

## COMMUNITY DEVELOPMENT DEPARTMENT



Pictured above (left to right) Front Row: Dennis Stachewicz, Director of Planning and Community Development, Andrea Landers, Zoning/Planning Official, Pamela Greenleaf, Administrative Assistant, Dan Salmon, Engineering Tech II/Senior Drafter. Back Row: Sven Holmquist, Staff Surveyor, Jim Compton, Hydrology Engineer, Keith Whittington, City Engineer, Matt Koss, Engineering Tech GIS/CAD/Environmental, Kyle Karwowski, Zoning/Code Enforcement Official, Mik Kilpela, Staff Engineer, Jared Kangas, Engineering Aide/Inspector. Not Pictured: Greg Borzick, Assistant City Engineer and David Stensaas, City Planner.



## COMMUNITY DEVELOPMENT DEPARTMENT 2012-2013 ANNUAL REPORT

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Development Department for the 2012-13 fiscal year.**

### **Personnel**

**Planning, Zoning, and Code Enforcement Division:** Three full-time employees—City Planner and Zoning Administrator; Zoning and Planning Official; and Zoning/Code Enforcement Official. Two shared-time employees - Administrative Assistant and Director of Planning and Community Development.

**Strategic Development Division:** Three shared-time employees - City Manager, Director of Planning and Community Development, and Administrative Assistant.

**Engineering Division:** Eight full-time employees - City Engineer, Assistant City Engineer, Hydrology Engineer, Staff Engineer, GIS/CAD Technician, Engineering Technician II/Senior Drafter, Engineering Aid/Inspector, and Staff Surveyor. One shared-time employee - Administrative Assistant.

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

#### ***Long-Range Planning Projects:***

Several major long-range planning projects were undertaken during this year, and all are projected to be completed in FY 2014. The following is a synopsis of the major projects during FY 2012-2013.

#### **Third Street Sustainable Corridor Plan**

Staff was successful in acquiring funding from the Michigan State Housing Development Authority (MSHDA) in 2012 to ensure the vitality and sustainability of the N. Third St. corridor by bringing in an urban design team to conduct an evaluation, interviews, and a design charrette (intensive public design studio) that will soon yield both an implementation plan and a form-based code that will enable private and public development of options. The planning team began work in April, held a four-day charrette here in May, and their draft Sub-area Plan and Code are currently being reviewed by the project team (comprised of the Community Development Department, Marquette Downtown Development Authority, Northern Michigan University, Marquette County, Marquette Access Coalition, Lake Superior Community Partnership, Superior Watershed Partnership, and Marquette Area Regional Transit Authority).

### **Mobility Management/Transit Study**

A surprising opportunity came with the grant for the Third St. Corridor Project in the form of a mobility study conducted (at no extra cost) through a foundation grant that provided for MSHDA to contract with Smart Growth America (SGA). The Marquette working group (multiple local partners, SGA, and Current Transportation Solutions) opted to focus on mobility management strategies that will increase the effectiveness of the regional transit network and develop improved mobility in the City of Marquette, centering on the improvement of transit service between major urban destinations linked by the N. Third Street corridor. A final presentation on the selected implementation strategies will be conducted in August 2013.

### **Climate Change Adaptation Planning**

The City of Marquette and the Superior Watershed Partnership (SWP) jointly secured a competitive technical assistance award that was offered by the Great Lakes Integrated Sciences and Assessments Center (GLISA) in late 2012 for the creation of a plan to prepare for the possible necessity of climate change adaptation. Two well-attended public workshops were held, in February and April, to gauge community interest and level of understanding on the topic of climate change, as well as assess preferences for addressing this complex and long-term issue. GLISA is preparing maps and a planning document that considers several potential critical issues for planning purposes, including possible vulnerabilities of the local ecosystem and infrastructure, potential impacts to recreation and tourism, and disaster preparedness. The planning document and "vulnerability maps" are currently being prepared and are scheduled to be completed this month. It is anticipated these documents will be recommended for incorporation into the Community Master Plan.

### **Community Master Plan**

The Planning Commission began working on a major update and amendment of the Community Master Plan in mid-2012, conducting visioning workshops and identifying changes that would be necessary to adopt an up-to-date Plan. Staff has been working diligently on this large project and has made good progress; however, there is still much work to be done. The Planning Commission is aiming for completion of the document in the fall of 2013.

### **Economic Development Plan**

The City hired Place Dynamics, LLC to assist with the development of an Economic Development Plan that will be reconciled with the Community Master Plan. The consultant conducted a comprehensive Community Economic Development Assessment, which included interviews with local businesses and key stakeholders, and presented the findings to the community this past spring. The draft plan is currently being reviewed by the Director and City Manager.

### **Lakeshore Boulevard Relocation and Lake Superior Restoration Project - Phase II**

For phase I of the project, the Superior Watershed Partnership (SWP) and the City of Marquette successfully secured grant funding to engage the community in a planning process to evaluate options for addressing coastal erosion along Lakeshore Boulevard from Wright Street to Hawley Street. During the first phase, a coastal engineering firm (BAIRD) was hired to conduct an assessment of the shoreline erosion and provide alternatives for the community to consider.

Phase II of the project provides for the City and SWP to engage the community and City Commission in a process to select a preferred alternative, design it, and implement a shoreline restoration demonstration area (dune restoration on north end).

### ***Special Planning and Economic Development Projects:***

- Project Management for the Cliffs-Dow property site investigation and planning activities, including facilitating a work session for the City Commission and correspondence/meetings with the Michigan Department of Environmental Quality.
- Continued maintenance of an economic development opportunity tracking system.
- Assisted in the drafting and submission of several grant opportunities for community-wide projects.
- Continued oversight of the Safe Routes to School project grant for South Marquette.
- Provided staff support to the Downtown Development Authority.
- Provided staff support to the planning efforts for Presque Isle Park playground and the redesign of Tourist Park.
- Coordinated two Geographic Information Systems intern positions with Northern Michigan University, which enabled the Property Inventory Map (and database) to be updated, as well as updating the Zoning Map and accomplishing some mapping for the Community Master Plan update.
- Coordinated planning assistance with the University of Michigan (UM), which provided for two students from UM to conduct research for the Community Master Plan update during the winter months.
- Coordinated property use request evaluations for the Heartwood property (Noquemanon Trail Network) and several locations within the City right-of-way.
- Reviewed updated Flood Insurance Rate Maps and coordinated implementation, as well as, facilitated community appeals process with the Federal Emergency Management Agency.
- Prepared several amendments to the City Sign Ordinance to provide a better methodology for allocating signage in shopping centers, permit potable signs in more areas, and create standards related to electronic message center signs.

### **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 the Planning Commission and the Planning/Zoning Official is the staff liaison for the Board of Zoning Appeals. The past year, staff attended 24 Planning Commission meetings, 24 City Commission meetings, 12 Board of Zoning Appeals meetings, 12 Downtown Development Authority meetings, eight 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 large portion of the day-to-day activities of the Zoning/Planning Official. The total number of permit applications for zoning activity in FY 2012-13 decreased from the last fiscal year for our most common permit types, as shown in the following chart.

Permit Type	FY 2010-2011	FY 2011-2012	FY 2012-2013
HOP	2	0	0
ZCP	125	142	126
SGN	32	38	33
FNC	44	72	64
<b>Total</b>	<b>203</b>	<b>252</b>	<b>217</b>

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

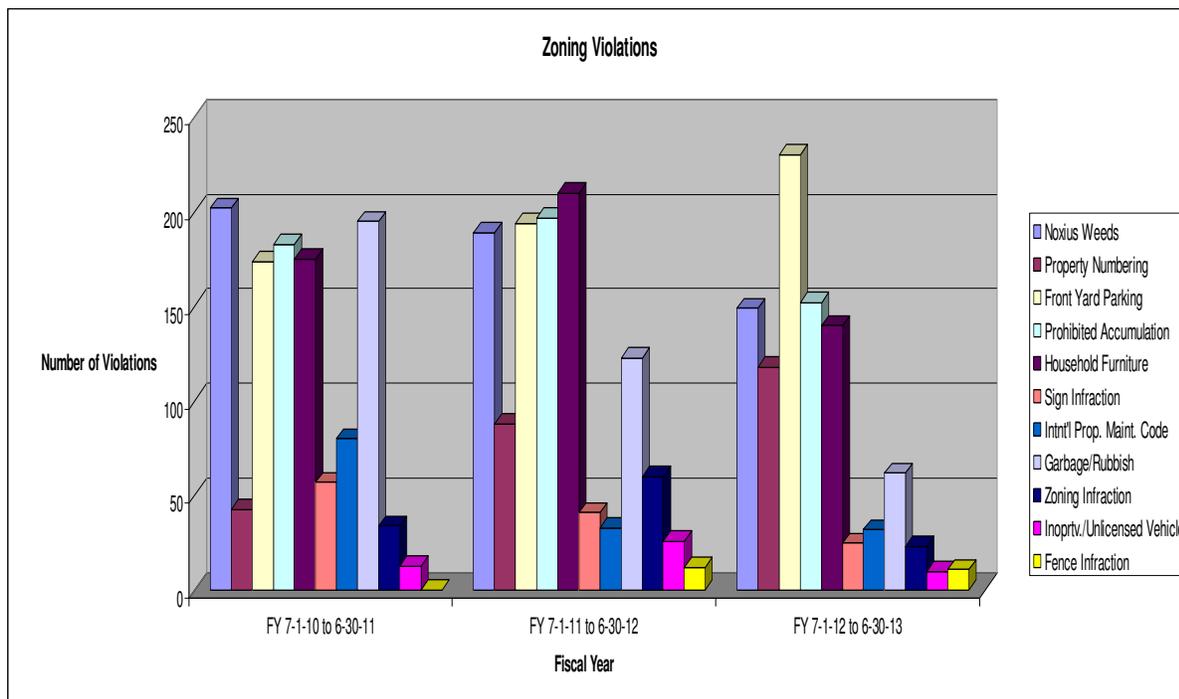
The table below shows three years of data for special applications. The number of rezoning (REZ), site plan review (SPR), and planned unit development (PUD) applications were higher. Variance (VAR) requests were down slightly, possibly due in part to ordinance amendments adopted in the prior fiscal year. Conditional Use Permit (CUP) applications were down from previous years, while Class A Non-conforming (CAN) requests were about average for a typical recent year.

Permit Type	FY 2010-2011	FY 2011-2012	FY 2012-2013
VAR	24	26	22
CAN	2	1	2
CUP	3	6	2
REZ	2	2	5
SPR	14	22	25
PUD	4	5	8
<b>Total</b>	<b>49</b>	<b>62</b>	<b>64</b>

The Planning/Zoning official also processed 104 address assignments during the fiscal year.

## Code 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 Official 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 graph on the following page shows violations recorded from the past three fiscal years.



There were 982 total recorded violations in FY 2012-2013, down from 1173 during the previous fiscal year, and 1152 in FY 2010-2011. Two hundred and thirty (230) were front-yard parking violations and 118 were property numbering violations, both considerably higher numbers than in previous years. In every other category the numbers of violations were lower than in the previous year and, with one exception, were lower in the same categories for the FY 2010-2011 numbers. The trends here are being monitored and analyzed further to determine if they represent a true increase in compliance due to enforcement efforts.

### **Engineering Division Report**

The past 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 2012-2013. 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 2012-2013 fiscal years funding for capital improvement type projects and the long awaited McClellan Avenue Extension project. There is over \$800,000 of annual maintenance type projects and over \$2.43 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 stagnant 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 in August 2013 and will replace over 804 feet of sidewalk and extend 260 feet of sidewalk along the north side of Wright Street between Neidhart and Van Evera Avenue at a cost of approximately \$71,000.

### **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 cured-in-place lining process due to potential failure, excessive root intrusion, or infiltration. This project is anticipated to be completed on August 7<sup>th</sup> and includes over 17,000 feet of sewer main cleaned and televised at a cost of \$23,847.

### **Sanitary Sewer Root Control Project**

This project treats roots in the most maintenance intensive areas as determined by past televising projects with the assistance of the Department of Public Works (DPW). This project was broken up into two phases to minimize the effect on the microbes that are used in the wastewater treatment process at the treatment plant. The first phase was completed in May and the next phase will be completed in September. This project will treat over 13,000 feet of main at a cost of \$23,197.

### **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 anticipated to be completed the first week of August and will line over 14,796 feet of main line at a cost of \$392,637.

### **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 (SIMP). This not only cuts cost, but is more efficient. Due to the areas that will be milled and overlaid the replacement of orangeburg laterals for the SIMP will be very minimal.

### **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 six or seven can extend the pavement life by three plus years. This project will start in August and provide heavy maintenance on 2.1 miles of street and provide preventive maintenance on 6.1 miles of street at an estimated cost of \$698,101. 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. Projects for this year consist of Washington Street from a point 380 feet easterly of Rublein Avenue to U.S. 41 and Division Street from Joliet Road to CR553. Washington Street will require minor water main/service work to prevent ongoing main failures between McClellan Avenue and Rublein Avenue.

## ***Reconstruction/Construction Projects:***

### **Allouez Road Reconstruction**

This three phase project started on June 14th and consists of the reconstruction of the street structure, curbing installation where none currently exists, extension of storm sewer, replacement of the water main, minor repairs on the sanitary sewer main, and replacement of all sanitary sewer orangeburg laterals. The project limits are between W. Nicolet Boulevard easterly to the dead end cul-de-sac. This project came in at a bid cost of \$726,806.

### **Altamont Street Reconstruction**

This three phase project started on July 8th and consists of the complete reconstruction of the street and underground utilities. Reconstruction will consist of the street structure, curbing, water main/services, sanitary sewer main/services, and the storm sewer. The project limits are between Spring Street and Fisher Street. This project came in at a bid cost of \$388,465.

### **East Avenue Utility Reconstruction**

This project started on July 22nd and will replace and upgrade the undersized and failing water and sanitary sewer utilities that are servicing the City residents on the east side of the East Avenue right-of-way. This project is a prime example of cooperation between other local units of government as East Avenue is located in Marquette Township and the street is maintained by Marquette County. The project limits are between Wright Street and Huron Street. This project came in at a bid cost of \$96,317.

### **Cedar Street Reconstruction**

This four phase project started on July 24th and consists of the complete reconstruction of the street and underground utilities. Reconstruction will consist of the street structure, curbing, water main/services, sanitary sewer main/services, and the storm sewer. The project limits are between Ridge Street and Michigan Street and from Ohio Street to Prospect Street. This project came in at a bid cost of \$493,865.

### **High Street Reconstruction**

This two phase project is scheduled to start on August 12th and consists of the complete reconstruction of the street and underground utilities. Reconstruction will consist of the street structure, curbing, water main/services, sanitary sewer main/services, and the storm sewer. The project limits are between College Avenue and Fair Avenue. This project came in at a bid cost of \$269,339.

### **Powder Mill Road Street Upgrade**

It is anticipated this project will start in August. This project consists of the upgrade of the street structure by means of complete HMA removal, aggregate base conditioning, and reshaping the road to provide a sufficient crown for drainage runoff. The project limits are from Sugarloaf Avenue to a point 780 feet westerly. This project came in at a bid cost of \$64,283.

## **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 223 permits during the last fiscal year totaling \$25,460.

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 29 site plans during the last fiscal year.

## ***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 that 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 digital orthophotography (orthophoto). The orthophoto is one of the most useful layers in our GIS as it provides all of the visual content of a photograph while being as accurate as a map for measurements. We use the orthophoto for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development, and emergency response planning/modeling etc. In the spring of 2012 we hired Ayres Associates to produce a highly accurate orthophoto of the City.

The top priority of the City's GIS program has been to update the City infrastructure layers. The sanitary and water main layers are complete with new updates coming in daily. The sanitary and water system cleanout and water shut off locations are being worked on. These geographic features are being collected by DPW utilizing global positioning systems and will be complete within the next few years. The storm water layer stands at 98% complete and will be completed over the next couple of years.

A goal for the near future will be to move the City of Marquette's GIS from a desktop to an enterprise application, which will provide staff, officials, 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 took the first step by acquiring the ESRI Small Local Government Enterprise License Agreement (ELA) in the spring of 2013. This will allow the City to 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. The other piece now required to implement this system is the purchase of a GIS data and web server. This server was funded under the 2013-2014 fiscal year.

***Storm Water Fee Administration:***

In accordance with Section 48-187 of the City Code, the storm water fee is used for the construction, operation, and maintenance of all public storm water collection and retention systems in the City. In addition, this fee is used to cover the costs associated with the control of erosion and sedimentation associated with storm water run-off and the protection of water quality in natural water courses throughout the City.

The fee is based on a flat fee for residential units while other properties are charged a fee based upon the amount of impervious material areas that contribute to storm water runoff.

This past year, the Hydraulic Engineer reviewed and revised 60 parcels due to splits, development, or the integration of onsite water quality measures.