

CITY OF MANISTEE PLANNING COMMISSION
70 Maple Street
Manistee, MI 49660

MEETING MINUTES
November 5, 2020

A meeting of the Manistee City Planning Commission was held on Thursday, November 5, 2020 at 7 pm at the Ramsdell Theatre, 101 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:01 pm by Chair Wittlieff followed by the Pledge of Allegiance.

ROLL CALL

Members Present: Michael Szymanski, Pamela Weiner, Marlene McBride, Bob Slawinski, and Mark Wittlieff

Members Absent: Roger Yoder and Shelly Memberto

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

APPROVAL OF AGENDA

Motion by Commissioner Szymanski, seconded by Commissioner McBride to approve the November 5, 2020 agenda as printed.

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

Yes: Slawinski, Szymanski, Weiner, McBride and Wittlieff

No: None

APPROVAL OF MINUTES

There were no corrections or additions to the minutes.

Motion by Commissioner Weiner, seconded by Commissioner Szymanski to approve the October 1, 2020 Planning Commission Meeting minutes as presented.

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

Yes: Slawinski, Szymanski, Weiner, McBride and Wittlieff

No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

Renee Cook, Bed and Breakfast Permit Extension

Mr. Szokola stated Ms. Cook has applied for a SUP extension. The Planning Department (PD) has given Ms. Cook the full amount of time to complete the project including a 90-day Covid extension. If the permit is extended this project will have to be completed by December 31, 2021. If the project is not completed by December 31, 2021 the SUP can be revoked and the SUP cannot be extended. If work is still needed, Ms. Cook will have to reapply for a new SUP. Ms. Cook stated she will try to have the driveway paving completed this fall rather than wait until spring.

The Planning Department recommends granting the extension till December 31, 2021, with the understanding this will be the final extension.

Motion by Commissioner Szymanski, seconded by Commissioner McBride to grant the SUP extension with this being the final extension for this permit.

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

Yes: Slawinski, Szymanski, Weiner, McBride and Wittlieff

No: None

Schedule 2021 PC Meeting Dates

The Planning Commission agreed for all 2021 meetings to be on the first Thursday of each month with a meeting time of 7 pm.

OLD BUSINESS

Non-motorized Trail Plan

Mr. Szokola:

- Due to staffing issues the department does not have the ability to update the entire Rec Plan as requested by the State
- Per the State the Rec Plan will expire 12/31/20
- The non-motorized plan is in a holding pattern
- Updates will be given to the PC as they are made available to the PD

Dumpsters, Pads, Screening, and Enforcement

Mailings

Mr. Szokola:

- Received requests from some of the current dumpster owners asking for exemptions
- There will be few exemptions; on a case by case basis
- The majority of dumpsters in the city do not currently meet the dumpster criteria
- Existing dumpsters will need a solid foundation of concrete or other solid foundation material and will need to be enclosed
- New dumpsters will be required to be on cement pads with an enclosure
- The City has agreed to bring their dumpsters up to regulations

- Improvements the city will be making to their dumpsters; replace or improve the existing dumpsters, have the dumpster areas be on a concrete or solid pad base (new dumpsters on concrete-existing on either) and enclose each dumpster

Sign Ordinance

Mr. Szokola stated staff worked many hours on a short-term rental ordinance as requested by City Council. The PD staff will not be developing amendments to the sign ordinance without specific recommendations from City Council on what they desire and directions in specific areas, such as pole signs. A memo will be presented to City Council and will require a motion from them if they wish to have the PD move forward with work on the sign ordinance. This memo will include points on city sign situations. Mr. Taylor will receive a copy of the same sign ordinance that was presented to the PC. Department staff are having difficulties enforcing the present sign ordinance due to the difficulties with trying to interpret parts of the ordinance. The present sign ordinance language is not well explained.

Amendments to ZO:

Set date of Public Hearing

Master List: C-3 Lower Story Dwelling, Fences, Patios, Site Plan Review Committee, Temporary Storage, Design Standards

Mr. Szokola:

- ❖ Many proposed amendments have been developed over the past 6 months
- ❖ These amendments will require a special meeting before they can be forwarded for the adoption process
- ❖ A timeframe is needed to do mailings and placing a notice in the newspaper
- ❖ A marihuana growth facility is requesting to be placed on the agenda

The PC preferred the amendments and the marihuana growth facility be placed on different meetings.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

Mr. Szokola read an email from an area resident by the Wild Wild Tobacco business who wished to stay anonymous. They, along with many residents in the immediate area of this business, were not approached and did not sign anything regarding this business as the owner had claimed. This person did relay that the lights seemed to have been dimmed a bit.

The department is still receiving calls, complaints, and emails from area residents near this business.

STAFF REPORTS

74 Arthur Street

Mr. Szokola stated the owner has requested a phasing change to the parking lot. This was internally approved. There are some structure concerns if increases occur which may cause parking issues. The department has requested plans by March 31. The plans will be reviewed, and issues resolved. The owner is looking to open for business in the near future.

Mr. Carson informed the PC he will be leaving the County Planning Department. He will be working for Networks Northwest in Traverse City. He thanked the PC for being able to serve the community. New staff candidates are being interviewed. He has enjoyed watching the city and county grow and being able to assist in its development and planning. The department will be under Mr. Szokola who is very capable of handling the position. Mr. Carson hopes his new position will allow him the ability to assist in getting the non-motorized plan and the county trail plan moving forward. More PD staff will be needed to handle working the trail plans and right now the PD staff is unable to put time into trail planning.

MEMBERS DISCUSSION

The Planning Commission thanked Mr. Carson for his service to the community and the extra effort in helping the community grow.

In response to the WSCC project, Mr. Carson stated the project is moving forward and community services may be able to move in around December 1.

The Commissioners were updated by Mr. Szokola on the Dune Grass business and their parking lot issues.

Mr. Szokola answered questions regarding the south parcels in the marihuana district that are now up for sale. A sale transfer has not occurred, neither has the SUP.

ADJOURNMENT

Motion by Commissioner Slawinski, seconded by Commissioner Szymanski to adjourn the meeting.

Meeting adjourned at 7:59 pm.

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

MANISTEE PLANNING COMMISSION


Nancy Baker, Recording Secretary