

**PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
DECEMBER 12, 2013**

A meeting of the Escanaba Planning Commission was held on Thursday, December 12, 2013, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Warstler, Vice Chairperson Patrick Connor, Secretary Roy Webber, Commissioners Kel Smyth, Christine Williams and Brian Black

ALSO PRESENT: City Manager Jim O'Toole

ABSENT: Commissioner Todd Milkiewicz

Chairperson Warstler called the meeting to order at 6:04 p.m.

Roll Call

City Manager O'Toole conducted the roll call.

Approval/Correction of the October 10, 2013, Regular Planning Commission Meeting Minutes

A motion was made by Vice Chairperson Connor, seconded by Commissioner Smyth, to approve the October 10, 2013, Meeting Minutes. Ayes were unanimous.

Approval/Adjustments to the Agenda

A motion was made by Commissioner Black, seconded by Vice Chairperson Connor, to approve the meeting agenda. Ayes were unanimous.

Conflict of Interest Declarations

None.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

None.

NEW BUSINESS

Election of Officers

City Manager O'Toole stated that each year the Planning Commission selects from its membership a Chair, Vice Chair, Secretary and Deputy Secretary. City Manager O'Toole opened the floor to nominations for the position of Chair.

A motion was made by Vice Chairperson Connor, seconded by Commissioner Smyth to nominate Tom Warstler as Chair. Ayes were unanimous.

A motion was made by Commissioner Black, seconded by Chairperson Warstler, to nominate Pat Connor as Vice Chair. Ayes were unanimous.

A motion was made Commissioner Smyth, seconded by Vice Chairperson Connor, to nominate Roy Webber for Secretary. Ayes were unanimous.

A motion was made Vice Chairperson Connor, seconded by Chairperson Warstler, to nominate Brian Black Deputy Secretary. Ayes were unanimous.

Adoption of 2014 Meeting Schedule

City Manager O'Toole provided the Planning Commission with the 2014 Meeting Schedule.

A motion was made by Vice Chairperson Connor, seconded by Commissioner Webber, to adopt the schedule as submitted. Ayes were unanimous.

Appointment to the Delta County Planning Commission

Annually, the Escanaba Planning Commission appoints a representatives to the Delta County Planning Commission.

A motion was made by Commissioner Smyth, seconded by Commissioner Williams, to appoint Pat Connor as the representative to the Delta County Planning Commission. Ayes were unanimous.

Review Escanaba Planning Commission By Laws

City Manager O'Toole reviewed the Escanaba Planning Commission By Laws with the Commission. Review of the role of the Planning Commission, Membership Make Up, Duties of Commission Members, Officers, Meetings, etc. was done. City Manager O'Toole recommended section 5.J. Order of Business. Agenda be amended to include a Conflict of Interest Declaration be added to the agenda.

General discussion between the Commissioners and the City Administration took place.

A motion was made by Commissioner Black, seconded by Vice Chairperson Connor, to approve the By Laws as reviewed in making the change to Section 5.J. as it pertains to Conflict of Interest Declaration. Ayes were unanimous.

Project Updates:

- A. Zoning Board of Appeals Hearings/Decisions – There was no meeting held last month.
- B. Delta County Planning Commission Update – There was no meeting held last month.
- C. Ordinance Policy Review/Development – There are no updates.
- D. Zoning/Land Use Permit Update – City Manager O'Toole stated he would forward the Planning Commission the updated statistical information.

E. Various

Central U.P. Micropolitan Economic Development Project – City Manager O’Toole informed the Commission that the bills amending the Next Michigan Development Act to require an economic zone in the Upper Peninsula had been passed by both Houses in Lansing and were on their way the Governor for signature.

Northern Motors Remodel of 2625 Ludington Street – City Manager O’Toole informed the Commission that the Northern Motors Auto Dealership had submitted a sketch plan review to repurpose the building located at 2625 Ludington Street for a new auto retail store. An administrative sketch plan review with City staff and Michigan Department of Transportation is scheduled for next week.

GENERAL PUBLIC COMMENT

None.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

City Manager O’Toole introduced Councilman Ron Beauchamp as the new City Council Liaison to the Escanaba Planning Commission.

ADJOURNMENT

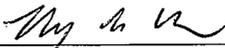
A motion was made by Chairperson Warstler, seconded by Commissioner Williams, to adjourn the meeting. The meeting adjourned at 6:18 p.m. Ayes were unanimous.



Thomas Warstler, Chairperson
Escanaba Planning Commission



James V. O’Toole, City Manager
City of Escanaba



Roy Webber, Secretary
Escanaba Planning Commission