



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. Approval of the January 7, 2016 Meeting Minutes.
4. Approval of the Agenda
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. Public Hearing and Consideration of PC Case 2016-001 Scandinavian Homes Site Plan and Conditional Use for Outdoor Storage
 - B. Annual Report
 - C. Zoning Ordinance Update Budget Recommendation
 - D. 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 – ***Review for March Meeting***
 - III. Strategy 4.2 Prepare a Wayfinding Master Plan – ***Prepare Draft Map***
 - IV. Strategy 4.4 Prioritize, plan for and construct pedestrian system improvements – ***Review for March Meeting***
 - V. Strategy 5.8(a) & 6.8(a) Develop a community-wide arts plan
8. Other Business
9. Next Meeting: March 3, 2016
10. Adjournment



**Proceedings of the Ironwood Planning Commission
Thursday, January 7, 2016**

A Regular Meeting of the Planning Commission was held on Thursday, January 7, 2016 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	X	
Lemke, Joseph		X		X
Nancy Korpela	X			
Semo, Rick, ex-officio, non-voting member	X			
Silver, Mark	X			
	6	2	Quorum	

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

3. Nomination and Election of Chair and Vice-Chair:

Motion by Cayer to elect Bergman as Chair. **Second** by Silver. **Motion Carried 5 to 0.**

Motion by Cayer to elect Burchell as Vice-Chair. **Second** by Silver. **Motion Carried 5 to 0.**

4. Approval of the December 3, 2015 Meeting Minutes:

Motion by Burchell to accept the December 3, 2015 Minutes. **Second** by Silver. **Motion Carried 5 to 0.**

5. Approval of the Agenda:

Motion by Silver to accept the Agenda. **Second** by Burchell. **Motion Carried 5 to 0.**

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

None.

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

None.

8. Items for Discussion and Consideration:

- A. Annual Report: Director Brown updated the committee on the progress of annual report but wasn't able to collect all of the data; the update will come in February.

Semo arrived at 5:06pm

- B. Community Development Department: Director Brown provided an overview of the responsibilities of the Community Development Department.

- C. Meeting Protocol: Director Brown went through the meeting protocol with the Commission.

- D. Surplus Property: Director Brown indicated that a proposal has been submitted for the Industrial Speculation Building and asked the Commission to give a recommendation to the City Commission to sell Lot 14 of the Industrial Park to the company submitting the proposal. There was consensus by the Planning Commission to recommend the sale to the City Commission.

- E. Training Follow-up: Director Brown discussed possibilities for continuing education training for the Planning Commissioners. The group agreed to review the citizen planning book, to take some field trips to different communities and to have guest speakers and invite the other local government entities. Commissioner Semo suggested that they focus on educating the City Commissioners on the importance of updating the City's Zoning Ordinance. The Commission agreed to invite Brad Newman from Michigan State University Extension to give a presentation.

- F. Comprehensive Plan Implementation Status of Priority Action Items: Director Brown updated the Commission on the following 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 - Director Brown passed out maps to each Commissioner to help identify wayfinding sign locations around the City and asked that they bring them back in February to start creating a map.
- 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: None.

10. Next Meeting: February 4, 2016 at 5:00 p.m.

11. Adjournment:

Motion by Cayer to adjourn the meeting. **Second** by Silver. **Motion Carried 5 to 0.**

Adjournment at 5:43 p.m.

Respectfully submitted

Thomas Bergman, Chairman

Tim Erickson, Community Development Assistant



MEMO

To: Chair Bergman and Planning Commission

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

Date: January 28, 2016

Meeting Date: February 4, 2016

Re: PC Case 2016-001 Scandinavian Homes Site Plan and Conditional Use for Outdoor Storage

Background/Request

Scandinavian Homes has recently purchased Lot 13 & 14 in the Ironwood Industrial Park through a land contract from the City and Ironwood Industrial Development Corporation (IIDC); Lot 13 also houses a speculation building the IIDC built in 2003. Scandinavian Homes builds log homes and will be moving its operation to the speculation building. It is requesting a site plan and conditional use approval for outdoor storage on Lot 14 as part of its operation.

Consistency with the Comprehensive Plan and Zoning Regulations

The decisions the City makes and policies it sets should align with its comprehensive plan. Therefore, the following should be reviewed for consistency with the comprehensive plan in order to grant approval for the request in addition to current zoning regulations.

Zoning

The property is zoned I-Industrial and the proposed outdoor storage requires a conditional use permit and therefore is consistent with the zoning regulations. A 30 foot buffer is required around the northern, eastern and southern boundaries of the property. The western boundary will be used to access Lot 13 where the speculation building is located. [Section 34-173\(5\)](#) requires outdoor storage to be screened. The applicant has proposed to leave the existing tree cover in the required 30 foot setback to meet this requirement with an access point along Liberty Street. The applicant is responsible for any other necessary local, state or federal permits.

Guiding Principles

The guiding principles are a Thriving Community by bringing a new business to the City.

What We've Heard (What did the public say during the planning process?)

The public said job growth is a priority and improving job opportunities. Survey results indicate economic development and job creation was very important. The application will be bringing about 10 jobs to the City with anticipation of additional jobs in the future.

Goals and Policies (Is this consistent with the goals and policies that are in the plan?)

Goal 6.1 and Policy 6.1.1.

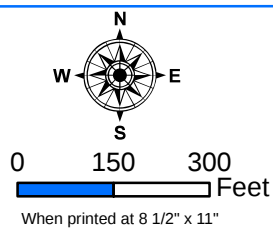
Framing Concepts (Is this consistent with the framing concepts that are in the plan?)

The framing concepts indicate the City should consider financial incentives and land subsidies to attract businesses on a case by case basis. The City used a land subsidy to attract the applicant.

Recommendation

There are two actions the Planning Commission are asked to act on:

1. Approval of the Site Plan.
2. Approval of the Conditional Use for Outdoor Storage.

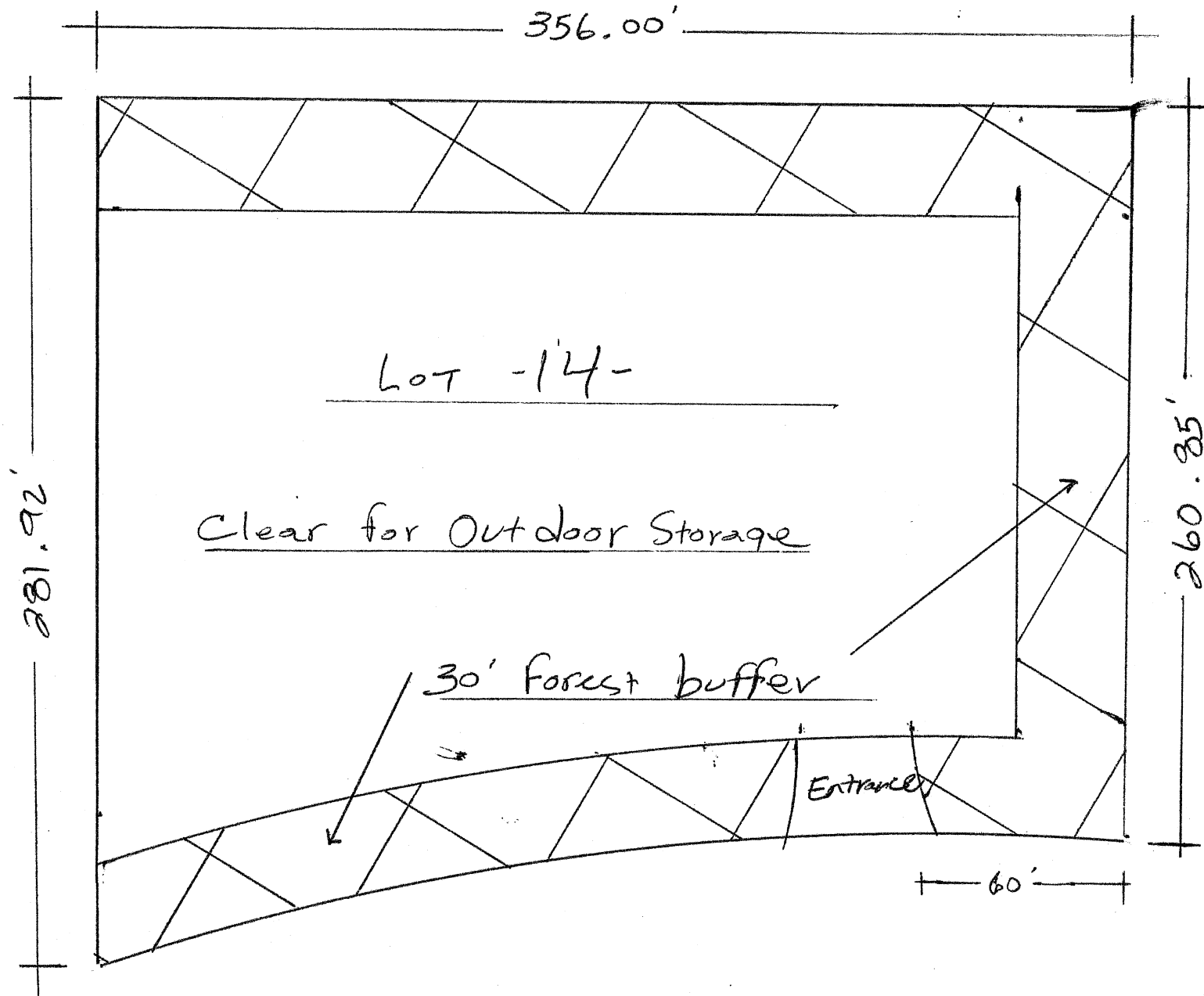
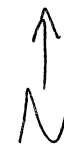


Spec Building and Lot 14

Friday, January 15, 2016

Legend
 Spec Building and Lot 14

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



356.00'

Lot -14-

Clear for Outdoor Storage

30' Forest buffer

Entrance

60'

260.85'

281.92'



MEMO

To: Mayor Burchell and the City Commission

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

Date: January 29, 2016

Meeting Date: February 8, 2016

Re: Ironwood Planning Commission 2015 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 "2015 Planning Commission Cases".

Status of ongoing activities

Provide a summary of the following activities if they took place:

1. Comprehensive Plan

The City of Ironwood Comprehensive Plan, adopted in July 2014, was the recipient of the 2015 Daniel Burnham Award for a Comprehensive Plan from the Michigan Association of Planning.

- A. The following are Implementation Tools identified in Chapter 8 of the Comprehensive Plan and the status of each:

- I. Implementation Matrix: A spreadsheet was developed during the planning process that is used to help organize, coordinate, direct, and most importantly, monitor progress made on the various strategies and action items. Community Development staff uses this tool on a daily basis.

- a. The following table is a quantitative breakdown of the Strategies/Sub-Strategies status. While quantitative data is important, it is also important to look at the qualitative data as it provides perspective on the quantitative data. Qualitative data can be found on the attached Implementation Matrix.

F:\Community Development\Planning Commission\PLANNING COMMISSION\Annual Report\2015\Annual Report 2015.doc

Description	#
Total Strategies/Sub-Strategies	74
<i>Total is based on strategies/sub-strategies tracked in the implementation matrix. There may be strategies that are not counted as its sub-strategy(s) acts as the main strategy(s). For example Strategy 3.1 has 5 sub-strategies, the matrix recognizes all 5 sub-strategies as a specific action item but doesn't recognize Strategy 3.1 as its on action item. Conversely, Strategy 5.1 has 2 sub-strategies; however, Strategy 5.1 has specific projects that can be tracked so the matrix recognizes both the main strategy and both sub-strategies.</i>	
Total Immediate Action Strategies/Sub-Strategies (2014-2105)	26
Total Short-Term Action Strategies/Sub-Strategies (2016-2020)	16
Total Ongoing Strategies/Sub-Strategies	32
Total Priorities set	22
Total Priorities initiated	19
Total Priorities completed	7
Total Priorities still in progress	12
<i>The Comprehensive Plan identified a number of first year projects that the City decided it would include for the remainder of 2014 and all of 2015. 22 projects were identified as priorities, 19 were initiated with 7 being completed and a number of projects still underway that should be completed by 2016. Some projects were stalled due to a lack of funding.</i>	
Total Immediate Action Strategies/Sub-Strategies (2014-2105) priorities set	21
Total Short-Term Action Strategies/Sub-Strategies (2016-2020) priorities set	1
Total Immediate Action Strategies/Sub-Strategies (2014-2105) priorities initiated	18
Total Short-Term Action Strategies/Sub-Strategies (2016-2020) priorities initiated	1
Total Ongoing Strategies/Sub-Strategies initiated	19
Total Immediate Action Strategies/Sub-Strategies (2014-2105) priorities completed	7
Total Short-Term Action Strategies/Sub-Strategies (2016-2020) priorities completed	0
Total Ongoing Strategies/Sub-Strategies completed	9
<i>Not all ongoing strategies/sub-strategies can be completed, they can be initiated and continued as many are pragmatic type functions of the City. Those completed may be continued as well.</i>	
Total Immediate Action Strategies/Sub-Strategies (2014-2105) non-priorities initiated	2
Total Short-Term Action Strategies/Sub-Strategies (2016-2020) non-priorities initiated	8
<i>While there are strategies/sub-strategies that were not set as priorities, inevitably opportunities are presented and programs are developed or projects are completed in addition to the priorities that were set.</i>	

Total Immediate Action Strategies/Sub-Strategies (2014-2105) non-priorities completed	1
Total Short-Term Action Strategies/Sub-Strategies (2016-2020) non-priorities completed	4
Total Strategies/Sub-Strategies priorities and non-priorities Completed	21
Total Immediate Action Strategies/Sub-Strategies (2014-2105) continued once completed	
Total Short-Term Action Strategies/Sub-Strategies (2016-2020) continued once completed	
Total Ongoing Strategies/Sub-Strategies continued once initiated/completed	
<i>Once strategies/sub-strategies have been initiated/completed many of them require continuation of a specific program or regular maintenance; these figures represent this category of strategies/sub-strategies. These figures will be tracked from 2016 forward.</i>	
Grant Assistance Current Year (Public & Private Grants and Donations)	\$3,199,877.00 or 98%
City Cost Current Year (City Funds + In-Kind Labor (DPW Crews). Doesn't include administrative staff time)	\$65,243.00 or 2%
Investment Current Year (Grant Assistance + City Cost)	\$3,265,120.00
Total Grant Assistance over life of the plan (Public & Private Grants and Donations)	\$3,199,877.00 or 98%
Total City Cost over life of the plan (City Funds + In-Kind Labor (DPW Crews). Doesn't include administrative staff time)	\$65,243.00 or 2%
Total Investment over life of the plan (Grant Assistance + City Cost)	\$3,265,120.00

- b. Please see the attached table titled "Parks Action Plan" for a status update.
 - c. Please see the attached table titled "Performance Measures" for a status update on the plans impact.
 - d. The Comp Plan and You: Each chapter offers ways for community members to get involved with implementing the plan. Many of these are difficult to track but it is important to remember that there are opportunities for the community to be involved.
- II. Spark Plans: The City has utilized the Spark Plans that were developed as part of the Comprehensive Plan in implementing the Strategies and Priority Actions identified. Please see the attached table titled "Spark Plans" for a status update.
- a. University Projects: The City has had conversations with Gogebic Community College regarding internship opportunities, staff will continue to work towards this goal. In addition, the plan suggests using university students in related fields to planning, community development and urban design to assist with projects for class projects. Staff will investigate this opportunity during the course of the next year.

B. The following are methods to Keeping The Plan Off The Shelf:

- I. The plan as a guide to decision making: When Community Development staff presents reports to the various boards and commissions it provides an overview of how the topic of discussion relates to the following elements in the plan to guide the decision making process:
 - a. Guiding Principles
 - b. What We've Heard
 - c. Goals and Policies
 - d. Framing Concepts
 - e. Strategies
 - f. Priority Actions
 - g. Potential Partners
 - h. Cost and Funding
 - i. Spark Plans
 - j. Project Drivers
- II. The Plan as a marketing tool: As an adopted policy plan through a participatory public process, the Comprehensive Plan helps solidify the support, commitment and collaboration needed to mobilize the community. The plan is regularly referenced at meetings, celebrated at various events and promoted to the community, the region and state when projects and programs are run. The plan is also provided to prospective businesses, residents, visitors and tourists to illustrate the City's commitment to creating a great place to live, work and play. The City also uses the plan when applying for grant funding, which strengthens its position to receive grant dollars.
- III. The Plan as a "to do list": City officials and staff members use the plan to develop its annual goals and work programs as a "to do list". As projects are completed they are checked off the list which assists with implementation of the plan as well as improves the image of efficiencies in City government.
- IV. Key Implementation Practices
 - a. 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. The following are actions the plan recommends considering to building on volunteerism:
 - i. Establish a coordinator of volunteer activities.
 1. The Planning Commission has generated a list of volunteer and civic groups within the area that can play a role in implementation of the plan. The Planning Commission will work to engage these groups with projects that will have an impact on the community.
 - ii. Provide a means to align and connect community member's strengths, skills, passions and assets with appropriate implementation strategy, project or idea.

1. The City has worked to engage volunteers on its various boards and commissions, volunteer/civic groups and individuals within the community. As community members approach the City with ideas and interest in engaging it encourages it by discussing opportunities to become engaged.
- iii. Establish specific targets and goals for volunteerism.
 1. The City plans to gathered data for the volunteer and civic groups to identify the impact they have on the community. This will take place in future years.
- iv. Establish a recognition and appreciation program that celebrates accomplishments and recognizes contributions.
 1. The Planning Commission will discuss and evaluate this concept over the next year.
- v. Create/advocate for matching contributions from local organizations that seek to benefit by the volunteer activities and efforts.
 1. As the implementation matrix shows, 3.2 million dollars has been invested into the plan in its first year and a half and only 2% of City funds have been used. The City has been successful in leveraging funds and volunteers to make Ironwood a better community.
- b. Establish a "Future of the City Forum": The City has established a "Future of the City Forum" to review the Comprehensive Plan on an every other year basis which facilitates a community dialogue about what has worked well and what has maybe not worked so well. Through this evaluation amendments or updating the "to do list" are identified. This event is designed to "take the pulse of the community" and celebrate community accomplishments.

The first forum will take place at the end of 2016 and be held every other year moving forward. A summary of the event will be provided each year it takes place.

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

Each year the Planning Commission should discuss if an official update is warranted.

2. Capital Improvement Plan (CIP): The Planning Commission has reviewed the CIP and recommended approval to the City Commission at its November 5, 2015 meeting.
3. Other planning studies **not identified in the Comprehensive Plan** (such as transportation, sub area plans etc.). None at this time.
4. Other activities that may be applicable. None at this time.

Priority Action Items for next year and fiscal impacts

30 Priority Action Items/Strategies/Sub-Strategies have been identified for 2016. Fiscal impacts have not been identified for all projects as that will be discussed during the upcoming 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			
2015-001	600 E. Ayer Rezoning	Rezoning of 600 E. Ayer from R-1 to C-1	600 E. Ayer St	Cynthia O'Brien	Rezoning		3/5/2015	Tabled	4/2/2015	Approved	4/13/2015	Tabled	4/27/2015	Approved	509				
2015-002	Zoning Text Amendment	Amend C-1 to add bookstores and community centers as permitted uses	213 S. Marquette St	Staff	Text Amendment		4/2/15	Approved			4/27/2015	Approved			508				
2015-004	Excel Energy Service Center	Site Plan and Conditional Use for Outdoor Storage for Excel Service Center	1771 Liberty St	Xcel Energy	Site Plan	Conditional Use	8/6/15	Approved								City sold 15.7 acres of Industrial Park Land to E			
2015-006	Capital Improvement Plan CIP	Review and Recommend to City Commission Capital Improvement Plan CIP	213 S. Marquette St	Staff	CIP		10/1/15	Tabled	11/5/15	Approved	11/23/2015	Approved							
2015-007	Surplus Property Tier I	Review and Recommend to City Commission Tier I Surplus Property List and Map	213 S. Marquette St	Staff	Surplus Property		10/1/15	Tabled	11/5/15	Approved	11/23/2015	Approved							
2015-008	Surplus Property Tier II	Review and Recommend to City Commission Tier II Surplus Property for RFP	213 S. Marquette St	Staff	Surplus Property		10/1/15	Tabled	11/5/15	Tabled						Tabled until Zoning Ordinance Update complete			

*Scheduled

Excel for project	
3	

Parks Action Plan

2015	
Status*	Description
In Progress	Land Acquisition for Trails
In Progress	Develop & Improve Trails & Trailheads
Not Started	Implement Bike Routes on City Streets (Stripe/Sign)
In Progress	Depot Park Improvements
Not Started	Establish Community & Flower Gardens + Art
Not Started	Outdoor Rink at Pat O'Donnell
In Progress	Miners Park Master Plan
Not Started	Playground North of Hwy 2
Not Started	Historic Signage
Not Started	Implement a stormwater demonstration project
In Progress	Mt. Zion Improvements
In Progress	Upgrade Electrical at Curry
On-Going	Maintenance/Operations
Completed	Parks User Survey and Summit
Completed	Annual Review of Parks Action Program

Identified as Priority Action 2015

2016	
Status*	Description
Not Started	Land Acquisition for Trails
Not Started	Develop & Improve Trails & Trailheads
Not Started	Implement Bike Routes on City Streets (Stripe/Sign)
Not Started	Depot Park Improvements
Not Started	Establish Community & Flower Gardens + Art
In Progress	Dog Park
Not Started	Playground Upgrades at Hiawatha
Not Started	Build River Walk
Not Started	Park Wayfinding
In Progress	Improvements to Little League Field
Not Started	Explore Museum Feasibility (nature/childrens)
Not Started	Fill in new + spillover from last year
Not Started	Maintenance/Operations
Not Started	Parks User Survey and Summit
Not Started	Annual Review of Parks Action Program

2017	
Status*	Description
Not Started	Land Acquisition for Trails
Not Started	Develop & Improve Trails & Trailheads
Not Started	Implement Bike Routes on City Streets (Stripe/Sign)
Not Started	Depot Park Improvements
Not Started	Establish Community & Flower Gardens + Art
Not Started	Playground at East Side of Miners Park
Not Started	Lighted Ski Trail in Miners Park
Not Started	Improvements to Dam at Norrie Park
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Maintenance/Operations
Not Started	Parks User Survey and Summit
Not Started	Annual Review of Parks Action Program

2018	
Status*	Description
Not Started	Land Acquisition for Trails
Not Started	Develop & Improve Trails & Trailheads
Not Started	Implement Bike Routes on City Streets (Stripe/Sign)
Not Started	Depot Park Improvements
Not Started	Establish Community & Flower Gardens + Art
In Progress	Depot Park Playground
Not Started	Depot Park Pavilion Upgrades
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Maintenance/Operations
Not Started	Parks User Survey and Summit
Not Started	Annual Review of Parks Action Program

2019	
Status*	Description
Not Started	Land Acquisition for Trails
Not Started	Develop & Improve Trails & Trailheads
Not Started	Implement Bike Routes on City Streets (Stripe/Sign)
Not Started	Depot Park Improvements
Not Started	Establish Community & Flower Gardens + Art
Not Started	5 Year Parks System Plan
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Maintenance/Operations
Not Started	Parks User Survey and Summit
Not Started	Annual Review of Parks Action Program

2020	
Status*	Description
Not Started	Land Acquisition for Trails
Not Started	Develop & Improve Trails & Trailheads
Not Started	Implement Bike Routes on City Streets (Stripe/Sign)
Not Started	Depot Park Improvements
Not Started	Establish Community & Flower Gardens + Art
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Fill in new + spillover from last year
Not Started	Maintenance/Operations
Not Started	Parks User Survey and Summit
Not Started	Annual Review of Parks Action Program

*For details on status see Implementation Matrix and Comprehensive Plan Annual Report

Performance Measures Chapter 3	2014	2015
Number of Zoning/Development Requests (see annual report for details)	10	6
Number of Building Permits	98	116
Number of Blight Issues addressed prior to formal notice issues	0	0
Number of Blight Notices Issued	285	226
Number of Blight Notice Compliance (estimate)	80%	85%
Number of Blight Notices that went to the CC for Public Hearing & Action	10	3
Number of Condemnations	2	0
Number of Condemned Structures Removed	0	0
Number of Structures Removed	2	16
Performance Measures Chapter 4		
Linear feet of streets resurfaced/reconstructed		
Linear feet of new or replaced sidewalk	7,546	9,898
Linear feet of new paved trails	0	15,840
Linear feet of new unpaved trails	0	0
Linear feet of new on road bike lanes	0	0
Accidents	201	186
Automobile	199	186
Pedestrian	1	0
Bicycle	1	0
ATV	0	0
Snowmobile	0	0
Performance Measures Chapter 5		
Funding budgeted for Park Capital Improvement Fund	0	0
Number of outdoor/sporting events	18	18
Performance Measures Chapter 6		
Economic Development		
Number of Local Business Visits	75	185
Number of Business Workshop/Events	3	12
Number of Events/Festivals	47	80
Number of Jobs Reported	1,197	2,621
Number of Businesses Reported	193	317
Expansion in square feet of existing businesses	0	0
Square feet of vacant developed sites	0	683,892
Square feet of redeveloped sites	0	0
Number of Businesses engaged in mentorship	0	0
Amount of funds loaned out	\$0.00	\$100,000.00
Amount of funds paid back (RLF)	\$ 2,770.00	\$ 1,232.00
Property tax valuation (non-residential)	\$ 67,153,160.00	\$ 62,737,760.00
Housing		
Number of new homes built	1	0
Property tax valuation (residential)	\$ 118,676,860.00	\$ 123,184,720.00
Number of development/redevelopment projects led, facilitated or brokered by City	0	0
Number of redevelopment sites sold off of the City Tier II Surplus list	0	0
Performance Measures Chapter 7		
Gallons of water pumped	349,130,020	282,399,850
Gallons of water usage	181,819,352	132,619,652
Gallons of unmetered water (hydrant flushing, fire calls, leaks, let runs)	167,310,668	149,780,198
Gallons of waste water treated		
Linear Feet of New Water Main Installed (planned projects, excludes repairs)	8,653	23,824
Linear Feet of New Sanitary Sewer Main Installed (planned projects, excludes repairs)	6,063	19,581
Linear Feet of New Storm Sewer Installed (planned projects, excludes repairs)	4,201	12,392
Number of water main breaks	37	16
Number of service line breaks	36	31
Number of flooding events	0	0
Amount /cost of flood damage	0	0
ISO Rating	6	6
Annual funds invested in capital improvements (Streets, Water, Sewer, Parks etc - CIP)	\$ 2,794,122.00	\$ 5,692,463.00

#	Spark Plan	2014-2015
1	Entrepreneurial Support Spaces	906Boom explored its use and is in the early stages of implementation
2	Business Retention Program	City used to develop the current program
3	Revolving Loan Fund	City used to assist with regionalization of the current program
4	Business Mentorship Program	City used to develop the current program
5	Business Incubator	906Boom used during development of 906Boom
6	Pop-up Storefronts	Not Used
7	Economic Development Coordination	City used with RPI
8	Citywide Arts Plan	Used in discussions with arts community
9	Neighborhood Branding/Identity	Not Used
10	Historic Preservation & Interpretation	Not Used
11	Housing Market Study	Used with TMA through RPI
12	Scattered Site Housing Redevelopment Program	Used through Blight Elimination Grant
13	Homeowner's Toolkit/Handbook	Used to develop Housing Rehab Toolkit
14	Housing Rehab Program	Used with MSHDA housing rehab grant
15	Home Remodeler's Showcase	Not Used
16	Trail & Sidewalk Improvements	Used to prioritize trail improvements
17	Trail Users Forum	Used to start motorized trail discussions
18	Wayfinding	Not Used
19	Miners Park Master Plan	Used to develop Miners Park Plan
20	Community Gardens/Adopt-A-Lot	Used in discussions with Regional Food Group
21	Community-built Playground	Used in discussions with local resident interested in a community-built playground
22	Youth Center	Used in discussions with local group interested in developing a youth center
23	Develop a Local/Regional Map	Not Used
24	Parks & Business Partnerships	Not Used
25	Make your own Spark Plan!	Used to develop Regional Food Group plans on farmers markets, community gardens and commercial kitchens



MEMO

To: Mayor Burchell and the City Commission

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

Date: December 4, 2015

Meeting Date:

Re: Zoning Ordinance Update

Since the adoption of the City's Comprehensive Plan the Planning Commission and Economic Development Corporation have supported an update to the City's Zoning Ordinance. During last year's budget discussions staff proposed this project. Due to the budget situation the City was only able to adopt an operational budget as there was no funding available for projects, such as the Zoning Ordinance update. The EDC and Planning Commission recently adopted their goals for 2016 and both of which include updating the Zoning Ordinance and regulatory environment in the City. As the Commission starts to think about its goal setting for next year and the upcoming budget process I'd like you to consider budgeting for this project. Below are further details on why it is important and how it relates to the Comprehensive Plan. I believe a communities zoning ordinance is the foundation for future growth and development opportunities and sets the stage to complete many other projects in its comprehensive plan.

Comprehensive Plan

The decisions the City makes and policies it sets should align with its comprehensive plan. Therefore, the following should be reviewed for consistency with the comprehensive plan.

Guiding Principles

The guiding principles consistent with updating the Zoning Ordinance are a Friendly Community, an Active Community, a Great Destination and a Thriving Community.

What We've Heard (What did the public say during the planning process?)

The community indicated that improvements to City infrastructure (sidewalks, roads and utilities) was a high priority. 63% of survey respondents ranked "strengthening existing neighborhood infrastructure" as one of their top three priorities for future investment. Respondents emphasized the importance of infrastructure in enhancing Ironwood's image as a well-maintained and affordable community.

Residents described job and retail growth and diversity as critical to creating an attractive place to live and work. In the community survey, "economic development, job creation, and expansion" was the

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highest ranking priority for future investment with 68% of respondents ranking it among their top three priorities.

Many community members emphasized quality of life improvements (such as investment in infrastructure, parks, housing, retail, arts and culture, and recreation amenities) as an important strategy for attracting new businesses and residents, and promoting economic health.

Goals and Policies (Is this consistent with the goals and policies that are in the plan?)

Goal 3.1, 3.2, 3.3, 6.1, 6.2, 6.3

Policy 3.1.1-3.1.4, 3.2.1-3.2.3, 3.2.6, 3.3.1, 3.3.3, 3.3.5, 6.1.1-6.1.3, 6.1.7, 6.2.1-6.2.6, 6.3.4

Framing Concepts (Is this consistent with the framing concepts that are in the plan?)

The form and character of Ironwood is important to the community as evident in the district-based approach described in Chapter 3 of the plan; these desired effect can be achieved through changes in zoning regulations. Economic development was a leading issue for the community and the concepts presented and discussed can be achieved through regulatory changes. Ironwood's neighborhoods and its housing can also be addressed through regulatory changes to promote the type and quality of housing City resident's desire.

Strategies (Is this consistent with the strategies that are in the plan?)

Strategy 3.1: Update City Ordinances

Strategy 6.2: Develop a Business-Supportive Zoning and Regulatory Environment

Strategy 6.11: Support Infill and Redevelopment

Sub-Strategy 3.1(a): Update the Zoning Ordinance

Sub-Strategy 3.1(c): Create a Subdivision Ordinance

Priority Actions (Has the City set this as a priority action?)

The Planning Commission and EDC set this as a priority during its goal setting session in December of 2015 for 2016. In addition, the Planning Commission, EDC and City Commission set this as a priority action for 2015 through its priority action setting workshops in August and September of 2014.

Potential Partners (Are there entities that can partner with the City?)

In order to produce an effective ordinance this effort will require hiring a consultant that has expertise in the field of zoning ordinance to work with the City through the process.

Cost and Funding (What are potential costs and funding sources?)

Potential Cost: Staff has analyzed the necessary extent of the update and based on that a full rewrite of the ordinance will be required. There are changes required to become consistent with the Comprehensive Plan as well as State law requirements that need to be updated or even added to the ordinance that are not currently in it. This complete rewrite will also make the ordinance easier to use by staff, officials and the public, more business friendly and provide more flexibility for economic development/redevelopment. Staff has spoken with a number of planning firms that specialize in zoning ordinances and based on those conversations the anticipated costs can be similar to the comprehensive plan; more refinement of costs will be flushed out during the budget process.

Potential Funding Sources: Staff has researched funding sources and there are no grants available for development of ordinances. Funding would need to come from the City General Fund.

Project Drivers (If this is a project, what members will be participating and driving it?)

City staff and the Planning Commission will be responsible for this project.

Additional Justifications

1. State Statute Requirement.
 - a. The Michigan Planning Enabling Act requires if municipalities have a zoning ordinance it must be based on a plan. With the adoption of the City's new Comprehensive Plan its Zoning Ordinance must be updated to reflect the plan relative to the existing and new Zoning Districts and development regulations.
 - b. The Michigan Zoning Enabling Act outlines how municipalities can regulate land use and development. The current Zoning Ordinance is not consistent with State law.
 - i. There are updates to the law that require the City to update its ordinance, one example is regarding wireless communication towers.
 - ii. There are also sections of the State law that are not even found in our Zoning Ordinance and need to be, one example is regarding the rezoning process which the City engages in fairly regularly.
 - iii. There are even sections in the Zoning Ordinance that aren't consistent with the State law and other parts of our Zoning Ordinance, one example is the Zoning Ordinance section on Conditional Uses and procedures.
2. Legal Challenges.
 - a. After review of the Zoning Ordinance there are many instances where it is vague in definitions of terms, processes or lack of proper terms and processes or confusing language. When an ordinance is vague it is easier to be challenged in court costing the City attorney fees and time. There are many terms and regulations I believe need to be modified or added to protect the City from legal challenges. In addition, if your plan allows for certain uses and your ordinance doesn't the developer/applicant can challenge that as well and vice versa. An example in our area was gravel pit mining in Ironwood Township.
3. Business Friendly Regulatory Environment
 - a. From an economic development standpoint it is important to have a Zoning Ordinance that is business friendly and allows development to occur. There are changes that can and should be made to various regulations and processes to encourage development in the City that are more efficient from a time and money standpoint for the development community. This is an important factor for developers that are looking to develop in communities. Some examples include reduction of dimensional requirements on sites, reduced parking requirements, streamline the review and approval process as well as more flexibility of use of the property.
4. Easy to use (diagrams, illustrations, tables, charts etc.)
 - a. Current Zoning Ordinances today have less words and legalese and more diagrams, illustrations, tables and charts to explain the regulations. This type of ordinance helps both staff and the development community because it makes it more clear what the rules are and what is expected; a picture is worth a thousand words. This relates to the business friendly regulatory environment because it is easier for a developer to get through the ordinance and understand it. It is also helpful when a property owner who isn't familiar with zoning and

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permitting to be able to look at the ordinance and be able to understand it as well.

5. You get what you want.

- a. The City spent a lot of time and money developing its Comprehensive Plan because it cares about the future of the City and how it wants it to develop, look and feel. The reasons above are either legal in nature or assisting specific groups of people, which is important, but a very important reason also is to get what you want as a community. The public provided input into what it wants to see Ironwood be in the future and the way you give the public what they want is to make sure your regulations are set to do that.

6. City Funded Projects

Out of the 70+ strategies/projects/programs identified in the Comprehensive Plan the following seven (7) projects will require outside consultants and the City to fund them through City funds. All of these projects are either underway and are being funded from sources other than City funds or are planned for in the near future without the use of City funds from its general fund. ***The only project that will cost a significant amount of money that will be required to be funded by the City is the Zoning Ordinance.*** The other strategies/projects/programs can be accomplished with little to no funding other than staff time and the assistance by the appointed officials on the Planning Commission, EDC, DIDA and Parks and Recreation Committee. This is an investment the City should make.

- a. Comprehensive Plan Strategy 3.1(a&c) Update zoning ordinance and create subdivision ordinance – **City Funding Required**
- b. Comprehensive Plan Strategy 6.6(d) Conduct a retail and commercial market study – **100 % Grant Funded through RPI and in process**
- c. Comprehensive Plan Strategy 6.6(e) Brand and market the city – **50 % City / 50 % Donations and in process**
- d. Comprehensive Plan Strategy 6.11(a) Conduct a housing market study – **100 % Grant Funded through RPI and in process**
- e. Comprehensive Plan Strategy 7.1(a) Prepare master plan for sanitary sewer collection system – **100 % Grant Funded**
- f. Comprehensive Plan Strategy 7.1(b) Prepare master plan for potable water system – **100 % Funded through Water Fund**
- g. Comprehensive Plan Strategy 7.1(c) Prepare master plan for stormwater system – **100 % Grant Funded**

7. Capital Improvement Plan (CIP)

The City recently adopted its CIP and the Zoning Ordinance update was a high priority project identified for the 16/17 fiscal year (upcoming year).