

**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: APRIL 10, 2017**

**TIME: 7:00 P.M.**

**WEB ADDRESS <http://www.flushingtowship.com>**

**MEMBERS OF PLANNING COMMISSION**

Chair - Jerome Doyle

Robert Gensheimer

Vice Chair – Mark Newman

Donn Hinds

Secretary - Ronald Flowers

William Mills

Daniel J. McGrath, Board of Trustees Representative

Joyce A. Wilson, Recording Secretary

**PRESENT:** Jerome Doyle, Ronald Flowers, Robert Gensheimer, Donn Hinds, Daniel McGrath, William Mills and Mark Newman

**ABSENT:** None

**OTHERS PRESENT:** Four (4) other individuals

**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 Hinds to approve the agenda as submitted.

**THE MOTION CARRIED UNANIMOUSLY.**

**III. APPROVAL OF PREVIOUS MINUTES: COMMISSIONER FLOWERS MOVED**, supported by Commissioner Hinds to approve the minutes of the December 12, 2016 Meeting with the following changes: Page 4, the first motion by Commissioner Flowers should have read: **COMMISSIONER FLOWERS MOVED**, supported by Commissioner Gensheimer, to approve the request of Mr. Dimatteo for a Special Use Permit for a 6' x 2' Ground Sign entitled "BOARDING" at 7462 N. McKinley Road to be built off the right-of-way, *10 feet inside the property line.*

**THE MOTION CARRIED UNANIMOUSLY.**

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS:**

1. Site Plan Review – Flushing Community Church of the Nazarene Expansion Presentation by Doug Piggott of Rowe Professional Services

Doug Piggott was present to review the Site Plan and his Memorandum to the Planning Commission and Supervisor Thorsby regarding suggested requirements to the Site Plan. The memorandum is attached to the official minutes.

Mr. Piggott noted four items that might be questioned: The Site Plan Scale was 1 inch equals 30 feet and 1 inch equals 40 feet and the requirement calls for 1 inch equals 20 feet. Although, he pointed out the Site Plan was legible. Also, there was missing soil type information within the site plan. The Site Plan did not have a raised seal on it but it was noted the plans were digital copies and the final plan would have the raised seal. Also, it was not clear if the Genesee County Drain Commissioner form for soil erosion and sedimentation control plan had been approved as there were no county signatures.

Mr. Piggott said the dumpster position was being moved, but dumpsters weren't permitted in the RSA zoning district, so this was also an issue and the need to review the minutes from that meeting which was believed to be sometime in 2003. Also, the off-street parking space calculations were questioned. There were two standards to be met for the parking and the church only meets one of the calculations. Mr. Piggott said the Church could apply for a variance regarding these items.

Commissioner Newman questioned whether the parking requirements were an industry standard or were they specific to our ordinance. Mr. Piggott stated they were in our ordinance. He further stated in the 1970's, Genesee County had distributed a model zoning ordinance that many townships and cities adopted and these requirements were from that model which was perhaps 40 years old.

Mr. John Costa, Architect for the project, spoke stating the approval of the original site plan in regards to the dumpster and parking had not specifically been mentioned in the minutes of that meeting. He further stated the parking calculation, at that time, had been figured on just the seating part of the ordinance and not the square footage. Commissioner Newman stated a dumpster would be more advantageous for a church rather than individual trash cans.

Mr. Michael Pifer of Kraft Engineering was present and he reiterated what Mr. Costa said about the parking. The addition should not generate more attendees but more a lateral move to accommodate classrooms for children.

It was suggested that Supervisor Thorsby obtain approval of fire and police requirements prior to meetings where Site Plans are to be reviewed.

The Planning Commission discussed being able to review previous site plan approvals that had been done when the church was originally built and also for another addition. It was suggested those minutes should be included in future discussions.

The Planning Commission reviewed options to help the applicant expedite the Site Plan Approval process along including approving the plan with various conditions including obtaining a variance for the dumpster and required parking spaces.

**Commissioner Newman moved**, supported by Commissioner Hinds to approve the Site Plan contingent on obtaining a sealed final copy of the Site Plan, which should include soil type, environmental compliance with State and County, approval from Fire Department, approve dumpster location and obtaining a variance in regards to number of parking spaces.

**Commissioners Gensheimer and Flowers moved**, supported by Commissioner Newman to amend the motion to include enclosing the dumpster and getting approval from the Genesee County Road Commission as to the width of the driveway being 28 or 30 feet wide.

**THE AMENDED MOTION CARRIED UNANIMOUSLY.**

- VI. PUBLIC COMMENTS** - There were no public comments
- VII. BOARD COMMENTS** – Commissioner Flowers questioned the process for rezoning for an individual who was present in the audience. Mr. Piggott stated an application for rezoning should be submitted to the Zoning Administrator and then it would go to Planning Commission from there. He also asked that election of officers be included on the next Planning Commission Agenda.
- VIII. NEXT REGULAR SCHEDULED MEETING IS MONDAY, MAY 8, 2017 AT 7:00 P.M.**
- IX. ADJOURNMENT:** The meeting adjourned at 8:15 P.M.

---

JEROME DOYLE, Chair

---

RONALD FLOWERS, Secretary

---

Date of Approval

---

Joyce A. Wilson, Recording Secretary



## MEMORANDUM

**TO:** Mr. Frederick Thorsby, Flushing Township Supervisor  
Flushing Township Planning Commission

**FROM:** Doug Piggott, AICP  
Senior Planner

**SUBJECT:** Flushing Community Church of the Nazarene, 9500 W. Pierson Rd

**DATE:** April 5, 2017

Flushing Township received a site plan for additions to the existing Flushing Community Church of the Nazarene site. The subject parcel is located at 9500 W. Pierson Road and is zoned RSA (Residential Suburban Agricultural). The church is a discretionary SUP within the RSA zoning district. The site plan was dated October 7, 2016. The proposed additions include one 1,400 square foot storage addition, one 8,162 square foot building addition, and rearrangement of parking lot and dumpster enclosure.

We have reviewed the plan for compliance with the requirements of the township zoning ordinance.

### Informational Requirements

Attached is a checklist of the information required for site plans as listed in Section 20-1902 of the zoning ordinance. Provided below are informational requirements as part of the site plan review process with ROWE's comments shown in **bold**. The informational items that are missing that we think should be added to the proposed site plan are listed below:

- A site plan drawn to a scale of 1 inch equals 20 feet. **The site plan scales provided are 1 inch equals 30 feet and 1 inch equals 40 feet.**
- (m) A physiographic map showing the natural topography, the soil types, and suitability for intended use, natural features such as wood lots, lakes, drains, streams, ditches, and surface coverage data (such as paved areas and structures) related to storm water runoff characteristics. **There is missing soil type information within the site plan, other information can be located on Sheets C-2 and C-5.**
- (n) The site plan shall be sealed by a professional engineer, architect, landscape architect, or community planner. **It is noted on the application on Sheet C-1, but we did not see it in the site plans we received/reviewed. Is it on the paper copies provided to the township?**
- (t) Submission of the "State/County Environmental Permits Checklist." **As part of the Site Plan Application, the applicant indicates they have filled out the Genesee County Drain Commissioner form for soil erosion and sedimentation control plan, but it is unclear if approval was given, because it lacks county signatures.**

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](http://www.rowepsc.com)

Mr. Frederick Thorsby  
April 5, 2017  
Page 2

**Compliance with Ordinance Requirements**

Based solely on the proposed improvements and not on any existing site issues ROWE has the following compliance issues:

1. Sec. 20-409. Incinerators and Outside Trash Containers. **The development proposed the movement of their existing outside trash containers; however, outside trash containers are not permitted in the RSA zoning district. If the outside trash container is a legal nonconformity the container may be moved to a proposed location.**
2. Sec. 20-501(b)(1). Off-Street Parking Requirements. **Located on Sheet C-1 are the parking calculations based on proposed seating; however, calculations are also to be done based on assembly space and whichever is greater shall be the required parking spaces. We estimate the total assembly space is 5,000 square feet resulting in a total of 238 parking spaces. The proposed parking spaces for the development is 132.**

**Special Land Use Permit Design Requirements**

Section 20.1803 lists Special Land Use Requirements for churches. Looking at the proposed changes only, there do not appear to be any compliance issues with these standards.

We have also included attached copies of the "Requirements for Site Plan Review" and "Zoning Ordinance Compliance Checklist" forms with comments.

**Site Plan Review Standards**

Section 5.01.5 establishes standards for site plan approval. These are listed below, along with our comments on the site plan's compliance with these requirements.

In the process of reviewing the site plan, the Planning Commission shall consider:

- a. Specific development requirements of set forth in this zoning ordinance. **Requirements complies with, except as listed above.**
- b. The location and design of driveways for vehicular access and egress from the site and their relation to the street and pedestrian traffic. **The proposed changes do not affect the existing driveway.**
- c. The traffic circulation features in the site including parking areas and assurance that it meets the following requirements:
  - (1) Safety and convenience of both vehicular and pedestrian traffic. **The proposed changes do not provide an easy way for pedestrians to travel from one living assisted building to the other without being within the roadway.**
  - (2) Satisfactory and harmonious relationship between the proposed development and existing and prospective development of contiguous land and adjacent neighborhoods. **The proposed changes are unclear due to missing information about the look of the proposed building and pole barn, assuming the site is within a Residential Character Zone.**
  - (3) Accessibility provided to emergency vehicles and routine maintenance of utilities. **The proposed changes do not appear to affect compliance with this standard.**

Mr. Frederick Thorsby  
April 5, 2017  
Page 3

- d. The arrangement of land uses to functional, efficient, and compatible arrangements on the site and to adjacent land uses. **The proposed changes do not appear to affect compliance with this standard.**
- e. The Flushing Township Planning Commission may require landscaping, fences, and walls as provided in this zoning ordinance and maintained as a condition of construction or placement and continued operation as appurtenant. **We have identified the issue with parking lot landscaping.**
- f. The Planning Commission may require turn lanes, marginal access roads, and specific location of ingress and egress, and reduce the need for left turns. A marginal access road shall be required for joint use with adjacent parcels but undeveloped parcels are not required to comply until development of the parcel. **The proposed changes do not appear to require the development of a marginal access road.**

We hope this information is helpful in your consideration of this matter. If you need any further information, please feel free to contact me at (800) 837-9131.

Q:\Historical Archive\Engineering\Civil Utilities\Planning\Proposals\TOWNSHIP\Flushing twp\Planning Services\Special Land Use\9500 W. Pierson Rd- Flushing Community Church\9500 W. Pierson Road-Flushing Community Church Memo.doc