

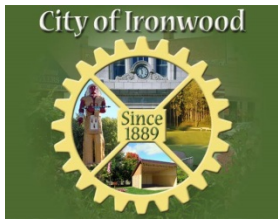


213 S. Marquette St. Ironwood, MI 49938  
Memorial Building, Conference Room #1, 2<sup>nd</sup> Floor

*Planning Commission Workshop Agenda*

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1. Call to Order
2. Recording of the Roll
3. Approval of the Agenda
4. Comprehensive Plan
5. Adjournment



# Ironwood Comprehensive Plan

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## Planning Commission Agenda Memo

**To:** Ironwood Planning Commission

**From:** Brad Scheib, HKGi – Project Manager  
Michael Brown, Community Development Director

**Re:** ***Comprehensive Plan Agenda Memo #1***

**Date:** 31 October 2013

This is the first of a number of agenda memos that will set the stage for each planning commission meeting at which we will be discussing the comprehensive plan update. Two items are attached to this cover memo and will be a subject of our meeting next Wednesday.

1. **Attachment A: Scope of Work.** This document is our project work plan. It lays out rather specifically each task that we will be performing and includes a list of key deliverables at the end of each task. We will review this work plan tasks by task with you at the meeting and we will align a detailed schedule to it based on your feedback and discussion. We will bring a schedule to the meeting on Wednesday.
2. **Attachment B: Public Engagement Plan.** This document is a DRAFT of our recommended approach to public engagement. The purpose of this draft document is to help you begin thinking about the most appropriate approach to engaging the community of Ironwood. We have listed in this draft a number of more traditional and affective approaches to reaching out to the community in engaging them in this dialogue. It would be my intention to have the Planning Commission review this in detail and help finalize it.

At our meeting, we will have 1 hour. In that hour it is our objective to cover the following:

1. ***Introduction to the comprehensive planning, HKGi, and our charge*** - We will introduce the consulting team, walk through the work plan, and present the what, why, and how of Comprehensive Planning including the Michigan Planning Enabling legislation.

*Approximately 10-15 minutes*

2. ***Roles and responsibilities of the Planning Commission and conduct of comprehensive plan meetings*** – these meetings are intended to focus on the Comprehensive Plan and thus we have set aside time prior to your regular meetings for this purpose. The key roles of the Planning Commission are to: contribute your local knowledge about the community and your planning expertise to the project; serve as a sounding board on process, community engagement strategies, working concepts, and work product;

and, be a conduit to the community for the process. Our meetings are not intended to be public input sessions, thus we need to discuss and agree on a process for public interaction at these meetings.

*Approximately 10 minutes*

- 3. Review and Brainstorm the Public Engagement Plan** – This will be a focus of our meeting. We need your input on the draft public engagement plan attached to this agenda memo. Specifically, if there are groups that should be identified as stakeholders, key events or captive audiences that might be an efficient mechanism for stakeholder input, or creative ideas that you have to engage the community. The draft attached is a work in progress. We will add to this following our discussion and following our initial outreach on November 6<sup>th</sup> and 7<sup>th</sup> as we learn more about the community. As part of our discussion to date, we have talked of preparing a community survey. Our approach for the survey is to prepare a two page survey that can efficiently be distributed with property tax statements among other distribution methods. In order to take advantage of the tax statement mailings, we need to have the survey prepared within the next couple of weeks. We will bring a draft of possible survey questions to the meeting for discussion.

*Approximately 30 minutes*

- 4. Project Schedule and Next Steps** - Upon agreeing to the public engagement plan, we will finalize the project schedule and key dates and milestones over the complete duration of the project. The consultant team will be in Ironwood during the day on November 6<sup>th</sup>. They will be meeting first with key city staff and department heads, followed by the Planning Commission on Wednesday. On Thursday November 7<sup>th</sup>, we will be meeting with a number of key agencies and surrounding communities. As a part of the Schedule discussion, we will go through a tentative agenda for the first public engagement event that is outlined in Task 2 of the Work Program.

*Approximately 5-10 minutes*

We are looking forward to an engaging conversation with you on Wednesday. Thank you for your dedication to this important community planning project.

# Attachment A Scope of Work

## Project Management and Oversight

Our process includes close coordination with a Planning Commission that will function as a steering committee over the course of the project. We anticipate a series of special meetings with the planning commission (up to 6 not including the public hearing). It is important that these meetings be dedicated to the comprehensive planning project, as opposed to the comprehensive plan being merely an agenda item.

Our process also includes regular communications and collaborations with the Community Development Director. We will coordinate via conference calls, Go To Meetings (or Skype), or in person when travel plans permit. This coordination will include:

- Day to day management of the project;
- Coordination of meetings and stakeholder engagement activities;
- Coordinating collaborative efforts with other city staff departments, regional agencies, and stakeholder groups;
- Sharing in various task responsibilities where time and expertise permit; and,
- Providing critical review and comment on draft work products and key deliverables

## Approach to Community Outreach and Stakeholder Engagement

Our proposed process includes a variety of “proven” means to reach out to the community-at-large (businesses/residents) and engage them in the process. These processes include:

- Face-to-face interaction: through listening sessions/interviews, workshops, open houses, and public hearings
- Internet communications/web site: through on-line surveys, interactive web site, and social media input strategies
- Kiosks/banners/information display: presentation boards, banners, online info at key public places

HKGi brings a wealth of experience and a large tool box of affective communication strategies for comprehensive planning. Our approach, however, is to work with you to determine the best way to engage the Ironwood community. We have budgeted for an extensive public engagement strategy based on our experiences in similar communities. Using our tool box and your local knowledge, we will prepare a public engagement strategy that fits Ironwood. We will also provide press releases, posters/flyers, and other promotional announcements to “get the word out” two weeks to one month prior to public engagement events.

## Work Program

The following tasks represent our proposed work plan for the City of Ironwood Comprehensive Plan update.

## Attachment A Scope of Work

### **TASK 1: ORGANIZE THE EFFORT – PREPARE THE FACT BOOK**

This task will establish the framework for the project. We will conduct kick off events, collect background data, coordinate and orient the planning commission to the project, agree on a specific public engagement strategy and approach, establish project communication protocols and agree on a common set of project goals and objectives. Key subtasks include:

- 1.1 Project coordination and start up. We will coordinate with City Staff via conference phone and video (GoTo Meetings/Skype) to refine the work plan and project schedule, begin the process of assembling data, strategize the public engagement strategy, and organize/coordinate the kick off meeting events to be held as part of Task 2.
- 1.2 Prepare public engagement plan/strategy. The public engagement strategy will be prepared in collaboration with the City's Project Manager (Michael Brown). We will present this to the Planning Commission in preparation for Task 2. Together with the work program, this document will serve to a degree as the Planning Commission's work plan for the project. It will include a detailed project schedule for the duration of the project. The public engagement plan will include a matrix that will help align key audiences with the appropriate engagement techniques and the desired input goals. Key survey questions and methodologies will be prepared along with a strategy for distribution and collection of survey results. (we will coordinate this process closely with the survey conducted as part of the Park and Recreation Plan.)
- 1.3 Establish project web site and on-line engagement strategy. This task will include preparation of a project web site and a set-up of an on-line engagement strategy. We will utilize proven on-line engagement software programs that enable community members to offer ideas and opinions about the future of the community and partake in an online dialogue that ultimately helps filter the ideas so that the process can prioritize and align community ideas with broader vision and guiding principles.
- 1.4 Prepare project goals and objectives memo. Based on what is learned in Task 1, we will establish a brief list of goals and objectives specific to the Comprehensive Plan: what does the city want to get out of the plan, how it would be intended to be used, what it should look like, etc.. Alternative formats and layouts will be prepared for future discussion as part of this task.
- 1.5 Prepare summary of foundation documents. A number of initiatives provide a solid base to work from (Park and Recreation Plan, CIP, Downtown Blueprint, Dashboard (city finances), historical planning efforts, annexations, park improvements, etc.). We will review these and others collected through Task 1 and prepare a brief memo that provides key directives and a timeline for their development. This will ultimately be incorporated into the comprehensive plan as an historical reflection of community planning efforts with relevant goals, policies and action plans being carried forward.

## Attachment A Scope of Work

- 1.6 Prepare demographic summary. This task will include the most current data from the US Census, Michigan Department of Technology, Management and Budget, Michigan Department of Education, Gogebic County, and other sources with readily available data. Data will be assembled and stored in an excel spreadsheet or database program that is easily transferable for future planning work.
- 1.7 Define existing environmental systems framework. This task will include mapping key natural resources including the river corridor, bluffs, significant topography, sensitive natural resources, wetland areas, and other key natural systems.
- 1.8 Prepare existing land use and infrastructure systems framework. This task will include the mapping of existing land use (current conditions) using existing GIS Parcel data and political boundaries. We will integrate key infrastructure systems (sewer, water, roads, trails, park and recreation systems) and regulatory systems with the parcel data to create a comprehensive geodatabase. This data will need to be field verified and checked with assistance from City Staff.
- 1.9 Prepare community Fact Book. We will assemble the materials from Task 1 into a concise, graphic report that documents existing conditions and forms the basis of future concept exploration, policy development, and analysis. This report will be reviewed at meetings to be held as part of Task 2.

### *Task 1 Deliverables*

- Final work plan and detailed project schedule
- Public Engagement Plan
- Web Site with Interactive On-line Engagement Approach
- Excel Spreadsheet with Demographic information
- GIS Geodatabase with existing conditions/community context mapping
- Fact Book Report Draft 1 (1 pdf for city reproduction)

### **TASK 2: VISION AND CONCEPT EXPLORATION**

The purpose of this task will be twofold. First, it will be to create a Vision Statement and set of Guiding Principles for the Ironwood Comprehensive Plan. Together, the vision and guiding principles will serve as the foundation (and measuring stick) for comprehensive plan concepts. Secondly, this task will provide an opportunity to reflect on the “Fact Book” assembled in Task 1, and begin the process of framing plan directions and components. Task 2 will include the first community workshop of the planning process. The objective of the public engagement process in Task 2 is to gain community input to help frame the vision and guiding principles and to contribute to the identification of how Ironwood sees itself as a community 10 or 20 years into the future. We will conduct the majority of Task 2 over an intense one week period. The consultant team will work in the City of Ironwood in a “charrette” like workshop during the work week. The following subtask will be part of this task:

- 2-1 Conduct meeting with key city staff and department heads. We will begin the week with a listening session and information gathering session with key city staff and department heads. This meeting

## Attachment A Scope of Work

will be an opportunity to explore current and future projects and to understand how the plan can best serve as a resource to various city departments.

- 2-2 Tour the community with the City Project Manager and other staff. We will tour the community focusing on key issue and opportunity areas.
- 2-3 Conduct listening sessions with stakeholder groups. We will host 6-8 listening sessions with key stakeholder groups including key agencies, business community, special interest groups, elected/appointed officials (Parks and Recreation, Economic Development, etc.), recreation/tourism groups, chamber of commerce, colleges and institutions, etc. These groups will be identified and agreed to as part of the public engagement plan in Task 1.
- 2-4 Conduct Planning Commission orientation meeting. We will conduct a planning commission meeting to review Task 1 outcomes and prepare for the community visioning workshop. This will be a special PC meeting held early in the week.
- 2-5 Conduct Public Meeting/Workshop #1 and roll out of online engagement tools. Midweek, we will coordinate a community workshop. The workshop will have three key purposes: 1) to explain and describe the comprehensive planning process 2) to imagine the future of Ironwood and to describe the desired pattern and character of the future community and 3) to help organize input into a vision and set of guiding principles. The workshop will be timed to coincide with the roll out of an on-line community survey and will be designed to be a fun and engaging process for people of all ages, cultures, and abilities.
- 2-6 Prepare vision and guiding principles document. We will assemble the results of this workshop into a draft vision and guiding principles document. This will form a chapter of the comprehensive plan.
- 2-7 Prepare comprehensive plan directions diagrams. Using directions learned throughout the course of the day, we will begin to frame up broad community patterns (focusing on land use, mobility, parks and open space systems) and policy directions. These will be illustrative diagrams, maps and bullet point lists.
- 2-8 Present Task 2 Summary to Planning Commission. At the end of the work week, we will hold a “pin-up” session with the Planning Commission (other boards and commissions may be invited to this session) to celebrate the end of the week and to engage in a conversation/critique of the concepts, ideas, and draft vision and guiding principles. This pin-up session will provide valuable feedback and direction as we move into Task 3.

### *Task 2 Deliverables*

- Promotional materials for public engagement activities (flyer, poster, web site materials, public notice)

## Attachment A Scope of Work

- Draft Vision and Guiding Principles Report (1 pdf file for reproduction by city staff)
- Summary powerpoint of work session including concept diagrams, systems mapping, and bullet list of project ideas/policy directions.
- Meeting agendas and notes

### TASK 3 – DEVELOP THE COMPREHENSIVE PLAN

The comprehensive planning process needs to consider a broad range of potential changes and filter out those that are either likely to happen, or more importantly, those that are desired to happen. Task 3 begins a collaborative process between the HKGi team and the community to define the future of Ironwood, to test future scenarios against the vision and guiding principles, and to ultimately describe and articulate a preferred scenario to constitute the Comprehensive Plan update. The content of the comprehensive plan shall comply with the Michigan Planning Enabling Act of 2008, P.A. 33 of 2008 as amended, M.C.L. 125.3801 *et seq.*, will be guided by MSU’s Extension Land Use Series Checklist #1F Growth Management Plan

(<http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1F%20PlanContents.pdf>), include the twenty (20) elements identified in Section 5(A) of the City of Ironwood, MI Comprehensive Plan Request for Proposal/Request for Qualifications August 2013, and by what is learned through community investigations and public input. Review of the plan draft by the public will be actively pursued during this task through a series of community meetings and outreach efforts as will be defined in the public engagement plan developed during Task 1. The following are subtasks for Task 3:

3-1 Prepare detailed outline: We find that the outline for the comprehensive plan ultimately flows out of the planning process. While there is a basic core premise of what is included in a comprehensive plan, and there are state statutes that define what is expected (see attached Exhibit 1), the full content and how those items are organized should be specific to Ironwood. The following is an outline structure that will serve as a starting point for content to be included in the plan:

1. Introduction and Purpose of the Comprehensive Plan
2. Vision and Guiding Principles
3. Community Development Patterns
  - a) Land Use (infill, redevelopment, edge growth/annexation, corridors, nodes, districts)
  - b) Housing
  - c) Commerce and Jobs (Economic Development)
4. Community Systems
  - a) Natural Resources/Environment
  - b) Parks, Recreation and Open Space (consistent with MDNR guidelines)
  - c) Mobility (Roads, Streets, Trails, Sidewalks, others)
  - d) Potable Water



## Attachment A Scope of Work

- e) Sanitary Sewer
  - f) Storm Sewer
  - g) Community Facilities
5. Implementation
- a) Regulatory controls (zoning and subdivision controls)
  - b) Economic development and housing strategies
  - c) Intergovernmental cooperation
  - d) CIP updates
  - e) Financial resources/public funding strategies
  - f) Amendments, updates, and special area plans/studies
  - g) Others to be defined
6. Appendix – Community Fact Book
7. Public Engagement Process and Summary

Each plan chapter/segment will include goals, policies and strategies organized in a manner that is easily scanned and referenced (likely in a tabular or matrix format as identified the RFP). Goals, policies and strategies will be used to emphasize, illustrate, and demonstrate principles such as:

- Energy conservation
- Healthy/active living
- Emergency management
- Resource conservation
- Environmental protection/preservation
- Brownfield/environmental mitigation
- Tourism and economic development

As part of this task we will also explore alternative document layout formats and graphic styles. We will coordinate a review of the outline and graphic styles with the city project manager. The city project manager is expected to facilitate a review of the outline and format options by the Planning Commission and other key stakeholders.

3-2 Prepare draft plan (Draft 1): Following the outline generated in Task 3-1, we will prepare a first draft of the plan.

3-3 Conduct high level infrastructure analysis: We will prepare a technical memorandum documenting impact on future infrastructure systems (sanitary sewer, potable water, storm water/drainage and roadway network). This task does not include detailed modeling or cost estimating. We will

## Attachment A Scope of Work

collaborate with the City Engineer/Public Works department for this critical evaluation and policy development.

3-4 Prepare implementation approaches: Prepare a technical memorandum outlining key implementation strategies or approaches including policy considerations related to annexations or infrastructure improvements, zoning and subdivision regulation modifications, redevelopment, CIP funding and financing strategies, special studies, or other strategic actions.

3-5 Conduct a worksession with the Planning Commission to review Draft 1

3-6 Conduct a joint meeting with policy and advisory boards to review Draft 1. We will conduct a joint meeting with the City Commission and other boards/commission as appropriate. The intent of this meeting will be to offer a glimpse into the draft plan and directions prior to engaging the community in a discussion and review of the ideas.

3-7 Refine the plan based on Planning Commission, policy and advisory board input (Draft 2)

3-8 Conduct Community Engagement Process #2: This session will be designed to present ideas and directions and offer alternative approaches to providing input, discussion and dialogue around the key concept alternatives. The session will be conducted more as an open house or a series of focus group discussions. We will also support on-line review and input on the draft plan.

### **Task 3 Deliverables**

- Draft outline of Plan
- Format and graphic style layout examples
- Draft Comprehensive Plan ( 1 pdf of draft comprehensive plan which may be required to be broken down into multiple pdf's to provide for smaller pdf file size for easier dissemination to staff and Planning Commission - memorandum highlighting key plan change areas)
- Technical memorandum addressing infrastructure system impacts (1 pdf for city staff reproduction)
- Summary notes from public engagement process (1 pdf for city staff reproduction)
- Agendas, meeting materials and press releases, web site input

### **TASK 4 – SEEK APPROVALS AND FINALIZE THE PLAN**

The final task focuses on seeking approvals and finalizing the Comprehensive Plan. It includes the final public hearing with the Planning Commission prior to formal adoption by the Ironwood City Commission. HKGi shall be responsible for coordinating the adoption and notice requirements of the plan with the City project manager and shall assure compliance with the Michigan Planning Enabling Act of 2008, P.A. 33 of 2008 as amended, M.C.L. 125.3801 *et seq.*

## Attachment A Scope of Work

4-1 Summarize final plan draft changes: Based on feedback gained through community engagement process #2 we will prepare a memorandum documenting key plan changes.

4-2 Conduct Planning Commission meeting to review change recommendations

4-3 Prepare final draft plan (Draft 3)

4-4 Conduct/Facilitate public hearing. We propose a public hearing process that offers both a formal and informal plan review process. Depending on level of community interest and excitement, the public hearing can be facilitated in a more social format to celebrate completion of the planning phase and commencement of the “implementation” phase of the plan.

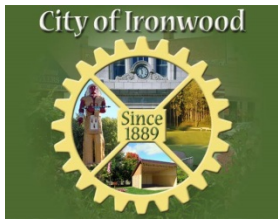
4-5 Coordinate with City project manager to present the plan to advisory boards and commissions and seek endorsements.

4-6 Facilitate final plan consideration by City Commission

4-7 Prepare final deliverables

### *Task 4 Deliverables*

- Memorandum summarizing recommended changes from public process (1 pdf to be reproduced by city staff)
- Final Draft of Comprehensive Plan (1 pdf for city staff reproduction)
- Summary presentation materials for advisory board/stakeholder group meetings (1 pdf for city staff reproduction)
- Final Comprehensive Plan (15 hard copies, 1 pdf copy, all electronic files including original production files, spreadsheets, databases and GIS project files in a format suitable to the City of Ironwood)
- Summary presentation materials to assist with presentations to interested stakeholder groups.



# Ironwood Comprehensive Plan

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## Public Engagement Plan

### Introduction

The intent of this Public Engagement Program is to outline a process, strategies, and tools to involve the public in the Ironwood Comprehensive Planning Process. Engagement strategies for the Ironwood Comprehensive Plan will employ both traditional and contemporary measures. Public participation methods will vary by phase of the project. This program document has been drafted at the beginning of the planning process and will be reviewed and updated throughout the course of the project.

### Goals

The overall goals of the Public Engagement Program are to:

- Seek the involvement of all Ironwood citizens and businesspeople.
- Help us in crafting a vision and plan that is based on the ideas, wants, needs and aspirations of the Ironwood community.
- Provide accurate and objective information to assist in informing people about: the process and key milestones, the identification of and understanding of issues, and the presentation of alternative planning concepts and ideas.
- Provide opportunities for the public to contribute ideas and feedback throughout the planning process and to meaningfully consider all input received.
- Establish information portals (paper and electronic) that are interesting and engaging.
- Establish community ownership in the plan.
- Involve stakeholders who will likely have responsibility for helping implement the measures contained within the plan once it is officially adopted and put into action.
- Others...
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### Potential Communications Strategies and Tools

The following is a list of potential strategies and tools the Comprehensive Planning Process could employ to achieve broad and continuous public participation. A part of the first Planning Commission Meeting will be to discuss and reach consensus on the preferred public engagement plan.

#### A. *Project Website*

Information about the Comprehensive Planning process will be hosted Hoisington Koegler Group Inc.'s website with a direct link prominently displayed on the city's website home page. HKGi will establish the website and provide periodic updates, including updated news, a project schedule, meeting agendas and minutes, meeting presentations, contact information, links to surveys, and other information.

**B. Ironwood Daily Globe**

The local newspaper, the Ironwood Daily Globe, is published daily. The Daily Globe will be a great source for getting information out about the Comprehensive Plan and the planning process itself. The deadline for submittal of information is 10:00 the prior day for simple notices and advertising. We might also use the paper for features or more substantive articles based on key topics. We will engage a reporter in the process to make sure the project is well covered.

**C. Email Distribution Lists**

The vast majority of the public uses email or texting as a principle mode of communication. We will establish a database where interested parties can register to join an email group list so that we can send out email communications for upcoming public engagement events or to inform folks when the web site is updated. The City of Ironwood maintains an email distribution list of local business that we will utilize for outreach and we will coordinate with the Chamber and School District to utilize existing distribution lists for noticing public announcements and reminders for public meetings.

**D. Radio Station**

WUPM – the morning coffee clutch is a live taping at a coffee shop in Hurley Wisconsin covering key community topics. This is an opportunity to reach a captive audience and to present information about the planning process and upcoming events.

**E. Newsletter or Other Announcements**

We will coordinate with the Chamber and School district as well as other organizations that produce periodic newsletter or announcement flyers and where possible provide media releases to insert into existing publications.

**F. Community Events**

A number of community events and festivals are held in Ironwood throughout the year. They are sponsored by a variety of entities. These events *may* offer limited opportunities to display information hand out materials, and actively solicit input on the Comprehensive Plan through an event that already has an engaged audience. The following events may afford opportunities to expand the public’s knowledge of the planning process and directions being considered:

- Jack Frost Festival – Nov - January
- Festival Ironwood – July
- Ironwood Theater – shows and events on weekends
- Others
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**G. Listening Sessions**

The Work Plan identifies listening sessions as part of Task 2 Vision and Concept Exploration. HKGi Staff Members will meet with a broad spectrum of the Ironwood Community. Participants in these listening sessions will be asked their opinions of the community. Beyond explaining the what and why of the project, our role is to listen and comprehend the messages community members and stakeholders are expressing. Key Groups that we will meet with include the following:

### 1. ***Civic and Community Groups***

Various civic and community groups are potential vehicles to disseminate information and receive feedback on the Comprehensive Plan. Many groups have regularly scheduled programs and are in need of speakers. Most importantly, these groups often meet on a regular basis and present an opportunity to engage a captive audience (not creating another meeting obligation.) Some of the community groups that could be resources in Ironwood to enhance participation in the planning process include:

- Rotary
- Kiwanis
- Boy or Cub Scouts
- Others...
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### 2. ***Focus Groups***

Organizing focus groups oriented around key topics is another strategy for engaging the community. The strategy here brings people with common interests together to engage in a conversation about the plan. The following groups have been identified as potential focus groups:

- Business Groups – Chamber, Downtown Development Authority – Economic Development Corporation – Ironwood Industrial Development Corporation
- Education (teachers/administrators) – Gogebic Community College – Community Schools – All Saints Academy
- Parks and Recreation Committee – Snow Mobile Group – ATV group – Biking Groups – Civic Center Board/Manager – School Athletic Director/Booster Clubs/ - Safe Routes to School – dance company – Miner’s Park Group
- Arts and culture – Ironwood Theater performing arts, Theater North – performing arts, Downtown Art Place (gallery and studies) – Carnegie Library – Historical Society (downtown depot park)
- Tourism – Chamber – ski resorts – Western UP Convention and Visitor Bureau – Ironwood Tourism Council -
- Business Leaders, Innovators, Philanthropists/Foundations
- Realtors/brokers/financial institutions/developers/builder
- Others???
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### 3. ***Agencies***

Local and Regional Agencies are a key resource in the planning process. These agencies provide technical resources, financial resources and are also responsible in some cases for providing services or infrastructure in the community. They will be engaged throughout the process. They include:

- Aspirus Grandview

- Bessemer Township
- Carey Township
- Charter Township of Ironwood
- City of Hurley
- County Forester
- County Sherriff
- Erwin Township
- Gogebic Iron Wastewater Treatment Facility
- Gogebic County
- Gogebic County Airport
- Gogebic County Brownfield Redevelopment Authority
- Gogebic County Extension
- Gogebic County Road Commission
- Gogebic County Soil Conservation Office
- Gogebic County Solid Waste (Garbage)
- Gogebic County Transit
- Gogebic County Community Action Agency
- Gogebic Range Water Authority
- Iron County
- Iron County Clerk
- Iron County Extension
- Kimball Township
- MDEQ
- MDNR
- MDOT
- Michigan Economic Development Corporation
- Michigan State Housing Development Authority
- Oma Township
- Ottawa National Forest
- Western Upper Peninsula Planning and Development Region
- Western Upper Peninsula Michigan Works
- WIDOT
- Others...

#### ***K. Broader community engagement, community workshops, and open houses***

Through the process, a community engagement event will be facilitated in each of task 2, 3, and 4 in the work plan. The event in task 2 is more of an open ended questions and response type event. Our goal there is to have participants ***inform*** us. Task 3 is where we present plan directions. Our goal is to have participants ***understand, critique, and shape*** what we have generated. Task 4 we present a final plan. Our goal for participants in this task is to ***agree*** to move forward and ***celebrate success***. We will use a combination of outreach mechanisms including on line survey questionnaires' and face to face public engagement including:

- Task 2 Hands on Workshop(s) – online survey mechanism
- Task 3 Hands on Workshop(s) – online survey mechanism – poster board presentation/open house
- Task 4 Online survey mechanism – stakeholder meeting presentations – public hearing/open house

# Ironwood, Michigan Comprehensive Plan Update

Planning Commission Meeting #1  
6 November 2013



# Agenda

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- Introduction to Comprehensive Planning
  - HKGi – Who We Are
  - Comprehensive Plan – What is it and Why do we need it?
  - Michigan Planning Enabling Legislation
  - Process/Work Plan
- Roles and Responsibilities of the PC and Conduct of Meetings

# Agenda

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- Review and Brainstorm Public Engagement Plan
  - Schedule of Key Public Engagement Events
    - Desired outcomes – best methodologies
    - Set calendar
  - Identification of stakeholder groups
  - How and where can you help?
- Project Schedule and Next Steps

# Introductions

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- ◎ Hoisington Koegler Group Inc.
  - Planners, Landscape Architects and Urban Designers
  - Brad Scheib – Planner (Project Manager/Lead)
  - Anna Springer – Graduate Landscape Architect
  - Chrissy Lee – Planner
  - Kevin Clark – Planner/Urban Designer
  - Bryan Harjes – Landscape Architect/Urban Designer

# Introductions

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- What and Why of Comprehensive Planning
  - Reflects a broad **vision** and set of **guiding principles** that shapes community change
  - Guides Future Land Use
    - Helps define what is expected to happen – protects investment
  - **Long Range** Plans for Community Systems
    - Potable Water, Sanitary Sewer, Transportation, Parks
  - Establishes broad **goals and policies**
    - Housing, Economic Development, Storm water, new development and redevelopment, community character....
  - Defines an **Implementation** strategy and approach
    - **NOT Zoning**...but establishes the nexus for regulatory provisions.
    - Informs Capital Improvement Planning (CIP)
    - Guides the allocation of scarce financial resources

# Introductions

- As much about the **planning process** as it is the plan itself! – **MUST BE DYNAMIC!**



# Introductions

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## ○ Michigan Planning Enabling Act

- Enacted in 2008
- “A local unit of government may adopt, amend, and implement a master plan...”
- General purpose is to guide and accomplish development that is:
  - Coordinated, harmonious, efficient and economical
  - Considerate of the character of the community and suitable for particular uses (land and population development)
  - In accordance of present and future needs that best promote public health, safety, morals, order, convenience, prosperity and general welfare.

# Introductions

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## ● Michigan Planning Enabling Act

- Preparation and Adoption of a plan
  - Coordination with adjacent municipalities and townships – avoid conflicts in zoning, align system improvements
  - Coordination with Federal, State, County and Regional Agencies
  - Survey of existing conditions – understand what exists
  - Inclusive of land use, infrastructure, streets, and other physical development, redevelopment or rehabilitation of blighted areas, community character, open space, parks, community facilities, etc...
  - Implementation plans.
  - Public Process

# Introductions

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## ○ Michigan Planning Enabling Act

### • Approval Process

- Planning Commission shall submit completed draft to City Commission
- City Commission authorizes distribution for formal review
  - Contiguous local governments (cities, school district, townships)
  - Regional Planning Commission (County)
  - Public Utility, Railroad, or Public Transportation system
  - **63 calendar days are allowed for comments to be submitted to the Planning Commission**
- Planning Commission holds public hearing after 63 day review period is expired. (15 days notice required)
- PC shall by resolution and a 2/3 vote approve the master plan. City Commission may exercise right to approve or reject the master plan.



# Introductions – Work Plan

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## Task 1: Organize the Effort – Prepare Fact Book

- Public Engagement Plan
- Project Web Site
- Data Gathering/Review/Summary
- Project Goals and Objectives
- Demographic Survey
- Mapping of community features

**Deliverables:** project schedule, public engagement plan, Fact Book, GIS Data

# Introductions – Work Plan

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## Task 2: Vision and Concept Exploration

- Listening Sessions – Staff and Department Head
- Listening Sessions – Stakeholder Groups
- Community Tour
- Public Meeting/Outreach
- Work session in Ironwood

**Key Deliverables: Vision Statement and Guiding Principles – Concepts and Directions**

# Introductions – Work Plan

---

## Task 3: Develop the Comprehensive Plan

- Start with a detailed Outline
- Draft Plan Document
- Assess infrastructure system and improvement needs
- Identify Implementation initiatives
- Review and Refinement
- Community Engagement Process #2

Key Deliverables: Document Outline, Layout and Graphic Style Templates, Draft Document

# Introductions – Work Plan

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## Task 4: Seek Approvals and Finalize the Plan

- Finalize the “review copy” plan
- Facilitate review process
- Evaluate comments and changes
- Coordinate endorsements
- Prepare final plan

Key Deliverables: Document Outline, Layout and Graphic Style Templates, Draft Document

# Roles and Responsibilities

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- Opportunity for PC to do planning!
  - Long term “proactive” planning different than day to day reactionary planning
- Serve as a sounding board for idea generation and a check on Ironwood appropriate.
- You are the “local” experts
- Conduit to the Community
- Advocacy for the Plan – be the passionate advocate

# Conduct of Meetings

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- PC Meeting interface is planned before regular meetings.
- 1 hour meetings...sometimes can go longer depending on agenda of regular meeting
- 1 hour needs to be efficiently utilized
- How do we handle public comment
  - Recommended we do not conduct public input at these meetings rather have issues or questions submit in writing – schedule issue discussion if necessary at future PC meeting agenda so we can prepare/plan for it
  - Public is invited to attend and listen to discussion/dialogue

# Review Public Engagement Plan

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- Public Engagement Goals
- Communication Strategies and Tools
  - Website – HKGi host, set up, and maintain
  - Daily Globe
  - Email distribution lists
  - Radio Station
  - Newsletters or announcements
  - Community Events
  - Listening Sessions
  - Focus Groups
  - Agencies
- Broader Community Engagement
  - Workshops
  - Open Houses

# Review Public Engagement Plan

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- Task 2 – Vision and Guiding Principles
  - Planning Team Primary Role - **LISTENING MODE** – Public Role – to inform
- Task 3 – Draft Development
  - Planning Team Primary Role – **PRESENTING, COLLABORATING, AND LISTENING MODE** – Public Role – to listen, to critique, and to recommend
- Task 4 – Plan Development
  - Planning Team Primary Role - **PRESENTING AND ADVOCATING MODE** – Public Role – agree and endorse



# Survey

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- Purpose of the Survey – To take the pulse of the community.
  - What's working - what's not working (or likes/dislikes about the community)
  - What are the topics we should focus on
  - Are there certain geographic locations we need to consider
  - What are the priorities
- Format
  - questions with selected answers provided
  - Questions with a spectrum of agree – disagree
- Distribution
  - Email – online survey mechanism
  - Distribution in tax bill mailing – middle of November

# Schedule and Next Steps

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## ● Task 2

- December 4<sup>th</sup> PC meeting – worksession to review Task I and Prep for Jan Workshop
- Week of January 20<sup>th</sup> – On Site Workshop

## ● Task 3

- March 5<sup>th</sup> PC Meeting – Review of Vision and GP – Framework of Plan – Detailed Outline
- April 2<sup>nd</sup> PC Meeting – Review of Draft One
- April Public Meeting
- May 7<sup>th</sup> PC Meeting – Review of public input

## ● Task 4

- June PC Meeting – Forward to Commission to distribute to agency review start 63 day clock
- Rest TBD



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 September 4, 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. Public hearing and consideration of Ordinance 499 Book 5 Accessory Buildings in the R-2 District
  - b. Public hearing and consideration of PC Case 2013-010 Site Plan and Conditional Use for Storage Units
  - c. Consideration of PC Case 2013-011 Property Purchase Request on Clemens St (Somero)
  - d. Consideration of PC Case 2013-013 Property Purchase Request on East Ash St (Whitlow)
  - e. Consideration of Xcel pole location request
  - f. Discuss Medical Marihuana Ordinance
  - g. Discuss amendment to garage regulations
8. Project Updates
9. Other Business
10. Next Meeting: December 4, 2013
11. Adjournment



**Proceedings of the Ironwood Planning Commission  
Wednesday September 4, 2013**

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A Regular Meeting of the Planning Commission was held on Wednesday, September 4, 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			
Cayer, Joseph Sr.	X			
Davey, Sam	X			
Geib, Courtland	X			
Lemke, Joseph	X			
Johnson, Leroy		X	X	
Semo, Rick, ex-officio, non-voting member	X			

Also present: Community Development Director Michael J.D. Brown. In the audience, Eric Fitting.

3. Approval of Minutes:

**Motion** by Davey to approve August 7, 2013's Minutes. **Second** by Cayer. **Motion carried 6 to 0.**

4. Approval of the Agenda:

**Motion** by Davey to accept the Agenda. **Second** by Lemke. **Motion Carried 6 to 0.**

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

None

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

None

7. Items for Discussion and Consideration:

- 7a. PC Case 2013-009 Accessory Buildings in R-2 District: Director Brown explained that currently the square footage of accessory buildings in the R-2 District are limited to 900 square feet. Because of another matter that has come forward with apartment garages, 900 square feet is unreasonable. Director Brown wanted direction from the committee about recommending language to discuss for changing the ordinance to allow for adequate garage space for apartments. Director Brown also inquired about changing part of the sentence in the ordinance defining accessory buildings to include sheds.

The committee decided that 900 square feet is too small and directed Director Brown to set a public hearing on changing the Accessory Building wording. The Committee also decided to leave the wording for accessory buildings in the R-2 district as defined in 34-73(1)(b), and not change it to include the word sheds.

- 7b: Consideration of PC Case 2013-010 Property Purchase Request on Ayer Street Property (Fitting)

Director Brown explained that Eric Fitting (in audience) wanted to buy the property next to his on Ayer Street for additional storage sheds. This property is currently on the Surplus Property List. Cayer stated that from his memory, there was some kind of issue with this property, and he thought that about ten years ago, folks fought against storage units going into that area because they did not create jobs. Also, it was brought up that Ottawa Forest Products may have an interest in the property. Director Brown attempted to reach Ottawa and invite them to tonight's meeting and discuss their interest, if any; however, was not able to reach them.

**Motion** by Cayer to recommend to sell the property to Eric Fitting. **Second** by Davey. **Motion Carried 6 to 0.**

- 7c: Consideration of Selection of Planning Consultant.

Director Brown stated that Rick Semo, Tom Bergman, Scott Erickson and himself interviewed four firms for writing the comprehensive plan. After discussion, this group decided the HGki was the firm they would recommend that the Planning Commission to hire and to also recommend this to the City of Ironwood Commissioners. Director Brown said that this firm came in prepared; had many examples of non-boiler plated comprehensive plans and their references were excellent. Director Brown and others who sat on the interview committee said that HGki has very involved public participation and also has repeat business.

**Motion** by Cayer to recommend to the City of Ironwood Commissioners that HKgi be hired to write the comprehensive plan. **Second** by Davey. **Motion Carried 6 to 0.**

8. Project Updates

Regional Trail – The construction is on hold until next year.

Director Brown said that there is a class coming up "Michigan Citizen Planner" at Gogebic Community College and that they need a few more students to make this class a reality. He stated that Kim Coon is going as well as Leroy Johnson. Cayer said that short of a health issue, he would also enroll. Director Brown stated that he would get Johnson and Cayer enrolled.

9. Other Business: None

10. Next Meeting: October 2, 2013, 5:30 p.m.

11. Adjournment:

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

Adjournment at 6:16 p.m.

Respectfully submitted

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Thomas Bergman, Chairman

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Kim M. Coon, Community Development Assistant

**TO ADOPT AN ORDINANCE OF THE CITY OF IRONWOOD AMENDING THE CITY OF IRONWOOD'S ZONING CODE BY AMENDING CHAPTER 34, ARTICLE II, DIVISION 3 R-2 MULTIFAMILY RESIDENTIAL DISTRICT TO MODIFY GARAGE SIZES**

**CITY OF IRONWOOD**

**BOOK 5, ORDINANCE NO. 499**

THE CITY OF IRONWOOD ORDAINS:

**Section 1.** The City of Ironwood Zoning Ordinance is hereby amended to modify Chapter 34, Article II, Division 3 R-2 Multifamily Residential District as follows:

Section 34-73(1)(b) shall be amended as follows:

The maximum square footage for accessory buildings in the R-2 district shall be nine hundred (900) square feet except that a maximum of one (1) garage space shall be permitted for each apartment unit and a maximum of two (2) garage spaces shall be permitted for each duplex unit with a maximum size of three hundred seventy five (375) square feet per garage space not to exceed fifteen (15) feet by twenty five (25) feet.

**Section 2. Repealer.** Any ordinance that is in conflict is hereby repealed.

**Section 3. Severability.** If any word, clause, sentence, paragraph or provision of this ordinance is deemed to be invalid by a court of competent jurisdiction, such word, clause, sentence, paragraph or provision so designated shall be deemed severable and the remaining provisions of the ordinance shall be deemed fully enforceable.

**Section 4. Effective Date.** The terms and provisions of this ordinance shall become effective upon publication and adoption in accordance with law.

This Ordinance was adopted by the City Commission of the City of the City of Ironwood on the 21<sup>st</sup> day of October, 2013.

Effective:

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KIM CORCORAN, MAYOR

ATTEST:

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KAREN M. GULLAN, CITY CLERK

Publish in accordance with Act 110, Michigan Public Acts of 200, and as amended (MCLA 125.3101 et at) and provisions of Chapter 6 of the City Charter, for the City of Ironwood, Michigan on the

\_\_\_\_\_ day of \_\_\_\_\_, 2013.



## MEMO

**To:** Chair Bergman and Planning Commission

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

**Date:** October 28, 2013

Meeting Date: November 6, 2013

**Re:** PC Case 2013-010 Hobby Wheel Storage Unit Site Plan and Conditional Use

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Before the Commission is a site plan and conditional use request from Eric Fitting to add an additional storage unit at his existing storage unit facility at 850 E. Ayer Street. The property is zoned I-Industrial. The existing storage units were approved by the Planning Commission in 2003 which actually showed three (3) storage units perpendicular to Ayer Street as opposed to the current configuration of four (4) units parallel to Ayer Street. Mr. Fitting is seeking a site plan approval and conditional use approval for a storage unit

The attached site plan shows one (1) additional 20' by 100' storage unit being proposed at the northwest quadrant of the property with south facing garage doors. A 30 foot side and rear setback is required. The proposed site plan only provides for a ten (10) foot rear yard setback. Mr. Fitting is currently seeking a variance to the setback from the Zoning Board of Appeals. The plan appears to be compliant with the zoning ordinance requirements in all other respects. The lot will be required to be paved to access the storage unit.

As background to this request Mr. Fitting originally spoke with Ottawa Forest Products, adjacent north, about purchasing a strip of land in order to meet the setback requirements. Ottawa declined his offer to purchase property. After that Mr. Fitting submitted a request to purchase City owned property to the west of his storage unit property in order to not seek a variance and to erect up to two (2) additional storage units. After consideration by the Planning Commission, Parks and Recreation Committee and the Ironwood Industrial Development Corporation (IIDC) the City Commission reviewed the request. In addition to this request Ottawa Forest Products also submitted a request to purchase the property. The City Commission directed staff to work with both parties to come to an agreement on the purchase of the property.

Staff met with both Mr. Fitting and Ottawa representatives and subsequently Ottawa presented a letter it received from the City in 2003 granting a first right of refusal on the City owned property. Therefore Ottawa indicated it would purchase the property. At its October 14, 2013 meeting the City Commission approved selling the property to Ottawa but gave them until November 11, 2013 to execute the sale otherwise Ottawa would waive its first right of refusal. Ottawa subsequently started the purchase process.

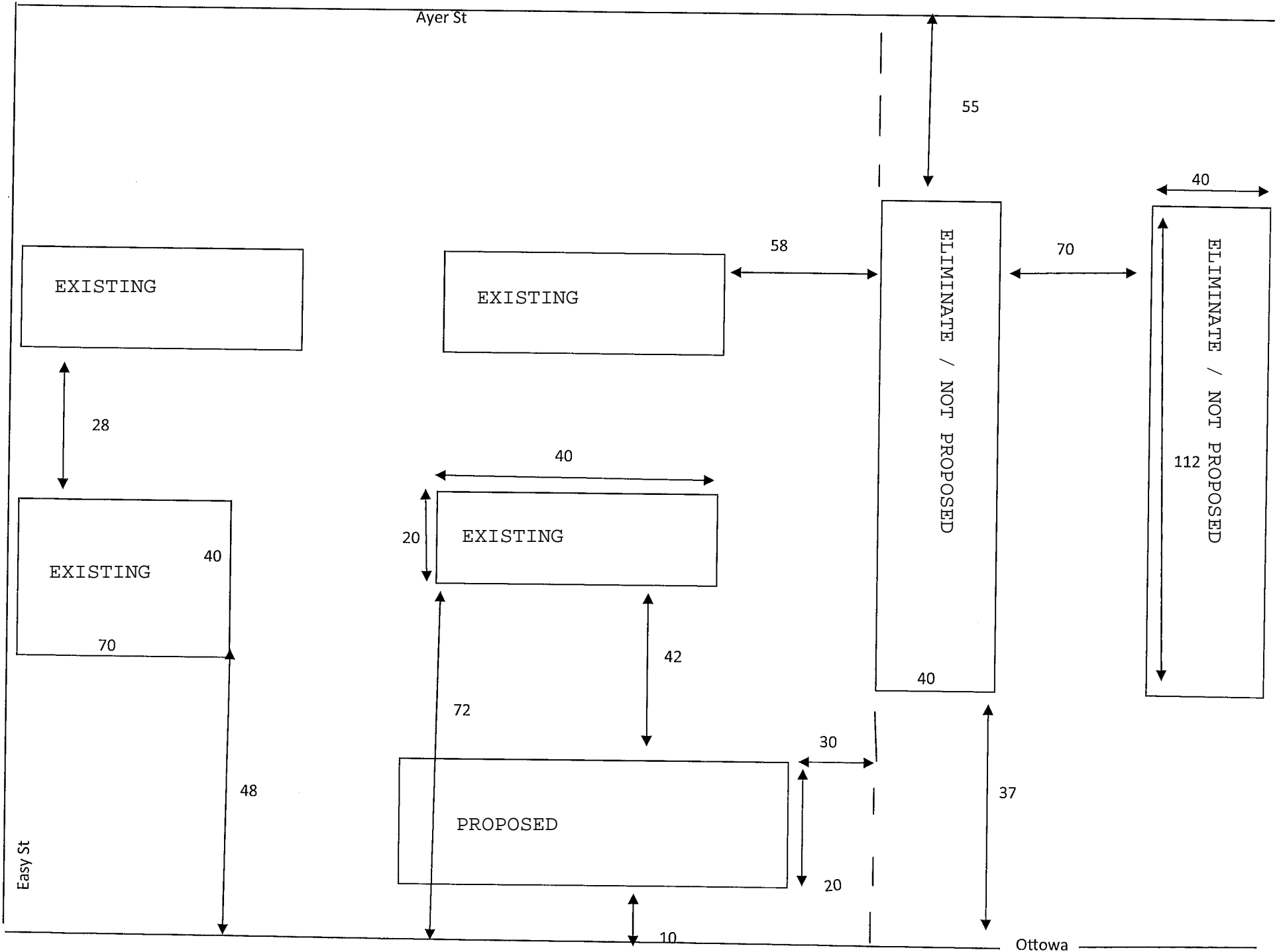
### Motion

**To recommend approval of PC Case 2013-010 Hobby Wheel Storage Unit Site Plan and Conditional Use for a storage unit as shown on Site Plan 1 conditional that the setback variance is granted and the lot is paved to access the storage unit.**



SITE PLAN 1

Ayer St



Easy St

Ottawa

July 23, 2013

To:

Ironwood Planning Commission

From:

Aaron Somero  
PO Box 35  
Ironwood, MI 49938

Dear Mr. Thomas Bergman,

I am writing you this letter in regard to a recent request to purchase a 90' by 150' parcel of property located adjacent to the residence of Jerry and Ginger Suzik at 505 South West Street Ironwood, MI in Jessieville. I attended your most recent Planning Commission Meeting during the evening of Tuesday, July 9, 2012. My wife and my family moved from Houghton, Mi, one month ago, to live in Ironwood and started a new job as an accountant for Ottawa Forest Product Inc (also located in Ironwood). My wife and I are currently in the process of purchasing Jerry Suzik's house and property located at 505 South West Street (also on the corner of Clemens Street) and we are interested in pursuing the opportunity of being able to purchase the 90' by 150' parcel that Jerry has previously discussed and wrote a letter on.

Our interest in this property comes from its adjacent location to Jerry Suzik's current property that we are in the process of purchasing (currently scheduled to close in mid August). Jerry has been mowing and maintaining the 90' by 150' parcel belonging to the city for some time and it closely abuts (within 20') Jerry's garage and driveway. My wife and I have a young but growing family of five children and we hope to have a little more yard space for our children to play in. We also hope to put in a small vegetable garden and a few fruit trees on the parcel if we could purchase it from the city of Ironwood. As I see it, Ironwood would gain additional annual property tax revenues by selling this property to us, and the neighborhood appearance would improve by allowing us to purchase, maintain and improve this small adjacent parcel.

Thank you for considering this matter and I sincerely hope that the city of Ironwood is able to reclassify this property from "open" to "surplus" and available to sell it to us. I believe that selling the 90' by 150' parcel to us would benefit the city, the surrounding neighborhood in Jessieville, and would be a great additional piece of land for my family to enjoy. I would be willing to offer \$200.00 for the 90' by 150' parcel. If there are any questions I can answer or there is anything I can do to assist please don't hesitate to contact me on my cell phone (906) 364-2692. I am planning to attend the next planning commission meeting on Wednesday, August 7th.

Sincerely,



Aaron Somero

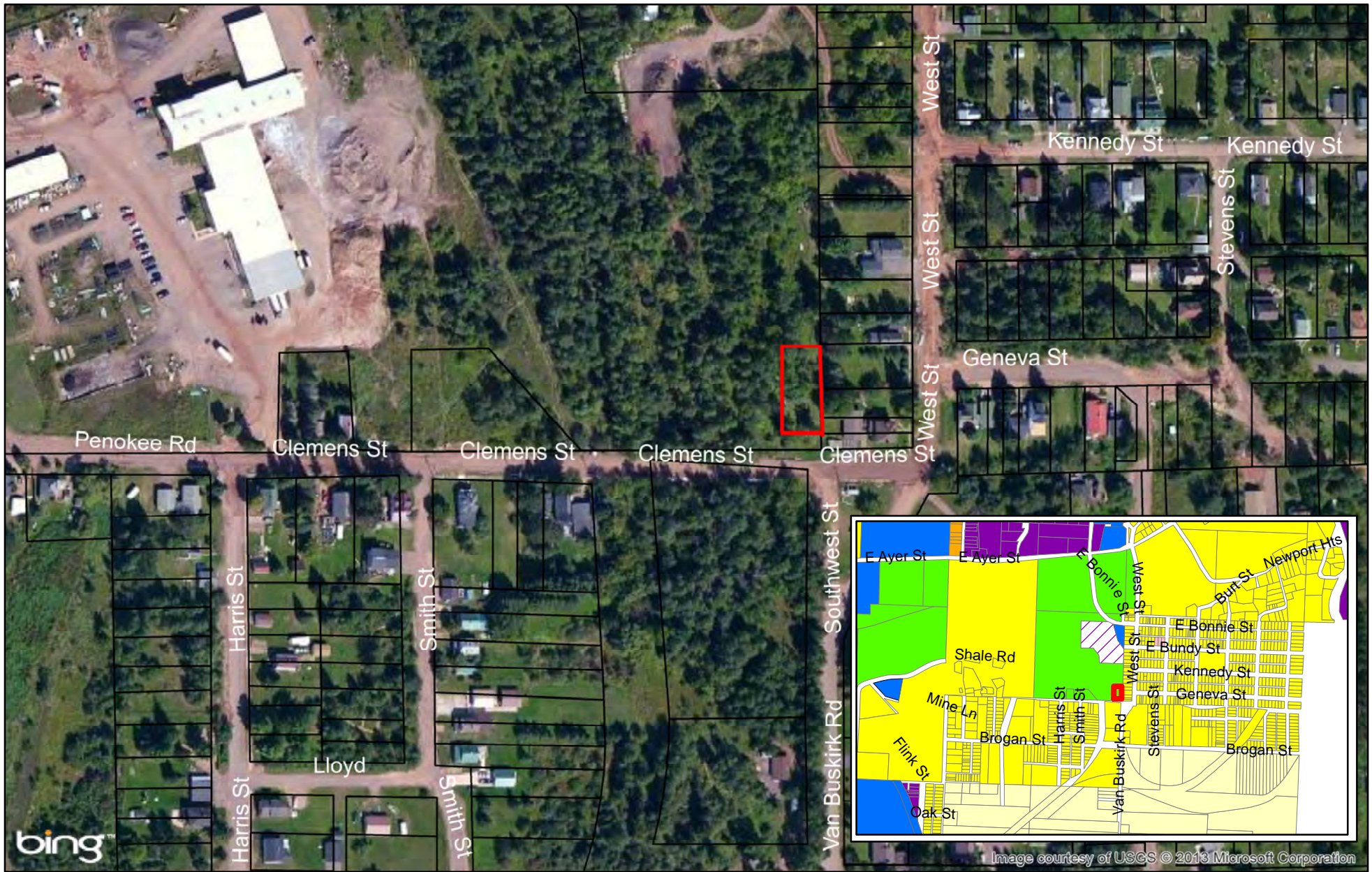
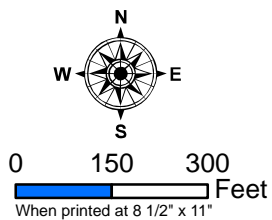


Image courtesy of USGS © 2013 Microsoft Corporation



# PC Case 2013-011 Property on Clemens & Southwest St.

Wednesday, September 25, 2013

## Legend

 Property on Clemens & Southwest St



## MEMO

**To:** Chair Bergman and Planning Commission

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

**Date:** October 28, 2013

Meeting Date: November 6, 2013

**Re:** PC Case 2013-013 Property Purchase Request on East Ash Street

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Before the Commission is a property purchase request from John Whitlow for two pieces of property the City owns on East Ash Street. Parcel 27-233-050 requires an appraisal to set a price and has been placed on hold to sell for possible future development of the site; it's approximately 3.1 acres. Parcel 27-233-070 is set at \$500 and is approximately 0.45 acres. As you can see on the attached aerial map Mr. Whitlow owns a number of parcels in the vicinity and would like to increase his property holdings for his retirement home.

As you will see from the parcel map much of the area to the south and east of these parcels are already platted lots and roads but undeveloped. When the City put its surplus list together it put a hold on selling parcel 27-233-050 until a development was planned for it. The Commission should discuss whether it's in the City's best interest to sell this larger parcel for the development of one home or if it is better served through a planned residential development with multiple residential lots and through streets similar to the existing platted areas surrounding it.

Mr. Whitlow can purchase parcel 27-233-070 as it already has a price set on it, however, parcel 27-233-050 requires more discussion. Because the City has already identified this parcel as more valuable to a more planned development **staff recommends this parcel not be sold at this time until a planned development is proposed for further discussion.** In addition, the City may want to wait until its new comprehensive plan is completed to better evaluate the sale and development of City owned property; the City Commission recently decided not to take action on a property purchase request regarding property east of the Public Works facility until the comprehensive plan is completed.

September 30, 2013

My name is John Whitlow. I've owned my home at 451 E. Birch St. in the Norrie location for 4 years and pay roughly \$1,000 in taxes on home and property. I intend on building my retirement home here in the city of Ironwood or in the north woods of Wis. I'm writing to you in hopes of purchasing city owned lots #37 27-233-050 and lot #38 27-233-070. Last year I bought the adjoining lot, of roughly the same size, through the tax-sale for \$300. These 2 lots would be a continuation of the property I already own. I need to determine where to build within the next 3 - 4 weeks. I'd like to offer \$3,000 for both properties in order to show my seriousness. I'd greatly appreciate a prompt response and I thank you all for your time.

Sincerely yours,

A handwritten signature in cursive script that reads "John Whitlow". The signature is written in black ink and is positioned below the typed name.

John Whitlow

906-364-7096

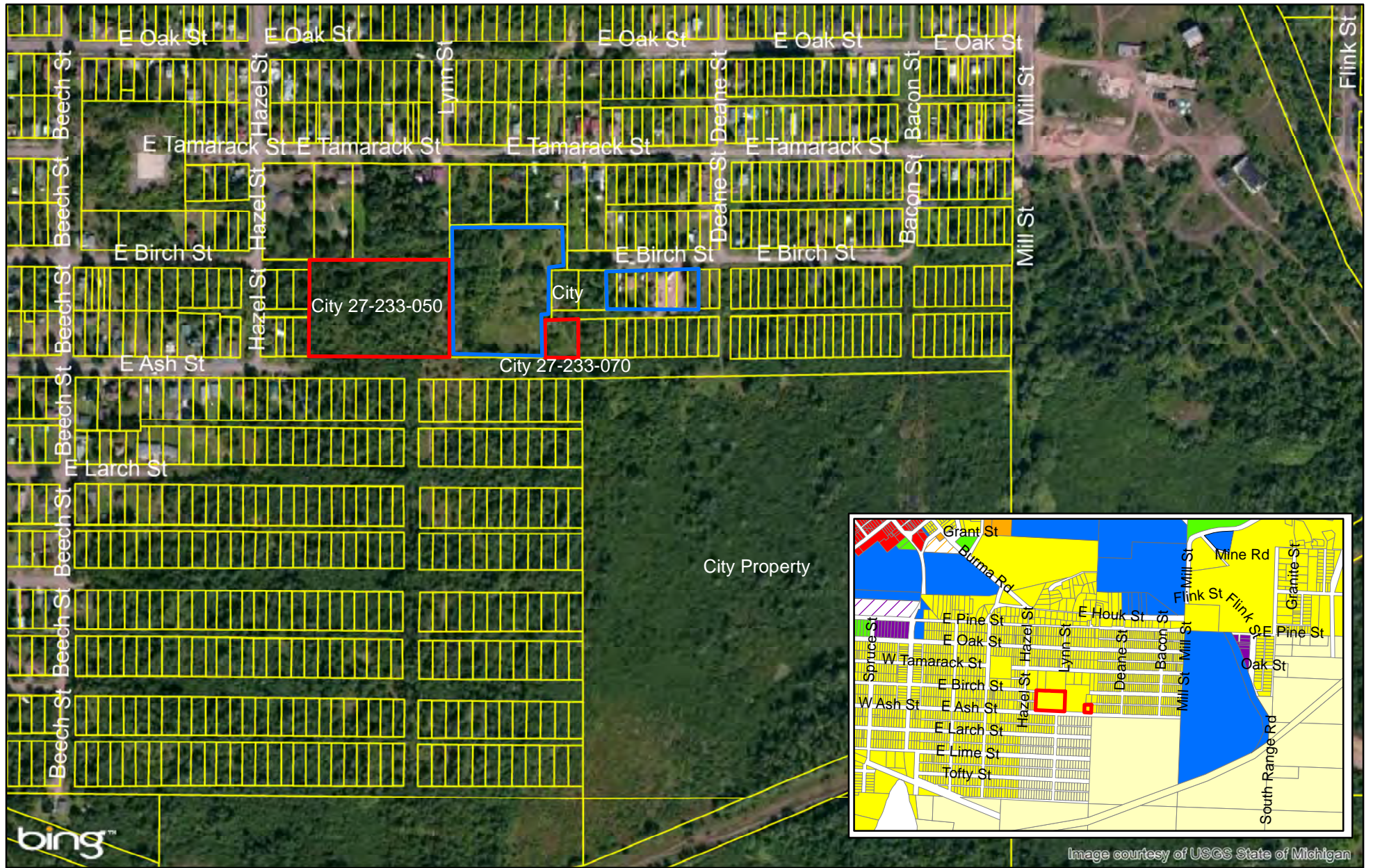
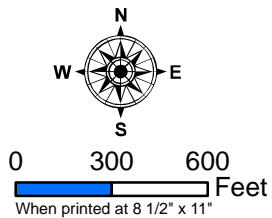


Image courtesy of USGS State of Michigan



## PC Case 2013-013 Property on East Ash St

Monday, October 14, 2013

### Legend

- City Property on East Ash St
- Whitlow Property

PLS-CADD Overlay

Ayer Substation

W3629-56-  
W3629-1001  
AYR DE

W3629-56

Existing  
Location of  
Tower 55

W3629-55

Proposed  
location of new  
Two Pole  
structure 55  
with guy wires  
and support  
pole

Proposed  
location of new  
Monopole 54-1

Existing  
location of  
Tower 54

W3629-54

Bonnie  
Street

West St

Google earth

Bonnie St

Line W3629/W3630  
10/23/13

Google earth

feet  
meters



