

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
AUGUST 31, 2015 WORK STUDY MEETING, TENTATIVE AGENDA**

ROLL CALL:

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on awarding the contract for the reconstruction of Dewitt, Jeanette and Venetian Roads to Verdeterre Contracting, per the recommendation of the Township Engineer.
2. Discussion on the Environmental Commission's recommendation regarding pavement sealcoat with PAHs, content exceeding 1%.
3. Discussion on the Personal Services Agreement between Martin E. Ladd and the Township
4. Discussion on the Personal Services Agreement between Matthew Best and the Township.
5. Discussion on the Mott Road Parcel Rezoning from C-1 (General Business) to R-2A (Single Family Residential).

PUBLIC COMMENT:

ADJOURNMENT:

CLOSED SESSION:

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: _____

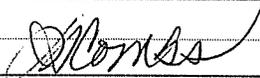
Work Study Date: 8/31/2015
Board Meeting Date: 09/01/2015

REQUEST FOR BOARD ACTION

Consent Agenda	x New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Dewitt, Jeanette, and Venetian-Awarding of Contract Bid		
DEPARTMENT	Planning and Economic Development		
PRESENTER	Dave Nummer, Wade Trim		
PHONE NUMBER	734-947-9700		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

ACTION REQUESTED:	
To award the contract for the reconstruction of Dewitt, Jeanette, and Venetian Roads to Verdeterre Contracting, Per the recommendation of the Township Engineer.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Township is participating in Wayne County’s Local Road Initiative program. The County will reimburse 80% of the construction costs of rehabilitating and improving certain local Township roads. The Township was presented with a petition signed by the owners of at least 70% of the lineal foot frontage along these roads as verified by the Township Assessing Department. The purpose of the SAD is to raise the funds for 20% match. No Township dollars will be used for the project. All local costs will be assessed against the properties benefited by the project through the SAD which will also include administrative costs & interest.</p> <p>The bid opening was 10:00 a.m. on Wednesday, August 26, 2015</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: _____

Work Study Meeting Date: August 31, 2015
Board Meeting Date:

REQUEST FOR BOARD ACTION

	Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	To consider the Environmental Commission's recommendation regarding pavement sealcoats with PAHs, content exceeding 1%.			
DEPARTMENT	Developmental Services			
PRESENTERS	Environmental Commission: Chair Brownlee, Commissioner Wilson			
PHONE NUMBER	734-699-8913			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Director Akers and A representative from the Huron Valley Watershed Council			

Agenda topic

ACTION REQUESTED:	
To consider the Environmental Commission's recommendation regarding pavement sealcoats with PAHs, content exceeding 1%.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
At the Township Environmental Commission's meeting held August 19, 2015, the Commissioners voted to request Board Action regarding pavement sealcoats containing polycyclic aromatic hydrocarbons (PAHs) with a content exceeding 1%, including coal tar sealcoat.	

BUDGET IMPLICATION	N/A
IMPLEMENTATION NEXT STEP	(Board decision)
DEPARTMENT RECOMMENDATION	None at this time.
COMMITTEE/COMMISSION RECOMMENDATION	See attached Motion Extract, EC Meeting 08/19/15
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Motion

Motion Brownlee seconded DeBuck to recommend to the Township Board to consider banning the sale and application of pavement sealcoat with polycyclic aromatic hydrocarbons (PAHs) content exceeding 1%, including but not limited to coal tar sealcoat. Motion Carried.

I hereby certify the foregoing is a true and correct copy of the motion made at the Environmental Commission meeting held on August 19, 2015.

Jennifer L. Price
Jennifer L. Price
Acting Recording Secretary

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item _____

WORK STUDY MEETING DATE:
2015-08-31

BOARD MEETING DATE:
2015-09-01

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	DPW Superintendent
DEPARTMENT	Public Services
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Mr. Martin Ladd

Agenda topic

ACTION REQUESTED	
Consider approval of the Personal Services Agreement between Martin E. Ladd and the Township of Van Buren, and authorize the Supervisor and Clerk to execute the agreement	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Seven applicants submitted resumes for the position of DPW Superintendent. Of the seven, two were selected for interviews, one of whom was Martin E. Ladd. Mr. Ladd brings almost 30 years of experience in the water & sewer field in a variety of communities which include 14 years with Madison Heights, seven years with the City of Taylor and five years with the City of Hamtramck. Mr. Ladd possesses an MDEQ S-1 Waterworks System Operator and D-3 Limited Treatment Certifications. Mr. Ladd also comes with excellent recommendations from a number of engineers at Wade Trim. (See attached resume.)	

BUDGET IMPLICATION	He will be assuming the salaried position budgeted in the Water & Sewer Budget at \$57,850.00. No change in the budget is required.
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IMPLEMENTATION NEXT STEP	Execution of personal services agreement
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DEPARTMENT RECOMMENDATION	Township Board Approval
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COMMITTEE/COMMISSION RECOMMENDATION	Pending background checks
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ATTORNEY RECOMMENDATION	PSA under review
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS	Request that the Board approve the agreement at the September 1, 2015 Board meeting. Mr. Ladd is prepared to start at the beginning of the pay period on Monday, September 8, 2015.
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APPROVAL OF SUPERVISOR	
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Superintendent of Public Services Job Description

Position Summary:

Under the general supervision of the Director of Public Services, the position will manage the day-to-day operations of the Divisions of Water and Sewer Division and Building and Grounds.

Essential Job Functions, Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each function satisfactorily.

1. Supervises the operation, installation, maintenance and repair of piping, water hydrants and gate valves, as well as construction and maintenance of gate wells, manholes, sewer lines, pumps, etc. and all sanitary collection facilities, and repair and reading of water meters for industrial, commercial and residential accounts.
2. Supervises the cleaning, maintenance and repair work of township buildings, parks, grounds and cemeteries, including burial activities.
3. Recommends priorities, new policies and procedures to improve the efficiency and effectiveness of operations; reviews major changes and problems with the Director of Public Services.
4. Plans, assigns and supervises the activities of skilled and semi-skilled workers.
5. Evaluates employee performance and performs corrective or disciplinary actions as needed.
6. Evaluates operational needs, such as manpower, parts, materials and equipment.
7. Ensures township compliance with regulations related to water such as Backflow Prevention, Stage 2 Disinfection by-products, lead and copper, Bacteriological monitoring and Consumer Annual Reports. Performs duties as required by regulation for water supply, NDPES permits, etc.
8. Maintains records and reports in compliance in M.I.O.S.H.A. Regulations and other applicable laws.
9. Enforces township safety rules and regulations and ensures proper training of personnel.
10. Supervises and coordinates the resolution of customer complaints and service requests related to the overall operations.
11. Assists the Director in the development and recommendations of budgets, analyzes costs and evaluation of operational performance.
12. Performs liaison duties with other divisions, departments, external agencies and other communities; represents the operations at meetings assigned.

13. Drives personal or city vehicle as required
14. Demonstrates regular and predictable attendance.
15. Required to be available to perform duties for operational problems, equipment emergencies, storms, power outages and other emergencies deemed necessary by management after normal working hours, weekends and holidays.
16. Required to work in and adapt to office and field environments, such as constructions sites with all associated hazards as needed. The Superintendent is expected to adhere to common safety practices, wear proper personal protection gear and work during inclement weather conditions.
17. Interacts in a consistently pleasant and helpful manner with fellow employees, visitors and residents of the Charter Township of Van Buren, and demonstrates the highest standards of internal and external customer service.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential job functions, duties and responsibilities of the position.

Requirements include the following:

1. A minimum of five years supervisory experience in the construction, operation and maintenance of treatment systems and/or water distributions or wastewater systems and/or graduations from an accredited college with a Bachelor's degree in Public Administration, Constructions Management or Engineering.
2. Extensive knowledge of the policies, procedures, equipment and materials required for effective operation, maintenance and repair of water distribution systems, utility billing and regulations related to water systems.
3. Considerable knowledge of data processing and other software as related to divisional operations.
4. Considerable knowledge of the basic principles of organization and management.
5. Ability to effectively organize and direct department activities and to analyze and resolve problems.
6. Ability to establish and maintain effective working relationships with Township officials, employees, and the general public and communicated effectively in writing and in oral presentations.
7. Possession of an MDEQ S-I Water Distribution License.
8. A valid Michigan vehicle operator's license.
9. Graduation from an accredited high school or GED equivalent

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential job functions, duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works mostly in an office setting; however, the employee may occasionally be exposed to outside weather conditions with some exposure to dust and the like and may work near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The employee may from time to time lift objects up to 50 pounds in weight. The noise level in the work environment ranges from quiet to moderate in the office, to potentially loud in other areas of operation.

Charter Township of Van Buren

Agenda Item: _____

Work Study: 08/31/15
Board Meeting Date: 09/01/15

REQUEST FOR BOARD ACTION

	Consent Agenda	New Business	X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Personal Services Agreement for the Deputy Director of Planning and Economic Development				
DEPARTMENT	Planning and Economic Development				
PRESENTER	Ron Akers, Director of Planning and Economic Development				
PHONE NUMBER	734-699-8913				
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)					

Agenda topic

ACTION REQUESTED:	
To consider approval of the Personal Services Agreement between Matthew Best and Van Buren Charter Township, and authorize Supervisor Combs and Clerk Wright to execute the agreement.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Deputy Director of Planning and Economic Development has been vacant since May of 2015. During the week of August 10, 2015, Supervisor Combs, Clerk Wright, Treasurer Budd, and I interviewed four (4) candidates for the position and of the four (4) candidates, Mr. Best was selected.</p> <p>Mr. Best has twelve (12) years of experience working with Wayne County Environmental Services Department where he has served in several different roles including Watershed Manager, Soil Erosion Inspector, Field Operations Supervisor, and Department Manager. He also holds a Bachelor’s degree in Biology, Environmental Science, and Geology from Central Michigan University and a Master’s degree in Urban and Regional Planning from Eastern Michigan University. His experience with Wayne County and background in planning and environmental matters will be valuable to the department. I look forward to your discussion on the matter.</p>	

BUDGET IMPLICATION	Salary \$62,000
IMPLEMENTATION NEXT STEP	Execution of Personal Services Agreement
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Legal Counsel has reviewed and approved the attached PSA. (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



Planning and Economic Development Deputy Director Job Description

Position Summary:

Under the general supervision of the Director of Planning and Economic Development. The Deputy Director of Planning and Economic Development represents the Township in the provision of services related to sound planning, and economic development principles. The Deputy assists with the overall direction and management of the Department and in the enforcement of ordinances. The Deputy works with and approves the issuance of related permits within the township to protect the health, safety and welfare of the public. The Deputy has responsibility with administrative planning and economic functions, as well as environmental issues. The Deputy oversees contracted services and other staff involved in development/environmental related activities and records management.

Essential Job Functions, Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each function satisfactorily.

1. Coordinates the processing of site plans, construction plan reviews and building permit applications. Oversees inspection process and reporting for the Township development codes and regulations.
2. Reviews zoning ordinance language and makes recommendations regarding planning and zoning regulations. .
3. Coordinates condemnation and demolition activities of the Township.
4. Serves as staff liaison for the Township LDFA.
5. Works closely with the Township's Geographic Information System Coordinator, including assisting other departments, agencies and consultants in the management of data, staff and relevant activities.
6. Oversees compliance with FERC agreement and other lake requirements under Township regulations.
7. As requested shall serve as the liaison to Township Boards, Commissions and Committees.
8. Oversees Adopt-A-road and other environmental programs with Wayne County, and the Township Environmental Commission and volunteers.
9. Coordinates Township's Annual Household hazardous Waste Collection Day. .
10. Works with homeowners and other special groups to process Special Assessment Districts; responds to inquiries and assisting with the petition process.
11. Reviews and oversees compliance portions of development related agreements.
12. Develops and implements procedures according to Township policies and professional standards. Researches and recommends modifications or addition to building codes as appropriate and maintains records and reports.
13. May be called upon to testify in court as an expert witness on technical and procedural matters.

14. Supervises the activities of interns and contracted services and evaluates the quality of their work. Assists with departmental administration including planning and zoning support and enforcements staff. Assigns work, oversees the recruitment, selection and monitors performance, recommends training as needed.
15. Maintains cooperative relationships with other officials, departments, peer agencies, private contractors, property owners, and residents, the public and other parties to coordinate environmental management practices. .
16. Assists with updating codes and ordinance including amendments to existing ordinances.
17. Compiles information to aid in the preparation of annual budget requests, prepares annual department budget and monitors the department budget throughout the fiscal year. Assists with department compliance with established Township policies and procedures for all financial transactions and budget expenditures.
18. Keeps abreast of professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.
19. Coordinates preparation of specifications, initiates the competitive bidding process and administers contracts as assigned.
20. Provides input for effective risk management practices within the Department.
21. Develops goals and objectives of the Department.
22. Attends Planning Commission, Board and other meetings occasionally as needed.
23. Primary staff liaison to the board of Zoning Appeals.
24. Serves as staff representative as needed to other commissions or committees.
25. Coordinate the Departmental compliance with Open Meetings and Freedom of Information Acts.
26. Serves as the Director in the Directors absence.
27. Performs related work as directed.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential job functions, duties and responsibilities of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

1. Bachelor's degree with major in Planning, Public Administration, Public Policy, Environmental Science or related field and a minimum of five years of related work experience. Professional designation as Community Planner preferred. American Institute of Certified Planners and/or Michigan Professional Certified Planner designations desirable.
2. Acquire and maintain any relevant certifications that may be required by the Township.
3. A valid State of Michigan vehicle operator's license.
4. Through knowledge of the principles and practices of local government in Michigan.
5. Skill in applying codes and ordinances according to professional standards.
6. Skill in maintaining complex record keeping and document retention systems and in compiling comprehensive reports.
7. Ability to comprehend complex issues and identify alternative solutions and prepare appropriate recommendation.
8. Skill in maintaining complex record keeping and document retention systems, and in compiling comprehensive reports.
9. Ability to communicate and exercise a high degree of diplomacy in contentious or confrontational situations.
10. Supervisory skills to effectively lead contracted services, interns and coordinate work assignments and monitor their performance to achieve departmental goals.
11. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other departments, employees, property owners, the public and other professional contacts and municipal officials.
12. Ability to calculate figures and amounts such as proportions, percentages, area circumference and volume. Ability to apply concepts of algebra and geometry.
13. Ability to use a variety of technologies including computers, related word processing, database software, telephones, fax machines and similar type equipment.
14. Ability to recognize and handle stress.
15. Ability to perform duties within a job schedule that varies in hours and times of day. .

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential job functions, duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee may be required to use hands to finger, handle or feel; and to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works mostly in an office setting; however, the employee may, in the course of conducting site inspections and other field activities, be occasionally exposed to outside weather conditions and may work near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work performance is usually quiet in the office, but may become loud in the field.

The Charter Township of Van Buren is an equal opportunity employer

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 8/31/15

BOARD MEETING DATE: 9/15/15

Consent Agenda _____

New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	Mott Road parcel Rezoning C-1 General Business to R-2A Single Family Residential
DEPARTMENT	Planning
PRESENTER	Ron Akers, Director of Planning and Economic Development
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
<p>Consider first Reading of Ordinance 9-15-15 to Amend the Township Zoning Ordinance by rezoning 0.37 acres of land (Parcel V125-83-021-01-0006-001) located on the south side of Mott Road, west of Denton Road, from C-1 General Business District to R-2A Single Family Residential District as recommended by the Planning Commission.</p>	

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Planning Commission held a public hearing on this rezoning request at their July 8, 2015 meeting and at their August 12, 2015 meeting recommended approval of the rezoning request. Currently the parcel has an existing duplex which has been vacant for an extended period of time.</p> <p>Attached is a copy of the Planning Commission meeting minutes, the consultant report, and public hearing notice for the property. I look forward to the Board's discussion on the matter.</p>	

BUDGET IMPLICATION	None
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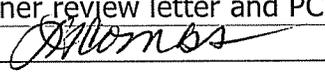
IMPLEMENTATION NEXT STEP	After the first reading, a second hearing should be held by the Township Board prior to adopting the amendment proposed.
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DEPARTMENT RECOMMENDATION	Approval
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COMMITTEE/COMMISSION RECOMMENDATION	Approval
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ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS	Planner review letter and PC meeting minutes attached.
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APPROVAL OF SUPERVISOR	
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**CHARTER TOWNSHIP OF VAN BUREN
WAYNE COUNTY, MICHIGAN
ORDINANCE 09-15-15**

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF VAN BUREN ZONING ORDINANCE 06-02-92, AS AMENDED, BY AMENDING THE ZONING MAP IN CONNECTION THEREWITH.

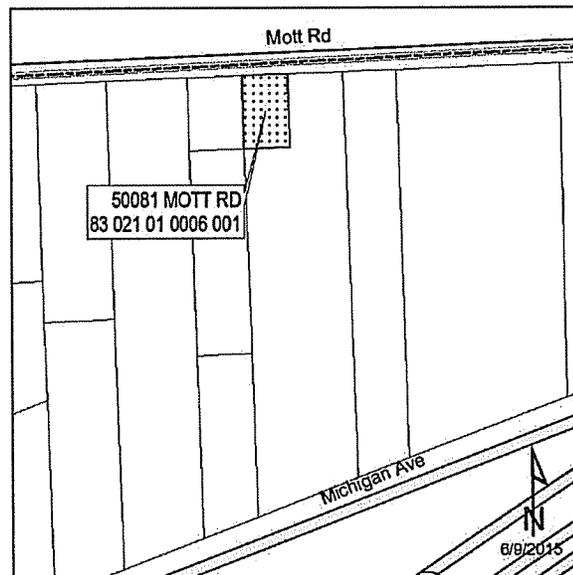
The Charter Township of Van Buren Ordains:

SECTION 1. ORDINANCE AMENDMENT.

The Zoning Map in connection with the Charter Township of Van Buren Zoning Ordinance shall be amended as follows:

Ordinance No. 09-15-15

A request to amend the Charter Township of Van Buren Zoning Ordinance 06-02-92, as amended, to amend the zoning map by rezoning parcel V125-83-021-01-0006-001 from C-1 (Local Business) to R-2A (Single Family Residential).



This property is located on the south side of Mott Rd west of Denton Road.

SECTION 2. SEVERABILITY

In the event any article, section, paragraph, sentence, clause, or word of this ordinance is deemed invalid or unconstitutional by any court of competent jurisdiction, such portion deemed severable and shall not affect the validity of the remaining portions of this ordinance.

SECTION 3. REPEALER.

Any and all ordinances or parts of ordinances in conflict herewith are repealed only to the extent necessary to give this ordinance full force and effect.

SECTION 4. EFFECTIVE DATE.

The provisions of this Ordinance are hereby ordered to take effect eight (8) days after publication of the notice of adoption in a newspaper of general circulation within the Township. This Ordinance shall be immediately recorded by the Township Clerk in the Township Ordinance

Book as soon as it is adopted, which record shall be authenticated by the signatures of the Supervisor and Clerk and shall be published in a newspaper of general circulation in the Township within fifteen (15) days of passage. A copy of this Ordinance may be purchased or inspected at the Clerk's Office, 46425 Tyler Road, Van Buren Township, MI 48111 during normal business hours.

This Ordinance is hereby declared to have been adopted by the Board of Trustees of the Charter Township of Van Buren, County of Wayne, State of Michigan, at a Regular Meeting, called and held on the ___ day of _____, 2015.

YEAS:
NAYS:
ABSENT:
ABSTAINED:

I hereby approve the foregoing Ordinance,

Leon Wright, Clerk

Linda Combs, Supervisor

Adopted: -
Published: -
Effective: -

July 14, 2015

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

Subject: VBT-RZ 15-013; Mott Road Rezoning, Parcel ID V-125-83-021-01-0006-001; Rezoning Review #1 – Rev. 8-13-15

Dear Commissioners:

The owners, Mr. and Mrs. Ferraiuolo, have requested rezoning of the above referenced parcel. The 0.37 acre parcel is currently zoned as C-1 (General Business) and is proposed to be zoned R-2A (Single Family Residential). The site contains a vacant building formerly used as a duplex, and fronts on Mott Rd. across the street from Canton Township. The Planning Commission held a public hearing on July 8, 2015. We have reviewed the request and have the following comments:

COMMENTS

- Existing Conditions.** The site and its surroundings are summarized below:

Location	Existing Land Use	Master Plan	Existing Zoning
Site	Vacant duplex	Low Density Single Family B (15,000 sq. ft.)	C-1, General Business
North (Canton Township)	Residential	Medium Low Density Residential (3 d.u. per ac.)	RR, Rural Residential and R-3 Single Family Residential (5 acres and 12,750 sq. ft. lots)
East	Vacant	Low Density Single Family B (15,000 sq. ft.)	R-2A Single Family Residential
South	Vacant	Low Density Single Family B (15,000 sq. ft.)	C-1, General Business
West	Single Family Dwelling	Low Density Single Family B (15,000 sq. ft.)	R-2A Single Family Residential

- Master Plan.** The Future Land Use map of the Township Master Plan calls for Low Density Single Family B (15,000 sq. ft. lots) uses on the site. The Township Master Plan also designates the adjacent parcels to the east and west as Low Density Single Family B. Therefore, the applicant’s request to rezone the property from C-1, General Business District to R-2A, Single Family Residential District is consistent with the Master Plan.

3. **Zoning.** Permitted uses in the site's existing C-1 District and the proposed R-2A District are as follows:
 - a. Existing C-1 Zoning. The C-1 District is intended to be retail business and service uses which generate large volumes of traffic, require substantial access for off-street parking and loading, and require detailed planning with regard to relationships with adjacent residential uses. Permitted uses include: all uses permitted in the C Local Business District; automobile, trailer or boat showrooms; business schools operated for a profit; carpet and furniture stores; restaurants and bars; contractors' establishments; medical labs; health clubs; public buildings; wedding chapels; animal clinics; gas stations; and uses similar. Uses permitted by special approval include: car washes; bowling alleys; drive through establishments; open air businesses; wholesale stores; shopping centers; self-storage facilities; RV storage; outdoor storage of building contractors' supplies; and similar uses. Most of these uses are not consistent with the small lot, accessed by an unpaved road and surrounded by residential land.
 - b. Proposed R-2A Zoning. The R-2A District is intended to permit single family residential development on lots with a minimum area of 15,000 sq. ft. and minimum width of 90 feet. The rezoning lot complies with both requirements. Permitted uses include: single-family detached dwellings; publicly-owned/operated parks and playfields; local government buildings; public, parochial and private schools; accessory buildings and uses; home occupations; adult foster care small group homes and family day care homes. By special approval, public utility buildings without storage yards; churches; golf courses; bed and breakfast establishments; and similar uses may be permitted. If rezoned, the duplex building will not be permitted to be reused as a duplex.
4. **Mott Road Character.** The rezoning site has road frontage on Mott Road, and no relationship to Michigan Avenue. Mott Road is currently a dirt road, and is the boundary between Van Buren Township and Canton Township. Although C-1 zoning is immediately south of the rezoning parcel, R-2A is to the east and west and single family residential zoning to the north in Canton. Both the Van Buren Township and Canton Township Master Plans call for residential land uses in the area of the site. As noted above, commercial uses currently permitted by the site's C-1 zoning would be incompatible with the rural residential character of Mott Road.
5. **Community Need.** Ample land is available in the vicinity for C-1 uses, and there has been no evidence presented that this site is needed as part of that C-1 supply.
6. **Traffic and Infrastructure.** The available infrastructure will appropriately accommodate the requested zoning district.

RECOMMENDATION

We recommend that the Planning Commission recommend that the Township Board of Trustees approve the applicant's request to rezone the subject site from C-1 to R-2A for the following reasons:

1. The proposed R-2A zoning is consistent with the Master Plan.

2. If developed in accordance with zoning requirements, uses permitted in the proposed R-2A district will be compatible with the surrounding land uses on Mott Road, and are unlikely to adversely affect land value and environmental quality.
3. Rezoning will not create an unplanned or spot zoned parcel of land since it is in conformance with the Master Plan.
4. The proposed rezoning will not adversely impact the usability for commercial purposes of the land along Michigan Avenue.

Respectfully submitted,

McKENNA ASSOCIATES, INCORPORATED

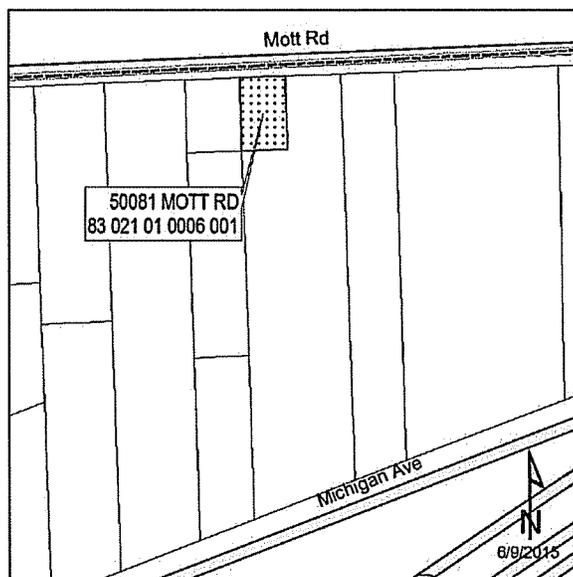
A handwritten signature in black ink, appearing to read "Sara J. Hodges". The signature is written in a cursive, flowing style.

Sara J. Hodges, AICP, IAP2
Senior Vice President

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
PUBLIC HEARING**

Notice is hereby given that the Charter Township of Van Buren Planning Commission will hold a public hearing on **Wednesday, July 8, 2015 at 7:30 p.m.**, in the Board of Trustees Room, 46425 Tyler Road, Charter Township of Van Buren, Wayne County, Michigan to consider a request to rezone the following described parcels.

Parcel tax ID number **V-125-83-021-01-0006-001**, also known as **50081 Mott Road**, is the subject parcel of this hearing. The subject parcel measures approximately 0.37 acres, and is located on the south side of Mott Road, east of Denton.



The applicants, Domenic and Regina Ferraiuolo are requesting this rezoning action. The Public Hearing is in regards to amending the Charter Township of Van Buren Zoning Ordinance 06-02-92, as amended, zoning map by rezoning the subject property from **C-1 (General Business) District to R2-A (Single Family Residential) District**.

Written comments will be accepted by the Planning and Economic Development Department until 4:00 p.m. on the hearing date.

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

Posted: June 18, 2015
Published: June 18, 2015

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
July 8, 2015
MINUTES**

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

ROLL CALL:

Present: McKenna, Budd, Kelley, Boynton, Johnson, Franzoi and Thompson.

Excused: None.

Staff: Secretary Harman.

Planning Representatives: McKenna Associate, Sally Hodges.

Audience: Seven (7).

APPROVAL OF AGENDA:

Motion McKenna, Boynton second to approve the agenda of July 8, 2015 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Boynton, Johnson second to approve the minutes from June 24, 2015 as presented.

Motion Carried.

PUBLIC HEARINGS:

ITEM # 1

CASE# 15-013 RZ

TITLE:

THE APPLICANTS, DOMINIC AND REGINA FERRAIUOLO, REQUEST REZONING OF A PARCEL FROM C-1 (GENERAL BUSINESS) DISTRICT TO R-2 (SINGLE FAMILY RESIDENTIAL) DISTRICT.

LOCATION:

PARCEL TAX ID NUMBER V-125-83-021-01-0006-001, ALSO KNOWN AS 50081 MOTT ROAD, IS THE SUBJECT OF THIS HEARING. THE SITE MEASURES APPROXIMATELY 0.37 ACRES AND IS LOCATED ON THE SOUTH SIDE OF MOTT ROAD, JUST WEST OF DENTON.

Motion McKenna, Budd second to open the public hearing. Motion Carried.

Applicant Regina Ferraiuolo gave the presentation. Their property has a duplex located on it (addresses 50081 and 50083 Mott Road). The neighboring properties are zoned R-2 (single family residential), the Ferraiuolo's would like their property rezoned to R-2 (single family residential) from the current zoning of C-1 (general business).

No comments from commissioners or the audience.

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

ITEM # 2

CASE# 14-025 (SLU & SPR)

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
August 12, 2015
MINUTES**

Chairperson Thompson called the meeting to order at 7:31 p.m.

ROLL CALL:

Present: Franzoi, Johnson, Boynton, Budd, McKenna, Kelley and Thompson.

Excused: None.

Staff: Secretary Harman.

Planning Representatives: McKenna Associate, Sally Hodges.

Audience: Six (6).

APPROVAL OF AGENDA:

Motion McKenna, Boynton second to approve the agenda of August 12, 2015 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Boynton, Johnson second to approve the minutes from July 22, 2015 as presented.

Motion Carried.

NEW BUSINESS:

ITEM # 1 CASE# 15-013 RZ

TITLE: THE APPLICANT, DOMINIC AND REGINA FERRAIUOLO, REQUEST TO REONE A PARCEL OF APPROXIMATELY 0.37 ACRES FROM C-1 (GENERAL BUSINESS) TO R-2A (SINGLE FAMILY RESIDENTIAL) DISTRICT. A REZONING APPLICATION REQUIRES A PUBLIC HEARING, WHICH WAS HELD BY THE PLANNING COMMISSION AT ITS MEETING ON JULY 8, 2015.

LOCATION: PARCEL TAX ID NUMBER V125-80-021-01-0006-001, ALSO KNOWN AS 50081 MOTT ROAD, IS THE SUBJECT PROPERTY OF THIS HEARING. THE PROPERTY IS LOCATED ON THE SOUTH SIDE OF MOTT ROAD, WEST OF DENTON ROAD.

Applicant Regina Ferraiuolo gave the presentation. The neighboring properties on both sides of 50081 Mott Road are zoned R-2A, the Ferraiuolo's would like their property zoned as R-2A as well.

Sally Hodges of McKenna Associates presented review letter dated 7-14-15 recommending the Planning Commission recommend that the Township Board of Trustees approve the applicant's request to rezone the subject site from C-1 to R-2A for the reasons referenced in the letter.

No comments from Commissioners or the audience.

Motion Johnson, Kelley second to recommend to the Township Board of Trustees for approval the applicants request to rezone approximately 0.37 acres located at parcel number V125-83-021-01-

0006-001 also known as 50081 Mott Road from C-1 to R-2A for the reasons stated in the McKenna Associates review letter dated 7-14-15. (Letter Attached)

Roll Call:

Yeas: Boynton, Budd, McKenna, Kelley, Johnson, Franzoi and Thompson.

Nays: None.

Absent: None.

Motion Carried.

ITEM # 2 CASE# 14-005 RZ

TITLE: THE APPLICANT, BELLEVILLE DEVELOPMENT, INC. IS REQUESTING TO REZONE APPROXIMATELY 7.421 ACRES CURRENTLY ZONED R-1B (SINGLE-FAMILY RESIDENTIAL) TO C-2 (EXTENSIVE HIGHWAY BUSINESS).

LOCATION: PARCEL TAX ID NUMBER V125-83-064-99-0002-002, ALSO KNOWN AS 11055 QUIRK ROAD, IS THE SUBJECT OF THIS HEARING. THE SITE IS LOCATED ON THE EAST SIDE OF QUIRK ROAD BETWEEN MCBRIDE AVE. TO THE NORTH AND THE I-94 SERVICE ROAD TO THE SOUTH. A REZONING APPLICATION REQUIRES A PUBLIC HEARING, WHICH WAS HELD BY THE PLANNING COMMISSION AT ITS MEETING ON MARCH 11, 2015.

Jim Terbrueggen with Bud Design & Engineering Services and applicant Remy Hanna gave the presentation. The applicant would like to rezone from R-1B to C-2 for a proposed hotel. The applicant held a citizens meeting with the surrounding neighborhood residents and has worked with them to make the proposed site more pleasing with added buffering.

Sally Hodges of McKenna Associates presented review letter dated 8-5-15 recommending the Planning Commission discuss the matter of possible access limitations with the applicant during deliberation on the zoning request. If that issue is satisfactorily addressed, McKenna Associates recommends the Planning Commission recommend that the Township Board of Trustees approve the request to rezone the site from R-1B (Single Family Residential) to C-2 (Extensive Highway Business) District for the reasons referenced in the letter.

Commissioners discussed concerns with the parking lot area, the two parcels owned by the applicant being combined, access and driveways on the site, fairground patron's use of the property, the impact on neighbors, concerns of not having clearer definition of no access to the property on Quirk Road and the possibility of a resolution to define access to the property.

The applicant will discuss the Quirk Road access concerns further and put together language for the next Planning Commission meeting.

Motion Kelley, Boynton second to table the discussion until the next Planning Commission meeting in two weeks on August 26, 2015. Motion Carried.

OLD BUSINESS: None.