PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
January 14, 2016

A meeting of the Escanaba Planning Commission was held on Thursday, January 14, 2016, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Patrick Connor, Secretary Roy Webber, Commissioner Brian Black, Commissioner Tom Warstler, Commissioner James Hellerman, and Commissioner Morley Diment.

ALSO PRESENT: City Manager Jim O'Toole, City Council Liaison Ron Beauchamp, Executive Assistant Buffy Smith, Code Official Blaine DeGrave, City Engineer Bill Farrell, DDA Director Ed LeGault, Marquette Attorney Steve Pence.

VIA PHONE CONFERENCE: Peter Jobson, Excel Realty President

ABSENT: Commissioner Paul Caswell, Commissioner Christine Williams, and Vice-Chairperson Kel Smyth.

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 December 10, 2015, Planning Commission Meeting Minutes

A motion was made by Secretary Webber, seconded by Commissioner Warstler, to accept the December 10, 2015 Planning Commission meeting minutes as submitted. Ayes were unanimous.

Approval/Adjustments to the Agenda

A motion was made by Commissioner Black, seconded by Commissioner Warstler, to approve the January 14, 2016 Planning Commission agenda as submitted. Ayes were unanimous.

Conflict of Interest Declarations

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

1. **Review of 223 Ludington Street/216 1st Avenue South –Traffic Assessment Plan, Water Management Catch Basin Plan, and Property Screening Plan**

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.

Jim O'Toole stated the results of the traffic assessment plan submitted by Traffic Engineering Associates, Inc. (attached), the company retained to conduct the study. City Engineer Bill Farrell reviewed the traffic assessment. A copy of Mr. Farrell's findings is attached.

Jim O'Toole stated the results of the Dry Well Catch Basin Detail, which has been reviewed by City Engineer Bill Farrell. Water for this property will be managed on the property and not discharged into the alley.

Jim O'Toole stated the fencing options that have been provided (attached), which include six (6) foot vinyl fencing on both sides of the property. The project will consist of ten (10) or more vehicle spaces and according to the zoning requirement for screening amongst adjacent property owners the proposed fencing will meet the requirement. Also the requirements in Zoning Ordinance Section 19.12.8.1 will be met with the proposed vinyl fencing.

Mr. Steve Pence, counsel for the House of Ludington, stated the application is pending with the State of Michigan for funding approval. When the application was submitted last fall, the conditional approval from the September 2015 meeting caused a deduction of five (5) points toward candidacy of funding. Mr. Pence stated that all requests per Planning Commission have been met and they are seeking Board approval to move forward.

Mr. Peter Jobson with Excel Realty, joining via telephone conference, stated the three (3) issues addressed last fall seem to be minor issues to him and don't present problems with this project. Concerns on fencing, have been addressed. There will be a six (6) foot vinyl fence on both sides of the parking lot behind the House of Ludington. The traffic study has been completed. Vehicles will enter from the alley, the property will offer angled parking, and residents will exit onto Ludington Street with the option of turning right only. Two (2) parking spaces have been removed from Ludington Street closest to the property exit to offer greater visibility from the left. Mr. Jobson believes there will be less congestion than current traffic because he believes seniors have a reduced amount of trips per day compared to the current apartment units in place. And presently, for any current tenants, onsite parking is not available. This project will be adding thirty-seven (37) parking spaces between the two (2) parking options. Lastly, Mr. Jobson stated the storm water issues in question will be minimized with the Dry Well Catch Basin plan as submitted that will be used.

Mr. O'Toole questioned Mr. Jobson on the status of funding. Mr. Jobson replied there has not been an official word just yet and he should hear more by next week. If the funding is denied due to the point deduction, the next submission deadline is April 1, 2016.

Chairman Connor questioned Mr. Jobson if there will be signage on the property since the site plan does not show signage. Mr. Jobson replied there will be signs showing entrance and exits onto/off the property.

Secretary Webber questioned how many handicap parking spaces are being proposed. Mr. Jobson replied the minimum code handicap requirements will be met. Mr. O'Toole stated code requires one (1) handicap space and the site plan submitted shows three (3).

Commissioner Diment stated the alley seems narrow and questioned if it will be widened to handle the increase of traffic flow. Mr. Jobson stated he doesn't feel there will be a road problem with capacity of traffic.

City Engineer Bill Farrell stated the alley is in rough condition, with a lot of potholes. He stated the alley can be patched or it can be re-paved. The cost of re-paving the alley would need to be shared between neighbors, along with the developer.

Commissioner Black asked if the developer is concerned with liability issues in the alley because of the condition and drainage concerns. Mr. Jobson stated the City owns the alley. He believes the alley should be repaired and he would be willing to contribute to the role of repairing it.

Mr. O'Toole stated if a petition is submitted from the property owners and if 51% sign this petition, the City would, under charter, be obligated to fix the alley.

Mr. Pence reminded everyone that there are no other options available for repairing this building.

Mr. O'Toole stated that two (2) new parking lots have been proposed. And that the situation cannot be worse than what is currently in place. If it happens to get worse, Mr. Jobson will need to correct the problem.

Commissioner Warstler questioned Mr. Farrell about the installation of one (1) or two (2) speed bumps on the property before entering the sidewalk area to slow or stop traffic. They would be located a few feet from the sidewalk into the parking lot and used for the exit onto Ludington Street. Mr. Farrell stated this would not be a problem.

Secretary Webber stated the alley as is cannot handle traffic two (2) cars wide. Mr. Farrell stated that is correct but that it is normal for the alleys in the City. The alley traffic will be two (2) way but only one (1) car wide. Chairman Connor questioned if one (1) way traffic was looked into, which to date is not an option but can be researched.

Commissioner Hellerman suggested bringing additional traffic concerns to the Traffic Advisory Board for review.

Commissioner Warstler asked Mr. Jobson if he is willing to commit to repaving the alley from property line to property line. Mr. Jobson stated yes, he would like to have a good relationship with the City and is willing to commit to rebuilding the roadway within the confines of the House of Ludington, contingent upon approval.

Mr. Jobson stated an unconditional approval is needed to move forward with two (2) year duration from tonight's date.

Mr. Diment is concerned with the flow of traffic onto Ludington Street. He is concerned the senior residents will turn left even though turning right will be the required option.

Mr. O'Toole questioned Mr. Farrell on the safety of the turn right only option from the property. Mr. Farrell stated turning right will be a forced option because of the raised curb, which would make it difficult for left turns onto Ludington Street.

Chairman Connor opened the floor to the public.

Tom Jenson, 116 South 2nd Street, stated the turning right option on to Ludington Street from the property is a not a good idea and will cause problems. He feels the parking lot design is backward.

David Schwalbach, 212 1st Avenue South, stated the six (6) foot vinyl fence is acceptable. He would like to see the four (4) foot wall on the property removed and fencing installed. As for the alley, he is concerned with semi-trucks and trailer traffic because of the confined space. He suggested a reverse layout for the parking lot instead of what is being proposed.

Mr. O'Toole questioned Mr. Jobson if there was any parking lot concerns off of 1st Avenue South in regards to changing the traffic flow direction. Mr. Jobson stated no objections.

David Schwalbach stated the catch basin area is a flood area and floods a couple times a year currently due to the exiting sewers which need repairs. He would like to see the sewer system fixed. He has problems in his garage with drainage every year. He is not against the project, he only has concerns.

Steve Messimer, 208 1st Avenue South, stated he is not against the project. His concern is the flow of traffic. He would like more options for getting in and out of the property. He would like the alley fixed. He also stated each year he has to physically remove ice from his property due to drainage problems.

Mr. O'Toole questioned Mr. Jobson that if the Planning Commission moves forward with approval, if he is willing to repave the alley from property line to property line and to reverse the parking configuration of the 1st Avenue South parking lot to enter through the alley and exit off in to 1st Avenue South. Mr. Jobson verbally made the commitment that he is willing to do so and will follow up in writing in the next few days.

Commissioner Warstler questioned Mr. Farrell that if the parking pattern on the new lot is reversed, if one (1) parking space will be lost. Mr. Farrell replied the tree would need to be removed. Mr. Warstler also questioned the current set-backs, which go almost to the sidewalks, if they would need to be changed. He is referring to the site distance. If site distance is less than 25 feet on both sides, it will need to be adjusted if approved this evening.

Dan Sampson, 117 South 3rd Street, questioned what portion of the alley will be repaved and how much will it cost to repave the alley. Mr. Farrell stated a rough estimate of $30 per foot on each side, which is an estimated $60 per foot for the confines of the House of Ludington alley.

A motion was made by Commissioner Warstler, seconded by Secretary Webber, to approve the site plan as submitted with the following commitments from the developer: The 1st Avenue South parking lot layout and entrance and exit will be modified to enter the parking lot from the alley and exit onto 1st Avenue South, a speed bump will be installed on the East side parking lot exit (onto Ludington Street) on private property just before exiting the sidewalk onto Ludington Street, and the developer rehabilitate and resurface the alley behind the House of Ludington to City specifications from the East property line to the West property line. Ayes were unanimous.

NEW BUSINESS

1. **Year End Review/Goal and Objective Setting – 2015 Planning Commission Plan of Work and 2016 Planning Commission Plan of Work**

City Manager Jim O'Toole stated the Planning Commission 2015 year-end report details (attached). Chairman Connor will present the year-end report to the City Council on January 21, 2016.

A motion was made by Secretary Webber, seconded by Commissioner Black, to approve the 2015 Planning Commission Year End report as submitted. Ayes were unanimous.

2. Community Visioning Session – Community Master Plan Update

City Manager Jim O'Toole stated the Community Participation Plan details (attached). This public participation plan is a plan in writing on what the City is doing and how the City will accomplish their goals. The State of Michigan reviewed the participation plan with positive feedback, such as the City's plan being used as an example. Mr. O'Toole stated this report will be updated annually.

3. Project Updates:

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

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

C. Zoning/Land Use Permit Update – No new updates.

D. Various – No new updates.

GENERAL PUBLIC COMMENT

Blaine DeGrave commented on his property located at 1900 South Lincoln Road, which is currently zoned as residential property, if it can be re-zoned as commercial property. Mr. O'Toole stated Mr. DeGrave needs to submit in writing his request for a zoning amendment.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

None.

ADJOURNMENT

A motion was made by Commissioner Warstler, seconded by Secretary Webber, to adjourn the meeting. The meeting adjourned at 8:23 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

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.

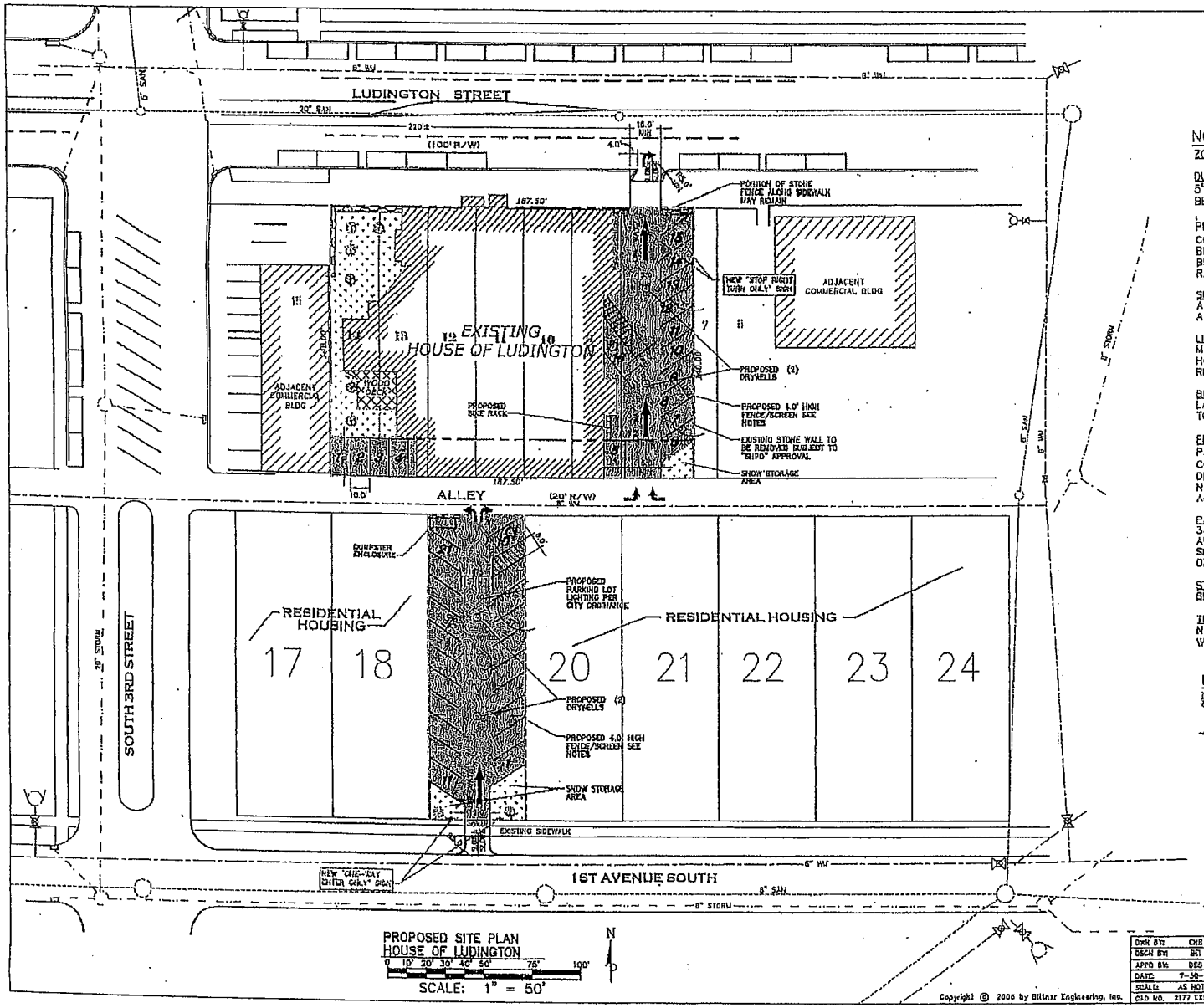
If you have any questions, please write or call.

Sincerely,

David J. Sonnenberg

David J. Sonnenberg, PE

Enclosure: Site Plan



PROPOSED SITE PLAN
HOUSE OF LUDINGTON
0 10' 20' 30' 40' 50' 75' 100'
SCALE: 1" = 50'

N

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@bittnerengineering.com

DWN BY:	CHB
DSGN BY:	BCI
APPD BY:	DEB
DATE:	7-30-15
SCALE:	AS NOTED
CAD NO.	2177 EXSITE

PROPOSED HOUSE OF LUDINGTON – REMODEL

PROPOSED SITE PLAN

DRAWING NUMBER: 1

PROJECT #: 15-98-2177

SHT 1 OF 1 REV. 3

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MEMORANDUM

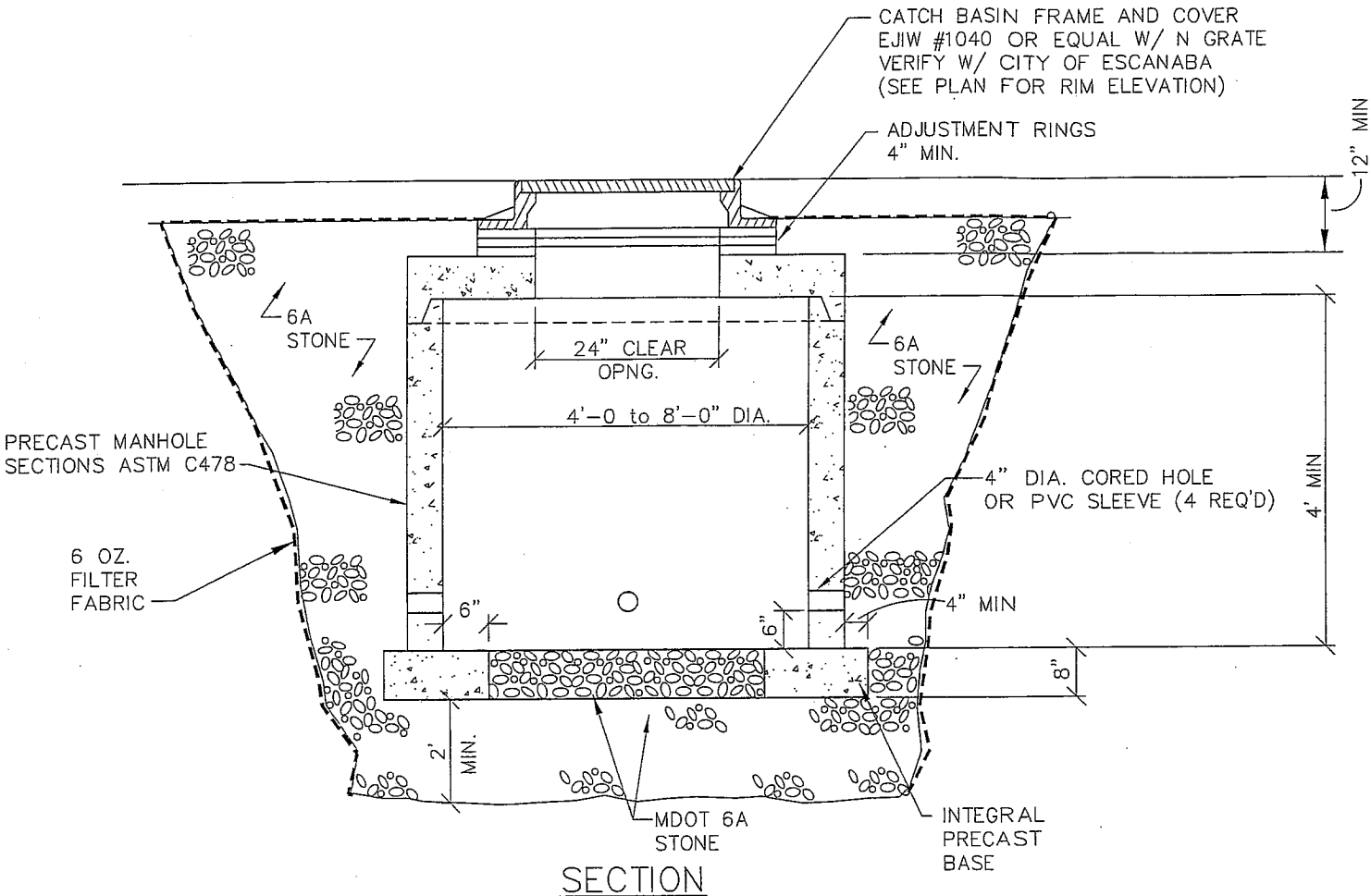
TO: James V. O'Toole, City Manager

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.

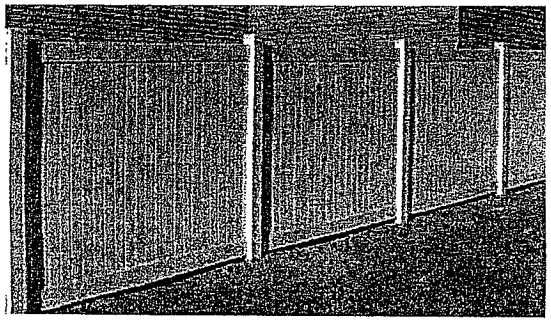


SECTION

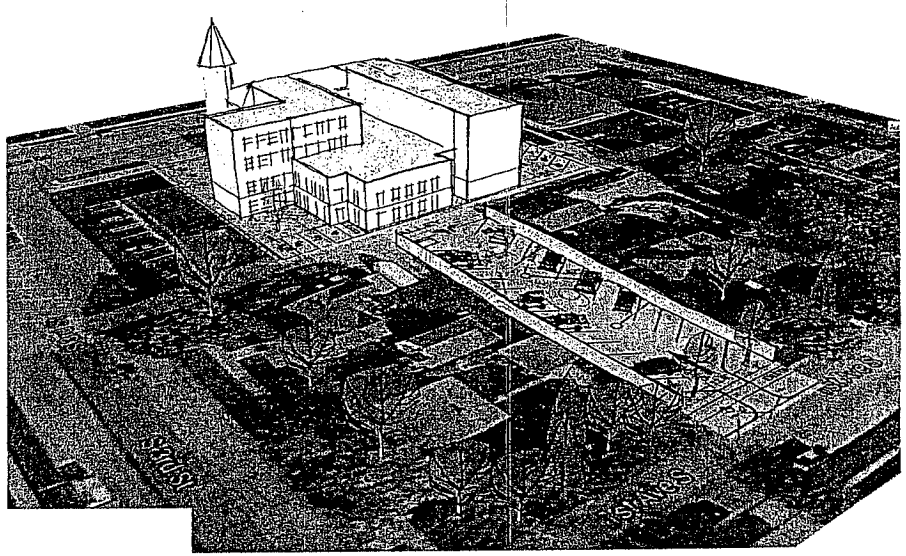
DRY WELL CATCH BASIN DETAIL

NOT TO SCALE

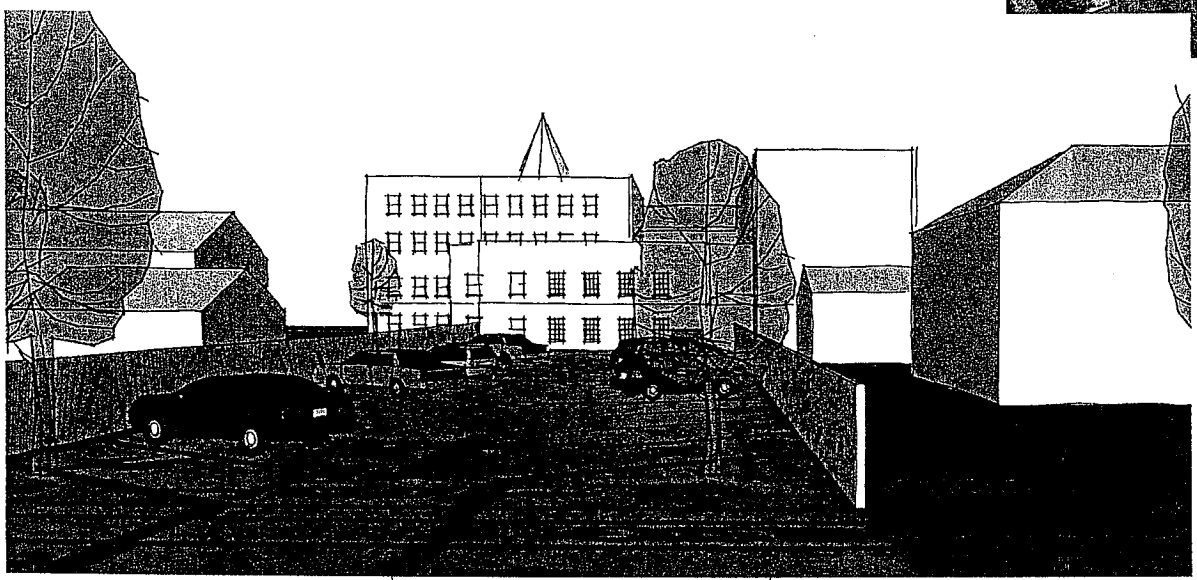
H.O.L.



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

HOOKER | DE JONG
ARCHITECTS & ENGINEERS
MUSKEGON, MICHIGAN 49440 | Tel: 231-722-3407 | Fax: http://www.hdjinc.com

PR-1

Project #: P11556
Date: 12/16/15

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

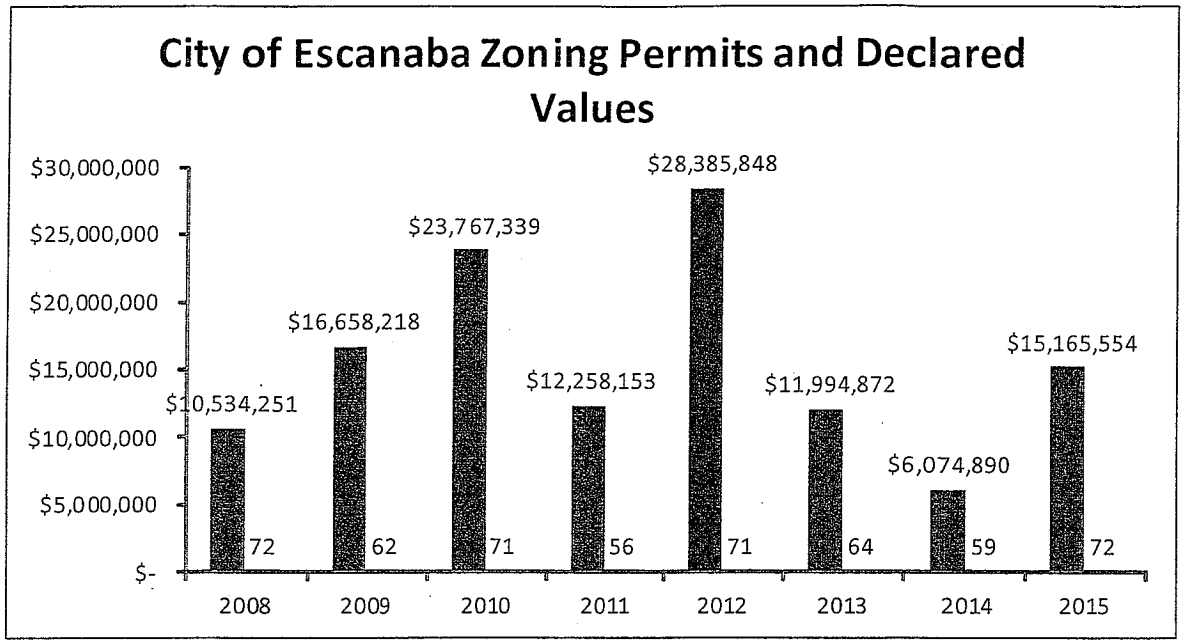
The roles of the Planning Commission include some functions in addition to the statutory duties and responsibilities. The role of the Planning Commission includes the social or cultural expectation that citizens have of the service that the Planning Commission provides in helping to set and implement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

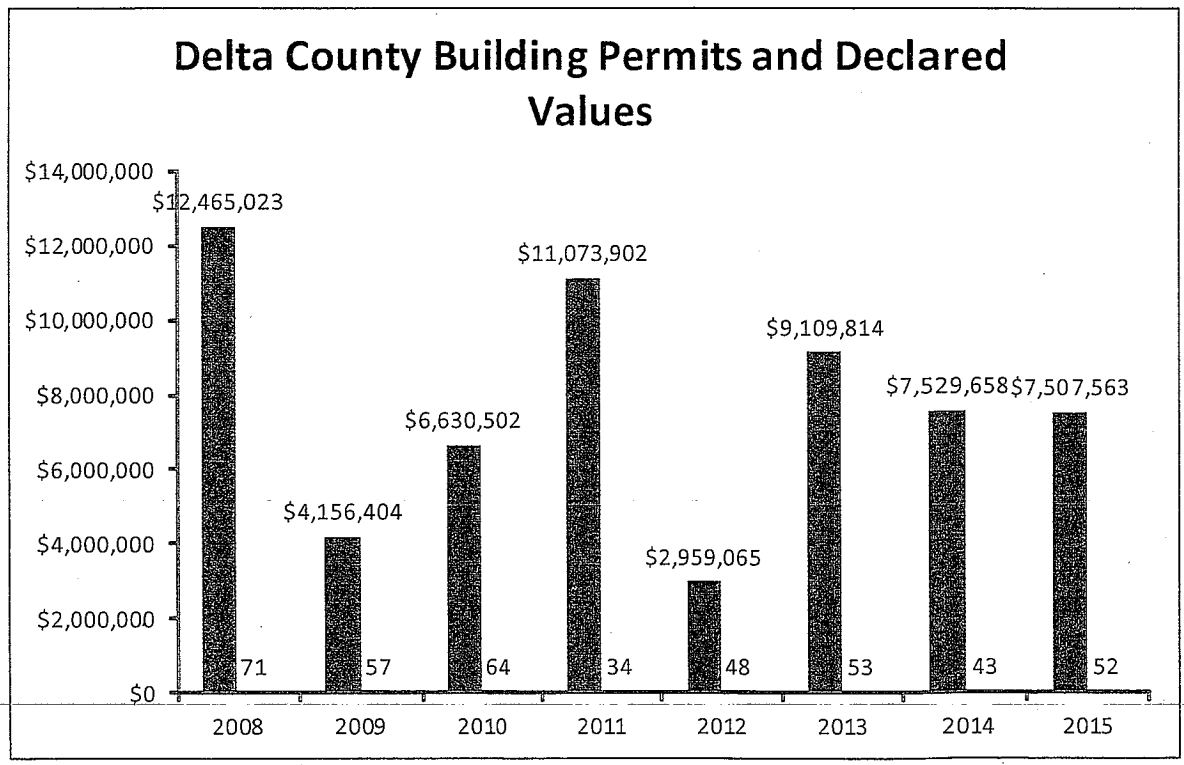
A. Educate the public about local planning issues, the master plan and land use regulations.
B. Cooperate and coordinate with other units of government on planning matters.
C. Prepare, adopt and maintain a master plan.
D. Review other community's draft master plans when submitted for that purpose, and 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

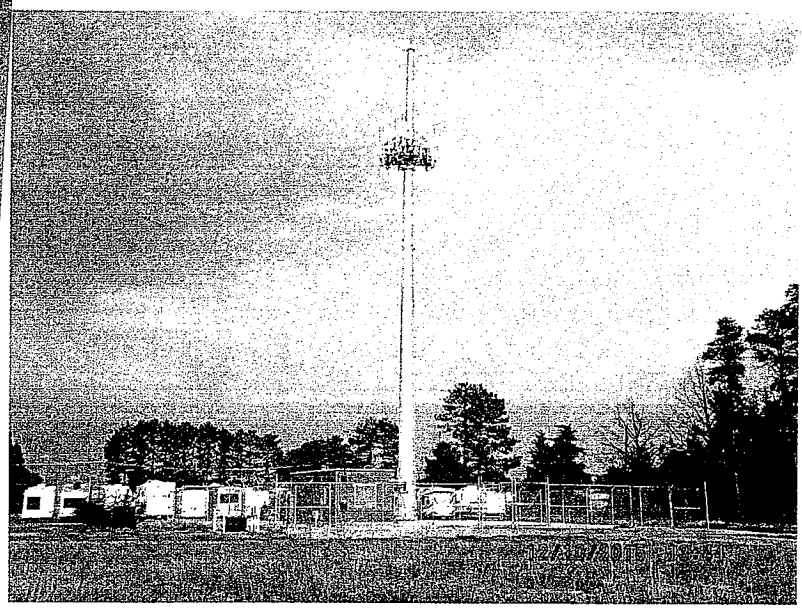




NOTE: The figures on the bottom of both charts reflect how many Zoning Land Use Permits were issued for each year.

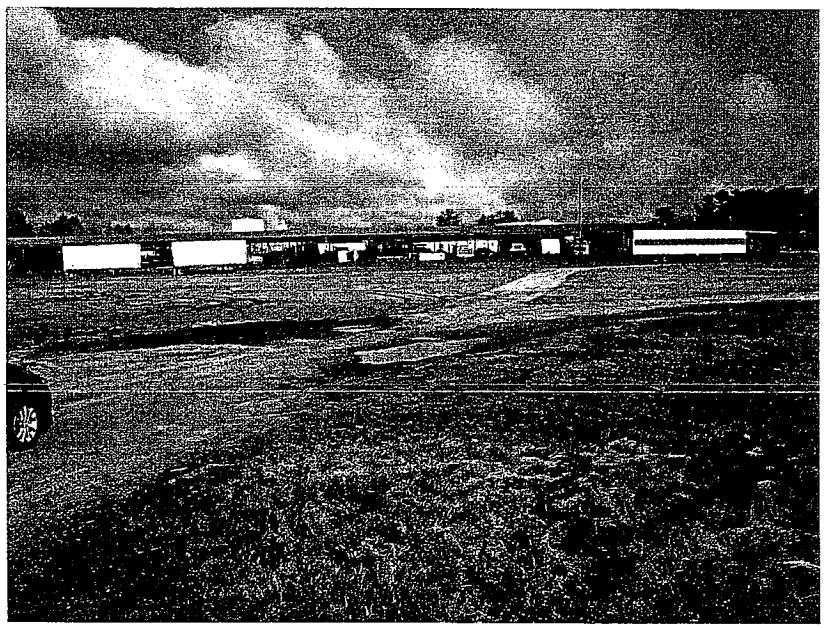
SITE PLAN REVIEW/SPECIAL LAND USE PERMITS

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.

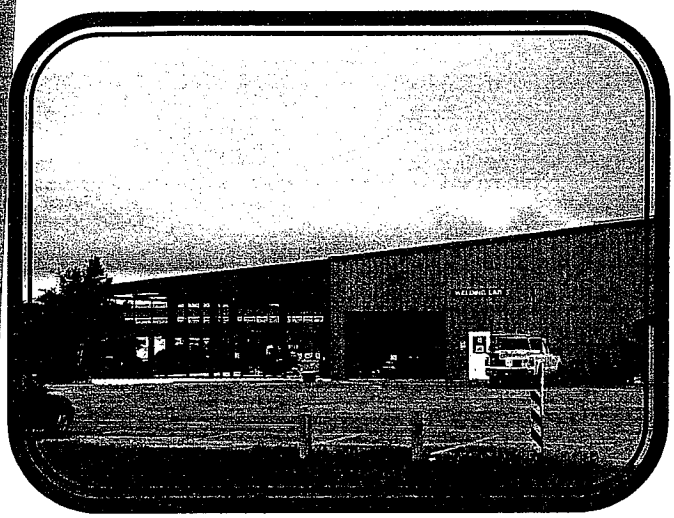
Delta County U.P. State Fair Authority

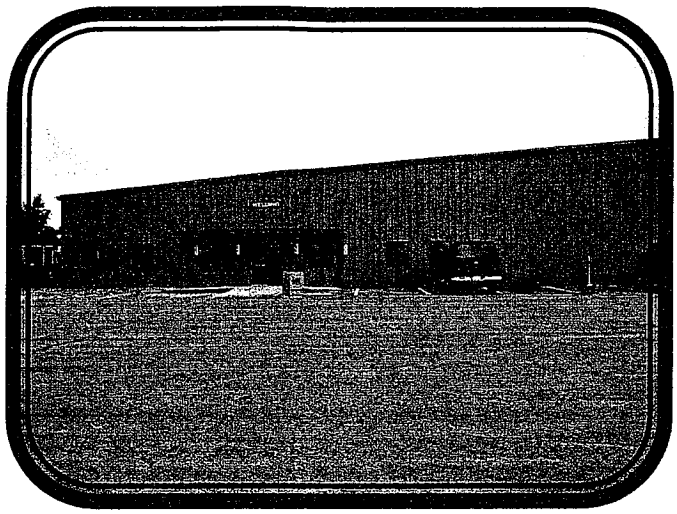


Special Land Use Permit on or around 9th Avenue North (undeveloped). The Planning Commission conducted a Public Hearing and approved a Special Land Use permit to the Delta County U.P. State Fair Authority on or around 9th Avenue North (undeveloped) for ATC's Bay Lake transmission line construction to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

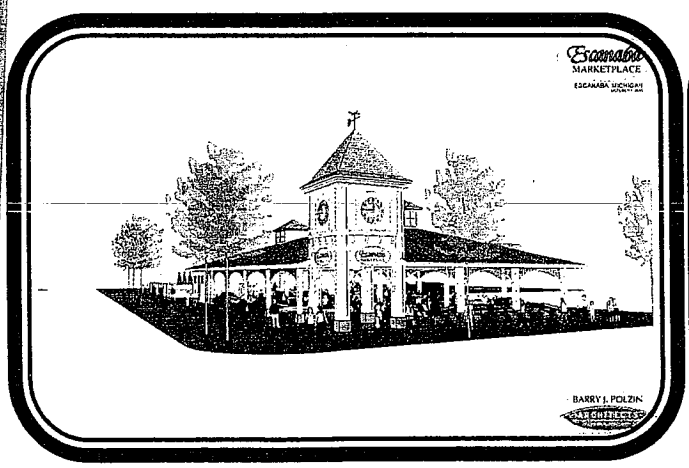


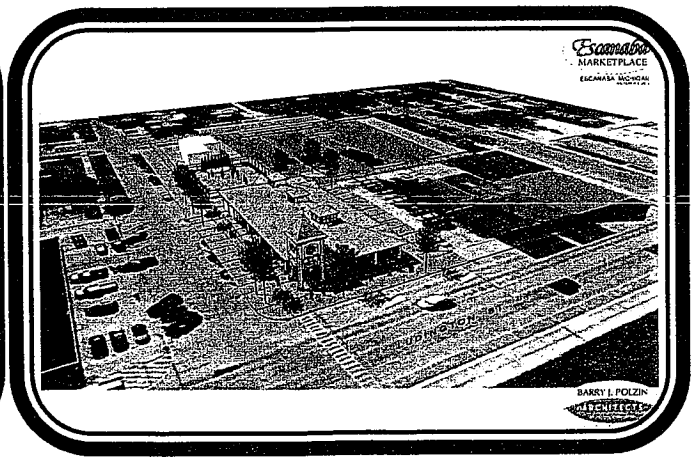


Downtown Development Authority Market Place Project

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

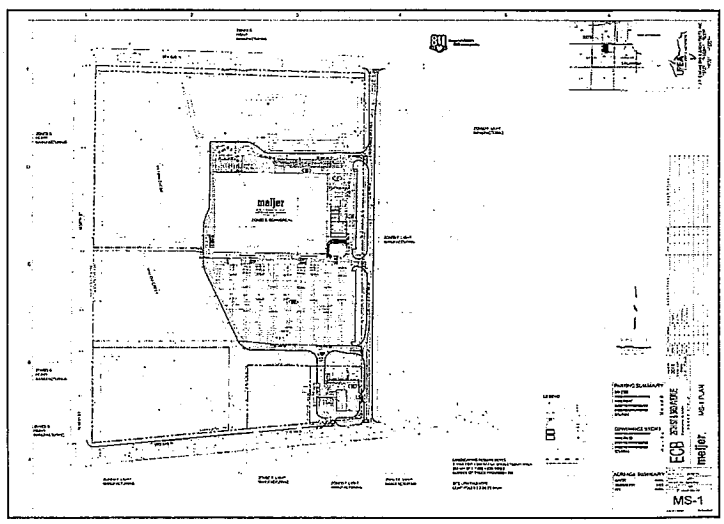
The Planning Commission conducted a Public Hearing and approved the site plan for the Market Place project to be located at Ludington Street, South 15th Street, and 1st Avenue South.

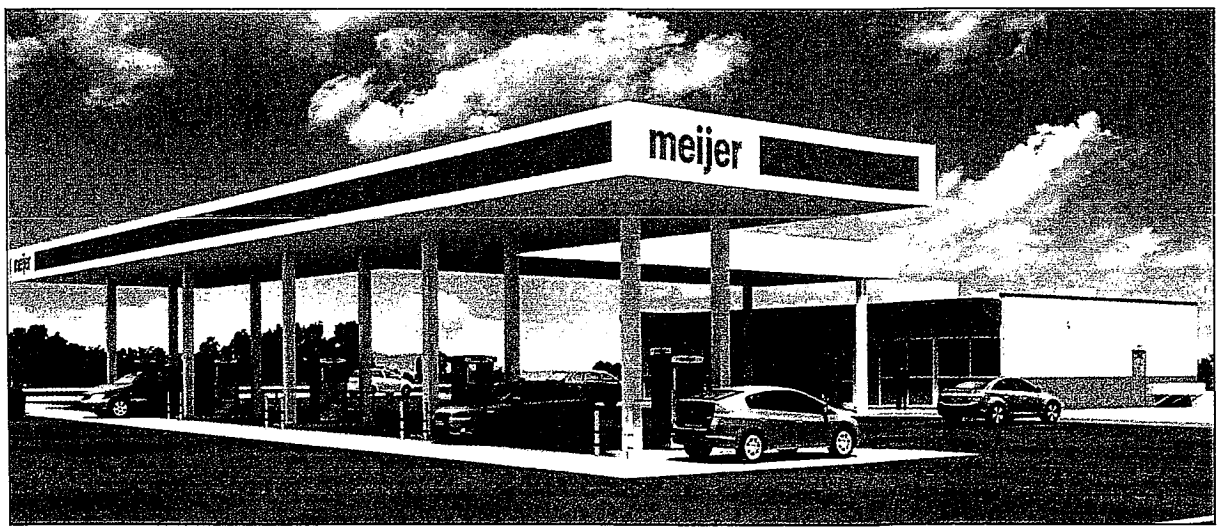




Meijer Store

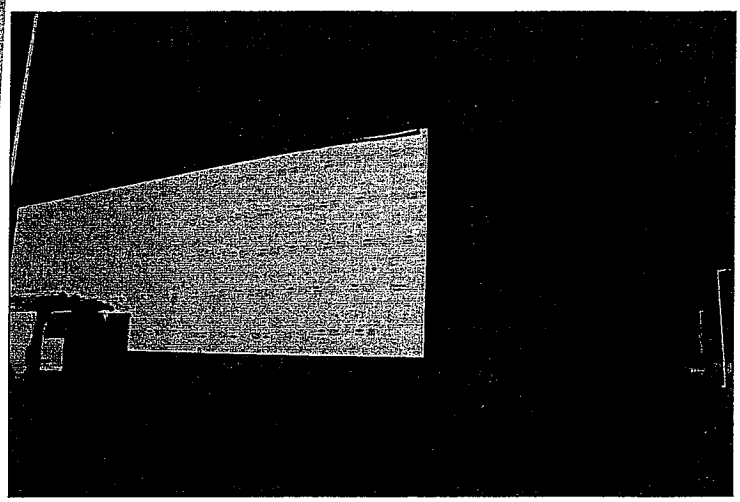
Site Plan Review for 505 North 26th Street, between 3rd Avenue North and 6th Avenue North.
The Planning Commission conducted a Public Hearing and approved the site plan for Meijer Store to construct a 205,308 square foot retail, grocery facility along with a 2,509 square foot gas station.

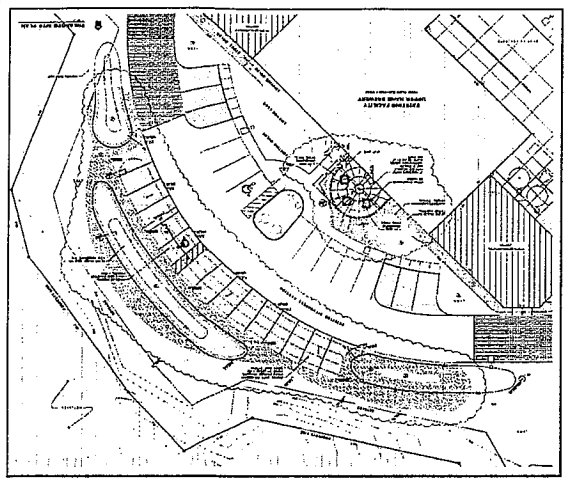




Upper Hand Brewery, Inc.

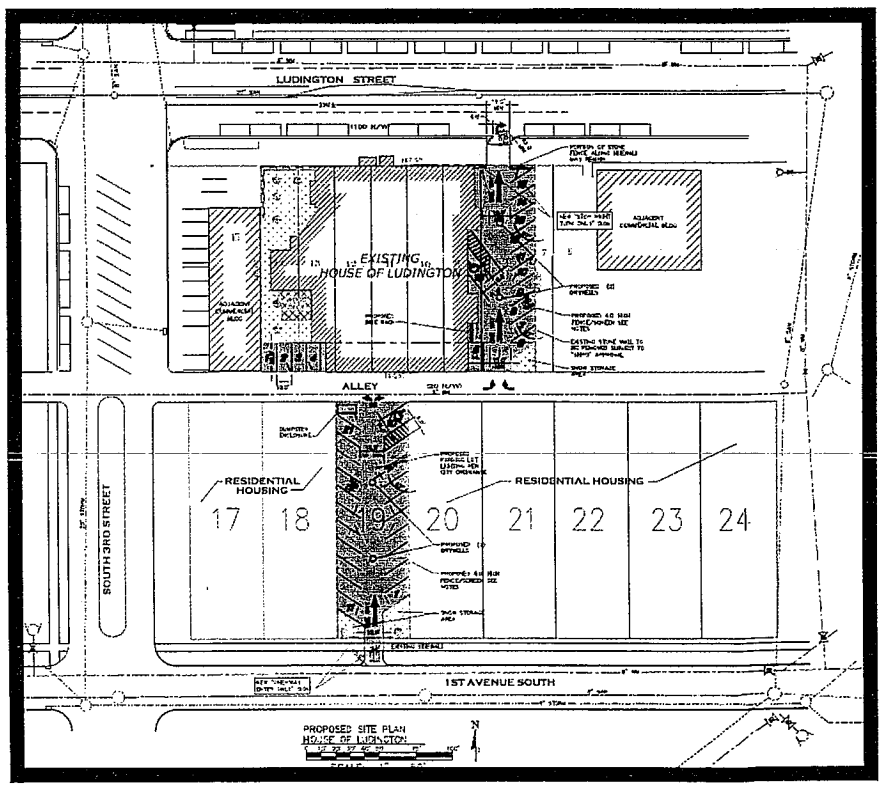
Site Plan Review located at 3525 Airport Road. The Planning Commission conducted a Public Hearing and approved a site plan for their 6,000 square foot expansion at the Upper Hand Brewery, 3525 Airport Road.





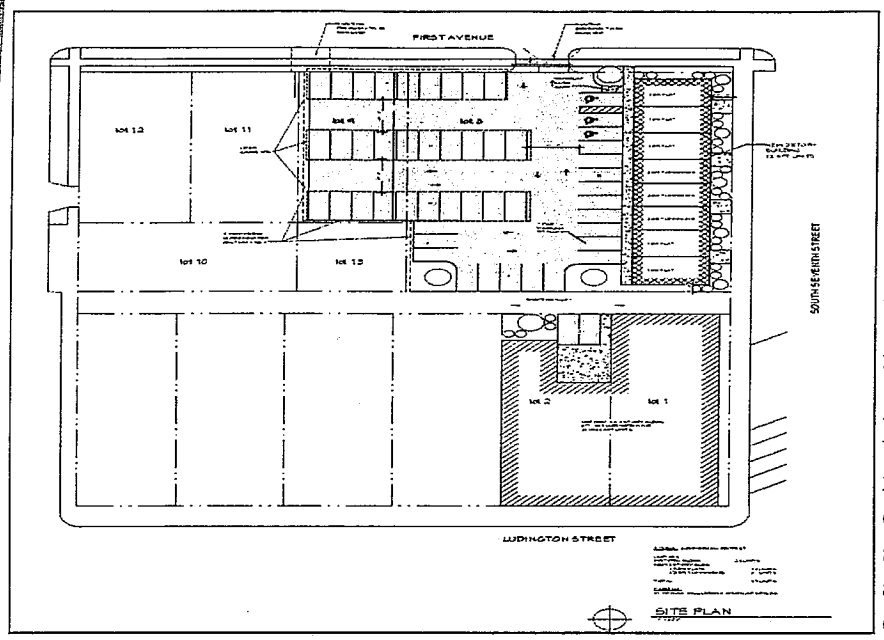
House of Ludington

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.



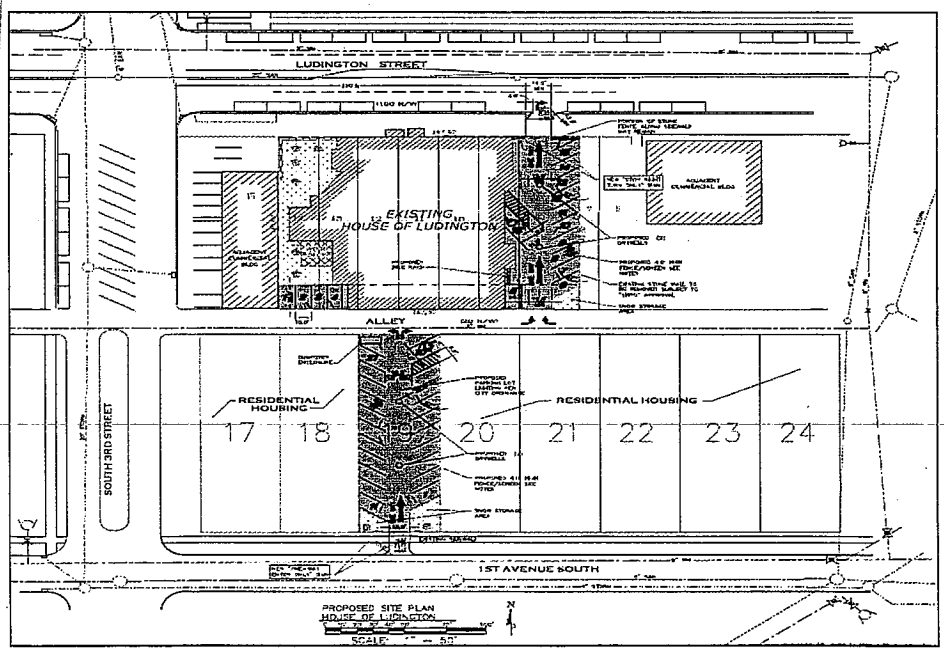
ZONING BOARD OF APPEALS

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.

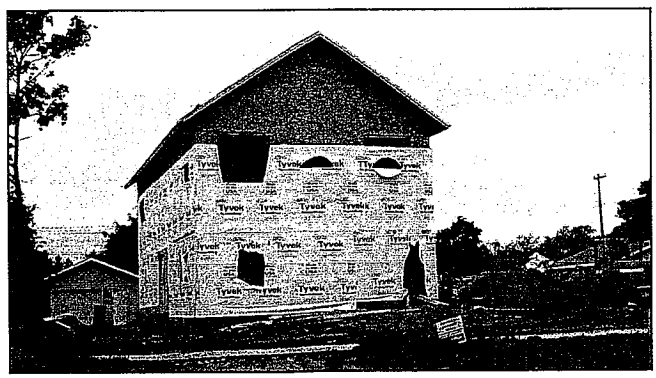
January 1, 2015, to December 31, 2015

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

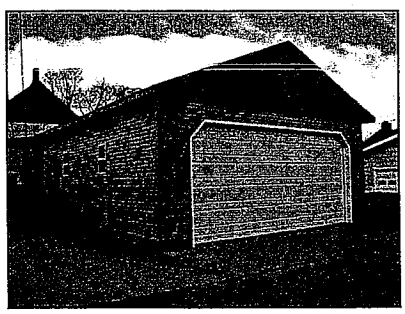
29 Residential Remodel Zoning Permits Were Issued

Residential Remodel - Value $346,524

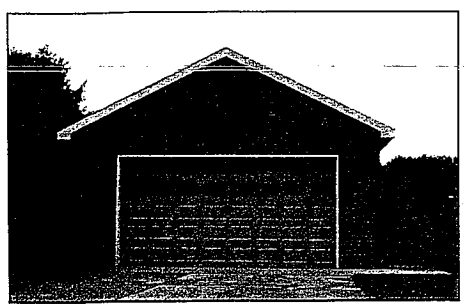
RESIDENTIAL REMODEL			
	2014	2015	
Residential Remodel Zoning Permits	36	29	↓
Residential Remodel Value	$624,140	$346,524	↓

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



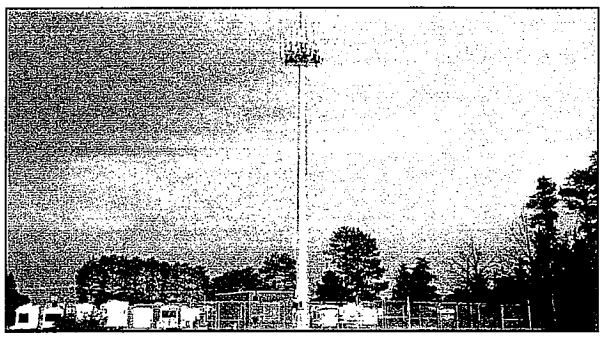
614 South 20th Street

January 1, 2015, to December 31, 2015

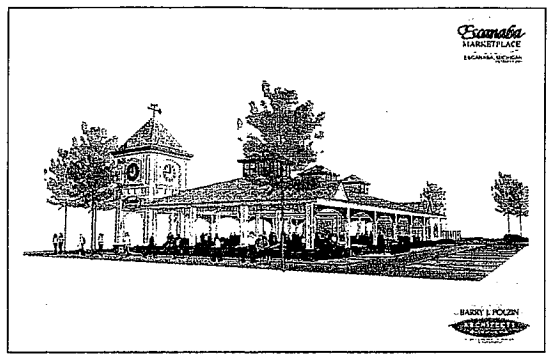
4 New Commercial Zoning Permits Were Issued

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	↑

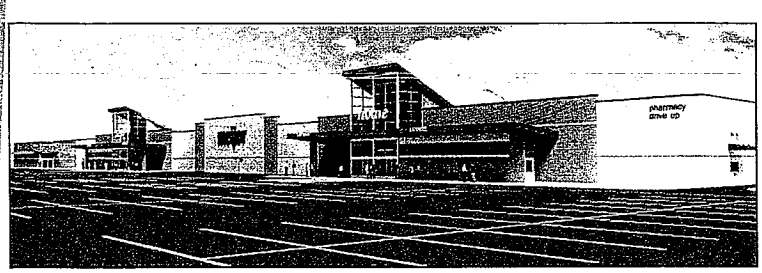


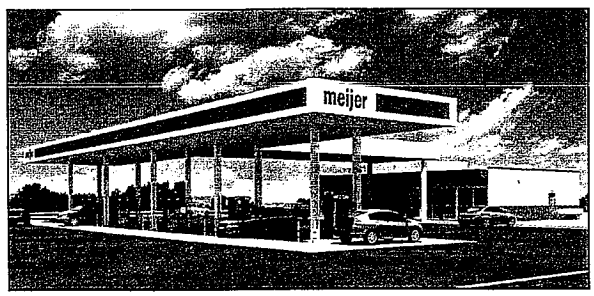
Tower 2808 N. 28th Street



DDA Market Place

609 North Lincoln Road





Meijers Store

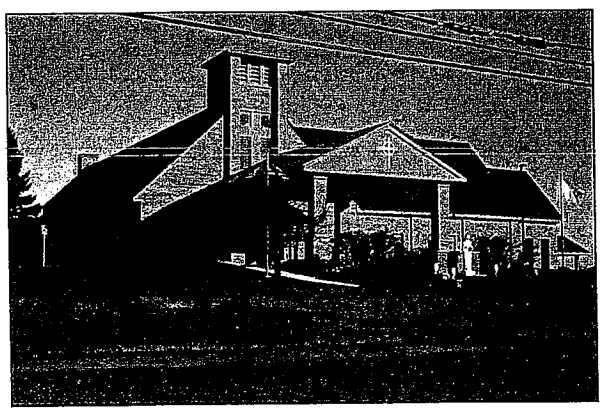
January 1, 2015, to December 31, 2015

25 Commercial Remodel Zoning Permits Were Issued

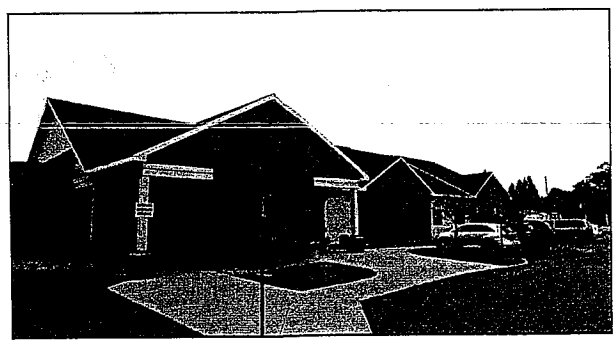
Commercial Remodel - Value $5,392,120

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

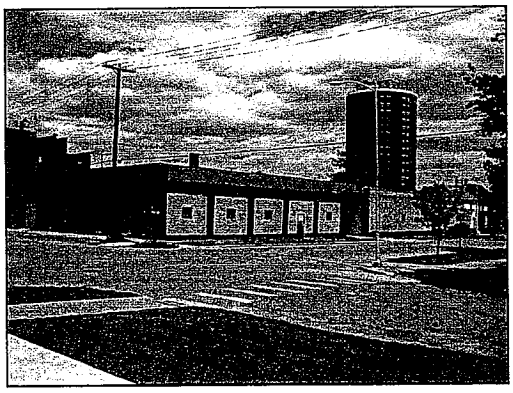
January 1, 2015, to December 31, 2015

10 Demolition Permits Were Issued

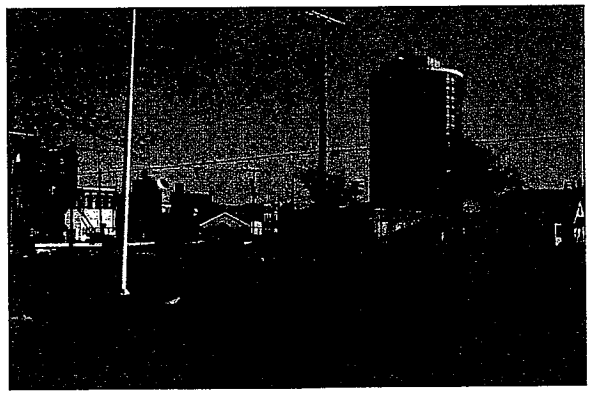
Demolition - Value $292,950

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	↓

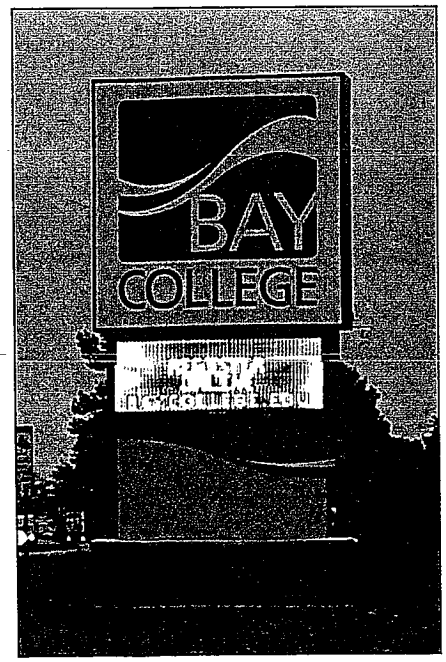
1517 Ludington Street

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)	

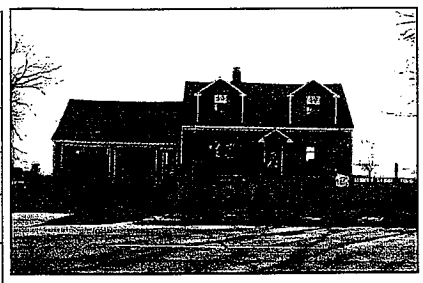


January 1, 2015, to December 31, 2015

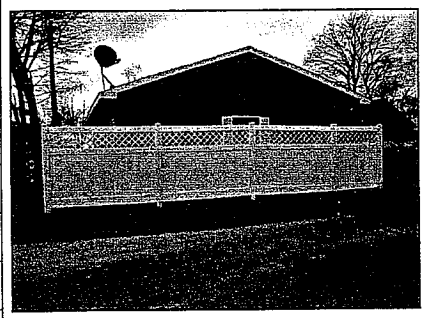
71 Fence Permits Were Issued

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	

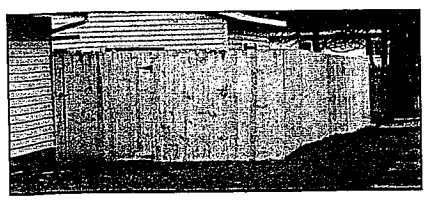


2315 Lake Shore Drive



212 Lake Shore Drive

626 South 13th Street



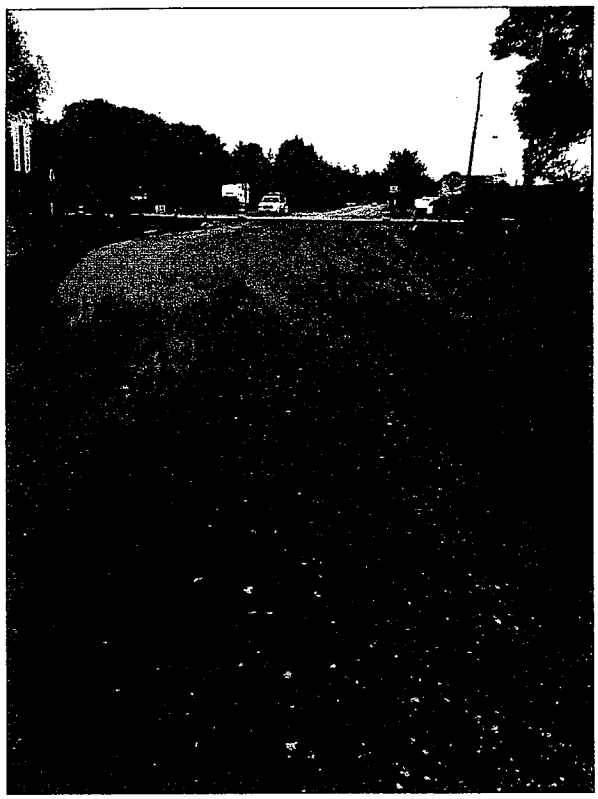
1818 22nd Avenue South

NOTABLE CAPITAL IMPROVEMENTS MADE IN 2015

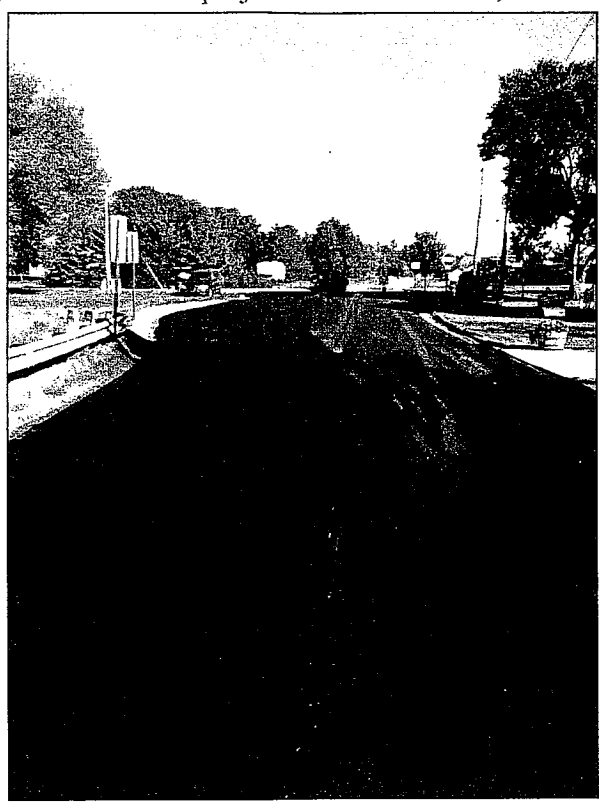
Willow Creek Road Improvement Project.

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.



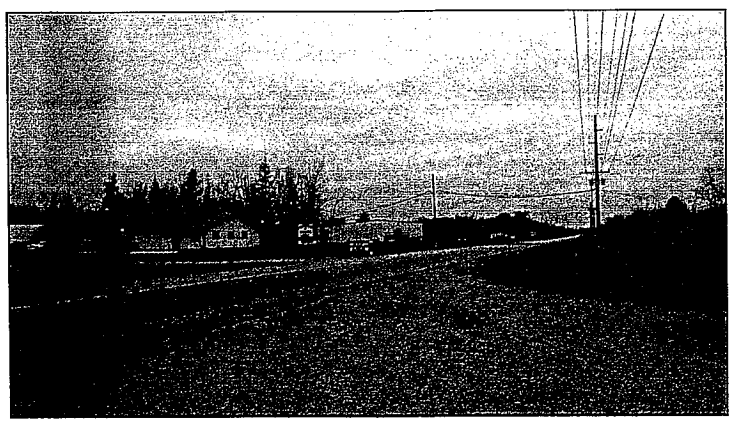
Willow Creek Road, 8th Avenue
Before



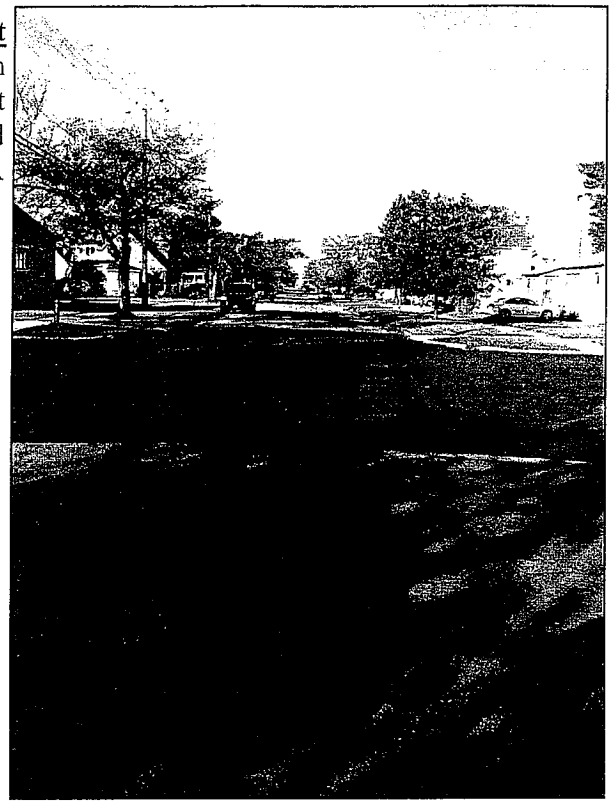
Willow Creek Road, 8th Avenue
After

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.



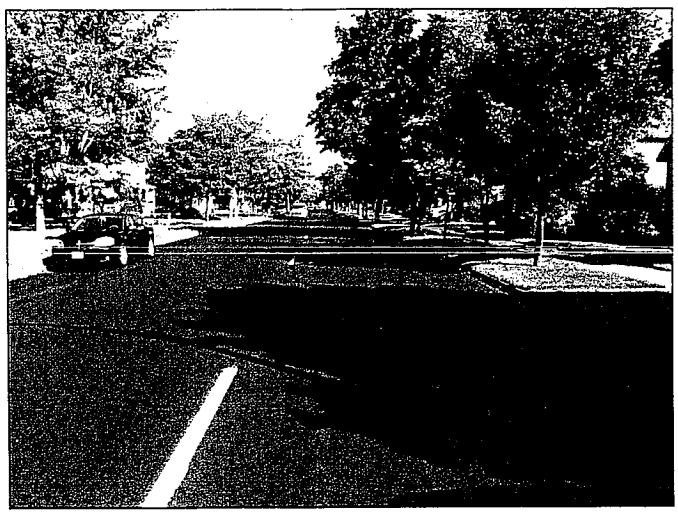
After

South 14th Street Improvement Project.

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

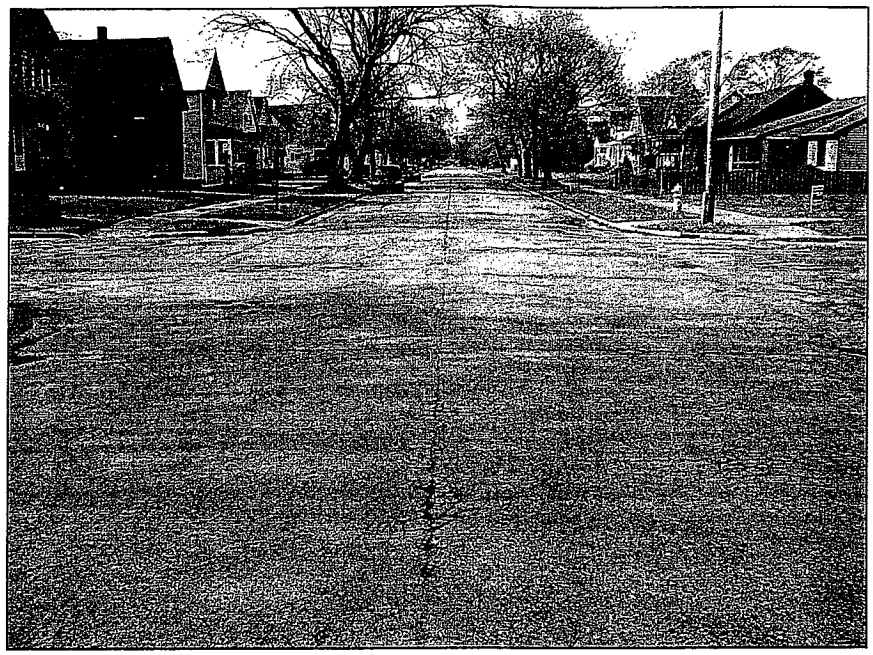
The existing roadway surface was milled 2" and resurfaced with 2" of asphalt for 1450 linear feet. Approximately 760 tons of new asphalt was laid. Along with the road resurfacing, 28 crosswalks were brought up to ADA standards. Estimated project cost was $135,000.

Before

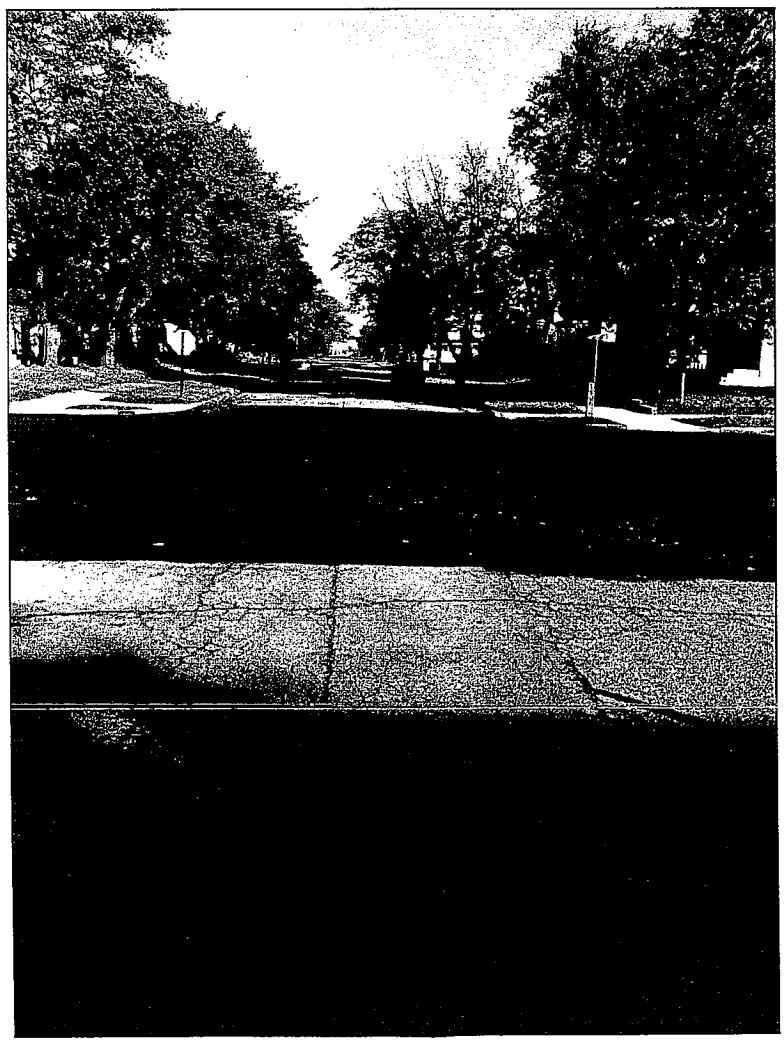


After

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.



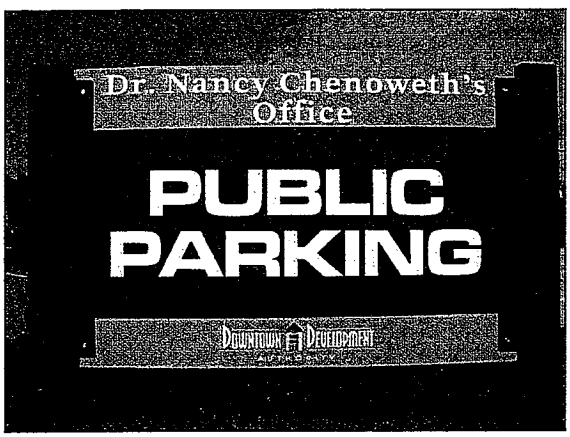
Before



After

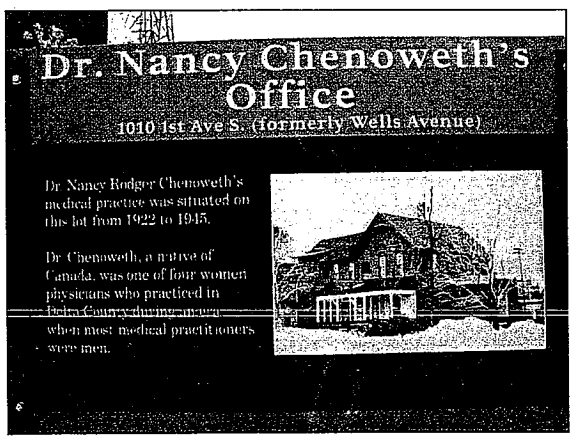
Parking Lot Improvements – All DDA Parking Lots.

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.

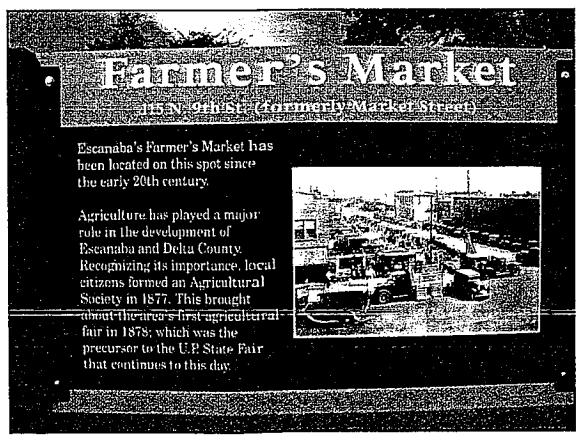


Front of Sign

Front of Sign



Back of Sign



Back of Sign

Power Pole Replacement.

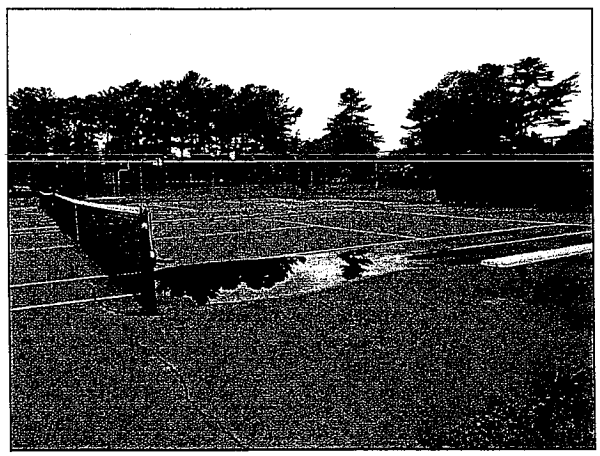
Within the Escanaba distribution system, many poles are approaching or have exceeded their expected life. Pole inspectors have identified poles within our system that need to be replaced. The total number of distribution poles tested in 2015 was 321. The number of distribution poles replaced in 2015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

Street Light Replacement.

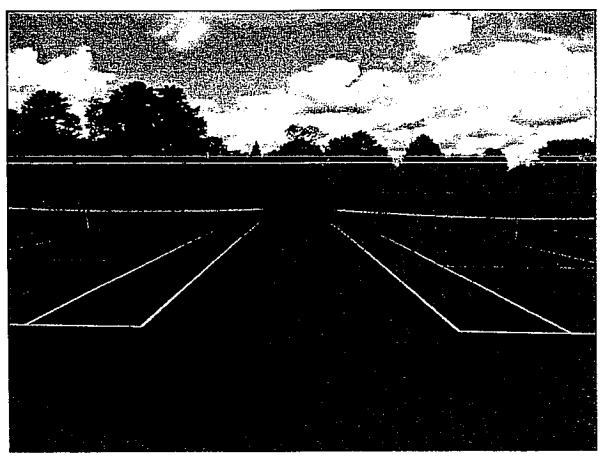
There have been great advancements made in LED street lighting over the past few years. These advancements resulted in better products and more affordable fixtures. Replacement of the existing HID street lights and dusk-to-dawn lights with LED equivalents continued. The City has approximately 1,550 street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



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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.

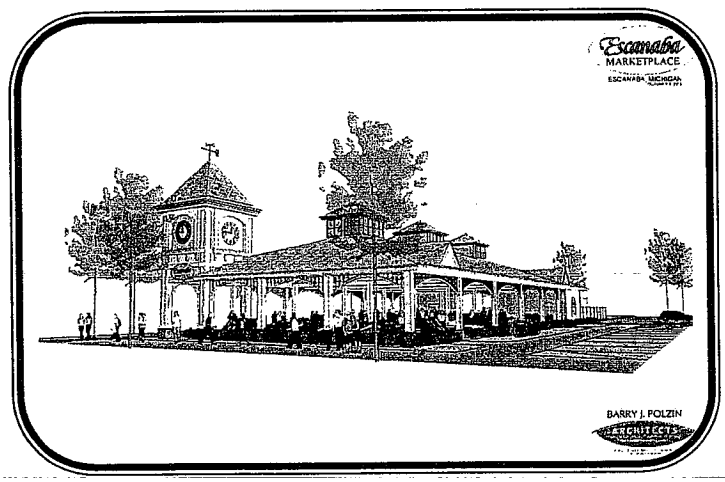
The current sanitary sewer main is scheduled to be relined.

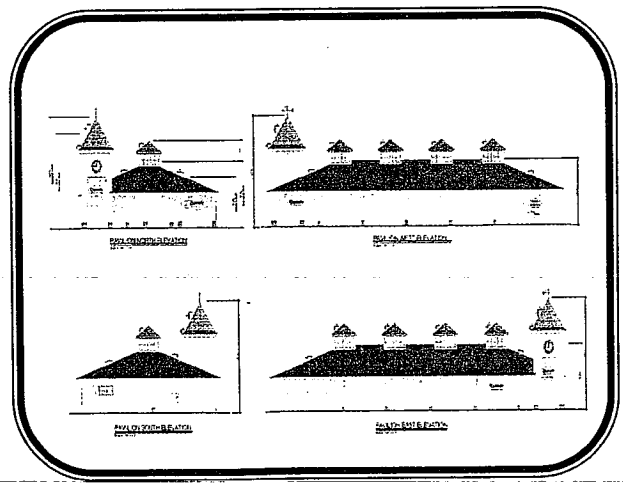
Sanitary Sewer Main Replacement or Repair – Alley West of South 19th Street Extending From 8th Avenue South to 10th Avenue South.

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.



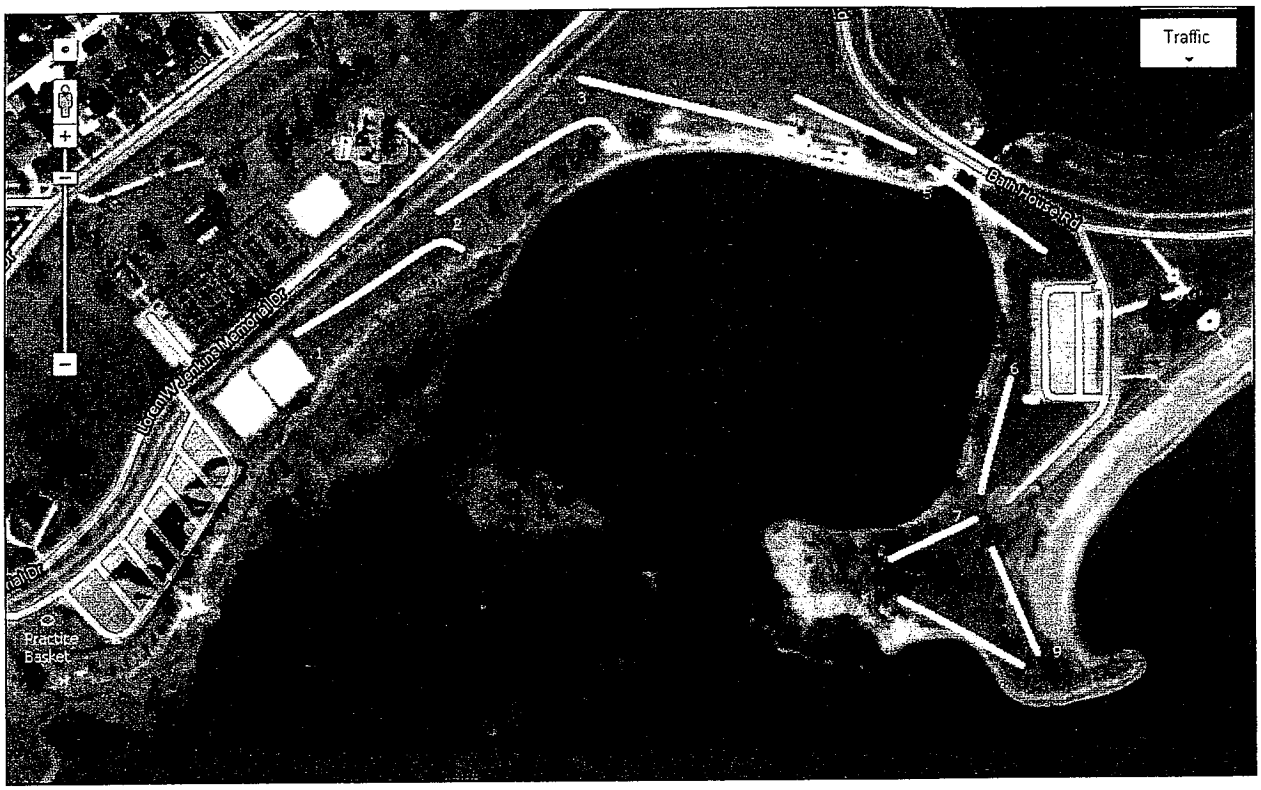


Marina Sidewalk Replacement.

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		✔	✔	

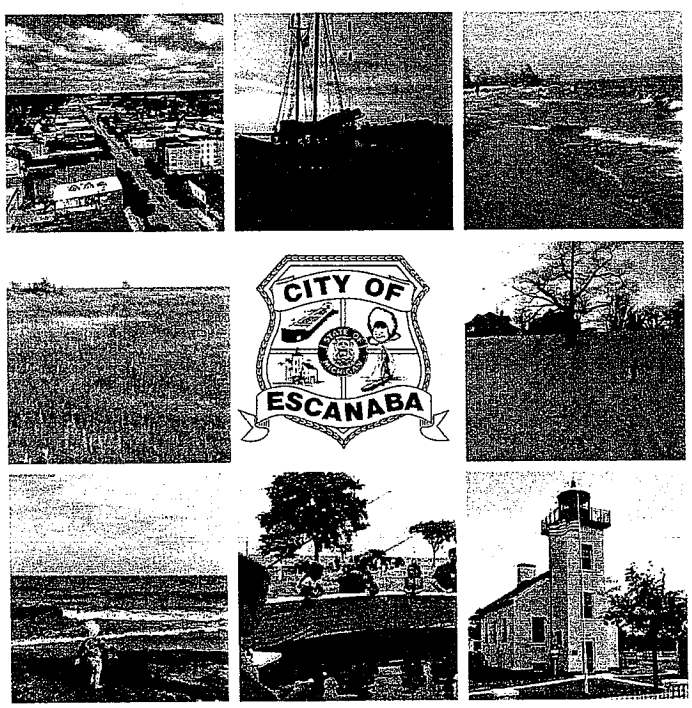
5	Zoning regulations	The zoning ordinance includes standards for green infrastructure	Incorporate green infrastructure standards into the zoning ordinance		✔	✔	
6	Development review policy and procedures	The community has a method to track development projects	Develop a simple tracking mechanism for 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	✔	✔	✔	✔
[illegible]	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	✔	✔	✔	✔
[illegible]	Redevelopment Ready Sites	The community identifies and prioritizes redevelopment sites	Identify and prioritize redevelopment sites	✔	✔		✔
[illegible]	Redevelopment Ready Sites	A property information package for the prioritized redevelopment site(s) is assembled	Complete property information package for priority redevelopment site		✔	✔	✔
[illegible]	Redevelopment Ready Sites	Prioritized redevelopment sites are actively marketed	Post property information package on city's website		✔	✔	✔
[illegible]	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	⬆

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

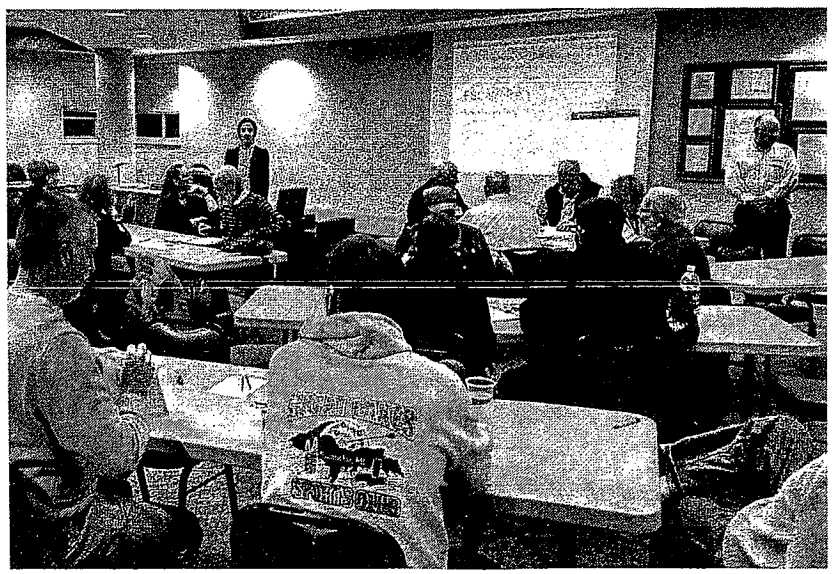
www.escanaba.org

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.

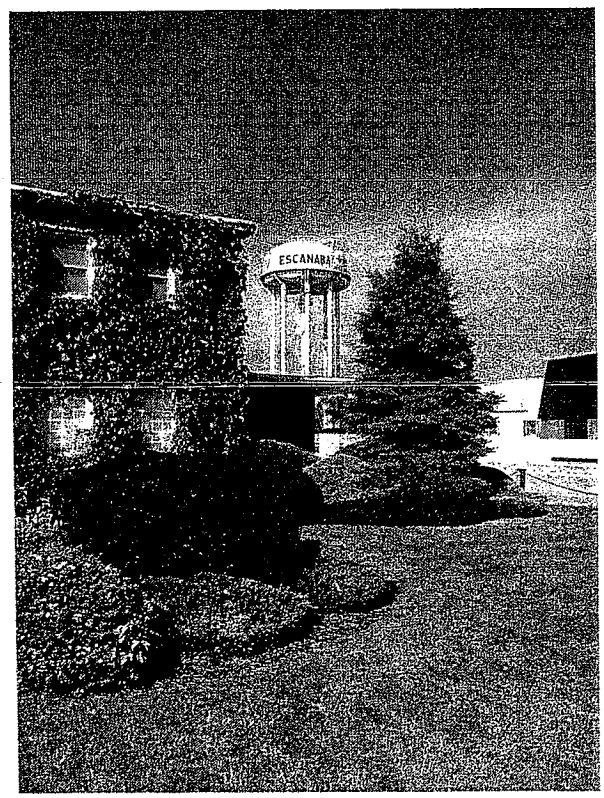


INTRODUCTION (Cont.)

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.

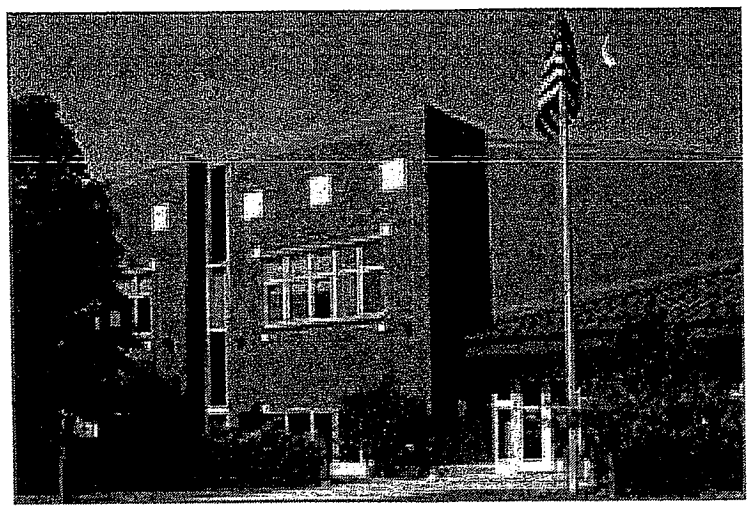
Copies of the documents will be available at the following locations:

- 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

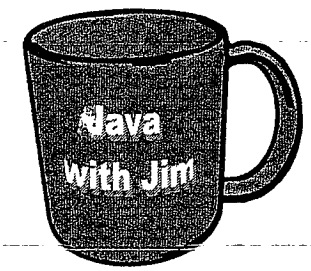
The following traditional public involvement strategies will be used by the City of Escanaba as part of public outreach:

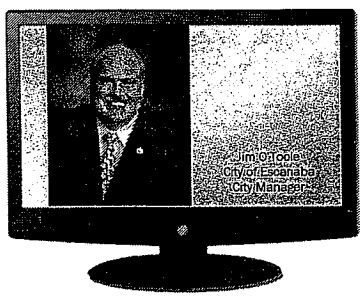
- Public Meetings
- Community Town Hall Meetings
- Community Task Force Meetings
- Newspaper Postings
- Person to Person Communications
- Website Posting and Apps
- Public Announcements
- Utility Bill Notices
- City Cable Television Notices
- Surveys

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.

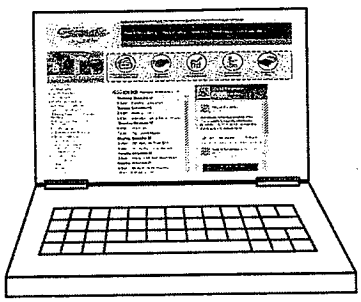
PUBLIC INVOLEMENT STRATEGIES (Cont.)

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:

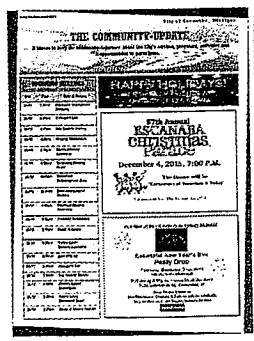
- Facebook (https://www.facebook.com/cityofescanaba/)
- Twitter (https://twitter.com/cityofescanaba)
- The City of Escanaba's Website (www.escanaba.org)

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

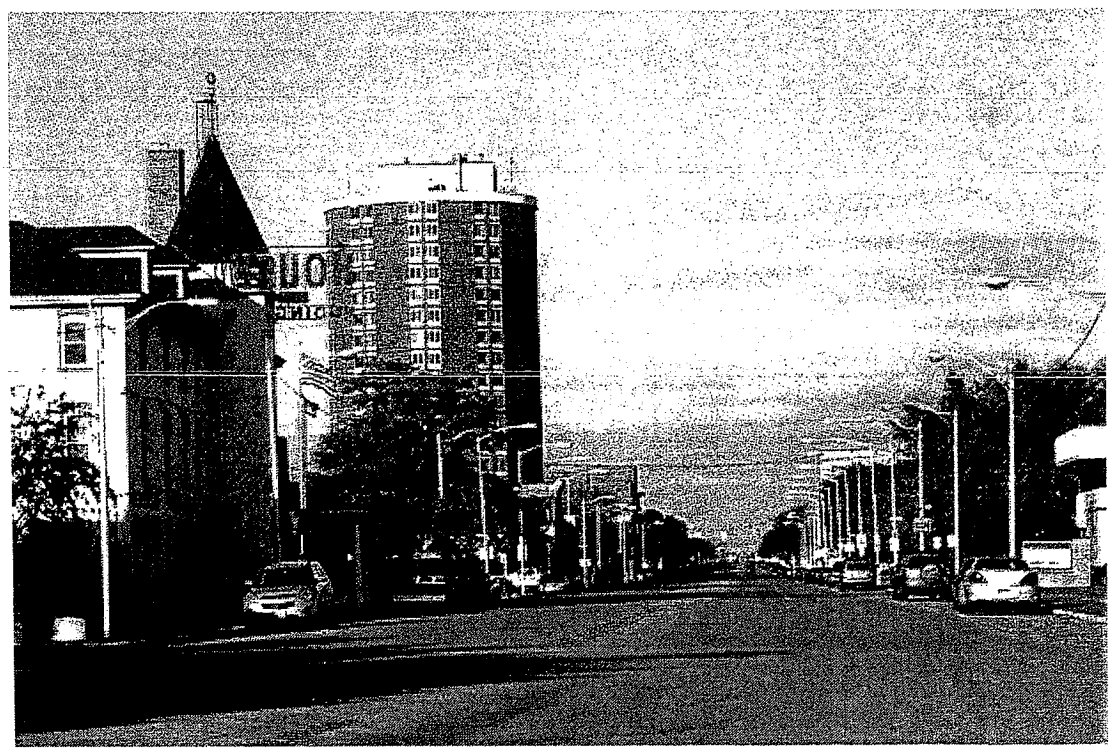
The City of Escanaba will also encourage cottage meetings to give the public an opportunity to gather in a comfortable space in the community to share information about the community.

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

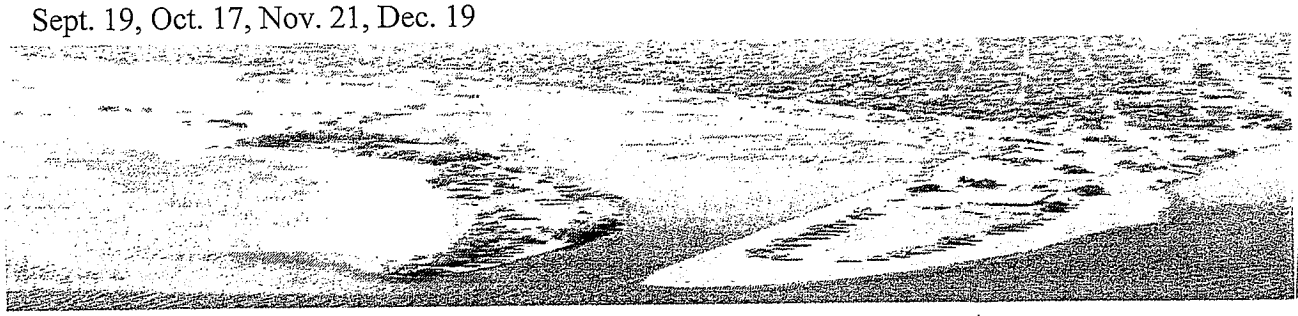
The Harbor Advisory Committee was created for the purpose to advise Administration concerning the operation and development of the Municipal Marina. Five members are appointed for three-year terms.

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

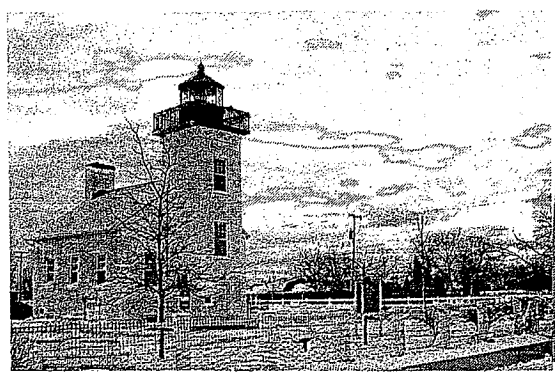
OTHER BOARDS AND COMMISSIONS (Cont.)

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.



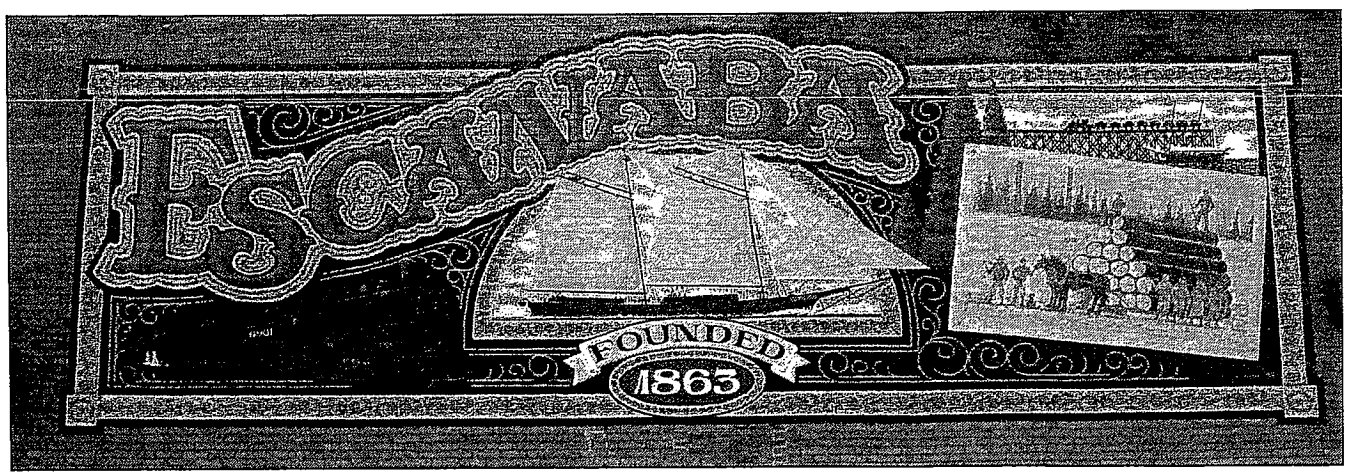
STATE REGULATIONS ON PUBLIC PARTICIPATION (Cont.)

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.

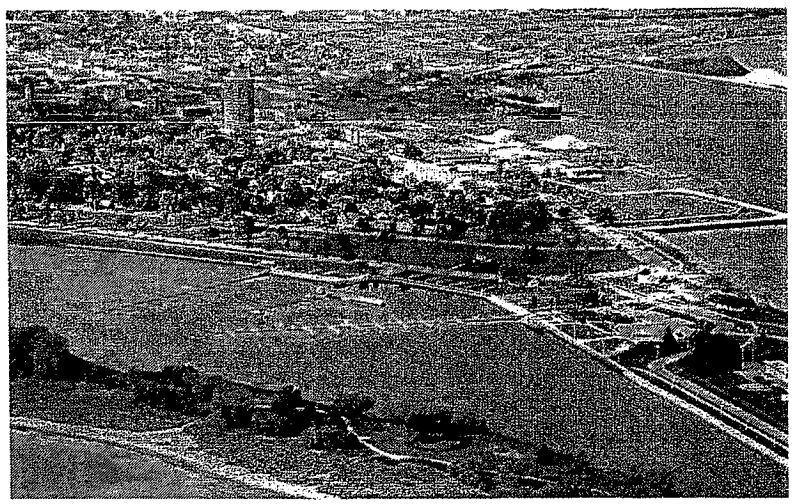
The Planning Commission will send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted.

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.

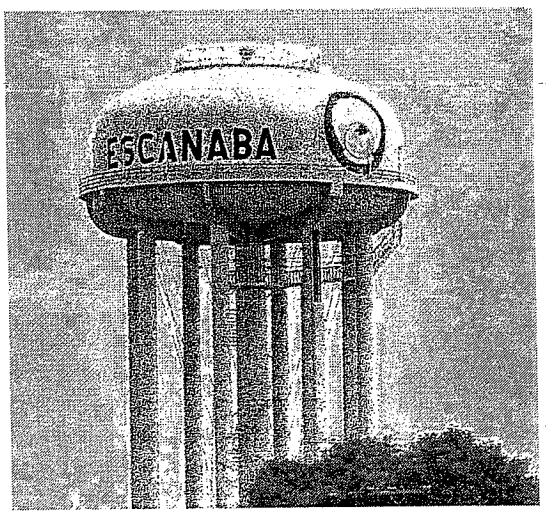
Before approving the proposed Master Plan, the Planning Commission shall hold not less than one public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give notice of the time and place of the public hearing not less 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.

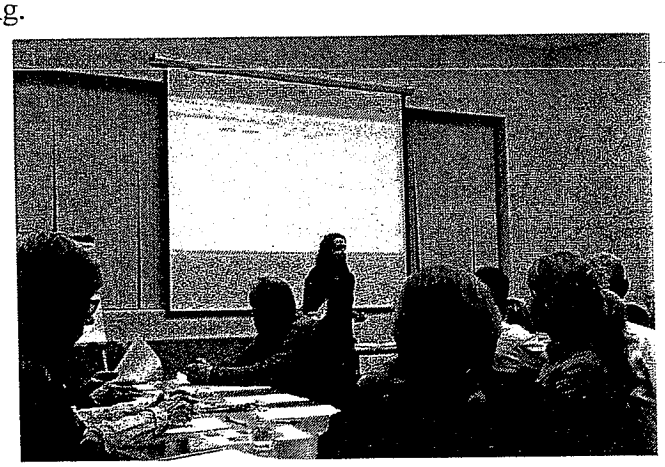
The ordinance will be noticed in a newspaper of general distribution in the City at least 15 days prior to the hearing. The notification will also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

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.

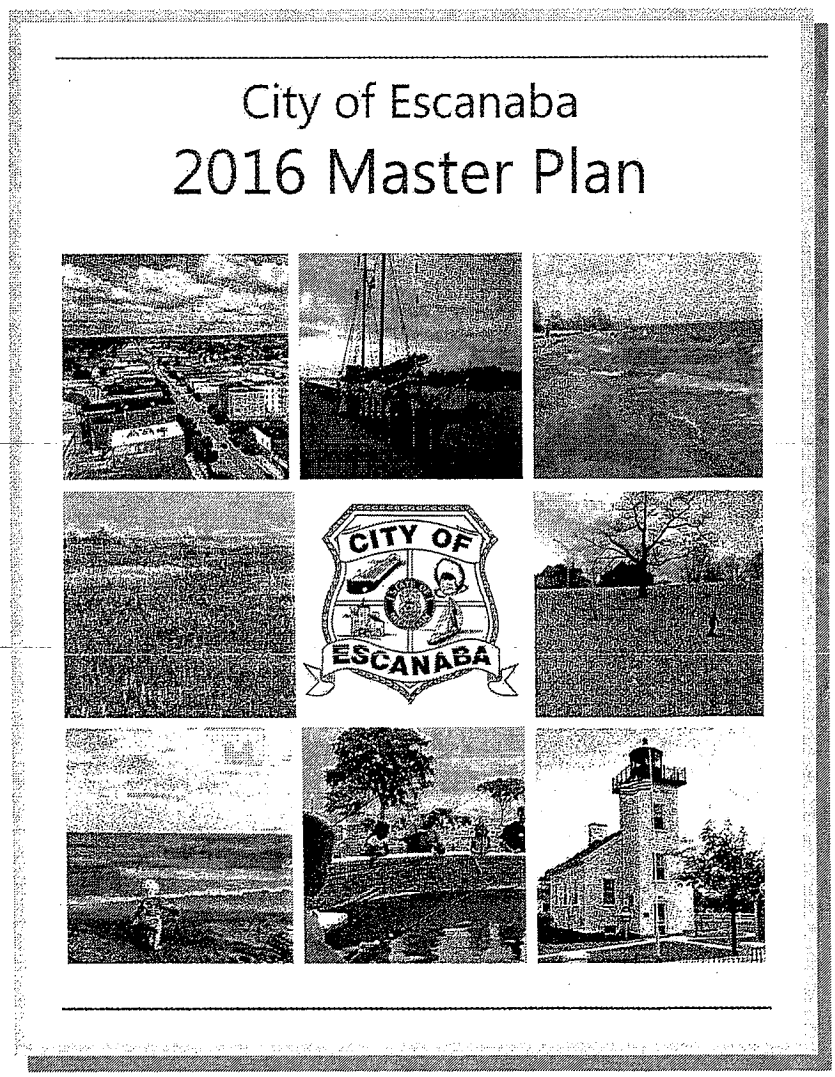
After the notice of this hearing has been published, written comments on the Plan may be forwarded to the City Manager's Office. Written comments will be accepted up to one week prior of the public hearing and will be address at the hearing.

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.