

MANISTEE CITY PLANNING COMMISSION

70 Maple Street
P.O. Box 358
Manistee, Michigan 49660

MEETING OF DECEMBER 4, 1991

There will be a meeting of the Manistee City Planning Commission to be held on WEDNESDAY, December 4th, 1991 at 7:00 P.M. in the City Council Chambers in City Hall, 70 Maple Street, Manistee, Michigan.

A G E N D A

- I. Roll Call
- II. Matters Pertaining to the General Citizenry:
 - A. Public Hearing:
 1. Special Use Permit for a B & B at 516 Maple Street
 2. Special Use Permit for an A.F.C. Home at 512 Maple Street
 - 3.
 - B. Site Plan Reviews:
 1. Abonmarche - Landscape Design
 - 2.
 - 3.
 - 4.
 - C. Questions or Concerns of Citizens in Attendance;
 1. Frank Gilbert- Historic Overlay District
 - D. Consideration of Matters.
 - 1.
 - 2.
- III. Business Session:
 - A. Approval of Minutes from Last Meeting (11/07/91);
 - B. Unfinished Business:
 1. Sign Ordinance
 2. Master Plan Amendments
 3. Conflict of Interest Policy
 - 4.
 - 5.
 - 6.
 - C. Other Communications:
 1. City Update
 - 2.
 - D. Reports:
 1. D.D.A. Update
 2. Zoning Board of Appeals
 3. Site Plan Review/Historic Overlay Committees
 - E. New Business:
 1. Special Use Permit: B & B at 516 Maple Street
 2. Special Use Permit: AFC Home at 512 Maple Street
 3. Parks and Recreation Plan
 4. Approval of regular meeting dates for 1992
 5. Election of Officers for 1992
 - 6.
- IV. Work/Study Session: SIGN ORDINANCE
- V. Adjournment

cc: Planning Commission Members
R. Ben Bifoss, City Manager
Jon Rose, City Code Administrator
Kurt Schindler, County Planner
Manistee News Advocate
Manistee Observer
James Bond, WMTE Radio
Vickers C. Hansen, DDA/Mayor
Dale Picardat

MUNICIPAL POLICY
ON INCOMPATIBILITY OF OFFICE
(Conflict of Interest)
November 7, 1991

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| I. | As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following: | 2 |
| | A. A municipal official issuing, deliberating, voting or reviewing a case concerning himself. | 3 |
| | B. A official issuing, deliberating, voting or reviewing a case concerning work on land owned by himself. | 4 |
| | C. A municipal official issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or any other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss. | 5 |
| | D. A municipal official issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself. | 6 |
| | E. A municipal official issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law, or members of his household. | 7 |
| | F. A municipal official issuing, deliberating, voting or reviewing a case where a member of the Municipality Board, Planning Commission and/or Appeals Board is | 8 |
| | 1. is an applicant, | 9 |
| | 2. has a direct interest in the permit or | 10 |
| | 3. chooses to intervene in a permit application case and is done in such a manner that the municipal official feels, in his judgement, that his job, scope of duties, and/or position may be at risk, pending the outcome of the permitting process. | 11 |
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| II. | A municipal official who is acting in an administrative capacity (tax assessor, zoning administrator, ordinance enforcement officer, liquor inspector, in the case of a township, the trustee acting as a fence seer, constable, manager, employees, for example) shall, when he has a conflict of interest do all of the following immediately, upon first review of the case and determining a conflict exists: | 31 |
| | A. declare a conflict exists, and | 32 |
| | B. cease to process the case any further, and | 33 |
| | C. forward the case, and all pertinent records, to an alternate, assistant or manager so the case is dealt with by someone else. | 34 |
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| III. | A municipal official who is acting in an elected or appointed capacity on a board or commission (members of the Municipality Board, Planning Commission, Zoning Board of | 44 |
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Appeals, Tax Board of Review, a parks and/or recreation 1
 commission, fire and/or public safety board or commission, 2
 or any other board, commission, committee, subcommittee 3
 which might exist, for example) shall, when he has a 4
 conflict of interest do all of the following immediately, 5
 upon first review of the case and determining a conflict 6
 exists: 7

- A. declare a conflict exists at the beginning of the 8
 meeting where the case appears on the agenda, or the 9
 topic is brought up so such declaration is recorded in 10
 the minutes (if possible and necessary, notify the 11
 chairman ahead of the meeting so alternate members, if 12
 they exist and are permitted, can be contacted to 13
 attend the meeting), and 14
- B. at the start of discussion, site inspection, review, on 15
 the case physically remove oneself from the meeting 16
 table by moving to the rear of the audience section of 17
 the meeting room, or leave the meeting room (it shall 18
 be the chairman's duty to find and call back to the 19
 meeting the individual if he has left the room, when 20
 the discussion on the case is finished); and 21
- C. refrain from ever discussing the case with other 22
 members before during or after the meeting, and casting 23
 a vote on any motion having to do with the case. 24

IV. A municipal official shall not provide private consultation 25
 services, advice or similar related services for clients or 26
 for a site within the boundaries of the Municipality on 27
 issues or which are or could become before a municipal 28
 official in the Municipality. This is not intended to 29
 prevent a municipal official from assisting residents as 30
 part of his duties. 31

[MODEL\CONFLICT.ANY] 32