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**PLANNING COMMISSION REGULAR MEETING MINUTES**  
**Wednesday, August 2, 2023 | 7:00 pm**

**CALL TO ORDER:** The meeting was called to order at 7:00 pm by Chair Rick Adams with the Pledge of Allegiance.

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

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

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

**AGENDA APPROVAL:**

Motion by Zay, seconded by Turcotte, to approve the August 2, 2023, regular meeting agenda as presented. Motion carried.

**PUBLIC COMMENT, NON-AGENDA ITEMS:** None.

**APPROVAL OF MINUTES:**

**1. July 12, 2023 Regular Meeting**

Motion by Openlander, seconded by Turcotte, to approve the regular meeting minutes of July 12, 2023 as amended. Motion carried.

**2. July 20, 2023 Master Plan Committee Meeting**

Motion by Turcotte, seconded by Zay, to approve the Master Plan Committee meeting minutes of July 20, 2023, as presented. Motion carried.

**PUBLIC HEARINGS:** None.

**NEW BUSINESS:**

**1. 2024 Planning & Zoning Department Budget**

Motion by Turcotte, seconded by Wiesner, to accept and concur with the 2024 Planning & Zoning Department budget as recommended by the Planning Director. Motion carried.

**2. Capital Improvements Plan Annual Review**

Polverento will submit forms for project requests to department heads and others, and the Planning Commission will review proposals at their next regular meeting.

No action taken.

#### **UNFINISHED BUSINESS:**

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

The Master Plan Committee met and recommended a final set of edits to the master plan. Polverento has reached out to Giffels Webster regarding these changes, and will meet with them in person to conduct the remaining edits.

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 – Board of Trustees report was reviewed.
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:**

Zay expressed her dismay at the chip sealing project that was recently undertaken on Looking Glass Brook and Riverside Drive. She noted that the road texture is now changed, which makes it difficult to recreate on the surface, it is also less safe for children and dogs, as the chips have some sharp edges. Zay explained that she is confused and frustrated as to why the Clinton County Road Commission would recommend this type of surface on a neighborhood street, given these factors. Zay urged the Board of Trustees to be more careful in their consideration of future projects such as this, and to be more creative and thoughtful about ways to maintain road surfaces while making them safe for all types of users.

#### **ADJOURNMENT:**

Motion by Turcotte, seconded by Wiesner, to adjourn the meeting. The meeting was adjourned at 7:32pm.

Date approved: 9/6/23

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Rick Adams, Chair

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John Wiesner, Secretary