

## **CITY OF MANISTEE PLANNING COMMISSION**

70 Maple Street  
Manistee, MI 49660

### **MEETING MINUTES**

November 1, 2012

A meeting of the Manistee City Planning Commission was held on Thursday, November 1, 2012 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, Bill Dean, Ray Fortier, Eric Gustad, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: Dave Crockett, One Vacancy

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

### **APPROVAL OF AGENDA**

Motion by Ray Fortier, seconded by Eric Gustad that the agenda be approved as prepared.

With a Roll Call vote this motion passed 7 to 0.

Yes: Barry, Dean, Fortier, McBride, Gustad, Wittlief, Yoder  
No: None

### **APPROVAL OF MINUTES**

Motion by Eric Gustad, seconded by Maureen Barry that the minutes of the September 6, 2012 Planning Commission Meeting be approved as prepared.

The October 4, 2012 Meeting was cancelled.

With a Roll Call vote this motion passed 7 to 0.

Yes: Gustad, Dean, Fortier, Barry, McBride, Wittlief, Yoder  
No: None

## **PUBLIC HEARING**

None

## **PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

## **NEW BUSINESS**

Commissioner Wittlief declared a Conflict of Interest as one of the applicants for the Parcel Split and Combination Request. Commissioner Wittlief removed himself to the audience.

### **PC-2012-08 Barry & Carmen Luedke/Mark & Dawn Wittlief – Parcel Split and Combination**

A request has been received from Barry & Carmen Luedke owner of parcel 51-670-717-01 to split the east 35 feet off the parcel which would then be combined with parcel 51-670-715-15 owned by Mark and Dawn Wittlief. Review of the request shows that the requirements of the Zoning Ordinance would be met if the split were approved.

Jon Rose discussed the request with the Commission.

MOTION by Ray Fortier, seconded by Bill Dean that the Planning Commission makes a recommendation to City Council to approve the request from Barry & Carmen Luedke and Mark and Dawn Wittlief to split the east 35 feet off from Parcel 51-670-717-01 and combine it with parcel 51-670-715-15.

With a Roll Call vote this motion passed 6 to 0 with Commissioner Wittlief Abstaining due to a Conflict of Interest.

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

Commissioner Wittlief seated himself back on the Commission.

## **Meeting/Worksession Dates 2013**

Staff has prepared a list of Meeting/Worksession dates for 2013 for the Commission to review.

MOTION by Eric Gustad, seconded by Mark Wittlief that the Planning Commission schedules their Meeting and Worksession dates for 2013 as follows:

**MEETINGS 7:00 P.M.**

January 3, 2013  
February 7, 2013  
March 7, 2013  
April 4, 2013  
May 2, 2013  
June 6, 2013  
July 11, 2013\*  
August 1, 2013  
September 5, 2013  
October 3, 2013  
November 7, 2013  
December 5, 2013

**WORKSESSIONS 7:00 P.M.**

January 17, 2013  
February 21, 2013  
March 21, 2013  
April 18, 2013  
May 16, 2013  
No Worksession  
No Worksession  
No Worksession  
September 19, 2013  
October 17, 2013  
November 21, 2013  
No Worksession

\*Changed due to holiday

With a Roll Call vote this motion passed 7 to 0.

Yes: McBride, Dean, Fortier, Gustad, Barry, Wittlief, Yoder  
No: None

**Chapter 1220 Planning Commission (Code of Ordinance)**

The Michigan Planning Enabling Act of 2008 allowed City Planning Commissions to consist of 5, 7 or 9 members. Chairman Yoder read a letter from Linda Albee who decided not to reapply to the Planning Commission, Eric Gustad is running unopposed for the Seventh District Council Seat which will result in two vacancies.

Staff discussed with the Commission the cost of maintaining Master Citizen Planner Certification; budgeting for training; packet costs; seating for Commissioners. The Commissioners were asked if they would like to recommend to City Council to reduce the number of members from nine to seven or to maintain the status quo of nine members.

MOTION by Eric Gustad, seconded by Marlene McBride that the Planning Commission recommends to City Council to amend Chapter 1220 Planning Commission of the Code of Ordinance by reducing the number of Planning Commissioners from nine to seven.

With a Roll Call vote this motion passed 7 to 0.

Yes: Dean, Fortier, Barry, McBride, Gustad, Wittlief, Yoder  
No: None

### **Number of Alternate Members – Zoning Board of Appeals**

Staff reviewed the Zoning Ordinance relating to the membership for the Zoning Board of Appeals and noted a conflict with the language in the Zoning Enabling Act.

The Zoning Enabling Act of 2006 says that the legislative body may appoint to the Zoning Board of Appeals **not more than** 2 alternate members for the same term as regular members...

While reviewing Article 25 Zoning Board of Appeals, Section 2501 Membership, Terms of Office we found that the ordinance reads:

...With approval of Council, the Mayor shall appoint **at least** (2) alternate members, who shall serve for three (3) years.

MOTION by Ray Fortier, seconded by Mark Wittlief that staff be directed to draft an ordinance amendment that would change the Article 25, Section 2501 Membership, Terms of Office to read:

...With approval of Council, the Mayor shall appoint **not more than** (2) alternate members, who shall serve for three (3) years.

With a Roll Call vote this motion passed 7 to 0.

Yes: Wittlief, Dean, Gustad, Fortier, Barry, McBride, Yoder  
No: None

### **METRO Act Permit Application**

The City Clerk has forwarded a copy of a METRO Act Application from Lynx Network Group as required by ordinance. There is no requirement that the Commission approve the application.

Jon Rose discussed the METRO Act with the Commission, no action was taken.

## **Tasks for 2013**

There are several projects for the Planning Commission to begin work on including the Master Plan Update. Each Commissioner was asked to list 3 to 5 things that they like best about the community; three to five things they don't like about the community; and three to five things they would like to see changed. They are to bring the list with them to the next Planning Commission Meeting for discussion.

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS AND COMMUNICATIONS**

None

## **CORRESPONDENCE**

Commissioners were sent a copy of the Stronach Township Master Plan. The Planning Commission had no comment.

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

**Jon Rose, Community Development Director** – spoke to the Commission about Conflicts of Interest.

**Denise Blakeslee, Planning & Zoning** – will be out of town on November 15<sup>th</sup> and at this time there are not items for the November Worksession.

MOTION by Maureen Barry, seconded by Ray Fortier to cancel the November 15, 2012 Worksession.

With a Roll Call vote this motion passed 7 to 0.

Yes: Gustad, Dean, Fortier, Barry, McBride, Wittlief, Yoder

No: None

The Planning Commission Worksession on November 15, 2012 HAS BEEN CANCELLED

The next regular meeting of the Planning Commission will be held on Thursday, December 6, 2012.

**ADJOURNMENT**

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

Meeting adjourned at 7:35 pm

MANISTEE PLANNING COMMISSION

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Denise J. Blakeslee, Recording Secretary