

**CITY OF WILLIAMSTON
PLANNING COMMISSION
FEBRUARY 6, 2024
REGULAR MEETING MINUTES**

1. Call to Order:

The meeting was called to order at 7:00 p.m. in the Williamston City Hall Council Chambers by Chairman Jeff Markstrom and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Jeff Markstrom, Commissioners Noah Belanger, Brandon Gilroy, Brandon Lanyon, Tim Ludwig, and Lee Fisher. Absent: None.

Also Present: City Manager John Hanifan, Deputy City Clerk Barbara Burke, City Attorney Timothy Perrone, City Planner (McKenna) Jeff Keesler, Allen Patrick with Kebs Inc., Dollar Times representative Craig Gonzalez, Dollar General representatives Jillian Benaglio (Atwell Group) and Tom Michaels, citizens Tammy Gilroy, Jim Carr, Jen Bennett, Terry Hansen, Wendy Shaft, Steve Jenkins, Ken Szymusiak, Chandra Owen, Henrik Hollaender, Mark Bartig, Derek Thorpe, Sharon Blizzard, and other members of the public.

4. Approval of Agenda:

Motion by **Gilroy**, second by **Lanyon**, to approve the agenda as presented. **Motion passed by voice vote.**

5. Audience Participation on Non-Agenda Items:

Chairman Markstrom called for public comments at this time and there were none.

6. Planning Commission Regular Meeting Minutes of January 9, 2024:

Motion by **Lanyon**, second by **Gilroy**, to approve the regular meeting minutes of January 9, 2024 as presented. **Motion passed by voice vote.**

7. Action Items

7a. Dollar Tree Site Plan:

Motion by **Lanyon**, second by **Belanger**, to approve the Dollar Tree final site plan for parcel ID 33-18-03-35-379-027, located at 825 W. Grand River, based on satisfying the zoning and engineering recommendations listed in the City Planner's letters dated January 23, 2024, and January 24, 2024. Yes: Fisher, Gilroy, Lanyon, Ludwig, Belanger, Markstrom. No: None. **Motion passed.**

7b. Dollar General Preliminary Plan:

Motion by **Lanyon**, second by **Gilroy**, to table the site plan review to construct a Dollar General store at 3055 North Williamston Road, until the following conditions are met:
Site Design Standards -

- Submit the missing materials: a lighting plan, the overall width of the parcel, designated area for truck turnaround.
- City of Williamston engineering review showing compliance with engineering standards.

- The storm water management calculations are in conformance with the Ingham County Drain Commissioner Standards. A connection permit will be needed from the Drain Commissioner for tapping into the Tobias Drain.
- An existing drainage easement runs along the north side of the property. An encroachment permit will be needed from the Drain Commissioner.
- The City of Williamston standard notes and details for services lines for water and sanitary service should be included on the drawings.

Williamston Road Overlay (WRO) Standards -

- The overlay district calls for a 6 ft. wide multi-use pathway to be planned for the Williamston Rd. frontage. The plan shows a 5 ft. wide sidewalk currently.
- The sidewalk along the south side of the proposed building should be increased to 7' wide to allow for overhanging vehicles.
- The WRO district requires cross-access connections between properties along Williamston Road to provide side connections to multiple businesses. The current drawings do not show cross-access connections to Tractor Supply Company.
- An easement for a cross-access with Tractor Supply Company shall be recorded with the County Register of Deeds prior to any certificate of occupancy being granted by the City for the use.
- The WRO district regulates front sign setbacks to 65 ft. from the centerline of Williamston Rd. and to be placed under a canopy tree. The current proposed design shows a sign near the entrance to the property, between the road right-of-way and the sidewalk easement- much less than 65 ft. from the centerline of Williamston Rd.

Yes: Markstrom, Fisher, Gilroy, Lanyon, Belanger, Ludwig. No: None. **Motion passed.**

Manager Hanifan informed the audience the Master Plan will be reviewed this year and he strongly urged residents to participate.

7c. Appointment of Vice Chair:

Motion by **Lanyon**, second by **Gilroy**, to elect Noah Belanger as the Planning Commission Vice Chair. Yes: Gilroy, Belanger, Ludwig, Lanyon, Fisher, Markstrom. No: None. **Motion passed.**

7d. Appointment of Parks & Recreation Commission Representative:

Motion by **Lanyon**, second by **Gilroy**, to appoint Tim Ludwig as the Planning Commission's Parks & Recreation Commission Representative. **Motion passed by voice vote.**

8. Discussion Items

8a. RFP Master:

Manager Hanifan reported the request for proposals for the Master Plan are out with a deadline at the end of this month. The Commission's role will be to review proposal submissions and recommend to Council for final approval.

10. Staff Reports:

Manager Hanifan said these strong opinions show the strength of our community.

11. Audience Participation on Non-Agenda Items:

Chairman Markstrom called for public comments at this time and there were none.

12. Planning Commissioner Comments:

Chairman Markstrom commented the City can notify subdivision residents who contact us with drainage concerns to contact the Ingham County Drain Commissioner’s office.

13. Adjourn to the Call of the Chair:

Meeting adjourned at 8:16 p.m.

Respectfully Submitted: _____
Barbara J. Burke, Deputy City Clerk

Date approved: _____