

CHARTER TOWNSHIP OF FLUSHING
6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
810-659-0800 FAX: 810-659-4212
MINUTES OF THE PLANNING COMMISSION MEETING
DATE: AUGUST 8, 2019 TIME: 7:00 P.M.
WEB ADDRESS <http://www.flushingtowship.com>

MEMBERS OF PLANNING COMMISSION

Chair – Jerome Doyle	Ronald Voigt
Vice Chair – Mark Newman	Christopher Czyzio
Secretary – Ronald Flowers	William Mills
Terry A. Peck, Board of Trustees Representative	
Joyce A. Wilson, Recording Secretary	

PRESENT: Jerome Doyle, Ronald Flowers, William Mills, Ronald Voigt and Terry Peck

ABSENT: Christopher Czyzio and Mark Newman

OTHERS PRESENT: Supervisor Thorsby, Clerk Meinburg and Caitlyn Habben of Rowe Engineering.

- I. MEETING CALLED TO ORDER** at 7:00 P.M. by Planning Commission Chair **JEROME DOYLE** with Roll Call and Pledge to the American Flag.
- II. APPROVAL OF AGENDA: COMMISSIONER FLOWERS MOVED**, supported by Commissioner Peck to revise and approve the agenda by switching item 1 to 2 and item 2 to 1 in order to accommodate the residents who were present concerning the Accessory Structure at 9451 Sprucedale Dr.

THE MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF PREVIOUS MINUTES:

COMMISSIONER PECK MOVED, supported by Commissioner Flowers to approve the minutes of the May 13, 2019 meeting.

THE MOTION CARRIED UNANIMOUSLY.

IV. NEW BUSINESS:

1. Consideration of placing an Accessory Structure on a lot without a principal structure at 9451 Sprucedale Dr., Parcel 08-27-501-009

Mr. John Jarrard of 5003 Cedarwood Lane, the applicant, explained his plan for the abovementioned project stating he had an application to purchase the property from the Genesee County Land Bank for the purpose of building an Accessory Structure for storage on the lot. He stated he had no plans to build a principal structure but the placement of the accessory structure on the lot would allow for a principal structure to be built.

After a discussion by the Planning Commission, it was determined that Mr. Jarrard must submit an engineered drawing for his plans for the pole building, therefore, the Planning Commission could not act on his request until said engineered drawing was submitted.

2. Review and approval of Flushing Township's Master Plan 2019-2023

Caitlyn Habben of Rowe Engineering reviewed the Township's Master Plan with the Planning Commission, a copy is made a part of the official minutes and attached.

Mrs. Habben stated the next meeting regarding the Master Plan would address Goals and Objectives.

VI. PUBLIC COMMENTS

OPEN FOR COMMENTS: 8:55 P.M.

NO COMMENTS

CLOSED FOR COMMENTS: 8:56 P.M.

VII. COMMISSION COMMENTS

Commissioners Doyle and Flowers gave comments.

**VIII. NEXT REGULAR SCHEDULED MEETING IS MONDAY,
SEPTEMBER 9, 2019 AT 7:00 P.M.**

IX. ADJOURNMENT

ON MOTION OF COMMISSIONER PECK, supported by Commissioner Voigt, the meeting adjourned at 9:03 P.M.

THE MOTION CARRIED UNANIMOUSLY.

JEROME DOYLE, Chair

RONALD FLOWERS, Secretary

Date of Approval

Joyce A. Wilson, Recording Secretary
08/12/2019 Plan. Com. Mtg.

Flushing Township Master Plan Kick-Off

Caitlyn Habben, Planner

(800) 837-9131

CHABBEN@ROWEPSC.COM

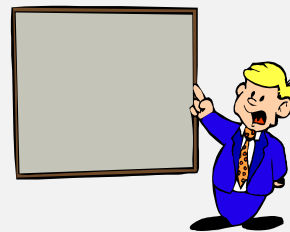


ROWE PROFESSIONAL
SERVICES COMPANY

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Agenda

- Project Timeline
- Planning Education
- Zoning Education
- Prouds and Sorries
- Next Time You See Us



2

Master Plan Schedule


Schedule	1	2	3	4	5	6	7	8
Kick-off Meeting	X							
Collect Data		X						
Review Goals and Objectives			X					
Review Future Land Use Plan and Implementation Plan				X				
Public Hearing					-	-	X	
Assistance with the Adoption Process with Planning Commission & Township Board								X

X = Planning Commission Meetings



Planning Education





Basics - PPP

- **People** – Our community, the people that work, live, and play.
- **Places** – Our community image, attractions, and businesses the draw people in and stay here.
- **Prohibits** – Keeping the unattractive, unsafe, or harmful to public welfare from coming into the community or regulated to not harm others.

The Planning Process



Steps in the Planning Process

1. Where are we today?

Identify current conditions

- Land Use
- Natural Features
- Infrastructure
- Population Characteristics
- Economic Characteristics



Steps in the Planning Process (Cont)

2. Where do we want to go tomorrow?

Vision for the future

- "Prouds & Sorries"
- Public Attitude
- Future Goals



Picture of the City of Zilwaukee's Master Plan Visioning Session

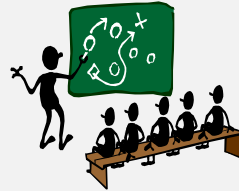


Steps in the Planning Process (Cont)

3. What is the best way to get there?

Approach to accomplish goals

- Identify alternative approaches
- Analyze pros and cons of each alternative
- Select/revise alternatives
- Refine policies and objectives to implement plan



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Steps in the Planning Process (Cont)

4. Let's get there!

Implement the plan



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Steps in the Planning Process (Cont)

5. Are we there yet?

Review the plan

- Is the plan taking us where we said we wanted to be?
- Is that still where we want to be?
- Update the plan.



Picture of the City of
Burton Master Plan
Stakeholder Interviews



Relationship Between Planning and Zoning

- Plans serve as the policy basis (the rationale) for zoning ordinances.
- Zoning ordinances are one of the many tools that are used to implement the plan.
- “*Master plan*” means the adopted or amended plan ... used to satisfy the requirement of Section 203 (1) of the Michigan Zoning Enabling Act.

Section 3 (g) of the Michigan Planning Enabling Act
PA 33 of 2008



How the Plan Serves as the Basis for Zoning

Zoning Ordinance	Master Plan
Zoning Districts	Future Land Use Classifications
Zoning Map	Future Land Use Map (Sort of)
Zoning Regulations	Objectives and Strategies



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Statutory Authority

Michigan Planning Enabling Act 33 of 2008

- Authority to establish a Planning Commission
- Appointment and qualifications of members
- Meetings (four times a year)
- Officers (one-year terms)
- Shall adopt rules for transaction of business
- Public record
- Authority to adopt and amend Master Plan
- Contents of Master Plan
- Procedures for adoption of plan
- Review of public works (construction, recession)
- Review of plats



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Roles and Responsibilities

Master Plan Process:

Township Board	Planning Commission
Appoint Planning Commission Members	Prepare Draft Master Plan
Approve Planning Commission Budget	Conduct Public Hearing on Master Plan
Hire Planner	Approval of Master Plan
Authorize Master Plan for Public Hearing	Conduct Five-Year Review of Master Plan
Final Approval of Master Plan (Optional)	



Zoning Education



Procedural Issues – General

- Open Meetings
- Site Visits
- Meeting Frequency
- Conflict of Interest
- Ex Parte Contact
- Findings of Fact
- Conditions
- Creating Motions



Pictured is a City of Burton Planning Commission member



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Procedures – Open Meetings/ Freedom of Information

All meetings of the Planning Commission, Zoning Board of Appeals, and the legislative body must comply with the Open Meetings Act which:

- Requires meetings to be open to the public
- Requires all decisions be made at a meeting open to the public
- Prohibits requiring a person to register as a condition of attending a meeting
- Must allow a person to address a meeting but rules may limit public comment to a prescribed time
- Requires a record of its proceedings is filed in the office of the clerk and be part of the public record



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Procedures – Site Visits

- Visits by a majority of the members constitute a meeting and must be noticed
- Individuals visiting sites do not have the right to trespass and should avoid discussions with property owners (*Ex Parte Contact*)



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Procedures – Meeting Frequency

- Planning Commissions “shall hold not less than 4 regular meetings each year, and by resolution shall determine the time.”*

*Section 21 Michigan Planning Enabling Act



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Procedures – Conflict of Interest

Membership on a Planning Commission is a position of public trust. The **public must generally perceive** that the decisions made by the members of these bodies are **not affected by personal self interest**. To ensure that, members of a Planning Commission or Village Board must **remove themselves** from participation in a matter in which there **is a real or potential conflict of interest**.

This can occur if the matter involves:

- Property owned, leased, or rented by a member
- A person with whom a member has close ties (family members, etc.)
- Property owned by a relative or boss of a member
- A person with whom a member shares financial interest such as:
 - Partner
 - Borrower, lender, renter
 - Investor



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Procedures – Conflict of Interest (Cont)

Procedures should be in place to allow a member to identify a **potential conflict** and determine if there is a need to **exclude themselves from the process**. The determination can be made:

- By the member
- By the chairman
- On the recommendation of the body's legal counsel
- By vote of the other members

The procedures and standards for recognizing a conflict of interest should be in either:

- The ordinance establishing the Planning Commission
- The Planning Commission bylaws



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Procedures – Conflict of Interest (Cont)

It is generally recommended that the bylaws prohibit a member with a conflict of interest from:

- Voting on the matter
- Participating in the discussion of the matter
- If possible, they should leave the meeting during the discussion or at least leave the “table” during the discussion



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Procedures – Ex Parte Communication

It is common for a **ZBA or Planning Commission member** to discuss a **pending issue** with an applicant during a visit to the site.

- This type of **discussion outside the meeting**, referred to as “*ex parte contact*” is **generally not prohibited** (but should be **discouraged**) in cases where the governmental body is **not making the final decision**.
- However, when the **Planning Commission** is **considering a site plan or special land use**, or when the **ZBA** is considering an **appeal, interpretation, or variance**, **ex parte contact is inappropriate**.



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Procedures – Ex Parte Communication (Cont)

If someone **contacts you concerning a matter** that falls **under these standards**, simply **explain** to them that you **should not discuss the issue with them outside the meeting**.

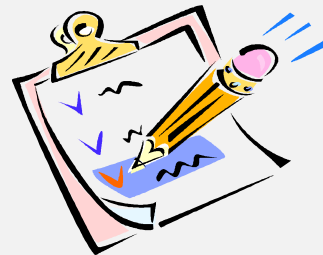
- If you go to **visit the site** of a proposed site plan, etc., and someone wants to “*show you around*”, let the **property owner know** that **you should not discuss their case** with them.
- The **basis** for this rule is that to have discussions in **private with the applicant** (or someone who opposes a request) can “*taint*” **your decision making process** and lead to an **appearance of bias**.



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Procedures – Findings of Fact

- All administrative decisions (site plan and conditional use requests) made by the Planning Commission should include “*findings of fact*”.
- The facts that serve as the basis for the a motion should be included in the motion.
- Some communities have a separate motion to agree to the findings of fact than one to approve/disapprove.



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Conditions

The Planning Commission can attach conditions during the preliminary review during the final site plan review. Sec. 20-1903(b)(1)

Sec. 20-1904

Standards:

- a) Be designed to protect the natural resources, the health, safety and welfare and the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- b) Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.
- c) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to ensure compliance with those standards.



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Procedures - Creating Motions

- Important to include in a motion
 - **Action** – Approval, Denial, Postpone, etc.
 - **Location** – Parcel Number or Address
 - **What is being done** – Site Plan, Variance Size & Direction
 - **Conditions** – Limit Hours of Operation, Additional Trees, etc.
- We provide suggested motions: including approval, denial, or postpone.
- It is important these **full motions are read out loud** so that the public and applicant are clear on what is being voted on.



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Prouds

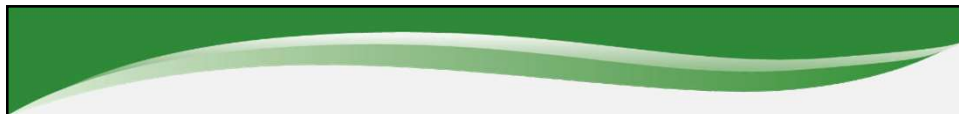
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Sorries

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Next Time You See Us

- Flushing Township or Charter Township of Flushing?
- How would you like to receive the Planning Commission packets?
 - Mailed to the township to distribute – Continue to?
 - Mailed to the individual Planning Commission Members
 - Email to the township or Planning Commission Members
- Prepared Material
 - Goals, Objectives, & Actions



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RECREATION

One of the common results of development in a rural area is increased demand for recreational facilities. Two of the primary causes for this is the migration of urban/suburban families who are used to convenient recreational facilities to the rural area and a reduction in prime open space caused by development resulting in a demand for some of the remaining areas be acquired for public enjoyment.

Recreation Inventory

Recreational facilities in the Flushing Township area are currently provided by the City of Flushing, Flushing Township, the Flushing Community School District, the Genesee County Parks Recreation Commission, and the private non-profit and for profit operations. Map 10 and Table 16 show the existing recreational facilities in the area.

Recreation Plan

~~There is currently a joint 2019-2023 Parks and Recreation Plan for the township, city, and school district. This is an update from the 2010-2015 Parks and Recreation Plan. In March 2010 the township, city and school district adopted a joint parks and recreation plan. This plan was an update to plans jointly adopted by the three jurisdictions in 1989, 1995, 1999 and 2005.~~

~~Unlike previous plans, which were primarily oriented towards a five-year capital improvement plan (CIP) the 2010-2015 plan was a policy-based document, although the policies are still tied in many cases to specific park improvements. The 2019-2023 Parks and Recreation Plan outlines an action plan that addresses the goals and objectives for each of the jurisdiction's parks and recreation. For Flushing Township, this action plan includes the following:~~

- ~~◆ Participate in Safe Routes to Schools and Crim programs.~~
- ~~◆ Maintain trail system through the Township Nature Park.~~
- ~~◆ Maintain a part-time employee for maintenance of the Township Nature Park.~~
- ~~◆ Maintain security of Township Nature Park by Township police department.~~
- ~~◆ Maintain public access and requirements of DNR funded facilities.~~
- ~~◆ Seek additional hosting opportunities for events/revenue generation at the Township Nature Park.~~
- ~~◆ Develop an accessible kayak launch at Nature Park to provide an accessible water trail connection to Montrose Township Park.~~
- ~~◆ Coordinate with Flint River Watershed Coalition (FRWC) on water trail signage.~~
- ~~◆ Trail connection/participation on Seymour Road corridor.~~

The plan's goals and policies for the township are listed below. Priorities will be to maximize on current facilities first, prior to developing new elements. The following goals support this (not listed in any order of priority).

Goal 1: Pursue grants and develop partnerships and advocates to serve park and recreation needs.

- ◆ Continue to seek partnerships with other recreational providers and agencies, and with neighboring communities to share ideas and provide non-competing programs and facilities.

- ◆ Actively support and model a regional recreation approach; document current successes and missed opportunities. Practice shared-use approach and formulate a structure that can sustain this approach.
- ◆ Support Chamber of Commerce role to promote tourism and business growth along with “quality of life” assets in the community through coordination of programs, festivals, community calendar, etc.
- ◆ ~~Investigate establishing a Flushing Area Recreation Authority.~~
 - ~~Support Chamber of Commerce role to promote tourism and business growth along with ‘quality of life’ assets in the community through coordination of programs, festivals, community calendar, etc.~~
- ◆ ~~Apply for grants to develop park facilities with support from various agencies.~~ Use grants to develop park facilities with support from various agencies.
- ◆ Use local partnerships with Rotary, Lions Club, etc. to provide/leverage donated labor and match for key projects.
- ◆ ~~Coordinate and maintain quarterly communication with Genesee County Parks and Recreation Commission, Flint River Corridor Alliance, Crim and other stakeholders regarding programming and use of facilities.~~ Maintain a clean and safe park environment
- ◆ ~~Seek endowments for perpetual maintenance and programs for facilities.~~ Involve youth and develop future leadership within the park and recreation community.
- ◆ Utilize funding from the Neighborhood Improvement Authority for key projects.

Goal 2: Meet community, county, and regional needs for year-round indoor and outdoor recreation opportunities.

Maintain quality of life and retain existing population. Stimulate the area economy through recreation related tourism and community revitalization.

- ◆ Develop an approach to evaluate underserved or maintenance/budget challenged facilities. Begin a process that will identify the long term solution for providing a pool/athletic complex for community use as well as school/teams.
- ◆ Develop small intensive use facilities balanced by larger passive use/lower maintenance areas.
- ◆ Increase accessibility within existing parks.
- ◆ ~~Provide for growing senior population (new facility/Senior Center to support preventative health and wellness).~~ Analyze key properties with resource value to maximize available resources for development.
- ◆ ~~Divest key properties with low resource value and redundant programs to maximize available resources for maintenance and development.~~
- ◆ ~~Develop year-round (indoor) nature center facility for programs/education at the township Nature Park site.~~
- ◆ Support ongoing sports programs and facilities (AYSO, little league, youth football, etc.)

Goal 3: Provide public access to water bodies, particularly the Flint River, to facilitate their recreational use.

- ◆ Protect the Flushing area's natural recreation resources and provide for their public use and enjoyment.
- ◆ Refer to resource agencies and existing studies to recognize: limits of flood plain and forested land; outdoor recreation and greenspace; and scenic, historic, educational and environmental significance. Judicious development should allow a close relationship with natural features without destroying them. Develop Riverview Park per Master Plan Concepts.
- ◆ Acquire key properties of significance as appropriate.
- ◆ Improve and maintain public access to the Flint River.
- ◆ Support a regional "Water Trail" route along the Flint River Corridor.
- ◆ ~~—Promote water trails throughout the area through the pending National Water Trails System (through the National Parks Service) as well as the State of Michigan Water Trail designation for the Flint River. Refer to resource agencies and existing studies to recognize: limits of flood plain and forested land, outdoor recreation and green space, and scenic, historic, educational and environmental significance. Judicious development should allow a close relationship with natural features without destroying them.~~
- ◆ ~~—Acquire key properties of significance as appropriate.~~
- ◆ ~~Improve / develop additional small boat public access to the Flint River.~~

Goal 4: Promote non-motorized connections within existing facilities.

Build on the assets and successful trail system currently in place.

- ◆ Utilize and expand on existing sidewalk/trails to provide linkages to parks, schools, and neighborhoods.
- ◆ Increase universal accessibility with emphasis along and to the river.
- ◆ Maintain routes as appropriate for all-season use.
- ◆ ~~Participate in Safe Routes to Schools and Crim programs.~~
- ◆ Expand trail network to rural destinations through 'complete streets' design, including bike lanes where appropriate.
- ◆ Support the Genesee County Regional Trail plan.

The legend for Map 10 is shown below. More information about the inventory of the public, school, and private recreation amenities are included in the 2019-2013 Recreation Master Plan.

Table 16: Flushing Area Public Facilities

Name	Map I.D.#	Facilities Available	Acreage
Riverview Park	1	Parking Spaces (60) Amphitheater (Band Shell) Basketball Court Benches Drinking Fountains (2) Ice Rink (Outdoor) Picnic Area Playground (playscape) Swimming Pool (Outdoor)	7.4

Table 16: Flushing Area Public Facilities









Name	Map I.D.#	Facilities Available	Acreage
		Tennis Court Restrooms Pavilion Stankwitz Clock Plaza Canoe/Kayak launch	
Mutton (Bonnie View) Park 	2	Parking Spaces (15) Softball Diamond (Lit) Basketball Court (Lit) Benches Playground Picnic Area	3.5
Waterworks Park 	3	Parking Spaces (20) Softball Diamond	4.0
Eastview Veterans' Memorial Park	4	Parking Spaces (30) Softball Diamond (Lit) Youth Ball Diamonds (4) Horseshoes Pits (Lit) (10) Picnic Area Playground Pavilion	14.4

Table 16: Flushing Area Public Facilities			
Name	Map I.D.#	Facilities Available	Acreage
			
River Road Park 	5	Parking Spaces (10) Playground Picnic Area Basketball Court (full)	4.6
Cornwell Park 	6	Fountain Benches Picnic Table	0.2

Flushing Township Master Plan 2013-2033

Table 16: Flushing Area Public Facilities			
Name	Map I.D.#	Facilities Available	Acreage
Somerset Park	7	(Undeveloped)	N/A
Various			
Senior Citizens Center 	8	Organized Activities	N/A
Trails	9	Non-motorized Trails (2.5 miles)	
Flushing Township			
Flushing Township Nature Park 	10	Parking Spaces (25) Trails (2+ miles) Picnic Pavilion Restrooms Park Maintenance Building Observation Tower Park Office Cross Country Trails Fishing Access Sites Prairie Habitat Wetland Ecosystem	130
Genesee County			
Genesee County Flushing Park 	11	Playground Picnic Area (5) Pavilions (5) Basketball courts (2) Softball Diamonds (3) Tennis Courts (2) Cross Country Ski Trails (2 miles) Dog Park	105

Flushing Township Master Plan 2013-2033






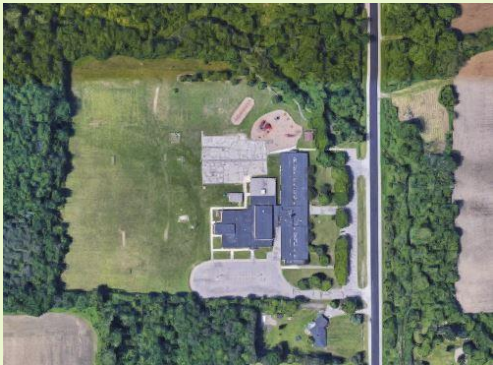

Table 16: Flushing Area Public Facilities			
Name	Map I.D.#	Facilities Available	Acreage
Flushing Community Schools Recreational Facilities			
Springview Elementary School 	A	Parking Spaces (72) Athletic Field Baseball Diamonds (2) Softball Diamonds (2) Gymnasium Multipurpose Room Playground Soccer Field	14.3
Flushing Early Childhood Center 	B	Parking Spaces (68) Softball Diamond Basketball Hoops (2) Gymnasium Multipurpose Room Playground	5.9
Central Elementary School 	C	Parking Spaces (111) Athletic Field Softball Diamonds (4) Basketball Courts (2) Football Fields (Lighted w/ Concessions) Gymnasium Multipurpose Room Playground	24.5
Flushing High School 	D	Parking Spaces (800) Athletic Field w/ Concession Stands Softball/Baseball Diamonds (2 each) Football/Lacrosse Fields (3) Gymnasium Multipurpose Room Running Track Soccer Fields (2) Tennis Courts (12)	104

Table 16: Flushing Area Public Facilities

Name	Map I.D.#	Facilities Available	Acreage
<p>Seymour Elementary School and Recreation Complex</p> 	E	Parking Spaces (136) Athletic Field Softball Diamond Basketball Courts (3) Gymnasium Multipurpose Room Playground Soccer Fields (7) w/ 100 unpaved parking spaces Restrooms Pavilion	50
<p>Elms Elementary School</p> 	F	Parking Spaces (93) Softball Diamonds (2) Gymnasium Playground Soccer Fields (2) Basketball Courts (2) Pavilion	17
<p>Middle School</p> 	G	Nature Path Softball Fields (2) Baseball Fields (2) Soccer/Football Fields (3) Indoor Gym	45

MAP 10 – RECREATION INVENTORY

