

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, February 5, 2009

7:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Planning Commission can take action to approve the February 5, 2009 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the January 8, 2009 meeting Minutes.

V Public Hearing

Guardian Angels Parish - Special Use Permit

Guardian Angels Parish, 525 Michael Street for a Special Use Permit for Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center, and Additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse.

At this time the Chair shall open the hearing.

The Applicant shall present any comments and explanation of the case.

City Staff shall present the proposed amendment

The hearing will be opened for public comments

The hearing will be closed

VI New Business

PC-2009-01 Guardian Angels Parish, 525 Michael Street - Special Use Permit, Adaptive Re-Use

A Public Hearing was held earlier in response to the request from Guardian Angels Parish for a Special Use Permit for Adaptive Reuse at 525 Michael Street.

At this time the Planning Commission can prepare a resolution to approve/deny a Special Use Permit, Case PC-2009-01 Guardian Angels Parish, 525 Michael Street for a Special Use Permit for Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center, and Additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse.

VII Old Business

Sub-Committee Appointments

According to the By-Laws of the City of Manistee Planning Commission the Chair will appoint members of the Planning Commission to serve on Sub-Committee's of the Planning Commission.

Executive Committee

Members of the Executive Committee consist of the Chair, Vice Chair, and Secretary. The Executive Committee reviews Zoning Ordinance Amendments with City Council Ordinance Review Committee

Master Plan Review Committee

The Chair will appoint members of the Planning Commission to serve on the Master Plan Review Committee. Members of this committee will be responsible to keep current with new trends/changes that are going on in the community that could impact the Master Plan.

Ordinance Re-Write Committee

The Chair will appoint members of the Planning Commission to serve on the Ordinance Re-Write Committee. Members of this committee will assist in reviewing the Zoning Ordinance for areas that need to be changed and/or updated.

Site Plan Review/Subdivision Committee

The Chair will appoint members of the Planning Commission to serve on the Site Plan Review/Subdivision Committee. Site Plan Review Committee - Available for optional Plan Review of Special uses and uses by Right. Committee Review required for Planned Unit Developments. Subdivision Committee - This committee is required under section 1242.03 of the Code of Ordinances.

Zoning Board of Appeals

The Chair will appoint one member of the Planning Commission to serve on the Zoning Board of Appeals.

By Law Review

At the January Meeting the Planning Commission reviews their By-Laws. Corrections were made and a new draft was prepared for the Commissioners to review.

At this time the Planning Commission could take action to approve changes to their By-Laws.

VIII Public Comments and Communications

At this time the Chair will ask if there are any public comments.

IX Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

X Staff Reports

At this time the Chair will ask Staff for their report.

XI Members Discussion

At this time the Chair will ask members of the Planning Commission if they have any items they want to discuss.

XII Adjournment



MEMORANDUM

TO: Planning Commissioners
FROM: Denise Blakeslee 
DATE: January 27, 2009
RE: February 5, 2009 Meeting

Commissioners, Enclosed is your packet for the February Planning Commission Meeting. We have the following items on the Agenda:

APPROVAL OF MINUTES:

A correction needs to be made to the minutes as follows:

MOTION by Tony Slawinski, seconded by Dave ~~Carlson~~ Crockett that the minutes of the December 4, 2008 Planning Commission Meeting be approved.

NEW BUSINESS:

Guardian Angels Parish - Special Use Permit

Guardian Angels Parish, 525 Michael Street for a Special Use Permit for Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center, and Additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse.

OLD BUSINESS:

Sub-Committee Appointments - According to the By-Laws of the City of Manistee Planning Commission the Chair will appoint members of the Planning Commission to serve on Sub-Committee's of the Planning Commission.

By Law Review

At the January Meeting the Planning Commission reviews their By-Laws. Corrections were made and a new draft was prepared for the Commissioners to review.

Please call me if you are unable to attend the meeting.



PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners

FROM:  Jon R. Rose
Community Development Director

DATE: January 19, 2009

RE: Guardian Angels Special Use Permit Request

Commissioners, attached is a request from Guardian Angels Parish for an Adaptive Reuse Special Use Permit. They would like to rent/lease a part of the Parish Center for offices and a clinic.

Attached is the request including a site plan. The Parish Center is located on the same parcel as the Church/Rectory and the parking lot/vacant property across the street. This request meets the intent of the Adaptive Reuse section of the Zoning Ordinance.

The use of the vacant property in conjunction with the Manistee -Benzie Community Mental Health Services for a community garden/greenhouse is an accessory use. Because Adaptive Reuse is a Special Use they included a location on the Site Plan.

Parking for the Guardian Angels facility is met with the parking adjacent to the church/parish center and the parking lot across the street.

JRR:djb

SPECIAL USE PERMIT APPLICATION

GUARDIAN ANGELS PARISH
~~DONALD DIGNA / FATHER JAMES BEARSS~~

Applicant 254 6th St.
 Address MANISTEE, MI 49660
 City, State, Zip Code
 Phone Numbers (Work) 231 723 2619
 (Home) _____

FOR OFFICE USE ONLY:

Case number PC-2009-01
 Date Received 1-9-09
 Fee Received \$750.00
 Receipt Number 17776
 Hearing Date 2.5.08
 Action Taken _____
 Expiration Date of Permit _____

MINIMUM FEE FOR SPECIAL USE PERMIT
 \$750.00

A Special Use application shall be submitted and processed according to the following procedures:

A. **Submission of Application.** Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a fee and any applicant escrow payments as required by Section 2701 and in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application. An application shall be submitted to the Zoning Administrator on a Special Use application form. A Special Use application shall be placed on the agenda of the Planning Commission by the Zoning Administrator within thirty (30) days of the submission of a complete application prepared in accordance with this Zoning Ordinance. An application, which is incomplete or otherwise not in compliance with this Ordinance, shall be returned to the applicant. No application shall be processed until properly prepared and submitted and all required fees and escrow payments paid in full.

B. **Data Required.** Twelve (12) copies of an application for a Special Use permit shall be presented to the Zoning Administrator and accompanied by the following documents and information.

1. A complete Special Use permit application including the following information:

- Name and address of applicant and owner(s): DIOCESE of GAYLORD, 611 W. NORTH ST., GAYLORD MI, 49735
- Legal description, property parcel number, and street address of the subject parcel of land: 515 MICHAEL ST., 515164670305 515164670201
- Area of the subject parcel of land stated in acres, or if less than one (1) acre, in square feet _____
- Present zoning classification of the parcel: R-2

e. Present and proposed land use: PRESENT USE IS PARISH EDUCATION/OFFICE/PAISE ACTIVITY CENTER UNDER AN ADAPTIVE REUSE PROPOSED ADDITIONAL USES FOR SUPPORT OF MINISTRIES, MEDICAL-DENTAL OFFICE, PROFESSIONAL OFFICES, EDUCATIONAL FACILITY

- f. A letter or signed narrative describing in detail the proposed special use and detailing why the location selected is appropriate.
 Attached
 - g. Applicant's statement of the expected effect of the special use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns, and local traffic volumes.
 Attached
 - h. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be required by this ordinance, by the City Zoning Administrator or the Planning Commission; including, but not limited to, measures which will be undertaken to control soil erosion, shoreline protection, excessive noise, or adverse impacts of the development on the surrounding properties; elevations on all buildings, including accessory buildings; and, an environmental assessment.
 Attached
 - i. A statement and other evidence or proof by the applicant of present and future compliance with the standards required for approval in this Article and other standards imposed by this Ordinance affecting the special use under consideration.
 Attached
2. A complete Site Plan containing all the applicable data required by Article 22, Site Plans.
 3. Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing Special Use permit applications as provided in Section 1802.
 4. Any additional information deemed necessary for the Planning Commission to determine the impact of the proposed Special Use on the adjacent properties, public infrastructure, and community as a whole. Such information may take the form of, but is not limited to, a traffic impact analysis as required by Section 2203, E, 2, an environmental assessment as required by Section 2203, E, 1, a market study as required by Section 2203, E, 3, or reports and/or testimony by officials representing state, county or local departments of public safety (police and fire), health, highways or roads, and/or environment.
 5. The Zoning Administrator may, with the approval of the Planning Commission, waive the submission of materials outlined in this Section if such materials are determined to be not applicable to the proposed Special Use or relevant to the consideration of the Planning Commission.
- C. Special Use review procedures. An application for Special Use Approval shall be processed in accordance with Section 1801.C.
- D. Issuance of a Special Use permit. Special Use Permits shall be issued in accordance with Section 1801.D.
- E. Appeals. No decision or condition related to a Special Use application shall be appealed to the Zoning Board of Appeals. An appeal of a Special Use decision or condition may be taken to Circuit Court.
- F. Duration of Approval. The Special Use permit shall become effective upon Planning Commission approval and in accordance with Section 1801.F.

G. Amendments. Amendments to Special Use permits shall be handled in the same manner as the initial Special Use permit application. Minor non-substantive changes to a site plan in accordance with Section 2208 may be made to an existing Special Use permit with the approval of the Zoning Administrator.

H. Transfers. Transfers shall be handled in accordance with Section 1801.H.

I. Expiration. A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the occurrence of one or more of the following conditions:

1. If replaced or superseded by a subsequent permitted use or Special Use permit.
2. If the applicant requests the rescinding of the Special Use permit.
3. If a condition of approval included stipulation to expire the Special Use permit by a certain date.
4. If the use is abandoned, moved or vacated for a period of one year.

J. Violations. Violations shall be handled in accordance with Section 1801.J.

CERTIFICATION AND AFFIDAVIT:

The undersigned affirm(s) that he/she/they is/are the owner, leasee, owner's representative, contractor involved in the application; and that the information included in this application is correct. Further, if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion.

The undersigned, by signing the Application, agrees to pay any and all fees and escrow payments in full as provided in Article 27.

Signature (s) of Applicant (s):

Don M. Bergess
[Signature]

Dated

1/9/09

By checking this box permission is given for Planning Commission Members to make a site inspection if desired.

yes no

Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits, or deferments for this proposed project.

If yes, explain: No change to tax exempt status is planned.

Site Plan Information required in Application:

Project Name: Guardian Angels Parish Center

A Detailed Site Plan. A detailed site plan shall be required for all uses other than those that may submit a basic plan. Detailed site plan shall include twelve (12) copies of all required information, one 11x 17 size copy of request, and and twenty-five (25) copies of any documents rendered in color. It shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include and illustrate at a minimum the following information

1. A scale drawing of the site and proposed development thereon, including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
2. The scale of the drawing and north arrow.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
3. A vicinity map illustrating the property in relation to the surrounding street system.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
4. Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an extending 100 feet from the parcel boundary.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
5. Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
6. Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
7. Setback lines and their dimensions.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
8. Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]

Project Name: GAPC

Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.

Included

Waived by JR [Planning Commission reserves the right to require the information at a later date]

10. Project phasing, if applicable.

Included

Waived by JR [Planning Commission reserves the right to require the information at a later date]

11. Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

12. Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

13. Curb-cuts and driveways on adjacent properties.

Included

Waived by _____ [Planning Commission reserves the right to require the information at a later date]

14. Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.

Included

Waived by JR [Planning Commission reserves the right to require the information at a later date]

15. Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.

Included

Waived by JR [Planning Commission reserves the right to require the information at a later date]

16. Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.

Included

Waived by JR [Planning Commission reserves the right to require the information at a later date]

17. Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.

Included

Waived by JR [Planning Commission reserves the right to require the information at a later date]

Project Name: GAPC

18. Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with Article 21.
 Included
 Waived by _____ [Planning Commission reserves the right to require the information at a later date]
19. A lighting plan in conformance with Section 525.
 Included
 Waived by J [Planning Commission reserves the right to require the information at a later date]
20. A written and illustrated landscape plan prepared in accord with Section 531 of this Zoning Ordinance.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
21. If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
 Included
 Waived by J [Planning Commission reserves the right to require the information at a later date]
22. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]
23. Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
 Included
 Waived by J [Planning Commission reserves the right to require the information at a later date]
24. Special Groundwater Protection shall be subject to Section 2203.D.24
 Included
 Waived by R [Planning Commission reserves the right to require the information at a later date]

The Zoning Administrator may, with the approval of the Planning Commission, waive the submission of materials outlined in this Section if such materials are determined to be not applicable to the proposed Special Use or relevant to the consideration of the Planning Commission.

Revised July 2008

Re: Guardian Angels Parish Center – Adaptive Reuse Zoning Statement January 9, 2009

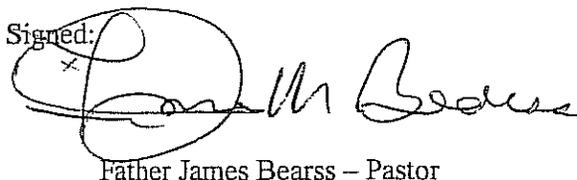
The Catholic Community of Manistee plans to utilize its facilities to support ministries in the community. Several ministries/programs have been identified and accepted as in line with the mission of the Catholic Community of Manistee. The Guardian Angel Parish Center has been utilized for Parish and Catholic Community functions and will continue to be utilized by the parishioners of the community. Additionally, three more functions have been identified as potential users of the facility, as follows:

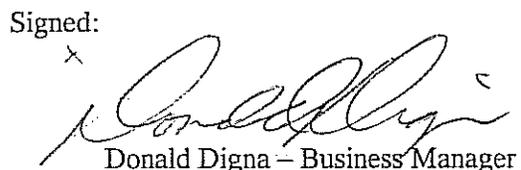
- 1) Manistee Area Community Clinic - The clinic's mission is to provide basic health care serving persons who are uninsured and low income. The MACC is a walk-in health care clinic that is open every Tuesday evening. See MACC Brochure - Attachment A. The capacity of the clinic is 25 appointments on Tuesday evenings. Presently, approximately 15 – 20 appointments are being filled. There is also a staff position that would keep regular office hours to facilitate booking appointments, general office work and helping to process applications for free prescription drug programs.
- 2) The Manistee County Family Advocates with the Manistee County Child Advocacy Center sharing a common space. The family advocacy has been a lead agency in Manistee for 25 years, helping non-profit organizations such as Choices, Love Inc., and now the child advocacy center. The child advocacy services they will provide include supervised parenting, safe exchange, parent education, child and family advocacy and mentoring, especially for young fathers. Eventually forensic interviewing will be added for victims of sexual abuse and severe physical abuse. This group will keep regular office hours and have a low level of daily visitors (typically 2 appointments per day).
- 3) Manistee-Benzie Community Mental Health Services, Micro business program (see attachment B for program description) This group will consist of 3 - 4 employees that will run the program. Most of the program is accomplished through home visits. Some of the projects involve clients coming to the office for mentoring and training. A gardening project is envisioned as a potential project that clients could participate in. The food products generated would be channeled into various non-profit groups that provide food and meals in the community. The potential future use of a green house (not to exceed 1000 sqft.) and/or a garden plot (not to exceed 1000 sqft.) are shown on the site plan. The amount of traffic for this office would be typically 2-3 clients per day. A photo of a green house used for the purpose is shown in Attachment C.

The facility provides a handicap accessible facility to house the programs. There is no foreseen impact to the city's infrastructure, including emergency service requirements, schools, storm water systems and sanitary sewer facilities. The existing parking areas will fully provide for the requirements of the described uses. There is no commercial truck traffic created by the described uses and the client traffic is light and would no noticeable differences in traffic flow as compared to present uses.

Signage is limited to a 2' x 4' directory mounted flat to the building, adjacent to the main entrance on Michael St.

The revitalization of the parish with daily activities will bring continued improvements and justification for ongoing maintenance/beautification of the facilities. As always, the Catholic Community is committed to maintaining its facilities in accordance with zoning and safety standards.

Signed:  x
Father James Bearss – Pastor

Signed:  x
Donald Digna – Business Manager

MEDICATION ACCESS PROGRAM

The goal of the Medication Access Program (MAP) is to match financially needy individuals with appropriate medications. Many drug companies provide free medication to low-income people that meet certain eligibility guidelines. It is our goal to help our clients complete the appropriate paper work and become enrolled in these programs. Patients under the care of local doctors and nurse practitioners may also be eligible to participate.

Penelope L. Dougherty
Executive Director
Manistee Area Community Clinic
231-309-8940

Our mission is to provide limited health services to people without access to health care

Our vision is to have 100% access to primary health care through community collaborations

CLINIC LOCATION

**Manistee County
Health Dept.**

Corner of Third and Maple
in Manistee

**HOURS:
TUESDAYS
6-8 PM**



MANISTEE AREA COMMUNITY CLINIC

A mission of the Manistee United Methodist Church

***Every person
has the right
to live in health as
much as possible.***

ATTACHMENT A

MACC is a walk-in health care clinic that is open every Tuesday evening. It provides temporary, free care for urgent illnesses as well as medication access services.

The clinic is operated by a volunteer board of directors and community volunteers dedicated to providing free medical care to those in need.

WE PROVIDE

in collaboration with West Shore Medical Center

- Limited laboratory testing
- Limited x-rays
- Limited on-site medications

WE WILL ALSO PROVIDE:

- Limited chronic care
 - Physician evaluations
 - Diabetes management program
 - Referrals to a specialist if available
-

MACC serves persons who are uninsured and low income (up to 200% of pl)

- Please bring pay stubs, W-2 forms or another way to verify your income. All patients must meet our income guidelines to receive free care.

IF YOU FIT ANY OF THESE SITUATIONS BELOW, YOU MAY BE ELIGIBLE FOR TREATMENT AT MACC.

- Employed with no health insurance and unable to afford medical care
 - Employed part time
 - A working single parent
 - Trying to leave public assistance and become self-sufficient
 - Temporarily unemployed and without the money for medical care
 - Homeless or living in a shelter
 - A college student with no family support
-

We are unable to provide services for the following:

- people with MEDICAID coverage including MI-CHILD or MEDICARE coverage
- people with adequate medical insurance or those who have adequate income to cover medical expenses
- people suffering from work-related injuries that involve WORKER'S COMP.
- people seeking services provided at other agencies or clinics
- people who are intoxicated or abusive

We are unable to provide:

- Controlled drugs
 - HIV testing or counseling
 - Hospital/ER care/public health care
 - Prenatal care
 - Weight loss medication
 - Second opinions
 - Drug testing
-

Innovation pays off

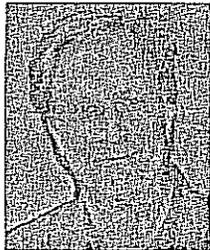
Manistee-Benzie mental health employee recognized for new program

By KEN GRABOWSKI
ASSOCIATE EDITOR

MANISTEE — Dignity.

Seven simple letters form a word that carries a great deal of importance to everyone in this world. And giving someone their dignity back can often start a person down the road to living a more productive and successful life.

Manistee-Benzie Community Mental Health Chief Operating Officer Ingemar Johansson realizes that fact more than anyone from what he sees on a daily basis. Johansson is well aware that when a person is working and a contributing member of society, they possess a great deal of dignity.



Ingemar
Johansson

It is one of the reasons several years ago that Johansson felt it was time to step "outside the box" when it came to the way the Manistee-Benzie Community Mental Health approached finding employment opportunities for its clients. In the past, for many mental health organizations, the norm has been to provide segregated work that consists of in-house day programs and small residential support arrangements for people with disabilities.

Johansson felt that was the wrong way to help those clients. So, he transformed the Manistee-

Benzie Community Mental Health program into a fully inclusive, highly responsive service system, creating individualized community-based work opportunities.

The program was founded on a simple phrase that Johansson would use every time someone asked why they made the change from the standardized programs of the past. Johansson would simply say, "Because it is the right thing to do."

It was an effort that earned Johansson the 2008 Michigan Rehabilitation Conference Excellence Awards, during the recent meeting in Traverse City. The award is given to individuals and organizations demonstrating excellence in leadership, effectiveness, creativity, advocacy, and commitment on behalf of persons with disabilities and other barriers to employment.

Although Johansson was the driving force behind the program, he was quick to praise everyone at the Manistee-Benzie Community Mental Health for the role they played in it.

"I am just the pivotal person for our Manistee-Benzie system," said Johansson. "We still have a lot of visitors coming here to look at our program, because we have gained some notoriety for the way we do things and provide services. I have been very vocal about spreading the word on it, and I think that is why this award came this way."

"It is not just me, but our staff that has worked so diligently every day to make this happen. The good thing is that people who work for us are a pretty tight community, and they are devoted to the services."

Johansson said the peo-

ple at the Manistee-Benzie Community Mental Health quickly noticed the difference in the 180 people that regularly take part in this program. He said many were not happy with the former way of doing things in a segregated type workshop. What they would do is work on refinishing furniture, and creating small products to sell.

"We did a furniture refinishing program, and thought it was the greatest thing since sliced bread, but what we found out is, it's not something very many people wanted to do, and it wasn't their ambition in life to strip old paint off furniture," said Johansson. "At first glance, you think this is cool and a good thing, but it is almost like putting a square peg in a round hole when they don't want to do it."

"That is why we don't have any sheltered workshops or day programs like we used to have in the community years ago. What you were getting were a lot of human beings in one building, and it was just not a healthy environment. We recognized early on that it wasn't the way to do things, but it still happens today all over the state and country where the common thing is people show up at a work center for six hours a day, five days a week."

The concept that Johansson said they came up with to replace it was one based on individualized services, instead of treating everyone the same way. It is something that helps restore a sense of dignity to the client in knowing that are receiving personalized care for their needs.

"Everyone who comes in for service now gets an individualized service plan," said

Johansson. "They get to select their support team whether it is family members, friends, or staff, as they choose those they want to help plan their life."

"It is then stated in black and white, so our staff can then go out and implement that plan. However, since many people with disabilities don't have the luxury to know what is happening in the community, because most of them don't drive, and it is difficult for them to know what the options are, because they have cognitive challenges."

Johansson said they are trying to open up the opportunities that are available to their clients, and pointed out that the community has been very accommodating in helping them find employment.

"I think the community is opening up," said Johansson. "In this process, we have been trying to be creative, but unemployment is so high that it is challenging to find any jobs, let alone ones for people with disabilities."

When that isn't an option, they look at other areas where the client might be able to start a micro business. For this program, they are receiving contract services from the Alliance For Economic Success, and it is producing good results.

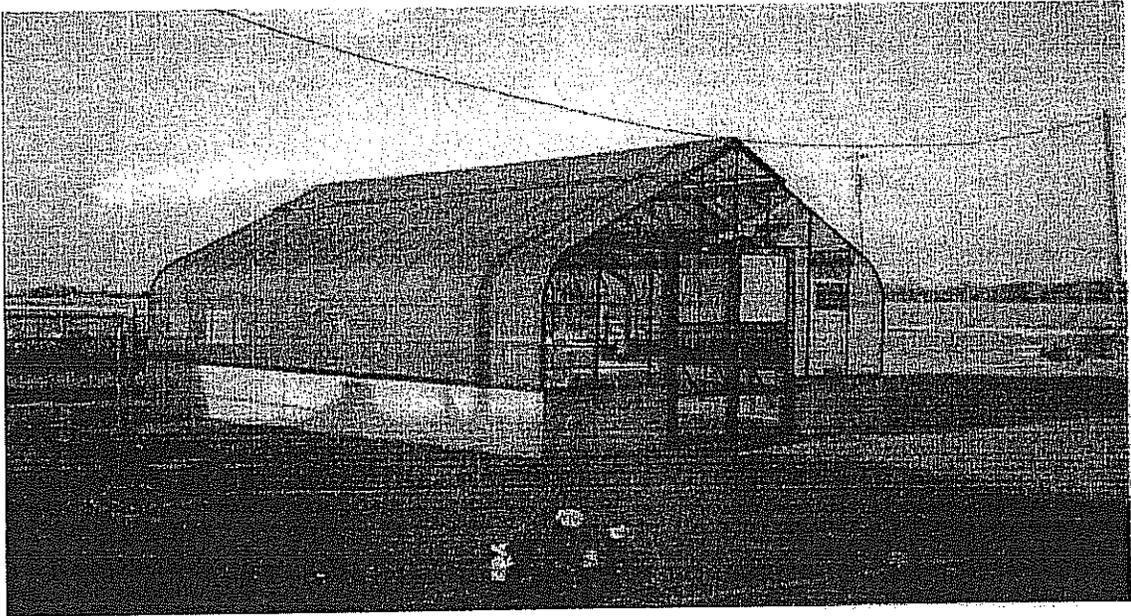
"A micro business is a hobby they are interested in doing, and something they can make a little money off of doing," said Johansson. "We have a wide variety of things they can pursue, and we contacted the Alliance for Economic Success to help us. That is a good option when work is not available."

Johansson said that it used to be that they would give everyone 30 hours of work each week, but they learned that it is okay to give them a few less hours if they enjoy what they are doing in their work. He said it comes down to the fact that it is not the quantity of service that they give their clients, but the quality of it.

It is a program that has developed into a win-win situation, and one that is now being studied by people all over the state in hopes of emulating it. However, what makes it work, according to Johansson, is a staff and clients who have bought into the program, and created a workable alternative.

Ken Grabowski
can be reached at:
kgrabowski@pioneergroup.com

Attachment C



City of Manistee
Planning Commission Resolution to Approve a
Special Use Permit, Case Number PC-2009-01
Guardian Angels Parish

At a regularly scheduled meeting of the City of Manistee Planning Commission held on February 5, 2009, the following resolution was adopted to approve Issuance of a Special Use Permit for Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center and additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse, as shown on Site Plan Job No. M9-0005, Dated January 8, 2008 prepared by Abonmarche Consultants, Inc. For Guardian Angels Parish, 525 Michael Street, Manistee, Michigan.

Planning Commissioner _____, supported by Planning Commissioner _____, the adoption of the following resolution.

WHEREAS, on January 9, 2009 a request was received from Guardian Angels Parish for a Special Use Permit for Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center and additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse, and

WHEREAS, Adaptive Reuse is a Special Use in the R-2 Medium Density Residential District , and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed Special Use on February 5, 2009, and

WHEREAS, the Planning Commission has received written comment, reviewed the Site Plan, and has completed review of the application, Site input of the Applicant and the input received at said public hearing.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

RESOLVED, that the Planning Commission has reached the following determination regarding Special Use Permit Standards (Section 1802.A):

1. The Special Use is consistent with the adopted City of Manistee Master Plan.

2. The Special Use is designed, constructed, operated and maintained to be consistent with the existing or intended character of the general vicinity and such use will not change the essential character of the area in which it is proposed.

3. The Special Use is not hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.

4. The Special Use is served adequately by essential public facilities and services, such as highways, streets, police and fire protection, storm water drainage, refuse disposal, water and sewage facilities, and schools; or persons or agencies responsible for the establishment of the proposed use shall provide adequately for such services.

5. The Special Use does not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.

6. The Special Use does not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, toxic emissions, fumes, glare, or odors.

7. The Special Use meets the intent and purpose of the Zoning Ordinance; be related to the standards established in the Ordinance for the land use or activity under consideration; and will be in compliance with these standards.

B. Findings of Fact - Section 1807.C.2 Adaptive Reuse (Regulations and Conditions) for requested Special Use Permit of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. The building is consistent in scale and exterior materials with nearby existing buildings.

2. Proposed adaptive reuse includes office and service uses. Such uses are compatible with neighboring uses and offer services to the residents of the immediate neighborhood and/or the general public.

3. Parking complies with the requirements of Section 514. Parking is located within two hundred (200) feet of the building.

4. The minimum lot size is consistent with the District standards for Multiple Unit Dwellings.

5. Landscaping and Buffering is provided in accordance with Section 531 of this Zoning Ordinance.

6. Signage complies with the requirements of Article 21.

BE IT FURTHER RESOLVED, that the Special Use Permit for Guardian Angels Parish must also meet the following Conditions required by the Planning Commission at their meeting of February 5, 2009.

1.

2.

3.

4.

5.

City of Manistee
Planning Commission Resolution to Deny a
Special Use Permit, Case Number PC-2009-01
Guardian Angels Parish

At a regularly scheduled meeting of the City of Manistee Planning Commission held on February 5, 2009, the following resolution was adopted to approve Issuance of a Special Use Permit for Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center and additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse, as shown on Site Plan Job No. M9-0005, Dated January 8, 2008 prepared by Abonmarche Consultants, Inc. For Guardian Angels Parish, 525 Michael Street, Manistee, Michigan.

Planning Commissioner _____, supported by Planning Commissioner _____, the adoption of the following resolution.

WHEREAS, on January 9, 2009 a request was received from Guardian Angels Parish for a Special Use Permit for Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center and additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse, and

WHEREAS, Adaptive Reuse is a Special Use in the R-2 Medium Density Residential District , and

WHEREAS, the Planning Commission has provided proper notice and held a public hearing on the proposed Special Use on February 5, 2009, and

WHEREAS, the Planning Commission has received written comment, reviewed the Site Plan, and has completed review of the application, Site input of the Applicant and the input received at said public hearing.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

A. Findings of Fact-Special Use Permit Standards: Pursuant to Section 1802.A (General Review Standards) of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. The Special Use shall be consistent with the adopted City of Manistee Master Plan.

-
2. The Special Use shall be designed, constructed, operated and maintained to be consistent with the existing or intended character of the general vicinity and such use will not change the essential character of the area in which it is proposed.

3. The Special Use shall not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.

4. The Special Use shall be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, storm water drainage, refuse disposal, water and sewage facilities, and schools; or persons or agencies responsible for the establishment of the proposed use shall provide adequately for such services.

5. The Special Use shall not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.

6. The Special Use shall not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, toxic emissions, fumes, glare, or odors.

7. The Special Use shall meet the intent and purpose of the Zoning Ordinance; be related to the standards established in the Ordinance for the land use or activity under consideration; and will be in compliance with these standards.

B. Findings of Fact-Section 1807.C.2 Adaptive Reuse (Regulations and Conditions) for requested Special Use Permit of the City of Manistee Zoning Ordinance the Planning Commission has reached the following determinations with respect to the Project:

1. The building shall be consistent in scale and exterior materials with nearby existing buildings.

2. Buildings proposed for adaptive reuse may include retail, office, eating and drinking establishments and service uses. Such uses shall be compatible with neighboring uses and offer services to the residents of the immediate neighborhood and/or the general public.

Condominium bylaws and master deeds and/or building leases shall provide a general description of the types of uses proposed to occupy retail, service or office spaces within the building and the procedures to be followed to accommodate changes in the nature of businesses to occupy such spaces. The Planning Commission may consider and rely upon such documents, or if unavailable at the time of application, written descriptions of the proposed content of such documents, in reaching a finding that proposed retail, service or offices uses will be generally compatible with residential uses in the building.

3. Parking shall comply with the requirements of Section 514. Parking shall be located within two hundred (200) feet of the building.

4. The minimum lot size shall be consistent with the District standards for Multiple Unit Dwellings.

5. Landscaping and Buffering shall be provided in accordance with Section 531 of this Zoning Ordinance.

6. Signage shall comply with the requirements of Article 21.

IT IS THEREFORE FURTHER RESOLVED, that the request for a Special Use Permit for **Adaptive Reuse to include present uses for Parish, Education/Office/Activity Center and additional uses for Support of Ministries, Medical-Dental Office, Professional Office, Educational Facility, and Community Garden/Greenhouse**, as shown on Site Plan Job No. M9-0005, Dated January 8, 2008 prepared by Abonmarche Consultants, Inc. For Guardian Angels Parish 525 Michael Street, Manistee, Michigan is hereby denied for the reasons set forth in this resolution.

AYES:

ABSTAINING:

NAYS:

ABSENT:

MOTION:

CARRIED

NOT CARRIED

CERTIFICATION:

I, Maureen Barry, Secretary of the City of Manistee Planning Commission certify that the foregoing is a true and complete record of action taken by the Planning Commission at their regular meeting of February 5, 2009

Maureen Barry, Secretary

Draft Resolution of Denial

CITY OF MANISTEE
PLANNING COMMISSION
BY-LAWS AND RULES OF PROCEDURES

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the Planning Commission of the City of Manistee, County of Manistee, (hereinafter referred to as the Commission) pursuant to Public Act 110 of 2006, as amended, the Michigan Zoning Enabling Act; **Public Act 33 of 2008, as amended being the Michigan Planning Enabling Act**, the City of Manistee Zoning Ordinance, and the Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

2.1 Selection. At the December meeting, the Planning Commission shall elect a chair, vice-chair and secretary who shall serve for the next twelve (12) months and who shall be eligible for re-election. Vacancies in an office of the Commission shall be filled at the next regular meeting of the Commission. The membership shall elect one of its members to fill the vacancy until the next annual election.

2.2 Duties. The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein.

The vice-chair shall act in the capacity of the chair in the absence of the chair or in the event of a vacancy in the office of chair; in which case, the Commission shall select a successor to the office of vice-chair at the earliest practicable time.

The Secretary shall be responsible for execution of documents in the name of the Planning Commission, the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Commission, issuing notices of public hearings and performing related administrative duties to assure efficient and informed Commission operations. The Secretary may appoint a Recording Secretary to handle the administrative functions of the office. In the event the Secretary is absent, the chair or acting chair shall appoint a temporary secretary for such meeting.

2.3 Tenure. The officers shall take office at the first regularly scheduled meeting immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEETINGS

3.1 Meeting Notice. Notice of all meetings shall be posted at City Hall by December 31st of each year. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meeting act.

3.2 Removal from Office Attendance ~~A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon.~~ **The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission.**

Un-excused absences may be reason for removal and three (3) un-excused absences in a row, shall be reported in writing to the City Manager.

3.3 Special Meetings. A special meeting may be called by three members of the Planning Commission upon written request to the Secretary or by the Chairperson. The business which the Planning Commission may perform shall be conducted at a public meeting of the Planning Commission held in compliance with the Open meeting Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meeting act, and the Secretary or Recording Secretary shall provide notice to commission members by writing, telephone, or e-mail.

3.4 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least five of the nine members of the Commission shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no

additional public notice is required provided the date, time and place is announced at the meeting.

3.5 Public Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the Acts and Ordinance cited in Section 1. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.

1. The Chair of the Planning Commission shall announce that a public hearing will be conducted on a request.
2. The Chair may read the public hearing announcement as published in the newspaper and give a brief description of the hearing subject and the public notice procedure.
3. The Chair may announce the following hearing rules:
 - a. The Chair will recognize each speaker. When a speaker has the floor, he/she is not to be interrupted unless time has expired. Persons speaking without being recognized shall be out of order.
 - b. Each speaker shall state their name and address for the record and may present written comments for the record.
 - c. Speakers shall address all comments and questions to the Planning Commission and comments will be limited to the subject matter of the Public Hearing.
 - d. Unless waived by the Planning Commission for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a spokesperson may be designated who may request that more than five (5) minutes be permitted for collective comments of the group as presented by that speaker.
 - e. The Chair may require that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak. Everyone shall have an opportunity to speak before someone is allowed to speak a second time.
 - f. The Chair may establish additional rules of procedure for particular hearings as he/she determines appropriate.
 - g. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior may result in removal from the hearing or an adjournment.
4. Once all public comments have been stated, the Chair shall close the hearing. Any voting member of the Planning Commission may initiate a motion to close the hearing.
5. Public Hearings may be carried out in the following format:
 - a. The Chair shall open the hearing.
 - b. The Applicant shall present any comments and explanation of the case.

Applicant's presentation shall not be subject to the five (5) minute limitation.

- c. The City staff and any consultants serving the City shall present their reports.
- d. The hearing will be opened for public comment.
- e. The public comment period will be closed.
- f. Deliberation and discussion by the Planning Commission.
- g. Disposition of the case by the Planning Commission.

3.6 Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of each motion shall be recorded.

3.7 Voting. An affirmative vote of the majority of those members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last.

3.8 Order of Business. A written agenda for all regular meetings shall be prepared as followed.

The order of business shall be:

Call to Order.

Roll Call

Approval of Agenda

Approval of Minutes

Public Hearings

New Business

Old Business

Public Comments and Communications

Correspondence

Staff Reports

Members discussion

Adjournment

A written agenda for special meeting shall be prepared and followed, however the form as enumerated above shall not be necessary.

3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.

3.10 Agenda Items. For an item to be considered at a regular Planning Commission meeting, it must be submitted to the City Community Development Department no later than the established policy of the City prior to the next scheduled Planning Commission Meeting.

3.11 Conflict of Interest:

1. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. A commission member issuing, deliberating, voting or reviewing a case concerning himself.
 - b. A commission member issuing, deliberating, voting or reviewing a case concerning work on land owned by himself.
 - c. A commission member issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
 - d. A commission member issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself.
 - e. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household.
 - f. A commission member may consider the possibility of declaring a conflict of interest if his/her home falls within a notification radius used for a Public Hearing. Because the sending of the notice automatically presumes some degree of interest, this fact should be recognized by declaring a conflict, particularly if a financial impact is likely.
 - g. A commissioner who feels, in his/her judgement that his/her job, scope of duties and/or position may be at risk, pending the outcome of the permitting process.
2. A commission member shall, when he/she has a conflict of interest do the following immediately, upon the first review of the case and determining a conflict exists:
 - a. declare a conflict exists at the beginning of the meeting where the case appears on the agenda, or when the topic brought up so such declaration is recorded in the minutes, and
 - b. refrain from participating in the discussion, site inspection or review of the case, except where specific information has been requested by the commission, and
 - c. refrain from casting a vote on any motion having to do with the case.

4. MINUTES

4.1 Preparation. Commission minutes shall be prepared by the Secretary or Recording

Secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, action and resolutions shall be attached to the minutes.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 5.1 All meetings of the Commission shall be open to the public and held in a place available to the general public.
- 5.2 All deliberations and decision of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters at the time designated for such comments.
- 5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

6. COMMITTEES

- 6.1 Executive Committee. The Executive Committee of the Planning Commission shall consist of the Chair, Vice -Chair and Secretary. The Executive Committee shall be the Joint Ordinance Review Committee.
- 6.2 Committees. The Planning Commission or Chair of the Planning commission may establish and appoint standing and/or ad hoc committees for special purposes or issues, as deemed necessary. No more than four members of the Planning Commission may serve on a standing and/or ad hoc committee at any given time. Committee appointments shall be made at the first regular meeting held in January of each year or at the time the committee is formed.
- 6.3 Rules of Procedure. All Sub-committees are subservient to the Planning Commission and

report their recommendations to the Planning Commission for review and action and shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.

7. ANNUAL REVIEW OF BY-LAWS

The Commission shall annually review their By-Laws at the regularly scheduled meeting in January .

8. AMENDMENTS

These rules may be amended by the Commission by a concurring vote subject to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

I HEREBY CERTIFY that the above Bylaws were adopted the ____th day of _____, 2009.

Maureen Barry, Secretary

Approved by the City of Manistee Council

Date

Cynthia A. Fuller, Mayor



PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners

FROM:  Jon R. Rose
Community Development Director

DATE: January 27, 2009

RE: Vertical Zoning

Commissioners, when you received your February 5, 2009 Meeting Packet you will notice that Vertical Zoning was not on the Agenda. The following is the status of the item:

- ▶ New Main Street/DDA Director Travis Alden began work in January.
- ▶ Information from the December Planning Commission meeting concerns/comments relating to Vertical Zoning was forwarded to Jay Kilpatrick, Williams & Works to draft an ordinance amendment.
- ▶ Newspaper article regarding the December Planning Commission meeting was published in the Manistee News Advocate.
- ▶ Concerns have been received in response to the Newspaper Article.
- ▶ Staff recognized that the DDA should have the opportunity to review the Ordinance since it was developed at their request.
- ▶ A draft of the Ordinance will be reviewed by the DDA at their meeting on February 4, 2009.

This item was not placed on the February 5, 2008 Meeting Agenda to allow time for the DDA to inform property owners and merchants in Downtown Manistee why the amendment was requested.

This item will be placed on the February 19, 2009 Worksession Agenda for discussion.

JRR:djb