

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, June 6, 2013
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 June 6, 2013 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the May 2, 2013 meeting Minutes.

V Public Hearing

PC-2013-05 – Manistee Community Kitchen, 254 River Street - Special Use Permit for an Eating and Drinking Establishment.

A public hearing is being held in response to the Manistee Community Kitchen's request for a Special Use Permit to allow an Eating and Drinking Establishment at 254 River Street (Iron Works Café).

At this time the Chair shall open the hearing.

The Applicant shall present any comments and explanation of the case.

City Staff shall present their report

The hearing will be opened for public comments

The hearing will be closed

VI Public Comment on Agenda Related items

VII New Business

PC-2013-05 – Manistee Community Kitchen, 254 River Street - Special Use Permit for an Eating and Drinking Establishment.

During the business portion of the meeting the Planning Commission will review the request for a Special Use Permit from the Manistee Community Kitchen for an Eating and Drinking Establishment (Iron Works Café) at 254 River Street.

At this time the Planning Commission can take action to adopt a resolution to approve/approve with conditions or deny the request from the Manistee Community Kitchen for a Special Use permit for an Eating and Drinking Establishment at 254 River Street submitted with application PC-2013-05.

VIII Old Business

PC-2013-02 – Arens Investment Company – Alley Vacation Request

A request was received from Arens Investment Company to vacate that portion of the alley located between lot 1, 2, 3, 4, including the east 18.75 feet of lot 5 and lot 12, 11, 10, 9 including the east 18.75 feet of lot 8, located in Block 9 of Filer and Tyson's Addition to the City of Manistee.

The Planning Commission held a Public Hearing at their meeting of April 4, 2013. The applicant requested that the Planning Commission postpone deliberation on the request until the June 6, 2013 meeting. All of the property owners within the block of the proposed Alley vacation request were noticed of the postponement on the request.

At this time the Planning Commission could take action to deny the request or recommend to City Council that they vacate that portion of the alley located between lot 1, 2, 3, 4, including the east 18.75 feet of lot 5 and lot 12, 11, 10, 9 including the east 18.75 feet of lot 8, located in Block 9 of Filer and Tyson's Addition to the City of Manistee reserving any existing utility easements.

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 Worksession

Master Plan Update
Lakes to Land/Beckett & Raeder

XIV Adjournment

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

May 2, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, May 2, 2013 at 7 pm 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, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: Ray Fortier

Others: Brian & Sue Hamilton (Manistee Historic Red School House CDC, 284 first Street), Dave Carlson, Denise Blakeslee (Planning & Zoning) and others

APPROVAL OF AGENDA

Motion by Dave Crockett, seconded by Mark Wittlief that the agenda be approved as prepared.

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

Yes: Barry, Crockett, Dean, McBride, Wittlief, Yoder
No: None

APPROVAL OF MINUTES

Motion by Bill Dean, seconded by Marlene McBride that the minutes of the April 4, 2013 Planning Commission Meeting be approved as prepared.

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

Yes: Dean, Barry, Crockett, McBride, Wittlief, Yoder
No: None

PUBLIC HEARING

Chair Yoder opened the Public Hearing at 7:03pm

PC-2013-04, Manistee Historic Red School House CDC, 284 First Street – Special Use Permit for Commercial Day Care Facility

A request has been received from Brian and Sue Hamilton – Manistee Historic Red School House CDC, 284 First Street for a Special Use Permit for a Commercial Day Care Facility.

Brian and Sue Hamilton presented their case to the Planning Commission. Mr. & Mrs. Hamilton purchased the building, renovated the building and have passed inspection for the Day Care. They are ready to open. There is a small fenced in area on the front of the building, the kids will be in the fenced in area; small play items like balls will be available, no large structures like monkey bars will be constructed. Their facility will employ around 25 people with additional staffing during their summer camp.

Denise Blakeslee, Planning & Zoning – Ms. Blakeslee presented the Staff Report as follows:

- The Site Plan provides for 14 standards spaces and one van-accessible Handicap Space for a total of 15 spaces. Staff feels that 15 parking spaces should meet the needs of the Commercial Day Care Facility and apartment. Planning Commission will need to concur with staff in order for the Special Use Permit to be issued.
- The Site Plan includes striping in front of each entrance, but does not continue through the parking lot. An example of a Designated Pedestrian Walkway that was installed at the Arthur Street Boat Launch Parking lot was sent to the Commission. The inclusion of the language that requires a Designated Pedestrian Walkway was added to the ordinance to provide a visual method of slowing down traffic in parking lots. Staff feels that a parking lot that is being used to transport children to a Commercial Day Care Facility should have a Designated Pedestrian Walkway as required in Section 514.E Vehicular Parking Space, Access, Bike Parking and Sidewalks, of the Zoning Ordinance.
- The Applicant has received a Child Care Center License with a capacity of 60 from the Michigan Department of Human Services Bureau of Children and Adult Licensing License #DC510337108.
- The plan shows that a four foot chain link fence is being proposed as required in Section 1825 Day Care, Commercial, Item B.2 of the City of Manistee Zoning Ordinance.
- The applicant is proposing the use of Tidy Totes instead of a dumpster. If the applicant were to determine that a dumpster was needed they would need to come back to the commission for location and enclosure approval.
- Staff determined that the Five Cap Pre-School is within the 1,500 feet. It is not a Day Care Facility and does not need to be considered when reviewing Section 1825.B.4. The Planning Commission will need to concur with the determination.

The Commission asked if any correspondence had been received from Five Cap. Staff said that none had been received and that they were sent a letter since their facility was within 300 feet of the proposed Day Care Facility.

- The Planning Commission may establish limitation on hours of operation and/or activities between the hours of 10PM and 6AM. The applicant's license with the state describes hours of operation for the program as "Monday through Friday from 6 am until 6 pm." If the Planning Commission has any questions regarding hours of operation or limiting the hours of operation now is the time to ask the applicant.

Mr. & Mrs. Hamilton said that they may have extended hours for shift workers. They have spoken with the State about getting their license changed to accommodate these clients.

Discussion by the Commissioners resulted in a consensus that they did not feel extended hours would negatively impact the neighborhood and no conditions limiting hours were necessary.

- The Building is located on a Key Street segment as required under Section 1825.B.8.
- The Applicant will need to apply for a Sign permit and the signage will need to meet the requirements of the Ordinance.
- The applicant addressed landscaping in their narrative. The Planning Commission will need to determine their proposed plan is sufficient. The plan read: "There is some existing landscaping around the building, some of which will be taken out as it is overgrown and not appropriate. Any new landscaping will be done keeping the historic integrity of the building in mind and enhancing the neighborhood and surrounding areas. Any new landscaping will not create any visual or physical barriers and will be in accordance with the existing zoning requirements."

Staff recommends that the Planning Commission require that a Designated Pedestrian Walkway be a requirement of the approval of the Special Use Permit as it is a requirement under Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks item E of the Zoning Ordinance. The Commission will need to determine if a new site plan is required, or if it can be drawn on the existing site plan.

Staff recommends that, if the Planning Commission approves the request, deadlines be placed as conditions in the resolution for striping the parking lot and Designated Pedestrian Walkway and the installation of the fence.

Ms. Blakeslee e-mailed a copy of the request to Jeff Mikula, Utility Director/Interim DPW Director and Public Safety Director Dave Bachman. Both responded "We see no concerns with the new use."

Chair Yoder opened the hearing for public comments.

Dave Carlson, 100 Oak Street – This is a great preservation project and will provide a service to the community.

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

No Correspondence was received in response to the request.

There were no more additional comments; the Public Hearing was closed at 7:18 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

PC-2013-04, Manistee Historic Red School House CDC, 284 First Street – Special Use Permit for Commercial Day Care Facility

A Public Hearing was held earlier in response to a request from Brian and Sue Hamilton – Manistee Historic Red School House CDC, 284 First Street for a Special Use Permit for a Commercial Day Care Facility.

The Site Plan provides for 14 standards spaces and one van-accessible Handicap Space for a total of 15 spaces. Staff feels that 15 parking spaces should meet the needs of the Commercial Day Care Facility and apartment. Planning Commission will need to concur with staff in order for the Special Use Permit to be issued.

The Site Plan includes striping in front of each entrance, but does not continue through the parking lot. An example of a Designated Pedestrian Walkway that was installed at the Arthur Street Boat Launch Parking lot was sent to the Commission. The inclusion of the language that requires a Designated Pedestrian Walkway was added to the ordinance to provide a visual method of slowing down traffic in parking lots. Staff feels that a parking lot that is being used to transport children to a Commercial Day Care Facility should have a Designated Pedestrian Walkway as required in Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks item E of the Zoning Ordinance.

MOTION by Maureen Barry, seconded by Dave Carlson to adopt a resolution to approve the request from Brian and Sue Hamilton – Manistee Historic Red School House CDC, 284 First Street for a Special Use Permit for a Commercial Day Care Facility.

The Commission concurs with staff's determination that Five Cap is a Pre-School rather than a Day Care Facility, so that the building at 284 First Street meets the requirements of Section 1825.B.4

The Commission concurs with staff that 15 parking spaces meets the needs of the Commercial Day Care Facility and apartment.

The Commission determined that a designated walkway through the parking will be required for the main entrance to the building, the walkway that is shown on the plan for the secondary entrance (handicap ramp) as shown on the plan is sufficient. The walkway will be drawn on the plan and signed off by the Chair and Mr. & Mrs. Hamilton to avoid the costs of having new plans drawn.

The Commission determined the applicant's plans for landscaping is sufficient.

The Commission discussed with the applicant the time they would need to stripe the parking lot and install the fencing. The applicants said that they need to be open to have the money to cover the expenses. They should be able to do the parking lot in a few days, the fencing will take about a month.

The resolution was adopted with the following conditions:

1. Designated Pedestrian Walkway to the Main Entrance be a requirement of the approval of the Special Use Permit as it is a requirement under Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks item E of the Zoning Ordinance. The walkway that is shown on the plan for the secondary entrance (handicap ramp) as shown on the plan is sufficient.
2. The striping for the parking lot and Designated Pedestrian Walkway needs to be completed by May 10, 2013.
3. The four foot chain like fence needs to be installed by June 3, 2013.

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

Yes: McBride, Wittlief, Dean, Barry, Crockett, Yoder
No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee – Handed out H.A.M. it Up! brochures to the members and reminded them if anyone wanted to sign up for the Training Wheels training they need to get their reservation in soon, space is limited.

MEMBERS DISCUSSION

Commissioner Crockett wished the Hamilton's Good Luck with their Child Development Center.

Next Worksession May 16, 2013.

The next regular meeting of the Planning Commission will be held on Thursday, June 6, 2013

Meeting adjourned at 7:45 pm

Worksession - Notes

Worksessions are scheduled to allow the Planning Commission the opportunity to discuss in a less formal manner than a regular meeting. No motions can be made during a Worksession.

Master Plan Update – Due to time constraints, staff has not had time to do any additional work since the last worksession.

The Commissioners were updated on the Status of their Citizen Planner Certification Credits.

ADJOURNMENT

MOTION by Dave Crockett, seconded by Mark Wittlief that the meeting/worksession be adjourned.

Adjourned at 7:55 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary

CITY OF MANISTEE PLANNING COMMISSION WORKSESSION

70 Maple Street, Manistee, MI 49660

May 16, 2013

NOTES

A Worksession of the Manistee City Planning Commission was held on Thursday, May 16, 2013 at 6 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 6:03 by Chair Yoder

Roll Call:

Members Present: Maureen Barry, Bill Dean, Ray Fortier, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: David Crockett

Others: Jon Rose (Community Development Director), Denise Blakeslee (Planning & Zoning) and others

Master Plan

Denise Blakeslee updated the Commission on the Lakes to Land Regional Initiative. Representatives from Beckett & Raeder will be at the June meeting to speak to the commission about the assistance they will provide for updating the Master Plan. Members were given information for a Master Plan Priority Share event on June 27th. Commissioners were asked to put it on their calendar.

The Commissioners left City Hall for a tour of the City Garage

Tour of City Garage

Utility/Interim DPW Director Jeff Mikula gave the Commissioners a tour of the DPW Garage and discussed the work that the employees perform for the City. The Commissioners asked questions and thanked Mr. Mikula for the tour

ADJOURNMENT - The Worksession adjourned at 7:30 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.manisteemi.gov

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning
Jon R. Rose, Community Development

DATE: May 16, 2013

RE: Special Use Permit Request – 254 River Street

Commissioners, we have received a request from Manistee Community Kitchen for a Special Use Permit for an Eating and Drinking Establishment at 254 River Street (Iron Works Building).

The Building at 254 River Street is located in the P-D Peninsula District. An Eating and Drinking Establishment is a Special Use in the P-D District. A Public Hearing notice was prepared and sent to the newspaper for publication; notice was sent to owners/occupants within 300 feet of the property and posted on the City web page. A copy of the request was sent to the Director of Public Safety and the Utility/Interim DPW Director for their review.

Staff review included:

- The plan shows that a portion of the Iron Works Building will be converted into the Café – no change in building size.
- Parking will be provided in an existing paved area, the parking area will be stripped to accommodate 12 parking spaces (only required to have 10 spaces under the ordinance).
- The plan does not include a Bike Rack; the Planning Commission can discuss with the applicant an appropriate location for a Bike Rack to be placed.
- The Site Plan includes area for a Community Garden. This may require a soil erosion permit. As a use by right it does not impact this application

With the exception of the Bike Rack Staff review of the request and site plan shows that the requirements of the ordinance have been met.



Planning Commission/Planning & Zoning
 City Hall
 70 Maple Street, P.O. Box 358,
 Manistee, MI 49660
 231.398.2806 (phone)
 231.723.1546 (fax)

Special Use Permit Application

A Detailed Site Plan is required for all Special Uses

Please Print

Submission of Application			
<p><i>Applications must be submitted 25 days prior to the meeting for review for completeness.</i> Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a fee \$750.00 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.</p>			
Property Information			
Address: 254 River St		Parcel # 51-448-702-01	
Applicant Information			
Name of Owner or Lessee: Manistee Community Kitchen			
Address: 33 Lake St. Manistee			
Phone #: 231-723-7855	Cell#: 202-277-1363	e-mail: afrye@manisteeKitchen.org	
Name of Agent (if applicable):			
Address: Al Frye			
Phone #: 231-723-7855	Cell#: 202-277-1363	e-mail: afrye@manisteeKitchen.org	
Data Required/Project Information			
Land Area:		Zoning Classification: 301 PD	
Present/proposed Land Use: Restaurant			
Attach a Detailed Narrative for the following			
<input type="checkbox"/>	A letter or signed narrative describing in detail the proposed special use and detailing why the location selected is appropriate.		
<input type="checkbox"/>	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.		
<input type="checkbox"/>	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.		
<input type="checkbox"/>	Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing Special Use permit applications as provided in Section 1802.		

Additional Information

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.

Special Use review procedures. An application for Special Use Approval shall be processed in accordance with **Section 1801.C**.

Issuance of a Special Use permit. Special Use Permits shall be issued in accordance with **Section 1801.D**.

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.

Duration of Approval. The Special Use permit shall become effective upon Planning Commission approval and in accordance with **Section 1801.F**.

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.

Transfers. Transfers shall be handled in accordance with **Section 1801.H**.

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.

Violations. Violations shall be handled in accordance with **Section 1801.J**.

Authorization

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: Al Fuge Date: 5/13/13

Signature: _____ Date: _____

If applicant is Incorporated or a Limited Liability Corporation a copy of the Articles of Incorporation are to be submitted with application.

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:

Office Use Only

Fee: \$750.00 \$ _____ Escrow Payment _____ Receipt # 28068

Date Received: 5-13-13 Hearing Date: 6-4-13 PC- 2013-05

Applicant: Manistee Community Kitchen

Submission Guidelines

Detailed site plan shall include fifteen (15) copies of all required information including any documents rendered in color and a digital PDF of the Site Plan shall be forwarded to the Planning and Zoning Department. Unless specifically waived by the Zoning Administrator the site plan 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:

Waived Initials	Included	Detailed Site Plan Requirements
	<input type="checkbox"/>	The site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	The scale of the drawing and north arrow
	<input type="checkbox"/>	A vicinity map illustrating the property in relation to the surrounding street system.
R	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
	<input type="checkbox"/>	Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
	<input type="checkbox"/>	Setback lines and their dimensions.
	<input type="checkbox"/>	Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
R	<input type="checkbox"/>	Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
	<input type="checkbox"/>	Project phasing, if applicable.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Curb-cuts and driveways on adjacent properties.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	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.
R	<input type="checkbox"/>	Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with Article 21 .
	<input type="checkbox"/>	A lighting plan in conformance with Section 525 .
	<input type="checkbox"/>	A written and illustrated landscape plan prepared in accord with Section S31 of this Zoning Ordinance.
R	<input type="checkbox"/>	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.
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
R	<input type="checkbox"/>	Special Groundwater Protection. [If applicable – requirements will be provided]

SPECIAL USE PERMIT NARRATIVE FOR 254 RIVER ST.

We wish to perform renovations to this property in order to create a restaurant which will be used to train local residents for employment in the local community (see attached proposal).

This location is perfect for us for several reasons:

1. We are being given a very favorable rent by its owner
2. We have a goal to help revitalize the downtown area of Manistee
3. The location provides an opportunity to create a café from an empty space
4. The historic location will be a draw to potential customers

We believe that this project will have little effect on emergency services, storm water systems, sanitary sewer facilities and automobile and truck traffic patterns.

This project will have no adverse effects to the local area. In fact it will make improvements which will help the area in its renewal process

The project will contain 12 lined parking spaces located at the rear of the property. This will conform to section 514s requirement of one space per customer seat because the café will seat 30 people.

A bike rack will be placed near the front entrance.

No changes will be made to the location of public and private rights of way and easements.

No additional curb-cuts or driveways will be needed.

A handicapped ramp will be installed on the existing riser to allow for equal access to the property

A new natural gas connection will be installed at the location by DTE.

A community garden will be planted at the east end of the property. This garden will help control any soil erosion which might be taking place at this time.

No other changes will be made to the general landscape plan as it exists.

All local licenses and permits will be obtained and maintained at this site

No residential property is adjoining this project

All trash receptacles will be kept inside the adjacent Iron Works building

The planned hours of operation are: Tuesdays 11:00 Am until 3:00PM
Wednesdays 11:00 Am until 9:00 PM / Thursdays 5:00PM until 9:00PM
Fridays 11:00 AM until 3:00 PM and Saturdays 5:00 PM until 10:00 PM

No changes will be made to the exterior lighting

All signs will comply with Article 21 of this ordinance

Other than the addition of the garden at the east side of the property
no changes will be made to the existing landscaping

THE MANISTEE
COMMUNITY KITCHEN
CAFÉ
PROJECT

Mission Statement for Manistee Community Kitchen Cafe

To create an opportunity for local youths, adults, veterans and displaced workers to develop work and life skills that will, upon graduation, lead to successful personal and career development while passing on the messages of healthy eating and supporting local sustainable agriculture

The Manistee Community Kitchen Café Project (MCKCP) will work in conjunction with programs throughout Manistee County to provide students with on-the-job training and mentoring in all aspects of the day-to-day operations of a successful business. The Project will also assist participants in bettering their personal life skills.

The MCKCP will employ a full-time Life Coach who will work with the students on a daily basis both on skills in the restaurant and skills that can be used in "the real world". The Life Coach will act as liaison between any involved community agencies. On Wednesday evening of each week, a training class will be held with the Life Coach and Manager, who will work with each student to evaluate the past week's progress and lay out the lesson plan for the next week.

A café is an ideal site for such a program because the hospitality trade is a mixture of many facets of business management. Students will be involved in marketing, bookkeeping, menu planning, food preparation, customer service and all aspects of training and management. A café is also a perfect place for students to master such life skills as healthy living, punctuality, teamwork, customer relations etc.

Over a four month period, students will work in all aspects of the business. Curriculum developed and provided by The National Restaurant Association will be used (see attached outline).

Each student will rotate through all stations in the restaurant, including food prep, broiler, grill, salad, dishwasher and all areas in the dining room. The students will also learn management responsibilities such as scheduling, ordering, bookkeeping, supervising other staff members etc. This format will not only give the individual an overall view of restaurant operations, but will also promote good team-building skills.

The students will help out in the community gardens operated by the Manistee Community Kitchen and will visit participating farmers. This will give students a new appreciation of where and how food is grown.

It is a goal of this program to benefit the entire community. Towards this end, the project will incorporate local business products and people as much as possible. For example, the menu will always include meats and produce from local farmers. Local artists could display artwork that would be available for sale. This aspect of the program will make MCKCP a real part of the community and give local merchants a vested interest in the success of the operation.

Several evenings each week the MCKCP will also offer cooking classes that deliver culinary and nutritional education at a fee to the general public. The MCKCP will offer scholarships to low income families to allow them access to these classes. This will help with cash flow and will also help advance the mission of the Community Kitchen.

Upon completion of the program, each student will receive an over-all evaluation of their participation and a certificate of completion. The Life Coach and Manager will work with the graduates on job interviewing techniques and assist in their job search post-graduation.

**Manistee Community Kitchen
Working Smart Training Program
Culinary Classes: 16 Weeks**

Week One and Two--Chapter Two

- 1. Preparing and Serving Safe Food**
 - a. The Importance of Food Safety
 - b. Establishing A Food Safety System
 - c. The Flow of Food (HACCP)
 - d. The Clean and Sanitary Kitchen
 - e. Serve Safe Certification

Week Three and Four-- Chapters Three, Four and Five

- 2. Preventing Accidents and Injuries**
 - a. Intro to Workplace Safety
 - b. Preventing Fires and Burns
 - c. Preventing Slips and Falls
 - d. Lifting and Carrying Safely
 - e. Preventing Cuts (Knife Safety)
 - f. Elementary First Aid
- 3. Kitchen Basics**
 - a. Using Standard Recipes
 - b. Getting Ready to Cook
 - c. Cooking Methods
- 4. Intro to Foodservice Equipment**
 - a. Receiving, Storage and Pre-preparation Equipment
 - b. Cooking , Holding and Service Equipment
 - c. Cleaning and Maintaining Equipment

Weeks Five and Six-- Chapters Six and Eleven

- 5. Nutrition**
 - a. The ABCs of Nutrition
 - b. The Role of Proteins
 - c. Nutritional Guidelines
 - d. Making Menus more Nutritious

6. Fruits and Vegetables
 - a. Identifying Fruits
 - b. Identifying Vegetables
 - c. Purchasing and Storing Fruits and Vegetables
 - d. Cooking Fresh Fruit
 - e. Cooking Fresh Vegetables

Weeks Seven and Eight-- Chapter Nine

7. Salads and Garnishes
 - a. Salads
 - b. Dressings, Dips and Condiments
 - c. The Art of Garnishing
8. Potatoes and Grains
 - a. Selecting and Storing Potatoes, Grains , Legumes and Pasta
 - b. Cooking Potatoes, Grains, Legumes and Pastas

Weeks Nine and Ten-- Chapter Eight

9. Meat, Poultry and Seafood
 - a. Purchasing, Storing and Preparing Meat, Poultry and Seafood
 - b. Cooking Meat, Poultry and Seafood
10. Desserts and Baked Goods
 - a. Bakery Products
 - b. Breads
 - c. Cakes, Pastries, Pies and Cookies
 - d. Fruit

Weeks Eleven and Twelve--Chapter Ten

11. Working With People
 - a. Learning to Work Together
 - b. Interviewing Techniques
 - c. Training and Evaluation

12. Business Math

- a. The Basics
- b. Weights and Measures
- c. Controlling Food Costs
- d. Importance of Food Production Standards
- e. Controlling Labor Costs

Weeks Thirteen and Fourteen

- Over-All Review
- Serve Safe Test
- Hone all skills

Weeks Fifteen and Sixteen

- Assist in selection, orientation and training of new class
- Prepare and serve a " Graduation Meal" for friends and family
- Graduation ceremony and certificate presentation

The following is a general outline of the areas of expertise that students will develop. Certain projects may be carried out by students who are not part of the day-to-day operation of the café, but who would be considered integral members of the program team.

1. Food Preparation

- a. Menu development
- b. Recipe development
- c. Training program development
- d. Cost control management
- e. Purchasing
- f. Product production
- g. Sanitation

2. Customer Service

- a. Training program development
- b. Customer service

3. Bookkeeping

- a. Financial forecasting and budgeting
- b. Daily cash accounting
- c. Cost control and analysis
- d. Inventory control
- e. Monthly and yearly financial statements
- f. Payroll

4. Over-all Management of Operations

- a. Hiring
- b. Training
- c. Supervision
- d. Scheduling
- e. Human resources
- f. Customer service and relations

Manistee Community Kitchen Café Concept

The MCKC is envisioned as a moderately priced, family style restaurant that features wholesome healthy meals produced with foods from local farmers and merchants.

Hours of operation: Wednesday -Sunday 11:00 AM until 2:00 PM for lunch.

The décor will be comfortable and homey and would include art from local students and galleries.

All food will be cooked from scratch. Along with an assortment of grilled sandwiches and the best and healthiest burger in Northern Michigan, the menu will include family-style standards such as meatloaf, roasted chicken, lasagna etc. A traditional Friday night fish fry would be offered with all fish roasted or oven fried. Prices will be comparable to other local restaurants. A special children's menu will also be offered along with coloring books and crayons to make them feel welcome. Participating students will be encouraged to take part in recipe development and menu planning.

All food items will be available to take home.

In the future it might be possible to explore the feasibility of expanding hours of operation and/or offering off-premise catering.

Denise Blakeslee

From: Dave Bachman
Sent: Monday, May 20, 2013 7:45 AM
To: Denise Blakeslee
Subject: FW: Iron Works Cafe

From my fire inspector

DB

From: Brent Haskin
Sent: Monday, May 20, 2013 6:39 AM
To: Dave Bachman; Heath Darling; Mark Cameron
Subject: RE: Iron Works Cafe

May 20, 2013

Chief etal:

My opinion is based on limited knowledge of this property and without the benefit of a walk through or detailed/easily legible drawings. I see no problem with this project moving forward so long as the property is made compliant with fire code relevant to their occupancy type and approved load. Some of these compliance issues would most likely include: fire barriers (fire rated separation walls), fire extinguishers, exit signage and emergency lighting, adequate exit door(s), a hood (array) system, and possibly a fire alarm and sprinkler protection among others including ADA and building code requirements.

Many thanks,

Brent R. Haskin

From: Dave Bachman
Sent: Friday, May 17, 2013 8:16 AM
To: Brent Haskin; Heath Darling; Mark Cameron
Subject: Fwd: Iron Works Cafe

Bert
I need an opinion prior to the date mentioned

Db

Chief David M Bachman
DPS City of Manistee
231-398-2810 office direct
231-887-5053 cell
Sent from my iPhone

Begin forwarded message:

From: "Denise Blakeslee" <dblakeslee@manisteemi.gov>
To: "Jeff Mikula" <JMikula@manisteemi.gov>, "Dave Bachman" <dbachman@manisteemi.gov>
Cc: "Jon Rose" <jrose@manisteemi.gov>
Subject: Iron Works Cafe

Good Morning!

We have received a request from the Manistee Community Kitchen for a Special Use Permit for an Eating and Drinking Establishment. A copy of the request is enclosed for your review and comment. The Planning Commission will hold a public hearing on June 6, 2013. If you could send me your comments by May 24, 2013 I will be able to include them in the PC packet.

Thank you.

Denise

Denise Blakeslee
Planning & Zoning
City of Manistee
70 Maple Street, P.O. Box 358
Manistee, MI 49660
231.398.2805
dblakeslee@manisteemi.gov

City of Manistee
Planning Commission Resolution to Approve a
Special Use Permit, Case Number PC-2013-05
Manistee Community Kitchen
Iron Works Café

At a regularly scheduled meeting of the City of Manistee Planning Commission held on June 6, 2013, the following resolution was adopted to approve a Special Use Permit for an Eating and Drinking Establishment as shown on Site Plan prepared by Abonmarche ACVI Job #P13-061 Dated 5/14/13.

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

WHEREAS, on May 13, 2013 a request was received from the Manistee Community Kitchen for a Special Use Permit for an Eating and Drinking Establishment, and

WHEREAS, an Eating and Drinking Establishment is provided for as a Special Use in the P-D Peninsula Zoning District, and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed development on June 6, 2013, 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. 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 - (*Regulations and Conditions for requested Special Use Permit*) of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. Such facilities shall maintain, at all times, all required state and local licenses and permits.
2. Such facilities shall be located and designed such that no objectionable noise in excess of 60 decibels shall be carried onto adjoining property zoned for, or occupied by, residential uses.
3. Such facilities shall be located and designed such that no objectionable odor or fumes shall be carried onto property located in the R-1, R-2 or R-3 districts. **N/A**
4. Any dumpsters on site shall be enclosed on four (4) sides with an opaque fence equipped with a lockable gate, so that any refuse or dumpster shall not be visible from any building, dwelling, adjacent property, or street. The site plan shall include measures satisfactory to the Planning Commission to control blowing trash, dust or debris from the facility.
5. The Planning Commission may establish reasonable hours of operation for eating and drinking establishments.
6. Within the R-2 and R-3 districts, Eating and Drinking Establishments shall front on and be accessed primarily from a key street segment, as defined herein. **N/A**
7. All exterior lighting shall be in accordance with **Section 525** hereof. **No changes are proposed to the lighting on site.**
8. All signs shall be in compliance with the provisions of **Article 21** of this Ordinance.
9. All parking shall be in compliance with the provisions of **Section 514** 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 an Eating and Drinking Establishment at 254 River Street shall comply with the following conditions:

CITY OF MANISTEE PLANNING COMMISSION:

AYES:

ABSTAINING:

NAYS:

ABSENT:

MOTION: 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 June 6, 2013

Maureen Barry, Secretary

Draft Resolution to approve SUP request

City of Manistee
Planning Commission Resolution to Deny a
Special Use Permit, Case Number PC-2013-05
Manistee Community Kitchen
Iron Works Café

At a regularly scheduled meeting of the City of Manistee Planning Commission held on June 6, 2013, the following resolution was adopted to deny a request for a Special Use Permit for an Eating and Drinking Establishment as shown on Site Plan prepared by Abonmarche ACVI Job #P13-061 Dated 5/14/13.

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

WHEREAS, on May 13, 2013 a request was received from the Manistee Community Kitchen for a Special Use Permit for an Eating and Drinking Establishment, and

WHEREAS, an Eating and Drinking Establishment is provided for as a Special Use in the P-D Peninsula Zoning District, and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed development on June 6, 2013, 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. 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 - (*Regulations and Conditions for requested Special Use Permit*) of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. Such facilities shall maintain, at all times, all required state and local licenses and permits.
2. Such facilities shall be located and designed such that no objectionable noise in excess of 60 decibels shall be carried onto adjoining property zoned for, or occupied by, residential uses.
3. Such facilities shall be located and designed such that no objectionable odor or fumes shall be carried onto property located in the R-1, R-2 or R-3 districts. **N/A**
4. Any dumpsters on site shall be enclosed on four (4) sides with an opaque fence equipped with a lockable gate, so that any refuse or dumpster shall not be visible from any building, dwelling, adjacent property, or street. The site plan shall include measures satisfactory to the Planning Commission to control blowing trash, dust or debris from the facility.
5. The Planning Commission may establish reasonable hours of operation for eating and drinking establishments.
6. Within the R-2 and R-3 districts, Eating and Drinking Establishments shall front on and be accessed primarily from a key street segment, as defined herein. **N/A**
7. All exterior lighting shall be in accordance with **Section 525** hereof. **No changes are proposed to the lighting on site.**
8. All signs shall be in compliance with the provisions of **Article 21** of this Ordinance.
9. All parking shall be in compliance with the provisions of **Section 514** 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 an Eating and Drinking Establishment is hereby denied for the reasons set forth in this resolution.

CITY OF MANISTEE PLANNING COMMISSION:

AYES:

ABSTAINING:

NAYS:

ABSENT:

MOTION: 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 June 6, 2013

Maureen Barry, Secretary

Draft Resolution to Deny SUP Request



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.manisteemi.gov

MEMORANDUM

TO: Planning Commissioners

FROM: Jon R. Rose, Community Development

DATE: May 16, 2013

RE: Arens Investment Company – Alley Vacation Request
Postponed from April Meeting

Commissioners, the request from Arens Investment Company to vacate a portion of the alley between Pine and Spruce Street was postponed until the June 6, 2103 Planning Commission Meeting to allow Mr. Arens an opportunity to speak to the commission.

To date we have not received any development plans for the property. I concur with Public Safety Director Dave Bachman and Utility/Interim DPW Director Jeff Mikula that without a specific development plan for the property there is no justification for the City to give up rights to the alley.

This does not stop Mr. Aren's from purchasing the property and coming back to the commission with a development plan in the future. Depending on the project there may be justification for vacating the alley at a future date.

JRR:djb

Denise Blakeslee

From: Jeff Mikula
Sent: Thursday, May 16, 2013 6:39 PM
To: Denise Blakeslee
Subject: Re: Arens alley vacation request

The manhole is full of rocks, asphalt and other debris. We locate another manhole structure close by which appears to be a catch basin. It is also full of debris, however surface water may be filtering into the city sanitary sewer system. We believe the applicant should explore what is there, the condition and whether it is intended to be utilized.

Sent from Jeff Mikula's iPhone

On May 16, 2013, at 11:36 AM, "Denise Blakeslee" <dblakeslee@manisteeemi.gov> wrote:

Jeff-

The Planning Commission postponed deliberation on the request from Arens Investment Company to vacate that portion of the alley located between lot 1, 2, 3, 4, including the east 18.75 feet of lot 5 and lot 12, 11, 10, 9 including the east 18.75 feet of lot 8, located in Block 9 of Filer and Tyson's Addition to the City of Manistee.

I did not know if you had any additional information relating to utilities. Your memo dated march 27th indicated that you had scheduled a crew to locate the manhole and determine if there were any live connections to the line.

Would you be able to get me an update for the meeting?

Thank you for your help!!

Denise

Denise Blakeslee
Planning & Zoning
City of Manistee
70 Maple Street, P.O. Box 358
Manistee, MI 49660
231.398.2805
dblakeslee@manisteeemi.gov



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.manisteemi.gov

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: March 26, 2014

RE: Arens Investment Company – Alley Vacation Request

Commissioners, we have received a request from Arens Investment Company to vacate a portion of the alley between Pine and Spruce Street. Mr. Aren's has made an offer to purchase the property which is contingent upon the vacation of that portion of the alley located between lot 1, 2, 3, 4, including the east 18.75 feet of lot 5 and lot 12, 11, 10, 9 including the east 18.75 feet of lot 8, located in Block 9 of Filer and Tyson's Addition to the City of Manistee as shown on the attached survey. This is the former Hotel Chippewa property that has been vacant since the hotel burned in the early 1990's. The request has been noticed and a public hearing has been scheduled for the April 4, 2013 meeting.

There are a few items that need to be considered when reviewing the request.

- What is the intended use for the property?
 - Without knowing what the intended use of the property will be, how does one justify vacating the alley?
- Are there any utilities located in the alley?
 - When vacating streets or alleys we always reserve any existing utility easements, under Council's authority as contained in Public Act 288 of 1967, MCL 560.256, and Section 13-3 of the City of Manistee Charter.
 - If vacated this needs to be a condition of the motion.
 - Will this condition affect the applicant's ability to use the property?
- How will eliminating the alley affect access for the remaining property owners?
 - Will the remaining portion of the alley meet the access needs of the adjoining property owners?

:djb



Two properties adjoin the alley



Photo of Alley taken from Spruce Street looking East 3-26-13



Arens Investment Company

a Michigan Limited Liability Corporation – 2110 Crescent Beach, Manistee, MI 49660

March 25, 2013

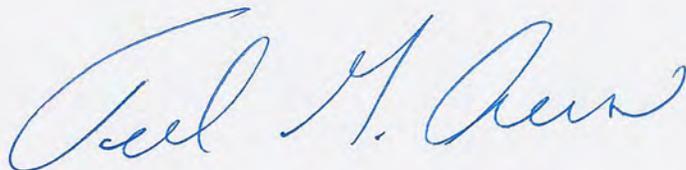
Manistee Planning Commission
70 Maple Street
Manistee, MI 49660

Dear Board Members,

Arens Investment entered into an agreement with the Bankruptcy Trustee Kelly M. Hagan on January 5, 2013. A contingency of that sale is the vacation of the alley that separates the lots I am buying. We do not seek to vacate any other portion of the alley, including the portion that exits between Thomas property and Spruce Street.

As of today, there is no intent to build on the property in the near future. I believe that the best use of the property today would be to build condos with possibly a couple of small coffee or bakery stores. This will not be possible currently because of the glut of empty stores and condos in Manistee. I do however have an interest in seeing that Manistee downtown succeeds and would be willing to work/invest with anyone who has a good idea. If no interested parties come forward I would develop the property in the future.

The vacating of the alley will allow for maximum flexibility for the use of the property. I believe the case could be made that the alley was vacated a long time ago because the Chippewa Hotel was built on that alleyway.



Ted Arens
General Partner

MEMO TO: Denise Blakeslee, Zoning Administrator
FROM: Jeffrey W. Mikula, Utility Director
DATE: March 27, 2013
SUBJECT: Aren's Investment Company
Alley Vacation Request



Utility Director's Office
231-723-7132

Upon your request we have reviewed the request to vacate the alley between Pine St and Spruce St. along the block from Water St. to First St. A review of the City water and sewer Atlas' does not indicate City water or sewer mains. However, in discussing with Department of Public Works staff, they recall a sewer manhole located within the alley. It is believed that this sewer flows east to Pine St. The manhole is covered with snow and we have scheduled a crew to locate the manhole and determine if there are any live connections to the line.

Should the line only serve the former building, we would consider removal of the line to support future development. Until that time, we request that the alley vacation not be granted, or if granted, be replaced with a 20 ft utility easement.

Denise Blakeslee

From: Dave Bachman
Sent: Friday, March 22, 2013 3:11 PM
To: Denise Blakeslee
Subject: Re: Alley Vacation Request

It would be difficult to support just vacating an alley from our perspective without knowing the intended use or the impact of that use on other buildings. From that standpoint alone I as public safety wouldn't be able to support the vacation.

Not near enough information for me to make that decision. Db

Chief David M Bachman
DPS City of Manistee
231-398-2810 office direct
231-887-5053 cell
Sent from my iPhone

On Mar 22, 2013, at 11:01 AM, "Denise Blakeslee" <dblakeslee@manisteemi.gov> wrote:

> Dave –
> This will be on the April PC Meeting for consideration. Wanted to make sure you had the opportunity to look at it from a public safety standpoint. We do not know what the proposed use of the property will be at this time.
>
> If there are any issues please let me know.
>
> Denise
>
> Denise Blakeslee
> Planning & Zoning
> City of Manistee
> 70 Maple Street, P.O. Box 358
> Manistee, MI 49660
> 231.398.2805
> dblakeslee@manisteemi.gov
>
> <Arens request.pdf>

3/22/2013

Manistee City Planning Commission
70 Maple Street
Manistee, Michigan 49660

Robert & Donna Thomas
815 Dinsen Street
Manistee, Michigan 49660

We are responding to the proposed vacating of the alley way located between Lot 1, 2, 3, 4, including the East 18.75 feet of Lot 5 & Lot 12, 11, 10, 9, including the East 18.75 feet of Lot 8, located in Block 9 of Filer & Tyson's Addition to the City of Manistee, also known as the alley way behind the former Chippewa Hotel/Coral Gables. We are probably the only property owners on this block directly affected by this proposal. But, it is not without saying that other neighbors will be affected indirectly. We use this west alley way to access our present parking lot and back entrance (Spruce St.) to our Building. Parking surrounding the block is premium. Our neighbor, the business to our West, utilizes the Johnson Funeral Home Parking Lot except during a funeral. During a funeral the parking situation on Spruce St. is very congested. At present, the alley way gives us the option for huge trucks/trailers to drive thru the Alley Way, both directions. However, if we are denied access to our property through the alley way as proposed, we would have to design a new drive approach to our entrance there by losing two parking places on Spruce St. and indirectly affecting our neighbors.

Doing the new driveway approach then makes it possible to back up such vehicles but affecting our neighbors and us.

Historically, this alley was plotted as were others before the present fire dept. even existed as far back as when fire bucket brigades were formed to the river to fight fires.

That alley is there for a reason, and that being SAFETY!

It was I that reported and started to fight the fire when the grocery store that was on First Street was on fire and it was Bob Hornkohl who quickly came to my aid before the fire dept could respond to the alley way just behind the fire.

When the fire happened at the hotel we didn't have a ladder fire truck at that time but relied on Consumers power for their assistance. Even now, with that equipment present at our fire dept., it seems to me getting closer to the fire would be of great importance. I believe that alley could be moved, but to vacate it before we know how the property is to be used is premature aka the cart is before the horse.

After the hotel fire, the city became the owners of said property, but gave it away for the cost of the cleanup to Bill Seng and ever since it has sat empty except for overflow parking and certain city events. Several projects failed over the years and it is time to get this property back on line. We don't want to look like Detroit and it is a blight that needs the "Tuesday Committee". I do certainly salute Ted Arens, for his efforts in doing just that but am not completely on board until it is known the purpose and use of the property. I openly greet the opportunity to work with Ted Arens to resolve these issues we both have.

We have always thought that the City missed a chance to place a combined police/fire dept. with the city offices on this property. Could it be possible now, maybe now could be a second opportunity?

We hope the Planning Commission will take our comments under consideration and not recommend that the alley vacating go forward.

(Property owners of 471 Water St.)

A handwritten signature in black ink, appearing to read 'Robert F. Thomas', with a long horizontal flourish extending to the right.

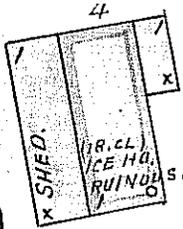
ROBERT F. THOMAS

A handwritten signature in black ink, appearing to read 'Donna J. Thomas', written in a cursive style.

DONNA J. THOMAS

6

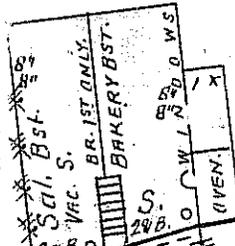
5



3



29'



F.A. BOX.

468

466

66'

25

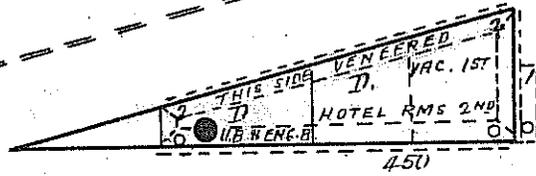
T.H.

1895

Sanborn Map

RIVER

8" W.P.



66'

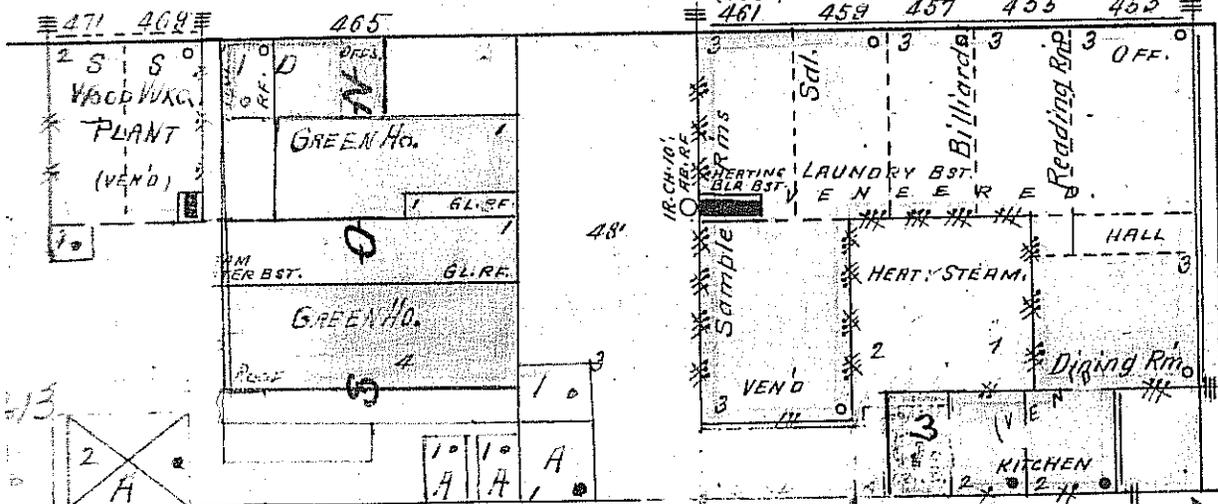
WATER

66'

26

DUNHAM HOUSE (443)

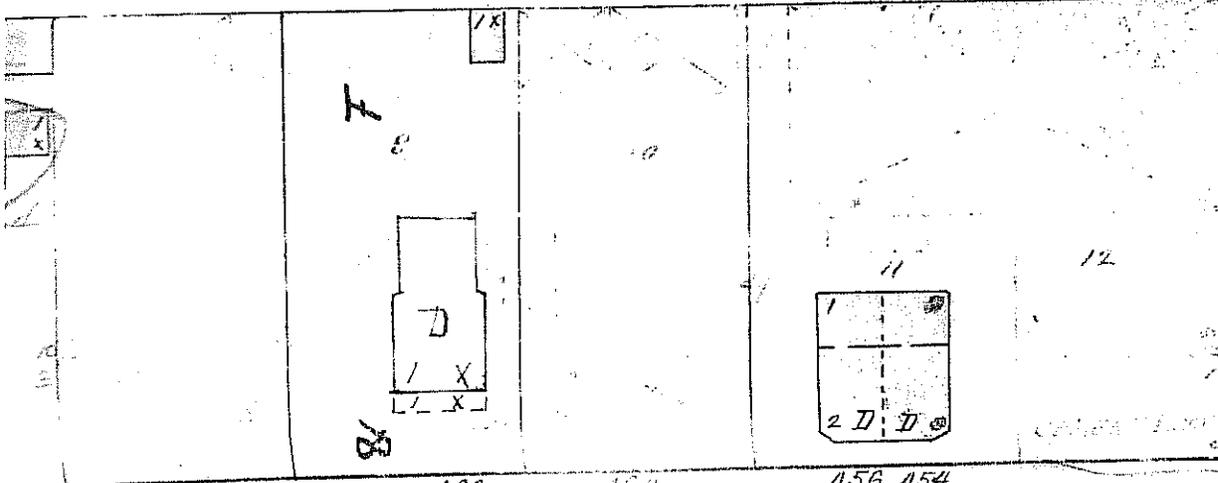
(459) 461 459 457 455 453



48'

20'

PINE



466

462

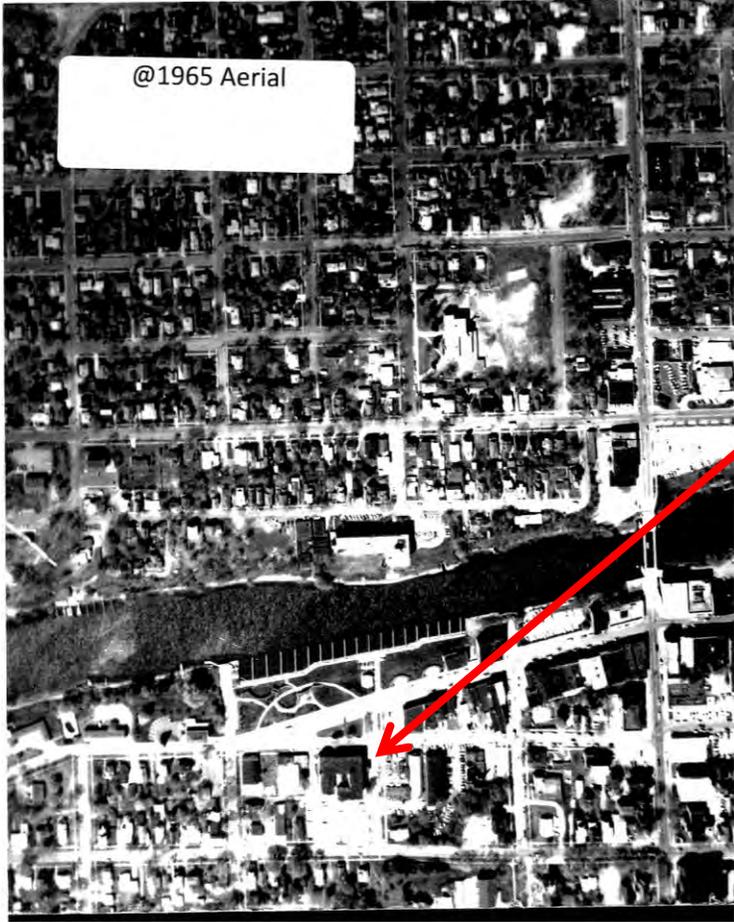
460

456 454

12" W.P.

54

27



Aerial showing that the Hotel was not constructed over the alley

PUBLIC NOTICE

The Manistee City Planning Commission will hold a public hearing on **Thursday, April 4, 2011 at 7:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, MI 49660.

The Hearing is being held in response to a request from:

NAME: Arens Investment Company
2110 Crescent Beach Road, Manistee, MI 49660

HEARING PURPOSE: Request to vacate that portion of the alley located between lot 1, 2, 3, 4, including the east 18.75 feet of lot 5 and lot 12, 11, 10, 9 including the east 18.75 feet of lot 8, located in Block 9 of Filer and Tyson's Addition to the City of Manistee.

Interested parties are welcome to attend the hearing, or written comments with signature can be submitted to: Jon Rose, Community Development, City of Manistee, P.O. Box 358, Manistee, MI 49660, (231) 398-2805.



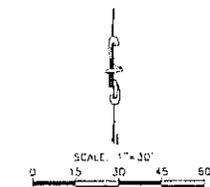
Planning & Zoning, City Hall
 70 Maple Street, P.O. Box 358,
 Manistee, MI 49660
 231.398.2806 (phone)
 231.723.1546 (fax)

Street or Alley Vacation Request Form

Please Print

Vacation of a Public Right-of-way Requirements		
<p><i>Requests must be received 25 days prior to the City of Manistee Planning Commission meeting to be placed on the agenda.</i> Requests require a Public Hearing and Council Approval. Notice shall include publication in a newspaper, posting in City Hall, and notification by first class mail of all parties within 300 feet of the affected portion of street/alley. Applicants must furnish title work to show all easements.</p>		
Applicant Information		
Property Address:	Parcel # 51-51-349-710-01	
Name of Owner #1: Kelly M. Hagan, Trustee, In re: Ruth Marie Seng, US Bankruptcy Court File No. 11-11-01392-swd [seller of parcel]		
Mailing Address: PO Box 384, Acme, MI 49610		
Phone #: (248) 650-6094 ext. 15 (Trustee's attorney)	Cell#:	e-mail: ksmith@bbssplc.com (Trustee's attorney)
Property Address:	Parcel # 51-51-349-710-01	
Name of Owner #2: Arens Investment Company [buyer of parcel/applicant]		
Mailing Address: 2110 Crescent Beach Road, Manistee, MI 49660		
Phone #: (586) 530-3931	Cell#:	e-mail: tedgarens@gmail.com
Property Address:	Parcel #	
Name of Owner #3:		
Mailing Address:		
Phone #:	Cell#:	e-mail:
Property Address:	Parcel #	
Name of Owner #4:		
Mailing Address:		
Phone #:	Cell#:	e-mail:
Site Plan Requirements		
<p>The applicant is responsible to provide a survey showing the streets and street names and lot dimensions of all parcels involved in the vacation and legal descriptions of the proposed resulting parcels. The Planning Commission reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.</p>		
Authorization		
<p>By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.</p>		
Applicant #1 Signature: <i>[Signature]</i>	ARENS INV PARTNER	Date: <u>3/6/2013</u>
Applicant #2 Signature: _____		Date: _____
Applicant #3 Signature: _____		Date: _____
Applicant #4 Signature: _____		Date: _____
<input checked="" type="checkbox"/> Fee of \$750.00 and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input checked="" type="checkbox"/> \$750.00	Receipt # <u>27619</u>	<u>PC-2013-02</u>
Signature: _____	Date: _____	

S. WATER STREET (66' R/W)



BEARING WERE BASED ON THE SOUTH LINE OF SECOND STREET OF THE RECORDED PLAT OF FILER AND TYSON'S ADDITION TO THE CITY OF MANISTEE.

- LEGEND-
- FOUND IRON
 - SET IRON
 - STEEL POST - R" UNLESS NOTED
 - ⌋ SIGN
 - POWER POLE
 - GUY POLE
 - GUY WIRE
 - ⊕ WATER VALVE
 - STORM MANHOLE
 - SANITARY MANHOLE
 - WOODEN FENCE
 - ▭ CONCRETE

- NOTES:
1. THE DESCRIPTION SHOWN HEREON IS BASED ON THE MANISTEE ABSTRACT AND TITLE COMPANY POLICY NUMBER LP 50174G. EFFECTIVE DATE MARCH 5, 2003.
 2. NO PORTION OF THE LAND INDICATED HEREON IS LOCATED IN A 100 YEAR FLOOD PLAIN OR OTHER DESIGNATED FLOOD PLAIN.
 3. THIS SURVEY DEPICTS THE LOCATION OF SUBSTANTIAL, VISIBLE BUILDINGS AND OTHER IMPROVEMENTS ON THE PROPERTY.
 4. THIS SURVEY SHOWS OBSERVED EVIDENCE OF UTILITIES, DRAINAGE AND POINTS OF INGRESS AND EGRESS FOR SAID DRAINAGE AND UTILITIES. SURVEY WAS CONDUCTED WHEN THERE WAS 24" ON THE GROUND. NO UTILITIES WERE FOUND ON THE PROPERTY.
 5. THIS PARCEL CONTAINS 63,334 SQUARE FEET OR 1.45 ACRES. THE LAND SHOWN HEREON IS THE SAME AS THE LEGAL DESCRIPTION SCHEDULE "A" LP56174D4.

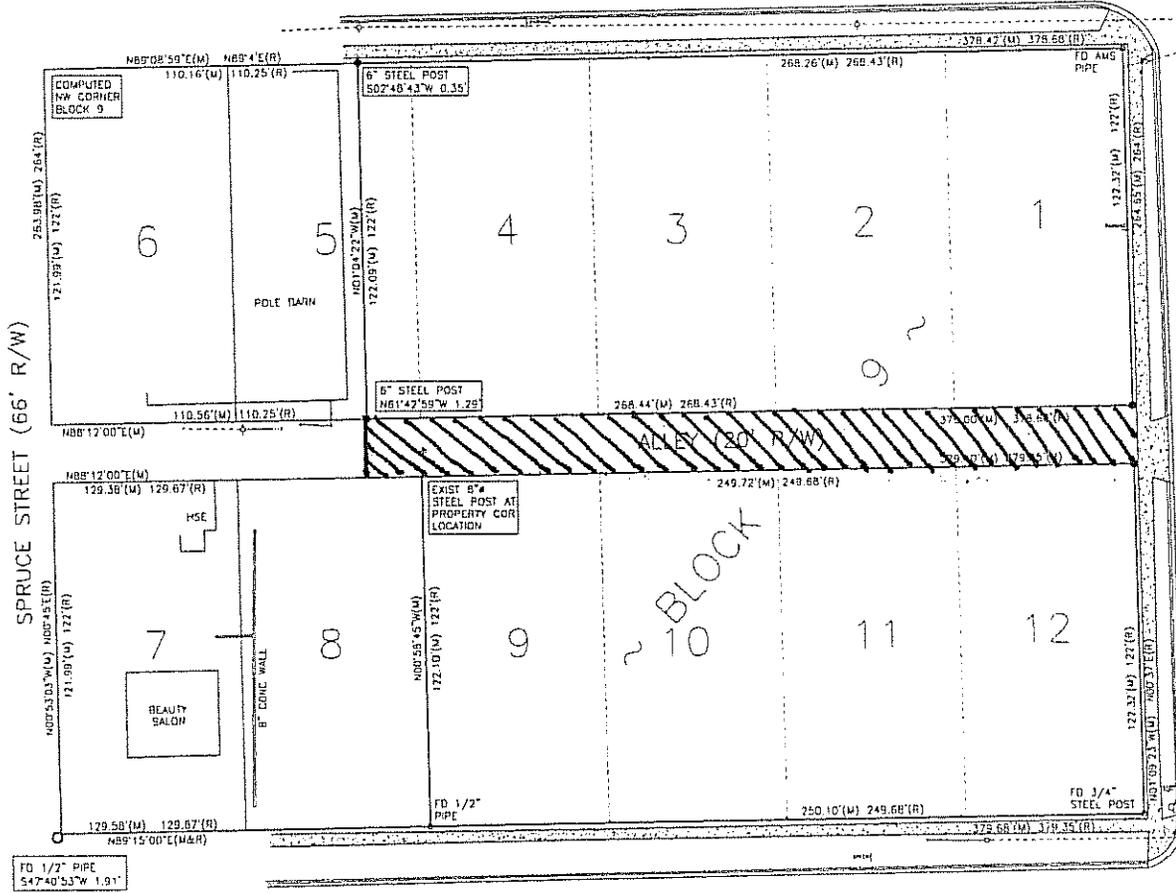
DESCRIPTION:
 LOTS 1-4, 9-12 AND THE EAST 18.75' OF LOT 5 ALL IN BLOCK 9 OF FILER AND TYSON'S ADDITION TO THE CITY OF MANISTEE, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 2 OF DEEDS, PAGES 64 & 65.

PROPERTY TAX NO. 51-51-349-710-01

TO:
 THEODORE ARENS
 NORTHWESTERN BANK
 MANISTEE ABSTRACT AND TITLE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT OF THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS AND INCLUDES ITEMS 1, 2, 3, 4, B, 11A AND 1B OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON FEBRUARY 6, 2013

JAMES T. NORDLUND, SR
 PROFESSIONAL SURVEYOR
 PS# 18345



FIRST STREET (66' R/W)

SPRUCE STREET (66' R/W)

PINE STREET (66' R/W)

REV	DESCRIPTION	BY	DATE
NORDLUND & ASSOCIATES, INC. Providing Complete Engineering & Surveying Services Since 1972 Lubington, WI 54431 Manistee, MI 49660 (231) 843-3485 (231) 723-8460			
CLIENT		DRAWN BY: JG	
TED ARENS		CHECKED BY: JTN-SR	
2110 CRESENT BEACH RD		SCALE: 1" = 30'	
MANISTEE, MICHIGAN 49660		DATE: FEBRUARY 27, 2013	
DESCRIPTION		JOB NUMBER	SHEET
ALTA/ACSM SURVEY		PS-13-05	1 OF 1

Attachment to *Street or Alley Vacation Request Form*

Legal descriptions of proposed resulting parcels:

Lots 1-4 and the adjacent north 10' of the vacated alley along those lots, lots 9-12 and the adjacent south 10' of the vacated alley along those lots, and the east 18.75' of Lot 5 together with the adjacent north 10' of the vacated alley along that 18.75', all in Block 9 of Filer and Tyson's Addition to the City of Manistee.

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

April 4, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, April 4, 2013 at 7 pm 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 Wittlief, Roger Yoder

Members Absent: None

Others: Steve Brower (representing Arens Investment Company), Brian and Sue Hamilton (284 First Street), Mike Baker (Hooker, Dejong, Inc.), Denise Blakeslee (Planning & Zoning) 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: Barry, Crockett, Dean, Fortier, McBride, Wittlief, Yoder
No: None

APPROVAL OF MINUTES

Motion by Ray Fortier, seconded by Mark Wittlief that the minutes of the March 7, 2013 Planning Commission Meeting be approved as prepared.

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

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

PUBLIC HEARING

Chair Yoder opened the Public Hearing at 7:03 pm

PC-2013-02 – Arens Investment Company – Alley Vacation Request

A request has been received from Arens Investment Company to vacate that portion of the alley located between lot 1, 2, 3, 4, including the east 18.75 feet of lot 5 and lot 12, 11, 10, 9 including the east 18.75 feet of lot 8, located in Block 9 of Filer and Tyson's Addition to the City of Manistee.

Steve Brower, representative for Arens Investment Company spoke to Mr. Arens before the meeting and under the circumstances requested the Planning Commission to postpone deliberation on the request until the June 6, 2013 Planning Commission Meeting when Mr. Arens could be present. Letter received from Mr. Arens - attached

Denise Blakeslee, Planning & Zoning – Ms. Blakeslee said that the Commission should conduct the Public Hearing so any person who was concerned about the request would have the opportunity to speak to the commission and it would meet the noticing requirements in the even the Planning Commission were to postpone deliberation until June.

Copies of the request were forwarded to **Director of Public Safety Dave Bachman** who stated *"It would be difficult to support just vacating an alley from our perspective without knowing the intended use or the impact of that use on other buildings. From that standpoint alone I as public safety wouldn't be able to support the vacation. Not near enough information for me to make that decision."*

Utility Director Jeff Mikula reviewed and responded to the request – copy of memo attached. She received an email before the meeting that reads:

"We have opened the manhole. It is full of debri and we are not able to determine if it is active until it is cleaned. There is also an adjacent catch basin full of debri and needs to be determined if it tied to the sanitary sewer. The request in my previous memo stands. I can schedule the cleaning next week."

There are several things that the Commissioners need to consider when be considered when reviewing the request.

- What is the intended use for the property?
- Are there any utilities located in the alley? When vacating streets or alleys we always reserve any existing utility easements, under Council's authority as contained in Public Act 288 of 1967, MCL 560.256, and Section 13-3 of the City of Manistee Charter. Will this condition affect the applicant's ability to use the property?
- How will eliminating the alley affect access for the remaining property owners?

Also Ms. Blakeslee wanted to clarify a statement in Mr. Arens letter regarding the Hotel Chippewa being constructed over the alley. She had asked the Museum Director to review the Sandborn Maps and it was determined that the Hotel was not constructed over the alley.

Chair Yoder opened the hearing for public comments.

None

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

Robert & Donna Thomas, owner of 471 Water Street (adjoining property) - attached
Travis Alden, Director, Manistee Main Street Downtown Development Authority - attached

There were no more additional comments; the Public Hearing was closed at 7:10 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

PC-2013-02 – Arens Investment Company – Alley Vacation Request

Earlier in the evening a Public Hearing was held in response to a request from Arens Investment Company for an Alley Vacation Request.

MOTION by Ray Fortier, seconded by Mark Wittlief that the Planning Commission postpone action on the Alley Vacation Request from Arens Investment Company until the June 6, 2013 Planning Commission Meeting.

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

Yes: McBride, Wittlief, Dean, Fortier, Barry, Crockett, Yoder

No: None

Staff is to notice all the property owners in the block that deliberation on the request will take place at the June Meeting.

The Woda Group, Inc. – Manistee Place PUD (former Chalet West Apartments)

A request has been received from the Woda Group, Inc. – Manistee Place to relocate the basketball court, playground and picnic area. Staff is forwarding the request to the Planning Commission for review.

Mike Baker, Hooker DeJong, Inc. – Mr. Baker presented the request to the Planning Commission. The previous location has significant changes in topography that would require retaining walls and switchbacks for ADA access. The new location is level and provides ADA access to the area. After discussion with staff they included a fence six feet in height, 75 feet in length.

Discussion about the fencing and if additional fencing/gates should be required.

MOTION by Dave Crockett, seconded by Mark Wittlief to approve the relocation of the basketball court, playground and picnic area at Manistee Place (former Chalet West Apartments) with the understanding that fencing options will be approved by staff.

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

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

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

Brian and Sue Hamilton, Manistee Historic Red School House, CDC – Mr. & Mrs. Hamilton have renovated the building at 284 First Street for a Child Development Center. They did not realize that a Special Use Permit was required for their facility. They are working on the request so it will be on the May Planning Commission Meeting.

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning – Reminder of Workshop on April 25th 6 – 8 pm Zoning Administration, attending will earn Citizen Planner Credits. On April 10th both Ms. Blakeslee and Chair Yoder will attend the first Lakes to Land Meeting.

MEMBERS DISCUSSION

Commissioner Dean reported to the Commission about a meeting he attended and was appointed as a member for the roundabout at First Street Beach. This group is working on what should be placed in the roundabout; looking for artists; will have an online poll to select artwork at the end of summer; hope to have installed by Spring 2014.

The Planning Commission will hold a Worksession on April 18, 2013

The next regular meeting of the Planning Commission will be held on Thursday, May 2, 2013

Meeting adjourned at 7:50 pm

Worksession - Notes

Worksessions are scheduled to allow the Planning Commission the opportunity to discuss in a less formal manner than a regular meeting. No motions can be made during a Worksession.

Master Plan Update – Travis Alden MSDDA Director welcomes a Worksession with the MSDDA Board. Ms. Blakeslee will contact Mr. Alden to try to coordinate a date.

ADJOURNMENT

MOTION by Ray Fortier, seconded by Marlene McBride that the meeting/worksession be adjourned.

Adjourned at 8:00 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary

Arens Investment Company

a Michigan Limited Liability Corporation – 2110 Crescent Beach, Manistee, MI 49660

March 25, 2013

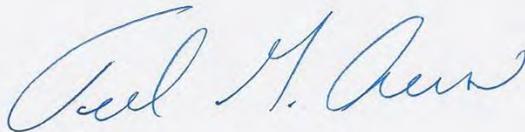
Manistee Planning Commission
70 Maple Street
Manistee, MI 49660

Dear Board Members,

Arens Investment entered into an agreement with the Bankruptcy Trustee Kelly M. Hagan on January 5, 2013. A contingency of that sale is the vacation of the alley that separates the lots I am buying. We do not seek to vacate any other portion of the alley, including the portion that exits between Thomas property and Spruce Street.

As of today, there is no intent to build on the property in the near future. I believe that the best use of the property today would be to build condos with possibly a couple of small coffee or bakery stores. This will not be possible currently because of the glut of empty stores and condos in Manistee. I do however have an interest in seeing that Manistee downtown succeeds and would be willing to work/invest with anyone who has a good idea. If no interested parties come forward I would develop the property in the future.

The vacating of the alley will allow for maximum flexibility for the use of the property. I believe the case could be made that the alley was vacated a long time ago because the Chippewa Hotel was built on that alleyway.



Ted Arens
General Partner

MEMO TO: Denise Blakeslee, Zoning Administrator
FROM: Jeffrey W. Mikula, Utility Director
DATE: March 27, 2013
SUBJECT: Aren's Investment Company
Alley Vacation Request



Utility Director's Office

231-723-7132

Upon your request we have reviewed the request to vacate the alley between Pine St and Spruce St. along the block from Water St. to First St. A review of the City water and sewer Atlas' does not indicate City water or sewer mains. However, in discussing with Department of Public Works staff, they recall a sewer manhole located within the alley. It is believed that this sewer flows east to Pine St. The manhole is covered with snow and we have scheduled a crew to locate the manhole and determine if there are any live connections to the line.

Should the line only serve the former building, we would consider removal of the line to support future development. Until that time, we request that the alley vacation not be granted, or if granted, be replaced with a 20 ft utility easement.

3/22/2013

Manistee City Planning Commission
70 Maple Street
Manistee, Michigan 49660

Robert & Donna Thomas
815 Dinsen Street
Manistee, Michigan 49660

We are responding to the proposed vacating of the alley way located between Lot 1, 2, 3, 4, including the East 18.75 feet of Lot 5 & Lot 12, 11, 10, 9, including the East 18.75 feet of Lot 8, located in Block 9 of Filer & Tyson's Addition to the City of Manistee, also known as the alley way behind the former Chippewa Hotel/Coral Gables. We are probably the only property owners on this block directly affected by this proposal. But, it is not without saying that other neighbors will be affected indirectly. We use this west alley way to access our present parking lot and back entrance (Spruce St.) to our Building. Parking surrounding the block is premium. Our neighbor, the business to our West, utilizes the Johnson Funeral Home Parking Lot except during a funeral. During a funeral the parking situation on Spruce St. is very congested. At present, the alley way gives us the option for huge trucks/trailers to drive thru the Alley Way, both directions. However, if we are denied access to our property through the alley way as proposed, we would have to design a new drive approach to our entrance there by losing two parking places on Spruce St. and indirectly affecting our neighbors.

Doing the new driveway approach then makes it possible to back up such vehicles but affecting our neighbors and us.

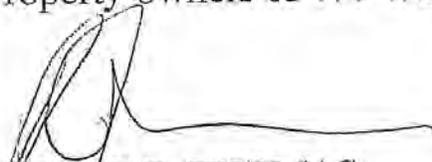
Historically, this alley was plotted as were others before the present fire dept. even existed as far back as when fire bucket brigades were formed to the river to fight fires. That alley is there for a reason, and that being SAFETY! It was I that reported and started to fight the fire when the grocery store that was on First Street was on fire and it was Bob Hornkohl who quickly came to my aid before the fire dept could respond to the alley way just behind the fire. When the fire happened at the hotel we didn't have a ladder fire truck at that time but relied on Consumers power for their assistance. Even now, with that equipment present at our fire dept., it seems to me getting closer to the fire would be of great importance. I believe that alley could be moved, but to vacate it before we know how the property is to be used is premature aka the cart is before the horse.

After the hotel fire, the city became the owners of said property, but gave it away for the cost of the cleanup to Bill Seng and ever since it has sat empty except for overflow parking and certain city events. Several projects failed over the years and it is time to get this property back on line. We don't want to look like Detroit and it is a blight that needs the "Tuesday Committee". I do certainly salute Ted Arens, for his efforts in doing just that but am not completely on board until it is known the purpose and use of the property. I openly greet the opportunity to work with Ted Arens to resolve these issues we both have.

We have always thought that the City missed a chance to place a combined police/fire dept. with the city offices on this property. Could it be possible now, maybe now could be a second opportunity?

We hope the Planning Commission will take our comments under consideration and not recommend that the alley vacating go forward.

(Property owners of 471 Water St.)



ROBERT F. THOMAS



DONNA J. THOMAS

PURE MICHIGAN

Downtown Manistee

Manistee Main Street
Downtown Development Authority
11 Cypress Street
Manistee, MI 49660
231-398-3262

March 29, 2013

Mr. Ted Arens, General Partner
Arens Investment Company, LLC
2110 Crescent Beach
Manistee, MI 49660

Dear Mr. Arens:

I read your letter addressed to the City of Manistee Planning Commission (included in the Commission's April 4, 2013 meeting packet) concerning your request to vacate the alley on the former Hotel Chippewa lot on the west end of Downtown Manistee. Based on your letter it seems your company is in the process of purchasing said property. I had heard something along these lines "through the grapevine" but it is nice to have it confirmed via the letter.

Your letter indicates a desire to see Downtown Manistee succeed, which we as an organization certainly appreciate. We're happy to report that over the last couple of years the vacancy rate in Downtown Manistee has declined by almost 10%, with more progress anticipated yet this spring and summer. Our recent efforts to recruit a quality owner-operator for the former Tuscan Grille property has resulted in the Blue Fish Kitchen development, which plans to open this summer.

At the Main Street DDA board's annual strategic planning retreat in January, the board identified a short list of "catalyst redevelopment projects" to be priorities for our revitalization work. The property you are in the process of purchasing is on that list.

This provides us with a key opportunity to possibly collaborate on a vision for that property which can meet everyone's goals and objectives. On behalf of the MSDDA board, I'd like to invite you to meet sometime soon to discuss your ideal plans for the property, what we can possibly assist with, analysis data we have that might help with your plans, and the like.

Please feel free to contact me with any questions you may have, and ideally to set up an informal meeting. My contact information is at the top of this letter. Thank you for your time Mr. Arens, I look forward to hearing from you.

Sincerely,



Travis B. Alden
Director, Manistee Main Street Downtown Development Authority

Cc: Jeff Reau, MSDDA Chair; Denise Blakeslee, City of Manistee





Lakes to Land

REGIONAL INITIATIVE

Unique Region. Unique Communities. Shared Vision.

Lakes to Land Regional Initiative *A Collaboration Among 16 Communities in Northern Michigan*

The Lakes to Land Regional Initiative began with five Northwestern Michigan townships wishing to team up in order to attain an economy of scale and to pool grant application resources for the purpose of creating a collaborative master plan. Using the facilitation and convening services of the Manistee Alliance for Economic Success, the initiative received funding from the C.S. Mott Foundation and the Michigan Department of Treasury's Economic Vitality Incentive Program. Beckett & Raeder, Inc. was the planning firm selected by the communities to facilitate the process.

Within eight months, the Initiative had tripled in size to become the largest of its kind in Michigan: 10 townships, 4 villages, and 2 cities have all signaled a readiness and desire for cooperation throughout the region. All of the communities have environmental concerns that are interconnected, a delicate balance between rural character and economic development to maintain, and a seasonal economy that creates unique and challenging opportunities best faced collaboratively.

To achieve this collaboration while clearly affirming the autonomy of each community, the project embarked on an innovative new process. A leadership team consisting of at least two representatives from each community was charged with the task of encouraging as many citizens as possible to participate in the 10 public visioning sessions held throughout the region to facilitate unique, "bottom up" planning. The voice of each community was articulated in an individual master plan in accordance with the Michigan Planning Enabling Act (Act 33 of 2008), and then its goals have been interlaced with neighboring communities' common goals to build synergy. Collaborative meetings among communities are at the heart of the initiative, and additional efforts such as a regional recreation plan are under consideration. In the fall of 2013, a "Convention of Communities" will launch the development of a collaborative implementation plan of action involving all communities.

For more information, contact Tim Ervin of the Alliance for Economic Success at 231-723-4325 or tervin26@charter.net.



instrumental