

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION AGENDA
Wednesday, September 28, 2016 – 7:30 PM
Board of Trustees Room**

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

MINUTES:

ITEM #1: Approval of minutes from the regular meeting of September 14, 2016.

CORRESPONDENCE:

PUBLIC HEARING:

UNFINISHED BUSINESS:

ITEM #1: PARKS AND RECREATION MASTER PLAN

TITLE: THE VAN BUREN TOWNSHIP PARKS AND RECREATION DEPARTMENT IS REQUESTING A RECOMMENDATION FOR THE 2016 – 2020 PARKS AND RECREATION MASTER PLAN TO THE TOWNSHIP BOARD OF TRUSTEES.

INFORMATION: The 2016-2020 Parks and Recreation Master Plan is presented for the Planning Commissions review and recommendation to the Township Board of Trustees. The Plan was last adopted by the Board of Trustees in 2011 and must be adopted every 5 years for Van Buren Township to be eligible for state and federal recreation grants.

- A. Presentation by the Township Staff and Consultants.
- B. Public Comment
- C. Planning Commission discussion.
- D. Planning Commission considers action.

ITEM #2: 16-015 – FINAL SITE PLAN

TITLE: THE APPLICANT, MAYSER USA, INC., IS REQUESTING FINAL SITE PLAN APPROVAL FOR THE CONSTRUCTION OF A 50,346 SQ. FT. MANUFACTURING BUILDING AND RELATED SITE IMPROVEMENTS.

LOCATION: Parcel number V125-83-017-99-0014-704, (Schooner Drive.) The site is approximately 8.91 acres (14.58 total) and is located in the M-2, General Industrial district. This site is located on the south side of Michigan Avenue, between Denton and Beck.

- A. Presentation by the applicant.
- B. Presentation by the Township Staff and Consultants.
- C. Planning Commission discussion.
- D. Planning Commission considers action on the Final Site Plan.

ITEM #3: CASE #16-033 - COUNTRY WALK ARCHITECTURAL

TITLE: THE APPLICANT, GILBERT HOMES IS REQUESTING AN AMENDMENT APPROVAL TO THE COUNTRY WALK SITE PLAN FOR REVISED SINGLE FAMILY ARCHITECTURAL ELEVATIONS.

LOCATION: The partially finished Country Walk subdivision is the subject of the request. The development is located on the east side of Martinsville Road and north of Savage Road.

- A. Presentation by the applicant.
- B. Presentation by Township Staff and Consultants.
- C. Planning Commission discussion.
- D. Planning Commission considers action on Architectural approval.

NEW BUSINESS:

GENERAL DISCUSSION:

ITEM #1: ZONING ORDINANCE UPDATE

ITEM #2: BELLEVILLE LAKE INVASIVE SPECIES MANAGEMENT

ADJOURNMENT

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
SEPTEMBER 14, 2016
MINUTES - DRAFT**

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

ROLL CALL:

Present: Kelley, Atchinson, Budd, Jackson, Franzoi and Thompson.

Excused: Boynton.

Staff: Deputy Director Best and Secretary Harman.

Planning Representatives: McKenna Associate, Patrick Sloan.

Audience: Three (3).

APPROVAL OF AGENDA:

Motion Kelley, Budd second to approve the agenda of September 14, 2016 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Franzoi, Jackson second to approve the regular meeting minutes from August 24, 2016 as presented. Motion Carried.

PUBLIC HEARING:

ITEM # 1 16-027 – SPECIAL LAND USE APPROVAL

TITLE: THE APPLICANT, CLAUDIA PEREZ, IS REQUESTING A SPECIAL USE PERMIT TO OPERATE A GROUP DAY CARE HOME FOR SEVEN (7) TO TWELVE (12) CHILDREN AT 6191 RAWSONVILLE ROAD, VAN BUREN TOWNSHIP, MI 48111.

LOCATION: PARCEL NUMBER V125-83-118-99-0030-000 (6191 RAWSONVILLE ROAD). THE SITE IS APPROXIMATELY 1.0 ACRE. IT IS LOCATED IN THE R1-A, SINGLE FAMILY RESIDENTIAL DISTRICT. THIS SITE IS LOCATED ON THE EAST SIDE OF RAWSONVILLE ROAD BETWEEN WEST HURON RIVER DRIVE AND BOG ROAD.

Motion Budd, Kelley second to open the Public Hearing. Motion Carried.

Applicant, Claudia Perez gave the presentation. Ms. Perez resides at 6191 Rawsonville Road and is requesting special use approval to operate an in-home group childcare. The applicant has met the Township zoning ordinance requirements and is compliant with State Licensing.

Deputy Director Best presented Director Ron Akers staff review letter dated 9-10-16 recommending the Planning Commission recommend to the Township Board approval of a special use permit to conduct a group day care home licensed by the State of Michigan at the property known as 6191 Rawsonville Road, parcel ID # 125-83-118-99-0030-000 conditioned upon the following:

1. The applicant provide adequate directional signage to move traffic through the site.

TITLE: THE APPLICANT, CLAUDIA PEREZ, IS REQUESTING A SPECIAL USE PERMIT TO OPERATE A GROUP DAY CARE HOME FOR SEVEN (7) TO TWELVE (12) CHILDREN AT 6191 RAWSONVILLE ROAD, VAN BUREN TOWNSHIP, MI 48111.

LOCATION: PARCEL NUMBER V125-83-118-99-0030-000 (6191 RAWSONVILLE ROAD). THE SITE IS APPROXIMATELY 1.0 ACRE. IT IS LOCATED IN THE R1-A, SINGLE FAMILY RESIDENTIAL DISTRICT. THIS SITE IS LOCATED ON THE EAST SIDE OF RAWSONVILLE ROAD BETWEEN WEST HURON RIVER DRIVE AND BOG ROAD.

No further comment from the applicant. Deputy Director Best informed the Commission members the request for the special use permit requires a recommendation to the Township Board of Trustees.

No comments or questions from Commissioners or the audience.

Motion Kelley, Jackson second to recommend to the Township Board of Trustees the special land use permit to operate a group day care home for seven (7) to twelve (12) children at 6191 Rawsonville Road subject to the terms recommended in the staff review letter dated 9-10-16 with the applicant providing adequate directional signage to move traffic through the site. Motion Carried. (Letter Attached)

ROLL CALL:

Yeas: Franzoi, Jackson, Kelley, Atchinson, Budd and Thompson.

Nays: None.

Absent: Boynton.

Motion Carried.

ITEM # 2 PARKS AND RECREATION MASTER PLAN

TITLE: THE VAN BUREN TOWNSHIP PARKS AND RECREATION DEPARTMENT IS REQUESTING A RECOMMENDATION FOR THE 2016 – 2020 PARKS AND RECREATION MASTER PLAN TO THE TOWNSHIP BOARD OF TRUSTEES.

INFORMATION: THE 2016-2020 PARKS AND RECREATION MASTER PLAN IS PRESENTED FOR THE PLANNING COMMISSIONS REVIEW AND RECOMMENDATION TO THE TOWNSHIP BOARD OF TRUSTEES. THE PLAN WAS LAST ADOPTED BY THE BOARD OF TRUSTEES IN 2011 AND MUST BE ADOPTED EVERY 5 YEARS FOR VAN BUREN TOWNSHIP TO BE ELIGIBLE FOR STATE AND FEDERAL RECREATION GRANTS.

Commissioners discussed the desire to have more time to review the 2016-2020 Parks and Recreation Master Plan and to defer a decision until a future Planning Commission meeting.

Motion Kelley, Jackson second to defer a decision until two (2) weeks from now or at the next Planning Commission meeting. Motion Carried.

GENERAL DISCUSSION:

Deputy Director Best gave a brief update on Aldi's on Belleville Road, earthwork began this week and they expect the footings and foundation work to begin next week.

Motion Budd, Franzoi second to adjourn at 8:03 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary



By using the comprehensive planning process of trend identification and a public input survey, the Van Buren Township Parks and Recreation Master Plan has effectively established a framework for the Action Plan. The Action Plan describes recommendations for improvements and enhancement of the Van Buren Township parks and recreation facilities and programming, as well as identifying the tools needed for implementation of the plan components.

A complementary component of the Action Plan is the Five-Year Capital Improvement Plan (CIP). Action strategies that require significant capital investment from the community have been organized into the five-year plan. The specific projects have been prioritized in the CIP in order to better manage the Parks and Recreation Department's budget and equally distribute the projects over a five-year cycle. The timing of these projects may be influenced, moved, or eliminated depending upon economic conditions, available funding, and/or grant awards. However, the spirit and intent of the project priorities are well-defined in the CIP.

The Action Plan is organized into three sections:

- A. Vision, Mission and Special Delivery Values
- B. Goals and Strategies
- C. Five-Year Capital Improvement Plan

A. Vision, Mission, and Special Delivery Values

Vision

The following is the Vision of the Van Buren Township Parks and Recreation Department:

“Creating Community through People, Parks and Programs.”

Mission

The following is the Mission of the Van Buren Township Parks and Recreation Department:

“Van Buren Township Community Services will work with all citizens to be good stewards of our environment and to provide safe and welcoming cultural opportunities to play, learn, contemplate and build community.”

Special Delivery Values

The community values that were brought forward during the community input process of the strategic plan included:

People

- Deliver outstanding customer service.
- Provide accessible, safe, and welcoming spaces to all residents.
- Strengthen relationships and the sense of community.

Parks

- Provide quality parks for residents.
- Encourage resident usage of parks.

Programs

- Encourage health and fitness for individuals and families.
- Provide opportunities for lifelong play, creativity, learning, and discovery for individuals and families.
- Strengthen accountability for projects and programs.

B. Goals and Strategies

To provide a guideline for decision-making, the Parks and Recreation Department, with the assistance of McKenna, has developed a set of comprehensive goals and strategies.

The following goals and strategies are intended to provide an operational framework for future decisions related to the provision of parks and recreation for Van Buren Township. These goals and strategies should be reviewed continually and modified as necessary.

Section 1: Parks and Recreation Facilities

Goal: Provide a variety of parks and recreation experiences that are desired by the community for passive and active recreation that supports the community values of people, parks and programs.

Strategy 1.1 - General: Meet the land and facility standards (as applicable) as outlined in Chapter 4 of this plan.

- **Standards.** Meet the land and facility standards over a five-year period in existing and future parks to meet the community's unmet need for parks and recreation pursuits.
- **Needs-Based Assessment.** Develop design principles and standards for parks to support appropriate recreational needs and available operational money available.
- **Wayfinding.** Develop a wayfinding system for parks with a signage program, including historical interpretative signage, which informs the community of the parks that are available for their use and how to access them in the Township

Strategy 1.2 - Maintenance: Develop maintenance standards for developed park areas and the cost to maintain the standard on a yearly basis by acre, type of amenity, and/or other factors.

- **User-Based Operational Costs.** Seek to share operational costs with permitted users for access to the developed park areas where appropriate.
- **Fees.** Incorporate maintenance costs into program fees where appropriate.
- **Environmental Sustainability.** Establish an environmental sustainability strategy into the daily operations of the Department.

Strategy 1.3 – Existing Facilities: Enhance and utilize existing parks and recreation facilities based on particular needs and amenities.

- **Staffing.** Ensure that Van Buren Park is staffed year round and increase staffing at other parks as needed.

Action Plan

- **Van Buren Park Beach.** Prevent erosion of the beach area at Belleville Lake by stabilizing the peninsula area at southeast end of park including at the University of Michigan facility, and by restoring the slope and repairing the road down to the beach with guardrails.
- **Water-Based Programming.** Promote the existing lake and water resources in the Township, and offer recreation programming based around Belleville Lake, such as water skiing, boating, and fishing clubs, and other water-based uses.
- **Partnership with University of Michigan.** Coordinate with the University of Michigan on Van Buren Park upgrades, repairs, and programming, including use of the boathouse.
- **ADA Accessibility.** Continue to improve ADA accessibility in all Township parks.

Strategy 1.4 – Land Acquisition: Acquire additional land throughout the Township as needed or where residents are lacking access to parks and recreation facilities and/or to preserve natural features and open spaces.

- **Potential Sites.** Explore potential of purchasing land for future parks at 15000 Haggerty Road and 15080 Elwell Road.
- **Needs Assessment.** Continually evaluate where new facilities are needed throughout the Township, similar to the needs assessment in Table 4.1.
- **Planning & Economic Development Department Assistance.** Work with the Planning & Economic Development Department to identify valuable open space areas, acquire land from developers where appropriate, and create zoning for open space areas, including the use of Planned Residential Development (PRD) to provide for the preservation of open space and private maintenance of matured features.
- **Funding Sources.** Seek funding sources for new facilities including the general fund, user fees, community foundations, private donations, the Michigan DNR Trust Fund grant, and other sources.

Strategy 1.5 – New Facilities: Explore providing new facilities based on input from the public survey for this plan, including a recreational center and a pool, a splash pad, a nature center, or a dog park.

- **Dog Park.** Acquire land for off-leash dog activity.
- **Splash Pad.** Build new facility for public enjoyment depending on feasibility and maintenance.
- **Feasibility.** Prepare a needs assessment and feasibility study for new facilities.
- **Planning & Economic Development Department Assistance.** Work with the Planning & Economic Development Department to identify potential sites and zoning regulations for new facilities.
- **Review Similar Facilities in Other Communities.** Visit facilities in nearby communities to gain insight on design and operations.
- **Funding Sources.** Seek funding sources for new facilities including the general fund, user fees, community foundations, private donations, and other sources.

Section 2: Greenways and Trails

Goal: Provide for the improvement and expansion of greenways and trails in the Township in order to offer both recreation and transportation opportunities, to connect with regional and state greenway and trail systems, and to link people with parks and other destinations.

Strategy 2.1 – Statewide Iron Belle Trail: Seek options for the construction of the Township portion of the Iron Belle Trail, which will provide trail connections between the Township and existing regional and state-wide trails and promote better mobility and public health in the community.

- **Funding.** Pursue funding through the Michigan DNR Trust Fund, CDBG, MDOT, community foundations, private donations, and other funding sources.
- **Huron River Drive Trail Development.** Explore the possibility of routing the trail along Huron River Drive, as indicated by the preference of survey respondents and on the DNR website.
- **Connections to Van Buren Park.** Explore potential alternative or supplemental routes, including through Van Buren Park.
- **Stakeholder Outreach.** Solicit input from stakeholders along potential routes and in the community.
- **Collaboration with Adjacent Governmental Entities.** Work in collaboration with Washtenaw County, the City of Belleville, and the Huron-Clinton Metroparks to ensure connectivity along the entire trail route.
- **Regional Cooperation.** Establish and maintain strong partnerships with adjacent communities, regional and state agencies, and other key stakeholder organizations including the MDNR, MDOT, Wayne County, and landowners adjacent to and near potential trail routes.
- **Update Greenways and Trails Master Plan.** Update Greenways and Trails Master Plan, as needed, to include the Iron Belle Trail.



Strategy 2.2 – Connect Existing Sidewalks and Trails: Connect existing township sidewalks and trails to future bicycle and pedestrian infrastructure in the Township, and rank the connections in order of importance or priority.

- **Prioritize Connections.** Establish a priority system to connect trails with other infrastructure such as sidewalks and bike lanes based on population, existing infrastructure, and available funding.
- **I-275/Metro Parkway Connection.** Establish a trail connection between Metro Parkway trail in the Lower Huron Metropark and I-275 Metro Trail.
- **DDA District Improvements.** Provide for bicycle and pedestrian connections within the DDA boundary to the surrounding areas according to the goals of the 2015 DDA Walkability Audit.
- **Update Greenways and Trails Master Plan.** Update Greenways and Trails Master Plan, as needed, to include new and proposed connections.

Strategy 2.3 – New Township Trails: Continue to develop new greenways and trails throughout the Township to promote bicycling and walking and to increase access to parks.

- **Stakeholder and Community Input.** Solicit input from stakeholders and the community for trail location and development to foster community ownership of trail system, based on the support for trails shown in Questions 3, 8, 9, and 12 of the survey for this Plan.
- **Land Acquisition.** Acquire land for greenways and trails in the Township where feasible and based on a priority system, through funding sources such as the Michigan DNR Trust Fund grant, CDBG, MDOT, community foundations, private donations, and other funding sources.
- **Planning & Economic Development Department Assistance.** Work with the Planning & Economic Development Department to acquire land and easements for trails leading to existing parks.
- **Rails-to-Trails.** Pursue Rails-to-Trails funding for developing trails along former railways.
- **New Developments.** Require developers to provide paths and connections wherever feasible, in addition to sidewalks, in new residential developments.
- **Zoning Ordinance and Township Amenities Plan.** Utilize the Township Amenities Plan and Zoning Ordinance to provide for the development of trails.
- **Utility Corridors.** Utilize utility corridors easements (e.g. ITC, Detroit Edison), where feasible, for development of trails.
- **Water and Drainage Corridors.** Identify unique and valuable open spaces along water and drainage corridors that are ideal for trails but less suitable for other land uses.
- **Update Greenways and Trails Master Plan.** Update Greenways and Trails Master Plan, as needed, to show new trails.

Strategy 2.4 – Funding: Seek and explore all options for funding the construction and operational costs of greenways and trails, including the General Fund, Van Buren Civic Fund, Michigan Department of Natural Resources, Community Development Block Grant, and the Downtown Development Authority.

- **Grants.** Identify and pursue federal, state and local grants.
- **Public, Private, and Non-Profit Partnerships.** Establish strong partnerships with public, private, and non-profit entities.
- **Sponsorships.** Sell greenway and trail sponsorships, where appropriate.
- **Detail Costs.** Prepare an implementation strategy for each of the greenway routes with an estimated cost associated with each project.

Strategy 2.5 - Design: Create greenway and trail standards and design guidelines based on operational costs and in meeting user desires for a quality experience.

- **Trail Design and Maintenance.** Implement greenway and trail design and maintenance standards for based on the type of surface and location.
- **Wayfinding.** Develop a greenway and trail signage program and way finding system to access greenways and trails within the Township.

Section 3: Recreation Programs

Goal: Develop core recreation services to maximize the Township resources and support other service providers in the region by working together to serve people of all ages and abilities to enjoy recreation opportunities both passive and active.

Strategy 3.1 – Maintain Core Recreation Services: Confirm core recreation services the Township will be maintained and developed over the next ten years such as adult fitness and wellness, special events, 50+ adult programs, nature and environmental programs, and special interest clubs.

- Develop and maintain a business plan for each core service to determine its overall direction, cost, staffing needs, and operational impact.
- Develop and maintain social networking opportunities as a way of increasing park and program awareness to users in the Township.
- Develop and maintain online registration capabilities.
- Develop and maintain performance measures for each program and service to determine the outcomes achieved.

Strategy 3.2 – Policies: Develop and maintain policies for pricing of services, partnership development, and earned income development as it applies to recreation programs and services.

- Increase partnerships particularly with the schools and sports groups.
- Involve similar providers in a roundtable programming discussion on a regular basis to limit duplication and raise awareness on how each agency operates.

Strategy 3.3 – Staff Management: Evaluate staff hours dedicated toward managing recreation programs that promote Van Buren Township parks.

- Establish and maintain a plan for what programs require what type of person to lead the program as it applies to part-time, seasonal, or contracted instructor.
- Establish and maintain a working arrangement with other service providers and the school districts to help deliver programs where appropriate.
- Price services effectively to create revenue to help support increasing recreation program offerings along with a pricing policy is in place.
- Tie staff hours to core services to build strong support for each program being developed.
- Develop and maintain a maintenance plan for each park that includes the anticipated staffing needs and allocated number of hours.

Strategy 3.4 – Volunteers: Develop a strong volunteer program to help staff in managing events, programs and parks.

- Develop and maintain a volunteer training and recruitment program for volunteers.
- Establish and maintain job descriptions and duties in the park system for volunteers to help deliver services and support staff work in the Township.
- Develop and maintain a volunteer recognition program to recognize volunteer efforts in the Township parks and programs.

Strategy 3.5 – Raise Awareness of Programs Offered: Create a stronger awareness program for the program services offered through Van Buren Township.

- Develop and maintain a stronger, more viable website to inform the community of activities and events upcoming.
- Encourage broad distribution of the Parks and Recreation newsletter.
- Improve the marketing efforts to reach various age groups and user groups through various media methods.
- Improve awareness and branding of programs for the Park and Recreation Department to build recognition, advocacy to energize the community to spend time in the parks and enroll in the programs.
- Develop and maintain an annual program event schedule that is published monthly to build strong awareness of upcoming programs and events and post on the Department's website.

Strategy 3.6 – Educational Institution Partnerships: Continue to foster relationships with Van Buren Public Schools, private schools and charter schools to use their existing facilities to offer more programs.

- Consider and implement programs using Van Buren Public School facilities.
- Consider and implement programs using private and charter facilities.
- Invite school officials to Recreation Committee meetings.
- Provide therapeutic recreation in schools.

Strategy 3.7 – Program Standards and Performance Measures: Develop program standards and performance measures for recreation programs to demonstrate consistency and value on the delivery of services to the community.

- Develop five performance indicators for each core program area.
- Teach and train staff how to track and evaluate these performance indicators.
- Use additional customer feedback methods beyond post evaluations that include non-user intercept surveys to meet their needs and expectations.

Section 4: Finance

Goal: Prioritize funding streams to create options for the Township to access and meet the unmet needs of the community for parks, recreation, and facilities for the future.

Strategy 4.1 – Financial Performance and Sustainability: Develop and implement financial tools to ensure financial performance and sustainability through cost of service analysis for significant operations of the Department such as maintenance management.

- Track how the Township will spend its money in the future on parks, recreation facilities and programs.
- Inform the public on the resources available and how the Township will spend its money in the future on parks, recreation facilities and programs.

Strategy 4.2 – Capital Improvement Program: Develop a capital improvement program for the Township that follows what the community desires in the most cost-effective manner as possible.

- Prioritize the capital improvements based on cost benefit, greatest impact and operational costs.

Strategy 4.3 – Pricing and Sponsorship: Develop earned income policy to leverage opportunities to increase resources to develop the parks and recreation system to its highest capability.

- Develop a pricing policy and earned income policy.
- Develop a partnership and sponsorship policy.

Strategy 4.4 – Management Model: Continue to review the parks and recreation management model and consider adopting alternative models as needed.

- Teach and train staff how to manage in the business context while managing a social product to achieve financial sustainability.
- Seek “seed” money from a foundation to help support the goals and vision of the Master Plan’s capital and operational costs.
- Develop a greenways and trails foundation to help raise dollars for needed capital and operational projects.

Strategy 4.5 - Fees: Develop a pricing policy for how to incorporate appropriate fees to help offset operational costs.

- Develop criteria for core and non-core services.
- Establish what is a public, merit, and private service and the level of benefit a user receives over a general taxpayer.

Strategy 4.6 – Business Plan: Develop and maintain a business plan for the Park and Recreation system in the Township each year on how the Department will manage itself through cost of services and appropriate pricing, with measurable outcomes for parks, recreation amenities, and program services. (See Appendix D for Comprehensive Analysis)

- Align the business plan to the strategic master plan to ensure operational and capital dollars are in place to support the programs or facilities being developed.
- Develop and maintain a pro-forma on the cash flow of the system to manage sustainability.
- Develop and maintain efficiency practices throughout the system to maximize the Parks and Recreation resources.

Strategy 4.7 – Funding Sources: Seek and explore all options for funding of parks and recreation projects, including the General Fund, Van Buren Civic Fund, Michigan Department of Natural Resources, Community Development Block Grant, and the Downtown Development Authority.

- **Community Development Block Grant (CDBG).** Pursue CDBG grants to provide funding for projects in low-moderate income areas, improve ADA accessibility, and allow for better access to parks and recreation opportunities.
- **Downtown Development Authority (DDA).** Use funding generated in the Downtown Development Authority district to generate new activity, improve livability, and provide parks and recreation opportunities in the district.
- **Grants.** Identify and pursue all applicable federal, state and local grants, including MNRTF.
- **Public, Private, and Non-Profit Partnerships.** Establish and maintain strong partnerships with public, private, and non-profit entities.
- **Sponsorships.** Seek sponsorships for facilities and programs where appropriate.

C. Five-Year Capital Improvement Plan

This section summarizes the overall system recommendations as well as specific improvements to individual parks. Some are multi-year efforts that will involve time and coordination, while others are park improvements that require largely monetary investment. Table 5.1 – Five-Year Capital Improvement Plan incorporates the top recommendations that require capital improvement in the next five years for planning purposes.

Priorities should be reviewed on an annual basis and adjusted to respond to updated findings and identification of funding opportunities. In particular, costs should be closely monitored, as the proposed plan estimates are in 2016 dollars and are strictly preliminary. Actual costs for each project will be more specifically determined as site surveys, programming elements, and engineering plans are developed if applicable, as well as further analysis of the proposed improvement. If funding levels are lower than required to implement the Plan based on the schedule provided, the implementation could be stretched over additional years.

It should be noted that the CIP is based on the existing financial resources of the Township. This helps to ensure that the projects are aligned with the operational and financial realities of the Township's resources and are not simply a pure reflection of community desires. The Township has taken a comprehensive approach of preparing the Master Plan to fully evaluate and prioritize projects based on the cost benefit, impact to the community, and operational costs.

Table 5.1: Five-Year Capital Improvement Plan

Year	Project	Estimated Cost	Funding Sources
Year 1 2016	Van Buren Park – Add gravel or paved areas for vehicle parking paved area (will be ADA compliant)	\$50,000	General Fund, CDBG, MDNR
	All Parks and Community Center – Provide location and wayfinding signage	\$5,000	MDOT/Van Buren Civic Fund
	Van Buren Park – Demolish, reinforce, or relocate Pavilion #4 on the east side of the park, and renovate Pavilions #1-#3	\$100,000	General Fund, CDBG, MDNR
Year 2 2017	Van Buren Park – Restore access at east entrance of park via Denton Road, to ensure two access points to park during future construction of “saddle” area	\$500,000	MDOT, MDNR, CDBG
	Van Buren Park – Playground replacements and additions	\$75,000	General Fund, CDBG, MDNR
	Van Buren Park – Construct a performance venue, such as a gazebo, stage, or similar structure	\$125,000	General Fund, CDBG, MDNR
	Non-Motorized Pathway System – Construct first phase of Township portion of Iron Belle Trail	\$100,000	CDBG, MDNR
	Riggs Park – Monarch butterfly way station	\$5,000	General Fund, MDNR
Year 3 2018	Van Buren Park – Pave the trail encircling the park	\$100,000	General Fund, CDBG, MDNR
	Van Buren Park – Playground replacements/addition	\$75,000	General Fund, CDBG, MDNR
	Van Buren Park Basketball Courts – Renovate with full court basketball courts	\$150,000	CDBG, MDNR
	Park Development – Development of future park at 15000 Haggerty	TBD	MDNR
	Park Development – Development of future park at 15080 Elwell	TBD	MDNR
	Non-Motorized Pathway System – Continue construction of non-motorized paths, connecting existing trails including the Iron Belle Trail	\$250,000	CDBG, MDNR, MDOT, Community Foundation, Private, DDA
	French Landing Park – Repair bridge at Edison Lake Road for use of a trailhead for the Iron Belle Trail	\$400,000	CDBG, MDNR

Action Plan

Year	Project	Estimated Cost	Funding Source
Year 4 2019	Van Buren Park Restrooms – Improve user friendliness of restrooms including upgrading the interior and exterior lights, and making necessary improvements for ADA accessibility	\$25,000	General Fund, CDBG
	Wi-Fi – Van Buren Park and Riggs Park (high speed)	\$15,000	General Fund, CDBG
	Riggs Park – Repair and seal asphalt walk paths	\$50,000	General Fund
	Quirk Park – Repair and seal asphalt walk paths	\$50,000	General Fund
	Van Buren Park – Construct floating swimming docks	\$10,000	MDNR
	Van Buren Park – Stabilize “saddle” area with proper height guard rails on both sides for safety	\$300,000	General Fund, CDBG, MDNR
	Non-Motorized Pathway System – Continue construction of non-motorized paths, connecting existing trails including the Iron Belle Trail	\$250,000	CDBG, MDNR, MDOT, Community Foundation, Private
Year 5 2020	Non-Motorized Pathway System – Continue construction of non-motorized paths, connecting existing trails including the Iron Belle Trail, and establish a connection between the Metro Parkway Trail within Lower Huron Metropark and the I-275 Metro Trail	\$250,000	CDBG, MDNR, MDOT, Community Foundation, Private
	Van Buren Park – Provide access for boat docking and launching, and rental of recreation equipment	\$300,000	LWCF
	French Landing Park – Construct a new fishing pier	\$175,000	LWCF
	Splash Pad – Build new facility for public enjoyment depending on feasibility and maintenance	\$80,000	General Fund, User Fees, Community Foundation, Private
	Van Buren Park and/or Quirk Park – Tennis courts, which can also be used for pickleball	\$50,000	General Fund, CDBG, MDNR
	Community Center – Recreation department/multi-purpose room repairs and improvements	\$50,000	General Fund
	Van Buren Park – Restoration of existing beach area or relocation of beach, including slope restoration and repair the road down to the beach with guardrails. If relocated, repurpose existing beach area for more suitable use	\$200,000	General Fund, CDBG, MDNR, U of M
	Van Buren Park – Stabilization of peninsula area at southeast end of park including U of M facility	\$250,000	General Fund, CDBG, MDNR, U of M
	Dog Park – Acquire land for off-leash dog activity	\$200,000	General Fund, User Fees, Community Foundation, Private

MDNR = Michigan Department of Natural Resources
MDOT = Michigan Department of Transportation
DDA = Van Buren Township Downtown Development Authority

CDBG = Community Development Block Grant
LWCF = Land and Water Conservation Fund
U of M = University of Michigan

September 23, 2016

Planning Commission
Charter Township of Van Buren
46425 Tyler Road
Belleville, Michigan 48111

Subject: VBT-16-015 SPR; Mayser Polymer; Site Plan Review #3; Plan Revisions Dated 9/14/2016

Dear Commissioners:

The applicant, Mayser Polymer, proposes to build a 50,360-square foot industrial and manufacturing building, including office space, on an 8.91-acre portion of a 14.58-acre site in the Michigan Avenue Industrial Park on Schooner Drive. We reviewed the preliminary site plan in a letter dated May 5, 2016. Mayser Polymer received preliminary site plan approval with conditions at the May 11, 2016 Planning Commission meeting. We have reviewed the final site plan for compliance with these conditions, and with sound planning and design principles. We offer the following comments for your consideration:

COMMENTS

The adopted conditions of preliminary site plan approval are described in the approved minutes of the May 11, 2016 Planning Commission meeting and in our preliminary site plan review letter of May 5, 2016, which are as follows. Additional Zoning Ordinance requirements are also noted.

- 1. Clarify what the uses will be for the remainder of the lot, and if the parcel is intended to be split. If the parcel is planned to be split, a land division application and Township approval will be required.** Sheet DP shows the proposed Phase 1, Phase 2, and future expansion on the southerly part of the parcel, all of which would be an expansion of the proposed use. Although there is no information regarding whether the lot will be split or on how the northerly part of the parcel will be used, this information can be deferred and will not affect the outcome of the final site plan.
- 2. The size of deciduous trees shall be increased to a minimum of 2.5" caliper and the size of shrubs to a minimum of 4 feet in height.** Sheet L-2 shows that the shrubs will be a minimum of 4 feet in height. However, sheet L-1 still show a minimum caliper of 2"-2.5". These must be increased to a minimum 2.5" caliper.
- 3. Plant one tree in the island along the east edge of the parking lot.** One Skyline Honey Locust tree is included in the island along the east edge of the parking lot. Although we previously recommended that a tree be planted in the island on the north side of the parking lot, this requirement was waived after the applicant described how the tree would interfere with the light pole and fire hydrant.
- 4. Comply with the general landscaping requirement of Section 4.40(3)(a)(2) of the Zoning Ordinance.** Section 4.40(3)(a)(2) of the Zoning Ordinance requires 1 tree for each 3,000 sq. ft. or portion thereof of landscaped open space area. Based on 109,435 sq. ft. of landscaped open space area proposed, 37 trees are required. The applicant has added trees to the plan around the storm water pond and the plan now includes the 37 required general landscaping trees.

5. **Compliance with the storm water pond design, screening, and landscaping requirements of Section 4.56 and Section 4.40(3) of the Zoning Ordinance.** The size of the shrubs has been increased to 4 feet in height to comply with the Zoning Ordinance requirements. Although Section 4.56(2) of the Zoning Ordinance encourages storm water ponds to have a natural, irregular shape, the storm water requirements of Wayne County typically result in a rectangular pond in order to minimize the land area dedicated to storm water management. Therefore, the rectangular shape of the pond is acceptable. Finally, Sections 4.56(3)(a) and (b) require decorative fencing around the storm water pond, but allows the Planning Commission to approve alternatives that are more compatible with a site's surroundings if sufficient protections can be installed to protect the public. Because the site is surrounded by other industrially-zoned and-used areas, the Planning Commission recommended that the applicant proposed dense vegetative buffering around the perimeter of the storm water pond in lieu of decorative fencing. Additional trees and shrubs have been planted around the pond for better screening, including densely-planted shrub areas on the east side of the pond. Also, terraced retaining walks are proposed on the south side of the pond. We recommend that the proposed landscaping and screening of the storm water pond be approved.
6. **Building architecture.** In our preliminary site plan review letter of May 5, 2016 we recommended that the masonry be extended across the east façade, wrapped to the southwest corner of the patio, and increased to a height of 11 feet, 4 inches to match the east entrance of the building. However, the applicant provided examples of nearby industrial buildings where the masonry was 8 feet high, especially on buildings without frontage on Michigan Ave. Because the proposed building does not have frontage along Michigan Ave., the proposed masonry height of 8 feet is acceptable.
7. **Clarify the location of any rooftop equipment and detail how it will be screened from view, or indicate if this equipment is located elsewhere.** No details were provided on the location of or lack of rooftop equipment. There are many construction techniques to screen rooftop mechanical equipment, including parapet walls and shelter enclosures, and we recommend that the applicants provide sufficient screening of the mechanical equipment as a condition of final site plan approval.
8. **Provide dimensions, location and screening of any transformer pad.** Only 1 deciduous tree is proposed near the transformer pad. The dimensions of the pad and dimensions of the transformer still must be provided. We recommend that the transformer details be shown and the sufficient evergreen screening be provided on the north and east sides.
9. **Tree permit approval prior to final site plan approval.** There are 123 trees proposed for removal. At the May 11, 2016 Planning Commission meeting, the Planning Commission approved a modified tree replacement ratio for undesirable species of trees at 1 replacement tree per 2 trees removed. Based on the calculations provided on sheet L-1, 77 replacement trees are required. Section 4.45(E)(10)(a) allows required replacement trees to be planted at a ratio of 1 larger tree (i.e., a deciduous tree with a D.B.H. of at least 4 inches or an evergreen tree with a height of at least 8 feet) per 2 replacement trees required. Sheet L-1 proposes 27 larger replacement trees (18 evergreens at least 8 feet high and 9 deciduous trees at least 4 inches D.B.H.), which is the equivalent of 54 replacement trees. Therefore, the remaining 23 replacement trees (or equivalent number of larger trees) must be included. However, the applicant may choose to make a payment to the Township General Fund pursuant to the Township's Planning Fee Schedule for off-site tree planting, maintenance, and preservation in lieu of the planting the required trees.

With the exception of the replacement trees noted above, the trees in the Site Landscape Calculations on sheet L-1 correspond with the number of trees shown on the plan. However, some areas of the Plant Schedule table on sheet L-1 (Green Mountain Sugar Maple, Skyline Honey Locust, Swamp White Oak, and Burr Oak) do not correspond with the number of trees on the plan. These are minor discrepancies that can be corrected as a condition of final site plan approval.

Tree numbers 122 and 128 both are dead and should be removed.

10. Approval of the Township Engineer and all agencies with jurisdiction. We will defer to the Township Engineer and all agencies with jurisdiction regarding other required items of the site plan.

11. The Planning Commission accepts the request to reduce required parking to 120 spaces.

Although Section 6.01 of the Zoning Ordinance requires 181 parking spaces, Section 6.01(10) allows the Planning Commission to modify the number of parking spaces required based on evidence that another standard is more reasonable because of the level of current or future employment and/or the level of current or future customer traffic. During preliminary site plan review, the applicant provided detailed data to indicate that the use and building could be sufficiently supported with 120 parking spaces. We agreed with the applicant's rationale, and the Planning Commission reduced the number of required parking spaces to 120.

Section 6.02(3) of the Zoning Ordinance requires parking spaces to be double-striped with 4-inch wide lines spaced 24 inches apart, so the parking space lines must be changed to comply with this requirement.

12. Denton Road shall not be used for truck traffic. The applicant agreed to this condition at the Planning Commission meeting on May 11, 2016, so this condition remains.

RECOMMENDATION

The applicant has revised the plans and addressed most of the conditions of preliminary site plan removal. Although there are conditions and requirements that have not yet been met, they are relatively minor and can be corrected administratively. Therefore, we recommend the Planning Commission approve the final site plan, subject to the following conditions:

1. That the trees on sheet L-1 be increased to a minimum 2.5" caliper.
2. That the location and details of the rooftop mechanical equipment be provided and that the applicants provide sufficient screening of the equipment.
3. That the transformer and pad details be shown and that evergreen screening be provided on the north and east sides of the transformer.
4. That the remaining 23 replacement trees (or equivalent number of larger trees) be included on the plans or that the applicant make a payment to the Township General Fund pursuant to the Township's Planning Fee Schedule for off-site tree planting, maintenance, and preservation in lieu of the planting the required trees.
5. That the Plant Schedule table on sheet L-1 be modified to reflect the number and species of trees on the plan.
6. That tree numbers 122 and 128 be removed.
7. That the parking spaces to be double-striped with 4-inch wide lines spaced 24 inches apart.

Please let us know if you have any questions.

Respectfully submitted,

McKENNA ASSOCIATES



Patrick Sloan, AICP
Senior Principal Planner



Stephen Hannon
Assistant Planner



WADE TRIM

September 13, 2016

Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Attention: Ms. Carol Thompson, Chairperson
Van Buren Township Planning Commission

Re: Mayser USA
Final Site Plan Approval

Dear Ms. Thompson:

We have reviewed the engineering site plan for the above-referenced project dated August 30, 2016. The project is located along Schooner Drive and involves the construction of a 50,360 SF building, supplemental parking area and truck bay. The site development involves public sanitary sewer, public water main, and storm water management improvements. Our comments are as follows:

SANITARY SEWER

The Developer has proposed 115 LF of 10-inch public sanitary sewer sized to accommodate future development of the property to the west/south. The sewer begins just east of the proposed parking area and extends into the Schooner Drive right-of-way, connecting downstream of the existing pump station on the east side of the road. A 6-inch sanitary lead shall service the proposed building and outlet to the proposed public sewer. The approved sanitary sewer plans have been submitted to the State for approval.

WATER MAIN

The Developer has proposed a 12-inch public water main looped east-west across the property, connecting to the existing 12-inch main along Schooner Drive east and Schooner Drive west. Two hydrants are proposed along the 12-inch line and a 4-inch domestic and 6-inch fire lead service the building. The water main is centered in a 12-foot wide easement and a 10-foot aggregate access drive is provided along the main for maintenance access.

STORM WATER MANAGEMENT

A conveyance system sized for the 10-year storm and a detention pond sized for the 100-year storm provide adequate storm water management for the proposed development. The system outlets to the existing storm sewer system within Schooner Drive. The storage and outflow of the system have been designed to comply with Van Buren Township storm water standards and the system has also received approval from Wayne County Department of Public Services.

Wade Trim Associates, Inc. 734.947.9700
25251 Northline Road 800.482.2864
P.O. Box 10 734.947.9726 fax
Taylor, MI 48180 www.wadetrim.com



GRADING AND PAVING

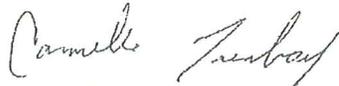
The parking area supplemental to the building is proposed with asphalt pavement in compliance with Van Buren Township standards. Curb and gutter is proposed for all paved areas and all parking stalls will be double striped. Sidewalk has also been provided to the limits of this phase of development and shall be extended along the entire frontage of the property during future phases of development.

RECOMMENDATION

Approval of these plans is recommended at this time. If you have any questions regarding this review, please contact our office at 734.947.9700.

Very truly yours,

Wade Trim Associates, Inc.


Carmelle Tremblay, EIT


David M. Nummer, PE

DMN:CT:ka

VBN 2267-01T

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cc: Mr. James Taylor, Director of Public Works
Mr. Ron Akers, Director of Planning and Economic Development
Mr. Matthew Best, Deputy Director of Planning and Economic Development



WADE TRIM

September 13, 2016

Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Attention: Mr. James Taylor, Director of Public Works

Re: Mayser USA
Recommendation for Approval

Dear Mr. Taylor:

At your request, we have reviewed the engineering site plan for the above-referenced project received electronically by our office on September 1, 2016. The project is located along Schooner Drive and involves the construction of a 50,360 SF building, supplemental parking area and truck bay. The site development involves public sanitary sewer, public water main, and storm water management improvements. We are recommending the plans for approval "as-noted" in this letter.

GENERAL

A permanent easement for the off-site storm sewer, as recommended in our initial letter, has not been provided. The Designer has indicated that this storm sewer is being implemented to benefit the adjacent parcel by ensuring the drainage pattern continues as existing. This storm sewer is not part of the Mayser USA storm management system and the maintenance responsibility does not fall to the Developer. Therefore, we find the temporary construction easement acceptable for the off-site storm sewer.

All other general comments have been adequately addressed.

SANITARY SEWER

The Developer has proposed 115 LF of 10-inch public sanitary sewer, centered in a 20-foot easement. The upstream end of the sewer begins just east of the proposed parking area and extends into the Schooner Drive right-of-way, connecting downstream of the existing pump station on the east side of the road. The sewer has been sized to accommodate future development of the property to the west/south. A 6-inch sanitary lead shall service the proposed building and outlet to the proposed public sewer.

The Designer has addressed all of our sanitary sewer comments and provided four sets of sanitary plans to our office. The approved sanitary plans will be submitted with the Part 41 Permit Application for Wastewater Construction to Wayne County and, ultimately, forwarded on to the Michigan Department of Environmental Quality for approval.

Wade Trim Associates, Inc. 734.947.9700
25251 Northline Road 800.482.2864
P.O. Box 10 734.947.9726 fax
Taylor, MI 48180 www.wadetrim.com



WATER MAIN

The Developer has proposed a 12-inch public water main looped east-west across the property, connecting to the existing 12-inch main along Schooner Drive east and Schooner Drive west. Two hydrants are proposed along the 12-inch line and a 4-inch domestic and 6-inch fire lead service the building. The water main is centered in a 12-foot wide easement and a 10-foot aggregate access drive is provided along the main for maintenance access. We request the drive be placed adjacent to the water main rather than directly on top for ease of access in the event that any repairs need to be made.

The Designer has addressed all of our water main comments and the approved water main plans were submitted with the application for Water Supply Permit to the Michigan Department of Environment Quality for approval on September 9, 2016.

STORM WATER MANAGEMENT

The Designer has addressed our comments for storm water management on site. The storm water conveyance system has been sized for the 10-year storm and is in compliance with the Township's minimum standards. A detention pond sized for the 100-year storm provides adequate storage for the proposed development. We would like to note that an emergency overflow sized for the 10-year storm has not been provided for the site due to the fact that Wayne County will not permit overflow to their system. The Developer should be aware that, in the event of an emergency storm situation, the site may become inundated.

An 18-inch storm sewer and a 12-inch storm sewer just north of the proposed drive approach cross with a clearance of approximately six inches. The Designer has indicated that it is not feasible to increase the clearance at this crossing. We recommend, at the very least, a note be provided on the plans to ensure that the bell sections of the concrete pipes are not located at this crossing, as this will make clearance minimal to none.

GRADING AND PAVING

We would like to note that the Parking Space Striping Detail on sheet DT2 demonstrates back-to-back 18-foot long spaces; this does not match Township standards nor what is proposed on sheet SP. We request this detail clarify back-to-back spaces must be 20-foot long and 18-foot spaces are only permitted where two feet of overhang is provided.

The Designer has addressed all other grading and paving comments for the site. The proposed pavement cross sections comply with Van Buren Township paving standards and all paved areas are proposed to be curbed.

RECOMMENDATION

Approval of these plans is recommended at this time. In order to complete the review process, the Designer should submit four sets of complete plans (with all above comments addressed) including standard details, which will be approved as final engineering drawings for use during construction. These plans should be submitted directly to Wade Trim. If you have any questions regarding this review, please contact our office at 734.947.2768.

Very truly yours,

Wade Trim Associates, Inc.


Carmelle Tremblay, EIT


David M. Nummer, PE

DMN:CT:ka
VBN 2267-01T
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cc: **Mr. Ron Akers, Director of Planning and Economic Development**
Mr. Matthew Best, Deputy Director of Planning and Economic Development
Mr. Allen Scott, Rand Construction Engineering, Inc., Developer
Mr. Wayne Perry, PE, Desine, Inc., Designer



WADE TRIM

September 13, 2016

Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Attention: Ms. Carol Thompson, Chairperson
Van Buren Township Planning Commission

Re: Mayser USA
Final Site Plan Approval

Dear Ms. Thompson:

We have reviewed the engineering site plan for the above-referenced project dated August 30, 2016. The project is located along Schooner Drive and involves the construction of a 50,360 SF building, supplemental parking area and truck bay. The site development involves public sanitary sewer, public water main, and storm water management improvements. Our comments are as follows:

SANITARY SEWER

The Developer has proposed 115 LF of 10-inch public sanitary sewer sized to accommodate future development of the property to the west/south. The sewer begins just east of the proposed parking area and extends into the Schooner Drive right-of-way, connecting downstream of the existing pump station on the east side of the road. A 6-inch sanitary lead shall service the proposed building and outlet to the proposed public sewer. The approved sanitary sewer plans have been submitted to the State for approval.

WATER MAIN

The Developer has proposed a 12-inch public water main looped east-west across the property, connecting to the existing 12-inch main along Schooner Drive east and Schooner Drive west. Two hydrants are proposed along the 12-inch line and a 4-inch domestic and 6-inch fire lead service the building. The water main is centered in a 12-foot wide easement and a 10-foot aggregate access drive is provided along the main for maintenance access.

STORM WATER MANAGEMENT

A conveyance system sized for the 10-year storm and a detention pond sized for the 100-year storm provide adequate storm water management for the proposed development. The system outlets to the existing storm sewer system within Schooner Drive. The storage and outflow of the system have been designed to comply with Van Buren Township storm water standards and the system has also received approval from Wayne County Department of Public Services.

Wade Trim Associates, Inc. 734.947.9700
25251 Northline Road 800.482.2864
P.O. Box 10 734.947.9726 fax
Taylor, MI 48180 www.wadetrim.com



GRADING AND PAVING

The parking area supplemental to the building is proposed with asphalt pavement in compliance with Van Buren Township standards. Curb and gutter is proposed for all paved areas and all parking stalls will be double striped. Sidewalk has also been provided to the limits of this phase of development and shall be extended along the entire frontage of the property during future phases of development.

RECOMMENDATION

Approval of these plans is recommended at this time. If you have any questions regarding this review, please contact our office at 734.947.9700.

Very truly yours,

Wade Trim Associates, Inc.


Carmelle Tremblay, EIT


David M. Nummer, PE

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cc: Mr. James Taylor, Director of Public Works
Mr. Ron Akers, Director of Planning and Economic Development
Mr. Matthew Best, Deputy Director of Planning and Economic Development

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

Van Buren Fire Department
46425 Tyler Rd
Belleville, MI 48111



September 23rd . 2016

Director of Building and Planning
46425 Tyler Road
Belleville, MI 48111

Mayser Polymer
16-015 SPR

Director,

I have reviewed a set of revised plans submitted to your office on a 9-22-16 for the above referenced project.

Project Overview:

The revised plan review was for new construction of a 50,346 square foot facility,

Comments for conditional Approval:

All of the following required conditions have been meet per revised plan. Please note highlighted condition # 9 regarding Internal Fire Connections.

1. ~~Provide the location of the existing fire hydrants on the site plan.~~
Recommend an additional hydrant at the north west end of building as hydrant at the South West end of building is isolated and located within the 49.5 ft. collapse zone.
2. ~~Provide locations of the new water main / hydrants on future submittals.~~
3. ~~Provide location of the Fire Department Connection on future submittals. A fire hydrant shall be located within 100 feet of the fire department connection.~~
(Recommend relocating hydrant for FDC to North East parking lot Island. This will allow connection to the FDC without isolating the remaining north and west end of the building.)
4. ~~Provide a detail on the address of the building. The detail shall indicate the dimensions of the address and indicate the colors of the materials. The address shall be a minimum of 6" high numbers and shall contrast with the background of the building.~~
5. ~~Provide a Knox Box on the address side of the building. The location and mounting height of the Knox box is to be discussed with a representative of the Fire Marshal's office prior to installation.~~
6. ~~Provide separate sheets with fire protection features in future submittals. The fire safety plans shall be labeled accordingly.~~
7. ~~Provide fire lane along curb on north drive of building to ensure fire department access.~~
8. **FDC shall have a 4" stortz connection with a 30 degree down turn, FDC sign with required system pressure.**

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.

9. On plan page FS, there is internal fire connections listed. Please make sure these are 2 ½-inch threads when called out on future construction plans.
10. On construction plan submittal, please use NFPA 2012 editions as that is the adopted fire code of Van Buren Fire Department.

With the above considerations, the site plan is approved at this time.

The fire department requires involvement in the continuing plan review, inspection, and Certificate of Occupancy process and will require various inspections during the construction phases and immediately prior to opening to verify compliance with the appropriate codes. One set of as built construction drawings, schedules, and details, as it relates to construction, fire protection and response, will be required, as well as a **digital cad layout** of the building by this department prior to our final C of O inspection.

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

If you have any questions about this plan review report, please feel free to contact me at (734)699-8900 ext. 9416

Respectfully submitted,

David McNally
Van Buren Fire Department
Fire Marshal / Certified Plan Examiner



CIVIL ENGINEERS LAND SURVEYORS
2183 PLESS DRIVE, BRIGHTON, MICHIGAN 48114-9463
(810) 227-9533 FAX (810) 227-9460
EMAIL: desine@desineinc.com

September 15, 2016

Mr. Ron Akers
Director, Planning & Economic Development
Van Buren Township
46425 Tyler Road
Van Buren Twp., MI 48111

Re: Mayser USA
 Final site plan

Dear Mr. Akers:

We have prepared the final site plan for Mayser USA. All engineering review comments noted in the review letter prepared by Wade Trim Associates dated September 13, 2016 have been addressed.

Enclosed please find twelve (12) sets of the final site plan for consideration at the next available Planning Commission meeting.

If you have any questions pertaining to the revised plans, or should additional information be required, please contact me at your convenience.

Respectfully,

DESINE INC.

A handwritten signature in black ink, appearing to read "Wayne M. Perry", written over a horizontal line. The signature is fluid and cursive.

Wayne M. Perry, P.E.

Encl.

cc: Allen Scott, Rand Construction Engineering



Memo

DATE: September 23, 2016

TO: Planning Commission

FROM: Ron Akers, AICP – Director of Planning & Economic Development

RE: *SPR 16-033 Site Plan Amendment regarding Architectural Elevations in Country Walk Subdivision. Review #2*

The applicant, Gilbert Homes, is requesting architectural approval for an additional home plan and façade elevation for residential dwellings in the Country Walk development. There is an existing Planned Residential Development (PRD) Agreement in place for the property which was approved in 2002 and amended in 2005 which had previously expired. There were several homes completed in the development prior to the expiration of the PRD. A Memorandum of Understanding (MOU) between Van Buren Township, the Country Walk Three Homeowners Association, and Blue Country Walk, LLC was executed in July 2015 which outlined the responsibilities of the parties with regards to the completion of the development and required *compliance with the PRD agreement*.

Gilbert Homes is in the process of acquiring ten (10) lots from Blue Country Walk, LLC and is requesting to construct single family homes on those lots. The applicant has submitted plans to the Township for review. This plan is subject to the PRD agreement, the MOU, and the standards of the Zoning Ordinance, specifically section 4.54 which addresses specific architectural standards in these types of development.

The following is my second review of the architectural plan based on the conditions in the MOU and PRD agreement. I offer the following comments:

Comments

1. Site Plan

The applicant has indicated that the lots he is planning to acquire are as follows:

- Phase 3 - Lot 19, 98, 99, 104, and 107
- Phase 4 - Lot 87, 90, 91, 104, and 107

I have attached the plans for each phase to this review. The setbacks, as described in the site plan for the Country Walk approved site plan, depict a front and rear yard setback of

25' and a required side yard setback of 10'. The lots sizes in the development vary in width from 70' to 61' and in depth from 120' to 125'.

The applicant has resubmitted plans which depict a floor plan of 41' in width. Based on this the applicant will be able to construct these homes within the required setbacks.

2. Floor Area

The PRD agreement requires that the square footages of homes for the 536 units in the subdivision will average at least 1,750 square feet. According to the provided plan the square footage of the proposed single family dwelling will be 2,068 square feet. This will meet this requirement.

3. Façade Elevations

The Zoning Ordinance and the PRD agreement have specific requirements to ensure that the Township's "Substantially Different" architectural design standard is met. Section j(ix) of the PRD agreement specifically requires that the "Substantially Different" requirement be met by varying the following two (2) criteria:

- Roof pitch by varying three or more vertical units in twelve from one another (i.e. 6/12, 9/12, 12/12, etc.)
- Location of major design features relative to main mass by varying the location of at least two major design features that include, but are not limited to dormers, gables, garages (i.e. front-entry versus side-entry), and porches.

The Zoning Ordinance requires that this substantially different requirement be maintained from neighboring lots within three (3) lots of the proposed parcel and within three (3) lots of the property across the street. The applicant has submitted supporting information which depicts what is currently adjacent to each lot. This has been reviewed by Township staff.

The submitted plans are architecturally different from the adjacent homes in the development. Based on this there will be no issue with these homes meeting the substantially different requirement for existing homes on the property. We do, however, need to make sure that there is enough variation in the design to ensure that these homes will be able to be constructed on the adjacent properties which Gilbert Home is in the process of purchasing. Initially to determine this we will have to identify the lots which there are conflict and determine if the variation in the proposed design is sufficient to meet the substantially different requirement. The following is a breakdown of the proposed lots:

Gilbert Homes Country Walk Architectural Review

		Phase 3					Phase 4				
		Lot 107	Lot 104	Lot 99	Lot 98	Lot 19	Lot 107	Lot 104	Lot 91	Lot 90	Lot 87
Phase 3	Lot 107	X	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Lot 104	NA	X	NA	NA	NA	NA	NA	NA	NA	NA
	Lot 99	NA	NA	X	SD	NA	NA	NA	NA	NA	NA
	Lot 98	NA	NA	SD	X	NA	NA	NA	NA	NA	NA
	Lot 19	NA	NA	NA	NA	X	NA	NA	NA	NA	NA
Phase 4	Lot 107	NA	NA	NA	NA	NA	X	NA	NA	NA	NA
	Lot 104	NA	NA	NA	NA	NA	NA	X	SD	SD	NA
	Lot 91	NA	NA	NA	NA	NA	NA	SD	X	SD	NA
	Lot 90	NA	NA	NA	NA	NA	NA	SD	SD	X	NA
	Lot 87	NA	NA	NA	NA	NA	NA	NA	NA	NA	X

Based on this review in phase three (3) lots 98 and 99 will be required to meet the substantially different requirement, and in phase four (4) lots 104, 91, and 90 will need to meet the substantially different requirement from one another.

The applicant has submitted two (2) different elevations with the option of front or side entry garages. The two (2) elevations meet the substantially different requirement via *alternating the gable and front porch*. *In phase three (3) there are only two (2) lots which* are required to meet the substantially different requirement. Based on the provided plans the applicant would be able to construct these homes on the specified lots in phase three (3). In phase four (4) the applicant would be able to construct the homes on the parcels which are not required to meet the substantially different requirement from one another, but one (1) additional design which meets the substantially different requirement will be required for lots 104, 91, and 90. This requirement will be met by either, varying the roof pitch by 3 or more units in 12, or by varying the location of two (2) or more major design features or the home. While the front and side entry garage variation can be used as a difference, it is only one (1) difference. In order to meet the requirement two (2) differences in major design features will need to be provided.

4. Building Materials

Section i(1) of the PRD agreement requires that all 416 detached units feature brick to the belt on the front and side elevations and requires that on specific lots brick will be required on the rear elevation as well. The following lots that the applicant has obtained require brick along the rear elevation per the PRD agreement:

- Phase 3 – Lot 98, 99, 104, and 107
- Phase 4 – Lot 104 and 107

The applicant has revised their plans to depict brick to the belt course on the front, rear, and side elevations with one minor issue. On the proposed elevations, there is a small area above the garage door which depicts non-brick siding. In order to meet the brick to the belt course requirement this area will need to be brick.

5. Side Entry Garages

The PRD agreement requires that at least 30% of the *single family detached* units have side entry garages and specifically indicates which lots are required to have side entry garages. The following lots *the applicant is proposing to acquire* require side entry garages.

- Phase 3 – Lot 98, 99, and 107

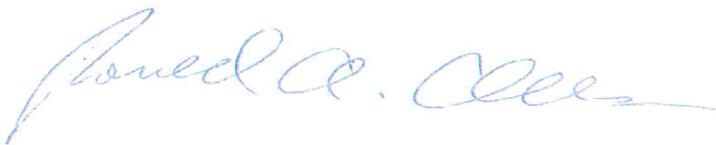
The applicant still has the option to construct side entry garages on the other lots he is proposing to acquire despite it not being a mandatory requirement. The proposed plans depict an elevation which has a side entry garage and would meet this requirement.

Recommendation

Staff recommends that the Planning Commission approve the building elevations for use on lots 19, 98, 99, 104, and 107 in phase three (3) and lots 87 and 107 in phase four (4) subject to the following conditions:

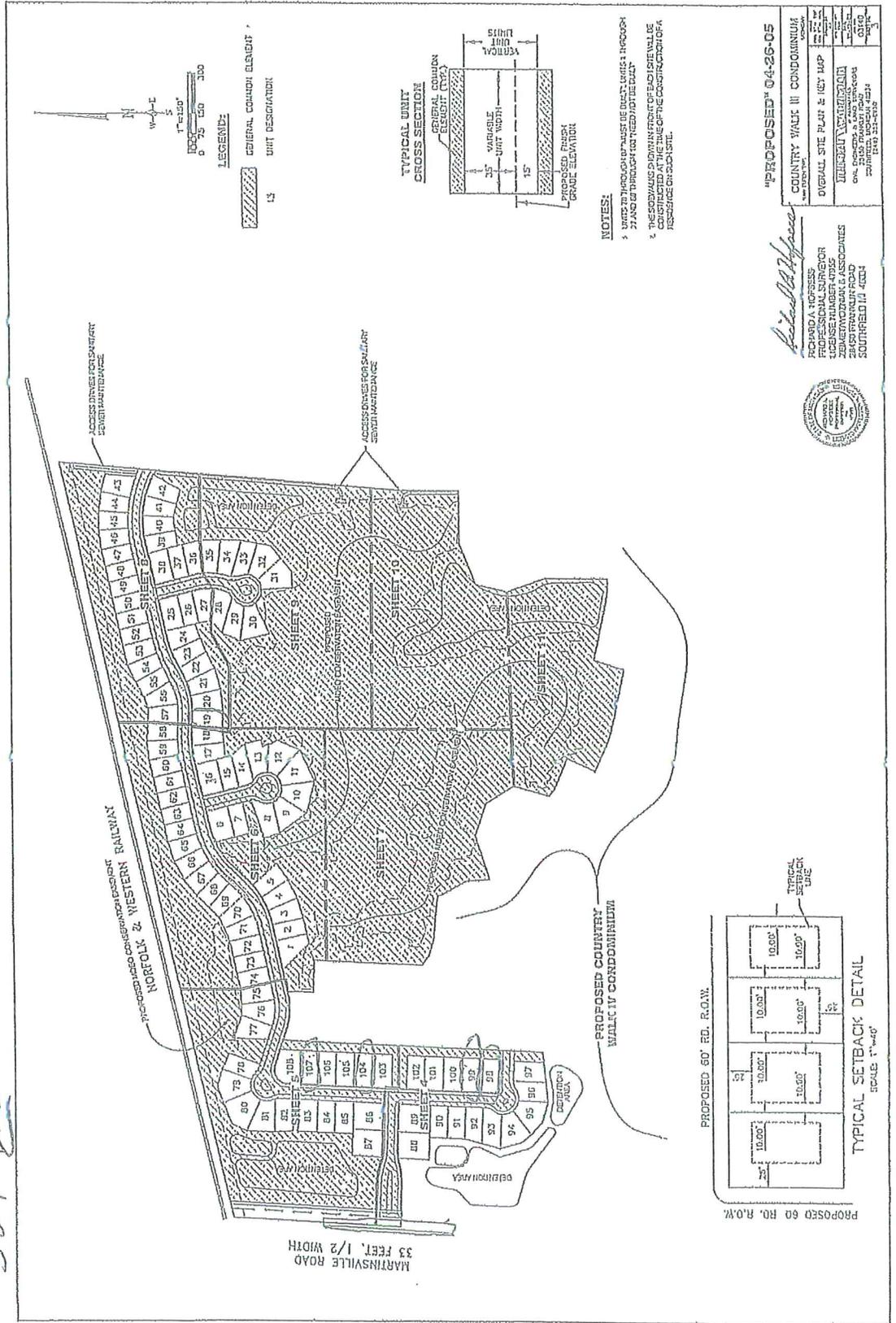
1. The applicant adjusts the plans to include brick siding above garage door to the bottom of the overhang.

Staff also recommends that the Planning Commission postpone the decision on lots 90, 91, and 104 in phase four (4) to allow the applicant the opportunity to submit one (1) additional elevation design to meet the substantially different requirement.



Ron Akers, AICP
Director of Planning & Economic Development
Charter Township of Van Buren

70x12598 - 416 (Side Entry Garage) (Rear elevation brick)
 70x12599 - 415 (Side Entry Garage) (Rear elevation brick)
 70x125104 - 410 (Rear elevation brick)
 70x125107 = 407 (Side Entry Garage) (Rear elevation brick)
 65x12019 - 387



LEGEND:
 GENERAL COMMON ELEVATION
 UNIT DESIGNATION

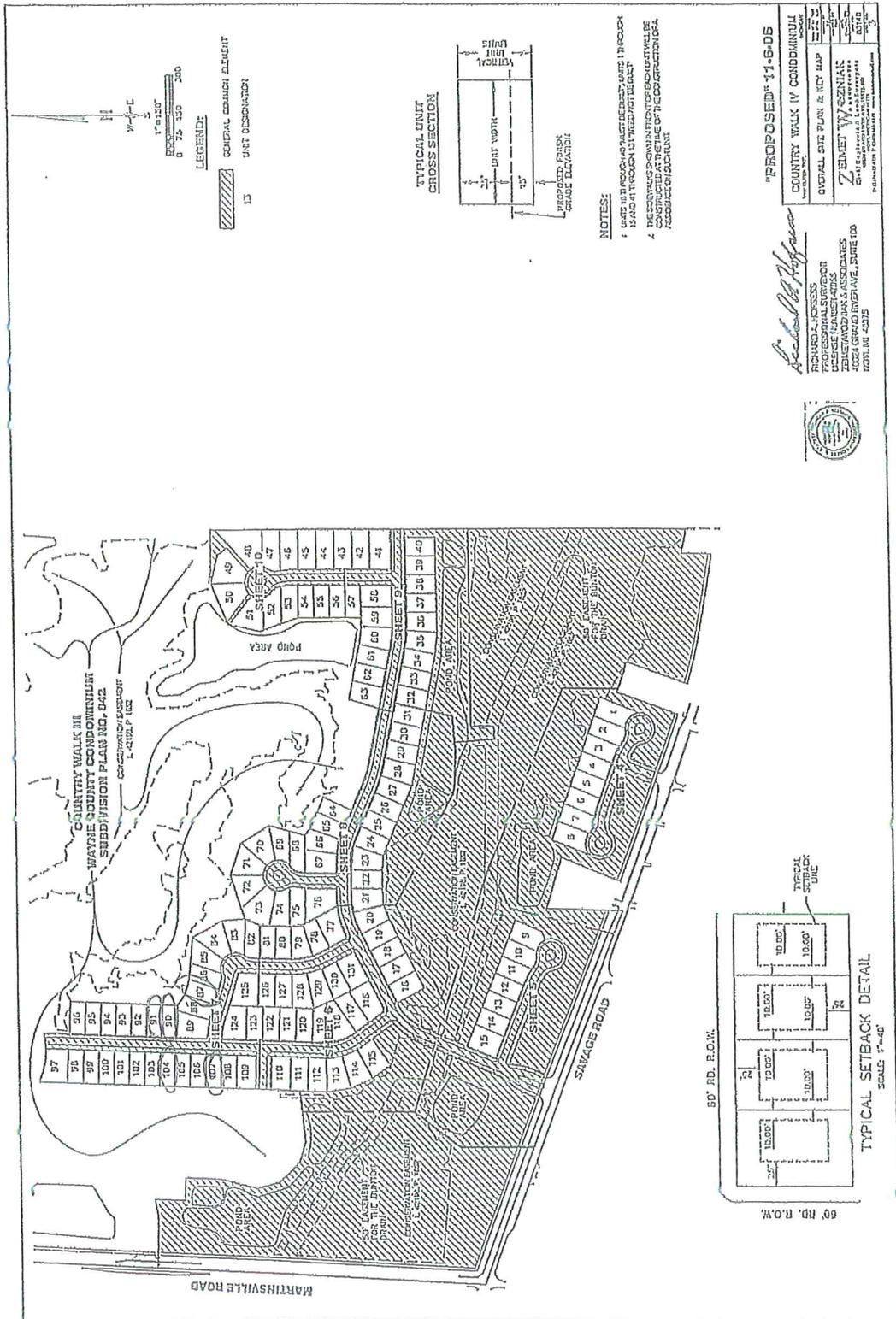
NOTES:
 1. UNITS TO BE CONSTRUCTED THROUGH EXISTING STRUCTURE THROUGH EXISTING WALLS AND FOUNDATIONS.
 2. THE PROPOSED CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF CHARLOTTE CONSTRUCTION CODE.

PROPOSED COUNTRY WALK III CONDOMINIUM
 OVERALL SITE PLAN & KEY MAP
 PREPARED BY: [Signature]
 CONSULTING ARCHITECTS
 2805 FRANKLIN ROAD
 SOUTHFIELD, MI 48034
 PHONE: 313-281-1100

PROPOSED 60' RD. R.O.W.
 TYPICAL SETBACK DETAIL
 SCALE 1"=40'

TYPICAL UNIT CROSS SECTION
 GENERAL COMMON HEIGHT (10'-0")
 VARIABLE UNIT WIDTH
 PROPOSED FINISH GRADE ELEVATION

61 x 20 87 - 264
 " " 90 - 267
 " " 91 - 268
 61 x 125 104 - 281 (rear elevation brick)
 61 x 125 107 - 284 (rear elevation brick)



Setbacks
 F = 25'
 R = 25'
 S = 10'

PROPOSED 11-6-05
 COUNTRY WALK IV CONDOMINIUM
 OVERALL SITE PLAN & KEY MAP
 ZENMET W. SZENTAK
 CIVIL ENGINEER & LANDSCAPE ARCHITECT
 4002 GRAND ENGINEERING, SUITE 110
 HOUSTON, TEXAS 77056



Richard D. Hoffman
 RICHARD D. HOFFMAN
 CIVIL ENGINEER
 LICENSE NUMBER 47345
 ZENMET AND ASSOCIATES
 4002 GRAND ENGINEERING, SUITE 110
 HOUSTON, TEXAS 77056

PLANNING & ZONING APPLICATION

Case number 16-033

Date Submitted 8-15-16

APPLICANT INFORMATION

Applicant GILBERT HOMES INC Phone 248-581-8023
 Address 5645 SILVER POND Fax 248-581-8022
 City, State W. BLOOMFIELD, MI Zip 48322
 E:mail GILBERTHOMES@GMAIL.COM Cell Phone Number 248-5730938
 Property Owner SAME Phone _____
 (if different than applicant)
 Address _____ Fax _____
 City, State _____ Zip _____
 Billing Contact _____ Phone _____
 Address _____ Fax _____
 City, State _____ Zip _____

SITE/PROJECT INFORMATION

Name of Project COUNTRY WALK
 Parcel Id No. V125-83- Project Address _____
 Attach Legal Description of Property
 Property Location: On the N Side of SAVAGE Road; Between ROBERT Road
 and SUMPTER Road. Size of Lot Width _____ Depth _____
 Acreage of Site _____ Total Acres of Site to Review _____ Current Zoning of Site _____
 Project Description: SINGLE FAMILY ARCHITECTURAL APPROVAL

Is a re-zoning of this parcel being requested? NO YES (if yes complete next line) NO
 Current Zoning of Site R1B Requested Zoning _____

SPECIAL PERMIT INFORMATION

Does the Proposed Use Require Special Approval? YES (if yes complete next line) NO
 Section of Zoning Ordinance for which you are applying _____
 Is there an official Woodland within parcel? _____ Woodland acreage _____
 List total number of regulated trees outside the Woodland area? _____ Total number of trees _____
 Detailed description for cutting trees _____

If applicable application **MUST** be accompanied with a Tree Survey or statement of no trees, which incorporates all the requirements listed in Section 4.45 of Zoning Ordinance 6-2-92, as amended.

OWNER'S AFFIDAVIT

GILBERT HOMES, INC.
 Print Property Owners Name

 Signature of Property Owner

 Date 8/15/16

STATE OF MICHIGAN
 COUNTY OF WAYNE
 The undersigned, being duly sworn, deposes and says that the foregoing statements and answers herein contained and accompanied information and date are in all respects true and correct.
 Subscribed and sworn before me this _____ day of _____, 20____
 Notary Public, _____ County, Michigan My Commission expires _____, 20____
 Rev 11/2/06

Akers, Ron

From: Bruce Gilbert <gilberthomes@gmail.com>
Sent: Sunday, September 11, 2016 8:39 PM
To: Akers, Ron
Subject: Re:
Attachments: Side Load Garage Elevation bmp.pdf; Alt elev side entry.pdf; 2068 41 wide plan.pdf

Ron,

See attached garage side entry elevation, as well as garage side entry for the alternate elevation. I have also attached the 41 ft. wide plan that will fit on every lot in Country Walk. I sent this to you last week too.

Given that this can be built on many lots, and that there is nothing in the subdivision like it, these changes will earn your recommendation for approval.

I will be in Van Buren Monday and hope you'll have some time to meet me. Is any time better for you?

On Fri, Sep 9, 2016 at 1:57 PM, Bruce Gilbert <gilberthomes@gmail.com> wrote:

Ron,

I have to be in Van Buren Monday or Tuesday for some warranty issues and would like to meet with you for a few minutes. When would be good for you?

On Thu, Sep 8, 2016 at 6:07 PM, Bruce Gilbert <gilberthomes@gmail.com> wrote:

Ron,

Have you looked over the pictures & revised plans I sent you for Country Walk?

Please call me Friday or Monday at 248-613-0936. I would like to hear your feedback on everything and also get the Planning Commission meeting time & location.

--

Bruce

Gilbert Homes, Inc.
5645 Silver Pond Drive
West Bloomfield, MI 48322
Office/Fax 248-661-6022
gilberthomes@gmail.com

--

Bruce

Gilbert Homes, Inc.
5645 Silver Pond Drive
West Bloomfield, MI 48322
Office/Fax 248-661-6022
gilberthomes@gmail.com



FRONT ELEVATION
SCALE: 1/4" = 1'0"



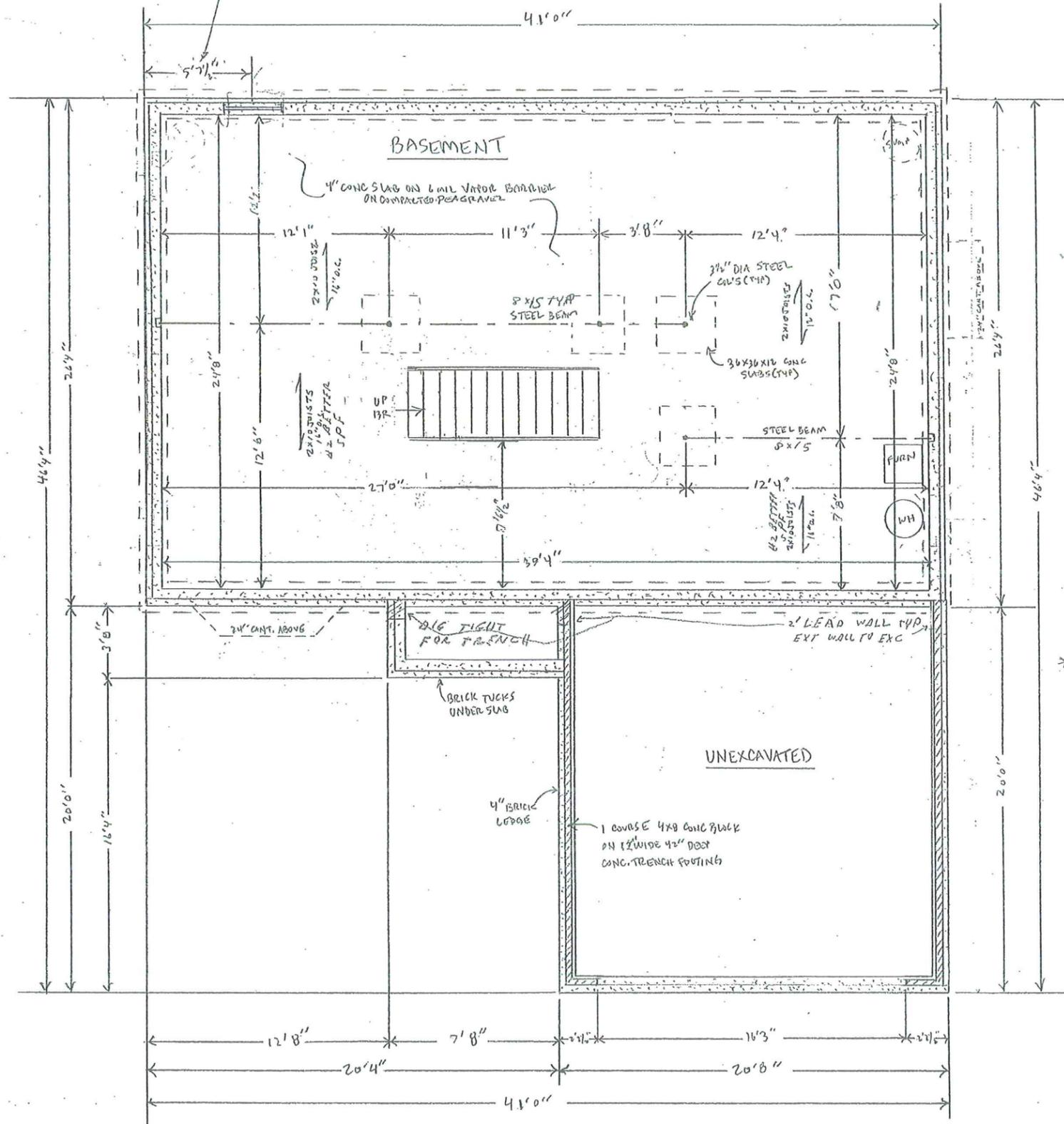
RIGHT ELEVATION
SCALE: 1/4" = 1'0"



FRONT ELEVATION
SCALE: 1/4" = 1'0"

DOUBLE BOND OVER
EGRESS AS NEEDED
EGRESS LOCATION WILL VARY

12" BRICK LEDGE - 4 SIDES



4'0" x 1'0" EGRESS WINDOW

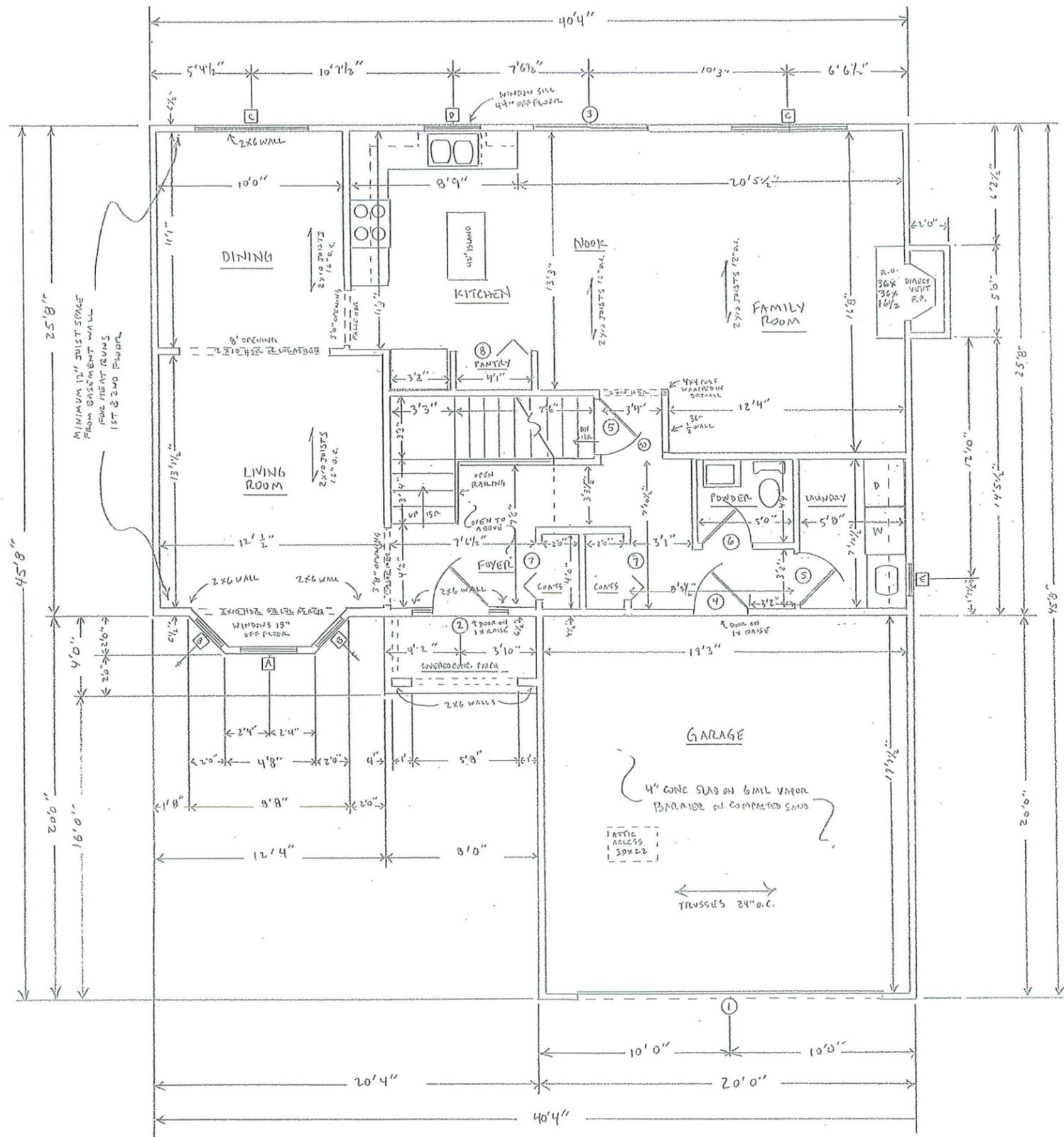
* BRICK LEDGE ALL AROUND

FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

NOTE: ALL WALLS DRAWN 10" THICK
SOIL BEARING 2500 PSF MIN
CONCRETE COMP 2500 MIN
TRANSSES TO BE USED

BRING TRACE WIRE TO METAL LOCATION



DOOR SCHEDULE

KEY	SIZE	QTY	DESC
1	16'7"	1	OVERHEAD GARAGE
2	5'6"	1	3' 6" PANEL EXT 1/2" SIDELITES
3	6'6"	1	SLIDING GLASS
4	2'6"	1	FIRE-RATED
5	2'6"	2	INT SWING
6	2'6"	1	INT SWING
7	3'6"	2	BIFOLD
8	4'6"	1	BIFOLD

R.O. 65 X 82 1/4 ON 1X
R.O. 38 X 82 1/4 ON 1X

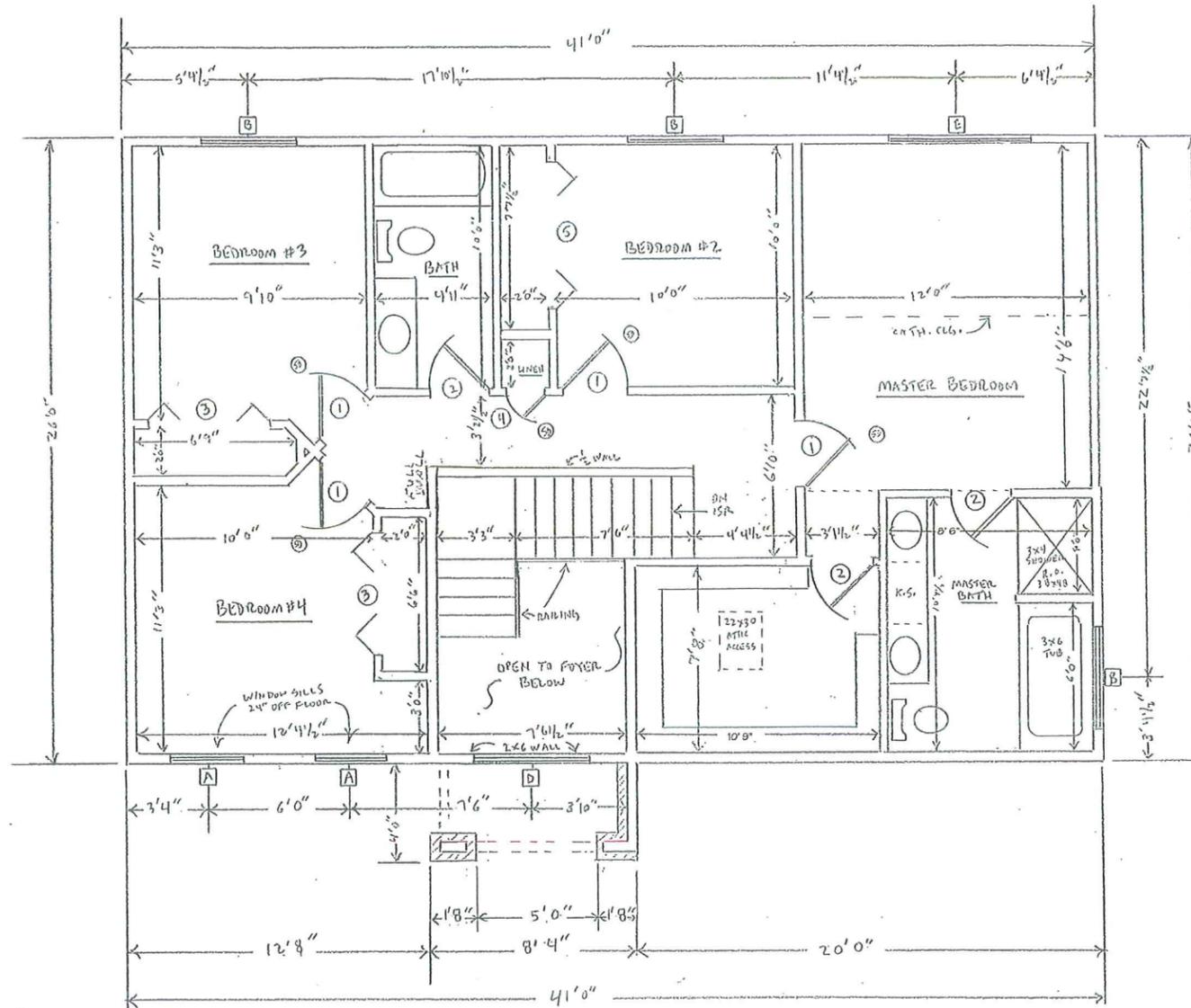
WINDOW SCHEDULE

KEY	SIZE	QTY	DESC
A	3'6"	1	S.H.
B	2'6"	2	FIXED
C	6'5"	2	GLIDER
D	3'3"	1	GLIDER
E	2'3"	1	GLIDER

NOTE: SIZES VARY BY MFR

FIRST FLOOR PLAN
SCALE: 1/4" = 1'0" 1066 SQ. FT.

- NOTE: ALL WALLS DRAWN 1/2" THICK UNLESS NOTED
- NOTE: EXT. DIMENSIONS DO NOT INCLUDE BRICK
- NOTE: 2x12 HORS OVER EXT. DOORS & WINDOWS
- NOTE: SMOKE DETECTORS W/IN SERIES W/ BATTERY BACKUP
- NOTE: TREADS & RISERS 1" PAST DRYWALL AT FOYER STEPS
- NOTE: ALL HEADERS AS HIGH AS POSSIBLE
- NOTE: 1ST FLOOR WINDOW HEADERS AT 7'8" EXCEPT KITCHEN SILL AT 4" AND L.R. SILLS AT 18"
- NOTE: USE 2 STUDS ON EXT. CORNERS
- NOTE: 1/8" GAP 4 SIDES ON DECK & ROOF
- NOTE: USE LADDER IN PLACE OF BRICKS AT EXT WALLS
- NOTE: DOORS 2" X 83
BIFOLD 1" X 82 1/2



DOOR SCHEDULE			
KEY	SIZE	QTY	DESC
1	2'8"	4	INT-SWING
2	2'6"	3	INT-SWING
3	5'6"	2	BI-FOLD
4	1'6"	1	PIVOT
5	6'6"	1	BI-FOLD

WINDOW SCHEDULE			
KEY	SIZE	QTY	DESC
A	3'5"	2	S.B. (EGRESS)
B	4'4"	2	GLIDER (EGRESS)
C	4'4"	1	GLIDER (TEMPERED)
D	5'6"	1	FIXED
E	6'5"	1	GLIDER

NOTE: SIZES VARY BY MFR.

SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0" 1002 SQ. FT.

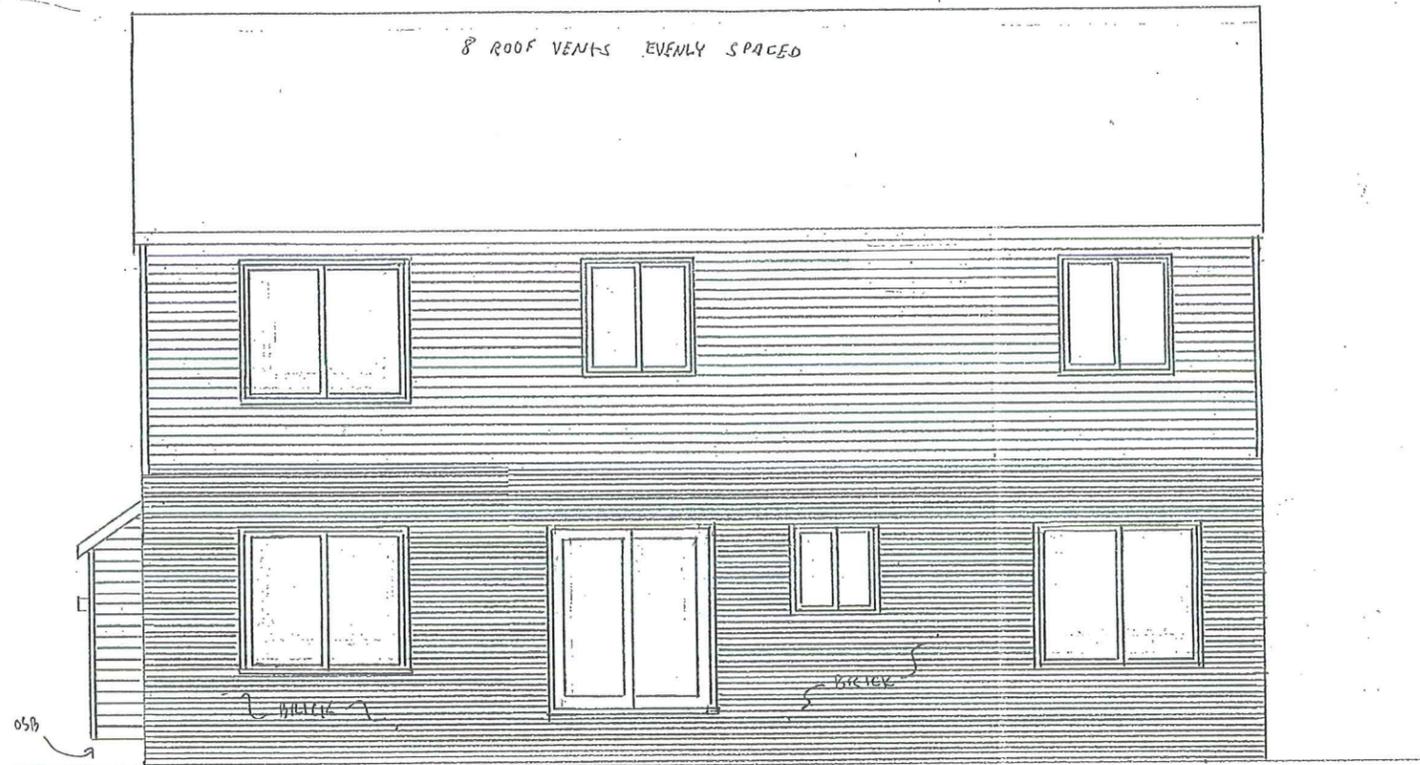
- NOTE: ALL WALLS DRAWN 1/2" THICK UNLESS NOTED
- NOTE: 2x10 HOURS OVER WINDOWS (UNLESS NOTED)
- NOTE: SMOKE DETECTORS WIRED IN SERIES 1/8ATT, BACKUP



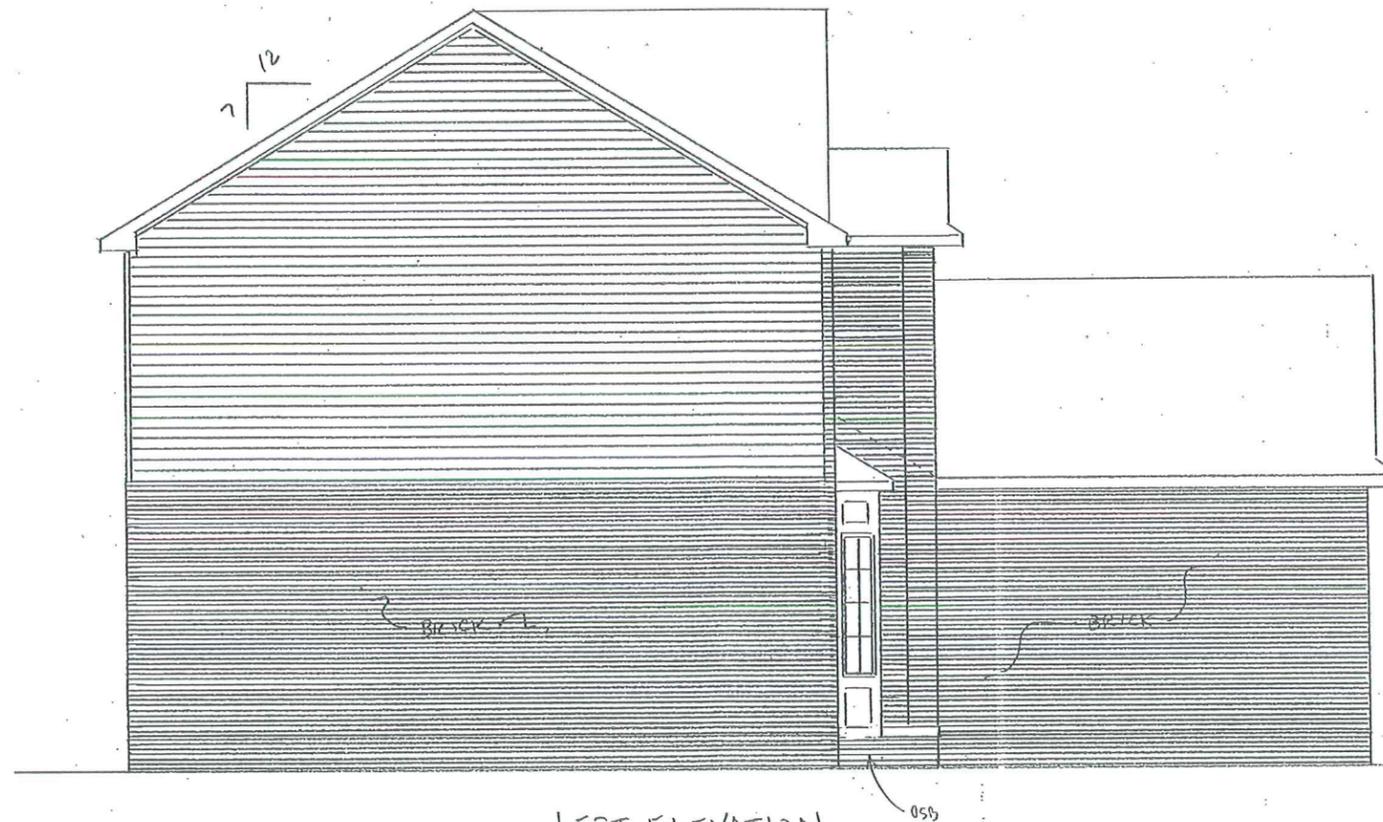
FRONT ELEVATION
SCALE: 1/4" = 1'0"



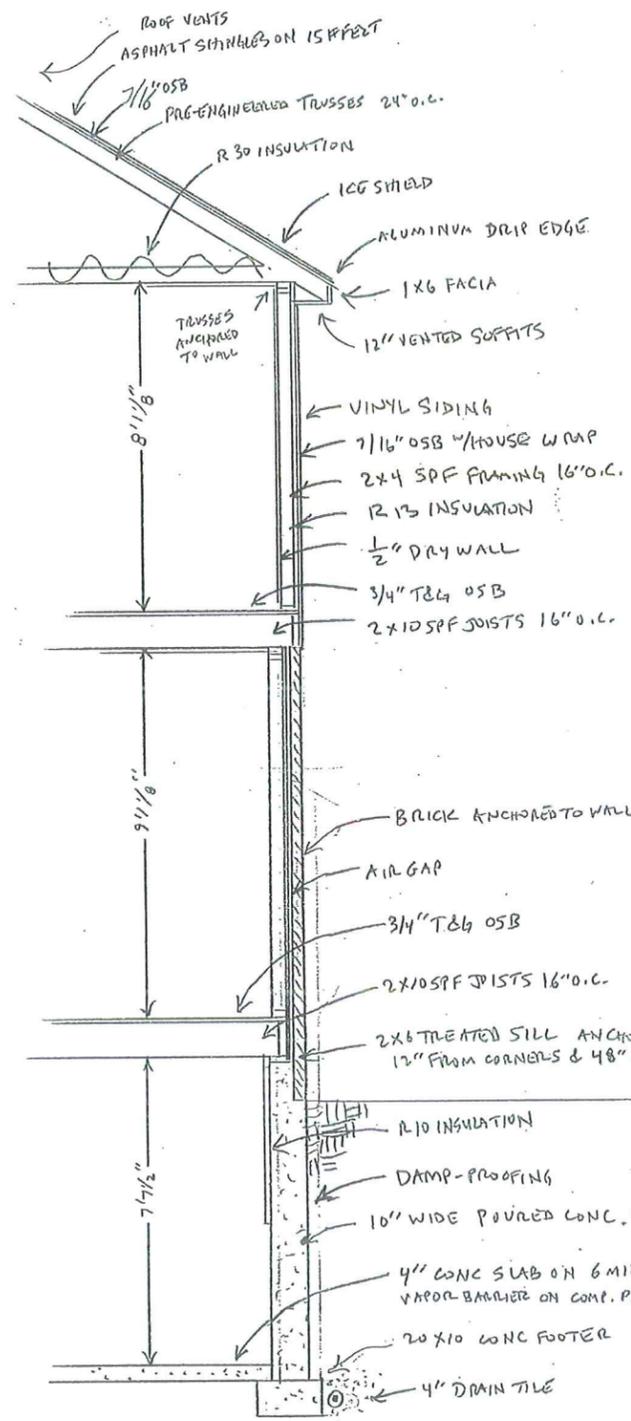
RIGHT ELEVATION
SCALE: 1/4" = 1'0"



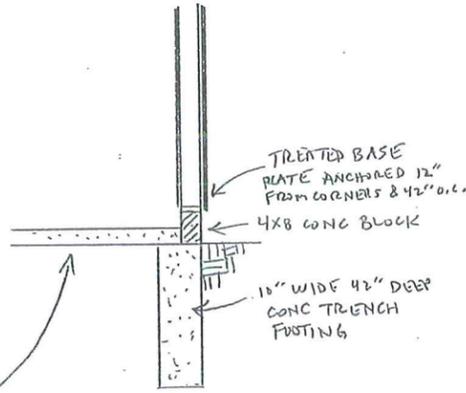
REAR ELEVATION
SCALE: 1/4" = 1'0"



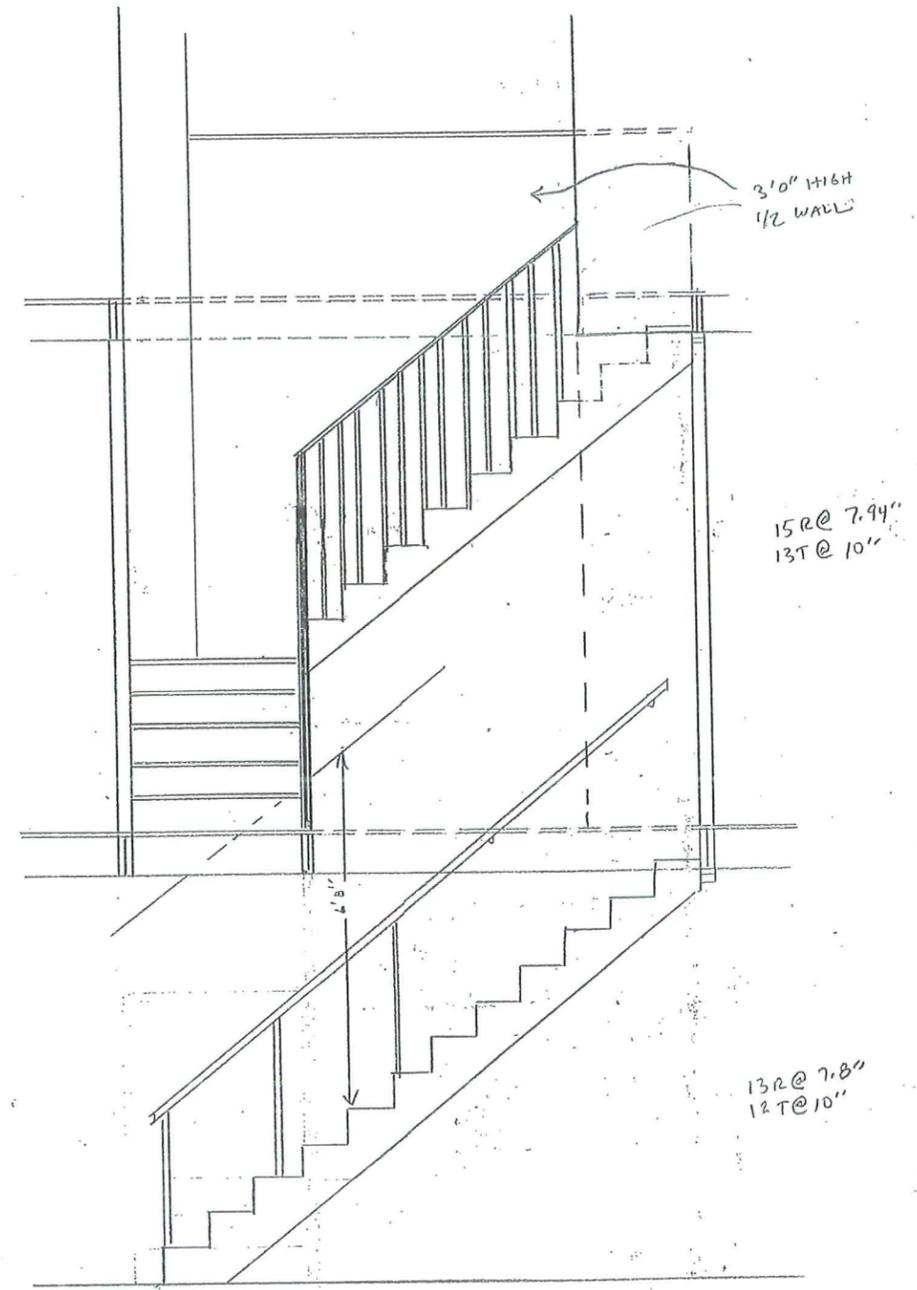
LEFT ELEVATION
SCALE: 1/4" = 1'0"



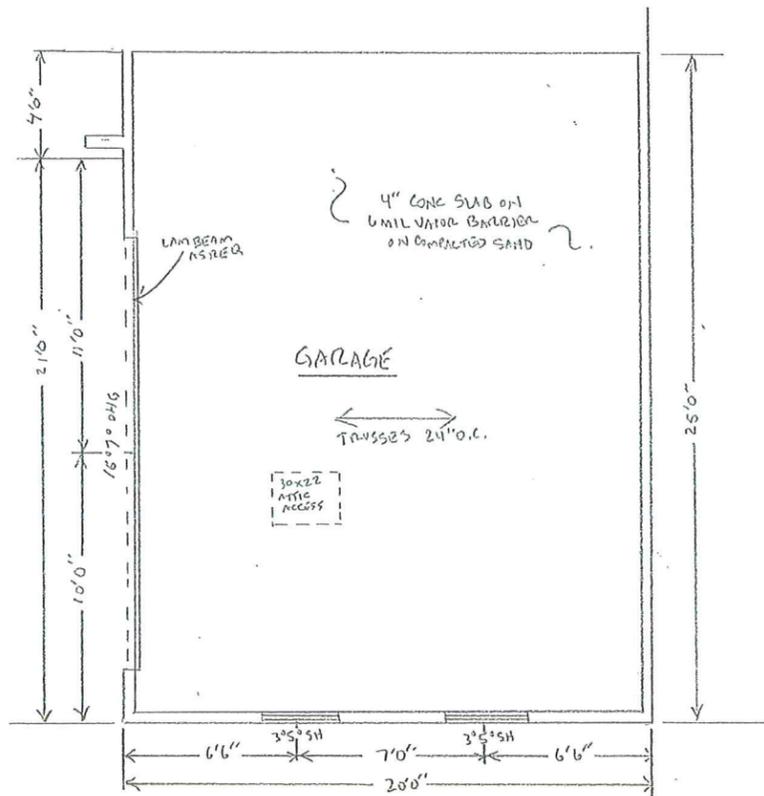
TYPICAL WALL SECTION
SCALE: 3/8" = 1'-0"



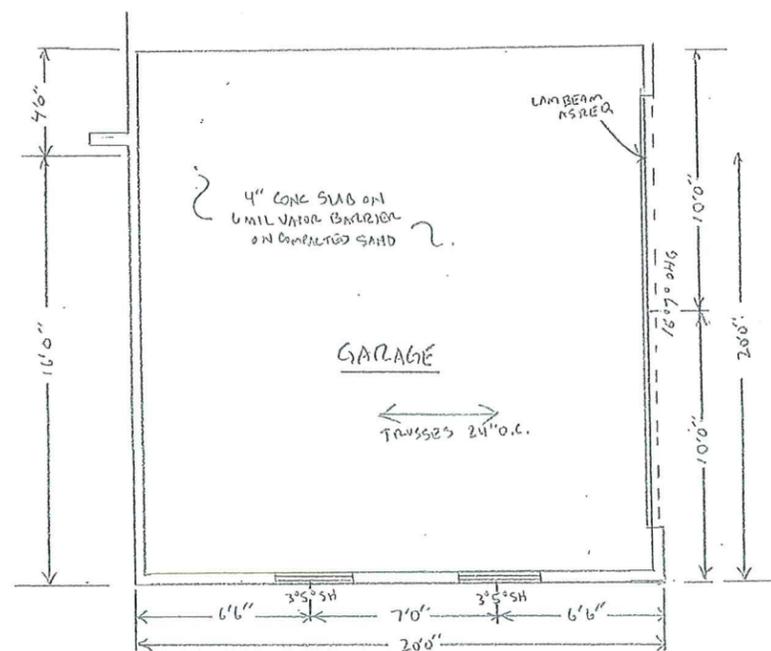
GARAGE DETAIL
SCALE: 3/8" = 1'-0"



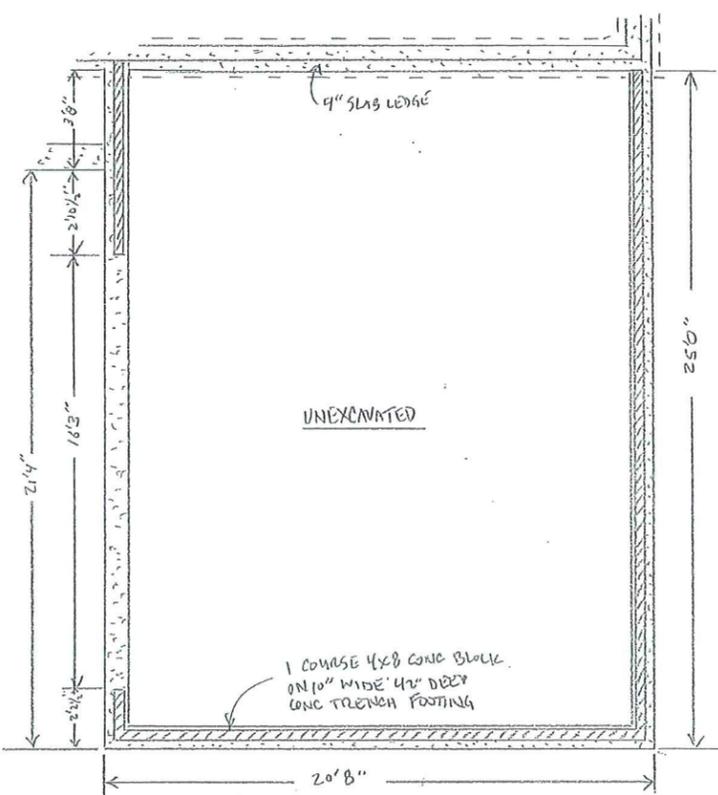
STAIR CASE SECTION
SCALE: 1/2" = 1'-0"



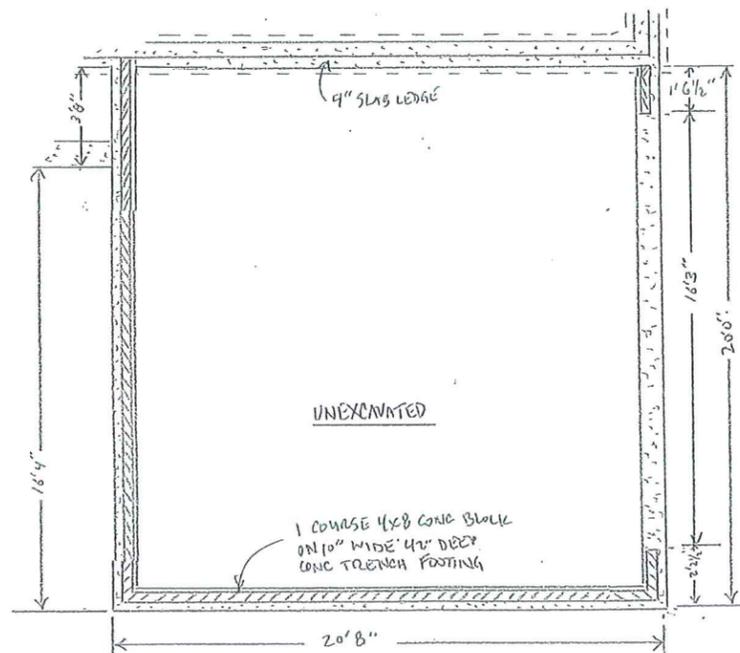
OPTIONAL "COURT ENTRY" GARAGE PLAN
 SCALE: 1/4" = 1'0"



OPTIONAL SIDE ENTRY GARAGE PLAN
 SCALE: 1/4" = 1'0"



OPTIONAL "COURT ENTRY" GARAGE
 FOUNDATION PLAN
 SCALE: 1/4" = 1'0"



OPTIONAL SIDE ENTRY GARAGE
 FOUNDATION PLAN
 SCALE: 1/4" = 1'0"



FRONT ELEVATION

SCALE: 1/4" = 1'0"

MEMORANDUM

TO: Charter Township of Van Buren Planning Commission

CC: Ron Akers, Director of Planning & Economic Development
Matt Best, Deputy Director of Planning & Economic Development

FROM: Patrick Sloan, AICP, Senior Principal Planner

SUBJECT: Zoning Ordinance Update

DATE: September 23, 2016

Current Project Status. In the fall of 2014, we started the process of drafting and revising comprehensive updates to the Van Buren Township Zoning Ordinance. At the October 22, 2014 Planning Commission meeting, we presented a comprehensive Technical Review of the Zoning Ordinance, which included current challenges with the Zoning Ordinance and specific areas where amendments would be proposed. Over the following months, we held 13 meetings with a subcommittee of Planning Commissioners to review the proposed Zoning Ordinance articles and make revisions. At this time, the draft version of the Zoning Ordinance has been completed and is ready for presentation to the Planning Commission for review.

September 28th Planning Commission Meeting Items. The purpose of having this item on the September 28th Planning Commission meeting agenda will be to provide a general introduction to the Zoning Ordinance update project, and discuss the Planning Commission's upcoming review and adoption schedule. Because of the extent of the changes proposed to the Zoning Ordinance, we recommend reviewing the proposed Zoning Ordinance changes with the Planning Commission over a series of 6 meetings as follows:

- **Meeting 1** –Article 12 (Administrative Procedures), Article 13 (Administrative Organization), and Article 14 (Nonconformities).
- **Meeting 2** –Article 3 (Zoning Districts and Permitted Uses), Article 4 (Schedule of Regulations), and Article 5 (Development Standards for Specific Uses).
- **Meeting 3** –Article 8 (Environmental Performance) and Article 10 (Landscaping and Screening).
- **Meeting 4** – Article 9 (Parking, Loading, and Access Management) and Article 11 (Signs).
- **Meeting 5** – Article 6 (Supplemental Zoning District Standards) and Article 7 (General Provisions).
- **Meeting 6** – Article 2 (Definitions) and any major items remaining.

Prior to the first Zoning Ordinance review meeting, we will provide you with an updated hard copy of the complete draft Zoning Ordinance. At each Zoning Ordinance review meeting, we will give a PowerPoint presentation that will summarize the major changes of the article(s) in an attempt to keep the meetings concise and more productive. At the same time, the Zoning Ordinance includes several of our editorial comments in the margin, so most of our rationale will be explained in the document itself.

At the September 28th Planning Commission meeting, we would like the Planning Commission to discuss whether to schedule special meetings to review the Zoning Ordinance or add a work session portion to its regular agendas. Once we know the meeting format, we will prepare a schedule.

We look forward to working with you on the Zoning Ordinance adoption process.