

**CITY OF WILLIAMSTON
PLANNING COMMISSION
MARCH 2, 2021
REGULAR MEETING MINUTES**

1. Call to Order:

The virtual meeting was called to order at 7:00 p.m. by Chairman Jeff Markstrom and the Pledge of Allegiance was recited. Due to county and state health department orders limiting indoor gathering sizes and recommendations for social distancing, in accordance with Public Act 254 of 2020, this regular meeting was conducted via remote participation.

3. Roll Call:

Chairman Jeff Markstrom (Ingham County, Williamston, Michigan), Vice Chair Peter Schall (Ingham County, Lansing, Michigan), Commissioners John Magee (Ingham County, Williamston, Michigan), Brandon Gilroy (Ingham County, Williamston, Michigan), and Gene Smith (Ingham County, Williamston, Michigan). Absent: Terry Hansen.

Also Present: City Manager Corey Schmidt, City Clerk Holly Thompson, City Deputy Clerk Barbara Burke, City Planner Raphael Kasen, City Attorney Timothy Perrone, citizens Noah Belanger, Ron Mallory, and Dan Warmels.

4. Approval of Agenda:

Motion by **Smith**, second by **Gilroy**, to add item 7c. Consideration of 2021 Meeting Dates and Times. Yes: Smith, Gilroy, Schall, Markstrom, Magee. No: None. **Motion passed.**

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

5. Audience Participation:

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

6. Planning Commission Regular Meeting Minutes of December 1, 2020:

Motion by **Gilroy**, second by **Smith**, to approve the regular meeting minutes of December 1, 2020 as presented. Yes: Gilroy, Magee, Schall, Markstrom, Smith. No: None. **Motion passed.**

7. Action Items

7a. 119 E. Grand River Sketch Plan:

Motion by **Magee**, second by **Schall**, to approve the site sketch plan for 119 E. Grand River contingent on conditions 1, 2, and 3 in the staff memo being met:

1. Review and approval by the City Engineer regarding all grading, storm water, and utility standards.
2. Review and approval from NIESA regarding any code and public safety issues.
3. The City Planning Commission finds that the proposed architecture and site design reflects the historic character of the Downtown and meet all requirements of Article 5, Chapter 2, Section 74-5.205, Building Site Design.

Yes: Gilroy, Smith, Schall, Magee, Markstrom. No: None. **Motion passed.**

7b. 2020 Annual Planning Commission Report and 2021 Work Plan:

The Michigan Planning Enabling Act requires the Planning Commission to submit an annual report to the City Council regarding its activities of the previous year. This report includes a list of items to work on in the upcoming year.

Motion by **Smith**, second by **Schall**, to approve and submit the enclosed 2020 Annual Planning Commission Report to the City Council. Yes: Magee, Markstrom, Gilroy, Smith, Schall. No: None. **Motion passed.**

7c. Consideration of 2021 Meeting Dates and Times:

Motion by **Gilroy**, second by **Schall**, to approve the 2021 meeting dates and times as presented. Yes: Gilroy, Schall, Smith, Markstrom, Magee. No: None. **Motion passed.**

10. Staff Reports:

10a. Community Development & Planning:

Planner Kasen said he has been on the job for about two months and is excited to be here.

10b. City Manager:

Manager Schmidt appreciated the discussion tonight. He said Planner Kasen was hired in January to deliver planning services - the City no longer has McKenna. Manager Schmidt reviewed Planner Kasen's credentials and background and looks forward to working on future planning items.

City Attorney Perrone said Planner Kasen discussed these planning items with him and he digs deep.

11. Audience Participation:

Noah Belanger offered thanks to Planner Kasen, good job on the 119 E. Grand River item. He feels this will enhance the City's downtown.

12. Planning Commissioner Comments:

Commissioner Smith welcomed Planner Kasen and appreciates the effort by staff as it makes the commission's job easier.

Commissioner Gilroy seconds Smith's comments, welcomed Planner Kasen, and appreciates the historical insight.

Commissioner Schall gave a hearty welcome to Planner Kasen and looks forward to future work.

Commissioner Magee welcomed Planner Kasen and said this is a great community. He is excited for this outdoor element in downtown.

Chairman Markstrom welcomed Planner Kasen aboard. He asked about public meeting requirements with the governor's announcement today. Attorney Perrone said indoor public meetings of up to 25 people can resume starting March 5, maintaining social distancing and

wearing of masks. The Open Meetings Act permits public bodies to meet electronically through March 31, 2021. Public bodies may conduct electronic meetings if there is a statewide or local state of emergency and, currently, Ingham County is under a state of emergency.

13. Adjourn to the Call of the Chair:

Chairman Markstrom adjourned the meeting at 7:40 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: _____