

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

May 7, 2020

A meeting of the Manistee City Planning Commission was held on Thursday, May 7, 2020 at 7 pm by teleconferencing, Manistee, Michigan.

Meeting was called to order at 7:31 pm by Chair Wittlieff followed by the Pledge of Allegiance.

ROLL CALL

Members Present: Bob Slawinski, Michael Szymanski, Pamela Weiner, Marlene McBride, Roger Yoder, Shelly Memberto and Mark Wittlieff

Members Absent: None

Others: Rob Carson (County Planning Director), Mike Szokola (Planner 1/ City Zoning) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

Motion by Commissioner Szymanski, second by Commissioner Yoder to approve the May 7, 2020 Agenda as printed.

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

Yes: Slawinski, Szymanski, McBride, Yoder, Weiner, Memberto and Wittlieff

No: None

APPROVAL OF MINUTES

There were no corrections or additions to the minutes.

Motion by Commissioner Slawinski, seconded by Commissioner Yoder to approve the March 5, 2020 Planning Commission Meeting minutes as presented.

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

Yes: Slawinski, Szymanski, McBride, Yoder, Weiner, Memberto and Wittlieff

No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Michael Hills, 94 Charter Court, Harbor Village resident. Harbor Village have been seeking a standard for renting. He resides in a 2-bedroom unit under 1800 sq ft. Units with the same space advertise renting from 8-12 people. He voiced concern this space size is too small for this number of people. He hopes the following issues are addressed: number of people in a certain amount of space, the number of vehicles allowed and the length of time a place can be rented.

Lynda Beaton, 256 Hughes Street, inquired about the timeframe of election sign placement in the city. There is a 30 day in advance understanding however there is no ordinance stating this.

Mike Caputo, 92 Charter Court, Harbor Village resident, agrees with Mr. Hill's comments and supports his views.

NEW BUSINESS

Short-term rentals

Mr. Szokola reviewed the packet items.

The following points were discussed:

- Obtain other areas policies/ordinances, generate a direction for the type of plan desired
- Contact Housing North to assist in the community's needs
- Requiring rental inspections
- Require homeowners to have special rental insurance
- Safety requirements
- Number of people allowed by square footage or number of bedrooms
- Regulating the number of parking
- Rental time allowed-- days, weeks, or months
- Defining maximum occupancy for the location
- Popularity for vacation and business travel is on the rise
- Regulating all properties the same or by an area such as commercial or residential
- Entities such as Harbor Village should follow city regulations or have their own
- The need for a work session
- Inviting stakeholders
- Enforcement
- City responsibility: cost for-- fees, manage or hire a company to oversee the availability and/or maintain the information
- PC responsibility—write the ordinance and present it to the city

The Planning Commission agreed to a conservative draft being written and to move forward with the direction from the Planning Staff.

Amendments to ZO

Mr. Szokola discussed 2 proposed amendments. These will require a public hearing. Short-term rentals could affect what is in existence.

The 1st amendment --- C3 District Lower Level Dwelling.

Section 1832. A. and B.3. were reviewed.

The following language could be applied to lower story dwellings as Section 1505 Lower Story Dwellings:

- Section 1504. Upper Story Dwellings language to be repeated under Section 1505 Lower Story Dwellings with the following exception:
 - Remove C. No commercial or office use statement
- add from Section 1832 B.3
 - as Section 1505 F with the last sentence being placed under Section 1505 G
 - add H. Short-term rentals of 3 month or less are not allowed with the option of including requiring property owners reside in the ADU's or Upper or Lower dwellings to reduce likelihood of them becoming Short-term rentals
 - add I. Requiring property owner to reside within the lower story dwelling, per a 5/2/2019 Beckett & Raeder memo
 - to include a Dwelling, Lower Story Accessory definition.

The Planning Commission agreed to the language of Section 1505 Lower Story Dwellings. with the striking of H and I.

The 2nd amendment ---- Section 506 Dumpster and enclosures.

Some parcel owners state they are "grandfathered in" and therefore the dumpster and enclosure ordinance does not apply to them.

It is recommended to add to Section 506 Dumpster and Enclosures H, with language that parcel owners must comply to the ordinance within 6 months.

The Planning Commission agreed to adding language to Section 506 Dumpster and Enclosures, H. the need for grandfathered uses to comply to the ordinance and having 6 months to do so.

Sign Ordinance (Model Ordinance)

Mr. Szokola stated amendments to the sign ordinance should be developed. A model sign ordinance from the APA and International Sign Association was presented. This can be used as a baseline and starting point.

The discussion points:

- adding a definition section
- divide the city by sections as not all areas need the same regulations
- start with the US corridor area
- hold a work session
- new owners need to bring signs up to regulations
- time limits on owners needing to make sign changes
- state guidelines regarding signs along the corridor
- Commissioners bringing in pictures of signs they like and dislike
- Commissioners to note the city's areas and how these areas should be divided

The Planning Commission agreed to hold a work session to divide the city's areas into sections and to review the model ordinance noting points that will and will not work for the sign ordinance.

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

Mr. Carson gave a trail plan update. Staff is finishing the non-motorized lake loop draft. It's important to bring this document information forward, but difficult at the present time. This needs to be provided to the Planning Commission (PC), village and townships surrounding the lake, County Recreation Commission (Rec Comm), City Park & Recreation Commission and the city. A public hearing will allow a presentation of the contents. The plan is to share this draft with the Planning Commission and to make it public to allow for review until meetings can be held mid/late summer for adoption. This can assist in grant writing for things like school systems and safe routes for schools. It will help define the multi-use regional trail route efforts and the non-motorized section of the railroad corridor from the existing Zimmerman pathway to Hill Road and up to the casino. The RR corridor from the casino to Onekama to Chief Lake/Kaleva to Thompsonville connecting to the Betsie Valley Trail has the ability to be worked on along with trail signs. The routes unknown are the Lakeshore and Onekama-Arcadia area. A meeting with the ability to place hard copies of maps and arials showing public land, rights-of-way, slopes wetlands, stream crossings etc. is needed. The State of Michigan approved the Articles of Corporation for the Friends of SMARTrails. A certified accountant will be obtained to file the IRS long form. The group can then start legal fund raising and apply for grants for trail segments that are in place. MDOT has several proposed projects within the county which could play a role in trail planning and possible bike/sidewalk lanes through the Parkdale area to the hospital.

Mr. Szokola requested the city administration and city council submit memos to the PC regarding projects occurring within the city and any recommendations/directions for the PC. The PC are only facilitators on city items. Communications between all the entities is important.

MEMBERS DISCUSSION

Commissioner Weiner stated Harbor Village has several different associations with each having its own by-laws which none appear to regulate short-term rentals. She recommended consideration be given to invite the heads of these associations to the work session.

Chair Wittlieff inquired about the Gateway Project. Mr. Carson stated this will be done in development phases. More information will be available following a meeting with Mark Miller, Manistee Chamber.

ADJOURNMENT

Motion by Commissioner Szymanski, seconded by Commissioner McBride, that the meeting be adjourned.

MOTION PASSED UNANIMOUSLY. Meeting adjourned at 9:27 pm.

The next regular meeting of the Planning Commission will be held on June 4, 2020.

MANISTEE PLANNING COMMISSION


Nancy Baker, Recording Secretary