

**CITY OF WILLIAMSTON
PLANNING COMMISSION
JUNE 6, 2023
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 Jeff Markstrom and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Jeff Markstrom, Commissioners John Magee, Brandon Lanyon, and Tim Ludwig.
Absent: Noah Belanger, Brandon Gilroy, and Lee Fisher.

Also Present: City Manager John Hanifan, Deputy City Clerk Barbara Burke, City Attorney Timothy Perrone, Terry Hansen, Jack Smith, and Dollar Tree representative John Hedstrom.

Motion by **Lanyon**, second by **Magee**, to excuse Belanger, Gilroy, and Fisher. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Lanyon**, second by **Magee**, to approve the agenda as presented. **Motion passed by voice vote.**

5. Audience Participation on Non-Agenda Items:

Resident Jack Smith would like to help the City develop a policy on street trees and inquired if the Planning Commission would be the body to review. Attorney Perrone said Council could refer to the Planning Commission for review. Manager Hanifan said the Master Plan and Zoning Ordinance will be reviewed and updated later this year at which time this could be incorporated.

6. Planning Commission Regular Meeting Minutes of March 7, 2023:

Motion by **Magee**, second by **Lanyon**, to approve the regular meeting minutes of March 7, 2023 as presented. **Motion passed by voice vote.**

7. Action Items

7a. Preliminary Site Plan – 825 W. Grand River (Dollar Tree):

Motion by **Lanyon**, second by **Magee**, to approve the preliminary site plan for parcel ID 33-18-03-35-379-027, located at 825 W. Grand River, with final site plan approval contingent on the following:

1. Landscape plan must be revised according to both ordinance requirements and the City Engineer's recommendations for plantings along the front property line, as well as the screening requirements per Section 74-7.304 along the west property line adjacent to the Mobile Home district.
2. A revised parking plan with a designated loading space and bicycle parking must be submitted and approved.
3. A final exterior lighting plan must be submitted and approved.

4. Final design for the building exterior - including building height – must be agreed upon by the applicant and Planning Commission, including building materials and treatments.
5. A final signage plan must be submitted and approved along with the final site plan.
6. The final proposed circulation plan must be approved by the Northeast Ingham Emergency Service Authority (NIESA).
7. The final site plan must be reviewed and approved by the City Engineer.

Yes: Lanyon, Ludwig, Magee, Markstrom. No: None. **Motion passed.**

8. Discussion Items

8a. Master Plan and Zoning Ordinance Update:

Manager Hanifan said the City has resources available to update/review the Master Plan and Zoning Ordinance. He estimated this would start August/September of this year and asked Commissioners to expect this in upcoming meetings.

10. Staff Reports:

None.

11. Audience Participation on Non-Agenda Items:

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

12. Planning Commissioner Comments:

None.

13. Adjourn to the Call of the Chair:

Motion by **Lanyon**, second by **Ludwig**, to adjourn the meeting. **Motion passed by voice vote.**

Meeting adjourned at 7:21 p.m.

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

Date approved: _____