

MANISTEE CITY PLANNING COMMISSION

70 Maple Street
P.O. Box 358
Manistee, Michigan 49660

MEETING OF APRIL 2, 1998

There will be a meeting of the Manistee City Planning Commission to be held on Thursday, April 2, 1998 at 7:00 P.M. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

AGENDA

- I. Roll Call
- II. Matters Pertaining to the General Citizenry:
 - A. Public Hearing:
 - 1. St. Joseph Parish - Special Use Permit
 - 2.
 - B. Site Plan Reviews:
 - 1.
 - 2.
 - C. Questions, Concerns and Consideration of Matters Pertaining to Citizens in Attendance:
 - 1.
 - 2.
- III. Business Session:
 - A. Approval of Minutes from Last Meeting (3/5/98)
 - B. New Business:
 - 1. St. Joseph Parish - Special Use Permit
 - 2. Streetscape
 - 3.
 - C. Unfinished Business:
 - 1.
 - 2.
 - D. Other Communications:
 - 1.
 - 2.
- IV. Work/Study Session:
- V. Adjournment

cc: Planning Commission Members
City Council
R. Ben Bifoss, City Manager
Jon Rose, Community Development Officer
Lori Dornan, Administrative Assistant
Kurt Schindler, County Planner
Manistee News Advocate
Manistee Observer
WMTE Radio
WXYQ Radio
Jeff Mikula, Abonmarche
Julie Beardslee, Assessor

**CITY OF MANISTEE
MEMORANDUM**

TO: Planning Commission Members

FROM: Jon Rose
Community Development Officer

DATE: March 27, 1998

RE: Meeting Thursday, April 2, 1998

The April Planning Commission Meeting will be held on Thursday, April 2, 1998. St. Joseph Parish has requested a Special Use Permit for putting in additional parking at 611 Hopkins. The Church has purchased this home and the Zoning Ordinance requires a Special Use Permit be obtained in order for them to Put parking on the site. Enclosed is a copy of the Special Use Permit Request.

Lori Donnan and Cyndy Fuller will make a presentation on the proposed Streetscape Plan that the Downtown Development Authority is working on.

Due to the increase workload that we have been experiencing we will be substituting minutes from the various committees instead of giving reports during the meetings (example: Zoning Board of Appeals Minutes, Historic Overlay requests and approvals). Copies of the Council Agenda will be mailed in your packet and should replace the City Update. You are always welcome to ask questions on anything you receive in your packet.

If you have any questions please call us at 723-2558. See you at the meeting!

:djm

17711 08 1998

COUNCIL GOVERNMENT
CITY MANAGER PLAN
P.O. BOX 358
MANISTEE, MICHIGAN 49660

CITY OF MANISTEE

Michigan

APPLICATION for SPECIAL USE PERMIT

APPLICANT St. Joseph Parish
254 6th St.
ADDRESS
Manistee Mich 49660
CITY, STATE & ZIP CODE
TELEPHONE NUMBERS - (HOME) 723-2619

(WORK) 723-4806
To call Phil Fedala

FOR OFFICE USE ONLY	
PERMIT NUMBER	
DATE RECEIVED	<u>3-9-98</u>
TAX PARCEL NUMBER	<u>51-51-1655-703.01</u>
FEE RECEIVED & DATE	<u>150 3-9-98</u>
RECEIPT NUMBER	<u>1425</u>
ACTION	
REFERRED TO PLANNING COMMISSION	
DATE OF PUBLIC HEARING	<u>4-2-98</u>
ACTION TAKEN	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
DATE OF ACTION	
EXPIRATION DATE OF PERMIT	

PLEASE NOTE: ALL QUESTIONS MUST BE ANSWERED COMPLETELY. IF ADDITIONAL SPACE IS NEEDED, NUMBER AND ATTACH ADDITIONAL SHEETS. ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED AND ANY ADDITIONAL INFORMATION REQUIRED BY THE ZONING ADMINISTRATOR, CITY ENGINEER OR CITY PLANNING COMMISSION, IN ORDER TO ADMINISTER THE ZONING & BUILDING ORDINANCES, MUST BE SUPPLIED. APPLICANTS ARE ENCOURAGED TO SEEK ASSISTANT FROM THE ZONING ADMINISTRATOR/BUILDING INSPECTOR IN FILLIN OUT THIS FORM. IF POSSIBLE, PLEASE CALL 616-723-2558 (MONDAY THROUGH FRIDAY, FROM 8 A.M. TO 5 P.M.) AND ASK FOR THE ASSESSOR'S OFFICE TO MAKE AN APPOINTMENT TO AVOID DELAYS.

I. ACTION REQUESTED

IT IS HEREBY REQUESTED THAT THE MANISTEE CITY PLANNING COMMISSION APPROVE THE ISSUANCE OF A SPECIAL USE PERMIT ON THE PROPERTY DESCRIBED IN 'II' PROPERTY INFORMATION (BELOW) WHICH IS LOCATED IN THE 6th ZONING DISTRICT, FOR THE PURPOSE OF: (STATE PROPOSED USE OF PROPERTY) Extension of present parking facilities also repairing of present facilities including alley way.

A PREVIOUS APPLICATION FOR A VARIANCE, SPECIAL USE PERMIT OR REZONING ON THIS LAND (HAS HAS NOT) BEEN MADE WITH RESPECT TO THESE PREMISES IN THE LAST 0 YEARS. IF A PREVIOUS APPEAL, REZONING, OR SPECIAL USE PERMIT APPLICATION HAS BEEN MADE, STATE THE DATE, NATURE OF ACTION REQUESTED AND THE DECISION: _____, DATE _____

ACTION REQUESTED _____

DECISION: APPROVED DENIED

II. PROPERTY INFORMATION

A. LEGAL DESCRIPTION OF PROPERTY AFFECTED: Lot No. 11 of Hart and Meade addition to the City of Manistee

TAX ROLL PARCEL PROCESS NUMBER _____

ADDRESS OF PROPERTY: 611 Hopkins St.

(CONTINUED)

APPLICATION for SPECIAL USE PERMIT

II. PROPERTY INFORMATION (CONTINUED)

B. LIST ALL DEED RESTRICTIONS- CITE LIBER & PAGE WHERE FOUND & ATTACH:

NONE

C. NAMES & ADDRESSES OF ALL OTHER PERSONS, FIRMS OR CORPORATIONS HAVING A LEGAL OR EQUITABLE INTEREST IN THE LAND:

NONE

D. THIS AREA IS UNPLATTED, PLATTED, WILL BE PLATTED

IF PLATTED, NAME OF PLAT Hart and Meade Addition

E. THE PRESENT USE OF THE PROPERTY IS Residence

F. ATTACH A SITE PLAN WHICH MEETS THE REQUIREMENTS OF THE SPECIAL USE PERMIT ORDINANCE (SEE ATTACHED LIST OF REQUIREMENTS)

G. IS A PROPERTY SURVEY ATTACHED? YES NO

H. ESTIMATED COMPLETION DATE OF CONSTRUCTION (IF APPLICABLE): June - July

III. STATEMENT OF JUSTIFICATION FOR REQUESTED ACTION

A. STATE SPECIFICALLY THE REASON FOR THIS SPECIAL USE PERMIT REQUEST AT THIS TIME

To provide more parking space including
more handicapped parking.

B. STATEMENT OF SUPPORT FOR THE REQUEST. PLEASE JUSTIFY YOUR REQUEST FOR A SPECIAL USE PERMIT BELOW. THE JUSTIFICATION SHOULD ADDRESS THE FOLLOWING CONCERNS:
(ATTACH ADDITIONAL SHEETS)

1. THE RELATIONSHIP OF THE SPECIAL USE PERMIT CONDITIONS (ARTICLE 86, SECTION 8609) TO THE PARTICULAR SPECIAL USE PROPOSED. DO THEY POSE ANY UNUSUAL PROBLEMS FOR COMPLIANCE? NO

2. RELATIONSHIP OF THE PROPOSED USE TO DEVELOPMENT PLANS OF MANISTEE COUNTY AND THE CITY OF MANISTEE.

3. IMPACTS OF THE ADJACENT PROPERTY AND NEIGHBORHOOD. IN PARTICULAR, FIRST INDICATE WHICH IMPACTS OF THE PROPOSED USE ON THE ADJACENT PROPERTY ARE ANTICIPATED AND SECOND, WHAT STEPS WILL BE TAKEN TO MITIGATE ANY NEGATIVE IMPACTS. CONSIDER THE FOLLOWING CONCERNS:

A. WILL THE PROPOSED USE ADVERSELY AFFECT THE HEALTH, SAFETY OR ENJOYMENT OF PROPERTY OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD? NO

B. WILL PROPOSED USE BE DETRIMENTAL TO THE PUBLIC WELFARE OR INJURIOUS TO PROPERTY OF IMPROVEMENTS IN THE NEIGHBORHOOD? NO

IV. INFORMATION REQUIRED IN APPLICATION (AS PER ARTICLE 86, SECTION 8604)

A. AN APPLICATION FOR SPECIAL USE PERMIT SHALL INCLUDE:

1. A DETAILED SITE PLAN, AS SPELLED OUT IN SECTION 9406 OF THIS ORDINANCE, A COPY OF WHICH IS ATTACHED.
2. A SPECIFIC STATEMENT AND SUPPORTING INFORMATION REGARDING THE REQUIRED FINDINGS FOR THE SPECIAL USE PERMIT, AS STATED IN SECTION 8609.
3. PROPOSED LOCATION OF ANY OPEN SPACES, LANDSCAPING AND BUFFERING FEATURES SUCH AS GREENBELTS, FENCES, ETC.

See drawing!

IV. INFORMATION REQUIRED IN APPLICATION (CONTINUED)

- B. IN ADDITION, THE APPLICANT MAY BE REQUIRED TO FURNISH:
1. ELEVATIONS ON ALL BUILDINGS, INCLUDING ACCESSORY BUILDINGS.
 2. AN ENVIRONMENTAL ASSESSMENT.
 3. EVIDENCE OF HAVING RECEIVED OR HAVING AN AGREEMENT FOR CONCURRENT APPROVAL FOR ANY OTHER NECESSARY PERMITS REQUIRED PRIOR TO A CONSTRUCTION CODE PERMIT.
 4. MEASURES WHICH WILL BE UNDERTAKEN TO CONTROL SOIL EROSION, SHORELINE PROTECTION, EXCESSIVE NOISE, OR ADVERSE IMPACTS OF THE DEVELOPMENT ON THE SURROUNDING PROPERTIES.
- C. THE APPLICANT SHALL CERTIFY THE INFORMATION INCLUDED IS CORRECT AND THAT MEASURES PROPOSED TO MITIGATE ADVERSE IMPACTS WILL BE COMPLETED IN A TIMELY FASHION, IF THE SPECIAL USE PERMIT IS APPROVED.

V. CERTIFICATION AND AFFIDAVIT

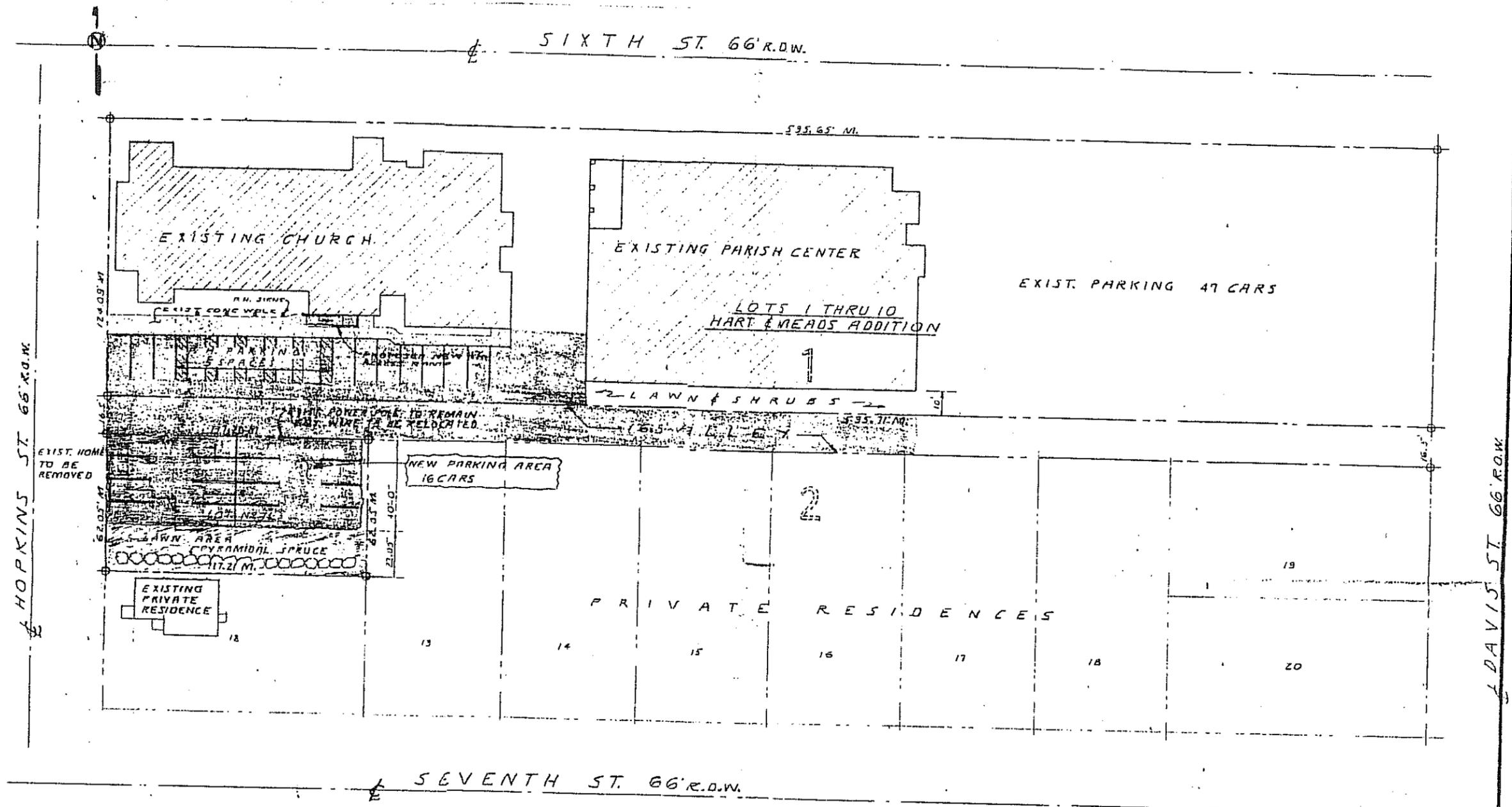
THE UNDERSIGNED AFFIRMS THAT HE/SHE/THEY IS/ARE THE OWNER, LESSEE, OWNER'S REPRESENTATIVE, CONTRACTOR INVOLVED IN THE APPLICATION; AND THAT THE INFORMATION INCLUDED IN THIS APPLICATION IS CORRECT. FURTHER, IF THE REQUEST IS APPROVED, THE APPLICANT CERTIFIES THAT MEASURES PROPOSED TO MITIGATE ADVERSE IMPACTS WILL BE COMPLETED IN A TIMELY FASHION AND WILL ABIDE WITH THE ALL OF THE REQUIREMENTS OF ARTICLE 86 OF THE CITY OF MANISTEE ZONING ORDINANCE.

SIGNATURE(S) OF APPLICANT(S)

Philip E. Tedder
Plant manager
St. Joseph's Parish
Manistee

DATED

3/9/98



PLOT PLAN
SCALE 1" = 30'-0"

NOTES

- ① P.H. PARKING SPACES TO BE 8'-0" WIDE WITH 5'-0" CLEAR SPACES BETWEEN
- ② ALL OTHER PARKING SPACES TO BE 10'-0" WIDE
- ③ PH PARKING SPACES ARE TO BE IDENTIFIED WITH A HANDICAP SIGN AT FRONT OF SPACE 6'-8" HIGH.
- ④ AREA SHOWN SHADED TO BE BLACKTOPPED

SURVEY DATA OBTAINED FROM SURVEY CONDUCTED BY VANDER MEIDEN, KOTELES & ASSOCIATES INC. ARCHITECTS 1203 BEECHTREE ST. GRAND HAVEN, MI. 49417 FOR ST. JOSEPH PARISH, 243 6TH ST. MANISTEE, MI 49660 LOTS 1 THRU 20 HART & MEADS ADDITION TO CITY OF MANISTEE.

ST. JOSEPH PARISH	
HOME REMOVAL - ALLEY - BLACKTOPPING - PHYSICALLY HANDICAPPED PARKING	
DRAWN BY ED. WANKO	1-2-81
123 5TH ST.	MANISTEE, MI 49660



70 Maple Street • P.O. Box 358 • Manistee, Michigan 49660

616-723-2558
FAX 616-723-1546

March 19, 1998

Dave Bachman
Chief of Police
Manistee Police Department
70 Maple Street
Manistee, MI 49660

Dear Mr. Bachman:

The Manistee City Planning Commission would like to congratulate you on your appointment as the new Chief of Police and would like welcome you to our community.

On behalf of the Planning Commission I would like to extend an invitation for you to attend one of our meetings. The Planning Commission meets on the first Thursday of the month at 7:00 p.m. in the Council Chambers. It would be a pleasure for the members to meet the newest member of the City Hall Staff.

Jon Rose is the City liaison to the Planning Commission and if you have any questions please contact him. Once again welcome to Manistee and we look forward to meeting you.

Sincerely,

CITY OF MANISTEE PLANNING COMMISSION

Roger Yoder
Chairman

RY:djm



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616-723-2558
FAX 616-723-1546

March 19, 1998

Sandy Pelarski
Manistee Rotary Club
411 Gloria Lane
Manistee, MI 49660

Dear Ms. Pelarski:

A preview of the City of Manistee Flag was shown to the Planning Commission at their March 4, 1998 meeting. Members of the Planning Commission were so impressed with this new symbol of the City that we wanted a letter to be sent to your organization expressing our reaction.

Please express our appreciation to the members of the Rotary Club for the tremendous effort and time put into this worthwhile project. This flag will be a fine symbol of the City of Manistee.

Sincerely,

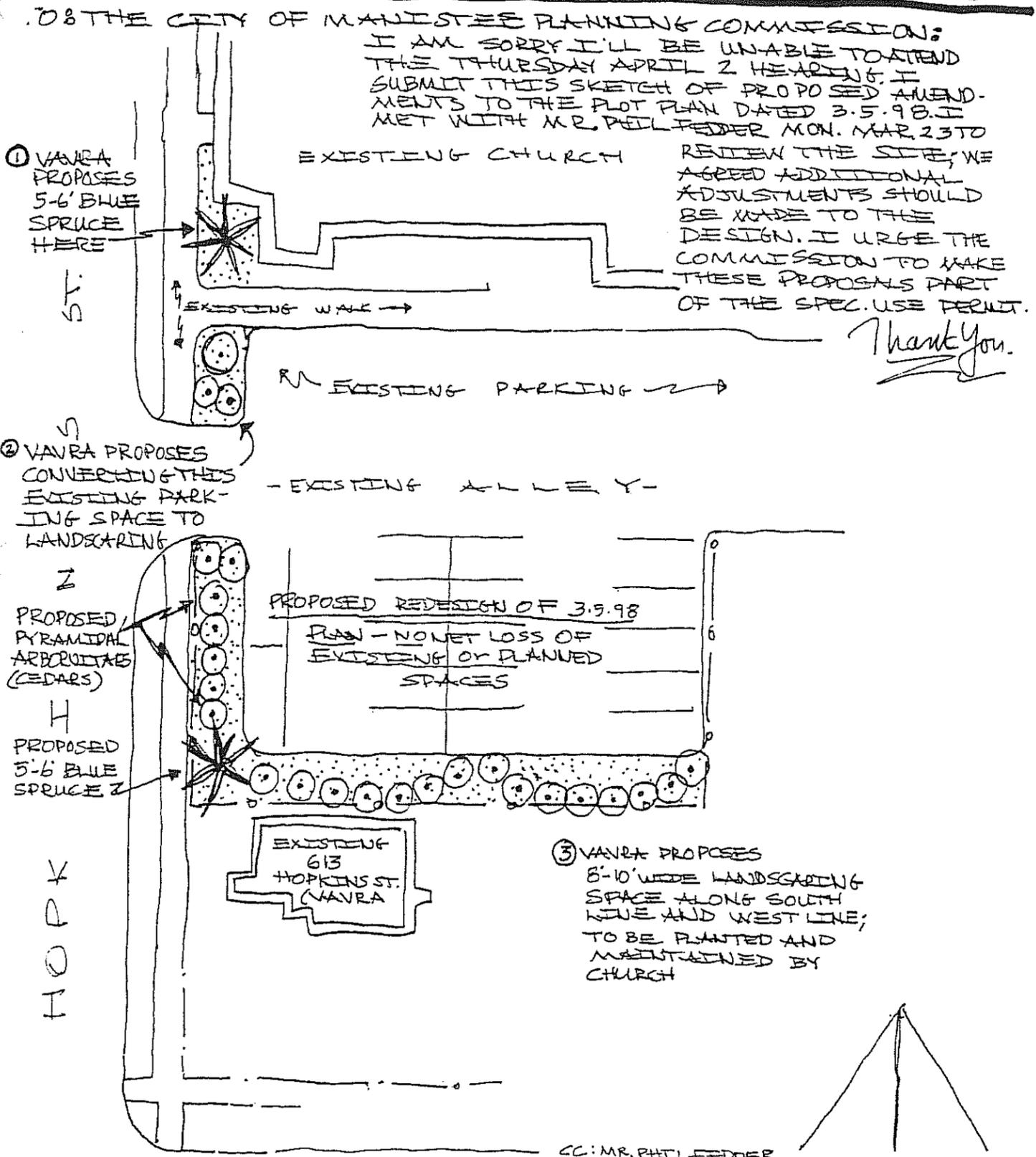
CITY OF MANISTEE PLANNING COMMISSION

Roger Yoder
Chairman

RY:djm

PROPOSED AMENDMENTS TO SPECIAL USE PERMIT: ST. JOSEPH PARISH PARKING LOT: 611 HOPKINS

MAR 27 1998



① VAVRA PROPOSES 5-6 BLUE SPRUCE HERE

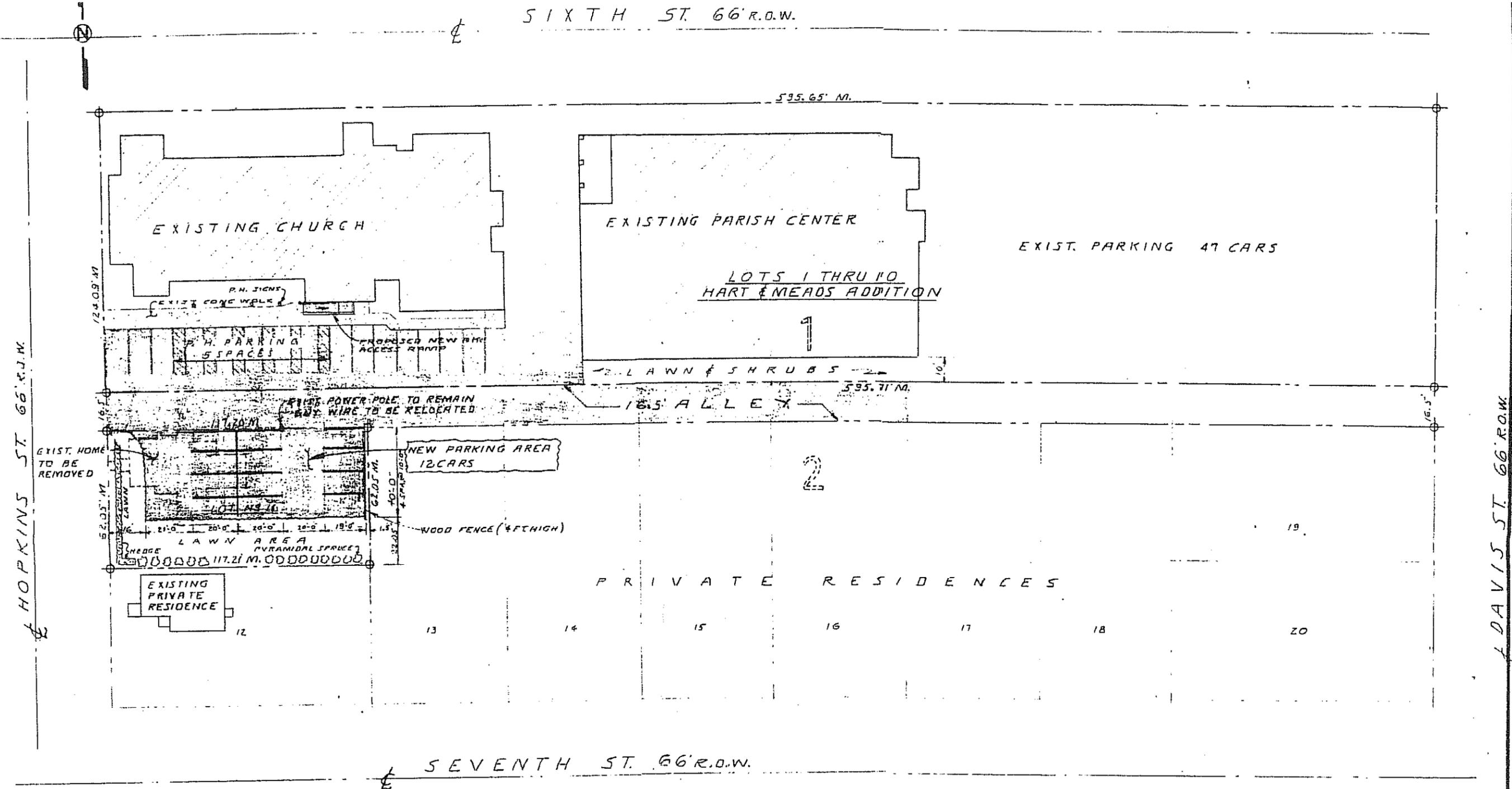
② VAVRA PROPOSES CONVERTING THIS EXISTING PARKING SPACE TO LANDSCAPING

PROPOSED PYRAMIDAL ARBORVITAE (CEDARS)
PROPOSED 5-6 BLUE SPRUCE

③ VAVRA PROPOSES 6-10' WIDE LANDSCAPING SPACE ALONG SOUTH LINE AND WEST LINE; TO BE PLANTED AND MAINTAINED BY CHURCH

I, DAVE VAVRA, OWNER OF THE RESIDENTIAL PROPERTY AT 613 HOPKINS ST. SUPPORT A SPECIAL USE PERMIT AS LONG AS ITEMS #1-3 ARE MADE PART OF THE APPROVAL. Dave Vavra Mar. 27, 1998

SIXTH ST. 66' R.O.W.



PLOT PLAN
SCALE 1" = 30'-0"

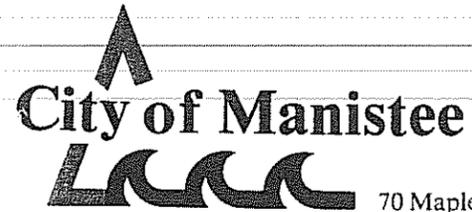
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REV. 4-1-98
 REV. 3-24-98

ST. JOSEPH PARISH	
HOME REMOVAL-ALLEY BLACKTOPPING PHYSICALLY HANDICAPPED PARKING	
DRAWN BY ED WARNER 129 2TH ST	3-5-98
1008-98	



70 Maple Street • P.O. Box 358 • Manistee, Michigan 49660

616-723-2558
FAX 616-723-1546

April 2, 1998

Kurt Schindler
County Planner
415 Third Street
Manistee, MI 49660

Dear Mr. Schindler:

On behalf of the City of Manistee Planning Commission I would like to thank you for speaking at our Worksession of March 19, 1998. Your discussion on updating the Master Plan was very informative and will be of great assistance.

Your offer to help the Planning Commission meet with our adjoining communities is appreciated and we look forward to a possible meeting in April with Manistee Township. Thank you again and we look forward to working with you in the future.

Sincerely,

CITY OF MANISTEE PLANNING COMMISSION

Roger Yoder
Chairman

RY:djm