

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, January 7, 2010
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 January 7, 2010 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the December 3, 2009 meeting Minutes.

V Public Hearing

James & Susan Matthews, 334, 336, 338 River Street - Special Use Permit for Mixed Use Development (PC-2010-01)

A request has been received from James & Susan Matthews who have made an offer to purchase the building at 334, 336, 338 River Street for a Special Use Permit for Mixed Use Development (Commercial & Residential).

At this time the Chair shall open the hearing
The Applicant shall present any comments and explanation of the case
The hearing will be opened for public comments
The hearing will be closed

VI New Business

James & Susan Matthews, 334, 336, 338 River Street - Special Use Permit for Mixed Use Development (PC-2010-01)

A Public Hearing was held earlier in response to a request from James & Susan Matthews for a Special Use Permit for Mixed Use Development (Commercial & Residential) at 334, 336, 338 River Street.

At this time the Planning Commission can adopt a resolution to approve/deny a Special Use Permit, Case PC-2010-01 James & Susan Matthews, 334, 336, 338 River Street for a Special Use Permit for Mixed Use Development (Commercial & Residential).

Eric Gerstner, Parcel Split and Combination Request (50 & 62 Filer Street) PC-2010-02

A request has been received from Eric Gerstner who owns the Briny Inn, 50 Filer Street (51-453-709-07) and an apartment building at 62 Filer Street (51-453-709-03). The apartment building is on the west portion of the property and a portion of the Briny Inn parking lot is on the east portion of the property. Mr. Gerstner is requesting to split parcel (51-453-709-03) so that the apartment building is on its own parcel and the parking lot is combined with the Briny Inn parcel. A ten foot easement is provided to the parcel for access to the parking area behind the apartment building. Review of the request shows the requirements of the Zoning Ordinance have been met.

At this time the Planning Commission can make a motion to recommend to City Council the approval of a request from Eric Gerstner, Gerstner, Gerstner Development LLC, for a Parcel Split and Combination request as submitted with application PC-2010-02.

Gary Niesen, Parcel Split PC-2010-03

A request has been received from Gary Niesen who owns parcel #51-672-706-07. Mr. Niesen would like to split the east 101.42 ft. of the parcel to build a new home on. The west 86.62 ft. of the parcel has an existing home (294 Tenth Street). Once the pole barn and shed are removed from the east parcel the requirements of the Zoning Ordinance will be met.

At this time the Planning Commission can make a motion to recommend to City Council the approval of a request from Gary Niesen, for a Parcel Split as submitted with application PC-2010-03 condition upon the removal of the two existing accessory structures.

Sub-Committee Appointments

According to the By-Laws of the City of Manistee Planning Commission the Chair will appoint members of the Planning Commission to serve on Sub-Committee's of the Planning Commission.

Executive Committee

At this time the Chair will appoint three members of the Planning Commission to serve as the Executive Committee of the Planning Commission (Chair, Vice Chair, Secretary). Members of the Executive Committee review Zoning Ordinance Amendments with City Council Ordinance Review Committee

Green Initiative - Ad Hoc Committee

At this time the Chair will appoint four members of the Planning Commission to serve on the Green Initiative Ad Hoc Committee to review Green Initiative programs for the City of Manistee. These programs could include wind, solar and alternative energy programs that would benefit the community.

Master Plan Review Committee

At this time the Chair will appoint four members of the Planning Commission to serve on the Master Plan Review Committee. Members of this committee will be responsible to keep current with new trends/changes that are going on in the community that could impact the Master Plan.

Ordinance Re-Write Committee

At this time the Chair will appoint four members of the Planning Commission to serve on the Ordinance Re-Write Committee. Members of this committee will assist in reviewing the Zoning Ordinance for areas that need to be changed and/or updated.

Site Plan Review/Subdivision Committee

At this time the Chair will appoint four members of the Planning Commission to serve on the Site Plan Review/Subdivision Committee. Site Plan Review Committee - Available for optional Plan Review of Special uses and uses by Right. Committee Review required for Planned Unit Developments. Subdivision Committee - This committee is required under section 1242.03 of the Code of Ordinances.

Zoning Board of Appeals

At this time the Chair will appoint one member of the Planning Commission to serve on the Zoning Board of Appeals.

By Law Review

According to the By-Laws of the City of Manistee Planning Commission shall annually review their By-Laws at the regularly scheduled meeting in January.

At this time the Planning Commission could take action to make changes to their By-Laws if necessary.

Master Plan Review

Under Section 125.3845, Sec. 45 (2) of the Michigan Planning Enabling Act "At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission."

The Master Plan for the City of Manistee was adopted on December 5, 2002. The Planning Commission Master Plan Sub-Committee has been working with our Planner of Record Williams and Works on updating the Plan.

At this time that the Planning Commission could take action to continue their work on rewriting the City of Manistee Master Plan.

VII Old Business

VIII Public Comments and Communications concerning Items not on the Agenda

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

IX Correspondence

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

X Staff/Sub-Committee Reports

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

At this time the Chair will ask if any of the Sub-Committees have anything to 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
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MEMORANDUM

TO: Planning Commissioners
FROM: Denise Blakeslee 
DATE: December 23, 2009
RE: January 7, 2010 Planning Commission Meeting

Commissioners, a reminder if you want me to sign you up for the Parliamentary Procedure Workshop on January 11th please leave a message. Registration is due on January 4th.

We are starting off the New Year with a full Planning Commission Agenda. We have received three requests in addition to our regular housekeeping items for the January 7, 2010 meeting. The agenda is as follows:

James & Susan Matthews, 334, 336 & 338 River Street - Special Use Permit for a Mixed Use Development. This building is a one story building on River Street and the applicant has made an offer to purchase the building. The request would allow the installation of a garage door for the parking of personal vehicles for the residence on the rear of the building. The Zoning Ordinance does not provide for residential use on the first floor only for second story residential use. This is why the applicant is requesting a Special Use Permit for a Mixed Use Development (Commercial and Residential).

Eric Gerstner, Parcel Split and Combination Request (50 & 62 Filer Street) PC-2010-02
A request has been received from Eric Gerstner who owns the Briny Inn, 50 Filer Street (51-453-709-07) and an apartment building at 62 Filer Street (51-453-709-03). The apartment building is on the west portion of the property and a portion of the Briny Inn parking lot is on the east portion of the property. Mr. Gerstner is requesting to split parcel (51-453-709-03) so that the apartment building is on its own parcel and the parking lot is combined with the Briny Inn parcel. A ten foot easement is provided to the parcel for access to the parking area behind the apartment building. Review of the request shows the requirements of the Zoning Ordinance have been met.

Gary Niesen, Parcel Split PC-2010-03 - A request has been received from Gary Niesen who owns parcel #51-672-706-07. Mr. Niesen would like to split the east 101.42 ft. of the parcel to build a new home on. The west 86.62 ft. of the parcel has an existing home (294 Tenth Street). Once the pole barn and shed are removed from the east parcel the requirements of the Zoning Ordinance will be met.

Sub-Committee Appointments. According to the By-Laws of the City of Manistee Planning Commission the Chair will appoint members of the Planning Commission to serve on Sub-Committee's of the Planning Commission. I have enclosed a copy of the current Sub-Committee List.

By Law Review. The City of Manistee Planning Commission annually reviews the By-Laws at the January Meeting. I have enclosed a copy of the By-Laws.

Master Plan Review. The Planning Commission should make a motion to continue working on updating the Master Plan to comply with Section 125.3845, Sec. 45 (2) of the Michigan Planning Enabling Act.

I will be taking some time off over the holidays, but wanted to wish all of you and your families a wonderful holiday!!

If you are unable to make the meeting please call or leave a message.

:djb



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STAFF REPORT

James & Susan Matthews, 334, 336, 338 River Street Special Use Permit for Mixed Use Development (PC-2010-01)

Commissioners, we have received a request from James and Susan Matthews for a Special Use Permit for Mixed Use Development at 334, 336 & 338 River Street. This building is located in the C-3 Central Business District. A copy of the request and Draft Resolutions of both approval and denial are enclosed. The Matthews have made an offer to purchase the property contingent upon receiving all the necessary permits needed to proceed with their project.

The Applicant wishes to include residential as part of the building. Residential Uses are not allowed on the first floor (River Street level) of the building except under a Special Use Permit for Adaptive Reuse or Mixed Use Development. Adaptive Reuse requires the first 25 feet of depth at street level of the building to be dedicated to Retail, Eating or Drinking Establishment or Personal Service Establishment. Mixed Use Development does not include this requirement. The Matthews are requesting that a portion of the first 25 feet of depth at street level be for the residence.

This is the first time we have received a request for Mixed Use Development in the C-3 District. In addition to reviewing the standards for Special Use Permits and Mixed Use Development there are several factors for consideration.

- ▶ This building is located in the Historic District.

The Special Use Permit should be conditioned upon receiving all necessary approvals from the Historic District Commission.

- ▶ The request includes the installation of a driveway which would cross the public sidewalk. In addition to safety concerns this will result in the lost of one or two parking spaces in the Central Business District.

If the Planning Commission determines this should be approved, safety measures should be considered. An example might be to require the applicant to exit the building forward (not allow backing a vehicle across the sidewalk).

- ▶ There is an existing storefront window on the east side of the building where the residential garage is proposed.

The Planning Commission could require that the window be boxed in for a display window (similar to the display windows at the Manistee Inn & Marina).

- ▶ The Matthews do not own the building at this time.

The Special Use Permit should not to be issued until the Matthews are the owners of the building and voided in the event that they do not purchase the building.

- ▶ The City Engineer has reviewed the request (letter dated December 14, 2009 - attached). The concerns raised by the City Engineer should be included in the review of the request. Any approvals should address these concerns.

Dated: December 18, 2009



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BENTON HARBOR, MI
SOUTH HAVEN, MI
SOUTH BEND, IN
FORT WAYNE, IN

December 14, 2009

Jon Rose
Community Development Director
City of Manistee
70 Maple Street
P.O. Box 358
Manistee, MI 49660

Re: Review Comments
James Matthews - Applicant
Existing Building/ River Street, lots (29, 30, 31)

Dear Mr. Rose:

Please find listed below review comments for the plan set submitted by Nordlund & Associates, Inc regarding existing building structure located on lots 29, 30, 31 along the North side of River Street.

- 1) It appears the drawing is illustrating a proposed catchment within the lawn area (North side of lots 30 and 31). It is not clear how the existing roof drain system will connect to the proposed piping within the lawn area. It is suggested that the applicant identify the connection point and route on the submitted section drawing.
- 2) It is recommended that the proposed catchment be constructed with a 2 foot sump for secondary treatment of sediment beyond the filter cloth.
- 3) The applicant shall verify that the existing roof drains are independent from the sanitary sewer system. If the roof drains are found to be connected to the sanitary sewer system it shall be the applicant's responsibility to disconnect the storm drains and illustrate clearly to the City the proposed connection for discharge.
- 4) The drawing is illustrating a proposed driveway which is routed over the existing public sidewalk. It is suggested that the applicant provide documentation on how they intend on creating a safe walking environment for pedestrians on the sidewalk.
- 5) Section drawing A-A is illustrating the proposed driveway as being higher (or at a greater slope than) the existing sidewalk grade. It is recommended that the applicant maintain the existing sidewalk grade and follow ADA requirements. The applicant shall clearly illustrate how they



intend on maintaining the existing sidewalk grade while following ADA requirements.

- 6) The applicant shall submit to the City, prior to construction, a material section of the proposed driveway for review and approval.

Any questions, please call me anytime.

Sincerely,

ABONMARCHE

A handwritten signature in black ink, appearing to read "James P. Johnson".

James P. Johnson, P.E.

JPJ/wek

SPECIAL USE PERMIT APPLICATION

James E. & Susan Matthews
 Applicant
1713 W. 99th St
 Address
Chicago IL 60643
 City, State, Zip Code
 Phone Numbers (Work) 314 220 6253
 (Home) 773 445 1456

FOR OFFICE USE ONLY:

Case number PC 2010-01
 Date Received 12-4-09
 Fee Received \$750.00
 Receipt Number 202602
 Hearing Date 1-7-10
 Action Taken _____
 Expiration Date of Permit _____

MINIMUM FEE FOR SPECIAL USE PERMIT
\$750.00

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): James E. Matthews, Susan Matthews -
Contract to Purchase Plan
 - b. Legal description, property parcel number, and street address of the subject parcel of land: 334, 336, 338, River St, Manistee, Parcel 51-51-452-703-17
Legal description on site plan
 - c. Area of the subject parcel of land stated in acres, or if less than one (1) acre, in square feet 8150
 - d. Present zoning classification of the parcel: C-3
 - e. Present and proposed land use: Current - Retail only, Proposed Retail + Single Res. dw.

- 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): *Debra & Matthew*
Debra Matthews

under contract to purchase site since plan is approved

Dated 11/9/2009

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

yes no Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits, or deferments for this proposed project.

If yes, explain: HISTORIC Tax Credits, Brown field cleanup

Attachment A

Design Guidelines: 334, 336, 338 River Street, Manistee, MI.

334, 336, and 338 River Street in Manistee has always been utilized for a combination of retail and manufacturing activities. Most recently these have been small retail uses ranging from the a Bay Wear franchise, several hair design and manicure businesses, and even a candy store, but the history of the building is one of more significant ventures. I propose to restore the façade to a close representation of its historic role, retaining 2 retail storefronts which may be combined as a single unit for a larger commercial need, and a commercial garage entrance. The commercial garage entrance will resemble that in the historic photos of the property, and will serve as an entrance for a single residence in the rear of the property. The rear of the structure that has been neglected and unused for a very long time will be rebuilt and repaired as necessary to create a space for a personal residence at the rear of the building. The current industrial look of the building will be retained, and current safety hazards will be mitigated. Since second floor residence is allowed on River street, and there is no opportunity for retail activity at the rear, this appears to meet the intent of the current statutes; as it will not detract from the retail purpose of River Street. This application is to approve mixed commercial and residential use.

The last substantial business to occupy the space was an automobile dealership and service center. The River street façade of the building retains very little of the original brick; however the overall openings and configuration has been maintained. Since this property saw use as a lumber mill, and an auto dealership; the current façade is not representative of its historic contribution. Restoration of the garage door will restore a substantial indicator of how the building was utilized in the 1920s.

The property consists of at least 4 independent structures woven together under a common roof and façade. The 338 Building was erected in the 1880s, and is the oldest of the group. The 334, 336 building was erected at the end of the 19th Century as the Maxted and Newcomb Planing mill. The original dimensions were 50x150 ft. This would place the rear of the building at the river edge. The significance of this location is that Maxted and Newcomb initially (6 years), with Newcomb continuing; was responsible for construction of many of the most significant buildings in Manistee today; as well as several others across Northern Michigan. The Rear of 338 was added in the 1920s when Kann automotive occupied the entire complex as a Buick dealership. The rear of 338 was the service center and still has the hydraulic lifts in place.

The rear of the existing structure is in serious need of repair, and is noted by the Building Department as a safety hazard (especially the brick portion which has serious structural deterioration. The existing rear wall was not originally an exterior wall; therefore, has minimal historic relevance other than as a placeholder for the significant events that occurred there related to Newcomb. Rebuilding in-kind would not complement the River walk nor restore the historic structure, and could entail significant disruption of activities in that area. The plan is that the interior wood floor will be cut back to a stable point aft of the exterior roof truss, and the interior floor will be removed to that point. A new footing will be established, and a new rear wall erected. The new rear wall will bear the load currently being

supported by the external roof truss. The truss will be retained for aesthetic and historic reference. This location will be approximately 30' South of the existing North (rear) wall. Once the new rear wall is in place and bearing the load of the roof, the roof will be cut back to that point and removed. Then the rear brick wall, that has been cited as a safety hazard will be taken down to an overall elevation of approximately 10' above the deck of the river walk, and capped with stone. This will remove the safety issues in the area, and relieve weight on the retaining structure. The East brick section will be reduced in steps from a point just aft of the exterior truss, and Northward where it will join the North (rear) wall.

The remaining edge on the East wall will be reset and tuckpointed. The West brick section will be evaluated for structural integrity at that point. If it needs to be removed it will be treated similarly to the East wall otherwise it will be retained. The open area, approximately 30 feet South from the boardwalk, and the width of the brick structure will be filled as a private greenspace for the building. The brick structure that is left in place will act as a privacy wall for the green space, and will retain the industrial feel of the building for visitors on the boardwalk. A bronze plaque will be fixed to the wall identifying the significance of the space.

The 334, 336, structures were utilized for a significant period as an automobile dealership. This entailed a commercial garage door on River Street. Photos are available to confirm this. The West rear portion of the building is a balloon frame structure approximately 2.5 stories in height above the River walk at the North wall. The corrugated steel sheathing is deteriorated, and some of the framing is compromised. The plan is to rebuild or repair this structure as necessary, remove the hydraulic lift system remaining from the auto repair business, and to construct a single personal residence in the upper level of the building (space previously utilized by the auto repair shop, and the section of the 336, 338 structure that remains after the aforementioned reduction of the current hazardous brick walls.

There were several windows in the historic structure that have been obscured by the porch structure of the building to the West, and some of the current siding. The frame structure will be rebuilt as necessary, and re-sided with similar corrugated galvanized material in order to retain the industrial look. The proportion and look of the structure will be as it is today minus the hazards.

The following sequence of events will describe how the renovation will be accomplished.

1. Create access
 - a. Remove glass in East retail vestibule on River Street to accommodate restoration of a commercial garage door. Install commercial garage door (This activity is currently under design review with the Historic Commission.)
 - b. East retail space floor will be removed to reveal existing crawl space
 - c. Stone fill will be added to provide surface for garage floor
 - d. Driveway will be cut into sidewalk and curb, Driveway will be finished to complement remaining sidewalk.
 - e. This will provide access for light machinery utilized to remove and deliver materials to work areas inside the building.
2. Initial framing

- a. Stabilize any suspect framing
 - b. Remove and salvage wood floor in aft 30' section of 336, 338 building. Confirm / rebuild piers to accommodate new rear wall of 336/338 structure.
 - c. Build new rear wall for 336, 338 structure approximately 30' South of existing rear wall
 - d. Remove roof from rear 30' of 336, 338 structure and finish accordingly.
 - e. Salvage or haul roof debris from site
3. Roof will be repaired as necessary
 4. Demo rear (North) brick wall to approximately 10ft. elevation above river walk
 - a. Staging on board walk will be used to accomplish this. Brick will be dropped into void created by removal of wood floor in North 30' of 336, 338 structure. This will minimize impact to activity on boardwalk and reduce risk to any damage of that structure.
 5. Demo East brick wall to same level as North wall
 - a. Relocate electric service if necessary
 - b. Demo wall into 336, 338 structure as was done for North wall. Reset, repoint remaining wall as necessary, cap with stone blocks
 6. Evaluate and stabilize or demo West brick wall similar to other 2 brick walls
 7. Install catch basin and drainage field into future greenspace as indicated on site plan. Drainage in this area will be accomplished through normal ground absorption assisted by the catch basin and existing 4" drain. This modification reduces load on the existing drain because approximately 1200 ft.² of ground area will be exposed by removal of the roof.
 8. Pack and level brick rubble as fill in aft section of 336, 338. This will be built up with gravel and earth to provide a green space for the residence. The solid rubble fill will add porosity to accommodate drainage, but will remain a solid base for the greenspace landscaping.
 9. The brick structure that has been retained on the North and East sides will act as privacy walls; while, at the same time retaining the industrial feel of the property
 10. At this time the current safety issues with the rear wall will have been mitigated, and the structure will be closed to its new dimension.
 11. West building piers will be evaluated and repaired or replaced as necessary, floors will be trued as needed.
 12. West and North balloon framed walls will be repaired or replaced as necessary,
 13. Residence space will be sandblasted or otherwise cleaned
 14. Interior framing of residence space will proceed to plan (under development, subject to refinement after true nature of internal space is verified
 15. Super insulation will be installed
 16. Residence plumbing and electric will be installed
 17. HVAC will be installed
 18. Drywall will be installed on walls and ceilings as needed
 19. New garage floor will be poured in East retail space
 20. Finish cabinetry and carpentry will be completed
 21. New taxpayer moves in

My family has owned property in the Manistee area for over one hundred years, and I have been visiting the area for over 50 years. I have decided I would like to retire here, and this project is intended to enable that. I have restored three century homes in my lifetime. My current Chicago residence was built in 1883. I take a very surgical approach in my renovations. I retain as much of the original fabric as possible. I consider this a 'green' approach because as a result, minimal material is destined for the landfill. In most cases, I find the hundred year old wood of superior quality to what is generally available today, and as a result end up with a higher quality structure. I expect to have the 2 retail units in operation, and the façade intact by summer 2010.

Thank you for your consideration

James E. Matthews

Site Plan Information required in Application:

Project Name: James Matthews - 334, 336, 338 River Street

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, one 11x17 size copy of request, and twenty-five (25) copies of any documents rendered in color. It shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor 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. 25 ft R
 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. water front/rear ?
 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]

Project Name: James Matthews, 334, 336, 338 River Street

9. Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
- Included
 - Waived by R [Planning Commission reserves the right to require the information at a later date]
10. Project phasing, if applicable.
- Included
 - Waived by NA [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 R [Planning Commission reserves the right to require the information at a later date]
14. Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
- Included
 - 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 R [Planning Commission reserves the right to require the information at a later date]
16. Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
- Included
 - Waived by _____ [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: James Matthews, 334, 336, 338 River Street

18. Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with Article 21.
- Included
- Waived by R [Planning Commission reserves the right to require the information at a later date]
19. A lighting plan in conformance with Section 525.
- Included
- Waived by _____ [Planning Commission reserves the right to require the information at a later date]
20. A written and illustrated landscape plan prepared in accord with Section 531 of this Zoning Ordinance.
- Included
- Waived by R [Planning Commission reserves the right to require the information at a later date]
21. If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
- Included
- Waived by R [Planning Commission reserves the right to require the information at a later date]
22. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
- Included
- Waived by R [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 R [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.

Revised July 2008

NORTH

Manistee River

Note: All elevations based on an Assumed Manistee River = Lake Michigan level of 578.00 I.G.L.D. (1985) based on average water level at nearest "NOAA" Station, Ludington, Michigan

Note: As per conversation with Manistee Community Development Director, Mr. Jon Rose, on 11-30-09 the North 30' of the "Green & Milmoe's Plat" is the portion of property where the easement for riverwalk is located

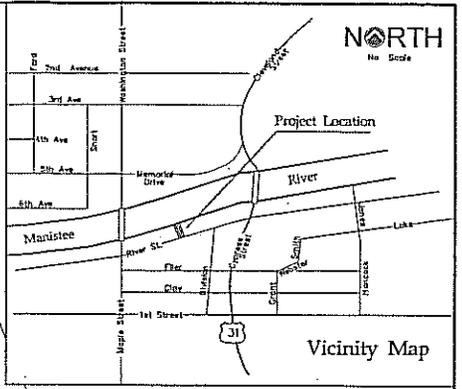
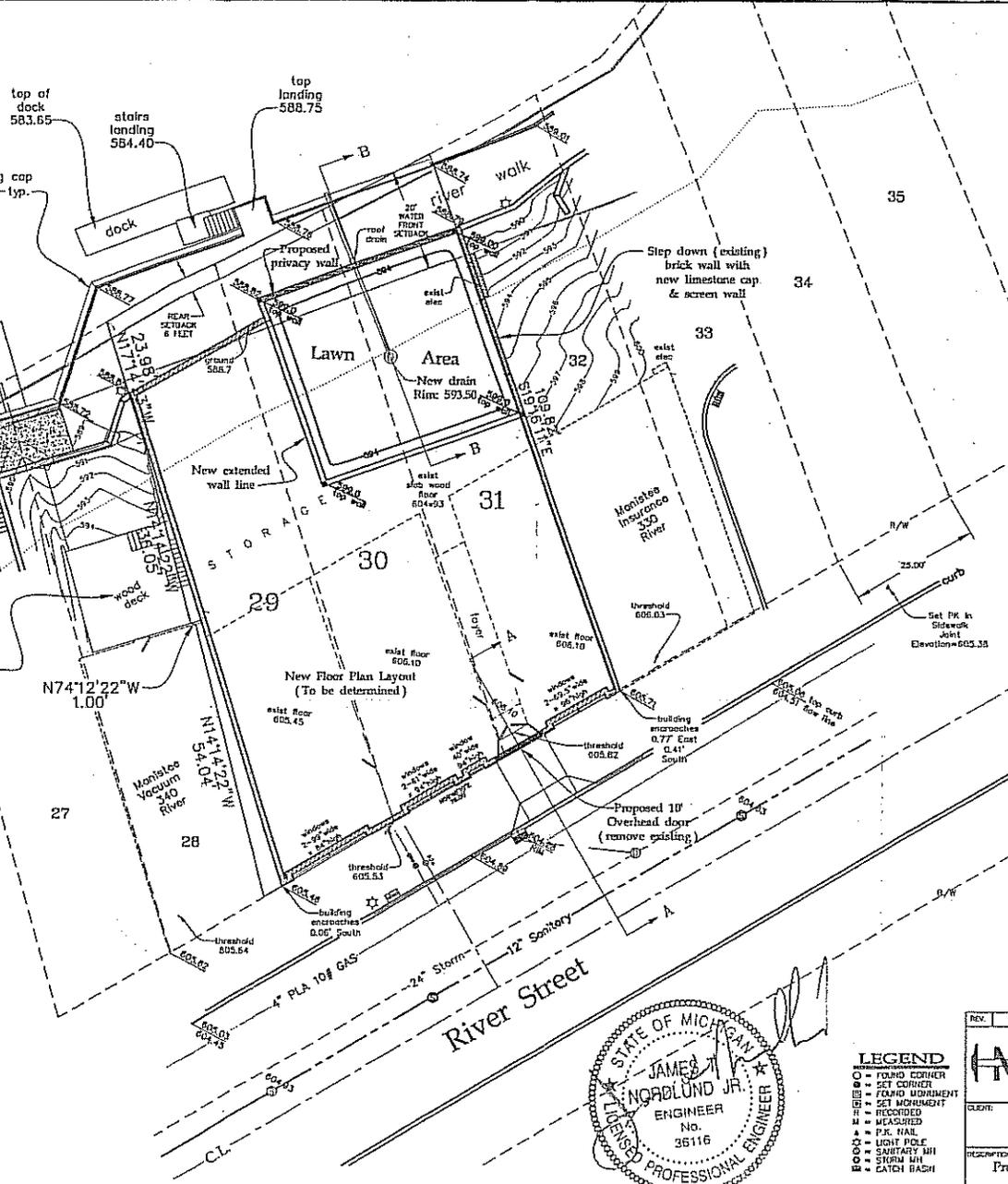
NORTH



Applicant:
James E. Matthews & Susan Matthews
1713 W. 99th Street
Chicago, Illinois 60643

PROPOSED BLDG. AREA: 5588.8 sf
PROPOSED PERCENTAGE
of LOT COVERED by BLDG: 68.57 %

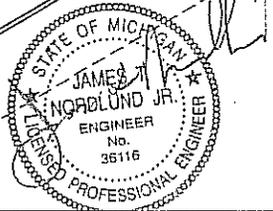
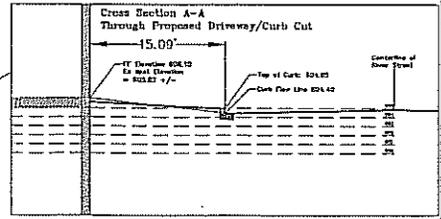
Ex Building Area: 7100.48 sf
Lot Area: 8150.20 sf
Percentage of Lot Covered by Building: 87.12 %



Description
Lots 29, 30 & 31, also part of Lot 28 commencing at S.E. corner, thence N88°01'W along the East line of said Lot 28 69.62 ft; thence S15°01'E 36.05 ft. to North wall of building; thence S74°57'E 1.00 ft. to N.E. corner brick building; thence S15°01'E along East wall of said building 53.63 ft. to North line of River Street; thence N57°30'E along River St. right of way to the P.L.R. Green & Milmoe's Addition to the City of Manistee, Manistee County, Michigan.

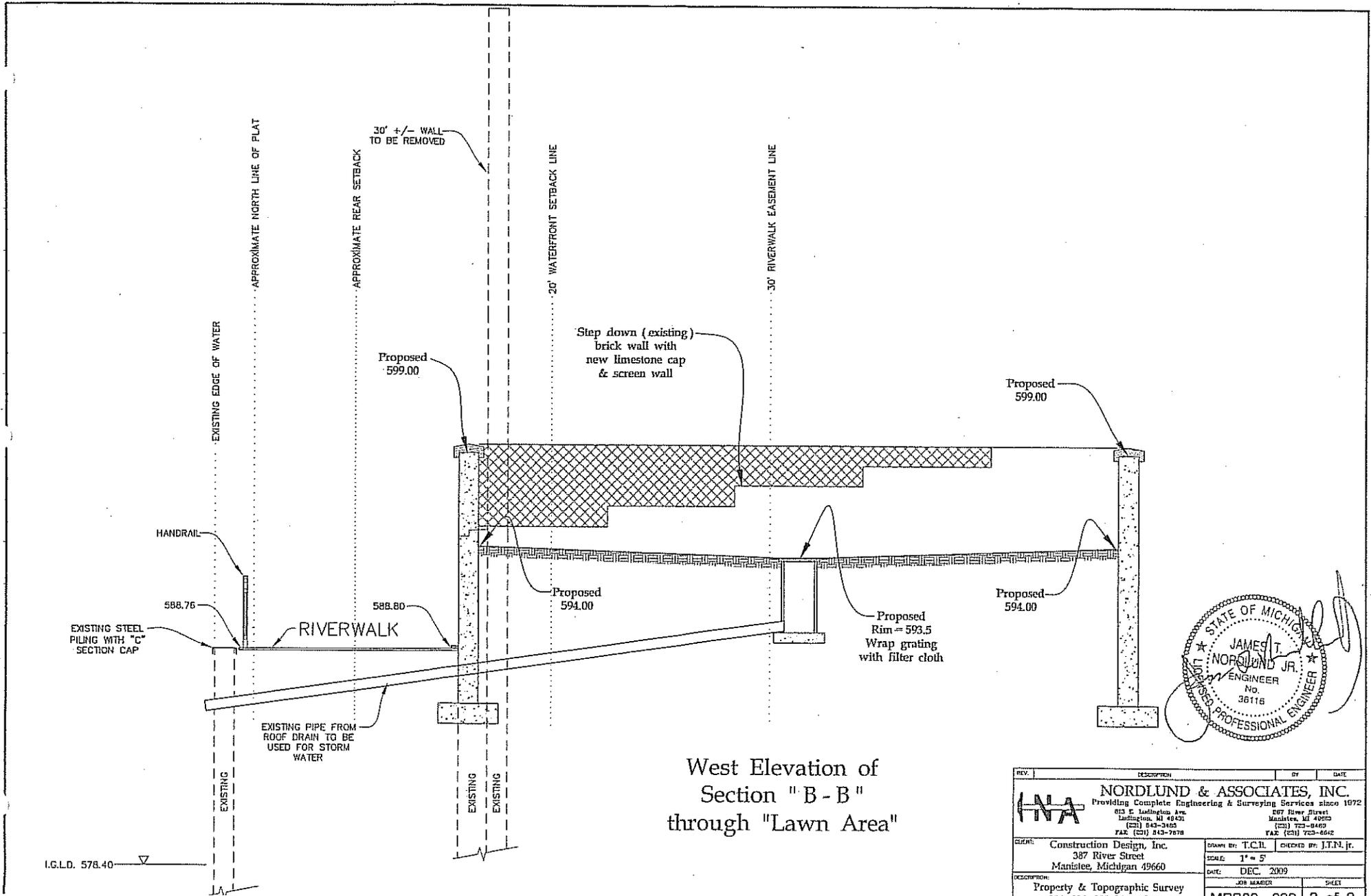
ZONING: C-3 Central Business District
Minimum Building Setbacks:
Front: 0 feet
Side: 0 or 4 feet (each side)
Rear: 5 feet
Min. Lot Width: 25 feet
Max. Bldg. Height: 4 stories, or 50 feet
Max. Lot Coverage: 100 %
Waterfront Yank: 20 feet
Min. Living Area: 500 square feet

- Notes:
- 1) No additional permanent lighting is planned for the "Lawn Area" at this time
 - 2) Sediment Control Fenc: The fence / wall will act as a barrier against run off entering the river.



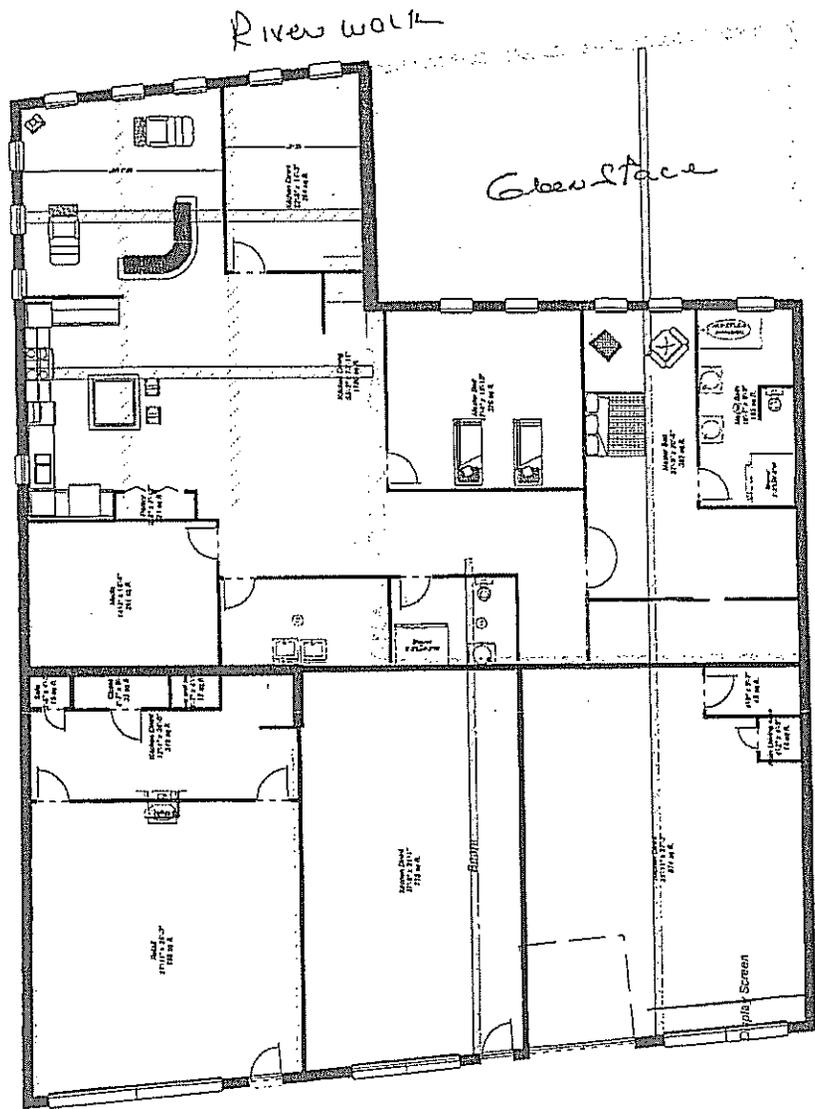
LEGEND
 O - FOUND CORNER
 S - SET CORNER
 B - SET BENCHMARK
 M - FOUND BENCHMARK
 R - SET BENCHMARK
 H - RECORDED
 W - MEASURED
 A - P.C. MARK
 L - LIGHT POLE
 S - SANITARY MAN
 S - STORM MAN
 C - CATCH BASIN

REV.	DESCRIPTION	BY	DATE
NORDLUND & ASSOCIATES, INC. Providing Complete Engineering & Surveying Services since 1972 613 E. Ludington Ave. 287 River Street Ludington, MI 49831 Manistee, MI 49850 (231) 643-3400 (231) 753-0400 FAX (231) 643-7970 FAX (231) 753-0662			
CLIENT: Construction Design, Inc. 387 River Street Manistee, Michigan 49660		DRAWN BY: T.C.B. SCALE: 1" = 10' DATE: NOV. 2009	CHECKED BY: J.T.N., Jr. JOB NUMBER: MPS09 - 099 SHEET: 1 of 2
DESCRIPTION: Property & Topographic Survey 334, 336, 338 River Street			



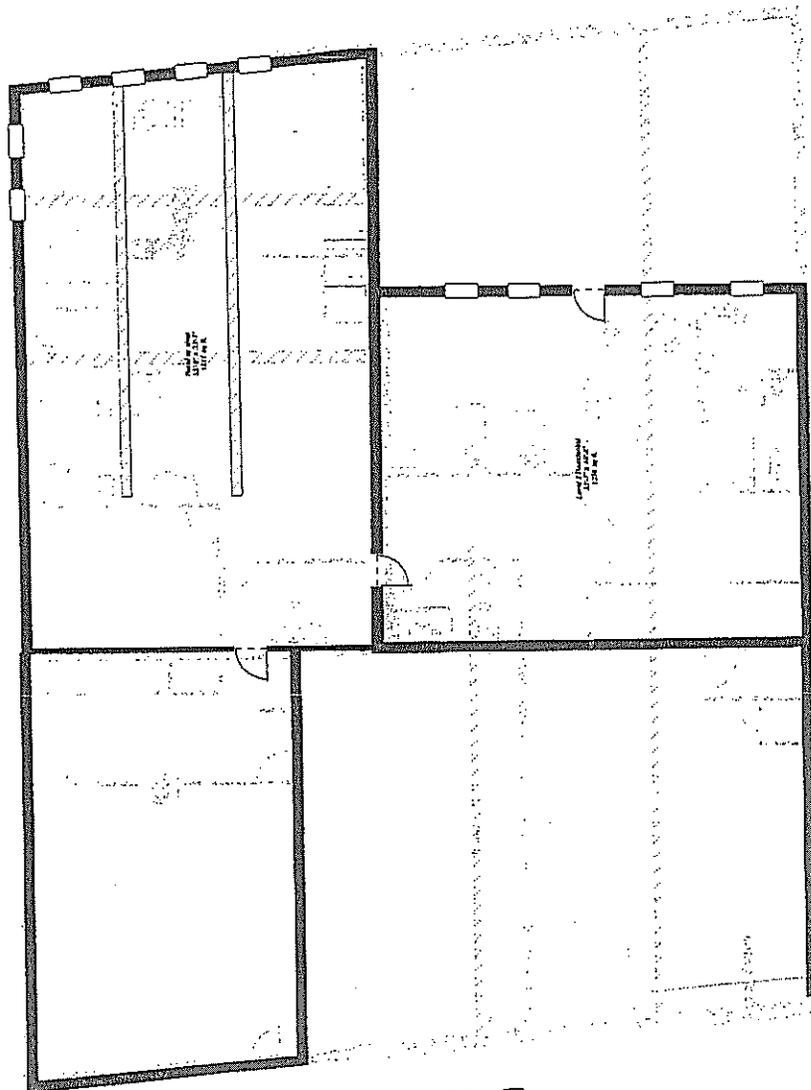
I.G.L.D. 578.40

REV.	DESCRIPTION	BY	DATE
NORDLUND & ASSOCIATES, INC. Providing Complete Engineering & Surveying Services since 1972 613 E. Washington Ave. 387 River Street Lansing, MI 48921 Manistee, MI 49663 TEL (517) 843-3465 (517) 723-8489 FAX (517) 843-7878 FAX (517) 723-8642			
CLIENT: Construction Design, Inc. 387 River Street Manistee, Michigan 49660		DESIGN BY: T.C.H.	CHECKED BY: J.T.N. Jr.
DESCRIPTION: Property & Topographic Survey		SCALE: 1" = 5'	DATE: DEC. 2009
		JOB NUMBER: M0500 000	SHEET: 2 OF 2



River Street Level 3

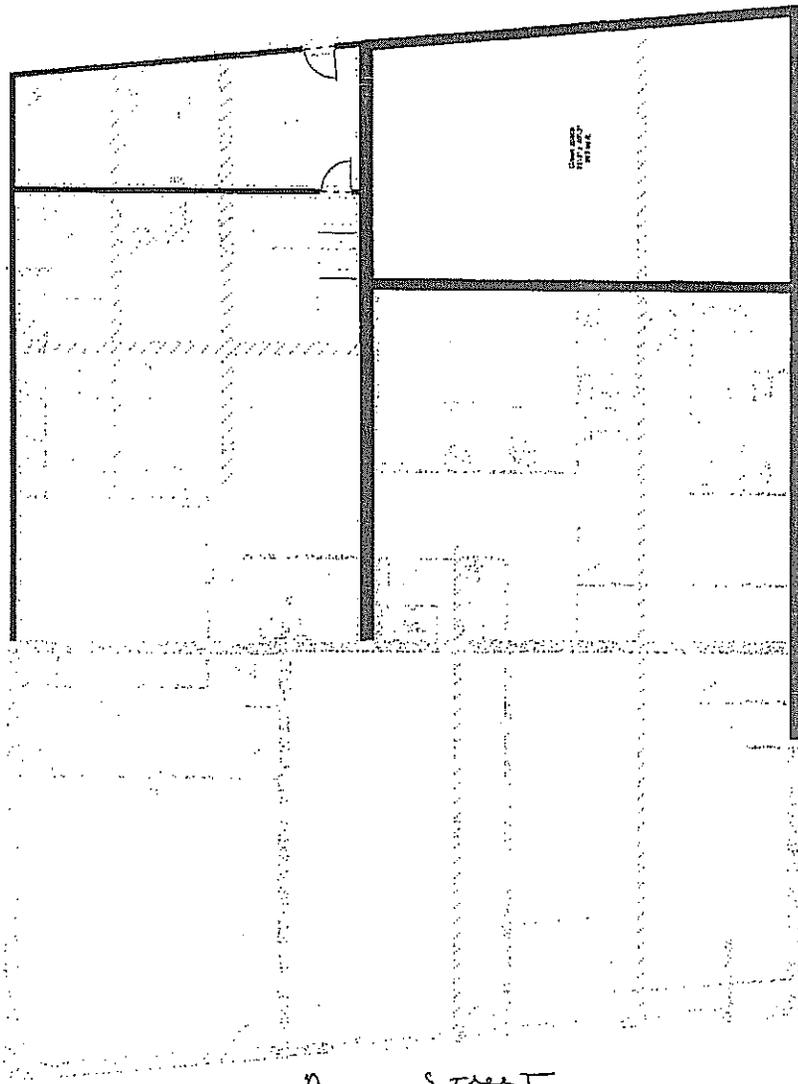
PC



Level 2

River Street
Level 2

PC



OFFICE

River Street
Level 1

PC

City of Manistee
Planning Commission Resolution to Deny a
Special Use Permit, Case Number PC-2010-01

At a regularly scheduled meeting of the City of Manistee Planning Commission held on Thursday, January 7, 2010, the following resolution was adopted to approve a Special Use Permit for Mixed Use Development (Commercial & Residential) as submitted with Site Plan; Property & Topographic Survey, 334, 336, 338 River Street prepared by Nordlund & Associates, Inc. Date Nov. 2009 Job Number MPS09-099.

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

WHEREAS, on December 4, 2009 a request was received from James & Susan Matthews for a Special Use Permit for Mixed Use Development (Commercial & Residential, and

WHEREAS, Mixed Use Development is a Special Use in the C-3 Central Business District, and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed development on January 7, 2010, and

WHEREAS, the Planning Commission has received written comment, reviewed the Site Plan, 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 1858 Mixed Use Development of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. The applicant shall demonstrate how the proposed mixing of uses will reduce traffic generation and provide a substantial amenity for the City of Manistee.

2. The mixing of uses will be compatible with adjacent land uses, the natural environment, and the capacities of affected public services and facilities, and such use shall be consistent with the public health, safety and welfare of City of Manistee residents. The mixing of uses shall be consistent with the policies set forth in the City of Manistee Comprehensive Plan.

3. The development shall consolidate and maximize usable open space, wherever possible.

4. The applicant shall demonstrate that the proposed mixing of uses will not constitute a nuisance to future inhabitants or users of the development, or the City in general.

5. Off-street parking facilities for such mixed uses may be provided collectively, provided that the total number of spaces so located together shall not be less than the sum of the separate requirements for each use, unless the Planning Commission finds that such requirements are may be modified due to varying hours of operation or other factors.

6. A proposed Mixed-Use Development shall be designed in such a manner that will lead to compatible, efficient, and attractive uses of property in the City of Manistee, and shall:

a. Encourage unique retail, office and residential use alternatives.

b. Continue and augment the City's traditional neighborhood patterns.

c. Establish neighborhood places that will define and strengthen the community character and supplement the identity of the City.

d. Provide for the redevelopment of underutilized sites.

e. Facilitate pedestrian oriented development using design options such as sidewalk cafes, rear parking, residential condominiums above small-scale service uses, and enhanced landscape open spaces, squares, and parks.

7. Vehicular and pedestrian circulation within the development and access to the development shall be safe, convenient, non-congested and well defined. Shared access to parking areas will be required, where appropriate.

8. A Mixed-Use Development shall not infringe unreasonably on any neighboring uses.

9. All signs shall be in compliance with the provisions of **Article 21** of this Ordinance.

10. Landscaping and Buffering shall be provided in accordance with **Section 531** of this Zoning Ordinance.

IT IS THEREFORE FURTHER RESOLVED, that the Special Use Permit for James and Susan Matthews for a Mixed Use Development 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 (meeting date)

Maureen Barry, Secretary

City of Manistee
Planning Commission Resolution to Approve a
Special Use Permit, Case Number PC-2010-01
James & Susan Matthews

At a regularly scheduled meeting of the City of Manistee Planning Commission held on Thursday, January 7, 2010, the following resolution was adopted to approve a Special Use Permit for Mixed Use Development (Commercial & Residential) as submitted with Site Plan; Property & Topographic Survey, 334, 336, 338 River Street prepared by Nordlund & Associates, Inc. Date Nov. 2009 Job Number MPS09-099.

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

WHEREAS, on December 4, 2009 a request was received from James & Susan Matthews for a Special Use Permit for Mixed Use Development (Commercial & Residential, and

WHEREAS, Mixed Use Development is a Special Use in the C-3 Central Business District, and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed development on January 7, 2010, and

WHEREAS, the Planning Commission has received written comment, reviewed the Site Plan, 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 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 does 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 does 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 meets 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 1858 Mixed Use Development of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. The applicant ~~shall demonstrate~~ has demonstrated how the proposed mixing of uses will reduce traffic generation and provide a substantial amenity for the City of Manistee.
2. The mixing of uses ~~will be~~ is compatible with adjacent land uses, the natural environment, and the capacities of affected public services and facilities, and such use shall be consistent with the public health, safety and welfare of City of Manistee residents. The mixing of uses ~~shall be~~ is consistent with the policies set forth in the City of Manistee Comprehensive Plan.
3. The development ~~shall consolidate~~ consolidates and maximize usable open space, wherever possible.
4. The applicant ~~shall demonstrate~~ demonstrated that the proposed mixing of uses will not constitute a nuisance to future inhabitants or users of the development, or the City in general.
5. Off-street parking facilities for such mixed uses may be provided collectively, provided that the total number of spaces so located together shall not be less than the sum of the separate requirements for each use, unless the Planning Commission finds that such requirements are may be modified due to varying hours of operation or other factors: is not required in the C-3 Central Business District.
6. ~~A~~ The proposed Mixed-Use Development ~~shall be~~ has been designed in such a manner that ~~will lead~~ it leads to compatible, efficient, and attractive uses of property in the City of Manistee, and ~~shall~~:
 - a. Encourages unique retail, office and residential use alternatives.
 - b. Is not required to continue and augment the City's traditional neighborhood patterns because it is located in the C-3 Central Business District.
 - c. Is not required to establish neighborhood places that will define and strengthen the community character and supplement the identity of the City because it is located in the

C-3 Central Business District.

- d. Provide Provides for the redevelopment of an underutilized site. sites.
- e. The C-3 Central Business District is designed to facilitate pedestrian oriented development. using design options such as sidewalk cafes, rear parking, residential condominiums above small-scale service uses, and enhanced landscape open spaces, squares, and parks.
- 7. Vehicular and pedestrian circulation within the development and access to the development shall be is safe, convenient, non-congested and well defined. Shared access to parking areas will be required, where appropriate. are not required because off street parking is not required in the C-3 Central Business District.
- 8. The A Mixed-Use Development shall does not infringe unreasonably on any neighboring uses.
- 9. All signs shall be in compliance with the provisions of **Article 21** of this Ordinance.
- 10. Landscaping and Buffering shall be provided in accordance with **Section 531** of this Zoning Ordinance.

BE IT FURTHER RESOLVED, that the Special Use Permit for James & Susan Matthews be conditioned upon the following:

- 1. The issuance of the Special Use Permit is conditioned upon receiving all necessary approvals from the Historic District Commission.
- 2. The Special Use Permit will not be issued until James and Susan Matthews purchase the building and is voided in the event that they do not purchase the building.
- 3. The east storefront window where the residential use is proposed shall be boxed in as a display window similar to the display windows at the Manistee Inn and Marina.
- 4. The installation of a garage door and driveway for this project is conditioned upon the applicant _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____



MEMORANDUM

TO: Planning Commissioners
FROM: Denise Blakeslee 
DATE: December 22, 2009
RE: Eric Gerstner, Briny Inn Parcel Split and Combination

Commissioners, we have received a request for a Parcel Split and Combination from Eric Gerstner, Gerstner Development LLC. Mr. Gerstner owns the Briny Inn (50 Filer Street) parcel #51-453-705-07 and an apartment building (62 Filer Street) parcel #51-453-705-03.

The apartment building is on the west side of the parcel and a portion of the Briny Inn parking lot is located on the east side of the parcel. This parcel is located in the C-3 Central Business District and the proposed split for the apartment building to become a separate parcel meets the requirements of the Zoning Ordinance as follows:

Minimum Lot Area	2,500 sq. ft. required	4,356 +/- proposed
Minimum Lot Width	25 ft. required	31 ft proposed
Front yard Set Back	0 required	Existing meets requirement
Side yard Set Back	4 ft required	4 ft proposed
Rear yard Set Back	6 ft	Existing meets requirement

The east portion of the parcel (with the parking lot) would be combined with the Briny Inn parcel. This results in all the Briny Inn parking to be located on the same parcel as the building.

The owner is providing an easement to the Apartment Building across the west side of the parking lot to provide access to the parking spaces behind the building.

Review of the request shows that all of the requirements of the ordinance have been met.

A copy of the request is enclosed. We also found an old survey of both properties. The survey shows the Briny Inn Building, the two homes, shed and carport that were demolished for the parking lot.

:djb

Request to Split a Parcel

Name and Address of Applicant: ERIC GERSTNER

413 WEBSTER, TRAVERSE CITY MI 49686

Signature Eric Gerstner

Phone Numbers: Home _____ Work 409-4100

Name and Address of other parties who have an interest: _____

GERSTNER DEVELOPMENT, LLC

SAME ADDRESS

Signature Eric Gerstner

Phone Numbers: Home _____ Work 231 409 4100

Parcel Identification Numbers for all parcels involved: 50 FILER ST - BRINY BUILDING
515145370907

62 FILER ST (51-453-709-03)

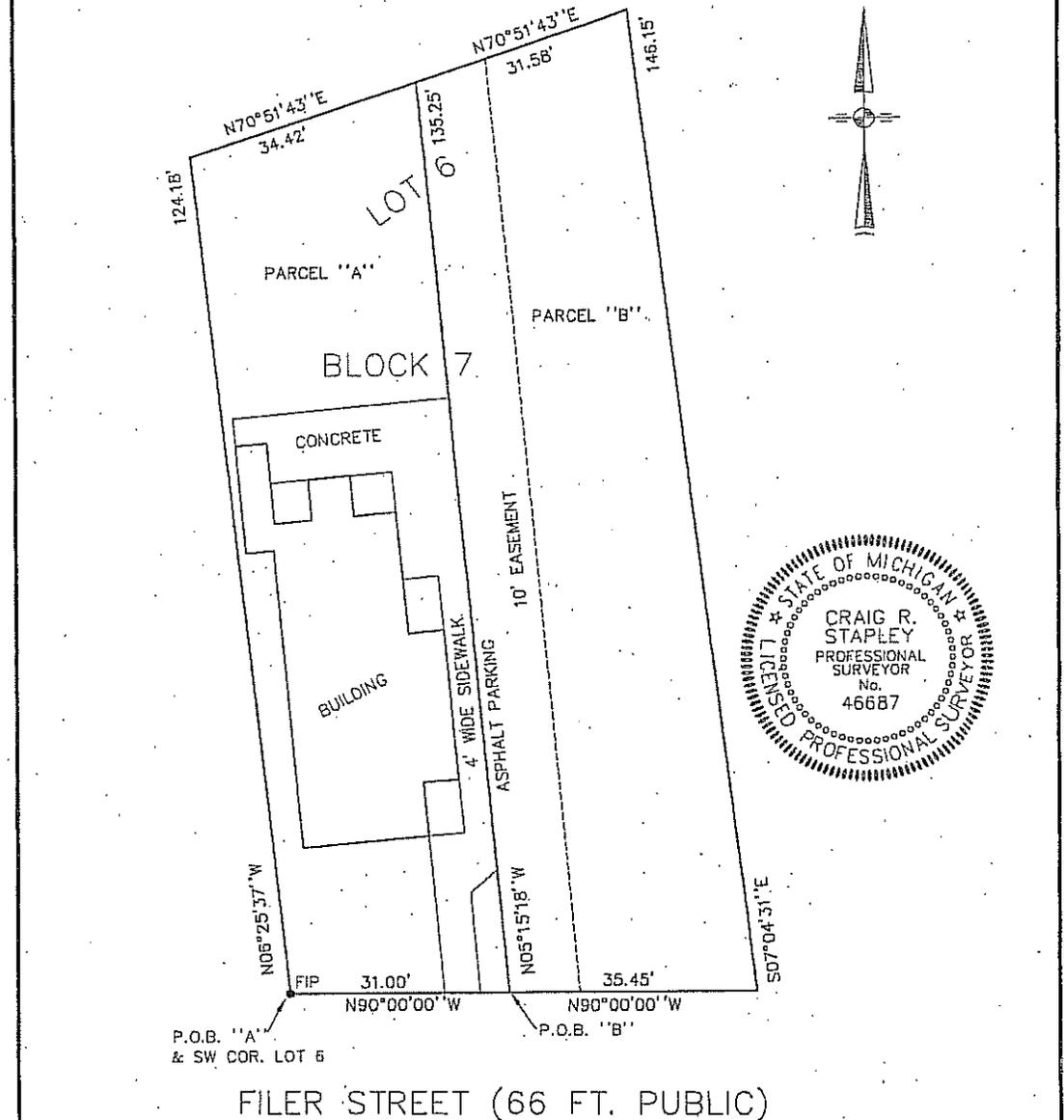
Reason for request: _____

WANT ENTIRE PARKING LOT TO BE PART OF BRINY BLDG.

Attach a sketch or site plan of all parcels involved in the request. The sketch must include the location of buildings and/or structures, building set-backs, streets, street names and lot dimensions.

Fee: \$100.00 for first split + \$50.00 for each additional split. Receipt # _____

SKETCH OF DESCRIPTION



FILER STREET (66 FT. PUBLIC)

NOTE: DESCRIPTIONS AND MESAUREMENTS ARE BASED ON A SURVEY BY B. JENEMA AS PROVIDED

Craig R. Stapley
 CRAIG R. STAPLEY
 LICENSED PROFESSIONAL SURVEYOR No. 46687
 ABONMARCHE CONSULTANTS, INC.

12/21/09
 DATE

DESCRIPTION PREPARED FOR:
 ERIC GERSTNER

ABONMARCHE CONSULTANTS, INC.
 361 First Street
 Manistee, Michigan 49660
 231-723-1198
 FAX: 231-723-1194

95 West Main Street
 Benton Harbor, Michigan 49022
 616-927-2295
 FAX: 616-927-4639

ARCHITECTS / ENGINEERS / SURVEYORS / PLANNERS

DATE: DEC. 18, 2009	DRAWN BY: PGB
SCALE: 1"=20'	SEC. - T. 21 R. 17

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JOB NO. M9-0755

SKETCH OF DESCRIPTION

PARCEL "A"

PART OF LOT 6, BLOCK 7, HOLDEN AND GREEN'S ADDITION TO THE CITY OF MANISTEE, ACCORDING TO THE RECORDED PLAT THEREOF, MORE EXACTLY DESCRIBED AS BEGINNING AT AN IRON PIPE AT THE SOUTHWEST CORNER OF SAID LOT 6; THENCE NORTH 06°25'37" WEST, 124.18 FEET ALONG THE WEST LINE TO THE NORTHWEST CORNER OF SAID LOT 6; THENCE NORTH 70°51'43" EAST, 34.42 FEET ALONG THE NORTH LINE OF SAID LOT 6 TO THE EXTENTION OF A LINE ALONG THE EAST EDGE OF A CONCRETE SIDEWALK; THENCE SOUTH 05°15'18" EAST, 135.25 FEET ALONG SAID SIDEWALK LINE TO A POINT ON THE SOUTH LINE OF SAID LOT 6; THENCE NORTH 90°00'00" WEST, 31.00 FEET TO THE POINT OF BEGINNING, CONTAINING 4,172 SQUARE FEET, MORE OR LESS.

PARCEL "B"

PART OF LOT 6, BLOCK 7, HOLDEN AND GREEN'S ADDITION TO THE CITY OF MANISTEE, ACCORDING TO THE RECORDED PLAT THEREOF, MORE EXACTLY DESCRIBED AS COMMENCING AT AN IRON PIPE AT THE SOUTHWEST CORNER OF SAID LOT 6; THENCE SOUTH 90°00'00" EAST, 31.00 FEET TO THE EAST LINE OF A CONCRETE SIDEWALK AND TO THE POINT OF BEGINNING; THENCE NORTH 05°15'18" WEST, ALONG SAID CONCRETE SIDEWALK 135.25 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 6; THENCE NORTH 70°51'43" EAST, 31.58 FEET ALONG THE NORTH LINE TO THE NORTHEAST CORNER OF SAID LOT 6; THENCE SOUTH 07°04'31" EAST, 146.15 FEET ALONG THE EAST LINE TO THE SOUTHEAST CORNER OF SAID LOT 6; THENCE NORTH 90°00'00" WEST, 35.45 FEET TO THE POINT OF BEGINNING, CONTAINING 4,645 SQUARE FEET, MORE OR LESS.

EASEMENT

AN EASEMENT FOR INGRESS AND EGRESS BEING 10 IN WIDTH, LYING 5 FOOT ON EITHER SIDE OF THE FOLLOWING DESCRIBED CENTERLINE: PART OF LOT 6, BLOCK 7, HOLDEN AND GREEN'S ADDITION TO THE CITY OF MANISTEE, ACCORDING TO THE RECORDED PLAT THEREOF, MORE EXACTLY DESCRIBED AS COMMENCING AT AN IRON PIPE AT THE SOUTHWEST CORNER OF SAID LOT 6; THENCE SOUTH 90°00'00" EAST, 36.02 FEET TO THE POINT OF BEGINNING; THENCE NORTH 05°15'18" WEST, 135.95 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 6 AND THE POINT OF ENDING; THE SIDELINES ARE LENGTHENED OR SHORTENED TO TERMINATE ON THE NORTH AND SOUTH LINES OF SAID LOT 6.

PARCEL "B" COMBINED WITH BRINEY BUILDING PARCEL

PART OF LOT 6, 7, 8 AND 9, BLOCK 7, HOLDEN AND GREEN'S ADDITION TO THE CITY OF MANISTEE, ACCORDING TO THE RECORDED PLAT THEREOF, MORE EXACTLY DESCRIBED AS COMMENCING AT AN IRON PIPE AT THE SOUTHWEST CORNER OF SAID LOT 6; THENCE SOUTH 90°00'00" EAST, 31.00 FEET TO THE EAST LINE OF A CONCRETE SIDEWALK AND TO THE POINT OF BEGINNING; THENCE NORTH 05°15'18" WEST, ALONG SAID CONCRETE SIDEWALK 135.25 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 6; THENCE NORTH 70°51'43" EAST, 234.28 FEET ALONG THE NORTH LINE TO THE NORTHEAST CORNER OF SAID LOT 9; THENCE SOUTH 01°43'05" WEST, 211.59 FEET ALONG THE EAST LINE TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH 90°00'00" WEST, 202.60 FEET TO THE POINT OF BEGINNING, CONTAINING 0.84 ACRES MORE OR LESS.



Craig R. Stapley

CRAIG R. STAPLEY
LICENSED PROFESSIONAL SURVEYOR No. 46687
ABONMARCHE CONSULTANTS, INC.

12/21/09
DATE

DESCRIPTION PREPARED FOR:

ERIC
GERSTNER



ABONMARCHE CONSULTANTS, INC.

301 First Street
Manistee, Michigan 49660
231-723-1198
FAX: 231-723-1194

95 West Main Street
Benton Harbor, Michigan 49022
616-827-2295
FAX: 616-827-4639

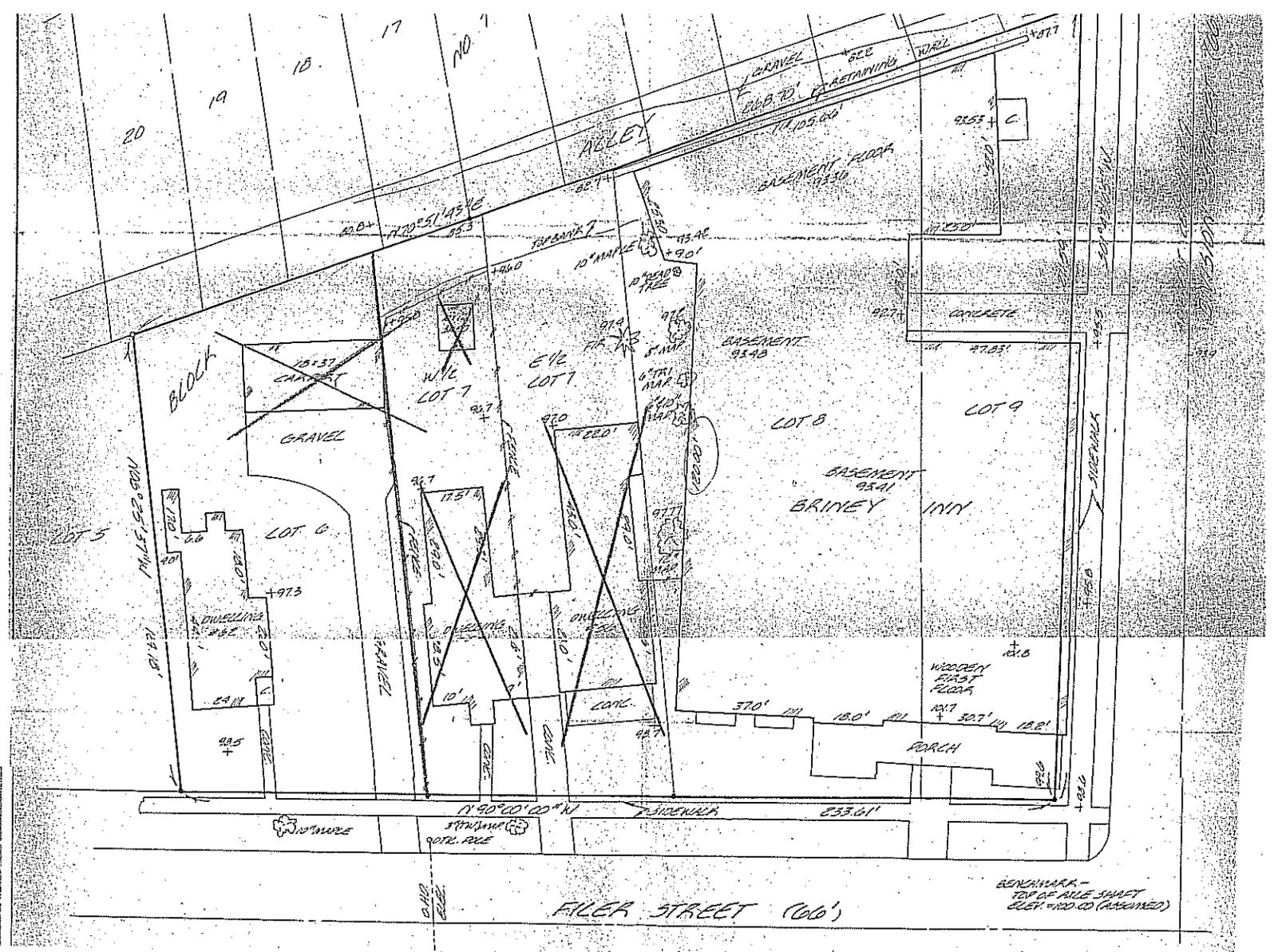
ARCHITECTS / ENGINEERS / SURVEYORS / PLANNERS

DATE: DEC. 18, 2009

DRAWN BY: PGB

SCALE: 1"=20'

SEC. - T, 21 R. 17



20
19
18
17
NO. 1

BLOCK

ALLEY

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

FILER STREET (00')

BENCHMARK -
TOP OF ALLE SHAFT
ELEV. = 100.00 (ASSUMED)



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: December 23, 2009
RE: Gary Niesen, Parcel Split

Commissioners, we have received a request for a Parcel Split from Gary Niesen who owns parcel #51-672-706-07. Mr. Niesen would like to split the east 101.42 ft. of the parcel to build a new home on. The west 86.62 ft. of the parcel has an existing home (294 Tenth Street).

There is a pole barn and shed on the east parcel that Mr. Niesen intends to build a new home on. The Zoning Ordinance does not allow accessory structures on a parcel without a principal structure. Mr. Niesen stated that he will be removing both structures, in the event that they are not removed the approval should include the condition that the two structures need to be removed.

A copy of the request is enclosed.

:djb

PAID

4/100

Request to Split a Parcel

Edward Bradford
CITY TREASURER

Name and Address of Applicant: GARY R. NIESEN

1055 MAPLE ST.

MANISTEE, MI. 49660

Signature Gary R. Niesen

Phone Numbers: Home 231-794-0601 Work 231-723-7132

Name and Address of other parties who have an interest: GARY R. NIESEN,

MARK W. NIESEN - MANISTEE, RICHARD L. NIESEN - PORTAGE

Signature _____

Phone Numbers: Home _____ Work _____

Parcel Identification Numbers for all parcels involved: 51-51-672-706-07

E.N. SALLINGS ADD LOTS 4,5+6 BLOCK 4 P. ADDR: 294-10th ST.

Reason for request: REMOVE EXISTING BARN AND BUILD NEW HOUSE

Attach a sketch or site plan of all parcels involved in the request. The sketch must include the location of buildings and/or structures, building set-backs, streets, street names and lot dimensions.

Fee: \$100.00 for first split + \$50.00 for each additional split. Receipt # _____

Gary Niesen
 1055 Maple Street
 Manistee, Michigan 49660

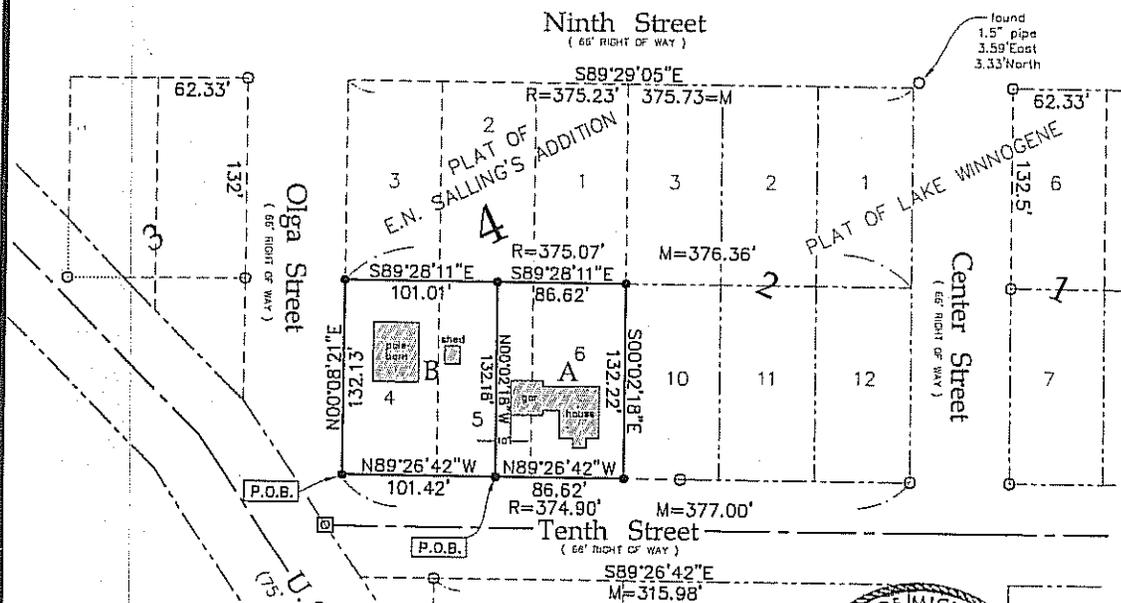
SURVEYOR'S CERTIFICATE

Current Description:

Parcel No. 51 - 672 - 706 - 07, Lots 4, 5 & 6, Block 4, of
 E. N. Salling's Addition to the City of Manistee, 294 - 10th Street

New Description: Parcel "A" (Lot 6 & part of Lot 5, Block 4, E. N. Salling's Addition)
 Commencing at the Southwest corner of Block 4 of E. N. Salling's Addition to the City of Manistee; thence S89°26'42"E, 101.42 ft. on the South line of said Block 4 to the "Point of Beginning"; thence N00°02'18"W, 132.18 ft. to the North line of Lot 5 of said Block 4; thence S89°28'11"E, 86.62 ft. on the North line of Lots 5 & 6 of said Block 4 to the East line of said Lot 6; thence along said East lot line S00°02'18"E, 132.22 ft. to the North right of way line of Tenth Street; thence along said right of way N89°26'42"W; 86.62 ft. to the "Point of Beginning". Parcel contains 0.26 acre more or less.

New Description: Parcel "B" (Lot 4 & part of Lot 5, Block 4, E. N. Salling's Addition)
 Beginning at the Southwest corner of Block 4 of E. N. Salling's Addition to the City of Manistee; thence N00°08'21"E, 132.13 ft. on the West lot line to the N.W. corner of said Lot 4; thence S89°28'11"E, on the North line of said Lots 4 & 5, 101.01 ft.; thence S00°02'18"E, 132.18 ft. to the North right of way of Tenth Street; thence along said right of way N89°26'42"W, 101.42 ft. to the "Point of Beginning". Parcel contains 0.31 acre more or less.

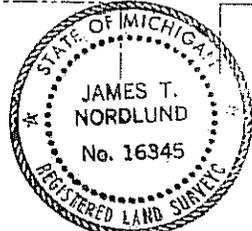


LEGEND

- = FOUND CORNER
- = SET CORNER
- ⊠ = FOUND MONUMENT
- ⊞ = SET MONUMENT
- R = RECORDED
- M = MEASURED
- △ = P.K. NAIL

NORTH

Scale: 1" = 100'



I HEREBY CERTIFY...that to the best of my professional knowledge and belief, I have surveyed the property as described and shown herein and that there are no visible encroachments on said property unless noted and that this survey is in accordance with Public Act 132 of 1970, as amended. The survey was performed in accordance with a description furnished by others. The actual error of closure of the boundary of this survey was not greater than 1 in 5000.

FILE: MPS 09 - 101
 DATE: December 2, 2009

DRAWN: *JTB*
James T. Nordlund
 REGISTERED SURVEYOR



Providing Complete
 Engineering
 & Surveying
 Services since 1972

Nordlund & Associates, Inc.

813 E. Ludington Ave.
 Ludington, MI 49431
 (231) 843-3465
 Fax (231) 843-7876

287 River Street
 Manistee, MI 49660
 (231) 723-6460
 Fax (231) 723-6642

**MANISTEE CITY PLANNING COMMISSION
COMMITTEE APPOINTMENTS 2009**

COMMITTEE	2009 APPOINTEES
<p>EXECUTIVE COMMITTEE (Chair, Vice Chair, Secretary) Members of the Executive Committee review Zoning Ordinance Amendments with City Council Ordinance Review Committee</p>	<p>Maureen Barry - Secretary Ray Fortier - Vice Chair Roger Yoder - Chair</p> <p>Meet as needed</p>
<p>GREEN INITIATIVE - AD HOC COMMITTEE</p> <p>Ad Hoc Committee to review Green Initiative programs for the City of Manistee. These programs could include wind, solar and alternative energy programs that would benefit the community.</p>	<p>Linda Albee Eric Gustad Harlo Haines Nathaniel Neider</p>
<p>MASTER PLAN REVIEW COMMITTEE</p> <p>Members of this committee will be responsible to keep current with new trends/changes that are going on in the community that could impact the Master Plan. An example would be the "Hotel Chippewa Fire". The resulting vacant property would not necessary require a change in the plan, but should be noted for review during the annual review (January Meeting).</p>	<p>Maureen Barry Eric Gustad Roger Yoder <u>VACANCY</u></p> <p>Meet as scheduled @4:00 p.m. in the Executive Council Chambers</p>
<p>ORDINANCE RE-WRITE COMMITTEE</p> <p>Members of this committee will assist in reviewing the Zoning Ordinance for areas that need to be changed and/or updated. They also monitor ZBA Requests to see if a change in the ordinance is necessary (if multiple requests are received for the same issue).</p>	<p>Linda Albee Dave Crockett Harlo Haines Tony Slawinski</p> <p>Meet as scheduled in the Executive Council Chambers</p>
<p>SITE PLAN REVIEW/ SUBDIVISION COMMITTEE</p> <p>Site Plan Review Committee - Available for optional Plan Review of Special uses and uses by Right. Committee Review required for Planned Unit Developments.</p> <p>Subdivision Committee - This committee is required under section 1242.03 of the Code of Ordinances.</p>	<p>Maureen Barry Eric Gustad Roger Yoder</p> <p>No Scheduled time for meetings. Will meet with developer as needed.</p>
<p>ZONING BOARD OF APPEALS</p> <p>One member of the Planning Commission also serves on the Zoning Board of Appeals</p>	<p>Ray Fortier</p> <p>Meet as needed 5:30 p.m. at City Hall</p>

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; Public Act 33 of 2008, as amended being the Michigan Planning 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 Removal from Office. The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.
- 3.3 Commission Absences. In order to maintain the maximum participation of all appointed Planning Commission members at all scheduled meetings, the following is the attendance guide and Commissioner replacement policy for "excused" or "unexcused" absences:
1. When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled meeting of the Planning Commission.
 2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Commissioner from attending the scheduled meeting; the Commission Chair or staff Liaison to the Planning Commission should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Commissioner upon this notification will receive an "excused absence" for the involved scheduled meeting.
 3. If any Commissioner is absent from three (3) consecutive scheduled meetings without an "excused absence" for any of the three (3) meetings, the Commissioner shall be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.
 4. There will be no limit on the number of consecutive "excused absences" for any Commissioner. However, if the Commissioner is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question the member's continued ability or interest to be on the Commission. The Commissioner will be considered for an appointment nullification when the absences total six in the calendar year.

5. The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

3.4 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.

3.5 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.

3.6 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 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 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 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.

3.7 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.

3.8 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.

3.9 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
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.

- 3.10 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.
- 3.11 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.
- 3.12 Conflict of Interest: Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission.
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 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 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.

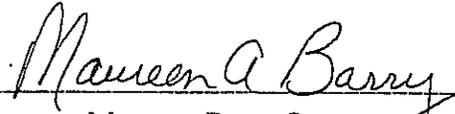
7. ANNUAL REVIEW OF BY-LAWS

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 9th day of July, 2009.



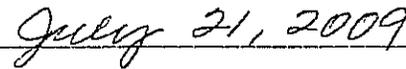
Maureen Barry, Secretary

As Amended by the Planning Commission at their regularly scheduled meeting of March 5, 2009.

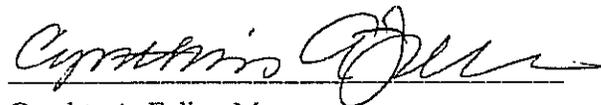
[Amendments included requirements of the new Michigan Zoning Enabling Act and Michigan Planning Enabling Act.]

[Annotation: As approved by the City Council at their June 2, 2009 Meeting - Council authorized the bylaw amendments for all Boards and Commissions to include the new Board Absences language; directed all boards or commissions to implement and follow these changes as Council has requested; and authorized the Mayor to sign the amended bylaws.]

Approved by the City of Manistee Council



Date



Cynthia A. Fuller, Mayor