



**CITY OF WILLIAMSTON
REGULAR PLANNING COMMISSION MEETING AGENDA
TO BE HELD IN THE CITY HALL COUNCIL CHAMBERS
161 E. GRAND RIVER AVE., WILLIAMSTON, MI 48895
TUESDAY, MAY 7, 2024
7:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Audience Participation – Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
6. Planning Commission Regular Meeting Minutes of April 2, 2024
7. Action Items
 - a. Dollar General – Final Site Plan
 - b.
 - c.
 - d.
8. Discussion Items
 - a. Master Plan
 - b.
9. Correspondence Received/Information Only
 - a.
10. Staff Reports
 - a.
11. Audience Participation - Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
12. Planning Commissioner Comments
13. Adjourn to the Call of the Chair

In Accordance with Public Act 267 (Open Meetings Act) Posted and Copies Given to Newspapers.
Individuals with disabilities requiring special assistance who are planning to attend the meeting should contact the Office of the City Clerk at 517-655-2774, for accommodations. This request must be made two (2) business days in advance of the meeting.

**The next regular meeting of the Williamston Planning Commission will be held on
Tuesday, June 4, 2024 in the City Council Chambers at 7:00 p.m.**

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CITY OF WILLIAMSTON
PLANNING COMMISSION
APRIL 2, 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 Clerk Barbara Burke, City Attorney Timothy Perrone, City Planner Jeff Keesler with McKenna, Dollar General representatives Jillian Benaglio (Atwell Group) and Tom Michaels (Zarembo Group), and Attorney Peter Brown (Gallagher Law), citizens Kristin Panganis, Steve Panganis, Melanie Schall, Amy Kelley, Chandra Owen, Jill Lenkowski, Jim Carr, Jen Bennett, Ken Szymusiak, Mike Mangan, Tiffany Henderson, Brooke Donnelly-Grzelak, John Hart with Fox 47 News, 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:

Jim Carr questioned when he could speak on a certain subject.

Melanie Schall asked how to get in touch with a commission member or Council member.

6. Planning Commission Regular Meeting Minutes of February 6, 2024:

Motion by **Lanyon**, second by **Gilroy**, to approve the regular meeting minutes of February 6, 2024 as presented. **Motion passed by voice vote.**

7. Action Items

7a. Dollar General – Final Site Plan:

Motion by **Lanyon**, second by **Ludwig**, to postpone the site plan review to construct a Dollar General store at 3055 North Williamston Road, until a signed and sealed landscaping plan is received, and the landscaping plan is updated to include buffers/landscaping along the residential borders. Yes: Markstrom, Belanger, Fisher, Ludwig, Lanyon, Gilroy. No: None.

Motion passed.

It was also noted construction cannot begin until permits are received from the Ingham County Drain Commissioner's office.

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7b. Master Plan RFPs:

Motion by **Lanyon**, second by **Belanger**, to recommend City Council select McKenna for the Master Plan update. Yes: Fisher, Gilroy, Lanyon, Ludwig, Belanger, Markstrom. No: None.
Motion passed.

8. Discussion Items:

None.

10. Staff Reports:

None.

11. Audience Participation on Non-Agenda Items:

Jim Carr requested the Dollar Tree plan approved at the February Planning Commission meeting come back to a public meeting for comments on environmental concerns.

Jen Bennett asked if residents can participate in the review of the master plan. The City does want resident participation and feedback on the master plan. Open houses will be noticed.

Kristin Panganis thanked the Commission for listening. She does have concerns about the traffic lane issues in front of the Dollar General parcel.

Amy Kelley implored the Commission to make a good decision.

Steve Panganis would like the City to look into the traffic lanes in front of the Dollar General parcel.

Melanie Schall said Tractor Supply is not in compliance with their outdoor displays.

12. Planning Commissioner Comments:

Chairman Markstrom is looking forward to working on the Master Plan.

13. Adjourn to the Call of the Chair:

Meeting adjourned at 8:00 p.m.

Respectfully Submitted: _____

Barbara J. Burke, Deputy Clerk

Date approved: _____

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Memorandum

TO: City of Williamston Planning Commission
FROM: Jeff Keesler
SUBJECT: 3055 N. Williamston Rd. - Dollar General - Final Site Plan Review
DATE: April 25, 2024

The applicant is seeking final site plan approval to construct a 12,480 square foot Dollar General store and 40 parking spaces on vacant land at approximately 3055 N. Williamston Rd. (Parcel ID: 33-18-07-02-400-037). The subject site is 2.53 total acres and zoned C-2 General Business District. The site is currently a vacant parcel and is undeveloped. An aerial image of the parcel is shown on the right, with the approximate parcel boundary lines highlighted in red.



CURRENT STATE OF THE APPLICATION

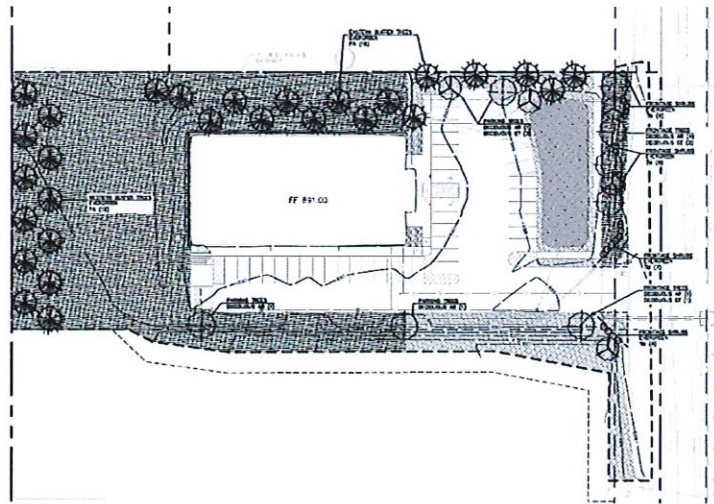
On **March 25th** The applicant submitted new site plan drawings with a revised landscaping plan, showing 11 evergreen trees on the western boundary line. A cut out of the revised landscaping plan with 11 planned evergreen trees is shown on the right.

On **April 2nd** the Williamston Planning Commission heard the revised Dollar General Site Plan, which contained an updated landscaping plan at their scheduled April meeting. The Planning Commission raised concerns about the lack of screening on the western boundary where the parcel has a panhandle, and the northern boundary line. In both cases, the property abuts a residential property and therefore must be screened.

Members of the Planning Commission also raised concerns about the traffic at the intersection of N. Williamston Rd. and Linn Rd. The City Engineer reviewed this concern and found no issues with the current road network's ability to handle the traffic load. They did recommend restriping the existing left turn lane so that left turns are not crossing two pairs of yellow lines. The engineer's review is included in this report.

The Planning Commission ultimately approved the Site Plan to construct a Dollar General store with the conditions that a new landscaping plan must be submitted showing adequate screening from adjacent residential properties.

The revised landscaping plan (shown right), received on April 10th, meets the requirements in Section 74-7.304 "Buffers in Office or Commercial Districts", and specifically point B. **"The**



required buffer shall consist of a staggered double row of closely spaced evergreens (i.e., no farther than 15 feet apart) which can be reasonably expected to form a complete visual barrier at least six feet in height within three years of installation."

RECOMMENDATIONS

In summary, we have no objection to the approval of the site plan, as it is written, to construct a 12,480 square foot Dollar General store and 40 parking spaces on vacant land at approximately 3055 N. Williamston Rd. (Parcel ID: 33-18-07-02-400-037). The applicant has received conditional approval from the Williamston Planning Commission and has met the requirements of the condition. The proposed Dollar General store fits the vision of the Master Plan for the Williamston Road Overlay, satisfies the Williamston Zoning Ordinance and Zoning Map, and will provide a commercial services to residents of Williamston and the region.

Respectfully Submitted,



Jeff Keesler
Associate Planner

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MEMO

To: John Hanifan
From: Ted L. Erickson
Subject: N Williamston Traffic Review

IMEG #: 2400188.00
Project: Dollar General
Date: April 24, 2024

John – per your request, we reviewed the traffic generated for the Dollar General in comparison with available traffic data on North Williamston Street. Our opinion is that a left turn lane is not warranted based on the below analysis. The existing left turn lane taper should be restriped so that left turns are not crossing two pairs of yellow lines.

Analysis:

Dollar General is located on the west side of North Williamston Street, just north of Linn Road. The store is proposed to be 12,500 square feet

The average daily traffic on North Williamston Street is approximately 9600 cars per the Tri- County Regional Planning Commissions . See Figure 1.

The peak hour turns per the ITE Trip Generator for Land Use 814 – Variety Store – is 7.42 per 1000 square foot of store or 93. This assumes 50% entering and 50% leaving resulting in 47 turns into Dollar General. See Figure 2.

Based on the distribution of the population of the area being generally to the north, we assume a 65% of the turns into Dollar General will be from southbound traffic or right turns. As such, the remaining 35% or 17 trips will be the peak hour left turns into the site from northbound traffic.

Plotting the ADT vs peak hour left turns on the Ingham County Warrants for passing lanes results in no turn left required.

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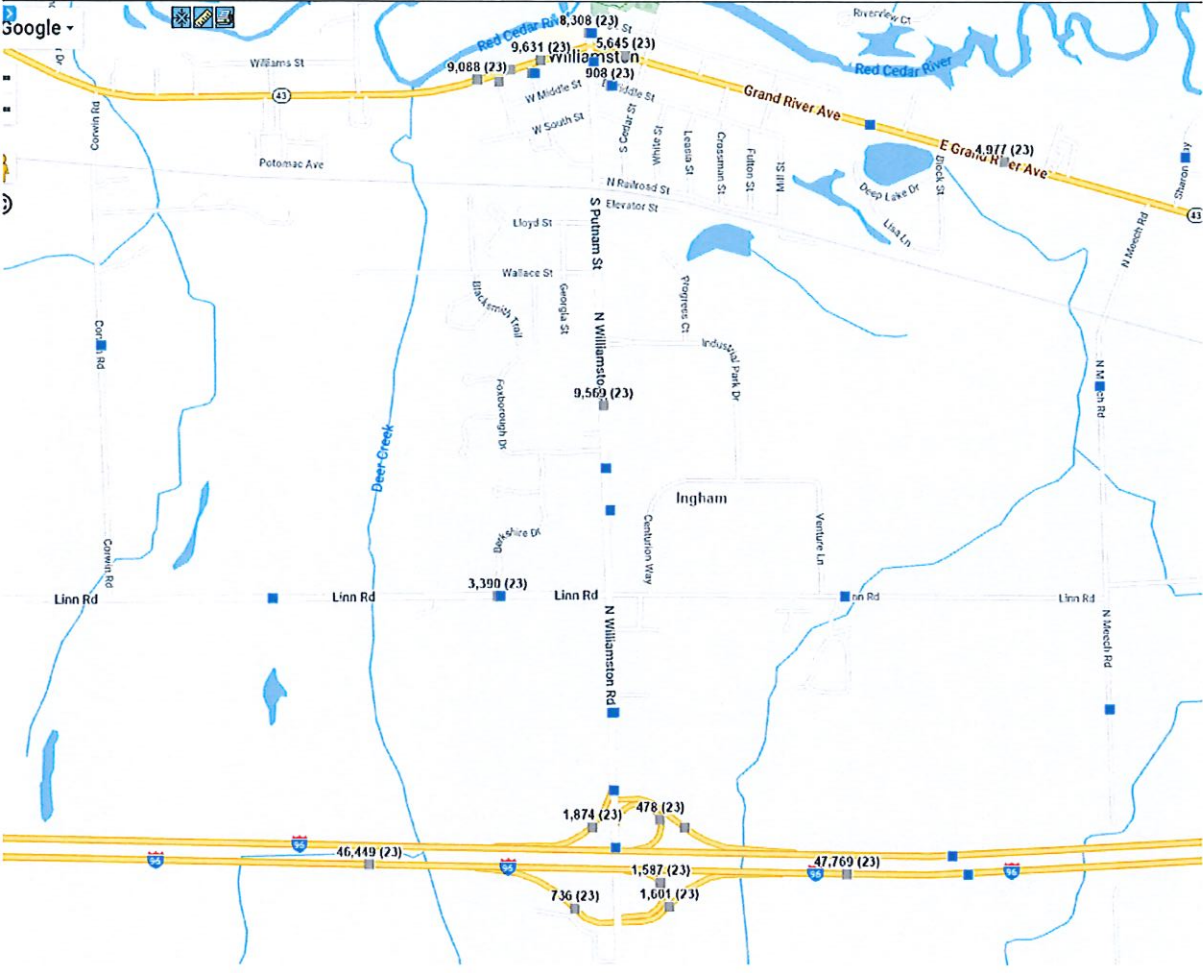


Figure 1 – area traffic counts from the Tri-County Regional Planning Commission.

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Variety Store (814)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday,
PM Peak Hour of Generator

Setting/Location: General Urban/Suburban
 Number of Studies: 29
 Avg. 1000 Sq. Ft. GFA: 9
 Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
7.42	2.54 - 13.95	3.19

Data Plot and Equation

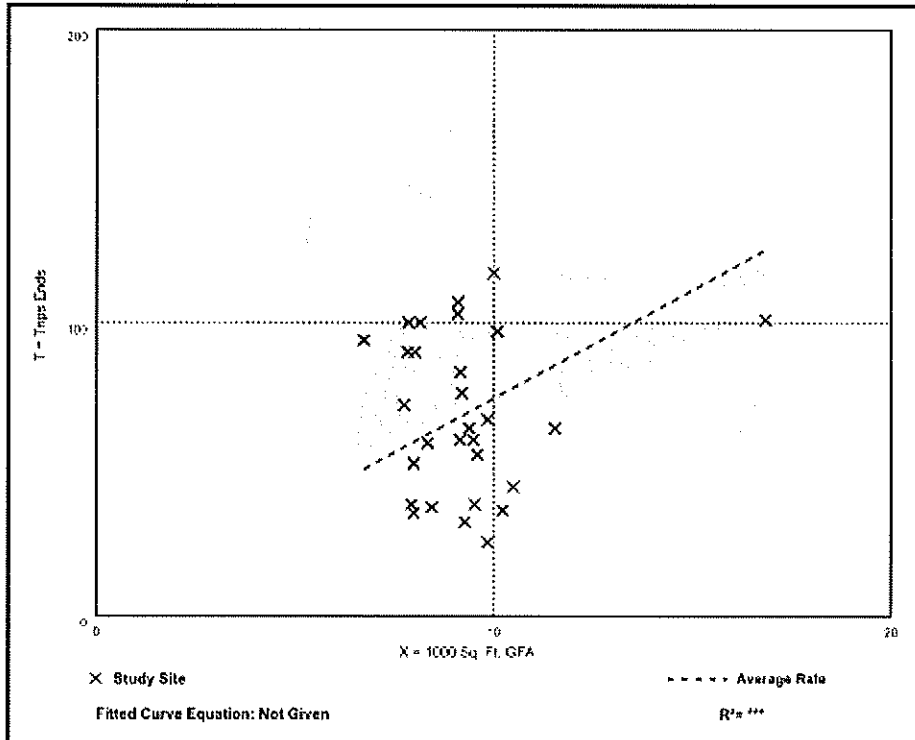


Figure 2 – Peak hour turns from ITE Trip Generation, Land Use 814.

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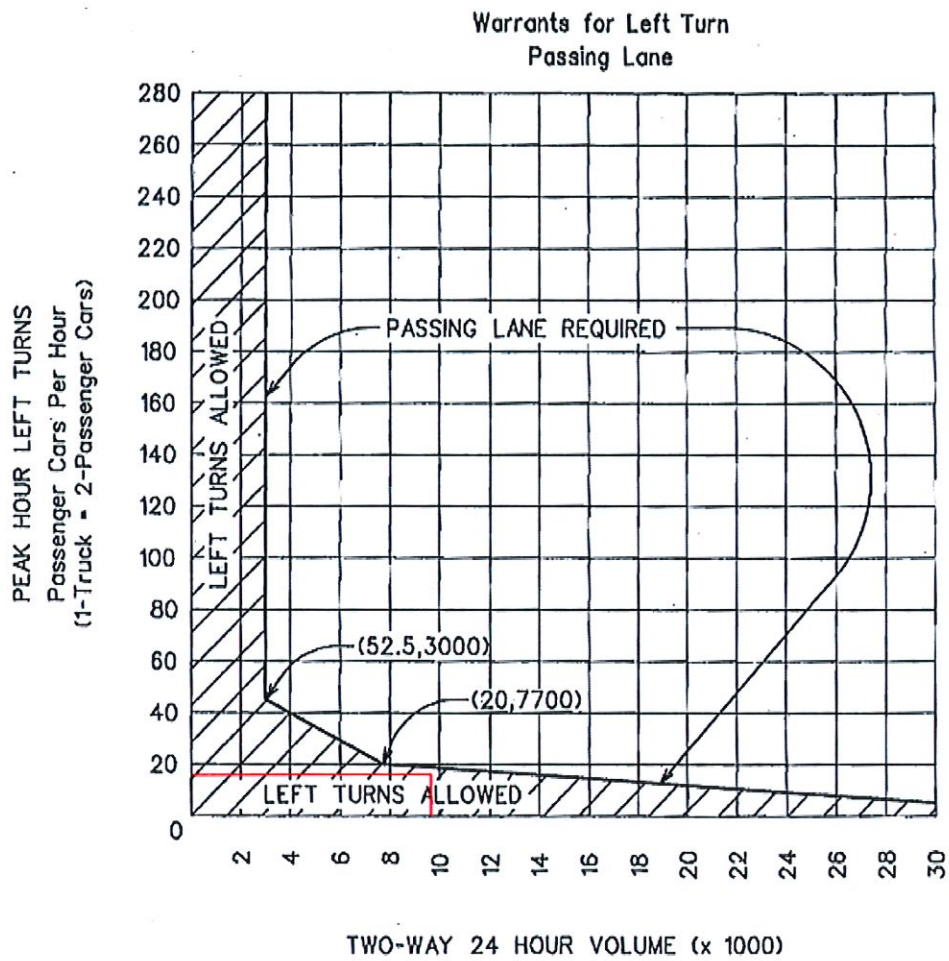


Figure 3 – Warrants for Left Turn Passing Lane from Ingham County.

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Memorandum

TO: City of Williamston Planning Commission
FROM: Jeff Keesler, Associate Planner
SUBJECT: Master Plan Kick-off and Discussion
DATE: May 7, 2024

INTRODUCTION

The McKenna team is thrilled to begin assisting City of Williamston with the preparation of an update to the current 2015 Master Plan.

At the Tuesday, May 7, 2024, kick-off and welcome meeting we will present an overview of the planning process, project milestones, and established goals. We will also discuss the requirements of the Michigan Planning Enabling Act, PA 33 of 2008, as amended to ensure the updated plan is in compliance with the State of Michigan's requirements for Master Plans. Most importantly, we'd like to hear from you as community leaders and experts.

If you have any questions ahead of the meeting, please feel free to contact me at jkeesler@mcka.com.

We look forward to meeting everyone and advancing this important process. Thank you.

Kick-Off Agenda

Kick-off & Welcome Meeting
Tuesday, May 7, 2024
7:00 PM

1. INTRODUCTIONS

- ✓ Project Planner, Jeff Keesler, Associate Planner
- ✓ Other team members: Danielle Bouchard, AICP, Principal Planner & Ethan Walthorn, Assistant Planner, Paige Brodeur, Assistant Planner

2. PURPOSE AND DESCRIPTION OF THE PROJECT

- a) Background on the Master Plan process
- b) Review project scope
- c) Master Plan Key Sections
- d) Project schedule and milestones

3. BRAINSTORM

- a) What would make this project a success for you?
- b) What are key issues in Williamston that can/should be addressed in the Master Plan process?
- c) What steps should be taken to best include the public in the process?
- d) What is the Brand Identity of Williamston?
- e) What would you like to see more of/less of in Williamston?
- f) What would you like to see happen to the N. Williamston Rd. Overlay area?

4. NEXT STEPS

- a) Upcoming meetings
- b) Upcoming project tasks
 - a. Ingham County GIS data
 - b. Demographic analysis (including projections and planning implications)
 - c. Existing land uses
 - d. Broad planning trends and best practices

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Master Plan Key Sections **BACKGROUND**

The following is an overview of the draft Table of Contents (TOC). These sections will build upon the work of the 2015 Master Plan.

Williamston's Master Plan will also include numerous maps including an existing land use map, transportation systems map, natural features map, regional location map, future land use map, and other maps as deemed necessary through the planning process.

KEY SECTIONS AND PLAN CONTENT

- 1. Welcome and Executive Summary**
 - a. Basis for the Master Plan and Purpose
 - b. Broad and regional planning trends and best practices
 - c. 2024 Plan Highlights and Key Recommendations
 - d. 5-Year Action Plan (with Implementation Matrix)

- 2. Williamston Today**
 - a. Regional Context
 - b. Socio-Economic Analysis
 - c. Existing Land Use Patterns (assessing important community nodes and corridors)
 - d. Community Services and Infrastructure

- 3. Natural Features and Open Space**
 - a. Existing Natural Features
 - b. Parks and Recreation

- 4. The Complete Street Network**
 - a. Transportation Corridors
 - b. Pedestrian and Bicycle Network
 - c. Williamston Road Overlay (existing conditions)

- 5. Planning for Tomorrow**
 - a. Public Participation Summary
 - b. Goals and Objectives

- 6. Future Land Use Plan**
 - a. Economic Development Opportunities
 - b. Future Land Use Designations
 - c. Williamston Road Overlay (vision and future conditions)
 - d. Zoning Plan
 - e. Project implementation potential funding source matrix

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Project Schedule and Milestones

We will work out a mutually-acceptable schedule for preparing the Master Plan with you. Following is our proposed timeline of tasks and meetings, estimated to take 10-12 months.

STEP	MONTH (2024-2025)											
	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
Kick-off and Strategic Issues												
Williamston Today												
Public Participation												
Goals and Objectives												
Planning for Tomorrow												
Implementation Plan												
Adoption												
Meetings												
Planning Commission Meetings												
City Commission Meetings												