



12803 S. Wacousta Rd., Grand Ledge, MI 48837
517-626-6593
517-626-6405 (Fax)
www.watertownmi.gov

PLANNING COMMISSION REGULAR MEETING MINUTES
Wednesday, April 5, 2023 | 7:00 pm

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

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

STAFF PRESENT: Planning Director Andrea Polverento.

COMMUNICATIONS RECEIVED: Polverento reviewed the communications received.

AGENDA APPROVAL:

Motion by Openlander, seconded by Adams, to approve the April 5, 2023, regular meeting agenda as presented. Motion carried.

PUBLIC COMMENT, NON-AGENDA ITEMS: None.

APPROVAL OF MINUTES:

1. March 1, 2023 Regular Meeting

Motion by Zay, seconded by Ball, to approve the regular meeting minutes of March 1, 2023 as presented. Motion carried.

PUBLIC HEARINGS: None.

Motion by Adams, seconded by Zay, to suspend bylaw 2.16.

Roll call vote:

Yes: Powers, Zay, Overton, Openlander, Adams, Wiesner, Ball, Davis

No: None

Absent: Turcotte

Motion carried.

Motion by Powers, seconded by Openlander, to take up New Business Item No. 1 before Unfinished Business Item No. 1.

Roll call vote:

Yes: Zay, Ball, Wiesner, Overton, Davis, Adams, Powers, Openlander

No: None

Absent: Turcotte

Motion carried.

NEW BUSINESS:

1. Case No. 23-02 SPR – Triton Industries/BRP – 16020 Lowell Road

Polverento presented the facts of the case, a request for an amendment to the overall site plan for 16020 Lowell Road includes an addition of approximately 2,100 square feet (39' x 54') to accommodate a cafeteria/staff break room. Additionally, this will require the relocation of an existing 8" storm sewer line which would be under the proposed addition. This plan will relocate that storm line and make some other adjustments to the storm drainage from the parking area.

Polverento introduced Mr. Allen Patrick, engineer with KEBS, Inc., who was present via Zoom to answer any questions about the proposed site plan.

Motion by Powers, 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. 23-02 SPR, as provided in the staff report. Motion carried.

Motion by Zay, seconded by Ball, that the Planning Commission approve Case No. 23-02 SPR for Triton Industries, Inc., for final site plan review to construct a 39' x 54' addition to the existing building at 16020 Lowell Road, in Section 35 of Watertown Charter Township, provided that conformance to conditions 1-5, 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 building permit.
2. The applicant shall amend their existing Soil Erosion and Sedimentation Control Permit, or obtain a new project permit, and comply with the requirements of the SESC administrator.
3. The applicant shall maintain compliance with all permits under Part 301, Inland Lakes and Streams, and Part 303, Wetlands Protection, of the NREPA, 1994 PA 451, as amended, and comply with any and all requirements of the Michigan Department of Environment, Great Lakes and Energy, if applicable.
4. The applicant shall maintain compliance with all previously approved site plans.
5. Applicant must comply with all applicable State, Federal and Township laws.

Motion carried.

UNFINISHED BUSINESS:

1. Master Plan Update

Polverento provided an update on the Eagle Township Open House, and other developments in Eagle Township and by the County Board of Commissioners. The Planning Commission discussed possible ways to proceed with the master plan update considering this information. As the time frame for Eagle Township and/or Clinton County making a decision regarding their master plan update was unknown, the Planning Commission preferred moving forward with completing the edits and drafting a disclaimer regarding potential future development in Eagle Township. Staff will work with Giffels Webster to draft the disclaimer and complete work on the edits.

No action taken.

2. Proposed Bylaw Amendments

Motion by Zay, seconded by Adams, that the Planning Commission adopts the proposed amendments to bylaws 2.6, 2.14, 2.16, 5.1.3, 5.1.6, and 7.0, as presented/amended.

Roll call vote:

Yes: Overton, Wiesner, Zay, Powers, Openlander, Ball, Davis, Adams

No: None

Absent: Turcotte

Motion carried.

NEW BUSINESS:

2. Officer Elections

Polverento explained that she had reviewed the number of terms that Mr. Davis had served as Chair of the Planning Commission, and that this past year had been his sixth term, which is the maximum permitted by Bylaw 1.1.

Adams was nominated for Chair. Adams accepted the nomination.

Motion by Davis, seconded by Powers, to elect Rick Adams to the office of Chair of the Planning Commission for a one-year term. Motion carried.

Zay was nominated for Vice-Chair. Zay accepted the nomination.

Motion by Davis, seconded by Powers, to elect Ulrika Zay to the office of Vice-Chair of the Planning Commission for a one-year term. Motion carried.

Wiesner was nominated for Secretary. Wiesner accepted the nomination.

Motion by Powers, seconded by Zay, to elect John Wiesner to the office of Secretary of the Planning Commission for a one-year term. Motion carried.

Motion by Zay, seconded by Wiesner, 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.

COMMITTEE AND STAFF REPORTS:

1. Executive Committee Report – A meeting date will be determined.
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:

Overton asked that a discussion/refresher on multi-family housing requirements in the Zoning Ordinance be added to the next meeting's agenda. There was a brief discussion regarding future newsletter topics.

ADJOURNMENT:

Motion by Powers, seconded by Davis, to adjourn the meeting. The meeting was adjourned at 8:45pm.

Date approved: 5/3/23

Joe Davis, Chair

John Wiesner, Secretary