



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, 2015 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. Annual Report
 - B. Community Development Department
<http://cityofironwood.org/Departments/Community%20Development/Welcome.html>
 - C. Meeting Protocol
 - D. Surplus Property
 - E. Training Follow-up
 - F. Comprehensive Plan Implementation Status of Priority Action Items
 - I. Strategy 3.1(a) Update the Zoning Ordinance
 - II. Strategy 3.1(b) Update the Zoning Map
 - III. Strategy 4.2 Prepare a Wayfinding Master Plan
 - IV. Strategy 4.4 Prioritize, plan for and construct pedestrian system improvements
 - V. Strategy 5.8(a) & 6.8(a) Develop a community-wide arts plan
9. Other Business
10. Next Meeting: February 4, 2016
11. Adjournment



**Proceedings of the Ironwood Planning Commission
Thursday, December 3, 2015**

A Regular Meeting of the Planning Commission was held on Thursday, December 3, 2015 in the Women's Club Room, 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 5:00 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		X
Nancy Korpela	X			
Semo, Rick, ex-officio, non-voting member	X			
Silver, Mark	X			
	7	1	Quorum	

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

3. Approval of the November 5, 2015 Meeting Minutes:

Motion by Davey to accept the November 5, 2015 Minutes. **Second** by Silver. **Motion Carried 4 to 0.**

4. Approval of the Agenda:

Motion by Silver to accept the amended Agenda adding 7c. **Second** by Davey. **Motion Carried 4 to 0.**

5. Citizens wishing to address the Commission regarding Items on the Agenda (three-minute limit):

None.

6. Citizens wishing to address the Commission regarding Items not on the Agenda (three-minute limit):

None.

7. Items for Discussion and Consideration:

- A. Adopt 2016 Goals based on Comprehensive Plan
 - I. Strategy 3.1(a) Update the Zoning Ordinance
 - II. Strategy 3.1(b) Update the Zoning Map
 - III. Strategy 4.2 Prepare a Wayfinding Master Plan
 - IV. Strategy 4.4 Prioritize, plan for and construct pedestrian system improvements
 - V. Strategy 5.8(a) & 6.8(a) Develop a community-wide arts plan

Korpela Arrived at 5:03 p.m.

Burchell Arrived at 5:06 p.m.

Director Brown introduced the comprehensive plan goals to the Commission.

Motion by Burchell to adopt the goals for 2016. **Second** by Davey. **Motion Carried 6 to 0.**

- B. Meeting Schedule: Director Brown presented the meeting schedule to the Commission.

Motion by Silver to adopt the schedule for 2016. **Second** by Davey. **Motion Carried 6 to 0.**

- C. Commission Training: Director Brown introduced the idea of the Commissioners taking a web based planning class through Michigan State University Extension Office. The Commission discussed the possibility of visiting other communities to learn from or inviting planning professionals from other communities to discuss their successes. Director Brown requested the Commissioner's provide him topics of interest in order to determine what communities might want to participate.

8. Other Business: None

9. Next Meeting: January 7, 2015 at 5:00 p.m.

10. Adjournment:

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

Adjournment at 5:45 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
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"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 to assist businesses 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.