



CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

MAY 11, 2021

MINUTES

Council Chambers

Regular Meeting

5:00 PM

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

This meeting was opened by Chairperson Kevin Burge at 5:00 PM.

A. MEETING INFORMATION

Planning Commission
Hosted by Racheal Boggs

<https://cityofburton.my.webex.com/cityofburton.my/j.php?MTID=mcbdf035eb29a07995e0eb638b731c735>

Tuesday, May 11, 2021 5:00 pm | 3 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 142 435 1804

Password: Plan123 (7526123 from phones and video systems)

Join by video system

Dial 1424351804@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-415-655-0001 US Toll

Access code: 142 435 1804

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Planning members attending through the virtual forum must state their name and physical location for the record.

Attendee Name	Title	Status	Arrived
Duane Haskins	Mayor	Excused	
Vaughn Smith	Councilman	Present	
Kevin Burge	Chairperson	Present	
Tom Gorang	Commissioner	Present	
Neil Martz	Commissioner	Present	
Don Jones	Vice Chair	Present	
Erica Edgington	Commissioner	Present	
Kenneth Gay	Commissioner	Present	

D. STAFF PRESENT

Amber Abbey, Deputy DPW Director
Leandra Swayne, DPW Records Tech
Katie Malin, Clerk's Office

E. NOMINATIONS

1. Approve and Authorize Kevin Burge for Planning Commission Chairperson through December 2021.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Don Jones, Vice Chair
AYES:	Smith, Burge, Gorang, Martz, Jones, Edgington, Gay
EXCUSED:	Haskins

2. Approve and Authorize Don Jones for Planning Commission Vice Chairperson through December 2021.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kevin Burge, Chairperson
SECONDER:	Vaughn Smith, Councilman
AYES:	Smith, Burge, Gorang, Martz, Jones, Edgington, Gay
EXCUSED:	Haskins

F. APPROVAL OF MINUTES

1. Planning Commission - Special Meeting - Dec 15, 2020 5:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Tom Gorang, Commissioner
AYES:	Smith, Burge, Gorang, Martz, Jones, Edgington, Gay
EXCUSED:	Haskins

G. SITE PLAN REVIEW

1. SPR #21-18

By: Carter Lumber Company (Tim Albanese)
601 Tallmadge Rd. Kent, OH 44240

Re: 3178 E. Bristol Rd Burton MI
Parcel 59-33-501-031

For: Expansion Project – Carter Lumber Company

Tim Albanese, 601 Tallmadge Road, Kent, Ohio stated we have been doing business in Burton since the late 70's, early 80's. The business is doing very well and they allotted us expenditures to expand a new warehouse building with a loading dock that would be approximately 12,000 square feet. This new warehouse would be used to store special orders. We will also be adding an addition on to an existing building.

Mrs. Abbey stated she would like to commend Carter Lumber for their continued business in Burton. It's great to see a business that's been in Burton for many years expand. The plan looks good. The only thing I don't see on the plan is the five-foot concrete sidewalk across the frontage on Bristol Road. That does have to be added to the project as a requirement of site plan review. Outside of that we recommend approval.

Mr. Martz asked, is the sidewalk only required on Bristol Road? There is frontage on two streets.

Mrs. Abbey said, yes. Interior platted lots do not require it. We would not require a sidewalk down Flint Asphalt Drive.

Mr. Martz asked if the fence along the Bristol Road frontage is being pulled out and pushed back to be even with the face of the building, leaving the parking lot open.

Mr. Albanese said yes, that is correct.

Mr. Martz stated it appears there are no actual doors on the northside of the new building. Will you circulate east to west and come back out?

Mr. Gorang asked, if approved tonight, when do you anticipate completion of the project?

Mr. Albanese stated we are still in the design phase of the project. We are hoping to have it completed by the end of 2021.

Mr. Burge asked, where does the electric come into the building?

Mr. Albanese stated to the best of my knowledge, it comes out the back of the building. It is fed underground from the power pole on Jimbo Drive.

Mr. Jones asked, will the loading dock be a dock well or an overhead door?

Mr. Albanese stated it is a dock well with two dock doors.

Mr. Jones asked, do you run tractor trailers back there now to unload?

Mr. Albanese said, yes.

Mr. Jones stated I wanted to make sure there was enough run to maneuver a tractor trailer back there.

Albert Avanesyan, Project Engineer, 601 Tallmadge Road, Kent, Ohio stated we have a program we use in our design to make sure the tractor trailer paths are clear.

Mr. Martz made a motion to approve SPR #21-18 with the stipulation that a five foot concrete sidewalk along the Bristol Road frontage is required.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Erica Edgington, Commissioner
AYES:	Smith, Burge, Gorang, Martz, Jones, Edgington, Gay
EXCUSED:	Haskins

H. ADMINISTRATIVE SITE PLAN REVIEW

Mr. Martz stated it is my understanding the Administrative Site Plan Reviews are a mechanism we use to review each existing site plan and they still have to meet all the standards of the zoning ordinance that's currently in place.

Mrs. Abbey said, yes. That is correct. They have a fire inspection, a building inspection and a zoning review.

Mr. Martz asked if the sidewalk is required under the Administrative Site Plan Review?

Mrs. Abbey said, no. The sidewalk is only required when full site plan review is required.

Mr. Martz asked, why is that?

Mrs. Abbey stated that is the way they did the ordinance.

Mr. Martz asked if the ordinance waives it under Administrative Site Plan Review.

Mrs. Abbey said, yes. When you are going in to a site that already has permitted uses or a property with construction less than 2%, they are not required to do full site plan which does not require the sidewalk.

Mr. Martz asked, why is that?

Mrs. Abbey stated at the time the Zoning Board of Appeals was continuously issuing variances to the sidewalks which became a code enforcement nightmare.

Mr. Martz stated it seems like we are not doing a good job at removing blight signs. I would like to see us add a requirement to remove existing signs that are no longer a benefit. This would help with confusion as well as to what businesses are there and which are not.

Mrs. Abbey stated she will take note of that.

Mr. Burge stated that is a good point.

Mr. Martz stated I think we should add this as a requirement as well as addresses on the building.

Mrs. Abbey stated the address is required under the building code and the fire code.

Mr. Smith stated the City Council is really stressing blight. You brought up a part of blight

we have never discussed before. I will make sure to bring this up to the City Council.

Mrs. Abbey stated if it's a zoning ordinance it would go in front of the Planning Commission not the City Council. It would start first with the Planning Commission then go to the City Council.

Mr. Martz asked about SPR #21-04 and the dilapidated landscape and rotted railroad ties.

Mrs. Abbey stated he does know that needs to be fixed. It was the middle of winter, so I told him once the weather broke we will revisit those improvements that are required to be made.

Mrs. Burge asked if the city gives a 30 day notice to remove all their possessions off the property.

Mrs. Abbey said, no. I think that would be a private matter between the two of them.

Mr. Smith asked, who incurs the cost of taking down the sign?

Mrs. Abbey stated there are ordinances in place for dilapidated signs to be removed. I think what we are talking about are the signs that are not yet dilapidated, but the business is no longer there, so removing the advertisement for the old business.

Mr. Martz stated we do not need to remove the sign completely, just the advertising.

Mrs. Abbey stated we do have something in place for dilapidated signs, but we need to create an ordinance to make the signs blank.

Mr. Burge asked if SPR#21-03 is a new business or an existing business that is moving.

Mrs. Abbey stated this is a new business.

1. SPR #20-56

By: Terence Greene
2501 Judd Rd Burton MI

Re: 2501 Judd Rd. Burton MI
Parcel 59-32-527-007

For: Reality Sports Entertainment – Podcast

2. SPR #21-01

By: Arkan Yono
5194 Parkside Dr. West Bloomfield MI

Re: 6014 Lapeer Rd. Burton MI
Parcel 59-13-503-3072

For: Uptown Bounce - Indoor Bounce House

3. SPR #21-02

By: Jeffrey Wayne Alumbaugh
7486 Linden Rd. Swartz Creek, MI

Re: 4067 E. Court St. Ste 13 Burton MI
Parcel 59-10-551-054

For: Sales Office – Capitol Fleet

4. SPR #21-03

By: Wild Wild West Tobacco 43 Inc
810 S. Otsego Ave. St. 102 Gaylord MI

Re: 2456 S Center Rd Burton MI
Parcel 59-21-578-042

For: Retail - Wild Wild West Tobacco 43 Inc.

5. SPR #21-04

By: Ieva Shongo
3283 S Saginaw St Burton MI

Re: 3283 S. Saginaw St Burton MI
Parcel 59-29-300-018

For: Party Store- Liquor Corner Shoppe

6. SPR #21-05

By: John Savu
117 Endless Circle Kleinburg ON.

Re: 2441 E. Bristol Rd. Burton MI Suite B
Parcel 59-29-400-014

For: Office – Octane Exports Inc.

7. SPR #21-06

By: Diamond Precast LLC / Joel Diamond

3159 E. Bristol Rd. Burton MI

Re: 3159 E. Bristol Rd. Burton MI
Parcel 59-28-576-001

For: Construction less than 2%

8. SPR #21-07

By: Joyce Thompson
G 3367 Corunna Rd Flint MI 48532

Re: 4274 E. Court St. Burton MI
Parcel 59-15-100-021

For: Supply Chain/Warehouse - Northgate

9. SPR #21-08

By: Joyce Earl
2176 E. Bristol Rd. Burton MI

Re: G 3189 S. Dort Hwy Burton MI - Ste B
Parcel 59-28-501-190

For: Income tax preparation and accounting Office – J E Earle Enterprises

10. SPR #21-09

By: Tim West & Renee Davis
10020 Seyforth Rd. Silverwood MI 48760

Re: G 3189 S Dort Hwy Burton MI
Parcel 59-28-501-190

For: Automotive Repair – Affordable Auto & Truck Repair LLC

11. SPR #21-10

By: Sylvester Tyler
618 S Lynch St Flint MI

Re: 1399 E. Bristol Rd Burton MI
Parcel 59-30-578-294

For: Office – Tyler Commercial Lending Corp.

12. SPR #21-11

By: Timothy Wagner
6133 Hedge Row Circle Grand Blanc MI 48439

Re: 3223 S. Dort Hwy Burton MI
Parcel 59-28-501-165

For: Small engine repair – Timothy's Tractor Parts

13. SPR #21-12

By: Sheena Harrison
G 4549 S. Saginaw St. Burton MI

Re: 4549 S. Saginaw St Burton MI
Parcel 59-32-552-292

For: Bartending Training Facility – Drinks of Essence Inc.

14. SPR #21-13

By: Michelle Wang
894 Fuller Ave NE Grand Rapids MI 48503

Re: 1022 N. Genesee Rd. Burton MI
Parcel 59-11-552-015

For: Service – Massage 688 LLC

15. SPR #21-14

By: Todd Medwed
30423 Canwood St., Suite 135, Agoura Hills CA 91301

Re: 4371 S. Saginaw St. Burton MI
Parcel 59-32-552-008

For: Retail & Online sales of liquidated merchandise – Simply Save

16. SPR #21-15

By: Burton Davison LLC
429 Miller Ave. Ann Arbor MI 48103

Re: 4086 Davison Rd. Burton MI
Parcel 59-10-100-034

For: Construction less than 2% - New overflow gravel parking lot

17. SPR #21-16

By: Richard Reese
9310 South 370 West

Re: 5490 Davison Rd. Burton MI
Parcel 59-11-200-005

For: Office & Storage – Plastic Services and Products

18. SPR #21-17

By: Lori Balsbaugh
360 E. Grand Blanc Rd. Grand Blanc MI

Re: 3375 E. Bristol Rd Burton MI
Parcel 59-28-576-052

For: Warehouse – Easy Peasy Boutique

19. SPR #21-19

By: Ricky Dinius
2906 S. Grand Traverse St. Flint MI

Re: G 3284 S. Dort Hwy. Burton MI
Parcel 59-29-577-002

For: NO Business- Personal Storage only

I. AUDIENCE PARTICIPATION

None.

J. BOARD DISCUSSION

Mr. Burge asked if our contract with the Retail Coach has ended.

Mrs. Abbey stated they are finishing up and sending out all the closeout reports to us. Their contract was up in October and they did extend that a few months to us free of charge.

Mr. Burge stated he thought the Retail Coach was a great deal and then Covid hit. I give them credit for extending their contract when they did not have to.

Mrs. Abbey stated, yes. They did a great effort during difficult times.

Mr. Jones asked if we have someone at the city that handles marketing and recruitment.

Mrs. Abbey said, no. That's why we hired a consulting firm to help with that.

Mr. Smith stated the Council's concern was the amount it cost for the Retail Coach and there was nothing to show for it.

Mr. Jones stated there was a lot of value to the Retail Coach, you could not hire a person to do that job for that price. It was just the wrong time, it still is the wrong time. I just hate to see the city lose momentum.

Mrs. Abbey stated just to remind everyone you do represent the City of Burton and when on social media if you give information, it should be correct information. If you do not know an answer refer them to the correct department.

1. Collection Bin Ordinance Draft

Mr. Burge stated we talked about drafting an ordinance for the donation bins at our last meeting.

Mrs. Abbey stated we did some comparables and as we were doing this, another issue came up regarding residential trash containers. Nowhere in our ordinance did it really address residential trash containers. We combine the two. I highlighted the changes that were made to the existing ordinance. What we wanted to do is make them behind the front face of the house and in a manner that is directing away from the adjoining property line.

Mr. Martz asked, does this address when someone has a containment area in the right of way?

Mrs. Abbey stated they are not allowed to put a structure in the right of way.

Mrs. Edgington stated the language reads "directing away from adjoining property line." What about the houses that have adjoining properties on all sides?

Mrs. Abbey said, yes. We can look into how that reads.

Mrs. Edgington stated she just did not want anyone to be in violation over technicalities.

Mrs. Abbey stated in regards to the donation bins, we want to require a permit which would require the property owner to agree to have it there.

Mr. Burge stated he would like to see the bin close to the building. That way the property owner will want to keep it cleaned up.

Mr. Martz stated he would like to see it read "collection containers/donation bins".

Mrs. Abbey stated she will add that.

Mrs. Edgington stated requiring the permit will take away the argument that the property owner did not agree to have it placed on their property or they do not know who to contact.

Mrs. Abbey stated I think this will help a lot of the issues we are having with these.

Mrs. Edgington asked about businesses that have their own donation bins.

Mrs. Abbey stated that is listed under exceptions. They will not require a permit, but still need to keep it cleaned and maintained.

Mr. Burge asked, once this is done, how do we notify the businesses?

Mrs. Abbey stated she will need to talk to the City Attorney.

The next regular scheduled Planning Meeting will be held on June 8, 2021 @ 5:00 PM.

Agendas and minutes may be found at www.burtonmi.gov

Meeting was adjourned at 6:17 PM.
