



**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, JUNE 6, 2023
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 March 7, 2023
7. Action Items
 - a. Preliminary Site Plan – 825 W. Grand River (Dollar Tree)
 - b.
 - c.
 - d.
8. Discussion Items
 - a. Master Plan and Zoning Ordinance Update
 - 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
Thursday, July 6, 2023 in the City Council Chambers at 7:00 p.m.**

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**CITY OF WILLIAMSTON
PLANNING COMMISSION
MARCH 7, 2023
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 Vice Chairman John Magee and the Pledge of Allegiance was recited.

3. Roll Call:

Vice Chairman John Magee, Commissioners Noah Belanger, Brandon Gilroy, Brandon Lanyon, and Lee Fisher. Absent: Jeff Markstrom.

Also Present: City Manager John Hanifan, Deputy City Clerk Barbara Burke, City Attorney Timothy Perrone, Planner Raphael Kasen, Renee Leone, Chris Silker, Chase Mallory, Liz Harrow, Ken Szymusiak, Ben Tselis-Jackson, Byron Aldrink, Monica Schafer, Tim Ludwig, Will Long, Craig VanBuren, and other members of the public.

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

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:

Ingham County Commissioner Monica Schafer introduced herself – she is here to connect and to serve the community. Resident Tim Ludwig said he is interested in applying for the opening on the Planning Commission.

6. Planning Commission Regular Meeting Minutes of August 4, 2022:

Motion by **Lanyon**, second by **Gilroy**, to approve the regular meeting minutes of August 4, 2022 as presented. **Motion passed by voice vote.**

7. Public Hearing – Change-of-Use Text Amendment for 114 North Putnam St. (parcel ID: 33-18-03-36-352-021)

7a. Open Public Hearing:

Vice Chairman Magee opened the public hearing at 7:05 p.m.

7b. Chair States Purpose of Hearing and Rules of Procedure as Deemed Necessary:

Vice Chairman Magee stated the purpose of the public hearing and rules of procedure.

7c. Presentation by Staff Summarizing the Item:

Planner Kasen reviewed the application, where the applicant has requested an amendment to the zoning ordinance to allow ground floor residential dwellings as principal permitted uses on North Putnam Street in the C-1 Central Business District. There are six sections in the zoning ordinance where this specific text amendment would need to be changed.

7d. Questions from Board to Staff:

None.

7e. Presentation by Applicant:

Renee Leone went over the history and timeline of the building from the time she purchased it. She reviewed the unexpected fire suppression code requirements that posed significant obstacles to the advancement of this project and explained she had to pivot and do research on other options. She feels with this requested text amendment to residential/residential it would contribute in a positive way to downtown. There is a need for high quality housing options for young professionals and empty nesters.

7f. Questions From Board to Applicant:

None.

7g. Testimony From Public:

- i. Presentation of Written Comments – two letters of support were included in the packet.
- ii. Presentation of Oral Comments –
 - a. Chris Silker, realtor, spoke in support, stating tenants will frequent the downtown establishments, and the construction and aesthetics of this property are a benefit to the downtown area.
 - b. Will Long, Williamston business owner, said it would be a shame not to have the first floor for retail/commercial use.

7h. Concluding Comments From Staff:

Attorney Perrone said there are six separate sections in the zoning ordinance where this would need to be changed.

7i. Concluding Comments From Applicant:

Renee Leone was grateful for this review and feels the residential/residential is the right fit for this location and beneficial to the downtown.

7j. Concluding Questions or Comments From Board:

None.

7k. Close Public Hearing:

Vice Chairman Magee closed the public hearing at 7:29 p.m.

8. Public Hearing – Special Land Use for 200 Elevator Street (parcel ID: 33-18-07-01-151-026)

8a. Open Public Hearing:

Vice Chairman Magee opened the public hearing at 7:29 p.m.

8b. Chair States Purpose of Hearing and Rules of Procedure as Deemed Necessary:

Vice Chairman Magee stated the purpose of the public hearing and rules of procedure.

8c. Presentation by Staff Summarizing the Item:

Planner Kasen reviewed the application, where the applicant has requested special land use approval to construct a micro-distillery and tasting room to be located east of the existing building at 200 Elevator Street.

8d. Questions from Board to Staff:

None.

8e. Presentation by Applicant:

Ken Szymusiak reviewed the details of the project as outlined in the application. The use will be limited to distillation of gin, which may have a slight smell similar to baking bread. If this is accepted, their goal is to open in Spring of 2024.

8f. Questions From Board to Applicant:

Commissioner Gilroy asked what would happen to the current ice house building. Mr. Szymusiak said they would secure the exterior; paint it; tear down the lean-to section, etc. In the future it may be an event space.

8g. Testimony From Public:

- i. Presentation of Written Comments – none.
- ii. Presentation of Oral Comments –
 - a. Byron Aldrink, resident and neighbor to the project, said many of his questions were answered during the applicant's presentation. He is not opposed to the project. He was concerned about preserving the architecture of the original building, lighting, odor, hiring local, as he wants to preserve the value of his home.
 - b. Will Long, Williamston business owner, supports this project as it will help downtown.

8h. Concluding Comments From Staff:

Attorney Perrone noted the City is in the process of changing the street name to Norma Jean Court.

8i. Concluding Comments From Applicant:

Mr. Szymusiak thanked the commission for consideration. He and the other investors all live in Williamston.

8j. Concluding Questions or Comments From Board:

None.

8k. Close Public Hearing:

Vice Chairman Magee closed the public hearing at 7:43 p.m.

9. Action Items

9a. Change-of-Use Text Amendment for 114 North Putnam Street (parcel ID: 33-18-03-36-352-021):

Motion by **Lanyon**, second by **Belanger**, to recommend the proposed ordinance amendment be referred to the City Council for adoption as it is consistent with the City's Master Plan and

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will contribute positively to the C1, Central Business District. Yes: Belanger, Magee, Gilroy, Lanyon, Fisher. No: None. **Motion passed.**

9b. Special Land Use Permit for 200 Elevator Street (parcel ID: 33-18-07-01-151-026):

Motion by **Lanyon**, second by **Gilroy**, to approve the special land use for a “bar, tavern, or alcohol service establishment” on parcel 33-18-07-01-151-026 at 200 Elevator Street. Yes: Lanyon, Gilroy, Belanger, Fisher, Magee. No: None. **Motion passed.**

9c. Preliminary Site Plan Review for 200 Elevator Street:

Motion by **Lanyon**, second by **Gilroy**, to approve the preliminary site plan for 200 Elevator Street contingent on the following:

1. The applicant must apply and be approved for a dimensional variance per Section 74-9.207C of the Zoning Ordinance for the waiving of the 30-foot setback requirement due to the site’s adjacency with a lot located in the I-2 district.
2. The applicant must submit detailed project elevations for the proposed building and all landscaping, including all proposed fencing and plantings along the perimeter of the site, as well as the locations and manufacturer specifications for all exterior lighting fixtures.
3. A final signage plan must be submitted.
4. The final proposed circulation plan must be approved by the Northeast Ingham Emergency Service Authority (NIESA).
5. The final site plan must be reviewed and approved by the City Engineer.

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

9d. Adoption of 2023 Meeting Dates & Times:

Motion by **Gilroy**, second by **Belanger**, to approve the 2023 meeting dates and times as presented: January 3, February 7, March 7, April 4, May 2, June 6, July 6 (Thursday), August 1, September 5, October 3, November 7, December 5. Yes: Fisher, Gilroy, Lanyon, Magee, Belanger. No: None. **Motion passed.**

10. Staff Reports:

Manager Hanifan said it is time for a review of the Master Plan; look for that to come.

11. Audience Participation on Non-Agenda Items:

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

12. Planning Commissioner Comments:

Vice Chairman Magee thanked everyone for their patience.

13. Adjourn to the Call of the Chair:

Vice Chairman Magee adjourned the meeting at 7:53 p.m.

***Meeting adjourned at 7:53 p.m.**

Respectfully Submitted: _____

Barbara J. Burke, Deputy City Clerk

Date approved: _____



Memorandum

TO: City of Williamston Planning Commission
FROM: Raphael J. Kasen, AICP
SUBJECT: 825 W. Grand River - Site Plan Review #1
DATE: May 31, 2023

The applicant, 825 Williamston LLC, is seeking preliminary site plan approval from the City of Williamston Planning Commission for the construction of a Dollar Tree retail store on the property located at 825 W. Grand River (Parcel ID: 33-18-03-35-379-027). The site is currently zoned C-3, Mixed Business District. Retail Sales, including limited outdoor sales not exceeding one square foot of sales area for every four square feet of indoor sales or display area, are a principal permitted use in the C-3 district.

EXISTING CONDITIONS AND SURROUNDING LAND USE

The subject site is located on the south side of Grand River. The adjacent parcels to the west and south of the site are zoned MH, Mobile Home District and are home to the Village Square Manufactured Housing Community. The parcel to the east is zoned C-3 and contains a small retail strip center that is home to a mixture of local and national chain businesses, including three restaurants, two personal service establishments, and one non-profit donation center. The parcels located to the north on the opposite side of Grand River are also zoned C-3 and are currently comprised of single-family residences.

The subject parcel is approximately 66,000 sq. ft. (approx. 1.5 acres) in area and consists of vacant land with no improvements.



825 W. Grand River, Existing Conditions (Source: Ingham County Equalization Viewer, May 2023)

PRELIMINARY SITE PLAN REVIEW

Section 74-9.208 of the Zoning Ordinance provides the criteria for a site or sketch plan review. It also allows for exceptions to these criteria where the zoning administrator or Planning Commission determines that certain information is not necessary or applicable to a particular site or sketch plan application. Thus, the following review is based on the information and criteria needed to verify compliance with the Zoning Ordinance. We offer the following comments regarding the project at 825 W. Grand River based on the City Zoning Ordinance and sound planning principles:

1. Zoning and Use

The proposed project site is zoned C-3, Mixed Business District. The subject site is currently unimproved (vacant) land. Indoor and limited outdoor retail sales are principal permitted uses in the C-3 district.

2. Dimensional Standards

The following table compares site and building dimensions of the applicant’s preliminary site plan with the dimensional requirements of the C-3 district:

Schedule of Regulations: C-3 Mixed Business District & Preliminary Site Plan

Regulation Type	C-3 District Requirements	825 W. Grand River Preliminary Site Plan	Compliance with Ordinance Standards
Minimum Lot Area (Commercial Use)	7,200 sq. ft.	~ 66,000 sq. ft.	Yes
Minimum Lot Width	60 ft.	~ 192 ft.	Yes
Maximum Building Height	30 ft.	Not provided	Not provided
Minimum Front Yard Setback	25 ft.	92 ft.	Yes
Maximum Front Yard Setback	N/A	N/A	N/A
Minimum Side Yard Setback	20 ft. (when adjacent to MH District)	60 ft.	Yes
Rear Yard Setback	25 ft.	45 ft.	Yes
Minimum Open Space	15%	~ 30%	Yes
Maximum Lot Coverage	50%	~ 30%	Yes

Based upon the site plan provided by the applicant, the proposed project complies with all setback requirements and all but one of the dimensional requirements of the C-3 district. The applicant has not provided a height dimension for the proposed principal building and will need to do so before a final site plan can be approved. The maximum building height in the C-3 district is 30 feet, or up to 40 feet with consent of the fire authority per Section 74-3.103Q.

3. Required Open Space

Section 74-3.103O of the Zoning Ordinance requires all lots in the C-3 district to set aside a minimum of 15% of total lot area for lawn or landscaping. While an open space coverage ratio has not been provided in the preliminary site plan, the presence of a dedicated storm water detention area in the rear setback of the property should, Planning Staff estimates, fulfill the 15% landscaping set aside requirement.

4. Landscaping and Screening

The preliminary landscape and lighting plan shows five red maple trees planted at 35 ft. intervals along the north (front) property line. However, per Section 74-7.406A, the “continuous hedge of deciduous or upright evergreen shrubs planted not more than 36 inches on center” is not shown. Furthermore, review by the City

Engineer has noted that the proposed red maples would be located above a dedicated sewer easement and, per Section 74-7.104C, such plantings with root systems that have the capacity to damage public infrastructure should be avoided. The preliminary landscape plan also does not show the 15-foot-wide evergreen screening buffer which will be required along the west property line that abuts the MH district. Per Section 74-7.304, such a buffer is required whenever a commercial or office district abuts a residential district. The applicant should include this in the final landscape plan or otherwise demonstrate that it is not needed (i.e., due to the presence of existing vegetation which would act as a natural screen).

5. Off-Street Parking

Section 74-6.204 of the City's Zoning Ordinance states that the minimum off-street parking required for a retail sales and service establishment is 1 space per 350 sq. ft. of floor area. The proposed building area is 10,431 sq. ft., which would require a total of 30 parking spaces per the Ordinance. The preliminary site plan shows a total of 50 parking spaces, including 2 ADA-compliant spaces.

Section 74-6.206 of the Zoning Ordinance requires the provision of 1 bicycle parking space per every 10 required vehicle parking spaces. The preliminary site plan does not show any bicycle parking spaces, however 3 are required per the Ordinance.

Section 74-6.207 of the Zoning Ordinance calls for a minimum of one loading space for sites up to 20,000 square feet in floor area. While the preliminary site plan shows a "loading zone" on the west side of the proposed principal building, no dedicated loading space is identified. Per Section 74-6.207B, a loading space must be at least 10 feet in width and 50 feet in length.

Section 74-6.301C establishes the requirements for parking lot landscaping, specifically:

- a. *Internal islands and medians.*
- b. *Landscaped areas surrounded on three sides by a parking area (i.e., peninsulas or fingers).*
- c. *Landscaped areas at the corners of a parking area and bordered by parking on at least two sides.*

Per this Section, a minimum of 30 square feet of interior parking lot landscaping is required per required parking space. Thus, a minimum of 900 square feet of interior landscaping is required for the site. The preliminary site plan shows 812 square feet of landscaping located at the northwest corner of the parking area and approximately 600 square feet of landscaping located at the northeast corner, making a combined area of 1,412 sq. ft., thereby meeting this requirement.

6. Refuse and Mechanical Equipment

The preliminary site plan shows a dedicated area for ground-mounted mechanical equipment and refuse storage to be located adjacent to and behind the principal building. The proposed plan indicates screened fencing around both the dumpsters and HVAC equipment.

7. Signage

A signage plan has not been submitted as part of the preliminary site plan.

8. Architecture and Design

Per Section 74-5.205A1 of the Zoning Ordinance, while architectural style is not restricted in the C-3 district, the overall design of the building and its relationship to its surroundings are factors that shall be evaluated by

the Planning Commission prior to site plan approval. The applicant has provided several options for exterior building materials and design for consideration by the Commission.

9. Exterior Lighting

The applicant has submitted a preliminary exterior lighting plan showing the locations of pole and wall-mount fixtures in the front and sides of the building, however, only half of the building is shown in this initial plan. The final site plan must include all proposed lighting locations, heights from grade, specifications, lamp types and methods of shielding.

10. Sidewalks

No changes have been proposed to the existing sidewalk along Grand River.

11. Stormwater Management and Utilities

The proposed project will undergo final review by the City Engineer before a final site plan is approved.

RECOMMENDATIONS

We recommend the City of Williamston Planning Commission approve the preliminary site plan for Parcel ID: 33-18-03-35-379-027, located at 825 W. Grand River.

Final site plan approval should be contingent on the following:

1. Landscape plan must be revised according to both ordinance requirements and the City Engineer's recommendations for plantings along the front property line, as well as the screening requirements per Section 74-7.304 along the west property line adjacent to the MH district.
2. A revised parking plan with a designated loading space and bicycle parking must be submitted and approved.
3. A final exterior lighting plan must be submitted and approved.
4. Final design for the building exterior – including building height - must be agreed upon by the applicant and Planning Commission, including building materials and treatments.
5. A final signage plan must be submitted and approved along with the final site plan.
6. The final proposed circulation plan must be approved by the Northeast Ingham Emergency Service Authority (NIESA).
7. The final site plan must be reviewed and approved by the City Engineer.

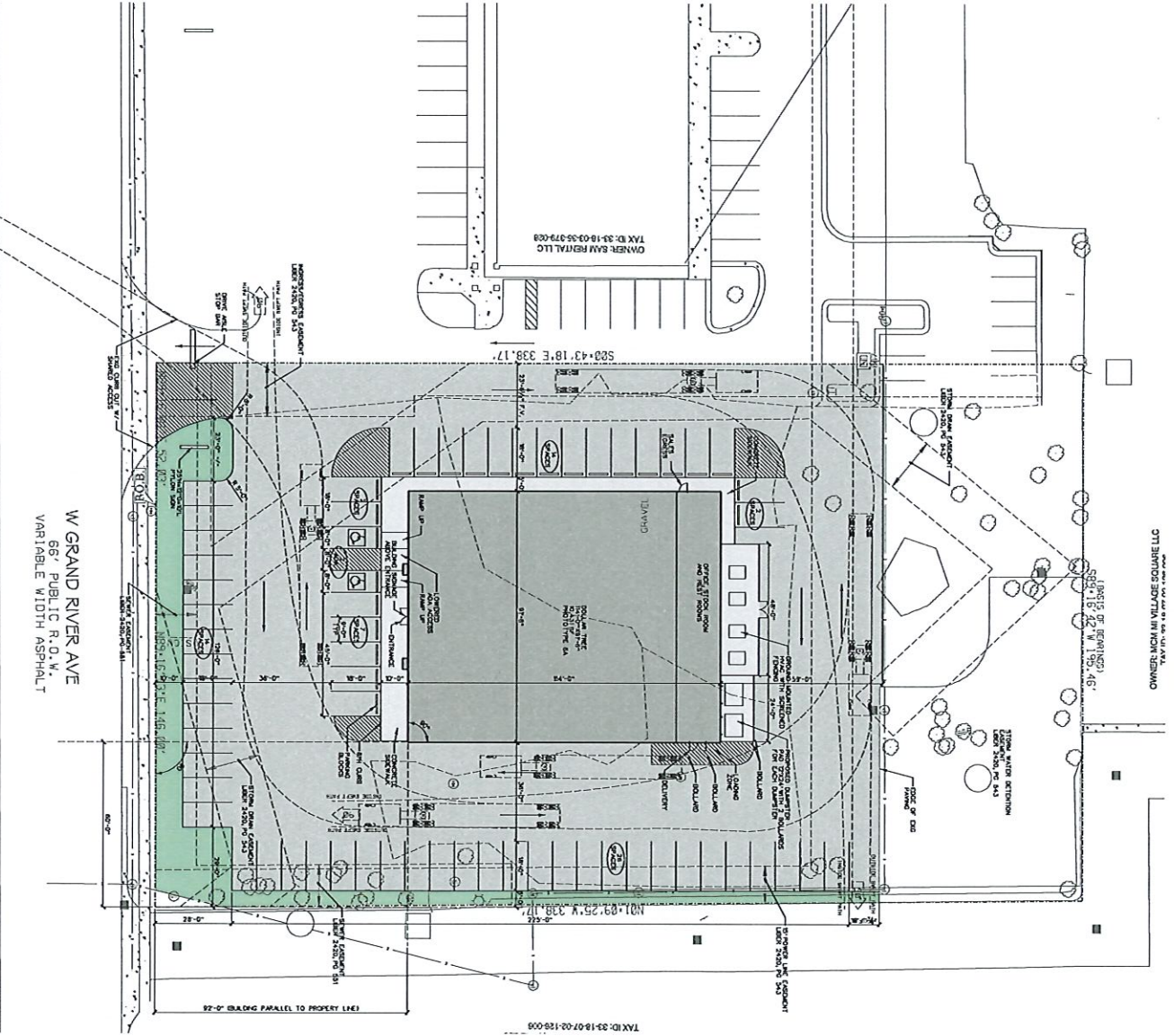
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Respectfully Submitted,



Raphael J. Kasen, AICP
Senior Planner



W GRAND RIVER AVE
66' PUBLIC R.O.W.
VARIABLE WIDTH ASPHALT

SITE PLAN



ADDRESS: 825 W Grand River Ave
 SITE DATA:
 LOT AREA - 66,532 SF
 BUILDING AREA - 10,431 SF
 PARKING COUNT -
 49 REGULAR STALLS
 2 ADA STALLS
 51 TOTAL SPACES PROVIDED
 51 TOTAL SPACES REQUIRED

GENERAL NOTES:
 1. HVAC UNITS TO BE PLACED ON GARAGE BEHIND BUILDING IN SCREENED FENCED ENCLOSURE
 2. EXISTING ZONING - C-1
 PROPOSED ZONING - C-1
 3. SETBACK REQUIREMENTS -
 FRONT - 25'
 SIDE - 25'
 REAR - 25'
 4. BUILDING CONSTRUCTION
 PROTOTYPE 6A



AERIAL INSET LOCATION



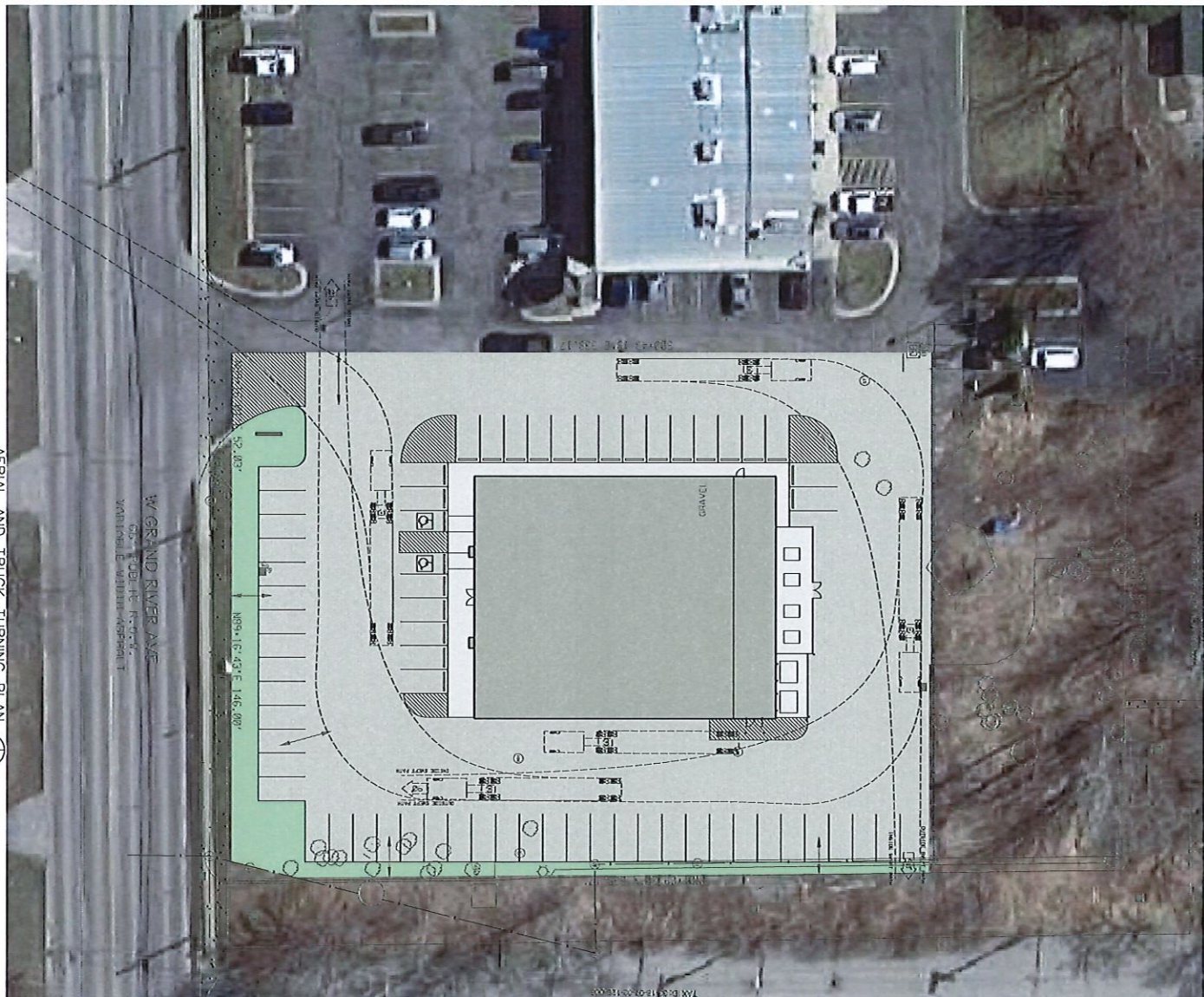
New Dollar Tree
 825 W Grand River Ave
 Williamston, Michigan

IRELAND ARCHITECTS
 450 Zepeda
 Venice, FL 34786
 phone: (517) 227-9061

Date: 4/17/23
 Drawn by: RIVER

C1.1

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AERIAL AND TRUCK TURNING PLAN
SCALE: 1/4" = 1'-0"
N

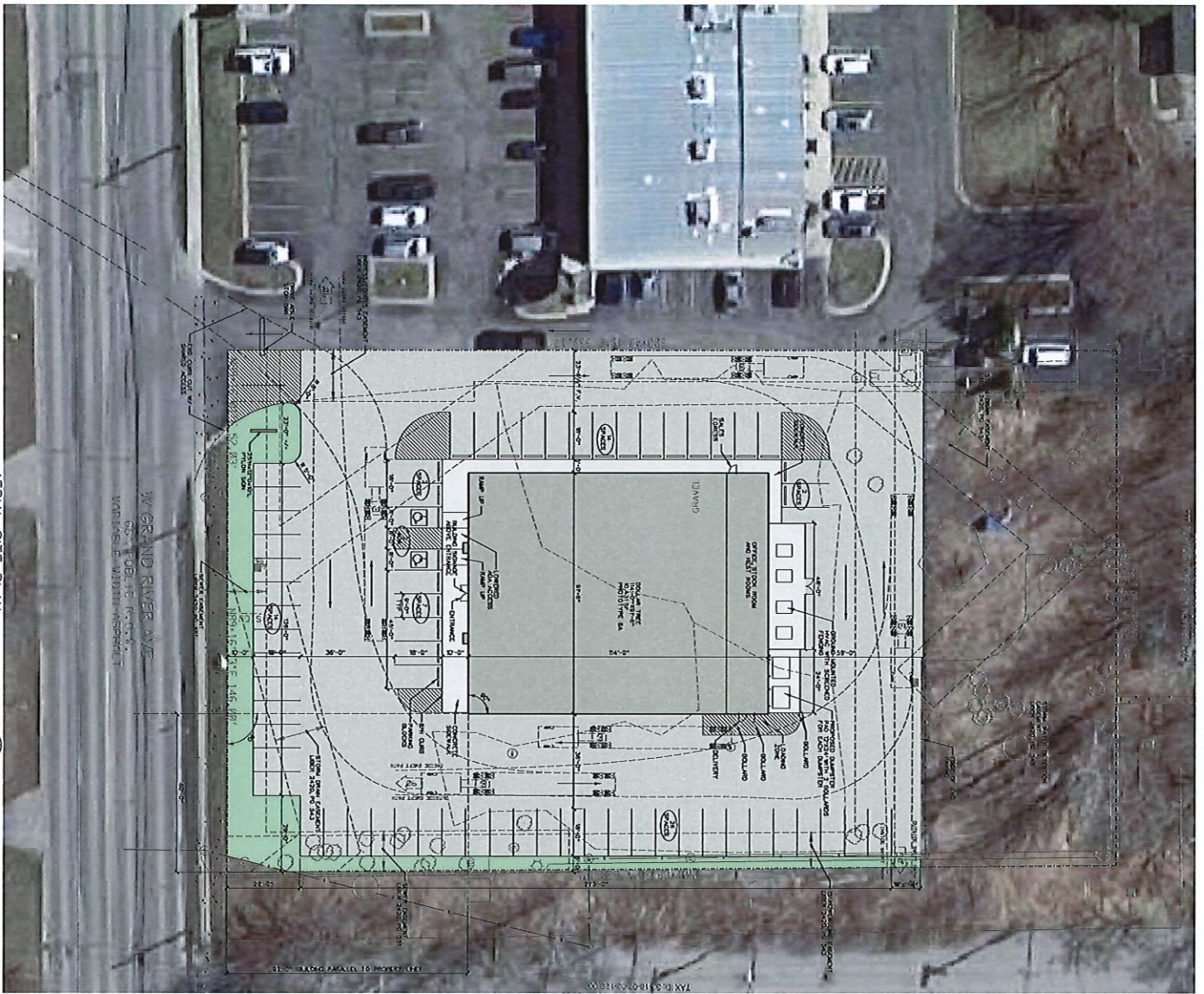
W GRAND RIVER AVE
65' - 0" (4' 11" - 11' 4")
VARIABLE WIDTH - APPROX. 1'

Sheet
C1.2

Date
4/17/23
Revised by
NCHW

New Dollar Tree
825 W Grand River Ave
Williamston, Michigan

IRELAND
ARCHITECTS
450 Zapata
Venice, FL 34283
phone: (517) 227-9061



AERIAL SITE PLAN

SCALE: 1/4" = 1'-0"



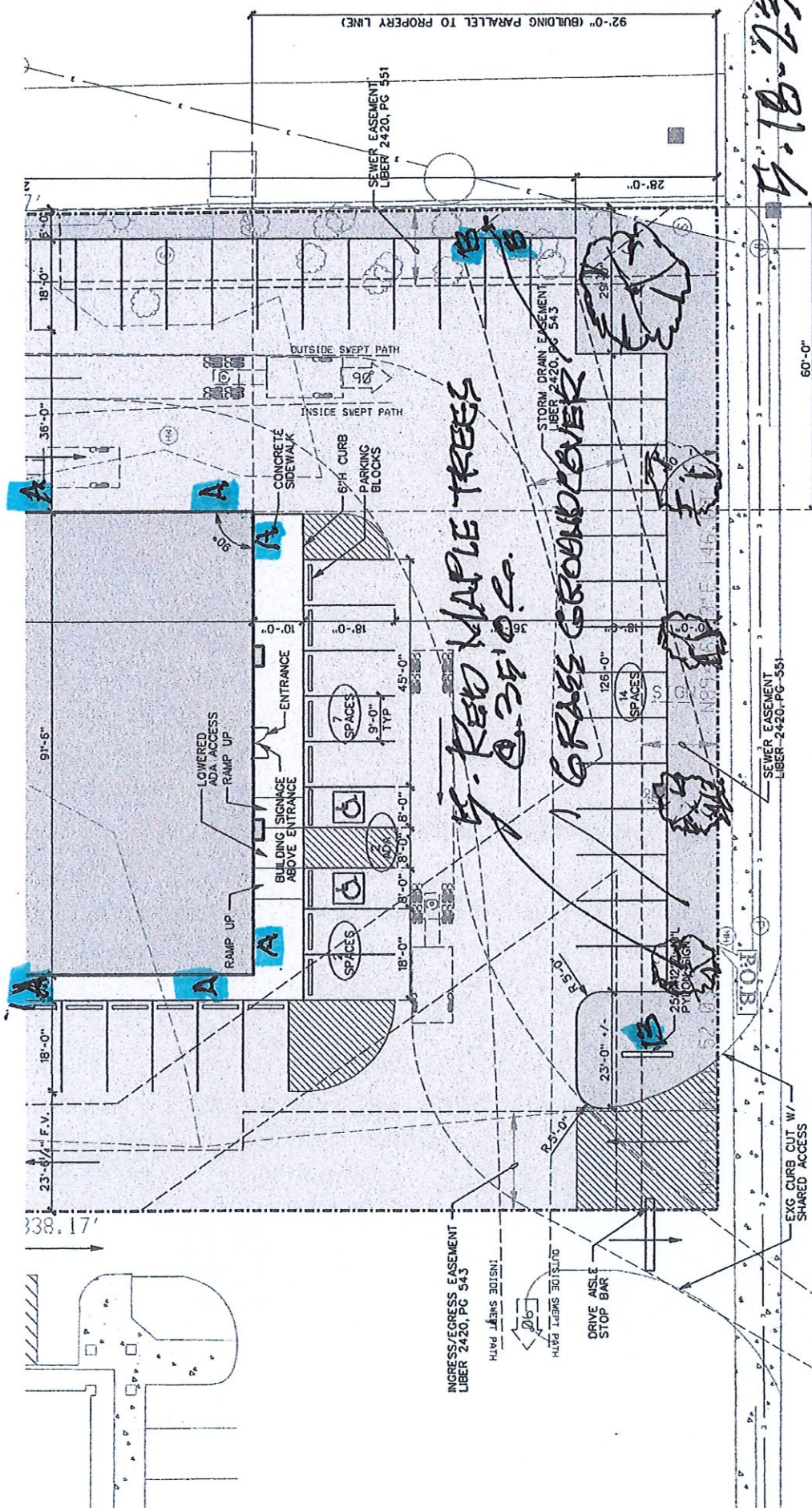
W GRAND RIVER AVE
65' TO 14' (6'-5")
WILSON E. WITH ASPHALT

New Dollar Tree
825 W Grand River Ave
Williamston, Michigan

IRELAND
ARCHITECTS
450 Zepeda
Venice, FL 34283
phone: (517) 227-9561

Sheet
C1.3

Date:
4/17/23
Revised By:
NICKER



*Y. RED MAPLE TREES
@ 0.35 O.C.*

GRASS GROUNDER COVER

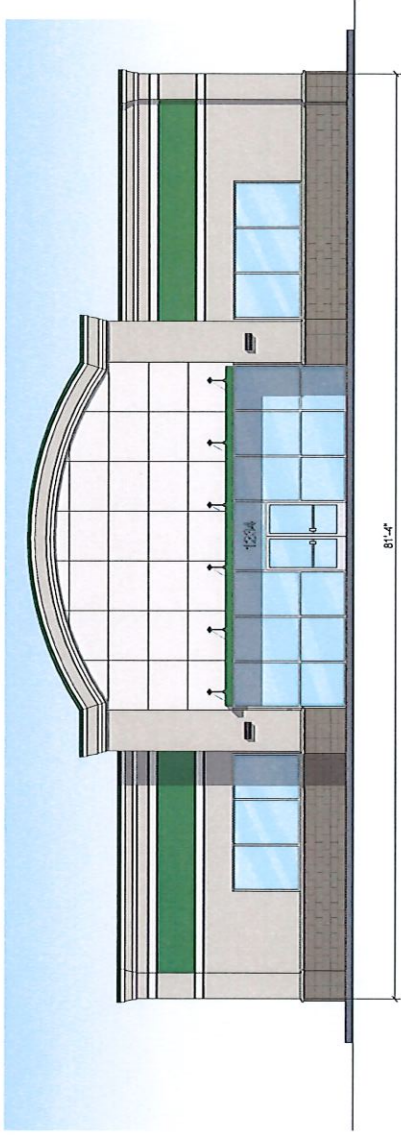
4-18-23

*REDEM. LABS & CAP NIES
LIGHTING & P&AB*

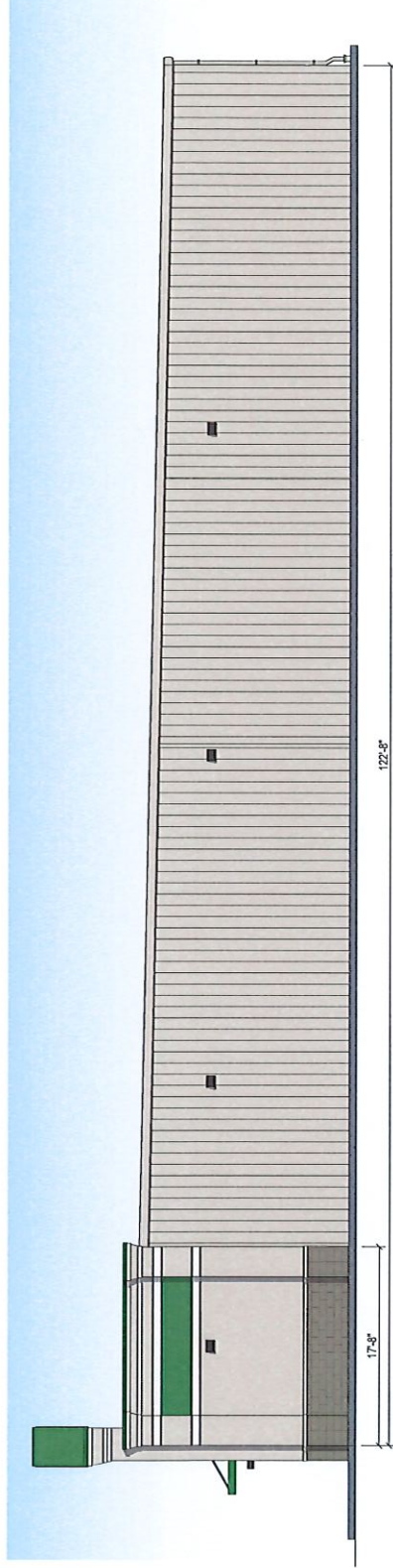
WILLIAMSTON, MD.

*(9) - A - WALL PAK
7600 LM*

(4) - B - FLOOR



FRONT ELEVATION



SIDE ELEVATION

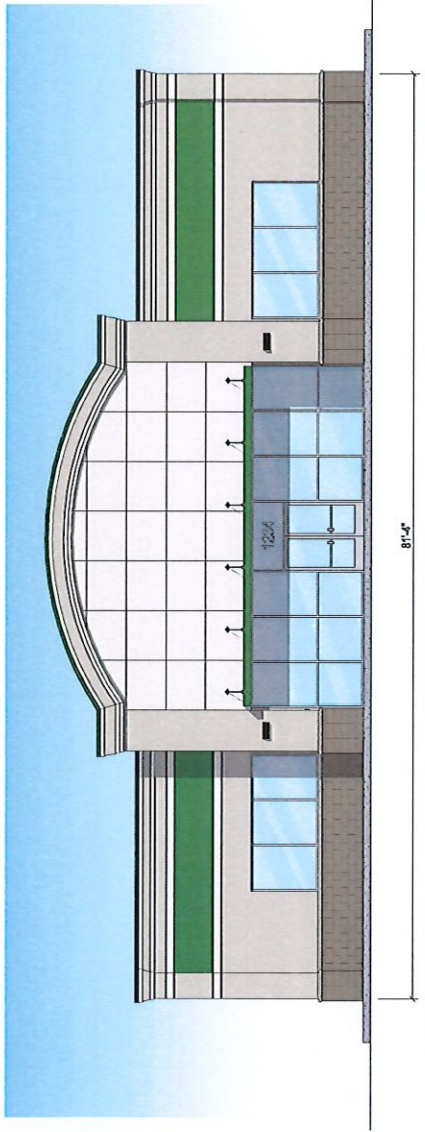
	SW ENVY		SW BALANCED BEIGE / STO SANDSTONE		SW AESTHETIC WHITE / STO SMOKED PUTTY		SW VIRTUAL TAUPE
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0' 8' 16' 32'

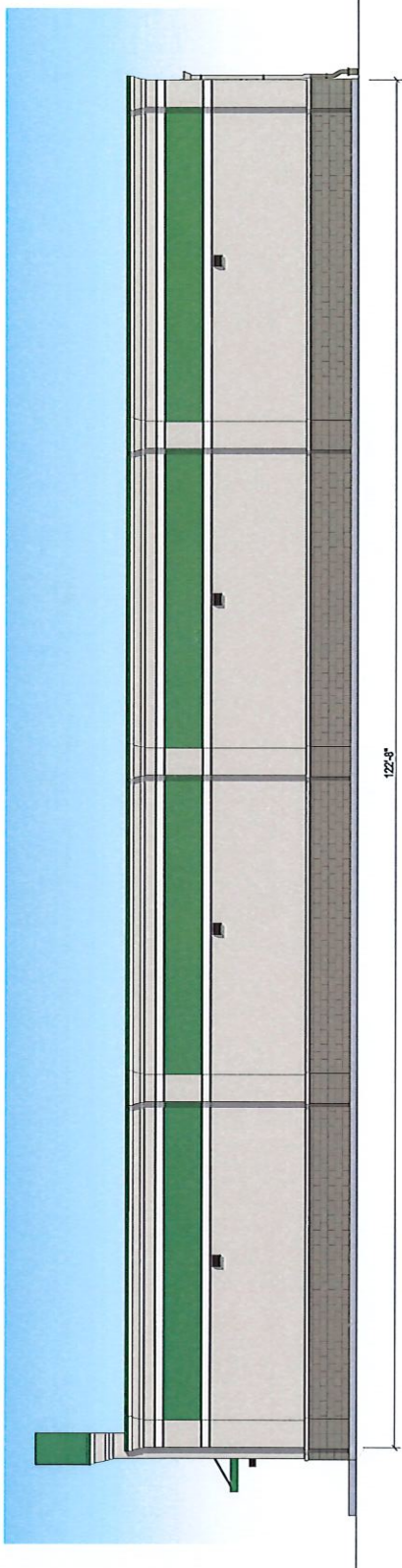
Dollar Tree - Pre-Engineered Metal Building (EIFS & Metal Side)



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FRONT ELEVATION



SIDE ELEVATION

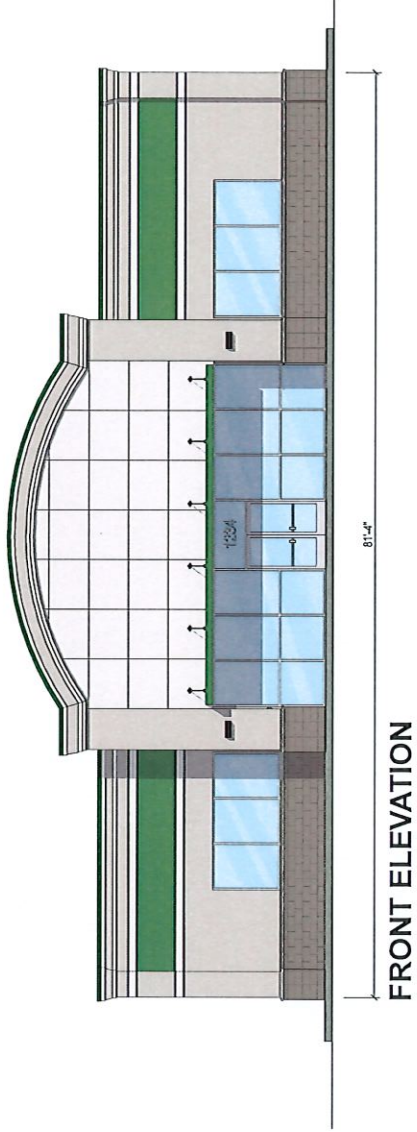
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 SW AESTHETIC WHITE / STO SMOKED PUTTY
 SW VIRTUAL TAUPE

0' 8' 16' 32'

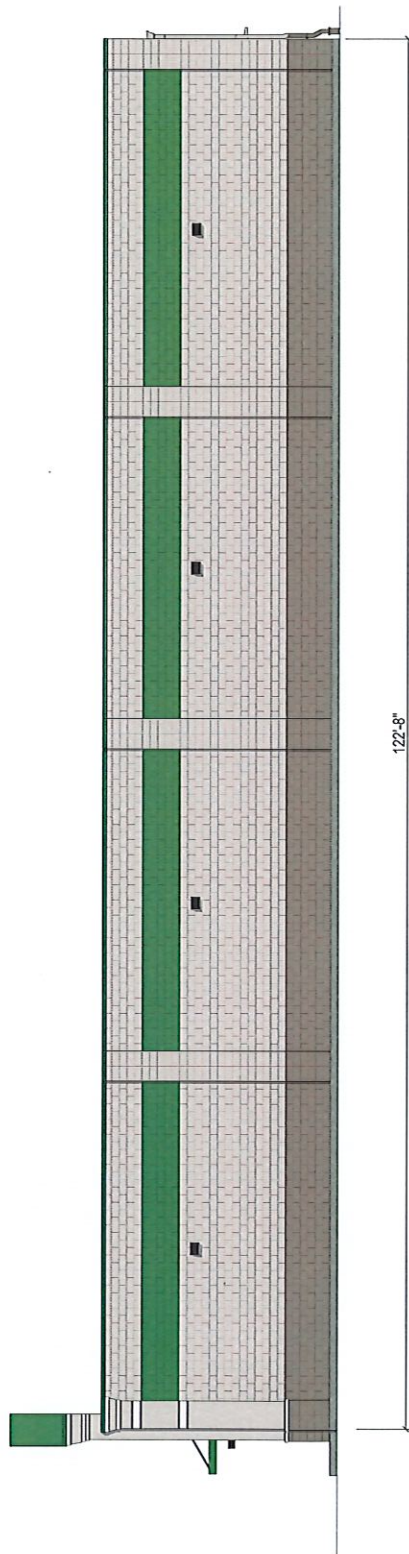
Dollar Tree - Block and EIFS (EIFS SIDES)



7a
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FRONT ELEVATION



SIDE ELEVATION

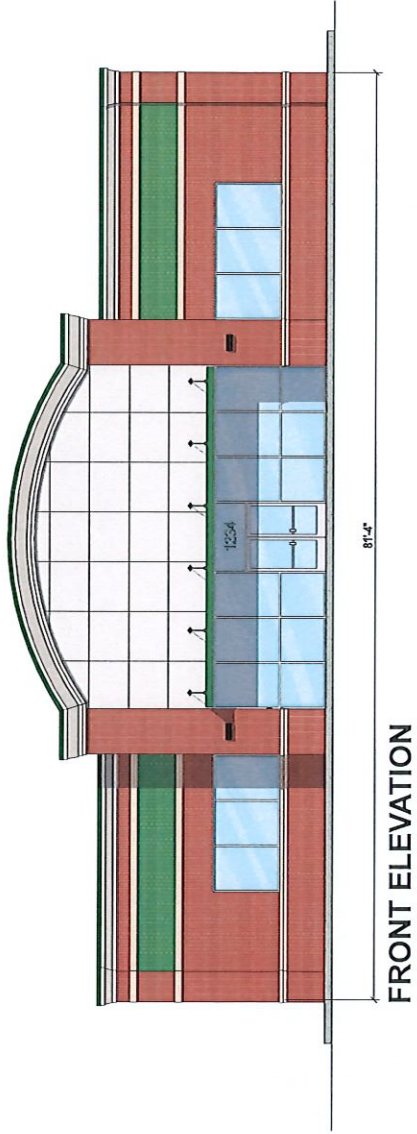
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- SW BALANCED BEIGE / STO SANDSTONE
- SW AESTHETIC WHITE / STO SMOKED PUTTY
- SW VIRTUAL TAUPE



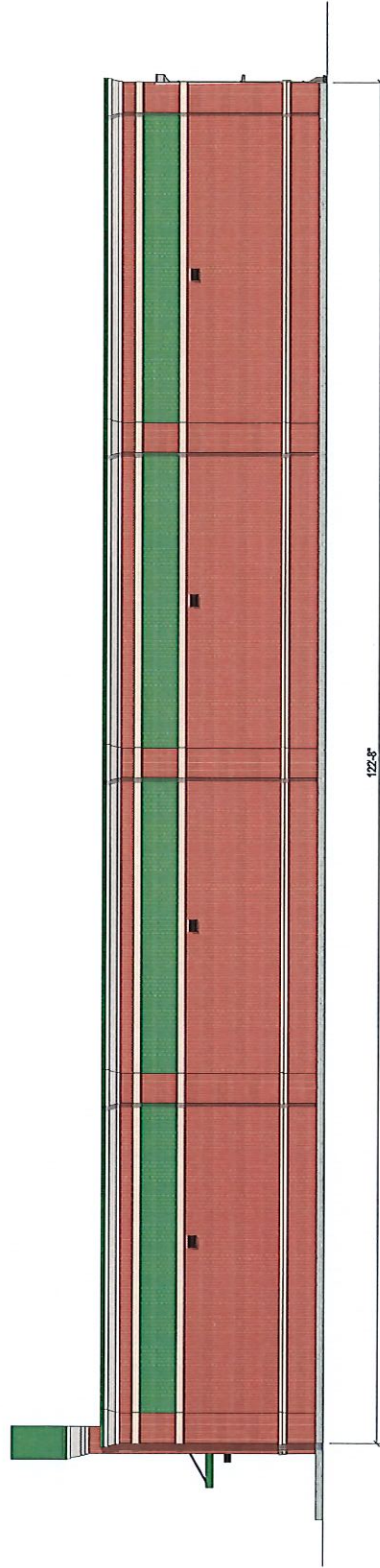
Dollar Tree - Block and EIFS (Block Sides)



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FRONT ELEVATION



SIDE ELEVATION

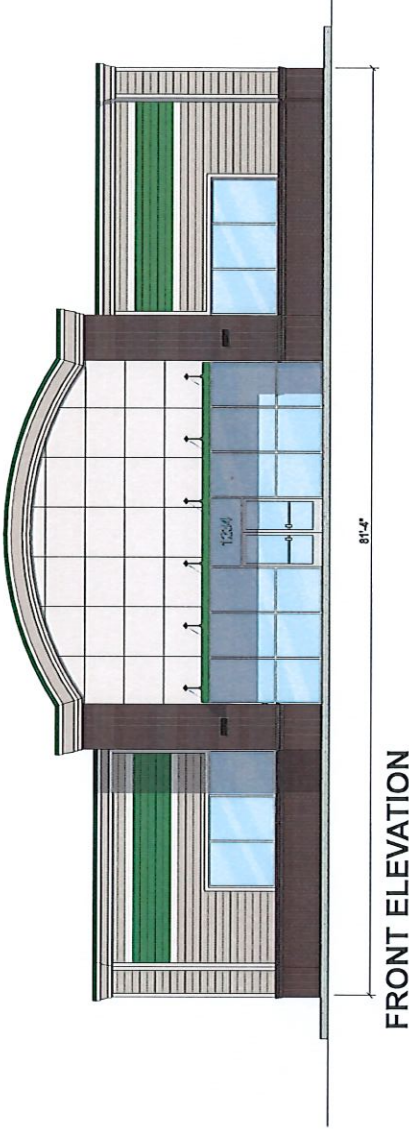
- HANSON BRICK
CAROLINA COLLECTION
RED WIRE CUT
- HANSON BRICK
CAROLINA COLLECTION
PALOMINO WIRE CUT MEDIUM
- SW ENVY
- SW BALANCED BEIGE
/ STO SANDSTONE
- SW AESTHETIC WHITE
/ STO SMOKED PUTTY



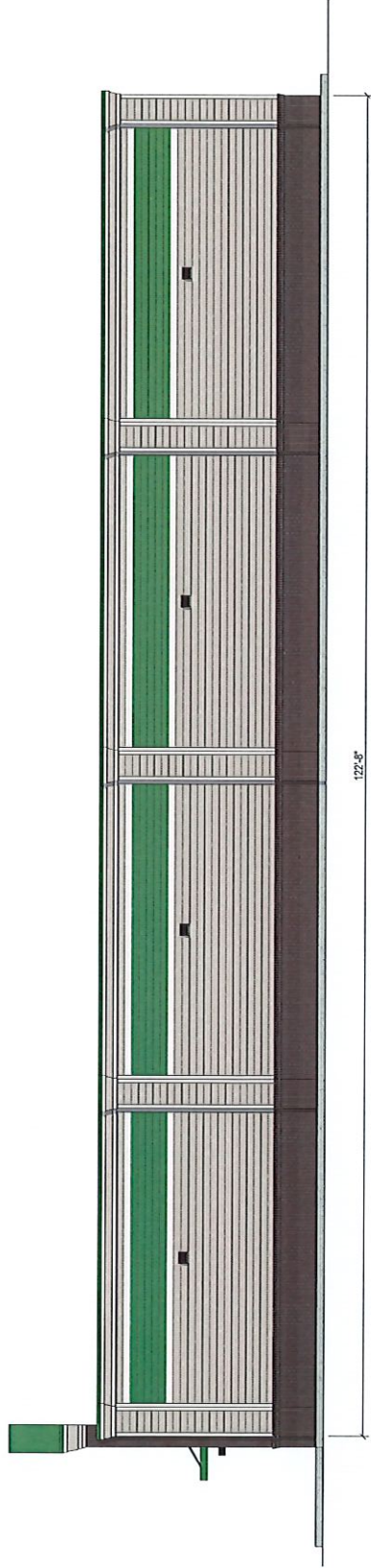
Dollar Tree - Brick and EIFS (Brick Sides)



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FRONT ELEVATION



SIDE ELEVATION

- SW ENVY
- SW BALANCED BEIGE / STO SANDSTONE
- SW AESTHETIC WHITE / STO SMOKED PUTTY
- HANSON BRICK DARK GREY / 2100



Dollar Tree - Brick, Hardy Plank and EIFS (Hardy Plank Sides)



7a
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