

**CITY OF MANISTEE PLANNING COMMISSION**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

August 6, 2020

A meeting of the Manistee City Planning Commission was held on Thursday, August 6, 2020 at 7 pm by teleconferencing, Manistee, Michigan.

Meeting was called to order at 7:07 pm by Chair Wittlieff followed by the Pledge of Allegiance.

**ROLL CALL**

Members Present: Bob Slawinski, Michael Szymanski, Pamela Weiner, Marlene McBride, Shelly Memberto, Roger Yoder, and Mark Wittlieff

Members Absent:

Others: Rob Carson (County Planning Director), Mike Szokola (Planner 1/ City Zoning) and Nancy Baker (Recording Secretary)

**APPROVAL OF AGENDA**

Motion by Commissioner Slawinski, seconded by Commissioner Szymanski to approve the August 6, 2020 Agenda as printed.

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

Yes: Slawinski, Szymanski, Weiner, Memberto, McBride, Yoder and Wittlieff

No: None

**APPROVAL OF MINUTES**

There were no corrections or additions to the minutes.

Motion by Commissioner Slawinski, seconded by Commissioner Yoder to approve the July 9, 2020 Planning Commission Meeting minutes as presented.

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

Yes: Slawinski, Szymanski, Weiner, Memberto, McBride, Yoder and Wittlieff

No: None

**PUBLIC HEARING**

None

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

**NEW BUSINESS**

294 12<sup>th</sup> Street SUP update

Mr. Szokola sent a letter to Mr. Hayes listing the stipulations of the SUP. All the requirements have been fulfilled. Payment has been submitted. The permit will soon be closed.

Alex Giltz, Seeking the Commissions Sentiment

Mr. Giltz purchased the building at 219 5<sup>th</sup> Street with plans to open it as an auto repair shop. The property needs to be rezoned to allow this. He plans to remodel it inside and out. He has contractors lined up. He contacted the neighbors and they have no objections. Once approved by the PC he will move forward and pay the fee.

Mr. Szokola stated Mr. Giltz is requesting an amendment to the R-2 zoning district. The recommendation is to place it under a Key Street Segment. Mr. Giltz is to obtain written support signatures from the neighbors. The auto repair and SUP requirements will be shared with Mr. Giltz.

The PC supports Mr. Giltz in moving forward.

ZO Design Guidelines

Mr. Szokola received a request for a new dwelling at 439 9<sup>th</sup> Street. The plan meets setback and minimum height requirements. The ordinance does not have design standards. Steve Haugen, city building inspector was contacted and he stated it must meet code for the separation of the garage from living spaces.

Mr. Carson stated design guideline language for home orientation on a parcel, roof pitches, percentage of window placement, types of outer siding etc. can be included in this language. Many communities have design guidelines in place. Design guidelines will be further addressed at the next meeting.

Kris Fewless, request for taller accessory building

Mr. Szokola stated this is a 60-acre Lake Michigan lot. Mr. Fewless is requesting a higher side accessory building than what the ordinance allows.

Mr. Fewless stated he is 300 feet from the property line. He is requesting to have the inside clearance height of about 26 feet for storage of RV, tractor etc.

Motion by Commissioner Slawinski, seconded by Commissioner Memberto to grant the deviance from Section 515 D, to be of reasonable height which is not to exceed a 26 feet maximum inside height and 18 feet maximum side height.

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

Yes: Slawinski, Szymanski, Weiner, Memberto, McBride, Yoder and Wittlieff

No: None

Tabernacle SUP amendment

The 90-day extension letter, to allow for the completion of the SUP requirements, was sent to the Tabernacle. Mr. Szokola stated the only Site Plan Committee Member that had comments was the City Engineer. Mr. Szokola reviewed these comments.

Matt, Tabernacle representative, has no problem following the requirements from the City Engineer.

Motion by Commissioner Szymanski, seconded by Commissioner Yoder to grant permission for the Tabernacle to move forward and to follow the City Engineer's requirements which are added as a stipulation to the SUP.

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

Yes: Slawinski, Szymanski, Weiner, Memberto, McBride, Yoder and Wittlieff

No: None

#### Fee for SUP transfer and amendments

Mr. Szokola stated SUP amendments have no fee. Staff recommended a fee schedule be put in place to cover costs.

The Planning Commission verbally agreed to a \$500 minimum SUP for major amendments if it includes mailing costs, \$200 minimum fee for SUP transfers and minor SUP amendments that do not require mailings. Additional costs can be added if expert advice, or other services are required, more mailings are needed, etc.

Mr. Szokola will draft a letter for Chair Wittlieff to sign. This will be directed to the appropriate person/authority.

### **OLD BUSINESS**

#### Short Term Rentals

Commissioner Szymanski informed the PC of the City Council's approval for a short-term codified rental ordinance.

The suggested fee for an application and a license was \$500 and \$100 for an inspection. Discussion ensued to lower the application and license fee of \$500 each and to raise the \$100 inspection fee.

Mr. Szokola stated the Ludington Planning Department limited their number of short-term rentals allowed within their city. Other communities have the same type of limitations. The PC will look over both Pentwater and Ludington's short-term rental ordinances. Likes and dislikes will be brought to the September 3<sup>rd</sup> meeting for discussion. Discussion on inspections, number of rentals, etc. ensued.

#### Sign Ordinance

This will require a work session. This will be kept as a placeholder pending direction from City Council.

#### 24 Arthur St SUP transfer request and extension

Mr. Szokola stated this transfer has taken place.

## Amendments to ZO

### Master List:

#### Lower Story Dwelling, Fences, Patios, Site Plan Review Committee, Temporary Storage

Mr. Szokola stated all the items on the list except the Temporary Storage amendment have been reviewed by the City Attorney.

The PC agreed to make the attorney's suggested amendment changes. The Temporary Storage amendment will be presented to the City Attorney for his review. The PC agreed to move forward with a Special Meeting for the amendments to the Z.O.

### Dumpsters, Pads, Screening, and Enforcement

The dumpster issue was presented to the City Council along with the fact that this ordinance has not been enforced. City Council directed staff to move forward on working to get dumpsters in compliance. Discussion ensued regarding the types of surfaces a dumpster should be on, being able to place grease traps within the dumpster enclosure, the cleaning or replacing of dirty dumpsters.

The City Attorney stated this is a health issue and there is **no** grandfathering of dumpsters. Mr. Szokola stated staff recommended waving the land use fee if a dumpster owner came into compliance voluntarily. He read the staff memo with the 3 recommendations. Starting September 1, 2020 current property owners will have 21 months to voluntarily come into compliance. After July 1, 2022 enforcement will take place.

Motion by Commissioner Slawinski, seconded by Commissioner Memberto to follow staff recommendations.

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

Yes: Slawinski, Szymanski, Weiner, Memberto, McBride, Yoder and Wittlieff

No: None

## **PUBLIC COMMENTS AND COMMUNICATIONS**

None

## **CORRESPONDENCE**

None

## **STAFF REPORTS**

City Manager, City-Wide Update

The City Manager was asked to present an update to the PC.

The PC agreed to welcome the City Manager's update.

## **MEMBERS DISCUSSION**

None

**ADJOURNMENT**

Motion by Commissioner Yoder, seconded by Commissioner Slawinski to adjourn the meeting.  
MOTION PASSED UNANIMOUSLY. Meeting adjourned at 9:07 pm.

The next regular meeting of the Planning Commission will be held September 3, 2020.

MANISTEE PLANNING COMMISSION



Nancy Baker, Recording Secretary

