



**213 S. Marquette St. Ironwood, MI 49938
Memorial Building, Conference Room #1, 2nd Floor**

Planning Commission Meeting Agenda

1. Call to Order
2. Recording of the Roll
3. Approval of the July 2, 2014 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. [Comprehensive Plan Priorities](#)
 - b. 2014-009 Surplus Property Policy
8. Project Update
 - a. Comprehensive Plan Implementation Status
9. Other Business
10. Next Meeting: September 3, 2014
11. Adjournment



**Proceedings of the Ironwood Planning Commission
Wednesday July 2, 2014**

A Regular Meeting of the Planning Commission was held on Wednesday, July 2, 2014 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			
Lemke, Joseph	X			
Johnson, Leroy	X			
Semo, Rick, ex-officio, non-voting member	X			
Silver, Mark	X			
	8	0	Quorum	

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

3. Approval of Minutes:
Motion by Davey to approve April 2, 2014 Minutes as well as the May 7, 2014, April 2, 2014, March 5, 2014 and November 6, 2013 Work Session minutes. **Second** by Cayer. **Motion carried 7 to 0.**
4. Approval of the Agenda: Johnson commented that Item 7B should be considered a Capital Improvement Project. Johnson stated that he would like to remove the wording of public hearing and conditional use as the City is not required to comply with its Zoning Ordinance since it is developing property it owns.
Motion by Cayer to accept the Agenda as corrected. **Second** by Johnson. **Motion Carried 7 to 0.**

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

Louise Demassio would like to reserve comment on Item 7B. Jim Mildren asked to speak on 7B and John Garske would like to speak under 7A.

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

None.

7. Items for Discussion and Consideration: Chair Bergman read the Rules regarding the public hearings.

- a. Comprehensive Plan: Director Brown provided a brief discussion on the Comprehensive Plan. Johnson indicated that he had brought up the subject of the Ayer Street area which is subsiding. He indicated that this should be re-zoned to open land with restrictions and used for other purposes. Cayer agrees with Johnson and said he has seen the ground subsidence in this area and it is due to all of the old mine shafts. Discussion was had regarding the comprehensive plan.

John Garske said that Community Development department and the Consultants, along with the public input have put together a great Comprehensive Plan. Garske said there was a lot of public input and that Director Brown has already enacted a number of items in this plan. This has been long overdue.

Will Andresen of 104 E Harding commends the City, especially on the Parks and Motorized and Non-Motorized Trails.

Ian Shackelford, Ironwood: Urges that the Planning Commission to recommend approval of the comprehensive plan. He said that it is a good, mainstream plan.

At 5:49 pm Chair Bergman closed the Public hearing. Chair Bergman also recommended that those in attendance attend the City Commissioners meeting on July 14, 2014 to show their support for this plan.

Motion by Davey to approve Resolution 2014-024 City of Ironwood Comprehensive Plan. **Second** by Cayer. **Motion carried 7 to 0.**

- b. 2014-007 Little League Field:

Chair Bergman stated that even though this is not a public hearing, the same rules as he read earlier are still in effect for public comment.

Director Brown said that only a recommendation will be considered tonight and not a decision. Director Brown indicated that he recently learned through City Attorney Pope that the City does not have to comply with its Zoning Ordinance since the City owns the property. He stated that the Little League is in the audience and is looking to expand to a second field.

Public Comments

Sam Fontechio and Jim Kolesar from the Little League: The Little League needs a second field. Last year, 84 games were held and a second field is a definite need.

Bill Martell, 647 Huron Street: Wanted to know if the City was going to plant any trees and take care of mosquito abatement. If the area is still used for snow dumps, that will cause the pond to rise. He also asked if road binder was going to be used (to hold down the dust). Mr. Martell said the he will file an injunction if no road binder is used.

Ken Rouch, 631 E McLeod: Said that garbage has always been an issue as well as the parking. Said that the garbage is increasing.

John Garske, Coleman Engineering: He has been involved with the Little League since the 1990's. Most projects have always been done by the volunteers. This process needs to be more clear. He suggested that a person from the Little League should be on the Parks and Recreation Committee.

Will Corcoran, 631 Huron Street: The Little League Field is literally in his back yard. He said that the garbage issue has been pretty much eliminated. Mr. Corcoran announced to all at the meeting that he is a member of the Rotary Club and the Club is giving the Little League \$12,000 as a donation in the next week or so.

Ian Shackelford: Lives a few blocks north of the field. He would recommend on the plans that on the NE and SE corners a trail be laid down.

Semo indicated that this was a great plan; however, to fill over 100 cy over the edge is not needed. He suggested moving the parking to over by the fencing near the curve. He also suggested that if the Little League field became part of the Parks Plan, it could apply for and receive grants, ie, Passport Grant. Member Semo said he wants this done right.

Cayer indicated that the volunteers with the Little League are awesome and that this should move forward. It is important that the parking be off of the main streets.

Burchell wanted to know if anyone was against a second field? (None). John Garske of Coleman Engineering said that a plan is necessary.

Chair Bergman said that time is of the essence. This will go directly to the City Commission and he presumes that the City Commissioners will want to see a more solidified plan.

Director Brown said that the Commission could move forward with this plan and get it to the City Commissioners with tonight's comments.

Sam Fontechio said that there are plenty of children for a second field. He indicated that possible "No Parking" signs could be placed on the street. Semo indicated to get the fill spread and levelled would be good. John Garkse will get the conceptual plan updated and tweaked for parking so that this could get in front of the City Commissioners and/or Parks and Recreation.

Motion by Davey to recommend approval of the conceptual plan to the City Commissioners.
Second by Johnson. **Motion carried 7 to 0.**

c. 2014-006 Surplus Property Purchase Request:

Director Brown presented and recommended no action at this time until after the Comprehensive Plan is approved. No action taken by the Planning Commission. Director Brown will bring the policy discussion August 2014.

8. Project Updates: Director Brown said thank you to the group for their assistance with the Comprehensive Plan.

9. Other Business: None

10. Next Meeting: August 4, 2014 at 5:30 p.m.

11. Adjournment:

Motion by Davey to adjourn the meeting. **Second** by Cayer. **Motion Carried 7 - 0.**

Adjournment at 6:39 p.m.

Respectfully submitted

Thomas Bergman, Chairman

Kim M. Coon, Community Development Assistant



MEMO

To: Chair Bergman and Planning Commission

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

Date: July 30, 2014

Meeting Date: August 6, 2014

Re: 2014-009 City of Ironwood Surplus Property Policy

Now that the comprehensive plan has been completed and adopted it is time to start its implementation. The Planning Commission asked that **Strategy 6.11(c) Pursue alternative strategies to encourage, fund and facilitate redevelopment projects** be discussed at its August 2014 meeting.

One component of Strategy 6.11(c) discusses the need for a multi-tiered approach to facilitating redevelopment of City owned properties. Below are recommendations to meet this strategy based on the comprehensive plan.

Tier 1 (see attached map *Surplus Property Policy: Tier 1* for example)

- A. Allow property owners to purchase adjoining City-owned surplus properties that are too small to be developed on their own.
 - i. These are properties that are "sandwiched" in between different property owners or adjacent property owners of which the City owned property would not be able to be developed under existing zoning regulations and could only be utilized by such adjoining property owners. The property would only be eligible to be sold to the adjoining property owners to add on to their property.
 - ii. Once purchased the property would only be permitted to be sold to another adjacent property owner.
 - iii. The property would not be able to be bought on speculation and then later sold as a separate lot.
 - iv. The City will not split a lot; however it is listed on the surplus list is how it will be sold.
- B. Purchase of such properties will require no additional City approvals. Properties that are on the surplus list already have set prices. If the buyer doesn't agree with the set price the buyer will be required to have an appraisal completed and submitted to the City. The City will accept the lowest price (surplus list price or appraisal price). In addition, the buyer will be required to pay all legal and recording fees associated with the purchase of the property.

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Surplus Property Policy\PC Memo 2014-009 August 2014.doc

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- C. Properties that are on the current surplus list that don't fit this "sandwich" definition will be removed from the list and included in Tier 2.
- D. The Parks and Recreation Committee will also be consulted in order to evaluate whether any of these properties would be suitable for City Parks based on the needs identified in the parks and recreation plan. They would make a recommendation to the Planning Commission.
- E. On an annual basis the City Assessor shall conduct a regular land use and building conditions inventory (Strategy 3.3) to identify properties that fit this "sandwich" definition that aren't on the list and these properties will be placed on the list with the price to be recommended by the City Assessor to the Planning Commission with a recommendation to the City Commission to set the final price.
- F. At the Planning Commission's direction, staff will evaluate prices. It is recommended every few years this occur.
- G. The Planning Commission would make a recommendation on the list to the City Commission for approval.

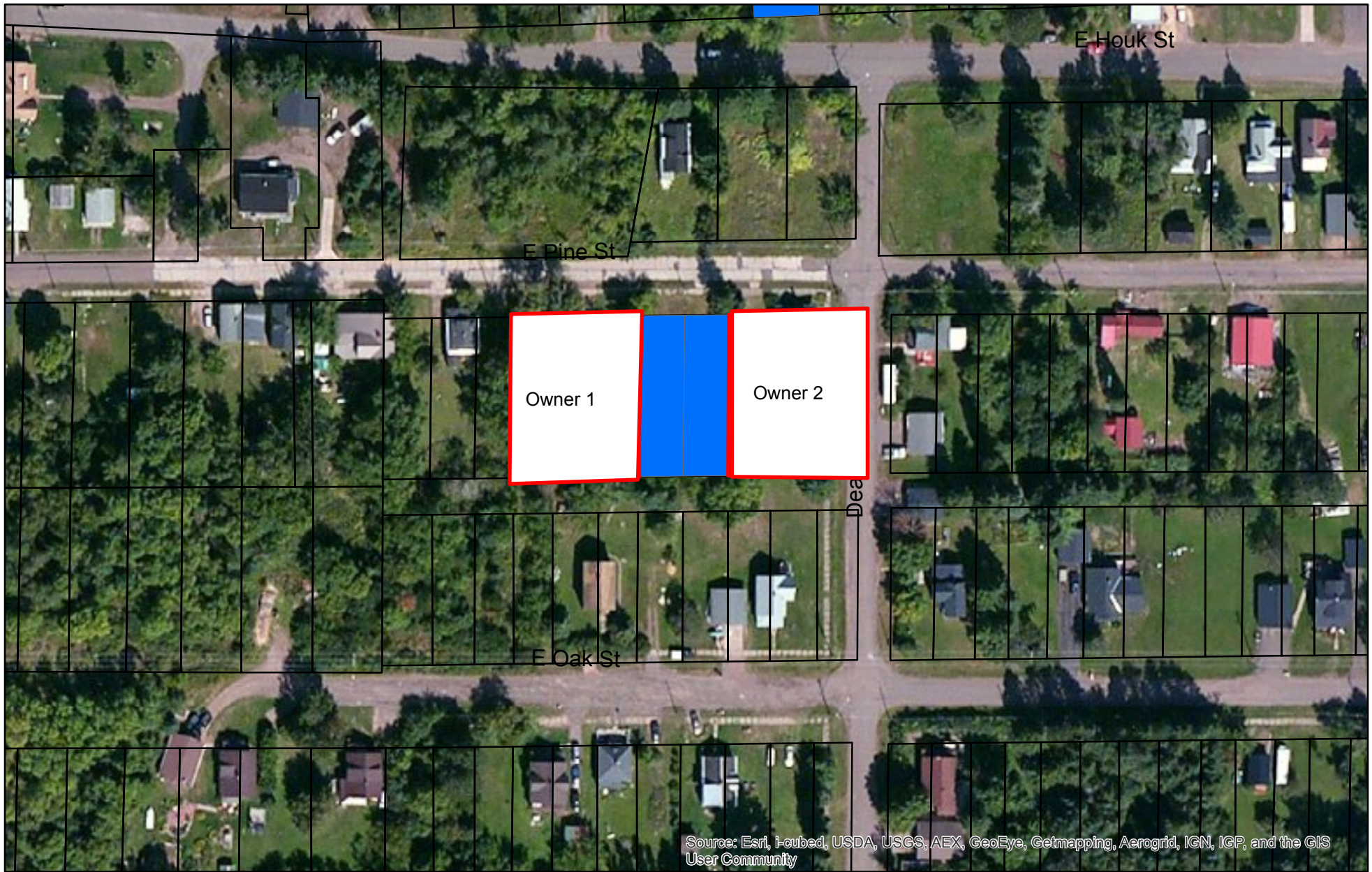
Tier 2

- A. City owned property that does not fall into Tier 1 will fall into Tier 2. These are properties that are typically larger in size and have more development potential.
- B. In order for the properties to be sold a competitive request for proposal bid process (RFP) would be established. The RFP would evaluate development proposals based on future use, developer's vision and experience and potential neighborhood impacts rather than on bid price alone. This helps to ensure that redevelopment contributes to neighborhood revitalization.
- C. There are two ways to identify properties to be considered:
 - i. The Planning Commission will identify properties it would like an RFP prepared for (staff recommends one to start with). Staff would prepare the RFP document and it would be reviewed and recommended for approval by the Planning Commission to the City Commission for final approval; the Parks and Recreation Committee would also review it for park development potential and make a recommendation to the Planning Commission. Anyone can submit a proposal. The Planning Commission will decide what property it would like an RFP prepared for. Prior to preparing an RFP the City would pay for a title search and survey to be prepared for the property to verify ownership and no other encumbrances on the property. This cost could be recouped by including it into the bid price.
 - ii. Someone from the public could request a particular property have an RFP prepared for it. The Planning Commission would evaluate the request and decide if it would like staff to prepare an RFP. Prior to preparing an RFP the City would pay for a title search and survey to be prepared for the property to verify ownership and no other encumbrances on the property. This cost could be recouped by including it into the bid price.
- D. The following are concepts that should be considered as part of the RFP process and requirements, each RFP may be slightly different depending on the uniqueness of each property; the City would not be required to sell the property if it finds the proposal doesn't meet the RFP requirements:

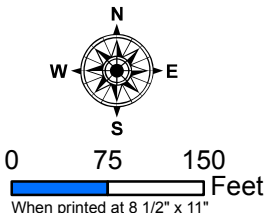
- E. The approval process would be similar to Tier 1: Parks and Rec would review for park development and make a recommendation to the Planning Commission. Planning Commission would then review and make a recommendation to the City Commission for final approval.
- i. The development plan is consistent with the comprehensive plan (design of buildings, site layout, amenities, open space etc).
 - ii. All zoning and development regulations are met, variances shall not be requested, considered or granted.
 - iii. The Site Plan Review process, and if required, the conditional use process shall be followed.
 - iv. A time frame should be set for completion of the development otherwise the property reverts back to the City. The owner would be required to submit a Letter of Credit as security for the project. One extension could be considered under extreme circumstances, which would come before the Planning Commission for review and approval.
 - v. Developer vision and experience.
 - vi. Potential neighborhood impacts.
 - vii. Bid price (a minimum bid price should be established). The proposed price should not be a major determining factor. The other factors suggested above should be weighed equally or greater. The high bid would not be guaranteed the property.
- F. If approved for sale, development agreements and other legal documents would be prepared by staff and the City attorney for approval by the City Commission.
- G. All costs incurred by the City through legal, engineering or other consulting fees shall be paid for by the purchaser. A deposit or some other form of an agreement should be made to ensure payment.

The Planning Commission should discuss these concepts, make additions, deletions etc. After it is comfortable with the concepts, staff will need to evaluate the existing list and properties to see what would qualify on the Tier 1 list based on the "sandwich" effect and zoning regulations. Once that is determined staff will bring back a formal policy document for the Planning Commission's review and recommendation to the City Commission for adoption. Once the policy is adopted, then staff and the Planning Commission can work on identifying the first Tier 2 property and prepare an RFP.

The Commission should also discuss how many properties it would like to try sell in the next year/year and a half from the Tier I list. The City should actively sell properties in order to reduce its land holdings.



Source: Esri, i-cubed, USDA, USGS, AEX, GeoEye, Getmapping, Aerogrid, IGN, IGP, and the GIS User Community



Surplus Property Policy: Tier 1

Wednesday, July 30, 2014

- Legend**
- Permitted to purchase from surplus list
 - City Property

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