CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

DECEMBER 8, 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	Present	
Robert Walls	Chairman	Present	
Kevin Burge	Commissioner	Present	
Robert Centilli	Commissioner	Present	
Mary Ann White	Commissioner	Present	
Robert Johnson	Commissioner	Present	
Tom Gorang	Commissioner	Present	
Deb Walton	Commissioner	Present	

C. STAFF PRESENT

Amber Abbey, Planning/Zoning
Bob Slattery, DPW Director
Racheal Boggs, Clerk's Office

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Nov 10, 2015 5:00 PM

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

E. AUDIENCE PARTICIPATION

None.

F. BOARD DISCUSSION AND/OR ACTION

1. Approve and Authorize the 2016 Planning Commission Meeting Schedule.

Mrs. Abbey explained that there are some changes in the 2016 meeting schedule; March and November dates were adjusted for the 2016 Presidential election.

2. Motion to Approve and Authorize the 2016 Planning Commission Meeting Schedule.

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

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

Mr. Gorang stated there is a spelling error in section 7.5 of the bylaws.

Mr. Burge asked for clarification on who is the secretary for the Planning Commission.

Mrs. Abbey stated that there was a change under selection of officers, The City Clerk will choose the Board Secretary. Currently, Racheal Boggs is the Secretary for the Planning Commission.

4. Motion to Approve and Authorize the adoption of the City of Burton Planning Commission bylaws and rules of procedure.

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

5. Master Plan Discussion

Amber Abbey introduced the three consultants that have been invited to the meeting to discuss the City of Burton master plan. Lisa Easterwood with Flies and Vandenbrink, Doug Piggot of Rowe Engineering and Heather Syfurth from OHM.

Doug Piggot stated he was the project planner on the 2001 land use plan for the City of Burton. He has been with Rowe Professional Services Company for 25 years. The company does planning and zoning services as well as master plans for communities throughout Genesee County and the Mid-Michigan area.

Heather Syfurth stated she is with OHM Advisors, an architecture, engineering and planning firm. They do civil engineering, water sevices, transportation services, planning, landscape architecture, land use planning and master plans. The company has been around since the 1960's and are well versed at master plans.

Lisa Easterwood stated Flies and Vandenbrink Engineering has been around for more than 20 years. She was a part of Gould Engineering which was around since the early 1900's. A few years back, the two companies merged. We are an all inclusive firm with architectural services, civil engineers, land suveyors, planners, landscaping, environmental engineers and structural engineers. She is site designer and planner for the company with about 25 years of experience. We completed the five year Parks and Recreation Plan and the DDA Visioning Plan for the City of Burton.

Mr. Gorang stated he looked at the sample master plans and he likes the one done by Birchler Arroyo Associates for the Township of Grand Blanc. It was smaller and more concise but still had a lot of information in it. He is looking forward to getting the public involved with this.

Mrs. Ellenburg asked if we have to have the master plan in place to get grants.

Mr. Piggot said unlike the Parks and Recreation Plan, the master plans primary purpose is not to enable you to be eligible for grant funding. It may lay out a road map for projects that you may apply for grants. A master plan shows that you have a good idea of how this fits together and you get points for that. It is not like the Parks and Recreation Plan in the fact that you have to document certain information in order to be eligible to apply for a certain grant. The primary purpose of a master plan, among other things is to provide the policy basis for your Zoning Ordinance. It is also tied to your Capital Improvements Plan.

Mrs. Ellenburg asked what the first steps would be to get the community involved in the master plan.

Mr. Piggot said there are many techniques for community involvement. It depends on the portions of the plan and what you're looking for. Online surveys are becoming popular, you can also mail surveys. There are stakeholder interviews and focus groups. These are tools you use early on in the process. A visioning session where you invite the public to a meeting and ask them to help generate a vision of what the city should look like. Planning open houses are used later in the process when you are beginning to have alternatives to look at. This provides the public a better opportunity to respond because there are already established suggestions of improvement opportunities. There are different techniques that are appropriate at different stages.

Ms. Syfurth said in addition to all of Mr. Piggots techniques, OHM has recently tried other things. It is really hard to get people to come out and get involved at meetings because they are busy or may not consider it is a priority. We have done phone surveys, texting surveys where we put cards out at popular places where people go and ask them questions. They can text answers in to a number. They like to be creative with meetings to make them interesting and appeal to different learning techniques, visual techniques and listening techniques.

Ms. Easterwood stated in response to Mrs. Ellenburg's question regarding grant opportunities, having a master plan can certainly win points as far as funding applications. In some instances there is a question on the application whether or not you have a master plan. It may not be a requirement to apply but it almost always gives you points and helps in funding opportunities. As far as community involvement, in addition to what has been previously mentioned, I think location, being accessible to the community and advertising are all important. Your community leaders need to advocate that to get the word out. It also helps to coordinate a visioning session with another event if possible. We once did a planning open house in conjunction with a townships 175th birthday. It was a great turnout and a fun event.

Mr. Burge likes the idea of the surveys to generate community involvement. He prefers the sample plan done by Rowe for Flint Township. It seemed more comparable to the needs of City of Burton.

Mrs. Abbey stated tonight is about letting the consultants know what the Planning Board liked about the sample master plans they were given and what they would like to see in our master plan. So, they can get their proposals prepared to present to the Board at a future meeting possibly in February.

Ms. Syfurth asked what the Planning Board's key concerns are regarding the master plan and what would you like us to focus on.

Mr. Gorang stated community involvement is at the top of his list of concerns. It is important for us to do what the community wants but it is difficult to get them to come out and get involved.

Ms. White would like to find a way to get younger generations involved. They are so busy and it is difficult for them to come to meetings.

Ms. Syfurth said she specializes in youth involvement. There are different techniques to do that. One is to simply go out to the schools.

Mr. Walls would like to see a clear, concise plan across all boards, City Council, City Administration and the community.

Mr. Johnson said we need to know where we stand now as far as future projects with the DPW and administration and where our citizens want us to be in the future. He is interested in transportation issues, better bus service, opening small community colleges in the area. The auto industry is gone and we need to diversify. What is the next generation looking at? Infrastructure needs to be covered in our plan; roadways, bike trails and water.

Mr. Walls said Parks and Recreation are important. He wants to see a vision for the city to grow upon.

Mrs. Ellenburg said our plan needs to sell our city so people want to live here and invest in our city. We need to highlight our transportation. We are very close to the rails and airport. There needs to be a connection. Saginaw Street has been dedicated as our downtown area. The concern is that it will turn into a Dort Highway situation in terms of all the used car lots.

Mrs. Abbey stated currently we do not have a zoning district specific to the DDA. We need to do an overlay for that and we would want it in the master plan. That will keep Saginaw Street from getting car lots and things of that nature. The master plan will allow the ZBA to deny businesses that are inappropriate based on our master plan.

Ms. Syfurth said that part of the primary function of the master plan is to coordinate those other plans. The master plan directs the zoning.

Mrs. Abbey stated after the master plan in done, we will have to change our zoning ordinance. Chances are there will be things that come up and we are going to have to make changes as we go.

Ms. Easterwood asked if the Planning Commission will be overseeing the process or will there be liaisons from other boards or City Council.

Mr. Walls stated he would like others to come in to give some input. However, it is the Planning Commissions responsibility and then it has to meet the approval of the City Council.

Mr. Burge asked if we will be hearing the proposals in February and approving them the same night or at a different meeting.

Mrs. Abbey said if you feel comfortable making a decision that night you can. If you don't feel comfortable you can postpone it. Keep in mind we have a certain amount in the budget for this year and it has to be done by June 30, 2016.

Mr. Walls asked if it is possible to receive the presentation outlines ahead of time.

Mr. Piggot recommended a week before the meeting that the board have the proposals in hand. That way, you have had a chance to look at it and be ready with questions at the February meeting.

Mr. Walls asked the consultants if 30-45 days would be an appropriate amount of time for them to create a proposal.

Mr. Piggot stated he thinks most consultants are able to put a proposal presentation together in 30 days.

Ms. Syfurth asked if they will be receiving a formal Request for Proposal (RFP).

Mrs. Abbey said we will develop an RFP at the January meeting and send it out to the consultants.

Mr. Piggot said the RFP helps keep the proposals consistent. It tells us what format you want. For instance, if you want pricing, sealed envelopes, a schedule, references or sample projects. Also, in previous plans, we have utilized cooperation with surrounding jurisdictions. We looked at future land use plans and zoning from surrounding jurisdictions in the extent to which they are consistent or inconsistent with you. Some communities go as far as to invite other jurisdictions to a meeting to talk about inter-jurisdictional issues so you use the planning process as a springboard to promote greater cooperation. Some communities don't want to do that. I wanted to get a feel for if this Planning Commission thinks that is a priority.

Mr. Walls stated his viewpoint is whatever it takes to get a comprehensive plan that is really going to guide this community.

Doug Piggot asked other than Saginaw Street, are there other areas or parts of the city that are a concern or opportunity that this plan could focus on.

Mr. Johnson said he would like to decide on future use for our Center Road corridor, Davison Road corridor as well as our I-475 and I-69 corridors. If you're traveling westbound on I69 from Canada, Burton would be a prime stop for people to make. We may want to look into the tourism side of that; restaurants, hotels, and other commercial businesses. In terms of residential, do we want to focus on single family residential or put more focus on seniors with more multiple structure buildings. Saginaw Street is a connection from Flint to Grand Blanc and I love the ideas for future development in the DDA's Visioning Plan.

Mr. Walls stated we have three miles of I-69 that goes through Burton from Center Road to Vassar Road. In that area, we have the old Showcase Cinema which is a prime area for businesses especially car dealerships.

Mr. Johnson stated there is a lot of opportunity along the I-69 corridor. Large chain restaurants, commercial hotels and industrial shopping centers would be wonderful for that area.

Ms. White stated with Belsay Road is a prime commercial area with the newly paved streets and sidewalks on each side. There is a lot of vacant land there. Also, For-mar Nature Preserve is there and is underused.

Ms. Syfurth asked if our intention is to grow and attract more people into the community.

The Planning Commission stated yes.

Mr. Johnson said Burton seems to be attracting a large amount of marijuana shops and dispensaries. Though he is not trying to shut them down, he is looking for businesses on a larger scale. We want to grow Burton. We don't want it to be industrial factories but we want people to want to live here, shop here, study here and to commute here. Our Parks & Recreation has some great satellite things going, we need to look at future use for recreational. There are people in our community that are interested in keeping fit and sports. If we had access to build new softball stadiums or bowling alleys for example, we should look for those.

Mrs. Ellenburg stated there is property behind the old VG's where Parks & Rec has talked about putting in a baseball field or a small lake. I would like this included in the master plan. Also, at Saginaw and Hemphill there is a lot. Who owns it?

Mrs. Abbey stated it is the old GM property and it is owned by Racer's Trust. They are required to develop it based on something that will generate jobs.

Mrs. Ellenburg stated that could be housing for college. Are these the ideas you are looking for?

Mr. Gorang stated we need to coordinate with the City Council's ideas to make sure it will fit into the plan.

Mr. Johnson stated he agrees with Mr. Gorang. He would like to know of the upcoming projects that DPW may have in mind as well as the City administration's and City Council plans.

Mrs. Ellenburg said this is an open meeting so Council members can come.

Mrs. Abbey stated I need to know what type of plan you like from the samples you were given so I can use it as a structure.

The Planning Commission as a group decided on the format of Flint Township's master plan to use as a guideline.

Mrs. Abbey stated she will have the RFP ready for the Planning Board for the January 12, 2016 meeting. She can then send it to the consultants on January 13, 2016. The proposals will be due February 2, 2016 so the board will have time to look them over. At the planning meeting on February 9, 2016 the board can pick a consultant, if they feel comfortable doing so at that time. She asked if that is enough time for everyone.

Mrs. Ellenburg asked if it would be in violation of the open meeting act if they were to get together to discuss the master plan.

Ms. Boggs stated groups of three should be okay however, groups of four or more would be in violation of the Open Meetings Act.

Mrs. Abbey stated they could always call for a Special Planning Meeting if necessary. She thanked the consultants for coming tonight.

G. NOMINATIONS

1. Approve and Authorize_____________________ for Planning Commission Chairperson for January 2016 - December 2016 term.

2. Motion to Nominate Deb Walton for Planning Commission Chariperson for January 2016 - December 2016 term.

RESULT:	**FAILED [2 TO 6]**
MOVER:	Ellen Ellenburg, Councilwoman
SECONDER:	Robert Johnson, Commissioner
AYES:	Ellenburg, Johnson
NAYS:	Walls, Burge, Centilli, White, Gorang, Walton
EXCUSED:	Kray

3. Motion to Nominate Robert Walls for Planning Commission Chairperson for January 2016 - December 2016 term.

RESULT:	**CARRIED [6 TO 2]**
MOVER:	Kevin Burge, Commissioner
SECONDER:	Tom Gorang, Commissioner
AYES:	Walls, Burge, Centilli, White, Gorang, Walton
NAYS:	Ellenburg, Johnson
EXCUSED:	Kray

4. 1995 : Nominations for Planning Commission Vice Chair.

5. Motion to Nominate Kevin Burge for Planning Commission Vice Chairperson for January 2016 - December 2016 term.

RESULT:	**FAILED [2 TO 6]**
MOVER:	Robert Walls, Chairman
SECONDER:	Tom Gorang, Commissioner
AYES:	Walls, Gorang
NAYS:	Ellenburg, Burge, Centilli, White, Johnson, Walton
EXCUSED:	Kray

6. Motion to Nominate Deb Walton for Planning Commission Vice Chairperson for January 2016 - December 2016 term.

RESULT:	**CARRIED [6 TO 2]**
MOVER:	Robert Johnson, Commissioner
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Ellenburg, Centilli, White, Johnson, Gorang, Walton
NAYS:	Walls, Burge
EXCUSED:	Kray

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

Meeting was adjourned at 6:20 PM.

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

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

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.

Meeting was adjourned at 5:45 PM.

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

SCHEDULED

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

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 cites 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 my 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

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(Date)

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

SCHEDULED

AGENDA ITEM (ID # 1993)

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

DOC ID: 1993

Master Plan Discussion

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

Approve and Authorize____________________ for Planning Commission Vice Chairperson for January 2016 - December 2016 term.