

## Site Plan Review Committee

70 Maple Street  
Manistee, MI 49660

Meeting Minutes  
September 8, 2016

A meeting of the Site Plan Review Committee (Subcommittee of the City of Manistee Planning Commission) was held on Thursday, September 8, 2016 at 10 am in the Second Floor Conference Room, City Hall 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 10:00 pm by Vice Chair Barry

Roll Call: Maureen Barry, Marlene McBride, Mark Wittlieff

Others: Pete Buurstra (Land and Resource Engineering Inc), Denis Johnson (Johnson, Newhof Associates Inc.), Brice Bossardet (Stillwater Investors), Denise Blakeslee, Planning & Zoning

**PC-2016-10 Retirement Living Management of Manistee LLC (Green Acres), 1835 Twelfth Street – Request to amend existing Planned Unit Development for a Retirement Village** - A request has been received from Retirement Living Management of Manistee LLC (Green Acres) to amend their existing Planned Unit Development for a Retirement Village from 80 units (four buildings/20 units each) to 77 units by adding 12 units to the existing 20 unit building, construction of a maintenance garage and permanent dumpster enclosure (Phase 2), constructing another 20 unit building (Phase 3) with a 12 unit addition (Phase 4), and 13 independent unit condominiums (Phase 5).

*Staff review of the request included:*

Name of Owner: <b>Retirement Living Management of Manistee LLC (Green Acres)</b>				
Address/Parcel Code <b>#51-363-701-38</b>				
	Requirements	Proposed	Compliance Yes      No	
Minimum Lot Area/Width	10,000 sq. ft./80 ft.	<b>meets requirement</b>	✓	
Maximum Building Height	2 ½ stories, or 35 ft.	<b>23 ft.+/-</b>	✓	
Maximum Lot Coverage	40%	<b>meets requirement</b>	✓	
Minimum Living Area	960 sq. ft.	<b>(Phase 5 only)</b>	<b>TBD</b>	
Minimum Dwelling Width	20 ft.	<b>(Phase 5 only)</b>	<b>TBD</b>	
Front Yard Set Back	15 ft.	<b>meets requirement</b>	✓	
Side Yard Set Back:	10 (each side)	<b>meets requirement</b>	✓	
Rear Yard Set Back:	10 ft.	<b>meets requirement</b>	✓	
Parking Requirements:	23	<b>43</b>	✓	
Signage – subject to Article 21: <b>Plans do not indicate a change in signage</b>			✓	
Landscaping Requirements – subject to Section 531: <b>(Phase 3, 4, &amp; 5)</b>			<b>TBD</b>	
Outdoor Lighting Requirements – subject to Section 525: <b>(Phase 3, 4, &amp; 5)</b>			<b>TBD</b>	

- The Planning Commission can approve the PUD Amendment with the requirement that the developer will need to bring back building plans/elevations for the independent unit condominiums as a minor non-substantive change.

- Sidewalks, lighting, landscaping are not included in plan for Phase 3, 4, & 5. The Planning Commission can approve the PUD Amendment with the requirement that the developer will need to bring back landscaping, lighting, sidewalks for Phase 3, 4, & 5 as a minor non-substantive change.

***Preliminary review from City Engineer, DPW Director has resulted in additional information needed for approval including:***

- A serviceable grease trap be installed to minimize the volume of Fat/Oil/Grease (FOG) that enters to municipal sewer.
- Final approval for Domestic Water including any necessary permits and easements be obtained from the City Engineer and DPW Director is required before permit is issued.
- The storm water detention basin sizing and calculations must have final review and approval from the City Engineer is required before permit is issued.

***Preliminary review from Public Safety has resulted in additional information needed for approval including:***

- Does not feel there is sufficient access for emergency vehicles consulting with the Fire Marshal.

The Planning & Zoning Administrator could notice the public hearing while the applicants engineer continues working with the City Engineer, DPW Director and Public Safety on outstanding issues. This is similar to what has been done in the past. If necessary conditions can be placed on approval for final designs to be signed off by all parties.

Pete Buurstra (Land and Resource Engineering Inc) and Denis Johnson (Johnson, Newhof Associates Inc.) reviewed the request with the Committee and answered questions. The Committee discussed the merit of the request.

MOTION by Mark Wittlieff, seconded by Marlene McBride that that the Site Plan Review Committee recommend to the Planning Commission to approve the request to amend the existing Planned Unit Development for a Retirement Village from 80 units (four buildings/20 units each) to 77 units by adding 12 units to the existing 20 unit building, construction of a maintenance garage and permanent dumpster enclosure (Phase 2), constructing another 20 unit building (Phase 3) with a 12 unit addition (Phase 4), and 13 independent unit condominiums (Phase 5) as detailed on Site Plan prepared by Johnson Newhof Associates Inc. Project Number 16-064 dated 8/29/16 and schedule the public hearing for the Planning Commissions consideration on October 6, 2016.

The Committee also recommends that the following conditions be considered for approval (if they are still outstanding before the agenda packets are mailed).

- The Planning Commission can approve the PUD Amendment with the requirement that the developer will need to bring back building plans/elevations for the independent unit condominiums as a minor non-substantive change.
- Sidewalks, lighting, landscaping are not included in plan for Phase 3, 4, & 5. The Planning Commission can approve the PUD Amendment with the requirement that the developer will need to bring back landscaping, lighting, sidewalks for Phase 3, 4, & 5 as a minor non-substantive change.
- A serviceable grease trap be installed to minimize the volume of Fat/Oil/Grease (FOG) that enters to municipal sewer.

- The proposed domestic water extension will result in classifying the lateral as a main. The City will need to become the owner and operator of this pipeline. The main and appurtenances will need to be construct to City standards, an easement will need to be provided, a MDEQ Part 41 permit obtained and a plan to loop the dead-end back to the system is required before permit is issued.
- The storm water detention basin sizing and calculations must have final review and approval from the City Engineer is required before permit is issued.
- Sufficient access for emergency vehicles be provided that meets the requirements of the IFC Code and requirements of the City of Manistee Fire Department is required before permit is issued.

Motion passed unanimously

**PC-2016-13, Stillwater Investments, 80 Pine Street – Special Use Permit for Planned Unit Development**

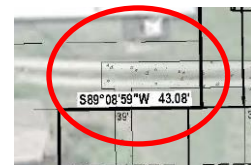
- A request has been received from Stillwater Investments for a Special Use Permit for a Planned Unit Development for 11 single family residential units with greenspace and amenities (pool, shuffleboard and volleyball) at the vacant property of the former Hotel Chippewa 80 Pine Street.

**Staff review of the request included:**

Name of Owner: <b>Stillwater Investments</b>				
Address/Parcel Code <b>#51-349-710-01</b>				
	Requirements	Proposed <b>Building Sites</b>	Compliance Yes No	
Minimum Lot Area	2,500 sq. ft.	<b>4,758 +/-</b>	✓	
Minimum Lot Width	25 ft.	<b>39, 40 &amp; 44</b>	✓	
Maximum Building Height	4 stories, or 50 ft.	<b>1 story/2 stories</b>	✓	
Maximum Lot Coverage	100%	<b>Less than 100%</b>	✓	
Minimum Living Area	500 sq. ft.	<b>1,040 sq. ft./1,680 sq. ft.</b>	✓	
Front Yard Set Back	0 ft.	<b>25 ft.</b>	✓	
*Side Yard Set Back:	4 ft. (each side)	<b>4.5ft</b>	✓	
Rear Yard Set Back:	6 ft.	<b>17ft / 17.4 ft</b>	✓	
Parking Requirements:	2 spaces per unit	<b>4 spaces per unit</b>	✓	
Signage – subject to Article 21:		<b>None shown on plan</b>	✓	
Landscaping Requirements – subject to Section 531:		<b>meets requirement</b>	✓	
Outdoor Lighting Requirements – subject to Section 525:		<b>meets requirement</b>	✓	

A request to vacate a portion of the alley is required from the applicant as shown on the site plan.

The sidewalk/access to green space behind lot 1 and a portion of lot 2 is shown on a portion of the alley outside of the vacation request.



Request shows shared driveways, this was a recommendation by staff to reduce the number of curb cuts. Creating a 34' curb cut to service two properties -vs- the 20 foot maximum requirement for dwellings and duplexes.



***The City Engineer, DPW Director and Public Safety have not had sufficient time to review the plan and submit their comments.***

DPW Director Jeff Mikula sent an email that read *“No proposed utilities shown. Should we infer there will be 11 water and sewer connections then? If so, they will be opening up a lot of pavement along First and Pine. Those streets are scheduled to be repaved next spring”.*

Brice Bossardet, Stillwater Investors discussed the project with the Committee and said they would relocate the sidewalk/access to green space behind lot 1 and a portion of lot 2 will be relocated onto their property. The request for the Alley vacation has been sent. Each building will have a water/sewer tap from the street.

The committee discussed the need to install all the taps to the site before the repaving of First and Pine Street in the spring.

The Planning & Zoning Administrator could notice the public hearing while the applicants engineer continues working with the City Engineer, DPW Director and Public Safety on outstanding issues. This is similar to what has been done in the past. If necessary conditions can be placed on approval for final designs to be signed off by all parties.

The Committee discussed the merit of the request.

MOTION by Mark Wittlieff seconded by Maureen Barry that the Site Plan Review Committee recommend to the Planning Commission to approve request has been received from Stillwater Investments for a Special Use Permit for a Planned Unit Development for 11 single family residential units with greenspace and amenities (pool, shuffleboard and volleyball) at the vacant property of the former Hotel Chippewa 80 Pine Street as submitted with site plan prepared by Nederveld, Project No: 16201018 dated 9/6/16 and schedule the public hearing for the Planning Commissions consideration on October 6, 2016.

- The 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 be approved by City Council.
- Any concerns on the Site Plan by the City Engineer, DPW Director or Public Safety will be address or placed as a condition on the Special Use Permit for a Planned Unit Development.

Motion approved unanimously

There being no additional items for discussion, the meeting adjourned at 11:38 pm

MANISTEE PLANNING COMMISSION  
Site Plan Review Committee

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Denise J. Blakeslee, Recording Secretary