

**CITY OF WILLIAMSTON
PLANNING COMMISSION
AUGUST 2, 2017
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 Jeffrey Roland and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Jeffrey Roland, Commissioners Matthew McHale, Brandon Gilroy, Chad Munce, Peter Schall, and Jeff Markstrom. Absent: John Bisard (arrived 7:03 pm).

Also present: City Deputy Clerk Barbara Burke, Zoning Administrator Mario Ortega, City Attorney Timothy Perrone, citizens Tammy Gilroy, Robin Moore, Tim Baise, John Roy Castillo, Linda Siciliano, Mike VanErp, and other members of the public.

4. Approval of Agenda:

Motion by **Munce**, second by **Gilroy**, to move action item 7d "Commons Addition and New Food Bank Building Site Plan Review" up to 7a. **Motion passed by voice vote.**

Motion by **Munce**, second by **Markstrom**, to approve the agenda as amended. **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 June 6, 2017:

Motion by **Munce**, second by **Markstrom**, to approve the June 6, 2017 regular meeting minutes as presented. **Motion passed by voice vote.**

7. Action Items

7a. Commons Addition and New Food Bank Building Site Plan Review:

Zoning Administrator Ortega reviewed the plans for the new food bank and the additions to the Commons.

Issues that need to be addressed/revised in the applicant's site plans include:

Food bank building:

- a. Minimum number of required spaces. Sheet C-1FB and/or the landscape plan must be revised to eliminate any discrepancies. Recommend that as part of NIESA's review they confirm the maximum occupancy of the building.
- b. The site plan must be revised to provide a curbed landscaped driveway that meets the minimum 20 foot setback from the adjacent residential property.

- c. The color and material type for all exterior surfaces must be added to the revised elevations.
- d. Location of all proposed light sources must be clearly illustrated and labeled.
- e. The light pole detail must be revised to provide a light pole fixture height no greater than 20 feet or 15 feet if used on the new food bank building site.

Commons Building:

- a. Recommend that as part of NIESA's review they confirm the maximum occupancy of the building.
- b. On door to the proposed café on the southern elevation - a metal railing must be installed along the curb of the sidewalk in front of the door that will require pedestrians to walk to the east before crossing the drive through lane.
- c. Addition of directional signs indicating "Do Not Enter" and "One-Way" pointing south at the northern parking access aisle.
- d. Additional detail must be provided regarding the materials and colors to be used including the size and color of any brick proposed.
- e. The applicant should confirm that no wall mounted lighting is proposed and add a note stating there will be none or identify the location of wall mounted lights on a revised lighting plan.
- f. The light pole detail must be revised to provide a light pole fixture height no greater than 20 feet.
- g. Revise parking lot landscape so that landscape plans and site plans match to show four (4) islands.

Commissioners asked questions that were addressed, and Chairman Roland gave audience members that had signed the sign in sheet two minutes if they wished to address a topic.

Robin Moore, City resident whose home backs up to the new food bank building, questioned if there was a waste management plan. It was answered that there will be one large dumpster on the Commons property. She is concerned that there may be a dumpster put on the food bank property in the future and asked the Commissioners to consider putting in a provision of no dumpster on the food bank site.

John Roy Castillo, of the Williamston Area Senior Center, had concerns about handicapped/ADA compliant accessibility and parking.

Linda Siciliano, City resident, supports the statement of no dumpster on the food bank property.

Mike VanErp inquired how the number of parking spaces proposed compares to what is there now.

Motion by **Gilroy**, second by **Munce**, to approve the preliminary site plan for the Commons Addition and the New Food Bank Building contingent upon the applicant addressing the issues identified. Yes: Roland, Gilroy, McHale, Schall, Munce, Bisard, Markstrom. No: None. **Motion passed.**

7b. Appointment of Chair and Vice Chair:

Motion by **Munce**, second by **Gilroy**, to elect Jeffrey Roland as Chair. Yes: Munce, Markstrom, Bisard, Gilroy, McHale, Roland, Schall. No: None. **Motion passed.**

Motion by **Gilroy**, second by **Munce**, to elect Jeff Markstrom as Vice Chair. Yes: Gilroy, Roland, Schall, McHale, Bisard, Markstrom, Munce. No: None. **Motion passed.**

7c. Appointment of Zoning Board of Appeals Representative:

Motion by **Munce**, second by **Bisard**, to elect Brandon Gilroy as the Planning Commission's Zoning Board of Appeals Representative. Yes: Markstrom, McHale, Munce, Schall, Roland, Bisard, Gilroy. No: None. **Motion passed.**

7d. Appointment of Parks & Recreation Commission Representative:

Motion by **Gilroy**, second by **Bisard**, to elect Jeffrey Roland as the Planning Commission's Parks & Recreation Commission Representative. **Motion passed by voice vote.**

10. Staff Reports:

Zoning Administrator Ortega had nothing additional at this time.

11. Audience Participation:

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

12. Planning Commissioner Comments:

Attorney Perrone said that now that the composition of the Planning Commission has been reduced to seven members, for which a quorum is four, the Commission may want to revisit their Bylaws regarding passing any official action.

Commissioner Bisard apologized for being late; he has family visiting from out of town.

Commissioner Schall apologized for missing the last meeting.

Deputy Clerk Burke announced a reminder of the training on Monday, August 7, 2017, at 6 pm at City Hall. Commissioners are invited to attend this training being provided by McKenna & Associates.

13. Adjourn to the Call of the Chair:

Chairman Roland adjourned the meeting at 8:20 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: _____