



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

*Planning Commission Meeting Agenda*

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1. Call to Order
2. Recording of the Roll
3. Approval of the June 5, 2013 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. Consideration of PC Case 2013-005 Surplus Property Purchase Request on Huron St
  - b. Consideration of PC Case 2013-006 Property Purchase Request on Clemens St
  - c. Comprehensive Plan RFP/RFQ
8. Project Updates
9. Other Business
10. Next Meeting: August 7, 2013
11. Adjournment



**Proceedings of the Ironwood Planning Commission  
Wednesday June 5, 2013**

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A Regular Meeting of the Planning Commission was held on Wednesday, June 5, 2013 in the Conference Room #1, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

1. Call to Order:

Chair Bergman called the meeting to Order at 5:30 p.m.

2. Recording of the Roll:

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

Also present: Community Development Director Michael J.D. Brown. In the audience, Dawn Schultz, Xcel Energy.

3. Approval of Minutes:

**Motion** by Davey to accept the meeting minutes of May 1, 2013. **Second** by Geib. **Motion Carried 4 to 0.**

4. Approval of the Agenda:

**Motion** by Davey to accept the Agenda. **Second** by Geib. **Motion Carried 4 - 0.**

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

None

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

None

7. Items for Discussion and Consideration:

7a. Consideration of PC Case 2013-002 Xcel Energy Site Plan and Rezoning Request:

- i. Open Public Hearing. Chair Bergman explained that the procedures for the public hearing.
- ii. Staff Report: Director Brown presented the facts on this property located at 900 E Ayer Street, which is owned by the City of Ironwood. Xcel intends to purchase this from the City of Ironwood in order to expand its existing substation on that site. In addition, Xcel is purchasing the western 45 feet of the property (Parcel #52-23276-005) just east of 900 E Ayer to expand its substation footprint. 900 E Ayer Street is currently zoned industrial; however Parcel #52-23-276-005 is zoned residential and will be required to be rezoned to Industrial. Director Brown also presented an email from Mr. Fred Alleva stating his concerns about this change. Mr. Alleva was not adverse to the change; however, it is difficult for him to make an informed decision without knowing the nature of the application.
- iii. Applicant Testimony: by Dawn Schultz from Xcel. Ms. Schultz explained where the existing substation would be expanding to Semo as he had not been at the meeting last month.
- iv. Public Comment: None
- v. Close Public Hearing: **Motion** by Davey to close the public hearing. **Second** by Johnson. **Motion carried 4 to 0.**
- vi. Discuss and consider action:

**Motion** by Dave to approve the Site Plan #2013-002 for Xcel Energy for 900 E Ayer Street. **Second** by Geib. **Motion carried 4 to 0.**

**Motion** by Johnson to recommend to the City of Ironwood of Commission approval of PC Case 2013-002 for Excel Energy to rezone the western 45 feet of Parcel #52-23-276-005 from R-1 to Industrial. **Motion carried 4 to 0.**

7b: Outdoor Storage Zoning Amendment:

- i. Open Public Hearing
- ii. Staff Report: Director Brown attached the proposed ordinance amendment as discussed by the Commissioners at the May 1, 2013 meeting. The revisions shown have been provided by the City of Ironwood Attorney Pope.
- iii. Applicant Testimony: None.
- iv. Public Comment: None.
- v. Close Public Hearing.
- vi. Discuss and consider action.

**Motion** by Johnson to send the proposed recommendation by Director Brown to the City of Ironwood Commission approval of PC Case 2013-004 to create conditional uses for outdoor storage and outdoor uses within the I-Industrial District. **Second** by Geib.  
**Motion Carried 4 to 0.**

8. Project Updates:

Work is proceeding on the Depot Park building.

Regional Trail: Davey said that a regional trail authority is being formed. Director Brown indicated that he had invited Governor Rick Snyder over a month ago to visit Ironwood.

City of Ironwood road work is underway.

Comprehensive Plan: Johnson inquired if the money had been budgeted for the 2013 – 2014 Comprehensive Plan. Director Brown indicated that the City of Ironwood Budget would be before the City of Ironwood Commission meeting on June 10, 2013. Johnson asked how much was requested and Director Brown said it was \$70,000.00. Director Brown indicated that he hopes that this will go to the Request for Proposal stage sometime in August 2013.

9. Other Business: The Planning Committee discussed cancelling the July 3, 2013 meeting. The meeting was cancelled at this time any urgent issues requiring the Planning Commission's action would be set on as soon as possible.

10. Next Meeting: August 3, 2013, 5:30 p.m.

11. Adjournment:

**Motion** by Davey to adjourn the meeting. **Second** by Geib. **Motion Carried 4 - 0.**

Adjournment at 6:15 p.m.

Respectfully submitted

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Thomas Bergman, Chairman

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Kim M. Coon, Community Development Assistant

6-7-2013

Dennis Hewitt  
City of Ironwood Building Inspector  
213 South Marquette Street  
Ironwood, Michigan 49938

Mr. Hewitt:

I would like to make a offer for the city owned vacant lot adjacent to my property located at 651 Huron street. I think \$500.00 would be a fair price for the parcel as it has be vacant for quite some time and it does need some ground work. My plan is to erect a garage on the property. If there was a foundation under the previous house, can you tell me if it was removed . I also would like to know what the taxes would be with/without a garage that would be approximately 24' wide by 28' long. Thank you for your consideration.

Tanja Sanders  
651 Huron Street  
Ironwood Michigan, 49938  
Phone number 1-906-364-0385

  
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# Memo

To: Michael Brown  
From: Dennis Hewitt  
Date: 6/27/2013  
Re: Huron Street Property

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The property located at 655 Huron Street is on the City of Ironwood surplus property list. The property is 50'x105', with a minimum bid of \$1,750. The minimum bid is based on a \$35/front foot value. This property is not a buildable lot by its self. It has value to the adjacent property owner to make her property larger. The offer that she submitted for \$500 is a good offer for this property she will maintain the property and possibly construct a garage on it.

The surplus property list should be looked at again and have the minimum bids adjusted to the market as property values have dropped in the last couple of years. This person has been interested in this property for a while but would not pay the higher minimum bid amount. Selling this property will put it back on the tax roll and save the city money for not having to maintain the lot (cutting grass etc.).

If you have any questions feel free to contact my office.

Thank You

*Dennis Hewitt*

Dennis Hewitt Assessor

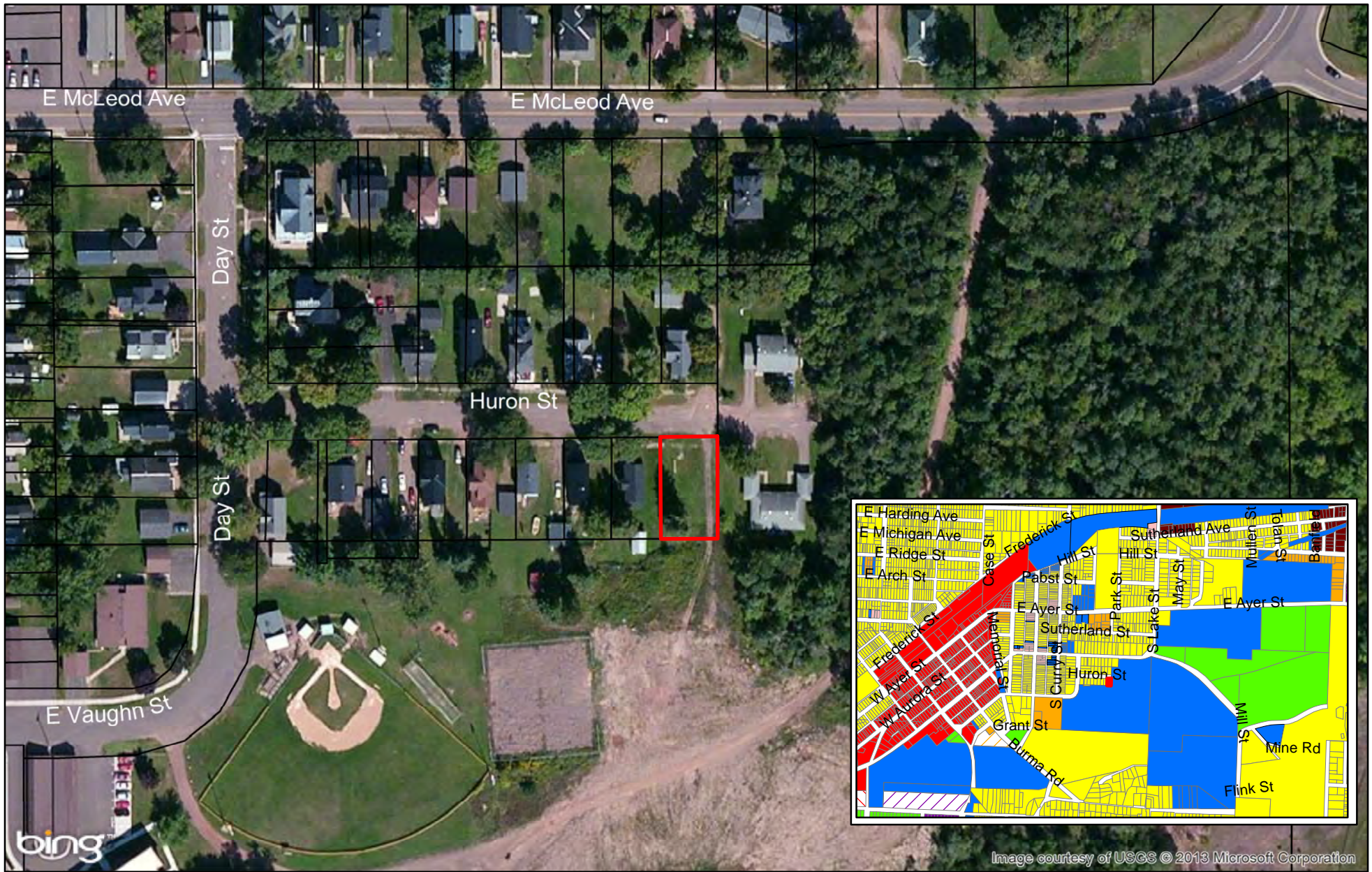
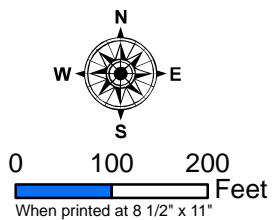


Image courtesy of USGS © 2013 Microsoft Corporation



# PC Case 2013-005 Surplus Property Huron St.

Tuesday, July 02, 2013

## Legend

Surplus Property on Huron St.

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





JUN 21 2013

GEROME F SUZIK  
505 SOUTHWEST ST  
IRONWOOD MI 49938  
906 932-0619

JUNE 18 2013  
IRONWOOD PLANNING COMMISSION  
CITY OF IRONWOOD

I have been a Ironwood resident at the above address for nearly 41 years. I am interested in purchasing the property on the west end of my 124'82" lot on the Clemens Street side. I would like to purchase 90' west by 150' north with the possible option of a full acre. I have been maintaining this said property for over 40 years. Before that it was neglected and an eyesore. My family and I have always taken pride in our home and yard and would like to keep it looking that way.

Today I spoke with Mr Dennis Hewitt (assessor) building inspector and he suggested that I write this letter to ask to be considered in purchasing this area. I would appreciate a prompt reply. I can be reached via the information above. I look forward to hearing from you.

Sincerely,  
Gerome F. Suzik

# Memo

To: Michael Brown  
From: Dennis Hewitt  
Date: 6/27/2013  
Re: Clemens Street Property

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The property located on Clemens St. just east of the City of Ironwood DPW garage. This property is not on the City of Ironwood surplus property list. In the past the planning commission required any property up for sale that is acreage needs to have an appraisal done to find out the value. I have received two requests for this property. The two parties are willing to work together on this and purchase different parts of it.

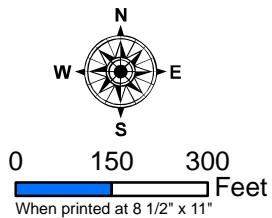
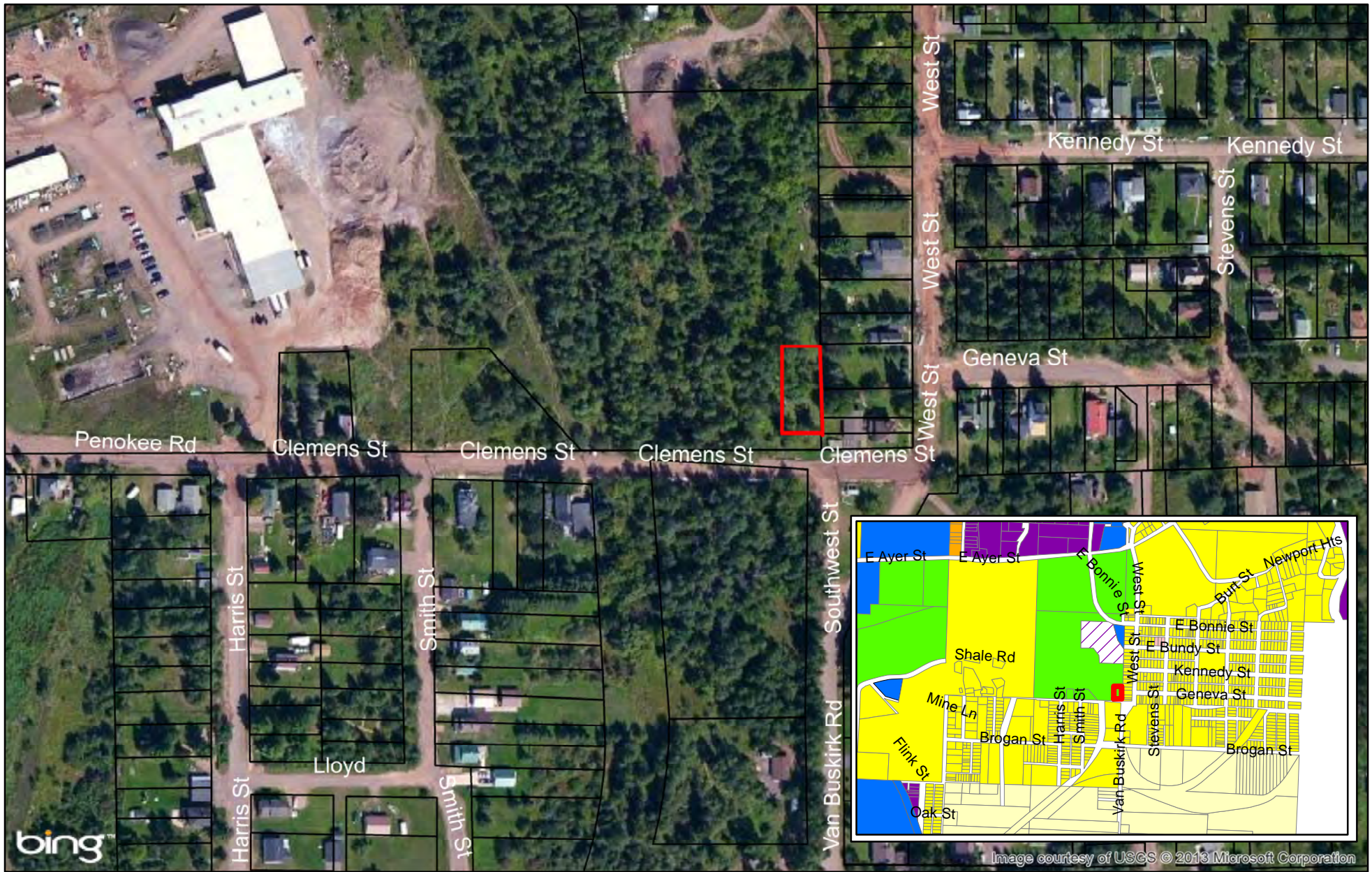
We would most likely have to have a title search done to show ownership of this property and possibly a survey may need to be done to show a legal description. The property is 354'x 510'.

If you have any questions feel free to contact my office.

Thank You

*Dennis Hewitt*

Dennis Hewitt Assessor



# PC Case 2013-006 Property on Clemens & Southwest St.

Tuesday, July 02, 2013

## Legend

 Property on Clemens & Southwest St





## MEMO

**To:** Chair Bergman and Planning Commission Members

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

**Date:** June 26, 2013

**Meeting Date:** July 9, 2013

**Re:** Comprehensive Plan RFP/RFQ

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The City Commission recently approved its new budget for the 2013-2014 fiscal year. As part of that budget \$70,000 was budgeted for a new comprehensive plan! I wanted to start the planning process right away and in order to do so a Request for Proposal/Request for Qualifications (RFP/RFQ) needs to be prepared in order for qualified consultants to submit for doing this work. The RFP/RFQ document will outline timelines for the project, what should be included in the project as well as deliverables and expectations of the community.

The main question to the Commission is what elements it wants included in the comprehensive plan. The following are a list of general areas that are covered in a comprehensive plan: land use, transportation, open space, natural resources, community facilities, community character and identity, housing and neighborhoods, and economic development. Think about what other elements you want addressed.

Staff's goal is to have a RFP/RFQ for your review and approval by the August meeting in order to take it to the City Commission in August for approval and then allow consultants to submit so by September/October the City should have a consultant hired to start the planning process.



## City of Ironwood Comprehensive Plan Request for Proposal/Request for Qualifications August 2013

### 1. Introduction

The City of Ironwood, Michigan is issuing a request for proposal (RFP)/request for qualifications (RFQ) to obtain written proposals from consultants who are interested in assisting the City of Ironwood, Michigan in preparing a detailed Comprehensive Plan which complies with the Michigan Planning Enabling Act of 2008, P.A. 33 of 2008, as amended, M.C.L. 125.3801 *et seq.* in addition to elements requested within this RFP/RFQ.

### 2. City of Ironwood Michigan

The City of Ironwood is the western gateway to the upper peninsula of Michigan and is located 18 miles south of the big lake Gitchieegumme (Lake Superior). The beautiful Montreal River traverses the western boundary of the City while forested woodlands make up the southerly border of the community. Two major highways provide easy access to the area including Michigan U.S. Highway 2, Wisconsin U.S. Highway 51 and Wisconsin State Highway 77. Ironwood is a boarder community to our Wisconsin sister city Hurley, Wisconsin. The City covers about six (6) square miles and has a population of 5,387. The City has numerous outdoor opportunities including parks, bicycle and walking paths, skateboard park, snow shoe trails, groomed cross country ski trails, down hill ski facilities, trout fishing (Montreal River) not to mention all of the amenities and public services provided by a full service community.

### 3. Submittal Requirements

Proposals will be accepted until 4 pm on August 30, 2013. Five (5) bound copies shall be submitted as well as a PDF to Michael J. D. Brown, Community Development Director at 213 S. Marquette Street, Ironwood, MI 49938.

### 4. Contact Person

If you have questions please contact Michael J. D. Brown, Community Development Director at 906-932-5050 x 126 or [brownm@cityofironwood.org](mailto:brownm@cityofironwood.org).

### 5. Scope of Work

A. **Plan Elements Required by Statute.** The Comprehensive Plan shall comply with the minimum standards of the Michigan Planning Enabling Act of 2008, P.A. 33 of 2008, as amended, M.C.L. 125.3801 *et seq.* The City of Ironwood has an adopted Zoning Ordinance. The following are specific elements that shall be addressed in the plan either through specific sections/chapter or integrated holistically throughout the Plan.

- I. Housing
- II. Transportation (all modes) including a future transportation map(s)
- III. Utilities and Community Facilities
- IV. Agriculture, Natural/Environmental and Cultural Resources
- V. Parks and Recreation (The City currently has a Parks and Recreation Plan that complies with the MDNR which expires in 2015. The City would like to incorporate a new Park and Rec plan into the Comprehensive Plan. The MDNR has indicated this is acceptable as long as it follows the requirements for plan components and public participation and notices etc.)
- VI. Economic Development
- VII. Intergovernmental Cooperation
- VIII. Land Use including an existing and future land use map
- IX. Tourism
- X. Physical Design
- XI. Energy Conservation
- XII. Health/Well Being
- XIII. Zoning/Zoning Plan including a future zoning map and recommendations to modify the current zoning ordinance
- XIV. Development and Redevelopment
- XV. Socioeconomic elements
- XVI. Employment
- XVII. Recommendations for additional subarea plans/corridor plans

The City utilized the Michigan State University Extension Land Use Series Checklist #1F: What should be in a Master Plan for guidance in creating this RFP/RFO and emphasized the Growth Management Plan elements.

#### **B. Additional Information**

The plan should be very visual with the use of maps, charts and diagrams. Quantity doesn't necessarily equate to quality. The City doesn't want a plan that is inches thick and not used. The plan should be separated into two volumes or documents. One should be the "Fact Book" or background, data and statistical information which leads to the second document that includes the goals and objectives that will be implemented or otherwise referred to as the "Plan".

The Plan should read more like a checklist of goals and objectives in a table format. Experience has shown it is easier to understand what a community is trying to accomplish if it is easy to read in a table format. If the goals and objectives and implementation strategies are buried in text and paragraphs it is easy to overlook.



The following is an example of a table format that could be used:

Goal	Objective	Implementation Strategy	Page Reference in Plan/Fact Book if applicable (if someone wants to read more detail regarding the specific item listed)	Status (used once plan is adopted during annual review and update of plan)
Goal 1	Objective 1	Implementation Strategy 1		
		Implementation Strategy 2		
	Objective 2	Implementation Strategy 1		
		Implementation Strategy 2		
Goal 2	Objective 1	Implementation Strategy 1		
		Implementation Strategy 2		
	Objective 2	Implementation Strategy 1		
		Implementation Strategy 2		
		Implementation Strategy 1		
	Implementation Strategy 2			

## 6. Public Engagement

State Statute requires at a minimum a public hearing be held prior to adoption of a comprehensive plan. The City however would like to engage the public to the fullest. The City understands that a majority of the cost to doing a comprehensive plan is the public engagement component. The City would like to see different public engagement options and how costs vary between doing each. The following are public engagement concepts the City would like to see used and any other concepts that would be recommended that are not listed here.

- A. Initial Public Meeting/Visioning Session/Charette to gather input from the community as to what it wants in the plan.
  - a. With the use of a visual preference survey or other tools/methods
- B. Secondary Public Meeting to present the Draft/Final Draft of the Plan shortly before anticipated public hearing and adoption.
- C. Online Survey.
- D. Creation of a website for the planning process.
- E. Recommendations for other public engagement methods

#### **7. Project Cost**

The project should not exceed \$70,000.00 for the preparation of the plan including all data development and materials, meeting costs and deliverables.

#### **8. Deliverables**

- A. 15 paper copies of both the Draft and Final Comprehensive Plan documents including all color maps, graphs, charts, tables, pictures or other graphic imagery.
- B. Electronic formats to include Microsoft Word, Microsoft Excel (if applicable), Microsoft Powerpoint (if applicable), GIS Shapefiles, GIS ArcMap Files for each map created and a PDF of the Plan and Fact Book including all maps, graphs, charts, tables, pictures or other graphic imagery which becomes the property of the City of Ironwood for future use and modification.
- C. All other data and information that has been collected through the process in digital PDF form.
- D. All public participation materials including any survey results or other information in digital PDF form (paper copies if applicable).

#### **9. Proposal Requirements**

Written proposals shall be submitted as well as in PDF and should be in order based on the requirements below.

- A. An introduction of the company.
- B. A work program describing the precise scope of work to be undertaken including an outlined approach for public engagement and how the consultant will interact with City staff and the Planning Commission. Michael J. D. Brown, Community Development Director, will be the

staff contact.

- C. A proposed table of contents to include the elements the City desires to be included in the plan also to include all maps, graphs, charts, tables, pictures or other graphic imagery.
- D. A detailed project schedule/timeline with milestones. The City would prefer to have the Plan approved and adopted by of June 2014. If this is not possible, what is a more realistic timeline?
- E. Resumes of company personnel, including subcontractors if proposed to be used, that will be assigned to the project as well as their involvement and roles played in the project.
- F. Company resume in comprehensive planning projects.
- G. Five (5) references of other communities the company has prepared comprehensive plans for including links to those community's websites to review the plans.
- H. Disclosure of any competing interest or potential conflicts of interest in the City including consultant's work for persons who own land or have development interest in the City.
- I. A proposed itemized budget. As discussed above, the City understands the cost of a comprehensive plan increases with the increase in public engagement, an itemized budget with these components needs to be presented.

**10. Cost Incurred in Responding to this RFP/RFQ.**

The City of Ironwood shall not be liable for any costs incurred by consultant in responding to this request for proposal/request for qualification.

**11. Consultant Selection Procedure**

- A. City Staff will review the submitted proposals and they will be evaluated on the overall qualifications, experience, and competence of the consultant and staff, prior experience in similar projects, experience in handling public relations and citizen involvement, a check of references, understanding of the project, proposed project approach, interview and proposed budget.
- B. A short list of consultants will be selected for interviews. Because of the location of Ironwood, Skype interviews will be entertained.
- C. After the interviews staff will present a recommendation to the Planning Commission for recommendation to the City Commission for final approval.
- D. Once a consultant has been selected contract negotiations will commence.
- E. The City has the right to reject any and all submittals, waive any irregularities, re-issue all or part of this RFP/RFQ, and not award any contract, all at its discretion and without penalty.