

**CITY OF MOUNT CLEMENS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**2015 ANNUAL REPORT**



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## EXECUTIVE SUMMARY

Section 19(2) of the Michigan Planning Enabling Act (Public Act 33 of 2008) requires the Planning Commission to ***“make an annual written report to the legislative body concerning its operation and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”***

The **2015 Community Development Department Annual Report** acts as this written report and also provides the Planning Commission and City Commission with the following information:

- An update of development activities within the City
- The meeting activity of the Planning Commission, Zoning Board of Appeals, Historic District Commission, Historical Commission, Harbor Commission and Construction Board of Appeals
- Code enforcement data
- Building and rental inspection data
- Internal Department actions
- A review of Master Plan implementation actions

The **Annual Report** is separated into the following categories; **Building and Rental Housing Inspection, Planning and Zoning, Economic Development, Code Enforcement and Department Administration.**

The **Annual Report** offers valuable information that may be relevant to the Planning Commission, City Commission, other boards and committees, City staff and the general public. This information is further utilized by the Community Development Department in the preparation of a **Work Program** for the upcoming year, which will help guide the department’s actions throughout the upcoming year and serve as a measuring tool when preparing the following year’s **Annual Report**.

Staff has prepared the following statement as the Department’s vision:

*In our capacity as Community Development Department staff, we are committed to providing the City with professional assistance so that together we may work towards the vision created in the City Master Plan. As staff, we see ourselves as the facilitators between the many various stakeholders within the City and strive to develop consensus on the multitude of land use and regulatory issues that come before the City. As always, our ultimate goal is to provide for the health, safety, and general welfare of the community as a whole. We take seriously this obligation and strive to accomplish this goal in every facet of our department’s actions.*

## BUILDING & RENTAL HOUSING INSPECTION

Building and Rental Housing Inspection is divided into the following: **Permit Revenue, Permit Numbers, Inspections, Certificates of Occupancy, Rental Registration and Inspection, and Construction Board of Appeals.**

### PERMIT REVENUE

**Table 1 and Chart 1** below detail the revenue from building, electrical, plumbing, mechanical, fence, sign and sidewalk permits over the last 4 fiscal years. Also shown is the 4-year average and the current fiscal year through 11/15/15. Please note the following:

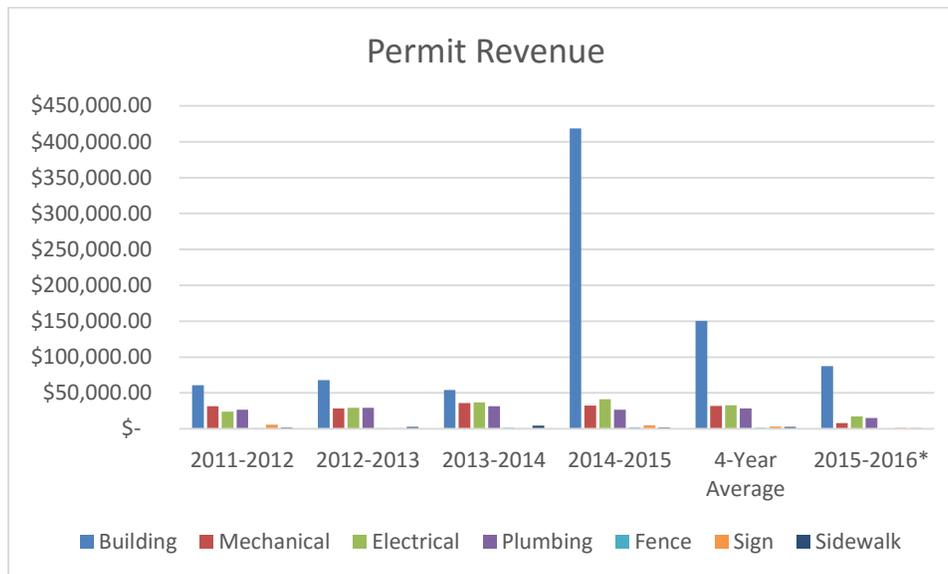
- The large increase in building permit revenue in 2014-2015 was the result of both the ongoing County rehabilitation projects and a general increase in permit activity.
- Current fiscal year revenue is on pace to surpass the 4-year average.

**Table 1 – Permit Revenue**

	2011-2012	2012-2013	2013-2014	2014-2015	4-Year Average	2015-2016*
<b>Building</b>	\$ 60,730.34	\$ 67,735.24	\$ 54,086.46	\$ 418,568.13	\$ 150,280.04	\$ 87,399.31
<b>Mechanical</b>	\$ 31,740.00	\$ 28,524.50	\$ 35,892.00	\$ 32,494.00	\$ 32,162.63	\$ 8,192.00
<b>Electrical</b>	\$ 23,963.50	\$ 29,594.00	\$ 36,808.00	\$ 41,211.50	\$ 32,894.25	\$ 17,563.00
<b>Plumbing</b>	\$ 26,530.50	\$ 29,200.00	\$ 31,422.50	\$ 26,568.50	\$ 28,430.38	\$ 15,037.00
<b>Fence</b>	\$ 1,125.00	\$ 1,145.00	\$ 1,497.50	\$ 1,895.00	\$ 1,415.63	\$ 635.00
<b>Sign</b>	\$ 5,675.00	\$ 1,210.00	\$ 1,225.00	\$ 4,980.00	\$ 3,272.50	\$ 1,525.00
<b>Sidewalk</b>	\$ 2,070.00	\$ 2,750.00	\$ 4,660.00	\$ 2,080.00	\$ 2,890.00	\$ 1,235.00

\*Through October 2015

**Chart 1 – Permit Revenue**



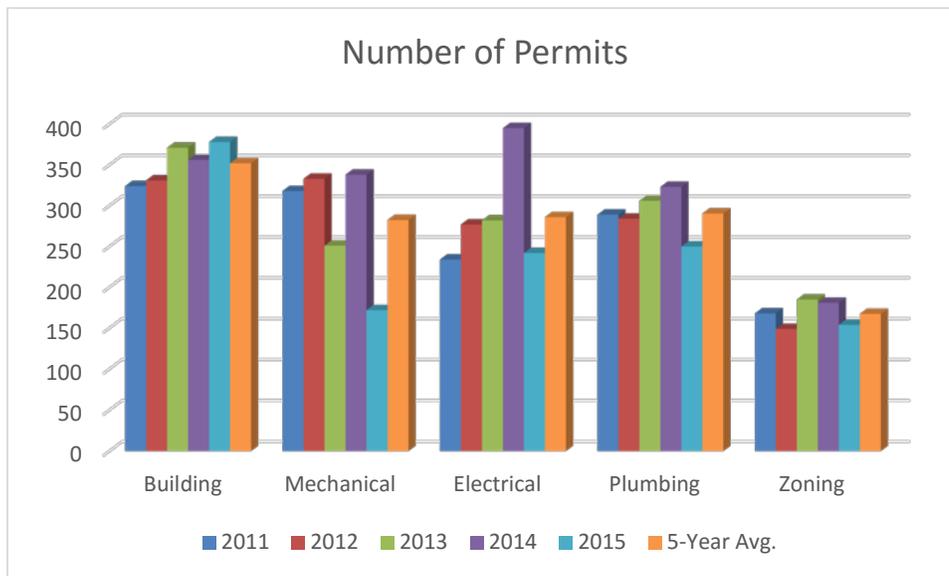
## PERMIT NUMBERS

**Table 2 and Chart 2** below detail the number of building, electrical, plumbing, mechanical, and zoning permits over the last 5 calendar years, including a 5-year average.

**Table 2 – Number of Permits**

	2011	2012	2013	2014	2015	5-Year Avg.
<b>Building</b>	<b>324</b>	<b>331</b>	<b>371</b>	<b>356</b>	<b>378</b>	<b>352</b>
<b>Mechanical</b>	<b>318</b>	<b>333</b>	<b>251</b>	<b>338</b>	<b>172</b>	<b>282.4</b>
<b>Electrical</b>	<b>234</b>	<b>277</b>	<b>282</b>	<b>395</b>	<b>242</b>	<b>286</b>
<b>Plumbing</b>	<b>289</b>	<b>284</b>	<b>306</b>	<b>323</b>	<b>250</b>	<b>290.4</b>
<b>Zoning</b>	<b>168</b>	<b>149</b>	<b>185</b>	<b>181</b>	<b>154</b>	<b>167.4</b>

**Chart 2 – Number of Permits**



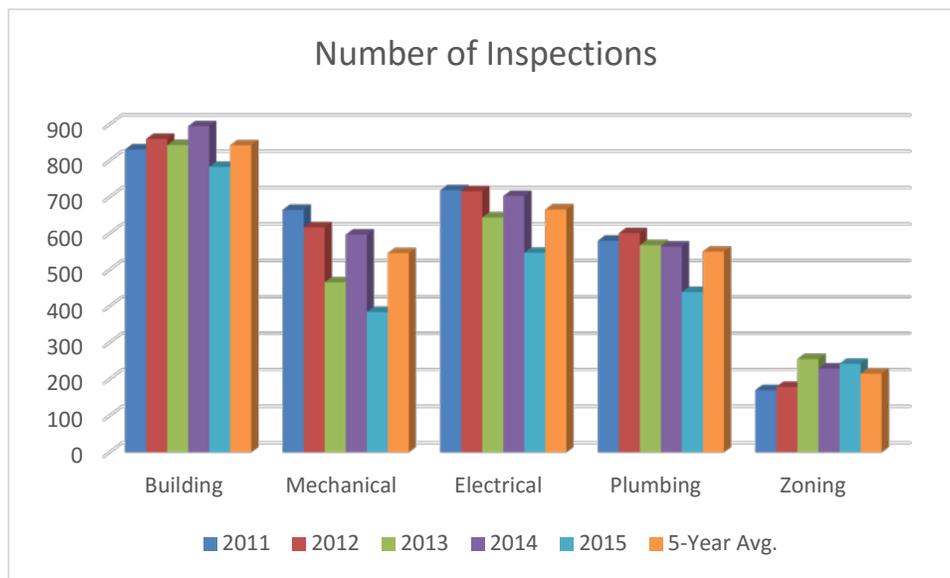
## INSPECTIONS

**Table 3 and Chart 3** below detail the number of building, electrical, plumbing, mechanical, and zoning inspections over the last 5 calendar years, including a 5-year average.

**Table 3 - Inspections**

	2011	2012	2013	2014	2015	5-Year Avg.
<b>Building</b>	831	860	843	895	783	842.4
<b>Mechanical</b>	665	617	466	597	384	545.8
<b>Electrical</b>	719	716	644	703	547	665.8
<b>Plumbing</b>	580	601	568	564	439	550.4
<b>Zoning</b>	170	179	255	229	242	215

**Chart 3 - Inspections**



## CERTIFICATES OF OCCUPANCY

In 2008, in response to the growing mortgage foreclosure crisis, the City adopted its Abandoned/Vacant Residential Structure Ordinance. Still in place today, this ordinance requires structures that have become abandoned/vacant for 30 or more days to receive a Certificate of Occupancy before it can be legally occupied.

**Table 4** on the following page provides the number of Certificates of Occupancy that have been issued since 2009.

**Table 4 – Certificates of Occupancy**

<b>Year</b>	<b>Number</b>
<b>2009</b>	<b>68</b>
<b>2010</b>	<b>165</b>
<b>2011</b>	<b>137</b>
<b>2012</b>	<b>157</b>
<b>2013</b>	<b>130</b>
<b>2014</b>	<b>134</b>
<b>2015</b>	<b>63</b>

While the vast majority of these Certificates of Occupancy are for residential structures, these numbers do include commercial and industrial structures. You will notice that as the housing market and economy began to recover in 2010, the number of Certificates of Occupancy issued increased, with a peak of 157 in 2012. The year 2015 saw the lowest number of Certificates of Occupancy issued since the ordinance was adopted. Staff sees this as proof that adoption of the ordinance has resulted in a large number of residential structures being rehabbed, thus improving the overall housing stock of the City. We anticipate the number of new Certificates of Occupancy being issued in 2016 to remain closer to the 2015 number than those of 2010-2014.

### **RENTAL REGISTRATION AND INSPECTION**

The City has operated a rental registration and inspection program since the early 1990s, at varying levels of enforcement and staffing over the years. The table below lists the number of rental inspections and vacant property verifications, as well as certificates of compliance, that have been completed since 2013.

**Table 6 – Rental Data**

<b>Year</b>	<b>Rental Inspections/Vacant Property Verifications</b>	<b>Certificates of Compliance Issued</b>
<b>2013</b>	863	407
<b>2014</b>	990	298
<b>2015</b>	1282	469

The City continues to place a high priority on managing its rental housing stock. In 2016, the Department intends on introducing updates to the City’s Rental Registration and Inspection Ordinance and Property Maintenance Code to strengthen the tools available when working with rental properties.

## CONSTRUCTION BOARD OF APPEALS

**Number of Board Members:** 7

**Term Length:** 3 Years

**Current Vacancies:** 0

**Member Roster:** James DeBard (Chairperson); Paul DeMaster; Dennis DeWulf; Herman Hook; Brian Stadler; David Weber; Baron Tebo

**Dangerous Building Hearings Officer:** Robert Vickery

### **Authority**

The Mount Clemens Construction Board of Appeals is established and shall perform its duties and exercise its powers as provided for under Section 14 of 1972 Public Acts 230, Michigan Compiled Laws 125.1514.

### **Purpose**

Any property owner or contractor may apply to the board for variance from the provision(s) of the code. The State Construction Code Act provides:

*“After a public hearing the board of appeals may grant a specific variance to a substantive requirement of the code if the literal application of the substantive requirement would result in an exceptional, practical difficulty to the applicant, and if both of the following requirements are satisfied:*

*(a) The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of that particular item or part for the health, safety and welfare of the people of this state.*

*(b) The specific condition justifying the variance shall be neither so general nor recurrent in nature as to make an amendment of the code with respect to the condition reasonably practical or desirable*

*A board of appeals may attach in writing any condition in connection with the granting of a variance that in its judgment is necessary to protect the health, safety and welfare of the people of this state. The breach of a condition shall automatically invalidate the variance and any permit, license and certificate granted on the basis of it. In no case shall more than minimum variance from the code be granted than is necessary to alleviate the exceptional, practical difficulty.”*

### **2015 Summary**

The Construction Board of Appeals met one time in 2015. At this meeting the Board upheld the Building Official’s condemnation order for 99 Avery Street.

### **2016 Goals**

As needed, to hear, and act upon, all appeals under the Building Codes.

# PLANNING AND ZONING

## PLANNING COMMISSION

**Number of Commission Members:** 9

**Term Length:** 3 Years

**Current Vacancies:** 0

**Member Roster:** Gerry Innes, Richard Shoemaker, Neil Dempsey, Laura Fournier, Jacob Femminineo, Kristi Glavich, Robert Leslie, Robert Schleicher and Michael Servitto.

### **Authority and Purpose**

The Planning Commission is established under Article 14, section 14.0001 of the City of Mount Clemens Ordinances which was amended last in January 1978. The Planning Commission shall perform its duties and exercise its powers as provided by the Michigan Planning Enabling Act, as amended, PA 33 of 2008. The Planning Commission shall oversee the drafting and amendments to the city’s Master Plan, review proposed site plans, and draft amendments to the Zoning Ordinance, when needed.

### **2015 Summary**

The Planning Commission met 7 times in 2015. The attendance for all meetings is shown in **Table 7**.

**Table 7 – 2015 PC Attendance**

<b>Meeting Attendance</b>									
	<b>Dempsey</b>	<b>Shoemaker</b>	<b>Fournier</b>	<b>Innes</b>	<b>Femminineo</b>	<b>Schleicher</b>	<b>Servitto</b>	<b>Glavich</b>	<b>Leslie</b>
<b>Jan</b>	CANCELLED								
<b>Feb</b>	X	X	X	ABSENT	X	ABSENT	X	X	X
<b>Mar</b>	X	X	X	ABSENT	ABSENT	X	X	X	X
<b>Apr</b>	X	X	X	X	ABSENT	X	X	ABSENT	X
<b>May</b>	ABSENT	X	X	ABSENT	X	X	X	X	ABSENT
<b>Jun</b>	CANCELLED								
<b>Jul</b>	X	X	X	X	X	X	X	X	X
<b>Aug</b>	X	X	ABSENT	X	X	X	X	ABSENT	X
<b>Sep</b>	CANCELLED								
<b>Oct</b>	CANCELLED								
<b>Nov</b>	X	X	X	ABSENT	ABSENT	X	X	X	X
<b>Dec</b>	CANCELLED								

The Planning Commission conducted the following development reviews in 2015:

Address	Request Type	Description	Status
1 S. Main Street	Site Plan Review	New Macomb County Parking Structure and Welcome Center	Approved
50 & 60 N. Rose	Site Plan Review	47,282 Square Foot Building Addition and Parking Area Improvements for PowderCote II	Approved
Vacant N. Rose Parcel	Site Plan Review	New, Multi-Family Condominium Development – 10, 4-Unit Buildings	Approved
258 SB Gratiot	Special Land Use	New Church and Community Center	Approved
272 & 276 SB Gratiot	Site Plan Review	2,345 Square Foot Building Addition for Comfort Prosthetics	Approved
269 & 295 N. Groesbeck	Rezoning	Rezoning from MU Multi-Use to GC General Commercial	Recommended Approval; City Commission Approved
120 N. Main	Site Plan Review	New drive thru canopy with pneumatic bank tube system connected to the south wall of the existing County Building	Approved
250 N. Rose & 245 N. Groesbeck	Site Plan Review	2,400 square foot building addition	Approved

The Planning Commission also took the following actions related to other matters:

- Reviewed a draft Request for Proposals for the Master Plan Update and appointed Dempsey and Shoemaker to serve on the committee to review proposals.
- Participated in a joint meeting with the Clinton Township Planning Commission to discuss the Gratiot Avenue/BRT transit study.

### **2016 Goals**

In addition to providing oversight of development review matters that come before it, the Planning Commission will also work towards the following:

- Review and recommend for adoption the Master Plan Update
- Review and recommend for adoption a Public Participation Plan
- Discuss the potential for a complete rewrite of the zoning ordinance based on the Master Plan Update.
- Review other items related to the City’s engagement in the Redevelopment Ready Communities™ program.
- Participation in ongoing professional development, training and education for all members.

## ZONING BOARD OF APPEALS

**Number of Board Members:** 7, plus 1 or 2 Alternates

**Term Length:** 3 Years

**Current Vacancies:** 0

**Member Roster:** Michael Bernier (Chairperson); John Bruff (Vice-Chairperson); Richard Shoemaker (Planning Commission Liaison); Paul Kropp; Chad Shoemaker; Susie Wells; Michael Simmons; David Rivard (Alternate)

### **Authority**

The Mount Clemens Zoning Board of Appeals is established under Article 14, section 15.0141 of the City of Mount Clemens Zoning Ordinance which was adopted by The Mount Clemens City Commission on April 21, 2003. The Zoning Board of Appeals shall perform its duties and exercise its powers as provided by Public Act 110, The Michigan Zoning Enabling Act of 2006, as amended.

### **Purpose**

The Zoning Board of Appeals shall have the following powers and it shall be its duty:

1. *To hear and decide appeals where it is alleged there is error of law in any order, requirement, decision or determination made by the Community Development Department or Planning Commission in the administration or enforcement of this Ordinance.*
2. *To grant variances from the provisions of this Ordinance as may be in harmony with its general purpose and intent so that the function of this Ordinance is observed, public safety and welfare secured, and substantial justice done.*

### **2015 Summary**

The Zoning Board of Appeals met on 2 occasions in 2015. The attendance for all meetings is shown in Table 8:

**Table 8 – 2015 ZBA Attendance**

	Meeting Attendance							
	Bernier	R Shoemaker	Bruff	Wells	C. Shoemaker	Kropp	Simmons	Rivard (Alternate)
Jan	CANCELLED							
Feb	CANCELLED							
Mar	CANCELLED							
Apr	CANCELLED							
May	CANCELLED							
Jun	CANCELLED							
Jul	CANCELLED							
Aug	CANCELLED							
Sep	X	X	ABSENT	ABSENT	X	ABSENT	X	ABSENT
Oct	CANCELLED							
Nov	CANCELLED							
Dec	X	X	ABSENT	ABSENT	X	X	ABSENT	X

The Zoning Board of Appeals took the follow actions in 2015:

Address	Type	Description	Staff Recommendation	Action
142 NB Gratiot	Variance	Zoning Ordinance - Section 12.13 (A) – Variance to allow for “Churches and Private/Charter Schools” abutting a public road having a right-of-way of 60 feet, where 85 feet is required	Denial	Denied
64 Riverside	Variance	Zoning Ordinance - Section 7.1 (E)(4) – Variance to allow for a 6 foot high privacy fence in the front yard of a residential property	Approval, with conditions	Approved, with conditions

The table below shows an 9-year history of variance requests:

**Table 9 – Variance History**

	2007	2008	2009	2010	2011	2012	2013	2014	2015
<b>Total Number of Variances Requested</b>	22	29	18	14	3	6	13	4	2
<b>% Change in Total from Previous Year</b>	-	38%	-37%	-22%	-78%	100%	116%	-69%	-50%
<b>Total Number Approved</b>	11	24	15	9	1	4	6	4	1
<b>% of Total Requests Approved</b>	50%	83%	83%	64%	33%	67%	46%	100%	50%

The overall trend has been a reduction in the number of variance requests. This is due to several factors including; revised ordinance requirements for privacy fences, revised review procedures for porches, and staff’s efforts to work with property owners to find alternatives to their projects that can meet ordinance requirements.

**2015 Goals**

Goals for the Board of Zoning Appeals in 2015 are to hear, review and decide any appeals from any person, firm or corporation regarding the Zoning Ordinance; review of previous decisions to ensure they are working in the right direction; and, if possible, participation in ongoing professional development, training and education for all members.

## HISTORIC DISTRICT COMMISSION

**Number of Board Members:** 7

**Term Length:** 3 Years

**Current Vacancies:** 2

**Member Roster:** Lois Ulintz (Chairperson); Mickey McGee; Thomas Hill; Carolee Schmid; Marti Ellyson

### **Authority**

The Mount Clemens Historic District Commission is established under Chapter 12.755, Section 6 of the City of Mount Clemens Code of Ordinances, which was adopted by the Mount Clemens City Commission on April 11, 2003 and updated June 26, 2008.

### **Purpose**

1. *Safeguard the heritage of the city by establishing and preserving one or more historic districts that reflect elements of Mount Clemens' history, architecture or culture.*
2. *Stabilize and improve property values in each district and the surrounding areas.*
3. *Foster civic beauty.*
4. *Strengthen the local economy*
5. *Promote the use of historic districts for the education, pleasure and welfare of the citizens of Mount Clemens and the State of Michigan.*

### **2014 Summary**

The Historic District Commission met three times in 2014 and took part in the following activities:

- Facilitated the 2015 Plant Swap at the Train Depot
- Monitored the Train Depot Roof Replacement grant project.
- Continued working relationship with the Michigan Transit Museum, including fundraising for the Roof Replacement grant project.
- Distributed Michigan Historic Preservation Network 2015 resource directory to MCHDC members.
- Continued strategic planning for the future electronic based inventory of historic resources in Mount Clemens.

### **2015 Goals**

Continue to work towards the following:

- Raise awareness of the general public about the City's historical importance in the development of Macomb County.
- Raise the awareness of the City's residents about the value of the city's historic housing stock and commercial buildings.
- To provide an education on appropriate rehabilitation techniques as a means of maintaining the structural and architectural integrity of historic city properties.
- Stabilize city owned historic structures.

## MASTER PLAN

The City Commission adopted the Master Plan on February 10, 2010. Pages 115-119 of this document contain 41 implementation strategies and a 5-year Implementation Schedule. The Master Plan recognizes that the schedule is fluid and dynamic and should be annually monitored and revised if needed.

In addition, the Michigan Planning Enabling Act, PA 33 of 2008, requires that “...at least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.”

The Implementation Schedule is divided into 5 sections; *Zoning Ordinance Text Revisions, Zoning Ordinance Map Revisions, Physical Planning, Leadership and Economic Development*. Some of the implementation strategies are ongoing efforts and not linked to any specific timeframe. The suggested strategies are based on the various goals, objectives and actions that are discussed in the Master Plan.

The 41 strategies are listed below. The comments in red indicate any action that the City has taken or if it is an Ongoing Effort.

### Zoning Ordinance Text Revisions

- Assemble community committee charged with the creation and transmission of historic design criteria – **The City established a Historic District Commission in 2003, which oversees construction activity within the City’s only local historic district – The Grand Trunk Depot Historic District. The Historic District Commission must issue a Certificate of Appropriateness before any construction work takes place at this site.**
- Evaluate off-street parking landscape requirements for industrial districts – **No Action**
- Refine design standards for residential buildings and neighborhood development – **No Action**
- Adopt conditional rezoning section – **Although a conditional rezoning section has not been formally adopted, the City has processed such requests pursuant to Michigan Zoning Enabling Act guidelines.**
- Amend multi-use zoning district to incorporate standards for the South Gratiot and Railroad Redevelopment land use areas – **The Planning Commission reviewed the Railroad Redevelopment area on 3 occasions and chose not to move forward on any text amendments at the present time.**
- Consider adopting form-sensitive ordinances for the Downtown, South Gratiot and Riverfront Community future land use areas – **No Action**
- Modify design standards to reflect LEED and Smart Growth principles – **No Action**
- Prepare access management standards – **The Gratiot Avenue Corridor Overlay Zone was adopted in 2009. The intent of the Overlay Zone is to improve traffic operations; reduce potential for crashes; improve pedestrian and transit environments; and preserve the vehicular carrying capacity of Gratiot Avenue through regulations on the number, spacing, placement and design of access points. It is based on SEMCOG’s Gratiot Avenue Corridor Improvement Plan.**
- Prepare criteria for allowing expansion of non-residential zoning districts into residential zoning districts – **No Action**
- Evaluate wireless communications ordinance – **The zoning ordinance was amended in 2009 adding regulations for wireless communication facilities.**

- Evaluate school and church reuse criteria – **No Action**

### **Zoning Ordinance Map Revisions**

- Rezone South Gratiot land use area to multi-use district subsequent to action Zoning Text??? – **No Action**
- Amend zoning map to reflect the future land use plan as appropriate development opportunities present themselves – **On Going Effort**
- Rezone Railroad Redevelopment land use area to multi-use district subsequent to action Zoning Text??? – **The Planning Commission reviewed the Railroad Redevelopment area on 3 occasions and chose not to move forward on any rezoning at the present time.**

### **Physical Planning**

- Adopt the Parks and Recreation Master Plan as part of the Mount Clemens master land use plan – **Complete**
- Engage MDOT in the redesign of the Gratiot Avenue one-way pair – **Complete**
- Participate in MDOT and RCMC street reconstruction planning – **On Going Effort**
- Implement a greenway system – **The County recently announced plans to finish construction of a trailway that would connect Shadyside Park with MacArthur Park along NB Gratiot.**
- Adopt physical components of the Downtown Development Authority plan as part of the Mount Clemens master land use plan – **A Downtown District Plan was begun in 2011 through the work of the DDA and MSU urban planning students. It was never formally adopted by the City.**
- Prepare five-year capital improvements plan – **No Action**
- Annually update capital improvements plan – **On Going Effort**
- Annually review master plan – **On Going Effort**
- Implement a wayfinding system – **In 2012 the Downtown Development Authority completed a multi-phase program to install wayfinding signs in the downtown and surrounding areas.**
- Prepare traffic circulation plan for the Downtown and South Gratiot – **No Action**
- Prepare concept design plan for neighborhood development – **No Action**
- Prepare concept design plan for off-street parking and sidewalk treatment in the Downtown and South Gratiot land use areas – **No Action**
- Prepare subarea plan for Railroad Redevelopment land use area - incorporate applicable goals of the master plan – **No Action**
- Prepare subarea plan for Riverfront Community land use area - incorporate applicable goals of the master plan – **No Action**

### **Leadership**

- City discuss Corridor Improvement Authority with Clinton Township officials – **No Action**
- Maintain strict code enforcement practice – **On Going Effort**
- Community development department coordinates long-range capital improvements projects – **On Going Effort**
- Strengthen knowledge of development, planning and zoning through training for elected and appointed officials – **On Going Effort**
- Create committee to stimulate cultural and entrepreneurial opportunities – **No Action**
- City staff actively coordinate implementation activities with development authorities and businesses associations – **On Going Effort**
- City officials and staff regularly communicate with residents and businesses through newsletters, website and town hall meetings – **On Going Effort**

- Adopt relevant policies recommended in the city's strategic plan – **No Action**
- CC convenes annual planning and development meeting with PC, ZBA and development authorities – **No Action**

### **Economic Development**

- Prepare community profile/brochure to share with local and national businesses – **No Action**
- Prepare an economic development opportunities strategy – **No Action**
- Partner with Macomb County economic development and MEDC staff to pursue grants – **On Going Effort**
- Network with local realtors to prepare inventory of available commercial/industrial buildings and property – **No Action**

21 of the 41 implementation strategies are either an On Going Effort or have seen some level of action taken. Therefore, after almost 5 years, 51% of the implementation strategies have been worked on or are considered On Going Efforts.

In staff's opinion, this is an acceptable percentage, work should continue on the various strategies over the course of the next several years and that the overall Master Plan is still a valid document and does not need a complete update.

The Planning Commission conducted its statutory review at its November 5, 2014 meeting. At that meeting a motion was passed directing the Community Development Department to continue efforts towards implementing items in the current Master Plan and Zoning Ordinance and to support a Master Plan update strategy that would allow the City to become certified through the MEDC's Redevelopment Ready Communities™ program.

A Request for Proposals was prepared and issued in the spring of 2015. The selected consultant, LSL Planning, kicked-off the project in June of 2015. Two focus groups were held in the fall of 2015; a downtown focus group and an economic development/redevelopment focus group. The Master Plan Update will be finalized and adopted in 2016.

## **PARKS & RECREATION**

Community Development Department staff continued providing support to City parks and recreation planning. In 2015, the Clinton River Watershed Council was awarded a DEQ Coastal Zone Management (CZM) grant for the planning and design of accessible paddling launches and landings along the main branch of the Clinton River. This could also include incorporating amenities such as signage, paddling maps, kayak storage, benches, green infrastructure-based landscaping and access to recreation for all types of mobility. This is a design and planning grant proposal only (no construction). The City contributed a \$5,000 local match for this grant, as did other communities along the river. This grant project should be completed in 2016.

The City currently is eligible for grants through the DNR Michigan Natural Resources Trust grant program because it has an adopted 5-year Parks and Recreation Plan. However, this plan expires with the DNR on December 31, 2016, so the City will need to prepare and adopt a new DNR-eligible Parks and Recreation Plan for the grant program that begins in 2017.

## ECONOMIC DEVELOPMENT

The Department continues to seeks ways to broaden its economic development focus. In 2015, the department took part in the following economic development related areas:

- In conjunction with the Macomb County Planning and Economic Development Department and the Downtown Development Authority, hosted an investor tour of several downtown properties.
- Staff represented the City on the Technical Committee of the Gratiot Avenue Bus Rapid Transit study, making sure to coordinate these efforts with the City's Master Plan Update.
- Attended four Macomb County Partners meetings, which bring together local and state planning and economic development professionals.
- Continued to provide staff support to the Downtown Development Authority.
- Worked with the various stakeholders on the visioning of the County parking structure site and its tie in to the Master Plan Update and Gratiot Avenue Bus Rapid Transit study.
- Participated in the City Commission strategic planning process.
- Administered and completed the Train Depot roof replacement grant project, including fundraising of approximately \$10,000.
- Engaged Simple Adventures LLC as a new vendor to provide paddleboard rentals for the City.
- Entered into a Memorandum of Understanding with the Michigan Economic Development Corporation for the City participation in the Redevelopment Ready Communities™ program.

## **BROWNFIELD REDEVELOPMENT AUTHORITY**

**Number of Board Members:** 5

**Term Length:** 3 Years

**Current Vacancies:** 1

**Member Roster:** Robert Morris (Chairperson); Carl Harlow; Lawrence Moloney; Mark Richardson;

### **Authority**

The Mount Clemens City Commission established the City of Mount Clemens Brownfield Redevelopment Authority (BRA) and designated the boundaries of the BRA by resolution pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, as amended, and for the purpose of complying with the prerequisites of obtaining a Michigan Single-Business Tax Credit. The Resolution was filed with Michigan Department of State, Office of the Great Seal, on March 21, 1997.

### **Purpose**

To facilitate the implementation of Brownfield projects that will identify, rehabilitate and revitalize environmentally distressed commercial and industrial properties throughout the City of Mount Clemens.

### **2015 Summary**

The Brownfield Redevelopment Authority did not meet in 2015.

### **2016 Goals**

The Brownfield Redevelopment Authority assists property owners and businesses to redevelop sites that have environmental contamination or have become functionally obsolete. If a site qualifies, tax incentives may be available to assist in the costs associated with clean up and redevelopment. There are many benefits to Brownfield redevelopment: new job creation, increase in the local tax base, improved property values for the site and its adjacent neighbors, and alleviation of public health and safety concerns.

At this time there are no further requests to approve a Brownfield plan; however, if a plan should come forward, the Brownfield Authority will convene as necessary in 2016.

## HARBOR COMMISSION

**Number of Board Members:** 5

**Term Length:** 1 year and 3 Years

**Current Vacancies:** 1

**Member Roster:** Stephen Saph, Jr. (DDA Appointee); Brian Tingley (City Manager Appointee); David Sutton; Peter Williams

### **Authority**

The Mount Clemens Harbor Commission is established under Article 21, Section 21.011 of the City of Mount Clemens Code of Ordinances, pursuant to the authority granted in MCL 324.79302 and Section 11(7) of the City Charter.

### **Purpose**

The purpose for which the Harbor Commission is created and established is to administer, maintain and operate the harbor/marina facilities which are defined as the dockage and restroom facilities on both sides of the Clinton River between the Crocker and Dickinson Street bridges and the facilities on the north side of the river from Dickinson Street to Jones Street, but specifically excluding the gazebo.

### **2015 Summary**

The Harbor Commission was reactivated in 2012 after several years of no activity. Regular meetings began again in 2013. The Harbor Commission met on 6 occasions in 2015 and took the following actions:

1. Reviewed the draft 2015 Concession Agreement with Clinton River Canoe and Kayaks LLC and recommended approval to the City Commission.
2. Reviewed the draft 2016 Concession Agreement with Simple Adventures LLC and recommended approval to the City Commission.
3. Managed the advanced reservation of boat slips for the Independence Day Fireworks.

### **2016 Goals**

Goals for the Harbor Commission in 2016 are to focus on marketing and advertising efforts related to the marina, explore funding sources for capital improvements within the marina area, explore conservation efforts for Clinton River Park, and to review any future concession agreements prior to them going before the City Commission.

## HISTORICAL COMMISSION

**Number of Board Members:** 9 – Changed by Ordinance – Effective 12/13/12

**Term Length:** 3 Years

**Current Vacancies:** 3

**Member Roster:** Mickey McGee; Nancy Donahue; Angela Lucas; Julie Ireland; John Brian; Mary Grant; Robert Petitpren

### **Authority and Purpose**

The Mount Clemens Historical Commission was established by ordinance (12.700) effective April 11, 1985.

*(a) Promote and safeguard the heritage of the City of Mount Clemens by increasing public awareness and appreciation of the structures and objects in Mount Clemens which reflect elements of its cultural, social, economic, political, or architectural history;*

*(b) Stabilize and improve property values within the City of Mount Clemens;*

*(c) Foster civic beauty; and*

*(d) Strengthen the local economy.*

### **2015 Summary**

The Historical Commission met 4 times in 2015, but struggled with active membership. They approved a historical marker for 100 Ahrens and reviewed a historical marker application for 76 Kendrick. The Commission discussed reconstituting the Historic Homes Tour.

### **2016 Goals**

- Foster new leadership roles among the Commissioners.
- Continue to promote and work on; Homes Tour, Historical Markers, Oral History, Preservation Awards, Newsletter, Archiving, Website, Historic Districts, Preservation Plan / Master Plan
- Monitor all historic buildings in the City to promote and assist with preserving the remaining buildings/structures.
- Educate and encourage residents on proper preservation of historical structures, serve as a repository for information on restoration techniques and procedures, and make preservation guidelines available to interested citizens.

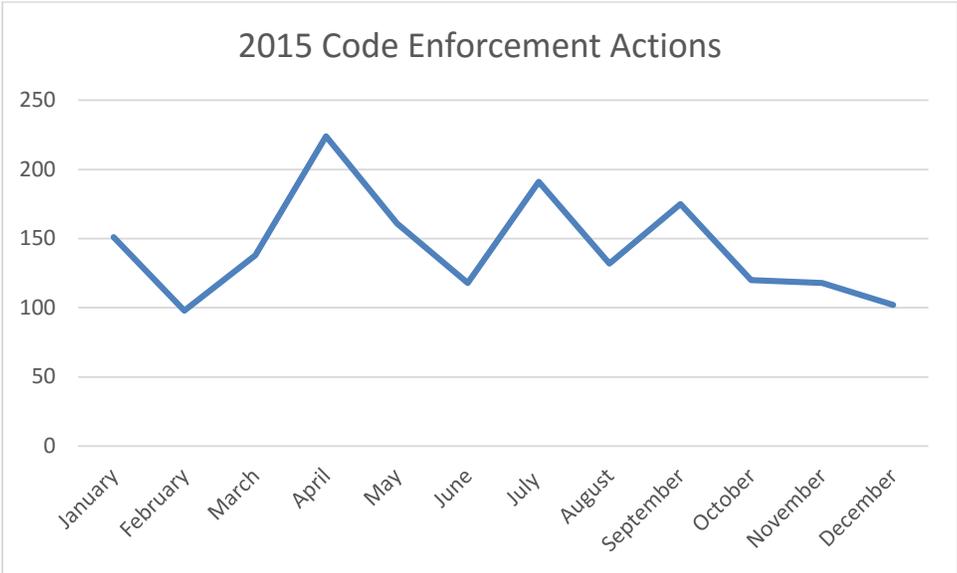
# CODE ENFORCEMENT

The various tables and charts found below display information concerning code enforcement actions and enforcement categories in 2015.

**Table 10 – Code Enforcement Actions by Month**

Month	2015
January	151
February	98
March	138
April	224
May	161
June	118
July	191
August	132
September	175
October	120
November	118
December	102
<b>Annual Total</b>	<b>1728</b>

**Chart 4 – Code Enforcement Actions by Month**

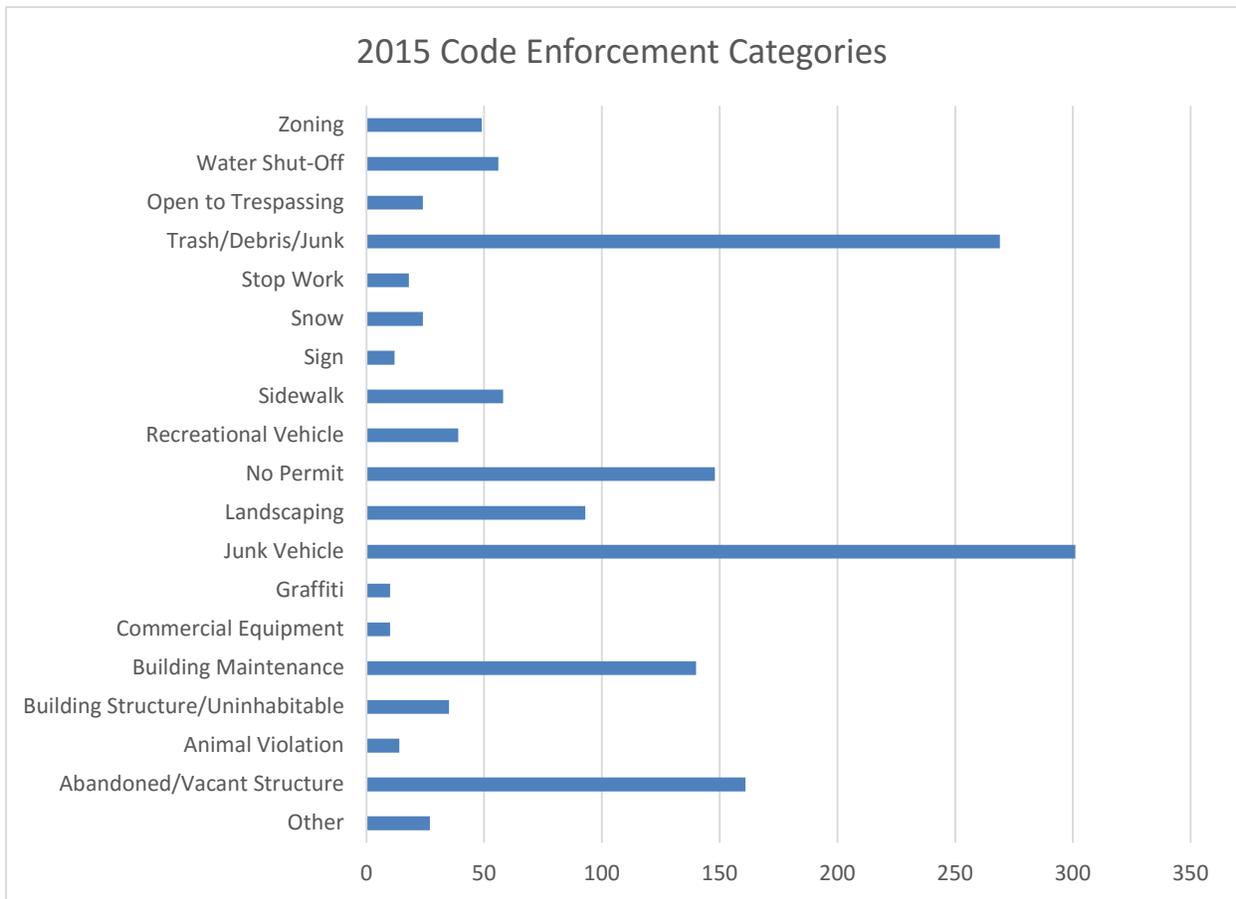


The follow “case types” are aggregated types from an even larger number of categories that are available through our permitting system. We intend on streamlining the number of enforcement categories over time so that the data can be more easily tracked.

**Table 12 – Annual Case Types**

<b>Type</b>	<b>2015</b>
<b>Other</b>	<b>27</b>
<b>Abandoned/Vacant Structure</b>	<b>161</b>
<b>Animal Violation</b>	<b>14</b>
<b>Building Structure/Uninhabitable</b>	<b>35</b>
<b>Building Maintenance</b>	<b>140</b>
<b>Commercial Equipment</b>	<b>10</b>
<b>Graffiti</b>	<b>10</b>
<b>Junk Vehicle</b>	<b>301</b>
<b>Landscaping</b>	<b>93</b>
<b>No Permit</b>	<b>148</b>
<b>Recreational Vehicle</b>	<b>39</b>
<b>Sidewalk</b>	<b>58</b>
<b>Sign</b>	<b>12</b>
<b>Snow</b>	<b>24</b>
<b>Stop Work</b>	<b>18</b>
<b>Trash/Debris/Junk</b>	<b>269</b>
<b>Open to Trespassing</b>	<b>24</b>
<b>Water Shut-Off</b>	<b>56</b>
<b>Zoning</b>	<b>49</b>
<b>Total</b>	<b>1488</b>

**Chart 5 – Annual Case Types**



## DEPARTMENT ADMINISTRATION

Department Administration is divided into the following sections; **Personnel and Administration.**

### PERSONNEL

Department staff is comprised of a mix of City employees and contracted personnel. The current individuals providing services include:

Community Development Director	<b>Brian Tingley</b>
Planner	<b>Jennifer Neal</b>
Administrative Assistant	<b>Theresa Hipple</b>
Blight Officer	<b>John Denomme</b>
Blight Officer	<b>Laurel Emerson</b>
Rental Inspection	<b>Michael Ferron (contracted)</b>
Building Official/Building Inspector/Mechanical Inspector	<b>Matthew Berman (contracted)</b>
Plumbing Inspector	<b>Joseph Orr (contracted)</b>
Electrical Inspector	<b>Fusion Electric/Bob Bobcean (contracted)</b>

### ADMINISTRATION

The Planner position was created in 2015 to fill the Department Secretary position that had been vacant since 2013. The creation of this position should allow for increased planning and economic development within the department.

In late 2015, the City upgraded its BS&A Software to the new .NET version, including the Field Inspection application. This allowed the City to purchase three tablet computers to be used in the field. Data can be entered while in the field, and then when back at City Hall, the tablet is synched with the desktop computer, thus transferring the data.