

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

January 3, 2013

A meeting of the Manistee City Planning Commission was held on Thursday, January 3, 2013 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:02 pm by Chair Yoder

Roll Call:

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

Members Absent: ~~Marlene McBride (excused)~~, Mark Wittlief (excused), 2 vacancies

Others: Denise Blakeslee (Planning & Zoning)

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Bill Dean that the agenda be approved as prepared.

With a Roll Call vote this motion passed 5 to 0.

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

APPROVAL OF MINUTES

Motion by Bill Dean, seconded by Ray Fortier that the minutes of the December 6, 2012 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 5 to 0.

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

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

No public in attendance

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). City Council approved the amendment on January 2, 2013. With the 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.

Ms. Blakeslee reviewed the proposed combination of committees with the Commissioners. The Commission agreed with the Combination of Committees.

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. Chair Yoder appointed Commissioners to serve as follows:

2012 Sub-Committee's	2013 Sub-Committee's
EXECUTIVE COMMITTEE (Chair, Vice Chair, Secretary) Members of the Executive Committee review Zoning Ordinance Amendments with City Council Ordinance Review Committee	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
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).	Maureen Barry - Secretary Ray Fortier - Vice Chair Roger Yoder - Chair <i>Meet as needed</i>

2012 Sub-Committee's	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>Bill Dean</i> <i>Marlene McBride</i> <i>Mark Wittlief</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>	

<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>Bill Dean</i> <i>Mark Wittlief</i> <i>Roger Yoder</i></p> <p><i>2 Alternates</i> <i>Maureen Barry</i> <i>Dave Crockett</i></p> <p><i>Meet as needed</i></p>
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One member of the Planning Commission will be appointed as the **Planning Commission Representative on the Zoning Board of Appeals**. Chair Yoder appointed **Ray Fortier**.

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.

On January 2, 2013 City Council adopted an ordinance amendment that reduces the number of Planning Commission from nine to seven. Staff has prepared the necessary changes that need to be made to the Planning Commission By-Laws. The Commissioners were sent copies of the By-Laws to review that included the proposed changes. The changes proposed by staff are as follows:

- 3.5 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least ~~five~~ **four** of the ~~nine~~ **seven** members of the Commission shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.
- 6.2 Committees. The Planning Commission or Chair of the Planning commission may establish and appoint standing and/or ad hoc committees for special purposes or issues, as deemed necessary. No more than ~~four~~ **three** members of the Planning Commission may serve on a standing and/or ad hoc committee at any given time. Committee appointments shall be made at the first regular meeting held in January of each year or at the time the committee is formed.

MOTION by Ray Fortier, seconded by Dave Crocket that Section 3.5 Quorum and Section 6.2 Committees of the City of Manistee Planning Commission By Laws be amended to read as follows:

- 3.5 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least **four** of the **seven** members of the Commission shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.
- 6.2 Committees. The Planning Commission or Chair of the Planning commission may establish and appoint standing and/or ad hoc committees for special purposes or issues, as deemed necessary. No more than **three** members of the Planning Commission may serve on a standing and/or ad hoc committee at any given time. Committee appointments shall be made at the first regular meeting held in January of each year or at the time the committee is formed.

With a Roll Call vote this motion passed 5 to 0.

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

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."

Ms. Blakeslee discussed with the Commission the work that has been done to start the process of re-writing the Master Plan.

MOTION by Dave Crockett, seconded by Maureen Barry that the Planning Commission continue their work on rewriting the City of Manistee Master Plan.

With a Roll Call vote this motion passed 5 to 0.

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

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning – Commissioners were sent a copy of the compiled responses to the Planning Commission Questionnaire from the December 6, 2012 Meeting. Members are asked to bring that list with them to the Worksession to discuss. They are also asked to add any additional items they may feel should be on the list. The Commission as a group will select the top five items from each category for additional discussion.

Commissioner Crockett will be out of town on January 17th, but will drop off his responses for the Commission to have at the Worksession.

The Planning Commission will hold a Worksession on January 17, 2013

The next regular meeting of the Planning Commission will be held on Thursday, February 7, 2013

ADJOURNMENT

Motion by Ray Fortier, seconded by Maureen Barry that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:50 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary