

**CITY OF WILLIAMSTON
PLANNING COMMISSION
JUNE 4, 2019
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, Commissioners Gene Smith, Brandon Gilroy, John Bisard, Peter Schall, and Jeff Markstrom. Absent: None.

Also present: City Manager Corey Schmidt, City Deputy Clerk Barbara Burke, Planner Erin Schlutow, City Attorney Timothy Perrone, citizens Noah Belanger, Tammy Gilroy, and Craig Jansen.

4. Approval of Agenda:

Motion by **Markstrom**, second by **Smith**, 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 May 7, 2019:

On page 2, under item 7a, first bullet point of the motion, change last sentence to "Upon which time if complaint-driven it is determined that additional parking is required across White Street, then the Planning Commission will revisit the necessary outcome of including a sidewalk connecting South Cedar to White Street."

Motion by **Schall**, second by **Smith**, to approve the regular meeting minutes of May 7, 2019 as amended. **Motion passed by voice vote.**

7. Action Items

7a. Bekum America Corporation Site Plan Review, 1140 W. Grand River Avenue (Parcel 33-18-03-35-301-008):

Planner Schlutow reviewed the staff memo.

Motion by **Bisard**, second by **Markstrom**, to approve the preliminary and final site plan review for Bekum America Corporation, 1140 W. Grand River Avenue, based on the following conditions:

- That all building mounted and free standing pole light fixtures adhere to the height requirements in section 74-5.403.
- Review and approval from City Engineer regarding all grading, storm water, and utility standards.
- Review and approval from NIESA regarding any code and public safety issues.

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

8. Discussion Items

8a. 2018 Annual Planning Commission Report and 2019 Work Plan:

In accordance with the Michigan Zoning Enabling Act, PA 110 of 2006, and the Planning Enabling Act, PA 22 of 2008, the Planning Commission is required to prepare and submit a summary of the previous year activities and anticipated work plan.

Planner Schlutow reviewed the document and the Planning Commission reviewed and discussed the report and work plan and recommended the 2018 Annual Planning Commission Report and the 2019 Work Plan be submitted to City Council.

8b. Proposed Text Amendments for 2019:

Planner Schlutow compiled six planning and zoning topics the Planning Commission reviewed and discussed for possible future ordinance amendments. She will use Survey Monkey to send a survey to the Commissioners asking for their input and to prioritize the items.

Commissioner Schall stated he had done a sidewalk survey while on the Planning Commission and still had the document. He will send it to staff. He also would like to re-visit the Williamston Road overlay district.

8c. Draft Site Plan Application and Checklist:

Planner Schlutow reviewed the revisions to the existing Site Plan Application and drafted a comprehensive check list.

Suggested changes to the application:

- On page 2, "Professionals Who Prepared Plans", add "(add addendum if more than three)"
- On page 3, change MI Dept. of Environmental Quality to MI Dept. of Environment, Great Lakes & Energy (EGLE)
- On page 3, move City Use box to the first page

Suggested changes to the checklist:

- On page 1, delete first sentence of the second paragraph. Move the remaining sentence to the end of paragraph one, deleting the words "and/or not in compliance with applicable regulations"
- On page 1, delete the last sentence of the third paragraph
- On page 5, item 3, change "approval with Minor Revisions" to "Approval with Conditions".

Mr. Jansen suggested adding something to the application to reference the number of shifts, hours of each shift, and the number of employees working each shift.

10. Staff Reports:

None.

11. Audience Participation:

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

12. Planning Commissioner Comments:

Commissioner Schall said that on a personal note, he is getting married on June 22. Commissioners congratulated him.

Markstrom will be absent for the July 2, 2019, meeting.

Planner Schlutow stated she will be following up with Victory Meadows/Grand Meadows and The Commons on their site plan extensions.

13. Adjourn to the Call of the Chair:

Chairman Roland adjourned the meeting at 8:16 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: _____