



# SUMMARY OF CUPPAD STAFF ACTIVITIES

*October 1, 2008 - September 30, 2009 (FY 2009)*

**PARTNERS IN PLANNING**

Prepared By:





# Summary of CUPPAD Staff Activities

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CUPPAD, like all regional planning commissions, serves its region in a wide variety of ways. During the fiscal year 2009, CUPPAD staff undertook such activities as seeking to provide jobs in the Upper Peninsula, the application for and administration of federal and state grant-in-aid programs and acted as the clearinghouse for others. CUPPAD staff also developed a variety of planning documents including master plans, policy plans, and updated and wrote new recreation plans. CUPPAD also provided staff and facilities for the Criminal Justice Planning.

CUPPAD staff wrote several new zoning ordinances and updated several other zoning ordinances to meet the Michigan Public Act 110 of 2006 requirements. Staff also helped several communities prepare for the Michigan Public Act 33 of 2008 Master Plan requirements by providing technical advice concerning the structure of planning commissions, conflict avoidance, and other assistance.

CUPPAD's mapping and related GIS activities includes assistance to cities, towns, and state agencies by producing a wide variety of map documents ranging from parcel mapping to 911 maintenance. Many of these maps were done in conjunction with the Transportation Planning Department, which works closely with MDOT's (the Michigan Department of Transportation's) access management (making entry onto roads safe and convenient) and asset management (identifying and rating road conditions). In addition, CUPPAD staff has been directly involved in non-motorized trail systems and recreational trail/route systems.

CUPPAD staff works in partnership with the Michigan Council for Arts and Cultural affairs in the award and administration of arts mini-grants. In the fiscal year 2009, nineteen mini-grant awards were given out ranging from \$521 to \$4,000.

The remainder of this document is a more in-depth listing of the activities of the CUPPAD staff during fiscal year 2009.

## **MI-SBTDC - Region 1**

CUPPAD has contracted with MI-SBTDC - Region 1, to continue providing job creation services in the six county area; as a service to the region. During the fiscal year 2009, MI-SBTDC - Region 1 provided the following job creation services for new and existing businesses.

Jobs created: 178

Jobs Retained: 93

Started Business: 70

Loans obtained: 48

Total of Loans: \$11,407,000

Owner investment: \$1,934,555 plus \$714,212 of "other" capital formation

Total client case load: 816

Sessions facilitated: 2718  
Contact Hours: 2487  
Prep Hours: 823  
Travel Hours: 997  
Travel Miles: 51,563

### **CDBG ACTIVITIES**

CDBG activities involve the requirements to apply for and administer CDBG Grant-In-Aid programs. CDBG grant awards are based on the benefit to low-and-moderate income persons, on the benefits to a community to provide services such as job creation for low-and-moderate income persons, and on municipal emergency situations.

To apply for a CDBG grant, a notice of intent must be filed with the CDBG agency (MEDC or MSHDA), low/moderate income data gathered if required by the program, obtain the necessary permits, file an environmental review including a historical clearance, and obtain a contract between the CDBG agency and the grantee. Once approved the community contracts with an engineer who puts together a scope of work and design specifications for the project, and lets the bid. The engineer then sends a copy of the contract to CUPPAD, who submits a list of contractors and subcontractors to the CDBG agency for a comparison against the Federal Debarred list. CUPPAD then submits a copy of the civil rights policy of the grantee, a HUD form 2516, conducts and submits Davis Bacon interviews, transmits pay requests, and submits progress reports to the CDBG agency.

CDBG grant applications and/or grant administration in 2009 were:

- City of Manistique Facade Project
- City of Norway Facade Project
- Manistique Emerald Green Project
- Ishpeming Malton Road Project
- Manistique Range Street Project
- Stephenson Well
- Norway Street Project
- Kingsford Oldenburg Project

### **ENVIRONMENTAL REVIEWS**

While environmental reviews are part of a CDBG application they are also required for other projects. Environmental Reviews written in 2009 were for the following projects.

- Menominee River Habitat for Humanity
- Marquette Housing Commission
- Kingsford Housing Commission

## **STIMULUS APPLICATIONS**

With the introduction of the MEDC Infrastructure Capacity Enhancement Application process CUPPAD staff was requested to provide technical assistance with several applications being submitted under the MEDC Infrastructure Capacity Enhancement Stimulus Program. Services varied but typically involved doing research and/or reviewing the application process and the final application for the member communities. Communities receiving technical assistance in filing an ICE Stimulus application included:

- Ewing
- Garden
- Norway
- Germfask
- Nahma
- Ishpeming
- Powers

## **MISCELLANEOUS GRANT APPLICATIONS**

In addition to CDBG grant applications and administration, CUPPAD maintains a file of foundation grants and grant programs. In most cases, CUPPAD assists by identifying small grants, which are then applied for by the local organization or municipality. Occasionally, CUPPAD is requested to write an application for a grant on behalf of a community.

A Foundation Grant was applied for in 2009 on behalf of the community of Gwinn for a Clock Tower.

## **MISCELLANEOUS TECHICAL ASSISTANCE**

Often CUPPAD is contacted for miscellaneous technical assistance. This can be as simple as answering a question regarding which agency to contact to more in-depth technical assistance requiring substantial time and travel. In 2009 technical assistance included:

- Renewafuels - KI Sawyer, Marquette County
- Spalding Township Fire Station - Menominee County
- Spalding Township Community Center - Menominee County
- Wells Township Industrial Entry - Delta County
- Nadeau/Carney Infrastructure Project - Menominee County
- Menominee Township Association explaining the potential growth and immediate need to prepare for growth due to economic opportunities Menominee County
- Munising Downtown Planning assistance - Alger County
- Hannahville Indian Community (energy programs) - Menominee County

## **REGIONAL INNOVATION STUDY**

CUPPAD worked with the Department of Labor as part of a steering committee which undertook the economic study of the 15 Upper Peninsula Counties, Florence and Marinette Counties in Wisconsin and Sault Ste. Marie, Ontario; four regional planning agencies, two states and two countries were addressed in the study. The study was substantially completed by September 30, 2009 and its implementation is to be addressed in FY 2010. The study identified potential opportunities, resources, challenges, and funding in the study area.

## **REGIONAL JAILS**

In 2007, CUPPAD assisted the Hannahville Indian Community, Marquette County, and Delta County in the preparation of a BIA/DOJ grant for a special needs regional jail study. The study was approved in April of 2008 but the applicants were not notified until September of 2008. CUPPAD was the lead in administering this special needs jail project into 2009 and will be administering the process in FY 2010

Also during 2008, the UPCAP agency applied for and received a state grant for a regional jail study for non-special needs inmates. CUPPAD was involved in the process and the two studies will dovetail their information as the studies progress in 2010.

## **PLANNING**

Planning requires that information concerning the current status of a community be researched along with research on the needs, goals, opportunities, strengths, weaknesses, and threats a community faces. This data is analyzed in terms of local, regional, or national standards. Strategies consistent with the needs and goals of the community are then developed. Comprehensive plans may be designed to meet the overall needs of a community or of a specific part of the needs of a community. For example, a plan may be designed to deal with land use, transportation, recreation, infrastructure, social needs, medical needs etc. Similarly, a plan may be designed using the same techniques, which meets a single need such as policy or solid waste management. CUPPAD has in the past fiscal year developed the following plans, of both comprehensive and specific nature.

Under PA 33 of 2008, Comprehensive Plans, now called Master Plans, specific criteria is required to be addressed in the plan including land use and infrastructure issues. Master Plans completed prior to the adoption of PA 33 of 2008 are currently valid. However, revisions and future plans will be required to comply with the new law.

### **Master Plans completed or in progress in 2009:**

- Escanaba Township
- City of Menominee
- City of Munising
- Republic Township
- Schoolcraft County

- Ishpeming Township
- Felch Township
- Ford River Township
- Munising Township
- City of Iron Mountain
- City of Kingsford
- City of Ishpeming

Similar in many ways to a comprehensive plan, a recreation plan is required to be updated every five years to be valid for DNR grant purposes. The recreation plan may be a part of the Master Plan or a stand alone plan.

Recreation Plans completed or in progress in 2009 were:

- Champion Township
- Escanaba Township
- City of Norway
- City of Menominee
- City of Ishpeming
- Dickinson County
- Burt Township
- Village of Powers
- City of Munising
- City of Ishpeming, Ishpeming Township & City of Negaunee Joint Recreation Plan

Occasionally, two or more jurisdictions may join their planning efforts when they have similar interests. Usually, joint planning efforts involve adjacent communities.

Joint Planning Efforts completed or in progress in 2009 were:

- City of Norway/Norway Township (Norway Area) Master Plan
- City of Ishpeming, Ishpeming Township & City of Negaunee Joint Recreation Plan

**ORDINANCES**

The ordinances with which CUPPAD addresses are typically related to land use. These ordinances require that state statutes and other applicable codes are not breached, while achieving the optimum impact toward resolving a specific problem or group of problems. Typical ordinances that CUPPAD addresses are zoning and subdivision codes and increasingly mining related codes.

Zoning Ordinance Updates completed or in progress in 2009 were:

- Breitung Township
- City of Norway

- Ishpeming Township
- Munising Township
- Ingallston Township
- Tilden Township
- Stephenson Township
- Ford River Township
- West Branch Township (Dickinson County)

Miscellaneous ordinances for noise, salvage yards, planning commissions and other purposes were completed for:

- Menominee Township
- Delta County
- Ford River Township
- Skandia Township

### **CLEARINGHOUSE REVIEWS**

CUPPAD serves as the clearinghouse review agency for proposed federally funded projects. Through this role, CUPPAD enhances intergovernmental coordination and encourages opportunities for public comments on projects of regional significance. In FY 2009, CUPPAD staff conducted fifty six (56) reviews of projects.

### **DATA REQUESTS**

Requests for information on various subjects come to CUPPAD on a daily basis. Some of the more typical questions relate to funding, zoning clarifications, transportation programs and a host of other issues. In addition, CUPPAD responds to numerous requests for demographic and other data as an affiliate of the Michigan Information Center from local governments, businesses, and the public.

### **CRIMINAL JUSTICE**

CUPPAD provides the meeting room and administrative staff for the Criminal Justice Planning Committee. In fiscal year 2009, CUPPAD continued the Commission's 33-year sponsorship of the Criminal Justice Planning Committee. The committee is comprised of professionals from law enforcement agencies, courts, social service agencies, advocacy groups and interested individuals. CUPPAD's involvement allows the various criminal justice related agencies to have the necessary vehicle to coordinate programs and remain updated on each agency's programs.

The Criminal Justice activities of CUPPAD in FY 2009 were as follows:

- Organized five Criminal Justice Planning Committee meetings  
Meeting topics included:
  - A presentation of criminal justice issues from a planner's perspective by Eric Anderson, Senior Planner with the Marquette County Planning Department.

- Det/Sgt Steve Snowaert of the Marquette City Police Department gave a presentation on computer crime and the use of computers to develop evidence in criminal cases.
- The Committee was briefed on the operation and capabilities of the Michigan State Police Crime Lab in Marquette by its director, David Stephens. The state budget cuts included closing the lab and the Committee passed a unanimous resolution in support of the permanent continuation of the lab.
- Maarten Vermaat, Assistant U.S. Attorney and Paul Peterson, Assistant Federal Public Defender with the Western District of Michigan briefed the Committee on the duties of their offices and how the federal court system works.
- Norma Semashko, Executive Director of Child and Family Services, gave a presentation on the programs and services they provide in the U.P.
- The latest budget news, funding updates, grant opportunities, legislative reports and various other criminal justice issues were discussed. The Committee heard a variety of standing reports from its membership including the U.P. Children's Coalition, juvenile justice issues, and updates from the U.P. Substance Enforcement Team.

## **GIS/MAPPING**

Maps are a mainstay of any Planning Department. Almost any project done in a planning office will ultimately require some type of graphic presentation. CUPPAD's GIS/MAPPING department goes far beyond the typical production of mapping and graphic reproduction. It functions as the Computer Technology section for CUPPAD providing services such as: serving as the technical advisor to communities requesting assistance with their GIS technology, training community personnel in computer technology, collecting data on various projects, and a host of other similar projects.

### **Non-Motorized Transportation:**

- Updated and printed Dickinson County non-motorized trail map
- Printed Heritage Route brochures

### **Streets and Roads:**

- Placed traffic counters
- Created a Incident Management plan for the US-2 corridor from Mackinac County bridge to Dickinson County (Wisconsin state line)
- Traffic counter placement for the City of Kingsford, City of Escanaba, City of Gladstone, City of Marquette and City of Menominee
- US-2/US-41/M-35 access management study-data collection

- Created a 2009 Surface condition map depicting the overall road conditions and sidewalks for the City of Norway

#### Parcel Maps:

- Prepared Maple Ridge Township parcel map samples
- Entered into contract with the following townships for parcel mapping: Breen, Waucedah, Holmes and Breitung.

#### Fire Atlases & 911 Mapping:

- Updated Schoolcraft County's Fire Atlas
- Schoolcraft County E911 update
- Delta County E911 update

#### GIS & Related Training of Clients:

- Held a GIS meeting for City of Norway
- Presented a parcel map demonstration at Brampton Township, MSU Ext. Girls 4H club
- Held a training session at the City of Norway included: GPS training, RoadSoft presentation to City of Norway staff

#### Area of Interest and Related Maps:

- Delta/Schoolcraft Intermediate School District regarding maps for school district

#### Zoning and Land Use Projects:

- Updated Breitung Township zoning map
- Updated Ishpeming Township zoning map
- Completed maps for the City of Munising Master Plan
- Installed all six counties aerial photography on laptop computer
- Completed Schoolcraft County master plan maps
- Completed Republic Township master plan maps
- Completed Norway Area joint master plan maps
- Completed City of Ishpeming master plan maps
- Completed Ishpeming Township master plan maps
- Began work on Ford River, Felch and Munising Townships master plan maps

#### Miscellaneous:

- Updated census data for CUPPAD region

## **TRANSPORTATION PLANNING**

CUPPAD works closely with the Michigan Department of Transportation collecting and analyzing data relating to all forms of transportation, including non-motorized transportation such as bicycle routes and pedestrian trails. All of the below projects are included in the MDOT Work Programs.

### **Access Management**

Access management activities relate to maintaining a safe, efficient traffic flow. Uncontrolled traffic or high volumes of controlled traffic, results in congestion and delays. Access management is an ongoing program coordinated with the Michigan Department of Transportation.

Access Management activities in fiscal year 2009 were:

- Attend meetings and provide technical assistance as needed (US2/141/M95 and US41/M28)
- Data collection and initial coordination on new corridor (US2/41/M35)

### **HPMS - Traffic counting**

CUPPAD collects traffic data for a specific subset of the HPMS database on a three year interval. CUPPAD also assists local agencies with collecting traffic data as requested.

Traffic data was collected for the following local agencies in fiscal year 2009:

- Escanaba Public Safety
- City of Kingsford
- Gladstone Public Safety
- City of Marquette
- City of Menominee

### **Rural Elected Officials Meeting**

CUPPAD assisted MDOT with the Rural Elected Officials Meeting in November.

### **Asset Management**

Asset management deals with the number and condition of traffic ways including streets, roads, signals and other related physical assets.

- 2009 Agency Reporting/ Multi-year Program Reporting – Online reporting  
CUPPAD has assisted with the reporting process for Act 51 Agencies
- Data Collection – PASER

## Non-motorized Transportation Plan & Investment Strategy

In 2009, the three regions (Central, Western, and Eastern Upper Peninsula Planning & Development Regional Commissions) compiled a non-motorized investment plan which included stand alone chapters for each region. CUPPAD also drafted a chapter on design standards and on resources. Once all the data was received from each of the regions, CUPPAD staff coordinated the information into one document for use by the Michigan Department of Transportation and local units of government.

Non-motorized transportation is a necessary investment for the future with the increasing cost of gas and the environmental impacts of motorized travel. CUPPAD has been directly involved in creating a region wide non-motorized transportation investment strategy for MDOT since 2007.

In 2008, there was a reprint of the regional bike map which was created by CUPPAD in 2007; distribution of the map will continue throughout the region into FY 2011. This project continued in 2009 with the development of the MDOT Superior Region Non-motorized Transportation Plan & Investment Strategy document to complete the planning process.

CUPPAD has also been involved in the Dickinson County Bike Committee's planning efforts by providing technical service and mapping.

## UP Hidden Coast Recreation Heritage Route

Similar to the Federal Scenic Byway Program, the UP Hidden Coast Recreation Heritage Route directs both local and out-of-state tourism based on recreation, history, culture, natural history, and industrial developments. Coordinated with the Michigan Department of Transportation, CUPPAD has undertaken the following Heritage Route activities in the 2009 fiscal year:

- Restructured the make-up of the committees joining forces with the Delta County and Marinette/Menominee County Chambers of Commerce, to improve communication between the communities in the 53 mile region
- Instituted a promotional program which will place a physical reminder of the route to those who have traveled the Heritage Recreation Route and encourage those who have not to consider traveling the route
- Created an interactive website, <http://uphc.nookaa.com>, which includes an interactive map and information concerning the key features of the route
- Worked with other Heritage Route agencies in Michigan to establish a plan for signage to be used in relation to Heritage Routes

## Incident Management

In 2009, CUPPAD developed a US-2 Incident Management plan in cooperation with MDOT. The plan is intended for use during emergency, non-construction related incidents, or severe weather conditions that exist along US-2 between St. Ignace in

Mackinac County and Iron Mountain in Dickinson County. This emergency incident response plan is the first of five intended for the Upper Peninsula.

**ARTS MINI-GRANTS**

In partnership with the Michigan Council for the Arts and Cultural Affairs, CUPPAD regranted \$33,600 to local organizations for support of small arts and cultural projects:

Alger Parks & Recreation Department	\$1,454	Alger County
MSU Extension - Alger County	\$2,352	Alger County
Big Bay de Noc School District	\$1,020	Delta County
Big Bay de Noc School District	\$521	Delta County
MSUE 4-H Programs	\$1,409	Delta County
Delta County Historical Society	\$2,188	Delta County
Players de Noc, Inc.	\$2,195	Delta County
William Bonifas Fine Arts Center	\$1,409	Delta County
William Bonifas Fine Arts Center	\$1,402	Delta County
Gwinn Area Community Schools	\$1,410	Marquette County
City of Marquette Arts & Culture Center	\$1,409	Marquette County
Northern Michigan University	\$1,409	Marquette County
Peninsula Arts Appreciation Council	\$3,525	Marquette County
Peter White Public Library	\$1,409	Marquette County
Powell Township School District	\$1,530	Marquette County
River Cities Concert Association, Inc.	\$4,000	Menominee County
City of Manistique Recreation Department	\$1,704	Schoolcraft County
Manistique Area Kiwanis	\$1,800	Schoolcraft County
Y.E.T.I.	\$1,454	Schoolcraft County

**MISCELLANEOUS**

Staffing

Continuing education and staff development is critical to providing the optimum service to CUPPAD members. Among the staff development activities in fiscal year 2009 were:

- Maintains membership in the Michigan Society of Planning and attended appropriate workshops
- Maintains membership in IMAGIN (Improving Michigan’s Access to Geographic Information Networks)
- Staff attended relevant workshops and seminars sponsored by the Michigan Economic Development Corporation, Michigan Department of Transportation, Michigan Works!, the Upper Peninsula Economic Development Association, Michigan Association of Regions, Michigan Tourism Taskforce, Michigan Department of Environmental Quality, the Center for Regional Excellence, the UP Regional Homeland Security and The Small Business Administration.
- Staff meets with the regional representative of the U.S. Department of Commerce Economic Development Administration and is in regular contact on an as need

basis, with other state and federal agencies including the Department of Justice, Bureau of Indian Affairs, Department of Energy, Michigan Department of Transportation, Michigan Department of Energy Labor and Economic Growth.

#### Brownfield Projects

CUPPAD was requested to write a letter of support for a Brownfield Assessment grant on behalf of Delta County and Dickinson County.

#### Business Attraction

In 2009, CUPPAD staff worked with Telkite staff, Marquette County, KI Sawyer Airport, MTEC's SmartZone, and MEDC on activities related to business attraction. Activities ranged from: contacting potential businesses, to passing on leads for projects, and to sitting in on project viability meetings.

#### Special Studies

In 2009, CUPPAD staff drafted an energy study of Delta County which addressed both existing and potential energy resources in the county. Key components of the study included wind, biomass, geothermal, waste-to-energy, energy recapture and other resources.