

Memorandum



To: Planning Commissioners

FROM: Rob Carson, AICP, Manistee County Planning Director

DATE: October 23rd, 2018

RE: November 1st, 2018 Planning Commission Meeting

Rob Carson, A.I.C.P.
Manistee County Planning
Director
415 Third St.
Manistee, MI 49660
231-398-3525
rcarson@manisteecountymi.gov

Commissioners, the next meeting of the Planning Commission will be on Thursday October 4th, 2018 at 7pm

We have 1 item for action for this month's Planning Commission Meeting, and a few informative pieces for the Planning Commission in order to be kept abreast of what is occurring within the office.

- **Permit Extension Request**

PZ17-020 Tracey Lindeman, 308 River St. Rear Façade Deck Construction

Tracey Lindeman is requesting a permit extension of permit PZ17-020. The contractor who is constructing the deck cannot complete the project until spring 2019. I have included the existing permit which is set to expire on December 31st, 2018 in the planning commission packet.

- **PC Members Terms**

Contained within the packet is a memo detailing the terms of the Planning Commission Members.

- **Meeting Dates & Times:**

Please see attached Memo Detailing Approved 2019 Meeting Dates/Times

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, November 1, 2018
7:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

Pledge of Allegiance

II Roll Call

III Approval of Agenda

At this time the Planning Commission can take action to approve the November 1, 2018 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the October 4, 2018 meeting Minutes.

V Public Hearing

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

- County Staff Introductions

VIII Old Business

- Tracey Lindeman Permit Extension Request PZ17-020
 - The extension is being requested for this permit for placement of a deck along the rear façade of 308 River Street due to the contractor being unable to perform the work until spring of 2019.
- PC Members and Terms (See attached Document)
- PC Meeting Approved Dates and Times (see attached Document)
- 12th Street Road Improvement Project Update on Special Use Permits for Joe Hayes Mini-Storage Facility and the Paul Swadorski Sand Excavation

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

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 4, 2018

A meeting of the Manistee City Planning Commission was held on Thursday, October 4, 2018 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:01 pm by Chair Wittlieff followed by the Pledge of Allegiance

ROLL CALL

Members Present: Maureen Barry, Marlene McBride, Michael Szymanski, Rochelle Thomas, Mark Wittlieff, Roger Yoder

Members Absent: Bob Slawinski

Others: Renee Cook (461 5th St), Lynda Beaton (256 Hughes St), Denis Johnson (464 5th St), Bill Weiner (410 Pine St), Robert Carson (County Planner), Kelly McColl (Recording Secretary) and others.

APPROVAL OF AGENDA

Motion by Michael Szymanski , seconded by Roger Yoder that the agenda be approved as prepared.

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

Yes: Barry, Szymanski, Yoder, Thomas, McBride, Wittlieff

No: None

APPROVAL OF MINUTES

Motion by Roger Yoder, seconded by Rochelle Thomas that the minutes of the September 6, 2018 Planning Commission Meeting be approved as prepared.

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

Yes: Yoder, Szymanski, Thomas, Barry, McBride, Wittlieff

No: None

PUBLIC HEARING

Chair Wittlieff opened the Public Hearing at 7:04 pm

PC-2018-09 Renee Cook, 461 Fifth Street – Special Use Permit for a Bed and Breakfast (6 rooms)

A Public Hearing has been scheduled in response to a request from Renee Cook, 461 Fifth Street for a Special Use Permit for a Bed and Breakfast (6 rooms).

Renee Cook, Homeowner of 461 Fifth Street—plan is to open with 4 rooms to begin with. Currently, 3 rooms have adjoining bathrooms, will be adding bathrooms so that each has their own eventually. Kitchen is sufficient as she will only be providing breakfast and an afternoon snack only. She is putting in off street parking and at some point a garage. The home had previously been an AFC home so updates in plumbing and electric had been made by the previous owner. Some handicap accessible requirements are in place but not all. There is no opening date yet, as she is waiting for the outcome of this meeting to make that decision.

Rob Carson, Manistee County Planning Director— Renee Cook submitted a well put together applications with all provisions met, for a Special Use Permit for a Bed and Breakfast Operation in the R-2 Zoning District as shown on Site Plan prepared by Spicer Group, File No. JD602. Changes to the site as displayed on the site plan consist of two expansions of the principle structure. One expansion is 630 square feet in area and the other is 910 square feet in area. A Carriage House is also proposed which is 900 square feet in area. All additions to the principle structure and the carriage house have a height which is less than the maximum allowed in the zoning district. The site plan also displays gravel parking area and driveway. The number of required parking spaces for each room (six) is displayed on the site plan and the carriage house provides the additionally required (two) spaces for the owner/occupant. No changes to lighting, landscaping and signage at this time are being proposed and the site plan makes note that any additions or changes shall conform to the specific standards of the appropriate section of the zoning ordinance. It should be noted that the structure exceeds the number of required exits at (three). The applicant is proposing to use a tidy-tote for refuse, but it is recommended that the planning commission outline that if a dumpster is to be used on site that it conforms to the standards of **section 506** of the ordinance along with the specific standards **m. of Section 1813** Bed and Breakfast.

Discussion with staff, commission and homeowner included:

- Outbuildings conforming to the style of home—complimenting of period/style
- Upgrades meeting code
- Parking
- Etc.

Chair Wittlieff opened the hearing for public comments.

Linda Beaton, 256 Hughes Street—Ms. Beaton spoke about lost revenue for communities due to Airbnb's. It is very important as a community that we do our best not to let this revenue slip by. She spoke about the City's rental program through Spicer and the assessor. She touched on the Bed and Breakfast business being subject to the rental program.

Denis Johnson, 464 Fifth Street—Mr. Johnson spoke in favor of Renee Cook. He has lived in his home (across the street from the property) for many years and has seen 461 Fifth Street go through multiple owners and watched it decline in condition. Renee has done a great job, so far, with the property. "It looks marvelous."

William Weiner, 410 Pine St—Dr. Weiner asked about parking and the style of the garage.

Mr. Carson explained the parking plan and confirmed that there is enough space on the lot for the plans. He also addressed the commission about possibly adding a condition to the special use permit addressing the style of the garage, as the location of the B&B is outside of the historic district so there isn't any design guidelines in ordinance.

Chair Wittlieff asked if any correspondence had been received in response to the request. Mr. Carson explained that one favorable call came into the County office from an anonymous caller.

There being no additional comments from the public in attendance, Chair Wittlieff closed the public hearing at 7:32 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Chair Wittlieff asked if anyone in attendance had any comments on Agenda Related Items. None

NEW BUSINESS

PC-2018-09 Renee Cook, 461 Fifth Street – Special Use Permit for a Bed and Breakfast (6 rooms)

A Public Hearing was held earlier in response to a request from Renee Cook, 461 Fifth Street for a Special Use Permit for a Bed and Breakfast (6 rooms).

Motion by Roger Yoder, seconded by Michael Szymanski to approve the request from Renee Cook, 461 Fifth Street for a Special Use Permit for a Bed and Breakfast (6 rooms), with the following conditions:

- If dumpster is added to the property it will meet all conditions of the ordinance
- Planned addition of garage to property would need to be built to compliment the style of the home.

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

Yes: McBride, Thomas, Barry, Szymanski, Yoder, Wittlieff
No: None

Schedule Meeting Dates 2019

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 2019 calendar shows a conflict In July with the Independence Day Holiday which has been moved to the next week.

Motion by Maureen Barry, seconded by Rochelle Thomas that the Planning Commission schedules their meeting dates for 2019 as follows:

January 3, 2019	February 7, 2019	March 7, 2019	April 4, 2019
May 2, 2019	June 6, 2019	July 11, 2019*	August 1, 2019
September 5, 2019	October 3, 2019	November 7, 2019	December 5, 2019

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

Yes: McBride, Thomas, Barry, Szymanski, Yoder, Wittlieff
No: None

OLD BUSINESS

Ranked list of Redevelopment Ready Sites and Other Nominations

Please review for accuracy the attached list of sites for the Redevelopment Ready Community Program the PC ranked at the previous meeting, for the to ensure accuracy. We can also add any additional sites that the commission would like considered to the bottom of the page in preparation for the Joint meeting and work-session in December.

Reviewed and approved.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

Rob Carson, Manistee County Planning Director

Second site plan for the Marijuana grow from the developer for lots 12 &13 in the Industrial Park is still missing significant requirements and conditions of the Special Use Permit. The developer seems serious but only 2 of 15 conditions have been met to date. Meeting is planned between staff, City Manager and the developer, date has yet to be set.

Street Vacation request has been submitted for Olga St.

MEMBERS DISCUSSION

Roger Yoder questioned which 3 Commissioner's terms were expiring.
Mr. Carson said he would find out.

Mr. Carson questioned the commission on how they have handled a developer in the past that had not met required conditions for a Special Use Permit, in reference to the mini storage business on 12th St. Commission agreed to have staff discuss with Jeff Mikula, DPW Director, to verify if there had been any City plans that would have interfered with the Storm Water infrastructure which has been left undone. If there was such an agreement there should be no penalty for not completing the project in the year allowed for in the permit.

Michael Szymanski shared that when the Iron Works Café closed their doors they donated the kitchen equipment to the new Senior Center.

Mark Wittlieff mentioned the new paint job on the Harbor Steele building, looks great. Also, Mickey Lowe, owner of the Milwaukee House and the new owner of the property at 21 Cypress St, is planning to put in a BBQ at that location. Nice plans!

The next regular meeting of the Planning Commission will be held on Thursday, November 1, 2018.

ADJOURNMENT

Motion by Maureen Berry, seconded by Michael Szymanski that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:50 pm

MANISTEE PLANNING COMMISSION

Kelly McColl, Recording Secretary



Permit #: PZ17-020
 Issued: 06/02/2017
 Expires: 12/31/2018

Land Use Permit

Planning & Zoning Department

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
308 RIVER ST 51-452-704-23 C-3	300 AUBURN ROAD	300 AUBURN ROAD

Work Description:

PERMIT ISSUED TO OWNER: Tracey Lindeman

Land Use Permit for a covered wood deck to be constructed on the rear of the building at 308 River Street as submitted with application PC-2017-08

Approved by the City of Manistee Planning Commission on June 1, 2017

4/4/18 received a call from Mr. Lindeman, he is getting a contractor for the job and asked for a six month extension.

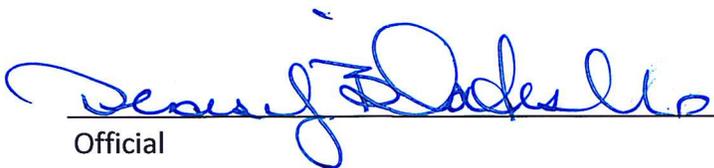
Permit is extended until December 31, 2018.

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
COMMERCIAL APPLICATION	Application	0.00	100.00

This permit is valid for a period of one year from the date issued.

Fee Total: \$100.00
 Amount Paid: \$100.00
 Balance Due: \$0.00


 Official

Memorandum



To: Planning Commissioners
FROM: Rob Carson, AICP, Manistee County Planning Director
DATE: October 23rd, 2018
RE: UPDATE: PC Members Terms & Vacancies

Rob Carson, A.I.C.P.
Manistee County Planning Director
415 Third St.
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231-398-3525
rcarson@manisteecountymi.gov

Commissioners, please find below the status of PC members terms as of October 2018.

Mark Wittlief: Expires October 31st, 2019
Marlene McBride: Expires October 31st, 2019
Bob Slawinski: Expires October 31st, 2019

Mick Szymanski: Expires October 31st, 2020
Maureen Barry: Expires October 31st, 2020
Roger Yoder: Expires October 31st, 2020

Rochelle Thomas: Expires October 31st, 2021

Memorandum



To: Planning Commissioners
FROM: Rob Carson, AICP, Manistee County Planning Director
DATE: October 23rd, 2018
RE: Approved and Scheduled Meeting Dates 2019

Rob Carson, A.I.C.P.
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Commissioners, please find below the meeting dates scheduled for the calendar year 2019.

January 3, 2019	February 7, 2019	March 7, 2019	April 4, 2019
May 2, 2019	June 6, 2019	July 11, 2019*	August 1, 2019
September 5, 2019	October 3, 2019	November 7, 2019	December 5, 2019

*Changed due to holiday