

MANISTEE CITY PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

March 6, 2008

A Meeting of the Manistee City Planning Commission was held on Thursday, March 6, 2008 at 7:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 p.m. by Chairman Yoder

ROLL CALL:

Members Present: Maureen Barry, Ben Bifoss, Dave Crockett, Ray Fortier, Eric Gustad, Tony Slawinski, and Roger Yoder

Members Absent: Linda Albee and Harlo Haines

Others: Tom Van Buren (West Shore Bank), John Fountain (Thompson-Phelan Group, Inc.), Golden & Mary Schultz (388 Fourth Street), Brandy Martin (332 Third Street), Jeff Mikula (Abonmarche/City Engineer), John Staszczak (450 Cedar Street), Cyndy Fuller (Mayor), Jon Rose (Community Development), Denise Blakeslee (Planning & Zoning) and Others

APPROVAL OF AGENDA:

MOTION by Ray Fortier, seconded by Tony Slawinski that the Agenda be approved as prepared.

With a roll call vote this motion passed 7 to 0.

Yes: Barry, Bifoss, Crockett, Gustad, Fortier, Slawinski, Yoder
No: None

APPROVAL OF MINUTES:

Planning Commission Meeting of February 7, 2008

MOTION by Tony Slawinski, seconded by Ray Fortier that the minutes of the February 7, 2008 Planning Commission Meeting be approved.

With a roll call vote this motion passed 7 to 0.

Yes: Barry, Bifoss, Crockett, Gustad, Fortier, Slawinski, Yoder
No: None

PUBLIC HEARING:

West Shore Bank - Special Use Permit/Site Plan Review

West Shore Bank is proposing to develop a Financial Institute with a Drive-Through Facility at 306 Cypress Street. While a Financial Institution is a permitted Use in the C-2 Neighborhood Commercial Zoning District a Drive-Through Facility is a Special Use.

Tom VanBuren, West Shore Bank - Mr. VanBuren spoke of a customer survey that said they needed a bank in the area. They worked hard to find a location that would work and hired Thompson Phelan Group Inc. to design the proposed facility. Thompson Phelan Group specializes in Financial Institutions and they have used them for their other facilities.

John Fountain, Thompson Phelan Group - Mr. Fountain explained the proposed facility and the reuse of the existing building. They will be eliminating the curb cut on U.S. 31 and constructing a new curb cut on Third Street. There will be access to the facility from the alley. They have separated the drive through from pedestrian traffic. They increased the number of drive through lanes from three to four to eliminate nay stacking problems and have a by pass lane to allow traffic to go around the drive through area. There is still access to the garages that front on the alley. The Bank agrees to provide an easement that extends the paved alley area to 20 feet. The current pole sign will be reused and there are no clear vision issues with the sign. Mr. Fountain showed a rendering of the proposed building that includes stone columns for the building. The stone columns will also be used on the drive through.

Chair Yoder - asked about the lighting for the facility and landscaping. Mr. Fountain showed the proposed lighting plan and how the new lights will not intrude onto neighboring properties. The proposed landscaping provides more green space and meets the landscaping requirements of the ordinance.

Jeff Mikula, Abonmarche/City Engineer - Mr. Mikula noted that this plan shows a net reduction in impervious surface and adds more green space that what currently is there.

Golden Schultz, 388 Fourth Street - Mr. Schultz is opposed to the whole plan, they are taking over half of the alley for a commercial purpose. Mr. Schultz is concerned about the amount of drive through traffic and doesn't know why we need another bank. There are plenty of banks in the community.

Jon Rose, Community Development Director - Mr. Rose said that the City is requiring that they provide 20 feet of pavement in the alley.

John Fountain, Thompson Phelan Group - Mr. Fountain said that this plan will increase the alley width from 16 feet to 20 feet and extends the width of the alley entrance on U.S. to allow for a left turn lane.

Brandy Martin, 332 Third Street - Ms. Martin lives directly across from the new entrance that they want to construct on Third Street. She is concerned about how this will effect alternate parking because that is the area that they currently use. They have small children and pets and this plan will increase traffic on Third Street. She has a concern about the safety of the children and pets in the neighborhood. Why move the entrance from U.S. 31 down their street? How many parking spaces will be lost?

John Fountain, Thompson Phelan Group - Mr. Fountain said that the curb cut will be about 46 feet.

Jon Rose, Community Development Director - Mr. Rose said that about two on street parking spaces will be lost to answer Ms. Martin's questions. Michigan Department of Transportation (MDOT) is requiring the closing of the U.S. 31 entrance. Any change of use for this property would trigger that requirement.

Chair Yoder - asked about the increase in traffic.

Commissioner Barry - asked about traffic counts.

Tom VanBuren, West Shore Bank - Mr. VanBuren said that with on-line banking there has been a decrease in the number of people who actually go to the bank. They do not believe that there will be any more traffic generated by their facility than was generated by the Movie Gallery. In addition they are not open on Sundays and will not be open as late as the Movie Gallery was. They would have liked to keep the U.S. 31 entrance but MDOT would not allow it to remain.

Golden Schultz, 388 Fourth Street - Mr. Schultz expressed confusion about the entrance from the alley.

Chair Yoder - will this create new jobs?

Tom VanBuren, West Shore Bank - Mr. VanBuren said Daryl Pieczynski will be the manager of this office and they will have about five full time employees and one to two part time employees. They pride themselves in maintaining their facilities and they want to be good neighbors.

Commissioner Crockett - Applauds the reuse of the existing building. Did they consider eliminating the drive through facility and using the old drive through from the fast food restaurant?

John Fountain, Thompson Phelan Group - Mr. Fountain said they were unable to use the old drive through because it did not provide safe access across the alley to turn right onto U.S. 31. He demonstrated the problems that occurred on the site plan.

Mary Schultz, 388 Fourth Street - Mrs. Schultz said that we do not need another bank in down.

Golden Schultz, 388 Fourth Street - Mr. Schultz said that they should buy the "Greenridge" property that was previously a bank. They already have four drive through lanes at that location.

The Public Hearing closed at 7:45 p.m.

John F. & Cheryl L. Staszczak - Special Use Permit

John F. & Cheryl L. Staszczak for a Special Use Permit for a Bed and Breakfast (four sleeping rooms) at 450 Cedar Street, Manistee, Michigan. A Bed and Breakfast is a Special Use in the R-1 Low Density Residential Zoning District.

Commissioner Bifoss - declared a conflict of interest and will not participate in discussion on this request.

John Staszczak, 450 Cedar Street - Mr. Staszczak explained their desire to open a Bed and Breakfast at their home the historical "Buckley Home" at 450 Cedar Street. A Bed and Breakfast was previously at that location. There will be no changes to the structure and they will comply with the ordinance standards.

Denise Blakeslee, Planning & Zoning - Ms. Blakeslee said that there may have been some confusion about the height requirements for the proposed sign. The site plan shows placement of a sign with a height of four feet. The ordinance allows ground mount signs to be as high as eight feet in height.

Correspondence - Chairman Yoder read a letter from **Kay and Sam Miller, 713 Cedar Street** (attached)

Denise Blakeslee, Planning & Zoning - In response to an issue raised by Mr. & Mrs. Miller in their letter, Ms. Blakeslee noted that under Section 1801.H of the ordinance that the Special Use Permit shall run with the land (because there is no construction taking place).

The Public Hearing closed at 7:50 p.m.

NEW BUSINESS:

West Shore Bank - Special Use Permit/Site Plan Review

A Public Hearing was held earlier in response to the request from West Shore Bank for a Special Use Permit to develop a Financial Institute with a Drive-Through Facility at 306 Cypress Street.

Commissioner Crockett said that he drove through the alley entrances of the other banks and does not believe the proposed use of the alley is as complicated as some may think it is.

Commissioner Bifoss would like to see the condition that the applicant is responsible for plowing the alley adjacent to their property.

Commissioners expressed concerns about allowing the proposed time/temp sign. They do not want to establish a precedence.

Tom VanBuren, West Shore Bank said they did not know that this would be such an issue and withdrew the request for the time/temp portion of the sign.

The Commissioners were given a draft resolution of approval or denial to review prior to the meeting. The Planning Commission decided to proceed with the resolution to approve.

MOTION by Ray Fortier, seconded by Tony Slawinski to prepare a resolution to approve a Special Use Permit, Case Number PC-2008-02 for West Shore Bank for a Financial Institute with a Drive-Through Facility at 306 Cypress Street as shown on Site Plan Project Number#207010, Dated February 15, 2008 prepared by Barber, McCalpin Associates Architects, Engineers with the following conditions:

1. The Applicant shall provide an easement or license to allow public access along the traveled portion of the bank property
2. The sidewalk across the east entrance onto Third Street shall be a minimum of six (6) inches thick and constructed of fiber reinforced concrete.
3. The Public Alley is to be maintained year round by the applicant adjacent to their property.
4. The time/temp LED sign shall not be constructed.

With a roll call vote this motion passed 7 to 0.

Yes: Bifoss, Gustad, Barry, Fortier, Slawinski, Crockett, Yoder
No: None

Mr VanBuren commended City Staff for their assistance and helpfulness with this project.

John F. & Cheryl L. Staszczak - Special Use Permit

A Public Hearing was held earlier in response to the request from John F. & Cheryl L. Staszczak for a Special Use Permit for a Bed and Breakfast (four sleeping rooms) at 450 Cedar Street, Manistee, Michigan.

The commission agreed that the applicant can construct a sign within the height requirements of the ordinance and is not limited to a four foot high sign.

Commissioner Crockett asked why the applicant did not ask for more sleeping rooms. Denise Blakeslee noted that this home is located in the R-1 Zoning District and is limited to four sleeping rooms by ordinance.

The Commissioners were given a draft resolution of approval or denial to review prior to the meeting. The Planning Commission decided to proceed with the resolution to approve.

MOTION by Dave Crockett, seconded by Ray Fortier to prepare a resolution to approve a Special Use Permit for John F. & Cheryl L. Staszczak, 450 Cedar Street for a Bed and Breakfast, as shown on Site Plan Job No. M - 08 prepared by Abonmarche Consultants, Inc. Dated Feb. 18, 2008

With a roll call vote this motion passed 6 to 0 with Commissioner Bifoss abstaining due to a conflict of interest.

Yes: Slawinski, Barry, Crockett, Gustad, Fortier, Yoder
No: None

Mr. Staszczak also thanked City Staff for their assistance with his request.

OLD BUSINESS:

None

PUBLIC COMMENTS AND COMMUNICATIONS:

Mayor Fuller thanked the Planning Commission for their service to our community. Mayor Fuller also spoke of the Youth Observation Policy established by City Council. The purpose is to establish a policy encouraging youth involvement in City Boards and Commissions as non-voting observers. There is a youth who has expressed interest in serving with the Planning Commission and may be appointed next month. Mayor Fuller hopes to bring them to the April Meeting. The youth will sit with the board, receive packets and participate in discussion, but will not have a vote which is counted.

The Commission expressed their support of the project.

CORRESPONDENCE:

None

STAFF REPORT:

Denise Blakeslee said that the Planning Commission will be working on establishing goals for the Master Plan Re-write and members were given information to review to assist in the process. Due to a conflict the Re-write Committee will not be able to meet prior to the worksession.

MEMBERS DISCUSSION:

Commissioner Fortier thanked Mayor Fuller for coming to speak to the Commission.

ADJOURNMENT:

MOTION by Tony Slawinski, seconded by Ray Fortier that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 8:30 P.M.

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary

March 3, 2008

Manistee Planning Commission
Meeting- March 6, 2008

In response to the Special Use Permit for a Bed and Breakfast at 450 Cedar St. in a quiet residential area .

We do not oppose the permit for John and Cheryl Staszczak to operate a bed and breakfast, but if there is a change of ownership at this address we would ask that the neighbors be given the option for approval for different owners to operate a Bed and Breakfast.

We also suggest that John and Cheryl remind their guests that there are small children in the neighborhood so drive and park with care, but if the pot holes are not repaired that will slow the drivers down.

Kay and Sam H .Miller 713 Cedar St.

Kay Miller
Sam H Miller

