

**OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, February 5, 2015**

The meeting was called to order by the Honorable Mayor Marc D. Tall at 7:00 p.m. in the Council Chambers of City Hall located at 410 Ludington Street.

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

Absent: None

Also Present: City Manager James V. O'Toole, City Department Heads, media, and members of the public.

Pastor Chris Johnson of Christ the King Lutheran Church, gave the invocation and led Council in the Pledge of Allegiance.

Beauchamp moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve Special Meeting Minutes from January 14, 2015, Regular Meeting Minutes from January 15, 2015, and Special Meeting Minutes from January 20, 2015, as submitted.

ADJUSTMENTS TO THE AGENDA

Blasier moved, Sattem seconded, **CARRIED UNANIMOUSLY**, to approve the City Council Agenda amended.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Presentation – Escanaba Planning Commission – 2014 Planning Commission Performance Report and 2015 Planning Commission Plan of Work.

The Escanaba Planning Commission Chairman Patrick Connor presented to the City Council and people of Escanaba their annual 2014 Planning Commission Performance Report and 2015 Planning Commission Plan of Work. (See Attachment – A)

Blasier moved, Beauchamp seconded, **CARRIED UNANIMOUSLY**, to accept the annual 2014 Planning Commission Performance Report and 2015 Planning

Presentation – Escanaba Downtown Development Authority – 2014 Downtown Development Authority Performance Report and 2015 Downtown Development Authority Plan of Work.

The Escanaba Downtown Development Authority Director Ed Legault presented to the City Council and the people of Escanaba their annual 2014 DDA Performance Report and 2015 DDA Plan of Work. (See Attachment – B)

- Mr. Legault also provided an update on the DDA District Moderate Income score to obtain, and enhancement of the Center Court grounds and possible need of a security camera. Council Members suggested a discussion should take place first on the need for a security surveillance camera and a Policy on surveillance cameras in public places;

Beauchamp moved, Baribeau seconded, **CARRIED UNANIMOUSLY**, to accept the annual 2014 DDA Performance Report and 2015 DDA Plan of Work.

Approval – Community Master Plan – Professional Services – Central Upper Peninsula Planning and Development Regional Commission (CUPPAD).

Administration sought Council approval to retain CUPPAD to update the City of Escanaba's Master Plan in an amount not to exceed \$12,600. On January 22, 2015, the Planning Commission recommended Council approval. The service cost was included in the current fiscal year budget.

In Accordance with the requirements of the Municipal Planning Act, as amended, the City of Escanaba must update both the Community Master Plan and the Zoning Ordinance.

The Master Plan was last updated in 2006 and was a land use and infrastructure plan that set forth local goals and policies for community growth and/or redevelopment over the next 20 years. The Master Plan was required to be developed and updated in accordance with the Michigan Planning Enabling Act and it was also the enabling document that must be the basis for the Zoning Ordinance. Lastly, it must be prepared and adopted under the requirements of the Michigan Zoning Enabling Act.

Administration sought Council approval to retain CUPPAD to update the Master Plan and Zoning Ordinance recommendations in an amount not to exceed \$12,600. CUPPAD was one of the City's partners, and as such, had received a discounted fee for services. For that reason, Administration felt the City was uniquely situated with CUPPAD and was asking for sole source approval.

In addition to updating the Master Plan and Zoning Ordinance, CUPPAD would also create a new "Plan Showcase", at no cost to the City. Under this concept, CUPPAD would develop high impact materials that summarized the Master Plan,

emphasizing community ownership of the process and outlining the goals, objectives, and implementation actions developed as part of the plan update. The goal of the showcase was to ensure that the plan remained a living, actionable document that reflects the community's vision so that it could be used as a key tool for decision-making.

Anne Milne, Community Planner from CUPPAD, was available and answered various Council questions concerning costs, planning processes, and recommended zoning ordinance changes.

NB-3 Blasier moved, Beauchamp seconded, to retain the services of CUPPAD to update the City of Escanaba's Master Plan in an amount not to exceed \$12,600.00.

Upon the call of the roll, the vote was as follows:

Ayes: Blasier, Beauchamp, Sattem, Baribeau, Tall

Nays: None

MOTION CARRIED.

Approval – Land Lease – Storage Building– Upper Peninsula Substance Abuse Team (UPSET).

The Upper Peninsula Substance Abuse Team (UPSET) requested approval to lease property at the Department of Public Works Facility for the construction of a 1,200 s.f. storage building. UPSET will pay for all permits and construction, and when vacated, building will revert back to the City of Escanaba.

NB-4 Sattem moved, Blasier seconded, **CARRIED UNANIMOUSLY**, to approve a lease agreement with the Upper Peninsula Substance Abuse Team (UPSET) to lease property at the Department of Public Works Facility for the construction of a 1,200 s.f. storage building.

Update – Power Generation– City Manager's Office.

City Manager O'Toole and Administration updated the Council and public on the latest developments related to the Escanaba Power Plant and the recent Upper Peninsula electrical situation at the Power Plant Substation.

Electric Superintendent Mike Furmanski provided a synopsis of what transpired the morning of February 2, 2015, at the City Power Plant substation, and what was done to bring electric power back into the City;

- A Temporary substation was online;
- At this time, electric loads were holding on the temporary substation;
- Provided a brief update on known damage assessment, and what was projected

- to occur next. A full assessment would still be needed;
- Updated meetings with Insurance Carrier;
 - First priority was to get the City electric system back online to provide reliable power to the citizens of Escanaba;
 - A full report would be provided to Council once obtained;
 - Reviewed sections of the SSR Agreement which stated that in an event of a major breakdown, cost estimates and time frame for repair needed to be sent to MISO;
 - At this point, City Administration did not know a full dollar amount of costs;
 - A temporary substation needed to be constructed as soon as possible;
 - Discussed whether City should build a permanent substation.

Purchasing Policy Waiver.

Administration requested a temporary waiver on purchasing policy requirements for repair work associated with the substation damage on February 2, 2015. Current policy would not be able to be followed based on emergency. Work would be based on availability and supplies on hand.

NB-5a Baribeau moved, Blasier seconded, to approve a temporary waiver on purchasing policy requirements for repair work associated with the substation damage on February 2, 2015.

Upon the call of the roll, the vote was as follows:

Ayes: Baribeau, Blasier, Sattem, Tall
Nays: Beauchamp

MOTION CARRIED.

Emergency response Costs/Repair/Replacement/Restoration Costs.

Administration sought approval to pay for all initial emergency response costs and future costs associated with the substation damage including, but not limited to, the deployment of resources, labor, materials, repair/replacement/restoration of damaged equipment, fuel, supplies, engineering design, permits, legal costs (SSR matters) and any other costs related to the substation incident.

NB-5b Blasier moved, Baribeau seconded, to approve to pay for all initial emergency response costs and future costs associated with the substation damage including, but not limited to, the deployment of resources, labor, materials, repair/replacement/restoration of damaged equipment, fuel, supplies, engineering design, permits, legal costs (SSR matters) and any other costs related to the substation incident, in an amount up to \$1,000,000.00.

Upon the call of the roll, the vote was as follows:

City Council Minutes
February 5, 2015 – cont.

Ayes: Blasier, Baribeau, Sattem, Tall
Nays: Beauchamp

MOTION CARRIED.

Mobile Substation Lease.

Administration sought approval of an “Equipment Lease” between the City of Escanaba and the Wisconsin Electric Power Company for the use of a mobile substation, temporary fencing, wiring and other miscellaneous materials needed until a more permanent substation solution was engineered, constructed and energized.

NB-5c Blasier moved, Beauchamp seconded, to approve of an “Equipment Lease” between the City of Escanaba and the Wisconsin Electric Power Company for the use of a mobile substation, temporary fencing, wiring and other miscellaneous materials needed until a more permanent substation solution is engineered, constructed and energized.

Upon the call of the roll, the vote was as follows:

Ayes: Blasier, Beauchamp, Sattem, Baribeau, Tall
Nays: None

MOTION CARRIED.

Council Members thanked Administration, staff, and all involved for all their work to bring back power to the citizens of Escanaba.

APPOINTMENT(S) TO CITY BOARDS, COMMISSIONS, AND COMMITTEES – None

BOARD, COMMISSION, AND COMMITTEE REPORTS

Council Members reviewed City Board and Commission meetings each attended since the last City Council Meeting.

GENERAL PUBLIC COMMENT

Power Plant employee Don Racicot questioned Council Members on upstream breaker work, and why no further testing of equipment was done while contractors were on site.

ANNOUNCEMENTS

- The John and Melissa Besse Pet Adoption Center would be conducting a public open house this Saturday, February 7, 2015;

City Council Minutes
February 5, 2015 – cont.

- Council Members again commended members of the public for their patience, and Administration, and all workers involved for all their efforts to restore power to the City of Escanaba.

Hearing no further public comment, the Council adjourned at 8:16 p.m.

Respectfully submitted

Robert S. Richards, CMC
City Clerk

Approved: _____
Marc D. Tall, Mayor

2014



2014 YEAR-END REPORT

Planning Commission

January 9, 2015

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

It is with pleasure that the Escanaba Planning Commission submits to you this 2014 Year-End Report on issues and matters brought before the Planning Commission in Calendar Year 2014.

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 2014 Planning Commission Year-End Report for your review and consideration.

ROLE OF THE PLANNING COMMISSION

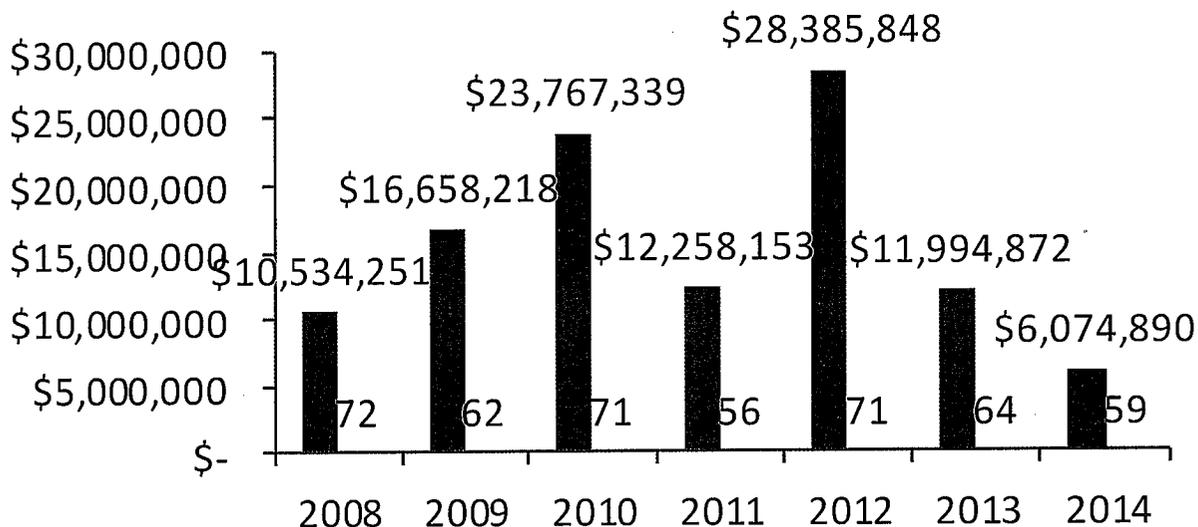
The roles of the Planning Commission include some functions in addition to the statutory duties and responsibilities. The role of the Planning Commission includes the social or cultural expectation that citizens have of the service that the Planning Commission provides in helping to set and implement 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.

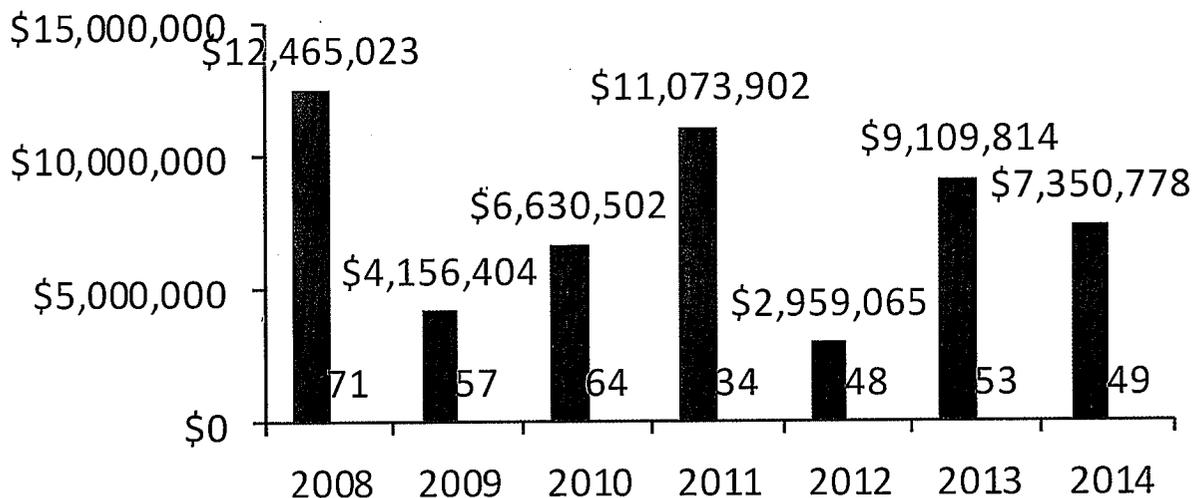
Respectfully Submitted,

Patrick Connor
 Planning Commission Chairman

City of Escanaba Zoning Permits and Declared Values



Delta County Building Permits and Declared Values

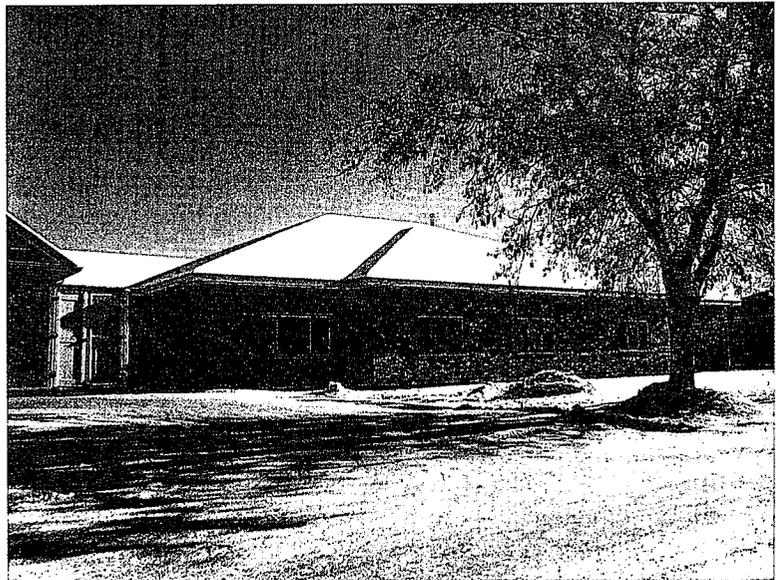


NOTE: The figures on the bottom of both charts reflect how many Zoning Land Use Permits were issued for each year.

SITE PLAN REVIEW/SPECIAL LAND USE PERMITS

NORTHERN MICHIGAN BANK AND TRUST—1921 3RD AVENUE NORTH

Amendment to the Zoning Map and Site Plan Review—1921 3rd Avenue North—Northern Michigan Bank and Trust. The Planning Commission conducted a Public Hearing and approved an Amendment to the Zoning Map and Land Use Permit to allow Northern Michigan Bank and Trust to expand their operation.



PERFORMANCE MATTERS—INDICATOR KEY:



INCREASING



STAYING ABOUT THE SAME

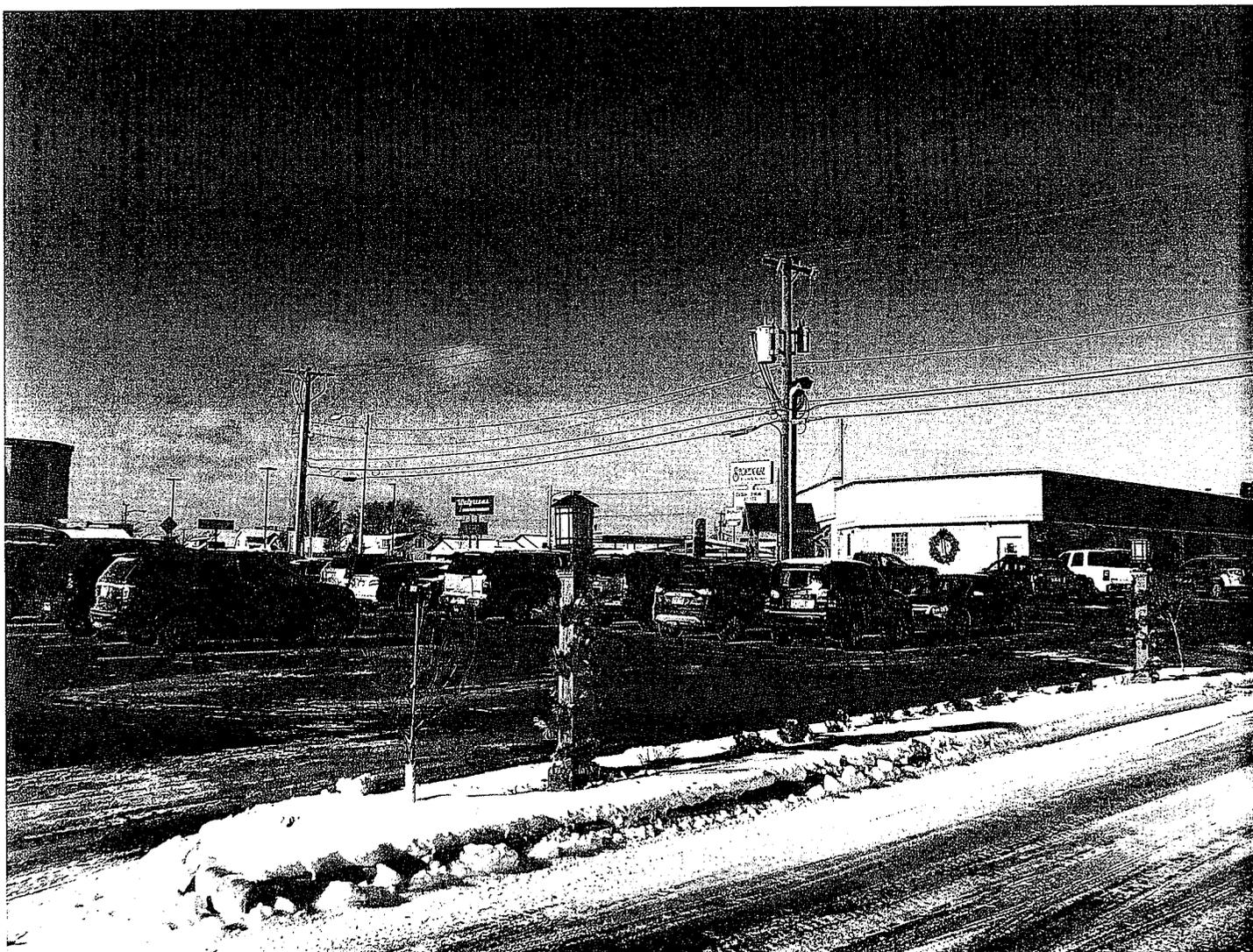


DECLINING

ROMPS FAMILY LLC (AKA STONEHOUSE RESTAURANT)

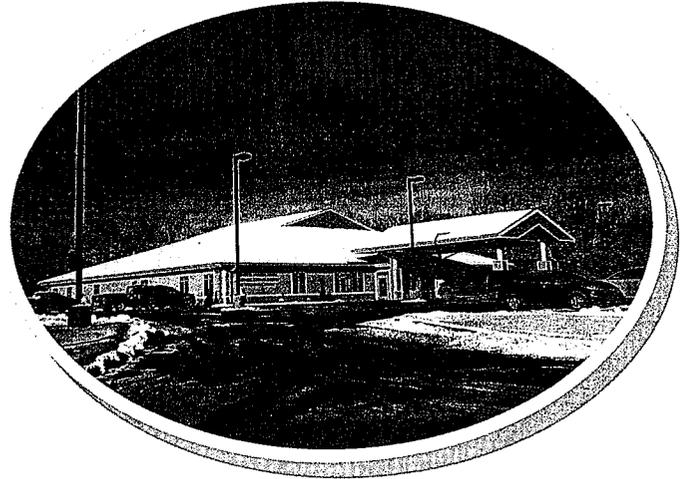
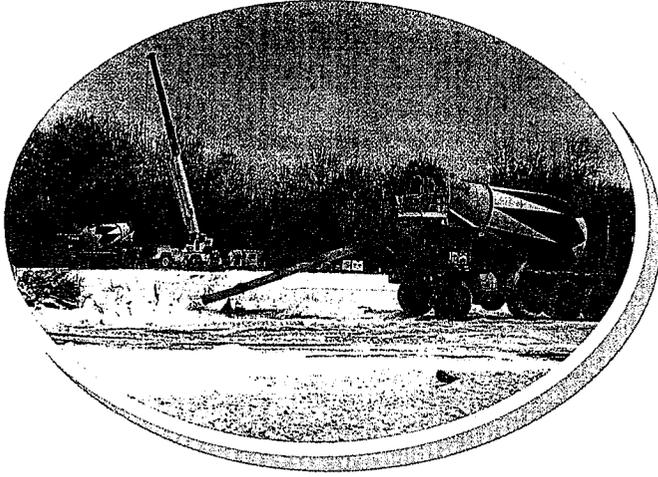
VACATE PART OF ALLEY—2223 LUDINGTON STREET/109 SOUTH LINCOLN ROAD

Site Plan Review and Request to Vacate Part of Alley—2223 Ludington Street/109 South Lincoln Road—Romps Family LLC (aka Stonehouse Restaurant). The Planning Commission conducted a Public Hearing and approved a Land Use Permit to allow vacating part of the alley for additional parking.



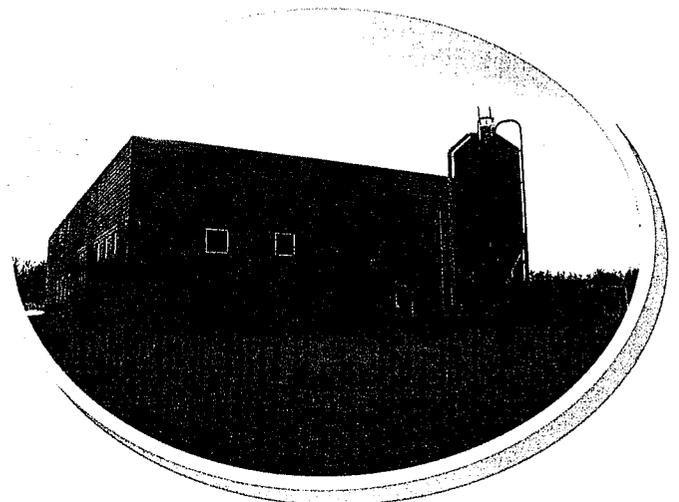
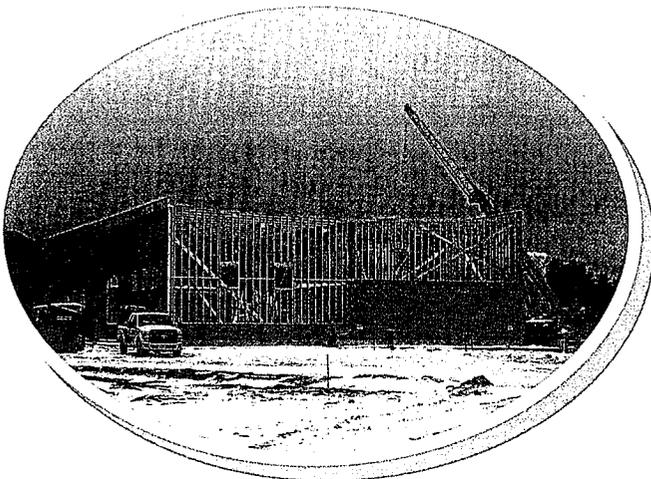
OSF HEALTH CARE SYSTEM/OSF ST. FRANCIS HOSPITAL—300 WILLOW CREEK ROAD

Site Plan Review/Approval—OSF Health Care System/OSF St. Francis Hospital—300 Willow Creek Road. The Planning Commission conducted a Public Hearing and approved a Land Use Permit request to allow construction of a 14,513 square foot physical therapy, occupational therapy and office building.



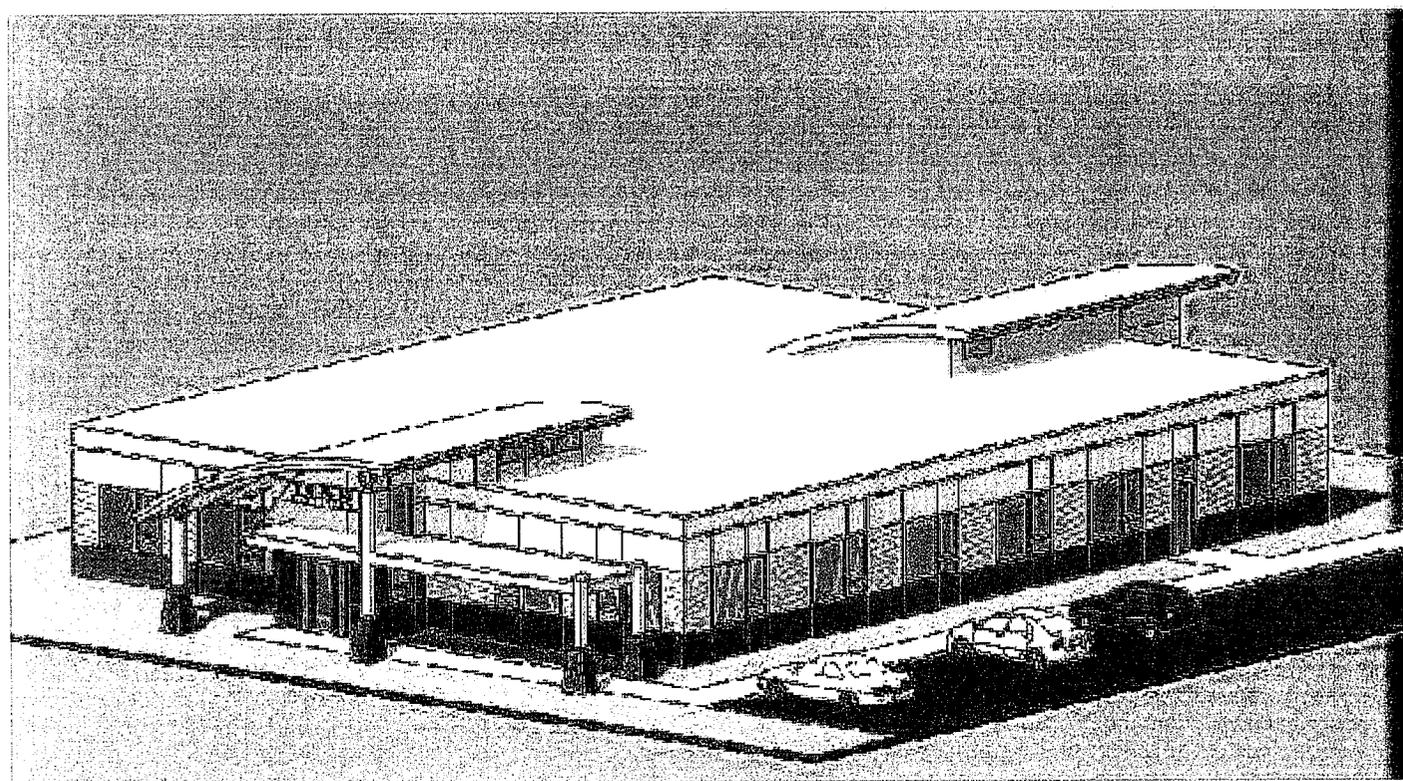
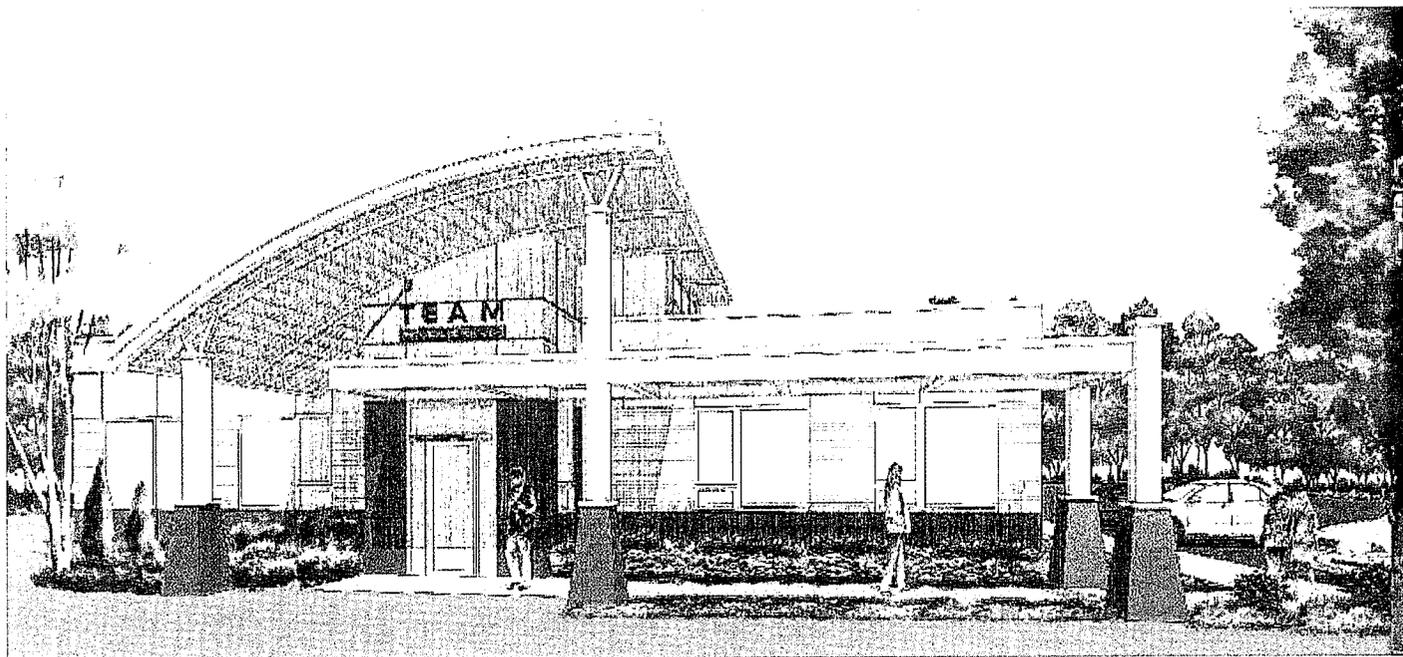
BELL'S UPPER HAND BREWERY—DELTA COUNTY RENAISSANCE ZONE

Site Plan Review/Approval—Bell's Upper Hand Brewery—Delta County Renaissance Zone. The Planning Commission conducted a Public Hearing and approved a Land Use Permit request to allow construction of a 11,500 square foot bottling manufacturing plant.



JERRY BOUCHER AKA GEEPAPA ENTERPRISES INC.—1008 NORTH 30TH STREET AND ADJACENT PROPERTIES (11.20 ACRES +/-)

Site Plan Review/Zoning District Use Change and Special Land Use Permit—Jerry Boucher aka Geepapa Enterprises, Inc.—1008 North 30th Street and Adjacent Properties (11.20 acres +/-). The Planning Commission conducted a Public Hearing and approved a Land Use Permit to allow for Team Wireless to have Verizon headquarters at this site.



JOE KNAUF—1401 NORTH 26TH STREET

Special Land Use Permit Request—Joe Knauf—1401 North 26th Street. The Planning Commission conducted a Public Hearing and approved a Special Land Use Permit to allow 1401 North 26th Street to operate as an Adult Day Care Facility.



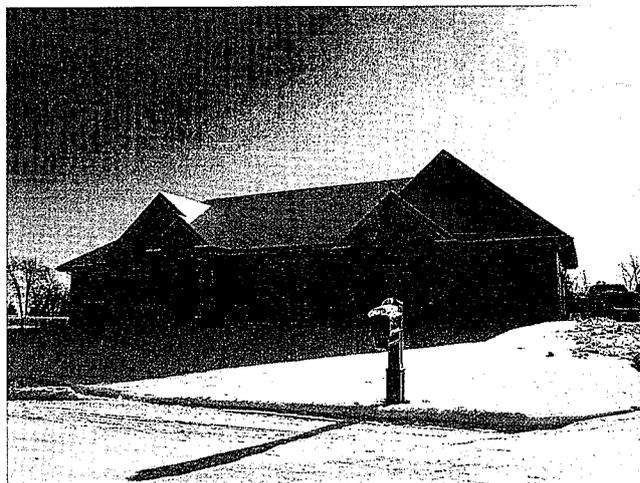
January 1, 2014, to December 31, 2014

3 New Residential Zoning Permits Were Issued

New Residential Homes—Value \$735,000



700 Willow Creek Road



1615 20th Avenue South



1720 21st Avenue South

NEW RESIDENTIAL HOMES		
	2013	2014
New Residential Zoning Permits	8	3
New Residential Value	\$2,283,800	\$735,000

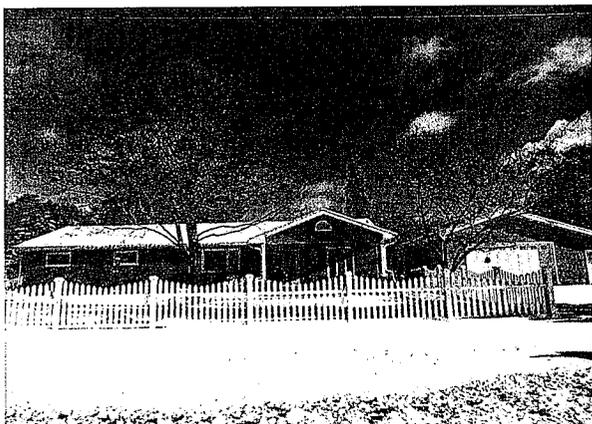


January 1, 2014, to December 31, 2014

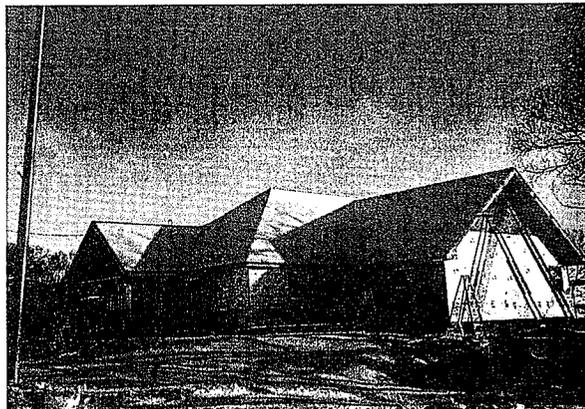
36 Residential Remodel Zoning Permits Were Issued

Residential Remodel—Value \$624,140

248 Lake Shore Drive	1322 Sheridan Road	520 3rd Avenue North
3127 6th Avenue South	225 South 10th Street	911 South 11th Street
2107 5th Avenue South	806 North 19th Street	1415 Lake Shore Drive
627 South 17th Street	2300 Lake Shore Drive	1210 12th Avenue South
3101 Lake Shore Drive	1034 South 30th Street	2303 Lake Shore Drive
1130 South 30th Street	1218 12th Avenue South	1903 Park Avenue
1408 Lake Shore Drive	1716 Grand Avenue	1715 10th Avenue South
1302 North 18th Street	1005 Lake Shore Drive	1300 South 15th Street
901 Willow Creek Road	2100 Lake Shore Drive	1002 South 12th Street
812 1st Avenue South	1621 South 16th Street	925 6th Avenue South
1210 South 16th Street	1723 7th Avenue South	407 1st Avenue South
1615 Sheridan Road	921 Lake Shore Drive	421 South 11th Street



901 Willow Creek Road



2303 Lake Shore Drive

RESIDENTIAL REMODEL		
	2013	2014
Residential Remodel Zoning Permits	29	36
Residential Remodel Value	\$714,752	\$624,140

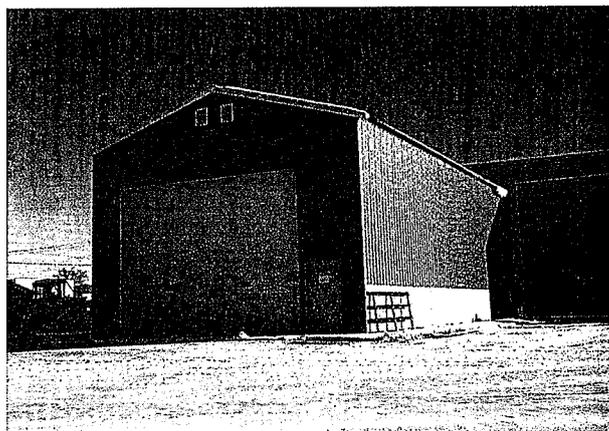


January 1, 2014, to December 31, 2014

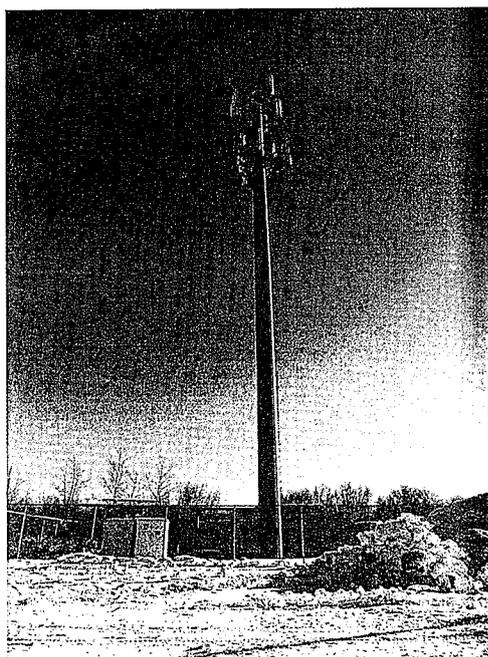
5 New Commercial Zoning Permits Were Issued

New Commercial — Value \$1,140,000

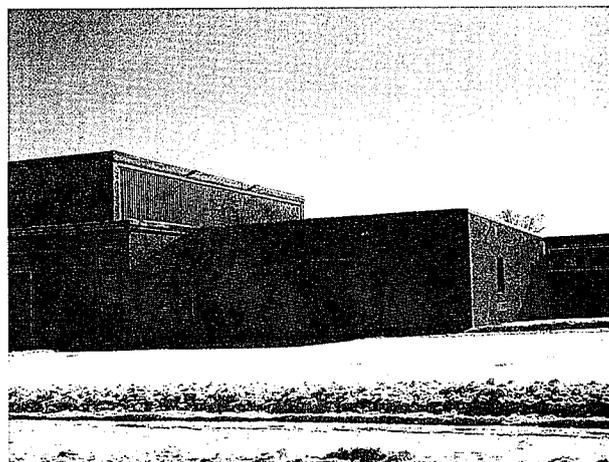
- 202 North 30th Street
- 5211 19th Avenue North
- 1701 North 28th Street
- 1008 North 30th Street
- 409 South 22nd Street



1701 North 28th Street



202 North 30th Street



409 South 22nd Street

NEW COMMERCIAL			
	2013	2014	
New Commercial Zoning Permits	10	5	↓
New Commercial Value	\$6,749,620	\$1,140,000	↓

January 1, 2014, to December 31, 2014

4 Commercial Remodel Zoning Permits Were Issued

Commercial Remodel — Value \$2,835,000

1921 3rd Avenue North
 1422 Ludington Street
 1st Avenue North/North 9th Street
 109 South Lincoln Road



Escanaba
Market Place

COMMERCIAL REMODEL			
	2013	2014	
Commercial Remodel Permits	8	4	↓
Commercial Remodel Value	\$2,095,000	\$2,835,000	↑

8 Demolition Permits—Value \$40,500

117 Stephenson Avenue—Shed
 109 South Lincoln Road-Commercial Building
 1210 South 16th Street—Shed
 323 North 19th Street—Residential Home
 1403 Lake Shore Drive—Residential Home
 1715 10th Avenue South—Garage
 1210 South 16th Street—Garage
 1901 Lake Shore Drive— Residential Home

DEMOLITION			
	2013	2014	
Demolition Permits	4	8	↑
Demolition Value	\$46,400	\$40,500	↓

January 1, 2014, to December 31, 2014

Change of Use—Value \$250

1630 Ludington Street—Car Lot

1801 Ludington Street—Installing Handicap Ramp

CHANGE OF USE		
	2013	2014
Change of Use Permits	2	2
Change of Use Value	\$105,300	\$250

19 SIGN PERMITS

1636 Ludington Street	1711 Ludington Street
3300 Airport Road	301 North Lincoln Road
1814 North Lincoln Road	300 Willow Creek Road
2504 3rd Avenue North	2001 North Lincoln Road
1801 Ludington Street	2950 College Avenue
1900 6th Avenue North	428 South Lincoln Road
1200 North Lincoln Road	2900 27th Avenue North
423 Ludington Street	2625 Ludington Street
1606 Ludington Street	501 South Lincoln Road
	917 Ludington Street

SIGN PERMITS		
	2013	2014
Sign Permits	18	19

January 1, 2014, to December 31, 2014

50 Fence Permits Were Issued

1432 Stephenson Avenue
 901 South 19th Street
 941 Washington Avenue
 1900 14th Avenue North
 508 South 9th Street
 1416 11th Avenue South
 226 South 22nd Street
 605 North 19th Street
 521 South 13th Street
 803 South 12th Street
 601 North 18th Street
 1222 8th Avenue South
 3101 14th Avenue South
 1410 North 20th Street
 602 South 8th Street
 1129 North 18th Street
 314 South 9th Street
 1216 North 19th Street
 1504 Lake Shore Drive
 123 South 22nd Street
 1427 North 18th Street
 1100 7th Avenue South
 518 1st Avenue South
 200 North 10th Street
 1412 2nd Avenue North

1428 North 16th Street
 606 South 19th Street
 1204 10th Avenue South
 1203 Willow Creek Road
 615 Ogden Avenue
 1010 Washington Avenue
 522 2nd Avenue South
 3401 Ludington Street
 2105 5th Avenue South
 208 North 10th Street
 1512 North 19th Street
 2106 5th Avenue South
 1107 Stephenson Avenue
 329 South 14th Street
 1301 North Lincoln Road
 629 South 15th Street
 1031 Sheridan Road
 1402 Ludington Street
 215 Ogden Avenue
 519 South 8th Street
 711 Stephenson Avenue
 901 Willow Creek Road
 2115 6th Avenue South
 1608 17th Avenue South
 311 North 13th Street

FENCE PERMITS		
	2013	2014
Fence Permits	82	50

MAJOR DEVELOPMENT PLANS/PROJECTS/CAPITAL IMPROVEMENTS

MEDC Redevelopment Ready Communities Program. In 2014, the City of Escanaba was approved to participate in the MEDC Redevelopment Ready Communities Program. On May 29, 2014, a joint meeting of the Escanaba City Council, Escanaba Planning Commission, Escanaba Historical Commission and the Escanaba Downtown Development Authority was conducted with the MEDC to review the purpose of the program and to go over what the City of Escanaba could expect from the program. Under this program the City will obtain a comprehensive review of the City's Master Plan and Land Development Plans, and will also assess the City's business and residential opportunities, parking, downtown corridors, public input, targeted investments, redevelopment plans and other economic practices. Administration is recommending the Planning Commission adopt the completion of this review as a goal for 2015.

Certified Local Government. In 2014, the City of Escanaba was approved to be a "Certified Local Government" Community through the Michigan State Housing Development Authority. Under this program the City will be eligible for assistance with finances and technical support for specific projects that enhance and promote historic neighborhoods and commercial districts in the City by identifying specific preservation projects for grants administered by the Michigan State Historic Preservation Office. The City will be the second community in the U.P. to have this status and would also allow the City to apply for Historic Preservation Grants. Administration is recommending the Planning Commission adopt the implementation of this program as a goal for 2015.

Historical Registry Nomination. In 2014, The City of Escanaba's Downtown was placed on the National Registry of Historic Places through the Michigan Historic Preservation Board and the U.S. National Park Service.

Historical Façade Design Guideline. In 2014, the Planning Commission worked with the Escanaba Historic Commission, Escanaba Downtown Development Authority and Escanaba City Council on finalizing a "Downtown Façade Design Guideline". The guidelines provide guidance to property owners undertaking work within an established Historic District that is subject to review by the Historic District Commission or façade work undertaken as part of the Downtown Façade Incentive Program.

Next Development Michigan Act—Superior Trade Zone. The City of Escanaba, along with the various units of government in Delta and Marquette Counties created and submitted a proposed intergovernmental agreement to create the U.P. Next Michigan Development Corporation, also known as the "Superior Trade Zone". The agreement establishes the Superior Trade Zone as a separate legal entity having the same boundaries as the participating parties. The purpose of the agreement is to take advantage of the provisions of state law for economic development activities and the attraction of facilities and employment to the area. Administration is recommending the Planning Commission adopt the continuation for finalizing the Superior Trade Zone as a goal for 2015.

Resurfacing and Curb Repair City Wide – Major Streets/Local Streets—This included streets such as Lake Shore Drive, Ludington Street, Sheridan Road and Stephenson Avenue. Funding for Major Streets has been significantly cut by the State of Michigan. The Local Streets is classified as neighborhood streets and is included in the Major Street funding. The amount of money spent on snow removal will impact the street repairs that will be done in the following year. Once spring arrives, the City Engineering Department, along with a number of other agencies, all get together and rate every street in Escanaba using what's called a PASER System, which is how the City determines what streets need the most work and how much money is needed for repairs. Amount budgeted was \$400,000. Sheridan Road was redone from 10th Avenue North to 17th Avenue North with a significant amount of Small Urban Grant money along with monies from the City's Major Street Fund for a total of \$450,000.

Major Streets—Priority

5th Avenue South—Alley between South 15th, 16th and 14th Streets
12th Avenue North/North Lincoln Road at North 23rd Street—Fairgrounds Entrance

Local Streets—Priority

7th Avenue South—Lake Shore Drive
South 15th Street—9th Avenue South—10th Avenue South
14th Avenue South—Willow Creek Road/South 30th Street (chip seal)
North 16th Street—11th Avenue North and 12th Avenue North
South 15th Street—6th Avenue South and 7th Avenue South
10th Avenue South—South 14th Street and South 15th Street



Sidewalk Repair and Maintenance Program - City Wide—Routine repair and maintenance of existing sidewalk is needed City wide. Amount budgeted was \$5,000.

Non-Motorized Recreational Trail Upgrades – Year-Round Trail—This is the cross-country ski trail and snowshoe trail. The trail head was moved from North 30th Street to an area behind the Comfort Inn Suites as there is plenty of parking and lighting. Amount budgeted was \$5,000.

Civic Center Cement Entrance—The north side entrance was replaced with new cement slab. Amount budgeted was \$7,000.

DDA District Curb Repair Program—Funding was allocated to repair most critical infrastructure repairs in the DDA District which could include curb, brick pavers, sidewalk, and tree related problems for removal/replacement. Project evaluations, prioritization and ranking determined the east corner of the 100 block of South 13th Street and Ludington Street were in need of repair.

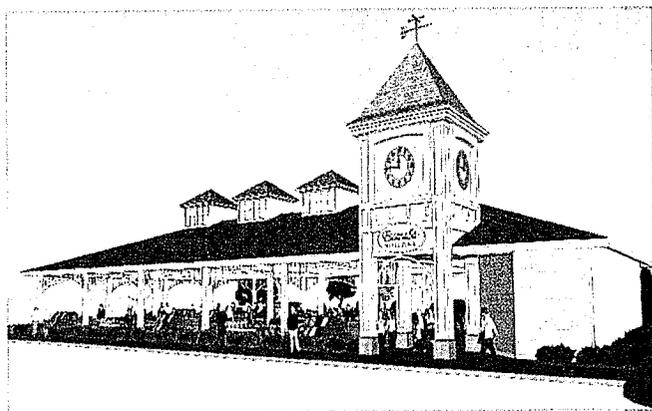
Power Pole Replacement— Power poles are being replaced throughout the City.

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. Continued replacement of the existing HID street lights and dusk-to-dawn lights with LED equivalents is being done. This project will take multiple years to complete. The City has approximately 1,550 street lights and 300 dusk-to-dawn lights on the distribution system.

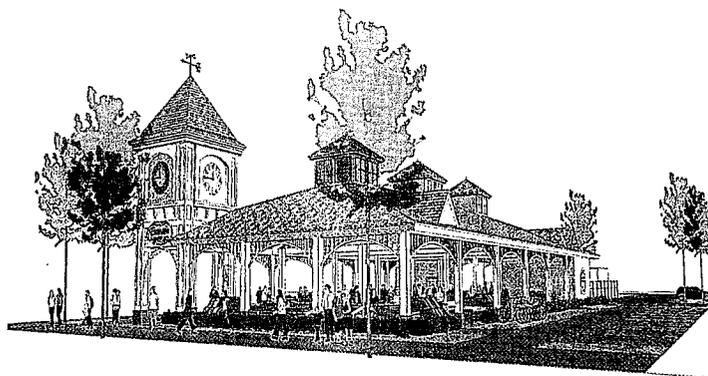
Ludington Street Resurfacing Funds—**Description:** In the Fall of 2014, the City of Escanaba received a Small Urban Grant for \$375,000 with a 20% local match to mill and resurface Ludington Street from 3rd Street to 9th Street. This grant is for the State fiscal year beginning October 2015.

Parking Lot Improvements – Reline, Landscaping, Signage in Line With Identity/Theme – 1100 Block of 1st Avenue North—The DDA is currently in the process of finalizing bid specifications to be sent out on the parking lot improvement.

Market Place Project - Escanaba Downtown Development Authority—The Downtown Development Authority obtained site plan approval for a new Market Place Facility to be located at the current Farmer's Market on North 9th Street and 1st Avenue North. Since that time, the DDA has decided to revisit the concept with respect to location and is in the process of obtaining cost estimates (land purchase and construction) to possibly relocate the facility to a site located on Ludington Street, South 15th Street and 1st Avenue South, commonly known as the "Northern Motor's Outdoor Car Display" lots. The DDA Administration is seeking public comment on the new location with the belief that the property is more centrally located in downtown which should help with future business attraction in the surrounding neighborhood and in drawing people to downtown. Additionally, the "new" location would have more parking availability than the current Farmer's Market location and allow for an additional outdoor theater or an enclosed neighborhood playground.



INITIAL PLAN—North 9th Street Location



REVISED PLAN—Potential Relocation Ludington Street

Ludington Street Drainage Study—The DDA contracted with C2AE to perform an assessment of Ludington Street's (approximately from 9th to 14th Streets) storm sewer system and the outlet from this area to the Bay. This area was chosen because of the flooding problems that occur during high intensity, short duration rain storms, which over the years have occurred more frequently. This study will look at the existing infrastructure and assess the condition and capacity of it. The ultimate goal of the study is to develop a conceptual plan and estimated cost of a permanent fix.

ZONING BOARD OF APPEALS

VARIANCE FOR 1300 SOUTH 15TH STREET

Public Hearing for a variance request at 1300 South 15th Street. The Zoning Board of Appeals conducted a Public Hearing and approved a variance request to the minimum side yard requirement to allow for an addition to an attached garage to the main structure.



RECOMMENDED 2015 PLANNING COMMISSION GOALS/OBJECTIVES

1. Continue work on the MEDC Readiness Re-development Community Program.
2. Continue work on the MSHDA/SHPO Certified Local Government Program.
3. Continue work on the Next Michigan Development District, also known as the "Superior Trade Zone".
4. Update the Community Master Plan which will serve as a guide to help manage the future growth of Escanaba and as a tool that will shape and maintain the community as growth occurs.

PLANNING COMMISSION MEETINGS			
	2013	2014	
Regular Planning Commission Meetings	8	8	↔
Special/Joint Planning Commission Meetings	2	2	↔

DOWNTOWN DEVELOPMENT AUTHORITY GOALS, OBJECTIVES & ACCOMPLISHMENTS

PURPOSE OF REPORT:

The DDA Rule of Procedure 2.7 requires the DDA Board to review its 2014 year's performance against its 2014 goals & objectives and report its progress to the City Council. The rule also requires the DDA Board to set goals and objectives for 2015. The purpose of this report is to advise the City Council of the DDA's 2014 performance and 2015 goals & objectives.

DDA's 2014 Performance:

1) Strengthen DDA's Strategic Partnerships - We feel that we have greatly improved the linkages & communication with our most critical partners to effectively achieve our goals. Our strategic partners would include: City of Escanaba, Delta County Chamber of Commerce, Escanaba Downtown Business Partners, Bonifas Fine Arts Center, Bay de Noc Master Gardeners & Esqy Grows.

2) Certifications, Assessments & Recognition – The DDA has partnered with the City of Escanaba to gain inclusion in the following programs.

- (RRC) Redevelopment Ready Communities – Escanaba is the only city in the UP to be approved for inclusion in this MEDC program. The program is designed to give feedback and ideas to streamline our policies, ordinances & processes. The feedback and exposure will highlight Escanaba for Developmental Projects and outside investment.
- (NRHP) National Register of Historic Places – Escanaba submitted an application and has been approved for inclusion on the NRHP. Escanaba's historic downtown has been officially listed. This will enhance opportunities for investment through Historic Tax Credits that may be available to developers.
- (CLG) Certified Local Government Status – Escanaba is the second UP community that has been recognized as a Certified Local Government. Inclusion in the program streamlines and prioritizes certain grant funds that are earmarked for CLG participants.

3) Improve Communication, Transparency & Media Relations – We feel it is critical to get our message out to the community so they understand our direction, projects & activities. We use several methods of communication to achieve this goal, including our open door policy in our center.

- Social Media – The DDA makes use of Facebook and an internal website to share information and documents with the public. We are continuing to improve our website and are making it a top priority for 2015. We also share our info on the City's and Downtown Business Partners sites to expand our coverage.
- News Media – The DDA's message has been carried on print, radio, internet & TV on a regular basis. We have developed a great relationship with our media partners. They have done a great job getting our story out to their customers.
- National Media – We have been sharing some of our stories and events with National media outlets that have picked up our story and put Escanaba on a larger stage.

4) Downtown Events & Sponsorships – We are moving more of our activities from promotional to physical, bricks and mortar infrastructure as we move forward. There are still some events and sponsorships that we continue to support.

- Major Events – 1) Brought back Ribfest as part of the Fun Run, 2) “Rock the Dock” Community Events, 3) Center Court Community Christmas Tree Lighting, 4) Marinafest, 5) Christmas Parade, 6) Second Annual Pasty Drop & Fireworks on New Years Eve
- Event Sponsorships – 1) Mites To Men Junior Hockey Tournament, 2) Bay de Noc Home Run, 3) Sidewalk Sales Days, 4) UPTober Fest, 5) “Black Friday on Tuesday” Christmas Shopping Kickoff, 6) Delta County Chess Club Tournament
- Promotional Event Support – did media promotions for some local events

5) Downtown Infrastructure & Seasonal Maintenance – The DDA supports many aspects of the overall Infrastructure, Maintenance and Curb Appeal for Downtown.

- Funds the maintenance & snow removal for 8 DDA controlled parking lots near Ludington.
- Provide complimentary WIFI for downtown visitors so they can stay connected on their visit
- Plants large floral arrangements at the entrance to downtown to welcome visitors
- Provided Downtown banners promoting the different seasonal views of Escanaba
- The DDA provides plowing of the main parts of the sidewalks on Ludington from 2nd Street to Stevenson Avenue.
- Provides administrative support for the “Farmer’s Market” including all utilities, phone, internet access for bridge card customers. We also supply the restrooms. The Esky Grows gardens receive assistance at the site as well.
- Sponsors the costs (\$11,000) associated with the purchase, installation & removal of the Christmas Garland and lights downtown.
- Paid the upfront costs (\$25,000) of the Ludington Street Storm Sewer Study by C2AE to try to eliminate the flooding conditions.
- Conducted a public input session and associated study of the parking capacity on or by Ludington Street. The study identified 1674 parking spots available. A 2015 project to add new signage to identify Public downtown parking areas is underway.

6) DDA Center Court Enhancements - The DDA has had a few different goals over the years regarding Center Court enhancements that were never executed. We have completed a few and look to expand the improvements as we move into 2105.

- Grounds security system has been installed at our location. We have the ability to expand our capabilities to include security coverage to other areas.
- Had trees on the property cut back. We will look to complete a landscape plan for 2015.
- Working with Veterans groups and a sign company to repair the “Wall of Honor” with completion in 2015.

7) DDA Goals from 2014 – The DDA 2014 goals have been re-stated with a completion, change or update.

Goals & Objectives for 2013 - 2014

1. Downtown Building Façade Improvement Program – The Façade program is available for communities that seek to improve/restore buildings to support movement towards a traditional downtown. Grants are available where improvements can sustain and minimize deterioration of commercial/mixed-use properties that have a significant impact on the downtown community. The program is administered through the Michigan Economic Development Corporation (MEDC) utilizing funds received from the US Department of Housing and Urban Development (HUD).

The 10 properties that were in the initial start of the 2104 program had preliminary drawings and a work plan with cost estimates completed. At the time we were ready to submit for the MEDC grant for the program, we were informed that Escanaba's Low to moderate Income score had fallen and we were no longer eligible for the grant. We are completely a local survey and hope to restart the projects early in 2105.

2. Indoor/Outdoor Farmer's Market Building – The DDA has reviewed architectural drawings completed by Barry Polzin for a year-round building for the Farmer's Market during 2013, settled on a pavilion type structure on the old Farmer's Market location. As we were going to apply for our grants for the project, our Low to moderate Income score had changed putting the project on hold. While on hold we have had a new location come about and have decided to explore moving the project to 15th Street and Ludington. The project will start back up in 2015.
3. Business Incubator Site Strategy – creating a Business Incubator process that could be utilized to grow new businesses downtown is also a key objective for 2014. The plan during 2013 was to have this initiative tied to the Farmer's Market project. The team has decided to make this a stand-alone project and will look for a downtown location to implement this process during 2014. Reviewing structure used successfully in other like communities for implementation in 2015 based on our master plan.
4. Weather Optimization Program – Michael Larson of Michigan Energy Options has completed 24 energy audits with downtown businesses during 2014. The audits highlight money saving options as well as going green initiatives. The DDA is creating a matching program capped at \$500 for the businesses that take advantage of the audit feedback during 2014. We have matched funds for 5 businesses that made improvements. This program will be retired in 2015 as we have given everyone the opportunity for the program.
5. Streetscape – The DDA is committed to make physical and visual improvements to the downtown district, following our outline in the Downtown Development Plan. Based on the

cost of a total program this was not implemented in 2014. We are going to look to add some elements to enhance the downtown in 2015.

Goals & Objectives for 2015

1. Downtown Escanaba Income Survey – We have partnered with CUPPAD to conduct an Income Survey during the early part of 2015. The survey results will be used to update Escanaba's Low to Moderate Income score with the MEDC. The process for the State's Certification of our results has been followed and we look to complete the survey in early February 2015. Once the LTM Income score is changed the grants needed for many of the DDA projects can be taken off hold.
2. Downtown Building Façade Improvement Program – The 2014 businesses that were part of the initial steps of the program will be welcome to move forward in the progress once our LTM Income score has been updated. We are ready to submit for eligible grants for the 2015 program. The Façade program is available for communities that seek to improve/restore buildings to support movement towards a traditional downtown. Grants are available where improvements can sustain and minimize deterioration of commercial/mixed-use properties that have a significant impact on the downtown community. The program is administered through the Michigan Economic Development Corporation (MEDC) utilizing funds received from the US Department of Housing and Urban Development (HUD).
3. Escanaba Market Place Project – The DDA has reviewed architectural drawings completed by Barry Polzin for a pavilion type structure. As we were going to apply for our grants for the project, our Low to moderate Income score had changed putting the project on hold. While on hold we have had a new location come about and have decided to explore moving the project to 15th Street and Ludington. Based on eligibility for grants based on our LMI Income score we will look to start this project during 2015.
4. Street Scape Activities – 2015 plans for Ludington Street enhancements will include adding some park like areas in some of the vacant spots that will connect Ludington Street to additional parking behind businesses. The parks can serve as a resting place for citizens when they visit downtown as well as a spot for some "Pop-up" business opportunities. The DDA will also look to enhance the Center Court property in similar theme. The DDA will also investigate the concept of "Parklets", having a movable addition that could be used in parking areas on a temporary basis or event for seating.

5. Business Incubator Site Strategy – creating a Business Incubator process that could be utilized to grow new businesses downtown is also a key objective for 2015. The DDA decided to make this a stand-alone project in 2014, but needed to change the vision to make the project executable. The DDA will promote a process for fledgling start-up businesses that will provide mentoring from DDA Board Members and other volunteer business owners, referrals to Michigan Works for a business plan review session, and possible promotion of their product. We may have the opportunity to use some temporary “pop-up” type strategies for some of our start-ups.
6. Community for a Lifetime – UPCAP has headed a committee for the “Community for a Lifetime” program. The DDA Director has agreed to take an active role with this initiative. The program will assess to what degree we are an Aging Friendly Community. This will be an important addition as we market downtown for all of our customers. The kickoff meeting took place in January 2015 and we will look to work on several projects as a Committee.
7. Central Retail Commercial District Requirements – The DDA will complete a review of the requirements and responsibilities for businesses within the Central Retail Commercial District. They are in Chapter 21 of Escanaba's Property Maintenance Code. A review of permitted uses, a check list of responsibilities at start & close of any business, as well as some other additions as seen fit. Recommendations would be forwarded to the City Council.
8. DDA Master Plan – The DDA will do an extensive review of our DDA Master Plan as part of the City's update. The DDA will also review our 2020 Vision and Mission Statement to ensure we are aligned with our partners for the future.
9. Downtown Parking Improvements – As part of an initiative started in 2014, the DDA will improve the parking situation downtown through education & signage. The DDA will also create “a sense of place” with new signage that will tell a historical story & picture regarding the space of each parking lot in the DDA's administration. All signage will be consistent regarding downtown parking.