

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
APRIL 17, 2017 WORK STUDY MEETING 4:00 P.M.  
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. Discussion on resolution 2017-08 amending Industrial Facilities Exemption Certificate 2017- 012 for Mayser Polymer USA, Inc.
- 2. Discussion on the Committee’s recommended selection of Fishbeck, Thompson, Carr & Huber, Inc. as the Township’s general Engineering Services firm.
- 3. Discussion on the Committee’s recommended selection of McKenna & Associates as the Township’s General Planning Services firm.
- 4. Discussion on the requests for participation in the Wayne County Local Township Roads Initiative Program

**PUBLIC COMMENT:**

**CLOSED SESSION:**

**ADJOURMENT:**

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

**WORK STUDY MEETING**

**DATE: APRIL 17, 2017**

**PUBLIC HEARING**

**DATE: APRIL 18, 2017**

**BOARD MEETING**

**DATE: APRIL 18, 2017**

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

<b>ITEM (SUBJECT)</b>	<b><u>PUBLIC HEARING:</u></b> 1. Consider request for an amendment to Industrial Facilities Exemption Certificate #2017-012 for Mayser Polymer USA, Inc.
	<b><u>AGENDA ITEM:</u></b> 1. Consider adoption of Resolution 2017-08, amending Industrial Facilities Exemption Certificate #2017-012 for Mayser Polymer USA, Inc.
<b>DEPARTMENT</b>	Assessing
<b>PRESENTER</b>	Linda M. Stevenson, Assessment Coordinator
<b>PHONE NUMBER</b>	734-699-8946
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Julius Rummel

<b>ACTION REQUESTED</b>	1. Consider adoption of Resolution 2017-08, amending Industrial Facilities Exemption Certificate #2017-012 for Mayser Polymer USA, Inc.
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<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	<ol style="list-style-type: none"> <li>The Van Buren Board of Trustees originally approved an application on February 2, 2016 from Mayser Polymer, USA, Inc. requesting an Industrial Facilities Exemption Certificate in Real Property investments in the amount \$4,394,000 for a period of 8 years beginning after completion of construction. The Michigan State Tax Commission issued Certificate # 2017-012 to Mayser Polymer, USA, Inc. at its February 15, 2017 meeting.</li> <li>Mayser Polymer, USA, Inc. is a German Manufacturer over 200 years old of mostly technical products. As a light manufacturing facility they provide an assembly of safety sensors for the automotive industry. The new facility will be approximately 50,000 square feet, consisting of offices, light manufacturing/assembly and warehouse.</li> <li>Mayser Polymer USA, Inc. has now filed an amended application to this Certificate with respect to an increase in its material and labor costs to an amount of \$5,440,300 at this new facility located at 6200 Schooner Dr. in the Van Buren Township Industrial Park.</li> <li>In accordance with the State of Michigan guidelines all other taxing authorities have been notified via certified mail. Public hearing notices have been published in the legal newspaper of record.</li> <li>Mayser Polymer, USA, Inc. has substantially met all requirements under Public Act 198 of 1974 for the amendment to its Industrial Facilities Exemption Certificate.</li> </ol>
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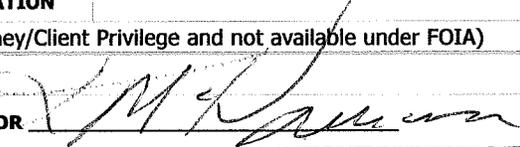
<b>BUDGET IMPLICATION</b>	(see analysis)
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<b>IMPLEMENTATION NEXT STEP</b>	Appropriate documents forwarded to State Tax Commission
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<b>DEPARTMENT RECOMMENDATION</b>	
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<b>ATTORNEY RECOMMENDATION</b>	(May be subject to Attorney/Client Privilege and not available under FOIA)
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<b>ADDITIONAL REMARKS</b>	
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<b>APPROVAL OF SUPERVISOR</b>	
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**CHARTER TOWNSHIP OF VANBUREN  
RESOLUTION 2017-08**

Resolved by \_\_\_\_\_, seconded by \_\_\_\_\_, that

**Whereas**, Mayser Polymer, USA, Inc. is a German Manufacturer who's line of business includes the manufacturing of motor vehicle parts and accessories; and

**Whereas**, Van Buren Township approved an application on February 2, 2016 from Mayser Polymer, USA, Inc. requesting an Industrial Facilities Exemption Certificate (2017-012) in Real Property investments in the amount of \$ 4,394,000 for a period of 8 years beginning after completion of construction; and

**Whereas**, Mayser Polymer, USA, Inc. has filed an amended application on its Industrial Facilities Exemption Certificate (2017-012) with respect to an increase in its material and labor costs to an amount of \$ 5,440,300 at its new facility located at 6200 Schooner Drive in the Van Buren Township Industrial Park; and

**Whereas**, before acting on said application, Van Buren Township held a public hearing at 7:00 p.m. on April 18, 2017, at the Van Buren Charter Township Hall, 46425 Tyler Rd., Belleville, MI at which the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

**Whereas**, Mayser Polymer, USA, Inc. has substantially met all the requirements under Public Act 198 of 1974 for the amendment of Industrial Facilities Exemption Certificate (2017-012); and

**Whereas**, the aggregate SEV of real and personal property exempt from ad valorem taxes within Van Buren Township, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and

**Now, Therefore, be it resolved by**, the Board of Trustees of the Charter Township of Van Buren hereby approves the request for an amendment to Industrial Facilities Exemption Certificate # 2017-012 with the expiration date remaining December 30, 2026 for Mayser Polymer, USA, Inc.

Yeas:  
Nays:  
Absent:

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I hereby certify that the foregoing is a true and correct resolution adopted by the Board of Trustees of the Charter Township of Van Buren at its regular meeting of April 18, 2017.

Leon Wright, Clerk  
Charter Township of Van Buren

CHARTER TOWNSHIP OF VAN BUREN  
NOTICE OF PUBLIC HEARING  
VAN BUREN TOWNSHIP HALL  
46425 TYLER ROAD  
BELLEVILLE, MI 48111

The Charter Township of Van Buren Board of Trustees will hold a Public Hearing in conjunction with the Regular Board meeting on Tuesday, April 18, 2017 at 7:00 p.m. in the Board Room at Township Hall, 46425 Tyler Road, Van Buren Township, MI 48111 to consider the request for an Amendment to Industrial Facilities Tax Exemption Certificate 2017-012 pursuant to Act 198, Michigan Public Acts of 1974, as amended for Mayser Polymer USA, Inc. Following is the described parcel:

**Parcel # 83-017-99-0014-712**

SITUATED IN THE TOWNSHIP OF VAN BUREN, COUNTY OF WAYNE AND STATE OF MICHIGAN, AND DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH 1/4 CORNER OF SECTION 32, TOWN 2 SOUTH, RANGE 8 EAST, CANTON TOWNSHIP, WAYNE COUNTY, MICHIGAN; THENCE S87°37'34"W (S88°23'26"W RECORD) 61.08 FEET ALONG THE SOUTH LINE OF SAID SECTION 32, ALSO BEING THE NORTH LINE OF SECTION 5, TOWN 3 SOUTH, RANGE 8 EAST, VAN BUREN TOWNSHIP, WAYNE COUNTY, MICHIGAN; THENCE THE ALONG THE WESTERLY LINE OF SCHOONER DRIVE (60 FOOT WIDE RIGHT-OF-WAY) THE FOLLOWING TWO COURSES: (1) SOUTHERLY 27.29 FEET ALONG THE ARC OF A 370.00 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 04°13'31" AND HAVING A CHORD BEARING S07°20'55"E (S06°37'03"E RECORD) 27.28 FEET AND (2) S05°14'10"E (S04°28'18"E RECORD) 750.68 FEET TO THE PLACE OF BEGINNING; THENCE CONTINUING ALONG THE BOUNDARY LINE OF SAID SCHOONER DRIVE THE FOLLOWING FIVE COURSES: (1) S05°14'10"E (S04°28'18"E RECORD) 290.35 FEET, (2) SOUTHWESTERLY 595.15 FEET ALONG THE ARC OF A 370.00 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 92°09'38" AND HAVING A CHORD BEARING S40°50'39"W (S41°36'31"W RECORD) 533.03 FEET, (3) S86°55'28"W (S87°41'20"W RECORD) 588.23 FEET, (4) NORTHWESTERLY 69.31 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 88°15'14" AND HAVING A CHORD BEARING N48°56'55"W (N48°11'03"W RECORD) 62.66 FEET AND (5) N04°49'18"W (N04°03'26"W RECORD) 600.00 FEET; THENCE N85°10'54"E 1010.75 FEET (N85°56'45"E 1010.65 FEET RECORD) TO THE PLACE OF BEGINNING. BEING A PART OF THE NORTH 1/2 OF SECTION 5, TOWN 3 SOUTH, RANGE 8 EAST, VAN BUREN TOWNSHIP, WAYNE COUNTY, MICHIGAN. CONTAINING 14.58 ACRES OF LAND, MORE OR LESS. SUBJECT TO AND TOGETHER WITH ALL EASEMENTS AND RESTRICTIONS AFFECTING TITLE TO THE ABOVE DESCRIBED PREMISES.

Written comments may be forwarded to the Township Clerk, 46425 Tyler Road, Van Buren Township, MI 48111.

Leon Wright, Clerk  
Charter Township of Van Buren

Publish: April 6, 2017  
April 13, 2017

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

Work Study Date: 04/17/17  
 Board Meeting: 04/18/17

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

<b>ITEM (SUBJECT)</b>	Affirm the Qualification Based Selection Committee's selection of a General Engineering Services Firm.
<b>DEPARTMENT</b>	Planning
<b>PRESENTER(S)</b>	James Taylor, Director of Public Services
<b>PHONE NUMBER</b>	(734) 699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Matthew R. Best, Deputy Director of Planning and Economic Development Ron Akers, Director of Planning and Economic Development

### Agenda topic

<b>ACTION REQUESTED</b>	Board to approve Committee's recommended selection of Fishbeck, Thompson, Carr & Huber, Inc. as the Township's general engineering services firm.
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	The QBS process has been followed in previous selections of firms to provide general engineering services for the Township. The Township used the QBS process for this selection. See attachments.
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Township Supervisor negotiates a service contract with selected firm.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Qualification Based Selection Committee
<b>ATTORNEY RECOMMENDATION</b>	(May be subject to Attorney/Client Privilege and not available under FOIA)
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	<i>Daniel Selman</i>



# Memo

**TO:** Van Buren Township Board of Trustees

**FROM:** Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development

**RE:** Qualification Based Selection for General Engineering Services

**DATE:** April 10, 2017

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As part of the Qualifications Based Selection process the Selection Committee has completed its qualifications evaluation of the firms that submitted Statements of Qualifications and developed a short list of four (4) firms to interview. The Committee interviewed the four (4) firms on its short list and ranked the firms according to the established ranking criteria. Based on their excellent statement of qualifications, strong interview and references, the Committee is recommending for consideration by the Board the top-ranked firm: Fishbeck, Thompson, Carr & Huber, Inc. (FTCH.)

Attached is a copy of FTCH's Statement of Qualifications and the QBS process information for Van Buren General Engineering Services Selection that will be used by the Board approve the selection of FTCH by the QBS Committee

The QBS Committee highly recommends the approval of FTCH as the Township's general engineering services firm for the following five reasons...

1. FTCH's multidisciplinary approach for solving problems.
2. FTCH's professional highly skilled team. Highly specialized team members (Transportation, Stormwater) bring benefits to current and future development.
3. FTCH's experience with facing challenges similar to what Van Buren is experiencing or will experience in the future. They have a large footprint providing services to townships in Michigan

4. FTCH is a premiere firm with top notch services for premiere communities. Van Buren Township is at the verge of a period of growth that will define the community for years to come. FTCH is prepared and uniquely positioned to provide the best advice and counsel to the Board, Commissions and Staff to make Van Buren Township the best it can be.

When the final selection is approved, the Supervisor and/or her designees will negotiate a contract with the selected firm for general engineering services. If negotiations cannot be successfully concluded with the selected firm, they will be discontinued, and negotiations will be conducted with the second-ranked firm. The proposed contract for general engineering services will then be submitted to the Board for consideration and approval.

**Consider: To approve the final selection of a firm to provide General Engineering Services and to authorize contract negotiations with the selected firm.**

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**Work Study Date:** 02/06/17  
**Board Meeting:** 02/07/17

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

<b>ITEM (SUBJECT)</b>	Authorize the formation of a Qualifications Based Selection Committee for the selection of a new General Engineering Services Firm.
<b>DEPARTMENT</b>	Planning
<b>PRESENTER</b>	Matthew R. Best, Deputy Director of Planning and Economic Development
<b>PHONE NUMBER</b>	(734) 699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	James Taylor, Director of Public Services Ron Akers, Director of Planning and Economic Development

### Agenda topic

<b>ACTION REQUESTED</b>	To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Deputy Director of Planning And Economic Development Best, Downtown Development Director Ireland and Public Services Director Taylor to a Qualifications Based Selection Committee to recommend a consulting engineering firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers, Belleville Independent and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	The QBS process has been followed in previous selections of firms to provide general engineering services for the Township
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Formation of the committee and begin the QBS process.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
<b>ATTORNEY RECOMMENDATION</b>	The document was reviewed by the Township Attorney. (May be subject to Attorney/Client Privilege and not available under FOIA)
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	_____



# Memo

**TO: Board of Trustees**

**FROM: Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development**

**RE: Qualification Based Selection for General Engineering Services**

**DATE: January 18, 2017**

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The firm that currently provides general engineering services to the Township has done so since 2001. Best management practices suggest seeking to refresh service providers at least once every 3 years. It is recommended that the Township refresh its general engineering service provider. Developmental Services recommends that the Township employ a qualifications based selection (QBS) process to obtain the services of the best qualified firm to meet the Township's growing needs for general engineering services.

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

Although the Qualification Based Selection Process appears to be designed for selecting professional services for a specific project, this process is one that lends itself to the selection of general professional services as well.

It is recommended that the process be modified slightly to have a Selection Committee comprised of the Township Supervisor, Clerk, Treasurer, Water & Sewer Director, Downtown Development Authority Director and the Deputy Director of Planning and Economic Development to select a firm to recommend for Board Approval.

Attached is the proposed schedule of activities to be conducted for the selection process and the proposed request for Statement of Qualifications to be published in the Detroit Newspapers, Belleville Independent and the Ann Arbor News. In addition, the Selection Committee will be developing a list of engineering firms to which invitations to submit a Statement of Qualification will be mailed.

Attached is a copy of a fairly comprehensive publication regarding QBS. Please note that because this selection is not for services related to a specific project, the section about negotiating the scope and cost of the project will not be applicable. Because this is for general engineering services, we will be including a requirement that the recommended firm provide a fee schedule in addition to any other materials they may provide at their interviews and that fees may be a recommended criterion to be weighted in the final selection rating. Also, the scope of services to be provided will be included in the negotiated contract, rather than being a separate task.

Consider:

To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Deputy Director of Planning And Economic Development Best, Downtown Development Authority Director Ireland and Public Services Director Taylor to a Qualifications Based Selection Committee to recommend a consulting engineering firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers, Belleville Independent and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.

## SCHEDULE OF ACTIVITIES

The following schedule for the selection of a firm to provide general Township engineering services has been established by the Charter Township of Van Buren, Michigan:

<b>Dates</b>	<b>Step 1: Establish Evaluation Criteria</b>
02/01/17	A preliminary scope of services in general terms is developed.
02/06/17	Township Board considers approval of Qualifications Based Selection process and appointment of the Selection Committee members.
02/09/17	Committee identifies firms to receive Request for Statement of Qualifications.
02/09/17	Mail Request for Statement of Qualifications (RFQ) and publish ads in Detroit Newspapers (combined Detroit Free Press/Detroit News) and The Ann Arbor News.
02/21/17	Board to consider Committee's recommended Statement of Qualifications Evaluation form, Reference Check form, and Interview Questions and Score Sheet for use in determining the three firms to be interviewed for final selection by the Board. Also to be submitted for Board consideration will be the recommended interview questions and weighting to be used by the Board in its scoring for determining the highest rated firm.
03/03/17	Statement of Qualifications due by 3:00 p.m. None will be accepted after this date.
03/13/17	Develop a short list of up to five firms to be interviewed by the Committee. Selection will be based on qualifications, references and experience compatible with Township needs.
03/17/17	Complete reference checks of firms to be interviewed by the Committee.
03/20/17	Call and email/mail memo to the shortlisted firms advising them of the date for interview by the Committee.
03/22/16	Memo emailed/mailed to all firms not shortlisted, informing them of the firms selected for an interview and expressing appreciation for their interest.
04/05/17	Committee to conduct interviews with shortlisted firms, ranking of firms and selection of the recommended firm.
04/10/17	Mail memo to firms not selected, informing them of the results of the interviews and expressing appreciation for their involvement.
04/18/17	Township Board Meeting to select Engineering Firm
<b>Step 2: Negotiate Contract Terms</b>	
<b>Step 3: Township Board considers approval of contract. Execute Contract</b>	

## REQUEST FOR STATEMENT OF QUALIFICATIONS

From the Charter Township of Van Buren Township, Michigan

Project: General Township Engineering Services

To: \_\_\_\_\_

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide general engineering services to the Charter Township of Van Buren. The firms to be considered must have an office located within sixty (60) miles of the Township offices and must be willing to negotiate the terms of a contract, particularly regarding the scope of responsibility and accountability.

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project. Include reference contact information
4. Description of other projects designed or performed by this firm and key personnel pertinent to this project.
5. Examples of knowledge, expertise and/or experience with other related work.

The firm selected will be involved in the following activities on behalf of the Township: Site plan review, design review, construction inspection, master planning for utilities, design and construction of utilities, watershed and storm water management, and general engineering services.

The firm will also be required to participate in site plan review meetings, pre-construction meetings, various regional technical committee meetings, public hearings, and public information meetings.

Five (5) copies of your Statement of Qualifications should be forwarded to the following address and must be received no later than 3:00 p.m. on March 3, 2017.

To: Leon Wright, Township Clerk  
Charter Township of Van Buren  
46425 Tyler Road  
Van Buren, MI 48111



# Memo

**TO:** File

**FROM:** Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development

**RE:** List of Firms invited to participate in Qualification Based Selection for  
General Engineering Services

**DATE:** February 8, 2017

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Hennessey Engineering, Inc.

Fleis and Vanderbrink

Spaulding DeDecker

Fishbeck, Thompson, Carr and Huber, Inc.

OHM Advisors

Mannik and Smith

Stantec

Smith Group JJR

Tetra Tech

Giffels Webster

Hubbell, Roth & Clark, Inc.

Wade Trim

Spicer Group

Applied Science, Inc.

CE Raines

Black and Veatch

OHM  
34000 Plymouth Road  
Livonia, MI 48150

Spalding DeDecker  
39293 Plymouth Road, Suite 102  
Livonia, Michigan 48150

Hennessey Engineers Inc.  
13500 Reeck Rd  
Southgate, MI 48195

FTC&H  
39500 Mackenzie Drive, Suite 100  
Novi, Michigan 48377

Stantec  
3754 Ranchero Drive  
Ann Arbor, Michigan

Fleis & Vandenbrink  
27725 Stansbury Blvd., Suite 150  
Farmington Hills, MI 48334

Tetra Tech  
65 Cadillac Sq., Ste. 3610  
Detroit, MI 48226

Giffels Webster  
28 West Adams, Suite 1200  
Detroit, MI 48226

Smithgroup JJR  
201 Depot St, Second Floor  
Ann Arbor, MI 48104

Spicer Group  
333 West Fort Street, Unit 1405  
Detroit, MI 48226

Charles E. Raines Company  
17700 Fort Street  
Riverview, MI 48193

HRC  
535 Griswold Street  
Buhl Building, Suite 1650  
Detroit, MI 48226-3698

Mannik Smith Group  
2365 Haggerty Road South  
Canton, Michigan 48188

Wade Trim  
25251 Northline Rd  
Taylor, MI 48180

Black & Veatch  
3550 Green Court  
Ann Arbor, MI 48105

Fishbeck, Thompson, Carr & Huber  
39500 MacKenzie Dr #100  
Novi, MI 48377

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

Work Study Date: 02/21/17

Board Meeting: 02/21/17

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

New Business X

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

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

ITEM (SUBJECT)	Authorize the evaluation process for the Qualifications Based Selection Committee in the selection of a new General Engineering Services Firm.
DEPARTMENT	Planning
PRESENTER	Matthew R. Best, Deputy Director of Planning and Economic Development
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	James Taylor, Director of Public Services Ron Akers, Director of Planning and Economic Development

### Agenda topic

<b>ACTION REQUESTED</b>	
Board to approve Committee's recommended Statement of Qualifications Evaluation form, Reference Check form, and Interview Questions Evaluation Score Sheet for use in determining the firm to be interviewed for final selection by the Board	
<b>BACKGROUND -- (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
The QBS process has been followed in previous selections of firms to provide general engineering services for the Township	
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Committee receives Qualifications from engineering firms.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
<b>ATTORNEY RECOMMENDATION</b>	The document was reviewed by the Township Attorney. (May be subject to Attorney/Client Privilege and not available under FOIA)
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	_____

SAMPLE

STATEMENT OF QUALIFICATIONS EVALUATION

This form is designed to provide your Selection Committee with the best criteria for rating the firms that have submitted a Statement of Qualifications for your project. You may elect to add, delete or modify some of the points in order to better meet your specific needs.

The Rating Column (1-5 points) should indicate your personal evaluation (in your judgment) of the individual firm's qualifications. The top rated firms are the ones from which you will make your selection for interviewing.

PROJECT \_\_\_\_\_

FIRM \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

	Rating (1 to 5)
Quality of firm's Statement of Qualifications (SOQ) in relationship to information requested	_____
Firm's apparent knowledge of your project and your specific needs	_____
Firm's individual team member's qualifications	_____
Firm's experience in projects that are similar to your projects	_____
Analysis of the firm's overall approach to your project	_____
GRAND TOTAL	

**SAMPLE  
REFERENCE CHECK**

This form is designed for the Selection Committee to check references of "shortlisted" firms.

**Project** \_\_\_\_\_  
(for which the selection is being made)

**Firm** \_\_\_\_\_  
(for which the reference check is being conducted)

**Reference Information:**

Owner		Project Referenced	
Address		Person Contacted	
		Phone	
		Email	

**SAMPLE QUESTIONS:**

What was the scope of this firm's services? (soils investigations, design work, construction phase services, studies, other (specify) \_\_\_\_\_  
\_\_\_\_\_

Who was this firm's Project Manager or primary contact? \_\_\_\_\_

When was the project completed? \_\_\_\_\_

COMMENTS	CIRCLE ONE	
Was the project completed on time?	YES	NO
Was the project completed within budget?	YES	NO
Did this firm and you (the owner) work well as a team?	YES	NO
Did this firm cover all of the project's requirements?	YES	NO

How would you rate this firm's qualifications and fee structure? \_\_\_\_\_

What is your overall evaluation of this firm based on your experience? \_\_\_\_\_

Would you use this firm on a future project? \_\_\_\_\_

Other questions/comments? \_\_\_\_\_  
\_\_\_\_\_

INTERVIEW QUESTIONS AND SCORE SHEETS

Project: \_\_\_\_\_

Firm: \_\_\_\_\_

Firms invited to interview for the captioned project should be prepared to speak about the issues listed on this page. (Expand questions as appropriate. These interview questions and score sheets should be attached to the memo sent to "shortlisted" firms).

INSTRUCTIONS FOR THE SELECTION COMMITTEE

Using the following Rating System will allow you to quantify your interview results.

At the completion of the interview, record the rating for each category. Add all ratings to establish a grand total. The chairperson will combine all of the totals for those participating in the interview session on the Interview Evaluation Form.

Rating  
(1 to 5)

**Understanding of Project Requirements:**

(Owner may evaluate firm's analysis, preparation and level of interest).

\_\_\_\_\_

**Approach/Methodology:**

(Owner may evaluate firm or individual's creativity and problem solving abilities).

\_\_\_\_\_

**Key Personnel and Roles:**

(Owner may evaluate qualifications and professional skills of key individuals).

\_\_\_\_\_

**Firm's Pertinent Experience:**

(Owner may evaluate related projects presented as previous work of the firm).

\_\_\_\_\_

**Sub-Consultant vs. In-house Resources:**

(Owner may evaluate firm's in-house capabilities versus use of sub-consultants).

\_\_\_\_\_

**Project Management:**

(Owner may evaluate firm's abilities related to technical functions such as project cost controls, scheduling, construction observation, etc.).

\_\_\_\_\_

**Communication Skills:**

(Owner may evaluate firm's abilities to form successful working relationships and communicate with the owner).

\_\_\_\_\_

**References:**

(Owner may evaluate results of reference checks).

\_\_\_\_\_

\_\_\_\_\_

**Other:**

\_\_\_\_\_

GRAND TOTAL:

Committee Member: \_\_\_\_\_

Table 1-1: Statement of Qualifications for General Engineering Services

Name	Wade Trim	Fishbeck, Thompson, Carr and Huber	Hennessey Engineers Inc.	C. E. Raines Company	Hubble, Roth and Clark
Address	25251 Northline, Taylor, MI 48180	39500 MacKenzie Drive, Novi, MI 48377	13500 Reeck Road, Southgate, MI 48195	17700 Fort Street, Riverview, MI 48193	555 Hulet Drive, Bloomfield Hills, MI 48302
Years providing Engineering Services	91	61	46	49	100+
Number of Staff	393	340 (85 in Novi)	50	23	200
Distance to VBT	15 miles	30 miles	20 miles	23 miles	41 miles
Number of Current Clients with similar Services	Harrison, East China, China Township and the St. Clair River Sewer Water Authority	U of M, City of Ann Arbor, Washtenaw County Road Commission, Karegnondi Water Authority, Clinton Township,	18 communities including Woodhaven, Lincoln Park, Taylor, Garden City and Romulus	7 Communities including Melvindale, Flat Rock, Rockwood, Gibraltar and Riverview.	City of Bloomfield Hills, Delhi Township, City of Troy, City of Cedar Springs, City of Utica and Farmington Hills.
Client References	Charter Township of Harrison	City of Ann Arbor	Van Buren School District	Grosse Ile Township	City of South Lyon
	City of Jackson	Macomb Township	City of Romulus	City of Riverview	City of Sterling Heights
	City of St. Joseph	Farmington Hills	City of Southgate	City of Allen Park	City of Marysville
	City of Dearborn Heights	Meridian Township	City of Taylor		
	City of Plymouth	City of Coldwater			
Resources	Section 5 of SOQ	Section 5 of SOQ			
Staff Assigned to VBT	Dave Nummer - Project Manager - 24	Chris Wall - PE - Project Manager - 22	Alan Cruz - PE - Project Manager - 23	Last five pages of SOQ	Section 5 of SOQ
			John Hennessey - PE - Client Liasion - 35	Russel Whitman - PE - General Operation Manager - 46	Aaron Uranga - PE - Project Manager - 19
	Thomas Veresh - PE - Water and Sanitary - 17	Jeff Brown - PE - Water and Sanitary - 24	Joan Hennessey - CPA - Grant Specialist - 25	Souheil Sabak - PE - General Operations Manger - 33	
		Sarah Rutkowski - PE - Water and Sanitary - 4	Alan Cruz - PE - Water and Sanitary - 23		
		David Baar - PE - Utilities Design - 19	Jason Matteo - PE - Water and Sanitary - 16		
	Carmelle Tremblay - EIT - Site Plan Review - 4	Brian McKissen - PE - Site Plan Review - 17	Alan Cruz - PE - Site Plan Review - 23		Brian Davies - PE - Site Plan Review - 13
	Vaughn Martin - PE - Utility Design - 17	Chris Wall - PE - Utility Design - 22	Jason Matteo - PE - Utilities Design - 16		Brian Davies - PE - Utilities Design - 13
	William Fisher - PE - Water and Sewer - 23	David Eno - PE - Water And Sewer - 24			
		Kevin Ostrowski - PE - Project Design - 10			
	Matt Stacey - PE - Transportation - 24	Kristen Pawlowski - PE - Transportation - 8			Emily Ause - EIT - Project Design - 1
	Scot Lautzenhelsler, PLA - Parks and Trails - 10				
		Katerina Kollar - PE - Watershed and Stormwater - 19		Brent Florek - Watershed and Stormwater - ???	James Burton - PE - Watershed and Stormwater - ???
	Felipe Uribe - PE - Construction Management - 23	Bryan Turczynski - PE - Construction Engineer - 16			
		Dave Potter - PE - QA/QC - 37			
	John Hopp - Field Engineer - 32				
	Scott Redding - Construction Inspector - 38	Milan Susech - Construction Inspector - 36	Paul Gluszak - PE - Construction Inspection - 25+	Bill Bettendorf - Construction Inspection - 43	Robert DeFrain - PE - Construction Engineering - 28
		Casey Veitengruber - PS - Surveyor - 16	Robert Hornyak - PS - Surveyor - 20	Jason Verran - PS - Surveyor - 20	Gary Chalice - PS - Surveyor - 38
			Paul Gluszak - PE - Material Testing - 25+	Richard McCarthy - PE - Materials Testing - 26	
			Julie Kern - GIS Group Leader - 15		
				Joseph Jreissate - Site Design - 16	
				Bruce Hammond - Project Coordinator - 28	
					Adrianna Melchior - AIA - Architect - 16
					Marvin Olane - PE - Electrical Engineering - 40

Table 1-2: SOQ Scoring for General Engineering Services

	<b>Fishbeck, Thompson, Carr and Huber</b>
Quality of firm's SOQ in relationship to information requested	29
Knowledge of Township and Specific Needs	25
Team Member Qualifications	27.5
Experience with similar projects	27
Analysis of overall approach	26.5
Total Score	135
Average Score (6 reviewers)	22.5
Comments:	Reports to Township Manager
	No WC Stormwater experience?
	Excellent Presentation
	Didn't directly talk about our projects but certainly have done some work
	Come from all offices if needed
	Flexible Invoicing
	60 hr Community Service Commitment



# Memo

**TO:** Chris Wall  
Project Manager  
Fishbeck, Thompson, Carr & Huber, Inc.

**FROM:** Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development

**RE:** Qualification Based Selection for General Engineering Services

**DATE:** March 27, 2017 (Updated from March 21<sup>st</sup>, 2017)

---

Thank you for submitting Fishbeck, Thompson, Carr & Huber, Inc. Statement of Qualifications to become eligible to provide general engineering services to the Charter Township of Van Buren. FTCH has been selected to be one of four firms interviewed by the Township's Qualified Based Selection Review Committee on March 31, 2017 from 10:00 am – 11:00 am. The interview will consist of a ten (10) minute presentation by the firm and forty-five (45) minutes of question and answer from the Committee.

Please submit six sets of any additional materials you would like the Committee to receive prior to the interview to the Developmental Services Office at the Township Hall by March 29, 2017 at 12:00 pm. If you have any questions regarding the interview process, please contact me at 734-699-8913.



## **Interview Agenda for Van Buren General Engineering Services Selection**

- 1. Introduction** 5 minutes
- 2. Presentation by Consultant** 10 minutes
- 3. Questions from Committee** 45 minutes
- 4. Closing Remarks** 5 minutes
- 5. Scoring** 10 minutes
- 6. Discussion**

## Interview Questions for Van Buren General Engineering Services Selection

### Understanding of Project Requirements:

VBT has utilized its current consulting engineer for 17 years. How does your firm envision the transition process?\*

\*For Wade Trim – You have been the Township’s Engineering Firm for several years. If your firm was selected, would steps be taken to improve the current levels of service? If so, how?

The Water & Sewer Department has identified a few immediate needs as follows...

- Rates, fees and user charge study; implementation plan
- Sanitary Sewer Master Plan
- Review and update standards for water, sanitary sewer, etc.

Please describe how your firm is best suited to fulfill these needs, how your firm would approach the needed tasks, and recent examples of similar work done for other communities. Include how the product delivered to the community was received and implemented, where applicable.

### Approach/Methodology:

Water & Sewer Department is looking to the future at expanding its capacity at its Equalization Basin. Please describe how your firm is best suited to fulfill these needs, how your firm would approach the needed tasks, and recent examples of similar work done for other communities.

VBT has the most residential building potential in Wayne County. How can your firm assist the Township in assuring that the growth is well-managed, the infrastructure is constructed to standards, and that current rate-payers and taxpayers are not financing the cost of growth?

How long does it take for your firm to do an engineering review? Does your firm treat this as a hard deadline or a goal?

Construction oversight is extremely important to the Township. Please briefly explain who will be responsible for and how they perform construction oversight on projects.

### Key Personnel and Roles:

Does your firm handle all aspects of a projects’ bid process? Please describe your approach to bidding out work to be done on a municipal project.

### Firm’s Pertinent Experience:

There are two active landfills located in VBT - one hazardous, one MSW - although owned by other companies the Township is sometimes involved in the review of certain design elements associated with these facilities<sup>1</sup>- describe your firm's relevant experience.

Please describe your firm's most impactful initiative or project done for a community.

Does your firm have experience with DDA’s? If so please describe a project you have completed with DDA’s?

## Interview Questions for Van Buren General Engineering Services Selection

### **Sub-Consultant vs In-House Resources:**

Does your firm handle all aspects of a projects' bid process? Please describe your approach to bidding out work to be done on a municipal project.

### **Project Management:**

Please fully describe your firm's processes and quality controls when performing the following work for a community for a private development: site review, design review, construction inspection; and site compliance.

### **Communication:**

What is your firms approach in working with elected and appointed officials? Township staff?

How involved is your firm in the communities you work in? What level of involvement do you see for Van Buren Township?

Table 1-3: Interview Scoring for General Engineering Services

	<b>Fishbeck, Thompson, Carr and Huber</b>
Understanding Project Requirements	29.75
Approach/Methodology	28.25
Key Personnel and Roles	30
Frim's Pertinent Experience	29.75
Sub-consultant vs In-house Resources	30
Project Management	29.5
Communication Skills	25
References	30
Total Score	232.25
Average Score (6 reviewers)	38.5
Comments:	No charge for Transition
	Bring ideas from around the state

REFERENCE CHECK

This form is designed for the Selection Committee to check references of "shortlisted" firms.

**Project**                                **General Engineering Services**

**Firm**                                    **FISHBECK, THOMPSON, CARR AND HUBER**

Reference Information:

Community	City of Ann Arbor	Person Contacted	Nick Hutchinson
Address	301 E. Huron Street	Title	City Engineer
	Ann Arbor, Michigan	Phone	734.794.6411
		Email	NHutchinson@a2gov.org

QUESTIONS:

What was the scope of this firm's services? (soils investigations, design work, construction phase services, studies, other (specify)

FTCH has done work for us mostly on a General Engineering Services contract for design and survey work. Sometimes this has spun off into separate stand-alone contracts. In addition to design services they have provided construction layout and inspection as well.

Who was this firm's Project Manager or primary contact? Chris Wall

COMMENTS	CIRCLE ONE	
	YES	NO
Was the project completed on time? They are very conscientious about this.	YES	NO
Was the project completed within budget? Except when we added extra work, which isn't their fault.	YES	NO
Did this firm and you (the owner) work well as a team? Their philosophy meshes well with our internal engineering and project management staff. They act as an extension of our department.	YES	NO
Did this firm cover all of the project's requirements?	YES	NO

How would you rate this firm's qualifications? (5 – best to 1 - lowest) 5

How would you rate this firm's fee structure? (5 – best to 1 - lowest) 4

What is your overall evaluation of this firm based on your experience? 5

Would you use this firm on a future project? Yes  
Absolutely. We actually just awarded them a new General Services contract.

Other questions/comments?









# Memo

**TO:** Christopher Wall  
Project Manager  
Fishbeck, Thompson, Carr and Huber, Inc.

**FROM:** Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development

**RE:** Qualification Based Selection for General Engineering Services

**DATE:** April 6, 2017

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We would like to thank you for participating in the interview phase of the Qualification Based Selection Process for General Engineering Services at Van Buren Township. We have completed the selection process of a firm to present their services to the Board of Trustees. It has been our objective to select the firm that best fits the needs of Van Buren Township at this time. After careful consideration by the QBS Committee, Fishbeck, Thompson, Carr and Huber, Inc. has been selected to move forward in this process to become eligible to provide general engineering services to the Charter Township of Van Buren.

Please submit ten sets of presentation materials with a fee schedule to the Developmental Services Office at the Township by 11:00 am on April 11, 2017 (This may be mailed or hand delivered care of Matthew Best.) Your firm's 20-minute presentation to the Van Buren Township Board of Trustees will be on Tuesday, April 18th, 2017 at 7:00 pm.

If you have any questions regarding the process, please feel free to contact me at 734-699-8913.



April 11, 2017

Mr. Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development  
Charter Township of Van Buren  
46425 Tyler Road  
Van Buren, MI 48111

Re: Qualifications-Based Selection for General Township Engineering Services  
FTCH 2017 Hourly Rate Schedule

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to submit our 2017 hourly rate schedule associated with your General Township Engineering Services qualification-based selection process. We have also attached ten copies of our statement of qualifications, as requested.

FTCH has the capability and capacity to draw upon our diverse and experienced professional consulting staff to successfully deliver all your assigned engineering consulting services. We can confidently meet the Township's scheduling requirements. We are committed to developing a long-term relationship with the Township leadership, staff, and community.

Thank you once again for the opportunity to become part of the Van Buren Township Team.

If you have any questions, please feel free to contact me at 248.324.1338 or [cewall@ftch.com](mailto:cewall@ftch.com).

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "Stephen C. Nichols".

Stephen C. Nichols, PE

A handwritten signature in black ink, appearing to read "Christopher E. Wall".

Christopher E. Wall, PE, PTP, PTOE

drp

# 2017 Individual Hourly Rates

## Van Buren Charter Township – Professional Consulting Services 2017 Individual Hourly Rates\*

The following hourly rates are for FTCH professionals involved in providing professional consulting services to Van Buren Charter Township.

Category	Role	2017 Rate*
<b>Project Management</b>	Project Manager	\$190
<b>Engineering</b>	Senior Engineer	\$165
	Engineer	\$130
	Staff Engineer	\$105
<b>Inspection</b>	Senior Technician	\$110
	Technician	\$90
	Staff Technician	\$70
<b>Surveying</b>	Senior Surveyor	\$130
	Surveyor	\$110
	Survey Specialist	\$100
<b>GIS Mapping/CADD</b>	Senior Technician	\$130
	Technician	\$100
	Staff Technician	\$85
<b>Environmental Scientist</b>	Senior Environmental Specialist	\$150
	Environmental Specialist	\$110
	Staff Environmental Specialist	\$90
<b>Specialist</b>	Senior Engineering Specialist	\$145
	Senior Estimator	\$155
<b>Architecture</b>	Senior Architect	\$160
	Architect	\$125
	Staff Architect	\$100
<b>Administrative</b>	Principal	\$220
	Senior Associate	\$195
	Associate	\$185
	Clerical/Production Support	\$75



\*Rates are adjusted annually on July 1.

Invoices are rendered every four weeks and payment is due upon receipt.

### Direct Expenses

Category	Rate
Photocopies	\$0.10/copy
Mileage/Passenger Vehicles	\$0.70/mile
Field and Services Vehicles	\$0.95/mile (\$37/day minimum)
Global Positioning Unit	\$50/hour
Survey Robot	\$35/hour
Flow Monitor	\$650/month
Equipment Schedule	Separate Schedule
Expenses and Outside Services	Cost plus 10%



# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

Work Study Date: 04/17/17  
Board Meeting: 04/18/17

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

<b>ITEM (SUBJECT)</b>	To consider approval of the Qualification Based Selection Committee's selection of a General Planning Services Firm.
<b>DEPARTMENT</b>	Planning & Economic Development
<b>PRESENTER</b>	Ron Akers, Director of Planning and Economic Development
<b>PHONE NUMBER</b>	(734) 699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Matt Best, Deputy Director of Planning and Economic Development Patrick Sloan, McKenna & Associates

### Agenda topic

<b>ACTION REQUESTED</b>	
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To consider approval of the Qualification Based Selection Committee's recommended selection of McKenna & Associates as the Township's general planning services firm.

<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
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See attached letter.

<b>BUDGET IMPLICATION</b>	None
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<b>IMPLEMENTATION NEXT STEP</b>	Township Supervisor negotiates a service contract with selected firm.
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<b>DEPARTMENT RECOMMENDATION</b>	Approval
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<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Approval
--	----------

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

<b>ADDITIONAL REMARKS</b>	
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<b>APPROVAL OF SUPERVISOR</b>	<i>Daniel Selman</i>
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# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Kevin McNamara

CLERK  
Leon Wright

TREASURER  
Sharry A. Budd

TRUSTEE  
Sherry A. Frazier

TRUSTEE  
Kevin Martin

TRUSTEE  
Reggie Miller

TRUSTEE  
Paul D. White

April 10, 2017

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

RE: Qualification Based Selection Committee Recommendation for General Planning Services

Honorable Trustees,

The Qualification Based Selection Committee is recommending that the Township Board of Trustees select McKenna & Associates to continue providing general planning services for Van Buren Township. This recommendation was made based on the evaluation process previously approved by the Board of Trustees at their February 21, 2017 regular meeting. McKenna & Associates was selected for several reasons which include; McKenna & Associates had the highest overall average score from the committee's review of the statement of qualifications and the highest overall average score from the committee's interview; and the firms pertinent experience, project management procedures, key personnel, and understanding of project requirements was the highest rated of any of the interviewed firms.

The Township Board of Trustees approved the formation of a Qualification Based Selection committee at their February 7, 2017 regular meeting. On February 8, 2017 letters were sent out to previously identified firms which met the location criteria and solicitations were also posted in the Ann Arbor News. These firms are identified in a memorandum to file dated February 8, 2017 which is attached to this letter. Van Buren Township received five (5) statements of qualifications on the March 3, 2017 deadline. The firms which provided their statement of qualifications were McKenna & Associates, LSL Planning, Carlisle Wortman, Beckett & Raeder, and Poggemeyer Design Group.

The Qualification Based Selection Committee reviewed these statements of qualifications and selected the top three (3) to interview. These firms were McKenna & Associates, Carlisle Wortman, and Beckett & Raeder. Interviews were conducted during the weeks of March 27, 2017 and April 3, 2017. The committee, using the criteria approved by the Township Board of Trustees, made the decision to recommend McKenna & Associates as the firm to provide general planning services for the Township.

I have attached to this letter the materials which were submitted by McKenna & Associates and their average scores during the review and interview process. McKenna & Associates has prepared a presentation for the Board of Trustees at their April 18, 2017 regular meeting and a copy of that presentation has been included in this packet.

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

Sincerely,

Ron Akers, AICP  
Director of Planning and Economic Development



# Memo

**TO:** File

**FROM:** Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development

**RE:** List of Firms invited to participate in Qualification Based Selection for  
General Planning Services

**DATE:** February 8, 2017

---

LSL Planning

Hamilton Anderson Associates

McKenna Associates

ENP & Associates

OHM Advisors

Mannik and Smith

Carlisle/Wortman Associates, Inc.

MKSK Studios

Beckett & Raeder

Poggemeyer Design Group

CIB Planning

Wade Trim



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Kevin McNamara

CLERK  
Leon Wright

TREASURER  
Sharry A. Buckl

TRUSTEE  
Sheny A. Frazier

TRUSTEE  
Kevin Martin

TRUSTEE  
Reggie Miller

TRUSTEE  
Paul D. White

## REQUEST FOR STATEMENT OF QUALIFICATIONS

From the Charter Township of Van Buren Township, Michigan

Project: General Township Planning Services

February 9, 2017

To: [REDACTED]

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide general planning services to the Charter Township of Van Buren. The firms to be considered must have an office located within sixty (60) miles of the Township offices and must be willing to negotiate the terms of a contract, particularly regarding the scope of responsibility and accountability.

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project. Include reference contact information
4. Description of other projects designed or performed by this firm and key personnel pertinent to this project.
5. Examples of knowledge, expertise and/or experience with other related work.

The firm selected will be involved in the following activities on behalf of the Township: Site plan review, board of zoning appeals reviews, master planning and general planning services.

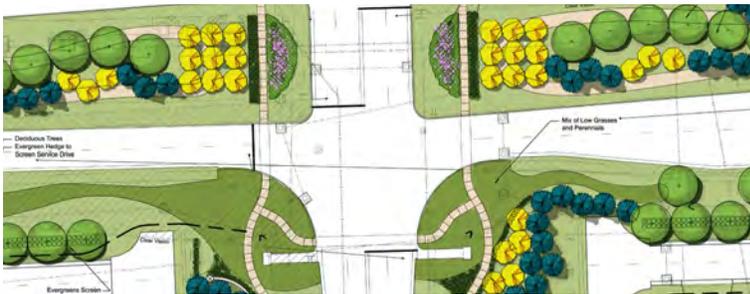
The firm will also be required to participate in site plan review meetings, pre-construction meetings, various regional technical committee meetings, public hearings, and public information meetings.

Five (5) copies of your Statement of Qualifications should be forwarded to the following address and must be received no later than 3:00 p.m. on March 3, 2017.

To: Leon Wright, Township Clerk  
Charter Township of Van Buren  
46425 Tyler Road  
Van Buren, MI 48111

Table 1-1: Statement of Qualifications for General Planning Services

Name	Poggmeyer Design Group	LSL Planning	Beckett & Raeder	McKenna & Associates	Carlisle Wortman
Address	2262 North Monroe Street, Monroe, MI 48162	426 E. Lincoln Ave, Royal Oak, MI 48067	535 W. William, Suite 101, Ann Arbor, MI 48103	235 East Main Street, Suite 105, Northville, MI 48167	117 N. 1st Street Suite 70, Ann Arbor, MI 48104
Years providing Planning Services	30	20	51	39	36
Number of Staff	150			40+	
Distance to VBT	30	36	19	19	21
Number of Current Clients with similar Services	City of Mount Clemens, Escanaba, City of Marshall, City of Allegan, Sylvania, OH	Grosse Ile Township, Farmington, Genoa Township, Brownstown Township, Romulus, Bloomfield Hills, Beverly Hills, Fowlerville, Grand Blanc	Allen Park, Ann Arbor, Belleville, Ecorse, Garden City, Livonia, Inkster, Monroe, Northville, Saline, Southgate, Trenton, Wyandotte, Lincoln Park	Northfield Township, White Lake Township, York Township, Lyon Township, Garden City, Rochester, Shelby Township, Sterling Heights, Hamburg Township, Plymouth,	Canton Township, Huron Township, Plymouth Township, Sumpter Township, Ypsilanti Township, August Township, Pittsfield Township, Scio Township, Superior Township
Client References	Erie Township	City of Romulus	City of Trenton	Northfield Township	Pittsfield Township
	City of Coldwater	Brownstown Township	City of Wyandotte	White Lake Township	Ypsilanti Township
	City of Adrian DDA	City of Lansing	City of Lincoln Park	City of Garden City	Huron Township
		City of Ferndale		York Township	
				City of Rochester	
				City of Livonia	
				Delta Township	
				Lyon Township	
Staff Assigned to VBT	Randy Mielnik - AICP - Project Manager	Kathleen Duffy, AICP - Senior Planner	John Iacoangeli, AICP - Principal	John Jackson - AICP - President	John Enos, AICP - Principal
	Carmen Nesbitt - Downtown Planning	Josh Penn - Project Planner I	Benjamin Tallerico, AICP - Senior Associate	Patrick Sloan, AICP - Senior Principal Planner	David Scurto, AICP - Principal
		Brian Borden, AICP - Planning Manager	Leah DuMouchel, AICP - Senior Associate	Vidya Krishnan - Senior Planner	Megan Masson-Minock, AICP - Planner
		Michelle Foster - Project Planner II	Marisa Laderach - Project Professional	Paul Lippens, AICP - Senior Principal Planner	Charlotte Wilson - Planner/GIS Technician
			Michelle Bennett - Project Professional	Jim Allen, LLA - Landscape Architect	
				Michael Campbell, AIA - Architect	
				Ralph Welton - Senior Building Administrator	
				Carrie Leitner - Senior Graphic Designer	
<b>Total SOQ Review Score</b>	17				



# STATEMENT OF QUALIFICATIONS

*prepared for* Charter Township of Van Buren, Wayne County, Michigan

March 3, 2017

**McKenna**  
ASSOCIATES



March 3, 2017

Hon. Leon Wright, Township Clerk  
Charter Township of Van Buren  
46425 Tyler Road  
Van Buren Township, MI 48111

**Subject: McKenna Associates Statement of Qualifications for Van Buren Township General Planning Services**

Dear Clerk Wright:

McKenna Associates is pleased to submit our Statement of Qualifications for Planning Services to the Charter Township of Van Buren. While we believe you will easily find us best suited to continue as Van Buren Township's planning consultant, we understand the Township's desire to reach out at this time to compare qualifications for planning services. Some of our client communities occasionally bid planning services as a general practice, and almost always opt to retain McKenna based on our superior planning and design services, as well as our planning and business integrity. When surveyed, our clients tell us the main quality they appreciate in McKenna professionals (in addition to integrity, talent and value) is the devoted care they demonstrate for clients' success and their willingness to go the extra step when required.

#### **Shared Success**

Our list of shared successes with Van Buren is long, including:

- South Side Master Plan, which protects large lot zoning south of Belleville Lake, and other Master Plan amendments;
- Thoughtful professional recommendations and plans that led to Planning Commission actions enabling the attractive maturing of the Belleville Road commercial core, varied and vital Township residential neighborhoods and well-functioning light industrial/technology development;
- Design and construction oversight of the new Ecorse Belleville Road landscaping/streetscape;
- Comprehensive update of the Township Zoning Ordinance (pending adoption) for simplification and user-friendliness;
- Riggs Park design (awarded by Michigan Parks and Recreation Association): Design of Quirk Park, Senior Park, Township Park, and Parks and Recreation master plans;
- Zoning and expert witnessing, leading to the Township prevailing in SOB litigation;
- TIF and Development Plan update, leading to Ecorse/Belleville Rd. intersection and other infrastructure improvements;
- Grants and leveraging outside funding sources (including expected 2017 award of \$300,000 CDBG)
- Administration of the CDBG program, with no money recaptured by Wayne County during McKenna's supervision.
- Walkability Audit of Belleville Road as part of Complete Streets.
- Interim municipal personnel. Planning and Economic Development Department directors building plan and review and inspections.
- Accelerated demolition administration

**Respected Project Manager**

For Van Buren Township's lead professional, we propose Patrick Sloan, AICP remain as Project Manager. Mr. Sloan is nationally-certified and is highly regarded by Township staff and officials for his practical approach, technical knowledge, listening ability, and clear, thorough plan reviews that guide applicants toward approval. He solves problems, and is proven as an interim Planning Department Director for Van Buren Township.

As your project manager, Mr. Sloan's responsibility is to get the work done; on schedule, on budget and within or beyond Township expectations. Patrick has over 14 years of professional Township planning success; he holds a Master's Degree in Urban Planning from the University of Michigan and a Bachelor's Degree also from Michigan. Mr. Sloan will be supported (as needed and authorized) by other McKenna specialists.

**Local Knowledge – Western Wayne County**

McKenna has long been active in western Wayne County, providing ongoing planning and zoning services to Van Buren Township, Plymouth Township, Garden City, Westland, Livonia, and Inkster. The firm's planners and designers also serve many other Midwest rural and suburban communities throughout the Midwest, including those with high impact regional uses: expressways, interchanges, lakes created by dams, airports, landfills, plus growing residential neighborhoods, that are experiencing development pressure in the face of the desire to maintain agriculture or rural character in a balance with part of their community.

**Full –Service Planning Firm**

McKenna is a full-service planning and design firm – meaning we can control services and are not dependent on outside firms for GIS, graphics, transportation planning or economic development or physical design. We have all those services in-house as part of our 40-plus person. For example, if the Township wants an idea of how a site design will look, we can quickly draw it up for you. We propose a multi-disciplinary team of talented planning design and municipal service professionals to give Van Buren Township the needed level of service.

We are certain that we continue to provide the best value to Van Buren Township, your elected and appointed leaders, staff, and applicants. We encourage you to examine our enclosed project examples and to check with our references, as we are confident that our work will speak for itself. We are eager to continue working with Van Buren Township, and we look forward to meeting with you soon to review our qualifications. Thank you.

Respectfully submitted,

**McKENNA ASSOCIATES**



John R. Jackson, AICP  
President

P.S. The McKenna Tradition is "Everything revolves around the client". At McKenna Associates, our clients remain the dominant force, the reason for being our professional practice. Everything is driven by client services – vision, values, and culture; infrastructure and governance, equity and compensation; talent; management; service development; brand and marketing. We live and die by our ability to serve, and retain our clients' trust and confidence.

PROPOSAL FOR

# Planning Consultant Services

CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN

March 3, 2017

Prepared by  
McKenna Associates  
Community Planning — Urban Design  
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**McKenna**  
ASSOCIATES



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# EXECUTIVE SUMMARY



*Belleville Road in Van Buren Township, Michigan – a long-planned place with strong assets and exciting opportunities for increased vibrancy. McKenna Associates proposes to be the Township Planning Consultant to help deliver next-level place improvements.*

## PROJECT TEAM

**McKenna President**– John R. Jackson, AICP, NCI

**Project Manager + Planner** – Patrick Sloan, AICP, Senior Principal Planner

**Planner** – Vidya Krishnan, Senior Planner

**Transportation + Community Design + Downtown Planner** – Paul Lippens, AICP, Senior Principal Planner

**Support Team**– Urban Designer, Architect, Landscape Architect, Graphic Designer, Building Official / Inspector / Plan Reviewer (resumes in appendix)

- Patrick Sloan, AICP and team of problem-solvers, all knowledgeable of VBT
- Extensive record of success in Van Buren Township

## MCKENNA ADVANTAGES

- Caring responsiveness to Township
- Familiarity with Van Buren’s people, places, history, assets and challenges; we are part of the Van Buren family
- The State’s deepest bench of advisory professionals - planning, zoning, CDBG, landscape architecture, economic development, placemaking, public participation, building services
- 39-year track record of unmatched Michigan township planning success
- Unparalleled knowledge of what works, and ability to develop new approaches to solve problems
- Respectful to elected officials, applicants, and Township residents, empathy with our appointed and professional partners
- Business-friendly approach to applicants

## FIRM LOCATION AND DESCRIPTION



*McKenna's downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our inspiring and environmentally conscious office spaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.*

McKenna Associates is a corporation formed under the laws of Michigan on May 2, 1978. The firm has offices in Northville, Detroit, and Kalamazoo, Michigan.

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# NARRATIVE OF MCKENNA'S INTEREST, ABILITIES, AND QUALIFICATIONS

Van Buren Township leaders are seeking a professional planning consulting firm to perform the role of Planning Consultant, including conducting development reviews and, on an as needed basis, master planning and general planning, and to provide assistance to Van Buren officials at Staff Review, Planning Commission, Board of Zoning Appeals, and Township Board meetings as well as other public meetings. We believe we are uniquely well suited for that position for several reasons detailed below.

**Why Retain McKenna?** As Van Buren Charter Township's planning consultant for many years, McKenna Associates very much wants to remain the Township's service provider. Together with you and prior boards, we have achieved a proud record of success in planning, zoning, parks and recreation, grant applications, Township's housing and retail image, and other actions that have enhanced the quality of life and property values for all Township residents. We believe we are in a special position to help understand the community's people, places, history, assets, and challenges - in short, we consider ourselves part of a Van Buren Township family. We are proud of our community relationships and look forward to continuing to work with the Charter Township of Van Buren.

**Shared Success.** Our list of successes in the Township is long and includes:

- South Side Master Plan, which protects large lot zoning south of Belleville Lake
- Thoughtful recommendations, plans and Planning Commission actions that enabled the attractive maturing of the Belleville Road commercial core
- Design and construction oversight of the new Belleville Ecorse Road streetscape
- Creation of the Grace Lake and Haggerty Road technology districts
- McKenna's design for Riggs Park, recognized with a Michigan Parks and Recreation Association award
- Continuing trust and confidence of the Planning Commission, ZBA and DDA
- Ability to work with department personnel including Planning and Economic Development, DDA and Parks and Recreation
- TIF and Development Plan assistance
- Administration of the CDBG program, yielding many improvements in the Township with no money being recaptured by Wayne County under McKenna's supervision.
- Favorable maintenance and reinforcement of Van Buren Township's housing and shopping character through quality site plan review negotiation.

**Practical Innovation.** McKenna professionals continue to bring new ideas and approaches to Van Buren, and remain at the forefront of planning. McKenna planners, including VBT Project Manager Patrick Sloan, AICP, are in high demand as professional speakers, stay current with continuing education and professional certifications, are from the nation's top educational institutions including U of M, MSU, Penn, Notre Dame, California, Virginia Tech, and have access to our extensive library and other McKenna professionals with success in hundreds of communities in the Midwest. These resources and depth of experience give us an unparalleled knowledge of what works, and enable us develop new approaches to solve the problems faced by municipal leaders in planning, zoning, community design, community and economic development, and building department services. We anticipate change, not just react to it.

**Respected, Effective Project Manager.** Project Manager, Patrick Sloan, AICP is highly regarded by Township staff for his practical business-friendly approach, technical knowledge, listening ability, and clear, thorough plan reviews that guide applicants toward approval. He solves problems, and is proven as an interim Planning Department Director for Van Buren Township. Patrick and team member Vidya Krishnan work closely with the Planning and Economic Development Department staff, understand and suggest improvements to the Township's processes, efficiently get their tasks done without errors, and go the extra mile to ensure a positive outcome. Patrick's administration of the Township's CDBG grant has ensured that all available grant funds are spent for approved CDBG projects.

**Communication and Consensus Building.** McKenna professionals include public facilitators, with training from the International Association for Public Participation (IAP2) and the National Charrette Institute (NCI). We strive for quality communication and consensus in order to match the community's attitudes and desired outcomes with sound zoning and planning principles. These skills are critical in today's multi-mode, individual-focused society where everyone is an expert. We put similar emphasis on regular, clear communication with the Township's elected and appointed officials and staff.

**Community Planning Base.** McKenna Associates is a community planning firm, owned and managed by professional planners, not architects, engineers, landscape architects, surveyors, accountants or other professionals. While we have access to and staff support from many of those specialties, McKenna's clients are assured of project leadership with a professional planner's big picture comprehensive view. All planners are bound by the Code of Ethics of the American Institute of Certified Planners who are housed in Washington D.C. and Chicago.

**Economic Development Focus.** McKenna believes each site plan applicant represents an economic development opportunity and must be accommodated and their interests balanced with the Township's.

Planning and economic development are inextricably related. McKenna actively looks for opportunities to plan for future development, leverage available funding sources, obtain grants, create user-friendly tools to support compatible development, and employ other techniques to enhance the community's tax base, consistent with its Plan. Our master plans are focused on implementation.

## RANGE OF SERVICES

McKenna Associates helps community leaders and private investors create more vital, interesting, safe, functional and prosperous places to live, work, shop, learn, play, and do business. We provide planning, zoning, landscape architecture, community and economic development and design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 39-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 200 communities in Michigan, Ohio, Kentucky, Indiana, and Illinois. The leaders of these organizations count on McKenna for:

- Care and concern for clients' benefit
- Technical excellence in plans, design, and project execution
- Change anticipation, when required
- Skilled communicating and building consensus
- Unmatched responsiveness to client needs, from clerical staff to CEO

Anticipating and responding to change is a major distinction of McKenna's practice. Often, even experienced public officials or business leaders must face new challenges. In other instances, the challenges are more familiar, but new approaches are needed. In either case, McKenna's innovation and depth of experience is a resource for public and private decision-makers.



**We appreciate our professionals! Here, our 2016 staff holiday celebration.**

## COMMITMENT TO SUSTAINABILITY

McKenna is committed to sustainable design and our role of helping public officials serve as stewards of the environment. Each of McKenna's offices incorporates the nation's leading green design concepts, including, whenever possible, using adapted offices, green building materials and Energy Star-qualified equipment and appliances, purchasing and using recycled materials, and minimizing water and energy use.

## AREAS OF SERVICE

### Community Planning

- Master Plans (cities, villages, townships, counties and regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Downtown Plans and Corridor Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

### Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

### Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

### Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- ADA Accessibility
- Park and Recreation Furnishings
- Universal Playgrounds

### On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management– Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

### Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations - Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-site Zoning Administration

### Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps & Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education & Training
- Transportation and Parking Plans
- Access Management
- Parking Studies



## Public Participation (IAP2 and NCI Certified)

- Hands-on Workshops
- Focus Groups
- Surveys (Telephone, Web, Mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes NCI

## Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

## Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (Tree Surveys and Maintenance Plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design
  - Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

## Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (Residential, Retail, Office, Public, Institutional) Design
- Public Art

## Sustainability Plans

- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors



# VAN BUREN TOWNSHIP TEAM

## APPROACH TO TOWNSHIP PLANNING CONSULTANT SERVICES

McKenna's expert team of planners and designers will perform all activities in the Van Buren Township's Request for Statement of Qualifications, dated February 9, 2017. We think that you'll find our team, led by Patrick Sloan, AICP, to be effective and respectful communicators. We also believe that graphic communication is nearly important as verbal and written communication, and – as a result – have a full-time Graphic Designer available for all Van Buren Township projects.

## AVAILABILITY

As you know, McKenna's planning, zoning advisory and community design services are highly accessible to Township staff and officials, property owners and investors via office telephone Monday through Friday (8:30-5:30 p.m.), by email 24 hours a day, or in-person, as desired. Township officials are given any McKenna team member's cell phone number, and are encouraged to reach us on our mobile phones when that's the Township official's preference. Over the years, Van Buren Township has benefited from the ability to immediately contact a McKenna planner, especially when time is of the essence.

At the same time, McKenna's office phones are always answered by a helpful, knowledgeable receptionist – we find that clients appreciate always being able to speak with a real person when they call for assistance, rather than being dumped to voicemail. Because of our deep roster and the several professionals assigned to Van Buren Township, you can be assured to receive immediate attention from McKenna.

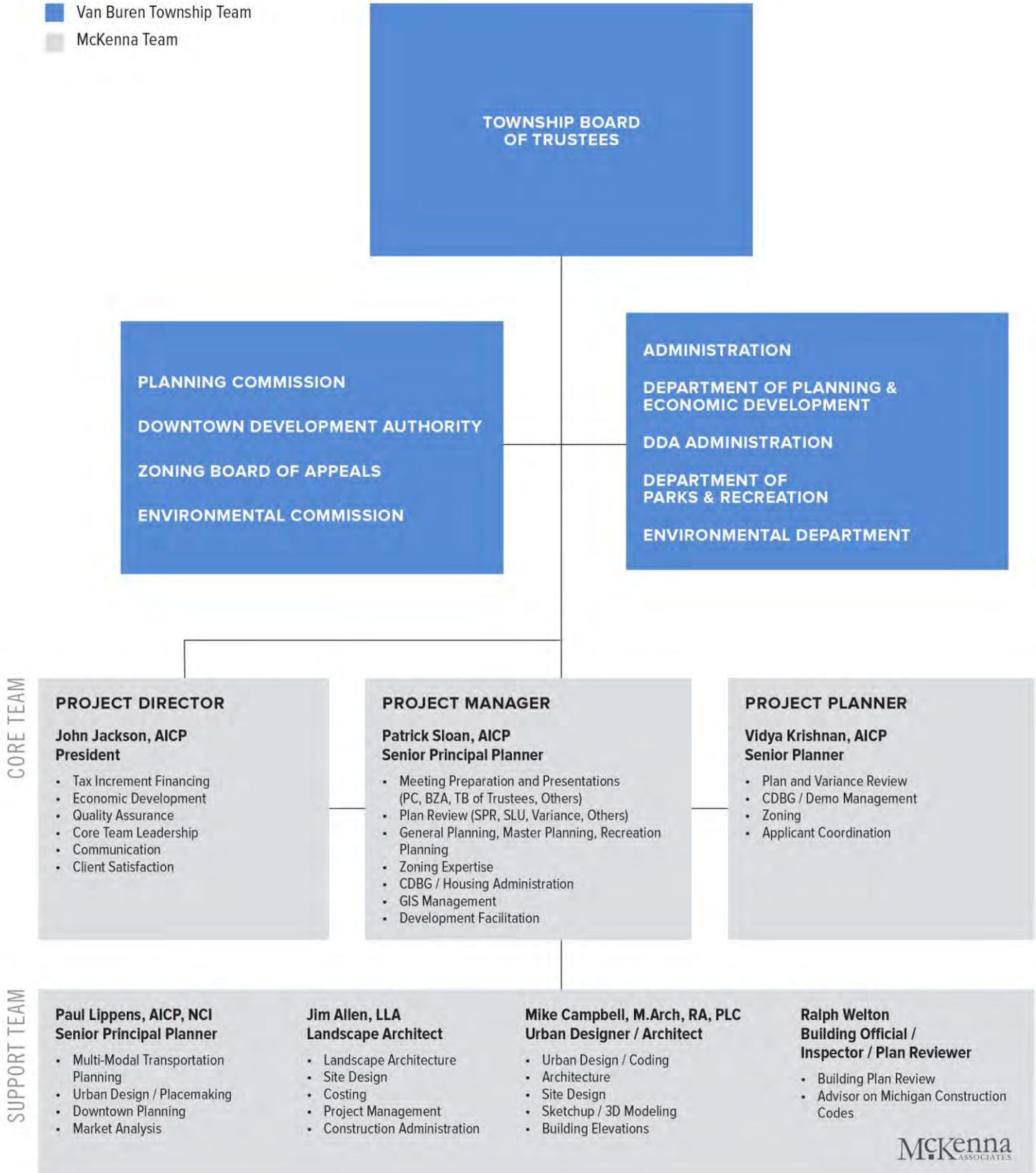
Additionally, our deep bench of highly qualified planners will continue to provide Van Buren Township officials that reliable attention 52 weeks per year, even if Township office presence is requested. We stagger our vacations so that our clients like Van Buren Township are never left without a McKenna pro to provide continual service.

Your Project Manager, Patrick Sloan, AICP will check-in regularly to ensure that your needs are being met and continue to have access and frequent communication with him or President John Jackson, as necessary.

# Project Management – Planning Services

Van Buren Township, MI · March 3, 2017

- Van Buren Township Team
- McKenna Team



## TEAM BIOGRAPHIES

Following are short descriptions of key team members and their experience. The resumes of these and other McKenna professionals are in the Appendix.

### **John R. Jackson, AICP, NCI, President**

As President and owner of McKenna Associates, Mr. Jackson oversees the firm's services to Van Buren Township. He has more 25 years of successful professional experience in planning and design for Midwestern communities. He has prepared master plans, corridor plans and redevelopment plans for many Michigan communities and business districts, including Bad Axe, St. Clair, Rochester, Birmingham, Hamburg Township (Livingston Co.), Oshtemo Township (Kalamazoo Co.), and Grosse Pointe. Mr. Jackson is currently working with Westland to redevelop the former site of City Hall into a mixed-use development with a focus on a central public gathering space.

In the process of preparing master and redevelopment plans, John has conducted successful public engagement sessions for many Michigan communities, including Sterling Heights, Oshtemo Township (Kalamazoo Co.), Birmingham, Grosse Pointe, Bad Axe, Keego Harbor, Brighton Township and Hamburg Township (Livingston County), and Grosse Ile Township (Wayne County). Mr. Jackson managed and facilitated the Community Planning Workshops for the Southside Land Use Plan in Port Huron.

Mr. Jackson graduated from Miami University with a degree in Architecture and received his Master of Urban Planning degree from the Taubman College of Architecture and Urban Planning at the University of Michigan. He has completed the Michigan Placemaking Curriculum for the Economics of Place. He is a frequent speaker on downtown planning and redevelopment topics, recently addressing professional meetings in Kalamazoo for the Michigan Association of Planning.

### **Patrick Sloan, AICP, Senior Principal Planner Project Manager / Planner**

Patrick Sloan, AICP is proposed to continue as the Project Manager and Lead Planner for services to Van Buren Township. He will remain as your McKenna representative to the Board of Trustees, Planning Commission, and Board of Zoning Appeals, provide professional oversight on all development reviews, and manage the McKenna team.

Patrick specializes in providing zoning expertise and general planning services to communities in Michigan and Ohio. He is widely praised for his approach calm and respectful treatment of professionals and applicants alike. He is the planner for several growth townships in western Wayne County and eastern Washtenaw County, including York Charter Township, and Northfield Township. He brings the benefits of that practice to Van Buren Charter Township.

### **Zoning Ordinance**

Mr. Sloan has helped with many townships update and modernize their zoning ordinances to respond to changes in laws and community conditions, and to make them more user-friendly. Currently, Patrick is working with Van Buren Township to comprehensively update its Zoning Ordinance, the first such update since the early 1990's (which was done by another firm).

For many years, the Township's Zoning Ordinance has been difficult to administer by the Township personnel or understood by applicants, so removing unnecessary barriers was job #1. With the proposed amendments, the Zoning Ordinance is easier to understand and the procedures are much clearer. The draft Zoning Ordinance is at the beginning of the adoption process, and we are confident that the

Township will find the new Zoning Ordinance easy to administer which will result in a more streamlined development approval process, saving time and money for applicants.

### **Zoning Law**

Patrick is also a noted speaker and educator on zoning law matters. Recently, Patrick presented on sign regulations at conferences of the Michigan Association of Planning and Michigan Municipal League. Since the U.S. Supreme Court ruling in 2015 that requires more content-neutrality in all zoning ordinances, Patrick has been a leader in understanding both the court case and ways that community sign ordinances can be modified to be more content-neutral while still upholding the community's aesthetics and character.

He currently serves on a statewide Model Sign Ordinance Committee comprised of select municipal attorneys and planners in Michigan charged with preparing a model sign ordinance for all communities to use.

### **CDBG Specialty**

Also, Patrick is a specialist in Community Development Block Grant (CDBG) administration for several communities, including Van Buren Township. In Van Buren Township, Patrick has overseen grant administration for several large projects, including: 1) recent improvements to Beck Ball Fields, 2) installation of outdoor emergency warning sirens, and 3) many demolitions of blighted structures.

Prior to McKenna administering Van Buren Township's CDBG program, the Township had difficulty spending all of its annual CDBG funds in a timely manner as required by the U.S. Department of Housing and Urban Development (HUD) and Wayne County. In the past, some of the Township's CDBG funds were recaptured by Wayne County. Since McKenna has been administering Van Buren Township's CDBG program, the Township has had no CDBG funds recaptured.

Mr. Sloan has a Bachelor's Degree in Political Science and a Master of Urban Planning Degree, both from the University of Michigan in Ann Arbor.

### **Patrick's Van Buren Township Experience:**

- **Van Buren Township new Zoning Ordinance Update (adoption process is ongoing)**
- **Van Buren Township Parks and Recreation Master Plan (adopted in 2016)**
- **Community Development Block Grant Administration (2014 to present)**
- **Review of Site Plans, Special Land Uses, Variances, and Other Development Proposals**
- **Assistance to Planning Commission and Zoning Board of Appeals**
- **Planning Dept. Office Hours, including Department Administration and Support (since 2014)**
- **GIS Mapping and Data Management, 2014**

### **Vidya Krishnan, Senior Planner Community Planner**

Ms. Krishnan will assist Mr. Sloan in preparing development reviews, zoning amendments, and other special tasks, and may represent McKenna at Township meetings and perform office hours if requested. She has more than 17 years of experience in municipal consulting including the on-site operation of

planning, zoning and building services in Van Buren Township, Lake Orion, Clawson, Garden City, Northfield Township (Washtenaw Co.) and Rochester. She is highly regarded for her professionalism, integrity project management and expert witnessing in zoning litigation.

#### **Administration: Demolitions**

Currently Vidya's office hours in Van Buren Township are primarily for administration of the demolition program. Vidya's on-site demolition services began in 2015 when the Township was challenged with enforcing its Property Maintenance Code to force the demolition or rehabilitation of several blighted residence. In order to demolish a blighted residence, the Property Maintenance Code requires the Township to follow a highly technical and regimented legal procedure to ensure that the property owner receives due process and that the demolition meets all of the Code requirements. While the Township has successfully demolished 6 blighted homes so far, the demolition program has prompted over a dozen owners to initiate voluntary demolition or rehabilitation of their properties. At the direction of the Planning Department, McKenna continues to assist in diligently enforcing the Property Maintenance Code to sustain and improve the quality of life and property values in the community.

Ms. Krishnan is also an experienced zoning expert witness in Circuit Court, including Wayne County Circuit Court on behalf of Van Buren Township. Ms. Krishnan has a Master of Science in Urban and Regional Planning from Virginia Tech University.

#### **Vidya's Van Buren Township Experience:**

- **Review of Site Plans, Special Land Uses, Variances, and Other Development Proposals.**
- **On-Site Office Hours, which include Department Administration and Support (since 2015)**
- **Assistance with the Belleville Road District Plan and Market Analysis (2010)**

#### **Paul Lippens, AICP, NCI, Senior Principal Planner**

##### **Transportation Planner / Community Design /Downtown Planning**

All land use planning is linked to access and transportation planning. Mr. Lippens will provide support for downtown development and placemaking, with an emphasis on walkability, transportation and non-motorized planning in Van Buren Township. Paul is an award-winning specialist in the design of public right-of-way, context sensitive traffic calming, multimodal crossings, and using material/visual cues for design interventions. Paul is the planner for a number of communities, including Inkster and Tecumseh.

#### **Walkability Audit - Belleville Road**

In 2015, Paul conducted an on-site walkability audit of the Belleville Road downtown area with the DDA and local business representatives. Based on analysis of existing conditions in the area and feedback from participants, Paul compiled key findings in a summary report and prepared the Walkability Audit. As the recommendations are implemented over time, the DDA area will become more accessible to pedestrians and bicyclists.

#### **Corridor Design**

Paul specializes in corridor planning and design, and understands how to integrate economic development and land use effectively into corridor plans. His recent work with Delhi Township and their DDA on the Realize Cedar project has positioned the corridor for a four to eight million dollar investment in streetscape, bikeways, and roadway reconstruction with a parallel private sector investment in new buildings. Paul managed and was lead author of the Livonia, Michigan Non-Motorized Transportation Plan, which was awarded the Michigan Association of Planning's 2016 Transportation Planning Award.

Previously the Director of Planning at Active Transportation Alliance in Chicago, Mr. Lippens is the primary author of “Complete Streets, Complete Networks: a Manual for the Design of Active Transportation,” winner of the APA-IL 2012 award for best practices. Paul also worked with the Chicago Department of Transportation and the Cook County Highway Department on “Complete Streets” policy implementation. Paul has been a features presenter on non-motorized planning and design at the Michigan Municipal League, Michigan Association of Planning Annual Conferences, Illinois APA Conferences, and National APA Conferences.

Paul holds a Master of Urban Planning from the Taubman College of Architecture and Urban Planning at the University of Michigan and Bachelor of Arts in creative writing and music composition from Hampshire College.

#### **Paul’s Van Buren Township Projects:**

- **Van Buren Township DDA Walkability Audit (2015)**
- **Design Recommendations for Zoning Ordinance Update**
- **Review of Site Plans and Special Land Uses**
- **Back-up planner to Patrick Sloan**

#### **Jim Allen, LLA**

##### **Landscape Architecture and Design**

A registered landscape architect for McKenna Associates, Mr. Allen’s design expertise can be seen throughout Michigan where it has enhanced a wide array of municipal and DDA projects, streetscapes and bike paths for MDOT (and others), parks, new urbanist and hybrid, mixed-use redevelopments and ‘lifestyle’ centers. Jim also has considerable success in sustainable site planning and design, including LEED-compliant sites.

##### **Construction Administration**

His landscape architectural portfolio includes urban plazas, pocket parks, trails, streetscapes, institutional sites, athletic facilities and architectural features as well as award-winning urban and suburban redevelopment site planning. Mr. Allen’s experience in both design and construction makes him especially valuable to communities looking to incorporate innovative and buildable community design elements, streetscapes, and urban civic spaces.

##### **Streetscape Design and Management**

In 2015, Jim assisted the Van Buren Township DDA with the design, bidding, implementation, and oversight of landscaping improvements along Ecorse Road at Belleville Road. During and after planting, Jim monitored the project to ensure proper planting and maintenance. When Jim noted any maintenance items, the contractor promptly fixed them. Since the landscaping has been in place, it has been widely praised in the local press and by the public. The plantings and quality design create a very positive impression of the Township on the heavily travelled Ecorse Road corridor and at the gateway to Van Buren Township’s Belleville Road business district.

Mr. Allen holds a Bachelor of Landscape Architecture from Michigan State University.

#### **Jim’s Van Buren Township Projects:**

- **Ecorse Road Streetscape Design and Management (2015)**
- **Landscape Plan Reviews for Planning Commission applications**

- **Belleville Road Screening Fence (2013)**
- **Van Buren Township Park Concept Plan (2014)**
- **Concept Plan for Belleville Road DDA-Owned Site (2015)**
- **Concept Landscape Plan for Township Hall (2015)**

**Michael Campbell, AIA, Campbell Planning and Architecture  
Architect / Urban Designer**

Mr. Campbell will be the McKenna team's architect and lead urban designer, and his firm – Campbell Planning and Architecture – is a constant partner of McKenna's. In fact, Michael holds office hours in the McKenna office three days per week and is an invaluable design resource for our planners. Michael was Director of Planning for Gibbs Planning Group in Birmingham, Michigan, directing design and staff for urban retail, town planning, and form-based codes from 1999 to 2003 and an architect and planner at Nederveld Inc. in Grand Rapids for an additional five years before establishing Campbell Planning & Architecture (CPA).

Mr. Campbell has designed new town centers for Wyoming, Coopersville, Williamston, Buena Vista Charter Township, and Westland, Michigan and Salem, South Dakota and prepared a form-based code for the South Division Corridor, which divides Kentwood and Wyoming, Michigan. Additionally, he teamed with Nederveld Incorporated for the 2010 Michigan Blueprints for Downtowns, which yearly addresses downtown revitalization for 10 Michigan communities on behalf of the Michigan State Housing Development Authority (MSHDA).

Mr. Campbell is an active member of The Congress for The New Urbanism and is a graduate of The University of Michigan's Taubman College of Architecture and Urban Development. He is currently an adjunct professor of urban design at Lawrence Technological University.

**Mike's Van Buren Township Projects:**

- **Van Buren Township Zoning Ordinance; Mixed-Use District Building Drawings and Regulating Plan Graphic (2016-2017)**
- **Alternative Site Design Recommendations (These are used to help facilitate discussion with applicants during the early stages of site plan review)**

**Ralph Welton, Senior Building Administrator  
Building Official / Plan Reviewer / Inspector**

Mr. Welton has more than 20 years of successful professional experience in Michigan building and building code enforcement and administration. He has a practical approach to municipal operations and budget management, has firsthand experience with the challenges faced by municipalities, and focuses on solving problems. We find that having a licensed building official and plan reviewer on staff improves our ability to deliver high quality planning and zoning services. McKenna planners rely heavily on Ralph's knowledge and expertise of State construction codes when reviewing site plans or designing sites.

Mr. Welton is an Eastern Michigan graduate with both Bachelor and Master degrees. He is an experienced, licensed builder as well as a Michigan certified Building Official, Code Official, and plan reviewer. He is an excellent communicator – critical for municipal public relations. Ralph leads a highly-

qualified team of certified building plan reviewers and inspectors that can immediately provide timely, quality building plan review for development projects.

In Van Buren Township, Ralph has provided building plan review services for commercial, industrial, and multiple-family projects since July, 2016. Prior to using McKenna's services, building plan reviews were not being completed in a timely manner, causing many complaints from residents and builders alike. With several major projects on the horizon, it was essential that the Township have prompt turnaround on building plan reviews to meet the Township's economic development objectives and the needs of applicants. The Township contracted with McKenna to perform commercial, industrial, and multiple-family project building plan reviews, and the improvement in service since Mr. Welton began has been significant. All of McKenna's building plan reviews have been completed in 5 business days, which has removed unnecessary barriers to development and has allowed developers to meet their construction schedules.

With McKenna, Mr. Welton also provides inspections and commercial plan review services for Birmingham, MI. Ralph is a Registered Building Official, Building Inspector, and an ICC Commercial Plan Reviewer – State Registration No. 004361.

#### **Ralph's Van Buren Township Projects:**

- **Assistance with Site Plan Review and Other Development Proposals**
- **Building Plan Review for Commercial, Industrial, and Multi-Family Developments.**

#### **Carrie Leitner Senior Graphic Designer**

Ms. Leitner helps all McKenna municipal planners and clients with public communication. Carrie will employ her creative eye and graphic talents to any Van Buren Township products designed by McKenna. Carrie's graphic design expertise ensures polished graphic communications on products from planning checklists to reports and other documents which exceed standard expectations.

Carrie has 16 years of success specializing in brand identity, advertising, municipal services, brochures, direct mail, annual reports, planning, zoning documents, layouts, packaging and public meeting display art, such as boards, charts, maps, banners, trade show booths, wayfinding and municipal signage. She has web development skills and has handled numerous public engagement web projects from start to finish, including planning, designing and implementing. Carrie is also a fine artist with an excellent understanding of composition, balance, and color, and has a trained eye for detail.

Carrie holds a Bachelor of Fine Arts from the University of Michigan, is an accomplished sketch artist, and has also completed a series of web development and usability courses through Washtenaw Community College.

#### **Carrie's Van Buren Township Projects:**

- **VBT Township Park Wayfinding Sign Concepts**

# FIRM QUALIFICATIONS

## EXPERIENCE AND REFERENCES

### COMMUNITY + CONTACT

### SERVICES PROVIDED

#### **Charter Township of Lyon Oakland Co., Michigan**

Hon. Patti Carcone, Treasurer  
58000 Grand River Avenue  
New Hudson, Michigan 48165  
(248) 437-2240

#### McKenna Professionals:

Patrick Sloan, AICP (assists Chris Doozan, AICP)

- Township Planner since 1987
- On-Site Zoning Assistance
- Development Reviews
- Village Center Planning
- Zoning Ordinance
- New Hudson Form-Based Code
- Master Plan
- Parks and Recreation Master Plan
- Grants
- CDBG Administration

#### **Charter Township of York Washtenaw Co., Michigan**

Hon. Chuck Tellas, Supervisor  
11560 Stony Creek Road  
Milan, Michigan 48160  
(734) 439-8842

#### McKenna Professionals:

Patrick Sloan, AICP

- Township Planner since 2013
- Development Reviews
- Comprehensive Zoning Ordinance Update

#### **Charter Township of White Lake Oakland Co., Michigan**

Hon. Rik Kowall, Supervisor  
7525 Highland Road  
White Lake, MI 48383  
(248) 698-3300 x6

#### McKenna Professionals:

John R. Jackson, AICP  
Patrick Sloan, AICP

- Township Planning Consultant since 2015
- Development Reviews
- Comprehensive Zoning Ordinance Updates

#### **Township of Northfield Washtenaw Co., Michigan**

Hon. Marlene Chockley, Supervisor  
8350 N. Main Street  
Whitmore Lake, MI 48189  
(734) 449-2880

#### McKenna Professionals:

Patrick Sloan, AICP  
Paul Lippens, AICP  
Vidya Krishnan, AICP

- Township Planning Consultant since 2016
- Development Reviews
- Downtown Planning – Northfield Community Park Master Plan
- Zoning Ordinance Updates
- Zoning Administration
- Expert Witnessing

**Garden City, Michigan**

Mr. Robert Muery, City Manager and Police Chief  
6000 Middle Belt Road  
Garden City, MI 48135  
(734) 793-1662

McKenna Professionals:

Patrick Sloan, AICP  
Vidya Krishnan

- City Planner
- On-Site Assistance
- Development Reviews
- Zoning Ordinance Updates
- Master Plan
- Parks and Recreation Master Plan
- Garden City Plaza Design
- CDBG Administration

**Livonia, Michigan**

Mr. Mark Taormina, Planning Director  
33000 Civic Center Drive  
Livonia, Michigan 48154  
(734)-466-2290

McKenna professionals:

Paul Lippens, AICP  
Vidya Krishnan

- Livonia Bike Walk Plan
- Hubbard Street Bikeway Implementation

**Rochester, Michigan**

Mr. Nik Banda, Director  
Economic and Community Development  
400 Sixth Street  
Rochester, MI 48307  
(248) 651-9061

McKenna Professionals:

John R. Jackson, AICP  
Vidya Krishnan

- Development Reviews
- On-site Assistance
- Zoning Amendments

**Delta Township, Ingham Co., Michigan**

Tracey Miller, Director of Community Development  
Delhi Charter Township  
2074 Aurelius Road  
Holt, MI 48842  
(517)-268-3038

McKenna Professional:

Paul Lippens, AICP

- "Realize Cedar" Corridor Plan
- "Realize Cedar" Phase I Implementation

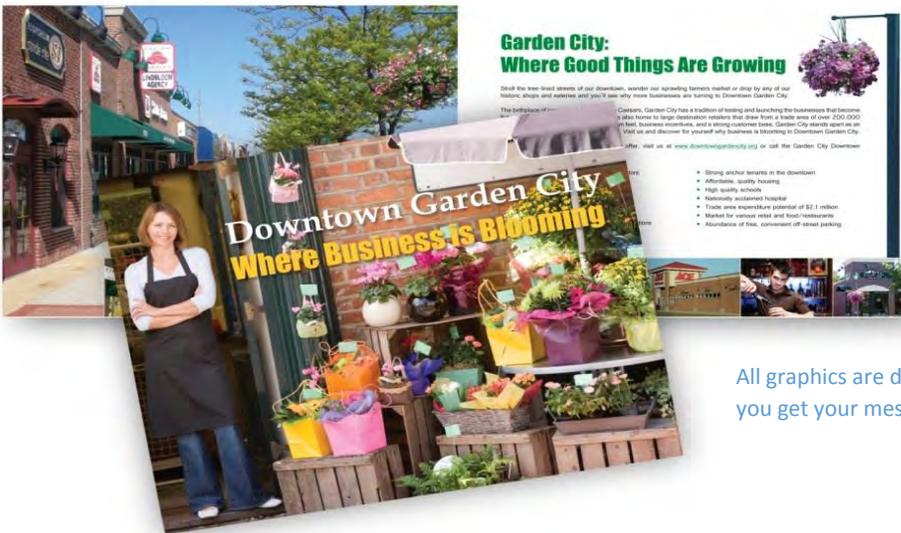
## RESUMES AND SAMPLES OF WORK

Resumes and examples of similar work, as requested in the Township Request for Statement of Qualifications, are included on the following pages.

### Neighborhood Center Service Areas



All McKenna maps are formatted to be easy to read with clean lines, scale, legend, and north arrow.



All graphics are designed to help you get your message across.

# John R. Jackson, AICP, CNU

## President



## Professional Experience

**COMMUNITY PLANNING AND ZONING:** Directed preparation of master plans, urban design plans, and updated zoning ordinances. Provided day-to-day advisory services on comprehensive planning, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

**URBAN DESIGN:** Prepared and implemented regulatory instruments addressing architectural design, form-based standards, aesthetic character, historic preservation, site plan review, and streetscape design.

**FORM-BASED ZONING:** Prepared form-based and hybrid zoning ordinances for municipalities to promote quality predictable development.

**AGRICULTURAL PRESERVATION PLANNING:** Prepared strategies incorporating specific state and county programs for the preservation of viable agricultural businesses including transfer of development rights, purchase of development rights, and other incentive-based zoning techniques.

**ECONOMIC DEVELOPMENT PLANNING AND MANAGEMENT:** Provided planning and execution assistance in all phases of economic and community development and tax increment financing including planning, acquisition, rehabilitation, public improvements, citizen participation, financing and administration for redevelopment projects using DDA, TIFA, LDFA and Brownfield mechanisms.

**COMPREHENSIVE PLANNING:** Prepared comprehensive plans for rural and urban Michigan communities based upon community goals and land capability. Prepared zoning ordinances, capital improvement programs and regulatory mechanisms for communities from 4,000 to 60,000 populations.

**CENTRAL BUSINESS DISTRICT PLANNING:** Directed major urban design efforts for downtowns of cities, including retail, office, institutional, tourism, redevelopment, circulation and parking planning and redevelopment financing.

**COMMERCIAL CORRIDOR REDEVELOPMENT:** Directed preparation of corridor plans to revitalize older commercial strips and to accommodate public and private improvements through merchant and citizen involvement in the economic development process.

**COURT TESTIMONY:** Provided testimony in Wayne County Circuit Court case involving litigation of eminent domain issues. Provided expert witnessing in zoning litigation in Wayne County, Lapeer County, and Livingston County, Michigan.

**SMART GROWTH INITIATIVES:** Have made numerous presentations regarding smart growth policies including a panel discussion sponsored by the Suburban Alliance.

## Education

Master of Urban Planning,  
University of Michigan

Bachelor of Environmental Design,  
Miami University, Oxford, Ohio

## Trainer Certification

Mplace Partnership Initiative  
Placemaking Curriculum –

Module 1:  
People, Places and Placemaking

Module 2:  
Form Planning and Regulations

Module 6:  
Applied Placemaking

## Memberships

American Planning Association

Michigan Association of Planning

American Institute of Certified Planners

Michigan Farmland and Community Alliance

Congress of New Urbanism

Affiliate member of the  
American Institute of Architects

## Activities and Service

Lecturer, Michigan Association of Planning (MAP), Basic Training and Redevelopment Planning

Lecturer, Lapeer County Annual Planning Conference, Specific Planning, Zoning, Rural Preservation, and Economic Development Topics.

Co-chair, American Planning Association's Chicago Urban Innovation Project

Co-chair, University of Michigan Urban Planning Student Caucus

# Patrick J. Sloan, AICP, FBCI

## Principal Planner



## Professional Experience

**MASTER PLANNING:** Project manager for a comprehensive master plan including data collection and analysis, public participation, plan alternatives and implementation. Created plan tables and GIS maps; compiled social, physical, economic, and land use data. Conducted comprehensive community survey and facilitated public information workshops. Guided Planning Commission with formulating community development policies. Drafted and directed review and adoption.

**ZONING:** Provided ongoing planning and zoning advisory services, including reviews for site plans, special land uses, zoning amendments, and variance applications. Successfully drafted and directed zoning ordinance amendments in dozens of communities based on the emergence of more efficient and effective zoning standards. Certified by the Form-Based Codes Institute.

**CAPITAL IMPROVEMENT PLANNING:** Prepared capital improvement plans, fiscal impact analyses, and public opinion, population, and housing surveys. Coordinated capital improvement planning activities with Planning Commissions and elected officials. Prepared annual budgets to the governing body for the Planning Commission and ZBA.

**ZONING ADMINISTRATION:** Prepared and revised zoning ordinances, sign ordinances, and planned unit development regulations. Prepared detailed planned development agreements based on Planning Commission and developer input as well as zoning ordinance criteria. Inspected sites for compliance with approved agreement and plans.

**LEGAL SUPPORT:** Prepared court exhibits and required documentation for court cases involving code enforcement and zoning litigation, which have been critical to successful outcomes.

**RECREATION:** Completed Michigan Department of Natural Resources certified five year recreation plan; evaluated recreation-related economic development opportunities including survey and analysis, savings formulations and a capital 5-year plan.

**TRANSPORTATION:** Prepared private road and shared driveway ordinance. Managed long-range planning projects including County gravel road capacity analysis and County airport planning. Inventoried and analyzed municipal street and sidewalk system to be used for the Capital Improvement Program.

**GEOGRAPHIC INFORMATION SYSTEMS (GIS):** Built and managed municipal GIS mapping databases. Created customized maps used for zoning, natural features protection, and public safety.

**CODE ENFORCEMENT:** Reviewed permit applications; guided applicants through the review process; issued permits and conducted inspections. Educated the public about related codes and ordinances. Enforced municipal ordinances, including issuance of municipal civil citations and testifying in court. Supervised ordinance enforcement officers.

**GRANT WRITING:** Prepared grant applications to the Michigan Department of Natural Resources Trust Fund and Recreation Passport.

**FORM-BASED CODE:** Certified in Form-Based Code through the Form-Based Code Institute. Written code and administers it regularly.

## Education

Master in Urban Planning  
University of Michigan

Bachelor of Arts, Political Science  
University of Michigan

## Certified

Form-Based Codes Institute

## Trainer Certification

MPlace Partnership Initiative  
Placemaking Curriculum –

Module 1:  
People, Places and Placemaking

Module 4:  
Form Planning and Regulations

Module 6:  
Applied Placemaking

# Patrick J. Sloan, AICP, FBCI

## Principal Planner



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATION: Administers several CDBG Programs, including making annual applications for CDBG funds, drafting and reviewing contracts with service providers, and project administration including Housing Rehabilitation, Minor Home Repair, and large public projects.

BUILDING DEMOLITION MANAGEMENT: In suburban Van Buren Charter Township, Wayne County (population 29,000), worked with Building Official to implement a dozen single-family residential building demolitions in the past 6 months using the International Property Maintenance Code. Implementation included reviewing Code violations with the Building Official, drafting and sending timely legal notices to property owners, conferring with the municipal attorney and, when necessary, successfully appearing in court, ordering required asbestos tests, obtaining SHPO clearance, writing demolition specifications, procuring demolition contractors, writing and administering demolition contracts, and drafting and recording liens. The success of the demolition program has resulted in continuing McKenna administration of demolitions.

## Memberships

American Institute of Certified Planners (AICP)

American Planning Association

Michigan Association of Planning

Ohio Planning Conference

## Public Speaking and Seminars

*"Signs, Signs, Everywhere a Sign: Supreme Court Ruling Questions Answered"* Michigan Association of Planning, Detroit, Michigan, 2015

# Vidya Krishnan

## Senior Planner Consultant



## Professional Experience

**ZONING ADMINISTRATION:** Handles all day to day planning and zoning matters, addressing questions from the public, city officials and developers; working through project planning; updating a site database with listing of all non-residential properties; coordinating planning activity with Engineering and Department of Public Works. Provides guidance to Code Enforcement regarding ordinance stipulations on an ongoing basis.

**ZONING BOARD OF APPEALS:** Extensive success in handling variance and ordinance interpretation related cases. Conduct review of applications related to dimensional and use variances. Conducted training sessions for several Zoning Board of Appeals to educate members on their roles and responsibilities.

**PLANNING COMMISSION STAFF:** Worked extensively with several local planning commission to enable them to make informed decisions and approvals of site plans, special land uses, subdivision planned unit developments, land divisions; conducted training sessions for PC's; education regarding land use laws and their implications.

**LITIGATION ASSISTANCE:** Provided expert testimony in Circuit Court. Assisted municipal attorneys with litigation related witnessing regarding compliance with site plan conditions and sign regulations.

**ORDINANCE AMENDMENTS:** Drafted zoning amendments pertaining to landscaping maintenance, architectural guidelines, site plan process, landscaping, and design features. Translate policies into enforceable text amendments, communicating benefits to municipal approval officials.

**SENIOR HOUSING MARKET ANALYSIS:** Prepared reports with detailed inventory of existing senior housing facilities in specific trade areas, and calculated supply versus demand. Provided recommendations for future incorporation into Municipal master plan.

**MASTER PLAN:** Participated in development of Master Plans for Michigan communities.

**PARKS AND RECREATION PLAN.** Worked on researching information and developing Parks and Recreation Plan with view to obtaining grants for established municipalities.

**GRANT WRITING.** Prepared a successful grant application for a community seeking federal funds for construction of a new fire station.

**WATERSHED MANAGEMENT:** Researched and documented local watershed management approaches for a coastal city. Developed a report to serve as background for the development of future watershed management plans. Developed comprehensive watershed and land use management plan for a Michigan county.

**HOUSING AND INFRASTRUCTURE EVALUATION:** Prepared a study on the infrastructure and housing soundness for a neighborhood. Contributed to economic development studies for Michigan communities.

**ENVIRONMENTAL PLANNING:** Conducted a needs assessment study for the development of a resource management plan for Buffalo Mountain Natural Area Preserve, Floyd County, Virginia.

**BUILDING DEMOLITION MANAGEMENT.** In suburban Van Buren Charter Township, Wayne County (population 29,000), worked with Building Official to implement a dozen single-family residential building demolitions in the past 6 months using the International Property Maintenance Code. Implementation included reviewing Code violations with the Building Official, drafting and sending timely legal notices to property owners, conferring with the municipal attorney and, when necessary, successfully appearing in court, ordering required asbestos tests, obtaining SHPO clearance, writing demolition specifications, procuring demolition contractors, writing and administering demolition contracts, and drafting and recording liens. The success of the demolition program has resulted in continuing McKenna administration of demolitions.

## Education

Master of Science in Urban and Regional Planning, Virginia Polytechnic Institute and State University

Master of Science in Ecology, Pondicherry University

Bachelor of Science, Bangalore University

## Memberships

American Planning Association

Michigan Association of Planning

## Honors

Graduate assistant; Department of Urban Affairs and Planning at Virginia Tech

Awarded University gold medal for leading M.S. degree program in ecology at Pondicherry University

Outstanding Graduate Student of India in 1996 by the Prime Minister's office

President for Homeowners Association, 4 years

Active advocate for children with disabilities and special needs in public schools

# M. Paul Lippens, AICP

Director of Transportation and Urban Design / Senior Principal Planner



## Professional Experience

**COMPLETE STREETS POLICY AND IMPLEMENTATION:** Award winning author of the *Complete Streets, Complete Networks Design Manual*, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also co-authored the *Complete Streets Chicago: Design Guide - Chicago's, Complete Streets v2.0*.

**BICYCLE AND PEDESTRIAN PLANS AND SAFETY:** Led bicycle and pedestrian planning in Evanston, Midlothian, Palos Heights and Winfield, Illinois, and Lowell Indiana, as well as sub regional bike plans in Chicago suburbs. Studied sidewalk gaps, and recommended bike lanes, sharrows, trails, and cycle tracks. Also crossing safety and intersection design for people walking, biking, and taking transit. Made network recommendations which considered traffic vehicular volume, roadway configuration, MMLOS, destinations, delay, directness, and public perception.

**TRAIL PLANNING AND ACCESS STUDIES:** Lead planner and designer for the Fort Wayne Downtown/South Central Area Connectivity Plan. Planned a network of non-motorized transportation options to support neighborhood residential development, equity, and accessibility to the regional amenities. The network is highlighted by an urban greenway linear park loop. A greenway extends the current Rivergreenway system as an armature linking neighborhoods and with shared recreational, cultural and commercial resources. Additionally, led design and access studies on the Des Plaines River Trail, the Illinois Prairie Path, and Chicago's world famous Lakefront Trail..

**MULTI-MODAL TRANSPORTATION SYSTEM PLANNING AND DESIGN:** Led multi-modal planning projects in Indianapolis and Carmel, Indiana, which initiated transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designed system to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.

**SIGNS AND WAYFINDING SYSTEMS:** Created wayfinding and identity signs in relation to urban design projects in Terre Haute, West Baden Springs, and French Lick, Indiana and bicycle sign systems in Midlothian, Palos Park, Berwyn, Schaumburg, and Mount Prospect, Illinois. These projects included the design of the graphic pieces and the coordination of sign manufacturing and wayfinding campaign plus an interpretive sign campaign for the National Road Scenic Byway Trail in Terre Haute, Indiana, managed the installation of MUTCD approved bicycle wayfinding signs in several Chicago suburbs.

**COMPREHENSIVE AND SUBAREA PLANNING:** Developed a Downtown Vision Plan for Terre Haute in partnership with the Office of the Mayor and DTH Inc. Used a steering committee and stakeholders to involve residents, local businesses, and City representatives in series of field inventories, focus groups and charrettes. Identified four goal areas by the public process to guide the downtown economy, place, sustainability, and transportation. Additional Illinois planning examples include the Oak Park, Comprehensive Plan and Evanston, Main Street Station Area TOD study.

**HOUSING AND ENERGY EFFICIENCY:** Created development visions for energy efficient affordable housing projects for the City County Department of Community Development. Created maps to illustrate affordable housing distribution comparative to low-moderate income census tracts. Evaluated feasibility and impacts of straw bale affordable housing development including a site plan, budget/cost estimates, and energy efficiency analysis comparing life cycle costing of straw bale with traditional development. Created an economic analysis of feasibility of utilizing underperforming public land holdings to more create affordable housing.

## Education

Master of Urban Planning  
Taubman College of  
Architecture + Urban Planning  
University of Michigan

Bachelor of Arts  
Hampshire College

## Memberships

American Planning Association

American Institute of Certified Planners

Michigan Association of Planning

Association of Pedestrian and  
Bicycle Professionals

Congress for New Urbanism

## Honors and Service

Recipient,  
2013 Implementation Award,  
Illinois Chapter of American Planning  
Association

Adjunct Professor of  
Urban Planning and Policy,  
University of Illinois Chicago, 2013

Recipient,  
2012 Best Practices Award,  
Illinois Chapter of  
American Planning Association

Planning Commissioner,  
City of Ypsilanti, MI, 2006-2007

# M. Paul Lippens, AICP

Director of Transportation and Urban Design / Senior Principal Planner

**ENVIRONMENTAL PLANNING:** For Ann Arbor's "State of the Environment Report," created illustrations of environmental policy issues affecting the City, including, maps of the watersheds, floodplains, lighting usage, contaminant sources and sites; conducted data analysis and prepared illustrative graphs to address goals for phosphorus reduction and energy use. Developed Mitigation Plan that assessed flood impacts on neighborhoods and a comprehensive land use approach to floodplains with additional work on water protection activities and hazard mitigation planning.

**URBAN DESIGN:** Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

**COMMUNITY DEVELOPMENT:** Managed the preparation of a Five-Year Consolidated Plan for a multi-jurisdictional HUD grant Consortium, including all project management and public engagement tasks. Responsible for document preparation, including submittal of Consolidated Plan using the eCon Planning Suite via HUD's Integrated Disbursement and Information System (IDIS).

**ORDINANCE AND REGULATORY REVIEW:** Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.

## Selected Presentations

*"Decoding Complete Streets"*

MAP Annual Conference, Mackinac Island, 2014

*"Removing the Silos: Integrating Land Use & Transportation in Local Plans"*

APA-CMA Conference, Chicago, 2013

*"Complete Streets Implementation"*

APA National Conference Session, Chicago, 2013

*"The Boulevards and Beyond"*

APA National Conference Session, Chicago, 2013

*"Complete Streets: Tools to Move from Idea to Practice"*

Tuesdays at APA/Chicago, Chicago, 2012

*"Lessons in Completing Streets"*

Complete Streets Forum, Toronto, 2012

*"Complete Streets Implementation in Chicagoland"*

APA National Conference Session, Los Angeles, 2012

*"Creating Effective Bicycle Signage Systems"*

The Change Institute, Rosemont, Illinois, 2010

# James Allen, RLA

## Director of Design



## Professional Experience

**LANDSCAPE DESIGN:** Provides consultation on effective landscape standards for all districts in zoning ordinances and also site plan approval, athletic field, parks, special land use subdivision and redevelopment landscape plans.

**MASTER PLANNING:** Provides design services to developers for single family residential, multi-family residential, urban infill, elderly housing, mixed-use, commercial, institutional, HUD, MSHDA and resort projects. Projects range from 1 acre to 2,500 acres throughout the upper Mid-west USA and Hawaii. Designed plans for conventional developments, neo-traditional, marinas and mining reclamation projects. Worked with community planners and planning commissions to develop new ordinances allowing for contextual development.

**RECREATION PLANNING:** Prepares park master plans for private and public clients. Prepared facility plans for water-related campgrounds, RV parks, and playgrounds, among others. Worked with community planners facilitating public input on parks and recreation plans and through workshops and focus groups. Developed long and short term park and recreation facility development goals, cost estimates and construction details used to acquire grant funding. Designed amenities include gathering places, playgrounds, pocket parks, detailed landscaping, gardens, passive activities and natural features.

**SUSTAINABLE SITE PLANNING / ENVIRONMENTAL DESIGN:** Creates environmentally sensitive designs for public and private clients. Extensive experience working with the MDEQ, EPA and the Army Corps of Engineers to obtain environmental permits. Design projects include rain gardens, LEED compliant landscape and irrigation plans, interpretive programs, nature centers, large wetland mitigation and habitat restoration plans throughout southern Michigan.

**PUBLIC IMPROVEMENTS / DESIGN:** Project manager for streetscape design and construction management projects. Guided design development through-out the process including public workshops with public officials and stakeholders to identify project goals and opportunities and constraints. Successful projects include "blueprints" for long term corridor improvement implementation, detailed streetscape designs and pedestrian amenity improvements for a variety of local and county roads and State highways.

**LANDSCAPE DESIGN:** Provides landscape architectural services for public and private clients including, designs using native plants, indigenous materials and both formal and naturalistic appearances. Projects include gateways, entryways, greenways, streets, streetscapes, open spaces, rain gardens, landscape restorations, natural features enhancement and parks.

## Education

Bachelors of Landscape Architecture  
Michigan State University

## Licenses and Certificates

Registered Landscape Architect  
State of Michigan; #1166

## Affiliations and Public Service

Mayor Pro-tem, 2007 to present  
Northville, MI

Member, City Council 2005 to present  
Northville, MI

Vice Chair  
Parks and Recreation Commission  
Northville, MI

Chair  
Planning Commission  
(1998 - 2000) Northville, MI

Member  
Michigan Historic Preservation Network

SEMCOG Representative  
Northville, MI

**MICHAEL A. CAMPBELL, M.Arch, RA**  
 40640 8-MILE RD., NORTHVILLE, MI 48167  
 REGISTERED ARCHITECT IN MICHIGAN, PH. 248.747.4682

**EDUCATION**

**THE UNIVERSITY OF MICHIGAN – ANN ARBOR**  
 Taubman College of Architecture & Urban Planning  
 MASTER OF ARCHITECTURE April 89  
 BACHELOR OF SCIENCE in Architecture May 87

**THE UNIVERSITY OF COLORADO – BOULDER**  
 Leeds School of Business  
 MASTER OF BUSINESS ADMINISTRATION May 82

**SMART CODE WORKSHOP** 09

**FORM-BASED CODE INSTITUTE WORKSHOP**  
 FORM-BASED CODES 101 & 201 09

**NATIONAL CHARRETTE INSTITUTE**  
 CERTIFIED CHARRETTE PLANNER 05

**CONVENTIONS AND SEMINARS**  
 Congress for the New Urbanism 02-06, CNU-MI 09, 11  
 Michigan Association of Planning - APA 01, 08

Fort Saginaw Mall – Redevelopment Plan Buena Vista Twp., MI  
 Concept Site Plans and Rendering 14

Village of Interlochen – Downtown Master Plan Interlochen, MI  
 Design Team 11

Michigan State Housing Development Authority  
 Blueprints for Michigan Downtowns Various Locations, MI  
 Lead Designer 10-11

Washtenaw County - Dept. Economic Development & Finance  
 Washtenaw Ave. Corridor Study Ann Arbor, MI  
 Lead Designer 10

City of Kentwood - Sub-Area Plans Kentwood, MI  
 Design Team Leader 10

Fisher’s Station Form-Based Code Kentwood & Wyoming, MI  
 Co-author 10

Laurent Town Plan and Code McCook County, SD  
 Design Team 05

Metro Health Village Wyoming, MI  
 Lead Designer 04

**ACTIVITIES**

Co-Authored *7-Steps for Form-Based Codes* w/CNU Michigan 10

CNU Michigan - Conference Presenter 09

Design/Build - Affordable Housing Prototype 08

Fenton, MI - Planning Commission 00-02

Model Township Master Plan (& web site creation) 97

Field Research - Stuttgart Rail Suburbs 94

Chicago Tribune Architecture Competition 93  
*Honorable Mention*

Village of Coopersville - New Center Addition Coopersville, MI  
 Lead Designer - *Adopted into Master Plan 2003*

**NEDERVELD, INC. – GRAND RAPIDS, MI** 05-09  
 TOWN PLANNER AND ARCHITECT

Downtown Master Plan & Arch. Pattern Book Hudsonville, MI  
*2008 ALA Honor Award for Planning*  
*2008 APA Outstanding Planning Project Award*

Lacey Gateway - New Town Lacey, WA

Celadon New Town Grand Rapids Township, MI

Dexter Church of Christ Lima Township, MI

Banks of Saline Condominiums Saline, MI

**PROFESSIONAL EXPERIENCE**

**LAWRENCE INSTITUTE OF TECHNOLOGY** 11-PRESENT  
 ADJUNCT PROFESSOR OF URBAN DESIGN

**THE ART INSTITUTE OF MICHIGAN** 09-PRESENT  
 ADJUNCT PROFESSOR OF INTERIOR DESIGN, ART FOUNDATIONS

**CAMPBELL PLANNING & ARCHITECTURE, PLC** 03-PRESENT

Michigan Municipal League – Place Plans Sault Ste. Marie, MI  
 Downtown Concept Site Plans and Renderings 15

America’s Best Communities – Adaptive Re-use Three Rivers, MI  
 Historic Hospital Concept Floor Plans 15

City of Westland – Government Center Westland, MI  
 Concept Site Plans 14

Shaw’s Landing - New Town Meridian Township, MI

Shaw’s Landing Architecture Meridian Township, MI

Great American Sports Complex Port Sheldon, MI

**GIBBS PLANNING GROUP – BIRMINGHAM, MI** 99-03  
 DIRECTOR OF PLANNING

Eton Street Station - TOD Birmingham, MI

Macomb Town Center - New Town Macomb Township, MI

Downtown Retail Master Plans Ft. Collins, CO  
 Macon, GA

Third Ward Retail Master Plan St. Louis, MO

# Ralph R. Welton, Building Official

## Education

Eastern Michigan University:  
Master of Arts – English (Creative Writing)  
Bachelor of Science (Honors)

Schoolcraft Community College:  
Builder's License workshop

University of Michigan:  
Institute of Labor & Industrial Relations  
Collective Bargaining Workshop

## Licenses

Michigan Residential Builder's License -  
#2101092639

Michigan Building Official Certification - # P004361

Michigan Code Official Certification - #P004361

Michigan Plan Review Certification - #P004361

## Professional Experience

### CHIEF DEVELOPMENT OFFICIAL

For cities of 115,000 (5 years) and 50,000 (4 years):

- Construction Services: presided over nearly \$500M city-wide construction annually.
- Administered a \$3M dollar budget separately from City General Fund.
- Created a reoccupation program for inspection of commercial changes of use.
- Supervised Rental Housing Services: Responsible for recurring inspection regimen on a 30 month cycle. Total number of registered units – 46,000.
- Supervised City ordinance enforcement, animal control.
- Administered department budget.
- Created Administrative Hearings Bureau that realized \$100K revenue in first year.
- Administered rental program and point of sale housing inspection program.
- Administered aggressive dangerous buildings program resulting in 88 demolitions in 4 years.

### Department of Public Works

- Supervised roadwork, water & sewer repair, snow removal.

### Economic Development

- Worked with City Planner and Consultant McKenna & Associates to complete Master Plan and bring \$500K MDOT grant to fruition.

### DEPUTY DIRECTOR/DEPARTMENT OF BUILDING & SAFETY

For city of 25,000 (4 years)

- Administered commercial reoccupations.
- Managed DTW Airport expansion and construction; negotiated fee schedules with Northwest Airlines.
- Initiated 39 demolitions.

### CODE OFFICIAL/PLAN REVIEWER

For city of 18,000 (3 years)

- Managed housing program and point of sale program.

### CONSTRUCTION COMPANY – OWNER (7 years)

- Specialized in historic preservation & restoration.

## Affiliations

Planning Commission – Commissioner  
Emergency Management – Safety Director  
Financial Committee – member  
Buildings Committee – member  
Community Outreach Committee – member  
Wayne Co. Metropolitan Airport – Emergency Management  
Emergency Management – Damage Assessor  
Site Plan Review Staff – Member  
Historic District Commission – Const. & Zoning Code Specialist  
State Historic Preservation Office (SHPO) – member  
Historical Society – member, newsletter contributor  
Ad hoc Committee on Hunger & Nutrition

Southeast Mich. Bldg. Officials & Inspectors Assoc.  
Downriver Assoc. of Code Officials  
Construction Officials Conference of Michigan  
Huron Valley Code Officials  
Int'l Code Council  
Building Board of Appeals – Facilitator  
Hoarding Taskforce – member  
Builders & Renovators Assoc. – member  
American Institute of Architects – member  
Emergency Management – Damage Assessor

RICK SNYDER  
GOVERNOR

L244610

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

RESIDENTIAL BUILDER  
LICENSE

RALPH ROBERT WELTON  
1224 S HAGGERTY RD  
CANTON MI 48188

PERMANENT I-D. NO.  
2101092639

EXPIRATION DATE  
05/31/2017

AUDIT NO  
2799292

THIS DOCUMENT IS DULY ISSUED  
UNDER THE LAWS OF THE STATE  
OF MICHIGAN

RICK SNYDER  
GOVERNOR

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY  
BUREAU OF CONSTRUCTION CODES

REGISTERED CODE OFFICIAL AND INSPECTOR

CATEGORY BUILDING OFFICIAL  
BUILDING INSPECTOR  
PLAN REVIEWER

RALPH R WELTON  
1224 S HAGGERTY RD  
CANTON MI 48188

REGISTRATION NO.

EXPIRATION DATE

BCC-149 (Rev. 9/06)

004361

09/16/15

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ISSUED UNDER THE LAWS OF  
THE STATE OF MICHIGAN

# Carrie Leitner

## Senior Graphic Designer



## Professional Experience

**DOWNTOWN AND RETAIL CORRIDOR BRANDING:** Created brands and identities for private firms and Michigan downtowns and corridors. Developed multiple concepts for elaboration in a range of styles. Branding included downtown logos, document design, banners, brochures, and wayfinding signage.

**ART DIRECTOR:** Created initial design and messaging concepts for a multitude of high profile municipal clients, capital campaigns and annual giving initiatives.

**IMAGE EDITING AND PRODUCTION:** Edited complex photographic and illustration graphics using Photoshop and Illustrator for zoning ordinances and master plans. Managed elaborate projects including color correction, recreation plan renderings, and branding for municipal electrical energy use education.

**ILLUSTRATION AND VISUALIZATION:** Produced graphic ideas quickly and successfully conveyed the clients' vision. Rendered detailed zoning graphics, facade improvements, and corridor and neighborhood visualization using Adobe Photoshop.

**WEB DEVELOPMENT FOR PUBLIC ENGAGEMENT:** Planned the site architecture to successfully organize understandable content for stakeholder use under simplified navigation for 50+ page web sites. Designed web graphics for optimal screen display, and coded sites to perform on multiple platforms for draft and adopted municipal master plans.

Coded business web sites with an emphasis on user experience and usability standards for public engagement on master plans, neighborhood plans, and CDBG projects.

**PLANNING DOCUMENT DESIGN AND LAYOUT:** Designed and produced the layouts for documents including community master plans, zoning ordinances, and urban design plans.

Performed lead and collaborative roles for all aspects of print design projects including, branding, book layout, publication design, poster series, photo retouching, project and print management. Produced mock-ups with a superior level of craftsmanship and detail.

**HAND RENDERINGS AND ART WORK:** Created privately-commissioned portraits in pencil and charcoal. Created the first annual Charlevoix (MI) Venetian Festival poster in oil pastel. Appeared in the Charlevoix Waterfront Art Fair exhibiting pen and watercolor paintings of local street scenes and building sketches. Rendered several site and landscape concept plans with pen and marker.

## Education

Bachelor of Fine Arts in Graphic Design;  
University of Michigan.

Web Coding, Internet Professional  
Curriculum Courses;  
Washtenaw Community College

## Software Expertise

Adobe Creative Suite

Microsoft Office

HTML/CSS

# Awards and Accolades



McKenna Associates has been honored by its peers and public with planning and design awards. We take pride in consistently delivering exceptional planning and personal service to public officials across the Midwest.

**2016 Award for Excellence in Transportation Planning**, Michigan Association of Planning.  
City of Livonia, MI – Bike/Walk Livonia: A Future Transportation Plan.

**2011 Outstanding Implementation Project**, Michigan Association of Planning.  
City of Grosse Pointe, MI – Downtown Revitalization Program.

**2010 Site Design/Parks Award**, Michigan Recreation and Park Association.  
Van Buren Charter Township (Wayne County), MI – Riggs Heritage Park.

**2009 Outstanding Implementation Project**, Michigan Association of Planning.  
Buena Vista Charter Township (Saginaw County), MI – Town Center Project.

**2008 Merit Award, Outstanding Design**, American Society of Landscape Architects, Michigan Chapter.  
Brighton, MI – Green Oak Village Plan.

**2007 Planner of Year Award**, Michigan Association of Planning.  
Phillip C. McKenna, AICP, PCP.

**2007 Interactive Mapping Tool GIS for Everyone Award**, Improving Michigan's Access to Geographic Information Networks (IMAGIN). River Rouge, MI.

**2005 CAM Magazine Year End Special Issue**, Construction Association of Michigan in recognition of outstanding facility planning and design. Flat Rock, MI – Community Center Site Design and Boardwalk.

**2004 Innovative Park Resource Award**, Michigan Recreation and Park Association.  
Downriver (Southeast MI) Linked Greenways – Wayside Companion Trail Signage and Wayfinding Manual.

**2004 Outstanding Small Business Award**, Crain's Detroit Business.  
McKenna Associates

**2002 MRPA Master Plan Award**, Michigan Recreation and Park Association.  
Oakland County, MI, Orion Oaks County – Park Site (1,000 acre) Master Plan.

**2001 Award for Landscape Architectural Design**, Michigan Society of Landscape Architects  
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

**2001 Outstanding Facility Design Award**, Michigan Recreation and Park Association.  
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

**2001 Award for Excellence in Comprehensive Planning- Large Jurisdiction**, Ohio Planning Conference.  
Dayton, OH – West View Development Opportunity Redevelopment Plan.

**1999 Outstanding Planning Project Award**, Michigan Association of Planning & Michigan Society of Planning Officials.  
Hamburg Township (Livingston County), MI – Open Space Development.

**1996 Outstanding Planning Project Award** Michigan Association of Planning & Michigan Society of Planning Officials.  
Plymouth Charter Township (Wayne County), MI – Ann Arbor Corridor Plan Commercial Corridor.

McKenna and its planners and designers have also been selected for other awards including Crain's Detroit Business

**20-in-their-20's**; Crain's Detroit Business **"Coolest Places to Work"**; and the Michigan Business and Professional Association's **The 101 Best and Brightest Places to Work in Southeast and West Michigan**.

AWARDS

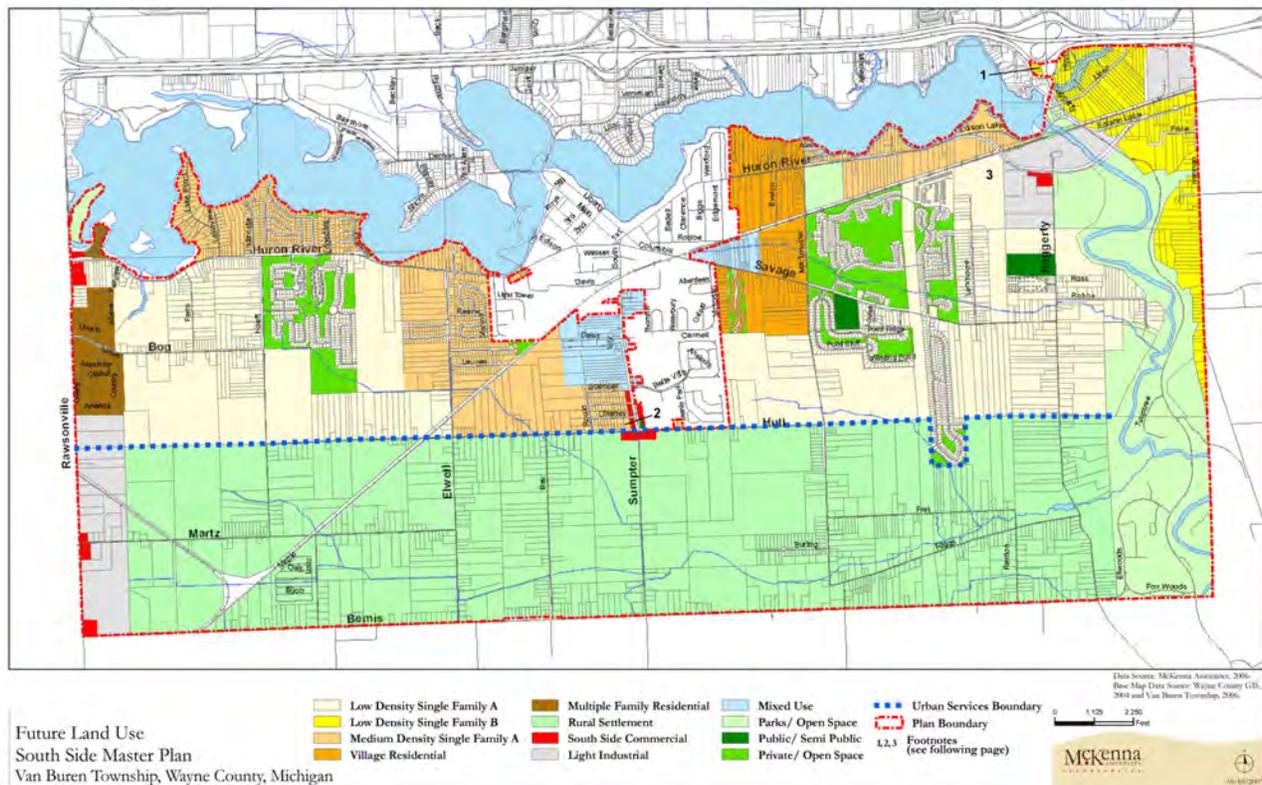
# South Side Master Plan

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

The Charter Township of Van Buren, located in western Wayne County, is bisected by Belleville Lake, effectively separating the Township into two halves. The south side of the Township retained its historic agricultural character essentially unchanged until the middle of the 1990's, when residential development activity accelerated. This growth threatened to destroy the South Side's large lot rural character, and created considerable public controversy. Township officials needed an effective response to the citizen's concerns.

McKenna designed a public participation process to consult and involve the public, using public meetings, web surveying, design and visioning workshops and consensus building techniques. With extensive citizen input, McKenna developed a Master Plan that included techniques and solutions for accommodating new residential growth without sacrificing the rural character of the south side of the Township so treasured by residents and visitors alike. The plan identified the City of Belleville as the focal point of the south side, and encouraged new non-residential development to locate there. An urban services boundary was delineated to limit utility extensions that promote higher density land use.

Most important, the new Master Plan provided a widely supported roadmap to preserving the south side's rural character while still accommodating reasonable growth and development.



## Master Plan

CHARTER TOWNSHIP OF LYON, OAKLAND COUNTY, MICHIGAN



Located in southwest Oakland County, Lyon Township is on the leading edge of development in the Metro Detroit area, where its population of 15,000 is expected to triple within 30 years. To manage development pressure and preserve the rural identity of the community, McKenna prepared a master plan in 1999 prescribing low density, single family residential areas for most of the Township, balanced by an industrial corridor and expanded commercial development at one major interchange.

With development creeping closer to Lyon Township and adjacent cities threatening annexation, McKenna worked with the Township to update the 1999 Plan. The resulting adopted document provides a clear vision for transforming the neglected hamlet of New Hudson into a pedestrian-focused downtown, and defining an urban service district to remove the threat of annexation by serving more areas with Township utilities. The Plan's recommended Downtown Development Authority has been established, with work underway to build a ring road around New Hudson and a round-about to anchor the heart of the redeveloped downtown. Though residential subdivisions are replacing some farmland, deep viewsheds with naturalized plantings along major roadways preserve Lyon Township's traditionally rural atmosphere.

## Township Master Plan

### SHELBY CHARTER TOWNSHIP, MACOMB COUNTY, MI

Shelby Township had been a fast-growing community for more than 20 years, and was viewed as one of Macomb County's most desirable addresses. But with the supply of vacant greenfield sites steadily dwindling, the Township faced now facing transition into a mature community where most development activity consisted of infill and redevelopment. As the Township confronted these different kinds of development, it found that the Master Plan and Zoning Ordinance were ill equipped to flexibly deal with varied development types. Further, there was a growing demand in the community for more walkable, pedestrian-oriented development, but the Master Plan and Zoning Ordinance were geared toward automobile-oriented development.

McKenna worked with the Township to update the Master Plan using a design and character-based approach. Instead of focusing primarily on land use, the Master Plan focused on all of the elements that create community character, including roads, blocks, buildings, and use. The new Master Plan replaced the Land Use Map with a Community Character map. This new approach allowed the Township to guide redevelopment in a more sustainable and attractive manner. It also allowed community leaders to nimbly react to changing market demands, and therefore protect community value.



The plan includes illustrative concept design plans that demonstrate how different uses can be accommodated in a cohesive manner instead of being strictly separated in a conventional suburban manner.

# Master Plan

## STERLING HEIGHTS, MICHIGAN

Sterling Heights is a premier suburban community (population 125,000) and one of the few major Michigan cities still growing. Yet, while the City enjoyed continual new residential development, some older commercial districts lagged behind. Aging and nondescript shopping centers were diluting Sterling Heights' image as a leading community.

In creating the City's Master Plan, McKenna planners sought out Potential Intensity Change Areas, or PICAs — sites with potential for redevelopment that could serve as catalysts for revitalizing a broader area. McKenna identified three shopping centers and three other under utilized areas as PICAs, then developed detailed land use plans and urban design concepts for each. Specifically, McKenna recommended that the sites become more pedestrian-friendly, improve connections to nearby neighborhoods, and broaden their mix of uses to allow adjustments to market needs. By identifying PICA sites and charting a course for them to become special places, McKenna provided City leaders the tools to bring residents new opportunities to shop, dine, work, and be entertained while enhancing Sterling Heights' image as a premier Michigan community.



# Parks and Recreation Master Plan

## HAMBURG TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

Located in southeast Livingston County, MI, the community of Hamburg Township has seen growing demand for year-round parks and recreation services as it has transitioned from a summer cottage community to a bedroom community of Ann Arbor and Brighton. Township officials looked to the upcoming update of the parks and recreation master plan and concept plans for upgrading Hamburg’s main community park property, Manly W. Bennett Memorial Park, as well as continuing to improve the 6.8 mile long section of the Lakelands Trail State Park that passes through Hamburg Township.

Identifying the Township’s need for input from a wide range of active and passive park users, McKenna planners and designers organized a series of focus group interviews with stakeholders, a public visioning open house, and a parks and recreation survey aimed at students. These diverse techniques revealed that the community’s pressing desires include upgraded lighting, fencing, and other safety elements at sports field facilities and the Hamburg Flyers Airfield, development of soccer field scheduling software, and improving the Lakelands trailheads with secondary connections, benches, respite areas, picnic pavilions, paved parking, and interpretive and informational signage.

Consequently, the update to the Parks and Recreation Master Plan and the concept plan for Manly W. Bennett Memorial Park reflected these new community goals, and prepared Hamburg Township to develop a parks and recreation system that balances the needs of active and passive recreation while continuing to set high precedents for park quality within the region.



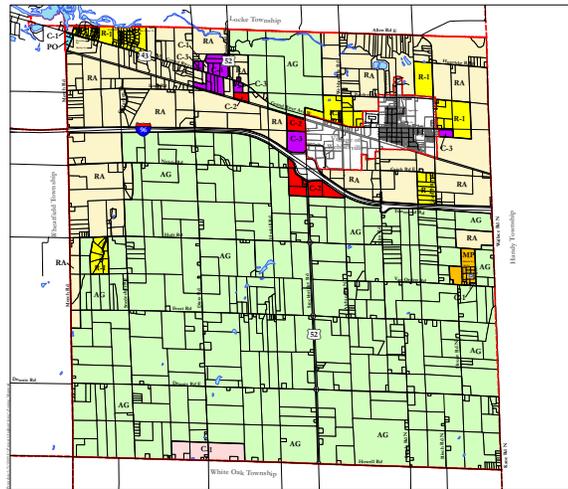
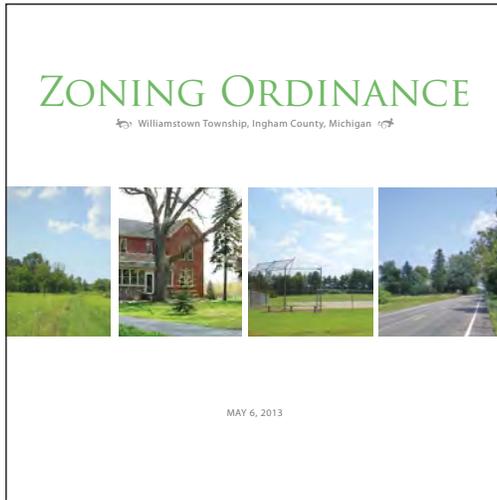
**MAP 2:**  
**Manly W. Bennett Memorial Park**  
Hamburg Township, Livingston County, Michigan  
10.12.12

..... Grade changes and possible areas for fencing to catch errant balls



**Zoning Ordinance Preparation**

McKenna Associates drafts zoning ordinance text and regulation updates for communities throughout the Midwest. We specialize in crafting personalized regulations to achieve the specific goals of the community. Our professional approach expedites the development process, while protecting a community's character and natural resources.



**Zoning Map**  
Leroy Township, Ingham County, Michigan

**Zoning Districts**

- AG Agricultural Enterprise
- RA Residential Agricultural
- R-1 Low Density Residential
- MP Mobile Home Park
- PO Professional Office
- C-2 Neighborhood Commercial
- C-3 Light Commercial
- PUD Planned Unit Development

I, Wilma Whitehead, Clerk of Leroy Township, do hereby certify that this map is a true copy of the map adopted by the Township Board of the Township of Leroy, as well as these amendments made as of the revised date.

Township Clerk, Wilma Whitehead

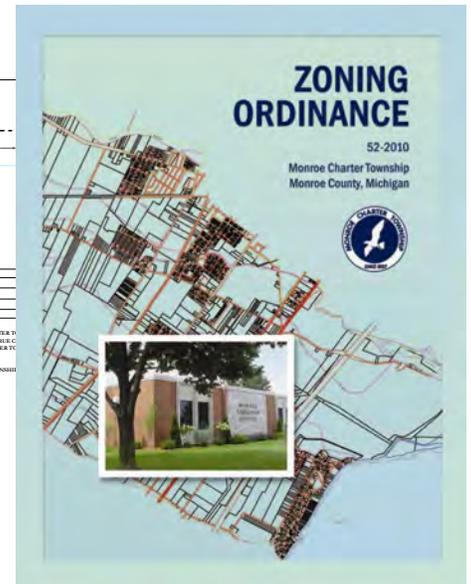
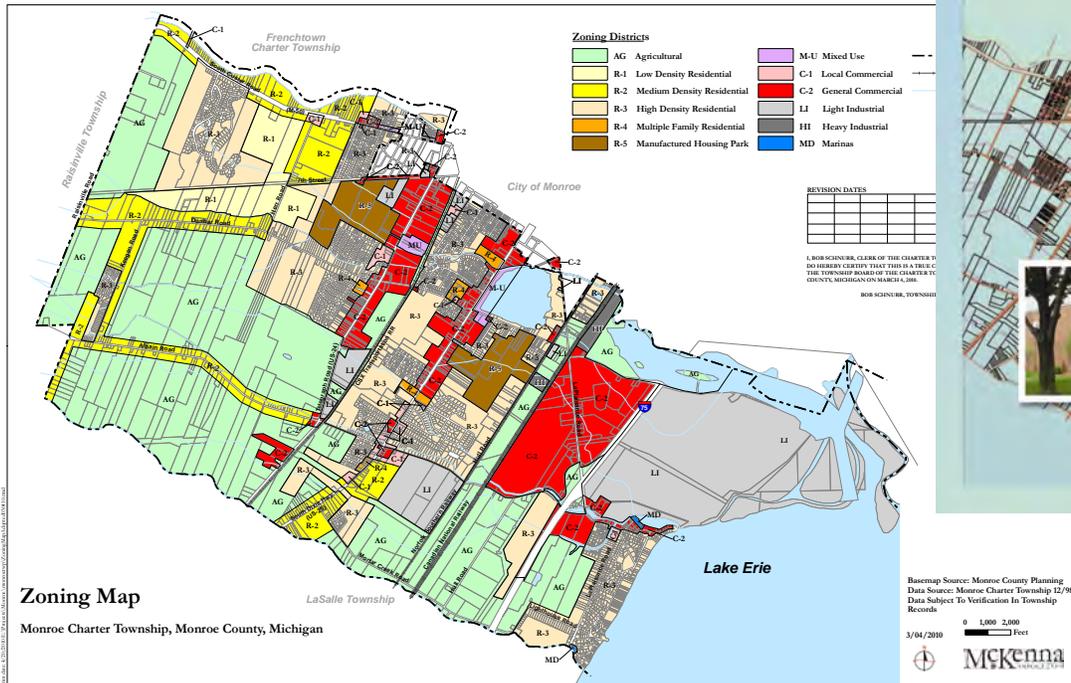
The lot lines of this map are representative of the actual lot lines and are not intended to be substituted as an official survey or used to resolve boundary or area issues. Survey a survey, township County records of Leroy Township Clerk provide the dimensions and area of lots and boundaries.

DATE	BY	REVISION

Base Map Source: Ingham County GIS, 2011  
Data Source: McKenna Associates, Inc., 2013

Scale: 0 5,000 7,500 Feet

McKenna ASSOCIATES  
11/17/2016



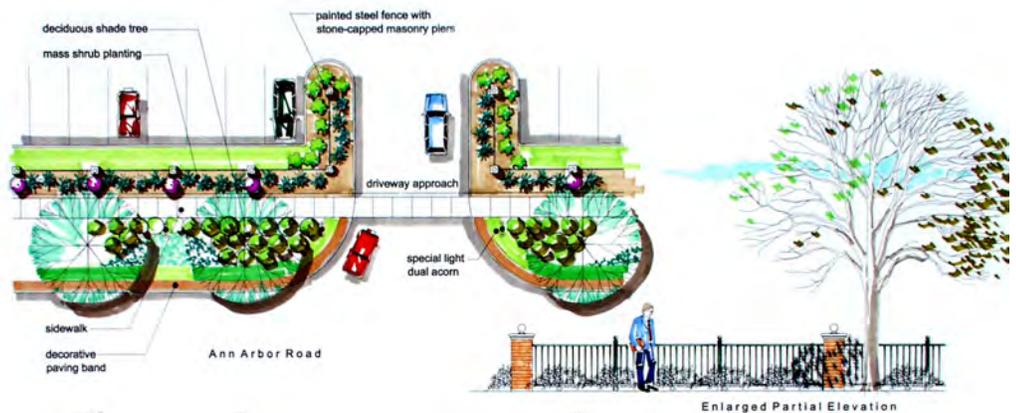
## Ann Arbor Road Corridor Plan and Zoning District

PLYMOUTH CHARTER TOWNSHIP AND CITY OF PLYMOUTH, MICHIGAN

Ann Arbor Road in Plymouth Charter Township was a typical strip commercial corridor suffering from high traffic volumes, haphazard signs and lack of landscaping. These problems were made more complicated by the fact that the north and south sides of the road were governed by two different political jurisdictions, each with its own zoning ordinance and aesthetic standards.

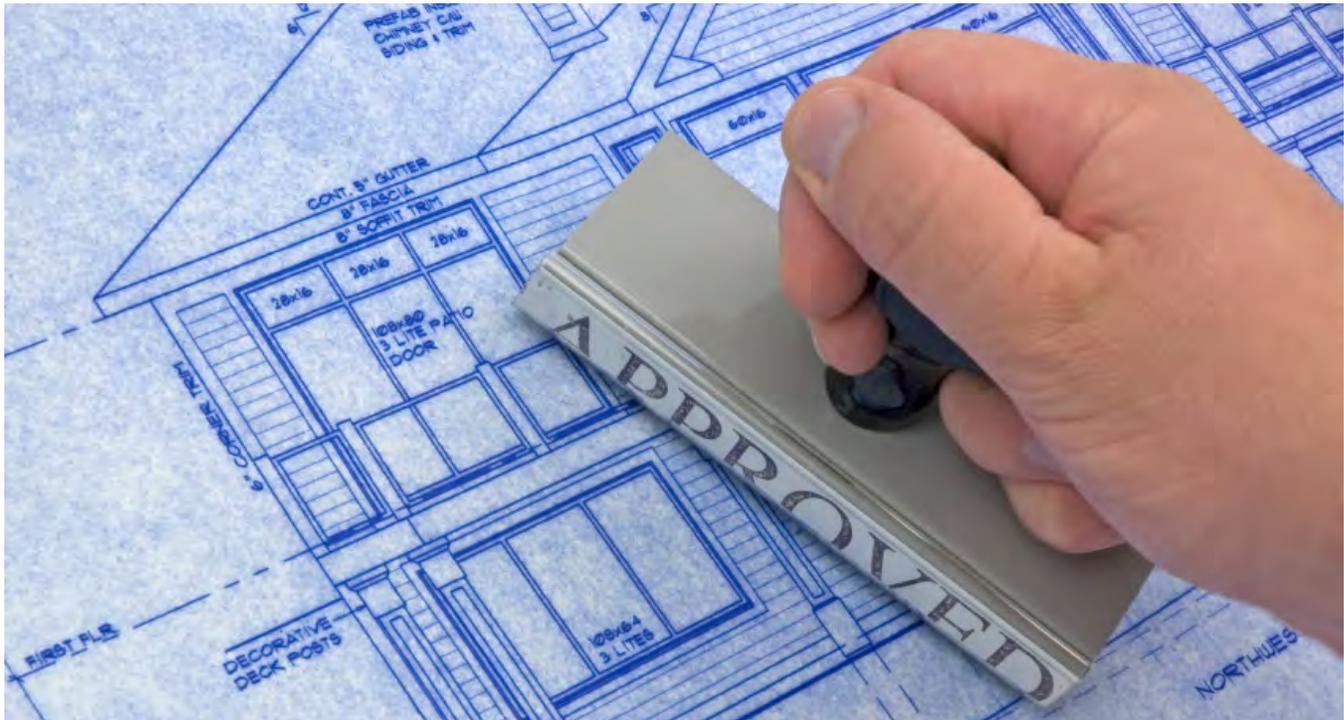
McKenna worked with the City of Plymouth and Plymouth Charter Township in a planning and design process that included businesses, residents, schools, elected officials, the City and Township Planning Commissions and other consultants. The primary focus of this joint effort was to improve the aesthetic quality of the corridor and to quickly move toward implementation.

Following the City and Township endorsement of the Ann Arbor Road Corridor Concept Plan, McKenna worked with the Planning Commissions, staff of both communities and the City's planning consultant to develop a single new zoning district. The new district, the Ann Arbor Road Corridor Zoning District, includes specific landscaping, parking, sign, use, access management and design regulations. After the district has adopted by both communities, McKenna guided the formation of a DDA and prepared the Tax Increment Finance plans to fund construction of the streetscape.



## Zoning Administration Services

### LYON TOWNSHIP



Lyon Charter Township is a fast growing semi-rural community in southwest Oakland County, Michigan. Between 2000 and 2010, the population grew from 10,036 to 14,545 residents. In this fast-paced environment, the Township needed professional planning and zoning services immediately available to guide growth consistent with the Master Plan's goals and objectives.

The Township turned to McKenna Associates, which had the professional qualifications and flexibility to provide the desired zoning services, which included: 1) Re-drafting of the zoning ordinance, 2) Drafting amendments to the zoning ordinance to update it on a periodic basis, 3) On-site office hours to assist applicants and staff, 4) Completing site plan, rezoning and other reviews, 5) Phone calls to assist applicants and staff, and 6) Attendance at Planning Commission and Township Board meetings. In addition, McKenna has shepherded several planned unit developments through the approval process and implemented overlay zoning in the downtown.

The Planning Commission and Township Board appreciate the thoroughness of McKenna's approach to providing planning and zoning services, and are particularly pleased with the cooperative attitude and willingness to go the extra mile to achieve a positive outcome.

McKenna Associate’s corporate experience in managing and administering grant programs extends over the past 31 years. Our successful experience with this process includes the background research and analysis which provides the basis for the grant application, coordination with relevant community state and Federal agencies, providing opportunities for public input into the planning process, and producing the required documents which form the basis for funding. After a timetable for producing the required document(s) is established, McKenna works with the community to establish a work plan for project completion including due dates for draft documents, public hearings (if needed), data collection, and final deliverables.

**Successful Grant Applications.** McKenna’s successful preparation of grant proposals includes Federal, State, private and foundation sources as well as the preparation of fundraising plans for municipal clients to finance projects, and has resulted in more than \$51,000,000 in grants plus 356 dwelling units of Section 202 elderly housing, an estimated \$20 million in mortgages. A sample of our successful grant writing for Michigan communities is below:

**PARKS AND RECREATION GRANTS**

**MDNR Recreation Grants**

Addison Township, Oakland County.....	\$800,000
Lyon Charter Township .....	\$839,800
City of Orchard Lake Village.....	\$2 million
City of Walled Lake .....	\$150,000

**MNRTF and Land and Water Conservation Fund**

Bay City	
Canton Charter Township, Wayne County	
Flat Rock	
Hamburg Township, Livingston County .....	\$125,400
Village of Lake Orion	
Lyon Charter Township, Oakland County	
Muskegon Heights	
Novi ITC Community Sports Park and Trailhead.....	\$224,800
Novi Pavilion Shore Park .....	\$204,300
City of Walled Lake	
West Bloomfield Charter Township, Oakland County	

**ISTEA Bike Trails**

Joint application for South Lyon, Wixom, Lyon Charter Township and Milford Charter Township.....	\$617,600
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**EECBG GRANTS**

Garden City .....	\$115,000
Novi .....	\$533,000
Oceola Township, Livingston County.....	\$68,000
Wyandotte .....	\$4,000,000

**STREETSCAPE GRANTS**

**ISTEA and TEA-21 Enhancements**

City of Flat Rock .....	\$11,800 and \$55,846
City of Grosse Pointe.....	\$639,560
Hartland Township, Livingston County .....	\$125,000
City of Hazel Park.....	\$155,846
Monitor Charter Township, Bay County .....	\$52,500
Village of Ortonville.....	\$240,000
Plymouth Charter Township, Wayne County .....	\$512,000
City of Romulus .....	\$172,000
Charter Township of Royal Oak .....	\$164,000
SMART .....	\$240,000
SMART .....	\$128,000
City of Walled Lake.....	\$280,000
Wayne County 7 Mile Road .....	\$800,000

**COMMUNITY DEVELOPMENT and REDEVELOPMENT GRANTS**

**MSHDA CDBG Demolition Grant**

Buena Vista Charter Township, Saginaw County	
U.S. Congressional Earmark Funds	
Buena Vista Charter Township, Saginaw County .....	\$237,000

**Redevelopment**

City of Muskegon Heights.....	\$6 million
City of Garden City .....	\$2.3 million
City of Hazel Park.....	\$1.5 million

**COMMUNITY DEVELOPMENT  
and REDEVELOPMENT GRANTS (continued)**

Benton Charter Township, Berrien Co.....	\$800,000
City of Indianapolis, Indiana .....	\$900,000
City of Bay City (Lafayette Square) .....	\$380,000
Frenchtown Township, Monroe Co. ....	\$38,000

**HUD and UDAG**

City of Hazel Park.....	\$1.3 million
City of Bay City .....	\$450,000

**CDBG**

- City Dearborn Heights
- City of Clawson
- Lyon Charter Township, Oakland Co.
- City of Romulus
- City of Hazel Park
- Van Buren Charter Township, Wayne Co.
- City of Bay City
- City of Lincoln Park
- City of Taylor
- Lapeer County

**Section 202 Housing Consultant**

City of Belleville (Columbia Ct.) .....	\$40,000 (108 units)
City of Romulus .....	\$40,000 (92 units)
Village of Lake Orion .....	\$40,000 (68 units)
City of Hazel Park.....	\$73,000 (88 units)
MSHDA Housing	
City of Fenton	

**OTHER GRANTS**

**Private Michigan Foundation**

Lapeer County Historic Preservation Effort .....	\$20,000
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**Arson Prevention**

City of Hazel Park	
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**Coastal Zone Grants**

City of Bay City, Michigan	
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**Local Matching Funds Achieved (1998)**

Lapeer County Historic Courthouse Restoration .....	\$91,000
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**Drug Elimination Grant (1998)**

Saginaw Housing Commission.....	\$248,000
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**Supportive Services Grant (1998)**

Saginaw Housing Commission.....	\$128,000
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**Michigan Council for Arts and Culture**

Grosse Pointe Arts Council.....	\$10,000*
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*\* with \$10,000 matching from Alice Hartwick Foundation*

**EAB Tree Planting Program**

City of Flat Rock .....	\$4,000
City of Novi .....	\$4,000

**Tree Planting**

Wixom Cemetery .....	\$13,500
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**Tree Management**

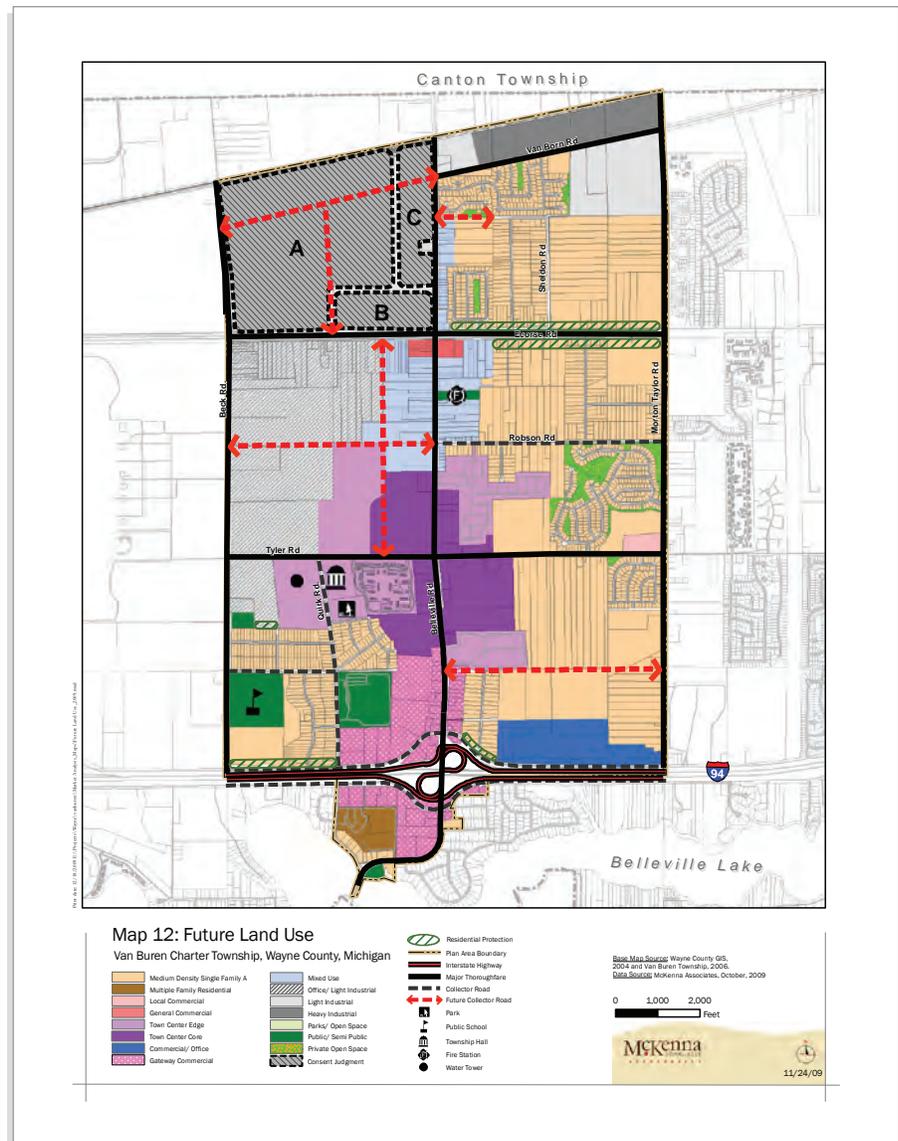
City of Walled Lake.....	\$5,000
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# Downtown Plan and Market Analysis

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

The Van Buren Township Downtown Development Authority wished to take a more active role in promoting economic development in its district. The Township's DDA is primarily typical commercial strip development, encompassing both sides of the Belleville Road corridor. The DDA recognized that a change of focus might be necessary to optimize development opportunities, so it retained McKenna professionals to prepare a comprehensive market analysis - examining commercial, industrial, office, residential, and entertainment potentials.

McKenna worked with both the DDA and the Planning Commission to translate the market findings and recommendations into an updated master plan for the corridor area. The market analysis identified potential demand for new retail, industrial (outside the immediate corridor area), senior housing and full service restaurants, and allocates land for those uses. The Plan was adopted by the Township Planning Commission as an amendment to the Master Plan. Using the data collected and following the plan's recommendations, the DDA is actively recruiting businesses to transform the district to meet the challenges and needs of future populations.



## Quirk Park Senior Center Plaza

CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN

The Quirk Park Senior Center is designed primarily for seniors but also to be available to the entire community. Major design elements include a large plaza area for multipurpose activities, shade trees, ornamental trees and a variety of perennials. A variety of seating areas are provided, benches, tables, and sloped lawn areas. There is a small shelter, shuffleboard, lighting, and drinking fountains. McKenna designed the concept, coordinated the site engineering and detailed the construction drawings.



## Riggs Heritage Farmstead

CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, MICHIGAN

McKenna Associates prepared the plans for Riggs Heritage Park (30 acres), located at a historic homestead and farm (Est. 1836) to be enhanced and used as a passive park, cultural center, agricultural preserve, historical village, trailhead with train depot replica respite station, amphitheater, pathways, pond, picnic and community events area. The park land was donated and the initial development is made possible through the use of a portion of a \$2,000,000 Wayne County Parks Grant.

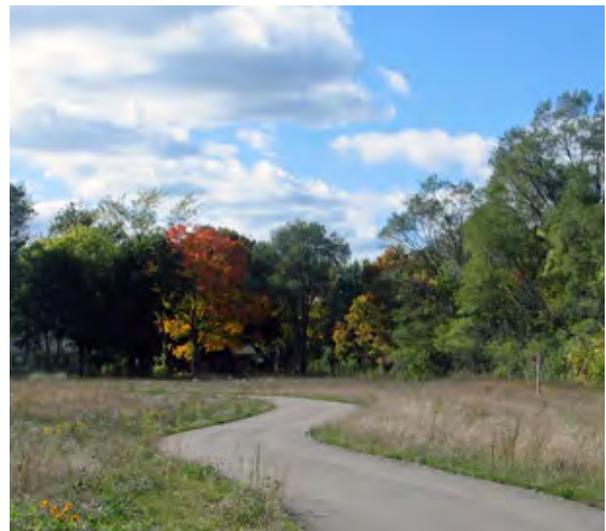
**“The Depot”:** The universal access picnic shelter/rest room was being modeled after the original train depot in Belleville. It is located adjacent to the same rail line approximately one mile from its original location that helped to settle the area. Some green friendly elements incorporated into the design include the use of natural lighting in the restrooms, and LED site lighting.

**Short Grass Prairie:** A short grass prairie was being planted to return the land to its environmentally sustainable, pre-settlement conditions. This area contains a network of walking-biking trails to allow movement through this rich ecosystem.

Additional benefits of including the natural planting include better drainage due to the deeper roots that native prairie grass provides over turf grass. The prairie provides a natural ecosystem for many birds and small animals. This natural area provides for many interpretive opportunities for both environmental and historical education and is graphically highlighted with interpretive kiosks.

**Sustainable Storm Water Management:** The storm water management system utilizes several Best Management Practices (BMP's) to minimize the impact of the site development and use patterns. This project has modern conveniences like rest rooms, permeable and conventional paving and low impact parking, but the design strives to minimize the impact on the site and environment. The BMP's include permeable pavement, surface runoff, bio-swales and wet meadow plantings. Interpretive kiosks highlight the environmental processes taking place and the rationale behind constructing these elements in this manner.

**Bike Path Trail Head:** The planned trail head will connect to Lower Huron Metro Park to the east, and become part of the regional bike path network. The trail system ties into the Township's Greenway Corridor Master Plan.



# City Hall Redevelopment

## CITY OF WESTLAND, MICHIGAN

With nearly 85,000 residents, Westland is the 12th largest community in Michigan. Made up of stable residential neighborhoods and major commercial corridors, including Ford Road (M-153), and significant public facilities, Westland was committed to providing its citizens with a high quality of life. When it was determined that the existing City Hall was no longer viable after continuous flooding problems, the City set its sights on relocating to a vacant big box retail store in the commercial core. The reuse and renovation of the former retail store was an award winning endeavor resulting in a beautiful new civic building; however, it left a major void at the former City Hall site.

The City retained McKenna to develop an approach for reutilizing the former City Hall site. The strategy began with the concept of replacing the former City Hall with a significant public space—space that would accommodate a mixture of uses and human interaction, and would symbolize the civic pride of the City of Westland. This public space would service as the centerpiece for a mixed use project that would be developed through a public/private partnership including developers and multiple public agencies.

McKenna developed a series of development objectives for the site, drawing on examples of great public spaces from around the country. McKenna prepared promotional material and a Request for Development Proposals. The material was distributed to developers locally and at the International Council of Shopping Center’s annual Real Estate Conference in Las Vegas. The project has generated interest from nearly 50 quality developers, many with experience in creating vibrant mixed-use developments around the country.

### FORD ROAD RE-IMAGING OPPORTUNITY

City of Westland, Wayne County, Michigan

#### // 14 ACRES IN SOUTHEAST MICHIGAN

The Ford Road 2020 site is strategically located on M-153 Ford Road corridor, just east from exit 25 off heavily traveled I-275. The site is owned by the City of Westland and is offered as a mixed-use development site. Westland is willing to divide the 14-acre property, which can host a number of uses including retail, medical, education, entertainment, recreation, and residential, focused on a cultural gathering place.

Please call the City’s Director of Economic Development, Lori Fodale, at **734.467.3264** to discuss potential partnering and development incentives.



#### // GUIDING PRINCIPLES

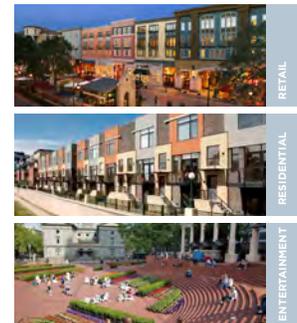
##### Redevelopment should:

- Be a joint public/private partnership between the City and qualified developers.
- Have beautifully designed public open spaces that will accommodate various civic events and activities and is highly programmed.
- Be walkable with sidewalks and pedestrian-friendly pathways throughout with connections to Central City Parkway and surrounding neighborhoods.
- Provide a focal point or image / identity piece for visitors to the City.
- Reserve Ford Road frontage for a visually significant ingress / egress for other uses location on the interior of the site.
- Contain structures and development characteristics whose form will stand the test of time and are of high quality materials and design amenities.
- Be a catalyst for future redevelopment - in the City generally and Ford Road specifically.
- Complement the retail uses located along Warren Avenue.
- Attract young professionals.
- Provide services and activities for the City’s senior residents.
- Contain design features that complement the City’s overall site development plan, including the adjacent park, artisan market and Central City Parkway.

#### // INCENTIVES

- Approved Brownfield Plan, TIF
- Access to Capital
- Infrastructure Funding
- Downtown Development Authority TIF
- Existing Amenities (see page 2)

#### // REDEVELOPMENT USES



#### // SITE DETAILS



#### EXISTING AMENITIES

- Police Station
- 18<sup>th</sup> District Court
- Tattan Park
- Farmers Market

#### // PRIME LOCATION

Westland’s centralized location provides both residents and visitors with a convenient and enjoyable shopping, entertainment, and living experience.



## Metro World Center Development

CITY OF ROMULUS, MICHIGAN



McKenna Associates was the project manager to plan and facilitate the development of approximately 1,600 acres of vacant land immediately north of Detroit Metropolitan - Wayne County Airport. The master plan for the Metro World Center area, prepared by McKenna Associates, envisioned a major, international-scale development representing over two-billion dollars of private investment. The project area includes a major retail center, corporate offices, commercial entertainment facilities, conference facilities, hotels and associated support uses.

In addition to developing the original concept and subsequent master plan of land use and circulation for this project, McKenna Associates assisted Romulus in formation of the Tax Increment Finance Authority to be the body to oversee plan implementation; prepared tax increment finance plans to assure funding for needed public roads, water and sanitary sewer; obtained federal and state approval of a new interchange on Interstate 94; prepared documentation and support including presentation of the City's project to bond rating agencies on Wall Street for an \$8.1 million bond sale to finance the phase one infrastructure; and negotiated an acceptable four party development agreement to finance the construction of the new I-94/Vining Road interchange, including significant private sector contributions and another \$5.895 million TIF bond sale. The commercial entertainment component has been realized with the approved Magna Entertainment Corporation horse racetrack.

The existing corridor of hotels at the east edge of the project area has been substantially enhanced with landscape and streetscape improvements designed by McKenna Associates. Other tasks have included negotiations with developers and presentation of development agreements to further the implementation process.

## Surplus Site Development Plan

SAGINAW TOWNSHIP, SAGINAW COUNTY, MI

When Catholic Federal Credit Union secured a former bank office building for its new headquarter next to Kmart in Saginaw Township in suburban Saginaw County, Michigan, it also acquired about 20 acres of surplus area with frontage on State Street (M-58).

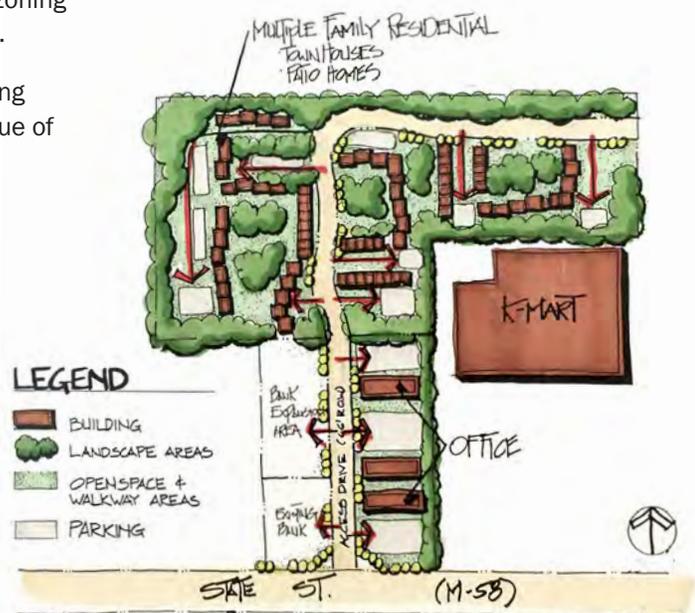
For the Credit Union Board of Directors, McKenna conducted: 1) a physical evaluation on the area and site, 3) Demand and Supply Analysis for the surplus acreage, 3) a Use Study, and 4) a Development Plan and Recommended Approach, including four redevelopment alternatives – some including coordinated expansion or reuse of the adjacent Kmart site.

Identified physical issues included limited frontage on M-58 State highway, slowing regional growth and the physical limitations posed by the Horgan Drain right-of-way.

Based on McKenna's findings, the board protected the very useful B-2 zoning classification. Catholic Federal has carefully monitored proposed changes to the zoning ordinance text and map to ensure that the B-2 zoning was retained.

The Board used its proximity to Kmart as a development – enhancing feature for coordination with the Kmart site use to reinforce the value of both sites.

Considering market and all other factors recommended, McKenna designers designed four alternatives for reuse of the surplus area for mixed commercial/residential, retail commercial, apartments and elderly housing. The Kmart site has been redeveloped into a mixed use commercial site compatible with the potential reuses of the surplus area. The best uses for the site as office, convenience commercial and multiple family residential, including elderly housing and its related facilities.



## Strategic Action and Vision Plan

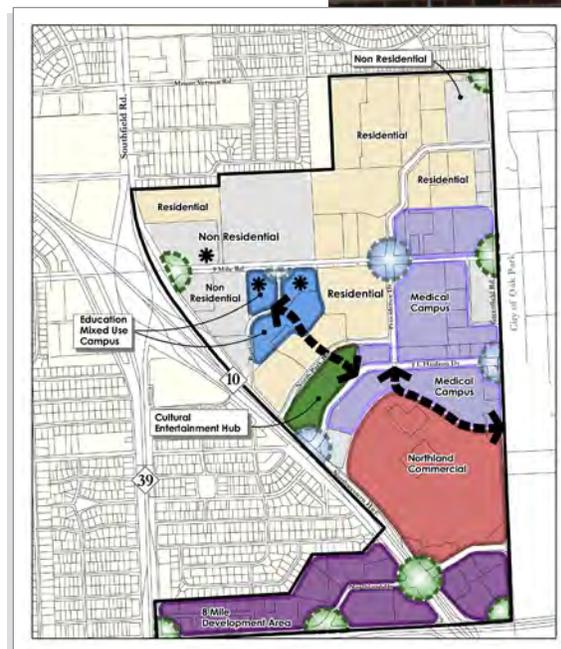
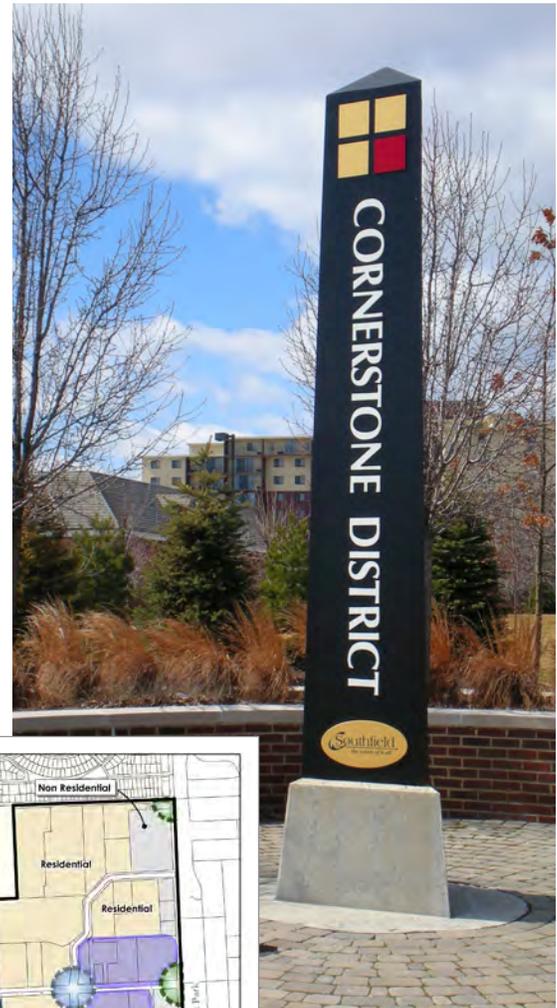
### DOWNTOWN DEVELOPMENT AUTHORITY – SOUTHFIELD, MICHIGAN

The Cornerstone Development Authority (CDA), is edge city Southfield, Michigan’s downtown development authority. While not a traditional downtown, the CDA includes the million square foot enclosed Northland Mall, the major employer Providence Hospital, Oakland Community College, office users, and a significant residential population.

The CDA had a very successful track record, completing projects ranging from streetscape to facilitating targeted building demolition and redevelopment. However, over time its efforts had become focused on programs and events. Thinking the CDA’s work was done, some City representatives even suggested abolishing it. The CDA needed a refreshed vision and strategic plan.

McKenna’s strategic plan approach was dynamic and flexible, confronting and solving challenges that arose during the planning process. McKenna solicited input from stakeholders in focus groups, analyzed market trends, and facilitated a successful Board retreat. The new strategic plan establishes the overall vision plan for the Cornerstone District and clearly defines priorities, specific projects and strategies as a roadmap for the CDA.

Even before the strategic plan was adopted, McKenna’s approach caused the City Council to decide not to abolish the CDA, attracted new investment interests to Northland Mall, and created support and a framework for significant expansion of Providence Hospital’s campus to a contemporary, walkable design. Most important, the strategic plan built enthusiasm and a renewed positive image for the Authority.



## Walkability Audit

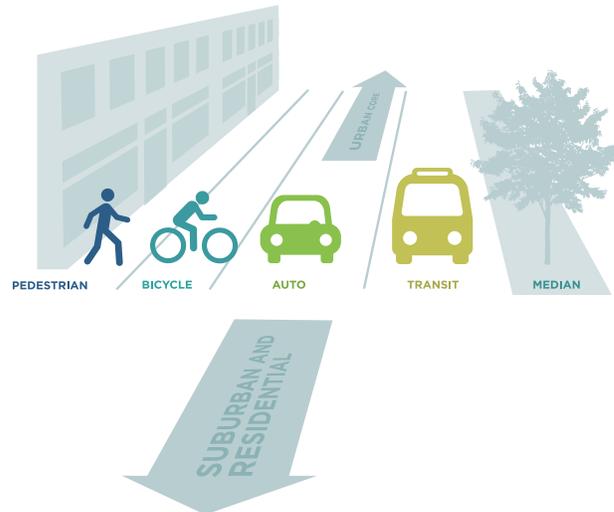
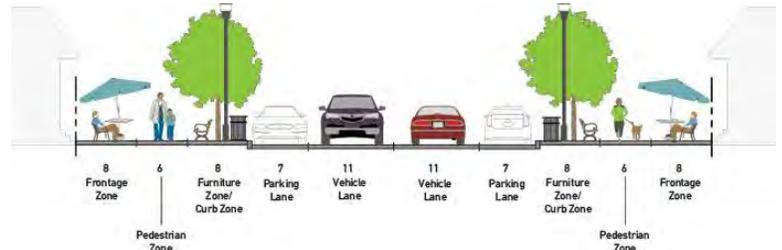
VAN BUREN CHARTER TOWNSHIP, WAYNE COUNTY, MICHIGAN

McKenna conducted an on-site walkability audit with the Township’s DDA and local business representatives. The project consisted of three key phases: 1) existing conditions analysis and research, 2) the walkability audit event, and 3) the compilation of key findings into a summary report.

McKenna’s inventory included land uses, commercial vacancy, surrounding population, transportation access, existing roads, pathways, sidewalks, and other infrastructure. The inventory utilized previous work completed for the DDA in this area, and updated that information based on current conditions. The inventory was presented in a brief report, which included a summary of issues and opportunities and a graphic analysis of walkability issues through the corridor.

Following the initial analysis, the Walkability Audit was conducted with key stakeholders, with a morning educational presentation of walkability issues and a brainstorming session on the strengths, weaknesses, opportunities, and threats to corridor development. In mid-day the group walked the district. The tour covered approximately two miles. The group made observations, took photographs, and documented issues along the way. In the afternoon, the group conducted design concept brainstorming and developed preliminary recommendations for the corridor.

McKenna will analyze the results of the Walkability Audit with respect to vehicle, pedestrian, and bicycle access along the corridor and recommended improvements to the Belleville Road right-of-way, cross streets, and surrounding land uses. The report identified potential intersection designs and roadway configurations, and delivered a Complete Street design concept for the corridor. McKenna developed several graphics to illustrate the design concept for future development and the potential for placemaking in the district.



### POP QUIZ: Which are Complete Streets?



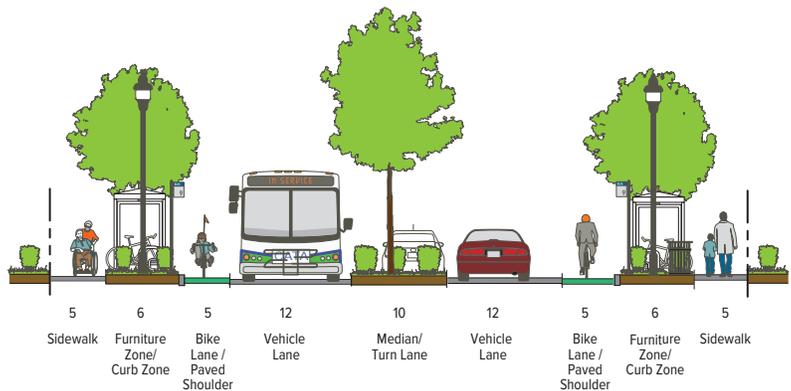
# Realize Cedar: Urban Design Framework

DELHI CHARTER TOWNSHIP, INGHAM COUNTY, MI

McKenna Associates worked with Delhi Charter Township on the Realize Cedar initiative to guide the design of a new downtown. The project included an innovative pop-up outreach events to reach residents where they were — local basketball games, riding the trails, shopping at the farmer’s market, visiting the library, or watching music at Veterans’ Memorial Park. Other outreach included digital display kiosks, online surveying and forums, local business presentations, and focus groups.

The project, which considered a roadway reconfiguration to reduce the number of lanes and create better biking, walking, and streetscape amenities, incorporated best practices for roadway operations and safety analysis. The transportation analysis followed the Federal Highway Administration process for the evaluation of Road Diets.

Ultimately, Realize Cedar is about facilitating the latent need for new housing and businesses. The Township now has a design framework to facilitate and evaluate new development at several key sites. The Urban Design Framework includes identity themes, materials standards, and signing guidelines for the entire corridor from Willoughby Road on the north and College Road on the south.



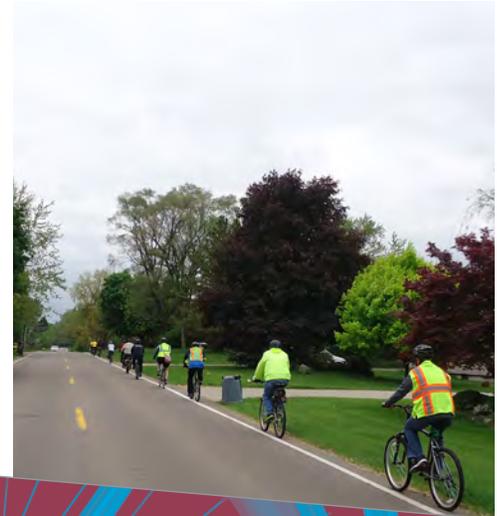
## Non-Motorized Plan

CITY OF LIVONIA, MICHIGAN

Livonia, Michigan has many strengths that make it an ideal place for developing a robust multi-modal network. It is strategically located to provide a much needed regional link between non-motorized facilities in neighboring communities and local destination areas like the Livonia Community Recreation Center, the Civic Center Complex, and Schoolcraft College. The community is home to an outstanding system of park and recreational amenities, school facilities, and a premier regional trail connection via Hines Parkway, which links dozens of Wayne County communities. Finally, the existing grid system in Livonia provides a strong foundation for the connectivity of neighborhoods and destinations; both for purpose (i.e. picking up something at the store, going to school, and visiting a library or a friend's house) and leisure (i.e. walking the dog, family bicycle ride, physical exercise, etc.).

Recognizing these strengths, McKenna worked with the City to develop a plan that built upon the community assets and offered practical implementation steps to achieve some near-term connectivity in the network. The plan included an inventory and evaluation of the existing non-motorized network and identified key gaps in the existing bicycle and pedestrian network. Multi-modal projects are prioritized accounting for proximity to schools, parks, residential areas and public areas to assure residents will get the most 'bang for the buck' as the plan is implemented. The plan also included design standards for bicycle and pedestrian design, with cross sections and traffic calming elements. McKenna worked with the City to coordinate the effort with other regional planning agencies, including Wayne County and SEMCOG.

The public outreach was a highlight of the planning effort, which included a series of online outreach efforts, a network design charrette, and a "Bike Livonia" workshop. In the Bike Livonia workshop, residents, decision makers, and professionals went out on the street to see some of the best and worst elements of the existing non-motorized network, later discussing ideas for addressing these issues in the plan.



**LIVONIA BIKE WALK**

Help the City of Livonia improve its biking + walking networks with your ideas + vision.

Join us for an open house + let your spokes be heard!

BIKE / WALK LIVONIA is the City's bicycle and pedestrian plan. The purpose of the plan aims to make the community a safer and more enjoyable place to bike and walk. The plan will identify important destinations in Livonia to connect with safe and accessible infrastructure.

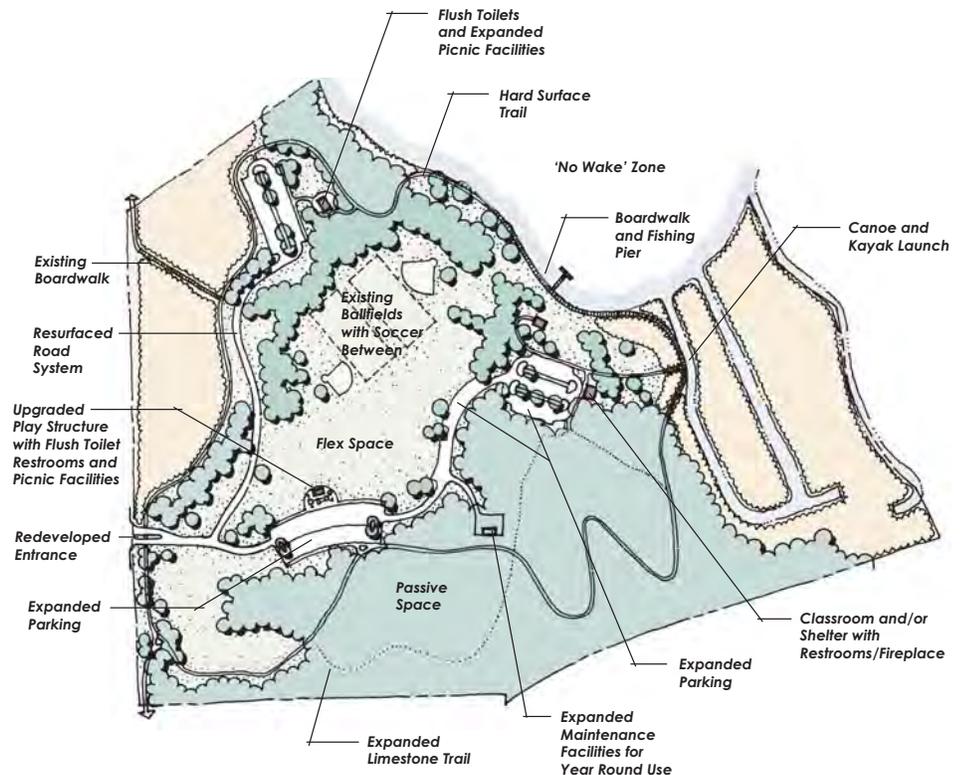
BIKE / WALK LIVONIA will prioritize and guide biking, walking, and recreation trails in the City. The plan is scheduled to be completed by September of 2015.

**OPEN HOUSE** June 17, 2015 6:00 - 8:00 PM  
Livonia Civic Center Library · Michigan Room  
32777 Five Mile Road · Livonia, MI 48154

McKenna

# Parks and Recreation Master Plan

WEST BLOOMFIELD CHARTER TOWNSHIP, OAKLAND COUNTY, MICHIGAN



West Bloomfield Charter Township, a fast-growing suburb north of Detroit, enjoyed a wealth of parks and recreation resources, including several community buildings, more than 500 acres of park space, and numerous inland lakes. But Township officials realized that facilities and services needed updating to meet the needs of a growing population with evolving expectations.

To ensure that future plans aligned with residents' changing needs, McKenna planners and designers devised an extensive public participation process, which included an intensive workshop, a design charrette, a statistically accurate phone survey, a bus tour of existing facilities and other hands-on assessments. Among other things, this inclusive process disclosed the Township's need for or more geographically dispersed resources; boardwalks, fishing piers, and boat launches along waterways; and unique and separate spaces for teenagers and senior citizens. Other recommendations ranged from expanding community gardens at one location to converting a farmhouse to a community center in another area.

As a result of the Parks and Recreation Master Plan, West Bloomfield officials were positioned to maximize their natural and financial resources to ensure their growing community retained its status as a premier community.

# Wayfinding Analysis

## LYON TOWNSHIP DDA, LYON TOWNSHIP, OAKLAND COUNTY, MI

When Lyon Township was ready to implement a new branding campaign one of their first steps was to develop the theory for a comprehensive wayfinding plan and it turned McKenna to lead the way. McKenna helped leaders establish a set of guidelines that have consistently proven helpful in developing thoughtfully designed and highly effective wayfinding systems. Those guidelines included:

- Design it for the First-Time Visitor;
- Support Intuition;
- Structure Information in an Intuitive Fashion;
- Control Circulation;
- Thoughtfully Define Destinations; and
- Test the System.

McKenna began the process by taking the DDA Design Committee on a driving tour through the Township and contiguous boundaries to identify the current location and nomenclature of existing Township signs. In addition, McKenna mapped areas, destinations and circulation routes of major entry points and decision-making locations.

At the conclusion of the driving tour McKenna planners and designers developed a comprehensive plan for locating future signage, including a Township Circulation Map, existing Signage Map and a Key Locations Plan. A McKenna developed a hierarchical organization of destinations to guide the design process and set guidelines for signage development. This planning effort prepared the Township to move their signage program forward and closer to implementation.

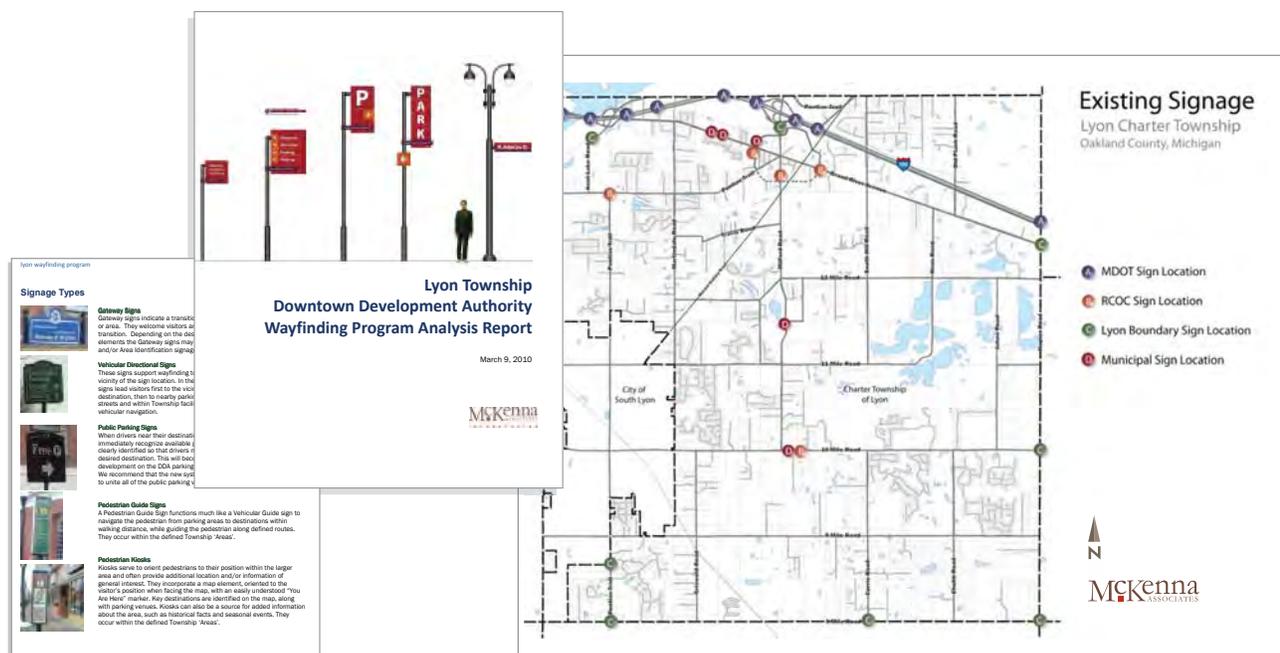


Table 1-2: SOQ Scoring for General Planning Services

	<b>McKenna &amp; Associates</b>
Quality of firm's SOQ in relationship to information requested	25
Knowledge of Township and Specific Needs	24.5
Team Member Qualifications	24.5
Experience with similar projects	24
Analysis of overall approach	24.5
Total Score	122.5
Average Score (65 reviewers)	24.1
Comments:	Excellent knowledge and service to VBT for 20+ years. Have been excellent partners and advisors
	Experience and strength in planning, zoning, community engagement, grants, economic development, waterfront projects, landscape architects and current trends/best practices
	Strong knowledge of Wayne County and surrounding communities
	Comprehensive in-house staffing
	Like Patrick and Vidya; they have the right answers
	Strong follow through
	Fencing along Harmony Lane was nice addition



## Memo

**TO:** John Jackson  
Principal  
McKenna Associates

**FROM:** Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development

**RE:** Qualification Based Selection for General Planning Services

**DATE:** March 21, 2017

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Thank you for submitting McKenna Associates' Statement of Qualifications to become eligible to provide general planning services to the Charter Township of Van Buren. McKenna Associates has been selected to be one of three firms interviewed by the Township's Qualified Based Selection Review Committee on Tuesday, April 4<sup>th</sup>, 2017 from 10:00 am – 11:00 pm. The interview will consist of a ten (10) minute presentation by the firm and forty-five (45) minutes of question and answer from the Committee.

Please submit six sets of any additional materials you would like the Committee to receive prior to the interview to the Developmental Services Office at the Township Hall by March 29, 2017 at 3:00 pm. If you have any questions regarding the interview process, please contact me at 734-699-8913.

IDEA BOOK



# Planning Consultant Services

Charter Township of Van Buren, Wayne County, MI  
March 29, 2017

**McKenna**  
ASSOCIATES

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# Community Map

Charter Township of Van Buren, Wayne County, MI

March 27, 2017

 Municipal Boundary



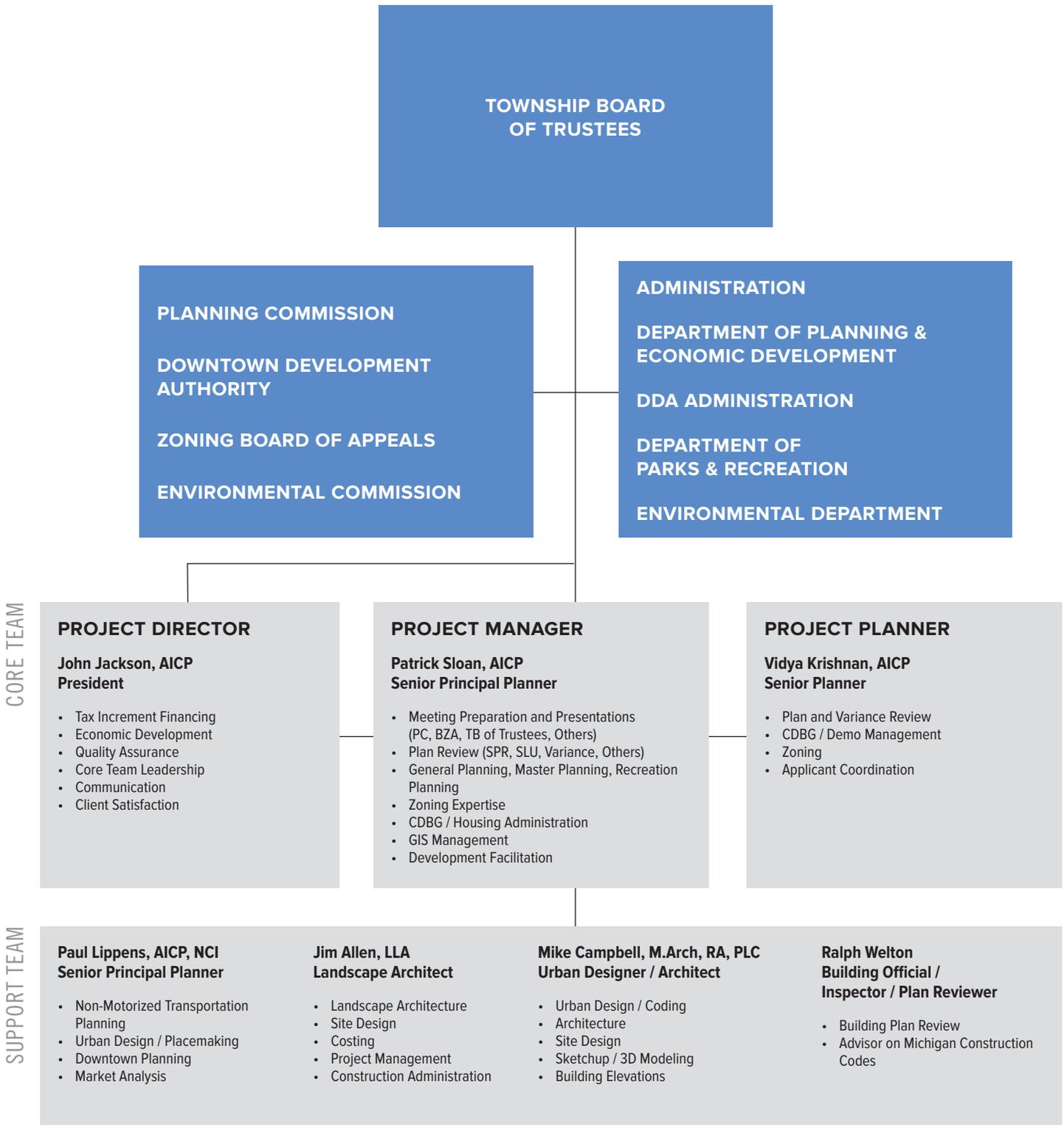
Data Source: Michigan Geographic Framework, Michigan Center for Geographic Information, Version 13a, Aerial Source: SEMCOG 2015

# Project Management – Planning Services

Charter Township of Van Buren, MI · March 29, 2017

■ Van Buren Team

■ McKenna Team



# Van Buren Township Proposal Features



## Planning and Zoning Essentials

- Serve as Township Planning Consultant
- Maintain Zoning Ordinance and Master Plan, ensure up to date
- Respond to questions from development community
- Review applications for new development or occupancy of existing developments as requested (site plans, subdivision plats, private roads, variances, rezonings, special land uses, planned developments, etc.)
- Assist in long-range planning projects, including Master Plan updates and grant administration
- Staff the Planning Commission and Zoning Board of Appeals, as requested
- Present at Township Board on relevant items
- Institute predictable, high-quality, friendly development review processes
- Keep Township informed of relevant planning and zoning matters, including new laws and legal decisions, new or hot topics in Planning, training, and grant opportunities

FEATURES

# Customer Service Standards



Van Buren Township strives for government excellence and you are committed to a comprehensive approach to: economic development; citizen engagement; fiscal policy; local services, including recreation; collaboration with partners; and high quality customer service.

Sound customer service also leads to measurable results, from meeting or exceeding residents' expectations to setting yourself apart from other communities in a competitive market. Developers say that predictability at the governmental level equals money in their pocket! Per the ICMA, excellence in local government customer service also translates into:

- Greater public confidence and trust;
- Support for budgets, zoning changes or other new local government initiatives;
- Positive image for community.

McKenna will commit to these standards of government excellence by following this customer service program:

## When Assisting the Township, McKenna Will;

1. Provide open communication with the Township Board, the Planning Commission, and Staff.
2. Present reliable information and disclose substantial deficiencies, while considering rational alternatives.
3. Substantiate findings and recommendations by performing required investigations.
4. Practice cost accounting, by working within established budgets, invoicing and monitoring plans.
5. Follow the Code of Ethics and Professional Conduct of the American Institute of Certified Planners (AICP).

## When Assisting the Public, McKenna Will;

1. Be flexible while respecting established rules and procedures to meet their needs
2. Contact them promptly if we missed their attempt to reach us.
3. Respect their schedule and strive to be on time for appointments and meetings
4. Treat them with equality – be honest, attentive and listen to their needs and requests in a friendly and professional manner.
5. Provide accurate explanations and provide alternatives when appropriate.

# The McKenna Team's Promises to Van Buren Township

## We are committed to excellence in customer service

- ★ Adopt Van Buren Township's standards for customer service
- ★ Treat all customers (residential and non-residential) with fairness, respect, and timeliness
- ★ Set Van Buren Township apart in a competitive market

## We will perform all work – from reviews to communications – at the highest level of quality

- ★ Thorough reviews for all types of development reviews – tailored to Van Buren Township
- ★ Quality control through a multidisciplinary team
- ★ Adhere to American Planning Association / American Institute of Certified Planners (AICP) Code of Ethics
- ★ 39-year commitment to quality



## We will take professional responsibility for giving Van Buren Township fresh approaches to planning and zoning

- ★ Lean zones
- ★ Redevelopment readiness
- ★ Master Plan implementation
- ★ Largest private planning and design library in Michigan

## We will adopt your vision as our own as we carry out planning and zoning in Van Buren Township

- ★ Commitment to government excellence
- ★ Collaborate with other department heads, take comprehensive approach
- ★ Resident stakeholders of utmost importance
- ★ Defer to elected and appointed officials, carry out their will while maintaining standards



# Economic Development



## Example of Public - Private Partnership

### Define the Project

- Property involved (include municipally owned parking lots)
- Identify development objectives
- Money up-front (price of land-free)
- Money over time (incremental taxes and spin off development)
  - » Range of uses
  - » Parking (\$11K per surface space, 20K per structured space)
  - » Design considerations
  - » Modification procedures
  - » Identify available incentives
  - » Tax increment financing for improvements (parking/infrastructure)
- County
- State
- Federal
- Local Funding Sources

### Market the Project

- Promotional material
- Online information
- Attend local ICSC events
- Use County Resources
- Cite available incentives (e.g. 50% of increment to be used for parking to serve this project)

### Identify the Development Team

- Developer
- Planner
- Architects
- Finance
- Attorney(s)

ECONOMIC

# Lean Zone

An area where procedures are reduced, where new procedures are established and experiments are conducted, all with the goal of removing impediments to economic development and community-building. Lean Zones are not created in isolation — they follow an assessment of the impediments and assets in a community, and are implemented with a carefully chosen kit of tools.

- **Streamlined Processes:**

- » Assign a member of municipal staff to be a facilitator for the Lean Zone.
- » Identify bottlenecks in approval processes to reduce the difficulty and time required.

- **Lean Regulation:**

- » Review codes, regulations and permitting requirements to identify existing thresholds for small projects, below which review is not required or code provisions are not triggered. Make them transparent and available both to the development community and the permittees.
- » Where regulations allow interpretations, establish policies that reduce burdens for small actors, small projects, and small businesses.
- » Delegate authority to a lower level that is closer to the project or business.

- **Lean Codes:**

- » Adopt simplified codes that enable small-scale development and business, and demystify and simplify requirements.
- » Lean Reuse and Renovation: Identifying and removing barriers to reuse of existing building.

- **Lean Scan:**

- » Inventory underutilized assets
- » Map assets
- » Identify barriers
- » Identify partners and resources
- » Define short-term improvements – exempt from permits
- » Develop tools for the area – revised zoning and permitting procedures, etc.

- **Inventory**

## Stages of the Lean Scan

- Inventory and define underutilized or latent assets: natural, social, built, or economic, such as under-occupied buildings, business organizations, and areas where there has been a recent population influx.
- Map these assets at the scale of the corridor, the neighborhood and the block.
- Identify regulatory, financial and other barriers.
- Look for possible points of integration; define supporting levels of association such as Business Improvement Districts, non-profit and for-profit community-scale developers, and Main Street groups.

## Workshop Following Lean Scan

- Define incremental interventions that mobilize assets across multiple categories, unlocking synergy.
- Develop tools for the Lean Toolkit: rehab, infrastructure, building, and tactics, thresholds, workarounds, etc.
- Condense findings and proposals into an action plan.

# Complete Neighborhoods

Great neighborhoods are more than just a collection of dwelling units. Complete neighborhoods have identifiable centers; offer economic and social opportunities to residents and visitors; are accommodating to all household types; and have civic spaces such as parks, schools, and places of worship.

Complete neighborhoods with average buildings are far more sustainable than a collection of green buildings. Planning for maintaining complete neighborhoods should continue to be a fundamental planning activity in Van Buren Township, as we maintain and improve your residential base.



# Public Participation and Outreach

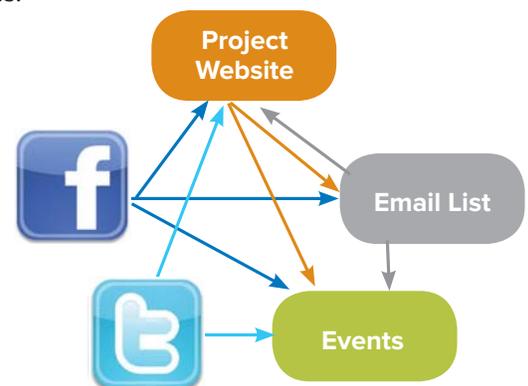
A wide array of tools are now available to communicate and collaborate with citizens and stakeholders. These tools have revolutionized the way people communicate, and have the potential to unlock unprecedented levels of engagement in public processes. McKenna Associates has successfully used social media and other digital media to achieve levels of participation and collaboration in planning projects.

Our public participation and outreach is multi-faceted:

- **Project Website.** This is the information hub for project notices, news articles, blog posts, status updates, project materials, and online interactive participation. The website can be used to facilitate online surveys, visual preference exercises, and discussion forums.
- **Social Media (Facebook and Twitter).** Facebook and Twitter are used as broadcast mediums. Brief updates and link posts reach out to followers providing information on current happenings, or driving traffic to more extensive content that is posted to the website. To build a strong following, new content must be released on social media outlets at regular intervals.
- **Email List.** Email lists allow for more in-depth communication with followers, and are useful to reach out to technically savvy persons who may not use social media. Interested parties can sign up for email updates about new content on the website, and for upcoming participation events.
- **Public Events.** All of the preceding four outreach elements serve to build awareness of and increase participation at public events — the charrette, interviews, listening sessions.

Other potential outreach mediums that can be incorporated include YouTube, LinkedIn, and traditional major media techniques such as press releases.

Our team has experience with participation and outreach efforts in all types of communities, from wealthy to disadvantaged, and with a range of ethnicities and minorities.



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## Notable Clients and Projects

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**Plymouth Charter Township, Wayne County, MI**  
Ann Arbor Road Corridor Design Plan

**Dearborn, MI**  
Master Plan

**Shelby Charter Township, Macomb County, MI**  
Master Plan

**Pittsfield Charter Township, Washtenaw County, MI**  
Master Plan

**Rochester Hills, MI**  
Master Plan

# Visual Preference Survey

A public input technique in which participants rate how much they like a series of images. These images form the basis for the design and development recommendations of the plan.

## PRIORITY ITEMS TO ADDRESS

### Uses and Standards (Titles 2 and 3)

- Senior housing – allow in more locations subject to design standards [discuss relationship between senior housing and human care institution – same or different in ordinance?]
- Neighborhood commercial – allow in specific locations subject to design standards [B-T district is the neighborhood commercial district. Expand to allow elsewhere in City?]
  - ✓ Remove R-O district
- New home occupation standards
  - ✓ Start with development regulations – is the most important issue

### Design and Layout Standards (Titles 2, 4, 5, 6, 7 and 8)

- ✓ Add residential design standards
- ✓ Do not allow small side-yard setbacks
- ✓ Open space and natural feature preservation is a priority
- ✓ Height and density limitations for multiple family and non-residential development
- New lighting standards
- New sign standards
- Do not allow animated or changeable copy signs
  - ✓ New landscaping standards
  - ✓ Require generous street tree plantings
  - ✓ Require diversity in landscape plantings
- Show new roads on zoning map and require construction/ROW dedication
- Street connectivity requirements
- Require sidewalks in all districts (except RR and O-C)
- Require non-motorized transportation improvements on all City streets
  - ✓ Incentives for LID stormwater improvements in parking lots

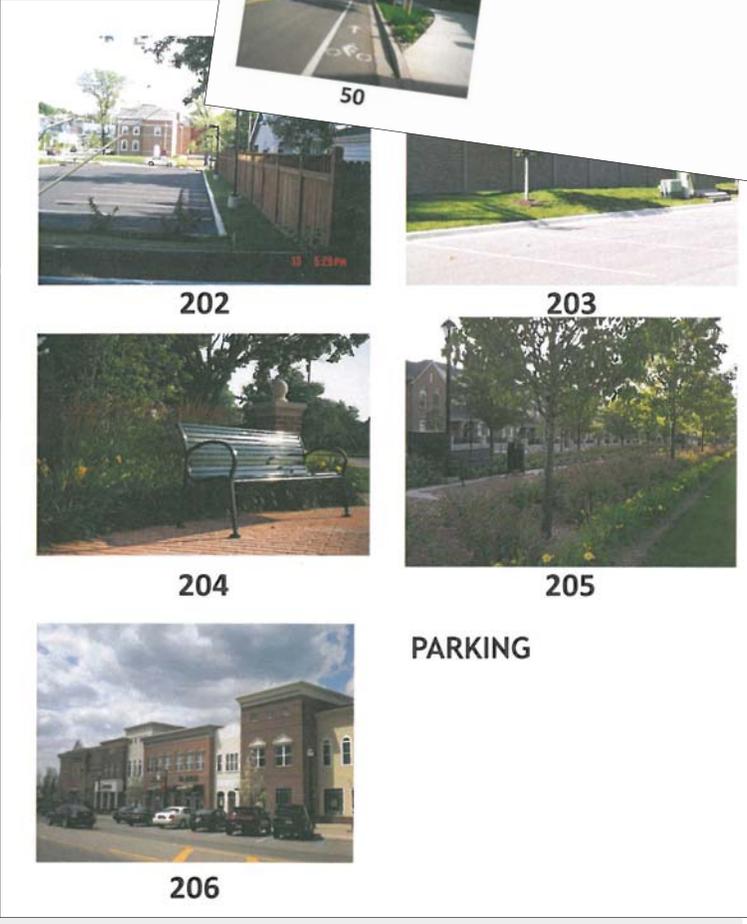
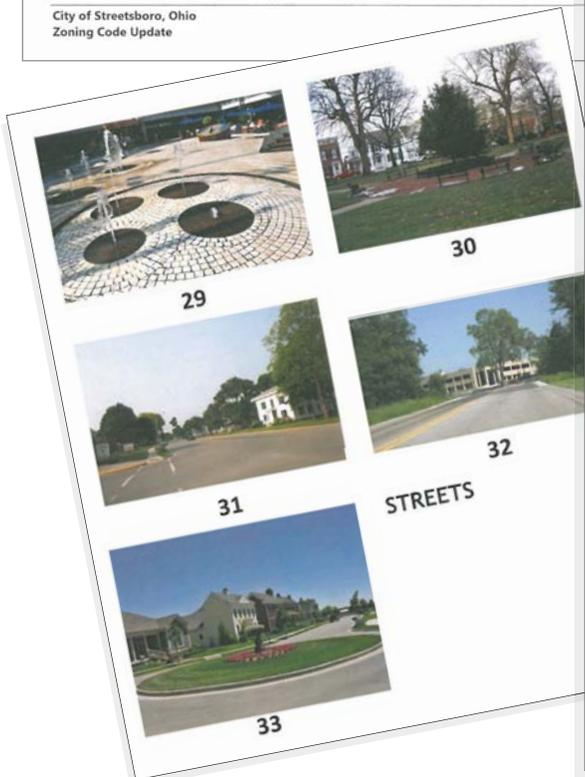
City of Streetsboro, Ohio  
Zoning Code Update

### Management Standards (Title 4)

- Environmental protections – woodlands, steep slopes, source water protection overlay district
- No private roads
  - ✓ Reduce parking requirements
  - ✓ Minimize front-yard parking visibility
  - ✓ Require bike parking
- Define what constitutes “open space”
- Performance standards – noise and vibration

### Administrative Items (Titles 1, 8, 9, and 11)

- Require fiscal impact statements (add standards for when a required)
- Require impact fees/community authority districts
- Major/minor site plan review
- Add definitions – many needed
- Type A/Type B nonconformity standards



# Potential Change Areas Analysis

Identify the likelihood of redevelopment on a parcel by parcel basis using indicators of change such as parcel value, building coverage, land use, or other appropriate measures. This allows the plan to target areas where detailed planning is required to guide change in a positive manner.



M-59 Corridor Plan | Draft 4/11/11

# Purposeful Analysis

Think about the purpose of each part of the community. What is its primary function? Who does it serve? A Neighborhood/Corridor/District approach to existing conditions goes beyond simply identifying land uses and considers the purpose of each part of the community. With this as a baseline, it becomes easier to plan for and implement sustainable planning practices like mixing land uses and densities.

Neighborhood, a District, or a Corridor. These classifications are broad, and are based on the design, function, and character of the land and how it is used.

**Neighborhoods** are pedestrian-friendly residential areas that contain supporting uses or features, and that are designed such that they are usable and hospitable to pedestrians and vehicles. A mixture of uses is usually present within a neighborhood (see page 10 for the neighborhood analysis).

**Districts** are larger areas that specialize in one activity, such as a regional shopping center, industrial area, large apartment complex, or institutional use like a hospital or college campus. Due to their size and single purpose of use, travel to and from districts is accomplished by automobile or public transit. Districts may be walkable within their boundaries (like a college campus or a apartment complex), but cannot be walked to by the vast majority of users of the district (see page 40 for the district and land use analysis).

**Corridors** are located along roads, rivers, and transit lines. Corridors are important because they connect neighborhoods and districts. This means that their character and appearance help determine how residents and visitors experience and form impressions of Dearborn (see page 43 for the corridor and transportation analysis).

The following Figure 3 shows that Dearborn can roughly be divided into thirds. Dearborn's neighborhoods are concentrated along the western third and northeast thirds of the City. The middle third of the City is a regional shopping, education, and employment area oriented along M-39. The southeastern third of the City is dominated by industrial uses, most notably the Ford Rouge plant.

Figure 3. Dearborn Neighborhoods, Districts, and Corridors



Comprehensive Master Plan

# Redevelopment Ready Communities (RRC) Certification

The statewide RRC certification program encourages communities to adopt innovative development strategies and efficient review processes. In today's competitive economic environment, communities that become RRC Certified or adopt RRC Best Practices become more attractive for investment. When a community adopts RRC Best Practices and becomes RRC Certified, the community promotes confidence with the public and developers by having high quality standards that implement the community's plans and clear review processes that lead to predictable outcomes for the applicants.

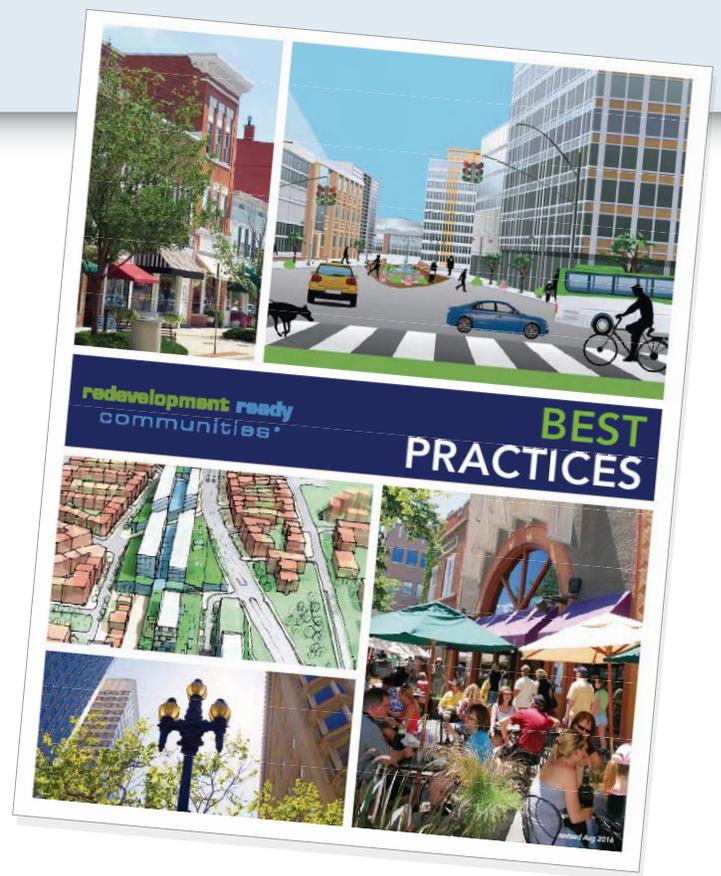
McKenna has assisted many communities with RRC certification and implementation of Best Practices, including updating plans and ordinances to promote high quality development and placemaking, implementing procedures to foster a predictable review process for businesses and developers, and the identification of sites primed for redevelopment.



*Gathering Place – River Rouge, MI*



*Concept Rendering – Eastpointe, MI*



# Planning and Design Projects: References and Project Details

Client contact and project details are included in the table below and project description summaries follow.

BUENA VISTA CHARTER TOWNSHIP, SAGINAW COUNTY		
<p><b>CONTACT:</b> Hon. Desmond Bibbs Treasurer</p> <p>1160 S. Outer Drive Saginaw, MI 48601 (989) 754-6536</p>	<p><b>PROJECT:</b> <b>Town Center Redevelopment Strategic Plan</b></p> <p>Start Date: September, 2008 Completion: Ongoing</p>	
	<p><b>PROJECT:</b> <b>Marketing Strategy and Strategic Communications Plan</b></p> <p>Start Date: July, 2007 Completion: November, 2007</p>	
DELHI CHARTER TOWNSHIP, INGHAM COUNTY		
<p><b>CONTACT:</b> Tracy Miller Director, Department of Community Development</p> <p>2074 Aurelius Road Holt, MI 48842 (517) 268-3038</p>	<p><b>PROJECT:</b> <b>Realize Cedar: Urban Design Framework</b></p> <p>Start Date: October, 2015 Completion: October, 2016</p>	
GENESEE COUNTY		
<p><b>CONTACT:</b> Julie A. Hinterman (former Director-Coordinator) Genesee County Metropolitan Planning Commission</p>	<p><b>PROJECT:</b> <b>Housing Study for an Affordable Assisted Living Development</b></p> <p>Start Date: July, 2009 Completion: March, 2010</p>	

## CITY OF GROSSE POINTE

**CONTACT:**

Peter J. Dame  
City Manager

17147 Maumee Avenue  
Grosse Pointe, MI 48230  
(313) 885-5800

**PROJECT:**

**Mack Avenue Streetscape**

Start Date: May, 2010  
Completion: August, 2011



## HAMBURG TOWNSHIP, LIVINGSTON COUNTY

**CONTACT:**

Hon. Patrick Hohl  
Township Supervisor

10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139  
(810) 231-1000

**PROJECT:**

**Village Master Plan**

Start Date: January, 2008  
Completion: August, 2010



## CITY OF LIVONIA

**CONTACT:**

Mark S. Taormina, AICP  
Planning Director

33000 Civic Center Drive  
Livonia, MI 48154  
(734) 466-2290

**PROJECT:**

**Non-Motorized Plan**

Start Date: March, 2015  
Completion: October, 2015



## CHARTER TOWNSHIP OF LYON, OAKLAND COUNTY

**CONTACT:**

Pat Carcone  
Treasurer  
Township Board of Trustees

pcarcone@lyontwp.org  
(248) 437-2240 (Office)

**PROJECT:**

**Zoning Administration Services**

Start Date: 1980  
Completion: Ongoing



## MICHIGAN CITY, IN

**CONTACT:**

Judith Pinkston  
CDBG Director

100 East Michigan Boulevard  
Michigan City, IN 46360  
(219) 873-1419

**PROJECT:**

**Westside Neighborhood Plan**

Start Date: July, 2011  
Completion: August 2012



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

**CONTACT:**

Laurie A. Cummings  
Project Manager

Michigan State Housing  
Development Authority  
735 E. Michigan Avenue  
Lansing, MI 48909  
(517) 373-8370

**PROJECT:**

**Senior Housing Market Study**

Start Date: June, 2010  
Completion: July, 2011



**CITY OF NOVI**

**CONTACT:**

Dave Nona  
President

Triangle Development  
30401 W 13 Mile Road  
Farmington Hills, MI 48334  
(248) 932-9333

**PROJECT:**

**Site Design and Zoning Approvals – Gateway Village Development**

Start Date: October, 2013  
Completion: December, 2013



**PROJECT:**

**Main Street Novi**

Start Date: October, 2013  
Completion: December, 2013



**VILLAGE OF PAW PAW**

**CONTACT:**

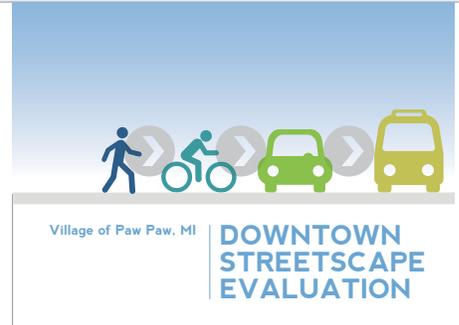
Mr. Larry Nielson  
Village Manager

111 E. Michigan Avenue  
Paw Paw, MI 49079  
(269) 657-3148

**PROJECT:**

**Complete Streets and Urban Design Evaluation**

Start Date: January, 2015  
Completion: March, 2015



**CITY OF ROCHESTER HILLS**

**CONTACT:**

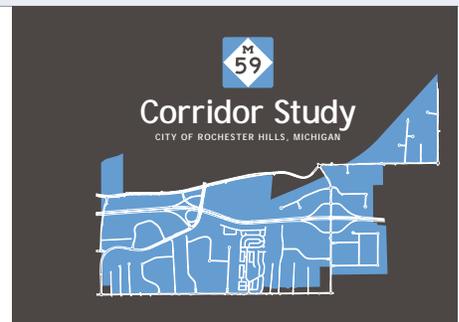
Hon. Bryan Barnett  
Mayor

1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
(248) 841-2572

**PROJECT:**

**M59 Corridor Plan**

Start Date: March, 2010  
Completion: July, 2012



**ROYAL OAK TOWNSHIP, OAKLAND COUNTY**

**CONTACT:**

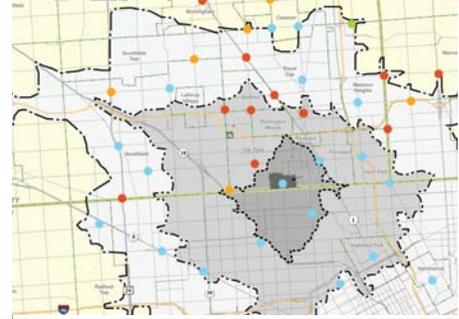
Hon. Donna Squalls  
Supervisor

21131 Garden Lane  
Ferndale, MI 48220  
(248) 542-7540

**PROJECT:**

**Retail Market Study and Ongoing  
Redevelopment Assistance**

Start Date: December, 2010  
Completion: Ongoing



**CITY OF STREETSBORO, OH**

**CONTACT:**

Mr. John Cieszkowski, AICP  
Director of Planning, Zoning and  
Economic Development  
City of Streetsboro

9184 St. Rt. 43  
Streetsboro, OH 44241  
(330) 626-4942 ext. 128

**PROJECT:**

**Form-Based Standards**

Start Date: September, 2010  
Completion: June, 2012



**CITY OF TECUMSEH**

**CONTACT:**

Paula Holtz  
Economic Development Director

309 E. Chicago Blvd.  
Tecumseh, MI 48286  
(517) 424-6003

**PROJECT:**

**North Evans Street Corridor  
Redevelopment**

Start Date: September, 2015  
Completion: May, 2016



**CITY OF WILLIAMSTON**

**CONTACT:**

Alan Dolley  
City Manager

161 E. Grand River Ave.  
Williamston, MI 48895-1497  
(517) 655-2774

**PROJECT:**

**Zoning Ordinance and  
Form-Based Standards**

Start Date: February, 2009  
Completion: December, 2009



**CITY OF WYANDOTTE**

**CONTACT:**

Melanie L. McCoy  
Former General Manager

3200 Biddle Avenue, Suite 200  
Wyandotte, MI 48192  
(734) 324-7111

**PROJECT:**

**Community Outreach**

Start Date: April, 2011  
Completion: January, 2012



INTERVIEW QUESTIONS AND SCORE SHEETS

Project: \_\_\_\_\_

Firm: \_\_\_\_\_

Firms invited to interview for the captioned project should be prepared to speak about the issues listed on this page. (Expand questions as appropriate. These interview questions and score sheets should be attached to the memo sent to "shortlisted" firms).

INSTRUCTIONS FOR THE SELECTION COMMITTEE

Using the following Rating System will allow you to quantify your interview results.

At the completion of the interview, record the rating for each category. Add all ratings to establish a grand total. The chairperson will combine all of the totals for those participating in the interview session on the Interview Evaluation Form.

Rating  
(1 to 5)

**Understanding of Project Requirements:**

(Owner may evaluate firm's analysis, preparation and level of interest).

\_\_\_\_\_

**Approach/Methodology:**

(Owner may evaluate firm or individual's creativity and problem solving abilities).

\_\_\_\_\_

**Key Personnel and Roles:**

(Owner may evaluate qualifications and professional skills of key individuals).

\_\_\_\_\_

**Firm's Pertinent Experience:**

(Owner may evaluate related projects presented as previous work of the firm).

\_\_\_\_\_

**Sub-Consultant vs. In-house Resources:**

(Owner may evaluate firm's in-house capabilities versus use of sub-consultants).

\_\_\_\_\_

**Project Management:**

(Owner may evaluate firm's abilities related to technical functions such as project cost controls, scheduling, construction observation, etc.).

\_\_\_\_\_

**Communication Skills:**

(Owner may evaluate firm's abilities to form successful working relationships and communicate with the owner).

\_\_\_\_\_

**References:**

(Owner may evaluate results of reference checks).

\_\_\_\_\_

**Other:**

\_\_\_\_\_

\_\_\_\_\_

GRAND TOTAL:

Committee Member: \_\_\_\_\_

## Interview Questions for Van Buren General Planning Services Selection

### Understanding of Project Requirements:

McKenna & Associates have been the Township Planning Consultants for several years. If your firm is selected how would the transition process be handled?

\*For McKenna & Associates: You have been the Township Planning Consultants for several years. If your firm is selected would steps be taken to improve the current level of service? If so how?

Based on your preliminary assessment of the Township what are some opportunities and/or threats that are out there and what strategies would you employ to address those opportunities and/or threats.

### Approach/Methodology:

The Township has a Master Plan that is approximately 30 years-old. We have eight sub area plans. The Township is due for an update, what is your recommendation for the best way to address this?

The Township will be looking at revising our development review and approval process in the coming year. How would your firm support this effort and what steps would you recommend the Township take to organize this process?

Scenario: You receive a site plan review application for a drive-thru restaurant use in a district which allows drive-thru as a special use. You review the application and offer a recommendation for approval based on the special use standards in the zoning ordinance. A Township Trustee who lives in an adjacent neighborhood contacts you and asks you to change your recommendation to deny the special use permit because he/she received cold coffee from them once and did not feel they would be good for the community. How would you handle this situation?

### Key Personnel and Roles:

Who will be the Township's primary contact from your firm who will attend Planning Commission meetings, as needed? Will this person remain as the primary contact or is it the firm's intention to substitute this person at a later date?

Who will be the Township's secondary contact? If there is a secondary contact how will they be involved with the Township?

How many communities are you the primary contact for?

What is your firm's approach in working with elected and appointed officials? Township staff?

How long does it take members of the firm to respond to phone calls and e-mails?

How long does it take for your firm to complete a site plan review? Does your firm treat this as a hard deadline or a goal?

### Firm's Pertinent Experience:

Please describe an impactful project that your firm was completed. In what ways was it impactful? What was the benefit to the community?

Please describe a project with a client which did not turn out well or where errors or mistakes were made. How did your firm resolve this issue?

## Interview Questions for Van Buren General Planning Services Selection

Does your firm have experience with DDA's? If so please describe a project you have completed with DDA's?

Does your firm have experience with impoundments, hydroelectric dams, or landfills?

### **Sub-Consultant vs In-House Resources:**

Does your firm sub-contract site plan review or any other related planning work? If so who do you sub-contract with?

How many planners does the firm employ?

### **Project Management:**

Please fully describe your firms' processes and quality controls when performing site plan review? When performing special projects?

### **Communication:**

What will be the methods and strategies employed to ensure responsive and accurate communication with the Township? How will communication with applicants be handled?

How involved is your firm in the communities you work in? What level of involvement do you see for Van Buren Township?

REFERENCE CHECK

This form is designed for the Selection Committee to check references of "shortlisted" firms.

**Project** General Planning Services

**Firm** McKenna & Associates

Reference Information:

Community	City of Livonia	Person Contacted	Mark Tairmina
Address	33000 Civic Center Drive	Title	Director of Planning & Economic Development
	Livonia, Michigan	Phone	734-466-2292
		Email	Mtaormina@ci.livonia.mi.us

SAMPLE QUESTIONS:

What was the scope of this firm's services? (soils investigations, design work, construction phase services, studies, other (specify)  
Preparation of a community-wide bike and pedestrian plan called Livonia Bike-Walk.

Who was this firm's Project Manager or primary contact?  
Paul Lippens was the Project Manager. Laura Haw was the Project Planner.

COMMENTS	CIRCLE ONE	
Was the project completed on time?	YES	NO
Was the project completed within budget?	YES	NO
Did this firm and you (the owner) work well as a team?	YES	NO
Did this firm cover all of the project's requirements?	YES	NO

How would you rate this firm's qualifications? (5 – best to 1 - lowest) 5  
For this project, I would give them a “5” rating. Paul Lippens has a very high level of expertise when it comes to this area of planning.

How would you rate this firm's fee structure? (5 – best to 1 - lowest) 4-5  
4-5; however, because Livonia Bike-Walk was structured as a ‘not-to-exceed’ budget allocation, it’s a bit hard to compare.

What is your overall evaluation of this firm based on your experience? 5  
Very High...5. The project, from beginning to end, went smoothly and was done very professionally. McKenna teamed with Toole Design Group, although McKenna was the lead consultant and did all of the heavy lifting. The public engagement process was important to us, and they fulfilled that part very well. McKenna and the City received a MAP award for our efforts.

Would you use this firm on a future project? Yes

Other questions/comments?

REFERENCE CHECK

This form is designed for the Selection Committee to check references of "shortlisted" firms.

**Project**                                 General Planning Services

**Firm**   McKenna & Associates

**Reference Information:**

Community	Delhi Township	Person Contacted	Tracy Miller
Address	2074 Hurelius Road	Title	Director of Department of Community Development
	Holt, Michigan	Phone	517-268-3038
		Email	Tracy.miller@delhitownship.com

**SAMPLE QUESTIONS:**

What was the scope of this firm's services? (soils investigations, design work, construction phase services, studies, other (specify)

McKenna prepared a targeted corridor study and master plan for us.

Who was this firm's Project Manager or primary contact? Paul Lippens

COMMENTS	CIRCLE ONE	
Was the project completed on time?	YES	NO
Was the project completed within budget?	YES	NO
Did this firm and you (the owner) work well as a team? Paul was great to work with.	YES	NO
Did this firm cover all of the project's requirements?	YES	NO

How would you rate this firm's qualifications? (5 – best to 1 - lowest) 5

The work they completed for us was a 5. I don't have experience with their capacity in terms of general planning services.

How would you rate this firm's fee structure? (5 – best to 1 - lowest) 4

What is your overall evaluation of this firm based on your experience? 4.5

Would you use this firm on a future project? Yes

They are currently involved with our 2016/2017 road construction and water main replacement projects.

Other questions/comments?

Table 1-3: Interview Scoring for General Planning Services

	McKenna & Associates
Understanding Project Requirements	29.25
Approach/Methodology	28.5
Key Personnel and Roles	30
Firm's Pertinent Experience	29
Sub-consultant vs In-house Resources	29.5
Project Management	28.5
Communication Skills	28.5
References	27.5
Total Score	230.75
Average Score (6 reviewers)	38.3
Comments:	Knows Redevelopment Ready process.
	DDA Experience
	Strong knowledge of Wayne County and surrounding communities



## Memo

**TO:** John Jackson  
Principal  
McKenna Associates

**FROM:** Matthew R. Best, M.S.  
Deputy Director of Planning and Economic Development

**RE:** Qualification Based Selection for General Planning Services

**DATE:** April 4, 2017

---

We would like to thank you for participating in the interview phase of the Qualification Based Selection Process for General Planning Services at Van Buren Township. We have completed the selection process of a firm to present their services to the Board of Trustees. It has been our objective to select the firm that best fits the needs of Van Buren Township at this time. After careful consideration by the QBS Committee, McKenna Associates has been selected to move forward in this process to become eligible to provide general planning services to the Charter Township of Van Buren.

Please submit ten sets of presentation materials with a fee schedule to the Developmental Services Office at the Township by **11:00 am on April 11, 2017** (This may be mailed or hand delivered care of Matthew Best.) Your firm's 20-minute presentation to the Van Buren Township Board of Trustees will be on **Tuesday, April 18th, 2017 at 7:00 pm.**

If you have any questions regarding the process, please feel free to contact me at 734-699-8913.

April 11, 2017

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

**Subject: McKenna Associates Presentation to the Van Buren Township Board of Trustees**

Dear Board of Trustees:

McKenna Associates is honored to be selected to present our proposal for Planning Services to the Board of Trustees. We are looking forward to our presentation to the Board at 7:00 p.m. on Tuesday, April 18, 2017.

In advance of the Township Board's April 18<sup>th</sup> meeting, we are enclosing our presentation materials and proposed Fee Schedule for the Board's consideration. Our proposed hourly fees and review fees have not increased since January 2014 and we propose to maintain the existing fees until January 2019. While three (3) retainer options are proposed in our presentation for the Township Board's consideration, they are not included in the proposed Fee Schedule at this time. If a retainer option is chosen by the Township Board, we will revise the Fee Schedule accordingly.

We are confident that our presentation will demonstrate the capabilities of the McKenna team to continue providing high quality planning services to Van Buren Township. Thank you.

Respectfully submitted,

**McKENNA ASSOCIATES**



John R. Jackson, AICP  
President

**AGREEMENT FOR PROFESSIONAL AND  
TECHNICAL PLANNING ADVISORY SERVICES**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the CHARTER TOWNSHIP OF VAN BUREN, WAYNE COUNTY, State of Michigan, referred to as "Township" and McKENNA ASSOCIATES, INCORPORATED, a Michigan corporation of Northville, Michigan, referred to as "Consultant."

WITNESS:

**SECTION 1 – AGREEMENT**

For and in consideration of the faithful and workmanlike performance of the services described, the Township hereby hires the Consultant and shall pay the Consultant as described in Section 7. This agreement shall continue in effect from the date of execution until such time as there is a ninety (90) day notice of termination by either the Township or the Consultant.

**SECTION 2 - HOURLY RATED SERVICES**

For services rendered pursuant to Section 2, the Township shall pay the Consultant at the hourly rate specified in Section 7.A., only upon request by the Township and a prior estimate from the Consultant:

- A. Preparation for and attendance at Planning Commission, Zoning Board of Appeals, and Township Board meetings. At the meetings, the Consultant shall:
  - 1. Confer with the Developmental Services Department staff, Chairperson and/or Township Supervisor regarding the agenda prior to the meeting.
  - 2. During the meeting provide guidance and assistance regarding local and State legislation, procedures, regulations and planning, zoning and design principles.
- B. On a day-to-day basis the Consultant shall provide telephone advice, assistance and coordination with Township officials, especially the Developmental Services Department staff, Township Supervisor and Planning Commission Chair, and others doing business with the Township in all matters pertaining to administrative, advisory and legislative responsibilities, as applied to zoning, subdivision, commercial/industrial/multiple-family and other developmental issues, as requested by the Township.
- C. The Consultant shall make available its professional library of planning, design, development, housing, zoning and census information.
- D. The Consultant shall review potential land development proposals as to advisability and feasibility pursuant to the Township's land regulations and plans.
- E. Coordination of Township planning activities with other local, county, state, and regional agencies and authorities with jurisdiction, including but not limited to the Michigan Department of Natural Resources, and Michigan Department of Transportation, the Michigan State Housing Development Authority, when requested by the Township.
- F. The Consultant shall make the Township officials generally aware of the availability of sources of various funds and economic development mechanisms.
- G. Provision of assistance on the Community Development Block Grant (CDBG) and Neighborhood Stabilization (NSP) programs and assistance on other similar Federal, State and local programs which may be applicable.
- H. Preparation for and attendance at meetings of a planning or coordinating nature, with other agencies or groups, as requested by authorized Township officials.
- I. Professional planning and related work in the maintenance of the Master Plan and interpretation and revision of the plan as required.
- J. Provision of verbal and/or written reports, reviews and recommendations or other services (e.g., extensive revisions of zoning ordinance, map and text) to the Township as specifically requested by authorized Township officials.

- K. Review of proposed developments which require extensive economic development assistance, environmental assessments, extensive traffic studies or environmental impact statements beyond usual site plan review.
- L. Provision of other technical services related to planning, land use and spatial concerns, as may be requested by authorized Township officials.
- M. Sitting as expert witness in court cases involving the Township, for a fee equivalent to one hundred fifty percent (150%) of the hourly rate specified in Section 7.A.
- N. Preparation of grant applications for submission to federal, state, county or other agencies.
- O. Provision of on-site planning and zoning services as requested by authorized Township officials.
- P. Provision of other professional, technical and design services as may be requested by authorized Township officials.

**SECTION 3 - REVIEW SERVICES**

The Consultant shall provide written technical recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions), in accordance with the Township Zoning Ordinance and subdivision reviews in accordance with the Township Subdivision Control Ordinance. All such work shall be paid by the Township in accordance with the schedule of fees included in Section 7.B., herein.

For each review, the Consultant shall undertake the following activities:

- A. Initially review the site using aerial photos.
- B. Discuss the case by telephone or in person with the applicant and Township officials regarding review issues.
- C. Review all relevant planning issues (not including specific technical engineering issues).
- D. Prior to scheduled review by the Township (in time for inclusion with agenda packages), submission of a written review and recommendation to the Township.

**SECTION 4 - COOPERATION**

The Consultant shall have the cooperation of Township officials, including the Township Supervisor, Clerk/Treasurer, Attorney, Engineer, and other staff and consultants in the collection of data and other information for the agreed upon services.

**SECTION 5 - CONSULTANT PROVISIONS**

The Consultant agrees to furnish all materials and services including salaries of employees engaged by the Consultant and other overhead expenses necessary to undertake the above services for the Township and to assume all cost, except as otherwise provided in this agreement.

**SECTION 6 - TOWNSHIP PROVISIONS**

If requested by the Consultant and if available, the Township shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:

- A. Up-to-date copies of Township code of ordinances, including zoning and land division ordinances, forms, guidelines and policies.
- B. Copies of previously prepared studies, plans, census and other available data.
- C. Aerial photographs with property lines as available from Wayne County; reproducible GIS or CAD maps of the Township, as available.
- D. Copies of the agenda and minutes for each Planning Commission meeting, and copies of site plans, documents, applications and related information for items on each Planning Commission agenda.

**SECTION 7 - COMPENSATION**

For and in consideration of the faithful and professional performance and delivery of the above services as set forth herein, the Township shall pay the Consultant monthly for services pursuant to this agreement within a period of thirty (30) days after receipt from the Consultant of an itemized voucher describing services performed, and when applicable, the time spent in rendering such services at the agreed upon hourly rate, per the schedule below:

A. Hourly Rated Services under Section 2

For services rendered pursuant to Section 2 above, the Township shall pay the Consultant at the hourly rate specified in the following schedule, including mileage at the rate of \$.50 per mile and one half of the travel time to Township offices, only upon request by the Township:

<u>Professional Classification</u>	<u>Rate Per Hour*</u>
President	\$133.90
Vice President	\$125.54
Director	\$119.58
Senior Principal or Manager	\$104.01
Principal	\$100.44
Senior	\$78.91
Associate	\$65.77
Assistant	\$53.81
Aide	\$41.84
Administrative Assistant	\$39.47

The hourly rates include all costs of salary, secretarial, taxes, office insurance, telephone facsimile, postage, education, local travel, publications, transportation (to and from client offices) and expenses, except outside reproduction (printing, large quantity copying, photography, etc.) which is invoiced at documented cost.

B. Compensation For Services Under Section 3.

For the following reviews, fees shall be paid by the Township to the Consultant for services rendered per Section 3 of this Agreement, in accordance with the following schedule. Payment of the following fees shall not be contingent upon Township's receipt of payment from the applicants. Where fees are based on hourly rates, upon request Consultant shall provide cost estimate to the Township for review services prior to commencing work.

1. Subdivision (plat) Review (for conventional subdivision and cluster subdivision):
  - a. Sketch Plan Review - (not required, but desirable): \$5.98 per lot with \$275.00 minimum charge.
  - b. Preliminary Plat Review for Tentative Approval. \$478.26 plus \$5.98 per lot.  
for Final Approval: \$239.12 plus \$2.98 per lot.
  - c. Final Plat Approval: \$5.98 per lot, with \$239.12 minimum charge.
2. Site Plan Review and Special Approval Reviews:
  - a. Multiple-family: \$376.62 plus \$8.68 per unit.
  - b. Cluster Housing: \$400.54 plus \$8.97 per unit.
  - c. Mobile Home Park: \$567.94 plus \$5.98 per mobile home unit.
  - d. Commercial: \$490.22 plus \$65.76 per acre or fraction thereof.
  - e. Industrial: \$490.22 plus \$64.76 per acre or fraction thereof.
  - f. Public or Semi-Public Uses: \$412.50 plus \$59.78 per acre or fraction thereof.
  - g. Site Condominiums: \$478.26 plus \$5.98 per lot.
  - h. Planned Residential Development:
    1. Planned Residential Development Review: Same as Section 7.B.4.
    2. Final detailed Site Plans: Subdivision plans, or other plans required prior to issuance of building permit – Same as Section 7.B., 1. And 2., above.
    3. Consultation with Township officials and applicant, and other work related to request for Planned Development plan – Consultant shall be paid at an hourly rate as specified in Section 7.A.
3. Rezoning or Conditional Rezoning Review: \$567.94 plus \$5.97 per acre or fraction thereof. For Conditional Rezoning, consultant shall be paid at an hourly rate as specified in Section 7.A. for review of proposed contract and conditions, in addition to the applicable Rezoning review fee specified above.
4. Special Approval or Conditional Use: \$478.26 plus \$8.37 per acre or fraction thereof, in addition to applicable site plan review fee (7.B.2 above).

5. Lot Split and Private Road Reviews: Consultant shall be paid at an hourly rate as specified in Section 7.A.
6. Variances: \$245.12 per variance.
7. Street or Alley Vacations: \$179.34 plus \$29.89 for each abutting lot.
8. Tree Removal Permit Review - \$669.54 plus \$59.78 per acre of official woodland or fraction thereof, plus \$2.12 per regulated tree located outside an official woodland.
9. Concept Plan Review: Consultant shall be paid at an hourly rate as specified in Section 7.A.
10. Meetings with Applicants: Consultant shall be paid at an hourly rate as specified in Section 7.A.
11. Condominium and Subdivision Developments: Consultant shall be paid at an additional fee of \$275.00 for master deed review of condominium plans and documents, and for review of subdivision documents, in addition to applicable rates for review services specified above.
12. Expedited Reviews: If the Township requests a review to be completed within five (5) days (120 hours) after receipt by the Consultant, the Consultant shall be paid a fee equal to one hundred fifty percent (150%) of the above fees for written reports facsimiled to the Township within 120 hours.
13. Resubmission after 90 Days or Major Revisions: 100% of original fee.

The hourly rates, and review fees in Section 7 are valid through December 31, 2018 after which the Consultant may increase its hourly rates, and review fees per classification by a percentage equal to the Consumer Price Index for the Detroit Metro Area as reported by the U.S. Department of Labor, Bureau of Labor Statistics.

#### **SECTION 8 - ADDITIONAL SERVICES**

For services requiring additional time or meetings beyond the scope identified in this agreement and as requested by the Township, the Consultant shall be compensated by the Township at the rate set forth in Section 7.A., herein. It is expressly understood and agreed that the compensation provided herein shall not cover the following services:

- A. Preparation of applications for submission to federal, State or County agencies;
- B. Traveling expenses outside Wayne County;
- C. Preparation of area plans, tax increment financing and development plans, project management, capital improvement programs, building inspections, corridor studies, recreation plans, public relations, environmental studies, market studies, municipal department administration, program development and similar plans, programs and studies.
- D. Outside reproduction.

The Consultant shall provide the above services for a separately negotiated fee.

#### **SECTION 9 - EQUAL EMPLOYMENT OPPORTUNITY**

There shall be no discrimination against any employee who is employed in the work covered by this Agreement or against any applicant for such employment because of race, color, religion, sex or nation origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

#### **SECTION 10 - OWNERSHIP OF DATA.**

All reports, charts, maps, and graphics shall become the property of the Township, and shall not be furnished to any other party without written permission of the Township.

#### **SECTION 11 - COMPLIANCE WITH ALL LAWS**

In performance of this agreement, the Consultant agrees to comply with all applicable federal, State and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, unemployment compensation insurance, and Worker's Compensation, and to obtain any and all permits applicable to the performance of this agreement.

#### **SECTION 12 - NO CONFLICT OF INTEREST.**

During the term of this Agreement, the Consultant agrees that it shall not accept employment, nor shall it perform services for or on behalf of any client whose interests are adverse to that of the Township, or for which a conflict between the Township and Consultant would be created, without the prior written consent of the Township.

**SECTION 13 - COMPLIANCE WITH CODE OF ETHICS.**

The consultant agrees it shall be bound by the American Planning Association Code of Professional Ethics.

IN WITNESS WHEREOF, the Township and Consultant have executed this Agreement the day and year first above written.

**WITNESS:**

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

\_\_\_\_\_

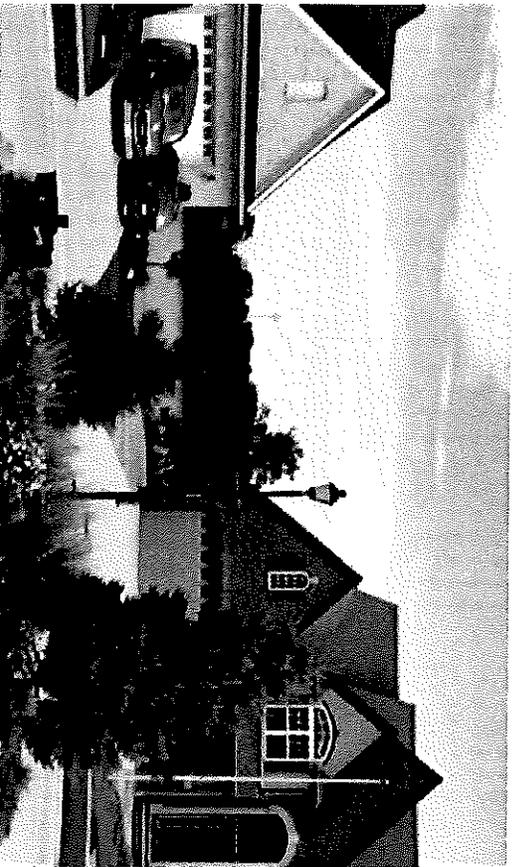
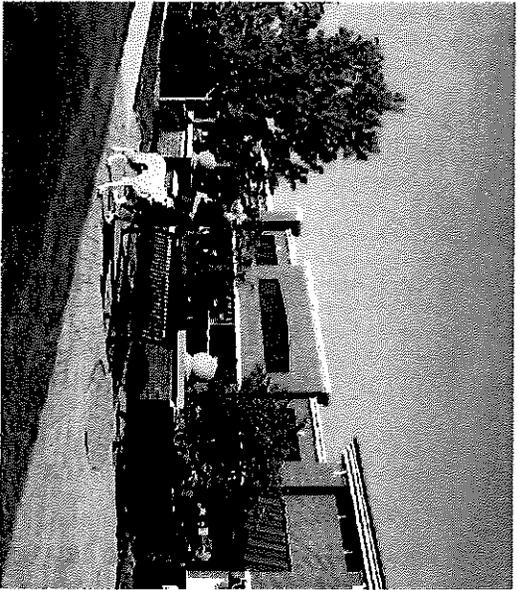
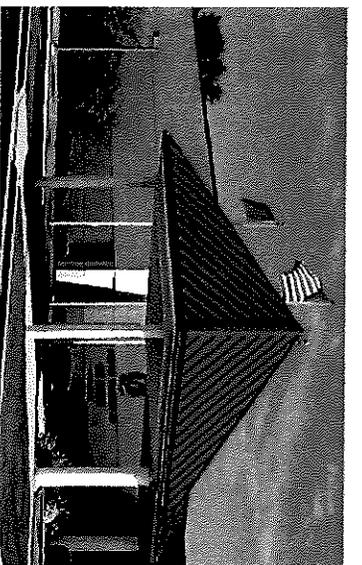
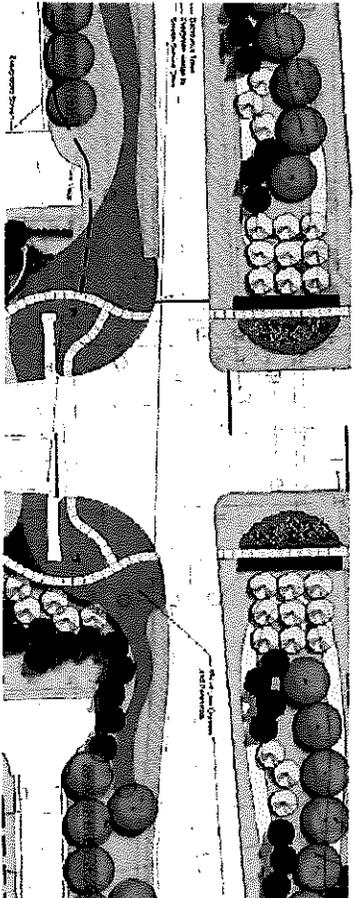
**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**McKENNA ASSOCIATES**

\_\_\_\_\_

**By:** \_\_\_\_\_  
John R. Jackson, AICP, President



# Planning Services Presentation

Van Buren Charter Township, Wayne County, Michigan

**Mckenna**  
ASSOCIATES

April 18, 2017

# Van Buren Township's Request

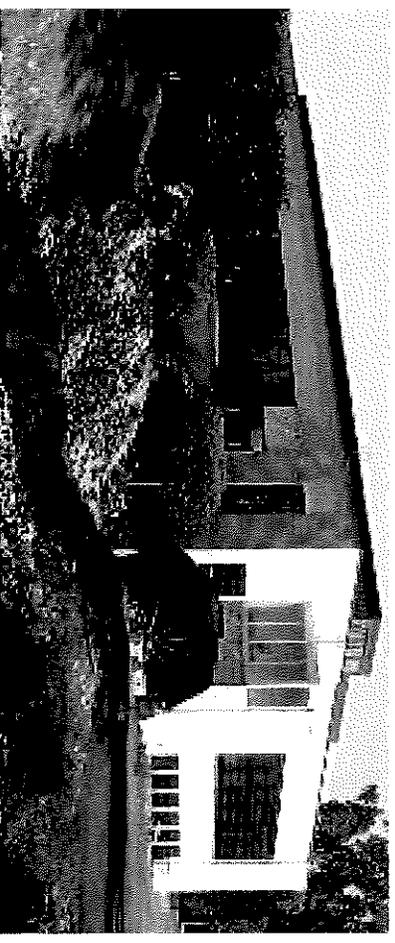
## Mckenna's Response

- **Provide a team that is:**
  - **Successful** with communities facing similar issues
  - **Innovative** in Complete Streets, lake communities, public/private partnerships, planning, zoning and design
  - On the **forefront** of planning initiatives and legislation
- **Responsive** to long-term needs of Van Buren Charter Township
- **Fast and accurate** answers to unexpected problems
- Provides professional **planning leadership**

# TEAM

# Mckenna Overview

- 20+ planners and designers
- Approx. 80 communities (40 townships; 200 projects/year)
- Knowledge share (“MBL”)
- Each professional reviewed weekly
  - Community fit
  - Commitments to workload
  - Evaluated on 5 vital signs
- 39 years planning in Michigan communities

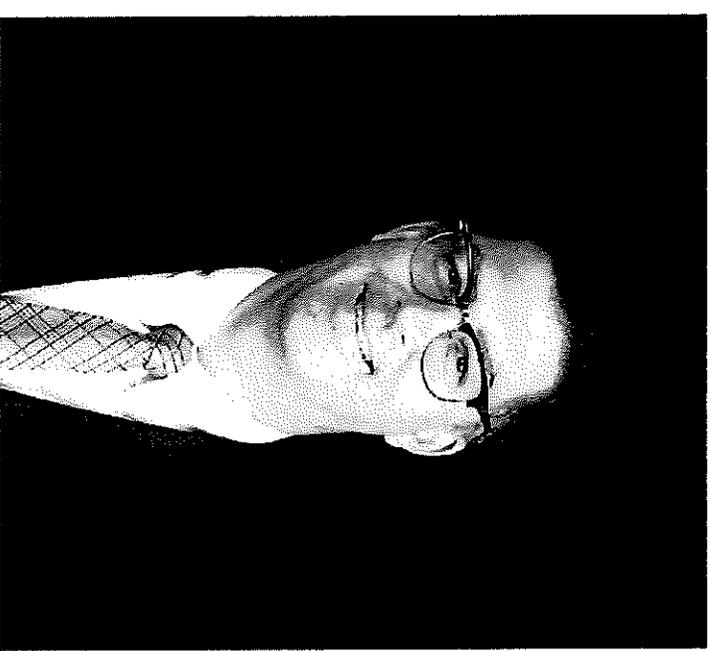


# Community Director

**John Jackson, AICP**

**President**

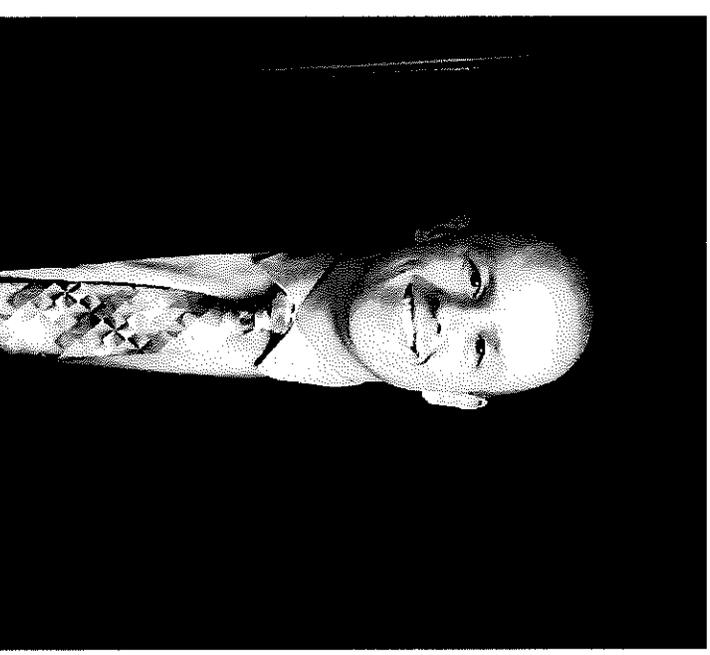
- 28+ years planning & economic development leadership
- Responsible for quality assurance and Township satisfaction
- Provides core team leadership and communication
- Economic development planning and implementation:
  - Royal Oak Township
  - Grosse Pointe
  - Flat Rock
  - Southfield
  - Rochester



# Community Manager

## Patrick Sloan, AICP, FBCE Senior Principal Planner

- 14+ years planning & zoning leadership
- Success in other quality communities
  - Charter Township of York, Washtenaw County
  - Charter Township of Lyon, Oakland County
  - Northfield Township, Washtenaw County
  - Garden City, Wayne County
- Skilled in development review, form-based codes, incentive-based zoning
- Day-to-day advisory services and on-site services expertise
- Speaker on planning and zoning issues for Michigan Association of Planning (MAP)



# Project Planner

## Vidya Krishnan Senior Planner

- 17+ years planning, zoning, and municipal services
- Success in other quality communities:
  - Rochester, Oakland County
  - Northfield Township, Washtenaw County
  - Lake Orion, Oakland County
  - Garden City, Wayne County
- Accomplished in development review, ordinance writing and administration; able to achieve community objectives
- Skilled in on-site management of planning, zoning, and developmental services



# Other Van Buren Township Team Members

**Paul Lippens, AICP, NCI Senior Principal Planner**

**Transportation Planning, Urban Design/Downtown  
Planning/Placemaking, and Market Analysis**

**Mike Campbell, M. Arch, RA, PLC, Urban Designer / Architect**

**Urban Design/Coding, Architecture, Site Design, and  
Sketchup/3D Modeling/Building Elevations**

**Ralph Melton, Building Official, Inspector, and Plan Reviewer**

**Building Plan Review and Advisor on Construction Codes**

**3 Landscape Architects**

**Landscape, Site Design, Costing, Project Management and  
Construction Administration**

## Other Team Members – As Needed

**Christopher Khorey, AICP**  
Principal Planner

**Market Analysis and  
Development Review**

**Carrie Leitner, Senior  
Graphic Designer**

**Graphics Specialist**

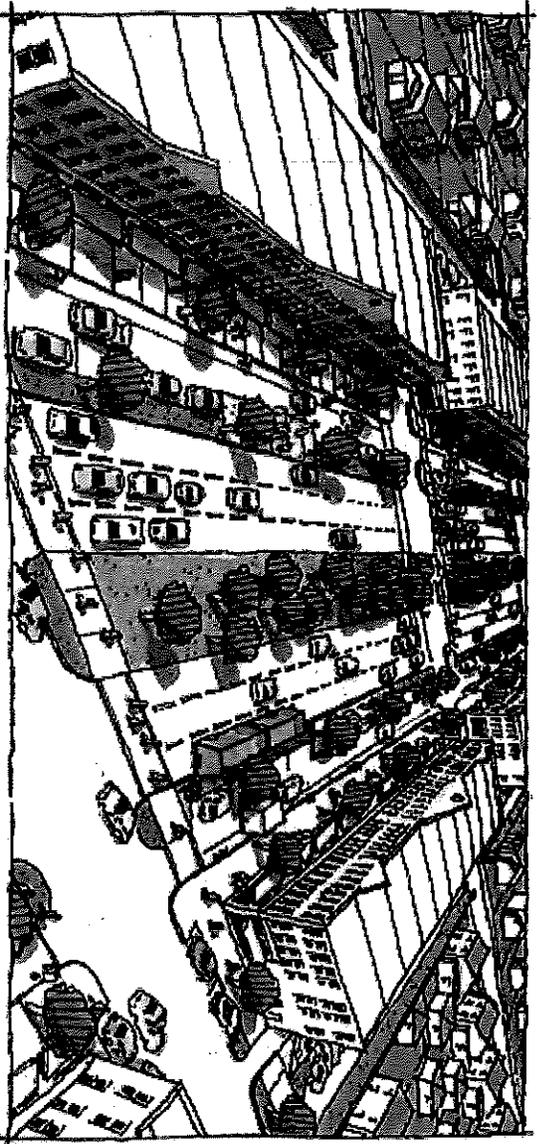
**Sabah Abooddy-Keer Senior  
Designer**

**GIS Technician**



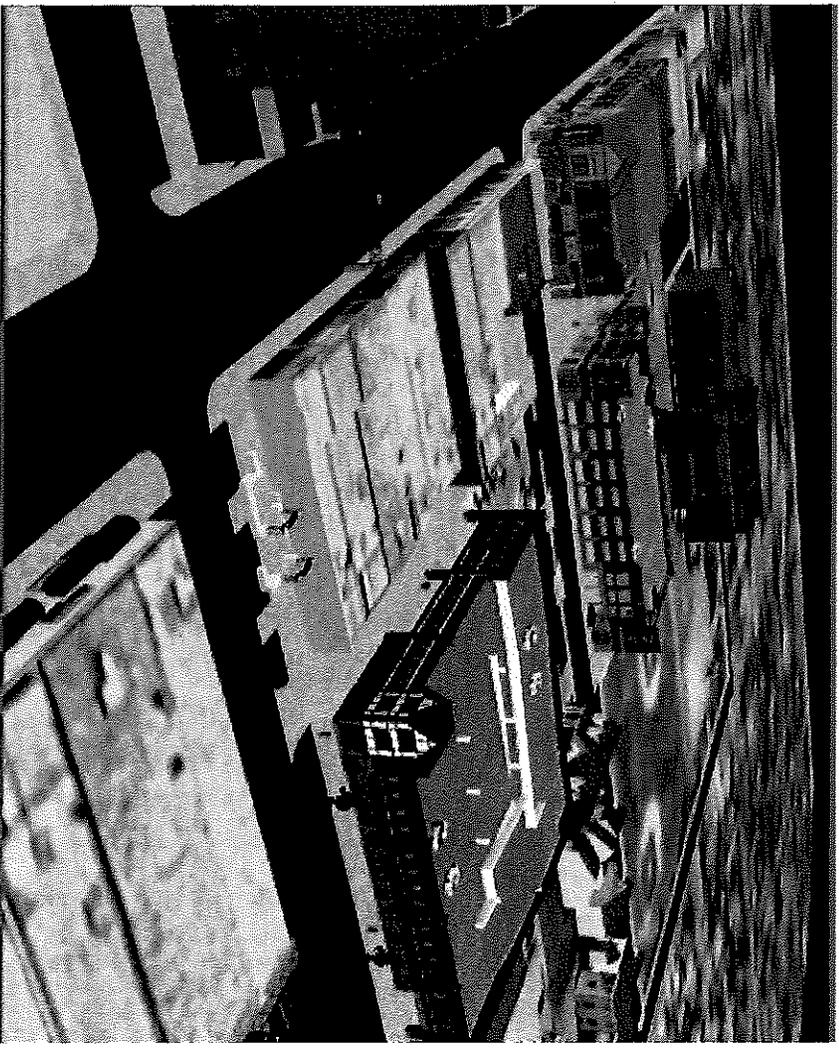
# Other Expertise as Needed

- Urban Design
- Landscape Architecture
- Wireless Telecommunications
- Market Analysis
- Transportation/Complete Streets
- Arborist
- Building Inspections
- Zoning Administration
- Building Department Administration



# Technology

- ArcGIS, ArcINFO
- Google Earth Pro
- Google SketchUp
- Microsoft Word/Excel/PowerPoint/Access/Project
- Adobe Illustrator
- Adobe Go-Live
- Adobe InDesign
- Adobe Acrobat
- AutoCAD
- Deltak Sema 4
- BS&A



# SERVICES

# McKenna's Approach

- Advocates for quality planning and development
- Implement Van Buren Township's policies and objectives
- Clear and unified direction
- Schedule of predictable fees
- Free "extras"
  - E-bulletins
  - "Spaces" newsletter
  - Planning Library/Videos



# Development Reviews

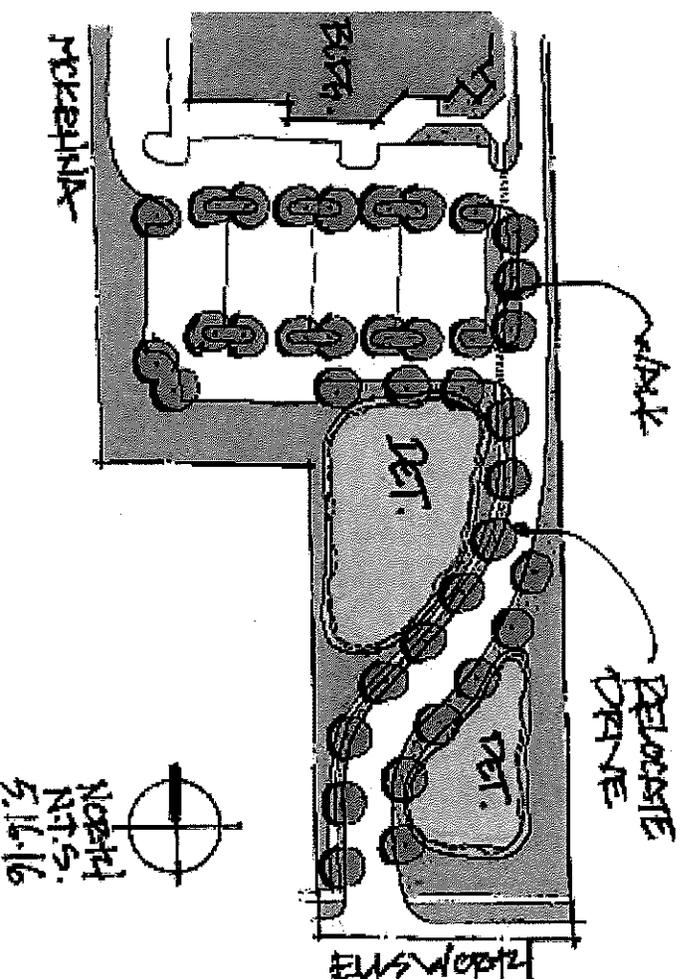
## Detailed Technical Reviews and Recommendations

- Site plans
- Subdivisions
- Site Condominiums
- Rezoning, including conditional
- PUDs
- Special Uses
- Variances
- Landscape Plans
- Land Divisions
- Private Roads



# Development Reviews

- Ensure compliance with development standards
- Evaluate how site will be built in relation to the parcel, adjacent land and uses, roads, and infrastructure
- Agency coordination
- Tool to implement Master Plan
- Tool to assist with zoning enforcement
- Facilitate applicant compliance and successful development



# Review Process

## Work with Township's established development review process

- Efficient Review Process (5 business days for McKenna to review)
- Applications
- Review Checklists
- Applicant Meetings
- Coordination

**KEEPCO HARBOR  
ARCHITECTURAL DESIGN CHECKLIST**

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT CHECK**  
 The applicant has provided all required information and documents.  
 The applicant has provided all required information and documents.  
 The applicant has provided all required information and documents.

**A BUILDING MATERIAL**  
 Select materials, providing durability and aesthetic appeal, typical building materials.  
 Select materials, providing durability and aesthetic appeal, typical building materials.  
 Select materials, providing durability and aesthetic appeal, typical building materials.

**Exterior Wall Material**  
 A minimum of 70% brick or all from other masonry  
 A minimum of 70% brick or all from other masonry  
 A minimum of 70% brick or all from other masonry

Item	Y/N	Y/N	Score
1. Is the applicant a resident of the township?	Y	Y	1
2. Is the applicant a resident of the township?	Y	Y	1
3. Is the applicant a resident of the township?	Y	Y	1
4. Is the applicant a resident of the township?	Y	Y	1
5. Is the applicant a resident of the township?	Y	Y	1
6. Is the applicant a resident of the township?	Y	Y	1
7. Is the applicant a resident of the township?	Y	Y	1
8. Is the applicant a resident of the township?	Y	Y	1
9. Is the applicant a resident of the township?	Y	Y	1
10. Is the applicant a resident of the township?	Y	Y	1
11. Is the applicant a resident of the township?	Y	Y	1
12. Is the applicant a resident of the township?	Y	Y	1
13. Is the applicant a resident of the township?	Y	Y	1
14. Is the applicant a resident of the township?	Y	Y	1
15. Is the applicant a resident of the township?	Y	Y	1
16. Is the applicant a resident of the township?	Y	Y	1
17. Is the applicant a resident of the township?	Y	Y	1
18. Is the applicant a resident of the township?	Y	Y	1
19. Is the applicant a resident of the township?	Y	Y	1
20. Is the applicant a resident of the township?	Y	Y	1

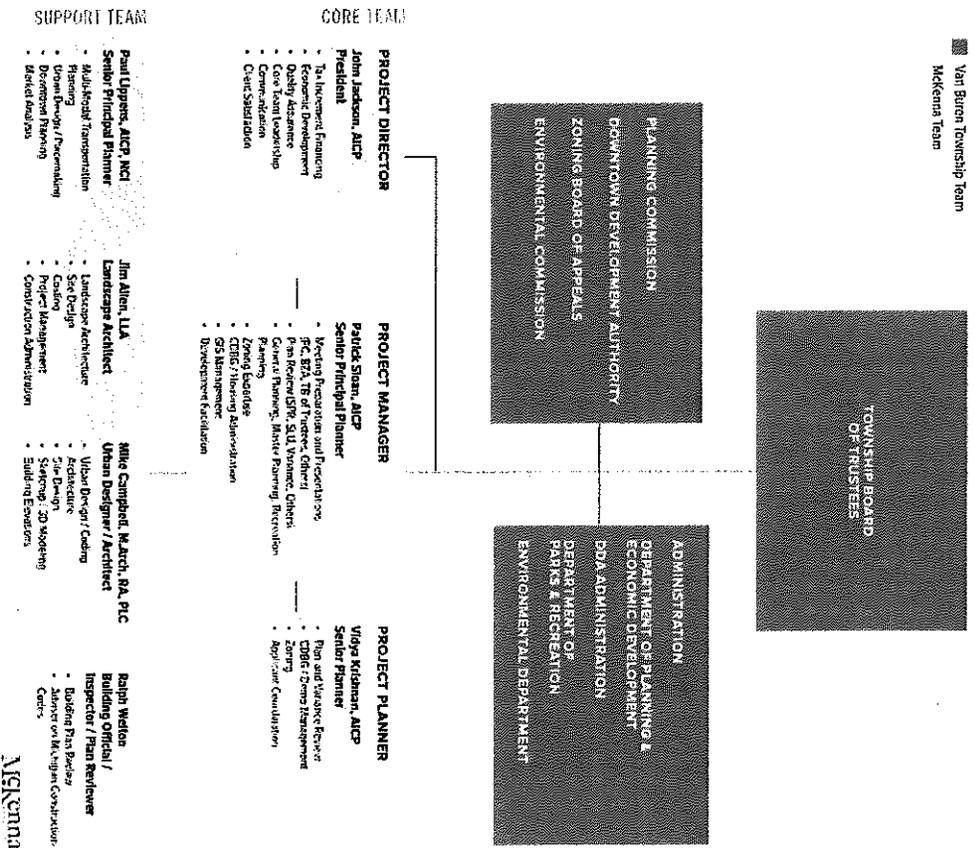
# Day-to-Day Technical Services

## Project Management – Planning Services

Van Buren Township, MI · March 3, 2017

### As Needed:

- Telephone advice on daily planning and zoning issues
- Coordination of items prior to meetings
- Coordination with Planning Department & Administration
- Ongoing evaluation of ordinances
- Attend and present recommendations at meetings, upon request
- Customer-friendly service



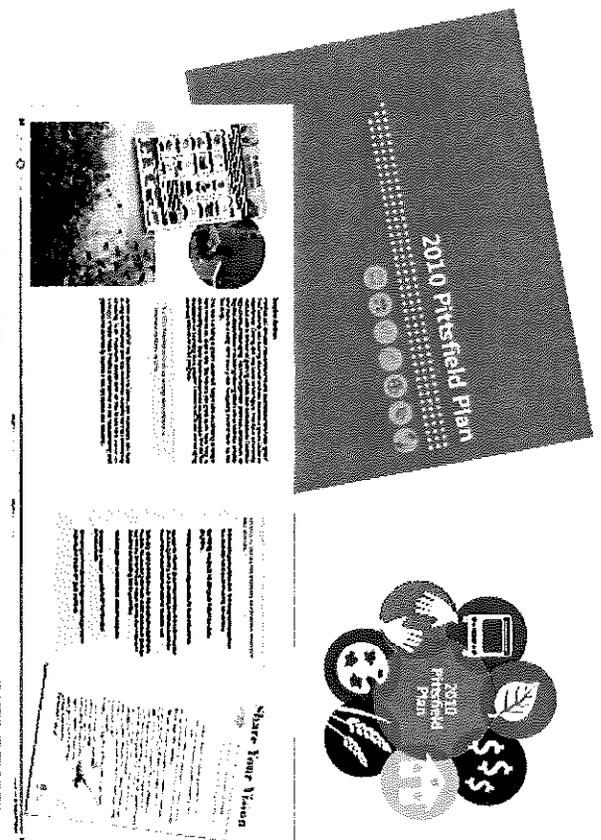
# Special Projects

- Master Plans
- Special Area Plans
- Zoning and Development Ordinances
- Sign Regulations
- Maps and Graphics
- Site Design
- Parks and Recreation Plans
- Market Analysis
- Expert Witnessing
- Transportation/Walkability/Trails
- Public Engagement
- Landscape Architecture
- Urban Design



# McKenna Communities – Large, Diverse, Nearby

- Van Buren Charter Township
- Meridian Charter Township
- Pittsfield Charter Township
- West Bloomfield Charter Township
- Frenchtown Charter Township
- Lyon Charter Township
- Southfield
- Garden City
- Buena Vista Township
- Delhi Charter Township
- Westland
- Dearborn
- Commerce Charter Township
- York Charter Township
- Northfield Township
- Plymouth Charter Township
- Kalamazoo Charter Township

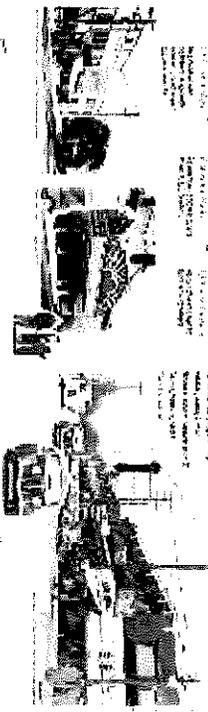


# What Distinguishes Mckenna?



## PLAN FOR THE UPPER WESTSIDE NEIGHBORHOODS

### Setting the Stage



### Recommendations



1	2	3
4	5	6

COMMUNITY PLANNING SERVICES · VAN BUREN TOWNSHIP

## FORD ROAD RE-IMAGINING OPPORTUNITY

City of Westland, Wayne County, Michigan

With 36,000 vehicle trips a day, Ford Road is the commercial backbone of Westland. To take advantage, new development should incorporate creative and innovative designs that create a strong sense of place.

### /// SITE DETAILS



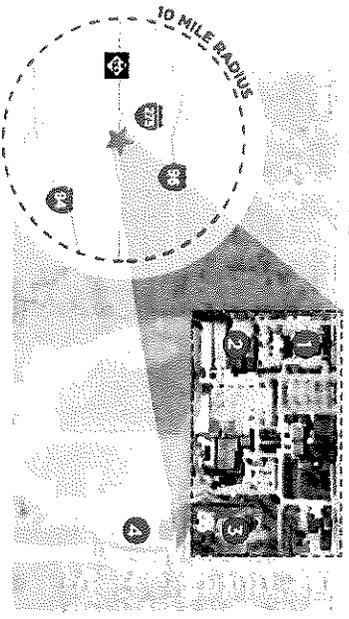
**SIZE** APPROXIMATELY 10 ACRES  
**PROPOSED ZONING** MIXED USE  
**EXISTING ZONING** Planned Future Development

### /// 2012 DEMOGRAPHICS

	5 MILES	10 MILES
POPULATION	282,107	755,578
HOUSHOLDS	105,699	303,326
AVERAGE HOUSEHOLD SIZE	2.65	2.51
AVERAGE HOUSEHOLD INCOME	\$62,015	\$56,020
PER CAPITA INCOME	\$23,192	\$26,585

### EXISTING AMENITIES

- 1 Police Station
- 2 18<sup>th</sup> District Court
- 3 Tattam Park
- 4 Farmer's Market



**/// PRIME LOCATION**  
 Westland's central location provides both residents and visitors with a convenient and enjoyable shopping, entertainment, and living experience.



# What Distinguishes McKenna?

- Township Specialists
- Transportation Planning - not just engineering
- Urban Design - not just LA
- Public- Private Partnerships:
  - Buena Vista Township
  - Hazel Park
  - Grosse Pointe
- Select Private Clients
  - Bavarian Inn/Frankenmuth
  - Main Street Novi



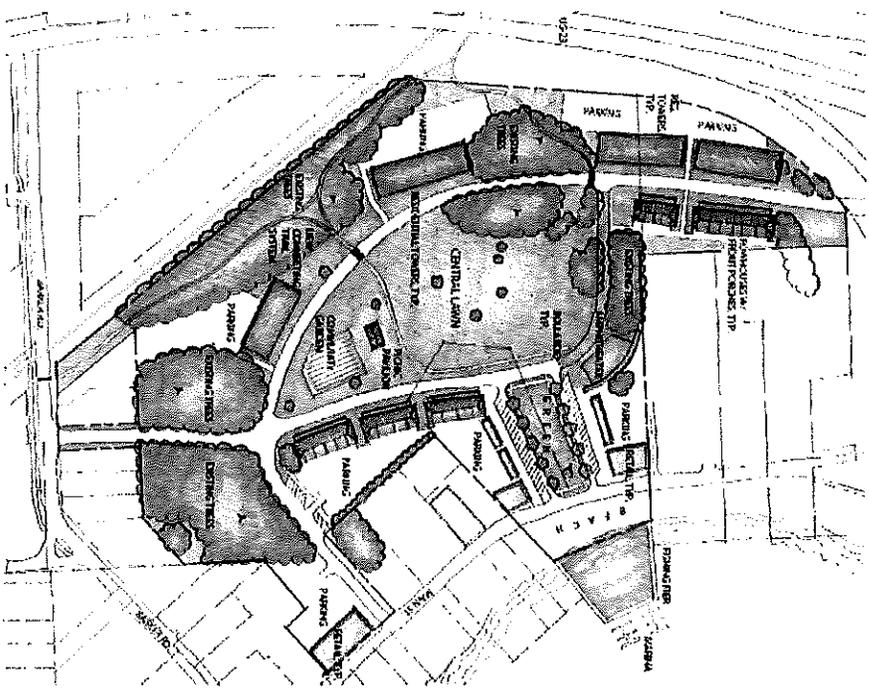
**VALUE ADDED**



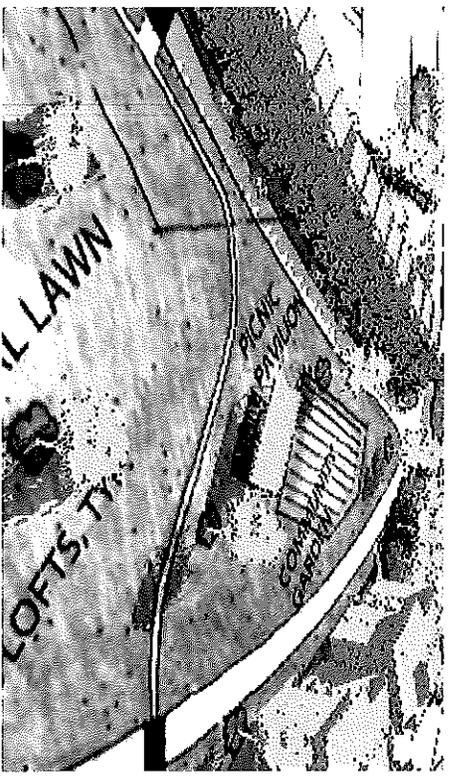
# Redevelopment Planning – Northfield Township – Northfield Community Park

## NORTHFIELD COMMUNITY PARK SYNTHESIS PLAN

Park With Mixed Use - Moderate Development Intensity



- Vacant waterfront land purchased by Township for future park use and potential development
- Public participation included survey and design workshop
- Alternative scenarios and Synthesis Plan
- Potential for private development to fund public improvements



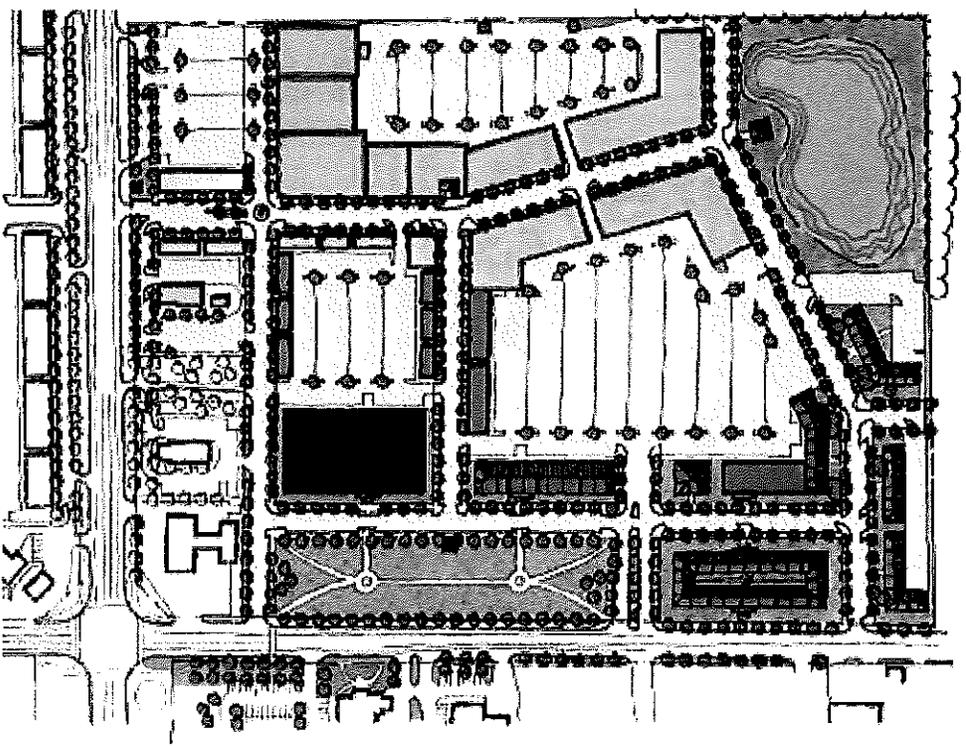
McKenna  
COMMUNITY PLANNING SERVICES

# Redevelopment Planning – Buena Vista Town Center – Ft. Saginaw Mall

- 400,000 sq. ft. mall
- 33 acres @ I-75/M-46

## Redevelopment Actions

- Market Study and Strategic Plan
- DDA/TIF – BRA – Urban Design Plans
- Eminent Domain/Negotiated Sale
- Financing – Bonds and Grants = \$5.3 million  
(MEDC, US DOT, US HUD, US EPA)
- Project Management & Continuing Marketing

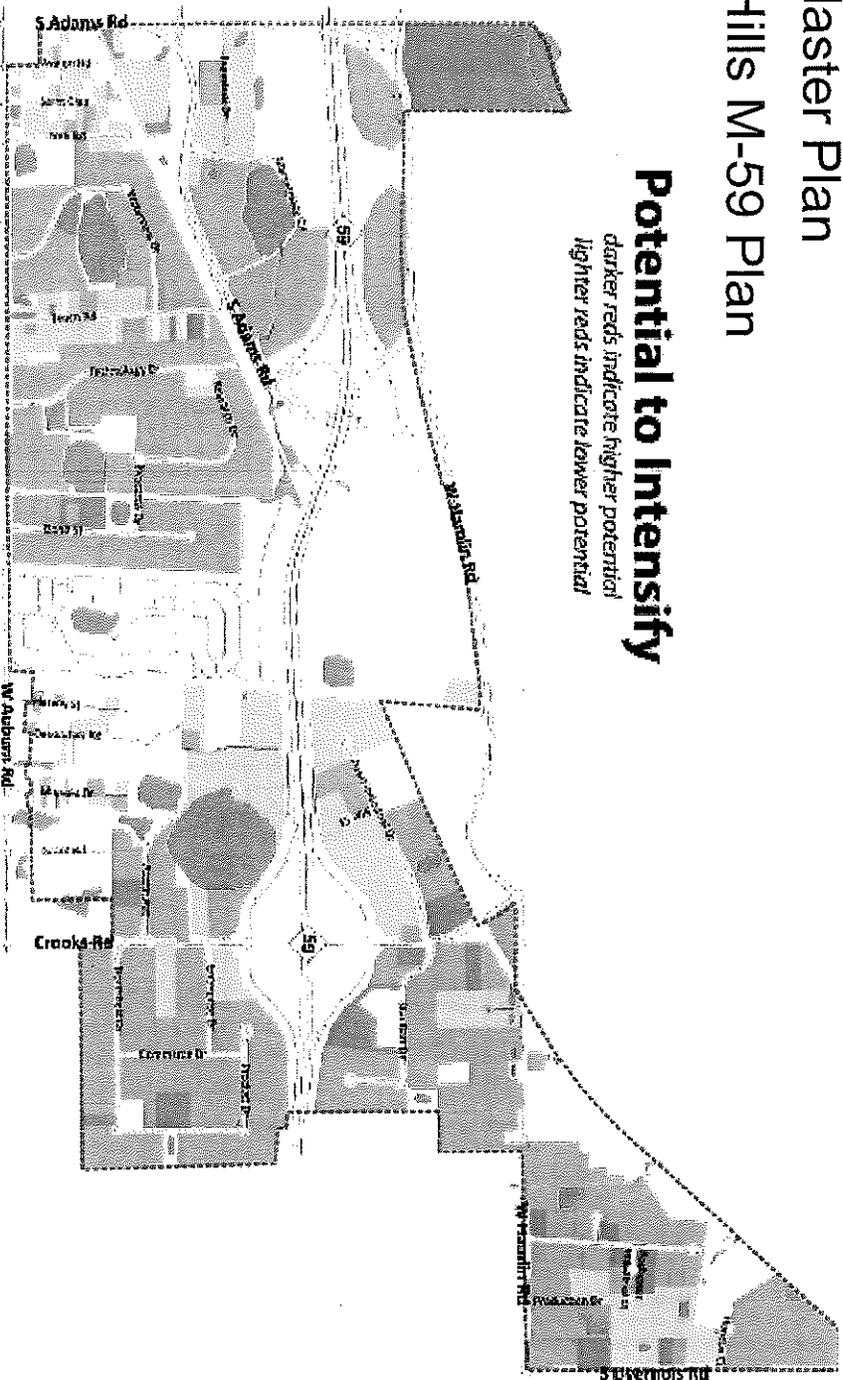


# Redevelopment Planning – PICCA-Based Plans

- Southfield Master Plan
- Meridian Township Master Plan
- Dearborn Master Plan
- Rochester Hills M-59 Plan

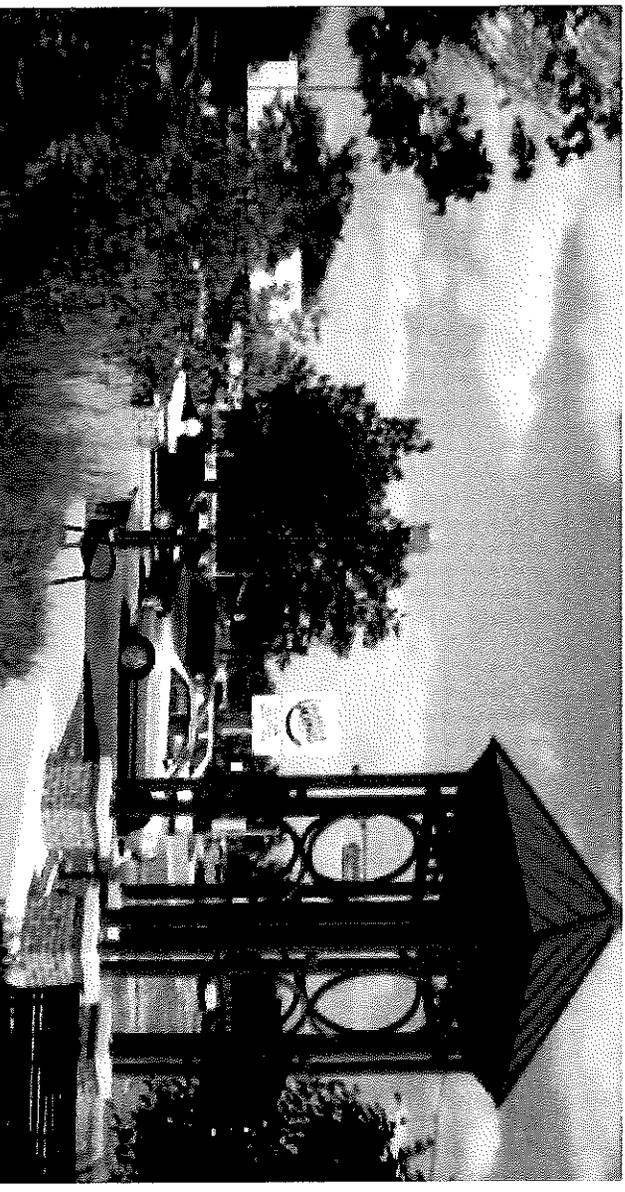
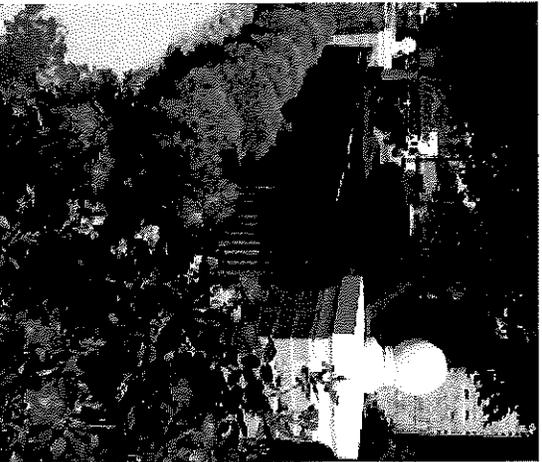
## Potential to Intensify

*darker reds indicate higher potential  
lighter reds indicate lower potential*

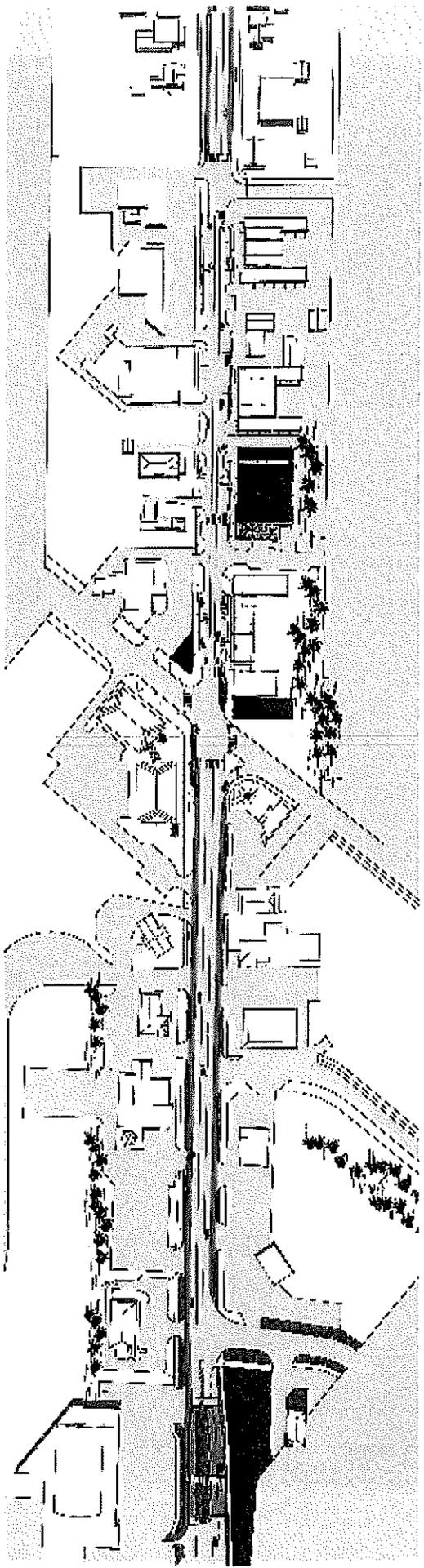
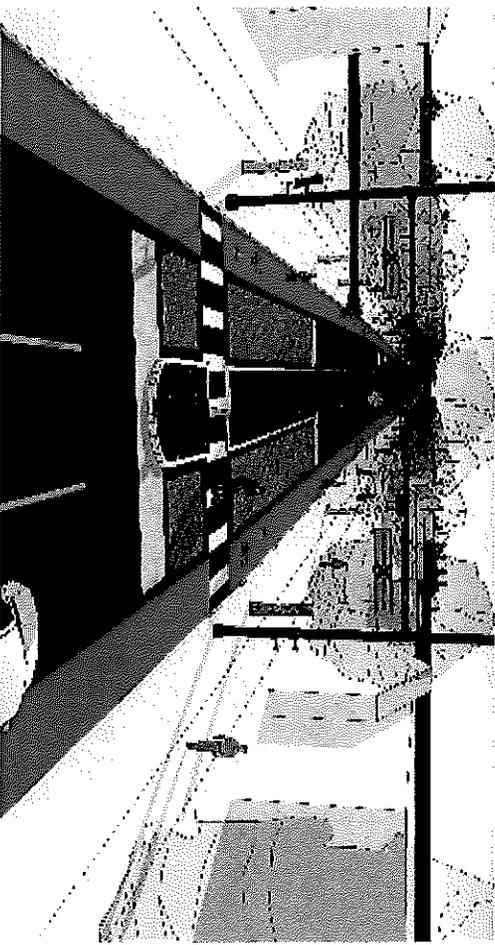
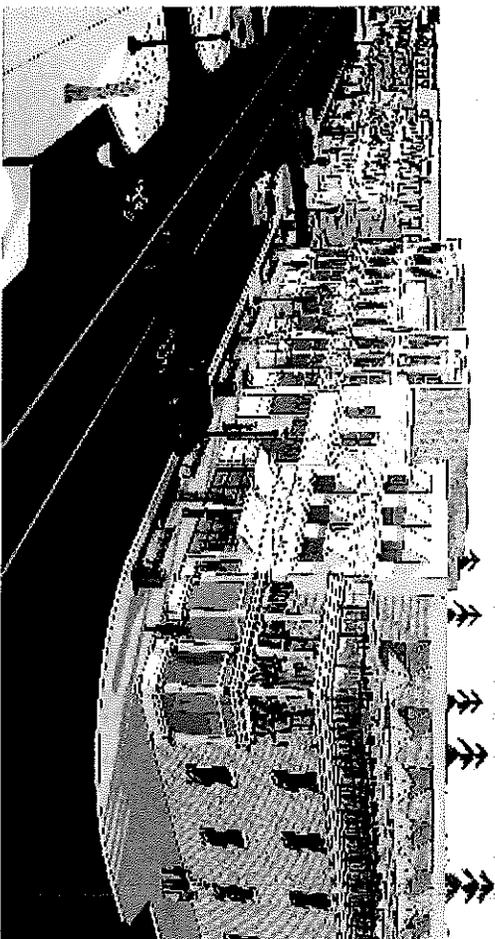


# Corridor Planning – Ann Arbor Road Corridor Plan & ZO District – Plymouth Township

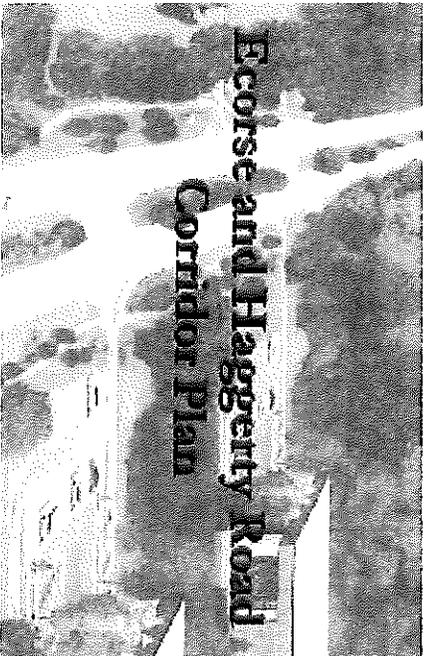
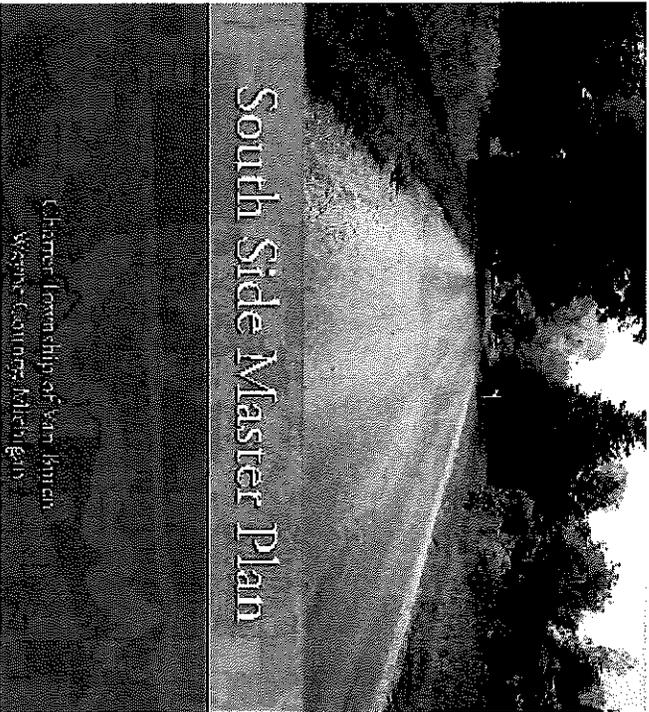
- Award-winning
- Old M-14, obsolete commercial development
- Border between Plymouth City and Plymouth Township
- Joint DDA, TIF, demonstration projects, grants, specific design guidelines and requirements



# Corridor Planning – Cedar Street Corridor Plan and Design – Delhi Township

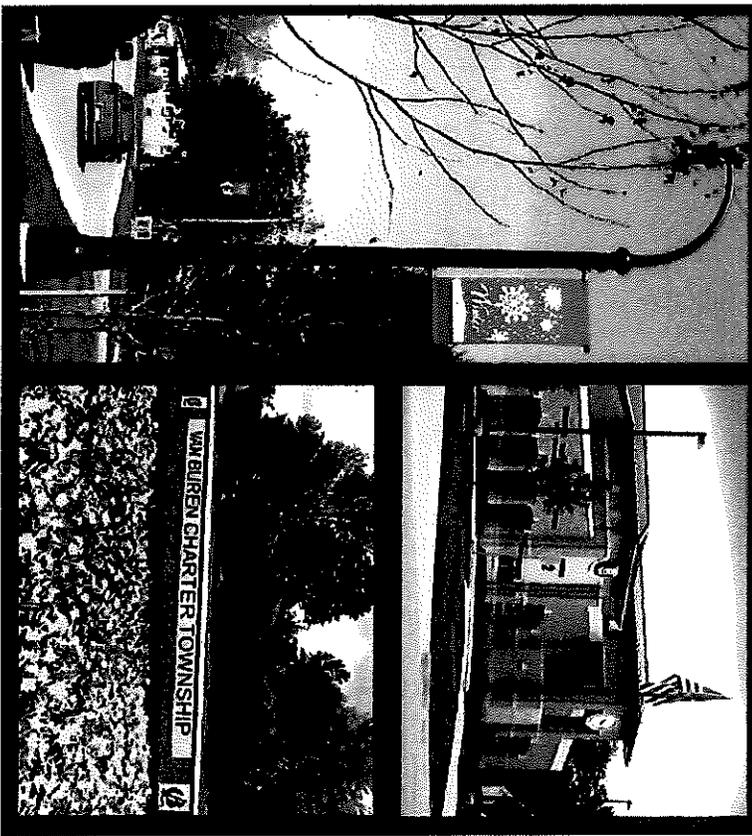


# Van Buren Charter Township - Sub Area Plans



## Belleville Road District Plan And Market Analysis

Charter Township of Van Buren  
Wayne County, Michigan

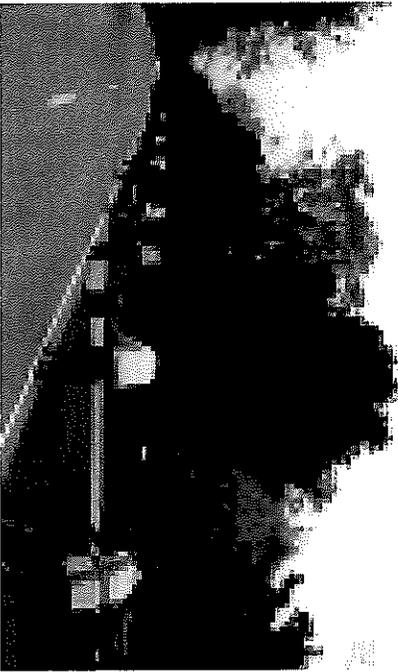


# Complete Streets



# Complete Streets – Livonia Non-Motorized Plan

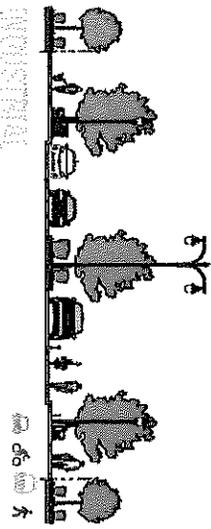
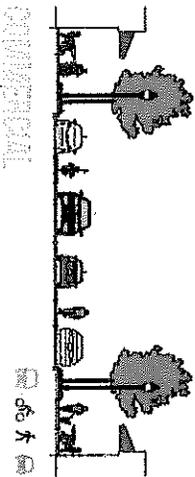
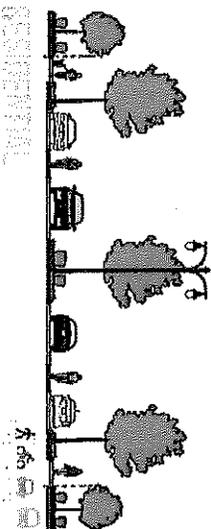
## LIVONIA BIKE WALK



### AVENUES

Preliminary Typology  
ROW: 70 - 100 ft.  
Corresponds to Collectors

LIVONIA



Address:



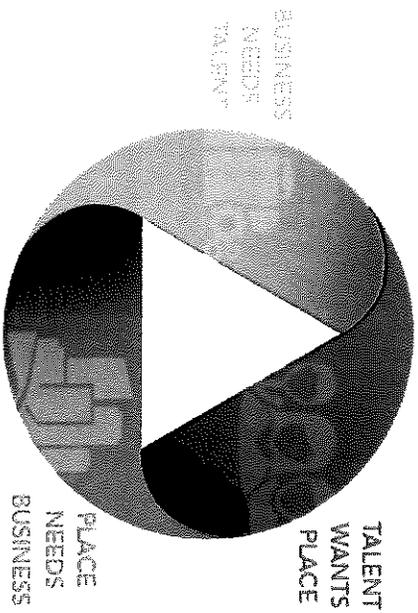
# Zoning Leadership

- Content Neutral Sign Regulations
- Medical Marihuana Regulations
- Sustainable Waterfronts
- Dark Stores (i.e., vacant big box stores)
- Food Trucks
- Lake Overlay District
- Accessory Buildings
- Wireless Telecommunications



# Redevelopment Ready Communities (RRC)

- Statewide certification process encouraging communities to adopt development strategies and efficient review processes.
- RRC Certified communities are eligible for grants and other redevelopment assistance



# PROPOSED FEE SCHEDULE

# Included at No Additional Fee

## Mckenna will provide to Van Buren Township:

- “Spaces” newsletter
- E-bulletins/e-blasts
- Continuing evaluation of Zoning Ordinance
- Planning library/videos

### E BULLETIN

Timely Topics for Community Leaders

Mckenna

Nov. 2015



### Recent U.S. Supreme Court Ruling Impacts Your Community Sign Regulations: Find Out What to Do Right Now

On June 18, 2015, the United States Supreme Court decided the case of *Reed v. Gilbert* and held the Town of Gilbert's sign ordinance unconstitutional. In this case, the Town of Gilbert (AZ) regulated a church's temporary, directional signs differently than other noncommercial signs (e.g. political signs and ideological signs). The Court found that these "innocuous justifications" favored certain types of signs and violated the First Amendment of the U.S. Constitution.

#### HOW YOUR COMMUNITY'S SIGN REGULATIONS ARE IMPACTED

Signs are an important design element impacting the prominent right-of-way of the community. However, most sign ordinances have specific regulations based on the content of the sign, such as real estate, political, special events, garage sale, and gasoline station signs. Now that the Supreme Court has ruled against these distinctions, communities are at risk of costly and unnecessary litigation because they regulate signs based on the content of the sign.

#### WHAT COMMUNITIES SHOULD DO IMMEDIATELY

- Review Your Current Sign Regulations. All communities should conduct a technical audit of their sign regulations and identify any content-based provisions, i.e. provisions that regulate signs based on the message, the speaker, or an event.
- Discuss Sign Regulations with the Municipal Attorney. The municipal attorney can advise you on how much content neutrality is required in the community's sign regulations and make leaders aware of any legal risks. Also, legal review of revised provisions will be essential.
- Amend Sign Regulations. After identifying content-based provisions in your local sign regulations, draft new revisions to comply with the First Amendment. You should also re-evaluate your community's character. Communities may still regulate the non-content aspects of signs, including sign height, form, color, materials, separation, area placement, lighting, frequency of message changes, and portability. Clear communication in your ordinance is crucial, including effective graphics.

#### WE CAN HELP

Community planners and the Planning Commission are charged with advising the legislative body on community design, including factors that impact the character and value of the commercial development (a.k.a. which fronts most major public thoroughfares). Consequently, Mckenna planners are experienced in reviewing, writing, administering and enforcing sign regulations. During a technical audit of your sign ordinance and through the entire ordinance amendment process, Mckenna planners can help you develop, write and adopt sign regulations that are consistent with the courts' view and reflective of your community's desired character. To find out more about how to ensure that your sign ordinance is an effective tool for the municipal vision, speak with your Mckenna planner or Patrick Sloan, AICP at [psloan@mckenna.com](mailto:psloan@mckenna.com) or 888-226-4326 ext. 250 or email us at [info@mckenna.com](mailto:info@mckenna.com).



MCKENNA ASSOCIATES • NORTHVILLE, MI • KALAMAZOO, MI • DETROIT, MI • 888-226-4326

MCKENNA.COM

# Retainer Option – 3 Options Proposed

## Option 1 - \$475/month

- Unlimited phone consultation with Township
- Monthly reports, including notable planning and zoning trends and ideas
- 1 annual training session on a topic of the Township's choice (e.g., planning & zoning essentials, placemaking, complete streets, etc.)

## Option 2 - \$725/month

- All services under Option 1, plus attendance at 1 meeting per month

## Option 3 - \$975/month

- All services under Option 1, plus attendance at 2 meetings per month

# Proposed Hourly Fees and Review Fees

## Summary of Proposed Hourly Fees and Review Fees

- Proposed Fee Schedule is provided
- Existing fees have not increased since January 2014
- Maintain existing fees until January 2019

## Review Fees

- Predictable review fees can be calculated prior to application intake

## Hourly Fees

- Fees for services not covered under Review Fees and Retainer (if chosen) are billed hourly unless covered under a separate contract.

# SUMMARY

# Our Guarantee to You

- Satisfaction survey
- 24-hour or less response time
- Veteran team
- Latest technology
- AICP Code of Ethics
- Court-tested planners
- Clear, useful communications
- Continuing technical review
- Quality control professional checklists

**Mckenna**  
ASSOCIATES

## SITE PLAN REVIEW CHECKLIST

*Due/Revision Date of Site Plan*

*Times Revised*

*Project Name/Location*

*Reviewed By*

*Date*

*Application Number/Community*

*Applicant/Designer*

*Telephone Number - Applicant*

PROJECT CONSIDERATIONS	OK	NOT OK	N/A	COMMENTS

### BASIC PROJECT INFORMATION

Site Location Map				
North Arrow / Scale / Revision Date				
Legal Description / Property ID Number / Address				
Property Size Acres / Square Feet / Dimensions				
Designer Name / Address / Phone & Fax / Seal				
Ownership Data: Owner / Land Coverage / Dredg				

### APPROPRIATENESS OF USE

Use Permitted - Section _____				
SPECIAL USE APPROVAL REQUIRED				
Zoning: Current _____ Awaiting _____				
Permissible Lot Coverage				
Lot Split or Combination Required				
Setback from Front R.O.W. Provided				
R.O.W. Dedication Needed				
Compatibility with Surrounding Area				
Scale: Bigger? Smaller? _____				
Artistic: More? Less? _____				
Mass and Setback				
Provision for Site Expansion - Division of Land				
Legal Review of Development Agreements / Deductions / Easements				
Other Applicable Ordinances and Plans				
Performance Guarantee Required / Received				
Commercial: Neighborhood or Local / Strip / "Big Box"				
Industrial: Light or Heavy / Manufacturing / Warehousing / Truck Terminal				

Thank You – Questions?

**Mckenna**  
ASSOCIATES

Community Planning - Urban Design - Landscape Architecture

235 East Main Street, Suite 105  
Northville, MI 48167

TEL 888-226-4326 · FAX 248-596-0930

[info@mcka.com](mailto:info@mcka.com)

[www.mcka.com](http://www.mcka.com)

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE: 4/17/17**

**BOARD MTG. DATES: 4/18/17**

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

<b>ITEM (SUBJECT)</b>	To consider requests for participation in the Wayne County Local Township Roads Initiative Program.
<b>DEPARTMENT</b>	Planning & Economic Development
<b>PRESENTER</b>	Ron Akers, AICP – Director of Planning & Economic Development
<b>PHONE NUMBER</b>	734-699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	N/A

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider the participation requests from eligible homeowner's associations and other groups of property owners who are interested in partnering with the Township in the Wayne County Local Township Roads Initiative Program.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
See attached letter and supporting documentation.	
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Dependent on option selected by the Township Board of Trustees.
<b>DEPARTMENT RECOMMENDATION</b>	N/A
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
<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>	<i>Daniel Selman</i>



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Kevin McNamara

CLERK  
Leon Wright

TREASURER  
Sharry A. Budd

TRUSTEE  
Sherry A. Frazier

TRUSTEE  
Kevin Martin

TRUSTEE  
Reggie Miller

TRUSTEE  
Paul D. White

April 12, 2017

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

RE: **Consideration of Requests for Participation for the Wayne County Local Township Road Improvement Program**

Honorable Trustees,

In 2014 Van Buren Township was allocated funds from Wayne County in order to make improvements to residentially zoned local roads in the Township. There were two (2) years of funding with the Township being allocated \$750,000 in each year. This program requires that the Township or a homeowner's group provide a local funding match of 20% of the project cost. The Township has utilized the first year of funding on concrete road repair work in the Walden Woods subdivision and a road reconstruction project on Venetian, Dewitt, and Jeanette streets located south of I-94. In order to spend the second allocation of \$750,000, Van Buren Township has solicited local homeowner's associations and groups of individuals who were interested in partnering with the Township in order to provide the required 20% funding to implement road projects. As a result of this solicitation we have received several partnering proposals for the Township Board to consider. The following describes the process the Township used to solicit those proposals and summarizes those proposals into two (2) options for the Township Board's consideration:

### **Solicitation Process:**

I have attached to this letter the advertisement that ran in the Belleville Independent for two (2) weeks requesting that interested homeowner's associations and homeowner's groups write a letter to the Township offering specific information regarding their interest in participation. In addition to this ad, I was interviewed by the Belleville Independent and an article was written in the paper the week immediately after the advertisements ran. In addition to this the Cable Department put together a digital advertisement which ran on the Township website and the Township's cable channel. As a result of these efforts the Township received four (4) submittals from interested homeowner's associations and one (1) special assessment petition for a road paving project. These requests are broken down below into two (2) options below. I have attached to this letter a spreadsheet which summarizes the cost projections for the two (2) options for your consideration.

### **Option A: McBride Road Paving:**

I have attached to this letter the cover letter and petition we have received for the paving of McBride road between Quirk Road and Beck Road. In addition to this I have also attached a resolution from Van Buren Public Schools authorizing the Superintendent to enter into an agreement with Van Buren Township to pay a special assessment against the McBride Middle School property, a map of the properties demonstrating who has signed the petition, the technical memorandum prepared for the pavement project which was considered last year, and a cost projection on a per property basis for the potential special assessment district. I have spoken to the Township Engineer regarding the estimated cost from last year in order to ensure that it was still a valid estimate. He had verbally indicated that the estimate should be revised to increase the projected cost by 5%. This has increased the cost of the estimate from \$882,891 to \$927,035, which is the number I have used for the attached cost projections.

As many of you know this project was considered by the Township Board last year at this time. The agreement for the school district to provide the full 20% match fell through and due to this we were unable to proceed with the project. Since then the school district has been able to verify that they could fund a portion of the road project and have authorized the Superintendent to negotiate and enter into an agreement for up to \$90,000 for the cost of the project. In addition to this we have received a petition from several of the homeowners on McBride road to cover the remainder of the 20% match. I have put together an estimate of what each property would be paying as part of



# Charter Township of Van Buren

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TRUSTEE  
Paul D. White

the special assessment district, but please keep in mind that the final numbers will be based upon the actual cost of construction.

The advantages of this option are primarily related to impact and use of funds. McBride Middle School (which is located on McBride road) is a public school which is also used by the community as an election precinct. There is a large amount of school related traffic and it impacts not only the residents on McBride, but also everyone in the school district with school age children. Additionally, this is the only option where the Township has the ability to fully utilize the allocated funding. (see Options spreadsheet) Option B will require the Township to either identify a project we wish to fund, or return the money to Wayne County. The potential disadvantages of this option are with regards to the special assessment district. We have received sufficient signatures and participation to move forward with the project, but please keep in mind that only 57% of the owner occupied homes on McBride Road signed the petition and there are likely individuals who live on McBride Road who are not in favor of the project or the special assessment.

### **Option B: Subdivision Road Maintenance:**

We have received requests from four (4) homeowner's associations to partner with the Township in order to perform repair work on their subdivision roads. These subdivisions are Andover Farms, Robinson River Park, Walden Woods, and Charter Club. The specific work that may be completed in these subdivisions have not been identified and if this option is selected the Township would work with these HOA's in order to identify and prioritize work similar to what we have done with Walden Woods last year. The typical work which would be completed may include, concrete patch repair, intersection replacement, entryway replacement, etc.

The advantages to this option are with regards to direct benefit to specific subdivisions. The roads in the subdivisions are owned by Wayne County, but because they were installed by a private developer, Wayne County does not maintain them. These funds could be used to assist these homeowner's associations with the maintenance and upkeep of their roads. The disadvantages are primarily that we will not have a plan moving forward to spend the full amount of the money. If this option is selected the Township will either have to return a portion of the funds back to Wayne County or quickly identify a project come up with the 20% match for a different road project.

### **Recommendation:**

This is an allocation decision by the Township Board. If we go with Option A to pave McBride road we will be able to utilize the full amount of grant funding for the project, but we will be required to establish a special assessment district. Option B will provide necessary repairs to these subdivision roads, but will leave over 50% of the grant funds unused. Based on my conversations with Wayne County will need to have a project identified and started within this project year or else we risk losing these funds.

While both projects have the opportunity to provide needed infrastructure improvements to areas of our community it is my belief that the McBride road paving will be a more impactful project for the community. Additionally, it is currently the only option which allows the Township to fully utilize the grant allocation from Wayne County and the school district's participation will limit the financial impact on the homeowners along McBride road.

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

Sincerely,

Ron Akers, AICP  
Director of Planning and Economic Development

**Wayne County Local Partnering Initiative for Township Roads**

The Wayne County Department of Public Services (DPS) will make available a pool of funds to repair, resurface or reconstruct existing local township residential zoned roads under Wayne County’s jurisdiction. The Local Partnering Initiative funding pool will be available to fund projects starting in the County’s fiscal year 2014-15.

**Funding Availability**

The Wayne County DPS will make available \$14,000,000 to fund this Initiative through fiscal year 2015-16. In fiscal year 2014-15, one half of the total amount of the Initiative (\$7,000,000) will be available to fund projects in each Wayne County township. In fiscal year 2015-16, the remaining half (\$7,000,000) will be available to fund projects in each Wayne County township. The Initiative will be a reimbursement based program. To qualify for project cost reimbursement, a Wayne County township must match at least 20% of the total cost of a project with local funding. Wayne County will fund up to 80% of project costs capped at the amount available for each township to utilize through the Initiative. Equitable funding allocations will be based on township population according to the following scale:

<b>Population</b>	<b>Annual Initiative Amount</b>
85,000 +	\$ 1,500,000
65,000 to 84,999	\$ 1,250,000
45,000 to 64,999	\$ 1,000,000
25,000 to 44,999	\$ 750,000
5000 to 24,999	\$ 500,000
Under 5000	\$ 250,000

Population figures will be based on the most current population estimates published by SEMCOG. Under SEMCOG’s 2014 published population reports, projects in each Wayne County township in fiscal years 2014-15 and 2015-16 will be eligible for the following amounts in each of those fiscal years:

<b>Community</b>	<b>Population</b>	<b>Annual Initiative Amount</b>
Canton Township	92,610	\$ 1,500,000
Redford Township	47,166	\$ 1,000,000
Northville Twp	30,582	\$ 750,000
Brownstown Twp	30,257	\$ 750,000
Van Buren Twp	28,984	\$ 750,000
Plymouth Township	27,166	\$ 750,000
Huron Township	15,467	\$ 500,000
Grosse Ile Twp	10,422	\$ 500,000
Sumpter Township	9,481	\$ 500,000

This Initiative will end after 2015-16 and no funding commitments under this program will extend beyond fiscal year 2015-16.

**Project Eligibility**

The Initiative shall be used to fund projects to repair, resurface or reconstruct existing residentially zoned roads in townships that are under Wayne County’s jurisdiction and are either not eligible to receive federal aid funding or are determined by Wayne County to be federal aid challenged. Federal aid challenged roads are roads that are technically eligible for federal aid funding, but will likely never be chosen for federal funding due to factors like low traffic counts, right of way constraints, lane width restrictions, etc.

**Applicant Eligibility**

Wayne County townships are eligible to apply.

**Local Match Requirement**

Projects must have at least a 20% local funding match commitment from the township to be considered. The township’s local match may consist of local funding sources including township funds, in-kind services (for example, design engineering) and private sources such as homeowner association contributions. The value of the township’s in-kind contribution shall be determined by agreement with the County prior to approval of the township’s Initiative project application. The County’s permit, inspection and plan review fees shall be waived for Initiative projects, and shall not be credited against a match.

**Design and Construction**

Design of the project must be performed by a qualified engineer. Construction of the project must be performed by a qualified contractor engaged and paid for by the township. Contracts for all work will be bid and awarded by the township, with agreement executed between the township and the contractor, with copy supplied to Wayne County DPS. All design and construction work must be approved, permitted, and inspected by the Wayne County Department of Public Services, Engineering Division.

**Application Process**

By November 30 of the year before the proposed construction year and township’s Initiative eligibility year, written proposals from the township should be sent to:

Wayne County Department of Public Services  
Local Roads Initiative Program  
Engineering Division  
400 Monroe, Suite 300  
Detroit, MI 48226

Proposals must include a detailed scope of the project, engineer’s estimate and a statement certifying that the township has or can secure the funding required to pay for the entire cost of the project up-front with County reimbursement of agreed to costs up to the amount of the Initiative award being made after work is performed.

The proposal should acknowledge that the township’s selected contractor must comply with Wayne County permit requirements which will require the contractor to be insured and may require the contractor to provide security in the form of a cash bond or irrevocable bank letter of credit.

## **Selection**

Based on township recommendation and project feasibility, Wayne County will make final project selections and will send an Initiative award notice to the township by December 31. Upon receiving approval from Wayne County DPS, a project shall require an Inter-Governmental Agreement (IGA) between the township and Wayne County to formalize project requirements, responsibilities, costs and reimbursement terms. Project Initiative awards will be deemed final once the Wayne County Commission approves the IGA between the township and the County. The only agreement between the township and Wayne County will be the approved IGA, and this statement of policy does not constitute an agreement. In cases of different interpretation, the approved IGA will control.

## **Commission Approval and Reimbursement**

Wayne County will not provide funds in advance of project completion, but will reimburse the township for project costs up to the amount approved in the Initiative award and IGA. Final project funding is dependent on the Wayne County Commission approving the IGA. No work shall commence until the IGA is approved. After project completion, the township shall timely submit invoices, waivers of lien and other required documentation. Reimbursement shall not exceed the amount of county commitment included in the IGA. If the IGA is rejected by the Wayne County Commission, the project will be null and void.

## **Unused Funds**

In the event a township does not apply for a project under this initiative or fails to submit a project that meets eligibility requirements, or the proposed IGA does not receive County Commission approval, or the total amount for projects available in a township is not fully utilized, Wayne County DPS may, in its discretion, undertake a road improvement project in that township which meets the project eligibility requirement of this initiative utilizing the remaining funding of the amount available for projects in the township for that fiscal year.



Van Buren Township  
Local Township Road Improvement  
Request for Participation



The Wayne County Department of Public Services has allocated \$750,000 to repair, resurface, or reconstruct existing local township residential zoned roads under Wayne County's jurisdiction within Van Buren Township. In order to utilize these funds, Wayne County has required that a 20% match of the total cost of a project be provided. Van Buren Township is seeking to identify subdivisions who have funds available for road improvements and are interested in making improvements to the roads in their subdivision.

**Who is Eligible?**

Subdivisions in Van Buren Township who have Wayne County owned public roads in their subdivision are eligible for this funding. This funding can only be used for road repairs, resurfacing, or reconstruction in an eligible subdivision.

**How Can My Subdivision Apply?**

Please submit a letter to the Township which provides the following:

- A request for participation to the Township from your homeowner's association indicating the subdivision that is interested in the program,
- Contact information for the designated representative for the subdivision,
- The amount of funds that your subdivision can contribute towards the potential road project.

Subdivisions without a homeowner's association should contact Ron Akers, Director of Planning & Economic Development, at 734-699-8913 prior to applying to discuss options for providing the required 20% funding match. All requests for participation can be sent via e-mail to [rakers@vanburen-mi.org](mailto:rakers@vanburen-mi.org) or to the following mailing address:

Planning & Economic Development  
Attn: Ron Akers  
46425 Tyler Road  
Van Buren Township, MI 48111

**Requests for participation must be received at Township Hall no later than 4:00 p.m. on Friday, March 3, 2017.**



Daniel Clay  
47232 McBride Ave  
Belleville, MI 48111

[REDACTED]

[REDACTED] et

3/03/2017

Dear Van Buren Township,

I am writing you today on behalf of myself and residents in the Willow Gardens Subdivision on McBride Ave between Quirk Rd and Beck Rd. I personally feel McBride should not be a dirt road especially with the added traffic of the school. Not only does the road deteriorate very quickly but dust has also been a big issue. My neighbor and myself have gone around asking residents on the street if they would like to sign a petition in order to try to get McBride Ave paved. I believe roughly 60% of the residents have signed the petition and we were not able to get a hold of 2 residents, and 2 additional homes are bank owned. I will be attaching the signed petitions and sending them along with this letter, in hopes of taking the necessary steps to get McBride Ave paved. I Thank You for your time.

Daniel Clay





# Charter Township of Van Buren

## General Petition

Township Clerk's Office  
 46425 Tyler Road  
 Van Buren Township, MI 48111  
 Ph: (734) 699-8913  
 Fax: (734) 699-8968

Date:

2-12-17

Action petitioned for:

Dear Supervisor and Township Board Members:  
 We, the undersigned citizens, most respectfully petition your Honorable Body to pass McBridge Ave  
between Quark Cove Beck Rd

Printed Name	Signature	Address	Date
Benjie Washburn	<i>Benjie Washburn</i>	47216 McBridge Ave	2-12-17
Tina DeBard	<i>Tina DeBard</i>	47164 McBridge Ave	2-12-17
Yield Vesperman	<i>Yield Vesperman</i>	47140 McBridge Ave	2-10-17
Daniel Clay	<i>Daniel Clay</i>	47232 McBridge Ave	2-12-17
STEVE JONES	<i>Steve Jones</i>	47316 McBridge Ave	2-13-17
Sonia DeBard	<i>Sonia DeBard</i>	46746 McBRIDE AVE	2-12-17
TOM SCULLY	<i>Thomas Scully</i>	46816 McBRIDE AVE	2-12-17
Wanda Ledesney	<i>Wanda Ledesney</i>	46780 McBRIDE AVE	2-12-17
MARY Solomon	<i>Mary Solomon</i>	46748 McBRIDE	2-12-17
Fernie Solomon	<i>Fernie Solomon</i>	46748 McBRIDE	2-12-17
Yess Greenbeck	<i>Yess Greenbeck</i>	46764 McBRIDE	2-12-17
Mikha Burns	<i>Mikha Burns</i>	46732 McBRIDE	2-12-17
GARY HALLOCK	<i>Gary Hallock</i>	46696 McBRIDE	2-12-17
44312 WYLLIE	<i>44312 WYLLIE</i>	46632 McBRIDE	2-12-17
Dale Barber	<i>Dale Barber</i>	46888 McBRIDE	2-13-17

WARNING: Any circulator knowingly making a false statement in the above certificate or any person not a circulator that signs as such or any person who signs a name other than his own as circulator is guilty of a misdemeanor. I, the undersigned circulator of the above petition, assert that I am qualified to circulate this petition, that each signature on the petition was signed in my presence, and that to the best of my knowledge and belief, each signature is the genuine signature of the person purporting to sign said petition.

Circulator:

Daniel Clay

Phone:

~~XXXXXXXXXX~~

Address:

47232 McBRIDE AVE

Date:

3-3-17

+1 signature on ~~other~~ side







# Charter Township of Van Buren General Petition

Township Clerk's Office  
46425 Tyler Road  
Van Buren Township, MI 48111  
Ph: (734) 699-8913  
Fax: (734) 699-8958

Date:

Action petitioned for:

Dear Supervisor and Township Board Members:  
We, the undersigned citizens, most respectfully petition your Honorable Body to \_\_\_\_\_

Printed Name

Signature

Address

Date

Robbie Olive  
Jennifer Jones

Robbie Olive  
Jennifer Jones

10101 Quirk Rd.  
47016 W. Bridge Ave

3/17/17  
3/17/17

WARNING: Any circulator knowingly making a false statement in the above certificate or any person not a circulator that signs a name other than his own as circulator is guilty of a misdemeanor. I, the undersigned circulator of the above petition, assert that I am qualified to circulate this petition, that each signature on the petition was signed in my presence, and that to the best of my knowledge and belief, each signature is the genuine signature of the person purporting to sign said petition.

Circulator:

Phone:

Address:

Date:

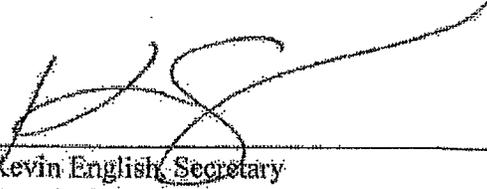




Ayes: Alison Bennett, Kevin English, Susan Featheringill, Sherry Frazier  
Keith Johnston, Kelly Owen, and Simone Pinter

Nays: None

Motion declared adopted.



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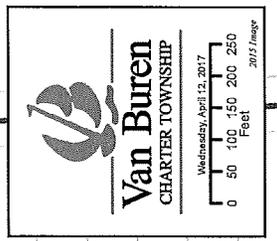
Kevin English, Secretary  
Board of Education  
Van Buren Public Schools

The undersigned duly qualified and acting Secretary of the Board of Education of Van Buren Public Schools, Wayne and Washtenaw County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on February 27, 2017, the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.



---

Kevin English, Secretary  
Board of Education  
Van Buren Public Schools



**Classification - Signed?**

- Church - Yes
- School - Yes
- Bank Owned - No
- Rental - No
- Owner Occupied - Yes
- Owner Occupied - No
- Tax Parcels

Class	Total	Percentage of Property		Percentage of Front Footage on Petition	
		Count	Property Type	Type on McBride Road	Footage on Petition
1	Owner Occupied	34	100%	53%	63%
2	Rental	28	82%	57%	34%
3	Bank Owned	2	6%	0%	0%
4	School	2	6%	0%	0%
5	Church	1	3%	100%	27%
		1	3%	100%	2%

## TECHNICAL MEMORANDUM

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### Wayne County Local Partnering Initiative for Township Roads

**Prepared For:** Mr. Ron Akers, Director of Planning and Economic Development

**Prepared By:** David M. Nummer, PE

**Date:** January 5, 2016

Wayne County has made available a pool of funds that may be used by Wayne County Townships to repair, resurface, or reconstruct local roads. The available funding for each community is based upon population. For Van Buren Township, the available funding for construction in 2016 is \$750,000. In order to take advantage of this funding, the Township must submit an application which includes the following information:

- The project must meet eligibility requirements
- Detailed scope of the project
- Engineer's estimate of cost
- Statement certifying that the Township has the capital to front the costs of the project
- Acknowledgement that the Township's Contractor must comply with permit requirements including insurance and bonds

The proposed project for 2016 is to pave McBride Avenue from Quirk Road to Beck Road. McBride Avenue is an existing gravel road that serves the adjacent residential properties and provides access to North Middle School.

A map showing the project area is attached as Exhibit A.

#### Project Eligibility

The proposed project includes road improvements to McBride Avenue. McBride Avenue is a residentially zoned street that is under the jurisdiction of Wayne County. As local streets they are not eligible for Federal aid.

#### Detailed Project Scope

McBride Avenue was originally constructed as a gravel subdivision street in the 1950's. The existing roadway widths are approximately 27 feet wide with open ditches. The existing gravel surface is rough with numerous potholes. See attached photos.

The proposed project includes paving the roadway and excavating ditches where necessary. The roadway section will be constructed in accordance with Wayne County standard detail L-2, "Typical (SAD) HMA Local Road over Existing Aggregate" with the exception that we will maintain the existing 27 foot width. For purposes of cost estimating, we have assumed a pavement section consisting of 1½ inch HMA wearing course and 3 inches HMA base course on top of existing aggregate base. Other project work will include minor ditching, relocation of mailboxes (if required), restoration of the disturbed areas of the right-of-way, mobilization, traffic control, and other associated work items.

### Engineer's Estimate of Cost

The total project cost is estimated at \$882,890.13. This includes construction cost, engineering and contingency. A detailed cost estimate is attached as Exhibit B.

### Township Acknowledgements

Van Buren Township certifies that they have the capital assets necessary to complete the project, including the 20% local match. Furthermore, the Township understands that this funding from Wayne County will be in the form of a reimbursement after the project has been completed. The reimbursement amount will be the project cost less the 20% local match, with a maximum reimbursement amount of \$750,000.

The Township will be responsible for contracting the work and administering the construction contract. An interagency agreement with Wayne County will be necessary to clearly define the duties and responsibilities of each party. The Township understands that this project will require a permit from Wayne County and that the Contractor for the project will be subject to any permit requirements including providing insurance and bonds as required by Wayne County.

DMN:

VBN 1020-15T

Local Road Partnering Tech Memo.docx

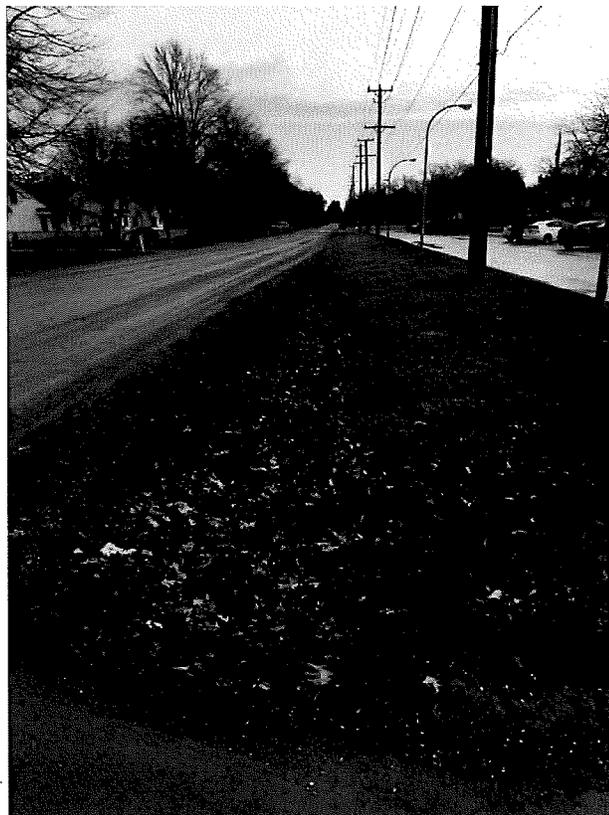
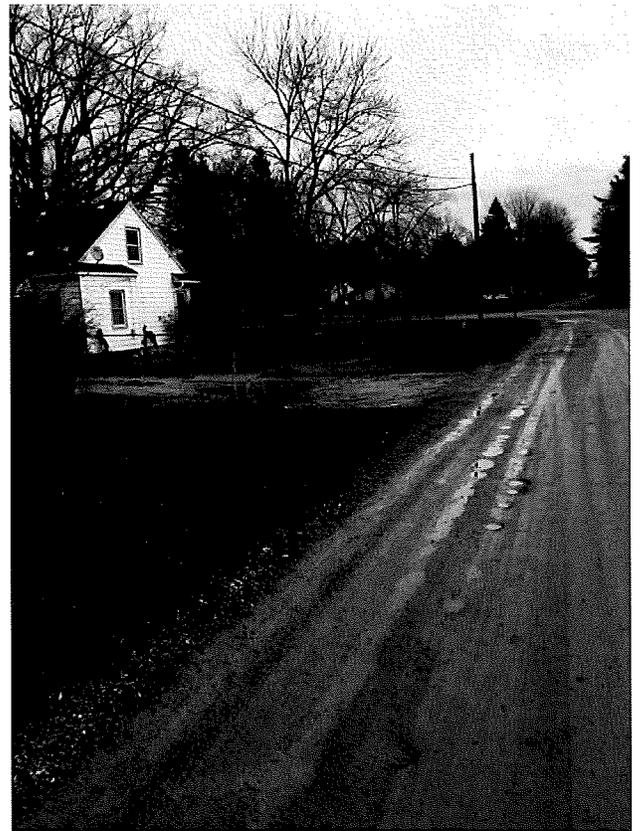
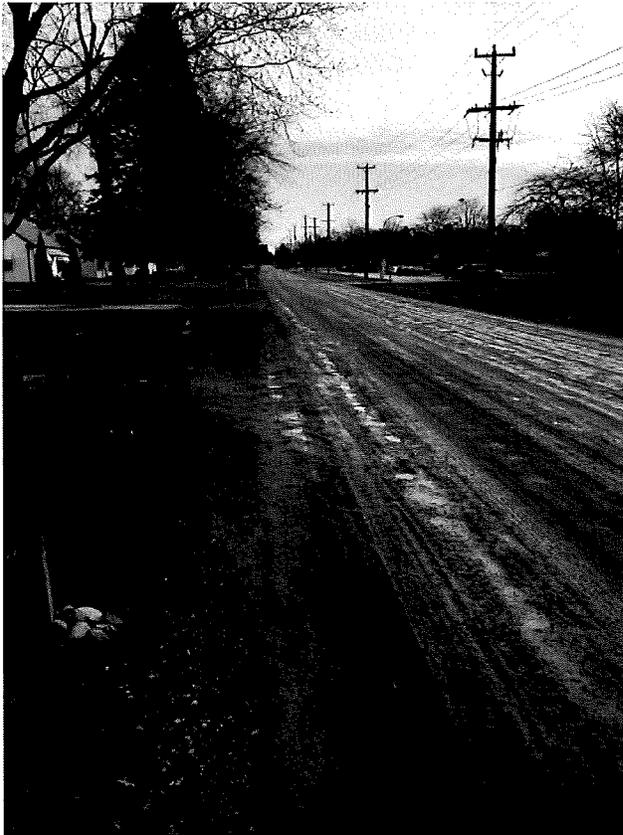
Enclosures:

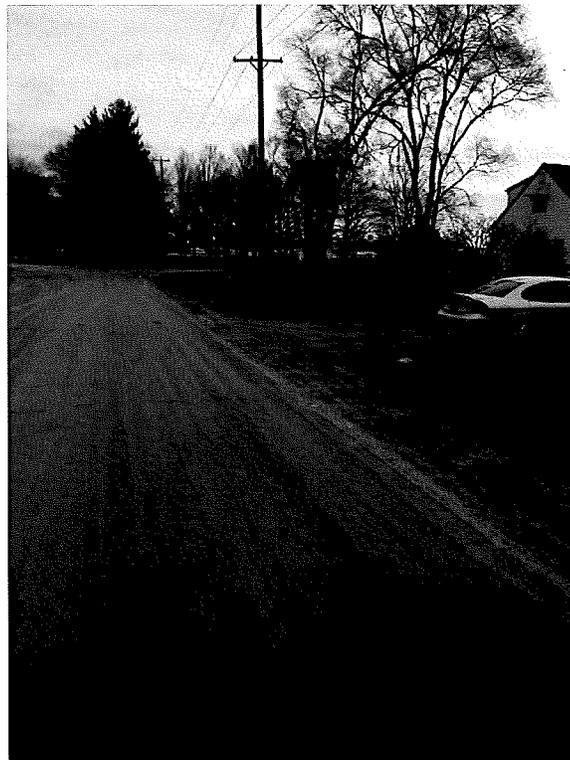
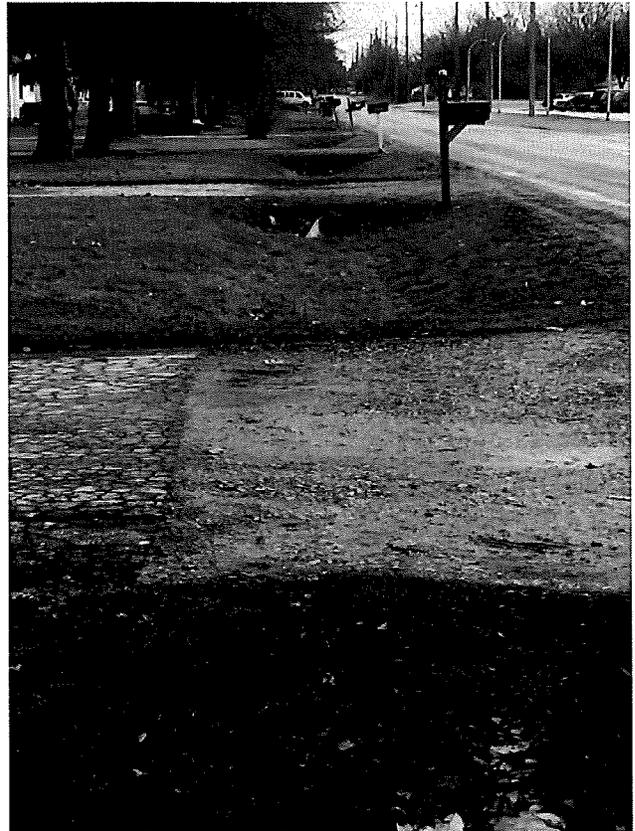
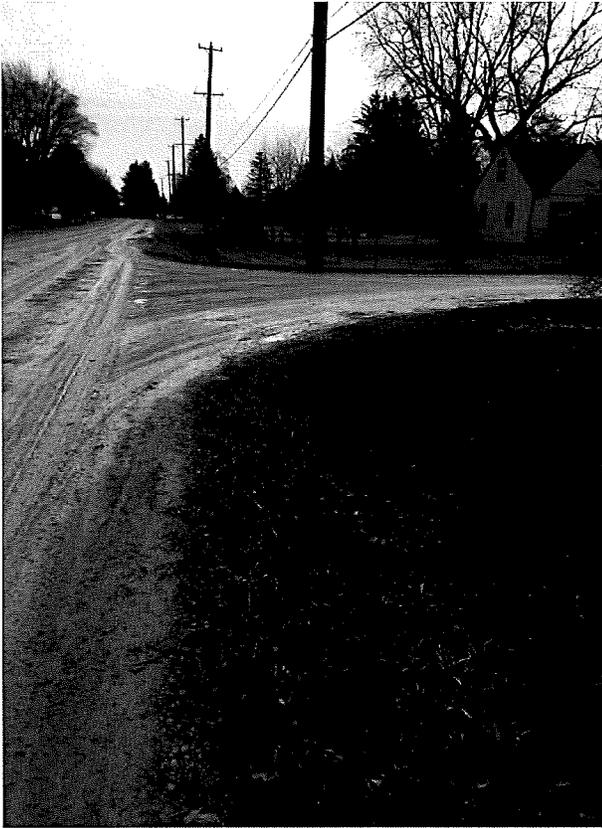
Existing Condition Photos

Exhibit A – Project Area Map

Exhibit B – Engineer's Estimate of Probable Construction Cost

Wayne County Standard Detail L-2





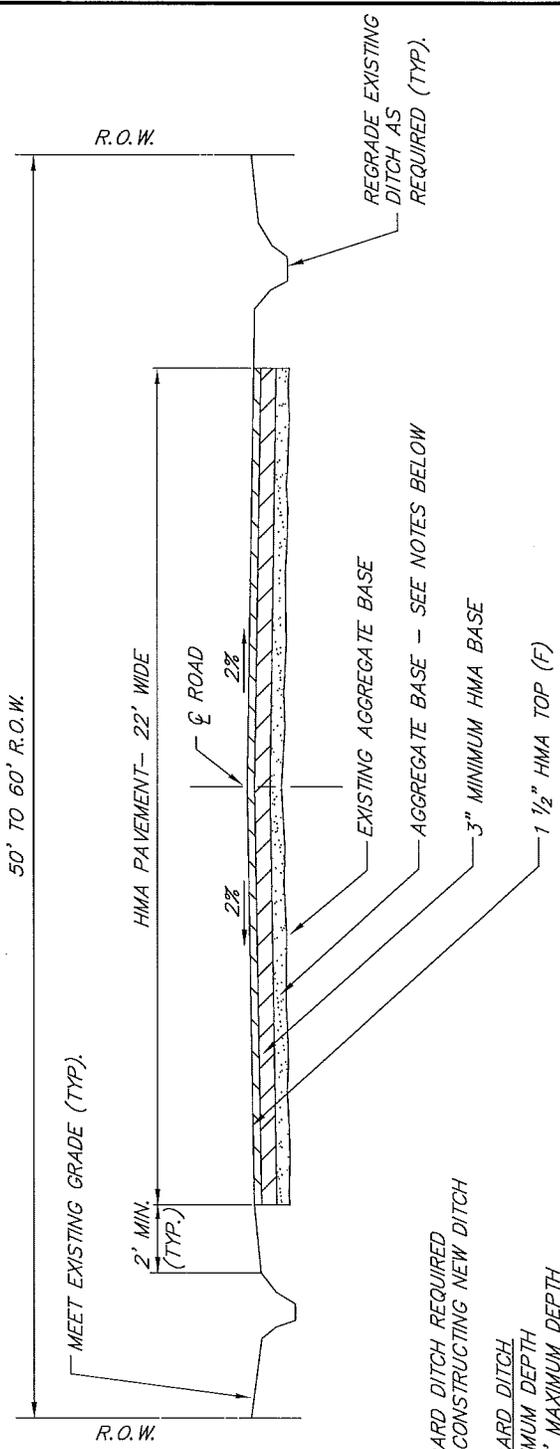


**WADE TRIM**  
**Prelim cost Est.**

**SUBJECT** McBride Paving  
**JOB NO.**  
**CLIENT:** Van Buren Township  
**DATE:** January 5, 2016  
**Bid Date:**

**PAY ITEM**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>Unit Cost</b>	<b>Eng. Est.</b>
1	Scarify, regrade, and add 3" 21AA agg	8,500	Syd	\$10.00	\$85,000.00
2	Pavement Remove, Butt Joint	50	Syd	\$20.00	\$1,000.00
3	Bituminous Drives, Remove	1,125	Sft	\$2.25	\$2,531.25
4	Concrete Drives, Remove	1,125	Sft	\$3.00	\$3,375.00
6	12" CMP Drive Culverts Including end sections	5	Each	\$1,000.00	\$5,000.00
6	Ditching	1200	LF	\$125.00	\$150,000.00
7	Subgrade Undercut and 21AA Backfill	100	Cyd	\$57.00	\$5,700.00
8	Embankment	200	Cyd	\$13.00	\$2,600.00
9	Maintenance Aggregate	100	Ton	\$23.00	\$2,300.00
10	Aggregate Bleeder	2	Each	\$1,000.00	\$2,000.00
11	Bituminous Leveling Course, LVSP	2200	Ton	\$80.00	\$176,000.00
12	Bituminous Wearing Course, LVSP 20AAA	750	Ton	\$80.00	\$60,000.00
13	Agg Surface Course, 6", Drives	125	Syd	\$5.00	\$625.00
14	Bituminous Drives, LVSP	50	Ton	\$190.00	\$9,500.00
15	Concrete Drive, 6 inch	125	Syd	\$93.00	\$11,625.00
16	Relocate Mailbox, with New Post	27	Each	\$170.00	\$4,590.00
17	Miscellaneous Sign Type B, Perm	100	Sft	\$15.00	\$1,500.00
18	Restoration with 4 inches Topsoil, Seed Fertilizer and Mulch	10,120	Syd	\$12.50	\$126,500.00
19	Traffic Maintenance and Control	1	L.S.	\$12,000.00	\$12,000.00
20	Audio/Video Route Survey	1	L.S.	\$1,200.00	\$1,200.00
21	Inspector Days	\$700.00	\$/Day	23	\$16,100.00
				<b>Total</b>	<b>\$679,146.25</b>
	(Items 1 thru 20)			<i>Contingency/Engineering/CE 30%</i>	\$203,743.88



- STANDARD DITCH REQUIRED WHEN CONSTRUCTING NEW DITCH
- STANDARD DITCH
- 1' MINIMUM DEPTH
- 2' 1/2" MAXIMUM DEPTH
- 2' DITCH BOTTOM
- 1:3 MAXIMUM SIDE SLOPES
- 12" MIN. COVER OVER DRIVE CULVERTS.

**NOTES:**

THIS TYPICAL CROSS SECTION IS TO BE USED FOR SPECIAL ASSESSMENT DISTRICT (SAD) LOCAL ROAD PROJECTS ONLY. THE THICKNESS OF THE PROPOSED AGGREGATE BASE WILL BE AS DETERMINED BY THE WAYNE COUNTY ENGINEER. IF NEW AGGREGATE BASE COURSE IS UTILIZED, THEN SUBGRADE UNDERDRAIN ON BOTH SIDES OF THE ROADWAY WILL BE REQUIRED OR EXTEND AGGREGATE SUBGRADE TO FACE OF DITCH AS DETERMINED BY THE WAYNE COUNTY ENGINEER.

RIGHT-OF-WAY RESTORATION SHALL CONSIST OF EITHER SEED MIX THM AND MULCH OVER 3" OF TOPSOIL OR SOD OVER 2" OF TOPSOIL.

DITCH MAY BE ENCLOSED AS DIRECTED BY THE WAYNE COUNTY ENGINEER

USE BOND COAT SS-1h BETWEEN EACH HMA LIFT AT A RATE OF 0.05 GAL/SYD

WORK THIS SHEET WITH THE GENERAL NOTES ON RS-1.

REVISION DATE: 08/01/07
DIRECTOR OF ENGINEERING
DIVISION PERMIT ENGINEER

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES  
 ENGINEERING DIVISION/PERMIT OFFICE  
 PERMIT STANDARDS  
**TYPICAL (SAD) HMA LOCAL ROAD OVER EXISTING AGGREGATE OPEN SHOULDER**

SCALE NOT TO SCALE
<b>L-2</b>
SHEET 1 OF 1

NOTE: THIS IS NOT A LEGAL ENGINEERING DOCUMENT BUT AN ELECTRONIC DUPLICATE. THE ORIGINAL SIGNED COPY FOR PUBLICATION IS KEPT ON FILE AT THE WAYNE COUNTY ENGINEERING OFFICES.

# McBride Potential SAD Numbers Equal Benefit

Combined Address	Front Footage	Total Cost	Annual Cost Over 5 Years (Not Including Interest)	Annual Cost Over 8 Years (Not Including Interest)
46716 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46732 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46748 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46764 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46780 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46796 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46816 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46832 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47016 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47032 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47048 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47064 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47080 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47096 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47116 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47132 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
10386 QUIRK RD	265	\$2,891.12	\$578.22	\$289.11
46616 MCBRIDE AVE	75.1	\$2,891.12	\$578.22	\$289.11
46632 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46648 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46696 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47148 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47164 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47180 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47196 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47216 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
47232 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
10404 QUIRK RD	340.27	\$2,891.12	\$578.22	\$289.11
10405 BORGMAN AVE	340.27	\$2,891.12	\$578.22	\$289.11
10404 BORGMAN AVE	330.26	\$2,891.12	\$578.22	\$289.11
46801 MCBRIDE AVE	153.48	\$2,891.12	\$578.22	\$289.11
47097 MCBRIDE AVE	1277	\$90,000.00	\$18,000.00	\$9,000.00
46680 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11
46664 MCBRIDE AVE	75	\$2,891.12	\$578.22	\$289.11

Total Linear Feet 4806.38  
 Project Cost \$185,407.00  
 Cost Per Linear Foot \$38.58

School District Contribution \$90,000.00  
 Homeowner Cost \$95,407.00  
 Number of Single Family Homes 33  
 Estimated Cost per Homeowner \$2,891.12

# Robinson River Park Homeowners Association

43174 Bradley Drive  
Van Buren Township, Michigan 48111

Date: Wednesday, February 22, 2017

To: Van Buren Township  
46425 Tyler Rd.  
Van Buren Twp, MI 48111

Attn: Ron Akers  
Re: 20/80 Road Repair Program

From : LaChelle Logan, Robinson River Park Homeowners Association

Mr. Akers,

In response to your e-mail dated February 6, 2017, the Board of Robinson River Park Homeowners Association would like to formally express our interest in participating in the 20/80 program.

The Board has determined that we have \$45,000 (forty-five thousand dollars) to contribute to the project.

Our appointed contact person is Barbara Schoenith  
[barbschoenith@yahoo.com](mailto:barbschoenith@yahoo.com)

Regards,



LaChelle Logan  
President, RRPCHA

## Akers, Ron

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**From:** sportsinc@comcast.net  
**Sent:** Sunday, February 26, 2017 11:55 AM  
**To:** Akers, Ron  
**Subject:** Wayne County Road Repair initiative

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Mr. Akers,

On behalf of Andover Farms Homewners Association as board president. I'm contacting you to show our interest in participating in this program. Andover Farms is in need of road repair in which one intersection needs completing resurfacing. We're anticipating these repairs if done in total to be around \$55 - \$60,000 and we are capable of doing the 20% match. We're in the process of having the work bidded out again to get a definite cost but would like to put on the list for consideration. You can reach me at [REDACTED] if needed.

Sincerely,

Leon Wright, President



WWHOA Board Of Directors

Charles Arnold – President  
Karen Spirl – Vice President  
Patricia Duncan – Secretary  
Stephanie Brantley -- Treasurer  
Sheila Greene -- Trustee  
Diane Spencer -- Trustee  
William Britton - Trustee

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March 1, 2017

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

Dear Mr. Akers,

Please let this communication serve as notification that the Walden Woods Subdivision is interested in participating in the Wayne County Department of Public Services 'Local Township Road Improvement' initiative.

Ms. Karen Spirl, Vice President of the Walden Woods Homeowners Association (WWHOA) will be the primary contact. Mr. Charles R. Arnold, President – WWHO A will be the secondary contact.

To date, we have approximately \$25,000.00 that we can contribute toward this road repair initiative.

Looking forward to hearing from you of our acceptance in this year's road repair initiative.

Should you have any questions, please feel to reach out to us.

Thank you!

Sincerely,

Charles R. Arnold  
[carnold@waldenwoodscommunity.com](mailto:carnold@waldenwoodscommunity.com)

Karen Spirl  
[karenspirl@waldenwoodscommunity.com](mailto:karenspirl@waldenwoodscommunity.com)

**Charter Club Estates Homeowner's Association**

**P.O. Box 461**

**Belleville, MI 48112**

**March 2, 2017**

Dear Mr. Ron Akers,

The HOA of Charter Club Estates would like to participate in the Wayne County Department of Public Service road repair project for Van Buren Township.

We are able to contribute \$2000.00 toward the repairs and would appreciate consideration for any unused funds. Our roads need repair in several areas.

The contact person for the project is Afreida Wade [REDACTED].

Thank you for the opportunity to participate,

Afreida Wade

Charter Club HOA