

MANISTEE CITY PLANNING COMMISSION
70 Maple Street, Manistee, Michigan 49660
Meeting of Thursday, September 2, 2004
7:00 p.m. - Manistee Middle School - Library, 550 Maple Street

AGENDA

- I Roll Call
- II Public Hearing
 - 1. Manistee County Library - Alley Vacation Request
- III Approval of Minutes
 - Planning Commission Meeting (8/5/04)
- IV New Business
 - 1. Manistee County Library - Alley Vacation Request
 - 2. Michael & Priscilla Morin Trust - Parcel Split Request
 - 3. Re-schedule September Worksession
- V Unfinished Business
 - None
- VI Other Communications
 - 1.
- VII Citizen Questions, Concerns and Consideration
(Public Comment Procedures on the Reverse Side)
- VIII Work/Study Session
 - 1.
 - 2.
- IX. Adjournment

Public Comment Procedures

The City of Manistee Planning Commission welcomes public comment in support of its decision-making process. To assure an orderly, fair and balanced process, the Planning Commission asks that participants at all public hearings and during the Public Comment portion of the meeting observe the following rule of procedure:

1. The Chairperson will recognize each speaker. When a speaker has the floor, he/she is not to be interrupted unless time has expired. Persons speaking without being recognized shall be out of order.
2. Each speaker shall state their name and address for the record and may present written comments for the record.
3. Speakers shall address all comments and questions to the Planning Commission.
4. Unless waived by the Planning Commission for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a spokesperson may be designated who may request that more than five (5) minutes be permitted for the collective comments of the group as presented by that speaker.
5. The Chairperson may request that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak.
6. The Chairperson may establish additional rules of procedure for particular hearings as he/she determines appropriate.
7. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior is not helpful to the decision-making process and may result in removal from the hearing or an adjournment.

Thank you for your interest in the work of the City of Manistee Planning Commission and for your cooperation with these rules of procedure.

Robert W. Davis

410 Cedar St.

Manistee, MI. 49660

(231) 398-3055

Mr. Roger Yoder
Planning Commission Chairperson
City of Manistee
70 Maple Street
P.O. Box 358
Manistee, Michigan 49660

August 19, 2004

Dear Chairman Yoder;

As you know, I have been working out of town since January 2004 and seeking employment near Manistee. Unfortunately, that has not materialized and I've been forced to miss meetings because of out-of-town obligations. Thus, it is with regret that I must inform you that I am resigning from the City Planning Commission effective immediately. I thoroughly enjoyed the experience of serving on the Planning Commission and look forward to possibly rejoining the commission sometime in the future.

Best Wishes;

Robert Davis
rawdavis@t-one.net

Cc. Jon Rose, Director of Community Development

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee 
Administrative Assistant - Community Development Department

DATE: August 27, 2004

RE: September Meeting

The September Planning Commission Meeting will be held at 7:00 p.m., September 2, 2004 in the Middle School Library, 550 Maple Street. We have three items on the Agenda as follows:

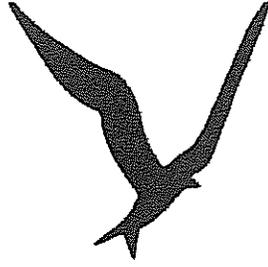
1. Manistee County Library - Alley Vacation Request. We have received a request from Manistee County Library to Vacate the section of alley between 81 Maple Street (Masonic Temple) and property owned by Manistee County Library. If approved the Library will use their portion of the vacated alley for improvements to the Public Parking Lot. Letters of support have been received from the two adjacent property owners; JAS Maple Street LLC/81 Maple Street/Masonic Temple signed by Shirley and Jim Cowie and Manistee News Advocate/75 Maple Street signed by Jack Batdorff, Chairman.

At this time the Planning Commission could take action to recommend to City Council the vacation of the portion of alley lying between 81 Maple Street (Masonic Temple) and property owned by Manistee County Library.

2. Michael & Priscilla Morin Trust - Parcel Split. We have received a request from Michael & Priscilla Morin for a Parcel Split. Mr. & Mrs. Morin would like to split Lot 41 and the North half of Lot 40 of Jefferson Addition from Parcel #51-51-358-707-10. Jon Rose has reviewed the request and all of the requirements of the Zoning Ordinance have been met.

At this time the Planning Commission could take action to recommend to City Council the approval of the request from Michael & Priscilla Morin Trust to split from parcel #51-51-358-707-10 Lot 41 and the North half of Lot 40 of Jefferson Addition.

3. Re-schedule September Worksession. Jay Kilpatrick, Williams & Works will be meeting with the City Council on September 14, 2004 to discuss the Zoning Ordinance Re-write. Three members of the Planning Commission will be attending Citizen Planner Training on Thursday, September 16, 2004 the date that the September Worksession was scheduled for. With Mr. Kilpatrick already being in Manistee on Tuesday and with three members of the



MANISTEE
COUNTY
LIBRARY

95 Maple Street • Manistee, Michigan 49660 • (616) 723-2519

John R. Rose
Community Development
City of Manistee
P.O.Box 358, 70 Maple Street
Manistee, MI 49660

June 15, 2004

Dear Mr. Rose,

As you know, Manistee County Library is in the process of creating an improvement of the public parking at its property adjoining Poplar Street.

We have had extensive discussions with both yourself and Mr. Brian C. Sousa, City Engineer consultant from Wade-Trim Inc. A prior site survey is attached and a Phase 1 Environmental Survey was performed.

Following these discussions it is our mutual agreement that controlling the storm water run off from impervious surfaces, and remediating the outflow from the Library roof drain, will best be served by designing a system of catch basins emptying to Poplar Street.

We have also met and discussed this issue with our neighbors who share access to their buildings via our parking lot. Mr. Johnston, who occupies Lot 5, is in agreement and will take advantage of repaving of his property when we finish surface ours.

Mr. & Mrs. Cowie, current owners of the Masonic Building, have been appraised of the grading and drainage issues concerning this property and are also in agreement with the proposed alley abandonment.

We are in agreement that, to mitigate the storm water run off from the Masonic Building roof drain, we will draw up a contract allowing discharge to our constructed storm water drain system. The Library roof drain will also empty to the new storm drain thereby complying with your directive.

We have been fully appraised of the City's requirements concerning Americans With Disabilities Act grade mandates, retention of sidewalks and the requested inclusion of vegetation buffering.

I am attaching a site survey done by Nordlunds & Associates which shows the proposed parking area and defines the sections of the alley we are seeking to have abandoned. We believe this to be necessary to make full use of the parking area, to provide a safe flow-through traffic route and permit efficient drainage.

Sincerely,

For Manistee County Library Board:

Ms. Dendra J. Best, Treasurer

June 15, 2004

cc: MCLB, DK, RH, TK, SW

JSA Maple Street LLC
110 W. Center
Northville MI 48167
August 4, 2004

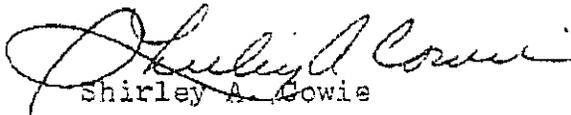
Jon Rose
City of Manistee Community Development Director
City Of Manistee

SUBJECT: Abandonment of Alleyway

Mr. Rose,

This letter affirms our agreement to join the Manistee County Library and other interested parties in the petition for abandonment of the alleyway behind the property located at 81 Waple St, Manistee MI.

James B. Cowie


Shirley A. Cowie

cc: Dendra Best, MCLB



502 N. State Street
Big Rapids, Michigan 49307
231/796-4831 • Fax 231/796-1152
WATTS (MI only) 800/968-1114
www.pioneergroup.net

Publications:

Daily

Big Rapids Pioneer
Manistee News Advocate

Weekly

Benzie County Record-Patriot
Osceola Edition/Pioneer
Lake County Star

Weekly Shoppers

Freeway Shoppers Guide
Pioneer East
River Valley News Shopper
Tri County Shoppers Guide
West Shore Shoppers Guide South

Special Publications

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www.pdsphoneguide.com
Newaygo County
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Tri-County
West Shore
Wexford-Missaukee
Isabella-Clare-Gratiot

August 2, 2004

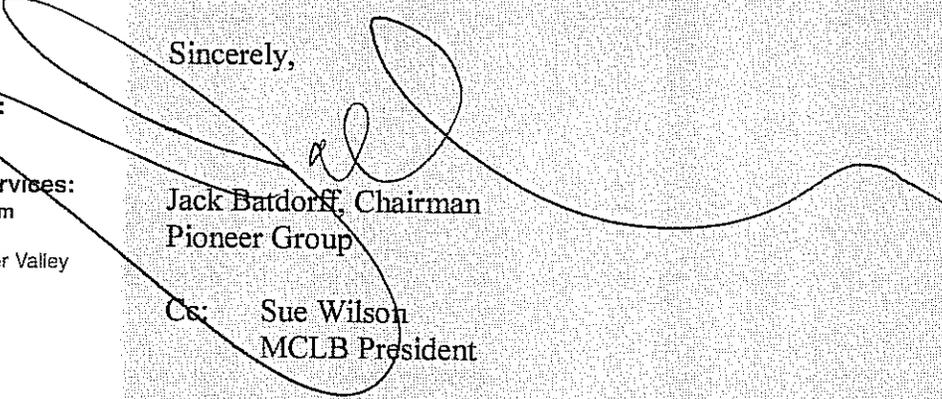
Jon Rose
Community Development Director
City of Manistee
Manistee, MI 49660

RE: Request to abandon alleyway behind the Manistee News Advocate

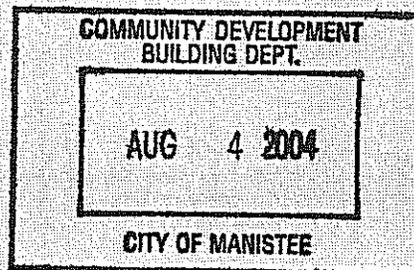
Dear Jon:

On behalf of the Manistee News Advocate located at 75 Maple Street, Manistee, MI 49660, you have my full approval to abandon the defunct alleyway that runs behind our building...in order to upgrade the Library parking area.

Sincerely,


Jack Batdorf, Chairman
Pioneer Group

Cc: Sue Wilson
MCLB President

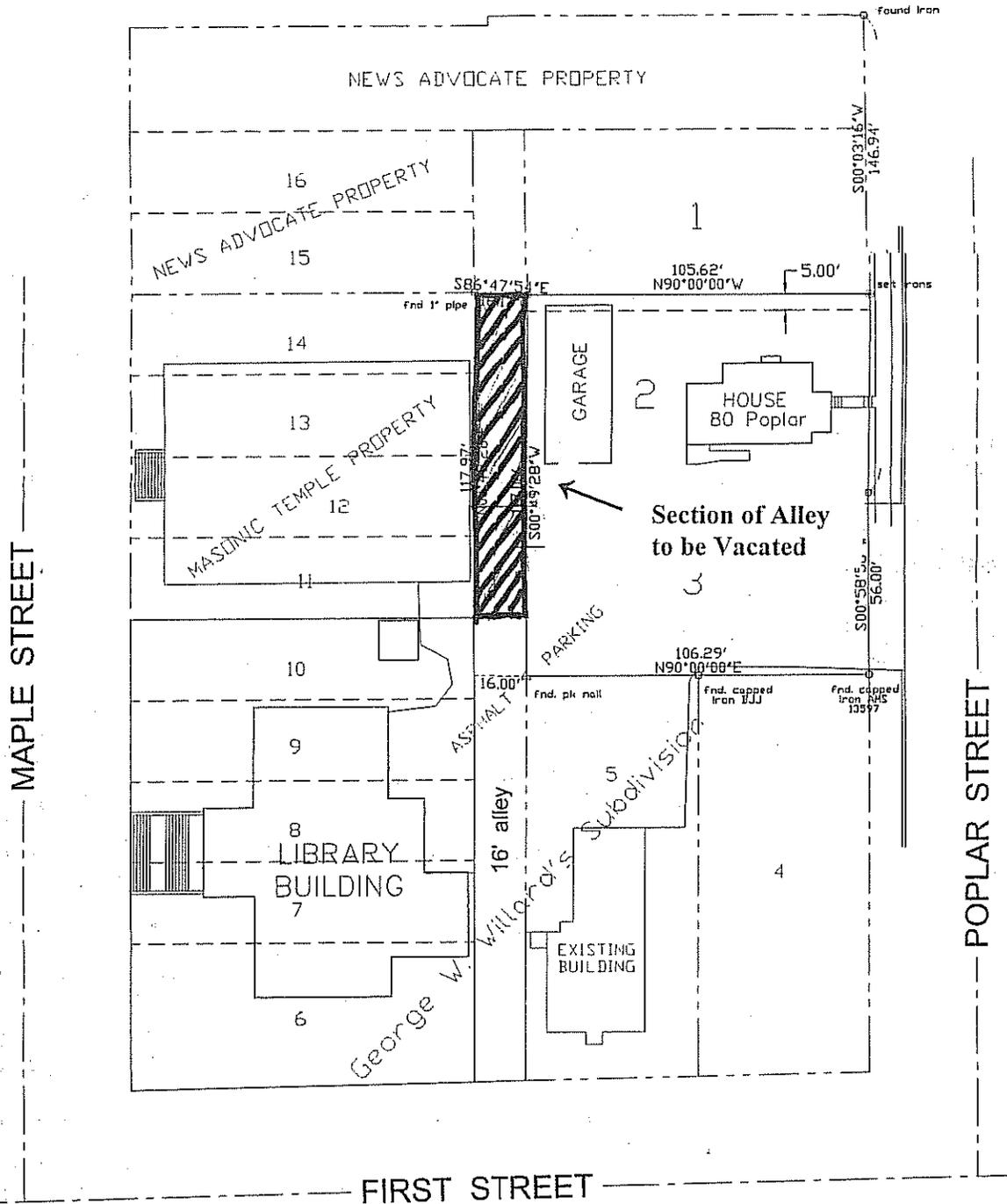


Alley Vacation Request

Manistee County Library
 51-51-476-702-01 (95 Maple Street)
 51-51-476-702-03 (80 Poplar Street - Demolished House will become Parking Lot)
 51-51-476-701-05 (Current Parking Lot)

JSA Maple Street LLC (Shirley & Jim Cowie)
 51-51-476-702-11 (81 Maple Street - Masonic Temple)

Manistee News Advocate (Jack Batdorff)
 51-51-453-703-07 (75 Maple Street)
 51-51-476-702-11



Memo

TO: Planning Commissioners

FROM: Jon R. Rose 
Community Development Director

DATE: September 2, 2004

RE: Manistee County Library - Alley Vacation Request

Members, I received a call from Phil Casman, Consumers Power Company regarding the Alley Vacation Request from Manistee County Library. Mr. Casman said that Consumers has utilities within the portion of the alley where the Alley Vacation Request has been requested.

In the past we have approved the request to vacate a street or alley but included in the motion language that retained an easement for utilities.

At this time the Planning Commission could take action to recommend to City Council the vacation of the portion of alley lying between 81 Maple Street (Masonic Temple) and property owned by Manistee County Library conditional upon the City retaining an 16 foot utility easement.

Thank you.

JRR:djb

Request to Split a Parcel

Name and Address of Applicant: Michael J. Morin & Priscilla A. Morin
2267 Merkey Rd. Manistee MI 49660

Signature Michael J. Morin Priscilla A. Morin

Phone Numbers: Home 723-4846 Work same

Name and Address of other parties who have an interest: Michael J. Morin Trust
Priscilla Aline Morin Trust

Signature Michael J. Morin AS Trustee for The Michael J. Morin Trust
Priscilla Aline Morin AS Trustee for The Priscilla Aline Morin Trust

Phone Numbers: Home 723-4846 Work _____

Parcel Identification Numbers for all parcels involved: Lot 41 & N 1/2 of Lot 40
of the Jefferson Addition - Tax ID # 5151358-707-10

Reason for request: Sale of Property
vacant land.

Attach a sketch or site plan of all parcels involved in the request. The sketch must include the location of buildings and/or structures, building set-backs, streets, street names and lot dimensions.

Fee: \$50.00 for first split + \$25.00 for each additional split.

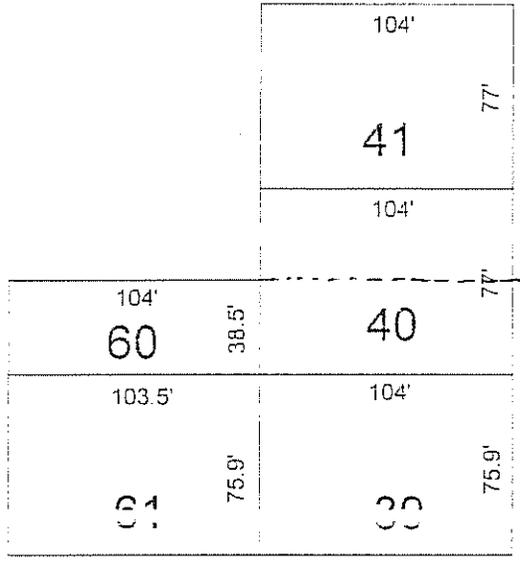
Receipt # 6704

SKETCH/AREA TABLE ADDENDUM

File No 51-51-358-707-10

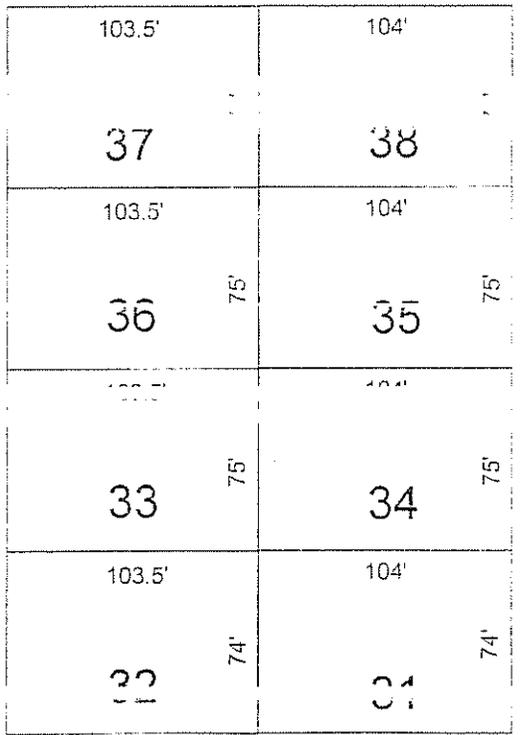
SUBJECT	Property Address	VACANT		
	City	MANISTEE	County	MANISTEE
	State	MI	Zip	49660
	Owner	MORIN MICHAEL TRUST &		
	Client			
Appraiser Name				

NO SEWER



Request for split

RAMSDELL STREET (NOT THRU)



CEDAR STREET (NOT THRU)

LOCUST STREET (NOT THRU)

12TH STREET

IMPROVEMENTS SKETCH

Scale: 1 = 80

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee 
Administrative Assistant - Community Development Department

DATE: August 16, 2004

RE: September Worksession

Thank you to the members who were able to attend the Zoning Meeting on August 12th. The next step for the Planning Commission will be to meet with Jay Kilpatrick at the September Worksession. With three of our members attending Citizen Planner Training on Thursdays we are trying to re-schedule for a different date.

Jay will be coming on September 14th to meet with City Council at their Worksession. I have been e-mailing Jay and we want to hold the Planning Commission Worksession before the Council Worksession (begin at 5:00 p.m. till around 7-7:30p.m.). He figures that it will take a full 2 hours for the Planning Commission to discuss the topic. Hopes are to have the first draft of the first three chapters to review to mail the week before the Worksession (1. Title, Purpose and Intent; 2. Definitions and Interpretation; and 3. General Provisions).

At this time we are asking that you put Tuesday, September 14th, 2004 at 5:00 p.m. on your schedule as the date/time for the September Worksession. We will need to change the date/time/location of the worksession at the September meeting.

:djb

Meeting Notes
8-12-04

- Inter Jurisdictional Planning @ Manistee Lk.
- Need more marinas
- Single Family conversion to apartments
- Parking concern for multi-family conversions
- Address wind generation
- Impact fees (?)
- Sign ordinance – in or out of Z.O.?
- Approach for more citizen input for the process
- Include enabling language re: health, safety and welfare
- Industrial transitioning to other uses along the lake
- Encourage scattered-site for multiple housing, avoid concentration
- Architectural standards
- Concern about excessive lot coverage
- Access mgmt. – US-31
- Consider cap on emissions for coal or carbon fueled facilities
- Consider bond for processing costs of municipally-owned power plant
- Municipal projects to pay P.I.L.O.T.
- Wind energy provisions
- Require 1500' radius @ municipally-owned power plant
- Require regional consultation for SLUs for municipally-owned power plants
- Ban on thermal plumes in lakes and streams
- Pay attention to job generating goals in plan
- Encourage uses that provide innovative jobs
- Consider keeping City Council intervention on SLUs.

Planning and zoning a hot topic

By **MELISSA J. RENNIE**
Associate Editor

MANISTEE — Many local residents turned out Thursday night to tell planning officials in the city of Manistee what they would like to see in the zoning rewrite.

"We had a good turnout, lots of excellent questions, lots of opinions," said Community Development Director Jon Rose. "I was really pleased."

Over 40 individuals turned

out to listen and voice their opinion.

The zoning is being rewritten to bring it in line with the city's master plan that was completed in 2002.

The planning commission consultant, Jay Kilpatrick with Williams and Work, quickly went through the process of the rewrite over the next couple months and also discussed issues that the commission will be paying special attention to.

Issues that Kilpatrick felt

need to be addressed included:
•missing and unclear definitions
•out-of-date provisions
•reliance on Standard Industrial Classification codes
•lack of illustrations
•some unclear regulations
•excessive high parking requirements
•detailed review standards for only some special uses
•numerous zoning districts

See **MEETING Page 6A**

City council petitions available

By **KEN GRABOWSKI**
Associate Editor

MANISTEE — Petitions are currently available at Manistee City Hall for four seats on the city council which will be expiring prior to the November General Election.

Seats in the first, third fifth and seventh districts are going

to be up for reelection at that time. People living in those districts will have until Oct. 1 to file a petition that they want to be a candidate.

Assistant City Clerk Mary Nemecek said that petitions have already been taken out in all the districts. Some of the

See **PETITIONS Page 6A**

Friday, August 13, 2004

MEETING/ continued from Page 1A

an ineffective historic overlay district ordinance.

One major change that many in the audience were pleased to hear about is that the historic overlay district will soon be covered by its own ordinance, separate from the zoning ordinance. This will allow the ordinances to comply with state and federal regulations and qualify for tax credits. The historic district currently covers about 100 buildings, pri-

marily in the downtown area. The commission is looking at adding more sections of the city but that will take time.

Rose added that "it will operate virtually identical to how it does now." Local business owners also expressed concern about how the sign ordinance would be handled. After some discussion, Rose said that when the commission came to that issue, they would invite all interested parties to those meetings.

A couple issues that Kilpatrick brought up sparked a lot of conversation. One included working in language to protect view corridors, or areas where people have access to views of Lake Michigan, Manistee River, and Manistee River.

Kilpatrick also said that with the increase in home-based businesses, some oversight was needed. He added that much of that oversight would depend on how much the business impacted the surrounding areas, usually in residential zones. For example, a home based computer business might have little or no impact, whereas a home-based auto garage would have significant impact on neighbors.

Kilpatrick also pointed out areas for residential development

that many people had never thought of including East River Street Area, parts of the Industrial Park and areas north of the old General Chemical plant. Kilpatrick said this would depend in some situations of current owners deciding to vacate some of the property in the future, which may or may not happen.

One subject that sparked a lot of interest was interjurisdictional planning along Manistee Lake. Kilpatrick said that because a lot of communities share features, they often form cooperatives to review planning along those features. He added that those programs were completely voluntary.

"If they produce a master plan for the Manistee Lake shoreline, and everybody agreed, and said yeah, this is what we want to do, part of that agreement, could be each jurisdiction around the lake will adopt zoning implementation requirements for it," said Kilpatrick. "Of course, it is all voluntary, there is nothing saying you have to do that. But that is how you institutionalize that kind of plan."

Many felt that the Manistee Lake area was under-utilized and that the zoning should address this.

One individual was interested

in having new developments pay for improvements to impacted infrastructure. Another individual wanted to be sure that the commission kept in mind ordinances that would promote job generation.

Some addressed issues that the Northern Lights project brought up such as an escrow to review special use permits, dis-charge into Manistee Lake and/or River and allowing for zoning of wind turbines.

Kilpatrick added that some of this may be hard to do because of strong private property rights in the state of Michigan.

Other issues included mainly residential issues such as spreading apartment complexes across the city and to put some architectural standards on building so they look like they belong.

"We will go back to the planning commission and they will start working up segments of the ordinance," said Rose. "The planning commission will look at it in bite size pieces. I am sure that each of these issues will be discussed, I am not sure if they will be adopted or rejected but I am delighted to see so much public interest."

The commission is hoping to have a draft ordinance for review in late March, early April.

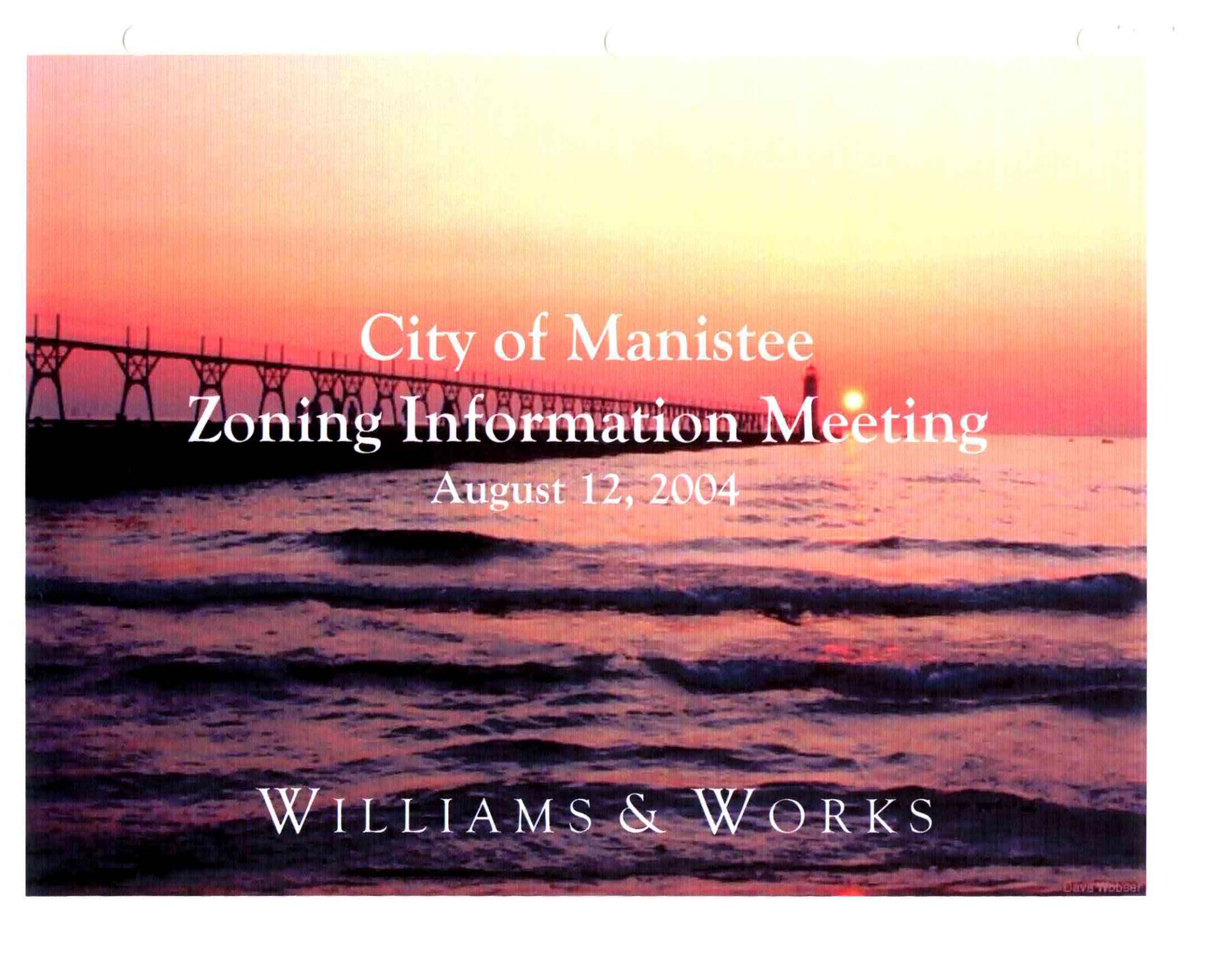
PLAY/

continued from Page 1A

Lieutenant), Susan Lund-Coyle (Ruth Pirate Maid of All Work) and Dana Ward (Sergeant of the Police). Serving in the role of the wards for the show are: Jessica Bates, Jackie Simoneau, Theresa Pepera, Dani Stansell-Case, Erin Wall, Jenny Cook, Samantha Garwood, Lindsey Roberts, Nic Pierce, Breama Hastings, Nicole Babb, Lauren Schmoke, Kristen Ferguson, Kelly Dillon and Kara Tillotson.

Portraying the Pirates were Erik Ferguson, Edgar Bender, Don Schwing, Brian Jerome, Dana Wall, David Wall, Matthew Sitz, and Zac Koenig.

Taking over the role of the police will be Kyle Nelson, David Wall, Calvin Garlick and Cindra



City of Manistee
Zoning Information Meeting

August 12, 2004

WILLIAMS & WORKS

Outline

- Overview of Planning and Zoning
- An outsider's look at the zoning ordinance
- What local officials are saying
- Your comments and input

Planning and Zoning

Master Plan - 2002

Zoning Ordinance



Master Plan should...

- Sort out priorities
- Coordinate various plans
- Build a community consensus
- Prepare implementation mechanisms



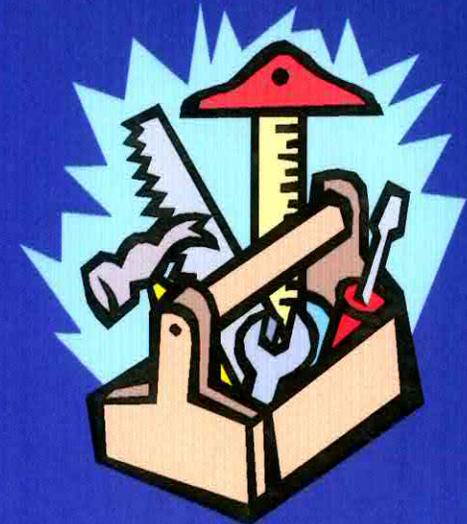
The Amendment Process

1. Planning Commission began with list of issues
2. Selected consultant to undertake the revisions
3. Zoning ordinance audit (an outsider's view)
4. Staff, P.C., ZBA and City Council input



The Amendment Process

5. Community information and input
6. Chapter-by-Chapter revisions
7. Zoning map adjustments
8. Another community meeting on the draft
9. Final adjustments, hearing and adoption



The Amendment Process

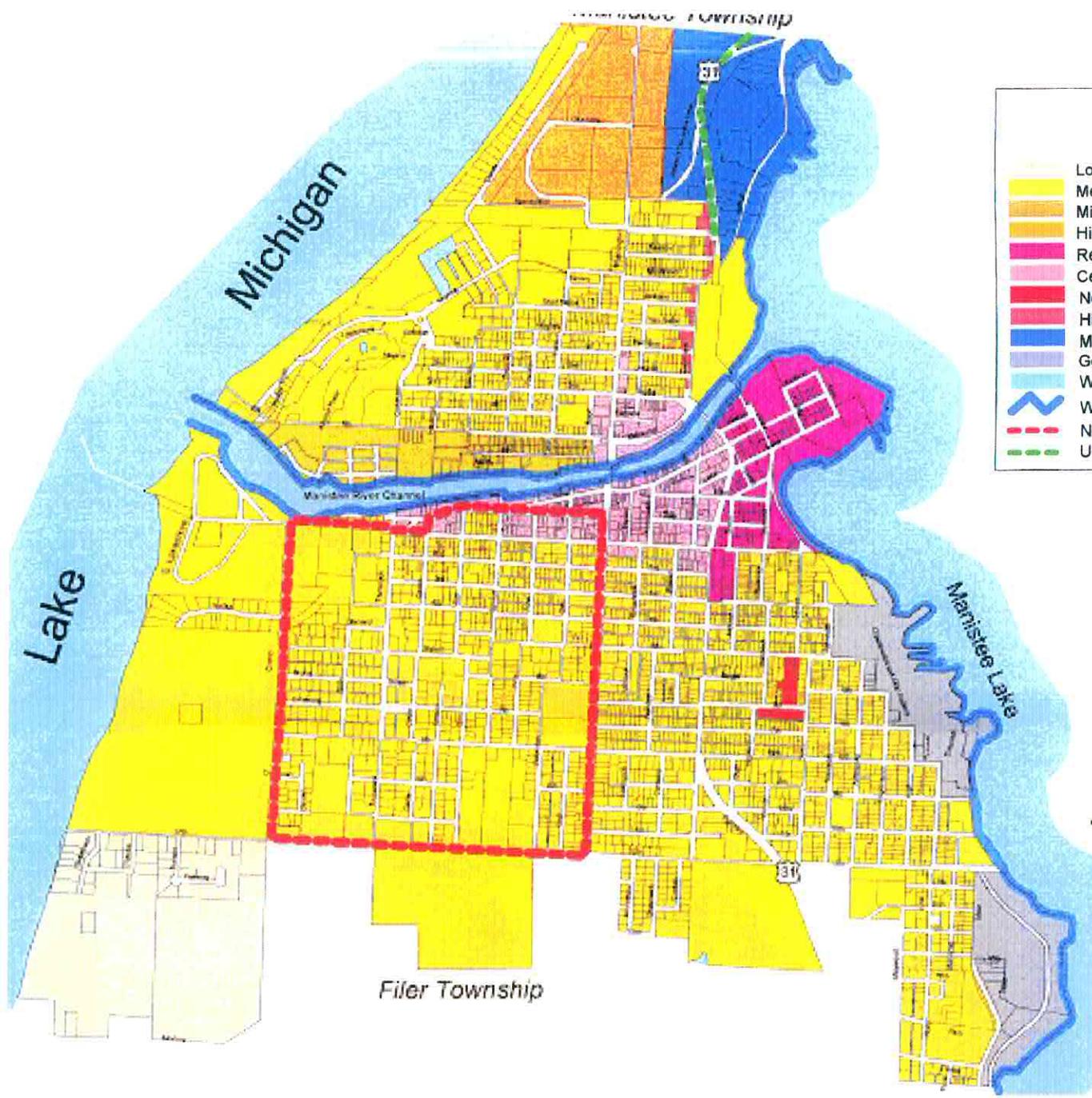
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Review of current ordinance

- Overall format
- Out-of-date provisions
- Missing or unclear definitions
- Reliance on Standard Industrial Classifications (SIC codes)
- Lack of illustrations

Review of current ordinance

- Unclear general regulations
- Excessively high parking requirements
- Detailed review standards for only some Special Uses
- Numerous zoning districts
- Ineffective historic overlay district



Future Land Use

- Low Density Residential
- Medium Density Residential
- Mixed Use - Medium Density Residential
- High Density Residential
- Residential/Commercial Redevelopment District
- Central Business District
- Neighborhood Commercial
- Highway Commercial
- Marine Mixed - Use District
- General Industrial
- Water
- Water Overlay District
- Non-Motorized Path
- US-31 Realignment



Future Land Use Classifications

<u>Classification</u>	<u>Uses</u>
Low Density Res.	Single family at 2 to 3-1/2 units/ac.
Medium Density Res.	Single and Two family at 4 to 8 units /ac.
High Density Res.	Two family and multiples at 7 to 17 units/ac.

Future Land Use Classifications (cont'd)

<u>Classification</u>	<u>Uses</u>
Central Business District	Retail, office, residential, services and mixed uses
Highway Commercial	Auto and traffic oriented uses
Neighborhood Commercial	Convenience retail, offices and services

Future Land Use Classifications

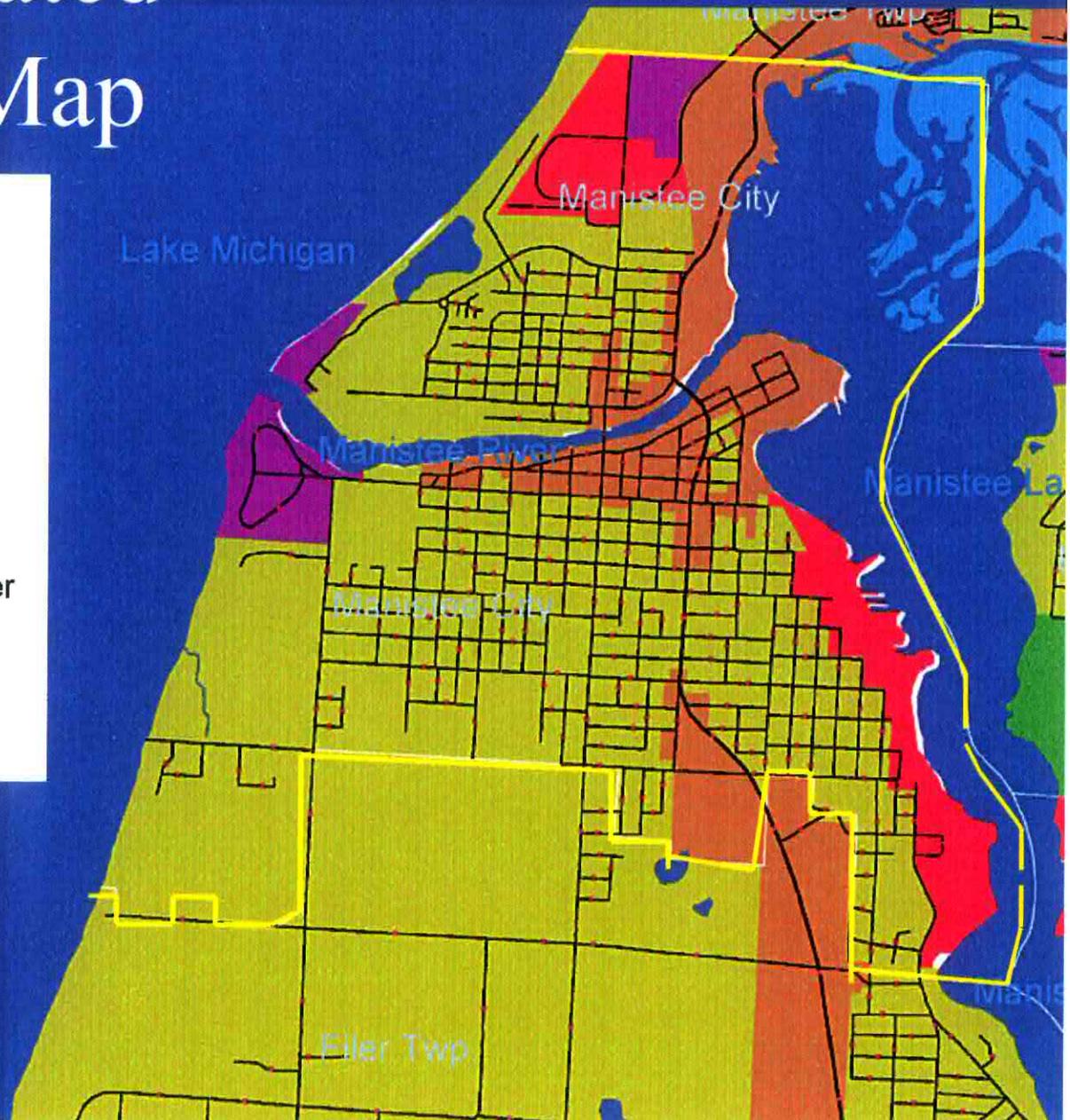
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<u>Classification</u>	<u>Uses</u>
Industrial Park - Light Industrial	Manufacturing and assembly
General Industrial	Heavy mfg., processing, extraction and shipping
Marine Oriented Mixed-Use	Mixed commercial and residential
Residential/Commercial Mixed-use Redevmt.	Broad range of mixed uses

Consolidated Zoning Map

MAP LEGEND

-  Industrial
-  Commercial
-  Residential
-  Rural Residential
-  Agriculture
-  Public/ Cemetery
-  Greenbelt/Wetland/ Scenic River
-  Rivers-Lakes
-  Municipal Name
Municipal Border
-  Public Roads



Zoning Districts

<u>District</u>	<u>Permitted Uses</u>	<u>Dimensions</u>
R-1 and R-2	Single Family, and related uses	18,000 sq. ft., 100' width
R-3	Single and two family, apartments	10,000 sq. ft., 100' width
R-4	Single and two family, apartments	6,000 sq. ft , 60' width
R-5	Single and two family, apartments	5,000 sq. ft , 60' width

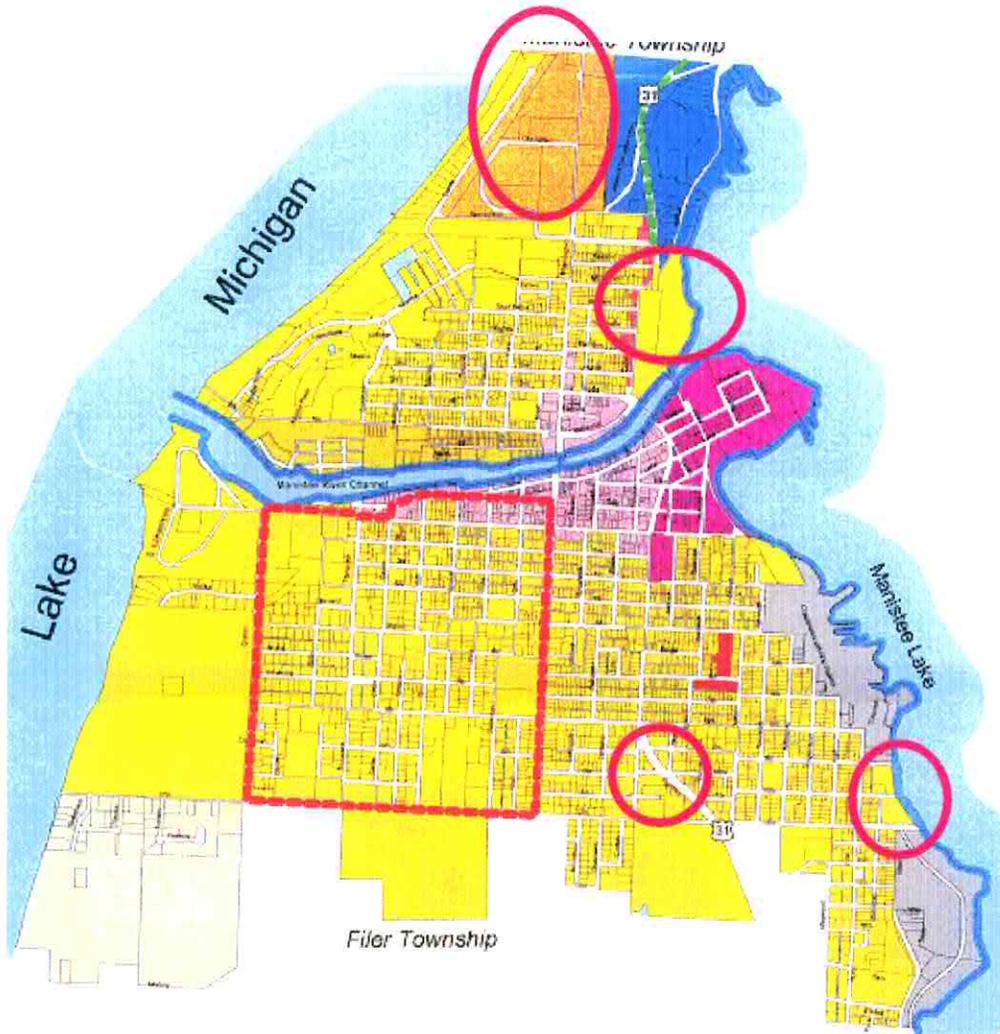
Zoning Districts

<u>District</u>	<u>Permitted Uses</u>	<u>Dimensions</u>
C-1	Apartments, Retail and Wholesale Bus.	20,000 sq. ft., 120'
C-2	Apartments, Retail and Wholesale Bus.	6,000 sq. ft , 60' width
C-3	Marinas, Tourism and Recreation	10,000 sq. ft , 100' width
C4 and C4A	Retail and services, Residential as SLU	2,500 (6,000) sq. ft , 25' (60) width

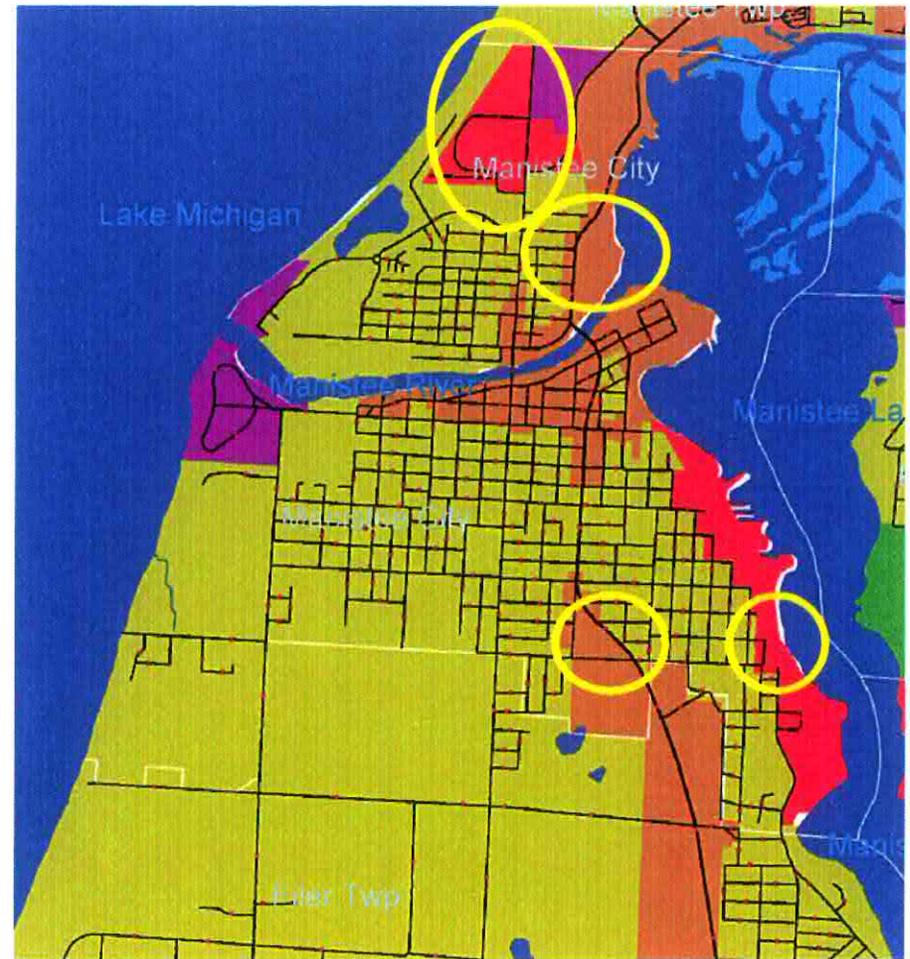
Zoning Districts

<u>District</u>	<u>Permitted Uses</u>	<u>Dimensions</u>
I-1	Offices, hotels, auto service, mfg. as SLU	12,000 sq. ft., 120'
I-2	Heavy industry, processing and extraction	12,000 sq. ft., 120'
I-REN	Heavy industry	15,000 sq. ft., 100'

Future Land Use



Consolidated Zoning



What local officials are saying

- Need maximum lot coverage standards, especially where lots are small
- PUD area minimum is too large
- Accessory buildings need to be permitted in commercial districts
- 30' maximum height is too small
- Need more flexibility for dimensional standards in built areas

What local officials are saying

- Need to address modern home occupations
- Revise extent and degree of non-conformity rules
- Need sand mining reclamation standards
- Develop mechanism to protect view corridors

The Amendment Process

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