

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

May 5, 2016

A meeting of the Manistee City Planning Commission was held on Thursday, May 5, 2016 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

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

ROLL CALL

Members Present: Maureen Barry, Aaron Bennett, Ray Fortier, Marlene McBride, Mark Wittlieff

Members Absent: Gabriel Walker (excused), Roger Yoder (excused)

Others: Miranda Mead (220 Grove Street), Denise Blakeslee (Planning & Zoning Administrator) and others

APPROVAL OF AGENDA

Motion by Mark Wittlieff, seconded by Marlene McBride that the agenda be approved as prepared.

With a Roll Call vote this motion passed 4 to 0.

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

APPROVAL OF MINUTES

Motion by Mark Wittlieff, seconded by Marlene McBride that the minutes of the April 7, 2016 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 4 to 0.

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

PUBLIC HEARING

Vice Chair Barry opened the Public Hearing at 7:01 pm

PC-2016-06 – Miranda Mead, Karen Schaab, and Don Reinhold – Street Vacation Request

A Public Hearing is being held in response to a request from Miranda Mead, Karen Schaab and Don Reinhold to vacate that portion of undeveloped Duffy Street located between Monroe Street and Grove Street.

Miranda Mead, 220 Grove Street – Ms. Mead presented the case to the Planning Commission. They have made a request to vacate the undeveloped portion of Duffy Street. Their property currently has three front yards that prohibits them from making improvements to the property.

Commissioner Bennett entered the meeting at 7:06 pm

Denise Blakeslee, Planning & Zoning Administrator - The application that was received was signed by all three adjacent property owners. If vacated the street would be divided down the middle with the west half being added to the Mead parcel. The east half of the street would be divided with the portion adjacent to the property being assigned to the Schaab and Reinhold parcels.

Staff forwarded the request to the DPW Director and City Engineer's office and the utility companies. Staff received an email from Eric Gustad, Public Affairs Area Manager, Consumers Energy and Memo from DPW Director Jeff Mikula (attached) that were distributed to the Commissioners.

The Planning Commission is responsible for reviewing the request and making recommendation to City Council who have the final approval.

Vice Chair Barry opened the hearing for public comments.

None

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

No additional correspondence was received.

There were no more additional comments; the Public Hearing was closed at 7:09 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

PC-2016-06 – Miranda Mead, Karen Schaab, and Don Reinhold – Street Vacation Request

A Public Hearing was held earlier in response to a request from Miranda Mead, Karen Schaab and Don Reinhold to vacate that portion of undeveloped Duffy Street located between Monroe Street and Grove Street.

Motion by Aaron Bennett, seconded by Mark Wittlieff that the Planning Commission recommends to City Council to approve the request from Miranda Mead, Karen Schaab and Don Reinhold to vacate that portion of undeveloped Duffy Street located between Monroe Street and Grove Street reserving any existing utility easements including a 30 foot permanent easement to the City centered over the sanitary sewer main that crosses through the right-of-way.

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

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

OLD BUSINESS

Master Plan Update

The Planning Commission received a final draft of the Master Plan for review. The next step is to submit the proposed plan to the City Council for review and comment.

Staff noted three minor corrections.

Motion by Mark Wittlieff, seconded by Ray Fortier that the Planning Commission submits the final draft of the Master Plan to City Council for review and comment.

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

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

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning Administrator – Reminder that there is a sign workshop on May 18, 2016.

MEMBERS DISCUSSION

None

The next regular meeting of the Planning Commission will be held on Thursday, June 2, 2016

ADJOURNMENT

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

Meeting adjourned at 7:15 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary

Denise Blakeslee

From: Eric D. Gustad <Eric.Gustad@cmsenergy.com>
Sent: Wednesday, April 20, 2016 12:53 PM
To: Denise Blakeslee
Subject: Duffy Street Vacation
Attachments: 20160420124722663.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello Denise,

Thank you for taking the time to explain this project to me. I had our service team lead go out and inspect the site and it doesn't look like we have any of our utilities that would be impacted. In short Consumers Energy does not have any utilities that would be affected by this agreement and would not object to the agreement as proposed. Stipulating as we discussed any rights protected by utility right of way if there were a need in the future.

Thank you and have a great day,

Eric D. Gustad
Public Affairs Area Manager
Mason-Mecosta-Manistee-Osceola-Lake
5035 W Progress Drive
Ludington, MI 49431
Office: 231-480-2032
Cell: 231-233-5830

WORKING TO DELIVER THE ENERGY YOU NEED, WHENEVER YOU NEED IT.
THAT'S OUR PROMISE TO MICHIGAN!

 Please consider the environment before printing this email



MEMO TO: Denise Blakeslee, Planning and Zoning
Administrator

FROM: Jeffrey W. Mikula, Public Works Director

DATE: May 3, 2016 *JW*

SUBJECT: Duffy St Vacation Request



Public Works
231-723-7132

The Public Works Department has reviewed the request. Strategically this section is not needed to improve or enhance the street network and therefore does not object to the request.

There is a City Sanitary Sewer Main that crosses through this Right of Way. The sewer serves the Mead house and the homes to the west along Grove St. and outlets to Washington St. The vacation should be subject to a 30 foot permanent easement to the City centered over the pipeline. No structures can be built within the easement. The City will remove the guardrail sections on the property once the vacation process is completed.

The proposed driveway approach onto Monroe St is also acceptable.
A few conditions should include:

- 1) Should the construction of the driveway impact a City sanitary manhole casting, the casting must be adjusted to be flush with the surrounding land/driveway.
- 2) The driveway flares should begin along the south edge of the asphalt bike lane. Any loose or crack asphalt should be replaced.
- 3) Storm water should be directed to the ditch line of Monroe St and not onto the roadway surface itself.