

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, July 12, 2018
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 12, 2018 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the June 7, 2018 meeting Minutes.

V Public Hearing

PC-2018-08 - Downtown Development Authority, Zoning Ordinance Amendment Z18-07 - to Amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District

A request has been received from the Downtown Development Authority for Zoning Ordinance Amendment Z18-07 that would amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District by:

- ADDING Animal Grooming, Day Care Commercial, Day Care Group, Dwelling Accessory, Educational Facility, Tattoo Parlor and Veterinary Clinic as a use by right in C-3
- ADDING Motel as a Special Use (on a key street segment) in C-3;
- CHANGING Duplex, Laundry and Dry-Cleaning, Parking Facility, Public from a Special Use to a use by right in C-3;
- CHANGING Sports and Recreation Club from a Special Use (on a key street segment) to a use by right in C-3

At this time the Chair shall open the hearing.

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

City staff shall present their report

The hearing will be opened for public comments

The hearing will be closed

VI Public Comment on Agenda Related items

VII New Business

PC-2018-08 - Downtown Development Authority, Zoning Ordinance Amendment Z18-07- to Amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District

A public hearing was held earlier in response to a request from the Downtown Development Authority for Zoning Ordinance Amendment Z18-07 - that would amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District.

At this time the Planning Commission could take action to approve/deny the request from the Downtown Development Authority for Zoning Ordinance Amendment Z18-07 - that would amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District.

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

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

To: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning Director

DATE: June 25, 2018

RE: July 12, 2018 Planning Commission Meeting – changed due to holiday

Commissioners, the next meeting of the Planning Commission will be on Thursday, June 12, 2018. Packets are being mailed early since I will be out of the office until July 9th. We have the following items on the agenda:

PUBLIC HEARING

PC-2018-08 - Downtown Development Authority, Zoning Ordinance Amendment Z18-07 - to Amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District - A request has been received from the Downtown Development Authority for Zoning Ordinance Amendment Z18-0 that would amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District by:

- ADDING Animal Grooming, Day Care Commercial, Day Care Group, Dwelling Accessory, Educational Facility, Tattoo Parlor and Veterinary Clinic as a use by right in C-3
- ADDING Motel as a Special Use (on a key street segment) in C-3;
- CHANGING Duplex, Laundry and Dry-Cleaning, Parking Facility, Public from a Special Use to a use by right in C-3;
- CHANGING Sports and Recreation Club from a Special Use (on a key street segment) to a use by right in C-3
-

NEW BUSINESS

PC-2018-08 - Downtown Development Authority, Zoning Ordinance Amendment Z18-07 - to Amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District - A public hearing was held earlier in response to a request from the Downtown Development Authority for a Zoning Ordinance Amendment Z18-07 - to Amend Article 3: Districts Dimensional Standards Uses Table and Zoning Map and Article 15: C-3 Central Business District.

If you are unable to attend the meeting, please leave a message at 398.2805. Have a great Holiday!

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

June 7, 2018

A meeting of the Manistee City Planning Commission was held on Thursday, June 7, 2018 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7 pm by Chair Wittlieff

ROLL CALL

Members Present: Maureen Barry, Marlene McBride, Bob Slawinski, Rochelle Thomas, Mark Wittlieff

Members Absent: Michael Szymanski (excused), Roger Yoder (excused)

Others: Denise Blakeslee (Planning & Zoning Director), Kelly McColl (Recording Secretary) and others

APPROVAL OF AGENDA

Motion by Maureen Barry, seconded by Bob Slawinski that the agenda be approved as prepared.

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

Yes: Barry, Slawinski, Thomas, McBride, Wittlieff
No: None

APPROVAL OF MINUTES

Motion by Marlene McBride, seconded by Rochelle Thomas that the minutes of the May 3, 2018 Planning Commission Meeting be approved as prepared.

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

Yes: Thomas, Barry, Slawinski, McBride, Wittlieff
No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

PC-2018-06 – Faith Covenant Church 487 Eighth Street and 475 Eighth Street – Parcel Split and Combination Request

A request has been received from Faith Covenant Church to split the south 27 feet from the parsonage located at 487 Eighth Street and combine it with the church property at 475 Eighth Street as submitted with survey prepared by Abonmarche Job 18-0465.

Denise Blakeslee, Planning and Zoning Director advised the survey provides the new meets & bounds descriptions for both properties and the church will be installing a fence.

MOTION by Bob Slawinski, seconded by Rochelle Thomas that the Planning Commission recommends to City Council to approve the request from Faith Covenant Church to split the south 27 feet from the parsonage located at 487 Eighth Street and combine it with the church property at 475 Eighth Street as submitted with survey prepared by Abonmarche Job 18-0465.

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

Yes: Slawinski, Thomas, Barry, McBride, Wittlieff
No: None

PC-2018-07 – Floyd Yoder (705 Davis Street) and Roger Yoder (225 Seventh Street) – Parcel Split and Combination Request

A request has been received from Floyd Yoder, 705 Davis Street and Roger Yoder 225 Seventh Street for a Parcel Split and Combination. Floyd Yoder would like to split the east ½ of lot 7 from parcel 51-648-720-01 and combine it with parcel 51-648-720-03 owned by Roger Yoder. With the addition of the property from Floyd Yoder, Roger Yoder's parcel will now meet the area requirements for parcel area for his property.

Denise Blakeslee, Planning and Zoning Director advised legal descriptions have been created because they are platted lots, the City Assessor did not require a survey.

MOTION by Marlene McBride, seconded by Rochelle Thomas that the Planning Commission recommends City Council to approve the request from Floyd Yoder, 705 Davis Street and Roger Yoder 225 Seventh Street for a Parcel Split and Combination to split the east ½ of lot 7 from parcel 51-648-720-01 and combine it with parcel 51-648-720-03 as submitted with the application.

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

Yes: McBride, Slawinski, Thomas, Barry, Wittlieff
No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

Denise Blakeslee, Planning & Zoning Director – There is a possibility of three public hearings for the July Meeting. The meeting will be held on July 12, 2018 due to the holiday.

MEMBERS DISCUSSION

Maureen Barry is excused from the July meeting.

Rochelle Thomas asked how flexible the 3 month requirement for the MSU Extension online classes is. Denise advised it that it was flexible.

The next regular meeting of the Planning Commission will be held on Thursday, July 12, 2018 changed due to the holiday.

ADJOURNMENT

Motion by Bob Slawinski, seconded by Maureen Barry that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:21 pm.

MANISTEE PLANNING COMMISSION

Kelly McColl, Recording Secretary



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

Zoning Amendment Request

Please Print

Zoning Amendment Request Requirements		
<p>Request must be received 30 days prior to the City of Manistee Planning Commission meeting to be placed on the agenda. Notice of the Public Hearing shall be held before the Planning Commission. Notice shall include publication in a newspaper and posting in City Hall. Fee for Petition of Zoning Amendment is \$1,000.00 which needs to be submitted with the application. You or your representative should be present at the meeting to explain your request to the Planning Commission and to answer any questions. After the public hearing, the Planning Commission will make a recommendation to the City Council. Two readings are required for Zoning Amendments at regularly scheduled Council Meetings. The City Council will consider final action on your petition.</p>		
Applicant Information		
Name of Owner: Manistee Downtown Development Authority (DDA)		
Address: 70 Maple Street, Manistee, MI 49660		
Phone #: 231.398.3262	Cell#: 616.402.5684.	e-mail: tyler.leppanen@manisteedowntown.com
Name of Agent (if applicable): n/a		
Address:		
Phone #:	Cell#:	e-mail:
Property Information		
Address: n/a		Parcel #
Present use of Property:		
This area is <input type="checkbox"/> un-platted, <input type="checkbox"/> will be platted <input type="checkbox"/> is platted – Name of Plat:		

RE-ZONE AMENDMENTS	
<input type="checkbox"/> Re-Zone: Rezone Parcel # _____ from _____ to _____ Attach narrative stating the reason for the change.	
Has a previous application for a variance, special use permit or re-zoning on this land been made in the past? <input type="checkbox"/> yes <input type="checkbox"/> no. If yes when _____. Decision: <input type="checkbox"/> approved <input type="checkbox"/> denied	
✓	Please answer the following questions
	State specifically the reason for this Amendment request at this time
	Legal Description of Property affected
	List of Deed Restrictions (cite Liber & Page)
	Names and addresses of all persons, firms or corporations having a legal or equitable interest in the land
	Will this re-zoning be in conformance with all adopted development plans of the City of Manistee?
	Will this re-zoning be in conformance with all adopted development plans of and Manistee County?
	What do you anticipate the impacts of the proposed zone change on the adjacent property to be? What steps do you propose to take to mitigate any negative impacts associated with the proposed change?
	Does the proposed re-zoning conform to the plans? If not, why should the change be made? Please be specific, brief and attach any supporting documentation which substantiates your claim. This could include an allegation that the existing zoning is in error which would be corrected by the proposed change, or that specific changes or changing conditions in the immediate area make the re-zoning necessary to promotion of public health, safety and general welfare.

Site Plan Requirements
May be waived by the Zoning Administrator

Attach a site plan drawn to the scale of one (1) inch equals (10) feet, showing all existing structures on the property, all proposed structures and marking those structures that will be removed or razed. Also, the general shape, size and location of all existing structures within 100 feet of the property along with their uses shall be depicted on the site plan, along with all abutting roads, streets alleys or easements.

TEXT AMENDMENTS

Text Amendment:
 Amend Article 3 and 15 Section attached to [delete, supplement, or clarify] the Manistee City Zoning Ordinance. **Attach copy of proposed ordinance language.**

Authorization

CERTIFICATION AND AFFIDAVIT:
 The undersigned affirm(s) that he/she/they is/are the owner, owner's representative, involved in the petition and that the answers and statements herein contained and the information submitted are in all respects true and correct to the best of his, her or their knowledge and belief.

Signature: Tyler Lippin Date: 6-20-18
 Signature: _____ Date: _____

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

Office Use Only		
Fee: \$1,000.00 <u>Waived by City Council 6-19-18</u>	Receipt # <u>n/a</u>	
Date Received: <u>6-20-18</u>	Hearing Date: <u>7-12-18</u>	PC <u>-201807</u>

DOWNTOWNMANISTEE

michigan

DATE: June 20, 2018

TO: Denise Blakeslee

FROM: Tyler Leppanen

RE: Zoning Ordinance Amendment

The Business Development Committee of the DDA extensively reviewed uses within the C-3 zoning district to identify if there were opportunities to allow additional uses to encourage economic growth. The driving factors that resulted in the requested amendments are to allow more uses to occupy vacant properties, allow for businesses that would service people living in the downtown area, and encouraging higher density residential within the district.

Uses	Current	Recommendation
Animal Grooming	Not Permitted	Use by Right
Day Care, Commercial	Not Permitted	Use by Right
Day Care, Group	Not Permitted	Use by Right
Duplex	Special Land Use	Use by Right
Dwelling Accessory	Not Permitted	Use by Right
Educational Facility	Not Permitted	Use by Right
Laundry & Dry-Cleaning	Special Land Use	Use by Right
Motel	Not Permitted	Special Land Use permitted on key street segments
Parking Facility	Special Land Use	Use by Right
Sports & Recreation Club	Special Land Use*	Use by Right
Tattoo Parlor	Not Permitted	Use by Right
Veterinary Clinic	Not Permitted	Use by Right

Ordinance Z18-07

**AN ORDINANCE TO AMEND IN PART
AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE"
WHICH WAS ADOPTED FEBRUARY 21, 2006,**

To Amend the Manistee City Zoning Ordinance

**Article 3: Districts Dimensional Standards Uses Table and Zoning Map
Table 3-2 be AMENDED by ADDING Animal Grooming, Day Care Commercial, Day Care Group,
Dwelling Accessory, Educational Facility, Tattoo Parlor and Veterinary Clinic
as a use by right in C-3**

ADDING Motel as a Special Use (on a key street segment) in C-3

**CHANGING Duplex, Laundry and Dry-Cleaning, Parking Facility, Public from a Special Use
to a use by right in C-3**

**CHANGING Sports and Recreation Club from a Special Use (on a key street segment)
to a use by right in C-3**

Article 15: C-3 Central Business District

**AMEND Section 1500 Purpose and Intent by ADDING Animal Grooming, Day Care
Commercial, Day Care Group, Dwelling Accessory, Educational Facility, Tattoo Parlor and
Veterinary Clinic as a permitted use**

ADDING Motel as a Special Use (on a key street segment) in C-3

**CHANGING Duplex, Laundry and Dry-Cleaning, Parking Facility, Public
from a Special Use to a permitted use**

**CHANGING Sports and Recreation Club
from a Special Use (on a key street segment) to a permitted use**

**AMEND Section 1501 Uses Permitted by Right by ADDING Animal Grooming, Day Care
Commercial, Day Care Group, Duplex, Dwelling Accessory, Educational Facility, Laundry and
Dry-Cleaning, Parking Facility, Public Sports and Recreation Club, Tattoo Parlor
and Veterinary Clinic**

**AMEND Section 1502 Uses Permitted by Special Land Use Permit by DELETEING Duplex,
Laundry and Dry-Cleaning, Parking Facility, Public
and Sports and Recreation Club (requires key street frontage)**

**AMEND Section 1502 by Uses Permitted by Special Land Use Permit ADDING Motel as a
Special Use (on a key street segment) in C-3**

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

- Article 3: Districts Dimensional Standards Uses Table and Zoning Map; Table 3-2 be AMENDED by ADDING Animal Grooming, Day Care Commercial, Day Care Group, Dwelling Accessory, Educational Facility, Tattoo Parlor and Veterinary Clinic as a use by right in C-3; ADDING Motel as a Special Use (on a key street segment) in C-3; CHANGING Duplex, Laundry and Dry-Cleaning, Parking Facility, Public from a Special Use to a use by right in C-3; CHANGING Sports and Recreation Club from a Special Use (on a key street segment) to a use by right in C-3 as follows:

CITY OF MANISTEE – Table of Land Uses												
Table 3-2 Uses Permitted by Right and Special Land Use Permit												
(R=Use by Right; SLU=Use Permitted as Special Land Use; * Indicates Use Permitted as Special Land Use on Key Street Segment)												
** Indicates Use Permitted as Special Land Use as part of a Mixed Use Development and requires a Special Use Permit												
USES	P-D Peninsula District	G-C Golf Course	R-1 Low Density	R-2 Med Density	R-3 High Density	R-4 Mfg. Housing	W-F Water- front	C-1 Reg'l Com	C-2 Neigh. Bus	C-3 Central Bus	L-I Light Ind	G-I Gen Ind
Animal Grooming	SLU							R	SLU	R		
Day Care, Commercial	SLU				SLU		SLU	SLU	SLU	R	SLU	
Day Care, Group	SLU		SLU	SLU	R	SLU	SLU	SLU	R	R		
Duplex	SLU		SLU	SLU	SLU	SLU	SLU		SLU	SLU R		
Dwelling - Accessory				SLU	SLU					R		
Educational Facility				SLU*	SLU*				SLU	R	SLU	SLU
Laundry & Dry Cleaning Establishment								SLU	SLU*	SLU R	R	
Motel							SLU*	R		SLU*		
Parking Facility, Public	SLU			SLU*	SLU*		SLU	SLU	SLU	SLU R		SLU
Sports and Recreation Club			SLU				SLU*	R	SLU*	SLU* R	SLU*	
Tattoo Parlor								SLU		R		
Veterinary Clinic								R	SLU	R	R	

- That Article 15: C-3 Central Business District, Section 1500 Purpose and Intent, be AMEDNED BY ADDING Animal Grooming, Day Care Commercial, Day Care Group, Dwelling Accessory, Educational Facility, Tattoo Parlor and Veterinary Clinic as a permitted use; ADDING Motel as a Special Use (on a key street segment) in C-3; CHANGING Duplex, Laundry and Dry-Cleaning, Parking Facility, Public from a Special Use to a permitted use; CHANGING Sports and Recreation Club from a Special Use (on a key street segment) to a permitted use as follows:

PERMITTED USES

- ◆ Accessory buildings with floor area less than or equal to the footprint of the principal structure
- ◆ Accessory uses related to uses permitted by right
- ◆ **Animal Grooming**
- ◆ Community Garden, subject to [Section 534](#)
- ◆ Convenience Store w/o fuel pumps
- ◆ **Day Care, Commercial**
- ◆ **Day Care, Group**
- ◆ **Duplex**
- ◆ **Dwelling, Accessory**
- ◆ Dwelling, Upper Story Accessory, subject to **Section 1504**
- ◆ Eating and Drinking Establishment
- ◆ **Educational Facility**
- ◆ Financial Institution
- ◆ Gallery or Museum
- ◆ Home Occupation, Minor, subject to [Section 1847](#), B, 1.
- ◆ Hotel
- ◆ **Laundry and Dry Cleaning Establishment**
- ◆ Medical or Dental Office
- ◆ Mixed Use Development
- ◆ Outdoor Recreation, Park
- ◆ **Parking Facility, Public**
- ◆ Personal Service Establishment
- ◆ Place of Public Assembly, Small
- ◆ Professional Office
- ◆ Professional Service Establishment
- ◆ Retail Business
- ◆ **Sports and Recreation Club**
- ◆ Studio for Performing and Graphic Arts
- ◆ Subdivision, Plat or Condo (of permitted uses)
- ◆ **Tattoo Parlor**
- ◆ Theater
- ◆ Uses similar to uses permitted by right, subject to [Section 530](#)
- ◆ **Veterinary Clinic**
- ◆ Wind Energy Conversion System, Accessory subject to [Section 515.G](#)

SPECIAL USES

- ◆ Accessory buildings with floor area greater than the footprint of the principal structure
- ◆ Accessory uses related to special uses
- ◆ Adaptive Reuse
- ◆ Bed & Breakfast
- ◆ Contractor’s Facility
- ◆ Drive-through Establishment
- ◆ ~~Duplex~~
- ◆ Dwelling, Multiple unit
- ◆ Home Occupation, Major
- ◆ ~~Laundry and Dry Cleaning Establishment~~
- ◆ Marina
- ◆ ~~Parking Facility, Public~~
- ◆ Planned Unit Development
- ◆ Uses similar to permitted special uses

SPECIAL USES

Requires Key Street Frontage

- ◆ **Motel**
- ◆ Place of Public Assembly, Large
- ◆ ~~Sports and Recreation Club~~

4. That Article 15: C-3 Central Business District, Section 1501 Uses Permitted by Special Land Uses, be AMENDED by ADDING Items C. Animal Grooming, F. Day Care Commercial, G. Day Care Group, H. Duplex, I. Dwelling Accessory, L. Educational Facility, Q. Laundry and Dry-Cleaning, U. Parking Facility, Public AA. Sports and Recreation Club, DD. Tattoo Parlor and GG. Veterinary Clinic as follows:

- C. Animal Grooming**
- F. Day Care, Commercial**
- G. Day Care, Group**
- H. Duplex**
- I. Dwelling, Accessory**
- L. Educational Facility**
- Q. Laundry and Dry Cleaning**
- U. Parking Facility, Public**
- AA. Sports and Recreation Club**
- DD. Tattoo Parlor**
- GG. Veterinary Clinic**

Renumber list as needed

5. That Article 15: C-3 Central Business District, AMEND Section 1502 by DELETED Duplex, Laundry and Dry-Cleaning, Parking Facility, Public and Sports and Recreation Club (requires key street frontage) as follows:

- ~~G. Duplex, subject to **Section 1829**~~
 - ~~J. Laundry and Dry Cleaning Establishment, subject to **Section 1850**~~
 - ~~L. Parking Facility, Public, subject to **Section 1865**~~
 - ~~O. Sports and Recreation Club, subject to **Section 1880** – Requires Key Street Frontage~~
- Renumber list as needed*

6. That Article 15: C-3 Central Business District, AMEND Section 1502 by ADDING Motel as a Special Use (requires key street segment) as follows:

- J. Motel, subject to **Section 1861** - Requires Key Street Frontage

7. CONFLICTING ORDINANCES: that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance be and are hereby rescinded.

8. EFFECTIVE DATE: This Ordinance shall take effect ten days after publication in the Manistee News Advocate.

James W. Smith, Mayor

Dated

ATTEST:

Heather Pefley Dated
City Clerk