community members were asked to rate the importance of community recommended goals as obtained through a community survey and planning charrette. Each goal was prioritized and numerically rated as "Mandatory", "Necessary", or "Desired". Currently a goal exists, which calls for the creation of an upper story residential redevelopment program. This goal was prioritized as "Desired" with 53.8% of the vote. Lastly, the Community Master Plan (2006) addresses a need for additional housing, particularly apartment, condo, and senior housing. The Master Plan speaks of the increased desire for housing that is part of mixed use and suitable for younger people starting out or seniors who are ready to give up the responsibilities of owning a home.

- In addition to the Downtown Development Authority Master Plan, the Downtown Development Authority created a "Downtown Development Authority 2020 Vision" in 2000. The purpose of the visioning plan was to have a strategy for implementing and coordinating the vision plan once opportunities arise. Within that plan there is a recommended direction under vision themes that the Escanaba Downtown Development Authority works to enhance conditions that will allow higher density residential developments such as condominiums and townhouses. A recommendation also exists to create a redevelopment plan to define potential reuses of building space and building improvement plans that will encourage reinvestment into the properties through Obsolete Property Rehabilitation and similar programs. There is also a goal to plan and initiate funding programs that facilitate improvements to facades of downtown businesses and provide for architectural and landscape guidelines for improvement.

- In 1990, the House of Ludington became a registered Michigan Historic Site with the State of Michigan. In 2012, the City of Escanaba applied to the United States Department of the Interior – National Park Service, to have the entire downtown placed on the National Register of Historic Places. On April 21, 2014 the City of Escanaba was notified by the National Park Service that the City of Escanaba downtown was awarded a historical designation and registered on the National Register of Historic Places. In the City of Escanaba filing a report was completed, which inventoried all building uses in downtown Escanaba to include the property located at 223 Ludington Street.

- Historically the existing property and use has had no existing off street parking spaces for the current use of a restaurant, retail space, banquet facility, apartment complex, and lodging rooms. Currently all parking is provided on publically owned right of way. On January 6, 1977, the City Council approved an off-street parking exemption for the House of Ludington with respect to Winter Parking Regulations. Under this exemption the House of Ludington was permitted to use both sides of the City right of way for winter off street parking. (See Attachment 11) On August 25, 2015, the developer appeared before the Zoning Board of Appeals with a request for a dimensional variance to Section 1702 Parking Space Requirements and Table 1702 of the Escanaba Zoning Ordinance. The developer requested a dimensional variance be granted which would allow them to reduce the number of required off street parking spaces for a proposed 34 unit senior/elderly housing project.

- On August 25, 2015, the Board of Appeals approved a variance to minimum parking requirements provided a minimum of one (1) parking space was provided for each dwelling unit for a total of 34 parking spaces.

- On August 4, 2015, the developer appeared before the Escanaba Historical Commission to pitch and review the project concept. The Escanaba Historical Commission recommended the project be advanced for further consideration by the Escanaba City Council, Zoning Board of Appeals, and Escanaba Planning Commission.

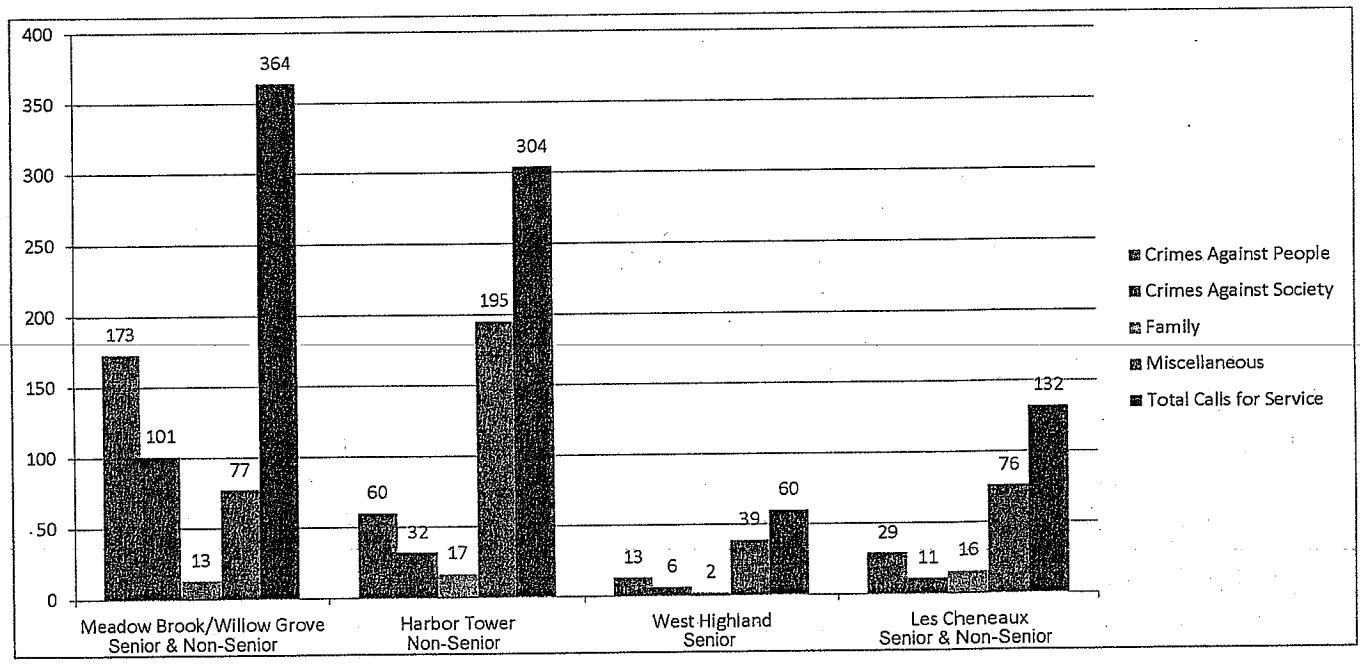
- On August 5, 2015, the developer appeared before the Escanaba Downtown Development Authority to pitch and review the project concept. The Escanaba Downtown Development Authority recommended the project be advanced for further consideration by the Escanaba City Council and Escanaba Planning Commission.

- On August 6, 2015, the developer appeared before the Escanaba City Council to pitch and review the project concept. The Escanaba City Council recommended the project be advanced to the Zoning Board of Appeals for parking requirement review and the Escanaba Planning Commission for site plan review.

- Recently an online petition was initiated by a private interest asking for people to oppose the potential project at 223 Ludington Street. Nothing within the petition or comments made have been verified or validated by the City. Copies of the petition signatures' along with copies of emails received by the City Manager's Office are attached.

- Public Safety Service Call Summary for "PILT" projects of a similar nature.

Payment in Lieu of Taxes
Projects in Escanaba
"Public Safety Service Calls"
January 1, 2010 - August 20, 2015



The above graph is an illustration of the calls for service at the various properties from 1/1/2010 to 8/20/2015.

- **For the purposes of this illustration categories are defined as listed:**
  - **Crimes against persons are all crimes which we can identify a specific person or group of people as victims. Examples include: assault, larceny, identity theft, breaking and entering, and harassment.**
  - **Crimes against society do not have an identifiable group as they affect all people. Examples include: trespassing, operating a vehicle while intoxicated, drug crimes, disorderly conduct, and warrant arrests.**
  - **Family Civil are calls that are not criminal i.e. property disputes, status offenses like run-a-way complaints, truancy, the somebody owes me money complaints, family member failing to return borrowed property, and loose dogs.**
  - **Miscellaneous are calls for service which no crime was identified but service was required, such as lift assist, fire calls or alarms, request to speak with police officer.**

Jim O'Toole explained the Powers and 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 (4) 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.

Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

Jim O'Toole explained the staff summary:

The Planning Commission has the authority to approve the site plan and use provided that the project is consistent with the intent of the Zoning Ordinance, Master Plan, Downtown Master Plan or the Downtown 2020 Vison Plan. In accordance with Section 1803.3 Planning Commission Review, the Planning Commission must approve or deny the site plan according to standards and requirements of the zoning ordinance within forty-five (45) days of submission of the plan. Should the site plan be rejected, the property owner may appeal the decision of the Planning Commission to the Board of Appeals.

In that the purpose of a site plan review is to ensure that the proposed plan outlines the use and development of the property and is designed to provide for future growth and development that seek an aesthetically attractive environment, the following standards and questions should be considered:

1. Can the property be reasonably used as zoned?
2. Is the development designed to integrate well with adjacent developments?
3. Does the proposed use alter the essential character of the area?
4. Is the development designed to minimize nuisance impacts on adjoining and neighboring properties?
5. Will the proposed use have an adverse effect upon property values in the immediate vicinity or in the district in which the proposed project is located?
6. Does the development, if approved, impair or conflict with the intent and purpose of the Zoning Ordinance use criteria, Zoning Ordinance standards, the Master Plan, the Downtown Master Plan, or the Downtown 2020 Vision Plan

Without site plan approval a zoning land use permit cannot be issued nor can a building permit be issued by the Delta County Building and Zoning Department. If a zoning land use permit is approved by the Planning Commission for both the proposed elderly housing project and remote parking lot and all other approvals are received from the City Council including a payment in lieu taxes ordinance and Municipal Services Agreement, a full and detailed building, electrical, mechanical and fire safety review of all local and state codes would have to be conducted by the Delta County Building and Zoning Department and the State of Michigan before building permits, electrical permits, mechanical permits and plumbing permits will be issued.

If approved, a written and legally binding agreement between the property owner and the City of Escanaba would have to be entered into stating that snow storage on the property could not diminish the number of off-street parking spaces and that all snow would have to be managed by the property owner which could include physically removing snow from the premises at the property owner's expense.

If the site plan and use is approved by the Planning Commission, staff is recommending an additional final review take place once and if funding is approved on the project. As part of that funding, the State Historic Preservation Office may require modifications to the plan as part of their historical review. Additionally, in that approval or denial of the plan isn't expected until late 2015, the time will allow the developer to work with the City Administration in fine tuning the site plan drawing.

Jim O'Toole stated that if this project advances with Planning Commission approval for the two (2) requests, it will advance to City Council on September 17 and 24, 2015. The deadline for the project submittal is October 1st in Lansing.

Jim O'Toole stated that in the 2006 Master Plan, within Chapter three (3), it states that an aging population will be an important element to consider for planning related issues. And as the community ages, an increased demand for senior housing and entertainment facilities will emerge, especially in areas where a high percentage of seniors are located. He stated market research has been conducted to support and validate the findings that senior housing is needed.

Mr. O'Toole stated that in Chapter seven (7) of Public Participation, participants are seeing a need for additional senior housing in Escanaba. Participants state that Escanaba is limited. The Public Participation vision summary includes a goal to increase housing options suitable for seniors, rentals, and condominiums. Also in Public Participation, under neighborhoods, it states neighbors are the foundation of a community and Escanaba is proud of their residential neighbors. However, a few deficiencies were acknowledged. These include inadequate housing

options for seniors, singles, and young adults. The North Shore and downtown were both mentioned as possible good locations for this type of residential development.

Mr. O'Toole stated the objectives by zone within the downtown waterfront, which states a higher density residential development need, including attached townhomes and condominiums.

Mr. O'Toole explained under future land use of the Master Plan that there are some objectives with respect to residential. One (1) encourage new residential development that will fit well with the existing neighborhood, two (2) create housing opportunities for young adults and retirees who are looking for a single family home, and three (3) concentrate housing residents with similar needs where alternative transportation exists.

Commissioner Caswell questioned Mr. O'Toole if there has been a date set to complete this project and if the deadline could be met. Mr. O'Toole replied typically within a twelve (12) month time frame the deadline has to be met and he was given a date for completion of the project within this time frame.

Steve Pense, a developer representative speaking on behalf of Ed and Suzell Eisenberger, took the podium. He stated this community is lacking in iconic structures, that the House of Ludington is all that remains. He respects the citizen opinions and difficult decisions that need to be made. He stated that Ed and Suzell were looking quietly for options and Excel Realty's proposal is a good option. The Eisenberger's children do not live in the area so taking over the family business is not an option. He continued to state that Ed and Suzell did repairs when they first purchased the business but the money coming in doesn't cover the repairs that are needed. During the Board of Appeals meeting parking was mentioned as a concern. Mr. Pense stated the neighbor's parking concerns have been met and a modified plan was proposed to meet these requirements. Mr. Pense likes the plan presented before the Planning Commission, a 34 unit affordable senior housing proposal. It provides a need for this community and that all factors have been met with parking and ordinance. He would like to see this building put to use versus it deteriorating and having to be torn down. He stated that the focus for this evening is the staff summary within the report.

Mr. Pense answered all questions within the staff summary:

Can the property be reasonably used as zoned? He stated it would be difficult to earn a living and make the repairs with this building.

Is the development designed to integrate well with adjacent developments? He stated there is a neighborhood. He stated the building has been in tact before there were neighbors. He believes an approved appearance will fit well in the neighborhood. He also stated that this building has managed this entire time without parking. The proposed project includes parking, making an improvement to this area.

Does the proposed use alter the essential character of the area? The building will have the same foot print. The only change will be the parking, but the structure will remain the same.

Is the development designed to minimize nuisance impacts on adjoining and neighboring properties? He realizes parking was a concern. To correct the concern an additional lot will become parking, plus there is off street parking. Fencing in the parking lot will be built. And creation of an intelligent traffic flow pattern has been well thought out to minimize the effects on the neighborhood.

Will the proposed use have an adverse effect upon property values in the immediate vicinity or in the district in which the proposed project is located? Mr. Pense believes this project will have a positive effect on property value. If a person walks around the property, they would see the buildings poor conditions and deteriorations.

Does the development, if approve, impair or conflict with the intent and purpose of the Zoning Ordinance use criteria, Zoning Ordinance standards, the Master Plan, the Downtown Mater Plan, or the Downtown 2020 Vision Plan? He commented that in our small town we have an aging population so there's a need for senior housing. And in most small towns, there is a need for this type of development. He stated that with this senior housing option, it will attract other retirees to return to this area. This project preserves the historic structure and will provide jobs in the community for refurbishing versus the option of tearing down this building. And to date, no other proposals or options have been presented.

Mr. Peter Jobson, via telephone, explained the project details to the Board. He stated that there is a need for change, whether good or bad. He stated the building needs a lot of repairs, including electrical, plumbing, roofing, etc., all interior and exterior needs, which requires major capital infusion in order to stay historic and functioning. Any other uses for this property such as continuing as it is will not work. He is amazed it's been a hotel for the past twenty (20) years with no parking. The building will deteriorate if nothing is done with it. He would like to see the building in a position to be around another fifty (50) years. The project includes thirty-seven (37) parking spaces using the adjacent lot, which exceeds the requirement by the Zoning Board of Appeals by two (2) spaces. As a developer, they have gone over and above and are delivering a good plan that will fit with the Master Plan and meets the code criteria. The thirty-four (34) senior housing units created will serve the community well. The construction budget to redevelop this property is four (4) to five (5) million dollars. This project will create jobs, consisting of forty (40) temporary construction jobs and one (1) permanent site manager on staff. Market studies have been conducted and they show a need for senior housing. He feels there is no risk in this being built and not being filled. He would be able to provide the capital this building needs. A Michigan State Housing Development Authority tax credit and a Federal Historic tax credit would apply to help with the costs by the October 1st deadline. This property has had some additions built, various things built at different times, and it is time for the property to undergo some change. All modifications and changes will be in conformance with the National Park Service Guidelines. He is asking the Planning Commission Board for review and approval of the project.

Commissioner Caswell questioned Mr. Jobson on what percentage of the construction jobs would be local. Mr. Jobson stated a high percentage.

Dennis Bittner, Engineer for Excel Realty, spoke about the project. He stated that in some ways it is unique but that it has the same principles, traditions, layout, etc. as other projects he has worked on. He believes the site plan is well thought out, will fit the needs of the property, and will fit the project plan well.

Commissioner Williams questioned the features on the outside of the building, if they will remain the same or if the appearance will change. She is hearing a lot of discussion about historical preservation and historical restoration versus new. So she would like to know if this building will remain an iconic structure or whether the exterior will change. Mr. Jobson replied that they would have to follow the guidelines of the National Park Service and Michigan State Preservation office when restoring the exterior of the building. Mr. Jobson believes some of the exterior, such as windows and roofing, will need to be replaced. But all changes have to follow their guidelines and recommendations. Mr. O'Toole used the Lofts on Ludington as an example.

When this project began, they were required to follow all the rules of the National Park Service. Every detail, down to the color, had to be followed.

Commissioner Buckbee questioned Dennis Bittner about the parking and the fence, whether the fence will stay or be replaced because this plays part in the decision process. He also questioned the entrance from the property on to Ludington Street. He commented that if you cannot remove the fence, the Historic Commission approval will be needed, but how can Mr. Jobson be asking for approval this evening if the Board is not sure the outcome of the fence, which would be decided in the near future. He stated that if you cannot remove the fence, but are already planning the parking lot, how would this work. Mr. Jobson replied that on the Eastern Garden, where the fence is located, it is not really considered historic as the building itself. If the fence plans were denied, the plan would have to be revised, and be presented for review at a later date. Mr. O'Toole stated that it may have to be reviewed at a further date regardless. He also commented that the final outcome of this project could be different than what is being proposed currently. He is recommending that if it gets approved, another meeting be held for final site plan review.

Chairman Connor said there is only one (1) handicap parking space per lot and questioned if this is an adequate amount for senior housing. Dennis Bittner replied that two (2) handicap spaces is based on code and based in comparison on other projects. Chairman Connor stated the exit onto Ludington Street will have an increase in traffic coming from the alley. He questioned if this would be an issue for any delivery trucks, such as UPS. Steve Pense stepped in for comment replying that delivery trucks will be less than what currently occur with it being a restaurant and hotel. With fewer events, the need for trucks will decrease. He does realize there will be a more steady flow of traffic in the alley. Mr. O'Toole reminded the Board that off street parking will still be an option. Chairman Connor commented on the East and West traffic in the alley, which will increase. His concern is with the alley itself and feels this area needs to be addressed. Mr. O'Toole stated it is a twenty (20) foot alley right of way and the condition of the alley will have to be re-evaluated. This is something the City, the developer, and the DDA might have to address down the road.

Commissioner Buckbee asked if there would be any businesses located in the building. Steve Pense replied there will not be any.

Chairman Connor questioned the snow removal plans. Steve Pense stated that the Eisenberger's currently have a contract for snow removal and it would be the same for this new development.

Commissioner Warstler commented on the entrance/exit to the property. On the West there is zero visibility. He suggested a different entrance and exit than what is proposed. He thinks concern would be minimized if a different plan layout was proposed. Mr. O'Toole stated that discussion with City Engineer, Bill Farrell had occurred and that the proposed layout is the best option. He confirmed that Commissioner Warstler's idea was already previously researched and discussed. Commissioner Williams asked Mr. O'Toole about the Board of Appeals meeting minutes from August 25, 2015 if Ken Vanderlinden specifically questioned Bill on the flow of parking. Mr. O'Toole stated that the comment was based on the preliminary first drawing.

Commissioner Buckbee questioned Mr. O'Toole on the amount of units. Since there will be so many units, will the City be able to handle this sort of capacity in regards to the storm water. Mr. O'Toole replied the City could.

Commissioner Hellerman stated this project seems comparable to others in the area in regards to traffic and parking.

Commissioner Warstler feels it is different than past projects and conflict increases. Overall he is satisfied with the project as is because he knows it will be reviewed a second time when finalized.

Mr. O'Toole stated signage and mirrors have been discussed with the developer. Mr. Bittner said there is signage currently on the property and that there have been a number of improvements with safety. There will continue to be improvements if this proposed plan is approved. Commissioner Warstler suggested a light or buzzer to alert a pedestrian of an oncoming vehicle from the parking lot.

Jim O'Toole read for the record the three (3) letters received from residents; one from Tom and Kathy Jensen -116 South Second Street, one from Wendy Pepin - 2505 Lake Shore Drive, and one from Darren and Victoria Feuerbach - 209 Ludington Street (see attached).

Commissioner Hellerman asked Jim O'Toole if there will be any changes with winter parking, which he replied there would likely be and that it would have to be evaluated.

Chairman Patrick Connor opened public comment to residents within 300 feet of the project.

Dan Sampson property owner at 117 S 3rd Street and 119 S 3rd Street stated he and his neighbor Jan Lavigne are not opposed to the project. Since he is affected by the fence outcome the most, he would like the four (4) foot current fence to be a six (6) foot or eight (8) foot fence. He would like more green space and questioned if there is a minimum requirement to be met. The green space seems reduced with this project. He is worried about the safety of people visiting the Richard Clark Law Office. The alley will basically become a street with the increase of traffic and it is not fit for two (2) cars wide. He stated the East exit, toward the Lighthouse, won't be used much since most people are heading into town. He offered to sell his property for additional parking or additional green space. Commissioner Hellerman questioned what type of fence he'd like to see, if it is the appearance or material that bothers him. Mr. Sampson replied it is the height which most concerns him. Mr. O'Toole stated a six (6) foot fence would be code compliant. Commissioner Williams agrees that additional green space should be looked into. She stated there is not enough green space as proposed.

Lee Ann Messimer, 208 1st Avenue South, took the podium and read for the record a letter she wrote (see attached).

George Bonefeld, 117 S 2nd Street, said he is not opposed to this project. His first job was a bell boy at the House of Ludington. He had to park cars as part of this job. He believes the plan at hand is a good system to create car accidents with the parking as proposed. There is no visibility. The tree on the corner reduces visibility. The alley will be used more than currently used and not designed for the traffic. He believes this is too much for the small space and that an additional lot or two (2) would be beneficial.

Dave Schwalbach, 212 1st Avenue South, is not opposed to the project. He is not afraid of the parking lot being where it would be with proper fencing. The fence suggestion on height is acceptable with him and to make the fence an attractive six (6) foot vinyl fence is acceptable. He provided a drawing to the Board members (see attached) of what would be a good example. He wants to see the project approved. He feels the little issues still present can be worked out in time. He states that larger vehicles can maneuver around on the property. He has seen this done before. Trucks can drive in and out of the property; it is just a bit more difficult. He approves of the project but just believes the flow of the traffic needs to be reviewed more.

Judy Schwalbach, 212 1st Avenue South, stated the drainage needs to be addressed. The dry well is a problem in regards to Lot 19 parking. It is not adequate. A creek runs between the properties (hers and the proposed parking lot) that need to be taken care of. It needs to be hooked up to City drainage. Parking on 2nd Street is terrible. Traffic driving in and out of the property will not be easy. Alley traffic will be increased and will be a problem. Turning right on to Ludington Street is not a good option. Senior citizens will want to turn left. Going left has poor visibility. The corner where Ludington meets the parking lot will be difficult. A stop sign on the sidewalk is not a good idea. More thought needs to happen in regards to traffic control. Parking has always been a problem in this area. If the City would have previously addressed the parking problem that has existed for many years now, there wouldn't be a problem today. There will be problems when it snows. The area is windy causing problems. Mr. Jobson needs to reconsider the entrances on to the property. If this project passes this evening, it needs to be amended down the road to work out the kinks with safety and parking issues. She believes Mr. Jobson needs to be in person when speaking, not via phone conference. She does not want to see an absent owner.

Craig Taylor stated the project seems rushed. That a lot of people are against this project, which is clear by the comments made from the online petition. He provided the petition information to Mr. O'Toole's office. He hopes the Board takes into consideration all sides and opinions.

Chairman Connor opened the floor for public comment to all other residents:

Peggy O'Connell, 522 2nd Avenue South, owns a historic home in the neighborhood at the corner of 2nd Ave and 6th Street. She also owns a historic building in Escanaba. She would like to see the project happen. She wants more housing in this area. She wants it to remain senior housing and not turn into another Harbor Tower situation. She questioned what will happen when the tax credits go away. She stated she doesn't understand tax credits and would like more detail. Mr. O'Toole replied it is a percentage of tax credits and that this property would be deed restricted for a fifty (50) year time frame. Peggy was satisfied with the answer but would still like the parking to be further researched.

DDA Executive Director Ed Legault stated he has worked closely with Ed and Suzell the past couple (2) of years. The reality of it is that as a small business owner there isn't a grant available without the owners making a substantial contribution. He said this project might not be the best fit for the property, but it needs to be looked at. This option is better than the building being torn down. This building needs to be brought back to life. Tax credits for fifty (50) years will be written. This is really the only way to make this property workable. Ed is a member of Community for a Lifetime, which recently conducted a survey on senior housing needs. About 75% of the participants (175 total participants) stated decent affordable senior housing is needed. More residential opportunities will also grow other business amenities. He understands some issues still need to be looked at but can be done going forward. He feels the project matches the City's Vision Plan and Master Plan.

Lisa Anderson, 218 Lakeshore Drive, stated that she is a taxpayer and she would like to see her tax dollars stay in the community. She believes a lot of the residents are elderly and we as a community should embrace the project. She supports it. She wanted to know why additional parking hasn't been further looked in to. If people are willing to sell their property, then she feels additional parking, if available, should be looked at. Steve Pense replied that they met the parking requirements and there isn't a need for purchasing additional parking. Mrs. Anderson feels it is not necessarily the number of spaces that is a concern; it is the restrictions and flow of traffic. Mr. O'Toole stated that tying up capital in land purchases was part of the Zoning Board of Appeals meeting discussion and that it makes the project financially challenged.

Chairman Connor closed the public hearing.

Commissioner Williams questioned Mr. O'Toole as to why Harbor Towers became low income housing along with senior housing. He commented that the restrictions for that property may have expired allowing them to do so but that he was unsure. She also questioned Mr. Jobson as to why there isn't additional parking and if it was a financial issue. Steve Pense stated that they met the requirements and the proposed parking is a reasonable amount. Commissioner Williams commented that the number of spaces is not the concern, but the flow of traffic and restrictions. Commissioner Hellerman said the parking in Escanaba is not nearly bad if you compare it to other cities such as Chicago, Illinois. He also commented that the Lofts on Ludington works, so this project will work too. He does want to review it one last time when all the little issues have been further looked in to. He does not feel the concerns are a deal breaker. He would like the House of Ludington saved. This is the only option to save this building at this time.

Commissioner Williams questioned Steve Pense about the sale of the property. She never saw a sign stating it was for sale. He replied that a "for sale" sign is bad for business but that all efforts to sell the business have been made. Mr. O'Toole stated he has also approached several developers to the property in the past to look at for purchase.

Commissioner Williams said the flow and safety seem to be the concern, not the spaces, and that more work needs to be done. She stated green space and parking does not meet requirements and more research needs to be done.

Chairperson Connor asked if there were any additional public comments. None were made.

Mr. O'Toole stated this plan will go through an extensive review by the Michigan State Housing Authority and the State Historic Presentation office. October 1st is the deadline to the State of Michigan.

Chairperson Connor asked for a Board motion with conditions to be made if any.

Commissioner Warstler stated he approves the project since there is a need for affordable senior housing. This project offers good rates, modern design, and comfortable housing. This building is an iconic landmark. The use of the building isn't changing too much and it does meet the City's Master Plan. He does have a couple of concerns. He would like it to come back for final review/approval once the kinks have been worked out, including alley improvement, the flow of traffic (the number of parking spots does not concern him), and the fencing. He does like the fencing recommendation from Dave and Judy Schwabach. The drainage for parking in Lot 19 and the one (1) adjacent to the facility needs to be addressed, to have the City Engineer look at the situation. There have been a lot of climate changes and environmental changes and proper drainage is necessary. He does not feel this is a rushed project. He hopes that others would see the time and efforts put into this project and realize it has not been rushed.

A motion was made by Commissioner Warstler, seconded by Commissioner Hellerman, to approve both the site plan as submitted and the special land use permit with the understanding that final approval is contingent upon a final site plan review should funding be approved and the issues as discussed/addressed be answered at that time. Ayes were unanimous.

NEW BUSINESS

1. Public Participation Planning Process Guide Development – As part of the Community Master Planning and the Readiness Development Program, there will be an all Boards and Commissions meeting on October 6, 2015 at 6:00 p.m. at the auditorium of the Bonifas Art Center. The purpose of the Public Participation Plan is to come up with a public policy which outlines how the public will be engaged throughout various planning processes in the City to include the creation of an updated community based master plan.

Project Updates:

A. Zoning Board of Appeals Hearings/Decisions – Jim O'Toole stated that two (2) Zoning Board of Appeals meetings were held. One (1) for a parking variance at 223 Ludington Street, which was discussed extensively at tonight's meeting. The other was for a parking variance for a proposed project at 617/618 Ludington Street and included part of 1st Avenue. The project was denied since new construction was being added versus the existing footprint, which made the need for variance "self-created".

B. Superior Trade Zone – Jim O'Toole stated the next Superior Trade Zone meeting is scheduled for September 24th at Noon in Rock for all Board of Directors.

C. MSHDA/SHPO Certified Local Government Program - Jim O'Toole stated we are 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. This project is still being worked on.

D. Delta County Planning Commission Update – Commissioner Connor discussed the wind towers decision. The Commission just met last week and verbiage/wording regarding the property line needs to be adjusted.

E. Redevelopment Ready Community Program – Jim O'Toole stated that a one and a half (1 1/2) hour meeting has been scheduled for October 6th.

F. Year to Date Zoning/Land Use Permit(s) – City Manager O'Toole reviewed the below:

2	NEW RESIDENTIAL HOME	$634,000
17	RESIDENTIAL REMODELS	$231,600
3	NEW COMMERCIAL	$7,510,000
23	COMMERCIAL REMODELS	$3,788,920
1	CHANGE OF USE	$0
0	HOME OCCUPATION	$0
0	LAND USE PERMIT	$0
7	DEMOLITION PERMIT	$260,200
53	TOTAL	$12,424,720

G. Community Master Planning Process – A second meeting for all Boards and Commissions joint council is scheduled for November 12th at the Middle School-Courtyard Room. This will be the first Charrette of the master planning process.

GENERAL PUBLIC COMMENT

None.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

None.

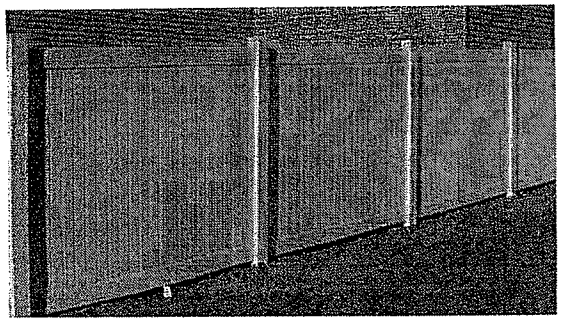
ADJOURNMENT

A motion was made by Chairman Connor, seconded by Commissioner Warstler, to adjourn the meeting. The meeting adjourned at 8:42 p.m. Ayes were unanimous.

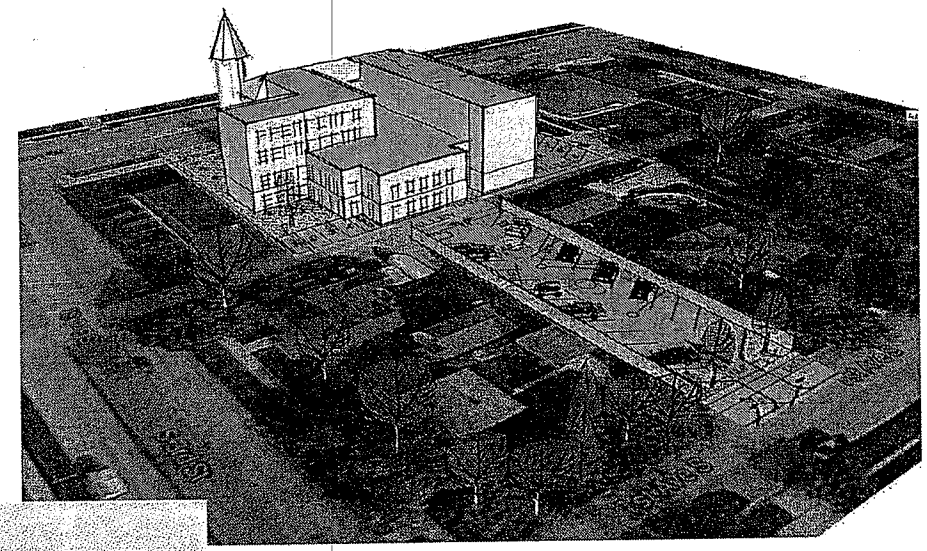
Patrick Connor, Chairperson
Escanaba Planning Commission

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

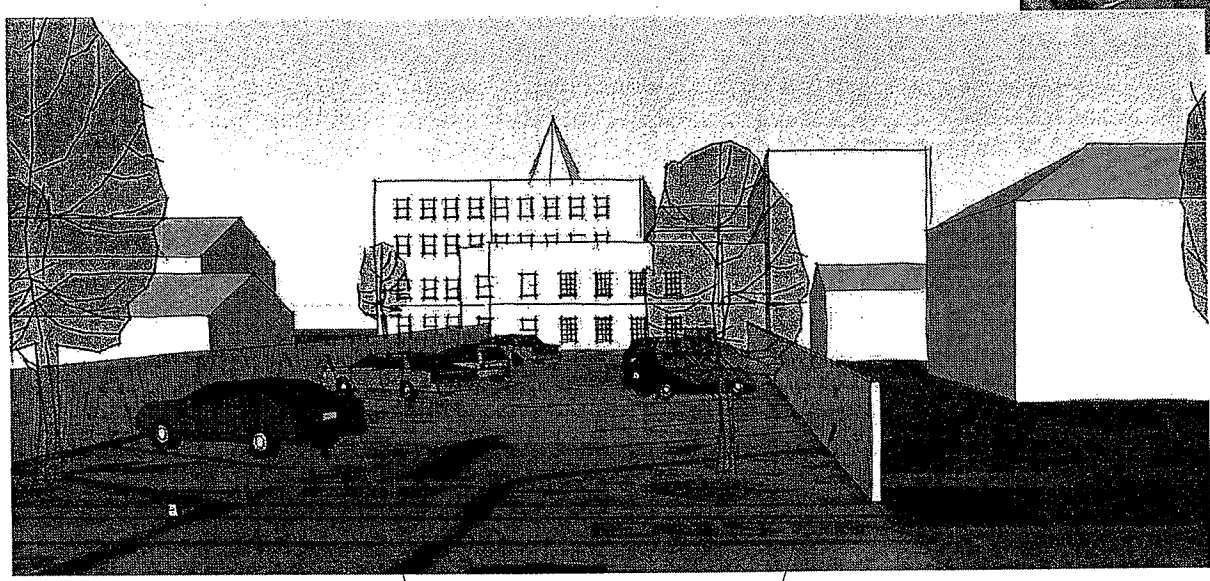
Roy Webber, Secretary
Escanaba Planning Commission



PROPOSED FENCE PRODUCT



BIRD'S EYE VIEW



6' HIGH VINYL FENCE

VIEW FROM 1ST AVE

PRELIMINARY
NOT FOR
CONSTRUCTION

PARKING LOT DETAILS
EXCEL REALTY
HOUSE OF LUDINGTON
223 Ludington St, Escanaba, MI 49829

PR-1

Project #: P11556
Date: 12/16/15

HOOKER | DEJONG
ARCHITECTS & ENGINEERS
Muskegon Michigan 49440

NB #1 1/14/16

2015 PLANNING COMMISSION YEAR END REPORT

2016 Meeting Schedule

All meetings are held at 6:00 p.m. in the Council Chambers

- *January 14, 2016*
- *February 11, 2016*
- *March 10, 2016*
- *April 14, 2016*
- *May 12, 2016*
- *June 9, 2016*
- *July 14, 2016*
- *August 11, 2016*
- *September 8, 2016*
- *October 13, 2016*
- *November 10, 2016*
- *December 8, 2016*

January 5, 2016

Dear City Council Members and Residents of the City of Escanaba:

It is with pleasure that the Escanaba Planning Commission submits to you this 2015 Year-End Report on issues and matters brought before the Planning Commission in Calendar Year 2015.

In carrying out the duties and responsibilities of the Planning Commission conveyed under the Municipal Planning Act, Act 285 of 1931, as amended, the City and Village Zoning Act, Act 207 of 1921, as amended and Chapter 21 of the Escanaba Code of Ordinances, the Planning Commission hereby submits the 2015 Planning Commission Year-End Report for your review and consideration.

ROLE OF THE PLANNING COMMISSION

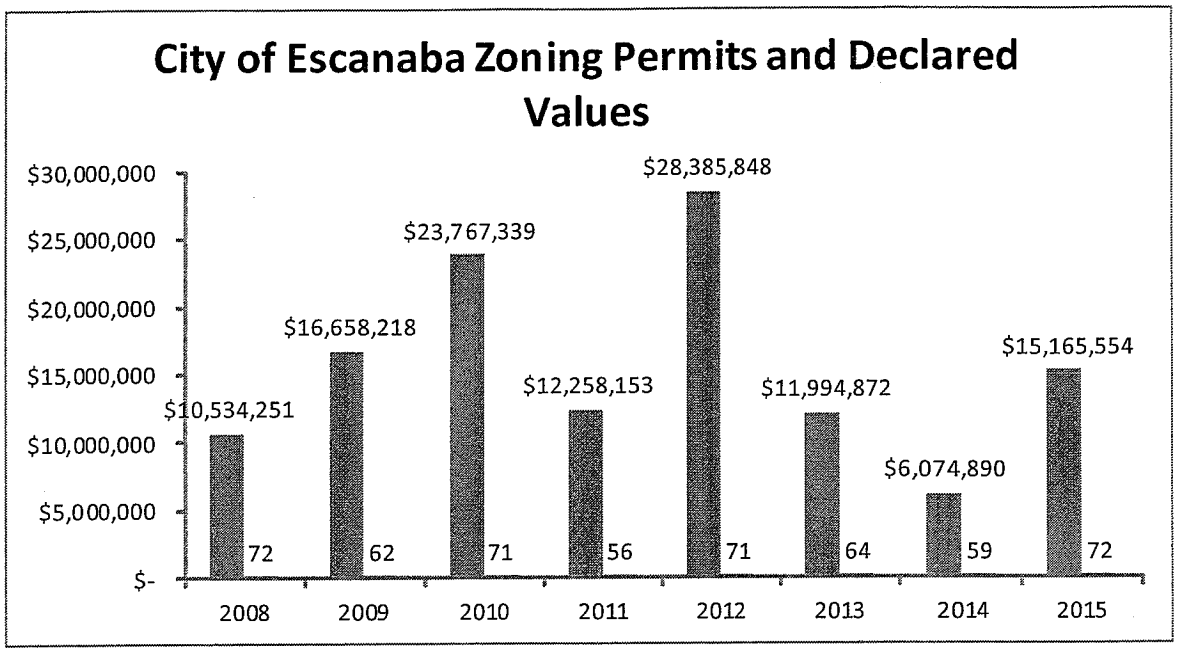
The roles of the Planning Commission include some functions in addition to the statutory duties and responsibilities. The role of the Planning Commission includes the social or cultural expectation that citizens have of the service that the Planning Commission provides in helping to set and implement local land use and development policy. There are eight (8) key roles of the Planning Commission:

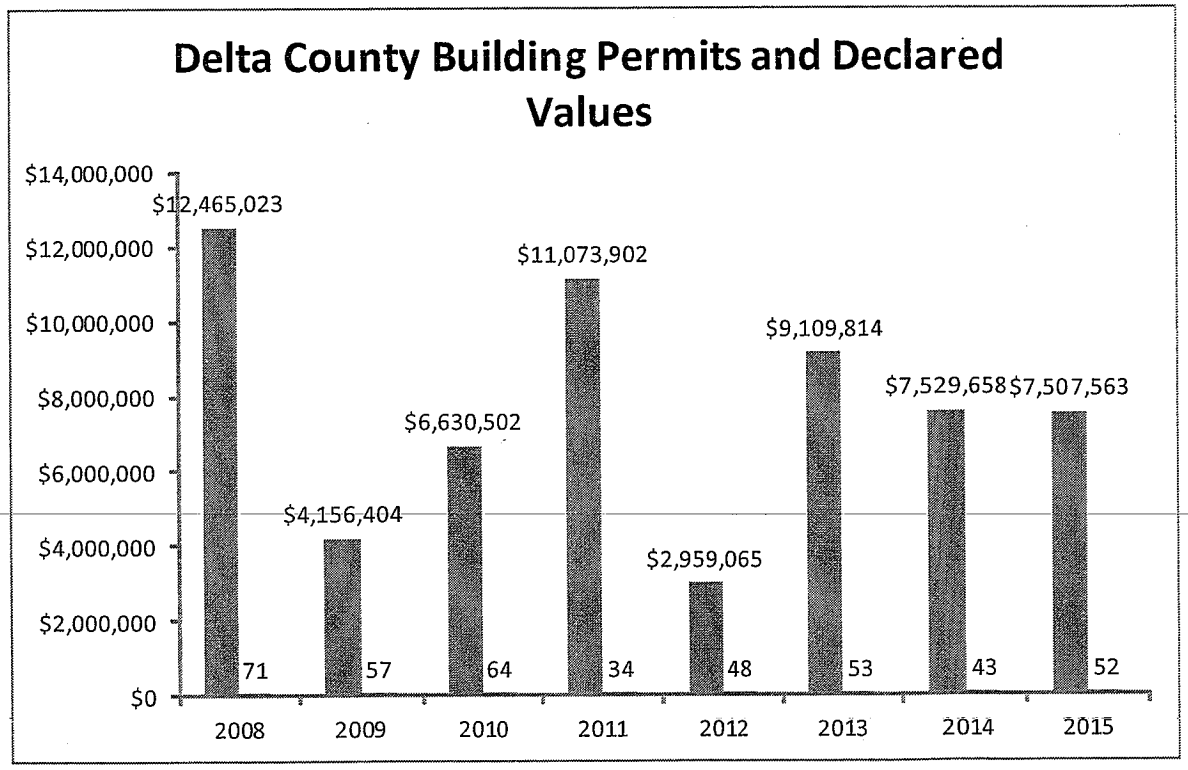
A. Educate the public about local planning issues, the master plan and land use regulations.
B. Cooperate and coordinate with other units of government on planning matters.
C. Prepare, adopt and maintain a master plan.
D. Review other community's draft master plans when submitted for that purpose, and provide coordination of planning and zoning in other units of government.
E. Draft and present to the City Council a zoning ordinance and amendments and advise on various zoning actions.
F. Review and comment on proposed public works projects.
G. Prepare and annually adopt a capital improvement program.
H. Prepare subdivision regulations and advise on proposed plats.

Respectfully Submitted,
Patrick Connor
Planning Commission Chairman

PERFORMANCE MATTERS—INDICATOR KEY:

⇧ INCREASING ⟷ STAYING ABOUT THE SAME ⇩ DECLINING

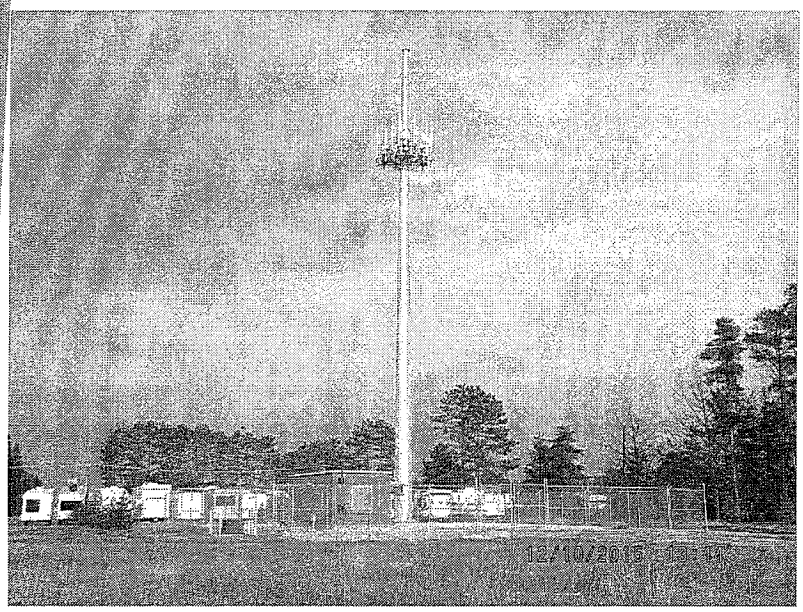




NOTE: The figures on the bottom of both charts reflect how many Zoning Land Use Permits were issued for each year.

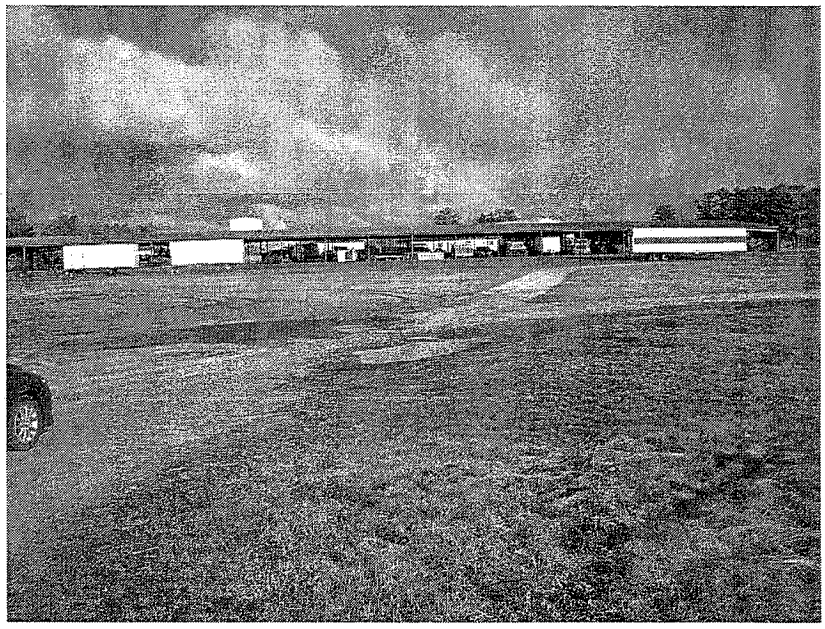
SITE PLAN REVIEW/SPECIAL LAND USE PERMITS

Patrick Barron Properties, LLC
Communication Tower and Equipment Shelter



Special Land Use Permit located at 2808 North 28th Street. The Planning Commission conducted a Public Hearing and approved a Special Land Use permit for a 115' monopole communication tower and equipment shelter at 2808 North 28th Street.

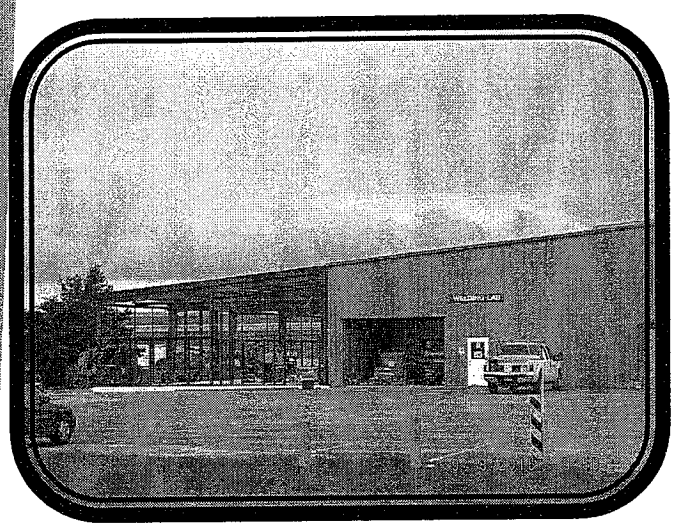
Delta County U.P. State Fair Authority

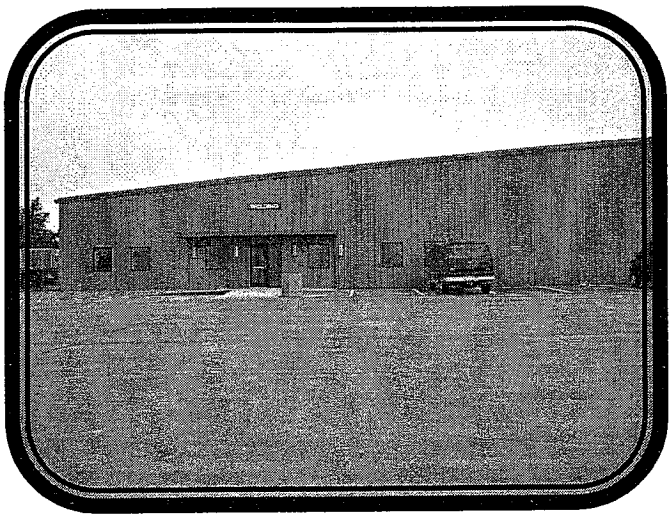


Special Land Use Permit on or around 9th Avenue North (undeveloped). The Planning Commission conducted a Public Hearing and approved a Special Land Use permit to the Delta County U.P. State Fair Authority on or around 9th Avenue North (undeveloped) for ATC's Bay Lake transmission line construction to have a temporary storage facility.

Bay De Noc Community College

Site Plan Review located at 2001 North Lincoln Road. The Planning Commission conducted a Public Hearing and approved the Bay de Noc Community College site plan for a 6,413 square foot addition to the welding classroom, office, and shop area.

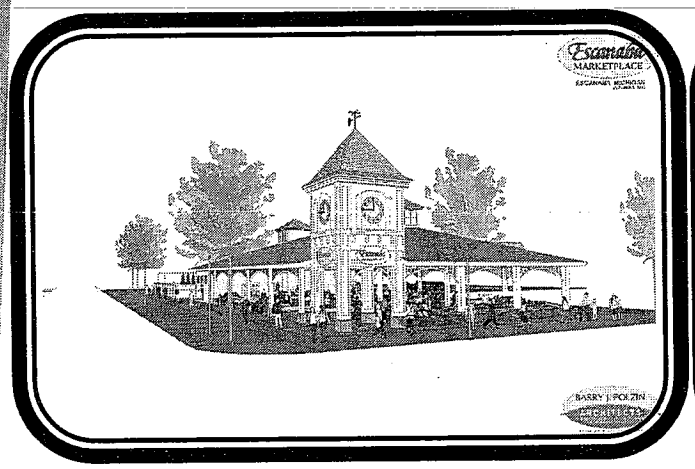


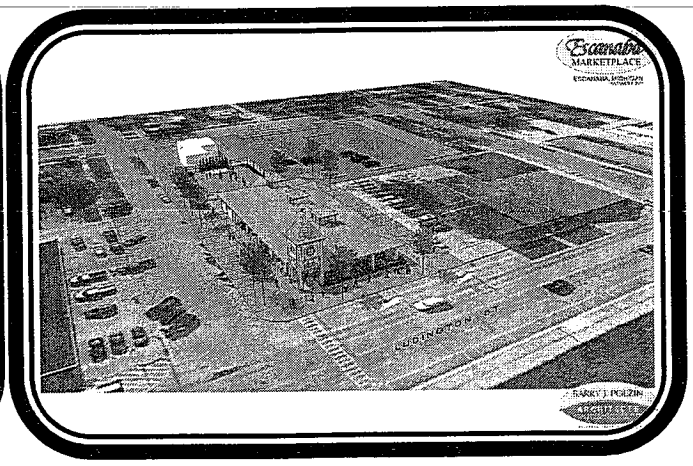


Downtown Development Authority Market Place Project

Site Plan Review located at Ludington Street, South 15th Street, and 1st Avenue South.

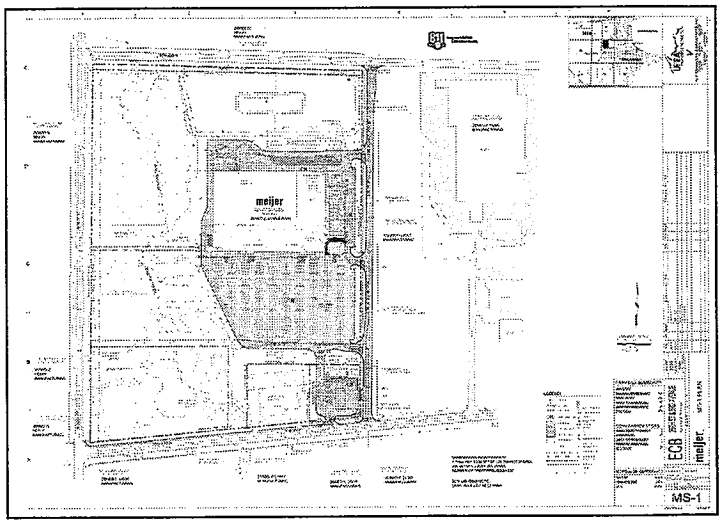
The Planning Commission conducted a Public Hearing and approved the site plan for the Market Place project to be located at Ludington Street, South 15th Street, and 1st Avenue South.

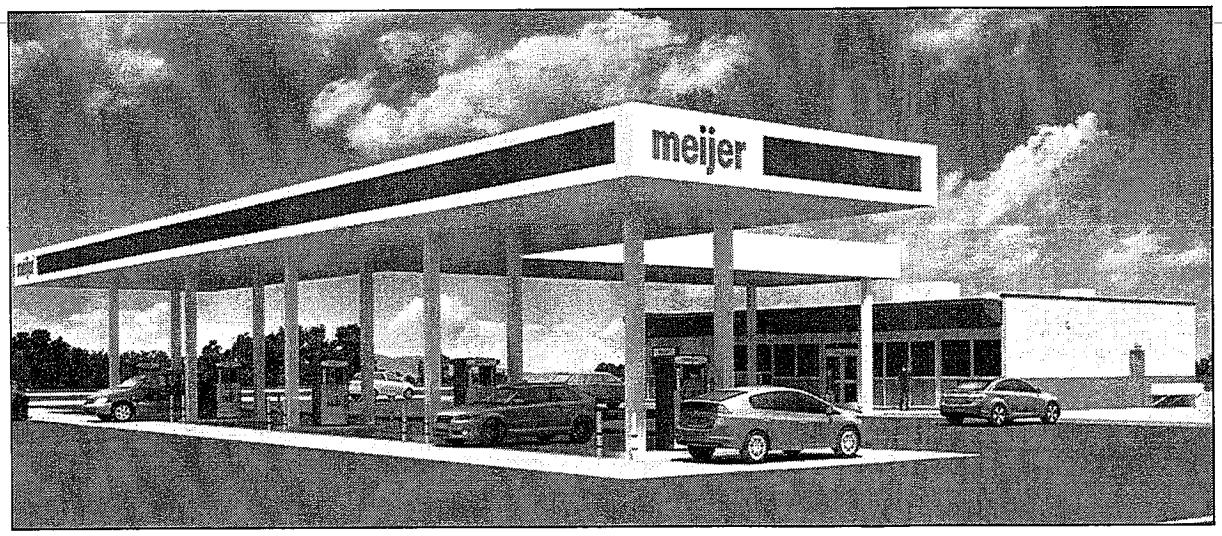




Meijer Store

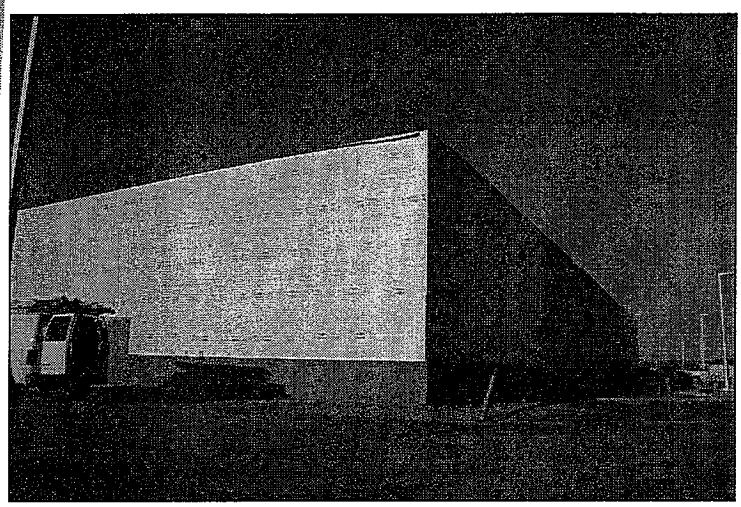
Site Plan Review for 505 North 26th Street, between 3rd Avenue North and 6th Avenue North.
The Planning Commission conducted a Public Hearing and approved the site plan for Meijer Store to construct a 205,308 square foot retail, grocery facility along with a 2,509 square foot gas station.

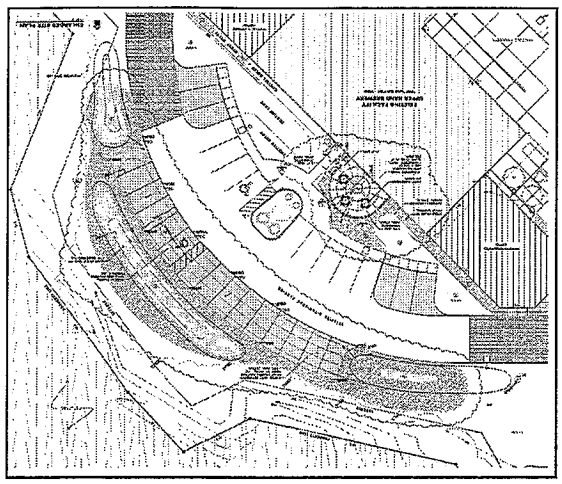




Upper Hand Brewery, Inc.

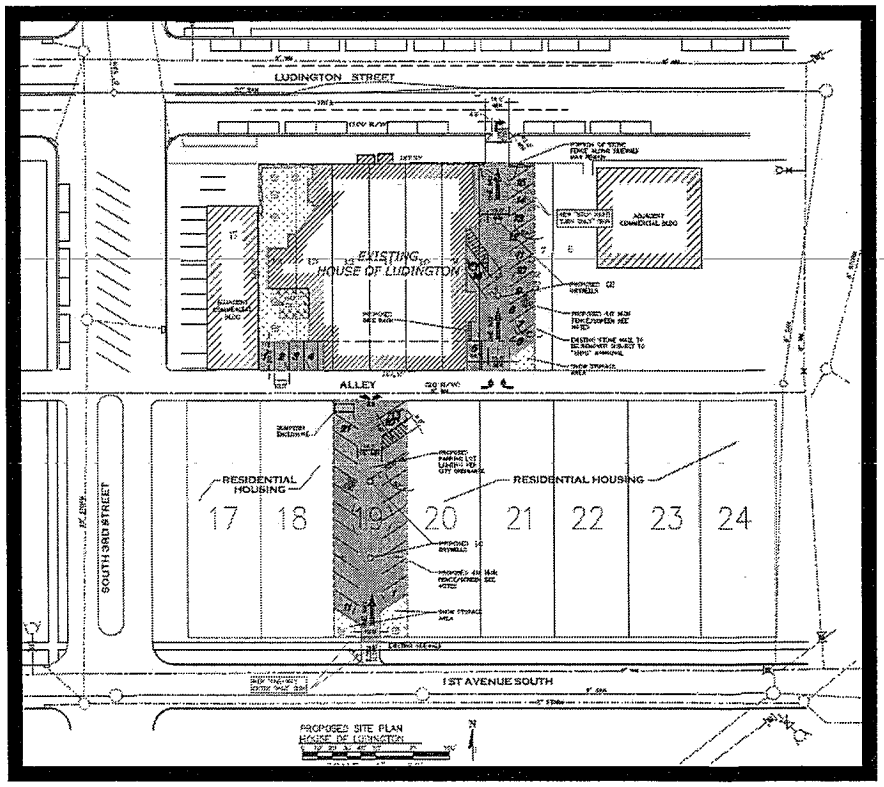
Site Plan Review located at 3525 Airport Road. The Planning Commission conducted a Public Hearing and approved a site plan for their 6,000 square foot expansion at the Upper Hand Brewery, 3525 Airport Road.





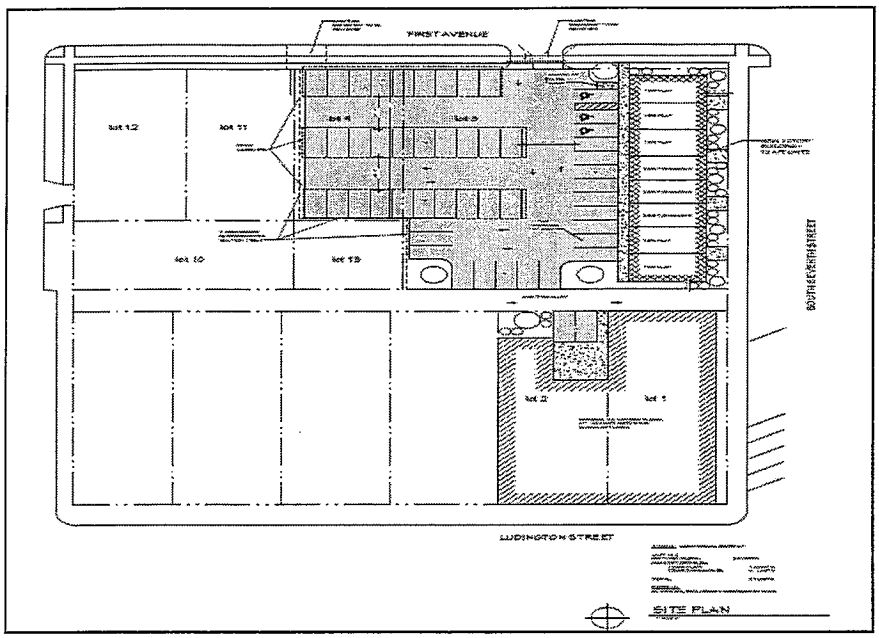
House of Ludington

Public Hearing for a Site Plan Review/Special Land Use at 223 Ludington Street. The Planning Commission conducted a Public Hearing and approved a site plan and a Special Land Use permit for a proposed 34 unit elderly/senior affordable housing project.



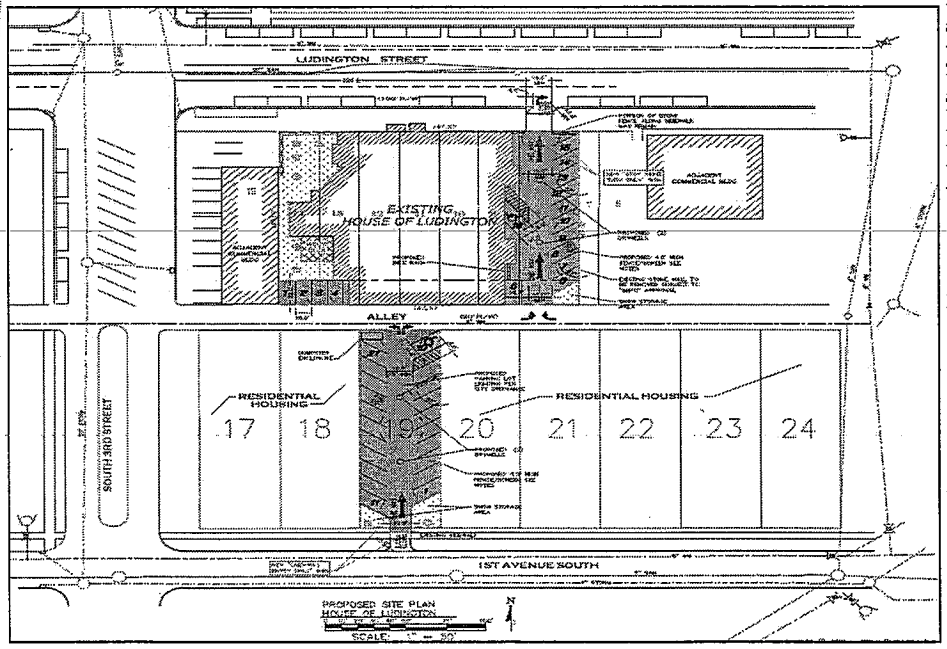
ZONING BOARD OF APPEALS

PK Development Group



Public Hearing for a parking variance request at 617 and 623 Ludington Street/608 and 630 1st Avenue South. The Zoning Board of Appeals conducted a Public Hearing and denied the parking variance request for a dimensional variance to Section 1702 parking space requirements and Table 1702 of the Escanaba Zoning Ordinance, which would allow them to reduce the number of required and combined off street parking spaces from 74 to 51 spaces for a proposed mixed use commercial and 37 unit affordable housing project.

House of Ludington



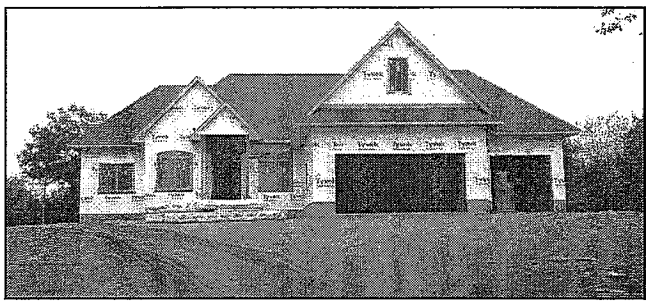
Public Hearing for a parking variance request at 223 Ludington Street. The Zoning Board of Appeals conducted a Public Hearing and accepted the parking variance request for a dimensional variance to Section 1702 parking space requirements and Table 1702 of the Escanaba Zoning Ordinance, allowing them to reduce the number of required and combined off street parking spaces from 68 to 34 spaces for a proposed use for a 34 unit affordable elderly/senior housing project.

January 1, 2015, to December 31, 2015

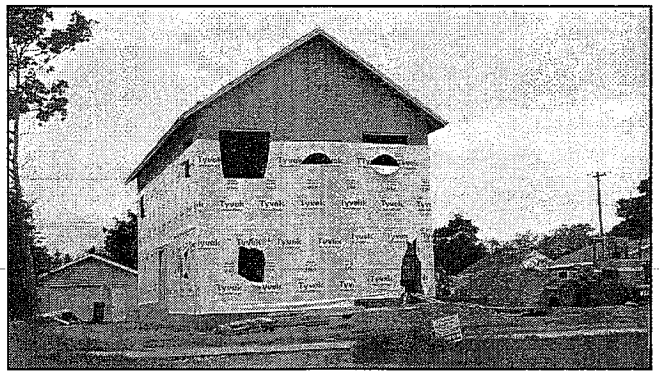
3 New Residential Zoning Permits Were Issued

New Residential Homes - Value $881,960

NEW RESIDENTIAL HOMES			
	2014	2015	
New Residential Zoning Permits	3	3	↔
New Residential Value	$735,000	$881,960	↑



2005 South 22nd Street



1812 Lake Shore Drive

1710 21st Avenue South

January 1, 2015, to December 31, 2015

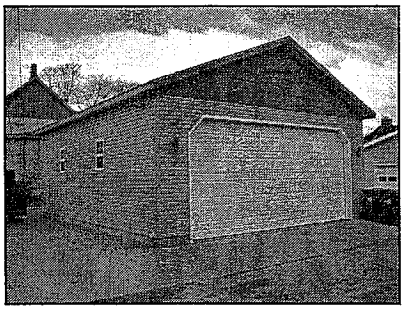
29 Residential Remodel Zoning Permits Were Issued

Residential Remodel - Value $346,524

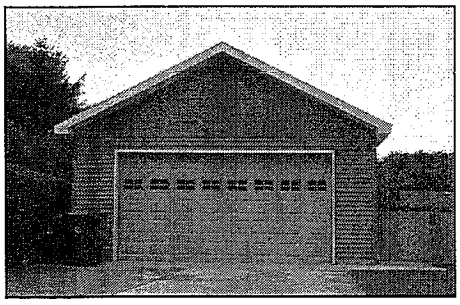
RESIDENTIAL REMODEL			
	2014	2015	
Residential Remodel Zoning Permits	36	29	↓
Residential Remodel Value	$624,140	$346,524	↓

614 South 20th Street (Garage)	1702 9th Avenue North (Addition)	302 South 18th Street (Window)
1921 8th Avenue North (Deck)	306 2nd Avenue South (Porch/Deck)	1122 10th Avenue South (Handicap Ramp)
1712 Lake Shore Drive (Addition)	1510 South 13th Street (Garage)	429 South 14th Street (2 Porches)
712 Lake Shore Drive (Porch with Roof)	1002 South 14th Street (Shed)	2520 3rd Avenue South (Deck)
1500 Lake Shore Drive (Shed)	1202 South 21st Street (Shed)	1313 11th Avenue South (Porch)
1407 Sheridan Road (Garage)	925 6th Avenue South (Pergola)	
816 Ludington Street (Handicap Ramp)	901 N 19th Street (Garage)	
1644 South 16th Street (Shed)	1315 10th Avenue South (Garage)	
509 South 22nd Street (Garage/Addition)	2404 3rd Avenue South (Windows/Doors)	
620 South 19th Street (Garage Addition)	421 South 8th Street (Garage)	
2100 Lake Shore Drive (Deck)	326 South 6th Street (Garage)	
815 South 20th Street (Storage Building)	1534 South 14th Street (Addition/Garage)	

1712 Lake Shore Drive



421 South 8th Street



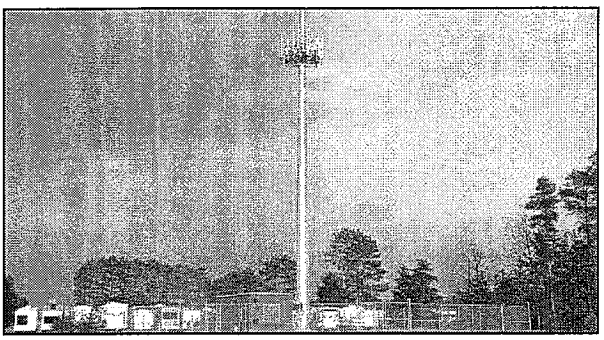
614 South 20th Street

January 1, 2015, to December 31, 2015

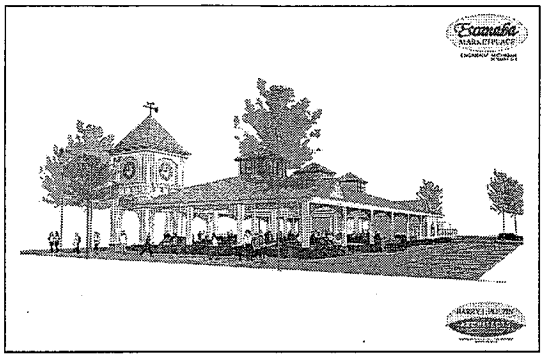
4 New Commercial Zoning Permits Were Issued

New Commercial - Value $8,252,000

NEW COMMERCIAL			
	2014	2015	
New Commercial Zoning Permits	5	4	↓
New Commercial Value	$1,140,000	$8,252,000	↑

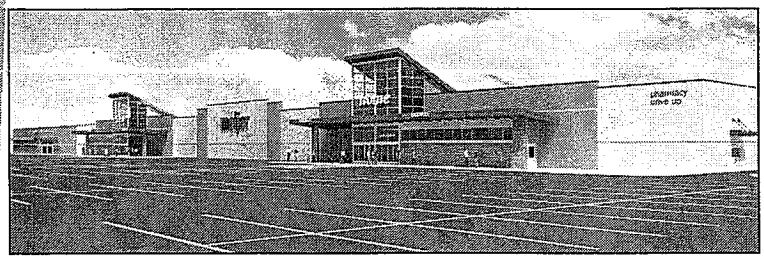


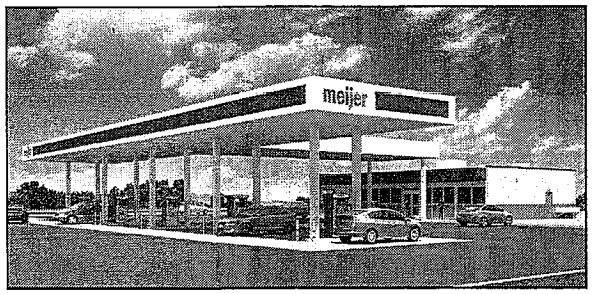
Tower 2808 N. 28th Street



DDA Market Place

609 North Lincoln Road





Meijers Store

January 1, 2015, to December 31, 2015

25 Commercial Remodel Zoning Permits Were Issued

Commercial Remodel - Value $5,392,120

COMMERCIAL REMODEL			
	2014	2015	
Commercial Remodel Zoning Permits	4	25	↑
Commercial Remodel Value	$2,835,000	$5,392,120	↑

1700 Sheridan Road (Storage)	701 North Lincoln Road (Office Addition)
202 North 30th Street (Wireless Cell Site)	2601 North 30th Street (Building Addition)
825 South 26th Street (Community Building)	2001 North Lincoln Road (Office Addition/Storage)
202 North 30th Street (Upgrade Cell Site)	2001 North Lincoln Road (Welding Addition)
114 North 25th Street (Storage Shed)	503 North Lincoln Road (Remodel Menu Board/Drive Thru)
2900 3rd Avenue North (Adult Day Care)	3525 Airport Road (Building Addition)
2701 North Lincoln Road (Storage)	1123 1st Avenue North (Deck)
409 South 22nd Street (Garage)	536 North Lincoln Road (Addition of AT&T to Building)
624 Ludington Street (Antenna Update)	801 Stephenson Avenue (Add Office/Storage)
2007 South 21st Street (Press Box)	817 South Lincoln Road (Canopy Addition)
3001 Danforth Road (Storage Building)	330 South 10th Street (Covered Deck)
2900 3rd Avenue North (Garage/Storage)	2502 North 30th Street (Addition)
408 North Lincoln Road (Building Remodel)	

St. Anne's Parish

Bishop Noa Home

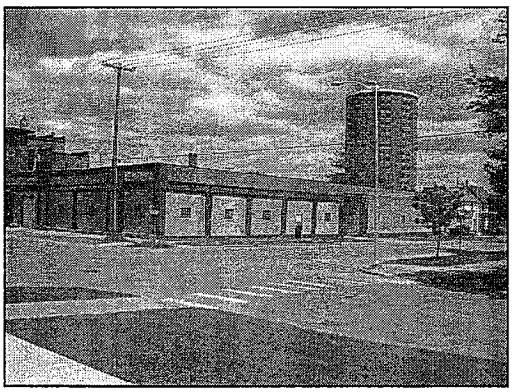
January 1, 2015, to December 31, 2015

10 Demolition Permits Were Issued

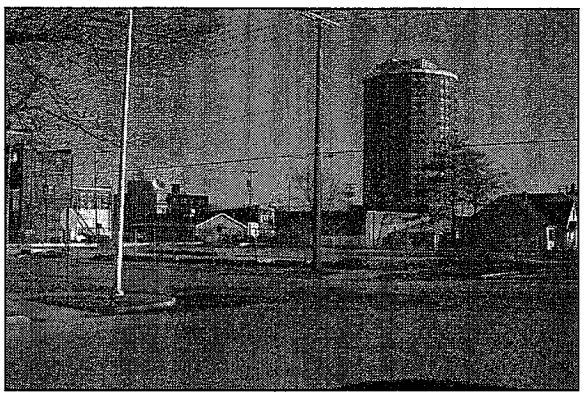
Demolition - Value $292,950

DEMOLITION			
	2014	2015	
Demolition Permits	8	10	↑
Demolition Value	$40,500	$292,950	↑

609 North Lincoln Road (Restaurant)	2501 1st Avenue South (Building)
630 1st Avenue South (Commercial)	2101 8th Avenue South (Residential)
624 North 19th Street (Garage)	212 North 12th Street (Residential)
1328 North 16th Street (Garage)	1704 Ludington Street (Building)
117 North 22nd Street (Building)	1102 8th Avenue South (Residential)



630 1st Avenue South Before



630 1st Avenue South After

January 1, 2015, to December 31, 2015

1 Change of Use Permit Was Issued

Change of Use - Value $0

CHANGE OF USE			
	2014	2015	
Change of Use Permits	2	1	↓
Change of Use Value	$250	$0	↓

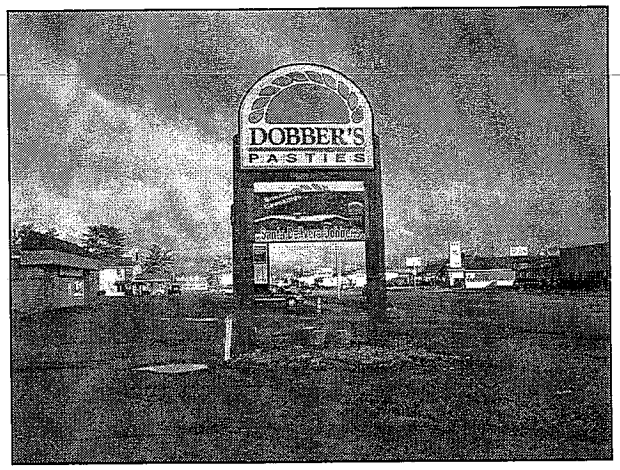
1517 Ludington Street

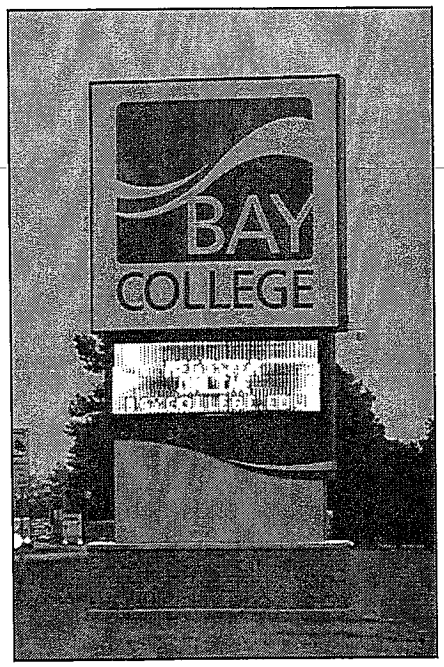
January 1, 2015, to December 31, 2015

23 Sign Permits Were Issued

SIGN PERMITS			
	2014	2015	
Sign Permits	19	23	↑

218 South 10th Street (Beauchamp Chiropractor)	1013 1st Avenue North (Social Security Administration)
110 North 14th Street (Dinello's Gourmet Deli & Subs)	828 Sheridan Road (UP Health Rampart EMS)
710 South Lincoln Road (UP Health System)	301 North Lincoln Road (Maurices)
1126 North Lincoln Road (GFS Marketplace)	1818 North Lincoln Road (Nortrax)
811 North Lincoln Road (Jimmy John's)	503 North Lincoln Road (McDonald's)
501 Stephenson Avenue (Race Driven)	536 North Lincoln Road (AT & T)
2313 Ludington Street (Dominos)	843 North Lincoln Road (Edward Jones)
516 North Lincoln Road (Wells Fargo)	827 North Lincoln Road (Dobber's Pasties)
1205 Ludington Street (Wells Fargo)	317 North Lincoln Road (Sayklly's)
2511 Ludington Street (Riverside Auto Sales—Chrysler)	805 Stephenson Avenue (Rent-A-Maid)
408 North Lincoln Road (Burger King)	2001 North Lincoln Road (Bay College)
609 North Lincoln Road (Team Wireless)	



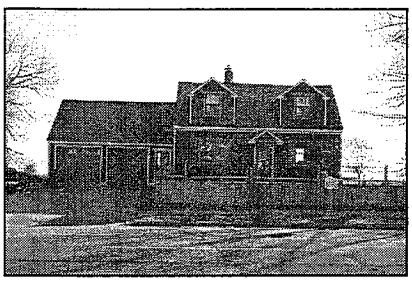


January 1, 2015, to December 31, 2015

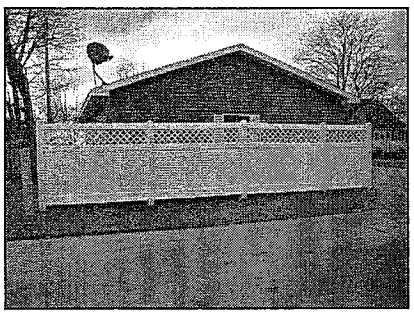
71 Fence Permits Were Issued

FENCE PERMITS			
	2014	2015	
Fence Permits	50	71	↑

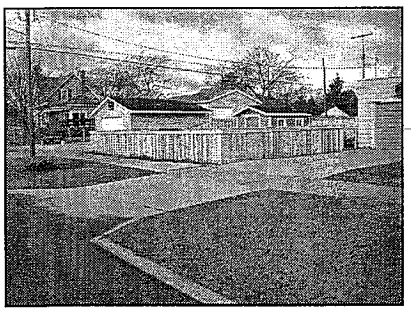
218 South 5th Street	306 2nd Avenue South	208 South 4th Street
711 South Lincoln Road	409 South 15th Street	901 South Lincoln Road
1031 Stephenson Avenue	1501 16th Avenue South	1216 North 19th Street
608 South 8th Street	212 Lakeshore Drive	910 South 10th Street
721 South 10th Street	1310 12th Avenue South	3120 7th Avenue South
2114 6th Avenue South	602 North 18th Street	1501 11th Avenue South
1810 3rd Avenue South	1112 South 15th Street	1606 North 19th Street
201 North 16th Street	1409 5th Avenue South	314 South 8th Street
700 South 20th Street	1107 South 20th Street	320 South 11th Street
1700 Ludington Street	1202 North 19th Street	1411 North 19th Street
911 South 11th Street	518 South 10th Street	403 South 12th Street
1720 21st Avenue South	610 South 13th Street	1311 North 18th Street
1306 North 16th Street	708 South 11th Street	1123 1st Avenue North
419 South 15th Street	912 1st Avenue North	2315 Lake Shore Drive
709 South 16th Street	522 South 19th Street	602 South 16th Street
804 South 17th Street	1921 3rd Avenue North	2005 8th Avenue South
1710 1st Avenue South	1115 Washington Avenue	1818 22nd Avenue South
221 North 16th St. - 217 North 16th St.	1008 2nd Avenue North	205 North 20th Street
500 South 29th Street	319 South 10th Street	2209 12th Avenue South
309 South 14th Street	804 South 18th Street	1900 3rd Avenue North
317 South 15th Street	1401 Lake Shore Drive	320 South 18th Street
314 South 6th Street	1421 9th Avenue South	511 South 19th Street
405 South 15th Street	626 South 13th Street	1901 9th Avenue North
914 2nd Avenue South	1610 1st Avenue North	



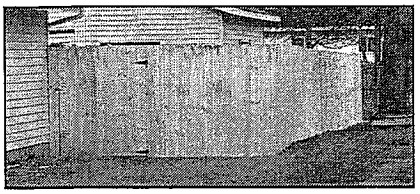
2315 Lake Shore Drive



212 Lake Shore Drive



626 South 13th Street



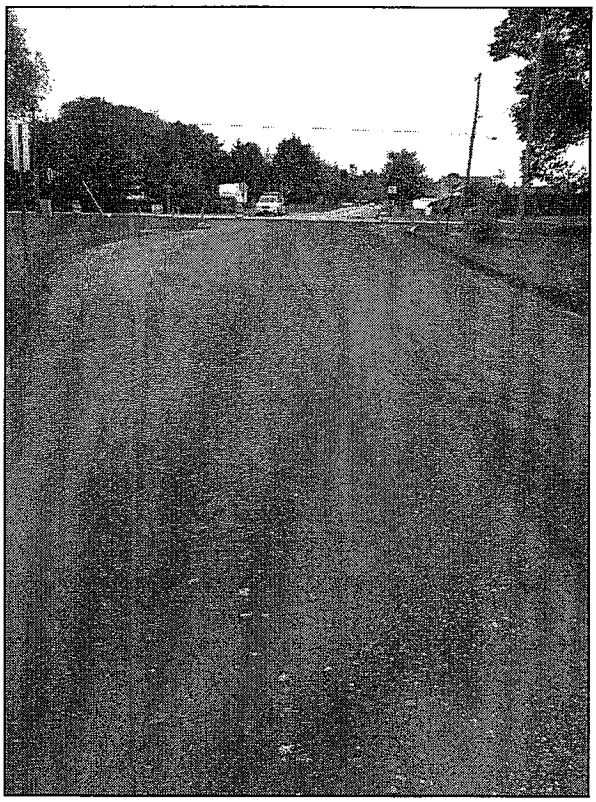
1818 22nd Avenue South

NOTABLE CAPITAL IMPROVEMENTS MADE IN 2015

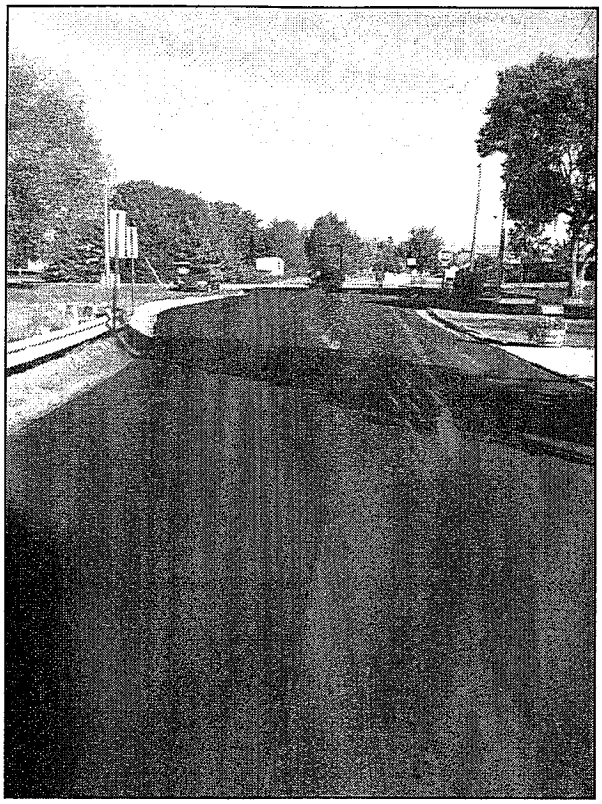
Willow Creek Road Improvement Project.

Willow Creek Road between 8th Avenue South to the waste water facility.

The existing roadway was pulverized with approximately 350 tons of pulverized material salvaged. The remaining material was used to strengthen the base as the road was re-shaped, re-graded, and paved. Approximately 1518 tons of new asphalt was laid to provide a 3" asphalt surface which ran 3700 lineal feet. New shoulders were also installed on the roadway. The estimated project costs were $165,000.



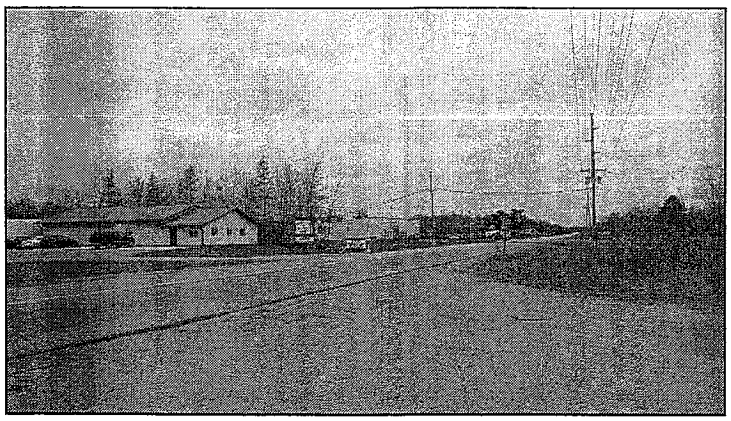
Willow Creek Road, 8th Avenue
Before



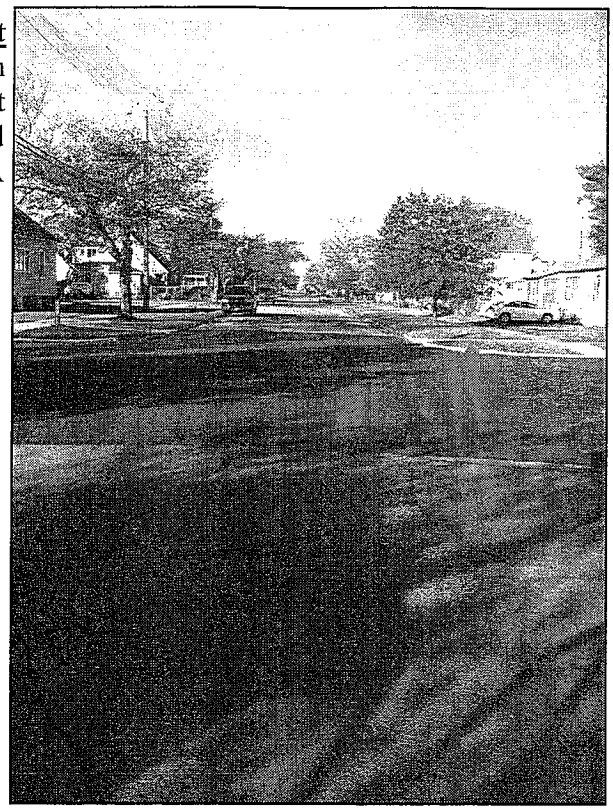
Willow Creek Road, 8th Avenue
After

Whitetail Industrial Park High Speed Network Infrastructure Construction.

New infrastructure to provide a fiber connectivity back-bone to the current and future businesses in the Whitetail Industrial Park was installed. The estimated cost of the project was $74,287.62.



2nd Avenue North and North 12th Street Intersection. The intersection of 2nd Avenue North and North 12th Street was resurfaced with 2" asphalt or approximately 45.95 tons. Along with the road resurfacing 8 cross walks were brought up to ADA standards. The estimated project cost was $27,000.

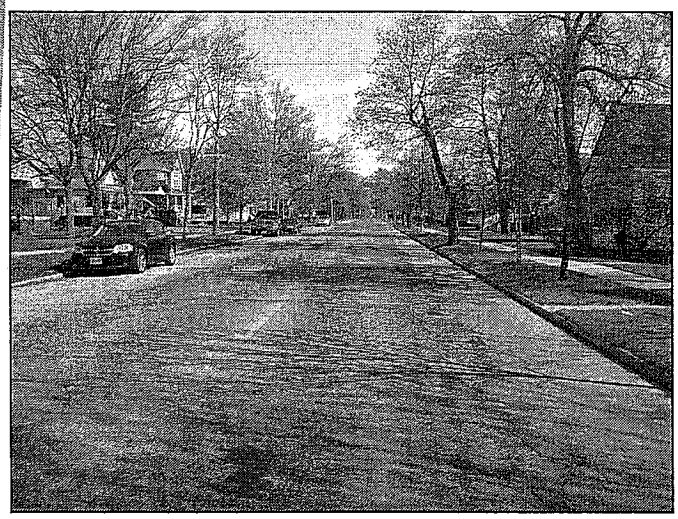


After

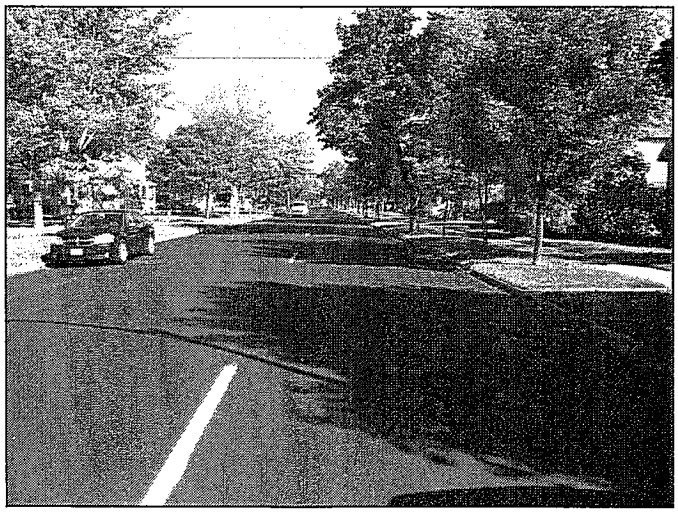
South 14th Street Improvement Project.

South 14th Street from 3rd Avenue South to 6th Avenue South.

The existing roadway surface was milled 2" and resurfaced with 2" of asphalt for 1450 linear feet. Approximately 760 tons of new asphalt was laid. Along with the road resurfacing, 28 crosswalks were brought up to ADA standards. Estimated project cost was $135,000.

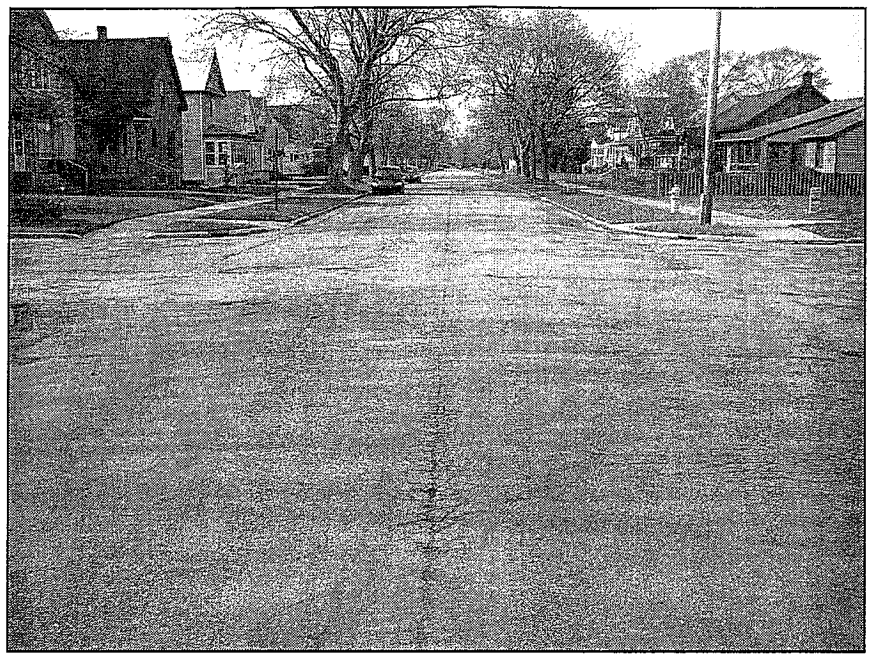


Before

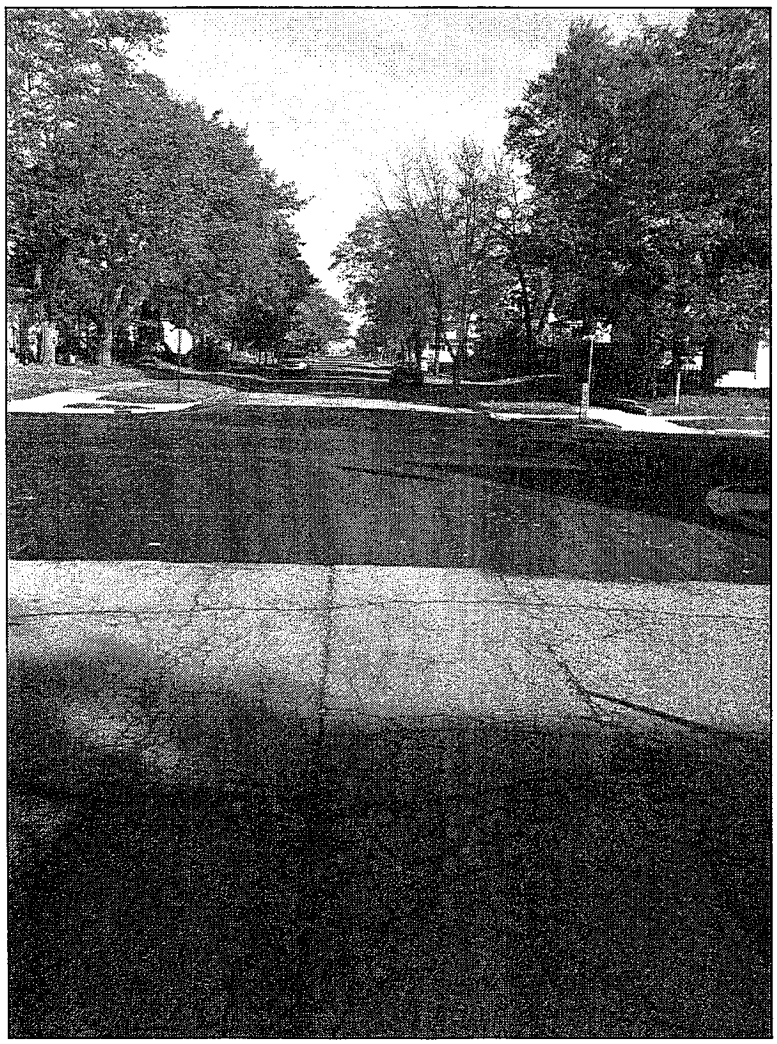


After

15th Avenue North and North 16th Street Intersection. The intersection of 15th Avenue North and North 16th Street was resurfaced with 2" of asphalt or approximately 45.81 tons. Along with the road resurfacing 8 cross walks were brought up to ADA standards. The estimated project cost was $20,000.



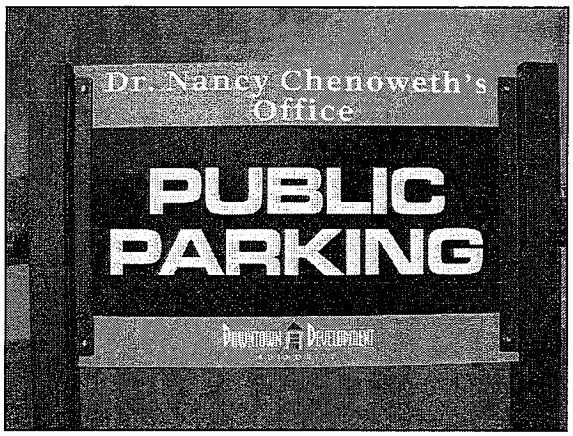
Before



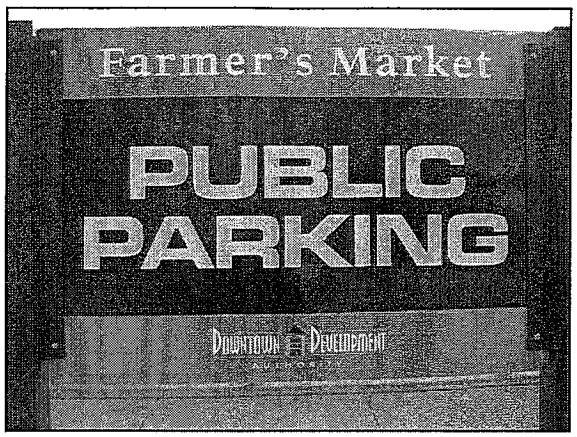
After

Parking Lot Improvements – All DDA Parking Lots.

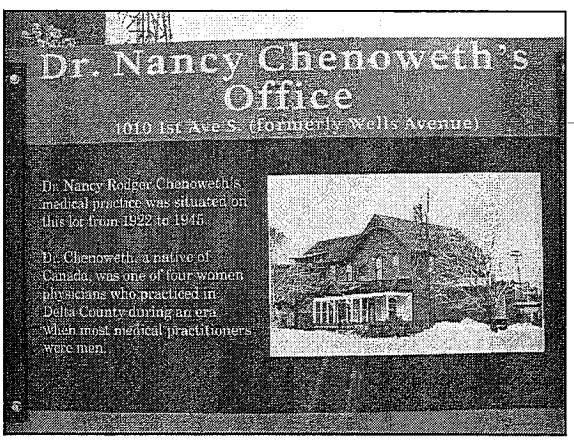
The DDA controlled parking facilities located at 100 block of 1st Avenue South, 1100 block of 1st Avenue North, North 14th Street and 1st Avenue North, South 10th Street and 1st Avenue South, North 9th Street and 1st Avenue North, South 8th Street and 1st Avenue South, 1st Avenue South and South 7th Street, 700 block 1st Avenue North and 600 block and 1st Avenue North have new historically themed signage that would raise the awareness of the public parking lots with the use of new directional signs on Ludington Street and parking lot signs at the public parking lots. The individual sites of the public parking lots all had significant historical events or structures that were at the original lot locations. Signs for Ludington Street directing public to the off Ludington Street parking area will also be included. General maintenance, seal coating, and stripping of lots will take place in the Spring 2016.



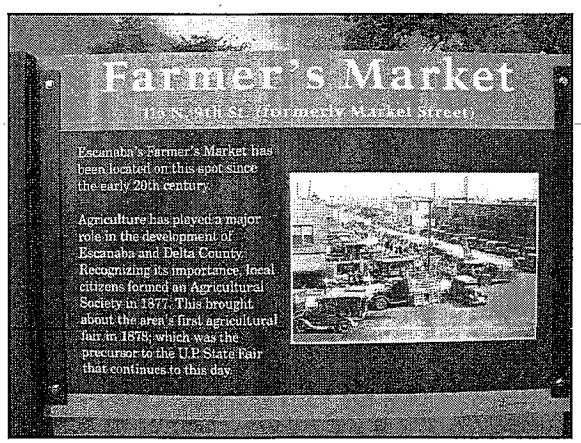
Front of Sign



Front of Sign



Back of Sign



Back of Sign

Power Pole Replacement.

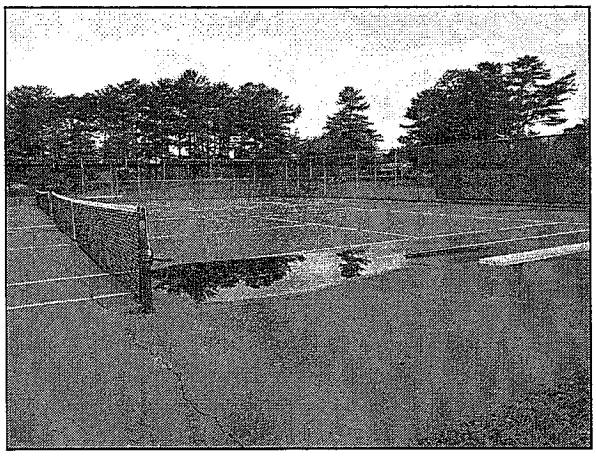
Within the Escanaba distribution system, many poles are approaching or have exceeded their expected life. Pole inspectors have identified poles within our system that need to be replaced. The total number of distribution poles tested in 2015 was 321. The number of distribution poles replaced in 2015 was 80.

Street Light Replacement.

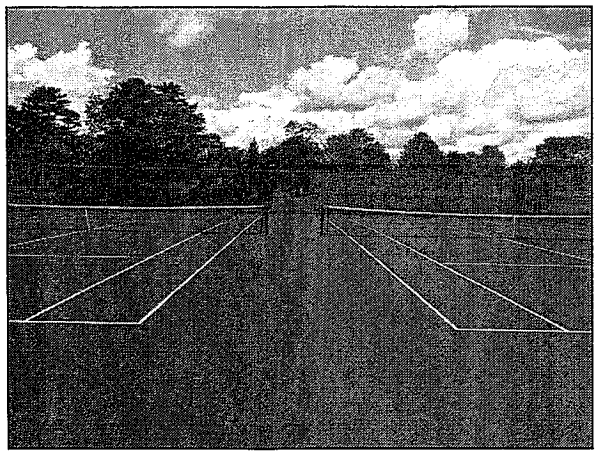
There have been great advancements made in LED street lighting over the past few years. These advancements resulted in better products and more affordable fixtures. Replacement of the existing HID street lights and dusk-to-dawn lights with LED equivalents continued. The City has approximately 1,550 street lights and 300 dusk-to-dawn lights on the distribution system. The number of street lights replaced with new LED lights in 2015 was 96.

Veteran's Park Tennis Courts Resurfacing.

American Systems of Wisconsin, Inc. of Suamico, WI, provided all labor and materials, filing, resurfacing, and related work to restore the Veteran's Tennis courts. Work included power wash, crack filling, patching, fixing a 6' X 9' bird bath on the South court, two (2) coats dark green acrylic re-surfacer, and two (2) coats dark green acrylic color and 2" wide white playing lines painted. The court dimensions are 120' long X 110' wide. Total project cost was $9,700.



Before



After

ANTICIPATED CAPITAL IMPROVEMENTS FOR SPRING 2016

Sanitary Sewer Main Replacement or Repair – Alley Between 22nd Avenue South and 23rd Avenue South Extending From Lake Shore Drive to 23rd Avenue South Lift Station.

The current sanitary sewer main is scheduled to be relined.

Sanitary Sewer Main Replacement or Repair – Mall Parking Lot Extending From or Around 2300 Ludington Street North to the 2500 Block 3rd Avenue North.

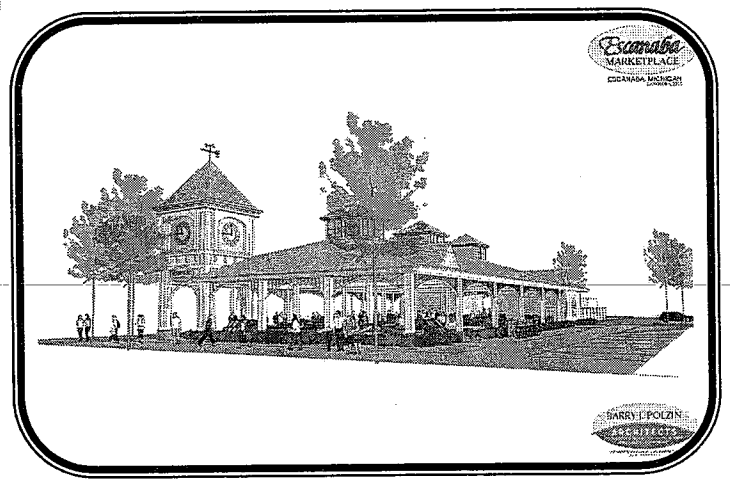
The current sanitary sewer main is scheduled to be relined.

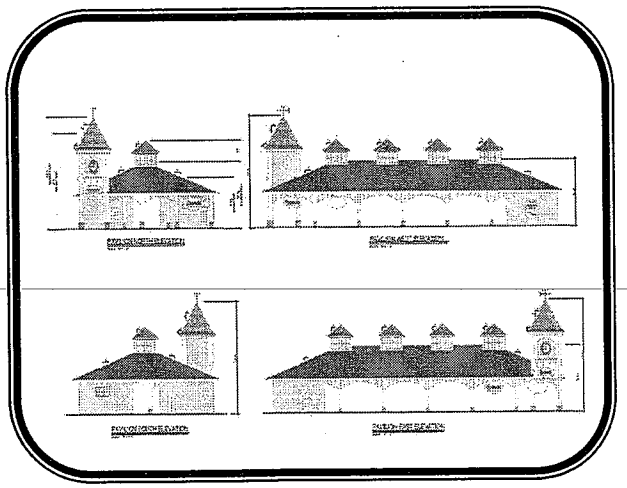
Sanitary Sewer Main Replacement or Repair – Alley West of South 19th Street Extending From 8th Avenue South to 10th Avenue South.

The current sanitary sewer main is scheduled to be relined.

Downtown Market Place Construction Documents — Ludington Street, South 15th Street, and 1st Avenue South.

The DDA has retained the professional services of Mr. Barry Polzin, of Barry J. Polzin Architects, Marquette Michigan, to complete construction drawings for a proposed 8,046 square foot Market Place project with parking to be located on Ludington Street and South 15th Street. The project is expected to be let out for bid by February 15, 2016, with work commencing on or around April 15, 2016. The estimated cost of the project is $1,062,300.





Marina Sidewalk Replacement.

Replacement sidewalk of approximately 430 feet by 8 feet wide will be installed at the Marina West seawall between docks one and two due to the settling and cracking of the existing sidewalk.

Ludington Park Nine Hole Disc Golf Concrete Tee Boxes.

Nine (9) 4" thick concrete "Tee Box" disc golf pads of various sizes will be installed in Ludington Park. Concrete tee boxes will be flat and level with the ground as to not interfere with mowing or other maintenance operations. The concrete color will be green.

Electrical Substation.

Work will continue on a new substation. The substation will be built in the area of the old compost site off of 20th Avenue North. The substation will consist of one main transformer, which will feed up to four circuits.

Electrical Distribution System Repair – Ford River (along South M35).

The City of Escanaba provides electricity to parts of Ford River along South M-35. A 2,000' section of underground distribution cable located on the Breezy Point curve will be replaced with new 1/0 15kV cable.

RECOMMENDED 2016 PLANNING COMMISSION GOALS/OBJECTIVES

In 2016, the Planning Commission will continue working on becoming a "State of Michigan Redevelopment Ready Community". As a Redevelopment Ready Community, the City of Escanaba would become state certified for supporting community revitalization and the attraction and retention of business, entrepreneurs and talent throughout Michigan. The City of Escanaba is the 19th community in Michigan to be evaluated under the statewide program and on its way to becoming redevelopment ready. With a strong history of proactive planning and strong community vision outlined in our already existing planning documents, the city has positioned itself to strengthen local quality of life and built a reputation for being proactive and business friendly. Despite solid support for redevelopment projects, Escanaba still has work to do in order to receive certification from the state. To that end, the following activities will be worked on through the Planning Commission in 2016:

1. **Community Participation Plan Creation**. The Planning Commission will create a Community Participation Plan, as part of the Community Master Planning Update process which will highlight and feature how local residents, elected officials, appointed officials, and boards and commissions engage each other throughout a planning and development process. The purpose of the plan is to make it easier for the public to get involved with planning the future of the City. This plan will take the community one step further by setting out exactly how the city will involve the community both in the way it plans for the future of the city and in how it puts those plans into action.

Redevelopment Ready Communities

Tasks To Be Completed

	Objective	Evaluation Criteria	Recommended Actions for Certification	Primary Responsible Party			
				City Council	Planning Commission	Downtown Development Authority	Historic Community
1	Plan review	The governing body has adopted a master plan in the past five years	Adopt an updated master plan in compliance with MPEA and Best Practice 1.1	✔	✔		
2	Zoning regulations	The governing body has adopted a zoning ordinance that align with the goals of the master plan	Review master plan goals and zoning regulations to ensure zoning ordinance regulates for the master plan vision		✔	✔	✔
3	Zoning regulations	The zoning ordinance is user-friendly and accessible online	Add a use matrix or other element and streamline text to improve user-friendliness		✔		
4	Zoning regulations	The zoning ordinance includes flexible parking requirements	Add flexible parking standards		✔	✔	

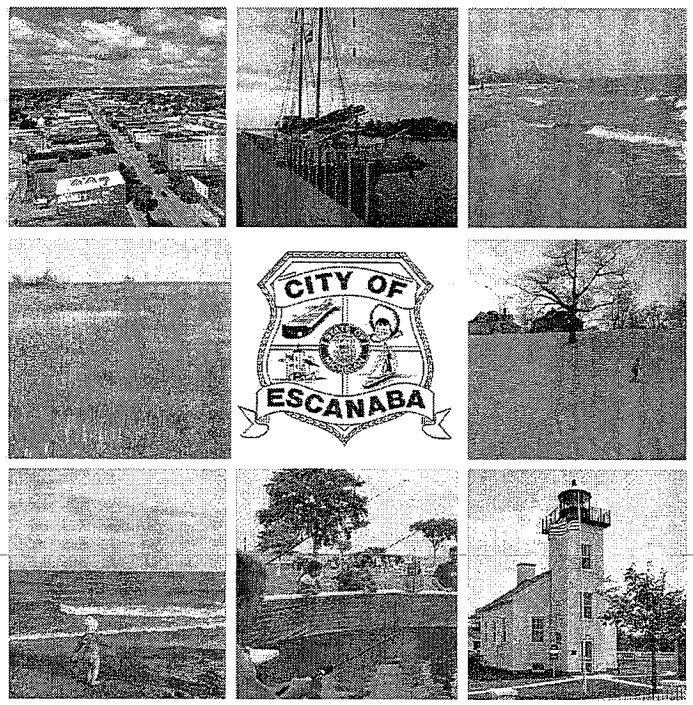
5	Zoning regulations	The zoning ordinance includes standards for green infrastructure	Incorporate green infrastructure standards into the zoning ordinance		✔	✔	
6	Development review policy and procedures	The community has a method to track development projects	Develop a simple tracking mechanism for development projects		✔		
7	Development review policy and procedures	The community annually reviews the successes and challenges with the site plan review and approval procedures	Develop a customer feedback mechanism		✔		
8	Guide to Development	The community annually reviews the fee schedule	Review the fee schedule annually	✔			
9	Education and training	The community identifies needs and tracks attendance of the governing body, boards, commissions and staff	Develop a mechanism to track training needs and attendance	✔	✔	✔	✔
10	Redevelopment Ready Sites	The community gathers preliminary development research for prioritized redevelopment sites	Gather background information for specific priority sites	✔	✔	✔	✔
11	Redevelopment Ready Sites	The community identifies available resources and incentives for prioritized redevelopment sites	Identify available resources and incentives for priority redevelopment site		✔	✔	✔
12	Marketing and promotion	The community has an updated, user-friendly municipal website	Reorganize municipal website to improve the user experience	✔	✔	✔	✔
13	Public participation	The community has a public participation plan for engaging a diverse set of community stakeholders	Draft a public participation plan as outlined in Best Practice 1.2	✔	✔	✔	✔
14	Redevelopment Ready Sites	The community identifies and prioritizes redevelopment sites	Identify and prioritize redevelopment sites	✔	✔		✔
15	Redevelopment Ready Sites	A property information package for the prioritized redevelopment site(s) is assembled	Complete property information package for priority redevelopment site		✔	✔	✔
16	Redevelopment Ready Sites	Prioritized redevelopment sites are actively marketed	Post property information package on city's website		✔	✔	✔
17	Marketing and promotion	The community has developed a marketing strategy	Develop a unified marketing strategy as outlined in Best Practice 6.2	✔	✔	✔	✔

Community Master Plan Update. The Planning Commission will continue working on the Community Master Plan update. The Community Master Plan provides a long-range vision for the built environment of a community. It guides the appropriate use of lands within the City of Escanaba in order to protect the public health and safety and to promote general welfare. Among other issues, the Master Plan will identify:

- Suitable locations for commercial, housing, and mixed-use development
- Locations where the City should increase density, use redevelopment, or intervene in other ways
- Opportunities to extend and/or improve open space, recreational areas, and civic facilities
- Strategies from increasing economic development
- Environmental, historic, and cultural resources that need conservation
- Strategies for solving congestion and improving transit services

City of Escanaba

2016 Master Plan



PLANNING COMMISSION MEETINGS			
	2014	2015	
Regular Planning Commission Meetings	8	10	⬆
Special/Joint Planning Commission Meetings	2	3	⬆

NB #2 1/14/15

COMMUNITY PARTICIPATION PLAN

A GENERAL OUTLINE FOR HOW THE COMMUNITY CAN PARTICIPATE IN THE PLANNING PROCESS FOR THE CREATION OF THE MASTER PLAN

WEBSITE INFORMATION

The following detailed information can be found online:

- Property Tax Information
- Escanaba GIS Information
- Webcast of Live Meetings
- City Council Meeting Agendas and Minutes
- City Newsletters
- News Releases
- City Codes and Charter
- City Department E-mail Access
- Budget Process Explanation
- 2015-16 City Budget
- 2010/11, 2011/12, 2012/13 and 2013/2014 Audits
- All Board, Commission and Committee Meeting Agendas and Minutes
- Calendar

www.escanaba.org

INTRODUCTION

Imagine Escanaba in the year 2036 and how different it will be. Then ask yourself these questions, "What kind of City do we want the City of Escanaba to become by 2036 as residents? What do we have to do to become the City we envision? What steps will get us there?"

During 2016 the City of Escanaba will continue updating its Community Master Plan. Wide reaching representative community involvement is needed to make the project a success which is why a Community Master Plan is created. It's our roadmap to the future!

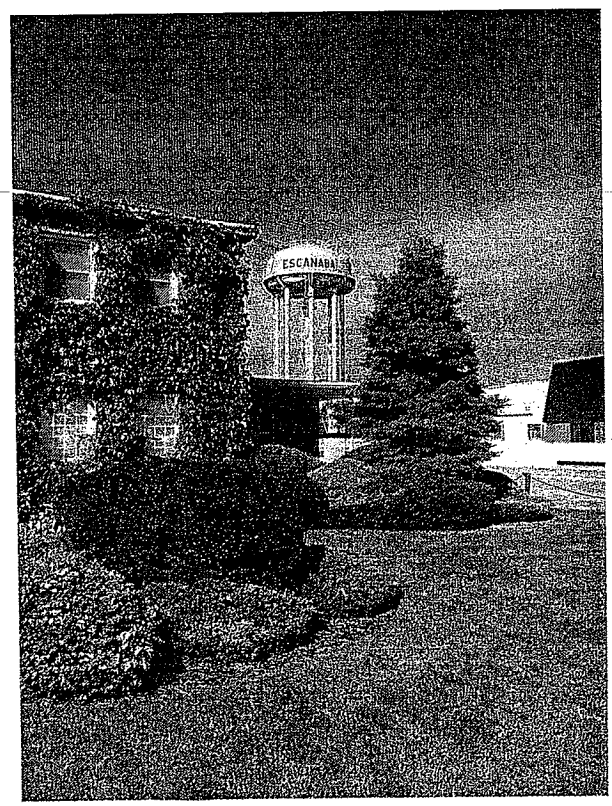
As part of the Master Planning update, a Public Participation Plan is also being developed. This Plan is an essential tool for outlining how Elected Officials, Appointed Officials, and Boards and Commissions engage the public throughout a planning and development process. The Plan also acts as a tool for accountability and transparency requiring a municipality to seek public input as well as record the results to the people.

INTRODUCTION (Cont.)

In preparing a Community Master Plan, it is important to work with Citizens to identify the issues and challenges unique to the community. As part of the Community Public Participation Plan, we as a community, must evaluate our current strengths and needs followed by a vision for the future. The City of Escanaba's Public Participation Plan strategy is to encourage community members to take part in the planning process in an effort to gain support for the collective community vision and produce a plan that best reflects the overall vison of the community. In short, the Community Master Plan will express the City's vision short- and long-term, both to make this great city even better over the next 20 years.

PUBLIC PARTICIPATION GUIDING GOALS AND OBJECTIVES

- The City of Escanaba shall oversee all aspects of citizen/public participation in an open manner, by making the participation process accessible to anyone interested in taking part.
- The City of Escanaba shall seek out public participation in each phase of the master planning process.
- The City of Escanaba shall strive to have a diverse group of stakeholders in planning, land use, and development decisions.
- The City of Escanaba shall encourage the involvement of residents most affected by the proposed planning, land use, or development project(s).
- The City of Escanaba shall make all efforts to ensure involvement of citizens throughout all stages of the planning and review process.
- The City of Escanaba shall use all forms of communication possible for distributing information and receiving comments and feedback.
- The City of Escanaba shall support and encourage participation by making information available in a timely manner, allowing the citizens/public to take part in important decisions at various stages of the review and approval processes.
- The City of Escanaba shall record results of public participation, and report all results of records to the citizens/public.
- The City of Escanaba shall seek broad identification and representative involvement of all residents of the community. The diverse characteristics and needs of residents require different communication and outreach techniques.
- The City of Escanaba shall support and encourage continuous improvement in the methods used to meet the public need for information and involvement. Public information and involvement methods are continually evolving. The municipality is committed to seek new and innovative ways to engage and keep the public involved throughout the process.



PUBLIC PARTICIPATION HISTORY

Over the last decade, The City of Escanaba has had an extensive history with on-going public participation in all of their planning work. The public has been actively involved in such things as the City's Downtown Federal Historic Designation Report, the Northshore Master Plan, and the Downtown 2020 Vision Plan to name a few. The City realizes and understands public participation and support is critical in having a good Plan.

PUBLIC ACCESS TO INFORMATION

As required by law, the City of Escanaba will provide the public reasonable and timely access to information and records relating to the Community Master Plan, Public Participation Plan, and Amendments to any of the plans.

Interested stakeholders are encouraged to check the City's website at www.escanaba.org, or social media pages such as Facebook (https://www.facebook.com/cityofescanaba) in order to be kept informed of any meeting/hearing changes or cancellations. All meetings/hearings that take place in the Escanaba City Hall Council Chambers are live streamed through the City's website. In addition, all regularly scheduled Escanaba City Council meetings are televised on Charter Public Channel 191. Meeting/hearing agendas and packets are available ahead of time either on the City's website, or through City Clerk's Office. Meeting/hearing minutes are posted on the City's website following approval.

The Escanaba City Council and all other regularly scheduled Boards and Commissions meetings are streamed live. Meeting agendas and packets of the City Council, Planning Commission, and other Boards and Commissions shall be made available on the City's website in advance of the meeting.

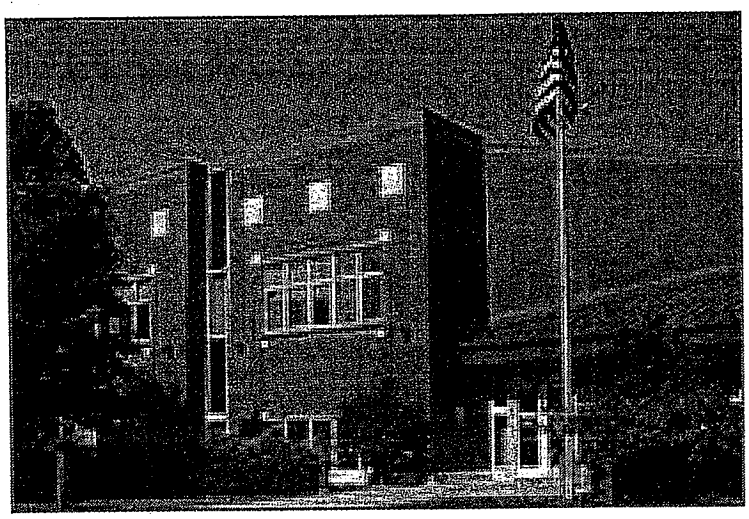
Copies of the documents will be available at the following locations:

- Escanaba City Hall - 410 Ludington Street, Escanaba, MI 49829
- Escanaba Library - 410 Ludington Street, Escanaba, MI 49829
- Catherine Bonifas Civic Center - 225 North 21st Street, Escanaba, MI 49829
- On The City's website - www.escanaba.org

Please Note: Documents will be made available in a format accessible to persons with disabilities upon request

facebook

https://www.facebook.com/cityofescanaba



KEY STAKEHOLDERS

- City Council
- City's Boards and Commissions
- City Residents
- Escanaba Area Public Schools
- Bay de Noc Community College
- Delta County Chamber of Commerce
- Central U.P. Planning and Development Regional Commission
- Delta County Economic Development Alliance
- Next Michigan Superior Trade Zone
- U.P. Economic Development Alliance
- Escanaba Downtown Development Authority
- Escanaba Downtown Partners in Business
- Commercial Business Owners
- Commercial Brokers and Real Estate Professionals
- Potential Investors and Developers
- Senior Citizens
- Public Employees
- Major Local Employers
- Civic and Social Organizations
- Students and Student Groups
- Environmental Groups
- Delta Area Transport Authority
- Relevant State Agencies
- Neighborhood Groups
- Religious Groups
- William Bonifas Fine Arts Center
- Any Other Relevant Stakeholders

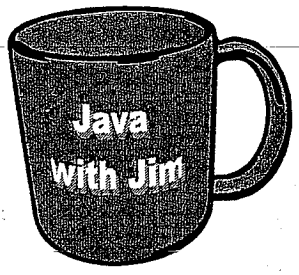
PUBLIC INVOLEMENT STRATEGIES

The following traditional public involvement strategies will be used by the City of Escanaba as part of public outreach:

- Public Meetings
- Community Town Hall Meetings
- Community Task Force Meetings
- Newspaper Postings
- Person to Person Communications
- Website Posting and Apps
- Public Announcements
- Utility Bill Notices
- City Cable Television Notices
- Surveys

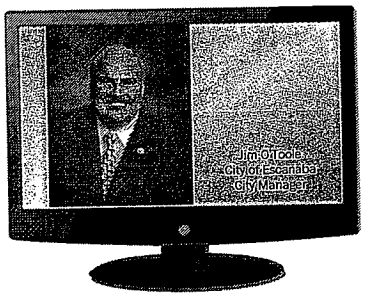
In addition to the traditional methods used by the City of Escanaba to get citizens involved in the decision making process that will shape the future of the community, the following non-traditional methods will also be used to reach out to the citizens of the community:

Java with Jim



Each month the City Manager will conduct an informal public gathering at a local restaurant. The program is called "Java with Jim", and is scheduled for every third Wednesday of each month from 8:30 a.m. to 9:30 a.m.

Manager's Call



On the first and third Thursday of each month at 6:00 p.m. the City Manager will conduct "Manager's Call", which is broadcast live on the City cable television channel (Charter Community Channel 191) and webcast live through the City website located at www.escanaba.org. The purpose of this program is to disseminate information to the citizens of Escanaba concerning the day-to-day activities in the city, as well as update on upcoming meetings, programs, events, and celebrations.

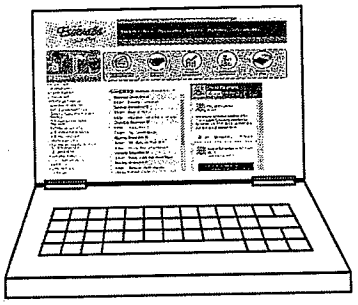
PUBLIC INVOLEMENT STRATEGIES (Cont.)

Radio Shows

On the first and third Friday of each month, in the morning, the City Manager will be a guest on two (2) local radio station talk shows to talk about "All Things City".

Joint Governmental Roundtable Meeting

On the second Wednesday of each month, the City Manager along with representatives from the various local units of the government, schools, and federal agencies in Delta County will meet at 12:00 p.m. The purpose of these informal sessions is designed so that all local units of government schools, and other public agencies can collaborate on items, situations, and projects of a community wide interest. Another purpose of this regularly scheduled meeting is to review forth-coming programs of various entities, receive progress reports on current programs and initiatives, and receive other similar information from various community leaders and citizens.



Social Media

These social media sites will be routinely used to update the citizens of the community as part of the public involvement strategy:

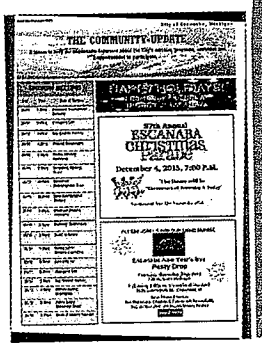
- Facebook (https://www.facebook.com/cityofescanaba/)
- Twitter (https://twitter.com/cityofescanaba)
- The City of Escanaba's Website (www.escanaba.org)

Internet Access

The City of Escanaba webpage (www.escanaba.org) will be continually updated throughout the planning process. All documents distributed at meetings and community events will be included on the webpage, including such items as draft maps, the planning process, schedules, frequently asked questions, related links and an interactive page were the public would have an opportunity to provide comments and make suggestions.

Monthly Newsletter

The City of Escanaba issues a monthly newsletter which contains information about upcoming community meetings, and other public involvement / informational opportunities and schedules.



PUBLIC INVOLEMENT STRATEGIES (Cont.)

Cottage Meetings

The City of Escanaba will also encourage cottage meetings to give the public an opportunity to gather in a comfortable space in the community to share information about the community.

By implementing these programs the overall quality of our plan and the development of our community should result in a partnership which defines the values of the community and a spirit to work together to accomplish our goals.

GOVERNING LOCAL AND STATE REGULATIONS

The City of Escanaba follows the Local and State regulations listed below. This includes a list for the public review process, public participation, and public meetings/hearings.

- Home Rule City Act (P.A. 279 of 1909 as amended)
- The Plant Rehabilitation and Industrial Development Districts Act (known as the Industrial Facilities Exemption) (P.A. 198 of 1974 as amended)
- Downtown Development Authority Act (P.A. 197 of 1975 as amended)
- The Michigan Open Meeting Act (P.A. 267 of 1976 as amended)
- Brownfield Redevelopment Financing Act (P.A. 381 of 1996 as amended)
- The New Personal Property Exception Act (P.A. 328 of 1998 as amended)
- The Corridor Improvement Act (P.A. 280 of 2005 as amended)
- The Michigan Planning Enabling Act (P.A. 33 of 2008 as amended)
- The City of Escanaba's City Charter (Adopted August 29, 1921 as amended)
- The City of Escanaba's Code of Ordinances (Adopted August 29, 1921 as amended)
- Any Other Local and State Legislations

DEVELOPMENT REVIEW BODIES / PUBLIC MEETINGS AND HEARING

Escanaba City Council

The City Council is comprised of five elected at large citizens to serve four-year terms. City Council elections are held on the first Tuesday following the first Monday in November each odd-numbered year. Candidates must be U.S. citizens and a City of Escanaba resident. They are nominated at large by petitions, signed by not less than 50 qualified electors, and shall be filed with the City Clerk. The Council constitutes the legislative and governing body of the City, possessing all powers and authority to pass ordinances and adopt resolutions as they shall deem proper in order to exercise any or all powers held by the City.

After receiving a recommendation on the Master Plan by the Planning Commission, the Master Plan shall be forwarded to the City Council at the next regular meeting to be introduced and set for public hearing. Futhermore, the City Council shall, on receipt of the report of the Planning Commission, set a date for a public hearing for consideration of any proposed Zoning Code amendment, supplement or change (rezoning). The City Council shall hold public hearings as required for the review of business tax or financial assistance applications, following the notice requirements set in the local and state legislation.

Meeting Dates for 2016: Jan. 7 & 21, Feb. 4 & 18, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 16, July 7 & 21, Aug. 4 & 18, Sept. 1 & 15, Oct. 6 & 20, Nov. 3 & 17, Dec. 1 & 15

The City of Escanaba Planning Commission

It has been the ongoing practice of the Planning Commission to hold public hearings for all land use and development applications (site plan, special use permit, rezoning, Master Plan updates, etc.) that come before them, as required by the Escanaba Zoning Ordinance, and other applicable regulations. Another primary objective is to develop and oversee a master plan for the physical development of the City. The Commission recommends action to the City Council on preliminary plat applications, reviews and makes recommendations concerning proposed, rezoning, or amendments to the Zoning Ordinance. Nine members are appointed for three-year terms.

The Planning Commission and City Staff schedules and publishes the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the City not less than 15 days prior to the hearing on a site plan application as mandated by the commission's bylaws and the City of Escanaba Zoning Ordinance. Additionally, land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

The Planning Commission meeting agenda and meeting packet shall be made available on the City's website (www.escanaba.org), and on the City's Facebook Page (https://www.facebook.com/cityofescanaba) in advance of the meeting, usually the Friday the week before the scheduled meeting.

Meeting Dates for 2016: Jan. 14, Feb. 11, March 10, April 14, May 12, June 9, July 14, Aug. 11, Sept. 8, Oct. 13, Nov. 10, Dec. 8

OTHER BOARDS AND COMMISSIONS

The City encourages participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to City Boards and Commissions. These groups provide recommendations to the City Council on a variety of topics and issues. The members of the Boards and Commissions help to analyze options and influence important decisions on behalf of the community.

In general, depending on the nature and location of the project, many of the boards and commissions may review a proposed plan or specific aspect of a land use project. These Boards and Commissions function in two distinct capacities in the public policy process in the City of Escanaba - advisory and administrative. Some will serve in both capacities.

Each advisory board or commission makes recommendations to the City Council based on the scope of its particular service area. Typically, advisory Boards and Commissions have a work agenda in place for a calendar year during which it undertakes projects, deliberates on issues, and hosts special events. The City Council is responsible for making the final decisions on most issues or topics, but it will look to these groups for advice, background information, and analysis. As the elected body, the City Council has discretion to accept advice in full, in part, or not at all. Certain Boards and Commissions have an additional administrative role. This means that they are permitted or required by charter, statute or ordinance to conduct formal reviews and issue administrative decisions. These decisions are then sent to the City Council as official recommendations.

Board of Appeals

The Board of Appeals has the power to hear and decide appeals on matters where the Zoning Ordinance provides for review of an administrative interpretation, exception, or special approval permit. The Board can also authorize a variance from the strict application of the Zoning Ordinance. Six members are appointed for three-year terms.

Meetings: Are called when needed.

Board of Equalization and Review

The Board of Equalization and Review hears appeals from all property owners who feel their property has been inaccurately assessed and has the power to make appropriate corrections in the tax roll. Consists of the Mayor and four members, two/thirds (2/3) which shall be tax-paying electors of the City. Board Members have indefinite terms and are reappointed every two years.

Meeting Date for 2016: March 8

Brownfield Redevelopment Authority

The Brownfield Redevelopment Authority facilitates the implementation of brownfield plans relating to the designation and treatment of brownfield redevelopment zones and to promote the revitalization of environmentally distressed areas in the community served by the City of Escanaba pursuant to Act 381. Five members are appointed for three-year terms.

Meetings: Are called when needed.

OTHER BOARDS AND COMMISSIONS (Cont.)

Citizens' Environmental Advisory Committee

The Citizens' Environmental Advisory Committee accumulates and coordinates citizen concerns as they pertain to environmental impacts within the City of Escanaba. Five members are appointed for three-year terms.

Meetings: Are called when needed.

Downtown Development Authority (DDA)

The Downtown Development Authority (DDA) established under P. A. 197, 1975, is made up of the Mayor and 7 members to be appointed by the Mayor with Council concurrence. Not less than a majority of the members shall be persons having an interest in property located in the downtown district. Not less than one of the members shall be a resident of the downtown district, as the Escanaba area has over 100 people residing within the area. The establishment of the DDA is to correct and prevent deterioration in the business district, as described in P. A. No. 197, 1975. The Mayor and City Manager will serve for an indefinite period. The seven members meeting the criteria set forth serve for a four-year period.

Meeting Dates for 2016: Jan. 6, Feb. 3, March 2, April 6, May 4, June 1, July 6, Aug. 3, Sept. 7, Oct. 5, Nov. 2, Dec. 7

Electrical Advisory Committee

The Electrical Advisory Committee was created to provide continuous information and recommendations to the Escanaba City Council on current electrical trends, operations, and needs in our community. Seven members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 13, Feb. 10, March 9, April 13, May 11, June 8, July 13, Aug. 10, Sept. 14, Oct. 12, Nov. 9, Dec. 14

Harbor Advisory Committee

The Harbor Advisory Committee was created for the purpose to advise Administration concerning the operation and development of the Municipal Marina. Five members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 12, Feb. 9, March 1, April 12, May 10, June 14, July 12, Aug. 9, Sept. 13, Oct. 11, Nov. 1, Dec. 13

Historical District Commission

The Historical District Commission was created to regulate the construction, addition, alteration, repair, moving, excavation and demolition of potentially historic resources in historic district within the City limits. Seven members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 18, Feb. 8, March 21, April 18, May 16, June 20, July 18, Aug. 15, Sept. 19, Oct. 17, Nov. 21, Dec. 19

OTHER BOARDS AND COMMISSIONS (Cont.)

Loan Administration Board (LAB)

The Loan Administration Board (LAB) is the City's approval body for economic development loans. Loan requests that meet federal, state, and local requirements are presented to the Loan Administration Board for approval, modification, or denial. Five members are appointed for six-year terms.

Meeting Dates for 2016: Jan. 21, April 21, July 21, Oct. 20

Recreation Advisory Board

The Recreation Advisory Board advises the City Council and Administration about all phases of recreation in the City, including current operations, long-term planning, and expenditures. Five members are appointed for three-year terms.

Meeting Dates for 2016: Jan. 12, Feb. 9, March 1, April 12, May 10, June 14, July 12, Aug. 9, Sept. 13, Oct. 11, Nov. 1, Dec. 13

Traffic Safety Advisory Committee

The Traffic Safety Advisory Committee serves the City Council and Administration in an advisory capacity, particularly for concerns related to vehicular traffic in the City. This includes traffic flow, parking restrictions, street cuts, and sidewalk planning. Five members serve three-year terms.

Meeting Dates for 2016: Feb. 16, April 19, June 21, Aug. 16, Oct. 18, Dec. 20

PUBLIC ACCESS TO CITY MEETINGS

(Number indicates how many times the specific Board or Committee met)

	2013	2014	2015
Regular City Council	24	24	24
Special / Joint City Council	27	25	23
Regular Planning Commission	8	9	11
Special / Joint Planning Commission	2	2	2
Regular Recreation Advisory Committee	6	6	6
Special / Joint Recreation Advisory Committee	1	0	3
Regular Electrical Advisory Committee	0	0	0
Special / Joint Electrical Advisory Committee	13	12	11
Regular Citizen's Environmental Advisory Committee	0	0	0
Special / Joint Citizen's Environmental Advisory Committee	0	0	2
Regular Downtown Development Authority	12	11	12
Special / Joint Downtown Development Authority	4	3	2
Regular Loan Administration Board	2	3	1
Special / Joint Loan Administration Board	1	0	3
Regular Board of Appeals	0	1	0
Special / Joint Board Appeals	0	0	4

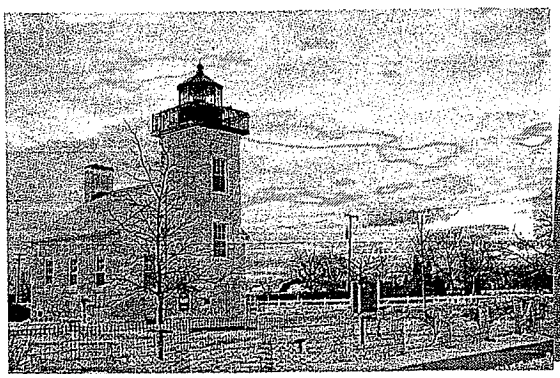
OTHER BOARDS AND COMMISSIONS (Cont.)

PUBLIC ACCESS TO CITY MEETINGS (Cont.) (Number indicates how many times the specific Board or Committee met)			
	2013	2014	2015
Regular Traffic Safety Advisory	2	3	0
Special / Joint Traffic Safety Advisory	0	1	2
Regular Harbor Advisory Committee	5	6	4
Special / Joint Harbor Advisory Committee	0	0	2
Regular Public Safety Retirement Board	11	9	7
Special / Joint Public Safety Retirement Board	0	0	2
Regular Board of Equalization and Review	6	5	5
Special / Joint Board of Equalization and Review	0	0	2
Regular Board of Library Trustees	10	10	8
Special / Joint Board of Library Trustees	0	0	2
Regular Brownfield Redevelopment Authority	2	3	0
Special / Joint Brownfield Redevelopment Authority	1	0	2
Regular Historic District Commission	2	6	3
Special / Joint Historic District Commission	1	2	4
Regular Liquor Review Board	2	1	0
Special / Joint Liquor License Review Board	0	0	2

STATE REGULATIONS ON PUBLIC PARTICIPATION

Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the City of Escanaba will hold meetings in the City Hall located at 410 Ludington Street, which is accessible to the general public. The public will be notified within 10 days of the first meeting of the public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times, and places of all its regular meeting at its principle office. If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times, and places of regular meetings. For special and irregular meetings, public bodies will post a notice indicating the date, time, and place at least 18 hours before the meeting. Note: A regular meeting of a public body which is recessed for more than 36 hours, can only be convened if a notice is posted 18 hours in advance. Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety, or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting. Any citizen can request that public bodies put them on a mailing list so that they are notified in advance of all meetings by contacting the City Clerk's Office at P.O. Box 948, 410 Ludington Street, Escanaba, MI 49829, by phone (906) 786-9402, or e-mail to clerk@escanaba.org.



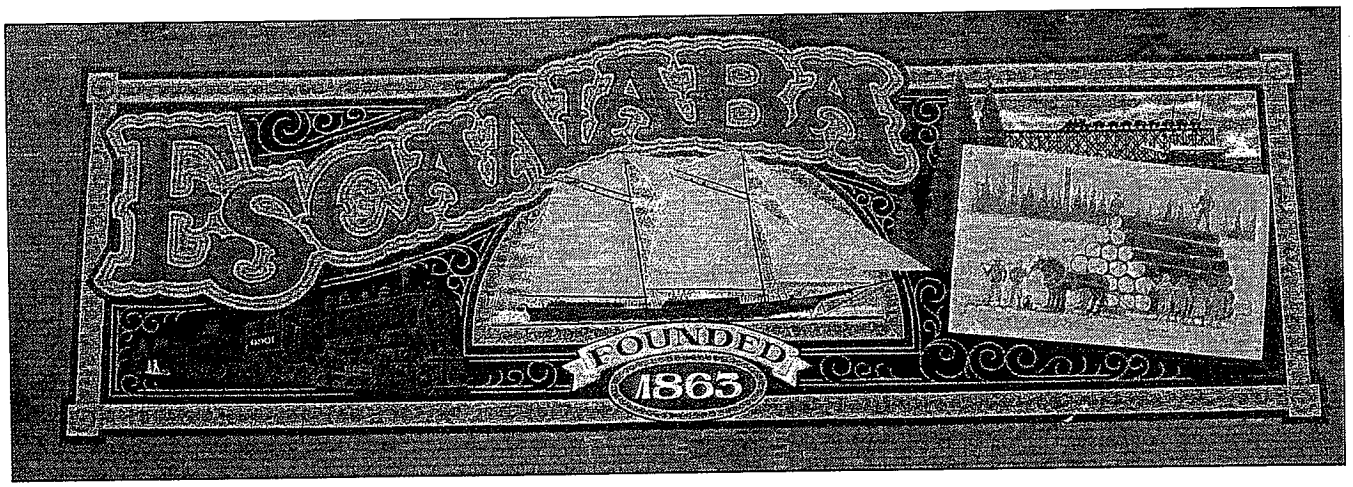
STATE REGULATIONS ON PUBLIC PARTICIPATION (Cont.)

Michigan Planning Enabling Act

In Michigan, the Michigan Planning Enabling Act determines the rules and regulations local governments must follow when preparing the Master Plan. In accordance with the Michigan Planning Enabling Act (PA 33 of 2008) the following parties will be notified via first class mail, personal delivery, or electronic mail by the Planning Commission of the intent to plan and request the recipient's cooperation and comment:

- The county in which the municipality is located.
- The regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.
- The county planning commission, or if there is no county planning commission, the county board of commissioners for the county in which that municipality is located.
- Each public utility company, railroad company, and public transportation agency owning and operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for the purpose with the planning commission.
- If the master plan will include a master street plan, the county road commission and the state transportation department.

After the draft master plan has been submitted to the City Council for review and approval for distribution, the draft plan will be submitted to the previously listed entities for review. Before approving a proposed master plan, the planning commission will hold not less than one public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act. The planning commission will give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission will also submit notice of public hearing by first class mail, personal delivery or electronic mail to the previously listed entities for review. After the adoption of the master plan, a planning commission may publish and distribute copes of the master plan or of any report, and employ other means of publicity and education.



PLAN ADOPTION

Adoption of the Comprehensive Plan (or Update)

The City of Escanaba will follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new Master Plan or of an update to the existing Master Plan.

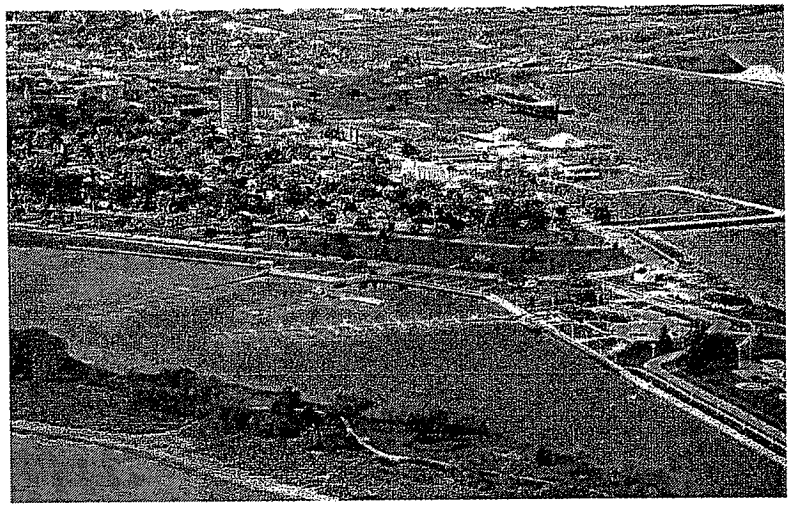
The Planning Commission will send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted.

The Planning Commission and the City will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section 'Methods for Community Involvement,' including, but not limited to, steering committees, open houses, community meetings, community walks and tours, website updates, social media, and surveys. The City shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from federal, State, County, and municipal officials, departments, and agencies having information, maps, and data pertinent to the City. The City may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided. The City may cooperate with all departments of the State and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

The City shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

The Planning Commission will act to submit the proposed plan to the City Council for review and comment. The process of adopting the Comprehensive Plan shall not proceed further unless the City Council approves the distribution of the proposed plan.



The City Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The City Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

PLAN ADOPTION (Cont.)

If the City Council approves the distribution of the proposed plan, it shall notify the Planning Commission, in the manner provided by the State enabling law a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission within 63 days after the proposed plan was submitted to that entity.

Before approving the proposed Master Plan, the Planning Commission shall hold not less than one public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within Escanaba. The Planning Commission shall also submit notice of the public hearing to the entities that received initial communication.

The proposed plan must be approved by resolution of the Planning Commission carried by the affirmative votes of not less than 2/3 of the members. A statement recording the Planning Commission's approval of the plan, signed by the chairperson or secretary of the Planning Commission, shall be included on the inside of the front or back cover of the Master Plan. Following approval of the proposed Master Plan, the secretary of the Planning Commission shall submit a copy of the plan to the City Council.

Approval of the proposed plan by the Planning Commission is the final step for adoption of the plan, unless the City Council by resolution has asserted the right to approve or reject the plan. In that case, after approval of the proposed plan by the Planning Commission, the City Council shall approve or reject the proposed plan. A statement recording the City Council's approval of the Master Plan, signed by the City Clerk, shall be included on the inside of the front or back cover of the Master Plan if the City Council takes action on the Plan.

UPDATE TO THE ZONING CODE

The City Council may of its own motion, or shall upon petition signed by the owners of a majority of the property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or district regulations. In most cases, applications are due 21 days before the next meeting of the Planning Commission in order to meet the public hearing notice requirements.

The ordinance shall be introduced by City Council and then referred to the Planning Commission for review and recommendation. It may be necessary for the Planning Commission and/or the City Council to defer action on the application to one or more subsequent meetings to gather further information or to accommodate additional review and debate. The owner, applicant, or their representative will be advised in advance of any change in the review schedule. If the application involves property which falls within a wetland, historic district, floodplain, or downtown boundaries, review by one or more other boards or commissions will likely be required and may affect the overall review schedule.

UPDATE TO THE ZONING CODE (Cont.)

Prior to submitting its recommendation to the City Council, the Planning Commission will hold a public hearing. The City Council will, on receipt of the report of the Planning Commission, set a date for a second public hearing for consideration of the proposed amendment, supplement or change. After the public hearing, the City Council may act upon the adoption thereof, with or without amendment. Whenever a written protest against such proposed amendment, supplement or change, signed by the owners of 20 percent or more of the area of land proposed to be altered or by the owners of 20 percent of the area of land within 100 feet of any part of the boundary of the land proposed to be altered, excluding any publicly-owned land from either calculation, shall be filed with the City Council, the rezoning ordinance shall not be passed except by at least a two-thirds vote of all members of the City Council.

The ordinance will be noticed in a newspaper of general distribution in the City at least 15 days prior to the hearing. The notification will also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

Following adoption of the ordinance to amend, supplement or change the district boundaries or the district regulations, the ordinance will be filed with the City Clerk, and a notice of the ordinance adoption will be published in a newspaper of general circulation in the City of Escanaba within 15 days after adoption. The ordinance will take effect upon the expiration of seven days after its publication, unless a later effective date is specified by the City Council, or unless a notice of intent to file a petition seeking to submit the ordinance to the electors of the City for action is filed with the City Clerk within seven days after publication of the zoning ordinance.

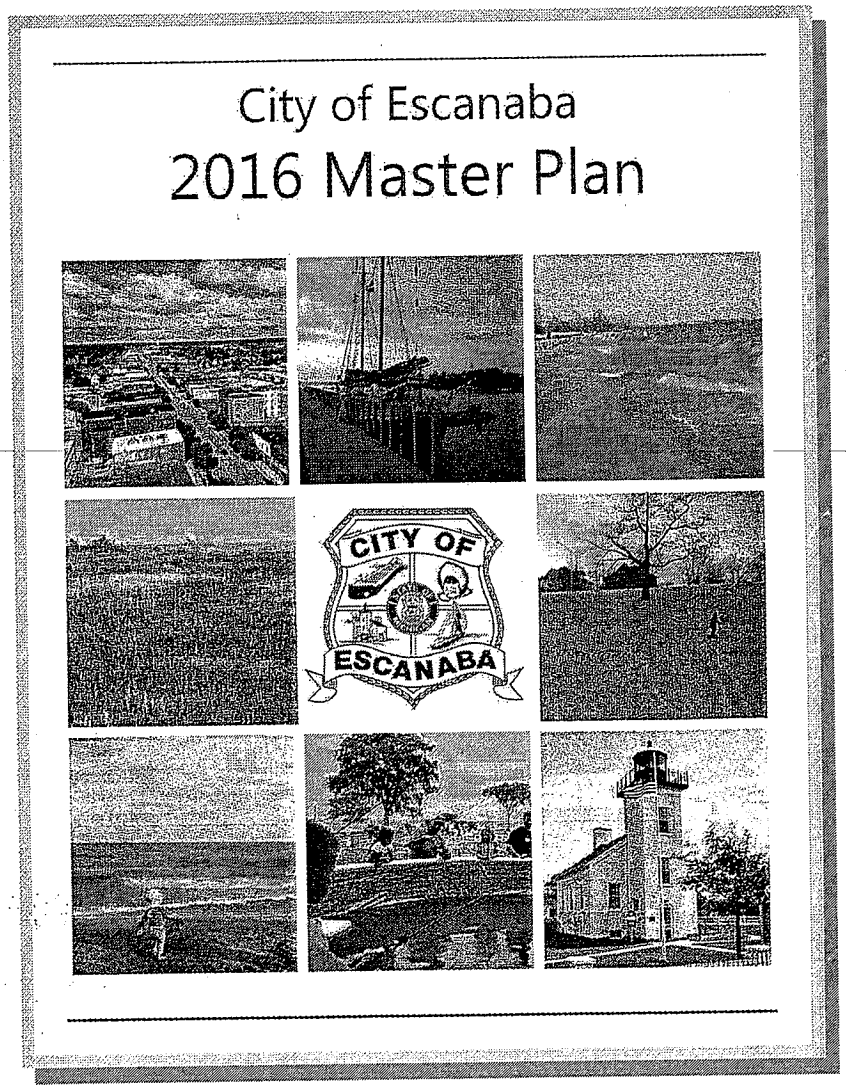
Copies of the proposed plan will be made available for viewing at the City of Escanaba Library, the City Manager's Office, City Clerk's Office and on the City's website (www.escanaba.org), at the time the public hearing notice is published. Any duplication costs will be incurred by the person requesting such duplication.

After the notice of this hearing has been published, written comments on the Plan may be forwarded to the City Manager's Office. Written comments will be accepted up to one week prior of the public hearing and will be address at the hearing.

Any proposed revisions after the Plan has been presented to the Planning Commission hearing or at the first City Council hearing will be held in the meeting minutes and posted on the internet site prior to the final public hearing.

CONCLUSION

The City of Escanaba strives to follow a transparent planning and development review process and share relevant information with community members and any other stakeholders, including the following:

- Published meeting schedules, minutes, and agendas are posted on the City's website.
- Meeting agenda packets are mailed to applicants, in the case of public hearing notices.
- Public hearing notices are sent to applicants and affected stakeholders.
- The City's website includes a variety of topics and information pertaining to the development review process, including the City Charter, the City Code of Ordinances, resolutions, strategies and planning documents, applications and fee information, maps, and much more.
- Individual webpages will be created for significant projects; these webpages will include related information and documents about the proposed projects.

In conclusion, the Public Participation Plan effort is intended to provide opportunities for the citizens of the City of Escanaba to participate meaningfully in the development of the updated Community Master Plan as well as other community driven initiatives. As the process unfolds, the process will be reviewed periodically and revisions may be made to assure that this intent is realized.