

MANISTEE CITY PLANNING COMMISSION

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

MEETING OF JUNE 4, 1998

There will be a meeting of the Manistee City Planning Commission to be held on Thursday, June 4, 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. Evangelical Covenant Church - Special Use Permit
 - 2.
 - B. Site Plan Reviews:
 - 1. Manistee-Benzie Community Mental Health
 - 2. Evangelical Covenant Church
 - 3. Brad Powers - 920 Cypress Street
 - 4.
 - C. Questions, Concerns and Consideration of Matters Pertaining to Citizens in Attendance:
 - 1. Prime Time Corporation
 - 2.
- III. Business Session:
 - A. Approval of Minutes from Last Meeting (5/7/98)
 - B. New Business:
 - 1.
 - 2.
 - C. Unfinished Business:
 - 1. Evangelical Covenant Church - Special Use Permit
 - 2. Dale Picardat - Street Vacation
Adjourn for on-site inspection of Water Street (Street Vacation) request
Meeting will reconvene at City Hall
 - 3.
 - 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 Donnan, Administrative Assistant
Kurt Schindler, County Planner
Jack Dinsen, Manistee Township Zoning Board
Don Alfred, Filer Charter Township Planning Commission
Manistee News Advocate
Manistee Observer
WMTE Radio
WXYQ Radio
Jeff Mikula, Abonmarche
Julie Beardslee, Assessor

MEMORANDUM

TO: Planning Commission Members

FROM: Jon Rose 
Community Development Officer

DATE: May 29, 1998

RE: Meeting Thursday, June 4, 1998

The June Planning Commission Meeting will be held on Thursday, June 4, 1998.

First item on the Agenda is a Public Hearing for a Special Use Permit from Evangelical Covenant Church. The Church owns vacant property on Eighth Street and plans are to construct a new church including a parking lot. This area is zoned R-4 and a Special Use Permit is required for construction. Enclosed is the request from the church.

We have three Site Plan Reviews on the agenda. One for Manistee Benzie Community Mental Health. The Zoning Board of Appeals has granted variances to the side-yard set-back and to reduce the parking space requirements from 36 to 30. Other than those two items the request meets all of the requirements.

We will also be doing a site plan review on the proposed Evangelical Covenant Church. Site Plan review shows that a variance will be needed for height and parking. A request will need to be made to the Zoning Board of Appeals for these two items.

Brad Powers is putting in a new office building at 920 Cypress Street. Mr. Power's site plan was not complete at the time of mailing. The review will be handed out at the meeting.

Mr. Picardat's request to vacate the portion of Water Street north of 546 & 550 First Street was tabled for an on-site review. This item is listed under unfinished business. Jim Mrozinski, Onekama Marine Inc. had sent a letter requesting the denial of the street vacation. Mr. Mrozinski included a copy of a page of correspondence from City Manager Ben Bifoss. Enclosed are copies of the complete correspondence from Mr. Bifoss to Mr. Mrozinski for your review. We are recommending postponing any decision on this matter until a comprehensive plan can be developed for the vicinity.

Lori is beginning work on the City Calendar and has asked us to schedule our meeting and worksession dates for 1999. A copy of a 1999 Calendar is enclosed tentative meeting dates are highlighted in green and tentative worksession dates are highlighted in pink. We will discuss any scheduling conflicts at the meeting.

New Zoning Ordinances have been copied for all the Planning Commission Members and will be handed out at the June Meeting. An updated meeting schedule is enclosed that includes the worksession in September with Filer Township.

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

:djm

CITY OF MANISTEE

Michigan

APPLICATION for SPECIAL USE PERMIT

Evangelical Covenant Church
 APPLICANT
 349 Third Street
 ADDRESS
 Manistee, MI 49660
 CITY, STATE & ZIP CODE
 TELEPHONE NUMBERS - (HOME) _____
 (WORK) 723-7173
 Denis Johnson - 723-2602
 Church Chairman

FOR OFFICE USE ONLY	
PERMIT NUMBER	_____
DATE RECEIVED	5.22.98
TAX PARCEL NUMBER	51-51-311-475-07
FEE RECEIVED & DATE	150.00 5.26.98
RECEIPT NUMBER	11679
ACTION	
REFERRED TO PLANNING COMMISSION	6.1.98
DATE OF PUBLIC HEARING	6.4.98
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 R-4 ZONING DISTRICT, FOR THE PURPOSE OF: (STATE PROPOSED USE OF PROPERTY)
New Church Building [Religious Organization - SIC 866]

A PREVIOUS APPLICATION FOR A VARIANCE, SPECIAL USE PERMIT OR REZONING ON THIS LAND (has not) BEEN MADE WITH RESPECT TO THESE PREMISES IN THE LAST 20 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. W 1/2 of the W 1/2 of the SE 1/4, except commencing 33 feet south of the NW corner thereof for point of beginning, thence E 135 feet, thence S 142 feet, thence W 135 feet, thence N 142 feet to point of beginning (9.34 acres)
 TAX ROLL PARCEL PROCESS NUMBER 51-51-311-475-07
 ADDRESS OF PROPERTY: Eighth Street

(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 _____

E. THE PRESENT USE OF THE PROPERTY IS Vacant

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): _____
within two years of start

III. STATEMENT OF JUSTIFICATION FOR REQUESTED ACTION

A. STATE SPECIFICALLY THE REASON FOR THIS SPECIAL USE PERMIT REQUEST AT THIS TIME
Our congregation desires to construct a new facility that is both handicapped accessible and meets our increasing needs for meeting rooms, offices, fellowship hall and worship area. In order to proceed, a special use permit is required by ordinance.

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 96, SECTION 8609) TO THE PARTICULAR SPECIAL USE PROPOSED. DO THEY POSE ANY UNUSUAL PROBLEMS FOR COMPLIANCE?
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?
 - B. WILL PROPOSED USE BE DETRIMENTAL TO THE PUBLIC WELFARE OR INJURIOUS TO PROPERTY OF IMPROVEMENTS IN THE NEIGHBORHOOD?

IV. INFORMATION REQUIRED IN APPLICATION (AS PER ARTICLE 96, 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.

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.

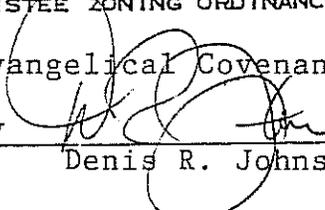
V. CERTIFICATION AND AFFIDAVIT

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 36 OF THE CITY OF MANISTEE ZONING ORDINANCE.

Evangelical Covenant Church

SIGNATURE(S) OF APPLICANT(S)

by



Denis R. Johnson, Chairman

DATED May 21, 1998

Special Use Permit Application Evangelical Covenant Church

Addendum Page

Item IIIB - Statement of Justification

The land parcel in question has never been developed and has remained vacant, only being used as pasture land many years ago. The proposed use would not be disruptive to the neighborhood. The facility would create only a minimal increase in demand to the area utility services and any increased traffic would affect primarily Eighth Street. Any increases in traffic would be limited to primarily to just a couple of days a week when the church is open for services or other meetings and programs, and then primarily during daytime hours. An apartment building in contrast, which could also be permitted under a special use permit, would cause much higher demand on area utilities and much increased vehicular traffic, as well as noise 24 hours a day. Generally speaking, churches have been traditionally located in residential areas of the city from the time the city was built, and have been found to be good neighbors. It is our opinion that the use of the property for a church would NOT adversely affect the health, safety or enjoyment of property of persons residing in the neighborhood, nor would it be detrimental to the public welfare or injurious to property improvements in the neighborhood.

The structure and adjoining parking area are being designed to provide barrier free access for the handicapped. In addition the structure is being designed and located in such a manner that it can easily access current public services on Eighth Street, the sizes of which will not be affected by the addition of the new facility.

We see no conflicts with current development plans of either the city or county.

The only adjacent property owner who will be impacted by the project is Mrs. Myra Sundbeck at 487 Eighth Street. We have met personally with Mrs. Sundbeck to address all questions and concerns that she might have with the project. She was advised that under Section 4604 C.2, that a four foot berm or wall could be required, since our proposed structure would be less than 50 feet from the parcel boundary. She indicated that she would prefer that just an open lawn be maintained. A signed letter to that affect is enclosed with this application.

The only problems with compliance with the ordinance that we see at this point, which will need to be addressed by the Zoning Board of Appeals, are:

1. Establishment of a grade for the property. The property drops approximately 54 feet from north to south. Under ordinance, the grade would be set at about ten feet below the street grade at Eighth

Street.

2. A variance to the maximum height will be needed. The ordinance requires a maximum of thirty (30) feet and the top of cross on the front of the church is at about sixty (60) feet with the highest roof ridge at about thirty-eight (38) feet. In comparison to other structures in the neighborhood, the top of our cross would be about the same height as is the Zimmerman home which is located immediately west of our property at 495 Eighth Street.

In addressing the general standards, as found in Section 8609 B., we feel that:

1. That our proposed use is reasonable and designed to protect the health, safety and welfare of the community;
2. That our proposed use is consistent with the intent and purpose of the Land Use District;
3. That our proposed use is compatible with adjacent land uses;
4. That our proposed use is designed to insure that public services and facilities are capable of accommodating increased loads caused by our proposed use;
5. That our proposed use does comply with applicable regulations of the Ordinance, subject to action by the Zoning Board of Appeals; and
6. That our proposed use does comply with all specific standards found in the respective Land Use District, Section 1601 *et seq.*, and Section 1001 *et seq.* of the Ordinance, subject to action by the Zoning Board of Appeals.

May 21, 1998

To: Manistee City Planning Commission

From: Mrs. Myra Sundbeck
487 Eighth Street, Manistee, MI 49660

Re: Proposed Evangelical Covenant Church Building Plans

I wish to advise the Commission that I have seen and discussed the proposed plans for construction of a new Evangelical Covenant Church building, which would be located on the property immediately adjacent to my home, and that I am in support of the project.

I was advised that a that a four foot berm or wall could be required by ordinance due to the location of the proposed structure on the property. I would like to ask that neither a berm nor a wall be required. I would rather see just connecting lawns between the church building and my home.

Sincerely,

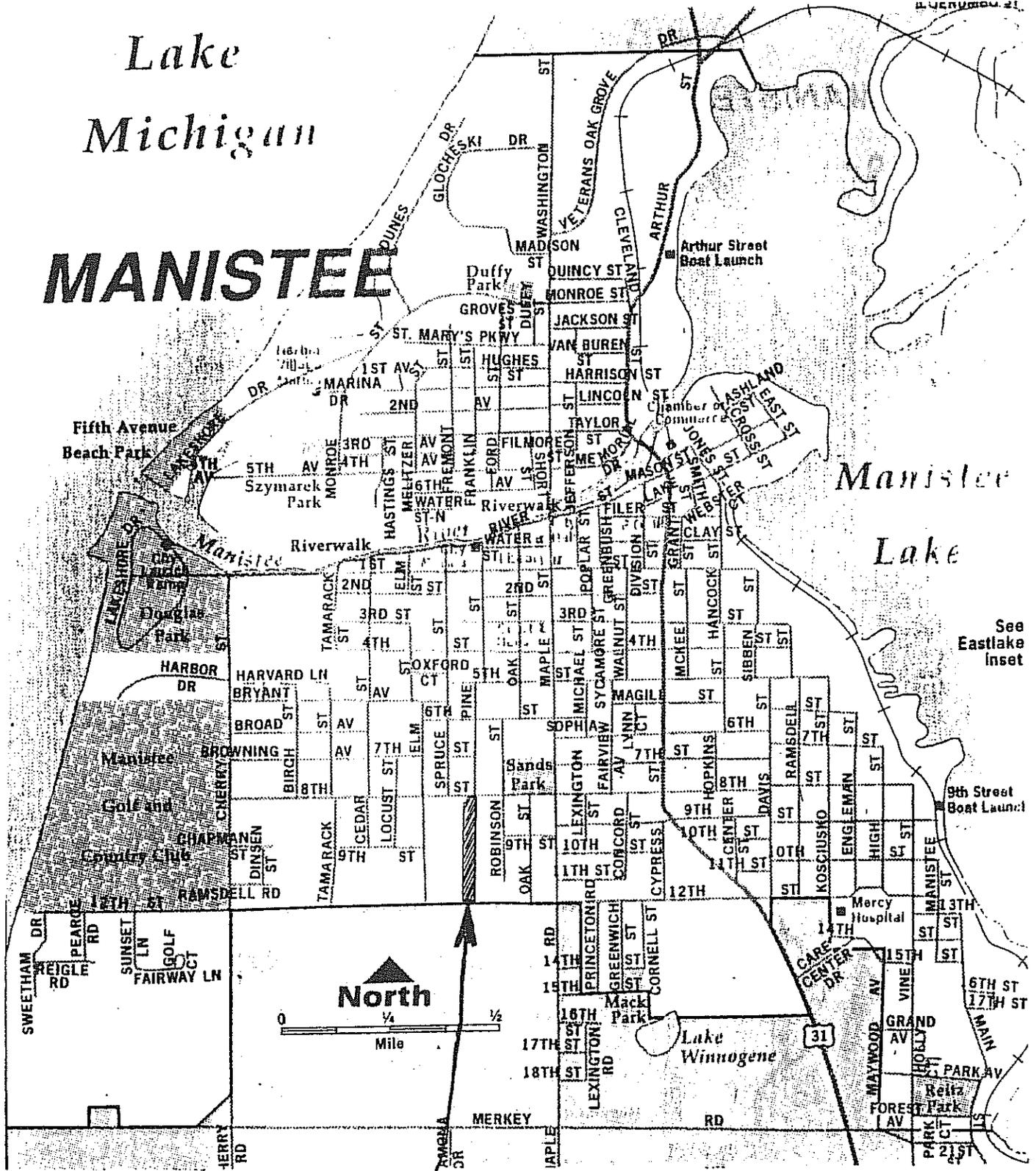
A handwritten signature in cursive script that reads "Myra L. Sundbeck". The signature is written in dark ink and is positioned to the right of the typed name "Myra L. Sundbeck".

LOCATION MAP EVANGELICAL COVENANT CHURCH PROPERTY

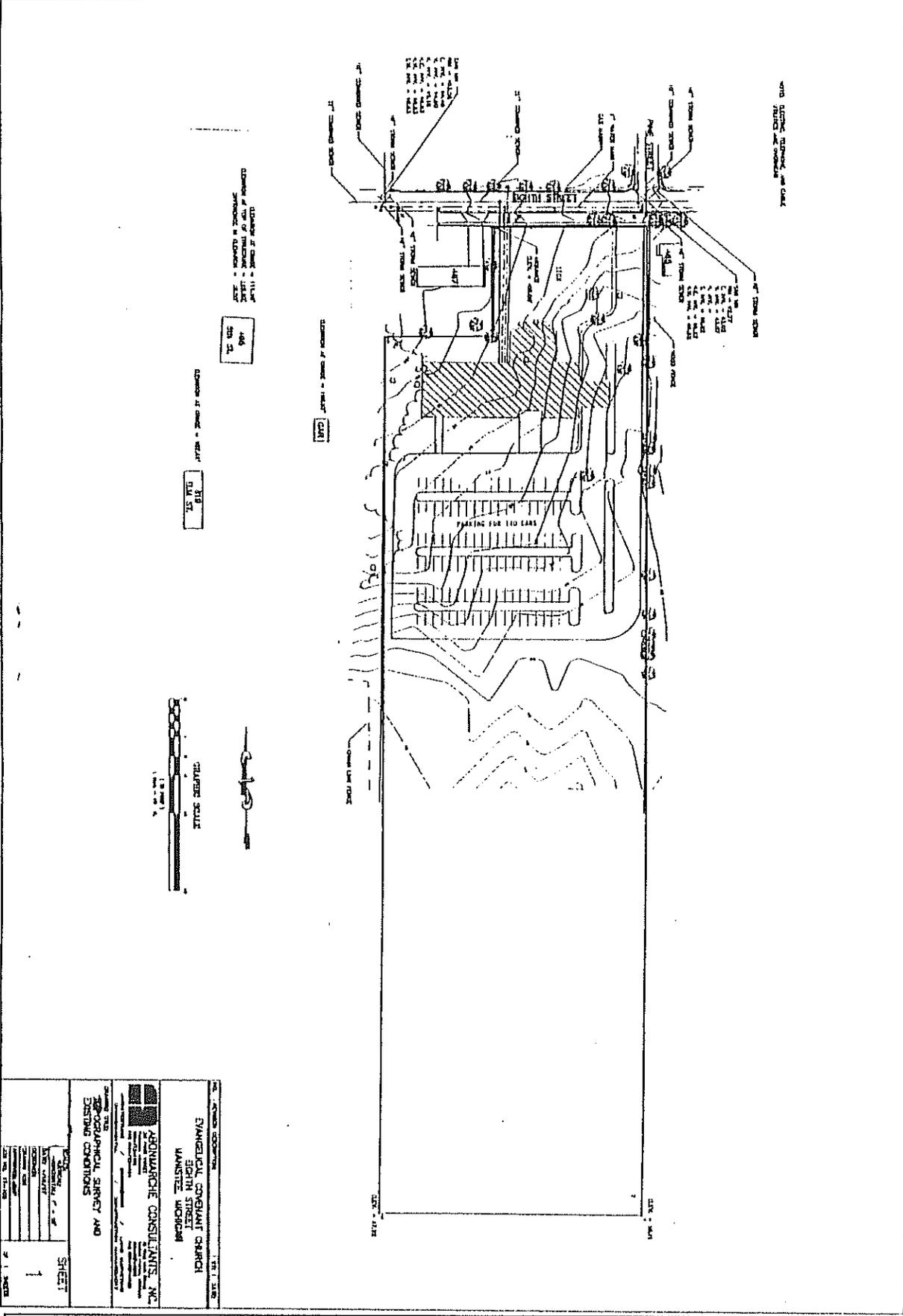
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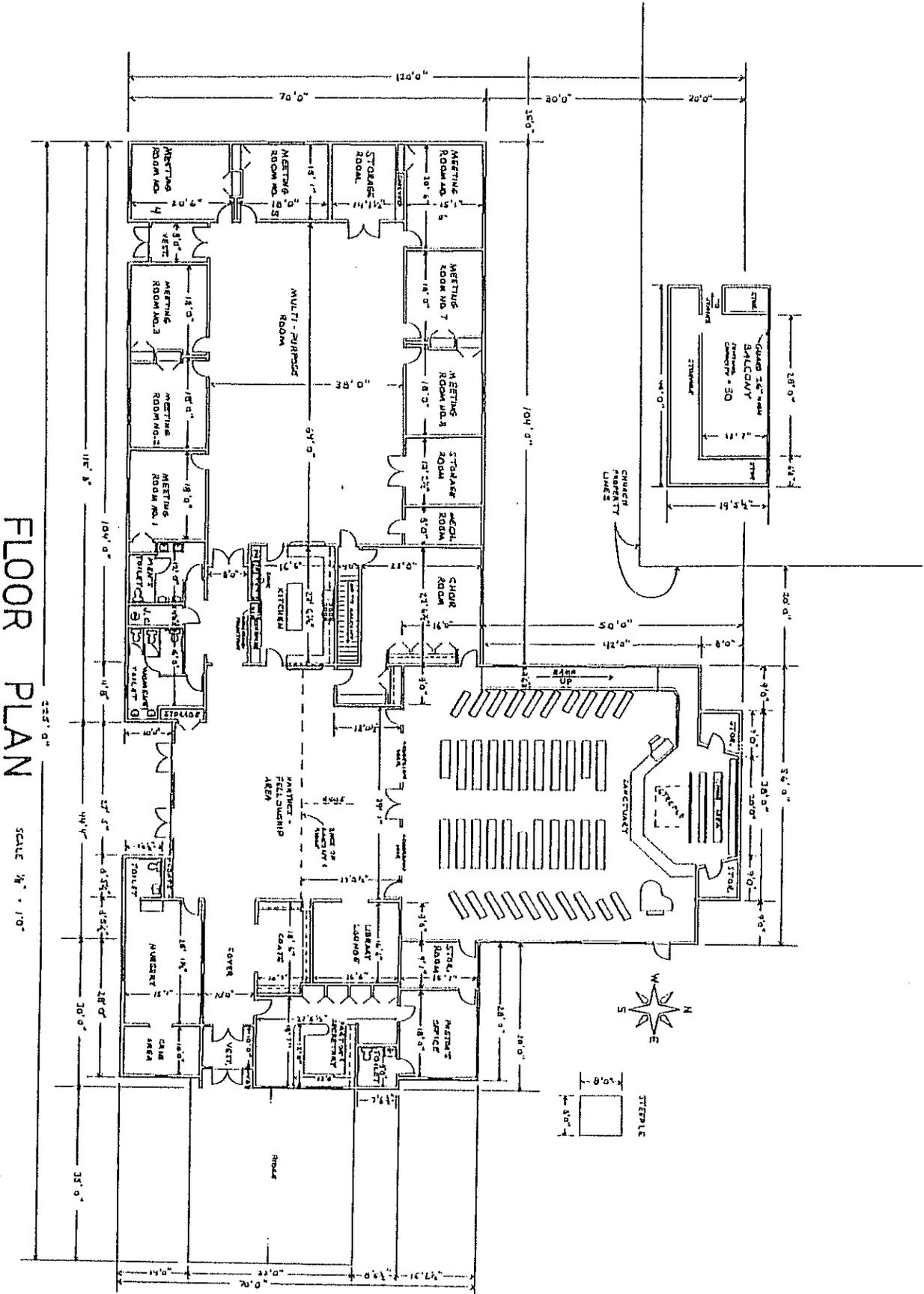
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CHURCH PROPERTY



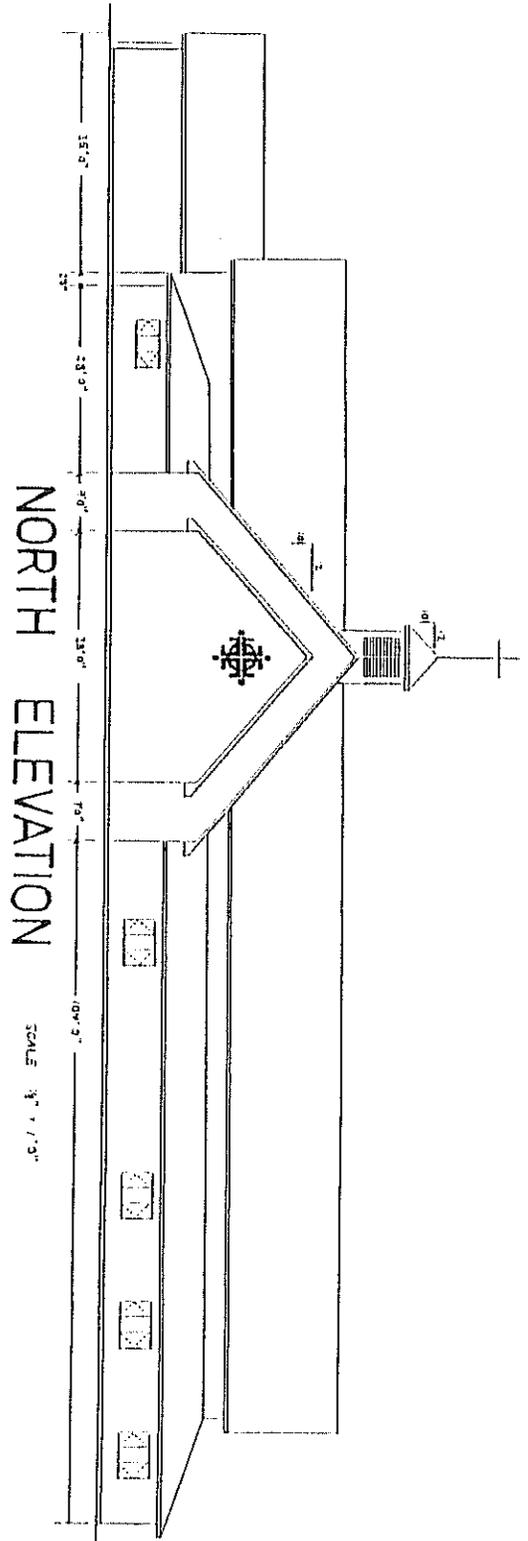
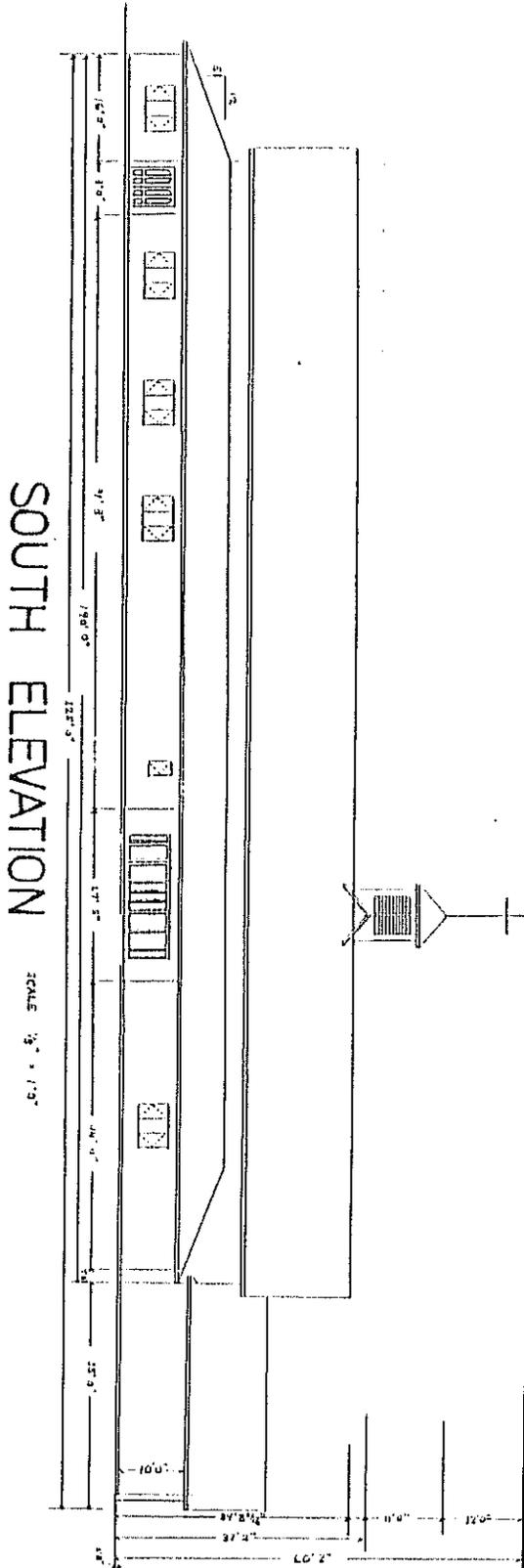
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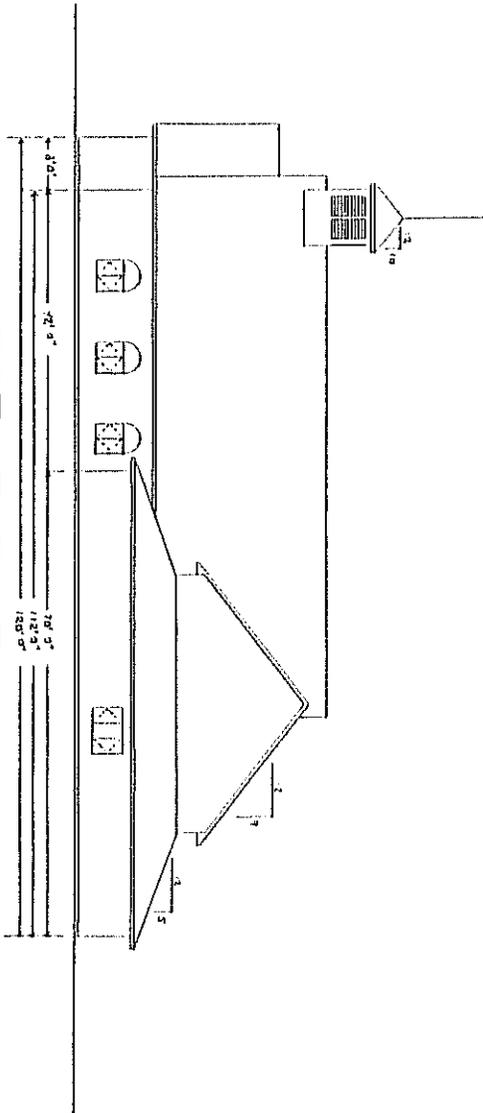
FLOOR PLAN

SCALE 1/8" = 1'-0"

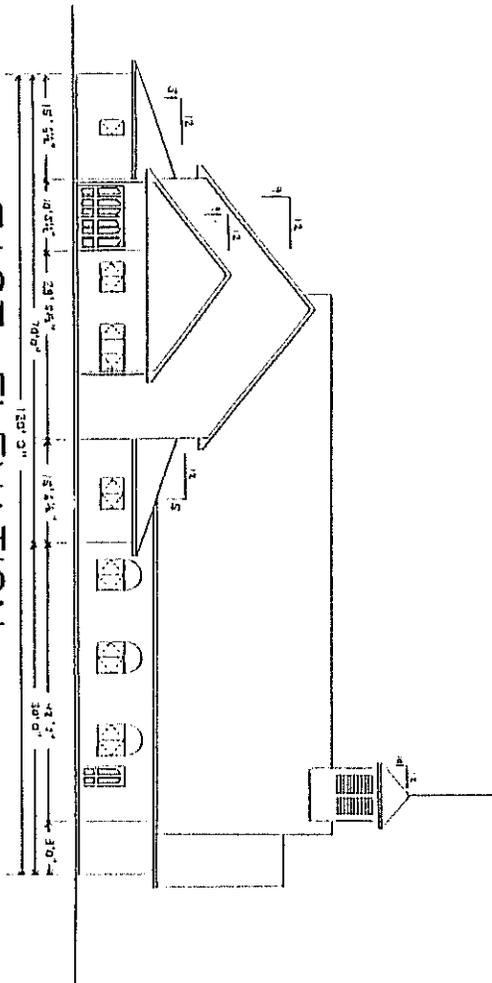
2 EVANGELICAL COVENANT CHURCH Manistee, Michigan



WEST ELEVATION



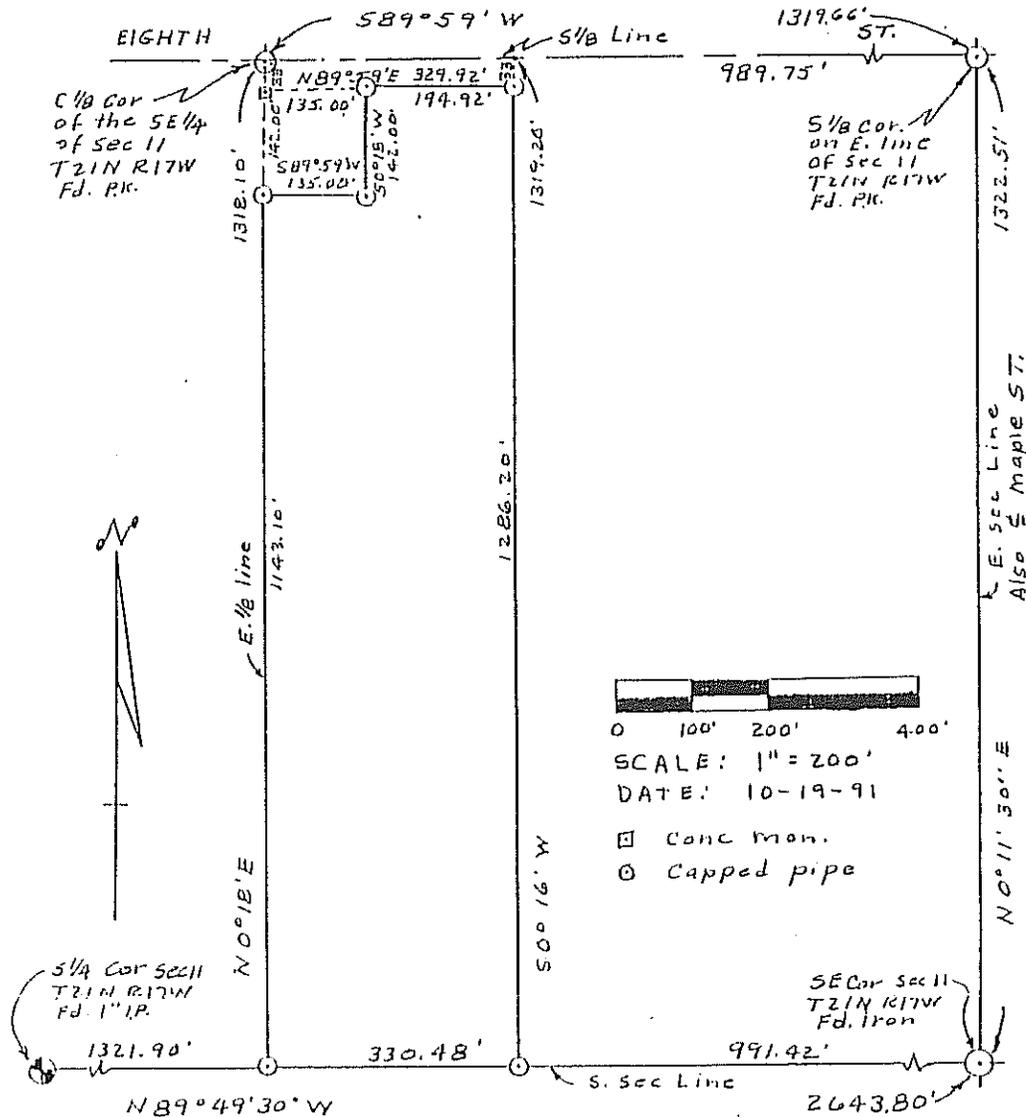
EAST ELEVATION



RECORDED COPY

Certificate of Survey

The W $\frac{1}{2}$ of the W $\frac{1}{2}$ of the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of sec 11 T21N R17W, excepting therefrom a parcel of land described as: commencing at the SE cor of said sec 11; thence N 0°11'30"E 1322.51 feet to the S 1/8 cor on East line of said sec 11; thence S 89°59'W 1319.66 feet to the C 1/8 cor of the SE $\frac{1}{4}$ of said sec 11; thence S 0°18'W 33.00 feet along the East 1/8 line of said sec 11 for a P.O.B.; thence N 89°59'E 135.00 feet; thence S 0°18'W 142.00 feet; thence S 89°59'W 135.00 feet; thence N 0°18'E 142.00 feet to the P.O.B. Parcel containing 9.306 acres more or less. Subject to restrictions and easements of record.



I, Anthony M. Slawinski, hereby certify that I have surveyed and mapped the above described parcel(s) of land in accordance with Act 132, P.A. 1970, and that the error of closure was no greater than 1:5000.

SURVEYED FOR: Matthew Pomeroy 28 East Street Manistee, Michigan 49660	SURVEYED BY: <i>Anthony M. Slawinski</i> Anthony M. Slawinski Registered Land Surveyor #11887 348 Seventh Street Manistee, Michigan 49660 Telephone (616) 723-2999	FIELD: A M S L S
		OFFICE: A M S S M S
		CHKD: A M S
		STATE OF MICHIGAN ANTHONY M. SLAWINSKI LAND SURVEYOR

SITE PLAN REVIEW

NAME: Manistee Benzie CMH
310 N. Glocheski Drive
Manistee, MI 49660

PROPOSED USE: Office
ZONING DISTRICT: I-1

PARCEL CODE: 51-51-155-008-00

USE IS: Permitted
 Special
 Not Permitted

BULK REGULATIONS

	REQUIRED BY ZONING	PROPOSED IN PLAN	COMPLIANCE	
			YES	NO
PARCEL SIZE:	12,000 sq. ft.	+12,000 sq. ft.	X	<input type="checkbox"/>
STREET FRONTAGE:	120 ft.	240 ft.	X	<input type="checkbox"/>
SETBACKS				
FRONT YARD	25 ft.	34 ft.	X	<input type="checkbox"/>
SIDE YARD	10 ft.	5 ft.		variance
REAR YARD	10 ft.	130 ft.	X	<input type="checkbox"/>
WATERFRONT	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>
HEIGHT:	30 ft.	17.5 ft.	X	<input type="checkbox"/>
PARKING:	36	30		variance
BUILDING AREA:	4,000 sq. ft.	7,200 sq. Ft	X	<input type="checkbox"/>

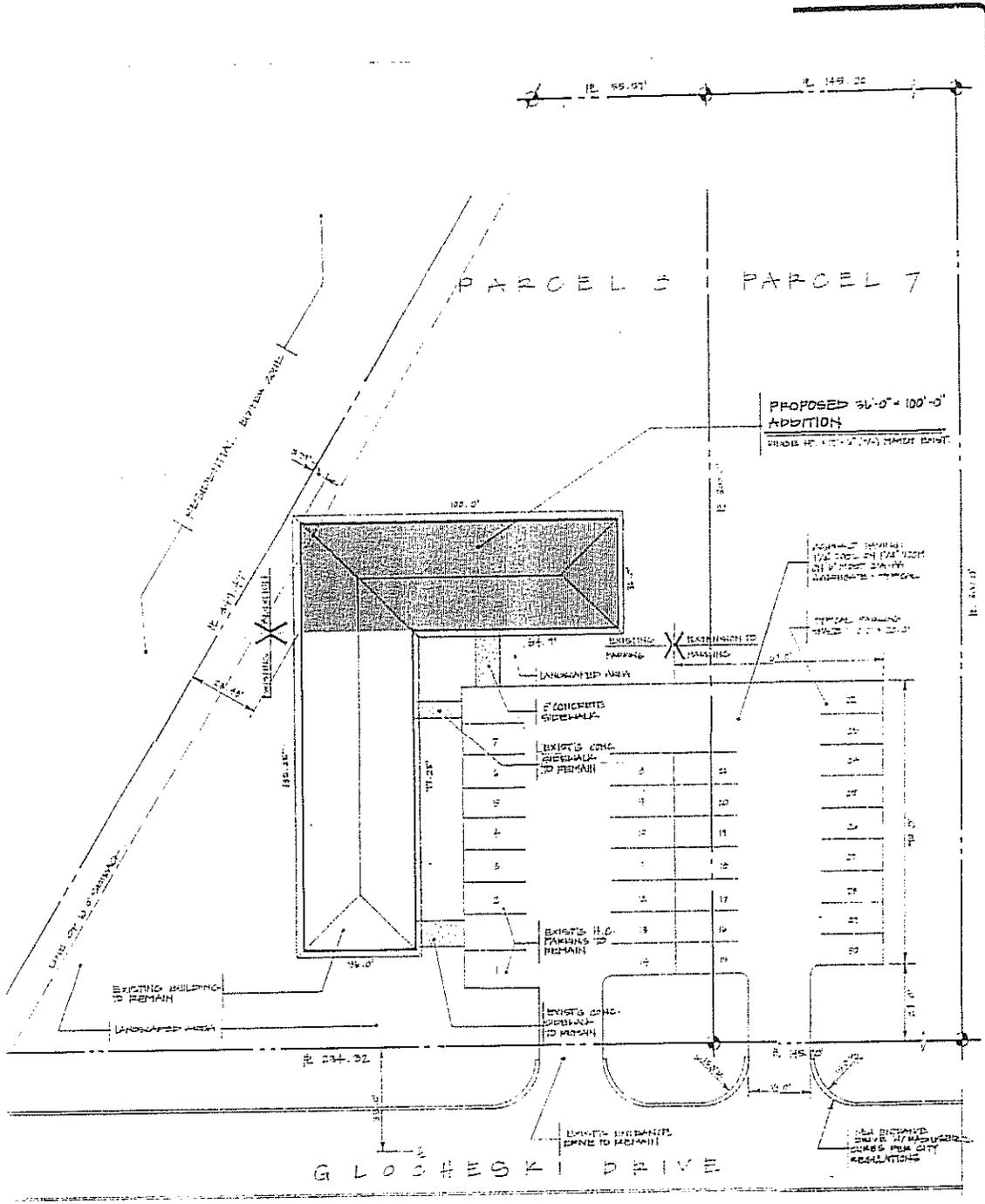
SPECIAL DISTRICTS

	APPLIES?		APPROVED?	
	YES	NO	YES	NO
HISTORIC OVERLAY:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
HIGH RISK EROSION:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
FLOOD PLAIN:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
SOIL EROSION:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

OTHER: May 20, 1998 the Zoning Board of Appeals approved a variance to the side-yard setback from 10 feet to 5 feet to allow a 36' x 100' addition to the existing building and a variance to reduce the parking space requirements from 36 to 30.

REVIEWED BY: 

DATE: May 21, 1998



N
 PLAN - site
 3 3 2 2 1 1" = 20'-0"

REVISIONS	BY
7/11/1975	ENR/DM

London C. Thompson
 Architects, P.C.
 200 N. W. 10th St., Suite 100
 Miami, FL 33136

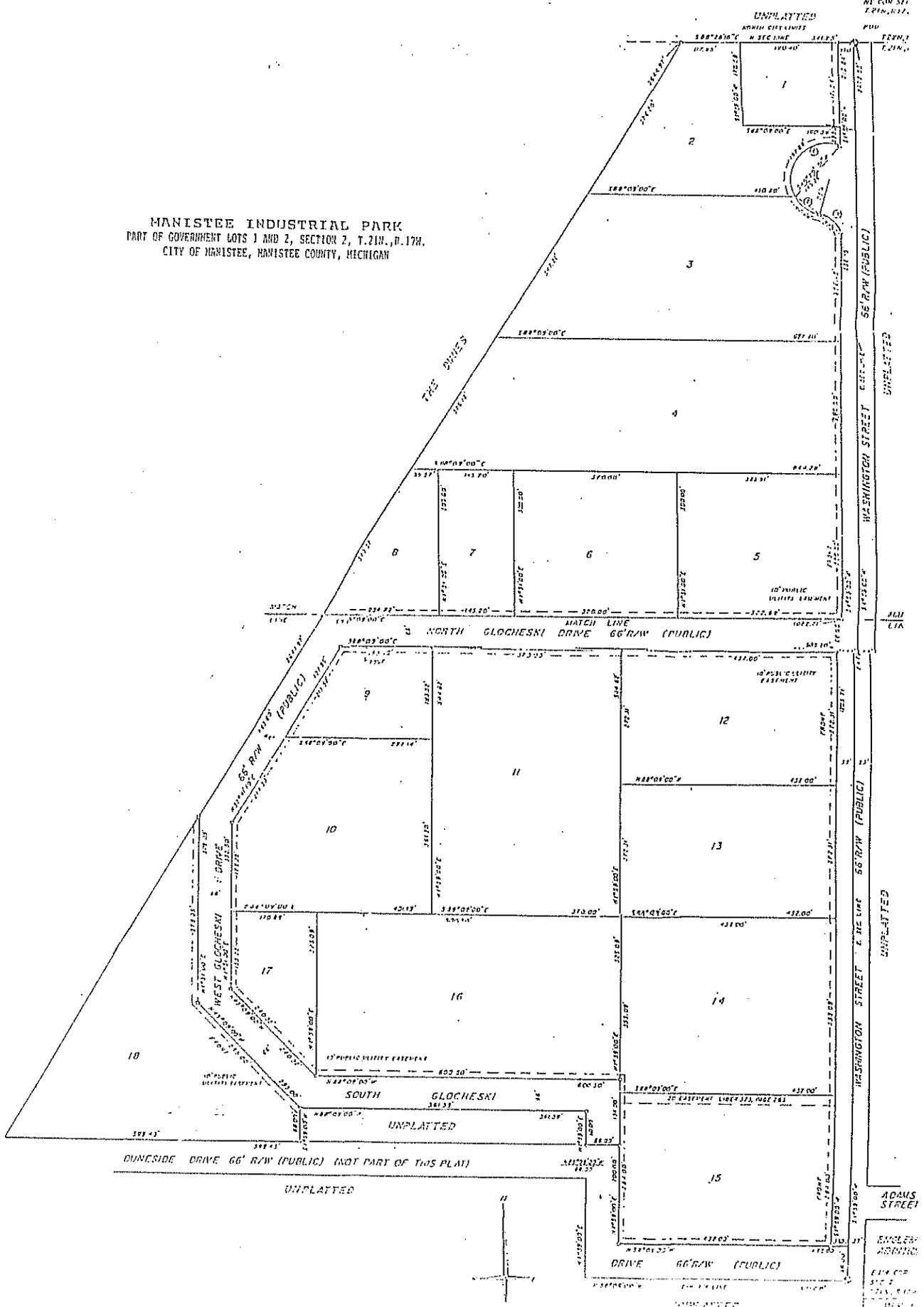
additions to administration building for:
Community Mental Health
 310 N. Glucheski Drive
 Manistee, Michigan

DRAWN L. HARRINGTON
CHECKED
DATE MAY 1975
SCALE AS SHOWN
JOB NO. 1327
SHEET A-1

CURVE DATA

CURVE	RADIUS	CHORD	ARC LENGTH	CHORD BEARING	BEARING
1	125.00'	125.00'	125.00'	90°00'00"	90°00'00"
2	25.00'	25.00'	25.00'	90°00'00"	90°00'00"
3	25.00'	25.00'	25.00'	90°00'00"	90°00'00"

MANISTEE INDUSTRIAL PARK
 PART OF GOVERNMENT LOTS 1 AND 2, SECTION 2, T.21N., R.17W.
 CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN



SITE PLAN REVIEW

NAME: Evangelical Covenant Church
349 Third Street
Manistee, MI 49660

PROPOSED USE: Church
ZONING DISTRICT: R-4

PARCEL CODE: 51-51-311-475-07

USE IS: Permitted
 Special
 Not Permitted

BULK REGULATIONS

	REQUIRED BY ZONING	PROPOSED IN PLAN	COMPLIANCE	
			YES	NO
PARCEL SIZE:	6,000 sq. ft.	(approx) 9 acres	X	<input type="checkbox"/>
STREET FRONTAGE:	60 ft.	195 ft.	X	<input type="checkbox"/>
SETBACKS				
FRONT YARD	25 ft.	125 ft.	X	<input type="checkbox"/>
SIDE YARD	10 ft.	48 ft.	X	<input type="checkbox"/>
REAR YARD	10 ft.	(approx) 1,050 ft.	X	<input type="checkbox"/>
WATERFRONT	50 ft.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
HEIGHT:	30 ft.	71.2 ft.	<input type="checkbox"/>	X
PARKING:	120 (aprox)	110	<input type="checkbox"/>	X
BUILDING AREA:	1,000 sq. ft.	16,100	X	<input type="checkbox"/>

SPECIAL DISTRICTS

	APPLIES?		APPROVED?	
	YES	NO	YES	NO
HISTORIC OVERLAY:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
HIGH RISK EROSION:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
FLOOD PLAIN:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
SOIL EROSION:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER:

REVIEWED BY: 
Jon R. Rose/Community Development Officer

DATE: May 28, 1998



70 Maple Street • P.O. Box 338 • Manistee, Michigan 49660

616-723-2558
FAX 616-723-1546

March 7, 1996

Jim Mrozinski
Onekama Marine Inc.
4378 Crescent Beach Road
Onekama, Michigan 49675

SUBJECT: Cedar Street Lease

Dear Jim:

On March 5, 1996 we met again to review and discuss your interest in acquiring and improving the Cedar Street Marina property. The upland property east of Tamarack would be acquired, the actual marina is on property leased from the City of Manistee. That lease had an original term of ten years, it expires in 2001. It is identical with other commercial riverfront leases to the east.

Your plan would be to acquire and improve that property. A marina extension to the west is anticipated. You indicated a desire to expand in excess of 400 feet to the west. It appears as though channel limits and water depths would limit that expansion to closer to 300 feet. An existing residential lease is present within that 300 feet. We discussed the possibility of you making separate arrangements with that lessee.

In as much as you anticipate making substantial capital investment in the property you expressed a desire to extend the term of the lease. I indicated that the original 20 year term was specifically established in order to encourage capital investment, recognizing the time necessary to recoup that investment. In as much as only six years remain on the original 10 year term we discussed a four year extension at the lease rates in effect in the year 2001. A lease renewal in 2005 would be provided within the lease agreement, subject to terms being negotiated at that time. The future lease rate would be benchmarked to the market value of riverfront property. I further indicated the City would charge identical rates on all three riverfront lessees.

We discussed various changes at the north end of Tamarack Street and the west end of Water Street. As you know, the road cuts a diagonal east of the Water Works building as well as wrapping around behind (to the north and west) of the Water Works building. On several occasions there has been discussion regarding the possibility of vacating the north and west portion of Water Street, leaving traffic to traverse east and south of the Water Works building. This would create additional parking capacity for the Riverwalk access, for the Water Works building and for your anticipated marina improvements. Any vacation of public roads requires a formal review process including a public hearing before the Planning Commission and/or City Council. I neglected to mention the possible need for Circuit Court action to confirm the vacation. An alternative may be to create the parking without a vacation of the right-of-way.

If the marina were constructed and extended to the west, access for your patrons would be an issue. We discussed the possibility of constructing a drop off area, perhaps a "ten minute parking" on the City owned property behind the Paul Burns house. We agreed that any access and/or parking in this area would be much more easily accomplished if you could acquire the Burns house as part of your development project.

You discussed a desire to operate a full service marina, including gasoline, diesel and repair work. I am not aware of any difficulties associated with that business plan. Generally speaking I noted that you run a very neat, clean and reputable business in Onekama and that we would be pleased to welcome you to the Manistee port. The Cedar Street Marina offers an exciting opportunity for you and for the City to improve the facilities available in this harbor.

If your recollection of our discussions is contrary to the above, please feel free to contact me. Thank you for your interest.

Sincerely,

CITY OF MANISTEE



R. Ben Bifoss, City Manager

RBB:ck

cc. Manistee City Council

bcc ROSE & PICARDAT



City of Manistee

616-723-2558
FAX 616-723-1546

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

April 4, 1996

Jim Mrozinski
Onekama Marine, Inc.
P. O. Box 210
Onekama, Michigan 49675

Dear Jim:

Thank you for your letter of March 26, 1996. Your correspondence highlights several areas of concern. Due to the assurances that you are requesting it is more appropriate for you to proceed in presenting formal plans for Planning Commission and City Council consideration rather than continuing these discussions.

In addition to that general comment, several specific comments are also in order. Regarding lease rates I have attached a copy of correspondence from 1991 that outlines the City philosophy and intent regarding rates to be charged for the riverfront. I expect that approach to prevail when new lease rates are considered at the end of the current lease term. Those new lease rates may apply for four years or eight years or the entire ten year term; depending on what lease rate is negotiated.

We agreed that the enhancement of Cedar Street would be desirable. We agreed that the vacation of a portion of Water Street would provide additional public and private parking or that parking may be provided without the vacation of Water Street. We acknowledged the benefit of a drop off area behind the Burns house for marina patrons at the western edge of the property. I do not recall making any commitments for the City to pay for any of these improvements. To the degree there is public benefit there would be cause for public investment, in accordance with overall budget priorities.

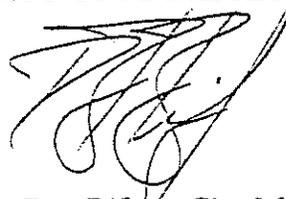
Vacating any street is a serious undertaking; one should not presume conclusions regardless the weight of argument either pro or con. I think it best that you request formal consideration on this item.

Regarding a new access down the hill behind the Burns house, we reviewed the Riverwalk plans that show stairs were originally planned, but is deleted for budgetary reasons. If stairs are desirable to service your customers it is reasonable to allow those stairs to be constructed in accordance with those original plans. The cost would be borne by the benefitting party.

My overall impression is that our discussions have proceeded too casually with significant opportunity for misunderstandings to develop. I apologize for whatever role I played in creating that confusion. Formal consideration in the future will prevent a reoccurrence. With apologies...

Sincerely,

CITY OF MANISTEE

A handwritten signature in black ink, appearing to read 'R. Ben Bifoss', written over the printed name below.

R. Ben Bifoss, City Manager

RBB:ck

Enclosure

cc. Manistee City Council

Minutes of a Joint Special Session of Filer Charter Township Planning Commission and Manistee City Planning Commission May 21, 1998

A welcome was issued to all present by Mr. Kurt Schindler.

Introduction of members. Members present: Tony Slawinski, Don Alfred, Joe Adamski, Jennifer Williams, Shirley Ball, Beryl Amburgey, Bob Hornkohl, Ray Fortier, Kristy Harless, Cyndy Fuller, John Lakos, John Serocki, Ken Sielski, Cliff Adamski

Others present: Terese Hughes, Kurt Schindler, Jon Rose, Denise Mikula

There was no public comment.

The meeting was devoted to new business items one through eight of the Agenda.

1. There has been a citizen complaint about dusty conditions on Adamczak Rd. There is mainly City generated traffic on the road. This traffic is to and from the City's compost yard. The possibility of another access to the site was discussed as well as that of paving Adamczak Rd.

2. The contract and agreement that allows the existence of the compost facility was discussed. Questions were raised regarding the beginning of work on a berm to screen the view of the facility. The Charter Township of Filer has hired Nordlund Engineering to do testing on the site that the Filer DDA may purchase. A test well may be done.

3. Discussion was held regarding the capacity of the City's waste water treatment facility. Ideas were shared about the use of the facility by neighboring municipalities. Fees in lieu of taxes were discussed as the basis of the use fees assessed to non City subscribers. It was agreed that a dialogue between the City and Township on this matter should begin.

4. A great deal of discussion of item #3 blended into discussions of the Filer water system possibilities and limitations. Ken Sielski provided expert testimony on these issues.

5. Twelfth Street extension from Maple to Cherry was discussed. This possibility was raised four years ago with the City Planning Commission and affected property owners. It was recalled that there was only one negative response from these property owners. The likelihood of this work should be looked into.

6. New work being done by the County, City and Townships on road construction should be done to accommodate bicycle traffic. A designated bike route, from the county line through

1999

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23	24	25	26	27	28	29
30	31					

JULY

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16	17	18	19	20	21	22
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30	31					

AUGUST

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SEPTEMBER

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30						

OCTOBER

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NOVEMBER

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30						

DECEMBER

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Manistee City Planning Commission Meeting/Worksession Dates 1998

Meeting	Worksession
January 8, 1998 - Due to Holiday	January 22, 1998
February 5, 1998	February 19, 1998
March 5, 1998	March 19, 1998
April 2, 1998	April 23, 1998
May 7, 1998	No Worksession
June 4, 1998	No Worksession
July 9, 1998 - Due to Holiday	No Worksession
August 6, 1998	No Worksession
September 3, 1998	September 17, 1998
September 17 th Joint Worksession with Filer Charter Township	
October 1, 1998	October 15, 1998
November 5, 1998	November 19, 1998
December 3, 1998	December 17, 1998

List of attachments that replace the reports on the Agenda

- 4/1/98 - D.D.A. Minutes
- 5/12/98 - City Council Agenda
- 5/19/98 - City Council Agenda
- 5/20/98 - Zoning Board of Appeals Minutes
- 6/2/98 - City Council Agenda

SITE PLAN REVIEW

NAME: Brad Powers
P.O. Box 23
Manistee, MI 49660

PROPOSED USE: Office
ZONING DISTRICT: C-1

PARCEL CODE: 51-51-670-711-01

USE IS: Permitted
 Special
 Not Permitted

BULK REGULATIONS

	REQUIRED BY ZONING	PROPOSED IN PLAN	COMPLIANCE	
			YES	NO
PARCEL SIZE:	20,000 sq. ft. (Complies with 8003.D Non-conformity)	12,375 sq. ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STREET FRONTAGE:	120 ft.	132 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SETBACKS				
FRONT YARD	30 ft.	30 ft. & 36 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SIDE YARD	10 ft.	10 ft. & 40 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REAR YARD	20 ft.	n/a	<input type="checkbox"/>	<input type="checkbox"/>
WATERFRONT	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>
HEIGHT:	30 ft.	<30 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PARKING:	7 spaces	8 spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUILDING AREA:	n/a	n/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SPECIAL DISTRICTS

	APPLIES?		APPROVED?	
	YES	NO	YES	NO
HISTORIC OVERLAY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIGH RISK EROSION:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLOOD PLAIN:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOIL EROSION:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER: Buffer required when adjacent to residential Property. Dr. Powers is providing a 4 foot privacy fence.

REVIEWED BY: Jon R. Rose
Jon R. Rose/Community Development Officer

DATE: June 3, 1998

Application for Site Plan Review & Land Use Permit

Location of Project: 902 Cypress St.

Parcel Code #: 51-51-670-711-01

Name & Address of Applicant: Brad Powas, POB 23, Manistee,

Phone Numbers: Work 723 8388 Home 723 0083

Name & Address of Owner if different: _____

Phone Numbers: Work _____ Home _____

Brief description of work to be done: Build home/office, pre-fab home
on wood foundation

Site Plan Reviews need to go before the City of Manistee Planning Commission. They must be received 10 days prior to the meeting. Regularly scheduled meetings are the first Thursday of the Month at 7:00 p.m. in the Council Chambers, City Hall.

A detailed Site Plan, as spelled out in Section 9406 of this ordinance, is needed with the application. Specifications on the back of this sheet.

Once completed the form should be returned to: Jon Rose
Community Development Officer
City of Manistee
P.O. Box 358, 70 Maple Street
Manistee, MI 49660

For Questions call Jon Rose, (616) 723-2558.

Fee: Land Use Permit/Site Plan Review \$ 20.00

6/3/88
J.B. Powers.

9404 Info for Basic Site Plan

- a. Lots 1+4, Block F, "Ramsdell + Benedicts Add'n to the City of Manistee, Manistee Co. MI, Parcel B
- b. Owners: Mary Luella Powers, 6041 N. Maplewood Ave, Chicago
and Dr. Brad Powers, PO Box 23, Manistee 49660

Builder: Howard T Hopkins 7858 E. Hansen Rd, Fountain
757-3943

c. Scale is 1 square = 4'

e. See drawing,

f. " "

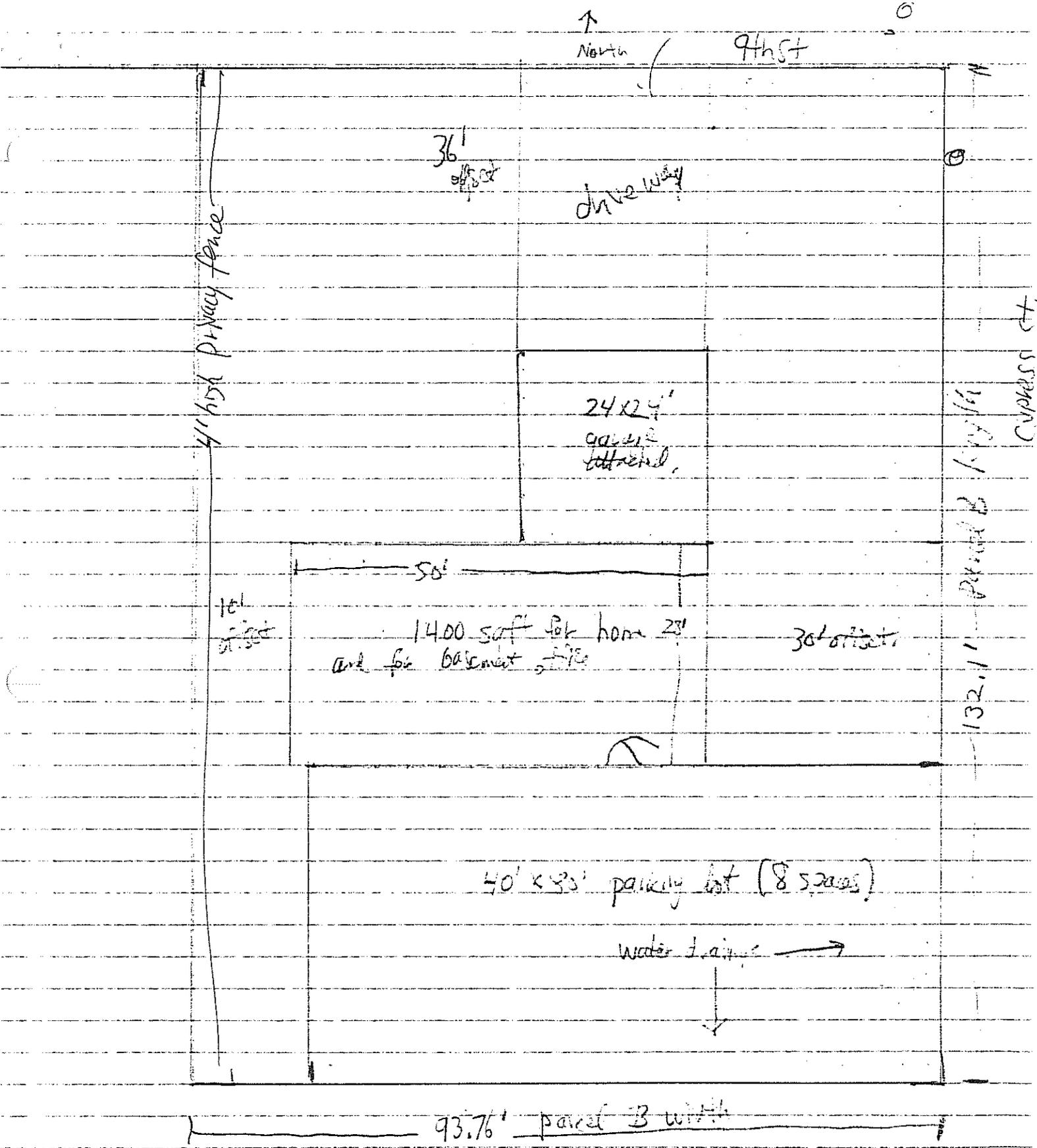
9405 Med. Site Plan.

- e. Water from driveways, roof and parking lot will follow slope to nearest ^{storm-}sewer openings on Cypress St. Subsurface drainage accomplished via 12" pea gravel and tile toward city ^{storm} sewer and also down to Parcel D,
- f. No neighboring driveways.
- g. Removal of 20'x20' well in northeast corner of Parcel B.

9405 med. site plan.

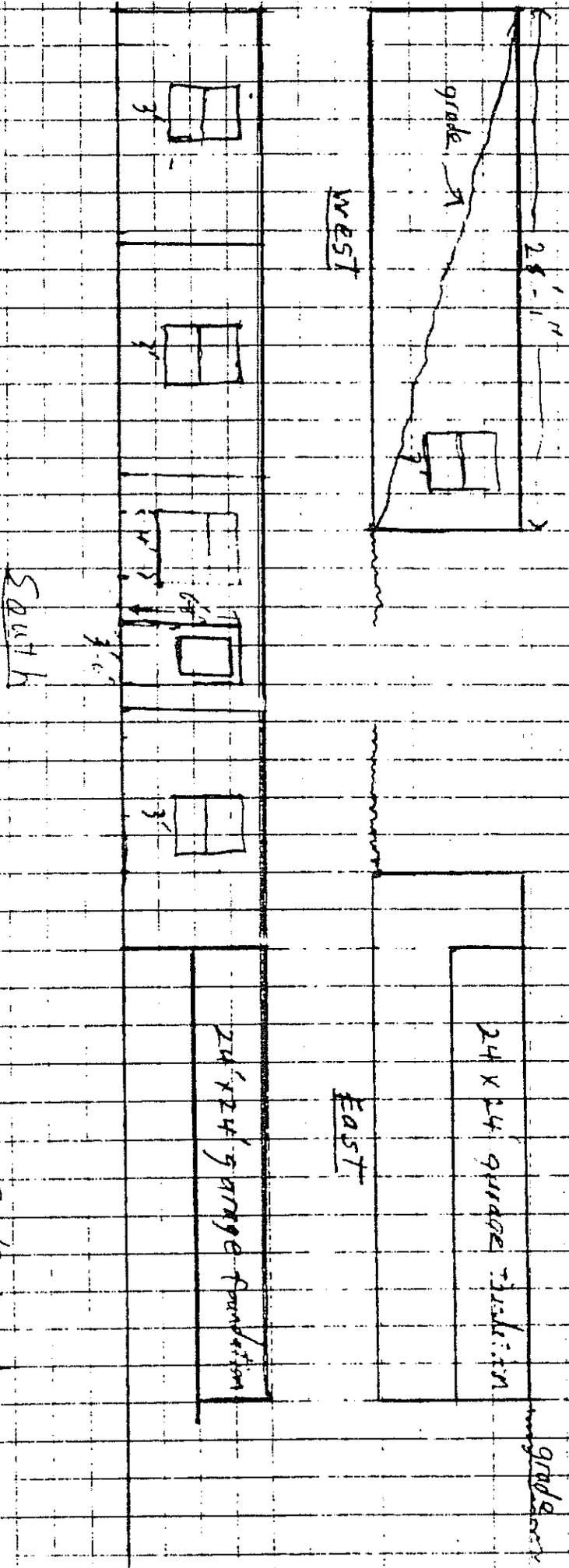
d. No utilities easements. Need to install gas, elect.
Storm sewers are located: North of 9th St,
NEast corner of Cypress + 9th and South East
corner of 10th + Express.

6/3/08
PC



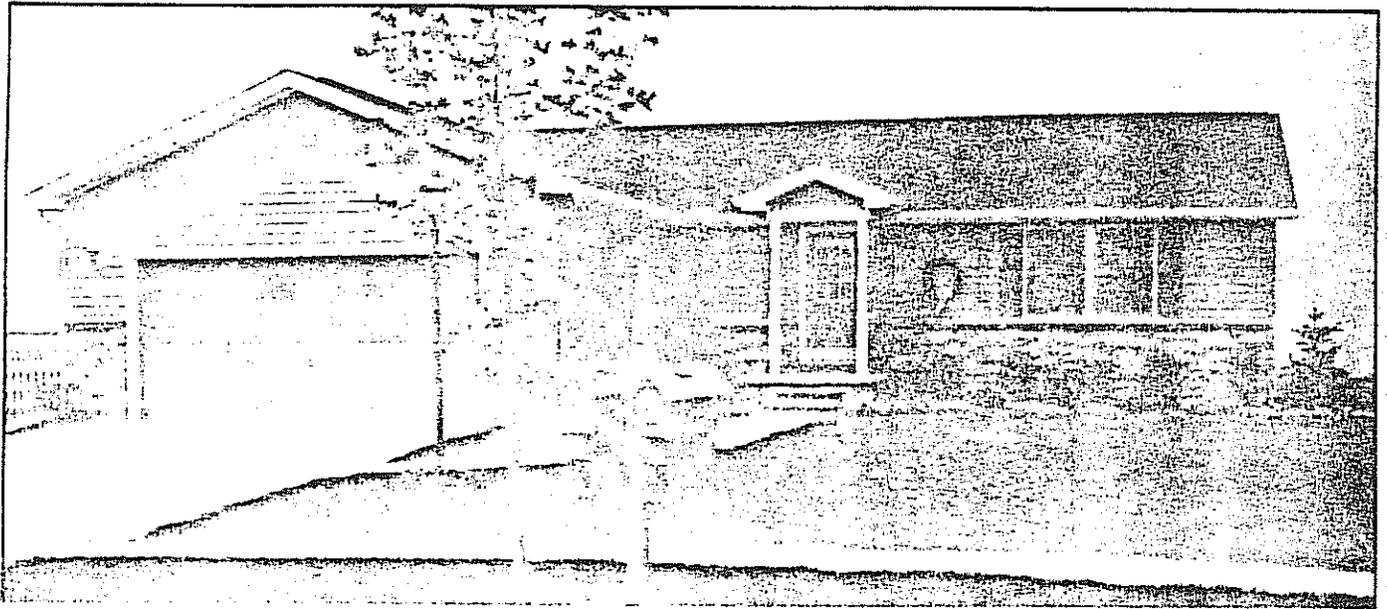
Scale: 1 square = 4'

Elevation drawing by Howard Hopkirk.



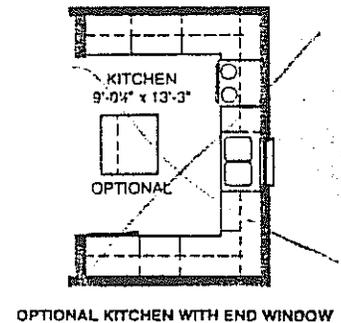
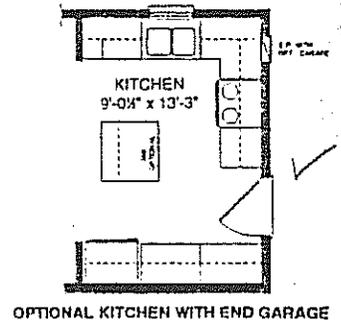
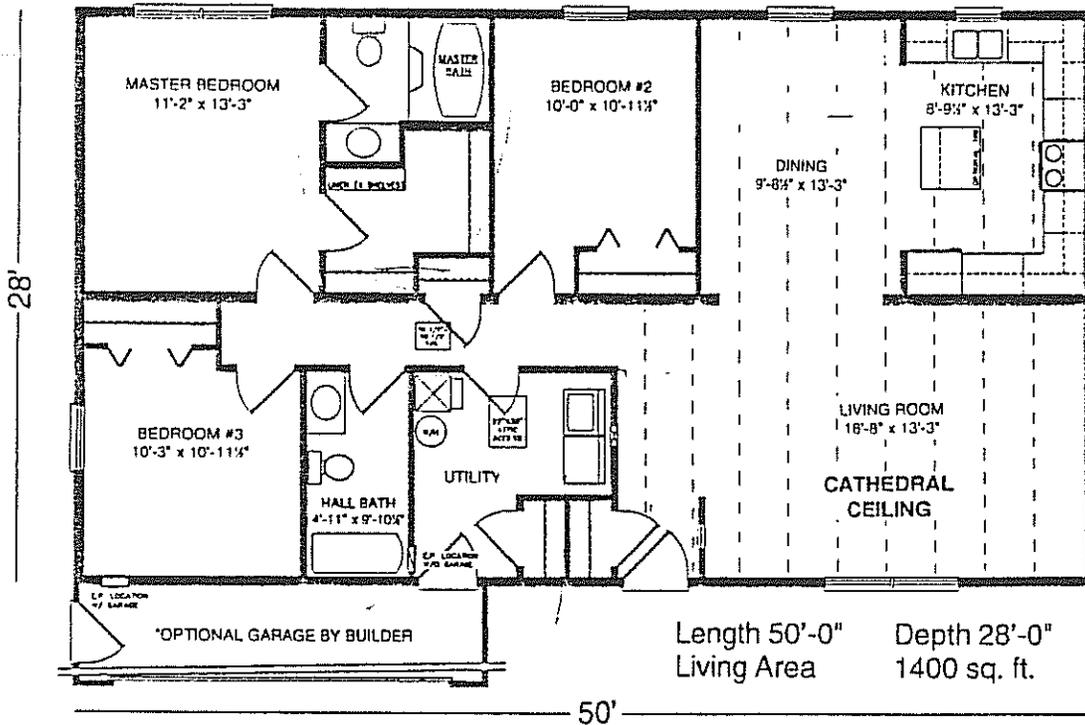
Scale 1/2"

Lexington



ELEVATION SHOWS OPTIONS BY BUILDER.

plan is revised!



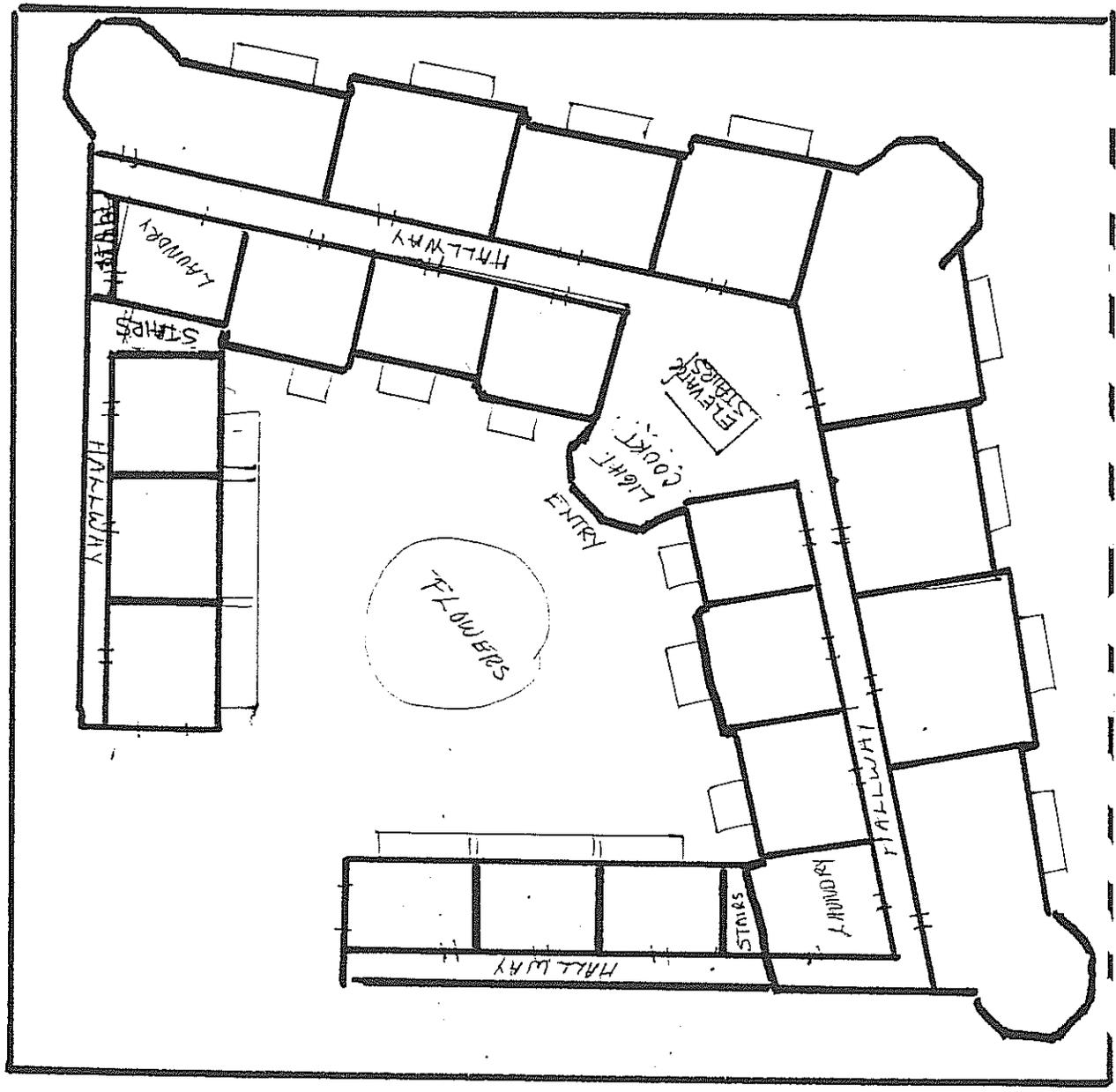
YOUR LOCAL BUILDER:



US 6 East
Nappanee, IN 46550
(219) 773-4167

TRINIDAD PARK

WATER STREET, VACATED



FIRST STREET

PINE STREET

N

TEMPERATURE
PRIME TIME

PLAN

6-2-98

1st level

parking
mechanicals

ENTRY

PUBLIC AREAS

2nd level

20 units

8 2Bedroom

2 Bath

6 1 Bedroom

1 Bath

6 2 Bedroom

1 Bath

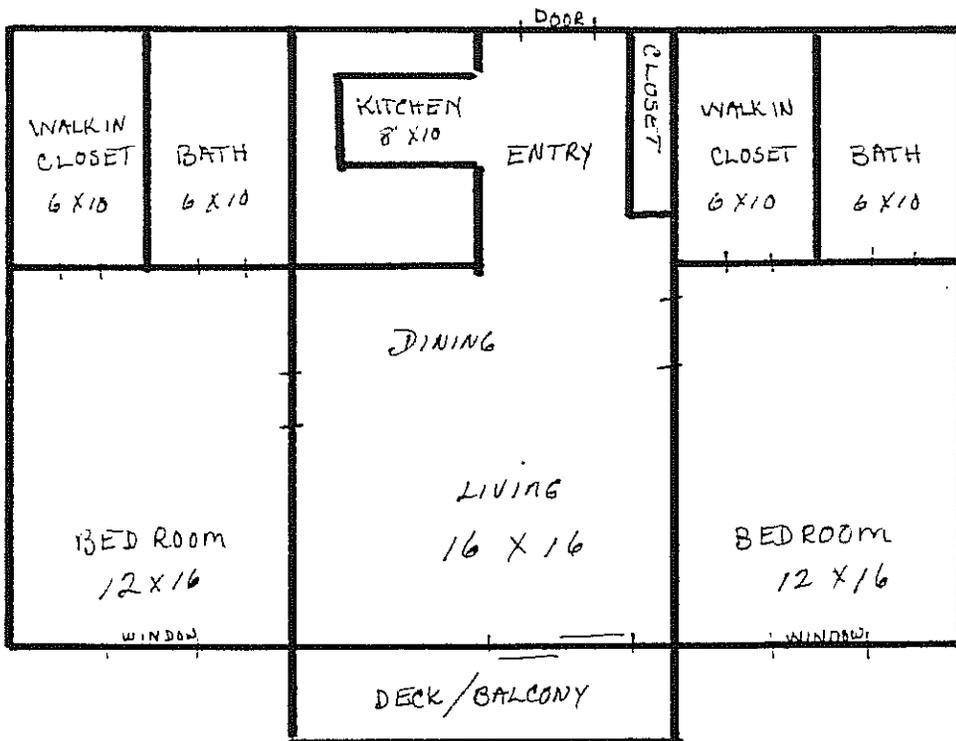
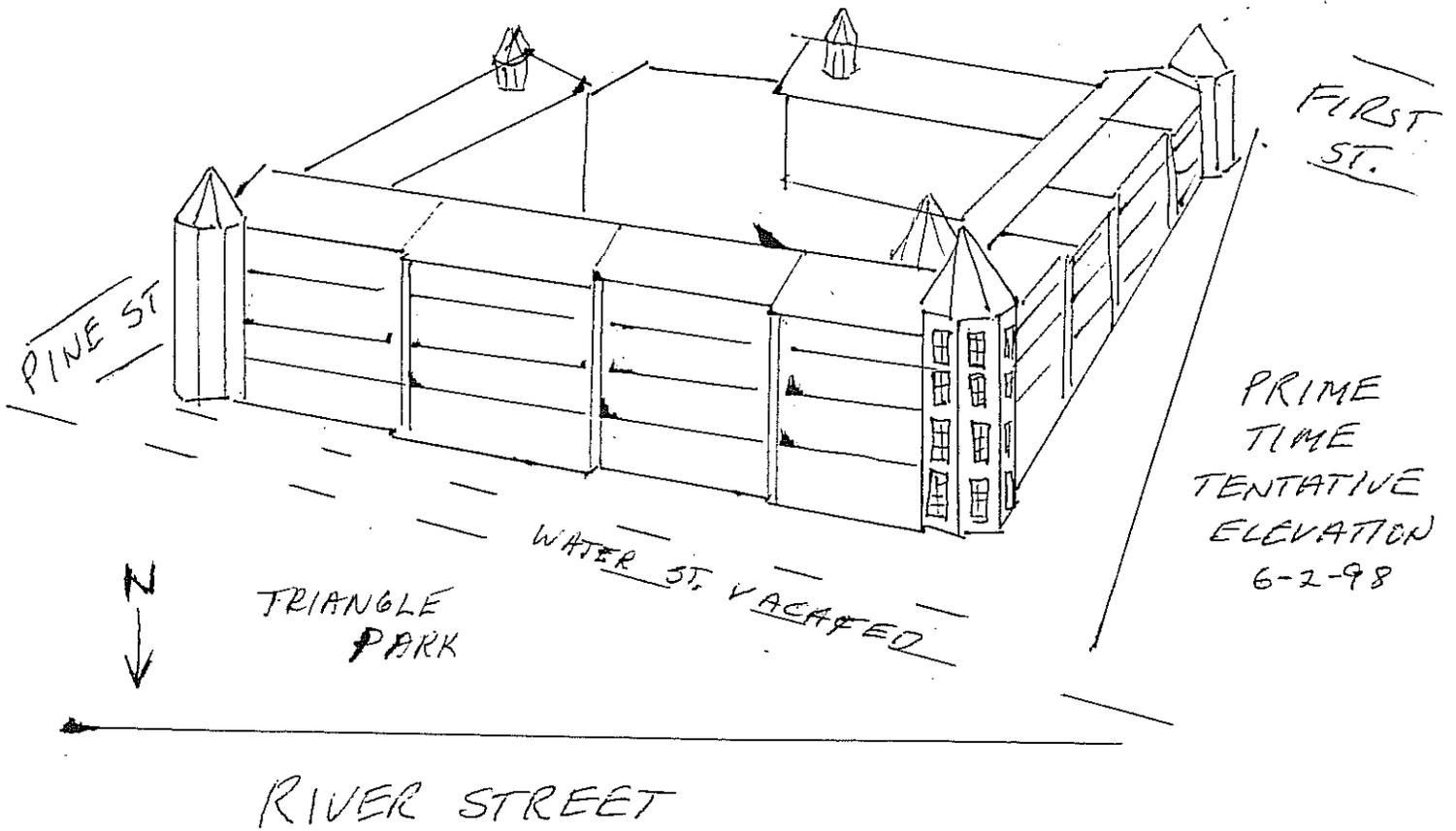
2 laundry

3rd level and

4th level

Same as

2nd level



PRIME TIME
TENTATIVE
SAMPLE
APARTMENT
6-2-98

2 BEDROOM 2 BATH
26 X 40
1046 sq. ft.

FIRST STREET

378.83

6244

11

10

9

6244

6244

PROPOSED REDUCTION OF ALLEY

THIEBault

BIENUS

CRH'S

HOUSE

PINE

122

18726

PROPOSED VACATING OF ALLEY .20'

ALLEY

PINE STREET

122

26843

BLOCK

18726

THOMAS

6242

6242

6242

18726

6244

6244

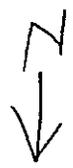
PROPOSED VACATING OF ALLEY .20' WATER SOUTH

THOMAS

BIKE

BLOCK 4

PROPOSED ACQUISITION FROM CITY OF MANASSAS RIVER ST



Planning Proposal - Prime Time of Manistee and Bill and Ruth Seng

Proposal Organizers	Middle Income Senior Housing in Manistee
Prime Time Group	Prime Time Group of Manistee has been working on this project for the last year. Organized as a Not-For-Profit Michigan Corporation; twenty five members. Officers- By Lyon, president; The Rev. Sally Schreiner, vice president; Dorothy Deehr, secretary-treasurer. Address- 412 Fourth Street, Manistee; Phone 723-5361
Proposed Housing Location	Chippewa Hotel property, bordered by River, Pine and First Streets
Number and size of units	Forty or fifty units, from one bedroom, one bath (670 sq. ft.) to two bedroom, two bath (1500 sq. ft.)
Ownership and Management	Cooperative- each unit will owned by a share in a cooperative costing from approximately \$15,000 to \$35,000. The facility will be managed and operated by the board of the cooperative.
Monthly Fee	To be determined as finances are refined but will be in the range of \$650 to \$1500 per month.
Entrance requirements	At least 62 years of age and financially able to make monthly payments; \$300 deposit, refundable.
Financing	Initial financing will be from the cooperative share purchases. Additional financing will from a long-term mortgage, secured locally, if feasible.
Design	The mortgage will be retired by a portion of the monthly fees. Exterior, Victorian compatible, height no more than four stories. Interior, fully handicap accessible.
Status of Organization	On-site parking available.
Development: Design etc.	The Prime Time group and the Sengs, the property owners, have exchanged letters of intent. These include the triangle known as Block 4 and the intervening designated portion of Water Street. All figures herein are estimates from our early planning stages and subject to refinement and change.
Construction Need Analysis	Progressive Engineering of Grand Rapids has been working with us. Alternatively, Realife, a Minnesota developer, has done several such facilities including Michigan Shores. Local contractors will be used wherever possible.
Amenities	We have reviewed recent housing need reports and will update these. Informal indications of need have been obtained from the Manistee Ministerial group and HSCB. Security, public spaces, laundries, kitchenette, library, game room, exercise room, guest room. Provision for some group meals.
Transfer of Unit Ownership	The cooperative will repurchase and resell units for the stable share price plus 1% per year.
Tax Relief or Public Funding	None
Most Comparable Facility	Michigan Shores Cooperative, 641 Michigan Ave. Frankfort, MI - 54 units in operation for eight years.
Requests of Planning Comm.	Support for this proposal and approval of vacating the Water Street section.

Questions welcome

Thank you for your attention and consideration

6-2-98 bwl

Manistee Gains from Prime Time Senior Housing

Increase in volunteer pool and people with time

Employment during construction

Employment from regular operation

Encouragement for retirees to stay in Manistee

Make Manistee attractive for retirees to move

Use of vacant plots and increase in real estate tax base

Civic pride that people can look forward to a wide range of available housing

Helps relieve Manistee tight housing situation

Increase in River Street in business

Increase in sales tax receipts

bwl 6-4-98 Ilcx

Prime Time Preliminary Timeline

Step #	Step Description	Start	Complete
1	Exchange of letters of intent with the Sengs	May-98	May-98
2	Planning Comm. & City approval of concept	Jun-98	Aug-98
3	Investigate and negotiate with developer	Jun-98	Aug-98
4	Negotiate terms of sale and ownership for site with Sengs	Jun-98	Jul-98
5	Develop tri-fold brochure for promotion to individuals and groups	Jun-98	Jul-98
6	Make public presentations to groups, clubs, churches, etc.	Jul-98	Ongoing
7	Recruit additional members	Jun-98	Ongoing
8	Engage attorney and develop by-laws of incorporation for co-op operation	Aug-98	Oct-98
9	Assess members \$XX for license, attorney and development costs	Jul-98	Aug-98
10	Review architectural concepts and preliminary plans	Nov-98	Nov-98
11	Approve final architectural plans	Jan-99	Jan-99
12	Get building bids and costs	Jan-99	Feb-99
13	Develop financing plan, select and negotiate with source	Dec-98	Feb-99
14	Assess members \$XXX for preliminary site and building costs	Feb-99	Feb-99
15	Negotiate and refine building details with city, financier etc.	Jan-99	Feb-99
16	Open office and hire part-time administrator	Dec-98	
17	Collect deposits & partial entrance fee payments from prospective residents	Feb-99	Mar-99
18	Break ground and external construction	Apr-99	Dec-99
19	Partial payment for construction	Jul-99	
20	Move administrator to full-time	Feb-99	
21	Internal construction, finishing and furnishing	Nov-99	May-00
22	Completion of entrance fee payments by residents	Mar-00	Jun-00
23	Financing finalized	Apr-00	Jun-00
24	Building inspection and payment to builder and vendors	Jul-00	Aug-00
25	Occupancy	Jun-00	Aug-00
26	Dedication of facility During the Forest Festival	Jun-00	Jul-00

FOUNDING CHARTER MEMBERS OF PRIME TIME ASSOCIATION

*Carol Atkins	4011 College Avenue South-Manistee	723-4082
*Donna Bauman	807 Dinsen Street-Manistee	723-2520
*Sally Berglund	511 Fourth Street-Manistee	723-2145
Phil Celestino	1460 Princeton Street-Manistee	723-9504
Bill & Sally Chapman	600 Chapman Street-Manistee	723-4050
Tom Culbert	514 Fifth Avenue-Manistee	723-9334
Dorothy Deehr	2332 Red Apple Road-Manistee	723-3686
Harless Feagins	7397 Ellen Road-Onekama	889-4856
Hazel Hansen	700 Cedar Street-Manistee	723-2934
John Hock	7400 Beach Knolls Trail-Onekama	889-4065
Dorothy Hokanson	720 Locust Street-Manistee	723-9636
Edward Jans	3847 Hilltop Road-Onekama	889-9612
By & Nancy Lyon	500 Third Street-Manistee	723-9452
*Helen Marsh	590 Broad Avenue-Manistee	723-3374
John & Cara Miller	3160 Red Apple Road-Manistee	723-7724
*Vivian Schimke	1355 Lexington Road-Manistee	723-9030
Bill & Sally Schreiner	4140 Lakeshore Road-Manistee	723-1095
Tom Stege	714 Harbor Drive-Manistee	723-9245
of Bill Ruth/Thornley	512 Fairview Avenue-Manistee	723-9860
Henry VanDrie	1182 E. Parkdale Avenue-Manistee	723-6409
Dan & Polly Welburn	8422 Mill Street-Onekama	889-3381
Bill Wittig	603 Spruce Street-Manistee	723-2698
*Inactive		



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

616-723-2558
FAX 616-723-1546

June 4, 1998

Beryl Ambergey
2903 Wildwood Road
Manistee, MI 49660

Dear Mr. Ambergey:

On behalf of the City of Manistee Planning Commission I would like to take this opportunity to thank you and the members of the Filer Charter Township Planning Commission for participating in the joint worksession with the City Planning Commission. The worksession gave us the opportunity to discuss items that are of concern between our two communities.

We look forward to the opportunity to work with you in the future and it was a pleasure to meet with the members of Filer Charter Township Planning Commission.

Sincerely,

CITY OF MANISTEE PLANNING COMMISSION

Kristie Harless
Vice-Chair

KH:djm