

**CITY OF WILLIAMSTON
PLANNING COMMISSION
JULY 18, 2018
RESCHEDULED 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, Vice Chair Jeff Markstrom, Commissioners John Bisard and Peter Schall. Absent: Brandon Gilroy.

Motion by **Markstrom**, second by **Bisard**, to excuse Brandon Gilroy. **Motion passed by voice vote.**

Also present: City Manager Corey Schmidt, City Deputy Clerk Barbara Burke, Community Planners Mario Ortega and Erin Schlutow, City Attorney Timothy Perrone, City Attorney Courtney Gabbara, citizens Noah Belanger, Tammy Gilroy, Sky Cheney, Tim Baise, Tracie Baise, Joe Eifert, Amy Kelley, and other members of the public.

4. Approval of Agenda:

Motion by **Markstrom** second by **Schall** to move action items 10d and 10e to immediately after item 7, Planning Commission minutes. Yes: Bisard, Schall, Markstrom, Roland. No: None. **Motion passed.**

Motion by **Schall** second by **Bisard** to approve the agenda as amended. **Motion passed by voice vote.**

5. Appointment of Chair and Vice Chair:

Motion by **Markstrom** second by **Bisard** to appoint Jeffrey Roland as Planning Commission Chair. Yes: Bisard, Schall, Markstrom, Roland. No: None. **Motion passed.**

Motion by **Schall** second by **Bisard** to appoint Jeffrey Markstrom as Planning Commission Vice Chair. Yes: Bisard, Schall, Markstrom, Roland. No: None. **Motion passed.**

6. Audience Participation:

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

7. Planning Commission Minutes of June 5, 2018:

Motion by **Bisard**, second by **Schall**, to approve the June 5, 2018 regular meeting minutes as presented. **Motion passed by voice vote.**

8. Action Items

8a. Final Site Plan Review for 1110 W. Grand River Ave, Admiral Gas Station:

Motion by **Schall**, second by **Markstrom**, to approve the final site plan for 1110 W. Grand River Ave, Admiral Gas Station with the following conditions to be reviewed and approved administratively:

1. Material and color samples of proposed addition to ensure cohesion in design and appearance with the existing structure.
2. A photometric plan for all exterior lighting indicating light intensity throughout the site in footcandles.
3. Review and approval from the City Engineer.
4. Plans should be labeled final site plan
5. Plans should have architect seal

Yes: Markstrom, Bisard, Schall, Roland. No: None. **Motion passed.**

8b. Extension of Preliminary Site Plan Review for 201 School Street, The Commons:

Motion by **Markstrom**, second by **Schall**, to approve granting a one-year extension to the approved preliminary site plan for 201 and 202 School Street project by applicant Harvest House Ministries with an expiration date of August 2, 2019. Yes: Schall, Roland, Bisard, Markstrom. No: None. **Motion passed.**

9. Public Hearing- Special Use Permit at 715 N. Putnam

9a. Open Public Hearing:

Chairman Roland opened the public hearing at 7:34 p.m.

9b. 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.

9c. Presentation by staff summarizing the item:

City Planner Erin Schlutow went over her written report and recommendations.

9d. Questions from Board to staff:

None.

9e. Presentation by Applicant:

Mr. Eifert stated the new barn will replace the barn that burned and will be a closed structure. He said the ZBA granted a height variance at their June 12, 2018 meeting.

9f. Questions from Board to Applicant:

Questions were asked of the siding colors and size. The applicant said it will be a steel siding, light gray with a dark gray trim. It was asked why the barn had to be bigger than what is allowed in our zoning ordinance. The applicant stated they would like a barn close to the size of their previous barn to store their equipment.

9g. Testimony from public:

- i. Presentation of written comments – None.
- ii. Presentation of oral comments – None.

9h. Concluding comments from staff:

None.

9i. Concluding comments from applicant:

None.

9j. Concluding questions or comments From Board:

Commissioner Bisard felt it should be approved as the old barn burning down was an unforeseen accident.

9k. Close Public Hearing:

Chairman Roland closed the public hearing at 7:47 p.m.

10. Public Hearing- Proposed Zoning Amendments, Mixed-Use District at the I-96 Interchange

10a. Open Public Hearing:

Chairman Roland opened the public hearing at 7:48 p.m.

10b. 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.

10c. Presentation by staff summarizing the item:

City Planner Mario Ortega went over his written report on the proposed revisions to the City zoning ordinance regarding the creation of a mixed use zoning district.

10d. Questions from Board to staff:

Commissioner Bisard inquired about item F on page 97 - the area of common open space within a PUD project may not be less than 25 **15** percent of the total land area of the project – why from 25 to 15? Planner Ortega stated 15 percent is the minimum, and allows for flexibility.

10e. Testimony from public:

- iii. Presentation of written comments – None.
- iv. Presentation of oral comments – Amy Kelley, City resident said she was representing a group of residents in her Plymouth Landing neighborhood. She asked that the Commission be meticulous and keep our town special. The Commission thanked her for her feedback.

10f. Concluding comments from staff:

Community Planner Ortega stated we do have very good building design standards that are available online.

10g. Concluding questions or comments from Board:

Commissioner Bisard thanked the public for speaking. He mentioned to the public in attendance the City is looking for people to serve on City Boards.

10h. Close Public Hearing:

Chairman Roland closed the public hearing at 8:02 p.m.

11. Action Items

11a. Consideration of Special Use Permit- 715 N. Putnam:

Motion by **Bisard**, second by **Markstrom**, to approve granting the requested special land use for 715 N. Putnam contingent upon the following:

1. The materials and colors the applicant provided be noted on their application.
2. Limiting the use of the structure to storage of personal property and equipment only.
3. Complete and remain compliant with conditions of approval for a height variance for the accessory structure.

Yes: Markstrom, Bisard, Schall. No: Roland. **Motion failed.**

It was pointed out by the Deputy Clerk and the City Attorney that the bylaws of the Planning Commission state a quorum shall consist of a majority of members, regardless of vacancies, therefore the motion did not pass.

Motion by **Bisard**, second by **Schall**, to reconsider the special use permit at 715 N. Putnam. Yes: Markstrom, Bisard, Schall, Roland. No: None. **Motion passed.**

Chairman Roland said he absolutely supports use of this property and structure. He felt the Commission needs to take this very seriously moving forward, the Commission needs more reasons on what a use is going to be. He felt it was a simple fact that this structure was non-conforming and he would like another structure that is perhaps a bit smaller but still non-conforming. He felt the Commission needs to be careful to avoid inquiring further into valid reasons to continue to be non-conforming. In this instance, he felt this could move forward.

Motion by **Bisard**, second by **Schall**, to approve granting the requested special land use for 715 N. Putnam contingent upon the following:

1. The materials and colors the applicant provided be noted on their application.
2. Limiting the use of the structure to storage of personal property and equipment only.
3. Complete and remain compliant with conditions of approval for a height variance for the accessory structure.

Yes: Markstrom, Bisard, Schall, Roland. No: None. **Motion passed.**

11b. Consideration of Proposed Zoning Amendments- Mixed Use at the I-96

Interchange:

Motion by **Markstrom**, second by **Bisard**, to approve the proposed zoning amendments, mixed use at the I-96 interchange, and send to Council for final action. Yes: Schall, Roland, Bisard, Markstrom. No: None. **Motion passed.**

11c. Designation of New Zoning Board of Appeals Representative:

Motion by **Markstrom**, second by **Bisard**, to elect Peter Schall as the Planning Commission's Zoning Board of Appeals Representative. **Motion passed by voice vote.**

11d. Appointment of Commissioner to Parks & Recreation Commission:

Motion by **Schall**, second by **Bisard**, to elect Jeff Markstrom as the Planning Commission's Parks & Recreation Commission Representative. **Motion passed by voice vote.**

14. Staff Reports:

14a. Community Development & Planning:

Planner Schlutow stated there is interest in developing phase two of the Victory Meadows development.

Planner Ortega said for a future agenda the Commission needs to look at where adult-oriented businesses could be located. They have an analysis of possible locations and potential zoning ordinance amendments could be made to make these in keeping with the character of the town. Perhaps look at the bylaws, quorum, also.

Planner Schlutow inquired if the Commissioners had any comments on the 2017 Planning Commission Annual Report Draft. No comments or additions from Commissioners. She will send this to Council.

15. Audience Participation:

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

16. Planning Commissioner Comments:

Commissioner Bisard said NIESA cannot enforce the burning ordinance, the Police Department can. Perhaps the zoning enforcement can be re-evaluated.

17. Adjourn to the Call of the Chair:

Chairman Roland adjourned the meeting at 8:21 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: _____