

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION AGENDA
Wednesday, December 12, 2018 – 7:30 PM, Board of Trustees Room**

CALL TO ORDER:

ROLL CALL:

ELECTION OF OFFICERS:

ITEM #1: CHAIRPERSON

ITEM #2: VICE-CHAIRPERSON

ITEM #3: SECRETARY

APPROVAL OF AGENDA:

MINUTES:

ITEM #1: Approval of minutes from the regular meeting of November 14, 2018.

CORRESPONDENCE:

PUBLIC HEARING:

NEW BUSINESS:

ITEM #1: 16-046 - TEMPORARY LAND USE

TITLE: THE APPLICANT, RICARDO INC., IS REQUESTING TEMPORARY LAND USE APPROVAL TO OPERATE A MOBILE REFUELING STATION AT 4000 RICARDO DRIVE, VAN BUREN TOWNSHIP, MI 48111.

LOCATION: Parcel number V-125-83-047-99-0007-702 (40000 Ricardo Drive). This property is located on Ricardo Drive which is on the east side of Haggerty Road, north of Tyler Road.

INFO: Ricardo Inc. is testing Toyota Fuel Cell Vehicles at their facility. The requested mobile refueling station will allow for this testing to occur onsite. This activity is proposed from December 2018 through April 2019.

- A. Presentation from Applicant
- B. Presentation from Staff
- C. Planning Commission discussion
- D. Planning Commission considers approval of the Temporary Land Use

ITEM #2: 2019 MEETING SCHEDULE

GENERAL DISCUSSION:

ADJOURNMENT:



Memo

TO: Planning Commission

**FROM: Ron Akers, AICP
Director of Planning and Economic Development**

RE: Election of Officers

DATE: December 5, 2018

Per Article 3, Section 1 of the Planning Commission bylaws, officers shall be elected by a majority vote of the Commissioners at the first regular business meeting of December each year. Based on this, elections will need to be held at the December 12, 2018 meeting. The following are the current officers of the Planning Commission.

Chairperson: Commissioner Thompson
Vice-Chairperson: Commissioner Boynton
Secretary: Commissioner Kelley

The typical process for electing an officer is to have a nomination, a second to the nomination, and then a vote on the nomination by the full commission. It is common place to vote in the following order:

Chairperson
Vice-Chairperson
Secretary

The commissioner elected to their positions will need to take their respective office at the same meeting at which they were elected. Due to this the person elected chairperson will need to assume their responsibilities immediately after the close of the elections. Please feel free to contact me prior to the meeting if anyone has any questions.



Planning Commission Rules and Procedures

Adopted by the Planning Commission: October 28, 2015
Approved by the Township Board: December 1, 2015

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Article I- Objectives

The objectives of the Van Buren Township Planning Commission are those set forth in Public Act 33 of 2008, as amended, being the Michigan Planning Act (MCL 125.3801 *et seq.*), and Public Act 110 of 2006, as amended, being the Michigan Zoning Enabling Act (MCL 125.3101 *et seq.*). The powers and duties of the Planning Commission are those delegated to it by the above-mentioned Acts.

Article II – Commission Membership

Section 1

The Van Buren Township Planning Commission shall consist of seven (7) voting members each appointed by the Township Supervisor, subject to approval of the Township Board of Trustees. The Commission’s seven (7) voting members shall be comprised of six (6) citizen-members from the community and one (1) member of the Township Board of Trustees. No other elected officer or employee of the township is eligible to be a member of the Planning Commission other than the Township Supervisor in his/her ex-officio capacity pursuant to Public Act 359 of 1947, MCL 42.10 (h).

In the event the Township Supervisor becomes an ex-officio member of the Planning Commission pursuant to MCL 42.10 (h), it shall be in a non-voting capacity and his/her position as an ex-officio member of the Planning Commission shall not affect the establishment of a quorum for voting purposes. In the event the Township Supervisor becomes the ex-officio member of the Planning Commission through appointment by the Township Board, it shall be in a voting capacity and for purposes of constituting a quorum.

Section 2

Each member shall be appointed for a term of three (3) years and will continue to serve and perform until reappointed, a successor is appointed or removal for non-performance of duty. Successors will be appointed by the Township Supervisor, subject to approval of the Township Board of Trustees.

Article III- Election of Officers: Their Duties

Section 1

A Chairperson, Vice-Chairperson and Secretary shall be elected by a majority vote of the Commissioners at the first regular business meeting of December each year, or when a vacancy occurs. Such other officers as are deemed necessary for the conduct of business shall be appointed by the Planning Commission as required. All officers shall take their respective office at the same meeting at which they were elected.

Planning Commission Rules and Procedures

Section 2

The Chairperson shall preside at all meetings of the Planning Commission and shall have the powers and duties conferred upon such officers by these rules and procedures and by parliamentary procedure. The Chairperson shall be a citizen-member of the Planning Commission and shall enjoy the privilege of discussing all matters before the Planning Commission, and of voting thereon. The Chairperson shall appoint such committees as may be authorized by the Planning Commission and shall be an ex-officio member of all such committees.

Section 3

The Chairperson shall serve as the Planning Commission representative to the Board of Zoning Appeals, also known as the Zoning Board of Appeals. Alternatively, the Chairperson may appoint a citizen-member of the Planning Commission to serve as the representative to the Board of Zoning Appeals. This appointment, if necessary, shall be made each year at the same meeting as the election of officers or when a vacancy occurs.

Section 4

The Vice-Chairperson shall be a citizen-member of the Planning Commission and shall preside and exercise all of the duties of the Chairperson in his/her absence. In the event both the Chairperson and the Vice-Chairperson are absent from a meeting, a temporary Chairperson shall be elected by a majority vote of the Commissioners present.

Section 5

The Secretary shall sign all formal correspondence from the Planning Commission, and perform other duties normally devolving upon such office.

Article IV- Meetings

Section 1

All Planning Commission meetings shall be open to the public in accordance with the Open Meetings Act, Michigan Public Act 267 of 1976, as amended; and all minutes and other records of proceedings shall be made matters of public record in accordance with the Freedom of Information Act, Michigan Public Act 442 of 1976, as amended.

Section 2

A recording secretary, whose position shall be a non-voting one in order to record accurate minutes of the proceedings, shall be provided by the Township for all workshop, regular, and special Planning Commission meetings.

Section 3

Planning Commission Rules and Procedures

The schedule for regular business meetings, at which formal decisions and recommendations may be made, shall be adopted at or prior to the first meeting in December of each calendar year. Meetings may be rescheduled by a vote of the Planning Commission, then appropriately posted and properly noted by the recording secretary.

Section 4

Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call such a meeting when requested to do so by a majority of the Commissioners. Special meetings shall be appropriately posted at least 48 hours prior to such a meeting and shall state the purpose, location, and time of the meeting and properly noted by the recording secretary.

If any individual or group of individuals requests a special meeting, the Township shall be reimbursed the costs for all necessary expenditures incurred.

Section 5

A quorum shall consist of four (4) commissioners.

Section 6

A concurring vote of the majority of the Commissioners present, but not less than four (4), shall be necessary to pass on any matter referred to the Planning Commission, or any matter upon which the Planning Commission is required to act by law.

Section 7

It will be the responsibility of the Chairperson to limit debate so that all items placed on the agendas will be heard. In an effort to encourage public participation in the planning process, remarks from members of the public who are not associated with the applicant or appearing at the request of the Township to provide specific information, shall be limited to five minutes each. A second opportunity shall be afforded these individuals after all members of the public wishing to speak for the first time on the matter have had an opportunity to do so and the second set of remarks shall be limited to three minutes.

Section 8

All proceedings of the Planning Commission shall be initiated by motion and voted upon by all Commissioners present. A roll call vote shall be taken in all matters pertaining to rezoning, other recommendations to the Township Board, and in all other cases where the nature of the matter to be decided appears to warrant a roll call vote. In the event one or more of the Commissioners abstains from voting on a particular matter, that abstinence shall not be counted as a vote either in favor of or opposed to the issue to be decided. Permission for such abstinence must be granted by a simple majority of the other Commissioners present.

Article V- Procedures

Planning Commission Rules and Procedures

Section 1

All inquiries, applications and any other matters requiring action by the Planning Commission shall be submitted in writing to the Township Developmental Services Department a minimum of fourteen (14) days prior to a scheduled meeting of the Planning Commission. Actions requiring a public hearing are subject to the notice requirements in Section 3.

The Developmental Services Department shall forward a copy of the agenda to the Township Clerk and all agenda items to the Planning Commissioners, Director of Planning and appropriate consultants for expeditious preliminary review. Petitioners shall also be notified prior to the date of their scheduled agenda item.

Section 2

The Planning Commission may require such surveys, plans or other information as it may deem necessary for the proper evaluation and consideration of the related matter. All petitions shall be made in the approved form, and shall contain complete information as to the full intentions for the petitioner, as well as, legal and informal description of the property in question. In the event insufficient data is provided, the Planning Commission may table the entire matter until such time as all required information is furnished.

Section 3

When the Planning Commission is called upon to hold a public hearing on any proposed amendment to the Zoning Ordinance, Zoning Map, Master Plan, or special land use request; not less than a fifteen (15) day notice of the time and place of such hearing shall be published in a newspaper of general circulation within Van Buren Township.

Notice shall also be sent to the owners of property for which approval is being considered, to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located in the zoning jurisdiction. The notice shall do all of the following:

- a) Describe the nature of the request.
- b) Indicate the property that is the subject of the request.
- c) State when and where the request will be considered.
- d) Indicate when and where written comments will be received concerning the request.

Section 4

At the time of application, the petitioner shall deposit with the Township Treasurer a check payable to the Van Buren Township. Said deposit shall be used to cover the expenses of the processing of the requested action in accordance with the

Planning Commission Rules and Procedures

Township Zoning Ordinance. Fees shall be reviewed from time to time by Township staff and then adopted by the Township Board.

Article VI- Order of Business

Section 1

The order of business at regular meetings shall be:

1. Call to order
2. Roll call
3. Approval of Agenda
4. Approval of Minutes
5. Correspondence
6. Public Hearings
7. Unfinished business
8. New business
9. General Discussion
10. Adjournment

Article VII- Reports

Section 1

The Planning Commission shall keep the Township Board apprised of its proceedings by forwarding copies of all approved minutes within one (1) week of their approval.

Article IX- Expenditures

Section 1

All disbursements shall be accounted for in accordance with the Van Buren Township purchasing policy guidelines as established by the Township Board of Trustees.

Article X- Responsibilities of Commissioners

Section 1

Commissioners shall endeavor to attend all meetings of the Planning Commission. When a Planning Commission member needs to be excused, he or she should notify the recording secretary prior to the meeting. If any member of the Planning Commission has three (3) unexcused absences in a row, then that member shall be considered delinquent. Delinquency shall be grounds for the Township Board to remove any member for non-performance of duty. The recording secretary shall

Planning Commission Rules and Procedures

keep attendance records and shall notify the Township Supervisor whenever any member of the Planning Commission has three (3) unexcused absences in a row.

Section 2

Commissioners shall attend training relative to the duties of the Planning Commission. All members of the Planning Commission should attend a minimum of two (2) Township approved training classes or sessions annually. Township staff shall inform Commissioners of training opportunities and attempt to organize training classes or sessions within Van Buren Township.

Section 3

Commissioners shall make every effort to avoid a conflict of interest that shall arise from a real or seeming incompatibility between the Commissioner's private interests and the Commissioner's public or fiduciary duties. Planning Commission members shall declare a conflict of interest and abstain from participating in any hearing, deliberations, discussion, or vote on a request when:

- a) A relative or other family member is involved in any request for which the Planning Commission is asked to make a decision;
- b) The Planning Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association;
- c) The Planning Commission member owns or has a financial interest in neighboring property. For the purposes of this section, a neighboring property shall include all property falling within the notification radius for the proposed development, as required by the Zoning Ordinance or other applicable ordinance or state statute;
- d) There is a reasonable appearance of a conflict of interest, as determined by the Planning Commission member declaring such conflict;
- e) The Commissioner has taken a public position on a matter before the Commission before participating in a hearing or voting shall be considered a conflict of interest.
- f) The majority of the members of the Planning Commission present vote in the affirmative that they believe a member has a conflict of interest in the matter before them.

Failure of a member to disclose a potential conflict of interest as required by these Bylaws shall constitute malfeasance in office.

Article XI- Amendments

Section 1

These bylaws may be amended by a two-thirds (2/3) vote of the entire membership of the Planning Commission, subject to approval of the Township Board and adherence to the enabling act(s).

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
November 14, 2018
MINUTES - DRAFT**

Chairperson Thompson called the meeting to order at 7:32 p.m.

ROLL CALL:

Present: Jahr, Boynton, Atchinson, Budd and Thompson.

Excused: Franzoi, Kelley.

Staff: Director Akers and Secretary Halstead.

Planning Representatives: McKenna Associate, Patrick Sloan and Fishbeck Associate, David Potter.

Audience: Thirteen (13).

APPROVAL OF AGENDA:

Motion Boynton, Atchinson second to approve the agenda of November 14, 2018 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Budd, Jahr second to approve the regular meeting minutes of October 24, 2018 as presented. Motion Carried.

NEW BUSINESS:

ITEM # 1 18-021 – PHASE TWO (2) FINAL SITE PLAN APPROVAL

TITLE: THE APPLICANT, ACS MICHIGAN (SUBARU RESEARCH & DEVELOPMENT), IS REQUESTING PHASE TWO (2) FINAL SITE PLAN APPROVAL (PER THE APPROVED DEVELOPMENT AGREEMENT) TO CONSTRUCT AN AUTOMOTIVE RESEARCH AND DEVELOPMENT FACILITY.

LOCATION: SUBJECT PROPERTY IS LOCATED AT 50015 MICHIGAN AVENUE, OTHERWISE KNOWN AS THE HAROLD SMITH FARM.

Senior Associate Gary Tressel of HRC gave the presentation for the applicant. Mentioned that they are in the final approvals with Wayne County and they have their MDOT permits.

Patrick Sloan of McKenna Associates presented his final site plan review letter dated 11-9-18 which provided comments and recommendations regarding their revised site plans.

David Potter of Fishbeck Associates presented his final site plan review letter dated 11-9-18 recommending the Planning Commission grant final site plan approval subject to the comments and recommendations of their letter.

Commissioner Boynton presented the Fire Department review letter dated 11-1-18 recommending approval.

Commissioner inquired about the proposed development agreement between Subaru and the Township regarding the sidewalk. Through the development agreement it would retain the Township's ability to control sidewalks being installed within the ordinance's guidelines.

Commissioners inquired about the equipment that will be mounted on the 35-foot pole. The 3-4 feet mounted camera on the 35 pole is for security of the site. The planning commission did not have any issues with the mounted security equipment on the light pole.

Motion Boynton, Budd second to grant ACS Michigan (Subaru Research & Development) Phase two (2) final site plan approval to construct an automotive research and development facility, located at 50015 Michigan Ave, otherwise known as the Harold Smith Farm, subject to the recommendations in the McKenna Associates review letter dated 11-9-18 to include planning commission discretionary approval of the galvanized fence in the rear, the implementation of the decorative fence from the east side of the parking lot to the northwest corner of the detention pond fence, and the approval of the 35 ft. light pole with additional mounted security equipment, Fishbeck Associates review letter dated 11-9-18 and the Fire Departments review letter dated 11-1-18. Motion Carried. (Letters Attached)

ITEM # 2 18-028 – PRELIMINARY SITE PLAN APPROVAL

TITLE: THE APPLICANT, KOJAIAN VAN BUREN ACQUISITIONS (NEAPCO), IS REQUESTING PRELIMINARY SITE PLAN APPROVAL TO CONSTRUCT A 72,630 SQUARE FOOT LIGHT INDUSTRIAL BUILDING.

LOCATION: PARCEL NUMBER V-125-83-002-99-0026-706 (6615 Haggerty Rd.). THE SITE IS APPROXIMATELY 5.3 ACRES. THIS SITE IS LOCATED ON THE EAST SIDE OF HAGGERTY ROAD BETWEEN VAN BORN AND ECORSE ROAD.

Tony Antone with Kojaian gave a presentation for their proposed 72,630 sq. ft building.

Civil Engineer Jim Butler with PEA gave details of the project. The plan provides for 105 parking spaces, a detention basin on the south side which will meet the requirements of the Township's engineers and Wayne County (permit still needs to be obtained) and two entrances from Haggerty Road and cross-connection access from Ecorse Rd.

They have no issues meeting the conditions of McKenna's review letter dated 11-8-18 and Fishbeck's review letter dated 11-9-18.

Patrick Sloan of McKenna Associates presented his preliminary site plan review letter dated 11-8-18. The site meets all the zoning and setback requirements.

David Potter of Fishbeck Associates presented his preliminary site plan review letter dated 11-9-18.

Commissioner inquired about the greenbelt. Kojaian will address landscaping plans at final site plan approval.

Motion Jahr, Budd second to grant Kojaian Van Buren Acquisitions (Neapco) preliminary site plan approval to construct a 72,630 square foot light industrial building subject to the recommendations in the Mckenna Associates review letter dated 11-8-18, Fishbeck Associates review letter dated 11-9-18, Fire Department review letter with exceptions dated 11-5-18 and that the greenbelt buffering issue be resolved before final site plan approval. Motion Carried. (Letters Attached)

ADJOURNMENT:

Motion Boynton, Atchinson second to adjourn at 8:48 p.m. Motion Carried.

Respectfully submitted,

Anna Halstead
Recording Secretary



**CHARTER TOWNSHIP OF VAN BUREN
APPLICATION FOR
TEMPORARY LAND USE/SPECIAL EVENT
46425 TYLER ROAD
BELLEVILLE, MI 48111**

RECEIVED

NOV 7 2018

18-037

BY: _____

DATE: 11/7/2018

BUSINESS NAME: Ricardo, Inc.

CONTACT PERSON: Colin Kimber PHONE # 734.306.2264

SUPERVISOR FOR SITE: Robert Neighbors PHONE # 313.608.2537

EVENT TITLE: Mobile Hydrogen Refueling Station (Note: Repeat of permit issued 12/15/2016)

TYPE OF EVENT: Temporary Refueling Station for Fuel Cell Vehicles DATE(S): 12/2018 - ~~4~~/2019

LOCATION OF EVENT: Secured Vehicle Lot adjacent to Vehicle Garage (see attached layout)

ADDRESS OF LOCATION: 40000 Ricardo Drive, Van Buren Township MI 48111

PROPERTY OWNER REPRESENTATIVE: Robert Neighbors PHONE # 313.608.2537

ARE SIGNS PROPOSED FOR ADVERTISING: ___ YES NO IF YES, INCLUDE LOCATIONS & DETAILS

OTHER _____

IF OUTSIDE USE OF THE SITE IS PROPOSED SUBMIT DRAWING OF LAYOUT AND INCLUDE CRITERIA ITEMS (ATTACHED)

NOTES:
IF NOISE ABOVE 65 DB, ODOR, GLARE, SMOKE, VIBRATION ARE EXPECTED BEYOND THE PROPERTY BOUNDRIES PLEASE EXPLAIN IN SEPARATE LETTER.

ALL STRUCTURES INSTALLED FOR THE SPECIAL EVENT MUST BE REMOVED FROM SITE NO LATER THAN THREE (3) DAYS AFTER THE EVENT.

PROCESSING FEE \$ _____ BOND FEE \$ _____ TOTAL \$ _____

Robert Neighbors
(SIGNATURE OF APPLICANT)

11/7/2018
(DATE SIGNED)

(APPROVED BY)

(DATE SIGNED)



Memo

TO: Planning Commission

FROM: Grace Stamper
Planning and Economic Development Intern

RE: Review of Temporary Land Use Request # TLU18-037- Ricardo, Inc.
Agenda Item for December 12, 2018

DATE: December 4, 2018

Ricardo, Inc. is requesting a Temporary Land Use permit for a Mobile Hydrogen Refueling Station for Fuel Cell Vehicles in their secured vehicle lot at 40000 Ricardo Drive. The use is proposed to be from December 2018- April 2019. Per article 7, section 7.120 of the Zoning Ordinance, temporary uses that operate for more than seven (7) consecutive days require Planning Commission approval.

I have reviewed the application and the requirements of article 7, section 7.120 of the ordinance for temporary land use approval and have the following comments:

- 1. Adequacy of parking and access:** The proposed use is placed in a location that does not impede access to the lot it is in. Its use will not increase vehicle traffic on the site and it does not take up any parking stalls in the main lot, so overall parking on the site remains adequate.
- 2. Adequate drainage:** The proposed use will be placed on the existing parking lot. It will not cause drainage issues because it does not change the amount of impervious lot surface or the amount of water directed into the storm system.
- 3. Compatibility with surrounding land uses:** The site is zoned M-1, light industrial. It is bounded to the east by I-275, the south by Tyler Road, the north by another light industrial development, and the west by an open field. The proposed use is permitted on parcels zoned light industrial and is related to the current light industrial use of automotive research and development on the parcel, so it is compatible with surrounding land uses.
- 4. Size, height, and type of construction of proposed buildings and structures in relation to surrounding site:** There is no building to be constructed. The proposed use is a temporary mobile unit that will be removed when the permit expires.

5. Sufficient setback from road right-of-ways and lot lines: The location of the proposed use meets the 50' front, 40' rear, and 40' side setback requirements.

6. Adequate utilities: The proposed use does not require the use of any utilities at the site, so the site's current utilities are adequate.

7. Trash disposal and site clean up: The proposed use is not expected to generate any trash per correspondence with the applicant.

8. Sanitary facilities: The proposed use will support the current operations of the applicant, not attract more people to the site. The applicant's existing sanitary facilities are sufficient.

9. Hours of operation: The expected hours of operation are during normal business hours from 7am- 5pm.

10. Outdoor lighting and signs: The proposed use does not include any outdoor lights or signs.

11. Other licenses or permits required: There are no other licenses or permits required for the proposed use.

12. Potential noise, odors, dust, and glare: Per correspondence with the applicant, the proposed use creates little if any noise, so there is not expected to be any noise, odors, dust, or glare from the proposed use which impacts surrounding properties or the public.

13. Fire lanes, fire protection, and security: The location of the proposed use leaves adequate access to the lot it is placed in. The Fire Marshall has reviewed the application and recommended approval in a 12-5-18 letter.

14. Off-site impacts of traffic volume: The proposed refueling station will be placed in a secured lot on the property and only used by the applicant. Therefore, it will not increase or impede off-site traffic volume.

15. Necessity of a performance guarantee or insurance to ensure proper termination and removal of the use, clean up or compensation for impacts of the temporary use: As the proposed use is not expected to negatively impact the site or the surrounding area, there is no need for a performance guarantee or insurance.

16. Other concerns which may impact the public health, safety, or general welfare: The proposed use entails chemical storage (hydrogen) within the refueling unit, which would cause concern if the chemicals were not stored properly. However, the applicant has outlined safety measures and guidelines to sufficiently show that the unit is safe.

Recommendation

Ricardo, Inc. submitted an application for the same Mobile Hydrogen Refueling Station in 2016 and was granted approval. If this year's application is approved, it would meet all of the same standards and requirements that the approved 2016 temporary land use did.

I recommend approval of Case #18-037 for Ricardo Inc.'s temporary land use permit for a Mobile Hydrogen Refueling Unit for Fuel Cell Vehicles from December 2018- April 2019 subject to the following condition:

1. Compliance with the conditions set forth in the 12-5-18 Fire Department review letter

David C. McInally II
Fire Marshal
O: 734-699-8900 ext 9416

Van Buren Fire Department
46425 Tyler Rd
Belleville, MI 48111



12-5-2018

Department Building and Planning
46425 Tyler Road
Belleville, MI 48111

Re: Temporary land use permit
40000 Ricardo Dr

18-037

To whom it may concern:

I have reviewed a plan for temporary use permit for the Air Products Mobile On-Site Hydrogen fueler trailer submitted to my office. This project was explained to be the same as previously and with no changes and all requirements met, project is approved.

Project Overview:

The refueling unit is requested temporarily to refuel the vehicles during testing period.

NFPA 2 and NFPA 55

1. Dispensing facilities shall be certified as meeting the requirements of this code by qualified engineer with expertise and competence in the design, fabrication and construction of the hydrogen containers, piping systems, site fire protection, gaseous detection, emergency shutdown provisions, isolation, drainage, site spacing, fire protection equipment, operating procedures, worker protection and other components of the facility.
NFPA 2 10.2.1.1
2. A hazard analysis shall be conducted on the hydrogen fueling system installation by a qualified engineer with proven expertise in hydrogen fueling systems, installations and hazard analysis techniques.
NFPA 2 10.2.1.2
3. Hydrogen dispensing systems shall be leak tested after final installation to prove them free from leaks at a pressure equal to at least the normal service pressure of that portion of the system.

Our Mission: The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.

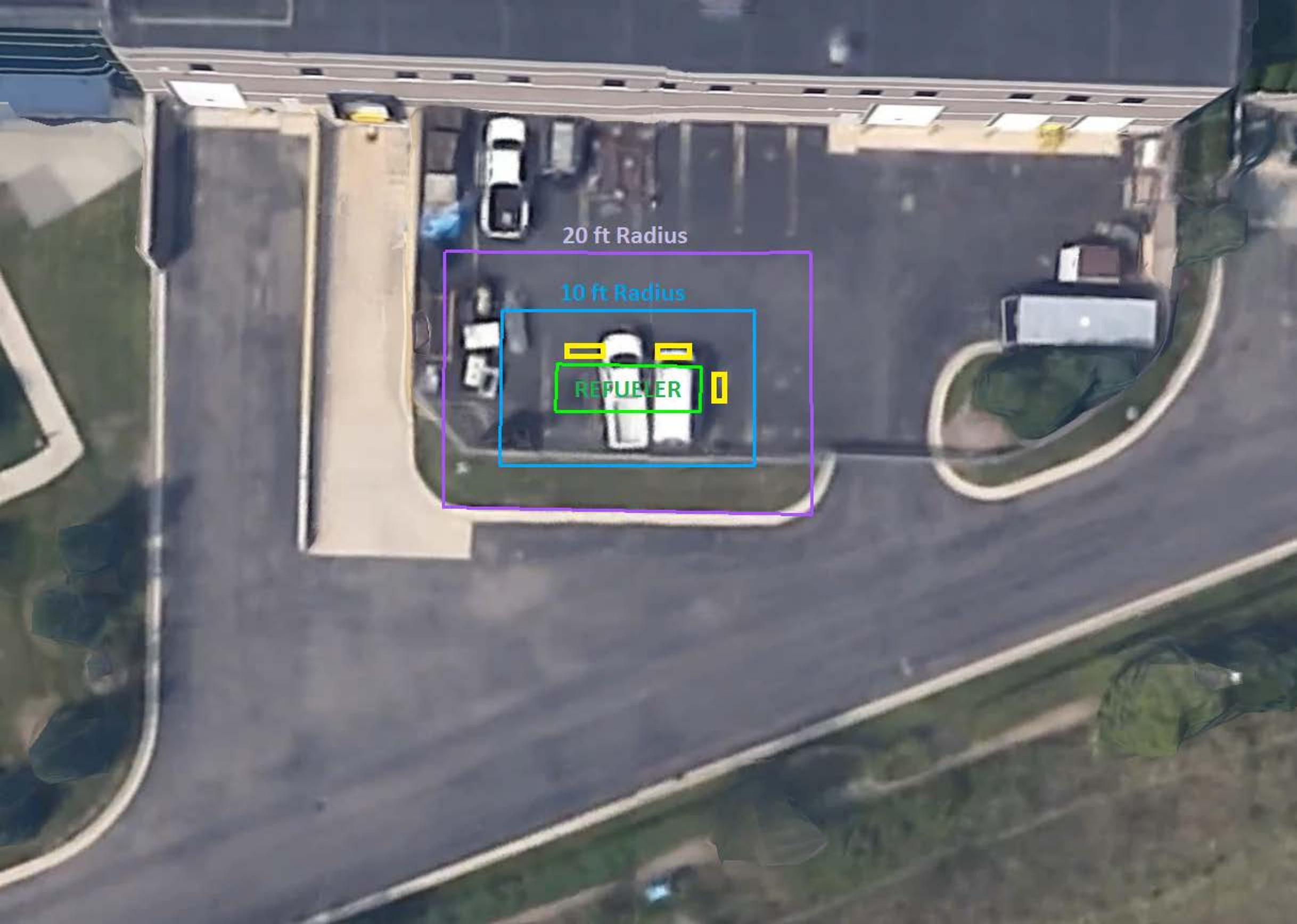
- 4. System maintenance shall be performed as required by manufactures instructions. **NFPA 2 10.3.1.10.1**
- 5. Dispensing equipment shall be provided with hydrogen gas detection, leak detection, and flame detection at the fueling area. **NFPA 2 10.3.1.11**
- 6. **Notification of unauthorized release.** The fire department shall be notified immediately or in accordance with approved emergency procedures when an unauthorized release becomes reportable understate, federal, or local regulations. **NFPA 2 10.3.1.18.1**
- 7. Personnel shall be trained in the hazards of the materials employed and actions required by the emergency plan. The level of training to be conducted shall be consistent with the responsibilities of the persons to be trained in accordance with 4.11.1 through 4.11.4 **NFPA 2 4.10.4**
- 8. Emergency response liaison personnel shall do the following: **NFPA 2 4.11**
 - 1. Aid emergency responders in pre-planning responses to emergencies
 - 2. Identify locations where (GH2 or LH2) are located.
 - 3. Have access to material safety data sheets.
 - 4. Be knowledgeable in the site emergency response procedures. **NFPA 2 4.11.3.2**
- 9. Protection from vehicular damage **NFPA 2 4.14-4.14.1.2**

Review and approval by the Authority Having Jurisdiction shall not relieve the applicant of the responsibility of compliance with sections of these codes.

If you have any questions about this plan review report, please feel free to contact me

Respectfully submitted,

David C McInally
 Fire Marshal
 Van Buren Fire Department



20 ft Radius

10 ft Radius

REFUELER

November 28, 2016

Charter Township of Van Buren
46425 Tyler Road
Belleville, M 48111

Van Buren Township,

This document serves as the requested document as part of the submission for the temporary use permit for the *Air Products Mobile On-Site Hydrogen Fueler* to be located at:

Ricardo, Inc.

4000 Ricardo Drive, Van Buren Township, Detroit, MI 48111-1641

This refueling unit is requested in support of Toyota and their new Hydrogen Fuel Cell Electric Vehicles. Since there are a very limited number of local hydrogen fueling stations throughout the State, Toyota Motor Sales is offering a hydrogen mobile refueling unit (manufactured and maintained by Air Products) to be placed temporarily to refuel the vehicles during this testing period. While this is a temporary solution, it will go a long way to ensure Toyota drivers have an option to refuel at a location at which they need to conduct testing. The actual fueling will be performed by a trained technician. Toyota has executed several similar projects in California using the same temporary mobile fueling stations to allow for other testing of new vehicles.

Proposed Trailer Schedule –

Date	Approximate Time	Activity
12/12/2016	10:00 am	Load in and set up Trailer
12/13/16 - 2/12/17	Dedicated Times	Refueling of vehicles
2/13/16	10:00 am	Load out the trailer

On-Site Hydrogen Fueler

The refueling trailer being provided is an Air Products HF-150 Mobile Hydrogen Fueler. Some basic facts are outlined and pictured below.

Service Pressure	46 MPa (6600 psig)
Total Capacity 150 kg,	63,450 SCF
Dispenser Press.	35 MPa (5076 psig)
Gasoline Equiv.	150 gallons
DOT Compliant	



Please see the supplementary Specification Sheet (Attachment 1), Safety Shut-off Features (Attachment 2), and Set-Back Distances document (Attachment 3), attached to this brief for more in-depth information on this trailer. The Set-Back Distance checklist (Attachment 3) is based upon NFPA 55, Chapter 10, 2010 and the trailer placement site has been remotely reviewed by Air Products and will be confirmed and signed off on when the trailer has been delivered.

Sincerely,

Air Products



Att1 Datasheet-
HF-150 Mobile ... AP_HF150_Detai...



Att2



Att3 Air Products
C Siting For...

Attachment 4 is the Fueling Protocol and Site Safety Measures that Toyota, Ricard, and APEX are putting in place to aid in the safe operation of the mobile fueler. These items have not been confirmed by Air Products.

Attachment 4- Ricardo Fueling Protocol and Site Safety Measures

Fueling Protocol

- *Fueling performed by authorized personnel only*
- *No unauthorized personnel in fueling area*
- *No unauthorized equipment or vehicles in fueling area*
- *Fueling only during designated times*
- *Mobile fueler may be secured, but unmanned when not fueling*
- *No smoking in fueling area*
- *Portable fire extinguisher (20-B:C) in fueling area*

Safety Measures

The fueling trailer will be protected from any vehicle impact by k-rail barriers placed around the perimeter. Chain link fence, with a locked gate will enclose the k-rail and trailer to keep the public out of the fueling area. A portable fire extinguisher will be on site as well.

Please feel free to contact our office with any questions surrounding the Mobile Hydrogen Fueler.

PROPOSED FUELER LOCATION



Fueler Parker Parallel to Curb





TECHNICAL DATA SHEET

EQUIPMENT: HF-150 MOBILE HYDROGEN FUELER

<i>Design Parameters</i>	<i>Specification</i>	<i>Units of Measure</i>
Service Pressure	6,600 (45)	psig (MPa)
Total Capacity	147	kg
Usable capacity for H35 service	70-90	kg
Dispensing Pressures (H35 service)	5,076 (35)	psig (MPa)
Trailer Length	26 (7.9)	feet (meters)
Trailer Width	8.5 (2.6)	feet (meters)
Trailer Height	7.0 (2.2)	Feet (meters)
Total Weight	43,500 (19,731)	pounds (kg)
Utilities Required	None	



DISPENSER DETAILS:

<i>Item</i>	<i>Details</i>
Vehicle Interface	SAE J2600 Compliant, Drive away / Breakaway Protection
Wireless Telemetry	Standard
Fill Types	Per APCI fueling spec.
Fill Method	PLC Automated Eight Tube Cascade
User Interface	Controlled personnel access by PIN (personal identification number)

EQUIPMENT DETAILS:

<i>Description</i>	<i>Material</i>	<i>Details/Comments</i>
Storage Vessels	High Strength Carbon Steel	Meets D.O.T. Requirements
Valves	Stainless Steel	Per ASME B31.3
Relief Vent	Stainless Steel	Relief valve set point 7000psig (48 MPa)
Pressure Relief Device	Brass	Per ASME B31.3
Thermal Relief Device	Rupture Disk	Meets D.O.T. Requirements

SITE REQUIREMENTS:

<i>Item</i>	<i>Details</i>
Foundations Required	None – Can be sited on Macadam Surfaces or gravel with proper supports
Electrical	None – Self Contained Power (Solar Panel, battery operated)
Water	None Required
Phone	None – Wireless telemetry included
Grounding Rod	Yes – required at site
Siting Distances	Per NFPA 55 – Air Products should provide site evaluation

TRANSPORTATION REQUIREMENTS:

<i>Item</i>	<i>Details</i>
Trailer Design	Complies with 49 CFR
Transport Requirements	Air Products Delivered and Set up for Operation, Tractor Trailer

AIR PRODUCTS ADDITIONAL SERVICES

- HYDROGEN REPLENISHMENT
- DELIVERY AND PICKUP
- USAGE TRACKING
- KNOW₂O_WSM HYDROGEN SAFETY TRAINING

Air Products SmartFuel® HF-150 HYDROGEN FUELER

The HF-150 Hydrogen Fueler is a self-contained 350 bar hydrogen fueling trailer that holds approximately 150 kg (63,450 SCF) of hydrogen at a maximum settled pressure of 6600 psig. It is pulled by a tractor, parked, and left in a secure location until it needs to be refilled, at which point it may be taken to an Air Products facility for refilling or filled in place. The HF-150 requires no utilities but may be powered by 120V if used for long periods of time. The trailer must be grounded. When vehicles being fueled from the station are not parked on concrete, a grounding connection is provided by the HF-150.

Below is a listing of the HF-150's major safety features:

General:

- Equipment sited in conjunction with customer with appropriate setbacks, compliant with NFPA 2, "Hydrogen Technologies Code"
- Local and remote emergency stop buttons, which isolate all H2 storage tubes and stop the flow of H2 during fueling.
- **When idle or in an alarm state, the fueler is always considered to be in a safe mode; all actuated valves are closed except during a normal fueling operation.**
- Open top for maximum ventilation.
- Complete HAZOP analysis of fueler design
- Over a decade of successful operating experience: Eight HF-150 units are currently operating in California
- PIN code to control access to fueling operation

Fueling Operation:

- The HF-150 is grounded when parked at all times. A ground connection is provided for vehicle fueling.
- Fueling hose and vent hose breakaway connections.
- No Smoking, No Cell Phones, No Open Flames, and 350 Bar Hydrogen Labeling in Fueling Hose Compartment, compliant with NFPA 2
- Leak detection systems for the dispenser when idle (between fuelings) and also during fueling
- Use of hoses that significantly exceed burst pressure requirements.

Shutdowns:

The following table shows conditions that will shut down the fueler:

Control	Action
E-Stop (Remote)	Close All Valves; System Shutdown; Remove Power to Control
E-Stop (Panel)	
Hose Break	Close All Valves; Halt Fill Process; Screen Display of System Shutdown
Slow Leak	
Excess Flow	
Transmitter Failure	
Low Temperature	

High Temperature in Back Cabinet	Close All Valves; Halt Fill Process; Screen Display of System Shutdown; Energize External Beacon
Hydrogen Gas Detected at 25% of LFL (1% Hydrogen) During Fueling	

Attachment 3 - Set-Back Distance Checklist



Date:		Category:	
Customer:			
Location:			

Type of Outdoor Exposure NFPA 55, Chapter 10, 2010 Edition	Minimum Distance Required (shortest distance between exposure and nearest point of H2 system)		
	3000 to ≤7500 psi Nearest 5 (ft) <small>For use with 3/8" SST .086 WT max pipe diameter systems</small>	Evaluation	Notes
(1) Lot lines (greater of a or b); Includes lot lines to other customer owned properties	20		
(2) Exposed persons other than those involved in servicing of the system ^c	10		
(3) Buildings and structures; Combustible construction ^d	10		
(3) Buildings and structures; Noncombustible non-fire-rated construction ^e	10		
(3) Buildings and structures; Fire-rated construction with a fire resistance rating of not less than 2 hours ^f	5		
(4) Openings in buildings of fire-rated or non-fire-rated construction (doors, windows, and penetrations) Openable ^g ; Fire-rated or non-fire-rated	20		
(4) Openings in buildings of fire-rated or non-fire-rated construction (doors, windows, and penetrations) Unopenable ^g ; Fire-rated or non-fire-rated	10		
(5) Air Intakes (HVAC, compressors, other) ^h	20		
(6) Fire barrier walls or structures used to shield the bulk system from exposures ⁱ	5		
(7) Unclassified electrical equipment ^l	15		
(8) Utilities (overhead) including electric power, building services, hazardous materials piping ^d	10		
(9) Ignition sources such as open flames and welding ^g	20		
(10) Parked cars ^c	10		
(11) Flammable gas storage systems, including other hydrogen systems above ground; Nonbulk (<400 scf for hydrogen)	10		
(11) Flammable gas storage systems, including other hydrogen systems above ground; Bulk ^k	15		
(12) Aboveground vents or exposed piping and components of flammable gas storage systems, including other hydrogen systems below ground ^d Gaseous or cryogenic	10		
(13) Hazardous materials (other than flammable gases) storage below ground ^d ; Physical hazard materials or health hazard materials	10		
(14) Hazardous materials storage (other than flammable gases) above ground ^d ; Physical hazard materials or health hazard materials.	10		
(15) Ordinary combustibles, including fast-burning solids such as ordinary lumber, excelsior, paper, and combustible waste and vegetation other than that found in maintained landscaped areas ^d	10		
(16) Heavy timber, coal, or other slow-burning combustible solids ^d	10		
Systems within 50' of aboveground storage of all classes of flammable and combustible liquids shall be located on ground higher than such storage, except where dikes, diversion curbs, grading, or separating solid walls are used to prevent accumulation of these liquids under the system.	Review		
Distances apply to the unloading connection on delivery equipment	Review		
Oxygen Storage >20,000 scf - Hydrogen storage 25,000 cubic feet or less (see oxygen site evaluation)	25		
Oxygen Storage >20,000 scf - Hydrogen storage 25,000 cubic feet or more (see oxygen site evaluation)	50		
Is there a ground rod located within 25 feet of the fueler to ground the fueler?	YES/NO		
Is there adequate room to allow easy access for the fuel cell vehicle to maneuver?	YES/NO		
Is the fueler located in a secure area?	YES/NO		
Is there adequate room to maneuver the fueler to locate it in the fueling position (drop area of 50' x 15' with a turn radius of 70')?	YES/NO		
Is there adequate room to refill the mobile fueler using the Hydra, if required? If refilling with Hydra, complete Hydra site evaluation form	YES/NO		
Will a remote dispenser be connected to the mobile fueler? If remote dispenser is within APCI scope, complete NFPA 52 site evaluation form.	YES/NO		

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¹ Distances can be reduced by 1/2 of the distance shown if a fire barrier is installed between the system and the exposure. The fire barrier must have a minimum fire resistance rating of 2 hours. The resultant distance should be measured from the downstream side of the fire barrier wall to the exposure.	
² All distances except for air intakes and overhead utilities, unless otherwise noted, shall not apply if a fire barrier is installed between the system and the exposure. The fire barrier must have a minimum fire resistance rating of 2 hours.	
^a Unignited jet concentration decay distance to 4 percent mole fraction (volume fraction) hydrogen.	See Table Below for Equations (NFPA 55, 2010, Table 10.3.2.2.1(B))
^b D_{rad} - radiation heat flux level of 500 Btu/hr ² ft	
^c D_{rad} for heat flux level of 1500 Btu.hr ² ft2 exposure to employees for a maximum of 3 minutes	
^d The greater of D_{rad} for combustible heat flux level of 6340 Btu/hr ² ft2 or the visible flame length.	
^e The greater of D_{rad} for noncombustible equipment heat flux level of 8000 Btu/hr ² ft2 or the visible flame length.	
^f The minimum clearance between the structure and the system required for access for service-related activities.	
^g Equipment classified at meeting Class I, Division 2, Group B requirements of NFPA 70, <i>National Electrical Code</i> , when the area is in accordance with NFPA 497, <i>Recommended Practice for the Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas</i> .	
^h Bulk hydrogen storage systems are allowed to co-locate other non-liquefied flammable gas systems where the output of the system is designed to deliver a product in which the gases are mixed or blended for delivery into the user's system. The separation distance indicated requires a minimum separation between gaseous and liquid systems integrated into a single system where the liquid source is vaporized, compressed, and stored in the gaseous state.	
Additional Notes: Where fire barrier walls are used on 3 sides - the fire barrier wall shall not have more than 2 sides at 90 degree directions or not more than 3 sides with connection angles of not less than 135 degrees. For hydriil tubes or tube trailers, the distance to any wall shall be not less than 1/2 of the width of the assembly with 5' as a minimum. Piping and controls shall be located at the open side to allow for filling and ventilation. See figure below (tank shown but can apply to tubes or tube trailers). NFPA 55, 2010, Figure A.11.3.2.2.4.1(b)	
Installing a fire wall directly behind a tube trailer (perpendicular to the tube trailer) should be avoided whenever possible. If the firewall needs to be installed directly behind the tube trailer (perpendicular to the tube trailer), a separation distance of 15' must be maintained between the back of the tube trailer and the firewall.	
The subscripts a, b, c, d, e correspond to equations.	
Based on NFPA 55 2010 Table 10.3.2.2.1(a) Minimum Distance from Outdoor Gaseous Hydrogen Systems to Exposures (U.S. Units)	
Items 13 and 14 include flammable liquid storage, toxic materials, oxidizing materials, pyrophoric gases, unstable reactive materials, corrosive gas, etc. For oxygen, refer to the oxygen site evaluation.	

Project Engineer:		Date:	
Approval:		Date:	

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Table 10.3.2.2.1(B) Separation Distance Based on Alternative Pipe or Tube Internal Diameters

Notes*	>15 to ≤250 psi (>103.4 to ≤1724 kPa)	>250 to ≤3000 psi (>1724 to ≤ 20,684 kPa)	>3000 to ≤7500 psi (>20,684 ≤ 51,711 kPa)	>7500 to ≤15,000 psi (>51,711 ≤ 103,421 kPa)
(a)	$D_a = 0.23179d^{0.99951}$	$D_a = 0.73903d^{0.99962}$	$D_a = 1.1062d^{0.99959}$	$D_a = 1.4507d^{0.9995}$
(b)	$D_b = 0.091137d^{1.1305} + e^{-0.084081d} (0.087694d^{0.72081} - 0.091137d^{1.1305})$	$D_b = 0.36599d^{1.1152} + e^{-0.10771d} (0.1885d^{1.2531} - 0.36599d^{1.1152})$	$D_b = 0.60173d^{1.1063} + e^{-0.36516d} (-0.00002521d^{5.6078} - 0.60173d^{1.1063})$	$D_b = 0.84053d^{1.1023} + e^{-0.40355d} (-0.000043007d^{5.7146} - 0.84053d^{1.1023})$
(c)	$D_c = 0.075952d^{1.1922} + e^{-0.087589d} (0.076814d^{0.83088} - 0.075952d^{1.1922})$	$D_c = 0.2889d^{1.092} + e^{-0.10592d} (0.18705d^{1.1705} - 0.2889d^{1.092})$	$D_c = 0.45889d^{1.0887} + e^{-0.46725d} (-0.000027778d^{5.8841} - 0.45889d^{1.0887})$	$D_c = 0.6324d^{1.0859} + e^{-0.52477d} (-0.000086234d^{5.8213} - 0.6324d^{1.0859})$
(d)	$D_d = 0.096359d^{0.99928}$	$D_d = 0.3072d^{0.99962}$	$D_d = 0.45967d^{0.99971}$	$D_d = 0.60297d^{0.99956}$
(e)	$D_e = 0.096359d^{0.99928}$	$D_e = 0.3072d^{0.99962}$	$D_e = 0.45967d^{0.99971}$	$D_e = 0.60297d^{0.99956}$

- Notes:
- Use of this table assumes a leak diameter of 3 percent of the pipe flow area or internal diameter where d = inside diameter (ID) of pipe or tube expressed in millimeters (mm), and $D_{a,b,c,d, or e}$ = separation distance in meters (m).
 - All pressures are gauge pressures.

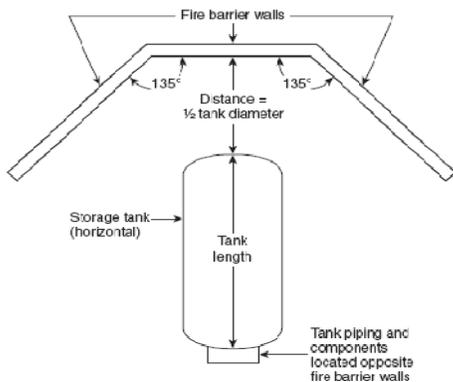


FIGURE A.11.3.2.2.4.1(b) Schematic of Three-Sided Fire Barrier Wall Enclosure for a Horizontal Hydrogen Storage System

Note: The distance criteria in OSHA can be found in OSHA Subpart H Hazardous Materials (29 CFR 1910.103) – although many municipalities use NFPA 55.



Memo

TO: Planning Commission

**FROM: Ron Akers, AICP
Director of Planning and Economic Development**

RE: 2019 Meeting Schedule

DATE: December 5, 2018

Per Article 4, Section 3 of the Planning Commission bylaws, the schedule for regular meetings shall be adopted at or prior to the first meeting in December of each calendar year. I have attached the 2019 meeting schedule for your consideration. Please feel free to contact me if there are any questions regarding this item.

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
2019 MEETING SCHEDULE**

Planning Commission Meetings are held on the 2nd and 4th Wednesday of each month at 7:30 p.m. in the Board of Trustees Room at Township Hall, 46425 Tyler Road Van Buren Township, MI 48111.

**January 9, 2019
January 23, 2019
February 13, 2019
February 27, 2019
March 13, 2019
March 27, 2019
April 10, 2019
April 24, 2019
May 8, 2019
May 22, 2019
June 12, 2019
June 26, 2019
July 10, 2019
July 24, 2019
August 14, 2019
August 28, 2019
September 11, 2019
September 25, 2019
October 9, 2019
October 23, 2019
November 13, 2019
December 11, 2019**

In compliance with the Americans with Disabilities Act, reasonable accommodations will be made available with advance notice.

For more information, please call the developmental Services Office at (734) 699-8913