

# **MANISTEE CITY PLANNING COMMISSION**

Meeting of Thursday, April 5, 2012

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 April 5, 2012 Agenda.

### **IV Approval of Minutes**

At this time Planning Commission can take action to approve the January 5, 2012 meeting Minutes.

### **V Public Hearing**

None

### **VI Public Comment on Agenda Related items**

### **VII New Business**

### **VIII Old Business**

**Ordinance Amendments** - The Planning Commission will continue discussion on possible Ordinance Amendments.

### **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**

January 5, 2012

A meeting of the Manistee City Planning Commission was held on Thursday, January 4, 2012 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:03 pm by Chair Yoder

Roll Call:

Members Present: Linda Albee, Maureen Barry, Bill Dean, Ray Fortier, Eric Gustad, Marlene McBride, Nathaniel Neider, Roger Yoder

Members Absent: David Crockett (excused)

Others:

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

**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 8 to 0.

Yes: Albee, Barry, Dean, Fortier, Gustad, McBride, Neider, Yoder

No: None

**APPROVAL OF MINUTES**

Motion by Ray Fortier, seconded by Eric Gustad that the minutes of the December 1, 2011 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 8 to 0.

Yes: Dean, Fortier, Albee, Barry, Gustad, McBride, Neider, Yoder

No: None

**PUBLIC HEARING**

None

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

**NEW BUSINESS**

**PC2012-01 Dale and Kathy Dixon/Dennis and Julie Skiera – Parcel Split and Combination Request**

A request has been received from Dale & Kathy Dixon (Parcel 51- 448-732-05) and Dennis and Julie Skiera (Parcels 51-448-279-03 and 51-448-729-15 ) for a Parcel Split and Combination. Mr. & Mrs. Dixon wish to split Parcel A as shown on Abonmarche Survey Job No. 11-0613 from Parcel 51-448-732-05 and sell it to Dennis & Julie Skiera who will then combine it with their two Parcels 51-448-279-03 & 51-448-729-15 to create a new parcel.

Jon Rose reviewed the request with the Commission. Mr. Skiera said that some Special Uses that he has looked at for the property requires the property to be an acre in size. He wanted the additional property for possible development in the future.

MOTION by Linda Albee, seconded by Marlene McBride to approve the request from Dale and Kathy Dixon/Dennis and Julie Skiera as shown on Abonmarche Survey Job No. 11-0613 and forward the request to City Council for their consideration.

With a Roll Call vote this motion passed 8 to 0.

- Yes: Gustad, McBride, Neider, Dean, Fortier, Albee, Barry, Yoder
- No: None

**Community Recreation Plan 2012 – 2017**

The City of Manistee Parks & Beautification Commission has developed a Community Recreation Plan for 2012 – 2017. This plan describes the physical features, existing recreation facilities and desired actions to be taken to improve and maintain recreation facilities during 2012-2017. The Commissioners were sent a copy of the plan to review prior to the meeting.

Ms. Blakeslee gave a presentation to the Commission on the Plan and answered questions.

MOTION by Ray Fortier, seconded by Linda Albee to authorize the Chairman and Secretary to sign a resolution endorsing the Community Recreation Plan 2012 – 2017.

With a Roll Call vote this motion passed 8 to 0.

Yes: Neider, Dean, Fortier, Albee, Barry, Gustad, McBride, Yoder  
No: None

### Sub-Committee Appointments

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. Chairman Yoder made the following appointments:

Executive Committee	Maureen Barry, Ray Fortier, Roger Yoder
Green Initiative – Ad Hoc Committee	Linda Albee, Bill Dean, Eric Gustad, Nathaniel Neider
Master Plan Review Committee	Maureen Barry, Eric Gustad, Marlene McBride, Roger Yoder
Ordinance Re-write Committee	Linda Albee, Dave Crockett, Bill Dean, Marlene McBride
Site Plan Review Subdivision Committee	Maureen Barry, Eric Gustad, Roger Yoder Alternates Linda Albee, Nathaniel Neider
Zoning Board of Appeals	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.

No Changes were made

### 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." The Master Plan for the City of Manistee was adopted on December 5, 2002.

MOTION by Eric Gustad, seconded by Linda Albee to continue rewriting the City of Manistee Master Plan.

With a Roll Call vote this motion passed 8 to 0.

Yes: Albee, Barry, Gustad, McBride, Neider, Dean, Fortier, Yoder  
No: None

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS AND COMMUNICATIONS**

None

## **CORRESPONDENCE**

None

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

**Jon Rose, Community Development Director** – Updated the Commission on Zoning Amendments that have been forwarded to City Council for consideration.

Mr. Rose spoke to the Commission on a request from BNC Car Wash just north of the US 31 Bridge. The Car Wash is located in the C-2 Neighborhood Commercial District. The owner is requesting to put in a new drainage system that replaces the existing infiltration basin with an underground stormwater infiltration system. Originally the owner had requested to install a new driveway/curb cut onto Lincoln Street that would alter the site plan. They were informed that the new driveway/curb cut would require amending the Special Use Permit.

Mr. Rose is asking the commission if they felt replacement of the existing infiltration basin with an underground stormwater infiltration system was a minor non-substantive change to the site plan and could be approved by the Zoning Administrator.

Commissioners discussed the proposal and determined the request would be a minor non-substantive change. The City engineer would also be required to review the proposed change to determine if the drainage calculations were equivalent.

MOTION by Ray Fortier, seconded by Bill Dean that the request for the BNC Car Wash to to put in a new drainage system that replaces the existing infiltration basin with an underground stormwater infiltration system was a minor non-substantive change and could be approved by the Zoning Administrator if the City Engineer determined the drainage calculations were equivalent.

With a Roll Call vote this motion passed 8 to 0.

Yes: Neider, Dean, Fortier, Albee, Barry, Gustad, McBride, Yoder  
No: None

**Denise Blakeslee, Planning & Zoning** – Commissioners were given copies of the Zoning Ordinance that has been reformatted and updated. Ms. Blakeslee detailed the reformatting that was done to assist in clarifying Special Uses with Key Street Frontage.

#### **MEMBERS DISCUSSION**

The Planning Commission will hold a Worksession on January 19, 2012

The next regular meeting of the Planning Commission will be held on Thursday, February 16, 2012

#### **ADJOURNMENT**

Motion by Ray Fortier, seconded by Linda Albee that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:55 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary