

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, November 7, 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 November 7, 2013 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the October 10, 2013 meeting Minutes.

V Public Hearing

VI Public Comment on Agenda Related items

VII New Business

Master Plan Update

The Planning Commission is working on updating their Master Plan and will discuss where they are at in the process and the Visioning Session that has been scheduled for November 21, 2013.

Lakes to Land Regional Initiative – Priority Committees

Members of the Planning Commission attended the Priority Share Meeting on June 27, 2013. At this meeting members were asked to sign up for Priority Committees.

Members are being asked to review the list of Priority Committees and decide if they want to serve on any committees and which committees they would like to serve on.

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 & Zoning Administrator



MEMORANDUM

231.398.2805

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TO: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: October 30, 2013

RE: November Planning Commission Meeting

Commissioners, the next meeting of the Planning Commission is Thursday, November 7, 2013 at 7 pm in the Council Chambers. There are two items for discussion on the agenda as follows:

Master Plan Update – We will discuss where we are at in the process and the Visioning Session that has been scheduled for November 21, 2013.

Lakes to Land Regional Initiative – Priority Committees - Members of the Planning Commission are being asked to review the list of Priority Committees and decide if they want to serve on any committees and which committees they would like to serve on.

Please let me know if you are unable to attend the meeting. See you Thursday!

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 10, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, October 10, 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, Ray Fortier, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: Bill Dean (excused),

Others: Barry Accountius (The WODA Group, Inc), Mitch Deisch (City Manager) and Denise Blakeslee (Planning & Zoning Administrator)

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Dave Crockett that the agenda be approved as prepared.

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

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

APPROVAL OF MINUTES

Motion by Maureen Barry, seconded by Marlene McBride that the minutes of the September 5, 2013 Planning Commission Meeting be approved as prepared.

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

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

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

Woda/Manistee Place Site Plan – A request has been received 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.

Barry Accountius, The WODA Group, Inc – discussed the project with the Commission. The project is approximately 65-75% complete, as typical with projects of this nature changes things were found during construction that results in change orders and adjustments to the site plan. No disrespect was meant and once they were contacted they came in and discussed the changes with Ms. Blakeslee and prepared the request to bring to the Commission.

Mr. Accountius reviewed the eight changes indicated on his letter dated October 1, 2013 with the commission and a synopsis of discussion is as follows:

Relocation of Dumpster for Buildings 301, 303 and the Community Center - The parking lot for this area had to be raised and additional handicap parking spaces provided to meet program standards. This resulted in the relocation of the dumpster from the west side of the parking lot to the east side of the parking lot and encroaching 4 feet into the 15 foot 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...***

A photo of the dumpster enclosure was given to members. It is constructed out of block and made to last.

Public Sidewalk on Melitzer Street - The original application showed a sidewalk on the east side of Melitzer Street. The applicant originally asked that due to the topography of the property and need to install retaining walls the sidewalk be eliminated.

Staff reviewed the plan and taking into consideration there are topography issues relating to the east side of Melitzer Street, requested that the sidewalk be relocated to the west side of Melitzer Street. This would provide connectivity for Buildings 307 and 309 to Fifth Avenue. The original plan showed an internal pathway from buildings 307 and 309 to Buildings 301, 303, 305, the Community Center, and the basketball court, playground and picnic area that the Planning Commission allowed to be relocated. The internal pathway has been eliminated on this site plan.

Dave Bachman, Director of Public Safety reviewed the plan and had no objection to the sidewalk being relocated to the West side of Melitzer Street connecting to the new sidewalk on Fifth Avenue.

Internal sidewalk connection to the public sidewalk on Fifth Avenue - The applicant is requesting that the internal sidewalk connections to the public sidewalk on Fifth Avenue be eliminated. When they were required to raise the parking lot the new elevation the installation of the connectors became cost prohibitive to install.

Installation of bike racks - The applicant provided for the installation of bike racks close to the garden style apartments (buildings 301 and 303). Staff noted that a bike rack is also shown next to the basketball court. Condition #4 of the Special Use Permit reads *"Bike racks will be provided for each parking area or building."*

Mr. Accountius showed on the plans that a bike rack has been provided for all the buildings or parking areas as required.

New hard surface for parking spaces needed - The developer needed to increase an amount of hard surface to maintain the number of parking spaces required due to the reconfiguration for handicap spaces.

The installation of an additional dumpster enclosure (building 305) - The applicant is requesting an additional dumpster enclosure to serve the tenants of building 305. Discussion if the enclosure for building #305 would meet the needs for pickup by the garbage truck. In the event that the enclosure did not work, Mr. Accountius assured the commission a request would be brought back to the Commission if that were the case.

Relocation of the playground and basketball court - This change was approved by the Planning Commission on April 4, 2013.

Additional handicap parking spaces - Due to the existing grade of the main parking lot (building 301 and Community Building) they were forced to raise the entire parking lot and reconfigure it to provide the required number of handicap parking spaces required to meet the needs of the buildings.

MOTION by Dave Crockett, seconded by Ray Fortier to approve the request from Woda/Manistee Place for changes to the site plan for their PUD as shown on site plan prepared by DJ Hooker Dejong Architect's & Engineers, Project Number 4-0552, dated 10.01.13.

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

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

Schedule Meeting/Worksession Dates 2014

The Manistee City Planning Commission generally holds 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.

MOTION by Mark Wittlief, seconded by Ray Fortier that the Planning Commission schedules their 2014 meetings to be held at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee Michigan as follows:

Meetings	Worksessions
January 2, 2014	January 16, 2014
February 6, 2014	February 20, 2014
March 6, 2014	March 20, 2014
April 3, 2014	April 17, 2014
May 1, 2014	May 15, 2014
June 6, 2014	No Worksession
July 10, 2014*	No Worksession
August 7, 2014	No Worksession
September 4, 2014	September 18, 2014
October 2, 2014	October 16, 2014
November 6, 2014	November 20, 2014
December 4, 2014	No Worksession

*Changed due to holiday

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

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

No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

Commissioner McBride brought in a copy of a Travel Michigan "Explore Manistee" article that was copied for the members of the Planning Commission.

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning Administrator – The Planning Commission has a Firewise Workshop on Thursday, October 17, 2013 the same day as their regularly scheduled worksession. Members were asked if they want to hold the worksession following the workshop.

MOTION by Dave Crockett, seconded by Maureen Barry that the October 17, 2013 worksession be cancelled.

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

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

No: None

The Lakes to Land Convention of Communities scheduled for Saturday, October 19, 2013 was cancelled.

The Public Input/Visioning Session for the Master Plan Update has been scheduled for Thursday, November 21, 2013 the date of the November Planning Commission Worksession. Beckett & Raeder will be preparing a survey that will be available on the City Web Page and

Facebook Page. The survey information will be included in the newsletter with the winter tax bills.

Sub-Committee - None

MEMBERS DISCUSSION

Commissioner McBride congratulated Ms. Blakeslee on her new position as the City of Manistee Planning and Zoning Administrator.

The next regular meeting of the Planning Commission will be held on Thursday, November 7, 2013

ADJOURNMENT

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

Meeting adjourned at 7:30 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary



City of Manistee Planning & Zoning Administrator



MEMORANDUM

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TO: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: October 30, 2013

RE: Lakes to Land – Priority Committees

The City of Manistee is part of the Lakes to Land Regional Initiative (L2L). The L2L is a collaborative master planning effort among 10 townships, 4 villages and 2 cities in Benzie and Manistee County.

This initiative seeks to bring voices from throughout the region into a collaborative vision for the future and to formulate a clear set of strategies for achieving it.

L2L is in the process of setting up priority committees for the following:

- Agriculture - *(staff found a Representative to serve on Committee)*
- Reduce Blight and Nuisances
- Improve communications
- Economic Development
- Expand/Improve Infrastructure
- M-22 Scenic Highway
- Expand Recreation: Improve Facilities
- Special Regulations/Zoning
- Trails Systems (Land and Water) - *(staff found a Representative to serve on Committee)*
- Water Quality

I have already found representatives to serve on the Agriculture and Trails Systems (Land and Water) Committees. These committees are just being formed and I do not have any information as far as dates/times for meetings. If you are interested in being a City Representative for any committees please let me know.



Lakes to Land

REGIONAL INITIATIVE

Unique Region. Unique Communities. Shared Vision.

THE CITY OF MANISTEE

has joined the Lakes to Land Regional Initiative, a unique collaboration in which 16 Northwest Michigan communities are using the master planning process to identify strategies for working together. The City of Manistee will be updating its master plan.

You are invited to a

COMMUNITY VISIONING SESSION

to share your preferred vision for our future.

Citizen input is **critical** to creating a plan that genuinely reflects our community.

Please join us.

NOVEMBER 21, 2013 AT 6:30 P.M.
MANISTEE CITY HALL

70 Maple Street



www.lakestoland.org



City of Manistee Announces Master Planning Visioning Session

Manistee, MI – The City of Manistee invites all members of the community to a Visioning Session to be held at 6:30 p.m. on Thursday, November 21, at Manistee City Hall (70 Maple Street). The session will be held in conjunction with the writing of an updated City of Manistee Master Plan, and its purpose is to gather input from the public for use in formulating the City’s long-range priorities, goals, and strategies.

The City of Manistee is the most recent addition to the largest planning collaboration in Michigan history, the 16-community Lakes to Land Regional Initiative. This collaboration seeks to use the master planning process to identify shared priorities and opportunities for cooperative implementation strategies, and each of the new master plans written within the collaboration has been grounded in priorities set by its citizens through the visioning process.

The meeting will be held in a workshop format in which participants work with their neighbors to identify the community’s strengths, barriers, and preferred strategies. Results from the session will be made public on the project’s website, www.lakestoland.org, by mid-December. A follow-up survey will be conducted for a several-week period in December and January to give community members who are unable to make the November 21 meeting a chance to weigh in on the results and to offer their commentary and suggestions.

Beckett & Raeder, Inc., a planning and landscape architecture firm which serves as the consultant for the Lakes to Land Regional Initiative, will facilitate the session. Questions and comments are always welcome at 734-239-6616 or ldumouchel@bria2.com.