

CHARTER TOWNSHIP OF FLUSHING
6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
810-659-0800 FAX: 810-659-4212
SPECIAL PLANNING COMMISSION MEETING
DATE: OCTOBER 23, 2006 TIME: 7:00 P.M.
WEB ADDRESS <http://www.flushingtowship.com>

MEMBERS OF PLANNING COMMISSION

Mark J. Newman, Chair	Richard Buell
Jerome Doyle, Vice Chair	Ronald Flowers
Eric Swanson, Secretary	David Gibbs
Barry Pratt, Board of Trustee Representative	

Jerald W. Fitch, Building Inspector
Julia A. Morford, Recording Secretary

PRESENT: Newman, Doyle, Swanson, Buell, Flowers, Gibbs, Pratt, Fitch, and Morford

ABSENT: None

OTHERS PRESENT: None

I. MEETING CALLED TO ORDER at 7:05 p.m. by Planning Commission Chair Mark J. Newman with Roll Call and the Pledge to the American Flag.

II. ADOPTION OF AGENDA: FLOWERS MOVED, seconded by Pratt to adopt the Agenda as presented. **MOTION CARRIED.**

III. APPROVAL OF MINUTES:
None

IV. UNFINISHED BUSINESS:

1. Review and Discussion Regarding Finalization for Public Hearing:

(A) Stake Survey/Splits

AN ORDINANCE TO AMEND SECITON 16-1 OF THE CODE OF ORDINANCES TO REQUIRE A SURVEY WITH A REQUESTED PROPERTY SUBDIVISION, DIVISION OR SPLIT.

The language has been reviewed and the final change was paragraph 2, line 3 with the addition of both:

“(2) Any owner or other interested party submitting a request to the Township for approval of a subdivision, division, or split of land, shall provide to the Township, a current stake survey, as determined by **BOTH** the Building Department and Assessor, and a stated legal description as prepared by a licensed surveyor showing each parcel which will result from the requested subdivision, division or split.” (The **bold** words indicate the additions to the paragraph).

There were no comments or questions from the Planning Commission.

A Public Hearing for AN ORDINANCE TO AMEND SECITON 16-1 OF THE CODE OF ORDINANCES TO REQUIRE A SURVEY WITH A REQUESTED PROPERTY SUBDIVISION, DIVISION OR SPLIT will be scheduled for the next regular scheduled meeting on Monday, December 11, 2006.

(B) 2006 Zoning Enabling Act

NEWMAN stated a number of changes had been discussed between the Planning Commission with the assistance of Attorney Steve Moulton (Attorney Moulton), Flushing Township Attorney, and Doug Piggott (Piggott), of Rowe Inc.

AN ORDINANCE TO AMEND SECTIONS OF THE TOWNSHIP’S ZONING ORDINANCE TO COMPLY WITH THE RECENTLY ADOPTED 2006 MICHIGAN ZONING ENABLING ACT.

There were a couple of minor changes to the proposed Michigan Zoning Enabling Act (ZEA) such as:

1. The Planning Commission had discussed the option to add alternates to the Zoning Board of Appeals. (The Planning Commission chose not to have alternates).

NEWMAN stated after reviewing the proposed Amendments and comparing the information to the 2006 Michigan Zoning Enabling Act notes from the meeting of which Attorney Moulton was present, **NEWMAN** was satisfied with the format. **DOYLE** stated that all the information had been discussed and reviewed thoroughly. **FITCH** stated the numbering system with the addition of the Conditional Rezoning Section had been changed to correspond with the appropriate numbering system for the Flushing Township Ordinances.

RSA, SECTION 20-702 TABLE OF DISTRICT REGULATIONS

FITCH stated since there was going to be a Public Hearing, should the text change be made on the *RSA, Section 20-702 Table of District Regulations*, regarding the lot widths for irregularly shaped lots (cul-de-sacs). Per Attorney Moulton the issue could be taken care of administratively since it would only be a clarification rather than an amendment adoption.

- **FLOWERS** felt the issue was merely a clarification of a previous problem due to the pie shaped lots if the building envelope changes.
- **PRATT** stated the issue had always been in practice the same way and if Attorney Moulton recommended the issue could be taken care of administratively, **PRATT** recommended take care of the matter administratively.
- **SWANSON** stated the issue has always been complied with the same way but never spelled out.
- **FITCH** stated the following language had been in the ordinance at one time:
“In the case of irregularly shaped lots, the minimum frontage may be measured at the front setback line, but the minimum lot area must be maintained.”

It was determined to administratively take care of *RSA, Section 20-702 Table of District Regulations, Lot Widths*.

A Public Hearing for AN ORDINANCE TO AMEND SECTIONS OF THE TOWNSHIP’S ZONING ORDINANCE TO COMPLY WITH THE RECENTLY ADOPTED 2006 MICHIGAN ZONING ENABLING ACT will be scheduled for the next regular scheduled meeting on Monday, December 11, 2006.

2. Review and Discussion of the Site Plan Review Check List

COMMENTS FROM THE PLANNING COMMISSION: (There were three (3) samples of the Site Plan Review Checklist for the Planning Commission to review).

- **PRATT:** would like to have the Site Plan Review Checklist go directly by the ordinance instead of switching back and forth between check lists.
- **DOYLE:** would the checklist that contained the exact wording of the ordinance be too difficult for the public to understand; would the applicant obtain all the information before coming to the Planning Commission Meeting?
- **FITCH:** felt any one of the three (3) checklists was self explanatory. The burden would be on the individual to fill out the Checklist paperwork. The Planning Commission would be less apt to miss some important information.
- **FLOWERS:** when an applicant brings a drawing to the Planning Commission, it should show the location of the outside lighting, parking lots, etc.
- **PRATT:** the Checklist with the exact wording as the ordinance would prevent individuals from having to come back to extra meetings; the individual would have all the information at the first meeting they attended; all the information that was needed would be available to the Planning Commission.
- **BUELL:** inquired from **FITCH** if he (Fitch) gave an applicant a copy of Article XVIV? **FITCH** has always given the applicant a copy; if the project deals with another matter, the applicant receives a copy of the specific requirement and any other information the applicant would like to have.
- **FLOWERS:** a topography map also needed to be supplied to the Planning Commission.
NEWMAN: how much hand holding does there need to be?

- **DOYLE:** the information should be as simple as possible for the people that fill out the checklist out so that when the individual does make out the checklist, the Planning Commission would have all the information that would be needed; another meeting would have to be scheduled if all the information was not included.
- **SWANSON:** the ordinance is for the person filling out the checklist so that he (the applicant) would be aware of the ordinances. The Planning Commission is looking for pertinent information as to what the applicant is doing such as: 1) what is unique to that particular site; 2) what about pipelines; 3) overhead power lines, etc. Some individuals don't realize there are buried utility lines in the township.
- **GIBBS:** there are a lot of fiber optic lines on some of the dirt roads.
- **NEWMAN:** recommended starting with *Section 20-1902 a – z* for the Checklist; if there are other issues in the future, the Planning Commission could continue with aa, bb, cc, etc.
- **NEWMAN:** the checklist could actually help the applicant, for future reference, with such questions as drains, easements, pipelines, etc. and would also help the Planning Commission with their (Planning Commission) questions.
- **GIBBS:** the Planning Commission would be saving the applicant a lot of headaches in the future because the applicant would already have an idea of what surrounds his property.
- **DOYLE:** likes Checklist (Exhibit A Attached) because it does have all the information in the ordinance. It would take time to review the checklist and see what is needed and what is not.
- **NEWMAN:** letter (w) does reference utilities, but the Planning Commission is not only having thoughts about utilities that would service what the applicant would be building, but also utilities that would be running underground and would not have anything to do with the item they would like to build.
- **GIBBS:** wanted to know what would happen if an individual wanted to dig a pond and had run into a sewer or gas line?
- **SWANSON:** there could also be problems with driveways and easements.
- **PRATT:** it would be great to have an aerial photograph for each site plan, also an overlay for such things as the Buckeye Pipeline, railroad tracks, and the power lines; there would be more information for the Planning Commission.
- **DOYLE:** the site plan drawing should have everything on it. The Planning Commission would then review the Site Plan Review Checklist to obtain more information.
- **FLOWERS:** one of the major problems has been the applicant has come to the Planning Commission Meeting without a topography map.
- **FLOWERS:** Miss Dig will come out to the property within forty-eight (48) hours to check Consumers Energy lines.

CONCLUSION:

The Planning Commission decided to start with Site Plan Review Checklist (Exhibit A Attached) and add additional information to the list in the future if necessary. **NEWMAN** recommended the following changes on Exhibit A: 1) place “*Site Plan Review Checklist*” as the title; 2) “*Ordinance*” should be used as one of the titles for the three columns; 3) correction of several typing errors. The proposed Site Plan Review Checklist (Exhibit A) will be used as soon as possible; changes on the Checklist will be made as the Planning Commission advances into the future. **FITCH** would like for the wording of Number 2 Site Plan Review Checklist to be placed on Exhibit A (Site Plan Review Checklist Number 3): Name of Applicant; Mailing Address; Property Address; Parcel Number; Proposed Use; and Existing Zoning.

The information on the Site Plan Review Checklist could be given to an engineer and he/she should be able to place the information on a site plan drawing. **BUELL** felt applicants should strongly be encouraged to review Article XIV for additional information. **DOYLE** felt something should be mentioned about easements impacting property; **GIBBS** felt something should be mentioned about underground utilities. It was decided that: 1) (aa) “easements impacting property” and 2) (bb) “underground utilities present on the property” would be added to the Site Plan Review Checklist.

3. List of All Items to be Discussed at Future Planning Commission Meetings

Items for Discussion at Future Planning Commission Meetings:

1. Joint Meeting with the City of Flushing
2. Review of Master Plan (up for review 2012 – decided to have updates to stay on top of the matter in order to avoid a lot of work in 2012)
3. Section 3 – Goals and Policies
4. Natural Features
 - a. most natural features belong to someone
 - b. Flint River and banks of river
 - c. Wetlands
5. Cost of density
6. Vision for future development
7. Septic systems
8. Site Regulations
9. Accessory Structures in the Front Yard (20-1804)
10. Townshouses verses Duplexes

V. NEW BUSINESS:

None

VI. PUBLIC COMMENTS:

8:43 P.M. – OPENED TO THE PUBLIC FOR NON-AGENDA ITEMS

8:44 P.M. – CLOSED TO THE PUBLIC FOR NON-AGENDA ITEMS

VII. BOARD COMMENTS:

- 1. FLOWERS** stated that he had received calls regarding the last regular Board of Trustees Meeting concerning the Budget.

VIII. MEETING SCHEDULE:

REGULAR SCHEDULED MEETING – MONDAY, NOVEMBER 13, 2006 AT 7:00 P.M.

PROPOSED SPECIAL MEETING – AT THE DISCRETION OF THE PLANNING COMMISSION, THERE COULD BE A SPECIAL MEETING ON MONDAY, NOVEMBER 27, 2006 AT 7:00 P.M.

REGULAR SCHEDULED MEETING – MONDAY, DECEMBER 11, 2006 AT 7:00 P.M.

IX. ADJOURNMENT: There being no further business, **CHAIR MARK NEWMAN** adjourned the meeting at 8:59 p.m.

MARK J. NEWMAN, Chair

JULIA A. MORFORD, Recording Secretary

ERIC SWANSON, Secretary

Date of Approval

Planningminutes 102306