

**CITY OF WILLIAMSTON
PLANNING COMMISSION
SEPTEMBER 1, 2020
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 the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-154, as well as recommendations for social distancing, this regular meeting was conducted via remote participation.

3. Roll Call:

Chairman Jeff Markstrom, Vice Chair Peter Schall, Commissioners Terry Hansen, Gene Smith, and Brandon Lanyon. Absent: Brandon Gilroy and John Magee.

Also Present: City Manager Corey Schmidt, City Clerk Holly Thompson, City Deputy Clerk Barbara Burke, City Attorney Timothy Perrone, Planner Danielle Bouchard, and citizen Noah Belanger.

Motion by **Schall**, second by **Smith**, to excuse Magee and Gilroy. Yes: Smith, Schall, Markstrom, Lanyon, Hansen. No: None. **Motion passed.**

4. Approval of Agenda:

Motion by **Lanyon**, second by **Smith**, to approve the agenda as presented. Yes: Schall, Markstrom, Lanyon, Hansen, Smith. 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 August 5, 2020:

Motion by **Hansen**, second by **Schall**, to approve the regular meeting minutes of August 5, 2020. Yes: Smith, Lanyon, Schall, Markstrom, Hansen. No: None. **Motion passed.**

7. Public Hearing- Williamston Zoning Ordinance Text Amendments Related to Article 6 on Parking and Article 7 on Landscaping and Screening:

7a. Open Public Hearing:

Chairman Markstrom opened the public hearing at 7:05 p.m.

7b. Chair states purpose of hearing and rules of procedure as deemed necessary:

Chairman Markstrom stated the purpose of the public hearing and rules of procedure.

7c. Presentation by staff summarizing the item:

Planner Bouchard reviewed the material.

7d. Questions from Board to staff:

None.

7e. Testimony from public:

- i. Presentation of written comments – None.
- ii. Presentation of oral comments – Mr. Belanger stated he reviewed the information and agrees with the proposals.

7f. Concluding comments from staff:

None.

7g. Concluding questions or comments from Board:

None.

7h. Close Public Hearing:

Chairman Markstrom closed the public hearing at 7:09 p.m.

8. Action Items

8a. Recommendation to Council for - Williamston Zoning Ordinance Text Amendments Related to Article 6 on Parking and Article 7 on Landscaping and Screening:

Motion by Hansen, second by Lanyon, to recommend to City Council the approval of zoning ordinance text amendments related to Article 6 on Parking and Article 7 on Landscaping and Screening. Yes: Markstrom, Lanyon, Smith, Hansen, Schall. No: None. **Motion passed.**

11. Staff Reports:

11a. Community Development & Planning:

Planner Bouchard has worked on phone and email inquiries, sign permits, and working with Lawn Stars on their intended project. She is also putting all the recently approved Zoning Amendments into a Zoning Ordinance Word document.

11b. City Manager:

City Manager Schmidt said items yet to review on the Planning Commission's list include the Williamston Road overlay, and dumpster screening. Another item of which he wanted to make commissioners aware is Bekum has re-started their project again, after it was put on hold due to COVID-19. He has received inquiries from residents near Bekum about screening, and he continues to monitor this.

Commissioner Hansen inquired about review of the Master Plan. Manager Schmidt said there is a requirement to look at the Master Plan every five years. He has spoken with McKenna on assisting with this.

12. Audience Participation:

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

13. Planning Commissioner Comments:

Chairman Markstrom thanked the Commission for last month's meeting as he was on vacation. He inquired if the October 6 meeting would be a work session or a meeting. City Manager Schmidt said it depends on if permits for review are received.

14. Adjourn to the Call of the Chair:

Chairman Markstrom adjourned the meeting at 7:20 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: _____