

**CITY OF MANISTEE PLANNING COMMISSION**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

July 11, 2019

A meeting of the Manistee City Planning Commission was held on Thursday, July 11, 2019 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 Wittlieff followed by the Pledge of Allegiance.

**ROLL CALL**

Members Present: Rochelle Thomas, Marlene McBride, Pamela Weiner, Roger Yoder and Mark Wittlieff

Members Absent: Michael Szymanski and Bob Slawinski

Others: Kyle Storey (City Zoning Administrator), Mike Szokola (GIS/Planner 1), Nancy Baker (Recording Secretary)

**APPROVAL OF AGENDA**

Motion by Commissioner Thomas, second by Commissioner Yoder to approve the July 11, 2019 Agenda as printed.

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

Yes: Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

**APPROVAL OF MINUTES**

Motion by Commissioner McBride, seconded by Commissioner Thomas that the minutes for the June 6, 2019 Planning Commission Meeting be approved as prepared.

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

Yes: Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

**PUBLIC HEARING**

There was no Public Hearing.

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

Shawn Middleton, 558 First St., has applied for a deck extension to his house. His property is located in the questioned area of waterfront setbacks where the properties do not abut to the water. He requested consideration to allow the construction of his deck and for the Planning Commission to adjust the waterfront setbacks in this area.

**SPECIAL PRESENTATION(S)**

There were no Special Presentations.

**NEW BUSINESS**

**Site Plan Size Requirements**

Mr. Storey stated applications require an 11" x 17" site plan which are very difficult to read. He requested the application site plan requirements be changed to a full-size plan of 24" x 36".

Motion by Commissioner Yoder, seconded by Commissioner Thomas to approve changing the site plan size requirement from 11" x 17" to the full size of 24" x 36".

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

Yes: Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

#### **Home Business Registration Request**

Mr. Storey read the Home-Base Business Registration Request. The Planning Department recommends the Planning Commission consider this Business Land Use application with some conditions. Conditions to be considered: hours of business 9am-5pm, proper ventilation or noxious odor emittance, proper disposal of material per EGLE guidelines and business items be completely contained within the business (not stacked, piled, stored or left outside the business building). The homeowner has contacted the EGLE and received a response giving defined disposal methods that are prohibited.

Mike and Cassandra Munsel, 317 7<sup>th</sup> St, answered questions of their homebased business. They requested clarification regarding the fumes and noises. The business is for small engine business repair.

Mark Lijewski, 375 7<sup>th</sup> St, has concerns of smell and possible noise from the business.

The Planning Commission discussed possible ways to help the business thrive and to accommodate the neighbor(s). Conditions of the permit were discussed: insulation of the west garage wall, venting the ceiling to the east, hours of business 9 am- 5 pm, decibel noise no higher than the highest chainsaw decibel and a sunset clause (if the owners move the business does not move with them or the applicant can terminate the business).

Motion by Commissioner Yoder, seconded by Commissioner McBride to approve the homebased business with the conditions as listed above.

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

Yes: Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

#### **OLD BUSINESS**

##### **900 Vine Street Update**

Mr. Storey stated the business will be putting up a 50' x 6' tall buffer fence with a bench and bushes to offer a privacy smoking area. Mr. Storey stated he will follow-up with a site visit.

##### **Sign Ordinance Review**

Mr. Storey stated the sign ordinance has conflicting documentation. It is a word document with tables. He shared sign ordinance examples from other counties which have images with clear definitions. He recommended the sign ordinance be amended with a possible fall timeline. It was suggested that a statement be added so new tenants to a business must come up to code with the sign ordinance. Right now, the signs are in a grandfather clause. Signs that are no longer in use will have ordinance changes.

##### **FEMA Maps Report—Waterfront Yards**

Mr. Storey spoke of the FEMA Map Update. Mr. Szokola explained the VE, AE, AO, A and X FEMA designated areas and flood zones. The FEMA information was comprised from the last 150 storm activities in the last 50 years. A FEMA meeting will be held in Manistee. The public is welcome to attend. FEMA will be available to answer questions on particular parcels and flood insurance. This meeting will be posted in the local newspaper, notice mailings to the townships, on the city and county websites.

Mr. Storey is to issue land use permits for the area in question and to follow the present setbacks for these permits.

The Planning Commission decided to leave the setbacks as is until after the FEMA meeting. At this time the questions regarding parcels that do and do not abut to the water can be presented to FEMA and receive assistance from FEMA in determining the setback issue. The waterfront setback situation will be revisited after this information is gathered.

#### **PUBLIC COMMENTS AND COMMUNICATIONS**

There was no Public Comment and Communications.

#### **CORRESPONDENCE**

There was no Correspondence.

#### **STAFF**

Mr. Storey and Mr. Szokola reported on several items.

Marihuana Special Use Permit Process/Update: 7 applicants were received, they were reviewed, 1 was complete, several were resubmitted with 1 of them resubmitted before the 30-day deadline and 3 after the deadline. A Special Public Hearing will be needed to have the Planning Commission review these plans. It was decided to set the meeting for Thursday, August 15<sup>th</sup> at 3 pm. A meeting location will be announced at a later date. Decision announcements will be made at the Planning Commission September regular meeting.

Hollander Development Street Vacation/PUD: The street vacations are for future affordable housing development. The vacation request is being worked through and will be brought to the Planning Commission in the near future. The location of this development is at the Oleson Lumberyard area.

294 12<sup>th</sup> Street Development Draft: This is a self-storage building. They have reapplied for a special permit. There are 5 or more phases that need to be accomplished to complete the development.

Housing North Meeting: Housing needs have been looked at for the cost of living, the need for affordable and lower income housing in Manistee.

Trail Update: Sidewalk inventory has been completed. A table for the trail segments will be set up at Onekama's block party, other county events and the outlet sales in Manistee. The public have communicated a great interest in trail development. Many have shown an interest in volunteering to help with the trails.

#### **MEMBERS DISCUSSION**

The Commissioners complimented the staff on their hard work and the many areas that are being worked on.

#### **ADJOURNMENT**

Motion by Commissioner Yoder, seconded by Commissioner Thomas that the meeting be adjourned.

MOTION PASSED UNANIMOUSLY. Meeting adjourned at 8:51 pm.

The next regular meeting of the Planning Commission will be held on August 1, 2019.

MANISTEE PLANNING COMMISSION

  
Nancy Baker, Recording Secretary

