

MANISTEE CITY PLANNING COMMISSION

Worksession/Special Meeting of Thursday, March 16, 2006
6:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Roll Call

WORKSESSION (6:00 p.m. till 7:30 p.m.)

II Worksession

1. Sand Products Corporation - PUD Amendment
2. Other

All Planning Commission Meetings and Worksessions are open to the Public.

Worksessions are scheduled to allow the Planning Commission the opportunity to discuss in a less formal manner than a regular meeting. No motions or decisions can be made during a worksession.

The Planning Commission does not take public comment during worksessions. Unless specifically invited by the Chair the public is not allowed to speak, ask questions, or express opinions on items which are being discussed during the worksession.

SPECIAL MEETING

III Public Hearing (None)

IV Approval of Minutes - Planning Commission Meeting (3/2/06)

V New Business

1. Charter Communication - Review for Completeness and Schedule Public Hearing
2. The Bay Condominiums (Joslin's) - Sketch Plan Review
- 3.

VI Unfinished Business

VII Other Communications

VIII Citizen Questions, Concerns and Consideration
(Public Comment Procedures on the Reverse Side)

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.



PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners
FROM: Denise Blakeslee 
DATE: March 10, 2006
RE: Worksession/Special Meeting - March 16, 2006

We will hold our regularly scheduled Worksession on Thursday, March 16, 2006 from 6:00 p.m. till 7:30 p.m. followed by the Special Meeting.

WORKSESSION:

The Planning Commission will continue their discussion on the request from Sand Products Corporation for an amendment to their Planned Unit Development. Correspondence received in response to the request is enclosed.

In the event that the discussion regarding Sand Products Corporation finishes prior to 7:30 p.m. we will discuss By-Laws (please bring your copies).

SPECIAL MEETING:

The following requests are on the Agenda for the Special Meeting:

1. Charter Communications - Review for Completeness and Schedule Public Hearing. Charter Communications is requesting the Planning Commission to review their Special Use Permit Application and Site Plan for Completeness (attached). If the Planning Commission deems the application complete they would like the Planning Commission to Schedule a Public Hearing for the April 6, 2006 meeting.

At this time the Planning Commission could take action to deem the request from Charter Communications for a Special Use Permit to construct an accessory building complete and schedule a Public Hearing for April 6, 2006.

or



11181 Marwill Avenue
West Olive, MI 49460
Phone: 616-847-1680 ext. 13
Fax: 616-847-9970

Michael Hayes
Senior Project Manager
Coastal Regulatory Specialist
mhayes@jfnew.com

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Walkerton, Indiana

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Cincinnati, Ohio

Madison, Wisconsin

Native Plant Nursery:
Walkerton, Indiana

www.jfnew.com

March 8, 2006

Attn: Roger Yoder, Chairperson
Manistee City Planning Commission
Manistee City Hall
70 Maple Street
Manistee, MI 49660-0358

Re: Additional Information, Phase 3, Man-made Lake Planned Unit
Development Amendment, Sand Products Corporation

Dear Mr. Yoder:

JFNew is a team of resource specialists and environmental planners. Our staff has worked with Sand Products Corporation (SPC) to create a Planned Unit Development (PUD) plan that represents a sensitive use of the Man-made Lake property in accordance with the character of the site. The plan is compatible with adjacent uses, consistent with the Master Plan, and meets local zoning requirements.

I attended the recent Public Hearing, held Thursday, March 2, 2006, to address Phase 3 amendments to the PUD at Man-made Lake. A number of citizens commented on the proposed project during the meeting. While listening to their comments, it appeared there may be some misunderstanding of the design constraints and permit issues related to developing the site. For this reason additional information is warranted.

Sand Products Corporation has submitted two versions of a PUD for Phase 3. Both versions show a private road lakeward of five proposed lots. The two versions differ in lot sizes and configuration based on current site conditions vs. anticipated site conditions. This property is regulated as a high risk erosion area under Part 323, Shorelands Protection and Management, of the Natural Resources and Environmental Protection Act (Part 323). Under this statute, a permanent structure, such as a home, will require a permit from the Michigan Department of Environmental Quality (MDEQ) prior to construction.

The proposed sewer and road are not permanent structures under Part 323 and are therefore not regulated or required to meet a setback under State law. After the hearing I recommended to Jon Rose that he contact Martin Jannereth, Chief of the MDEQ Shorelands Section, for confirmation of this fact if necessary. The road has been proposed above the State and federal high water marks and the 100-year flood plain. JFNew employees have reviewed the site on several occasions and no protected species have been identified. Under these circumstances no State and federal permits are required to finalize approval of the proposed PUD. When homes are constructed on each lot the property owner will need to obtain a permit for the house under Part 323.

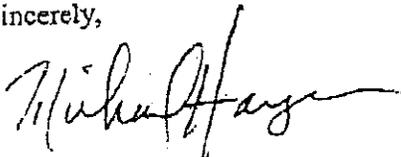
The Man-made Lake property is one of three high risk erosion areas within the City of Manistee and Filer Township. This status is not unique or even unusual for lakefront property. Over 50% of the Lake Michigan shoreline has been designated as a high risk erosion area. The analysis performed by the MDEQ indicates a moderate level of risk due to erosion on this property as indicated by the designated setback distances. The PUD plan under consideration by the City of Manistee anticipates building envelopes that comply with those setbacks and a prudent level of risk management.

For the past several years, SPC has contracted the planting of hundreds of plugs of beach grass to stabilize the site. This effort has been augmented by the placement of snow fences parallel to the shoreline. This has resulted in the accretion of sand along the shoreline and has increased the stability of the dunes there. These activities are consistent with maintenance performed at many local and State Parks along the coast as well as on private property and reflect responsible stewardship of coastal resources.

As the three different phases of development at Man-made Lake proceed, public access to the property will become more restricted but hardly eliminated. The City's ownership of property and existing easement agreements with SPC guarantee access to both the shoreline of Man-made Lake and Lake Michigan, as well as creating designated open space and view corridors. The proposed density is far less than existing properties to the south and similar to or less than properties to the north.

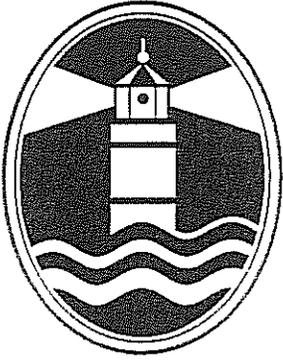
I will be available at the upcoming work session, scheduled for Thursday, March 16, 2006 to answer any questions you may have regarding this information or the creation of the proposed plan.

Sincerely,



Michael Hayes, Coastal Regulatory Specialist

Cc: Jon Rose



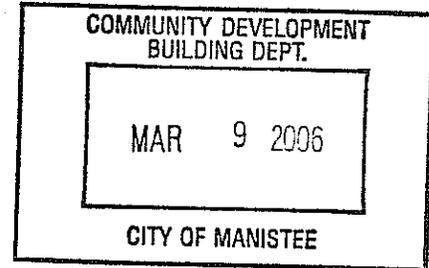
Harbor Village

100 Marina Drive
Manistee, MI 49660

Telephone (231) 723-0070
Facsimile (231) 723-0071

March 7, 2006

Mr. Jon Rose
Ms. Denise Blakeslee
Members of the City of Manistee Planning Commission



I wanted to forward my comments relative to the Public Hearing for the Special Use Permit application filed by Sand Products Corporation.

When the construction of the marina at Harbor Village was underway in March 1992, incorporated into the MDNR permit was a beach nourishment plan, consistent with the USCOE nourishment area, that by 1995 had caused Harbor Village to place 175,000 cubic yards of sand from the dredging of our marina along the 3,500 feet of the Manistee, Lake Michigan shoreline. This area began approximately 500 feet north of the north pier and extended along the Lake to the existing City storm sewer outfall structure, which is beyond man-made lake. The purpose was to re-establish the berm that had been breached between man-made lake and Lake Michigan. There also were 25,000 cubic yards of sand placed in man-made lake itself upon a City request to reduce the existing lakeside slopes from 1:1 to a lesser slope such as 1:3, which would be safer for swimming.

I do not believe any of us thought that someday these efforts might allow construction to take place on the berm; rather the intent of the City was to enhance and protect its beach area. It is ironic knowing the history to be talking about development of this area today.

Following is a list of questions, concerns, and requests I hope you will evaluate through this process.

1. The proposed site plans that were submitted do not specifically show sanitary, storm, water, or other utilities. Rather, the plan states that they will be within the 66' right of way. It is difficult to read the site plans due to their size, but it would appear that this infrastructure could all be within the high risk erosion set back on one site plan, and 2/3 or so within the high risk erosion set back on the other plan.

Does allowing a sewer line, road, and other utilities to be built within the high-risk erosion area set back promote the health, safety, and welfare of the public? Is this prudent?

2. Will you be making any potential approval for the development of the berm property subject to its development meeting all federal, including Corp of Engineers, and state land use requirements as already agreed to by Sand Products Corporation in their



previous agreement with the City? Is the fact that the breach was previously closed an issue? Is pitcher thistle an issue?

3. The application states that a Special Use Permit is requested for the purpose "to develop a Residential Planned Unit Development including 5 single family home sites around the West end of Manmade Lake in an area that would allow these units under the PUD provisions of the ordinance." Why is this being referred to on the Agenda as an "amendment" phase 3? Was this land included in the original PUD? If not, shouldn't this instead be viewed as a new PUD? Assuming it is, the size of the site would work under the new ordinance, but not the former ordinance.
4. What waterfront yard setback requirement will be used? The new ordinance requires 100', yet the site plan shows a 50' setback. This would suggest that the former ordinance is being used as the standard. If this is true, is there justification for its use? Is there concern about setting a precedent contrary to the new zoning ordinance? In reference to the point mentioned in number 3 above, do you need consistency regarding which ordinance applies?
5. When the developer of Harbor Village worked with the City in developing the PUD, the City was sensitive to the impact on neighboring properties, requiring us in instances to build a few single detached units when adjacent to an existing neighborhood, and restricting heights of buildings in various areas such as the Cottages to minimize the impact to the existing neighborhood and any potential views of the lake. Additionally, we have an area of land adjacent to our first building on Lakeshore and man-made lake that was restricted from building to maintain a view corridor for the public.

I would request as a neighboring, adjacent property that the City to the existing neighborhoods impacted by this potential development use similar sensitivity. As with the Cottages, consider restricting the height of any buildings to a maximum of 25'. As with the side yard set backs throughout our development have one side be 20' while the other is no less than 15'. And, maintain a view corridor consistent with the intent and visual field of the one required of Harbor Village previously.

6. Will you consider offering a transfer of development rights from this property to another property owned by Sand Products Corporation within the City limits? It would be nice for this to be a win-win-win situation, by allowing the developer to obtain their profit through another property, allowing man-made lake to be preserved for the City and public use, and conserving the natural asset that the City previously attempted to protect.

Thank you for your consideration of the above points.

Sincerely,

HARBOR VILLAGE AT MANISTEE BEACH


Cyndy Fuller



March 9, 2006

City of Manistee
70 Maple Street
Manistee, MI 49660

Charter Communications is requesting a Special Use Permit to build a new state-of-the-art facility on Vine Street in Manistee for the purpose of housing the additional equipment and electronics necessary to serve the future needs of our customers in Manistee County. The current facility at 1609 Vine Street is no longer adequate for our needs, and will be removed when the new building is completed.

If you require additional information, please feel free to contact me.

A handwritten signature in black ink that reads 'Rob Nowak'. The signature is written in a cursive, slightly slanted style.

Rob Nowak
Director of Technical Operations



SPECIAL USE PERMIT APPLICATION

CHARTER COMMUNICATIONS

Applicant 701 S. AIRPORT RD

Address TRAVERSE CITY, MI 49686

City, State, Zip Code

Phone Numbers (Work) 231-590-2976

(Home) 231-723-7498

FOR OFFICE USE ONLY:

Case number PC-2006-02

Date Received 3-10-06

Fee Received \$250.00 ck# 6260

Receipt Number _____

Hearing Date _____

Action Taken _____

Expiration Date of Permit _____

FEE FOR SPECIAL USE PERMIT \$250.00

I. ACTION REQUESTED:

A Special Use Permit is hereby requested for the following purpose: _____

NEW PRIMARY HEADEND BUILDING

II. PROPERTY INFORMATION:

A. Address of Property: 1609 VINE ST.
Tax Roll Parcel Code Number: 51-51- 713-175-03

B. List all deed restrictions - cite Liber & Page where found and attach: 906 069

C. Names and addresses of all other persons, firms or corporations having a legal or equitable interest in the land. _____

D. Zoning District: R-3

E. Present use of the property: COMMUNICATIONS, CABLE TV DISTRIBUTION, COAX + FIBER OPTICS

F. Attach a Site Plan which meets the requirements of the Special Use Permit Ordinance (see attached).

G. Is a Property survey attached? Yes No.

H. Estimated completion date of construction (if applicable): YEAR END (2006)

III. STATEMENT OF JUSTIFICATION FOR REQUESTED ACTION:

- A. State specifically the reason for this Special Use Permit request at this time BUILDING IS INADEQUATE TO LAUNCH ADDITIONAL SERVICES
-
- 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 if necessary)
1. The relationship of the Special Use Permit conditions (Article 86, Section 8610 and if applicable, Article 16) to the particular Special Use proposed. Do they pose any unusual problems for compliance?
 2. Relationship of the proposed use to the development plans of Manistee County and the City of Manistee.
 3. Impacts of the adjacent property and neighborhood. Indicate what impacts of the proposed use on the adjacent property are anticipated and what steps will be taken to mitigate any negative impacts. Consider the following:
 - 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 in the neighborhood?

IV. INFORMATION REQUIRED IN APPLICATION:

- A. An Application for Special Use 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 (as follows).
 - a. *Is the use reasonable and designed to protect the health, safety and welfare of the community,*
 - b. *Is the use consistent with the intent and purpose of the Land Use District,*
 - c. *Is the use compatible with adjacent land uses,*
 - d. *Is the use designed to insure that public services and facilities are capable of accommodating increased loads caused by the land use or activity, and*
 - e. *Does the use comply with all applicable regulations of this Ordinance.*
 - f. *Does the use comply with all specific standards found in the respective Land Use District, Section 1601 et. seq., and Section 101 et. seq. of this Ordinance.*

3. Proposed location of any open spaces, landscaping and buffering features such as greenbelts, fences, etc.

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.

V. CERTIFICATION AND AFFIDAVIT:

The undersigned affirm(s) that he/she/they is/are the owner, leasee, 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 will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion.

The undersigned, by signing the Application, agrees to pay any and all fees incurred by the City or the Planning Commission, associated with the Application or the processing of the Application, in addition to the minimum \$250.00 base fee, including but not limited to: fees and costs of special consultants, engineers, planners, attorneys, air & water quality technicians and consultants, economists and/or financial analysis. The Application shall not be deemed complete nor will it be processed without such costs being fully paid for or provided for in advance.

Signature (s) of Applicant (s):

Robert L. Nowak

Dated

2/20/06

By checking this box permission is given for Planning Commission Members to make a site inspection if necessary.

Site Plan Information required in Application:

- A Detailed Site Plan. A detailed site plan shall be required for all uses other than those that may submit a basic site plan. Detailed site plan shall include twelve (12) copies of all required information and twenty-five (25) copies of any documents rendered in color. It shall be prepared by an Engineer, Architect, Landscape Architect or Planner licensed to work in Michigan and shall include and illustrate at a minimum the following information:
1. A scale drawing of the site and proposed development thereon, including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 2. The scale of the drawing and north arrow.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 3. A vicinity map illustrating the property in relation to the surrounding street system.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 4. Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
 5. Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 6. Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 7. Setback lines and their dimensions.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 8. Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

9. Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
10. Project phasing, if applicable.
 Included
 Waived by J [Planning Commission reserves the right to require the information at a later date]
11. Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
12. Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
13. Curb-cuts and driveways on adjacent properties.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
14. Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
15. Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
16. Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
17. Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]

18. Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with Article 21.

- Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

19. A lighting plan in conformance with Section 525.

- Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

20. A written and illustrated landscape plan prepared in accord with Section 531 of this Zoning Ordinance.

- Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

21. If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.

- Included
 Waived by 21 [Planning Commission reserves the right to require the information at a later date]

22. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.

- Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

23. Any required approvals, permits, changes or modifications required by any applicable regulatory agency.

- Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

24. Special Groundwater Protection shall be subject to Section 2203.D.24

- Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

The Zoning Administrator may, with the approval of the Planning Commission, waive the submission of materials outlined in this Section if such materials are determined to be not applicable to the proposed Special Use or relevant to the consideration of the Planning Commission.



T H E A B O N M A R C H E G R O U P

361 First Street, Manistee, MI 49660 • T 231.723.1198 F 231.723.1194 W www.abonmarche.com

Benion Harbor, MI
South Bend, IN
Fort Wayne, IN

MEMORANDUM

DATE: Friday, March 10, 2006

TO: Jon Rose, Community Development Director

FROM: Jeffrey W. Mikula, Vice President *JWM*

RE: Charter Communications -Vine Street

Project #M6-0247

During your initial application review, you noted two questions:

Question #1: What is the percentage of land covered by buildings and impervious surfaces and that are reserved for open space?

Answer #1: The existing conditions contain buildings and impervious surfaces totaling 1.85% of the total land area, that being 94,260 sq. ft.

The proposed plan will contain 7.62% of the total land area, as buildings and impervious surfaces, with the balance being open space.

Question #2: What is the applicant's landscape plan?

Answer #2: The applicant intends to restore all disturbed areas with topsoil, mulch, seed, and fertilizer to match the existing conditions.

Environmental Permits Checklist

Business Name: CHARTER COMMUNICATIONS
Mailing Address: 701 S. AIRPORT RD. TRAVERSE CITY, MI. 49686
Street Address: 1609 VINE ST.
Telephone: (231) 590-2976 Fax: (231) 947-1626 Type of Business: CATV
Facility Contact (Owner or Manager): ROBERT NOWAK

Date FEB. 22, 2006 Signature: _____

NOTE: For assistance with permits and approvals from the Michigan Department of Environmental Quality, including permit coordination among MDNR and DEQ divisions, contact the Permit Coordinator, (517)335-4235.

This checklist (prepared March 2000) is designed to assist businesses in their efforts to identify and comply with state and county environmental permit requirements. Please submit the completed form to the zoning administrator at the time that site plans are submitted.

Circle (Y/N) the items that may pertain to your project or facility, then contact the office(s) listed to determine specific requirements. Return a copy of this Checklist to the municipality as part of your site plan. (If the municipality requires the permits as part of the site plan you will need to have these permits before submitting the site plan. If permits are not needed first, then still submit this form, then an updated copy should be submitted prior to occupancy.)

1. Y N Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, wetland or other surface water? *Contact: MI Dept. of Envir. Quality, Surface Water Quality Div., Permits Section: 517/373-8088.*
2. Y N Will the project involve the direct or indirect discharge of waste, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or oil the ground? *Contact: MI Dept. of Envir. Quality, Waste Management Div., Groundwater Program Sec.: 517/373-8148.*
3. Y N Will the project involve construction or alteration of any sewage collection or treatment facility For facilities discharging to surface waters, *Contact: MI Dept. of Envir. Quality, Surface Water Quality Division, District Office: _____.* For facilities discharging to groundwater, *Contact: MI Dept. of Envir. Quality, Waste Management Div., District Office: _____.*
4. Y N Will the project or facility store or use chemicals, petroleum products, or salt? Depending upon the type substance, secondary containment and a Pollution Incident Prevention Plan (PIP) may be required. *Contact: MI Dept. of Envir. Quality, Waste Mgmt. Division, District Office: _____.*
5. Y N Will the project involve the installation, operation, or removal of an underground or aboveground storage tank containing a petroleum product or a hazardous substance? *Contact: MI Dept. of Envir. Quality, Storage Tank Division: 517/373-8168.*
6. Y N Will the project involve liquified petroleum gas storage tanks or container filling locations? *Contact: MI Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.*
7. Y N Will the project involve the installation of a compressed natural gas dispensing station with storage? *Contact: MI Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.*
8. Y N Will the project involve the generation of hazardous waste? *Contact: MI Dept. of Environmental Quality, Waste Mgmt. Div., District Office: _____.*
9. Y N Will the project involve the on-site treatment, storage, or disposal of hazardous waste? *Contact: MI Dept. Environmental Quality, Waste Mgt. Div., Hazardous Waste Program Section: 517/373-9875.*
10. Y N Will the project involve the transport of hazardous waste or non-hazardous liquid industrial waste? *Contact: MI Dept. of Environmental Quality, Waste Mgmt. Div., Hazardous Waste Program Section: 517-373-9875.*
11. Y N Will the project involve landfilling, transferring, or processing solid non-hazardous wastes on-site? *Contact: MI Dept. of Environmental Quality, Waste Mgmt. Div., District office telephone: _____.*
12. Y N Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants? *Contact: MI Dept. of Environmental Quality, Air Quality Div., Permit Section. 517/373-7023.*

Environmental Permits Checklist, page 2

13. Y N Will the project or facility involve the storage, mixing, or distribution of pesticides or fertilizers in bulk quantities? *Contact: MI Dept. of Agriculture, Pesticide and Plant Pest Management Division: 517/373-1087.*
14. Y N Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required. *Contact: County Drain Commission (or other responsible office): _____*
15. Y N Will the project involve dredging, filling, or construction in, across, or under (1) a river, stream, creek, ditch, drain, lake, pond, or swamp? (2) wetlands? (3) floodplain (area that may have or ever had either standing or flowing water)? *Contact: MI Dept. Environmental Quality, Permit Consolidation Unit, Land and Water Mgmt. Div., 517/373-9244.*
16. Y N Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek, or ditch? *Contact: MI Dept. Environmental Quality, Permit Consolidation Unit, Land and Water Mgmt. Div., 517/373-9244.*
17. Y N Will the project involve an earth change activity within 500 feet of a lake or stream, creek or ditch? *Contact: MI Dept. Environmental Quality, Land & Water Mgmt. Div., Soil Erosion & Sedimentation: 517/373-3178.*
18. Y N Will the project involve construction of a building or land alteration within 400 feet of a designated natural river or tributary? *Contact: MI Dept. of Natural Resources, Forest Mgmt. Div., Natural Rivers Program Unit, 517/373-1275.*
19. Y N Will the project involve construction of a building or section system in a designated great lakes high risk erosion area? *Contact: MI Dept. of Environmental Quality, Land and Water Mgmt Div., Great Lakes Section, 517/373/1950.*
20. Y N Will the project involve dredging, filling, grading, or other alteration of the soil, vegetation or natural drainage, or placement of permanent structures in a designated environmental area? *Contact: MI Dept. Environmental Quality, Land and Water Management Div., Great Lakes Section: 517/373-1950.*
21. Y N Will the project involve development, silvicultural activities or contour alterations within a designated critical dune area? *Contact: MI Dept. Environmental Quality, Land and Water Management Div., Great Lakes Section: 517/373-1950.*
22. Y N Will an on-site wastewater treatment system or septic system be installed?

For sanitary sewage in quantities of 10,000 gallons per day or less: County or District Environmental Health _____.
For any subsurface discharge of sanitary sewage in quantities equal to or greater than 10,000 gallons per day. *Contact: MI Dept. of Environmental Quality, Waste Management Div: 517/373-8148.*

For sanitary sewage in quantities of 6,000 to 10,000 gallons per day: In addition to obtaining a construction permit from the county or district environmental health department, submit a state wastewater discharge notification form. Flow monitoring and reporting are required. *Contact: MI Dept. of Environmental Quality, Waste Management Div., Groundwater Permits Unit: 517/373-8148.*

23. Y N Will the project involve the construction of a water supply well or the extension of a water supply service from an existing water system? *Contact: MI Dept. Environmental Health: _____*
24. Y N Are there out-of-service wells, abandoned wells, or cisterns on the site? (Drinking water, irrigation, & monitoring wells). *Contact: County or District Environmental Health Dept.: _____*
25. Y N Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? *Contact: County or District Environmental Health Dept: _____*
26. Y N Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul?) *Contact: MI Dept. of Environmental Quality, Waste management Div., Groundwater Program Section: 517/373-8148.*
27. Y N Has the property ever been subject to remedial action, limited closure, or other environmental cleanup response under part 201, natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? *Contact: MI Dept. of Environmental Quality, Environmental Response Division: 517/373-9893 and/or MI Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.*

This checklist should be updated every 12-18 months. This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from appropriate government offices. Compliance with applicable county and state requirements may be required as part of the site plan approval.

Hazardous Substances Reporting Form for Site Plan Review

Note: This form should be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances or polluting materials (including petroleum-based products)

Name of business: CHARTER COMMUNICATIONS
Name of business owner: MGR ROBERT NOWAK
Street and mailing address: 1609 VINE ST. / 701 S. AIRPORT RD. TRAVERSE CITY MI. 49686
Telephone: (231) 590-2926

I affirm that the information submitted is accurate.

Owner's signature: _____
Information compiled by: _____

Part I: Management of Hazardous Substances and Polluting Materials

1. Y N Will the proposed facility store, use or generate hazardous substances, as defined in the Zoning Ordinance, or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit with your site plan.
2. Y N Will hazardous substances or polluting materials be reused or recycled on-site?
3. Y N Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here or on an attached page: _____
4. Y N Will new underground storage tanks be located less than 2,000 feet from drinking water wells serving two or more establishments or less than 300 feet from a single family drinking water well?
5. Y N Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving more than a single household?

If the answers to #4 or #5 are yes, you may be in violation of State of Michigan underground storage tank regulations. Contact the State Police Fire Marshal Division, Lansing Central office for specific requirements. Telephone (517)322-5470 or 1(800)MICH UST (1(800)642-4878).

6. Y N Will the interior of the facility have general purpose floor drains?* If yes, the floor drain will connect to: (circle one)
 - a. Sanitary sewer system;
 - b. On-site holding tank; or
 - c. On-site system approved by the Michigan Department of Environmental Quality in accordance with groundwater discharge permit requirements (Telephone Waste Management Division, _____ District Office (____) ____-____.)

*NOTE: General purpose floor drains should not be connected to a stormwater drainage system, dry well, or septic system.
7. Y N Will hazardous substances or polluting materials be stored, used, or handled out-of-doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use an attached sheet with diagram, if appropriate): _____

Additional information may be requested from the municipality to assure that site plans comply with local, county and state environmental protection requirements.

Part II: Types and Quantities of Hazardous Substances and Polluting Materials Which Will be Used, Stored, or Generated On-site.

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages, if necessary to list all hazardous substances and polluting materials.

Common Name (Trade Name)	Chemical Name (components)	Form	Maximum quantity on hand at a time	Type of storage containers
1.	<u>NONE</u>			
2.				
3.				
4.				
5.				
6.				
7.				

KEY:
 Liq=liquid
 P.Liq= Pressurized liquid
 S=Solid
 G=Gas
 P.G.= Pressurized gas

KEY:
 AGT=Above ground tank
 DM=Drum(s)
 UGT=Under ground tank
 CY=Cylinders
 CM=Metal container
 CW=Wooden or composition container
 TP=Portable tank

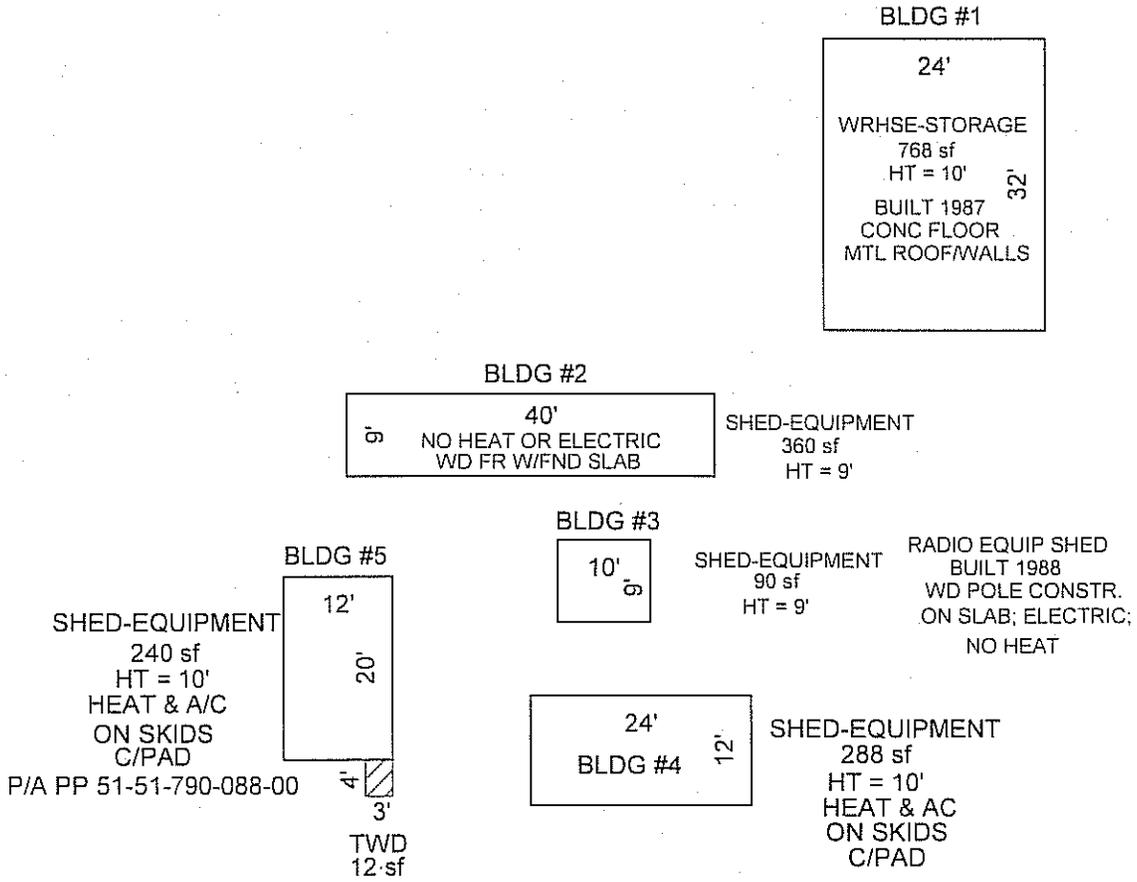
SKETCH/AREA TABLE ADDENDUM

File No 51-51-713-175-03

SUBJECT

Property Address 1609 VINE
 City MANISTEE County MANISTEE State MI Zip 49660
 Owner CC MICHIGAN LLC
 Client
 Appraiser Name

IMPROVEMENTS SKETCH



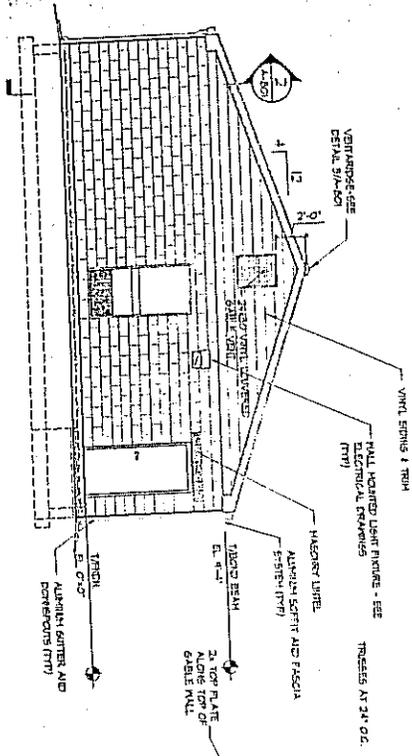
Scale: 1 = 21

AREA CALCULATIONS

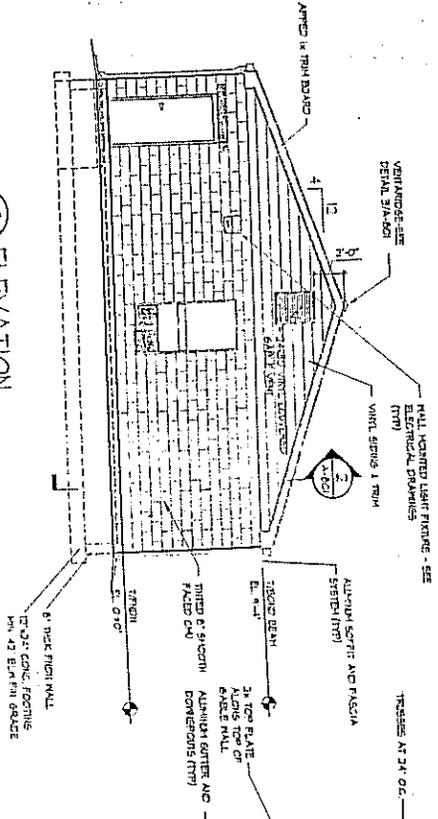
AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
EQUIPMENT	SHED-EQUIPMENT	1.00	360	98	
	SHED-EQUIPMENT	1.00	90	38	
	SHED-EQUIPMENT	1.00	288	72	
	SHED-EQUIPMENT	1.00	240	64	978
STORAGE	WRHSE-STORAGE	1.00	768	112	768
TWD	TWD	1.00	12	14	12
TOTAL BUILDING (rounded)					1746

A ELEVATION
A-201 SCALE 1/4" = 1'-0"

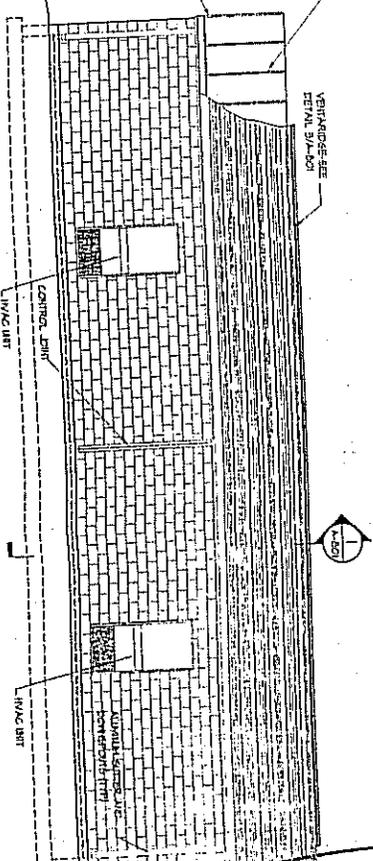


C ELEVATION
A-201 SCALE 1/4" = 1'-0"

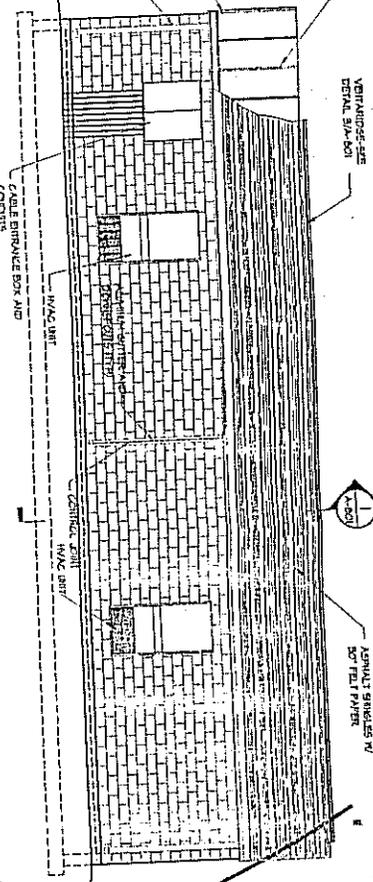


NOTE:
PROVIDE BESS BOARD WITH (2) 1/2\"/>

B ELEVATION
A-201 SCALE 1/4" = 1'-0"



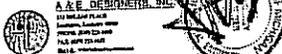
D ELEVATION
A-201 SCALE 1/4" = 1'-0"



Mancelona, MI.



A-201
DATE: 11/11/11
DRAWN BY: JLM
CHECKED BY: JLM
SCALE: 1/4" = 1'-0"



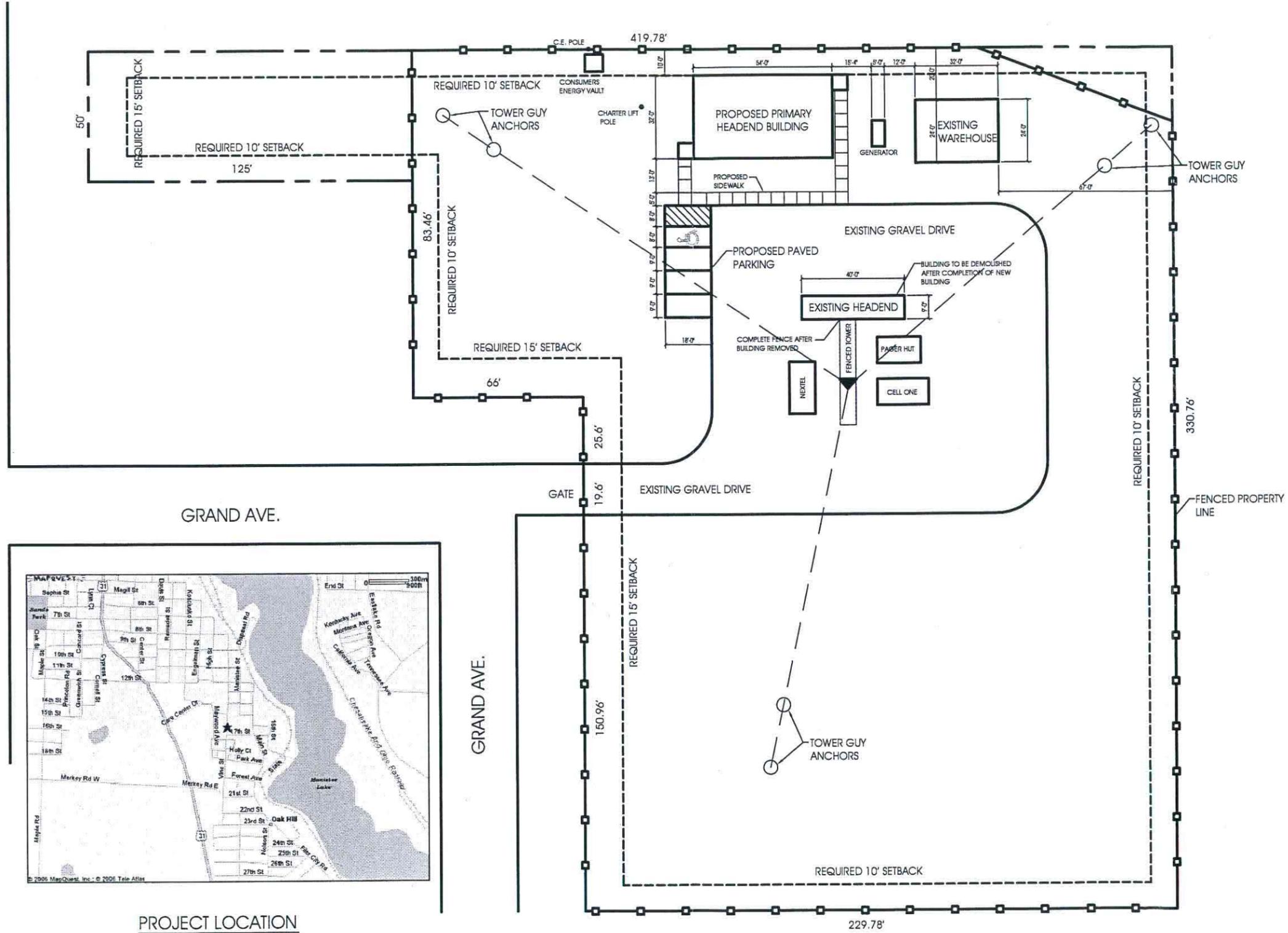
E:\NSDKPRO\Jadit-project\m6-0247 CHARTER\SITE.dwg, 3/10/2006 9:29:38 AM, cscindbeck

PARCEL NUMBER: 51-51-713-175-03

LEGAL DESCRIPTION

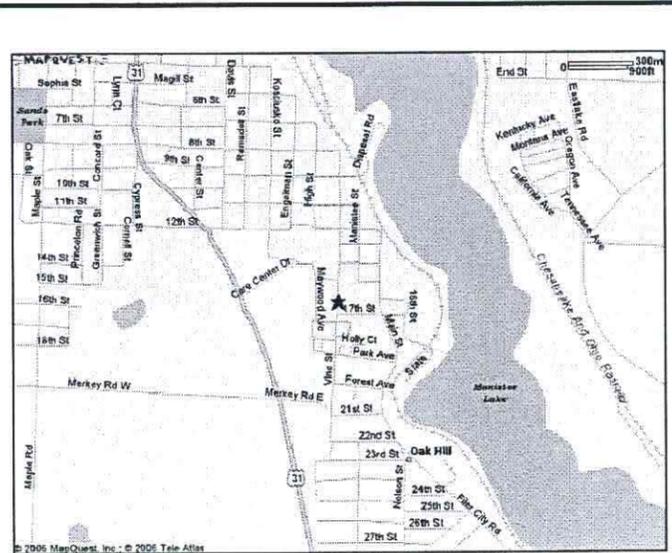
COM AT INT OF E LI OF VINE ST. + N LI OF GOVT. LOT 2, N 89 DEG 25 MIN. E 419.78 FT, S 0 DEG 18 MIN W 330.76 FT, W 229.78 FT, N 195.96 FT, W 66 FT, N 83.46 FT, W 125 FT, N ALG E LI VINE ST 50 FT TO POB SEC 13 T12N R17W E SIDE OF VINE ST [PROP ADDR: 1 609 VINE ST] [SALE (78) 1372 1351 (81) 1398 1817 (85) 255 1461 1123 (89) 1523 0195-199 (04) 1906 0069, 6923 0468

VINE ST.



GRAND AVE.

GRAND AVE.



PROJECT LOCATION

SITE PLAN
SCALE: NONE

ABONMACHE CONSULTANTS, INC.
 361 1st Street
 Manistee, Michigan 49660
 P 231.723.1198 F 231.723.1194
 E man@abonmache.com

ENGINEERS / ARCHITECTS / PLANNERS / SURVEYORS

SITE PLAN
CHARTER COMMUNICATIONS
1609 VINE STREET
MANISTEE, MI 49660

ISSUE	
JOB #:	MA-0247
DATE:	03/06
DRWN BY:	CIS
REVISIONS	
DATE	DESCRIPTION

SHEET
C1.1





PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners
FROM: Denise Blakeslee 
DATE: March 10, 2006
RE: New Forms

Members, the adoption of the new Zoning Ordinance takes effect on March 27, 2006. A new form has been developed for Special Use Permit Applications. This form incorporates the language of the ordinance for Special Use Permit requests.

The standards for Site Plan Review have changed significantly in the new ordinance. To address this we have developed a Checklist for Detailed Site Plans. This checklist will become part of the Special Use Permit Application. It allows the Zoning Administrator to waive requirements but retains the Planning Commission right to require items waived by the Zoning Administrator. Also it requires the applicant to check that the requirements are included on the site plan.

Item #24 of the Detailed Site Plan Standards references the requirement for Ground Water Protection. In the event that the application needs to supply Ground Water Protection information a check list has been prepared for that requirement.

Item #4 on the Special Use Permit application informs the applicant that they may be required to supply an Environmental Assessment, Traffic Impact Study or Market Study as part of their request. In the event that the Planning Commission wants to require this information a check list has been developed for each. Please note that these are discretionary and not required for every application.

There currently are applications for Special Use Permits that are being submitted using the old forms, but they will be required to meet all of the requirements within the new ordinance.

I wanted to give you copies of the forms so that you are familiar with them. The detailed site plan check list may be helpful while reviewing the Sketch Plan for The Bay Condominiums.

:djb



Planning Commission

SPECIAL USE PERMIT APPLICATION

Applicant _____

Address _____

City, State, Zip Code _____

Phone Numbers (Work) _____

(Home) _____

FOR OFFICE USE ONLY:

Case number _____

Date Received _____

Fee Received _____

Receipt Number _____

Hearing Date _____

Action Taken _____

Expiration Date of Permit _____

FEE FOR SPECIAL USE PERMIT \$250.00

A Special Use application shall be submitted and processed according to the following procedures:

A. **Submission of Application.** Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a fee and any applicant escrow payments as required by Section 2701 and in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application. An application shall be submitted to the Zoning Administrator on a Special Use application form. A Special Use application shall be placed on the agenda of the Planning Commission by the Zoning Administrator within thirty (30) days of the submission of a complete application prepared in accordance with this Zoning Ordinance. An application, which is incomplete or otherwise not in compliance with this Ordinance, shall be returned to the applicant. No application shall be processed until properly prepared and submitted and all required fees and escrow payments paid in full.

B. **Data Required.** Twelve (12) copies of an application for a Special Use permit shall be presented to the Zoning Administrator and accompanied by the following documents and information.

1. A complete Special Use permit application including the following information:

- a. Name and address of applicant and owner(s): _____
- b. Legal description, property parcel number, and street address of the subject parcel of land: _____
- c. Area of the subject parcel of land stated in acres, or if less than one (1) acre, in square feet _____
- d. Present zoning classification of the parcel: _____
- e. Present and proposed land use: _____

- f. A letter or signed narrative describing in detail the proposed special use and detailing why the location selected is appropriate.
 - Attached
 - g. Applicant's statement of the expected effect of the special use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns, and local traffic volumes.
 - Attached
 - h. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be required by this ordinance, by the City Zoning Administrator or the Planning Commission; including, but not limited to, measures which will be undertaken to control soil erosion, shoreline protection, excessive noise, or adverse impacts of the development on the surrounding properties; elevations on all buildings, including accessory buildings; and, an environmental assessment.
 - Attached
 - i. A statement and other evidence or proof by the applicant of present and future compliance with the standards required for approval in this Article and other standards imposed by this Ordinance affecting the special use under consideration.
 - Attached
2. A complete Site Plan containing all the applicable data required by Article 22, Site Plans.
 3. Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing Special Use permit applications as provided in Section 1802.
 4. Any additional information deemed necessary for the Planning Commission to determine the impact of the proposed Special Use on the adjacent properties, public infrastructure, and community as a whole. Such information may take the form of, but is not limited to, a traffic impact analysis as required by Section 2203, E, 2, an environmental assessment as required by Section 2203, E, 1, a market study as required by Section 2203, E, 3, or reports and/or testimony by officials representing state, county or local departments of public safety (police and fire), health, highways or roads, and/or environment.
 5. The Zoning Administrator may, with the approval of the Planning Commission, waive the submission of materials outlined in this Section if such materials are determined to be not applicable to the proposed Special Use or relevant to the consideration of the Planning Commission
- C.. Special Use review procedures. An application for Special Use Approval shall be processed in accordance with Section 1801.C.
- D. Issuance of a Special Use permit. Special Use Permits shall be issued in accordance with Section 1801.D.
- E. Appeals. No decision or condition related to a Special Use application shall appealed to the Zoning Board of Appeals. An appeal of a Special Use decision or condition may be taken to Circuit Court.
- F. Duration of Approval. The Special Use permit shall become effective upon Planning Commission approval and in accordance with Section 1801.F.
- G. Amendments. Amendments to Special Use permits shall be handled in the same manner as the initial Special Use permit application. Minor non-substantive changes to a site plan in accordance with Section 2208 may be made to an existing Special Use permit with the approval of the Zoning Administrator.

H. **Transfers.** Transfers shall be handled in accordance with Section 1801.H.

I. **Expiration.** A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the occurrence of one or more of the following conditions:

1. If replaced or superseded by a subsequent permitted use or Special Use permit.
2. If the applicant requests the rescinding of the Special Use permit.
3. If a condition of approval included stipulation to expire the Special Use permit by a certain date.
4. If the use is abandoned, moved or vacated for a period of one year.

J. **Violations.** Violations shall be handled in accordance with Section 1801.J.

CERTIFICATION AND AFFIDAVIT:

The undersigned affirm(s) that he/she/they is/are the owner, leasee, 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 will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion.

The undersigned, by signing the Application, agrees to pay any and all fees and escrow payments in full.

Signature (s) of Applicant (s): _____

Dated _____

By checking this box permission is given for Planning Commission Members to make a site inspection if necessary.

Site Plan Information required in Application:

- A Detailed Site Plan. A detailed site plan shall be required for all uses other than those that may submit a basic site plan. Detailed site plan shall include twelve (12) copies of all required information and twenty-five (25) copies of any documents rendered in color. It shall be prepared by an Engineer, Architect, Landscape Architect or Planner licensed to work in Michigan and shall include and illustrate at a minimum the following information:
1. A scale drawing of the site and proposed development thereon, including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 2. The scale of the drawing and north arrow.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 3. A vicinity map illustrating the property in relation to the surrounding street system.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 4. Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 5. Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 6. Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 7. Setback lines and their dimensions.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 8. Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

9. Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
10. Project phasing, if applicable.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
11. Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
12. Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
13. Curb-cuts and driveways on adjacent properties.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
14. Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
15. Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
16. Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
17. Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
 - Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]

18. Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with **Article 21**.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

19. A lighting plan in conformance with **Section 525**.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

20. A written and illustrated landscape plan prepared in accord with **Section 531** of this Zoning Ordinance.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

21. If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

22. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

23. Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

24. Special Groundwater Protection shall be subject to **Section 2203.D.24**
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

The Zoning Administrator may, with the approval of the Planning Commission, waive the submission of materials outlined in this Section if such materials are determined to be not applicable to the proposed Special Use or relevant to the consideration of the Planning Commission.

Ground Water Protection Requirements

Special Groundwater Protection. Site Plans for facilities which use or generate hazardous substances in quantities greater than one hundred (100) kilograms (approximately two hundred twenty (220) pounds) per month or ninety five (95) liters (approximately twenty five (25) gallons) per month, whichever is less; or store greater than one hundred (100) kilograms (approximately two hundred twenty (220) pounds) or ninety five (95) liters (approximately twenty five (25) gallons), whichever is less; shall be subject to the following additional site plan submittal requirements:

- a. Location and size of interior and exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances.
 Attached
- b. Location of all underground and aboveground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated stormwater or wash water, and all similar uses.
 Attached
- c. Location of exterior and interior drains, on-site sewage systems, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport stormwater or wastewater. The point of discharge for all drains and pipes shall be specified on the site plan.
 Attached
- d. Location of all water wells on the site and within one hundred fifty (150) feet surrounding the parcel's property boundaries.
 Attached
- e. Delineation of areas on the parcel which are known or suspected to be contaminated, together with a report on the status of site cleanup.
 Attached
- f. Submission of the "Hazardous Substances Reporting Form for Site Plan Review."
 Attached
- g. Submission of the "State/County Environmental Permits Checklist."
 Attached
- h. If the area covered by the site plan includes territory within a Wellhead Protection Overlay Zone, submit a site plan review report prepared by a Manistee County Groundwater Staff Review Group (c/o Manistee County Planning Department). The site plan review report shall be a written document reporting on a county review of the same site plan prepared for this section. If the area covered by the site plan does not include territory within a Wellhead Protection Overlay Zone, a site plan review report prepared by the Manistee County Groundwater Staff Review Group may be submitted at the option of the applicant or may be required at the option of the Planning Commission or Zoning Administrator.
 Attached Not Applicable

Environmental Assessment Requirements

Special Studies or Research. For complex site plans and/or for land uses that may generate significant impacts on surrounding land uses or public facilities, the Zoning Administrator or Planning Commission may require any or all of the following reports or studies as a part of a complete site plan.

1. Environmental Assessment, shall be a summary review of the environmental impacts of a project in accordance with the following standards:
 - a. The purpose of the Environmental Assessment shall be
 - 1) to provide relevant information to the Planning Commission on the potential environmental impact of applications for special land use permits for substantial projects that may have an impact on the natural, social and economic environment of the City;
 - 2) to inject into the developer's planning process consideration of the characteristics of the land and the interests of the community at large, and
 - 3) to facilitate participation of the citizens of the community in the review of substantial developments.
 - b. Guidelines. When required by the Planning Commission or the Zoning Administrator pursuant to this Section, an applicant for a special use permit shall prepare an Environmental Assessment in accordance with these guidelines. An Environmental Assessment is not an Environmental Impact Statement, but rather a summary review of the site in question considering the past and present land uses and the proposed development. The analysis is intended to determine how the proposed development will meet the goals of the community as they are expressed in the Master Plan. The complexity of the Environmental Assessment will depend on the scope of the project and the magnitude of the potential impact. In preparing the Environmental Assessment, judgment should be exercised to keep the form and extent of responses in proportion to the scope of the project. Each answer is to be as brief as practicable, although the Planning Commission may request further elaboration. The Planning Commission or Zoning Administrator may waive elements of these guidelines as either not applicable or previously addressed in other submittals, on a case-by-case basis. All information must be submitted in the following format and shall not merely reference a study or report completed previously, rather whenever possible, the Environmental Assessment report shall incorporate a summary of the findings of such study or report in addition to such cross-references. In addition, any cross-referenced study or report shall be submitted with the Environmental Assessment.
 - c. Content. The following material shall be included and/or addressed in the Environmental Assessment, unless specifically waived by the Zoning Administrator or Planning Commission as not applicable:
 - 1) A description of the site in its current condition. This shall indicate any buildings to be preserved and those to be removed along with an indication of what will be done with the demolition debris. This must also include information on:

- a) Flora and fauna (be sure to list any endangered species on-site)
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- b) General topography and drainage patterns including any regulated features such as wetlands, high risk erosion areas or other features
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- c) Adjacent waterways
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- d) Existing wells, approximate depth and use
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 2) A description of any asbestos abatement proposed for the site. If applicable, this shall include a description of the method to be sure this material does not get into the surrounding area.
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 3) A description of any existing contamination on-site. This should include a description of the nature of the contamination on-site and what will be done on this project to mitigate or contain it, including the proposed methodology and any state or federal regulatory agency reviews that may apply. If the project includes work that may disturb or displace existing contaminated soils or water, this should include a description of proposed methods to contain and/or dispose of the generated waste.
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 4) If the proposed project will impact any coastal areas or floodplain or involve riparian work along adjacent waterways, a description of the proposed work and the methodology proposed to protect waterways shall be provided.
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 5) A description of the existing soils on-site and as to the suitability of these soils for the proposed use.
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 6) A description of any historical or archeological significance associated with the site. If any such areas are present, this shall include a description of methods to protect and preserve any historic or archeological resources.
- Included
 - Waived by _____ [Planning Commission reserves the right to require the information at a later date]

- 7) A description of any emissions from the proposed development as it relates to air quality. If any emissions are proposed, this shall include a description of each constituent and the effects of each constituent to nature and human life.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 8) A description of any hazardous materials or waste to be stored on-site. This shall include a description of proposed methods to contain such materials and prevent any migration into adjoining soils or groundwater or into the atmosphere.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 9) A description of any storm water or process water discharges from the site. This shall include a characterization of such discharge in terms of the quantity, quality and chemical constituents and temperature and a description of the possible effects this discharge may have on the receiving waters.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 10) If a Federal, State, or local regulatory authority has conducted an Environmental Assessment, Environmental Impact Statement, or a preliminary assessment/site inspection or environmental survey of the site, a brief description of the findings and provide a copy of the report or results.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 11) A description of the anticipated noise levels to be generated at all property lines of the proposed use. This shall include a description of measures proposed to mitigate noise.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 12) A description of the anticipated traffic to be generated by the proposed use.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 13) A description of plans for site restoration after construction.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
- 14) A description of methods to handle sanitary waste for the project both during construction and after completion.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

15) A description of how potable water will be provided to the site. If any on-site wells are proposed or any lake-draw systems are proposed for the project, this shall include a description of the type of well or lake draw system, any regulatory requirements that may apply and the status of such regulatory approval.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

16) A description of any additional items as needed to relay the potential environmental impacts of the proposed project.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

d. The individual preparing the Environmental Assessment must sign and seal (if prepared by a registered engineer, land surveyor, community planner or landscape architect) the submitted document.

Environmental Permits Checklist

Business Name: _____
Mailing Address: _____
Street Address: _____
Telephone: (____) _____ Fax: (____) _____ Type of Business: _____
Facility Contact (Owner or Manager): _____

Date _____, 20__ Signature: _____

NOTE: For assistance with permits and approvals from the Michigan Department of Environmental Quality, including permit coordination among MDNR and DEQ divisions, contact the Permit Coordinator, (517)335-4235.

This checklist (prepared March 2000) is designed to assist businesses in their efforts to identify and comply with state and county environmental permit requirements. Please submit the completed form to the zoning administrator at the time that site plans are submitted.

Circle (Y/N) the items that may pertain to your project or facility, then contact the office(s) listed to determine specific requirements. Return a copy of this Checklist to the municipality as part of your site plan. (If the municipality requires the permits as part of the site plan you will need to have these permits before submitting the site plan. If permits are not needed first, then still submit this form, then an updated copy should be submitted prior to occupancy.)

1. Y N Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, wetland or other surface water? *Contact: MI Department of Envir. Quality, Surface Water Quality Division, Permits Section: 517/373-8088.*
2. Y N Will the project involve the direct or indirect discharge of waste, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or oil the ground? *Contact: MI Department of Envir. Quality, Waste Management Division, Groundwater Program Sec.: 517/373-8148.*
3. Y N Will the project involve construction or alteration of any sewage collection or treatment facility For facilities discharging to surface waters, *Contact: MI Department of Envir. Quality, Surface Water Quality Division, District Office: 231/775-3960. For facilities discharging to groundwater, Contact: MI Department of Envir. Quality, Waste Management Division, District Office: 231/775-3960.*
4. Y N Will the project or facility store or use chemicals, petroleum products, or salt? Depending upon the type substance, secondary containment and a Pollution Incident Prevention Plan (PIP) may be required. *Contact: MI Department of Envir. Quality, Waste Management. Division, District Office: 231/775-3960.*
5. Y N Will the project involve the installation, operation, or removal of an underground or aboveground storage tank containing a petroleum product or a hazardous substance? *Contact: MI Department of Envir. Quality, Storage Tank Division: 517/373-8168.*
6. Y N Will the project involve liquified petroleum gas storage tanks or container filling locations? *Contact: MI Department of Environmental Quality, Storage Tank Division: 517/373-8168.*
7. Y N Will the project involve the installation of a compressed natural gas dispensing station with storage? *Contact: MI Department of Environmental Quality, Storage Tank Division: 517/373-8168.*
8. Y N Will the project involve the generation of hazardous waste? *Contact: MI Department of Environmental Quality, Waste Management. Division, District Office: 231/775-3960.*
9. Y N Will the project involve the on-site treatment, storage, or disposal of hazardous waste? *Contact: MI Department Environmental Quality, Waste Mgt. Division, Hazardous Waste Program Section: 517/373-9875.*
10. Y N Will the project involve the transport of hazardous waste or non-hazardous liquid industrial waste? *Contact: MI Department of Environmental Quality, Waste Management. Division, Hazardous Waste Program Section: 517-373-9875.*
11. Y N Will the project involve landfilling, transferring, or processing solid non-hazardous wastes on-site? *Contact: MI Department of Environmental Quality, Waste Management Division, District office telephone: 231/775-3960.*
12. Y N Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants? *Contact: MI Department of Environmental Quality, Air Quality Division, Permit Section. 517/373-7023.*

13. Y N Will the project or facility involve the storage, mixing, or distribution of pesticides or fertilizers in bulk quantities? *Contact: MI Department of Agriculture, Pesticide and Plant Pest Management Division: 517/373-1087.*
14. Y N Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required. *Contact: County Drain Commission (or other responsible office): 231/723-7644.*
15. Y N Will the project involve dredging, filling, or construction in, across, or under (1) a river, stream, creek, ditch, drain, lake, pond, or swamp? (2) wetlands? (3) flood plain (area that may have or ever had either standing or flowing water)? *Contact: MI Department Environmental Quality, Permit Consolidation Unit, Land and Water Management. Division, 517/373-9244.*
16. Y N Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek, or ditch? *Contact: MI Department Environmental Quality, Permit Consolidation Unit, Land and Water Management. Division, 517/373-9244.*
17. Y N Will the project involve an earth change activity within 500 feet of a lake or stream, creek or ditch? *Contact: MI Department Environmental Quality, Land & Water Management. Division, Soil Erosion & Sedimentation: 517/373-3178.*
18. Y N Will the project involve construction of a building or land alteration within 400 feet of a designated natural river or tributary? *Contact: MI Department of Natural Resources, Forest Management. Division, Natural Rivers Program Unit, 517/373-1275.*
19. Y N Will the project involve construction of a building or section system in a designated great lakes high risk erosion area? *Contact: MI Department of Environmental Quality, Land and Water Management Division, Great Lakes Section, 517/373/1950.*
20. Y N Will the project involve dredging, filling, grading, or other alteration of the soil, vegetation or natural drainage, or placement of permanent structures in a designated environmental area? *Contact: MI Department Environmental Quality, Land and Water Management Div., Great Lakes Section: 517/373-1950.*
21. Y N Will the project involve development, silvicultural activities or contour alterations within a designated critical dune area? *Contact: MI Department Environmental Quality, Land and Water Management Division, Great Lakes Section: 517/373-1950.*
22. Y N Will an on-site wastewater treatment system or septic system be installed?
- For sanitary sewage in quantities of 10,000 gallons per day or less: County or District Environmental Health 231/723-3595. For any subsurface discharge of sanitary sewage in quantities equal to or greater than 10,000 gallons per day. *Contact: MI Department of Environmental Quality, Waste Management Div: 517/373-8148.*
- For sanitary sewage in quantities of 6,000 to 10,000 gallons per day: In addition to obtaining a construction permit from the county or district environmental health department, submit a state wastewater discharge notification form. Flow monitoring and reporting are required. *Contact: MI Department of Environmental Quality, Waste Management Division, Groundwater Permits Unit: 517/373-8148.*
23. Y N Will the project involve the construction of a water supply well or the extension of a water supply service from an existing water system? *Contact: County or District Environmental Health Department: 231/723-3595.*
24. Y N Are there out-of-service wells, abandoned wells, or cisterns on the site? (Drinking water, irrigation, & monitoring wells). *Contact: County or District Environmental Health Department: 231/723-3595.*
25. Y N Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? *Contact: County or District Environmental Health Dept: 231/723-3595..*
26. Y N Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul)? *Contact: MI Department of Environmental Quality, Waste management Division, Groundwater Program Section: 517/373-8148.*
27. Y N Has the property ever been subject to remedial action, limited closure, or other environmental cleanup response under part 201, natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? *Contact: MI Department of Environmental Quality, Environmental Response Division: 517/373-9893 and/or MI Department of Environmental Quality, Storage Tank Division: 517/373-8168.*

This checklist should be updated every 12-18 months. This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from appropriate government offices. Compliance with applicable county and state requirements may be required as part of the site plan approval.

Hazardous Substances Reporting Form for Site Plan Review

Note: This form should be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances or polluting materials (including petroleum-based products)

Name of business: _____

Name of business owner: _____

Street and mailing address: _____

Telephone: (___) ___ - ____

I affirm that the information submitted is accurate.

Owner's signature: _____

Information compiled by: _____

Part I: Management of Hazardous Substances and Polluting Materials

1. Y N Will the proposed facility store, use or generate hazardous substances, as defined in the Zoning Ordinance, or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit with your site plan.
2. Y N Will hazardous substances or polluting materials be reused or recycled on-site?
3. Y N Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here or on an attached page: _____

4. Y N Will new underground storage tanks be located less than 2,000 feet from drinking water wells serving two or more establishments or less than 300 feet from a single family drinking water well?
5. Y N Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving more than a single household?
If the answers to #4 or #5 are yes, you may be in violation of State of Michigan underground storage tank regulations. Contact the State Police Fire Marshal Division, Lansing Central office for specific requirements. Telephone (517)322-5470 or 1(800)MICH UST (1(800)642-4878).
6. Y N Will the interior of the facility have general purpose floor drains?* If yes, the floor drain will connect to: (circle one)
 - a. Sanitary sewer system;
 - b. On-site holding tank; or
 - c. On-site system approved by the Michigan Department of Environmental Quality in accordance with groundwater discharge permit requirements (Telephone Waste Management Division, Cadillac District Office 231/775-3960.

*NOTE: General purpose floor drains should not be connected to a stormwater drainage system, dry well, or septic system.
7. Y N Will hazardous substances or polluting materials be stored, used, or handled out-of-doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use an attached sheet with diagram, if appropriate):

Additional information may be requested from the municipality to assure that site plans comply with local, county and state environmental protection requirements.

Part II: Types and Quantities of Hazardous Substances and Polluting Materials Which Will be Used, Stored, or Generated On-site.

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages, if necessary to list all hazardous substances and polluting materials.

Common Name (Trade Name)	Chemical Name (components)	Form	Maximum quantity on hand at a time	Type of storage containers
1.				
2.				
3.				
4.				
5.				
6.				
7.				

KEY:
Liq-liquid
P.Liq-
Pressurized
liquid
S-Solid
G-Gas
P.G.-
Pressurized
gas

KEY:
AGT-Above ground
tank
DM-Drum(s)
UGT-Under ground
tank
CY-Cylinders
CM-Metal
container
CW-Wooden or
composition
container
TP-Portable tank

Traffic Impact Study Requirements

Special Studies or Research. For complex site plans and/or for land uses that may generate significant impacts on surrounding land uses or public facilities, the Zoning Administrator or Planning Commission may require any or all of the following reports or studies as a part of a complete site plan.

Traffic Impact Study. The Zoning Administrator or Planning Commission may require that a traffic impact study completed by qualified professional be prepared as an attachment to a site plan submitted for any development in the City meeting the requirements of this section. The purpose of this section is to set forth the standards to be used by the Zoning Administrator or Planning Commission in requiring the submission of such a traffic impact study, the required minimum content of such a study and the standards and procedures for the review of its findings.

- a. Description. A traffic impact study shall include an analysis of the existing traffic conditions on the roadway network in the vicinity of a proposed project, including any accident history, average speeds, average daily and peak hour traffic volumes and levels of service of all key roadway segments and intersections. The study shall further indicate the effect of a proposed development on adjacent roadways and intersections and indicate the anticipated points of origin, direction and volume of traffic flow to and from the proposed development. The study shall be prepared by either a registered professional engineer (P.E.) or transportation planner with at least five (5) years of experience preparing traffic impact studies in Michigan. The study shall include a summary of the qualifications and documented experience of the author and specifically describing experience in preparing traffic impact studies in Michigan. If the traffic impact study involves geometric design recommendations, the study shall be prepared or supervised by a registered engineer with a strong background in traffic engineering.
- b. Criteria for Requiring a Traffic Impact Study. The Zoning Administrator or Planning Commission may require that a traffic impact study be prepared as an attachment to a site plan for any proposed commercial, industrial, residential or mixed use development which has the potential to significantly increase traffic volumes on the surrounding roadway network. In determining the level of potential impact, the Zoning Administrator or Planning Commission shall consult appropriate planning and engineering texts including, but not limited to, *Trip Generation*, published by the Institute of Transportation Engineers and may seek the counsel of other professionals with experience with developments similar to that proposed. A traffic impact study may be required under this section when, in the judgment of the Zoning Administrator or Planning Commission, the proposed development will result in an increase of either the average daily traffic or the peak hour traffic equal to or greater than ten percent (10%) of the current traffic volume on the adjoining roadway.
- c. Required Study Content. In general, a required traffic impact study shall document existing conditions on the existing roadway network including all intersections within one (1) mile of the proposed development including average daily traffic and peak hour volumes in all directions, existing turning movements, levels of service, average traffic speeds and accident history. Existing pedestrian and non-motorized traffic volumes shall also be estimated. The traffic impact study shall project the impact of the proposed development on the roadway network including all intersections within one (1) mile of the proposed development including projected average daily traffic and peak hour volumes in all directions, anticipated turning movements and anticipated levels of service. Anticipated impacts on pedestrian and non-motorized traffic volumes shall also be projected. The following specific elements shall be addressed in a required traffic impact study, unless specifically waived by the Zoning Administrator or Planning Commission:

- 1) A narrative summary at the beginning of the report, including, but not limited to:
 - a) The applicant and project name.
 - b) A location map.
 - c) The size and type of development.
 - d) Generated traffic volumes based on type and size of land use which are compatible with those listed in the Institute of Transportation Engineers – publication, Trip Generation (current edition).

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

- 2) Project phasing identifying the year of development activities per phase and proposed access plan for each phase.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

- 3) A transportation system inventory, which describes the physical, functional and operational characteristics of the study area highway system and, where appropriate, locate transit services. The description should provide, where pertinent, data on:

a) peak-hour volumes (existing and projected)

b) number of lanes

c) cross-section

d) intersection traffic signals and configuration

e) traffic signal progression

f) percentage of heavy trucks

g) adjacent access point locations

h) jurisdiction

i) grades

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

- 4) Plan showing proposed roadway per phase for each access. Driveway design and roadway improvements shall meet Michigan Department of Transportation (MDOT) or City of Manistee standards and guides.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

5) Capacity analysis shall be performed at each access point. The City's preference is the use of Highway Capacity Software, (HCS 2000), or a later version thereof. Default values shall not be used when actual values are reasonably available or obtainable. The interaction of conflicting traffic movements shall be addressed in the traffic impact study. Any proposed signalized access within one (1) mile of an existing signalized intersection shall be analyzed in coordination with the existing signal timing. A time-space diagram should also be included.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

6) A traffic impact study shall include an analysis of conditions with and without the proposed development on the existing system, and with the proposed development for both existing and projected traffic volumes. The traffic volumes for the development shall assume a total build out. The completed analysis shall be summarized in a table showing all the Measures of Effectiveness (MOE) for all of the above conditions.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

7) Required operational changes shall be part of the site plan review and any access permit approval process.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

d. Evaluation and Criteria. As a general criteria, the existing roadway network and all access points to a proposed development shall be demonstrated to be fully capable of accommodating the increased average and peak hour traffic anticipated. In the event the anticipated level of service on any roadway segment or intersection is shown to decline, the traffic impact study shall present alternative approaches proposed to manage anticipated traffic without such decline.

e. The Zoning Administrator may be provided to the City Engineer, Planner and/or an independent traffic engineer or transportation planner to review and comment on any traffic impact study prepared pursuant to this Section. The cost of any such review shall be borne by the applicant.

Market Study Requirements

Special Studies or Research. For complex site plans and/or for land uses that may generate significant impacts on surrounding land uses or public facilities, the Zoning Administrator or Planning Commission may require any or all of the following reports or studies as a part of a complete site plan.

Market Study. For unique development proposals, projects that may entail some financial expense or risk on the part of the City and/or projects that may, in the judgment of the Planning Commission, fundamentally alter the character of the community, the Planning Commission may require a market study to demonstrate a reasonable expectation that a market exists for a proposed development. Such a study shall be prepared in accord with this Section.

- a. Description. A market study shall be a detailed and documented analysis of the existing and projected economic conditions in the community that may impact both the proposed demand for the products or services to be generated on a site and the impact on other potentially competing businesses and services in the community that may result from the proposed development.
- b. Content. Unless specifically waived by the Zoning Administrator or Planning Commission, a market study shall include the following elements:
 - 1) An executive summary which outlines the key findings of the study.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 - 2) The background for the study including both project background and the methodology and approach used.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 - 3) An overview of the market area including area demographic information and a description of the transportation and service infrastructure that would serve the proposed development.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 - 4) A trade area delineation describing the likely geographic area that may be influenced by the proposed development along with detail on the methodology used in defining the trade area.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
 - 5) A market feasibility analysis that defines the supply of competing facilities existing and planned in the marketplace, the inventory of alternative sources of supply or services that may compete with the proposed development and the demand for the products and services to be provided by the proposed development. This shall include a supply/demand gap analysis and a description of the ways in which the proposed development may address the gap defined.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]

6) The credentials of the author(s) of the market study.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

c. Evaluation. The Zoning Administrator and Planning Commission shall review the market study to be satisfied that there is a reasonable expectation that the proposed development will meet with economic success without creating excessive dislocations within the existing marketplace.