CALL TO ORDER
ROLL CALL
INVOCATION/PLEDGE OF ALLEGIANCE - Pastor Erik Heskin of Bethany Lutheran Church
APPROVAL/CORRECTION(S) TO MINUTES - Regular Meeting – February 1, 2018
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION(S)
BRIEF PUBLIC COMMENT(S)
PUBLIC HEARING(S)

   Explanation: A public hearing will be conducted to facilitate input from citizens for the City’s next fiscal year budget.
   This is the second of five (5) scheduled public hearings.

2. Public Hearing – Escanaba CDBG Façade Improvement Projects – CUPPAD.
   Explanation: A public hearing will be conducted to close-out the CDBG Façade Improvement Grants for 613-615 Ludington Street, 1110 Ludington Street, 1206 Ludington Street, and 1513 Ludington Street.

NEW BUSINESS

1. Approval – Resolution for Designation of Street Administrator – City Engineering.
   Explanation: Administration is recommending Council approval of selecting Interim City Engineer Wendy Taavola as the City of Escanaba’s Street Administrator which is required by the Michigan Department of Transportation per Public Act 51.

   Explanation: Administration is recommending Council approval to add North 26th Street to the City of Escanaba’s Mileage Certification as per Public Act 51.

3. Approval – Leak Detection Bid – Water Department.
   Explanation: Administration is seeking Council approval to accept the Leak Detection Services bid received from Utility Services Associates of Seattle, WA to conduct the Leak Detection specifications as written in the RFP, at a cost not to exceed $13,141. Funds for this project are allotted in the 2017/2018 FY Budget.

   Explanation: Administration is seeking Council approval to accept the Fire Hydrant Painting bid received from Bosc Corporation of Escanaba, MI to paint one-hundred (100) fire hydrants as written in the RFP, at a cost not to exceed $50,000. $42,500 of the required funds for this project are allotted in the 2017/2018 FY Budget; the remainder of the funds will be taken from the 2017/2018 Capital Improvements Fund.
Agenda – February 15, 2018

5. Approval – Digester Roof Restoration Bid – Wastewater Department.
   Explanation: Administration is seeking Council approval to accept the Digester Roof Replacement bid received from Terrazzo Creations and Renewal of Norway, MI to conduct the repairs as written in the RFP, at a cost not to exceed $93,000. Funds for this project are allotted in the 2017/2018 FY Budget.

6. Approval – Confidential Secretary Position – Human Resources/City Manager.
   Explanation: Administration is seeking Council approval to upgrade the current Part-Time Confidential Secretary position to a Full-Time position.

7. Discussion – Closed Session to Discuss Labor Negotiations – City Manager.
   Explanation: Administration wishes to go into Closed Session to discuss labor negotiations with the City Attorney.

APPOINTMENTS
BOARD, COMMISSION, AND COMMITTEE REPORTS
GENERAL PUBLIC COMMENT
ANNOUNCEMENTS
ADJOURNMENT

Respectfully Submitted

Patrick S. Jordan
City Manager
NEW BUSINESS

8. **Condemnation proceedings for 910 Ludington Street.**
   **Explanation:** Administration is requesting Council to approve the condemnation and if required, demolition of a commercial building located at 910 Ludington Street. If approved Administration requests scheduling a public hearing for March 1, 2018.

9. **Consideration of a Resolution for Road Repair, Maintenance And Improvements.**
   **Explanation:** Council approval of a millage request to be placed before the voters this year 2018.

Respectfully Submitted

Patrick S. Jordan
City Manager
OFFICIAL PROCEEDINGS
CITY COUNCIL
CITY OF ESCANABA, MICHIGAN
Regular Council Meeting
Thursday, February 1, 2018

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, Ronald J. Beauchamp, Ralph B. Blasier, Michael R. Sattem, and Peggy O’Connell Schumann.

Absent: None

Also Present: City Controller Melissa Becotte, 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.

Blasier moved, Sattem seconded, CARRIED UNANIMOUSLY, to approve Regular Meeting minutes from January 18, 2018, as submitted.

ADJUSTMENTS TO THE AGENDA

Schumann moved, Beauchamp seconded, CARRIED UNANIMOUSLY, to approve the Agenda as submitted.

CONFLICT OF INTEREST DECLARATION – None

BRIEF PUBLIC COMMENT – None

PUBLIC HEARINGS – None

NEW BUSINESS


In accordance with the Municipal Planning Enabling Act, P.A. 33 of 2008, Section 125.3819, the 2017 Planning Commission End-of-Year Report along with 2018 Plan of Work was presented to the City Council.

Escanaba Planning/Zoning Administrator Blaine DeGrave presented to the City Council and people of Escanaba their annual 2017 Planning Commission End-of-Year Report and 2018 Plan of Work Report. (See Attachment – A)

Blasier moved, Schumann seconded, CARRIED UNANIMOUSLY, to accept the 2017 Planning Commission End-of-Year Report along with 2018 Plan of Work as

In accordance with the Downtown Development Authority Rules of Procedure, the 2017 Downtown Development Authority End-of-Year Report and the 2018 Plan of Work was presented to the City Council.

Downtown Development Authority Director Edward Legault and DDA President Suzanne Parker presented the 2017 Downtown Development Authority Year End-of-Year Report and 2018 Plan of Work Report. (See Attachment – B)

After a discussion on blighted buildings, Beauchamp moved, Sattem seconded, CARRIED UNANIMOUSLY, to accept the 2017 Downtown Development Authority End-of-Year Report and the 2018 Plan of Work as presented.

APPOINTMENT(S) TO CITY BOARDS, COMMISSIONS, AND COMMITTEES

Mayor Tall, with Council consensus, made the following appointments:

Keith Marenger to fill a City vacancy on the Delta County Landfill Authority;

Dominic Benetti to the City Planning Commission, term ending June 1, 2020.

BOARD, COMMISSION, AND COMMITTEE REPORTS

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

GENERAL PUBLIC COMMENT - None

ANNOUNCEMENTS

- Updated outstanding year end statistics of the Delta Animal Shelter;
- Thanked EMP for their donation to Rock the Dock;
- Public Works Employees were thanked for all their snow cleanup especially in the Downtown Business District.

Hearing no further public comment, the Council adjourned at 7:26 p.m.

Respectfully submitted

Robert S. Richards, CMC  
City Clerk

Approved: ______________________
Marc D. Tall, Mayor
January 2, 2018

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

It is with pleasure that the Escanaba Planning Commission submits to you this 2017 Year-End Report on issues and matters brought before the Planning Commission in Calendar Year 2017.

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 2017 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,
Kelvin Smyth
Planning Commission Chairperson

PERFORMANCE MATTERS—INDICATOR KEY:

↑ INCREASING ↔ STAYING ABOUT THE SAME ↓ DECLINING
2017 PLANNING COMMISSION ACCOMPLISHMENTS

Redevelopment Ready Community Certification

After two years of preparation, the City of Escanaba obtained the accreditation of becoming a Redevelopment Ready Community (RRC) through the Michigan Economic Development Corporation (MEDC). The City received the award on April 13, 2017, making Escanaba the FIRST community in the Upper Peninsula to be certified under the statewide program.

The RRC is a voluntary, no-cost program through MEDC that assists local municipalities in establishing a sound foundation for redevelopment and investment to occur in their communities. Certification is a formal recognition that a community has removed barriers and streamlined processes to be more competitive in today's economy.

PLANNING COMMISSION - 2017 SITE PLAN REVIEWS

Lemerand Field Complex - Paved Parking Lot (Phase I)

The Planning Commission conducted a Public Hearing during a regularly scheduled Planning Commission meeting on May 10, 2017 and approved a Site Plan for the construction of Phase I of the Lemerand Field Complex Paved Parking Lot project. The Lemerand Field Complex is located on South 21st Street, between 18th Avenue South and 20th Avenue South.
Delta County Correctional Institution Addition

The Planning Commission conducted a Public Hearing during a regularly scheduled Planning Commission meeting on June 8, 2017 and approved a Site Plan for the construction of a 25,057 sq. ft. correctional institution addition to the existing Delta County Service Center located at 2920 College Avenue.
PLANNING COMMISSION - 2017 SITE PLAN REVIEWS

Menards - (2) Additions and New Detention Pond

The Planning Commission conducted a Public Hearing during a regularly scheduled Planning Commission meeting on September 14, 2017 and approved a Site Plan for the construction of two additions ((1) 8,828 sq. ft. and (1) 10,080 sq. ft.) and a new detention pond (27,750± sq. ft.) to the existing Menards property located at 3300 Ludington Street.

OSF St. Francis Hospital - Medical Staff Parking Lot

The Planning Commission conducted a Public Hearing during a regularly scheduled Planning Commission meeting on September 14, 2017 and approved a Site Plan for the construction of a 15,000 sq. ft. Medical Staff Parking Lot to the existing OSF St. Francis Hospital located at 3401 Ludington Street.
Aspen Dental - Delta Plaza Mall Outlot

The Planning Commission conducted a Public Hearing during a regularly scheduled Planning Commission meeting on October 12, 2017 and approved a Site Plan for the construction of a 3,543 sq. ft. Aspen Dental facility within the outlot property of 301 North Lincoln Road (a.k.a. Delta Plaza Mall)
Retail Building - Delta Plaza Mall Outlot

The Planning Commission conducted a Public Hearing during a regularly scheduled Planning Commission meeting on November 13, 2017 and approved a Site Plan for the construction of a 5,290 sq. ft. three (3) tenant Retail Building within the outlot property of 301 North Lincoln Road (a.k.a. Delta Plaza Mall)
January 1, 2017 to December 31, 2017
2 New Residential Zoning Permits Were Issued

New Residential Homes - Value $405,000

<table>
<thead>
<tr>
<th>NEW RESIDENTIAL HOMES</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residential Zoning Permits</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>New Residential Value</td>
<td>$721,844</td>
<td>$405,000</td>
</tr>
</tbody>
</table>

3300 7th Avenue South
1105 Lake Shore Drive

January 1, 2017 to December 31, 2017
3 New Commercial Zoning Permits Were Issued

New Commercial - Value $16,774,923

<table>
<thead>
<tr>
<th>NEW COMMERCIAL</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Commercial Zoning Permits</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>New Commercial Value</td>
<td>$2,047,600</td>
<td>$16,774,923</td>
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</tbody>
</table>

2920 College Avenue - Delta County Correctional Institution
301 North Lincoln Road - DIAL Escanaba Mall 1 - Aspen Dental
301 North Lincoln Road - DIAL Escanaba Mall 1 - Retail Building
January 1, 2017 to December 31, 2017
30 Residential Remodel Zoning Permits Were Issued

Residential Remodels - Value $539,330

<table>
<thead>
<tr>
<th>RESIDENTIAL REMODELS</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Remodel Zoning Permits</td>
<td>31</td>
<td>30</td>
</tr>
<tr>
<td>Residential Remodel Value</td>
<td>4728,115</td>
<td>5459,330</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>200 Lake Shore Drive - 2nd Garage &amp; Covered Patio</th>
<th>1510 11th Avenue North - Storage Shed</th>
<th>129 South 22nd Street - House Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1506 17th Avenue South - Accessory Structure (Pool)</td>
<td>2400 Lake Shore Drive - Pool</td>
<td>1212 North 16th Street - Garage</td>
</tr>
<tr>
<td>510 South 11th Street - Living Room Addition</td>
<td>223 Stephenson Avenue - Porch</td>
<td>710 South 19th Street - Detached Garage</td>
</tr>
<tr>
<td>2615 7th Place - Pergola Addition</td>
<td>517 Ogden Avenue - Garage</td>
<td>1812 2nd Avenue North - Deck Addition</td>
</tr>
<tr>
<td>2211 12th Avenue South - Deck Addition</td>
<td>427 South 15th Street - Porch</td>
<td>1616 16th Avenue South - Garage</td>
</tr>
<tr>
<td>1415 16th Avenue South - Garage</td>
<td>1306 North 16th Street - Garage</td>
<td>1618 Stephenson Avenue - Garage</td>
</tr>
<tr>
<td>1211 South 15th Street - Deck Addition</td>
<td>615 South 13th Street - Garage/Carport</td>
<td>513 South 14th Street - Covered Dock</td>
</tr>
<tr>
<td>2215 South 21st Street - Garage &amp; Living Space Addition</td>
<td>309 South 3rd Street - Addition &amp; Garage</td>
<td>507 South 8th Street - House Additions</td>
</tr>
<tr>
<td>412 South 19th Street - Garage Addition</td>
<td>1405 South 14th Street - Roof Over Patio &amp; Shed</td>
<td>3030 Lake Shore Drive - Detached Garage</td>
</tr>
<tr>
<td>3126 6th Avenue South - Storage Shed &amp; Patio Slab</td>
<td>1112 South 11th Street - Sun Room Addition</td>
<td>700 Bay Street - Attached Garage</td>
</tr>
</tbody>
</table>
January 1, 2017 to December 31, 2017
13 Commercial Remodel Zoning Permits Were Issued

Commercial Remodels - Value $1,094,950

<table>
<thead>
<tr>
<th>Commercial Remodel Zoning Permits</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>13</td>
</tr>
</tbody>
</table>

| Commercial Remodel Value          | $1,989,700 | $1,094,950 |

| 2007 South 21st Street - Escanaba Area Public Schools - Construction of Press Box at Lemerand Field | 1701 North 26th Street - Northern Machining & Repair - Addition of Storage Building |
| 601 North Lincoln Road - Walmart - Accessory Structure (Bus Stop Shelter) | 3300 Ludington Street - Menards, Inc. - (2) Warehouse Additions and (1) Detention Pond |
| 1600 3rd Avenue North - Guindon Moving and Storage - Mini Storage Building | 3401 Ludington Street - OSF St. Francis Hospital - Medical Staff Parking Lot |
| 2529 8th Avenue South - Howard DeGrand - Addition of Garage | 2950 College Avenue - Delta County - Storage Building 1 |
| 2205 North 19th Street - Junelee Development LLC - Storage Garage | 2950 College Avenue - Delta County - Storage Building 2 |
| 202 North 30th Street - Verizon - Cell Tower Antenna (swap & add) | 210 South Lincoln Road - Escanaba Seventh Day Adventist Church - Paved Parking Lot |
| 224 Stephenson Avenue - Crazy Joe's Pool Hall - Canopy Over Patio | |

1600 3rd Avenue North - Guindon Moving and Storage
1701 North 26th Street - Northern Machining and Repair
January 1, 2017 to December 31, 2017
5 Demolition Permits Were Issued

Demolition - Value $42,700

<table>
<thead>
<tr>
<th>DEMOLITION</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>Demolition Permits</td>
<td>11</td>
<td>5</td>
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<tr>
<td>Demolition Value</td>
<td>$85,220</td>
<td>$42,700</td>
</tr>
</tbody>
</table>

- 2535 8th Avenue South - Demolition of House
- 209 North 11th Street - Demolition of House & Garage
- 2107 8th Avenue South - Demolition of House & Garage
- 1212 North 16th Street - Demolition of Garage
- 1105 Lake Shore Drive - Demolition of House

1 Land Use Permit Was Issued / 1 Change of Use Permit Was Issued / 2 Home Occupation Permits Were Issued

Land Use Permit - Value $0.00 / Change of Use - Value $0.00 / Home Occupation - Value $0.00

<table>
<thead>
<tr>
<th>LAND USE / CHANGE OF USE / HOME OCCUPATION</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Use Permits</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Land Use Permits Value</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Change of Use Permits</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Change of Use Value</td>
<td>$5</td>
<td>$0</td>
</tr>
<tr>
<td>Home Occupation Permits</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Home Occupation Value</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

- 226 South Lincoln Road - Land Use - Rehab/Recovery Facility
- 310 South 8th Street - Home Occupation - Massage Spa
- 938 Stanley Court - Change of Use - Manufacturing to Shuttle Service
- 2511 5th Avenue South - Apt. 203W - Home Occupation - Seamstress
PLANNING COMMISSION MEETINGS

<table>
<thead>
<tr>
<th>Type of Meeting</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Planning Commission Meetings</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special / Joint Planning Commission Meetings</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

HISTORICAL PERMITS AND DECLARED VALUES

City of Escanaba
Zoning Permits and Declared Values

Delta County for the City of Escanaba
Building Permits and Declared Values
January 1, 2017 to December 31, 2017
18 Sign Permits Were Issued

<table>
<thead>
<tr>
<th>SIGN PERMITS</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Permits</td>
<td>23</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2510 3rd Avenue North - Aldi Food Market</td>
<td>505 North 26th Street - Starbucks at Meijer</td>
</tr>
<tr>
<td>2404 3rd Avenue North - Baybank</td>
<td>1325 Washington Avenue - Stropich Oil</td>
</tr>
<tr>
<td>1314 Ludington Street - Rustic Vapor</td>
<td>1406 Ludington Street - Olivia Bean &amp; Co.</td>
</tr>
<tr>
<td>2116 Ludington Street - Mo's Pub (1st Sign)</td>
<td>938 Stanley Court - New Wave Shuttle/New Wave Courier</td>
</tr>
<tr>
<td>505 North 26th Street - Huntington Bank at Meijer</td>
<td>3525 Airport Road - Upper Hand Brewery</td>
</tr>
<tr>
<td>314 North Lincoln Road - Cricket</td>
<td>3300 Airport Road - Delta County Airport</td>
</tr>
<tr>
<td>700 North Lincoln Road - Holiday Station</td>
<td>3205 Danforth Road - Yooper Designz</td>
</tr>
<tr>
<td>503 North Lincoln Road - McDonald's</td>
<td>720 North Lincoln Road - Marathon Petroleum Corp.</td>
</tr>
<tr>
<td>220 North 30th Street - Advance Auto Parts</td>
<td>2120 Ludington Street - Mo's Pub (2nd Sign)</td>
</tr>
</tbody>
</table>

3525 Airport Road - Upper Hand Brewery
3205 Danforth Road - Yooper Designz
# January 1, 2017 to December 31, 2017

69 Fence Permits Were Issued

<table>
<thead>
<tr>
<th>Fence Permits</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1612 Stephenson Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1016 North 20th Street</td>
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<td></td>
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<tr>
<td>424 South 29th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>325 South 11th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2139 24th Avenue South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>612 North 20th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>328 South 18th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1105 11th Avenue South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1711 Sheridan Road</td>
<td></td>
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<tr>
<td>226 North 11th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>809 South 16th Street</td>
<td></td>
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<tr>
<td>404 South 28th Street</td>
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<td>1007 North 16th Street</td>
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<td>626 South 17th Street</td>
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<tr>
<td>424 South 18th Street</td>
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<tr>
<td>309 South 7th Street</td>
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<tr>
<td>1405 South 14th Street</td>
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</tr>
<tr>
<td>600 North 19th Street</td>
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<tr>
<td>1622 7th Avenue South</td>
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<tr>
<td>116 South 22nd Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>523 South 19th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>720 Lake Shore Drive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 1600 South 15th Street | 236 South 22nd Street |
| 1219 2nd Avenue North  | 825 South 26th Street  |
| 1415 16th Avenue South | 305 South 19th Street  |
| 312 South 17th Street  | 611 Ogden Avenue       |
| 912 North 20th Street  | 303 South 19th Street  |
| 403 South 7th Street   | 943 Sheridan Road      |
| 1130 South 30th Street | 616 North 19th Street  |
| 1115 7th Avenue South  | 1611 South 16th Street |
| 221 South 11th Street  | 323 North 15th Street  |
| 1204 North 19th Street | 709 5th Avenue South   |
| 2310 3rd Avenue South  | 622 Lake Shore Drive   |
| 600 South 18th Street  | 912 Lake Shore Drive   |
| 308 South 17th Street  | 611 South Lincoln Road |
| 1518 Stephenson Avenue | 809 South 16th Street  |
| 1415 South 13th Street | 1818 23rd Avenue South |
| 212 Lake Shore Drive   | 2128 20th Avenue South |
| 2290 College Avenue    | 1130 North 16th Street |
| 1416 North 22nd Street | 207-209 North 11th Street |
| 1702 Lake Shore Drive  | 801 Lake Shore Drive   |
| 1214 North 18th Street | 1318 Sheridan Road     |
| 323 South 10th Street  | 918 South 15th Street  |
| 1819 23rd Avenue South | 414 South 7th Street   |
| 920 South 13th Street  | 207 North 18th Street  |
2017 NOTABLE CAPITAL IMPROVEMENTS

Escanaba North Side Substation

In 2017 work continued on the North Shore Substation. Upon the completion of this project, the City will return to a three transformer system. The City had an electrical emergency on February 2, 2015 where a temporary installation was required, this project is to rebuild the temporary site into a more permanent site. Cost of completion for the project in 2017: $1,500,000.

Downtown Market Place

In 2017 construction was completed on the Downtown Escanaba Market Place. A ribbon cutting took place for the facility on July 14, 2017. The Market Place is a 8,046 square foot facility, and the total cost of construction was $1,330,229.
2017 NOTABLE CAPITAL IMPROVEMENTS

Storm and Sewer Pipes - Replacements or Repairs

Four (4) major replacement/repair projects were completed to the City’s Storm Sewer and Sanitary Sewer Systems. The total cost of all projects totaled $1,046,000.

Storm Sewer Project Locations:
- Butcher's Creek - 13th Avenue South to the lake at Veteran’s Park. Cost of Project: $697,000
- 5th Avenue South - South Lincoln Road to South 22nd Street. Cost of Project: $25,000

Sanitary Sewer Project Locations:
- 7th Avenue South - Lake Shore Drive to South 15th Street. Cost of Project: $270,000
- Lake Shore Drive - 13th Avenue South to 18th Avenue South. Cost of Project: $54,000

Street Resurfacing and Curb Repair

There were six (6) street projects completed this year, totaling $312,500, these areas included:
- Ogden Avenue - 1st Avenue South to South 4th Street
- South 11th Street - 1st Avenue South to 3rd Avenue South
- North 16th Street - 14th Avenue North to 15th Avenue North
- 5th Avenue North - North 20th Street to North Lincoln Road
- 10th Avenue North - North 16th Street to Sheridan Road
- South 11th Street - 5th Avenue South to 6th Avenue South
2017 NOTABLE CAPITAL IMPROVEMENTS

Power Pole and Street Light Replacements

In 2017 multiple Power Poles and Street Lights were replaced/ upgraded. The expected useable life of a wooden power pole is forty years, poles that have met or exceeded their expected lives were identified by a Pole Inspector and replaced by the City of Escanaba Electric Department. The City has also made advancements in street lighting by replacing old street lights with new power saving LED street lights. The upgrade of street lights will take multiple years to complete due to the amount of lights throughout the City (appx. 1,550 street lights and 300 dusk-to-dawn lights are in the City’s distribution system). Total Cost of both projects for 2017: $280,000

UPCOMING CAPITAL IMPROVEMENTS FOR 2018

Marina Dock Replacement

The docks within the Marina Basin have reached and exceeded their designated usefulness. Phase I of a multi-phase replacement program is scheduled to begin in 2018. This project is estimated to cost $300,000.
UPCOMING CAPITAL IMPROVEMENTS FOR 2018

Non-Motorized Pathway Improvement

In 2018 the City of Escanaba will be begin work to connect the gaps in the City’s current non-motorized pathway system. The result of this project will be a non-motorized pathway of approximately 4,200 linear feet running from Bay College to the north City limits as part of the Iron Belle Trail system. This project is estimated to cost $275,000.

Resurfacing and Curb Repair - 3rd Avenue North

In 2018 3rd Avenue North from North Lincoln Road to Stephenson Avenue will receive road surface upgrades, including curb work, sidewalk and crosswalk upgrades. This project is estimated to cost $240,000.

Traffic Signal Upgrade and Intersection Realignment

The City of Escanaba in partnership with the Michigan Department of Transportation will realign the intersection located at 3rd Avenue North and North Lincoln Road by creating dedicated right turn, thru, and left turn lanes, along with the installation of a phasing on the traffic signal light. This project is estimated to cost $120,000.

Downtown Market Place Neighborhood Playground

As part of the Market Place project, a neighborhood playground will be installed on the rear area of the project parcel. This project is estimated to cost $46,000.
2017 NOTABLE DOWNTOWN IMPROVEMENTS

Façade Update - 613-615 Ludington Street

BEFORE

AFTER

Façade Update - 812-814 Ludington Street

BEFORE

AFTER
2017 NOTABLE DOWNTOWN IMPROVEMENTS

Façade Update - 922 Ludington Street

BEFORE

AFTER

Façade Update - 1206 Ludington Street

BEFORE

AFTER
2017 NOTABLE DOWNTOWN IMPROVEMENTS

Façade Update - 1513 Ludington Street

UPCOMING DOWNTOWN IMPROVEMENTS

Façade Update - 413 Ludington Street
Façade Update - 524 Ludington Street
UPCOMING DOWNTOWN IMPROVEMENTS

Façade Update - 616-624 Ludington Street
BEFORE

Façade Update - 909-911-915 Ludington St.
BEFORE

Façade Update - 1410 Ludington Street
BEFORE

Façade Update - 1700 Ludington Street
BEFORE
2017 BOARD OF APPEALS

711 Stephenson Avenue - Use Variance

On June 6, 2017 the Board of Appeals held a Public Hearing for a Use Variance requested by Jamie and Jennifer Sprks, owners of Gene’s Towing located at 711 Stephenson Avenue. The request was for a use variance from the sign ordinance which would allow Lamar Signs to remove a billboard from the center of the Gene’s Towing parking lot and reconstruct it at the edge of the same parking lot. The request for the Use Variance was approved by the Board.

3030 Lake Shore Drive - Use Variance

On October 18, 2017 the Board of Appeals held a Public Hearing to a Use Variance requested by Donald Mlostek and Sandra Szapa, owners of 3030 Lake Shore Drive. The request was for a use variance from the zoning ordinance to allow construction of a detached garage in a front yard space. The request for the Use Variance was approved by the Board.

2017 Board of Appeals Members

William DeHaan, Chairperson
Jon Lias, Vice-Chairperson
Joe Klem, Member
Dennis Renken, Member

Mark Hauensinn, Member
Blaine DeGrave, Code Official
Dr. Ralph Blasier, City Council Liaison
2017 BOARD OF APPEALS

700 Bay Street - Dimensional Variance

On October 18, 2017 the Board of Appeals held a Public Hearing on a Dimensional Variance requested by Michael Pryal, owner of 700 Bay Street. The request was for a dimensional variance from the zoning ordinance to reduce the side yard setback from seven (7) feet to one (1) foot. The request for the Dimensional Variance was approved by the Board.

301 North Lincoln Road - Dimensional Variance

On November 27, 2017 the Board of Appeals held a Public Hearing on a Dimensional Variance requested by Dial Escanaba Mall 1 LP, owner of 301 North Lincoln Road (a.k.a.: Delta Plaza Mall). The request was for a dimensional variance from the zoning ordinance to reduce the amount of required parking spaces from the current 1/200 s.f. of usable floor space to 1/333 s.f. of usable floor space for a retail establishment. The request for the Dimensional Variance was approved by the Board.

<table>
<thead>
<tr>
<th>BOARD OF APPEALS MEETINGS</th>
<th>2016</th>
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2018 PLANNING COMMISSION GOALS AND OBJECTIVES

Update Chapter 18 of the Zoning Ordinance

In 2018, Administration is recommending that the Planning Commission review and revise Chapter 18 Site Plan and Sketch Plan Standards of the Zoning Ordinance. The purpose of Site Plan and Sketch Plan Standards is intended to ensure developments or designed to integrate well with adjacent developments, minimize nuisance impacts on adjoining parcels, ensure safe and functional traffic access and parking, and minimize impacts on sensitive environmental resources.

Update Chapter 19 of the Zoning Ordinance

In 2018, Administration is recommending that the Planning Commission review and revise Chapter 19 Development Standards of the Zoning Ordinance. The purpose of Development Standards is to maintain an attractive environment which will ensure development, compliment the existing character of the City, and promote desirable economic development within all zoning districts of the City.

Review Distressed Properties Zoning Requirements/Uses

In 2018, the Planning Commission along with Administration will review current Zoning standards/allowed uses for business districts throughout the City that have vacant storefronts. This review will encompass light manufacturing districts, commercial districts, and/or other related distressed properties.

Training Recommendations

In 2018, Administration is recommending that the Planning Commission Members work with the Central Upper Peninsula Planning and Development (CUPPAD) Regional Center to compete training on:

1. Site Plan Review / Best Practices
2. Introduction to Zoning - Overview
3. Form Based Codes

2017 Planning Commission Members (as of 12/31/17)

Kelvin Smyth, Chairperson
Christine Williams, Vice-Chairperson
Brian Black, Deputy Secretary
James Hellerman, Commissioner
Paul Caswell, Commissioner

Richard Clark, Commissioner
Craig Gierke, Commissioner
Blaine DeGrave, Zoning Administrator
Ronald Beauchamp, City Council Liaison
PLANNING COMMISSION ATTENDANCE AND TRAINING RECORDS

Attendance Records

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<tr>
<th>Member</th>
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<th>Appointed Date</th>
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* There are currently two (2) vacancies on the Commission

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Escanaba DDA 2017 Year End Report

City Council Members and Residents of the City of Escanaba:

The Escanaba Downtown Development Authority respectfully submits our 2017 Year End Report for your review.

PURPOSE OF REPORT:

The DDA Rule of Procedure 2.7 requires the DDA Board to review its 2017 year’s performance against its 2017 goals & objectives and report its progress to the City Council. The rule also requires the DDA Board to set goals and objectives for 2018. The purpose of this report is to advise the City Council of the DDA’s 2017 performance and 2018 goals & objectives.

ESCANABA DDA MISSION STATEMENT:

“To create and execute development plans that encourage economic growth, promote the identity of downtown, provide physical improvements that enhance the quality of life for both residents and visitors. To preserve and revitalize important buildings through tax increment revenues, establishing a downtown that is healthy, viable, economically sound and prepared for the future.”

Report Format for 2017

The DDA is very excited about the progress we are seeing in the Escanaba Downtown Area. 2017 was a very challenging year personally & professionally for the DDA’s Administration. We have many projects and events we couldn’t do justice to by words only. In the following pages we will review our goals and objectives, as well as show our results with pictures. Escanaba is showing the signs of everyone’s hard work and effort to make the Downtown Area a great place to shop, work, visit & live. The projects we will review are just the start of many exciting opportunities for our future!
Restatement of the DDA’s 2017 Goals

**Downtown Building Facade Improvement Program** - The DDA will continue to offer this program on an annual basis. We will look to close out the 2015/2016 active façade projects during 2017. We will also look to fast track 2017 Façade Projects through our process. This would include assistance with all activities needed in the grant application process. The goal would be to get MECD grant approval during the construction season to enable construction during the 2017 calendar year.

**Escanaba Market Place Project** - We look to complete the construction process 60 days after the restart of the project this spring. The DDA will look to move all of the Farmer’s Market Activities to the site when it is ready. The DDA will also need to create a scheduling process, fee schedule and rules supporting permitted uses of the Market Place by the public.

**Events Sponsored by the DDA** - The DDA will look to continue to support meaningful events that support our initiatives and goals. These would include Downtown Clean Up, Ribfest, Sidewalk Sales, Rock the Dock, the City Christmas Tree Lighting, The Christmas Parade and the Pasty Drop. We will also financially support other events in the downtown area that support our goals and vision. These will be reviewed and approved by the DDA Board based on the organizer's timely and complete request form. The DDA will also look to add targeted events utilizing the Escanaba Market Place in 2017.

**Downtown Communication Plan** - The DDA Director will look to continue making visits to all of the downtown businesses throughout the year as a priority. The Director will also be attending as many civic & networking events as possible to meet more of the business owners. The Director will continue to speak at functions to share the DDA’s vision. The DDA will also look to improve our communication with better utilization of our website and social media. The Director will also continue to work closely with all our media partners to promote our events and share information on our projects.

**Priority Development Projects** - The DDA will assist the City to identify priority development projects in the downtown area. This would include exploratory work on lake front development. Lake front projects should be made a high priority in our planning. The information will be able to be marketed by the RRC. The DDA website will also carry this content. The info would include a picture, building information and any zoning information that would assist a developer.

**Downtown Parking Improvements** - The DDA will be planning to completing the final phase of the improvements which will consist of surface repair, sealing and restriping the lots. Based on budget we will complete as many of the remaining five parking lots as possible in 2017, with the remaining lots to be completed in 2018.

**Center Court Improvements & Repairs** - The DDA will look to complete building repairs to the Center Court structure’s roof and drainage system during 2017. Based on budget and possible grants we will also look to enhance the court yard.

**Grant Opportunities** - The DDA will be searching out all grant opportunities through the different agencies. We will also explore grants based on our certification in the Certified Local Government & Redevelopment Ready Communities programs. This would include technical assistance, professional services and training.

**Blighted Property Plan** - The DDA has reviewed blighted properties and will work with the MECD & other agencies to see what funds are available to fight blight in the downtown area. Based on grant opportunities, we will look to implement a priority action plan of activities to help move us toward blight elimination in our downtown.

**DDA Master Plan & Vision** - Based on the new City Master Plan the DDA will look to document a plan of initiatives and goals that support the feedback in the Master Plan. We will also review and adjust our vision statement to ensure it supports the community vision of the future as well.

**Business Support** - The DDA will create a deferred loan program to support smaller building projects in the DDA footprint that might not be eligible for grant support. The budget and processes of the program will need to be created and approved by the Board.
2015 Façade Projects are completed!

5 Façade projects that were approved by the Michigan Economic Development Corporation have been completed. The new Happy Days Ice Cream Parlor at 922 Ludington St., the new Dress Up building at 1206 Ludington St., Raymond James/Family Eye Care at 613/615 Ludington St. (pictured left), Martenson properties at 812/814 Ludington St. & Jim’s Music at 1513 Ludington St. all have a great new look! The MEDC has reviewed the grant paperwork for each project and the projects will be officially closed out shortly.

2017 Façade Projects have started the process!

The MEDC has given us permission to submit new projects! There are 7 new projects in the new group. Spindler Financial at 413 Ludington St., Brian Mulmisten’s building at 909/911/915 Ludington St., Davis-Wanic Surveying at 1410 Ludington St., Hereford & Hops at 624 Ludington St. & Gus Asp at 616 Ludington St. (pictured left), Bobaloon’s Café at 1700 Ludington St. and Crispignia’s at 1213 Ludington Street.

The DDA will support the upfront project drawings and cost estimates that are needed for the grant application process with the MEDC. The grants for the project will require matching amounts from the building owners. We have completed the upfront drawings and cost estimates. The draft projects have been sent to the MEDC for feedback. We expect to be able to start construction the summer of 2018.

Escanaba is Redevelopment Ready!

The MEDC recognized Escanaba’s work toward becoming a Redevelopment Ready Community with a formal recognition ceremony on April 13, 2017. Escanaba is 1 of 10 cities in the state to be certified in the program and the only UP city! The RRC certification will be able to look for professional assistance regarding marketing our developmental projects in the future, as well as get access to technical assistance.
The Escanaba Market Place is completed!

The Market Place project was completed the middle of July in 2017! The DDA had a public reception the same day as our sidewalk sales on July 29th. The official dedication took place on August 14, 2017 with a ribbon cutting. The completed project will include the 8000 sq. ft. pavilion structure, enclosed restrooms, a caterer’s kitchen, storage space, a sound stage, a permanent gas fire pit, a grilling area, picnic table seating, a large public gather area, a handicap accessible play ground area and a large parking lot. The total cost of the project was $1.3 million dollars. The project was funded by the MEDC, DTE Energy, The Hannahville Indian Community & the Escanaba DDA.

The Escanaba Market Place will be the new home of the Escanaba Farmer’s Market, but will also be available for many other events downtown. It will also be available to rent for business or public gatherings. The DDA is taking reservations for the 2018 season.

Meaningful Communications with Downtown Businesses

The DDA Executive Director made a conscious effort to broaden the DDA’s message, while improving the communication channels. The DDA participates in information meetings during the year on regarding budget, new prospective projects & events. The DDA Director, in an effort to meet as many of the business owners as possible, attends ribbon cutting ceremonies for the new businesses downtown. The Director also attends the Downtown Partners in business sessions.

The Director has also taken advantage of other communication platforms. During the year he has spoken to several civic groups, participates monthly on the “Newsmakers” radio show, participates on the Delta Chamber Board, attends many business networking events and has an open door policy to anyone. The DDA message is shared frequently on all of the local and U.P. media on a regular basis.
RRC will help market our historic gems

The City of Escanaba’s participation in the MEDC’s Redevelopment Ready Communities program allows us to add a selected property to actively market on sites used by developers looking for properties that would be ideal projects. The DDA has worked closely with the City Administration on this program. Escanaba will have the opportunity to add 3 sites to this developmental property database as a city receiving our full certification.

DDA Sponsored Events during the year

The DDA helps sponsors many events during the year. This would include: downtown sidewalk sales, The Christmas Tree lighting, the Christmas Parade, Rock the Dock events, the Downtown clean Up. Ribfest & the Pasty Drop didn’t occur this year based on participation of businesses or sponsors. The DDA will look to replace the events if we can attract participants.
DDA Center Court Enhancements

During 2017 we were able to do a temporary fix for the roof repairs. In the spring of 2018 the roof will be completely repaired. Interior issues will be resolved after the roof is completed.

The DDA grounds need to have lighting repaired if the budget is available.

Director’s Research for Future Grants

The DDA Executive Director has researched several grant opportunities during 2017. There are grant funds that could be available as part of the RRC & Certified Local government programs the city can try to obtain. There are many rules that need to be satisfied for the different grants. The Director has also worked closely with the MEDC regarding grant availability. We will continue to look for grant opportunities during 2018 to supplement our budget.

DDA Master Plan & Vision for the Future

During 2017, DDA Administration will prioritize activities highlighted in the new City Master Plan that pertain to downtown. The DDA will also review and update the current 2020 Vision document to ensure we are planning for a successful future for our downtown, creating a vision everyone will be proud to support. The DDA is very interested in Lake Front Development that could be available in the future. The DDA would also like to see more developmental plans that include middle income housing or condo type development in the downtown area.

DDA’s Business Support Opportunities

The DDA has continued to support business and developmental start ups in the downtown by participating in meetings designed to look at financial options or grants that might be available to business owners. DDA Administration has also talked to state contacts about different projects needs to see if there is any additional funds that would be available for the owner to pursue.
DDA's 2018 Goals & Objectives

Downtown Building Facade Improvement Program - The DDA will continue to offer this program on an annual basis. We will also look to fast track 2017 Façade Projects through our process. This would include assistance with all activities needed in the grant application process. The goal would be to get MEDC grant approval during the construction season to enable construction during the 2018 calendar year. We have been made aware that the MEDC is changing some of the grant strategy that has been used for our program in the past. We will be made aware of the exact changes as they become available.

Escanaba Market Place - The DDA created a scheduling process, fee schedule and rules supporting permitted uses of the Market Place by the public. The DDA will look to actively promote the use of the Market Place in 2018. Special rates have been put in place for businesses within the DDA foot print to rent the facility during the week for business events. We will also look for grants or donations to enhance the usability of the Market Place in colder weather.

Events Sponsored by the DDA - The DDA will look to continue to support meaningful events that support our initiatives and goals. These would include Downtown Clean Up, Sidewalk Sales, Rock the Dock, the City Christmas Tree Lighting and the Christmas Parade. We will also financially support other events in the downtown area that support our goals and vision. These will be reviewed and approved by the DDA Board based on the organizer’s timely and complete request form. The DDA will also look to add targeted events utilizing the Escanaba Market Place in 2018. DDA Administration will also look for business sponsors that would like to sponsor an event in our downtown.

Downtown Communication Plan - The DDA Director will look to continue making visits to all of the downtown businesses throughout the year a priority. The Director will also be attending as many civic & networking events as possible to meet more of the business owners. The Director will continue to speak at functions to share the DDA’s vision. The DDA will also look to improve our communication with better utilization of our website and social media. The Director will also continue to work closely with all our media partners to promote our events and share information on our projects.

Priority Development Projects - The DDA will assist the City to identify priority development projects in the downtown area. This would include exploratory work on lake front development. Lake front projects should be made a high priority in our planning. We also are looking to support projects that are mixed use in our downtown that will bring in more moderate income & senior housing. The information will be able to be marketed by the RRC. The DDA website will also carry this content. The info would include a picture, building information and any zoning information that would assist a developer.

Downtown Parking Improvements - The DDA will be looking to do repairs of the remaining lots that can be patched if possible in 2018. We would then look to seal those lots in 2019.

Center Court Improvements & Repairs - The DDA will look to complete building repairs to the Center Court structure’s roof and drainage system during 2018. Based on budget and possible grants we will also look to enhance the court yard, specifically to repair the lighting.

Grant Opportunities - The DDA will be searching out all grant opportunities through the different agencies. We will also explore grants based on our certification in the Certified Local Government & Redevelopment Ready Communities programs. This would include technical assistance, professional services and training.

Blighted Property Plan - The DDA has reviewed blighted properties and will work with the City, MEDC & other agencies to see what funds are available to fight blight in the downtown area. Based on grant opportunities, we will look to implement a priority action plan of activities to help move us toward blight elimination in our downtown.

DDA Master Plan & Vision - Based on the new City Master Plan the DDA will look to document a plan of initiatives and goals that support the feedback in the Master Plan. We will also review and adjust our vision statement to ensure it supports the community vision of the future as well. We look to partner with the City, EDA & Chamber to highlight opportunities.
DDA's 2018 Goals & Objectives

Budget Management & Deficit Plan - The DDA will be forced to manage a tighter budget than in the past in 2018. The impacts of the Market Place construction expenditures and the internal loan from the City has caused the fund balance to be at a deficit in the eyes of the Michigan State Treasury and our auditors. The DDA has committed to a 5 year deficit reduction plan that is required by the Michigan State Treasury to move towards getting the finances back in shape after our large expenditures in 2016/2017.
February 7, 2018

TO: Patrick Jordan, city manager

FROM: Peter Van Steen, CGA administrator- Escanaba Downtown Façade Program

SUBJECT: Close-out Public Hearing for Escanaba Façade project

The City of Escanaba was awarded a $831,029 CDBG block grant to assist downtown property owners with making improvements to their facades. This program was initiated and supported by the Escanaba Downtown Development Authority.

The project is at its conclusion and thus the city needs to conduct a “close-out” public hearing to gather comments from the public and discuss the project’s accomplishments. A public hearing is scheduled for the council’s February 15 meeting.

Briefly, the project has resulted in work at five locations on Ludington Street, with considerable matching investment by the property owner:

<table>
<thead>
<tr>
<th>Address/Business</th>
<th>CDBG Investment</th>
<th>Property Owner Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>613-615</td>
<td>$192,779.81</td>
<td>$64,259.93</td>
</tr>
<tr>
<td>812-814 (Raymond James and Family Eye Care)</td>
<td>$128,539.00</td>
<td>$44,176.80</td>
</tr>
<tr>
<td>922 (Happy Days Ice Cream Parlor)</td>
<td>$135,796</td>
<td>$46,306.90</td>
</tr>
<tr>
<td>1206 (Dress Up Escanaba)</td>
<td>$102,987.35</td>
<td>$47,438.50</td>
</tr>
<tr>
<td>1513 (Jim’s Music)</td>
<td>$106,293.23</td>
<td>$35,431.08</td>
</tr>
</tbody>
</table>

The buildings were returned to historically accurate façades as feasible. At some locations, the owners had considerable interior work done as well. The interior work at the buildings were part of the owner’s required match to participate in the program.

The grant application as submitted to the MEDC indicated the city would be working on six downtown buildings. One property owner decided not to participate, so those unused funds will be returned to the state.

A recent on-site monitoring of the project by the MEDC indicated there were no concerns or issues with the program.

I wish to thank city staff, Blaine DeGrave, Melissa Becotte and DDA Director Ed LeGault with their assistance and help with the project.
RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.

MAIL TO: Michigan Department of Transportation, Financial Operations Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: 517-373-6266

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner ________________________________________________________________________ offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate ________________________________________________________________________ as the single Street Administrator for the City or Village of ________________________________________________________________________ in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner ________________________________________________________________________

Yea: ____________________________________________  Nay: ____________________________________________

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality on the ____________________________ day of ____________________________

<table>
<thead>
<tr>
<th>CITY OR VILLAGE CLERK (SIGNATURE)</th>
<th>EMAIL ADDRESS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADMINISTRATOR (SIGNATURE)</td>
<td>EMAIL ADDRESS</td>
<td>DATE</td>
</tr>
<tr>
<td>ADDRESS OF CITY OR VILLAGE OFFICE</td>
<td></td>
<td>P.O. BOX</td>
</tr>
<tr>
<td>CITY OR VILLAGE</td>
<td>ZIP CODE</td>
<td>PHONE NUMBER</td>
</tr>
</tbody>
</table>
RESOLUTION FOR STREET ADD CERTIFICATION

At a regular meeting of the City Council of Escanaba, Michigan held at the City Hall on February 1, 2018, the following resolution was offered by member ________________________, and supported by member ________________________.

Whereas the City of Escanaba did on September 21, 2005 acquire the title to North 26th Street. And whereas it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the center line of said street is described as:

   FROM THE NW CORNER OF E1/4 OF NE1/4 OF SECTION 25 T.39N., R.23W. MEASURE S.00°02'00"W. ALONG THE WEST LINE OF SAID E1/2 OF NE1/4 A DISTANCE OF 40.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF 6TH AVENUE NORTH AND THE POINT OF BEGINNING OF THE CENTERLINE HEREIN DESCRIBED, THENCE CONTINUE S.00°02'00"W. ALONG SAID WEST LINE A DISTANCE OF 1622.86 FEET TO THE NORTH RIGHT-OF-WAY LINE OF 3RD AVENUE NORTH AND THE POINT OF ENDING.

   THE EAST AND WEST RIGHT-OF-WAY LINES ARE TO BEGIN AT THE SOUTH RIGHT-OF-WAY LINE OF 6TH AVENUE NORTH AND TERMINATE THE NORTH RIGHT-OF-WAY LINE OF 3RD AVENUE NORTH.

2. That said street is located within the City right-of-way and is under the control of the City of Escanaba.

3. That said street is a public street and is for public street purposes.

4. That said street is accepted into the City Local Street System and was open to the public on May 5, 2017.

Resolution duly adopted.

___________________________________________
Date

___________________________________________
City Clerk
Certified to be a true copy, ____________________________

___________________________________________
Date

___________________________________________
City Clerk
To: Patrick Jordan, City Manager  
From: Jeff Lampi, W & WW Supt.  
Date: 2/5/18  
Re: Leak Detection Services

Patrick,

As a means of reducing our un-accounted water loss with our distribution system, I have released an RFP for leak detection services. In the past year or so, we have two such surveys' conducted, and we have been somewhat successful in identifying, locating, and repairing a number of leaks. Despite our efforts to date, we are still suffering higher than acceptable water loss.

Four contractors have submitted bids to complete this work. Below is a brief list and bid amount.

**Utility Services Associates; of Seattle WA.: $13,141.00**

Match Point Asset Management Inc; of Wilmington, NC: $13,920.00

Fuerguson Waterworks; of Appleton WI: $13,990.00

M.E. Simpson Company, Inc; of Valparaiso, CO: $24,000.00

After reviewing the proposal of the lower bidder, Utility Services Associates; of Seattle WA, I feel they have met all of our requirements within the RFP.

Please consider this as a request to hire, Utility Services Associates; of Seattle WA, at a cost not to exceed $13,141.00; to conduct the Leak Detection as per the specifications within the leak Detection RFP package.

Money is available and budgeted for this activity within the current budget year.

Pc: Melissa Becotte, City Controller
# CITY OF ESCANABA
## RECORD OF BIDS

**DATE BIDS OPENED:** 1/30/2018  
**DESCRIPTION OF ITEM:** Water Department Leak Detection Bid - 2018

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>PRICE</th>
<th>Additional Coat</th>
<th>Certified Check/ Bid Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Services Associates</td>
<td>$13,141.50</td>
<td>—</td>
<td>Check #1,314.15</td>
</tr>
<tr>
<td>Matchpoint</td>
<td>$13,920.00</td>
<td>—</td>
<td>Check #1,392.00</td>
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<tr>
<td>M.E. Simpson Co.</td>
<td>$14,000.00</td>
<td>—</td>
<td>Bond</td>
</tr>
<tr>
<td>Ferguson Waterworks</td>
<td>$13,990.00</td>
<td>—</td>
<td>Bond</td>
</tr>
</tbody>
</table>

**PRESENT:**
- [Signature]
- [Signature]
- [Signature]
To: Patrick Jordan, City Manager  
From: Jeff Lampi, W & WW Supt  
Date: 2/5/18  
Re: Fire Hydrant Painting

Patrick,

The City Council requested that we start painting fire hydrants during the last budget cycle, due to complaints from throughout the community. As a result we (Jim and I) budgeted what we felt would be enough money to paint around 100 hydrants. As you can see, we were a little low on this request.

The bids came back with only one company bidding: Bosk Corporation of Escanaba. They have bid $500.00 per “lead paint” and $400.00 per “non-lead paint” fire hydrant. The plan I intend to follow includes stripping the existing paint off each fire hydrant to clean steel and then prime & paint each of them. Over time, my hopes are to rid the City of lead paint issues on the fire hydrants for future Department and City administers.

However, I will still need to evaluate what lead content is allowable, (according the States lead abatement laws), to be considered “non-lead paint”. We have conducted a small lead paint testing pilot, (by breaking the hydrants into age groups), in an attempt to avoid any extra lead abatement costs. Until I have firm answers, I plan to treat every hydrant as having lead paint to avoid any possible violations.

Please consider this as a request to hire Bosk Corporation of Escanaba, Mi. to paint one hundred (100) fire hydrants at a cost not to exceed $50,000, as per the specifications within the Fire Painting Bid package

Only $42,500.00 of this money that is available and allotted to conduct this purchase. However, there will be available money left over in the Capital Improvements portion of the current budget to cover this, because we will not be conducting some of them.

Pc: Melissa Becotte, City Controller
CITY OF ESCANABA
RECORD OF BIDS

DATE BIDS OPENED: 1/30/2018
DESCRIPTION OF ITEM: Fire Hydrant Painting Bid - 2018

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>PRICE for a single Hydrant with Standard Paint</th>
<th>PRICE for all Hydrants with Standard Paint</th>
<th>PRICE for all Hydrants with Standard Paint (Includes Sales Tax)</th>
<th>BID TOTAL</th>
<th>Certified Check/Money Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bosk</td>
<td>$500</td>
<td>$50,000</td>
<td>$400</td>
<td>$40,000</td>
<td>check $9,000</td>
</tr>
</tbody>
</table>

PRESENT: [Signature]

[Signature]

[Signature] Robert A. Smith
Memo

To: Patrick Jordan, City Manager
From: Jeff Lampi, W & WW Supt.
Date: 12/9/17
Re: Digester Roof Replacement -- 2018

Patrick,

The roofs covering the digesters have been in need of some repair for a very long time. The edges of the roof are cracking and spalling. The water has been penetrating these cracks and making conditions worse each year. After completion of the concrete restoration, a new layer of closed cell foam spray insulation will be applied to provide some ability to retain more heat during the winter. A thick "bed-liner" type of material will be applied over the insulation, as a means to provide strength to walk on and weather resistance to keep the foam dry.

I have submitted an RPF for this work, and only received two bids. One bid was far too low for the work required, and when I questioned the contractor he was unaware of the amount of concrete restoration work needed to complete the restoration process. Therefore, I'm un-able to recommend them for them this work.

See bid tab results below:

Superior Polymer; of Calumet MI: Retracted Bid

Terrazzo Creations & Renewal; of Norway, MI: $93,000.00

I would like your authorization along with Council Approval to retain Terrazzo Creations & Renewal; of Norway, MI; to conduct the repairs as written in the RFP, at a cost not to exceed $93,000.00.

Money is available within the current fiscal year's budget.

Pc: Melissa Becotte, City Controller
Jeff,

Per our discussions, Superior Polymer would like to retract our bid for the Escanaba Waste Water Treatment Plant Digester Restorations. We did not entirely comprehend the quantity of concrete work that was required per the specifications. We were under the impression that the concrete portion of the work, was minor patching to the existing concrete. With that being said, if we were to perform the work per our bid, the work would not be satisfactory to the Escanaba Waste Water Treatment Plant’s requirements.

Thank you,

Anders Kangas
Superior Polymer
25280 Renaissance Road
Calumet, MI 49913
(906) 337-3355 Office
(906) 281-8899 Mobile

---Original Message---
From: "Anders Kangas" <anders@superiorpolymer.com>
To: "Jeff Lampi" <jlampi@escanaba.org>
Date: Wed, 31 Jan 2018 16:01:30 -0500
Subject: Escanaba WWTP Digester Bid

Good afternoon Jeff,

I am just touching base to see where you are at on the WWTP Digester bid.

There was obviously a great discrepancy in the understanding of the concrete work that was needed to be preformed. My understanding from looking at the specifications and structure was to simply remove the paint coating and deteriorated concrete. By deteriorated concrete, I mean loose to the touch and then use a rotary removal tool to remove any further soft concrete. Upon removing the small amount of concrete, we were to install patching mortar everywhere we removed concrete such as pits and cracks.

As you mentioned Tuesday at the bid opening, if we were to perform the work per our bid, the work would not be satisfactory to your liking.
Thank you,

Anders Kangas
Superior Polymer
25280 Renaissance Road
Calumet, MI 49913
(906) 337-3355 Office
(906) 281-8899 Mobile

Attachments:

File: ATT00003.txt  Size: 3k  Content Type: text/plain
File: ATT00004.html (Shown Inline)  Size: 11k  Content Type: text/html
File: image001.jpg (Shown Inline)  Size: 0k  Content Type: image/jpeg
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<tr>
<th>NAME OF BIDDER</th>
<th>TOTAL PROJECT COST</th>
<th>Bond/Certified Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terrazzo Creations &amp; Renovations</td>
<td>93,000</td>
<td>Check #9,300</td>
</tr>
<tr>
<td>Superior Polymer</td>
<td>33,330</td>
<td>Check #3,333</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Escanaba City Council
From: Patrick Jordan, City Manager
Date: January 18, 2018
RE: Planning and Zoning Staffing

During discussion about increasing the Charter franchise fee I mentioned the need to change the part-time position in Community Development back to full-time, which it was a few years ago. This is a confidential administrative position. Community Development is in need of a full-time position, and Administration in general is in need as well as far as daily coverage and work flow.

During the Budget Work session January 10 I made mention of this as well. Costs are estimated, closely, below:

\[ \$12,200 \]

The added cost for the remainder of 17/18 would be about \$15,775. This is for 2/5/18 - 6/30/18. Additional annual cost is \$40,000.

I'm asking for the part-time position in Community Development be changed back to full-time, effective February 5, 2018.

Respectfully,

Patrick S. Jordan
MEMORANDUM

February 12, 2018

TO: Patrick Jordan, City Manager

FROM: Blaine R. DeGrave, Code Official

SUBJECT: Condemnation Proceedings, 910 Ludington Street

Request for the City Council to approve the condemnation and if required, demolition of the commercial building known as the Performance Audio building at 910 Ludington Street. The building was last used by Performance Audio for retail sales of remote starters, audio systems and window tinting for vehicles with a residential rental unit in the upper floor. The owner, Mr. Caleb Hayes does not respond to certified mail or other contact methods.

A final correction notice was sent out on December 1, 2017 asking for repairs to be made to bring the building up to the City of Escanaba’s Property Maintenance Code or to demolish the structure. No reply has been received to date.

An examination of the structure finds that the exterior wall studs have been exposed on both the East and West sides of the building which has substantially deteriorated the wood fiber of the studs. A substantial list/lean of the building to the West is evident by viewing from Ludington Street. Numerous complaints have been received at City Hall concerning this building. Past complaints of broken windows and pigeons being trapped within the building have been documented.

All visible signs show that the property is blight within our downtown and also a Public Nuisance by definition under section 302.1 DEFINITION “PUBLIC NUISANCE”. The building condition reflects all parts of paragraph 1, 2, 3, 4, 5, 6, 7, and is best defined by paragraph 8 stated below: (Attachment 1)

ANY STRUCTURE THAT IS IN A STATE OF DILAPIDATION, DETERIORATION OR DECAY; FAULTY CONSTRUCTION; OVERCROWDED; OPEN, VACANT OR ABANDONED; DAMAGED BY FIRE TO THE EXTENT SO AS NOT TO PROVIDE SHELTER; IN DANGER OF COLLAPSE OR FAILURE; AND DANGEROUS TO ANYONE ON OR NEAR THE PREMISES.

The property is also in violation of the City of Escanaba’s Property Maintenance Code PM-108.1.1 Unsafe Structure.
The building's condition reflects all parts of paragraph: A, B, C, E, F, G, H, I, and J, of the Property Maintenance Code, (Attachment 2) with paragraph J best defining the condition as:

**AN UNSAFE STRUCTURE IS ONE THAT IS FOUND TO BE DANGEROUS TO LIFE, HEALTH, PROPERTY OR SAFETY OF THE PUBLIC OR THE OCCUPANTS OF THE STRUCTURE BY NOT PROVIDING MINIMUM SAFEGUARDS TO PROTECT OR WARN OCCUPANTS IN THE EVENT OF FIRE, OR BECAUSE SUCH STRUCTURE CONTAINS UNSAFE EQUIPMENT OR IS SO DAMAGED, DECAYED DILAPIDATED, STRUCTURALLY UNSAFE, OR OF SUCH FAULTY CONSTRUCTION OR UNSTABLE FOUNDATION, THAT PARTIAL OR COMPLETE COLLAPSE IS LIKELY.**

An independent assessment was also conducted by a third-party engineer from Dynamic Design Group, Inc. to validate my findings. Please see the attached report. (Attachment 3)

In conclusion, it is my opinion that the building located at 910 Ludington should be completely demolished for health and safety reasons stemming from the physical condition of the structure.
**Occupant:** Any person living or sleeping in a building; or having possessions of space within a building. (Implemented: Ordinance 907 as of May 17, 1996)

**Operator:** Any person who has charge, care or control of a structure or premises which is let or offered for occupancy. (Implemented: Ordinance 907 as of May 17, 1996)

**Owner:** Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court. (Implemented: Ordinance 907 as of May 17, 1996)

**Person:** An individual, corporation, partnership or any other group acting as a unit. (Implemented: Ordinance 907 as of May 17, 1996)

**Premises:** A lot, plot or parcel of land including any structures thereon. (Implemented: Ordinance 907 as of May 17, 1996)

**Public Nuisance:** Includes the following:

1. The physical condition or occupancy of any premises regarded as a public nuisance at common law; or
2. Any physical condition or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations and unsafe fences or structures; or
3. Any premises that has unsanitary sewerage or plumbing facilities; or
4. Any premises designated as unsafe for human habitation; or
5. Any premises that is manifestly capable of being a fire hazard, or is manifestly unsafe or unsecure so as to endanger life, limb, or property; or
6. Any premises from which the plumbing, heating or facilities required by this code have been removed, or from which utilities have been disconnected, destroyed, removed or rendered ineffective, or the required precautions against trespassers have not been provided; or
7. Any premises that is unsanitary, or that is littered with rubbish or garbage, or that has an uncontrolled growth of weeds; or
8. Any structure that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent so as not to provide shelter; in danger of collapse or failure; and dangerous to anyone on or near the premises. (Implemented: Ordinance 907 as of May 17, 1996)

**Rubbish:** Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials. (Implemented: Ordinance 907 as of May 17, 1996)

**Yard:** An open space on the same lot with a structure. (Implemented: Ordinance 907 as of May 17, 1996)
SECTION PM- 108.0 UNSAFE STRUCTURES AND EQUIPMENT

PM - 108.1 General: When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code. (Adopted: Ordinance 907 as of May 17, 1996)

PM - 108.1.1 Unsafe Structure: An unsafe structure means a building or structure that has one or more of the following defects or is in one or more of the following conditions:
A. A door, aisle, passageway, stairway or other means of exit does not conform to the approved Escanaba Property Maintenance Code adopted by the City of Escanaba.
B. A portion of the building or structure is damaged by fire, wind, flood, or other cause so that the structural strength or stability of the building or structure is appreciably less than it was before the catastrophe and does not meet the minimum requirements of the Escanaba Property Maintenance Code adopted by the City of Escanaba for a new building or structure, purpose or location.
C. A part of the building or structure is likely to fall, become detached or dislodged or collapse and injure persons or damage property.
D. A portion of the building or structure has settled to such an extent that wall or other structural portions of the building or structure have materially less resistance to wind than is required in the case of new construction by the Escanaba Property Maintenance Code adopted by the City of Escanaba.
E. The building or structure, or a part of the building or structure, because of dilapidation, deterioration, decay, faulty construction or the removal or movement of some portion of the ground necessary for the support, or for other reason, is likely to partially or completely collapse or some portion of the foundation or underpinning of the building or structure is likely to fall or give way.
F. The building, structure or a part of the building or structure is manifestly unsafe for the purpose for which it is used.
G. The building or structure is damaged by fire, wind or flood or is dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building or structure to their danger, or becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful or immoral act.
H. A building or structure used or intended to be used for dwelling purposes, including the adjoining grounds, because of dilapidation, decay, damage, faulty construction or arrangement, or otherwise, is unsanitary or unfit for human habitation, is in a condition that the health officer determines is likely to cause sickness or disease, or is likely to injure the health, safety, or general welfare of people living in the dwelling.
I. A building or structure is vacant, dilapidated and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.
J. An unsafe structure is one that is found to be dangerous to life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or completely collapse is likely.

(Adopted: Ordinance 907 as of May 17, 1996, Amended: Ordinance 1111 as of July 3, 2010)

PM - 108.1.2 Unsafe Equipment: Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure. (Adopted: Ordinance 907 as of May 17, 1996)
February 12, 2018

Mr. Blaine DeGrave
Code Enforcement Official
410 Ludington Street
Escanaba, MI 49829

Re: Building Observation at 910 Ludington Street

Dear Mr. DeGrave:

On September 29, 2017, I visited the property located at 910 Ludington Street to observe the conditions of the buildings. The observation included the main, two story building fronting on Ludington Street; the single-story, masonry, garage building alongside the back alley; and the wood-framed, single-story building tying both buildings together.

On the day of the observation, I was not able to access the interiors of the buildings to observe structural components, so I observed the exterior of the buildings only. Since the time of my observation, it is my understanding that you have attempted to contact the Owner of the property, to schedule an observation of the interior of the buildings, however, the Owner has not responded. As a result, my current observation of the property is based upon the exterior conditions only, as viewed from grade.

**Main Two Story Building**

The exterior of the building is generally in poor condition.

- The shingles and flashings on the roof surface have deteriorated to the extent that they may no longer be effective at preventing water infiltration. I expect that there is ongoing water damage inside the building associated with the roof.

- The roof also appears to be sagging in several places. This suggests that the structural roof members and roof decking material are no longer adequate to provide the proper support. This is likely due to damage associated with water infiltration.

- The brick chimney is crumbling apart and there is potential for pieces to fall. The deterioration is likely due to re-occurring freeze/thaw cycles of water infiltration through the chimney cap, mortar joints and deteriorated brick. The current condition of the chimney is a safety concern, not only for potential damage to the neighboring building, but also for the potential to severely injure or kill a person on the ground between the two buildings.
On the north side of the building, a window opening had previously been covered with plywood, however, some of the plywood is missing providing direct access into the building for rain, insects, birds and/or animals.

On the south side of the building, the horizontal lap siding and vertical siding have some damaged and/or missing pieces that may allow water infiltration into the walls of the building. Additionally, this may allow insect, bird and/or animal infestation.

On the north, east and west sides of the building, the exterior shingle siding is experiencing deterioration to the extent that the finish may no longer be effective at preventing water infiltration. This is especially true in the confined spaces between adjacent buildings of both the east and west walls, where the extreme amount of moisture has caused mold, mildew or algae to grow on the siding. The affected siding is predominantly just under the eave and along the bottom of the wall at the foundation.

- For the eave areas, the water infiltration is consistent with water infiltration from the roof. The roof water infiltration travels down the roof framing and enters the eave and the walls.

- For the wall areas along the foundation, there are locations where the siding has completely disintegrated, exposing the old wood lap siding and the wood stud framing. As a result, the wood stud framing has severe deterioration. This is a structural concern. Additionally, this exposed area is allowing direct access of water into the foundation and basement space along with the possibility for insect, bird and animal infestation.

- On the east side of the building, additional water damage is likely due to the lack of gutters along the eave, which allows the roof water to flow into the confined space and onto the adjacent building. As a result, the siding of the adjacent building is also experiencing mold, mildew and algae growth. It is possible that the adjacent building is also experiencing some accelerated deterioration, due to the cascading water. It is apparent that gutters along the eave did exist at one time because there is a downspout on the north side of the building that would have tied into the gutter.

- On the west side of the building, a gutter does exist along the eave, however, the adjacent building does not have a gutter. Therefore, the roof water from the adjacent building is cascading onto the west wall and into the confined space. This is promoting the same issues as the east side of the building.

The most significant and noticeable issue with the building is that both the east and west walls of the building are 2" to 3" out of plumb, in 8ft. The building is leaning to the west. This is a structural concern and is likely caused by the amount of water that enters the confined spaces between the adjacent buildings. The water cannot escape, therefore it flows into the exposed foundation areas and also saturates the soils around the foundations.
February 12, 2018

Page 3 of 4

- The water that enters the foundation areas is causing the deterioration of the wood framing. As the wood framing deteriorates, the building settles, because the deteriorated studs are no longer able to carry the full weight of the building.
- The reoccurring saturation of the foundation soils has likely caused the soils to consolidate, causing the building to settle and lean. This is especially true at the northwest corner of the building, where the downspout drops the concentration of gutter water directly on the ground, alongside the foundation wall.

- Both the east and west walls have a wavering appearance but more critically, a definite bowing near the center. This suggests a structural issue associated with the framing inside the building. It is possible that the floor framing members of the second floor and/or the roof framing members are sagging to such extreme that the members are pulling the exterior walls in toward the center of the building.
- Due to the likely water infiltration, interior mold conditions may exist.

**Masonry Building**

This building is generally in good condition.

- The roofing of this building has also deteriorated. It is expected that there may be minor water infiltration into the building, however, there are no exterior indications that the roof framing is experiencing any structural issues.
- The masonry walls have experienced some cracks typical for masonry buildings. These are not a structural concern.

**Wood Framed Single Story Building**

The exterior of the building is generally in poor condition.

- The roofing and siding conditions of this building are consistent with the conditions of the Two Story Building described above. It is likely that the roof framing and wall framing are also experiencing the same deterioration.
- At the intersection of this building with the Two Story Building, on the east side, there is water damage and deterioration near the base of both buildings. The damage has exposed the wall framing of both buildings, which is allowing ongoing water infiltration and the potential for insect, bird and animal infestation. This damage is likely due to the abandoned downspout mentioned earlier. When gutters did exist on the east side of the building, the concentration of water was directed out of the downspout at this location.
- The west side of this building has exterior stairs up to the second floor of the Two Story Building. The stairs are partially attached to the exterior wall, however, a significant amount of the fasteners have pulled out of the wall, leaving very little securement. This is a safety concern for occupants of the stairs.
- There is an animal hole dug under the stair post. This hole may cause the post to shift or settle unexpectedly.
- Due to the likely water infiltration, interior mold conditions may exist.
February 12, 2018

Page 4 of 4

Summary:
For the Two Story Building, with the likely water damages, deteriorated chimney and the structural concerns associated with the building lean, bowed walls, sagging roof, settling foundations and deteriorated stud walls, it is apparent that significant structural repairs are required to keep the building and chimney intact and protect the occupants of the building, the public and the neighboring property.
For the Single Story Building, with the likely water damage and structural concerns, it is apparent that structural repairs are required to keep the building intact and protect the occupants.
For both the Two Story Building and the Single Story Building, prior to occupancy on any level, mold testing should occur, to verify that the building is safe for use.
For all three buildings, when the required structural repairs are made, it is imperative that the exterior finishes be replaced with new products (shingles, flashing, siding, etc.) to provide the necessary protection of the structural systems.
Lastly, gutters should be installed on the eaves of all buildings to prevent further water from entering the confined spaces. Downspouts should be installed to direct the water away from the buildings.

It is suggested that structural repairs, exterior finishes and gutter/downspout work be completed as soon as possible, to prevent further building deterioration.

It is highly expected that an observation of the interior of the buildings will confirm the information found during the exterior observation, and will likely provide additional information about the structural integrity of the buildings. An interior observation should be coordinated to allow a complete analysis of the buildings.

If you should have any questions or require any additional information, please do not hesitate to contact my office.

Thank you.

Sincerely,

[Signature]
Daniel S. Block, P.E.
Project Engineer