

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, APRIL 11, 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 March 14, 2023
- VIII. Site Plan review
 - A. ZP 23-04, Alexander Limited Partnership
- IX. Sign Permit
- X. Unfinished Business
- XI. New Business
- XII. Communications
- XIII. Reports and/or comments
 - A. Chairperson Report
 - B. Member Reports
 - C. Zoning Administrator Report
 1. Schedule next training meeting
- XIV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XV. Adjournment

Next meeting: Friday, April 14, 2023, 6:00 pm, Special Meeting

Call to Order

Roll Call

**Pledge of
Allegiance**

Public Hearings

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, MARCH 14, 2023.

Vice-Chairperson Bob David called the meeting to order at 6:00 p.m.

Present: Bob David, Josh Erickson, Kara Fachting, Mike Jackson, and Rusty Showalter.

Absent: Yvonne DeRoso and Cori Lucynski.

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

All stood for the Pledge of Allegiance.

**MOTION BY SHOWALTER SECOND BY FACHTING, TO APPROVE THE MINUTES FROM THE
MEETING HELD FEBRUARY 21, 2023.**

Yes — David, Erickson, Fachting, Jackson, Showalter

No – None

Absent –DeRoso, Lucynski

Motion carried

**MOTION BY JACKSON, SECOND BY DAVID, TO EXCUSE MEMBERS LUCYNSKI AND DEROSO
FROM THE MEETING AND TO EXCUSE MEMBER FACHTING FROM THE FEBRUARY 21 MEETING.**

Yes — David, Erickson, Fachting, Jackson, Showalter

No – None

Absent –DeRoso, Lucynski

Motion carried

**MOTION BY JACKSON, SECOND BY ERICKSON, TO APPROVE THE 2022 ANNUAL REPORT AS
PRESENTED.**

Yes — David, Erickson, Fachting, Jackson, Showalter

No – None

Absent –DeRoso, Lucynski

Motion carried

Member David noted how nice the new Ace Hardware signs looked.

Vice-Chairperson David closed the meeting at 6:26 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
The City of West Branch is an equal opportunity provider, employer, and lender

ZONING AND USE PERMIT APPLICATION

Applicant: Contractor ☐ Homeowner ☒

Property Owner: Alexander Limited Partnership

Mailing address: 116 Court Street, Mt. Pleasant MI 49958

Phone Number: 989-708-6850 Property ID # 65-052-402-001-30.

Project Address: 111 North 3rd Street, West Branch MI 48661

Contractor Name: TBD

Contractor Address: TBD

Contractor Phone: TBD

Use Commercial

Type of Improvement Residence/Building

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

Length 82 Width 47 Height 23

Setbacks:

Front 0 Rear 0 Sides 0

Applicant Signature:  Date: 02.22.2023

(See reverse for site plan sketch area)

See Attached drawings.

Please include: Roads, sidewalks, setbacks and distance from current structures.

****Applicant is required to contact Miss Dig at 811**

Staff Action: Date 4/11/23 Approved _____ Denied _____ Signature _____

Permit No. ZP 23-04

Application fee (\$25.00 for residential, \$50 for commercial) - PAID ☒ NOT PAID ☐



March 17, 2023

John Dantzer
West Branch City Manager
121 N. Fourth St.
West Branch, MI 48661
citymanager@westbranch.com

II Gemini, LLC
325 Enterprise Drive
Breckenridge MI 48615
Acting as Owner's Representative

Re: Planning Commission – Site Plan Approval Request for:
111 North 3rd Street, West Branch MI 48661

Dear Mr. Dantzer,

I formally request a zoning and site plan approval via the planning commission for a rehabilitation project located at 111 North 3rd Street, West Branch MI 48661 on parcel number 65-052-402-001-30. Specifically, at this time I am requesting the planning commission review the enclosed documents as it relates to the plan submittal process as outlined in Section 15-403 through 15-410. The Owner's intention is to rehabilitate and restore the historic commercial building along with expanding its footprint within the parcel.

Detailed developer comments (shown in red ink) related to the required steps of the plan review process can be found below.

Section 15-404: Site plan pre-application conference.

A pre-application conference was completed on March 17, 2023 with the City Manager and Ryan Smith.

Section 15-405: Site plan data required.

- a) All applicants shall complete the site plan review checklist.
 - a. A completed site plan review checklist is enclosed.
- b) Each site plan submitted shall contain the information contained in table 15-405.
 - a. The enclosed site plan and exhibit documents contains all the required information
- c) Property conditions depicted in the site plan submission will be relied upon by the planning commission in its review.
 - a. Agreed and understood.



Section 15-406: Site plan submittal and approval procedures.

- a. Number of copies. Ten copies of the proposed site plan one to scale other 11 x 17
 - a. Mailed to the City Office on March 17, 2023
- b. Timing of submittal. Site plans shall be submitted at least 30 days prior to the planning commission meeting.
 - a. All documents were submitted on March 17, 2023 and therefore qualify to be on the April 11, 2023 planning commission agenda.
- c. Submittal to zoning administrator
 - a. Agreed and understood
- d. Application fees.
 - a. All applicable fees have been paid.
- e. Coordinated review.
 - a. Agreed and understood
- f. Consultant.
 - a. Agreed and understood
- g. Site plans requiring ZBA action.
 - a. Not applicable

Sincerely,

Ryan Smith
II Gemini, LLC
Owner's Representative

5.0 HISTORICAL RECORDS REVIEW

Triterra reviewed historical records to develop a history of the subject property and surrounding area and identify any past uses that may have led to RECs in connection with the subject property. Abstracted histories of the subject property and proximate sites, which Triterra obtained from reasonably ascertainable historical records, are provided in the table below. Copies of the historical records are provided in Attachment 5.

Triterra reviewed the following historical records:

- Sanborn Fire Insurance Maps (1893, 1898, 1904, 1909, 1926, 1944)
- Aerial Images (1963, 1968, 1978, 1986, 1998, 2009, 2012, 2016)
- City Directories (1992, 1995, 2000, 2005, 2010, 2014, 2017)
- Topographic Maps (1954, 1958, 1965, 1983, 1989, 2011, 2014, 2017)
- Owner Interview (see Section 7.1)
- User Interview (see Section 3.3)
- Historical Assessing Records
- Consumers Energy SIMS
- Subject property walkover (See Section 6.0)

5.1 Subject Property – Historical Use Information

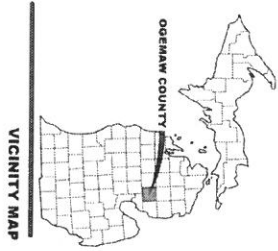
A summary of historical usage of the subject property back to 1893, the date of earliest readily available records, is presented in the following table:

Year / Period	Identified / Inferred Use
1893 – 1904	A stable is located on the subject property by at least 1893. A residential house is constructed on the subject property by 1898 and razed by 1909.
1909 – Present	<p>The existing commercial building is constructed on the subject property by 1909 and is occupied by an office and “Telegraph Exchange”. A law firm occupied a portion of the subject property building from at least 1918 to 2005 and a title company occupied a portion of the subject property building from at least 1918 to 2018. Since approximately 2018, the subject property has been vacant.</p> <p>Businesses listed for the subject property during this time period include: Gregory M Simon Attorney (1995-2000) and Ogemaw County Abstract Co. (1995-2017).</p>

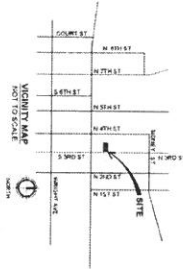
Based on Triterra’s review of historical information, a stable was located on the subject property by at least 1893. A residential house was constructed on the subject property by 1898 and was razed by 1909. The existing commercial building was constructed on the subject property by 1909 and was occupied by a law firm (Simon Gregory M. Attorney) and a title agency (Ogemaw County Abstract Co.) from at least 1918 until 2018. Since approximately 2018, the subject property has been vacant.

In Triterra’s opinion, the historical use of the subject property does not represent a REC in connection with the subject property.

Triterra identified the following data gaps associated with historical subject property use: the first



VICINITY MAP



VICINITY MAP
NOT TO SCALE

CITY OF WEST BRANCH OGEMAW COUNTY, MICHIGAN 111 N. THIRD ST. BUILDING RENOVATION MARCH 2023

INDEX OF DRAWINGS

DESCRIPTION	SHEET NO.
COVER SHEET	C001
SITE PLAN	C101
EXISTING CONDITIONS/REMOVALS PLAN	C102
UTILITY & GRADING PLAN	C103
DETAILS	C501
TOPOGRAPHIC SURVEY	V101

Alexander Limited Partnership
111 N Third St, West Branch, MI
Building Renovation/Expansion

Cover Sheet

FLEISCHMANN & WANDENBRINK
ARCHITECTS, PLLC
111 N. THIRD ST.
WEST BRANCH, MI 49291-1000
517.831.1000

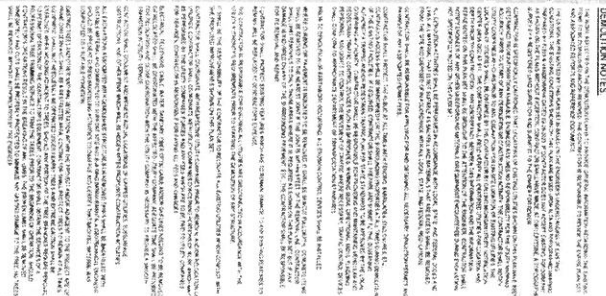
Know what's below.
Call before you dig.



NOT FOR
CONSTRUCTION

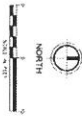
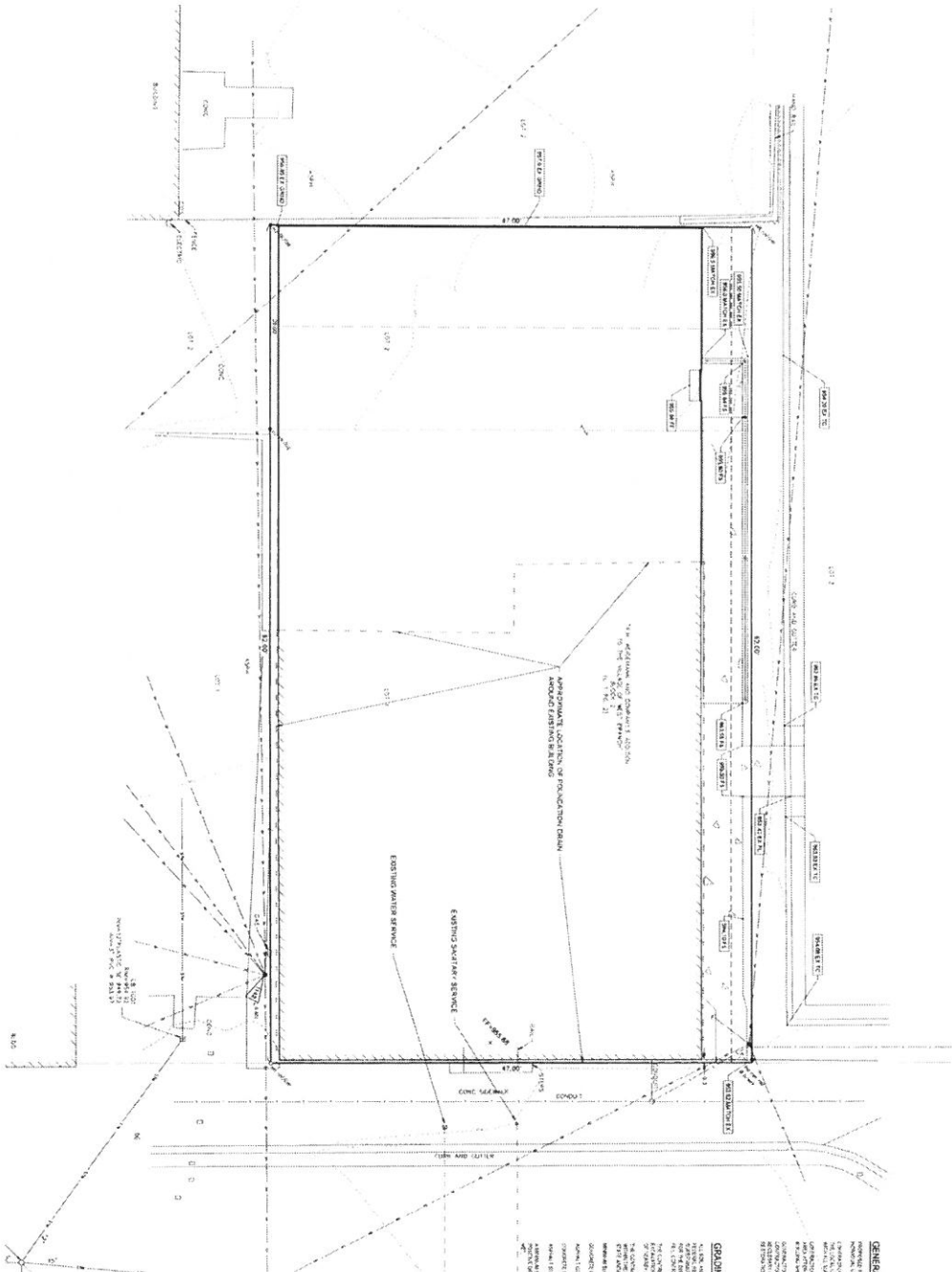
1/24/2023
11/24/2023
11/24/2023

C001



FLEIS & VANDENBRINK
DESIGN • BUILD • MANAGE

111 N Third St, West Branch, MI
 SIDE OF BUILDING TOWARD SOUTH
 PLAN 101



GENERAL, PRIVATE UTILITY NOTES:

1. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE LOCATION AND DEPTH OF UTILITIES ARE NOT GUARANTEED. THE USER SHALL VERIFY THE LOCATION AND DEPTH OF UTILITIES PRIOR TO CONSTRUCTION.

GRADING NOTES:

1. THE PROPOSED GRADING IS SHOWN ON THIS PLAN. THE EXISTING GRADING IS SHOWN WITH DASHED LINES. THE PROPOSED GRADING IS TO BE CONFORMED TO THE PROPOSED GRADING.

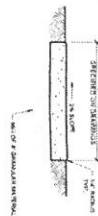
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1. 111 N Third St, West Branch, MI
 2. SIDE OF BUILDING TOWARD SOUTH
 3. PLAN 101

NOT FOR
 CONSTRUCTION

Alexander Limited Partnership
 111 N Third St, West Branch, MI
 Building Renovation/Expansion
 Grading & Utility Plan





- NOTES:
1. IF A FINISH OF 1/2" IS REQUIRED, SEE DETAIL OF FINISH.
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4' CONCRETE SIDEWALK



TYPE F2 CURB AND GUTTER DETAIL



CURB RAMP DETAIL

DESCRIPTION OF ADJACENT BUILDINGS

1. ALL BUILDINGS ON THE BLOCK ARE EXISTING.

2. THE LOCATION OF THE BUILDING SHOWN ON THE DRAWING IS SET FORWARD FROM THE CORNER OF THE BLOCK TO THE CENTER OF THE STREET.

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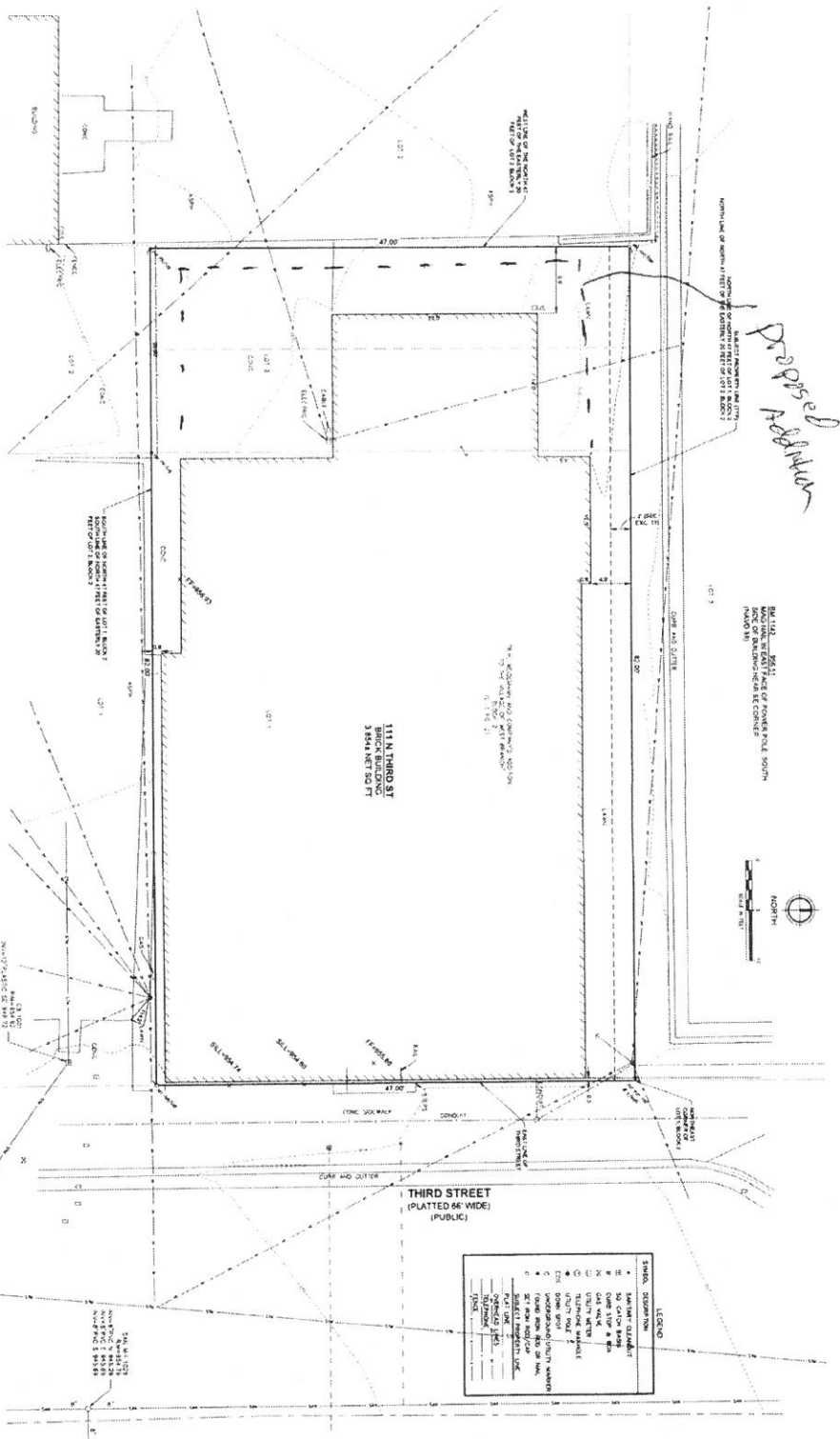
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Know what's below.
Call before you dig.

811

NOT FOR CONSTRUCTION

V101

1/25/2017 10:10 AM

MT PLEASANT TITLE AND ABSTRACT
116 W COURT ST, MT PLEASANT, MI 48055

PART OF LOTS 1 AND 2 BLOCK 2 OF "THE WEEDMAN AND COMPANY'S ADDITION TO THE VILLAGE OF WEST BEND"

TOPOGRAPHIC SURVEY

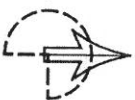
FLEISCHMANN & SONS
DESIGN & CONSTRUCTION

111 N THIRD ST
MT PLEASANT, MI 48055
734-777-1888



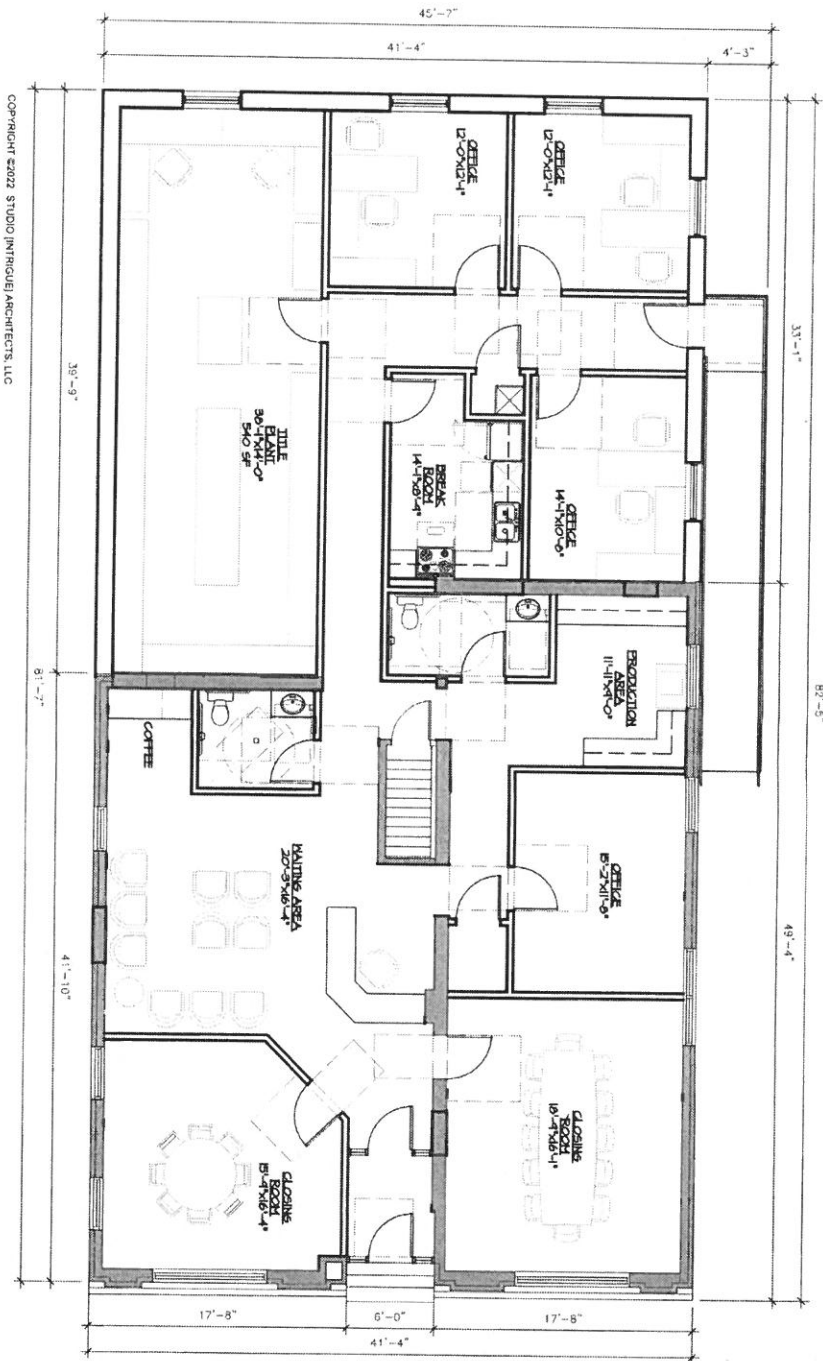
111 N. 3RD ST. - PRELIMINARY FIRST FLOOR PLAN

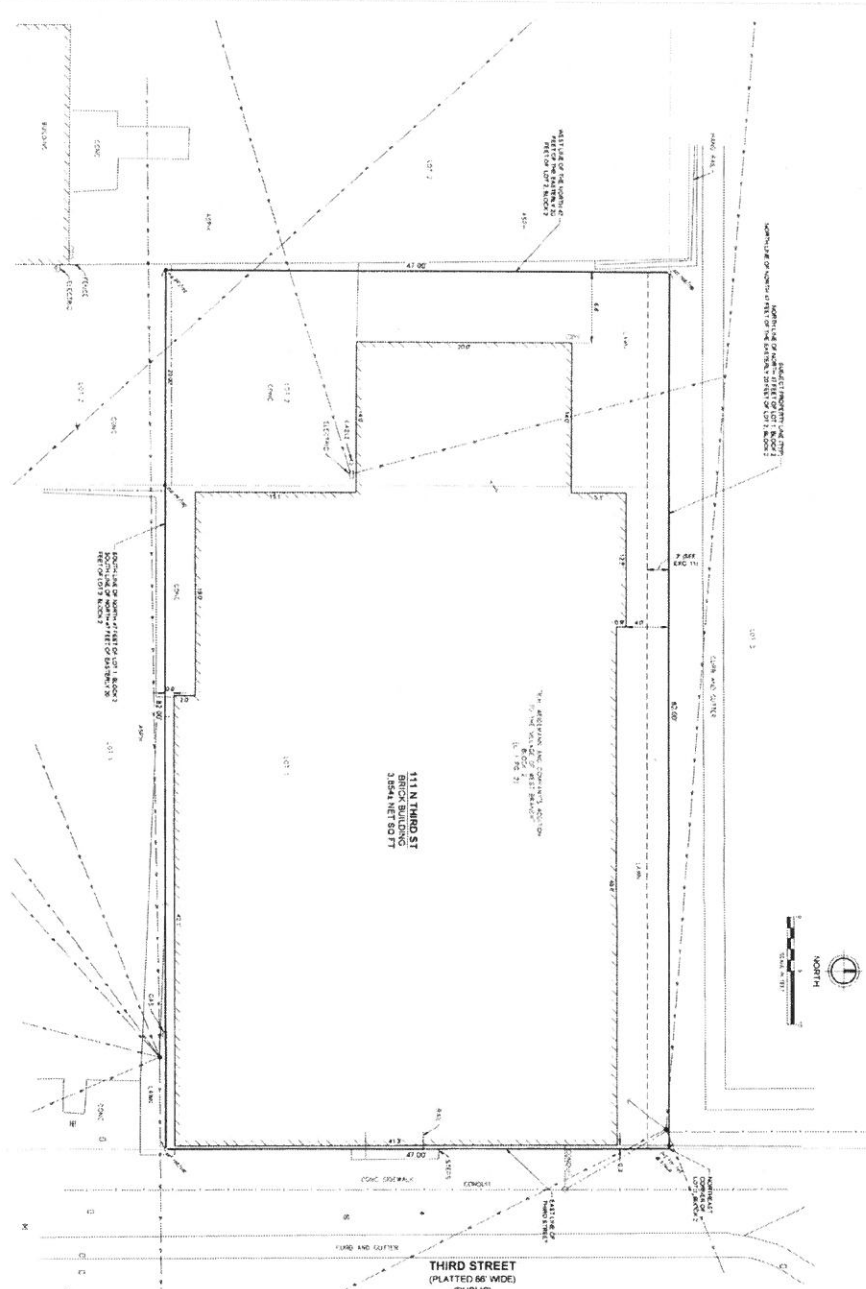
SCALE: 1/8" = 1'-0"



WALL LEGEND	
	EXISTING (TO REMAIN)
	NEW CONSTRUCTION

22.130
12/20/22





411 N THIRD ST
BRICK BUILDING
2.654 NET SQ FT

THIRD STREET
(PLATTED 66' WIDE)
(PUBLIC)

CERTIFICATION

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This is the only race that goes past the runway on which a signal were raised in accordance with the 2021 maximum standard. The Racecourse for All (RAC) Ltd. The Runway, first established and adopted by JLT and HRP, and which has a 7.5 x 1.5 m (15 x 15) and 15 of 2000 A/m². The Runway was constructed on October 24, 2021.

EXCEPTION NO. 3: EAST

[illegible]

SYMBOL DESCRIPTION

- SANITARY CLEANSING
- ③ 32 CAYENNE BASIN
- CLASSIFIED & BOX
- 30 DAY SAUCE
- ② 20 LITRE MTR
- ④ 40 THERMAL WARMER
- 100% POLY
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MT PLEASANT TITLE AND ABSTRACT
116 W COURT ST, MT PLEASANT, MI 488858

ALTA / NSPS LAND TITLE SURVEY



Know what's below.
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NOT FOR
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FLEISCH & VANDENBRINK
 201 East 10th St., Suite 200, Minneapolis, MN 55401
 Tel: 612.338.1111 Fax: 612.338.1112

Zoning Administrator review for Alexander Limited Partnership office addition/remodel – 111 N. Third St. (Ogemaw Title building)

LOT/BUILDING RESTICTIONS

The parcel is located in the central business district (CBD district) and the building will be a full remodel as well as an addition to the existing office. The building will continue to house the Ogemaw Title Company so the use of the building would fall under the "Office-professional services" designation which is permitted by right in the CBD district.

The CBD district has a front setback requirement of 0', a rear setback of 10' and side setback of 0'. The current building has 0' setbacks on the front and sides and 6' on the rear so it is already nonconforming. The new building with the addition is planned to be built with a 0' setback on all sides.

There is no lot coverage restrictions for the CBD district.

The building height is single story and less than the maximum of 45' allowed.

PARKING REQUIREMENTS

Off street parking is required in all areas except the CBD district. The parking will be accomplished with the on-street parking in front of the building as well as the municipal parking lot next to the building.

MISCELLANEOUS REQUIRMENTS

As per additional development standard J, the Planning Commission may allow deviations from the standards in order to accommodate the preservation of a historic building. Section 3.27 (b)(3) designates that any building built prior to 1930 may be enlarged, increased, or extended to occupy a greater area of land than was occupied at the effective date of the ordinance, provided such expansion, enlargement, extension, or location is approved by the Planning Commission. In approval of these plans, the Planning Commission shall consider off-site impacts of the structure on abutting and surrounding uses, especially residences. In other words, deviations of the standards may be approved by the Planning Commission without going to the ZBA for a variance. I reached out to Denise Cline to make sure that I did understand that section correctly and she did confirm that it was added as a requirement of our Redevelopment Ready Community designation to allow easier rehabilitation of existing historic buildings in downtown areas. The age of the building was researched as part of the phase I environmental review and it was determined that the building was built in the late 1890's to early 1900's; thereby, make the building "historic".

CONCLUSION

Based on the plans proved and the requirements of section 3.27 (b)(3), it would be my recommendation to approve the plans as submitted and allow for a 0' rear lot line. In my opinion, the allowance of the 0' lot line does not impact any of the structures abutting or surround this area. In fact, most of the building built around it already have a 0-lot line on all sides as this property is located next to our downtown area.

In addition, the increased square footage of the building and 0' lot line does not cause an impact on traffic, can be supported by the City's public services, and is compatible with adjacent uses.

We would need a motion to approve the site plan as presented for zoning permit ZP 23-01, Alexander Limited Partnership, property commonly known as 111 N. Third St. and to allow a rear set back of 0' to allow for the redevelopment of a historic building as per section 3.27 (b)(3) of the zoning ordinance.

Sign Permit

Unfinished Business

New Business

Communications

Reports

Chairman

Members

**Public
Comment
-Any
Topic**

Adjournment