

# **MANISTEE CITY PLANNING COMMISSION**

Meeting of Thursday, October 10, 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 October 10, 2013 Agenda.

### **IV Approval of Minutes**

At this time Planning Commission can take action to approve the September 5, 2013 meeting Minutes.

### **V Public Hearing**

### **VI Public Comment on Agenda Related items**

### **VII New Business**

**Woda/Manistee Place Site Plan** – A request has been received a request from the Woda Group for changes to their Planned Unit Development (PUD)Site Plan. Staff is forwarding the request to the Planning Commission for their consideration. Dimensional and Use standards can be altered by the Planning Commission under Section 1870.D of the Zoning Ordinance.

At this time the Planning Commission could take action to approve/deny the request from Woda/Manistee Place to change the site plan for their PUD.

### **Schedule Meeting/Worksession Dates 2014**

The Manistee City Planning Commission generally hold their regular business meetings on the first Thursday of each month and worksessions on the third Thursday of the month. These meetings are held in Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 7:00 pm. Staff has prepared a list of meeting/worksession dates for 2014 for the Commissions consideration.

At this time the Planning Commission could take action to schedule their meeting/worksession dates for 2014.

**VIII Old Business**

**IX Public Comments and Communications**

At this time the Chair will ask if there are any public comments.

**X Correspondence**

At this time the Chair will ask if any correspondence has been received to be read into the record.

**XI Staff/Sub-Committee Reports**

At this time the Chair will ask Staff for their report.

At this time the Chair will ask if any of the Sub-Committees have anything to report.

**XII Members Discussion**

At this time the Chair will ask members of the Planning Commission if they have any items they want to discuss.

**XIII Adjournment**

## CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street  
Manistee, MI 49660

### MEETING MINUTES

September 5, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, September 5, 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: Dr. Edward Hybza & Jeanne Hybza (4008 Lakeshore Road), Dale & Anita Priester (346 Fourth Street), Bob & Mary Ann Grabowski (341 Fourth Street), Mitch Deisch (City Manager), 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 7 to 0.

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

### APPROVAL OF MINUTES

Motion by Bill Dean, seconded by Maureen Barry that the minutes of the August 1, 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-2013-06 – Dr. Edward P. Hybza D.C. and Jeanne Hybza – Special Use Permit for a Medical Office at 331 Fourth Street**

**Dr. Edward Hybza** – this building will suit their needs for their Chiropractic Office.

Chair Yoder opened the hearing for public comments.

**Anita Priester, 346 Fourth Street** – has lived in the neighborhood since 1976, this will be ideal for the neighborhood and gives the proposal her full support.

**Bob Gutowski, 341 Fourth Street** – has no objection, gives the project his full support and hopes to be able to park in the parking lot during the winter.

**Mary Ann Grabowski, 341 Fourth Street** – Gives the project her full support and noted that there was a typo on the Agenda; the address should be 331 Fourth Street not 311 Fourth Street.

**Denise Blakeslee, Planning & Zoning** – The former Jehovah's Kingdom Hall was located on parcel 51-574-731-01 and the parking lot to the west is located on parcel 51-574-731-03. These parcels are located in the R-2 Medium Density Residential Zoning District.

In the R-2 Zoning District a Medical or Dental Office is a Special Use that requires frontage on a key street segment. Parcel 51-574-731-01 has frontage on Cypress Street which is a Key Street Segment as defined in Section 532 of the City of Manistee Zoning Ordinance.

Staff has reviewed the site plan and the request meets all of the requirements except for Section 903 District Standards, Item A Parcel area reads..."No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area."... The applicant can meet this requirement by requesting that the two parcels be combined into one parcel.

Staff recommends that the following condition be placed on the Special Use Permit if the Planning Commission were to approve the request.

***The Applicant shall request to combine both parcels 51-574-731-02 and 51-574-731-03 into one parcel to meet the requirement of Section 903.A "No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area."***

This permit would allow either a medical or dental office at this location.

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

No Correspondence was received.

There were no more additional comments; the Public Hearing was closed at 7:08 pm.

#### **PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

#### **NEW BUSINESS**

##### **PC-2013-06 – Dr. Edward P. Hybza D.C. and Jeanne Hybza – Special Use Permit for a Medical Office at 331 Fourth Street**

During the Business portion of the meeting the Planning Commission reviewed the request for a Special Use Permit from Dr. Edward P. Hybza D.C. and Jeanne Hybza for a Medical Office at 331 Fourth Street.

Staff drafted a resolution to approve and a resolution to deny the request. Dr. Hybza brought in an updated site plan after the resolutions were drafted and the date for the site plan on the Resolution will be changed to 8/19/13.

MOTION by Maureen Barry, seconded by Ray Fortier to adopt a resolution to approve with conditions the request from Dr. Edward P. Hybza D.C. and Jeanne Hybza for a Special Use permit for a Medial Office at 331 Fourth Street as submitted with application PC-2013-06.

Condition will read:

- The Applicant shall request to combine both parcels 51-574-731-02 and 51-574-731-03 into one parcel to meet the requirement of Section 903.A “No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area.”

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

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

No: None

## **Manistee Environmental Stewardship Assessment**

Members of the Planning Commission received a copy of the Manistee Environmental Stewardship Assessment prepared by the Northwest Michigan Council of Governments. Scott Gest, Regional Planner, Michigan Council of Government was at the Planning Commission to give an overview of the study and to answer questions.

The project was funded through Michigan Coastal Management Program, Office of the Great Lakes, Department of Environmental Quality through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.

Discussion included how much information is in the plan; could be used and/or referenced in the Master Plan; service at Manistee Blacker Airport.

### **OLD BUSINESS**

None

### **PUBLIC COMMENTS AND COMMUNICATIONS**

**Dale Priester, 346 Fourth Street** – Thanked and commended the commissioners for their service to the community

### **CORRESPONDENCE**

None

### **STAFF/SUB-COMMITTEE REPORTS/MEMBERS DISCUSSION**

**Denise Blakeslee, Planning & Zoning** – discussed with the Commissioners upcoming meetings and workshops.

Ms. Blakeslee also spoke to the Commission about Manistee Place/The Woda Group. It has come to her attention that changes have been made to the site plan for the Manistee Place Apartment Complex (former Chalet West Apartments). Changes include relocation of dumpsters/changes in the parking layout/change in fence design (including length of the fence)/need to relocate sign to name a few. Changes to the Site Plan need to be reviewed and approved by the City.

The Commission agreed to schedule a Special Meeting with their Worksession on September 19, 2013 if necessary.

## MEMBERS DISCUSSION

**Commissioner Crocket** – wanted to thank Dr. and Mrs. Hybza for locating their office in the City.

**Commissioner Wittlief** – felt that the Medial Office was a good use for the building and noted that an offer on the property fell through about two years ago.

**Commissioner McBride** – said City Employees did a great job over the holiday, everything was clean and orderly.

**Commissioner Barry** – took the Firewise training via a webinar, lots of good information.

**Chair Yoder** – express his concerns about semi-trucks using Sixth and Seventh Street to get to Morton's.

**City Manager Mitch Deisch** – they are aware of the problem, drivers using GPS are being misdirected down these streets instead of to the Truck Route.

Discussion about signage, size of signage and additional signage that could be developed to alleviate this problem.

The Planning Commission will hold a Worksession on Thursday, September 19, 2013

The Planning Commission had rescheduled the October meeting to Thursday, October 10, 2013

## ADJOURNMENT

Motion by Ray Fortier, seconded by Marlene McBride that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:40 pm

MANISTEE PLANNING COMMISSION

---

Denise J. Blakeslee, Recording Secretary



## City of Manistee Planning & Zoning Department



## MEMORANDUM

231.398.2805

Fax 231.723-1546

dblakeslee@manisteemi.gov

www.manisteemi.gov

TO: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: October 1, 2013

RE: WODA/Manistee Place Site Plan

Commissioners, we received a request from the Woda Group for changes to their Planned Unit Development (PUD) Site Plan. There two items from the request that staff feels the need to expand are:

- The dumpster for building 301 was relocated and is proposed to encroach 4' into the front yard set-back. Under Section 1870.D of the Zoning Ordinance the Planning Commission can alter Dimensional and Use standards which read as follows:

***D. Dimensional and Use Standards:*** *In acting upon the application, the Planning Commission may alter lot size standards, required facilities, buffers, open space areas, setback requirements, height limits, building size limits, off-street parking regulations, landscaping rules, and miscellaneous regulations, where such regulations or changes are reasonable and consistent with the intent, objectives, and standards set forth in **Section 1870, 2...***

- They are requesting to eliminate the sidewalk for building 297 on Melitzer Street.

The applicant has noted that the topography of the property makes the installation of sidewalk difficult and costly. As staff reviewed the plans it was noted that the topography on the West side of Melitzer Street would be easier to work with and would provide access for buildings 307 & 309.

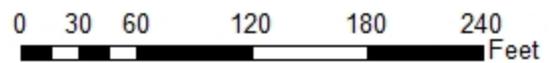
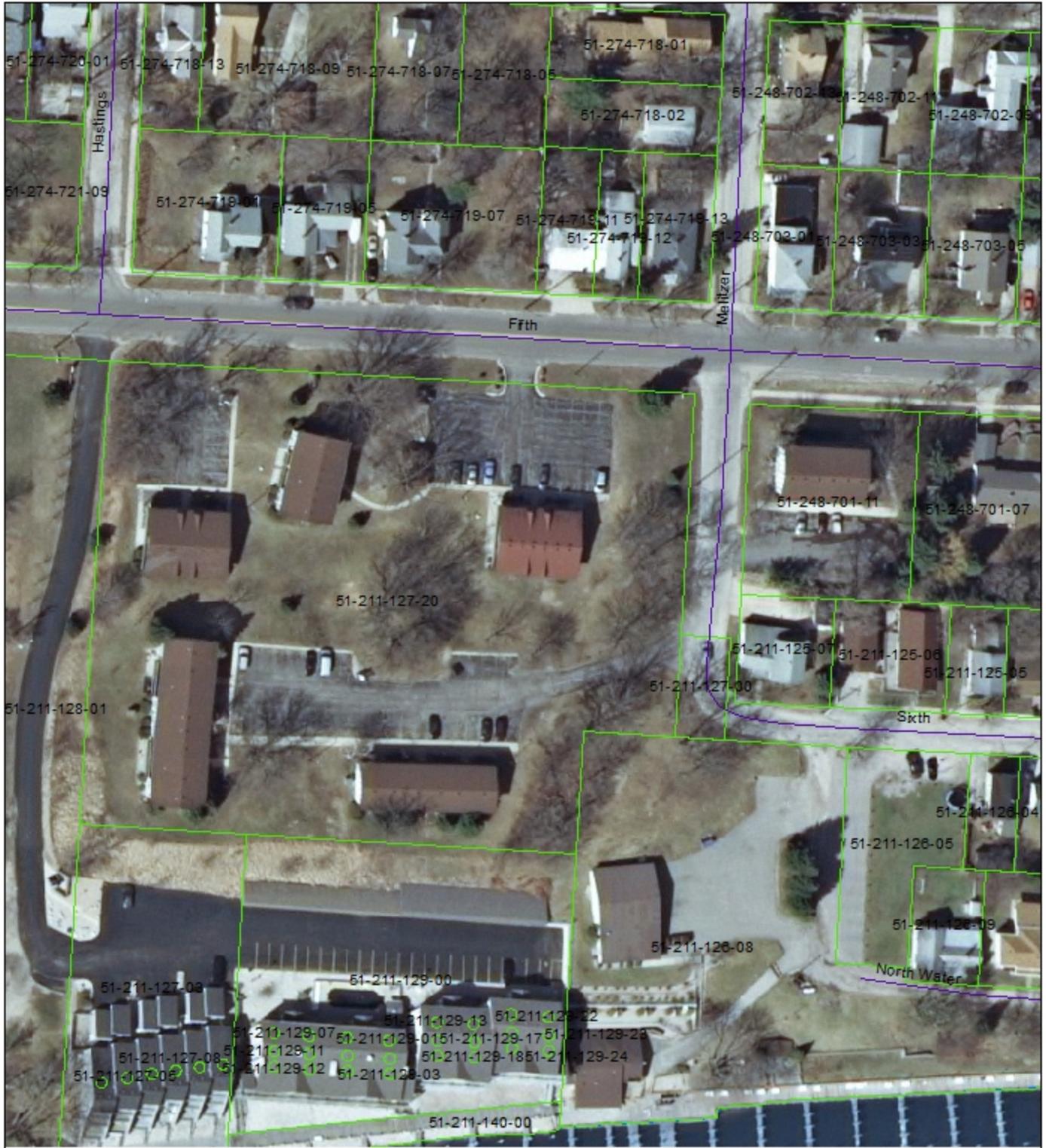
A copy of the request is being forwarded to Chief Bachman for his review.



The applicant will be at the meeting to review the request and answer questions.

:djb

# Manistee Place





Ohio Office: 614.396.3200  
229 Huber Village Blvd., Suite 100 | Westerville, OH 43081  
Maryland Office: 410.721.7939  
2142 Priest Bridge Court, Suite 5 | Crofton, MD 21114  
Georgia Office: 912.224.2169  
128 Habersham Street | Savannah, GA 31401  
Kentucky Office: 502.414.1259  
2037 Midland Trail | Shelbyville, KY 40065  
[www.wodagroup.com](http://www.wodagroup.com)

DEVELOPMENT • CONSTRUCTION • MANAGEMENT

October 1, 2013

Denise Blakeslee  
Zoning Officer  
City of Manistee  
70 Maple Street  
Manistee, MI 49660

Re: Manistee Place Site Plan

Dear Ms. Blakeslee:

I want to start by thanking you for your candor, and willingness to enter into dialogue with me, The Woda Group, Inc., and Woda Construction, Inc.

The purpose of this letter is to formally update your office as to the status of the as-built improvements at Manistee Place, to point out the differences between the approved PUD site plan and the as-built design, and to request amendments to the approved plan as you deem necessary.

Attached please find one copy of the approved PUD site plan with denoted changes. Also, please find our most recent site plan. Some of these changes have been formally approved, others are minor adjustments made, and others may require an amendment to the PUD.

The denoted changes are as follows:

- 1 Placement of a dumpster enclosure. (Please see attached photos.) The dumpster at the main parking lot needed to be relocated to solve for accessibility reasons. The approved site plan included a dumpster enclosure to be built in front of the new Community Building. In order to comply with accessibility requirements for parking, we were forced to re-locate it to the opposite end of the parking lot. We believe it does not cause any line-of-site issues with the Fifth Avenue and Melitzer Street intersection. Due to limited area, we were forced to encroach over the 15' set-back line by approximately 4 feet, we respectfully request an amendment to the plan for the placement of this dumpster enclosure and its infringement on the 15' set-back line.
- 2 The public sidewalk on Melitzer. The PUD plan shows a public sidewalk from the corner at Melitzer and Fifth to the parking lot entrance for building 297. After careful review, this sidewalk is cost prohibitive for two reasons. The first is due to the steep topography, the sidewalk would require a large retaining wall, and secondly, it is simply not practical, future

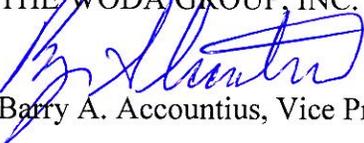
connection options are limited. We respectfully request an amendment of the approved plan that does not require this sidewalk to be installed.

- 3 Internal sidewalk connections to the public sidewalk on Fifth Avenue. The public sidewalk, as you and I have discussed, will be installed according to City specifications. The approved site plan shows connections to the internal walks at Manistee Place. Since site plan approval, the project has been forced to comply with some rather stringent accessibility regulations. In doing so we raised the elevation of the parking lot, causing topography issues with the planned sidewalk connectors making them cost prohibitive to install.
- 4 Installation of bike rack pads. As a condition of the PUD approval bike racks were required. We choose to install bike rack pads close to the garden style apartments.
- 5 New hard surface for parking spaces needed. The PUD was approved with 83 parking spaces. Due to some of the dumpster configurations and accessibility issues, we were forced to increase a minimal amount of hard surface to maintain the number of parking spaces required.
- 6 The installation of an additional dumpster enclosure. The approved plan did not provide any dumpster locations for the parking lot furthest to the west.
- 7 Relocation of the playground and basketball court. This relocation was previously approved due to topography issues. We also agreed to the installation of an aluminum fence for safety concerns brought on by the steep bank, and to keep a basketball from falling down the bank.
- 8 Additional handicap parking spaces. Due to the existing grade of the main parking lot, we were forced to raise the entire parking lot and reconfigure it to provide the required number of handicap parking spaces.

This concludes the changes to the plan.

Please know, we take our relationship with the City very seriously, and meant no disrespect to your office. We hope you see that our intentions have been genuine and our efforts have only proven to make an improvement to this community asset.

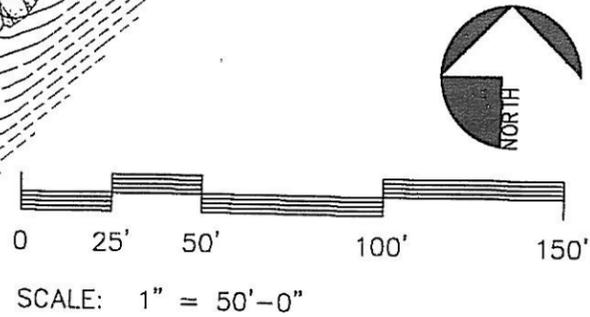
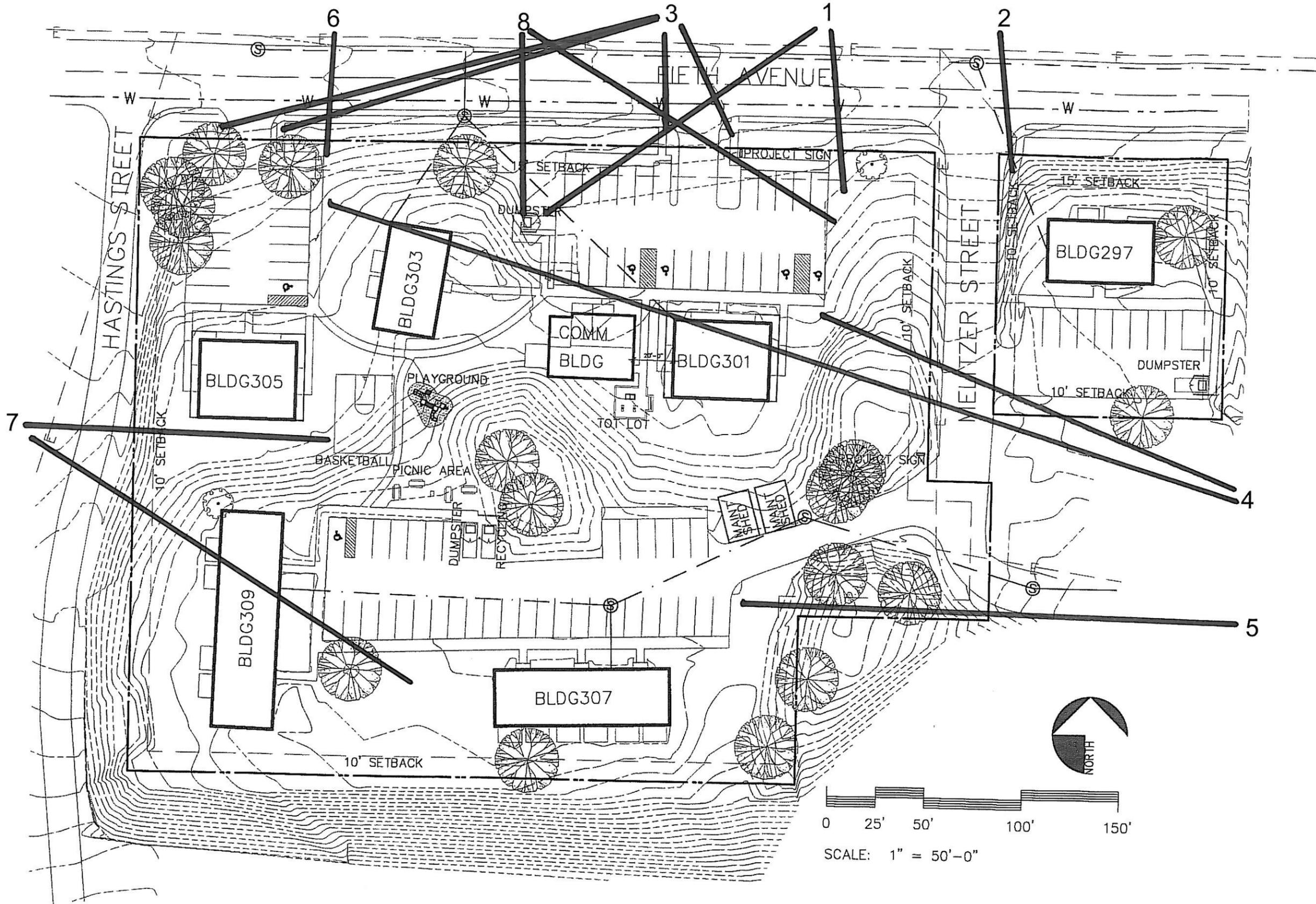
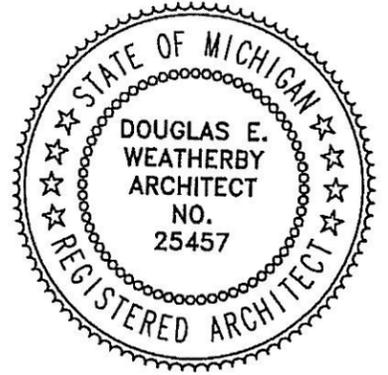
Sincerely,  
THE WODA GROUP, INC.



Barry A. Accountius, Vice President







**MANISTEE PLACE**  
MANISTEE, MICHIGAN

**SITE PLAN**  
DRAWN BY DEW  
JOB NUMBER W0000111E  
DATE 1-18-11  
SHEET 51  
CCI DESIGN GROUP, INC. 229 HUBER VILLAGE BLVD. SUITE 110, WESTERVILLE, OHIO 43081 PHONE: 614-396-3265, FAX: 614-396-3268





City of Manistee Planning & Zoning Administrator



## MEMORANDUM

231.398.2805

Fax 231.723-1546

[dblakeslee@manisteemi.gov](mailto:dblakeslee@manisteemi.gov)

[www.manisteemi.gov](http://www.manisteemi.gov)

---

TO: Planning Commissioners

FROM: Denise Blakeslee  
Planning & Zoning

DATE: September 24, 2013

RE: Meeting Dates 2014

Commissioners, we need to look at scheduling meeting dates for 2014. The following are dates recommended by Staff. Please review the dates and times with your schedule and we will discuss at the October 10, 2013 meeting.

**MEETINGS 7:00 P.M.**

January 2, 2014  
February 6, 2014  
March 6, 2014  
April 3, 2014  
May 1, 2014  
June 6, 2014  
July 10, 2014\*  
August 7, 2014  
September 4, 2014  
October 2, 2014  
November 6, 2014  
December 4, 2014

**WORKSESSIONS 7:00 P.M.**

January 16, 2014  
February 20, 2014  
March 20, 2014  
April 17, 2014  
May 15, 2014  
No Worksession  
No Worksession  
No Worksession  
September 18, 2014  
October 16, 2014  
November 20, 2014  
No Worksession

:djb

# Calendar for year 2014 (United States)

