

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 3, 2019

A meeting of the Manistee City Planning Commission was held on Thursday, October 3, 2019 at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:11 pm by Chair Wittlieff followed by the Pledge of Allegiance.

ROLL CALL

Members Present: Michael Szymanski, Bob Slawinski, Rochelle Thomas, Marlene McBride, Pamela Weiner, Roger Yoder and Mark Wittlieff

Members Absent: None

Others: Kyle Storey (City Zoning Administrator), Mike Szokola (GIS/Planner 1), Rob Carson (County Planning Director) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

Motion by Commissioner Slawinski, second by Commissioner Thomas to approve the October 3, 2019 Agenda as printed.

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

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

APPROVAL OF MINUTES

Motion by Commissioner McBride, seconded by Commissioner Szymanski to approve the September 5, 2019 Planning Commission Meeting minutes as prepared.

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

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

PUBLIC HEARING

NW Properties LLC- 70 Arthur Street

Public Hearing Opened at 7:13 pm

Ryan Fitzsimmons of NW Properties and partners of Meds Café LLC, applicant of 70 Arthur Street Special Use Permit, gave a brief background of his business experience along with the

background of his business partners Michael Atkins and Scott Schroeder. He stated some of their action steps and goals. He reviewed the building's design layout plan.

Special Use Permit stipulations. Staff recommendations; add rain garden to north open green space, rotate dumpster to align with end of parking row, facilitate connection to neighboring parcels to south. Fire Department stipulations; fire suppression system, add knox box. DPW; curb cuts need to meet commercial standards for construction and dimensionally, property sheet drain surface water to the south and east, need to show proposed storm water conveyance.

Mr. Storey stated all Special Use Permits are to include the following: if parcel is sold the Special Use Permit must go with the parcel, all work must be completed as required, site must be developed to plan specifications, existing pole signs must be removed, all site plans using the word "proposed" must be changed to "install", sites with parking space changes must change parking calculations and resubmit for approval to the Planning Department as a non-substantive change, must have interconnections to neighboring parcels via easement on west and east side of parcel and agreements written into deed which allow for movement across property lines, site plans must be resubmitted for parcels affected showcasing said connections for vehicular movement, soil erosion permits required thru Manistee County, all parcels to have fire suppression system, all parcels must have a knox box on the building for Fire Department entrance, SUP valid for 2 years as determined by Planning Commission, sign permits required through Planning Department with zoning approval finalized by Planning Commissioner agreement, applicant must schedule an appointment when work is completed for Zoning Administrator approval, and provide digital CAD files and site plans to Planning Department and surveys to County Register of Deeds.

Mr. Storey stated this permit can be denied or granted at the next scheduled Planning Commission meeting. This meeting will be the first Thursday of November.

Mr. Fitzsimmons stated there are several plan options for the space in the back part of the parcel however there are no specific plans at this point.

Public Comment opened at 7:40 pm
There was no public comment.

The Public Hearing was closed at 7:40pm

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

None

OLD BUSINESS

1. 461 Fifth Street Special Use Permit

Mr. Storey stated this was an approved SUP from October 4, 2018 for a Bed and Breakfast at 461 Fifth Street. The grantee was unable to fulfil the permit within the time frame and therefore is requesting a permit extension.

Renee Cook, owner, stated she was unable to fulfil the permit because the restoration was contingent on the sale of her other home which sold just 4 months ago. She has accomplished some foundation work and landscaping which includes work on a backyard patio and firepit. She is obtaining contractor bids with renovation plans on some electrical and plumbing work, porch work, reroofing, stairway remodeling and adding bathrooms. Phase 2 is to work on the garage and some upgrading to the kitchen. The site plan includes parking on the parcel.

Staff's recommendation is to extend the Special Use Permit until December 31, 2020.

Motion by Commissioner Szymanski, seconded by Commissioner Slawinski to extend the Special Use Permit for 461 Fifth Street until December 31, 2020.

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

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

2. 240 Arthur Street Special Use Permit

Mr. Storey stated the Planning Commission can vote to deny or grant the 240 Arthur Street Special Use Permit.

Mr. Storey stated all Special Use Permits are to include the following: if parcel is sold the Special Use Permit must go with the parcel, all work must be completed as required, site must be developed to plan specifications, existing pole signs must be removed, all site plans using the word "proposed" must be changed to "install", sites with parking space changes must change parking calculations and resubmit for approval to the Planning Department as a non-substantive change, must have interconnections to neighboring parcels via easement on west and east side of parcel and agreements written into deed which allow for movement across property lines, site plans must then be resubmitted for parcels affected showcasing said connections for vehicular movement, soil erosion permits required thru Manistee County, all parcels to have fire suppression system, all parcels must have a knox box on the building for Fire Department entrance, SUP valid for 2 years as determined by Planning Commission, sign permits require through Planning Department with zoning approval finalized by Planning Commissioner agreement, applicant must schedule an appointment when work is completed for Zoning Administrator approval, and provide digital CAD files and site plans to Planning Department and surveys to County Register of Deeds.

Mr. Storey stated the Site Specific Stipulations were addressed at the last meeting. A new plan has been received with the 4 stipulations addressed on the plan with 2 awaiting DPW final review and approval. The stipulations are the curb entrance should be 31 feet wide, restrict the drive lane along US-31 as one way to the north, existing

gravel area along the west side should be paved and confirm with DPW regarding outlets of catch basin #1 and catch basin #2.

Motion by Commissioner Szymanski, seconded by Commissioner Thomas to accept the Special Use Permit with the provision that the DPW and the owner come to agreement regarding the stipulations.

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

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

PUBLIC COMMENTS AND COMMUNICATIONS

Trevor Wisniewski, 240 Arthur Street, thanked the Planning Commission for the approval. He stated the delinquencies on the original site plan have been addressed. There is a handshake agreement on securing funding for Lot 12 in the industrial area to start a growing and processing business.

CORRESPONDENCE

There was no Correspondence.

STAFF

There was no Staff report.

MEMBERS DISCUSSION

Commissioner Szymanski stated that at the last council meeting the Planning Commission reported that staff did an excellent job on the work done over the past year.

Commissioner Yoder inquired about the Washington School project. It was reported that the project has not begun.

Chair Wittlieff, 294 12th Street, self-storage unit is to be open from 7 am- 10 pm. He passed by the unit at 11:30 pm and the gate was still open. Mr. Storey will contact the owner of the unit and inform them of the situation.

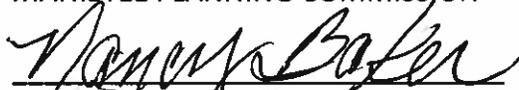
ADJOURNMENT

Motion by Commissioner Szymanski, seconded by Commissioner Slawinski that the meeting be adjourned.

MOTION PASSED UNANIMOUSLY. Meeting adjourned at 7:58 pm.

The next regular meeting of the Planning Commission will be held November 7, 2019.

MANISTEE PLANNING COMMISSION


Nancy Baker, Recording Secretary