

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 10, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, October 10, 2013 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 Yoder

Roll Call:

Members Present: Maureen Barry, David Crockett, Ray Fortier, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: Bill Dean (excused),

Others: Barry Accountius (The WODA Group, Inc), Mitch Deisch (City Manager) and Denise Blakeslee (Planning & Zoning Administrator)

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Dave Crockett that the agenda be approved as prepared.

With a Roll Call vote this motion passed 6 to 0.

Yes: Barry, Crockett, Fortier, McBride, Wittlief, Yoder

No: None

APPROVAL OF MINUTES

Motion by Maureen Barry, seconded by Marlene McBride that the minutes of the September 5, 2013 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 6 to 0.

Yes: Fortier, Barry, Crockett, McBride, Wittlief, Yoder

No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

Woda/Manistee Place Site Plan – A request has been received from the Woda Group for changes to their Planned Unit Development (PUD) Site Plan. Staff is forwarding the request to the Planning Commission for their consideration. Dimensional and Use standards can be altered by the Planning Commission under Section 1870.D of the Zoning Ordinance.

Barry Accountius, The WODA Group, Inc – discussed the project with the Commission. The project is approximately 65-75% complete, as typical with projects of this nature changes things were found during construction that results in change orders and adjustments to the site plan. No disrespect was meant and once they were contacted they came in and discussed the changes with Ms. Blakeslee and prepared the request to bring to the Commission.

Mr. Accountius reviewed the eight changes indicated on his letter dated October 1, 2013 with the commission and a synopsis of discussion is as follows:

Relocation of Dumpster for Buildings 301, 303 and the Community Center - The parking lot for this area had to be raised and additional handicap parking spaces provided to meet program standards. This resulted in the relocation of the dumpster from the west side of the parking lot to the east side of the parking lot and encroaching 4 feet into the 15 foot front yard set-back.

Under Section 1870.D of the Zoning Ordinance the Planning Commission can alter Dimensional and Use standards which read as follows:

D. Dimensional and Use Standards: *In acting upon the application, the Planning Commission may alter lot size standards, required facilities, buffers, open space areas, setback requirements, height limits, building size limits, off-street parking regulations, landscaping rules, and miscellaneous regulations, where such regulations or changes are reasonable and consistent with the intent, objectives, and standards set forth in **Section 1870, 2...***

A photo of the dumpster enclosure was given to members. It is constructed out of block and made to last.

Public Sidewalk on Melitzer Street - The original application showed a sidewalk on the east side of Melitzer Street. The applicant originally asked that due to the topography of the property and need to install retaining walls the sidewalk be eliminated.

Staff reviewed the plan and taking into consideration there are topography issues relating to the east side of Melitzer Street, requested that the sidewalk be relocated to the west side of Melitzer Street. This would provide connectivity for Buildings 307 and 309 to Fifth Avenue. The original plan showed an internal pathway from buildings 307 and 309 to Buildings 301, 303, 305, the Community Center, and the basketball court, playground and picnic area that the Planning Commission allowed to be relocated. The internal pathway has been eliminated on this site plan.

Dave Bachman, Director of Public Safety reviewed the plan and had no objection to the sidewalk being relocated to the West side of Melitzer Street connecting to the new sidewalk on Fifth Avenue.

Internal sidewalk connection to the public sidewalk on Fifth Avenue - The applicant is requesting that the internal sidewalk connections to the public sidewalk on Fifth Avenue be eliminated. When they were required to raise the parking lot the new elevation the installation of the connectors became cost prohibitive to install.

Installation of bike racks - The applicant provided for the installation of bike racks close to the garden style apartments (buildings 301 and 303). Staff noted that a bike rack is also shown next to the basketball court. Condition #4 of the Special Use Permit reads *"Bike racks will be provided for each parking area or building."*

Mr. Accountius showed on the plans that a bike rack has been provided for all the buildings or parking areas as required.

New hard surface for parking spaces needed - The developer needed to increase an amount of hard surface to maintain the number of parking spaces required due to the reconfiguration for handicap spaces.

The installation of an additional dumpster enclosure (building 305) - The applicant is requesting an additional dumpster enclosure to serve the tenants of building 305. Discussion if the enclosure for building #305 would meet the needs for pickup by the garbage truck. In the event that the enclosure did not work, Mr. Accountius assured the commission a request would be brought back to the Commission if that were the case.

Relocation of the playground and basketball court - This change was approved by the Planning Commission on April 4, 2013.

Additional handicap parking spaces - Due to the existing grade of the main parking lot (building 301 and Community Building) they were forced to raise the entire parking lot and reconfigure it to provide the required number of handicap parking spaces required to meet the needs of the buildings.

MOTION by Dave Crockett, seconded by Ray Fortier to approve the request from Woda/Manistee Place for changes to the site plan for their PUD as shown on site plan prepared by DJ Hooker Dejong Architect's & Engineers, Project Number 4-0552, dated 10.01.13.

With a Roll Call vote this motion passed 6 to 0.

Yes: Barry, Crockett, Fortier, McBride, Wittlief, Yoder
No: None

Schedule Meeting/Worksession Dates 2014

The Manistee City Planning Commission generally holds their regular business meetings on the first Thursday of each month and worksessions on the third Thursday of the month. These meetings are held in Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 7:00 pm. Staff has prepared a list of meeting/worksession dates for 2014 for the Commissions consideration.

MOTION by Mark Wittlief, seconded by Ray Fortier that the Planning Commission schedules their 2014 meetings to be held at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee Michigan as follows:

Meetings	Worksessions
January 2, 2014	January 16, 2014
February 6, 2014	February 20, 2014
March 6, 2014	March 20, 2014
April 3, 2014	April 17, 2014
May 1, 2014	May 15, 2014
June 6, 2014	No Worksession
July 10, 2014*	No Worksession
August 7, 2014	No Worksession
September 4, 2014	September 18, 2014
October 2, 2014	October 16, 2014
November 6, 2014	November 20, 2014
December 4, 2014	No Worksession

*Changed due to holiday

With a Roll Call vote this motion passed 6 to 0.

Yes: Barry, Crockett, McBride, Wittlief, Fortier, Yoder

No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

Commissioner McBride brought in a copy of a Travel Michigan “Explore Manistee” article that was copied for the members of the Planning Commission.

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning Administrator – The Planning Commission has a Firewise Workshop on Thursday, October 17, 2013 the same day as their regularly scheduled worksession. Members were asked if they want to hold the worksession following the workshop.

MOTION by Dave Crockett, seconded by Maureen Barry that the October 17, 2013 worksession be cancelled.

With a Roll Call vote this motion passed 6 to 0.

Yes: Fortier, Barry, Crockett, McBride, Wittlief, Yoder

No: None

The Lakes to Land Convention of Communities scheduled for Saturday, October 19, 2013 was cancelled.

The Public Input/Visioning Session for the Master Plan Update has been scheduled for Thursday, November 21, 2103 the date of the November Planning Commission Worksession. Beckett & Raeder will be preparing a survey that will be available on the City Web Page and

Facebook Page. The survey information will be included in the newsletter with the winter tax bills.

Sub-Committee - None

MEMBERS DISCUSSION

Commissioner McBride congratulated Ms. Blakeslee on her new position as the City of Manistee Planning and Zoning Administrator.

The next regular meeting of the Planning Commission will be held on Thursday, November 7, 2013

ADJOURNMENT

Motion by Ray Fortier, seconded by Dave Crockett that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:30 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary