

- AGENDA -

SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, FEBUARY 21, 2023, BEGINNING AT 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Public Hearing
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Approval of Minutes from January 10, 2023 and February 6, 2023
- VIII. Site Plan review
- IX. Sign Permit
- X. Unfinished Business
- XI. New Business
 - A. Michigan Planning Enabling Act training, session 1
 - B. Scheduling of next meeting
- 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

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265)

The City of West Branch, Planning Commission

C/O 121 N. Fourth St.

West Branch, MI 48661

Phone: 989-345-0500

email: cityhall@westbranch.com

Internet where meetings are posted: www.westbranch.com (click on Calendar of Events and notice of meetings or go directly to <http://www.westbranch.com/calendar.php>)

Notice is hereby given, that the City of West Branch, Planning Commission, will cancel its regular meeting scheduled for Tuesday, February 14, 2023 and instead will hold a special meeting at the following date, time and place:

Date: February 21, 2023

Time: 6:00 pm

Place: West Branch City Hall

121 N. Fourth St.

West Branch, MI 48661

The Purpose of the meeting is to review updates to attend a training seminar

Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodations should be made with as much advance notice as possible by contacting City Clerk, Lori Ann Clover at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661 or by email at clerk@westbranch.com

I hereby certify that this notice was posted by City Manager/Acting Secretary, John Dantzer, to comply with sections 4 and 5 of the Michigan Open Meetings Act (MCL 15.265) on the City of West Branch bulletin board, as well as on the City of West Branch website at least 18 hours prior to the start of the meeting.

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, JANUARY 10, 2023.

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

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

Absent: Rusty Showalter

Others officers in attendance: Acting secretary/zoning administrator, John Dantzer

All stood for the Pledge of Allegiance.

Chairperson Lucynski opened the public hearing at 6:01 pm to take comment on a special use permit. Chairperson Lucynski noted the applicant, Richard Wing, owner of West Branch Provisional Center LLC was seeking a use permit to allow a marijuana retail center in the General Business District (GB). The location of the proposed business is 518 E. Houghton Ave.

Member DeRoso asked to abstain from voting on any issues with Mr. Wing due to a conflict of interest due to a financial interest as she was the real estate agent acting on behalf of the applicant.

**MOTION BY FACHTING, SECOND BY JACKSON, TO ALLOW MEMBER DEROSO TO ABSTAIN
FROM VOTING DUE TO A CONFLICT OF INTEREST.**

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

No – None

Absent –Showalter

Motion carried

Zoning administrator Dantzer shared that he had not received any correspondence on the permit.

Scott Bell from Lapham and Associates, on behalf of the West Branch Provisional Center, presented the site plans including discussion of the setbacks and parking. He noted the setbacks were currently not met for that district making it a nonconforming lot but that the footprint of the building would not change therefore allowing the nonconformity to continue. Administrator Dantzer confirmed that the building was nonconforming and was allowed to continue as long as the footprint of the building was not changed. He further noted he did not see any issues with the plans presented.

Rick Wing presented his plans for the building including the interior and exterior remodeling plans.

Mike Kaspar introduced himself to the Commission, noting he would be the manager for the business and went over the product that the business would merchandise.

Member DeRoso noted she did tour one of Mr. Wing's other businesses and noted it was really nice.

Member Erickson noted he did not see any issues with the plans and liked the design. The distance requirements were discussed and it was noted that marijuana retail centers were not allowed to be within 500' of a school, day care center, park, or rehabilitation center. Administrator Dantzer noted the only property in those classifications in that area were the little league ball fields which were approximately 643' from the property.

Member Jackson noted he did not see anything objectionable in the plans.

Member David noted he did not see any issues with the plans.

Member Erickson noted he heard that the plans were for a micro grow operation as well as retail. Mr. Wing noted there were no plans for growing and only for retail.

No one else wished to speak on the subject.

MOTION BY LUCYNSKI, SECOND BY JACKSON, TO APPROVE THE CLOSING OF THE PUBLIC HEARING AT 6:16 PM.

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

No – None Absent –Showalter Motion carried

MOTION BY JACKSON, SECOND BY DEROSO, TO EXCUSE MEMBER SHOWALTER FROM THE MEETING.

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

No – None Absent –Showalter Motion carried

MOTION BY DAVID, SECOND BY FACHTING, TO APPROVE THE MINUTES FROM THE MEETING HELD NOVEMBER 9, 2022.

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

No – None Absent –Showalter Motion carried

MOTION BY JACKSON, SECOND BY ERICKSON, TO APPROVE THE SPECIAL USE PERMIT SUBMITTED BY RICH WING FOR THE PROPERTY COMMONLY KNOWN AS 518 E. HOUGHTON AVE BECAUSE THE PLANS MEET ALL OF THE GENERAL REQUIRMENTS FOR A SPECIAL USE, IS

COMPATIBLE WITH THE ADJACENT USES, DOES NOT BURDEN PUBLIC SERVICES, AND DOES NOT IMPACT TRAFFIC SAFETY.

Yes — David, Erickson, Fachting, Jackson, Lucynski

No – None

Absent –Showalter

Abstain- DeRoso

Motion carried

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MOTION BY LUCYNSKI, SECOND BY FACHTING, TO APPROVE ZONING PERMIT ZP 22-29 FOR RICHARD WING AS SUBMITTED.

Yes — David, Erickson, Fachting, Jackson, Lucynski

No – None

Absent –Showalter

Abstain- DeRoso

Motion carried

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MOTION BY JACKSON, SECOND BY FACHTING, TO APPOINT MEMBER CORI LUCYNSKI TO SERVICE A CHAIRPERSON AND MEMBER BOB DAVID TO SERVE AS VICE CHAIRPERSON FOR 2023.

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

No – None

Absent –Showalter

Motion carried

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The Commission discussed updates to the six-year capital improvement plans. Administrator Dantzer noted many of the additions to the plan were to include water funding projects that could be funded by current State water programs. A breakdown of the projects in the plan were as follows:

<u>Department</u>	<u>Project Description</u>	<u>Capital Costs</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Parks	Gathering place	\$400,000.00	\$400,000.00					
Parks	Irons Park ADA handicap addition	\$100,000.00				\$100,000.00		
Parks	Irons Park amphitheater	\$100,000.00			\$100,000.00			
Parks	Farmers Market	\$200,000.00					\$200,000.00	
Equipment	Backhoe	125,000.00		\$125,000				
Equipment	Generators at City Hall and PD	\$30,000.00						\$30,000.00
Equipment	Police Vehicle	\$150,000.00	\$50,000.00		\$50,000.00		\$50,000.00	
Equipment	Vactor Truck rebuild	\$100,000.00			\$100,000.00			
Equipment	Loader	\$150,000.00				\$150,000.00		
Streets	Wright St.	\$115,000.00	\$115,000.00					
Streets	Columbus	\$200,00.00				\$200,000.00		
Streets	N. 4th St.	\$200,000.00			\$200,000.00			
Streets	Progress St	\$250,000.00					\$250,000.00	
Streets	Houghton Ave streetscape	\$1,500,000.00		\$1,500,000.00				
Water	Houghton Ave. (Fairview to Court St.)	\$1,200,000.00		\$1,200,000.00				
Water	Iron Removal Plant	\$1,700,000.00		\$1,700,000.00				
Water/Streets	M-30 Development Extension	\$1,000,000.00		\$1,000,000.00				
Water	Tower Painting	\$200,000.00					\$200,000.00	
Water	Well 5 Rehab	\$45,000.00	\$45,000.00					
Water	New water tower	\$2,000,000.00			\$2,000,000.00			
Water	Replace approx. 25,800lf aging main	\$6,500,000.00		\$2,250,000.00	\$2,250,000.00	\$2,000,000.00		
Water	Meter Change out	\$100,000.00	\$50,000.00	\$50,000.00				
Sidewalk	Business loop sidewalk connection	\$55,000.00	\$55,000.00					
Water	Install new water main for looping	\$545,000.00		\$272,500.00	\$272,500.00			
Water	Install new meter to connect to Twp.	\$75,000.00		\$75,000.00				
Water	Install mixing valve in tower	\$50,000.00			\$50,000.00			
Sewer	Replace 4th St. river crossing	\$90,000.00				\$90,000.00		
Sewer	Repair manholes throughout City	\$100,000.00				\$100,000.00		
Storm Sewer	Replace undersized Storm sewer 4th St	\$1,000,000.00					\$1,000,000.00	
Water	Install water main to connect to Twp.	\$425,000.00		\$425,000.00				

MOTION BY LUCYNSKI, SECOND BY JACKSON, TO APPROVE THE 2023-2028 SIX-YEAR CAPTIAL IMPROVEMENT PLAN AS SUBMITTED.

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

No – None

Absent –Showalter

Motion carried

A reminder was shared that their annual joint meeting with City Council and the DDA was scheduled for Monday, February 7th at 6:00 pm.

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Member David noted the siding on the south east corner of the warming house was loose. He also noted that he while understanding why they were taken down, was sad to see more trees taken down at the park.

Member DeRosio noted she was recently appointed to the Ogemaw Township Planning and Recreation Committee.

Member DeRosio also noted she was approached by a developer looking at the vacant City property in the industrial park wondering about the possibility of rezoning that area to multifamily to develop into housing. The Commission discussed the possibility and addressed such issues as buffers and that the parcel was the only vacant spot left in the industrial park and although it may be vacant for some time was more valuable to have available to help recruit businesses and create more jobs. It was the consensus at this time to not be in favor of looking at rezoning that property.

Member Jackson noted it was extremely busy traffic wise in town for Christmas and New Year's this year and that it was finally slowing down.

Member Fachting commended this year's Christmas parade noting it was well done.

Member Erickson noted how well the town looked and how clean it was around town. Chairperson Lucynski noted the Ogemaw Fair Board was looking at bring back a bike and concert weekend which would help bring tourism to the area.

Chairperson Lucynski also gave an update on the MyMichigan clinic and noted it was planned to be opened for patients in March.

Acting secretary Dantzer presented a training program through the Michigan Association of Planners noting it was four series each an hour and a half long. It was the consensus to participate in the webinar training program and schedule a meeting for February 21st and cancel the regular meeting scheduled for February 14th. They would then schedule the rest of the trainings after their first meeting.

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Meeting was adjourned at 6:56 pm

SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD AT THE WEST BRANCH POLICE DEPARTMENT, 130 PAGE STREET, ON MONDAY, FEBRUARY 6, 2023.

Chairperson Cori Lucynski called the meeting to order at 6:03p.m.

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

Absent: None

All stood for the Pledge of Allegiance.

Chairperson Lucynski gave the annual update to City Council noting the Commission’s main project was the development and approval of an addition to the zoning code to allow for marihuana facilities within the City. She also noted the Commission reviewed and made changes to the Masterplan and Capital Improvement plan, the Commission will continue their ambitious plans to work towards achieving the ten goals identified in their annual report, the City Planning Commission continued to work towards the implementation of the Redevelopment Ready Communities program guidelines, pursuant to the Resolution of Participation in the RRC Program that was passed by the Planning Commission in November of 2015, and the Planning Commission continued to hold joint annual meetings with both City Council and the DDA.

Meeting was adjourned at 6:23 pm