MANISTEE CITY PLANNING COMMISSION

Special Meeting of Tuesday, November 28, 2006
7:30 p.m. -Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Roll Call

II Public Hearing

None

III Approval of Minutes

Planning Commission Meeting (11/2/06)

IV New Business

1. Manistee G.B., LLC (Goodwill Retail Store) 282 Twelfth Street - Site Plan Review
2. City of Manistee Fifth Avenue Beach House - Site Plan Review
3.

V Unfinished Business

None

VI Other Communications

1.
2.

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

VIII Work/Study Session

1.
2.

IX. Adjournment

Public Comment Procedures

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

1. The Chairperson will recognize each speaker. When a speaker has the floor, he/she is not to be interrupted unless time has expired. Persons speaking without being recognized shall be out of order.

2. Each speaker shall state their name and address for the record and may present written comments for the record.

3. Speakers shall address all comments and questions to the Planning Commission.

4. Unless waived by the Planning Commission for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a spokesperson may be designated who may request that more than five (5) minutes be permitted for the collective comments of the group as presented by that speaker.

5. The Chairperson may request that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak.

6. The Chairperson may establish additional rules of procedure for particular hearings as he/she determines appropriate.

7. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior is not helpful to the decision-making process and may result in removal from the hearing or an adjournment.

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

Receipt of Reference Materials

I **Eric Gustad** newly appointed member of the City of Manistee Planning Commission have received the following reference materials:

Copy of the Zoning Ordinance and Map
Copy of the Master Plan
Copy of the Planning Commission By-Laws (most recent draft - mailed 11/9/06)
Copy of the MML Planning Commissioners Handbook (mailed 11/9/06)
Copy of "*So now you are a Planning Commissioner*" by Darsie W. Cahall (mailed 11/9/06)

In addition I authorize staff in the Community Development Department to open any correspondence received in my name. The correspondence may be copied and distributed to the other members of the Planning Commission upon the judgement of the staff.

11-27-06

Eric Gustad Date

City of Manistee

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

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee DB

DATE: November 22, 2006

RE: Special Meeting - November 28, 2006

Members, a Special Meeting has been called for Tuesday, November 28, 2006 at **7:30 p.m.** in the Council Chambers.

We have two items on the agenda as follows:

1. Manistee G.B.,LLC (Goodwill Retail Store 282 Twelfth Street - Site Plan Review. On November 20, 2006 the Zoning Board of Appeals granted a variance reducing the front yard set back on Twelfth Street from 30 feet to 20 feet to allow the construction of an addition. With receipt of the variance the site plan review shows compliance with the standards of the C-1 Zoning Ordinance. A staff review and copy of the request are enclosed for your review.

2. City of Manistee Fifth Avenue Beach House - Site Plan Review. The City is proposing building a new Beach House at Fifth Avenue Beach. This is a community project that has received lots of support. A staff review and copy of the request are enclosed for your review.

Please note the start time of the meeting is at 7:30 p.m. due to a conflict in scheduling the room.

If you are unable to attend the Special Meeting, please call 398-2805.

:djb

Staff/Site Plan Review for:	Manistee G.B. LLC, Inc 105 W. Exchange Street, Spring Lake, MI 49456
Address/Parcel Code#:	282 Twelfth Street/51-51-661-001-00
Zoning District:	C-1 Regional Commercial District
Proposed Use:	Goodwill Retail Store (Use Permitted by Right)

	Requirements	Proposed	Compliance
Minimum Lot Area:	20,000 sq. ft.	> 40,000	X yes ☐ no
Minimum Lot Width:	120 ft	310 ft	X yes ☐ no
Max. Building Height:	3 stories, or 40 ft	13.5 ft	X yes ☐ no
Maximum Lot Coverage:	60%	16.5%	X yes ☐ no
Front Yard Set Back:	30 ft	30 ft	X yes ☐ no
Side Yard Set Back:	10 ft (each side)	10 ft	X yes ☐ no
Rear Yard Set Back:	20 ft	20 ft	X yes ☐ no
Parking Requirements:	17 spaces	29 spaces	X yes ☐ no

(1 space per 450 sq ft of retail floor area dedicated to retail activity, exclusive of storage areas)

Signage - **subject to Article 21:**

Landscaping Requirements - **subject to Section 531:**

Outdoor Lighting Requirements - **subject to Section 525:**

U.S. 31 Corridor Overlay District Requirements - **subject to Article 19:**

NOTES: Four (4) parking spaces (#12, #27, #28, #29) encroach into the front yard set back but are pre-existing legal non-conformity. Using the definition from the Zoning Ordinance the amount of lot that is covered with buildings is 16.5%.

Zoning Reviewed and Approved by: _____

Optional Reviews

MDOT has reviewed and approved a "right in" "right out" curb cut onto U.S. 31. Specific design and signage for the entrance/exit will be approved by MDOT.

Member

NORDLUND & ASSOCIATES INC.

CONSULTING ENGINEERS AND SURVEYORS SINCE 1972

Member

James T. Nordlund, Sr., P.E., P.S. • James T. Nordlund, Jr., P.E. • John Kiefer, P.E. • Holly Mulherin, P.E.
Victoria Heidelberg, Engineer • Robert Slawinski, P.S. • Gerald A. Nordlund, Surveyor

November 17, 2006

To: Mr. Jon Rose
Community Development Director
City of Manistee, Michigan

From: Jim Nordlund Jr., P.E.
Nordlund & Associates, Inc.

Re: Proposed Manistee Goodwill Store

Attached, please find twelve (12) signed and sealed 24" x 36" copies of the site plan, and a single 11" x 17" reduced copy of the site plan for the proposed Goodwill Store and Donation Center, which is to be located at the former Rich's Daisy-a-Day Flower Shop at the corner of Twelfth and US 31, Manistee, Michigan.

In accordance with the earlier request for more information, we have updated our site plan as follows:

1. We have added a detail to the site plan showing a typical location for a pole mounted and ground sign. Also, any signs affixed to the building, or installed on the property will be in accordance with the sign regulations found in the zoning ordinance.

2. Lighting on the parking lot will be provided by two existing light poles, and one proposed light located north of the building. A wall pack light will likely be utilized in the truck dock. Other wall pack lights may be necessary for security and lighting purposes.

3. Along the north side of the building, a parking lot, circle drive and donation center must be constructed. The grades for the top of the asphalt surface are provided. A small retaining wall, or slope treatment may be necessary against the steep embankment to the west.

813 E. Ludington Avenue
Ludington, Michigan 49431
(231) 843-3485 • (231) 843-7676 Fax
email: nordlund@t-one.net • nordlun2@t-one.net

130 Wood Street
Newaygo, MI 49337
(231) 652-2322 • (231) 652-2324 Fax
email: Nordlund@NCATS.net

267 River Street
Manistee, Michigan 49660
(231) 723-6460 • (231) 723-6642 Fax
email: nordlun3@t-one.net

4. We have added a detail showing elevation view of the proposed building – which is not really going to change significantly.

5. The Percentage of land covered by buildings and impervious surfaces and that reserved for open space:

   Existing Rich's Daisy-a-Day Structure and Parking:

Building:	5,900 sf
Parking:	14,260 sf

   Proposed Goodwill Structure with additions and Parking:

Building:	8,273 sf	
Truck Dock:	1,274 sf	
Parking:	21,632 sf	
	31,179 sf	Building & Impervious Surface

   Total lot area: 50,100 sf

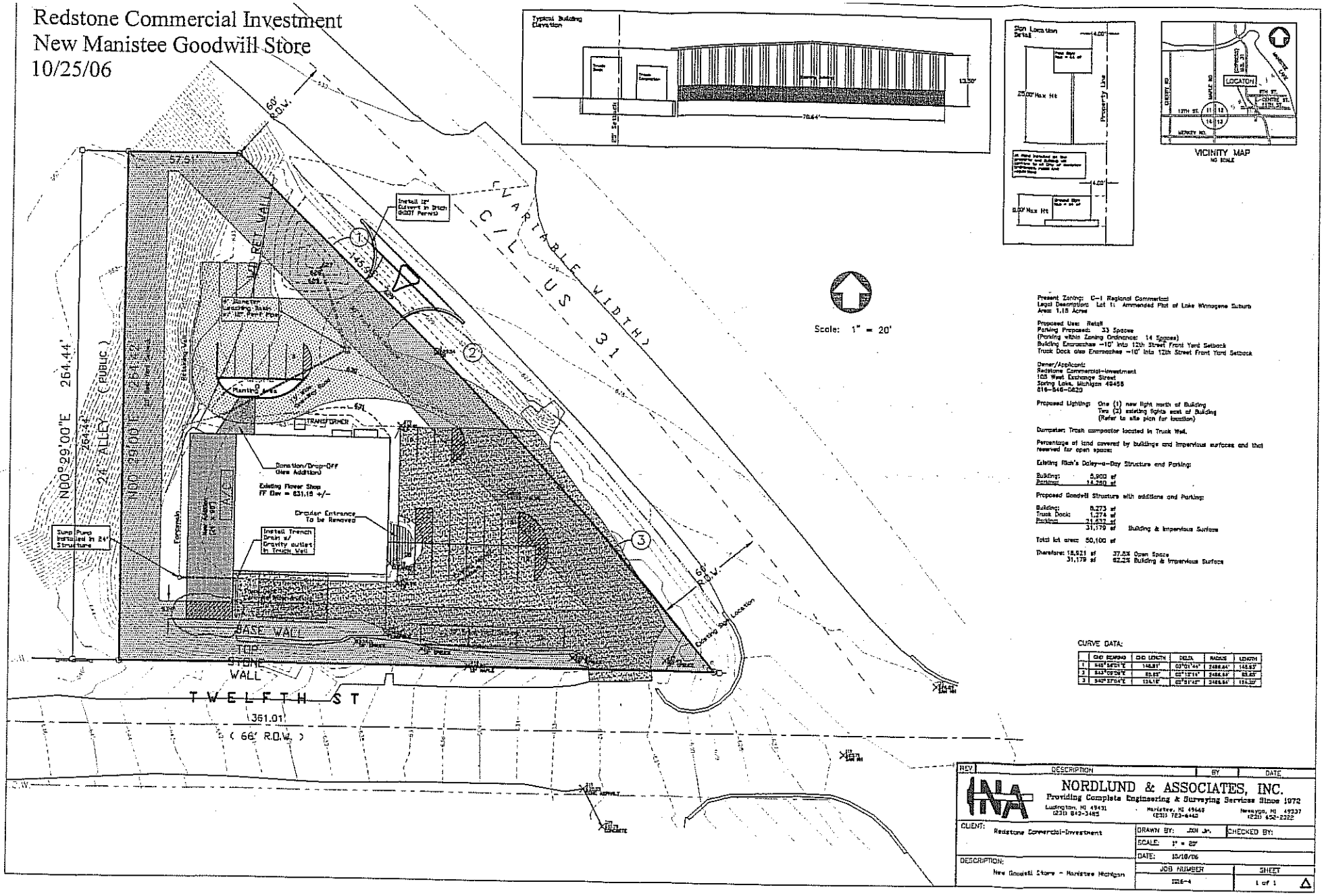
Therefore:	18,921 sf	37.8% Open Space
	31,179 sf	62.2% Building & Impervious Surface

If you should have any additional questions regarding this information, please do not hesitate to contact me at any time.

Sincerely,

James T. Nordlund Jr., P.E.
Nordlund & Associates, Inc.

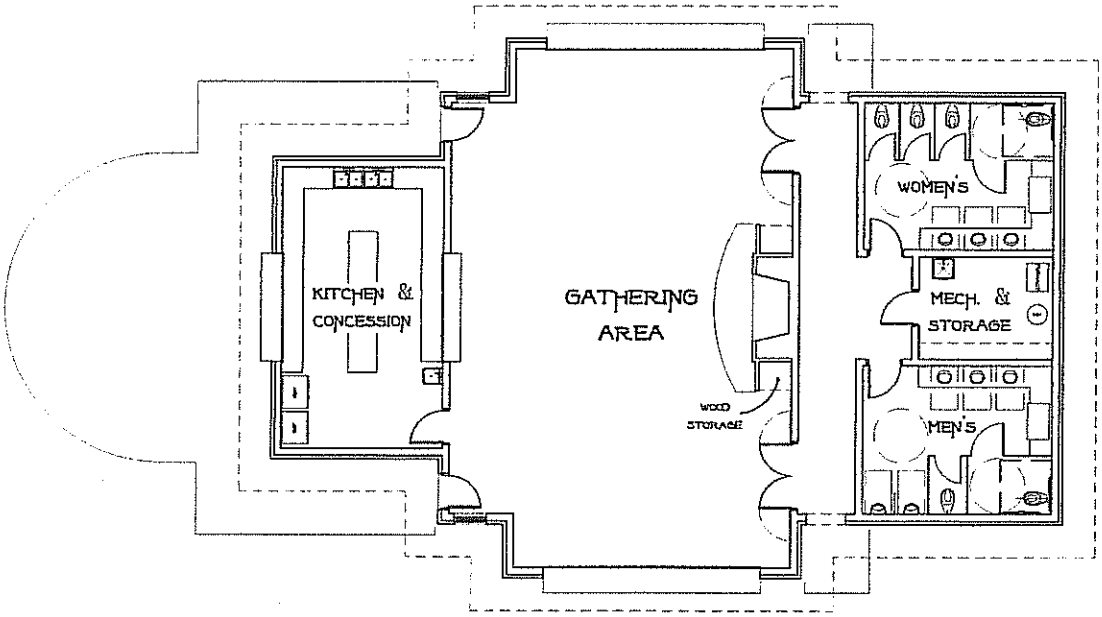
Redstone Commercial Investment
New Manistee Goodwill Store
10/25/06



Manistee Beach House

FOR:

Fifth Avenue Beach
Manistee County Jaycees
Community Project



Floor Plan

3,009 S.F.

Staff/Site Plan Review for: City of Manistee Fifth Avenue Beach House

Address/Parcel Code#: 51-51-262-701-01

Zoning District: R-1 Low Density Residential District

Proposed Use: Beach House for Outdoor Recreation, Park (Permitted Use)

	Requirements	Proposed	Compliance
Minimum Lot Area:	15,000 sq. ft.	> 15,000 sq. ft.	X yes ☐ no
Minimum Lot Width:	100 ft	> 100 ft	X yes ☐ no
Max. Building Height:	2 ½ stories, or 35 ft	20.5 ft	X yes ☐ no
Maximum Lot Coverage:	40%	< 40%	X yes ☐ no
Front Yard Set Back:	30 ft	>30 ft	X yes ☐ no
Side Yard Set Back:	10 ft (each side)	> 10 ft	X yes ☐ no
Rear Yard Set Back:	10 ft	>10 ft	X yes ☐ no
Waterfront	100 ft	>100 ft	X yes ☐ no
Parking Requirements:	N/A		

Signage - **subject to Article 21:**

Landscaping Requirements - **subject to Section 531:**

Outdoor Lighting Requirements - **subject to Section 525:**

NOTES: Review of the request shows that the requirements of the Zoning Ordinance have been met

Zoning Reviewed and Approved by: _____

Optional Reviews

Fire Department Reviewed/Approved by: Waived

Engineer Reviewed/Approved by: Waived

Police Department Reviewed/Approved by: Waived

Bath house

Land Use Permit Application

Detailed Site Plan - Fee $20.00

One copy of the completed application form for site plan review which shall contain at a minimum the following information (a narrative attachment is recommended in addition to the application form to sufficiently address all of the following items):

1. Name, address and signature of applicant and property owner:
   Name: City of Manistee
   Address: 70 MAPLE STREET, P.O. BOX 358, MANISTEE MI, 49660
   Daytime Phone Number: 231-723-2558

2. Legal description, property parcel number and street address of the subject parcel of property:
   Legal description: SEE PLANS
   Address of Project: _____ Parcel Code # 51-51-_____

3. Area of the subject parcel of property stated in acres, or if less than one (1) acre, in square feet.
   9.82 AC.

4. Present zoning classification on parcel and on adjacent parcels: AE for project parcel

5. Present and proposed land use: Public

6. Applicant's statement of the expected effect on emergency service requirements, schools, storm water systems, automobile and truck circulation patterns and local traffic volume. NONE

7. A description of the proposed development and the land use proposed. Bathhouse for visitors of the beach with lockers and bathrooms

Finished Height of Project: 21.5'

By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms 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.

Signature: [signature] Date: 11/22/06

OFFICE USE ONLY

Zoning District:	_____	Set Back Requirements:	Height _____	Front _____
Date of Application:	_____	Water Front _____	Rear _____	Side _____
Fee/Receipt #	_____	Notes: _____		
Approval:	_____		Date: _____	

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 a 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
   - height ☒ Waived by R [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
   - Setback lines ☒ Waived by R [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 R [Planning Commission reserves the right to require the information at a later date]

Both house R

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 R [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 R [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 R [Planning Commission reserves the right to require the information at a later date]

13. Curb-cuts and driveways on adjacent properties.
   ☐ Included
   ☒ Waived by R [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
   Drainage ☒ 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 _____ [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 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 R [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 R [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 R [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 R [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 R [Planning Commission reserves the right to require the information at a later date]

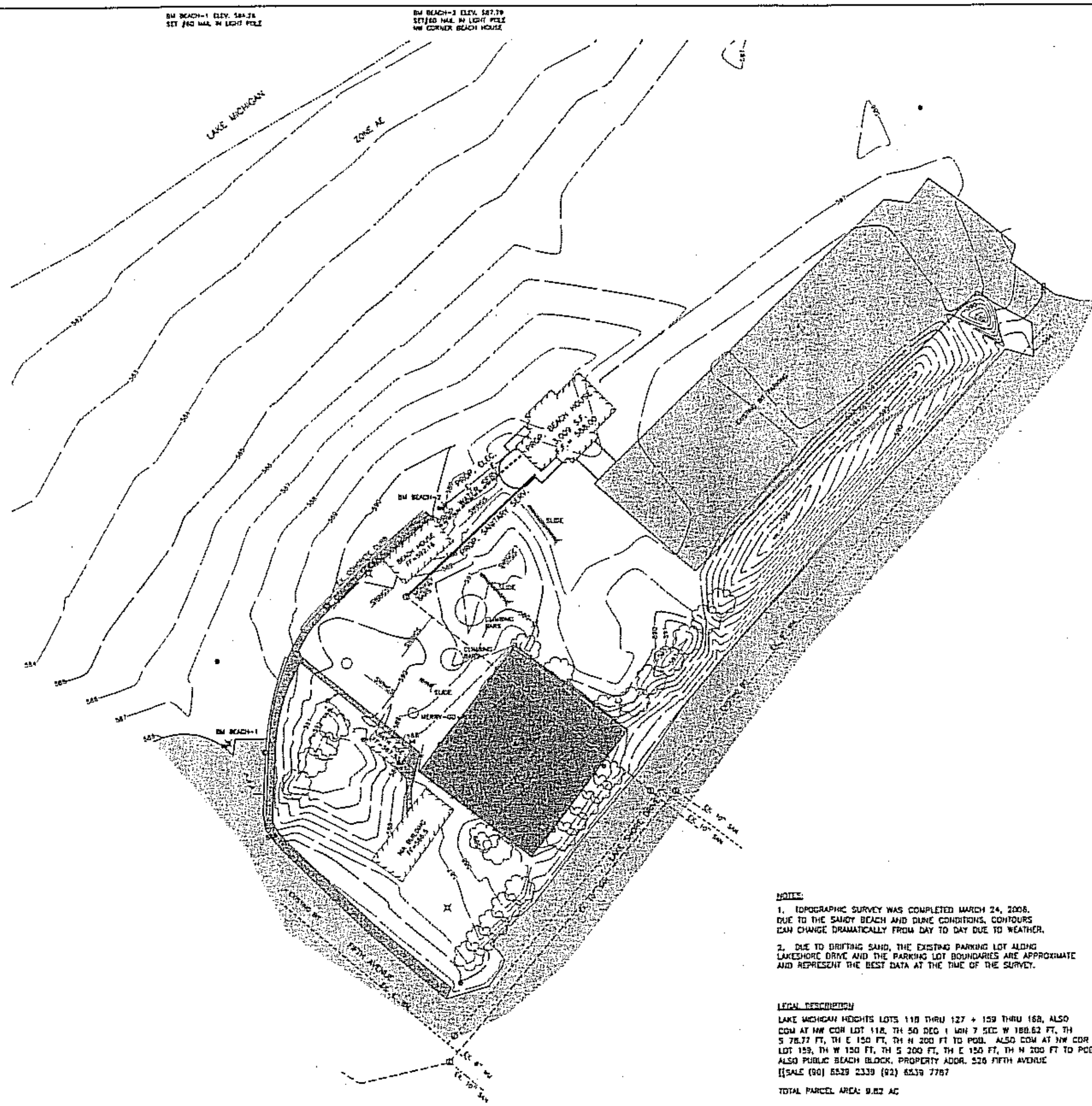
The Zoning Administrator may, with the approval of the Planning Commission, waive the submission of materials outlined in this Section if such materials are determined to be not applicable to the proposed Special Use or relevant to the consideration of the Planning Commission.

For further information contact:

Planning and Zoning
City of Manistee
70 Maple Street
P.O. Box 358
Manistee, MI 49660

(231) 398-2805 (231) 723-1546 - FAX

(Printed March 2006)



SCALE: 1" = 40'

LEGEND

TRAVERSE POINT	▲
CONTROL POINT	●
LIGHT POLE	☓
POST	
ELECTRIC METER	▫
POWER POLE	▫
DECIDUOUS TREE	○
WATER VALVE	⋈
WATER FAUCET	w
BUILDING LINE	
SCREEN FENCE	
ASPHALT	
CONCRETE	
WATER MAIN	
SANITARY SEWER	

INDEX OF SHEETS

TITLE	SHEET
5TH AVENUE BEACH HOUSE PLAN SHEET	C1
ARCHITECTURAL – FLOOR PLAN	A1
ARCHITECTURAL – EAST/WEST ELEVATION	A2
ARCHITECTURAL – NORTH/SOUTH ELEVATION	A3
ARCHITECTURAL – BUILDING SECTION	A4

NOTES:

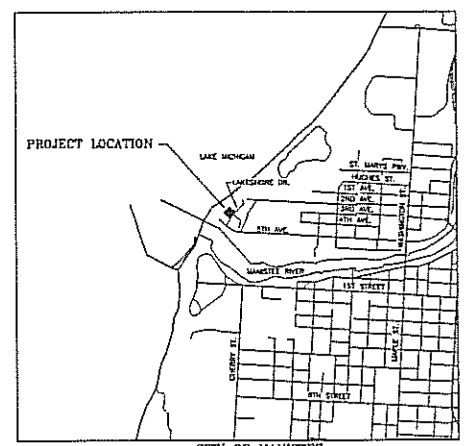
1. TOPOGRAPHIC SURVEY WAS COMPLETED MARCH 24, 2008. DUE TO THE SANDY BEACH AND DUNE CONDITIONS, CONTOURS CAN CHANGE DRAMATICALLY FROM DAY TO DAY DUE TO WEATHER.

2. DUE TO DRIFTING SAND, THE EXISTING PARKING LOT ALONG LAKESHORE DRIVE AND THE PARKING LOT BOUNDARIES ARE APPROXIMATE AND REPRESENT THE BEST DATA AT THE TIME OF THE SURVEY.

LEGAL DESCRIPTION

LAKE MICHIGAN HEIGHTS LOTS 118 THRU 127 + 159 THRU 168, ALSO COM AT NW COR LOT 118, TH 50 DEG 1 MIN 7 SEC W 188.62 FT, TH S 78.77 FT, TH E 150 FT, TH N 200 FT TO POB. ALSO COM AT NW COR LOT 159, TH W 150 FT, TH S 200 FT, TH E 150 FT, TH N 200 FT TO POB. ALSO PUBLIC BEACH BLOCK, PROPERTY ADDR. 526 FIFTH AVENUE
[(SALE (90) 6529 2339 (92) 6539 7767

TOTAL PARCEL AREA: 9.82 AC



CITY OF MANISTEE
NO SCALE

NOT VALID FOR CONSTRUCTION UNLESS SIGNED AND DATED.

WADETRIM

REV#	DATE	DESCRIPTION	BY

CITY OF MANISTEE
70 MAPLE STREET
P.O. BOX 358
MANISTEE, MI 49660

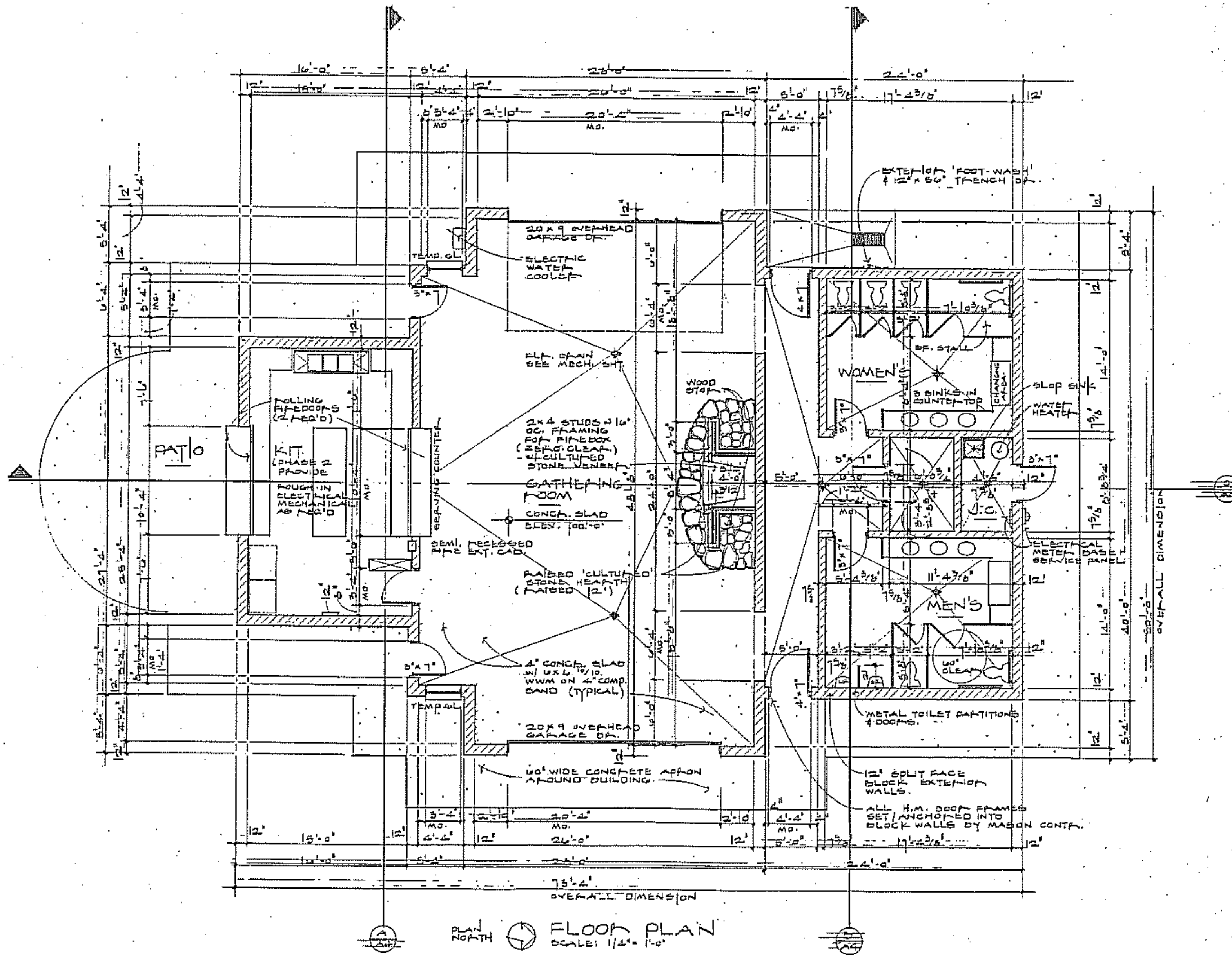
5TH AVENUE BEACH HOUSE PLAN SHEET

ISSUED FOR:	DATE:	BY:

JOB NO. MAN3324-01C

SHEET C 1.0

© Wade Trim Group, Inc.



PROPOSED 5TH. AVE BEACH-HOUSE 'A' MANISTEE CO. JAYCEE PROJECT...

CITY OF MANISTEE

70 MAPLE STREET MANISTEE, MI.

Elmer's Construction Engineering

DRAWN BY E.KRZYSZYWICZ

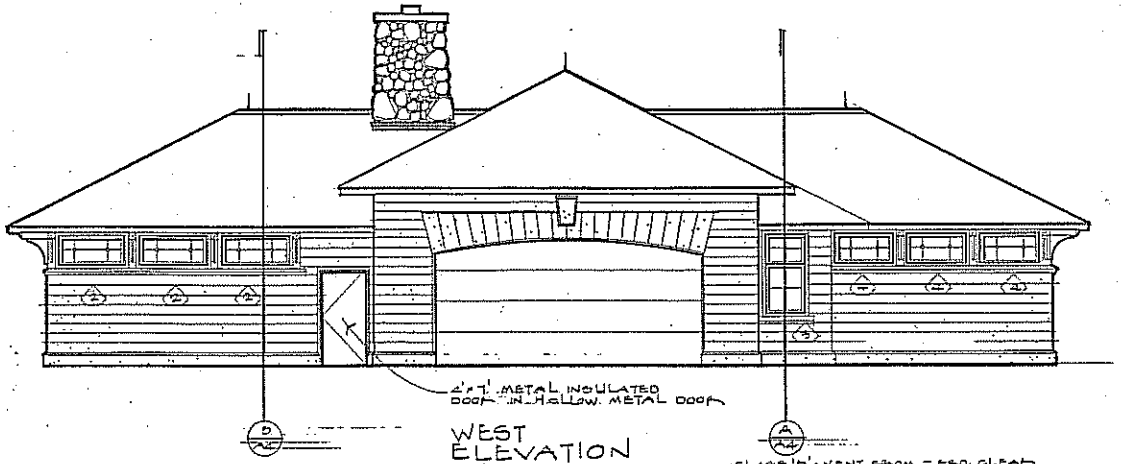
CHECKED BY

DATE JAN. 25, 06

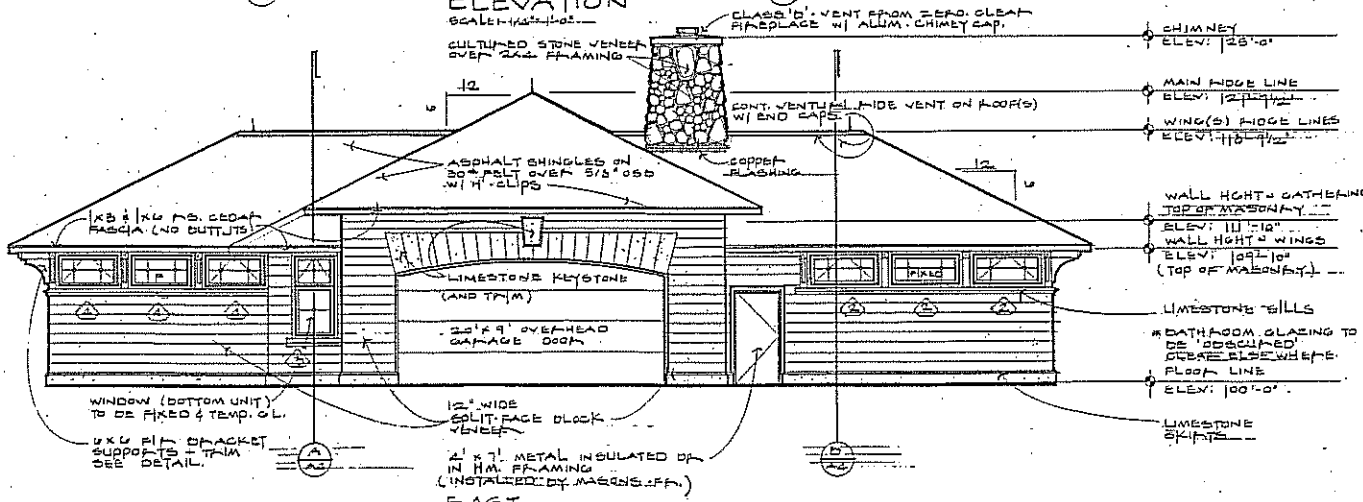
JOB Nº 290317

SHEET Nº A1

BID SET. NOV. 15, 2006



WEST ELEVATION
SCALE: 1/4"=1'-0"



EAST ELEVATION
SCALE: 1/4"=1'-0"

PROPOSED 5TH AVE BEACH HOUSE
A MANISTEE CO. JAYCEE PROJECT ...
CITY OF MANISTEE
TO MAPLE STREET
MANISTEE, MI.

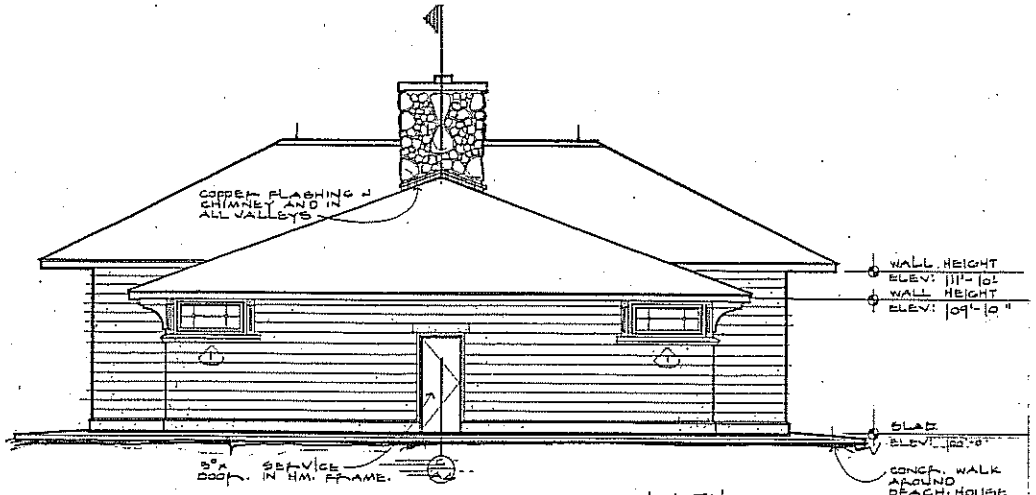
Elmer's CONSTRUCTION ENGINEERING

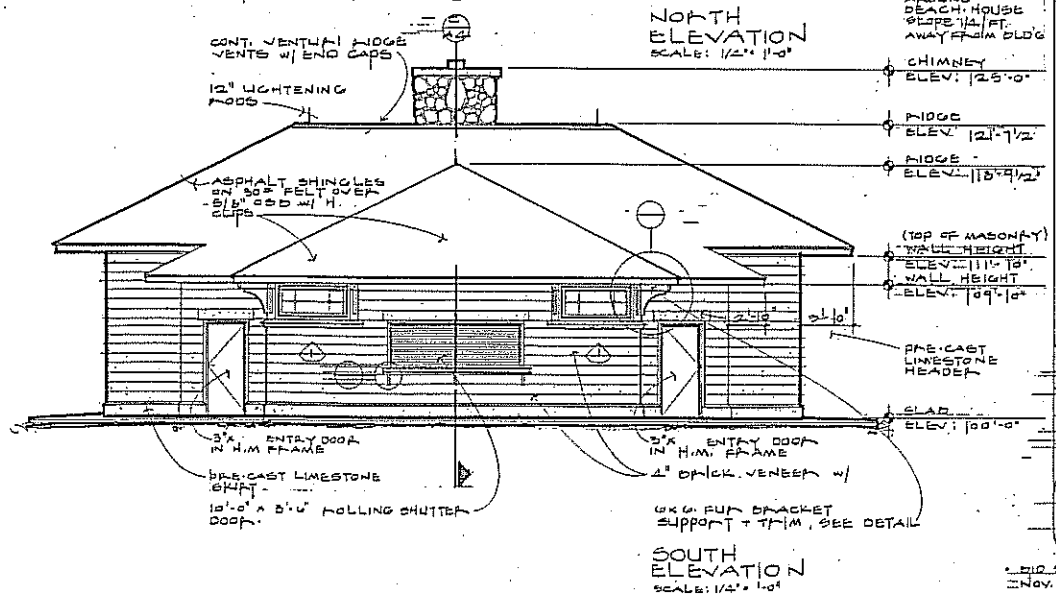
DRAWN BY E. KRISZTWICZ
CHECKED BY
DATE 07-10-06
JOB No 290817
SHEET A2

BID SET NOV. 15, 2006

WINDOW INFO:
THESAURUS WINDOWS
CONTRACTORS BUILDING SUPPLY
SALES REP: ALLAN DUSA
18969 CADILLAC HIGHWAY
COPEMISH, MI 49625
500.378.3160 (FAX)
EXTERIOR VINYL COLOR: WHITE
GLASS/GLAZING: 7/8" INSULATED
HARDWARE COLOR: WHITE
JAMB THICKNESS: STD
GRID: FLAT BAR ELEVATIONS
DESIGNED W/ GRACE ICE & WATER SHIELD
1. 24" UP ROOF FROM A POINT OF THE INTERIOR SIDE OF EXTERIOR WALL
2. IN ALL ROOF VALLEYS
18" EACH WAY FROM ↓

1. ALL FLATWORK SHALL BE 4" REINFORCED CONCRETE SLAB W/ 6X6 10/10 WWM. MIN. 3500 PSI @ 28 DAYS. EXTERIOR CONCRETE. AIR ENTRAINED. REBAR SHALL BE GRADE 60, DESIGNED BASED W/ MIN. 2" COVER.

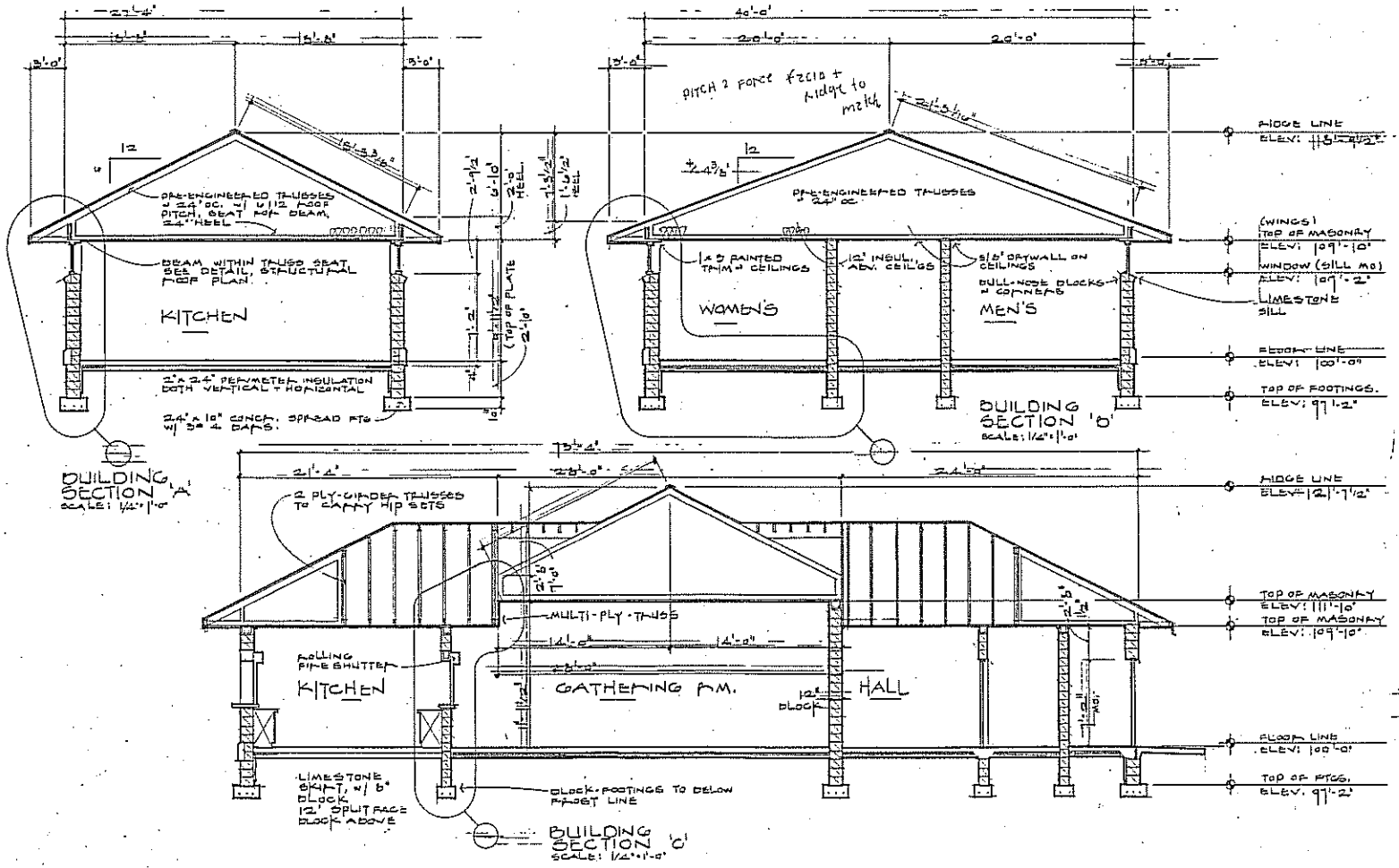




Elmer's CONSTRUCTION ENGINEERING
SALES & SERVICE
SALES & RENTAL
CONSTRUCTION EQUIPMENT
1-800-248-2000
1-231-775-9000
FAX 231-775-9000
PROPOSED 6th AVE. BEACH HOUSE
A MANISTEE COUNTY JAYCEE PROJECT
CITY OF MANISTEE
70 MAPLE STREET
MANISTEE, MI 49660

DRAWN BY: E. FIDDEWICK
CHECKED BY: G. HOLCOMBE
DATE: 10-21-06
JOB N°: 2106TT
SHEET N°: A-3

BID SET
Nov. 15, 2006



Elmer's CONSTRUCTION ENGINEERING

PROPOSED 5TH AVE. BEACH-HOUSE
A MANISTEE COUNTY JAYCEE PROJECT
CITY OF MANISTEE
70 MAPLE STREET
MANISTEE, MI. 49660

DRAWN BY
CHECKED BY
DATE 06-25-06
JOB NO.
SHEET NO.
A4

BID SET
Nov. 15, 2006

NOTICE OF
Special Meeting
City of Manistee Planning Commission

The City of Manistee Planning Commission has called a Special Meeting for Tuesday, November 28, 2006 at 7:30 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

This Special Meeting was called in response to requests for Detailed Site Plan Review.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 noon, Wednesday, November 8, 2006 on the bulletin board at the south entrance to City Hall.

Signed: Denise J. Blakeslee
Denise J. Blakeslee