

## Site Plan Review Committee

70 Maple Street  
Manistee, MI 49660

Meeting Minutes  
February 9, 2017

A meeting of the Site Plan Review Committee (Subcommittee of the City of Manistee Planning Commission) was held on Thursday, February 9, 2017 at 3:30 pm in the Second Floor Conference Room, City Hall 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:30 pm by Chair Wittlieff

Roll Call: Bob Slawinski, Mark Wittlieff, Roger Yoder

Others: Steve Hassevoort (In Form Architecture), Brad Rosely (Third Coast Development), John Coakley, Thad Taylor, City Manager, Denise Blakeslee, Planning & Zoning

### REQUEST INFORMATION

**Hollander Development, 400 River Street – Planned Unit Development** - The applicant is requesting a Planned Unit Development that would to demolish all building and structural elements above but not including the first floor level at the River Street Level. Then using the remaining slab, basement and foundation system they would construct a three story building that would consist of 45 apartments (~~29 one and 17 two bedroom apartments~~), storage lockers and indoor bicycle storage for residents, a fitness facility, community room, retail/commercial space, rental office and restrooms.

Staff review of the request included:

+/- = More or Less than	Requirements	Proposed
Minimum Lot Area	2,500 sq. ft.	.87 acres
Minimum Lot Width	25 ft.	381 ft (River St) 90 +/- (Maple Street)
Maximum Building Height	4 stories, or 50 ft.	3 stories, 46 ft. River Street 4 stories, (East portion of building) 58.9 ft. Riverwalk
Maximum Lot Coverage	100%	15% Building / 43% Parking/Paving 18% Riverwalk / 24% Open Space/Pervious
Minimum Living Area	500 sq. ft.	630 sq. ft. – 1 Bedroom 960 sq. ft. – 2 Bedroom
Front Yard Set Back	0 ft.	0 ft.
Side Yard Set Back:	0 or 4 ft.	Greater than 4 ft
Rear Yard Set Back:	6 ft.	n/a
Waterfront	20 ft.	Greater than 20 ft
Parking Requirements:	0	49 regular, 1 Barrier Free, 1 Van Accessible
Signage – subject to Article 21: <i>Internally lit signs are prohibited in the Historic District</i>		
Landscaping Requirements – subject to Section 531: <b>no change proposed</b>		
Outdoor Lighting Requirements – subject to Section 525: <b>will comply with ordinance</b>		

- In the C-3 District, dwelling units shall not be located on the street level or basement except in those locations where resident privacy can be provided by building design, courtyards, topography or

similar design; such as daylight or walkout dwelling units along the riverfront or into a secured and private side or rear yard. Provided, however, that in a mixed-use building located in C-2 or **C-3 Districts, the street level of a Multiple Unit Dwelling structure shall be dedicated to retail, commercial or office uses for a depth of not less than twenty (20) feet from the street.**

The applicant is providing 2,513 sq. ft. of commercial space that fronts on River Street on the east portion of the building. A Planned Unit Development allows for flexibility for projects 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. The requirement of 1832.B.3 for the west portion of the building can be waived by the Planning Commission under the PUD.

**Comments from DPW Director Jeff Mikula via email 2/7/17**

- The 8" water main is 6-8 ft north of the south curb line along River St.
- The Sanitary sewer along River St is 24".
- We need to see how the storm sewer and roof drains will be routed for the building and parking.

**The Manistee Fire Department has completed their initial review of the proposed site plan. We find the following:**

- 1) In accordance with **IFC Section 503.1.1 Buildings and facilities.** – The fire apparatus access road shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building.
- 2) In accordance with **IFC Section 507 Fire Protection Water Supplies** the following are needed:
  - a. **IFC 507.1. Required water supply.** – An *approved* water supply shall be capable of supplying the required fire flow for fire protection.
  - b. **IFC 507.3 Fire Flow.** – Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method.
  - c. **IFC 507.4 Water supply test.** – Water supply tests shall be witnessed by the fire code official or approved documentation of the test shall be provided to the fire code official prior to final approval of the water supply system.
  - d. **IFC 507.5.1 Where required.** – The exterior of all buildings with an approved sprinkler system must be located within 600' of a hydrant.
  - e. **IFC 507.5.1.1 Hydrant for standpipe systems.** – A fire hydrant needs to be located within 100' of the FDC.
- 3) In accordance with **IFC Section 912 Fire Department Connections, especially IFC 912.1 Installation and IFC 912.2 Location** – the FDC must be installed in accordance of applicable NFPA standards and the location of the FDC must be approved by the Fire Department.
- 4) In accordance with **IFC 506.1 Where required.** – A key box (commonly referred to as a Knox Box) is required. The location of it and the type of box must be approved by the Fire Department.

The Planning & Zoning Administrator could notice the public hearing while the applicants engineer continues working with the City Engineer, DPW Director and Fire Department 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.

Steve Hasevoort, In Form Architecture was present to review the project with the Committee and answer questions. The Committee discussed the merit of the request. Plans need to include Inverts, Fire Hydrants, Manholes, Catch Basins, discussed commercial space and use of riverwalk.

MOTION by Roger Yoder, seconded by Bob Slawinski that the Site Plan Review Committee directs staff to move forward with noticing the public hearing, continue their review of the request and develop a list of conditions for approval for the March 2, 2017 Planning Commission Meeting in response to the request from Hollander Development, 400 River Street for a Planned Unit Development that would demolish all building and structural elements above but not including the first floor level at the River Street Level. Then using the remaining slab, basement and foundation system they would construct a three story building that would consist of 45 apartments (~~29 one and 17 two bedroom apartments~~), storage lockers and indoor bicycle storage for residents, a fitness facility, community room, retail/commercial space, rental office and restrooms.

With a voice vote MOTION PASSED UNANIMOUSLY

**TC 160 Memorial LLC (former Oleson’s Plaza) – Planned Unit Development** - The applicant is requesting a Planned Unit Development that has three main components.

**Phase I**

- The existing building/former Oleson’s market will be split into two units
  - A new facility for the Senior Center 19,920 sq. ft. (Place of Public Assembly Large)
  - A grocer tenant will lease the remaining 17,885 sq. ft
    - In the future the portion of the development under the control of the Senior Center will be split into a separate parcel for Tax Exemption purposes.
- A new Mixed Use Building
  - 48 Residential Units (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor)
  - 1,000 sq. ft of commercial space (1<sup>st</sup> floor)
  - 22 covered parking spaces

**Phase II**

- Demolition of existing building (Family Dollar/Redeemed Resale Shop)
- Construct a new Mixed Use Building
  - 48 Residential Units (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor)
  - 4,000 sq. ft of commercial space (1<sup>st</sup> floor)
  - Covered parking spaces

**Braad Rosely, Third Coast Development** - was present to review the project with the Committee and answer questions. Mr. Rosely explained the need for approval before April 1 to submit an application for funding. He apologized for the submission of an incomplete application and asked the Committee if there was a way for the request to still make the March 2, 2017 Planning Commission Meeting. He brought updated plans that addressed several items that were noted in the site plan review. Those items are ***bold italicized***.

Staff review of the request included:

+/- = More or Less than	Requirements	Proposed
Minimum Lot Area	2,500 sq. ft.	190,790 sq. ft.
Minimum Lot Width	25 ft.	Parcels to be combined
Maximum Building Height	4 stories, or 50 ft.	Existing - 1 story Phase 1 - 4 stories/48 ft. Phase 2 – 4 stories/48 ft.
Maximum Lot Coverage	100%	45% Parking; 24% Building; 6% Walks/Plaza; 25% Greenspace

Minimum Living Area	500 sq. ft.	42 Units Phase 1 42 Units Phase 2 No unit will be less than 500 sq. ft.
Front Yard Set Back	0 ft.	Existing Phase 1 – 12 ft. Phase 2 – 12 ft.
Side Yard Set Back:	0 or 4 ft. (each side)	Phase 2 – 10 ft.
Rear Yard Set Back:	6 ft.	n/a
Waterfront	20 ft.	n/a
Parking Requirements:	0	Comments below

While the colored renderings would be acceptable in 11 x 17 sizes, the existing site survey and proposed site plan needs to be full sized for review. There are numerous items missing that are required for the site plan and must be furnished for staff review (Special Groundwater is waived).

Parking – is not required for this project under Section 514.H which reads: *H. For all permitted uses and special uses in the C-3 District the parking provisions of this section shall not apply, except to hotels, motels, and residential use condominiums.*

Staff did review the parking on the site plan against Section 514 and notes the following:

- F. Parking areas with ten (10) or more spaces shall include designated pedestrian walkways through the parking lot in addition to landscaped planting islands and perimeter buffers in accordance with [Section 531](#), in all instances where sufficient space is available. Landscape islands must meet the following size requirements: **Updated plans showed designated pedestrian walkways**
- K. No parking area designed for more than 4 vehicles shall be located closer than five (5) feet from the front property line. **Adjusted parking area by Grocery**
- L. Bike Parking and the installation of a Bike Rack is required for all uses that require Medium Site Plan Review, unless waived in writing by the Zoning Administrator. **Showed location for bike rack**
- M. In all Districts except the L-I and G-I, sidewalks are required and shall be constructed in accordance with the City of Manistee Sidewalk Standards...**Sidewalks were added by the South Parking area by Grocery**

Additional comments are:

- No Handicap Parking spaces are shown on plan – **Shown on new plan**
- “Cart Corals” areas are not shown on the plan; will they be placed in a parking space?
- No dumpsters shown on plan; where will they be located, how will they be enclosed, will this result in the loss of parking spaces? **Shown on new plan**
- Plan indicates street lights and conceptual plans include interior lighting, details are needed. **Will provide a lighting plan and contact the DPW Director about street lighting/parking**
- Narrative should clarify that a parcel split will be needed in the future when the structure at 160 Memorial Drive is turned over to the Senior Center. **This will become a condition if approved.**
- Resubmit a site plan that includes the missing items from the site plan check, some items can be addressed narratively, but all items with the exception of groundwater protection are required for the application. **Understands that new plans are needed will work with all the departments to meet the deadline.**

There are four parcels relating to this request. Upon preparing the survey a vacation order was found for that portion of Fillmore Street East of Jefferson Street. The applicant has included that property in the site plan. Staff recommends that as a condition all four parcels be combined into one parcel.

***The Site Plan was not complete and additional information is needed as noted in the review by the City Engineer Shawn Middleton via email 2/6/17***

My discussion with the Architect regarding utilities was brief. My thoughts are:

- Adequate water and sewer is present on Washington provided connections can be made from the development. Water and sewer connections on Taylor and Fillmore are available, but capacity would need to be verified with calculations and drawings.
- If the proposed site imperviousness does not change, existing storm water outlets should be adequate, assuming there has not been any flooding in the area. If the percent imperviousness does increase or flooding has occurred storm water calculations will be needed.
- Plans showing all proposed site work and connections to the City's water and sewer utilities, including details should be provided.

***Comments from DPW Director Jeff Mikula via email 2/7/17***

- We will need to see how the project connects to water; sanitary sewer and all the storm sewer (including roof drains) are handled for the site.
- There is also significant roadway, parking and lighting improvements proposed all Memorial Drive. It is unclear who will be completing those improvements.

The Manistee Fire Department has completed their initial review of the proposed site plan. We find the following:

- 1) Full size drawings to scale and dimensions of proposed project are needed to accurately review the scope of this development. Some of the requirements below may already be met but there is no way to assure this with the drawings provided.
- 2) In accordance with **IFC Section 503 Fire Apparatus Access Roads** the following are needed:
  - a. **IFC 503.2.1 Dimensions.** – Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders.
  - b. **IFC 503.2.3 Surface.** – These roads need to be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.
  - c. **IFC 503.2.4 Turning radius.** – The required turning radius of a fire apparatus access road shall be determined by the *fire code official*.
- 3) In accordance with **IFC Section 507 Fire Protection Water Supplies** the following are needed:
  - a. **IFC 507.1. Required water supply.** – An *approved* water supply shall be capable of supplying the required fire flow for fire protection.
  - b. **IFC 507.3 Fire Flow.** – Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method.
  - c. **IFC 507.4 Water supply test.** – Water supply tests shall be witnessed by the fire code official or approved documentation of the test shall be provided to the fire code official prior to final approval of the water supply system.
  - d. **IFC 507.5.1 Where required.** – The exterior of all buildings with an approved sprinkler system must be located within 600' of a hydrant.
  - e. **IFC 507.5.1.1 Hydrant for standpipe systems.** – A fire hydrant needs to be located within 100' of the FDC.

- f. The fire department has grave concern over the fire flow capabilities of the existing hydrants particularly the hydrant located at the corner of Filmore and Jefferson St. Adequate water flow documentation will be required to ensure there is adequate fire flow.
- 4) In accordance with **IFC Section 912 Fire Department Connections, especially IFC 912.1 Installation and IFC 912.2 Location** – the FDC must be installed in accordance of applicable NFPA standards and the location of the FDC must be approved by the Fire Department.
- 5) In accordance with **IFC 506.1 Where required.** – A key box (commonly referred to as a Knox Box) is required. The location of it and the type of box must be approved by the Fire Department.
- 6) The turnout located in front of Building A seems extremely congested. A minimum of 20' of unobstructed access at all times is required. The turning radius needs to be provided to ensure it is adequate.
- 7) The main entry off from Memorial where the proposed flagpole is located also seems congested and tight. A dedicated fire lane may be needed next to building. The flag pole may be better suited located elsewhere. Of course this depends on the dimensions which we don't have.
- 8) An obstructed area to park an ambulance and load patients is suggested.

Discussion by the Commissioners included Handicap access, intersection at US 31, use of pervious paving and cost of maintenance.

MOTION by Mark Wittlieff, seconded by Roger Yoder that staff review shows that the site plan is incomplete and that numerous items are missing. The Site Plan Review Committee recognizes that the applicant is under a submission deadline for funding and directs staff to move forward with noticing the public hearing. The applicant is to supply staff with the necessary documents for them to complete their review prior to the mailing of meeting packets for the March 2, 2017 Planning Commission Meeting. Staff is asked to continue their review of the request and develop a list of conditions for approval for the March 2, 2017 Planning Commission Meeting in response to the request from TC 160 Memorial LLC (former Oleson's Plaza) – Planned Unit Development. One condition of approval will be that all parcels be combined into one parcel. Upon the transfer of the building at 160 Memorial Drive to the Manistee Senior Center, the applicant will supply the necessary legal descriptions for the parcel split.

With a voice vote MOTION PASSED UNANIMOUSLY

MOTION by Bob Slawinski, seconded by Mark Wittlieff to adjourn. Motion passed unanimously.  
Meeting adjourned at 4:22 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary