

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, December 4, 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 December 4, 2014 Agenda.

IV Approval of Minutes

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

V Public Hearing

VI Public Comment on Agenda Related items

VII New Business

Election of Officers

According to the By-Laws of the City of Manistee Planning Commission their annual election of Officers is held at the December Meeting for the following year.

At this time the meeting will be turned over to Denise Blakeslee who will ask for nominations.

Chair

The Planning Commission will select a Chair for 2015.

Vice-Chair

The Planning Commission will select a Vice Chair for 2015.

Secretary

The Planning Commission will select a Secretary for 2015.

Appointment of a Recording Secretary 2015

At this time the Planning Commission Secretary appointed for 2015 may appoint a Recording Secretary for 2015.

VIII Old Business

Zoning Review P-D Peninsula District

City Council has requested the Planning Commission review the current Zoning of the Peninsula District and review the zoning ordinance for specific uses that need to be addressed.

The Planning Commission will work on their Report of Findings.

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

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Manistee, MI 49660
231.398.2805

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www.manisteemi.gov

TO: Planning Commissioners
FROM: Denise Blakeslee, Planning & Zoning Administrator
DATE: November 25, 2014
RE: December 4, 2014 Meeting

Commissioners, Planning Commission will hold a meeting on Thursday, December 4, 2014. We have the following items on the agenda as follows:

Election of Officers - According to the By-Laws of the City of Manistee Planning Commission their annual election of Officers is held at the December Meeting for the following year.

Zoning Review P-D Peninsula District – We will begin drafting a Report of Findings.

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

November 13, 2014

A meeting of the Manistee City Planning Commission was held on Thursday, November 13, 2014 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:02 pm by Chair Yoder

Roll Call:

Members Present: Maureen Barry, Judd Brown, Marlene McBride, Mark Wittlieff, Roger Yoder

Members Absent: Bill Dean, Ray Fortier (excused)

Others: Michael Corby (Integrated Architects), Dan Wiersma (MN Partners, LLC), Mike Wood (20 Hancock Street), Denise Blakeslee (Planning & Zoning Administrator) and others

APPROVAL OF AGENDA

Motion by Mark Wittlieff, seconded by Maureen Barry that the agenda be approved as prepared.

With a Roll Call vote this motion passed 5 to 0.

Yes: Barry, Brown, McBride, Wittlieff, Yoder

No: None

APPROVAL OF MINUTES

Motion by Mark Wittlieff, seconded by Marlene McBride that the minutes of the October 2, 2014 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 5 to 0.

Yes: Barry, Brown, McBride, Wittlieff, Yoder

No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

PC-2014-10 - MN Partners, LLC – Site Plan Review

A request has been received from MN Partners, LLC for a Site Plan review for the construction of three buildings in the Lakeview Planning Area of Harbor Village. The proposal is to construct three buildings, five units on the portion of the area located on Fifth Avenue.

Michael Corby, Integrated Architects and Dan Wiersma (MN Partners, LLC) – Reviewed the site plan with the Commission and discussed the building size, footprints, separation between buildings, building materials to be used. They received design approval from the Historic District Commission this afternoon. Questions from the commission were answered relating to marketability, timing for construction and future development.

Denise Blakeslee, Planning & Zoning Administrator – Staff Review of the requirements of the Special Use Permit for a Planned Unit Development shows that the proposed buildings are within the requirements. She clarified for the Commission that the proposed buildings are located in the North Pier Condominium project. The Special Use Permit/PUD details the requirements for each Planning Area of the development and the North Pier Condominium is located in the Lakeview Planning Area. The Master Deed for North Pier Condominium includes a site plan that shows the development for one duplex (already constructed) and two triplex's. The applicant is requesting to reduce the number of units from eight to seven, while increasing the number of buildings from three to four. While the Planning Commission does not enforce the requirements of the Master Deed, the Master Deed does not correspond to the request before the Commission. The Commission may want to include in their approval that the Master Deed must be amended before the permit is issued.

MOTION by Mark Wittlieff, seconded by Judd Brown that the Planning Commission approve the Site Plan request from MN Partners, LLC for the construction of three buildings in the Lakeview Planning Area of Harbor Village as submitted on Site Plan #20140620, Dated 03 Nov. 2014 prepared by Integrated Architecture, with the condition that the Master Deed for the North Pier Condominium is amended to reflect the new site plan.

With a Roll Call vote this motion passed 5 to 0.

Yes: McBride, Wittlieff, Barry, Brown, Yoder
No: None

OLD BUSINESS

Zoning Review P-D Peninsula District

City Council has requested the Planning Commission review the current Zoning of the Peninsula District and review the zoning ordinance for specific uses that need to be addressed. The Commission needs to move forward with preparing a report to City Council. The outstanding items include:

What is the Commission's vision for the Peninsula?
Does the Peninsula Redevelopment Plan still apply?
Should changes be made to the Dimensional Standards in the Peninsula?
What changes should be made to the Uses in the Peninsula?
Should there be changes to the Parking Requirements?

There are two properties in the P-D Peninsula District that were designated by the Michigan Legislature as Renaissance Zones. The Renaissance Zone expires on December 31, 2014. The Report of Findings should include a recommendation for a Zoning Amendment that would delete Section 605 Peninsula District Renaissance Zone Standards.

Staff prepared a Parcel Area Comparison Table of Commercial/Industrial District for the commission to review. A table of Uses with the discussion from the October 16, 2014 Worksession noted and a copy of Section 514 Parking Standards were discussed and if changes should be made to the Purpose and Intent of the District.

The Commission will work on drafting a Report of Findings at the November 20th Worksession.

PUBLIC COMMENTS AND COMMUNICATIONS

Mike Wood, 20 Hancock Street – Asked the Commission if they had walked the Peninsula District. Due to weather the Commission did not, but Commissioners were asked to drive/walk the district individually. It was noted that the Commission had toured the Peninsula District a few years ago.

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning Administrator – It was with great pleasure that Ms. Blakeslee presented Chair Yoder with a plaque and certificate that recognized Chair Roger Yoder for his 30 year Membership with the Michigan Association of Planning. Roger has served on the City of Manistee Planning Commission since 1984.

Ms. Blakeslee made copies of the Northwest Michigan Seasonal Population Analysis for the members.

Sub-Committee

None

MEMBERS DISCUSSION

None

The Planning Commission will hold a Worksession on November 20, 2014

The next regular meeting of the Planning Commission will be held on Thursday, December 4, 2014

ADJOURNMENT

Motion by Mark Wittlieff, seconded by Judd Brown that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:55 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary

Memorandum



Denise Blakeslee
Planning & Zoning
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TO: Planning Commissioners
FROM: Denise Blakeslee, Planning & Zoning Administrator
DATE: November 24, 2014
RE: Report of Findings

Commissioners, there are still a few items that need discussion to finalize the Report of Findings for the P-D Peninsula District review.

At the worksession it was determined that until the Commission determines what uses should be allowed in the district there was no way to determine if changes should be made to Section 600 Purpose and Intent.

For the members that were not at the worksession, a component of the Redevelopment Ready Community Certification is that Mixed Use has to be a use by right in at least one zoning district. We discussed the intent of the area being mixed use and reviewed the definition that reads as follows:

***MIXED USE DEVELOPMENT:** A development of a tract of land, building, or structure with a variety of complementary and integrated uses, such as, but not limited to, residential, office, manufacturing, retail, public, or entertainment, in a compact urban form.*

The change has been noted on the draft Report of Findings and we will further discuss it at the December Meeting.

Parking Standards still need to be determined for the District. Staff has prepared a rough estimate of on street parking spaces available on streets with curb and gutter. This is a subjective estimate since every new curb cut would eliminate an on street parking space while providing for off street parking.

There are two items in the standards that provide for flexibility in other zoning districts they are:

- F. For all permitted uses and special uses in the C-3 District the parking provisions of this section shall not apply, except to hotels, motels, and residential use condominiums.
- H. Within the C-1, C-2 and C-3 Districts, the Planning Commission may approve shared parking arrangements among various uses when it can be demonstrated that parking in sufficient quantities for all such uses as set forth in this Section shall be available at all times.

The Commission could develop language similar to tem F. that would exempt parking requirements for all uses except some that are specified. By example:

Report of Findings



TO: City Council
FROM: City of Manistee Planning Commission
DATE: December 4, 2014 - *Tentative*
RE: P-D Peninsula District Review

The Planning Commission has completed the review of the P-D Peninsula as requested by City Council. Each parcel was reviewed for dimensional standards, use and if it were a legal non-conformity (grandfathered). This discussion began at the August 7, 2014 Meeting where the Commission began to review the parcels and existing land uses for each parcel in the District. Staff sent out an invitation to the property owners and occupants in the district that invited them to the September 4, 2014 meeting asking them for their input on the zoning uses in the P-D Peninsula District. The Commission received public input where 12 people spoke and five letters were received.

At the September Worksession the Commission continued their review of P-D Peninsula District. The Commission reviewed the Old Zoning Districts and discussed concerns by residents in the area of Smith Street and Webster Court wanting to be in a Residential District instead of the Peninsula District. Staff reviewed the table of uses for the P-D Peninsula District Zoning and the uses allowed under the old ordinance (prior to March 27, 2006) and dimensional standards.

At the October meeting Staff prepared a review of the Parcels in the PD Peninsula and the adjoining R-3 High Density Residential District. This was done to determine how many parcels met the dimensional standards of the Zoning District and how many non-conforming parcels there are. The uses of the parcels were compared to determine how many conformed to the district standards and how many were non-conforming. Review of the Table of Uses at the October Worksession included suggested changes and Items to further discuss included:

Animal Grooming	Consider adding as a Special Use
Contractors Facilities	Further Discussion
Day Care, Group	Consider adding as a Special Use
Eating and Drinking Establishment	Change to Use by Right
Financial Institution	Further Discussion
Greenhouse & Nursery	Consider adding as Special Use
Shipping Facility	Further Discussion

The Commission also discussed parking requirements.

The Commission continued their review of the P-D Peninsula District at the November meeting. Outstanding items include:

- What is the Commission's vision for the Peninsula?
- Does the Peninsula Redevelopment Plan still apply?
- Should changes be made to the Dimensional Standards in the Peninsula?
- What changes should be made to the Uses in the Peninsula?
- Should there be changes to the Parking Requirements?

There are two properties in the P-D Peninsula District that were designated by the Michigan Legislature as Renaissance Zones. The Renaissance Zone expires on December 31, 2014. The Report of Findings should include a recommendation for a Zoning Amendment that would delete Section 605 Peninsula District Renaissance Zone Standards.

Staff prepared a Parcel Area Comparison Table of Commercial/Industrial District for your review. A table of Uses with the discussion from the October 16, 2014 Worksession noted and a copy of Section 514 Parking Standards for further discussion. The Commission will discuss the Purpose and Intent of the District to see if any changes should be considered.

On November 20th the Commission began to draft their Report of Findings that was finalized at their December 4th meeting. After five meetings and three worksession the findings of the Commission are as follows:

Section 600 Purpose and Intent

A Zoning Amendment should be considered that would amend Section 600 Purpose and Intent in the P-D Peninsula District as follows:

SECTION 600 PURPOSE AND INTENT

It is the intent of this District to establish a mixed-use district incorporating a variety of recreational, residential, business or service uses on or near the Waterfront. This district is intended to encourage and promote sustainable, environmentally and aesthetically compatible developments that use or compliment the shoreline while promoting expanded use of the shoreline by the public. The District is intended to host a variety of land uses including, but not limited to, residential, commercial, entertainment and recreational, service.

Will determine if changes are needed once the uses are finalized

No Changes need to be made to Section 600 Purpose and Intent in the P-D Peninsula District.

Section 601 Uses Permitted by Right

After a detailed review of the Table of Uses the findings of the Commission are as follows:

A Zoning Amendment should be considered that would amend Section 601 Uses Permitted by Right in the P-D Peninsula District as follows:

1. ADD **Contractors Facility**
2. ADD **Eating and Drinking Establishments** – change from a Special Use
3. ADD **Mixed Use** – change from a Special Use

Section 602 Uses Permitted by Special Land Use

After a detailed review of the Table of Uses the findings of the Commission are as follows:

A Zoning Amendment should be considered that would amend Section 602 Uses Permitted by Special Land Use in the P-D Peninsula District as follows:

1. ADD **Animal Grooming**
2. ADD **Day Care, Group**
3. DELETE **Eating and Drinking Establishment** – Changing to a Use by Right
4. ADD Financial Institution
5. ADD **Greenhouse & Nursery**
6. DELETE **Mixed Use** – Changing to a Use by Right

DELETE Section 603 Uses Permitted by Special Land Use Permit, Requires Frontage on a Key Street Segment

There are only three parcels with Key Street Frontage (US 31/Cypress Street) in the P-D Peninsula District. The findings of the Commission are as follows:

1. DELETE - Financial Institution – Changing to a Special Use
2. DELETE - Motel
3. DELETE - Places of Public Assembly, Large
4. DELETE - Theater

Section 604 Dimensional Standards

The Commission reviewed each of the 74 Parcels/67 Zoning Parcels (7 Zoning Lots) in the P-D District.

- 22 Legal Non-Conforming Parcels that do not meet the Minimum Lot Dimensional requirements
- 21 Parcels meet the Minimum Lot Dimensional Requirement for a Single Unit
 - 7 Legal Non-Conforming Uses (Commercial/Multi Family – parcels too small)
- 24 Parcels meet the Minimum Lot Dimensional Requirements for a Duplex or Commercial Use
 - 7 Legal-Non-Conforming Uses (Uses not permitted in the P-D Peninsula District)
 - Accessory Structure – No primary structure on parcel
 - Processing & Manufacturing
 - Contractor's Facility
 - Warehouse's (4 parcels)

The findings of the Commission are as follows:

A Zoning Amendment should be considered that would amend the Dimensional Requirements in the P-D Peninsula District as follows:

District	Minimum Lot Dimensions		Maximum Lot Coverage	Minimum Yard Requirements (feet)			Maximum Density	Maximum Height	Minimum Floor Area Per Dwelling and Width
	Area (sq. ft.)	Width (feet)	(%) of gross lot area ^(h)	Front ^(a)	Side	Rear/Waterfront ^(f)	DU/Acre	Feet/stories (Principal Bld)	(Sq. Ft. & Ft)
P-D Single Unit	6,000	60							
Duplex or Commercial	10,000	80	60%	15	10	10/20	17	35/2½	550/20
Multi-Unit	10,000^(c)	80							

DELETE the standards for requiring larger parcel area and width for Duplex, Commercial and Multi Unit Dwellings.

DELETE Section 605 Peninsula District Renaissance Zone Standards

There are two properties in the P-D Peninsula District that were designated by the Michigan Legislature as Renaissance Zones. The Renaissance Zone expires on December 31, 2014. The findings of the Commission are as follows:

A Zoning Amendment should be considered that would **DELETE** Section 605 Peninsula District Renaissance Zone Standards.

Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks.

The Commission reviewed the parking and felt that by being less restrictive on parking in the P-D Peninsula District. The new streetscape including curb and gutter and sidewalks in the district allows for safe pedestrian movement with on street parking similar to the downtown.

The findings of the Commission are as follows:

A Zoning Amendment should be considered that would amend Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks as follows:

[Redacted]

OR

No changes need to be made to Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks.

Planning Commission needs to make a determination regarding Shipping Facility

Should the status quo be maintained (not allowed in the P-D Peninsula District)?

Should it be allowed as a use by Right?

Should it be allowed as a Special Use so conditions could be placed upon an approval?

The City of Manistee Planning Commission will direct staff to begin the necessary paperwork to schedule a Public Hearing and draft language for a Zoning Ordinance Amendment.

Roger Yoder, Chair

Ray Fortier, Vice Chair

Marlene McBride, Secretary

Maureen Barry

Judd Brown

Bill Dean

Mark Wittlieff

DRAFT FOR DISCUSSION

P-D Peninsula District – Parking

Staff estimated the number of available on street parking spaces in the P-D Peninsula. Only the Streets with curb and gutter were reviewed. This is a conservative number, using the following formula:

12 feet left open to crosswalks/sidewalk

6 ft left open adjacent to driveways (if curb cuts were close together/no parking between)

24 feet for each parking space

River Street – East to West			
Block 1 North Side = 13 South Side = 13 Total = 26	Block 2 North Side = 15 South Side = 9 Total = 24	Block 3 North Side = 10 South Side = 9 Total = 19	TOTAL = 69
Mason Street – West to East			
Block 1 North Side = 7 South Side = 8 Total = 15			TOTAL = 15
Jones Street – North to South			
Block 1 West Side = 4 East Side – RR Total = 4	Block 2 West Side = 4 East Side – RR Total = 4		TOTAL = 8
Lake Street – West to East			
Block 1 North Side = 7 South Side = 8 Total = 15	Block 2 North Side = 7 South Side = 11 Total = 18		TOTAL = 33
Ashlund Street – West to East			
Block 1 North Side = 15 South Side = 10 Total = 25			TOTAL = 25
East Street – North to South			
Block 1 West Side = 2 East Side = 4 Total = 6	Block 2 West Side = 5 East Side = 2 Total = 7		TOTAL = 13
Cross Street – North to South			
Block 1 West Side = 8 East Side = 6 Total = 14	Block 2 West Side = 9 East Side = 7 Total = 16		TOTAL = 30
			GRAND TOTAL 193