

# CITY OF MANISTEE PLANNING COMMISSION

## WORKSESSION AGENDA

Thursday, April 18, 2008 7:00 p.m.  
Council Chambers, City Hall  
70 Maple Street, Manistee, Michigan

I Call to Order.

II Worksession Items:

1. Reviewing Goals for Master Plan
2. Misc.

III Adjourn.

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All Planning Commission Meetings and Worksessions are open to the Public.

Worksessions are scheduled to allow the Planning Commission the opportunity to discuss in a less formal manner than a regular meeting. No motions or decisions can be made during a worksession.

The Planning Commission does not take public comment during worksessions. The public is not allowed to speak, ask questions, or express opinions on items which are being discussed during the worksession.



## Green Communities

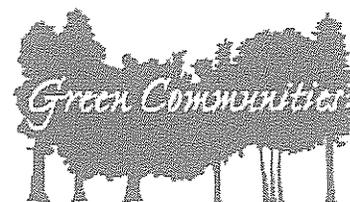
<http://www.epa.gov/greenkit/basicinformation.htm>  
Last updated on Wednesday, August 16th, 2006.

You are here: [EPA Home](#) [Green Communities](#) Basic Information

### Basic Information

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Welcome to the Green Communities Program! Green Communities is a web-based toolkit and planning guide designed to help communities access the tools and information to help them become more sustainable, Green Communities.



The Green Communities toolkit is closely linked, for many communities, to the concept of smart growth. [EPA's Smart Growth](#) web page describes smart growth as development that serves the economy, the community, and the environment. It changes the terms of the development debate away from the traditional growth-no growth question to "how and where should new development be accommodated"

The Goals of the Green Communities Program are:

- to promote innovative tools that encourage successful community-based environmental protection and sustainable community development.
- to establish partnerships with other organizations and agencies to help build community capacity and knowledge in order to create more livable communities.
- to provide technical assistance through the web-based toolkit.

### Getting around the web site

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The web-based toolkit is organized around a 5-step planning approach. Each planning step results in a tangible outcome. Begin your journey toward sustainability by clicking on **Step 1: Where are we now!** and see where it leads you.:

**Step 1: Where are we now?** This step helps communities design a **community assessment** leading to an overall profile of existing community environmental, economic and social conditions.

**Step 2: Where are we going?** This step encourages communities to look into the future to determine how changes in population, for example, may alter the face and character of their community in the absence of intervention. A **trends analysis** provides a baseline for communities to create a future vision that is compatible with community goals.

**Step 3: Where do we want to be?** Creating a community future vision encourages communities to plan and act in longer time frames. A community **vision statement** articulates how a community sees itself in 10, 20, 50 years - a sustainable, Green Community.

**Step 4: How do we get there? Action Plans** are the key to achieving a community's future vision. Action plans describe the necessary activities and tasks to develop new programs, policies or projects that will support the community's vision.

Step 5: **Let's Go!** You are ready to go! The community has several key action plans that need to be implemented. This step and the information within, provides an array of tools for **implementation** - technical, non-technical, policy and programs.

Within each step, the following sub-topics highlight pertinent information associated with each of the 5 planning steps:

**Introduction** - A general overview of each planning step.

**How to get started** - Describes a few key actions to help you get started.

**Tools** - This section contains a variety of tools and resources that will help you develop your plans.

**Publications** - An annotated list of references.

**Case Studies** - Brief summaries of communities on their way to becoming sustainable, Green Communities.

**Frequently asked questions** - A list of questions that may come to mind about the Green Communities program.

Please [contact us](#) if you have questions, suggestions or would like to learn more about the program.

We hope you enjoy your visit to the our web site.

[Susan McDowell](mailto:mcdowell.susan@epa.gov) (mcdowell.susan@epa.gov)  
Green Communities Coordinator



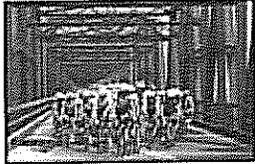
## Green Communities

<http://www.epa.gov/greenkit/intro5.htm>  
Last updated on Friday, February 9th, 2007.

You are here: [EPA Home](#) [Green Communities](#) [Let's Go!](#)

### Let's Go!

[Where Are We Now?](#) | [Where Are We Going?](#) | [Where Do We Want to Be?](#) | [How Do We Get There?](#) | [Let's Go!](#)



*The future is not completely beyond our control. It is the work of our own hands.*

**Robert F. Kennedy**

#### Step Five Implementation

- \* **Introduction**
- \* **How To Get Started**
- \* **Tools**
- \* **Case Studies**
- \* **Publications**
- \* **Frequent Questions**

You are ready to go! The Action Plans that you developed in "**How Do We Get There?**" highlight those actions necessary to put you on the path to realizing your community's vision for its future -- a healthy environment, a strong economy, and a high quality of life. It is now, during implementation, when long-term commitment and resources will be most needed.

In **Let's Go!** we will point to a variety of tools that can help implement your plans. Some tools require a high level of technical expertise, others can be implemented by high school students and interested volunteers. Since a Green Community reaches out to the diverse community at-large, bringing people together with a range of expertise, knowledge, and skills, we've tried to select tools that enhance stakeholder participation. And although you've worked hard to reach this point and answered many questions, continue to ask of yourselves ... ***will this project or these tools help us to achieve our future vision?***

Keeping the community informed and involved will help keep the energy high. Before long, you will have achieved your vision for a **Green Community**. Let's Go! You are well on your way to a more healthy, livable, sustainable future.



## Green Communities

<http://www.epa.gov/greenkit/intro1.htm>  
Last updated on Wednesday, August 16th, 2006.

You are here: [EPA Home](#) [Green Communities](#) [Where Are We Now?](#)

### Where Are We Now?

[Where Are We Now?](#) | [Where Are We Going?](#) | [Where Do We Want to Be?](#) | [How Do We Get There?](#) | [Let's Go!](#)



Answering the question, "**Where Are We Now?**" will enable you to "take stock" of your community's assets -- social, economic, and environmental by assessing various community conditions. The Community Profile describes a

community's existing conditions, identifying local characteristics such as geography, natural resources, population levels, political, civic, environmental and other institutions. Environmental conditions such as water quality, air quality, hazardous waste sites and other potential sources of pollution are identified as part of the assessment step.

The community assessment and profile

The key to success in evaluating a community's assets is getting the right people involved. Broad community participation will help ensure that the information you collect is complete and correct. And, tap into local experts -- college professors, state and local biologists, engineers, planners, and others knowledgeable about your community's cultural, social and natural resources.

A Community Assessment will result in:

- A delineation of your planning area boundaries.
- An identification of community values.
- An inventory of natural and human-made features including sensitive areas and opportunities.
- An evaluation of economic conditions in your community.
- An evaluation of public facility and infrastructure capacity and effectiveness (e.g. wastewater treatment facilities).
- Linkages among social, economic and environmental issues.
- A way to compare your community with other communities.

Once you know where you are, you can more clearly see where you are going. In the next step, "**Where Are We Going?**", you will look at trends in your community and predict your community's future based on those trends.

#### Step One Community Assessment

- **Introduction**
- How To Get Started
- Tools
- Case Studies
- Publications
- Frequent Questions

#### A Community Assessment

is the outcome of answering the question "Where Are We Now?"

An Assessment creates a picture of existing conditions, identifying local characteristics such as geography, natural resources, population, political and community institutions, recreational resources, etc.

Often, a community will include a Values Statement in their Assessment which articulates quality of life issues not necessarily captured by existing data and information.



## Green Communities

<http://www.epa.gov/greenkit/intro2.htm>  
Last updated on Wednesday, August 16th, 2006.

You are here: [EPA Home](#) [Green Communities](#) [Where Are We Going?](#)

### Where Are We Going?

[Where Are We Now?](#) | [Where Are We Going?](#) | [Where Do We Want to Be?](#) | [How Do We Get There?](#) | [Let's Go!](#)



*"If you don't know where you're going,  
you might end up someplace else"*

**Casey Stengel**

And that "someplace else" may not be where you want to be. If you have answered the question, "**Where Are We Now?**" you have prepared a community assessment and have a good understanding of your community's current conditions. You also have identified problem areas and possibly ranked those areas according to risk to the environment, quality of life, and economic vitality.

Answering "**Where Are We Going ?**" will help your community predict, based on current trends and activities, the direction you are headed. It allows community members to visualize their future if nothing is done to intervene. What can you expect if current patterns of land development, population change, natural resource consumption, and commercial and industrial activities continue? Are these trends sustainable?

And, your community will almost certainly be affected by regional or even global forces. Only by wise planning can you respond to these forces in a positive way.

The trends statement can be depicted in many ways. You may wish to illustrate several possible scenarios. Tools may include graphs, tables, text, maps, and computer or hand-drawn illustrations.

Once you have illustrated your community's probable future scenarios, it is time to ask "**Where Do We Want to Be?**" This will lead to creating a "Vision Statement," the next step in transforming your community into a Green Community.

#### Step Two Trends Analysis

- \* **Introduction**
- \* How To Get Started
- \* Tools
- \* Case Studies
- \* Publications
- \* Frequent Questions



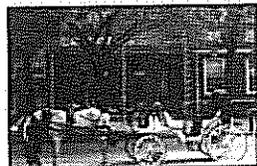
## Green Communities

<http://www.epa.gov/greenkit/intro3.htm>  
Last updated on Wednesday, August 16th, 2006.

You are here: [EPA Home](#) [Green Communities](#) [Where Do We Want To Be?](#)

## Where Do We Want To Be?

[Where Are We Now?](#) | [Where Are We Going?](#) | [Where Do We Want to Be?](#) | [How Do We Get There?](#) | [Let's Go!](#)



*"A community vision is an expression of possibility, an ideal future state that the community hopes to attain. Such a vision must be shared by the entire community so that it is truly owned by all -- so that it is "ours" in the inclusive sense."*

### From The Community Visioning and Strategic Planning Handbook

Visioning is the process which focuses on where a community wants to be within a specified timeframe, whether 5, 10, 20 or 30 years down the road. Visioning empowers the community to move beyond the probable future scenarios developed in Step 2: "**Where Are We Going?**". Visioning can lead to the desired future of a healthy environment, a strong economy, and a high quality of life.

Community participation is key. Bringing people together, including business, industry, and education, along with children, planners, civic leaders, environmental groups and community associations, allows the vision to capture the values and interests of a broad constituency. Brainstorming ideas from the entire community results in a synergistic effect which can bring out a myriad of ideas that reflect the values and interests of the community as a whole.

The Visioning Process will result in a **Vision Statement** with one or more alternative "futures" proposed. These "futures" should represent variations on a theme aimed at achieving sustainable solutions for the environment, economy and social well-being. Once a vision is created, the community can work towards realizing its goals in an effective and deliberate way.

Asking "**Where Do We Want to Be?**" helps a community focus its energies and resources toward common goals. The vision statement lays out a foundation for the action plans which will be developed in the next step, "**How Do We Get There?**"

### Step Three Vision Statement

- \* **Introduction**
- \* How To Get Started
- \* Tools
- \* Case Studies
- \* Publications
- \* Frequent Questions

#### Vision Statement

A Vision is the overall picture of the character of the community sometime in the future. A *Vision Statement* is a formal description of that vision. It illustrates with words and images what a community hopes to realize through community participation, action planning and implementation. The *Vision Statement* is the starting point for action.

- adapted from *A Guide to Community Visioning Sustainable Community Components*

**Economic Vitality** that promotes a variety of jobs and economic activity within the community.

**Environmental Integrity** that fosters efficient use of resources and protects the quality and diversity of environmental systems upon which the community depends.

**Sense of Community** that encourages inclusive citizen participation, and respect for heritage and culture. (from *A Pathway to Sustainability*)



## Green Communities

<http://www.epa.gov/greenkit/intro4.htm>  
Last updated on Wednesday, August 16th, 2006.

You are here: [EPA Home](#) [Green Communities](#) [How Do We Get There?](#)

## How Do We Get There?

[Where Are We Now?](#) | [Where Are We Going?](#) | [Where Do We Want to Be?](#) | [How Do We Get There?](#) | [Let's Go!](#)



*"Never doubt that a small group of thoughtful, committed citizens can change the world: indeed it's the only thing that ever has."*

**Margaret Mead**

### Step Four Sustainable Action Plans

- ◊ **Introduction**
- ◊ How To Get Started
- ◊ Tools
- ◊ Case Studies
- ◊ Publications
- ◊ Frequent Questions

You have worked hard to reach this point. The community has assessed its strengths and weakness in Step 1, illustrated a probable scenario in Step 2, and through consensus, created a *Vision Statement* in Step 3. Now you are ready for action. Action plans translate the visions of the future into action oriented items.

While there is no "cookbook" approach to action planning, an action plan should provide goals and objectives, identify issues and concerns, list recommended actions, and assign responsibility for the work to be done. Timeframes may be set for priority actions. The action plan may also include estimated financial costs and resources needed for implementation.

While some communities may develop one comprehensive action plan, other communities may choose to develop a number of action plans, for instance, plans for historic preservation, pollution prevention and recycling, and the local economy. Each action plan will be part of the larger strategy for the community. Sample action plans for key sustainability issues are found in the **Tools** section.

The City of Gresham, Oregon in suburban Portland has developed an action planning document as part of their "Envision Gresham Project." Their plans are plainly stated and include items such as: recommended action items; responsibility; time line; resources; obstacles; and stakeholders. Combined, their action items describe a clear direction for moving from vision to implementation.

While developing good action plans is important, it is not enough. Action plans turn visions into reality only through implementation. The adage of good plans "gathering dust" on the bookshelf is a constant source of frustration for planners, government officials and citizens striving for better communities. We address implementing plans in the next and last Step, **Let's Go !**



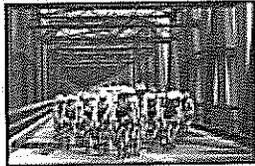
## Green Communities

<http://www.epa.gov/greenkit/start5.htm>  
Last updated on Wednesday, August 16th, 2006.

You are here: [EPA Home](#) [Green Communities](#) [Let's Go!](#) [How To Get Started](#)

### **Let's Go! - How To Get Started**

[Where Are We Now?](#) | [Where Are We Going?](#) | [Where Do We Want to Be?](#) | [How Do We Get There?](#) | [Let's Go!](#)



You have developed your Action Plans which will move your community forward to a sustainable future. You have determined which projects can be implemented now and which projects require additional time, planning and

funding. You want to keep the momentum of the community going. You are ready to go!

#### Step Five Implementation

- \* Introduction
- \* **How To Get Started**
- \* Tools
- \* Case Studies
- \* Publications
- \* Frequent Questions

Key to keeping interest high and focused, is building in short-term successes early on and throughout the implementation phase. You will want to start with one or two projects which will illustrate that all this time and effort is not wasted. Early success will bring long-term commitment and participation of the community needed to sustain those projects and programs aimed at solving more difficult and time-consuming problems.

The [Tools](#) section provides a range of information, program guidelines, technical assistance and educational tools which can help you get started.



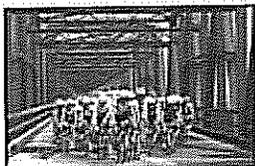
## Green Communities

<http://www.epa.gov/greenkit/faq5.htm>  
Last updated on Wednesday, August 16th, 2006.

You are here: [EPA Home](#) [Green Communities](#) [Let's Go!](#) [Frequent Questions](#)

### Let's Go! - Frequent Questions

[Where Are We Now?](#) | [Where Are We Going?](#) | [Where Do We Want to Be?](#) | [How Do We Get There?](#) | [Let's Go!](#)



#### Q. I'm confused! How do Action Plans differ from the Let's Go section of the Green Communities Assistance Kit?

A. Action Plans are those actions that your community needs to act upon to get the community moving on the path to becoming a Green Community. For instance, you can develop action plans for noise control or watershed management or groundwater protection through the development of policies and programs. However, the tools identified in the Let's Go section will provide information on how to put these policies and programs into action. For instance, in Let's Go!, regulatory, technical and financial tools are available to assist in implementing your Action Plans.

#### Step Five Implementation

- Introduction
- How To Get Started
- Tools
- Case Studies
- Publications
- **Frequent Questions**

#### Q. We just want to get down to business. Why should we bother with the first four questions?

A. If you're climbing a ladder that's leaning on the wrong wall, you won't get where you expected to! Sometimes an idea or project that looks wonderful will turn out to have unintended consequences. Or maybe it's just not really the most important step to take. Or maybe parts of the community will oppose the project, leading to wasted money and angry feelings that may poison future efforts to cooperate.

Proceeding through the first four questions can ensure that your project will be successful because you'll have community support, a collaborative team, and a clear set of priorities. You might find a new and better way to achieve your vision.

#### Q. Why do we need community involvement in the implementation phase of our work?

A. Leaders of a Green Community effort need to stay in close contact with the energy of citizens. Implementation can bog down without continuing interest from the larger public. One factor is that funding from elected officials may depend on political support. Grant making organizations often look for evidence of broad and active community support. Also, volunteers can implement many projects themselves. They can leverage small amounts of funding by contributing labor.

Green Community and other visioning projects often start with a small group of innovative citizens. Some of the group will eventually move on to other interests and projects. If the projects in your implementation plan are to continue, new leaders must appear. An investment in building a network of supporters can pay off in long-term success.

**Q. Tracking the progress of a myriad of projects seems monumental. What's the best way to do this? Should we hire somebody to act as a point of contact?**

A. Many communities do designate or hire a person to manage the overall implementation phase. Here again is an example of how broad community participation can pay off. There may be someone in your community with excellent organizational and management skills - that person may be looking for a role to play. Why not ask? It is also important to let the public know of your projects and their progress. Periodic news items in the local paper will keep the support high and will encourage others to participate.

**Q. How should we handle belated complaints by citizens: those who have just gotten involved now that they're seeing things happening in the community?**

A. It is inherent in any action-based process that there will be differences of opinions as to how things should proceed. However, it may be helpful to have a summary of actions to date which describes how and why they relate to the overall process.

**Q. Where can we get copies of zoning ordinances that other towns have adopted that have worked well?**

A. The resource sections of the Green Communities Assistance Kit provide model ordinances and case studies from other communities throughout the country. Additional information can be found through land trusts and planning associations.

**Q. How can we accommodate the views and desires of new people who move into the community?**

A. A Green Community will likely attract people and businesses that support the vision of the community that has been established, however newcomers are often likely to want to change some things. They may like a rural environment, but they don't want to hear tractors at midnight or smell cow manure. Sometimes they want to spend money the community may not have targeted for fancy playgrounds and new schools. New residents, like the present ones, should be encouraged to participate in the Green Communities efforts and to run for positions in local government and the school board.

**Q. Once the action plan is implemented is our work done?**

A. A Green Community is, by definition and process, dynamic. It understands the necessity of maintaining its equilibrium and recognizes that changes will occur that can often upset that delicate balance. Therefore, it will be necessary to periodically revisit, review and renew the action plan. The community should establish a policy for reviewing the results of the plan and its implementation within a set period of time, say every five or ten years, and certainly after natural disasters.

**Q. How do communities handle emergency situations such as proposed new development in or near a sensitive habitat?**

A. We recommend that you proceed along the same course of action as outlined in our Assistance Kit but perhaps at an accelerated pace. You would want to more narrowly define the planning boundary and focus in on those issues related to compatible development and conservation planning. We would encourage taking a broad look at issues and resolve emergency situations within that framework. If an emergency situation happens once, it may

happen again in the absence of good planning.

**Q. How can we influence projects that the local government is implementing in our community?**

A. Your community association (if one exists) should be aware of local or state government activities in your community. If not, you can request your local or state government to sponsor a community meeting or hearing. A meeting with your local government officials will enable you to collect more information on projects and provide a means to voice your ideas and concerns.

**Q. Are the tools identified in Let's Go! consistent with state and local rules and regulations in our community?**

A. You will need to tailor any of the tools to meet local rules and regulations. We have attempted to get a cross-section of tools which are available and would be useful to our community. You need to select and tailor these tools which are consistent with your needs and regulatory requirements.

**Q. How do we select appropriate tools from the large group of tools identified in Let's Go?**

A. You will need to review the various tools and select those that will best implement the Action Plans that you have developed. You may wish to select multiple tools to address financing, regulations and technical needs. You may also wish to search for additional tools. Check out Resources for additional sources of tools and information. Remember, the listing we have provided is not exhaustive and you may want to add to the list (and let us know if you find something of interest to others!).

**Q. Can we select tools from one Action Plan and use it in another Action Plan?**

A. You should feel free to mix and match tools from any part of the Assistance Kit to meet your needs for implementing actions. We have simply tried to organize and categorize information and tools by Action Plan.

**Q. The tools identified in Let's Go! will probably need to be updated to reflect new ideas, policies, regulatory techniques and financial sources. Do you plan to regularly update and enhance the tools in the Assistance Kit?**

A. EPA Region III will update the information frequently in the first year as we gather feedback from users and our community-based partners. In subsequent years, we will conduct a comprehensive review and revision twice yearly.



PLANNING AND ZONING  
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## MEMORANDUM

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TO: Planning Commissioners  
FROM: Denise Blakeslee   
DATE: April 9, 2008  
RE: April Worksession

Commissioners, the City of Manistee Planning Commission Worksession will be held on Thursday, April 17, 2008 at 7:00 p.m. in the Council Chambers.

Eric Gustad has worked language for the Master Plan Goals (attached). We want to thank Eric for his expertise and assistance with this project.

We have several people who will be out of town for the Worksession. Please let me know if you are unable to attend (398-2805).

:djb

## Goals for the Master Plan

### Infrastructure

- Manistee has a strong infrastructure that supports all current businesses, residents, visitors and that encourages future development. In addition to traditional infrastructure components Manistee is also positioned with current technology and support systems to remain a viable choice for its residents and businesses.

### Walkability / Non- Motorized Community

- Manistee has an elaborate and safe system of walkways with universal access to effectively and efficiently connect its residents and visitors to businesses, schools, parks and natural resources.

### Green Initiative

- Manistee is federally recognized as a “Green Community”. It is utilizing “%” Green energy including energy generation and energy conservation; it has “%” recycled programs in operation; it has converted “%” of its programs to paperless systems; “%” of its community is walkable; it requires new businesses to demonstrate “green” development plans.

### Maintain Small Town Character

- Existing goal on page 7-7 master plan

### Housing Choices and Opportunities

- Existing goal on page 7-7 master plan

### Intergovernmental Cooperation

- All of the local and regional planning and governmental bodies are working collaboratively to enhance a steady and smart growth for Northwest Michigan – A Planning Coalition or Alliance has been created.

## Natural Resources / Parks

- Manistee's parks, waterways and natural resources are equipped with universal accessibility for its residents and visitors and is recognized as a premier destination in Northwest Michigan.

## Growth Management

- Manistee has a smart balance of residential, industrial and business development while maintaining its small town character. Manistee has “%” of its industrial park and “%” of the renaissance zone occupied with sustainable businesses. Manistee has a thriving downtown with “%” of its buildings occupied with businesses and residential living.