

CITY OF WEST BRANCH, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING HELD ON
DECEMBER 11, 2018

PRESENT: KARA FACHTING
DENISE LAWRENCE
LISA JENSEN
JANET HASTY

ROBERT DAVID
CORINE BROWN-LUCYNSKI
EVELYN SCHANK
MICHAEL JACKSON

ABSENT: DANIEL WEILER

GUESTS: KENNETH EARLE
JAYSON STROEBEL

CALL TO ORDER

PUBLIC HEARING

- No public hearing scheduled.

READING AND APPROVAL OF MINUTES

- Motion by Michael Jackson to approve the minutes as corrected of the meeting held on November 27, 2018. Seconded by Janet Hasty. Motion carried and supported by all members present.

ADDITIONS TO AGENDA (If anyone has an item that they would like to be added to the agenda they would bring it up here and ask the Chair if the item may be added to the agenda or can be added to the next meeting's agenda).

- Resignation of secretary position by Lisa Jensen. Ms. Jensen announced that because of time constraints with her employment she was unable to continue as the secretary for the Planning Committee effective immediately. Kara Fachting indicated that although she had prepared the minutes during Ms. Jensen's absences in the past, she is not interested in the appointment to the secretary position. Denise Lawrence indicated that she would take the minutes for the current meeting with the understanding that the position would be brought up at the next regularly scheduled Planning Commission (January 8, 2019) meeting for discussion and a vote by all members.

OLD BUSINESS

- Logger's Depot. Ken Earle and Jayson Stroebel were present representing Logger's Depot with respect to a letter they received about the placement of a non-conforming flag in front of their business. Mr. Earle indicated that the flag was purchased and placed in front of Logger's Depot in a rush to keep customers downtown following the recent closing of the Downtown Café. The café did quite a good breakfast business and brought many people downtown early in the morning. Mr. Earle and Mr. Stroebel were concerned that with the unexpected closing of the café, many potential customers would be drawn out of the downtown business area and go to other restaurants outside the downtown area. Mr. Earle acknowledged that neither he nor his business manager, in their haste to provide a breakfast business, obtained a proper permit from the City prior to placing the flag outside of Logger's Depot, however their main concern at the time was to keep a business open downtown that would cater to the early morning breakfast clientele and, honestly, they totally forgot about obtaining a permit for the flag. Logger's Depot had never had a breakfast business prior to the closing of the

Downtown Café and it was the sole intent of Logger's Depot to keep those customers downtown and provide a good breakfast menu that was lacking as soon as possible. Chairman Robert David clarified the sign ordinance/permit procedures and Mr. Earle and Mr. Stroebel both indicated that once they were notified by the City of the permit requirements they immediately filed the proper documentation. Mr. Earle and Mr. Stroebel both indicated that they are very happy with the breakfast business at Logger's Depot and are confident that this new part of their business has brought/kept visitors in downtown West Branch. Mr. Earle and Mr. Stroebel were thanked for bringing another opportunity to the downtown area and were wished further and continued success.

Corine Lucynski made a motion to allow Logger's Depot to continue the use of their sign/flag for an additional 90 days beginning January 1, 2019, to allow the public an opportunity to be acquainted with the breakfast menu now being served in the business. Said sign/flag does not have to be brought in every night. The motion also included that Logger's Depot shall be permitted to keep their "sandwich board" sign out in front of their business during the day, but that sign shall be removed from the sidewalk after the close of each business day. Evelyn Schank supported the motion. Motion carried and supported by all members present.

NEW BUSINESS

- 2017/2018 Downtown Development Plan. Motion by Michael Jackson to table discussion on the 2017/2018 Downtown Development Plan until the next regularly scheduled Planning Commission meeting regarding the *Table of Permitted Uses &*

Special Land Uses. Corine Lucynski supported the motion. Motion carried and supported by all members present.

- Prices/fees for Permits, etc. Discussion was held regarding fees charged by the City for permits. It is unknown at this time what other municipalities and local townships/cities charge for their permits. Motion by Robert David to table discussion of prices/fees to be charged by the City for various permits until a city employee or member of Planning Commission can conduct research and report back to the board. Michael Jackson supported the motion. Motion carried and supported by all members present.

ANNOUNCEMENTS/REPORTS BY BOARD MEMBERS

- Robert David informed those present that he recently visited with previous Planning Commission member Shirley McClenahan and informed her of what was currently going on with the Planning Commission.
- Michael Jackson: No comments
- Denise Lawrence: No comments
- Kara Fachting: No comments
- Lisa Jensen: No comments
- Corine Lucynski: No comments
- Evelyn Schank: Member Schank advised the Planning Commission that she will be out of the State of Michigan and unable to attend the Planning Commission meetings for the months of January, 2019; February, 2019; March, 2019; April, 2019; and May, 2019.
- Janet Hasty: Member Hasty advised the Planning Commission that she will be out of town and unable to attend the Planning Commission meetings for the months of January, 2019; and February, 2019.

FUTURE AGENDA ITEMS: (List any suggested agenda items that are to be tabled for the next meeting).

- Election of Officers
- Fee/price schedule
- Table of Permitted Uses & Special Land Uses

NEXT MEETING: The next scheduled meeting of the West Branch Planning Commission will be held on **Tuesday, January 08, 2019, at 6:00 p.m.**

ADJOURNMENT: Motion by Michael Jackson to adjourn the meeting at 7:47 p.m. Motion supported by Janet Hasty. Motion carried and supported by all members present.

MINUTES PREPARED BY: Denise Lawrence denisedlawrence@gmail.com