

- AGENDA -

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Public Hearings
 - A. Ordinance 21-01 zoning amendment
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Approval of Minutes from December 14, 2020
- VIII. Site Plan review
- IX. Sign Permit
- X. Unfinished Business
- XI. New Business
 - A. Appoint officers
- XII. Communications
 - A. Reminder of joint meeting with Council and DDA on February 1
- 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 Amendment 21-01

The City of West Branch Planning Commission will hold a public hearing to recommend adoption of Ordinance 21-01 of 2021 – amendment to the zoning ordinance. The public hearing will be held virtually due to health orders issued surrounding the Covid pandemic on Tuesday, January 12, at 6:00 pm. Written comments may be sent to City Manager, John Dantzer, at 121 N. Fourth St., West Branch, MI 48661 or by email at citymanager@westbranch.com. If anyone from the public is not able to attend virtually, special arrangements can be made to attend in person if arrangements prior to the meeting are made. Please notify City Manager John Dantzer by mail or email at the addresses above or by phone at 989-345-0500 to make those arrangements. Facemasks and social distancing will be required. For meeting log in instructions, please visit the city website at www.westbranch.com or call the above phone number to get the instructions.

That the City of West Branch Zoning Ordinance, Chapter 3, Section 3.30 F. – Signs permitted is proposed to be amended to read as follows:

Add to the sail-type temporary signs (also known as flag banners and feather flags)- “In the CBD along Houghton Avenue between 2nd and 4th Streets, sail-type temporary signs shall only be permitted with Planning Commission approval. No public hearing is required. Applicant shall demonstrate a plan for mounting and display of the sign which will be safe for vehicular and pedestrian traffic and will be aesthetically-pleasing.”

City of West Branch
Ordinance No. 21-01 of 2020

An ordinance to amend the City of West Branch Zoning Ordinance Section 3.30 (Signs) to allow sail-type temporary signs by Planning Commission approval only.

City of West Branch, Ogemaw County, Michigan ordains:

Section 1: Amendments to the City of West Branch Zoning Ordinance.

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

F. Signs Permitted.

District	Type	# per Parcel	Maximum size	Height
CBD (see subsection H for additional regulations in the DDA)	Freestanding, Primary (permanent)	1 per street or alley	24 ft ²	12'
	Message Boards (including digital)	1 per street or alley	24 ft ²	12' (for freestanding)
	Canopy or Marquee	1 per street or alley	Length of front face	Height: Bottom of 2nd story window. Bottom of sign shall be a minimum of 8' from sidewalk
	Wall	---	25% of each building wall	Not to exceed height of wall
	Projecting Signs	1	20 ft ²	Bottom of sign shall be a minimum of 8' from sidewalk
	Temporary/Portable	32 ft ² (total of all temporary signs)		5'
	Sail-Type Temporary Signs (also known as flag banners and feather flags)	1 (32 ft ² each) per 20 linear feet of road frontage. <i>In the CBD along Houghton Avenue between 2nd and 4th Streets, sail-type temporary signs shall only be permitted with Planning Commission approval. No public hearing is required. Applicant shall demonstrate a plan for mounting and display of the sign which will be safe for vehicular and pedestrian traffic and will be aesthetically-pleasing.</i>		

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.

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.

City Manager

City Clerk

I, _____, Clerk for the City of West Branch, hereby certify that the foregoing is a true and correct copy of Ordinance No. ____ of 2020 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.

Adopted:

Published:

Effective:

_____, subject to PA 110 of 2006 as amended.

Additions to the Agenda

Public Comment -Agenda Items

Approval of Minutes

Site Plan Review

Sign Permit

Unfinished Business

New Business

BYLAWS OF PLANNING COMMISSION

Article IV: Officers

4.1.1 Officers. Officers of the Commission are appointed members of the commission and shall consist of a Chairperson and Secretary. The Commission may appoint other officers if deemed appropriate.

4.3.7 Election. The Commission shall, at the first practical meeting, select from its membership a Chairperson and Secretary, to serve for a twelve (12) month period, and who shall be eligible for re-election. Newly elected officers shall assume their office immediately after the election. Vacancies in office shall be filled immediately by regular election procedure.

Communications

As one of the requirements of the redevelopment ready communities' program, City Council, the Planning Commission, and the DDA are to hold an annual joint meeting. It was voted upon by Council to hold the meeting annually on the first Monday of February

Reports

Chairman

Members

**Public
Comment
-Any
Topic**

Adjournment

Process to Adopt the Zoning Ordinance or Zoning Amendments – for Cities & Villages

1. Write "Amending Ordinance" (ordinance which amends the zoning ordinance).
2. Publish a public hearing notice in the newspaper. Notice should appear in the paper at least 15 days prior to the public hearing (do not count the day the notice comes out or the day of the meeting).
3. If the zoning amendment involves a rezoning, distribute letters to property owners being rezoned (that are not in groups of 11 or more properties). Distribute letters to property owners within 300 feet of those properties. They must receive the letters at least 15 days prior to the public hearing.
4. Planning Commission holds the public hearing and takes comments from the public. At the public hearing, Planning Commission can make a motion to recommend adoption of the amendments to the City/Village Council.
5. City/Village Council: The City/Village Council holds a meeting and adopts the ordinance/amendments. They have the option of holding a second public hearing prior to adoption.
6. Within 15 days after adoption, place a Notice of Adoption in the newspaper. Zoning Ordinance/amendments take effect on the 8th day after publication of the notice.

**CITY OF WEST BRANCH
PLANNING
COMMISSION MEETING
JANUARY 12, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City Planning Commission scheduled for Tuesday, January 12, 2021 starting at 6:00 pm will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerktreasurer@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

Meeting Information:

John Dantzer is inviting you to a scheduled Zoom meeting.

Topic: Planning Commission Zoom Meeting

Time: Jan 12, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89673286014?pwd=Q09mdDR5dUpPMDBQOUdzd1JZWZGUT09>

Meeting ID: 896 7328 6014

Passcode: 146053

One tap mobile

+13017158592,,89673286014#,,,,*146053# US (Washington D.C)

+13126266799,,89673286014#,,,,*146053# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 896 7328 6014

Passcode: 146053

Find your local number: <https://us02web.zoom.us/j/kdsDMpSL16>