

**PLANNING COMMISSION MEETING  
ESCANABA, MICHIGAN  
June 23, 2016**

A meeting of the Escanaba Planning Commission was held on Thursday, June 23, 2016, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

**PRESENT:** Vice-Chairperson Kel Smyth, Secretary Roy Webber, Commissioners Brian Black, James Hellerman, Christine Williams, and Paul Caswell

**ALSO PRESENT:** City Manager Jim O'Toole, Executive Assistant Buffy L. Smith, City Council Liaison Ronald Beauchamp, and CUPPAD Community Planner Anne Milne

**ABSENT:** Commissioners Tom Warstler and Morley Diment

Vice – Chairperson Kel Smyth called the meeting to order at 6:00 p.m.

**ROLL CALL**

Executive Assistant Buffy Smith conducted roll call.

**APPROVAL/CORRECTION OF THE MAY 12, 2016 PLANNING COMMISSION MEETING MINUTES**

Roy Webber stated he made a comment pursuant to what Christine Williams said about downtown. Roy stated the Master Plan for downtown should be based on harmony, not homogeny. He believes things should look well and go well together. He suggested revision to the minutes before final approval.

**A motion was made by Commissioner Black, seconded by Commissioner Williams, to amend the May 12, 2016 Planning Commission meeting minutes to include the comment stated by Commissioner Roy Webber that the Master Plan for downtown be based on harmony, not homogeny, and that things should look well and go well together. Ayes were unanimous.**

**CONFLICT OF INTEREST DECLARATIONS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**1. Election of Officer – Chairperson.**

Jim O'Toole stated the previous Chairperson wasn't re-appointed and he recommends tabling the election of officer for a Chairperson until the next meeting when a full board is present. The next meeting is scheduled for July 14<sup>th</sup>.

Roy Webber stated he is unable to attend the July 14<sup>th</sup> meeting.

Kel Smyth stated if necessary the election of officer for a Chairperson could be put on hold until the August meeting if a full board isn't present at the July meeting.

## **2. Update – Preliminary Community Master Plan.**

Jim O'Toole stated a joint meeting with the City Council and Planning Commission was held in May. The preliminary draft of the Community Master Plan was discussed. Since that meeting a thorough review has been completed and basic housekeeping, including edits, formatting, etc. has been made. Mr. O'Toole stated revisions have been made to Chapter 12, Plan Implementation, so that the actions are more specific and direct in nature. This is to help everyone understand what the objective is and to help assist in writing grants. He also stated that as part of the Capital Improvement Plan, a column will be added to the document showing which action it is in the Master Plan, so it is referenced back to the original document.

Anne Milne stated the video is to accompany the Community Master Plan and is intended to provide a summary. She understands not everyone will read through the Master Plan and the video presentation provides a nice summary with good footage of Escanaba.

Kel Smyth stated the Master Plan looks good visually and reading it. He thanked everyone involved in the process.

Anne Milne started the video presentation.

Jim O'Toole stated this video is different from things other people have done. He said the City of Escanaba is the first in the Upper Peninsula to do this. It is a marketing tool to encourage people to read the Master Plan.

Brian Black questioned if there could be a narrator in the video.

Anne Milne replied this could be done but it would add to the length of the video. She will check into what some options might be.

Brian Black stated he found it distracting to read and pay attention (and he enjoys reading).

Christine Williams agreed with Brian Black. She stated narration would be nice; it would be nice to hear a voice.

Roy Webber stated the video is nice and goes by fast. He is unsure of the music choice; possibly the volume or the music. He thinks something a little more subtle in the background would be a better choice to go along with narration. He would prefer a different option for music.

Jim O'Toole stated a couple of small edits still need to be made to the draft Master Plan. On the second page, he would like to add the former Planning Commissioners names since this has been an ongoing project.

Christine Williams stated an edit to page 49, in the 3<sup>rd</sup> paragraph, to remove the sentence "the possibility of purchasing a parcel of land in Escanaba for the".

Jim O'Toole stated the plan is to finalize the document, get it out to the local units of government as early as possible next week. The units of government will have the opportunity to review and comment on the Master Plan. The Planning Commission will reconvene with the City Council. Then the Planning Commission will go into the final approval phases to wrap up the Master Plan and get it implemented.

**GENERAL PUBLIC COMMENT**

None.

**COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS**

Jim O’Toole stated an update on the zoning permits to date:

<b>ZONING PERMITS REPORT</b>		
<b>January 1, 2016 thru June 23, 2016</b>		
3	NEW RESIDENTIAL HOME	\$ 460,000
20	RESIDENTIAL REMODEL	\$ 324,900
0	NEW COMMERCIAL	\$ -
7	COMMERCIAL REMODEL	\$ 4,405,200
3	CHANGE OF USE	\$ -
1	HOME OCCUPATION	\$ -
0	LAND USE PERMIT	\$ -
3	DEMOLITION PERMIT	\$ 37,600
<b>37</b>	<b>TOTAL</b>	<b>\$ 5,227,700</b>

Jim O’Toole stated at the July 14<sup>th</sup> Planning Commission meeting there will be a site plan review for a helipad and facility out at the hospital as an accessory use.

Paul Caswell questioned Mr. O’Toole about the potential sale of the Delta Plaza mall, which Mr. O’Toole mentioned at the last Planning Commission meeting.

Jim O’Toole replied a purchase agreement is in place. They are working with the potential buyer on creating an Obsolete Property Rehabilitation District for the mall. This will be presented before the July 7<sup>th</sup> City Council meeting.

**ADJOURNMENT**

**A motion was made by Commissioner Hellerman, seconded by Commissioner Webber, to adjourn the meeting. The meeting adjourned at 6:18 p.m. Ayes were unanimous.**

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Kel Smyth, Vice Chairperson  
Escanaba Planning Commission

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James V. O’Toole, City Manager  
City of Escanaba

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Roy Webber, Secretary  
Escanaba Planning Commission