

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, July 6, 2017 – *Corrected Date*
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 July 6, 2017 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the June 1, 2017 meeting Minutes.

V Public Hearing

VI Public Comment on Agenda Related items

VII New Business

PC-2017-10 – Manistee Golf Country Club II, 500 Cherry Street – Parcel Split

A request has been received from Manistee Golf and Country Club, 500 Cherry Street for a Parcel Split to sell surplus land for potential building sites.

At this time the Planning Commission could take action to recommend to City Council to approve/deny the request from Manistee Golf and Country Club II, for a parcel split to sell surplus land for potential building sites as submitted with application PC-2017-10.

Joe Hayes – Mini/Self Storage Facility

On February 2, 2017 the Planning Commission approved a request from Joe Hayes for a Mini/Self Storage Facility. A condition was placed on the permit that “A gate with a keypad is required to be installed before the facility opens. The key pad will provide a code for customers to access their units only during hours of operation. The Police and Fire Department will be provided an override that allows the gate to be opened in the event of an emergency.” Mr. Hayes is to allow the rental of units until the gate can be installed

At this time the Planning Commission will approve/deny the request from Joe Hayes to allow the rental of units for first building of his Mini/Self Storage Facility.

Vacant City Owned Property

Staff has compiled a list of vacant city owned property for determination by the Planning Commission if the property should be offered for sale.

At this time the Planning Commission will determine if any vacant city owned property should be offered for sale.

VIII Old Business

IX Public Comments and Communications

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

X Correspondence

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

XI Staff Reports

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

XII Members Discussion

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

XIII Adjournment



Memorandum

To: Planning Commissioners

FROM: Denise Blakeslee
Planning & Zoning Administrator

DATE: June 23, 2017

RE: July 6, 2017 Planning Commission Meeting

Denise Blakeslee
Planning & Zoning
Administrator
70 Maple Street
Manistee, MI 49660
231.398.2805
dblakeslee@manisteemi.gov
www.manisteemi.gov

Commissioners, the next meeting of the Planning Commission will be on Thursday, July 6, 2017. We have the following items on the agenda:

NEW BUSINESS:

PC-2017-10 – Manistee Golf Country Club II, 500 Cherry Street – Parcel Split - A request has been received from Manistee Golf and Country Club, 500 Cherry Street for a Parcel Split to sell surplus land for potential building sites.

Joe Hayes – Mini/Self Storage Facility - On February 2, 2017 the Planning Commission approved a request from Joe Hayes for a Mini/Self Storage Facility. A condition was placed on the permit that "A gate with a keypad is required to be installed before the facility opens. The key pad will provide a code for customers to access their units only during hours of operation. The Police and Fire Department will be provided an override that allows the gate to be opened in the event of an emergency." Mr. Hayes is to allow the rental of units until the gate can be installed

Vacant City Owned Property - Staff has compiled a list of vacant city owned property for determination by the Planning Commission if the property should be offered for sale.

Packets are being mailed early; I will be out of the office next week. If you are unable to attend the meeting, please leave a message at 398.2805. Have a wonderful holiday!

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

June 1, 2017

A meeting of the Manistee City Planning Commission was held on Thursday, June 1, 2017 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Wittlieff

ROLL CALL

Members Present: Maureen Barry, Ray Fortier, Marlene McBride, Bob Slawinski, Mark Wittlieff, Roger Yoder

Members Absent: Aaron Bennett (excused)

Others: Barry Lind (532 Fourth Street), Denise Blakeslee (Planning & Zoning Administrator) and others

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Roger Yoder that the agenda be amended by adding Site Plan Review for Bayview Condominiums under New Business.

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

Yes: Barry, Bennett, Slawinski, Yoder Fortier, McBride, Wittlieff
No: None

APPROVAL OF MINUTES

Motion by Bob Slawinski, seconded by Ray Fortier that the minutes of the May 4, 2017 Planning Commission Meeting be approved as prepared.

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

Yes: Yoder, Fortier, Barry, Slawinski, McBride, Wittlieff
No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Barry Lind, 532 Fourth Street – spoke in response to the request from River Parc Place II LLC, Zoning Amendment Request. He wanted to update the commission on the item that was tabled at the May meeting for amendments relating to the C-3 Central Business. The DDA discussed the proposed changes at their meeting in May and are fine with the changes as proposed. He thanked the Commission for tabling the request for DDA involvement.

NEW BUSINESS

Site Plan Review – Tracey Lindeman, 308 River Street (PC-2017-08)

Staff received a request from Tracey Lindeman for a wood deck to be constructed on the rear of the building at 308 River Street. The applicant lives out of state and staff reviewed the site plan with the Commission and answered questions.

MOTION by Roger Yoder, seconded by Bob Slawinski that the Planning Commission approve the request from Tracey Lindeman for a wood deck to be constructed on the rear of the building at 308 River Street as submitted with application PC-2017-08

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

Yes: Barry, Slawinski, Yoder Fortier, McBride, Wittlieff
No: None

Site Plan Review – Bayview Condominiums, Arthur Street

Staff received a request from Bayview Condominiums to relocate the 10 x 12 storage barn that was approved by the Site Plan Review Committee on March 9, 2017 from the north side of their property to the south side of their property.

MOTION by Ray Fortier, seconded by Marlene McBride that the Planning Commission approve the request from Bayview Condominiums to relocate the 10 x 12 storage barn that was approved by the Site Plan Review Committee on March 9, 2017 from the north side of their property to the south side of their property.

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

Yes: McBride, Slawinski, Fortier, Barry, Yoder, Wittlieff
No: None

OLD BUSINESS

PC-2017-07 - River Parc Place II LLC, Zoning Amendment Request (Z17-07)

A public hearing was held on May 4, 2017 in response to a request from River Parc Place II LLC for a Zoning Amendment that would amend Section 514 Vehicular Parking Space, Access, Bike Parking and

Sidewalks, Item H and Section 1832 Dwelling Multiple Unit, Item B.3 of the City of Manistee Zoning Ordinance. The Planning Commission tabled the request until the June 1, 2017 meeting for the applicant to be present to discuss their request. The applicant was unable to attend the meeting but sent a letter that was given to the Commissioners. Staff answered questions from the commissioners.

MOTION by Roger Yoder, seconded by Ray Fortier that the Planning Commission recommends to City Council approval of a the request from River Parc Place II LLC for a Zoning Amendment that would amend Section 514 Vehicular Parking Space, Access, Bike Parking and Sidewalks, Item H and Section 1832 Dwelling Multiple Unit, Item B.3 of the City of Manistee Zoning Ordinance (Z17-07).

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

Yes: Slawinski, Fortier, Barry, Yoder, McBride, Wittlieff

No: None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

Commissioners received a copy of Senate Bill No. 329.

STAFF REPORTS

Denise Blakeslee, Planning & Zoning Administrator – Congratulated Commissioner Slawinski on completing the online Citizen Planner Program. ZBA Alternate Glenn Zaring was in the audience and was also congratulated on completing the course. Staff is looking into Webinars that can be used to earn needed CEU's to maintain Master Citizen Planner Certification.

MEMBERS DISCUSSION

Chair Wittlieff thanked staff for the work for the meeting.

The next regular meeting of the Planning Commission will be held on Thursday, July 6, 2017

ADJOURNMENT

Motion by Ray Fortier, seconded by Roger Yoder that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:35 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary



Memorandum

To: Planning Commissioners
FROM: Denise Blakeslee, Planning & Zoning Administrator
DATE: June 23, 2017
RE: Manistee Golf & Country Club - Parcel Split

Denise Blakeslee
Planning & Zoning
Administrator
70 Maple Street
Manistee, MI 49660
231.398.2805
dblakeslee@manisteemi.gov
www.manisteemi.gov

Commissioners, a request has been received from Manistee Golf and Country Club, 500 Cherry Street for a Parcel Split to sell surplus land for potential building sites. This property is located in the G-C Golf Course District and the proposed split meets the parcel area requirement for a buildable lot.



The parcel split includes language for an ingress-egress easement 75' x 208.34' to the property from the dead end of Harbor Drive as required under Section 510 Access to Public Streets.

SECTION 510 ACCESS TO PUBLIC STREETS

In every Zoning District, every use, building or structure established after the effective date of this Ordinance shall be located on a parcel which abuts a public road or a private road or easement which provides access to a public road, such private road **or easement being at least sixty-six (66) feet in width**, unless a lesser width was duly established of record prior to the effective date of this Ordinance or as part of a Planned Unit Development, provided that private easements in all cases shall be at least twenty (20) feet in width.



Planning & Zoning, City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Parcel Split and/or Combination Request Form

Please Print

Parcel Combination Requirements

Any Split of a Parcel within the City of Manistee requires review and approval of the Planning Commission and City Council. Even if the Parcel contains platted lots approval is **still** required. Requests are reviewed for compliance with the Zoning Ordinance. If a request meets all of the requirements of the Zoning Ordinance it will be forwarded to the City Planning Commission. The Planning Commission reviews the request and makes recommendation to the City Council. Notification will be mailed to applicants regarding City Council's determination. Requests must include the **fee of \$100.00 for the first split and \$50.00 for each additional split**. Incomplete requests will be returned to the applicant. *Must be submitted 15 days prior to the Planning Commission meeting to be placed on the agenda. The City does not conduct a title search for the property.*

To update their property taxes the property owner should send a copy of the determination to:
 County Equalization Department
 415 Third Street
 Manistee, MI 49660

If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor at (231) 398-2802 to update their Homestead Exemption.

Property Information

Address: 500 Cherry Road Parcel # 51-310-400-01

Applicant Information

Name of Owner: Manistee Golf & Country Club II
 Address: 500 Cherry Road, Manistee, MI 49660
 Phone #: 231-723-9420 Cell#: 248-821-4075 e-mail: connorsfive@yahoo.com

Project Information

Reason for Request: To sell surplus land for potential building sites.

Site Plan Requirements

The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. **The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.**

Authorization

By signing the application the applicant is authorizing City Staff or Planning Commissioners permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.

Signature: *William R. Camp* Date: 6/13/2017

Signature: _____ Date: _____

Fee of \$100.00 for the first split and \$50.00 for each additional split enclosed and Site Plan for project attached (permit cannot be issued without site plan)

Office Use Only

Fee: \$ 100 - Receipt # 37277

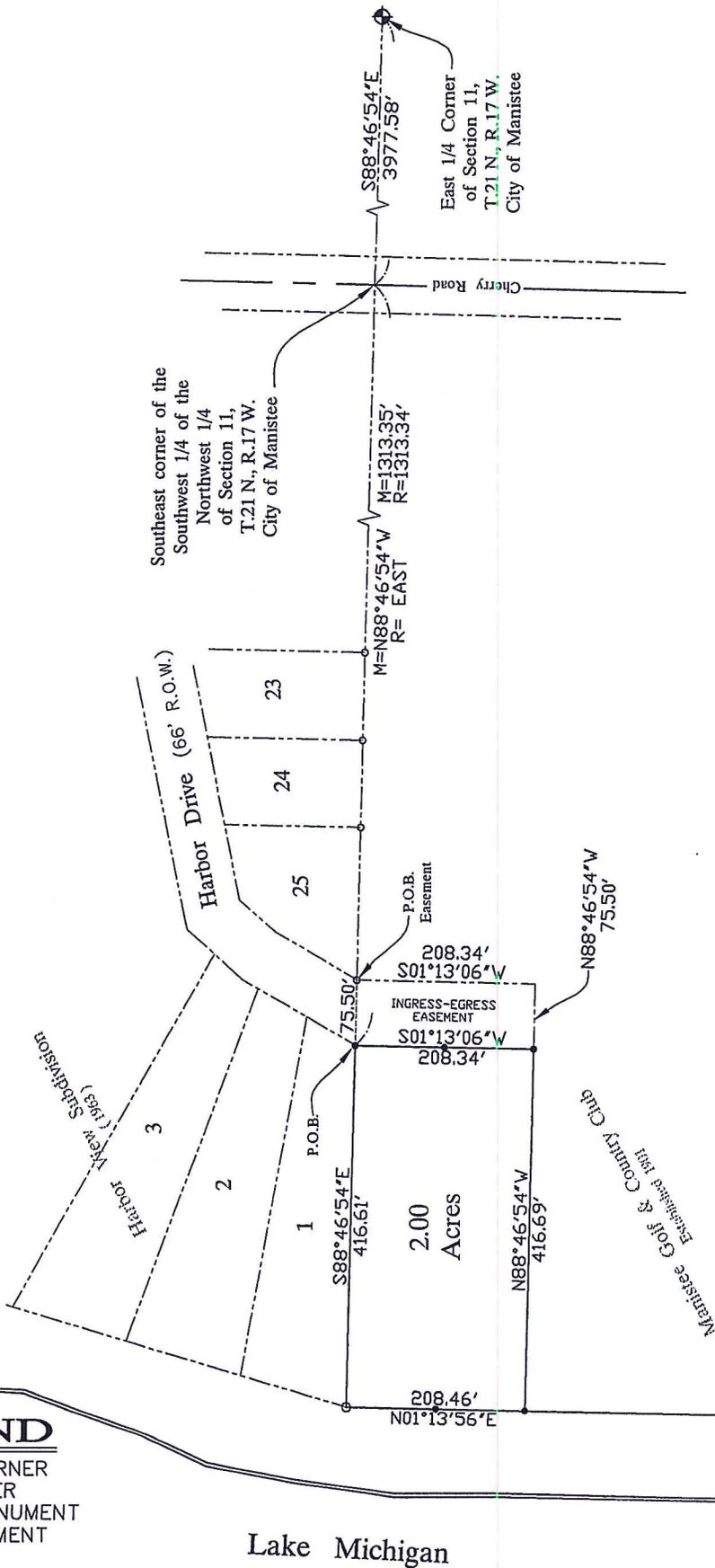
Notes: _____

Signature: _____ Date: _____

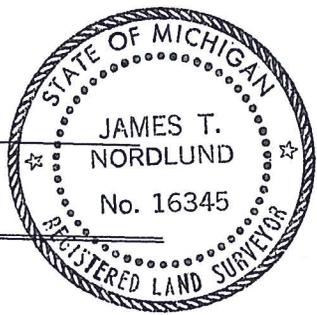
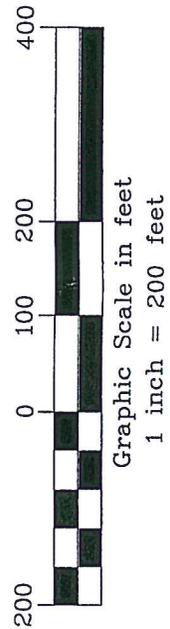
Manistee Golf & Country Club
 500 Cherry Rd. ~ P.O. Box 487
 Manistee, Michigan 49660

SURVEYOR'S CERTIFICATE

NORTH



Basis of bearing is W.G.S. 84



LEGEND

- = FOUND CORNER
- = SET CORNER
- ◻ = FOUND MONUMENT
- ◼ = SET MONUMENT
- R = RECORDED
- M = MEASURED
- △ = P.K. NAIL

I HEREBY CERTIFY....that to the best of my professional knowledge and belief, I have surveyed the property as described and shown herein and that there are no visible encroachments on said property unless noted and that this survey is in accordance with Public Act 132 of 1970, as amended. The survey was performed in accordance with a description furnished by others. The actual error of closure of the boundary of this survey was not greater than 1 in 5000.

FILE: S14 - 080 A (Revised: June 7, 2017)

DATE: November 25, 2014

DRAWN: *JTB*

James T. Nordlund
 REGISTERED SURVEYOR



Providing Complete
 Engineering
 & Surveying
 Services since 1972

Nordlund & Associates, Inc.

813 E. Ludington Ave.
 Ludington, MI 49431
 (231) 843-3485
 Fax (231) 843-7676

267 River Street
 Manistee, MI 49660
 (231) 723-6460
 Fax (231) 723-6642

Manistee Golf & Country Club
500 Cherry Rd. ~ P.O. Box 487
Manistee, Michigan 49660

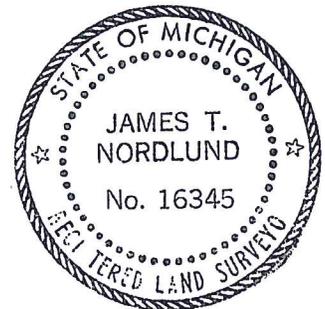
SURVEYOR'S CERTIFICATE

Description:

Part of Sections 10 & 11, T.21 N., R.17 W., City of Manistee, described as commencing at the East 1/4 Corner of said Section 11; thence N 88°46'54" W, 3,977.58 ft. on the East - West 1/4 line of said Section 11, to the Southeast corner of the Southwest 1/4 of Northwest 1/4 of Section 11, T.21 N., R.17 W., near the centerline of Cherry Road; thence continuing N 88°46' 54" W, on said East - West 1/4 line 1,313.35 ft. (R=West, 1,313.34 ft.) to the Southeast corner of Lot 1 of the Plat of Harbor View and the "Point of Beginning"; thence S 01°13'06" W, 208.34 ft.; thence N 88°46' 54" W, 416.69 ft.; thence N 01°13'56" E, 208.46 ft. to the Southwest corner of Lot 1 of Harbor View subdivision; thence S 88°46'54" E, on the South line of said Lot 1, 416.61 ft. to the "Point of Beginning". Parcel has access over Harbor Drive, a 66' wide platted street in Harbor View subdivision and has access over the easement described below:

Description of Ingress / Egress Easement:

Part of Sections 10 & 11, T.21 N., R.17 W., City of Manistee, described as commencing at the East 1/4 Corner of said Section 11; thence N 88°46'54" W, 3,977.58 ft. on the East - West 1/4 line of said Section 11, to the Southeast corner of the Southwest 1/4 of the Northwest 1/4 of Section 11, T.21 N., R.17 W., near the centerline of Cherry Road; thence continuing N 88°46' 54" W, on said East - West 1/4 line 1,237.85 ft. to the Southwest corner of Lot 25 of the Plat of Harbor View Subdivision and "Point of Beginning" of this easement; thence S 01°13'06" W, 208.34 ft.; thence N 88°46' 54" W, 75.50 ft.; thence N 01°13'06" E, 208.34 ft. to the Southeast corner of Lot 1 in Harbor View subdivision; thence S 88°46'54" E, 75.50 ft. to the "Point of Beginning". Parcel contains 0.36 acres more or less.



I HEREBY CERTIFY....that to the best of my professional knowledge and belief, I have surveyed the property as described and shown herein and that there are no visible encroachments on said property unless noted and that this survey is in accordance with Public Act 132 of 1970, as amended. The survey was performed in accordance with a description furnished by others. The actual error of closure of the boundary of this survey was not greater than 1 in 5000.

FILE: S14 - 080 A (Revised: June 7, 2017)

DATE: November 25, 2014

DRAWN: *JSB*

James T. Nordlund
REGISTERED SURVEYOR



Providing Complete
Engineering
& Surveying
Services since 1972

Nordlund & Associates, Inc.

813 E. Ludington Ave.
Ludington, MI 49431
(231) 843-3485
Fax (231) 843-7676

287 River Street
Manistee, MI 49660
(231) 723-6460
Fax (231) 723-6642



Memorandum

To: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: June 23, 2017

RE: Joe Hayes – Mini/Self Storage Facility

Denise Blakeslee
Planning & Zoning
Administrator
70 Maple Street
Manistee, MI 49660
231.398.2805
dblakeslee@manisteemi.gov
www.manisteemi.gov

Commissioners, on February 2, 2017 the Planning Commission approved a request from Joe Hayes for a Mini/Self Storage Facility. A condition was placed on the permit that “A gate with a keypad is required to be installed before the facility opens. The key pad will provide a code for customers to access their units only during hours of operation. The Police and Fire Department will be provided an override that allows the gate to be opened in the event of an emergency.”

Mr. Hayes sent an email asking to allow the rental of units until the gate can be installed (attached). This has been placed on the agenda for your consideration.

EXCERPT FROM MEETING MINUTES:

PUBLIC HEARING

Chair Wittlieff opened the Public Hearing at 7:03 pm

PC-2017-01 – Joe Hayes, vacant property NE corner of Cypress and Twelfth Street (behind Goodwill).

A request has been received from Joe Hayes to construct a Mini/Self Storage Facility on the vacant property on the NE corner of Cypress and Twelfth Street (Behind Goodwill).

Trent Kidder and Joe Hayes – reviewed their request to construct a Mini/Self Storage Facility on the vacant property on the NE corner of Cypress and Twelfth Street (Behind Goodwill) with the Commission. They currently have a facility in Ludington and have several people from Manistee who rent from them; they have about 90% occupancy at that facility. They are using the same design, steel storage buildings, concrete foundations, paved access lanes; no electricity in the buildings, no lighting is shown on the current plan, and no office on site. Customers call the number posted onsite and they meet them at the site, the lease states no hazardous materials are permitted. They did not show fencing or a gate on the plan but would like the option to add them later. They are planning to add fencing and a gate with a key pad at their facility in Ludington.

Denise Blakeslee, Planning and Zoning Administrator presented her report to the commission. Review by the Fire Department showed no concerns with the request. The City Engineer and DPW Director had some concerns relating to the request and staff drafted them as conditions for the consideration of the commission. The conditions are as follows:

- *The detention pond is designed without an emergency spillway. The City Engineer is requiring the pond to be sized for two 100 year 24 hour storm events or utilize the storm sewer along Cypress St as an emergency outlet. The ditch along the north edge of the project could be used*

for conveyance and pipe the overflow to Cypress St. A new site plan is to be reviewed and approved by the City Engineer showing the management of stormwater before the Special Use Permit can be issued.

- *The plan shows the sidewalk constructed along the right of way. The sidewalk is to be placed one foot inside the outer edge of the right of way.*
- *Phase 2 sidewalks are to be extended to the east property line.*
- *Twelfth St will be planned for reconstruction within the next 2-3 years. The developer shall work with the City to have a sidewalk constructed in conjunction with the reconstruction of Twelfth Street. Cost of construction of the sidewalk shall be the Developers, and the payment shall be a condition of the Special Use Permit. Funds for the sidewalk construction shall be either escrowed with the City by Developer, secured through a bond acceptable to the City or payment secured by some other method acceptable to the City.*

The Commission could add a condition to allow the applicant the option to add a gate and fencing at a future date as a minor non-substantive change that could be approved by the Site Plan Review Committee.

Chair Wittlieff opened the hearing for public comments

Kathy Grabowski, 1235 Cornell Street – *expressed concerns about the hours, would like to have security now not later. Intent is intent and she would like that requirement in place before construction, she lives within 100 feet of the project.*

Jim Grabowski, 1235 Cornell Street – *he patrolled the City for over 30 years, and the housing project across the street was supposed to be seniors. This project does not add anything to the neighborhood, there has to be a better place for the project and it is not acceptable.*

Chair Wittlieff asked if any correspondence had been received in response to the request. No correspondence was received

There being no additional comments from the public in attendance, Chair Wittlieff closed the public hearing at 7:35 pm

Public Hearing opened at 7:36 pm

PC-2017-01 – Joe Hayes, vacant property NE corner of Cypress and Twelfth Street (behind Goodwill).

A public hearing was held earlier in response to the request from Joe Hayes to construct a Mini/Self Storage Facility on the vacant property on the NE corner of Cypress and Twelfth Street (Behind Goodwill).

The commissioners discussed the concerns from the neighbors about security, hours of operation, fencing, the reconstruction of Twelfth Street and landscaping. Resulting in the following conditions being drafted:

- *Hours of operation are limited to 7 am – 10 pm*
- *A gate with a keypad is required to be installed before the facility opens. The key pad will provide a code for customers to access their units only during hours of operation. The Police and Fire Department will be provided an override that allows the gate to be opened in the event of an emergency.*

- *The installation of fencing around the facility will be considered a minor non substantive change which can be approved by the Site Plan Review Committee.*
- *In conjunction with the reconstruction of Twelfth Street the applicant is to provide four boulevard trees.*

MOTION by Aaron Bennett, seconded by Maureen Barry to adopt a resolution to approve with conditions the request from Joe Hayes for a Special Use Permit for a Mini/Self Storage Facility on the vacant property on the NE corner of Cypress and Twelfth Street (behind Goodwill) as shown on Site Plan prepared by Nordlund and Associates, Inc., Job Number 1319-3, Dated January 9, 2017. The conditions on the permit are as follows:

- *The detention pond is designed without an emergency spillway. The City Engineer is requiring the pond to be sized for two 100 year 24 hour storm events or utilize the storm sewer along Cypress St as an emergency outlet. The ditch along the north edge of the project could be used for conveyance and pipe the overflow to Cypress St. A new site plan is to be reviewed and approved by the City Engineer showing the management of stormwater before the Special Use Permit can be issued.*
- *The plan shows the sidewalk constructed along the right of way. The sidewalk is to be placed one foot inside the outer edge of the right of way.*
- *Phase 2 sidewalks are to be extended to the east property line.*
- *Twelfth St will be planned for reconstruction within the next 2-3 years. The developer shall work with the City to have a sidewalk constructed in conjunction with the reconstruction of Twelfth Street. Cost of construction of the sidewalk shall be the Developers, and the payment shall be a condition of the Special Use Permit. Funds for the sidewalk construction shall be either escrowed with the City by Developer, secured through a bond acceptable to the City or payment secured by some other method acceptable to the City.*
- *Hours of operation are limited to 7 am – 10 pm*
- *A gate with a keypad is required to be installed before the facility opens. The key pad will provide a code for customers to access their units only during hours of operation. The Police and Fire Department will be provided an override that allows the gate to be opened in the event of an emergency.*
- *The installation of fencing around the facility will be considered a minor non substantive change which can be approved by the Site Plan Review Committee.*
- *In conjunction with the reconstruction of Twelfth Street the applicant is to provide four boulevard trees.*

With a Roll Call vote this motion passed 7 to 0.

*Yes: McBride, Slawinski, Fortier, Barry, Bennett, Yoder, Wittlieff
No: None*

From: [Joe Hayes](#)
To: [Denise Blakeslee](#)
Subject: Mini storage temporary occupancy request
Date: Thursday, June 22, 2017 8:44:31 AM

Hello Denise,

We are almost complete with the first building and would like to ask for a temporary use authorization while we complete the project and get the gate installed. We have had several people stop by while we are working and ask to rent space. It would also help us out financially. I recognize that there might be concerns about us never finishing the gate so I would propose that it only be valid for the first building and expire by September 1. (To get the gate operational will take a little longer while we wait for electrical service to be installed and the outside vendors who supply the gate.)

Thank you for considering this request.

Joe

Joe Hayes

Maplewood Homes

www.MaplewoodHomes.com

(616) 499-5054





Memorandum

To: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: June 23, 2017

RE: Vacant City owned Property

Denise Blakeslee
Planning & Zoning
Administrator
70 Maple Street
Manistee, MI 49660
231.398.2805
dblakeslee@manisteemi.gov
www.manisteemi.gov

Commissioners, we will be reviewing vacant city owned property to see if there are any parcels there is any surplus property that should be considered for sale. I have included the Policy and Procedure for the Sale of City Owned Property along with the properties that have been identified by staff. The Planning Commission previously approved the sale of Lot 12 and 13 in the Industrial Park.

Under the policy the Planning Commission involvement is not required for property outside of the City Limits.

POLICY AND PROCEDURE
FOR THE
SALE OF CITY OWNED PROPERTY

The City of Manistee accepts proposals from persons interested in purchasing City owned property. In order for the City to receive an optimal price for the property, the following policy and procedure shall be followed.

The properties owned by the City of Manistee fall into three categories:

1. Parks, roadways and municipal properties which should not be considered for sale.
2. Those properties of vacant or occupied land which have no future value or use by the City.
3. Those properties, vacant or occupied, that the City would like to market with specific anticipated, uses or development.

PROCEDURE:

1. Properties offered for sale or requested for sale (that do not fall into an anticipated use category) by a buyer should be referred to the Planning Commission by the City Manager.
2. The Planning Commission will determine category (future use) and in consultation with the City Manager and City Assessor, recommend a minimum price. Those properties which are designated as having desired specific anticipated uses or development will be recommended for sale with development guidelines to be adhered to by the buyer. This process will insure that the property is developed in the way which the City deems in the best interest of the future development of the City.
3. Upon review by the Planning Commission a recommendation will be forwarded to the City Council.
4. If the City Council concurs with the recommendation, the City Manager will be instructed to advertise and accept bids for the sale.
5. The received bids will be reviewed by Council. A bid which does not meet the recommended price may be refused or accepted by the Council. If the bid is acceptable to the Council, the Council will give public notice of the following:

- a. a description of the property.
- b. the tentative accepted price, and
- c. an offer to sell the property to any interested buyer at a price which is greater than the tentatively accepted price.

An open competitive bidding situation is created.

6. The period of time to accept this (or these) increased bids will be no longer than fifteen (15) days. If the public notice generates subsequent bids, the Council will instruct the City Manager to initiate the bid procedure again. This procedure will continue until a single highest bid is obtained.
7. Upon final acceptance of the bid, the City Council formally resolves to sell the property to the highest bidder and instructs the City Manager to execute the deal.
8. For those City owned properties located outside of the City incorporated limits, Council shall have the flexibility to negotiate the purchase price for the property being sold. Appraisals, consideration of job creations or other relevant information shall be considered when establishing a purchase price for the property. Planning Commission involvement and competitive bidding are not required for sale of property located outside of the City limits.

Properties to be leased by the City should be executed in a similar manner.

Council Policy Adopted: April 5, 1988
Council Policy Revised: November 8, 2006



Mayor Robert B. Goodspeed 11/08/06 Dated

Attest:



Michelle Wright, City Clerk 11-8-06 Dated

CITY OWNED PROPERTY

Located in the City of Manistee

Parcel #51-146-707-12
½ Lot (30 x 120 aprox.)



Adjoining Property Owners

Vacant adjacent Parcel

Owner: Irene Olson
507 Ninth Street
Manistee, MI 49660

If combined with Mrs. Olson's parcel would create a buildable lot

180 Quincy Street

Owner: Rhonda Willett
180 Quincy Street
Manistee, MI 49660

1055 Maple Street

Owner: Clark Johnson
184 Quincy Street
Manistee, MI 49660

Parcel #51-155-006-00
Industrial Park Lot 6
2.2 Acres +/-

Current site of Recycling Center
Potential to split into two parcels



Parcel #51-211-105-01
Zoned R-3 5.6 acres +/-

Part of South Washington Area Development Plan (BRA)



Parcel #51-260-703-15
Zoned R-1 .384 acres +/-



Parcel #51-260-703-17
Zoned R-1 .399 acres +/-



Parcel #349-712-02
Zone R-2 34' x 64' +/-

Appears that retaining wall form adjoining property owner encroaches onto property



Parcel #51-364-712-01
Zoned R-2 64 x 64 +/-

East of Frederick & Linda Graunstadt (501 Second Street)
Non-conforming Lot



Parcel #51-448-731-10

Parking Area in front of 298, 300, 302 and 304 River Street
20 x 153 +/-



Adjacent Property Owner

298, 300, 302 & 304 River Street

Owner: Rick Jach
1198 Dracka Road
Traverse City, MI 49685

Parcel #51-612-375-15
Zoned R-2 66 x 131 +/-



Adjacent Property Owners:

255 Eighth Street

Owner: Richard & Louise Nadjowski
255 Eighth Street
Manistee, MI 49660

274 Ninth Street

Owner: Patrick Patterson
1612 W. Chillberg Road
Scottville, MI 49454

Parcel 51-764-711-01
Zoned R-3 60 X 120 +/-

No road to site/topography may be an issue



vacant industrial park property

Industrial Park Lot 12 & 13

Parcel Number

51-155-012-00 – LOT 12
51-155-013-00 – LOT 13

Current Owner

City of Manistee
70 Maple Street
Manistee, MI 49660

Sale Information

Not available

Current Zoning

[L-I Light Industrial](#)

2016 S.E.V.

Tax Exempt

2016 Taxable Value

Tax Exempt

Potential Incentives

[Brownfield](#)

[MEDC – Community Development and Assistance Programs](#)

Contact the City Manager if interested in development of these parcels

For additional information please contact



70 Maple Street
Manistee, MI 49660

Thad Taylor
City Manager
231.398.2801
ttaylor@manisteemi.gov

Denise Blakeslee
Planning & Zoning Administrator
231.398.2805
dblakeslee@manisteemi.gov

Two lots in the City Industrial Park ready for light industrial development.



LOT DIMENSION (Lot 12)

Size 2.7 Acres +/-
Frontage 432 feet – N. Glocheski Dr
272 feet – Washington St

LOT DIMENSION (Lot 13)

Size 2.7 acres +/-
Frontage 272 feet – Washington St
Depth 432 feet

In 1972 the City of Manistee received a Federal EPA grant for the construction of an Industrial Park on approximately 60 acres of property on the west side of Washington Street. This property is zoned Light Industrial for industries which traditionally do not cause excessive noise, vibration, odors, visual blight, pollution, use hazardous processes; and to be compatible with the City 's Master Plan.

These two vacant parcels are located in the City's Industrial Park. They are for sale and can be purchase together or individually.

Tax Roll Description: MANISTEE INDUSTRIAL PARK LOT 12.

Tax Roll Description: MANISTEE INDUSTRIAL PARK LOT 13.