

**WILLIAMSTOWN TOWNSHIP
PLANNING COMMISSION MEETING
May 18, 2016
Minutes**

CALL TO ORDER

The Williamstown Township Planning Commission convened at 7:30 pm at the Williamstown Township Hall located at 4990 Zimmer Road, Williamston, Michigan. Chair Eidt called the meeting to order and reviewed the agenda.

PRESENT: Chair Eidt, Vice Chair LaMore, Secretary Brown-Timm, Commissioners DeShon, Giese, Weston, Davis and Trustee Eyster.

ABSENT: Commissioner Korson

ALSO PRESENT: Planning Consultant Chris Doozan of McKenna Associates and Planning Assistant Rhea Johnson

MINUTES APPROVAL

Discussion: None

Commissioner Davis moved to approve the minutes of March 16, 2016

Seconded by Commissioner Weston

Motion approved

PUBLIC COMMENT

None- Closed at 7:33 pm

UNFINISHED BUSINESS

BROOKSTONE ESTATES

Discussion: Mr. Doozan reviewed his letter dated May 9, 2016. His review of the findings included information required for tentative preliminary plat approval have been submitted. Roads in the subdivision will be under the jurisdiction of the Ingham County Road Commission. Landscape plan regarding number of trees will need to be revised. Subdivision signs and street lighting details to be provided by the applicant. The issue of mailbox clusters was resolved by designation of MB located on plat plan. In summary Mr. Doozan recommends that revised plans be required prior to being placed on the Township Board's agenda.

Chair opened the floor for discussion.

- Responsibility of public water/sewer and street lights electric bills.
- Reduction of hook ups to the Township.
- Lot dimensions were addressed.
- Traffic count at Harris and Vanneter Roads would have been more beneficial however were not done at that location.

Ron Enger of Enger Surveying & Engineering, stated he prepared preliminary plat and addressed Lot #2 in regards to encroachment/floodplain. Street will be aligned along boundary line.

- Landscaping to follow ordinance.
- Reminder of April 1 deadline for tree removal.
- Signs to the entrance of the subdivision have yet to be designed.
- Design standards to be controlled with building standards.

Chair Eidt opened the floor to the Public:

Janet Kranz, 2371 Rowley Road, stated she was excited to see project evolving however had questions regarding warranty deed and driveway to be installed.

PC Discussion:

- Proposed driveway is shown in the plan.
- Attorney should be consulted regarding warranty deed.
- Comments if Lot 25 is the area of dispute.
- Question of number of approved lots in the township.

Commissioner Giese motioned to approve plan as presented contingent on resolving issue with Lot #25 and landscaping requirements. Revised plan to be presented to the Township Board June 8, 2016

Seconded by Trustee Eyster.

Motion approved.

SUBDIVISION UPDATES

Mr. Doozan reviewed his letter dated March 28, 2016. Major revisions to the Subdivision Ordinance include:

- Open Space Preservation
- Provisions for private roads have been deleted.
- Condominium review has been incorporated.
- New municipal civil infraction language.
- Names updated of outside review agencies.
- Spacing for trees is now one tree per forty (40) feet
- Homeowners association is not mandatory and also upgraded to include roads.
- Placement of a sign on the site of a proposed subdivision is to be at least 15 days prior to Planning Commission meeting.

PC Discussion:

- Homeowner's association would cover some design and building standards.
- Walkability Assessment and a Health Impact Assessment tools could be added for future benefit to the Township.
- Signs for Site Plan and Special Use could be considered in addition to publication in newspaper.

Commissioner Weston made motion for a Public Hearing for updates to Subdivision Ordinances to be held at next Planning Commission meeting July 20, 2016.

Seconded by Commissioner Giese.

Discussion: None

Motion approved

New Business

Annual Report

No corrections, additions or deletions.

Secretary Brown-Timm reviewed Joint Committee agenda.

Secretary Brown-Timm moved to approve the 2015-2016 Annual Report.

Seconded by Commissioner Davis

Discussion: None
Motion approved

Planning and Board Reports and Review

Township Board

- Trustee Eyster reported on the success of Spring Cleanup, resignation of Mike Felix and appointment of Jill Cutshaw.

Planning Staff

- Requested two Commissioners to volunteer for a sub-committee to review Meridian Township's Master Plan. Vice Chair LaMore and Commissioner Giese agreed to participate.

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Planning Commission Chair

- Nothing to report

PUBLIC COMMENT

No public comment

Review

Brookstone Estates to submit revised preliminary plat plans with contingencies prior to being placed on agenda for Township Board meeting June 8, 2016.

Subdivision Updates revisions to be presented at a Public Hearing at next Planning Commission meeting July 20, 2016.

**Commissioner Davis moved to Adjourn
Seconded by Secretary Brown-Timm
Meeting adjourned at 8:45 pm.**

Rhea Johnson
Recording Secretary

Secretary Joscelyn Brown-Timm