

**CITY OF WILLIAMSTON
PLANNING COMMISSION
APRIL 3, 2018
REGULAR MEETING MINUTES**

1. Call to Order:

The meeting was called to order at 7:01 p.m. in the Williamston City Hall Council Chambers by Chairman Jeffrey Roland and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Jeffrey Roland, Commissioners Brandon Gilroy, Noah Belanger (Council alternate), Jeff Markstrom, and Peter Schall. Absent: Matthew McHale, John Bisard. John Bisard arrived at 7:03 pm and Belanger stepped down.

Also present: Interim City Manager Rachel Piner, City Deputy Clerk Barbara Burke, Zoning Administrator Mario Ortega, City Attorney Timothy Perrone, citizens Tammy Gilroy, Noah Belanger, Courtney Gabbara, LEAP Representative Josh Holliday, Toby Weston, and Traci Weston.

(Bisard arrived 7:03 pm)

4. Approval of Agenda:

Motion by **Markstrom**, second by **Schall**, to approve the agenda as presented. **Motion passed by voice vote.**

5. Audience Participation:

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

6. Planning Commission Minutes of March 6, 2018:

Motion by **Bisard**, second by **Schall**, to approve the March 6, 2018 regular meeting minutes as presented. **Motion passed by voice vote.**

7. Public Hearing- To Reduce the Zoning Board of Appeals Membership

7a. Open Public Hearing:

Chairman Roland opened the public hearing at 7:04 p.m.

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

Chairman Roland stated the purpose of the public hearing and rules of procedure.

7c. Presentation by Staff Summarizing the Item:

Attorney Perrone explained that the Zoning Board of Appeals (ZBA) currently consists of seven members and the Planning Commission can recommend to Council to reduce the membership to five. The necessary quorum for a five member board would be three. This would be a recommendation from the Planning Commission to Council.

7d. Questions from Board to Staff:

Commissioner Markstrom asked if this was within the range of the statute, to which Attorney Perrone stated yes. Attorney Perrone said that a City Council member could be appointed to the ZBA.

7e. Testimony from Public:

None.

7f. Concluding Comments From Staff:

Attorney Perrone said that Council is aware that the Planning Commission is considering this recommendation.

7g. Concluding Questions or Comments From Board:

None.

7h. Close Public Hearing:

Chairman Roland closed the public hearing at 7:09 p.m.

8. Action Items

8a. Recommendation to Council to Reduce the Zoning Board of Appeals Membership:

Motion by **Markstrom**, second by **Gilroy** to recommend to City Council to approve the amendment to the Williamston Zoning Ordinance to reduce the membership and quorum requirements of the Zoning Board of Appeals. Yes: Roland, Gilroy, Schall, Bisard, Markstrom. No: None. **Motion passed.**

9. Discussion Items

9a. LEAP (Lansing Economic Area Partnership) Presentation

Josh Holliday is with The Lansing Economic Area Partnership (LEAP) and they recently held a workshop in Williamston. Mr. Holliday spoke about the services and assistance that LEAP can provide to our community. He will be meeting with City representatives on interstate initiatives, discussing goals and objectives for the area around the interstate. LEAP can help with the marketing aspects and will be a great benefit for the City. Interim City Manager Piner stated that staff is excited to work with LEAP and will be very proactive. Commissioners thanked Mr. Holliday for his presentation.

9b. Interchange Mixed Use District

Administrator Ortega will prepare new mixed use district ordinance language for next month's meeting.

11. Staff Reports:

Interim City Manager Piner told the Commission that the City has made a conditional offer to an individual for the city manager position. Council will review a contract at their April 9, 2018 meeting and, if approved, a tentative start date is June 11.

11a. Community Development & Planning:

Zoning Administrator Ortega stated that preliminary plans have been received from the Admiral gas station – the owner is working with a new architect. Staff will work with him on getting an application to the Planning Commission. He explained that there has been a staffing change - McKenna now comes to City Hall one day per week instead of two, and the new staff person is Erin Schlutow. Ms. Schlutow will attend future Planning Commission meetings with him.

12. Audience Participation:

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

13. Planning Commissioner Comments:

Commissioner Bisard apologized for being tardy. This is his last meeting while being on third shift.

Commissioner Markstrom apologized for missing last month's meeting. He had inadvertently double-booked himself.

14. Adjourn to the Call of the Chair:

Chairman Roland adjourned the meeting at 7:30 p.m.

THE PRECEDING MINUTES ARE A SYNOPSIS OF A PLANNING COMMISSION MEETING AND DO NOT REPRESENT A VERBATIM RECORD.

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

Date approved: _____