

MANISTEE CITY PLANNING COMMISSION
Meeting of Thursday, June 14, 2012
7:00 pm - 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 June 14, 2012 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the May 17, 2012 meeting Minutes.

V Public Hearing

Z12-04 – Proposed Zoning Amendment Section 514 Vehicular Parking Space, Access and Lighting.

The City of Manistee Planning Commission has reviewed Section 514, Vehicular Parking Space, Access and Lighting and proposes changes that include establishing a maximum number of parking spaces; reduces the number of parking spaces for multi-family units; changes the number of spaces for Hospitals, Nursing and Personal Care Facilities, Medical Clinics and Medical and Dental Offices, and Industrial and Warehouses; requires pedestrian walkways for parking lots with 10 or more spaces; establishes a 5 foot buffer (front property line); establishes Bike Parking for some uses; requires the installation of sidewalks in some districts for certain uses.

At this time the Chair shall open the hearing.

City Staff shall present the proposed amendment

The hearing will be opened for public comments

The hearing will be closed

VI Public Comment on Agenda Related items

VII New Business

Z12-04 – Proposed Zoning Amendment Section 514 Vehicular Parking Space, Access and Lighting.

A public hearing was held earlier for a proposed Zoning Amendment to Section 514 of the Zoning Ordinance.

At this time the Planning Commission could take action to recommend to City Council the adoption of the Proposed Zoning Amendment Z12-04.

Ordinance Amendments

Staff will discuss with the Commission some potential Ordinance Amendments.

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.

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

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

SPECIAL MEETING MINUTES

May 17, 2012

A Special Meeting of the Manistee City Planning Commission was held on Thursday, May 17, 2012 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: Linda Albee, David Crockett, Bill Dean, Ray Fortier, Eric Gustad, Roger Yoder

Members Absent: Maureen, Barry (excused), Marlene McBride (excused), vacancy

Others: Jeff Mikula (Abonmarche), Jon R. Rose (Community Development Director), Denise Blakeslee (Planning & Zoning) and others

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Linda Albee that the agenda be approved as prepared.

With a Roll Call vote this motion passed 6 to 0.

Yes: Albee, Crockett, Dean, Fortier, Gustad, Yoder

No: None

APPROVAL OF MINUTES

Motion by Ray Fortier, seconded by Linda Albee that the minutes of the May 3, 2012 Planning Commission Meeting be approved as corrected as follows:

(page 2) **Sandie Holcombe, Parkdale Block & Building Supply** presented the case to the Planning Commission. They plan to relocate their business from the property on M-55 to 174 Cleveland Street. This will be a concrete landscape yard; their ~~times items~~ are out of concrete and they will not create debris;

(page 4) Without the transfer of the Special Use Permit staff cannot issue ~~and any~~ Building Permits or enforce the Development Agreement for the property.

With a Roll Call vote this motion passed 6 to 0.

Yes: Dean, Fortier, Albee, Crockett, Gustad, Yoder
No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

PC-2012-05 Fish Cleaning Station, Douglas Park/First Street Beach – Site Plan Review

A request has been received from the City of Manistee for Site Plan Review for the new Fish Cleaning Station at Douglas Park/First Street Beach. The City's current Fish Cleaning Station will remain operational until the new facility is operational. The new facility will be south of the existing and will include restrooms.

Jeff Mikula, Abonmarche – Mr. Mikula spoke to the commission about grant funding; concept plan for the area; design; layout of facility; fish entrails will be frozen/two freezers (one to be available at all times/second during peak times); facility is Universally Accessible (two tables – UA/six regular); if bids come in under will enlarge the restrooms.

Jon Rose, Community Development Director – Site plan meets the requirements of the Ordinance.

Commissioner Discussion included use of Energy Efficient Design, timing of Applications/Date on Signature Line.

Jeff Mikula, Abonmarche – spoke of using sensors for the light and how the building was placed to utilize natural lighting; the building is not heated; small hot water heater; using the second freezer during peak times only.

Jon Rose Community Development Director – Site Plan meets the requirements of the ordinance. Staff has been working on the review for the project for several weeks.

Denise Blakeslee, Planning & Zoning – The Site Plan only required review by the Site Plan Review Committee (18 hours' notice). Staff called Chairman Yoder to ask that the Worksession be changed to a Special Meeting so the entire Commission had the opportunity to review the plan.

MOTION by Ray Fortier, seconded by Eric Gustad that the site plan for the new Fish Cleaning Station at Douglas Park/First Street Beach be approved as submitted.

With a Roll Call vote this motion passed 6 to 0.

Yes: Dean, Fortier, Albee, Crockett, Gustad, Yoder

No: None

PC-2012-06 Beach Pavilion, Douglas Park/First Street Beach – Site Plan Review

A request has been received from the City of Manistee for Site Plan Review for the new Beach Pavilion at Douglas Park/First Street Beach. City Council approved the location at their meeting on May 8, 2012.

Jeff Mikula, Abonmarche – reviewed the plan with the Commission; spoke about grant funding; the demolition of the old bathhouse; proposed building is larger than the old; spoke of the relocation of the building that City Council approved on May 8th; access and layout of the building; open air design; Committee who assisted with the design; concession area; restrooms; outside showers/foot shower; charging station with fixed counter as suggested by students; Wi-Fi.

Commissioner Albee spoke of the need to be energy efficient with all new facilities.

Commissioner Crocket – asked why not construct it during the off season; the structure blocks the view; the building is too tall and too large; should be relocated; cited Section 2205 of the ordinance.

Jon Rose, Community Development Director – spoke of the need to keep the project within the budget while still providing a great facility; he was in charge of the Committee who assisted with the design; Chair Yoder was invited to sit on the Committee but was unable to attend; the request meets the requirements of the Ordinance.

MOTION by Ray Fortier, seconded by Eric Gustad that the site plan for the new Beach Pavilion at Douglas Park/First Street Beach be approved as submitted.

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

Yes: Gustad, Dean, Fortier, Albee, Yoder

No: Crockett

OLD BUSINESS

Zoning Amendments

Denise Blakeslee, Planning & Zoning – spoke to the commission about some minor changes to Section 514 that were recommended by the City Attorney.

The Commission directed Ms. Blakeslee to schedule the public hearing.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Jon Rose, Community Development Director – spoke to the Commission about two Ordinance Amendments that have had their first reading by Council Z12-01 (F.K.A. Z10-05) and the Complete Streets Ordinance (Codified Ordinance).

MEMBERS DISCUSSION

Commissioner Gustad – reminded the Commission that Tight Lines for Troops is this Saturday.

Chair Yoder – asked about the Ice Cream Truck and the work at the 332 River Street.

Commissioner Albee – asked why trash containers have not been put out yet.

The next regular meeting of the Planning Commission will be held on Thursday, June 14, 2012.

ADJOURNMENT

Motion by Ray Fortier, seconded by Dave Crockett that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 8:20 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary

**AN ORDINANCE TO AMEND IN PART
AN ORDINANCE ENTITLED “MANISTEE CITY ZONING ORDINANCE”
WHICH WAS ADOPTED FEBRUARY 21, 2006,**

To Amend the Manistee City Zoning Ordinance

**Article 5: General Provisions
AMEND Section 514 Vehicular Parking Space, Access and Lighting**

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That **Article 5: General Provisions, Section 514 Vehicular Parking Space, Access and Lighting** be amended as follows:

SECTION 514 VEHICULAR PARKING SPACE, ACCESS, *BIKE PARKING AND LIGHTING SIDEWALKS*

A. For each principal building or establishment hereafter erected or altered and located in any Zoning District, including buildings and structures used principally as places of public assembly, there shall be provided and maintained suitable space off the public right-of-way which is adequate for the parking or loading of motor vehicles in the proportions shown below. The parking spaces called for hereunder shall be considered minimum requirements under this Ordinance. Where more than one use exists or is proposed on a parcel, the minimum shall be the sum of the required parking for each use, except where it is demonstrated to the Commission that such provisions would be excessive, in which case shared parking may be permitted. *All parking areas except for Dwelling Units for Single Family, duplex units and mobile homes; the maximum number of parking spaces shall not exceed 1.5 times the minimum number of required parking spaces*

Use	Number of Parking Spaces Per Unit of Measure
Dwellings	Two (2) spaces for each dwelling unit for single family, duplex units and mobile homes, 2 per dwelling unit for multiple family <i>Two (2) spaces per Dwelling Unit for Single Family, duplex units and mobile homes. One and a half (1.5) spaces for Multi-Family.</i>
Hotels, Motels, Inns and Transient Lodging Places	One (1) space for each unit - <i>room</i> .

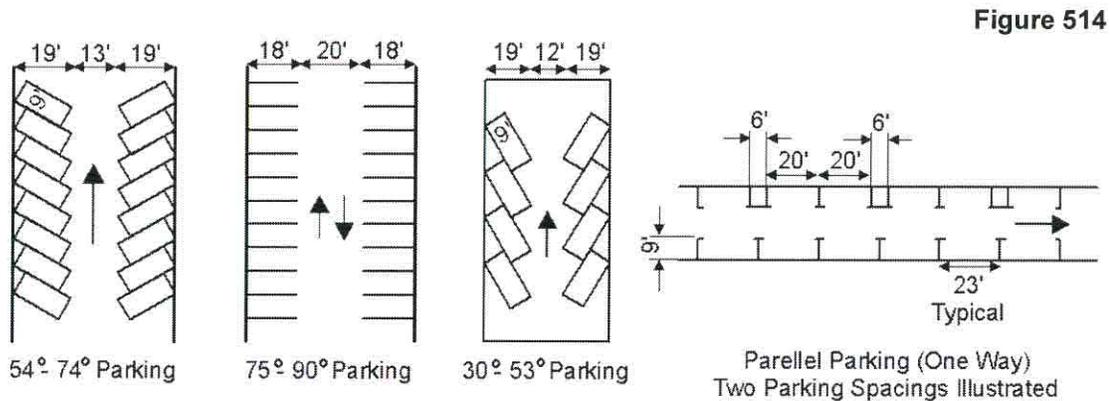
Hospitals, Nursing and Personal Care Facilities	One (1) space for each four beds, and one (1) space for each employee <i>during the time the largest number of employees are present.</i>
Places of public assembly	One (1) space for each four seats of legal capacity.
Medical clinics and medical and dental offices	Three and one half (3.5) spaces for each 1,000 square feet of office space – <i>One (1) space for each 50 square feet of usable floor area in waiting rooms, one (1) space for each examining room, dental chair and similar use area, and (1) space for each employee during the time the largest number of employees are present.</i>
Offices, other than medical or dental clinics	One (1) space for each 250 square feet of office space.
Eating and drinking establishments	One (1) space for each three seats of legal seating capacity.
Retail establishments	One (1) space for each 450 square feet of floor area dedicated to retail activity, exclusive of storage areas.
Industrial and Warehouse uses	The greater of one (1) space for each 1,000 square feet of floor area, or one space for each employee in the largest shift. <i>One (1) space for each employee during the time the largest number of employees are present plus five (5) spaces for visitors.</i>

- B. In the case of uses or businesses not addressed in paragraph A hereof the required parking shall be determined by the Zoning Administrator, subject to Planning Commission concurrence. The latest edition of the Institute of Traffic Engineers *Parking Generation* shall be consulted in determining a parking requirement for any such use or business.
- C. The minimum dimensional standards for parking spaces and aisles shall be as follows.

Minimum Parking Space and Maneuvering Lane Standards						
Parking	Lane Width		Parking Space		Total Width of Two Tiers Plus Lane	
	One-way	Two-way	Width ⁽¹⁾	Length ⁽²⁾	One-way	Two-way
Pattern	(ft)	(ft)	(ft)	(ft)	(ft)	(ft)
Parallel	11	18	9	23	40	36
30°-53°	12	18	9	19	50	56
54°-74°	13	19	9	19	51	57
75°-90°	15	20	9	18	51	56

(1) Measured Perpendicular to the space centerline.

- (2) Measured along the space centerline.



- D. The approval of the City Engineer shall be obtained for the location of exits and entrances to parking areas and for the design and construction thereof.
- E. Off-street parking areas for all uses requiring City approval shall be paved with concrete or bituminous material with approved curbing and painted parking lines. Parking areas with ten (10) or more spaces shall include **designated pedestrian walkways through the parking lot in addition to** landscaped planting islands and perimeter buffers in accordance with **Section 531**, in all instances where sufficient space is available.
- 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. [Annotation: Item F was amended by Amendment Z10-03, effective 10/30/10]
- G. Parking areas required under this Section, and city-owned parking lots, shall not be used for the storage of, camping within, or continuous parking or storage of recreational vehicles, trailers, motor vehicles and junk for more than a twenty-four (24) hour period.
- 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.
- I. No parking area designed for more than 4 vehicles shall be located closer than five (5) feet from the front property line.**
- J. Bike Parking and the installation of a Bike Rack is required for all uses that require Medium Site Plan Review, unless waived in writing by the Zoning Administrator. Bike Parking and the installation of a Bike Rack is required for all uses that require Detailed Site Plan Review unless waived by the Planning Commission.**

