

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, February 7, 2008
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 February 7, 2008 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the January 3, 2008 meeting Minutes.

V Public Hearing

None

VI New Business

Pegasus Holdings & Land Development LLC - Commercial Land Use Permit (Site Plan Review)

Pegasus Holdings & Land Development LLC is proposing to construct a Dental Facility on Lot 5 of the Industrial Park. A Zoning Amendment was approved by City Council that permits a Medical or Dental Office as a Permitted Use in the L-I Light Industrial District.

At this time the Planning Commission can take action to approve/deny the request for a Commercial Land Use Permit from Pegasus Holdings & Land Development LLC.

VII Old Business

By-Laws

Review proposed changes to the Planning Commission By-Laws. During the annual review of the Planning Commission By-Laws at the January Meeting some minor changes were recommended to the By-Laws.

At this time the Planning Commission can take action to amend their By-Laws.

VIII Public Comments and Communications

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: January 31, 2008
RE: February Meeting

Commissioners, enclosed is your packets for the February Planning Commission Meeting. We have two items on the Agenda as follows:

Pegasus Holdings & Land Development LLC - Commercial Land Use Permit (Site Plan Review)

Pegasus Holdings & Land Development LLC is proposing to construct a Dental Facility on Lot 5 of the Industrial Park. A Zoning Amendment was approved by City Council that permits a Medical or Dental Office as a Permitted Use in the L-I Light Industrial District.

By-Laws

The Planning Commission discussed some changes to the By-Laws during the January Meeting. Attached is a draft showing the proposed changes that were mentioned at the meeting and an additional change recommended by staff.

Mr. Edewaard is interested in purchasing the Manistee Inn and Marina, 378 River Street. Mr. Edewaard has inquired about Motel Condominiums. Enclosed is a copy of an e-mail relating to his request. Mr. Edewaard may also be attending the February Planning Commission meeting to speak about his proposal.

Please mark your calendars - We have scheduled Jay Kilpatrick to come up on Thursday, February 28th. Jay will meet with the members of the Ordinance Re-Write Committee at 2:00 p.m. The members of the Master Plan Review Committee will meet with Jay at 6:00 p.m.

See you Thursday! Please call me if you are unable to attend the meeting.

:djb



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MEMORANDUM

TO: Planning Commissioners

FROM:  Jon R. Rose,
Community Development Director

DATE: February 1, 2008

RE: Pegasus Holdings & Land Development LLC
(Dental Clinics North)

Commissioners, we have received a request from Pegasus Holdings & Land Development LLC for a Commercial Land Use Permit (Site Plan Review). A copy of the request is attached for your review.

Pegasus Holdings & Land Development LLC is proposing to construct a Dental Facility in Lot 5 of the Industrial Park. A Zoning Amendment was approved by City Council that permits a Medical or Dental Office as a Permitted Use in the L-I Light Industrial District.

Review of the proposed plan shows that with the exception of the light posts exceed the 20 foot height limitation the requirements of the Zoning Ordinance have been met.

Copies of the Plan were forwarded to the City Engineer, Fire Chief, Police Chief, DPW Supervisor and WWTP Supervisors. The following reviews were received:

City Engineer - (Due to illness comments were not available when packets were mailed)

Fire Chief's - See attached Memo regarding sprinkling and location of Fire Hydrant.

Police Chief - No concerns with Site Plan. Asked if there was going to be an alarm system and if drugs were going to be on site.

DPW Supervisor - No Concerns with Site Plan.

WWTP Supervisor - No concerns with Site Plan. Asked how Mercury was going to be contained.

Staff/Site Plan Review for: Pegasus Holdings & Land Development LLC
12935 S. West Bayshore Drive, Suite 230
Traverse City, MI 49684

Address/Parcel Code#: 51-51-155-005-00

Zoning District: LI Light Industrial

Proposed Use: Medical or Dental Office

	Requirements	Proposed	Compliance
Minimum Lot Area:	12,000 sq. ft.	97,053 sq. ft.	X yes <input type="checkbox"/> no
Minimum Lot Width:	120 ft	300/323 ft	X yes <input type="checkbox"/> no
Max. Building Height:	4 stories, or 50 ft	25 ft	X yes <input type="checkbox"/> no
Maximum Lot Coverage:	70%	18% +/-	X yes <input type="checkbox"/> no
Front Yard Set Back:	25 ft	25 ft	X yes <input type="checkbox"/> no
Side Yard Set Back:	10 ft (each side)	10 ft	X yes <input type="checkbox"/> no
Rear Yard Set Back:	10 ft	10 ft	X yes <input type="checkbox"/> no
Parking Requirements:	15/44	32/69	X yes <input type="checkbox"/> no
Signage:	32 sq. ft.	24 sq. ft.	X yes <input type="checkbox"/> no

Landscaping Requirements - subject to Section 531:

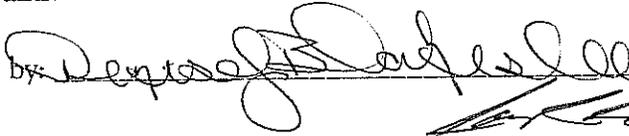
Outdoor Lighting Requirements - subject to Section 525: Exceeds 20' height limitation

NOTES:

Plans were not sealed - will request two sealed sets for file.

Under the new ordinance there are no requirements where a dumpster is to be placed.

The plan does not include sidewalks.

Zoning Reviewed and Approved by: 

Optional Reviews

Fire Department Reviewed/Approved by: See Memo

Engineer Reviewed/Approved by: Pending due to illness

Police Department Reviewed/Approved by: No Concerns

MEMO TO: Denise Blakeslee

FROM: Sid Scringler, Fire Chief 

DATE: January 29, 2008

SUBJECT: Pegasus Holdings & Land Development LLC
Site Plan – Lot 5 Industrial Park

I have reviewed the plans for Manistee County Dental Facility. Fire service features appear to be adequately addressed with one possible exception.

Section 508.5.1 of the Fire Code would call for a fire hydrant within 400 feet of all parts of the facility (if the facility has a sprinkler system the distance would be 600 feet). As this plan moves forward the developer will need to insure that a fire hydrant is within the appropriate travel distance to all parts of the building(s). For instance, the hydrant on the corner of N. Glocheski Drive and Washington Streets may meet the needs of phase one, but not phase 3.

I will be happy to work with your department and the developer to make sure all requirements are met as the project moves forward.

1250.02 INSTALLATION OF IMPROVEMENTS.

Improvements shall be installed in accordance with the following regulations:

- (a) Streets shall be graded to full width and fully constructed with a type of roadway which can be travelled upon in all kinds of weather, and approved by the City Manager.
- (b) Sidewalks of such width and type of construction as required by the City Manager shall be constructed on at least one side of every street where the average width of lots is sixty feet or less. Sidewalks shall also be constructed on one or both sides of any street, irrespective of the width of lots, where, in the opinion of the Planning Commission, such sidewalks are necessary to provide for the safety of pedestrians.
- (c) Every subdivision shall be provided with a complete water distribution system, including a connection for each lot and appropriately spaced fire hydrants. The entire water system shall be designed to meet the approval of the City officials having jurisdiction. Arrangements for the installation of such water distribution system shall be consummated with the City department having jurisdiction prior to the submittal of the final plat.
- (d) Where a public sewer main, in the opinion of the Planning Commission, is reasonably accessible, the subdivision shall be provided with a complete sewer system connected with such sewer main, including a connection for each lot. Where a public sewer main, in the opinion of the Planning Commission, is not reasonably accessible, proper provision shall be made for the disposal of sanitary wastes by one of the following methods:
 - (1) In the case of a subdivision in which the average size of lots is less than one acre in area, or in which, in the opinion of the City Manager, disposal of sanitary sewage cannot be achieved satisfactorily by individual disposal installations on each lot, the subdivision shall be provided with a complete sewer system, including a connection for each lot, and a community sewage treatment plant of a type meeting the approval of the officials having jurisdiction and subject to the approval of the State Health Department.

The right of the City to charge the actual cost of operating and maintaining such treatment plant shall be entered on the final or record plat and incorporated in each deed.
 - (2) In the case of a subdivision in which the average size of lots is one acre or more in area, or in which, in the opinion of the City Manager, the satisfactory disposal of sanitary sewage can be achieved by individual disposal installations on each lot, private restrictions shall be entered on the final or record plat and incorporated in each deed, calling for the installation on each lot of an individual sewage disposal system fully meeting the requirements of the officials having jurisdiction and approval of the City.

From: Rob Larrea [<mailto:robl@maaeps.com>]

Sent: Thursday, January 31, 2008 4:12 PM

To: Jon Rose

Subject: dental concerns

John,

In regards to our earlier discussion I will address the mentioned concerns in order of discussion.

1. Lighting
 - a. The lighting diagram will be adjusted to comply with the City of Manistee zoning requirement of 20 ft.
2. Sealed plans (2)
 - a. We typically provide sealed plans following the review and comments from the city engineer. Two sets of plans (provided we receive the comments) can be provided to the city at the meeting or as a condition of the approval.
 - b. Please let us know how you would like to address this.
3. Fire Hydrant(s)
 - a. In reviewing the plan, it appears that the hydrant location is within 400 feet of the buildings.
 - b. If a hydrant is required for phase 2 and/or phase 3 they will be installed at that time.
 - c. The buildings are not sprinkled.
4. Drugs
 - a. No drugs are kept on site.
 - b. The dental facility administers Nitrous Oxide (N₂O) to sedate patients.
 - c. The gas is stored in a secured area
 - d. The building does not use an alarm system
5. Mercury
 - a. Dental facilities administer a suction system that collects all dental debris into a sealed container.
 - b. The container is required to be sent to a dental processing center for proper disposal.
6. Sidewalks
 - a. We will address this concern at the meeting.
7. Bike Rack

A bike rack will be provided for non-motorized use.

Thank you for allowing us to address these concerns prior to the meeting. Please let me know if you need additional information on the proposal or these concerns.

Have a good day.

Rob Larrea, AICP
Planner
Mansfield & Associates
Land Use Consultants
1212 Veterans Dr.
Traverse City, Mi. 49684
P. (231) 946-9310 Ext. 117
F. (231) 946-8926
robl@maaeps.com

January 11, 2008

Project Description

Manistee County Dental Facility

The proposed Dental Facility is located in the (LI) Light Industrial district, Lot 5 of the Manistee Industrial Park. This improved location will feature new upgraded facilities while allowing for future expansion of the use, when needed.

The project, located on 2.24 acres of vacant land will be accessed by both Washington Street and North Glocheski Drive. The parcel will be developed in three phases depending on demand for the services. All phases will include an approximately 4000 sf. one-story building with the Phase I building located at the southwest corner of the site. Parking for Phase 1 will include 32 of the 69 spaces proposed with the remainder spaces incorporated during phase 2.

The Dental facility will connect to public services, which include connection to the existing 12-inch water main and existing 12-inch sanitary sewer line. Storm water lines will also service the property, details of which can be located on the plan set provided for review. Lighting will be located to comply with dark sky standards and a landscape plan illustrating future foundation plantings, turf and vegetative species ensures the project will be aesthetically pleasing.

Effect of Emergency Services

The proposed use is self-contained and will not create a burden on emergency services, schools, storm water or disrupt automobile and truck circulation patterns of local traffic volume. The use is proposed in the Manistee Industrial Park, which is designed to handle larger and more intense land uses.

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: PEGASUS HOLDINGS & LAND DEVELOPMENT LLC
 Address: 12935 S. WEST BAYSHORE DR. SUITE 230 TRAVERSE CITY.
 Daytime Phone Number: _____

 2. Legal description, property parcel number and street address of the subject parcel of property:
 Legal description: LOT 5, MANISTEE INDUSTRIAL PARK
 Address of Project: N/A 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.
2.24 ACRES - GROSS

 4. Present zoning classification on parcel and on adjacent parcels: L-1 LIGHT INDUSTRIAL
PRESENT - VACANT

 5. Present and proposed land use: PROPOSED - DENTAL FACILITY

 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.

PLEASE SEE ATTACHED

 7. A description of the proposed development and the land use proposed.

PLEASE SEE ATTACHED
- Finished Height of Project: 25'

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: 1-17-08

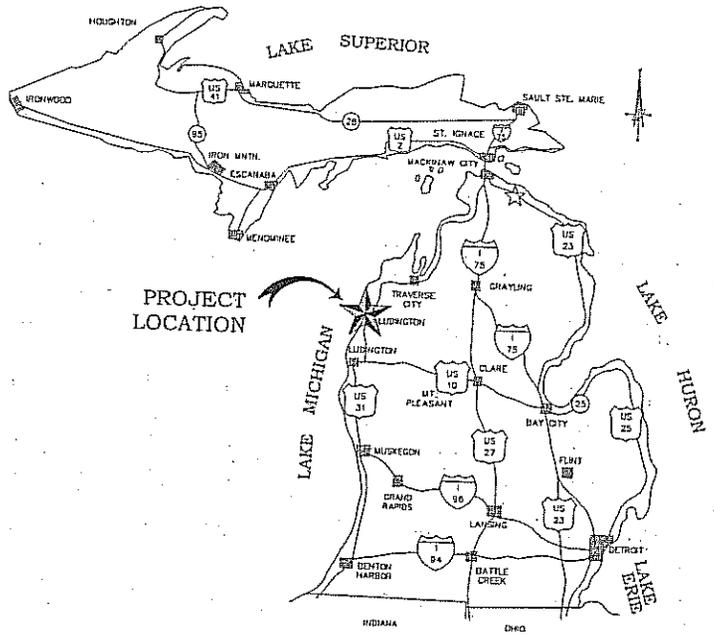
OFFICE USE ONLY			
Zoning District: <u>LI</u>	Set Back Requirements:	Height _____	Front _____
Date of Application: <u>1-22-08</u>	Water Front _____	Rear _____	Side _____
Fee/Receipt # <u>\$20.00</u>	Notes: _____		
Approval: _____	Date: _____		

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 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. u/d

- 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]



MICHIGAN LOCATION MAP

DESCRIPTION
 GROUND CONTOUR
 SPOT ELEVATION
 CONTOUR FROM USGS HYDROGRAPHIC MAP
 TOP OF CURB ELEVATION
 PAVEMENT (OR GUTTER FLOW LINE) ELEVATION
 CATCH BASIN
 C/L OF DRAINAGE DITCH OR WATER LINE
 DIRECTION OF SURFACE FLOW
 DRAINAGE HIGH POINT
 DRAINAGE LOW POINT

LEGEND
 PROPOSED
 EXISTING

STANDARD PLAN LEGEND

DESCRIPTION
 EXISTING
 PROPOSED

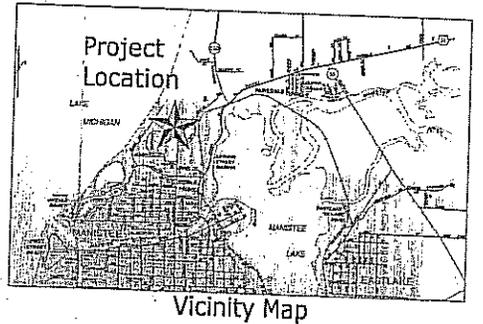
WATER MAIN
 SANITARY FORCE MAIN
 SANITARY SEWER
 STORM SEWER
 GAS MAIN
 OVERHEAD ELECTRIC
 PROPERTY LINE
 TREE LINE
 EDGE OF YARDING
 EDGE OF WATER
 S&P FORCE
 DETENTION BASIN BERM
 MANHOLE (M)
 CATCH BASIN (CB)
 BOX
 GATE VALVE
 FIRE HYDRANT ASSEMBLY
 CURB STOP & BOX
 P&L POWER OR ELECTRIC
 SIGN
 BENCH MARK (BM)
 1/2" UTILITY SIGN
 CURB MARKER

PLAN INDEX

1. COVER
2. PRELIMINARY SITE PLAN
3. GRADING & UTILITY PLAN
4. LANDSCAPE PLAN
5. NOTES & DETAILS
6. DETAILS



Manistee County Dental Facility
 City of Manistee, Manistee County, Michigan



Vicinity Map

REV	DATE	BY	CHK	DESCRIPTION
1	05.14.2012	DLG	DLG	Original drawing

REV	DATE	BY	CHK	DESCRIPTION

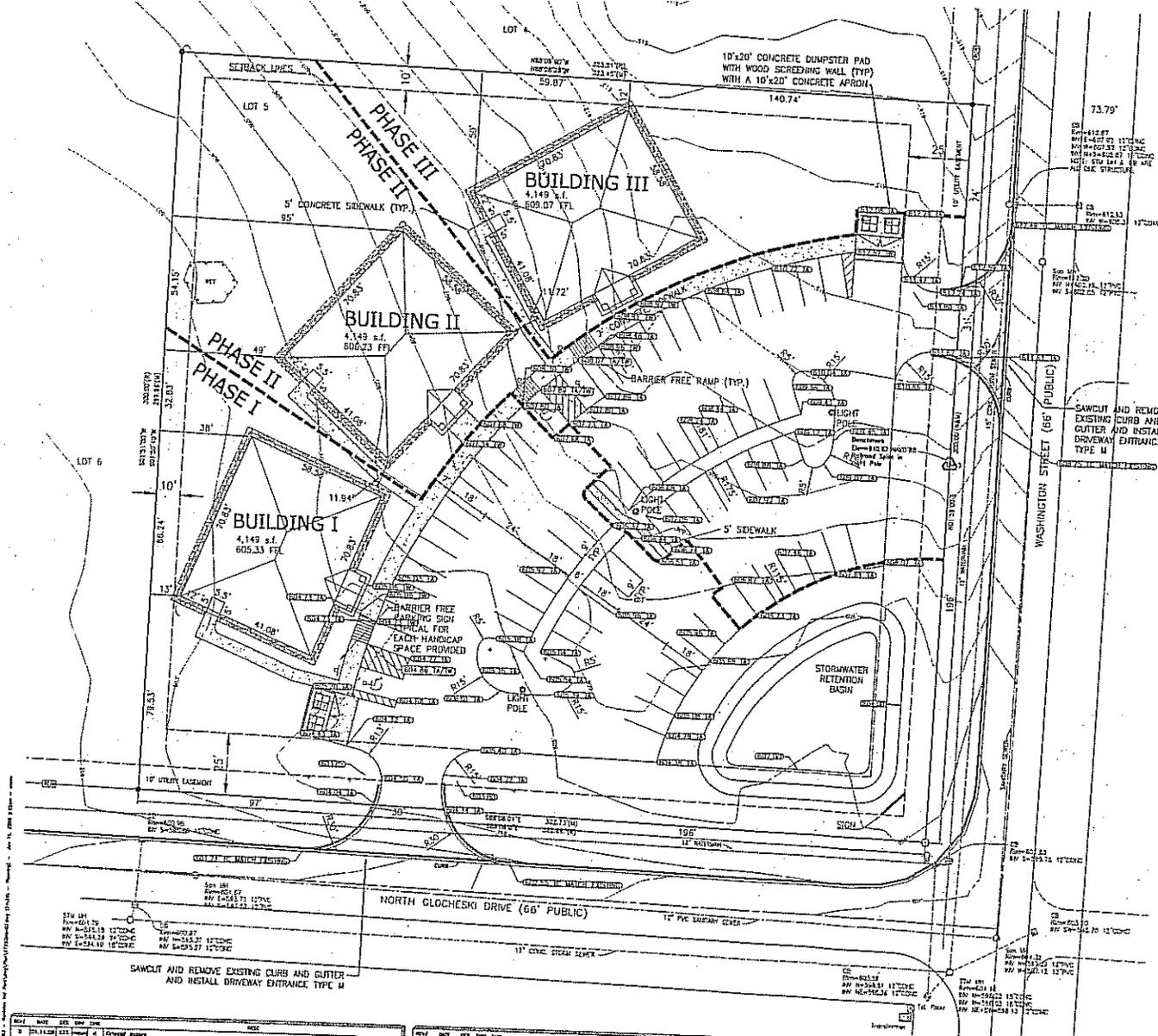
Mansfield & Associates
 Land Use Consultants

Manistee
 Civil Engineers
 Surveyors
 Testing Services

1212 Veterans Dr.
 Traverse City, MI 49684
 ph 231-946-8310
 fax 231-946-8725
 www.mansfield.com
 email info@mansfield.com

Pegasus Holdings and Land Development, LLC
 Manistee County Dental Facility
 Cover Sheet

DATE	12.21.12
SCALE	AS SHOWN
PROJECT	Manistee County Dental Facility
NO.	00000



Pegasus Holdings and Land Development, LLC
 12935 S. West Bayshore Drive
 Suite 230
 Traverse City, Michigan 49884
 231-932-9140

Lot 5, Manistee Industrial Park
 City of Manistee, Manistee County

Parcel Zoned: L-1, Light Industrial

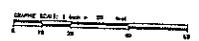
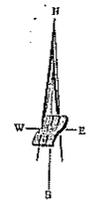
Parcel Setbacks: Front = 25'
 Side = 10'
 Rear = 10'

Total Parcel Area Calculations:
 2.24 acres grass
 0.01 acres wellland
 0.23 acres net
 0.29 acres structures
 0.71 acres asphalt/concrete
 1.23 acres open space (55% open space net)
 1.0 acres impervious surface (45% impervious surface)

Total Parcel Parking:
 69 spaces provided
 44 spaces required

Phase 1 Area Calculations:
 0.99 acres grass
 0.09 acres structures
 0.18 acres asphalt/concrete
 0.53 acres open space (50% open space grass)
 0.44 acres impervious surface (41% impervious surface)

Phase 1 Parking:
 32 spaces provided
 15 spaces required



REV	DATE	BY	CHK	DESC
1	05.14.20	DLT	DLT	Original Issued

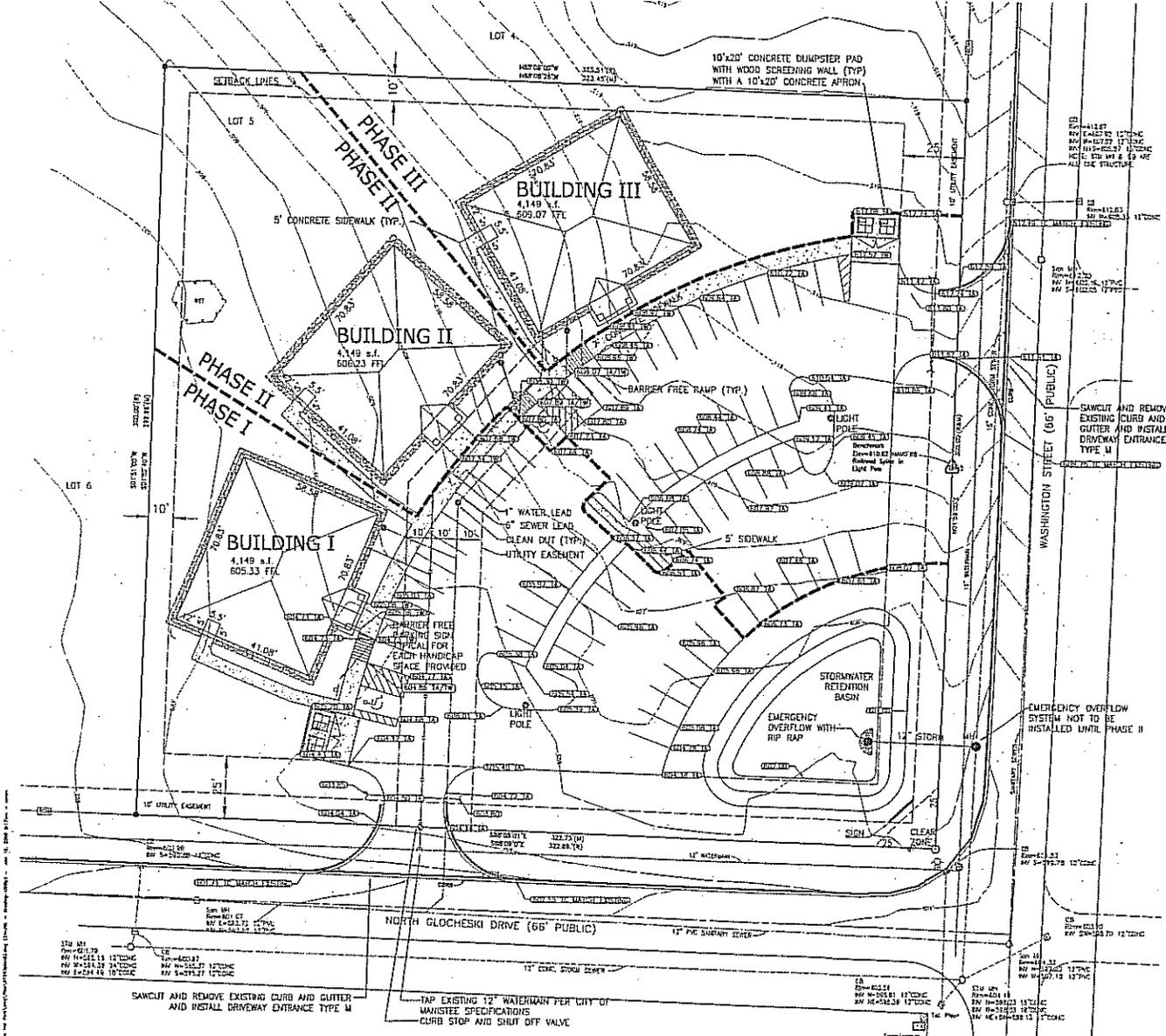
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 ph 231-946-9310
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 www.mansfieldassoc.com
 email info@mansfield.com

Pegasus Holdings and Land Development, LLC
 Manistee County Dental Facility
 Preliminary Site Plan
 Section 2, Town 71 West, Range 17 West

08008



Manistee - Proposed Dental Facility - Stormwater Runoff

Design Parameters

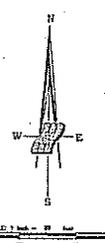
Rational Method used: V - CMA
 Time for Concentration: 15 minutes
 Pav. Coefficient: C = 0.25
 Time of Travel: T = 0.45
 Runoff Intensity for 25yr 24hr event = 3.3 "/hr. = 0.21 "/hr.
 Runoff Intensity for 25yr 24hr event = 4.8 "/hr. = 0.31 "/hr.

Underdrain Size
 V - CMA: V = 0.25 x 0.291 x 1.22 acres x 64,608 = 4,417 c.f.

Drainage Area
 V - CMA: V = 0.40 x 0.167 x 1.22 acres x 64,608 = 11,813 c.f.

Installation Volume Installation
 1" per hour for 24 hours: Area is 6.0 x 64 ft. x 0.5 = 1,920 c.f.
 V = 1/12 ft. x 24 hours x 1,920 c.f. = 3,840 c.f.

Storm Volume Required
 25yr 24hr event volume for Developed Site: 12,813 c.f.
 25yr 24hr event for Underdrain Size: 4,412 c.f.
 In-Drainage Volume Reduction @ 1" per hour: 1,422 c.f.
 Net Storage Volume required: 4,388 c.f.



REV	DATE	BY	CHK	DESCRIPTION
1	01/14/20	STP	STP	Original design

REV	DATE	BY	CHK	DESCRIPTION

Mansfield & Associates
 Land Use Consultants

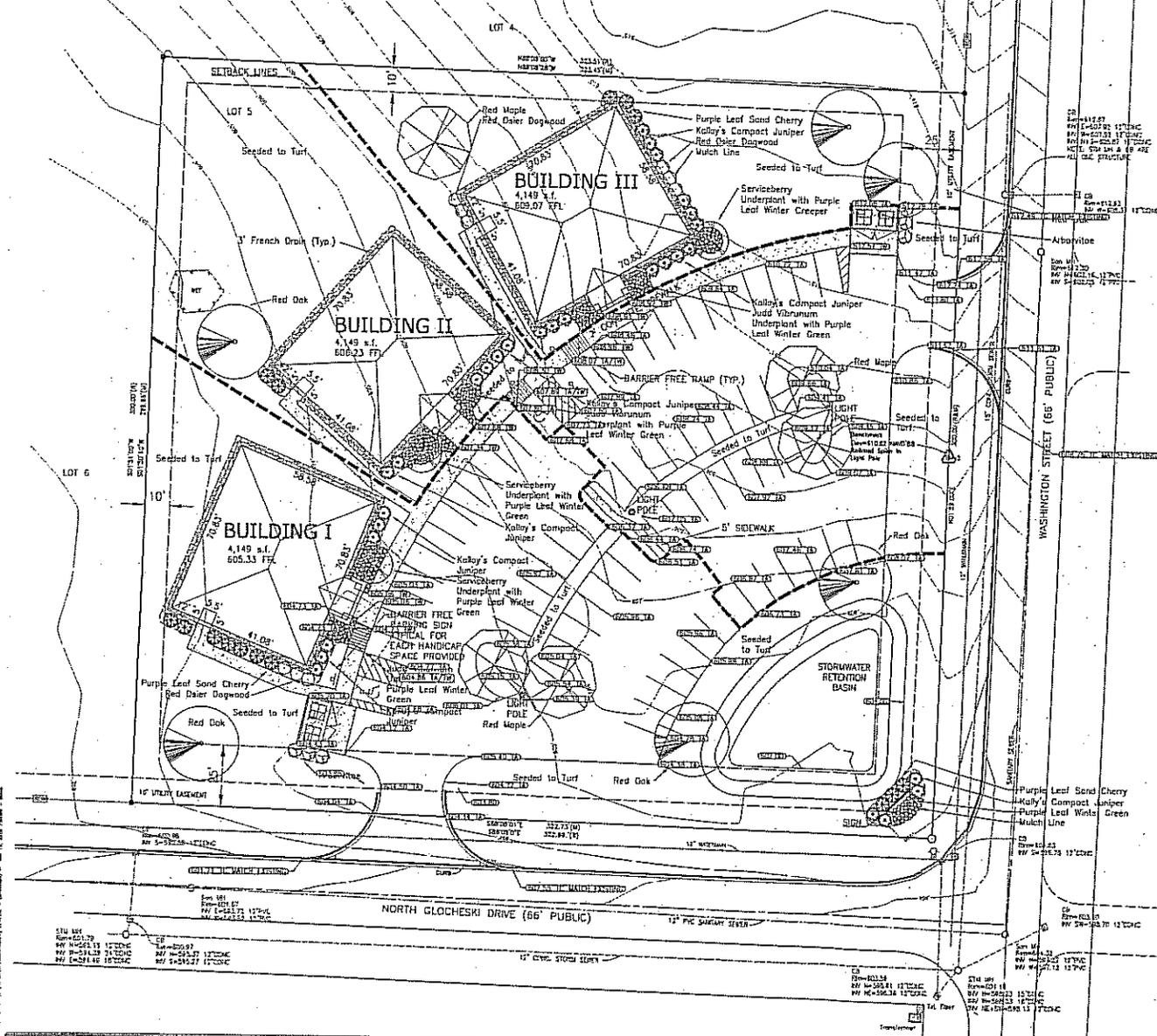
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3212 Victoria Dr.
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 Tel: 231-946-8310
 Fax: 231-946-8724
 www.mansfield.com
 email: info@mansfield.com

Pegasus Holdings and Land Development, LLC
Manistee County Dental Facility
 Grading and Utility Plan
 Section 2, Town 21 West, Range 17 North
 City of Manistee, Manistee County, Michigan

08008

SHT 2 OF 5



LANDSCAPE LEGEND

PLANT	QUANTITY	SIZE
Maple, Red (Acer rubrum)	5	2" B&B
Dak, Red (Quercus rubra)	6	2" B&B
Serviceberry (Amelanchier a. grandiflora 'Autumn Brilliance')	4	6" B&B
Arbutus, Globe (Thuja occidentalis 'Globe')	6	6" B&B
Dogwood, Red Oaker (Cornus sericea 'Coralal')	9	5 GAL
Viburnum, Judd (Viburnum a. judd)	4	5 GAL
Cherry, Purple Leaf Sand (Prunus a. cistrea)	15	5 GAL
Juniper, Kalley's Compact (Juniperus communis 'Kalley's Compact')	29	5 GAL
Purple Leaf Winter Creeper (Lonicera reticulata 'Caroline')	2792	PLUGS, 8" O.C.

NOTES:

Clean up and remove from the planting areas weeds and grasses, including roots, and any minor accumulated debris and rubbish before commencing work.

Remove and dispose of all soil in planting areas that contains any deleterious substance such as oil, plaster, concrete, gasoline, paint, solvents, etc., removing the soil to a minimum depth of six (6) inches or to the level of dryness in the affected areas. The affected soil shall be replaced with native or imported soil as required.

Finish grading all planting areas to a smooth and even condition, making certain that no water pockets or irregularities remain. Remove and dispose of all foreign materials, clods and rocks over 1 inch in diameter within 3 inches of surface.

All Plant Materials shall be healthy, well developed representatives of their species of varieties, free from disfigurement with well-developed branch and root systems, and shall be free from all plant diseases and insect infestation.

All plant substitutions will be subject to the Owner's approval.

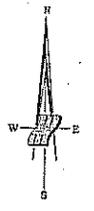
Each plant shall be planted with it's proportionate amount of soil amendment and fertilizer. Hand smooth planting area after planting to provide an even, smooth, final finish grade. To avoid drying out, plantings shall be immediately watered after planting until the entire area is soaked to the full depth of each hole unless otherwise noted on the drawing.

Mulch all planting beds with 3 inches of shredded bark mulch.

Remove all tags, labels, nursery stakes and ties from all plant material only after the approval of the Owner.

All planted areas shall be irrigated. Irrigation design and installation shall be completed by a competent contractor.

All plants shall be guaranteed for a period of one year. The guarantee period commences from the time of final acceptance by the Owner. Replacements as soon as weather permits, all dead plants not in vigorous condition as noted during the maintenance period. Said plants shall be maintained for a period of 90 calendar days from the replacement date. Plants used for replacement shall be same kind and size as originally planted. They shall be furnished, planted and fertilized as specified and guaranteed.



REV	DATE	BY	CHK	DESCRIPTION
1	01.14.20	SSJ	SSJ	Original design

REV	DATE	BY	CHK	DESCRIPTION

Manfield & Associates
 Planners
 Civil Engineers
 Surveyors
 OR
 Land-Use Consultants

1212 Veterans Dr.
 Tawas City, MI 49784
 ph: 231-946-9310
 fax: 231-946-8725
 www.manfieldassoc.com
 email: info@manfieldassoc.com

Pegasus Holdings and Land Development, LLC
Manistee County Dental Facility
 Landscape Plan
 Section 2, Town 21 West, Range 17 North
 City of Manistee, Manistee County, Michigan

08008
 SHEET 4 OF 6

GENERAL NOTES

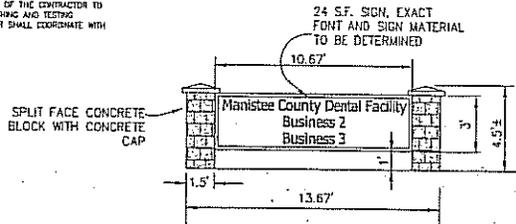
- ALL ELEVATIONS ARE BASED ON LEGIS DATUM
- SPECIAL CARE SHALL BE TAKEN IN EXCAVATING IN THE PROXIMITY OF ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL SECURE ASSISTANCE FROM THE APPROPRIATE UTILITY COMPANY IN LOCATING ITS LINES. THE CONTRACTOR SHALL ALSO PROVIDE SUPPORT FOR ANY UTILITY WITHIN THE EXCAVATION. PROTECT EXISTING CONDUIT UNDER ANY UNEXCAVATED UTILITY STRUCTURE AND, IF NECESSARY, INSTALL TEMPORARY SHEETING OR USE A TRENCH BOX TO MINIMIZE THE EXCAVATION. THE CONTRACTOR SHALL PROTECT AND SAVE HABLES FROM DAMAGE TO UTILITIES, WHETHER PRIVATELY OR PUBLICLY OWNED, ABOVE OR BELOW GROUND SURFACE, WHICH MAY BE ENCOUNTERED DURING CONSTRUCTION, AT NO ADDITIONAL COST TO THE OWNER.
- EXISTING PUBLIC UTILITIES AND UNDERGROUND STRUCTURES SUCH AS FIRE LINES, ELECTRIC CONDUITS, SEWER AND WATER LINES, ARE SHOWN ON THE PLANS. THE INFORMATION SHOWN IS BELIEVED TO BE REASONABLY CORRECT AND COMPLETE. HOWEVER, NEITHER THE CORRECTNESS NOR THE COMPLETENESS OF SUCH INFORMATION IS GUARANTEED. PRIOR TO THE START OF ANY OPERATIONS IN THE VICINITY OF ANY UTILITIES, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AND MISS ETC AND REQUEST THAT THEY STAKE OUT THE LOCATIONS OF THE UTILITIES IN QUESTION. COST OF REPAIR FOR ANY DAMAGE TO UTILITY LINES THAT IS PROPERLY STAKED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS GOVERNING THE FURNISHING AND USE OF SAFETY DEVICES AND PROTECTION EQUIPMENT. THE CONTRACTOR SHALL TAKE ANY NECESSARY PRECAUTIONS TO PROTECT THE LIFE AND HEALTH OF EMPLOYEES AND THE PUBLIC IN THE PERFORMANCE OF THE WORK.
- ALL DISTURBED AREAS SHALL BE TOPSOILED, SITED, FERTILIZED AND MULCHED. MULCH BLANKET SHALL BE INSTALLED IN AREAS AS DESIGNATED AND SHALL BE INCIDENTAL TO OTHER ITEMS.
- FOR PROTECTION OF UNDERGROUND UTILITIES AND IN COMPLIANCE WITH PUBLIC ACT 23, 1974, THE CONTRACTOR SHALL DIAL 1-800-442-1171 A MINIMUM OF THREE (3) WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MICHIGAN WILL THIS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "DIALS OUT" ALERT SYSTEM.
- THE CONTRACTOR SHALL PROMOTE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AS AMENDED. THE CONTRACTOR SHALL MEET WITH THE SOIL EROSION CONTROL OFFICER BEFORE STARTING CONSTRUCTION TO REVIEW THE TEMPORARY SOIL EROSION CONTROL MEASURES AND REQUIREMENTS WITH THE USE OF SPLIT FENCE AND OTHER TEMPORARY MEASURES. THE CONTRACTOR SHALL PROTECT THE ADJACENT AREA FROM ACCELERATED EROSION AND SEDIMENTATION FLOWS RESULTING FROM CONSTRUCTION. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT.
- ALL EXCESS TOPSOIL WILL REMAIN WITHIN THE PROJECT OWNERS AREA. IF ADDITIONAL TOPSOIL IS AVAILABLE AFTER TOPSOILING THE CONSTRUCTION AREA, IT WILL BE STOCKPILED WITHIN 100 FEET OF THE CONSTRUCTION AREA IN A DESIGNATED AREA AS DIRECTED BY THE FIELD ENGINEER.
- THE SOIL EROSION MEASURES SHOWN ARE THE USUARY CONTROLS TO BE USED ON THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES TO PROTECT THE DISTURBED AREAS AND ADJACENT PROPERTIES FROM ACCELERATED EROSION AND SEDIMENTATION RESULTING FROM PROJECT CONSTRUCTION, AT NO ADDITIONAL COST TO THE OWNER.
- THE CONTRACTOR SHALL REPAIR ALL WEIGHWAYS AND DITCHES DURING THE GUARANTEED PERIOD OF ONE (1) YEAR AT NO ADDITIONAL COST TO THE OWNER.
- EXISTING PROPERTY CORNERS ARE IDENTIFIED ON THE PLANS. IF A PROPERTY CORNER IS DISTURBED DURING CONSTRUCTION IT SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE BY A PROFESSIONAL LAND SURVEYOR.
- LOCAL TRAFFIC SHALL BE MAINTAINED AT ALL TIMES.
- PRIOR TO BEGINNING ANY WORK, A PRINCIPLE MEMBER OF CONTRACTOR'S ORGANIZATION SHALL ATTEND A PRE-CONSTRUCTION MEETING TO BE HELD AT PLACE & DATE INITIALLY AGREED UPON BY OWNER, CITY ENGINEER, CITY WATER/SEWER MAINTENANCE DEPARTMENT AND PROJECT ENGINEER, AT THAT TIME THE REQUIREMENTS OF THE PROJECT, CONTRACTOR'S SCHEDULE OF OPERATION AND CONSTRUCTION METHODS AND SCHEDULING SHALL BE DELINEATED IN ORDER TO OBTAIN A MUTUAL UNDERSTANDING OF THE OVERALL CONSTRUCTION PROJECT BY THE OWNER, CONTRACTOR, CITY AND ENGINEER.

WATERMAIN NOTES

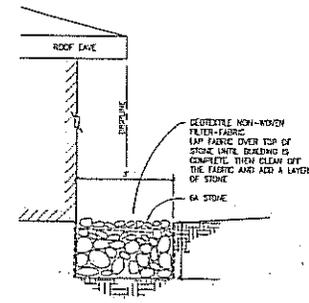
- ALL CONSTRUCTION MATERIALS AND PROCEDURES SHALL CONFORM WITH CURRENT CITY OF MANISTEE STANDARDS, SPECIFICATIONS AND DETAILS.
- A PHYSICAL CAP SHALL BE MAINTAINED UNTIL THE WATERMAIN AND THE EXISTING WATERMAIN UNTIL ALL WATERMAIN TESTING HAS BEEN COMPLETED AND APPROVED BY THE ENGINEER AND THE CITY OF TRAVELERS CITY.
- THE CONTRACTOR SHALL COORDINATE THE SERVICE LEAD CONNECTIONS TO THE EXISTING WATERMAIN WITH THE CITY OF MANISTEE. THE CITY SHALL BE GIVEN A MINIMUM OF 48 HOURS NOTICE PRIOR TO THIS CONNECTION. CONNECTION TO EXISTING MAIN SHALL BE MADE BY CONTRACTOR WITH A CITY WATER MAINTENANCE DEPARTMENT INSPECTOR ON SITE TO APPROVE THE SAME.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN WATER FOR FLUSHING AND TESTING PURPOSES. CONTRACTOR SHALL COORDINATE WITH THE CITY.

SANITARY SEWER NOTES

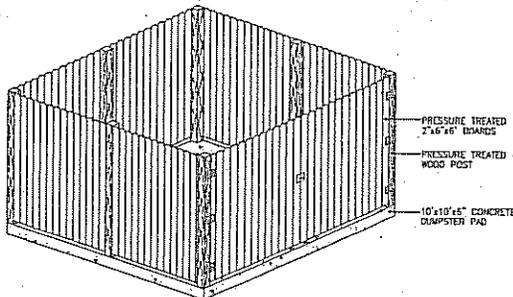
- ALL CONSTRUCTION MATERIALS AND WORKMANSHIP MUST CONFORM WITH CURRENT CITY OF MANISTEE STANDARDS, SPECIFICATIONS AND DETAILS.
- NO CONNECTION RECEIVING STORMWATER OR CATCHWATER SHALL BE MADE TO SANITARY SEWERS.



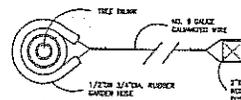
SIGN DETAIL
NO SCALE



FRENCH DRAIN DETAIL
NO SCALE



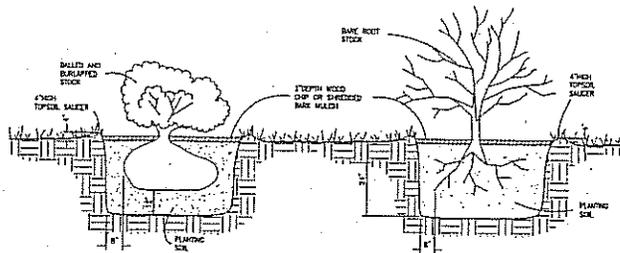
DUMPSTER SCREENING DETAIL
NO SCALE



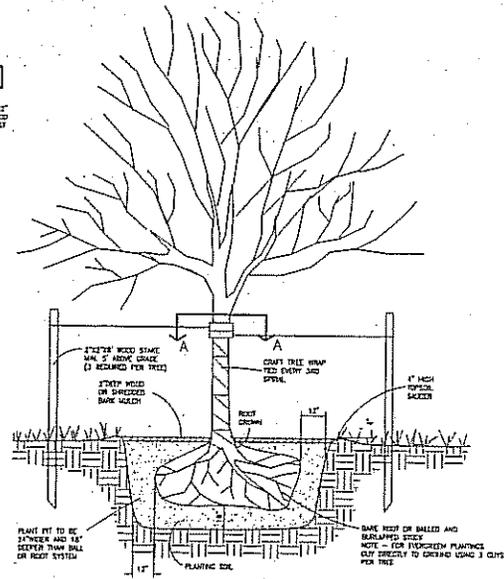
SECTION A-A
NO SCALE

SOIL EROSION & SEDIMENTATION CONTROL REQUIREMENTS

- The Contractor shall provide temporary soil erosion control measures per Part 91 of 1974 P.A. 451, or updates and its corresponding general rules. The Contractor shall meet with the soil erosion control officer (SECO) before starting construction to review the temporary soil erosion control measures and requirements. With the use of all fence and other temporary measures, the Contractor shall protect the adjacent area from accelerated erosion and sedimentation flows resulting from construction. The Contractor shall install additional temporary and permanent soil erosion control measures, if directed by the Engineer or soil erosion control officer, at no additional cost to the project. Maintenance of temporary soil erosion control measures is to be the responsibility of the Contractor.
- Erosion and sedimentation control measures shall be utilized throughout the construction site to prevent erosion during construction and after construction until vegetation is established. Erosion and sedimentation control measures shall be appropriate to the site. The following general practices shall be used where applicable:
 - Uncover the smallest practical area of land.
 - Use temporary vegetation, mulch or other cover to protect areas during construction. Utility ditches, top boxes or all lines to trap sediment. Install silt protection devices on all storm drain inlets.
 - Reduce volume and velocity of water crossing disturbed areas by utilizing diversion ditches, silt fencing, berms or other practices.
- All sediment trapped or eroded onto public right-of-way or private roads shall be removed at the end of each working day.
- The Contractor shall repair all washouts and erosion during the guarantee period of one year at no additional cost to the Owner.



SHRUB PLANTING DETAIL
NO SCALE



TREE PLANTING DETAIL
NO SCALE

REV#	DATE	BY	CHKD	DESCRIPTION
0	11.14.20	123	456	Original design

REV#	DATE	BY	CHKD	DESCRIPTION

Mansfield & Associates
Land Use Consultants

Managers
Civil Engineers
Surveyors
Testing Services

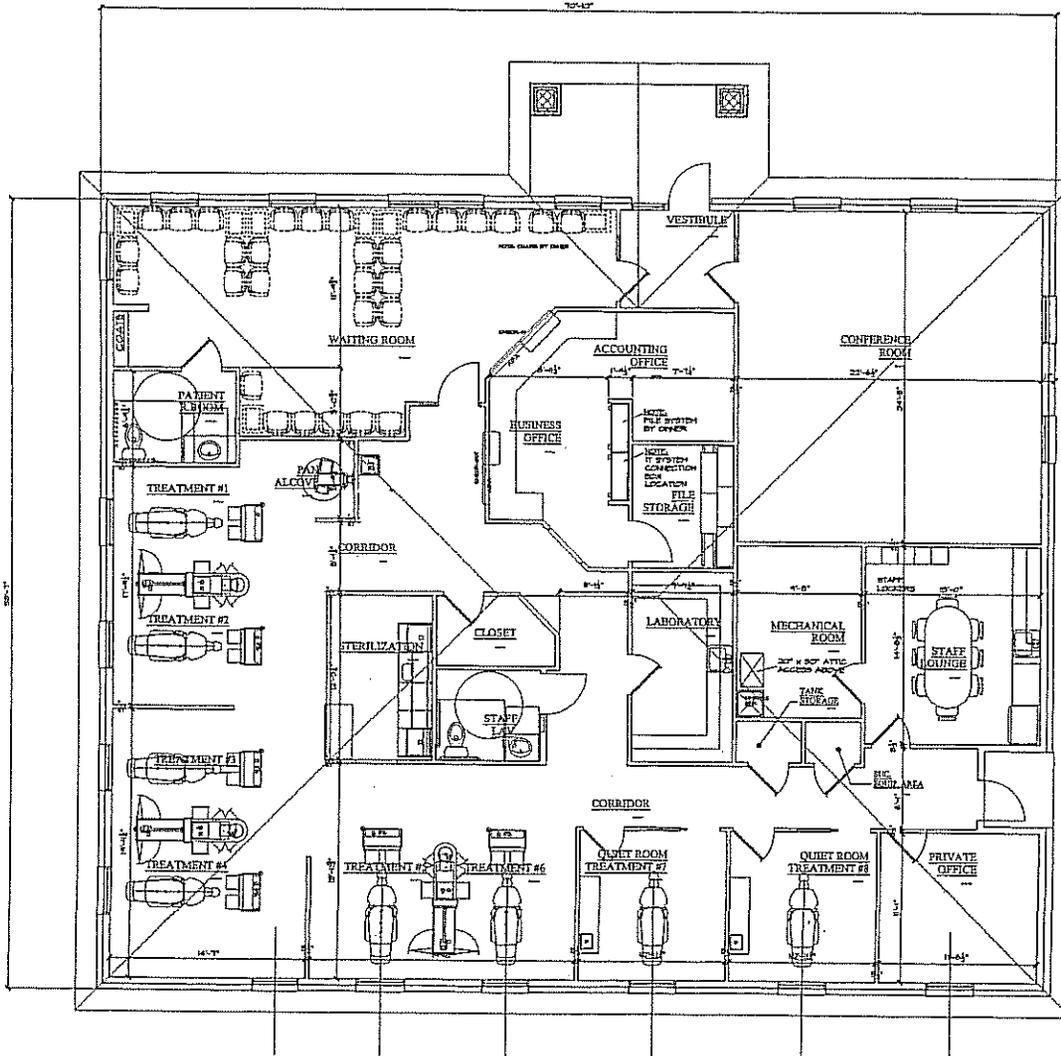
1212 Vanguard Dr.
Troy, MI 48064
Tel: 248-946-9310
Fax: 248-946-8976
www.mansfield.com
mca@mansfield.com

Pegasus Holdings and Land Development, LLC
Manistee County Dental Facility
Notes and Details
Section 2, Town 21 West, Range 17 North
City of Manistee, Manistee County, Michigan

DATE: 11/14/20
SCALE: AS SHOWN
PROJECT NO: 08008
SHEET NO: 5 OF 6

835 W. Long Lake #250
 Chesapeake Beach, MD 40402
 202 542-5540 Fax 202 542-4720
 Email: pja@progressiveassociates.com
 Harbor Market Office
 1817 30th Street, Treasury Bldg
 Pottsville, PA 17877
 717 241-8720 Fax 717 241-8727
 Email: hmo@progressive.com

Issued For:
 REVIEW
 12.31.07



FIRST FLOOR PLAN
 BUILDING AREA - 46,000 SQ. FT.
 10/07

Not To Scale

Project:	Proposed Manster Community Dental Facility MANSTER, MORGAN
Sheet Title:	Preliminary Floor Plan
Project Number:	07-0
Drawn:	CA
Checked:	PA
Date:	12.12.07
Sheet Number:	A2



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: January 7, 2008
RE: By-Laws

Commissioners, attached is the draft of the By-Laws that incorporate the changes that were recommended by Commissioner Bifoss (Page 3 & Page 6). Staff review included a change to Section 3.8 Order of Business (Page 4). These changes will be discussed at our February Meeting.

:djb

**CITY OF MANISTEE
PLANNING COMMISSION
BY-LAWS AND RULES OF PROCEDURES**

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the Planning Commission of the City of Manistee, County of Manistee, (hereinafter referred to as the Commission) pursuant to Public Act 110 of 2006, as amended, the Michigan Zoning Enabling Act; the City of Manistee Zoning Ordinance, and the Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

2.1 Selection. At the December meeting, the Planning Commission shall elect a chair, vice-chair and secretary who shall serve for the next twelve (12) months and who shall be eligible for re-election. Vacancies in an office of the Commission shall be filled at the next regular meeting of the Commission. The membership shall elect one of its members to fill the vacancy until the next annual election.

2.2 Duties. The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein.

The vice-chair shall act in the capacity of the chair in the absence of the chair or in the event of a vacancy in the office of chair; in which case, the Commission shall select a successor to the office of vice-chair at the earliest practicable time.

The Secretary shall be responsible for execution of documents in the name of the Planning Commission, the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Commission, issuing notices of public hearings and performing related administrative duties to assure efficient and informed Commission operations. The Secretary may appoint a Recording Secretary to handle the administrative functions of the office. In the event the Secretary is absent, the chair or acting chair shall appoint a temporary secretary for such meeting.

2.3 Tenure. The officers shall take office at the first regularly scheduled meeting immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEETINGS

- 3.1 Meeting Notice. Notice of all meetings shall be posted at City Hall by December 31st of each year. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meeting act.
- 3.2 Attendance A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon. Un-excused absences may be reason for removal and three (3) un-excused absences in a row, shall be reported in writing to the City Manager.
- 3.3 Special Meetings. A special meeting may be called by three members of the Planning Commission upon written request to the Secretary or by the Chairperson. The business which the Planning Commission may perform shall be conducted at a public meeting of the Planning Commission held in compliance with the Open meeting Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meeting act, and the Secretary or Recording Secretary shall provide notice to commission members by writing, telephone, or e-mail.
- 3.4 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least five of the nine members of the Commission shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.
- 3.5 Public Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the Acts and Ordinance cited in Section 1. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.

1. The Chair of the Planning Commission shall announce that a public hearing will be conducted on a request.
2. The Chair shall ~~shall~~ *may* read the public hearing announcement as published in the newspaper and give a brief description of the hearing subject and the public notice procedure.
3. The Chair shall ~~shall~~ *may* announce the following hearing rules:
 - a. The Chair 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.
 - b. Each speaker shall state their name and address for the record and may present written comments for the record.
 - c. Speakers shall address all comments and questions to the Planning Commission and comments will be limited to the subject matter of the Public Hearing.
 - d. 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 collective comments of the group as presented by that speaker.
 - e. The Chair may require that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak. Everyone shall have an opportunity to speak before someone is allowed to speak a second time.
 - f. The Chair may establish additional rules of procedure for particular hearings as he/she determines appropriate.
 - g. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior may result in removal from the hearing or an adjournment.
4. Once all public comments have been stated, the Chair shall close the hearing. Any voting member of the Planning Commission may initiate a motion to close the hearing.
5. Public Hearings shall ~~shall~~ *may* be carried out in the following format:
 - a. The Chair shall open the hearing.
 - b. The Applicant shall present any comments and explanation of the case. Applicant's presentation shall not be subject to the five (5) minute limitation.
 - c. The City staff and any consultants serving the City shall present their reports.
 - d. The hearing will be opened for public comment.
 - e. The public comment period will be closed.
 - f. Deliberation and discussion by the Planning Commission.
 - g. Disposition of the case by the Planning Commission.

- 3.6 Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of each motion shall be recorded.
- 3.7 Voting. An affirmative vote of the majority of those members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last.
- 3.8 Order of Business. A written agenda for all regular meetings shall be prepared as followed. The order of business shall be:
Call to Order.
Roll Call
Approval of Agenda
Approval of Minutes
Public Hearings
New Business
Old Business
Public Comments and Communications ~~concerning items not on the agenda~~
Correspondence
Staff Reports
Members discussion
Adjournment
A written agenda for special meeting shall be prepared and followed, however the form as enumerated above shall not be necessary.
- 3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.
- 3.10 Agenda Items. For an item to be considered at a regular Planning Commission meeting, it must be submitted to the City Community Development Department no later than the established policy of the City prior to the next scheduled Planning Commission Meeting.

3.11 Conflict of Interest:

1. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. A commission member issuing, deliberating, voting or reviewing a case concerning himself.
 - b. A commission member issuing, deliberating, voting or reviewing a case concerning work on land owned by himself.
 - c. A commission member issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
 - d. A commission member issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself.
 - e. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household.
 - f. A commission member may consider the possibility of declaring a conflict of interest if his/her home falls within a notification radius used for a Public Hearing. Because the sending of the notice automatically presumes some degree of interest, this fact should be recognized by declaring a conflict, particularly if a financial impact is likely.
 - g. A commissioner who feels, in his/her judgement that his/her job, scope of duties and/or position may be at risk, pending the outcome of the permitting process.
2. A commission member shall, when he/she has a conflict of interest do the following immediately, upon the first review of the case and determining a conflict exists:
 - a. declare a conflict exists at the beginning of the meeting where the case appears on the agenda, or when the topic brought up so such declaration is recorded in the minutes, and
 - b. refrain from participating in the discussion, site inspection or review of the case, except where specific information has been requested by the commission, and
 - c. refrain from casting a vote on any motion having to do with the case.

4. MINUTES

- 4.1 Preparation. Commission minutes shall be prepared by the Secretary or Recording Secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, action and resolutions shall be attached to the minutes.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 5.1 All meetings of the Commission shall be open to the public and held in a place available to the general public.
- 5.2 All deliberations and decision of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters at the time designated for such comments.
- 5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

6. COMMITTEES

- 6.1 Executive Committee. The Executive Committee of the Planning Commission shall consist of the Chair, Vice -Chair and Secretary. The Executive Committee shall be the Joint Ordinance Review Committee.
- 6.2 Ad Hoc Committees. The Planning Commission or Chair of the Planning commission may establish and appoint standing and/or ad hoc committees for special purposes or issues, as deemed necessary. No more than four members of the Planning Commission may serve on an a standing and/or ad hoc committee at any given time. Committee appointments shall be made at the first regular meeting held in January of each year or at the time the committee is formed.
- 6.3 Rules of Procedure. All Sub-committees are subservient to the Planning Commission and report their recommendations to the Planning Commission for review and action and shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.

7. ANNUAL REVIEW OF BY-LAWS

The Commission shall annually review their By-Laws at the regularly scheduled meeting in January .

8. AMENDMENTS

These rules may be amended by the Commission by a concurring vote subject to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

I HEREBY CERTIFY that the above Bylaws were adopted the CHANGE TO DATE APPROVED

Maureen Barry, Secretary

Approved by the City of Manistee Council

Date

Cynthia A. Fuller, Mayor

Denise Blakeslee

From: Jim Edewaard [jedewaard@woodlandrealty.com]
Sent: Wednesday, January 23, 2008 2:36 PM
To: Jon Rose
Cc: Denise Blakeslee
Subject: FW: Manistee Inn

Jon and Denise,
This is brief but lays out the framework for the Manistee Inn.
It was sent to Vanessa Buhs back in December.
Thanks-Jim

Jim Edewaard, CCIM
Coldwell Banker Commercial
456 East 16th Street
Holland, MI 49423
800.660.6687
Direct: 616.355.6302
Fax: 616.396.8030

From: Jim Edewaard [mailto:jedewaard@woodlandrealty.com]
Sent: Monday, December 03, 2007 9:37 AM
To: 'vbuhs@renaissancewest.com'
Subject: Manistee Inn

Vanessa,
Thanks for the phone time today regarding the Manistee Inn.
The concept I am working on is the individual sale of the 25 motel rooms as they presently sit and a continuance of the motel operation. Owners would have a choice of keeping their units in the rental pool and there would be standards of upkeep and replacement to be part of the rental pool. The individual units are in good condition but are a little bit dated. It would be up to the new owner of the unit to do any upgrades within their unit. As the developer, the physical improvements would include patios for the riverside units, a new color scheme for the exterior, some kind of façade change for the street side, and corridor remodeling. I had also indicated that the large banquet room downstairs could be sectioned off to provide areas for an owners lounge with comfortable seating with a big screen TV, owners storage lockers, and still keep a meeting area with attached kitchen facilities.
My initial thought is that the docks would remain association property with the income from the docks and the retail street space going to the association.
During my initial conversations with the City, the key to allowing the actual split of the units is that they would not be considered "dwellings" as they do not fit into the size required for that. As "transient" units, there would be a limit as to how much time annually an owner could live there.
As this is a unique concept, I am trying to visualize who would want to own such a thing. The amenities of boat slips (fishing or pleasure), boardwalk, ample parking, and downtown convenience combined with a lower initial investment (priced somewhere below \$95k) and lower holding costs should make it a desirable and saleable item. From the perspective of the city, I would think they would be in favor of it because the property gets cleaned up, the tax base would go up, the number of owners who should care about the community increases, and

**Ordinance Re-Write Committee
Meeting of January 24, 2008
4:00 p.m. in Conference Room**

Members Present: Linda Albee and Tony Slawinski

Members Absent: Ben Bifoss and Harlo Haines

Others: Denise Blakeslee

Vertical Zoning

Discussed that in order for Jay Kilpatrick to assist us with ordinance language we need to develop the standards that we want to use for the district.

Reviewed the Map that shows the current uses of buildings with river street entrances.

- ▶ Spoke of establishing the boundary as River Street from U.S. 31 to Pine Street.
- ▶ Spoke of establishing the types of uses that should be allowed for buildings with river street entrances.
 - Permitted - Retail, Eating/Drinking Establishments, Personal Service and Financial Institutions
 - NOT Permitted - Medical/Dental Offices, Professional Services, Professional Office
 - NEED TO REVIEW REMAINDER OF PERMITTED USES LIST IN C-3 ZONING DISTRICT
- ▶ Should Residential be permitted for the rear half of a building with River Street entrances?
- ▶ Should a separate designation be applied to buildings with rear frontage on the River?

The meeting was adjourned at 5:15 p.m. because of a conflict with another meeting that was scheduled.

Denise is to contact Ben Bifoss to see if he could attend a meeting on January 30th or 31st to continue working on the list. Denise is to coordinate a meeting with Jay Kilpatrick and the Ordinance Re-Write Committee and Master Plan Review Committee for February.

Respectfully Submitted


Denise J. Blakeslee, Recording Secretary
City of Manistee Planning Commission

**Master Plan Review Committee
Meeting of January 21, 2008
4:00 p.m. in Executive Council Chambers**

Members Present: Maureen Barry, Eric Gustad
Members Absent: Dave Crockett, Roger Yoder
Others: Jon Rose and Denise Blakeslee

Reviewed Task List that was distributed at the January 17, 2008 Worksession. Reviewed list and comments were as follows:

Chapter 1 Introduction

Manistee Past & Present - Asked Steve Harold to provide historical information 1/16/08
2007 - Update to 2008

Chapter 2 Existing Land Use

Existing Land Use Map - Review work that was done by Intern Leigh Davis
Members made corrections to the Map. Denise is to contact Jay to determine what needs to be included in the map. Remaining Items require Map to be finished to complete.

Chapter 3 Population, Housing, Employment, and Population Projections Local and Regional Comparisons

Discussed having Jay work on this Chapter

Chapter 4 Transportation

Discussed referencing U.S. 31 Corridor Study and Non-Motorized Transportation Plan. Will discuss with Jay.

Chapter 5 City Utilities

Two items need verification

Chapter 6 Township and City - Planning Relations

Staff to discuss with the Planner of Record how to proceed and go forward with Re-writing the plan. Budget considerations will be taken into consideration.

Respectfully Submitted



Denise Blakeslee
Recording Secretary for the
Planning Commission

NOTICE
City of Manistee Planning Commission
and Zoning Board of Appeals

Members of the City of Manistee Planning Commission and Zoning Board of Appeals will be attending training seminars on February 20, 2008 and March 27, 2008 at City Hall in the Council Chambers from 6:30 p.m. till 9:00 p.m.

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, Tuesday, February 12, 2008 on the on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee

NOTICE
City of Manistee Planning Commission
Sub-Committees

Members of the City of Manistee Planning Commission Ordinance Re-write Committee will be meeting at 2:00 p.m. in the Council Chambers on Thursday, February 28, 2008.

Members of the City of Manistee Planning Commission Master Plan Review Committee will be meeting at 6:00 p.m. in the Lunch Room (on the first floor) on Thursday, February 28, 2008

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, Tuesday, February 12, 2008 on the on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee

NOTICE
City of Manistee Planning Commission
Sub-Committees

Members of the City of Manistee Planning Commission Ordinance Re-write Committee will be meeting at 2:00 p.m. in the Council Chambers on Thursday, February 28, 2008.

Members of the City of Manistee Planning Commission Master Plan Review Committee will be meeting at 6:00 p.m. in the Lunch Room (on the first floor) on Thursday, February 28, 2008

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, Tuesday, February 12, 2008 on the on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee