

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
NOVEMBER 16, 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 the re-appointment of Edward Miller and Joseph Barnabei as full members of the Board of Zoning Appeals, both terms expiring on December 1, 2018.
2. Discussion on the part-time Public Safety (Fire Department) Administrative Assistant job description.
3. Discussion on Resolution 2015-40 the 2016 Water and Sewer Rates and Fee Schedules with an effective date of January 1, 2016.
4. Discussion on the request from the Environmental Commission to consider the adoption of a Coal Tar Sealant Ban Ordinance.
5. Discussion on the proposed revisions to the Rules of Procedure for the Township Planning Commission.
6. Discussion on the confirmation of the Local Development Finance Authority (LDFA) appointment of Mr. Jelani Karamoko (Wayne County Representative) with a term to expire at Wayne County's discretion.
7. Discussion on the commercial fireworks display permit application by Great Lakes Fireworks LLC to set off fireworks on Saturday, December 5, 2015 from the Denton Rd. bridge.

**PUBLIC COMMENT:**

**ADJOURNMENT:**

**CLOSED SESSION:**

**ADJOURNMENT:**

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

**WORK STUDY MEETING**

**DATE: 11-16-2015**

**BOARD MEETING DATE: 11-17-2015**

Consent Agenda\_X\_

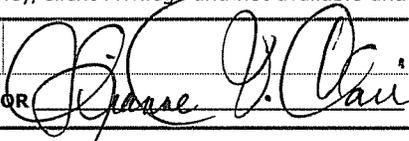
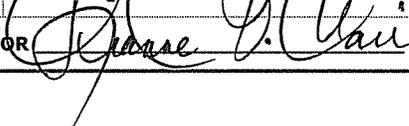
New Business\_\_\_\_\_

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

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

<b>ITEM (SUBJECT)</b>	Board of Zoning Appeals Appointments
<b>DEPARTMENT</b>	Planning and Economic Development
<b>PRESENTER</b>	Director Akers
<b>PHONE NUMBER</b>	734-699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

Agenda topic

<b>ACTION REQUESTED</b>	
Re-appointment of Edward Miller and Joseph Barnabei as a Full Members of the Board of Zoning Appeals, both terms expiring on 12-1-2018.	
<b>BACKGROUND -- (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Mr. Miller and Mr. Barnabei have indicated their interests in continuing to serve the community by being re-appointed to the Board of Zoning Appeals.	
<b>BUDGET IMPLICATION</b>	NA
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(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

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING**

**DATE: NOVEMBER 16, 2015**

**BOARD MEETING DATE:**

**NOVEMBER 17, 2015**

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

New Business   x  

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

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

<b>ITEM (SUBJECT)</b>	Job Description – Part-time Administrative Assistant
<b>DEPARTMENT</b>	Public Safety, Fire Department
<b>PRESENTER</b>	Fire Chief Dan Besson
<b>PHONE NUMBER</b>	734-699-8916
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	Approval
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	<p>The Van Buren Department of Public Safety – Fire Division formally requests approval of a job description for the position of part-time Administrative Assistant (Fire).</p> <p>The part-time Administrative Assistant position’s job description is attached for your consideration. The position has been placed into the 2016 proposed fire department budget and is a newly created, non-union, administrative person within the public safety department. The person would report directly to the Deputy Director of Public Safety – Fire Services.</p> <p>The job duties include performing complex and responsible secretarial and administrative clerical duties, handling items of a confidential nature, collective bargaining research, freedom of information requests, records management, project development, day to day administration; and organization and management of in-house files and records.</p> <p>A new line item number would have to be created.</p>

<b>BUDGET IMPLICATION</b>	Salary Range: \$18,720 - \$22,620 (24-29 hours a week) Furniture, Computer & Supplies: \$5,000
<b>IMPLEMENTATION NEXT STEP</b>	Approval

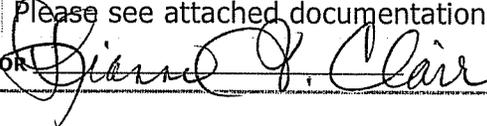
<b>DEPARTMENT RECOMMENDATION</b>	Yes
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<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
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<b>ATTORNEY RECOMMENDATION</b>	Yes
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(May be subject to Attorney/Client Privilege and not available under FOIA)

**ADDITIONAL REMARKS** Please see attached documentation for additional information.

**APPROVAL OF SUPERVISOR** 

**CHARTER TOWNSHIP OF VAN BUREN  
JOB DESCRIPTION  
PUBLIC SAFETY DEPARTMENT  
FIRE DEPARTMENT – PART TIME ADMINISTRATIVE ASSISTANT**

**Position Summary:**

The Administrative Assistant position performs complex and responsible secretarial and administrative clerical duties, including handling items of a confidential nature, as directed in conjunction with the operations of the fire department.

Additional duties may include collective bargaining research, freedom of information requests, records management, project development, day to day administration; organization and management of in-house files and records.

The position usually works independently but is under the direct supervision of the Deputy Director of Public Safety – Fire Services, and the general supervision of the Director of Public Safety.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. 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 essential function satisfactorily.

1. Receives and screens a variety of phone calls and visits and provides public information.
2. Screens and routes mail, inter-office correspondence; prepares a variety of letters, forms and permits and tracks personnel and operational actions
3. Compiles a variety of narrative, accounting and statistical reports; operates computer systems and other specialized equipment for data entry and timekeeping purposes; coordinates meetings and performs other general clerical work as assigned.
4. Knowledge of operational processes, procedures and policies; modern office terminology and computer applications; English usage, spelling, grammar and punctuation; basic arithmetic; office machines.
5. Ability to learn, retain and use specific operational guidelines, rules and policies; perform responsible and complex record-keeping and file maintenance; use independent judgment; analyze problems and suggest solutions; maintain sensitive and confidential records and files; compose correspondence from oral or written instruction; establish and maintain cooperative working relationships with other township employees and the public; proficiency in use of township-wide and department-specific software applications, including word processing, spreadsheets, presentations, databases, and/or e-mail.

Perform other related duties as required and assigned within knowledge, skills, and abilities set forth.

6. Attend various township meetings (i.e.: Work Study, Board of Trustee, or Planning Commission) when required by the Fire Chief.

**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 functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Must possess a current, valid Michigan Driver's License with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving. Must have and maintain a good driving record.
- Ability to maintain accurate and legible records and prepare reports in a timely manner.
- Ability to understand and follow oral and written directions, instructions, and procedures.
- Ability to establish effective working relationships and use good judgment, accept lines of authority, and utilize initiative and resourcefulness when dealing with all Department of Public Safety personnel, township personnel, and the public.
- Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be through:
  - *Graduation* from high school or equivalent GED. Associate Degree or additional college courses in administration, accounting with courses in business, modern office procedures, computer applications, English language and arithmetic is desired
  - *Experience* of Five (5) years of full-time, paid increasingly responsible secretarial and general clerical experience, including use of computer applications and maintenance of complex filing and operational records.

**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 functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from the quiet fire station office setting to a louder meeting / board room atmosphere

With or without accommodations, while performing the duties of this job, the employee is regularly required to: operate a personal computer; stands and walks frequently; lift and/or move moderate weight; stoop; kneel; frequently required to sit; use hands and arms; talk and hear. Vision requirements for this position include close vision, distance vision, peripheral vision, and depth perception (corrections such as glasses or contacts are acceptable). The employee must maintain the physical ability to perform the duties of this job.

Typical hours of work shall be 8am-4pm Monday, Tuesday, and Wednesdays but the Administrative Assistant - Fire may need to have the ability to work flexible hours and potentially extra hours up to 29 hours per week.

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE:**  
2015-11-16

**BOARD MEETING DATE:**  
2015- 11-17

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

<b>ITEM (SUBJECT)</b>	Resolution 2015-40 Water & Sewer Rates and Fee Schedule
<b>DEPARTMENT</b>	Public Services
<b>PRESENTER</b>	Director James T. Taylor
<b>PHONE NUMBER</b>	734-699-8947
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
That the Township approves Resolution 2015-40 to approve the proposed water & sewer rates increase of 3% for the 2016 fiscal year.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Based upon our estimated projections for this 2016 Proposed Budget, we recommend an overall 3% rate increase to our water and sewer customers in an effort to again basically break even in the water/sewer operational budget. Aside from the proposed rate increase, no increases to fees is proposed. See attached information.	

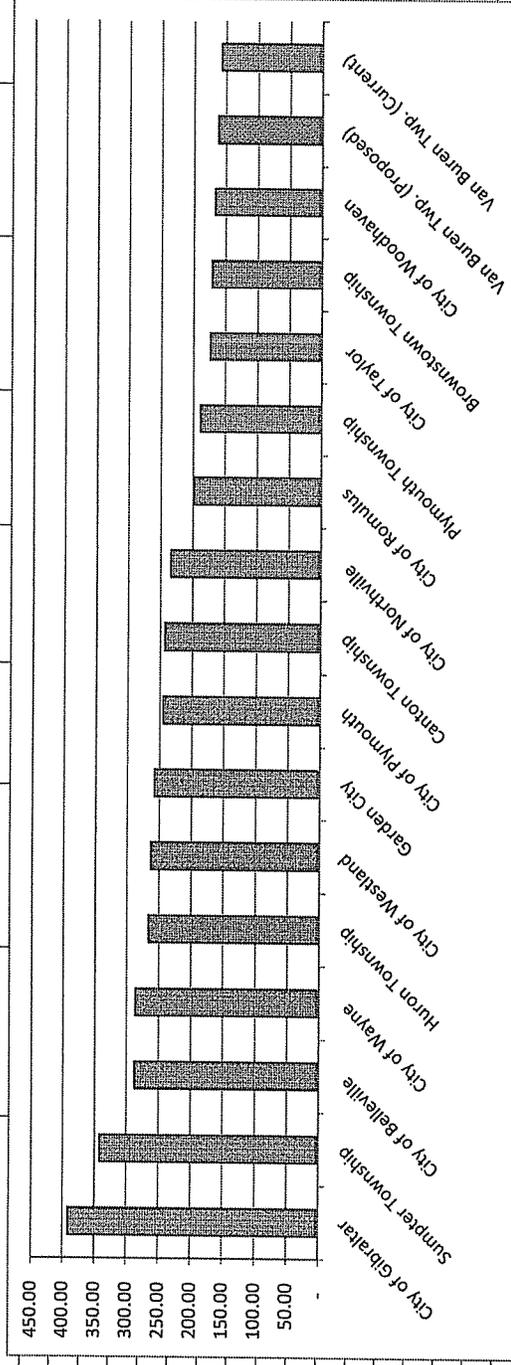
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Board approval of recommended rates and fees for FY2016.
<b>DEPARTMENT RECOMMENDATION</b>	Approval of recommended 3% rate increase.
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Water & Sewer Commission recommends approval.
<b>ATTORNEY RECOMMENDATION</b>	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	_____



**2015/16 Water and Sewer Rates  
Surrounding Communities Comparison Sheet**

Community	Water Rate (Per 1,000 Gallons)	Sewer Rate (Per 1,000 Gallons)	Combined Rate	Fixed Water Fee	Fixed Sewer Fee	Meter Service Fee	Other Charges	Average Qtrly Bill**
City of Gibraltar	7.18	12.10	19.28	-	-	7.25	-	392.85
Sumpter Township	6.78	5.55	12.33	24.00	56.00	6.95	10.10	343.65
City of Belleville	7.21	6.60	13.81	13.50	-	-	-	289.70
City of Wayne	4.12	6.29	10.41	46.95	33.09	-	-	288.24
Huron Township	5.11	6.03	11.14	4.00	30.60	-	10.60	268.00
City of Westland	3.80	5.37	9.17	-	-	81.00	-	264.40
Garden City	3.87	7.00	10.87	12.00	30.00	-	-	259.40
City of Plymouth	4.94	6.40	11.34	19.76	-	-	-	246.56
Canton Township	4.54	6.13	10.67	7.38	23.25	-	-	244.03
City of Northville	5.83	5.37	11.20	-	-	11.67	-	235.67
City of Romulus	3.53	3.59	7.12	29.13	24.75	4.05	-	200.33
Plymouth Township	3.55	5.75	9.30	-	-	4.20	-	190.20
City of Taylor	3.95	3.17	7.12	11.24	13.50	-	8.25	175.39
Brownstown Township	4.13	3.58	7.71	-	-	-	18.60	172.80
City of Woodhaven	5.17	3.26	8.43	-	-	-	-	168.60
<b>Van Buren Twp. (Proposed)</b>	<b>3.58</b>	<b>3.50</b>	<b>7.08</b>	<b>8.44</b>	<b>13.55</b>	<b>-</b>	<b>-</b>	<b>163.59</b>
<b>Van Buren Twp. (Current)</b>	<b>3.47</b>	<b>3.40</b>	<b>6.87</b>	<b>8.19</b>	<b>13.15</b>	<b>-</b>	<b>-</b>	<b>158.74</b>

\*\*In calculating quarterly bill, used 20,000 gallons as the basis for the average usage of households using both water and sewer services.



**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

**WATER CONSUMPTION CHARGES:** \$3.58 per 1,000 gallons

**Water Surcharge – Customers outside Twp.** \$1.22 per 1,000 gallons

**WATER SERVICE CHARGES:  
(Formerly meter charge)**

Not charged if water is turned off at the curb by Water Department.

**Residential** – \$8.44 quarterly, per residential unit (includes single family, multi-family, mobile homes, and attached condos whether occupied or not).

**Commercial, Industrial & Institutional - Each service line including fire suppression**

		<u>Quarterly</u>
5/8"	meter	\$ 5.40
3/4"	meter	6.32
1"	line	8.44
1 1/2"	line	42.05
2"	line	67.27
3"	line	147.12
4"	line	252.21
6"	line	1,050.82
8"	line	1,849.40
10" & up	line	2,942.25

**SEWAGE DISPOSAL CHARGES:** \$3.50 per 1,000 gallons

**Sewer Surcharge – Customers outside Township** \$2.96 per 1,000 gallons

**Flat Rate Sewage Disposal Charge** \$85.60 per quarter

Existing residential customers only; require water meter installation for new sewer only customers

**Flat Rate Sewage Disposal Charge – Customers outside Twp.** - \$91.78 per quarter

**Non-Residential User Fee** \$ 0.33 per 1,000 gallons

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

**SEWER SERVICE CHARGE:**

**(Formerly sewer maintenance fee)**

Not charged if water is turned off at the curb by Water Department.

**Residential** – \$13.35 quarterly per residential unit – (includes single family, multifamily, mobile homes, and attached condos whether occupied or not).

**Commercial, Industrial & Institutional**

		<u>Quarterly</u>
5/8"	meter	\$ 8.68
3/4"	meter	10.17
1"	meter	13.55
1 1/2"	line	67.71
2"	line	108.82
3"	line	236.89
4"	line	406.10
6"	line	1,692.04
8"	line	2,977.94
10" & up	line	4,737.61

**MISCELLANEOUS SERVICE CHARGES:**

Final Bill	\$ 25.00
No Show for Appointment	\$ 25.00
Hang Tag Charge	\$ 10.00 Residential \$ 20.00 Non-Residential
Turn on or turn off water service -Working hours (including internal shut-off, i.e. sprinkler backflow, etc)	\$ 25.00
Turn on or turn off water service-After working hrs.	\$ 85.00
Service Reconnect	\$85.00 (plus all past due balance)
Inspection of water service line for re-use (If at least 1" diameter)	\$ 50.00
Returned check charge per Treasurer's Schedule	\$ 30.00

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

Sewer dye test	\$100.00
Pull meter / re-install meter	\$ 35.00
Unauthorized water use occurrence	\$100 per unit/per occurrence \$500 non-residential/per occurrence
Curb Stop Lock Box Rental (if necessary) (Customer is responsible for repairs/replacement if damaged while in use on property)	\$ 50.00 per occurrence
Project Administration Fee	1% of total project costs
Damaged/Frozen Meters/Repairs	Per current meter charges
Manual Reading Charge (Repeated cable cut or disconnection/ non-compliance)	\$25.00 per quarter

**MINIMUM BILL:**

The minimum bill shall consist of the fixed water service charge, the fixed sewer service charge and consumption charges for water and sewage disposal (or flat rate sewage disposal) and non-residential user fee for all units whether occupied or unoccupied.

**DELINQUENT ACCOUNTS:**

Customers who fail to pay their water bill by the due date shall be charged a ten percent (10%) late penalty based on the current charges only. Failure to receive the water bill will not be reason for waiving any penalties.

Accounts delinquent for at least sixty days (60) are subject to turn off for non-payment according to Township Ordinance. Service will not be restored until all past due balances plus applicable fee are paid or until appropriate payment arrangements have been made.

Accounts delinquent for at least sixty (60) days as of June 30 of each year will be transferred to the tax roll and shall be charged a fee equal to fifteen percent (15%) of the amount being transferred. Such fee will be added to the delinquent balance, and then transferred to the tax roll.

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

**WATER SERVICE TAP PERMIT:**

**Domestic Water Capital Charge:** \$1,156.00 per unit

The minimum capital charge for a single family residence, or an apartment, cooperative apartment, and any other multiple dwelling, or mobile home park where more than one residence or unit is served by one meter shall be \$1,156.00 per residence, unit or mobile home space, whether occupied or not. The charges for other types of uses shall consist of the minimum capital charge \$1,156.00 multiplied by the corresponding number of units for said use listed below under "Equivalent Unit Factors".

**Fire Suppression or Irrigation Line:**

<u>Diameter</u>	<u>Fireline Fee</u>
5/8 x 3/4"	N/A
1"	\$1,156.00
1 1/2"	1,836.00
2"	2,550.00
3"	3,978.00
4"	5,508.00
6"	8,670.00
8"	12,036.00
12"	18,768.00
16"	25,908.00

**Water Meter Cost:**

Water meters are actual cost of meter, radio reading device, tail pieces (or flanged spool piece with test port), right angle valve, and washers, plus 20%. Costs are updated routinely with suppliers.

All water service taps shall be furnished and installed by a licensed, bonded private contractor subject to the inspection and approval of the Township. An approved site plan or plot plan must be submitted with the application for the water tap permit. A separate tap fee per inch diameter is to be charged for a fire suppression line. The cost of the water meter, the domestic water service tap inspection permit, and the fireline permit must be paid at the time the tap permit is paid. A plumbing permit is required for installation of the domestic water service line.

If a new fire hydrant is to be installed or relocated on an existing water main, the permit fee shall be \$300.00 per hydrant plus \$309.00 inspection fee.

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

**Domestic Water Service Line Open Trench Inspection Permit** Plumbing Permit

**Domestic Water Service Tap Inspection Permit** \$150.00  
(Waived if inspection is performed by Township Consulting Engineers with inspection costs charged against advance engineering fees on deposit)

**Inspection fee for abandonment of water service line** \$ 75.00

**Inspection of service line for re-use** \$ 50.00  
(If at least 1" diameter)

**SANITARY SEWER TAP PERMIT:**

**Capital Charge** \$ 4,617.00 per unit

The minimum capital charge for a single family residence, an apartment, cooperative apartment, and any other multiple dwelling, or mobile home park where more than one residence or unit is served by one meter shall be \$4,617.00 per residence, unit or mobile home space whether occupied or not. The charges for other types of uses shall consist of the minimum capital charge \$4,617.00 multiplied by the corresponding number of units for said use listed below under "Equivalent Unit Factors".

All sanitary sewer taps shall be furnished and installed by a licensed, bonded private contractor subject to the inspection and approval of the Township. An approved site plan or plot plan must be submitted with the application for the sewer tap permit. A sanitary sewer tap inspection permit fee must be paid at the time the tap permit is paid if no wye is available. A plumbing permit is required for installation of the building sewer lead. Sewer only customers will be required to pay the cost and install a water meter at the inside water service line just after it enters the building.

**Sanitary Sewer Building Lead** Plumbing Permit

**Sanitary Sewer Tap Inspection Permit Fee** \$150.00  
(Waived if inspection is performed by the Township Consulting Engineer with inspection costs charged against advance engineering fees on deposit)

**Sewer cap inspection** \$ 50.00

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

**Sanitary Sewer Repair Inspection Permit Fee**

Plumbing Permit

**Sewer Re-use Inspection Fee**

\$150.00

**EQUIVALENT UNIT FACTORS**

Residential Equivalent Units (REU)

Residential including single family, multiple family, Mobile / manufactured home	1.00 unit
Car wash (production line)	10.00 units per production line
Car wash (self-serve)	2.00 units per stall
Auto dealer (new cars)	1.00 unit plus .20 units per 1,000 square feet
Auto Repair Shop	.25 unit per service stall
Barber/Beauty shops	1.15 unit
Bowling alleys (without bar or lunch)	1.00 unit plus 0.10 units per lane (bars, restaurants at their respective unit factors)
Churches, synagogues, mosques, temples, etc.	.40 units per 1,000 square feet
Cleaners	1.00 unit per 1,000 square feet of building area plus 1.50 units per press
Facilities-Dental	.25 units per 1,000 square feet plus 0.05 units per chair
Facilities-Medical	.40 units per 1000 square feet
Facilities - Veterinary	.35 units per 1000 square feet
Facilities - Dispensary	.25 units per 1,000 square feet
Facilities - Offices	.25 units per 1,000 square feet
Country clubs	1.50 units per 1,000 square feet of general building area plus restaurant, bar, swimming pool areas, etc., at their respective unit factors
Daycare centers	.67 units per room
Fast Food Service (drive thru only)	2.00 units per 1000 square feet
Fraternal organizations	.50 units per 1,000 square feet of general building plus restaurant, bar, swimming pool area, etc., at their respective unit factors
Health Clubs w/o showers and/or pools	.25 units per 1,000 square feet
Health Clubs w/showers and/or pools	2.00 units per 1,000 square feet
Hospitals	1.00 unit plus 0.75 units per bed
Hotels and motels	1.00 unit plus 0.25 units per bed plus restaurant, bar, swimming pool are, etc. at their respective unit factors
Irrigation System serving residential platted or site condo subdivisions	1.00 unit per separate tap for platted sub or residential site condominium project irrigation

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

Laundry (self-serve)	.75 units per washer
Laundry-Commercial	2.00 units per washer
Manufacturing (exclusive of industrial wastes)	.75 units per 1,000 square feet (industrial wastes will be assigned such sanitary use factor units as shall be appropriate in each individual instance, upon request to the township for such assignment)
Manufacturing (light)	.20 units per 1000 square feet
Manufacturing (tool & die)	1.00 unit
Nursing/Convalescent Homes	1.00 unit plus .50 units per bed
Nursery/Green Houses	.30 units per 1,000 square feet
Restaurants/Bars/Taverns (full service, dinners/drinks)	2.25 units per 1,000 square feet
Schools without showers or pool	1.00 unit per classroom
Schools (with showers and/or pool)	1.50 units per classroom
Self-storage	.30 units per 1000 square feet
Service stations	1.00 unit plus 0.15 units per pump plus .25 units per service stall
Stores	.25 units per 1,000 square feet
Stores (pharmacies)	.25 units per 1,000 square feet
Swimming pool (net area of pool, see country clubs for building unit) (residential excluded)	3.00 units per 1,000 square feet
Theater	1.00 unit plus 0.01 units per seat
Warehouses (with fire suppression)	.35 units per 1,000 square feet
Warehouses (without fire suppression)	.15 units per 1,000 square feet

Equivalent Residential Units not listed, or for unusual conditions, shall be determined by the Water & Sewer Department and may be reviewed by the township board, upon request, for final determination.

When the primary use contains other secondary uses, the total ERU factor shall be the summation of all applicable separate ERU factors (e.g., Hotel ERU factor + Restaurant REU factor + Pool REU factor = Total ERU factor).

Any change in the capital charge resulting from a change in the use of the building/premises and any corresponding unit factor change shall be paid to the township prior to occupancy. The customer or owner shall pay the difference between the original capital charge (previously called debt service charge) and the current capital charge upon such change in use. No credit or rebate of capital charges (or previously paid debt service charges) shall be made in the case of a lesser residential equivalent use.

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2016  
Resolution 2015-40**

**HYDRANT RENTAL PERMIT**

<b>Permit Fee</b> – Maximum 30 days per permit	\$100.00
<b>Deposit</b> (if customer has an existing water account and signs agreement for any damages or losses to be added to the next regular water bill)	\$500.00
<b>Deposit</b> (if customer does not have a existing water account)	\$2,500.00
<b>Daily rental fee</b>	\$10.00
<b>Winterizing fee</b>	\$50.00 per day
<b>Water consumption charges</b>	per current water rate

Hydrant rentals only permitted in accordance with rules and regulations adopted by the Water & Sewer Commission.

**ENGINEERING FEES:**

The Water & Sewer Department Schedule of Rates does not include Engineering Fees. Engineering fees shall be collected in accordance with the current contract with the Township's Consulting Engineers.

**All Water & Sewer permits expire one year from the date of payment. Renewals will not be issued.**

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

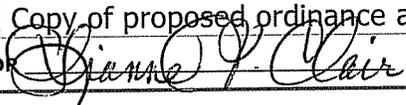
Agenda Item: \_\_\_\_\_

Work Study Date: 11/16/15  
 First Reading: 12/01/15  
 Second Reading: 12/15/15

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

<b>ITEM (SUBJECT)</b>	Request from the Environmental Commission to consider the adoption of a Coal Tar Sealant Ban Ordinance.
<b>DEPARTMENT</b>	Planning
<b>PRESENTER</b>	Matthew R. Best, Deputy Director of Planning and Economic Development
<b>PHONE NUMBER</b>	(734) 699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	David Brownlee, Dr. David Wilson

### Agenda topic

<b>ACTION REQUESTED</b>	
Consider the adoption of a Coal Tar Sealant Ban Ordinance, prohibiting the use of Coal Tar based pavement sealants within the Township.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
The Environmental Commissions is recommending that the board adopt this ordinance to protect the health Safety and welfare of its residents. Coal Tar based sealants are a source of PAHs, a known carcinogen. These PAHs impact our residents as well as our lakes and streams, with storm water carrying these carcinogens into our waterways. Asphalt based sealers are a safe and effective alternative to coal tar base sealants.	
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	After the work study, the intention is to move this ordinance for approval at the next board meeting.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Approval – Environmental Commission
<b>ATTORNEY RECOMMENDATION</b>	Document has met Attorney approval (May be subject to Attorney/Client Privilege and not available under FOIA)
<b>ADDITIONAL REMARKS</b>	Copy of proposed ordinance attached.
<b>APPROVAL OF SUPERVISOR</b>	

**CHARTER TOWNSHIP OF VAN BUREN**

**COUNTY OF WAYNE**

**STATE OF MICHIGAN**

**ORDINANCE # \_\_\_\_\_**

**AN ORDINANCE TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE AND PRESERVATION OF NATURAL RESOURCES AND WILDLIFE WITHIN THE TOWNSHIP BY PROHIBITING THE USE OF COAL TAR PRODUCTS**

At a regular meeting of the Township Board of the Charter Township of Van Buren, Wayne County, Michigan, held in the Van Buren Township Hall within the Township, on the \_\_\_\_\_ day of

\_\_\_\_\_, 2015 at 7:00 p.m.

PRESENT: Members: \_\_\_\_\_

ABSENT: Member: \_\_\_\_\_

It was moved by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_ that the following

Ordinance be adopted to add a new Article V to Chapter 42 Environment to read as follows:

THE CHARTER TOWNSHIP OF VAN BUREN ("Township"), COUNTY OF WAYNE, MICHIGAN ORDAINS:

Section 42-151 PURPOSE.

The Charter Township of Van Buren understands that lakes, rivers, streams and other bodies of water are natural assets which enhance the environmental, recreational, cultural and economic resources and contribute to the general health and welfare of the community. The use of sealers on asphalt driveways is a common practice. However, scientific studies on the use of driveway sealers have suggested a relationship between Stormwater runoff and certain health and environmental concerns. The purpose of this ordinance is to prohibit the use and sale of sealant products containing >1% Polycyclic Aromatic Hydrocarbons (PAHs) by weight, including coal tar sealer in the Township, in order to protect, restore and preserve the quality of its waters, preservation of wildlife and protect the health of its residents.

Section 42-152. DEFINITIONS.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this Ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

***ASPHALT BASED SEALER.*** A petroleum based sealer material that is commonly used on driveways, parking lots, and other surfaces and may contain PAHs but at a much lower concentration than found in coal tar based sealers.

***COAL TAR.*** A byproduct of the process used to refine coal.

***COAL TAR SEALANT PRODUCT.*** A surface applied sealing product for application on asphalt, concrete or other pavement including a driveway or parking area containing coal tar, coal tar pitch, coal tar pitch volatiles, or any variation assigned the Chemical Abstracts Service (CAS) numbers 65996-93-2, 65996-89-6, or 8007-45-2.

***HIGH PAH CONTENT SEALANT PRODUCT.*** Any pavement sealant product that contains greater than 1% PAHs by weight.

***PAHs.*** Polycyclic Aromatic Hydrocarbons. A group of organic chemicals formed during the incomplete burning of coal, oil, gas, or other organic substances. Present in coal tar and believed harmful to humans, fish, and other aquatic life.

***PERSON.*** An individual, corporation, partnership, sole proprietorship, LLC or other entity.

***TOWNSHIP.*** The Charter Township of Van Buren.

#### Section 42-153 PROHIBITIONS ON USE OF COAL TAR PRODUCTS

A. No person shall use or apply a coal tar, coal tar sealant product or other high PAH content sealant product on asphalt paved surfaces within the Township.

B. No person shall sell or offer to sell a coal tar, coal tar sealant product or other high PAH content sealant product that is formulated or marketed for application on asphalt-paved surfaces within the Township.

C. No person shall allow a coal tar, coal tar sealant product or other high PAH content sealant product to be used or applied upon property that is under that person's ownership or control.

D. No person shall contract with any commercial sealer product applicator, residential or commercial developer, or any other person for the application of any coal tar, coal tar sealant product or other high PAH content sealant product to any driveway, parking lot, or other surface within the Township.

E. No commercial sealer product applicator, residential or commercial developer, or other similar individual or organization shall direct any employee, independent contractor, volunteer, or other person to apply any coal tar, coal tar sealant product or other high PAH content sealant product to any driveway, parking lot, or other surface with the Township.

Section 42-42-154 ASPHALT BASED SEALCOAT PRODUCTS.

The provisions of this ordinance shall only apply to coal tar, coal tar sealant products or other high PAH content sealant products in the Township and shall not affect the use of asphalt based sealer products within the Township.

Section 42-155 Penalties and Enforcement.

a. Penalty. Violation of this Ordinance is a municipal civil infraction, for which the fines shall be not less than One Hundred Dollars (\$100) or more than Five Hundred Dollars (\$500) for the first offense, in the discretion of the Court, and in addition to all of the costs, damages and expenses provided by law.

b. Injunction. Any violation of this Ordinance is hereby declared to be a nuisance per se. In addition to, or in lieu of, seeking to enforce this Ordinance by proceeding under Section 42-155(a) above, the Township may institute an action in a court of general jurisdiction seeking injunctive or equitable relief and shall be entitled to recover all attorney fees, court costs, litigation expenses, costs and expenses to abate the nuisance, and all other costs allowed by law.

c. Enforcement and Administration. This Ordinance shall be enforced and administered by the Township Director of Planning and Economic Development or such other Township official as may be designated from time to time by resolution by the Township Board.

Section 42-156 Severability.

In the event that any one or more sections, provisions, phrases or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity or the enforceability of the remaining sections, provisions, phrases or words of this Ordinance.

Section 42-157 Conflicts.

If any provision of this Ordinance conflicts with any provision of any other Township general ordinance or zoning ordinance, the most restrictive provision shall apply.

Section 42-158 Effective Date.

The provisions of this Ordinance shall take effect upon publication in a newspaper of general circulation within the Township.

AYES: Members: \_\_\_\_\_

NAYS: Members: \_\_\_\_\_

ABSTAIN/ABSENT: Members: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Linda Combs,  
Supervisor, Charter Township of Van Buren

\_\_\_\_\_  
Leon Wright,  
Clerk, Charter Township of Van Buren

Adopted: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective: \_\_\_\_\_

CERTIFICATION

I hereby certify the foregoing to be a true copy of an Ordinance adopted by the Township Board of the Charter Township of Van Buren at a regular meeting held on \_\_\_\_\_, 2015, pursuant to the required statutory procedures.

\_\_\_\_\_  
Township Clerk

# Charter Township of Van Buren

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

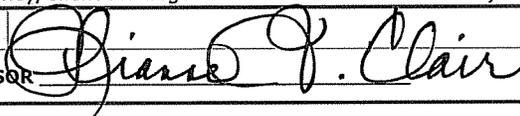
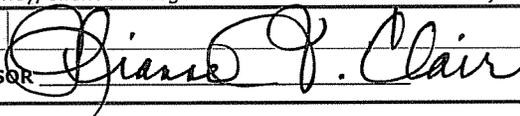
Work Study: 11-16-15  
Board Meeting Date: 12-01-15

## REQUEST FOR BOARD ACTION

	Consent Agenda	X New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Revision of the Planning Commission Rules of Procedure			
DEPARTMENT	Planning & Economic Development			
PRESENTER	Ron Akers, Director of Planning & Economic Development			
PHONE NUMBER	734-699-8913			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	None			

### Agenda topic

ACTION REQUESTED:	
To consider the approval of the proposed revisions to the Rules of Procedure for the Township Planning Commission.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
At the October 28, 2015 Planning Commission meeting, the Township Planning Commission voted to adopt these proposed revisions to their Rules of Procedure. Article 11 of the Rules of Procedure requires that the Planning Commission may amend the bylaws by a two-thirds (2/3) vote of the entire membership of the Planning Commission and that the bylaws are subject to the approval of the Township Board. The proposed changes are highlighted in the memo prepared by McKenna & Associates. I look forward to the Board’s discussion on this matter.	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Upon adoption, we will redistribute the approved bylaws among the Planning Commission members and provide a copy to the Township Clerk’s Office.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

## MEMO

**TO:** Ron Akers, Director of Planning and Economic Development  
**FROM:** Sally Hodges, AICP, Senior Vice President  
**SUBJECT:** Planning Commission Bylaws as Adopted by Planning Commission 10/28/15  
**DATE:** October 29, 2015

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We have revised the Planning Commission's bylaws based on the action of the Planning Commission at last night's meeting. Therefore, the text is ready to be sent to the Township Board for approval as required.

Revisions to the bylaws as adopted by the Planning Commission are shown in underline and strike-out in the enclosed October 28, 2015 document. A summary of the changes is as follows:

**Article I – Objectives:**

- Added citation of both the Planning and Zoning Enabling Acts

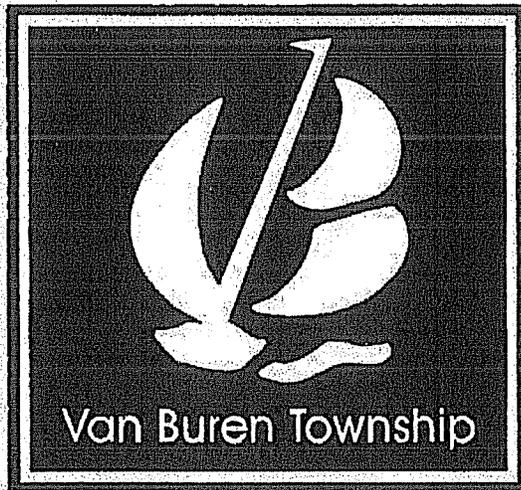
**Article III – Election of Officers:**

- Clarify that the new officers assume office at the meeting at which they are elected.
- Clarified that the Secretary's responsibility is to sign formal communications of the Planning Commission. The Secretary will no longer be responsible for signing and certifying approved site plans; that function is handled by the Planning Director.

**Article IV – Meetings:**

- The schedule of regular business meetings adopted at is changed from the first meeting in October, to the first meeting in December, the same as the date elections are held.
- Section 8 is updated to reflect the Planning Commission's practice of requiring a roll call vote for all recommendations being made to the Township Board.

There are other typos and editorial revisions marked in the document which were also adopted by the Commission. We are available to answer any questions you may have in this matter.



## Planning Commission Rules and Procedures

*Adopted by the Planning Commission: October 28, 2015*

*Approved by the Township Board:*

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*October 28, 2015*

*Planning Commission Rules and Procedures*

**Table of Contents**

Article I.	Objectives
Article II.	Commission Membership
Article III.	Officers
Article IV.	Meetings
Article V.	Procedures
Article VI.	Order of Business
Article VII.	Reports
Article VIII.	Expenditures
Article IX.	Responsibilities of Commissioners
Article X.	Amendments

*Planning Commission Rules and Procedures*

**Article I- Objectives**

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

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**Article II – Commission Membership**

Section 1

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

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

Section 2

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

**Article III- Election of Officers: Their Duties**

Section 1

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

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*Planning Commission Rules and Procedures*

*Section 2*

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

*Section 3*

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

*Section 4*

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

*Section 5*

The Secretary shall sign or otherwise certify all approved site plans and formal correspondence from the Planning Commission, and perform other duties normally devolving upon such office.

**Article IV- Meetings**

*Section 1*

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

*Section 2*

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

*Planning Commission Rules and Procedures*

*Section 3*

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

*Section 4*

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

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

*Section 5*

A quorum shall consist of four (4) commissioners.

*Section 6*

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

*Section 7*

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

*Section 8*

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

*Planning Commission Rules and Procedures*

**Article V- Procedures**

*Section 1*

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

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

*Section 2*

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

*Section 3*

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

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

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

*Section 4*

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

*Planning Commission Rules and Procedures*

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

**Article VI- Order of Business**

*Section 1*

The order of business at regular meetings shall be:

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

**Article VII- Reports**

*Section 1*

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

**Article IX- Expenditures**

*Section 1*

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

**Article X- Responsibilities of Commissioners**

*Section 1*

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

*Planning Commission Rules and Procedures*

Supervisor whenever any member of the Planning Commission has three (3) unexcused absences in a row.

*Section 2*

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

*Section 3*

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

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

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

*Article XI- Amendments*

*Section 1*

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

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
October 28, 2015  
MINUTES - Draft**

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

**ROLL CALL:**

**Present:** Boynton, Kelley, Budd, Jackson and Thompson.

**Excused:** Franzoi and McKenna.

**Staff:** Director Akers, Deputy Director Best and Secretary Harman.

**Planning Representatives:** McKenna Associate, Sally Hodges.

**Audience:** Six (6).

**APPROVAL OF AGENDA:**

**Motion Boynton, Kelley second to approve the agenda of October 28, 2015 as presented. Motion Carried.**

**APPROVAL OF MINUTES:**

**Motion Budd, Boynton second to approve the minutes from October 14, 2015 as presented. Motion Carried.**

**NEW BUSINESS:**

**ITEM # 1                   CASE# SPR 14-003**

**TITLE:                   THE APPLICANT, ATCHINSON FORD, IS REQUESTING PRELIMINARY SITE PLAN APPROVAL TO PERFORM FAÇADE AND SITE IMPROVEMENTS AS REQUIRED IN SECTION 12.02 OF THE ZONING ORDINANCE 06-02-92, AS AMENDED.**

**LOCATION:               THE SUBJECT SITE IS LOCATED ON PARCEL TAX ID NUMBER V125-83-061-0002-701 AND V125-83-061-0003-002, ALSO KNOWN AS 9800 BELLEVILLE ROAD. THE SITE IS LOCATED ON THE WEST SIDE OF BELLEVILLE ROAD, BETWEEN TYLER AND I-94 NORTH SERVICE DRIVE. THE SITE IS IN THE C-2 EXTENSIVE HIGHWAY BUSINESS ZONING DISTRICT.**

Wade Hoppe gave the presentation for the applicant. In March of 2014 the applicant brought before the Planning Commission a proposed addition to the site. Due to changes necessary to accommodate storm water management, the applicant is not requesting the addition. Atchinson Ford is requesting to renovate the existing building and exterior façade to meet Ford requirements and match the Quick Lane building next door. Hoppe displayed color renderings and exterior façade material samples. The improvements also include restriping of the site and the revision of the vehicle display area to have no aisle.

Sally Hodges of McKenna Associates presented site plan review letter dated 10-20-15 recommending site plan approval subject to the twelve (12) conditions referenced in the letter.

The Fire Department review letter dated 10-23-15 approves the plan with the conditions referenced in the letter.

Commissioners discussed the vehicle display area, exterior façade materials, lighting, parking, restriping of the site, barrier free accessibility and landscaping. Because of no engineering, Planning Commission could consider final approval.

No comments from the audience.

**Motion Boynton, Kelley second to grant final site plan approval to perform façade and site improvements as required in section 12.02 of the zoning ordinance 06-02-92, as amended to Atchinson Ford located on the west side of Belleville Road address cited as C-2 Extensive Highway Business zoning district subject to the Fire Department review letter dated 10-23-15 and the McKenna Associates site plan review letter dated 10-20-15 excluding letters G and H, with the response to conditions submitted by Wade Hoppe of the project dated 10-14-15, the Planning Commission's approval of the building materials as presented and having them noted on the new site plans, approval of parking in excess of 120 percent, adjustment of the vehicle display area and the Planning Commission's approval of items D and F in the McKenna Associates review letter dated 10-20-15. Motion Carried.**

**ITEM # 2                      2016 MEETING SCHEDULE**

Director Akers presented the 2016 Planning Commission meeting schedule to the Commission. The meeting schedule per the Planning Commission by-laws is due in October, members are notified and the schedule is posted.



**ITEM # 3                      PLANNING COMMISSION BY-LAW REVISIONS**

Sally Hodges of McKenna Associates gave a presentation of updates to the Planning Commission by-laws. Commissioners discussed amended language changes to Article I – Objectives, Article 2 - Election of Officers and Article IV - Meetings. Also, the change of scheduling of the election of officers to the same day as the meeting schedule approval.

**Motion Budd, Boynton second to adopt the by-laws as presented and send to the Township Board for approval.**

**Roll Call:**

**Yeas: Kelley, Budd, Boynton, Jackson and Thompson.**

**Nays: None.**

**Absent: Franzoi and McKenna.**

**Motion Carried.**

**GENERAL DISCUSSION:**

**ITEM #1                      NOTIFICATION OF ADMINISTRATIVE REVIEW APPROVALS**

Director Akers discussed the administrative review approvals of T-Rex Arms located at 44800 I-94 North Service Drive and Purewater Properties located at 12300 Haggerty Road.

No comments from Commissioners or the audience.

**ITEM # 2                      DIGITAL DOCUMENTS & THE FREEDOM OF INFORMATION ACT (FOIA)**

Director Akers gave a follow-up discussion on digital delivery of Planning Commission packets, what constitutes a public record under the Freedom of Information Act (FOIA) and the use of personal electronic devices. Planning Commission packets will continue to be delivered digitally however site plans will be printed out and available for pick-up by Commission members.

**Motion Budd, Boynton second to adjourn at 8:42 p.m. Motion Carried.**

Respectfully submitted,

Christina Harman  
Recording Secretary

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

**WORK STUDY MEETING**

**DATE: 11-16-2015**

**BOARD MEETING DATE: 11-17-2015**

Consent Agenda  X

New Business \_\_\_\_\_

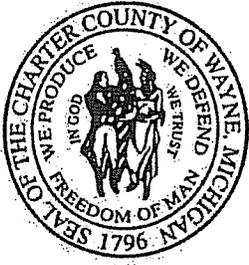
Unfinished Business \_\_\_\_\_

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

<b>ITEM (SUBJECT)</b>	To confirm Local Development Finance Authority (LDFA) Appointment of Mr. Jelani Karamoko (Wayne County Representative) with a term to expire at Wayne County's discretion.
<b>DEPARTMENT</b>	Supervisor
<b>PRESENTER</b>	Supervisor Combs
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
Consider the appointment of Mr. Jelani Karamoko to the Local Development Finance Authority (LDFA) with a term to expire at Wayne County's discretion.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Per the bylaws of the LDFA, a representative from Wayne County is required on the board. This appointment has been made by Wayne County Executive Warren C. Evans to fill the vacancy.	
<b>BUDGET IMPLICATION</b>	NA
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	



Warren C. Evans  
Wayne County Executive

November 10, 2015

Chairman Dotson  
Van Buren Township Hall  
46425 Tyler Road, Van Buren Township  
Michigan, 48111

RE: Appointment to the Van Buren Township Local Development Finance Authority

Honorable Chairman Dotson:

I would like to recommend Mr. Jelani Karamoko, Executive Director of Wayne County Land Bank Corporation to the Van Buren Local Development Finance Authority.

Mr. Karamoko is a bona-fide resident of Wayne County, Michigan and is replacing Mr. Khalil Rahal.

His contact information is as follows:

Mr. Jelani Karamoko  
500 Griswold, Ste. 3100  
Detroit, MI 48226  
(313) 224-5082  
[jkaramoko@waynecounty.com](mailto:jkaramoko@waynecounty.com)

Mr. Karamoko's service will begin upon approval of the Van Buren Local Development Finance Authority Board.

If you have any questions or concerns, please contact Mr. Bernard Parker, III Executive Government Relations Liaison at (313) 967-1031 or by electronic mail at [bparker@waynecounty.com](mailto:bparker@waynecounty.com).

Sincerely,

Warren C. Evans  
Wayne County Executive

EXECUTIVE OFFICE

500 GRISWOLD, DETROIT, MICHIGAN 48226 • (313) 224-0291 • [www.waynecounty.com](http://www.waynecounty.com)



# Charter Township of Van Buren

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

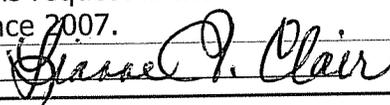
## REQUEST FOR BOARD ACTION

Work Study Date: 11/16/15  
Board Meeting: 11/17/15

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

<b>ITEM (SUBJECT)</b>	Granting approval of the Commercial Fireworks Display Permit Application by Great Lakes Fireworks LLC.
<b>DEPARTMENT</b>	Planning
<b>PRESENTER</b>	Matthew R. Best, Deputy Director of Planning and Economic Development
<b>PHONE NUMBER</b>	(734) 699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Randy Brown – Belleville DDA, Paul Henning – Belleville DDA

### Agenda topic

<b>ACTION REQUESTED</b>	
Granting approval of the Commercial Fireworks Display Permit Application by Great Lakes Fireworks LLC to set off fireworks on Saturday, December 5 <sup>th</sup> , 2015 from the (closed) Denton Road Bridge, and authorize the Supervisor or her designee to sign the permit.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
The fireworks show takes place the same evening as the Belleville Chamber of Commerce Christmas Parade. This application is in compliance with the Fireworks Ordinance. Enclosed for your review are... <ol style="list-style-type: none"> <li>1. Documents from Great Lakes Fireworks LLC (Application, permit, license, itinerary, insurance and map.)</li> <li>2. Review letter from David McNally (Fire Marshal/Battalion Chief) which approves the application.</li> </ol>	
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Supervisor or her designee to sign permit.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
<b>ATTORNEY RECOMMENDATION</b>	N/A
<small>(May be subject to Attorney/Client Privilege and not available under FOIA)</small>	
<b>ADDITIONAL REMARKS</b>	This request is the same that has been previously approved each year since 2007.
<b>APPROVAL OF SUPERVISOR</b>	

West Bend Mutual Insurance Company  
1900 S. 18th Avenue | West Bend, WI 53095

POLICY NUMBER: NSQ 0655588 11

RENEWAL

**COMMERCIAL GENERAL LIABILITY ADDITIONAL INTEREST**

CHARTER TOWNSHIP OF VAN BUREN  
46425 TYLER RD  
BELLEVILLE, MI 48111

VARIOUS LOCATIONS

FORM CG2026 APPLIES

DESIGNATED PERSON OR ORGANIZTN

ADDITIONAL INSURED

INSURED: BELLEVILLE AREA CHAMBER OF  
COMMERCE, ITS DIRECTORS,  
248 MAIN ST  
BELLEVILLE, MI 48111

AGENCY: HENRY R DEERING AGENCY INC  
21-261

POLICY PERIOD FROM: JAN. 22, 2015 TO: JAN. 22, 2016

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

2015

**Application for Fireworks Other Than Consumer or Low Impact**

Michigan Department of Licensing & Regulatory Affairs

Bureau of Fire Services

P. O. Box 30700

Lansing, MI 48909

(517) 241-8847

Authority: 2011 PA 256 Compliance: Voluntary Penalty: Permit will not be issued		The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this agency.	
<input type="checkbox"/> Agricultural or wildlife fireworks		<input type="checkbox"/> Articles Pyrotechnic	
<input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes		<input checked="" type="checkbox"/> Public Display	
<input type="checkbox"/> Display Fireworks		<input type="checkbox"/> Private Display	
NAME OF APPLICANT <b>Belleville Area Chamber Of Commerce</b>		ADDRESS <b>248 Main Street, Belleville, MI 48111</b>	AGE (18 or over) <b>Legal</b>
IF A CORPORATION, NAME OF PRESIDENT		ADDRESS <b>Same</b>	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT		ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR <b>Great Lakes Fireworks LLC</b>		ADDRESS <b>24805 Marine, Eastpointe, MI 48021</b>	AGE (18 or over) <b>Legal</b>
NO. YEARS EXPERIENCE <b>20+</b>	NO. DISPLAYS <b>100+</b>	WHERE <b>Throughout Michigan</b>	
NAME OF ASSISTANT <b>Barry Beltz</b>		ADDRESS <b>24805 Marine, Eastpointe, MI 48021</b>	AGE <b>Legal</b>
NAME OF OTHER ASSISTANT <b>TBD</b>		ADDRESS <b>24805 Marine, Eastpointe, MI 48021</b>	AGE <b>Legal</b>
EXACT LOCATION OF PROPOSED DISPLAY <b>Denton Road Bridge at Main Street, Belleville, MI</b>			
DATE OF PROPOSED DISPLAY <b>December 5, 2015</b>		TIME OF PROPOSED DISPLAY <b>Approx. 7:00 p.m.</b>	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT  <b>Stored at federally licensed facility until date of display.</b>			
AMOUNT OF BOND OR INSURANCE (To be set by local government) <b>\$5,000,000</b>		NAME OF BONDING CORPORATION OR INSURANCE COMPANY <b>Allied Specialty Insurance Co.</b>	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY <b>10451 Gulf Boulevard, Treasure Island, FL 33706</b>			
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED	
<b>Approx. 200</b>		<b>3" shells</b>	
<b>Approx. 85</b>		<b>4" shells</b>	
<b>Approx. 6</b>		<b>Various multishot barrage cakes</b>	
SIGNATURE OF APPLICANT		DATE	

2015

**Application for Fireworks Other Than Consumer or Low Impact**

Michigan Department of Licensing & Regulatory Affairs

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P. O. Box 30700

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<input type="checkbox"/> Agricultural or wildlife fireworks		<input type="checkbox"/> Articles Pyrotechnic	
<input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes		<input checked="" type="checkbox"/> Public Display	
<input type="checkbox"/> Display Fireworks		<input type="checkbox"/> Private Display	
NAME OF APPLICANT <b>Belleville Area Chamber Of Commerce</b>		ADDRESS <b>248 Main Street, Belleville, MI 48111</b>	AGE (18 or over) <b>Legal</b>
IF A CORPORATION, NAME OF PRESIDENT		ADDRESS <b>Same</b>	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT		ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR <b>Great Lakes Fireworks LLC</b>		ADDRESS <b>24805 Marine, Eastpointe, MI 48021</b>	AGE (18 or over) <b>Legal</b>
NO. YEARS EXPERIENCE <b>20+</b>	NO. DISPLAYS <b>100+</b>	WHERE <b>Throughout Michigan</b>	
NAME OF ASSISTANT <b>Barry Beltz</b>		ADDRESS <b>24805 Marine, Eastpointe, MI 48021</b>	AGE <b>Legal</b>
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AMOUNT OF BOND OR INSURANCE (To be set by local government) <b>\$5,000,000</b>		NAME OF BONDING CORPORATION OR INSURANCE COMPANY <b>Allied Specialty Insurance Co.</b>	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY <b>10451 Gulf Boulevard, Treasure Island, FL 33706</b>			
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED	
<b>Approx. 200</b>		<b>3" shells</b>	
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<b>Approx. 6</b>		<b>Various multishot barrage cakes</b>	
SIGNATURE OF APPLICANT		DATE	

2015

**Permit for Fireworks Other Than Consumer or Low Impact**

Michigan Department of Licensing & Regulatory Affairs

Bureau of Fire Services

P. O. Box 30700

Lansing, MI 48909

(517) 241-8847

Authority: 2011 PA 256	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

*This permit is not transferable. Possession of this permit authorizes the herein name person to possess, transport, and display Fireworks in the amounts, for the purpose of and at the place listed below only.*

<b>Public Display</b>		
ISSUED TO <b>Belleville Chamber of Commerce</b>	AGE (18 or over) <b>Legal</b>	
ADDRESS <b>248 Main Street, Belleview, MI 48111</b>		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION		
ADDRESS		
NUMBER AND TYPES OF FIREWORKS  Approx. 200 3" shells Approx. 85 4" shells Approx. 6 Various multishot barrage cakes		
EXACT LOCATION OF DISPLAY OR USE <b>Denton Road Bridge at Main Street, Belleville, MI</b>		
CITY, VILLAGE, TOWNSHIP <b>Van Buren</b>	DATE <b>December 5, 2015</b>	TIME <b>Approx. 7:00 pm</b>
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT <b>\$5,000,000</b>

Issued by action of the Legislative Body of a	
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____, 2015.	
_____ (Signature and Title of Legislative Body Representative)	

**\*THIS FORM IS VALID FOR THE YEAR SHOWN ONLY\***

GREAT LAKES FIREWORKS, LLC.

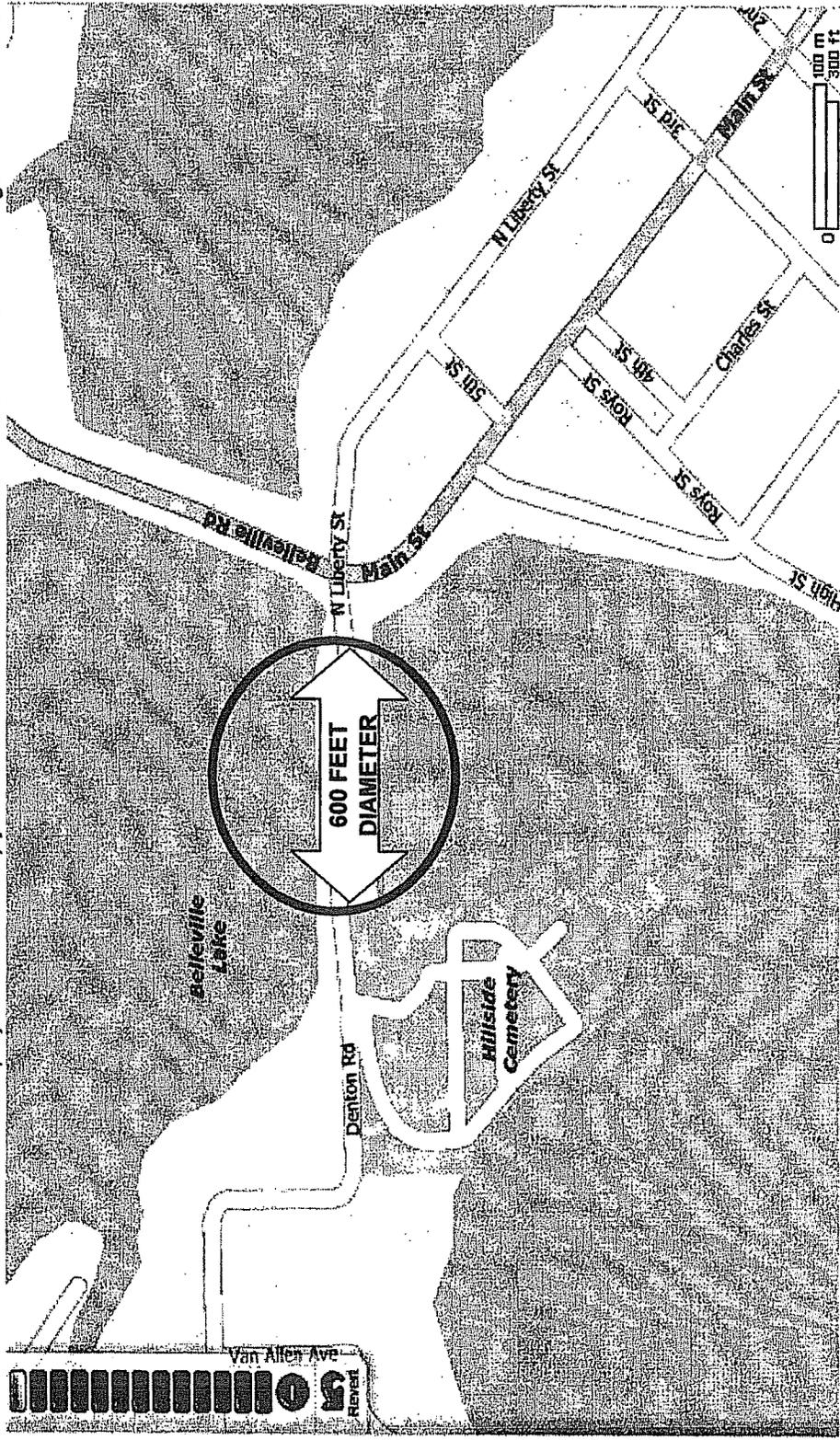
FIREWORKS DISPLAY

DECEMBER 5, 2015

BELLEVILLE AREA CHAMBER OF COMMERCE

MAXIMUM SHELL SIZE: 4" (REQUIRES 280 FEET TABLE OF DISTANCE)  
Display to be electrically fired in accordance with NFPA 1123, as amended.

Statement: Fireworks display to be electrically-fired in accordance with NFPA 1123 and all state and local regulations and ordinances.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/09/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ALLIED SPECIALTY INSURANCE 10451 GULF BLVD TREASURE ISLAND FL 33706	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE <b>INSURER A: T.H.E. Insurance Company</b>		NAIC # <b>12866</b>
<b>INSURED</b> Great Lakes Fireworks, LLC 24805 Marine Eastpointe, MI 48021	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

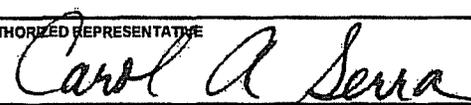
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		CPP0100711-05	03/27/2015	03/27/2016	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ PRDDUCTS - CDMF/DP AGG \$ <b>2,000,000</b> \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CPP0100711-05	03/27/2015	03/27/2016	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PRDPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		ELP0010168-05	03/27/2015	03/27/2016	EACH OCCURRENCE \$ <b>4,000,000</b> AGGREGATE \$ <b>4,000,000</b> \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WCP0004594-006	06/25/2015	06/25/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Display Date: December 5, 2015      Rain Date: N/A      Location: Denton Road Bridge @ Main Street, Belleville, MI

RE: General Liability, the following are named as additional insured in respects to the operation of the named insured only:  
 Charter Township of Van Buren; City of Belleville; Belleville Area Chamber of Commerce

<b>CERTIFICATE HOLDER</b> Belleville Chamber of Commerce 248 Main Street Belleville, MI 48111 CERT #1568	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

# GREAT LAKES FIREWORKS LLC

24805 Marine

Eastpointe, MI 48021

Phone: (586) 779-8062

Fax: (586) 779-8439

Email: [glfpyro@sbcglobal.net](mailto:glfpyro@sbcglobal.net)

Website: [www.greatlakesfireworks.com](http://www.greatlakesfireworks.com)

November 9, 2015

Bellevue Area Chamber of Commerce  
248 Main Street  
Bellevue, MI 48111

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## STATEMENT

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December 5, 2015, Fireworks deposit (Display amount \$3,300.00; 50% due at contact signing)	\$ 1,650.00
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<b>TOTAL AMOUNT DUE .....</b>	<b>\$ 1,650.00</b>
-------------------------------	--------------------

*Thank you.*

**GREAT LAKES FIREWORKS, LLC**

THIS CONTRACT AND AGREEMENT for the sale of Fireworks made and concluded this \_\_\_\_\_ day of November 2015, by and between GREAT LAKES FIREWORKS, LLC of Eastpointe, Michigan, (hereinafter referred to as "Great Lakes"), and BELLEVILLE AREA CHAMBER OF COMMERCE, (hereinafter referred to as "Customer").

**GREAT LAKES agrees:**

1. To sell, furnish and deliver to Customer, fireworks to be exhibited on the following dates set forth and agreed upon at the time of signing this contract and Customer agrees to pay Great Lakes for the fireworks as follows:  
 Display Date(s): December 5, 2015 Alternate Date(s): N/A  
 Contract Amount: \$ 3,300.00 ; 50% deposit required immediately; and the balance is due in full on display date upon arrival of Great Lakes crew.  
 All payments shall be made by draft or certified check payable to Great Lakes Fireworks.
2. Great Lakes further agrees to furnish sufficiently trained personnel to present a display.
3. Great Lakes agrees to furnish Customer with liability insurance in the amount of \$5,000,000.
4. To procure and furnish a suitable place to display the said fireworks, to furnish the necessary police and fire protection; to secure all police, local, and state permits, and to arrange for any security bonds or insurance as required by law in their community when necessary.

**CUSTOMER agrees:**

5. Prior to, during, and immediately following the display, Customer shall be solely responsible to keep all persons (except employees of Great Lakes) out of the designated danger areas and behind safety zone lines and limits.
6. Immediately following the display, Great Lakes, to the best of their ability, will police the area for any misfires ("duds"). Customer agrees to police the area again at "first light" and notify Great Lakes if there are any remaining misfires. Great Lakes will pick up misfires for disposal. If Customer must move misfires for safety reasons, Customer understands that the misfires are only to be handled by trained personnel. Customer is responsible for debris clean up and the refilling of any holes.
7. Customer agrees to hold harmless Great Lakes for any liability caused by other than the employees or products supplied by Great Lakes.

**The PARTIES mutually agree:**

8. If the program is cancelled for any reason there will be a charge to cover the costs of the cancellation in the amount of ten percent (10%) of the contract amount.
9. Great Lakes reserves the exclusive right to make minor modifications and substitutions provided that such changes are reasonable and necessary and do not materially adversely affect price, time of delivery, functional character, or display performance.
10. If the location of the firing site, spectators location, parking areas, or structures is deemed unsuitable or unsafe, Great Lakes may refuse to fire the display until conditions are corrected. If such conditions are not corrected, Great Lakes may cancel the display without further liability to the Customer for such cancellation.
11. In the event of fire, accident, strikes, delay, flood, act of God or other causes beyond the control of Great Lakes, which prevent the delivery of said materials, the parties hereto release each other from any and all performances of the covenants herein contained and from damages resulting from the breach thereof.
12. Amendments: \_\_\_\_\_

For: **GREAT LAKES FIREWORKS, LLC**

For: **BELLEVILLE AREA CHAMBER OF COMMERCE**

Barry J. Beltz  
Barry J. Beltz, Member

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

2015

**Permit for Fireworks Other Than Consumer or Low Impact**

Michigan Department of Licensing & Regulatory Affairs

Bureau of Fire Services

P. O. Box 30700

Lansing, MI 48909

(517) 241-8847

Authority: 2011 PA 256	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

*This permit is not transferable. Possession of this permit authorizes the herein name person to possess, transport, and display Fireworks in the amounts, for the purpose of and at the place listed below only.*

<b>Public Display</b>		
ISSUED TO <b>Belleville Chamber of Commerce</b>	AGE (18 or over) <b>Legal</b>	
ADDRESS <b>248 Main Street, Belleview, MI 48111</b>		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION		
ADDRESS		
NUMBER AND TYPES OF FIREWORKS  Approx. 200 3" shells Approx. 85 4" shells Approx. 6 Various multishot barrage cakes		
EXACT LOCATION OF DISPLAY OR USE <b>Denton Road Bridge at Main Street, Belleville, MI</b>		
CITY, VILLAGE, TOWNSHIP <b>Belleville</b>	DATE <b>December 5, 2015</b>	TIME <b>Approx. 7:00 pm</b>
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT <b>\$5,000,000</b>

<p>Issued by action of the Legislative Body of a</p> <p><input type="checkbox"/> City    <input type="checkbox"/> Village    <input type="checkbox"/> Township of _____ on the _____ day of _____, 2015.</p> <p>_____</p> <p style="text-align: center;">(Signature and Title of Legislative Body Representative)</p>
---

**\*THIS FORM IS VALID FOR THE YEAR SHOWN ONLY\***

David C. McNally II  
Battalion Chief / Fire Marshal  
O: 734-699-8900 ext9416

Van Buren Fire Department  
46425 Tyler Rd  
Van Buren Twp., MI 48111



**To:** Dept. Director Best  
**From:** BC/Fire Marshal David McNally  
**Date:** 11-12-2015

Re: Great Lakes Fireworks LLC.

I have reviewed the submitted plan for the Belleville Area Chamber of Commerce fireworks display.

Per the plan submitted, I find that this plan is compliant and acceptable when the items listed below are met in accordance with the respective NFPA 1 and NFPA 1123 codes.

1. Minimum distance for 4 inch shells are 560 ft. (see attached map)  
**NFPA 1123 5.1.3.1**
2. Any time the fireworks or pyrotechnic materials are on location, they shall not be left unattended or unsecured  
**NFPA 1123 7.5.7.2**
3. During the display, approved support personnel (FD&PD) shall be positioned to visually observe the roofs of any structures with in the fallout area.  
**NFPA 1123 7.6.4.1**
4. The approved support personnel shall be in communication with the shooter and the fire service assigned to the display.  
**NFPA 1123 7.6.4.2**

**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.

5. During the display, **(two-way)** voice communication shall be present on site from which fireworks and other pyrotechnic materials are being discharged with-communication between each shooter, the operator and FD safety personnel.

**NFPA 1123 7.6.5**

6. Monitors shall be positioned around the display site to prevent spectators or any other unauthorized persons from entering the discharge site.

**NFPA 1123 8.1.2.1**

7. Only the operator, authorized assistants and inspectors representing the AHJ shall be permitted in the display site while the display is in progress

**NFPA 1123 8.1.3.2**

8. The operator shall have primary responsibility for safety.

**NFPA 1123 8.1.3\***

9. Denton Rd West of Hillside cemetery entrance along with Main/Denton access points will need to be blocked with fire apparatus to cover any fire that might occur on either side of the display area during the event.

**AHJ**

10. Dispatch shall be notified 5 minutes prior to beginning of display.

**AHJ**

**This review does not relieve Great Lakes LLC, from following all applicable parts of NFPA 1123 pertaining to their display permit request.**

Respectfully Submitted,

David C. McNally  
Battalion Chief/Fire Marshal