



CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

AUGUST 14, 2018

MINUTES

Council Chambers

Regular Meeting

5:00 PM

**4303 S. CENTER ROAD
BURTON, MI 48519**

This meeting was opened by Chairperson Deb Walton at 5:00 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Kevin Burge	Vice Chair	Present	
Mary Ann White	Commissioner	Present	
Tom Gorang	Commissioner	Present	
Deb Walton	Chairperson	Present	
John Benthall	Commissioner	Present	
Kris Johns	Commissioner	Present	
Robert Johnson	Commissioner	Absent	

C. STAFF PRESENT

Amber Abbey, Planning/Zoning
Marcy Kimball, Clerk's Office

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Jul 10, 2018 5:00 PM

Minutes approved with the following corrections requested: Under board discussion, #2 Planning Commission By Laws, paragraph #7, Mr. Gorang asked about section 8.3 should say that resignation letters be given to the Mayor and a copy to the Chairperson on Council. A designee should be assigned. There is a due process for anyone that does not follow the By Laws. To remove someone from the board, this would have to go before Council.

Mrs. Abbey said she would put a draft together, not Mr. Gorang.

Paragraph #9, training session August 29, 2018 @ 10 AM in the City Hall community room.

RESULT:	ACCEPTED AS AMENDED [6 TO 0]
MOVER:	Kevin Burge, Vice Chair
SECONDER:	Tom Gorang, Commissioner
AYES:	Smith, Burge, Gorang, Walton, Benthall, Johns
ABSTAIN:	White
ABSENT:	Johnson

E. PUBLIC HEARING

1. SPR #18-40 / ZC# 323

By: City of Burton
4303 S. Center Rd.
Burton, MI 48509

Re: Ordinance 157

For: Text amendment 157.049 for the inclusion of a Central Business District Overlay

Mrs. Abbey stated the final touches have been approved by the attorney. The only thing that was changed since the last conversation was that for the businesses driveways on the residential roads I gave a 30-foot setback from the intersection. I thought a distance requirement was necessary. Now it will go to Council for the first reading of the ordinance.

Ms. White asked if there were still alleys there, who pays for the ornamental lighting and

Mrs. Abbey stated there are still alleys there however; a lot of them is because there are still water mains there. There are some vacated alleyways as well. If the property owner were allowed to install ornamental lighting on their building, they would pay for it.

Mr. Gorang asked about white not being allowed as a color of a building.

Mrs. Abbey stated this just means we do not want the buildings to be completely white. Some color should be added. When giving final occupancy on the building, the building inspector would inspect this. The point of the overlay is to allow mixed uses of the property to allow for businesses on the bottom and residential on top. There will be a first reading and a second reading of this ordinance. This will give everyone plenty of opportunity to ask questions.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kevin Burge, Vice Chair
SECONDER:	John Benthall, Commissioner
AYES:	Smith, Burge, White, Gorang, Walton, Benthall, Johns
ABSENT:	Johnson

F. SITE PLAN REVIEW

1. SPR #18-42

By: La Terra Development Partnership
1307 N. Belsay Rd.
Burton, MI 48509

Re: 5371 Daly Farms, Burton, MI 48509
59-11-400-021 / M-1 Zoned

For: Construction of an addition

Michael Piper from Craft Engineering said I am here representing La Terra Development Partnership. The project is the Crystal Field House Ice Arena. They need their own locker room, showers and toilets and they are asking for a \$1,484 sq. ft. addition. This will be exclusively used by Powers High School. The material will be split faced, concrete block to match existing building. Parking and utilities will remain the same.

Mr. Burge said sometimes you do not have enough parking and the cars are parked at Family Farm and down both sides of Daly Drive. What does it mean where it says the existing water main cannot be tapped after the existing water meter?

Mr. Piper said in accordance to your standard requirements for parking spaces, it far exceeds what is required. There is an existing water main and sanitary lead that go along the eastside of the existing building. We are going to construct a new proposed building over top of them. Right now, the meter is inside the existing building. If we connected to the existing water main where is now, it would not be metered. The meter will either have to be relocated or they will have to put in a new meter. The water and sewer department will let us know if they need to move the meter or put a new one in.

Mr. Burge asked if the retention system there now would be big enough with the addition.

Mr. Piper said if the improvements are less than ten percent of the existing we do not have to change the existing facilities. This building is less than one percent. We will submit it to the Genesee County Drain Commission Surface Water Management, as we are required to do with all site plans in the City of Burton and obtain their approval. Some water will still stand there because it is a retention basin not a detention basin. We did improvement to the drainage several years ago and constructed a new outlet from the existing parking lot to Belsay Road and a new detention basin. There is a secondary drainage system at the northwest corner of Belsay and Daly Farms Drive.

Mrs. Walton if there will be parking issues with Powers Parking everywhere.

Mrs. Abbey said they have the number of required spaces by the City of Burton.

Mark Leach, general manager at Crystal Field House, said there is probably four or five events a year where parking overflows. When this happens, we do get approval

from Family Farm.

Mrs. Abbey stated the administration recommends approval.

RESULT:	CARRIED [6 TO 1]
MOVER:	John Benthall, Commissioner
SECONDER:	Tom Gorang, Commissioner
AYES:	Smith, White, Gorang, Walton, Benthall, Johns
NAYS:	Burge
ABSENT:	Johnson

G. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #18-39

By: Autoplace Inc.
5053 E. Court St. Ste F
Burton, MI 48509

Re: 5053 E. Court St. Ste F Burton, MI 48509
59-11-300-006 C-2 Zoned

For: Vehicle sales in an existing facility

2. SPR #18-41

By: Robert Curtis
1029 Windrow Ct.
Burton, MI 48509

Re: 1245 S. Center Rd. Burton, MI 48509

For: Spirit Halloween – temp retail

H. AUDIENCE PARTICIPATION

None.

I. BOARD DISCUSSION

Ms. White said she can not be at the training session August 29, 2018 at 10 AM in the City Hall communtiy room.

Mr. Johns offered to take notes.

Mr. Johns asked for a rough estimate of when KFC will be completed. The backhoe has been sitting in the same spot for three weeks.

Mrs. Abbey said they started a lot later than they intended to start. They have a building permit with an expiration date. They had some issues with the location of the water line to Family Farm and Home. I will keep an eye on it.

1. Master Plan Update

Mrs. Abbey stated the only Master Plan update I have right now is the Central Business District that we are working on.

Mrs. Walton said we are having problems with phones being on and messing with the microphones. This is why the microphones make noise. The phones need to be off so that we can hear what is being said. It makes it hard for the Clerk's office to hear when they do the minutes and the public cannot hear what is being said.

2. Planning Commission By Laws with changes as discussed.

Mr. Burge said I believe the Chairman should receive a higher stipend than the regular members of the Planning Commission.

Mr. Smith stated I think this would have to go in front of Council and you would have to get the City Attorney's legal opinion to make sure the Council has the power to make this change.

Ms. White said year's ago the Chairman did make more money. They had more responsibility.

Ms. Abbey said the only problem with this is that the Controller's office would need to know when the Chairman position changes to another person.

Mrs. Walton suggested putting a term limit in place.

Mr. Smith said he will bring this up at the next Council meeting.

Mrs. Walton said the time limit to speak will now be 3 minutes per person. It should be up to the discretion of the commission to allow more time if needed. As far as the unexcused absences, we need to know as soon as possible when a commission member will not be here, at least 24 hours in advance if at all possible. So that we have time to get a designee if needed. If there are three unexcused absences in a 12 month period than that person should be taken off the commission.

If they have three in a 12-month period, they would have to go before the Council and explain what the reasons were and Council would make a decision.

I will make these additional changes and bring each of you a copy at the next meeting.

Motion was made to approve the Planning Commission By Laws with the following changes:

Mr. Goring said under section 8.3 states: A member may resign from the Planning Commission by sending a letter of resignation to the President of the Council, or Mayor. My suggestion would be that the letter would go to the Mayor and a copy to the Planning Commission Chairman.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kevin Burge, Vice Chair
SECONDER:	Vaughn Smith, Councilman
AYES:	Smith, Burge, White, Gorang, Walton, Benthall, Johns
ABSENT:	Johnson

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON TUESDAY,
SEPTEMBER 11, 2018 AT 5:00 PM.**

Meeting was adjourned at 6:05 PM.



CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

JULY 10, 2018

MINUTES

Council Chambers

Regular Meeting

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson Deb Walton at 5:00 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Kevin Burge	Vice Chair	Present	
Mary Ann White	Commissioner	Excused	
Tom Gorang	Commissioner	Present	
Deb Walton	Chairperson	Present	
John Benthall	Commissioner	Present	
Kris Johns	Commissioner	Present	
Robert Johnson	Commissioner	Present	

C. STAFF PRESENT

Amber Abbey, Planning & Zoning
Bette Bigsby, Acting Clerk

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Jun 12, 2018 5:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Robert Johnson, Commissioner
SECONDER:	John Benthall, Commissioner
AYES:	Smith, Burge, Gorang, Walton, Benthall, Johns, Johnson
EXCUSED:	White

E. SPECIAL USE

1. SPR #18-36

By: Brian Toma
3341 S. Linden Rd.
Flint, MI 48507

Re: 4186 Davison Rd. Burton, MI 48509
59-10-501-101 / C-2 Zoned

For: Special use to conduct a medical marijuana provisioning facility

Chris Sherman of Sterling Heights said if approved we would focus on security and ventilation systems. Not only would we like to bring the provisioning center to Burton, but other business as well. This would provide around 50 new jobs to the community. The name of the business will be something like, Genesee MMPC.

Jason Treichel, owner of Stone Specialist on Davison Road, said I am in favor of new business. I am concerned about the positive and negative attention it would bring to the area. My business is across the road and I bring out of town clientele into Burton. As the City of Burton is growing, whom are we attracting? I hope this will be considered.

Mrs. Abbey said we have had these type of facilities for the last eight years. Looking at these facilities, you wouldn't know what they were. We do not allow signage that would give away what it is. We do a good job on keeping our facilities looking like a business. This property has been for sale for a long time and in terrible shape. It used to be the old Dog House Lounge. An improvement would be good. I am not comfortable with approving their plan as it is presented today, because I have not had a chance to review it. He will still have to get State approval. He will still have to submit for his license separately for approval of that. The drawing he shows would be an improvement to the building and space. If they purchase the other two parcels, that would be even better. We recommend approval.

Mr. Johnson said with all the new facilities that are now in Burton, we really have not seen any crime issues. If they remodel the building and put up acceptable signage, I do not see a problem with it.

Mr. Gorang asked about security there and the hours of operation and the traffic flow in that area.

Mr. Treichel said we would have security guards in the daytime and at night. We have not had anyone do a traffic survey.

Ms. Abbey said as far as the hours I would recommend Monday through Saturday, 10 AM to 8 PM and Sunday 10 AM to 6 PM.

Mr. Smith stated this would bring in traffic. I think the store fronts will be renovated once people see this.

Mr. Johnson asked have you looked at our Master Plan at all and what influenced you to look at opening the business in Burton.

Mr. Sherman said it was the striving community and we have other businesses in the surrounding area.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Johnson, Commissioner
SECONDER:	Kevin Burge, Vice Chair
AYES:	Smith, Burge, Gorang, Walton, Benthall, Johns, Johnson
EXCUSED:	White

F. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #18-37

By: E & N Properties
1514 S. Dort Hwy.
Flint, MI 48503

Re: 3325 S. Dort Hwy. Burton, MI 48519

For: Construction less than 2% for a Pavillion

Mrs. Abbey said this is for the Humane Society of Burton.

2. SPR #18-38

By: GPM Southeast, LLC.
8565 Magellan Pkwy, Ste 400
Richmond, VA 23227

Re: 6010 Davison Rd. Burton, MI 48509

For: Change of ownership for 1 stop food store

G. AUDIENCE PARTICIPATION

None.

H. BOARD DISCUSSION

1. Master Plan Update

Mrs. Abbey said at the last meeting we went over the Central Business District information and I am doing the finishing touches. It still needs to go to the City Attorney for approval. It will be before you at the next meeting. I think we are on the right track to implement the plan as we wanted to.

2. Planning Commission By Laws

Mr. Johnson said he would like to hold off on any decisions until Mary Ann White gets back. She has some concerns regarding this. I am concerned about the audience participation time limit. I think this should be the same at all the meetings.

Mrs. Abbey said I don't think having a special workshop to go over the By-Laws is necessary. It is only five pages and we could discuss this at the meeting.

Mr. Burge said #3.7 in the By Laws, has to do with commission members voting and public hearings. There is a lot of information here that is not very clear.

Mrs. Abbey stated for this Planning Committee, you only have to have a majority of the vote of the members that are present. Zoning is different. If someone has a conflict of interest, they cannot vote and they need to leave the room while the voting is taking place. The Planning Commission representative on the Zoning Board of Appeals cannot vote on the same issue on both boards. So you your case this would mean, if Deb Walton voted on a matter at the Planning meeting she would not be able to vote on the same thing at the ZBA Meeting.

Mr. Gorang said section 7.5, where it talks about conducting site visits; we were going to say, "wearing proper identification badges".

Mrs. Walton said section 8.1, in the case of absence the person needs to let the Clerk's office or the Chairperson know as soon as possible. This will give the designee opportunity to review the issues before they sit in for that person.

Mr. Gorang asked about section 8.3 should say that resignation letters be given to the Mayor and a copy to the Chairperson on Council. A designee should be assigned. There is a due process for anyone that does not follow the By Laws. To remove someone from the board, this would have to go before Council.

Mrs. Abbey stated I will put a draft together and you can vote on it at the next meeting.

Mrs. Walton said she would like to set up a meeting for a class to go over these.

After discussion, it was decided to have a training session August 29, 2018 at 10 AM in the City Hall community room.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON TUESDAY, AUGUST 14, 2018 AT 5:00 PM.

Meeting was adjourned at 5:57 PM.

CITY OF BURTON
GENESEE COUNTY, MICHIGAN

ORDINANCE NO. 2018- -157.049

AN ORDINANCE TO AMEND CHAPTER 157, the
ZONING ORDINANCE, OF THE CODE OF
ORDINANCES OF THE CITY OF BURTON FOR THE
ADDITION OF A CENTRAL BUSINESS DISTRICT
OVERLAY

THE CITY OF BURTON ORDAINS:

SECTION I

Chapter 157.049 of the Code of Ordinances of the City of Burton shall be amended by the addition of the following:

§ 157.049 CENTRAL BUSINESS DISTRICT OVERLAY, CBD.

(A) *Statement of purpose.* The CBD, central business district is intended to promote development, to retain and create a vibrant and cohesive center for the City of Burton with a variety of quality places to work, live, shop, learn, recreate and be entertained. This district is intended to recognize and support the City of Burton central business district as the centerpiece of the City of Burton community.

(B) *Intent.* These special regulations are intended to assist with the implementation of goals and objectives contained in the City of Burton Downtown Development Authority (DDA) Strategic Vision Plan. Included in this plan are goals to promote development of a compact, walkable, mixed-use district, consisting of a variety of retail, entertainment, office, service, residential, cultural, recreation and municipal uses. To provide for the desired traditional downtown environment and accommodate the wide variety of permitted uses, this district includes specific design standards for site layout, setback continuity, building design, pedestrian amenities, parking arrangements, vehicular circulation and coordination of features between adjoining sites. One intent of this district is that buildings be placed close to the street, with parking in the side, or preferably, rear yard. Permitted uses shall be designed and arranged to minimize any adverse impact on street capacity or public services, and contribute to the overall image and function of the district. A mixture of uses within a building, such as retail on the ground floor and office or residential on upper floors is permitted. It is the further intent of this district to prohibit automotive related services and non-retail uses which tend to disrupt the continuity of the retail frontage.

(C) *Principal permitted and special uses* shall be in accordance with the following:

(1) All permitted and/or special uses allowed by the underlying zoning district (as designated on the zoning map) shall be permitted for that lot within the CBD. (For example, if the underlying zoning district is C-2, the uses permitted in C-2 are permitted for that lot).

(2) All uses shall meet the standards for the CBD district listed below in section 157.049 (D) and as set forth in the Appendix A, Schedule of Regulations. The Planning Commission shall encourage and allow for zero front lot line setbacks to promote the appearance of a traditional downtown.

(3) Any building fronting on Saginaw Street or Bristol Road and having commercial or office on the first floor of said street frontage may contain office or residential uses on upper stories when adequate off-street parking is provided. Any non-conforming or previously approved uses other than commercial or office would require special use approval to contain residential mixed uses.

(4) Multi-story single family attached or townhouse (row house) buildings may be permitted as Special Land Uses on lots that do not front along Saginaw Street or Bristol Road. Each dwelling shall comprise a single unit from the lowest floor to the highest floor of the building between common walls except that the Planning Commission may permit stacked units where the front building façade retains a traditional townhouse (row house) appearance.

(5) Open-Air markets, outdoor restaurants, bars or cafés located on private property, temporary or permanent. This section shall not include roadside stands or food trucks which are provided for in Chapter 111 or outdoor recreational events, which are provided for in Chapter 113.

(D) *Required Conditions.*

(1) All business, servicing or processing, except for off-street parking or loading, shall be conducted within a completely enclosed building, provided that public plazas, sidewalk sales and open air markets may be permitted as an accessory use upon approval as a special land use.

(2) Exterior walls facing public rights-of-way, customer parking areas and adjoining property that is zoned or used for residential purposes shall have a finished appearance, using the same materials as used on the front facade of the building. Wherever possible, meter boxes, waste receptacles and mechanical equipment should not be located in the side of the building when visible from public views or when facing property zoned or used as residential.

(3) Ornamental lighting consistent with the established lighting system in the Central Business District shall be provided along public street frontages. Except for ornamental fixtures, all lighting shall be downward directed sharp cut-off fixtures. Site, building and parking lot lighting shall be at a scale appropriate for the downtown and to prevent glare off-site.

(4) Whenever feasible parking shall be located in the side or rear yards, not in the front yard; however, parking in one front yard shall be permitted for corner lots.

(5) All garage doors, loading or service areas and waste receptacles shall be located in the rear yard of the lot and screened from view of any public street, adjacent residential zoning district or public property. Unless otherwise approved by the Planning Commission the screening shall consist of a fence consistent with the building, landscaping or a combination, as appropriate. The waste receptacles shall be screen in accordance with section 157.090 of this ordinance.

(6) The number of access points shall be the minimum on Saginaw Street to provide reasonable access. Access points shall be designed and located to minimize conflicts with traffic operations along the street and be placed as far from intersections as practical at a minimum of 30'. The Planning Commission shall encourage and allow access off local streets, whenever it is feasible. The Planning Commission may require the applicant to provide a traffic impact study prepared by a qualified traffic engineer to evaluate traffic circulation and access concerns.

(7) Parking shall be provided for all uses in accordance with the requirements of 157.111 except that the Planning Commission may reduce the amount of onsite parking required in the CBD by up to fifty percent (50%) in the following instances:

a) The parking requirement may be satisfied through shared parking with an adjacent use. All uses must be located within three hundred (300) feet of the shared parking with a copy of an executed shared parking agreement provided to the City. Where uses with different peak hour parking demands, such as a restaurant and office share the same parking lot, the total cumulative parking requirement for all uses may reduce by up to fifty percent (50%).

b) A mixed-use development that has uses with different peak hour parking demands, such as a restaurant in an office building, may reduce the total cumulative parking requirement for all uses by up to fifty percent (50%).

c) The parking requirement may be reduced by up to fifty percent (50%) where the applicant can demonstrate, based on supporting documentation provided by the applicant, the parking need for that particular use is less than required by this Ordinance.

d) Total parking requirements shall not be reduced by more than fifty percent (50%) even where a site satisfies more than one (1) of the above criteria.

(8) All lawn and landscaping shall be maintained at a minimum of 6", suggested height at 4".

(9) Require maintenance of approved landscaping areas as approved through the Site Plan Review Process.

(E) *Architectural conditions.* All new buildings, additions and significant exterior changes or renovations shall be found to be architecturally compatible with the intent of the Central Business District. In making such a determination, the following will be considered:

(1) The exterior finish material of all building facades visible from the public street, parking lot or adjacent residentially zoned land, exclusive of window areas, may consist of the following: brick, cut stone, field stone, cast stone, dimensional wood with an opaque stain, fiberglass reinforced concrete, polymer plastic (fypon), or EIFS. Exterior Insulation and Finishing Systems (EIFS) materials shall not be the primary building material. The Planning Commission may permit other materials for facades that are consistent with adjoining land uses.

(2) Blank walls shall not face a public street. Walls facing a public street shall include windows and architectural features customarily found on the front facade of a building, such as awnings, cornice work, edge detailing or other decorative finish materials. A usable public building entrance shall be provided at the front of the building. Wall massing shall be broken up with vertical pilasters or other architectural elements to reduce scale.

(3) Colors shall be consistent with the majority of the established buildings. Stark or bold colors, white and similar "non-traditional" downtown colors are not permitted.

(4) Facades may be supplemented by awnings which shall be straight sheds or made of an opaque material; translucent awnings shall not be permitted along the front building line.

(5) Sites shall be designed at a pedestrian scale with relationship to the street and sidewalk. Convenient and safe pedestrian access shall be provided between the public sidewalk and the building entrance. Bicycle racks may be provided for uses expected to attract bicyclists, such as fast food restaurants, ice cream parlors and convenience food stores.

(6) Rear or side entrances should be provided where parking is on the side or rear of the building.

(7) Building height may be increased to a maximum of fifty (50) feet for a mixed use building with retail/office in the first floor and office and/or residential use on the floors above the first floor. Parking structures incorporated into the design of a mixed use building may also warrant the aforementioned increase in building height.

(8) Building design, facades and materials shall be consistent and adopted by the Planning Commission.

(F) For buildings proposed for expansion or renovation that existed prior to the effective date of this ordinance, the Planning Commission shall determine the extent of compliance based on the existing building and site arrangement, the extent of the changes proposed and the site design elements found to be most in need of modification.

SECTION II

All other provisions of this Chapter shall be and are hereby ratified.

SECTION III

The violation of the terms of this Ordinance shall be a municipal civil infraction.

SECTION IV

If any section, part, or provision of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then it is expressly provided and it is the intention of the City Council in passing this Ordinance that its parts shall be severable and all other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

SECTION V

This Ordinance, or a synopsis thereof, shall be published in a newspaper of general circulation within the City of Burton, Genesee County, Michigan, and shall become effective 30 days after publication.

SECTION VI

A copy of this Ordinance may be inspected at the City Hall, 4303 S. Center Road, Burton, Michigan, during regular business hours.

CITY OF BURTON,

By: PAULA ZELENKO, MAYOR

By: BETTE BIGSBY, ACTING CLERK

Ordinance introduced on:
Second Reading:
Publication date:
Effective date:

Attachment: Back up 18-40 (3999 : SPR #18-40 / ZC# 323)



City of Burton
 Department of Public Works
 4093 Manor Drive
 Genesee County, Burton, Michigan 48519
 (810) 742-9230



APPLICATION FOR SITE PLAN REVIEW

DATE FILED: 8-1-18
 FEE: \$200.00
 RECEIPT NO: _____
 CHECK NO: _____

SPR #: 18-42

PLEASE PRINT

DATE OF PLANNING COMMISSION MEETING: August 14, 2018

APPLICANTS NAME: La Terra Development Partnership

APPLICANTS ADDRESS: 1307 North Belsay Road, Burton, MI 48509

APPLICANTS PHONE NO: (810) 249-4213

PROPOSED NAME OF BUSINESS: Crystal Fieldhouse Ice Arena

SITE ADDRESS: 5371 Daly Farms Drive, Burton, MI 48509

SUBDIVISION & LOT # OR PARCEL NUMBER: Parcel Number: 59-11-400-021

(North Side of Daly Farms Drive and West of Belsay Road)

RE: Construct new 1,484 sft. Locker Room and Bathroom Building Addition on East side of existing building

APPLICANT: IT IS TO YOUR ADVANTAGE TO ATTEND THE ABOVE SCHEDULED MEETING. THE PLANNING COMMISSION MAY HAVE QUESTIONS THAT DIRECTLY AFFECT APPROVAL DENIAL, OR POSTPONING UNTIL THESE QUESTIONS CAN BE ANSWERED.

APPLICANTS SIGNATURE: _____

James C. Cokley
 James C. Cokley

NOTE: All site plans must be filed at least two (2) weeks prior to the Planning Commission hearing and **MUST** comply with the procedures set forth in Section 157.092 of Codified Ordinance as attached. Must include **twelve (12) sets** of prints in order to process the application.

Attachment: Back up 18-42 (4001 : SPR #18-42)

PROPOSED BUILDING ADDITION FOR:
CRYSTAL FIELD HOUSE ICE ARENA

5371 DALY FARMS DRIVE
PART OF THE SOUTHEAST 1/4 OF SECTION 11
T7N-R7E, CITY OF BURTON, GENESEE COUNTY, MICHIGAN

CONTACT INFORMATION:

OWNER/CLIENT:
LA TERRA DEVELOPMENT PARTNERSHIP
1307 NORTH BELSAY RD., BURTON, MI 48509
CONTACT: JIM COKLEY
PHONE: (810) 249-4213

SURVEYOR:
KRAFT ENGINEERING & SURVEYING, INC
409 W. SEVENTH STREET, FLINT, MI 48503
CONTACT: MICHAEL R. PIFER, P.E.
PHONE: 810.234.2694
EMAIL: MPIFER@KRAFTENGINEERING.COM

ENGINEER:
KRAFT ENGINEERING & SURVEYING, INC
409 W. SEVENTH STREET, FLINT, MI 48503
CONTACT: MICHAEL R. PIFER, P.E.
PHONE: 810.234.2694
EMAIL: MPIFER@KRAFTENGINEERING.COM

PROPERTY DESCRIPTION:

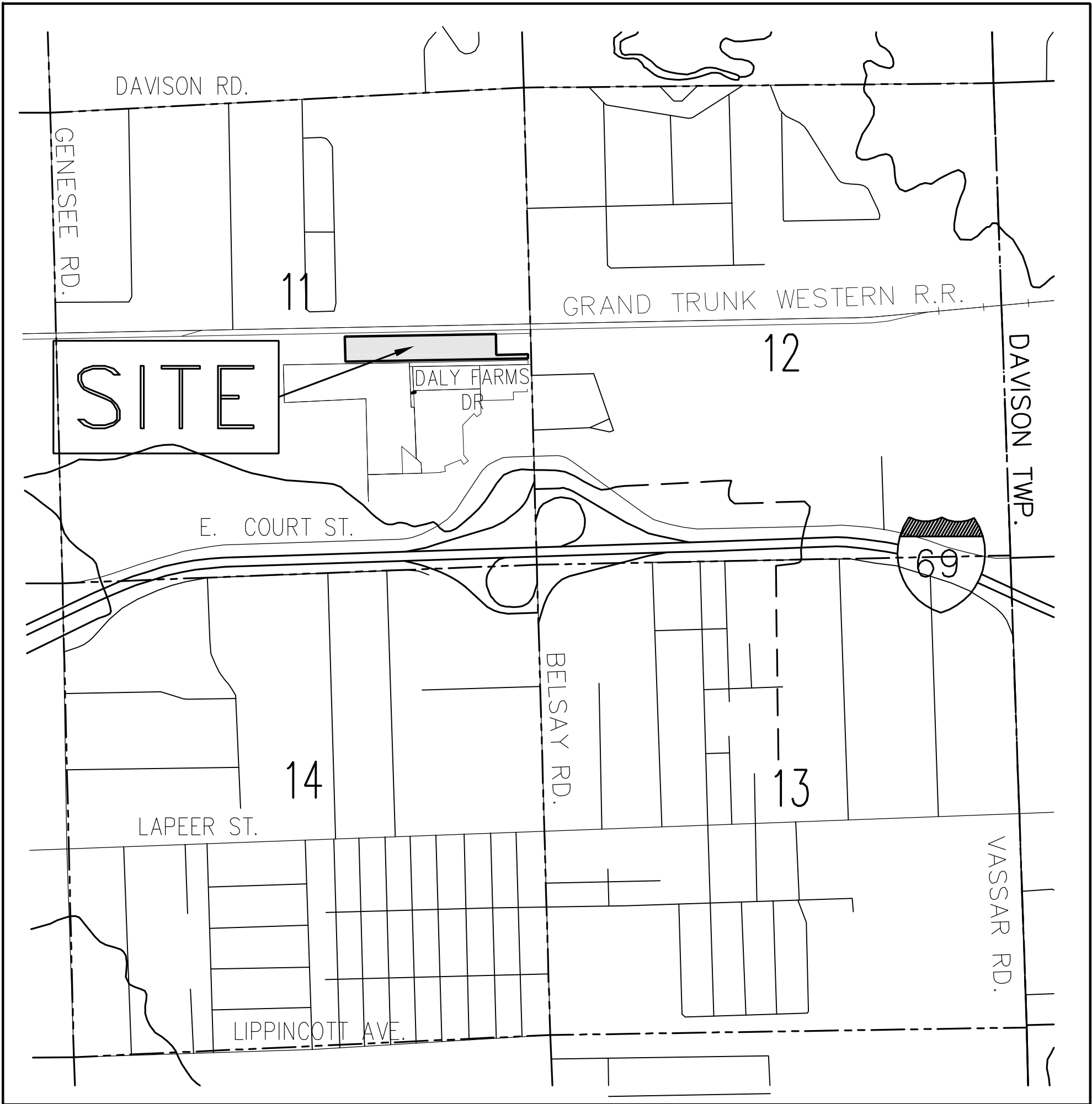
TAX ID PARCEL NO: 59-11-400-021

A PARCEL OF LAND BEG S 01 DEG 06 MIN 13 SEC E 61.35 FT & S 89 DEG 23 MIN 25 SEC W 555 FT FROM E 1/4 COR OF SEC TH S 01 DEG 06 MIN 13 SEC E 333.23 FT TH N 89 DEG 25 MIN 52 SEC E 505 FT TH S 01 DEG 06 MIN 13 SEC E 66.42 FT TH S 89 DEG 23 MIN 25 SEC W 2925.61 FT TH N 01 DEG 06 MIN 13 SEC W 400 FT TH N 89 DEG 23 MIN 25 SEC E 2420.62 FT TO PL OF BEG SEC 11 T7N R7E 23 A (98) FR 59-11-400-010 & 011
NOTE: THE PROPERTY LINE BEARINGS SHOWN ON THESE DRAWINGS HAVE BEEN ROTATED TO BE ON NAD83 DATUM, STATE PLANES BASED ON GPS DRAWDOWN)

PLAN DISTRIBUTION LIST & UTILITIES

THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE AS OBTAINED FROM OUR SURVEYS AND EXISTING RECORDS. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO BE SATISFIED AS TO IT'S ACCURACY AND THE LOCATION OF EXISTING UTILITIES. THE CONTRACTOR MUST VERIFY THE EXACT LOCATION AND EXISTENCE OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR MUST TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES DURING CONSTRUCTION, AND WILL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES.

NAME AND ADDRESS OF OWNER	TYPE	CONTACT
CONSUMERS ENERGY DIVISION OF GAS AND ELECTRIC 3201 EAST COURT STREET FLINT, MICHIGAN 48506	GAS	MATTHEW COX (810) 760-3486
	ELECTRIC	MARCEY CONN (810) 760-3506
AT&T MICHIGAN 54 N. MILL STREET, BOX 32 PONTIAC, MI 48342	TELEPHONE	JEFF HEATH (248) 975-4588
COMCAST 6095 WALL STREET STERLING HEIGHTS, MI 48312	CABLE TV & COMMUNICATIONS	WANDA WEISS (586) 883-7254
GENESEE COUNTY DRAIN COMMISSIONER DIVISION OF SURFACE WATER MGMT. G-4608 BEECHER ROAD FLINT, MICHIGAN 48532	COUNTY STORM DRAINS	SUSANNE HOGAN (810) 732-1590
CITY OF BURTON DPW 4093 MANOR DR BURTON, MICHIGAN 48519	PUBLIC SANITARY SEWER & WATERMAIN	DAVE MARSHKE (810) 742-9230
CITY OF BURTON DPW 4093 MANOR DR BURTON, MICHIGAN 48519	CITY ROADS, STORM SEWER, & SOIL EROSION & SEDIMENTATION CONTROL	PETE WINGBLAD (810) 742-9230
CITY OF BURTON 4093 MANOR DR BURTON, MICHIGAN 48519	LOCAL MUNICIPALITY & BUILDING DEPARTMENT	AMBER ABBEY (810) 742-9230



LOCATION MAP
NO SCALE

CONTACT INFORMATION:

OWNER/CLIENT:
LA TERRA DEVELOPMENT PARTNERSHIP
1307 NORTH BELSAY RD., BURTON, MI 48509
CONTACT: JIM COKLEY
PHONE: (810) 249-4213

SURVEYOR:
KRAFT ENGINEERING & SURVEYING, INC
409 W. SEVENTH STREET, FLINT, MI 48503
CONTACT: MICHAEL R. PIFER, P.E.
PHONE: 810.234.2694
EMAIL: MPIFER@KRAFTENGINEERING.COM

ENGINEER:
KRAFT ENGINEERING & SURVEYING, INC
409 W. SEVENTH STREET, FLINT, MI 48503
CONTACT: MICHAEL R. PIFER, P.E.
PHONE: 810.234.2694
EMAIL: MPIFER@KRAFTENGINEERING.COM

SITE DATA & GENERAL NOTES:

- ALL EXISTING UTILITIES SHOWN ON THESE DRAWINGS HAVE BEEN OBTAINED FROM EXISTING PLANS. KRAFT ENGINEERING & SURVEYING HAS VERIFIED THE LOCATION OF EXISTING UTILITIES BY ACTUAL GROUND SURVEY WHERE POSSIBLE. THE CONTRACTOR MUST VERIFY ALL SITE CONDITIONS AND THE ACTUAL LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
- THIS SITE IS IN ZONE X, AREAS OF 0.2% ANNUAL CHANCE OF FLOODING, AND IT IS NOT IN THE 100 YEAR FLOODPLAIN AREA, AS PER FEMA FLOOD INSURANCE RATE MAP NO. 26049C0213D, EFFECTIVE DATE OF SEPTEMBER 25, 2009.
- THE EXISTING SITE ZONING IS M-1 - LIGHT INDUSTRIAL.
- ZONING ORDINANCE CRITERIA FOR M-1 ZONING:
 - MINIMUM LOT WIDTH = NONE SPECIFIED
 - MINIMUM LOT AREA = NONE SPECIFIED
 - MAXIMUM LOT COVERAGE = 50%
 - MAXIMUM BUILDING HEIGHT = 2.5 STORIES or 35 FEET
 - MINIMUM YARD SETBACKS:
 - FRONT = 35 FEET
 - SIDE = 20 FEET & 40 FEET TOTAL
 - REAR = 35 FEET
 - NO PARKING IS ALLOWED WITHIN FRONT YARD SETBACK
 - MINIMUM BUILDING FLOOR AREA = NONE SPECIFIED
- ADJACENT SITE ZONING: M-1 LIGHT INDUSTRIAL
- TOTAL GROSS SITE AREA = 23.0 ACRES or 1,001,880 SFT
- TOTAL IMPERVIOUS (BUILDING & PAVEMENT) AREA = 150,809 SFT (IMPERVIOUS) / 1,001,880 SFT (TOTAL SITE) = 15.1% (TOTAL SITE)
- PARKING REQUIREMENTS:
 - 1 PARKING SPACE / 3 SEATS: 1 SEAT = 24" OF BLEACHERS
990 LFT BLEACHERS = 165 SPACES REQUIRED INCLUDING 6 BARRIER FREE SPACES (AS PER ORIGINAL SITE PLAN)
 - EXISTING PARKING PROVIDED = 226 SPACES INCLUDING 8 BARRIER FREE SPACES

SHEET INDEX

SHEET NO.	SHEET TITLE
1	COVER SHEET
2	OVERALL SITE PLAN
3	SITE PLAN FOR PROPOSED BUILDING ADDITION
4	GENERAL CONSTRUCTION NOTES, SOIL EROSION & SEDIMENTATION CONTROL NOTES, & DETAILS



UTILITY STATEMENT

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR/ENGINEER MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR/ENGINEER FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR/ENGINEER HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

KES JOB NO. 2018-23

SCALE: NONE	OWNER/APPLICANT: LA TERRA DEVELOPMENT PARTNERSHIP 1307 NORTH BELSAY ROAD BURTON, MI 48509 ATTN: JIM COKLEY PHONE: (810) 249-4213	 Three full working days before you dig, call the MISS DIG System at 1-800-482-7171		PREPARED BY: KRAFT ENGINEERING & SURVEYING, INC. engineers - surveyors - planners 409 WEST SEVENTH STREET FLINT, MICHIGAN 48503 PHONE: 810.234.2694 or 810.234.2695 FAX: 810.234.2696 E-MAIL: MAIL@KRAFTENGINEERING.COM	PROJECT NAME: CRYSTAL FIELDHOUSE ICE ARENA PROPOSED BUILDING ADDITION 5371 DALY FARMS DR, CITY OF BURTON, MICHIGAN, 48509, PART OF THE SE 1/4 OF SECTION 11, T7N-R7E, CITY OF BURTON, GENESEE COUNTY, MI	COVER SHEET	REVISIONS	DRN. BY:	D.E.P.	07/24/18	SHEET NO: C-1
								DSN. BY:	M.R.P.	"	
								CHKD. BY:	M.G.M.	"	
								APPR. BY:	M.R.P.	"	

LEGEND

- 770.15 EX. DITCH C/L ELEVATION
P/L PROPERTY LINE
R.O.W. RIGHT-OF-WAY
C/L CENTERLINE
RCP REINFORCED CONCRETE PIPE

BENCHMARK NO. 1
NORTH EDGE OF EXISTING
CONCRETE LIGHT POLE BASE
ELEVATION=777.72 (NAV DATUM)

BENCHMARK NO. 2
NORTH EDGE OF EXISTING SANITARY
SEWER MANHOLE, WEST SIDE OF
BELSAY ROAD
ELEVATION=777.29 (NAV DATUM)

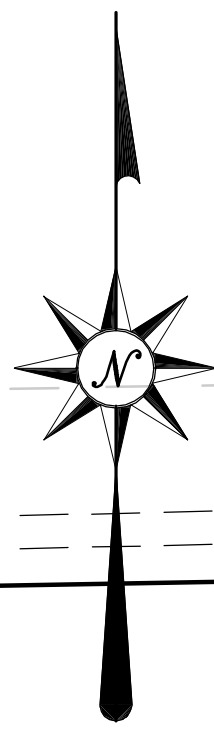
EAST-WEST 1/4 LINE, SECTION 11

CENTERLINE OF RAILROAD TRACKS

CENTERLINE OF RAILROAD TRACKS

EAST 1/4 CORNER,
SECTION 11, T7N-R7E,
CITY OF BURTON

GRAPHIC SCALE
60 0 30 60
(IN FEET)
1 inch = 60 ft.



ZONED M-1

59-11-400-021

LA TERRA DEVELOPMENT
PARTNERSHIP
5371 DALY FARMS DRIVE
BURTON, MI 48509

CRYSTAL FIELDHOUSE ICE ARENA
EXISTING CONC. BLOCK BUILDING
F.F. = 775.68 (68,186 SFT)
PROPOSED BUILDING ADDITION
(LOCKER ROOM, SHOWERS, &
TOILET ROOM), 1,484 SFT

FUTURE EXPANSION
BUILDING

EX. BUILDING
59-11-400-001
LA TERRA DEVELOPMENT PARTNERSHIP
1307 N. BELSAY ROAD
BURTON, MI 48509

EX. BUILDING

ZONED M-1

400-012

EX. BUILDING

N89°01'31"E 505.00'

S01°30'34"E 66.42'

EX. DETENTION BASIN

EX. 12" PVC STIM. SEWER

EX. 20" SAN. SEWER EASEMENT

EX. 8" SAN. SEWER

EX. 15" WATERMAIN EASEMENT

EX. 2" P-MP GAS

EX. 36" E/E ASPHALT DRIVE

EX. 10" INV. S-788.02

EX. 10" INV. S-787.92

EX. 10" INV. S-787.82

EX. 10" INV. S-787.72

EX. 10" INV. S-787.62

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EX. 10" INV. S-765.52

EX. 10" INV. S-765.42

EX. 10" INV. S-765.32

EAST-WEST 1/4 LINE, SECTION 11

CENTERLINE OF RAILROAD TRACKS

CENTERLINE OF RAILROAD TRACKS

GRAVEL ACCESS DRIVE

N88°59'04"E 2420.62'

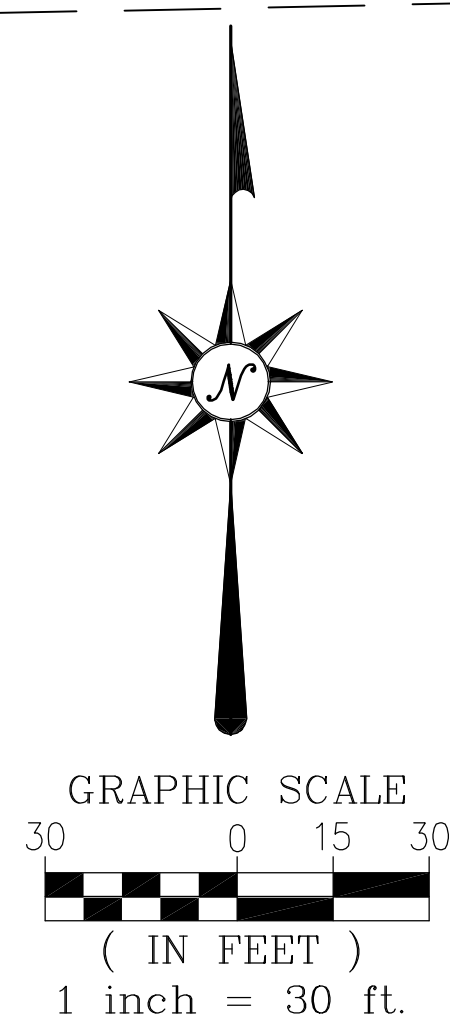
LEGEND

- +770.15 EX. SPOT ELEVATION
 P/L PROPERTY LINE
 R.O.W. RIGHT-OF-WAY
 C/L CENTERLINE
 RCP REINFORCED CONCRETE PIPE
 (15) NO. OF PARKING SPACES
 ☆ EX LIGHT POLE
 [54] SESC KEY NO.

BENCHMARK NO. 1
 NORTH EDGE OF EXISTING
 CONCRETE LIGHT POLE BASE
 ELEVATION=777.72 (NAV DATUM)

BENCHMARK NO. 2
 NORTH EDGE OF EXISTING SANITARY
 SEWER MANHOLE, WEST SIDE OF
 BELSAY ROAD
 ELEVATION=777.29 (NAV DATUM)

BENCHMARK NO. 3
 CHISELED 'X' ON WEST SIDE OF
 LIGHT POLE BASE
 ELEVATION=777.50 (NAV DATUM)

FUTURE EXPANSION
BUILDING

ZONED M-1

59-11-400-021
 LA TERRA DEVELOPMENT
 PARTNERSHIP
 5371 DALY FARMS DRIVE
 BURTON, MI 48509

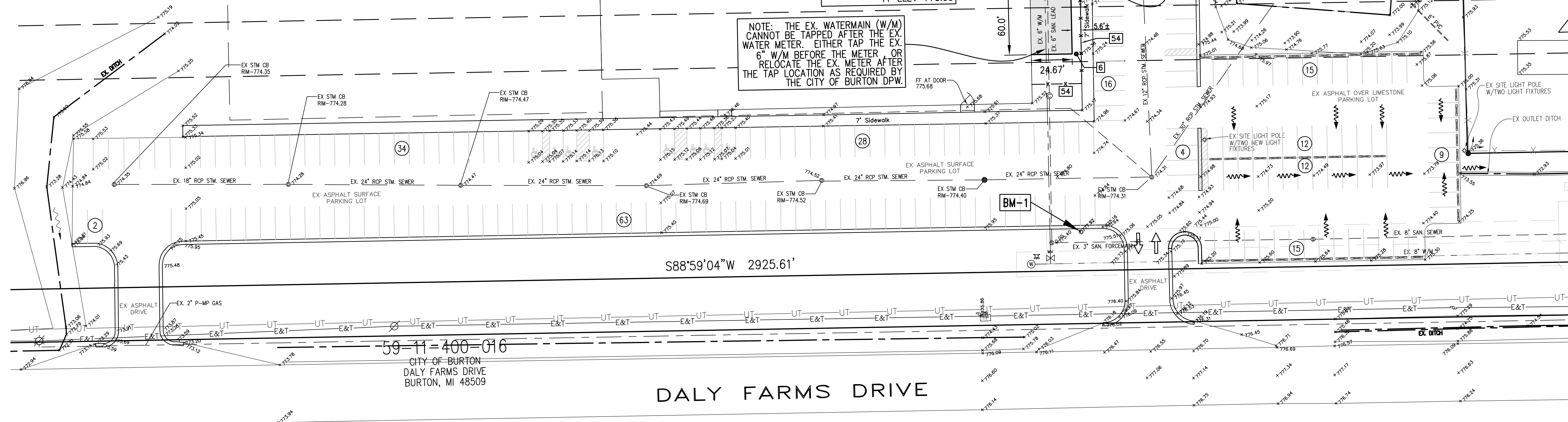
CRYSTAL FIELDHOUSE ICE ARENA
 EXISTING CONC. BLOCK BUILDING
 F.F. = 775.68 (68,186 SFT)

PROPOSED BUILDING ADDITION
 (LOCKER ROOM, SHOWERS, &
 TOILET ROOM) 1,484 SFT
 FF ELEV=775.68

NOTE: THE EX. WATERMAIN (W/M)
 CANNOT BE TAPPED AFTER THE EX.
 WATER METER. EITHER TAP THE EX.
 6" W/M BEFORE THE METER, OR
 RELOCATE THE EX. METER AFTER
 THE TAP LOCATION AS REQUIRED BY
 THE CITY OF BURTON DPW.

EX. RETENTION BASIN
 TOP OF WATER = 774.2±
 BOTTOM OF BASIN = 769.7±
 (AS OF 04.17.2014)

CONST. 5' WIDE BY 4" THICK CONC.
 SIDEWALK SLAB BETWEEN PROP. BLDG
 & EX. SIDEWALK AT PROP. EXTERIOR
 DOOR (SEE SHEET C-4 FOR SIDEWALK
 DETAIL, AND ARCHITECTURAL
 PLANS FOR FOUNDATION DETAIL.)



DALY FARMS DRIVE



Know what's below.
 Call before you dig.

UTILITY NOTE:

ALL UTILITIES AND OTHER EXISTING INFORMATION SHOWN ON THIS DRAWING HAS BEEN OBTAINED FROM EXISTING PLANS. KRAFT ENGINEERING & SURVEYING HAS NOT VERIFIED THE UTILITIES OR OTHER EXISTING INFORMATION BY ACTUAL SURVEY. ALL INFORMATION SHOWN ON THIS DRAWING IS SUBJECT TO AN ACTUAL FIELD SURVEY. THIS DRAWING DOES NOT YET SHOW ALL EXISTING UTILITIES.

NOTE:

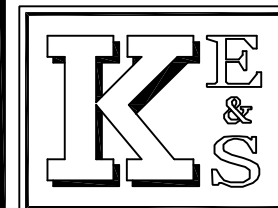
- THIS PROJECT CONSISTS OF THE PROPOSED 1,484 SFT BUILDING ADDITION. NO EXTERIOR IMPROVEMENTS ARE PROPOSED OUTSIDE THIS BUILDING ADDITION, EXCEPT FOR THE PROP. CONC. SIDEWALK SLAB AT THE PROP. EXTERIOR DOOR.
- SEE SHEET C-4 FOR GENERAL CONSTRUCTION NOTES, AND SOIL EROSION & SEDIMENTATION CONTROL (SESC) NOTES

SCALE:
 1"=30'

OWNER/APPLICANT:
LA TERRA DEVELOPMENT PARTNERSHIP
 1307 NORTH BELSAY ROAD
 BURTON, MI 48509
 ATTN: JIM COKLEY
 PHONE: (810) 249-4213



Three full working days
 before you dig, call the
 MISS DIG System at
 1-800-482-7171



PREPARED BY:
KRAFT ENGINEERING & SURVEYING, INC.
 engineers - surveyors - planners
 409 WEST SEVENTH STREET FLINT, MICHIGAN 48503
 PHONE: 810.234.2694 or 810.234.2695 FAX: 810.234.2696
 E-MAIL: MAIL@KRAFTENGINEERING.COM

PROJECT NAME:
**CRYSTAL FIELDHOUSE ICE ARENA
 PROPOSED BUILDING ADDITION**
 5371 DALY FARMS DR, CITY OF BURTON, MICHIGAN, 48509,
 PART OF THE SE 1/4 OF SECTION 11, T7N-R7E, CITY OF BURTON, GENESEE COUNTY, MI

**PROPOSED BUILDING
 ADDITION SITE PLAN**

REVISIONS	DRN. BY:	D.E.P.	07/24/18
	FLD. BY:	S.D.M.	"
	DES. BY:	M.R.P.	"
	APPR. BY:	M.R.P.	"

C-3

KRAFT JOB NO. 2018-23

GENERAL CONSTRUCTION NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2012 MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE LATEST MDOT STANDARD ROAD PLANS, AND THE LATEST CITY OF BURTON ZONING ORDINANCE AND ENGINEERING DESIGN STANDARDS.
2. THE CONTRACTOR SHALL PERFORM ALL WORK NECESSARY TO GRADE THE SITE TO THE GRADES SHOWN ON THE PLANS OR SPECIFIED BY THE ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL EXCAVATION, EMBANKMENT, AND THE FURNISHING AND PLACING OF ALL BORROW MATERIAL REQUIRED TO OBTAIN THE SPECIFIED GRADES.
3. PAVEMENT SUBGRADE PREPARATION: REMOVE ALL ROCKS, DEBRIS, VEGETATION AND TOPSOIL FROM THE AREA TO BE PAVED. SHAPE THE SUBGRADE TO PROPER ELEVATIONS FOR PLACEMENT OF THE PAVEMENT. COMPACT SUBGRADE TO NOT LESS THAN 95% OF MAXIMUM UNIT WEIGHT IN 9 INCH LIFTS IN ACCORDANCE WITH THE MODIFIED PROCTOR T-180 METHOD. THE CONTRACTOR MUST UNDERCUT ANY UNSUITABLE OR UNSTABLE SUBGRADE MATERIAL AND REPLACE IT WITH SUITABLE MATERIAL COMPACTED TO MIN 95% OF MAX UNIT WEIGHT AT THE CONTRACTORS EXPENSE.
4. ALL WORK NECESSARY TO COMPLETE THIS PROJECT SHALL CONFORM TO ALL RELATED CITY OF BURTON CODES AND ORDINANCES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, INSURANCE AND BONDS PRIOR TO CONSTRUCTION, INCLUDING THE PAYMENT OF ANY FEES, REQUIRED BY ANY FEDERAL, STATE, LOCAL, OR PRIVATE ORGANIZATIONS. THE CONTRACTOR MUST OBTAIN A PERMIT FROM THE CITY OF BURTON FOR ALL WORK WITHIN THE WAREHOUSE DRIVE RIGHT-OF-WAY.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DISPOSAL OF SURPLUS OR WASTE MATERIAL.
7. SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE EMPLOYED IN ACCORDANCE WITH THE SOIL EROSION CONTROL PLAN, AND SHALL MEET THE APPROVAL OF THE CITY OF BURTON. CONTRACTOR SHALL OBTAIN A SOIL EROSION & SEDIMENTATION CONTROL PERMIT FROM THE CITY OF BURTON PRIOR TO CONSTRUCTION.
8. ALL LAWN OR TURF AREAS SHALL BE ESTABLISHED WITH TOPSOIL AND APPLICATION OF FERTILIZER, SEED AND MULCH IN ACCORDANCE WITH THE FOLLOWING RATES:

TOPSOIL SURFACE ----- 6 INCHES
CLASS A CHEMICAL FERTILIZER NUTRIENT----- 228 LBS/ACRE
TYPE THM SEEDING----- 220 LBS/ACRE
MULCH----- 2 TONS/ACRE
MULCH BLANKET-----BY THE SQUARE YARD

- ALL MATERIAL SHALL COMPLY WITH THE MDOT STANDARD SPECIFICATIONS. ALL TOPSOIL MUST BE SCREENED ORGANIC SOIL PER MDOT REQUIREMENTS.
9. CONTRACTOR SHALL NOTIFY ALL APPROPRIATE UTILITY COMPANIES PRIOR TO PERFORMING WORK, AND SHALL OBTAIN ANY REQUIRED PERMITS OR APPROVALS PRIOR TO PERFORMING WORK.
10. THREE (3) WORKING DAYS PRIOR TO BEGINNING CONSTRUCTION, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT MISS DIG UTILITY PROTECTION SERVICE (1-800-482-7171) TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR THE PROTECTION OF ALL EXISTING UTILITIES DURING CONSTRUCTION. ALL UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED IN ACCORDANCE WITH THE UTILITY OWNERS REQUIREMENTS.
11. PRIOR TO BEGINNING CONSTRUCTION, THE CONTRACTOR SHALL BE REQUIRED TO EXPOSE ALL EXISTING UTILITIES THAT CROSS THE PROPOSED CONSTRUCTION IN ORDER TO DETERMINE IF A VERTICAL CONFLICT EXISTS BETWEEN THE EXISTING UTILITY AND THE PROPOSED CONSTRUCTION. ALL LABOR AND EQUIPMENT REQUIRED TO UNCOVER THE EXISTING UTILITY SHALL BE CONSIDERED AS BEING INCLUDED IN THE COST OF CONSTRUCTION. THE CONTRACTOR SHALL VERIFY THE DEPTH AND HORIZONTAL LOCATIONS OF ALL UTILITIES IN SUFFICIENT TIME SUCH THAT ANY CONFLICTS CAN BE RESOLVED BEFORE WORK IS STARTED IN THAT PORTION OF THE PROJECT. THE CONTRACTOR SHALL ARRANGE FOR THE VARIOUS UTILITY OWNERS TO LOCATE, REMOVE AND REPLACE, OR RELOCATE THEIR FACILITIES IF THEY CONFLICT WITH THE PROPOSED CONSTRUCTION. ALL COST FOR THIS WORK SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
12. PRIOR TO BIDDING THE CONTRACTOR AND SUBCONTRACTORS SHALL MAKE A PERSONAL INVESTIGATION OF THE SITE AND EXISTING SURFACE AND SUBSURFACE CONDITIONS. THE CONTRACTOR IS RESPONSIBLE TO ACQUAINT THEMSELVES WITH CONDITIONS OF THE WORK AREA. THE CONTRACTOR IS ADVISED TO DETERMINE THE SUBSURFACE SOIL AND GROUND WATER CONDITIONS. DEWATERING, IF DETERMINED NECESSARY BY THE ENGINEER, WILL BE INCIDENTAL TO THE COST OF CONSTRUCTION.
13. ALL FILL ON THE PROPERTY SHALL BE ADEQUATELY COMPACTED BY ROLLING TO PRODUCE A SURFACE SATISFACTORY FOR THE PROPER INSTALLATION OF THE PROPOSED WORK. BEFORE COMMENCING PAVING WORK, THE PAVING CONTRACTOR MUST MAKE CERTAIN THAT THE SURFACES TO BE COVERED ARE IN PROPER CONDITION. SURFACES NOT ACCEPTABLE SHALL BE REPORTED TO THE OWNER IMMEDIATELY. THE APPLICATION OF PAVING MATERIALS SHALL BE HELD TO BE AN ACCEPTANCE OF THE SURFACES AND WORKING CONDITIONS BY THE PAVING CONTRACTOR WHO WILL BE HELD RESPONSIBLE FOR THE RESULTS.
14. THE CONTRACTOR SHALL REMOVE ALL EXISTING STRUCTURES, TREES, BRUSH, FENCES, SLABS, DRIVEWAYS AND/OR SIDEWALKS THAT ARE AFFECTED BY THE PROPOSED WORK. VISIT SITE TO DETERMINE EXTENT OF REMOVAL WORK WHICH MAY OR MAY NOT BE SHOWN ON PLANS.
15. THE CONTRACTOR MUST PROVIDE ALL MEASURES REQUIRED FOR TRAFFIC CONTROL DURING CONSTRUCTION AS REQUIRED BY THE CITY OF BURTON, AND IN ACCORDANCE WITH ALL APPLICABLE REQUIREMENTS OF THE 2011 EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AS AMENDED, AND SECTION 812 OF THE 2012 M.D.O.T. STANDARD SPECIFICATIONS FOR CONSTRUCTION. THE CONTRACTOR MUST PLACE PLASTIC DRUMS, TEMPORARY SIGNING, LIGHTED ARROWS, YELLOW CONSTRUCTION WARNING TAPE, AND ANY OTHER MEASURES REQUIRED TO PROTECT THE PUBLIC DURING CONSTRUCTION.
16. THE CONTRACTOR SHALL CONTROL NOISE, CARRY OUT A PROGRAM OF DUST CONTROL, AND SHALL ALLOW NO ON-SITE BURNING, WITHOUT APPROVAL FROM LOCAL FIRE DEPARTMENT.
17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER DISPOSAL OF ALL EXCESS SOIL, MATERIAL, AND AND DEBRIS FROM THE CONSTRUCTION OF THIS PROJECT AT THE CONTRACTORS EXPENSE.

SOIL EROSION AND SEDIMENTATION CONTROL NOTES

1. THE CONTRACTOR SHALL SUBMIT A DETAILED SOIL EROSION AND SEDIMENTATION CONTROL PLAN AND OBTAIN AN ACT 451 PART 91, SOIL EROSION AND SEDIMENTATION CONTROL PERMIT. THIS INCLUDES THE PAYMENT OF FEES AND THE PROVIDING OF NECESSARY BONDS. NO EARTH CHANGES OR EXCAVATION SHALL BE STARTED PRIOR TO THE ISSUANCE OF THIS PERMIT. THE CONTRACTOR SHALL PROTECT ALL EXISTING AND PROPOSED STORM SEWER FACILITIES ON AND ADJACENT TO THE SITE DURING EXCAVATION AND CONSTRUCTION. ALL SEDIMENT SHALL BE CONTAINED ON SITE. ANY SILT IN COUNTY DRAINS, STORM SEWER, CULVERTS, ETC. AS A RESULT OF THIS PROJECT, SHALL BE REMOVED BY THE CONTRACTOR AT THE COST OF THE CONTRACTOR.
2. ALL SOIL EROSION AND SEDIMENTATION CONTROL WORK SHALL CONFORM TO ALL APPLICABLE REQUIREMENTS OF THE CITY OF BURTON. THE CONTRACTOR SHALL OBTAIN A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT FROM THE CITY OF BURTON PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COSTS.
3. SOIL EROSION AND SEDIMENTATION CONTROL MEASURES MUST BE PLACED PRIOR TO OR AS THE FIRST STEP IN CONSTRUCTION. SEDIMENT CONTROL PRACTICES WILL BE APPLIED AS A PERIMETER DEFENSE AGAINST ANY TRANSPORTING OF SILT OFF THE SITE.
4. CONTRACTOR SHALL PLACE AND MAINTAIN ALL TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES AS REQUIRED BY THE THE GCDC-WWS, AND AS SHOWN ON THESE PLANS. CONTRACTOR SHALL REMOVE TEMPORARY MEASURES AS SOON AS ALL PERMANENT EROSION CONTROL MEASURES HAVE BEEN COMPLETED AND APPROVED BY THE CITY OF BURTON.
5. EROSION AND ANY SEDIMENT CREATED FROM WORK ON THIS SITE SHALL BE CONTAINED ON THE SITE AND NOT ALLOWED TO COLLECT ON ANY OFF-SITE AREAS OR IN ANY DRAINAGE FACILITIES. DRAINAGE FACILITIES INCLUDE BOTH NATURAL AND MAN-MADE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES, AND PONDS.
6. ALL MUD, DIRT, AND DEBRIS TRACKED ONTO EXISTING ROADS FROM THIS SITE SHALL BE PROMPTLY REMOVED BY THE CONTRACTOR. ALL MUD, DIRT, AND DEBRIS TRACKED OR SPILLED ONTO PAVED SURFACES WITHIN THIS SITE SHALL BE PROMPTLY REMOVED BY THE CONTRACTOR.
7. CONTRACTOR MUST IMPLEMENT APPROPRIATE MEASURES AS REQUIRED TO CONTROL DUST AT ALL TIMES, AS APPROVED BY THE CITY OF BURTON.
8. DAILY INSPECTIONS SHALL BE MADE BY THE CONTRACTOR TO DETERMINE EFFECTIVENESS OF EROSION AND SEDIMENT CONTROL MEASURES, AND ANY NECESSARY REPAIRS SHALL BE PERFORMED WITHOUT DELAY.
9. FAILURE TO COMPLY WITH ALL APPLICABLE SOIL EROSION AND SEDIMENTATION CONTROL REQUIREMENTS MAY RESULT IN WORK STOPPAGE BY THE CITY OF BURTON.
10. CONTRACTOR MUST IMMEDIATELY HAUL AWAY ALL EXCAVATED DIRT TO AN APPROVED OFF SITE LOCATION, OR TEMPORARILY STORE THE MATERIAL ON THE SITE AS APPROVED BY CITY OF BURTON. ALL STORED MATERIAL MUST BE PROTECTED TO PREVENT EROSION.
11. THE CONTRACTOR MUST PROVIDE A WRITTEN SCHEDULE INDICATING THE TIMING AND SEQUENCING OF ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES AND CONSTRUCTION ITEMS, INCLUDING THE INSTALLATION OF ALL PERMANENT SOIL EROSION AND SEDIMENTATION CONTROL MEASURES.
12. LESS THAN 0.10 ACRES WILL BE DISTURBED BY CONSTRUCTION OF THIS PROJECT, THEREFORE A NPDES STORM WATER DISCHARGE PERMIT WILL NOT BE REQUIRED.

SOIL EROSION AND SEDIMENTATION CONTROL MAINTENANCE NOTES

1. FILTER BARRIERS SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING ANY PROLONGED RAINFALL. ANY REQUIRED REPAIRS SHALL BE MADE IMMEDIATELY.
2. IF THE FABRIC DECOMPOSES OR BECOMES INEFFECTIVE PRIOR TO THE END OF THE EXPECTED USABLE LIFE, AND THE BARRIER IS STILL REQUIRED, THE FABRIC SHALL BE REPLACED PROMPTLY.
3. ALL TEMPORARY EROSION CONTROL MEASURES SHALL BE CLEANED AND MAINTAINED AS REQUIRED SUCH THAT THE MEASURES ARE EFFECTIVE AND IN PROPER WORKING ORDER AT ALL TIMES.
4. ALL MUD/DIRT TRACKED ONTO ROADS OR THE PARKING LOT FROM THE SITE DUE TO CONSTRUCTION, SHALL BE PROMPTLY REMOVED BY THE CONTRACTOR.
5. ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES, BOTH PERMANENT AND TEMPORARY, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

SESC CONSTRUCTION SEQUENCE

1. PLACE ALL TEMPORARY SOIL EROSION CONTROL MEASURES AS PER THIS PLAN.
2. PERFORM ALL EXCAVATION WORK.
3. CONSTRUCT ALL PROPOSED IMPROVEMENTS IN ACCORDANCE WITH THE SITE PLANS.
4. PLACE TOPSOIL, FERILITZER, SEED, AND MULCH TO RESTORE ALL PROPOSED TURF AREAS.
5. REMOVE ALL TEMPORARY SOIL EROSION CONTROL MEASURES AFTER ALL SITE CONSTRUCTION HAS BEEN COMPLETED, AND ALL NEW TURF AREAS HAVE BEEN ESTABLISHED.
6. CONTRACTOR SHALL KEEP STREET AND PAVEMENT CLEAN AT ALL TIMES, AND PREVENT DUST POLLUTION.

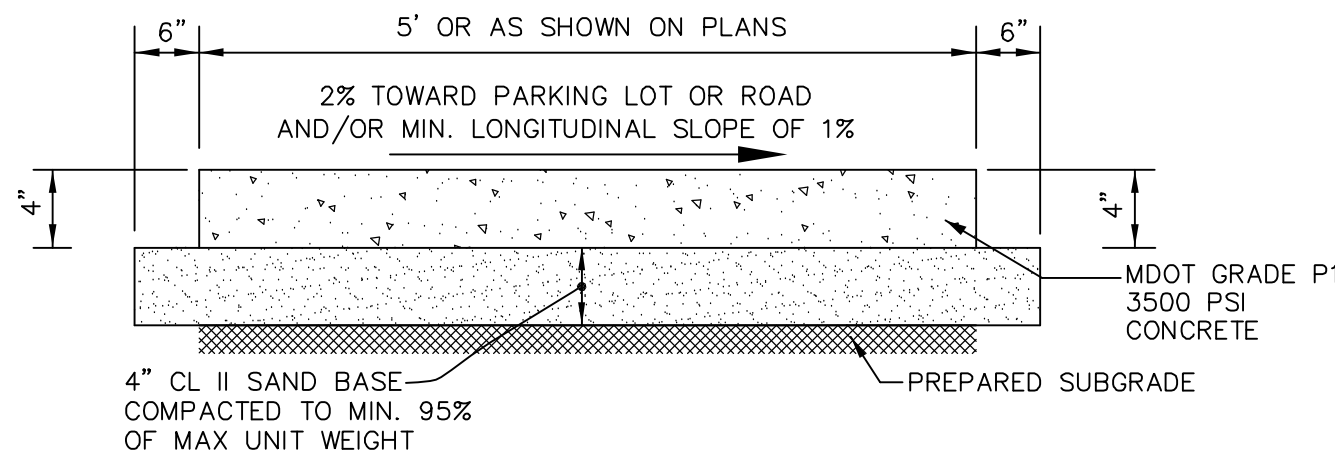
MICHIGAN UNIFIED KEYING SYSTEM SOIL EROSION CONTROL

KEY	DETAIL	CHARACTERISTICS
6		FACILITATES ESTABLISHMENT OF VEGETATIVE COVER EFFECTIVE FOR DRAINAGEWAYS WITH LOW VELOCITY EASILY PLACED IN SMALL QUANTITIES BY INEXPERIENCED PERSONNEL SHOULD INCLUDE PREPARED TOPSOIL BED
36		COLLECTS HIGH VELOCITY CONCENTRATED RUNOFF MAY USE FILTER CLOTH OVER INLET
54		USES GEOTEXTILE FABRIC AND POSTS OR POLES EASY TO CONSTRUCT AND LOCATE AS NECESSARY

GENESEE COUNTY DRAIN COMMISSIONER –
DIVISION OF WATER & WASTE SERVICES
(GCDC-WWS) TEN STANDARD NOTES:

- * 1. **EXTENSION OF PUBLIC UTILITIES:** All public sanitary sewer and/or watermain SHALL be extended to the furthest limits of the property, including corner lots, with the pipe size and material approved by GCDC-WWS. This is necessary for plan approval. For water service of 1" or less or a building on a corner lot, the requirements to extend the public watermain and/or sanitary sewer along both property lines will be reviewed. Final determination shall be made by GCDC-WWS.
- * 2. **WATERMAIN LOOPING:** All public watermain shall be looped whenever possible. The pipe sizing shall be approved by GCDC-WWS.
3. **INDUSTRIAL PRETREATMENT PROGRAM (IPP):** This permit is required for all commercial and industrial discharges. The OWNER shall obtain an Industrial Pretreatment Discharge Permit prior to the issuance of a Sewer Connection Permit. Industrial Discharge Permits are non-transferable. Changes in facility use will require a new Industrial Discharge Permit.
4. **SOIL EROSION:** The DEVELOPER shall submit a detailed Soil Erosion and Sedimentation Control plan and obtain an Act 451 Part 91, Soil Erosion and Sedimentation Control permit. This includes the payment of fees and the providing of necessary bonds. No earth changes or excavation shall be started prior to the issuance of this permit. The DEVELOPER shall protect all existing and proposed storm sewer facilities on and adjacent to the site during excavation and construction. All sediment shall be contained on site. Any silt in county drains, storm sewer, culverts, etc. as a result of this project, shall be removed by the DEVELOPER at the cost of the DEVELOPER.
- * 5. **FLOOD PLAIN OR WETLAND CONSTRUCTION:** The DEVELOPER shall apply to the Michigan Department of Environmental Quality for a permit for the alteration and/or occupation of a flood plain or floodway, as required under PA 451. Evidence of this permit may be required prior to plan approval by GCDC-WWS.
- * 6. **NPDES STORM WATER DISCHARGE PERMIT:** The owner of the property shall obtain a NPDES Storm Water Discharge permit for construction activities from MDEQ as required under Public Act 451. The notice of coverage form shall be submitted through GCDC-WWS with the Soil Erosion Control permit application. All MDEQ fees shall accompany the Notice of Coverage. Evidence of this permit may be required prior to plan approval by GCDC-WWS.
- * 7. **GENESEE COUNTY PERMIT TO CONSTRUCT A PUBLIC UTILITY:** After the approval of this preliminary plat or site plan, the DEVELOPER shall submit a detailed plan for construction of all public sanitary sewer and watermain. The plans must have GCDC-WWS approval, a S-permit issued, and approval from the MDEQ prior to beginning construction.
- * 8. **CITY OF BURTON ROAD RIGHT-OF-WAY PERMIT:** The contractor shall obtain a permit from the City of Burton DPW to perform work within the City of Burton Road Right-of-Way. All fees for the permit, bonds and insurances are the responsibility of the contractor.
9. **MUNICIPALITY SANITARY SEWER AND WATER PERMIT:** Prior to the issuance of a building permit by the local municipality, the developer shall be required to obtain a sanitary sewer and/or water tap-in permit from the local municipality, if authorized, or the GCDC-WWS.
- * 10. **STATE CONSTRUCTION PERMITS:** The sanitary sewer and watermain construction permit application from the Michigan Department of Environmental Quality (MDEQ) shall be submitted to the MDEQ after receiving approval from GCDC-WWS. Construction shall not begin until these state permits are issued.

*NOT APPLICABLE THIS PROJECT



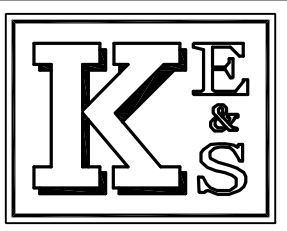
STANDARD SIDEWALK DETAIL
(WHERE SHOWN ON PLANS)

KES JOB NO. 2018-23

SCALE: NONE	OWNER/APPLICANT: LA TERRA DEVELOPMENT PARTNERSHIP 1307 NORTH BELSAY ROAD BURTON, MI 48509 ATTN: JIM COKLEY PHONE: (810) 249-4213
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Three full working days
before you dig, call the
MISS DIG System at
1-800-482-7171



PROJECT NAME: CRYSTAL FIELDHOUSE ICE ARENA PROPOSED BUILDING ADDITION 5371 DALY FARMS DR, CITY OF BURTON, MICHIGAN, 48509, PART OF THE SE 1/4 OF SECTION 11, T7N-R7E, CITY OF BURTON, GENESEE COUNTY, MI
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GENERAL CONSTRUCTION NOTES, SOIL EROSION & SEDIMENTATION CONTROL NOTES, & DETAILS
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REVISIONS	DRN. BY:	D.E.P.	07/24/18	SHEET NO:
	DSN. BY:	M.R.P.	"	C-4
	CHKD. BY:	M.G.M.	"	
	APPR. BY:	M.R.P.	"	



City of Burton
 Department of Public Works
 4093 Manor Drive
 Genesee County, Burton, Michigan 48519
 (810) 742-9230



APPLICATION FOR ZONING REVIEW

DATE FILED: 7/16/18

FEE: \$40.00

RECEIPT NO: Cash

CHECK NO: Cash

SPR #: 18-39

PLEASE PRINT

DATE: _____

APPLICANTS NAME: Autoplace Inc.

APPLICANTS ADDRESS: 5053 E Courtst Suite F

APPLICANTS PHONE NO: (810) 656-3702

PROPOSED NAME OF BUSINESS: Autoplace Inc.

PROPOSED TYPE OF BUSINESS: 5053 E Court st Suite F Dealer

SITE ADDRESS: _____

USE OF STRUCTURE: Office. Auto Wholesaler.

SQ FOOTAGE OF PROPERTY: _____

SQ FOOTAGE OF STRUCTURE: _____

NUMBER OF EMPLOYEES/SEATS: _____

APPLICANTS SIGNATURE: [Signature]

*** ALSO ATTACH A FLOOR PLAN OF THE EXISTING AND PROPOSED BUSINESS.

Attachment: Back up 18-39 (3998 : SPR #18-39)



City of Burton
 Department of Public Works
 4093 Manor Drive
 Genesee County, Burton, Michigan 48519
 (810) 742-9230



APPLICATION FOR ZONING REVIEW

DATE FILED: 7-23-18

FEE: \$40.00

RECEIPT NO: fa

CHECK NO: _____

SPR #: 18-41

PLEASE PRINT

DATE: 7-23-18

APPLICANTS NAME: Robert Curtis

APPLICANTS ADDRESS: 1029 Windrow Ct. Burton, MI 4850

APPLICANTS PHONE NO: 810-845-6249

PROPOSED NAME OF BUSINESS: Spirit Halloween

PROPOSED TYPE OF BUSINESS: Seasonal retail

SITE ADDRESS: 1245 S. Center rd Burton, MI 48509

USE OF STRUCTURE: retail Business

SQ FOOTAGE OF PROPERTY: _____

SQ FOOTAGE OF STRUCTURE: 7,000 sq ft.

NUMBER OF EMPLOYEES/SEATS: _____

APPLICANTS SIGNATURE: Robert Curtis

*** ALSO ATTACH A FLOOR PLAN OF THE EXISTING AND PROPOSED BUSINESS.

Attachment: Back up 18-41 (4000 : SPR #18-41)

CITY OF BURTON PLANNING COMMISSION BYLAWS AND RULES OF PROCEDURES

1. AUTHORITY

These rules of procedures are adopted by the City of Burton Planning Commission (herein referred to as the Commission), pursuant to Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act (Public Act 110 of 2006, as amended, the Michigan Zoning Enabling Act) and Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

2.1 Selection. At the January meeting the Commission shall select from its membership a chairperson and vice-chairperson who shall serve for a twelve month period and who shall be eligible for reelection. The City Clerk will choose board Secretary.

2.2 Duties. A chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chairperson shall act in the capacity of the chairperson in the event of a vacancy in that office, in which case the Commission shall select a successor to the office of vice-chairperson at the earliest practicable time. The secretary shall be responsible for signing the official minutes of the meeting. The Secretary will be the designated employee from the City of Burton Clerk's office, and shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering communications, petitions, reports, and related items of business of the Commission, issuing notices of public hearings, and performing related administrative duties to assure efficient and informed Commission operations.

2.3 Tenure. The officers shall take office at the meeting at which they are elected. They shall hold their office for a term of one year from January to December, or until their successors are elected and assume office.

3. MEETINGS

3.1 Meeting Notices. All meetings shall be posted at the Burton City Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.

3.2 Regular Meeting. Regular meetings of the Commission shall be held monthly the second Tuesday of each month. The dates and times shall be posted at the City of Burton and a notice should be published in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted within 3 days after the meeting at which the change is made. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable dates in the same month, in accordance with the Open Meetings Act.

MEETINGS (continued)

3.3 Special Meetings. A special meeting may be called by two members of the Planning Commission upon written request to the Secretary or by the Chairperson. The business which the Planning Commission may perform shall be conducted at a public meeting of the Planning Commission held in compliance with the Open Meetings Act. Public notice of the time, date, and place of the special meeting shall be posted at least 18 hours before the meeting and the Secretary shall ensure that written notice of a special meeting is provided to Commission members not less than 48 hours in advance of the meeting.

3.4 Quorum. In order for the Planning Commission to conduct business or take any official action, a quorum consisting of the majority of the members of the Commission shall be present. When a quorum is not present, no official action, except for closing of the meeting may take place. The members of the Commission may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall *be* scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.

3.5 Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinances cited in Section 1. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedures:

- A. The public hearing will be opened.
- B. Presentation by applicant.
- C. The public shall be invited to speak on the matter. Each speaker will be asked to give their name and address for the record. Each speaker shall be limited to 3 minutes.
- D. Following the public comment, the Planning Commission will close the public hearing portion of the meeting. Staff reports if any shall be presented and or a recommendation made to approve or deny the applicant request.
- E. The Commission members will discuss the matter, and may ask questions of the staff, applicant or members of the public and take whatever action is appropriate.

3.6 Motions. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.

MEETINGS (continued)

3.7 Voting. An affirmative vote of the majority of those Commission members present for the conduct of business shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be voice vote for such items as approval of the minutes and approval of the agenda, however, roll call votes will be required for all votes related to a decision on a site plan, Special Use Permit, the City of Burton Land Use/Master Plan or a zoning amendment. Furthermore, a roll call can also be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters. A member may be excused from voting only if that person has a bona fide conflict of interest as recognized by the majority of the remaining members of the Commission. A member may request to be excused from voting. That request shall be made before the consideration of the matter. The member shall reveal the basis for the potential conflict and the remainder of the Commission shall vote to find that is, or is not a conflict. A member may also request that the Planning Commission find by majority vote that another member has a conflict of interest and should be prohibited from voting. (The Planning Commission representative on the ZBA may not participate in a public hearing on, or a vote on a matter that the member voted on as a member of the Commission. However the member could vote on other unrelated matters involving the same property.) Any member abstaining from a vote shall not participate in the discussion of that item and shall leave the room while the issue is being discussed and voted on.

3.8 Order of Business. A written agenda for all regular meetings shall be prepared as follows:

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Minutes
- D. Public Hearings
- E. Unfinished Business
- F. New Business
- G. Public Comments and Communications Concerning Items Not on the Agenda. Each Speaker Will Be Limited To **3 Minutes**.
- H. Any other Business / on-going business

A written agenda for special meetings shall be prepared and followed, however, the form as enumerated above shall not be necessary.

MEETINGS (continued)

3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with general accepted parliamentary procedure, as governed by "Robert's Rules of Order",

4. MINUTES

4.1 Planning Commission minutes shall be prepared by the Recording Secretary of the Clerk's office or designee. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. The minutes of a public hearing shall include an identification of each member of the public who spoke and a summary of their comments. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be deposited with the City Clerk when they become available

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

5.1 All meetings of the Commission shall be opened to the public and held in a place available to the general public.

5.2 All deliberations and decisions of the Commission shall be made at a meeting open to the public.

5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters under the rules established in Section 3.8 to the extent that they are applicable

5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.

5.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

6. AMENDMENTS

These rules may be amended by the Commission by a concurring vote pursuant to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.

7. DUTIES OF PLANNING COMMISSION

- 7.1 Act on all action items or requests brought before this Commission.
- 7.2 Attend training sessions, conferences or meetings as needed to fulfill one's duties and for which there is approved funds available.
- 7.3 Generation and adoption of a Master Plan which must be reviewed and updated every 5 years.
- 7.4 Preparation of an annual report to Mayor and City Council.
- 7.5 Members of the Planning Commission may conduct site visits in order to evaluate application requests. Site visits shall be conducted individually. Members shall have and be available to present photo identification as provided by the City.

8. ABSENCES, REMOVALS, RESIGNATIONS, AND VACANCIES

- 8.1 In order to be excused from a scheduled meeting, members of the Planning Commission shall notify the Chairperson, or Clerk's office at least 24 hours in advance of when they intend to be absent from that meeting. Failure to make this notification prior to 24 hours of the meeting shall result in an unexcused absence.
- 8.2 Members of the Planning Commission may be removed by the Mayor with approval of City Council after written charges have been prepared and a hearing conducted, for nonperformance of duty, misconduct in office. Or upon failure to declare a conflict of interest for purposes of this Section, nonperformance of duty shall mean three (3) or more consecutive, unexcused absences.
- 8.3 A member may resign from the Planning Commission by sending a letter of resignation to the President of the Council, or Mayor.
- 8.4 Vacancies shall be filled by the Mayor with City Council approval within one (1) month of resignation or removal of a member of the Planning Commission. Successors shall serve out of unexpired term of the member being replaced.

These By-Laws and Rules of Procedures are adopted on this _____ by The
City of Burton Planning Commission

Paula Zelenko, Mayor

Date

Bette Bigsby, Acting Clerk

Date