

- 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, APRIL 13, 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 March 9 and March 23, 2021
- VIII. Site Plan review
 - A. MidMichigan Wound Care Facility
- IX. Sign Permit
- X. Unfinished Business
 - A. Masterplan review
 - B. Excuse member Fachting from March 23 meeting
- XI. New Business
- XII. Communications
- 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

City of West Branch Planning Commission

Special Meeting Minutes for March 23, 2021

Meeting called to order at 6:00pm by Chairman Lucynski

Roll Call – Present – Cori Lucynski, Bob David, Mike Jackson, Tiffany Schmieder-Kups (arrived 6:09) ,
Yvonne DeRoso, and Rusty Showalter

-Absent – Kara Fachting

West Branch City Manager, John Dantzer, was also present

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Approval of Minutes – None

Site Plans – Zoning permit submitted by Kelly Jones for approval of an accessory building. Scott Bell of Lapham and Associates presented the site and building plans.

A motion was made by Yvonne DeRoso, second by Rusty Showalter to approve the site plan as submitted. Ayes – All , Absent-Fachting and Schmieder-Kups

Sign Permits – None

Unfinished Business – None

New Business – None

Communications – None

Chairman Report – None

Member Reports – None

Public Comment - None

Meeting was adjourned at 6:10 pm per Chairman Lucynski

Meeting minutes taken and typed by City Manager John Dantzer

City of West Branch Planning Commission

Work Session Minutes for March 23, 2021

Meeting called to order at 6:00pm by Chairman Lucynski

Roll Call – Present – Cori Lucynski, Bob David, Mike Jackson, Tiffany Schmieder-Kups, Yvonne DeRoso, and Rusty Showalter

-Absent- Kara Fachting

West Branch City Manager, John Dantzer, was also present

Public Comment – None

Wendy Rampson of the Michigan Association of Planners gave a presentation on Planning and Zoning essentials.

Public Comment - None

Work session was adjourned at 7:38 pm per Chairman Lucynski


Meeting minutes taken and typed by City Manager John Dantzer

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: MidMichigan Medical Center-West Branch
Mailing address: 2463 South M-30, West Branch, MI 48661
Phone Number: 989-345-3660 Property ID # 052-630-046-00
Project Address: 2375 South M-30, West Branch, MI (Corner of Hansen Road & M-30)
Contractor Name: Three Rivers Corporation
Contractor Address: 3069 Vantage Point Drive, P.O. Box 1467, Midland, MI 48641-1467
Contractor Phone: 989-631-9726
Use Health and Services Building (Wound Care Facility)
Type of Improvement Residence/Building
Dimensions: (skip this section if it is just a use permit)
Length 91'-0" Width 50'-0" Height 15'-0"
Setbacks:
Front 144.4 Feet Rear 62.5 Feet Sides 20.1 Feet
Applicant Signature:  Richard Boone, TRC Date: 4-8-2021
(See reverse for site plan sketch area)

Please see the attached

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

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

Staff Action: Date_____ Approved_____ Denied_____ Signature_____

Permit No._____

Application fee (\$25.00 for residential, \$50 for commercial) - PAID_____ NOT PAID_____

S:\Forms -8-27-20

Zoning Administrator review

LOT/BUILDING RESTRICTIONS

The parcel is located in the general business district (G-B district) and the building will house a wound care facility for MidMichigan Hospital. The use of the building would fall under health care building which is permitted by right in the G-B district.

The building is on a corner lot so the sides on Hansen and M-30 would both be considered the front and both require 25' setbacks. The rear (south side facing the hospital) requires a 25' setback and the right side requires a 20' setback. The building does meet all set back requirements with the front setback off on M-30 being 144'4", the front setback off of Hansen being 44'9", the side setback (east side towards church) being 20', and the rear setback (south side) being 62'5".

The lot coverage of the building is 7.6% (8,176 building sf/34,729 lot sf) which is less than the 75% max allowed.

The building height is 15' 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 20.59 spots. The plan calls for 27 spots which meets the guidelines. The State of Michigan requires a minimum of 3 handicap spaces for every 59 parking spots. The plan calls for 6 which meets the State requirement.

Building is less than 10,000 sf so bicycle parking is not required

MISCELLANEOUS REQUIREMENTS

The proposed lighting is 23' high which is less than the maximum allowed of 25'. The light fixtures are to be LED type that will not create light pollution or spread onto neighboring properties.

The plans meet all landscaping requirements of section 3.21

The plans meet the requirements of the driveway according to section 3.29 E(7) and 3.29 E(8)

The plans meet the green belt requirements of section 3.29 E(10) which requires a 10' green belt around the parking lot.

They plan will have plenty of snow storage with the large green belt off of 30 as well as all four sides.

The plan shows a dumpster off of the south east corner of the building and the plan has plan specifications on page C3.1 that meet the requirements of section 3.18 A

Mike Killackey and I had a meeting with the engineer for the project and went over the stormwater runoff and drainage. Originally the plan called for a retention pond but through our meetings, were able to eliminate the pond and get the run off to follow the same pattern as the current building. Superintendent Killackey approved the current plan and all run off and drainage now conforms to sections 3.31 and 3.32.

Chief Walters was shown the plans and he noted there are no lines of sight or safety issues with the plan.

There are no sidewalks on M-30 or Hansen so I would waive all sidewalk requirements.

CONCLUSION

I don't not see any issues with the plans and do not see anything in violation of our ordinance. I would recommend approval of the site plan as submitted.

Sign Permit

Unfinished Business

New Business

Communications

Reports

Chairman

Members

**Public
Comment
-Any
Topic**

Adjournment

**CITY OF WEST BRANCH
PLANNING MEETING
APRIL 13, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City Planning Commission scheduled for Tuesday, APRIL 13, 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:

Topic: Planning Commission Regular Meeting

Time: Apr 13, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82586272719?pwd=UmcrNVJqRWVBRGdvbmhCc1p6YThQZz09>

Meeting ID: 825 8627 2719

Passcode: 559539

One tap mobile

+13017158592,,82586272719#,,,,*559539# US (Washington DC)

+13126266799,,82586272719#,,,,*559539# 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: 825 8627 2719

Passcode: 559539

Find your local number: <https://us02web.zoom.us/j/82586272719?pwd=UmcrNVJqRWVBRGdvbmhCc1p6YThQZz09>

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.