

# Memorandum



To: Planning Commissioners

FROM: Rob Carson, AICP, Manistee County Planning Director

DATE: November 29<sup>th</sup>, 2018

RE: December 6<sup>th</sup>, 2018 Planning Commission Meeting

**Rob Carson, A.I.C.P.**  
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Commissioners, the next meeting of the Planning Commission will be on Thursday December 6<sup>th</sup>, 2018 at 7pm

We have election of officers at this months Planning Commission meeting. We will also be discussing the City's Zoning Ordinance and the potential to bring forward several different zoning ordinance amendments during the calendar year 2019 that meet the intent of the current City of Manistee Master Plan.

**If you are unable to attend this meeting please let us know. Thank you**

# **MANISTEE CITY PLANNING COMMISSION**

Meeting of Thursday, December 6, 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 December 6, 2018 Agenda.

### **IV Approval of Minutes**

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

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

### **VI New Business**

#### **A. 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 2019.

#### **Vice-Chair**

The Planning Commission will select a Vice Chair for 2019.

#### **Secretary**

The Planning Commission will select a Secretary for 2019.

### **Appointment of a Recording Secretary 2019**

At this time the Planning Commission Secretary appointed for 2019 may appoint a Recording Secretary for 2019.

#### **B. City Zoning Ordinance Discussion**

Staff would like to discuss the Zoning Ordinance and the potential for amendments that would align with recommendations from the current Master Plan and that would also ease processes for development approvals.

#### **VII Old Business**

#### **VIII Public Comments and Communications**

At this time the Chair will ask if there are any public comments.

#### **IX Correspondence**

At this time the Chair will ask if any correspondence has been received to be read into the record.

#### **X Staff Reports**

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

#### **XI Members Discussion**

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

#### **XII Adjournment**

**CITY OF MANISTEE PLANNING COMMISSION**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

November 1, 2018

A meeting of the Manistee City Planning Commission was held on Thursday, November 1, 2018 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 followed by the Pledge of Allegiance.

**ROLL CALL**

Members Present: Marlene McBride, Bob Slawinski, Michael Szymanski, Maureen Barry, Roger Yoder and Mark Wittlieff

Members Absent: Rochelle Thomas

Others: Tamara Buswinka, (Zoning Administrator), Robert Carson (Planning & Zoning Director), Nancy Baker (Recording Secretary) and others.

**APPROVAL OF AGENDA**

Motion by Bob Slawinski, seconded by Michael Szymanski that the agenda be approved as prepared.

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

Yes: Szymanski, Slawinski, Berry, McBride, Yoder and Wittlieff

No: None

**APPROVAL OF MINUTES**

Motion by Roger Yoder, seconded by Marlene McBride that the minutes for the October 6, 2018 Planning Commission Meeting be approved as prepared.

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

Yes: Szymanski, Slawinski, Berry, McBride, Yoder and Wittlieff

No: None

**PUBLIC HEARING**

Chair Wittlieff asked if anyone in attendance had any comments relating to the Public Hearing.  
None

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

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

## **NEW BUSINESS**

### **County Staff Introductions**

Mr. Carson introduced Tamara Buswinka, contracting City Zoning Administrator and Nancy Baker, County Planning Assistant and City Historic and City Planning Commission Secretary.

## **OLD BUSINESS**

### **Tracey Lindeman Permit Extension Request PZ17-020**

A permit extension was requested due to the inability to perform the work until 2019. The Manistee City Historic District Commission granted a 9-month extension (July 2019) as of November 1, 2018 in which time the project is to be completed. Motion by Michael Szymanski, seconded by Roger Yoder to grant the 9-month extension to allow for completion of the project.

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

Yes: Szymanski, Slawinski, Berry, McBride, Yoder and Wittlieff

No: None

### **PC Members and Terms**

The Planning Commission presented the PC Members and Terms with Wittlieff, McBride and Slawinski terms expiring October 31, 2019, Szymanski, Barry and Yoder expiring October 31, 2020 and Thomas expiring October 31, 2021.

### **PC Meeting Dates and Times**

The Planning Commission presented the approved 2019 Meeting dates and times.

### **Joe Hayes, 12<sup>th</sup> Street Road Improvement Project Update Special Use Permits**

A construction meeting will take place regarding the plans of 3<sup>rd</sup> stage building not occurring until mining is complete. A soil erosion compliance site visit will be done by the county.

### **PUBLIC Comments and Communications**

None

## **CORRESPONDENCE**

None

## **STAFF REPORTS**

### **Tamara Buswinka, City Zoning Administrator**

The city zoning administrator communicated that some applications have not been properly completed, resulting in delays of their permits. Discussion on the zoning procedures and future ways to prevent these delays ensued.

### **Rob Carson, Manistee County Planning Director**

The city received a 1-year grant for becoming a Rise and Tide Community. Interviews for the Rise and Tide fellowship position are in the process.

## **MEMBERS DISCUSSION**

Mr. Szymanski questioned about the zoning process of permits. Ms. Buswinka stated the process has not changed.

Mr. Wittlieff stated the old house east of River Street has been torn down and unofficially the Boat House has been sold with another local restaurant going into the building.

The next regular meeting of the Planning Commission will be held on Thursday, December 6, 2018.

**ADJOURNMENT**

Motion by Bob Slawinski, seconded by Roger Yoder that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:26 pm.

MANISTEE PLANNING COMMISSION

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Nancy Baker, Recording Secretary