

PLANNING & COMMUNITY DEVELOPMENT



Pictured (left to right) Front Row: Ellen Britton Appraiser, Dan Salmon Engineering Technician II/Senior Drafter, Andrea Landers Planning/Zoning Official, Dennis Stachewicz Director of Planning and Community Development, Pam Greenleaf Administrative Assistant, Amanda Forslund Assessing Assistant
Back Row: Jim Compton Hydrology Engineer, Greg Borzick Assistant City Engineer, Matt Koss GIS/CAD Technician, Keith Whittington City Engineer, Mik Kilpela Staff Engineer, Jared Kangas Engineering Aid/Inspector, Kyle Karwowski Zoning Code Enforcement Official, David Stensaas City Planner/Zoning Administrator



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

2011-12 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

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

Planning, Zoning, Code Enforcement, and Strategic Development Division Report

Long-Range Planning Projects:

The initiation of an update to the Community Master Plan was the primary long-range Planning project this fiscal year. Beginning in late summer of 2011, the Planning Commission began to consider the need to update the Master Plan, as well as the status of the Land Development Code (LDC) project. By the end of the calendar year the Planning Commission had decided that proceeding with the update of the Master Plan was going to become the priority for long-range planning, as the plan is the basis for the LDC project (which will update, consolidate, and replace the current zoning, sign, fence, and subdivision ordinances) and strategic development efforts.

The Community Master Plan update, being called "A Superior Vision for Marquette," was publicly kicked-off during late May 2012 with a series of three workshops that began the visioning process for planning. An opinion survey was launched in May as well, and a website was established to share information about the master plan update schedule and progress notifications. A photo contest was also launched in May as a tool for public engagement with the plan update process. The Planning Commission began review of the master plan document in May and has set a goal to be done with a draft of the updated plan by the end of the calendar year. Staff is taking the lead role in making amendments to the actual plan document.

Progress was made on the LDC during FY 2011-12. That progress was sporadic but becoming steadier toward the end of the fiscal year as the consultant and staff put more time into the project. The Planning Commission did initiate amendments to the City Zoning Ordinance to address some of the most common issues that were driving variance requests. Six zoning ordinance amendments, dealing with required yards and light manufacturing uses, were adopted into the zoning ordinance in December 2011.

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, correspondence with MDEQ, and interpretation of how the site might be affected by changes to State Statute.
- Project Management for the Lakeshore Boulevard Shoreline Restoration Project.
- Implementation of software that facilitates identification and tracking of funding opportunities for City departments.
- Continued development of a “pipeline” style economic development opportunity tracking system.
- Assisted in the drafting and submission of several grant opportunities for community-wide projects.
- Successful in securing over \$158,000.00 worth of grant funding for land use planning projects (Third Street Village Planning and Lakeshore Boulevard/Cliffs-Dow).
- Continued oversight of the Safe Routes to School project grant for South Marquette.
- Provided staff support to the Downtown Development Authority in evaluation of proposals to conduct a parking study.
- Coordinated two geographic information systems intern positions that enabled the zoning map and the property inventory map and database to be updated. This will be an ongoing partnership with Northern Michigan University.
- Investigation of METRO Act payments from AT&T to the City of Marquette.
- Review and evaluation of section 80.80 of the City Zoning Ordinance (Towers).
- Appraisal evaluation and marketing of parcel two of Founders Landing (ongoing).
- Property sale request evaluation (Heartwood Forestland and parcel two of Founders Landing).
- Drafting and release of RFP for consulting assistance related to economic development planning.

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, as well as planning technical assistance for the review of many permit applications during the year. The City 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. In the past year, staff attended 24 Planning Commission meetings, 24 City Commission meetings, 12 Board of Zoning Appeals meetings, 12 Downtown Development Authority meetings, 8 MDOT US-41/M-28 Corridor Management Team 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 2011-12 increased from the two previous fiscal years for our most common permit types, as shown in the following chart. Fence permits in particular jumped last year, possibly due to latent demand during the previous year.

Permit Type	FY 2009-2010	FY 2010-2011	FY 2011-2012
HOP	4	2	0
ZCP	134	125	142
SGN	40	32	38
FNC	59	44	72
Total	237	203	252

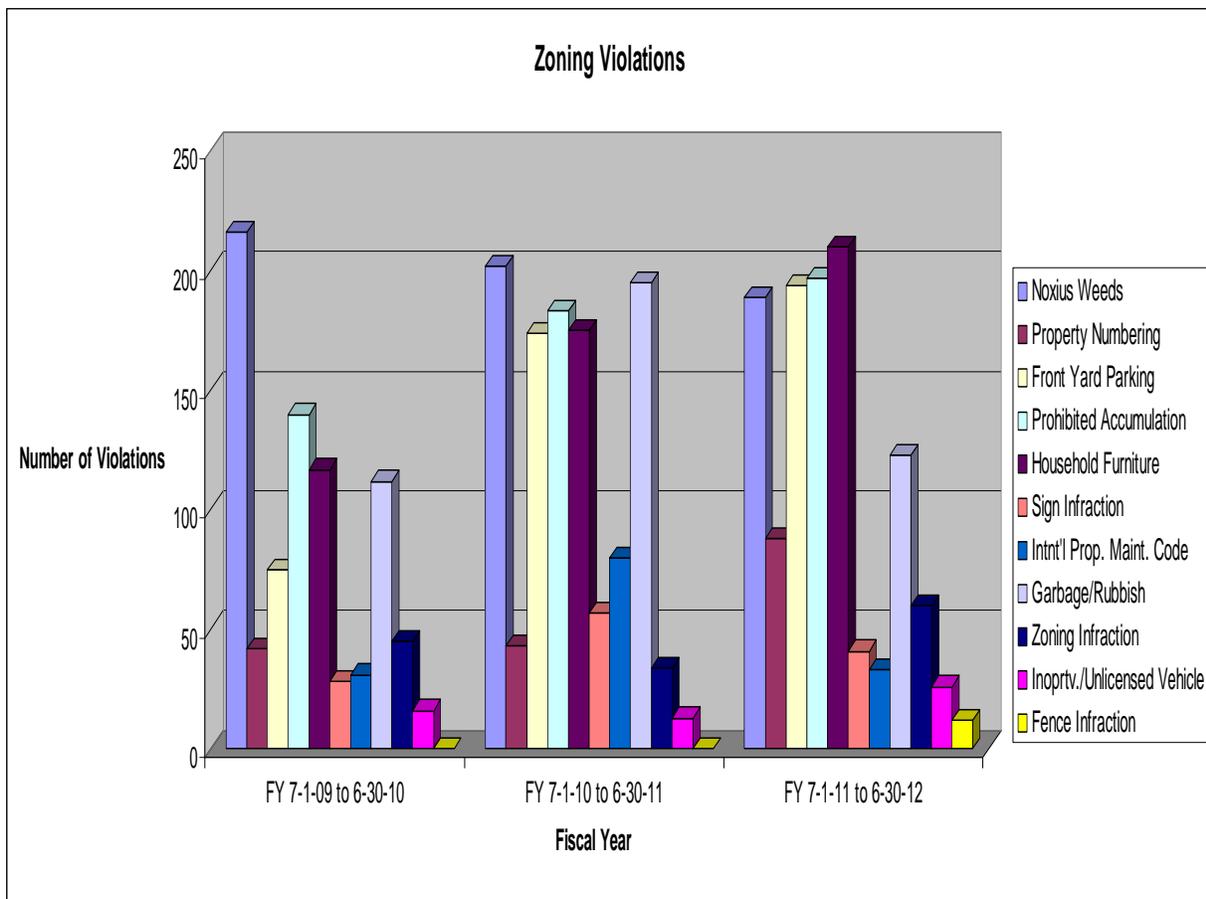
HOP- Home Office Permit FNC- Fence Permit
 ZCP- Zoning Compliance Permit
 SGN- Sign Permit

The table below shows three years of data for special applications. The number of conditional use permits (CUP), site plan review (SPR), and planned unit development (PUD) applications were higher. SPR applications were significantly up from prior years. Variances (VAR) requested were up slightly, while rezoning requests (REZ) were stable, and Class A Non-conforming requests were down from previous years. The overall increase may be due to pent-up demand during the previous years.

Permit Type	FY 2009-2010	FY 2010-2011	FY 2011-2012
VAR	36	24	26
CAN	2	2	1
CUP	4	3	6
REZ	3	2	2
SPR	11	14	22
PUD	2	4	5
Total	58	49	62

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 Intonation Property Maintenance Code (IPMC), Noxious Weeds, Prohibited Accumulation, Property Numbering, and Signs. The following graph shows violation recorded from the past three fiscal years.



There were 1173 total recorded violations in FY 2011-2012, up from 1152 during the previous fiscal year, and up from 822 in FY 2009-2010. There has been turnover of code enforcement staff in each of those years, but this past year has been the most stable year for staffing.

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 2011-2012 as well as the McClellan Avenue Extension project. 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 2011-2012 fiscal year funding for capital improvement type projects and the long awaited McClellan Avenue Extension project. There is over \$1.41 million of annual maintenance type projects and over \$3.37 million in reconstruction projects in progress or soon to be. 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 July 23, 2012 and will replace over 650-feet of sidewalk and construct 16 ADA ramps at a cost of approximately \$65,000.

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 was completed on June 29th and included over 17,000 feet of main cleaned and televised at a cost of \$24,671.

Sanitary Sewer Root Control Project: This project treats roots in the most maintenance intensive areas as determined by past televising projects and with the assistance of the Department of Public Works (DPW). This project was delayed until next year due to internal reassessment on location priority and condition.

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 is scheduled to start in August and when complete will line over 15,435 feet of main line at a cost of \$342,302.

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 July 23, 2012 and will replace approximately 66 lateral locations at an estimated cost of \$304,000.

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 4 or 5 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 4.7 miles of street at an estimated cost of \$676,000. 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:

Wilson Street Reconstruction: This project is substantially complete and consisted of the reconstruction of the street structure, curbing installation, extension of storm sewer and the replacement/upgrading of the sanitary sewer and water main from U.S. 41 to a point 550 feet south. This project came in at a bid cost of \$160,000.

Forest Park Drive Reconstruction: This project is under construction and will upgrade the street structure, place curbing where none currently exists, and replace sanitary sewer Orangeburg laterals from Wilson to Grove Street. The storm sewer system will be extended from Westland Drive to Grove Street. This project came in at a bid cost of \$482,192.

Mildred Avenue Reconstruction: This project is under construction and will upgrade the street structure. Existing curbing will remain unless replacement is warranted due to condition. The water main and sanitary sewer main are being extended from McClellan to Gray Avenue and from Elm Street to the west end cul-de-sac. Storm sewer will be extended from McClellan Avenue to West Avenue. This project came in at a bid cost of \$352,529.

McClellan Avenue Extension Project: The months of obtaining approvals from the various permitting agencies have come to fruition and this long awaited project is currently under construction. This project will extend McClellan Avenue from Fair Avenue to Wright Street. Water, sanitary sewer mains, and services have been placed to allow for future development. We have incorporated different storm water control techniques for not only water quality but as a cost savings on piping materials. Techniques such as bio swales, blind catch basins, and retention ponds have been incorporated into the construction process. An item of note was the wetland mitigation process that allowed the City to recreate two acres of the original wetlands near the Presque Isle Bog area. In addition, the stream channel for Raney Creek that had been

altered and redirected into a ditch has now placed back into its original stream channel. Traffic signals will be incorporated at the intersections of Fair Avenue and Wright Street. The total estimated cost of this project is \$1.9 million, of which \$1.16 million is grant funded.

Garfield Avenue and Mountain Street Upgrade: These projects are scheduled to start in August. The street structure on Garfield Street will be upgraded from Cleveland Street to the northerly dead end. The street structure on Mountain Street will be upgraded from Albion to Mesnard Street. The main reason for these projects is due to their street surface condition being rated a 3 or below and requiring only minor utility work. These projects were combined with the SIMP project to take advantage of lower unit costs due to the size of the contract and came in at a bid cost of \$248,128

Mattson Park Sanitary Sewer Lift Station Replacement: This project replaced the outdated and undersized sanitary sewer lift station and piping that serviced Mattson Park and the Cinder Pond Marina. This project will restore reliable service to these facilities that have experienced numerous sewer backups and pump failures over the years. This project was finished in June at a cost of \$217,000.

Mesnard and Altamont Streets Safe Route To School Project: This project will construct sidewalk along Altamont Street from Genesee to Mesnard and along Mesnard Street from Altamont to Tierney Street. Currently no sidewalk exists for the safe passage of school children to the Bothwell Middle School and Superior Hills Elementary School. In addition to sidewalk construction, signage and pavement markings will be installed to heighten the visual awareness of the driving public. Partnering with the City on this project is the Bothwell Middle School, Marquette County Health Department, State of Michigan, and the Marquette Board of Light and Power. The State has provided a grant in the amount of \$180,000 for this project in which most of these funds will be used for construction; other funds will be used for school safety programs and public awareness.

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 258 permits during the last fiscal year totaling \$18,000.

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 33 site plans during the last fiscal year. Site plan review fees are collected by the Zoning Division of Community Development.

Geographic Information System and Global Positioning System:

The City of Marquette's Geographic Information System GIS/GPS program began in 1998 and provides various geographic analysis and mapping services to City departments throughout the year. The GIS/GPS program is also 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 backbone of the City's GIS is the data or layers. The City has approximately 80 different layers, which are continually being updated. These layers include, but are not limited to sanitary mains, sanitary manholes, water mains, water valves, fire hydrants, storm mains, storm catch basins, storm manholes, parcels, easements, park benches, street signs, street centerlines, sidewalks, street ratings, fiber optic lines, building footprints, and orthophotography. The digital orthophoto is one of the most useful layers in our GIS. Digital orthophotography provides all of the visual content of a photograph while being as accurate as a map for measurements. This spring we hired Ayres Associates to produce a highly accurate orthophoto of the City. We will use the orthophoto for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development, and emergency response planning/modeling.

The main focus of the City's GIS program has been to update the City infrastructure layers. The sanitary and water main layers stand at 99% complete with new updates coming in daily. 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 storm layer stands at 95% complete and will be completed over the next couple of years.

A top priority in the near future will be to move the City of Marquette's GIS from a desktop to an enterprise application, which will provide staff, council, and the community with a "one stop" source for municipal information. In order to manage and use location based data effectively, systems integration with enterprise GIS is needed. Implementing enterprise GIS and integrating GIS applications with other systems requires additional GIS software licensing at a substantial cost. The City of Marquette will be taking advantage of the ESRI Small Local Government Enterprise License Agreement (ELA); the City will have unlimited access to a full suite of GIS software for a flat annual rate. The ELA includes maintenance on all software, technical support, services and training during the term of the agreement. The ELA also provides software that will give the city the ability to create, manage, and distribute GIS services over the Web to support desktop, mobile, and web mapping applications.

Assessing Division Report

The assessment cycle is based on December 31st being tax day. Whatever is located on a parcel as of December 31st is what is set as the value for the following calendar year.

Listed below is the change in assessed value for the different property classification types from the 2010-2011 fiscal year to the 2011-2012 fiscal year. The assessed value is 50% of the true cash value, or market value, of the property as determined by the assessor.

Property Type	2010-2011	2011-2012	% change
Commercial	\$177,890,400	\$171,901,600	0.97%
Industrial	\$100,514,900	\$103,563,200	1.03%
Residential	\$423,573,050	\$437,744,000	1.03%
Personal Property*	\$37,527,900	\$37,777,600	1.01%
TOTALS	\$739,506,250	\$750,986,400	1.02%

Listed below is the change in taxable value for the different property classification types from the 2010-2011 fiscal year to the 2011-2012 fiscal year. The taxable value is the value the calculation of each parcel property tax is based on.

Property Type	2010-2011	2011-2012	% change
Commercial	\$137,126,007	\$139,348,994	1.02%
Industrial	\$100,267,964	\$103,327,959	1.03%
Residential	\$330,425,847	\$344,238,272	1.04%
Personal Property*	\$37,527,900	\$37,777,600	1.01%
TOTALS	\$605,347,718	\$624,692,825	1.03%

*Personal Property includes most machinery, equipment, furniture, fixtures, etc., which is utilized in business operations.

There are four properties which are currently receiving Industrial Facilities Tax (IFT) abatements. These properties are owned by Pioneer Laboratories. Two of the abatements expire on December 30, 2017 and the other two expire on December 30, 2019. Listed below are the changes in assessed and taxable valuations for fiscal years 2010-2011 and 2011-2012.

Assessed value changes:

Property Type	2010-2011	2011-2012	% change
Industrial Real	\$3,358,300	\$3,442,200	1.02%
Industrial Personal	\$2,041,900	\$1,871,700	0.92%
TOTALS	\$5,400,200	\$5,313,900	0.98%

Taxable value changes:

Property Type	2010-2011	2011-2012	% change
Industrial Real	\$3,263,190	\$3,351,295	1.03%
Industrial Personal	\$2,041,900	\$1,871,700	0.92%
TOTALS	\$5,305,090	\$5,222,995	0.98%

New Construction:

There were a total of 143 parcels visited in 2011 based on permits obtained for new construction. Of the 143 parcels, 103 were residential properties and 40 were commercial properties. The calculation of new construction value resulted in an increased taxable value of \$2,009,400 for residential properties, \$2,127,000 for commercial properties and \$3,019,100 for industrial properties.

Board of Review:

The Board of Review meets three times during each calendar year. The first session is held in March with the organization meeting on March 14th. The public protest sessions were on March 28th from 9:00 a.m. to noon and 1:30 p.m. to 4:30 p.m., March 29th from 1:00 p.m. to 4:00 p.m. and 6:00 p.m. to 9:00 p.m.

The second and third sessions of the Board of Review meet in July and December, respectively. These sessions are for the appeals of Principal Residence Exemption (PRE) Affidavits or Qualified Agricultural Property, correcting of clerical errors and mutual mistakes of fact, and appeals for poverty exemptions. There are no public protests of value permitted by law at either of these sessions. The July Board of Review met on July 9th at 9:00 a.m. the December Board of Review met on December 13th at 9:00 a.m.

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 2011 approximately 909 parcels were viewed which comprised two Economic Condition Factor (ECF) neighborhoods. Economic Condition Factor neighborhoods are areas broken down based on like types of construction, density, age and location. The two neighborhoods viewed were the Southeast neighborhood which has 790 parcels and the Historic neighborhood which has 119. The viewing of these neighborhoods resulted in a discovered value of \$147,402, or an additional tax of \$4,891.84.

Property Classifications

The following assessment classifications make up the City of Marquette. Prior year is listed in parenthesis.

- » 5 DNR agricultural properties (5)
- » 541 commercial improved properties (538)
- » 78 commercial vacant properties (79)
- » 6 industrial improved properties (6)
- » 5 industrial vacant properties (5)
- » 1 residential land bank PA 260 property (0)
- » 5,088 residential improved properties (5,073)
- » 228 residential vacant properties (238)
- » 20 residential buildings on leased land (2)
- » 7 commercial buildings on leased land (7)
- » 1,377 commercial personal properties (1,345)
- » 2 industrial personal properties (1)
- » 5 utility personal properties (5)
- » 6 federal exempt properties (6)
- » 31 state exempt properties (31)
- » 159 county or city exempt properties (162)
- » 64 public school & college exempt properties (64)
- » 77 other real exempt properties (77)
- » 35 personal exempt properties (25)
- » 48 religious exempt properties (48)
- » 5 non-profit education exempt properties (5)

This listing represents 7,788 total parcels. There are 7,363 taxable parcels and 425 tax exempt parcels. The tax exempt parcels represent about 5.46% of the total. However, the acreage parcel size of the tax exempt properties is approximately 53% of the total area within the City of Marquette.