



Sheldon Neeley
Mayor

CITY OF FLINT

FLINT PLANNING COMMISSION

Draft Meeting Minutes **January 14, 2025**

Commissioners Present

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

Staff Present

Emily Doer, Director of Business & Community Services
Zach Huckabay, Assistant City Attorney
Brian Acheff, Zoning Coordinator
Max Lester, Zoning Coordinator
Dalton Castle, Planner I

Absent:

Joshua Brown
Jeffrey Curtis Horton

ROLL CALL:

Chairperson Wesley called the meeting to order at 5:42 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: Present
Commissioner Munroe-Younis: Present
Commissioner Horton: Absent
Chairperson Wesley: Present

ADDITIONS/CHANGES TO THE AGENDA:

Commissioner Jewell expressed concern that the format of the agenda had been altered from the format that had been typically provided to the Planning Commission, with public hearings appearing after case reviews. Max stated that the agenda formatting was altered to be in line with the format as described in the Planning Commissions by-laws. Chairperson Wesley requested that the agenda formatting be returned to the format that has been typically provided to the Planning Commission moving forward.

ADOPTION OF THE AGENDA:

Chairperson Wesley asked for a motion to approve the agenda. Commissioner Blower motioned to accept the agenda as amended. Commissioner Rodriguez seconded the motion.

M/S – Blower/Rodriguez

Unanimously carried by voice vote



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MINUTES OF PREVIOUS MEETINGS:

The minutes of December 10th, 2024, were presented.

Commissioner Munroe-Younis noted that the letter of withdrawal for the Flint Children's Museum application for Site Plan Review was not included in the minutes and ask that record of it be added to the minutes.

Commissioner Sorenson asked that Commissioner Blower's comment regarding the lack of a filing for a 501C3 be included in the discussion of PC 24-25 within the minutes. Commissioner Blower asked that a clearer list of the Planning Commission's requested materials be included in the minutes under the discussion of PC 24-25. Commissioner Jewell noted that such a list appears in the Case Review memo provided by staff.

Commissioner Munroe-Younis made a motion to approve the minutes of December 10th, 2024 as amended. Commissioner Sorenson seconded the motion.

Roll Call:

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

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

M/S – Munroe-Younis/Sorenson

6 yes – 0 no – 0 abstain

Unanimously carried by voice vote

PUBLIC FORUM:

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

PUBLIC HEARINGS:

No public hearings were held at this time.

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

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



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SPR 24-02: 3501 N. Saginaw – New Physical Therapy Building

- Pending City Engineering approval

SPR 24-03: 2112 Davison Rd – Asbury Farms Kitchen and Produce Distribution

- Pending Water Department approval and receipt of parcel combination.
- ***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

- Pending City Engineering approval.

PC 24-08: 1420 E. Pierson Rd – Priority Waste Planned Sign Program

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

PC 24-23: 2407 Lewis St – State of Michigan “Club” Alcohol License Special Land Use

- At the December 10, 2024, Planning Commission the Commission denied PC 24-23; any subsequent appeal or new application for the property will be transmitted to the Commission as applicable.

SPR 24-08: 1420 E. Pierson Rd – Priority Waste Site Plan Review

- 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.

o SPR 24-25: 713 N Grand Traverse St – Transitional Home

- At the December 10, 2024, Planning Commission meeting the Commission tabled PC 24-25 as the Commission requested the following:
 - o An updated application form listing the nonprofit “*Pokey’s House, LLC*” as the applicant.



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- An agreement between the property owner and the nonprofit organization.
- A copy of the transitional shelter's policies and procedures.

Commissioner Jewell asked for an update on the marijuana case review memo. Brian explained that it was not prepared in time to be provided to the Planning Commission, however, it would contain no significant updates.

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, is pending action by City Council.

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.

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 26, 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 26, 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 26, 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 26, 2024, Planning Commission meeting; the Commission will be updated upon action taken by City Council.



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Zoning Board of Appeals (ZBA)

Max announced that the January 21st, 2025, Zoning Board of Appeals meeting has no cases for review and may be cancelled upon confirmation from Chairman Telliga.

REPORTS:

Redevelopment Ready Communities (RRC)

Max presented the following updates regarding pending items for RRC certification:

- **(1.1) Master Plan** – Update In-Progress
- **(1.3) Capital Improvement Plan** – To be completed during the Comprehensive Plan update process.
- **(3.4) Internal Review Process** – Internal reference document for common tasks and organizational processes. Sent to MEDC staff for review. Internal use only as it contains detailed descriptions of various payment platforms, file structures, and safety plans. **MEDC Approved.**
- **(4.1) Recruitment Process** – Interest form for those looking to be considered for any/all appointed bodies under the Department's purview along with what to expect after they are sent to staff. Sent to MEDC for staff review. **MEDC Approved.**
- **(4.2) Expectations & Interest** – Document showing expectations for members of appointed bodies, explains what to expect, and helps candidates 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 will work on 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** – Standard yearly update to follow the typical delivery timeline in January.

5-Year City of Flint Comprehensive Plan Review – Max 12/5/24

Max presented the following updates regarding the 5-year City of Flint Comprehensive Plan Review:

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.



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- 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.
- Staff held two meetings, one on January 7th and January 8th, 2025, to discuss expectations with those who have shown interest in joining the future Steering Committee. The topics included structure, potential time commitments, attendance expectations, and when to contact staff vs. a co-chair.

Text Amendment Updates

Max presented the following updates regarding proposed text amendments seen by the Planning Commission.

Ordinance # 240549-T Articles 3, 4, 5, 6, 9, & 16 Child Care and Adult Foster Care. At this time there has been no movement on these amendments; the Commission will be notified upon any action taken by City Council.

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.

Commissioner Jewell expressed concern that the Floodplain text amendments were on indefinite hold. Brian stated that it was staff's intent to adopt the amendments in order to establish an administrator.

RESOLUTIONS:

No resolutions were heard at this time.

OLD BUSINESS:

No old business was discussed at this time.

NEW BUSINESS:

Draft 2024 Annual Report

Max presented the draft 2024 Annual Report.

Commissioner Sorenson expressed concern that staff had recently been not providing recommendations for Planning Commission action within their staff reports. Dalton stated that based on internal discussions and taking into consideration the Planning Commission's input, staff will be providing recommendations in their reports moving forward. Brian clarified that certain items may not be appropriate for staff to provide a recommendation on.

Commissioner's Jewell and Blower discussed the importance of ensuring applicants are prepared and familiar with procedures when presenting to the Planning Commission.



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Commissioner Munroe-Younis requested that the objective to create a Capitol Improvement Plan be maintained in 2025. She further requested that a brief section be ended to the Annual Report detailing the progress made towards the goals laid out in the previous year.

Commissioner Munroe-Younis made a motion to accept the 2024 Annual Report with amendments as discussed. Commissioner Blower seconded the motion.

Roll Call:

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

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

M/S – Munroe-Younis/Blower

6 yes – 0 no – 0 abstain

Unanimously carried by voice vote

Draft 2025 Meeting Schedule

Max presented the draft 2025 Meeting Schedule.

Public Hearing – Text Amendments to Address Housing Readiness

Emily conducted a presentation outlining the challenges developers would face when attempting to construct housing within the City of Flint under the current zoning ordinance, using the Smith Village neighborhood as an example. The intent of the presentation was to illustrate the need for zoning ordinance text amendments.

Commissioner Jewell asked for a clarification on what the proposed changes would be. Max explained that the proposal would amend the bulk standards in Article 3, nonconforming lot language in Article 11, and off-street parking language in Article 12. Commissioner Jewell requested that a memo be provided to the Planning Commission at the January 28th, 2025 meeting summarizing the proposed text amendments.

Commissioner Blower made a motion to set a public hearing for the February 11th, 2025, meeting for staff to present the Planning Commission with proposed text amendments to allow for easier development of housing within the City of Flint. Commissioner Rodriguez seconded the motion.

Roll Call:

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

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



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M/S – Blower/Rodriguez

6 yes – 0 no – 0 abstain

Unanimously carried by voice vote

ADJOURNMENT:

M/S – Sorenson/Blower

Unanimously carried by voice vote.

Meeting adjourned at 7:06 PM.