

**CITY OF WILLIAMSTON  
PLANNING COMMISSION  
MAY 2, 2017  
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 Vice Chair Matthew McHale and the Pledge of Allegiance was recited.

**3. Roll Call:**

Vice Chair Matthew McHale, Commissioners Jeff Markstrom, Peter Schall, Brandon Gilroy, and Chad Munce. Absent: Jeffrey Roland, and John Bisard (arrived 7:02 pm).

Also present: City Deputy Clerk Barbara Burke, City Treasurer Rachel Piner, Community Development Director Mario Ortega, City Attorney Timothy Perrone, citizens Noah Belanger, Tammy Gilroy, Tim Baise, Tracie Baise, Kent Hall, Cheryl Hall, Jean Lewis, and other members of the public.

**4. Approval of Agenda:**

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

**5. Audience Participation:**

Kent Hall commented the American Legion is having a barn sale at 4646 Harris Road in Williamston on Friday, May 19, from 9a-5p, and Saturday, May 20, from 9a-3p. Everyone is invited and they are looking for donations.

**6. Planning Commission Minutes of April 4, 2017:**

Motion by **Bisard**, second by **Munce**, to approve the April 4, 2017 regular meeting minutes as presented. **Motion passed by voice vote.**

**7. Action Items**

**7a. Ground Mounted Solar Energy Systems Ordinance Amendment:**

Motion by **Munce**, second by **Gilroy**, to direct staff to move forward and schedule a public hearing with the two revisions as directed – in Section 74-5.502, Item D, first paragraph, remove C-1; and Section 74-5.502, Item D.2., remove “directly adjacent” and “adjacent” to “contiguous”. Yes: Gilroy, Munce, Markstrom, Schall, McHale, Bisard. No: None. **Motion passed.**

**7b. The Commons/Food Bank Site Plan Review:**

Motion by **Gilroy**, second by **Munce**, to direct the community development director and City engineer to meet with the applicant's architect to make site plan revisions as needed; and direct staff to set up a special meeting once all information is obtained. Yes: Gilroy, Bisard, Markstrom, Schall, Munce, McHale. No: None. **Motion passed.**

The City attorney will review the purchase agreement for rezoning questions as Tim Baise thought the entire property (not just The Commons) was rezoned C1 and that child care use was in the purchase agreement.

## **8. Discussion Items**

### **8a. Garage Setback for R-1C Single Family Homes:**

Director Ortega reviewed the Zoning Ordinance Amendment to change setback requirements of garages in the R-1C district. Clarification will be made in Section 74-5.302, item E, number 2 to change "shall protrude 3 feet closer" to "shall protrude at least 3 feet closer".

Motion by **Gilroy**, second by **Markstrom**, to direct staff to hold a public hearing on the Zoning Ordinance Amendment to change the setback requirements of garages in the R-1C district. Yes: Munce, Markstrom, McHale, Schall, Gilroy, Bisard. No: None. **Motion passed.**

### **8b. Development Policy at I-96 and Williamston Road:**

Director Ortega has received interest from developers. He suggests creating a different district for this area, so the City can be proactive on how we want to see this area developed. He distributed a handout from McKenna on one alternative for a mixed-use zoning district. The Commission directed staff to come back to them with a schedule of tasks, and a timeline for language completion by the third quarter of this year. Director Ortega stated he would have a one page outline available at the next meeting.

It was suggested perhaps site plans could be displayed on a screen during site plan review vs. giving each commissioner a hard copy.

## **10. Staff Reports**

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

Director Ortega – nothing additional.

Treasurer Piner reported that as Council approved some restructuring at their last meeting, she has been selected to do the day-to-day planning/zoning. McKenna would still do site plan review. She will be attending Planning Commission meetings as it is important for her to know what is going on at the Commission level.

### **11. Audience Participation:**

Vice Chair McHale called for public comments at this time and there were none.

**12. Planning Commissioner Comments:**

Commissioner Bisard inquired as to how the lot combination happened regarding the Admiral property. Director Ortega explained the process.

Commissioner Markstrom said he is looking forward to serving on the Planning Commission. He formerly served on the Zoning Board of Appeals.

Commissioner Gilroy welcomed Markstrom to the Commission and commended Commissioner Schall on how well he handled the public hearing during the March 7 meeting.

Vice Chair McHale is excited about I-96 development.

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

Vice Chair McHale adjourned the meeting at 8:51 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: \_\_\_\_\_