

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
OCTOBER 16, 2017 WORK STUDY MEETING 4:00 P.M.  
TENTATIVE AGENDA**

**ROLL CALL:**

Supervisor McNamara _____	Trustee Miller _____
Clerk Wright _____	Trustee White _____
Treasurer Budd _____	Engineer Potter _____
Trustee Frazier _____	Attorney McCauley _____
Trustee Martin _____	Secretary Montgomery _____

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Discussion on the purchase of one 2018 Ford F-150 XL Extended Cab from Atchinson Ford in the amount of \$25,103.16.
2. Discussion on of the proposal by McKenna & Associates to prepare an update to the Township's existing Master Plan for an amount not to exceed \$40,000.00

**PUBLIC COMMENT:**

**CLOSED SESSION:**

1. The Township Board will go into closed session, pursuant to MCL 15.268(e), to discuss trial and/or settlement strategy involved in the pending litigation, Van Buren Twp. v. Amanda Jackson, Wayne County Circuit Case No. 15-015063.

**ADJOURNMENT:**

**NOTICE OF CLOSED SESSIONS**  
**OF THE**  
**CHARTER TOWNSHIP OF VAN BUREN**  
**BOARD OF TRUSTEES**  
**TO BE HELD FOLLOWING**  
**4:00 P.M.**  
**WORK STUDY SESSION**  
**ON MONDAY, OCTOBER 16, 2017**  
**TOWNSHIP HALL**  
**46425 TYLER ROAD**  
**BELLEVILLE, MI 48111**  
**FOR THE PURPOSE OF DISCUSSING:**

**The Township Board will go into closed session, pursuant to MCL 15.268 (e) to discuss trail and /or settlement strategy involved in the pending litigation, Van Buren Twp. V. Amanda Jackson, Wayne County Circuit Case No. 15-015063**

**In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Clerk's Office 734.699.8909.**

**Posted October 12, 2017.**

# Charter Township of Van Buren

Agenda Item \_\_\_\_\_

## REQUEST FOR BOARD ACTION

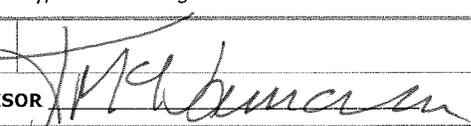
**WORK STUDY MEETING DATE:**  
2017-10-16

**BOARD MEETING DATE:**  
2017-10-17

Consent Agenda \_\_\_\_\_ New Business X Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Purchase of F-150 Pick-up truck
<b>DEPARTMENT</b>	Planning & Economic Development Department
<b>PRESENTER</b>	Director Ronald Akers
<b>PHONE NUMBER</b>	734-699-9288
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Deputy Director Matt Best

### Agenda topic

<b>ACTION REQUESTED</b>	
Recommend to the Township Board to approve the purchase of one 2018 F-150 XL Extended Cab from Atchinson Ford in the amount of \$25,103.16	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
A request for bids was advertised and three bids were received. The bid of \$25,103.16 is slightly higher than the State bid of \$24,879.16, which Gene Butman Ford matched. We recommend Atchinson Ford, as it meets with the 5% local vendor preference of 5%. (See attachments).	
<b>BUDGET IMPLICATION</b>	The purchase for the one vehicle totals \$25,103.16. The purchase of one vehicle is being funded from Capital Outlay (101-370-970-000) we have a 2017 projected budget total of \$37,000 and the department has spent approximately \$8,000. Based on this we are within our projected 2017 budget for the purchase.
<b>IMPLEMENTATION NEXT STEP</b>	Approval by Township Board, execute purchase.
<b>DEPARTMENT RECOMMENDATION</b>	Approval of purchase from Atchinson Ford and authorize Supervisor and Clerk to execute purchase.
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	NA
<b>ATTORNEY RECOMMENDATION</b>	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Kevin McNamara

CLERK  
Leon Wright

TREASURER  
Sharry A. Budd

TRUSTEE  
Sherry A. Frazier

TRUSTEE  
Kevin Martin

TRUSTEE  
Reggie Miller

TRUSTEE  
Paul D. White

October 10, 2017

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

RE: Purchase of One F-150 Pickup Truck

Honorable Trustees,

I am requesting that a purchase of one F-150 pickup truck be authorized by Charter Township of Van Buren from Atchinson Ford. The total cost will be \$25,103.16 for the F-150 pickup truck, which included two recommended items not included in the other bids, reverse sensing and spray in-liner. Without these two recommended items, the bid is \$24,333.16 which would make it the lowest of the three bids received. With the recommended items, this bid is slightly higher than the State bid at \$24,879.16, but we recommend Atchinson, as it meets the 5% vendor preference consideration.

### The Bid Breakdown

- |                          |                                   |
|--------------------------|-----------------------------------|
| 1. Gene Butman Ford      | \$24,879.16                       |
| 2. Gorno Ford            | \$25,213.00                       |
| <b>3. Atchinson Ford</b> | <b>\$25,103.16 (with options)</b> |
| 4. Atchinson < 5%        | \$23,848.01                       |

### Budget Implications:

The truck purchase would come out of 101-370-970-000 which is the Planning & Economic Development Capital Outlay line item. The 2017 projected budget for this line item is \$37,000. Of this \$37,000 there is approximately \$29,000 remaining in the line item. Based on this there are funds available to purchase the truck.

### Prior Vehicle:

We have had this vehicle purchase planned for the last year. The prior building department truck needed approximately \$1,500 worth of repairs to make the vehicle safe to drive and the Blue Book value of the vehicle is around \$3,000. Based on the repairs needed, the value of the vehicle, the age of the vehicle, and the condition of the vehicle we are recommending that replacement is the most efficient option.

I have attached the bid documents to this letter. If you have any questions or would like to discuss this matter further, please contact me.

Sincerely,

Ron Akers, AICP  
Director of Planning and Economic Development

Van Buren Township F-150 Truck Bids

(3) 2018MY FORD F-150 XL EXT. CAB 4x4, 6.5'BOX,  
145"WB, 3.3L V6, 6spd. A/T, OXFORD WHITE/GRAY CLOTH, AM/FMw/CLOCK,  
TPMS, 6,500 # GVWR, A/C, TILT CRUISE., DRL'S, ADVANCE TRACw/ROLL –  
STAB. CNTRL., 3.73 REG. AXLE, P265/70Rx17AT, BLACK RUNNING BOARDS,  
PWR. DISC BRKS.w/ABS, TRAILER SWAY CNTRL., FRNT/SIDE AIR BAGS,  
PWR. WINDOWS/LOCKS/MIRRORS, CLASS IV TRALER TOW PKG.

F.O.B. DELIVERED TO VAN BUREN TWP., MI ...Each \$ 25103.16

Any Recommended Options:

<u>Description</u>	<u>Costs</u>
Reverse Sensing	\$275.00
Spray-In Liner	\$495.00

Please Email back Truck Bids to [mladd@vanburen-mi.org](mailto:mladd@vanburen-mi.org) as soon as possible.

Thanks You for your assistance.

Atchison Ford Bid



**GORNO FORD**  
22025 ALLEN ROAD  
WOODHAVEN, MI 48183

DATE: 6/22/17

TO: MARTIN LADD, VAN BUREN TWP.  
734-699-8900 EXT. 9227 (DIRECT) [mladd@vanburen-mi.org](mailto:mladd@vanburen-mi.org)

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES  
734-671-4033 (DIRECT) (FAX) 734-676-7647 [jagney@gornoford.com](mailto:jagney@gornoford.com)

RE: **MiDEAL # 3905-0087 (3) 2018MY FORD F-150 XL EXT. CAB 4x4, 6.5'BOX,  
145"WB, 3.3L V6, 6spd. A/T, OXFORD WHITE/GRAY CLOTH, AM/FMw/CLOCK,  
TPMS, 6,500 # GVWR, A/C, TILT CRUISE., DRL'S, ADVANCE TRACw/ROLL -  
STAB. CNTRL., 3.73 REG. AXLE, P265/70R17AT, BLACK RUNNING BOARDS,  
PWR. DISC BRKS.w/ABS, TRAILER SWAY CNTRL., FRNT/SIDE AIR BAGS,  
PWR. WINDOWS/LOCKS/MIRRORS, CLASS IV TRALER TOW PKG.**

F.O.B. DELIVERED TO VAN BUREN TWP., MI ..... \$25,213.00 each  
(MSRP = \$37,930.00)

Current lead time is estimated at 10 - 12 weeks from receipt of P.O.

2017MY cut-off was May 12, 2017.

2018MY Production begins July 17, 2017.

**RECOMMENDED OPTION:**

3.73 LOCKER AXLE .....	470.00
CHROME BUMPERS & FOG LAMPS .....	315.00
REVERSE SAFETY BEEPER .....	149.00
CLOTH SEATS .....	219.00
ELEC. TRLR. BRK. CNTRLR. ....	275.00
ALL-WEATHER H.D. FLOOR MATS .....	89.00
RHINO SPRAY-IN BED LINER .....	597.00
MUNICIPAL SAFETY LIGHT PKG. ....	1,595.00

(Includes; Amber Fr Grill/Rr LED Insider Flashers, Amber Roof Mount LED Mini-Light-Bar)

Please review, **SELECT OPTIONS**, sign and e-mail/fax back or e-mail/fax Purchase Order to Jim Agney.

Customer Signature: \_\_\_\_\_

Thank you,

*Jim Agney*

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Van Buren Township.. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE: 10/16/17**

**BOARD MTG. DATES: 10/17/17**

Consent Agenda \_\_\_\_\_

New Business   X  

Unfinished Business \_\_\_\_\_

Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	To consider approval of a proposal between Van Buren Township and McKenna & Associates to prepare an update to the Township's existing Master Plan for an amount not to exceed \$40,000.
<b>DEPARTMENT</b>	Planning & Economic Development
<b>PRESENTER</b>	Ron Akers, AICP Director of Planning & Economic Development
<b>PHONE NUMBER</b>	734-699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Deputy Director Matthew Best

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider approval of a proposal between Van Buren Township and McKenna & Associates to prepare an update to the Township's existing Master Plan for an amount not to exceed \$40,000.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Please see attached letter.	
<b>BUDGET IMPLICATION</b>	The projected \$40,000, approximately \$19,000 will be covered using CDBG funds. This will result in an approximate \$21,000 impact on the General Fund.
<b>IMPLEMENTATION NEXT STEP</b>	If approval is granted then, work will begin immediately on the Master Plan.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A on agreement, Planning Commission supports update.
<b>ATTORNEY RECOMMENDATION</b>	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	



# Charter Township of Van Buren

## BOARD OF TRUSTEES

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Kevin McNamara

CLERK  
Leon Wright

TREASURER  
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TRUSTEE  
Paul D. White

October 10, 2017

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

RE: Proposal to Update the Charter Township of Van Buren Master Plan

Honorable Trustees,

Attached to this letter is a proposal from McKenna & Associates to update the Township's Master Plan. A Master Plan is a policy document which provides the direction and supporting information for the Township's land use policy decisions such as zoning. In a very broad sense the Master Plan does two main things. First the Master Plan uses data and public engagement results to identify how the Township will grow over a twenty (20) year period. This is identified using maps and descriptions of the land uses and building types we will allow in certain areas. In addition to this it also serves as a guide to other departments when considering capital improvements. Second the Master Plan acts as the rationale for the Township's zoning decisions. In order to avoid arbitrary zoning decisions, the Master Plan provides the findings and conclusions to support the rationale of those decisions. In addition to this the requirement to base zoning decisions on a plan is also required by the Michigan Zoning Enabling Act which gives the Township the ability to regulate land use.

### Reasons for Updating

The Michigan Planning Enabling Act requires that a Master Plan be reviewed every five (5) years to determine if it needs to be updated or not. The Township is compliant with the law in this regard and has performed these required reviews. Periodic updates to a Master Plan are necessary to ensure that our land use plan is consistent with current trends and community preferences. Our current base Master Plan is from 1989, but there have been five (5) updates between 1999 – 2010 which have covered different areas of the community. There has been a number of changes in the past several years to the economy and to construction trends and practices which warrant a look at what the Township's goals and objectives are moving forward. In addition to this changing the format from several plans to a single document will make the plan more user friendly and allow for increased use.

### Public Engagement

Another reason for updating a Master Plan is to ensure that your goals and objectives are consistent with community preferences. Among the most important components of a Master Plan are those public engagement components where input is solicited from the public about where to grow in the community. Under the current proposal there is one public workshop included, but I would like to have one (1) additional public workshop and utilize the online survey option to ensure we are reaching as many people as possible for this plan. This type of public engagement is often more productive than a public hearing as it allows for dialogue and collaboration.



# Charter Township of Van Buren

## BOARD OF TRUSTEES

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### Budget Implications

Staff is proposing a not to exceed total of \$40,000 for this project. The breakdown is as follows:

- A. Work Plan: \$36,500
- B. One Additional Workshop: \$1,000
- C. Online Survey: \$2,500

Township staff has set aside CDBG funds for a portion of this project. Based on this the allocation of the \$40,000 will be broken down approximately as follows:

- A. General Fund: \$21,000
- B. CDBG Funds: \$19,000

Based on this the General Fund will only be paying approximately \$21,000 of the project. At this time I will not be requesting that McKenna & Associates provide a Downtown Strategic Action Plan and Design Framework proposal.

### Why Other Firms Were Not Solicited

I am anticipating that members of the Board will ask why we are not soliciting other planning firms for Master Plan update proposals. Soliciting other firms in a competitive RFP was considered by staff, but ultimately we decided against this approach. The reasons for this are as follows:

- A. Familiarity: McKenna & Associates have been the Township's planners for many years and are intimately familiar with the Township and its challenges and issues. There is a certain level of understanding that can only be earned through time and it was our belief that the billable hours it would require to get a new consultant up to speed would reduce the quality of the document. In other words, we would sacrifice work product by spending the time to bring them up to speed.
- B. Timing: Wayne County accelerating their timeframes for spending CDBG money has created an issue with regards to the timing of this project. If we used the RFP process, we would potentially leave approximately \$12,000 of CDBG money on the table.
- C. Recent Qualification Based Selection Results: We recently went through a qualification based selection and solicited other planning firms for this type of work. At the end of the process we decided to retain McKenna & Associates. Since this has occurred earlier in the year, their response to the Township, our residents, and our business owners has been very good. If the same quality of work is maintained I have no doubt the process will result in a quality project.

If you have any questions or would like to discuss this matter further, please contact me.

Sincerely,

Ron Akers, AICP  
Director of Planning and Economic Development

October 6, 2017

Ron Akers, AICP, Director of Planning & Economic Development  
Charter Township of Van Buren  
46425 Tyler Road  
Van Buren Township, MI 48111

**Subject: Proposal to Update the Charter Township of Van Buren Master Plan**

Dear Ron:

At the September 13, 2017 Planning Commission meeting, we discussed the current status of the Township's adopted Master Plan documents and the need for updates. Based on our discussions and understanding of the project, we have outlined a process to work with the Township, its stakeholders, and the public to consolidate the existing adopted plans and create a modern Master Plan that meets the requirements of the Michigan Planning Enabling Act. We will work with the Township to refine the proposed scope and schedule to best fit your needs after discussion and your input.

**A. PROPOSED WORK PLAN FOR MASTER PLAN UPDATE**

**1. General Updates.** The general updates to the Master Plan includes the following to be compliant with the Michigan Planning Enabling Act:

- **Consolidation of Existing Adopted Plans.** While the Master Plan was originally adopted in 1989, it has been amended several times since then with the adoption of the following plans:
  - Single Family Residential Plan (1999)
  - Ecorse-Haggerty Corridor Plan (2000)
  - Grace Lake Area Plan (2001)
  - South Side Master Plan (2007)
  - Belleville Road District Plan (2010)

All of these plans are still relevant, and we recommend keeping them relevant by consolidating them into one document. This will not only save the Township the cost of updating these documents individually, it will also assist the Township and applicants by clearly communicating the Township's land use policies in one unified document. While some of these plans will be in the main body of the Master Plan, others may be an appendix.

- **Data.** The demographic data must be updated to include 2010 Census data as well as any current or forecasted data from SEMCOG (SEMCOG has updated population forecasts to 2040). For example, although SEMCOG projects Van Buren Township's overall population to grow by 1,444 people between 2010-2040, the population of residents 65 years or older is projected to grow by 3,901 while the population of residents 64 years and younger is projected to fall. Forecasts such as these will affect how, and for whom, we plan.

- **Maps.** All of the maps in the Plan should be updated to include new information and other important map features. The most important update will be the Future Land Use map and its consistency with Township policies. However, where maps from different plans can be combined to have a greater impact, we will recommend doing so.
  - **New Policies.** This includes new policies based on activities in the Township over the last 5+ years. These will be a combination of general policies and specific policies.
  - **Removal of Outdated Policies.** This includes removal of recommendations where action has already been taken or policies may be outdated. For example, many recommended zoning changes have already taken place with the adoption of the Zoning Ordinance earlier this year.
  - **Zoning Plan.** The Michigan Planning Enabling Act requires that a zoning plan be included in a master plan that explains how the land use categories of the future land use map relate to the districts on the Zoning Map. While some of the adopted plans include elements of a zoning plan, a comprehensive zoning plan for the Township is required.
  - **Implementation Matrix.** The implementation matrix will be at the end of the document and will list each of the projects necessary to implement the Master Plan, as well as a timeframe, priority, and responsible body. For example, the commercial development section may include certain projects or policies to be initiated by the Planning Commission or DDA within the next 1-2 years.
- 2. Redevelopment Ready Communities (RRC).** Our understanding is that Van Buren Township may apply for the MEDC's statewide Redevelopment Ready Communities (RRC) Program in the future. At its core, the intent of the RRC program is to encourage communities to adopt innovative development strategies and an efficient review process. Regardless of whether the Township formally applies for RRC certification, the following RRC Best Practices will be incorporated into the Master Plan:
- **Zoning Plan.** As previously stated, the Master Plan will have a Zoning Plan.
  - **Complete Streets.** The 2015 Walkability Audit, which was prepared for the DDA, should be incorporated into the Master Plan as a means of addressing complete streets and promoting non-motorized transportation in key areas of the Township. The Walkability Audit will also fulfill some of the objectives of the Corridor Plan and Downtown Plan (below).
  - **Corridor Plan.** The 2010 Belleville Road District Plan and 2000 Ecorse-Haggerty Corridor Plan are the existing corridor plans of the Township. These plans will be incorporated into the Master Plan and updated accordingly.
  - **Downtown Plan.** The 2010 Belleville Road District Plan includes elements of a downtown plan, and we recommend incorporating this into the Master Plan as a downtown plan. Since the Belleville Road District Plan was adopted, the Township adopted the Belleville Road Overlay District and Mixed-Use zoning district into the Zoning Ordinance as a means of

fulfilling the vision of the Belleville Road District Plan. In addition to updating the downtown plan along Belleville Road, the Township may also wish to consider joint planning with the City of Belleville on its downtown area.

If the Township desires a more specific action plan to promote and guide implementation of downtown development in a step-by-step manner, we can propose a concurrent Downtown Strategic Action Plan and Design Framework for the Township and/or DDA. The Downtown Strategic Action Plan and Design Framework would also include a work plan and marketing tools. If the Township and/or DDA were to initiate the Downtown Strategic Action Plan and Design Framework, we would maximize its value by incorporating it into the Master Plan to make it official Township policy.

**3. Non-Motorized Plan.** With the adoption of Complete Streets legislation in Michigan, it is important for Van Buren Township to plan for the appropriate interconnectivity of its current and future non-motorized and motorized transportation systems. While the 2015 Walkability Audit and the adopted plans serve as a good foundation, the Master Plan should include a non-motorized inventory (including sidewalks along major corridors) and include specific policies for how that non-motorized network will be developed. There are major considerations for a non-motorized system, which include the following:

- Locations of the **existing non-motorized network in Van Buren Township**, including:
  - The non-motorized trail along the west side of I-275.
  - Sidewalks and trails (including bridges) along major corridors.
  - Trails in the Lower Huron Metropark.
- Locations of **planned non-motorized trails in Van Buren Township**, such as the Iron Belle Trail.
- Locations of opportunities to link to **existing systems in adjacent communities** (e.g., City of Belleville, Border-to-Border Trail in Ypsilanti Township to the east, etc.).
- Locations of **high priority corridors within Van Buren Township**, including context sensitive conceptual designs.
- Potential outside funding sources.

A new map will be included in the Master Plan showing priorities for future non-motorized transportation and the physical design recommendations based on best practices for roadway design. Please note that the Master Plan is a document that plans for 20-30 years, so much of the development of a non-motorized system would not be imminent. However, the non-motorized plan can be used for policy program recommendations in the Capital Improvement Plan and can be used when applying for grant funds (e.g., Safe Routes to School, Transportation Alternatives Program, etc.).

**4. Agriculture and Open Space Preservation Plan.** The South Side Master Plan includes goals for preserving farmland and open space, and the implementation plan can be strengthened to include additional means of preserving agriculture and open space. We recommend including

policies such as Transfer of Development Rights (TDR). TDR is where development rights of a “sending zone” (e.g., a high quality agricultural or natural area) are transferred to a “receiving zone” (e.g., a targeted development area that is planned for higher densities where infrastructure is available). Receiving zones would be carefully identified and mapped areas where limited higher densities would not compromise the character of the area or the community’s ability to provide services.

For TDR that considers potential density bonuses for preserving open space, we will include realistic illustrations (a layout plan and graphics) that show how these policies can be successfully implemented. We find that providing graphic illustrations whenever possible makes it much easier to communicate to developers and amend the Zoning Ordinance, if necessary.

If a TDR program is considered, we will identify criteria for receiving zones (e.g., areas with infrastructure that can support a fixed amount of additional density) and sending zones (e.g., agricultural land with high quality soils and sensitive environmental areas).

5. **Industrial Land Inventory.** Van Buren Township has recently experienced a high demand for new industrial development and expansions of existing industrial land uses. Recently approved industrial site plans include L&W Engineering, Bayloff Industries, Constellium, Contractor’s Steel, Costco, Ashley Capital, Denski Warehouse, Mayser Polymer, and Continental Canteen. Additionally, a site plan for Ashley Capital Crossroads North is currently under review by the Township. With the continued economic growth of the region and Van Buren Township’s proximity to I-94, I-275, and 2 major airports, we expect demand for industrial development to continue in the township. As the supply of vacant industrial-zoned land decreases, it is critical for the Township to document the current inventory of land planned for industrial use, the potential demand for industrial development in the township, and which areas of the township are suitable for future industrial development, if any.
6. **Potential Intensity Change Area (PICA) Plan and Market Analysis.** A PICA is any area that, based on future competitiveness, physical or economic patterns, conditions or arrangement of land, buildings, lots, or blocks, land use adjacencies, or inappropriate intensity of use is a candidate for a “change in intensity” within the planning period of five, 10 or 20 years.

For the PICA plan, we would complete an analysis of up to three (3) PICA areas based on factors such as projected real estate market forces, planning and development objectives, and efficient arrangement of lots, blocks, streets, etc. The PICA would also include a market analysis to identify potential users and businesses to locate in the PICA. We will determine a trade area (i.e., a local and regional radius or drive time distance from the interchange) for the PICA, assess retail demand, determine surpluses/deficits based on market demand, and identify potential users. Obtaining an understanding of market demand can assist the Township in determining how much land should be rezoned and/or what future uses can be anticipated. Once the PICA is identified, we will offer land use and design recommendations for the area which will include a layout plan showing street circulation, land use and zoning recommendations, and building placements and types.

The 3 PICA areas will be selected by the Township. Areas to consider include strategic areas along Belleville Road, interchange areas, and areas adjacent to or in Belleville where joint planning with the City of Belleville would be advantageous.

7. **Van Buren Township Downtown Strategic Action Plan and Design Framework (Optional).** As previously stated, if the Township desires a more specific action plan to promote and guide implementation of downtown development in a step-by-step manner, we can propose a concurrent Downtown Strategic Action Plan and Design Framework for the Township and/or DDA.
8. **Public Participation.** At a minimum, the Michigan Planning Enabling Act requires a community to hold one (1) public hearing on its Master Plan. The required public hearing often yields no feedback and takes place after the plan is mostly written. Therefore, to increase public participation and obtain meaningful public input, we recommend the following public participation options:
  - **Online Survey (Optional).** An online survey can be a quick, easy method for people to participate in the planning process. We propose an online survey, which McKenna will host through its subscription to SurveyMonkey. McKenna has hosted online surveys for Van Buren Township before with excellent results. We will work with you to prepare the survey (including the survey questions) before posting it. Although the survey will be online, paper copies of the survey can be printed and we will input the paper results into the online survey database so that it is included with the results. We will work with the Township to solicit participation in the survey, and we will incorporate the survey results into the Master Plan.
  - **Workshops (1 Included, with Additional Workshops Optional).** One (1) or more public workshops can be held to solicit feedback on specific planning objectives as well as on the proposed subareas of the Township. McKenna will give an introductory presentation to inform attendees and give them all a shared base of knowledge about the process and findings to date (including the survey results). The McKenna facilitators will introduce the purpose and desired outcomes of the planning process, and will continue with a summary of the analysis of existing conditions of each subarea. Possible focus areas include: expressway interchange areas, lakes areas, agricultural and natural features preservation, commercial centers, and non-motorized transportation.

McKenna will lead several exercises to encourage participation by all attendees, which could include one or more of the following: small group discussions, visual preference survey to stimulate ideas and illustrate potentials for consideration, "One Big Idea" or inspiration boards.

Next there will be discussion and prioritization of the issues, assets and visions identified during the small group sessions. Information gathered during the small group discussions will be shared with the larger audience to build consensus around planning.

**B. MEETINGS**

Excluding meetings proposed for Workshops, McKenna will attend eight (8) meetings with the Township. While the meetings can be determined by the Township, these meetings are expected to include the following:

- 1 kickoff meeting with the Planning Commission at the start of the planning process
- 4 meetings with the Planning Commission to discuss specific policies and recommendations of the Plan.
- 1 meeting with the Planning Commission to recommend distribution of the Plan by the Township Board.
- 1 meeting with the Township Board to present the Plan and authorize distribution of the Plan to surrounding communities and other required entities.
- 1 meeting with the Planning Commission for the public hearing and adoption of the Plan.

Additional meetings can be added at an hourly rate according to McKenna’s contract with Van Buren Township or at a pre-determined flat per-meeting cost.

**C. END PRODUCTS**

Upon adoption of the Master Plan, McKenna will deliver 10 copies of the bound document along with 1 electronic copy (PDF) for your use. McKenna will also prepare and deliver 3 Future Land Use maps (36” x 48”) mounted on boards for display.

**D. SCHEDULE**

If approved, we propose to complete the Master Plan within 8-12 months depending on the scope and the participation schedule of stakeholder groups.

**E. FEES**

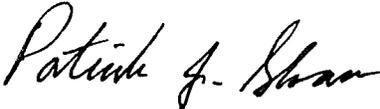
McKenna’s fee for the complete Work Plan, as outlined above, is \$36,500 (see table below), which includes (1) public workshop. Additional public participation options are noted below.

ITEM	TASK	FEE
1	<b>Work Plan:</b> General Updates, RRC items (excluding Downtown Strategic Action Plan and Design Framework), Non-Motorized Plan, Agriculture and Open Space Preservation Plan, Industrial Land Inventory, PICA Plan and Market Analysis.	\$36,500.00
2	<b>Meetings:</b> Eight (8) meetings	Included
3	<b>Public Participation:</b> <ul style="list-style-type: none"> <li>• <b>Workshops:</b> Including preparation, materials, staffing, and production of finished products.</li> <li>• <b>Online Survey:</b> Including preparing the survey, hosting it online, inputting results of paper surveys, and incorporating results into the Master Plan.</li> </ul>	One (1) Workshop Included \$1,000.00 per Add'l Workshop  \$2,500 (Online Survey)
4	<b>Downtown Strategic Action Plan and Design Framework:</b> Incorporate into Master Plan.	We can submit a separate proposal at the request of the Township and/or DDA
	<b>PROFESSIONAL FEE</b>	<b>\$36,500.00, plus \$1,000 per Additional Workshop and \$2,500 for Online Survey.</b>

If you are satisfied with the Work Plan described, then please return one signed copy of this letter for our files, authorizing McKenna to proceed. If the Township Board of Trustees would like us to present our proposal and answer any questions, we would be pleased to do so. Thank you.

Respectfully submitted,

**McKENNA ASSOCIATES**



Patrick Sloan, AICP  
Senior Principal Planner

**CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN**

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Signature

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Title

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Date

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Name (printed)

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