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## PLANNING COMMISSION REGULAR MEETING MINUTES

Wednesday, July 12, 2023 | 7:00 pm

**CALL TO ORDER:** The meeting was called to order at 7:00 pm by Vice-Chair Ulrika Zay with the Pledge of Allegiance.

**PLANNING COMMISSIONERS PRESENT:** Vice-Chair Ulrika Zay, Secretary John Wiesner, Zoning Board of Appeals Representative Charles Openlander, Joe Davis, Ron Overton, and Richard Turcotte. Absent were Chair Rick Adams, Beth Ball, and Andrew Powers.

**STAFF PRESENT:** Planning Director Andrea Polverento.

**COMMUNICATIONS RECEIVED:** Polverento reviewed the communications received.

### AGENDA APPROVAL:

Motion by Davis, seconded by Openlander, to approve the July 12, 2023, regular meeting agenda as presented. Motion carried.

### PUBLIC COMMENT, NON-AGENDA ITEMS:

Dennis Strahle, Eagle Township Trustee, commented that he was attending the meeting to watch and see how Watertown Township's Planning Commission operates. The Commissioners welcomed Mr. Strahle and thanked him for attending.

### APPROVAL OF MINUTES:

#### 1. May 3, 2023 Regular Meeting

Polverento pointed out the minor error of an incorrect date on the draft minutes, and provided a corrected version to Secretary Wiesner.

Motion by Overton, seconded by Davis, to approve the regular meeting minutes of May 3, 2023 as amended. Motion carried.

#### 2. May 3, 2023 Executive Committee Meeting

Motion by Wiesner, seconded by Davis, to approve the Executive Committee meeting minutes of May 3, 2023, as presented. Motion carried.

**PUBLIC HEARINGS:** None.

### NEW BUSINESS:

#### 1. Case No. 23-03 SPR – Leavitt & Starck – 16220 National Parkway

Polverento presented the facts of the case, a request for final site plan review for a cold storage building, approximately 4,200 square feet in size, to be located on the north side of the applicant's property. The storage building would have no new public utility connections, but there will be general stormwater, soil erosion, and building permits required. The existing driveway will be utilized and there will be no new ingress/egress associated with this proposed construction. Polverento explained the comments received from the reviewing agencies.

Mr. Dean Leavitt of Leavitt & Starck was present to answer questions of the Commissioners.

Motion by Overton, seconded by Turcotte, to waive the reading of and to concur with the Planning Director's recommended comments regarding the site plan review specific requirements, Sec. 28-6.1.B.4 for Case No. 23-03 SPR, as provided in the staff report. Motion carried.

Motion by Overton, seconded by Davis, that the Planning Commission approve Case 23-03 SPR for Leavitt & Starck Properties, LLC, for a final site plan review for approximately 4,200 square feet of new construction at 16220 National Parkway in Section 35 of Watertown Charter Township, provided that conformance to conditions 1-6, as noted below, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance.

Applicant tasks to receive **Final Site Plan Approval**:

1. The applicant shall comply with requirements of the Clinton County Drain Commissioner.
2. A Soil Erosion and Sedimentation Control Permit shall be obtained from the Clinton County Building Department, and comply with all requirements of the Soil Erosion Administrator.
3. Outdoor lighting shall comply with Section 28-5.18 of the Watertown Charter Township Zoning Ordinance.
4. Fencing shall comply with Section 28-5.9 of the Watertown Charter Township Zoning Ordinance, any new or reconstructed locked gates shall have a lock approved by the Looking Glass Regional Fire Authority.
5. The applicant shall comply with the requirements of the township's Building Official, and submit sealed plans for all construction, and obtain any necessary trade permits.
6. Applicant must comply with all applicable State, Federal and Township laws.

Motion carried.

## **2. Grand Ledge Public Schools Wacousta Elementary Site Plan**

Polverento provided a courtesy copy of the overall site plan for the proposed Wacousta Elementary School. She reminded the Planning Commission that the township has minimal authority over construction of public schools, and that this site plan is not subject to the Commission's approval. Polverento went over several items related to the proposed construction, and indicated site work was just getting underway. The Commissioners reviewed the proposed plans and Polverento's courtesy response, as well as the LGRFA fire inspector's comments.

No action taken.

## **3. October Meeting Date Conflict**

Motion by Overton, seconded by Davis, that the October regular meeting of the Planning Commission be rescheduled to Tuesday, October 10, at 7pm. Motion carried.

#### **UNFINISHED BUSINESS:**

##### **1. Master Plan Update**

The master plan committee set a meeting date of Thursday, July 20, 2023, at 4pm to conduct a full review of the final draft provided by Giffels Webster.

No action taken.

#### **COMMITTEE AND STAFF REPORTS:**

1. Executive Committee Report – None.
2. Ordinance Review Committee Report – None.
3. Site Plan Review Committee Report – None.
4. Board of Trustees Report – Overton provided the Board of Trustees report.
5. Zoning Board of Appeals Report – None.
6. Capital Improvements Committee Report – None.
7. Staff Reports: Assistant & Director's Reports – Polverento provided the staff reports.

#### **COMMENTS AND QUESTIONS FROM AUDIENCE, STAFF, AND COMMISSIONERS:**

Mr. Strahle inquired about the groundwater study being conducted by the township. Polverento provided a brief overview of the project.

#### **ADJOURNMENT:**

Motion by Turcotte, seconded by Davis, to adjourn the meeting. The meeting was adjourned at 8:21pm.

Date approved: 8/2/23

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Ulrika Zay, Vice-Chair

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John Wiesner, Secretary