

MANISTEE CITY PLANNING COMMISSION
Meeting of Thursday, January 3, 2013
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 January 3, 2013 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the December 6, 2012 meeting Minutes.

V Public Hearing

None

VI Public Comment on Agenda Related items

VII New Business

Sub-Committee Appointments

The Planning Commission recommended an amendment to City Council that reduces the number of Planning Commissioners from nine to seven (Chapter 1220 Planning Commission of the Code of Ordinance). The amendment could take place in January 2013. With the possible reduction in Commissioners staff is recommending the Commission combined some of the Committees. Sub-committees will be limited to no more than three members of the Planning Commission. As in the past two alternates are recommended to be appointed to the Site Plan Review Committee.

According to the By-Laws of the City of Manistee Planning Commission the Chair will appoint members of the Planning Commission to serve on Sub-Committees of the Planning Commission and one member who shall serve on the Zoning Board of Appeals.

By Law Review

According to the By-Laws of the City of Manistee Planning Commission shall annually review their By-Laws at the regularly scheduled meeting in January.

In the event City Council approves adoption of the ordinance that reduces the number of Planning Commission from nine to seven staff has prepared the needed changes that would be necessary to the Planning Commission By-Laws.

At this time the Planning Commission could take action to make changes to their By-Laws if necessary.

Master Plan Review

Under Section 125.3845, Sec. 45 (2) "At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission."

At this time that the Planning Commission could take action to continue their work on rewriting the City of Manistee Master Plan.

VIII Old Business

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

December 6, 2012

A meeting of the Manistee City Planning Commission was held on Thursday, December 6, 2012 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

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

Roll Call:

Members Present: Maureen Barry, David Crockett, Bill Dean, Ray Fortier, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: 2 vacancies

Others: Jon R. Rose (Community Development Director), Denise Blakeslee (Planning & Zoning) and others

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Marlene McBride that the agenda be approved as prepared.

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

Yes: Barry, Crockett, Dean, Fortier, McBride, Wittlief, Yoder

No: None

APPROVAL OF MINUTES

Motion by Bill Dean, seconded by Marlene McBride that the minutes of the November 1, 2012 Planning Commission Meeting be approved as prepared.

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

Yes: Dean, Fortier, Barry, Crockett, McBride, Wittlief, Yoder

No: None

PUBLIC HEARING

Z12-09 Zoning Amendment (number of Alternate Members on the ZBA)

The Zoning Amendment Z12-09 has been prepared to amend Section 2501 Membership, Terms of Office (last sentence in paragraph 3) to reflect the language in the Zoning Enabling Act of 2006 that says a legislative body may appoint to the Zoning Board of Appeals **not more than** two alternate members of the same term as regular members...

Chair Yoder opened the Public Hearing at 7:03 pm

Jon Rose, Community Development Director – Mr. Rose said this was the appropriate time, both alternate positions are vacant and we have not had any quorum issues.

Chair Yoder opened the hearing for public comments.

There were none.

Chair Yoder asked if any correspondence had been received in response to the request.

None received.

There were no more additional comments; the Public Hearing was closed at 7:05 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Chair Yoder asked if anyone in attendance had any comments on Agenda Related Items.

None

NEW BUSINESS

PC-2012-09 Parcel Split & Combination Request Mike Janowiak and Robert & Traci Haase

A request has been received from Mike Janowiak who owns the property at 10 Duffy Street and Robert and Traci Haase who own the property at 241 Grove Street for a parcel split and combination. The request is to split the south 40 feet of lots 8 and 9, Block 3 of Duffys Addition from Mr. Janowiak's property parcel 51-144-706-07 and combine it with parcel 51-144-706-15 owned by Robert & Traci Haase. Review of the request shows compliance with the Zoning Ordinance.

MOTION by Ray Fortier, seconded by Maureen Barry that the Planning Commission recommend to City Council the approval of the request from Mike Janowiak and Robert and Traci Haase to split the south 40 feet of lots 8 and 9, Block 3 of Duffys Addition from parcel 51-144-706-07 and combine it with parcel 51-144-706-15.

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

Yes: McBride, Wittlief, Dean, Fortier, Barry, Crockett, Yoder
No: None

Z12-09 Zoning Amendment (number of Alternate Members on the ZBA)

A Public Hearing was held earlier for proposed Zoning Amendment Z12-09 which would amend Section 2501 Membership, Terms of Office (last sentence in paragraph 3) to reflect the language in the Zoning Enabling Act of 2006 that says a legislative body may appoint to the Zoning Board of Appeals *not more than* two alternate members of the same term as regular members...

MOTION by Ray Fortier, seconded by Mark Wittlief that the Planning Commission recommends to City Council the adoption of Z12-09 Zoning Amendment as it relates to the alternate members of the Zoning Board of Appeals.

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

Yes: Barry, Crockett, McBride, Wittlief, Dean, Fortier, Yoder
No: None

Election of Officers 2013.

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.

Chair

At this time the meeting was turned over to Jon Rose who asked for nominations for the Position of Chair.

Ray Fortier, seconded by Marlene McBride nominated Roger Yoder for the position of Chair

Nominations were asked for three times. There being no other nominations, nominations were closed.

With a voice vote, Roger Yoder was elected Chair of the Planning Commission for 2013 unanimously.

The meeting was turned back over to Chair Yoder

Vice-Chair

Chair Yoder asked for nominations for the Position of Vice-Chair.

Marlene McBride, seconded by Dave Crockett nominated Ray Fortier for the position of Vice-Chair

Nominations were asked for three times. There being no other nominations, nominations were closed.

With a voice vote, Ray Fortier was elected Vice - Chair of the Planning Commission for 2013, unanimously

Secretary

Chair Yoder asked for nominations for the Position of Secretary.

Dave Crockett, seconded by Ray Fortier nominated Maureen Barry for the position of Secretary

Nominations were asked for three times. There being no other nominations, nominations were closed.

With a voice vote, Maureen Barry was elected Secretary of the Planning Commission for 2013, unanimously.

Appointment of a Recording Secretary 2013. Once Elected the Secretary may appoint a Recording Secretary to handle the administrative functions of the office.

Maureen Barry appointed Denise Blakeslee to act as the Recording Secretary for the Planning Commission for the year 2013.

OLD BUSINESS

Members of the Planning Commission were sent Questionnaires asking them various questions about the City. This information will be compiled and used for updating the Master Plan.

PUBLIC COMMENTS AND COMMUNICATIONS

Gary Buren, Faith Covenant Church - Mr. Buren spoke to the Commission about the process for developing a Youth Center on their property on Twelfth Street across from the High School. They wanted to let the Planning Commission know that they are beginning fund raising efforts and will be bringing a request to the Planning Commission for a Special Use Permit. They need to raise funds to begin the process but know that Planning Commission approval is needed. They hope to bring a request by February.

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Jon Rose, Community Development Director – The guardrail is being installed at First Street Beach. A deed was processed that split part of the State Police Property without split approval. The City Attorney is sending correspondence to the Attorney General's Office.

Denise Blakeslee, Planning & Zoning – Ms. Blakeslee explained to the Commission that staff is currently working on a Planned Unit Development Amendment, which requires review by the Site Plan Review Committee who makes recommendation to the Planning Commission before a Public Hearing can be scheduled. The Site Plan Review Subcommittee consists of three members of the Planning Commission with two alternates. Currently both alternate positions and one member position are vacant. Ms. Blakeslee asked if Chair Yoder wanted to appoint a member of the commission to fill the vacant member position and one member to act as an alternate until the January Meeting when subcommittee appointments will be made.

Chair Yoder asked the members of the Commission if any would be willing to serve on the Site Plan Review Committee for the remaining of 2012.

Bill Dean was appointed as a member of the Site Plan Review Committee for the remainder of 2012.

Sub-Committee –

The Site Plan Review Committee met before tonight’s Planning Commission Meeting. They began reviewing a request from Maas Development, LLC (Green Acres – Retirement Facility) on Twelfth Street. Staff had received a request for a Parcel Split that would split the undeveloped property to the west of their facility. Since the property in question is under a PUD an amendment to the PUD is required and review first goes to the Site Plan Review Committee. Review of the request showed that there were several issues that needed to be addressed before it is ready for a Public Hearing and deliberation by the Planning Commission.

MEMBERS DISCUSSION

Commissioner Crockett thanked applicants for attending the meeting in the event the Planning Commission had questions.

The Planning Commission does not have a Worksession scheduled for December.

The next regular meeting of the Planning Commission will be held on Thursday, January 3, 2013.

ADJOURNMENT

Motion by Ray Fortier, seconded by Dave Crockett that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:30 pm.

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary



MEMORANDUM

Planning & Zoning
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TO: Planning Commissioners

FROM: Jon R. Rose, Community Development Director
 Denise Blakeslee, Planning & Zoning

DATE: December 20, 2012

RE: Committee Appointments

Commissioners, during the January Planning Commission meeting Chair Yoder will appoint members to serve on various sub-committees and one member who shall serve as the Planning Commission representative on the Zoning Board of Appeals.

An Ordinance Amendment has been drafted with the recommendation of the Planning Commission to reduce the number of members from nine to seven. We currently have two vacancies and with the changes in the Planning Enabling act this is an appropriate time to reduce the number of members, with no impact on current membership. The changes in membership could happen in January/February. With this in mind staff reviewed the number of subcommittees and the number of members needed to serve on each and recommends changes as follows:

2012 Sub-Committee's	Proposed 2013 Sub-Committee's
<p>EXECUTIVE COMMITTEE (Chair, Vice Chair, Secretary) Members of the Executive Committee review Zoning Ordinance Amendments with City Council Ordinance Review Committee</p>	<p>EXECUTIVE COMMITTEE (Chair, Vice Chair, Secretary)/ ORDINANCE RE-WRITE COMMITTEE Members of this committee will assist in reviewing the Zoning Ordinance for areas that need to be changed and/or updated and if needed review Zoning Ordinance Amendments with the City Council Ordinance Review Committee</p> <p><i>Maureen Barry - Secretary</i> <i>Ray Fortier - Vice Chair</i> <i>Roger Yoder - Chair</i></p> <p><i>Meet as needed</i></p>
<p>ORDINANCE RE-WRITE COMMITTEE Members of this committee will assist in reviewing the Zoning Ordinance for areas that need to be changed and/or updated. They also monitor ZBA Requests to see if a change in the ordinance is necessary (if multiple requests are received for the same issue).</p>	

Since the Executive Committee and Ordinance Re-Write Committee both deal with Ordinance Amendments it was a natural fit to combine the two into one sub-committee.

2012 Sub-Committee's	Proposed 2013 Sub-Committee's
<p>MASTER PLAN REVIEW COMMITTEE Members of this committee will be responsible to keep current with new trends/changes that are going on in the community that could impact the Master Plan. An example would be the "Hotel Chippewa Fire"; the resulting vacant property would not necessary require a change in the plan, but should be noted for review during the annual review (January Meeting).</p>	<p>MASTER PLAN REVIEW COMMITTEE/GREEN INITIATIVE - AD HOC COMMITTEE Members of this committee will be responsible to keep current with new trends/changes that are going on in the community that could impact the Master Plan and will review Green Initiative programs for the City of Manistee. These programs could include wind, solar and alternative energy programs that would benefit the community.</p> <p><i>3 Members</i></p> <p><i>Meet as needed</i></p>
<p>GREEN INITIATIVE - AD HOC COMMITTEE Ad Hoc Committee to review Green Initiative programs for the City of Manistee. These programs could include wind, solar and alternative energy programs that would benefit the community.</p>	

Staff recommends that the Master Plan Review Committee and Green Initiative – Ad Hoc Committee be combined. It is a good combination since the Master Plan needs to include new programs and initiatives that benefit the community.

<p>SITE PLAN REVIEW/ SUBDIVISION COMMITTEE Site Plan Review Committee – Needed for Medium Site Plans for new construction; the Zoning Administrator has the option to forward requests to the Committee. Committee Review required for Planned Unit Developments.</p> <p>Subdivision Committee - This committee is required under section 1242.03 of the Code of Ordinances.</p>	<p>Status Quo</p> <p><i>3 Members</i></p> <p><i>2 Alternates</i></p> <p><i>Meet as needed</i></p>
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Staff recommends no changes be made to the Site Plan Review/Subdivision Committee. There needs to be three members and two alternates available for requests.

One member of the Planning Commission will be appointed as the **Planning Commission Representative on the Zoning Board of Appeals.**