

**CITY OF MANISTEE PLANNING COMMISSION**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

July 1, 2021

A meeting of the Manistee City Planning Commission was held on Thursday, July 1, 2021 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: Pamela Weiner, Michael Szymanski, Bob Slawinski, Shelly Memberto, and Mark Wittlieff.

Members Absent: Roger Yoder and Marlene McBride

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

**APPROVAL OF AGENDA**

Motion by Commissioner Slawinski, seconded by Commissioner Weiner to approve the July 1, 2021 Agenda as printed.

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

Yes: Slawinski, Szymanski, Weiner, Memberto and Wittlieff

No: None

**APPROVAL OF MINUTES**

Motion by Commissioner Szymanski, seconded by Commissioner Slawinski to approve the May 20, 2021 Planning Commission Meeting Minutes as presented.

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

Yes: Slawinski, Szymanski, Weiner, Memberto and Wittlieff

No: None

**CORRESPONDENCE**

Mr. Szokola and Mr. Sompels read the correspondences.

Randy Oliver, commented on hotel.

Captain John Milbourne, commented on hotel.

Dyllan Walker, commented on hotel.

Jennifer Teller, commented on hotel.

Duane Marquand, commented on hotel.  
Name unknown, short-term rentals on Lakeshore Dr.  
Jane Schimke, quote from Ansel Adams.

## **PUBLIC HEARING**

None

## **PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

## **NEW BUSINESS**

### County Recreation Plan from Networks Northwest

Zach Vega, NWNW Planner:

- Planning process going from February 2021 to February 2022 to update County-Wide Parks and Recreation Plan, project a budget for it, receive public involvement
- Looking into funding from different areas such as State of Michigan and MCCF
- County-Wide Plan, possibly the only plan in Michigan which includes all the county jurisdictions
- Survey flyers are available for public input, can be accessed on County website, NWNW website or by paper
- Plan draft with city portion to be worked on by September, adopted by DNR by February with all trail parts to be part of the County-Wide Plan

### 24 Arthur SUP Transfer

Mr. Ken Armour requested a transfer of the 24 Arthur SUP.

- ✓ The SUP expires the end of 2021
- ✓ Purchasing the house and the building with the combining of the parcels
- ✓ Will accept any license available (retail, medical etc.)

Motion by Commissioner Szymanski, seconded by Commissioner Memberto to accept the transfer of the 24 Arthur Street SUP.

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

Yes: Slawinski, Szymanski, Weiner, Memberto and Wittlieff

No: None

### By-law Amendment

Amendments to the Planning Commission By-laws were reviewed:

- ❖ Correspondence letters: not to be read during the PC meeting, provide the letters to the PC for their review before a meeting, make them available to the public
- ❖ City Attorney suggested word changes and spelling corrections

Motion by Commissioner Slawinski, seconded by Commissioner Weiner to approve the By-law amendments and to send the amendments to City Council for approval.

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

Yes: Slawinski, Szymanski, Weiner, Memberto and Wittlieff

No: None

#### Lumen Plan Approval

Mr. Sompels and Mr. Szokola expressed the issues of lumen lighting and how to be more efficient and effective moving forward with logistic issues.

- Have applicants comply to Section 535, Outdoor Lighting Requirements per the Z.O.
- Require site plans to prove they are complying with the Lumen Plan
- Have the ability to approve site plans which include a Lumen Plan
- To provide justifiable evidence on site plans for lighting requirement prior to approval

Mr. Jeff Mikula, City DPW Director, supports the site plan to include a Lumen Plan.

Motion by Commissioner Weiner, seconded by Commissioner Szymanski to approve the Lumen Plan.

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

Yes: Slawinski, Szymanski, Weiner, Memberto and Wittlieff

No: None

#### Lot Line Adjustment

The following points were made regarding Lot Line Adjustments:

- The department has no form for lot line adjustments and is looking for a way to track them
- Lot line adjustments have/are causing issues for the department
- Landowners have/do move parcel lines between themselves
- Issues occur when description paperwork is not properly recorded, zoning requirements are not met
- City assessor and attorney have been contacted regarding the matter
- A fee amount to be considered (\$100)
- Will prevent parcels from becoming nonconforming
- An official form will be brought before the PC

The PC supports the compiling of a form for lot line adjustments.

#### **OLD BUSINESS**

None

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

Steve Glagola Canvas the Commission on 314 Sibben St

- Purchased building to renovate

- Is on a key street and is a mix-use building
- Wishing to expand footprint of building
- Floor plan with 4/5 loft units, 3 story building, possible rooftop green space
- Coffee shop/deli is part of the building's floor plan
- Building ready to demo inside
- Once approved, will be approximately a 7-month project
- Funding by grants, investors, loans
- Environmental study to be investigated
- Parking issue will need to be resolved

Mr. Mikula will look at waterline, sidewalk, snowplowing, alternate parking issues when reviewing the site plan.

Consensus of the PC is for Mr. Glagola to move forward in taking this to City Council.

Lynda Beaton, 256 Hughes Street, City Council member; Mr. Glagola should contact Mr. Mark Miller of the Chamber, make a presentation to City Council on the 13<sup>th</sup> for a possible vote on the 20<sup>th</sup>.

#### **STAFF REPORTS**

None

#### **MEMBERS DISCUSSION**

Members expressed the great feeling of being able to meet in person.

#### **ADJOURNMENT**

Motion by Commissioner Szymanski, seconded by Commissioner Slawinski to adjourn the meeting. Meeting adjourned at 8:58 pm.

MANISTEE PLANNING COMMISSION



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Nancy Baker, Recording Secretary