

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, July 5, 2007

7:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Planning Commission can take action to approve the July 5, 2007 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the June 7, 2007 meeting Minutes.

V Public Hearing

VI New Business

Manistee Housing Commission - Request for donation of City Property on Grove Street.
Request from Manistee Housing Commission for the donation of City Property in the Grove Street area for the use in the implementation of the Domestic Violence Initiative Grant to build either a single family or a duplex home.

At this time the Planning Commission could take action to recommend to City Council the donation of a parcel to be split from parcel #51-51-102-400-20 (south of Monroe Street north of the homes on Grove Street) to accommodate a single family home or duplex. The Manistee Housing Commission would be required to provide a survey and legal description of each of the resulting parcels in conformity with the Zoning Ordinance.

H.H.H. Investing Company - request for extension of Special Use Permit.

A Special Use Permit was granted to H.H.H. Investing Company for a Planned Unit Development. At the time the permit was issued a moratorium was in place that would not allow the extension of sewer to the development. Since that time the sewer moratorium has been lifted. The Developer is requesting an extension to the expiration of the Special Use Permit citing the current economic conditions of the State of Michigan.

At this time the Planning Commission could take action on the request from H.H.H. Investing Company for an extension of their Special Use Permit.

West Coast LLC (Joslin Cove Development) - Request for PUD Modification.

Request from West Coast LLC (Joslin Cove Development) to allow the relocation of the sign for the project. The original Planned Unit Development showed a single pedestal sign, the owners would now like to change the signage to a pair of landscaped cultured-stone fences at the entrance.

At this time the Planning Commission will need to determine if the request from West Coast LLC (Joslin Cove Development) would require a public hearing.

VII Old Business

VIII Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

IX Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

X Staff Reports

At this time the Chair will ask Staff for their report.

XI Members Discussion

At this time the Chair will ask members of the Planning Commission if they have any items they want to discuss.

XII Adjournment



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: June 27, 2007
RE: July Planning Commission Meeting

Commissioners, enclosed is the information for the July Planning Commission Meeting. Items on the agenda include:

- ▶ **Manistee Housing Commission - Request for donation of City Property on Grove Street.**
Request from Manistee Housing Commission for the donation of City Property in the Grove Street area for the use in the implementation of the Domestic Violence Initiative Grant to build either a single family or a duplex home.
- ▶ **H.H.H. Investing Company - request for extension of Special Use Permit.**
A Special Use Permit was granted to H.H.H. Investing Company for a Planned Unit Development. At the time the permit was issued a sewer moratorium was in place that would not allow the extension of the sewer lines to the development. Since that time the sewer moratorium has been lifted. The Developer is requesting an extension to the expiration of the Special Use Permit citing the current economic conditions of the State of Michigan.
- ▶ **West Coast LLC (Joslin Cove Development) - Request for PUD Modification.**
Request from West Coast LLC (Joslin Cove Development) to allow the relocation of the sign for the project. The original Planned Unit Development showed a single pedestal sign, the owners would now like to change the signage to a pair of landscaped cultured-stone fences at the entrance. The applicant has requested a determination that the proposed change is a minor amendment.

I will be out of the office until July 5th. If you have any questions or are unable to attend please call Jon at 398-2805. Happy 4th of July!!

Also, Chairman Yoder is giving his annual report to City Council on Tuesday, July 3rd.

:djb



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MEMORANDUM

TO: Planning Commissioners

FROM: Jon R. Rose 
Community Development Director

DATE: June 26, 2007

RE: Manistee Housing Commission - Donation of City Owned Property.

Commissioners a request was received from Manistee Housing Commission for the donation of City Property in the Grove Street area for the use in the implementation of the Domestic Violence Initiative Grant to build either a single family or a duplex home.

A survey has not been prepared, but the attached map shows how the parcel might be split.

The Planning Commission could take action to recommend to City Council the donation of a parcel to be split from parcel #51-51-102-400-20 (south of Monroe Street north of the homes on Grove Street) to accommodate a single family home or duplex.

A condition could be placed that would require the Manistee Housing Commission to provide a survey and legal description of the properties in conformity with the Zoning Ordinance.

If the Survey that was submitted to the City met all of the requirements of the Zoning Ordinance it could be approved without having to return to the Planning Commission for recommendation to City Council.

A copy of the request is enclosed for your review.

JRR:djb

Manistee Housing Commission

237 Sixth Avenue
Manistee, MI 49660

Phone: (231) 723-6201

Fax: (231) 723-8900

TDD/TTY: (800) 545-1833, ext. 870

Email: manisteehousing@sbcglobal.net



June 18 2007

Mr. Jon R. Rose
Community Development Director
City of Manistee
City Hall
70 Maple St.
P.O. Box 358
Manistee, MI 49660

Dear Mr. Rose,

The City of Manistee Housing Commission, on behalf of the collaborative formed by CHOICES of Manistee County and CMHC, formally requests a donation of City owned property, specifically located in the Grove Street Area for use in the implementation of the Domestic Violence Initiative grant awarded to the collaborative by MSHDA. The exact size of the property should be of sufficient size to build either a single family or a duplex home.

Ownership of the lot would be transferred to the City of Manistee Housing Commission which is the fiduciary and management firm of the grant. CMHC will construct either a new single family or duplex home on the site for use in housing a family that has been victimized by domestic violence. The home will be a rental unit and CMHC will be responsible for leasing the unit to eligible families. CMHC will also be responsible for the maintenance and upkeep of the home. The City of Manistee Housing Commission has confirmed with its attorney that this property will be included in the existing PILT agreement with the City.

Sincerely,

A handwritten signature in black ink, appearing to read "Clinton McKinven-Copus". The signature is fluid and cursive.

Clinton McKinven-Copus
Executive Director

cc: files

Both Permitted

Single Family

6,000 sq ft 60 ft front

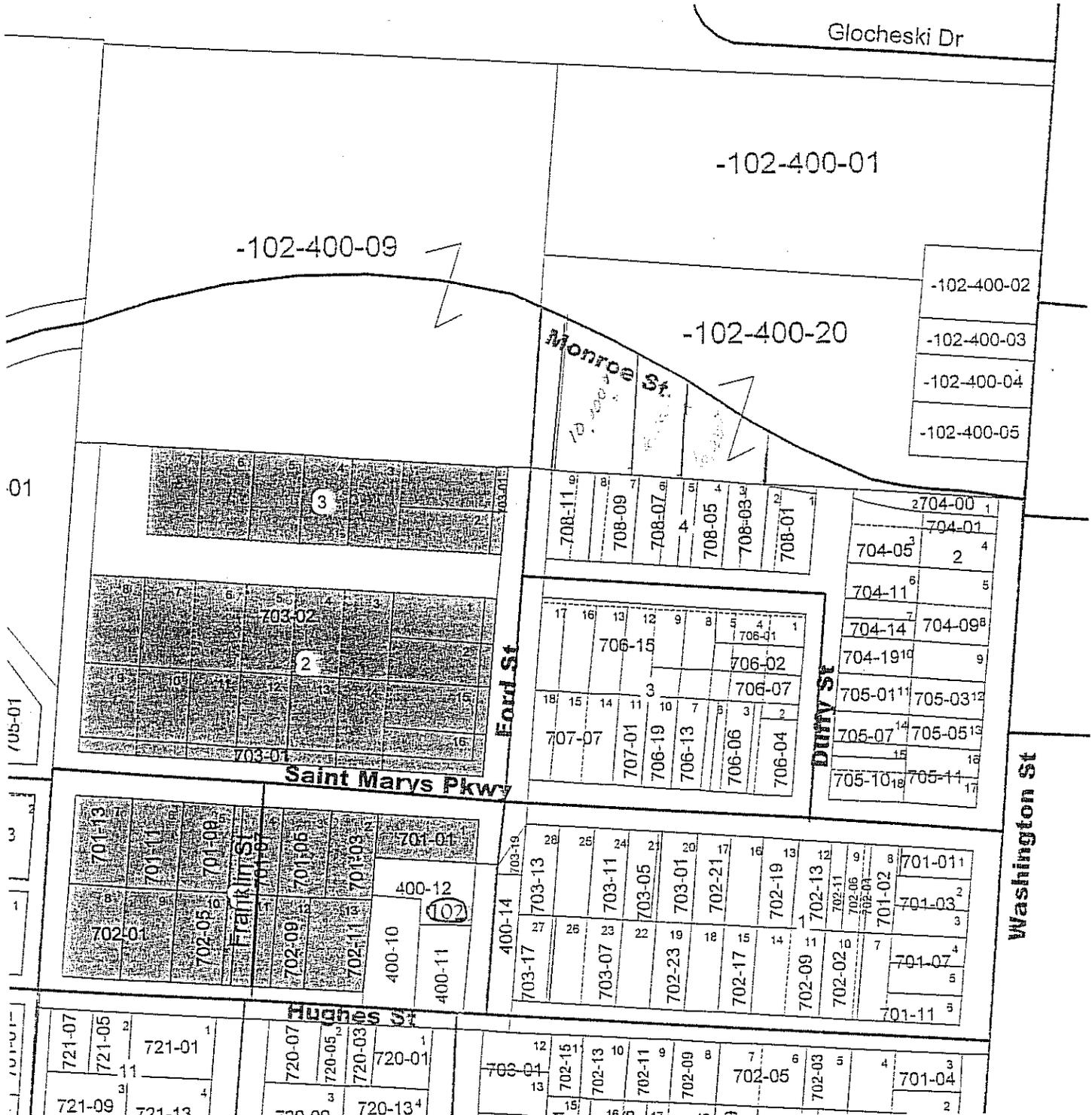
Duplex

10,000 sq ft 80 ft front

2-4 off
st
paved



City of Manistee
Sec 2 SE 1/4
51-51-102
51-51-202
51-51-144
51-51-170
51-51-270



Subdivisions

-  144_Duffy's_Addition
-  170_Rademaker
-  270_Ramsdell_&_Benedicts_North_Addition

1 inch equals 200 feet

6/2005





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MEMORANDUM

TO: Planning Commissioners

FROM: Jon R. Rose 
Community Development Director

DATE: June 26, 2007

RE: H.H.H. Investing Company - Special Use Permit Extension

Commissioners, H.H.H. Investing Company received approval for a Planned Unit Development in June 2005. The PUD was for 65 ranch style condominiums, 71 row house condominiums, 50 site condominium lots for a total of 186 residential single family units for the property on the northwest corner of Merkey and Cherry Roads.

A sewer moratorium was placed on the City of Manistee that did not allow any sewer main construction. An extension was granted to H.H.H. Investing Company on their Special Use Permit for one year after the sewer moratorium was lifted.

It has almost been a year since the moratorium was lifted and the developer is asking for an extension until October 6, 2009 citing the economic conditions that currently exist in the State of Michigan.

The Planning Commission needs to determine if an extension for the Special Use Permit to H.H.H. Investing Company is warranted.

A copy of the request is enclosed for your review.

JRR:djb

MOORE & BRUGGINK, INC.

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

June 25, 2007

Re: Hunting - Manistee
Project 980036.1

Mr. Jon Rose, Community Development Director
City of Manistee
70 Maple Street
Manistee, MI 49660

Dear Mr. Rose:

We are writing on behalf of our client, H.H.H. Investing Co., the owner of Permanent Parcel #51-51-314-225-01 located northwest of the intersection of Cherry and Merkey, City of Manistee, Manistee County, Michigan.

The property has a Special Use Permit in force until October 6, 2007 as noted in your letter of October 12, 2006. The purpose of this letter is to request the extension of the Special Use Permit to October 6, 2009. The reason for this request is due to the economic conditions that currently exist in the state of Michigan. As conditions improve, this development will become doable.

If you require additional information or want me to attend a meeting, please call me.

Sincerely,



William G. Kozak, P.E.

WGK/clt

cc: Mr. Allen Hunting, Jr.



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MEMORANDUM

TO: Planning Commissioners

FROM: Jon R. Rose 
Community Development Director

DATE: June 26, 2007

RE: Joslin Cove Condominiums - Signage request

Commissioners, following is a request we have received from West Coast LLC - Joslin Cove Condominiums. The original site plan approved by the Planning Commission showed one freestanding sign. They are now requesting to modify the site plan to accommodate two ground mount signs. Several items will need to be considered by the Planning Commission for this request. These items are as follows:

- ▶ Section 2106 of the Sign ordinance only allows one (1) 16 sq. ft. sign for Dwelling - Multiple Unit.
- ▶ Section 1870.D Planned Unit Development - Dimensional and Use Standards provides for flexibility to the Zoning Ordinance but does it provide for additional signage?
- ▶ Section 1870.J Planned Unit Development - Amendments must be reviewed to determine if the sign can be relocated without requiring a public hearing.

A copy of the request is enclosed for your review.

JRR:djb



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

June 20, 2007

To: Jon Rose
City of Manistee

From: Jim Nordlund Jr.

Re: Joslin Cove Development

Purpose of PUD Modification:

In the original site plan for the Joslin Cove Townhouse Development, the developers had envisioned that a single pedestal sign (located as indicated on the attached plan) would provide the signage necessary for the project.

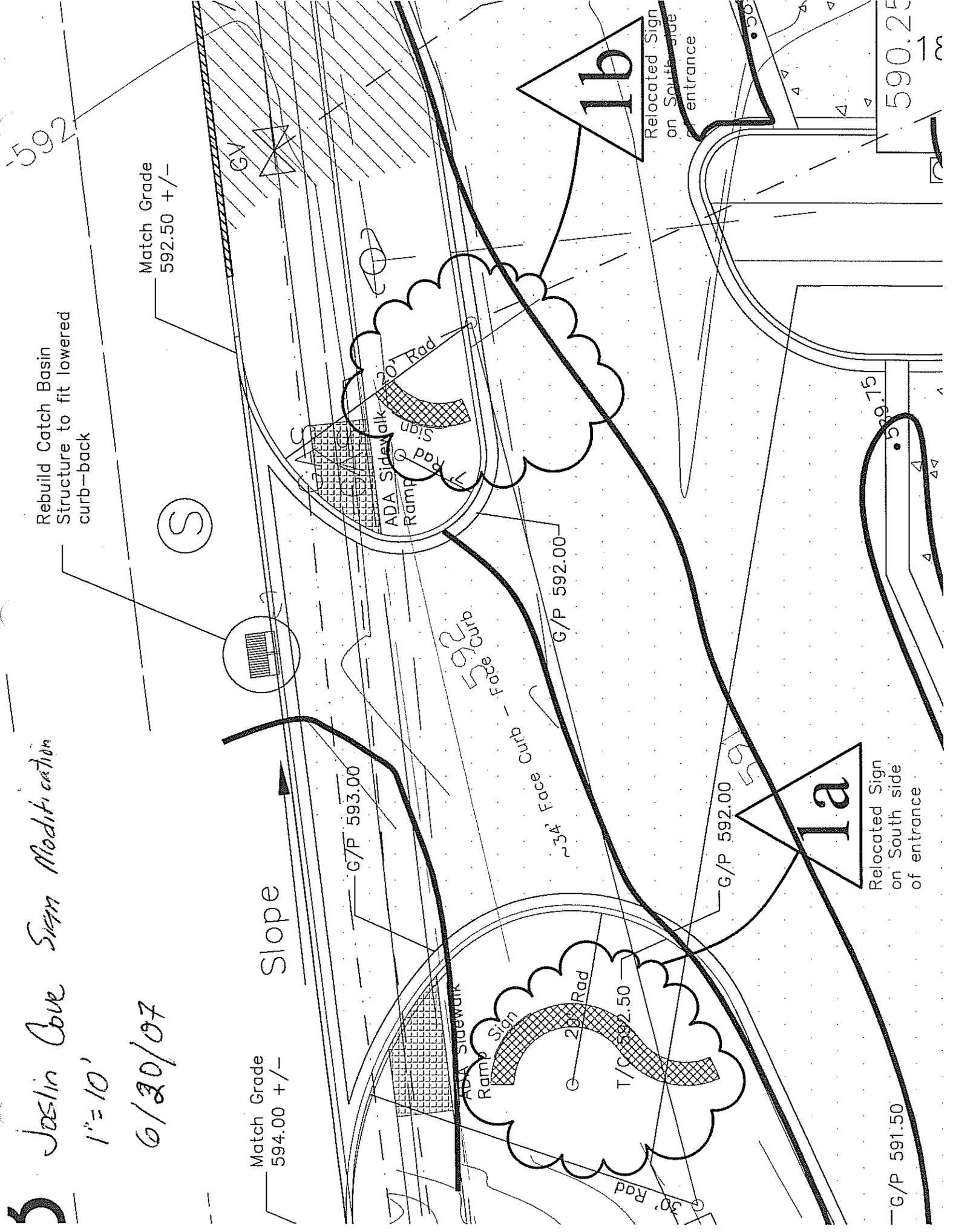
However, after reviewing numerous options for this sign, the owners felt that incorporating two signs into a pair of landscaped cultured-stone fences at the entrance to the property would provide a more attractive entrance to the property.

The two small signs, which we are proposing to install, will consist of raised metal letters (probably, brass, bronze or stainless steel) installed over a smooth cement (or similar material) background. A full-size mock-up of the proposed sign is available for review.

The proposed sign will include the following:

- The signs will spell out "Joslin Cove Townhouses" in a cursive script.
- The signs will be illuminated by approximately three low-voltage ground mounted lights focused on the sign letters.
- The area of each sign will be approximately 8.0 sf.
- The signs will be installed on the inside face of the proposed cultured stone wall.
- It is intended that the only one sign will be visible to US 31 motorists, but a person standing opposite the site will be able to view both signs – at an extreme angle.
- The cultured stone wall will be part of an attractive entrance landscape feature, and will be installed well behind the right-of-way boundary, where it will not interfere with the clear sight distance at the intersection.

Justin Cove Sign Modification
1" = 10'
6/20/07



Sign Area: 16 sf Maximum Size:
Illuminated with low voltage ground lighting

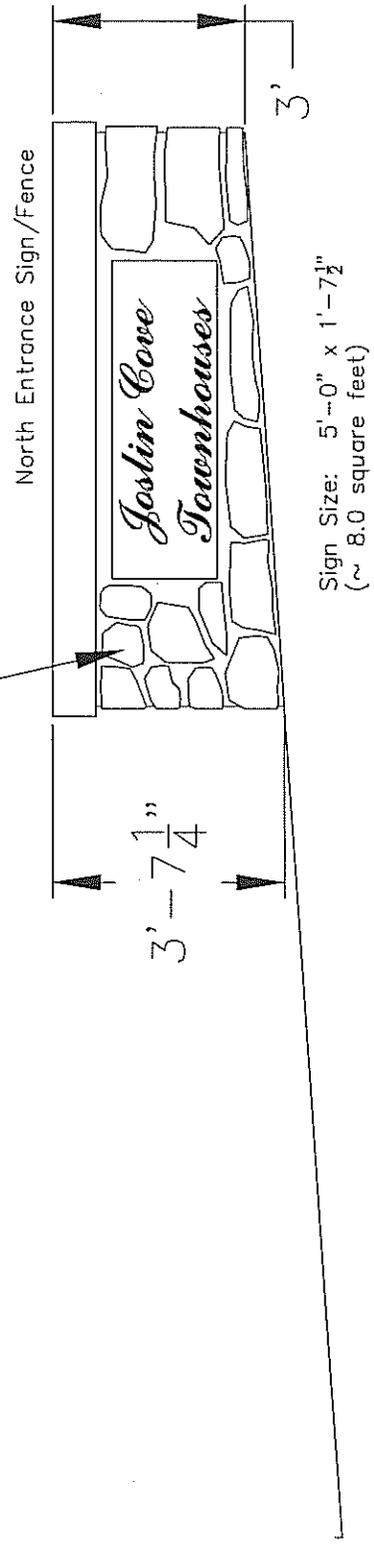
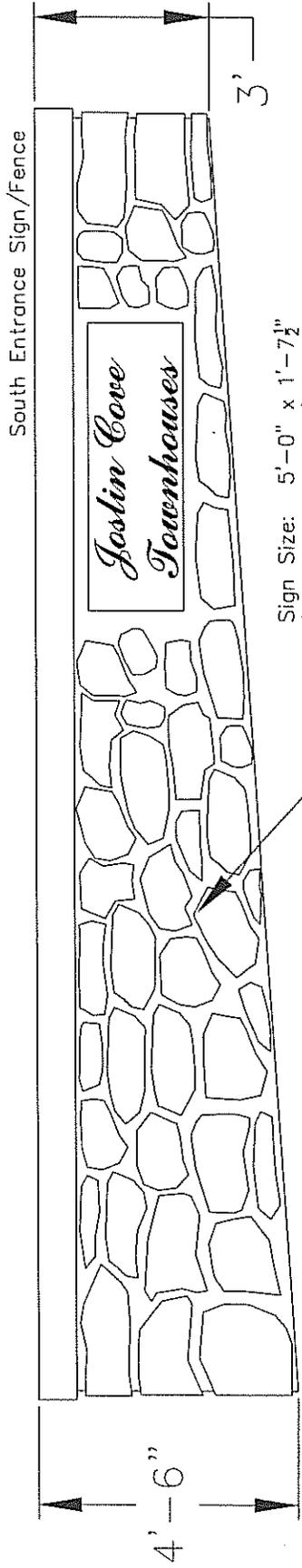


TABLE 2100-1 USE TYPES AND SIGN STANDARDS

Section 2106 Use Type 1, Low Intensity and Residential
 Description Uses of this type include dwelling units and associated uses.
 Examples of Uses Dwelling - Single Unit, Dwelling - Multiple Unit, Duplex, Manufactured Housing Community, Home Based Business, Major Home Occupation, and similar uses in the judgment of the Zoning Administrator

Zoning Districts	Permitted Sign Types	Nº. Signs Permitted	Cumulative Sign Area	Lighting	Conditions
R-1	Wall, Ground	1	4 Sq. Ft.	None	
R-2	Wall, Ground	1	4 Sq. Ft.	None	A multiple unit project or complex shall be permitted one, externally lit 16 square foot sign
R-3	Wall, Ground	1	4 Sq. Ft.	External	A multiple unit project or complex shall be permitted one, externally lit 32 square foot sign
R-4	Wall, Ground	1	4 Sq. Ft.	Either	A multiple unit project or complex or manufactured housing community shall be permitted two, externally or internally lit 32 square foot signs
C-1	Wall, Ground, Projecting*	1	16 Sq. Ft.	Either	A multiple unit project or complex shall be permitted one, externally or internally lit 32 square foot sign
C-2	Wall, Ground, Projecting*	1	16 Sq. Ft.	External	A multiple unit project or complex shall be permitted one, externally lit 16 square foot sign
C-3 & W-F	Wall, Ground, Projecting ⁸	1	16 Sq. Ft.	External	A multiple unit project or complex shall be permitted one, externally lit 16 square foot sign

* Projecting signs shall be limited to one per parcel and no greater than sixteen (16) square feet in area.

provisions of this Section. Planned Unit Developments shall meet the following general standards:

1. The use shall be compatible with adjacent land use, the natural environment, and the capacities of affected public services and facilities, and that such use is consistent with the public health, safety and welfare of the residents of the City of Manistee and the benefits of the development shall not be achievable under any single zoning classification.
2. The use shall be consistent with the City of Manistee Master Plan and the Future Land Use Map.
3. The use and development shall be warranted by the design and additional amenities made possible with and incorporated by the development proposal.
4. The development shall consolidate and maximize usable open space.
5. Landscaping shall be provided to insure that proposed uses will be adequately buffered from one another and from surrounding public and private property and to create a pleasant pedestrian scale outdoor environment.
6. Vehicular and pedestrian circulation, allowing safe, convenient, non-congested and well-defined circulation within and access to the development shall be provided.
7. Existing important natural, historical and architectural features within the development shall be preserved.

D. **Dimensional and Use Standards:** In acting upon the application, the Planning Commission may alter lot size standards, required facilities, buffers, open space areas, setback requirements, height limits, building size limits, off-street parking regulations, landscaping rules, and miscellaneous regulations, where such regulations or changes are reasonable and consistent with the intent, objectives, and standards set forth in Section 1870, 2. Further, the Planning Commission may also alter residential density limits, providing they are generally compatible with the purpose and intent of the Planned Unit Development Section B of this ordinance, are compatible with adjacent land uses, and do not over burden roadway capacity.

The Planning Commission may authorize principal and other uses not permitted in the district where the land is located, provided that such are consistent with the intent of this section and the standards set forth herein. Dimensional and parking use restrictions of the underlying zoning shall not apply to the area within an approved PUD unless expressly retained in the permit.

Any deviations granted under this section which do not conform to the City of Manistee Master Plan shall include written findings of fact justifying the exceptional variance.

[Annotation: The last paragraph was added by amendment 07-15, effective 5/29/07]

E. **PUD Application.** A planned unit development application shall be submitted to the Site Plan Review Committee (Subcommittee) of the Planning Commission for review, analysis, and recommendation. An application fee is required and shall be non-refundable. The City Council shall by resolution establish the amount of the application fee. All land for which

- H. **Effect.** After approval of a PUD, the land to which it pertains shall be developed and used in its entirety only as authorized and described in the order approving the PUD or only as authorized by the provisions of this Ordinance which would apply if the PUD order had not been issued.
- I. **Phased PUD.** Each phase of a PUD shall be planned, developed, and approved to exist as a complete development able to stand on its own in the event subsequent phases are not implemented.
- J. **Amendments.** An order approving a PUD may be amended as follows:
1. **Minor amendments.** Minor amendments are those which will have no foreseeable effect beyond the property boundary such as minor changes in the location of buildings, the alignment of utilities, and the alignment of interior roadways and parking areas. Minor amendments for good cause may be authorized by the Zoning Administrator provided no such changes shall increase the size or height of structures, reduce the efficiency or number of public facilities serving the PUD, reduce usable open space, alter the land uses proposed, or encroach on natural features proposed by the plan to be protected.
 2. **Major amendments.** Any amendment not qualifying as a minor amendment is considered to be a major amendment and must be reviewed and authorized by the Planning Commission according to the procedures authorized by this section for approval of a planned unit development.
- K. **Termination.** The PUD order shall expire two years from date of final approval if the applicant has not commenced substantial construction and is not diligently proceeding to completion. Upon written request stating the reasons therefore, the Planning Commission may extend the time for commencement of construction. An approved PUD may be rescinded at any time by the Planning Commission for violation of the order by the applicant, its successors, agents or assigns after notice to the current owners and occupiers of the PUD area and after a hearing on the violation. Upon termination of an approved PUD the zoning requirements shall revert to the current requirements for the zoning district designated for the property prior to the order.
- L. **Ordinance Amendment.** A planned unit development approval shall not be considered an ordinance amendment or a rezoning of the property.

SECTION 1871 POWER GENERATING FACILITY

- A. **Definition.** A facility designed and used for the production of electrical energy primarily for the purpose of commercial sale of electrical energy to wholesale and retail customers connected to electrical transmission grid. Such facilities may include coal, diesel, fuel oil, natural gas combustion as well as solid waste incinerators.

Regulations and Conditions.

1. A proposal to establish a Power Generating Facility shall not be approved unless the Planning Commission reaches a finding, based on objectively verified evidence, that all