



Sheldon Neeley
Mayor

CITY OF FLINT

FLINT PLANNING COMMISSION

Meeting Minutes April 25, 2023

Commissioners Present

Robert Wesley, Chair
Carol-Anne Blower, Vice-Chair
Lynn Sorenson, Secretary
Harry Ryan
Leora Campbell
Robert Jewell

Staff Present

Joanne Gurley, Assistant City Attorney
Roy Lash, Lead Planner
William Vandercook, Zoning Coordinator
Max Lester, Zoning Support Planner

Absent:

April Cook-Hawkins

ROLL CALL:

Chairperson Wesley called the meeting to order at 5:45 p.m. Roll was taken, and a quorum was present. The meeting was held both in-person in the Council Chambers and via Zoom and phone conferencing as approved.

Roll Call:

Commissioner Ryan: appearing in-person
Commissioner Campbell: appearing in-person
Commissioner Blower: appearing in-person
Commissioner Jewell: appearing in-person

Commissioner Cook-Hawkins: absent
Commissioner Sorenson: appearing in-person
Chairperson Wesley: appearing in-person

ELECTION OF OFFICERS:

Chairperson Wesley suspended the regular order to conduct the Election of Officers and turned the meeting over to William Vandercook.

William Vandercook requested nominations for the position of Chairperson. Comm. Sorenson nominated Comm. Wesley to continue his term as Chair. Comm. Campbell and Comm. Ryan also nominated Comm. Wesley for Chairperson. Comm. Wesley accepted the nominations. Mr. Vandercook called for nominations three additional times, no other nominations were given.

Comm. Campbell requested to close the nomination of Chairperson and Mr. Vandercook requested a roll call vote.



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Roll Call:

Commissioner Ryan: yes
Commissioner Campbell: yes
Commissioner Blower: yes
Commissioner Jewell: yes

Commissioner Cook-Hawkins: absent
Commissioner Sorenson: yes
Chairperson Wesley: yes

6 yes – 0 no – 0 abstention

The motion carried.

Mr. Vandercook returned the floor to Chair. Wesley.

Chair. Wesley opened the floor to nominations for Vice-Chair. Comm. Jewell nominated Comm. Blower to continue her term as Vice-Chair. Chair. Wesley asked Comm. Blower if she accepted the nomination. Comm. Blower accepted. Chair. Wesley asked if there were any other nominations for Vice-Chair three additional times, no other nominations were given. Chair. Wesley closed the nominations and asked for a roll call vote.

Roll Call:

Commissioner Ryan: yes
Commissioner Campbell: yes
Commissioner Blower: yes
Commissioner Jewell: yes

Commissioner Cook-Hawkins: absent
Commissioner Sorenson: yes
Chairman Wesley: yes

6 yes – 0 no – 0 abstention

The motion carried.

Chair. Wesley opened the floor to nominations for Secretary. Comm. Blower nominated Comm. Sorenson to continue her term as Secretary. Comm. Sorenson accepted the nomination. Chair. Wesley asked if there were any other nominations three additional times, no other nominations were given. Chair. Wesley closed the nominations and asked for a roll call vote.

Roll Call:

Commissioner Ryan: yes
Commissioner Campbell: yes
Commissioner Blower: yes
Commissioner Jewell: yes

Commissioner Cook-Hawkins: absent
Commissioner Sorenson: yes
Chairman Wesley: yes

6 yes – 0 no – 0 abstention

The motion carried.

Chair. Wesley returned the meeting to the standard order of business.



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ADDITIONS/CHANGES TO THE AGENDA:

Chair. Wesley asked if there were any additions or changes to the agenda, none were given.

ADOPTION OF THE AGENDA:

Commissioner Wesley asked for a motion to approve the agenda. Commissioner Blower motioned to accept the agenda as presented. Commissioner Campbell seconded the motion.

M/S – Blower/Campbell
Unanimously carried by voice vote

MINUTES OF PREVIOUS MEETINGS:

Minutes of April 11th, 2023

Chair. Wesley asked if there were any additions or changes to the minutes of April 11th, 2023.

Commissioner Campbell made a motion to approve the minutes of April 11th, 2023 as presented. Commissioner Sorenson supported this motion.

Roll Call:

Commissioner Ryan: yes	Commissioner Cook-Hawkins: absent
Commissioner Campbell: yes	Commissioner Sorenson: yes
Commissioner Blower: yes	Chairman Wesley: yes
Commissioner Jewell: yes	

M/S – Campbell/Sorenson
6 yes – 0 no – 0 abstention
The motion carried.

PUBLIC FORUM:

Andrew Watchorn spoke regarding item G. as property owner of 918 E. Kearsley St. Mr. Watchorn stated he was not notified previously of the rezoning request and requested additional information on what the change in zoning would mean before it is considered. Mr. Watchorn added that he believes the owner of 914 E. Kearsley St. may also not be aware of the rezoning request.

Chair. Wesley asked If anyone else wished to address the commission. No one else spoke.



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PUBLIC HEARINGS:

PC 23-2: The City of Flint Planning Commission requests the rezoning of 914 E. Kearsley St. (PID # 41-07-453-016) and 918 E. Kearsley St. (PID # 41-07-453-017) from MR-2 Mixed-Residential Medium Density to MR-1 Mixed-Residential Low Density.

Mr. Vandercook requested this case be postponed to the May 9th meeting as public notices did not get mailed in time.

Comm. Blower made a motion to postpone *PC 23-2: The City of Flint Planning Commission requests the rezoning of 914 E. Kearsley St. (PID # 41-07-453-016) and 918 E. Kearsley St. (PID # 41-07-453-017) from MR-2 Mixed-Residential Medium Density to MR-1 Mixed-Residential Low Density.* to the May 9th, 2023 meeting due to the missed notice requirement. Commissioner Campbell supported the motion.

Roll Call:

Commissioner Ryan: yes

Commissioner Campbell: yes

Commissioner Blower: yes

Commissioner Jewell: yes

Commissioner Cook-Hawkins: absent

Commissioner Sorenson: yes

Chairperson Wesley: yes

M/S – Blower/Campbell

6 yes, 0 no, 0 abstention

The motion carried.

SITE PLAN REVIEW:

None.

CASE REVIEW:

Holistic Vibes Flint, LLC – 2849 Miller Rd.

Attorney Gurley stated there is no update at this time, the item remains status quo. This item will remain on the agenda.

Green Skies Healing Tree, LLC Court Ruling – 3401 Corunna Rd.

Attorney Gurley said she spoke with the Cannabis Facilities Licensing Coordinator earlier in the day and there is a potential meeting scheduled for April 27th to review remaining items needing to be submitted.

City Council Action on Planning Commission Recommendations

Max Lester shared that there are no updates at this time.



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Zoning Board of Appeals Update

Max stated two cases were heard at the April 18th, 2023:

ZBA 23-7: Moses Timlin requests a Non-Use Variance to allow for a 15% reduction in ground floor transparency and 14.5% reduction in above ground floor transparency requirements at 200 E. First St (PID 41-18-126-020). This case was approved with a vote of 5 yes – 0 no – 0 abstention. This will come to the Planning Commission as a Site Plan Review once it's ready to be presented. Max noted this case points to a potential deficiency in the Zoning Code relating to façade transparency requirements that staff is reviewing.

Comm. Jewell asked for clarification on who the organization is behind the request for **ZBA 23-7**, noting there have been discussions previously on noting the property owner and representative. Max answered that it is URC FJ, LLC. Max stated that these cases had already been posted but future postings will clarify the property owner and representative as applicants. Mr. Vandercook added that this was clarified at the Zoning Board of Appeals Meeting and will be in those minutes as well.

ZBA 23-8: Mark Johnson requests a Non-Use Variance from Zoning Code Sections 50-155, 50-156, and 50-157 at 927 S. Saginaw St. Flint, MI 48504 (PID 41-18-180-009). Max stated this was postponed to the May 16th, 2023 ZBA meeting per the applicant's request.

Comm. Jewell asked for clarification on the property owner. Mr. Vandercook answered that Mark Johnson is the owner of the property.

REPORTS:

American Rescue Plan/Capital Improvement Plan

Comm. Jewell asked for an update from staff on what efforts have been made since the last meeting to contact the Interim Chief Financial Officer. Mr. Vandercook stated staff have not reached out to the Interim CFO since the last meeting. Comm. Jewell asked that the record show this and there was a request made for this.

Redevelopment Ready Communities (RRC)

Jason Ball, ROWE PSC stated copies of documents were not sent in time to be delivered prior to the meeting and that there is no expectation for action to be taken on any of the items being discussed.

Mr. Ball stated the Capital Improvement Plan (CIP) draft was completed which incorporates data from City departments on planned capital improvements. Mr. Ball stated it is not the job of the Planning Commission to evaluate if the costs for the projects are appropriate, but rather evaluate if they are in line with the goals and objectives of the City's Master Plan. If the Commission finds there are items not in line with those goals and objectives, these should be addressed. The CIP shows projects that are underway, that are planned and have funding allocation, and proposed projects that do not have identified funding. A summary of projects from the 2017 CIP that have been completed is also included.



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Comm. Jewell thanked Mr. Ball, noting the document is comprehensive. Comm. Jewell asked to what extent ARP funding is being allocated to Master Plan related projects, and if ARP funds are considered under the “Non-City Funds” column. Mr. Ball stated he would assume that as well, but the data available is based on what was presented by the various departments. Mr. Ball added that where possible the source of funding is identified for projects. Mr. Ball stated that for Non-City Funded projects he cannot necessarily identify which are funded by ARP and which ones are not. Comm. Jewell noted there have been numerous requests to the CFO as to how ARP funding allocation ties into the goals and objectives of the Master Plan. Mr. Ball stated that they reached out to the CFO and that while ARP funded projects may be included, they cannot say which ones are ARP funded or not. Comm. Jewell noted that approving the CIP is a role for the Planning Commission, but numerous requests for information regarding ARP allocation have not been answered. Comm. Jewell asked Mr. Ball who his point of contact is with the City. Mr. Ball answered that it had previously been Suzanne Wilcox, but it is now Roy Lash and Bill Vandercook. Comm. Jewell suggested Mr. Ball sit down with the single point of contact and figure out how to get the requested information. Mr. Ball agreed, adding that there will be gaps in the CIP due to the six-year gap in updating the plan. Mr. Ball stated the best way to improve upon the plan is to ensure the plan is updated yearly.

Chair. Wesley noted that he had a meeting with the Mayor earlier in the day and that funding is being sought to carry out the Master Plan review process.

Comm. Blower asked Mr. Ball if he believes there are gaps in this document or if it is generally a complete document, outside of details. Mr. Ball answered that it is an accurate representation of the data that was provided by City departments as of January, adding that the document is a snapshot in time and the process of updating the document is more important than the individual document on its own. Comm. Blower clarified, asking if information was received from all departments. Mr. Ball confirmed they did. Comm. Campbell asked if a notation should be included as to what date the information was available. Mr. Ball replied that this is not a budgeting document, but rather a review of capital improvements and if they align with the Master Plan. Having a list of projects and evaluating if they are consistent with the Master Plan is more important. Comm. Campbell stated she would still like to see that notation.

Mr. Ball spoke on the Public Participation Plan draft, noting the yellow highlights show changes that were made in preparation for the next meeting. Comm. Jewell asked that the references to “planning commission” and “master plan” be capitalized as proper nouns. Comm. Jewell asked about a reference to Community Development Block Grant Participation Plan and if that is what is noted on Page 1. Mr. Ball confirmed that it is. Mr. Ball explained the requirement for a Citizen Participation Plan. Mr. Ball stated the updated language accurately reflects the language used for the plan.

Mr. Ball spoke on the Community Development Guide. Comm. Jewell noted appreciation for information on Page 29 that was updated to address marihuana outside of a footnote. Comm. Jewell asked if a packet is in progress for marihuana processes. Mr. Ball answered that the scope of the document is for the Zoning Ordinance per RRC requirements, and the existing contract does not cover



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a document for the Marihuana Ordinance. Comm. Jewell noted a potential need for the Commission to request staff as to the progress of a marihuana process packet in an upcoming meeting.

Comm. Jewell asked about Recruitment Process/Expectations and Skill Sets, whether this is referencing the Commissioner binders. Mr. Ball confirmed. Comm. Jewell asked for an update on requested changes. Mr. Ball stated they have compiled a list of requested changes and are confirming some items such as which versions of the Marihuana Ordinance to include. Comm. Jewell noted requests have been made for binders to be requested back for changes to be made. Mr. Ball stated ROWE and staff are waiting until all items are ready before requesting the binders back. Comm. Jewell suggested Mr. Ball sit down with staff and review the binder for any potential revisions, then walk through the binder with the Commission once it is updated. Mr. Vandercook stated he would update Montel Menifee, the Marihuana Facilities Licensing Coordinator on the requested guide and request he come to an upcoming meeting. Comm. Jewell asked about a previously listed survey. Mr. Ball answered that there was a previous RRC requirement for a developer survey for applicants to complete to evaluate City processes. This requirement was removed during certification efforts, but the City had requested it still be completed. Mr. Ball asked for clarification from the Commission of whether this is still requested. Mr. Ball added that in many communities this is helpful, but only to the extent that the data can be analyzed, and changes made based on that information. Comm. Jewell noted he believes that would be helpful to have. Mr. Ball stated the hope is for the other outstanding items to be completed before completing the Joint Meeting, which would focus on roles and responsibilities of the Boards and Commissions.

Planning Commission Vacancies and Expired Terms

Max stated they believe on the previous day a resolution was approved for Mona Munroe-Younis to be appointed to the 9th Ward vacancy. Mr. Vandercook added that she will need to be sworn in prior to the May 9th meeting for her to participate.

Commissioners discussed the inclusion of resumes and professional summaries with resolutions for appointments and reappointments.

South Building doors electronically relocked unintentionally at some point during the meeting, Mr. Vandercook sent a request to Keizzy Anpalagan for the door to be unlocked again. Commissioners noted that doors must remain unlocked during meetings.

Comm. Jewell asked staff and the Chair what process and arrangements are being prepared for Mona as an incoming Commissioner. Commissioners discussed previous arrangements, the current limitations with staffing, and incoming Comm. Munroe-Younis' qualifications.

Mr. Vandercook confirmed the doors are opening properly.

Comm. Jewell asked for the status of resolutions for the reappointment of Commissioners currently serving. Mr. Vandercook explained the redistricting of wards placed both Commissioners Ryan and



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Campbell in Ward 3, explaining as of now they will continue to serve for the wards they are appointed to until a new appointment is made for Ward 1 or potentially Ward 3.

Commissioners discussed Ward redistricting and homesteading.

Chair. Wesley answered that the noted resolutions are on hold due to the issues with the Wards. Mr. Vandercook added that the Mayor makes appointments and resolutions cannot be drafted until the Mayor makes an appointment or reappointment, noting Suzanne Wilcox had previously drafted resolutions and her last day will be on Thursday. Mr. Vandercook noted expired terms for Comm. Cook-Hawkins, Comm. Sorenson, and Comm. Blower. Comm. Jewell asked for the record to show that this has been discussed in prior meetings.

Commissioners discussed that per their understanding of State law, Commissioners continue to serve after their term is expired until they resign, are reappointed, or a new appointment is made, and it is up to the Mayor and City Council to move for appointment or reappointment.

10-Year Master Plan Review

Mr. Lash stated internal conversations with staff and with consultants about the process have continued, including how the process begins. Mr. Ball stated the Michigan Planning Enabling Act requires a review every five years. In the review the Commission may review the plan and state no changes are needed, making a motion to that effect, or note changes are needed and make a motion to begin the process of updating the plan. Mr. Ball noted that an update process requires significant time and effort especially if public participation is desired. Mr. Ball recommended adding this to a future agenda, though this does not have to be noticed.

Comm. Ryan asked if the Master Plan was previous reviewed five years ago. Chair. Wesley confirmed it was and no needed changes were noted at the time.

Commissioner Blower made a motion to add the 10-Year Review of the Master Plan and Update Process on the May 9th, 2023 agenda. Commissioner Campbell supported the motion.

Roll Call:

Commissioner Ryan: yes	Commissioner Cook-Hawkins: absent
Commissioner Campbell: yes	Commissioner Sorenson: yes
Commissioner Blower: yes	Chairperson Wesley: yes
Commissioner Jewell: yes	

M/S – Blower/Campbell

6 yes, 0 no, 0 abstention

The motion carried.



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Staffing Update

Mr. Vandercook reiterated that Ms. Wilcox's last day is Thursday and there are still open positions for Planner I and Planner II, adding he contacted the Mayor regarding the constraints in staffing and a temp will be provided.

Comm. Blower asked if there will be an Interim Director. Mr. Vandercook stated as of now the point of contact will be Mr. Lash. News of a Director might be available soon. Mr. Lash noted he is an unofficial point of contact, as he has not received any official communications to that effect.

Comm. Jewell stated he believes it is appropriate for the Commission to acknowledge and express appreciation to Ms. Wilcox for her service to the City.

Comm. Jewell asked for an update to the roles and responsibilities of two Zoning Coordinator roles, and that the Chair meet with an Interim Director if one is appointed.

Current Articles

Max briefly discussed the article included with the packets regarding progress on the State Park. Mr. Lash noted that if the Commission has any questions, he can direct them to the State Park Advisory Committee. Comm. Campbell asked if the river will be incorporated. Mr. Lash answered that there are new access and interfacing points planned such as kayak launches.

RESOLUTIONS:

OLD BUSINESS:

Remote Meetings Follow-up and Status

Attorney Gurley stated there is not an update at this time, but she has spoken with the City Attorney and an opinion is on his list of tasks.

Comm. Wesley asked if it is appropriate to draft a resolution to thank Ms. Wilcox. Attorney Gurley stated it would be and agreed to draft the language. Comm. Jewell stated he believes it is appropriate for the Chair to work with Attorney Gurley to see this through on behalf of the Commission.

NEW BUSINESS:

ADJOURNMENT:

M/S – Campbell/Blower

Unanimously carried by voice vote.

Meeting adjourned at 7:24 PM.