

Planning & Community Development



Pictured (left to right) Front Row: City Engineer Keith Whittington, Director of Planning & Community Development Dennis Stachewicz, City Assessor Susan Bovan, Zoning and Planning Official Andrea Landers, Zoning and Code Enforcement Official Katie Haglund, City Appraiser Ellen Britton, Assessing Assistant Amanda Forslund, and Engineering Technician II Dan Salmon. Back Row: City Planner David Stensaas, Engineering Aide Jared Kangas, Staff Engineer Mik Kilpela, Assistant City Engineer Greg Borzick, GIS Technician Matt Koss, Hydrology Engineer Jim Compton, and Staff Surveyor Jim Minard.



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

2010-11 Annual Report

The City of Marquette Code of Ordinances per Section 2-80 "Reports and Records" requires an annual report be filed with the Manager within 60 days after the end of the fiscal year. To meet these requirements an annual report for the Community Development Department has been created for your review and submission to the City Commission, per your discretion.

Personnel

The Community Development Department was restructured during FY 2010-11 to include the Engineering, Planning, Zoning, Code Enforcement, and Assessing functions for the City, as well as a limited role in Economic Development activity, which has led to the creation of a new Strategic Development Division of Community Development for FY 2011-12.

During FY 2010-11, the personnel breakdown was as follows:

Engineering Division: Eight full-time employees - City Engineer, Assistant City Engineer, Hydrology Engineer, Staff Engineer, Staff Surveyor, GIS Technician, Engineering Technician/Senior Drafter, and an Engineering Aid.

Planning, Zoning, and Code Enforcement Division: Four full-time employees – Director of Planning and Community Development, Planner, Zoning and Planning Official, and Zoning and Code Enforcement Official. One half-time employee – Administrative Assistant.

Assessing Division: Two full-time employees – City Assessor and City Appraiser. One half-time employee – Administrative Assistant.

Engineering Division Report

The fiscal year does not necessarily follow the sequence in which construction projects are planned, field information gathered, designed, bid, approved by the City and Planning Commissions, and then ultimately constructed. Due to the time that the fiscal year ends and our short construction season, projects approved from one fiscal year tend to overlap into the following fiscal year. That being said, this report will cover the progress of those construction projects approved for the 2010-2011 fiscal year and those projects that have been on hold due to DWRP loan program. Other areas of the Engineering Division such as the administration of our storm water fee, permitting, site plan review, and GIS system will also be discussed.

It has been another busy construction season due to the 2010-2011 fiscal year funding for capital improvement type projects. There is over \$1.8 million of annual maintenance type projects and over \$3.1 million in reconstruction projects in progress or soon-to-be constructed. We are still seeing great savings in construction costs due to the extremely competitive nature of the bidding process and the static state of the economy. These projects will be discussed in the following sections along with those projects with unique circumstances that were either not originally planned for or were delayed due to funding mechanisms out of our control.

Annual Maintenance Projects:

Sidewalk Replacement and Repair Project: This program is mandated by the City Ordinance. This project is anticipated to start on August 10, 2011 and will replace over 700 feet of sidewalk and construct 22 ADA ramps at a cost of approximately \$92,000.

Sanitary Sewer Cleaning and Televising Project: This project is proactive in determining piping that may be close to failure and require immediate repair, a candidate for root control, or a candidate for the slip lining process due to potential failure, excessive root intrusion, or infiltration. This project started on August 1, 2011 and includes over 18,000 feet of main to be cleaned and televised at a cost of \$21,617.

Sanitary Sewer Root Control Project: This project treats roots in the most maintenance intensive areas as determined by past televising projects and as with the assistance of the Department of Public Works (DPW). This project is complete with over 16,000 feet of main chemically treated at a cost of \$20,415.

Sanitary Sewer Slip Lining Project: This project rehabilitates pipe in the most maintenance intensive areas as determined by past televising projects and as determined by DPW. This project started on July 25, 2011 and when complete will line over 15,435 feet of main lined at a cost of \$400,000.

Sanitary Sewer Lateral Replacement Project: This project replaces Orangeburg laterals that are notorious for failing due to their material make up. Most laterals replaced are in the same areas as those for the street improvement and maintenance project. This not only cuts cost but is more efficient. This project will start on August 15, 2011 and will replace approximately 48 lateral locations at an estimated cost of \$230,000.

Street Improvement and Maintenance Project: This project extends the useful service life of our street pavement structures by heavy maintenance or preventive maintenance methods. Our current method of mill and overlays for streets rated a four or five can extend the pavement life by 10-15 years. The method of crack sealing for streets rated a 6 or 7 can extend the pavement life by 3+ years. This project will start in August and provide heavy maintenance on 2.5 miles of street and provide preventive maintenance on 4.6 miles of street at an estimated cost of \$900,000. As a means to become more "sustainable" and provide a substantial savings, the City will be incorporating the use of recycled asphalt shingles into the asphalt mixture design.

Reconstruction/Construction Projects:

Brule Road Reconstruction: This project was initially scheduled for the 2010 construction season but due to DWRP loan funding it was delayed until this year. This project is under construction and will reconstruct the street structure, install curbing, extend storm sewer and upsize the water main from Schoolcraft to Joliet Road. This project came in at a bid cost of \$373,604 and will incorporate a DWRP loan for the water portion of the project.

Adams Street Reconstruction: This project is under construction and will upgrade the street structure from Hampton to Mesnard Street. Water and sanitary sewer will be extended from Hampton toward Craig Street and the storm sewer will be upgraded. This project came in at a bid cost of \$148,981.

Fair Avenue Reconstruction: This project started on July 20, 2011 and will reconstruct the street structure from Norway to Lincoln Avenue. The water main and storm sewer will be extended from Norway to Fair Avenue. This project came in at a bid cost of \$131,314.

Garfield Avenue Street Upgrade: This project started on August 3, 2011 and will upgrade the street structure from Jefferson to Sherman Street. The bid for this project came in at a cost of \$51,870.

E. Ridge Street Storm Sewer Project: This project will extend the storm sewer from a point west of Lakeshore Blvd. to Cedar Street to alleviate erosion issues and flow control. This project was packaged with the SIMP project and is anticipated to cost \$210,000.

Fifth Street Upgrade: This project will upgrade the street surface and replace curbing. This project was packaged with the SIMP project and is expected to cost \$60,000.

Lake Street Multi-Use Path Extension: This project started on July 25, 2011 and will extend the multi-use path from Hampton Street to the Carp River Bridge at a cost of \$220,000, with \$176,000 being covered by a State grant.

Lakeshore Boulevard Reconstruction: This project will extend the sanitary sewer from Peter White Drive to the westerly end. In addition the water main will be upsized in this area and then extended from Lakeshore Blvd. cross country to Powder Mill Road to provide a much needed loop in the system. Construction is in progress with the bid cost coming in at \$1.7 million.

Founders Landing Boardwalk Project: The project completion was on July 21, 2011 with the construction of 470 feet of boardwalk, adjacent raised planter, lighting, and a multi-use path.

Street Structure Reconstruction and Minor Utility Work: These multiple projects have been set up as a package to take advantage of having bulk items of work at lower unit costs. The main reason for these projects is due to their street surface condition being rated a 3 or below and requiring minor utility work. These projects, Forest Park Drive (Wilson Street to Grove Street) and Mildred Avenue (Elm Avenue to the Cul-de-Sac and Gray to McClellan) will be constructed in the spring of 2012. The total estimated cost of these projects is \$882,000.

McClellan Avenue Extension Project: This project has been in the hands of various permitting agencies since last April. The Environmental Assessment has been complete and the Joint Permit for Wetlands Mitigation is in progress. The design is complete and we are anticipating a November letting due to the permitting process and State grant requirements. The total estimated cost of this project is \$2.7 million, of which \$1.16 million is grant funded.

Permitting and Site Plan Review:

Right-of-way permits ensure that activities performed in the City right-of-way are done in a manner that protects the safety and welfare of the public. Permits also ensure that utilities connected to the public system are inspected for conformance with City standards and specifications. The Engineering Division issued 211 permits during the last fiscal year, totaling \$20,198.

Engineering, in cooperation with the Zoning Division of Community Development, reviews site plans to ensure above-ground structures such as driveway openings and below-ground structures such as sewer, water, and storm water utilities are planned per City standards and specifications. The Engineering Division reviewed 13 site plans during the last fiscal year. Site plan review fees are collected by the Zoning Division of Community Development.

Storm Water Utility Fee Administration:

The Storm Water Utility charges a fee to all real property in the City of Marquette for addressing storm water runoff discharge. The Utility, adopted in 1994, has had its fee structure changed several times since its inception. As of 7/1/10 the base fee stands at \$61.89 per month per equivalent hydraulic acre. The equivalent hydraulic acre is a computed value representing the amount of runoff from a parcel entering

the City's storm water system. Lots which are not residential have their equivalent hydraulic acreage computed and the bill determined by multiplying it with the base rate.

Residences in the City are charged a flat rate. Flat rates are divided into four categories depending on size of the lot. The vast majority of residences fall within the two lowest levels with fees of \$5.32 and \$3.12 per month.

The Utility's budget for 2010-2011 was \$2,759,860. Of this amount 58% was expended on construction (\$1,410,000 is a bond proceed), 9% on maintenance and 33% on administration. A 15-year debt service bond with an annual payment of \$304,500 retired in 2010.

Geographic Information System and Global Positioning System:

The City of Marquette Geographical Information Systems (GIS)/Global Positioning System (GPS) program provides various geographic analysis and mapping services to all City departments throughout the year. The GIS/GPS program is responsible for the daily and long-term maintenance and development of the City's GIS. Duties include: integrating, storing, editing, analyzing, sharing, gathering and displaying information. Other duties include the training of personnel in the use of GIS/GPS.

The City instituted the use of GIS and GPS technology back in 1998. The sanitary and water layers stand at 98% complete. These layers are updated on a monthly and yearly basis, including City project as-builts. The two layers of the sanitary and water system that need further mapping are the sanitary cleanout and water shut-off locations. These geographic features are being collected by DPW, utilizing global positioning systems, and will be complete within the next few years. The street/centerline layer is 100% complete with updates occurring every fall with PASER information. The storm layer stands at 85% complete and will be completed over the next couple of years. Various layers are created for other departments such as Community Services and DPW, as well as City boards and committees.

Future goals include helping each department utilize GIS as an effective analysis tool for projects and to integrate GIS/GPS solutions within each department giving users access to accurate information, which allows workers to respond quickly, be more productive, and lowering operating costs. Through this constant connection, management is positioned to make better decisions, accurately analyze the way that money and resources are being used, and quickly cite opportunities for improvement.

Planning, Zoning, and Code Enforcement Division Report

Long-Range Planning Projects:

The primary long-range Planning project this year was the continued development of the Land Development Code (LDC), which will update, consolidate, and replace the current zoning, sign, fence, and subdivision ordinances. Progress has been made on the LDC during FY 2011-2012; however, the depth of the project combined with other factors such as staff turnover (consultant and internal) and timeliness of Planning Commission review, has slowed progress. Recognizing the need to create a realistic work program and timeline for completion of the LDC, staff and the Planning Commission began working on a new strategy that seeks to amend the current zoning ordinance to address a few of the most common issues that drive variance requests, which will achieve a public benefit while providing the Planning Commission and staff a measure of comfort in taking additional time to complete the LDC project in a manner befitting the comprehensive overhaul of a key regulatory policy.

Special Planning and Economic Development Projects:

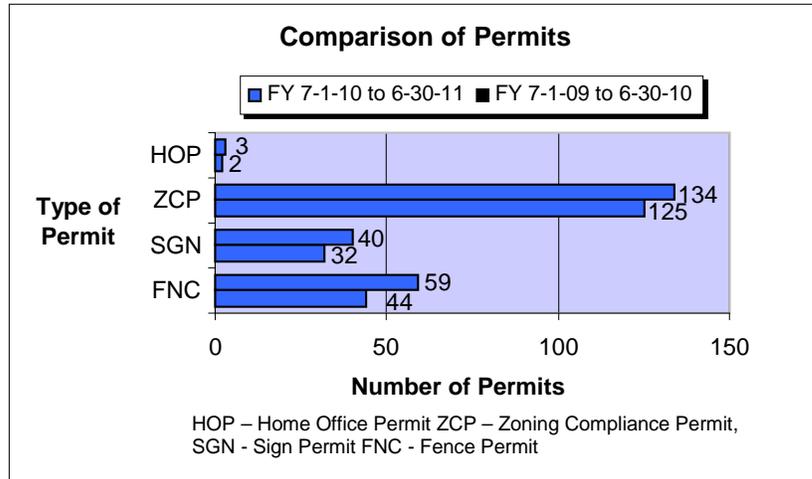
- Project Management for the Cliffs-Dow property site investigation and initiation of planning activities, including facilitating multiple work sessions for the City Commission.
- Creation of a funding opportunity clearinghouse for the community and City departments.
- Initiated development of a “pipeline” style economic development opportunity tracking system.
- Assisted in the drafting and submission of several grant opportunities for community-wide projects (Electric Vehicle Infrastructure) and for the Cliffs-Dow planning area (Lakeshore Boulevard relocation and shoreline restoration).
- Development of a Complete Streets policy, which began by drafting a resolution (adopted by the City Commission in May).
- Assistance to the Marquette County Health Dept. with the Safe Routes to School project application for Bothwell Middle School.
- Assisted the Planning Commission in drafting recommendations to the City Commission for use of the Heartwood Forestland property, based on analysis of the Heartwood Forestland Ad-Hoc Committee Report.
- Provided review and recommendations regarding the draft tree ordinance to DPW.
- Submitted a grant application that won Presque Isle Park a place in a national historic properties competition for funding.
- Created two intern positions that enabled the zoning layers in the Geographic Information System to be updated. This will be an ongoing, periodic project.

Day-to-Day Planning Activities

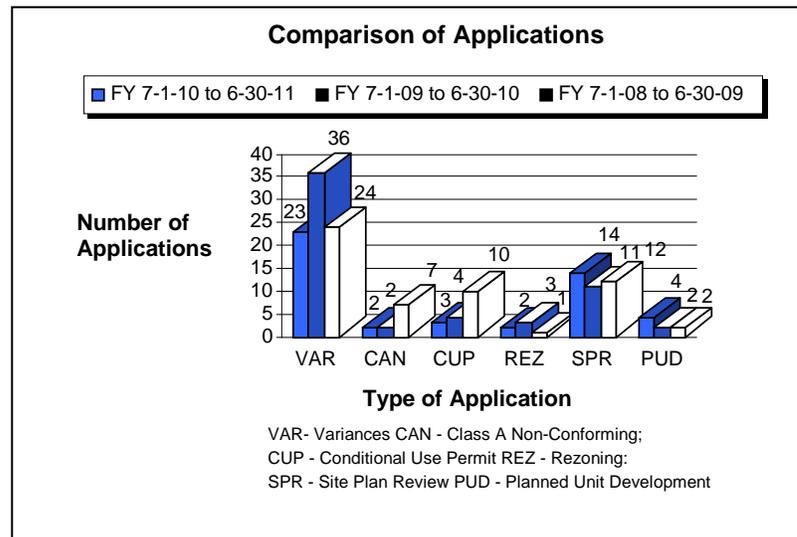
Most of the day-to-day activities for the Planning Division include providing oversight and assistance to the Zoning and Code Enforcement operations. Planning technical assistance was given with the review of many permit applications during the year. The Planner acts as a staff liaison for various Boards and Commissions, and the Planning/Zoning Official is the staff liaison for the Board of Zoning Appeals. This past year, staff attended 24 Planning Commission meetings, 12 Board of Zoning Appeals meetings, 6 Downtown Development Authority meetings, 10 MDOT US-41/M-28 Corridor Management Team Meetings, 3 Parks and Recreation Advisory Board meetings, and various other community meetings.

Zoning Permits and Applications

Processing permits and applications, whether they are to be reviewed by the Planning Commission, Board of Zoning Appeals, or administratively approved, constitutes a majority of the day-to-day activities of the Zoning and Code Enforcement Division staff. The total number of permit applications for zoning activity in FY 2010-11 was down from the previous fiscal year for our most common permit types, as shown in the chart on the following page. Data for FY 2008-2009 and earlier is incomplete, so we won't be able to see any clear trends until at least next year. However, the overall drop in permit applications may be a short-term trend reflecting recent economic retrenching across the country.

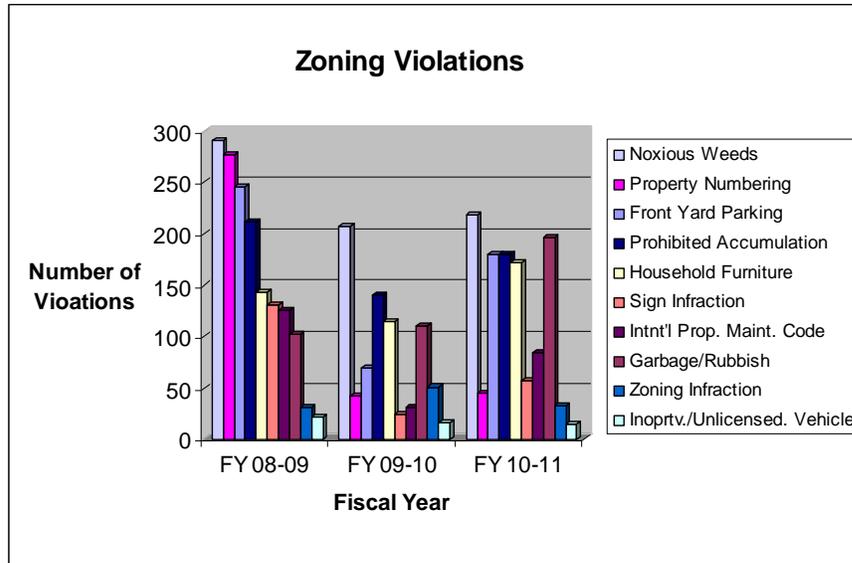


The chart below shows three years of data for special applications. The number of variances and conditional use permits requested last year were lower than the prior two years, while site plan reviews and planned unit developments were higher. No clear trend can be derived from this data alone, but since the numbers for the last fiscal year are within the recent historical range, we are likely seeing normal fluctuation in activity.



Enforcement

The City Code of Ordinances is supported by a solid enforcement program, which in turn protects property values and provides high-quality places to reside, conduct business, and recreate. The Zoning/Code Enforcement Division is responsible for enforcement of many of the City Codes including those involving Zoning (e.g. front yard parking), Garbage and Rubbish, Household Furniture, Inoperative/Unlicensed Vehicles, the International Property Maintenance Code (IPMC), Noxious Weeds, Prohibited Accumulation, Property Numbering, and Signs. The following graph shows violations recorded from the past three fiscal years.



A focus on property numbering violations during FY 2008-2009 appears to have made a positive impact, but other violations have been more difficult to improve upon. Education and outreach, as well as other methods of intervention have to be part of the solution to violation problems, and the zoning and planning staff will continue to initiate education efforts that will hopefully improve our enforcement program.

Assessing Division Report

Assessment Cycle:

The assessment cycle runs on a calendar year. Whatever structures are on a parcel of property as of December 31st is what is on the assessment/tax roll for the following year. Listed below are the real property changes in taxable value and assessed value from 2009/2010 to 2010/2011.

The taxable value (the amount you pay taxes on) change during the last year for property on the ad valorem tax roll is as follows:

Property Type	2009/2010	2010/2011	% change
Commercial	\$ 134,647,123	\$ 137,126,007	1.02
Industrial	\$ 100,146,372	\$ 100,267,964	1.00
Residential	\$ 320,907,467	\$ 330,425,847	1.03
Personal	\$ 37,519,600	\$ 37,527,900	1.00
Total	\$ 593,220,562	\$ 605,347,718	1.02

The assessed value (50% of true cash value) change during the last year for property on the ad valorem tax roll is as follows:

Property Type	2009/2010	2010/2011	% change
Commercial	\$ 178,265,800	\$ 177,890,400	1.00
Industrial	\$ 100,447,000	\$ 100,514,900	1.00
Residential	\$ 419,319,100	\$ 423,573,050	1.01
Personal	\$ 37,519,600	\$ 37,527,900	1.00
Total	\$ 735,551,500	\$ 739,506,250	1.01

There are four properties that are receiving abatement remaining on the Industrial Facilities Tax (IFT) roll. These properties are owned by Pioneer Laboratories. Two of the IFT certificates expire on December 30, 2017 and the other two expire on December 30, 2019. Listed below are the changes in valuations during the past year for these parcels.

Taxable value changes:

Property Type	2009/2010	2010/2011	% change
Industrial Real	\$ 3,208,644	\$ 3,263,190	1.017
Industrial Personal	\$ 2,280,800	\$ 2,041,900	0.895
Total	\$ 5,489,444	\$ 5,305,090	0.966

Assessed value changes:

Property Type	2009/2010	2010/2011	% change
Industrial Real	\$ 3,358,300	\$ 3,358,300	1.00
Industrial Personal	\$ 2,280,800	\$ 2,041,900	0.895
Total	\$ 5,639,100	\$ 5,400,200	0.958

New Construction:

There were a total of 165 parcels visited in 2010 based on permits obtained for new construction. The calculation of new construction value resulted in a taxable value increase of \$5,280,500.

Board of Review:

The Board of Review meets three times during each calendar year. The first session, which is held in March, began with the organizational meeting on March 14th and the public protest sessions held on March 28th and 29th. There were a total of 80 appeals of during the March Board of Review.

The second and third sessions of the Board of Review meet in July and December, respectively. These sessions are only for the appeals of Principal Residence Exemption Affidavits or Qualified Agricultural Property, correcting of clerical errors, and appeals for poverty exemptions. There are no public protests of value permitted by law at either session.

Reappraisal:

The reappraisal cycle runs on a calendar year. Field work begins as soon as the weather allows staff to view a property from the front and rear without obstruction. In 2010 approximately 1,332 parcels were viewed which comprised two Economic Condition Factor (ECF) neighborhoods. Economic Condition Factors are determined annually for each neighborhood by taking the sale price of a property and comparing that price to the assessed value of the property through the use of an ECF formula. The ECF is then used to adjust the value obtained through the state required cost of construction tables and adjusting that value to what the market is driving prices to be in that neighborhood. The Central neighborhood has 910 parcels and the Northwest neighborhood has 422 parcels. The viewing of these parcels resulted in discovered value of \$170,427.00, or an additional \$5,668.23 in tax.

Property Classifications

The following assessment classifications make up the City of Marquette:

- 5 DNR agricultural properties
- 538 commercial improved properties
- 79 commercial vacant properties
- 6 industrial improved properties
- 5 industrial vacant properties
- 5,073 residential improved properties
- 238 residential vacant properties
- 7 commercial buildings on leased land
- 20 residential buildings on leased land
- 1,345 commercial personal properties
- 1 industrial personal property
- 5 utility personal properties
- 6 federal exempt properties
- 31 state exempt properties
- 162 county or City exempt properties
- 64 public school & college exempt properties
- 77 other real exempt properties
- 25 personal exempt properties
- 48 religious exempt properties
- 5 non-profit education exempt properties.

This listing totals 7,742 parcels. There are a total of 420 exempt parcels, or 5% of the total. However, the acreage parcel size of the tax exempt properties is approximately 53% of the total area within the City.