

# **MANISTEE CITY PLANNING COMMISSION**

Meeting of Thursday, December 7, 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 December 7, 2017 Agenda.

### **IV Approval of Minutes**

At this time Planning Commission can take action to approve the October 5, 2017 meeting Minutes.

### **V Public Hearing**

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

### **VII New Business**

#### **Election of Officers**

According to the By-Laws of the City of Manistee Planning Commission their annual election of Officers is held at the December Meeting for the following year.

At this time the meeting will be turned over to Denise Blakeslee who will ask for nominations.

#### **Chair**

The Planning Commission will select a Chair for 2018.

#### **Vice-Chair**

The Planning Commission will select a Vice Chair for 2018.

## **Secretary**

The Planning Commission will select a Secretary for 2018.

## **Appointment of a Recording Secretary 2018**

At this time the Planning Commission Secretary appointed for 2018 may appoint a Recording Secretary for 2018.

## **VIII Old Business**

### **Driveway Standards**

At this time the Planning Commission can continue their discussion on Driveway Standards.

## **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/Sub-Committee Reports**

At this time the Chair will ask Staff for their report.

At this time the Chair will ask if any of the Sub-Committees have anything to 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 5, 2017

A meeting of the Manistee City Planning Commission was held on Thursday, October 5, 2017 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:07 pm by Chair Wittlieff

### ROLL CALL

Members Present: Ray Fortier, Marlene McBride, Bob Slawinski, Mark Wittlieff

Members Absent: Maureen Barry (excused), Aaron Bennett (excused), Roger Yoder (excused)

Others: Lisa Leedy (Alliance for Economic Success), and Denise Blakeslee (Planning & Zoning Director)

### APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Bob Slawinski that the agenda be approved as prepared.

With a Roll Call vote this motion passed 4 to 0.

Yes: Slawinski, Fortier, McBride, Wittlieff

No: None

### APPROVAL OF MINUTES

Motion by Marlene McBride, seconded by Bob Slawinski that the minutes of the September 7, 2017 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 4 to 0.

Yes: Fortier, Slawinski, McBride, Wittlieff

No: None

### PUBLIC HEARING

None

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

Chair Wittlieff invited Lisa Leady the new Director for the Alliance of Economic Success to introduce herself to the Commission. Ms. Leady spoke of her new position and how she is looking forward to working on development in Manistee.

**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.

Denise Blakeslee presented the request to the commission on behalf of Mr. Westervelt.

Motion by Ray Fortier, seconded by Marlene McBride that the Planning Commission recommend to City Council to approve 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.

With a Roll Call vote this motion passed 4 to 0.

- Yes: McBride, Slawinski, Fortier, Wittlieff
- No: None

**Schedule Meeting Dates 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 next week.

Motion by Ray Fortier, seconded by Bob Slawinski that the Planning Commission schedules their meeting dates for 2018 as follows:

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

With a Roll Call vote this motion passed 4 to 0.

- Yes: McBride, Slawinski, Fortier, Wittlieff
- No: None

## **Driveway Standards**

At the September, 7, 2017 meeting the commissioners were given a Memo 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 continued discussing driveway standards. Commissioner Slawinski will be bringing MDOT driveway standards to the next meeting for further discussion.

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS AND COMMUNICATIONS**

None

## **CORRESPONDENCE**

None

## **STAFF REPORTS**

**Denise Blakeslee, Planning & Zoning Administrator** – Spoke of the Historic District Commission training held earlier in the day. Another joint training may be scheduled in the evening in the future in the hopes of more attendance. Times will be scheduled for Commissioners to watch webinars for their Citizen Planner CEU requirements.

The next regular meeting of the Planning Commission will be held on **Wednesday, November 1, 2017**

## **ADJOURNMENT**

Motion by Ray Fortier, seconded by Bob Slawinski that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:25 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary