CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

SEPTEMBER 11, 2018

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 - Aug 14, 2018 5:00 PM

E. PRESENTATION

F. 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.

G. BOARD DISCUSSION

1. Master Plan Update

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON OCTOBER 9, 2018 AT 5:00 PM.

CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

AUGUST 14, 2018

MINUTES

Council Chambers	Regular Meeting	5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

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

C. STAFF PRESENT

Amber Abbey, Planning/Zoning
Marcy Kimball, Clerk's Office

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Jul 10, 2018 5:00 PM

   Minutes approved with the following corrections requested: Under board discussion, #2 Planning Commission By Laws, paragraph #7, Mr. Gorang asked about section 8.3 should say that resignation letters be given to the Mayor and a copy to the Chairperson on Council. A designee should be assigned. There is a due process for anyone that does not follow the By Laws. To remove someone from the board, this would have to go before Council.

   Mrs. Abbey said she would put a draft together, not Mr. Gorang.

   Paragraph #9, training session August 29, 2018 @ 10 AM in the City Hall community room.

RESULT:	**ACCEPTED AS AMENDED [UNANIMOUS]**
MOVER:	Kevin Burge, Vice Chair
SECONDER:	Tom Gorang, Commissioner
AYES:	Smith, Burge, White, Gorang, Walton, Benthall, Johns
ABSENT:	Johnson

E. PUBLIC HEARING

1. SPR #18-40 / ZC# 323

By: City of Burton
4303 S. Center Rd.
Burton, MI 48509

Re: Ordinance 157

For: Text amendment 157.049 for the inclusion of a Central Business District Overlay

Mrs. Abbey stated the final touches have been approved by the attorney. The only thing that was changed since the last conversation was that for the businesses driveways on the residential roads I gave a 30-foot setback from the intersection. I thought a distance requirement was necessary. Now it will go to Council for the first reading of the ordinance.

Ms. White asked if there were still alleys there, who pays for the ornamental lighting and

Mrs. Abbey stated there are still alleys there however; a lot of them is because there are still water mains there. There are some vacated alleyways as well. If the property owner were allowed to install ornamental lighting on their building, they would pay for it.

Mr. Gorang asked about white not being allowed as a color of a building.

Mrs. Abbey stated this just means we do not want the buildings to be completely white. Some color should be added. When giving final occupancy on the building, the building inspector would inspect this. The point of the overlay is to allow mixed uses of the property to allow for businesses on the bottom and residential on top. There will be a first reading and a second reading of this ordinance. This will give everyone plenty of opportunity to ask questions.

RESULT:	**CARRIED [6 TO 0]**
MOVER:	Kevin Burge, Vice Chair
SECONDER:	John Benthall, Commissioner
AYES:	Smith, Burge, Gorang, Walton, Benthall, Johns
ABSTAIN:	White
ABSENT:	Johnson

F. SITE PLAN REVIEW

1. SPR #18-42

By: La Terra Development Partnership
1307 N. Belsay Rd.
Burton, MI 48509

Re: 5371 Daly Farms, Burton, MI 48509
59-11-400-021 / M-1 Zoned

For: Construction of an addition

Michael Piper from Craft Engineering said I am here representing La Terra Development Partnership. The project is the Crystal Field House Ice Arena. They need their own locker room, showers and toilets and they are asking for a $1,484 sq. ft. addition. This will be exclusively used by Powers High School. The material will be split faced, concrete block to match existing building. Parking and utilities will remain the same.

Mr. Burge said sometimes you do not have enough parking and the cars are parked at Family Farm and down both sides of Daly Drive. What does it mean where it says the existing water main cannot be tapped after the existing water meter?

Mr. Piper said in accordance to your standard requirements for parking spaces, it far exceeds what is required. There is an existing water main and sanitary lead that go along the eastside of the existing building. We are going to construct a new proposed building over top of them. Right now, the meter is inside the existing building. If we connected to the existing water main where is now, it would not be metered. The meter will either have to be relocated or they will have to put in a new meter. The water and sewer department will let us know if they need to move the meter or put a new one in.

Mr. Burge asked if the retention system there now would be big enough with the addition.

Mr. Piper said if the improvements are less that ten percent of the existing we do not have to change the existing facilities. This building is less than one percent. We will submit it to the Genesee County Drain Commission Surface Water Management, as we are required to do with all site plans in the City of Burton and obtain their approval. Some water will still stand there because it is a retention basin not a detention basin. We did improvement to the drainage several years ago and constructed a new outlet from the existing parking lot to Belsay Road and a new detention basin. There is a secondary drainage system at the northwest corner of Belsay and Daly Farms Drive.

Mrs. Walton if there will be parking issues with Powers Parking everywhere.

Mrs. Abbey said they have the number of required spaces by the City of Burton.

Mark Leach, general manager at Crystal Field House, said there is probably four or five events a year where parking overflows. When this happens, we do get approval from Family Farm.

Mrs. Abbey stated the administration recommends approval.

RESULT:	**CARRIED [6 TO 1]**
MOVER:	John Benthall, Commissioner
SECONDER:	Tom Gorang, Commissioner
AYES:	Smith, White, Gorang, Walton, Benthall, Johns
NAYS:	Burge
ABSENT:	Johnson

G. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #18-39

By: Autoplace Inc.
5053 E. Court St. Ste F
Burton, MI 48509

Re: 5053 E. Court St. Ste F Burton, MI 48509
59-11-300-006 C-2 Zoned

For: Vehicle sales in an existing facility

2. SPR #18-41

By: Robert Curtis
1029 Windrow Ct.
Burton, MI 48509

Re: 1245 S. Center Rd. Burton, MI 48509

For: Spirit Halloween – temp retail

H. AUDIENCE PARTICIPATION

None.

I. BOARD DISCUSSION

Ms. White said she can not be at the training session August 29, 2018 at 10 AM in the City Hall communtiy room.

Mr. Johns offered to take notes.

Mr. Johns asked for a rough estimate of when KFC will be completed. The backhoe has been sitting in the same spot for three weeks.

Mrs. Abbey said they started a lot later than they intended to start. They have a building permit with an expiration date. They had some issues with the location of the water line to Family Farm and Home. I will keep an eye on it.

1. Master Plan Update

Mrs. Abbey stated the only Master Plan update I have right now is the Central Business District that we are working on.

Mrs. Walton said we are having problems with phones being on and messing with the microphones. This is why the microphones make noise. The phones need to be off so that we can hear what is being said. It makes it hard for the Clerk's office to hear when they do the minutes and the public cannot hear what is being said.

2. Planning Commission By Laws with changes as discussed.

Mr. Burge said I believe the Chairman should receive a higher stipend than the regular members of the Planning Commission.

Mr. Smith stated I think this would have to go in front of Council and you would have to get the City Attorney's legal opinion to make sure the Council has the power to make this change.

Ms. White said year's ago the Chairman did make more money. They had more responsibility.

Ms. Abbey said the only problem with this is that the Controller's office would need to know when the Chairman position changes to another person.

Mrs. Walton suggested putting a term limit in place.

Mr. Smith said he will bring this up at the next Council meeting.

Mrs. Walton said the time limit to speak will now be 3 minutes per person. It should be up to the discretion of the commission to allow more time if needed. As far as the unexcused absences, we need to know as soon as possible when a commission member will not be here, at least 24 hours in advance if at all possible. So that we have time to get a designee if needed. If there are three unexcused absences in a 12 month period than that person should be taken off the commission.

If they have three in a 12-month period, they would have to go before the Council and explain what the reasons were and Council would make a decision.

I will make these additional changes and bring each of you a copy at the next meeting.

Motion was made to approve the Planning Commission By Laws with the following changes:

Mr. Goring said under section 8.3 states: A member may resign from the Planning Commission by sending a letter of resignation to the President of the Council, or Mayor. My suggestion would be that the letter would go to the Mayor and a copy to the Planning Commission Chairman.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Kevin Burge, Vice Chair
SECONDER:	Vaughn Smith, Councilman
AYES:	Smith, Burge, White, Gorang, Walton, Benthall, Johns
ABSENT:	Johnson

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON TUESDAY, SEPTEMBER 11, 2018 AT 5:00 PM.

Meeting was adjourned at 6:05 PM.