

MANISTEE CITY PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

SPECIAL MEETING MINUTES

October 20, 2005

A Special Meeting/Worksession of the Manistee City Planning Commission was held on Thursday, October 20, 2005 at 6:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MEMBERS PRESENT: Sara Bizon, Tamara Buswinka, Greg Ferguson, Ray Fortier, Tony Slawinski and Mark Wittlief

MEMBERS ABSENT: Maureen Barry, Christa Johnson-Ross, Roger Yoder

OTHERS: Alan Marshall (City Council), Dave Carlson (DDA), Lee Trucks (DDA), Tom Amor Sr. (Amor Sign Studios), Melissa Rennie (Manistee News Advocate), Jon Rose (Community Development), Denise Blakeslee (Planning & Zoning) and Others

Meeting was opened at 6:02 p.m. by Vice Chair Ray Fortier

PUBLIC HEARING:

None

APPROVAL OF MINUTES:

Planning Commission Meeting of October 6, 2005

MOTION by Tony Slawinski, seconded by Sara Bizon that the minutes of the October 6, 2005 Planning Commission Meeting be approved.

With a roll call vote this motion passed 5 to 0.

Yes: Bizon, Buswinka, Fortier, Slawinski, Wittlief

No: None

NEW BUSINESS:

Design Plus - Sketch Plan Review

Peter Lazdins, Design Plus, Inc. presented a Project Overview and Proposed Site Plan for the Manistee Lake Condominium Project. This proposed project is located at the A.D. Joslin Site, 123 Arthur Street. The Site Plan is based on the proposed W-F Waterfront District Zoning District which was much more

favorable for the plan. The existing building would be demolished. The Plan includes 24 units, four buildings with six units per building. The units are two stories with two car garages accessed from U.S. 31. The units are 18 feet wide, 1,850 sq feet of potential living area, three to four bedrooms with a second story deck that overlooks Manistee Lake. The also propose a pool, pool building, sun deck, cabana, volleyball court, boat slips and 15 guest parking spaces. The Proposed plan is pedestrian friendly with a walkway along the water's edge that connects to the gazebo and could be continued along the waterfront.

Commissioners comments included the installation of a bike rack, concerns about blocking the view of Manistee Lake, should the amenities be moved towards the water, could a bike bath/walkway be installed along U.S. 31, would the pool be available for public usage such as swimming lessons?

Greg Ferguson entered the meeting.

Morton Park - T-Ball Field

Ray Fortier was asked by the Parks Commission to inform the Planning Commissioners of a proposed addition to Morton Park. Morton has offered at their expense to install a T-ball field at the park. They would pay for the survey, grading and installation of the field.

UNFINISHED BUSINESS:

None

OTHER COMMUNICATIONS:

Commissioners were reminded that if they want to attend the training session offered on November 30th they need to let Denise know by November 5th.

CITIZEN QUESTIONS AND CONCERNS:

None

WORK/STUDY SESSION:

The Planning Commission reviewed the memo from Jay Kilpatrick, Summary of Revisions to the Draft Zoning Ordinance (attached).

Discussion included:

Driveway Standards will be clarified that driveway curb cuts shall be placed at least thirty feet from the edge of right-of-way.

Remove the additional pole or ground sign for parcels with 600 feet of frontage or more on U.S. 31.

Construction signs will be allowed 4ft from the property line.

The 15% area for wall signs will use a standard 10ft height.

The members present agreed they did not want to increase the 64 sq feet of pole or ground sign area.

Pole signs are only allowed if they have frontage on U.S. 31.

Set Date for Public Hearing - New Zoning Ordinance

Members of the Planning Commission are ready to schedule the Public Hearing for the new Zoning Ordinance.

MOTION by Greg Ferguson, seconded by Mark Wittlief to schedule a public hearing for November 17, 2005 for consideration of the new Zoning Ordinance.

With a roll call vote this motion passed 6 to 0.

Yes: Bizon, Ferguson, Fortier, Wittlief, Buswinka, Slawinski
No: None

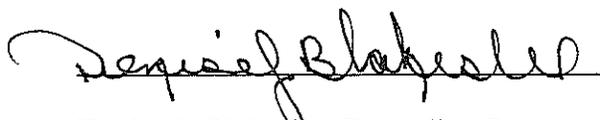
Members agreed the Public Hearing should be scheduled for 7:00 p.m.

ADJOURNMENT:

MOTION by Tony Slawinski, seconded by Tamara Buswinka that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 8:00 P.M.

MANISTEE PLANNING COMMISSION



Denise J. Blakeslee, Recording Secretary

TO: City of Manistee Planning Commission and Staff

FROM: Jay Kilpatrick, AICP
Lynée Wells, AICP

DATE: October 19, 2005

RE: Summary of Revisions to the Draft Zoning Ordinance



This memorandum summarizes the substantive revisions and modifications made to the June 2005 version of the Manistee Draft Zoning Ordinance. The revisions respond to public comment received at the August 24, 2005 Open House, as well as the direction and comment provided by the Planning Commission at the September 23, 2005 Work Session and the October 6, 2005 meeting. We believe that the revisions made to the ordinance are consistent with the goals of the City and will help provide a more cohesive ordinance that is user-friendly and corresponds to the City's Master Plan.

Article I: No substantive changes.

Article II: Definitions.

- ◆ The definition of Electronic Messaging Board has been modified consistent with the industry standard definition as provided by Amor Signs. The new definition reads: Any sign display, device or portion thereof with lighted messages that change at intermittent intervals by electronic process or remote control.
- ◆ The following definition was added for Dwelling, Upper Story Accessory: A dwelling, which is considered an accessory use, located in the same building as the principal commercial use and located on or above the second story of a building.
- ◆ The definition of Recreation Vehicle was clarified to read "truck bed mounted camper" instead of "pick-up camper."

Article V, Section 511, Driveways and Curb Cuts

- ◆ Driveway standards apply to R-4, C-1, C-2, C-3, and W-F districts. R-1, R-2 and R-3 standards were added that stipulate that driveway curb cuts shall be placed at least thirty (30) feet from an intersection.
- ◆ A requirement was added that all driveways in every district shall be located at least three (3) feet from a side yard property line.
- ◆ A requirement was added that all driveways be paved with asphalt or concrete and connect to the public right-of-way.

Article V, Section 514, Vehicular Parking Space, Access and Lighting

- ◆ After reviewing the Institute of Transportation Engineers parking standards¹ for medical clinics and medical and dental offices, required parking has been reduced from one space for each 200 hundred square feet of office space, plus three (3) spaces for each doctor, dentist or other senior medical professional to three and one half (3.5) spaces for each 1,000 square feet of office space. The standards for offices, other than medical and dental, have also been reduced from one space for each 200 square feet of office space to one space for each 250 square feet of office space.

Article V, Section 532, Key Street Segments

- ◆ An explanation and list of key street segments was added to General Provisions and reads as follows: Key street segments are located throughout the City and are identified on the zoning map. Key street segments tend to include a mix of land uses, and, due to traffic patterns, are appropriate locations for certain uses within a zoning district. If a property fronts on a key street segment, certain uses shall be permitted as Special Land Uses that are not otherwise permitted in other locations throughout the zoning district boundaries.

Articles VII-XVI District Standards and Map

- ◆ Section 704, Table 7-2, an asterisk was added to identify Special Land Uses that may only be permitted along key street segments.
- ◆ Section 800, R-1 District. The minimum lot size was decreased from 18,000 to 15,000 square feet. The minimum building width was increased from twenty to twenty-five feet. The minimum living area was increased from one thousand to fifteen hundred square feet.
- ◆ Section 900, R-2 District. Parcel Area. The calculations for parcel area were modified to better accommodate the lot size and density standards. Minimum parcel area was modified to read: "a minimum of 10,000 square feet shall be provided for the first two units, plus 5,500 square feet for each additional dwelling unit."
- ◆ Section 1000, R-3 District. Minimum Living Area. The minimum living area of 960 square feet for single-family was added to the table. Minimum living area for multi-family dwellings is 500 square feet.
- ◆ Section 1300, C-1 District, Special Uses. Contractor's Facility was added as a Special Land Use.
- ◆ Section 1400, C-2 District. Special Uses. Contractor's Facility was added as a Special Land Use.
- ◆ Section 1500, C-3 District. Permitted Uses. Upper Story Accessory Dwellings were added as permitted uses in the C-3 district. This modification was made to help facilitate the use of upper stories in existing commercial buildings for residential uses, especially in the historic district. Standards for upper story dwellings were added to the C-3 district, which will require submission of a site plan for administrative approval. Standards for Upper Story Dwellings include:

¹ McCourt, Ransford S., *Parking Generation*, Institute of Transportation Engineers, 2004.

- A. Upper story dwellings are permitted in existing structures within the C-3 district, new structures proposing upper story dwellings shall be governed as a mixed use.
 - B. Upper story dwellings shall be accessed by a secure entrance dedicated for the exclusive use of building residents and guests.
 - C. No commercial or office use shall be located on the same floor as a residential use.
 - D. No dwelling unit shall exceed a maximum of two (2) bedrooms.
 - E. Each dwelling unit shall have a minimum floor area of five hundred (500) square feet.
 - F. A basic site plan shall be required and reviewed by the Zoning Administrator per Section 2201, A.
- ◆ Section 1500, C-3 District. Special Land Uses. A Contractor's Facility was added as a Special Land Use.
 - ◆ 1820.B.1 Regulations and Standards. Added C-1, C-2, and C-3 to zoning districts limiting outside storage.

Articles XIX-XX- No substantive changes.

Article XXI-Signs

- ◆ Section 2102, A, 3, General Standards, Height. The height standards were modified to limit the height of pole signs to 20 feet, unless fronting on US-31 where sign height limitations are 25 feet.
 - The height of ground signs is limited to 8 feet except in the G-1 district, where ground signs may be up to 12 feet in height.
 - The height of window, wall and projecting signs in any district shall not exceed the height limit of the respective district.
- ◆ Section 2102, A, 4 the word 'sign' was clarified to read 'sign structure.'
- ◆ Section 2102, A, 7. Sign Area. New language was added related to calculating the area permitted for wall, window and projecting signs. This section was added to allow the area of permitted signage along US 31 to be a function of the building frontage. This recommendation came from Amor Signs, and has been modified to apply only for Use Type 4, and only along US 31. The new text includes:
 1. Area of Signs
 - a. For Use Type 3 in the C-1, C-2, C-3 and W-F districts when fronting US 31, wall, window, marquee, projecting, and/or electronic signs are permitted and the maximum total cumulative area shall be not more than fifteen (15%) percent of the building frontage facing the public right-of-way.
 - b. The maximum width of any wall sign shall not exceed ninety (90) percent of the width of the wall to which the sign is attached and shall not project higher than the roof line of the structure to which it is attached.

c. For buildings located on corner lots where two or more sides of the building face a public right-of-way, maximum permitted total cumulative sign area may be determined for each building side that faces the road right-of-way provided that in no instance shall said cumulative sign area exceed the fifteen (15) percent of that frontage.

◆ Section 2102, B, 3, Light Emitting Diode (LED) was added since it is similar to neon.

◆ Section 2102, D, 3 was removed due to concerns arising from regulation of speech.

◆ Section 2102, G. Setbacks. The following text has been added:

G. Setbacks. All signs shall be setback at least four (4) feet from the public right-of-way to the front of the sign, provided clear vision can be maintained, pursuant to Section 513.

◆ Section 2102, I. Covering. The following text has been added:

I. Covering around a pole or pylon shall be limited to a width of not more than thirty (30) percent of the total width of the sign face. Signage or copy shall not be permitted on pole or pylon coverings.

◆ Section 2103, E, Exempt Signs. Menu boards were added to the list of exempt signs so long as they do not exceed twenty (20) square feet in area.

◆ Section 2105, Use Types:

○ Table 2100-Use Type 1 Low Intensity and Residential: The number of signs permitted in this use type has been reduced to one (1) sign in the R-4 district. Pole signs have been removed from this use type.

○ Table 2100-Use Type 2 Residential and Recreational Commercial: Pole signs have been removed from this use type.

○ Table 2100-Use Type 3 Low Intensity Commercial/Office: This table has been combined with Use Type 4. After considering the impact of these uses, as well as the new method for calculating sign area, there was not enough differentiation to justify having two tables with similar uses.

○ Table 2100-Use Type 4 Commercial (now Use Type 3 and it includes Low Intensity Commercial/Office): A new method for calculating sign area has been created. See Section 2102, A, 7, Sign Area. Wall, window, and projecting signage are determined by calculating the area of building frontage. Fifteen percent of the building frontage can be in wall, window or projecting signage. In addition to the 15% for window, wall or projecting signs, one pole and/or ground sign is permitted up to 64 square feet. For parcels with more than 600 feet of frontage, one additional pole or ground sign is permitted. This method for determining sign area is applicable in the C-1, C-2, C-3, and WF districts when the parcel abuts US 31.

When the parcel does not abut US 31, the sign area is determined by calculating the wall area of the first story (up to 10 feet) and allowing the signage to be 15% of the first story frontage. For parcels with more than 600 feet of frontage, one additional ground sign is permitted in the C-1, C-2, C-3 and WF districts. Finally, projecting signs shall be limited to one per parcel and be no greater than sixteen (16) square feet regardless of the district.

- Table 2100-Use Type 5 Institutional
Restricting number of signs has been removed. Pole signs are only permitted on parcels that abut US 31.
- Table 2100-Use Type 6 Industrial
Restricting number of signs has been removed. Pole signs are only permitted on parcels that abut US 31. For parcels with more than 600 feet of frontage, one additional sign is permitted in the C-1, L-I, G-I and WF districts.
- ◆ Section 2113, Temporary Portable Signs, A. The stipulation that A-frame signs were only allowed on a sidewalk was removed.
- ◆ ~~Article XXVIII~~ Article 29 will include the Historic Overlay District requirements as they exist in the current ordinance. A map of the overlay area will be included in this Article, but will not appear on the zoning map. The Historic Overlay District will be included in the ordinance until the Local Historic District is established and a separate ordinance is in place governing historic preservation and creating a Historic District Commission.