

**CITY OF WILLIAMSTON  
PLANNING COMMISSION  
AUGUST 5, 2019  
REGULAR MEETING MINUTES**

**1. Call to Order:**

The meeting was called to order at 7:01 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 Gene Smith, Peter Schall, and Jeff Markstrom.  
Absent: Brandon Gilroy.

Also present: City Manager Corey Schmidt, City Deputy Clerk Barbara Burke, Planner Susan Cronander, and City Attorney Timothy Perrone.

Motion by **Schall**, second by **Smith**, to excuse Gilroy. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Motion by **Smith**, second by **Schall**, to approve the agenda as presented. **Motion passed by voice vote.**

**5. Audience Participation:**

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

**6. Planning Commission Regular Meeting Minutes of June 4, 2019:**

Motion by **Schall**, second by **Smith**, to approve the regular meeting minutes of June 4, 2019. **Motion passed by voice vote.**

**7. Action Items**

**7a. Appointment of Chair & Vice Chair:**

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

Roland passed the gavel to Markstrom with congratulations.

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

**7b. Appointment of Planning Commission Member to the Parks & Recreation Commission and Zoning Board of Appeals:**

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

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

**7c. The Commons Site Plan Approval 2<sup>nd</sup> Extension Request- 201 School Street:**

On August 6, 2018, The Commons received conditional site plan final approval from the Planning Commission. The approval was conditional on items that were noted in review letters from the City Planner, City Engineer, and NIESA. The final site plan expires on August 6, 2019. The Planning Commission may grant up to two one-year extensions to any approved site plan. The preliminary site plan was granted 1 one-year extension for the final site plan.

The applicant was unable to attend the meeting but submitted a letter requesting an additional one-year extension.

Motion by **Schall**, second by **Smith**, to grant approval for a second one-year extension for 201 School Street, The Commons site plan. Yes: Markstrom, Smith, Roland, Schall. No: None. **Motion passed.**

**8. Discussion Items**

**8a. Zoning Amendments Survey Results:**

Planner Cronander went over the results of the survey sent to Commissioners regarding prioritizing potential zoning ordinance amendments.

The Commissioners would like to tackle one ordinance at a time, working on the Sign Ordinance first, and Setbacks of Attached Garages being the next priority. Once these are completed, they will again review potential zoning ordinance amendments and set priorities.

**10. Staff Reports:**

**10a. Community Development & Planning:**

Planner Cronander introduced herself and gave a brief background. She is walking the community, and reviewing/learning about Williamston.

**10b. City Manager:**

Manager Schmidt gave a brief update on the following:

- a. Volunteers Community Park - Friends of the Park held a playground community build and the playground will be open soon.
- b. East Middle/South Mullett Street Construction project – there have been some issues, but it is moving along.
- c. Middle Street parking lot behind hardware store - now taking bids, due on August 12.

**11. Audience Participation:**

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

**12. Planning Commissioner Comments:**

Chairman Markstrom called for commissioner comments and there were none.

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

Chairman Markstrom adjourned the meeting at 7:25 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: \_\_\_\_\_