



**GENESEE COUNTY**  
**METROPOLITAN PLANNING  
COMMISSION**

**GCMPC MEETING**

**Tuesday, November 2, 2021  
8:00 A.M.**

**Commissioners**

Alan Himelhoch  
Chairperson

Alexander H. Isaac  
Vice-Chairperson

Gloria J. Nealy  
Secretary

Domonique Clemons

Meredith Davis

Mike LaPointe

Debra Newman

Jeffrey M. Peake

Tyler Rossmassler

Cheryl Sclater

Reggie Smith

Genesee County Administration Building  
1101 Beach Street  
2<sup>nd</sup> Floor Conference Room #222  
Flint, MI 48502

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Minutes
  - \*\*\*A. Minutes of the October 5, 2021 Regular Meeting (attached)
- IV. Opportunity for Individuals to Address the Commission
- V. Communications
- VI. Committee Reports
- VII. New Business
  - \*\*\*A. City of Fenton Master Plan Update (attached)
  - \*\*\*B. 2022 GCMPC Meeting Dates (attached)
- VIII. Finances
  - \*\*\*A. Contract, Vouchers and Bills (attached)

\*\*\*B. Commission Expenses and Per Diems (to be distributed)

IX. Old Business

A. Project Status

\*\*\*1. 3-C Transportation Planning – October 2021 Status Report  
(attached)

\*\*\*2. Environmental Program – October 2021 Status Report  
(attached)

\*\*\*3. Community Development Program – October 2021 Status  
Report (attached)

\*\*\*4. Director-Coordinator Report – October 2021 Status Report  
(attached)

B. Commissioner Comments

X. Adjournment

**\*\*\* Indicates Action Item**

**NEXT MEETING: Tuesday, December 7, 2021**

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**Tuesday, October 5, 2021, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, October 5, 2021, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 222, Flint, Michigan.

**I. CALL TO ORDER**

Chairperson Himelhoch called the meeting to order at 8:01 a.m.

**II. ROLL CALL**

**Present:** Alan Himelhoch, Domanique Clemons, Meredith Davis, Mike LaPointe, Gloria Nealy, Jeffrey M. Peake, Cheryl Sclater, and Tyler Rossmassler.

**Absent:** Alexander Isaac, Reggie Smith, and Debra Newman.

**Others Present:** Jolena Sims, Greg Eason, Derek Bradshaw, Christine Durgan, Jason Nordberg, Sheila Taylor, and Nichole Odette.

Chairperson Himelhoch explained that all Genesee County employees must wear a mask inside County buildings; however, members of the public can choose for themselves to wear a mask or not. Planning Commissioners are considered members of the public.

**III. MINUTES**

**A. Minutes of the September 7, 2021 Regular Meeting**

**Motion: Action:** Approve, **Moved by** Mike LaPointe, **Seconded by** Gloria Nealy, to approve the minutes of the September 7, 2021 regular meeting as presented.

Motion carried unanimously.

(Approved minutes are on file in the GCMPC office)

Peake - abstain

Himelhoch - abstain

**IV. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMISSION**

No one spoke at this time.

**V. COMMUNICATIONS**

There were no Communications.

**VI. COMMITTEE REPORTS**

There were no Committee Reports.

## **VII. NEW BUSINESS**

There was no New Business.

## **VIII. FINANCES**

### **A. Contract, Vouchers and Bills**

Derek Bradshaw explained that the Commission has overpaid AT&T over the last few months and will be credited accordingly.

**Motion: Action:** Approve, **Moved by** Gloria Nealy, **Seconded by** Jeffrey M. Peake, to approve the September Contract, Vouchers and Bills for a total \$12,979.25 and to authorize the proper authorities to sign the checks.

Motion passed unanimously.

(Documents on file with minutes)

### **B. Commission Expenses and Per Diems**

**Motion: Action:** Approve, **Moved by** Gloria Nealy, **Seconded by** Mike LaPointe, to approve the Commission Expenses and Per Diems.

Motion passed unanimously.

(Documents on file with minutes)

### **C. Financial Update**

Derek Bradshaw reviewed the Financial Update ending August 31, 2021.

**Motion: Action:** Approve, **Moved by** Gloria Nealy, **Seconded by** Cheryl Sclater, to approve the Financial Update as presented.

Motion passed unanimously.

(Documents on file with minutes)

### **D. FY 2022 Budget Transfer Requests**

Derek Bradshaw reviewed the FY 2022 Budget Transfer Requests. Discussion ensued.

**Motion: Action:** Approve, **Moved by** Gloria Nealy, **Seconded by** Jeffrey M. Peake, to approve the Budget Transfer Requests as presented.

Motion passed unanimously.

(Documents on file with minutes)

Chairperson Himelhoch asked the public attendees if they had any comments. Jolena Sims, Mt. Morris Township Supervisor, introduced herself and Greg Eason, the Township's CFO.

## **IX. OLD BUSINESS**

### **A. Project Status**

#### **1. 3-C Transportation Planning – September 2021 Status Report**

Jason Nordberg explained that the Roundabout Study is complete and published on our website. Rowe's team exceeded staff's expectations and the project came in under budget. The data collected on each intersection, including safety and cost analyses,

schematics, and simulations will be a useful tool for the local units when applying for funding and presenting projects to the public. Mr. Nordberg presented the Roundabout Study website. Discussion ensued.

**Motion: Action:** Receive & File, **Moved by** Gloria Nealy, **Seconded by** Jeffrey M. Peake, to receive and file the 3-C Transportation Planning report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **2. Environmental Program Update – September 2021 Status Report**

Sheila Taylor explained that staff has begun the process of updating the County's Solid Waste Management Plan. The Board of Commissioners has appointed a 14-member committee who will review the Plan, look at current landfill capacity, and provide recommendations. Once updated, the Plan must be approved by two-thirds of the local units of government and the Board of Commissioners before being submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for review and approval.

**Motion: Action:** Receive & File, **Moved by** Gloria Nealy, **Seconded by** Mike LaPointe, to receive and file the Environmental Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **3. Community Development Program – September 2021 Status Report**

Sheila Taylor reviewed the Community Development Program Report.

**Motion: Action:** Receive & File, **Moved by** Jeffrey M. Peake, **Seconded by** Cheryl Sclater, to receive and file the Community Development Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **4. Director-Coordinator Report – September 2021 Status Report**

Derek Bradshaw gave an overview of his positive experience talking with students from the International Academy regarding what Urban Planners do and the role of a County Planning Commission. This was part of an event sponsored by Commissioner Clemons to engage high school students in County Government.

**Motion: Action:** Receive & File, **Moved by** Jeffrey M. Peake, **Seconded by** Cheryl Sclater, to receive and file the Director-Coordinator report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **B. Commissioner Comments**

Gloria Nealy gave an update of the Genesee County Parks and Recreation Commission's meetings and events.

Chairperson Himelhoch stated that the next meeting is schedule for Election Day, November 2<sup>nd</sup>, and asked if it would be problematic in establishing a quorum. Domonique Clemons stated that he would not be in attendance. No other Commissioners commented.

**X. ADJOURNMENT**

Chairperson Himelhoch adjourned the meeting at 9:00 a.m.

Respectfully submitted,  
Nichole Odette, Program Services Specialist  
Genesee County Metropolitan Planning Commission

Draft



**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Gwynneth Coselman, Planner

**DATE:** November 2, 2021

**SUBJECT:** **MPR-09-05-21; City of Fenton Master Plan Update**

I. LEGISLATIVE BASIS FOR GCMPC REVIEW

The Michigan Planning Enabling Act, Act 33 of 2008, as amended, provides the legislative basis for planning commissions to create, adopt, and amend a basic plan. Municipalities shall follow Part 125.38 Section 41, Subsection (2) which states: "...the secretary shall submit a copy of the proposed plan, for review and comment, to all of the following: (c) the county planning commission... The secretary of the planning commission shall concurrently submit to the county planning commission, in the manner provided in section 39(3), a statement that the requirements of subdivision (a) have been met or, if there is no county planning commission, shall submit to the county board of commissioners, in the manner provided in section 39(3), a statement that the requirements of subdivisions (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (a) or (d), as applicable, and the date of submittal."

Additionally, as part of these procedures, Part 125.38, Section 41, Subsections (3) and (4) specify that: "An entity described in subsection (2) may submit comments on the proposed master plan to the planning commission in the manner provided in section 39(3) within 63 days after the proposed master plan was submitted to that entity under subsection (2). If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable: (a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d). (b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan. (4) The statements provided for in subsection (3)(a) and (b) are advisory only.

Derek Bradshaw, Director    Christine Durgan, Assistant Director

II. PAST GCMPC ACTION

GCMPC previously reviewed and endorsed the City of Fenton Master Plan in 2009.

III. STAFF ANALYSIS

The City of Fenton Master Plan is a thorough document that meets all planning requirements. The document includes all necessary maps, charts, goals, and implementation plans in a way that is easy to follow. Additionally, said goals are concise, clearly defined, and easy to locate within the Master Plan document.

The draft Master Plan includes housing characteristics, opportunities for motorized and non-motorized transportation development, goals for the preservation of the City's natural features, and site-specific concept layouts that are intended to become new developments within the city. Public involvement was important in the construction of this plan. The City held an open house early in the drafting of the plan to encourage public participation as well as opening up all Planning Commission meetings to the general public for comments and concerns.

The City developed an extensive action plan where it outlines "Tenets of Successful Implementation" that serve as guidelines for the completion of the citywide goals. These tenets include commitments from the City, integrations with current project designs, guidance in development decisions, and the evaluation and monitoring of current and future city planning. Additionally, the City of Fenton Master Plan includes a well-developed "Future Land Use" section. This section highlights intended current and future land use plans for all types of residential areas, office sectors, parkland, downtown commerce, shoreline conservation, and other various land uses. The "Action Table" at the end of the plan serves as the City's overall guide towards the implementation of new projects.

GCMPC and all adjacent and relevant agencies were given proper notification by the City of Fenton of their intention to update the Master Plan. The City also provided GCMPC a short list of all other planning commissions and legislative bodies in which the plan had been submitted to for further review. Upon completion of the Draft Plan, sufficient time was provided for review and comment by GCMPC staff. The public hearing for the Master Plan is expected to take place during a regularly scheduled Planning Commission meeting in Fenton City Hall after the completion of the comment period.

IV. STAFF RECOMMENDATION

Pursuant to the provisions of Public Act 33, Michigan Public Acts of 2008, as amended, the Michigan Planning Enabling Act, staff submits the following comments and recommendations to the Genesee County Metropolitan Planning Commission, for consideration at its meeting of November 2, 2021, regarding the project described as MPR-09-21-05; City of Fenton Master Plan Update, for the following reasons:

1. The City of Fenton Master Plan provides data, maps, trends, goals, and policies that should help guide the new plans for development in the City.
2. The City of Fenton Master Plan has met the notification requirements for the revision of their Master Plan.
3. GCMPC has not received any comments from adjacent municipalities regarding the draft Master Plan.
4. Staff considers the draft Master Plan to be consistent with the plans of neighboring municipalities.
5. Staff recommends that a general capital improvement program be included with the draft Master Plan and is updated annually.



**GENESEE COUNTY**  
**METROPOLITAN PLANNING COMMISSION**  
**2022 MEETING DATES**

The Genesee County Metropolitan Planning Commission members generally meet at 8:00 a.m. on the 1<sup>st</sup> Tuesday of each month at the Genesee County Administration Building, 1101 Beach St. Flint, MI 48502, in the Genesee County Metropolitan Planning Commission Conference Room. Please note any exceptions below.

JANUARY 4, 2021

FEBRUARY 1, 2021

MARCH 1, 2021

APRIL 5, 2021

MAY 3, 2021

JUNE 7, 2021

JULY 12, 2021\*

AUGUST 2, 2021

SEPTEMBER 13, 2021\*

OCTOBER 4, 2021

NOVEMBER 1, 2021

DECEMBER 6, 2021

\*Second Tuesday due to Fourth of July and Labor Day holidays

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION  
CHECK DISBURSEMENT VOUCHER  
November 2, 2021**

Creative Printing & Graphics	Rideshare Handouts	75.00	ACH #35103
ERG Environmental Services	HHW Collection and Disposal	42,249.12	ACH #35109
JP Morgan Chase	Plotter Ink Cartridge Replacement	197.98	10310160
Michigan Quality Laminating	Laminating Waste Hauler Permits	120.50	10310475
Michigan Recycling Coalition	MRC Conference Registration for Two Staff	550.00	10309824
Petty Cash	Storage Bin / Recycle Day Supplies / Car Wash / Gas / Foam Board	128.86	N/A
PrintComm	Waste Hauler Permit Stickers	555.00	10309324
Rowe Professional Services	FY 2021 Roundabout Study	10,172.00	ACH #35060
Staples Business Advantage	Office Supplies	183.29	10309336
S&V Records Management, LLC.	Storage Fees (August)	9.75	10311164
Rowe Professional Services	FY 2021 Roundabout Study	13,238.50	
		<u>\$67,480.00</u>	



**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Jason Nordberg, Division Manager  
Genesee County Metropolitan Planning Commission

**DATE:** November 2, 2021

**SUBJECT:** **3-C Transportation Planning – October 2021 Status Report**

**Transportation Update**

Staff released the 2023-2026 Transportation Improvement Program (TIP) Call for Projects on October 10<sup>th</sup> and project applications are due November 12<sup>th</sup>. Staff has met with all cities, villages, townships, and eligible transportation agencies to notify them of the call and to answer questions. The Genesee County Road Commission (GCRC) is responsible for projects in townships and staff has advised the townships to contact GCRC to discuss potential projects within their jurisdiction. Over \$41 million will be awarded for transportation projects through the call for projects working through the Genesee County Metropolitan Alliance committee.



**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Sheila Taylor, Division Manager  
Environmental Program

**DATE:** November 2, 2021

**SUBJECT:** **Environmental Program Update – October 2021 Status Report**

**Solid Waste Program**

Staff is finalizing the collection of FY 2022 Waste Hauler Permit Applications. To operate in Genesee County, waste haulers are required by the Genesee County Solid Waste Ordinance to have permits for each of the vehicles picking-up and/or dropping-off waste throughout the County. A permit for each vehicle costs \$20 for the entire fiscal year. All companies that were previously permitted, including two new companies, have been permitted for FY 2022. A total of 286 permits have been issued equaling \$5,720 in permit fees.

Staff is in the process of collecting 4<sup>th</sup> quarter reports from waste haulers, landfills, and transfer stations who operate in Genesee County. These reports are required to be filled out per the Genesee County Solid Waste Ordinance. Most companies have submitted their 4<sup>th</sup> quarter report. However, staff will continue to reach out to the other companies that have not yet submitted a report. To date, staff expects to receive \$203,997.98 in ordinance fees for the 4<sup>th</sup> quarter. Please note that the recently increased solid waste ordinance fee was applied mid-way through the quarter. For comparison, \$70,315.46 was received in the previous quarter.

Staff provided an engaging educational recycling presentation on October 5<sup>th</sup> to the Fenton Bay View Club at Spring Meadows Country Club in Linden. Approximately 20 people attended. During the presentation, staff discussed the importance of reducing, reusing, and recycling with a focus on proper local recycling techniques.

Derek Bradshaw, Director    Christine Durgan, Assistant Director



**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Sheila Taylor, Division Manager  
Community Development Program

**DATE:** November 2, 2021

**SUBJECT:** **Community Development Program – October 2021 Status Report**

**Community Development Block Grant Program (CDBG)**

During September, staff released a Call for Projects for ESG-CV funding, with applications due on September 27<sup>th</sup>. Funds must be used to prepare for, prevent, or respond to COVID-19, while also serving the homeless population. The proposed projects were provided to the Board of Commissioners for approval in October. Staff expects to release additional calls for projects for remaining ESG-CV funds at a later date.

During October, staff met with agencies that have been awarded Public Service funding through CDBG-CV funding. All projects will benefit low/moderate-income residents in Genesee County through activities including job training, basic needs distribution, technology upgrades for facilities, and other public services. Two additional projects will begin pending completion of environmental reviews.

During October, staff worked to implement Neighborly, which is grant management software built for community development grants such as CDBG, ESG and HOME. All Community Development staff attended training for the software and continues to work with the software developer to make adjustments to the program. Once final changes have been made to the software, staff will begin using Neighborly for many aspects of our programs including submitting applications, reimbursement requests, and reporting of accomplishments.

**HOME Investment Partnerships Program (HOME)**

During October, Habitat for Humanity was in the process of completing environmental reviews for the property on Oak Street in Montrose. Habitat for Humanity has also identified homeowner partners for the Maple and Oak properties.

**Home Improvement Program**

During October, two Urgent Repair Program (URP) projects were completed; a furnace replacement (\$6,600) and a roof replacement (\$11,281). The on-line application for the

HIP and URP went live on October 1<sup>st</sup>. Staff continues to work with software developer, Neighborly, to make programmatic adjustments that better suit our workflow.

**Neighborhood Stabilization Program**

Staff continues to look into the purchase of properties to rehabilitate through the NSP program. As reported at the last meeting, staff is in the process of purchasing a property in Burton to rehab/resell. The acquisition was delayed until the end of October. Staff is awaiting the cost of another potential property in the City of Clio.



**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission  
**FROM:** Derek Bradshaw, Director  
**DATE:** November 2, 2021  
**SUBJECT: Report of the Director – October 2021 Status Report**

**Genesee and Lapeer County Hazard Mitigation Plan**

Staff has completed changes to the Genesee County and Lapeer County Hazard Mitigation Plans based on feedback received from the Michigan State Police who are in the process of reviewing the plans. These changes have been resubmitted to the MSP and staff are now waiting for the MSP's final approval of the plans. Upon approval from the MSP, the plans will be submitted to the Federal Emergency Management Agency (FEMA) for review and approval. Once the plans are approved by the MSP and FEMA, staff will then request each local unit of government, including county boards within each county, to locally adopt their respective plan. Local adoption is required for local governments to be eligible for funding through FEMA.

**Lapeer County Parks and Recreation Plan Update**

Staff continued working on the update to the Lapeer County Parks and Recreation Plan. Participating communities Oregon Twp, Lapeer Twp, Goodland Twp, Elba Twp, and the City of Lapeer submitted a local park and recreation plan. The participating community plans were added to the Lapeer County Parks and Recreation Plan. The Draft version of the plan was submitted to Lapeer County and is now awaiting the 30-day public comment period to begin on November 1, 2021.

**GLS Region V**

The next GLS Region V meeting will be held on November 23, 2021.