



CITY OF BURTON
BURTON PLANNING COMMISSION MEETING
AUGUST 15, 2017
AGENDA

Council Chambers

Regular Meeting

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. STAFF PRESENT

D. APPROVAL OF MINUTES

1. Planning Commission - Workshop - Jun 6, 2017 10:00 AM
2. Planning Commission - Regular Meeting - Jun 13, 2017 5:00 PM
3. Planning Commission - Workshop - Aug 1, 2017 10:00 AM

E. SITE PLAN REVIEW

1. SPR #17-35

By: Greg Lautzenheiser (L&A Architects)
2430 Rochester Court
Troy, MI 48083

Re: 2445 S. Center Rd. Burton, MI 48519
59-22-300-023, C-2 Zoned

For: 800 sq ft addition to dining area

2. SPR #17-36

By: CTI – Communications Tech Inc.
5479 Lapeer Rd.
Burton, MI 48509

Re: 5479 Lapeer Rd. Burton, MI 48509
59-14-526-010 C-2 Zone

For: Addition

F. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #17-29

By: Budd's Wholesale

5053 E. Court St.
Burton, MI 48509

Re: 5053 E. Court St. Burton, MI 48509

For: New tenant in existing wholesale dealer

2. SPR #17-30

By: Todd Reid
5349 Lippincott Blvd.
Burton, MI 48519

Re: 6149 Lapeer Rd. Burton, MI 48509

For: Construction Office

3. SPR #17-31

By: Anrika Michigan, Inc.
5053 E. Court St.
Burton, MI 48509

Re: 5053 E. Court St. Burton, MI 48509

For: New tenant in existing wholesale dealer

4. SPR #17-32

By: Curtis Stanke
2494 Oakridge
Flint, MI 48507

Re: 4130 Flint Asphalt Dr. Burton, MI 48529

For: Construction less than 2% for a 1,440 sq ft cold storage building

5. SPR #17-33

By: Saher's Market
3280 Lippincott Blvd.
Burton, MI 48519

Re: 3280 Lippincott Blvd.
Burton, MI 48519

For: Change of ownership- Market

6. SPR #17-34

By: Dollar General
100 Misson Ridge
Goodlettsville, TN 37072

Re: 1181 E. Bristol Rd. Burton, MI 48529

For: Change of Ownership – Retail

G. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Planning Commission. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

H. BOARD DISCUSSION

1. Master Plan Review



CITY OF BURTON PLANNING COMMISSION

MINUTES

JUNE 6, 2017

Community Room

Workshop

10:00 AM

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

This meeting was opened by Chairman Deb Walton at 10:00 AM.

A. CALL TO ORDER

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

B. STAFF PRESENT

Amber Abbey, Deputy Planning/Zoning

Racheal Boggs, Deputy Clerk

C. AUDIENCE PARTICIPATION

None.

D. BOARD DISCUSSION

1. Master Plan Workshop

Mr. Piggot presented the current Future Land Use (FLU) and Zoning District maps. He identified suggested changes to the FLU classification and zoning districts.

The Planning Commission made the following decisions:

Remove the word "residential" from the classification Open Space Residential
 Keep Low Density Residential
 Divide Multiple Family Residential into 3 classifications: RM, HRM and RM1
 Potentially rename RM1
 Combine SE, R1A and R1B
 Differentiate between Local, General and Highway zoning
 Create new classification: DDA Overlay (Central Business District)
 Eliminate Vehicle Parking as a classification
 Eliminate Developmental as a classification
 Add Planned Unit Development (PUD) zoning district

Mr. Piggot also recommended the following:

- Include non-motorized routes into drawing
- Summarize and incorporate DDA Visioning Plan, Parks & Recreation Plan, DWRP

- project, SAW Grant implementation and TIP Plan recommendations
- Incorporate into implementation plan: reduce split parcels and update zoning map accordingly

The next Planning workshop will be on August 1, 2017 at 10:00 AM.

Minutes Acceptance: Minutes of Jun 6, 2017 10:00 AM (Approval of Minutes)



CITY OF BURTON
BURTON PLANNING COMMISSION MEETING
JUNE 13, 2017
MINUTES

Council Chambers

Regular Meeting

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

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

C. STAFF PRESENT

Amber Abbey, Deputy Planning/Zoning

Racheal Boggs, Deputy Clerk

D. APPROVAL OF MINUTES

1. Planning Commission - Workshop - Apr 4, 2017 9:00 AM

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

2. Planning Commission - Regular Meeting - May 9, 2017 5:00 PM

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

3. Planning Commission - Workshop - May 17, 2017 10:00 AM

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

E. SITE PLAN REVIEW

1. SPR #17-25

By: Ellen Selle of GPD professional Corp on behalf of Taco Bell
520 S. Main St. Suite 2531
Akron, OH 44311

Re: 1176 N. Belsay Rd. Burton, MI 48509
59-12-551-001 / C-2 Zone

For: Addition for freezer

Ellen Selle of GPD Professional Corporation is here representing Taco Bell. This is a freezer/cooler addition. Other work will include ADA improvements to parking area and sidewalks.

Mrs. Abbey stated Taco Bell has been there a long time and we welcome any improvements to our existing businesses so we recommend approval.

Motion to Approve the Addition of a Freezer to Existing Building.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Johnson, Commissioner
SECONDER:	Vaughn Smith, Councilman
AYES:	Smith, Johns, Walton, Johnson
EXCUSED:	Benthall, Gorang, White

F. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #17-23

By: Elvita Weber
4095 Howe Rd.
Grand Blanc, MI 48439

Re: 4095 Howe Rd. Grand Blanc, MI 48439

For: Home Occupation - Salon

Minutes Acceptance: Minutes of Jun 13, 2017 5:00 PM (Approval of Minutes)

2. SPR #17-24

By: Doug Grover
4249 Lippincott Blvd.
Burton, MI 48519

Re: 5470 Lapeer Rd. Burton, MI 48519

For: Patio with outdoor seating

Mr. Johnson asked if this patio is referring to the grassy area out front of the brewery and will this effect the sidewalk.

Mrs. Abbey stated there is an existing cement slab where he will have picnic tables and a fence and it will not effect the sidewalk.

3. SPR #17-26

By: Dan Burnham Jr.
3256 Iron St.
Burton, MI 48529

Re: 3256 Iron St. Burton, MI 48529

For: Parking Lot Addition

Mrs. Walton asked if they will be bringing in more trucks.

Mrs. Abbey stated this is only for a parking lot addition with drainage improvements.

4. SPR #17-27

By: Scott Larson Auto Group
3234 Associates Dr.
Burton, MI 48529

Re: 4199 Davison Rd. Suite C Burton, MI 48509

For: Wholesale Auto in Existing Site

Mrs. Walton asked if this is part of the Best Company.

Mrs. Abbey said yes. They are renting a suite within that building for office space.

5. SPR #17-28

By: Clarence Kelly
1317 Kearsley Park
Flint, MI 48506

Re: 5006 Lapeer Rd. Unit 2 Burton, MI 48509

For: Restaurant

G. AUDIENCE PARTICIPATION

None.

H. BOARD DISCUSSION

Board discussion on residential and business development in the city.

The next regular Planning Commission meeting is scheduled for July 11, 2017 at 5:00 PM.
There is a Master Plan Workshop on August 1, 2017 at 10:00 AM in the City Hall Community Room.

Meeting was adjourned at 5:15 PM.

Minutes Acceptance: Minutes of Jun 13, 2017 5:00 PM (Approval of Minutes)



CITY OF BURTON PLANNING COMMISSION

MINUTES

AUGUST 1, 2017

Community Room

Workshop

10:00 AM

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

This meeting was opened by Chairman Deb Walton at 10:00 AM.

A. CALL TO ORDER

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

B. STAFF PRESENT

Paula Zelenko, Mayor
Amber Abbey, Planning/Zoning
Bob Slattery, DPW Director

Rik Hayman, Chief of Staff
Steve Phillips, IT Director
Racheal Boggs, Deputy Clerk

C. AUDIENCE PARTICIPATION

Joel Newport and Mike Nowlin from GUD Marketing gave a presentation on the City of Burton Slogan Development.

D. BOARD DISCUSSION

Mr. Piggot stated the purpose of today's meeting is to go over the Strategic Implementation Plan which is the final section of the Master Plan project. This is where you identify what you are going to do among all the different implementation strategies. If appropriate, you will identify them within a 5 year period meaning over the next 5 years, these activities will be undertaken as a way of moving the goals and objectives of the Master Plan forward. This will give you a preliminary time table. After the plan is adopted, every meeting you revisit this in regards to where things are. Every year, you prepare an annual report to the City Council and this can be used as part of that report.

1. Master Plan Presentation

The Planning Commission made the following decisions regarding the responsible party and time frame for the city Master Plan strategies:

- Evaluate and develop a complete street plan: years 1-2
- Create a non-motorized transportation plan: years 2-3
- Establish a sidewalk assessment process to fund sidewalk maintenance: year 4
- Leverage state and federal grants to provide financing for affordable senior housing: years 2-3
- Incorporate sidewalks/improvements into street improvement projects in compliance

- with non-motorized and complete street plans: year 4
- Address traffic and other infrastructure concerns that effect the accessibility and attractiveness of business districts: years 1-2
- Continue strict enforcement of the building and property maintenance codes: years 1-5 (ongoing)
- Establish a program to help with facade improvements of businesses and/or residential homes, particularly along major thoroughfares as funding sources are identified: year 4
- Address sidewalk maintenance and snow clearing by more enforcement of the applicable city code provisions: years 1-5 (ongoing)
- Evaluate sidewalk improvements regarding the needs of schools: years 3-4
- Expand promotion of semi-annual community clean-up days and other similar activities by city agencies: years 2-3
- Establish a public/private partnership with the owners of Courtland Center to promote revitalization/redevelopment: years 1-5
- Provide more resources to the DPW for enforcement and inspectors: years 1-5
- Following 1 year of implementation of the new Ordinance Chapter 153: Signs, review and make necessary changes to address location, aesthetic requirements, brightness and repair/maintenance of signs- years 2-3
- Create a paint program through non-profit organizations, coordinated by the city: years 1-2 Note: Coordinating Committee to be formed and name created
- Promote an annual community pride day devoted to the beautification of public spaces: years 1-2
- Develop a one-stop web page for business wishing to locate in the city: year 1 and add the Chamber of Commerce as a responsible party
- Develop Marketing materials to promote the location of new business in the city: year 1 and add market Master Plan strategies
- Create a business incubator space for young entrepreneurs: years 1-2 and add the Junior Chamber (JC's) as a responsible party
- Amend the Visioning Plan to allow the DDA to obtain blighted properties: year 3
- Planning Commission will work with the ZBA on issues regarding sidewalk requirements: years 1 and 3 (revisit after complete streets)
- Establish a Safe Routes to School (SR2S) Committee: year 2 and add the Mayor's Office as a responsible party
- Work with schools and colleges to aid new and expanding businesses: years 2-3
- Coordinate with other organizations and municipalities nearby: years 2-5
- Coordinate incentives to encourage affordable housing: year 4
- Zoning Ordinances- CBD overlay and related: year 1, All other Zoning Ordinances: year 2

Mr. Piggot stated the next step is when the Planning Commission is satisfied with the plan, you can authorize Rowe to send a draft to City Council to set a Public Hearing. At the Public Hearing, you can always make any changes needed. According to the Michigan Planning Enabling Act, City Council can choose to assume final approval. If they choose not to, whatever the Planning Commission adopts becomes the plan. Keep in mind, the City Council cannot make changes to the Master Plan, they can only approve it or not. This is why the relationship between the Planning Commission and the City Council is so important. If the Council does not approve the plan, we will ask them to explain why, at which time the Planning Commission can address the issues. We may also suggest a joint meeting with the Planning Commission and the Council.

Group discussion on presenting the Master Plan to City Council.

The Planning Commission decided they would like to further discuss the Master Plan

at the August 15th meeting and have the final draft ready for potential approval at the September meeting.

The next Planning Commission Meeting will be on August 15, 2017 at 5:00 PM due to the Primary Election on August 8, 2017.

Minutes Acceptance: Minutes of Aug 1, 2017 10:00 AM (Approval of Minutes)



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3151)

Meeting: 08/15/17 05:00 PM

Department: Department of Public Works

Category: Site Plan Review

Prepared By: Amber Abbey

Department Head: Robert Slattery

E.1

DOC ID: 3151

SPR #17-35

By: Greg Lautzenheiser (L&A Architects)
2430 Rochester Court
Troy, MI 48083

Re: 2445 S. Center Rd. Burton, MI 48519
59-22-300-023, C-2 Zoned

For: 800 sq ft addition to dining area

ATTACHMENTS:

- 17-35 (PDF)



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: 8-1-17
FEE: \$200.00
RECEIPT NO: _____
CHECK NO: 11580

SPR #: 17-35

PLEASE PRINT

DATE OF PLANNING COMMISSION MEETING: AUG. 15, 2017 @ 5:00pm.
APPLICANTS NAME: GREG LAUTZENHEISER (L+A ARCHITECTS)
APPLICANTS ADDRESS: 2430 ROCHESTER COURT, TROY, MI. 48083
APPLICANTS PHONE NO: (248) 524-4700
PROPOSED NAME OF BUSINESS: MCDONALD'S
SITE ADDRESS: 2445 CENTER RD., BURTON, MI.
SUBDIVISION & LOT # OR PARCEL NUMBER: # 5922300023

RE: 800 SQ. FT. DINING ROOM ADDITION

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.

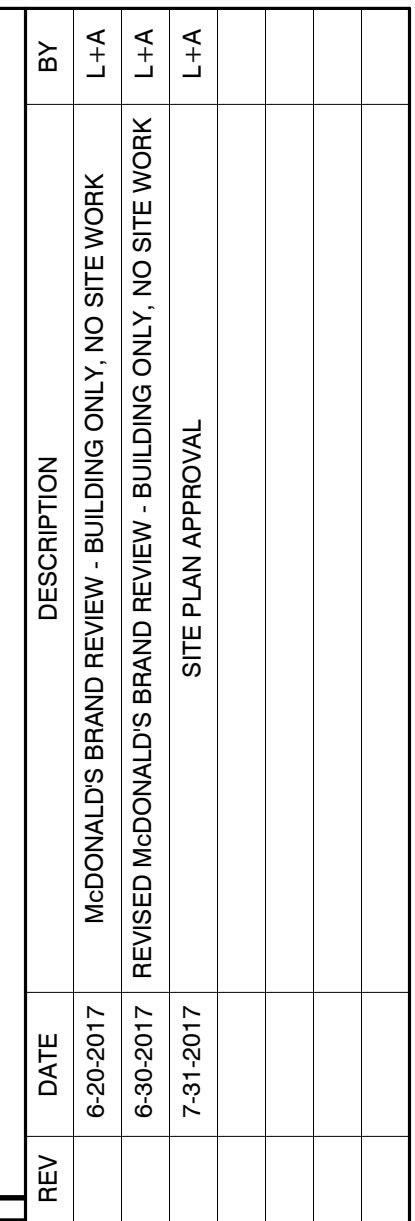
APPLICANTS SIGNATURE: _____

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: 17-35 (3151 : SPR #17-35)

Packet Pg. 16

Packet Pg. 17



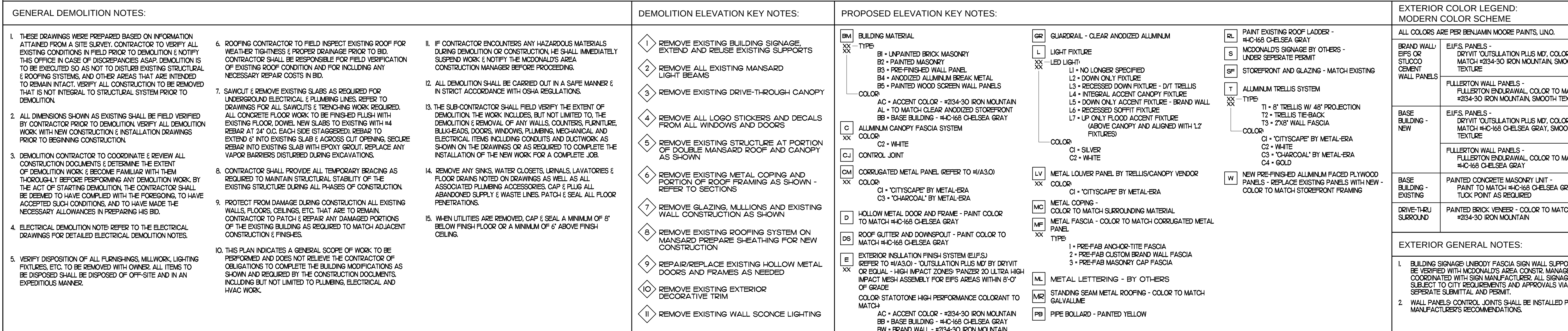
PREPARED BY:

SHEET NO.	TITLE	DRAWN BY	PR
	DESCRIPTION	STD ISSUE DATE	
A2.2 ELEVATIONS	EXTERIOR CORE '16 MAJOR REMODEL AND ADA TOILET ROOM REMODEL	REVIEWED BY	T
	SITE ID SITE ADDRESS	GSL	O
		DATE ISSUED	D
		JUNE 30, 2017	F
			A

1
A2.2

PROPOSED NORTH ELEVATION

SCALE: 1/4"= 1'-0"



SHEET NO.	TITLE	DESCRIPTION	SITE ID	SITE
	MCDONALD	EXTERIOR ADA TOILE		



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3158)

Meeting: 08/15/17 05:00 PM
Department: Department of Public Works
Category: Site Plan Review
Prepared By: Amber Abbey
Department Head: Robert Slattery

E.2

DOC ID: 3158

SPR #17-36

By: CTI – Communications Tech Inc.
5479 Lapeer Rd.
Burton, MI 48509

Re: 5479 Lapeer Rd. Burton, MI 48509
59-14-526-010 C-2 Zone

For: Addition

ATTACHMENTS:

- 17-36 (PDF)



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: 8-1-17
 FEE: \$ 200.00
 RECEIPT NO: _____
 CHECK NO: 30432

SPR #: 17-36

PLEASE PRINT

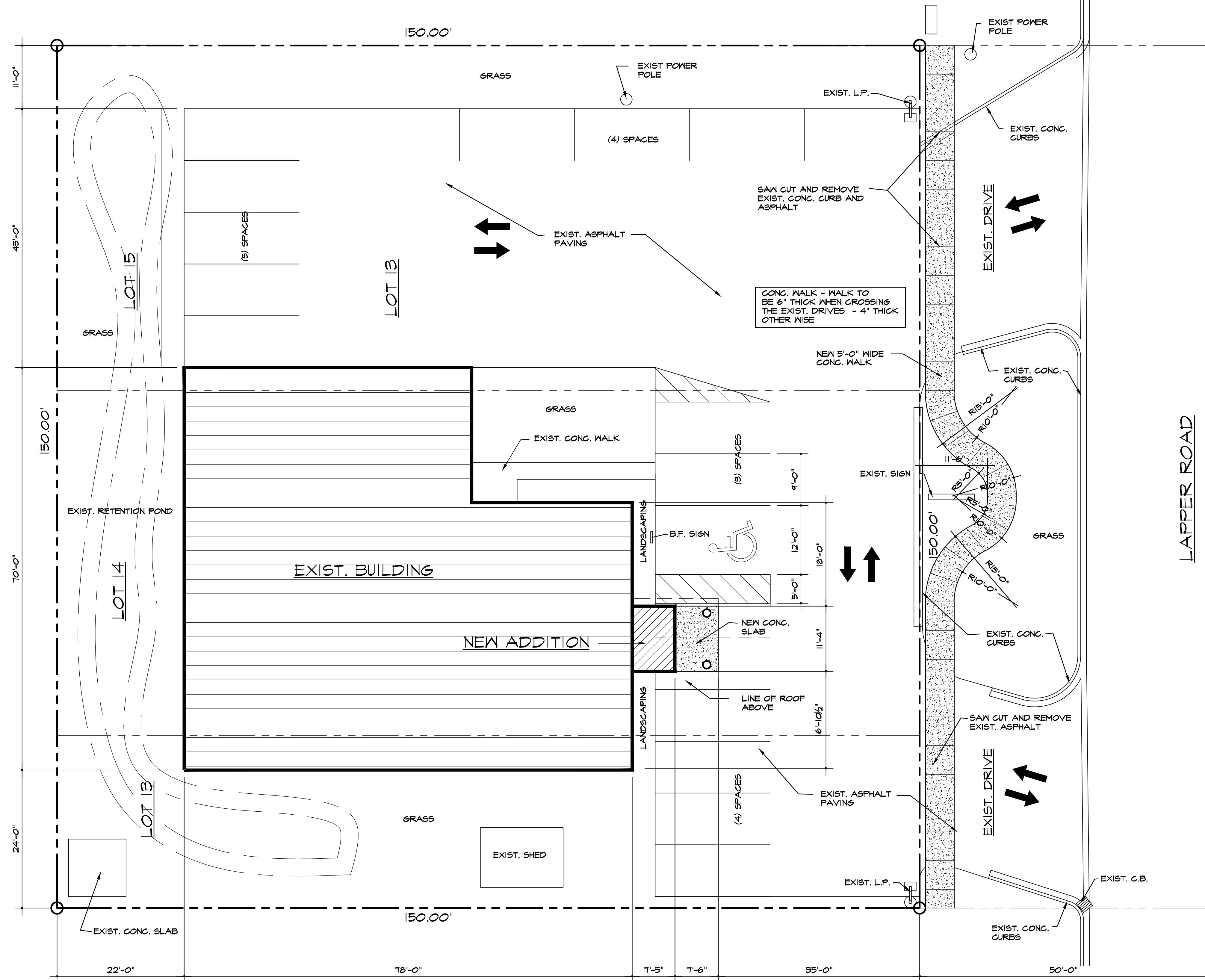
DATE OF PLANNING COMMISSION MEETING: 15 Aug. 2017 @ 5:00pm
 APPLICANTS NAME: CTI - COMMUNICATIONS TECH. INC.
 APPLICANTS ADDRESS: 5479 LAPEER ROAD
 APPLICANTS PHONE NO: 810-743-6900
 PROPOSED NAME OF BUSINESS: CTI - COMMUNICATIONS TECH. INC.
 SITE ADDRESS: 5479 LAPEER ROAD
 SUBDIVISION & LOT # OR PARCEL NUMBER: LOT 13, 14 & 15 CARDINAL
GARDEN
 RE: Addition

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.

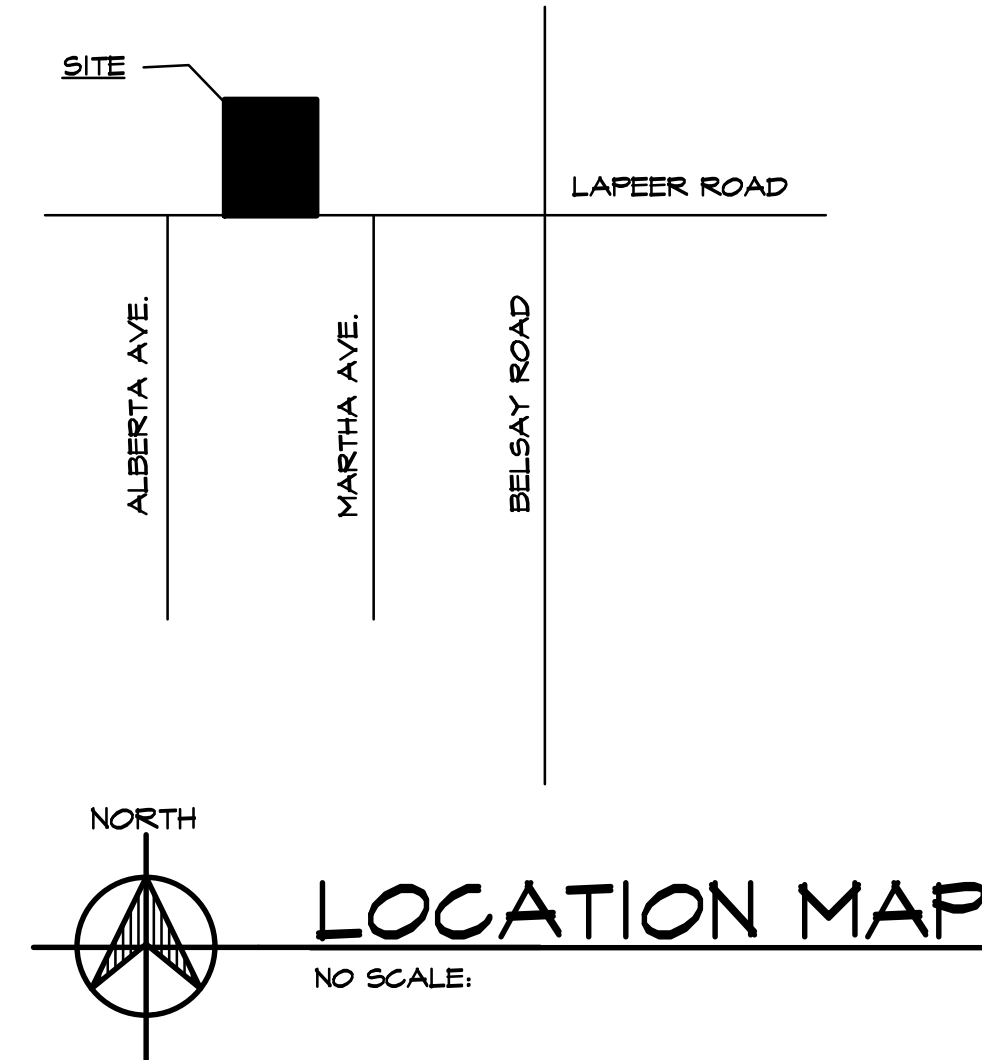
APPLICANTS SIGNATURE: _____

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: 17-36 (3158 : SPR #17-36)



SITE PLAN
SCALE: 1" = 10'-0"



LEGAL DESCRIPTION
THE EAST 30 FEET OF LOT 13 AND ALL OF LOTS 14 & 15 OF CARDINAL GARDENS, ACCORDING TO THE PLAT RECORDED IN BOOK 17 OF PLATS, PAGE 11, CITY OF BURTON, GENESEE COUNTY, MICHIGAN

SITE DATA

BUILDING DATA:	
PRESENT ZONING	C2 - GENERAL BUSINESS DISTRICT
BUILDING USE GROUP-	B (BUSINESS)
CONSTRUCTION TYPE-	5B
BUILDING AREA-	4,781 SQ.FT. - EXISTING 84 SQ.FT. - ADDITION 4,865 SQ.FT. - TOTAL
TOTAL LAND AREA-	22,500 S.F. .52 ACARE
% OF LAND COVERAGE	22%
BUILDING HEIGHT-	24'-0" (SINGLE STORY)
OCCUPANT LOAD:	
TOTAL OCCUPANT LOAD-	20
PARKING REQUIRED	(1) SPACE PER 200 S.F. OF GROSS FLOOR AREA (17) SPACES INCLUDING (1) BARRIER FREE SPACE
PARKING PROVIDED	(16) SPACES INCLUDING (1) BARRIER FREE SPACES

DESIGN CODES:	
BUILDING CODE -	2015 MICHIGAN BUILDING CODE
BARRIER FREE CODE -	2009 MICHIGAN BARRIER FREE CODE
MECHANICAL CODE -	2015 MICHIGAN MECHANICAL CODE
ELECTRICAL CODE -	2015 NATIONAL ELECTRIC CODE
PLUMBING CODE -	2015 MICHIGAN PLUMBING CODE

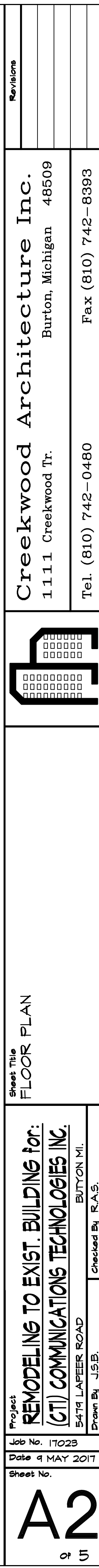
Revisions

Creekwood Architecture Inc.
1111 Creekwood Tr.
Burton, Michigan 48509
Tel. (810) 742-0480
Fax (810) 742-8393

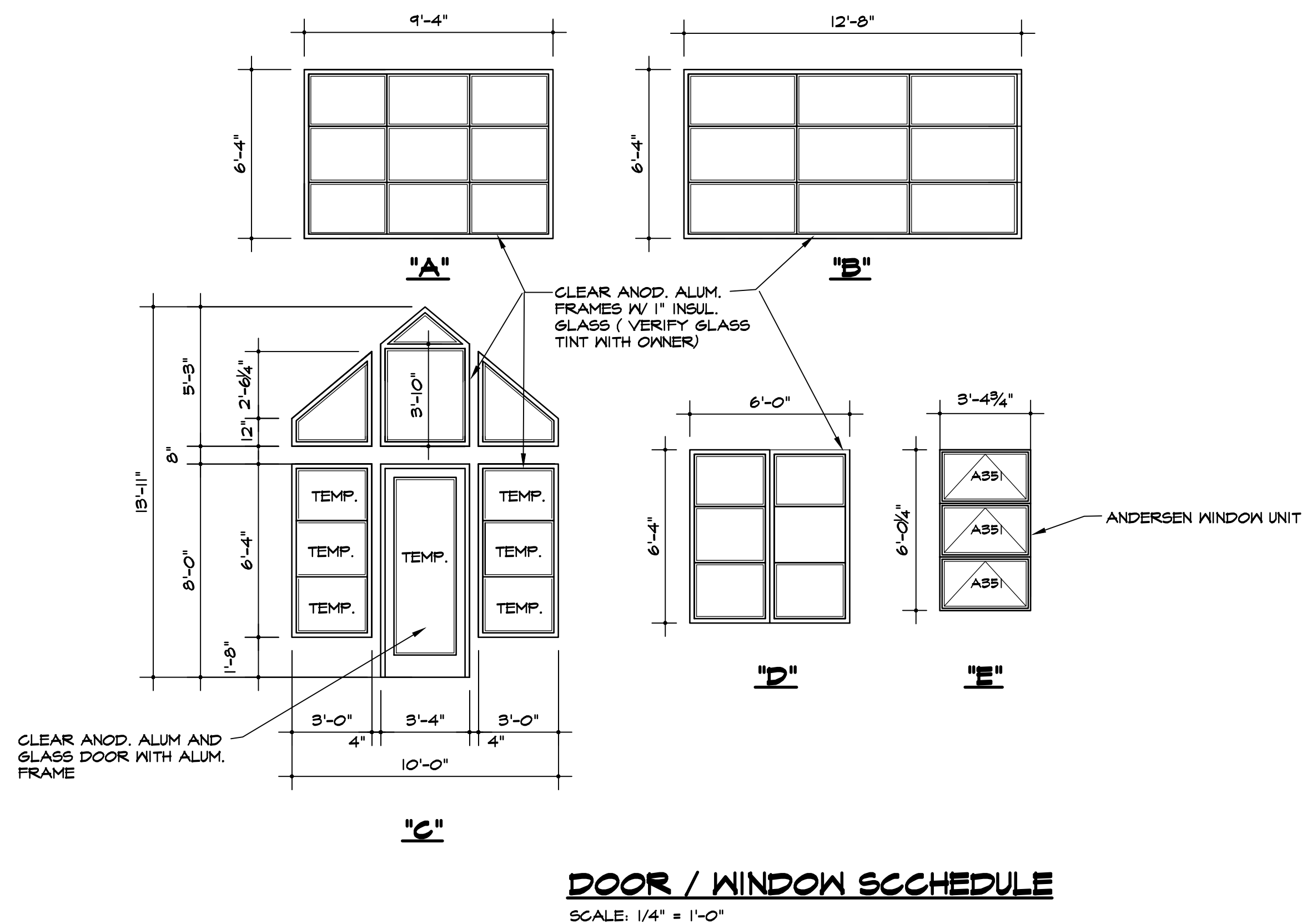
Sheet Title
SITE PLAN

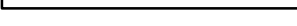
Project
REMODELING TO EXIST. BUILDING FOR:
(CTI) COMMUNICATIONS TECHNOLOGIES INC.
5478 LAPEER ROAD
BURTON MI.
Drawn By J.S.B.
Checked By R.A.S.

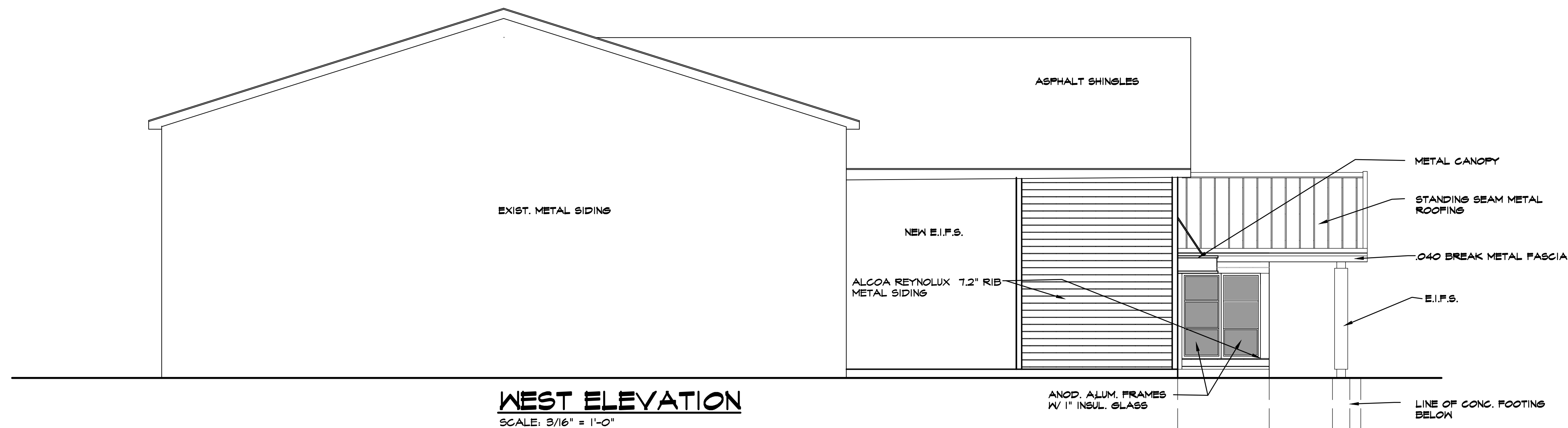
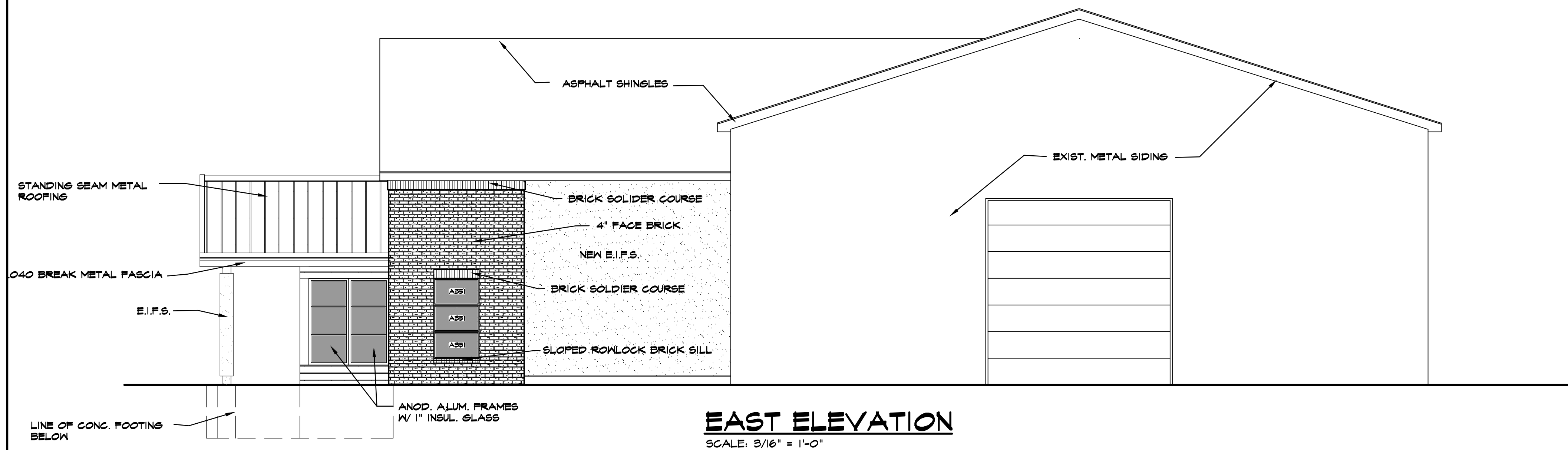
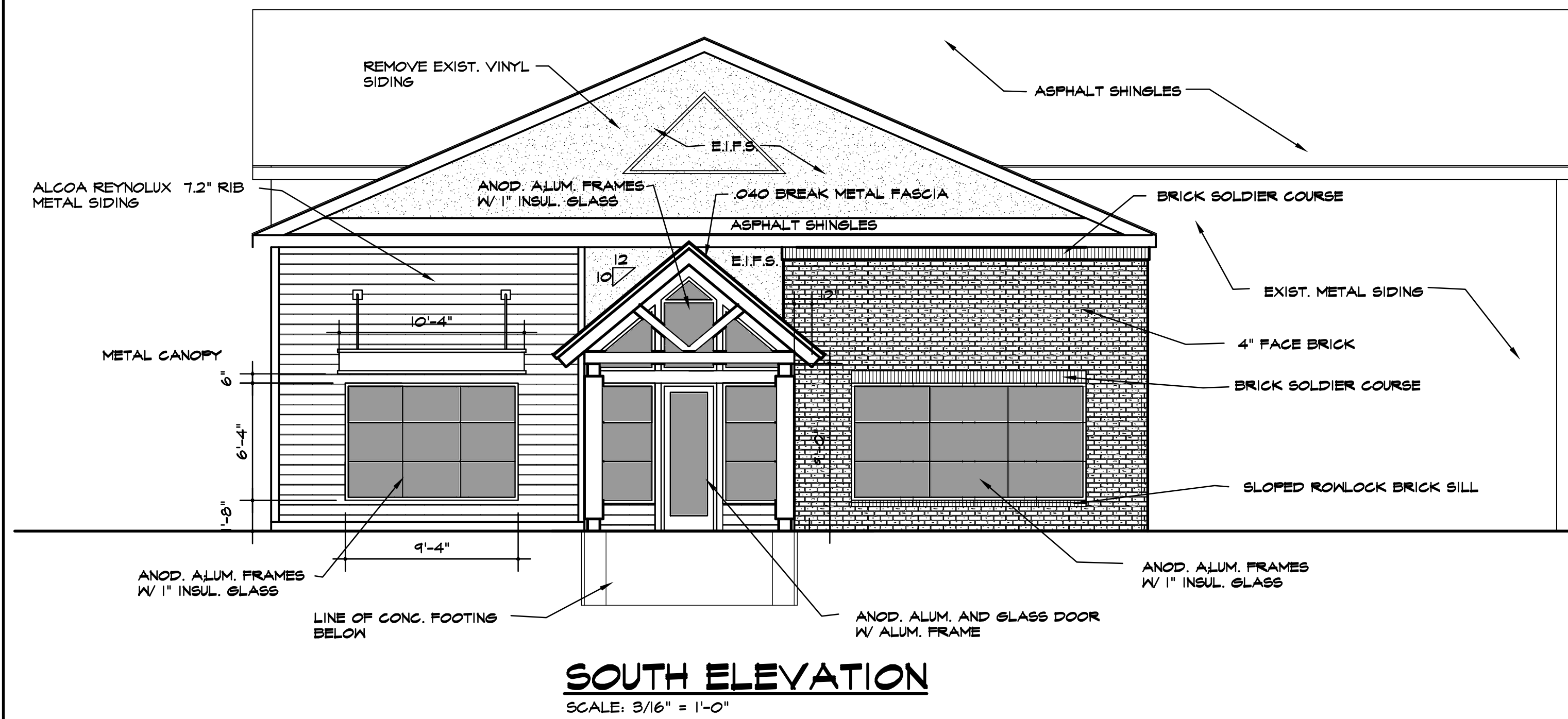
Job No. 17023
Date 31 JULY 2017
Sheet No.
51



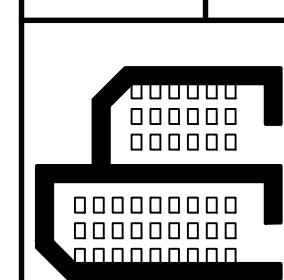
		ROOM FINISH SCHEDULE														REMARKS							
		ROOM NAME		FLOOR		WALL		CEILING		DOOR		WINDOW											
				NO.	DESCRIPTION	NO.	DESCRIPTION	NO.	DESCRIPTION					NO.	DESCRIPTION								
			QUARRY TILE		QUARRY TILE		4" COVER VINYL		GYP. BOARD		VINYL WALLCOVERING		PAINT		GYP. BOARD		2 x 2 x 9.5" ACQUIS BID		PAINT		PREFINISHED		
			CARPET		LAQ. WOOD FLOORING																		
					PREFINISHED																		
101	VESTIBULE	●				●		●		●			●										
102	LOBBY		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	14'-0"		
103	GENERAL OFFICE		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	12'-0"		
104	RECEPTION		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	10'-0"		
105	OFFICE		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	10'-0"		
106	MECHANICAL		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			
107	WOMEN		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	9'-0"		



- | | |
|---|---|
|  | EXISTING MASONRY WALL TO REMAIN |
|  | EXISTING STUD WALL TO REMAIN |
|  | EXISTING STUD WALL TO BE REMOVED
(PATCH AND REPAIR EXIST. WALL AS REQ'D.) |
|  | NEW 2x4 WOOD STUDS @ 16" O.C.
W/ 5/8" GYPSUM BOARD BOTH SIDES
RUN NEW WALLS UP TO UNDERSIDE OF
EXISTING ROOF TRUSSES |



Revisions					



Creekwood Architecture Inc.
1111 Creekwood Tr.
Burton, Michigan 48509
Tel. (810) 742-0480 Fax (810) 742-8393

Project	REMODELING TO EXIST. BUILDING for: (CTI) COMMUNICATIONS TECHNOLOGIES INC.
Job No.	17023
Date	4 MAY 2017
Sheet No.	
Drawn By	U.S.B.
Checked By	R.A.S.
	BUTTON MI. 8475 LAPEER ROAD
	A3
	of 5



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3145)

Meeting: 08/15/17 05:00 PM

Department: Department of Public Works

Category: Administrative Site Plan Review

Prepared By: Amber Abbey

Department Head: Robert Slattery

F.1

DOC ID: 3145

SPR #17-29

By: Budd's Wholesale
5053 E. Court St.
Burton, MI 48509

Re: 5053 E. Court St. Burton, MI 48509

For: New tenant in existing wholesale dealer

ATTACHMENTS:

- 17-29 (PDF)



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



APPLICATION FOR ZONING REVIEW

DATE FILED: 6-20-17

FEE: \$40.00

RECEIPT NO: Cash

CHECK NO: _____

SPR #: 17-29

PLEASE PRINT

DATE: 6/20/17

APPLICANTS NAME: Budds' Wholesale, Inc.

APPLICANTS ADDRESS: 5053 E Court St N

APPLICANTS PHONE NO: 810 259 2933

PROPOSED NAME OF BUSINESS: _____

PROPOSED TYPE OF BUSINESS: Wholesale

SITE ADDRESS: Same

USE OF STRUCTURE: Existing New Tenant

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: 17-29 (3145 : SPR #17-29)



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3146)

Meeting: 08/15/17 05:00 PM

Department: Department of Public Works

Category: Administrative Site Plan Review

Prepared By: Amber Abbey

Department Head: Robert Slattery

F.2

DOC ID: 3146

SPR #17-30

By: Todd Reid
5349 Lippincott Blvd.
Burton, MI 48519

Re: 6149 Lapeer Rd. Burton, MI 48509

For: Construction Office

ATTACHMENTS:

- 17-30 (PDF)



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



APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW

DATE FILED: 6-22-17

FEE: \$75.00

RECEIPT NO: _____

CHECK NO: 2543

SPR #: 17-30

PLEASE PRINT

DATE: May 16th 2017

APPLICANTS NAME: Todd Reid

APPLICANTS ADDRESS: 5349 Lippincott Blvd Burton, MI

APPLICANTS PHONE NO: 810-397-6688

PROPOSED NAME OF BUSINESS: _____

SITE ADDRESS: 6149 Lapeer rd, Burton, MI

SUBDIVISION & LOT # OR PARCEL NUMBER: _____

TYPE: ☒ CHANGE OF OWNERSHIP/USE ☐ CONSTRUCTION LESS THAN 2%

USE OF STRUCTURE: Office for Construction

SQ FOOTAGE OF PROPERTY: _____

SQ FOOTAGE OF STRUCTURE: _____

NUMBER OF EMPLOYEES/SEATS: _____

APPLICANTS SIGNATURE: Todd Reid

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

Attachment: 17-30 (3146 : SPR #17-30)



Burton Planning Commission
4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3147)

Meeting: 08/15/17 05:00 PM
Department: Department of Public Works
Category: Administrative Site Plan Review
Prepared By: Amber Abbey
Department Head: Robert Slattery

F.3

DOC ID: 3147

SPR #17-31

By: Anrika Michigan, Inc.
5053 E. Court St.
Burton, MI 48509

Re: 5053 E. Court St. Burton, MI 48509

For: New tenant in existing wholesale dealer

ATTACHMENTS:

- 17-31 (PDF)



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



APPLICATION FOR ZONING REVIEW

DATE FILED: 6-26-17

FEE: \$40.00

RECEIPT NO: Taking Cash

CHECK NO: to City Hall

SPR #: 17-31

PLEASE PRINT

DATE: 6/

APPLICANTS NAME: Andrew Johnson Anrika Michigan, INC

APPLICANTS ADDRESS: 5053 E Court St. Suite D Burton MI 48519

APPLICANTS PHONE NO: (810) 259-2933

PROPOSED NAME OF BUSINESS: Anrika Michigan, Inc.

PROPOSED TYPE OF BUSINESS: Wholesale Dealer

SITE ADDRESS: 5053 E. Court

USE OF STRUCTURE: existing dealer - new Tenant

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: 17-31 (3147 : SPR #17-31)



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3148)

Meeting: 08/15/17 05:00 PM

Department: Department of Public Works

Category: Administrative Site Plan Review

Prepared By: Amber Abbey

Department Head: Robert Slattery

F.4

DOC ID: 3148

SPR #17-32

By: Curtis Stanke
2494 Oakridge
Flint, MI 48507

Re: 4130 Flint Asphalt Dr. Burton, MI 48529

For: Construction less than 2% for a 1,440 sq ft cold storage building

ATTACHMENTS:

- 17-32 (PDF)



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



APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW

DATE FILED: 6-27-17

FEE: \$75.00

RECEIPT NO: _____

CHECK NO: _____

SPR #: 17-32

PLEASE PRINT

DATE: JUNE 27 2017

APPLICANTS NAME: CURTIS STANKE

APPLICANTS ADDRESS: 2494 OAKRIDGE FLINT 48507

APPLICANTS PHONE NO: 810-234-6565

PROPOSED NAME OF BUSINESS: CURTIS STANKE CONST.

SITE ADDRESS: 4130 FLINT ASPHALT BURTON

SUBDIVISION & LOT # OR PARCEL NUMBER: _____

TYPE: ☐ CHANGE OF OWNERSHIP/USE ☒ CONSTRUCTION LESS THAN 2%

USE OF STRUCTURE: COLD STORAGE

SQ FOOTAGE OF PROPERTY: 160,000 SQ FT

SQ FOOTAGE OF STRUCTURE: 1440 SQ FT

NUMBER OF EMPLOYEES/SEATS: _____

APPLICANTS SIGNATURE: Curtis R. Stanke

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

Attachment: 17-32 (3148 : SPR #17-32)



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3149)

Meeting: 08/15/17 05:00 PM

Department: Department of Public Works

Category: Administrative Site Plan Review

Prepared By: Amber Abbey

Department Head: Robert Slattery

F.5

DOC ID: 3149

SPR #17-33

By: Saher's Market
3280 Lippincott Blvd.
Burton, MI 48519

Re: 3280 Lippincott Blvd.
Burton, MI 48519

For: Change of ownership- Market

ATTACHMENTS:

- 17-33 (PDF)



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



APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW

DATE FILED: 7-31-17

FEE: \$75.00

RECEIPT NO: Carly

CHECK NO:

SPR #: 17-33

PLEASE PRINT

DATE: _____

APPLICANTS NAME: Saher's Market

APPLICANTS ADDRESS: 3280 Lippincott Blvd, Burton

APPLICANTS PHONE NO: 810-471-8489

PROPOSED NAME OF BUSINESS: Saher's Market

SITE ADDRESS: 3280 Lippincott Blvd, Burton

SUBDIVISION & LOT # OR PARCEL NUMBER: _____

TYPE: ☒ CHANGE OF OWNERSHIP/USE ☐ CONSTRUCTION LESS THAN 2%

USE OF STRUCTURE: Retail

SQ FOOTAGE OF PROPERTY: _____

SQ FOOTAGE OF STRUCTURE: 4000 SQ

NUMBER OF EMPLOYEES/SEATS: 2

APPLICANTS SIGNATURE: [Signature]

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

Attachment: 17-33 (3149 : SPR #17-33)



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3150)

Meeting: 08/15/17 05:00 PM

Department: Department of Public Works

Category: Administrative Site Plan Review

Prepared By: Amber Abbey

Department Head: Robert Slattery

F.6

DOC ID: 3150

SPR #17-34

By: Dollar General
100 Misson Ridge
Goodlettsville, TN 37072

Re: 1181 E. Bristol Rd. Burton, MI 48529

For: Change of Ownership – Retail

ATTACHMENTS:

- 17-34 (PDF)



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



APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW

DATE FILED: 8-1-17

FEE: \$75.00

RECEIPT NO: _____

CHECK NO: 57238

SPR #: 17-34

PLEASE PRINT

DATE: 7-14-2017

APPLICANTS NAME: Dollar General

APPLICANTS ADDRESS: 100 Mission Ridge Goodlettsville, TN 37072

APPLICANTS PHONE NO: (615) 855-4785

PROPOSED NAME OF BUSINESS: Dollar General

SITE ADDRESS: 1181 E Bristol Rd, Burton MI 48529

SUBDIVISION & LOT # OR PARCEL NUMBER: 59-30-551-082

TYPE: ☐ CHANGE OF OWNERSHIP/USE ☒ CONSTRUCTION LESS THAN 2%

USE OF STRUCTURE: Retail store

SQ FOOTAGE OF PROPERTY: 40,000 SQFT

SQ FOOTAGE OF STRUCTURE: 14,000 SQFT

NUMBER OF EMPLOYEES/SEATS: 4 / 0 seating

APPLICANTS SIGNATURE: William J. [Signature]

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

Attachment: 17-34 (3150 : SPR #17-34)



Burton Planning Commission

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 3159)

Meeting: 08/15/17 05:00 PM

Department: Department of Public Works

Category: Discussion

Prepared By: Amber Abbey

Department Head: Robert Slattery

H.1

DOC ID: 3159

Master Plan Review

ATTACHMENTS:

- August 15th meeting (PDF)

Chapter 10. Future Land Use Map

The proposed future land use map and locational criteria were prepared based on evaluation of public input, existing land use patterns, existing zoning, the recommendations this plan and projected future land use needs. Based on that analysis the following future development pattern is suggested.

Future Land Use Classifications

The future land use classifications are part of the general vision of the future of the City of Burton. The 16 different future land use classifications have a general description and location criteria.

Open Space Residential

This classification represents land that is currently in some form of current institutional open space. These include existing schools, parks, golf courses and flood plain areas. It is mapped so that the city can identify area of permanent or semi-permanent open space.

Locational criteria for this district includes those areas currently used, owned or planned for an institutional open space use.

Low Density Residential

This land use classification corresponds with areas currently zoned SE, R-1A or R-1B. The district is intended to provide for areas of low density residential development within the city. It would allow single-family detached dwellings at a density equivalent to R-1B district, which is only marginally greater than that allowed in current R-1A district. The biggest difference would be that farm operations would not be allowed and any existing farm operations would become legal nonconforming uses. This plan recommendation is in part due to the recognition that if district allows farm operations of any kind, regulation of any farm operation might be preempted under the Michigan Right to Farm Act.

The locational criteria for this district is land adequately buffered from high intensity commercial and industrial used by open space, intervening uses such as multi-family or office, or physical screening by barriers such berms, tree plantings, or surfaced road.

Medium Density Residential

This land use classification corresponds with areas currently zoned R-1C. The district is intended to permit development/redevelopment in the older residential parts of the city west of Center Road. It allows single-family detached dwellings at a density of approximately six units per net acre.

The locational criteria for this district is the concentration of older single-family residences on small lots. New development is limited to existing vacant parcels adjacent to areas currently zoned R-1C.

Mobile Home Park

This district is intended to identify appropriate sites for Mobile Home Parks to develop or expand in the city. Density is controlled by site conditions and the Manufactured Housing Commission rules, but would be expected to range from eight to ten dwelling units per net acre.

Locational criteria include access to municipal water and sewer, access to a major street and proximity to local or general shopping areas. Emphasis is on integrating the development into the fabric of the community and providing pedestrian connections within the site and with adjacent commercial and public land use.

Multi-Family Residential- Low Density

This land use classification corresponds with areas currently zoned RM-1. This district is intended to provide locations for small multiple family residential uses including townhouses and other attached single-family developments. The maximum density would be six units per acre. The district would provide the provide opportunities for the development of small sites with “missing middle” housing.

Locational criteria include access to municipal water and sewer access. The sites could be used to provide transition between lower density residential uses and non-residential uses.

Multi-Family Residential

This land use classification corresponds with areas currently zoned RM. This district is intended to provide locations for low-rise multiple family residential uses including both townhouses and apartments. Maximum density of approximately ten dwelling units per acre would be permitted.

Locational criteria include access to municipal water and sewer, access to a major street and proximity to local or general shopping areas. Emphasis is on integrating development into adjacent commercial uses by the use of pedestrian links.

Multi-Family Residential- High Rise

This land use classification corresponds with areas currently zoned RMH. This district is intended to provide locations for high rise multiple family residential uses including townhouses and apartment buildings up to ten stories in height. Density would depend on the characteristics of each site but could be as great as 100 units per acre.

Locational criteria include access to municipal water and sewer, access to a major street, proximity to local or general shopping areas and adequate buffering from single family residential uses. Emphasis is on integrating development into adjacent commercial uses by the use of pedestrian links.

Restricted Office

This land use classification corresponds with areas currently zoned R-O. This district is designed to provide an area for office and other similar uses that are generally compatible with adjacent single-family residences and that can serve as a buffer between single family residential uses and more intense uses.

Locational criteria include sites adjacent to single family residential areas and more intense uses or major streets. Areas that consist currently of single family residences that are under pressure for conversion due to incompatible land uses or high traffic volume may be appropriate locations for restricted office designation, particularly if the site can serve to buffer adjacent residential areas.

Local Business

This land use classification corresponds with areas currently zoned C-1. This land use classification is intended to permit retail business and service uses as needed to serve the nearby residential areas. In order to promote such business developments so far as is possible and appropriate in each area, uses are prohibited which would create hazards, offensive and loud noises, vibration, smoke, glare or heavy traffic.

Locational criteria include small to moderate sized parcels at intersections of major and local streets or along commercial corridors and along the edge of residential districts.

General Business

This land use classification corresponds with areas currently zoned C-2. This land use classification is intended to provide for a wide range of business and entertainment uses including those that may be inappropriate for the local business land use classification. Buildings of a larger scale will be permitted and will provide for business uses along heavy traffic streets and highways.

Locational criteria include moderate to large parcels at intersections of major streets or along commercial corridor.

Highway Service

This land use classification corresponds with areas currently zoned C-3. The purpose of this land use classification is to provide location uses that generally service highway traffic or have similar impacts to these types of uses.

Locational criteria include sites at or with good access to a freeway interchange and property buffered from less intensive uses.

Planned Shopping Center

This land use classification corresponds with areas currently zoned C-4. This land use classification is intended to identify locations for large shopping complexes designed to serve the shopping needs of the Genesee County regional market.

The locational criteria for this classification is that sites should be adjacent to or with direct access to an I-69 interchange.

Central Business DDA Overlay

This land use classification corresponds with areas proposed to be zoned CBD-O. The land uses in these areas would be controlled by the underlying zoning except for any greater flexibility in uses authorized by the overlay zone. In return for greater flexibility, the setbacks and development standards established in the DDA's Visioning Plan to promote the development of more cohesive commercial areas.

The locational criteria for this classification will be areas covered by the DDA's Visioning Plan.

Light Industrial

This land use classification corresponds with areas currently zoned M-1. This land use classification is intended to identify locations for industrial uses with limited off-site impacts such as warehousing, assembly, metal working, packaging, and laboratories. The district is intended to serve as a buffer between heavy industrial uses and less intensive uses.

The locational criteria for this classification includes areas adjacent to existing or planned heavy industrial uses, access to a major street and access to water and sewer.

Heavy Industrial

This land use classification corresponds with areas currently zoned M-2. The intent of this land use classification is to provide locations for those industrial uses with potentially significant off-site impacts including truck traffic, smoke, dust, odor and glare.

The locational criteria include access to rail and a major street, access to water and sewer, and the availability of enough land on the site to ensure that adequate setbacks from adjacent uses can be maintained.

Planned Unit Development

This land use classification corresponds with the proposed PUD zoning district. This district is intended to permit the review of proposals involving the mixing and clustering of uses areas not otherwise allowed under any of the other various zoning districts, existing and proposed. An applicant would be permitted to propose any range of uses or type of development permitted in the other zoning districts as outlined in a concept plan. If the concept plan is approved by the city council as part of the PUD rezoning, the applicant may then submit site plans for each phase of the development provided it is consistent with the approved concept plan. The PUD review process will include standards to ensure that any approved development constitutes a net benefit to the surrounding community and the city as a whole.

There are no locational criteria for PUD. Each case must be reviewed on its merits based on the criteria established in the PUD zoning district text.

Chapter 11. Zoning Plan

The purpose of the zoning plan is to clarify the relationship between the zoning ordinance and future land use plan and identify proposed changes to the zoning ordinance necessary to implement the envisioned future depicted in the plan.

In general, each of the future land use classifications match a zoning district to better coordinate changes that are recommended to be made or assist in rezoning cases (Table 11-1). There are some proposed removal and merging of previous residential and commercial zoning districts. The SE Suburban Residential Estate zoning district is proposed to be deleted and that land zone SE, for the most part, will be converted to the new R-1 Single Family Residential zoning district. A proposed new zone that merges the requirements of the current R-1A Single Family Residential and R-1B Single Family Residential zoning districts.

In the commercial zoning districts, there will be one new overlay and one new zoning district. The new overlay is CBD-O Central Business DDA Overlay which will be located along Saginaw Street where the DDA is located. The new zoning district is PUD Planned Unit Development. The P-1 Vehicular Parking zoning district will be deleted because there are not currently any properties zoned this and there does not appear to be a need for this district as whole. The future land use classification from the previous plan called Development was removed from the classification list because there were very few properties classified as this and most of the sites have since been developed.

Table 11-1: Future Land Use Classifications Compared to Zoning Districts	
Future Land Use Classifications	Zoning Districts
Open Space Residential	This land use classification identifies public uses, which are permitted in many zoning districts and does not have its own standalone Zoning District.
Low Density Residential	SE Suburban Residential Estate Delete-Merge
	R-1A Single Family Residential Delete-Merge
	R-1B Single Family Residential Delete-Merge
	R-1 Single Family Residential
Medium Density Residential	R-1C Single Family Residential
Multi-Family Residential -Low Density	RM-1 Multiple Family Residential
Multi-Family Residential	RM Multiple Family Residential
Multi-Family Residential -Low Density	HRM High Rise Multiple-Family Residential
Mobile Home Park	RMH Mobile Home Park
Restricted Office	R-O Restricted Office
Local Business	C-1 Local Business
General Business	C-2 General Business
Highway Service	C-3 Highway Business
Planned Shopping Center	C-4 Planned Shopping Center
Central Business DDA Overlay	*CBD-O Central Business DDA Overlay*
Light Industrial	M-1 Light Industrial
Heavy Industrial	M-2 General Industrial
	P-1 Vehicular Parking Delete
Planned Unit Development	*PUD Planned Unit Development*
Proposed Zoning District	

The zoning ordinance will implement the Master Plan's vision by limiting the location of uses that are appropriate for the future development of the community.

Proposed Strategies that Impact the Zoning Ordinance

Zoning Map

- Update zoning map and existing land use map to identify potential shortages of necessary local needs of land.
- Evaluate land use classifications of property located to MTA routes/shelters/stops.
- Evaluate the Future Land Use (FLU) density in relationship to utilities.

Site Plan Review

- Adopt best practices of buffer strategies of sensitive wildlife.
- Coordinate with MTA in the site plan process to promote accessibility.
- Include Flint River Watershed Coalition in notice for comment on site plans near/involving water features.
- Amend zoning ordinance to incorporate wetlands review into zoning permit, site plan review process.
- Incorporate wildlife habitat into zoning ordinance.
- Incorporate adequacy of utilities as a basis for rezoning, site plan, and special land use decisions.
- Revise zoning and subdivision standards to consider the plan for future infrastructure and zoning decisions.

General Provisions

- Amend the zoning ordinance to include standards for barrier-free access.
- Review un-adopted watershed council recommendations into the zoning ordinance.

District Regulations

- Undertake a review of appropriate open space techniques and adopt selected techniques into the zoning ordinance.
- Adopt incentives for open space preservation in existing agricultural areas.
- Create Incentive program to protect natural features through zoning and other options.

Design Standards

- Create transportation design standards in zoning ordinance.

Storm Water

- Amend the zoning ordinance to address on-site storm treatment of parking lots standards.
- Amend the zoning ordinance to mandate maintenance and functionality of on-site detention basin.
- Evaluate maximum densities allowed in zoning ordinance to determine impact on existing infrastructure.

Chapter 12. Implementation Plan

The Master Plan identifies the vision for the next 20 years for the city; however, that vision will not be realized unless the city takes steps to make it happen. The purpose of the implementation plan is to identify the steps to implement the plan.

Plan

- Partner with knowledgeable partners to inform and implement.
- Create regulations that follow Michigan Department of Transportation (MDOT) standards/county.
- Conduct a feasibility study on establishment of full time fire department.
- Conduct a feasibility study of combining fire and police services.
- Incorporate barrier-free access to the non-motorized transportation plan.
- Coordinate with the City of Flint to create a commercial area development plan.
- Create an inventory of commercial assets and develop them into marketing materials for the city.

Capital Improvements

Under the Michigan Planning and Zoning Enabling Act (MPEA), the city is required to prepare and annually update a Capital Improvement Plan (CIP) because it operates an existing municipal water and sewer system. CIPs, at minimum, should include changes to the municipal utilities, public facilities, and other infrastructure upgrades. The following are policies related to infrastructure that should be incorporated into the plan:

- Prepare and update six-year capital improvements program to include the recommendations of the Master Plan.
- Create land acquisition along of right-of-way for sidewalks.
- Incorporate Parks and Recreation Master Plan recommendations into CIP.
- Continue to use PASER ratings to identify streets suitable for preventive maintenance.
- Complete an annual inventory of existing infrastructure and use this as a basis for developing a CIP.
- Prepare, coordinate, and annually adopt as a part of the budget cycle a schedule of proposed capital improvements for the next six years and a capital budget for the next year.
- Prepare, adopt, and periodically update an official map of future public facility improvements in the city.
- Add improvements to the Burton Senior Activity Center to meet increasing demands of the facility.
- Add improvements to the Burton Memorial Library facility to meet increasing demands of services.
- Evaluate the spending and expansion of mileages for fire and police protection.
- Implement a program of increased street lighting of sidewalks and roadways.
- Add improvements to the Burton Senior Activity Center to meet increasing demands of the facility.

Other Tools

- Provide copies of the Master Plan online for easy public access.
- Provide copies of the Master Plan to city libraries and school libraries.

- Require public engagement prior to the final decision making involving the five-year review and/or major amendments to the Master Plan.
- Cooperate with local realtors to indicate needs of commercial, industrial, and residential land uses/buildings.
- Continue ongoing stakeholder meetings with key organizations within the City of Burton.
- Networking with other organizations to promote activities/programs hosted by the City of Burton and the City of Burton promoting the organizations activities, programs, and services via social media, website, announcement section for public meetings.
- Create a policy guidebook on public-private relationships, such as a tax breaks guidebook, etc.
- Maintain the existing land use map of the city.
- Use information available through regional state, state, and federal sources during the site plan review process to identify sensitive areas that may need protection.
- Promote participation in PA 116 (Open Space Preservation Act), for suitable farmland areas within the city.
- Evaluate the range of agricultural activities allowed in agricultural areas and its impact on the Right to Farm Act.
- Establish an aquifer protection program.
- Adopt best practices for storm water management requiring on-site storm water treatment in parking lots and reevaluate its minimum parking requirements, and addressing retention and detention requirements.
- Work to ensure quality open ditch storm water collection is functional and maintained.
- Work with Genesee County's Drain Commission on the Storm Water Pollution Prevention Initiative (SWPPI) program for the Middle Flint River Watershed to update and implement.
- Identify natural features in the city.
- Incorporate new wetland information provided by MDEQ or other organizations.
- Create an inventory of known habitat.
- Participate in the MTA's strategic plan for bus transit and other services.
- Continue to enforce heavy truck loads on local roads.
- Provide Department of Public Works (DPW) and other maintenance with sufficient resources.
- Partner with organizations to do maintenance of road ways in terms of beautification efforts.
- Utilize the score card method of identifying the city's successes in undertaking proposed implementation of the Master Plan and making information available to residents.
- Continue using the Master Plan Facebook page to announce Master Plan related successes/evaluation process and use Facebook polls and utilize the Master Plan Facebook page, survey monkey, or community remarks to survey the public on policy issues as situations arise.
- Develop a central governmental communication system to link the citizens to the government, such as email.
- Use community advisory committees to gather neighborhood level input into planning issues.
- Incorporate/coordinate with organizations working within the community to advertise each other's' existence and events.
- Actively utilize existing communication with residents (website, Facebook, schools) to recruit volunteers for the city and organizations within the city for volunteer programs.
- Keep the website up to date with information.

- Send the DPW newsletter consistently.
- Utilize the Burton View to inform the public.
- Annual meeting (homeowner association meetings, public forms/meetings/workshops) to discuss and gather public input on current planning issues.
- Target areas that could use illegal activity relief.
- Promote neighborhood watch programs.
- Identify areas of concern, through police reports.
- Utilize crime prevention through environmental design.
- Increase the visibility of police in neighborhoods.
- Create a policy to address panhandlers.
- Implement and promote the Downtown Development Authority (DDA) Visioning Plan and increase its visibility in the community.
- Evaluate the Gateways for the City of Burton using MDOT.
- Partner with organizations to search for grants for streetscapes, parks, and other public spaces.
- Continue to promote and advertise the Burton Race Series.
- Work with the school systems on future school consolidation
- Require new development or major improvements to allow easy mobility for all.
- Develop a relationship with community organizations to make improvements and increase quality of life of residents within the city.
- Promote development of the area to create the appearance of a town center.
- Establish a grant program through DDA for projects that will develop a sense of place.
- Target areas for implementation of a public art program.
- Develop a concept plan for redevelopment of the Courtland Mall area.
- Work with existing owners and renters of the Courtland Mall
- Partner with organizations to get new business using the Michigan Economic Development Corporation (MEDC).
- Work with local surrounding colleges.
- Target members of the “knowledge community” participating in the new economy, by developing a desirable community to live in through “placemaking
- Work with the Chamber of Commerce and other organizations to meet with local businesses and identify their needs
- Target the manufacturing, finance, insurance, service, and distribution sectors of the economy as the primary focus of new job creation (including research, design, engineering, administration, and production).
- Create partnerships with colleges and technical skill training facilities

Parks

- Establishing a set of protocols on interactions with the private, public, and nonprofit organizations, such as Adopt a Park to help in development of new or improvements in parks.
- Work jointly with other organization to go after and acquire grants.
- Support efforts by the Parks and Recreation Commission to fund improvements identified in the Parks and Recreation Master Plan.
- Amend Parks and Recreation Master Plan to provide for sites and/or locational criteria for neighborhood parks.

- Incentive program to encourage residents or private developments to develop parks and recreation.
- Hire a full-time Parks and Recreation Director.
- Propose a parks and recreation millage to fund park improvements, park expansions, and non-motorized pathways.
- Partnerships with other organizations to develop park improvements, park expansions, and non-motorized pathways, such as Burton Rotary Club, VFW Post 2777, Flint River Watershed Coalition.
- Continue youth and young adult involvement in the community parks through a volunteer program and activities.
- Promote knowledge of Burton Park's System through website and brochures, as well as located within school districts and colleges.
- Engage with the youth to evaluate what their recreational needs are.
- Develop more youth gathering places.
- Work/engage/partner with schools.
- Support activities for senior citizens.
- Promote/ implement more natural landscaping to buffer Kelly Lake.
- Develop more natural planted areas in of Kelly Lake Park.
- Implement better storm water management programs- bio swales along parking lot in of Kelly Lake Park.
- Develop information on website, distribution to school, and For-Mar County Parks to help promote a wildlife community.
- Provide adequate funding to maintain the park system.
- Implement the Parks and Recreation Master Plan.

Strategic Implementation Plan

In order to implement the key goals and objectives of the Master Plan, the Planning Commission has prioritized the following strategies over the next five years (Table 12-1). These strategies should help to inform the Planning Commission as it identifies its work goals for the annual planning report to the city council. The Planning Commission should track the completion status of strategies on this list even if they are not a responsible party.

Table 12-1 Strategic Plan		
Strategy	Responsible Party	Deadline
Develop a "one-stop" web page for business wishing to locate in the city.	Consultant City IT Staff Chamber of Commerce	1 Year
Develop a plan for marketing the Master Plan strategies and marketing materials to promote the location of new businesses in the city.	Consultant City Council Planning Commission	1 Year
Amend the zoning ordinance to implement the proposed CBD overlay zone.	Planning Commission City Council	1 Year
Address traffic and other infrastructure concerns that effect the accessibility and attractiveness of businesses districts.	DPW – Engineering Division DDA	1-2 Years

Table 12-1 Strategic Plan		
Strategy	Responsible Party	Deadline
Create a paint program through non-profit organizations, coordinated by the city.	Resident Coordinating Committee (to be formed)	1-2 Years
Promote an annual community pride day devoted to the beautification of public spaces.	Resident Coordinating Parks and Recreation Committee (to be formed)	1-2 Years
Create a business incubator space for young entrepreneurs.	DDA Chamber of Commerce Junior Chamber of Commerce	1-2 Years
Evaluate and develop a complete street plan for the City of Burton.	DPW Planning Commission	1-2 Years
Planning Commission will work with the Zoning Board of Appeals (ZBA) on issues regarding sidewalk requirements.	Planning Commission and ZBA	1-3 Years
Continue efforts to establish a public / private partnership with the owners of Courtland Center to promote its revitalization / redevelopment.	Mayor's Office	1-5 Years
Provide more resources to the DPW for enforcement and inspectors.	City Council	1-5 Years
Address sidewalk maintenance and snow clearing by more enforcement of the applicable city code provisions.	City Code Enforcement	1-5 Years
Continue strict enforcement of the building and property maintenance codes.	DPW – Building Division	1-5 Years
Establish a SR2S committee.	Mayor's Office Planning Commission Local School Districts City Council	2 Years
Adopt new ordinances or revise existing one, as necessary by community conditions.	Planning Commission Legislative Committee City Council	2 Years
Amend the zoning ordinance to create a new zoning district that allows for a range of neighborhood commercial uses.	Planning Commission City Council	2 Years
Amend the zoning ordinance to provide for better buffers between the land uses.	Planning Commission City Council	2 Years
Assure that zoning districts within the city provide a variety of density and housing types including the missing middle, such as housing opportunities that are fourplex and sixplex, to optimize choices in dwellings.	Planning Commission City Council	2 Years
Allow for residential apartments above first floor commercial.	Planning Commission City Council	2 Years
Provide for housing options for seniors and the disabled.	Planning Commission City Council	2 Years
Address housing for students in the zoning ordinance and coordinate the	Planning Commission City Council	2 Years

Table 12-1 Strategic Plan		
Strategy	Responsible Party	Deadline
demand for student housing with the area's nearby colleges.		
Review the zoning ordinance for flexibility and to remove unnecessary barriers to affordable housing.	Planning Commission City Council	2 Years
Review zoning for the future land use map.	Planning Commission City Council	2 Years
Evaluate proposals to ensure an appropriate balance in the types of housing in the city.	Planning Commission City Council	2 Years
Evaluate existing zones of commercial parcels in residential areas for down zoning back to residential.	Planning Commission City Council	2 Years
Following one year of implementation of the new Chapter 153 Signs, review and make necessary changes to address location, aesthetic requirements, brightness, and repair/maintenance of signs.	Legislative Committee City Council	2-3 Years
Create a non-motorized transportation plan.	DPW Parks and Recreation Commission	2-3 Years
Work with schools and colleges to aid new and expanding businesses.	Planning Commission Committee composed of school representatives and Chamber of Commerce	2-3 Years
Leverage state and federal grants to provide financing for affordable and senior housing.	DPW City Staff Senior Center	2-3 Years
Expand promotion of semi-annual community clean-up days and other similar activities by city agencies.	Mayor's Office DPW	2-3 Years
Coordinate with other organizations and municipalities nearby.	Planning Commission Mayor's Office	2-5 Years
Amend the Visioning Plan to allow the DDA to obtain blighted properties.	DDA City Council	3 Years
Evaluate sidewalk improvements regarding the needs of schools.	SR2S committee (to be formed)	3-4 Years
Coordinate incentives to encourage affordable housing.	Planning Commission City Council	4 Years
Establish sidewalk assessment process to fund sidewalk maintenance.	DPW	4 Years
Establish a program to help with façade improvements of businesses and/or residential homes, particularly along major thoroughfares as funding sources are identified.	DPW – Planning Division DDA	4 Years
Incorporate sidewalks or sidewalk improvements into street improvement projects in compliance with non-motorized and complete street plans.	DPW – Engineering Division	4 Years
Conduct a five-year review of the Master Plan.	Planning Commission	5 Years

Plan Maintenance and Update

A Master Plan is not a static document. It must continuously be maintained and updated if it is to remain valid. This plan calls for the Planning Commission to review it regularly, at least a minimum of every five years, as required by the MPEA. Below are recommendations on key factors the city's Planning Commission can use to determine the need for a plan update.

Five Year Review

Under the terms of the MPEA, the city's Planning Commission must review the Master Plan at least every five years to determine if there is a need to update it. The findings and determination should be recorded in the minutes and through a resolution attached to the appendix of the plan.

The review should be a formal process if the city intends it to serve as compliance with the requirements of Section 45 (2) of the MPEA. This means that a report outlining the standards for review and other basis upon which the Planning Commission determined an update is or is not necessary. The findings should be set out in a resolution adopted by the Planning Commission.

It is recommended that the Planning Commission conduct a less formal review annually, based on those issues that have risen through use of the plan in making zoning decisions.

Standards for Review

In conducting the five-year review or a less formal annual review, the city's Planning Commission should evaluate the plan using the following criteria:

1. The conditions that the plan was based on have changed. For example, the plan assumed a certain growth rate and the new data shows stagnant growth. Indicators to consider in evaluating this factor for the City of Burton Master Plan are:
 - a. **Development of Downtown Burton.** The plan assumes that the new mixed-use zoning district along Saginaw Road within the DDA will promote additional development. If new additional development does not occur along the corridor, that might be a basis for reviewing the plan.
 - b. **Adjacent Planning and Zoning.** Changes in the Master Plan or zoning map of surrounding municipalities should be reviewed to consider their impact on the city's plan. Particular attention should be given to changes that increase the intensity of land uses adjacent to the city. The MPEA requires the city, surrounding municipalities, and the county to notify the city whenever it is proposing to adopt changes to their plans. The Michigan Zoning Enabling Act (MZEA) does not contain similar coordination requirements, but the city could enter into arrangements with surrounding municipalities to notify it of proposed rezonings within 500 feet of the city boundary in return for the reciprocal notification by the surrounding municipalities.
 - c. **Utilities.** The city's water and sewer capacity should be monitored to ensure adequate capacity for development and redevelopment in the city.
2. There was a significant error in the plan that affects the plan policies, goals, or recommendations. Sometimes a plan is based on an assumption that turns out to be incorrect. An area was thought to be a wetland, but turns out not to be. Any changes in the facts as a community knows them should be considered to see if it changes the appropriateness of proposals in the plan.

3. There has been a change in the community's attitude about some basic goal of the plan, or on a proposed approach to achieving the goal, that is reflected in the Planning Commission's recommendations or the city council's decisions, but not in the plan.

A Master Plan is based both on the facts that describe the conditions in a community and the city's vision of the future. That vision is outlined in the community's goals. For example, the current breakdown of various housing types is a fact. The plan's goals identify whether the community views that current ratio as a positive fact they want to see continue or as a condition they want to change. Community attitudes can change over time, which means that goals may change in time even though the facts have not.

The Master Plan's objectives describe how a community is proposing to reach its identified goals. In some cases, policy may not be effective in helping to reach the proposed goals. That may be due to a lack of application of the policy or the ineffectiveness of the policy in achieving the anticipated results. Ineffective policies should be identified and addressed.

4. New issues that should be addressed by the plan have come up and are either not addressed in the plan or not adequately addressed by it. Issues important to a community may crop up after a Master Plan has been adopted. In those instances, it might be an issue that requires amendment of the Master Plan to ensure that the city's policies regarding the use are clear.
5. The plan is out of date. Master Plans normally have a 10- to 20-year scope. If the plan has not been revised or significantly updated by the time the plan has reached the end of its "life", then it should be updated at that point.

Using the Master Plan in Future Zoning Amendment Decisions

In considering a rezoning request or a proposed text amendment, the primary question to ask is; "Does this zoning amendment conform to our Master Plan?" Subsidiary questions follow: "Was there an error in the plan that affects the appropriateness of the proposed amendment?"; "Have there been relevant changes in conditions since the plan was approved that affect the appropriateness of the proposed amendment?"; and "Have there been changes in the community's attitude that impacts the goals and objectives of the plan and affect the appropriateness of the proposed amendment?". Answering these questions should answer the question whether or not a zoning amendment is appropriate and that should frame the reason within the context of the plan.

The following are items to consider when approving a rezoning or text amendment:

- **Consistency with Master Plan.** The proposed change is consistent with the Master Plan. This means for rezoning changes it should be consistent with the relevant goals and policies and as well as the future land use plan. In the case of a proposed text amendment, consistency means it is consistent with most of the relevant goals and policies.
- **Mistake.** A mistake in a Master Plan can be an assumption made based on incorrect data, an area on a future land use map that is incorrectly labeled, or other factors that, if known at the time of the Master Plan adoption, would have been corrected.
- **Changes in Condition.** The development of this plan is based on the current conditions of the city. If conditions change within the city, that may cause the adopted goals, policies, and land

use decisions to no longer be valid. A text amendment that was previously not recommended may be appropriate now.

- **Change in Policy.** This Master Plan document is the Planning Commission's vision for the city. When the vision changes, then so should the Master Plan. When a zoning issue results in a change in vision, a decision can be made that is contrary to the current Master Plan as long as that changed vision is explicitly incorporated into the Master Plan.
- **Additional Considerations Related to Text Amendments.** The changing of text of the zoning ordinance should be evaluated on the above standards, but also changes that may not have any impact on the goals and objectives of the Master Plan. These neutral changes are appropriate when:
 - The text change is necessary to clarify a provision in the zoning ordinance.
 - The text change is necessary to correct a mistake in the ordinance.
 - The text change is necessary to improve administration of the zoning ordinance or better serve the community.
 - The text change is necessary to address a provision that is determined to be inconsistent with state or federal law.

Two points should be made. First, the factors for consideration (oversight, change in condition, or change in goals or policy) can work in reverse; making a proposal that otherwise seems appropriate, inappropriate. Secondly, these factors should not be used to create excuses for justifying a decision to violate the Master Plan or to change it so often that it loses its meaning. The following Figure 12-1 and Figure 12-2 illustrate the decision tree for reviewing a proposed rezoning or text amendment using this approach.

Figure 12-1: Decision Tree for Planning Commission Review of a Proposed Text Amendment

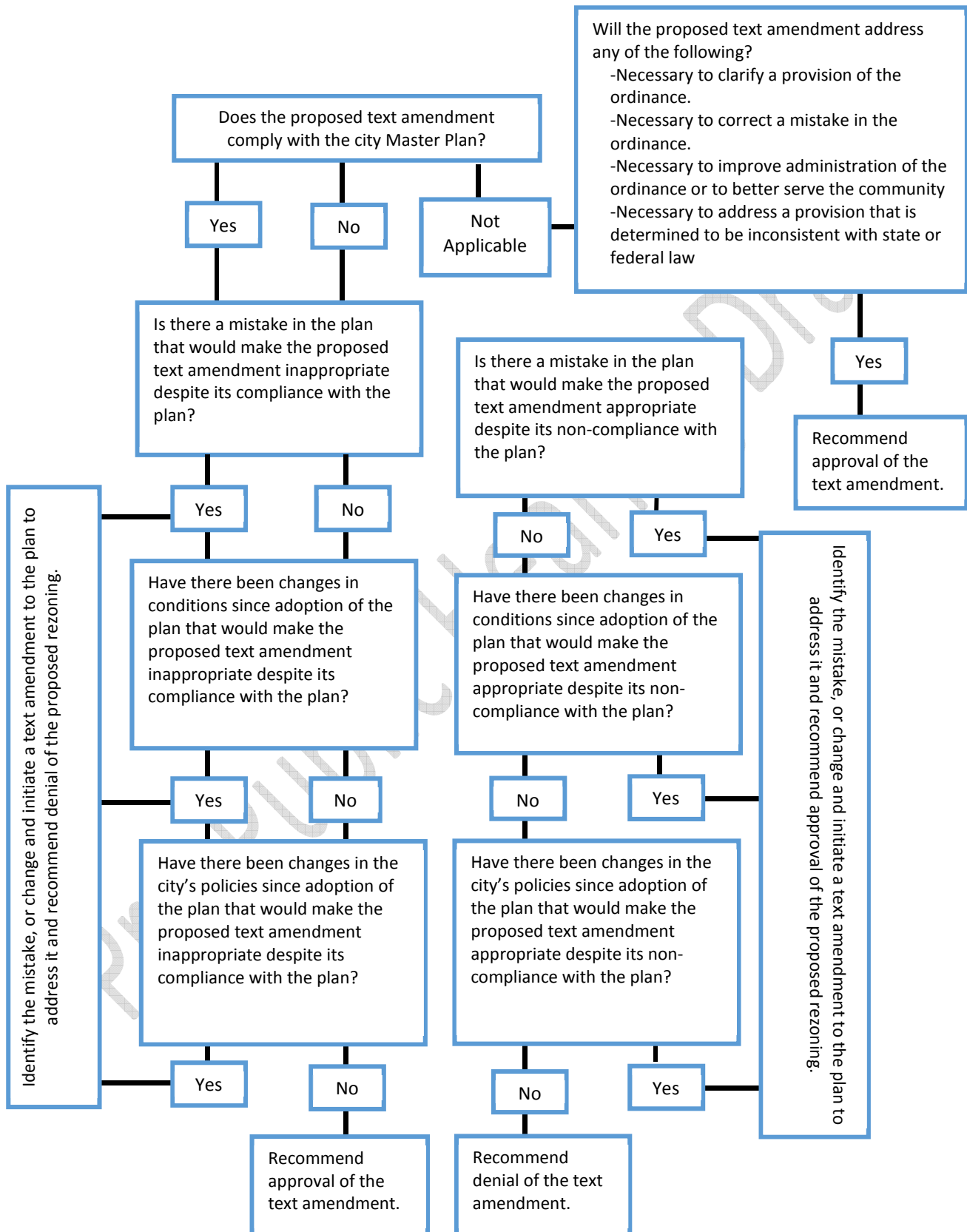
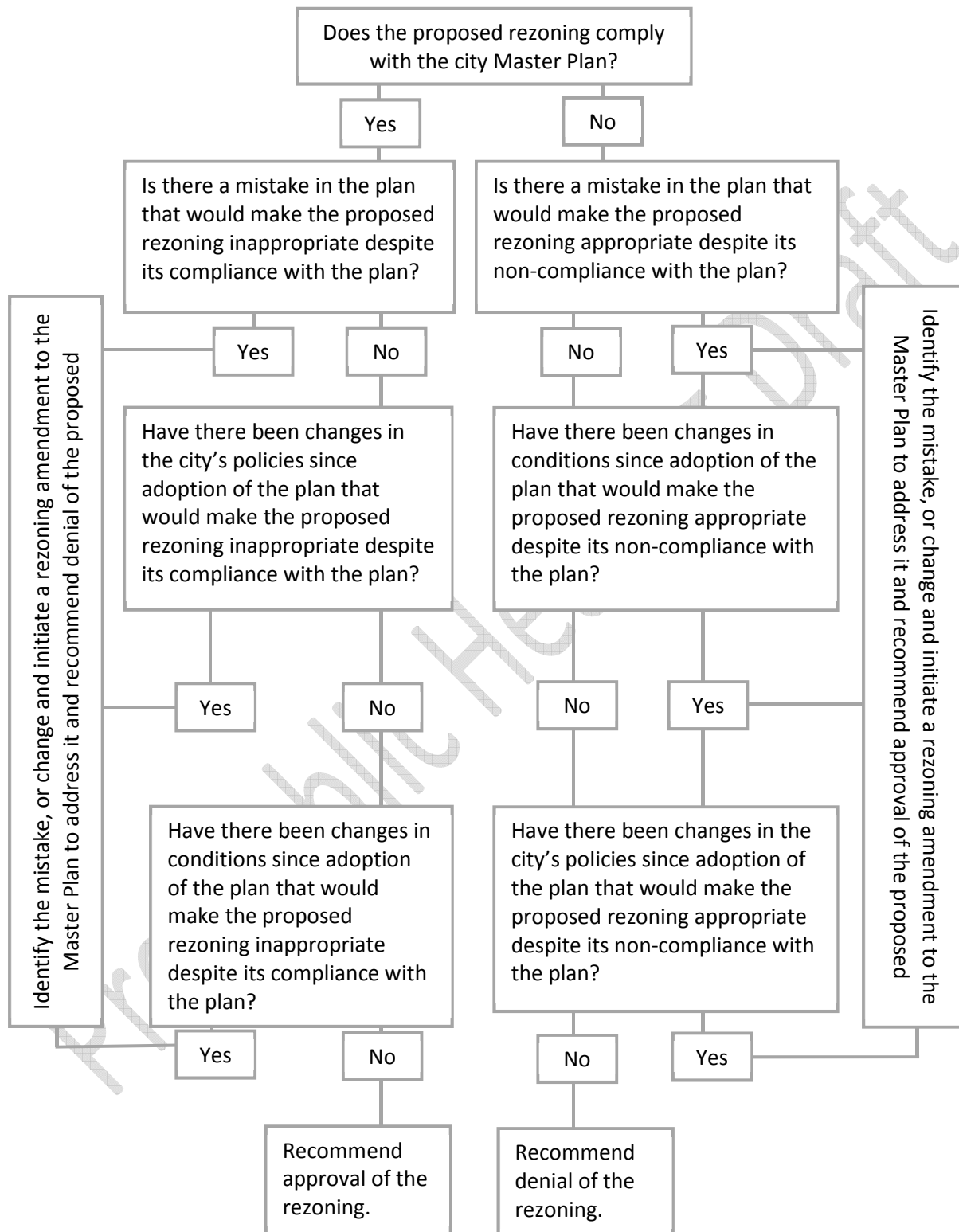


Figure 12-2: Decision Tree for Planning Commission Review of a Proposed Rezoning



Appendix

Notice of Intent to Update the Master Plan
Notice to Genesee County on Intent to Update the Master Plan
Distribution of Draft Plan and Notice of Public Hearing
Letter to Genesee County
Published Notice
Community Survey
Open House Survey

Pre-Public Hearing Draft

Attachment: August 15th meeting (3159 : Master Plan Review)

R:\Projects\16C0040\Docs\Master Plan\Reports\DRAFTS\Pre-Public Hearing Draft.docx