

City of Marquette



Planning Commission Annual Report

Covering activity from 01/05/2021 to 12/21/2021

2021 Planning Commission Members and Staff Liaisons



PC Members

*Chair – Joy Cardillo
Vice-Chair – Michael Larson
Member – Wayne Premeau
Member – Aaron Andres
Member – Sarah Mittlefehldt
Member – Erick Brooks
Member – Michael Dunn*

Staff

*Liaison/Secretary – David Stensaas, City
Planner and Zoning Administrator
Assistant Liaison – Andrea Landers,
Zoning Official*

Introduction

The [Michigan Planning Enabling Act](#) (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. Marquette’s Planning Commission was established by the City Commission on Jan. 13, 1946 pursuant to the provisions of Public Act 33 of 2008, and the City Charter, Section 2-13 and consists of 9 members. The Planning Commission is responsible for:

- Developing the community’s master plan which provides a framework for orderly growth and redevelopment.
- Creating and maintaining a Land Development Code to translate master planning goals to land use regulations that are contemporary with community needs.
- Reviewing and approving development requests through Site Plan Review for certain types of projects and for Special Land Use Permits and Planned Unit Developments.
- Studying special topics or conducting other special projects as requested by the governing body
- The Commission also has review authority over the six-year Capital Outlay Budget through Section 7-2 of the City Charter.

Membership

Planning Commission members for this reporting period were:

Name	Meetings Attended	Member Since	Term Expires	Voting Member
Joy Cardillo, Chair	12/14	Nov. 2016	02/15/2023	Yes
Michael Larson, Vice Chair	12/14	May 2017	02/15/2024	Yes
Aaron Andres	10/14	April 2015	02/15/2024	Yes
Wayne Premeau	12/14	June 2016	02/15/2022	Yes
Sarah Mittlefehldt	10/14	Dec. 2017	02/15/2023	Yes
Erick Brooks	7/14	Mar. 2018	02/25/2022	Yes
Michael Dunn	12/14	Dec. 2019	02/15/2023	Yes
Vacancy	-	-	Ended 2021	Yes
Vacancy	-	-	02-15-2022	Yes

Meetings

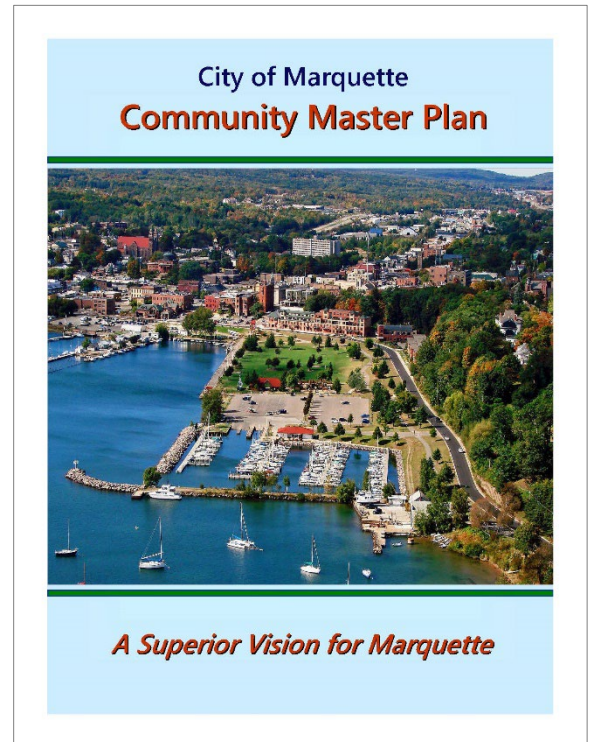
The MPEA requires that local Planning Commissions meet at least four times a year. The City of Marquette Planning Commission meets on the first and third Tuesdays of each month and held 14 meetings during 2021. A summary of meeting activity is below:

Meeting Date	Summary
Jan. 5, 2021	Cancelled - no agenda
Jan. 19, 2021	2021-2022 Strategic Plan Initiatives
Feb. 2, 2021	Cancelled - no agenda
Feb. 16, 2021	Cancelled - no agenda
March 2, 2021	Cancelled - no agenda
Mar. 16, 2021	Election of Officers & nomination of BZA Representative
April 6, 2021	01-REZ-04-21; 07-SUP-04-20; PC Training Primer
April 20, 2021	01-SUP-4-21; PZ Division Report for March-April 5
May 4, 2021	02-SUP-05-21; 03-SUP-05-21; 02-REZ-05-21
May 18, 2021	Cancelled - no agenda
June 1, 2021	01-PUD-05-09-A8; 04-SUP-06-21; 03-REZ-06-21
June 15, 2021	Cancelled - no agenda
July 6, 2021	05-SUP-07-21; 04-REZ-07-21; Mqt. County PC 2040 Master Plan
July 20, 2021	06-SUP-07-21; 07-SUP-07-21; 06-REZ-07-21; 05-REZ-07-21
Aug.10, 2021	Cancelled - no agenda
Aug. 17, 2021	Cancelled - no agenda
Sept. 7, 2021	01-PUD-09-21; 01-STR-09-21; Transit Planning
Sept. 21, 2021	Informal review of SUP for 717 N. Third St.; Transit Planning Subcommittee; LDC Draft Amendments
Oct. 5, 2021	Cancelled - no agenda
Oct. 19, 2021	Interventional review of SUP for Outdoor Entertainment and Community Events & expansion of Outdoor Food and Beverage Service granted to Superior Culture LLC at 717 N. Third St.; Considering a Resolution Declaring a Climate Emergency, presented by members of the public.
Nov. 9, 2021	Review Site Plan for 2401 Lakeshore Blvd.; 2022 Meeting Dates; Correspondence from SHINE/Dr. Jessica Thompson; Draft PC Bylaws; Draft LDC Amendments
Nov. 16, 2021	Draft PC Bylaws; PZ Division Report Oct. 11-Nov. 5; Draft LDC Amendments
Dec. 7, 2021	Cancelled on short notice due to lack of a quorum.
Dec. 21, 2021	11-SPR-12-21; Community Master Plan - Update for AHHC Report; PC Bylaws Amendments; PC Annual Report to CC; Draft LDC Amendments

Master Plan Status

The Planning Commission is responsible for regularly reviewing and updating the master plan to ensure it continues to be relevant to the community's needs. The community's current Community Master Plan (CMP) was adopted on 08/18/2015 and most recently amended on 12/17/2018. The MPEA requires a formal review (and update or reaffirmation) to occur at least every five years. The CMP is currently in the process of being amended to add an appendix that contains the Final Report of the Ad Hoc Housing Committee, which was adopted by the City Commission on 11/22/2021.

The City Commission in late 2021 also expressed that they will support a budget line item to begin a major update of the CMP beginning in Fiscal Year 2022-2023, and although the Planning Commission has not taken action on the record to establish that a major update is necessary, that appears to be the consensus view of the board off the record.



Achieving Community Master Plan Recommendations

The Marquette City Charter includes a requirement that the City maintains a Strategic Plan for a two-year period, which are priority items from plans and other board actions of boards and commissions, as well as issues that staff departments put forward for consideration, as part of the budget process every other year. Advisory boards and City departments were asked to submit up to three items for the 2021-2023 Strategic Plan. The Planning Commission met in March of 2020 to begin review of the Table of Recommendations in the Community Master Plan, and determined to work on three issues to flesh out for submission for consideration:

- 1) winter maintenance and programming
- 2) public transportation-urban transit service
- 3) long-range planning for the N. Lakeshore Boulevard scenic corridor

These three issues were the submitted items for the 2021-2023 Strategic Plan. Of these three issues submitted by the Planning Commission the only one selected for action was the public transportation item. The Planning Commission has formed a work group and begun work on that item. See the following pages for details. Staff in the Community Development Dept. submitted three items for the same purposes, two of which were selected and will be incorporated into the update of the CMP.



Strategic Planning Process Commission Priorities

Issue Title: Public Transportation
Committee: Planning Commission
Plan: Community Master Plan
Status: In Progress – Not Completed

Issue: Development of Transit Service for the City.

Background: Transit service within the city has the potential to enhance access for many residents, especially during winter, as well as ameliorate vehicular parking issues, and extend the range of walking and biking for more sustainable travel options. A comprehensive study of local/regional transit services was conducted for the city of Marquette in 2014, and a detailed report with recommendations for improving service within and outside of the city was completed. The City initiated a planning effort with MarqTran in 2018 and completed a “Coordinated Public Transit-Human-Services Transportation Plan” in 2019. There is now the potential for MarqTran to seek Federal Transit Administration grants on behalf of the City of Marquette for capital and operating expenses associated with an intra-city transit route.

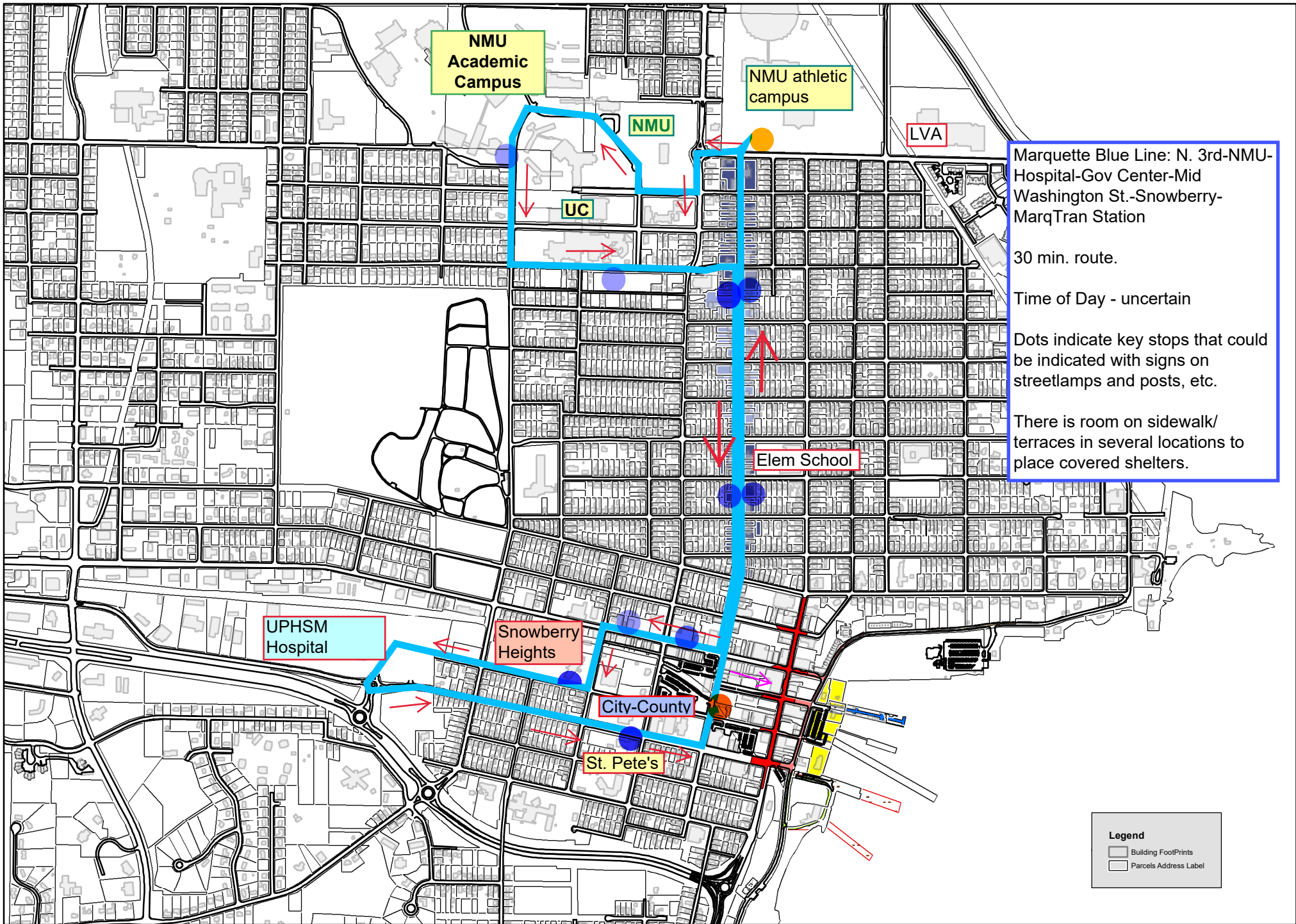
Forecast:

Year One:

- Convene a work session between the City Commission, MarqTran administrators/City representatives, MDOT’s regional transit coordinator, and a delegation from the Planning Commission to discuss options for moving forward in terms of a proposed route that has been drafted, a suitable vehicle for the route, and financing. Work with MDOT and MarqTran to explore grant opportunities and new route/service opportunities.

Year Two:

- Continue to work on funding, possibly seeking partners from the private sector, for capital and/or operating expenses. Move forward with implementation if possible.



In regard to the map, the information contained on this map is believed to be accurate but accuracy is not guaranteed. Mapping information is a representation of various data sources and is not a substitute for information that would result from an accurate land survey. The information contained herein does not replace information that may be obtained by consulting the information's official source. In no event shall the City of Marquette be liable for any damages, direct or consequential, from the use of the information.



Land Development Code Amendments & Rezoning

Zoning is the legal mechanism which turns planning goals into reality via development regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and addresses emerging trends.

In 2021, the Planning Commission acted on the several amendments to the Land Development Code:

Adoption Date	Summary
01/21/2021	Please see the LDC's <i>Summary Table of Amendments</i> at the beginning of the LDC document. The summary consists of several pages itself. We are constantly annotating and trying to update the LDC annually to address annotations and other needs.

The Planning Commission is also responsible for making recommendations on rezoning requests. Such requests must align with the CMP's Future Land Use Map.

2021 Rezoning requests:

Address	Existing Zoning	Requested Rezoning	Planning Rec.	Council Decision
616 Fisher Street	MDR	Mixed-Use w/ Conditions	Yes	Yes
1651 S. Front Street	MU	GC	No	No
301 W. Baraga Ave.	MDR	MFR	Yes	Yes
2700 Lakeshore Blvd	IM	CR (now Municipal property)	Yes	Yes
213 S. Front Street	M	CBD	Yes	Yes

Site Plan Reviews & Variances

Site plan review is a primary role of the Planning Commission and helps ensure that new development in the community aligns with the zoning ordinance requirements. Prior to Planning Commission review, staff conducts an internal review process as well.

Planning Commission Site Plan Review (SPR), including for Special Land Use Permit (SLUP) requests, for 2021:

Request Type	Location	Description	Status
Site Plan Review SLUP	2090 US HWY 41	Special Land Use for Outdoor Entertainment and Community Events as a Principal Use. Also, SRP for Hotel/Motel Use (to bring the existing legal non-conforming motel into a conformance use) and expansion of the hotel/motel use to the existing single-family residence on the property;	Approved w/ conditions
Site Plan Review SLUP	717 N Third Street	SLUP Request for Outdoor Entertainment-Community Events	Approved w/ conditions
Site Plan Review SLUP	1917 Enterprise St.	SLUP for Marihuana Grower – Class B Interior remodeling. Landscaping and other site improvements.	Approved w/ conditions
Site Plan Review SLUP	505 N Lakeshore Bl.	SLUPs (3) requested for Outdoor Food and Beverage Service; Outdoor Entertainment and Community Events as a Principal Use; Light Manufacturing for beverage and food production (incl. alcoholic and nonalcoholic beverages). Also commercial interior remodeling, new landscaping, new outdoor seating area, lighting, and a proposed awning to have a phased projection to be built within 10 years from date of approval.	Denied - SLUP for Outdoor Food and Beverage Service and SLUP for Outdoor Entertainment and Community Events as a Principal Use. Approved - SLUP for Light Manufacturing for beverage and food production.
Site Plan Review SLUP	501 S Lake St.	Request for SLUP for Outdoor Entertainment-Community Events	Approved w/ conditions
Site Plan Review Related to SLUP for property	2090 US-41	Off-street parking lot and access drive closure	Approved w/ conditions
Site Plan Review SLUP	450 E Ohio St.	Accessory Dwelling Unit	Approved
Site Plan Review SLUP	1103 N 3 rd St.	Duplex dwelling units	Approved w/ conditions
Planned Unit Development	1025 Osprey Court	PUD Qualification for tow duplex townhome buildings. Waiver of 2 ac. min. parcel req'mt.	PC approved concept; CC approved waiver
Planned Unit Development	1301 PICNIC ROCKS DR	Amendment to approved PUD plan to allow for a 6' screening fence (built) in front yard.	Denied

When needed, variances are considered by the Zoning Board of Appeals.

Board of Zoning Appeals Proceedings for 2021:

Proceeding Type	Location	Description	Status
Variance - Dimensional	317 E Crescent St.	Applicants were seeking an 8-ft side yard variance from the City of Marquette Land Development Code to allow a 24-ft x 12-ft and 4.5-ft x 7.3-ft basement addition with first-floor deck above and a 5.1-ft x 7.3-ft basement and first-floor addition to the existing duplex located at 317 E. Crescent St	BZA GRANTED
Variance - Dimensional	238 Craig Street	Applicants were seeking a 4-ft front yard encroachment variance adjacent to the Adam's Street front property line and a 4-ft front yard encroachment variance adjacent to the Craig Street front property line from the City of Marquette Land Development Code to allow a 7-ft x 32-ft and 10-ft x 5-ft deck addition to the home with 3-ft x 2-ft steps and 4.5-ft x 6-ft steps located at 238 Craig St.	BZA GRANTED
Variance - Dimensional	340 E Ridge St.	Applicants were seeking a 7.2% front area hard surface coverage variance from the City of Marquette Land Development Code to allow widening a driveway that will cover more than 30% of the front yard area with hard surface located at 340 E. Ridge Street.	BZA GRANTED
Variance - Dimensional	615 Cedar St.	Applicants were seeking a 2.4-ft side yard variance and an 861 S.F. lot area variance from the City of Marquette Land Development Code Special Land Use required conditions for a duplex dwelling located at 615 Cedar Street.	BZA DENIED; APPEALED TO COURT; CITY WON THE APPEAL
Variance - Dimensional	403 E Arch St.	Applicants were seeking a 1-ft rear yard variance from the City of Marquette Land Development Code to allow a 25.75-ft x 26.5-ft attached garage addition located at 403 E. Arch Street.	BZA GRANTED
Variance - Dimensional	224 W Ridge St.	Applicants were seeking a 2.2-ft front yard encroachment variance and a 2.94-ft side yard encroachment variance from the City of Marquette Land Development Code to allow a 5.3-ft x 24-ft covered (unenclosed) porch addition to the home located at 224 W. Ridge Street.	BZA GRANTED

Training Update

Redevelopment Ready Communities Best Practice 4.6 supports the creation of training plans for community officials. Training is essential to providing the community with the tools needed to achieve local goals. Planning Commissioners are encouraged to undertake training opportunities, but as volunteers, cannot be required to attend available training. In Upper Michigan training opportunities are much more likely to be available online than in person, which may be more convenient than in-person training, but on the whole training opportunities are not abundant in our region.

Training materials are provided to new members upon appointment, but due to the sporadic nature of new member appointments we do not hold “basic training” sessions but instead attempt to sign new members up for basic training opportunities provided by MAP or MSU-Extension at the earliest opportunity after they take their oath of office. During the past year, with record meeting cancellations and pandemic illness, burnout and depression, we had a difficult time getting PC members engaged in training. The following is our 2021 training log.

The table below is a summary of training activity for members in 2021:

Member	Summary of Training
Michael Dunn	MAP & MEDC - Winter Cities Planning Webinars - January 2021
Michael Dunn and Sarah Mittlefehldt	MAP Spring Institute - Climate Summit Virtual Conference – May 2021

In Closing & Looking Forward

In its annual report for the Marquette City Commission for 2022, the Planning Commission has laid out the following concerns and work plans:

➤ Public Transportation

To implement the 2021-2023 City Strategic Plan item the PC submitted regarding the subject:

- A PC work group is beginning work with MarqTran (the publicly-funded, regional transit authority) and other stakeholders on an inner-city transit route that has been in planning documents since 2013

➤ Community Master Plan Update

- A joint PC-CC work session in summer should occur to establish process expectations, parameters, oversight, and other details
- Staff could begin public outreach/surveying this spring or summer

➤ Completion of Bike Routes plan - Phase 2

- Progress is lagging and needs action from DPW to complete street markings-bike lanes and signs.

➤ Outreach/Public Engagement

Notice of PC hearings via traditional methods seems to be failing to reach many local residents.

- Other options should be considered/attempted, such as:
 - City Comm. meeting announcements
 - City Social Media could be used
 - Use of a digital “PR service” may help

Development Review Improvements

During the past year, our staff completed the Guide to Development that was required for RRC certification and also, at the request of a local developer serving on our Ad-Hoc Housing Committee, placed the following item on our Zoning Division [landing page](#), where permits and applications can be accessed online:

Suggestions and Comments

Please let us know what you think. E-mail Zoning Administrator David Stensaas at dstensaas@marquettemi.gov with any suggestions that you may have for improving the Land Development Code, procedures, or other functions of our operation. Comments regarding the Land Development Code will be shared with the Planning Commission at one of their regularly-scheduled meetings.