

- AGENDA -

REGULAR 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 9, 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 from January 12, February 1, and February 9, 2021
- VIII. Site Plan review
- IX. Sign Permit
- X. Unfinished Business
 - A. Masterplan review
- XI. New Business
- XII. Communications
 - A. MAP trainings
 - B. Meeting in person update
- 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

Additions to the Agenda

Public Comment -Agenda Items

Approval of Minutes

Site Plan Review

Sign Permit

Unfinished Business

In February, annually review the progress on the masterplan

New Business

Communications

PLANNING & ZONING ESSENTIALS

This program counts toward one session of the MSU Extension Citizen Planner Program

March 3rd and 4th | 6-8 PM | Member fee: \$75
*Instructors: Rod Arroryo, AICP, Giffels Webster
Jill Bahm, AICP, Giffels Webster*

March 23rd and 24th | 1-3 PM | Member fee: \$75
Instructor: Adam Young, AICP, Wade Trim

The most requested training product we offer. This course is designed to boost confidence by sharpening skills, examining roles and responsibilities, identifying conflicts of interest, understanding legal foundations, and more!

This program is a robust introduction for new planning commissioners and zoning board of appeals, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.

This program also provides a broad overview for students and emerging planners who want to learn about planning procedures in Michigan. *Special pricing for student members. Course includes a guidebook.*

MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS

2.5 Master Citizen Planner Credits

March 9th | 6 - 8:30 PM | Member fee: \$65
Instructor: Emily Palacios, JD, Miller Canfield, PLC.

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners, zoning board of appeals members and emerging planning professionals. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk. *Course includes guidebook.*

SITE PLAN REVIEW

3.5 Master Citizen Planner Credits

March 10th and 11th | 1-3 PM | Member fee: \$85
Instructor: Leah DuMouchel, AICP, Beckett & Raeder, Inc.

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. *Participants receive a guidebook, in addition to an engineering scale, turning template, and a sample site plan to evaluate.*

PLANNING AND ZONING 101 FOR INSPECTORS AND CE OFFICERS

2 Master Citizen Planner Credits

March 16th | 1-3 PM | Member fee: \$45
Instructor: Andrew Moore, AICP, Williams & Works

A community's inspector is the final and often the first word in zoning enforcement. They are the ones that see and hear how the zoning ordinance is working for property owners, but are often not at the table when master plans and ordinances are being developed. This 2 hour workshop offers inspectors and officers a concise history of planning and zoning, the local players involved in the community and their roles, a tour of a typical zoning ordinance, an overview of development reviews and best practices for administration.

MASTER PLAN PROCESS

3.5 Master Citizen Planner Credits

March 30th and 31st | 6 - 8 PM | Member fee: \$75
Instructor: Kathleen Duffy, AICP, SmithGroup

This workshop is designed for those communities updating existing master plans as well as those creating entirely new ones. Roll up your sleeves and learn step-by-step about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a master plan. *Course includes a guidebook.*

BUILD YOUR OWN WORKSHOP | Select Three Topics | \$75 (content available until August 1, 2021)

Watch on demand presentations recorded on a variety of topics from Michigan's planning experts.

You choose the topics that are most relevant to your community.

Detailed descriptions and registration available at www.planningmi.org <https://www.planningmi.org/build-your-own-workshop>.

Sessions range from 25 minutes to 2 hours. Topics include:

Clean Energy * Environmental Planning * Form Based Codes * Housing * Parking * Planned Unit Development
Target Market Analysis * Tax Increment Financing * Zoning Administration * Roles and Responsibilities * Utility Basics
Asset Management and More!



Michigan Association of Planning: A Chapter of the American Planning Association
Ann Arbor Office (Central Mailing): 1919 W. Stadium Blvd., Suite 4, Ann Arbor, MI 48103
Phone: (734)913-2000 | Fax: (734)913-2061 | avansen@planningmi.org

Virtual On-site Workshop Estimate

Community	City of West Branch	Program Requested		PC Toolkit
Contact Person	John Dantzer	Number attending		10
Address	121 North Fourth Street	Dates requested		TBD
City/State/Zip	West Branch, MI 48661	Instructor		TBD
Phone/Fax	(989) 345-0500	Confirmed Date/Time		TBD
E-mail	citymanager@westbranch.com	Location		Virtual

Notes:

	Description	Cost	Quantity	Total
Onsite Expenses	Non Member Program Fee	\$800.00	1	\$800.00
	Shipping	\$15.00	1	\$15.00
	Cost of Handouts	\$25.00	10	\$250.00
	Total:			\$1,065.00

March 23 + April 27 6:00 - 8:00 PM

Changes to the **Gatherings and Mask Order** go into effect Friday, March 5, and remain in effect through Monday, April 19.

Capacity changes include:

- Restaurants and bars are allowed to be at 50% capacity up to 100 people. Tables must be six feet apart with no more than six people per table. There is now an 11 p.m. curfew.
- Indoor non-residential gatherings where people interact across households are permitted up to 25 people, allowing public meetings and other small indoor gatherings to resume.
- Outdoor non-residential gatherings where people interact across households are permitted up to 300, allowing larger outdoor events to resume.
- Indoor entertainment venues are allowed to be at 50% capacity, up to 300 people.
- Exercise facilities are allowed to be at 30% capacity with restrictions on distancing and mask requirements.
- Retail is allowed to be at 50% capacity.
- Casinos are allowed to be at 30% capacity.
- Indoor stadiums and arenas are allowed have 375 if seating capacity is under 10,000; 750 if seating capacity is over 10,000.
- Outdoor entertainment and recreational facilities may host up to 1,000 patrons.

Indoor residential gatherings are now limited to 15 people from three households, while outdoor residential gatherings can include up to 50 people.

The epidemic order continues to temporarily pause other venues and activities where participants have close physical contacts and are not consistently masked, like water parks. As before, employees who work in jobs that cannot be performed from home can continue to go to work, while employees who can work from home should continue to do so.

Reports

Chairman

Members

**Public
Comment
-Any
Topic**

Adjournment

**CITY OF WEST BRANCH
PLANNING MEETING
MARCH 9, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City Planning Commission scheduled for Tuesday, March 9, 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 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:

The West Branch City Planning Commission invites you to their scheduled Zoom meeting.

Topic: Regular meeting

Time: Mar 9, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89391346419>

Meeting ID: 893 9134 6419

One tap mobile

+13017158592,,89391346419# US (Washington DC)

+13126266799,,89391346419# 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: 893 9134 6419

Find your local number: <https://us02web.zoom.us/j/ky4yRxZDI>

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.