

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
DECEMBER 5, 2016 WORK STUDY MEETING  
TENTATIVE AGENDA**

**ROLL CALL:**

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

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- 1. Presentation on the Downriver Utilities Wastewater Authority Service Agreement.
- 2. Discussion on the Special Land Use request for the property located at 10573 so the applicant may construct and operate a drive-thru restaurant on the property.
- 3. Discussion on Resolution 2016-16 the 2017 Water & Sewer Rates and Fee Schedule.
- 4. Discussion the 2016 amended and 2017 proposed Water & Sewer Budget.
- 5. Discussion on the revisions to the Local Development Finance Authority (LDFA) bylaws.

**PUBLIC COMMENT:**

**ADJOURNMENT:**

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING: 12/05/16**

**BOARD MEETING DATE: 12/06/16**

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

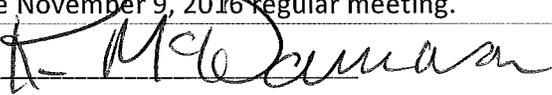
**New Business X**

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

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

<b>ITEM (SUBJECT)</b>	To consider approval of the special land use request for the property located at 10573 Belleville Road so the applicant may construct and operate a drive-thru restaurant on the property.
<b>DEPARTMENT</b>	Planning & Economic Development
<b>PRESENTER</b>	Ronald A. Akers, Director of Planning & Economic Development
<b>PHONE NUMBER</b>	734-699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider approval of the special land use request for the property located at 10573 Belleville Road so the applicant may construct and operate a drive-thru restaurant on the property.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
See attached letter.	
<b>BUDGET IMPLICATION</b>	N/A
<b>IMPLEMENTATION NEXT STEP</b>	Issuance of a letter acknowledging the special land use approval.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Approval
<b>ATTORNEY RECOMMENDATION</b>	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	Please see attached staff letter and Planning Commission meeting minutes for the November 9, 2016 regular meeting.
<b>APPROVAL OF SUPERVISOR</b>	



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Linda H. Combs

CLERK  
Leon Wright

TREASURER  
Sharry A. Budd

TRUSTEE  
Phillip C. Hart

TRUSTEE  
Jeffrey L. Jahr

TRUSTEE  
Brenda J. McClanahan

TRUSTEE  
Reggie Miller

November 28, 2016

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

RE: Special Use Request to Operate a Drive-Thru Restaurant at 10573 Belleville Road.

Honorable Trustees,

The following is a summary of the special use request to operate a drive-thru restaurant at 10573 Belleville Road. There were a few items with this request which are atypical and I want to ensure that are summarized for the Township Board.

The applicant has applied for special use approval to operate a drive-thru restaurant at 10573 Belleville Road which is a 0.86 acre parcel zoned, C-1 General Business, and located on the east side of Belleville Road, north of the existing Belle Tire. At this time the applicant does not have a definitive tenant for the space, but anticipates it will be a tenant which requires smaller space, such as a sandwich shop, coffee shop, or smoothie restaurant. The public hearing was held on October 26, 2016 and there was only one (1) member from the audience who commented on the proposal with regard to the rear yard setback of the dumpster. Prior to the meeting staff and consultants identified several outstanding items which needed to be corrected on the site plan and instructed the applicants to make those corrections and resubmit plans to the Township. The applicant made the majority of the corrections and resubmitted a site plan to staff who upon review identified a few outstanding items.

After the reviews were released on November 4, 2016 the applicant made adjustments requested by the planning consultants and brought a new site plan to staff prior to the meeting on November 9, 2016. We were able to verify that the majority of the items were corrected and based on our verbal review the Planning Commission decided to move to recommend that the Township Board approve the special use permit, but postponed decision on the preliminary site plan until some outstanding engineering items could be addressed. Staff and the Planning Commission recommend that any special approval granted by the Township Board be contingent upon the applicant successfully obtaining final site plan approval from the Planning Commission. A sample motion could be as follows:

"I move to approve the special use permit for the property at Parcel Number V125-83-059-01-0020-000, also known as 10573 Belleville Road, to operate as a drive-thru restaurant subject to the following condition:

- A. The applicant obtains final site plan approval from the Township Planning Commission by meeting the conditions for preliminary site plan approval set forth in their special use recommendation made at the November 9, 2016 Planning Commission meeting and any other conditions set forth in final site plan approval.

As always please feel free to contact me with any questions which may arise regarding this request.

Thank you,

Ron Akers, AICP  
Director of Planning and Economic Development

# PLANNING & ZONING APPLICATION

Case number \_\_\_\_\_

Date Submitted 1/15/16

### APPLICANT INFORMATION

Applicant RA CHIEVA ARCHITECTS Phone (586) 263-5519  
 Address 43260 GARFIELD RD Fax WTE 210 (586) 263-5509  
 City, State WILTON TWP, MI. Zip 48033  
 E-mail chievaarch@wteglobal.net Cell Phone Number \_\_\_\_\_  
 Property Owner JASON KISHMISH Phone (248) 217-1234  
(if different than applicant)  
 Address 31333 SOUTHFIELD WTE 210 Fax \_\_\_\_\_  
 City, State BEVERLY HILLS, MI Zip 48025  
 Billing Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, State \_\_\_\_\_ Zip \_\_\_\_\_

### SITE/PROJECT INFORMATION

Name of Project MULTI-TENANT RETAIL BUILDING  
 Parcel Id No. V125-83-1A-17-452-006 Project Address 10573 BELLEVILLE RD

**Attach Legal Description of Property**

Property Location: On the EAST Side of BELLEVILLE Road; Between TYLER Road  
 and I-94 Road. Size of Lot Width 100' Depth 375.00'  
 Acreage of Site .86 Total Acres of Site to Review .86 Current Zoning of Site C-1  
 Project Description: PROPOSED 4,950 SF RETAIL BUILDING  
1 STORY, W/ DRIVE-THRU UNIT

Is a re-zoning of this parcel being requested? NO YES (if yes complete next line) NO  
 Current Zoning of Site C-1 Requested Zoning \_\_\_\_\_

### SPECIAL PERMIT INFORMATION

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

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

### OWNER'S AFFIDAVIT

Jason Kishmish  
 Print Property Owners Name  
 \_\_\_\_\_  
 Signature of Property Owner  
 \_\_\_\_\_  
 Date 1-12-2016

STATE OF MICHIGAN  
 COUNTY OF WAYNE  
 The undersigned, being duly sworn, deposes and says that the foregoing statements and answers herein contained and accompanied information and date are in all respects true and correct.  
 Subscribed and sworn before me this 12<sup>th</sup> day of January 2016.  
Kenneth Bakko Notary Public, Macomb County, Michigan My Commission expires September 2017  
Rev 11/2015

KENNETH BAKKO  
 Notary Public, State of Michigan  
 County of Macomb  
 My Commission Expires 09-27-2017  
 Acting in the County of Macomb

*[Handwritten Signature]*



R.A. CHI

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
NOVEMBER 9, 2016  
MINUTES - DRAFT**

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

**ROLL CALL:**

**Present:** Franzoi, Jackson, Boynton, Kelley, Atchinson and Thompson.

**Excused:** Budd.

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

**Planning Representatives:** McKenna Associate, Patrick Sloan and Wade Trim Associate, David Nummer.

**Audience:** Seven (7).

**APPROVAL OF AGENDA:**

**Motion Boynton, Kelley second to approve the revised agenda of November 9, 2016 as presented.**

**Motion Carried.**

**APPROVAL OF MINUTES:**

**Motion Kelley, Boynton second to approve the regular meeting minutes of October 26, 2016 as presented. Motion Carried.**

**NEW BUSINESS:**

**ITEM # 1                    16-003 – SPECIAL LAND USE APPROVAL**

**TITLE:                    THE APPLICANT, JASON KISHMISH, IS REQUESTING A SPECIAL USE PERMIT TO OPERATE A DRIVE THRU RESTAURANT AT 10573 BELLEVILLE ROAD, VAN BUREN TOWNSHIP, MI 48111.**

**ITEM # 2                    16-028 – PRELIMINARY SITE PLAN APPROVAL**

**TITLE:                    THE APPLICANT, JASON KISHMISH, IS REQUESTING PRELIMINARY SITE PLAN APPROVAL TO OPERATE A DRIVE THRU RESTAURANT AT 10573 BELLEVILLE ROAD, VAN BUREN TOWNSHIP, MI 48111.**

**LOCATION:                PARCEL NUMBER V-125-83-059-01-0020-000 (10573 BELLEVILLE ROAD). THE SITE IS APPROXIMATELY 0.862 ACRES. IT IS LOCATED IN THE C-1, GENERAL BUSINESS DISTRICT. THIS SITE IS LOCATED ON THE EAST SIDE OF BELLEVILLE ROAD BETWEEN I-94 AND TYLER ROAD.**

Architect Ron Chiesa gave the presentation for the applicant. The applicant has been working with planning staff to revise and address site concerns and has submitted new site plans for review. Mr. Chiesa discussed; a letter provided for reduced parking to allow more circulation on site, two spaces for RV parking, parking space depth, the cross access agreement, landscape requirements, and the view of roof top mechanicals. He also displayed a color rendering of the building with the exterior façade being brick and faux stone and provided a full-scale brick sample.

Patrick Sloan of McKenna Associates presented his site plan review letter dated 11-4-16 and special land use review letter dated 11-4-16 recommending special land use approval, however, deferring preliminary site plan approval pending review of the revised plans and subject to the conditions referenced in the letter.

David Nummer of Wade Trim presented his review letter dated 11-4-16 which did not recommend approval until the stormwater management system has been added to the site plan and reviewed.

Director Akers presented the Fire Department review letter dated 11-4-16. The Fire Department portion of the review is approved with the exceptions listed in the review letter.

Commissioners discussed parking and usage for the site, the revised site plans being submitted by the applicant after the review letters, stacking spaces, potential tenants, striping of the parking lot, increased turn radius and the applicants need to have dimensions approved to design the storm water system and have included in the site plan.

Resident would like less stacking spaces on the site to provide more of a buffer behind the building.

**Motion Boynton, Franzoi second to recommend to the Township Board of Trustees special land use approval for the applicant, Jason Kishmish, to operate a drive thru restaurant at 10573 Belleville Road, parcel number V-125-83-059-01-0020-000, an approximately 0.862 acre parcel zoned C-1 General Business District located on the east side of Belleville Road between I-94 and Tyler Road subject to the McKenna Associates review letter dated 11-4-16 specific to recommendations as noted:**

- 1. Removing up to 4 spaces of the southern parking row;**
- 2. Removing up to 2 spaces of the northern parking row;**
- 3. Removing up to 2 of the easternmost stacking spaces and reducing the number of stacking spaces to no as low as 11;**
- 4. Striping all parking spaces with four (4) inch wide double lines spaced 24 inches apart.**
- 5. Lengthening angle spaces to allow a stall length of 20 feet on both sides of the stall, to allow a rectangular 9 ½ foot wide, 20 foot long stall;**
- 6. Has been satisfied;**
- 7. Making the aisle adjacent to the angled spaces 15 feet wide or the width required by the Fire Department, whichever is greater, provided the angels of the spaces do not exceed 74 degrees;**
- 8. Calculating and labeling the area of each landscape island area, which must be at least 360 sq. ft. each;**
- 9. Has been satisfied.**

**In addition, submitting the information required by the Township engineers.**

**ROLL CALL:**

**Yeas: Kelley, Atchinson, Boynton, Jackson, Franzoi and Thompson.**

**Nays: None.**

**Excused: Budd.**

**Motion Carried. (Letter Attached)**

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
OCTOBER 26, 2016  
MINUTES - DRAFT**

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

**ROLL CALL:**

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

**Excused:** Boynton and Kelley.

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

**Planning Representatives:** McKenna Associate, Patrick Sloan and Wade Trim Associate, David Nummer.

**Audience:** Eight (8).

**APPROVAL OF AGENDA:**

**Motion Jackson, Atchinson second to approve the agenda of October 26, 2016 as presented.**

**Motion Carried.**

**APPROVAL OF MINUTES:**

**Motion Franzoi, Budd second to approve the regular meeting minutes of October 12, 2016 as presented. Motion Carried.**

**PUBLIC HEARING:**

**ITEM # 1                    16-003 – SPECIAL LAND USE APPROVAL**

**TITLE:                        THE APPLICANT, JASON KISHMISH, IS REQUESTING A SPECIAL USE PERMIT TO OPERATE A DRIVE THRU RESTAURANT AT 10573 BELLEVILLE ROAD, VAN BUREN TOWNSHIP, MI 48111.**

**LOCATION:                    PARCEL NUMBER V-125-83-059-01-0020-000 (10573 BELLEVILLE ROAD). THE SITE IS APPROXIMATELY 0.862 ACRES. IT IS LOCATED IN THE C-1, GENERAL BUSINESS DISTRICT. THIS SITE IS LOCATED ON THE EAST SIDE OF BELLEVILLE ROAD BETWEEN I-94 AND TYLER ROAD.**

**Motion Franzoi, Atchinson second to open the Public Hearing. Motion Carried.**

Architect Ron Chiesa gave the presentation for the applicant. The applicant has been working to design a retail building for over a year; the proposed building will have a drive-thru restaurant and two (2) tenant spaces. The tenants will be low volume users. The applicant displayed a color rendering of the retail building and discussed: reduced building size to accommodate parking and turn radius, forty (40) parking spaces on site, the number of stacking spaces, site to have no left turn traffic, the site is set up for cross access if/when it is available and the applicant is looking at additional property.

No comments from the audience.

Commissioners discussed the side parking and possible interference from the drive-thru traffic and signage regarding RV and trailer parking on the site.

Resident would like less stacking spaces on the site to provide more of a buffer behind the building.

**Motion Atchinson, Budd second to close the Public Hearing. Motion Carried.**

**ITEM # 2                    16-028 – SPECIAL LAND USE APPROVAL**

**TITLE:                    THE APPLICANT, MICHAEL BERRY, IS REQUESTING A SPECIAL LAND USE PERMIT TO OPERATE A DRIVE THRU RESTAURANT AT 11175 HAGGERTY ROAD, VAN BUREN TOWNSHIP, MI 48111.**

**LOCATION:                PARCEL NUMBER V-125-83-051-99-0003-005 (11175 HAGGERTY ROAD). THE SITE IS APPROXIMATELY 1.68 ACRES. IT IS LOCATED IN THE C-1, GENERAL BUSINESS DISTRICT. THIS SITE IS LOCATED ON THE EAST SIDE OF HAGGERTY ROAD BETWEEN I-94 AND TYLER ROAD.**

**Motion Atchinson, Franzoi second to open the Public Hearing. Motion Carried.**

Applicant Michael Berry gave the presentation. A Subway franchisee had rented out the restaurant portion of the site for the past 10 years, their contract has ended and the tenant does not wish to renew. The applicant is bringing forward a proposed Tim Horton's with a drive-thru for the location. The site exceeds parking and meets the requirements for stacking spaces and RV parking.

No comments from the audience.

Commissioners discussed the location of the proposed Tim Hortons and its proximity to the two (2) other Tim Hortons located in Van Buren Township, the previous tenants at the location (Subway and Tubby's) and the applicants reasoning for the Tim Hortons as the new tenant.

**Motion Budd, Jackson second to close the Public Hearing. Motion Carried.**

**NEW BUSINESS:**

**ITEM # 2                    14-022 – FINAL SITE PLAN APPROVAL**

**TITLE:                    THE APPLICANT, BELLEVILLE DEVELOPMENT, INC., IS REQUESTING FINAL SITE PLAN APPROVAL TO CONSTRUCT A HOTEL AND SITE IMPROVEMENTS AS REQUIRED IN SECTION 12.02 OF THE ZONING ORDINANCE 06-02-92, AS AMENDED.**

**LOCATION:                PARCEL NUMBERS V-125-83-064-99-0002-002, ALSO KNOWN AS 11105 QUIRK ROAD, AND V-125-83-064-99-0002-003, WHICH IS VACANT, ARE THE TWO (2) SUBJECT PARCELS OF THIS PROJECT. PARCEL V-125-83-064-99-0002-002 MEASURES APPROXIMATELY 7.421 ACRES AND PARCEL V-125-83-064-99-0002-**

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
October 26, 2016  
7:30 P.M.  
PUBLIC HEARING**

The Charter Township of Van Buren Planning Commission will hold a public hearing at Van Buren Township Hall, 46425 Tyler Road, Van Buren Township, MI 48111 for the following special use request at the October 26, 2016 regular meeting:

1. **Case 16-003:** A request by Jason Kishmish, 10573 Belleville (Parcel ID# V-125-83-059-01-0020-000) for a special use approval to operate a drive thru restaurant at 10573 Belleville Road, Van Buren Township, MI 48111.
2. **Case 16-028:** A request by Michael Berry, 11175 Haggerty Road (Parcel ID# V-125-83-051-99-0003-005) for a special use approval to operate a drive thru restaurant at 11175 Haggerty Road, Van Buren Township, MI 48111.

Please address any written comments to the Van Buren Township Planning Commission at, 46425 Tyler Road, Van Buren Township, MI 48111 or via email at [rakers@vanburen-mi.org](mailto:rakers@vanburen-mi.org). All materials relating to this request are available for public inspection at the Van Buren Township Hall prior to the hearing.

Van Buren Township will provide necessary reasonable auxiliary aides and services to individuals with disabilities who are planning to attend. Please contact the Van Buren Township Planning & Economic Development department at 734-699-8913 at least seven (7) days in advance of the meeting if you require assistance.

Posted: September 22, 2016  
Published: September 29, 2016

November 4, 2016

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

**Subject: VBT-16-003 SPR; Multi-Tenant Building at 10573 Belleville Road; Site Plan Review #4;  
Plans Revision Dated October 31, 2016; Received November 1, 2016**

Dear Commissioners:

The applicant, RA Chiesa Architects, proposes to demolish an existing house and shed at 10573 Belleville Road, and build a multi-tenant commercial building. The building is proposed to be divided into three units: Unit A is 1,980 square feet, Unit B is 1,800 square feet, and Unit C is 1,170 square feet for a total of 4,950 square feet. There is a proposed unidentified drive-through use at Unit A. The site is zoned C-1 General Business District, which permits the drive-through use through Special Land Use approval. Our comments on the special land use application for the proposed drive-through are in a separate letter.

The site plans and a letter from Ronald Chiesa, the applicant's architect, is dated October 31, 2016. We have reviewed the site plan for compliance with the Township's Zoning Ordinance and sound planning and design principles, and we offer the following comments for your consideration:

#### COMMENTS

- 1. Use.** A variety of commercial uses are permitted in the C-1 District. Drive-through restaurants may be permitted subject to special use approval recommendation by the Planning Commission and approval of the Township Board. As discussed in our accompanying Special Use Review letter, all of the specific standards of Section 12.03.d of the Zoning Ordinance that apply to drive-through facilities must be met. Preliminary and final site plan approval by the Planning Commission is required as well. There is no written description provided of the proposed uses on this site plan because no leases for the spaces have been confirmed. While a conceptual floor plan is shown, a more refined floor plans for each of the tenant space and other similar information must be submitted with the final site plan application. This will effect the number of required parking spaces and, consequently, the final layout of the site.
- 2. Dimensional Requirements.** The building meets the required setbacks for the front yard (75 feet), side yards (15 feet), and rear yard (25 feet). The building height will be less than the maximum building height of 40 feet. There are no maximum lot coverage requirements in the C-1 district.
- 3. Specific Use Standards.** As discussed in our special use approval review, the specific standards of Section 12.03.d that apply to drive-through facilities have all been satisfied.

#### 4. Site Layout and Circulation.

- a. Section 4.37 of the Zoning Ordinance requires safe and convenient vehicular and pedestrian traffic within the site. In previous versions of the site plan, we noted that the narrowness of the access aisles and the one-way circulation pattern proposed created the potential for conflicts between vehicles and pedestrians. This concern was also raised by the Fire Department, which had previously required a larger turn radius on the east side of the site for a fire truck to turn.

The current version of the site plan depicts a 40-foot outside turning radius on the east side of the site. The turning radius is still tight given the density of development on the site, though we will defer to the Fire Department regarding the adequacy of the proposed turning radius for a fire truck. The applicant has proposed removing 2 of the stacking spaces based on the anticipated demand for the use. As we note below, removing additional stacking spaces and some of the parking spaces will improve circulation on the east side of the site. Reconfiguring some of the parking spaces or moving the dumpster may also create more room for these vehicles.

- b. There is one access drive proposed at the north part of the site's frontage along Belleville Road. Section 12.04.a. limits sites in the C-1 District to no more than one point of ingress and egress per 500 feet. Additionally, the Planning Commission has a policy of reducing the number of curb cuts on Belleville Road, which has resulted in many sites using indirect access via shared drives. The proposed curb cut on Belleville Road is acceptable because it is the only curb cut on the lot.
- c. Consistent with Township policy and in satisfaction of Section 12.04.a. described above, the applicant must provide a cross access easement to the parcels on the north and south and allowing users to access Belleville Road through the site's driveway. This easement should align with Belle Tire's recorded cross access easement so that the traffic flow is direct, not offset. Easement documents and legal descriptions must be submitted in recordable form for Township review and approval prior to a final site plan approval, and must be recorded prior to permits being issued for the site.
- d. Sidewalks are proposed on the west, south, and east of the building, as well as a crosswalk to connect them to the public sidewalk along Belleville Road. The sidewalk in front of the building is 8 feet wide to account for vehicle overhang for those parking spaces. Details of the sidewalk ramps are also provided.
- e. The existing overhead electrical wires are proposed to be relocated in coordination with the utility company. The intended new locations of the utility poles are shown on the site plan pending coordination with the DTE service coordinator.

#### 5. Parking and Loading. Parking and loading requirements are calculated as follows:

- a. **Retail Establishments.** *1 space per 200 square feet usable floor area.* Of the 2,970 sq. ft. of gross floor area of Units B and C, the site plan states that 2,400 sq. ft. (i.e., 80.81%) is usable

floor area. Thus, 12 spaces are required and are included on the site plan. Conceptual floor plans have been submitted and are subject to change.

- b. Drive-Through Restaurant.** *22 spaces per 1,000 square feet of usable floor area, plus 5 stacking spaces between the pick-up window and order station, plus 10 stacking spaces that do not conflict with access to any required parking spaces, plus 1 space for each employee at the largest shift, plus two spaces for RVs or semi-trucks (because the site is within one half mile of I-94).*

The site plan states 30 spaces (22 for the restaurant, 6 for employees, and 2 RV spaces) are needed to meet these requirements, which implies the usable floor area is 1,000 square feet of the total area of 1,980 square feet in this unit. A total of 42 spaces and 15 stacking spaces are therefore required. There are 40 spaces (including 2 RV parking spaces) and 13 stacking spaces are proposed. Section 6.01(10) of the Zoning Ordinance permits the Planning Commission to modify the numerical requirements for off-street parking based on evidence that another standard would be more reasonable because of the level of current or future employment and/or level of current or future customer traffic. At this time, there is insufficient information regarding whether a modification in the numerical requirements can be considered.

In a letter dated October 31, 2016, the applicant claims that the proposed size of the drive-through restaurant would require only about 20 parking spaces. However, there was no parking study or data attached to the letter. To assist the applicant in this analysis, we researched the parking demand using the 3<sup>rd</sup> Edition of Parking Generation from the Institute of Transportation Engineers. The data for parking at fast-food drive-thru locations included 46 data points from 12:00-1:00 pm on a weekday, which was the peak demand for fast-food restaurants. The average peak period parking demand is 9.9 vehicles per 1,000 square feet of gross floor area, and the 85<sup>th</sup> percentile is 14.8 vehicles per 1,000 square feet of gross floor area. This implies that 20 to 30 spaces for this site, not including staff and RV spaces. We recommend that the number of parking spaces for the drive-through restaurant use (including parking for employees) be reduced to 20 spaces, as there will other on-site uses to share parking during peak periods. We recommend maintaining the requirement for 2 RV parking spaces.

With a requirement for 32 spaces (i.e., 20 parking spaces for the drive-through restaurant and 12 parking spaces for the retail uses) and 38 spaces proposed on the site plan, we recommend removing the easternmost 4 spaces of the southern parking row and the easternmost 2 spaces of the northern parking row. We also recommend removing 2 additional stacking spaces, and thus reducing the number of stacking spaces to 11. A drive-through use of this size and scale can function adequately with 11 stacking spaces. These reductions will allow additional room for a turning radius on the east side of the site and will allow the applicant to move the dumpster area to be at least 20 feet from the eastern lot line (see below). These reductions will also allow for more area for landscaping and required trees.

- c. Barrier Free Spaces.** Two (2) barrier free spaces are included, as the required barrier free spaces for a parking lot of 26-50 spaces.

- d. **Parking Spaces.** All parking spaces must be clearly striped with four (4) inch wide double lines spaced 24 inches apart. This must be noted on the plan.

Upon closer review of the parking space dimensions, the angled spaces must be lengthened to allow a stall length of 20 feet on both sides of the stall. While the 20-foot dimensions are shown on one side of the stall, a 20-foot long vehicle will encroach into the aisle on the other side of the stall if the spaces are not lengthened to sufficiently hold a 20-foot long vehicle. Per Section 6.02(2) of the Zoning Ordinance, if the angle of these parking spaces is between 54-74 degrees, the minimum aisle width will be 15 feet. Therefore, the angles of these spaces must be shown. However, our understanding is that the Fire Department requires a minimum aisle width of 16.5 feet to allow sufficient room for a fire truck, so we will defer to the Fire Department on the minimum width of the aisle. If the aisle is less than 16.5 feet wide after the angled spaces are appropriately lengthened, the applicant should consider narrowing the landscaping area to the north of the northern angled parking row.

- e. **Loading.** A 10' by 55' loading area is shown on the north side of the site next to the drive-through stacking lane.
6. **Landscaping.** This site is located in Van Buren Township's signature Belleville Road corridor and "downtown," which is planned as a high-image attractive mixed use area. Considerable public and private investment has been made in streetscape plantings, decorative lighting, amenities and aesthetic improvements, and these characteristics have been successfully mirrored in the newer developments on the corridor. All sites are strongly encouraged to exceed the Ordinance minimums in landscaping, site design, building appearance, and access/cross access provisions, among others.

Landscape requirements must be met individually, so trees cannot be double counted to fulfill different requirements. We encourage the use of shrubs and perennials to add interest to the site. All ground cover must be identified. Our comments follow:

- a. **Landscaping Adjacent to the Right-of-Way.** Section 4.40.3.b. requires a minimum of 1 tree per 50 feet of road frontage. Based on the site's 100-foot frontage, 2 trees are required and are shown on the plan. The parking lot must be screened from view from the right-of-way with a continuous landscape screen or a decorative wall at least 3 feet tall. A row of dense yews, planted at a height of 24"-30", is proposed to create the 3-foot high screen within 12 months of planting.
- b. **Vehicular Surface Landscaping.** Section 4.40.3.d of the Zoning Ordinance requires internal landscaped area to be at least 5% of the paved area, which is calculated as 1,453 sq. ft. The plan states that there is 1,573 sq. ft. of landscaped area proposed. There must be 1 tree per 100 sq. ft. of proposed vehicular surface landscape area, and 16 trees are proposed. The area of each landscaped island must be identified, must be at least 360 sq. ft. each, and must have at least 1 tree.

- c. **General Landscaping.** Section 4.40.3.a.2 requires 1 tree per 3,000 sq. ft. of landscape open space. The applicant has indicated that there are no proposed open spaces, therefore this requirement may not be applicable.
- d. **Screening of Single-Family Residential Areas.** Section 4.40.3.c requires either a continuous masonry wall or chain link fence with dense landscaping 6 feet in height, or a continuous landscape buffer strip no less than 25 feet wide for nonresidential lots adjacent to single-family residential land uses. The lots to the east are zoned as R-1B; the site plan proposes a 6-foot tall concrete wall with brick stamping and 3 trees along the rear (east) lot line, and an elevation detail of the wall was submitted.

A 6-foot vinyl privacy fence is proposed between the site and the single-family dwelling to the north zoned C-1. While vinyl fence has not generally been approved as an acceptable screen, Section 4.40.3.a.4 allows the Planning Commission to modify screening standards provided that any modification is in keeping with the intent of the Zoning Ordinance. The applicant provided an elevation detail of the fence, and stated that it will easily be removed once the site to the north is redeveloped as a commercial use.

- e. **Other Requirements.** A statement regarding annual landscape material maintenance was included. Four (4) shrubs are proposed around the proposed transformer, and more detailed landscaping will be required on the final site plan.

## 7. Architecture and Façade Materials

- a. A color rendering of the building was submitted. A sheet with details of the materials shall be submitted to the Planning Commission at preliminary site plan review. The Planning Commission has consistently required new and renovated buildings along Belleville Road to reflect with the DDA's palette of red-brown brick, natural stone and limestone accents, and natural non-reflective façades. Samples of materials and colors must be presented to the Planning Commission for approval upon final site plan review, including a color rendering of all the elevations.
- b. Sheet A-3 shows that the parapet walls on the west, north, and south sides will be higher than the rooftop equipment. However, the means for screening rooftop equipment from view on the east side must be shown on the site plan, including raising the parapet on the east side or showing lines of sight from the perspective of people standing east of the site (e.g. from the residential district) as a condition of final site plan approval.
- c. All sites in commercial districts must provide on-site amenities, such as DDA-standard seating, bike racks, pedestrian plaza/respice areas, and similar features on the Belleville Road frontage to enhance the site for all future users. The site plan shows a bench and sitting area on the front lot line next to the crosswalk connection from the sidewalk on Belleville Road to the front of the building.
- d. Open space on the site must be provided, as required by Section 11.05(d)(i), at a rate of no less than 1 sq. ft. per 25 sq. ft. of the principal building or 250 sq. ft., whichever is greater. Required open space shall be independent of sidewalks, pedestrian circulation areas, and

required landscape areas, visible from the building and public right-of-way, and connected to the pedestrian system. The size of the building indicates that 250 sq. ft. of open space is required. The open space around the bench may meet this standard if it is not included as part of the landscaping requirement. The design of this open space must be submitted to determine compliance with the requirement and should be improved with features such as pavers, perennials, or other landscape elements.

8. **Lighting.** A photometric plan is included on Sheet A-1A with details of light poles and fixtures. The photometric plan shows that the light trespass does not exceed 1.0 foot-candles at the lot lines, and the fixtures are shielded.
9. **Trash Enclosure.** The proposed dumpster enclosure is concrete with a simulated brick pattern, and a gate with rough sawn wood or decorative slats. The Zoning Ordinance requires the gates to be steel-reinforced wood that is either pressure treated or wolmanized, and so the dumpster enclosure detail must be revised to meet this requirement.

Also, Section 4.14(D)(2)(c)(iii) of the Zoning Ordinance requires dumpster enclosures to be at least 20 feet from a residential district, and the proposed dumpster is only 10 feet from the boundary of the R-1B district to the east. Therefore, the dumpster must be relocated to meet this requirement. The applicant has stated that Section 4.40(3)(l)(3) of the Zoning Ordinance requires a 10-foot setback from any residential property line or zoning district, but whenever any provisions of the Zoning Ordinance conflict with each other, the most restrictive provision applies. The location of the dumpster will impact site circulation and the parking layout. However, as previously stated, with the recommended reduction of 6 parking spaces and 2 stacking spaces on the east side of the site, there is room to relocate the dumpster enclosure to be at least 20 feet from the eastern lot line.

10. **Signs.** Details must be given on the proposed monument sign including dimensions, material to be used, colors, and elevations. Even if exact signage will be determined later by tenants, an elevation of the monument sign showing dimensions and materials of the base of the structure must be submitted as a condition of preliminary site plan approval.
11. **Engineering.** The applicant has provided storm water calculations on sheet A-1. The applicant has proposed an underground pipe storage system in a letter dated August 11, 2016. Section 4.33 – Physical Features 8 of the Zoning Ordinance requires a description of a feasible storm water drainage system and any proposed storm sewer facilities including catch basins, outlets, enclosed or open ditches, and proposed swales. We defer comment to the Township Engineer regarding the appropriate level of information required to comply with this requirement and whether the site design is feasible.

#### RECOMMENDATION

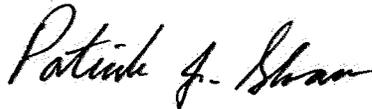
Although the applicant has revised the plan and addressed some of our previous comments, several key issues remain unresolved. While many of the items noted can be deferred to final site plan review, we recommend that the Planning Commission defer action on the preliminary site plan pending the receipt of revised plans showing a revised layout that includes the following:

1. Removing the easternmost 4 spaces of the southern parking row;

2. Removing the easternmost 2 spaces of the northern parking row;
3. Removing the 2 easternmost stacking spaces and thus reducing the number of stacking spaces to 11.
4. Striping all parking spaces with four (4) inch wide double lines spaced 24 inches apart.
5. Lengthening the angles spaces to allow a stall length of 20 feet on both sides of the stall.
6. Showing the precise angles of the angled parking spaces.
7. Making the aisle adjacent to the angled spaces 15 feet wide or the width required by the Fire Department, whichever is greater, provided the angles of the spaces do not exceed 74 degrees.
8. Calculating and labeling the area of each landscape island area, which must be at least 360 sq. ft. each.
9. Relocating the dumpster enclosure to be at least 20 feet from the eastern lot line.

Respectfully submitted,

**McKENNA ASSOCIATES**



Patrick J. Sloan, AICP  
Senior Principal Planner



Stephen Hannon  
Assistant Planner

November 4, 2016

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

**Subject: VBT-16-003 SLU; Multi-Tenant Building at 10573 Belleville Road; SLU Review #4;  
Plans Dated October 31, 2016; Received November 1, 2016**

Dear Commissioners:

The applicant proposes to demolish an existing house and shed at 10573 Belleville Road, and to build a multi-tenant commercial and retail use building on the site. The site is 0.86 acres in area. The building is proposed to be divided into three units: Unit A is 1,980 square feet, Unit B is 1,800 square feet, and Unit C is 1,170 square feet for a total of 4,950 square feet. There is a proposed drive-through restaurant use at the Unit A. The site is zoned C-1 General Business District, and drive-through uses require special use approval in the C-1 District.

#### COMMENTS

Special approval uses must meet both the specific non-discretionary standards of Section 12.03.d. and the discretionary standards listed in Section 18.08.f. of the Ordinance. We have reviewed the proposal and have the following comments based on the requirements of the Zoning Ordinance, observation of the site and surroundings and accepted principles of good planning and design. Our site plan review comments are in an accompanying letter.

#### 1. General Standards for Special Approval.

- a. **Promotes the use of land in a socially and economically desirable manner for those persons who will use the proposed land or activity; for those landowners and residents who are adjacent; and for the Township as a whole.** The site is on the east side of Belleville Road, just north of the I-94 North Service Drive. This road is characterized by a variety of commercial uses along the corridor. To the east is a residential neighborhood and to the north are other single-family residences. The demolition of the house (a non-conforming use) and construction of a commercial building is generally compatible with the surrounding uses. However, as stated in our accompanying site plan review letter dated November 4, 2016, the proposed development does not meet the requirements of the Zoning Ordinance. While we have made some recommendations to improve the site design and possibly make the proposed development compliant, the proposed design of the site is not socially or economically desirable at this time.
- b. **Is necessary for the public convenience at that location.** Belleville Road is a major commercial thoroughfare and the site's location near I-94 makes a drive-through restaurant potentially convenient for consumers. The lot is very narrow, and an entrance from Belleville Road would be about 90 feet from the Belle Tire entrance. Section 12.04.a. of the Zoning Ordinance states that points of ingress and egress shall be placed no closer than 500 feet apart, and that the Planning Commission can recommend shared access drives. However, the Zoning Ordinance allows for 1 curb cut on Belleville Road and the applicant's proposed driveway is located on the

north side of the site as previously requested. While Belle Tire will not permit the applicant to access its driveway, Belle Tire has a recorded access easement on its site for future cross access. With the applicant's driveway located on the north part of the site and recorded access easements on both the north and south sides of the site, public convenience at the site will be achieved.

- c. **Is compatible with adjacent uses of land.** The C-1 District permits a wide range of land uses, including drive-through uses by special approval. The site abuts R-1B Single-Family Residential land to the east, other C-1 uses to the south, sites zoned C-1 but used as single-family housing on the north, and C-2 Extensive Highway Business District to the west. Altering the use on the site from residential to commercial would fit with adjacent and surrounding land uses. Our accompanying site plan review letter dated November 4, 2016 includes several comments with respect to screening and setbacks requirements on the east side of the site that have not yet been met.
- d. **Is designed, located, and proposed to be operated so that the public health, safety, and welfare will be protected.** As stated in a previous version of this letter and in our accompanying site plan review letter dated November 4, 2016, the site design as currently proposed is overcrowded. The intensity of the uses and development exceeds the site's ability to accommodate them in a manner that protects the public health, safety, and welfare. We have made some recommendations in our site plan review letter to improve the site's ability to accommodate the proposed uses and development.
- e. **Can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.** The site's demand for public services and facilities will be commensurate with a commercially used site, and will not likely adversely affect public services to existing uses in the area. The truck turning radius at the rear of the site is tight and close to other site features, including the dumpster. This could negatively impact Fire Department's ability to maneuver a fire truck on the site, which could diminish the Fire Department's ability to provide timely emergency response to the site and within the site. We will defer to the Fire Department's recommendation on an adequate turning radius.
- f. **Will not cause injury to other property in the neighborhood in which it is to be located.** Unless the recommended and required improvements are made to the site circulation and landscaping (see comments in this letter and our accompanying site plan review letter dated November 4, 2016), the site plan as it is currently designed may cause adverse effects to users of the site and adjacent properties.
- g. **Considers the natural environment and helps conserve natural resources and energy.** There are no anticipated adverse effects on the area's natural resources. The site does not appear to be located near wetlands or other sensitive natural features.
- h. **Is within the provisions of uses requiring special approval in the zoning district, is in harmony with the purposes and conforms to applicable regulations of the zoning district, and meets applicable site design standards for special approval uses.** The site plan has several major items that do not comply with the Zoning Ordinance and are unresolved (please refer to our

accompanying site plan review letter dated November 4, 2016), which is mostly a result of the applicant proposing more development on the site than can be accommodated under the requirements of the Zoning Ordinance.

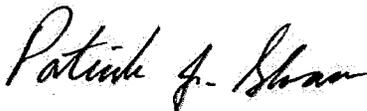
- i. **Is related to the valid exercise of the Township's police power and purposes which are affected by the proposed use or activity.** The Township has the authority to approve a drive-through special land use in the C-1 district, so this standard is met.
2. **Specific Standards for Special Approval.** Section 12.03.d provides specific standards for drive-in uses in the C-1 District. The proposal's compliance with those standards is evaluated below.
- a. **Entrances and exits must be 100 feet from the intersection of any two streets.** There are no streets within 100 feet of this site, so this standard is met.
  - b. **Must have direct access to a major thoroughfare.** The site has direct access to Belleville Road, which is a major thoroughfare.
  - c. **No lighting or illuminated display shall reflect onto a residential zone.** The site abuts an R-1B residential zoning district to the east. The photometric plan shows that light trespass will not exceed 1.0 foot-candles into the residential district. The proposed screening for this site from the residential district is a 6-foot tall concrete wall with a simulated brick pattern. The applicant still must submit elevation details of this wall with the site plan.
  - d. **Consideration must be given to proximity of existing places of congregation of children regarding traffic safety and sanitation.** The site is located near other similar commercial uses. Although there are single-family dwellings to the east and north, most of these do not directly connect to Belleville Road and those that do would not facilitate congregation of large number of children. There are no anticipated adverse effects regarding traffic safety and sanitation in relation to places of congregation for children.

#### RECOMMENDATION

Based on the above and our accompanying site plan review letter of November 4, 2016, we find the multi-tenant building does not yet meet the criteria for a special land use approval as currently proposed, based on the intensity of uses on the site and its impact on general site circulation. Our site plan review letter recommends site revisions that might address the concerns outlined in this letter. Therefore, we recommend that revised plans be submitted that are designed in accordance with the Zoning Ordinance based on the limited size of the site.

Respectfully submitted,

McKENNA ASSOCIATES



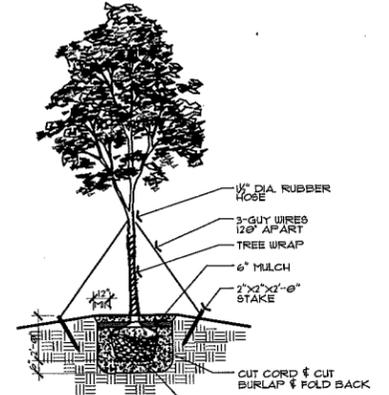
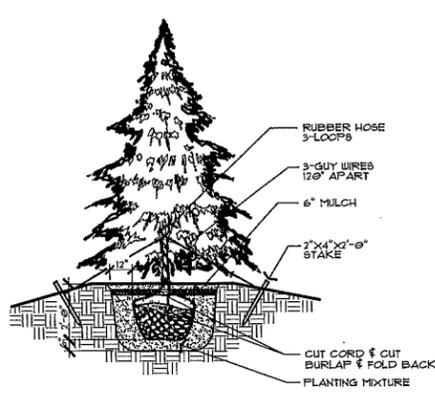
Patrick J. Sloan, AICP  
Senior Principal Planner



Stephen Hannon  
Assistant Planner

**LANDSCAPE AND PLANTING NOTES -**

- ALL CONSTRUCTION AND PLANT MATERIAL LOCATIONS TO BE ADJUSTED ON SITE AS/IF REQUIRED.
- ANY SUBSTITUTIONS OF PLANT MATERIAL OR ALTERNATION IN PLANT SIZES AND/OR SPECIFICATIONS SHALL BE CONFIRMED BY THE ARCHITECT.
- ALL PLANT MATERIAL SHALL BE NURSERY GROWN, FREE OF PESTS AND DISEASE, HARDY AND BE GUARANTEED FOR ONE YEAR UPON INSTALLATION.
- PLANT BEDS SHALL BE MULCHED AND DRESSED WITH 4" OF SHREDDED BARK OR SIMILAR (VERIFY W/ ARCHITECT ON EXACT TYPE & COLOR).
- ALL LANDSCAPING SHALL BE MAINTAINED IN GOOD CONDITION.
- ALL ADJACENT DISTURBED AREAS SHALL BE REPAIRED AS REQUIRED.
- ALL PLANTING AREAS TO BE REPAIRED W/ APPROPRIATE SOIL MIXTURES AND FERTILIZERS BEFORE PLANT INSTALLATION.
- ALL LARGE TREES SHALL BE STAKED, GUYED AND WRAPPED.
- REMOVE ALL TWINE, WIRE AND BURLAP FROM TREE AND SHRUB EARTH BALLS AND FROM TREE TRUNKS AS RECOMMENDED.
- AT THE TIME OF SITE PREPARATION CONTACT ARCHITECT, IF REQUIRED, TO REVIEW ALL EXISTING VEGETATION AND TAG MATERIAL TO BE SAVED OR RELOCATED.
- DIG SHRUB PITS 12" LARGER THAN SHRUB ROOT BALLS AND TREE PITS 2' LARGER THAN ROOT BALLS, BACKFILL W/ 1 PART TOP SOIL AND 1 PART SOL FROM EXCAVATED PLANTING HOLE.
- LAWN TREES SHALL BE MULCHED W/ A 2" WIDE MINIMUM OF 6" DEEP SHREDDED BARK RING OR APPROVED ALTERNATE DESIGN FOR TRUNK PROTECTION.
- PLANT MATERIAL ESPECIALLY EVERGREENS, TO BE PLANTED HIGHER THAN NORMAL WHEN HEAVY SOIL CONDITIONS (CLAY, ETC.) EXIST.
- PROVIDE SEED OR SOIL AS REQUIRED FOR LANDSCAPE AREAS.
- PROVIDE ALL GRASS AREAS W/ IRRIGATION SYSTEM W/ AUTOMATIC TIMER, AS/IF REQUIRED BY LOCAL COMMUNITY ORDINANCE.



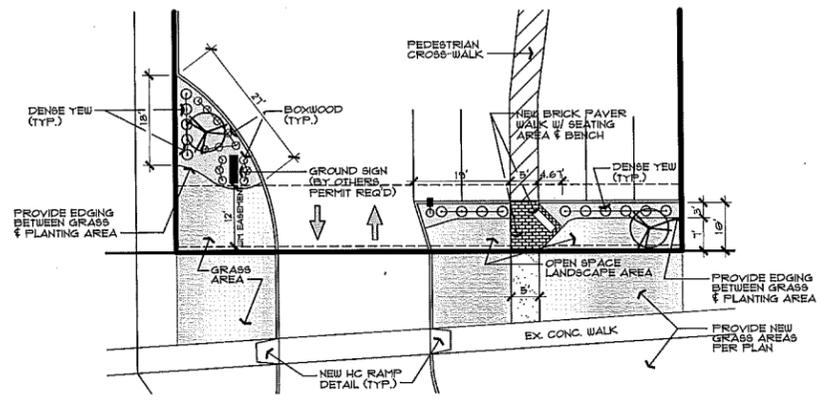
4 TREE PLANTING DETAIL  
NTS  
1/2" CALIFER OR GREATER

3 TREE PLANTING DETAIL  
NTS  
1/2" CALIFER OR GREATER

**LANDSCAPE SCHEDULE -**

SYMBOL	TYPE	REMARKS
(Tree symbol)	DECIDUOUS TREE	"CLEVELAND SELECT PEAR" (1 TOTAL) 2 1/2" C. NARROW SHAPE, MATURE- 25' TALL / 15" W. LOCATE PER PLANTING DETAIL THIS SHEET
(Tree symbol)	DECIDUOUS TREE	"CRIMSON CENTURY NORWAY MAPLE" (4 TOTAL) 2 1/2" C. NARROW SHAPE, MATURE- 25' TALL / 15" W. LOCATE PER PLANTING DETAIL THIS SHEET
(Tree symbol)	EVERGREEN TREE	"CONCOLOR FIR" (1 TOTAL) 5'-6" LOCATE PER PLANTING DETAIL THIS SHEET
(Shrub symbol)	DECIDUOUS SHRUB	"DENSE YEW" (19 TOTAL) 24"-30" (MATERIAL SHOULD BE 36" H. AFTER 12 MO) LOCATE PER PLANTING DETAIL THIS SHEET
(Shrub symbol)	DECIDUOUS SHRUB	"BOXWOOD" WINTERGREEN (9 TOTAL) 18"-24" LOCATE PER PLANTING DETAIL THIS SHEET

- LANDSCAPING REQUIREMENTS -**
- TREES REQ'D AT FRONTAGE / RIGHT-OF-WAY = 1 TREE / 50LF OR 100' / 50' = 2 TREES
  - TREES PROVIDED AT FRONTAGE / RIGHT-OF-WAY = 2 TREES
  - REQUIRED INTERIOR LANDSCAPE AREA -
    - PAVING AREA
      - ASPHALT PAVING - 21,530 S.F.
      - CONCRETE WALKS - 1,620 S.F.
    - TOTAL - 23,220 S.F.
  - INTERIOR LANDSCAPING REQUIRED = 5% OF PAVING AREA
    - 23,220 S.F. X 5% = 1,161 S.F. REQUIRED GREEN AREA
  - LANDSCAPE AREA PROVIDED = 1,590 S.F. (EXCEEDS 1,161 S.F. REQUIRED)
  - TREES REQ'D AT INTERNAL GREEN AREAS - 1 TREE / 100 S.F. OR 1,590 / 100 = 16 TREES
  - TREES PROVIDED AT INTERNAL GREEN AREAS - 16 TREES



2 SHRUB PLANTING DETAIL  
NTS  
1/2" CALIFER OR GREATER

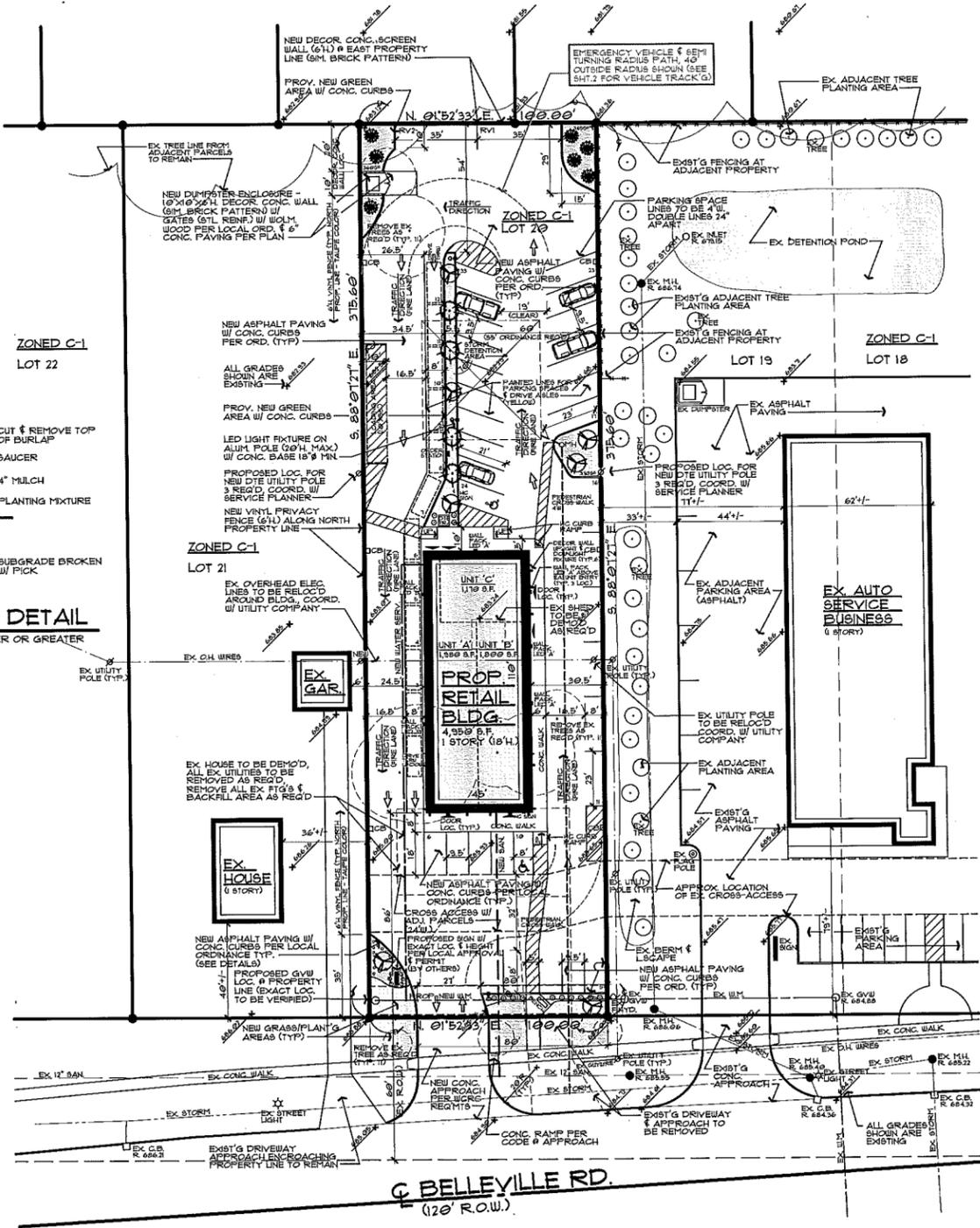
LANDSCAPE DETAIL PLAN  
NTS  
(AT STREET FRONTAGE)

**STORM WATER DESIGN / DETENTION VALUES -**

- SITE AREA = 0.86 ACRES
- RUNOFF COEFFICIENTS:
  - BUILDING ROOF - 0.95
  - PAVEMENT AREAS - 0.95
  - UNPAVED AREAS - 0.20
- CALCULATIONS:
  - BUILDING ROOF - 4,950 S.F. X 0.95 = 4,703
  - PAVEMENT AREAS - 28,850 S.F. X 0.95 = 24,408
  - UNPAVED AREAS - 3,900 S.F. X 0.20 = 780
  - TOTAL - 32,871
- COMPOUND C =
  - 32,871 / 37,560 = 0.88
- RAIN INTENSITY FOR 100 YEAR STORM:
  - 1 = 151.8 / (1 + 19.9) = 12.1
  - 2 = 151.8 / (19.9 + 19.9) = 4.35" / HR
  - Q = CIA
  - Q = 0.88 X 4.35 X 0.86 = 3.23 CFS
- STORM WATER CALCULATIONS -
  - 32,871 X 0.18 = 5,917 CFH OF STORAGE
  - STORAGE AREA REQUIRED = 50 X 50 / 500 LF OF 48" PIPE
  - PRE-TREATMENT TO BE PROVIDED BEFORE STORM WATER ENTERS DETENTION PIPING
  - CURBS LOCATED CB (S) ALONG NORTH & SOUTH PROPERTY LINES TO BE PIPED TO PRE-TREATMENT STRUCTURE THEN TO DETENTION AREA
  - STORM PIPE TO BE RUN FROM DETENTION AREA TO EXISTING STORM LOCATED IN R.O.W.

\*EXACT DESIGNS / CALCULATIONS TO BE PROVIDED DURING THE ENGINEERING PHASE

- GENERAL NOTES -**
- THESE DOCUMENTS ARE THE PROPERTY OF R.A. CHIESA ARCHITECTS, P.C. ANY VARIATION OR REPRODUCTION OF THESE PLANS IS STRICTLY PROHIBITED UNLESS WRITTEN CONSENT IS OBTAINED FROM THE FIRM.
  - THESE PLANS COMPLY WITH ALL CURRENT APPLICABLE BUILDING CODES (NATIONAL, STATE AND LOCAL) TO THE BEST OF OUR KNOWLEDGE.
  - R.A. CHIESA ARCHITECTS, P.C. SHALL NOT BE RESPONSIBLE FOR THE ACTS OR OMISSIONS OF THE GENERAL CONTRACTOR, SUB-CONTRACTORS, EMPLOYEES OR AGENTS OF THE ABOVE REGARDING THE CONSTRUCTION.
  - ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES.
  - ALL CONTRACTORS SHALL BE LICENSED (WHERE APPLICABLE) AND INSURED.
  - THE BUILDING OWNER OR GENERAL CONTRACTOR (ON HIS BEHALF) SHALL APPLY AND OBTAIN THE REQUIRED PERMITS PRIOR TO CONSTRUCTION.
  - THE GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL FIELD VERIFY THE PROJECT SITE AND ALL EXISTING JOB CONDITIONS PRIOR TO CONSTRUCTION. PROMPTLY NOTIFY THE ARCHITECT IN WRITING IF ANY DISCREPANCIES EXIST THAT WOULD IMPACT OR VARY THE CONSTRUCTION BASED ON THESE DOCUMENTS.
  - EACH CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES THEY CAUSE AS A RESULT OF THEIR WORK TO BOTH EXISTING AND NEW CONSTRUCTION, UTILITIES, SERVICES AND PROPERTY.
  - EACH CONTRACTOR SHALL PROVIDE AND BE RESPONSIBLE FOR ALL SHORING, BRACING AND ALL OTHER MEANS REQUIRED TO PROTECT AND MAINTAIN THE SAFETY, INTEGRITY AND STABILITY OF ALL EXISTING AND NEW CONSTRUCTION AS IT PERTAINS TO THEIR WORK.
  - ALL CONSTRUCTION DEBRIS SHALL BE MAINTAINED IN AN APPROVED CONTAINER OR ENCLOSURE UNTIL REMOVED FROM THE PROJECT SITE.



SITE PLAN  
1" = 30'

**PROJECT INFORMATION -**

GOVERNING CODE - "2012 MICHIGAN BUILDING CODE"

- ZONING - C-1 (GENERAL BUSINESS)
- SITE AREA - 37,560 S.F. +/- OR 0.86 ACRES +/- (NET / EXCLUDING R.O.W.)
- BUILDING AREA -
  - UNIT 'A' (DRIVE-THRU) - 1,500 S.F.
  - UNIT 'B' (RETAIL) - 1,800 S.F.
  - UNIT 'C' (RETAIL) - 1,170 S.F.
  - TOTAL - 4,350 S.F. (NET)
- USE GROUP - B-FM
- CONSTRUCTION TYPE - 5B
- PARKING REQUIRED -
  - PER ORDINANCE - 15 STACKING SPACES
  - DRIVE-THRU - 22 SPACES / 1,000 S.F. USABLE FLOOR AREA + 6 STAFF
  - RETAIL - 1 SPACE / 200 S.F. OF USABLE FLOOR AREA
  - BUILDING AREA - 4,350 S.F.
  - REQUIRED PARKING:
    - UNIT 'A' (DRIVE-THRU) - 22 SPACES + 6 STAFF = 28 SPACES (15 STACKING)
    - UNIT 'B' & 'C' (RETAIL) - 2,910 S.F. OR 2,400 S.F. / 200 S.F. = 12 SPACES
    - TOTAL - 40 SPACES (W/ 2 HANDICAP SPACES)
    - TOTAL REQUIRED - 42 SPACES PER ORDINANCE
    - 32 SPACES PER ACTUAL NEED (60 DRIVE-THRU + 12 RETAIL)
- PARKING PROVIDED - 35 SPACES (W/ 2 HANDICAP SPACES & 2 RV SPACES) (12 STACKING SPACES & 1 LOADING SPACE)
- PROJECT WORK SCOPE - NEW RETAIL BUILDING, MULTI-TENANT W/ DRIVE-THRU TENANT LOCATION. ANY REVISIONS TO CONSTRUCTION THAT DO NOT FOLLOW THE ARCHITECTURAL PLANS WITHOUT PROPER APPROVAL FROM ARCHITECT & LOCAL BUILDING DEPARTMENT MAY RESULT IN A WORK STOPPAGE.
- SAMPLE BUILDING MATERIAL COLORS SHALL BE SUBMITTED AT SITE PLAN APPROVAL.

**LEGAL DESCRIPTION -** PARCEL ID: 14-17-452-006

PART OF THE S.W. 1/4 OF SECTION 15, T.38, R.0E, BELLEVILLE, WAYNE COUNTY, MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

15A20 LOT 20 "SETHOUR AND DROBSTER BELLEVILLE SUBDIVISION," T.38, R.0E, L'10, P.34 U.C.R.

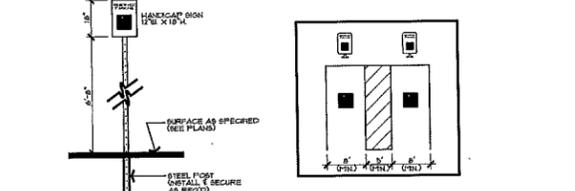
**BENCHMARKS -**

**PRIMARY BENCHMARK -**  
FOUND DISC D62716 STAMPED 826066 AT SE INTERSECTION OF BECK ROAD AND MCBRIDGE AVENUE.  
ELEVATION = 695.12 NAVD88 (NORTH AMERICAN VERTICAL DATUM 1988)

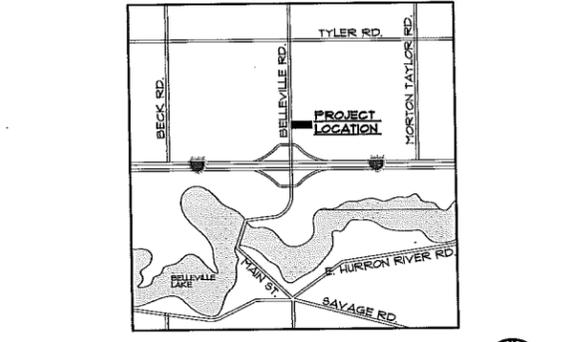
**SITE BM #1 -**  
EX. SANITARY MANHOLE RIM LOCATED NEAR SW CORNER OF THE PROPERTY AND EAST SIDE OF THE BELLEVILLE RD.  
RIM ELEVATION = 695.59 NAVD88

**SITE BM #2 -**  
NORTH ARROW ON EXISTING TRAIL LOCATED AT SW CORNER OF THE PROPERTY.  
ELEVATION = 691.10 NAVD88

- PROJECT SPECIFIC / MAINTENANCE NOTES -**
- PAVED SURFACES, WALKWAYS, SIGNS, LIGHTING & OTHER STRUCTURES & SURFACES SHALL BE MAINTAINED IN A SAFE ATTRACTIVE CONDITION AS ORIGINALLY DESIGNED & CONSTRUCTED. PARKING LOT STRIPING & MARKINGS SHALL BE MAINTAINED IN A CLEARLY VISIBLE CONDITION.
  - OWNER AGREES TO A SEASONAL MAINTENANCE PROGRAM WILL BE PROVIDED & WILL REPLACE ALL DISEASED, DEAD OR DAMAGED PLANTS, REPLENISH MULCH, CONTROL WEEDS, FERTILIZE & PRUNE BEGINNING UPON COMPLETION OF CONSTRUCTION OF LANDSCAPING.
  - DURING CONSTRUCTION ALL DEBRIS TO BE CONTAINED ON-SITE W/ WEEKLY MAINTENANCE PERFORMED.
  - ALL FRONTAGE & PARKING LOT LANDSCAPE REQUIREMENTS PER ORDINANCE ARE MET, NO ADDITIONAL AREAS ARE ALLOCATED FOR ADDITIONAL GENERAL LANDSCAPE AREAS.
  - ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT STANDARDS, SPECIFICATIONS AND GENERAL CONDITIONS OF VAN BUREN TOWNSHIP.
  - THE DEVELOPER SHALL BE RESPONSIBLE FOR RESOLVING ANY DRAINAGE PROBLEMS ON ADJACENT PROPERTIES WHICH ARE THE RESULT OF THE DEVELOPER'S ACTIONS.



- 1 HANDICAP PARKING SIGN DETAILS**  
NTS
- NOTES -**
- ALL HANDICAP PARKING SPACES SHALL HAVE A HANDICAP SIGN.
  - ALL SIGNS SHALL BE CENTERED AT EACH PARKING STALL UNLESS PROVIDED BY THE SITE CONDITIONS.
  - SIGNS SHALL NOT BE LOCATED MORE THAN 10' FROM THE EDGE OF THE PARKING STALL.
  - SIGNS CAN BE MOUNTED ON A BUILDING PROVIDED THEY ARE NOT OBSTRUCTED FROM VIEW.



SITE LOCATION MAP  
NTS

**R.A. CHIESA ARCHITECTS, P.C.**  
43260 Garfield Rd. Suite 210  
Clinton Township, Michigan 48038  
(586) 253-5519

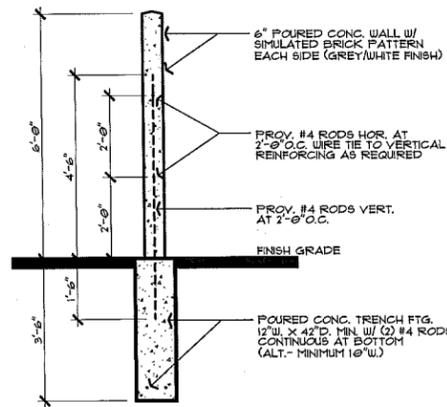
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FOR APPROVAL	DATE	REVISIONS
SITE PLAN APPROVAL	5/17/16	
SITE PLAN RE-SUBMIT	8/11/16	
SITE PLAN REVISIONS	10/27/16	
SITE PLAN REVISIONS	11/8/16	

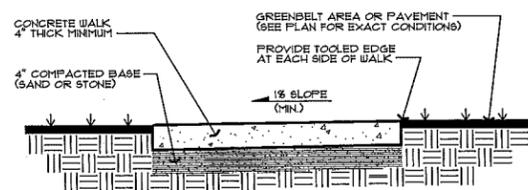
SHEET TITLE - **SITE PLAN**

PROJECT - PROPOSED 4,350 S.F. RETAIL BUILDING - **MULTI-TENANT BUILDING**  
10513 BELLEVILLE ROAD  
BELLEVILLE MI, 48111

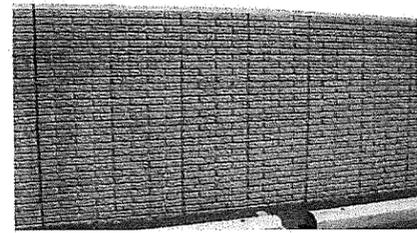
JOB NO. **16102**  
SHEET NO. **A-1**



10 TYP. SCREEN WALL SECTION  
1A 1/2" = 1'-0"

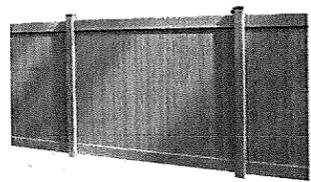


2 TYP. CONCRETE WALK SECTION  
1A NTS



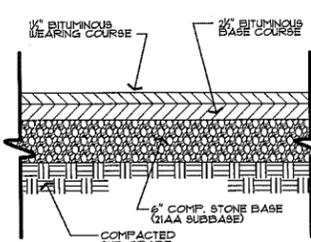
9 DECOR. SCREEN WALL ELEVATION  
1A NTS

NOTES -  
1. CONCRETE SCREEN WALL W/ SIMULATED BRICK PATTERN  
2. WALL HEIGHT TO BE 6'-0" AFG.  
3. NATURAL WALL COLOR IS GREY, ALTERNATE FINISH - PAINT TO MATCH BUILDING

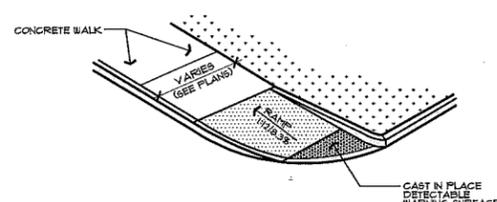


7 SCREEN WALL FENCE ELEVATION  
1A NTS

NOTES -  
1. FENCE MATERIAL TO BE VINYL W/ SMOOTH FINISH.  
2. FINISH HEIGHT TO BE 6'-0" AFG.  
3. CONTRACTOR TO PROVIDE ARCHITECT MANUFACTURER'S COLOR CHART FOR FINISH SELECTION (COLOR TO COORDINATE W/ BUILDING).

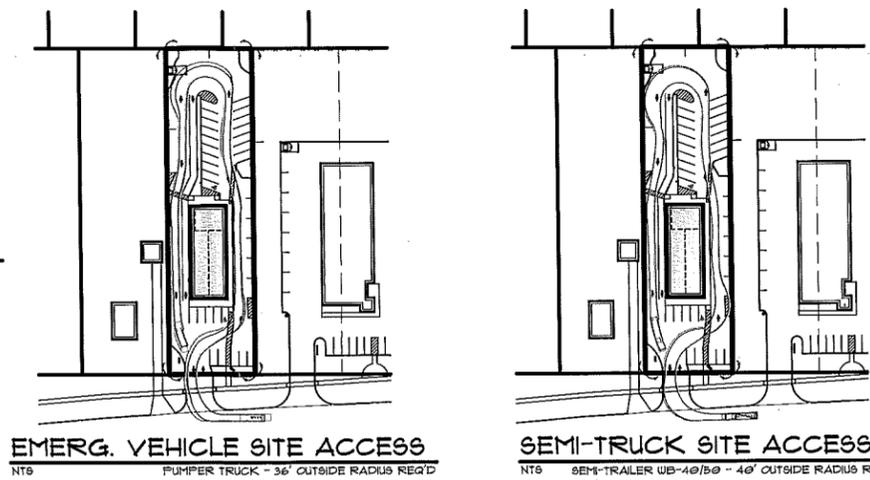


5 ASPHALT PAVING DETAIL  
1A NTS (CONTR. TO VERIFY EXACT SPECIFICATIONS PER LOCAL ORDINANCE)

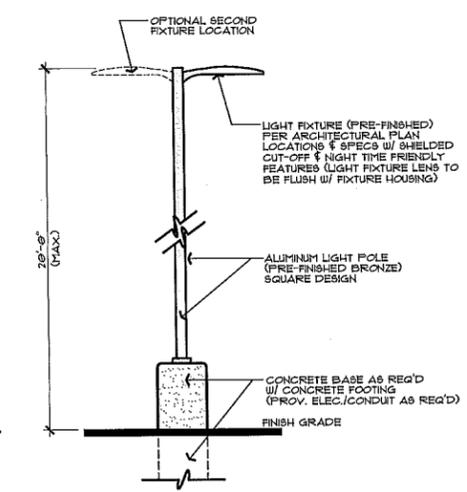


3 SIDEWALK RAMP DETAIL  
1A NTS BARRIER FREE

NOTES -  
1. PROVIDE HEAVY BROOM FINISH ON ALL RAMP SURFACES  
2. PROVIDE EXPANSION JOINT @ PERIMETER OF RAMP  
3. VERIFY EXACT LOCATIONS PER SITE PLAN.

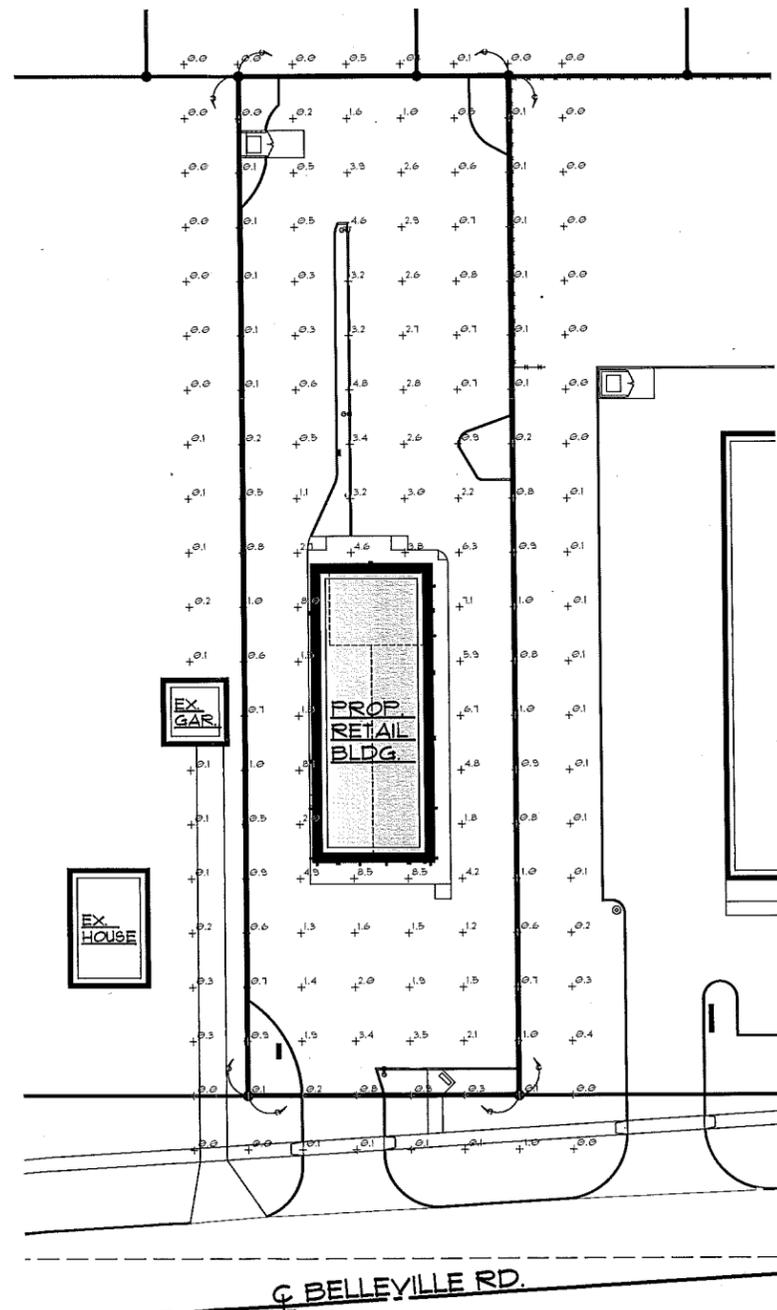


EMERG. VEHICLE SITE ACCESS PUMPER TRUCK - 36' OUTSIDE RADIUS REQ'D  
SEMI-TRUCK SITE ACCESS SEMI-TRAILER WB-40/50 - 40' OUTSIDE RADIUS REQ'D  
NTS

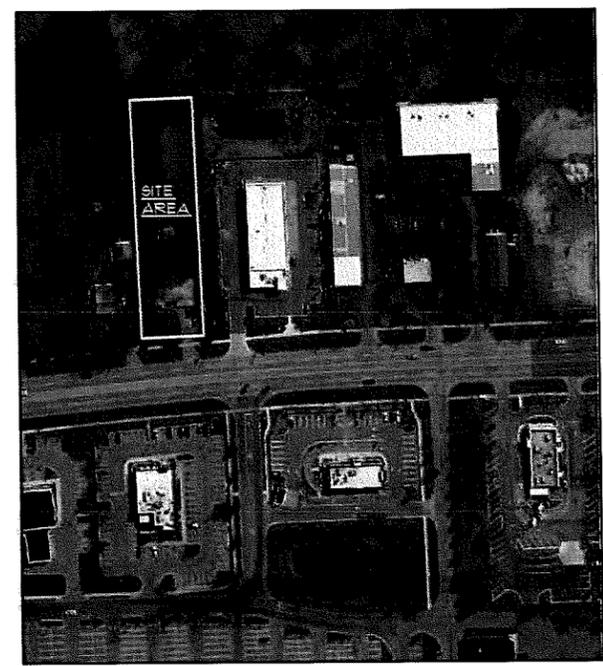


1 LIGHT POLE DETAIL  
1A NTS

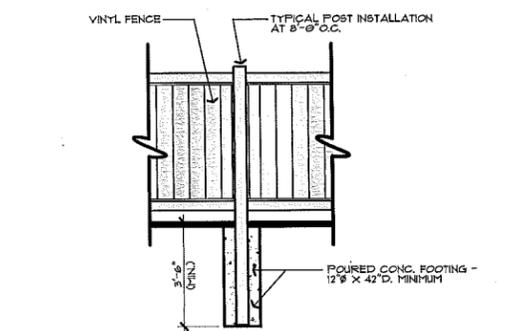
LIGHT FIXTURE SCHEDULE -			
SYMBOL	MANUFACTURER	DESCRIPTION	MODEL / FINISH
⊕	"LITHONIA"	POLE MOUNTED LIGHT FIXTURE - NIGHT TIME FRIENDLY W/ NO UPLIGHT, CUT-OFF PROVIDED 4000K LED 130W, TYPE 3 MEDIUM OPTICS W/ HOUSE-SIDE SHIELD	D-SERIES SIZE 0 DSX0 LED
■ A	"LITHONIA"	WALL MOUNTED LIGHT FIXTURE - NIGHT TIME FRIENDLY W/ NO UPLIGHT, CUT-OFF PROVIDED 40K LED 13.2W, TYPE 3 MEDIUM	D-SERIES SIZE 1 DSXW LED
■ B	"LITHONIA"	WALL MOUNTED LIGHT FIXTURE - NIGHT TIME FRIENDLY W/ NO UPLIGHT, CUT-OFF PROVIDED 40K LED 13.2W, TYPE 4 VERY SHORT, ASYMMETRICAL DISTRIBUTION	D-SERIES SIZE 1 DSXW LED
■	"LITHONIA"	WALL MOUNTED LIGHT FIXTURE - LED WALL UPLIGHT & DOWNLIGHT CYLINDER W/ 4000K LED'S & POLYCARBONATE LENSES TYPE 1 VERY SHORT	LED WALL CYLINDER CLUW LED
			BLACK



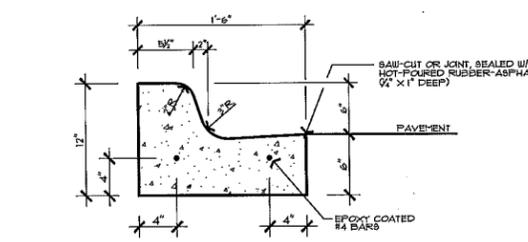
SITE PHOTOMETRIC PLAN  
1" = 30'



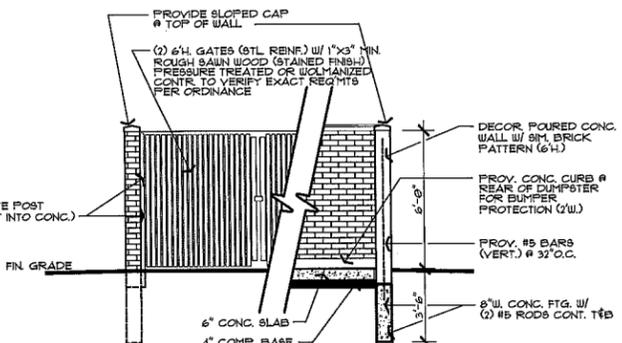
SITE AERIAL MAP  
NTS



8 TYP. SCREEN WALL FENCE DETAIL  
1A NTS



6 CONC. CURB & GUTTER DETAIL  
1A NTS (CONTR. TO VERIFY EXACT SPECIFICATIONS PER LOCAL ORDINANCE)



4 DUMPSTER ENCLOSURE DETAIL  
1A NTS CONTR. TO VERIFY EXACT SPECIFICATION PER LOCAL ORDINANCE

SEE PLAN INFORMATION FOR EXACT DUMPSTER LAYOUT

**R.A. CHIESA ARCHITECTS, P.C.**  
43260 Garfield Rd., Suite 210  
Clinton Township, Michigan 48038  
(586) 263-5519

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FOR APPROVAL	DATE	DESCRIPTION
FOR APPROVAL	5/21/16	SITE PLAN APPROVAL
FOR APPROVAL	8/11/16	SITE PLAN APPROVAL
FOR APPROVAL	10/9/16	SITE PLAN RE-SUBMIT
FOR APPROVAL	11/6/16	SITE PLAN REVISIONS

SHEET TITLE -  
**SITE PLAN INFORMATION & DETAILS**

PROJECT -  
PROPOSED 4,959 S.F. RETAIL BUILDING -  
**MULTI-TENANT BUILDING**  
10513 BELLEVILLE ROAD  
BELLEVILLE MI, 48111

JOB NO.  
**16102**  
SHEET NO.  
**A-1A**

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE:**  
2016-12-05

**BOARD MEETING DATE:**  
2016-12-06

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

<b>ITEM (SUBJECT)</b>	Resolution 2016-16 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 2016-16 to approve the proposed water & sewer rates increase of 3% for the 2017 fiscal year.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Based upon our estimated projections for this 2017 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.	

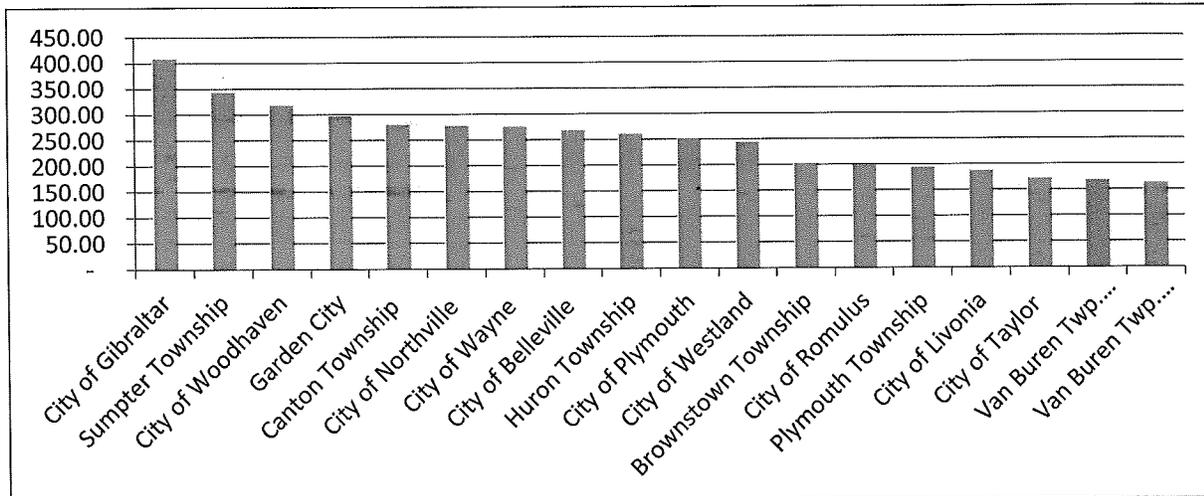
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Board approval of recommended rates and fees for FY2017.
<b>DEPARTMENT RECOMMENDATION</b>	Approval of recommended 3% rate increase.
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	



**THE DEPARTMENT OF PUBLIC SERVICES – WATER & SEWER  
2016 BUDGET REVIEW AND 2017 BUDGET PROPOSAL**

*“Working together for a clean and safe environment”*

The chart below compares Van Buren Township’s rates with other neighboring communities.



**PROJECTED IMPACT OF PROPOSED RATE INCREASE**

Current Rates (Effective January 1, 2016)

Water (per 1,000 gallons):	\$3.58
Water quarterly service charge:	\$8.44
Sewer (per 1,000 gallons):	\$3.50
Sewer quarterly service charge:	\$13.35

Proposed Rates (Effective January 1, 2017)

Water (per 1,000 gallons):	\$3.69
Water quarterly service charge:	\$8.70
Sewer (per 1,000 gallons):	\$3.60
Sewer quarterly service charge:	\$13.96

Current Quarterly Bill Based on 20,000 gallon usage:

Water (per 1,000 gallons):	\$71.60
Water quarterly service charge:	\$8.44
Sewer (per 1,000 gallons):	\$70.00
Sewer quarterly service charge:	\$13.55
<b>Total</b>	<b>\$163.59</b>

Proposed Quarterly Bill Based on 20,000 gallon usage:

Water (per 1,000 gallons):	\$73.80
Water quarterly service charge:	\$8.70
Sewer (per 1,000 gallons):	\$72.00
Sewer quarterly service charge:	\$13.96
<b>Total</b>	<b>\$168.46</b>

Average increase in quarterly bill, based on 20,000 gallons of usage for residents using both water and sewer services: \$ 4.87

**MISSION STATEMENT**

*“The Van Buren Public Services Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township’s buildings and grounds, and water distribution and sanitary collection systems.”*

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2017  
Resolution 2016-16**

**WATER CONSUMPTION CHARGES:** \$3.69 per 1,000 gallons

**Water Surcharge – Customers Outside Twp.** \$1.26 per 1,000 gallons

**WATER SERVICE CHARGES:**

**(Formerly meter charge)**

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

**Residential** – \$8.70 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	\$ 5.57
3/4"	meter	6.51
1"	meter	8.70
1 1/2"	meter	43.32
2"	meter	69.29
3"	meter	151.54
4"	meter	259.78
6"	meter	1,082.35
8"	meter	1,904.89
10" & up	meter	3,030.52

**SEWAGE DISPOSAL CHARGES:** \$ 3.60 per 1,000 gallons

**Sewer Surcharge – Customers outside Township** \$ 3.05 per 1,000 gallons

**Flat Rate Sewage Disposal Charge** \$88.17 per quarter

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

**Flat Rate Sewage Disposal Charge – Customers outside Twp. - \$94.54 per quarter**

**Non-Residential User Fee** \$ .34 per 1,000 gallons

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2017  
Resolution 2016-16**

**SEWER SERVICE CHARGE:**

**(Formerly sewer maintenance fee)**

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

**Residential** – \$13.96 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	\$ 8.94
3/4"	meter	10.48
1"	meter	13.96
1 1/2"	meter	69.75
2"	meter	112.09
3"	meter	244.00
4"	meter	418.29
6"	meter	1,742.81
8"	meter	3,067.28
10" & up	meter	4,879.74

**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, 2017  
Resolution 2016-16**

Sewer dye test	\$100.00
Pull meter / re-install meter	\$ 35.00
Unauthorized water use	\$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, 2017  
Resolution 2016-16**

**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:**

Diameter	Fireline Fee
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 fire line 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, 2017  
Resolution 2016-16**

**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  
(if at least 1" diameter)**      \$ 50.00

**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, 2017  
Resolution 2016-16**

**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 area, 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
Laundry (self-serve)	.75 units per washer
Laundry-Commercial	2.00 units per washer

**Van Buren Township  
Water & Sewer Department  
Schedule of Rates - Effective January 1, 2017  
Resolution 2016-16**

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 *circumstances*, the *Public Services Director* may either recommend an adjustment to the ERU or recommend a review by the *Township Supervisor* to determine if the matter should be sent to the township board 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 *in full* prior to occupancy. The customer or owner shall pay the difference between the capital charge (previously called debt service charge) based upon prior use 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, 2017  
Resolution 2016-16**

**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 an 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

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE:**  
2016-12-05

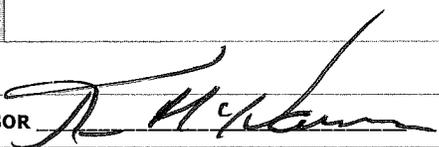
**BOARD MEETING DATE:**  
2016- 12 -06

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

<b>ITEM (SUBJECT)</b>	Amended 2016 and Proposed 2017 Water & Sewer Budget
<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>	
To approve the amended and proposed 2017 Water & Sewer Budget as presented.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
See attached information.	

<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Board approval of recommended amended 2016 and proposed 2017 Water & Sewer Budget.
<b>DEPARTMENT RECOMMENDATION</b>	Director of Public Services recommends Board approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<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>	

**VAN BUREN TOWNSHIP  
WATER AND SEWER OPERATING BUDGET**

General Ledger Account	Description	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Amended	2017 Proposed	Notes
592-536-477-000	Water Tap Fees	23,528	26,367	178,383	25,000	60,000	50,000	
592-536-478-000	Hydrant Rental Permits	13,175	9,240	7,067	8,000	4,000	4,000	
592-536-607-000	Debt Service	-	-	-	-	-	-	
592-536-608-000	Water Meter Charges	465,659	460,962	492,955	502,449	502,449	517,522	
592-536-609-000	Construction Administration	5,030	30,337	13,433	5,000	7,000	5,000	
592-536-626-000	Finals, Turn On/Off, Other	37,986	27,872	33,635	25,000	25,000	25,000	
592-536-627-000	Inspection Fees	2,725	3,150	4,334	3,000	3,000	3,000	
592-536-643-001	Water Sales	2,862,637	2,896,592	2,955,488	3,157,285	3,050,000	3,141,500	
592-536-650-000	Meter/Materials Sales	19,075	53,350	36,449	30,000	30,000	30,000	
592-536-662-000	Late Penalties	51,942	55,251	48,565	50,000	50,000	50,000	
592-536-664-000	Interest Income	271,364	296,830	338,862	300,000	300,000	300,000	
592-536-693-000	Sale of Fixed Assets	300	-	17,585	-	-	-	
592-536-694-000	Miscellaneous Revenue	30,423	25,309	15,215	30,000	30,000	30,000	
592-536-699-000	Bond Proceeds							
	DWRF Loan Proceeds							
	<b>Water Revenues</b>	<b>3,783,845</b>	<b>3,885,261</b>	<b>4,141,972</b>	<b>4,135,734</b>	<b>4,061,449</b>	<b>4,156,022</b>	
592-537-411-000	Sewer Assessments	57	58	150	50	50	50	
592-537-477-000	Sewer Tap Fees	77,801	103,086	569,498	100,000	160,000	150,000	3x's water tap fee
592-537-607-000	Debt Service	436	378	6,377	400	6,000	400	
592-537-608-000	Sewer Maintenance Charges	636,879	653,257	685,136	712,050	705,000	726,150	
592-537-609-000	Construction Administration	-	-	-	-	-	-	
592-537-626-000	Finals, Turn On/Off, Other	-	-	-	-	-	-	
592-537-537-000	Inspections Fees	-	-	-	-	-	-	
592-537-643-001	Sewage Disposal	2,786,698	2,808,919	2,961,361	3,061,722	3,050,000	3,141,500	
592-537-643-002	Non-Res. User Fees	67,560	63,454	66,923	67,261	67,621	70,000	
592-537-662-000	Late Penalties	51,328	53,190	45,583	50,000	50,000	50,000	
592-537-694-000	Miscellaneous Revenue	18,392	22,024	10,654	5,000	5,000	5,000	
	<b>Sewer Revenues</b>	<b>3,639,151</b>	<b>3,704,366</b>	<b>4,345,680</b>	<b>3,996,484</b>	<b>4,043,671</b>	<b>4,143,100</b>	
592-538-694-000	Miscellaneous Revenue	-	-	-	-	-	-	
	<b>Water/Sewer Tax Levy Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total Revenues</b>	<b>7,422,996</b>	<b>7,589,627</b>	<b>8,487,652</b>	<b>8,132,218</b>	<b>8,105,120</b>	<b>8,299,122</b>	
592-536-702-000	Salary-Director	65,884	70,475	71,017	73,116	73,116	75,279	
592-536-703-000	Salary-Field Superintendent	51,815	56,500	56,630	58,693	58,693	60,424	
592-536-704-000	Salary - Deputy Treasurer	5,000	5,000	5,000	5,000	5,000	5,000	
592-536-705-000	Wages-Office	137,060	135,400	139,022	141,000	141,000	145,000	3 full time clerical office staff
592-536-706-000	Wages-Field Operations	438,036	429,576	455,299	407,760	407,760	420,000	9 full time field staff
592-536-707-000	Wages - Overtime	-	-	968	101,954	101,954	105,000	25% of base wage
592-536-719-000	Allocated Fringes	301,508	326,762	354,133	434,000	400,000	430,000	

**VAN BUREN TOWNSHIP  
WATER AND SEWER OPERATING BUDGET**

General Ledger Account	Description	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Amended	2017 Proposed	Notes
592-536-719-001	Fringes-Retiree/Cobra	165,103	152,224	150,801	160,000	160,000	160,000	OPEB annual obligation expense
592-536-719-002	Compensated Absences	(3,409)	1,006	3,216	3,000	3,000	3,000	
592-536-720-000	Workers Comp	38,746	35,073	34,588	40,000	40,000	40,000	
592-536-721-000	MESC	-	-	-	-	-	-	
592-536-727-000	Office Supplies	3,686	4,216	5,593	4,500	4,500	4,500	
592-536-728-000	Postage	15,190	16,200	20,220	25,000	25,000	27,500	Water bill mailing, CCR, misc other notices
592-536-740-000	Operating Supplies	68,160	61,444	75,742	75,000	75,000	70,000	Tools, equipment, supplies, materials, stone, sand
592-536-741-000	Uniforms	4,949	2,774	6,422	5,000	5,000	5,000	Employee uniform rental costs
592-536-751-000	Gas & Diesel Fuel	30,712	25,319	20,183	35,000	25,000	25,000	
592-536-801-001	Accounting & Auditing	35,081	29,907	29,907	35,000	32,000	32,000	
592-536-801-002	Attorney	97,851	110,143	106,034	110,000	100,000	100,000	
592-536-802-000	Administrative Fee	544,490	545,661	621,225	621,225	621,225	621,225	Xfer to general fund
592-536-810-000	Membership & Dues	1,191	11,753	11,353	3,000	3,000	3,000	AWWA, MWEA, APWA, MRWA
592-536-816-000	GIS Implementation	78	-	-	-	-	-	
592-536-818-000	Commissions	589	1,018	1,454	1,000	1,000	1,000	W/S Commissioner Attendance
592-536-819-000	Contracted Services	167,941	86,268	90,469	120,000	100,000	100,000	
592-536-820-000	Engineering Fees	29,095	28,041	17,100	45,000	30,000	30,000	General engineering services - Wade Trim
592-536-860-000	Transportation	-	-	369	300	300	300	
592-536-861-000	Training	4,005	5,167	6,537	5,000	5,000	6,000	
592-536-900-000	Printing & Publishing	1,380	2,398	1,753	2,500	2,500	2,500	
592-536-910-000	Insurance & Bonds	161,232	88,850	211,431	175,000	175,000	175,000	
592-536-920-000	Utilities	87,669	72,001	58,503	90,000	90,000	80,000	
592-536-927-000	Water Purchases	2,313,574	2,256,308	2,496,223	2,610,538	2,756,000	2,894,000	GLWA Charges - Budgeted 5% annual increases
592-536-931-000	Building Maintenance	2,619	2,415	3,813	3,000	3,000	3,000	
592-536-931-001	Building Maintenance - Water Tower	2,775	2,819	133	20,000	20,000	10,000	
592-536-932-000	Vehicle Maintenance	11,321	19,356	29,756	15,000	20,000	15,000	
592-536-933-000	Equipment Maintenance	235	3,593	21,972	10,000	10,000	10,000	
592-536-934-000	Repairs To Meters	-	-	-	-	-	-	
592-536-936-000	System Repairs	6,725	208	2,822	-	-	-	
592-536-937-000	Office Equipment Maint	6,810	7,737	6,498	5,000	5,000	5,000	
592-536-940-000	Rental	347	462	518	500	1,000	1,000	
592-536-956-000	Other	10,852	2,419	3,849	10,000	5,000	5,000	
592-536-968-000	Depreciation	2,195,050	2,236,402	2,254,723	2,250,000	2,250,000	2,250,000	
592-536-969-000	Asset Contribution to Gov.	-	-	7,664	-	-	-	
592-536-970-000	Water Capital Outlay-Veh & Equip	-	3,614	-	-	-	70,000	2 new trucks
592-536-970-001	Capital Outlay-System Improvements	11,649	-	-	-	5,000	10,000	driveway restorations
592-536-970-002	Capital Outlay-Office Equip/Comp	-	9,486	9,231	-	-	-	
592-536-970-003	Capital Outlay-Metering System	-	-	-	100,000	100,000	100,000	meter reading upgrade
592-536-970-004	Capital Outlay-Facilities Improvement	-	-	-	150,000	150,000	-	2016 project - office renovation
592-536-996-000	Bond Handling Fees	6,026	4,336	6,067	-	-	-	
	<b>Water Expenses</b>	<b>7,021,024</b>	<b>6,852,332</b>	<b>7,398,236</b>	<b>7,951,086</b>	<b>8,010,048</b>	<b>8,099,728</b>	
592-537-924-000	Sewage Treatment	2,270,212	1,623,441	1,960,735	2,204,800	2,060,000	2,175,000	Wastewater treatment - SHVUA, Rouge Valley, Downriver, YCUA

**VAN BUREN TOWNSHIP  
WATER AND SEWER OPERATING BUDGET**

General Ledger Account	Description	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Amended	2017 Proposed	Notes
592-537-925-000	Infiltration	229,616	166,923	98,943	103,000	111,000	113,000	Downriver excess flow charges
592-537-930-000	Maintenance - Lift Station	47,002	37,916	143,656	25,000	150,000		
592-537-931-001	Maintenance - EQ Basin	3,896	3,499	2,000	25,000	54,835		
592-537-931-002	Maintenance - Sanitary Lines	-	15,900					
592-537-935-000	Sewer Line Maintenance	-	-					
592-537-970-000	Capital Outlay	-	-		400,000	455,000	550,000	2016 project - Harbour Club / 2017 projects Greenbriar & Cracker Barrel
592-537-970-001	Capital Outlay - Ecourse Road	-	14,469					
592-537-970-002	Capital Outlay - EQ Basin	-	-		60,000			2016 - Mixture Pumps
592-537-970-003	Capital Outlay - Sewer Clean/Reline	-	-		350,000	55,000		2016 - I-275 project
592-537-970-004	Capital Outlay - Lift Station	-	-					
592-537-970-005	Capital Outlay - SHVUA	-	-			584,698		Bio-deck mixer project less credit for overpmt of Sludge Thickener project
592-537-991-000	Bond Principal	-	-					
592-537-996-000	Excess Downriver Bond Interest	(3,484)	(323)	(86)	-	-	-	
	<b>Sewer Expenses</b>	<b>2,547,242</b>	<b>1,861,825</b>	<b>2,205,249</b>	<b>3,167,800</b>	<b>3,470,533</b>	<b>2,838,000</b>	
	<b>Total Expenses</b>	<b>9,568,266</b>	<b>8,714,158</b>	<b>9,603,484</b>	<b>11,118,886</b>	<b>11,480,581</b>	<b>10,937,728</b>	
	Revenues over (under) expenses	(2,145,270)	(1,124,531)	(1,115,832)	(2,986,668)	(3,375,461)	(2,638,606)	
	One time balance sheet "clean up" entries	-	-	-	-	-	-	
	Add back restricted cash funded capital	-	-	-	900,000	1,200,000	550,000	
	Add back depreciation expense	2,195,050	2,236,402	2,254,723	2,250,000	2,250,000	2,250,000	
	Subtotal:	49,780	1,111,871	1,138,890	163,332	74,539	161,394	
	Less: Capital paid via operating budget	36,481	461,920	354,883	-	-	-	"Purchase of capital assets" in audit - capital charged to Restricted Cash
	<b>Operating Gain/(Loss)</b>	<b>13,299</b>	<b>649,951</b>	<b>784,007</b>	<b>163,332</b>	<b>74,539</b>	<b>161,394</b>	

## Charter Township of Van Buren Capital Budget Request

<b>Project Title:</b>	<b>2017 Capital Equipment Purchases</b>					<b>Control:</b>		
<b>Project Description:</b>	This CIP is for the purchase of two F-150 supercab pickup trucks for daily use in the Water & Sewer maintenance operations.							
<b>Responsible Department:</b>	Public Services: Water & Sewer							
<b>Submitted by:</b>	James T. Taylor					<b>Date:</b>	10/17/2016	
<b>Equipment Required:</b>								
<b>Related Project(s)</b>								
<b>Related Plan(s):</b>								
<b>Project Status:</b>						<b>Previous Funds Committed:</b>		
<b>Capital Requested:</b>								
<b>Fiscal Year:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>	
Internal Funds		\$70,000					\$70,000	
External Funds								
<b>Total Amount Requested:</b>		\$70,000					\$70,000	
<b>Funding Source(s) \$:</b>								
General Fund								
Direct Fees								
Special Assessment								
Tax Increment Capture								
Bond								
Revolving Fund								
<b>Other Internal (explain):</b>								
Water & Sewer Fund		\$70,000					\$70,000	
<b>External (explain):</b>								
<b>Total Capital Costs:</b>		\$70,000					\$70,000	
<b>Additional Operations/Maintenance</b>								
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>		
<b>Yearly Revenue:</b>								
<b>Yearly Expense:</b>								
<b>Net Cash Flow:</b>								
<b>Comments</b>								
<p>With the addition of three new staff last year, we utilized some of our older fleet that were previously used as secondary vehicles due to their age and wear and tear. The supercab F-150 model has worked well over the past several years for our operations. We estimate these trucks to cost no more than \$35,000.00 each.</p>								

Van Buren Township Water and Sewer Pick-Up Truck and Van Inventory

Date: 2016

VEHICLE #	YEAR/MAKE/MODEL	VIN #	LICENSE	ORG.COST	LOGO	Millage	Maintenance Costs to Date	Notes
512	2010 F150 4x4 Supercab	1FTEX1E80AFD65413	011x702	\$26,762.76	Yes	Marty 30,315	\$27,721.61	
514	2004 Silverado 2500HD 4X4	1GCHK24444E181747	011x697	\$20,717.00	Yes	Jon 114,593	\$26,982.43	to be replaced
516	2004 Sierra 2500HD 4x4	1GTHK24U84E376931	011x699	\$29,575.00	Yes	Jeremy 143,419	\$43,967.63	to be replaced
517	2005 GMC Safari mini van	1GTDM19X05B506306	011x695	\$17,446.00	Yes	Brandon 70,000	\$32,794.88	
525	2008 Ford F-150 Pickup	1FTPX14V38FA56058	011x723	\$23,826.00	Yes	Jeff F. 45,095	\$27,059.47	
526	2011 F-150 Pickup	1FTNF1EFXBKD05598	011x650	\$25,153.00	Yes	Jeff O. 62,104	\$28,158.44	
528	2013 F-150 Pickup Supercab	1FTFX1EF2DKD43443	011X696	\$27,600.00	Yes	Joe 49,141	\$31,788.78	
529	2013 F-150 Pickup Supercab	1FTFX1EF2DKD4344	011X698	\$28,075.00	Yes	Jason 41,004	\$34,492.19	
530	2014 F-150 4X4 Extended Cab	1FTFX1EF8EKD40758	011 X 680	\$34,790.00	Yes	Mario 31,570	\$39,577.63	
531	2014 F-150 4X4 Extended Cab	1FTFX1EFXEKD40759	011 X 705	\$34,790.00	Yes	Noah 39,578	\$36,654.68	
532	2014 F-150 4X4 Super Crew Cab	1FTFW1EF1EKF55840	011 X 645	\$30,706.00	Yes	Brad 36,394	\$35,131.53	
533	2004 Silverado 2500HD 4X4	1GCHK24U54E303192	011 X 678	\$29,471.00	Yes	Spare 148,236	\$42,368.24	Cab not connected to chassy

## Charter Township of Van Buren Capital Budget Request

<b>Project Title:</b>	<b>2017 I-94 S Service Dr Sewer Rehabilitation Project</b>						<b>Control:</b>	
<b>Project Description:</b>	This CIP is for the repair and rehabilitation of the sanitary main serving the businesses on the I-94 S Service Dr, just west of Belleville Road. This project is estimated to cost approximately \$275,000.00 to complete in the 2017 fiscal year. This project is critical to the longevity and continued service delivery to this commercial area.							
<b>Responsible Department:</b>	Public Services: Water & Sewer							
<b>Submitted by:</b>	James T. Taylor					<b>Date:</b>	10/17/2016	
<b>Equipment Required:</b>								
<b>Related Project(s)</b>								
<b>Related Plan(s):</b>								
<b>Project Status:</b>						<b>Previous Funds Committed:</b>		
<b>Capital Requested:</b>								
<b>Fiscal Year:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>	
Internal Funds								
External Funds								
<b>Total Amount Requested:</b>		\$275,000					\$275,000	
<b>Funding Source(s) \$:</b>								
General Fund								
Direct Fees								
Special Assessment								
Tax Increment Capture								
Bond								
Revolving Fund								
<b>Other Internal (explain):</b>								
Water & Sewer Fund		\$275,000					\$275,000	
<b>External (explain):</b>								
<b>Total Capital Costs:</b>		\$275,000					\$275,000	
<b>Additional Operations/Maintenance</b>								
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>		
<b>Yearly Revenue:</b>								
<b>Yearly Expense:</b>								
<b>Net Cash Flow:</b>								
<b>Comments</b>								

## Charter Township of Van Buren Capital Budget Request

<b>Project Title:</b>	<b>2017 Sewer Pavement Repair Project</b>					<b>Control:</b>		
<b>Project Description:</b>	This CIP is for the repair of driveway pavement that has been damaged by the sanitary main covers that have loosened over time. These repairs are estimated to cost approximately \$10,000.00 in the 2017 fiscal year.							
<b>Responsible Department:</b>	Public Services: Water & Sewer							
<b>Submitted by:</b>	James T. Taylor					<b>Date:</b>	10/17/2016	
<b>Equipment Required:</b>								
<b>Related Project(s)</b>								
<b>Related Plan(s):</b>								
<b>Project Status:</b>				<b>Previous Funds Committed:</b>				
<b>Capital Requested:</b>								
<b>Fiscal Year:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>	
Internal Funds								
External Funds								
<b>Total Amount Requested:</b>		\$10,000					\$10,000	
<b>Funding Source(s) \$:</b>								
General Fund								
Direct Fees								
Special Assessment								
Tax Increment Capture								
Bond								
Revolving Fund								
<b>Other Internal (explain):</b>								
Water & Sewer Fund		\$10,000					\$10,000	
<b>External (explain):</b>								
<b>Total Capital Costs:</b>		\$10,000					\$10,000	
<b>Additional Operations/Maintenance</b>								
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>		
<b>Yearly Revenue:</b>								
<b>Yearly Expense:</b>								
<b>Net Cash Flow:</b>								
<b>Comments</b>								
<p>The Water &amp; Sewer Division has been compiling a list of approximately a dozen residential driveways that have been damaged due to the sanitary manhole covers located on the respective driveways. If approved, we will be working towards correction of the damaged driveways. We have also implemented a practice to discourage driveways in future developments from being located on sanitary manholes to prevent future issues.</p>								

## Charter Township of Van Buren Capital Budget Request

<b>Project Title:</b>	<b>2017 Greenbriar Sewer Rehabilitation Project</b>						<b>Control:</b>	
<b>Project Description:</b>								
<p>This CIP is for the repair and rehabilitation of the sanitary mains serving the Greenbriar residential subdivision. This project is estimated to cost approximately \$275,000.00 to complete in the 2017 fiscal year. This project is critical to the longevity and continued service delivery to this residential subdivision.</p>								
<b>Responsible Department:</b>	Public Services: Water & Sewer							
<b>Submitted by:</b>	James T. Taylor					<b>Date:</b>	10/17/2016	
<b>Equipment Required:</b>								
<b>Related Project(s)</b>								
<b>Related Plan(s):</b>								
<b>Project Status:</b>				<b>Previous Funds Committed:</b>				
<b>Capital Requested:</b>								
<b>Fiscal Year:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>	
Internal Funds								
External Funds								
<b>Total Amount Requested:</b>		\$275,000					\$275,000	
<b>Funding Source(s) \$:</b>								
General Fund								
Direct Fees								
Special Assessment								
Tax Increment Capture								
Bond								
Revolving Fund								
<b>Other Internal (explain):</b>								
Water & Sewer Fund		\$275,000					\$275,000	
<b>External (explain):</b>								
<b>Total Capital Costs:</b>		\$275,000					\$275,000	
<b>Additional Operations/Maintenance</b>								
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>		
<b>Yearly Revenue:</b>								
<b>Yearly Expense:</b>								
<b>Net Cash Flow:</b>								
<b>Comments</b>								

## Charter Township of Van Buren Capital Budget Request

<b>Project Title:</b>	<b>2017 Meter Reading Units Upgrade Project</b>					<b>Control:</b>		
<b>Project Description:</b>								
This CIP is for continued replacement of remote reading units and collectors which are in need of a model upgrade system wide.								
<b>Responsible Department:</b>	Public Services: Water & Sewer							
<b>Submitted by:</b>	James T. Taylor					<b>Date:</b>	10/17/2016	
<b>Equipment Required:</b>								
<b>Related Project(s)</b>								
<b>Related Plan(s):</b>								
<b>Project Status:</b>						<b>Previous Funds Committed:</b>		
<b>Capital Requested:</b>								
<b>Fiscal Year:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>	
Internal Funds		\$100,000					\$100,000	
External Funds								
<b>Total Amount Requested:</b>		\$100,000					\$100,000	
<b>Funding Source(s) \$:</b>								
General Fund								
Direct Fees								
Special Assessment								
Tax Increment Capture								
Bond								
Revolving Fund								
<u>Other Internal (explain):</u>								
Water & Sewer Fund		\$100,000					\$100,000	
<u>External (explain):</u>								
<b>Total Capital Costs:</b>		\$100,000					\$100,000	
<b>Additional Operations/Maintenance</b>								
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>		
<b>Yearly Revenue:</b>								
<b>Yearly Expense:</b>								
<b>Net Cash Flow:</b>								
<b>Comments</b>								
The remote reading units and collectors are in need of a scheduled replacement for upgrade system wide. We are establishing an annual replacement schedule for the upgraded models and collectors to keep the system current.								

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

**WORK STUDY MEETING DATE: 12/05/16**

**BOARD MTG DATE : 12/06/16**

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

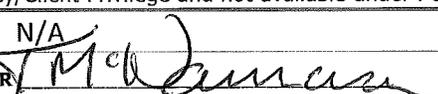
New Business X \_\_\_\_\_

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

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

<b>ITEM (SUBJECT)</b>	To consider proposed LDFA bylaw revisions.
<b>DEPARTMENT</b>	Planning & Economic Development
<b>PRESENTER</b>	Ron Akers – Director of Planning & Economic Development
<b>PHONE NUMBER</b>	734-699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	N/A

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider the proposed revisions to the bylaws of the Local Development Finance Authority.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
<p>The Township’s Local Development Finance Authority (LDFA) has been working on amendments to their bylaws for the past several months. These changes were primarily due to members of the LDFA expressing interest in teleconferencing. The following is a summary of the major changes to the bylaws:</p> <ul style="list-style-type: none"> <li>• Article 2, Section 2: Added language regarding membership to be consistent with the LDFA Public Act.</li> <li>• Article 2, Section 4: Added language as to when officers formally take office after elected.</li> <li>• Article 3, Section 6: Removed provisions from Public Comment rules which discussed submission of information before the meeting.</li> <li>• Article 3, Section 7: Added section regarding Teleconferencing to establish rules in order to individuals to attend the meeting via teleconference. These rules were reviewed and deemed acceptable by the Township Attorney.</li> <li>• Throughout Document: General housekeeping and minor adjustments. Mainly changed language to refer to the LDFA board as the “board of directors” as opposed to “Authority.” “Board of directors” is the bodies name in the LDFA Act.</li> </ul> <p>I have attached a clean version and a marked-up version of the bylaws for your review. If you have any additional questions or would like to discuss this matter further, please feel free to contact me.</p>	
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	If approved, staff will record the amended bylaws with the Township Clerks Office.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Approval at their 11-9-16 Regular Meeting
<b>ATTORNEY RECOMMENDATION</b>	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	N/A
<b>APPROVAL OF SUPERVISOR</b>	

LOCAL DEVELOPMENT FINANCING AUTHORITY  
OF THE  
CHARTER TOWNSHIP OF VAN BUREN

BY LAWS

ARTICLE I

Purpose and powers. The purpose or purposes for which the Authority is organized are as follows: To encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.

ARTICLE II

Section 1. The business and property of the Authority shall be managed and directed by the board of directors, whom will each take and subscribe to the constitutional oath. The members shall serve four (4) year terms of office from the date of their respective appointment, except as provided for in the ordinance creating the Authority, and shall be non-compensated but reimbursed for actual sanctioned expenses.

Section 2. The board shall include seven (7) members appointed by the Township Supervisor, subject to the approval of the Township Board.

Section 23. The board shall include one (1) member appointed by the county board of commissioners of the county in which the Authority is located. The board shall include one (1) member representing a community or junior college in whose district the Authority is located appointed by the chief executive officer of that community or junior college. The board shall also include two (2) members appointed by the chief executive officer of each local government unit, other than the Township which levied twenty percent (20%) or more of the ad valorem property taxes levied against all property located in the Authority district.

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Section 43. The Authority board of directors shall annually at its first regular meeting of the calendar year designate one of its members as chairperson, one of its members as vice chairperson, and one of its members as corresponding secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his/her successor is designated. No term of office created under this section shall extend beyond the term of the member designated. All officers shall take their respective office at the next regular or special meeting.

ARTICLE III

Section 1. All regular meetings shall be held in the Township of Van Buren, County of Wayne, Michigan.

Section 2. ~~One~~ A regular meeting of the Authority board of directors meeting will be held at 2:00 PM on the second Tuesday of every other month.

Section 3. Special meetings shall be held whenever called by the direction of the chairperson, director, Supervisor of the Township of Van Buren, or any six (6) members of the board of directors Authority on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the Authority board of directors shall constitute a quorum, and the affirmative or negative vote of six (6) members shall be necessary for the transaction of any and all business or passage or denial of any resolution. Three unexcused absences, by any member, will result in automatic resignation from the LDFA.

Section 5. At meetings of the Authority board of directors, business shall be conducted in accordance with Roberts Rules of Order.

Section 6. Public Comment. Public Comment contains the following imposed regulations:

- The speaker is limited to five (5) minutes;
- ~~The speaker is encouraged to give his/her name and subject to the Developmental Services Planning and Economic Development Department forty-eight (48) hours prior to the public Authority meeting;~~
- ~~Individuals who have not submitted a request prior to the meeting will submit in writing their name and desire to address the Authority during the meeting;~~
- There shall be no debate; and
- The speaker is encouraged to provide written copies of his/her comments.

Section 7. Teleconferencing. Any member of the board of directors may attend and participate at a regular or special meeting via teleconferencing. Teleconferencing shall be subject to the following regulations:

- A quorum of the board of directors shall be physically present at the meeting.
- A speaker phone or similar device which allows the public the opportunity to listen and to participate in the meeting shall be provided at the location of the meeting where the members are physically present.
- The telecommuter shall ensure the location they select to telecommute from is quiet and any background noise is limited.
- Meeting minutes shall indicate those physically present and those present through teleconference.
- Requests to participate in a meeting via teleconferenc shall be made to the Chairperson/designee at least two (2) business days prior to the meeting. The Chairperson/designee shall have discretion to allow or not allow that member to attend via teleconference. The decision of the Chairperson/designee shall be final.
- The member of the board of directors telecommuting and compliant with these regulations shall not be authorized to vote on any items presented to the board of directors. When any members are teleconferencing all votes of the board of directors shall be made via roll call vote to ensure the accuracy of the vote.

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#### ARTICLE IV

Section 1. The chairperson shall preside at meetings of the Authority board of directors and shall do and perform such other duties as may from time to time be assigned to him/her by the Authority board of directors. The vice chairperson shall perform the duties of the chairperson in the chairperson's absence and such other duties as shall from time to time be assigned to him by the Authority board of directors.

Section 2. Director. The LDFA Authority board of directors may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the Authority board of directors is not eligible to hold the position of director. Before entering upon the duties of his/her office, the director shall take and subscribe to the constitutional oath, and furnish a bond through the Township's existing insurance program by posting a bond in the penal sum determined in the ordinance establishing the Authority Authority, payable to the Authority board of directors, approved by the Township Board, and filed with the Van Buren Township Treasurer. The premium of the bond shall be deemed an operating expense of the Authority Authority, payable from funds available to the board of directors Authority for expenses of operation. The director shall be the executive director of the Authority Authority. Subject to the approval of the LDFA, the director shall supervise, and be responsible for the preparation of plans and performance of the functions of the Authority Authority in the manner authorized by Act 281. The director shall attend meetings of the board of directors Authority, and shall render to the board of directors Authority and to the Township Board of Trustees a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the board of directors Authority may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting director shall take and subscribe to the oath, and furnish a bond, as required of the director. The acting director shall furnish the board of directors Authority with information or reports governing the operation of the Authority as the board of directors Authority requires.

Section 3. All purchasing shall be in compliance with its adopted policy.

Section 4. The LDFA may authorize the director or an agent or agents of the board of directors Authority to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Act 281. The authorization may be general or confined to specific instances.

Section 5. The LDFA may employ such manual, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purpose of the Authority when funds are available.

Section 6. The fiscal year shall begin with the first day of January and end on the 31<sup>st</sup> day of December in each year.

Section 7. The LDFA shall have an annual audit of its business and the result thereof shall be submitted to the governing body of the Township. The audit may be completed as part of the regular audit of the Township. This shall be deemed an operating expense of the LDFA.

ARTICLE V

Section 1. The ~~board of directors~~ Authority shall have power to make, alter or amend the bylaws in whole or in part.

Section 2. These bylaws shall become effective upon approval of the Board of Trustees of the Charter Township of Van Buren. Until such approval, the bylaws shall be temporary bylaws for the Authority.

Bylaws Adopted  
Feb 11, 2014  
~~Revising Bylaws  
adopted Feb. 14, 2012~~

LOCAL DEVELOPMENT FINANCING AUTHORITY  
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**CHARTER TOWNSHIP OF VAN BUREN  
LOCAL DEVELOPMENT FINANCE AUTHORITY  
DRAFT MEETING MINUTES**

**November 9, 2016  
Denton Room**

**CALL TO ORDER:** Chairman Dotson called the meeting to order at 2:07pm.

**ROLL CALL:**

Present: Dotson, Armstrong, Covington, Combs, Peters, Delaney, Williams, Barker

Staff: Director Akers, Deputy Director Best, Secretary Grishaber

Absent Excused: Karamoko, Dobriansky

Audience Members: 5

**APPROVAL OF AGENDA:** Motion Combs, Delaney seconded to approve the November 9, 2016 Agenda. Motion Carried.

**APPROVAL OF MINUTES:** Motion Peters, Delaney seconded to approve the September 13, 2016 minutes. Motion Carried.

**CORRESPONDENCE:**

Director Akers presented the board with the minutes from the September 13, 2016 Board of Zoning Appeals meeting where the variance for the sign at Grace Lake Corporate Center was considered and approved.

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:**

- 1. Proposed Revisions to the By-Laws of the LDFA:** Director Akers summarized the proposed changes and made the recommendation that the board make a formal motion so the changes could be presented to the Township Board for final approval.

Motion Delaney, Peters seconded to recommend that the Township Board approve the modification to the LDFA Board of Director's bylaws as amended at the September 13, 2016 meeting. Motion Carried

- 2. Marketing/Community Outreach Update:** Director Akers provided an update regarding the RFP for the sale of the LDFA owned property on Ecorse Road. Akers indicated the Township has not received any bids as of yet and if no bids are received prior to the deadline then staff would explore the option of hiring a real estate broker.

The board discussed the possibility for additional marketing subcommittee meetings in 2017 and there was a discussion regarding the owners of the Grace Lake Corporate Center notifying the LDFA regarding any potential sales of the property.

Motion Peters, Williams seconded to direct that the LDFA send a letter to Sovereign Partners asking that they provide immediate notification to the LDFA regarding any decision to sell, list, or transfer the Grace Lake Corporate Center property. Motion Carried.

**NEW BUSINESS:**

- 1. 2017 Meeting Schedule:** Director Akers presented the 2017 meeting schedule for the LDFA.

Motion Covington, Peters seconded to approve the 2017 meeting schedule for the LDFA. Motion Carried.

**NON AGENDA ITEMS:** Supervisor Combs indicated that this would be her last meeting and stated that she enjoyed working with everyone. Several members thanked her for her service to the community.

**ADJOURNMENT:** Motion Barker, Delaney seconded to adjourn at 2:50 pm. Motion Carried.

**Respectfully Submitted,**

**Tina Grishaber  
Recording Secretary**