PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
February 11, 2016

A meeting of the Escanaba Planning Commission was held on Thursday, February 11, 2016, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Patrick Connor, Vice-Chairperson Kel Smyth, Secretary Roy Webber, Commissioner James Hellerman, Commissioner Christine Williams, Commissioner Morley Diment, and Commissioner Paul Caswell.

ALSO PRESENT: City Manager Jim O'Toole, City Council Liaison Ron Beauchamp, Executive Assistant Buffy L. Smith, City Engineer Bill Farrell, and CUPPAD Community Planner Anne Milne.

ABSENT: Commissioner Brian Black and Commissioner Tom Warstler

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

ROLL CALL

Executive Assistant Buffy L. Smith conducted the roll call.

APPROVAL/CORRECTION OF THE JANUARY 14, 2016 PLANNING COMMISSION MEETING MINUTES

A motion was made by Vice-Chairperson Kel Smyth, seconded by Commissioner Hellerman, to approve the January 14, 2016 Planning Commission meeting minutes as submitted. Ayes were unanimous.

APPROVAL/ADJUSTMENTS TO THE AGENDA

A motion was made by Commissioner Hellerman, seconded by Commissioner Diment, to approve the February 11, 2016 Planning Commission agenda as submitted. Ayes were unanimous.

CONFLICT OF INTEREST DECLARATIONS

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

None.

NEW BUSINESS

1. **Review – Special Assessment Petition Process for Street Construction – North 26th Street Between 3rd Avenue North and 6th Avenue North:**

City Manager Jim O'Toole stated administration will review the special assessment petition process being utilized for the construction of North 26th Street, which is being installed between 3rd Avenue North and 6th Avenue North. The purpose of the review is to advise the petitioning property owners of the process that is used in the City.

City Manager Jim O'Toole stated a copy of the Good Will Co., Inc. (Meijer Store) petition, which was signed by 100% of the property owners, is presented for review (see attached).

City Engineer Bill Farrell explained an overview of the project, which includes water, sewer, storm sewer, a gutter, thirty (30) feet of asphalt road, and a flare for an entrance, left turn and right turn. He is working with the designing engineer to meet City specifications for utilities, roadways, and access points. Bill Farrell commented that the $350 per foot rate stated in the petition is a number that was based off the engineers estimate and will probably fluctuate with construction.

City Manager Jim O'Toole questioned Bill Farrell regarding the special assessment. Once the assessment is complete, who will build it and what will their role be in the City.

City Engineer Bill Farrell stated the Meijer's Store will be responsible for the construction. He stated the work for road, water, and sewer will be publicly bid separate from the Meijer's Store project. The City will have oversight, receiving daily reports and testing results, with the road and utilities when it's being done.

Commissioner Paul Caswell questioned if on North 26th Street there will be an opening to the East. Bill Farrell replied currently there are no planned curb cuts.

Commissioner Patrick Connor questioned if the Meijer's Store will build the road to the City's specifications. Bill Farrell replied they will. Jim O'Toole added that the Meijer's Store is using the special assessment process to pay for their work.

Commissioner Hellerman questioned what expense the City is responsible for. City Manager Jim O'Toole stated there is an upfront expense for the City. Money from the Urban Development Action Grant (UDAG) will be transferred into the street fund to pay for this project. The City will do a special assessment and the Urban Development Action Grant (UDAG) will be re-paid in full during a five (5) year period by the property owners.

City Engineer Bill Farrell stated the City owns from the curb line to 3rd Avenue North and the curb line to 6th Avenue North and is responsible for the work in this section based on the same $350/foot estimate.

City Manager Jim O'Toole stated the road will be considered a City street, will be enrolled into the City system for funding, and be included in the Master Plan.

City Manager Jim O'Toole stated this project will be included in the Capital Improvement Plan and will be presented before the Planning Commission in March.

2. Approval – Community Participation Plan – Redevelopment Ready Communities Program:

City Manager Jim O'Toole stated administration will review a draft Community Participation Plan with the Planning Commission and public. The 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 such as updating the Community Master Plan. Attached is a copy of the draft Community Participation Plan.

A motion was made by Commissioner Hellerman, seconded by Vice-Chairperson Smyth, to recommend the City Council adopt the Community Participation Plan as submitted. Ayes were unanimous.

3. Update – Community Master Plan:

City Manager Jim O'Toole stated the Master Plan process. CUPPAD Community Planner Anne Milne is compiling all the information with only a few components that have to be addressed, such as future land use, maps, and implementation strategies.

CUPPAD Community Planner Anne Milne stated the draft Community Master Plan background information has been updated. Anne Milne stated the Master Plan Survey, the Master Plan workshop, and public engagement meeting information is posted on the City of Escanaba website. She has received feedback from the community. Anne Milne questioned the Board on their feedback regarding the draft Community Master Plan as presented.

Commissioner Williams stated it is a good Community Master Plan, she would like to share the draft to get additional feedback, and she would like to share the survey information with Bay College for future planning perspective purposes.

Anne Milne stated she received over 500 survey responses about the drug/crime concerns. She received interest in walk-ability, activity, and recreation. She will continue to apply the responses and make improvements/amendments to the Community Master Plan.

Chairperson Connor stated this is a good plan.

4. Project Updates:

A. Zoning Board of Appeals Hearings/Decisions – No meeting held in January.

B. Delta County Planning Commission Update – Commissioner Williams stated there was a meeting held on February 1st with one (1) request presented to approve an application for for a conditional use permit, which the Board did approve.

C. Zoning/Land Use Permit Update – See below.

ZONING PERMITS REPORT
January 1, 2016 thru February 11, 2016

1	NEW RESIDENTIAL HOME	$125,000
0	RESIDENTIAL REMODELS	$0
0	NEW COMMERCIAL	$0
1	COMMERCIAL REMODELS	$1,200
0	CHANGE OF USE	$0
0	HOME OCCUPATION	$0
0	LAND USE PERMIT	$0
0	DEMOLITION PERMIT	$0
2	TOTAL	$126,200

D. Various –

City Manager Jim O'Toole stated the Superior Trade Zone had a successful meeting with a quorum on February 5th which included the election of officers, adoption of rules and procedures, the approval of an RFP for website design, and the creation of an Executive Committee. The full Board and the Executive Committee will rotate meetings each month starting April 19th (the next scheduled meeting date).

City Manager Jim O'Toole stated the market place project updates. All the paperwork is being finalized in preparation for bids, with an estimated three (3) weeks before bidding is open, with July being the target completion date. He also said the MEDC has made a preliminary funding commitment for this project and the MEDC has committed funding for six (6) Historical Façade restoration projects.

City Manager Jim O'Toole stated the Delta County Wide Planning Commission training will be held at the April Planning Commission meeting. This meeting will include all Planning Commissioners from Delta County.

GENERAL PUBLIC COMMENT

None.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

None.

ADJOURNMENT

A motion was made by Commissioner Hellerman, seconded by Commissioner Caswell, to adjourn the meeting. The meeting adjourned at 6:35 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

NB #1
PC. 2/11/16

PETITIONER: **Good Will Co., Inc. (Meijer)**
Michael Kinstle
Vice President – Real Estate
2929 Walker Avenue NW
Grand Rapids, MI 49544

Date Received From Clerk

Date Presented to Clerk

SPECIAL ASSESSMENT PETITION
FOR STREET IMPROVEMENTS

To: The Escanaba City Council

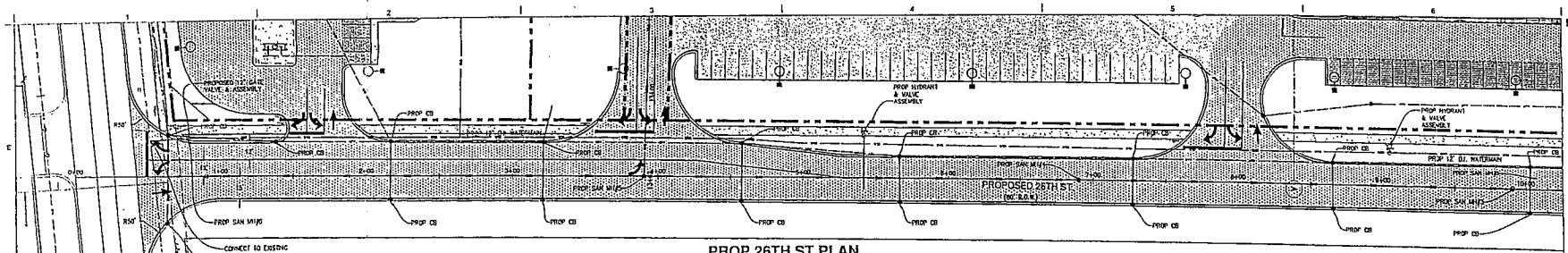
Council Members:

We, the undersigned property owners, hereby petition your honorable body for the construction of a 30 **foot wide Hot Mix Asphalt paved street with concrete curb and gutter, sanitary sewer, storm sewer and water main on North 26th Street from 3rd Avenue North to 6th Avenue North.**

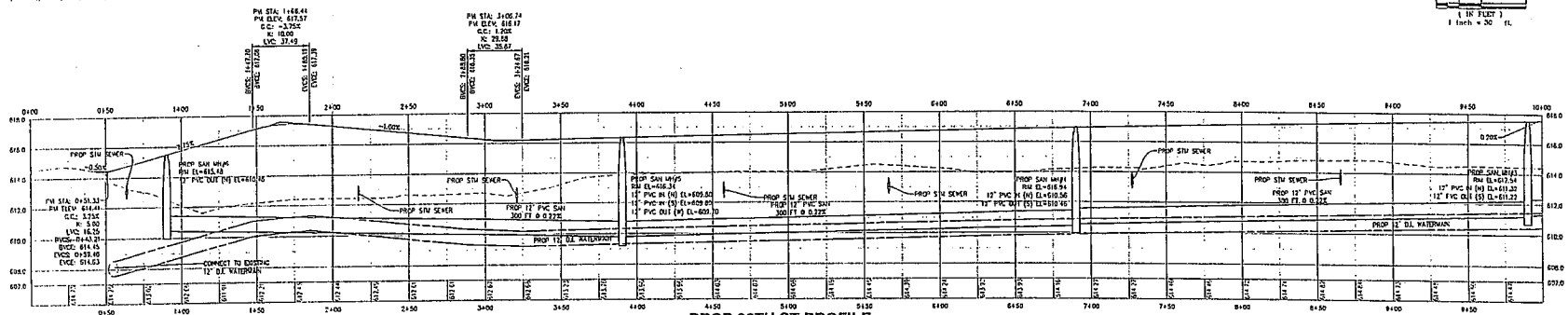
We understand the charges for this work will be based on a special assessment rate applicable at the time the City of Escanaba budget is prepared and three (3) public hearings are held, including a public hearing at the Planning Commission. We further understand the current rate of $350 per front foot for the specified type improvements is advisory and subject to change prior to the public hearings on the assessment and that the special assessment may be payable in annual installments as shown, plus interest at six percent (6%) per year on the unpaid balance:

Amount of Assessment	Year
Less than $100	1
$101 to $200	2
$201 to $300	3
$301 to $400	4
$401 and over	5

PROPERTY ADDRESS	FRONTAGE	ASSESSMENT	OWNER (Signature)
1. 2510 3rd Avenue North	(1,624.98 lft)	$568,743.00	Dagenais Real Estate, Inc. 11-2-15 TIMOTHY DAGENAIS
2. 400 North 30th Street	(1,634.41 lft)	$572,043.50	Good Will Co., Inc (Meijer) Michael Kinstle

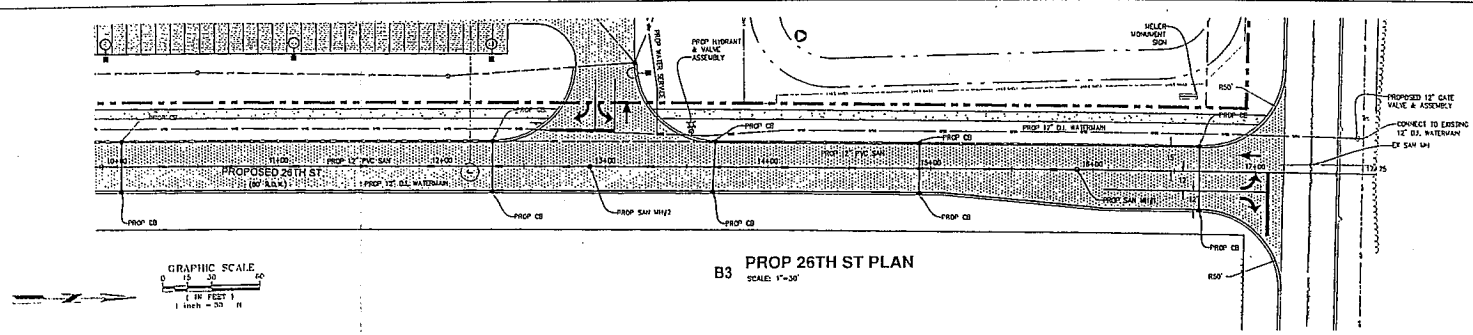


E3 PROP 26TH ST PLAN
SCALE: 1"=30'



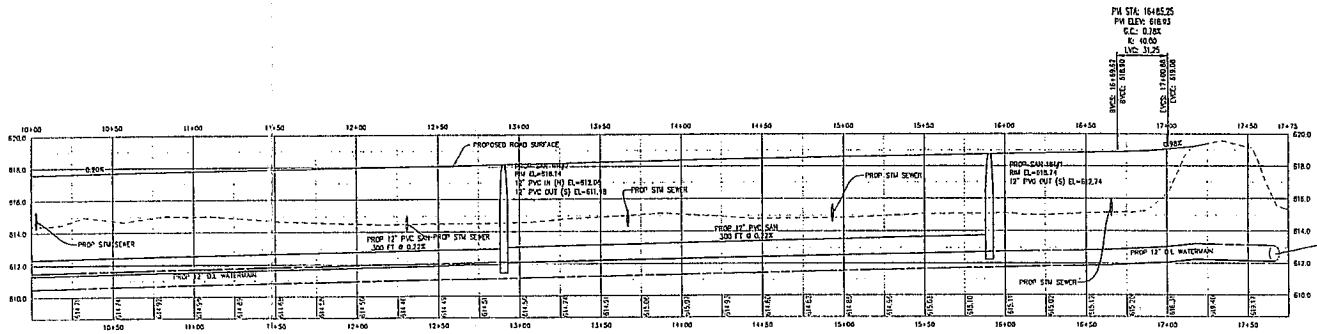
C3 PROP 26TH ST PROFILE
HORIZONTAL SCALE: 1"=30'
VERTICAL SCALE: 1"=3'

GRAPHIC SCALE
0 15 30 60
(IN FEET)
1 inch = 30 ft.



B3 PROP 26TH ST PLAN
SCALE: 1"=30'

GRAPHIC SCALE
0 15 30 60
(IN FEET)
1 inch = 30 ft



A3 PROP 26TH ST PROFILE
HORIZONTAL SCALE: 1"=30'
VERTICAL SCALE: 1"=3'

UTILITY NOTES:

1) EXISTING TOPOGRAPHIC AND UTILITY INFORMATION BASED UPON SURVEYS PERFORMED BY U.P. ENGINEERS & ARCHITECTS, INC. IN 2014. SUPPLEMENTAL UTILITY INFORMATION BASED UPON CONSTRUCTION PLANS AND UTILITY MAPS PROVIDED BY THE CITY OF ESCANABA. CONTRACTOR SHALL USE EXTREME PRECAUTION IN EXCAVATING FOR NEW UTILITIES SINCE ACTUAL UNDERGROUND UTILITIES MAY NOT BE AS SHOWN. CONTRACTOR SHALL MAKE HIMSELF THOROUGHLY FAMILIAR WITH ALL UNDERGROUND UTILITY LOCATIONS PRIOR TO ANY EXCAVATION AND VERIFY LOCATIONS AND DEPTHS OF ALL UTILITIES.

2) WATER DISTRIBUTION SYSTEM MATERIALS SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR WATER SYSTEM MATERIALS. CONSTRUCTION OF WATER DISTRIBUTION SYSTEM SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR INSTALLATION, TESTING AND DISINFECTING DUCTILE IRON WATER MAINS AND APPURTENANCES.

3) SANITARY SEWER MATERIALS AND CONSTRUCTION SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR WASTEWATER COLLECTION.

4) STORM SEWER MATERIALS AND CONSTRUCTION SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR STORMWATER COLLECTION SYSTEM.

5) SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL CONFORM TO THE CITY OF SAULT STE. MARIE STANDARD SPECIFICATIONS FOR SOIL EROSION AND SEDIMENTATION CONTROL PROCEDURES. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING, INSTALLING, CLEANING, MAINTAINING, AND REMOVING ALL TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROL MEASURES NECESSARY DURING CONSTRUCTION AND RESTORATION WORK.

6) CONTRACTOR TO PRESERVE/PROTECT ALL SURVEY MARKERS/MONUMENTS. CONTRACTOR SHALL REPLACE/REPAIR ALL DISTURBED MARKERS/MONUMENTS AT THEIR OWN EXPENSE.

811 Know what's below. Call before you dig.

LEGEND

meijer

MEIJER DS1.9 ECB

2929 WALKER AVENUE
GRAND RAPIDS, MICHIGAN 49544
(616) 453-6711

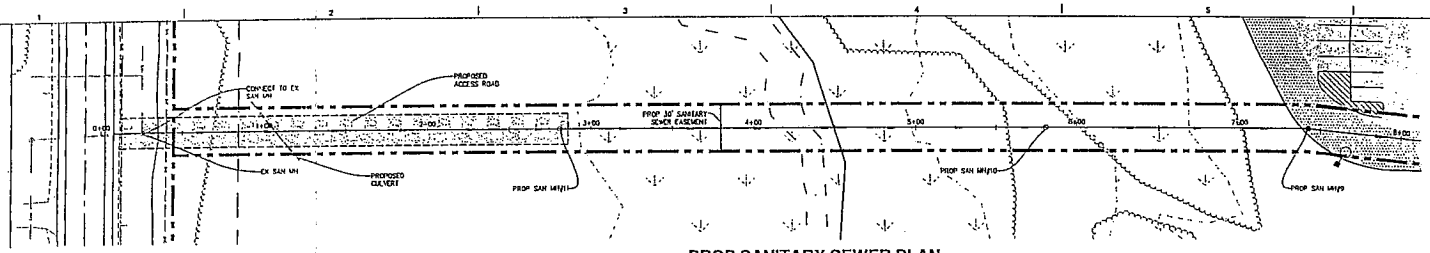
ECB — 26TH & 3RD AVENUE, ESCANABA, MI 49829

REVISIONS		
1	SK-4 SKETCH	09/24/14
2	MS-1 PLAN	10/23/14
3	REVIEW	02/19/15

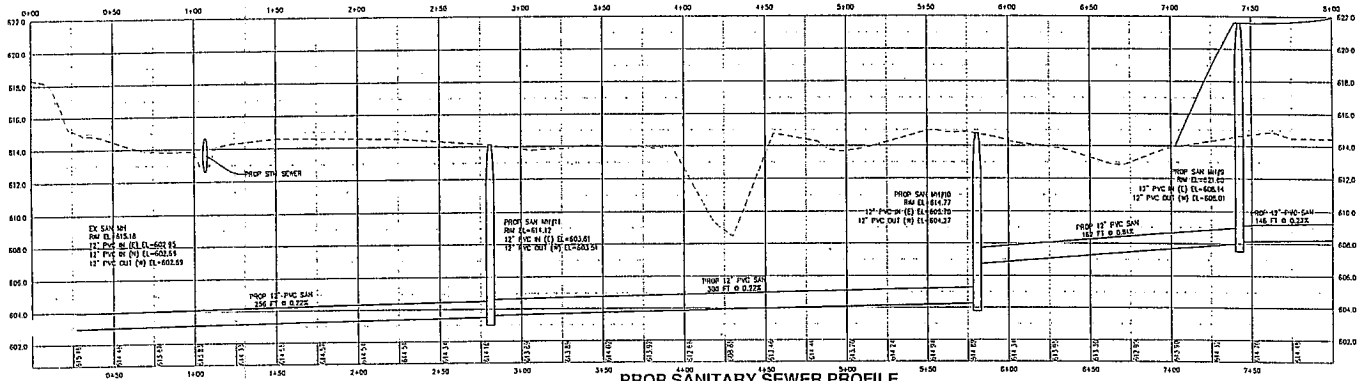
U.P. ENGINEERS & ARCHITECTS, INC

26TH ST. CITY UTILITY PLAN & PROFILE

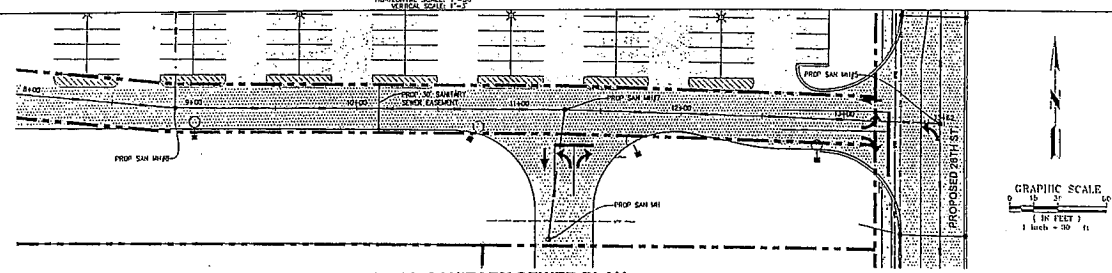
LGH 03/13/15 C900
GAUVASJ M265-14456



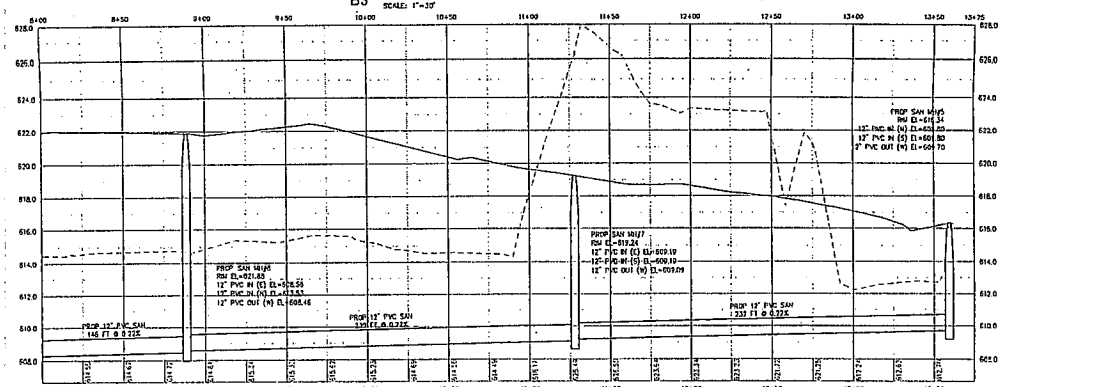
E3 PROP SANITARY SEWER PLAN
SCALE: 1"=30'



C3 PROP SANITARY SEWER PROFILE
HORIZONTAL SCALE: 1"=30'
VERTICAL SCALE: 1"=3'



B3 PROP SANITARY SEWER PLAN
SCALE: 1"=30'



A3 PROP SANITARY SEWER PROFILE
HORIZONTAL SCALE: 1"=30'
VERTICAL SCALE: 1"=3'

811 Know what's below. Call before you dig.

LEGEND

UTILITY NOTES:

1) EXISTING TOPOGRAPHIC AND UTILITY INFORMATION BASED UPON SURVEYS PERFORMED BY U.P. ENGINEERS & ARCHITECTS, INC. IN 2014. SUPPLEMENTAL UTILITY INFORMATION BASED UPON CONSTRUCTION PLANS AND UTILITY MAPS PROVIDED BY THE CITY OF ESCANABA. CONTRACTOR SHALL USE EVERY PRECAUTION IN EXCAVATING FOR NEW UTILITIES SINCE ACTUAL UNDERGROUND UTILITIES MAY NOT BE AS SHOWN. CONTRACTOR SHALL MAKE HIMSELF THOROUGHLY FAMILIAR WITH ALL UNDERGROUND UTILITY LOCATIONS PRIOR TO ANY EXCAVATION AND VERIFY LOCATIONS AND DEPTHS OF ALL UTILITIES.

2) WATER DISTRIBUTION SYSTEM MATERIALS SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR WATER SYSTEM MATERIALS. CONSTRUCTION OF WATER DISTRIBUTION SYSTEM SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR INSTALLATION, TESTING AND DISINFECTING DUCTILE IRON WATER MAINS AND APPURTENANCES.

3) SANITARY SEWER MATERIALS AND CONSTRUCTION SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR WASTEWATER COLLECTION.

4) STORM SEWER MATERIALS AND CONSTRUCTION SHALL CONFORM TO THE CITY OF ESCANABA STANDARD SPECIFICATIONS FOR STORMWATER COLLECTION SYSTEM.

5) SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL CONFORM TO THE CITY OF SAULT STE. MARIE STANDARD SPECIFICATIONS FOR SOIL EROSION AND SEDIMENTATION CONTROL PROCEDURES. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING, INSTALLING, CLEANING, MAINTAINING, AND REMOVING ALL TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROL MEASURES NECESSARY DURING CONSTRUCTION AND RESTORATION WORK.

6) CONTRACTOR TO PRESERVE/PROTECT ALL SURVEY MARKERS/MONUMENTS. CONTRACTOR SHALL REPLACE/REPAIR ALL DISTURBED MARKERS/MONUMENTS AT THEIR OWN EXPENSE.

meijer

MEIJER DS1.9 ECB

2929 WALKER AVENUE
GRAND RAPIDS, MICHIGAN 49544
(616) 453-6711

ECB 26TH & 3RD AVENUE ESCANABA, MI 49829

REVISIONS		
1	SK-4 SKETCH	09/24/14
2	MS-1 PLAN	10/23/14
3	REVIEW	02/19/15

U.P. ENGINEERS & ARCHITECTS, INC.

CITY SANITARY SEWER PLAN & PROFILE

DRAWN LGH | DATE 02/13/15 | CHECKED GAKIASJ | PROJECT NO. M265-14456

C901

NB#2 K.C. 2/11/16

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
- EVIP - 2015 Dollars and Sense

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, along with other planning and development processes. Wide reaching representative community involvement is needed so that everyone is included in the various planning processes. It's our roadmap to the future!

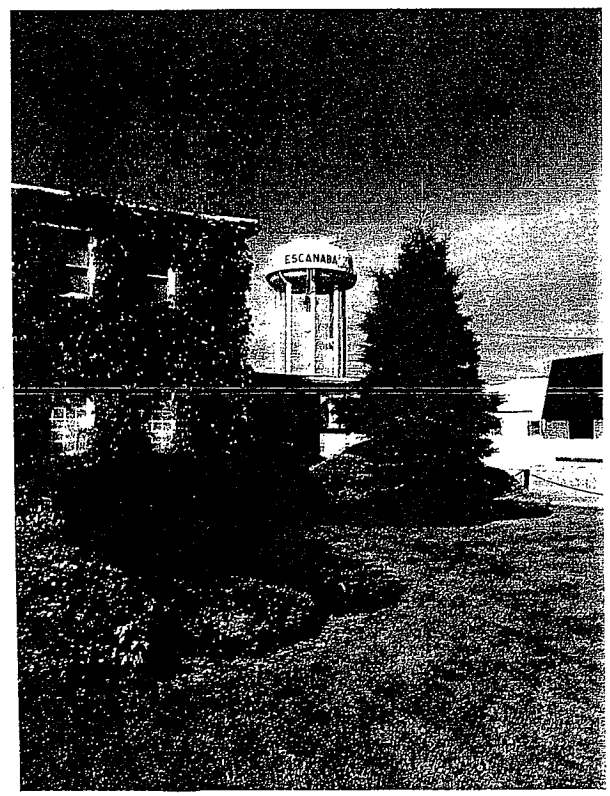
As part of the planning process of designing and developing our community, a Public Participation Plan is also being developed. This Plan is an essential tool for outlining how Elected Officials, Appointed Officials, and Boards and Commissions engage the public throughout the planning and development 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.

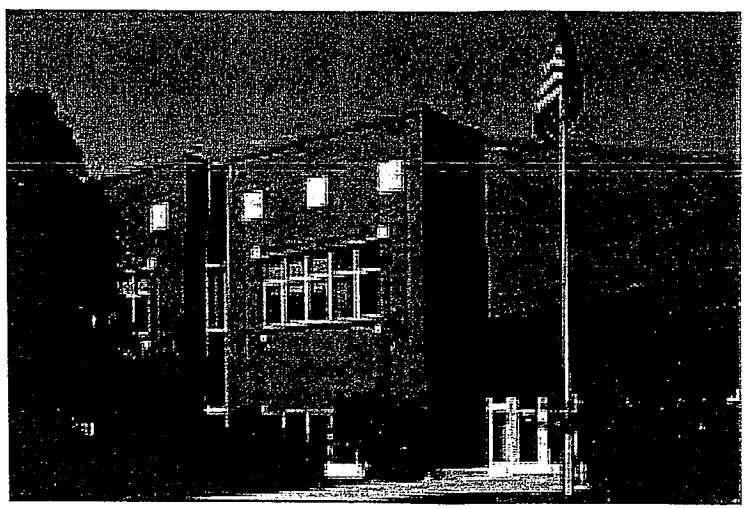
Copies of the documents will be available at the following locations:

- 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

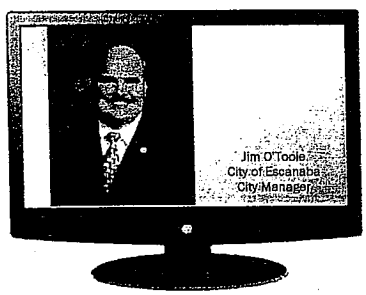
The following traditional public involvement strategies will be used by the City of Escanaba as part of public outreach:

- 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 and Public Event Outreach

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:

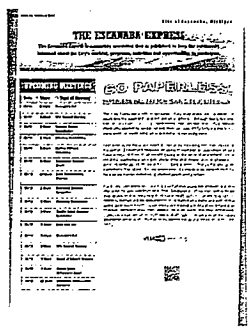
- Facebook (https://www.facebook.com/cityofescanaba/)
- Twitter (https://twitter.com/cityofescanaba)
- The City of Escanaba's Website (www.escanaba.org)

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

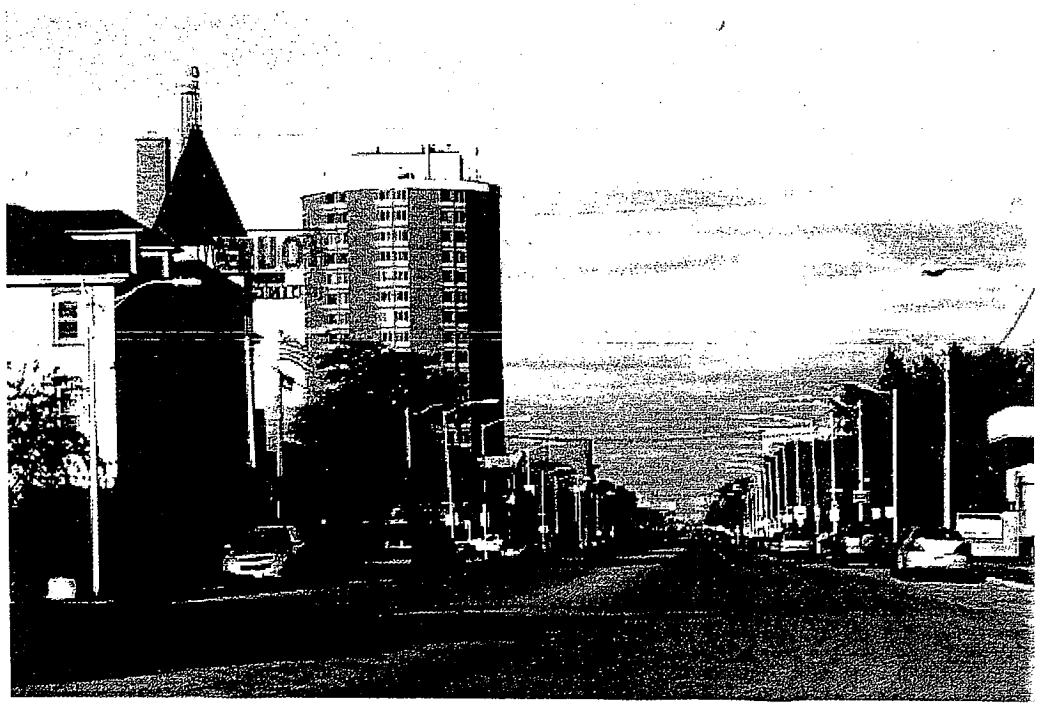
The City of Escanaba will also encourage cottage meetings to give the public an opportunity to gather in a comfortable space in the community to share information about the community.

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)
- Michigan Zoning Enabling Act (P.A. 110 of 2006 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

DEVELOPMENT REVIEW BODIES / PUBLIC MEETINGS AND HEARING (Cont.)

The City of Escanaba Planning Commission (Cont.)

Annually, at the regularly scheduled January meeting of the Planning Commission, the Administration will update the Planning Commission on planning issues and matters brought before the Planning Commission in the previous calendar year. Additionally, on an annual basis, at the second regularly scheduled January meeting of the City Council, the Planning Commission Chairperson will present the Planning Commission Year-End Report for review and consideration. This year-end report can be access on the City of Escanaba Website by clicking the following link - Planning Commission Year-End Report.

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. Through these opportunities, civic minded citizens become involved in their local government, 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. As a result, the City benefits from the vast knowledge, experience and expertise of its citizens.

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 and Commission Member positions are all voluntary and are appointed by the Mayor, with the consensus of City Council. Once appointed, the time commitment for each Board and Commission varies, some meet on a regular schedule, others on an as needed basis. Preparation for some meetings may require additional time obligations. Once committed, attendance at all regularly scheduled meetings is critical.

OTHER BOARDS AND COMMISSIONS (Cont.)

How to Apply for Boards and Commissions

1. Review the list of preferences and areas of interest and determine your top choices. Every effort will be made to accommodate your first preference, but vacancies vary and demand for some boards may be higher than others.
2. Complete the required Boards and Commissions Application Form online or mail/fax it, along with your resume to: Office of the City Clerk, P. O. Box 948, 410 Ludington Street, Escanaba, MI 49829 or fax (906) 786-4755 or e-mail to clerk@escanaba.org.
3. As vacancies occur, applications are reviewed.
4. All members of Boards and Commissions must be residents of the City of Escanaba, unless directed by the Escanaba City Council to waive the requirement or as specified in the bylaws of the Board or Commission or as mandated by State Law. Members may not serve more than two full, consecutive terms and are expected to attend all regular and special meetings.
5. Applications will remain on file for one calendar year. A new application is required each year.
6. The Application may be access on the City of Escanaba Website by clicking the following link - Board and Commissions Application.

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

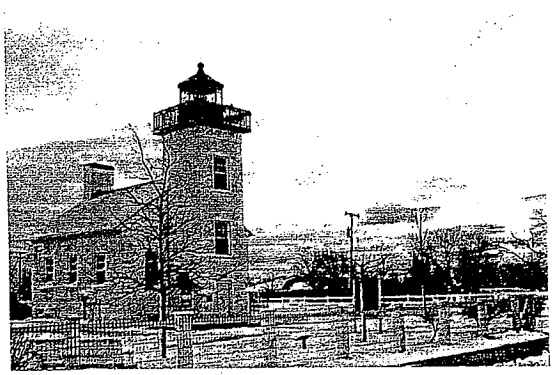
OTHER BOARDS AND COMMISSIONS (Cont.)

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

PERTINENT STATE REGULATIONS

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.



PERTINENT STATE REGULATIONS (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:

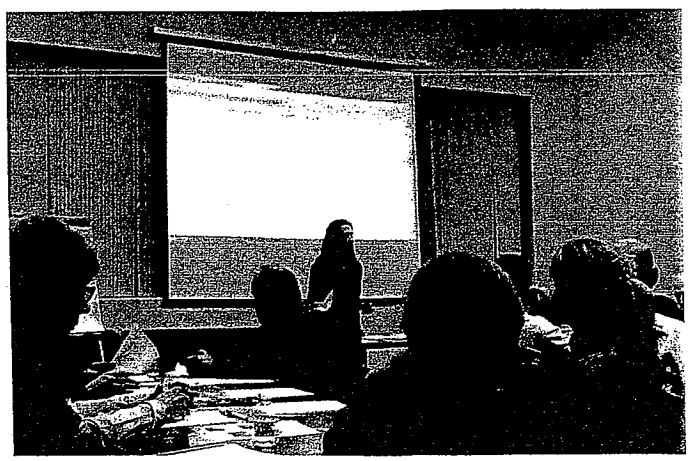
- The county in which the municipality is located.
- The regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission 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.

MASTER PLAN ADOPTION PROCESS

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 'Public Involvement Strategies,' 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.



MASTER PLAN ADOPTION PROCESS (Cont.)

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.

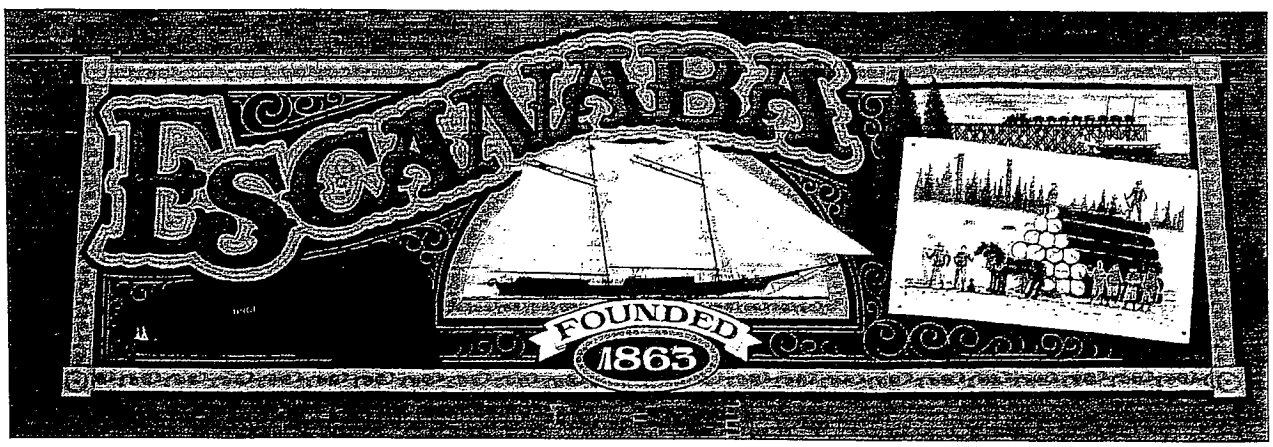
The City shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

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.

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.



MASTER PLAN ADOPTION PROCESS (Cont.)

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. After the adoption of the Master Plan, the City of Escanaba may publish and distribute copies of the Master Plan, any supporting reports, and employ means of publicity and education.

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.

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.

UPDATE TO THE ZONING CODE (Cont.)

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.

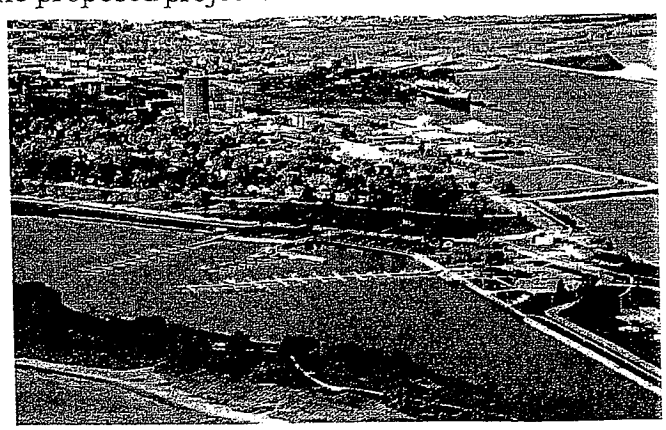
Any proposed revisions after the Plan has been presented to the Planning Commission hearing or at the first City Council hearing will be held in the meeting minutes and posted on the internet site prior to the final public hearing.

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.

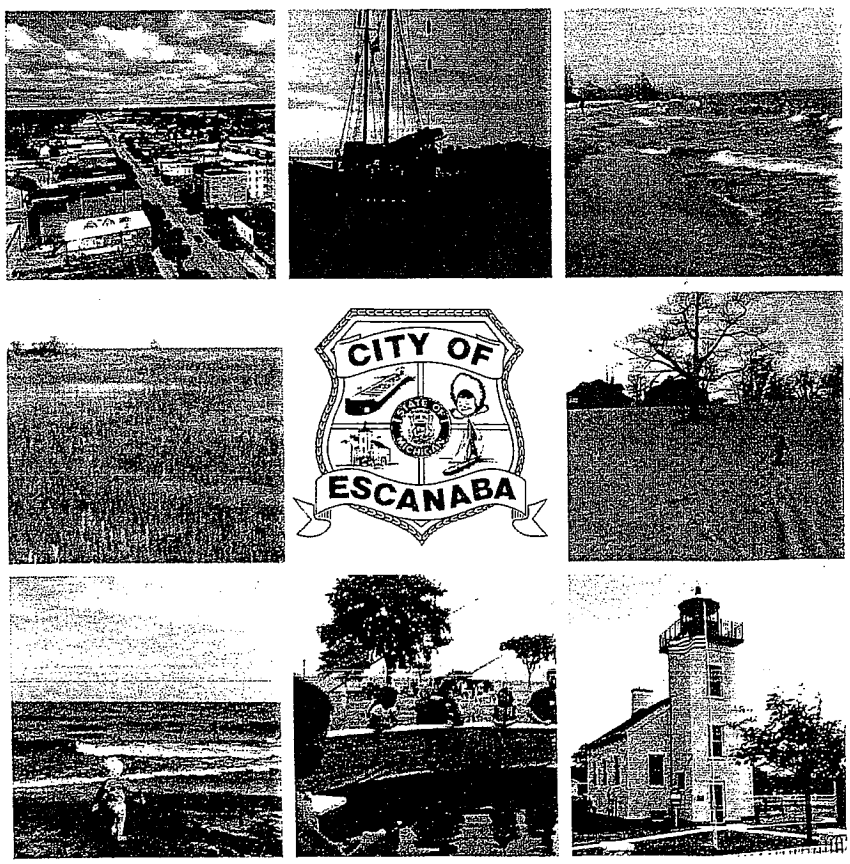
In conclusion, the Public Participation Plan effort is intended to provide opportunities for the citizens of the City of Escanaba to participate meaningfully in the development of the updated Community Master Plan as well as other community driven initiatives. As the process unfolds, the process will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



PUBLIC FEEDBACK

In order to serve the citizens of the City of Escanaba better, we require feedback/input regarding how the City's citizens would like us to communicate information, this information will also be used to help develop the Public Involvement Strategies for the upcoming Master Plan.

This program will be updated as conditions change or additional resources to support outreach activities become available. The City of Escanaba is committed to providing feedback to our citizens by using such tools as personal e-mail, telephone calls, exit surveys and such. To provide feedback on any City program or planning initiative, citizens are encouraged to complete an Internal Public Participation Evaluation form or Community Event Satisfaction Survey form located on our website, or by clicking the links.

City of Escanaba

2016 Master Plan