



CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

AUGUST 9, 2016

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
Ellen Ellenburg	Councilwoman	Present	
Kevin Burge	Vice Chairman	Excused	
Mary Ann White	Commissioner	Present	
Robert Johnson	Commissioner	Present	
Tom Gorang	Commissioner	Excused	
Deb Walton	Chairman	Present	
John Benthall	Commissioner	Present	
Kris Johns	Commissioner	Late	5:03 PM

C. STAFF PRESENT

Amber Abbey, Planning/Zoning

Racheal Boggs, Clerk's Office

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Jul 12, 2016 5:00 PM

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

E. SITE PLAN REVIEW

Kurt Neiswender stated he is the Architect for this project at Good Shepard Lutheran Church. He is asking for approval of the site plan for the addition without the additional sidewalks.

Mrs. Abbey stated he did receive a variance from the Zoning board to delay the sidewalks until adjoining property owners are required to put them in. The administration recommends approval.

Mrs. Ellenburg stated she has brought this up to City Council to have a bike path as a cost effective alternative for future situations like this.

Mrs. Walton stated Mr. Burge is absent tonight but he wanted the board to know that it is his opinion that we should stay consistent with the ordinance and require sidewalks. Also, I feel the sidewalks are important in our community and it is part of our master plan and our vision. We want to see the church have the addition. It was solely the sidewalk that was an issue.

Mr. Johns asked for clarification regarding the bike path; would it be an expansion of the road? In this instance, a sidewalk would be odd looking and it would have to be so far deep into the property because of the drainage and ditch there.

1. SPR #16-39

By: Kurt Meiswender / Good Shepard Lutheran Church
5496 Lippincott Blvd.
Burton, MI 48519

Re: 5496 Lippincott Burton, MI 48509
59-23-200-031

For: Addition to Building

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Johnson, Commissioner
SECONDER:	Mary Ann White, Commissioner
AYES:	Ellenburg, White, Johnson, Walton, Benthall, Johns
EXCUSED:	Burge, Gorang

F. AUDIENCE PARTICIPATION

None.

G. BOARD DISCUSSION

Mrs. Abbey stated she gave the board a packet for the Special Meeting on August 23, 2016 at 5:00 PM in the City Hall Community Room. Please keep and review your packets from Rowe for the next meeting. Also, I need to know if you would like me to not let applicants come before you until they have gone for their variance.

Board discussion regarding applicants receiving variances before or after they come to the Planning Commission.

Mrs. Walton stated she had a meeting with Mrs. Ellenburg, Mr. Burge and the Mayor and one item that came up was having a meeting with the Planning and Zoning Boards for the purpose of master plan discussion.

Ms. White thinks this is a good idea.

The next regularly scheduled meeting will be held on Tuesday, September 13, 2016 at 5:00 p.m.

Meeting was adjourned at 5:15 PM.



CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

JULY 12, 2016

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
Ellen Ellenburg	Councilwoman	Present	
Kevin Burge	Vice Chairman	Present	
Mary Ann White	Commissioner	Present	
Robert Johnson	Commissioner	Present	
Tom Gorang	Commissioner	Present	
Deb Walton	Chairman	Present	
John Benthall	Commissioner	Present	
Kris Johns	Commissioner	Present	

C. STAFF PRESENT

Amber Abbey, Planning/Zoning

Racheal Boggs, Clerk's Office

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Jun 14, 2016 5:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Benthall, Commissioner
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Ellenburg, Burge, White, Johnson, Gorang, Walton, Benthall, Johns

E. SITE PLAN REVIEW

Mr. Meiswender from Good Shepard Lutheran Church of Burton stated he is the architect for this project. He is proposing a small addition to the classroom portion of the building. It is 50-60 years old and has been in need of new bathroom facilities for a while. The existing bathrooms were not designed for barrier free/ADA access. He decided to integrate the bathrooms in with a more formal entry way for the church.

Mrs. Abbey stated the administration recommends approval with the contingency that the ZBA approves the delayed installation of sidewalks on July 21, 2016.

1. SPR #16-39

By: Kurt Meiswender / Good Shepard Lutheran Church
5496 Lippincott Blvd.
Burton, MI 48519

Re: 5496 Lippincott Burton, MI 48509
59-23-200-031

For: Addition to Building

Mr. Burge stated there are currently sidewalks from Belsay Road and Lapeer Road going south to Roberta. He would like to see a performance bond.

Mrs. Abbey stated the Zoning Board of Appeals would make this determination. She can let them know that the Planning Commission is interested in a bond. Typically what they have done in the past is allow the applicant to delay the sidewalks until the adjoining property owners install one.

Mr. Burge would like to wait until after the Zoning Board meeting.

Mrs. Ellenburg stated she agrees with Mr. Burge because other businesses in the past have been required to put sidewalks in and she would like to stay consistent.

Mrs. Abbey stated he would have to install sidewalks on both frontages on Lippincott and Belsay and this will be a significant cost. Also, if the ZBA turns him down, he will need to put the sidewalk in. So, waiting for them to take action doesn't make a difference with the site plan.

Mrs. Ellenburg stated maybe a bike path would serve the same purpose and be more economical.

Mrs. Abbey stated that is something City Council would have to change.

Mr. Johns stated he travels that way frequently and feels requiring a sidewalk at this time would cause an undue burden to the church. He doesn't see people walking on the south side of Lippincott or the west side of Belsay Road.

Mr. Johnson would like to make a motion to table this site plan until next month after the ZBA makes their ruling on it.

RESULT:	TABLED [7 TO 1]	Next: 8/9/2016 5:00 PM
MOVER:	Robert Johnson, Commissioner	
SECONDER:	Kevin Burge, Vice Chairman	
AYES:	Ellenburg, Burge, White, Johnson, Gorang, Walton, Benthall	
NAYS:	Johns	

F. MASTER PLAN

1. Master Plan

Doug Piggott - ROWE Professional Services Company

Doug Piggott stated there was a mistake in the memo at the May 10, 2016 meeting. The round table meeting with Sharon Woods from Land Use, USA will be on Tuesday, August 23, 2016 not August 22, 2016 as previously stated. We are also proposing to extend the online data collection so we can continue that tool through to the end of the public hearing process. We added some items to the original scope of this project so rather than a 15 month process, we are extending to a 17 month process. We are hoping we can gather more and better input with this extension.

Doug Piggott updated the board on the following:

- Master Plan schedule
- Downtown Development Authority Visioning Plan goals, objectives and implementation
- Parks and Recreation Plan Inventory goals, objectives and general statements

Caitlyn McGoldrick discussed the following:

- Natural Features
- Major identified wetland areas
- Potential wetland areas
- Floodplain areas
- Gilkey Creek watershed management plan goals, objectives and suggested policies

Scott Kree presented the following:

- City of Burton, Genesee County Facebook page
- Social media plan
- Community remarks and Survey Monkey
- Potential survey questions
- Stakeholder and focus group update

Mr. Burge would like to see a city slogan developed as part of the Master Plan process.

Mr. Johnson likes the idea and suggested having a contest.

Mr. Piggott suggested incorporating that into our youth charette.

Mr. Gorang suggested contacting the student council members.

G. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #16-32

By: Kenneth Boutillier
3255 S. Dort Hwy.
Burton, MI 484529

Re: 3255 S. Dort Hwy. Burton, MI 48529

For: Used Auto Dealer

2. SPR #16-33

By: Martin Woods III
3462 Bilsky
Burton, MI 48519

Re: 2217 S. Center Rd. Ste 2 Burton, MI 48519

For: Auto Repair

3. SPR #16-34

By: Khalil Isaac
1244 E. Reid Rd.
Grand Blanc, MI 48439

Re: 5515 Davison Rd. Ste 13 Burton, MI 48509

For: Retail- Star Wireless

4. SPR #16-35

By: Approved Cash
1865 Executive Park Dr.
Cleveland, TN 37312

Re: 1067 Bristol Rd. Burton, MI 48529

For: Payday Loan / Check Cashing

5. SPR #16-36

By: Jennifer Tinker
1226 Arrowhead Dr.
Burton, MI 48509

Re: 4190 E. Court St. Burton, MI 48509

For: Retail

Minutes Acceptance: Minutes of Jul 12, 2016 5:00 PM (Approval of Minutes)

6. SPR #16-37

By: Burton Management LLC.
6045 W. Pierson Rd. Ste D5
Flushing, MI 48433

Re: 1145 N. Belsay Rd. Burton, MI 48509

For: Dollar Tree

7. SPR #16-38

By: Andrew Johnson
5069 Old Barn Lane

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

For: Auto Dealer

H. AUDIENCE PARTICIPATION

None.

I. BOARD DISCUSSION

The next regularly scheduled meeting will be held on Tuesday, August 9, 2016 at 5:00 p.m.

Meeting was adjourned at 6:10 PM.

Minutes Acceptance: Minutes of Jul 12, 2016 5:00 PM (Approval of Minutes)



ADOPTED

AGENDA ITEM (ID # 2555)

DOC ID: 2555

SPR #16-39

By: Kurt Meiswender / Good Shepard Lutheran Church
5496 Lippincott Blvd.
Burton, MI 48519

Re: 5496 Lippincott Burton, MI 48509
59-23-200-031

For: Addition to Building

HISTORY:

07/12/16 Planning Commission TABLED

Next: 08/09/16

ATTACHMENTS:

- 16-39 (PDF)

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Johnson, Commissioner
SECONDER:	Mary Ann White, Commissioner
AYES:	Ellenburg, White, Johnson, Walton, Benthall, Johns
EXCUSED:	Kevin Burge, Tom Gorang

PROJECT INFORMATION AND CONTACT SCHEDULE

ARCHITECT:
Kurt Neiswender, AIA
MI LIC# 1301056647

207 Northbank Center
432 N Saginaw St.
Flint, MI 48502

PH: 810.288.4991
EMAIL: kurt@projectfora.org
WEB: www.projectfora.org

OWNER:
GOOD SHEPHERD LUTHERAN CHURCH
5496 LIPPENCOTT
BURTON, MI 48519

PROPERTY INFORMATION

PARCEL ID
#59-23-200-031

PARCEL ADDRESS
5496 LIPPENCOTT
BURTON, MI

PARCEL ZONING
R1C - SINGLE FAMILY

PARCEL SIZE
4.07 ACRES GROSS

MINIMUM SETBACKS

FRONT	≈35 FEET
SIDE	≈15 FEET
SIDE COMBINED	≈30 FEET
REAR	≈35 FEET

GOVERNING CODES
2012 Michigan Building Code
2012 Michigan Rehabilitation Code

BUILDING INFORMATION
USE GROUP
A-3 ASSEMBLY PLACE OF WORSHIP

CONSTRUCTION TYPE
TYPE 3 FOR SCHOOL UNPROTECTED

DESIGN LOADS
SNOW LOAD: 30 PSF
DEAD LOAD: 12.5 PSF
WIND LOAD: 90 MPH 3 SECOND GUST EXPOSURE B

ROOF FRAMING:
PRE ENGINEERED TRUSS ROOF BY OTHERS @ 2'-0" ON CENTER. TRUSS DETAILS DEFERRED SUBMITTAL

PARCEL DESCRIPTION (PARCEL A):

A PARCEL OF LAND LOCATED IN THE NORTHEAST 1/4 OF SECTION 23, T7N - R7E, CITY OF BURTON, COUNTY OF GENESEE, STATE OF MICHIGAN MORE PARTICULARLY DESCRIBED AS:

THE WEST 100 FEET OF A PARCEL OF LAND DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF SECTION 23, T7N-R7E, THENCE WEST 463.25 FEET; THENCE SOUTH453.2 FEET; THENCE EAST 262.75 FEET; THENCE NORTH 107 FEET; THENCE EAST 200 FEET TO THE CENTERLINE OF BELSAY ROAD, SO CALLED; THENCE NORTH 350 FEET TO THE POINT OF BEGINNING.

ALSO ALL EXCEPT THE WEST 100 FEET OF A PARCEL OF LAND DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF SECTION 23, T7N-R7E, THENCE WEST 463.25 FEET; THENCE SOUTH453.2 FEET; THENCE EAST 262.75 FEET; THENCE NORTH 107 FEET; THENCE EAST 200 FEET TO THE CENTERLINE OF BELSAY ROAD, SO CALLED; THENCE NORTH 350 FEET TO THE POINT OF BEGINNING, EXCEPT A PARCEL OF LAND SITUATED IN THE NORTHEAST 1/4 OF SECTION 23, T7N-R7E, DESCRIBED AS: COMMENCING AT A POINT WHICH IS S87°48'30"W, 463.25 FEET AND S00°05'E, 50 FEET FROM THE NE CORNER OF SECTION 23, T7N-R7E FOR THE POINT OF BEGINNING; THENCE S00°05'E, 175 FEET; THENCE N87°48'30"E, 100 FEET; THENCE N00°05'W, 175 FEET; THENCE S8748'30"W TO THE PLACE OF BEGINNING.

ALSO A PARCEL OF LAND DESCRIBED AS BEGINNING ON THE WEST LINE OF BELSAY ROAD 56 ROADS AND 1 FOOT NORTH OF THE SOUTH LINE OF THE NORTHEAST 1/4 OF SECTION 23, T7N-R7E; THENCE WEST 150 FEET; THENCE NORTH 57 FEET; THENCE EAST 150 FEET TO THE WEST LINE OF BELSAY ROAD; THENCE SOUTH 57 FEET TO THE POINT OF BEGINNING.

PROJECT NARATIVE

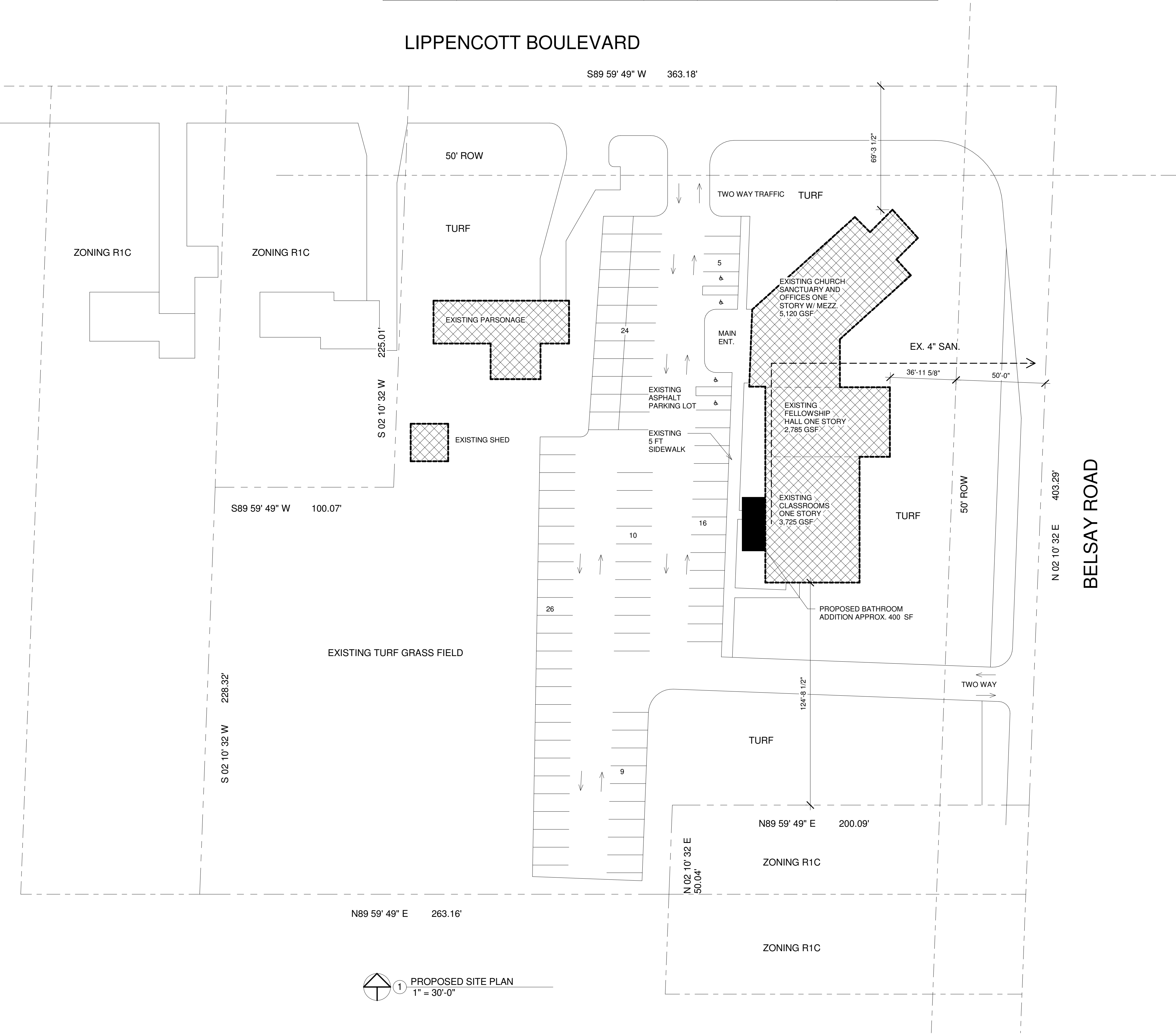
THE INTENT OF THIS PROJECT IS TO RENOVATE THE EXISTING BATHROOMS AT THE GOOD SHEPHERD LUTHERAN CHURCH - LUTHERAN EDUCATION SCHOOL (LES). THE EXISTING BATHROOM FACILITIES ARE IN POOR CONDITION AND ARE IN NEED OF REPLACEMENT. THE PROPOSED BATHROOM DESIGN WILL INCLUDE A 400 SQUARE FOOT ADDITION TO THE WESTERN PORTION OF THE LES. THE EXISTING BOYS AND GIRLS BATHROOMS WILL BE DEMOLISHED TO MAKE ROOM FOR THE NEW FACILITIES THAT WILL BE COMPLETELY BARRIER FREE. THE PROPOSED ADDITION WILL ALSO INCLUDE A REVISED ENTRY TO THE LES THAT INCORPORATES AN INDOOR WATING AREA FOR STUDENT PICK UP. A NEW PRE ENGINEERED TRUSS ROOF WILL BE BUILT AND TIED INTO THE EXISTING ROOF MATCHING THE PITCH AND CHARACTER OF THE EXISTING LES BUILDING. EXTERIOR MATERIALS WILL INCORPORATE SIMILAR CONCRETE BLOCK CONSTRUCTION METHODS WITH A PAINTED FINISH. ADDED BRICK VENEER IS PLANNED FOR ACCENT MATERIAL AROUND THE NEW ADDITION WITH SIMILAR COLOR TO THE EXISTING SANCTUARY. A NEW SIGN IDENTIFYING THE LES ENTRANCE IS PROPOSED TO BE INSTALLED ON THE WEST ELEVATION OF THE ADDITION.

IN CONJUNCTION WITH THIS SITE PLAN SUBMISSION, A VARIANCE IS BEING APPLIED FOR TO NOT CONSTRUCT PUBLIC SIDEWALKS ON LIPPENCOTT AND BELSAY FRONTAGE. SINCE THE CHURCH IS THE ONLY NON-RESIDENTIAL PROPERTY WITHIN THE R1C ZONED RESIDENTIAL COMMUNITY, WE ARE ASKING THAT THE CHURCH NOT BE SUBJECT TO THIS ADDED EXPENSE FOR THIS SMALL RENOVATION PROJECT.

THE PROPOSED RENOVATION PROJECT DOES NOT EXPECT AN INCREASE IN OCCUPANCY OR PARKING.

GOOD SHEPHERD LUTHERAN CHURCH
LUTHERAN EDUCATION SCHOOL
BATHROOM RENOVATIONS / ADDITION

Sheet List				
Sheet Number	Sheet Name	Current Revision	Current Revision Description	Current Revision Date
SPA-01	SITE PLAN TITLE PAGE	1	SITE PLAN APPROVAL	6/28/2016
SPA-02	BUILDING PLANS & ELEVATIONS	1	SITE PLAN APPROVAL	6/28/2016



1 PROPOSED SITE PLAN
1" = 30'-0"

Urban colAB Architecture
L.L.C. Kurt Neiswender, AIA
207 Northbank Center
432 N. Saginaw Street
Flint, MI 48502
810.288.4991

ARCHITECT

CONTRACTOR

CLIENT

DATE	DRAWN	CHECKED
6/28/2016		

REVISION
1 SITE PLAN APPROVAL

OWNER
GOOD SHEPHERD LUTHERAN CHURCH

PROJECT
GOOD SHEPHERD BATHROOM RENOVATION
5496 LIPPENCOTT
BURTON, MI 48519

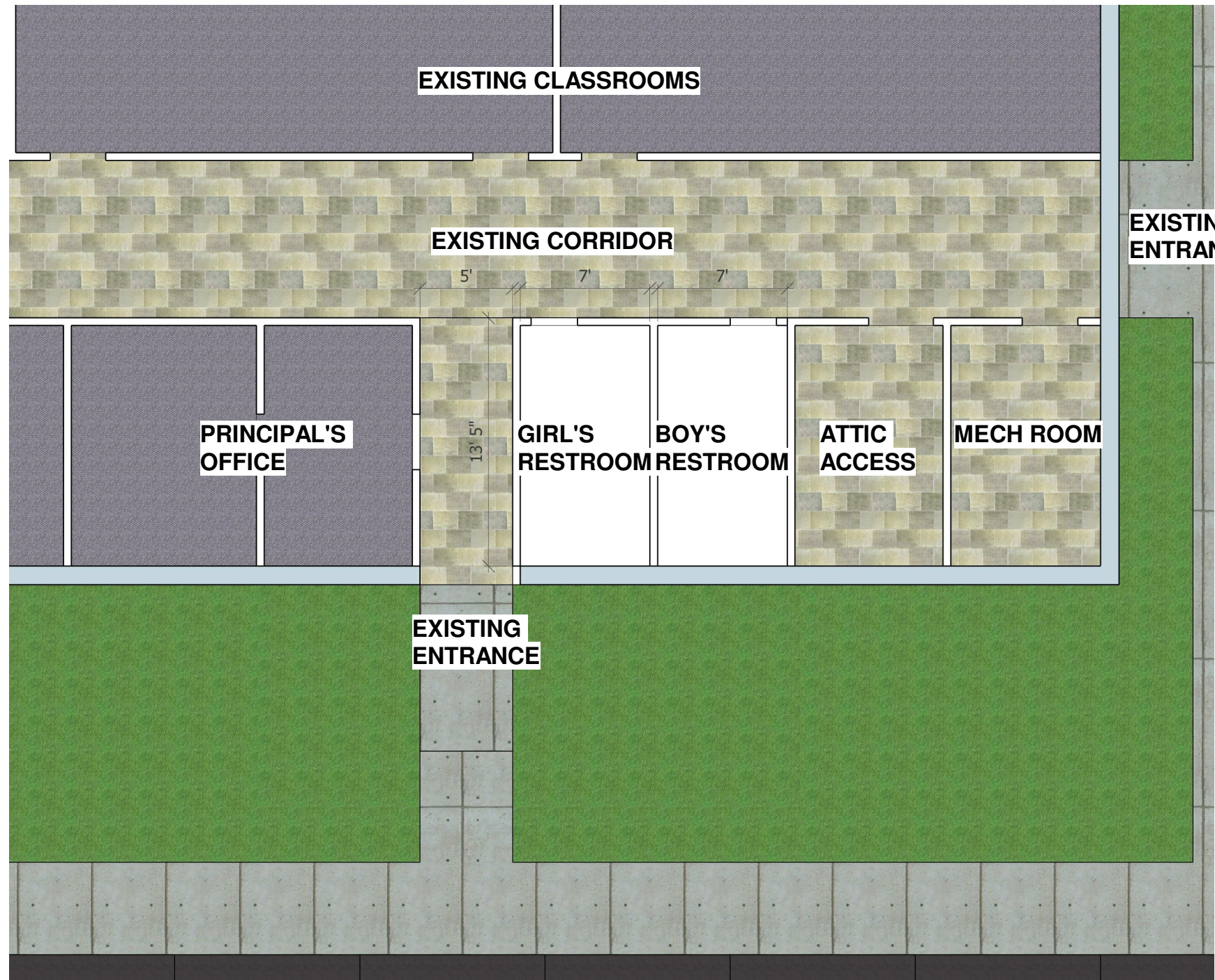
SHEET TITLE
SITE PLAN TITLE PAGE

STAMPS

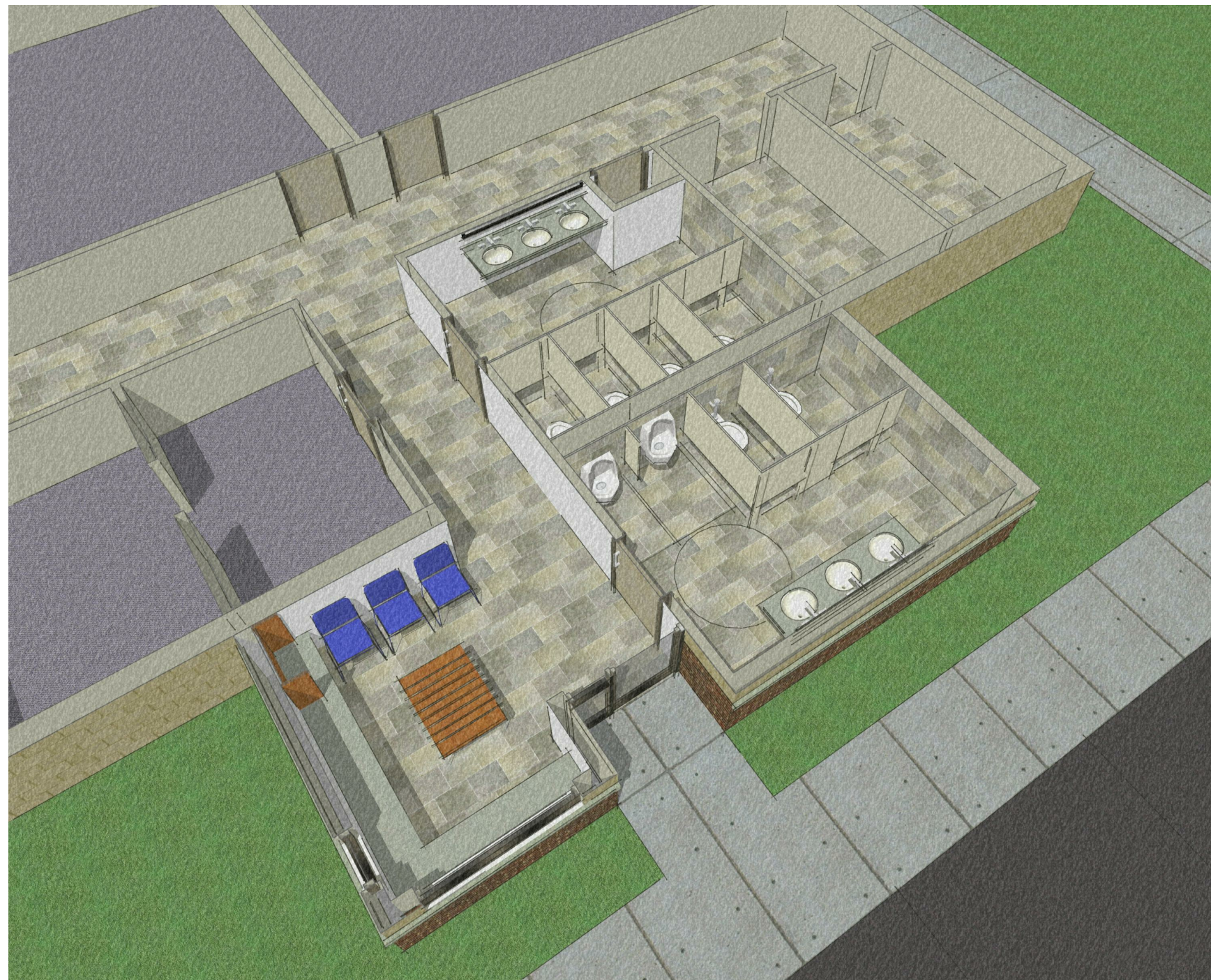
PROJECT # 16-015
SHEET NO. SPA-01
E.L.A.



PROPOSED FLOOR PLAN OF BATHROOM RENOVATION AND ADDITION



EXISTING FLOOR PLAN



AERIAL VIEW OF PROPOSED BATHROOM RENOVATION AND ADDITION

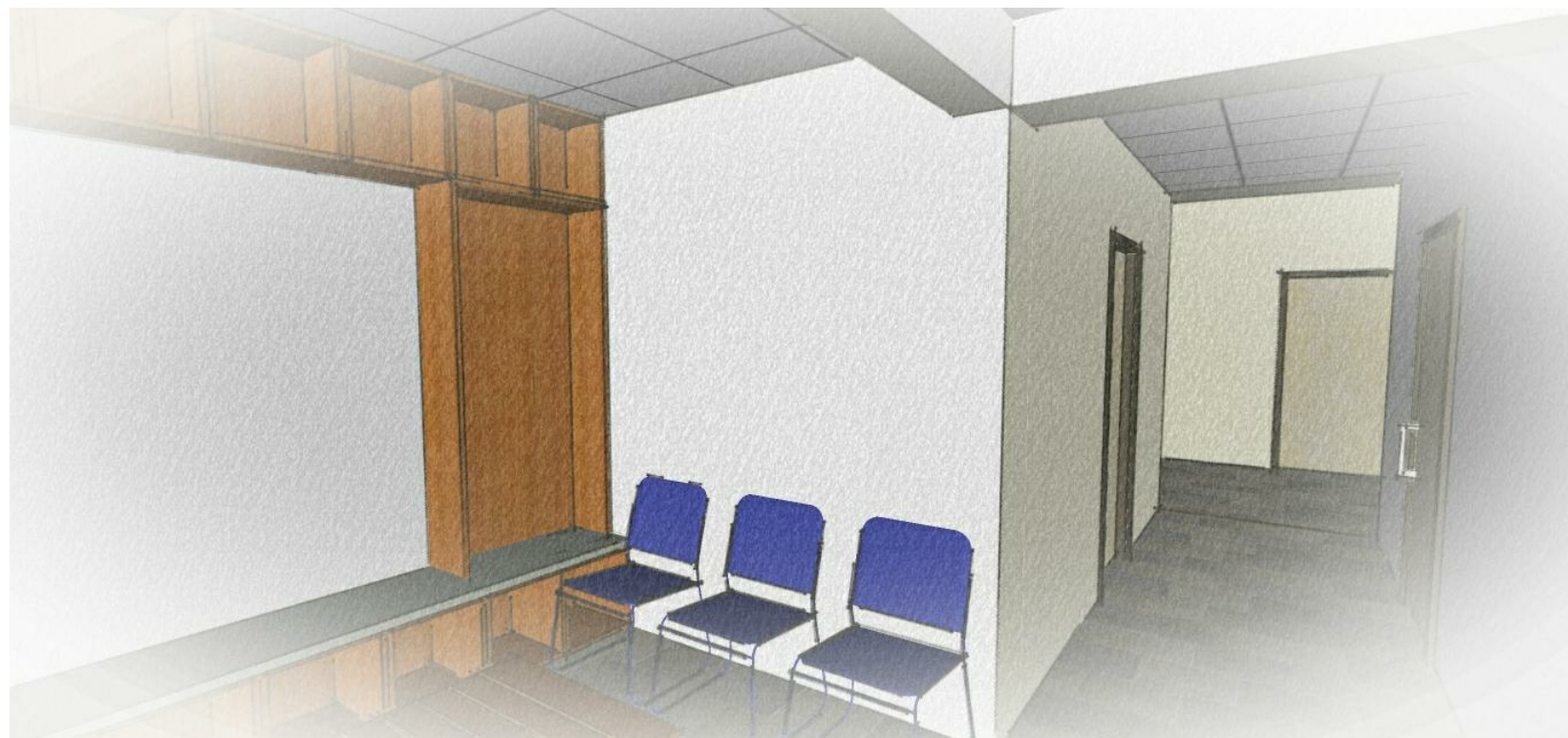
Attachment: 16-39 (2555 : SPR #16-39)

- EXISTING CORRIDOR
- PRINCIPAL'S OFFICE
- PROPOSED WOMEN'S RESTROOM
- PROPOSED WAITING AREA
- COVERED ENTRANCE
- PROPOSED MEN'S RESTROOM

- PAINTED TRIM TO MATCH EXISTING FASCIA
- EARTHTONE HORIZONTAL SIDING
- NEW BACKLIT METAL SIGN
- CONCRETE BLOCK EXTERIOR WALL CONSTRUCTION PAINTED TO MATCH EXISTING LES BUILDING
- NEW ALUMINUM STOREFRONT ENTRY
- BRICK ACCENT WITH PRECAST SILL TO MATCH EXISTING SANCTUARY



EXTERIOR RENDERING OF PROPOSED ADDITION



WAITING AREA LOOKING TOWARD PRINCIPAL'S OFFICE



WAITING AREA LOOKING TOWARD PARKING LOT