



Sheldon Neeley
Mayor

CITY OF FLINT

FLINT PLANNING COMMISSION

Draft Meeting Minutes
January 28, 2025

Commissioners Present

Robert Wesley, Chair
Carol-Anne Blower, Vice-Chair
Lynn Sorenson, Secretary
Robert Jewell
Nadia Rodriguez
Mona Munroe-Younis

Staff Present

Zach Huckabay Assistant City Attorney
Brian Acheff, Zoning Coordinator
Dalton Castle, Planner I (Via Zoom)

Absent:

Joshua Brown
Jeffrey Curtis Horton

ROLL CALL:

Chairperson Wesley called the meeting to order at 5:47 p.m. Roll was taken, and a quorum was present.

The meeting was held both in-person in the Dome Auditorium and via Zoom conferencing as approved.

Roll Call:

Commissioner Brown: Absent
Commissioner Blower: Present
Commissioner Jewell: Present
Commissioner Rodriguez: Present

Commissioner Sorenson: Absent
Commissioner Munroe-Younis: Present
Commissioner Horton: Absent
Chairperson Wesley: Present

ADDITIONS/CHANGES TO THE AGENDA:

Commissioner Jewell advised that it may be more appropriate to move PC 24-25 from Old Business to the Public Hearings section of the agenda.

ADOPTION OF THE AGENDA:

Commissioner Wesley asked for a motion to approve the agenda. Commissioner Jewell motioned to accept the agenda as amended. Commissioner Munroe-Younis seconded the motion.

M/S – Jewell/Munroe-Younis

Unanimously carried by voice vote

MINUTES OF PREVIOUS MEETINGS:

The minutes of January 14th, 2025, were not prepared at this time.



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PUBLIC FORUM:

Chairperson Wesley opened the floor for public forum. No one spoke.

PUBLIC HEARINGS:

PC 24-25: Applicant Delean Burnett, Pokey's House requests approval of a Special Land Use application to allow for the operation of a Temporary Emergency Shelter for Women and Children at the property located at 713 N Grand Traverse St, Flint, MI 48503 (PID #40-12-452-015).

Brian stated that PC 24-25 was tabled at the December 10th, 2024, Planning Commission meeting to allow the applicant time to provide the following materials to staff:

- An updated application form listing the non-profit entity "*Pokey's House*" as the applicant.
- An agreement between the property owner and the non-profit entity allowing for their use of the property as a transitional shelter.
- A copy of the proposed transitional shelters policies and procedures.

Dalton confirmed that staff has received the requested materials and provided copies to the Planning Commission. Commissioner Jewell asked if the applicant has met the standards of approval for a Special Land Use application. Brian stated that would be up to the Planning Commission's discretion. Dalton stated that the staff recommendation of approval in the staff report is based on the standards of approval for a Special Land Use application, however, the Planning Commission is under no obligation to abide by the recommendation of staff.

Delean Burnett presented his application.

Commissioner Rodriguez asked if there were any costs associated with being a resident of the proposed transitional shelter. Mr. Burnett stated there would be no costs associated with temporary residency. Commissioner Rodriguez asked for clarification regarding the maximum occupancy, as per the request the proposed maximum adult occupancy is ten (10), would that include children as well. Mr. Burnett explained that yes, the maximum adult occupancy would be ten (10) individuals but could be more in total including children.

Commissioner Jewell asked the applicant to walk him through interacting with the operation from the perspective of a single mother with two children. Mr. Burnett explained that they would first ascertain who had referred them to Pokey's House and obtain further details on their situation and needs. Brian stated that it may be more appropriate to avoid questions regarding the business plan and focus on the standards of approval. Commissioner Jewell stated that a walkthrough of the operation is a question he asks of all applicants.

Commissioner Jewell asked the applicant what their relationship is like with neighboring property owners and residents.



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Commissioner Blower asked what the bed situation would be. Mr. Burnett said there would be ten full-size beds and additional child sized beds. Commissioner Blower asked if there was a direct Memorandum of Understanding (MOU) between Mr. Burnett, Burnetts LLC, and Pokey's House. She determined that they had not.

Commissioner Munroe-Younis asked if they anticipated having more than ten (10) residents at a given time. Mr. Burnett explained that it is hard to say, as it is entirely need based. Commissioner Munroe-Younis asked what they would do if asked to house more adults than for which they are approved. Mr. Burnett explained they have no intention of breaking any laws but would like to help as many people as possible.

Commissioner Blower asked if stays at Pokey's House would be on a night-by-night basis or accommodate long-term stays. Mr. Burnett explained that stays are intended to be temporary with most if not all their residents being overflow referrals from other shelters.

Chairperson Wesley opened the floor for public comment on PC 24-25. Renae Barton, a support staff member with Pokey's House, spoke in favor of PC 24-25.

Lamarsh Johnson, a support staff member with Pokey's House, spoke in favor of PC 24-25.

Chairperson Wesley read a written communication from Marsha Bewersdof, Vice President of Administration and Finance for Kettering University who owns a neighboring property to 713 N Grand Traverse St, that spoke neither in opposition nor in favor of PC 24-25.

Commissioner Blower read a written communication from Dave Pettengill speaking in favor of PC 24-25.

Chairperson Wesley read a written communication from Krystal Pettengill speaking in favor of PC 24-25.

Commissioner Rodriguez read a written communication from Tryphena Clark of the Ruth Mott Foundation speaking in favor of PC 24-25.

Michael Freeman, Executive Director of the Genesee County Land Bank Authority and a Carriage Town resident, spoke in opposition to PC 24-25.

Ray Sinclair, a Carriage Town resident, spoke in opposition to PC 24-25.

Commissioner Blower asked if the ordinance standard triggering a buffer requirement for an adult occupancy of twelve (12) or more adults is a local requirement or State requirement. Brian stated it was a local requirement.



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Commissioner Blower made a motion to approve PC 24-25. Commissioner Munroe-Younis seconded the motion.

Several Commissioners discussed amongst themselves clarifying that the proposed maximum adult occupancy of the temporary shelter is ten (10) adults and that the City of Flint Zoning Ordinance buffer requirement for transitional shelters only triggers due to a maximum adult occupancy of twelve (12).

Commissioner Blower moved to amend her motion to be based on the findings of fact as outlined in the staff report and noting that the proposed maximum adult occupancy is ten (10). Commissioner Munroe-Younis accepted the amendment.

Roll Call:

Commissioner Brown: Absent
Commissioner Blower: Yes
Commissioner Jewell: Yes
Commissioner Rodriguez: Yes

Commissioner Sorenson: Absent
Commissioner Munroe-Younis: Yes
Commissioner Horton: Absent
Chairperson Wesley: Yes

M/S – Blower/Munroe-Younis
5 yes, 0 no, 0 abstain
The motion carried.

SITE PLAN REVIEW:

No Site Plan Review applications were seen at this time.

CASE REVIEW:

Applicant Case Review

Brian presented the following updates to the Planning Commission:

SPR 23-005: 529 ML King Blvd – Marian Hall Conditionally Approved on 11/28/2023

- Pending Water Department, and City Engineering approval.
- Six-month extension of approval granted; approval will expire on May 28, 2025.

SPR 24-02: 3501 N. Saginaw – New Physical Therapy Building | Conditionally Approved on 1/23/2024

- Pending City Engineering approval
- Site Plan Approval Expired Tuesday, January 23, 2025; no extension requested.

SPR 24-03: 2112 Davison Rd – Asbury Farms Kitchen and Produce Distribution | Conditionally Approved on 1/23/2024

- Pending Water Department approval and receipt of parcel combination.



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- *Potential changes to the project may occur; the Commission will be notified if any formal action needs to be taken.*

SPR 24-01: 1720 E. Carpenter Rd – New Gas Station and Convenience Store | Conditionally Approved on 2/27/2024

- Pending City Engineering approval.
- Site Plan Approval expires Tuesday, February 25, 2025; applicant plans on requesting an extension.

PC 24-08: 1420 E. Pierson Rd – Priority Waste Planned Sign Program | Conditionally Approved on 7/9/2024

- Submittal of plans showing the specifications and method of construction, illumination, sign supports and any applicable client, manufacturing and/or installation notes.

SPR 24-08: 1420 E. Pierson Rd – Priority Waste Site Plan Review | Conditionally Approved on 7/9/2024

- The vacation of City of Flint owned right-of-way, needed for site control; the Commission made a positive recommendation with conditions to City Council for adoption by resolution.
- A survey and legal instrument regarding the perpetual Utility Easement for any City of Flint owned utilities under the vacated Thetford Rd shall be provided to the City of Flint Zoning Division before issuance of the final certificate of occupancy.
- The applicant shall receive City Engineering approval before final site plan approval.
- The applicant shall provide copies of all Environmental and Michigan Department of Transportation (MDOT) permits before final site plan approval.
- Conveyance and combination of the MDOT properties along E. Pierson Rd shall occur before final site plan approval is granted.
- Dedication of .039 acres of parcel 47-31-226-005 shall occur before issuance of the final certificate of occupancy.
- Before issuance of the final Certificate of Occupancy, the final parcel boundaries of the subject development shall be conveyed on the final submittal of revised plans that will be approved and signed by the Planning Commission President.

PC 24-06: 4221 James P Cole Blvd – Commercial Marihuana Growing and Processing Facility

- Pending receipt of Certificate of Occupancy for final Marihuana Permit Application approval.

PC 24-14: 1227 James P Cole Blvd – Boutique Cannabis / Leaf & Bud Marihuana Facilities License Transfer

- Further information is needed from the City of Flint Law Department, and the Grantor party and Grantee party of the subject Transfer of Ownership & Marihuana Facilities License application.



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City Council Action on Planning Commission Recommendations

Brian presented the following updates to the Planning Commission.

TXT 24-01 Child Care and Other Group Living Zoning Ordinance Text Amendments

- Ordinance #240459-T, Articles 3, 4, 5, 6, 9, & 16, is pending second reading by City Council; the language was to be heard at the January 13, 2025, City Council meeting though no action was taken. *(Was recommended by Planning Commission on 8/13/2024)*

PC 24-15 Roberts St Vacation – City of Flint Fire Department and Police Department Training Center Annex

- The Commission will be notified regarding City Council's action taken on the Positive Recommendation with Condition to approve PC 24-15; proof of City site control will also be provided to the Commission if the recommended condition is regarded in Council's decision. *(Was recommended by Planning Commission on 7/9/2024)*

PC 24-15 Thetford Rd Vacation – Priority Waste Solid Waste Transfer Station and Materials Recovery Facility

- The Commission made a positive recommendation with conditions to City Council to adopt PC 24-15 by resolution at the November 12, 2024, Planning Commission meeting; the Commission will be updated upon action taken by City Council.

PC 24-26 Baker St Vacation | Flint Commerce Center – Building #2

- The Commission made a positive recommendation to City Council to adopt PC 24-26 by resolution at the November 12, 2024, Planning Commission meeting; the Commission will be updated upon action taken by City Council.

RZ 24-01 2525 Industrial Ave Rezoning | Flint Commerce Center – Building #2

- The Commission approved and positively recommend to City Council to adopt RZ 24-01 by ordinance at the November 12, 2024, Planning Commission meeting; the Commission will be updated upon action taken by City Council.

RZ 24-02 Latinx District Parcels Rezoning

- The Commission approved and positively recommended to City Council to adopt RZ 24-02 by ordinance at the November 12, 2024, Planning Commission meeting; the Commission will be updated upon action taken by City Council.

PC 24-18, 3420 St John St: A Marihuana Additionally Regulated Use application regarding two (2) "Group F, Class C" Commercial Marihuana Growing Center Additionally Regulated Use Permit Licenses is pending approval from City Council (Council); this resolution was on the docket for hearing before council at the January 13, 2025 City Council meeting though no action was taken and will be on the docket for the January 22, 2025 Special Meeting; the Commission will be updated when action is taken by Council.



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Zoning Board of Appeals (ZBA)

Brian announced that the January 21st, 2025, ZBA meeting was cancelled due to a lack of applications and that the February 18th, 2025, ZBA meeting would likely be held in spite of there currently being no applications received for review.

REPORTS:

Redevelopment Ready Communities (RRC)

Brian presented the following updates on RRC certification.

The remaining items for certification include:

- **(1.1) Master Plan** – Update In-Progress
- **(1.3) Capital Improvement Plan** – To be completed during the Comprehensive Plan update process.
- **(4.2) Expectations & Interests** – Document showing expectations for members of appointed bodies, explains what to expect, and helps candidates determine which board may best fit their skillset. Staff will create a draft and seek input from each Commission/Board, this will act as a supplement to the Recruitment Process document noted above.
- **(4.3) Orientation** – Materials given to new elected or appointed officials to ensure they have the information needed to perform their duties and make the development review process more predictable. Standards have been met for the Planning Commission, Zoning Board of Appeals, and Historic District Commission. Staff have a mostly complete draft of a Zoning primer and informational booklet to distribute to City Council, the Downtown Development Authority, Economic Development Corporation, and Brownfield Redevelopment Corporation to meet those requirements.
- **(4.5) Planning Commission Annual Report** – Signed copy to be transmitted to MEDC Staff.

5-Year City of Flint Comprehensive Plan Review

Brian presented the following updates to the Planning Commission.

Memorandum of Understanding (MOU):

- Draft language regarding the City of Flint Planning Commission – City of Flint Memorandum of Understanding (MOU):
 - o The MOU presented to City Council is still on the agenda. Minor amendments were made and provided to the Chair based on feedback from Councilmembers.
 - o The Commission will be responsible for selecting two (2) members of the Steering Committee; these two (2) members will be co-chairs that are responsible for selecting the duties and scope of the other Steering Committee members.

Commissioner Blower asked what the timeline would be for the Planning Commission to select two of its members to serve as representatives to the Steering Committee. Brian stated there is currently no defined timeline while awaiting approval of the MOU by City Council.



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Text Amendment Updates (Have not been recommended to City Council)

Brian presented the following updates to the Planning Commission:

Article 19 Floodplain Development and Flood Hazard Management language was presented at the August 13, 2024, Planning Commission meeting for review, a public hearing was not scheduled; this proposed ordinance amendment is on hold until further notice. *(Tabled Indefinitely)*

At the January 14th, 2025, Planning Commission meeting a public hearing was scheduled for February 11th, 2025, to discuss proposed “Housing Readiness” text amendments. A memo summarizing the proposed “Housing Readiness” text amendments to Articles 3, 11, and 12 was provided to the Planning Commission along with a copy of the redlined Articles.

Commissioner Munroe-Younis clarified that the Housing Readiness text amendment materials are not to be discussed at this time. Brian confirmed that is the case, the materials are being provided now to give Commissioners ample time to review in preparation for the public hearing.

Commissioner Jewell asked if hard copies of the Equity in Zoning Policy Guide would be made available to Commissioners. Brian stated they can be provided on an individual basis, and digital copies will be made available to all Commissioners.

RESOLUTIONS:

No resolutions were discussed at this time.

OLD BUSINESS:

No old business was discussed at this time.

NEW BUSINESS:

No new business was discussed at this time.

ADJOURNMENT:

M/S – Wesley

Unanimously carried by voice vote.

Meeting adjourned at 7:13 PM.