



CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

DECEMBER 8, 2015

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 - Regular Meeting - Nov 10, 2015 5:00 PM

E. 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 five (5) minutes and to speak on the topics germane to City business.

F. BOARD DISCUSSION AND/OR ACTION

1. Approve and Authorize the 2016 Planning Commission Meeting Schedule.
2. Approve and Authorize the adoption of the City of Burton Planning Commission bylaws and rules of procedures as amended.
3. Master Plan Discussion

G. NOMINATIONS

1. Approve and Authorize_____ for Planning Commission Chairperson for January 2016 - December 2016 term.
2. Approve and Authorize_____ for Planning Commission Co-Chairperson for January 2016 - December 2016 term.

The next regularly scheduled meeting will be held on Tuesday, January 12, 2016 at 5:00 p.m.



CITY OF BURTON
BURTON PLANNING COMMISSION MEETING
NOVEMBER 10, 2015
MINUTES

Council Chambers

Regular Meeting

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Robert Walls at 5:00 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Kray	Alternate Commissioner	Excused	
Ellen Ellenburg	Councilwoman	Excused	
Robert Walls	Chairman	Present	
Kevin Burge	Commissioner	Present	
Robert Centilli	Commissioner	Absent	
Mary Ann White	Commissioner	Present	
Robert Johnson	Commissioner	Present	
Tom Gorang	Commissioner	Present	
Deb Walton	Commissioner	Present	

C. STAFF PRESENT

Amber Abbey, Planning/Zoning
Racheal Boggs, Clerk's Office

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Oct 13, 2015 5:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tom Gorang, Commissioner
SECONDER:	Deb Walton, Commissioner
AYES:	Walls, Burge, White, Johnson, Gorang, Walton
ABSENT:	Centilli
EXCUSED:	Kray, Ellenburg

E. SPECIAL USE

1. SPR #15-53

By: Absolute Plumbing
4150 Bristol Rd.
Burton, MI 48519

Minutes Acceptance: Minutes of Nov 10, 2015 5:00 PM (Approval of Minutes)

Re: 4150 Bristol Rd. Burton, MI 48519

For: Special use for outside storage of equipment

Andrew Williamson of Burton stated the storage area would be behind the fence and not highly visible.

Mr. Walls read a letter of agreement into the record written by Patricia Lessel.

Mrs. Abbey stated it will not be visible from the road. She recommends approval.

2. Motion to Approve SPR # 15-53 for Outside Storage of Equipment.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kevin Burge, Commissioner
SECONDER:	Tom Gorang, Commissioner
AYES:	Walls, Burge, White, Johnson, Gorang, Walton
ABSENT:	Centilli
EXCUSED:	Kray, Ellenburg

F. SITE PLAN REVIEW

1. SPR #15-55

By: American Building Company
5502 Lapeer Rd.
Burton, MI 48509

Re: 5492 Lapeer Rd. Burton, MI 48509
59-14-576-015, C-1 Zoned

For: Addition to building

Mr. Cool of Burton stated this is a 4 feet by 8 feet addition for airlock and it meets the setback requirements.

Mrs. Abbey recommends approval.

Mr. Burge asked for clarification on what an airlock is.

Mr. Cool stated it is a foyer.

2. Motion to Approve SPR #15-55 for an Addition to an Existing Building.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robert Johnson, Commissioner
SECONDER:	Deb Walton, Commissioner
AYES:	Walls, Burge, White, Johnson, Gorang, Walton
ABSENT:	Centilli
EXCUSED:	Kray, Ellenburg

G. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #15-47

By: Lyle Demo
1033 W. McLean Ave
Flint, MI 48507

Re: 4191 S. Saginaw St. Burton, MI 48529

For: Auto Detail

2. SPR #15-48

By: Jason Kassab
5874 Orchard Wds Dr.
West Bloomfield, MI 48321

Re: 1376 Bristol Rd. Burton, MI 48529

For: Happy's Pizza

3. SPR #15-49

By: Michigan Café, LLC.
2456 S. Center Rd.
Burton, MI 48519

Re: 2456 S. Center Rd. Burton, MI 48519

For: Winner's Skill Cafe

4. SPR #15-51

By: Scott Beutler
5483 Raymond Ave
Burton, MI 48509

Re: 4354 Bristol Rd. Burton, MI 48519

Minutes Acceptance: Minutes of Nov 10, 2015 5:00 PM (Approval of Minutes)

For: Creative Custom Cabinets /Commercial Caseworks

Mr. Burge asked if the business was moving.

Mrs. Abbey stated he was on Averill in Flint and wants to relocate to Burton.

5. SPR #15-52

By: US Auto Importing & Sales
1096 N. Center Rd.
Burton, MI 48509

Re: 1096 N. Center Rd. Burton, MI 48509

For: Auto Dealership

6. SPR #15-54

By: Absolute Plumbing
4150 Bristol Rd.
Burton, MI 48519

Re: 4150 Bristol Rd. Burton, MI 48519

For: Plumbing Contractor's office

H. AUDIENCE PARTICIPATION

None.

I. BOARD DISCUSSION

Board discussion on Planning Commission bylaws. Further discussion and possible amendments will be on the agenda for the December meeting.

Mrs. Abbey stated she emailed the board sample master plans. She suggests the board look through the samples as well as the DDA's Visioning Plan and decide the level of participation they would like. Mrs. Abbey will then communicate this to the consultants so they can bring a presentation forward.

Board discussion about master plan.

Mr. Walls requested a copy of the DDA Visioning Plan be sent to the board members as a reference during their master plan discussion.

The next regularly scheduled meeting will be held on Tuesday, December 8, 2015 at 5:00 p.m.

Minutes Acceptance: Minutes of Nov 10, 2015 5:00 PM (Approval of Minutes)

Meeting was adjourned at 5:45 PM.

Minutes Acceptance: Minutes of Nov 10, 2015 5:00 PM (Approval of Minutes)



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

Meeting: 12/08/15 05:00 PM
Department: Clerk's Office
Category: Discussion
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

F.1

SCHEDULED

AGENDA ITEM (ID # 1990)

DOC ID: 1990 A

Approve and Authorize the 2016 Planning Commission Meeting Schedule.

ATTACHMENTS:

- 2016 Planning Commission Meeting Schedule (DOCX)

2016 Planning Commission Meeting Schedule

January 12, 2016

February 9, 2016

***March 15, 2016**

April 12, 2016

May 10, 2016

June 14, 2016

July 12, 2016

August 9, 2016

September 13, 2016

October 11, 2016

***November 15, 2016**

December 13, 2016

***Note the March and November meeting have been moved to third Tuesday of the month due to an election.**



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

Meeting: 12/08/15 05:00 PM
Department: Department of Public Works
Category: Resolution
Prepared By: Amber Abbey
Department Head: Rachael Boggs

F.2

SCHEDULED

AGENDA ITEM (ID # 1992)

DOC ID: 1992

Approve and Authorize the adoption of the City of Burton Planning Commission bylaws and rules of procedures as amended.

ATTACHMENTS:

- Bylaws for Planning (PDF)

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 5 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 5 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.

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 when they intend to be absent from that meeting. Failure to make this notification prior to 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 Chairperson 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

(Date)



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

Meeting: 12/08/15 05:00 PM
Department: Department of Public Works
Category: Discussion
Prepared By: Amber Abbey
Department Head: Rachael Boggs

F.3

SCHEDULED

AGENDA ITEM (ID # 1993)

DOC ID: 1993

Master Plan Discussion



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

Meeting: 12/08/15 05:00 PM
Department: Clerk's Office
Category: Appointment
Prepared By: Rachael Boggs
Department Head: Teresa M. Karsney

G.1

SCHEDULED

AGENDA ITEM (ID # 1994)

DOC ID: 1994

**Approve and Authorize_____ for Planning
Commission Chairperson for January 2016 - December 2016
term.**



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

Meeting: 12/08/15 05:00 PM
Department: Clerk's Office
Category: Appointment
Prepared By: Rachael Boggs
Department Head: Teresa M. Karsney

G.2

SCHEDULED

AGENDA ITEM (ID # 1995)

DOC ID: 1995

**Approve and Authorize_____ for Planning
Commission Co-Chairperson for January 2016 - December
2016 term.**