

**CITY OF WILLIAMSTON
PLANNING COMMISSION
AUGUST 1, 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 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: John Magee.

Also Present: City Manager John Hanifan, Deputy City Clerk Barbara Burke, City Attorney Timothy Perrone, Planner Raphael Kasen, Tammy Gilroy, John Bisard, Brooke Locke, Jim Belles, Missy Belles, Dawn-Marie Joseph, Brooke Donnelly-Grzelak, Dollar Tree developer John Hedstrom, and other members of the public.

Motion by **Gilroy**, second by **Lanyon**, to excuse Magee. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Lanyon**, second by **Gilroy**, 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 June 6, 2023:

Motion by **Lanyon**, second by **Belanger**, to approve the regular meeting minutes of June 6, 2023 as presented. **Motion passed by voice vote.**

7. Action Items

7a. Appointment of Chair and Vice Chair:

Motion by **Gilroy**, second by **Belanger**, to elect Jeff Markstrom as the Planning Commission Chair. **Motion passed by voice vote.**

Motion by **Lanyon**, second by **Gilroy**, to elect John Magee as the Planning Commission Vice Chair. **Motion passed by voice vote.**

7b. Appointment of Zoning Board of Appeals Representative:

Motion by **Belanger**, second by **Lanyon**, to appoint Brandon Gilroy as the Planning Commission's Zoning Board of Appeals Representative. **Motion passed by voice vote.**

7c. Appointment of Parks & Recreation Commission Representative:

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

7d. Dollar Tree Final Site Plan – 825 W. Grand River Avenue:

Motion by **Lanyon**, second by **Belanger**, to table the Dollar Tree Final Site Plan (parcel ID 33-18-03-35-379-027, located at 825 W. Grand River), to the next Planning Commission meeting with the following issues/items to be addressed:

1. Proof of easement with adjacent property.
2. All building plans must match regarding placement. Some plans provided do not show the building placement in the same location.
3. Based on the placement of the building as mentioned, revised plans on the final proposed circulation plan, must be submitted, and must be approved by the Northeast Ingham Emergency Service Authority (NIESA)
4. Plans/documentation of exterior building materials and treatments.
5. A revised exterior lighting plan with better designated lighting locations, heights from grade, specifications, lamp types, and methods of shielding.
6. Final water and sewer engineered plans for utilities (water and sewer)
7. A revised parking layout including the following as stated in the City of Williamston Zoning Ordinance 74-6.301:
 - a. Perimeter Barrier Required. There shall be a curb or wheel stop provided along the perimeter of a parking lot. The curb or wheel stop shall be at least six inches in height and designed to prevent any portion of a vehicle from encroaching upon a sidewalk, right-of-way, landscaped area, or adjoining property. Curbs shall be continuous except as part of an overall stormwater management design incorporating bioswales and/or rain gardens.
 - b. Maximum Contiguous Spaces. Not more than 20 contiguous spaces may be provided in an uninterrupted row. Longer rows shall provide landscaped breaks (e.g., islands or bioswales) with shade trees. Such breaks shall have a minimum area of 144 square feet and shall contain at least one shade tree.
8. Final grading plans.
9. Final drainage plans.
10. A revised landscaping plan 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 Mobile Home district.
11. The final site plan must be reviewed and approved by the City Engineer.

Yes: Lanyon, Ludwig, Markstrom, Fisher, Belanger. No: Gilroy. **Motion passed.**

Planner Kasen would like to see a meeting take place between the architect and City staff to review plans.

8. Discussion Items

8a. Master Plan and Zoning Ordinance Update:

Manager Hanifan said this is not a complete rewrite. The timeline is to have it done in this fiscal year. He is hoping to have a workshop in September.

10. Staff Reports:

Manager Hanifan said the Parks Commission meets next week and they will start reviewing the Parks Master Plan. This is not a complete rewrite but needs to be done every five years. and must be done to be able to apply for funding. There may be a Zoning Board of Appeals meeting in September to review an application for a non-conforming site on Corwin Road for a mini-storage facility.

11. Audience Participation on Non-Agenda Items:

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

12. Planning Commissioner Comments:

Commissioner Belanger is glad to be back.

Commissioner Lanyon hopes there will be better communication between the developer of Dollar Tree and the City staff.

Chairman Markstrom said it is nice to have a full board.

13. Adjourn to the Call of the Chair:

Chairman Markstrom adjourned the meeting at 7:44 p.m.

Meeting adjourned at 7:44 p.m.

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

Date approved: _____