

# MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, December 3, 2015  
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 3, 2015 Agenda.

### IV Approval of Minutes

At this time Planning Commission can take action to approve the November 5, 2015 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 the 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 2016.

#### Vice-Chair

The Planning Commission will select a Vice Chair for 2016.

#### Secretary

The Planning Commission will select a Secretary for 2016.

### **Appointment of a Recording Secretary 2016**

At this time the Planning Commission Secretary appointed for 2016 may appoint a Recording Secretary for 2016.

### **Manistee County Park and Recreation Plan**

The County Planning Department has developed a county wide park and recreation plan. The planning commission will receive a copy of the document for their review and recommendation.

## **VIII Old Business**

### **Master Plan Update**

The Planning Commission will discuss the working draft of the Master Plan.

## **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**

# Memorandum



Denise Blakeslee  
Planning & Zoning  
Administrator

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TO: Planning Commissioners  
FROM: Denise Blakeslee, Planning & Zoning Administrator  
DATE: November 24, 2015  
RE: December 3, 2015 Meeting

Commissioners, the next meeting of the Planning Commission will be on Thursday, December 3, 2015. We have the following items on the agenda:

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

**Appointment of a Recording Secretary 2016** - The Planning Commission Secretary appointed for 2016 may appoint a Recording Secretary for 2016.

**Manistee County Park and Recreation Plan** - The County Planning Department has developed a county wide park and recreation plan. A copy of the plan will be available at the meeting for you to review. The Commission will be making a recommendation to City Council at the January 7, 2016 meeting.

**Master Plan update** – We will discuss where we are in the process and when a draft will be available for your review.

If you are unable to attend the meeting, please call me at 398.2805. Have a wonderful Thanksgiving!!

# CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street  
Manistee, MI 49660

## MEETING MINUTES

November 5, 2015

A meeting of the Manistee City Planning Commission was held on Thursday, November 5, 2015 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, Ray Fortier, Marlene McBride, Mark Wittlieff, Roger Yoder

Members Absent: 2 vacancies

Others: Jim Mathews (334 River Street), Rob Carson (County Planner), Denise Blakeslee (Planning & Zoning Administrator)

### 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 5 to 0.

Yes: Barry, Fortier, McBride, Wittlieff, Yoder  
No: None

### APPROVAL OF MINUTES

Motion by Ray Fortier, seconded by Maureen Barry that the minutes of the October 1, 2015 Planning Commission Meeting be approved as prepared.

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

Yes: Fortier, Barry, McBride, Wittlieff, Yoder  
No: None

### PUBLIC HEARING

None

### PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

## **NEW BUSINESS**

### **Goals and Tasks – Master Plan Update**

The public input session/charrette took place on October 15, 2015. The information that was gathered from the session along with the information from the public visioning session and online survey will be used to formulate goals and tasks for the master plan update.

The Planning Commission drafted Goals and Tasks to be used in the Master Plan.

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS AND COMMUNICATIONS**

None

## **CORRESPONDENCE**

None

## **STAFF/SUB-COMMITTEE REPORTS**

**Denise Blakeslee, Planning & Zoning Administrator** – The City of Manistee was recognized for their 20 year membership in Michigan Association of Planning at the MAP Conference.

## **MEMBERS DISCUSSION**

Staff noted that the draft of the Master Plan will not be finished in time for the November Workession.

Motion by Maureen Barry, seconded by Mark Wittlieff that the Planning Commission cancel their November 19, 2015 Workession.

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

Yes: Wittlieff, Fortier, Barry, McBride, Yoder

No: None

The Workession on November 19, 2015 has been cancelled.

The next regular meeting of the Planning Commission will be held on Thursday, December 3, 2015

## **ADJOURNMENT**

Motion by Mark Wittlieff, seconded by Ray Fortier that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 9:15 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary