

- AGENDA -

SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION TO BE HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, MARCH 23, 2021, BEGINNING AT 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Public Hearings
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Approval of Minutes
- VIII. Site Plan review
 - A. Showroom Auto Detailing
- IX. Sign Permit
- X. Unfinished Business
- XI. New Business
 - A. Planning and zoning essentials workshop
- XII. Communications
- XIII. Reports and/or comments
- XIV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XV. Adjournment

Zoning Administrator review

LOT/BUILDING RESTRICTIONS

I spoke with Denise Cline on this application to assist me in making sure it is being handled correctly with our new ordinance. The parcel is located in the mixed-use district (mu district) and the building proposed will serve as an accessory building to the main house and business previously approved by the Planning Commission. The additional building would allow them a work area for larger vehicles and also to be used as a warehouse to store their supply of cleaning supplies that they use at the detail shop as well as sell across the US. The back part of the building noted classroom will be office area and could serve as her training area for not only her workers but would give her the ability to train other detail business owners on the process of not only detailing but using her products. This again is just an extension of her current business. Denise said that this type of situation is typically treated as an accessory building because they are not operating a separate business type and are just expanding their current business offerings. She also noted that the way the ordinance is written, an accessory building, regardless if it is residential or commercial, can be approved by the zoning administrator. (see table 15.1 #14) This is different than past practices so we were not sure if that was something that was missed in the new ordinance or was indeed the intention to avoid having to come before the commission since accessory buildings are typically much smaller type of projects. I am bringing it to the Commission just to be safe.

Based on this being an accessory building, the building meets all accessory set back requirements with the front setback being in back of the already approved business/home and much larger than the 15' required. The closest side setback is 15' which is greater than the 5' required. The rear set back of 15' is larger than the 3' requirement. The free-standing accessory building is greater than 10' from the primary building

The lot coverage of the building is 27.5% (6,640 building sf/24,119 lot sf) which is less than the 60% max allowed

The building height is 25'8" which is less than the maximum of 45' allowed.

PARKING REQUIREMENTS

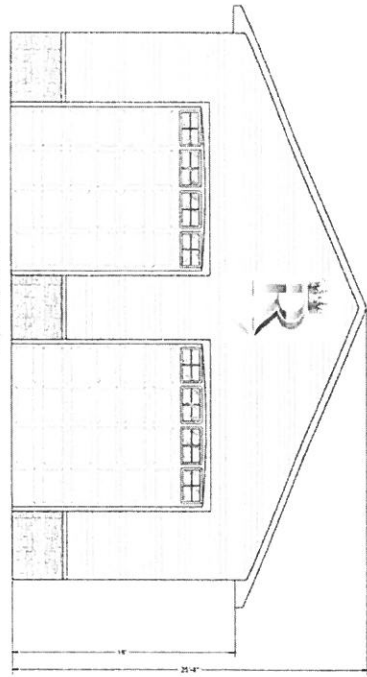
This type of use is not specifically noted in the parking requirements but its use would be a mixture of vehicle service garage distinction which requires 1 spot for every 500 sf of floor area and warehouse which is 2 spots for every employee. Based on 6,640 sf of service area for both buildings, they would need 13.2 parking spots. Based on the warehouse requirements, they have 3 employees which would only require 6 parking spots. They currently have 15 parking spots and a lease agreement with the County that allows them to use part of the County parking lot in front of them. The owner anticipated that if it was painted for parking, it would allow them at least 30 parking spots. Based on using the entire buildings as vehicle service garages, which is the most stringent, and not including the leased parking area, their 15 spots are still more than the 13.2 required so additional parking is not needed.

MISCELLANEOUS REQUIREMENTS

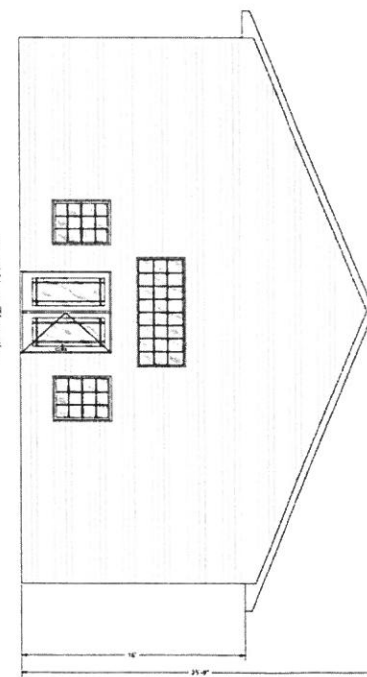
Stand alone buildings are allowed in the mixed-use district as long as it has a principal residential building on the lot and it is all under the same ownership.

CONCLUSION

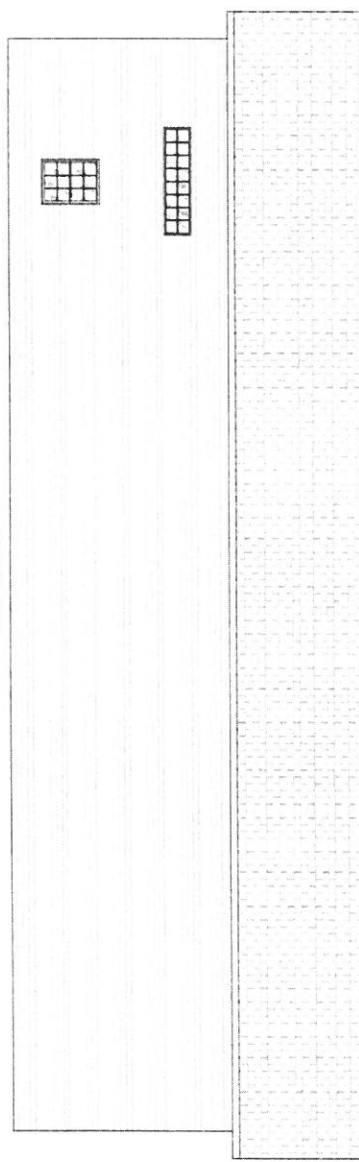
Based on the information provided, I don't see anything in violation of our ordinance and am recommending approval of the plans as submitted.



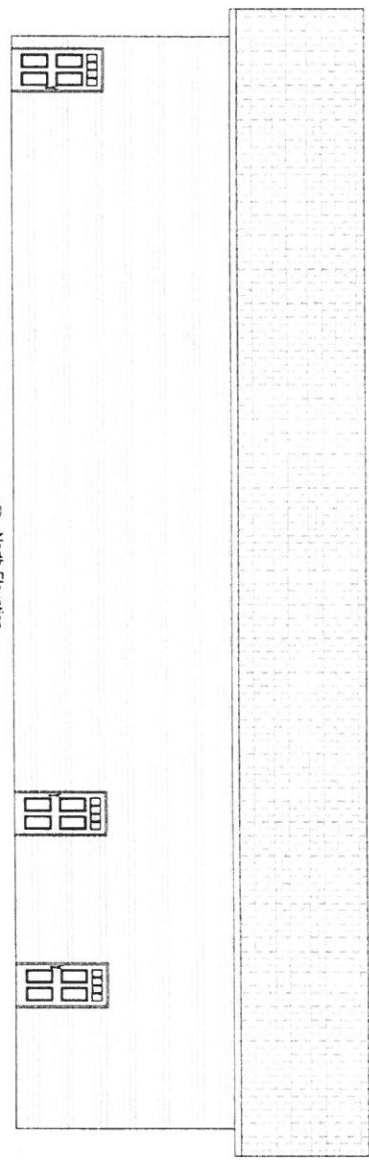
1 East Elevation
SCALE: 1/4" = 1'-0"



2 West Elevation
SCALE: 1/4" = 1'-0"



3 North Elevation
SCALE: 1/4" = 1'-0"



4 North Elevation
SCALE: 1/4" = 1'-0"

A-1

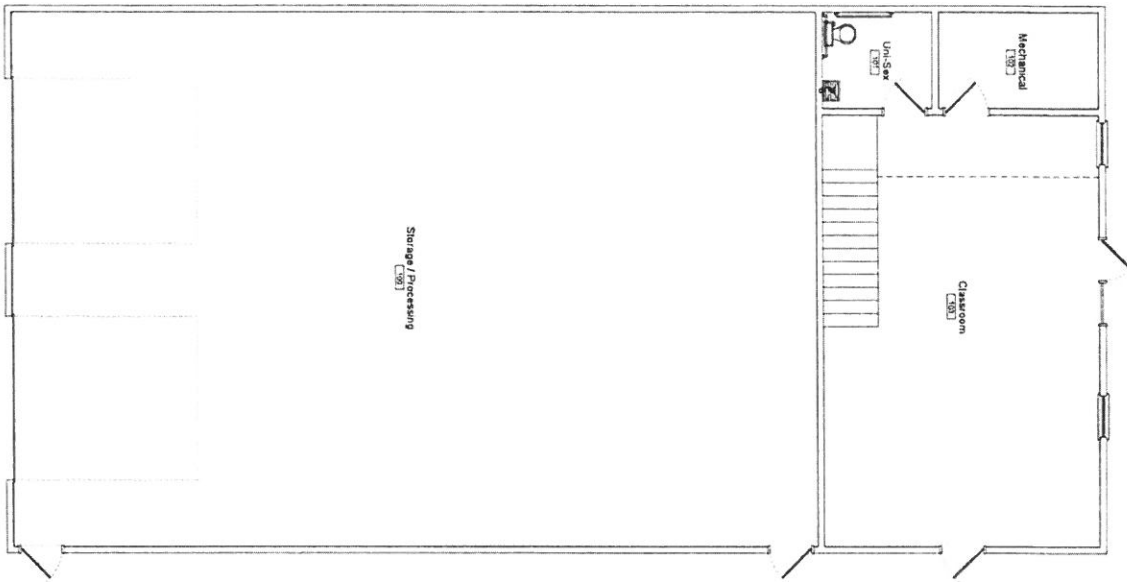
APPROVED FOR FIRM
 PREPARED BY
 CHECKED BY
 DESIGNED BY
 FINAL REVIEW

LAPHAM ASSOCIATES
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Floor Plan
Kelly Jones
Royal Reflections Building
 127 N. 8th Street West Branch, MI 48661

PROJECT NUMBER: P-2101-02
 DRAWN BY: S.E.Bell
 DATE: March 18, 2021
 SCALE: 1/4" = 1'-0"
 REVISION DATE:
 REVISION DATE:
 ENGINEER: Timothy L. Lapham, P.E. 4207-027595
 SHEET: A-1



1 Floor Plan
SCALE: 1/4" = 1'-0"



GENERAL NOTES:

1. It shall be the contractor's responsibility to verify all dimensions and locations of the job site to the existing conditions. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.
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A-2

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Floor Plan
Kelly Jones
Royal Reflections Building
127 N. 8th Street West Branch, MI 48861

PROJECT NUMBER	P-210102
DRAWN BY	S.E. Bae
DATE	March 19, 2021
SCALE	1/4" = 1'-0"
REVISION DATE	
REVISION DATE	
ENGINEER	Timothy J. Lapham, P.E. 820107595
SHEET	A-2

**CITY OF WEST BRANCH
PLANNING AND ZBA
SPECIAL MEETING
MARCH 23, 2021**

PLEASE TAKE NOTICE that a special meeting of the West Branch City Planning Commission will be scheduled for Tuesday, March 23, 2021 starting at 6:00 pm will be conducted in person and 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 clerk@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:

Topic: Planning commission and Zoning Board of Appeals work session

Time: Mar 23, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82006416546?pwd=T1dWQjVSdWZta00vaGRoRTRzYU9BQT09>

Meeting ID: 820 0641 6546

Passcode: 410961

One tap mobile

+13017158592,,82006416546#,,,,*410961# US (Washington DC)

+13126266799,,82006416546#,,,,*410961# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+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: 820 0641 6546

Passcode: 410961

Find your local number: <https://us02web.zoom.us/j/kjxNnLUR6>

CITY COUNCIL MEMBERS

Chairperson Cori Lucynski – lucynskiwbplanning@westbranch.com

Mike Jackson -- jacksonwbcouncil@westbranch.com

Kara Fachting --- fachtingwbplanning@westbranch.com

Yvonne DeRoso --- derosowbplanning@westbranch.com

Bob David -- davidwbplanning@westbranch.com

Rusty Showalter – showalterwbplanning@westbranch.com 1

Tiffany Schmieder-Kups – schmieder-kupswbcouncil@westbranch.com

And as always, minutes of all Planning Commission Meetings can be found on our website at www.westbranch.com, under the Government Tab.