MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, July 10, 2014
7:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Planning Commission can take action to approve the July 10, 2014 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the June 6, 2014 meeting Minutes.

V Public Hearing

VI Public Comment on Agenda Related items

VII New Business

Redevelopment Ready Communities Program

Members of the Planning Commission attended the Redevelopment Ready Communities Presentation that was made to City Council on July 1st. The Commission will discuss the work they will need to do for the program.

Public Land Review

The County Planning Department has asked the City to review a GIS Map they have drafted relating to Public Lands within the City. Members of the Planning Commission will review the map and make corrections if needed.

VIII Old Business

IX Public Comments and Communications

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

X Correspondence

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

XI 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.

XII Members Discussion

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

XIII Adjournment

Memorandum

Denise Blakeslee
Planning & Zoning Administrator
70 Maple Street
Manistee, MI 49660
231.398.2805
dblakeslee@manisteemi.gov
www.manisteemi.gov

TO: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: July 2, 2014

RE: July 10, 2014 Meeting

Commissioners, the next meeting of the Planning Commission will be on Thursday, July 10, 2014. We have the following item on the agenda:

Redevelopment Ready Communities Program – Several members of the Commission were able to attend the Redevelopment Ready Communities presentation to City Council on July 1, 2014. We will discuss the program and the work the Planning Commission will be doing assist with the Best Practices requirements.

Public Land Review – The County Planning Department has asked the City to review a GIS Map they have drafted relating to Public Lands within the City. Members of the Planning Commission will review the map and make corrections if needed.

If you are unable to attend the meeting, please call me at 398.2805. See you Thursday!!

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES
June 5, 2014

A meeting of the Manistee City Planning Commission was held on Thursday, June 5, 2014 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Yoder

Roll Call:

Members Present: Maureen Barry, David Crockett, Bill Dean, Ray Fortier, Marlene McBride, Mark Wittlieff, Roger Yoder

Members Absent: None

Others: Myra Lautner (Lighthouse Pregnancy Care Center), Denise Blakeslee (Planning & Zoning Administrator) and others

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Bill Dean that the agenda be approved as prepared.

With a Roll Call vote this motion passed 7 to 0.

Yes: Dean, Fortier, Barry, Crockett, McBride, Wittlieff, Yoder
No: None

APPROVAL OF MINUTES

Motion by Ray Fortier, seconded by Mark Wittlieff that the minutes of the May 1, 2014 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 7 to 0.

Yes: Barry, Crockett, Dean, Fortier, McBride, Wittlieff, Yoder
No: None

DRAFT

PUBLC HEARING

Chair Yoder opened the Public Hearing at 7:04 pm

PC-2014-05 Lighthouse Pregnancy Care Center, 215 Maple Street – Special Use Permit Mixed-Use Development (Professional Office/Medical Office)

A request has been receive from Lighthouse Pregnancy Care Center for a Special Use Permit for a Mixed-Use Development (Professional Office/Medical Office) at 215 Maple Street.

Myra Lautner, Lighthouse Pregnancy Care Center, presented the case to the Planning Commission. Ms. Lautner spoke about the request for a Mixed-Use Development and the services they provide. They have outgrown their current location and this building will meet their needs and allow them the opportunity to increase their services. Their future plans include a room to be used for free ultrasounds and medical exams. The proximity to the Health Department is a benefit since many of their clients also use their services. Being in the City will make it easier for their clients who often have to walk for appointments and do not have money for the bus. Their organization has been self-sustaining since 2004, relying on volunteers, donations and support from local business.

Denise Blakeslee, Planning & Zoning Administrator – Ms. Blakeslee reviewed the Site Plan for the proposed Mixed-Use Development, parking and bike rack.

Chair Yoder opened the hearing for public comments.

No Comments from the public in attendance.

Chair Yoder asked if any correspondence had been received in response to the request.

Letters of support (attached)

Kathy Schoenberger, RN - District Health Department #10
Jacqueline Kiszelik, Executive Director – CHOICES of Manistee County, Inc.
Evelyn Szpliet, Executive Director – 2-1-1 Action Team
Rev. T. Eric Struble – Heritage Baptist Church
Robin Palis, Love INC.
Sabrina Smith
Gary & Connie Lloyd
Carole Miller
Marilyn Perski
Sandra D. Cabot, 295 St. Mary's Parkway

There were no more additional comments; the Public Hearing was closed at 7:12 pm.

DRAFT

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Chair Yoder asked if anyone in attendance had any comments on Agenda Related Items.

None

NEW BUSINESS

PC-2014-05 Lighthouse Pregnancy Care Center, 215 Maple Street – Special Use Permit Mixed-Use Development (Professional Office/Medical Office)

A Public Hearing was held earlier in response to a request from Lighthouse Pregnancy Care Center for a Special Use Permit for a Mixed-Use Development (Professional Office/Medical Office) at 215 Maple Street.

Ms. Blakeslee noted that Staff was asking that one condition be placed on the request.

"The Applicant shall request to combine both parcels 51-574-731-02 and 51-574-731-03 into one parcel to meet the requirement of Section 903.A "No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area."

MOTION by Ray Fortier, seconded by Mark Wittlieff to adopt a resolution to approve with a condition the request from Lighthouse Pregnancy Care Center for a Special Use Permit for Mixed-Use Development (Professional Office/Medical Office) at 215 Maple Street as submitted with Application PC-2014-05

Condition: The Applicant shall request to combine both parcels 51-574-731-02 and 51-574-731-03 into one parcel to meet the requirement of Section 903.A "No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area."

With a Roll Call vote this motion passed 7 to 0.

Yes: McBride, Wittlieff, Dean, Fortier, Barry, Crockett, Yoder
No: None

Members of the Commission commended the Lighthouse Pregnancy for their service to the Community.

DRAFT

PC-2014-06 Guardian Angels Church – Parcel Split and Combination Request

A request has been received from Guardian Angels Church for a Parcel Split and Combination. The Church owns parcel #51-646-702-05 which has 104.34 feet of frontage on Michael Street. They are requesting to split the north 44.34 feet of the parcel which will then be combined with parcel #51-646-702-03.

Ms. Blakeslee reviewed the proposed Parcel Split and Combination with the members of the Commission.

MOTION by Dave Crockett, seconded by Marlene McBride that the Planning recommends to City Council to approve the request from Guardian Angels Church for a Parcel Split and Combination to split the north 44.34 feet of parcel 51-646-702-05 which will then be combined with parcel #51-646-702-03 as submitted with Site Plan prepared by Abonmarche Dated April 16, 2014 Job No. 14-0211.

With a Roll Call vote this motion passed 7 to 0.

Yes: Wittlieff, Dean, Fortier, Barry, Crockett, McBride, Yoder
No: None

Annual Report to City Council

Chair Yoder will report to City Council on the past years activities. This report will be given on July 1, 2014. The Commission discussed this past year's activities and items they wish included in the report to City Council. Staff had drafted a PowerPoint presentation that was edited for presentation to Council.

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

Ms. Blakeslee spoke of the letter from Rob Carson, County Planner that was given to the members (attached).

DRAFT

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning Administrator – Ms. Blakeslee reported that the Redevelopment Ready Communities presentation to City Council will be on July 1, 2014. This is also the date that Chair Yoder will give the annual report to City Council. Members of the Planning Commission were asked to attend the presentation.

MEMBERS DISCUSSION

Commissioner Crockett asked about the status of the North Channel Outlet.

Commissioner Wittlieff spoke of a sale pending sign on the former Read More building.

Commissioner McBride spoke of how the City is looking good and preparing for summer.

The Planning Commission does not have a worksession scheduled in June

The next regular meeting of the Planning Commission will be held on Thursday, July 10, 2014.

ADJOURNMENT

Motion by Ray Fortier, seconded by Bill Dean that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:55 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary

DRAFT

District Health Department #10
Healthy People, Healthy Communities
Manistee County • 385 Third Street • Manistee, MI 49660
Phone: 231-723-3595 • Fax: 231-723-1477 • www.dhd10.org
Serving Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, and Wexford

June 3, 2014

Dear City of Manistee Zoning Committee:

I am writing a letter in support of the Manistee Lighthouse Pregnancy Care Center. They are hoping to move their operations into the City of Manistee. They plan on moving into the building on the corner of Maple Street and Third Street, diagonally across from District Health Department #10 where I have been a Maternal/Child Health nurse for more than 30 years.

Our two Agencies refer back and forth and serve some of the same clients who are either pregnant or have young children. The Health Department staff has found the Lighthouse Pregnancy Care Center to be very helpful towards young families and is meeting some of these families' ongoing domestic needs.

Please consider allowing re-zoning or adaptations needed to have Lighthouse Pregnancy Care Center move into the City of Manistee.

Sincerely,

Kathy Schoenberger RN

Kathy Schoenberger, RN

Maternal/Child Health Nurse

CHOICES of Manistee County, Inc.

P.O. Box 604
Manistee, MI 49660
Office 231.723.6597

May 14, 2014

City of Manistee
City Council, Planning and Zoning
70 Maple Street
Manistee, MI 49660

Dear Representatives of the City of Manistee:

Please accept this letter of support of the Lighthouse Pregnancy Center and their endeavor to purchase the former Maple Street Clinic Building.

The Lighthouse Pregnancy Center provides a number of valuable services and resources for women, children, and families in our community. Moving to a more centralized location such as the one they have identified will offer the space needed for future growth and the convenience for clients to reach them for the services they so desperately need.

Having become an important referral source for many of our clients, we wholeheartedly support their efforts to enhance and expand services for the benefit of those that need our help.

Sincerely,

Jacqueline Kiszelik
Executive Director

2-1-1

May 13, 2014

Myra Lautner, Executive Director
Lighthouse Pregnancy Center
234 Parkdale Avenue
Manistee, MI 49660

Dear Myra:

As Executive Director of the 2-1-1 program in Manistee County, it is my pleasure to write a letter of support for the pending relocation of the Lighthouse Pregnancy Center.

Moving to the building on the corner of 3rd and Maple Streets would ultimately achieve several vital objectives including:

- Safer walking access
- Closer proximity of other public facilities including the courthouse, health department, etc.
- Conveniently located among residential, shopping and banking services.

As you know, friends and neighbors in need sometimes have a myriad of problems and making access to local services is essential for the growth of our community. The efforts of the Lighthouse Pregnancy Center to expand the outreach of local services are commendable.

Thank you for your dedication in serving the Manistee County community.

Respectfully,

Evelyn Szpliet

Evelyn Szpliet, Executive Director
2-1-1 Action Team
449 River Street
Manistee, MI 49660

THY WORD IS TRUTH

Heritage Baptist Church

655 E. PARKDALE AVE., MANISTEE, MI 49660 (231) 723-6900
www.manisteeheritagebaptist.marbc.us

June 3, 2014

To whom it may concern,

As the pastor of a church here in Manistee, I believe the Lighthouse Pregnancy Care Center has been an important asset to our community by providing free and confidential services to those who are pregnant or raising young children, whether single moms, dads, couples, or even grandparents. I, as well as my parishioners, support the Center's proposed purchase of the Maple Street Professional Building, Dr. Oliver's old office building at 215 Maple Street, as it is centrally located, within walking distance for those who lack transportation, and directly across from the Health Department which will allow clients to make subsequent appointments. Not only will such a move provide the Center with greater visibility and the needed space to expand the services they provide, the end result will be the ability to assist more clients with their needs.

Sincerely,

Rev. T. Eric Struble
Pastor

May 28, 2014

Myra Lautner
Lighthouse Pregnancy Care Center
234 Parkdale Ave.
Manistee MI 49660

Dear Myra,

I am pleased to hear that Light House Pregnancy Care Center is working to acquire a permanent office in the City of Manistee near Maple and Third St. I believe this location would serve the clientele of LHPCC very well.

Transportation is often a barrier for those in need and this location would be accessible by bus, provide sidewalks for the safety of those who walk, and is close to other community service resources such as WIC, the Health Dept, Salvation Army and our Love INC office.

I would see the move from Parkdale to Manistee as a benefit for the clients and community. Your move would provide mothers, fathers, children and/or pregnant women better access to your services. It would subsequently reduce safety concerns of people walking on the streets to you current location in Parkdale, where sidewalks are not available. It would ensure more collaboration between agencies, when families have additional needs that can be served by the above mentioned community resources.

Along with the benefits of transportation, and safety, this building would provide more confidential space than you currently have, which is of utmost importance with the families you serve.

I fully support the efforts of LHPCC in acquiring the office and anticipate your ministry could meet more needs by this move.

If you have any questions, or if there are ways Love INC can be of help, please don't hesitate to contact me.

Sincerely,

Robin Paulus

Mobilizing the church, meeting needs, transforming lives, strengthening communities in the Name of Christ with love, hope and dignity
390 River St. Suite 103, P.O. Box 28, Manistee MI 49660 231-723-6613 231-723-6410 fax www.loveinamanistee.org

Sarina Smith 06-03-14

I believe lighthouse pregnancy would be extremely beneficial if moved into town where they are more accessible to families in need. They are by far the most helpful organization in Manistee County, however most needy families have transportation issues, such as myself, so being in town will help all. Lightbouse pregnancy is a godsend, I'am not sure how I would have gotten by without them, they are in my eyes the most beneficial, and in order to be ~~close~~ there for all being in town would allow more people to reach out to them as well as for them to grow their organization.

June 3,2014

To Whom It May Concern::

My name is Gary Lloyd, my wife, is Connie .We are supporters of LPCC.. Over the years we have seen young girls and sometimes young couples receive support while going through problems that are in their young lives.

We have heard stories from some of the LPCC workers of the thankfulness of the young people that have received help. Most are heart warming stories that have been touching.The policy of providing counseling, guidance and love to those who contact the LPCC is valuable to our community.

The Potential new location on Maple Street would make access to the LPCC more convenient to Manistee residents. The larger building will provide additional opportunities for services. This will also provide additional storage and display options.

It is our opinion that the LPCC should be allowed to purchase and occupy the building on Maple Street.

Sincerely,

Gary and Connie Lloyd

I am writing this letter in behalf of the Lighthouse Pregnancy Care Center in Manistee, Michigan where I have been privileged to be a volunteer for the past five years. When I first started volunteering at the pregnancy center, they had recently moved into their present location at 234 Parkdale Ave. That was a perfect location and served us well for several years, but it has become evident especially this past year that we need more room. I have seen many women and children along with other members of their families come through the door at the center and not only receive material things that they need such as diapers, formula, clothing, etc. but also receive counselling and love from our staff. This makes for stronger families and closer ties to the Manistee community. Even though I moved to Mason County a few years ago, I still drive to Manistee every week to volunteer at the center because I know it is a vital ministry that is affecting lives for the good. I moved to Manistee from Long Island New York (just outside of New York City) in 1965 which was quite a cultural shock. My husband taught school in Manistee for 36 years until his retirement in 1999. I went to West Shore Community College and got my LPN and RN degrees after our kids grew up and worked at West Shore Medical Center for over 15 years besides doing home health care for Munson Home Health. We raised our three children in Manistee and took them to the doctor at the Maple Street Clinic. We now have eight grandchildren and seven great- grandchildren and more hopefully on the way. I think the Maple Street Clinic would be an excellent location for the Lighthouse Pregnancy Care Center. I am looking forward to being able to be a volunteer at the center for years to come and making a difference in the lives of the people who walk through our doors. Thank you.

Sincerely,

Carole Mills

TO WHOM IT MAY CONCERN

June 2, 2014

RE: Lighthouse Pregnancy Care Center

I am writing this letter to show support of the Lighthouse Pregnancy Care Center and it seeking the move to the old Maple Street Clinic (property owned by Dr. John Oliver).

I have been involved with the Pregnancy Care Center in a few small projects.

With the location and the support for young ladies this would be perfect as with the location in Parkdale these young ladies would need to get a ride to the center.

With the Health Department right across the street that would be so much more convenient for the young ladies and families to get more help.

I know that the old Maple Street Clinic is also in much better repair then the current one in Parkdale.

Thank you for letting me show/speak my support.

Marilyn Perski

June 3, 2014

This brief letter is intended to convey my support for the relocation of the LPCC to the Maple Street Professional Building address.

Having served on the board for six years beginning with the inception of LPCC, I can vouch for the stability of the organization and integrity of present board members.

Their reasoning for making a move out of the Parkdale location and into the city limits makes good sense for several reasons including easy access for many, if not most of their clients.

Please consider their proposal and their site plans as an opportunity that will benefit many in the Manistee community.

Best Regards,

Sandra D. Cabot
295 St. Mary's Parkway
Manistee, MI

231 723-5672

Manistee County

PLANNING DEPARTMENT
(231) 723-6041
Fax (231) 723-1718
planning@manisteecountymi.gov

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CITY OF MANISTEE JUN 3 2014 CD/PZ DEPT.

Dear City of Manistee Planning Commission,

The Manistee County Planning Department in collaboration with the Alliance for Economic Success is beginning the initial phase of preparation for a CountyWide Regional Park and Recreation Plan. In order to successfully prepare a plan, which will meet the desires of all aspects and areas of our community and residents, we are seeking participation from all local entities. The importance of a grassroots effort is instrumental to the success of the planning process and even more so for implementation of the plan goals and objectives into the future.

Over the last two years many communities in Manistee County have been actively working hard at preparing their master plans and undertaking community development initiatives. Two such efforts is the Lakes to Land Regional Initiative and the adoption of Marilla Township's master plan. We seek to utilize the momentum of these efforts in moving forward with this County-Wide Recreation Plan. It is our hope that each of you receiving this letter will be willing to participate in the process for the identification and planning of recreation within your local jurisdictions as well as your neighboring communities.

The planning process envisioned will extend across the whole of the county withinclusion and participation of our neighboring counties. A regional wide scope for recreation is desired as this will have a much greater impact and draw to our region. Working on the plan from a localized level within a regional context of collaborationwill allow the process to capture the local needs while still allowing for open communication and consensus amongst our many participating jurisdictions.

Steps to Developing the County Recreation Plan

1. Seek funding sources
2. Data Gathering
3. Community Input
4. Develop Goals
5. Establish top 5 County wide Priorities
6. Determine Methods of Implementation
7. IMPLEMENT

Funding is being sought for the development of the planning document, although a timeframe for receiving the funding has not been established. In preparation of the actual planning process we are going to begin what is to be considered aData Gathering Phase. The Department of Natural Resources outlines necessary components of a Park and Recreation Plan which must be met in order to be eligible for certain grant funding sources.

One required component of a plan is a recreation inventory, or site inventory. Due to a vast amount of existing recreation sites throughout the county it is imperative that we begin to gather the data which will identify eachof these sites and provide a sound inventory of what is available at each site. The identification of potential future recreation sites is also sought if your

local jurisdiction has identified such locations.

Inventorying of sites will be conducted through a process this summer. The process includes participation of each local jurisdiction, which will be facilitated by staff at the Planning Department and Alliance for Economic Success. Staff will be working with each community, within the framework of your existing meeting schedules to identify all recreation sites within your jurisdictions.

Several local jurisdictions within the county have completed or are working on park and recreation plans; we wish to utilize this existing data as well as data fom the 2008 County Park and Recreation Plan and State and Federal plans to begin the inventory. This opportunity for inventorying sites differs from previous efforts as we are creating a CountyWide GIS mapping layer, which will allow us to continually update and map information in a variety of ways. Housing the inventory in a GIS database allows us to outline information such as site characteristics (signage, parking, trails, restrooms, canoe/boat launches, etc.) as well as information such as ownership and location within a specific jurisdiction. It will also make it easier to update the plan in the future and will be accessible to meet your future needs. For example, information can be isolated by jurisdictional boundaries for utilization in your local recreation planning effort, completing much of the data intensive work which is required for a park and recreation plan.

The Data Gathering Phase contains several steps throughout the coming summer months. Of importance to your local jurisdiction will be staff's attendance at your June or July Planning Commission, Township Board or Village Council meetings. Prior to the meeting we will have outlined all recreation sites within the County to the best of our knowledge. The sites will be placed on an aerial map along with the location of public lands and will be broken out into individual jurisdictions. A map of your jurisdiction and identified sites will be brought to your meeting, and we will go through each of the maps to ensure that we are not mising any sites.

This initial data gathering meeting will be the first step in your community's involvement. As we move further into the planning phase later this year, there will be establishment of a steering committee which will seek representation fom an interested and motivated member of your community. We thank you for your consideration of participation with this process and we will be in touch in the near future to request our placement on your local jurisdictions planning commission or board/council meeting agenda. We will provide much greater detail and information about the process at your meeting.

Sincerely,

Rob Carson
Manistee County Planning Department

Tim Ervin and Tamara Buswinka
Alliance for Economic Success

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