

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, April 3, 2008

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

AGENDA

I Call to Order

II Roll Call

At this time the Planning Commission will welcome Youth Observer Taylor Roberts. Taylor is a student at Manistee High School who was appointed by City Council on March 18, 2008 to serve as a Youth Observer on the Planning Commission. Ms. Roberts will participate in discussion on items on the agenda but will not vote. Welcome Ms. Roberts!

III Approval of Agenda

At this time the Planing Commission can take action to approve the April 3, 2008 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the March 6, 2008 meeting Minutes.

V Public Hearing

Good Shepherd Lutheran Church - Special Use Permit

Good Shepherd Lutheran Church is proposing to construct a parking lot on vacant property on the corner of Cypress Street (U.S. 31) and Sixth Street. This request requires a Special Use Permit under Section 1865 Parking Facility.

At this time the Chair shall open the hearing.

The Applicant shall present any comments and explanation of the case.

The City Staff and any consultants serving the City shall present their reports.

The hearing will be opened for public comments

The hearing will be closed

VI New Business

Good Shepherd Lutheran Church - Special Use Permit

A Public Hearing was held earlier in response to the request from Good Shepherd Lutheran Church to construct a parking lot on vacant property on the corner of Cypress Street (U.S. 31) and Sixth Street.

At this time the Planning Commission can prepare a resolution to approve/deny a Special Use Permit, Case Number PC-2008-04 for Good Shepherd Lutheran Church to construct a parking lot on vacant property on the corner of Cypress Street (U.S. 31) and Sixth Street as shown on Site Plan Job No. 379183, Dated September 9, 2007 prepared by Team Elmer's Construction Engineering.

VII Old Business

None

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

CITY OF MANISTEE PLANNING COMMISSION

WORKSESSION AGENDA

Thursday, April 3, 2008
Following the regularly scheduled meeting
Council Chambers, City Hall
70 Maple Street, Manistee, Michigan

I Call to Order.

II Worksession Items:

1. Setting Effective Goals for Master Plan
2. Misc.

III Adjourn.

* * * * *

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

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

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



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: March 27, 2008
RE: April Meeting

Commissioners, enclosed is your packet for the April Planning Commission Meeting. We will begin our meeting by welcoming our Youth Observer Taylor Roberts. Taylor will be receiving a packet and will participate in discussions on items on the Agenda.

WELCOME TAYLOR!

We have one item on the Agenda as follows:

Good Shepherd Lutheran Church - Special Use Permit

Good Shepherd Lutheran Church is proposing to construct a parking lot on vacant property on the corner of Cypress Street (U.S. 31) and Sixth Street. This request requires a Special Use Permit under Section 1865 Parking Facility.

Along with the Request I have prepared Draft Resolutions of Approval/Denial which are included in your packet.

Time permitting we will go into a worksession to continue our discussion on establishing our Goals for the Master Plan.

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 Rose 

DATE: March 27, 2008

RE: Good Shepherd Lutheran Church - Special Use Permit

Commissioners, Good Shepherd Lutheran Church is proposing to construct a parking lot on vacant property on the corner of Cypress Street (U.S. 31) and Sixth Street. Background information on the request is as follows:

- ▶ On October 4, 2007 the Planning Commission heard a request from Good Shepherd Lutheran Church to allow the construction of a Parking Lot on a nearby parcel that is not contiguous with the church parcel.
- ▶ The Zoning Administrator accepted the request for an off site parking lot under his interpretation of Section 1805 Accessory Uses, Related to Uses Permitted.
- ▶ At the meeting there was a motion to adopt a resolution to approve the request from Good Shepherd Lutheran Church for the construction of an off site parking lot if the Zoning Board of Appeals concurs with the Zoning Administrator's interpretation of the Zoning Ordinance.
- ▶ The Zoning Board of Appeals did not concur with the Zoning Administrator's interpretation of the Zoning Ordinance resulting in the application being denied.
- ▶ The applicant was refunded their money because with the Zoning Board of Appeals decision the application did not meet the requirements of the Ordinance and therefore should not be accepted.
- ▶ The Planning Commission prepared a Zoning Amendment (adopted on February 29, 2008) which allows the request to be resubmitted under Section 1865 Parking Facility.

With the change made to the Zoning Ordinance the Planning Commission again has the opportunity to review the request.

JRR:djb

SPECIAL USE PERMIT APPLICATION

Good Shepherd Lutheran Church
 Applicant
521 Cypress St PO Box 157
 Address
Manistee MI 49660
 City, State, Zip Code
 Phone Numbers (Work) 231 723 7161
 (Home) 231 723 8884

FOR OFFICE USE ONLY:

Case number PC-2008-04
 Date Received 2.25.08
 Fee Received \$25.00
 Receipt Number _____
 Hearing Date April 3, 2008
 Action Taken _____
 Expiration Date of Permit _____

BASE FEE FOR SPECIAL USE PERMIT
 \$250.00

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

- A. **Submission of Application.** Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a fee and any applicant escrow payments as required by Section 2701 and in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application. An application shall be submitted to the Zoning Administrator on a Special Use application form. A Special Use application shall be placed on the agenda of the Planning Commission by the Zoning Administrator within thirty (30) days of the submission of a complete application prepared in accordance with this Zoning Ordinance. An application, which is incomplete or otherwise not in compliance with this Ordinance, shall be returned to the applicant. No application shall be processed until properly prepared and submitted and all required fees and escrow payments paid in full.
- B. **Data Required.** Twelve (12) copies of an application for a Special Use permit shall be presented to the Zoning Administrator and accompanied by the following documents and information:
1. A complete Special Use permit application including the following information:
 - a. Name and address of applicant and owner(s): Thomas J. Bastion, 4999 White Pine Dr., Manistee, MI 49660
 - b. Legal description, property parcel number, and street address of the subject parcel of land: The W 24.5 ft of lot 9 & 10, Block 1, Hopkins Bros. Addition, 603 Cypress St. 515165670208
 - c. Area of the subject parcel of land stated in acres, or if less than one (1) acre, in square feet 10410
 - d. Present zoning classification of the parcel: R-2 Medium Density Residential
 - e. Present and proposed land use: Vacant: Parking lot

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

G. Amendments. Amendments to Special Use permits shall be handled in the same manner as the initial Special Use permit application. Minor non-substantive changes to a site plan in accordance with Section 2208 may be made to an existing Special Use permit with the approval of the Zoning Administrator.

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

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

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

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

CERTIFICATION AND AFFIDAVIT:

The undersigned affirm(s) that he/she/they is/are the owner, leasee, owner's representative, contractor involved in the application; and that the information included in this application is correct. Further, if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion.

The undersigned, by signing the Application, agrees to pay any and all fees and escrow payments in full as provided in Article 27.

Signature (s) of Applicant (s): *Thomas Peterson for Good Shepherd Lutheran Church*

Dated ~~08-31-07~~
02-25-08

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

Site Plan Information required in Application:

A Detailed Site Plan. A detailed site plan shall be required for all uses other than those that may submit a basic 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]
- waived* 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]
- waived* 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]

Project Name: Good Shepherd

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. *NA*
- 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. *NA*
- 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. *< 2' changes*
- 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]

Project Name: Good Shepherd

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 *NA*
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
19. A lighting plan in conformance with Section 525.
 Included *NA*
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
20. A written and illustrated landscape plan prepared in accord with Section 531 of this Zoning Ordinance.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
21. If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
 Included
 Waived by 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 property 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.

(Printed August 2006)

Michigan Department of Transportation
2205 (03/07)

INDIVIDUAL APPLICATION AND PERMIT FOR USE OF STATE TRUNKLINE RIGHT OF WAY

Information required by P.A. 368 of 1925, P.A. 200 of 1969 and P.A. 51 of 1951 to authorize permitted activities.

MDOT Forms at: <http://mdotwas1.mdot.stat.mi.us/public/webforms/>

This permit is incomplete without "General Conditions and Supplemental Specifications."

PRINT IN INK OR TYPE.

MDOT USE ONLY		
PERMIT NO.	51011-0023-07-0109	
ISSUE DATE	8-16-07	EXPIRATION DATE
FEE	<input type="checkbox"/> Cash	BY <i>R. Smith</i>
	<input checked="" type="checkbox"/> EXEMPT	
	<input type="checkbox"/> Billable	
DEPT/BRND NO.	BOND AMOUNT	

APPLICANT NAME <i>Good Shepherd Church</i>			CONTRACTOR NAME (Individual, Company, etc.) <i>RON BROWN & SONS Inc</i>		
MAILING ADDRESS <i>PO Box 157</i>			MAILING ADDRESS <i>PO Box 254</i>		
CITY <i>Manistee</i>	STATE <i>MI</i>	ZIP CODE <i>49660</i>	CITY <i>BEAR LAKE</i>	STATE <i>MI</i>	ZIP CODE <i>49614</i>
CONTACT'S NAME <i>Thomas Bastion 231</i>		PHONE NO. <i>(723) 8884</i>	CONTACT'S NAME <i>SCOTT BROWN</i>		PHONE NO. <i>(231) 864 2775</i>
EMAIL ADDRESS <i>TJB123@dishmail.net</i>		CELL PHONE NO. <i>()</i>	EMAIL ADDRESS <i>Grey@Browncharter.net</i>		CELL PHONE NO. <i>(800) 968 2225</i>

REQUEST: I do hereby make application for a permit to use the right of way of the following state trunkline highway.

STATE ROUTE <i>US 31</i>	CITY OR TOWNSHIP <i>MANISTEE</i>	COUNTY <i>MANISTEE</i>	SECTION <i>12</i>	TOWN <i>T 2 1 N</i>	RANGE <i>R 1 7 W</i>
NEAREST INTERSECTION (Check One) <i>20</i> <input checked="" type="checkbox"/> Feet <input type="checkbox"/> Miles	NEAREST INTERSECTION <i>6TH STREET</i>	COUNTY <i>MANISTEE</i>	SECTION <i>12</i>	TOWN <i>T 2 1 N</i>	RANGE <i>R 1 7 W</i>

SIDE OF ROAD (Select all applicable) <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input checked="" type="checkbox"/> EAST <input type="checkbox"/> WEST	DIRECTION FROM WORKSITE TO NEAREST INTERSECTION ON THE STATE ROUTE <input checked="" type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST
--	--

PROPOSED START DATE <i>October 21, 2007</i>	PROPOSED COMPLETION DATE <i>October 26, 2007</i>	PLANS ATTACHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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PURPOSE (Description of work activities)
DRIVEWAY REMOVAL

REQUISITION NO. (If applicable)	WORK ORDER NO. (If applicable)	JOB NO. (If applicable)
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I certify that I accept the following:

- All permit and application fee are NONREFUNDABLE based on P.A. 561 of 2002.
- I am the legal owner of this property, the owner's authorized representative, or have statutory authority to work within the right-of-way.
- Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
- Failure to object within ten (10) days to the permit as issued constitutes acceptance of permit as issued.
- If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.

APPLICATION/AUTHORIZED AGENT	NAME and TITLE (Please Print or Type) <i>Thomas J. Bastion V.P. of GSIC</i>	DATE <i>08-</i>
If Authorized Agent - I hereby certify that I am acting as an authorized agent on behalf of the named applicant. Certificate of agency attached.	SIGNATURE <i>Thomas J. Bastion</i>	FEDERAL TAX I.D. <i>38-190-7774</i>

MDOT USE ONLY - DO NOT WRITE BELOW THIS LINE

CONTROL SECTION	TRUNKLINE	WORK TYPE CODE	WORK METHOD	MILEPOINT FROM	MILEPOINT TO	LOCATION
<i>51011</i>	<i>US-31</i>	<i>99</i>	<i>0</i>	<i>4.60</i>	<i>4.60</i>	<input type="checkbox"/> I <input type="checkbox"/> M <input checked="" type="checkbox"/> R <input type="checkbox"/> T

ENVIRONMENTAL ASSESSMENT <input checked="" type="checkbox"/> CATEGORICAL EXCLUSION <input type="checkbox"/> OTHER (Describe (See form 2242))	ENDANGERED SPECIES ASSESSMENT NEEDED <input type="checkbox"/> YES (See form 2006) <input checked="" type="checkbox"/> NO
---	---

INSPECTION TYPE <input checked="" type="checkbox"/> DEPARTMENT <input type="checkbox"/> OTHER	MAINT AGENCY <input type="checkbox"/> OTHER	INSPECTION BY <i>Manistee CEC</i>	PHONE NO.	INSPECTION STATUS <input checked="" type="checkbox"/> ROUTINE <input type="checkbox"/> BILLABLE
--	--	--------------------------------------	-----------	--

SURETY TYPE <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> RESOLUTION	CASH <input type="checkbox"/> BOND	INDEMNIFICATION <input type="checkbox"/> RETAINER LETTER	LIABILITY INSURANCE <input type="checkbox"/> SELF INSURED	REQUIRED <input checked="" type="checkbox"/> EXEMPT
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REVIEWED BY	INITIALS	DATE	RECOMMENDED FOR ISSUANCE
Const. & Techno			
Maintenance			
Traffic & Safety			
Resource Specialist			
Design			
Maint Agency			
Permits			

APPROVED FOR MICHIGAN DEPARTMENT OF TRANSPORTATION BY

UTILITIES PERMITS ENGINEER OR REGIONAL SETUP ENGINEER

WORK ACCEPTED BY (Signature)

February 26, 2008

Manistee Planning Commission
Jon Rose, Community Development Director
70 Maple St..
Manistee, Michigan 49660

Re: Proposed Good Shepherd Lutheran Church Parking Lot

Mr. Rose

This letter requests a Special Use Permit for a parking lot at the corner of Cypress and Sixth streets. The site plan is the same as the one which was proposed last fall after comment by the City Works Manager and the City Engineer.

General Plan

The plan provides 18 parking places, a "hammer head" turn around, retention basin capacity to accommodate a "100 yr rain" event, a single entrance and exit to Sixth St. The plan also includes an ADA compliant ramp for the cross walk on the east side of Cypress St.

Sign Request

A sign designating this property as a parking lot for Good Shepherd Lutheran Church is requested to be placed 30 to 50 ft. south of the north property line and beginning 4 ½ ft. east of the west property line. extending appx. 3.5 ft. to the east. The sign is to be two sided, facing north and south, of durable material, mounted on 2 posts. Graphics area included in this request and are to be 3ft. 1 in. wide X 5 ft. 2 in tall. (10 sq. in. less than 16 sq. ft.) This sign to be fully compliant with the applicable provisions of Article 21, Manistee zoning ordinance. Proposed placement is well outside of the clear visibility area.

Need

Good Shepherd Evangelical Lutheran Church is concerned for it's ability to grow to serve the community. Studies have shown that if either the parking lot or the pews are at 80% of capacity on a regular basis, attendance growth stagnates. Please note all the major stores have a much more stringent rule, so their parking lots are seldom more than half full. Currently, Good Shepherd's pew capacity at 80% is 180, while parking based on 2 persons per car at 80% is 160 including parking on McGill St.

37" x 62" = 2294 sq in 16 sq ft = 2304 sq in

PARKING



FOR

**GOOD
SHEPHERD
LUTHERAN
CHURCH**

PROJECT INFORMATION

PROPERTY OWNER/APPLICANT
 GOOD SHEPHERD LUTHERAN CHURCH
 603 CYPRESS ST
 MANISTEE, MI 49661
 CONTACT: TERRY WILSON
 517.335.1111

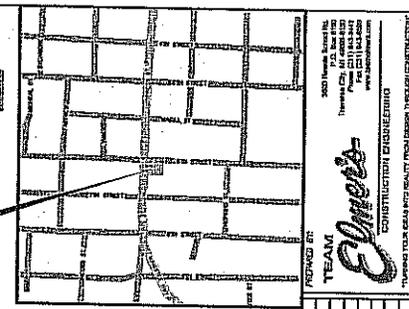
ZONING INFORMATION
 PARCEL ID: 100-000000000000000000
 PARCEL AREA: 0.10 ACRES
 PARCEL ZONING: R-10
 PROPERTY TAX ID: 100-000000000000000000
 LOT AREA: 0.10 ACRES
 LOT AREA: 4356 SQ. FT.
 LOT AREA: 4356 SQ. FT.

DISTRICT REGULATIONS
 DISTRICT: R-10
 MINIMUM LOT AREA: 4356 SQ. FT.
 MINIMUM LOT WIDTH: 25 FT.
 MINIMUM LOT DEPTH: 25 FT.
 MINIMUM FRONT SETBACK: 10 FT.
 MINIMUM SIDE SETBACK: 5 FT.
 MINIMUM REAR SETBACK: 5 FT.

GOOD SHEPHERD LUTHERAN CHURCH 18 ADDITIONAL PARKING SPACES

603 CYPRESS ST
 SECTION 12, T21N, R17W, CITY OF MANISTEE
 MANISTEE COUNTY, MICHIGAN

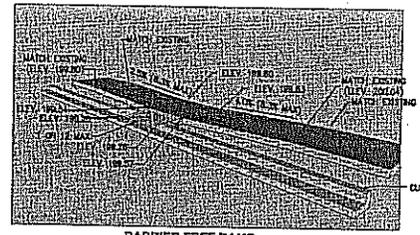
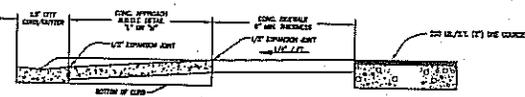
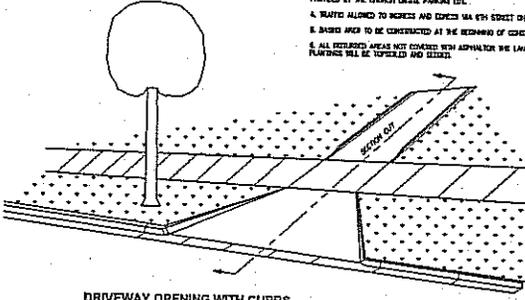
PROJECT LOCATION



VICINITY MAP
 AS SHOWN

GENERAL NOTES

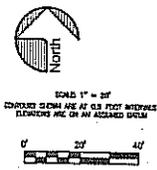
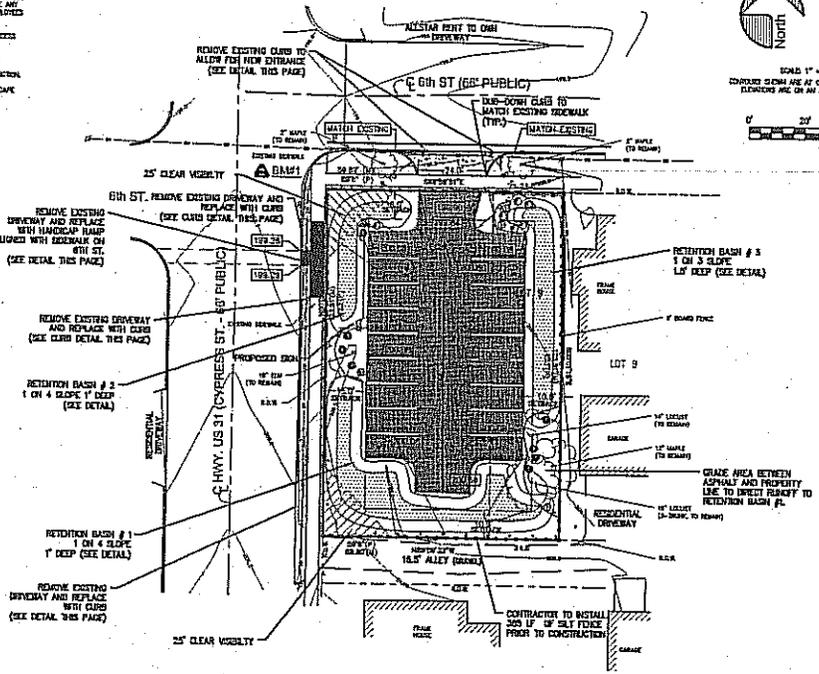
1. ALL CONSTRUCTION, WORKMANSHIP AND MATERIALS SHALL CONFORM WITH THE CURRENT APPLICABLE LOCAL, COUNTY, STATE OR FEDERAL SPECIFICATIONS AND DETAILS.
2. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS GOVERNING THE EXERCISE AND USE OF REASONABLE SAFETY DEVICES AND PROTECTION EQUIPMENT. THE CONTRACTOR SHALL TAKE ANY NECESSARY PRECAUTIONS TO PROTECT THE LIFE AND HEALTH OF EMPLOYEES AND THE PUBLIC IN THE PERFORMANCE OF THE WORK.
3. EXISTING (US) RETENTION PARKING SPACES PROVIDED. HANDICAP ACCESS PROVIDED BY THE EXISTING DRIVEWAY PARKING LOT.
4. MATERIALS TO BE CONSTRUCTED AT THE DISCRETION OF THE ENGINEER.
5. ALL RETAINED AREAS NOT COVERED WITH ASPHALT SHALL BE MAINTAINED AS EXISTING. PLANTINGS SHALL BE TOPKILLED AND REPLACED.



NOTE: THE RAMP SURFACE IS TO BE CONSTRUCTED AS SHOWN ON THE PLAN.



BE ADVISED THAT THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES UNDERGROUND AND ABOVE GROUND. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES UNDERGROUND AND ABOVE GROUND. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES UNDERGROUND AND ABOVE GROUND.



BENCHMARK DATA

BM #11 HAS IN E. FACE OF POWER POLE
 ELEV.: 200.07

LEGEND

- PROPERTY LINE
- SETBACK LINE
- PROPOSED ASPHALT
- PROPOSED DRIVEWAY (REAR)
- PROPOSED DRIVEWAY (FRONT)
- GRADE AREA
- SPOT GRADE
- PROPOSED ASPHALT BUSH DRIVE (D)
- PROPOSED ASPHALT BUSH DRIVE (E)
- PROPOSED ASPHALT BUSH DRIVE (S)
- PROPOSED ASPHALT BUSH DRIVE (W)

STORM WATER BASIN TABLE

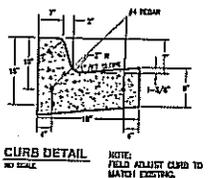
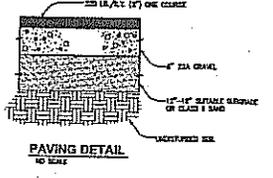
BASIN NUMBER	TOTAL DRAINAGE AREA (SQ FT)	VOLUME CAPTURED (CU YD)	VOLUME PRETREATED (CU YD)	TOP OF BASIN	BOTTOM OF BASIN
1	1278	729	1529	220.00	176.00
2	1222	629	1329	195.00	151.00
3	1271	729	1529	220.00	176.00

DRAINAGE CALCULATIONS

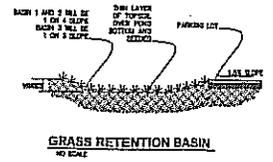
CALCULATED STORM WATER RETENTION VOLUMES BY THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) TYPE II STORM DISTRIBUTION.

DISTRICT 10 (TOWN OF MANISTEE)
 ASPHALT PAVEMENT = 0.40 I.U. (C=0.40)

TOTAL DRAINAGE AREA = 3721 SQ. FT. (C=0.40)
 100-YR. DEL. WULF. RATE 24 (C=0.40) = 4.0
 VOLUME REQUIRED BASIN #1 = 729 CU. YD.
 VOLUME REQUIRED BASIN #2 = 629 CU. YD.
 VOLUME REQUIRED BASIN #3 = 729 CU. YD.



NOTE: FIELD ADJUST CURB TO MATCH EXISTING.



PROJECT INFORMATION

PROJECT NAME: GOOD SHEPHERD LUTHERAN CHURCH ADDITIONAL PARKING

SECTION: 12, T21N - R17W, CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN

DATE: 7-13-21

DRAWN BY: L221

CHECKED BY: L221

PROJECT MANAGER: LUCY E. SMYTH, JR.

CONTRACTOR: Elmer's CONSTRUCTION ENGINEERING

3000 North Main Street
 Manistee, MI 49661
 Phone: 517.335.1111
 Fax: 517.335.1112
 www.elmers.com

DATE PLOTTED: 7-13-21

SCALE: 1" = 20'

PROJECT NO.: 379183

SHEET NO.: C-1

TOTAL SHEETS: 1 OF 1

City of Manistee
Planning Commission Resolution to Approve a
Special Use Permit, Case Number PC-2008-04
Good Shepherd Lutheran Church

At a regularly scheduled meeting of the City of Manistee Planning Commission held on April 3, 2008, the following resolution was adopted to approve a Special Use Permit for Good Shepherd Lutheran Church for a Parking Facility as shown on a Site Plan prepared by Team Elmer's Construction Engineering, Job #379183, Dated 9/20/07.

Planning Commissioner _____ moved, supported by Planning Commissioner _____, the adoption of the following resolution.

WHEREAS, on February 25, 2008 a request was received from Good Shepherd Lutheran Church for a Parking Facility, and

WHEREAS, a Parking Facility is provided for as a Special Use under the R-2 Medium Density Residential Zoning District on a Key Street Segment , and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed development on April 3, 2008, and

WHEREAS, the Planning Commission has received written comment, reviewed the Site, and has completed review of the application, Site input of the Applicant and the input received at said public hearing.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

RESOLVED, that the Planning Commission has reached the following determination regarding Special Use Permit Standards (Section 1802.A):

1. The Special Use is consistent with the adopted City of Manistee Master Plan.
2. The Special Use is designed, constructed, operated and maintained to be consistent with the existing or intended character of the general vicinity and such use will not change the essential character of the area in which it is proposed.
3. The Special Use is not hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.
4. The Special Use is served adequately by essential public facilities and services, such as highways, streets, police and fire protection, storm water drainage, refuse disposal, water and

2. _____

3. _____

4. _____

5. _____

CITY OF MANISTEE PLANNING COMMISSION:

AYES:

ABSTAINING:

NAYS:

ABSENT:

MOTION:

CARRIED

NOT CARRIED

CERTIFICATION:

I, Maureen Barry, Secretary of the City of Manistee Planning Commission certify that the foregoing is a true and complete record of action taken by the Planning Commission at their regular meeting of April 3, 2008.

Maureen Barry, Secretary

City of Manistee
Planning Commission Resolution to Deny a
Special Use Permit, Case Number PC-2008-04
Good Shepherd Lutheran Church

At a regularly scheduled meeting of the City of Manistee Planning Commission held on April 3, 2008, the following resolution was adopted to deny a Special Use Permit for Good Shepherd Lutheran Church for a Parking Facility as shown on a Site Plan prepared by Team Elmer's Construction Engineering, Job #379183, Dated 9/20/07.

Planning Commissioner _____ moved, supported by Planning Commissioner _____, the adoption of the following resolution.

WHEREAS, on February 25, 2008 a request was received from Good Shepherd Lutheran Church for a Parking Facility, and

WHEREAS, a Parking Facility is provided for as a Special Use under the R-2 Medium Density Residential Zoning District on a Key Street Segment , and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed development on April 3, 2008, and

WHEREAS, the Planning Commission has received written comment, reviewed the Site, and has completed review of the application, Site input of the Applicant and the input received at said public hearing.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

A. Findings of Fact -Special Use Permit Standards: Pursuant to Section 1802.A (General Review Standards) of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. The Special Use shall be consistent with the adopted City of Manistee Master Plan.

2. The Special Use shall be designed, constructed, operated and maintained to be consistent with the existing or intended character of the general vicinity and such use will not change the essential character of the area in which it is proposed.

3. The Special Use shall not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.

4. The Special Use shall be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, storm water drainage, refuse disposal, water and sewage facilities, and schools; or persons or agencies responsible for the establishment of the proposed use shall provide adequately for such services.

5. The Special Use shall not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.

6. The Special Use shall not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, toxic emissions, fumes, glare, or odors.

7. The Special Use shall meet the intent and purpose of the Zoning Ordinance; be related to the standards established in the Ordinance for the land use or activity under consideration; and will be in compliance with these standards.

B. Findings of Fact - Section 1865 Parking Facility (Regulations and Conditions for requested Special Use Permit of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. A Public Parking Facility shall be designed in accord with the standards of **Section 514** of this Ordinance.

2. Landscaping and Buffering shall be provided pursuant to standards set forth in of **Section 531** of this Zoning Ordinance; provided, that landscaping and buffering shall be provided to screen any Parking Facility from an adjacent residentially zoned or used parcel.

3. All exterior lighting shall be in accordance with **Section 525** hereof.

4. The applicant shall demonstrate to the Planning Commission the need for the proposed parking facility, and also the sufficiency of the spaces provided to meet the needs of adjacent land uses.

5. A site plan shall be submitted illustrating clearly marked circulation patterns. The City shall retain the right to approve or deny locations of curb cuts, spaces, and drive aisles.

6. Within the R-2, R-3 districts, a Parking Facility shall front on a key street segment, as defined herein.

IT IS THEREFORE FURTHER RESOLVED, that the Special Use Permit (state request) is hereby denied for the reasons set forth in this resolution.

AYES:

ABSTAINING:

NAYS:

ABSENT:

MOTION:

CARRIED

NOT CARRIED

CERTIFICATION:

I, Maureen Barry, Secretary of the City of Manistee Planning Commission certify that the foregoing is a true and complete record of action taken by the Planning Commission at their regular meeting of April 3, 2008.

Maureen Barry, Secretary



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: March 25, 2008
RE: March Worksession

Commissioners, enclosed is a copy of the Notes from the March Worksession along with copies of Eric's and Roger's List of goals.

We only had four members at the worksession and hope that there will be time after the April meeting to continue working on our goals for the Master Plan update.

:djb

City of Manistee Planning Commission Master Plan Goals

Development:

1. Manistee is positioned with solid infrastructure and zoning flexibility to be the location of choice for the new and expanding businesses.
2. Manistee has several “green” or environmental sensitive energy or recycling initiatives flourishing in the industrial and renaissance parks.
3. The renaissance and industrial parks have a significant amount (specific) of healthy businesses that embrace the charm and spender of its historic community and contribute to the economy in a rewarding fashion.
4. The downtown district is thriving with businesses and residential living and is harmoniously benefitting from the vertical zoning initiative.
5. The “Peninsula Plan” is complete and fully redeveloped.
6. Manistee has an elaborate and safe system of walkways and streets to effectively and efficiently connect its residents and visitors with businesses, parks and natural resources.
7. Manistee has the cleanest Lake Michigan public beaches with universal access to all people of all abilities.
8. Manistee has a large variety of housing options for wide range of income levels.
9. Manistee is a Michigan’s leader in the reduction and where possible the elimination of environmental contamination damaging rivers, streams and groundwater.

Planning Alliances:

1. All of the local and regional planning bodies are working collaboratively to enhance a steady and smart growth for northwest Michigan – A Planning Coalition or Alliance has been created.
2. City Counsel and other government entities share ideas and actively participate in planning and provide direction for the planning committees.

MASTER PLAN GOALS SUSTAINABLE DEVELOPMENT GOALS

1. EDUCATING CITIZENS ON PROBLEMS AND ISSUES THAT MIGHT BE ADDRESSED AND OPTIONS AVAILABLE
2. PROVIDING CITIZENS WITH MEANINGFUL OPPORTUNITIES TO SHAPE A COMMUNITY VISION, PRINCIPLES, AND STRATEGIES
3. PROVIDE WAYS FOR CITIZENS TO ASSIST IN IMPLEMENTATION AND SUPPORT OF LOCAL CITIZENS
4. INFRASTRUCTURE
5. GROWTH MANAGEMENT
6. MANAGING COMMUNITY RESOURCES
7. NEIGHBORHOOD DESIGNS
8. ECONOMIC DEVELOPMENT
9. RESOURCES EFFICIENT BUILDING

**MANISTEE CITY PLANNING COMMISSION
COMMISSION MEMBERS - 2008**

March 19, 2008

Commission Members	Term Expiration	Committee Assignments
ALBEE, Linda 365 Lighthouse Way South, Manistee 723-0032 rablbee0032@charter.net 2007	10/2009	Ordinance Re-Write Committee
BARRY, Maureen 230 Lighthouse Way, Manistee 723-8890 (h) 723-1436 (w) mbarry@packagingcorp.com 2004	10/2008 Secretary	Executive Committee Master Plan Review Committee
BIFOSS, Ben 324 First Street, Manistee 723-5145 (h) 723-1198 (w) bbifoss@abonmarche.com 2006	10/2010	Ordinance Re-Write Committee Site Plan Review/Subdivision Committee
CROCKETT, Dave 260 Third Avenue, Manistee 723-7914 (h) dcrockett7914@charter.net 2006	10/2010	Master Plan Review Committee
FORTIER, Edward Ray 367 Eleventh Street, P.O. Box 404, Manistee 723-7258 (h) 1997	10/2009 Vice-Chair	Executive Committee Zoning Board of Appeals
GUSTAD, Eric 1014 Engelmann Street, Manistee 231-920-6012 (h) or 398-3847 (w) ericg@lrcr.com 2006	10/2009	Master Plan Review Committee Site Plan Review/Subdivision Committee
HAINES, Harlo 300 Lakeshore Drive, Manistee 398-9151 (H) 714-271-3105 (c) fishcamp@jackpine.com 2006	10/2008	Ordinance Re-Write Committee
SLAWINSKI, Anthony 384 Seventh Street, Manistee 723-2992 (h) 1977	10/2010	Ordinance Re-Write Committee
YODER, Roger 225 Seventh Street, Manistee 723-6926 (h) or 723-9951 x 286 (w) rabbit82@earthlink.net 1973	10/2008 Chairman	Executive Committee Master Plan Review Committee Site Plan Review/Subdivision Committee
ROBERTS, Taylor 9978 N. Quarterline Road, Manistee 231-464-7428 2008	Youth Observer	
ROSE, Jon jrose@ci.manistee.mi.us 398-2805	Liaison	
BLAKESLEE, Denise dblakeslee@ci.manistee.mi.us 398-2805	Recording Secretary	



P. O. Box 358 • Manistee, Michigan 49660-0358 • www.ci.manistee.mi.us

CITY HALL
70 Maple Street

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

**PLANNING, ZONING &
COMMUNITY DEV.**
231.398.2805

CITY CLERK
231.398.2803

CITY TREASURER
231.398.2804

WATER BILLING
231.723.2559

ADMINISTRATION
FAX 231.723.1546

CLERK/TREASURER
FAX 231.723.5410

POLICE DEPARTMENT
70 Maple Street
231.723.2533
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

PUBLIC WORKS
280 Washington St.
231.723.7132
FAX 231.723.1803

PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1553

March 20, 2008

Taylor Roberts
9978 N. Quarterline Road
Manistee, MI 49660

Dear Ms. Roberts:

On behalf of the City of Manistee Planning Commission I want to congratulate you on your appointment and welcome you as our Youth Observer. We are looking forward to working with you and your participation at our meetings.

The next meeting of the Planning Commission will be on Thursday, April 3, 2008 at 7:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan. We will see you then!

Sincerely,

CITY OF MANISTEE PLANNING COMMISSION

Roger Yoder
Chair

:djb

cc: Planning Commissioners





P. O. Box 358 • Manistee, Michigan 49660-0358 • www.ci.manistee.mi.us

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70 Maple Street

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CITY ASSESSOR
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BUILDING INSPECTOR
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231.398.2805

CITY CLERK
231.398.2803

CITY TREASURER
231.398.2804

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PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1553

March 27, 2008

Taylor Roberts
9978 N. Quarterline Road
Manistee, MI 49660

Dear Ms. Roberts:

We would like to welcome you as the newly appointed Youth Observer to the City of Manistee Planning Commission. Enclosed is your packet for the April 3, 2008 Meeting.

A binder has been prepared for you that includes a copy of the City of Manistee Zoning Ordinance, Master Plan and Planning Commissioner Information. We will give it to you at the meeting.

As Staff Liasion and the Recording Secretary for the Commission we look forward to this opportunity to work with you. If you have any questions, please feel free to call either of us at 398-2805.

See you next Thursday!

Sincerely,

CITY OF MANISTEE

Jon R. Rose
Community Development Director
(Staff Liasion)

JRR:djb

Enclosure

Denise J. Blakeslee
Planning & Zoning
(Recording Secretary)

