

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

Regular Meeting: November 9, 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: September 13, 2016.

CORRESPONDENCE:

PUBLIC COMMENT:

UNFINISHED BUSINESS:

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

NEW BUSINESS:

1. 2017 Meeting Schedule

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
DRAFT MEETING MINUTES**

September 13, 2016

Denton Room

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

ROLL CALL:

Present: Dotson, Karamoko, Combs, Barker, Delaney, Dobriansky

Staff: Deputy Director Best, Secretary Halstead

Absent Excused: Armstrong, Covington, Peters, Williams

Audience Members: 7

APPROVAL OF AGENDA: Motion Delaney, Karamoko seconded to approve the September 13, 2016 Agenda. Motion Carried.

APPROVAL OF MINUTES: Motion Combs, Delaney seconded to approve the July 12, 2016 minutes with a correction to the number of audience members present. Motion Carried.

CORRESPONDENCE: None

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

- 1. Proposed Revisions to the By-Laws of the LDFA:** Deputy Director Best went over the revision to the by-laws, specifically the teleconferencing section. The Board discussed the revisions and wording of said revisions. All were in favor to approve the by-laws with the revision of section 7.6 to read "The member of the board of directors telecommuting and compliant with these regulations shall not 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".

- 2. Ecorse Road Property RFP:** Deputy Director Best went over the RFP for the acquisition of the vacant property drafted by Director Akers. Members discussed deadlines, advertising and calculation of the weighted score for the RFP.

Motion Karamoko, Delaney Seconded to approve the RFP with corrections to the weighted score and proposal deadline. The corrections are as follows;

<u>Factor</u>	<u>Weight</u>
1. Price	35%
2. Economic Growth	25%
3. Compatibility	20%

- 4. Master Plan Consistency 15%
- 5. Other 5%,

and proposal deadline of Friday, November 18, 2016 at 2:00pm. Motion Carried.

- 3. Marketing/Community Outreach Update:** The BZA will be hearing a variance request for a secondary monument sign on the property of Grace Lake on September 16, 2016 at 7:00pm. The board discussed size of the sign, and the messages that would be displayed on the scrolling text.

NEW BUSINESS:

- 1. 2017 Budget:** Deputy Treasurer Sean Bellingham answered questions the board members had regarding the proposed budget. Questions were asked regarding the attorney fees and how they were assessed and why there was a lowered tax capture amount.

NON AGENDA ITEMS: Grass cutting at the Ecorse property to display signs for the RFP will be taken care of by DPS.

The Supervisor will investigate any needed adjustments regarding Delaney's term.

ADJOURNMENT: Motion Delaney, Karamoko seconded to adjourn at 3:26pm.
Motion Carried.

Respectfully Submitted,

Anna Halstead
Recording Secretary

CHARTER TOWNSHIP OF VAN BUREN
BOARD OF ZONING APPEALS
Tuesday-September 13, 2016
MINUTES – Draft

Vice-Chairperson Grissett called the Meeting to order at 7:00pm in the Board of Trustees room.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Barnabei, Kelley, Jahr, McKenna, Grissett, Miller, Senters

Absent Excused: Akers

Staff: Best, Halstead

Audience: 4

ACCEPTANCE OF AGENDA:

Motion McKenna, Miller second to accept agenda as presented. Motion Carried

APPROVAL OF MINUTES:

Motion McKenna, Miller second to approve the minutes from February 9, 2016. Motion Carried

CORRESPONDENCE: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

1.) ELECTION OF OFFICERS:

Motion Jahr, Senters Second to have Vice-Chairperson Grissett chair the meetings until a new Chairperson is elected in December. Motion Carried.

2.) GRACE LAKE CORPORATE CENTER SIGNAGE: Deputy Director Best received Vice-Chairperson Grissett's approval to have the applicant present first. Representative from Grace Lake, Craig Medlin, gave his presentation. Deputy Director Best followed with comments and the township staff recommendation. Vice-Chairperson Grissett opened the public hearing for questions and comments.

Motion Jahr, Senters second to approve the requested sign height variance and maximum sign area variance from Section 20.409(5)(c) to allow the construction of a monument sign at the property known as Grace Lake Corporate Center, Parcel ID # 125-83-045-99-0020-704 based on the following conditions:

1. The applicant reduce the size of the proposed sign from 672.5 square feet to 631.25 as specified in the U.S. Sign Council calculation.
2. The applicant reduce the height of the proposed sign from 34.6' to 30' from grade to be consistent with the maximum height for billboards.
3. The applicant develop an agreement with the Township over the governmental use of the sign so it can be exempted from the square footage calculation.

4. The applicant obtain approval from the Michigan Department of Transportation, if necessary, prior to the Township issuing a sign permit.
5. The sign be limited to identifying the corporate center and its tenant's appropriate logos.

This approval is based upon the following findings of fact:

1. Strict compliance with the Zoning Ordinance provisions governing sign height and maximum sign area would prevent the applicant from constructing a monument sign along I-275 which could be safely and effectively viewed from the freeway.
2. The United States Sign Council On Premise Sign Legibility Rules of Thumb document presents a formula for calculating sign size which is based upon determining effective legibility of signs for motorists. Based on the presented information that formula recommends a 631.25 square foot sign area.
3. The proposed sign is an on premise sign, but is sized and in a location which is comparable to a billboard.
4. The Township's Zoning Ordinance establishes a maximum of 30' in height for billboards.
5. The OT zoning district allows for additional monument signs at public thoroughfares.
6. The unique circumstances of the property are its proximity to I-275 and the location of the berm adjacent to the freeway.
7. The issues are not self-created.
8. The request will not impair an adequate supply of light and air to adjacent property or increase congestion on public streets.
9. The request will not increase the hazard of fire or flood or endanger the public safety.
10. The request should not unreasonably diminish or impair established property values within the surrounding area.
11. The request should not in any other respect impair the public health, safety, comfort, morals or welfare of the inhabitants of the Township.
12. The request will not alter the essential character of the neighborhood.

ROLL CALL:

Yeas: Barnabei, Kelly, Jahr, McKenna, Grissett, Miller, Senters

Nays: None

Motion Carried.

ANNOUNCEMENTS, COMMENTS, AND OPEN DISCUSSION: Deputy Director Best introduced Aaron Sellers who is now the BZA's alternate member. Jahr mentioned it will be his last BZA meeting he will be attending after 25 years of service and will miss being a part of the Board.

Motion Miller, Jahr Second to adjourn at 8:21pm

Motion Carried

Respectfully submitted,

Anna Halstead, Recording Secretary



Memo

TO: Local Development Finance Authority

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

RE: Proposed Revisions to the Bylaws of the LDFA

DATE: November 2, 2016

After reviewing the recording of the September meeting it was discovered that a formal motion was never made to recommend approval of the proposed bylaw changes to the Township Board of Trustees. In order to move this item forward the LDFA board will need to make a motion to recommend that the Township Board approve the proposed revisions to the LDFA bylaws. I look forward to further discussion on the matter.

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.
- Requests to participate in a meeting via teleconference shall be made to the Chairperson/designee at least two (2) business days prior to the meeting. The Chairperson/designee shall have discretion to allow or not allow that member to attend via teleconference. The decision of the Chairperson/designee shall be final.
- The member of the board of directors telecommuting and compliant with these regulations shall not 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.

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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.

Section 2. Director. The L DFA 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 Authority, and shall render to the 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 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 Authority with information or reports governing the operation of the Authority as the 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 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~~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

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Memo

TO: Local Development Finance Authority

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

RE: Proposed 2017 Schedule

DATE: November 2, 2016

Please find attached to this memo the 2017 regular meeting schedule that is put out by the Clerk's Office. Please note that the meetings in March and November are scheduled as Wednesday meetings rather than Tuesday meetings. Please feel free to contact me with any questions.

**CHARTER TOWNSHIP OF VAN BUREN
LOCAL DEVELOPMENT FINANCING AUTHORITY
2017 REGULAR MEETING DATES**

Local Development Financing Authority Meetings are held on the
2nd Tuesday of every other month at 2:00 p.m.,
except for the months of March and November when meetings will be held on the
2nd Wednesday of said months (due to scheduled elections),
in the Denton Room at
Van Buren Township Hall, 46425 Tyler Road, Van Buren Township, MI 48111

January 10, 2017

March 15, 2017

May 9, 2017

July 11, 2017

September 12, 2017

November 15, 2017

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

For more information, please call: 734.699.8913