

AGENDA
CHARTER TOWNSHIP OF FLINT PLANNING COMMISSION
THURSDAY, SEPTEMBER 14, 2017 6:00 PM
1490 S. DYE RD, FLINT, MI 48532

CALL TO ORDER/PLEDGE OF ALLEGIANCE

AUDIENCE PARTICIPATION

CORRECTION/APPROVAL OF MINUTES

1) Planning Commission - Regular Meeting - Jul 13, 2017 6:00 PM

PUBLIC HEARING

NEW BUSINESS 1138 : Special Land Use PSLU17-0004

LEGAL: 07-29-200-013

LOCATION: 3095 S DYE ROAD

ZONING: I - INDUSTRIAL

PROPOSED: PET RESORT FACILITY

ACTION ITEMS

MASTER PLAN UPDATE CONTRACT

This contract covers the additional items that are needed to be updated that were not on the original contract, ie: Linden Rd. re-construction, Redevelopment Ready Communities requirements.

Motion should be to either send a recommendation of approval to Twp Board or to seek other quotes.

REPORTS

Administrative Reviews

**REGULAR MEETING CHARTER TOWNSHIP OF FLINT PLANNING COMMISSION
THURSDAY, JULY 13, 2017 AT 6:00 PM**

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Carol Pfaff-Dahl	Trustee	Present	
Don Rowley	Commissioner	Present	
Lou Fluery	Commissioner	Present	
Larry Ford	Chairman	Present	
John Gazall	Vice-Chairman	Present	
Ravi Warriar	Commissioner	Present	
Warren Marks	Secretary	Present	
Randy Kilbreath	Commissioner	Present	
George Menoutes	Commissioner	Present	

PUBLIC PORTION

AUDIENCE PARTICIPATION

CORRECTION/APPROVAL OF MINUTES

- 1) Planning Commission - Regular Meeting - Jun 8, 2017 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Randy Kilbreath, Commissioner
SECONDER:	George Menoutes, Commissioner
AYES:	Pfaff-Dahl, Rowley, Fluery, Ford, Gazall, Warriar, Marks, Kilbreath, Menoutes

NEW BUSINESS

- 1) Public Hearing for Zoning Amendment

Public Hearing Opens at 6:15 PM

Doug Piggott from Rowe Professional Services described the changes to the Ordinance. If approved this evening, the changes will go before the Township Board in Ordinance form for a introduction and then approval.

Public Hearing Closed at 6:35 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Warren Marks, Secretary
SECONDER:	Randy Kilbreath, Commissioner
AYES:	Pfaff-Dahl, Rowley, Fluery, Ford, Gazall, Warriar, Marks, Kilbreath, Menoutes

ACTION ITEMS

Minutes Acceptance: Minutes of Jul 13, 2017 6:00 PM (Correction/Approval of Minutes)

1) Vote on Recommendation to Township Board

Motion to recommend approval of the Amendments to the Zoning Ordinance to the Township Board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Warren Marks, Secretary
SECONDER:	Randy Kilbreath, Commissioner
AYES:	Pfaff-Dahl, Rowley, Fluery, Ford, Gazall, Warrier, Marks, Kilbreath, Menoutes

TO: PLANNING COMMISSION
FROM: TRACEY TUCKER, DEPUTY CLERK
RE: PSLU17-0004
DATE: 14 SEPTEMBER 2017

See attachment for Plan Review

For items not visually approved by inspector

Case #	Address	Status	Date Started	Date Completed	Owner
PSLU17-0004	3095 S DYE RD	In Process	08/24/2017		BLACKBURN, JODY

Reviewer	Review Type	Result	Date Completed	Comment
PrePlanning Com	Pre-Plan Review	Rejected	08/31/2017	

Fencing will be r

The following comments and concerns need to be addressed before your meeting with the Planning Commission:

Fencing will be required to be solid privacy fencing atleast 6' in height.
Dumpster must be enclosed.

Dog daycare center and pet resort facility.

09/05/2017

Total SPR Records 1

TO: PLANNING COMMISSION
FROM: TRACEY TUCKER, DEPUTY CLERK
RE: MASTER PLAN UPDATE CONTRACT
DATE: 14 SEPTEMBER 2017

This contract covers the additional items that are needed to be updated that were not on the original contract, ie: Linden Rd. re-construction, Redevelopment Ready Communities requirements.

Motion should be to either send a recommendation of approval to Twp Board or to seek other quotes.

**CHARTER TOWNSHIP OF FLINT
COUNTY OF GENESEE
STATE OF MICHIGAN
RESOLUTION**

MASTER PLAN UPDATE CONTRACT

RESOLUTION

ADOPTED this 14th day of September 2017.

CHARTER TOWNSHIP OF FLINT

BY: _____
Karyn Miller, Supervisor

BY: _____
Kathy Funk, Clerk

CERTIFICATION

I, Kathy Funk, the duly appointed Clerk of the Charter Township of Flint, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Charter Township of Flint at a regular meeting held September 14, 2017, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CHARTER TOWNSHIP OF FLINT

By: _____
Kathy Funk, Clerk



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

August 18, 2017

Tracey Tucker
Economic Enhancement Director
Charter Township of Flint
1490 South Dye Road
Flint, MI 48532

RE: Additions to Master Plan Update

Dear Ms. Tucker:

As a follow-up to the Flint Township Planning Commission's acceptance of the Five-Year Master Plan Review, ROWE Professional Services Company is pleased to present a proposal to assist the township with the plan update elements that were not part of our original proposal in 2015.

These items are:

- Address reconstruction of Linden Road – The current master plan includes plans specific to three major road corridors (Corunna, Elms, and Linden). Due to the major improvements being completed to Linden Road, the Planning Commission recommended that the relevant section of Chapter 5 be updated to reflect the improvements.
- Review and revise the Future Land Use Map – There have been changes in land use since the current plan was adopted. In order to address this and to review the general concepts incorporated into the current plan's Future Land Use Map, the Planning Commission would propose to undertake a review of the map to identify appropriate changes. Our proposal assumes that a current copy of the zoning map in DXF or shape file format is available from the township or county to use, or alternately it is acceptable by the township that we use the base map used in the original master plan.
- Revise the goals, objectives, and strategies necessary to implement Redevelopment Ready Communities (RRC) Best Practices and to address any other changes identified by the Planning Commission – The current plan was adopted prior to the Michigan Economic Development Corporation (MEDC) establishing the RRC program. This program establishes a set of best practices related to a community's master plan, zoning ordinance, zoning review procedures, and economic development planning. The Planning Commission proposes that the master plan's goals and objectives be revised to provide a policy basis for implementation of these best practices.
- Update the Zoning Plan – Under the Michigan Planning Enabling Act, the master plan is required to include a Zoning Plan that ties the Future Land Use Map to the Flint Township Zoning Ordinance. This plan, included in Chapter 5, will need to be updated based on any changes made in the Future Land Use Map.
- Incorporate a Strategic Implementation Plan into the overall Implementation Plan – A technique designed to improve implementation of the master plan is the development of a prioritized list of actions to be taken over the next five years to implement the plan. ROWE will work with the Planning Commission to identify the priority action items, assign them "due dates" and a responsible party such as staff, the township board, or the planning commission itself for each strategy.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Lapeer, MI • Mt. Pleasant, MI • Farmington Hills, MI • Lansing, MI • Grayling, MI • Tri-Cities, MI • Myrtle Beach, SC

www.rowepsc.com

Tracey Tucker
 August 18, 2017
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- Assist with the public review and adoption – ROWE can assist the township in the public review and adoption of these amendments, along with those prepared as part of the five-year review process (census information update).
- Submit copies of the amended plan – Following adoption of the plan amendments, ROWE will prepare a digital copy of the amended plan in MS Word and DXF formats along with 20 paper copies of the updated plan in three-ring binders.

Master Plan Update Items	Cost
Address reconstruction of Linden Road	\$1,390
Review and revise the Future Land Use Map	\$1,050
Revise the goals, objectives, and strategies	\$870
Update the Zoning Plan	\$340
Strategic Implementation Plan	\$890
Assist with the public review and adoption	\$510
Submittal of copies of the amended plan	\$590
Meetings (4)	\$1,320
Total for all scope elements	\$6,960

Schedule of Master Plan Update

We are prepared to begin work immediately. We anticipate the work on the Master Plan Update to require four months to prepare the draft plan revisions and three additional months to follow the required public review and adoption process.

Project Cost / Meetings

The cost of the Master Plan Update would be based on which of the elements outlined above the township selects. These costs include all travel, postage, and copying costs. The various elements of the cost are itemized above so, if there are any elements of the scope the township wanted to exclude, it can determine how it would impact the cost. The basic scope includes four meetings; three meetings to review the draft updates and the public hearing as part of our assistance with the adoption process. Additional meetings will be billed at a time and materials rate.

Please contact me (810) 341-7500 with any questions relative to this proposal.

Sincerely,
 ROWE Professional Services Company


 Doug Piggott, AICP
 Senior Planner

Tracey Tucker
August 18, 2017
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Having reviewed this proposal, including the attached statement of terms and conditions which is a part thereof, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.

- ADDRESS RECONSTRUCTION OF LINDEN ROAD \$1,390
- REVIEW AND REVISE THE FUTURE LAND USE MAP \$1,050
- REVISE THE GOALS, OBJECTIVES AND STRATEGIES \$870
- UPDATE THE ZONING PLAN \$340
- STRATEGIC IMPLEMENTATION PLAN \$890
- ASSIST WITH THE PUBLIC REVIEW AND ADOPTION \$510
- SUBMITTAL OF COPIES OF THE AMENDED PLAN \$590
- MEETINGS (4) \$1,320

TOTAL APPROVED CONTRACT AMOUNT \$ _____

Accepted by: _____
Signature Date

Print Name and Title

Q:\HISTORICAL ARCHIVE\ENGINEERING\CIVIL UTILITIES\PLANNING\PROPOSALS\TOWNSHIPS\FLINT TWP\2017 ADDITIONS TO MASTER PLAN UPDATE\2017 ADDITIONS TO MASTER PLAN UPDATE.DOCX

Attachment: 2017 Additions to Master Plan Update Contract (MASTER PLAN UPDATE CONTRACT)

TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice.

The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days' written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to \$6,960 or the Engineer's fee, whichever is greater.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

TO: PLANNING COMMISSION
FROM: TRACEY TUCKER, DEPUTY CLERK
RE: ADMINISTRATIVE REVIEW 0817
DATE: 14 SEPTEMBER 2017

In August, we received 2 administrative reviews.

1. Team One Credit Union - Placement of an ATM at 3308 Miller Rd (Yorkshire Plaza).

This was approved contingent upon the structure being at least 10' north of the area where the service drive between the plaza and the bowling alley would be in future.

2. Willowbrook - Amendment to the original site plan for expansion at 4436 Beecher Rd. They are adding 4 more rooms. This was approved.