CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES
June 6, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, June 6, 2013 at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

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

Roll Call:

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

Members Absent: Bill Dean (excused), David Crockett (excused)

Others: Al Frey (Manistee Community Kitchen), Jeff Seng (1874 Guthrie Road) (Tamara Buswinka (Beckett & Raeder), Kathy Morin (AES), Denise Blakeslee (Planning & Zoning) and others

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Mark Wittlief that the agenda be approved as prepared.

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

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

APPROVAL OF MINUTES

Motion by Maureen Barry, seconded by Marlene McBride that the minutes of the May 2, 2013 Planning Commission Meeting be approved as prepared.

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

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

PUBLC HEARING

Chair Yoder opened the Public Hearing at 7:02 pm

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).

Al Frey, Manistee Community Kitchen presented the case to the Planning Commission. They have been working on the kickoff campaign to raise the necessary funds; this will be a teaching restaurant. They will not serve dinner on Friday evening; do not want to compete with the local restaurants on one of their busiest nights; this is a school that will teach restaurant/life skills; give people a second chance; successful students will receive two certificates (Servsafe Certification, which is a nationwide food handling certificate and a Certificate from the Community Kitchen) and assistance in finding them jobs; working with various organizations. Will use as much local products as possible (i.e. produce, fish). Lunch will be Tuesday/Wednesday/Thursday 11am – 3pm. Dinner will be Wednesday/Thursday/Saturday 5pm – 9pm.

Commissioners asked a few questions including:

Q – What type of people will be hired?
A - Working with various groups including, Staircase Youth Services, Centra Wellness, Manistee Intermediate School District, Stone House and Casman Academy.

Q – What type of drinking will be at the facility?
A - May have wine at a special event (will get license), No hard liquor

Q – What type of food will be served?
A – Old fashioned comfort food, cooked in a healthy way.

Q – How many students?
A = Two tiers, 4 -5 Learning Disabled and 8 culinary students to begin with. If enough interest may expand to two classes and be opened seven days a week.

If approved an Open House has been scheduled for Wednesday, June 12th 3 – 8 pm.

Denise Blakeslee, Planning & Zoning – Application was complete; issue relating to catch basin is not a consideration for the commission per the City Attorney; the location of the Bike Rack will need to be determined since it was not placed on the application.

Chair Yoder opened the hearing for public comments.

Jeff Seng, 8714 Guthrie Road – Mr. Seng has owned the building since 1998/99. The City has worked on the Development Plan for the Peninsula. The plan cannot be accomplished all at one time, this is a start and over the next ten years we will be able to see what can be developed.

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

Members of the Commission received copies of Memorandum of Understanding between the Manistee Community Kitchen and Staircase Youth Services, Centra Wellness, Manistee Intermediate School District, and Casman Academy for the Implementation of the Iron Works Café Project (attached).

There were no more additional comments; the Public Hearing was closed at 7:13 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

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.

MOTION by Ray Fortier, seconded by Maureen Barry to adopt a resolution to approve 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.

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

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

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.

Mr. Arens was unable to attend the meeting, but submitted a letter for the Commissions consideration (attached).

Ms. Blakeslee explained to the Commission that without a site plan or proposed development there is no justification to vacate the alley in question.

MOTION by Maureen Barry, seconded by Mark Wittlief to deny the request from Arens Investment to the alley. Denial of the request was based on the fact that no site plan was submitted that supported the request.

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

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

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning – Reminder that that the Lakes to Land Regional Initiative is scheduled for Thursday, June 27, 2013 from 6 – 9 pm at Pleasant Valley Community Center.

Sub-Committee – No Reports

MEMBERS DISCUSSION

None

No Worksession in June

The next regular meeting of the Planning Commission will be held on Thursday, July 11, 2013

Meeting adjourned at 7:30 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 - Lakes to Land – Tamara Buswinka, Becket & Reader and Kathy Morin, Alliance for Economic Success gave a presentation to the Commission on the Lakes to Land Initiative and how they will be able to assist with the Master Plan update. The importance of the June 27th meeting and the Collaborative Meeting that will be held in September.

Annual Report

Staff has drafted a PowerPoint presentation for the Planning Commission to City Council. The presentation was reviewed and changes were made. Staff will finalize the report for the July 2, 2013 Council Meeting.

ADJOURNMENT

Motion by Ray Fortier, seconded by Maureen Barry that the meeting/worksession be adjourned. MOTION PASSED UNANIMOUSLY.

Adjourned at 8:25 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary

Staircase youth services

Memorandum of Understanding
Manistee Community Kitchen and Staircase Youth Services, Inc.
Implementation of Iron Works Café Project

I. **Purpose.** The purpose of the memorandum of understanding is to establish nonbinding goals, objectives, roles and responsibilities of the parties involved in the Iron Works Café Project that is the responsibility of the Manistee Community Kitchen.

II. Parties.

A. The Manistee Community Kitchen, a 501(c)(3) nonprofit duly incorporated in the State of Michigan that has a mission to provide access to healthy foods and training to end hunger and obesity in Michigan. The goal of the Café Project is 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.

B. Staircase Youth Services, Inc. is a non-profit agency in Manistee County that serves runaway and homeless youth. Homeless youth ages 17-21 participate in our program. They are assisted with employment and educational goals, life skills training, housing, and on-going case management.

III. Roles and Responsibilities

A. The Manistee Community Kitchen will operate the Café and assume the following roles and responsibilities:

1. Provide on-the-job training and mentoring in all aspects of the day-to-day operations of a successful business.
2. Employ a life coach to work with students to develop restaurant and life skills.
3. Conduct weekly training classes for participants on skills development.
4. Involve students in skills development involving marketing, bookkeeping, menu planning, food preparation, customer service and training and management.
5. Develop participant skills involving health living, teamwork, customer relations and the fundamentals of work.

Staircase Youth Services, Inc.
5880 W. US 10 · Ludington, MI 49431
Ph: 231-843-3200 Fax: 231-845-9028
www.staircaseyouthservices.org

Staircase youth services

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B. Staircase Youth Services, Inc. is a non-profit agency in Manistee County that serves runaway and homeless youth. Homeless youth ages 17-21 participate in our program. They are assisted with employment and educational goals, life skills training, housing, and on-going case management.

III. Roles and Responsibilities

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Staircase Youth Services, Inc.
5880 W. US 10 - Ludington, MI 49431
Ph: 231-843-3200 Fax: 231-845-9028
www.staircaseyouthservices.org

United Way

6. Develop participant skills in food preparation, scheduling, ordering, bookkeeping and supervision.
7. Involve participants in community garden initiatives to provide them with an understanding of how food is grown.
8. Evaluate all students at the conclusion of the 16-week course.
9. Facilitate completion of the "Working Smart" Training Program, the 16-week course, including relevant certifications and assist in job placement.

B. Staircase Youth Services will provide the following in support of the Iron Works Café Project:

Referrals to the program
Weekly support to those clients involved in the program

IV. Limitation

This is the entire agreement between these two parties and this agreement creates no liabilities, costs, expenses or other roles or responsibilities for either party.

Cynthia Arneson
Executive Director

Staircase Youth Services, Inc.
5880 W. US 10 · Ludington, MI 49431
Ph: 231-843-3200 Fax: 231-845-9028
www.staircaseyouthservices.org

Centra Wellness
NETWORK

Memorandum of Understanding
Manistee Community Kitchen and Centra Wellness Network
Implementation of Iron Works Café Project

I. **Purpose.** The purpose of the memorandum of understanding is to establish nonbinding goals, objectives, roles and responsibilities of the parties involved in the Iron Works Café Project that is the responsibility of the Manistee Community Kitchen.

II. **Parties.**

A. The Manistee Community Kitchen, a 501(c)(3) nonprofit duly incorporated in the State of Michigan that has a mission to provide access to healthy foods and training to end hunger and obesity in Michigan. The goal of the Café Project is 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.

B. Centra Wellness Network provides wellness-oriented services and support for individuals with mental illness and/or intellectual/developmental disabilities, and for children with emotional disturbances. Our purpose is to help qualified individuals of all ages in their pursuit of happiness by removing any barriers towards recovery and full community inclusion in order to achieve good mental health and to fully participate in community life, utilizing all its resources in line with their individual needs, wants, and desires.

III. **Roles and Responsibilities**

A. The Manistee Community Kitchen will operate the Café and assume the following roles and responsibilities:

1. Provide on-the-job training and mentoring in all aspects of the day-to-day operations of a successful business.
2. Employ a life coach to work with students to develop restaurant and life skills.
3. Conduct weekly training classes for participants on skills development.
4. Involve students in skills development involving marketing, bookkeeping, menu planning, food preparation, customer service and training and management.
5. Develop participant skills involving health living, teamwork, customer relations and the fundamentals of work.
6. Develop participant skills in food preparation, scheduling, ordering, bookkeeping and supervision.

P.O. Box 335 | 310 North Glocheski Drive | Manistee, MI 49660 | P. 877.398.2013 www.centrawellness.org
Formerly Known As Manistee-Benzie Community Mental Health

7. Involve participants in community garden initiatives to provide them with an understanding of how food is grown.
8. Evaluate all students at the conclusion of the 16-week course.
9. Facilitate completion of the "Working Smart" Training Program, the 16-week course, including relevant certifications and assist in job placement.

B. Centra Wellness Network will provide the following in support of the Iron Works Café Project:

The Project complements our programming by providing our consumers with a venue for training and mentoring. Our staff will work closely with the Café's Life Coach to ensure success for the Project and its participants through job coach support for those that meet eligibility.

IV. Limitation

This is the entire agreement between these two parties and this agreement creates no liabilities, costs, expenses or other roles or responsibilities for either party.

Al Frye, Director of Training
Manistee Community Kitchen

Joseph "Chip" Johnston, Executive Director
Centra Wellness Network

Manistee Intermediate School District
772 E. Parkdale Avenue. Manistee. MI 49660
PHONE: (231) 723-6205 FAX: (231) 723-1520 www.manistee.org

Memorandum of Understanding
Manistee Community Kitchen and the Manistee Intermediate School District
Implementation of Iron Works Café Project

I. **Purpose.** The purpose of the memorandum of understanding is to establish nonbinding goals, objectives, roles and responsibilities of the parties involved in the Iron Works Café Project that is the responsibility of the Manistee Community Kitchen.

II. Parties.

A. The Manistee Community Kitchen, a 501(c)(3) nonprofit duly incorporated in the State of Michigan that has a mission to provide access to healthy foods and training to end hunger and obesity in Michigan. The goal of the Café Project is 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.

B. Manistee Intermediate School District is located in Manistee County. The Manistee Intermediate School District serves 3,206 students. There are four public school districts, one public academy, two non-public schools and one community college in our service area.

The Manistee Intermediate School District proudly services the school districts of:

- Bear Lake Schools
- Kaleva Norman Dickson Schools
- Manistee Area Public Schools
- Onekama Consolidated Schools
- Manistee Catholic Central
- Trinity Lutheran Schools
- Casman Academy

The ISD also works in consortium with many of the local service agencies to provide valuable opportunities for the children of Manistee County.

Transition service is one program available to help students reach their postsecondary goals through referral to training programs, on the job training, work based learning, Michigan Rehabilitation Services and college.

III. Roles and Responsibilities

A. The Manistee Community Kitchen will operate the Café and assume the following roles and responsibilities:

1. Provide on-the-job training and mentoring in all aspects of the day-to-day operations of a successful business.
2. Employ a life coach to work with students to develop restaurant and life skills.
3. Conduct weekly training classes for participants on skills development.
4. Involve students in skills development involving marketing, bookkeeping, menu planning, food preparation, customer service and training and management.
5. Develop participant skills involving health living, teamwork, customer relations and the fundamentals of work.
6. Develop participant skills in food preparation, scheduling, ordering, bookkeeping and supervision.
7. Involve participants in community garden initiatives to provide them with an understanding of how food is grown.
8. Evaluate all students at the conclusion of the 16-week course.
9. Facilitate completion of the "Working Smart" Training Program, the 16-week course, including relevant certifications and assist in job placement.

B. The Manistee Intermediate School District will provide the following in support of the Iron Works Café Project:

1. Make appropriate student referrals.
2. Provide ongoing site visits or job coaching when needed.
3. Attend planning and placement meetings.
4. Take Manistee Intermediate School district students to the café for a field trip and meal.
5. Encourage students to volunteer.
6. Provide donations and/or financial support when possible.
7. Coordinate cash match services between Michigan Rehabilitation Services and the MISD in order to pay for training.

IV. Limitation

This is the entire agreement between these two parties and this agreement creates no liabilities, costs, expenses or other roles or responsibilities for either party.

CASMAN Alternative Academy

An educational path to the world!

May 1, 2013
Memorandum of Understanding
Manistee Community Kitchen and CASMAN Alternative Academy
Implementation of Iron Works Café Project

1. Purpose. The purpose of the memorandum of understanding is to establish nonbinding goals, objectives, roles and responsibilities of the parties involved in the Iron Works Café Project that is the responsibility of the Manistee Community Kitchen.

11. Parties.

A. The Manistee Community Kitchen, a 501(c)(3) nonprofit duly incorporated in the State of Michigan that has a mission to provide access to healthy foods and training to end hunger and obesity in Michigan. The goal of the Café Project is 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.

B. CASMAN Alternative Academy is a public charter school through the Manistee Intermediate School District. CASMAN Academy has students from grades 8-12. Our students live in school districts throughout the I.S.D. In addition to our regular day school program which 65 students attend, we also offer an online program for approximately 15 students. It is our school's vision to integrate learning from the classroom into real life relevant experiences within the community.

111. **Roles and Responsibilities.**

A. The Manistee Community Kitchen will operate the Café and assume the following roles and responsibilities:

1. Provide on-the-job-training and mentoring in all aspects of the day-to-day operations of a successful business.

2. Employ a life coach to work with students to develop restaurant and life skills.

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6. Develop participant skills in food preparation, scheduling, ordering, bookkeeping and supervision.
7. Involve participants in community garden initiatives t provide them with an understanding of how food is grown.
8. Evaluate all students at the conclusion of the 16-week course.
9. Facilitate completion of the "Working Smart" Training Program, the 16-week course, including relevant certification and assist in job placement.

B. CASMAN Alternative Academy will provide the following support of the Iron Works Café Project:
1. Participate in the on-the-job training and mentoring program.
2. Provide voluntary labor to help renovate and create the Iron Works Café.
3. Encourage financial support from the staff and parents for the project.

IV. Limitation

This is the entire agreement between these parties and this agreement no liabilities, costs, expenses or other roles or responsibilities for either party.

Keith Shearer, Director — 5-3-13 Date

Debby Major Associate and Administrative Assistant — 5-3-13 Date

Arens Investment Company

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

June 5, 2013

Dear Planning Commission Members,

My schedule at the last minute forced me to change plans and I will not be able to attend tonight's meeting. I apologize.

At this moment I see the development of this property as condos with a few small stores. The economy today would not permit the building of the structures. I would like the alley vacated so I can proceed with seeking partners and alternate uses of the property.

Bob Thomas has voiced opposition to the chance, but the alley could very easily be changed to curve around his property and this could be used as an entry to any future development. It would make for a much easier discussion with future partners, and the property has been sitting idle a long time.

I believe the City has much control in the future over the development of this site with its approval process and I therefore ask you grant my request.

Your final decision will be very much respected.

Thank You,

Ted Arens
General Partner