

# **MANISTEE CITY PLANNING COMMISSION**

Meeting of Thursday, October 5, 2017  
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 October 5, 2017 Agenda.

### **IV Approval of Minutes**

At this time Planning Commission can take action to approve the September 7, 2017 meeting Minutes.

### **V Public Hearing**

### **VI Public Comment on Agenda Related items**

### **VII New Business**

#### **PC-2017-15 Doug Westervelt, 2091 Twelfth Street - Parcel Split Request**

A request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that will each have 100 +/- feet of frontage and 20,000 +/- sq. ft. of parcel area that meets the setback requirements of the zoning ordinance.

At this time the Planning Commission can recommend to City Council to approve or deny the request from Doug Westervelt to split parcel 51-373-702-07 into two parcels as submitted with survey dated September 20, 2017 prepared by the Spicer Group Job #124950SG2017 that meets the requirements of the zoning ordinance.

#### **Schedule Meeting dates for 2018**

The Planning Commission generally holds their regular business meetings on the first Thursday of each month in the Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 7:00 p.m. Review of the 2018 calendar shows a conflict In July with the Independence Day Holiday which has been moved to the following week.

At this time the Planning Commission could take action to schedule their meeting dates for 2018.

### **Driveway Standards**

At the September, 7, 2017 meeting the commissioners were given memo a in response to several requests from residential property owners for curb cuts beyond the 20 foot maximum width. This was forwarded to begin discussion to see if a change should be made to the ordinance.

The Planning Commission could continue discussion relating to driveway standards.

### **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 Director

DATE: September 25, 2017

RE: October 5, 2017 Planning Commission Meeting

**Denise Blakeslee**  
**Planning & Zoning Director**  
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, October 5, 2017. We have the following items on the agenda:

**PC-2017-15 Doug Westervelt, 2091 Twelfth Street - Parcel Split Request** - A request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that will each have 100 +/- feet of frontage and 20,000 +/- sq. ft. of parcel area that meets the setback requirements of the zoning ordinance.

**Schedule Meeting dates for 2018** - The Planning Commission generally holds their regular business meetings on the first Thursday of each month in the Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 7:00 p.m. Review of the 2018 calendar shows a conflict in July with the Independence Day Holiday which has been moved to the following week.

**Driveway Standards** - At the September, 7, 2017 meeting the commissioners were given memo a in response to several requests from residential property owners for curb cuts beyond the 20 foot maximum width. This was forwarded to begin discussion to see if a change should be made to the ordinance.

Packets are being mailed early because I will be out of the office the remainder of the week to attend the Michigan Association of Planners Conference. If you are unable to attend the meeting, please leave a message at 398.2805.

# CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street  
Manistee, MI 49660

## MEETING MINUTES

September 7, 2017

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

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

### ROLL CALL

Members Present: Maureen Barry, Aaron Bennett, Marlene McBride, Bob Slawinski, Roger Yoder

Members Absent: Ray Fortier (excused), Mark Wittlieff (excused)

Others: Lee Pizana (Pizana Construction), Mark Cleaver (Lighthouse Landings), Cory Jankowski (Jankowski Construction LLC), Denise Blakeslee (Planning & Zoning Director) and others

Staff is requesting the agenda be amended to add Lighthouse Landings PUD amendment and Robert Mattice, 506 Fourth Street – Accessory Structure Architectural Compatibility to the agenda under New Business.

### APPROVAL OF AGENDA

Motion by Roger Yoder, seconded by Bob Slawinski that the agenda be approved with Lighthouse Landings PUD amendment and Robert Mattice, 506 Fourth Street – Accessory Structure Architectural Compatibility being added to the agenda under New Business.

With a Roll Call vote this motion passed 5 to 0.

Yes: Bennett, Slawinski, Yoder McBride, Barry

No: None

### APPROVAL OF MINUTES

Motion by Bob Slawinski, seconded by Marlene McBride that the minutes of the August 3, 2017 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 5 to 0.

Yes: Yoder, Bennett, Slawinski, McBride, Barry

No: None

## **PUBLIC HEARING**

### **PC-2017-11 River Parc Place II LLC (Edgewater), 80 Washington Street - Special Use Permit for Multi Family Dwelling that replaces Special Use Permit for a Planned Unit Development.**

A request has been received from River Parc Place II (Edgewater) for a Special Use Permit for a fourteen (14) to eighteen (18) Unit Multi Family Dwelling that replaces the current Special Use Permit for a Planned Unit Development consisting of 18 residential units with two tenant commercial spaces at 80 Washington Street.

Vice-Chair Barry, opened the Public Hearing at 7:04 pm

**Denise Blakeslee, Planning and Zoning Director** - On April 7, 2016 the Planning Commission approved a Special Use Permit for a Planned Unit Development for 18 residential units with two tenant commercial spaces utilizing existing structure. During development the developer wanted to convert the two commercial spaces into garages for their tenants. Staff and the City Attorney reviewed Section 1870 Planned Unit Development and amending the PUD is not an option since the result would not have originally met the requirements to request a PUD. On May 4, 2017 the applicant applied for a Zoning amendment that removed the two issues that need to be addressed for the developer to request a Special Use Permit under Section 1832 Dwelling, Multiple Unit. The Planning Commission recommended approval for the amendment at their June 1, 2017 meeting, it was then sent to City Council where it was adopted on July 28, 2017.

With the amendment in place the applicant can now request to replace the Special Use Permit for a PUD with a Special Use Permit for Dwelling, Multi Family for 14 – 18 units. No changes will be made to the site plan. There were two conditions placed on the PUD that have been met by the developer and there are not additional conditions to the permit recommended by staff.

There were no comments from the public in attendance or correspondence received in response to the request. Vice Chair Barry closed the public hearing at 7:07 pm

## **PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

## **NEW BUSINESS**

### **PC-2017-11 River Parc Place II LLC (Edgewater), 80 Washington Street - Special Use Permit for Multi Family Dwelling that replaces Special Use Permit for a Planned Unit Development.**

A public hearing was held earlier in response to the request from River Parc Place II (Edgewater) for a Special Use Permit for a fourteen (14) to eighteen (18) Unit Multi Family Dwelling that replaces the current Special Use Permit for a Planned Unit Development consisting of 18 residential units with two tenant commercial spaces at 80 Washington Street.

MOTION by Marlene McBride, seconded by Aaron Bennett that the Planning Commission adopt a resolution to approve the request from River Parc Place II (Edgewater) for a Special Use Permit for a fourteen (14) to eighteen (18) Unit Multi Family Dwelling that replaces the current Special Use Permit for a Planned Unit Development consisting of 18 residential units with two tenant commercial spaces at 80 Washington Street.

With a Roll Call vote this motion passed 5 to 0.

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

**PC-2017-12 - Mark Mathewson, 517 Fourth Avenue – Accessory Structure Architectural Compatibility**

Mark Mathewson would like to construct a detached garage that is 20 feet in height. Under Section 515.D of the Zoning Ordinance Mr. Mathewson is requesting a higher structure to achieve architectural compatibility with the principal building. The Ordinance limits accessory buildings to 18 feet in height.

Lee Pizana is the contractor for Mr. Mathewson and he answered questions of the commission.

MOTION by Aaron Bennett, seconded by Bob Slawinski that the Planning Commission approve the request from Mark Mathewson to allow the construction of an accessory structure 20 feet in height to achieve architectural compatibility with the principal building as allowed under section 515.D of the Zoning Ordinance.

With a Roll Call vote this motion passed 5 to 0.

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

**PC-2017-13 – Lighthouse Landings PUD - Streets**

Commissioner Barry lives at Lighthouse Landings and as a resident has declared a conflict of interest and removed herself to the audience and abstained from discussion and voting. With the Absence of the Chair and the Vice Chair declaring a conflict of interest the commission needed to appoint a member to act as chair for the request.

Motion by Marlene McBride, seconded by Bob Slawinski that Roger Yoder be appointed to act as Chair for deliberation on the request from Lighthouse Landings. With a unanimous voice vote Roger Yoder took the seat as Acting Chair for discussion on the request.

Lighthouse Landings Condominium project was constructed under a Planned Unit Development (PUD) in 1996. In 1999 the PUD was amended to include the three acres to the South. The streets in the project were designed to meet the standards for public streets and were included in the Act 51 Street Map as public streets. The City has plowed and maintained the streets since the project started. It has been discovered that the streets had never been formally dedicated to the City.

Mark Cleaver, President of the Homeowners Association for Lighthouse Landings answered questions for the Commission.

MOTION by Bob Slawinski, seconded by Marlene McBride that Planning Commission accepts Landings Boulevard, Lighthouse Way North, Lighthouse Way South and Lighthouse Circle as public streets and they will be noted as such in the PUD for Lighthouse Landings and the request for dedication be forwarded to City Council.

With a Roll Call vote this motion passed 4 to 0 with Vice Chair Barry abstaining due to a conflict of interest.

Yes:	McBride, Slawinski, Bennett, Yoder
No:	None
Abstained:	Barry

Vice Chair Barry resumed her seat.

#### **PC-2017-14 Robert Mattice, 506 Fourth Street - Accessory Structure Architectural Compatibility**

Dr. Mattice would like to enlarge the existing accessory building at 506 Fourth Street from 10 x 12 to 26 x 26. As the project is moving forward it has been discovered that for the building to match the existing roof pitch of the home the finished height of the accessory building will be 21 feet. He is asking for the increase in height from 18 feet to 21 feet under Section 515 Accessory Buildings and Structures, item D to achieve architectural compatibility with the principal building.

Cory Jankowski, Jankowski Construction LLC answered questions as Mr. Mattice's contractor for the project.

MOTION by Roger Yoder, seconded by Bob Slawinski that the Planning Commission approve the request from Robert Mattice to allow the construction of an accessory structure 21 feet in height to achieve architectural compatibility with the principal building as allowed under section 515.D of the Zoning Ordinance.

With a Roll Call vote this motion passed 5 to 0.

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

#### **OLD BUSINESS**

##### **Recommended minimum bid for surplus city owned property**

On July 6, 2017 the Planning Commission determined that vacant city owned property should be offered for sale. The City Assessor has reviewed the properties and has established a price for the properties. Under Policy CP-3 the Planning Commission is only consulted when properties of vacant or occupied land which have no future value or use by the City.

Ms. Blakeslee reviewed the recommendations from the City Assessor with the Commissioners.

MOTION by Roger Yoder, seconded by Marlene McBride that the Planning Commission concurs with price established by the City Assessor for the following surplus city owned properties that do not fall into an anticipated use category as follows:

\$2,000	Parcel #51-146-707-12
\$1,000	Parcel #51-349-712-02
\$3,500	Parcel #51-364-712-01
\$18,000	Parcel #51-612-373-15
\$2,000	Parcel #51-764-711-01
\$3,800	Parcel #06-424-702-05 (Filer Township)

AND recommend that City Council market the following properties and industrial properties (Lot 12 & 13 in the City and Industrial Properties in Manistee Township) with a Broker for sale and utilize appraisals and rates established by the Broker for sale.

Parcel #51-211-105-01 Accessed from Sixth Avenue frontage on Manistee River Channel  
Parcel #51-260-703-15 Buildable Lot on Monroe Street  
Parcel #51-260-703-17 Buildable Lot on Monroe Street

With a Roll Call vote this motion passed 5 to 0.

Yes: Slawinski, Yoder, Bennett, McBride, Barry  
No: none

#### **PUBLIC COMMENTS AND COMMUNICATIONS**

None

#### **CORRESPONDENCE**

Members were given a copy of the Draft US 31 Corridor Plan.

#### **STAFF REPORTS**

**Denise Blakeslee, Planning & Zoning Administrator** – A memo was sent to the Commissioners in response to several requests from residential property owners for curb cuts beyond the 20 foot maximum width. This was forwarded to begin discussion to see if a change should be made to the ordinance. The Commission began discussion about curb cuts and will review additional information provided by staff and continue discussion at a future meeting.

## **MEMBERS DISCUSSION**

Commissioner Yoder asked about training. Ms. Blakeslee offered to schedule webinars for members who do not have the internet at home.

Commissioner McBride thanked staff and the public in attendance.

The next regular meeting of the Planning Commission will be held on Thursday, October 5, 2017

## **ADJOURNMENT**

Motion by Roger Yoder, seconded by Marlene McBride that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:46 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary



## Memorandum

To: Planning Commissioners

FROM: Denise Blakeslee  
Planning & Zoning Director

DATE: September 22, 2017

RE: Doug Westervelt – Parcel Split

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

Commissioners, we have received A request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that will each have 100 +/- feet of frontage and 20,000 +/- sq. ft. of parcel area that meets the setback requirements of the zoning ordinance as shown on the enclosed survey. A letter is included in the request from Surveyor Pat Bentley who verified that the setbacks for the home meet the setback requirements if the split were approved.

Staff review shows that all the setback requirements and standards in the ordinance have been met. The request is enclosed for your consideration.



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		
<p>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 <b>still</b> 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 <b>fee of \$100.00 for the first split and \$50.00 for each additional split</b>. Incomplete requests will be returned to the applicant. <i>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.</i></p>		
<p>To update their property taxes the property owner should send a copy of the determination to:</p> <p style="text-align: center;">County Equalization Department            415 Third Street            Manistee, MI 49660</p>		
<p>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.</p>		
Property Information		
Address: <u>2091 12<sup>th</sup> St.</u>	Parcel # <u>51-373-702-7</u>	
Applicant Information		
Name of Owner: <u>Douglas Westervelt</u>		
Address: <u>2091 12<sup>th</sup> St. Manistee MI: 49660</u>		
Phone #: <u>723-6111</u>	Cell#:	e-mail: <u>dpwvelt1944@att.net</u>
Project Information		
Reason for Request: <u>Selling off vacant property</u>		
Site Plan Requirements		
<p>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. <b>The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.</b></p>		
Authorization		
<p>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.</p>		
Signature: <u>Douglas Westervelt</u>	Date: <u>9-22-2017</u>	
Signature: _____	Date: _____	
<input checked="" type="checkbox"/> 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: <input type="checkbox"/> \$100 -	Receipt # <u>38148</u>	
Notes:		
Signature: _____ Date: _____		

August 1, 2017

Doug & Florence Westervelt  
2091 Twelfth Street  
Manistee, MI 49660  
Phone #231-723-6141

Doug and Florence:

Per your request, we have surveyed Lots 2 and 3 of Sweetnam's Lake Bluff Subdivision, located in section 15, Township 21 North, Range 17 West, City of Manistee, Manistee County, Michigan. We marked the line between lots 2 and 3. We also surveyed the location of your house and found that the line between lots 2 and 3 is more than 10 feet from your house. Your house meets the setback requirements if you choose to split lots 2 and 3.

Please let me know if there are any questions.

Sincerely,

A handwritten signature in blue ink that reads "Patrick G. Bentley".

**Patrick G. Bentley P.S.**  
Project Surveyor  
**SPICER GROUP, INC**  
302 River Street  
Manistee, MI 49660  
Phone: (231) 794-5620  
Mail to: [patrickb@spicergroup.com](mailto:patrickb@spicergroup.com)

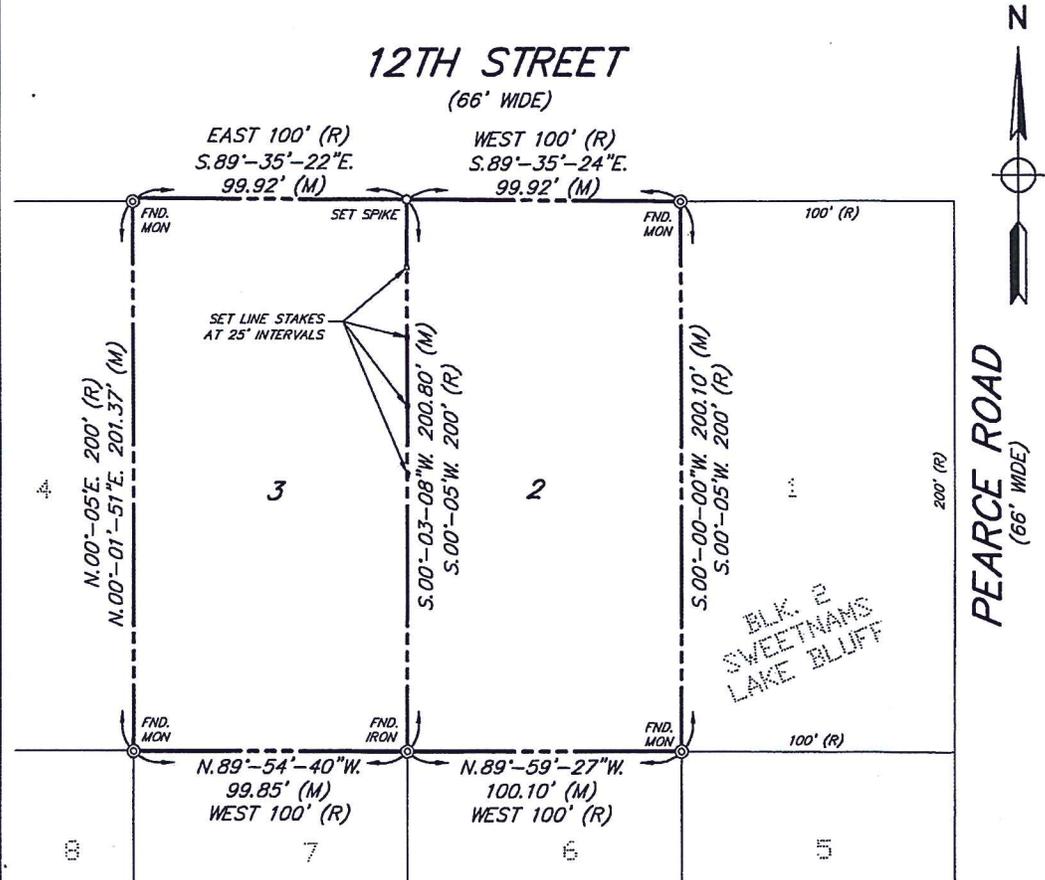
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Spicer Group  
 302 River Street  
 Manistee, MI 49660  
 TEL (231) 794-5620

SCALE: 1" = 50'

DWG. NO.: JA-4773



SECTION 15, T.21 N.-R.17 W.,  
 FILER TOWNSHIP  
 MANISTEE COUNTY, MICHIGAN

SURVEY FOR: Doug & Florence Westervelt  
 2901 Twelfth Street  
 Manistee, MI 49660

DATE: September 20, 2017

SURVEY OF:

Lot 2, Block 2, Sweetnams Lake Bluff, as recorded in Manistee County Records, Section 15, T.21 N. - R.17 W., Filer Township, Manistee County, Michigan.

Lot 3, Block 2, Sweetnams Lake Bluff, as recorded in Manistee County Records, Section 15, T.21 N. - R.17 W., Filer Township, Manistee County, Michigan.



I hereby certify that I have surveyed the parcel of land hereon shown and described.

By: *Jeffrey E. Wood* Date: 9-21-2017  
 Jeffrey E. Wood  
 Professional Surveyor No. 41115

DRAWN BY: MLU  
 CHECKED BY: JEW

PLOT DATE: 09-20-17  
 SHEET 1 OF 1

JOB#: 124950SG2017  
 DWG#: JA-4773

# Memorandum



To: Planning Commissioners

FROM: Denise Blakeslee  
Planning & Zoning Director

DATE: September 25, 2017

RE: Proposed Meeting Dates 2018

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

Commissioners, the Planning Commission generally holds their regular business meetings on the first Thursday of each month in the Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 7:00 p.m. Review of the 2018 calendar shows a conflict In July with the Independence Day Holiday which has been moved to the following week. Staff is proposing the following meeting dates for your consideration.

January 4, 2018	February 1, 2018	March 1, 2018	April 5, 2018
May 3, 2018	June 7, 2018	July 12, 2018*	August 2, 2018
September 6, 2018	October 4, 2018	November 1, 2018	December 6, 2018

\*Changed due to holiday