

# CHARTER TOWNSHIP OF FLUSHING

6524 N. Seymour Road, Flushing, MI 48433

P (810) 659-0800 F (810) 659-4212

[www.flushingtownship.com](http://www.flushingtownship.com)

## REGULAR BOARD MEETING AGENDA

DATE: DECEMBER 9<sup>TH</sup>, 2025 TIME: 6:00 P.M.

### ADMINISTRATION MEMBERS

SUPERVISOR: Frederick R. Thorsby

CLERK: Wendy D. Meinburg

TREASURER: Terry A. Peck

### TRUSTEES

William Bain

Linda Minarik

Joshua Upleger

Andrew Eichorn

### I. DATE AGENDA POSTED: December 4<sup>th</sup>, 2025

### II. CALL THE MEETING TO ORDER:

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPT THE AGENDA

APPROVAL OF PREVIOUS MINUTES

APPROVE PAYMENT OF BILLS LISTED

### III. PUBLIC COMMENTS: Pertaining to Agenda Items Only Each speaker limited to three minutes

### IV. UNFINISHED BUSINESS: None

### V. NEW BUSINESS:

1. Presentation of the Flushing Area Senior Center by the Greg Matheson Executive Director – Supervisor Thorsby
2. First Reading on Chapter 36 Article 17 Signs – Update to comprehend most recent United States Supreme Court Decision – Can only control Location, Size and Lighting - Supervisor Thorsby
3. First Reading on Chapter 19 Nuisances Article 3 Section 65 RV's - Supervisor Thorsby
4. Construction Update – Supervisor Thorsby
5. Discussion on tax reverted property – Supervisor Thorsby
6. Discussion and possible motion of 2026 Fee Schedule – Supervisor Thorsby
7. Compensation Commission Report - Supervisor Thorsby

## **VI. REPORTS:**

1. Supervisor's Report – Supervisor  
Monthly Building Report  
Fire Department Report  
FANG Activity Report
2. Clerk's Report – Clerk
3. Treasurer's Report – Treasurer  
Financial Report  
Water Report
4. Zoning Administrator  
Zoning and Code Enforcement Report
5. Flushing Township Police Department – Chief

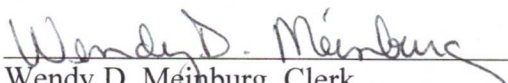
## **VII. PUBLIC COMMENTS:** Each speaker limited to three minutes

## **VIII. BOARD COMMENTS**

## **IX. NEXT REGULAR MEETING:**

January 13<sup>TH</sup>, 2026 AT 6:00 P.M.  
(Meeting location @ Flushing Senior Center 106 Elm St., Flushing, MI 48433)

## **X. ADJOURNMENT**

  
Wendy D. Meinburg, Clerk

**ATTENTION:** All requests for placing items on the agenda must be delivered to the Office of the Township Clerk no later than 6:00 p.m. on the Wednesday (one week prior) to the Charter Township of Flushing Board of Trustees Meeting. You may view the minutes online at [www.flushingtownship.com](http://www.flushingtownship.com)

# **CHARTER TOWNSHIP OF FLUSHING**

**6524 N. Seymour Road, Flushing, MI 48433**

**P (810) 659-0800      F (810) 659-4212**

**www.flushingtowship.com**

## **REGULAR BOARD MEETING MINUTES**

**DATE NOVEMBER 18<sup>TH</sup>, 2025      TIME: 6:00 P.M.**

### **ADMINISTRATION MEMBERS**

**SUPERVISOR:** Frederick R. Thorsby

**CLERK:** Wendy D. Meinburg

**TREASURER:** Terry A. Peck

### **TRUSTEES**

**William Bain**

**Linda Minarik**

**Joshua Upleger**

**Andrew Eichorn**

### **TOWNSHIP ATTORNEY**

**Ben Stoltman**

#### **I.      DATE AGENDA POSTED: NOVEMBER 13<sup>TH</sup>, 2025**

#### **II.      MEETING CALLED TO ORDER at 6:02 P.M. by SUPERVISOR THORSBY followed by The Pledge of Allegiance to the American Flag and Roll Call.**

**ROLL CALL:** Eichorn, Thorsby, Peck, Upleger, Minarik and Meinburg

**MEMBERS ABSENT:** Bain

**OTHER INDIVIDUALS PRESENT:** eight (8) others present.

#### **APPROVAL OF AGENDA FOR NOVEMBER 13<sup>TH</sup>, 2025.**

**TREASURER PECK MOVED, supported by Clerk Meinburg** to approve November 18<sup>th</sup> Agenda.

#### **THE MOTION CARRIED**

#### **APPROVAL OF PREVIOUS MINUTES for OCTOBER 14<sup>TH</sup>, 2025.**

**CLERK MEINBURG MOVED, supported by Treasurer Peck** to approve OCTOBER 14<sup>th</sup>, 2025 minutes as presented.

#### **THE MOTION CARRIED.**

#### **APPROVE PAYMENT OF BILLS LISTED**

**TREASURER PECK MOVED, supported by Clerk Meinburg** to approve the payment of bills as presented.

#### **ACTION ON MOTION**

#### **ROLL CALL VOTE**

**AYES:** Minarik, Upleger, Thorsby, Peck, Meinburg and Eichorn

**NAYS:** None

**ABSENT:** Bain

**THE MOTION CARRIED**

### **III. PUBLIC COMMENTS:**

**OPEN TO PUBLIC COMMENT** at 6:05 P.M.

None

**CLOSED TO PUBLIC COMMENT** at 6:05 P.M.

### **IV. UNFINISHED BUSINESS:**

None

### **V. NEW BUSINESS:**

1. Discussion and presentation pertaining to elections.

Clerk Meinburg presented a certificate of appreciation to Carol Pattillo for her many years of service as an Election Chair Person.

2. Construction Update

Supervisor Thorsby gave an update on the building construction. The township office will be closed to the public the week of November 24, 2025 while staff is being moved to the Hall. Construction starts December 1, 2025.

3. Discussion and possible motion on Trustee pay for training.

Supervisor Thorsby suggested paying the Trustees the same fee that the Planning Commissioners and Zoning Board of Appeals receive to attend training (\$75 a day).

**TREASURER PECK MOTIONED, supported by Clerk Meinburg to approve the Trustees getting paid to attend training at \$75 a day.**

After little discussion.

### **ACTION ON MOTION**

#### **ROLL CALL VOTE:**

**AYES:** Thorsby, Eichorn, Minarik, Upleger, Peck and Meinburg,

**NAYS:** None

**ABSENT:** Bain

**THE MOTION CARRIED.**

4. Discussion and possible motion on 2026 Meeting dates

After little discussion.

**CLERK MEINBURG MOTIONED, supported by Treasurer Peck** to approve the 2026 Meeting Dates as presented.

After some discussion the following motion was made.

**THE MOTION CARRIED.**

**VI. REPORTS:**

1. Supervisor's Report – Supervisor  
Monthly Building Report  
FANG Activity Report

**Supervisor Thorsby**

- Discussed working with the local Veterans to implement the Purple Heart Program. This program would honor all Flushing Township residents that have received the Purple Heart

2. Clerk's Report – Clerk

**Clerk Meinburg**

- Mentions that the Flushing Christian Outreach Center is in need and they serve local residents.
- Bread For Life is a local program that provides food for children in Flushing Schools every weekend. The numbers have gone up to 176 children every weekend.

3. Treasurer's Report – Treasurer  
Financial Report March 2024  
Water Report

**Treasurer Peck**

- Went over reports.

4. Zoning Administrator  
Zoning and Code Enforcement Report  
Zoning Administrator Czyzio was not present.

**Supervisor Thorsby**

- Went over the Water Report from the County
- Discussed the recent Passer Ratings from the Genesee County Road Commission

5. Flushing Township Police Department – Chief

**Chief VanAlstine**

- Went over STATS

**VII. PUBLIC COMMENTS:**

**Opened for public comment at 6:35 P.M.**

8320 Apple Blossom resident had questions pertaining to the special assessment for the subdivision for roads. The project is done and came under budget. He was wondering if those residents would get reimbursed.

**Closed for public comment at 6:39P.M.**

**Supervisor Thorsby** – Discussed the Apple Hill Estates project stating that the project did come under budget and the Township is working with the attorney to refund the excess funds or credit the accounts that have not paid for the project yet. The funds will be reimbursed.

#### **VIII. BOARD COMMENTS**

**Opened for board comments at 6:44 P.M.**

**None**

**Closed for board comments at 6:44 P.M.**

#### **IX. NEXT REGULAR MEETING:**

DECEMBER 9TH, 2025 AT 6:00 P.M.  
(Meeting location @ Flushing Senior Center 106 Elm St, Flushing, MI 48433)

#### **X. ADJOURNMENT**

**TREASURER PECK MOVED**, supported by **Trustee Minarik** to adjourn the meeting at **6:45 P.M.**

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WENDY D. MEINBURG, Clerk

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APPROVED DATE

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FREDERICK R. THORSBY, Supervisor

CHARTER TOWNSHIP OF FLUSHING  
GENESEE COUNTY, MICHIGAN

ORDINANCE NO. 25 - \_\_\_\_ 35.00 ET SEQ

**AN ORDINANCE REPEALING CHAPTER 36 ARTICLE 17 OF THE  
FLUSHING TOWNSHIP CODE OF ORDINANCES AND  
AMENDING CHAPTER 35, SIGNS, TO PROVIDE FOR THE  
REGULATION OF SIGNS WITHIN THE TOWNSHIP AND TO  
PROVIDE FOR THE PENALTY FOR THE VIOLATION THEREOF**

**NOW, THEREFORE, The Flushing Charter Township HEREBY ORDAINS:**

**SECTION I – REPEAL**

Chapter 36, Article 17, is hereby REPEALED in its entirety.

**SECTION II – SIGNS**

Chapter 35 is hereby amended as follows:

**Chapter 35 Signs**

**Sec. 35-1 Purpose.**

The township finds that signs and other visual outdoor advertising promote commerce and are related to the health, safety, and/or general welfare of the residents of the community. Because of the impact of signs, the preservation of the existing character of the community requires regulation of signs and of other visual outdoor advertising. The township finds that failure to regulate the size, location, and construction of signs and other outdoor advertising may:

1. Have an adverse effect upon the promotion of business and commerce in the township.
2. Lead to poor identification of businesses.
3. Have an adverse effect upon the existing aesthetic character of the township.
4. Cause deterioration of business and residential areas of the community.
5. Create possible traffic and pedestrian safety hazards by limiting visibility or distracting drivers.

Therefore, the purpose of this Article and subsections hereunder is to regulate signs and visual outdoor advertising in a manner that protects public health and safety by limiting the

size, location, or manner of display of signs that is content-neutral. General goals of this Article include:

1. Permitting the minimum number of signs and sign messages reasonably necessary to identify a business and its products.
2. Keeping signs within a reasonable scale with respect to the buildings to which they relate; and further, to prevent off-premises signs from conflicting with business, residential, and public land uses.
3. Prohibiting signs and other visual outdoor advertising which will have an adverse effect on the existing aesthetic character of not only the zoning district in which they are located, but also on the overall character of the Charter Township of Flushing.

## **Sec. 35-2. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means a sign which no longer correctly directs or exhorts any person, advertises a bonafide business, lessor, owner, product or activity conducted, or product available on the premises where such sign is displayed.

Alter means to make any change beyond normal maintenance. (See definition "maintenance") This includes, but is not limited to, changes in size, shape, height or copy.

Animated sign means any sign that uses movement or change of lighting to depict action or create a special effect or scene.

Area, sign face shall be computed by means of the smallest square, circle, rectangle, triangle or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. This does not include any supporting framework, bracing or decorative fence or wall when such fence or wall otherwise meets zoning ordinance regulations and is clearly incidental to the display itself.

Awning means a retractable or fixed shelter, projecting from and supported by the exterior wall of a building, constructed of materials on a supporting framework.

Awning sign means a sign painted on, printed on or attached flat against, the surface of an awning.



Beacon means any light with one (1) or more beams directed into the atmosphere or directed at one or more points not on the same zone lot as the light source; also, any light with one (1) or more beams that rotate or move.

Building marker means any sign indicating the name of a building and date and incidental information about its construction; which sign is cut into a masonry surface or made of bronze or other permanent material.

Business means a separate business location, defined by walls, and having its own customer entrance. Multiple activities taking place in or various product lines offered within a particular building shall not be construed as separate businesses.

Canopy generally means a permanent roof-like shelter that extends from part or all of a building face and is constructed of nonrigid material, except for the supporting framework.

Canopy sign means a sign displayed and affixed flat on the surface of a canopy and which does not extend vertically or horizontally beyond the limits of the canopy.

Changeable copy sign means a sign or portion thereof with characters, letters or illustrations that can be changed or rearranged without altering the face of the surface of the sign. A sign on which the message changes more than eight (8) times per day shall be considered an animated sign and not a changeable copy sign for purposes of this article. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a changeable copy sign for purposes of this article.

Commercial message means any sign wording, logo or other representation that, directly or indirectly, names, advertises or calls attention to a business, product, service or other commercial activity.

Copy area means the area, in square feet, of the smallest rectangle which describes the area enclosed by the actual lettering on the sign, not including the supporting structure or decorative embellishments thereof.

Copy means that part of a sign, consisting of letters, numbers, characters, diagrams, logos or other matter intended to communicate or transmit information to those observing the sign.

Flag means a piece of fabric, often rectangular, with specific colors and patterns used to represent a group, place, or idea, and is typically displayed on a pole or hung in a visible location.

Freestanding pole sign means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. This definition excludes flags, flagpoles, and any similar non-sign structures.

Illuminated means, unless otherwise expressly stated, to be lighted by a stationary light source emitting a constant white light either internally or externally.

Incidental sign means a sign, generally informational, that has a purpose secondary to the use of the zone lot on which it is located, such as "no parking," "entrances," "telephone," and other similar directives. No sign with a commercial message legible from a position off the zone lot on which the sign is located shall be considered incidental.

Maintenance. For purposes of this article, the cleaning, painting, repair or replacement of defective parts of a sign in a manner which does not alter the basic copy, design or structure of the sign.

Monument sign means a freestanding, ground-mounted sign that is permanently affixed to the ground and not supported by poles or pylons. It usually features a solid base or pedestal and is designed to be low-profile.

Multi-tenant sign means a single sign used by more than one (1) business.

Nonconforming sign means any sign that does not conform to the requirements of this article.

Pennant means any lightweight plastic, fabric or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series, designed to move in the wind.

Person means any association, company, corporation, firm, organization or partnership, singular or plural, or any kind.

Plaza / mini mall / strip mall means a building or group of buildings containing more than one (1) business.

Portable sign means any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to "A" or "T" frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicle parked and visible from the public right-of-way, unless such vehicle is used in the normal day-to-day operations of the business.

Principal building means the building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal

buildings, but storage buildings, garages and other clearly accessory uses shall not be considered principal buildings.

Projecting sign means any sign affixed to a building or wall in such a manner that its leading edge extends more than twelve (12) inches beyond the surface of such building or wall.

Public signs are erected by or on behalf of a governmental body to post legal notices, identify public property, convey public information, and direct or regulate pedestrian or vehicular traffic.

Residential sign means any sign located in a district zoned for residential uses, RSA, RU-1, RU-2, RU-3 and RU-4 that contains no commercial message and conforms with all requirements of the zoning ordinance.

Roof line means either the edge of the roof or the top of the parapet, whichever forms the top line of the building silhouette, and, where a building has several roof levels, this roof or parapet shall be the one belonging to that portion of the building on whose wall the sign is located.

Roof sign means any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

Roof sign-Integral means any sign erected or constructed as an integral or essentially integral part of a normal roof structure of any design, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof by a space of more than six (6) inches.

Setback means the distance from the property line to the nearest part of the applicable building, structure, or sign, measured perpendicularly to the property line.

Sign means any device, fixture, placard or structure that uses any color, form, graphic, illumination, symbol or writing to advertise, announce the purposes of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

Street means a strip of land or way subject to vehicular traffic (as well as pedestrian traffic) that provides direct or indirect access to property, including, but not limited to, alleys, avenues, boulevards, courts, drives, highways, lanes, places, roads, terraces, trails or other thoroughfares.

Strobe lights means a type of blinking or flashing light.

Street frontage means the distance for which a lot line of a zone lot adjoins a public street, from one (1) lot line intersecting such street to the furthest distant lot line intersecting the same street.

Suspended sign means a sign that is suspended from the underside of a horizontal plane surface and is supported by such surface. This definition excludes flags, flagpoles, and any similar non-sign structures.

Temporary sign means any sign that is used only temporarily and is not permanently mounted.

Vehicles includes, but is not limited to automobiles, trucks, trailers, railroad cars, construction equipment and other such mobile equipment whose major legal purpose is other than the display of advertising.

Wall area means that area of an exterior wall starting at sidewalk level and extending up to the eaves on a vertical plane, and, in the case of a mansard roof, including the generally vertical surface on such roof.

Wall sign means any sign attached parallel to, but within twelve (12) inches of a wall or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and which displays only one (1) sign surface.

Wall sign, painted means any sign painted, drawn, stenciled, pasted or otherwise directly applied to the exterior of a building or structure.

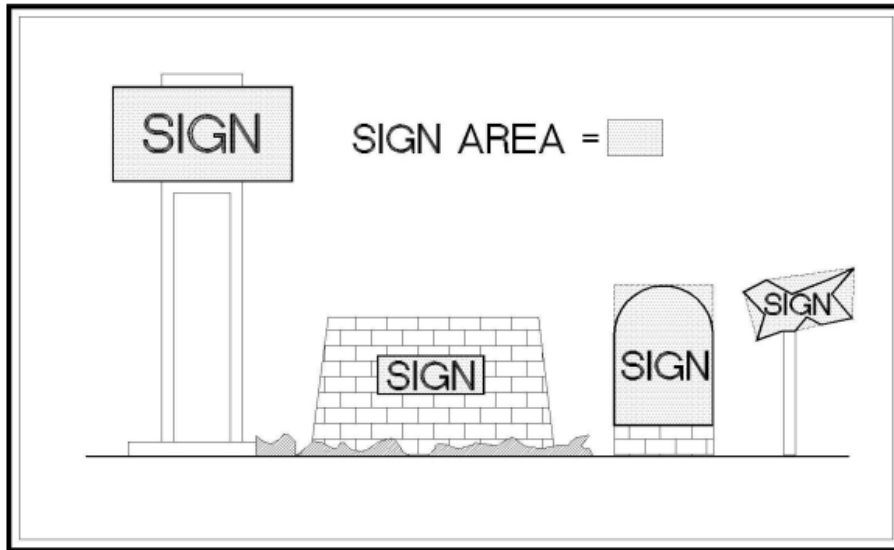
Window sign means any sign, pictures, symbol or combination thereof, designed to communicate information about an activity, business, event, commodity, sale or service, that is placed inside a window or upon the window panes or glass and is legible to off-premises traffic, pedestrian or vehicles.

Zone lot means a single parcel of land that is of sufficient size to meet minimum zoning requirements for area, coverage and use, and that can provide such yards and other open spaces as required by the zoning regulations.

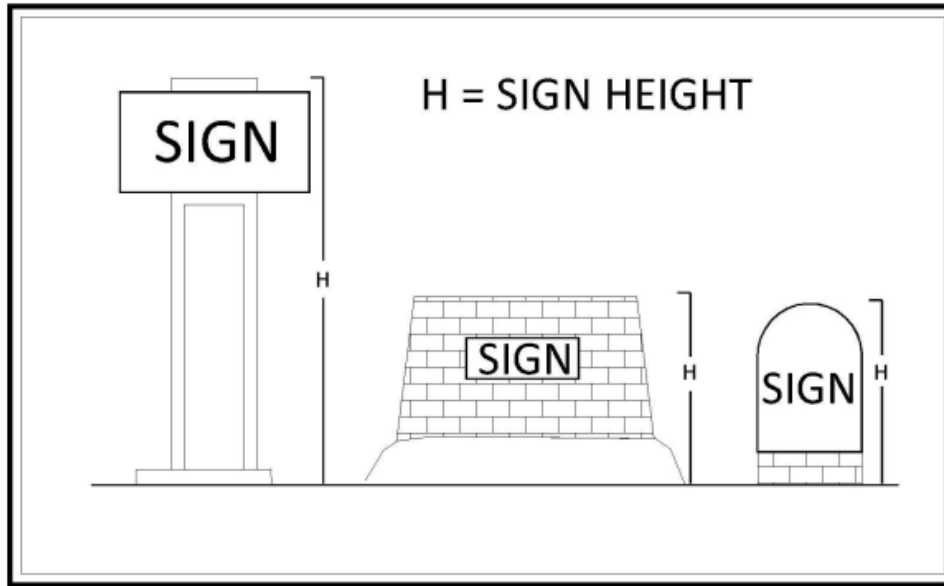
### **Sec. 35-3. Measurement of Sign Area and Sign Height.**

- (A) Sign Area: The area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all the display area of the sign and including all of the elements of the matter displayed. An area so created shall include all solid surfaces, as well as all openings. Structural members not bearing copy of display material shall not be included in computation of sign area. Where a sign has two (2) or more faces, the area of all faces shall be included

in determining the area of the sign, except that where two (2) such faces are placed back-to-back, parallel to one another, and less than 24 inches apart, the area of the sign shall be the area of one (1) face. Where a sign has two (2) or more faces, that portion of the sign structure connecting the sign faces shall not be used for display purposes.



- (B) Sign Height: The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of 1) existing grade prior to construction; or, 2) the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zoning lot, whichever is lower. The sign shall be non-moving.



#### Sec. 35-4. Sign Requirements by Zoning District.

Flushing Township Sign Table			
Type of Sign	Zoning Districts		
	RSA, RU-1, RU-2, RU-3, RU-4	C-1	C-2, SR, M-1, M-2
<b>Freestanding Pole Sign</b>	Not Permitted	<b>Max Display Area:</b> 32 sq ft  <b>Max Height:</b> 25 ft  <b>Quantity:</b> 1 (Pole or Monument sign) - <i>Footnote 1</i>  <b>Setback:</b> Must be setback 10 ft from the right-of-way line- <i>Footnote 4</i>  <b>Illumination:</b> Internally or externally permitted- <i>Footnotes 3 &amp; 6</i>	<b>Max Display Area:</b> 64 sq ft  <b>Max Height:</b> 25 ft  <b>Quantity:</b> 1 (Pole or Monument sign) - <i>Footnote 1</i>  <b>Setback:</b> Must be setback 10 ft from the right-of-way line – <i>Footnote 4</i>  <b>Illumination:</b> Internally or externally permitted- <i>Footnotes 3 &amp; 6</i>

Flushing Township Sign Table			
Type of Sign	Zoning Districts		
	RSA, RU-1, RU-2, RU-3, RU-4	C-1	C-2, SR, M-1, M-2
<b>Monument Sign</b>	<p><b>Max Display Area:</b> 32 sq ft</p> <p><b>Max Height:</b> 6 ft</p> <p><b>Quantity:</b> 1 at each entrance of a subdivision/complex or use – <i>Footnote 1</i></p> <p><b>Setback:</b> Must be setback 10 ft from the right-of-way line – <i>Footnote 4</i></p> <p><b>Illumination:</b> Internally or externally permitted- <i>Footnotes 3 &amp; 6</i></p>	<p><b>Max Display Area:</b> 32 sq ft</p> <p><b>Max Height:</b> 6 ft</p> <p><b>Quantity:</b> 1 (Pole or Monument sign) – <i>Footnote 1</i></p> <p><b>Setback:</b> Must be setback 10 ft from the right-of-way line – <i>Footnote 4</i></p> <p><b>Illumination:</b> Internally or externally permitted – <i>Footnotes 3 &amp; 6</i></p>	<p><b>Max Display Area:</b> 64 sq ft</p> <p><b>Max Height:</b> 6 ft</p> <p><b>Quantity:</b> 1 (Pole or Monument sign) - <i>Footnotes 1 &amp; 7</i></p> <p><b>Setback:</b> Must be setback 10 ft from the right-of-way line – <i>Footnote 4</i></p> <p><b>Illumination:</b> Internally or externally permitted- <i>Footnotes 3 &amp; 6</i></p>
<b>Wall Sign</b>	<p><b>Max Display Area:</b> 24 sq ft</p> <p><b>Max Height:</b> Must not be higher than the wall upon which it is attached. Bottom of sign must be at least 7 feet above ground level below.</p> <p><b>Quantity:</b> 1</p> <p><b>Projection:</b> Project beyond the wall or permanent feature by no more than 1 foot.</p> <p><b>Illumination:</b> Internally or externally permitted – <i>Footnotes 3 &amp; 6</i></p>	<p><b>Max Display Area:</b> 32 sq ft</p> <p><b>Maximum Height:</b> Must not be higher than the wall upon which it is attached. Bottom of sign must be at least 7 feet above ground level below.</p> <p><b>Quantity:</b> 2</p> <p><b>Projection:</b> Project beyond the wall or permanent feature by no more than 1 foot.</p> <p><b>Illumination:</b> Internally or externally permitted – <i>Footnotes 3 &amp; 6</i></p> <p><i>Footnote 2</i></p>	<p><b>Max Display Area:</b> 60 sq ft</p> <p><b>Maximum Height:</b> Must not be higher than the wall upon which it is attached. Bottom of sign must be at least 7 feet above ground level below.</p> <p><b>Quantity:</b> 2</p> <p><b>Projection:</b> Project beyond the wall or permanent feature by no more than 1 foot.</p> <p><b>Illumination:</b> Internally or externally permitted – <i>Footnotes 3 &amp; 6</i></p> <p><i>Footnote 2</i></p>

Flushing Township Sign Table			
Type of Sign	Zoning Districts		
	RSA, RU-1, RU-2, RU-3, RU-4	C-1	C-2, SR, M-1, M-2
Changeable copy sign and animated sign	Not permitted	<p><b>Max Display Area:</b> 32 sq ft Changeable copy may not exceed 50% of the total sign area of a sign. An animated sign may not exceed 25% of the total sign area of the sign.</p> <p><b>Max Height:</b> 6 ft</p> <p><b>Quantity:</b> 1</p> <p><b>Setback:</b> Must be setback 10 ft from the right-of-way line – <i>Footnote 4</i></p> <p><b>Illumination:</b> Digital/electronic signs may need to comply with brightness limits (e.g., 5,000 nits during the day, 500 nits at night).</p> <p>Electronic message signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.</p> <p><b>Message:</b> Signs shall not change more than once per minute.</p> <p><b>Prohibited Effects:</b> Flashing, scrolling are prohibited.</p>	<p><b>Max Display Area:</b> 32 sq ft Changeable copy may not exceed 50% of the total sign area of a sign. An animated sign may not exceed 25% of the total sign area of the sign.</p> <p><b>Max Height:</b> 6 ft</p> <p><b>Quantity:</b> 1</p> <p><b>Setback:</b> Must be setback 10 ft from the right-of-way line – <i>Footnote 4</i></p> <p><b>Illumination:</b> Digital/electronic signs may need to comply with brightness limits (e.g., 5,000 nits during the day, 500 nits at night).</p> <p>Electronic message signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.</p> <p><b>Message:</b> Signs shall not change more than once per minute.</p> <p><b>Prohibited Effects:</b> Flashing, scrolling are prohibited.</p>



Flushing Township Sign Table			
Type of Sign	Zoning Districts		
	RSA, RU-1, RU-2, RU-3, RU-4	C-1	C-2, SR, M-1, M-2
<b>Awning and Canopy Sign</b>	Not permitted	<p><b>Max Display Area:</b> 50% of the portion of the surface containing the sign</p> <p><b>Height:</b> Bottom of awning or canopy must be at least 7 ft above ground level</p> <p><b>Illumination:</b> Internally permitted – <i>Footnote 6</i></p> <p><i>Footnote 2</i></p>	<p><b>Max Display Area:</b> 50% of the portion of the surface containing the sign</p> <p><b>Height:</b> Bottom of awning or canopy must be at least 7 ft above ground level</p> <p><b>Illumination:</b> Internally permitted – <i>Footnote 6</i></p> <p><i>Footnote 2</i></p>
<b>Window Sign</b>	Not permitted	<p><b>Max Display Area:</b> 25% of the window area containing the sign</p> <p><b>Quantity:</b> 2</p> <p><b>Illumination:</b> Internally permitted – <i>Footnote 6</i></p> <p><i>Footnote 2</i></p>	<p><b>Max Display Area:</b> 25% of the window area containing the sign</p> <p><b>Quantity:</b> 2</p> <p><b>Illumination:</b> Internally permitted – <i>Footnote 6</i></p> <p><i>Footnote 2</i></p>
<b>Suspended Sign</b>	Not permitted	<p><b>Max Display Area:</b> 1 sq ft</p> <p><b>Quantity:</b> 1</p> <p><b>Illumination:</b> Not permitted</p> <p>This type of sign shall not be considered when counting the number of signs per premises.</p> <p><i>Footnote 2</i></p>	<p><b>Max Display Area:</b> 1 sq ft</p> <p><b>Quantity:</b> 1</p> <p><b>Illumination:</b> Not permitted</p> <p>This type of sign shall not be considered when counting the number of signs per premises.</p> <p><i>Footnote 2</i></p>

Flushing Township Sign Table			
Type of Sign	Zoning Districts		
	RSA, RU-1, RU-2, RU-3, RU-4	C-1	C-2, SR, M-1, M-2
<b>Temporary Sign</b>	<b>Max Display Area:</b> 12 sq ft  <b>Max Height:</b> 4 ft  <b>Quantity:</b> 1  <b>Setback:</b> Minimum of 5 ft from the edge of any right-of-way or public or private sidewalk.  <b>Illumination:</b> Not permitted  <b>Time period:</b> Such sign may be displayed up to 60 days in any one year.  Signs must be removed within 10 days after the conclusion of the event to which they pertain.  <i>Footnote 5</i>	<b>Max Display Area:</b> 32 sq ft  <b>Max Height:</b> 6 ft  <b>Quantity:</b> 1  <b>Setback:</b> Minimum of 5 ft from the edge of any right-of-way or public or private sidewalk.  <b>Illumination:</b> Internally permitted – <i>Footnote 6</i>  <b>Time period:</b> Such sign may be displayed up to 60 days in any one year.  Signs must be removed within 10 days after the conclusion of the event to which they pertain.  <i>Footnotes 2 &amp; 5</i>	<b>Max Display Area:</b> 32 sq ft  <b>Max Height:</b> 6 ft  <b>Quantity:</b> 1  <b>Setback:</b> Minimum of 5 ft from the edge of any right-of-way or public or private sidewalk.  <b>Illumination:</b> Internally permitted – <i>Footnote 6</i>  <b>Time period:</b> Such sign may be displayed up to 60 days in any one year.  Signs must be removed within 10 days after the conclusion of the event to which they pertain.  <i>Footnotes 2 &amp; 5</i>

Footnote:

1. Parcels with more than one street frontage may erect one free-standing or monument sign on each frontage. Free-standing or monument signs located on parcels with more than one street frontage shall be a minimum of 150 feet apart.
2. In the case of a multiple tenant building - Each individual business shall be permitted a separate wall, window, incidental, awning/canopy, suspended sign, or temporary signs to identify itself.
3. Illumination of signs shall be directed or shaded downward so as not to interfere with the vision of pedestrian or vehicular traffic on the adjacent street or adjacent property owners.
4. No sign or structure appurtenant to a sign shall obstruct vision above a height of 3 feet from the established street grades within the triangular area formed at the intersection of the street right-of-way lines by a straight line drawn between the right-of-way lines at a distance along each line of 30 feet from their point of intersection.
5. Temporary Signs –
  - a. Shall be anchored in a safe and secure manner.
  - b. The anchoring of signs by tying or attaching weighted objects (such as cinder blocks or tires) is prohibited.

- c. A temporary sign shall not be displayed if it is torn, bent, faded, not upright, unreadable, or otherwise unsightly.
  - d. A temporary sign shall not have exposed or protruding wheels.
6. Sign Illumination –
- a. All sign illumination shall maintain a consistent color and intensity, except where automatic adjustments in brightness are permitted in response to ambient light conditions, as specified in this Code.
  - b. Lighting fixtures used to illuminate signs must be installed and maintained to minimize glare, in accordance with the requirements of this chapter. This includes the use of fully shielded fixtures, baffles, appropriate mounting height, luminosity, aiming angles, and placement.
  - c. Under all circumstances, sign illumination shall not emit light exceeding 0.1 foot-candles above ambient levels at any lot line adjacent to a Residential Zoning District.
  - d. Illuminated signs shall be turned off according to the following schedule:
    - i. For lots without an active business use: Sign illumination shall be extinguished between 10:00 p.m. and 6:00 a.m.
    - ii. For lots with an active business use: Sign illumination shall be extinguished beginning 30 minutes after the close of all businesses on the lot and may resume no earlier than 30 minutes before the opening of any business on the same lot.
7. One menu board sign for a drive-in or drive-through facility is permitted, provided that the sign does not exceed 25 square feet in area or 8 feet in height.

**Sec. 35-5. Signs in the public right-of-way.**

No signs shall be allowed in the public right-of-way, except for the following as dictated by the road commission:

- (A) Public signs
- (B) Bus stop signs
- (C) Informational signs or a public utility regarding its poles, lines, pipes or facilities, work or warnings.

**Sec. 35-6. Signs Not Requiring a Permit.**

The following signs do not require a permit from the township:

- (A) Address numbers required for property identification and emergency response purposes shall be exempt from the provisions of this ordinance. Such numbers must comply with applicable building or fire code requirements.
- (B) Highway signs erected by the U.S. Government, State of Michigan, Genesee County, or the Charter Township of Flushing.
- (C) Governmental use signs erected by governmental agencies to designate hours of activity or conditions of use for parks, parking lots, recreational areas, other public space, or for governmental buildings.

- (D) Directional signs in conjunction with drives or off-street parking areas, provided any such sign does not exceed 4 square feet in area, is limited to traffic control functions, and does not obstruct traffic vision with a maximum height of 5 feet. Advertising copy or logos may be permitted, provided they are subordinate to the directional characteristics of the sign.
- (E) Historic signs designating sites recognized by the State Historical Commission as Centennial Farms or Historical Landmarks.
- (F) Placards posted to control or prohibit hunting and/or trespassing within the township.
- (G) Essential service signs denoting utility lines, railroad lines, hazards, precautions, and medical facilities with emergency care.
- (H) Memorial signs or tablets which are either: 1) cut into the face of masonry surface; or 2) constructed of bronze or other incombustible material when located flat on the face of a building.
- (I) One (1) nameplate, identifying the name of the occupant, not-to-exceed 2 square feet in area. The nameplate shall be attached flat against the front wall of the building.
- (J) Tourist-oriented directional signs provided such signs are otherwise permitted by the Michigan Department of Transportation pursuant to P.A. 299 of 1996 as amended.
- (K) Flags.
- (L) Political signs.
- (M) Real estate signs.

**Sec. 35-7. Signs prohibited under this article.**

All signs not expressly permitted under this article or exempt from regulation hereunder in accordance with the previous section are prohibited in the township. Such signs include, but not limited to:

- (A) Signs which create sound.
- (B) Signs which incorporate scrolling, flashing, beacon, or moving lights.
- (C) Signs which obstruct the ingress to or egress from a required door, window, fire escape or other required exit way.
- (D) Signs which are unlawfully installed, erected or maintained.
- (E) Projecting signs.
- (F) Signs which have any visible moving part, visible revolving parts or visible mechanical movement of any description or other apparent visible movement achieved by electrical, electronic or mechanical means, including intermittent

electrical pulsations or by action of normal wind currents, other than for the conveyance of noncommercial information which requires periodic change.

- (G) Signs that are mounted or displayed on a vehicle parked on private property or within a public right-of-way, when such vehicle is parked for the purpose of displaying a sign.
- (H) Signs painted directly upon walls, sidewalks or driveways.
- (I) Signs painted on, attached, or affixed to any tree, rock, or similar organic or inorganic natural matter.
- (J) Signs which are structurally unsafe, electrically unsafe, or constitute a hazard to safety or health by reason of inadequate maintenance, dilapidation or abandonment, or are not in good repair.
- (K) Sign that exhibits significant signs of wear or disrepair.
- (L) Signs which, by reason of their size, location, context, coloring or manner of illumination may be confused with or construed as a traffic control sign; or which either hides from view any approved traffic or street sign or signal, confuses or misleads traffic, obstructs vision necessary for traffic safety or distracts from visibility of traffic signs.
- (M) Inflatable signs and tethered balloons.
- (N) Roof signs
- (O) Any sign that advertises a business, event, or use no longer located on the same site as the sign. When a use changes, the owner shall have 30 days to replace a sign that is no longer applicable to the property on which it is located.

**Sec. 35-8. Permit-requirements and procedures.**

(A) Permit Requirement.

1. If a sign requiring a permit under any provision of this article is to be placed, constructed, erected or modified on a zone lot, the owner of the lot shall secure a sign permit prior to the construction, placement, erection or modification of such a sign in accordance with the requirements of section.
2. No sign permit of any kind shall be issued for an existing or proposed sign unless such sign is consistent with the requirements of this article (including those protecting existing signs) in every respect.

(B) Permit Application.

1. Applications for sign permits shall be submitted to the authorized township official using the prescribed form or in accordance with published specifications. Applications must include detailed drawings showing the sign's dimensions, design, structure, and location. One application may cover multiple signs on the same zone lot.

2. All applications must be accompanied by applicable fees as established by township board.

(C) Review and Action.

1. Within five (5) business days of the submission of a complete application for a sign permit, the authorized township official shall review it for completeness. If complete, the application will be processed. If incomplete, the applicant will be notified in writing of the deficiencies within the same five (5) day period.
2. Within seven (7) business days of submission of a complete application, the authorized township official shall either:
  - a. Issue the permit if the proposed sign complies fully with this article, or
  - b. Reject the permit and specify in writing the provisions of the ordinance with which the sign is inconsistent.

(D) Inspection and Approval.

Upon completion of sign construction or modification, the authorized township official shall inspect the site. If the work complies with this article and applicable building and electrical codes, a symbol indicating permit approval will be affixed to the premises. If deficiencies exist, the authorized township official will issue a notice detailing them and allow 30 days for correction. Permits lapse if construction is not completed within one (1) year.

(E) Permit Continuity and Lapse.

A sign permit lapses if the associated business activity ceases and is not renewed within thirty (30) days of notification. Upon lapse, the sign must be removed within ten (10) days of notice. Failure to do so authorizes authorized township official to remove the sign at the owner's expense.

(F) Temporary signs.

Temporary signs may be permitted via a zoning permit in accordance with this article.

**Sec. 35-9. Nonconforming signs.**

- (A) Sign(s) which were made nonconforming by the adoption of this article, may remain in place and be maintained, provided that no action is taken which increases the degree or extent of nonconformity.
- (B) This shall not preclude the general maintenance and repair of non-conforming signs to keep them in a safe condition and in good repair.

- (C) Nonconforming signs may be re-established after damage or destruction, if the estimated expense of reconstruction does not exceed 50 percent of the replacement cost as determined by the Zoning Administrator.
- (D) Nonconforming signs associated with an activity, business, or use to which has been discontinued for 90 days or longer will be required to conform to the standards set forth in this article
- (E) The sign face or message on a nonconforming sign may be changed provided that the change does not create any greater nonconformity.

**Sec. 35-10. Appeals and Variances.**

(A) Right to Appeal

Any person aggrieved by a decision, notice, or order of the authorized township official related to this chapter may appeal to the Zoning Board of Appeals (ZBA) within the time period prescribed by this section.

(B) Appeal Process and Informal Reconsideration

1. An optional request for informal reconsideration may be submitted to the authorized township official within five (5) business days of the contested action.
2. If unresolved, a formal appeal may be filed with the ZBA within ten (10) business days of the original decision or final informal decision, whichever is later.
3. The appeal must be in writing, state the grounds for appeal, and be accompanied by the applicable fee as set by township board resolution.

(C) Hearing and Notice

1. A hearing on the appeal shall be scheduled within 45 days of receipt of a complete petition.
2. Notice of the hearing shall be published and mailed to owners and occupants within 300 feet of the subject property at least 15 days prior to the hearing, in accordance with MCL 125.3103.

(D) Powers of the ZBA

1. The ZBA may affirm, modify, or reverse the decision appealed.
2. The ZBA may grant dimensional variances upon finding that practical difficulties exist, based on the standards in subsection (E).
3. All decisions of the ZBA shall be made within 60 days of the hearing unless extended with consent of the applicant.

(E) Dimensional Variance Standards (Practical Difficulty)

A dimensional variance shall only be granted if the ZBA finds all of the following:

1. That compliance with the ordinance is unnecessarily burdensome due to the unique characteristics of the property.
2. That the situation is not self-created.
3. That the variance will not impair the intent or purpose of the ordinance nor harm the public welfare or adjacent properties.

(F) Record and Finality

1. All decisions shall be entered into the record and state the findings of fact.
2. A decision becomes final after five (5) days unless the ZBA certifies the need for immediate effect to protect property or public rights.

(G) Stay of Enforcement

The filing of an appeal stays further enforcement unless the authorized township official certifies that an emergency exists, in which case a court order is required for a stay.

**Sec. 35-11. Violations and Enforcement.**

(A) Any of the following shall be a violation of this article and shall be subject to the enforcement remedies and penalties provided by this article, by the zoning ordinance and by state law:

1. To install, create, erect or maintain any sign in a way that is inconsistent with any plan or permit governing such sign or the zone lot on which the sign is located;
2. To install, create, erect or maintain any sign requiring a permit without such permit;
3. To install or place sign on public property, except in conformance with the requirements of this section, shall be forfeited to the public and subject to confiscation.
4. To fail to remove any sign that is installed, created, erected or maintained in violation of this article or applicable building or electrical codes, or for which the sign permit has lapsed; or
5. To continue any such violation. Each day of a continued violation shall be considered a separate violation when applying the penalty portions of this article.

Each sign installed, created, erected or maintained in violation of this article shall be considered a separate violation when applying the penalty portions of this article.



(B) Any violation or attempted violation of this article or of any condition or requirement adopted pursuant hereto, may be abated or corrected, by injunction or other appropriate court order obtained in an appropriate proceeding filed by the township with the county circuit court. Further, in addition to any other remedy sought by the township, any violation of this article shall be deemed a civil infraction, which shall be governed by Chapter 18 et seq., of this Code. In any case where a person has been issued a civil infraction notice or citation for violation of this article, within twelve (12) months immediately preceding a second or subsequent violation of this article, the second or subsequent violation of the ordinance shall be a misdemeanor.

### **SECTION III – SAVING CLAUSE**

Nothing in this section or in the code hereby adopted shall be construed to affect any suit or proceeding pending in any court or administrative body, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed by this section; nor any just or legal right or remedy of any character be lost, impaired, or affected by this section.

### **SECTION IV – SEVERABILITY**

If any section, subsection, clause, phrase, or portion of this section is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this section, and such holding shall not affect the validity of the remaining portions of this section.

### **SECTION V – PRIOR ORDINANCES**

All Township ordinances and resolutions or a part thereof, insofar as the same may be in conflict herewith, are hereby repealed.

### **SECTION VI – EFFECTIVE DATES**

This Ordinance shall be published in a newspaper of general circulation within the Charter Township of Flushing, Genesee County, Michigan, and shall become effective the 8<sup>TH</sup> day following publication.

### **SECTION VII – INSPECTION OF ORDINANCE**

A copy of this Ordinance may be inspected at the Township Clerk's Office at the Flushing Township Hall, 6524 N. Seymour Rd., Flushing, Michigan 48433 during regular business hours.

**ON MOTION DULY MADE BY:  
AND SECONDED BY:**

**YEAS:**

**NAYS:**

We hereby certify that the foregoing Ordinance was adopted on the Second Reading by the Township Board of the Charter Township of Flushing at its meeting on \_\_\_\_\_, 2025.

First Reading: \_\_\_\_\_, 2025

Second Reading: \_\_\_\_\_, 2025

Published on: \_\_\_\_\_, 2025

\_\_\_\_\_  
Fred Thorsby, Supervisor

\_\_\_\_\_  
Wendy Meinburg, Clerk

## **CHARTER TOWNSHIP OF FLUSHING**

### **ORDINANCE NO. \_\_\_\_**

An ordinance to repeal and replace the below section of Chapter 19 and 36 of the Code of Ordinances.

#### **THE CHARTER TOWNSHIP OF FLUSHING ORDAINS:**

#### **Section 1. Repeal and Replace of the below Sections of Chapter 19 and 36 the Code of Ordinances as follows:**

##### **Article 3      Junk**

Sec. 19-62. Definitions.

Removal of recreational vehicles definition.

(Ord. No. 54, § II, 9-28-89)

Sec. 19-65. Storage of junk motor vehicles (automobiles) restricted.

(A) Except as provided below, no junk motor vehicle (automobile) shall be kept for any period of thirty (30) days or longer upon any premises within the township, which premises are not a licensed junk yard of which premises are not a public motor vehicle repair garage regularly used and occupied, as a legal commercial public motor vehicle repair garage.

(B) This section shall not prohibit the keeping of farm tractors or other motorized farm equipment upon any farm on which such tractor or farm equipment is regularly used for farming operations nor shall it prohibit the keeping of motorized construction equipment upon commercial premises legally devoted to such construction business if such construction equipment is regularly used or in a usable condition.

(C) The owner, occupant or possessor of land within the township may keep and store no more than four (4) junk motor vehicles (automobiles) upon the following conditions:

1. The owner, occupant or possessor of the land on which the junk vehicles (automobiles) are stored intends to repair or restore same or to use all or part of the stored junk vehicles (automobiles) in the repair or restoration of other vehicles (automobiles).
2. The issuance of a permit by the township police department setting forth that the junk vehicles (automobiles), as described in the permit, may be stored within an area enclosed by a six-foot high privacy fence, which prevents the junk motor vehicles (automobiles) from being visible outside the storage area.

Note-Fence construction requires permit from the building department.

3. The storage area shall consist of an area no larger than eight hundred (800) square feet, located in the back yard of the premises and located a minimum of twenty-five (25) feet from the back lot line and each side lot line of the premises.
4. Requests for a permit shall be submitted annually in writing to the police department and shall include the applicant's name, address and telephone number, and proof of ownership; a description of the junk motor vehicles (automobiles) to be stored including VIN number; the address of the premises where the junk motor vehicles are to be stored and a diagram of the specific area on the premises where the junk motor vehicles are to be stored; and a statement as to the intended final disposition of each junk motor vehicle. A non-refundable application fee established by the Township Board shall be paid to the township police department when the application is submitted. Fees shall be payable to the Township or its authorized agent. A schedule of fees as approved by the Township Board shall be maintained on file at the Township offices.
5. Upon receipt of the application, the township police department shall review the application and inspect the premises and storage area and, if the police department finds the junk motor vehicles to be stored within the proposed storage area will not be visible from the outside of the storage area and that the storage of the junk motor vehicles will not pose a threat to the public health, safety and welfare, the township police department may issue a permit. The permit shall be good for a period of one (1) year. The permit may be renewed at the discretion of the police chief, but only, if reasonable progress toward the repair or restoration of the junk motor vehicles was made during the period of the prior permit.

(Ord. No. 54, § IV; 9-28-89; Ord. No. 54-D, 1-13-94)

#### Sec. 36-200. Definitions.

Recreational vehicle means any vehicle designed to be used primarily for recreational purposes to move one or more persons over the ground, air, water, ice or snow, and which is either self-propelled or connects to a vehicle which is self-propelled, including, but not limited to, house trailers, recreational trailers, trailer coaches, campers, fifth wheels, pickup campers, motor homes, folding tent trailers, boats and boat trailers, golf carts, all-terrain vehicles, off-road recreational vehicles, aircraft; provided, however, that any such vehicle or unit which is 40 feet or more in overall length and connected to water or sewer facilities shall be considered a mobile home and shall be subject to all regulations of all ordinances applicable to a mobile home.

## Sec. 36-319. Temporary Travel Trailer or Recreational Vehicle Parking

(G) The authorized township official shall have the authority to enter at any reasonable time any premises upon which a travel trailer or other recreational vehicle is parked, used, or occupied for the purpose of ascertaining that the owner, operator, or occupant thereof is complying with all the statutes, ordinances, and rules and regulations governing the same.

(J) No owner, occupant or possessor of land within the Township shall keep or permit to be kept at any time on such land, any recreational vehicle unless the recreational vehicle is properly stored, as provided in this ordinance.

1. A recreational vehicle may be kept on a driveway provided the recreational vehicle is a minimum of one hundred (100) feet from any window or door of any residence adjoining or across the street from the property where the vehicle is kept.
2. A recreational vehicle may be kept in the rear yard if the frontage of the property is less than 125 feet.
3. If the frontage of the property is equal to or more than 125 feet, the recreational vehicle may be kept in the rear yard or the side yard as defined in the zoning ordinance.
4. A recreational vehicle may not be parked in the required front yard setback.
5. A parcel shall be limited to having one RV parked in the driveway at a time.
6. While on the driveway, the recreational vehicle must be operable and display a current license plate or appropriate registration.
7. Any cover placed on a recreational vehicle must be free of rips or tears and securely fastened at all times.

## Section 2. Effective Date.

This Ordinance shall become effective ten (10) days after publication.

At a regular meeting of the Township Board of the Charter Township of Flushing held on \_\_\_\_\_, 2025, adoption of the foregoing ordinance was moved by \_\_\_\_\_ and supported by \_\_\_\_\_.

Voting for:

Voting against:

The Supervisor declared the ordinance adopted.

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Wendy D. Meinburg

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Frederick R. Thorsby

Township Clerk

Township Supervisor

**CERTIFICATION**

The foregoing is a true copy of Ordinance No. \_\_\_\_\_ which was enacted by the Charter  
Township of Flushing Township Board at a regular meeting held on \_\_\_\_\_, 2025.

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Wendy D. Meinburg  
Township Clerk

November 27, 2025

Mr. Fred Thorsby  
Flushing Township  
6524 N Seymour Rd  
Flushing MI 48433

RE: Aluminum Vestibule Door Replacement

## **PROPOSAL**

Case Construction Company is pleased to present our proposal for replacing the existing aluminum exterior and interior vestibule doors at the Flushing Township Hall.

For the exterior pair of doors, we will install:

- New bronze finish narrow stile doors with 10" bottom rail
- New surface mounted continuous hinges
- New standard MS hook-lock, T-turn keyed cylinder, and pair of flush bolts
- New 1" insulated clear tempered safety glass
- New standard push pull hardware
- New door sweeps
- Closers salvaged from existing doors

For the interior pair of doors, we will install:

- New bronze finish narrow stile doors with 10" bottom rail
- New surface mounted continuous hinges
- New standard MS hook-lock, T-turn keyed cylinder, and pair of flush bolts
- New ¼" clear tempered safety glass
- New standard push pull hardware
- New door sweeps
- Closers salvaged from existing doors

**TOTAL COST... \$10,973.00**

### **Options:**

1. Provide concealed vertical rod exit devices on each door leaf and a 4" threshold prepped for use with the concealed vertical rod devices

**Add To Total Cost... \$4,418.00**

2. Provide electronic latch retraction on each pair of doors if Option #1 is selected and card access is required

**Add To T.C. & Opt. #1... \$10,637.00**

**Flushing Township Hall – Aluminum Vestibule Door Replacement Proposal (Cont.)**

**Notes & Clarifications:**

- Pricing based on work being performed Monday – Friday from 7 am – 4:30 pm
- Our pricing is based on an “Open Shop” policy and includes a mix of union and non-union trades.
- Existing door framing, sidelites, & glazing to remain
- No card access or security system equipment or wiring included.
- Builder’s risk insurance to be provided by Owner.
- Our pricing includes reinstalling the existing auto operators and manual closers on the new doors. If any of the existing devices are found to be worn or defective, we will replace each with a comparable closer and bill it “in addition” to the quoted total.
- Current lead time for materials, depending on the options selected, is approximately 3 – 5 weeks.

Please feel free to contact me at 810-691-1161 if you have any questions.

Sincerely,



Chris Honea  
Project Manager

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



**Charter Township of Flushing**  
**User Fees**

*Assessing*

Item	Fee
Land Combination (Non-Residential)	\$300
Land Combination (Residential)	\$50
Land Division (Non-Residential)	\$300
Land Division (Residential)	\$100

*Building/Zoning*

Item	Fee
Contractor Registration (One Time)	\$15
Construction Board of Appeals Application	\$600
Earth Removal Permit (Plus Bond Where Needed)	\$100
Earth Removal Renewal Permit	\$50
Electronic Archiving Fee	\$5 Minimum
Convenience Fee (Only applicable to online permits)	\$3
Fence Permit	\$50
Fire Suppression and Fire Alarm Plan Review	
Commercial Plan Reviews	\$650
Residential Trades Plan Review for Larger Homes May Be Applied When Needed	\$500
Plot Plan Grade Review	
Zoning Review Fee	\$50

or 1% of total permit fees

*Building Permit Fees*

<b>New Building Construction/Alterations</b>		
	First \$1,000 Value	\$70
	Each Additional \$1,000 Value	\$8.00
<b>All Other Building Construction/Repairs</b>		
	Application	\$45
	Certification of Occupancy	\$20
	Demolition	\$50
<b>Expiration Permit</b>		
	Extention	\$75
	Renewal	\$75
<b>Inspections</b>		
	Re-Inspection/Special Inspection/Rough Inspection	\$60
	Final Inspection	\$60
<b>Swimming Pools</b>		
	Above Ground	\$50
	In Ground (Required Plumbing, Mechanical, & Electrical Permits)	\$200

*Electrical Permit Fees*

<b>New Single-Family Residence</b>		
	Up to 150 amps, 30 circuits	\$200
	Up to 200 amps, 40 circuits	\$250
<b>All Other Electrical Permit Fees</b>		
	Application	\$45
	Appliances - Dishwasher, Garbage Disposal & Range Hood	\$10
	Alterations or Additions to Existing System	\$30

**Charter Township of Flushing**  
**User Fees**

	Circuits (each)	\$7
	<b>Expiration Permit</b>	
	Extention	\$75
	Renewal	\$75
	Feeders, Bus Ducts, etc. (per 50 ft or fraction thereof)	\$10
	<b>Fire Alarms</b>	
	Up to 10 stations & horns	\$50
	11 -20 stations & horns	\$100
	Over 20 stations & horns (each over 20)	\$5
	Furnance-Unit Heaters & Air Conditioner	\$10
	<b>Generators</b>	
	Up to 15 K.V.A or H.P	\$50
	Over 15 K.V.A. or H.P.	\$75
	<b>Heat/Smoke Detector-First Device (Connection Only)</b>	\$7
	Each additional alarm/ signal device	\$4
	<b>Inspections</b>	
	<b>Commerical Plan Review</b>	
	Commerical Plan Review	\$500
	Re-Inspection/Special Inspection/Rouch Inspection	\$60
	Final Inspection	\$60
	Lighting Fixtures (per 25) & fraction thereof sockets	\$10
	<b>Motors/Transformers (I&gt;K.V.A &amp; H.P. each unit)</b>	
	Up to 20 K.V.A or H.P.	\$10
	21 - 50 K.V.A or H.P.	\$15
	>51 K.V.A or H.P.	\$20
	Power Outlets (including ranges, dryers & all 220V)	\$10
	Service (per 100 amps)	\$15
	Service (up to 200 amps panel upgrade)	\$40
	Service (up to /over 400 amp panel upgrade)	\$75
	Signs (per circuit)	\$25
	Swimming Pools	\$135
	Underground Inspection (per 100 ft)	\$20

**Mechanical Permit Fees**

	<b>New Single-Family Residence</b>	
	Furnace, vents, ducts, chimney, air conditioner	\$155
	+ Second Furance or air conditioner	\$80
	<b>All Other Mechanical Permits</b>	
	Application	\$45
	Air Conditioning (includes split system)	\$30
	<b>Air Handlers/Heat Wheels</b>	
	10,000 or Less CFM	\$20
	Over 10,000 CFM	\$60
	Chiller	\$30
	Commercial Hoods	\$15
	Commercial Unit Ventilators & Exhaust Fans	\$25
	Compressors	\$30

**Charter Township of Flushing**  
**User Fees**

	Cooling Towers	\$30	
	Duct	\$25 Minimum	0.10 per ft
	Evaporator Coils	\$30	
	<b>Expiration Permit</b>		
	Extention	\$75	
	Renewal	\$75	
	Fire Suppression/Protection	\$20 Minimum	0.75 per head
	Flue/Vent Damper	\$10	
	Gas Burning Fireplace	\$30	
	Gas/Oil Burning Equipment (Furnance) new and/or conversion units or boilers	\$30	
	<b>Gas Piping</b>		
	1 test & 5 openings	\$30	
	Each additional opening over 5	\$5	
	Heat Pumps, Commercial (pipe not included)	\$20	
	Humidifers	\$10	
	<b>Inspections</b>		
	Commerical Plan Review	\$500	
	Re-Inspection/Special Inspection/Rough Inspection	\$60	
	Final Inspection	\$60	
	Piping/Process Pipping	\$25 Minimum	0.05 per ft
	Refridgerator (split system)	\$30	
	Residential Bath & Kitchen Exhaust	\$10	
	Residential Heating Zone	\$15	
	Solid Fuel Equipment (including Chimney)	\$30	
	<b>Systems Using ASME Containers</b>		
	1,000 lbs Capacity	\$15	
	1,000 lbs to 2,500 lbs	\$20	
	2,501 lbs to 5,000 lbs	\$30	
	Over 5,000 lbs	\$40	
	V.A.V Boxes	\$25	
	Water Heater	\$15	

**Plumbing Permit Fees**

<b>New Residential Construction</b>	
Homes up to 1,750 sqft & 1 1/2 Baths	\$125
Homes over 1,750 sqft or more than 1 1/2 Baths	\$150
Homes over 3,000 sqft or more than 3 Baths	\$180
<b>All Other Plumbing Permits</b>	
Application	\$45
Connection: Building Drain-Building Sewer	\$20
Fixtures, Floor Drains, Special Drains, Water Connected Appliances	\$9
<b>Expiration Permit</b>	
Extention	\$75
Renewal	\$75
<b>Inspections</b>	
Commerical Plan Review	\$500
Re-Inspection/Special Inspection/Rough Inspection	\$60
Final Inspection	\$60

**Charter Township of Flushing**  
**User Fees**

	Interceptor (Grease trap 750 Gallons & up)	\$75
	Manholes/Catch Basins	\$20
	Sewage Sumps, Sewage Ejectors	\$15
	<b>Sewers</b>	
	Sanitary or Storm Less than 6"	\$25
	Sanitary or Storm 6" or More & each additional 2"	\$10
	Stacks, Vents, Conductors	\$9
	Sub-Soil Drains	\$15
	Reducer pressure Zone Back-Flow Preventor	\$20
	<b>Water Distribution Pipe System</b>	
	3/4 "	\$15
	1"	\$20
	1 1/4"	\$25
	1 1/2"	\$30
	2"	\$35
	Over 2"	\$40
	Water Heater	\$15
	<b>Water Service</b>	
	Less than 2"	\$30
	2" to 6"	\$50

*Clerk*

Item	Fee
Peddlers Permit (6 Month)	\$150

*Documents*

Item	Fee
Code of Ordinances	*FOIA
Master Plan Notebook	*FOIA
Photo Copy	*FOIA
Voter Registration List (Paper Copy)	*FOIA
Zoning Ordinance Notebook (8.5x11)	*FOIA
Zoning Copies of Updates (1 to 5 Copies)	*FOIA
Zoning Map 11"x17"	*FOIA

*Planning*

Item	Fee
Dog Kennel Permit	\$100
Electrical Compliance Permit (Over 200 amps)	\$100
<b>Home Occupation Permit</b>	
Home Business	\$100
Medical Caregiver Permit	\$250
Medical Caregiver Permit Renewal	\$50
<b>Sign Permits</b>	See below
Detached Single Family Residential	\$50
Commercial (Per Sign)	\$200

**Charter Township of Flushing  
User Fees**

	Garage Sale	\$0
	Non-Detached Single Family Residential	\$100
<b>Site Plan Review</b>		\$650
	+ Engineering Review	\$800
	+ Escrow (Depending on Project Scope <b>determined by the Planning Commission</b> )	\$3500 <b>min</b>
<b>Special Meeting Planning Commission/ Zoning Board of Appeal</b>		\$800
<b>Special Use Request Permit</b>		\$650
	+ Commercial Solar Escrow( <b>depending on project scope determined by the Planning Commission</b> )	\$5000 <b>min</b>
Pre-Application Meeting		\$250
<b>Pond (Minimum 2 Acre Lot, Zoned RSA)</b>		\$650
	+ Bond	\$7,500
<b>Rezoning Permit</b>		
	Rezoning to RSA	<b>\$650</b>
	Non Detached Single Family Residential	\$1,600
	Detached Single Family Residential	\$950
<b>Zoning Board of Appeals Application</b>		
	Detached Single Family Residential	\$500
	Non Detached Single Family Residential	\$650
<b>Short-Term Rental Permit</b>		
	Application	\$100
	Renewal	\$50

*Utility*

Item		Fee
Municipal Water Connection		
	Inspection for Direct Connection to Water System	\$10
	Residential - Single Family Dwelling	\$4,000
	Residential - Single Family Dwelling Platted Lot	\$500
	Tap-in by Adjacent Property Owner	\$4,000

In conjunction with Genesee County Water and Waste

Meter Size	Monthly Minimum (Cubic Feet)	Monthly Minimum Charges
5/8"	400	\$ 15.00
1"	1,200	\$ 35.58
1 1/2"	2,600	\$ 69.26
2"	4,800	\$ 113.52
3"	10,500	\$ 220.66
4"	19,000	\$ 377.38
6"	44,000	\$ 809.16

For all water used over the monthly minimum. For the difference in water used over the monthly minimum and three thousand five hundred (3,500) cubic feet, the rate shall be one dollar and fifteen cents (\$1.15) per one hundred (100) cubic feet.

Municipal Sanitary Sewer Connection		
	Permit to Connect to County Sewer	Current County Rate
	Additional Fee to Connect to Township's Sewer	\$2,000

*Other*

Township Hall Rental	\$100
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## Charter Township of Flushing

### User Fees

	Non-Resident Fee	\$150
	Entertainment License Sec. 9-30	\$100
	Storage of Junk Motor Vehicles (No more than 4 vehicles) Sec. 19-65	\$50

Per Freedom of Information Act (FIOA) Requirements*
All Bonds and/or additional Planning fees set by the Township Board.
The Township shall reserve the right to charge any additional fees accrued for review of their project by the township engineer, architects, planning consultant, municipal attorney, or any other professional.

red items will be possible approved changes December 9, 2025

**BUILDING**

Permit #	Applicant	Job Address	Fee Total	Const. Value	Date Issued
PB25-0096	H2A ARCHITECTS	6524 N SEYMOUR RD	\$0.00	\$432,400	11/05/2025
PB25-0118	NORTH COAST SOLAR	9071 SADDLE HORN DR	\$799.06	\$78,000	11/12/2025
PB25-0119	ZUMA CONTRACTING LLC	6282 N SEYMOUR RD	\$211.00	\$2,500	11/18/2025

**Total Permits For Type: 3**

**Total Fees For Type: \$1,010.06**

**Total Const. Value For Type: \$512,900**

**ELECTRICAL**

Permit #	Applicant	Job Address	Fee Total	Const. Value	Date Issued
PE25-0075	STAMM, ROBERT M	9144 W COLDWATER RD	\$110.00	\$0	11/03/2025
PE25-0077	MCCARTHY ELECTRIC	6256 TURNER RD	\$150.00	\$0	11/06/2025
PE25-0076	HOLLAND HEATING	7045 W STANLEY RD	\$228.00	\$0	11/06/2025
PE25-0078	NORTH COAST SOLAR	9071 SADDLE HORN DR	\$590.85	\$0	11/12/2025
PE25-0079	PINNACLE ELECTRIC, INC	7240 N MCKINLEY RD	\$321.00	\$0	11/17/2025

**Total Permits For Type: 5**

**Total Fees For Type: \$1,399.85**

**Total Const. Value For Type: \$0**

**MECHANICAL**

Permit #	Applicant	Job Address	Fee Total	Const. Value	Date Issued
PM25-0090	MCCOY HEATING	7145 ADELLE ST	\$155.00	\$0	11/03/2025
PM25-0088	HOLLAND HEATING	7372 RIVER RD	\$143.00	\$0	11/05/2025
PM25-0089	STALEY'S PLUMBING	8607 TIM TAM TRL	\$143.00	\$0	11/06/2025
PM25-0091	HOLLAND HEATING	7045 W STANLEY RD	\$143.00	\$0	11/06/2025
PM25-0093	STALEY'S PLUMBING	9461 PINE NEEDLE TRL	\$173.00	\$0	11/13/2025
PM25-0092	STALEY'S PLUMBING	9329 W MT MORRIS RD	\$328.00	\$0	11/13/2025
PM25-0094	ADKISSON & SONS HEATING	5535 N SEYMOUR RD	\$143.00	\$0	11/17/2025
PM25-0095	ADKISSON & SONS HEATING	7144 KINGS WAY	\$143.00	\$0	11/17/2025
PM25-0075	ESCON GROUP	7358 GILLETTE RD	\$185.00	\$0	11/18/2025
PM25-0096	CARNELL, NEAL	10060 W PIERSON RD	\$143.00	\$0	11/20/2025
PM25-0097	PARKER'S PROPANE	7240 N MCKINLEY RD	\$130.00	\$0	11/25/2025

**Total Permits For Type: 11**

**Total Fees For Type: \$1,829.00**

**Total Const. Value For Type: \$0**

ZONING

Permit #	Applicant	Job Address	Fee Total	Const. Value	Date Issued
PZ25-0083	SMITH, CARL	6393 JOHNSON RD	\$55.00	\$176,000	11/10/2025
PZ25-0084	NORTH COAST SOLAR	9071 SADDLE HORN DR	\$55.00	\$78,322	11/12/2025

Total Permits For Type:	2
Total Fees For Type:	\$110.00
Total Const. Value For Type:	\$254,322

Report Summary

Population: All Records  
Permit.Status = ISSUED AND  
Permit.DateIssued Between  
11/1/2025 12:00:00 AM AND  
11/30/2025 11:59:59 PM

Grand Total Fees:	\$4,348.91
Grand Total Permits:	21
Grand Total Const. Value:	\$767,222