

**CITY OF WILLIAMSTON  
PLANNING COMMISSION  
JUNE 2, 2020  
REGULAR MEETING MINUTES**

**1. Call to Order:**

The virtual meeting was called to order at 7:01 p.m. by Chairman Jeff Markstrom and the Pledge of Allegiance was recited. Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-75, as well as recommendations for social distancing, this regular meeting was conducted via remote participation.

**3. Roll Call:**

Chairman Jeff Markstrom, Vice Chair Peter Schall, Commissioners Terry Hansen, John Magee, Gene Smith, and Brandon Lanyon. Absent: Brandon Gilroy.

Also Present: City Manager Corey Schmidt, City Clerk Holly Thompson, City Deputy Clerk Barbara Burke, City Attorney Timothy Perrone, Planner Danielle Bouchard, and citizen Noah Belanger.

Motion by **Smith**, second by **Hansen**, to excuse Gilroy. Yes: Smith, Schall, Markstrom, Lanyon, Hansen, Magee. No: None. **Motion passed.**

**4. Approval of Agenda:**

Change item 6 to "Planning Commission Regular Meeting Minutes of March 3, 2020".

Motion by **Smith**, second by **Magee**, to approve the agenda as amended. Yes: Smith, Schall, Markstrom, Lanyon, Hansen, Magee. No: None. **Motion passed.**

**5. Audience Participation:**

Noah Belanger said he was in attendance as a member of the public and as backup Council representative.

**6. Planning Commission Regular Meeting Minutes of March 3, 2020:**

Motion by **Smith**, second by **Lanyon**, to approve the regular meeting minutes of March 3, 2020. Yes: Smith, Lanyon, Schall, Markstrom, Hansen, Magee. No: None. **Motion passed.**

**7. Public Hearing- Ordinance Amendments Related to Attached Decks, Garages, Driveways, Street Trees, and PRD Development Standards:**

**7a. Open Public Hearing:**

Chairman Markstrom opened the public hearing at 7:07 p.m.

**7b. Chair states purpose of hearing and rules of procedure as deemed necessary:**

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

**7c. Presentation by staff summarizing the item:**

Manager Schmidt stated these items were addressed during the January meeting and February work session and did not have further comments. This public hearing was advertised in the *Williamston Enterprise*.

**7d. Questions from Board to staff:**

None. Danielle Bouchard, the City's new representative from McKenna introduced herself at this time.

**7e. Testimony from public:**

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

**7f. Concluding comments from staff:**

None.

**7g. Concluding questions or comments from Board:**

None.

**7h. Close Public Hearing:**

Chairman Markstrom closed the public hearing at 7:12 p.m.

**8. Action Items**

**8a. Appointment of Parks & Recreation Commission Representative:**

Motion by **Smith**, second by **Hansen**, to appoint John Magee as the Planning Commission's Parks & Recreation Commission Representative. Yes: Hansen, Schall, Smith, Lanyon, Markstrom, Magee. No: None. **Motion passed.**

**8b. Appointment of Zoning Board of Appeals Representative:**

Motion by **Smith**, second by **Schall**, to appoint Terry Hansen as the Planning Commission's Zoning Board of Appeals Representative. Yes: Schall, Smith, Lanyon, Markstrom, Magee, Hansen. No: None. **Motion passed.**

**8c. Ordinance Amendments Related to Attached Decks, Garages, Driveways, Street Trees, and PRD Development Standards:**

Motion by **Smith**, second by **Lanyon**, to recommend to City Council the approval of zoning ordinance text amendments pertaining to municipal standards for streets, public water and sewer, performance bonds, decks, attached garages, driveways, and street trees as further outlined in the exhibit attached to the Planning Commission packet. Yes: Markstrom, Lanyon, Hansen, Schall, Magee, Smith. No: None. **Motion passed.**

**9. Discussion Items**

Manager Schmidt and Planner Bouchard will continue to move forward with other amendment updates, etc., to bring before the Commission.

**11. Staff Reports:**

**11a. Community Development & Planning:**

Planner Bouchard said she has been working with Manager Schmidt and City Engineer DeVries and gave a brief overview of items on which she is working - taking a deeper dive into the parking plan ordinance, working on odds and ends of sign amendments, and reviewing the Master Plan.

**11b. City Manager:**

Manager Schmidt thanked everyone for their patience during everything with COVID-19 and having to delay the public hearing. Planning projects have been slow for 3-4 months and things are now picking up, which is positive to see. He did not have a current update on the Bekum project.

**12. Audience Participation:**

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

**13. Planning Commissioner Comments:**

None.

**14. Adjourn to the Call of the Chair:**

Chairman Markstrom 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: \_\_\_\_\_