

**CHARTER TOWNSHIP OF VAN BUREN
LOCAL DEVELOPMENT FINANCE AUTHORITY
AGENDA**

Regular Meeting: July 12, 2016 – 2:00 p.m., Denton Room

CALL TO ORDER

ROLL CALL

Chairman Dotson _____
Jelani Karamoko _____
Leonard Armstrong _____
Chuck Covington _____
Chris Hayes _____
Supervisor Combs _____

Doug Peters _____
John Delaney _____
James Williams _____
Shareen Barker _____
Danylo Dobriansky _____

Recording Secretary Grishaber _____

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

1. Regular Meeting: May 10, 2016.

CORRESPONDENCE:

1. LDFA Audit
2. Aerotropolis Asset Familiarization Tour Letter

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. Proposed Revisions to the By-Laws of the LDFA
2. Ecorse Road Property Update
3. Marketing/Community Outreach Update

NEW BUSINESS:

NON-AGENDA ITEMS:

ADJOURNMENT:

CLOSED SESSION:

ADJOURNMENT:

If you are unable to attend this meeting, please notify Secretary Grishaber at 734.699.8913

**CHARTER TOWNSHIP OF VAN BUREN
LOCAL DEVELOPMENT FINANCE AUTHORITY
MINUTES - DRAFT
May 10, 2016 - 2:00pm., Denton Room**

Chairman Dotson called the meeting to order at 2:03pm.

ROLL CALL:

Present: Dotson, Armstrong, Peters, Karomoko, Delaney, Barker, Covington

Staff: Director Akers

Absent Excused: Dobriansky, Supervisor Combs, Hayes, Williams,

Audience Members: Seven (7) people in audience.

APPROVAL OF AGENDA: Motion Covington, Delaney seconded to approve May 10, 2016 Agenda. Motion Carried

APPROVAL OF MINUTES: Motion Covington, Delaney seconded to approve March 9, 2016 Minutes. Motion Carried

CORRESPONDENCE:

Director Akers presented a records request from Wayne County. The County is requesting a copy of the last six audited financial statements, the currently approved TIF or Development plan for which the Authority is collecting taxes, a summary sheet of any bonds that are outstanding, including amortization sheets for payments and the currently approved budget balance sheet. Akers reported that the Township is treating this as a FOIA request.

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

1. Proposed Revisions to the By-Laws of the LDFA:

At the last meeting, the Board requested Staff look into changes to the by-laws specifically relating to teleconferencing. Director Akers presented the request changes to proposed section 7 in the by-laws in a memo dated May 9, 2016, 'Proposed Revisions to the By-Laws of the LDFA'. There was a discussion regarding the changes to the bylaws that would allow teleconferencing as long as there is a physical quorum at the meetings. The first two changes would eliminate the need for a teleconferencing member from having to post at his/her location a meeting notice as well as verification of said location's notice with a photograph. A third change would remove the need to have the teleconferencing member calling in on a speakerphone. Akers reported that the proposed changes have been reviewed and approved by the Township Attorney.

Delaney stated that 'Skype' would be an option. Akers stated that the by-laws currently allow for videoconferencing.

An audience member asked if the 48 hours notice for speakers is necessary (Section 6.2). Peters and Delaney expressed their belief that that portion of section 6 was previously removed.

Motion Barker, Peters seconded to approve the motion to amend the by-laws as outlined in Director Akers memo dated May 9, 2016, including the deletion of Section 6.2 (48 hours notice for speakers).

Motion Carried.

2. Ecorse Road Property Update (Parcel ID # 83-045-99-0004-702)

Director Akers presented a memorandum that outlined the rezoning process and projected timeline. Also included was the rezoning public hearing notice and a map of the parcel. All rezoning planning reviews will be done by staff to reduce costs. The projected date the rezoning would be in effect is July 20, 2016.

Motion Delaney, Covington seconded to approve the acceptance of the memorandum from Director Akers memo dated May 5, 2016.

Motion Carried.

3. Marketing/Community Outreach Update

Director Akers discussed the LDFA Budget, outlining that there is no budget allocated for marketing or public outreach. Akers discussed the role Detroit Region Aerotropolis (DRA) has in promoting/marketing the area, which includes the LDFA district. The DRA has expanded its marketing efforts. The Board briefly discussed the history of the DRA and whether or not Van Buren Township has a market budget.

Delaney discussed the possibility of having a LED Reader sign placed near Grace Lake Corporate Center along I-275 that promotes the LDFA District. Delaney stated that Sovereign Partners should pay for the sign.

Peters asked if a commercial realtor could be hired to market the properties within the LDFA. This would allow the Board to be proactive in the marketing of the outlets of the LDFA.

Covington discussed the possibility of having a billboard rented along I-94 that promotes the LDFA District and Van Buren Township. Covington stated that Sovereign Partners, Van Buren Township and the DDA could pay for the sign. Peters stated that our marketing campaign should also focus on assisting downtown Belleville with a concept like "Open for Business." Delaney stated Sovereign Partners should pay for a marquis or billboard sign.

Akers stated that Sovereign Partners applied for a new sign along I-275 in March. The sign requested did not meet the zoning requirements of the Township. Township Staff provided guidance on how Sovereign Partners can apply for a sign variance that would allow a sign in that location that meets their needs and is amenable to the Township. Akers brought up that the proposed DDA pedestrian bridge project at Belleville Road over I-94 would have signage that meets the goal of promoting the Township.

Chairman Dotson stated this item should be a standing item on the agenda. Dotson stated a subcommittee should be formed to discuss the issue of marketing the LDFA area. Delaney, Dotson and Covington volunteered to be members of the subcommittee.

**Motion Peters, Delaney seconded to approve the creation of a LDFA marketing subcommittee
Motion Carried.**

An audience member asked about who the Detroit Regional Aerotropolis executive director currently is.

Peters stated that if Sovereign Partners are good neighbors, they would disclose to the LDFA the purchase and lease agreements they have with Visteon for the Grace Lake Corporate Center. If the LDFA develops the parcels, Sovereign Partners can “come along for the ride.”

NEW BUSINESS:

1. Consultant for LDFA Continuing Bond Disclosure

Covington thanked Director Akers for finding ways to save money for the LDFA. Director Akers presented a proposed change in the provider of the LDFA annual disclosure reports from Digital Assurance Certification to PFM, which would save the LDFA \$1000 for the same service.

Motion Barker, Peters seconded to recommend the Township Board of Trustees approve the hiring of PFM as the consultant for the LDFA bond disclosure.

Motion Carried.

NON AGENDA ITEMS:

1. Excessive Absences

Member Delaney stated that the excused absences are causing problems to the progress of the LDFA. Delaney called the extensive absences by Danylo Dobriansky, specifically missing the last three meetings, an issue. Delaney wants a phone call or a letter from Supervisor Combs to Sovereign Partners to call attention to the issue and try to get Mr. Dobriansky in attendance.

Peters stated we need someone who represents Sovereign Partners at the meeting and that Sovereign Partners should lose their seat on the LDFA if they do not attend. Covington agreed.

Dotson suggested that the Township Supervisor set up a meeting with Mr. Dobriansky to resolve the attendance issue. Covington disagreed and stated that he should meet with the full board in a public meeting. Karamoko stated that a meeting with the Township Supervisor and Chairman Dotson was the most appropriate option.

Peters expressed his displeasure with Sovereign Partners’ performance. If Mr. Dobriansky does not attend, he should be removed from the LDFA. Peters drafted a letter to send to Mr. Dobriansky, inviting him to attend a meeting to discuss the issue. The Board Members discussed how to proceed. Delaney and Peters agreed that a letter be sent to Mr. Dobriansky and a Principal at Sovereign Partners to let them know that this is a serious issue that needs resolution.

Director Akers reminded the members that the Township Supervisor, with approval of the Township Board, is in charge of the appointment and removal of any LDFA Board Member.

Chairman Dotson and Director Akers agreed to send a communication to Sovereign Partners to set up a meeting to discuss the issue.

2. Visteon Discussion

Member Peters expressed his opinion that goals should be set regarding the "Visteon Issue." The goals should be outlined with associated action items so that in 2018 the LDFA Board is prepared. It was suggested to have a closed session meeting with LDFA attorney Kaveh Kashef from Clark Hill. Chairman Dotson agreed.

An audience member asked if the new bond payment schedule is online. Director Akers would look into whether or not it is and get back with the Board.

ADJOURNMENT:

Motion Delaney, Covington seconded to close the meeting at 3:21pm.

Motion Carried.

Respectfully Submitted,

**Matthew R. Best
Acting Recording Secretary**



Charter Township of Van Buren

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Memorandum

Date: July 8, 2016

From: Director Akers

To: Local Development Finance Authority

Subject: LDFA 2015 Audit

I will be providing hard copies of the 2015 LDFA audit at the July 12, 2016 meeting. I look forward to any discuss the LDFA has on the matter.



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June 15, 2016

Linda Combs
Township Supervisor
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

RE: 2016 Detroit Region Aerotropolis Asset Familiarization Tour

Ms. Combs,

I recently attended a multi-day event sponsored by the Detroit Region Aerotropolis which brought several members from a site selector's organization to our area. The primary intent of the event was to showcase our area to the members of the site selector organization and obtain feedback from them on ways to improve the marketability of our area.

The tour was attended by several individuals representing different economic development organizations within the area. The organizations included the Van Buren Township DDA, Wayne County, Ypsilanti Township, City of Romulus, Detroit Region Aerotropolis, MDOT, the American Center for Mobility, Ann Arbor Spark, the Michigan Economic Development Corporation, and the Wayne County Airport Authority. The site selectors are from a group called the "Site Selectors Guild." The Site Selectors Guild has a membership of site selectors who provide location strategy to corporations across the globe and for every industry, sector, and function. In order to become a guild member an individual is required to be peer-nominated, vetted, and must demonstrate a significant amount of location advisory experience.

The two primary activities which were conducted in this event was a tour of regional amenities and a panel discussion with the site selector's guild members. The regional tour visited Detroit Metro Airport, available properties which were previously under the Pinnacle Project, Willow Run Airport, Grace Lake Corporate Center, and Eagle Crest Golf Course/Marriot Hotel in Ypsilanti Township. Upon our tour of Grace Lake Corporate Center, myself and DDA Director Susan Ireland were able to give a brief presentation about the Township and some of our economic development efforts and opportunities. This tour included a presentation from representatives from the American Center for Mobility and MDOT regarding the efforts to create a center for autonomous vehicle research near Willow Run Airport.

The second day of the event included a panel discussion from members of the Site Selectors Guild where feedback was provided regarding the competitiveness of the region. Some of the key points from that discussion are as follows:



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Overall

- There should be a more cohesive master plan for the region. Several of the site selectors indicated that there were a lot of building blocks to start from in the area, but none of them came away with a clear vision of what the economic development groups wanted to site in the region.
- They feel that Detroit needs to be kept in the conversation as a regional amenity.
- They were surprised regarding the large number of direct flights and connections to Asian countries.
- There is a very limited amounts of vacant office/industrial space in the region. Some site selectors indicated that this lack of vacant space immediately takes our area out of the contention for about 50% of the businesses looking to relocate.
- The region has strong municipalities and counties which can present a challenge for getting alignment.
- The region needs to be more organized with information on available properties including utility capacity.
- The public sector needs to step up to create speculative buildings if the private sector is not meeting this goal.
- We need to focus on development on sites around Willow Run Airport.
- The region's "A Game" is the opportunity for autonomous vehicle research. We should focus on that.
- Some of the site selectors that Detroit Metro Airport has the potential to compete with Chicago O'Hare.
- There is a lot of engineering talent in the area and lower cost land.
- Would like HR documentation of submarkets.
- An Aerotropolis plan should be funded.
- Provide fully documented sites and fully documented talent studies.
- Places that can provide a mixture of quality of life and business will succeed.

Specific Economic Development Advice

- The site selectors discussed some other economic development initiatives taken my other states. These include, public private partnerships on speculative buildings and the creation of "virtual buildings." For virtual buildings an organization would create a basic architectural and engineering design of a building so it is shovel ready when a business comes to town.
- The site selectors also discussed that anything a municipality can do to speed up the approval process is to the community's advantage, that speed counts, and quick predictable permitting processes are expected by many companies.
- They encouraged a focus on developer targeted incentives which are job driven as opposed to space driven.
- Effort from community is very important especially for medium or small size projects. Every time there is a shot the community needs to give 100%.
- Focus more on fundamental economic development than long shots.

46425 Tyler Road, Van Buren Twp., MI 48111-5217 Website: vanburen-mi.org

Telephone 734-699-8900 Fax 734-699-5213



Charter Township of Van Buren

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Marketing

- With regards to marketing our region there needs to be a consistent effort. Instability with staffing at state level needs to stop.
- Message needs to be short, sweet, and to the point.
- Linking tourism with economic development is a successful approach.
- Pure Michigan digital marketing campaign works. Make sure it is continued.

Permitting Processes

- The region needs to figure out how to get a building from concept to occupancy in six (6) months or less.
- For large companies Michigan pulled out all the stops, but it was not the case for medium or small companies.
- Streamlined processes are important.
- Does not want to hear excuses from permitting agencies about long approval timeframes.
- The site selectors indicated their clients wanted certainty and are looking for guaranteed schedules.
- Suggested maybe having an ombudsman from the state who can help companies navigate permitting agencies.
- Communities who do it well can develop a strategic advantage through permitting.
- Communities should survey existing business and residents to evaluate permitting and inspection performance.
- Recognize that every lost day or production costs company substantial money. (Example used was large factory in which every day it was not up and operating it cost the company \$100,000.)
- Closed discussion on permitting by discussing how quick, predictable processes are important.

The event was valuable in providing feedback to the economic development agencies as to the competitiveness of our region as well as what steps we can take to improve our position. If you have any questions or would like to discuss this matter further, please contact me.

Sincerely,

Ron Akers, AICP
Director of Planning and Economic Development



Charter Township of Van Buren

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Memorandum

Date: July 8, 2016

From: Director Akers

To: Local Development Finance Authority

Subject: Proposed Revisions to the By-Laws of the LDFA

At the previous LDFA meeting the board of directors voted to approve the proposed changes to the bylaws and forward them to the Township Board for approval. At the Township Board work study on June 6, 2016 the Township Board expressed some concern regarding teleconferencing and requested that the LDFA take a closer look at this item. Due to this I have brought the bylaws back for further discussion. I look forward to your comments on this matter.

**CHARTER TOWNSHIP OF VAN BUREN
WORK STUDY SESSION MINUTES
JUNE 6, 2016**

Supervisor called the meeting to order at 4:00 p.m. in the Sheldon Room. Present: Supervisor Combs, Treasurer Budd, Trustee Hart, Trustee Jahr, Trustee Miller and Trustee McClanahan. Absent/Excused: Clerk Wright. Others in Attendance Secretary Montgomery, DDA Director Ireland, Executive Assistant Clair, Director of Planning and Economic Development Akers, Engineer Nummer, and an audience of four (4).

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Discussion on the proposed fees for the Medical Marihuana Cultivation Facilities Registration. Board members expressed the desire to develop fees consistent with neighboring communities and those that reflected cost associated with administration and enforcement. A range of costs associated with enforcement and background checks will be presented to Board members prior to establishing the fees.

Discussion on the proposed revisions to the bylaws of the Local Development Finance Authority. Proposed changes include housekeeping adjustments specifically changing language pertaining to "Authority" to "Board of Directors", adding language as to when officer's take office after elected, membership consistent with the LDFA Public Act, removing Public Comment rules which discussed submission of information before a meeting and adding a section regarding Teleconferencing. Board members expressed concern with teleconferencing and the desire to return the item to the LDFA for further review.

PUBLIC COMMENT: Two members of the LDFA committee expressed concerns regarding a potential conflict of interest regarding a current LDFA member's corporate affiliation and the company's corporate counsel as it relates to Visteon's corporate counsel. A closed session will be scheduled to further clarify the concern. Resident questioned if there was a limitation on the number of medical marihuana cultivation facilities that were allowed under the proposed ordinance. Director Akers stated there was not however cultivation facilities are strictly limited to the M2 zoning district. Board members expressed concern over the lack of notification and input regarding the dissolution of the summer concert series.

ADJOURNMENT: Jahr moved, Hart seconded to adjourn the work study session at 4:57 p.m. Motion Carried.

Respectfully submitted,

Leon Wright, Township Clerk

Date: _____.

Linda Combs, Supervisor

Date: _____.

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING DATE: 6/6/16

BOARD MTG DATE : 6/21/16

Consent Agenda _____

New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	To consider proposed LDFA bylaw revisions.
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers – Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED	To consider the proposed revisions to the bylaws of the Local Development Finance Authority.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	<p>The Township’s Local Development Finance Authority (LDFA) has been working on amendments to their bylaws for the past several months. These changes were primarily due to the fact that one of the members of the LDFA resides in New York, NY and has expressed interest in teleconferencing. The following is a summary of the major changes to the bylaws:</p> <ul style="list-style-type: none"> • Article 2, Section 2: Added language regarding membership to be consistent with the LDFA Public Act. • Article 2, Section 4: Added language as to when officers formally take office after elected. • Article 3, Section 6: Removed provisions from Public Comment rules which discussed submission of information before the meeting. • Article 3, Section 7: Added section regarding Teleconferencing to establish rules in order to individuals to attend the meeting via teleconference. These rules were reviewed and deemed acceptable by the Township Attorney. • Throughout Document: General housekeeping and minor adjustments. Mainly changed language to refer to the LDFA board as the “board of directors” as opposed to “Authority.” “Board of directors” is the bodies name in the LDFA Act. <p>I have attached a clean version and a marked-up version of the bylaws for your review. If you have any additional questions or would like to discuss this matter further, please feel free to contact me.</p>
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	If approved, staff will record the amended bylaws with the Township Clerks Office.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval at their 5-10-16 Regular Meeting
ATTORNEY RECOMMENDATION	N/A
<small>(May be subject to Attorney/Client Privilege and not available under FOIA)</small>	
ADDITIONAL REMARKS	Please See Attached Letter
APPROVAL OF SUPERVISOR	_____



Charter Township of Van Buren

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May 31, 2016

Township Board of Trustees
46425 Tyler Road
Van Buren Township, MI 48111

RE: LDFA Bylaw Revision

Honorable Trustees,

The Township's Local Development Finance Authority (LDFA) has been working on amendments to their bylaws for the past several months. The following is a summary of the major changes to the bylaws:

- Article 2, Section 2: Added language regarding membership to be consistent with the LDFA Public Act.
- Article 2, Section 4: Added language as to when officers formally take office after elected.
- Article 3, Section 6: Removed provisions from Public Comment rules which discussed submission of information before the meeting.
- Article 3, Section 7: Added section regarding Teleconferencing to establish rules in order to individuals to attend the meeting via teleconference. These rules were reviewed and deemed acceptable by the Township Attorney.
- Throughout Document: General housekeeping and minor adjustments. Mainly changed language to refer to the LDFA board as the "board of directors" as opposed to "Authority." "Board of directors" is the bodies name in the LDFA Act.

I have attached a clean version and a marked-up version of the bylaws to this letter for your review. If you have any additional questions or would like to discuss this matter further, please feel free to contact me.

Sincerely,

Ron Akers, AICP
Director of Planning and Economic Development

LOCAL DEVELOPMENT FINANCING AUTHORITY
OF THE
CHARTER TOWNSHIP OF VAN BUREN

BY LAWS

ARTICLE I

Purpose and powers. The purpose or purposes for which the Authority is organized are as follows: To encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.

ARTICLE II

Section 1. The business and property of the Authority shall be managed and directed by the board of directors, whom will each take and subscribe to the constitutional oath. The members shall serve four (4) year terms of office from the date of their respective appointment, except as provided for in the ordinance creating the Authority, and shall be non-compensated but reimbursed for actual sanctioned expenses.

Section 2. The board shall include seven (7) members appointed by the Township Supervisor, subject to the approval of the Township Board.

Section 23. The board shall include one (1) member appointed by the county board of commissioners of the county in which the Authority is located. The board shall include one (1) member representing a community or junior college in whose district the Authority is located appointed by the chief executive officer of that community or junior college. The board shall also include two (2) members appointed by the chief executive officer of each local government unit, other than the Township which levied twenty percent (20%) or more of the ad valorem property taxes levied against all property located in the Authority district.

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Section 43. The Authority board of directors shall annually at its first regular meeting of the calendar year designate one of its members as chairperson, one of its members as vice chairperson, and one of its members as corresponding secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his/her successor is designated. No term of office created under this section shall extend beyond the term of the member designated. All officers shall take their respective office at the next regular or special meeting.

ARTICLE III

Section 1. All regular meetings shall be held in the Township of Van Buren, County of Wayne, Michigan.

Section 2. One A regular meeting of the Authority board of directors meeting will be held at 2:00 PM on the second Tuesday of every other month.

Section 3. Special meetings shall be held whenever called by the direction of the chairperson, director, Supervisor of the Township of Van Buren, or any six (6) members of the board of directors Authority on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the Authority board of directors shall constitute a quorum, and the affirmative or negative vote of six (6) members shall be necessary for the transaction of any and all business or passage or denial of any resolution. Three unexcused absences, by any member, will result in automatic resignation from the LDFA.

Section 5. At meetings of the Authority board of directors, business shall be conducted in accordance with Roberts Rules of Order.

Section 6. Public Comment. Public Comment contains the following imposed regulations:

- The speaker is limited to five (5) minutes;
- ~~The speaker is encouraged to give his/her name and subject to the Developmental Services Planning and Economic Development Department forty-eight (48) hours prior to the public Authority meeting;~~
- ~~Individuals who have not submitted a request prior to the meeting will submit in writing their name and desire to address the Authority during the meeting;~~
- There shall be no debate: and
- The speaker is encouraged to provide written copies of his/her comments.

Section 7. Teleconferencing. Any member of the board of directors may attend and participate at a regular or special meeting via teleconferencing. Teleconferencing shall be subject to the following regulations:

- A quorum of the board of directors shall be physically present at the meeting.
- A speaker phone or similar device which allows the public the opportunity to listen and to participate in the meeting shall be provided at the location of the meeting where the members are physically present.
- The telecommuter shall ensure the location they select to telecommute from is quiet and any background noise is limited.
- Meeting minutes shall indicate those physically present and those present through teleconference.
- The member of the board of directors telecommuting and compliant with these regulations shall be authorized to vote on any items presented to the board of directors. When any members are teleconferencing all votes of the board of directors shall be made via roll call vote to ensure the accuracy of the vote.

ARTICLE IV

Section 1. The chairperson shall preside at meetings of the Authority board of directors and shall do and perform such other duties as may from time to time be assigned to him/her by the Authority board of directors. The vice chairperson shall perform the duties of the chairperson in the chairperson's absence and such other duties as shall from time to time be assigned to him by the Authority board of directors.

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Section 2. Director. The LDFA ~~Authority~~board of directors may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the ~~Authority~~board of directors is not eligible to hold the position of director. Before entering upon the duties of his/her office, the director shall take and subscribe to the constitutional oath, and furnish a bond through the Township's existing insurance program by posting a bond in the penal sum determined in the ordinance establishing the ~~Authority~~Authority, payable to the ~~Authority~~board of directors, approved by the Township Board, and filed with the Van Buren Township Treasurer. The premium of the bond shall be deemed an operating expense of the ~~Authority~~Authority, payable from funds available to the ~~board of directors~~Authority for expenses of operation. The director shall be the executive director of the ~~Authority~~Authority. Subject to the approval of the LDFA, the director shall supervise, and be responsible for the preparation of plans and performance of the functions of the ~~Authority~~Authority in the manner authorized by Act 281. The director shall attend meetings of the ~~board of directors~~board of directors~~Authority~~, and shall render to the ~~board of directors~~board of directors~~Authority~~ and to the Township Board of Trustees a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the ~~board of directors~~board of directors~~Authority~~ may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting director shall take and subscribe to the oath, and furnish a bond, as required of the director. The acting director shall furnish the ~~board of directors~~board of directors~~Authority~~ with information or reports governing the operation of the Authority as the ~~board of directors~~board of directors~~Authority~~ requires.

Section 3. All purchasing shall be in compliance with its adopted policy.

Section 4. The LDFA may authorize the director or an agent or agents of the ~~board of directors~~board of directors~~Authority~~ to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Act 281. The authorization may be general or confined to specific instances.

Section 5. The LDFA may employ such manual, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purpose of the Authority when funds are available.

Section 6. The fiscal year shall begin with the first day of January and end on the 31st day of December in each year.

Section 7. The LDFA shall have an annual audit of its business and the result thereof shall be submitted to the governing body of the Township. The audit may be completed as part of the regular audit of the Township. This shall be deemed an operating expense of the LDFA.

ARTICLE V

Section 1. The ~~board of directors~~board of directors~~Authority~~ shall have power to make, alter or amend the bylaws in whole or in part.

Section 2. These bylaws shall become effective upon approval of the Board of Trustees of the Charter Township of Van Buren. Until such approval, the bylaws shall be temporary bylaws for the Authority.

Bylaws Adopted
Feb 11, 2014
Revising Bylaws
~~adopted Feb. 14, 2012~~

LOCAL DEVELOPMENT FINANCING AUTHORITY
OF THE
CHARTER TOWNSHIP OF VAN BUREN

BY LAWS

ARTICLE I

Purpose and powers. The purpose or purposes for which the Authority is organized are as follows: To encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.

ARTICLE II

Section 1. The business and property of the Authority shall be managed and directed by the board of directors, whom will each take and subscribe to the constitutional oath. The members shall serve four (4) year terms of office from the date of their respective appointment, except as provided for in the ordinance creating the Authority, and shall be non-compensated but reimbursed for actual sanctioned expenses.

Section 2. The board shall include seven (7) members appointed by the Township Supervisor, subject to the approval of the Township Board.

Section 3. The board shall include one (1) member appointed by the county board of commissioners of the county in which the Authority is located. The board shall include one (1) member representing a community or junior college in whose district the Authority is located appointed by the chief executive officer of that community or junior college. The board shall also include two (2) members appointed by the chief executive officer of each local government unit, other than the Township which levied twenty percent (20%) or more of the ad valorem property taxes levied against all property located in the Authority district.

Section 4. The board of directors shall annually at its first regular meeting of the calendar year designate one of its members as chairperson, one of its members as vice chairperson, and one of its members as corresponding secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his/her successor is designated. No term of office created under this section shall extend beyond the term of the member designated. All officers shall take their respective office at the next regular or special meeting.

ARTICLE III

Section 1. All regular meetings shall be held in the Township of Van Buren, County of Wayne, Michigan.

Section 2. A regular meeting of the board of directors will be held at 2:00 PM on the second Tuesday of every other month.

Section 3. Special meetings shall be held whenever called by the direction of the chairperson, director, Supervisor of the Township of Van Buren, or any six (6) members of the board of directors on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the board of directors shall constitute a quorum, and the affirmative or negative vote of six (6) members shall be necessary for the transaction of any and all business or passage or denial of any resolution. Three unexcused absences, by any member, will result in automatic resignation from the LDFA.

Section 5. At meetings of the board of directors, business shall be conducted in accordance with Roberts Rules of Order.

Section 6. Public Comment. Public Comment contains the following imposed regulations:

- The speaker is limited to five (5) minutes;
- There shall be no debate: and
- The speaker is encouraged to provide written copies of his/her comments.

Section 7. Teleconferencing. Any member of the board of directors may attend and participate at a regular or special meeting via teleconferencing. Teleconferencing shall be subject to the following regulations:

- A quorum of the board of directors shall be physically present at the meeting.
- A speaker phone or similar device which allows the public the opportunity to listen and to participate in the meeting shall be provided at the location of the meeting where the members are physically present.
- The telecommuter shall ensure the location they select to telecommute from is quiet and any background noise is limited.
- Meeting minutes shall indicate those physically present and those present through teleconference.
- The member of the board of directors telecommuting and compliant with these regulations shall be authorized to vote on any items presented to the board of directors. When any members are teleconferencing all votes of the board of directors shall be made via roll call vote to ensure the accuracy of the vote.

ARTICLE IV

Section 1. The chairperson shall preside at meetings of the board of directors and shall do and perform such other duties as may from time to time be assigned to him/her by the board of directors. The vice chairperson shall perform the duties of the chairperson in the chairperson's absence and such other duties as shall from time to time be assigned to him by the board of directors.

Section 2. Director. The board of directors may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the board of directors is not eligible to hold the position of director. Before entering upon the duties of his/her office, the director shall take and subscribe to the constitutional oath, and furnish a bond through the Township's existing insurance program by posting a bond in the penal sum determined in the ordinance establishing the

Authority, payable to the board of directors, approved by the Township Board, and filed with the Van Buren Township Treasurer. The premium of the bond shall be deemed an operating expense of the Authority, payable from funds available to the board of directors for expenses of operation. The director shall be the executive director of the Authority. Subject to the approval of the LDFA, the director shall supervise, and be responsible for the preparation of plans and performance of the functions of the Authority in the manner authorized by Act 281. The director shall attend meetings of the board of directors, and shall render to the board of directors and to the Township Board of Trustees a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the board of directors may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting director shall take and subscribe to the oath, and furnish a bond, as required of the director. The acting director shall furnish the board of directors with information or reports governing the operation of the Authority as the board of directors requires.

Section 3. All purchasing shall be in compliance with its adopted policy.

Section 4. The LDFA may authorize the director or an agent or agents of the board of directors to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Act 281. The authorization may be general or confined to specific instances.

Section 5. The LDFA may employ such manual, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purpose of the Authority when funds are available.

Section 6. The fiscal year shall begin with the first day of January and end on the 31st day of December in each year.

Section 7. The LDFA shall have an annual audit of its business and the result thereof shall be submitted to the governing body of the Township. The audit may be completed as part of the regular audit of the Township. This shall be deemed an operating expense of the LDFA.

ARTICLE V

Section 1. The board of directors shall have power to make, alter or amend the bylaws in whole or in part.

Section 2. These bylaws shall become effective upon approval of the Board of Trustees of the Charter Township of Van Buren. Until such approval, the bylaws shall be temporary bylaws for the Authority.



Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR
Linda H. Combs

CLERK
Leon Wright

TREASURER
Sharry A. Budd

TRUSTEE
Phillip C. Hart

TRUSTEE
Jeffrey L. Jahr

TRUSTEE
Brenda J. McClanahan

TRUSTEE
Reggie Miller

Memorandum

Date: July 8, 2016

From: Director Akers

To: Local Development Finance Authority

Subject: Rezoning of the Ecorse Road Property

At the public hearing for the proposed rezoning the Planning Commission declared their preference to have the property rezoned to C, Local Business District rather than C-1, General Business District. The reason for this was due to the C zoning district being more closely aligned with the future land use designation for this property in the Township's Ecorse-Haggerty Road Corridor Plan. I spoke with Chairman Dotson regarding this issue and we had the Planning Commission move ahead with the rezoning to C as opposed to C-1. Due to the requirement of an additional public hearing and Township Board meeting cancellations the approval timeline has been adjusted. The revised schedule is as follows:

June 22, 2016:	Planning Commission Public Hearing
June 22, 2016:	Planning Commission Recommendation
July 18, 2016:	Township Board Review at Work Study
July 19, 2016:	Township Board Considers 1 st Reading
August 16, 2016:	Township Board Considers 2 nd Reading
August 25, 2016:	Notice of Adoption is published in the Newspaper of Record
September 2, 2016:	Rezoning is in Effect

I have attached my review of this rezoning request and the minutes from the June 22, 2016 Planning Commission meeting to this memo. I will be happy to answer any questions the board of directors may have with regards to the rezoning.

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
JUNE 22, 2016
MINUTES - DRAFT**

Chairperson Thompson called the meeting to order at 7:30 p.m.

ROLL CALL:

Present: Jackson, Boynton, Budd, Franzoi and Thompson.

Excused: Atchinson and Kelley.

Staff: Director Akers, Deputy Director Best and Secretary Harman.

Planning Representatives: McKenna Associate, Sally Hodges and Wade Trim Associate, David Nummer.

Audience: Five (5).

APPROVAL OF AGENDA:

Motion Boynton, Franzoi second to approve the agenda of June 22, 2016 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Budd, Boynton second to approve the regular meeting minutes from June 8, 2016 as presented. Motion Carried.

PUBLIC HEARING:

ITEM # 1 CASE #16-020 RZ

TITLE: THE APPLICANT, VAN BUREN TOWNSHIP LOCAL DEVELOPMENT FINANCE AUTHORITY, IS REQUESTING TO REZONE APPROXIMATELY 1.04 ACRES CURRENTLY ZONED AG (AGRICULTURE) TO C (GENERAL BUSINESS DISTRICT).

LOCATION: PARCEL TAX ID NUMBER V125-83-045-99-0004-702 IS THE SUBJECT PARCEL OF THIS HEARING. THE SUBJECT PARCEL MEASURES APPROXIMATELY 1.04 ACRES, AND IS LOCATED ON THE SOUTH SIDE OF ECORSE, WEST OF HANNAN.

Motion Boynton, Franzoi second to open the public hearing. Motion Carried.

Director Akers gave the presentation. The applicant, Van Buren Township Local Development Finance Authority (LDFA), is planning to sell the subject parcel and is requesting to rezone the property from AG (Agriculture) to C (General Business District) to allow more options for future development of the property and to promote economic growth within the township. The rezoning of the property fits within the mixed use future land designation in the Township Master Plan.

Director Akers presented his review letter dated 6-17-16 recommending approval of the application to rezone the property based upon the findings referenced in the letter. In addition, the staff report asked to have the rezoning request placed under "New Business" for action by the Planning Commission.

No comments from the audience.

Motion Boynton, Budd second to close the public hearing. Motion Carried.

CORRESPONDENCE: None.

NEW BUSINESS:

ITEM # 1 CASE #16-020 RZ

TITLE: THE APPLICANT, VAN BUREN TOWNSHIP LOCAL DEVELOPMENT FINANCE AUTHORITY, IS REQUESTING TO REZONE APPROXIMATELY 1.04 ACRES CURRENTLY ZONED AG (AGRICULTURE) TO C (GENERAL BUSINESS DISTRICT).

LOCATION: PARCEL TAX ID NUMBER V125-83-045-99-0004-702 IS THE SUBJECT PARCEL OF THIS HEARING. THE SUBJECT PARCEL MEASURES APPROXIMATELY 1.04 ACRES, AND IS LOCATED ON THE SOUTH SIDE OF ECORSE, WEST OF HANNAN.

Commissioners discussed this item in the Public Hearing. No further comments.

Motion Boynton, Jackson second to recommend to the Township Board the applicant, Van Buren Township Local Finance Development Authority, request to rezone approximately 1.04 acres currently zoned AG (Agriculture) to C (General Business District), subject parcel is located on the south side of Ecorse, west of Hannan, parcel number V125-83-045-99-0004-702. Motion Carried.

ROLL CALL:

Yeas: Franzoi, Jackson, Boynton, Budd and Thompson.

Nays: None.

Absent: Atchinson and Kelley.

Motion Carried.

ITEM # 2 CASE #14-025 SPR

TITLE: THE APPLICANT, DENTON PARTNERS LLC, IS REQUESTING FINAL SITE PLAN APPROVAL TO CONSTRUCT A DRIVE-THROUGH RESTAURANT AS REQUIRED IN SECTION 12.03 OF TOWNSHIP ZONING ORDINANCE 06-02-92, AS AMENDED.

LOCATION: PARCEL TAX ID NUMBER V-125-83-018-02-0134-006, -007, -008, -009 AND -010, ALSO KNOWN AS 49230 MICHIGAN AVENUE AND 5825 DENTON ROAD, IS THE SUBJECT OF THIS HEARING. THE SITE MEASURES APPROXIMATELY 1.99 ACRES IN AREA AND IS CURRENTLY ZONED C-1 (GENERAL BUSINESS). THE PROPERTY IS LOCATED AROUND THE NORTHEAST CORNER OF MICHIGAN AVENUE AND DENTON ROAD.

Engineer Thom Demond gave the presentation for the applicant. The applicant is requesting to demolish the Willow Creek Party store and construct a gas station with a drive-through restaurant.

The property will have a cross access easement to the east for future development. The applicant has concern as to the sidewalk location on the property due to a section of property being owned by MDOT and has asked for the township to approach MDOT for approval if the sidewalk is to be located on the MDOT property. The applicant would like start construction in July.

Sally Hodges of McKenna Associates presented her review letter dated 6-15-16 recommending final site plan approval subject to the satisfaction of the five (5) items referenced in the letter.

David Nummer of WadeTrim presented his review letter dated 6-15-16 recommending final site plan approval contingent upon the final decision of sidewalk placement.

Fire Department review letter dated 6-4-16 recommends approval subject to involvement in the continuing plan review, inspection and certificate of occupancy process.

Commissioners discussed the location of the sidewalk on the site plan, the sidewalk being located on the MDOT property, recording of the cross access easement, the driveway permit through MDOT including sidewalk approval, the Building Department submitting a letter to MDOT supporting the sidewalk location and discussion with the township attorney regarding the sidewalk.

Motion Jackson, Boynton second to grant the applicant, Denton Partners LLC, final site plan approval to construct a drive-through restaurant as required in section 12.03 of the township zoning ordinance 06-02-92, as amended, subject to the conditions in the McKenna Associates review letter dated 6-15-16, WadeTrim review letter dated 6-15-16, Fire Department review letter dated 6-4-16, along with the sidewalk being located at the corner of Denton Road and Michigan Avenue in the typical location in the view of public safety across the MDOT piece of property subject to review by the township attorney. Motion Carried. (Letters Attached)

ITEM # 3 CASE #16-015 SPR

TITLE: THE APPLICANT, FARMER AND UNDERWOOD, IS REQUESTING PRELIMINARY SITE PLAN APPROVAL FOR THE CONSTRUCTION OF A 6,000 SQ. FT. STORAGE BUILDING AND RELATED SITE IMPROVEMENTS.

LOCATION: PARCEL TAX ID NUMBER V-125-83-122-99-0009-707, (7041 RAWSONVILLE). THE SITE IS APPROXIMATELY 12.08 ACRES (13.67 TOTAL) AND IS LOCATED IN THE M-2, GENERAL INDUSTRIAL DISTRICT. THIS SITE IS LOCATED ON THE EAST SIDE OF RAWSONVILLE, BETWEEN MARTZ AND BOG.

Robert Wagner of Midwest Consulting gave the presentation. The applicant is requesting to construct a 6,000 square foot metal storage building on the east side of the of the existing building, the new storage building is to match the current elevations. The applicant has brought items up to ordinance code including landscaping and has increased screening.

Sally Hodges of McKenna Associates presented her review letter dated 6-16-16 recommending the Planning Commission grant preliminary site plan approval subject to the eight (8) conditions referenced in the letter.

David Nummer of WadeTrim presented his review letter dated 6-16-16 recommending the Planning Commission grant preliminary site plan approval.

Fire Department approval letter dated 6-3-16 recommends preliminary site plan approval.

Commissioners discussed the landscape reduction.

Motion Budd, Franzoi second to grant preliminary site plan approval to applicant, Farmer and Underwood, to construct a 6,000 sq. ft. storage building and related site improvements at parcel number V125-83-122-99-0009-707, 7041 Rawsonville Road, subject to the conditions referenced in the McKenna review letter dated 6-16-16, WadeTrim review letter dated 6-11-16, Fire Department approval letter 6-3-16 and waiving the twenty (20) tree landscape requirement. Motion Carried. (Letters Attached)

GENERAL DISCUSSION:

None.

Motion Boynton, Franzoi second to adjourn at 8:15 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary



Memo

DATE: June 17, 2016
TO: Planning Commission
FROM: Ron Akers, AICP – Director of Planning & Economic Development
RE: 16-020 Rezoning Request on Ecorse Road

Staff Report

File Number: 16-020

Site Address: N/A

Parcel Number: 125-83-045-99-0004-702

Parcel Size: 1.04 Acres

Location: South side of Ecorse Road, East of I-275 & West of Hannan Rd

Applicant: Van Buren Township Local Development Finance Authority, 46425 Tyler Rd, Van Buren Township, MI 48111

Property Owner: Same as applicant.

Request: Applicant is requesting to rezone their property located on Ecorse Road from AG, Agricultural to C, Local Business.

Zoning and Existing Use: AG, Agricultural & vacant.

Adjacent Zoning and Existing Uses:

North: AG (Agricultural) & Vacant, Single Family Residential

East: AG (Agricultural) & Vacant

South: AG (Agricultural) & Vacant

West: C (Local Business District) & Vacant

Other: Public hearing notices were published in the Belleville Area Independent on June 2, 2016 and notices were sent to all property within 300' of the subject property on June 2, 2016 in accordance with the Zoning Enabling Act.

Summary:

The Van Buren Township LDFA owns this property on Ecorse Road and had initially asked me to make a formal request of the Planning Commission and Township Board to rezone the property from AG (Agricultural) to C-1 (General Commercial). After presenting this to the Planning Commission the board determined that C-1 was not consistent with the Master Plan for this area and recommended that the LDFA seek to rezone the property C (Local Business District) instead. Based on that recommendation I have brought this new request before you.

One of the basic functions of the LDFA is to promote economic growth within the LDFA district and rezoning this property from a primarily non-commercial use district to a non-commercial use district would further accomplish this. The LDFA plans to sell the property through an open competitive RFP process where interested parties could propose a bid amount and intended use of the property to the LDFA. Adjusting the zoning from AG to C would allow for additional flexibility on the part of the bidders and allow for more options to develop the property.

Master Plan:

The Ecorse and Haggerty Road Plan designates this area as having a future land use designation as mixed-use. The Mixed Use future land use designation is described as follows:

“Mixed Use: Residential uses in a mixed use district could include single family or moderate density housing. Commercial uses would be compatible with a residential neighborhood and would be pedestrian friendly. Commercial use also can be limited to a maximum percentage of the project to prevent strip commercial development. Moderate density town home developments are appropriate for shallow parcels with large frontage exposure and higher volumes of traffic. When mixed appropriately with limited office, restaurant, and retail use, such developments become vital and attractive communities...”

There is currently no Mixed Use zoning district in our zoning ordinance, but other districts have been previously considered by the Planning Commission as begin consistent with this future land use designation. This item was last addressed in 2013 on an adjacent property when the Planning Commission determined that rezoning the adjacent property to C (Local Business District) was consistent with the Ecorse Haggery Road Corridor Plan.

The C district’s purpose is described as, “intended to permit retail business and service uses which are needed to serve nearby residential areas.” This district designation is similar to the commercial uses outlined for the mixed use district without the residential component. When a mixed use district is created, transitioning residential uses into the district will be fairly straightforward as the commercial uses permitted in the district are intended to be in close proximity to residential uses. Based on this and previous Planning Commission recommendations this zoning designation is compliant with the Township’s plans.

Zoning:

Existing AG, Agricultural: Permitted Uses – Single family dwellings, farm buildings and greenhouses; farms; truck gardening; tree and shrub nurseries; stables; cemeteries; and temporary buildings for the sale of produce. Special Uses – Raising of fur bearing animals; dog kennels; parks; country clubs; gun clubs; golf driving ranges; group day care homes; removal operations; retail sales of goods as it relates to agricultural operations; golf courses; churches; child care centers; adult day care centers; Planned Residential Developments; and utility buildings.

Proposed C, Local Business District: Permitted Uses – Clothing Services; service establishments; office-type business related to executive, administrative or profession occupations; medical and dental offices; food sales businesses and restaurants; personal services; retail sales; public and private schools or colleges; private instructional institutions; retail plumbing shops without outdoor storage; accessory structures; and adult day care centers. Special Uses – Publicly owned buildings; child care centers; greenhouses and nurseries; similar uses which fit with the intent of the district.

Many of these uses are consistent with the commercial uses you would find in a mixed use area.

Other Considerations:

The C zoning district would be consistent with the adjacent property to the east. There is a consent judgement on the property to the east which allows for certain commercial uses (i.e. filling station) in addition to the uses that are allowed in the C district. The adjacent parcels to the west and south are zoned AG and are currently vacant.

The rezoning should have a limited impact on traffic or infrastructure. The property has frontage on Ecorse road which should be adequately size to fit a commercial use.

Recommendation:

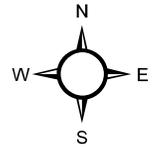
Staff is recommending that the Planning Commission recommend approval of the application to rezone the property located at 125-83-045-99-0004-702 from AG to C based on the following findings:

- A. The C, Local Business zoning district will be consistent with the adjacent property to the east.
- B. The proposed rezoning would be consistent with the mixed use future land use designation in the Ecorse Haggerty Road Corridor Plan which allows for “commercial uses compatible with a residential neighborhood...”
- C. The proposed rezoning would have a minor if any impact on current traffic or infrastructure.

16-020 Rezoning Ecorse Road



 Subject Parcel	Zoning	 C-1	 M-2	 R-1B	 RMH
 Street Centerline	 AG	 C-2	 M-T	 R-1C	
 Parcel Boundaries	 AP	 FS	 O-T	 R-2A	
	 C	 M-1	 R-1A	 RM	



Source: Van Buren Township GIS, Michigan Center for Geographic Information. Please note parcel boundaries are approximate and may not be accurate.

1 inch = 300 feet