

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: May 13, 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
Board of Trustees Representative – Terry A. Peck	
Joyce A. Wilson, Recording Secretary	

PRESENT: Jerome Doyle, Ronald Flowers, William Mills, Ronald Voigt, Terry Peck, Mark Newman and Christopher Czyzio

ABSENT: None

OTHERS PRESENT: Caitlyn Habben of Rowe Engineering and Supervisor Fred Thorsby.

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 NEWMAN MOVED, supported by Commissioner Flowers to approve the agenda as presented.

THE MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF PREVIOUS MINUTES:

COMMISSIONER FLOWERS MOVED, supported by Commissioner Newman to approve the minutes of the April 8, 2019 meeting with a correction on last page VIII. Next Regular Meeting: ~~Tuesday~~ *Monday*, May 13, 2019 at 7:00 P.M.

THE MOTION CARRIED UNANIMOUSLY.

IV. OLD BUSINESS:

None

V. NEW BUSINESS:

1. Discussion and Approval of Planning Commission By-Laws with Rowe Engineering.

Ms. Caitlyn Habben of Rowe Engineering presented and reviewed with the Planning Commission, the updated By-Laws. A copy is listed below:

**CHARTER TOWNSHIP OF FLUSHING PLANNING COMMISSION
BY-LAWS AND RULES OF PROCEDURES**

AUTHORITY

These rules of procedures are adopted by the Charter Township of Flushing, Genesee County, Planning Commission (hereafter referred to as the Commission) pursuant to Public Act 33 of 2008, as amended, and Public Act 267 of 1976, as amended, the Open Meetings Act. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling.

MEMBERSHIP:

2.1 Membership: The Planning Commission shall consist of seven (7) members. One of the Planning Commission members shall be a Township Board member. The seven (7) members, as established by the Township Board, are appointed by the Township Supervisor. The term of the Planning Commission members is three (3) years. Planning Commission members may be reappointed.

OFFICERS

3.1 Selection: At the January meeting, the Commission shall select from its membership a Chairperson, Vice-Chairperson, and Secretary who shall serve for a twelve (12) month period and who shall be eligible for re-election.

3.2 Duties: The three positions of Chairperson, Vice-Chairperson, and Secretary shall have the following duties:

- a. A Chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein.
- b. The Vice-Chairperson shall act in the capacity of the Chairperson in the absence of the Chairperson and shall succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Commission shall select a successor to the office of Vice Chairperson at the earliest practicable time.
- c. The Secretary shall be responsible for signing the minutes to certify them and other documents as directed by the Planning Commission. In the event the Secretary is absent, the Chairperson or acting Chairperson shall appoint a temporary Secretary for such meeting.

3.3 Tenure: The officers shall take office immediately following their election. They shall hold their office for a term of one (1) year, or until their successors are elected and assume office.

MEETINGS:

4.1 Meeting Notices: All meetings shall be posted at the Charter Township of Flushing Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.

4.2 Regular Meeting: Regular meetings of the Commission shall be held monthly in the Charter Township of Flushing Hall on a date established by the Commission. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month in accordance with the Open Meetings Act.

4.3 Hearings: Hearings shall be scheduled and due notice given in accordance with the provisions of the Acts and ordinance cited in Section 1. Public Hearings conducted by the Planning Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure:

- a. The public hearing will be opened.
- b. Staff reports if any shall be presented.
- c. The public shall be invited to speak on the matter. Each speaker will be asked to give their name and address for the record. Each speaker shall be limited to five (5) minutes.
- d. Following public comment, the Planning Commission will question staff and the public.
- e. Following questioning by the Commission, members of the Planning Commission will close the public hearing portion of the meeting. The Commission members will discuss the matter and take whatever action is appropriate.

4.4 Motions: Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.

4.5 Quorums: Five (5) members, or a majority of the persons currently seated on the Planning Commission, shall constitute a quorum for the transaction of business and the taking of official actions.

- a. No official action shall be taken as to the adoption of the Township's Master Plan to the Township Board without an affirmative vote of 2/3 of the members, as required Section 43(2) of the Michigan Planning Enabling Act.
- b. Any amendment or other business is based on the majority of those members present.

- c. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another time or may meet for the purpose of accumulating public comments on such matters as are on the agenda. No official action(s) may be taken.

Conflict of Interest and Incompatibility of Office:

5.1. Consist of: A conflict of interest shall be defined as potential or real interest where the decision of a member may be affected by self-interest. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

- a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
- b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
- c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
- d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
- e. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is an applicant or agent for an applicant, or has a direct interest in the outcome.

5.2 Declaring: When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:

- a. Declare a conflict exists at the next meeting of the Commission or committee;
- b. Cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others; and
- c. During deliberation of the agenda item before the Commission or committee, leave the meeting or remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
- d. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

PUBLIC ENGAGEMENT:

All regular and special meetings, hearings, records, resolutions, transactions, and findings and determinations of the Planning Commission shall be open to the public.

The petitioner or the petitioners' representative shall be permitted a reasonable amount of time for presentation generally not to exceed five (5) minutes, to speak on issues before the Planning Commission or on topics of general interest to the Planning Commission.

All persons as part of public comment shall be given a reasonable amount of time, generally not to exceed three (3) minutes to speak on issues before the Planning Commission or on topics of general interest to the Planning Commission.

The Planning Commission may grant additional time to any speaker who has made prior arrangements with the Planning Department within 48 hours before the Planning Commission meeting.

VOTING:

All members of the Planning Commission shall have an obligation to vote unless they recuse themselves.

AMENDMENTS:

These rules may be amended by 2/3 majority vote of the present members of the Planning Commission. All members shall receive an advance copy of the proposed amendments seven (7) days prior to the meeting at which such amendments are to be considered.

ADOPTION:

These by-laws were amended at the _____, 2019 Planning Commission meeting and will take immediate effect and supersede all previous by-laws.

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COMMISSIONER NEWMAN MOVED, supported by Commissioner Peck to approve the updated by By-Laws.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Flowers, Peck, Doyle, Czyzio, Voigt, Mills and Newman

NAYS: None

THE MOTION CARRIED UNANIMOUSLY

2. Review of Flushing Township’s Master Plan with addition of Flushing Area Recreation Master Plan 2019-2023.

Ms. Habben reviewed with the Planning Commission the different options available for a limited update to the Master Plan. After discussing the various options, the Planning Commission decided to go with Option 4: Update the Recreation Section to include a summary about the newly adopted 2019-2023 Parks and Recreation Plan. The current plan references the 2010 Parks and Recreation Plan.

COMMISSIONER NEWMAN MOVED, supported by Commissioner Flowers to proceed with Option 4 which would update the Recreation Section and include a summary about the newly adopted 2019-2023 Parks and Recreation Plan.

THE MOTION CARRIED UNANIMOUSLY.

Ms. Habben stated she would be back for the July Planning Commission Meeting with the updated Master Plan.

VI. PUBLIC COMMENTS

OPEN FOR COMMENTS: 7:30 P.M.

CLOSED FOR COMMENTS: 7:31 P.M.

VII. COMMISSION COMMENTS

Chairman Doyle gave comments.

VIII. Next Regular Meeting: Tuesday, June 10, 2019 at 7:00 P.M.

ADJOURNMENT:

The meeting adjourned the meeting at 7:40 P.M.

JEROME DOYLE, Chair

RONALD FLOWERS, Secretary

Date of Approval

Joyce A. Wilson, Recording Secretary
05/13/2019 Plan. Com. Mtg.