

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, OCTOBER 12, 2021, BEGINNING AT 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Public Hearing
  - A. Zoning Ordinance Amendments
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Approval of Minutes from September 14, 2021
- VIII. Site Plan review
  - A. Mid Michigan walk in clinic
- IX. Sign Permit
  - A. Made in the USA
- X. Unfinished Business
- XI. New Business
- XII. Communications
- XIII. Reports and/or comments
  - A. Chairperson Report
  - B. Member reports
- XIV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XV. Adjournment

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# Public Hearings

## **Public Hearing Notice**

### **City of West Branch – Zoning Ordinance Amendments**

The City of West Branch Planning Commission will hold a public hearing to recommend adoption of Ordinance 21-03 of 2021 – amendments to the zoning ordinance. The public hearing will be held at West Branch City Hall at 121 N. 4<sup>th</sup> Street, West Branch, Michigan 48661 on October 12, 2021, at 6:00 pm. Written comments may be mailed or dropped off at City Hall at the above address or emailed to [citymanager@westbranch.com](mailto:citymanager@westbranch.com) prior to the public hearing. The public may appear at the public hearing in person or by counsel. The full amending ordinance can be viewed at [www.westbranch.com](http://www.westbranch.com) or at City Hall at the above address. The proposed amendments are as follows:

Section 3.19.B (Fence and Wall Standards): Add to the table, under Non-Residential Lots: “including non-residential lots in the Mixed Use District.”

Section 3.30.F (Signs Permitted): Add to the R-1, R-M, and MU Districts “Sail-Type Temporary Signs (also known as flag banners and feather flags) (non-residential uses) - one (32 square feet each) per 20 linear feet of road frontage.

Zoning Map: Rezone lots on Houghton Ave from 6<sup>th</sup> street west to M-30 to Mixed Use District. Rezone lots from Houghton south along M-30 and 8<sup>th</sup> Street to Ripley, then south along M-30 to Columbus to Mixed Use District including parcels 052-660-010-00 and 052-660-011-00 but not including parcel 052-660-012-00.

**City of West Branch  
Ordinance No. 21-03 of 2021**

**An ordinance to amend the City of West Branch Zoning Ordinance Section 3.19 (Fences, Walls and Hedges), Section 3.30 (Signs), and the Zoning Map.**

The City of West Branch, Ogemaw County, Michigan ordains:

**Section 1: Additions and deletions to the City of West Branch Zoning Ordinance  
Section 3.19 (Fences, Walls and Hedges), Section 3.30 (Signs), and the Zoning Map**

*That the City of West Branch Zoning Ordinance, Section 3.19 (Fences, Walls and Hedges), is hereby amended to read as follows:*

**B. Fence & Wall Standards**

	<b>Residential Lots</b>	<b>Non-Residential Lots</b> (including non-residential lots in the Mixed Use District)
<b>Front Yard</b>	Fences may be up to four (4') feet high.  Fences higher than four (4') feet shall not extend beyond the front of the principal building.	Fences may be up to eight (8') feet high but shall have at least 50% open space (such as chain link or slats).  Solid fencing shall be no higher than four (4') feet.
<b>Side Yard</b>	Fences may be up to six (6') feet high.	Fences may be up to eight (8') feet high.
<b>Rear Yard</b>	Fences may be up to six (6') feet high.	Fences may be up to eight (8') feet high.
<b>Through Lots</b>	Front yard fence standards shall be observed along both street frontages. Front yard fences shall be no higher than four (4') feet. Fences higher than four (4') may not extend beyond the front of the principal building or, if no principal building exists, the front yard setback. A fence over four (4') feet (but no greater than six (6') feet on a residential lot and no greater than eight (8') feet on a non-residential lot) may be erected along either street frontage if the fence is set back equal to or greater than the front yard setback of the district.	

*That the City of West Branch Zoning Ordinance, Section 3.30 (Signs), is hereby amended to read as follows:*

**F. Signs Permitted.**

District	Type	# per Parcel	Maximum size	Height
<b>R-1 R-M MU</b>	<b>Freestanding, Primary Signs (permanent)</b> ( <i>single- &amp; two-family residential uses</i> )	1	6 ft <sup>2</sup>	3'
	<b>Freestanding, Primary Signs (permanent)</b> ( <i>multi-family &amp; non-residential uses</i> )	1 per road frontage	32 ft <sup>2</sup>	6'
	<b>Message Boards</b> ( <i>non-residential uses</i> )	1 per road frontage	32 ft <sup>2</sup>	6'
	<b>Wall Signs (permanent)</b> ( <i>single- &amp; two-family residential uses</i> )	1	4 ft <sup>2</sup>	Not to exceed height of wall
	<b>Wall Signs (permanent)</b> ( <i>multi-family &amp; non-residential uses</i> )	---	25% of each building wall	---
	<b>Temporary/Portable Signs</b> ( <i>single- &amp; two-family residential uses</i> )	16 ft <sup>2</sup> (total of all temporary signs)		5'
	<b>Temporary/Portable Signs</b> ( <i>single- &amp; two-family residential uses</i> )	32 ft <sup>2</sup> (total of all temporary signs)		5'
	<b>Sail-Type Temporary Signs (also known as flag banners and feather flags)</b> ( <i>non-residential uses</i> )	1 (32 ft <sup>2</sup> each) per 20 linear feet of road frontage		
<b>OS G-B IND</b>	<b>Freestanding, Primary (permanent)</b>	1 per road frontage	32 ft <sup>2</sup>	12'
	<b>Message Boards (including digital)</b>	1 per street or alley	24 ft <sup>2</sup>	12' (for freestanding)
	<b>Wall Signs (permanent)</b>	---	25% of each building wall	Not to exceed height of wall
	<b>Canopy</b>	1 per road frontage	Length of front face	Roof line
	<b>Projecting</b>	1	20 ft <sup>2</sup>	Bottom of sign shall be a minimum of 8' from sidewalk
	<b>Temporary/Portable</b>	32 ft <sup>2</sup> (total of all temporary signs)		---
	<b>Sail-Type Temporary Signs (also known as flag banners and feather flags)</b>	1 (32 ft <sup>2</sup> each) per 20 linear feet of road frontage		

**Number:** Each property is allowed the various types of signs listed in combination.

**Lighting:** Only signs for multi-family and non-residential uses may be illuminated provided the light does not negatively affect adjacent properties or the visibility of traffic or pedestrians.

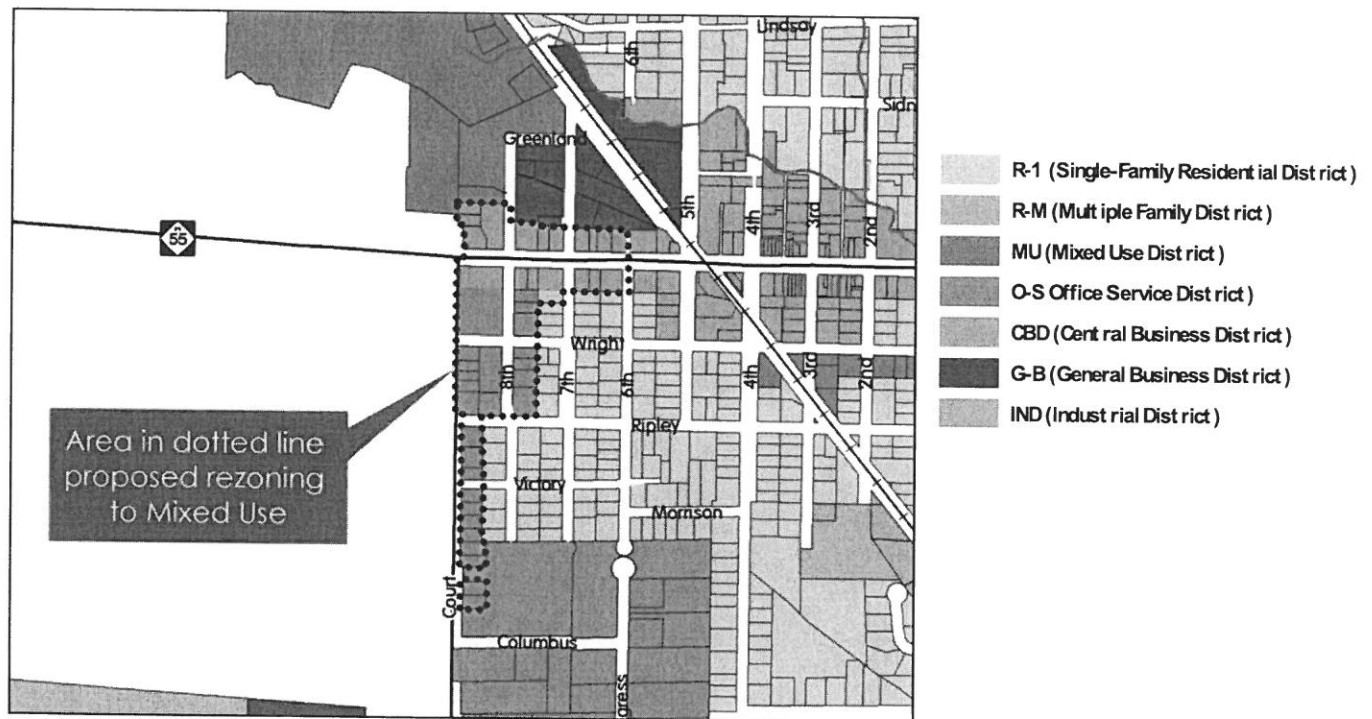
**Additional Signage:** Parcels with greater than 400 lineal feet of frontage may be granted additional signage by the Planning Commission.

**Signs on Lots Containing Multiple Establishments.** See subsection G below.

***That the City of West Branch Zoning Map is hereby amended as follows:***

***The following parcels are hereby rezoned to Mixed Use District (as shown by dotted line on map below):***

052-413-012-00	052-413-002-00	
052-413-011-00	052-660-005-00	052-102-007-10
052-413-001-00	052-660-006-00	052-102-002-00
052-412-011-00	052-660-008-00	052-103-002-00
052-412-002-00	052-660-009-00	052-103-001-00
052-412-001-00	052-660-010-00	052-118-007-00
052-411-011-00	052-660-011-00	052-118-001-00
052-411-002-00	052-103-007-00	052-117-001-00
052-411-007-10	052-101-001-00	052-118-009-00
052-411-010-00	052-118-005-00	052-118-002-00
052-660-007-00	052-102-001-00	052-117-002-00
052-660-002-00	052-117-004-00	052-118-003-00
052-660-003-00	052-102-005-00	052-117-003-00
052-660-001-00	052-102-004-01	052-118-004-00
052-660-004-00	052-102-003-00	



## Section 2: Severability

If any clause, sentence, paragraph or part of this Ordinance shall for any reason be finally adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the

remainder of this Ordinance but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy in which such judgment is rendered.

### **Section 3: Saving Clause**

The City of West Branch Zoning Ordinance, except as herein or heretofore amended, shall remain in full force and effect. The amendments provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

### **Section 4: Effective Date**

The ordinance changes shall take effect upon the expiration of seven days after the publication of the notice of adoption.

\_\_\_\_\_  
Mayor, City of West Branch

\_\_\_\_\_  
City of West Branch Clerk

I, \_\_\_\_\_, Clerk for the City of West Branch, hereby certify that the foregoing is a true and correct copy of Ordinance No. \_\_ of 2021 of the City of West Branch, adopted by at a meeting of the City Council held on \_\_\_\_\_.

A copy of the complete ordinance text may be inspected or purchased at the West Branch City Hall at 121 N. Fourth Street, West Branch, Michigan.

Adopted: \_\_\_\_\_ Published: \_\_\_\_\_ Effective: \_\_\_\_\_ subject to PA 110 of 2006 as amended

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# **Approval of Minutes**

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, SEPTEMBER 14, 2021.

Chairperson Cori Lucynski called the meeting to order at 6:00 p.m.

Present: Bob David, Yvonne DeRoso, Josh Erickson, Kara Fachting, Mike Jackson, Cori Lucynski, and Rusty Showalter

Absent: None

Others officers in attendance: City Manager John Dantzer and NEMCOG representative Denise Cline.

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

As an addition to the agenda, a sign permit variance from Ann’s Hair Affair was submitted. It was noted the variance was needed because flag style banners were not allowed in the mixed-use district. The Commission discussed the sign ordinance section dealing with flag style banners and noted those type of signs not being allowed in the mixed-use district was an oversight and the need to change that part of the ordinance in the upcoming update.

**MOTION BY LUCYNSKI, SECOND BY JACKSON, TO APPROVE THE SIGN VARIANCE WITH THE REQUIREMENT THAT THE BANNER BE LOCATED OUTSIDE THE ROAD RIGHT OF WAY.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter**

**No – None    Absent – None    Motion carried**

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY DAVID, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD AUGUST 10, 2021.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter**

**No – None    Absent – None    Motion carried**

\*\*\*\*\*

The Commission discussed potential issues in the ordinance with NEMCOG representative Denise Cline, who assisted in the initial rewrite. The Commission discussed making the following changes to the ordinance.

1. Change the zoning on Houghton Ave from Sixth St to M-30 from Central Business District to Mixed Use District.
2. Change zoning on M-30 from Wright St. to Columbus from Office/Service District to Mixed Use District.
3. Change the fencing requirements for commercial uses in the Mixed-Use district to allow taller fences, fences in the front yard, and chain link fencing.
4. Change the sign ordinance to no allow "Sail-type" banners in the Central Business District (effective after the road reconstruction in 2023) and to allow "Sail-type" banners in the Mixed-Use district for commercial uses.

The Commission also discussed potential zoning possibilities for marijuana facilities if the City ever opted into allowing those type of businesses.

\* \* \* \* \*

Member Erickson noted an arcade is planning on moving into the old Polo storefront.

Member Lucynski noted how nice the downtown banners were.

Member David commented on the sidewalk construction and how nice the City looked.

Member DeRoso gave updates on construction activities in the West River Park Condos and Victorian Manor Condos.

\* \* \* \* \*

Meeting was adjourned at 7:20 pm

# **Site Plan Review**



121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500, Fax 989-345-4390, e-mail [citymanager@westbranch.com](mailto:citymanager@westbranch.com)  
The City of West Branch is an equal opportunity provider, employer, and lender

## ZONING AND USE PERMIT APPLICATION

Applicant: Contractor ☐ Homeowner ☐

Property Owner: John Tolfree Hospital

Mailing address: 2463 M-30

Phone Number: 345-3660 Property ID # Multiple

Project Address: West Branch, MI 48661

Contractor Name: TBD

Contractor Address: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

Use Medical Offices


Type of Improvement Other

Dimensions: (skip this section if it is just a use permit)

Length 275'+/- Width 130'+/- Height 39'-9"

Setbacks:

Front 180' Rear 269.3' Sides 16.4'

Applicant Signature:  Date: Sept. 29, 2021

(See reverse for site plan sketch area)

# Sign Permit



121 N Fourth St., West Branch, MI 48661 Telephone: 989-345-0500

Email: [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com)

## Sign Permit Application

Applicant Name Sean P Gilbert Phone # 810-908-8232  
Address 10508 Frances rd Flushing mi 48433  
Address Location of Sign 520 E. Houghton Ave West Branch  
Property Owners Name Edward C Anderson Commercial Realty  
Property Owners Signature \_\_\_\_\_  
Name of Business for Sign MADE IN THE USA  
Location of Sign: Building X Free Standing \_\_\_\_\_  
Type of Sign: Wall X Canopy \_\_\_\_\_ Projecting \_\_\_\_\_ Free Standing \_\_\_\_\_ Sandwich \_\_\_\_\_  
Dimensions of Sign: 10'x16' Total Sq Ft 160 Total Hgt 6' Above

The following information MUST be attached for all signs:

1. A Scale drawing (2"=1') showing:
  - a. Dimensions of sign
  - b. Information to be on sign
  - c. Size & Style of letters
  - d. Color of sign & letters
  - e. If Free Standing Sign, include sign dimensions & construction material description
2. For Signs attached to buildings, provide a drawing showing the building, location of windows, doorways & location on building where sign will be erected.
3. For Free Standing Signs, attach a lot plan drawing showing size of lot, location of building(s) on property, location of driveways, sidewalks, roadways and proposed location of sign.
4. If the Sign is to be illuminated, describe the type of lighting.

*The above and attached statement is true in all particulars to the best of my knowledge and belief. I agree that the City Ordinances, building and electrical codes will be strictly compiled within the erection of this sign.*

[Signature] 9-29-21  
Applicant Signature Date

Application Fee \$25.00

PAID X NOT PAID \_\_\_\_\_

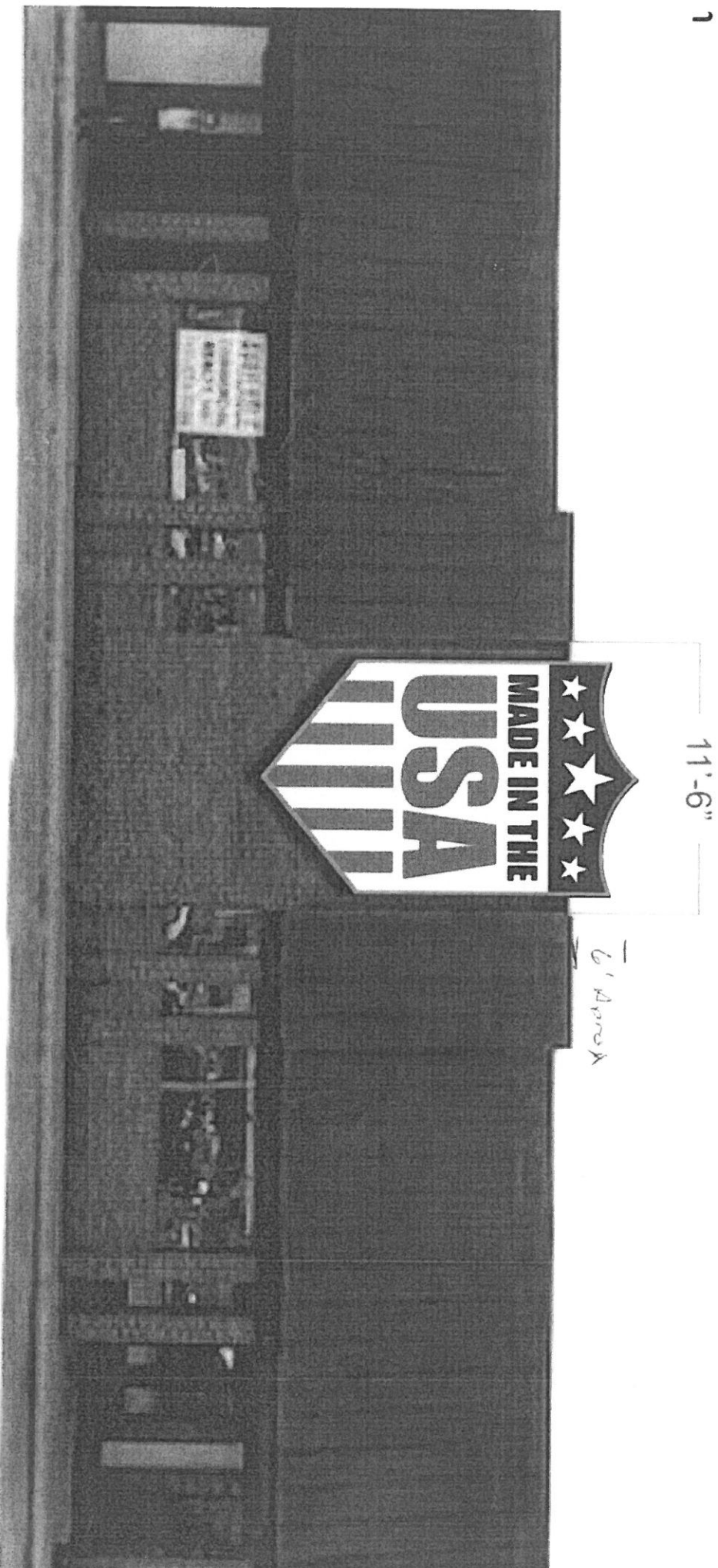
Staff Action: Date 9/29/21 Approved \_\_\_\_\_ Denied X

Variance Request Planning Commission Action: Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

# MadeInTheUSA-Wall Sign.pdf

1



US flags on roof to match height of sign

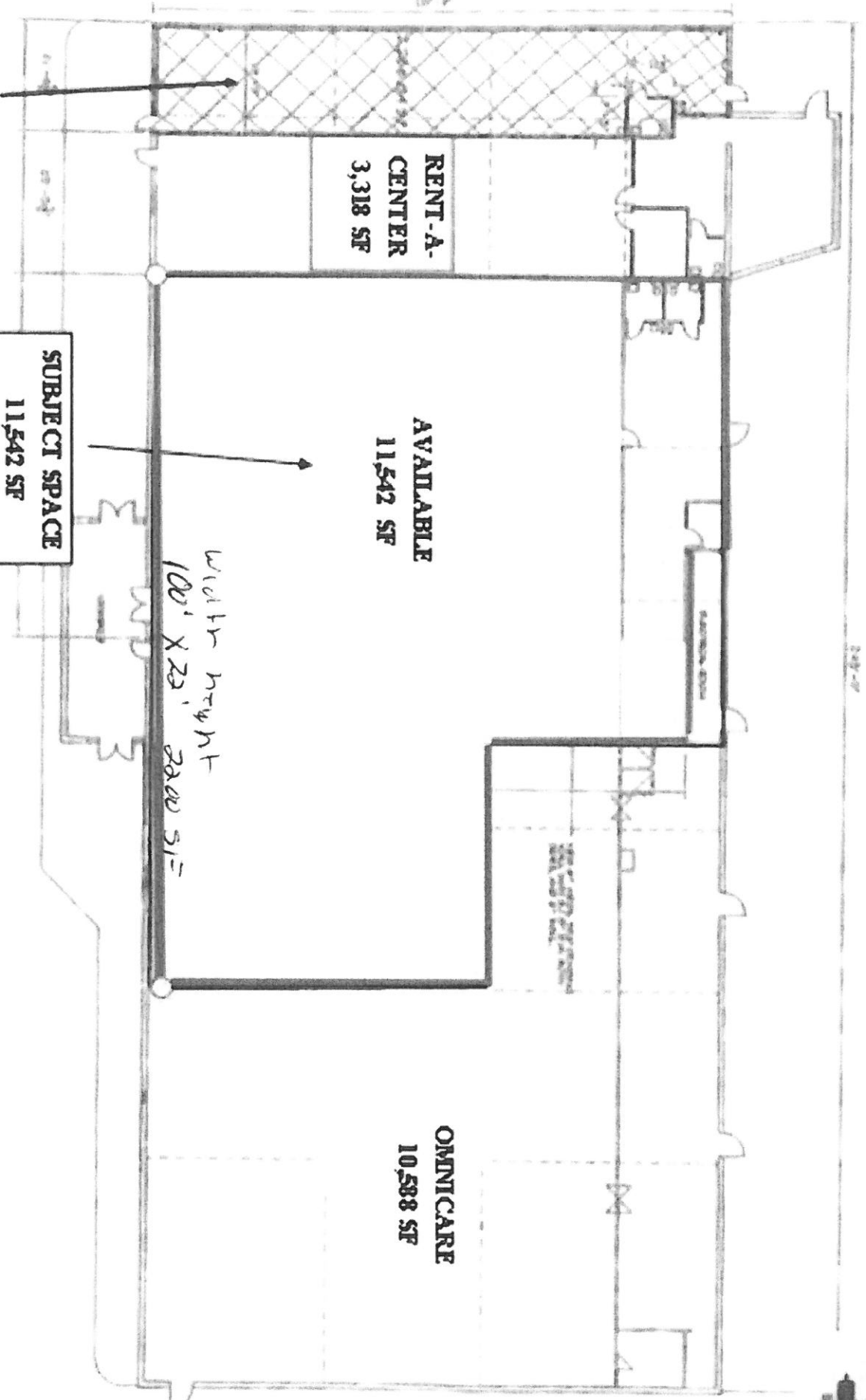
X

Plaza East, 520 E. Houghton Ave.

West Branch, MI



# Space Plan



JT Nail Salon

SCALE 1/8" = 1'-0"



$$\begin{aligned} \text{Wall} - 2000 \text{ SF} \times 25' &= 5500 \text{ SF} \\ \text{Hall} - 18' \times 11.5' &= 207 \text{ SF} \end{aligned}$$

## F. Signs Permitted.

District	Type	# per Parcel	Maximum size	Height
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**Signs on Lots Containing Multiple Establishments.** See subsection G below.

# **Unfinished Business**

**New Business**

# Communications

# **Reports**

## **Chairman**

## **Members**

**Public  
Comment  
-Any  
Topic**

# Adjournment