

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, August 4th, 2022

Time: 07:00 PM Eastern Time

Location: City of Manistee Council Chambers

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 August 4, 2022 Agenda.

IV Conflicts of Interest

At this time, the Chair will ask if any members have any conflicts of interest on the approved Agenda.

V Approval of Minutes

At this time, the Planning Commission can approve the July 7, 2022 Meeting minutes.

VI Correspondence

Correspondence has been shared with the Planning Commission and will not be read aloud.

VII Fire Chief Mark Cameron Presentation

VIII Public Comment on Agenda Related items

All comments and handouts from the speaker at the podium will go through the Chair, also there will not be any interaction between the podium and audience. If these rules cannot be followed, the Chair can terminate this portion of the meeting. (A limit of between 3 mins to address Planning Commission).

IX New Business

- 101 S. Lakeshore – Permit Transfer Request
- Master Plan Review

X Old Business

XI Public Comments and Communications

At this time the Chair will ask if there are any public comments. (3 mins to address Planning Commission).

XII Staff Reports

XIII Members Discussion

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

XIV Adjournment

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

July 7, 2022

A meeting of the Manistee City Planning Commission was held on Thursday, July 7, 2022, at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

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

Members Present: Mark Wittlieff, Michael Szymanski, Pamela Weiner, Marlene McBride, Shelly Memberto, and Roger Yoder

Members Absent: Robert Slawinski

Others: Katie Mehl (County Planner 1 & City Zoning Administrator), and Nancy Baker (County Planning Secretary/Assistant to Planner)

APPROVAL OF AGENDA

Motion by Commissioner Memberto, seconded by Commissioner Szymanski to approve the agenda as printed.

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

Yes: Wittlieff, Memberto, Szymanski, Weiner, McBride, Yoder

No: None

CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

Motion by Commissioner Yoder, seconded by Commissioner McBride to approve the June 2, 2022, Planning Commission meeting minutes as printed.

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

Yes: Wittlieff, Memberto, Szymanski, Weiner, McBride, Yoder

No: None

CORRESPONDENCE

None

PUBLIC HEARING

Storage Shed Amendment

Open at 7:02 pm

Ms. Mehl:

- Many requests for smaller storage sheds on parcels
- Currently 1 detached accessory building is allowed regardless of size
- Proposed amendment to allow 1 storage shed less than 144 sq ft in addition to the accessory building allowed

- Amendment to:
 - Article 2: Definitions and Interpretation, Section 202 A, Section 220 S
 - Article 5: General Provisions, Section 537 Storage Sheds
- Amendments were reviewed by city attorney
- Soft covered storage structures not allowed

Closed at 7:12 pm

SUP Termination Date Amendment

Open at 7:12 pm

Ms. Mehl:

- In the past Planning Commission allowed a 2-year deadline
- Amendment to:
 - Article 18: Standards and Requirements for Special Uses, Section 1801, remove 3. present language and add 3. with amended language

Closed at 7:16 pm

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

Storage Shed Amendment

Motion by Commissioner Szymanski, seconded by Commissioner Memberto to approve the storage shed amendments as read.

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

Yes: Szymanski, Weiner, Memberto, McBride, Yoder, Wittlieff
 No: none

SUP Termination Date Amendment

Motion by Commissioner Yoder, seconded by Commissioner Memberto to approve the SUP termination date amendment as read.

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

Yes: Wittlieff, Szymanski, Weiner, Memberto, McBride, Yoder
 No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

STAFF REPORTS

Ms. Mehl stated Mark Cameron was unable to make this meeting but is hoping to make the August meeting to share his presentation. Discussed reviewing the Master Plan to look at the goals, accomplishments and needed updates.

MEMBERS DISCUSSION

Commissioner Yoder:

- Internet mentioned Bigby's Coffee is interested in coming to Manistee County
- questioned the Economic Development information. Ms. Mehl stated the PC will be receiving the reports directly from Mr. Miller. She will extend an invitation for Mr. Miller to attend the September meeting to further explain the information.

Commissioner McBride:

- inquired on the 12th Street storage. Ms. Mehl stated an onsite visit was done, obtained the code for accessing the property, landscaping and retention work to be done with the given erosion measures needed.
- inquired on the 1st Street retention pond and its size. The retention pond is the city's not the hotel.
- Inquired about the digging at Cypress/US 31 gas station. This is for the drive-thru section.

Commissioner Weiner:

- inquired on the trailer located at the Milwaukee House. The purpose of the trailer will be investigated.

Commissioner Wittlieff:

- inquired on the 12th Street storage project with the sand being moved to the north slope. Owners were informed of needed erosion measures to be put in place along with the needed vegetation.

ADJOURNMENT

Motion by Commissioner Memberto, seconded by Commissioner Szymanski to adjourn the meeting.
Meeting was adjourned at 7:28 pm.

MANISTEE PLANNING COMMISSION



Nancy Baker, Recording Secretary



Planning Commission

July 25, 2022

City of Manistee Planning Commission Members
70 Maple Street
Manistee, MI 49660

Katie Mehl
Manistee County Planner
395 3rd St.
Manistee, MI 49660
231.723.6041
planning@manisteecountymi.gov
www.manisteemi.gov

Dear Planning Commission Members,

Tom Welling, former Vice President of Development & Facilities for Suburban Inns, is requesting a transfer of Special Use Permit #PC-2021-03, for parcel ID # 51-51-311-250-02. The transfer would move control of the Special Use Permit from Suburban Inns, to 6PM Hospitality, LLC. Mr. Welling has provided a letter explaining the nature of the transfer. Below is Section 1801.H. from the City of Manistee Zoning Ordinance, providing the requirements for transferring a special use permit when construction is not complete.

H. Transfers. Prior to completion of construction related to a special use, the special Use permit, with any and all associated benefits, conditions and required security may be transferred to a new owner only upon the sale or transfer of the property in question and only upon the approval of the Planning Commission. Such approval shall not be unreasonably withheld if the Planning Commission is satisfied that the proposed owner has similar qualifications and capabilities as the approved owner. The responsibility for affecting the transfer shall be the original owner. The original owner, upon transferring the Special Use permit, shall advise the Zoning Administrator of said transfer in order to insure the continued validity of the permit, compliance with security, and other conditions. Following completion of construction and commencement of the special use, the special use permit shall run with the land, subject to **Section 1801, I, 4**, pertaining to abandonment.

At this time, the Planning Commission can move to approve or deny the Special Use Permit Transfer Request. Please let me know if you have any questions.

Sincerely,

Katie Mehl
Manistee County Planner



Design. Develop. Dream.

July 13, 2022

City of Manistee Planning Commission
c/o Katie Mehl
395 Third Street
Manistee, MI 49660

Dear Planning Commission,

We respectfully request that the name on the special use permit granted for the Hampton Inn & Suites at 101 S. Lakeshore Drive be transferred from Suburban Inns to 6PM Hospitality, LLC. 6PM Hospitality Partners, LLC. has assumed the development and management responsibilities from Suburban Inns.

6PM Hospitality Partners, LLC was founded in 2021 by Peter Beukema when he stepped down as CEO of his family's business, Suburban Inns, to start his own venture. Other former key members of the Suburban Inns team, including the VP of Finance, Business Manager, Project Coordinator, Project Manager and myself as the Sr. Vice President of Development & Facilities, have joined 6PM Hospitality since its founding. Our company's current properties include City Flats Hotel in Holland, which is part of the Hilton Tapestry brand, and a DoubleTree by Hilton in Battle Creek which is currently in development.

Thank you.

A handwritten signature in black ink, appearing to read "Tom Welling". The signature is fluid and cursive, written over a horizontal line.

Tom Welling
Sr. Vice President Development & Facilities
6PM Hospitality

July 25, 2022

Planning Commission
c/o Katie Mehl
City of Manistee

Re: 101 S Lakeshore Dr Special Use Permit Transfer

Hi Katie,
Please use this memo as our approval to transfer the special use permit for the 101 S Lakeshore Dr from Suburban Inns to 6PM Hospitality.

If you have any questions, please feel free to contact me at 616-874-3434 x 3120.

Best regards,

A handwritten signature in black ink, appearing to read "Brian Beukema". The signature is fluid and cursive, with the first name "Brian" and last name "Beukema" clearly distinguishable.

Brian Beukema
Stockholder
HIH, Inc DBA Suburban Inns



Planning Commission

July 25, 2022

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Manistee, MI 49660

Katie Mehl
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Dear Planning Commission Members,

At the July Planning Commission meeting, member discussion was held regarding review of the City of Manistee Master Plan. The Planning Enabling Act dictates that a Master Plan must be reviewed by the Planning Commission at least every five years, but best practice recommends the plan is reviewed annually. This review should consist of looking at the overall intent, goals, and tasks of the plan, as well as if any major changes have occurred within the community that are not addressed in the plan. Attached to this memo is a Fact Sheet from Michigan Municipal League that provides more detail on what the Planning Commission should be looking for with a five-year Master Plan Review.

Prior to the September Planning Commission meeting, staff will collect data on the goals and task of the Master Plan to determine what has been accomplished. Staff is requesting that Commissioners review the plan and determine if the plan needs to be updated. The Factsheet attached to this memo may be helpful with making this determination. Staff anticipates a determination and formal motion to be made at the September Planning Commission meeting as to whether the plan is satisfactory and does not need amendment at this time, or if the Commission would like to commence the procedure to amend the Master Plan. Staff would also like to ensure it is recognized there are funds budgeted for a Master Plan amendment this fiscal year, should the amendment be pursued. The City of Manistee Master Plan can be found online at the following links:

<https://www.manisteemi.gov/292/Master-Plan>

<https://www.manisteecountymi.gov/438/Master-Plans>

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Katie Mehl
Manistee County Planner

Master Plan—Five-Year Review

Introduction

The Michigan Legislature amended the Municipal Planning Act in 2002 to revise the legal processes necessary to adopt a new or amended master plan. Sometimes referred to as “The Coordinated Planning Act,” the amendment greatly expanded the notification process and the degree of involvement of the legislative body. In 2008, the Legislature combined the county, township, and city and village planning Acts into one Act: The Michigan Planning Enabling Act (MPEA). This Act retained the coordinated planning requirements of 2002. Municipalities wishing to begin work on a new master plan, or amend an existing plan, must follow this process. (See Fact Sheet entitled Updating the Master Plan—Mastering the Process). An additional provision of the MPEA (MCL 125.3845(2)) requires each community to review its master plan every five years to determine if it needs to be amended or if it is time to institute the process for a new master plan.

The Five-Year Review

First, note that the Act requires this review every five years following adoption of the master plan. Although the five-year review may be considered perfunctory, a necessary “fill in the blank” action, communities should take advantage of this opportunity to thoroughly review their plan to make sure it is still relevant. Involving the legislative body in this review is also critical. At a minimum, the following questions should be considered:

- Have there been major changes in the community not anticipated in the current master plan? This could include events such as new utilities, major road improvements, or large development approvals among other things.
- Are there instances where the planning commission has departed from the master plan? Do the reasons for these departures demonstrate a need for an overall revision of the master plan?
- Are the goals and policies set out in the plan still relevant? An effective master plan will have a series of carefully crafted goals and policies describing the community’s vision for its future. Is the community still willing to take the actions necessary to implement them?

How does the future land use map and text compare with zoning actions taken since the plan was first adopted? Do the land use descriptions need to be revised to account for new development? This element contains the land use descriptions and map that depict specific land use arrangements.

There may be minor changes, e.g. changes in demographics or other statistical information, but if they do not appear to affect the overall intent of the plan, going through the entire amendment process may be delayed until more substantive changes are needed. If, after a careful review is conducted, it is determined that changes are necessary—the process outlined by the Michigan Planning Enabling Act must be carefully followed. Finally, while the Act requires this review every five years—communities should consider conducting this review annually, particularly in areas where development is active. As with the five-year review, this review should be documented to “refresh” the plan for the next five years.

*An amendment to a master plan allows for a 42-day (not 63, as for a new plan) review by all outside entities/jurisdictions.