



## CITY OF WILLIAMSTON

161 East Grand River Avenue, Williamston, MI; 517-655-2774  
Regular Planning Commission Meeting Agenda  
Tuesday, December 3, 2024, at 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 November 7, 2024
7. Action Items
  - a. Consideration of 2025 Meeting Dates and Times
  - b. Appointment of Parks & Recreation Commission Representative
  - c.
  - d.
8. Discussion Items
  - a. Tailgaters Presentation
  - b. Master Plan
  - c.
  - d.
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), individuals with disabilities requiring special assistance planning to attend the meeting should contact 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, January 7, 2025 in the City Council Chambers at 7:00 p.m.**

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**CITY OF WILLIAMSTON  
PLANNING COMMISSION  
NOVEMBER 7, 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 Steve Panganis, Brandon Lanyon, and Tim Ludwig. Absent: Noah Belanger.

Also Present: City Manager John Hanifan, Deputy Clerk Barbara Burke, City Attorney Timothy Perrone, McKenna representatives Ashley Cepeda and Laura Haw, and citizens Jen Bennet and Ken Szymusiak.

Motion by **Lanyon**, second by **Panganis**, to excuse Belanger. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Motion by **Lanyon**, second by **Panganis**, 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 October 1, 2024:**

Motion by **Lanyon**, second by **Ludwig**, to approve the regular meeting minutes of October 1, 2024 as presented. **Motion passed by voice vote.**

**7. Action Items – none.**

**8. Discussion Items**

**8a. Master Plan; 8b. Goals and Objectives; 8c. Overlay District(s); 8d. Downtown Design Standards**

Manager Hanifan introduced Ashley Cepeda who is taking over for Jeff Keesler as our McKenna representative.

Discussion was held on the Master Plan goals, policies, and actions, reviewing the following topics: housing, downtown, community facilities and recreation, commercial and office development, industrial development, planning and administration, complete transportation system, aesthetics and identity, and the timeline. There will be more public meetings and participation, including a joint meeting in January 2025 with the Planning Commission, the Downtown Development Authority, and City Council.

**10. Staff Reports:**

None.

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**11. Audience Participation on Non-Agenda Items:**

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

**12. Planning Commissioner Comments:**

None.

**13. Adjourn to the Call of the Chair:**

Chairman Markstrom adjourned the meeting at 8:15 p.m.

**Meeting adjourned at 8:15 p.m.**

**Respectfully Submitted:** \_\_\_\_\_  
**Barbara J. Burke, Deputy Clerk**

**Date approved:** \_\_\_\_\_

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Planning Commission	
2025 Meeting Dates	
1st Tuesday of the month at XXXX pm	
January 7	July 1
February 4	August 5
March 4	September 2
April 1	October 7
May 6	November 4
June 3	December 2





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# Memorandum

**TO:** Planning Commission, City of Williamston  
**FROM:** Ashley Cepeda, McKenna  
**SUBJECT:** *Discussion Only* - 2810 N Williamston Road: Tailgaters  
**DATE:** November 25, 2024

## BACKGROUND

**Project Summary.** The applicant is seeking site plan approval to construct a 9,810 square foot Tailgaters automobile service and drive-through facility with 75 parking spaces at 2810 N Williamston Road (Parcel ID: 33-18-07-12-100-005 and 33-18-07-12-100-008). The subject site is 3.5 acres and is zoned C-4 Interchange Mixed Use District with Williamston Road Overlay District. The site is currently an abandoned fuel station.

An aerial image of the parcel is to the right, with the approximate project boundary lines highlighted in red.



**Process.** The applicant requests Site Plan approval to construct a Tailgaters automobile service and drive-through facility. However, in the C-4 District the use of a drive-thru facility and automobile station is considered a Special Land Use.

Per the Zoning Ordinance, the applicant must first secure Special Land Use approval prior or concurrently with a Site Plan. The January 2025 Planning Commission will be noticed for a public hearing and consideration of the Special Land Use. Until then, the Commission is unable to take action on the proposed Site Plan. However, the December Commission meeting presents an important opportunity for the applicant to present their Site Plan concept and for the Commission to discuss the overall layout, building design, etc. and provide informal feedback.

No action is to be taken at the December Planning Commission meeting, rather discussion and information sharing. The applicant will be back before the Planning Commission in January for both their Special Land Use and Site Plan applications.

The following pages detail Zoning Ordinance requirements and is intended to offer a starting point for discussion among the Commission and applicant.

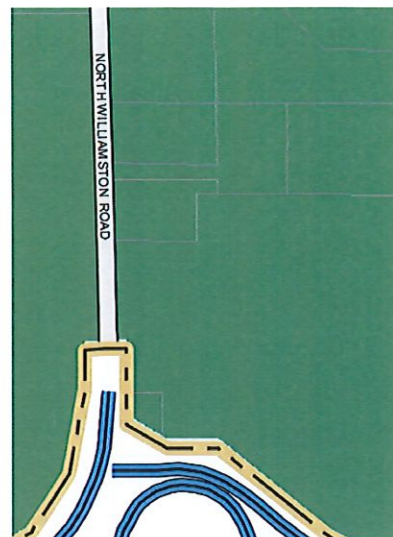
We look forward to the applicant's presentation at the Commission meeting in December; please let us know if you have any questions. Thank you.

### CONSISTENCY WITH THE MASTER PLAN

The Williamston Master Plan and Future Land Use map designate the subject area as commercial. The image on the right shows the future land use map indicating Mixed Use. The Master Plan envisions the Mixed Use area as design that does not encourage “strip development” from the interchange into the City, directing development inside the City limits, encouraging walkable designs and providing buffers between adjacent uses.

Additionally, a stated goal of the Master Plan expresses that the community opposes the I-96 and Williamston Road interchange evolving into an area that consists predominantly of “big-box” stores, convenience stores, motels, fast food, and franchise uses that characterize interchanges in many communities.

The construction of a Tailgaters facility at this location can met the vision of the 2015 Williamston Master Plan for this area, however, the design and orientation of the site will be important in meeting this standard.



### CONSISTENCY WITH THE ZONING ORDINANCE

The Williamston Zoning Map and Zoning Ordinance defines this area as C-4 Interchange Mixed Use District. The proposed Tailgaters automobile service and drive-through facility are identified as special land uses. The proposed Tailgaters facility can align with the Williamston Zoning Ordinance and Williamston Zoning Map, provided Special Land Use approval is secured.

### CONSISTENCY WITH THE WILLIAMSTON ROAD OVERLAY

The parcel is located in the Williamston Road Overlay district (Section 74-4.201) which regulates properties along Williamston Road between I-96 and Industrial Park Dr. The purpose of the overlay district is to create a primary entrance route into the city, providing direct access from I-96. The overlay district protects the character of the entrance into the city, while promoting economic growth and activity on the city's edge. Below are regulations and standards for the Williamston Road Overlay district:

#### Schedule of Williamston Road Overlay (WRO) Regulations:

Regulation Type	WRO District Requirements (Sec. 74-4.205)	Proposed	Compliance with Ordinance ?
Building Setback	75 ft. (from Williamston Rd. Centerline)	264.5 ft.	Yes
Parking Setback	90 ft. (from Williamston Rd. Centerline)	235.5 ft.	Yes
Multi-Use Pathway	6 ft.	6 ft.	Yes
Canopy Trees	1 / 35 ft. (7 trees)	0	No
Ornamental Trees	1 / 50 ft. (5 trees)	2	No
Shrubs	1 / 6 ft. (40 shrubs)	7 shrubs + 3 grasses	No
Driveways	300 ft. apart	Only 1 driveway proposed	Yes
Driveway setback from intersections	130 ft.	231.66 ft.	Yes
Cross-Access Connections	Connection Required	NE corner	Yes
Easement Required	Yes	Unknown	No
Sign Setback	65 ft. (from Williamston Rd. Centerline)	80 ft.	Yes



The proposed Tailgaters facility meets many of the district regulations for the Williamston Road Overlay District, however several items were not included or do not meet the district standards. A review of the Overlay District standards and the proposed design standards revealed the following items that need to be addressed:

- An easement for access shall be recorded with the County Register of Deeds prior to any certificate of occupancy being granted by the City for the use.
- The landscaping standards are largely unmet with additional canopy trees, ornamental trees, and shrubs required along Williamston Road as noted above.

### ENGINEERING REVIEW

Please see separate engineering review letter dated November 22, 2024 from IMEG for engineering conditions.

### EXISTING AND SURROUNDING CONDITIONS AND ZONING DISTRICTS

As stated above, the applicant will be seeking site plan approval from the City to construct a 9,810 sq. ft. Tailgaters automobile service and drive-through facility. Current conditions on the site include an abandoned fuel station and vacant land with vegetation. The proposed Tailgaters facility could fit the nature of the area.

### GENERAL SITE PLAN REQUIREMENTS

The site plan as presented for review is in compliance with general site plan requirements as noted in the Zoning Ordinance. Most notably, the site plans must be drawn by a professional licensed engineer and include the engineer's seal. The submitted site plan materials did not include a lighting plan. In addition, the parking lot plan must include an area specified for truck turnaround. Please refer to Section 74-9.208 for a list of information required for site plan review and approval.

### SITE PLAN REVIEW

The following tables demonstrate general compliance with the Ordinance requirements:

Regulation Type	C-4 District Requirements (Sec. 74-3.102)	Proposed	Compliance with Ordinance?
Minimum Lot Area	14,500 sq. ft.	3.5 acres	Yes
Minimum Lot Width	100 ft.	280 ft.	Yes
Maximum Building Height	30 ft.	21.6 ft.	Yes
Minimum Front Yard Setback	60 ft.	90 ft.	Yes
Maximum Front Yard Setback	-	-	-
Minimum Side Yard Setback	15 ft. (30 ft. total)	106 ft.	Yes
Rear Yard Setback	25 ft.	177.5 ft.	Yes

### Parking and Loading Standards

Regulation Type	Commercial Requirements	Proposed	Compliance with Ordinance?
Parking Spaces (Sec. 74-6.204)	29 (1 per 350 sq. ft. floor area)	75	Yes
Parking Maximum (Sec. 74-6.204)	58 (200% of the minimum required)	75	No
Parking Space Size (Sec. 74-6.301)	9 ft. x 18 ft.	10 ft. x 20 ft.	Yes
Barrier Free Spaces (Sec. 74-6.303)	3 (1 per 25 parking spaces)	3	Yes
Barrier Free Space Size (Sec. 74-6.303)	8 ft. wide	10 ft.	Yes
Van-Accessible Barrier-Free Space (Sec. 74-6.303)	1	1	Yes
Loading Space (Sec. 74-6.207)	1 (up to 20,000 sq. ft. floor area)	1	Yes
Parking Lot Surface Materials (Sec. 74-6.304)	Asphalt, bituminous or concrete pavement	Asphalt and concrete	Yes
Bicycle Parking (Sec. 74-6.206)	3 (1 per 10 required parking spaces)	5	Yes

### Landscaping Standards

Regulation Type	Commercial Requirements	Proposed	Compliance with Ordinance?
Loading Space Screening (74-7.307)	Wall, hedge, building wing, or other means	None	No
Parking Lot Ratio (Sec. 74-6.301)	30 sq. ft. of interior landscaping per parking space	Unknown (calculation not provided)	Unknown
Parking Lot Area (Sec. 74-6.301)	9 ft. in any single dimension	>9 ft.	Yes
Parking Lot Required Plantings (Sec. 74-6.301)	50% covered by plant material	Lawn and stone	Yes
Parking Lot Required Plantings (Sec. 74-6.301)	8 trees (1 deciduous shade tree per parking space)	12	Yes

### Automobile Service (Commercial) Standards

Regulation Type	Automobile Service Requirements (Sec. 74-2.406)	Proposed	Compliance with Ordinance?
Minimum Lot Area	10,000 sq. ft.	3.5 acres	Yes
Minimum Lot Width	100 ft.	280 ft.	Yes
Driveways	15+ ft. in width	51 ft.	Yes
Driveway setback from intersections	30 ft.	231.66 ft.	Yes
Screening (from residentially zoned parcels)	N/A	N/A	N/A
Outdoor Storage	8-ft. masonry wall for dumpster	6 ft.	No

### Drive-Through Standards

Regulation Type	Drive-Through Requirements (Sec. 74-6.302)	Proposed	Compliance with Ordinance?
Stacking Spaces	16 (8 spaces per window)	16	Yes
Drive-Through Lane Width	25 ft. centerline radius	10.5 ft. – 25 ft.	No
Delineation	Striped, marked, or delineated	Marked?	Yes

### Signs

Regulation Type	Drive-Through Requirements (74-8.106)	Proposed	Compliance with Ordinance?
Menu Board Height	6 ft.	6 ft. 3 in.	No
Menu Board Area	32 sq. ft.	30.21 sq. ft.	Yes
Menu Board Style	Monument	Monument	Yes

Signage must be submitted under separate cover – images of signage must be removed from the building design on the final site plan. No signage will be approved as part of this site plan; a separate permit application will be required.





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November 22, 2024

Ms. Ashley Cepdeda  
Williamston Community Development and Planning  
161 East Grand River Road  
Williamston, Michigan 48895

Re: Williamston Road and I-96  
Tailgaters Preliminary Site Plan Review

Dear Ashley:

We have reviewed the preliminary site plan for the referenced project dated November 8, 2024, as prepared by PEA Group. We offer the following comments for your consideration:

1. The entrance from Williamston Road will require approval from the Michigan Department of Transportation.
2. The proposed pavement sections are appropriate for the use.
3. A grease trap should be incorporated with the sewer lead for any kitchen wastewater. Domestic wastewater (bathrooms) should not flow through the grease trap.
4. The plans show a proposed public water main in an easement cutting through the site between the gas pumps and the building entrance. If the City elects to accept the water main, it should be relocated to run along the west side of the sight (in the Right of Way) and south side of the site to allow for future maintenance with minimal pavement and site operation disruption. An Act 399 Permit from the Michigan Department of Environment Great Lakes and Energy will be needed for the extension whether a public or private water main.
5. The applicant should provide soil borings for the proposed building foundation.
6. The applicant is proposing a regional storm water management system to serve Tailgaters and the parcel to the north. The detention basin is proposed to be located in an easement southeast of the proposed parcel and discharges overland to the Tobias Linn Road Branch Drain.

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November 22, 2024

- a. The calculations presented are for the current site and meet the general requirements of the Ingham County Drain Commissioner. The petitioner should include calculations supporting the overall capacity requirement of the detention basin for the current and future projects for the final site plan submittal.
  - b. Calculations for the outlet (based on the current project), basin capacity, storm sewer flow, etc should be included with the final site plan.
  - c. A copy of the detention and drainage easement should be provided.
7. Site lighting plans were not included in the drawings and have not been reviewed.
8. Profiles for the water main and storm sewer along with the City of Williamston standard notes for water and sanitary service should be included in the final site plan submittal.

In summary, we offer no objection to the approval of the preliminary site plan contingent upon the above comments.

If you have any questions, please contact me at (734) 657-4925.

Sincerely

Ted Erickson  
Digitally signed by Ted Erickson  
DN: cn=Ted Erickson, email=te@erickson.com,  
o=Ericksen Corp, ou=Williamston  
Date: 2024.11.25 06:57:35-0500

Ted L. Erickson, P.E.  
Principal

Cc: John Hanifan, City of Williamston



Tailgaters Williamston

December 3rd, 2024

**TAILGATERS, DUNKIN' & SUNOCO**

2810 N Williamston Rd.





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Former Gasoline Service Station  
1962-1978

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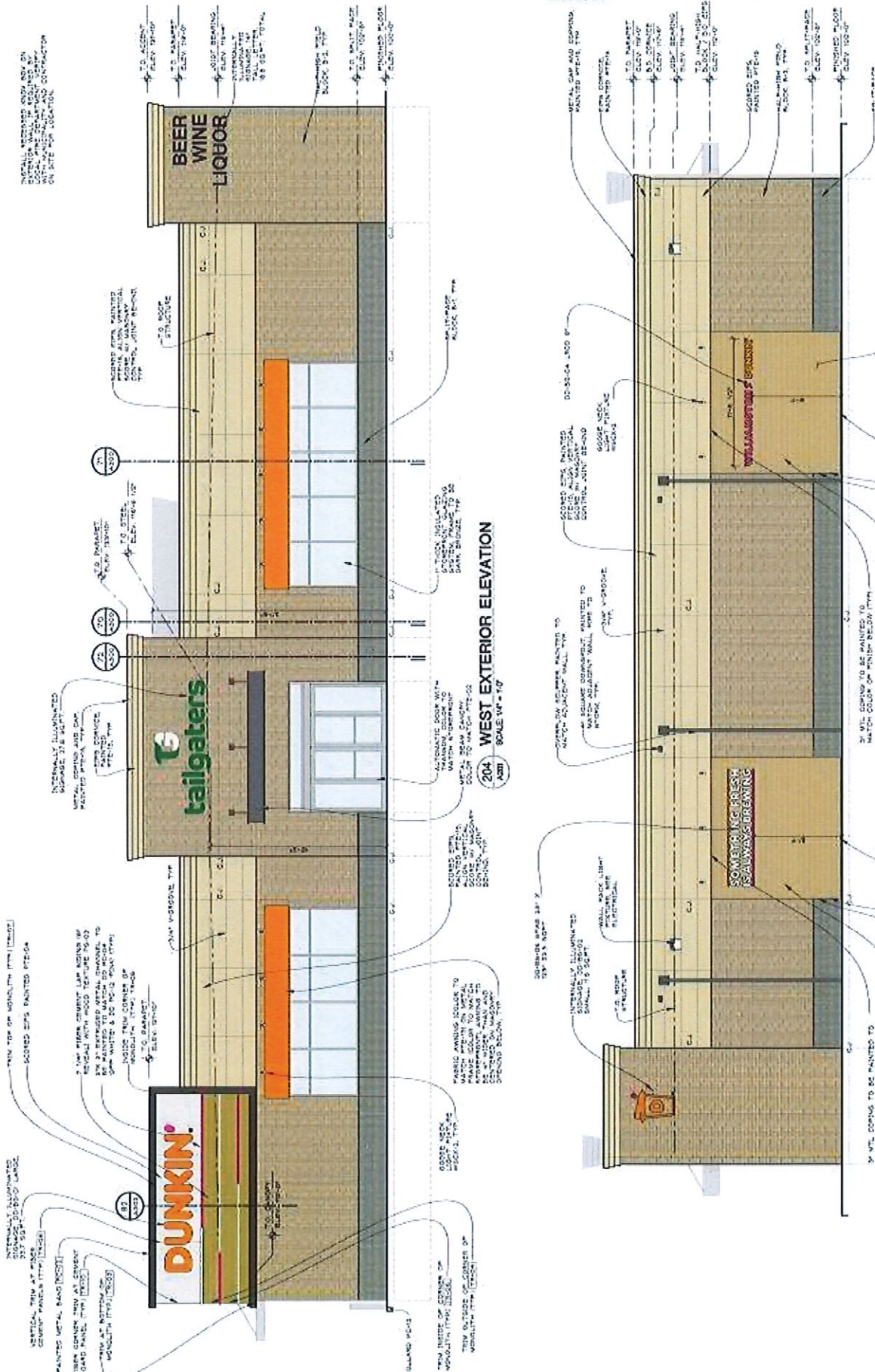
jeffery a. scott  
architects p.c.  
3225 grand river ave.  
suite 200  
farmington, mi 48336  
248-476-8802  
48001@JASARCH.COM  
www.jasarch.com

INSPIRE  
Specialty

EXTERIOR  
ELEVATIONS

tailgaters  
CONVENIENCE STORE  
2810 N WILLIAMSTON RD  
WILLIAMSTON, MI 48995  
PC#XXXXXX

NOTES:  
1. ALL MATERIALS AND FINISHES TO BE APPROVED BY THE ARCHITECT PRIOR TO CONSTRUCTION.  
2. ALL MATERIALS AND FINISHES TO BE MATCHED TO THE EXISTING BUILDING.  
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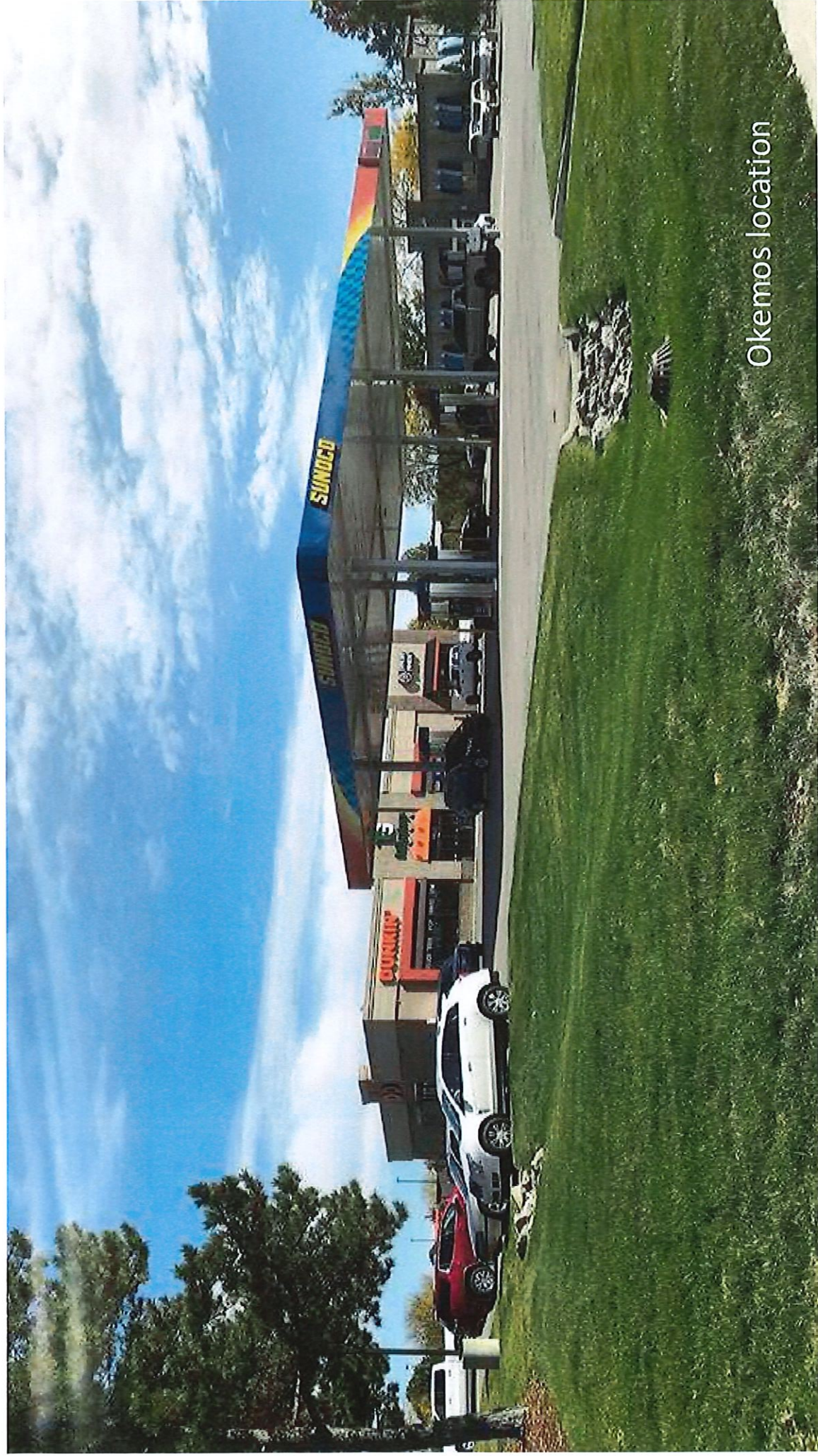
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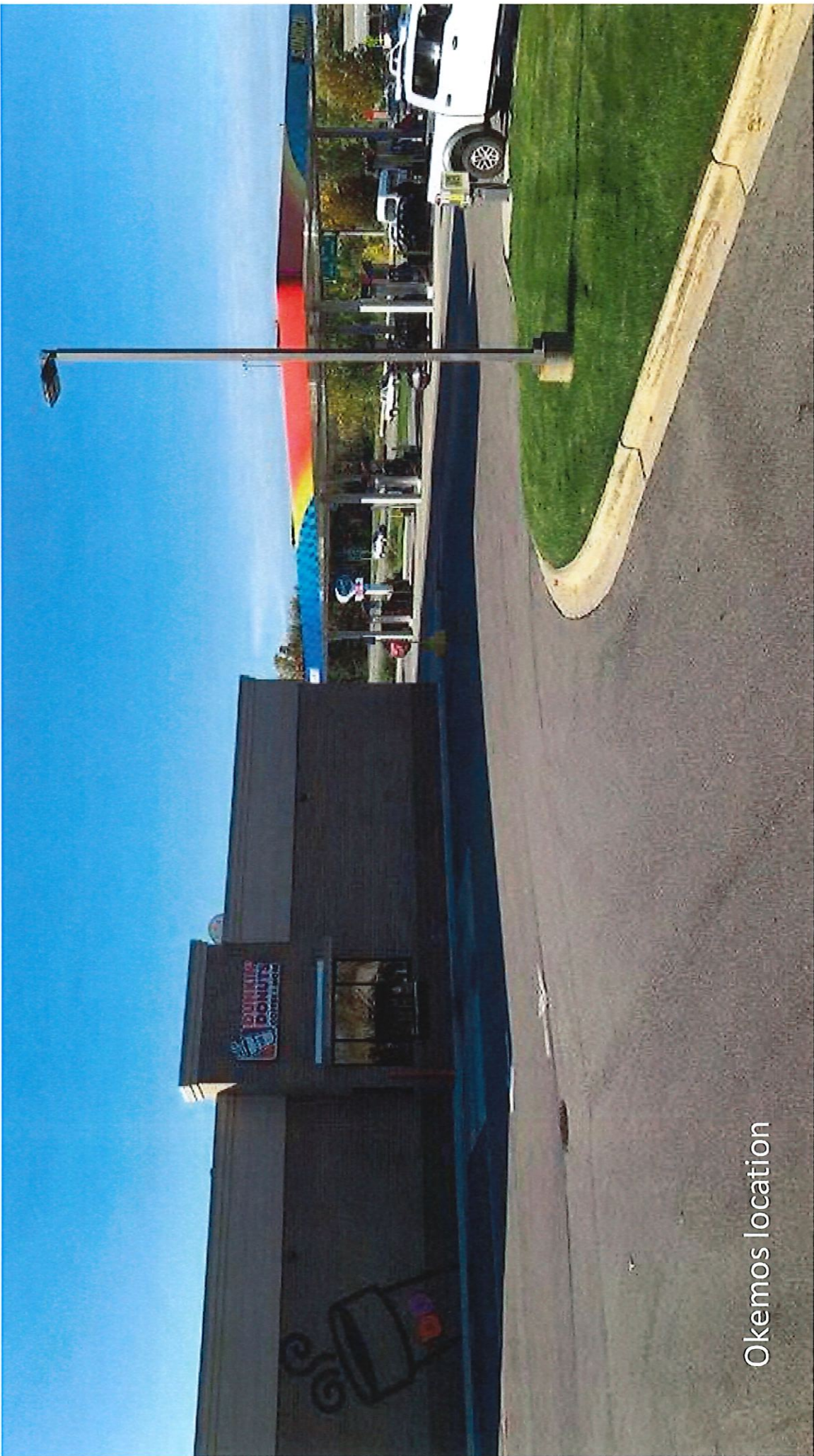
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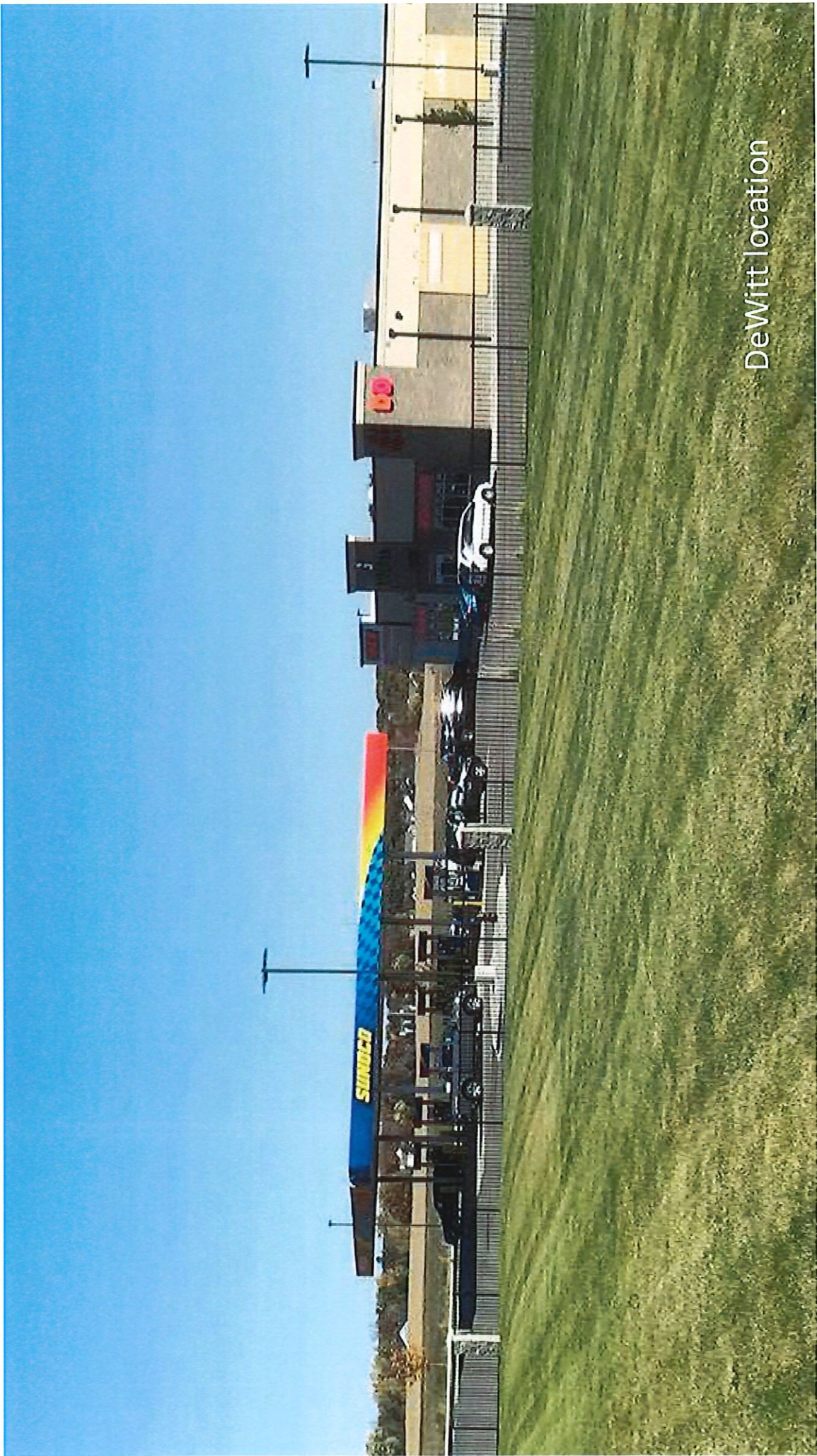
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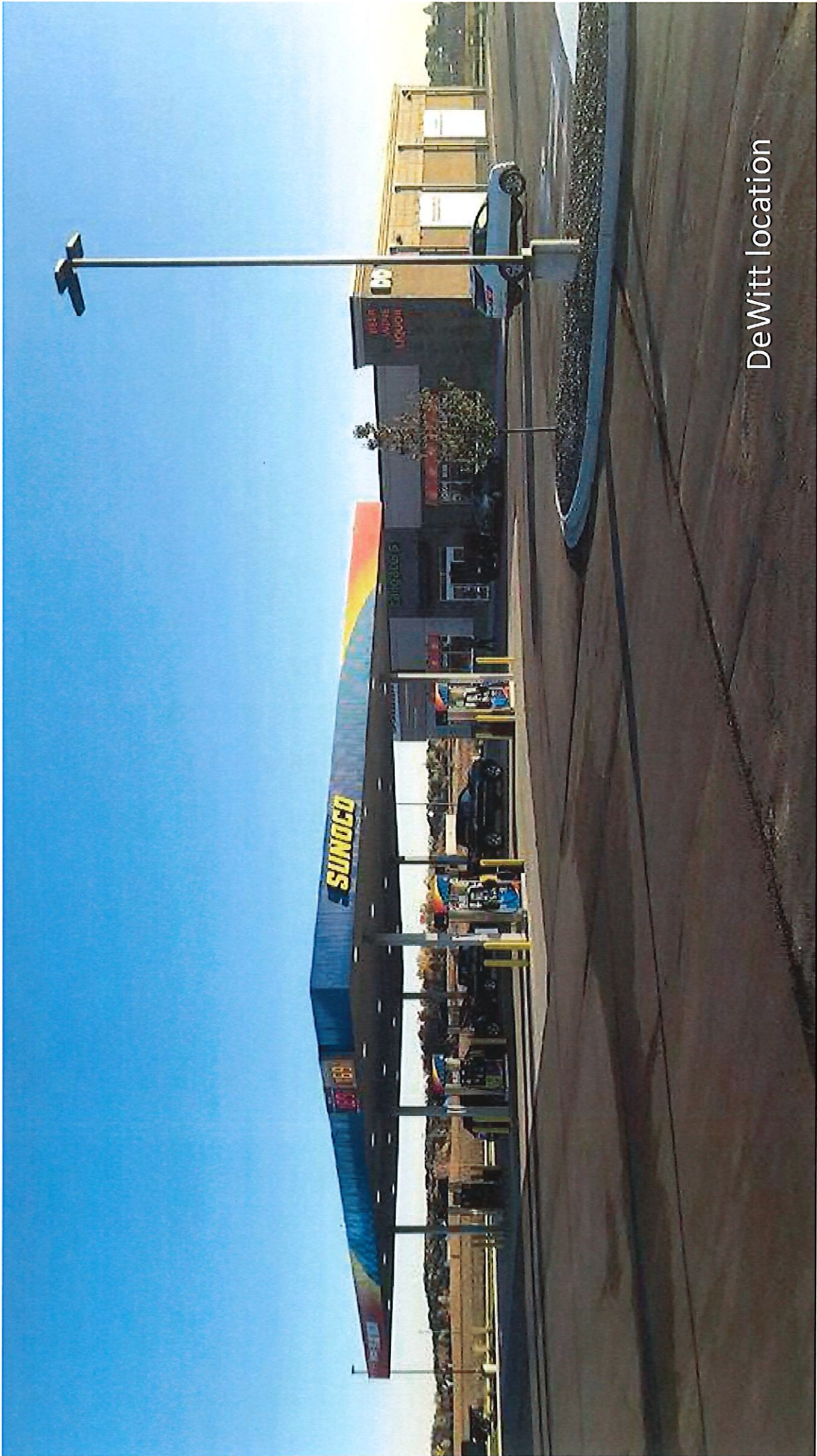
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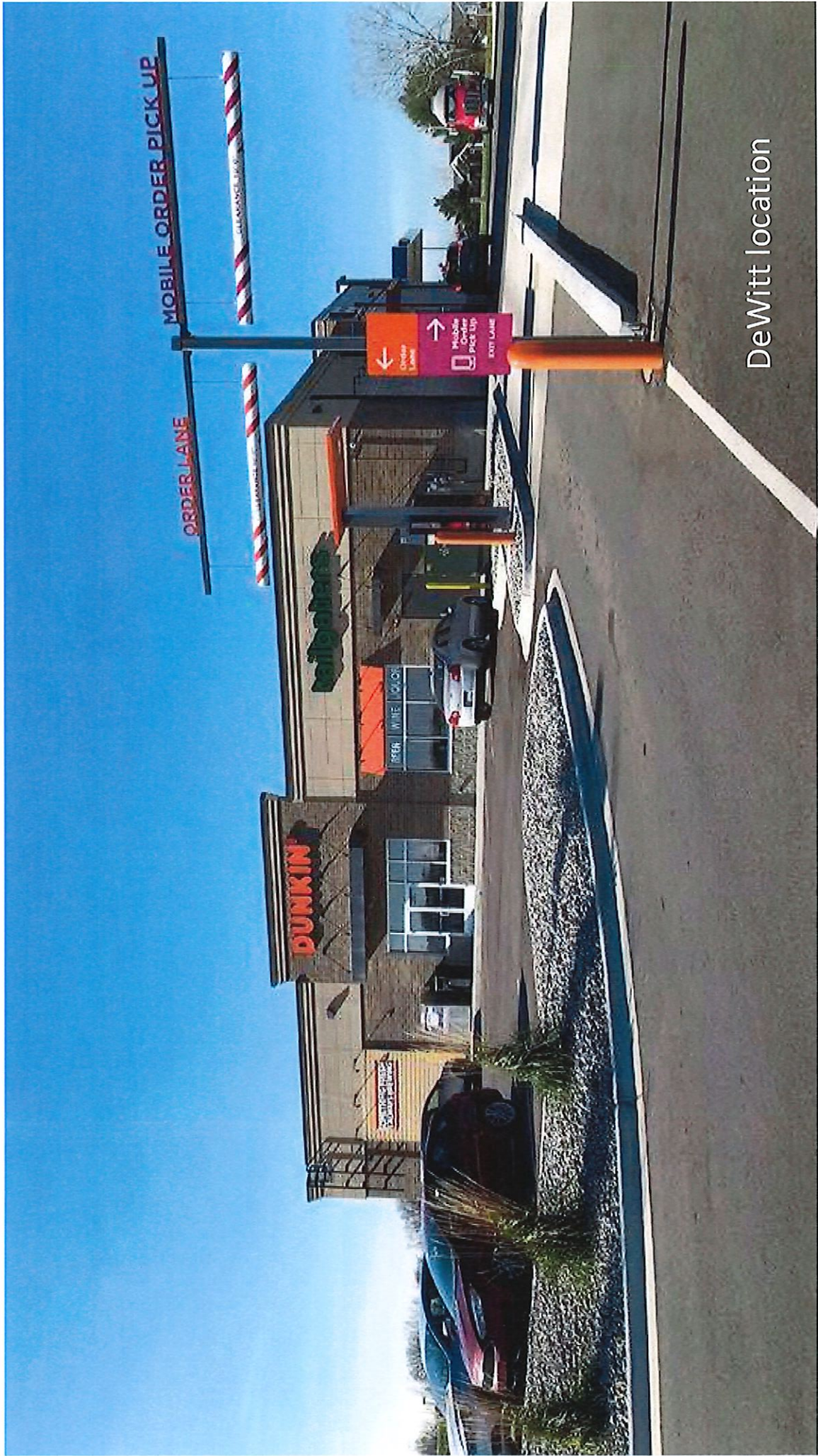
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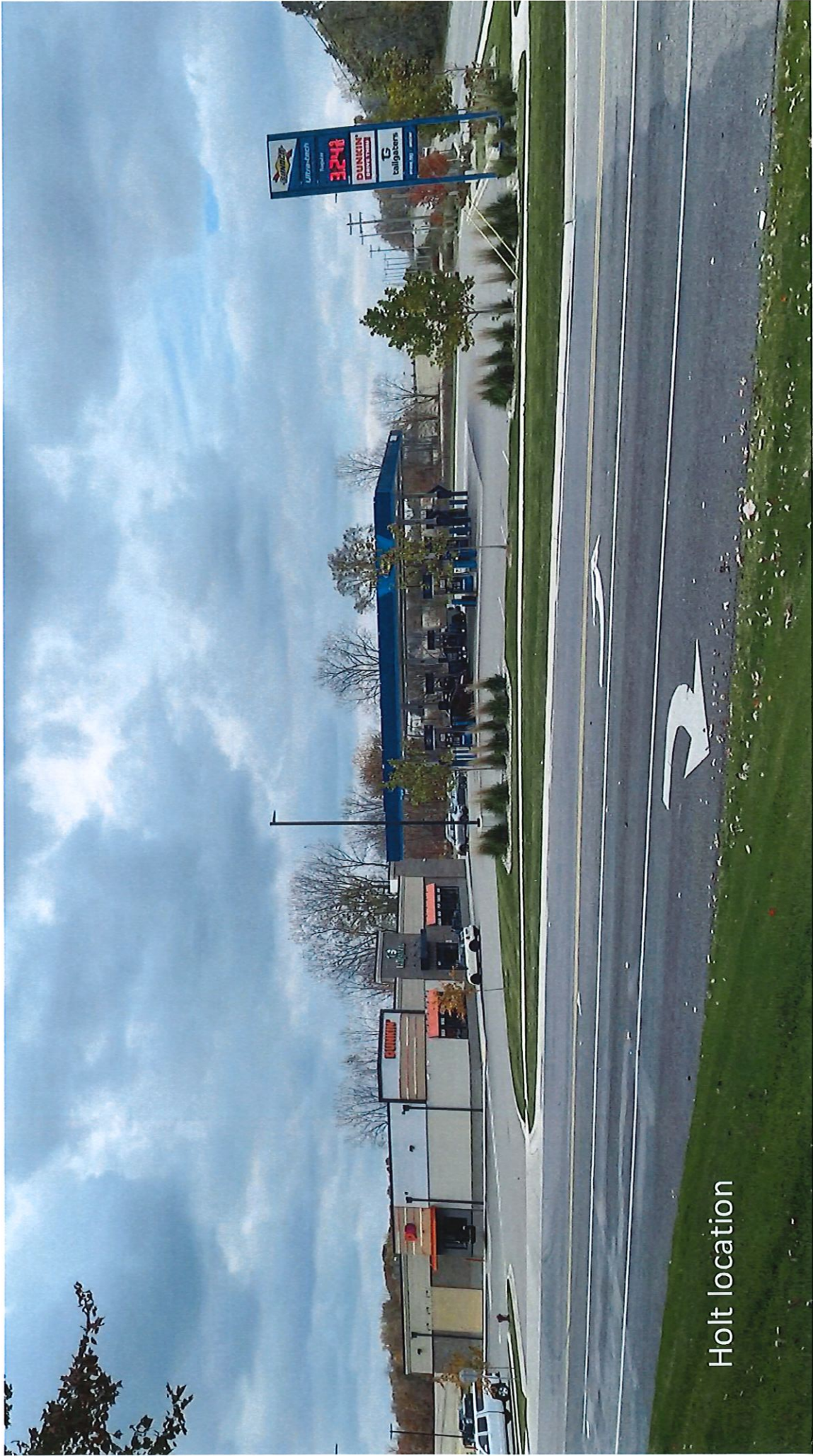
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DeWitt location





Holt location





Holt location



signature lattes  
the perfect cup of coffee  
anytime, anywhere

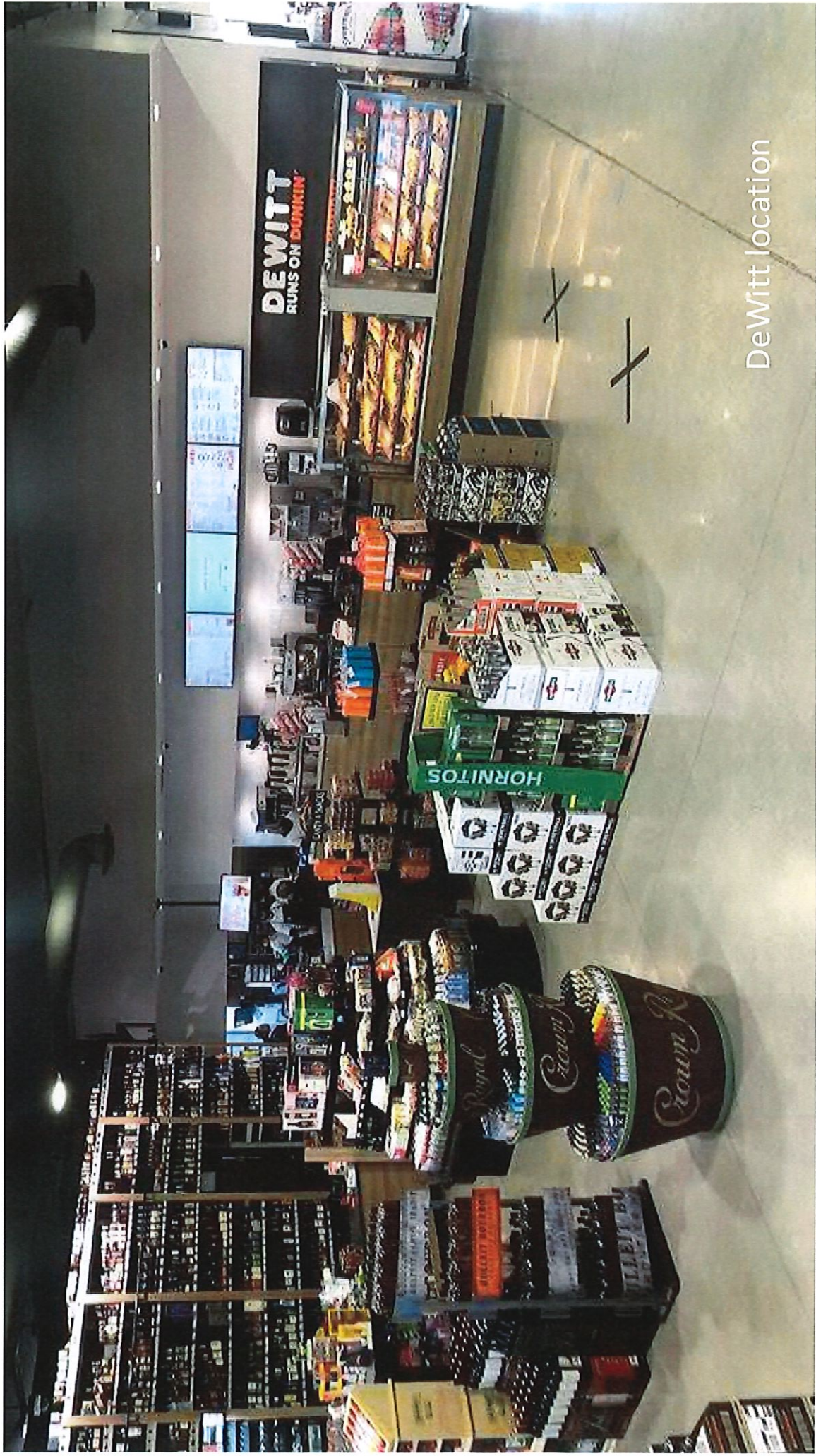
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DEWITT  
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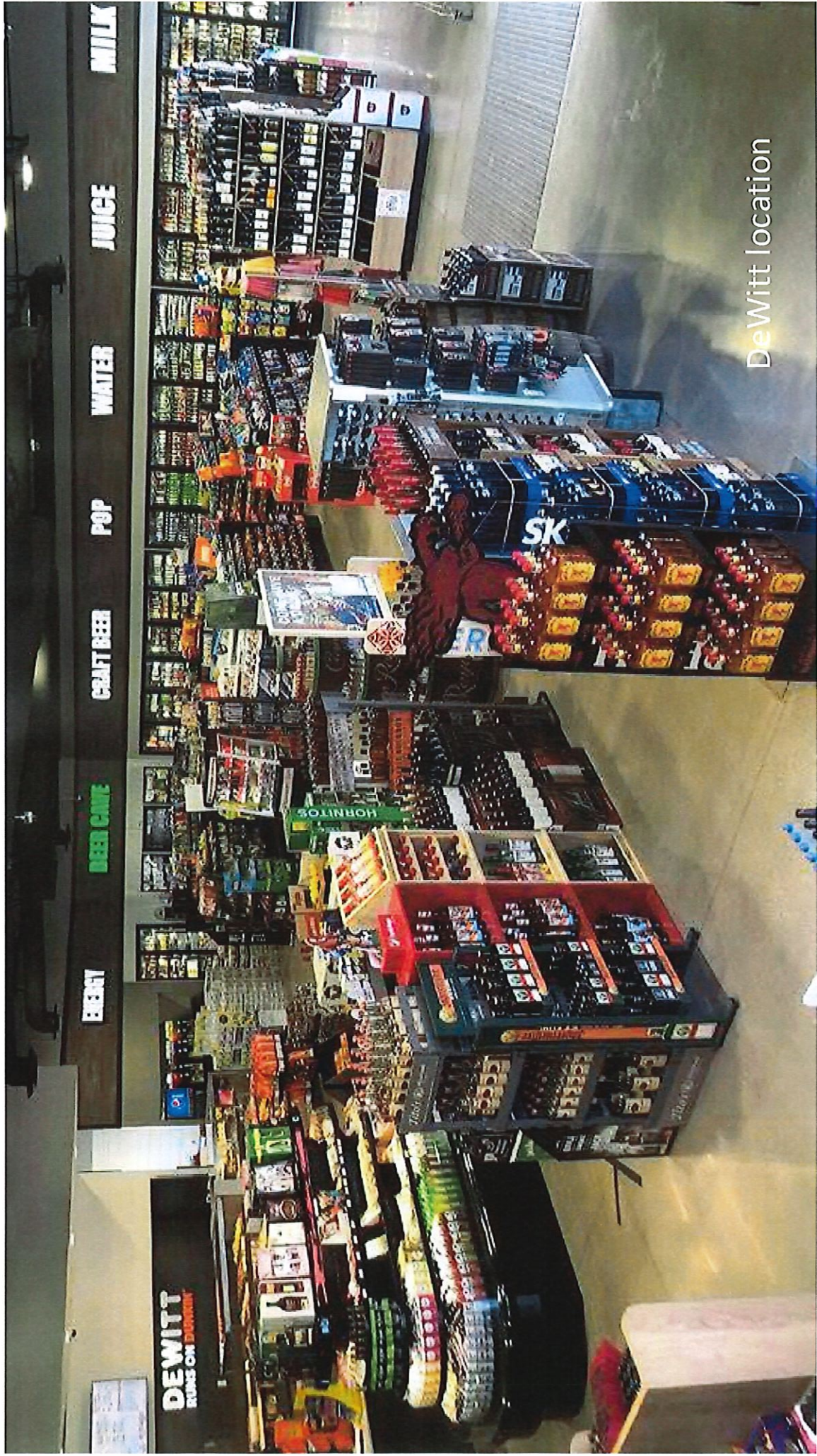






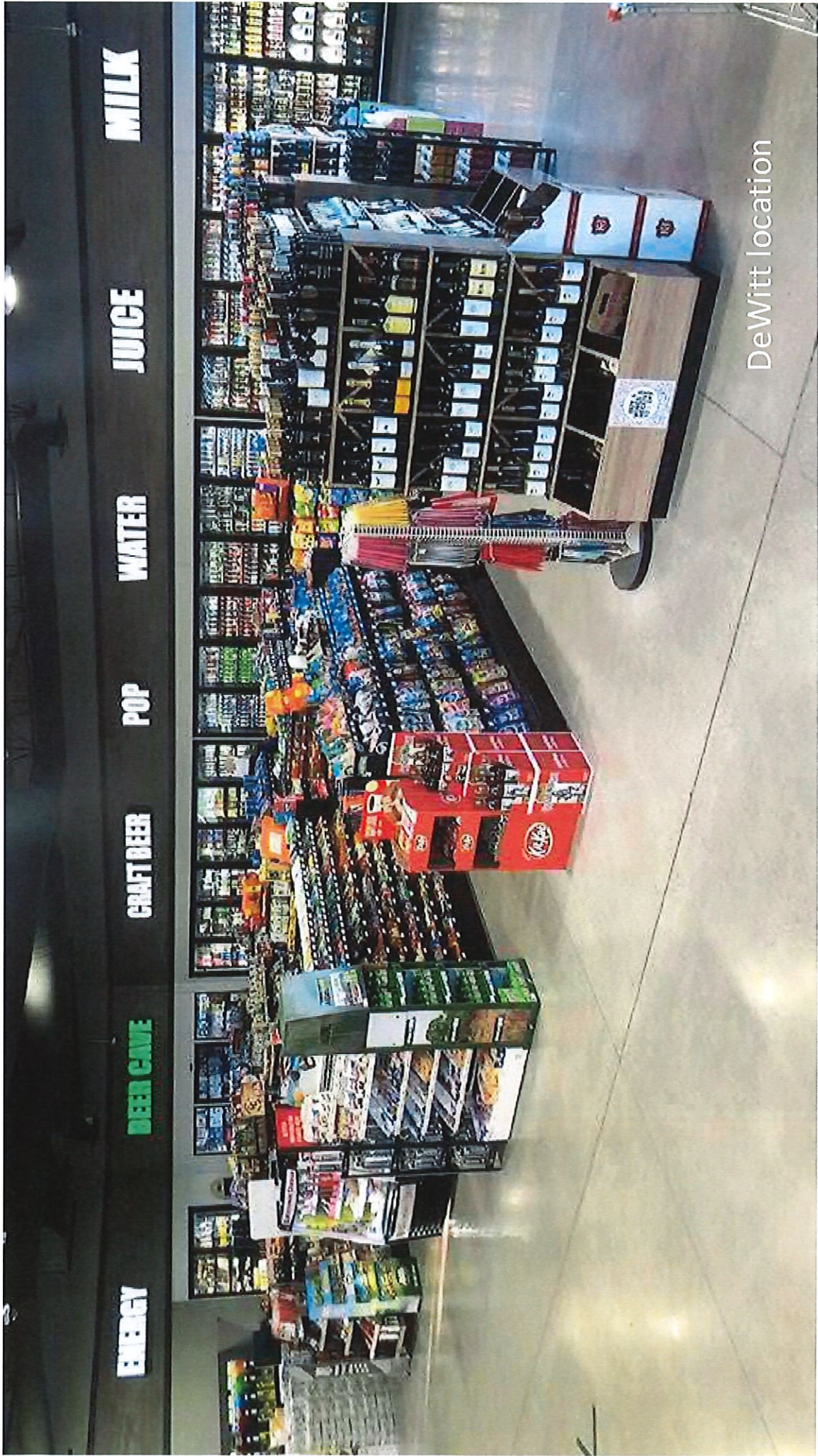
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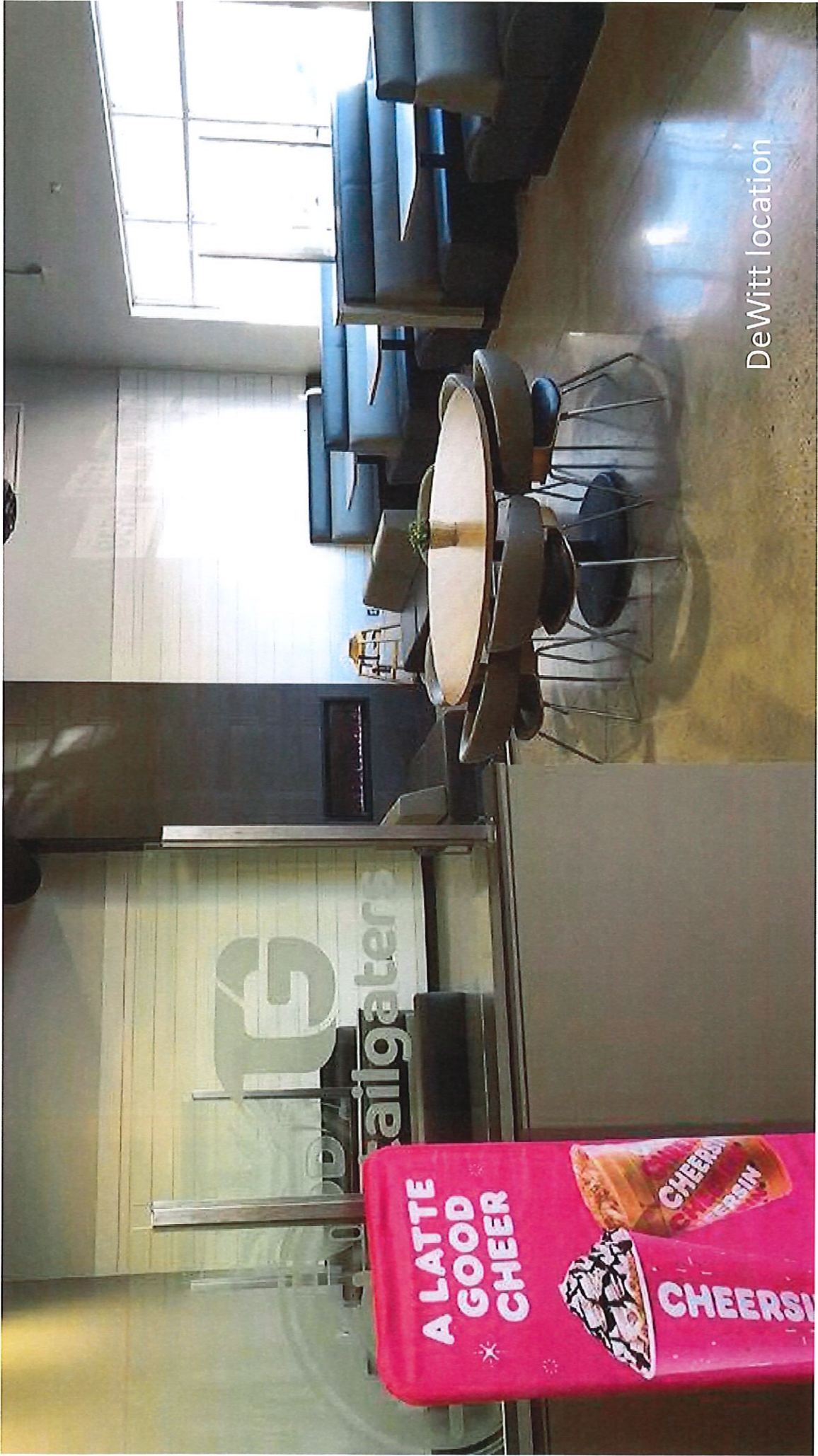
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Thank you!

We look forward to being a part of Williamston.

