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PLANNING COMMISSION REGULAR MEETING MINUTES

Wednesday, May 4, 2022 | 7:00 pm

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

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

STAFF PRESENT: Planning Director Andrea Polverento.

COMMUNICATIONS RECEIVED: Polverento outlined the communications received.

AGENDA APPROVAL:

Motion by Overton, seconded by Openlander, to approve the May 4, 2022, regular meeting agenda as presented. Motion carried.

PUBLIC COMMENT, NON-AGENDA ITEMS: None.

APPROVAL OF MINUTES:

1. February 9, 2022 Regular Meeting (*Rescheduled*)

Motion by Powers, seconded by Openlander, to approve the regular meeting minutes of February 9, 2022, as presented. Motion carried.

PUBLIC HEARINGS: None.

NEW BUSINESS:

1. Case No. 22-02 SPR – Franchino Mold – 5599 W. Grand River Ave.

Polverento described the facts of the case, a request for final site plan approval for an 80' x 225' building addition and a new, expanded parking lot and entrance to serve the building addition. Polverento described site plan, including the removal of an existing gravel service drive, referenced the landscape plan that had been provided, and reviewed the agency comments for the proposal. She noted that MDOT had already approved the second entrance and that a permit had been issued for the construction. Mike Hetherington and Brad Rusthoven were present on behalf of Franchino Mold, and Jeff Van Laar was present from Exxel Engineering to address any questions from the Planning Commission.

Turcotte inquired as to the location of the detention pond along the far west property line. Van Laar explained that the area along the west property line was the lowest point on the property, where the water

naturally flowed. He added that the detention pond was placed there and designed to allow for a possible future expansion of the facilities as well.

Several commissioners inquired regarding the lighting which would serve the parking area. Hetherington responded that they had contracted an electrician who was producing a lighting plan for the parking lot, and that he had been provided a copy of the township's outdoor lighting requirements.

Motion by Overton, seconded by Zay, 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. 22-02 SPR, as provided in the staff report. Motion carried.

Motion by Overton, seconded by Openlander, that the Planning Commission approve Case No. 22-02 SPR for Franchino Mold & Engineering, for final site plan review for construction of an 80' x 225' building addition and parking expansion at 5599 W. Grand River Avenue, in Section 35 of Watertown Charter Township, provided that conformance to conditions 1-12, 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.

Conditions of Final Site Plan Approval:

1. The applicant shall comply with requirements of Clinton County Drain Commissioner and submit written approval prior to issuance of a final certificate of occupancy.
2. The application shall obtain a Soil Erosion and Sedimentation Control Permit and comply with the requirements of the permit.
3. The applicant shall comply with the requirements of the Southern Clinton County Municipal Utilities Authority.
4. The applicant shall comply with the requirements of the Lansing Board of Water and Light.
5. The applicant shall comply with any requirements of the Looking Glass Regional Fire Authority/Delta Township Fire Department. Gates or fences which may be locked after hours shall include a lock box serviceable by the fire department, if applicable.
6. The applicant shall submit FAA Form 7460 and comply with any requirements of the FAA and Capital Region International Airport Authority.
7. The applicant shall obtain building and trades permits from Watertown Charter Township and comply with the requirements of the Michigan Building Codes to the satisfaction of the Township Building Official.
8. The applicant shall implement the proposed landscaping plan to the satisfaction of the zoning administrator.
9. Outdoor lighting shall comply with Section 28-5.18 of the Watertown Charter Township Zoning Ordinance.
10. The applicant shall comply with the requirements of the Michigan Department of Transportation.
11. Any new signage shall meet the requirements of the township's sign ordinance and permits shall be obtained.
12. Applicant must comply with all applicable State, Federal and Township laws.

Motion carried.

2. Case No. 22-03 SPR – Capital Area Humane Society – 7095 W. Grand River Ave.

Polverento described the facts of the case, a request for final site plan review approval for the construction of an addition to their existing facility. The new construction is on the south (762 square feet) and west (1,192 square feet) sides of the facility. A small storage facility is also shown on the plans, at just over 600 square feet of accessory use. The applicant is also currently working on interior renovations to their kennel area and kitten nursery, this work is permitted under previous approvals and they have a valid building permit for this interior work. This is the next phase in a project that began in 2016, and has included several previous site plan reviews, and interior projects requiring administrative review. Generally, this project will include a covered drop-off area, and updated food and medication preparation and laundry facilities.

Matthew Nelson of Studio Intrigue Architects was present on behalf of the applicant to answer any questions of the Planning Commission.

Motion by Overton, seconded by Powers, 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. 22-03 SPR, as provided in the staff report. Motion carried.

Motion by Overton, seconded by Openlander, that the Planning Commission approve Case No. 22-03 SPR for Studio Intrigue Architects for the Capital Area Humane Society, for final site plan review for a building addition at 7095 Grand River Avenue in Section 33 of Watertown Charter Township, provided that conformance to conditions 1-7 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.

Conditions of Final Site Plan Approval:

1. A Soil Erosion and Sedimentation Control Permit shall be obtained from the Clinton County Building Department.
2. The applicant shall meet any requirements of the Clinton County Drain Commissioner, if applicable.
3. The applicant shall obtain building and trades permits from Watertown Charter Township and comply with the requirements of the Michigan Building Codes to the satisfaction of the Township Building Official.
4. Outdoor lighting shall comply with Section 28-5 of the Watertown Charter Township Zoning Ordinance.
5. New signage, if applicable, shall meet the requirements of the township's sign ordinance and permits shall be obtained.
6. Any new or replacement fencing, if applicable, shall comply with Section 28-5.9 of the Watertown Charter Township Zoning Ordinance.
7. Applicant must comply with all applicable State, Federal and Township laws.

Motion carried.

3. Non-Motorized Transportation Plan

Polverento directed the Planning Commission's attention to a poster which described a recent township project to engage a group of Michigan State University Urban and Regional Planning students to conduct an infrastructure review and to update the goals, objectives, and best practices for the township's non-motorized transportation plan.

Polverento reported that a copy of the student's work had been provided, and she was anticipating a digital copy which would be shared with the commission. She complimented the students on their hard work during the semester, and an excellent final presentation at the Kellogg Center.

No action taken.

4. Officer Elections

Motion by Zay, seconded by Overton, to nominate the current slate of officers to retain their positions, and to cast a unanimous ballot for the positions of Chair, Vice-Chair, and Secretary for one-year terms. Motion carried.

Motion by Overton, seconded by Powers, to recommend to the Board of Trustees that Charles Openlander be appointed as the Planning Commission representative to the Zoning Board of Appeals for a one-year term. Motion carried.

UNFINISHED BUSINESS:

1. Master Plan Update

The Planning Commission considered a request from Giffels Webster to hold a special meeting in June for the final items remaining to review for the master plan update. The Commission determined that Monday, June 13 at 6:00pm would be suitable, and directed the Planning Director to schedule a special meeting at that time and date.

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:

Brett and Dawn Overly, 9571 Looking Glass Brook, asked questions about the master plan update, housing plans and taxation. The Commissioners thanked them for attending.

Adams asked about plans to repave Francis Road, and Openlander discussed truck traffic on Clark Road. Overton indicated that the Road Commission Director would be present at the next Board of Trustees meeting should any Commissioners be interested in attending.

ADJOURNMENT:

Motion by Turcotte, seconded by Openlander, to adjourn the meeting. Motion carried.

The meeting was adjourned at 8:09pm.

Date approved: 6/1/22

Rick Adams, Vice-Chair

John Wiesner, Secretary