OFFICIAL PROCEEDINGS
CITY COUNCIL
PLANNING COMMISSION
DOWNTOWN DEVELOPMENT AUTHORITY
HISTORIC DISTRICT COMMISSION
CITY OF ESCANABA, MICHIGAN
Special Council Meeting
Tuesday, September 23, 2014

Pursuit to a special meeting notice posted September 4, 2014, the meeting was called to order by the Honorable Mayor Pro Tem Ronald J. Beauchamp at 6:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

Present: Mayor Pro Tem Ronald J. Beauchamp, Council Members Patricia A. Baribeau, and Michael R. Sattem.
Absent: Mayor Marc D. Tall and Council Member Ralph B. Blasier.

Planning: James Hellermann, Kelvin Smyth, Christine Williams, and Stephen Buckbee.
Absent: Chairperson Thomas Warstler, Commission Members Todd Milkiewicz, Patrick Connor, Roy Webber, and Brian Black,

DDA: DDA Trustees Dan Bender, Mary Finlan, Andy Crispigna, Mitch Taylor, and James O'Toole.
Absent: Chairperson Sue Parker, Tara Deno, and Jeffrey Slagstad.

Historic: Chairperson Don Curran, Commissioners Ellie O'Donnell, Karen Lindquist, Monte Morrison, and Elizabeth Keller.
Absent: Commissioners Judith Fouts and Suzell Eisenberger.

Also Present: City Manager James V. O'Toole, Robert S. Richards City Clerk, DDA Director Ed Legault, Jennifer Tucker and Jen Rigterink of the Michigan Economic Development Corporation (MDEC), Library Director Carolyn Stacey, City Code Enforcement Blaine DeGrave, Media and members of the public.

ADJUSTMENTS TO THE AGENDA

Sattem moved, Baribeau seconded, **CARRIED UNANIMOUSLY**, to approve the agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

NEW BUSINESS

Presentation/Discussion – Michigan (MEDC) Redevelopment Ready Communities Program (RRC).

City Code Enforcement Official Blaine DeGrave introduced Jennifer Tucker and

Jen Rigterink of MEDC, and provided a brief history of the MEDC Redevelopment Ready Communities Program.

Jennifer Tucker and Jen Rigterink from the Michigan Economic Development Corporation made a presentation on the City of Escanaba's selection into the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program (RRC). The RRC Program was a statewide program that certified communities as "development ready" based on effective policies, efficient processes and broad community support. The following information was reviewed: (See Attachment – A)

- RRC Purpose;
- RRC Evolution;
- Certification Process. The Escanaba City Council first needs to adopt a resolution of support and complete a Memorandum of Understanding (MOU);
- RRC Evaluation Process;
- RRC Advisory Council;
- RRC Best Practices Review:
    - Community Plans & Public Outreach;
    - Zoning Regulations;
    - Development Review Process;
    - Recruitment & Education;
    - Redevelopment Ready Sites;
    - Community Prosperity;
- RRC Certification signals to business owners, developers and investors that the community has removed development barriers;
- Ms. Rigterink stressed Customer Service, Internal documentation, Planning, Strategies to succeed, Access to information on Web Site, Is Master Plan up to date and applicable to all State Laws;
- Next Steps;
- List of current RRC Communities;
- Thriving vibrant Private Place Downtown was the ultimate goal!

GENERAL PUBLIC COMMENT – None

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

Hearing no further business or public comment, the meeting adjourned at 6:52 p.m.

Respectfully submitted,

Robert S. Richards, CMC
City Clerk

Approved: _____
Marc. D. Tall, Mayor

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Redevelopment Ready Communities®

Michigan Economic Development Corporation

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RRC Purpose

Assist communities in maximizing their economic potential by embracing effective redevelopment tools & best practices, making the development process more efficient, transparent and simple.

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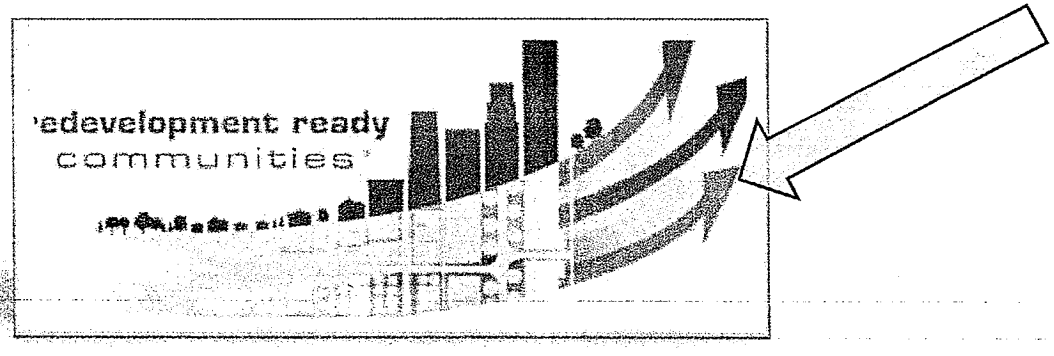
RRC Evolution

Michigan Land Use Leadership Council

Chapter 4, Recommendation 2b:
Define, in consultation with the private sector and local communities, a set of redevelopment readiness standards by which local governments may measure and promote their ability to compete for private development investment and state technical and financial assistance.



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Certification Process

STEP ONE
APPLICATION

Application period opened

Complete application submitted by deadline

Completed application reviewed and scored by RRC team

Applicant contacted

RRC kick-off presentation to community

Community's leadership adopts resolution to proceed with evaluation and Memorandum of understanding (MOU) signed within 30 days of kick-off presentation

STEP TWO
EVALUATION

Community completes pre-evaluation document and submits supporting information by deadline stated in MOU

Stakeholder interviews and meeting observations

Data and information analyzed

RRC Advisory Council provides technical expertise for report of findings

Report of findings presented to the community

Community's leadership adopts resolution to proceed within 30 days of report of findings presentation

STEP THREE
CERTIFICATION

RRC and CATeam work with community on missing certification requirements

Community submits quarterly progress reports

Community completes implementation of threshold requirements

Certification awarded

Community submits biannual progress reports

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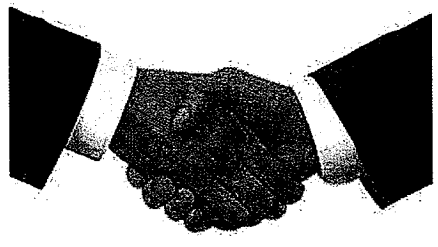
Memorandum of Understanding (MOU)

Communities will...

- Identify Contact Person
- Complete Pre-Evaluation
- Attend RRC Best Practice Trainings
- Provide Monthly Updates
- Review RRC Best Practices



Redevelopment Ready Communities®

Best Practice Training Series

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Redevelopment Ready Communities® Evaluation

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a qualified intake professional or project manager.	✓	
	The community has a clearly documented internal staff review policy.	☐ Develop an internal staff review policy including timelines and joint team review process outlined in RRC Best Practice 3.2	3 months
	The community defines and offers conceptual site plan review meetings for applicants.	✓	
	[illegible]	[illegible]	

- Based on the six best practices
- Expected to show that all best practice criteria are being met

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

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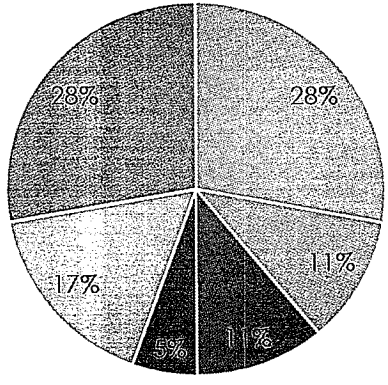
RRC Advisory Council

City of Grand Rapids
City of Plainwell
City of Southfield
City of St. Ignace
City of Holland
Ingham County
Grand Traverse County
MSHDA
Wayne State University



MML
MAP
LEAP
Carlisle Wortman
Associates Inc.
The Hinman Company
Gillespie Group
Huntington Bank
Lormax Stern
RDS Management

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RRC Best Practices

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1. Community Plans and Public Outreach
2. Zoning Regulations
3. Development Review Process
4. Recruitment and Education
5. Redevelopment Ready Sites®
6. Community Prosperity

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Community Plans & Public Outreach

Best Practice One

Master Plan

Redevelopment Plan

Capital Improvements Plan

Downtown Plan

Public Participation

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Zoning Regulations

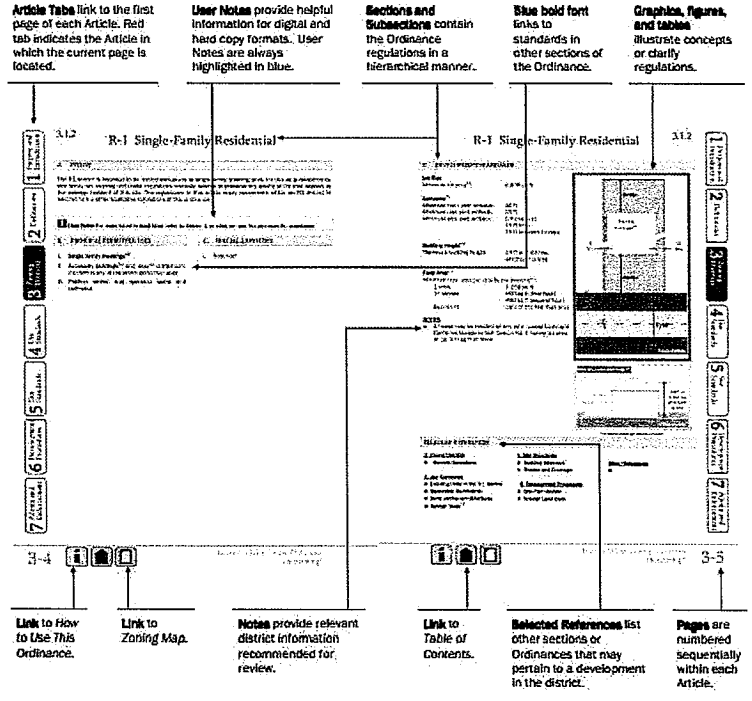
- Zoning reflects current master plan
- Walkability
- Flexible Zoning Tools
- Green Infrastructure
- User Friendly

Best Practice Two

How to Use This Ordinance

I. CONTENT ORGANIZATION AND PAGE LAYOUT

The Zoning Ordinance is organized into seven Articles, which are further divided using standard outline hierarchy. The content and page layout are designed to promote a clear understanding of requirements, as well as quick retrieval of relevant standards, procedures and other information. The following key assists with navigating through this document.



City of Lathrup Village

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Development Review Process

Best Practice Three

ANN ARBOR

The Site Plan Review Process for Major Projects

A Step-By-Step Guide for Developers

Introductory Meeting with Planning Staff
Meet with staff to introduce your project, learn about the review process requirements, and prepare for the upcoming Citizen Participation Meeting by requesting a mailing list

Design Review Board
If the petition meets certain criteria, present to the DRB to ensure the project meets Downtown Design Guidelines

Citizen Notification
After running your notice by planning staff, notify all property owners within 1,000 feet of the petition site at least 10 business days before your citizen meeting date

Citizen Meeting
Present your project to citizens, listen to their comments and concerns, and answer any questions

Prepare Final Report
Document meeting findings including how citizen concerns will be addressed

Pre-submission Meeting
Meet with staff to ensure your petition is ready for submission. Bring a hard copy of your site plans and a completed Petitioner Checklist.

File Petition
All materials (application, plans, supporting documents, fees, citizen participation report) must be electronically filed through eTRAKiT® by the filing deadline, typically by noon on the last Monday of the month

eTRAKiT
Ann Arbor's online system for developers and the public to find and access up-to-date information about properties and project status.

Visit www.a2gov.org/permits

Site Plan Review Process Chart

Internal Review Process Defined

Clear roles, responsibilities and timelines for staff

Clear Administrative review standards

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Development Review Process

Best Practice Three

Qualified Intake Professional

Project point person to perform intake responsibilities.

Excellent customer service is a priority.

Joint Site Plan Review Team

Planning Department
Department of Public Works
Building Department
Transportation Department
Police/Fire
Community Manager or Supervisor
Historic District Commission
Economic Development
County
Consultant
Assessor

Tracking Method for Development Projects

Site Plan Review Process
Permitting and Inspections

Guide to Development

Community maintains online guide.

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Recruitment & Education

Training

Knowledge useful abili backbone of quired for a t

Orientation of newly elected/ appointed officials and staff

Dedicated funds for training of elected and appointed officials and staff.

Best Practice Four

Set expectations

Encourage attendance of trainings through notifications of sessions.

Hold collaborative study sessions

Planners Lunch and Learn Series

BROWN BAG LUNCH SERIES GATHERING?

Here's How It Works:

HOST COMMUNITY:

- Suggest a Monday or Wednesday during the month that your hall (or other location of special interest in your community) would be available for this noon time event
- Suggest a topic for the Brown Bag Lunch.
- Suggest speaker for this topic.
- E-mail these suggestions to County Planning
  Contact either
  mailto:sbarb@livgov.com
  mailto:robs@livgov.com
  mailto:kathleenk@livgov.com

LIVINGSTON COUNTY PLANNING:

- Will contact and schedule speaker based on your recommendations.
- Will promote the event.
- Will facilitate the event or share this responsibility with a community representative

PLANNERS LUNCH AND LEARN SERIES SESSION INFORMATION

Redevelopment Ready Communities

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Redevelopment Ready Sites®

Best Practice Five

Traditional Way

Community waits for developer to propose a project.

Community input occurs after the city receives a proposal from a developer.

RRC Approach

Community solicits input to identify sites where it wants redevelopment to occur.

Community markets opportunities to developers.

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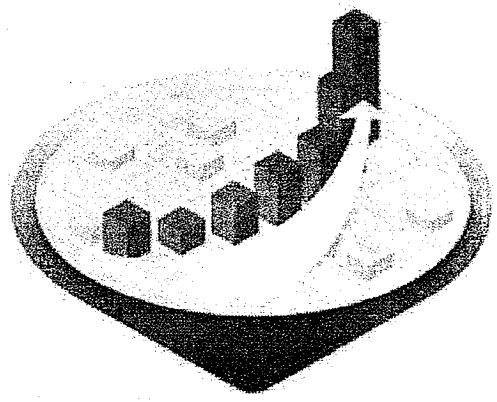
- Identify individual sites
- Prioritize
- Preliminary development research
- Visioning session
- Funding sources
- Package
- Market



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SITES

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Community Prosperity

Best Practice Six

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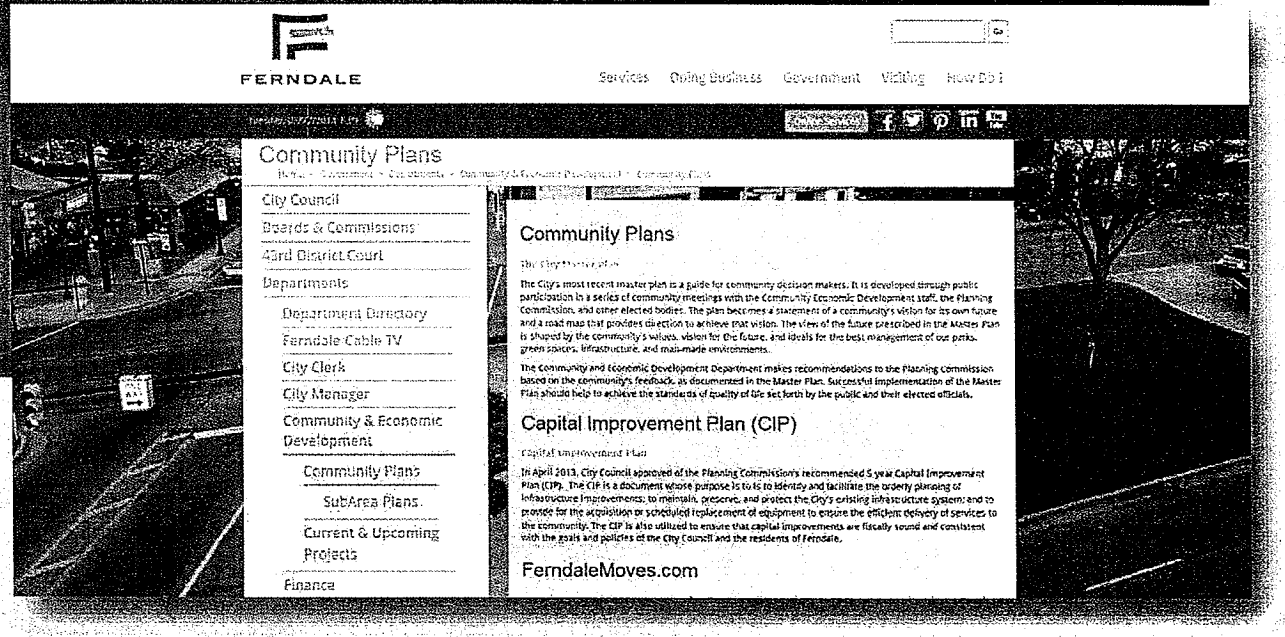
- Economic development strategy
- Community pride and promotion
- Marketing strategy
- User-friendly website



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An RRC Certification signals to business owners, developers and investors that the community has **removed development barriers.**

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Technical Assistance

Best Practice Training Series

Resource Guides

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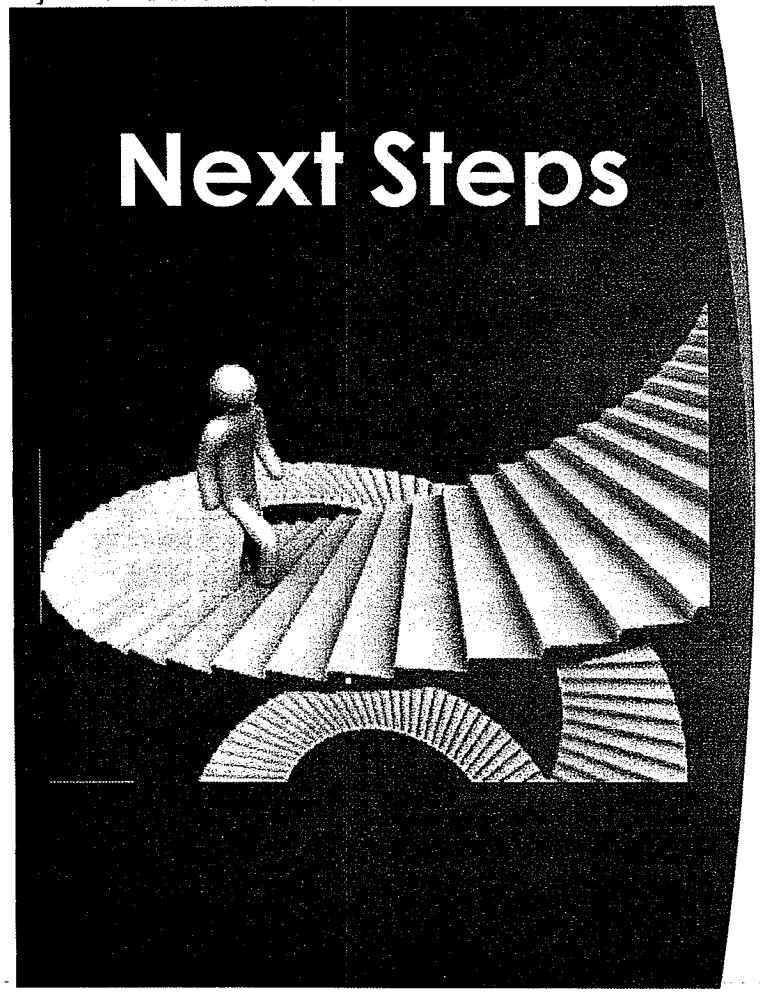
Next Steps



- ❑ Sign MOU
- ❑ Adopt Resolution of Support
- ❑ Pre-Evaluation Information
- ❑ Review Best Practices
- ❑ Engage in Best Practice Training Series

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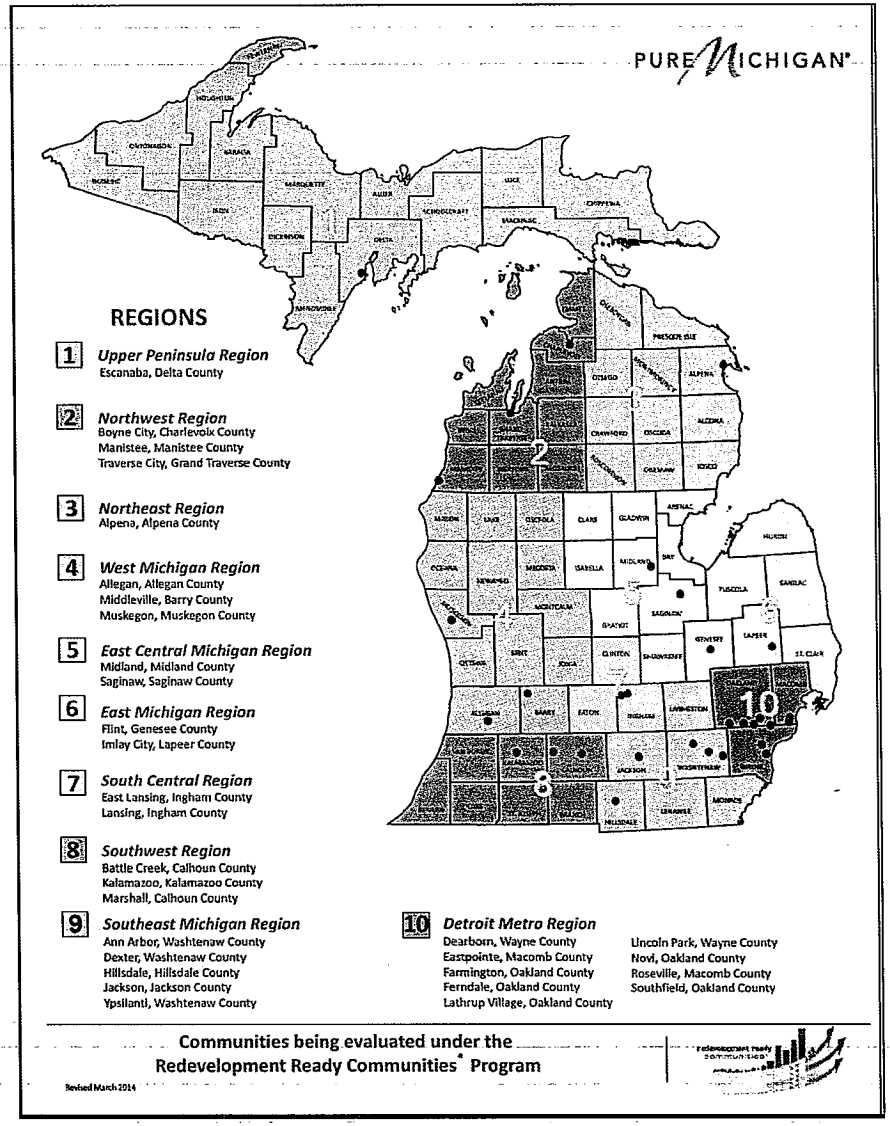
Current Communities

2014 Communities	2013 Communities working toward certification
Alpena	Roseville
Battle Creek	Ypsilanti
Dearborn	Southfield
Dexter	Eastpointe
Escanaba	Lincoln Park
Farmington	Ferndale
Flint	Allegan
Hillsdale	Ann Arbor
Imlay City	Boyne City
Jackson	East Lansing
Kalamazoo	Lansing
Manistee	Lathrup Village
Marshall	Muskegon
Middleville	Novi
Midland	
Saginaw	
Traverse City	



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Questions?

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