

- 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, FEBRUARY 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 and February 1, 2021
- VIII. Site Plan review
 - A. Deshano
 - B. PUD
- IX. Sign Permit
- X. Unfinished Business
- XI. New Business
 - A. Masterplan review
- XII. Communications
 - A. MAP trainings
- 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



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: DeShano Development Corporation

Mailing address: 325 Commerce Court, PO Box 539, Gladwin, Michigan 48624

Phone Number: 989.709.5962 Property ID # 65.052.520.022.10 and 65.052.520.022.20

Project Address: TBD Progress Street

Contractor Name: DeShano Companies, Inc.

Contractor Address: 325 Commerce Court, PO Box 539, Gladwin, Michigan 48624

Contractor Phone: 989.426.2521

Use currently vacant/undeveloped; proposed commercial

Type of Improvement (please circle one)

a) Garage b) Shed c) Fence d) Deck e) Addition f) Residence/Building g) Use h) Other

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

Length 80' Width 114' Height 22'-4"

Setbacks:

Front 15' Rear 20' Sides 15'

Applicant Signature: [Signature] Date: 01/13/21

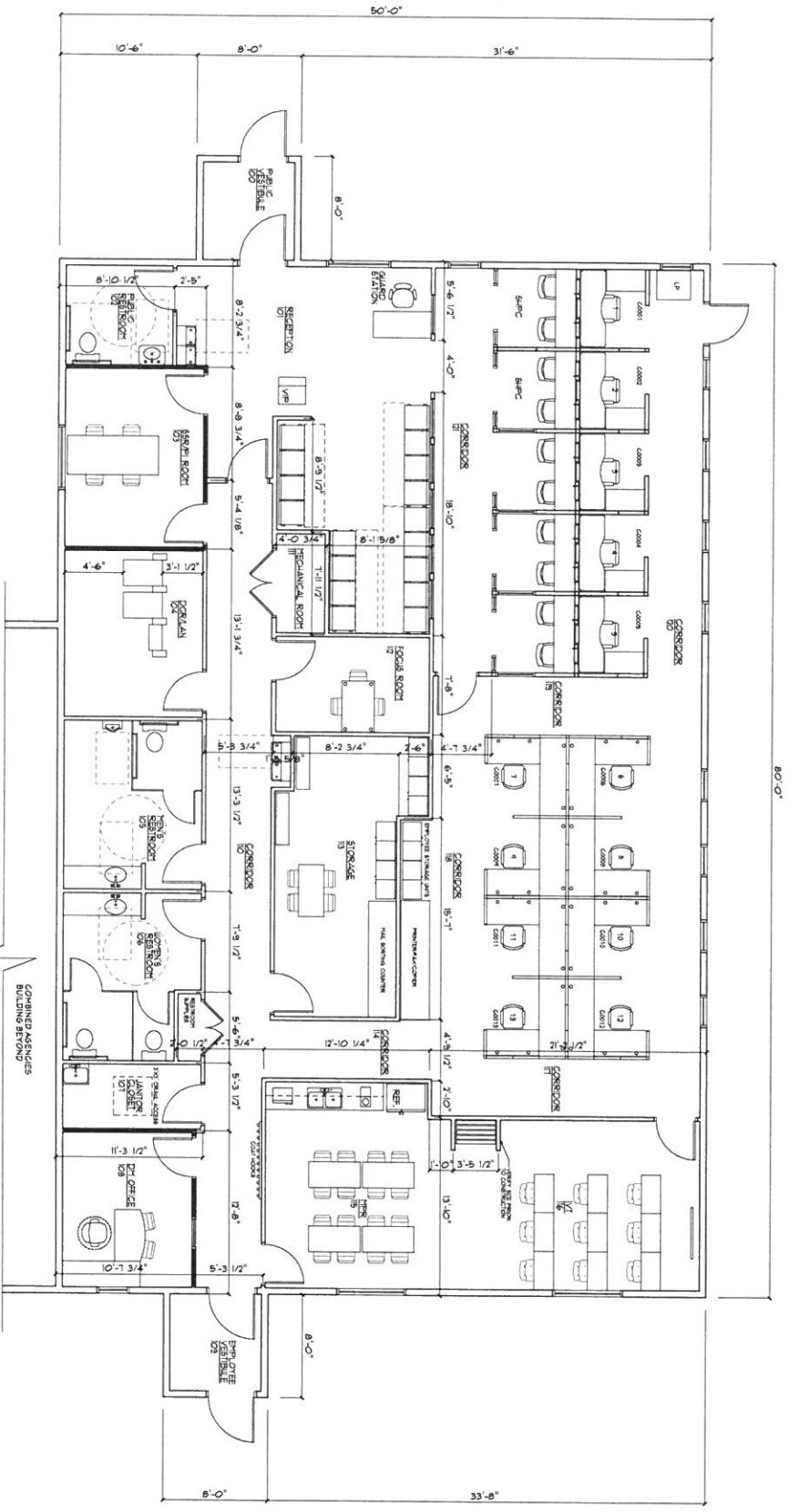
(See reverse for site plan sketch area)



CONSTRUCTION PLAN

SCALE 1/4"=1'-0"
TOTAL #1-4128

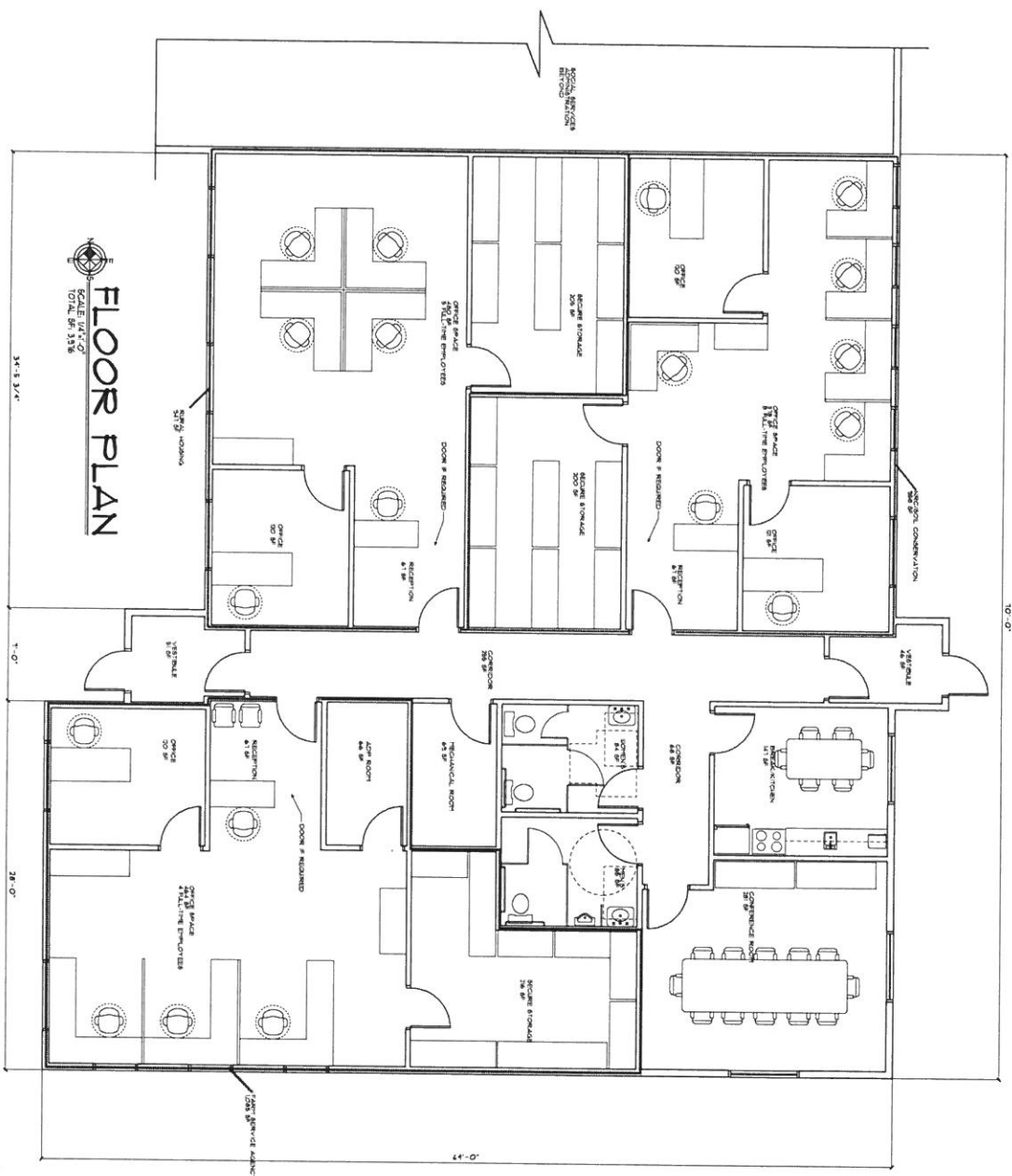
- GENERAL NOTES:**
1. EXISTING WALLS TO BE REMOVED SHOWN DASHED ON EXTERIOR WITH 3/8" OR 1/2" PAPER CARTRIDGE FILLED IN.
 2. INTERIOR WALLS TO BE 5/8" OR 1" PAPER CARTRIDGE FILLED IN.
 3. 6" IC WALLS SHALL BE IN ACCORDANCE WITH 604 REQUIREMENTS.
 4. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH 604 REQUIREMENTS.
 5. THE 2015 MICHIGAN BUILDING CODE SHALL BE FOLLOWED DURING ALL PHASES OF CONSTRUCTION.

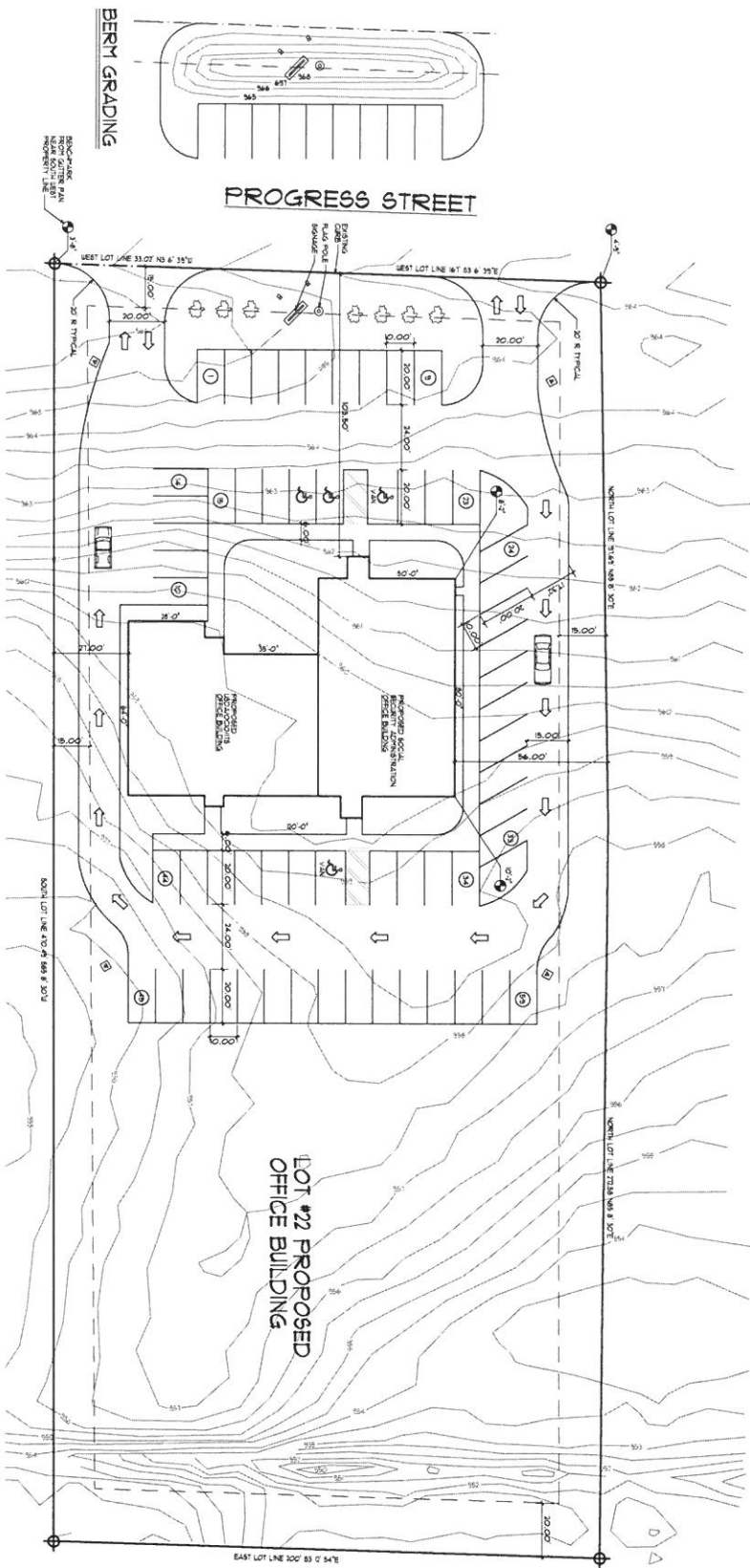


**PRELIMINARY
NOT FOR CONSTRUCTION**

| | | | | |
|-----------------|--------------------------------|---------------------|-------------------|--------------|
| | 335 CONCRETE COURT | 664 OFFICE BUILDING | SCALE: 1/4"=1'-0" | DATE: 1-1-21 |
| | DESIGN BY: SCD 1400-34-0800 | | | |
| WEST BRANCH, MI | | | | |

| | |
|------------------------------------|---------------------------------|
| VALLEY ASSOCIATES | |
| ARCHITECTURAL DESIGNING & PLANNING | PROJECT: |
| 414 S. BENNETT ST., P.O. BOX 161 | SOCIAL SECURITY ADMINISTRATION |
| ROSE CITY MICHIGAN 48664 | OFFICE BUILDING WEST BRANCH, MI |
| PH: 585-665-3665 FAX: 585-665-3885 | REVIEWED BY: THOMAS BENJAMIN |
| | DATE: |



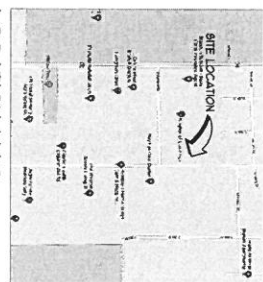


SITE PLAN
SCALE: 1" = 20'

LOT #21 VACANT LOT

LOT #22 PROPOSED
OFFICE BUILDING

LOT #23 COMPASSIONATE
CARE HOME HEALTH



LOCATION MAP
SCALE: 1" = 1/4 MILE

BUILDING DESIGN CRITERIA

DESIGN GROUP: B
OCCUPANT: 100,000 SQ. FT.
CONSTRUCTION TYPE: III
ONE STORY RETAIL BUILDING ON A GRADE GRADE CONSTRUCTION
FUTURE BUILDING HEIGHT: 12' 0"
TOTAL BUILDING SQ. FT.: 100,000
TOTAL LOT SQ. FT.: 14,125
TOTAL LOT AREA: 3.25 ACRES
TOTAL LOT PERCENTAGE: 1.25%
TOTAL LOT PERCENTAGE: 1.25%
TOTAL LOT PERCENTAGE: 1.25%
TOTAL LOT PERCENTAGE: 1.25%

SITE PLAN NOTES

1. CONFORM WITH LOCAL AND STATE CODES AND ORDINANCES
2. 1/4" TOTAL PARKING SPACES
3. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED
4. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED
5. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED
6. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED
7. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED
8. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED
9. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED
10. EXISTING LOT #22 TO BE REMOVED AND RECONSTRUCTED

| SYMBOL | DESCRIPTION |
|--------|--------------------------|
| 1 | ELEVATION AS SHOWN |
| 2 | EXISTING LOT LIGHT |
| 3 | PARKING SPACE LIGHT |
| 4 | ACCESSIBLE PARKING SPACE |
| 5 | PROPERTY LINE |
| 6 | EXISTING CONCRETE LINE |

**PRELIMINARY
NOT FOR CONSTRUCTION**

VALLEY ASSOCIATES

ARCHITECTURAL DESIGNING & PLANNING
PROJECT: SOCIAL SECURITY ADMINISTRATION
OFFICE BUILDING WEST BRANCH, MI
DESIGNED BY: THOMAS BENNETT
DATE: 11/11/11

DeShano
COMPANIES, INC.

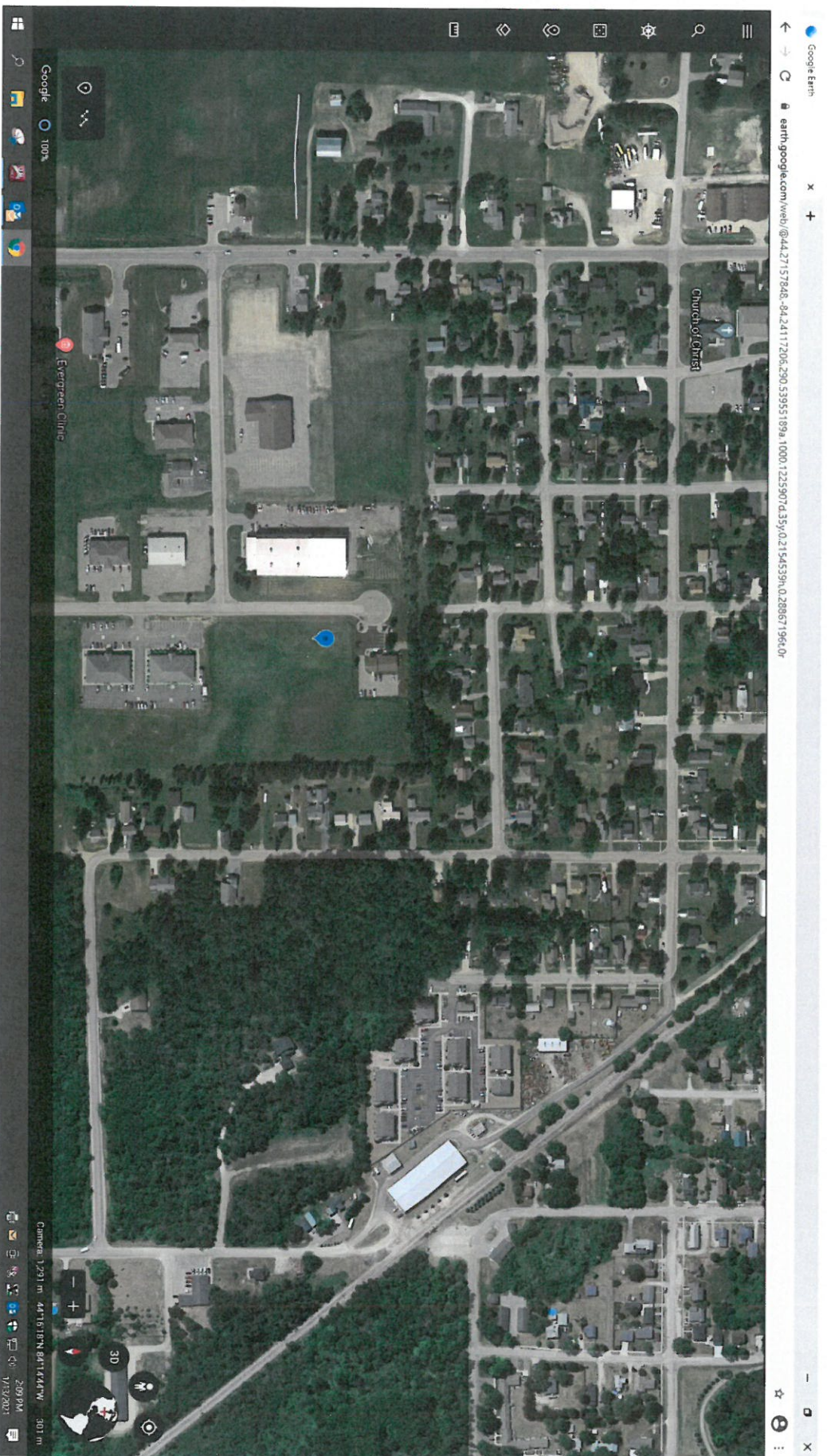
335 CONNOR COURT
GLADWIN, MI 49634
516-653-0600

664 & USDA/OCIO/ITS
OFFICE BUILDING
WEST BRANCH, MI

SCALE: 1" = 20'
DRAWING: 2610
DRAWN BY: BCD
APPROVED BY:

DATE: 11/11/11
11/11/11 11:11:11
11/11/11 11:11:11
11/11/11 11:11:11

C1



The building site noted by the blue push pin is off of Progress St behind the K of C hall and in between the Compassionate Home Care building to the north and the medical building to the south.

Zoning Administrator review

LOT/BUILDING RESTRICTIONS

The parcel is located in the office/services district (o/s district) and the building will serve two separate businesses that will both be used for professional services which are permitted by right in the office/service district.

The building meets all set back requirements with the front setback of 103.5' being larger than the 15' required. The side set backs of 21' and 56' are larger than the 15' required. The rear set back of approximately 260' is larger than the 20' requirement.

The lot coverage of the building is 23.5% (8,176 building sf/34,729 lot sf) which is less than the 75% max allowed.

The building height is 22'4" which is less than the maximum of 45' allowed.

PARKING REQUIREMENTS

The parking call for 1 spot for every 200sf of building which computes to a minimum of 40.88 spots. The plan calls for 59 spots which meets the guidelines. The State of Michigan requires a minimum of 3 handicap spaces for 59 parking spots. The plan calls for 4 which meets the State requirement.

MISCELLANEOUS REQUIREMENTS

Lighting is noted as being sensor controlled and dark sky compliant as well as designed per illumination engineering standards

A buffer is required when a non-residential property abuts a residential property. The buffer can be achieved by distance or by a fence of some sort, either landscape or material constructed. The minimum distance for a buffer area between o/s and residential is 20'. Because the use of the building will not create any loud or obnoxious noises or smells, the distance of separation of 160' is much larger than the 20' minimum, and because none of the other buildings in that area have fence/landscaping requirements, I would recommend allowing the distance of 160' be the only buffer required between the building and houses on its backside.

The plan does call for a green belt in front and back of property which is required by ordinance. The plans also note a front green belt will include a berm. No berm dimensions are noted. I would recommend noting in the approval that the berm must be constructed not to exceed a 1:3 gradient as per the ordinance

Plans note that all utilities will be confirmed with DPW superintendent before installation.

They plan will have plenty of snow storage with the large green belt in the back of the property

I don't see any note of a dumpster or dumpster location. If a permanent dumpster is going to be used, section 3.18 requires it to be housed in a 3 sided enclosure

I did have Superintendent Killackey and Chief Walters look at the plan and they had no issues.

CONCLUSION

I would recommend approval of the site plan as submitted with the requirements that the front berm conform to Section 3.21 (j) of the zoning ordinance, that if a dumpster is used, it conforms to section 3.18 of the zoning ordinance, and that all utilities and curb cuts are approved by the City of West Branch DPW Superintendent before installation.

CITY OF WEST BRANCH
APPLICATION FOR PLANNED UNIT DEVELOPMENT

| | |
|-------------------------|---|
| Property Owner: | City of West Branch, a Michigan municipal corporation |
| Consultant: | Beckett & Raeder, Inc. (On behalf of the City of West Branch) |
| Parcel: | Section 25, T.22.N-R.1E, Ogemaw Township, Ogemaw County |
| Parcel Size: | 35.8 acres (+/-) |
| Project Name: | Ogemaw Hill Estates |
| Zoning Ordinance | Section 7.13 Planned Unit Development & Site Condominiums |

Development Proposal Description:

The City of West Branch acquired the above referenced parcel for the purpose of encouraging housing development within the greater West Branch community. The need for housing was documented in a Housing Market Analysis prepared by Community Research Services, LLC in January 2019. The analysis indicated a market need for:

- Approximately 40 market rate rental units, with a combination of gardens apartments and lower-density townhomes.
- Single family or duplex structures with garages typically 3BR/2Bth at a price point between \$165,000 and \$195,000.
- Senior apartment units with a price point of \$1,200 (1-bedroom) and \$1,395 (2-bedroom).

The subject property was noted in the Housing Analysis as “ideal for both single family and rental housing options with a preference for a combination of rental apartments and duplex/townhome style units either for rent or purchase.”¹

Since the acquisition of the parcel the City of West Branch and Ogemaw Township entered into a PA 425 Condition Transfer Agreement where the parcel will for a specified period be located in the City. In addition, the City, through a Request for Proposal, selected a development team composed of a local developer and a Mt. Pleasant developer to construct the apartment portion of the property. This culminated in a purchase agreement to acquire 3.19 acres with an option to acquire an additional 2.13 acres.

Currently, discussions are underway with Innova-Lab, to build the single-family portion of the project; although other residential builders will have access to the lots.

The City of West Branch plans to use brownfield incentives and possibly USDA loan/grant to assist with the installation of the needed infrastructure. A Preliminary Engineering Report (PER) is being prepared on behalf of the City for this financing.

¹ A Housing Market Analysis of West Branch, MI, (2019), Page 6, Community Research Services, LLC

Planned Unit Development Description:

A Planned Unit Development designation is being sought after for the 35.8 parcel. Preliminary conceptual plans include the following:

- 64 apartment units contained in eight apartment buildings,
- 73 single-family residential lots (each approximately 60 feet wide by 120 feet in depth) with detached garages or rear yard parking spaces,
- Park facilities and trails,
- On-site stormwater facilities,
- Open space of 10.54 acres; 29.4% of the development, and
- Public streets, street lighting, water and sanitary.

| | |
|-----------------------------|------------------------|
| Proposed Density: | 3.82 Units per acre. |
| Proposed Open Space: | 29.4%; or 10.54 acres. |

Proposal Packet

The following drawings are included with this application.

1. Cover Page
2. Boundary Survey
3. Topographic Survey
4. Conceptual Plan for the Ogemaw Hill Estates PUD
5. Site Numbering Plan
6. Phasing Plan

| | |
|------------------------|------------------|
| Submittal Date: | January 18, 2021 |
|------------------------|------------------|

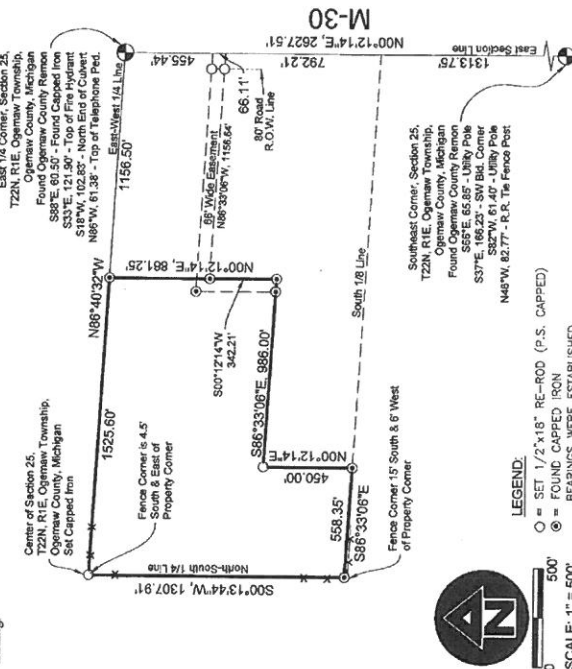
SECTION 25, T.22N.-R.1E.,
OGEMAW TOWNSHIP, OGEMAW COUNTY, MI.

I, LARRY STEINLEY hereby certify to the City of West Branch that: on November 14, 2019, I surveyed the land described hereon; the relative positional precision of each corner in the survey is less than 0.15 "feet plus 1 part per 5000"; and, the requirements of Section 3 of PA 132 of 1970, as amended, have been met.

Register of Deeds Recording Info.

Part of the North 1/2 of the Southeast 1/4 of Section 23, T22N, R1E, Ogemaw Township, Ogemaw County, Michigan, described as: Commencing at the E 1/4 corner of said Section 23; thence N86°40'32" W, along the East-West 1/4 line, 1156.50 feet to the Point of Beginning; thence S86°33'44" W, along the East-West 1/4 line, 1325.60 feet to the North-South 1/4 line; thence S86°33'44" W, along the North-South 1/4 line, 1325.60 feet to the South 1/8 line; thence S86°33'44" W, along the South 1/8 line, 528.35 feet; thence N00°12'14" E, parallel with the South 1/8 line, 82.00 feet; thence S86°33'44" W, parallel with the South 1/8 line, 968.00 feet; thence N00°12'14" E, parallel with the South 1/8 line, 861.25 feet to the Point of Beginning. Containing 35.8 acres, more or less, and being subject to any restrictions, reservations, easements, rights-of-way, and zoning or governmental regulations of record.

Together with Subject to a 66.00 foot easement for ingress, egress, and installation and maintenance of public utilities, being part of the North 1/2 of the Northeast 1/4 of Section 25, T22N, R1E, Ogemaw Township, Ogemaw County, Michigan, with the South and East lines described as: Commencing at the East 1/4 Corner of said Section 25; thence S00°12'14"W, along the East Section line, 521.55 feet to the Point of Beginning; thence N86°33'06"W, parallel with the South 1/8 line, 1156.64 feet; thence S00°12'14"W, parallel with the East Section line, 342.21 feet to the Point of Ending.



LEGEND:

○ = SET 1/2"x18" RE-ROD (P.S. CAPPED)

⊙ = FOUND CAPPED IRON BEARINGS WERE ESTABLISHED FROM PREVIOUS SURVEYS.

500'

SCALE: 1" = 500'



115 South 3rd Street
West Branch, MI 48661
P (989) 345-5030
F (989) 345-7302

www.laphamassoc.com
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| | | |
|--------------------|------------------|----------------------|
| Date: Dec. 6, 2019 | Scale: 1" = 500' | Drawn by: J.J. Grell |
| Field: L.S. & B.W. | Checked: L.S. | Revised: |

| | |
|-------------------------------|--------------|
| Job No. N-190491 | Sheet 1 of 1 |
| Larry Steinlev P.S. No. 44285 | |

COPY





Ogemaw Hill Estate

West Branch, MO

Phasing Plan

Drawn: [blank]
 Checked: [blank]
 Date: 10/20/2014

X0000.XX



Sign Permit

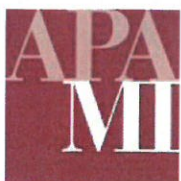
Unfinished Business

New Business

As a requirement of the Redevelopment Ready community certification, in February, we must annually review the progress on the masterplan. The minutes just need to show that it was discussed and if anything on the plan was finalized. If anything is needed to be added and adopted, the approval process must be gone through again and noted in the progress remarks.

Because we have two site plans to approve at this meeting, it is my suggestion we postpone this until the March meeting to give adequate time for its review and discussion.

Communications



PLANNING & ZONING Online TRAINING For Elected and Appointed Officials

Michigan Association of Planning
A Chapter of the American Planning Association

WHO SHOULD ATTEND?

- Planning commissioners
- Zoning board of appeals members
- Elected and appointed officials
- Zoning administrators
- Emerging planning professionals
- Planning students (*special member rate!*)
- Michigan State University Extension
Master Citizen Planners - Sessions
denoted for continuing education

The Michigan Association of Planning's education programs provide participants with the skills to make better land use decisions. Our knowledgeable and experienced instructors enable elected and appointed officials to better understand their roles and responsibilities, and innovative planning tools and techniques. Classes will be offered via zoom and materials will be mailed to attendees in advance of the training.

REGISTRATION POLICY

For cancellations received in writing 10 business days prior to the workshop, a refund (minus a \$25 administration fee) will be given. Those received less than 10 days prior will not be refunded. You may identify a substitute or view the recorded workshop.

Students: The student discount is intended to make the workshops affordable for all full-time student members. Student members enrolled in a minimum of 12 undergrad credit hours or 9 grad hours are eligible. We will verify enrollment and course load.

Register online at: www.planningmi.org
Send this form to: info@planningmi.org
OR 1919 West Stadium, Ste 4 | Ann Arbor, MI 48103
OR Fax to: (734) 913-2061

Questions? Call us at: (734) 913-2000

REGISTRATION FORM

Complete one form per registrant.

CONTACT INFORMATION:

NAME

AFFILIATION

EMAIL (confirmations and directions will be sent via email)

PHONE (with area code)

BILLING ADDRESS (include apt. or suite #)

CITY

STATE

ZIP

Please list any special needs

REGISTRATION INFORMATION:

- ☐ I'm a MAP Member
☐ Join MAP now for \$60 and receive the member discount.
As a bonus, you will receive membership through June 2022.

| MEMBER RATES | NON-MEMBER RATES | *Apply a \$25 late fee if you register LESS THAN 5 business days before workshop* |
|--|--|---|
| <input type="checkbox"/> \$75 <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 <input type="checkbox"/> \$100 | Planning & Zoning Essentials March 3rd and 4th 6 - 8 PM March 23rd and 24th 1 - 3 PM |
| <input type="checkbox"/> \$65 | <input type="checkbox"/> \$95 | Managing Risk March 9th 6 - 8:30 PM |
| <input type="checkbox"/> \$85 | <input type="checkbox"/> \$105 | Site Plan Review March 10th and 11th 1 - 3 PM |
| <input type="checkbox"/> \$45 | <input type="checkbox"/> \$65 | Planning and Zoning for Inspectors March 16th 1 - 3 PM |
| <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | Master Planning Process March 30th and 31st 6 - 8 PM |
| <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | Build Your Own Workshop Staff will email you for session selections |
| <input type="checkbox"/> \$25 | | Student (Full time) Member Rate List workshop and date: |

PAYMENT INFORMATION: TOTAL: _____

☐ Check enclosed ☐ Invoice Me ☐ Visa ☐ Master Card
(Make checks payable to: Michigan Association of Planning)

NAME ON CREDIT CARD

CARD #

EXPIRATION DATE

SECURITY CODE

SIGNATURE

CARD HOLDER ZIP CODE

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 Arroyo, 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 | avanssen@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:

| Onsite Expenses | Description | Cost | Quantity | Total |
|-----------------|------------------------|----------|----------|-------------------|
| | 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 |



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 | Site Plan Review |
| Contact Person | John Dantzer | Number attending | 10 |
| Address | 121 North Fourth Street | Dates requested | TBD |
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| 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 | \$1,000.00 | 1 | \$1,000.00 |
| | Shipping | \$15.00 | 1 | \$15.00 |
| | Cost of Handouts | \$35.00 | 10 | \$350.00 |
| | Total: | | | \$1,365.00 |

| GL NUMBER | DESCRIPTION | 2020-21 ORIGINAL BUDGET | 2020-21 AMENDED BUDGET | YTD BALANCE 01/31/2021 NORM (ABNORM) | ACTIVITY FOR MONTH 01/31/21 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BDT USED |
|--|------------------------------|-------------------------------|------------------------------|--|---|---------------------------------------|---------------|
| Fund 101 | | | | | | | |
| Revenues | | | | | | | |
| Dept 721.000 - PLANNING AND ZONING | | | | | | | |
| 101-721.000-657.400 | PLANNING AND ZONING | 750.00 | 750.00 | 475.00 | 0.00 | 275.00 | 63.33 |
| Total Dept 721.000 - PLANNING AND ZONING | | 750.00 | 750.00 | 475.00 | 0.00 | 275.00 | 63.33 |
| TOTAL REVENUES | | 750.00 | 750.00 | 475.00 | 0.00 | 275.00 | 63.33 |
| Expenditures | | | | | | | |
| Dept 721.000 - PLANNING AND ZONING | | | | | | | |
| 101-721.000-703.700 | SALARIES AND WAGES | 2,500.00 | 2,080.00 | 1,375.00 | 0.00 | 705.00 | 66.11 |
| 101-721.000-714.700 | MANDATORY MEDICARE | 36.00 | 36.00 | 19.94 | 0.00 | 16.06 | 55.39 |
| 101-721.000-715.700 | SOCIAL SECURITY (EMPLOYER) | 155.00 | 155.00 | 85.25 | 0.00 | 69.75 | 55.00 |
| 101-721.000-720.700 | WORKERS COMPENSATION PREMIUM | 10.00 | 10.00 | 3.19 | 0.00 | 6.81 | 31.90 |
| 101-721.000-724.700 | UNEMPLOYMENT INS. BENEFIT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-721.000-801.700 | CONTRACTUAL SERVICES | 0.00 | 1,020.00 | 1,018.61 | 0.00 | 1.39 | 99.86 |
| 101-721.000-865.700 | PROFESSIONAL DEVELOPMENT | 1,400.00 | 1,400.00 | 0.00 | 0.00 | 1,400.00 | 0.00 |
| 101-721.000-901.700 | PRINTING AND PUBLISHING | 500.00 | 500.00 | 65.45 | 0.00 | 434.55 | 13.09 |
| 101-721.000-956.700 | EXPENSES | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 721.000 - PLANNING AND ZONING | | 5,201.00 | 5,201.00 | 2,567.44 | 0.00 | 2,633.56 | 49.36 |
| TOTAL EXPENDITURES | | 5,201.00 | 5,201.00 | 2,567.44 | 0.00 | 2,633.56 | 49.36 |
| Fund 101: | | | | | | | |
| TOTAL REVENUES | | 750.00 | 750.00 | 475.00 | 0.00 | 275.00 | 63.33 |
| TOTAL EXPENDITURES | | 5,201.00 | 5,201.00 | 2,567.44 | 0.00 | 2,633.56 | 49.36 |
| NET OF REVENUES & EXPENDITURES | | (4,451.00) | (4,451.00) | (2,092.44) | 0.00 | (2,358.56) | 47.01 |

As per section 3.1 of the Planning Commission bylaws (below), all members are required to attend at least four hours of training per year if it is budgeted for.

3.1 Training. Each member shall have attended at least four hours per year of training in planning and zoning during the member's current term of office, so long as the adopted City of West Branch budget for that fiscal year includes funds to pay for tuition, registration and travel expenses for the training. Training programs that qualify to meet this requirement shall include any training program that relates to planning or zoning, or related topics, which is approved in advance by either the City Manager, the Planning Director, or a majority vote of the West Branch City Council.

I was able to find these trainings from the Michigan Association of Planning and thought the planning and zoning essentials and the site plan review would both be good classes. The planning and zoning essentials is a general overview of the Planning Commissions responsibilities and roles and the site plan review goes through the site review process and techniques to follow. I think this class would be a great source of education that will help us come up with a standard review process including checklists.

The planning and zoning essentials is about a 2 hour class and we can get a private training rate of \$1,065.

The site plan review is a little longer and is typically 3.5-4 hours. That training is \$1,365.

We currently have \$1,400 in the budget for this fiscal year for training and I am planning the same for next years budget. It is my recommendation that we do the planning and zoning essentials this year and then can schedule the site plan for anytime after July 1 which is when our new fiscal year starts. We could either do them on a normal Tuesday meeting or we could reserve the fourth Tuesday for these trainings and leave the regular meeting for our normal items.

Reports

Chairman

Members

**Public
Comment
-Any
Topic**

Adjournment

**CITY OF WEST BRANCH
PLANNING
COMMISSION MEETING
FEBRUARY 9, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City Planning Commission scheduled for Tuesday, February 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 a scheduled Zoom meeting.

Topic: Planning Commission regular meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88285894524?pwd=bXlvQnVuYkkrTG9vUnZGOXM0cWZpQT09>

Meeting ID: 882 8589 4524

Passcode: 920915

One tap mobile

+13017158592,,88285894524#,,,,*920915# US (Washington DC)

+13126266799,,88285894524#,,,,*920915# 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: 882 8589 4524

Passcode: 920915

Find your local number: <https://us02web.zoom.us/j/88285894524>

If you wish to speak with any of our Planning Commission members, please reach out via their email addresses below or you may call City Hall @ (989) 345-0500 to leave a message for them.

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.