

# MEMORANDUM

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**TO:** Roger Yoder

**FROM:** Denise Blakeslee   
Administrative Assistant - Community Development Department

**DATE:** May 6, 2005

**RE:** Information from May 5, 2005 Meeting

Roger, enclosed is a copy of the meeting minutes from the May 5, 2005 Meeting. I am also enclosing the handouts from the meeting for your review. You will note that the Planning Commission tabled action on the request from HHH Investing Co. This resulted in the Commissioners scheduling an additional worksession this month. Worksession information is included in your packet also.

Please feel free to call the office if you want to discuss any of these matters with Jon or myself.

:djb

# MEMORANDUM

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**TO:** Planning Commissioners

**FROM:** Denise Blakeslee *DJB*  
Administrative Assistant - Community Development Department

**DATE:** May 6, 2005

**RE:** May Worksessions

I wanted to make sure that after last evenings meeting everyone got the dates, times and location of the May Worksessions on their calendars.

On Thursday, **May 19<sup>th</sup>** the worksession will begin at **7:00 p.m.** in the Middle School Library. We will continue our discussion on the request from HHH Investing Co.

On Thursday, **May 26<sup>th</sup>** the worksession will begin at **6:00 p.m.** in the Middle School Library. We will continue our work on the Zoning Ordinance Re-Write.

I want to thank everyone for making the extra commitment this month by scheduling an additional worksession. This allow us to address the request from HHH Investing Co. while keeping us on track with the Zoning Ordinance Re-Write.

:djb

cc: Mitch Deisch, City Manager  
City Council  
Lee Trucks  
David Carlson

# MEMORANDUM

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**TO:** Planning Commissioners

**FROM:** Denise Blakeslee *DB*  
Administrative Assistant - Community Development Department

**DATE:** May 11, 2005

**RE:** May 19, 2005 Worksession

A worksession has been scheduled for Thursday, May 19, 2005 at **7:00 p.m.** to continue discussion on the request from HHH Investing Co. - Special Use Permit/Planned Unit Development. The Worksession will be held in the Middle School Library.

Jon has been in contact with Mr. Kozak. Mr. Kozak has been working on a document that addresses the majority of issues that were raised in the staff reports and by Planning Commissioners.

I will be out of the office until Tuesday, May 17<sup>th</sup>. If information is received during my absence Jon will put it in the mail for you.

If you are unable to attend please call me at 723-2558. See you there!

:djb

cc: Mitch Deisch, City Manager

# MOORE & BRUGGINK, INC.

Consulting Engineers  
2020 Monroe Avenue, N.W.  
Grand Rapids, Michigan 49505-6298

## MEMORANDUM

TO: Jon Rose, Community Development Director

FROM: Bill Kozak, P.E.

DATE: May 12, 2005

RE: HHH - Cherry & Merkey PUD  
Project No. 980036.1

In response to comments from various departments, we address the following.

Staff Site Plan Review comments (addressed in the order of the subject item number)

1. The development will set up an assessment district to fund the perpetual maintenance of the stormwater retention pond. This district may include property to the west if it develops.
2. We propose a 66 foot wide private easement for right-of-way.
3. We propose no sidewalks on the dead end drives.
4. We propose street lights at all street / street and street / alley intersections. Street lights and condominium lighting will meet Dark Sky criteria.
5. The size and type of trees are shown on the landscape plan.
6. We propose saving the existing birch trees south of the main entry as site grading will allow.
7. We propose a detailed landscape plan be prepared for each of the park areas.
8. We propose a separate signage design package for the main entrance on Cherry Street and the secondary entrance on Merkey Street.

9. We propose a minimum 10 foot wide green belt with a landscape plan.
10. We propose that the future development area may be used for commercial, or that the total residential density of the site with future development be:  
  
$$56.4 \text{ acres} \times 3.5 \text{ units / acre} = 197 \text{ units}$$
11. We propose the north drive entrance remains a secondary access and be 26 foot wide to control vehicle speed.
12. Storage sheds will be allowed only in the site condominium portion of the development with placement only in the building envelope and they must be approved by the Architectural Committee.
13. Fencing types, style, location, and height will be in the Condominium Bylaws, and must be approved by the Architectural Committee.
14. Decks would be allowed in rear yards, and must be approved by the Architectural Committee.
15. The Condominium Association will contract with a waste hauler for alley pickup of trash.
16. The Condominium Association will contract with local companies to provide all maintenance services, such as trash, lawn care, etc.
17. The sales office will be in one of the units.
18. The proposed maximum building height will vary from 30 feet to 40 feet as measured from the crown of the main road at the midpoint of the unit to the roof peak.
19. Parking spaces are proposed at 9 feet x 18 feet with 24 feet of drive.

20. The Historical Review and the Design Review will be by the Condominium Association Architectural Review Committee.
21. There will be 5 inch house numbers facing the main street in a consistent location on all living units.

#### Ranch style condominiums

20 foot minimum: 3 sides of building to building.  
Minimum 15 feet, 4<sup>th</sup> side.

Minimum setback: 5 feet with 66 foot right-of-way

Maximum Height: 30 feet

Parking: 2 in garage and 2 on approach.

Building Area: 1,764 square feet, plus 2 stall garage.

#### Row House Condominiums

20 foot minimum: 3 sides of building to building.  
Minimum 15 feet, 4<sup>th</sup> side.

Minimum setback: 5 feet with 66 foot right-of-way

Maximum Height: 40 feet

Parking: 2 in garage and 2 on approach.

Building Area: 720 square feet per floor, two story  
minimum (1,440 square feet), plus 2 stall garage.

#### Site Condominium Lots

Minimum lot size: 7,000 square feet

Minimum frontage: 50 feet with 60 foot minimum  
corner lot.

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Minimum setback: 5 feet with 66 foot wide right-of-way. 20 feet building to building on 3 sides, 15 feet minimum on 4th. Plans to show building envelopes.

Rear: 25 feet with corner lot 25 feet and 15 feet along the side.

Maximum Height: 35 feet

Parking: 2 in garage and 2 on approach.

Building Area: 960 square feet main floor  
Two story  
 $960 + 600 = 1,560$  square foot minimum,  
Plus 2 stall garage

Note: All units and site condominiums are to have two stall garages.

The Bylaws of the Condominium will address architectural requirements, setbacks, etc. Exhibit "B" of the Condominium documents will show building envelopes.

The following is in response to the Fire Chief's comments.

The final plans will show 96 foot diameter cul-de-sacs, and 26 foot wide streets with fire hydrants, hydrant spacing, etc.

The following is in response to the Engineer's comments.

Easement and Access:

We propose a 66 foot wide private right-of-way easement for the main roads, and 20 foot easement for alleys.

We will add a decel lane to the north drive.

Roads (directly corresponds with Engineer's bullet items):

- 8" aggregate base
- Temporary turn-arounds
- Fire chief review
- Road grades and vertical curbs will be shown on the construction documents.

Storm Water System:

The Condominium Association will own and maintain the stormwater system and retention pond.

Final design calculations will be submitted.

Soil information is complete and will be submitted.

Storm sewer design to be submitted.

A maintenance plan will be submitted for the retention pond.

Relationship between the existing City wells and retention basin will be provided.

Water System:

We propose a watermain extension south on Cherry to the City limits, loop north drive internal to the main drive, and stub to Merkey at south drive.

The watermain will be sized for fire flows and calculations will be submitted.

The City of Manistee has determined a potential future need for an additional municipal water well. The City may construct the well as future potable water quality and quantity issues arise. The developer shall provide a site for the well adjacent and west of Cherry and south of the north access drive. The City agrees that the Condominium Association's Architectural Review Committee shall approved the future well head enclosure.

Watermain:

- Pipe material: Ductile Iron
- Six foot cover (minimum)
- Hydrants at high and low points
- Flow calculations
- MDEQ permit.

Sanitary Sewer:

The construction plans and profiles will show:

- Calculations
- Laterals
- Lift station and forcemain
- MDEQ permit
- Directionally drill forcemain under Cherry Street
- This will be a public lift station. Once the city accepts ownership as required by the MDEQ permit, the sanitary sewer operation and maintenance account funded by hookup fees and services charges will pay this. No escrow.

Site Grading:

- Final grading plan will show all elevations.
- Shown on plans now.

Construction:

An Escrow Account for construction inspection is acceptable.

Based on the approved PUD plan, the developer will prepare the following preliminary site plans, documents, and calculations for approval by the Planning Commission.

1. Site plans by phase at 50 scale.
2. Site grading, surface drainage, stormwater management, and soil erosion plan by phase at 50 scale.

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3. Site utility plan for sanitary sewer, lift station, and forcemain, watermain, storm sewer, sanitary laterals, and water services. Also this plan will show the proposed private utilities such as electric, gas, and phone. Plans will be at 50 scale by phase.
4. Landscaping, lighting, and signage plans by phase will be at 50 scale or larger, and will include greenbelts, parks, and streetscapes.
5. Building elevations showing architectural style, materials, and heights for each unit type.
6. Engineering calculations for sanitary sewer, watermain, and stormwater management.
7. Draft of Master Deed, Bylaws, Architectural Standards, Review Committee, etc. for the proposed Condominium development.

Upon approval of the above described documents, or a portion thereof, the developer will proceed with final design of the roads, utilities, and grading for Phase I, more specifically described as:

1. Construction plan and profile drawings and specifications for Phase I, including drives, alleys, storm sewer, watermain, sanitary sewer, lift station, forcemain, etc. for approval and permitting by the Michigan Department of Environmental Quality and the City of Manistee staff.
2. Construction plans and specifications for Phase I grading, soil erosion controls, landscaping, parks, sidewalks along Cherry Street, lighting, signage, etc. for approval and permitting by City staff.

This same procedure will be used for Phase II and Phase III of the project.

Please call me if you have any questions after you have had a chance to review.

Thanks again for your time and assistance.