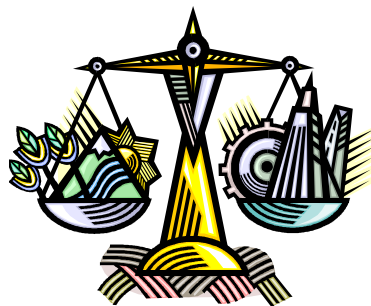


**CITY OF MOUNT CLEMENS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**2017 ANNUAL REPORT**



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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 **2017 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.

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

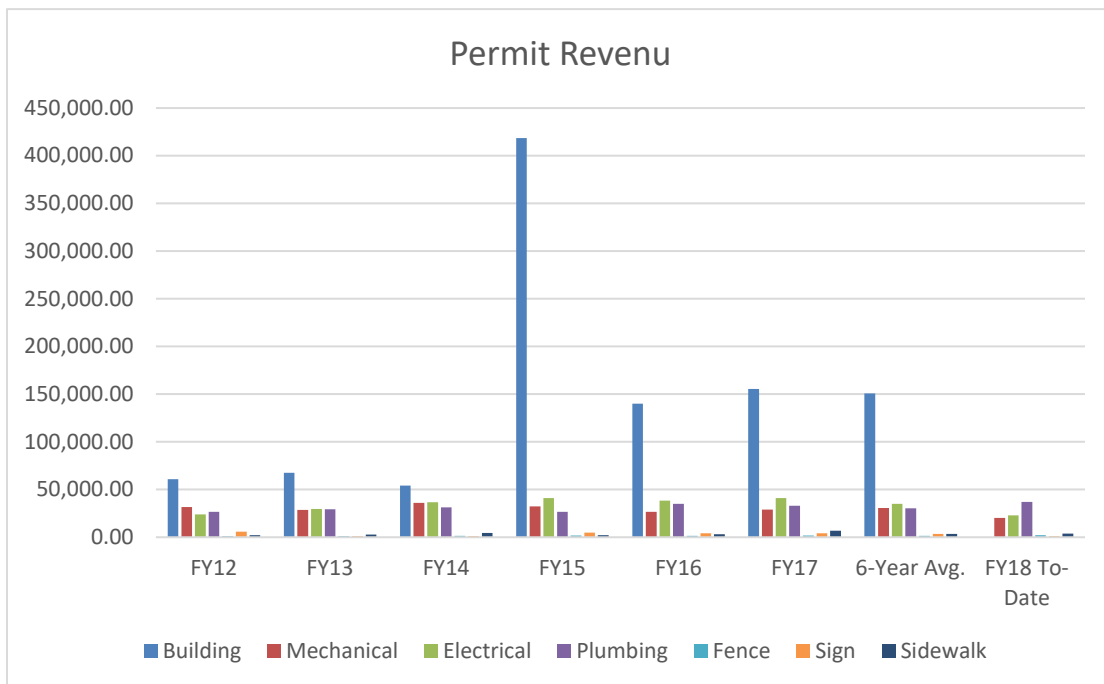
**Table 1 and Chart 1** below detail the revenue from building, electrical, plumbing, mechanical, fence, sign and sidewalk permits over the last 5 fiscal years. Also shown is the 5-year average and the current fiscal year through 12/31/17. Please note the following:

- The large increase in building permit revenue in FY15 was the result of several larger projects, including McLaren Macomb and Macomb County projects,
- Current fiscal year revenue is on par with the 5-year average.

**Table 1 – Permit Revenue**

	FY12	FY13	FY14	FY15	FY16	FY17	6-Year Avg.	FY18 To-Date
<b>Building</b>	60,730.34	67,735.24	54,086.46	418,568.13	140,099.81	155,452.43	150,621.04	53,87.00
<b>Mechanical</b>	31,740.00	28,524.50	35,892.00	32,494.00	26,721.50	29,074.50	30,741.08	20,162.50
<b>Electrical</b>	23,963.50	29,594.00	36,808.00	41,211.50	38,473.00	41,082.00	35,188.67	22,909.00
<b>Plumbing</b>	26,530.50	29,200.00	31,422.50	26,568.50	35,060.00	33,173.00	30,325.75	37,010.00
<b>Fence</b>	1,125.00	1,145.00	1,497.50	1,895.00	1,570.00	1,860.00	1,515.33	2,175.00
<b>Sign</b>	5,675.00	1,210.00	1,225.00	4,980.00	4,090.00	4,210.00	3,565.00	1,050.00
<b>Sidewalk</b>	2,070.00	2,750.00	4,660.00	2,080.00	3,095.00	6,830.00	3,580.83	3,885.00

**Chart 1 – Permit Revenue**



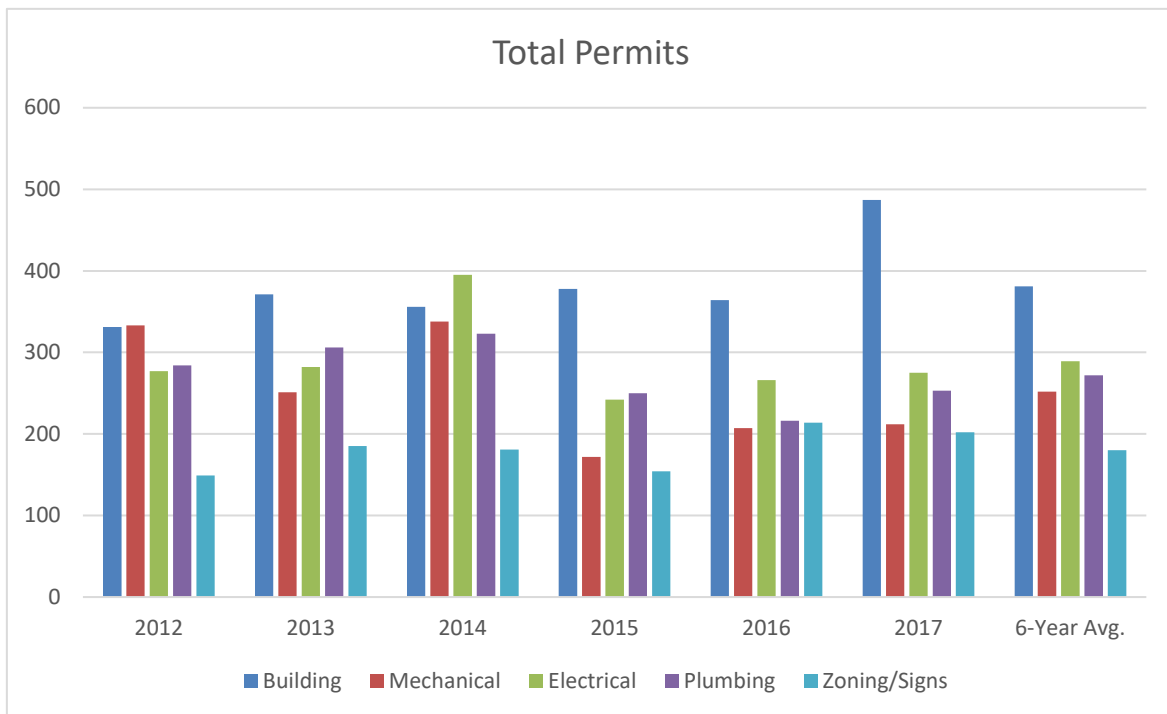
## PERMIT NUMBERS

**Table 2 and Chart 2** below detail the number of building, electrical, plumbing, mechanical, and zoning permits over the last 6 calendar years, including a 6-year average.

**Table 2 – Number of Permits**

	2012	2013	2014	2015	2016	2017	6-Year Avg.
<b>Building</b>	331	371	356	378	364	487	381
<b>Mechanical</b>	333	251	338	172	207	212	252
<b>Electrical</b>	277	282	395	242	266	275	289
<b>Plumbing</b>	284	306	323	250	216	253	272
<b>Zoning/Signs</b>	149	185	181	154	214	202	180

**Chart 2 – Number of Permits**



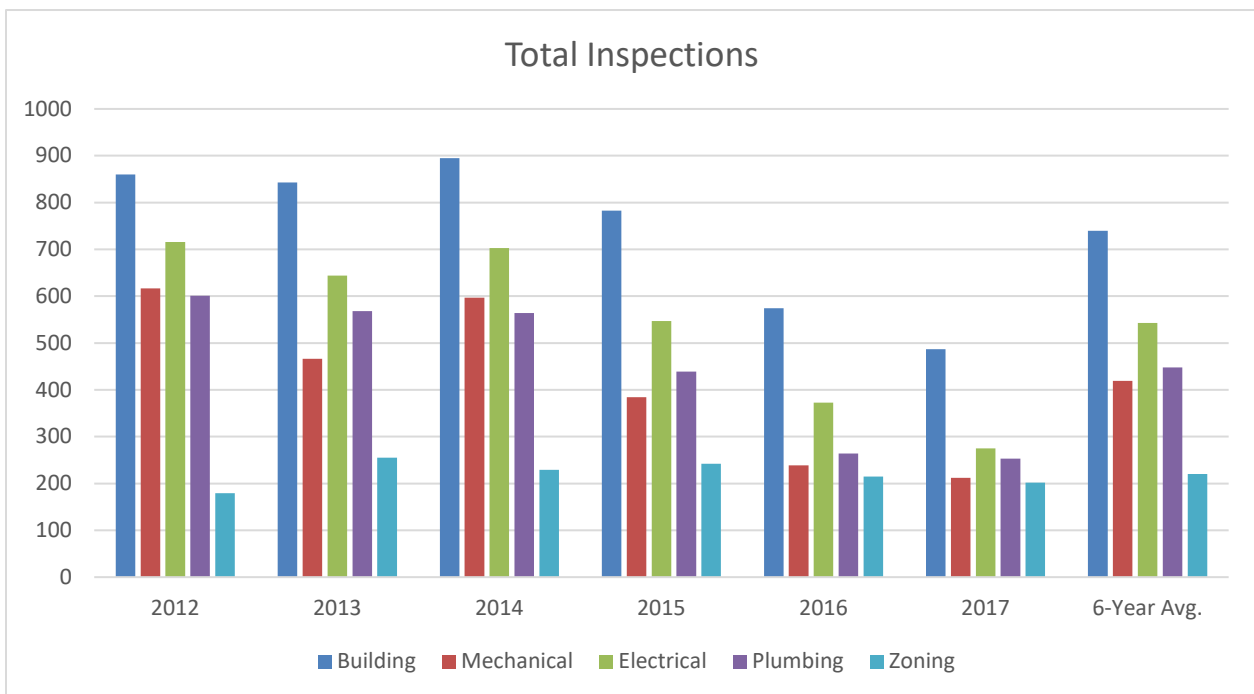
## INSPECTIONS

**Table 3 and Chart 3** below detail the number of building, electrical, plumbing, mechanical, and zoning inspections over the last 6 calendar years, including a 6-year average.

**Table 3 - Inspections**

	2012	2013	2014	2015	2016	2017	6-Year Avg.
<b>Building</b>	860	843	895	783	574	487	740
<b>Mechanical</b>	617	466	597	384	239	212	419
<b>Electrical</b>	716	644	703	547	373	275	543
<b>Plumbing</b>	601	568	564	439	264	253	448
<b>Zoning/Signs</b>	179	255	229	242	215	202	220

**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**

Year	Number
2009	68
2010	165
2011	137
2012	157
2013	130
2014	134
2015	63
2016	50
2017	69

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. 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. The number of new Certificates of Occupancy have steadied over the last 3 calendar years, and we anticipate this to continue, with some fluctuations occurring due to new businesses opening or new residential structures being built.

## 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**

Year	Rental Inspections/Vacant Property Verifications	Certificates of Compliance Issued
2013	863	407
2014	990	298
2015	1282	469
2016	1032	422
2017	868	394

The City continues to place a high priority on managing its rental housing stock. In 2017, the Department intends on exploring 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, Thomas Virga

**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.”*

### **2017 Summary**

The Construction Board of Appeals did not meet in 2017.

### **2018 Goals**

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



# PLANNING AND ZONING

## PLANNING COMMISSION

**Number of Commission Members:** 7

**Term Length:** 3 Years

**Current Vacancies:** 1

**Member Roster:** Richard Shoemaker, Alex Bronson, Robert Leslie, Robert Schleicher, Frank Cusimano, Steven Gay

### 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 2017. 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.

### 2017 Summary

The Planning Commission met 7 times in 2017, with 1 meeting cancelled due to the lack of quorum. The attendance for all meetings is shown in **Table 7**.

**Table 7 – 2017 PC Attendance**

	Meeting Attendance								
	Bronson	Shoemaker	Fournier	Innes	Cusimano	Schleicher	Gay	Glavich	Leslie
Jan	CANCELLED								
Feb	CANCELLED								
Mar	NO QUORUM								
Apr	N/A	X	X	ABSENT	X	X	N/A	ABSENT	X
May	N/A	X	X	N/A	X	X	X	ABSENT	ABSENT
Jun	N/A	X	X	N/A	X	X	X	X	X
July	N/A	X	X	N/A	ABSENT	X	X	ABESENT	X
Aug	N/A	ABSENT	X	N/A	X	X	X	ABSENT	X
Aug	N/A	X	X	N/A	X	X	X	N/A	ABSENT
Sep	CANCELLED								
Oct	CANCELLED								
Nov	X	X	X	N/A	X	X	X	N/A	X
Dec	CANCELLED								

The Planning Commission conducted the following development reviews in 2017:

Address	Request Type	Description	Status
205 Washington	Conditional Rezoning	I-1 Light Industrial to RM-1 Multiple-Family Residential; Adult Foster Care Facility	Recommended Approval – Denied by City Commission
205 Washington	Conditional Rezoning	I-1 Light Industrial to RM-1 Multiple-Family Residential; Adult Foster Care Facility	Recommended Approval – Approved by City Commission
71 Crocker	Site Plan Review	New Single Family Dwelling	Approved
15 SB Gratiot	Site Plan Review	New Single Family Dwelling	Approved
241 Church	Site Plan Review	New 11,800 Square Foot Industrial Building	Approved
1000 Harrington	Site Plan Review	44,000, 6-story addition at McLaren Macomb	Approved

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

- Conducted a public hearing regarding Zoning Ordinance text amendments that include Section 7.1 (A) regarding the permitted floor area, and number, of accessory buildings in the residential districts, Section 8.2 (D) regarding the permitted height of hospital buildings in the Multi-Use District, and Section 10.3 (B) regarding the number of off-street parking spaces required for hospital uses. **These changes were ultimately adopted by the City Commission.**
- Conducted an advisory site plan review of a proposed downtown Farmers’ Market.
- Monitored progress of the Master Plan Implementation through quarterly reports provided by staff.

**2018 Goals**

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

- Review updates to the Zoning Ordinance as it relates to the Master Plan and Redevelopment Ready Communities™ program.
- Monitor and advise staff on the Master Plan implementation strategies.
- 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, 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.*

### **2017 Summary**

The Zoning Board of Appeals did not meet in 2017. The attendance for all meetings is shown in Table 8:

**Table 8 – 2015 ZBA Attendance**

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

The Zoning Board of Appeals took the follow actions in 2017:

Address	Type	Description	Staff Recommendation	Action
N/A	N/A	N/A	N/A	N/A

The table below shows a 10-year history of variance requests:

**Table 9 – Variance History**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Total Number of Variances Requested</b>	29	18	14	3	6	13	4	2	2	0
<b>% Change in Total from Previous Year</b>	38%	-37%	-22%	-78%	100%	116%	-69%	-50%	0%	-100%
<b>Total Number Approved</b>	24	15	9	1	4	6	4	1	0	N/A
<b>% of Total Requests Approved</b>	83%	83%	64%	33%	67%	46%	100%	50%	0%	N/A

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 and accessory buildings, 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.

**2018 Goals**

Goals for the Board of Zoning Appeals in 2018 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:** 3

**Member Roster:** Lois Ulintz; 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.*

### **2017 Summary**

The Historic District Commission did not meet in 2017.

### **2018 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 its Master Plan on February 10, 2010 and adopted an update to the Master Plan on September 6, 2016. The update revised the Implementation section. The Master Plan recognizes that the schedule is fluid and dynamic and should be annually monitored and revised if needed.

The new Implementation section is divided into 4 sections; *Zoning, Physical Planning, Leadership and Economic Development*. Some of the implementation strategies are ongoing efforts and not linked to any suggested timeframe. The suggested strategies are based on the various goals, objectives and actions that are discussed in the Master Plan.

**In 2017, staff created the attached spreadsheet which can be used to help guide and track the Master Plan implementation efforts. We have used a Green (Ongoing/Complete), Yellow (Progress) and Blue (Upcoming) coloring system. This spreadsheet is updated on a quarterly basis and was last reviewed by the Planning Commission in January of 2018. At that time, of the 67 different items, staff has identified 13 as being Green, giving a completion rate of 20%. Adding in the Yellow, 70% of the items are either complete/ongoing or some work has been done towards completion.**

## PARKS & RECREATION

Community Development Department staff continued providing support to City parks and recreation planning. In 2016 the Clinton River Watershed Council (CRWC), in partnership with several communities including Mount Clemens, completed a planning and design grant through the DEQ Coastal Zone Management (CZM) program for 12 universally accessible paddling launches and landings along the main branch of the Clinton River.

For Mount Clemens, MacArthur Park was identified as the location for its universally accessible launch. In November of 2016, in partnership with the CRWC, Macomb County, the MEDC and MSHDA, the City launched a crowdfunding campaign through Patronicity to begin funding the launch. The crowdfunding campaign was successful and concluded in January of 2017.

After design and engineering, Phase I of this project went out for bid and a contract for construction was awarded in the fall of 2017, with a grand opening planned for 2018.

Also in 2017, the City adopted a new 5-year Parks and Recreation Plan. This project was done in-house and spearheaded by the City's Planner, Jennifer Neal.

## ECONOMIC DEVELOPMENT

The Department continues to seek ways to broaden its economic development focus. In 2017, the department took part in the following economic development related areas:

- Worked with the City's contracted grant writer to identify potential funding sources for the Farmers' Market structure in the Downtown.
- Brian Tingley completed the International Economic Development Council's (IEDC) Marketing and Attraction Course. He has now completed the following IEDC courses:
  - Basic Economic Development Course
  - Business Retention and Expansion Course
  - Marketing and Attraction Course

After the completion of 6 courses, he would be eligible to take the IEDC's Certified Economic Developer Exam.

- 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 Fire Department and City Manager's Office on the reopening of the Emerald Theater.
- Participated in the development of the Macomb County – Groesbeck Corridor GIS Portal.
- In conjunction with the updates to the department fee schedule that were adopted in 2017, new permit applications created, which are now available on the City website as fillable PDF forms.
- Attended several meetings with Advancing Macomb related to future investment in the City, including its annual breakfast in November, where the City's kayak launch project was highlighted.
- Continued the build out of the Economic Development services tab on the City website, which houses several documents and website links related to development and redevelopment.
- Attended the groundbreaking for the 4.1 million adult care facility Meadows Assisted Living at 71 North and ribbon cutting ceremony for the new RB Construction office building at 249 Cass.
- Assisted in the relocation of D-Mark, Inc. from their Chesterfield location to the former Habitat Humanity Restore building at 130 N. Groesbeck.
- Assisted the expansion of General RV into an existing facility at 24501 N. River Road.
- Assisted in the opening of the new Planet Fitness facility at 50 N. Groesbeck.

## **BROWNFIELD REDEVELOPMENT AUTHORITY**

**Number of Board Members:** 5

**Term Length:** 3 Years

**Current Vacancies:** 2

**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.

### **2017 Summary**

The Brownfield Redevelopment Authority did not meet in 2017.

### **2018 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 2018.



## HARBOR COMMISSION

**Number of Board Members:** 5

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

**Current Vacancies:** 0

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

### **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.

### **2017 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 4 occasions in 2017 and took the following actions:

1. Managed the advanced reservation of boat slips for the Independence Day Fireworks, including a recommendation to increase the fee from \$50 to \$100, which was approved by the City Commission.
2. Provided general oversight of the planning for the MacArthur Park Kayak Launch.

### **2018 Goals**

Goals for the Harbor Commission in 2018 are to manage the Independence Day boat slip reservations, assist in the MacArthur Park Kayak Launch project and works towards a concession agreement with a paddle sports vendor for the kayak launch.

## HISTORICAL COMMISSION

**Number of Board Members:** 9

**Term Length:** 3 Years

**Current Vacancies:** 0

**Member Roster:** Nancy Donahue; John Brian; Mary Grant; Kim Smith; Lauren Koerber; Todd Harrington; Christine Fitzpatrick; Paul Clyne; Mary Miller

### **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.*

### **2017 Summary**

The Historical Commission met 8 times in 2017 and took the following actions:

Organized a presentation by Deborah Larson with the Mount Clemens Library titled “Tracing the History of Your House”.

Approved Historical Markers for 33 S. Highland, 34 Fessenden and 29 S. Wilson.

Reviewed oral history information.

Reviewed Preservation Award criteria.

Launched a brand new website [www.mtclemenshistorical.com/](http://www.mtclemenshistorical.com/) and Instagram account [www.instagram.com/mtclemenshistorical/](http://www.instagram.com/mtclemenshistorical/)

### **2018 Goals**

- Foster new leadership roles among the Commissioners.
- Continue to promote and work on; Homes Tour, Historical Markers, Oral History, Preservation Awards, Newsletter, Archiving and Website
- 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.

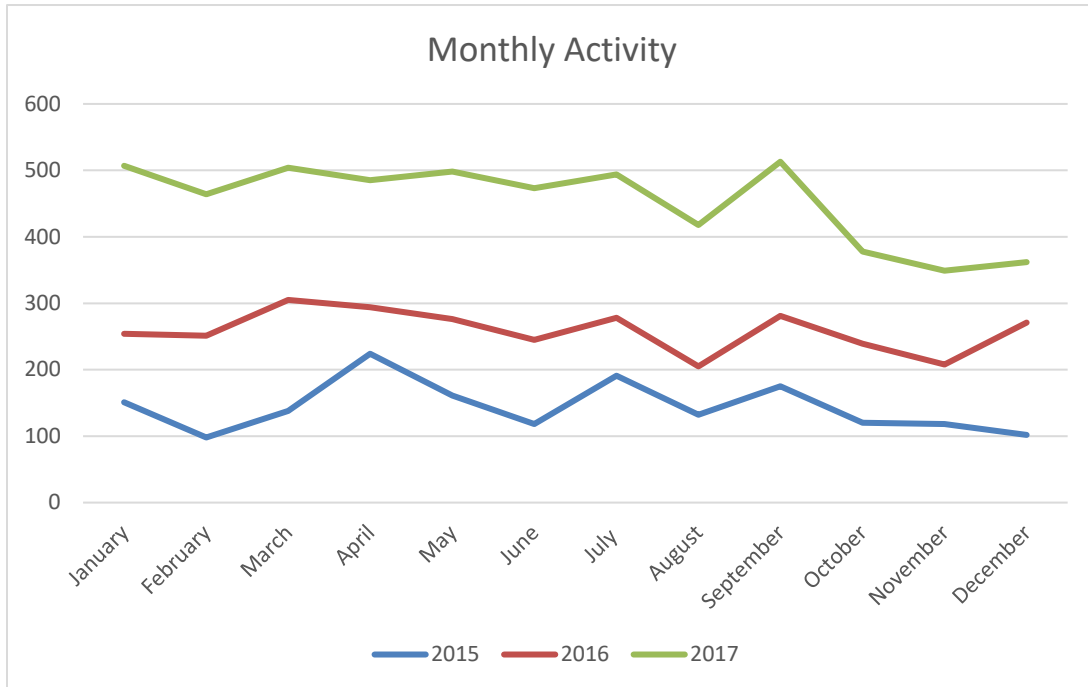
## CODE ENFORCEMENT

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

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

Month	2015	2016	2017
January	151	103	253
February	98	153	213
March	138	167	199
April	224	70	191
May	161	115	222
June	118	127	228
July	191	87	216
August	132	73	213
September	175	106	232
October	120	119	139
November	118	90	141
December	102	169	91
<b>Annual Total</b>	<b>1728</b>	<b>1379</b>	<b>2563</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>Category</b>	<b>Type</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
1	Other	27	42	114
2	Abandoned/Vacant Structure	161	170	142
3	Animal Violation	14	16	14
4	Building Structure/Uninhabitable*	35	10	N/A
5	Building Maintenance	140	99	199
6	Commercial Equipment	10	13	17
7	Graffiti	10	12	7
8	Illegal Parking in Street**	N/A	N/A	200
9	Junk Vehicle/Unlicensed/Inoperable/Parking on Grass	301	322	515
10	Grass/Weeds/Landscaping	93	95	440
11	No Permit	148	133	186
12	Recreational Vehicle	39	20	26
13	Sidewalk	58	5	5
14	Sign	12	24	45
15	Snow	24	1	0
16	Stop Work	18	12	14
17	Trash/Debris/Junk/Early Garbage	269	271	506
18	Open to Trespassing	24	14	22
19	Water Shut-Off	56	50	84
20	Zoning	49	70	22
21	Total	1488	1379	2885

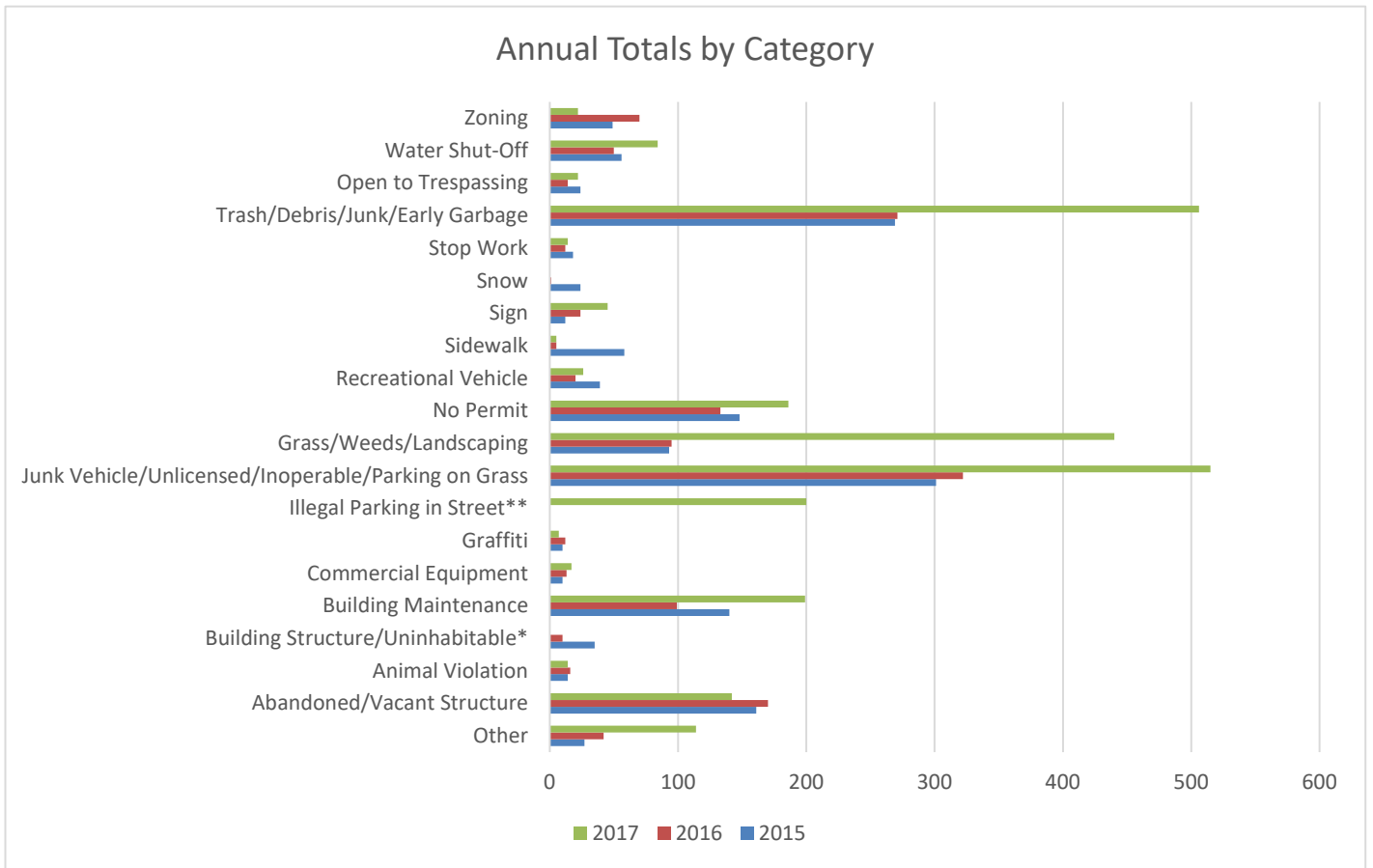
\*This category is now included in “Abandoned/Vacant Structure”.

\*\*This category is now separated out from “Junk Vehicle/Unlicensed/Inoperable/Parking in Grass”.

Due to proactive enforcement, there was a large increase in the number of enforcement cases for Categories 9 and 17 in 2017. Also in 2017, the City began tracking the properties that are cut but the City’s mowing contractor. This is reflected in the increase in Category 10.

In 2018, the City will be working with the Sheriff’s Office in attempting to streamline and improve how abandoned vehicles in the street and illegally parked vehicles in the street are enforced.

**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 Prieur</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>

No personnel changes took place during 2017.

### ADMINISTRATION

In 2017 the City began accepting credit cards for the payment of permits and other fees associated with Community Development. In addition, in order to streamline and implement better accounting principles, the collection of fees for Community Development services is now being done by the Treasurer's Office. The City also adopted an overhauled fee schedule for Community Development and redesigned permit applications were created and are available as fillable PDFs on the City website.

**IMPLEMENTATION SCHEDULE  
CITY OF MOUNT CLEMENS MASTER PLAN**

TASK		TOPIC	RESPONSIBILITY	STATUS
<b>ZONING ORDINANCE TEXT</b>				
Z1	Prepare a new Zoning Ordinance to replace the 2003 Zoning Ordinance	Zoning	CD/Consultant	On 7/17/17 the City Commission approved a contract with SafeBuilt/LSL Planning to complete these zoning ordinance updates. Drafts should be available soon for review.
Z1.1	Adopt conditional rezoning procedures	Zoning	CD/Consultant	
Z1.2	Amend multi-use zoning district to incorporate design standards for the Railroad Redevelopment district	Design Standards	CD/Consultant	
Z1.3	Adopt form-based regulations for the Downtown and new Downtown Edge District (South Gratiot and Riverfront Community) so that buildings and site design are consistent with the Master Plan	Downtown, South Gratiot, Riverfront Community	CD/Consultant	
Z1.4	Evaluate school, church and institutional reuse criteria to ensure redevelopment or reuse fits appropriately with the character of the neighborhood	Reuse	CD/Consultant	
Z1.5	Evaluate residential and mixed-use districts to accommodate a wider variety of attached housing types	Housing	CD/Consultant	
Z1.6	Ensure zoning ordinance and street design standards emphasizes non-motorized connections and low-impact stormwater design	Complete Streets	CD/Consultant	
Z1.7	Develop riverfront design standards for building placement, design, and water-related activities	Riverfront	CD/Consultant	
Z2	Rezone South NB Gratiot east frontage to allow attached residential	South Gratiot	CD	These are being reviewed and will be done as part of the adoption of a new Zoning Map in conjunction with the zoning ordinance updates - see above.
Z3	Rezone Railroad Redevelopment land use area to multi-use district to facilitate potential redevelopment	Zoning	CD	
<b>PHYSICAL PLANNING</b>				
P1	Request MDOT study the potential of converting one lane of Gratiot to buffered bikes lanes or a two-way cycle track or conversion to two-way traffic	Complete Streets	DPS, MDOT	The City engaged MDOT in discussions on this item as it related to the proposed Bus Rapid Transit line. As that project is now suspended, City staff intends on revisiting this item.
P2	Implement Macomb County Non-motorized Plan to incorporate more bike routes, lanes, and pathways throughout the city	Complete Streets	DPS, CD, MCDR	The County plans on releasing its Plan soon.
P3	Discourage suburban development model on Gratiot at edges of downtown	Downtown Redevelopment	CD	To be Included as part of the zoning ordinance updates in Z1.

**IMPLEMENTATION SCHEDULE  
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<b>P4</b>	Encourage Oakland University Campus stability and growth by improving pedestrian connections to downtown, providing room for parking growth to south, and encouraging integration into downtown for building facilities as growth occurs	Downtown Redevelopment	DDA, DPS	The 2018 TAP grant will improve the intersection at Cass Avenue and Main Street. The City continues to maintain a relationship with the Executive Director of the Mount Clemens Campus.
<b>P5</b>	Continue process of Universal Access improvements and sidewalk maintenance	Streetscape	DDA, DPS	The City implemented a federal TAP grant in 2016 for crosswalk improvements and was recently awarded another TAP grant for 2018 work.
<b>P6</b>	Prepare and annually update six-year capital improvements plan that coordinates with the master plan	Capital Improvements	DPS, CC, PC	To be completed as part of the City's Redevelopment Ready Communities certification in 2017.
<b>P7</b>	Annually review master plan and track progress toward achieving actions	Implementation	CD, PC	Ongoing
<b>P8</b>	Focus more intense development around the planned BRT station, work with RTA on the routing and changes to parking and pedestrian crossings around the station	Complete Streets	DPS, CD, DDA, RTA	The City incorporated planning for the stations in its Master Plan Update.
<b>P9</b>	Improve crosswalks on NB Gratiot, add mid-block crossings at Kennedy Plaza and New Street/County parking redevelopment	Complete Streets	DPS, MDOT	This will be part of the conversation with MDOT related to item P1.
<b>P10</b>	Encourage residential loft conversion for upper floors of existing buildings	Downtown Residential	DDA	Included as part of the zoning ordinance updates in Z1.
<b>P11</b>	Encourage attached residential at downtown perimeter, especially on underutilized parcels on New Street	Downtown Residential	CD, DDA	
<b>P12</b>	Replace existing light fixtures with a more energy efficient and visually pleasing design, reusing existing poles, light locations, and wiring infrastructure if possible	Streetscape	DDA, DPS	The City implemented a federal TAP grant in 2016 for crosswalk improvements and was recently awarded another TAP grant for 2018 work.
<b>P13</b>	Update site furnishings such as benches and trash receptacles, selecting models that are compatible with the historic architecture and the urban environment	Streetscape	DDA, DPS	
<b>P14</b>	Refresh existing downtown open spaces with lighting, landscaping and site furnishings as needed	Streetscape	DDA, DPS	
<b>P15</b>	Add design features along Gratiot to celebrate the presence of the river, such as pedestrian scaled lights, banner poles, and landscaping	Clinton Riverfront	DDA, DPS	Upcoming



**IMPLEMENTATION SCHEDULE  
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P16	Encourage vendors and watersports to activate the riverfront park	Clinton Riverfront	CD, CC	The City has maintained agreements with vendors since 2012. The City is in the process of installing a universal accessible kayak launch at MacArthur Park
P17	Prepare an RFP to evaluate the feasibility of redevelopment of city property on the east side of river- balance increasing tax base of the city while providing revenue from the land sale to offset costs of moving City Hall.	Downtown Redevelopment	CC	Upcoming
P18	Relocate the Farmer's Market to downtown, in conjunction with new mixed-use development at Macomb and Pine Street	Downtown Redevelopment	DDA, DPS	The City is exploring a USDA Rural bond/loan program, with possible construction in 2018. This is not being done as part of a mixed-use development.
P19	Convert Macomb Place from one-way to two-way from Main Street to SB Gratiot	Downtown Redevelopment	DDA, DPS	Upcoming
P20	Develop Macomb Place street edge on the south side of the street near the arts center to activate this block	Downtown Redevelopment	DDA, CD	Upcoming
P21	Improve key gateways into downtown with wayfinding signs, pedestrian crossing improvements, lighting, and new landscape treatments	Streetscape	DDA, DPS	Upcoming
P22	Enhance existing pedestrian connections at Cherry Street, through the Red Lot to Cass Street, and between New Street and Market Street	Streetscape	DDA, DPS	Upcoming
P23	Include plaza or gathering space along the river	Clinton Riverfront	DDA, DPS	The City intends on submitting for a DNR Trust Fund grant in 2018 that would incorporate these improvements.
P24	Create and urban park edge (promenade) along Gratiot and the river's edge	Clinton Riverfront	DDA, DPS	
P25	Improve the non-motorized link between Riverfront Park and MacArthur Park, enhance the park facilities at MacArthur, and coordinate public waterfront access through the development site to the east of the park	Complete Streets	CD, DDA, DPS	
P26	Upgrade public parking lot screening and landscaping in downtown to make the walk from parking to destinations more inviting	Parking	DDA, DPS	Upcoming
P27	Prepare a parking management and pricing plan to study utilization to ensure the most convenient on-street parking is high turnover for customers and that employees are parking on the edges of the core. Create a simpler system with better signage	Parking	DPS	Upcoming
<b>LEADERSHIP</b>				
L1	Enhance code enforcement to encourage property upkeep, especially downtown	Code Enforcement	CD	Starting in the spring of 2017 the City increased its activity within the downtown. In addition, overall code enforcement is up 57% in the first quarter of 2017.

**IMPLEMENTATION SCHEDULE  
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L2	Provide training for elected and appointed officials and staff and monitor participation	Training		City staff tracks this for Planning Commissioners and Zoning Board of Appeals members through a spreadsheet developed as part of our RRC certification.
L3	CC convenes annual planning and development meeting with PC, ZBA and development authorities.	Coordination	CC, PC, ZBA	Ongoing
L4	Support and encourage periodic investor summits, developer matchmaking or similar events	RRC	MCPED, CD, DDA	Upcoming
L5	Foster open collaboration with County leadership	Collaboration	CC, MCPED	Ongoing
L6	Directly engage in efforts to acquaint hospitals, realtors, and educational institutions with downtown development opportunities	RRC	MCPED, CD	Upcoming
L7	Continue to plan dynamic, unique downtown programming and events	Downtown Programming	DDA	Ongoing
L8	Engage the Michigan Historic Preservation Office to help identify potential obstacles and opportunities with respect to building rehabilitation	Collaboration	CD	The City maintains a strong relationship with SHPO through its grant work at the Train Depot. Staff will utilize this relationship if building rehab opportunities present themselves.
L9	Leverage partnership with County to redevelop the parking deck site at Main and Market into a mixed-use space to add commercial vitality to Main Street, provide for limited parking, and connect downtown to Riverfront Park	Collaboration	DPS, DDA, CD, MCPED	The City has shared its Master Plan vision of this property with the County Planning Department.
L10	Convene a committee of community leaders to identify a physical project in downtown that would celebrate the 200th anniversary of the City (2017), upgrade a physical public space, and encourage redevelopment. Possible examples include an artistic feature, historical element or other placemaking space	Downtown Redevelopment	DDA, CC, DPS	The Mayor's Office has established a Bicentennial Committee.
L11	Explore partnering opportunities with neighboring communities for recreation at the Community Center	Recreation		Upcoming
L12	Rehabilitate or relocate bath house near YMCA for useable vendor space	Downtown	DDA, DPS	See P23 above.
<b>ECONOMIC DEVELOPMENT &amp; MARKETING</b>				
ED1	Partner with Macomb County economic development, MEDC staff, and MML Placemaking programs to pursue grants	Collaboration	CD, DDA, MCPED	Ongoing - The City will look to partner with the County on the 2018 DNT Trust Fund grant
ED2	Prepare community profile/brochure to share with local and national businesses	Marketing	CD, Consultant	Upcoming
ED3	Expand programmatic efforts to include business recruitment/retention	Business Development	DDA, CD	The City entered into an agreement with Macomb County for the use of Salesforce licensing through the MEDC to help with business attraction and retention efforts.

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<b>ED4</b>	Prepare a housing market analysis to evaluate the demand for alternative housing downtown and across the city	Market Study	CD, DDA, Consultant	The City is currently working with MSHDA on a housing market analysis.
<b>ED5</b>	Prepare commercial market study to draw attention to unmet retail and service needs	Market Study	CD, DDA, Consultant	Upcoming
<b>ED6</b>	Prepare a Guide to Development clearly outlining policies and procedures	RRC	CD	Completed and available on the City website.
<b>ED7</b>	Create priority redevelopment site packages using this plan's catalytic projects as a basis	RRC	CD, DDA	Completed and available on the City website.
<b>ED8</b>	Target marketing messaging toward entrepreneurial ventures	Business Development	CD, DDA, Consultant	Upcoming
<b>ED9</b>	Investigate the development of a micro-loan/grant program to support new business development ventures	Business Development	CC, CD, DDA	Upcoming
<b>ED10</b>	Secure outside assistance to develop a marketing/ branding campaign	Marketing	CC, DDA, CD	City staff intends on budgeting for this item for the upcoming fiscal year.
<b>ED11</b>	Connect new marketing efforts to Make Macomb Your Home	Marketing	CC, MCPED	Upcoming
<b>ED12</b>	Tap local firms and talent to assist in branding/marketing project	Marketing	CC, DDA, CD	Upcoming
<b>ED13</b>	Connect marketing/ branding to social media	Marketing	CC	Upcoming
<b>ED14</b>	Promote the City as an RRC community when certified	RRC	CC, CD	Upcoming
<b>ED15</b>	Continue to support events to draw attention to development opportunities in and near downtown in partnership with Macomb County	Business Development	DDA	Ongoing
<b>ED16</b>	More fully evaluate the adequacy of existing broadband infrastructure to support technology-based economic activity (particularly downtown).	Business Development	CC, DDA, CD, MCPED	Upcoming
<b>ED17</b>	Establish ad hoc committee to evaluate reinvigorating mineral bath industry	Marketing	CC	The City Commission identified this as part of its 2015 Strategic Plan.
<b>ED18</b>	Create a shared festival street block on Walnut between Macomb and Main to signify its position as the core area of downtown and provide for space for urban street events	Downtown Programming	CD, DDA	Upcoming - Would be considered as part of Macomb Place redesign.

CD - Community Development Department  
DPS - Department of Public Services  
PC - Planning Commission  
CC - City Commission

DDA - Downtown Development Authority  
ZBA - Zoning Board of Appeals  
MCPED - Macomb County Dept. of Planning and Economic Development  
MCDR - Macomb County Dept. of Roads