



213 S. Marquette St. Ironwood, MI 49938
Memorial Building, Conference Room #1, 2nd Floor

Planning Commission Meeting Agenda

1. Call to Order
2. Recording of the Roll
3. Nomination and Election of Chair and Vice-Chair
4. Approval of the December 3, 2014 Meeting Minutes.
5. Approval of the Agenda
6. Citizens wishing to address the Commission regarding Items on the Agenda (Three-minute limit)
7. Citizens wishing to address the Commission regarding items not on the Agenda (Three-minute limit)
8. Items for Discussion and Consideration
 - a. Discuss Meeting Protocol
 - b. Discuss Annual Report
 - c. Discuss and Consider Adopting 2015 Zoning Map
 - d. Discuss and Consider Amending Section 5a of the Bylaws to change the meeting time to the First Thursday of the month at 5 p.m.
 - e. Discuss Zoning Ordinance Update – Comprehensive Plan Strategy 3.1(a)
 - f. Discuss Volunteerism Implementation – Comprehensive Plan Implementation Practice
9. Project Update
 - a. Comprehensive Plan Implementation Status
10. Other Business
11. Next Meeting: February 5, 2015
12. Adjournment



**Proceedings of the Ironwood Planning Commission
Wednesday, December 3, 2014**

A Regular Meeting of the Planning Commission was held on Wednesday, December 3, 2014 in the Commission Chambers, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

1. Call to Order: Chair Bergman called the meeting to Order at 5:30 p.m.
2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Bergman, Thomas	X			
Burchell, Bob	X			
Cayer, Joseph Sr.	X			
Davey, Sam	X			
Lemke, Joseph	X			
Johnson, Leroy	X			
Semo, Rick, ex-officio, non-voting member		X	X	
Silver, Mark		X	X	
	6	0	Quorum	

Also present: Community Development Director Michael J.D. Brown

3. Approval of Minutes:

Motion by Davey to approve October 1, 2014 Minutes. **Second** by Cayer. **Motion carried 6 to 0.**

4. Approval of the Agenda:

Motion by Cayer to accept the Agenda. **Second** by Davey. **Motion Carried 6 to 0.**

5. Citizens wishing to address the Commission regarding Items on the Agenda (three-minute limit):
6. Citizens wishing to address the Commission regarding Items not on the Agenda (three-minute limit):
7. Items for Discussion and Consideration:
 - a. Discuss and consider PC Case 2014-009 Tier I Surplus Property: Director Brown discussed the updated surplus property policy and the Tier I Properties, which was also discussed with the Parks & Rec Committee. Discussion ensued.

Motion by Cayer to forward the recommendations of reserving properties #1, 2, 4, 12, 16, 17, 18 discussed by Parks & Rec Committee to the City Commission for approval. **Second** by Lemke. **Motion Carried 6 to 0.**

- b. Discuss and consider PC Case 2014-0012 Capital Improvement Plan (CIP): Director Brown presented the CIP, which was guided by the Comprehensive Plan and is meant to guide the budget process. The CIP is proposed by City Staff for the Planning Commission, to discuss and recommend to the City Commission. Discussion ensued.

Discussion was brought up about a City, Community College joint recreation effort through the form on the CIP. Director Brown indicated that the Parks & Recreation Committee is recommending that the City Commission set aside money for park projects, which would allow for this type of effort. Collaboration with other community groups and entities is also a strategy in the Comprehensive Plan.

Motion by Cayer to approve the CIP as presented. **Second** by Burchell. **Motion Carried 6 to 0.**

8. Project Updates:
 - a. Comprehensive Plan Implementation Status: Director Brown indicated the projects that are in progress and have been completed. Comprehensive Plan projects that are in progress include:
 - i. Zoning Ordinance Update
 - ii. Miners Park Master Plan
 - iii. Downtown Art Place Gogebic Range Art Plan
 - iv. Housing Rehab Toolkit
 - v. Branding and Marketing and RFP
 - vi. Sanitary and Storm Sewer Grant
 - vii. Trail Summit
 - viii. Art Park

Discussion continued about how Ironwood Planning Commission could take a leading role at the regional level to collaborate with the other communities and the next placemaking meeting. Director Brown brought up the concept of the Planning Commissions of our region come together annually. Discussion continued.

- b. 2015 Meeting Schedule (attached): The Commission discussed changing the day of and time of the month for each meeting. There was consensus with the group to change it to the 1st Thursday of the month at 5:00pm pending the input from the Commission members that weren't present.

9. Other Business: None

10. Next Meeting: January 7, 2014 at 5:30 p.m.

11. Adjournment:

Motion by Burchell to adjourn the meeting. **Second** by Davey. **Motion Carried 6 - 0.**

Adjournment at 6:25 p.m.

Respectfully submitted

Thomas Bergman, Chairman

Tim Erickson, Community Development Assistant

CITY OF IRONWOOD

213 S. Marquette Street
Ironwood, Michigan 49938



Telephone: (906) 932-5050
FAX: (906) 932-5745

"Live Where You Play"

Authority, Committee, Commission or Corporation Meeting Protocol Training

What's required?

1. Member attendance is required each month, located in the Women's Club room of the Ironwood Memorial Building.
 - a. Downtown Ironwood Development Authority (DIDA) meets the 4th Thursday of each month at 8:00am.
 - b. Parks & Recreation Committee (Parks & Rec) meets the 1st Monday of the month at 5:30pm.
 - c. Ironwood Economic Development Corporation (IEDC) meets the 1st Wednesday of each month at 10:00am.
 - d. Planning Commission meets the 1st Wednesday of each month at 5:30pm.
2. If you miss more than 3 meetings within the year, the Authority, Committee, Commission or Corporation, may choose to replace you with a different applicant.
3. If you know that you aren't able to make the meeting, follow up with the Community Development Assistant
 - a. Tim Erickson; Phone: (906) 932-5050 ext 125; Email: ericksont@cityofironwood.org
4. You will receive the Agenda by email, which includes the previous meeting minutes for you to review and print, for the next meeting.
5. Each member of the DIDA and EDC is assigned a specific section of the City for business retention services.
 - a. You will be in charge of reporting relevant information that may help a business and report information back to Community Development Staff.
 - i. Questions to ask will be provided to you in a binder.

What's expected during a meeting?

1. Each member must be prepared for the meeting, having read the meeting minutes provided in the Agenda packet.
2. If you have an item to add to the agenda, report this to Community Development Staff at least 48 hours in advance. You can also bring up the topic in Other Business, toward the end of the meeting.
3. If you need additional information on a topic not on the Agenda, please discuss with the Community Development Director, prior to the meeting.
4. Each member must consider all sides of the argument and make an informed decision that is best.
5. When on a topic, a member can make a motion based from the topic. When someone makes a motion, a different member must support in order for the motion to proceed. If the motion gains support then the Chair will ask who supports by "I" or who doesn't support by "Nay"
6. Each year a new Chair (President) and Vice-Chair (Vice-President) will be selected. The Chair will run the meeting along with the Community Development Director. If the Chair is absent, then the Vice-Chair will run the meeting.
7. Be involved in projects outside of the meetings. Each Authority, Committee, Commission or Corporation each have many projects and purposes. City staff needs your help to make these plans and projects come to fruition; be involved, city staff can't do it alone.



MEMO

To: Mayor Corcoran and the City Commission

From: Michael J. D. Brown, Community Development Director

Date: December 19, 2014

Meeting Date: January 12, 2015

Re: Ironwood Planning Commission 2014 Annual Report

Please accept the following Ironwood Planning Commission Annual Report as required by the Michigan Planning Enabling Act (MCL 125.3819(2)).

Operations of the Commission

1. Please see the attached table titled "2014 Planning Commission Cases".

Status of ongoing activities

1. Comprehensive Plan Amendment/Review/Update: The City adopted its new Comprehensive Plan in July of 2014. It will review its status at the end of 2015 and on an annual basis during this report.
2. Capital Improvement Plan (CIP): The Planning Commission has reviewed the CIP and recommended approval to the City Commission at its December 3, 2014 meeting.

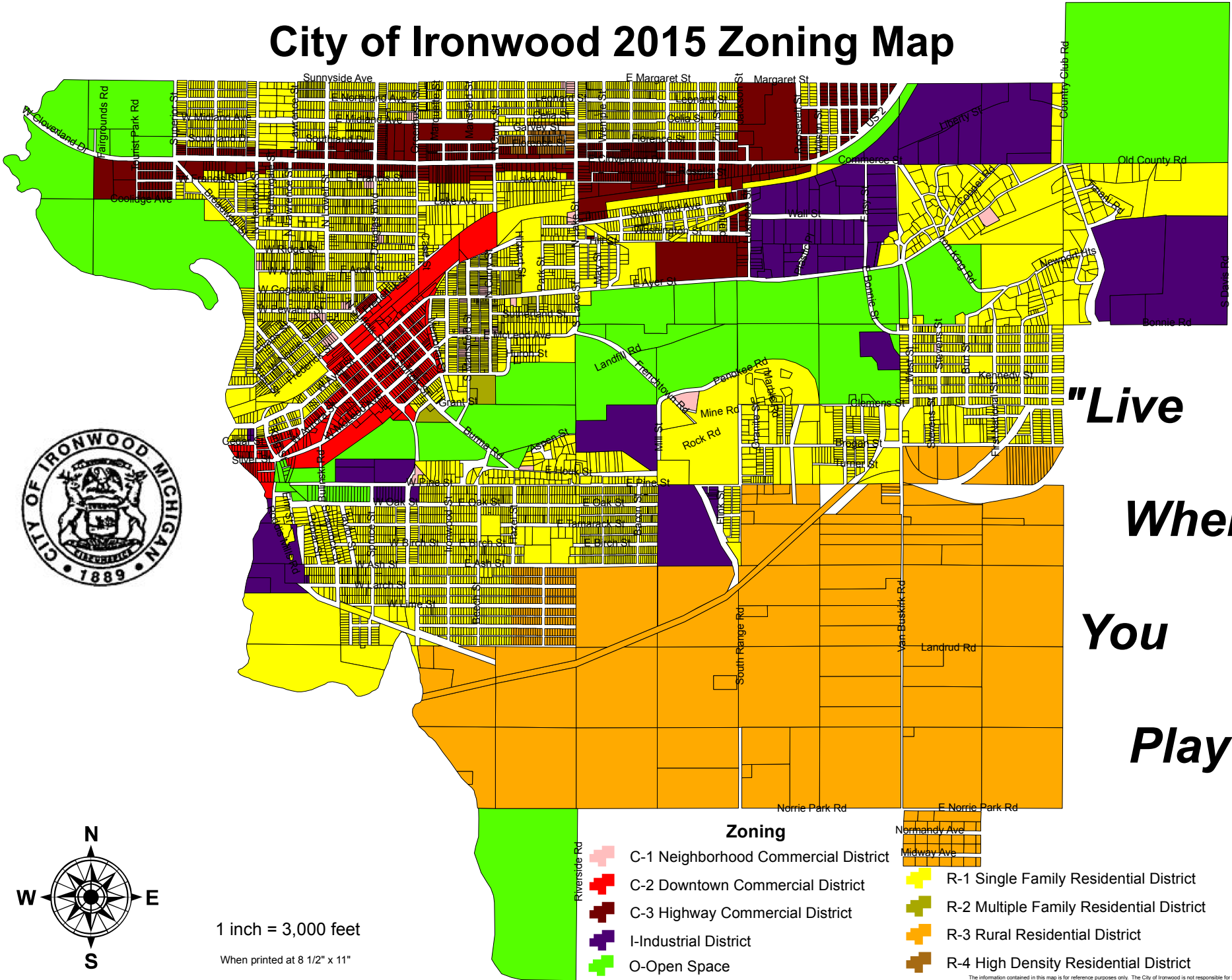
Priority Action Items for next year and fiscal impacts

The Priority Action Items set for 2014-2015 can be found on the City's Comprehensive Plan website at the following location <http://cityofironwood.org/Documents/Comprehensive%20Plan.html>. Each Chapter Page has a PDF document that identifies the Priority Action Items. Fiscal impacts have not yet been identified for all projects as that will be discussed during the budget process.

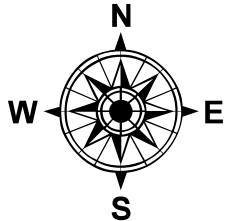
Planning Commission Case #	Case Name	Detail Description	Site Address	Petitioner Name	Development Action Request 1	Development Action Request 2	PC Meeting Date 1	PC Action 1	PC Meeting Date 2	PC Action 2	City Commission Meeting Date 1	City Commission Action 1	City Commission Meeting Date 2	City Commission Action 2	Ordinance/Resolution Number	Comments
2013-015	East Houk St Property Purchase Request		476 East Houk Street	Lyn Grabowski	Property Purchase		12/4/2013				1/13/2014	Approve				Sell for \$160
2014-001	810 Hill St Rezoning	Rezone from R-1 to C-3	810 Hill St	Brian Vukovich	Rezoning		2/5/14	No Action - Staff to review alternative options	3/5/14	Approve	3/10/2014	no action	3/24/2014	Approve	501, Book 5	
2014-004	1502 E Cloverland Conditional Use	Automobile Service Station	1502 E Cloverland	Kyle	Conditional Use		6/4/14	Withdrew Application								
2014-006	Surplus Property Purchase Request	Surplus Property Purchase Request for multiple lots	Celia and Best and Florence and Best	Ruotsala & Sterbenz	Property Purchase		6/4/14	No Action - Waiting on Surplus Policy per Comp Plan								
2014-007	Little League Field	Little League Field Site Plan and CU Review	Vaughn St	Ironwood Area Softball / Jeff Wiemer	Conditional Use	Site Plan	7/2/14	Approve			7/14/2014					
2014-008	Comprehensive Plan Adoption	Adopt Comprehensive Plan	213 S. Marquette St	Staff	Comprehensive Plan		7/2/14	Approve			7/14/2014				2014-024	
2014-009	Surplus Property Policy	Surplus Property Policy	213 S. Marquette St	Staff	Surplus Property Policy		8/6/14		9/3/14	Approve	9/22/2014	Approved			014-043	
2014-010	652 E Cloverland Site Plan Review	652 E. Cloverland Site Plan Review and Florence St Rezoning	652 E. Cloverland	Francis Casanova	Site Plan	Rezoning	9/3/14	Approve Site Plan, Approve Rezoning			9/8/2014		9/22/2014			
2014-011	1801 E. Cloverland Site Plan and Conditional Use	1801 E. Cloverland Site Plan and Conditional Use for log yard	1801 E Cloverland	Keweenaw Land Association	Site Plan	Conditional Use	9/3/14	Approve Site Plan and Conditional Use								
2014-012	Capital Improvement Plan CIP	Capital Improvement Plan CIP	213 S. Marquette St	Staff	CIP		10/1/14	No Action	12/3/14	Approve	1/12/2015*					
2014-013	Comprehensive Plan Rezoning	Comprehensive Plan Rezoning	213 S. Marquette St	Staff	Rezoning		10/1/14	On hold until Zoning Ordinance Update is completed								

*Scheduled

City of Ironwood 2015 Zoning Map



**"Live
Where
You
Play"**



1 inch = 3,000 feet
When printed at 8 1/2" x 11"

Zoning	
	C-1 Neighborhood Commercial District
	C-2 Downtown Commercial District
	C-3 Highway Commercial District
	I-Industrial District
	O-Open Space
	R-1 Single Family Residential District
	R-2 Multiple Family Residential District
	R-3 Rural Residential District
	R-4 High Density Residential District

The information contained in this map is for reference purposes only. The City of Ironwood is not responsible for the accuracy of the data.

KEEPING THE PLAN OFF THE SHELF!

RELY ON THE GUIDING PRINCIPLES:

No one solution in this plan will be the ultimate answer to community challenges- and not all possible solutions have been explored. The Plan allows for innovation and a degree of flexibility and interpretation of policy directions. However, the Plan's Vision and Guiding Principles should serve as a benchmark for maintaining the integrity of the plan. New ideas should be explored and encouraged- but must demonstrate consistency with the Vision and Guiding Principles of the plan.

Even the most inspirational plan can lead nowhere if the plan just sits on the shelf. Successful implementation requires that the comprehensive plan be used and referenced on a regular basis by various groups in the community.

...City Staff's copy of the plan should be most noted by its torn edges, protruding sticky notes and coffee stains, evidence of extensive use of the plan...

All members of the community have a potential role to play in ensuring that the plan is put into action. The Comprehensive Plan should be used in a number of ways:

The plan as a guide to decision making

The plan is used on a daily basis by **City Staff** in the day to day operations of local government. Staff will reference plan policies and goals to support elected and appointed officials in carrying out their responsibilities in making key decisions relative to public investments, growth, and redevelopment. Requests for land use applications and development projects will be evaluated based on consistency with the plan.

Elected and appointed officials use the plan to justify hard decisions related to land use development, zoning requests, annexation, growth, redevelopment, and public infrastructure investment.

The plan is used by the **development community** to understand how particular projects fit within the community and how it might affect existing or planned future growth around their projects. **Developers, brokers, realtors, and investors** use the plan to help formulate strategies for new development projects or investing in existing development and to help with risk assessment.

The plan is used by **Major Institutions** such as the Ironwood Area School District, Gogebic Community College, Gogebic County, Gogebic-Iron Wastewater Authority, and others to ensure that community systems and infrastructure are in place to support the valuable functions provided by the institutions.

Residents, Businesses, and Property Owners use the Plan to better understand the City's goals and policy directions; to support decisions about where to live, locate, or build in the community; and to spark discussion, brainstorming, and action around community improvement projects.

The plan as a marketing tool

As an adopted policy plan developed through a participatory public process, the Comprehensive Plan can help solidify the support, commitment, and collaboration needed to mobilize the community. The plan should be referenced, celebrated, and promoted to the Ironwood community, the region, and the state seeking to invest or re-invest in the city. In essence, the plan becomes the document that is provided to prospective businesses, residents, visitors, tourists or investors. Lastly the plan's policy directives are important when applying for grant funding from government or non-government entities.

The plan as a "to do list"

Almost everyone maintains their "to do lists" at home stuck on the fridge or bulletin board or at work on a sticky note on the computer. The Comprehensive Plan informs the City of Ironwood's to do list and should be a resource for city departments, boards, and commissions as they establish annual goals and work programs. Successful implementation of the comprehensive plan results in checking off some of the projects on the list. As items get checked off the list, it is an indicator that the plan be revisited and refreshed.

KEY IMPLEMENTATION PRACTICES

Grow and Promote Volunteerism and Philanthropy

Volunteerism is important within small towns across America. It is of critical importance to the community in Ironwood. Volunteerism helps build ownership in the community, strengthens civic engagement, builds relationships, and ultimately, contributes to the "quality of life" aspired by the Ironwood community. It can be very rewarding when a plan or idea is supported by a shared vision created by an entire community. The new comprehensive plan has been prepared with many opportunities for the public to participate in a dialogue. As Ironwood moves forward with implementation, it must continue the dialogue and grow the community participation in that dialogue. Changing times require continuously planning for the future and the ability to adapt to change and seize opportunities as they emerge.

A key strategy for growing volunteer participation is to open up more opportunities for community members to volunteer their services, expertise, and time in the pursuit of carrying out the vision, guiding principles, and comprehensive plan ideas.

Key actions to consider include:

- Establishing a coordinator of volunteer activities: this person would be responsible for helping recruit volunteers, align interests and skills with volunteer opportunities, hold volunteers accountable (a friendly nudge/reminder) for following through on intentions, recognize volunteer contributions.
- Provide a means to align and connect community members strengths, skills, passions, and assets with the appropriate implementation strategy, project, or idea.
- Establish specific targets and goals for volunteerism (i.e. number of new volunteers participating, total estimated volunteer hours logged, projects completed, projects initiated, etc...).
- Establish a recognition and appreciation program that celebrates accomplishments and recognizes contributions, tap into civic organizations: Rotary, Kiwanis, or others.
- Create/advocate for matching contributions from local organizations that seek to benefit by the volunteer activities and efforts.

Responsible Entity: City Commission/Administration/Ironwood United

Timing: Immediate and ongoing

Cost Implications: will require staff time to initiate/start up – minimal budget impacts

Funding Sources: general fund, grant resources, philanthropy

Key Measurements: create a volunteer database and record total volunteers, new volunteers added on an annual basis, total volunteer hours logged and measured on an annual basis. An important measurement is also to be able to measure the diversity in the volunteer base, particularly new residents vs. long term residents and age of volunteers (kids, young adults, families, retirees, seniors.)

Establish a “Future of the City Forum”

Establish a “Future of the City Forum” or similar event to review the Comprehensive Plan on an annual basis (or every other year) and facilitate a community dialogue about what has worked well and what has maybe not worked so well. This evaluation should lead to identifying a need for amendments or updating the “to do list” on an annual or every other year basis. The event should be designed

to “take the pulse of the community” and celebrate community accomplishments.

Responsible Entity: Planning Commission/Community Development

Timing: ongoing

Cost Implications: will require staff time to initiate/start up – minimal budget impacts

Funding Sources: general fund, philanthropy

Key Measurements: number of total participants in the community dialogue – number of new participants in the dialogue.

Maintain and Update the Comprehensive Plan

Comprehensive Plans are not static documents. Rather they are dynamic plans that inspire innovative thought and a desire for progress. They must be reviewed and updated on a regular basis. The implementation tools provided in this plan (action plans, spark plans, implementation database, and future of the city forum) provide a means to evaluate progress towards implementing the plan.

Michigan state law requires that Comprehensive Plans be updated every 5 years; however, more frequent updates may be warranted. Key indicators for major plan updates include:

- significant economic or physical change occurs in the community
- frequent requests for variances from policies and laws are received and granted
- completion of several spark plans or action items
- four years have passed and little progress has been made