

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
JUNE 4, 2018 WORK STUDY MEETING 3:30 P.M.
TENTATIVE AGENDA**

ROLL CALL:

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

CLOSED SESSION: The Township Board will go into closed session pursuant to MCL 15.268 (d) to consider the purchase or lease of real property.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the re-appointment of Loretta Speaks to the Water and Sewer Commission with a term to expire June 1, 2020.
2. Discussion on the re-appointment of Walter Rochowiak to the Water and Sewer Commission with a term to expire June 1, 2020.
3. Discussion on the appointment of Michael McGovern to the Construction Board of Appeals with a term to expire February 28, 2021.
4. Discussion on the amendment to the mutual aid agreement between the Township and Ypsilanti Township Fire Department.
5. Discussion on the DTE Community Lighting contract in the amount of \$112,261.00 for Township hall parking lot lighting replacement.
6. Discussion on the Stormwater Maintenance Agreement and Resolution 2018-09 for Constellium (ARC CSVBTMI001 LLC).
7. Discussion on the Stormwater Maintenance Agreement and Resolution 2018-08 for Mayser USA Inc.
8. Discussion on a Public Services budget amendment in the amount of \$200,000.00 for various projects.
9. Discussion on the proposed revisions to the Board of Zoning Appeals rules of procedure.
10. Discussion on the Master Plan Citizen Survey.
11. Discussion on the Township Board's role in Planning and Zoning decisions.

PUBLIC COMMENT:

ADJOURNMENT:

NOTICE OF MEETING TIME CHANGE
OF THE
CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES
WORK STUDY SESSION
ON MONDAY, JUNE 4, 2018

**THE REGULARY SCHEDULED WORK STUDY SESSION WILL BEGIN
AT 3:30 P.M. TO ACCOMMODATE A CLOSED SESSION SCHEDULED
TO PRECEED DISCUSSION ON ITEMS.**

**TOWNSHIP HALL
46425 TYLER ROAD
BELLEVILLE, MI 48111**

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

Posted May 31, 2018.

**NOTICE OF CLOSED SESSION
OF THE
CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES**

TO BE HELD AT

3:30 P.M.

**PRECEEDING THE REGUARLY SCHEDULED
WORK STUDY SESSION**

ON MONDAY, JUNE 4, 2018

**TOWNSHIP HALL
46425 TYLER ROAD
BELLEVILLE, MI 48111**

FOR THE PURPOSE OF DISCUSSING:

- 1. Pursuant to MCL 15.268(d) the Township Board will go into closed session to consider the purchase or lease of real property.**

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

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2018-06-04

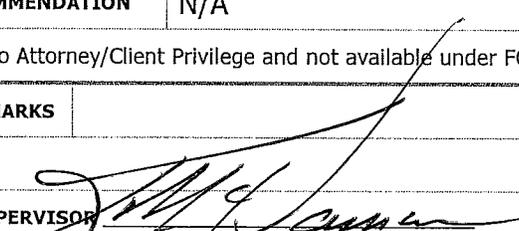
BOARD MEETING DATE:
2018-06-05

Consent Agenda New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Re-Appointment of Loretta Speaks to Water & Sewer Commission
DEPARTMENT	Public Services – Water & Sewer
PRESENTER	Water & Sewer Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve re-appointment for a new term to end June 1, 2020.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Ms. Speaks present term ended June 1, 2018 and she has been a wonderful contributor to our efforts. She has provided a positive presence to the Commission, in addition to her commitment to bring her best efforts in looking out for the community in her service. I wholeheartedly endorse her reappointment to the Commission.	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Board approval of re-appointment
DEPARTMENT RECOMMENDATION	Approval by township board
COMMITTEE/COMMISSION RECOMMENDATION	Director of Water & Sewer recommends approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



**DEPARTMENT OF PUBLIC SERVICES
WATER & SEWER**

DATE: June 4, 2018
TO: Township Board of Trustees
FROM: James T. Taylor, Director of Water & Sewer
RE: Water & Sewer Commission re-appointments

The present terms of Mr. Walt Rochowiak and Ms. Loretta Speaks ended on June 1, 2018. I recommend the Board to approve the reappointment of these two fine community members to another two year term which ends June 1, 2020. Both individuals are excellent contributors to the discussions at the Water & Sewer Commission meetings. They bring each of their unique knowledge and insights that are positive contributions to the efforts made by the Commission.

I hope that you will approve their re-appointments to the Water & Sewer Commission.

MISSION STATEMENT

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

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2018-06-04

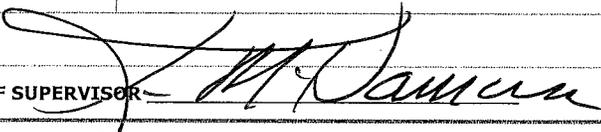
BOARD MEETING DATE:
2018-06-05

Consent Agenda New Business _____ Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Re-Appointment of Walt Rochowiak to Water & Sewer Commission
DEPARTMENT	Public Services – Water & Sewer
PRESENTER	Water & Sewer Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve re-appointment for a new term to end June 1, 2020.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Mr. Rochowiak’s present term ended June 1, 2018. Mr. Rochowiak has served this Commission for approximately 3 decades and has a wealth of insight and knowledge that benefits the Commission and management of Water & Sewer. I wholeheartedly endorse his reappointment to the Commission.	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Board approval of re-appointment
DEPARTMENT RECOMMENDATION	Approval by township board
COMMITTEE/COMMISSION RECOMMENDATION	Director of Water & Sewer recommends approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



**DEPARTMENT OF PUBLIC SERVICES
WATER & SEWER**

DATE: June 4, 2018
TO: Township Board of Trustees
FROM: James T. Taylor, Director of Water & Sewer
RE: Water & Sewer Commission re-appointments

The present terms of Mr. Walt Rochowiak and Ms. Loretta Speaks ended on June 1, 2018. I recommend the Board to approve the reappointment of these two fine community members to another two year term which ends June 1, 2020. Both individuals are excellent contributors to the discussions at the Water & Sewer Commission meetings. They bring each of their unique knowledge and insights that are positive contributions to the efforts made by the Commission.

I hope that you will approve their re-appointments to the Water & Sewer Commission.

MISSION STATEMENT

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

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE:6-04-2018

BOARD MEETING

DATE:6-05-2018

Consent Agenda X

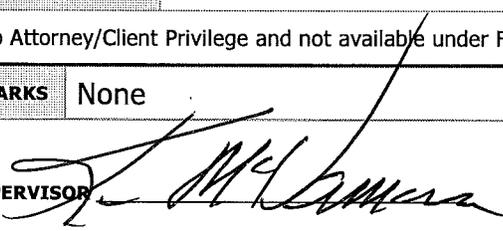
New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Appointment of Michael McGovern
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider appointment of Michael McGovern to the Construction Board of Appeals with a term to expire 2/28/2021.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Michael McGovern is a Van Buren resident with various levels of experience in the construction industry. He has expressed interest in serving on the Construction Board of Appeals. He will be filling a vacant position if appointed, with the term to expire 2/28/2021.	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: _____

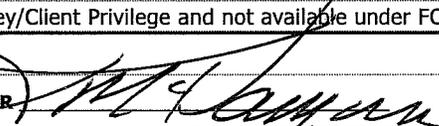
Work Study: June 4, 2018
Board Meeting Date: June 5, 2018

REQUEST FOR BOARD ACTION

Consent Agenda	x New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	To amend the agreement between the Township and Ypsilanti Township Fire Department for mutual aid.		
DEPARTMENT	Public Safety		
PRESENTER	Fire Chief Amy Brow		
PHONE NUMBER	734-699-8916		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	None		

Agenda topic

ACTION REQUESTED:	
To consider approval of the amendment to the mutual aid agreement between Van Buren Township and Ypsilanti Township and authorized the Supervisor and Clerk to execute the agreement.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The current agreement utilizes all on-duty personnel and several fire units from both stations when Ypsilanti Township has a call for service. During these times we have to call in off-duty personnel for coverage and utilize reserve units. Amendments to the agreement will eliminate the need to send on-duty personnel from <u>both</u> stations and the need to call in off-duty personnel and utilize reserve equipment. One Van Buren Township Fire Station will remain staffed with on-duty personnel during calls for service from Ypsilanti Township.	

BUDGET IMPLICATION	We would save money on not having to do a "All Call" and paying those that came back.
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	Reviewed and approved in form and content. (Patrick McCauley) (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



Washtenaw Area Mutual Aid Association Ypsilanti Township and Van Buren Township Fire Automatic Mutual Aid Program



Purpose:

This activity will be conducted under the auspices of the existing interlocal agreement as developed by the Washtenaw Area Mutual Aid Association (WAMAA). It will enhance the existing agreement by sharing resources to make available more firefighters and resources on the scene of a structure fire in the participating communities, while maintaining local control of resources. This enhanced response will afford greater safety for firefighters, improved efficiency and effectiveness in fireground operations and enhance daily cooperative efforts so that in the event of a major, multi-jurisdictional incident, fire department command staff members from both agencies, as well as firefighters, would be accustomed to working together closely. This concept falls directly in line with federal, state, and local ideologies of regional cooperative efforts and, therefore, may enhance future funding opportunities for the participating communities.

Scope:

Participants in this agreement will include the Charter Township of Van Buren, Wayne County, Michigan, and the Charter Township of Ypsilanti in Washtenaw County, Michigan.

Procedure:

Upon dispatching the jurisdictional fire department to a reported "working" structure fire, meeting the below criteria, the jurisdictional dispatch center shall immediately contact the dispatch center for the other participating agency and request a response for "Automatic Mutual Aid" as per the agreement.

Ypsilanti Township: Ypsilanti Township agrees to send two Fire Engines, a large fire suppression vehicle containing minimally 750 gallons of water, to Van Buren Township when a "working" (i.e. flames visible, heavy smoke visible, or an explosion was detected) structure fires reported in the southwestern six (6) mile section (located within the Ryznar Drive/ Elwell Road, South Service Drive, Rawsonville Road, and Bemis Road area) and northwestern two (2) sections (located within the Beck Road, Ecorse Road, Rawsonville/ Michigan Bypass, and Mott Road area) of Van Buren Township. See attached Van Buren Township Map and refer to sections 5, 6, 19, 20, 29, 30, 31, and 32.

Van Buren Township: Van Buren Township agrees to send two (2) Fire Engines one (1) fire engine, as described above, to Ypsilanti Township the when a "working" structure fire is reported in the southwestern eight (8) mile section of Ypsilanti Township located within the Hitchingham Road, Textile Road, Rawsonville Road, and Bemis Road area). See attached Ypsilanti Township Map and refer to sections 25, 26, 27, 28, 33, 34, 35, and 36.

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 06/04/18

Board Meeting: 06/05/18

Consent Agenda _____

New Business X

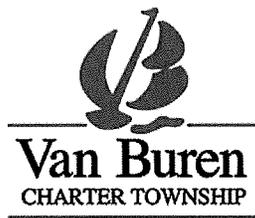
Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve the DTE Community Lighting contract for Main Van Buren Township Campus for \$112,261.
DEPARTMENT	Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Staff is requesting the Board consider approval of the DTE contract for the amount of \$112,261.00. This would be charged to the 2018 Building and Grounds Capital Outlay Budget.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$112,261.2. This project is in the 2018 budget.
IMPLEMENTATION NEXT STEP	If approved, Supervisor and Clerk will authorize the contract.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	<i>Daniel Selmon</i>



MEMO

TO: Board of Trustees

FROM: Matthew R. Best, M.S.
Director of Public Services

RE: Main Campus Parking Lot Light Replacement

DATE: May 29, 2018

In late 2017, Building and Grounds directed the Township Engineer to study the condition of the parking lot lighting at the main campus. Engineers from FTCH concluded in the study that the light poles' concrete bases were "either not properly designed, constructed or both." They stated that the bases could not be economically repaired and recommended installing new lighting and bases throughout the main campus. They estimated the cost of this project would be \$390,000 (See attached FTCH letter dated November 3, 2017.)

Building and Grounds Superintendent Jeff Fondaw contacted DTE and inquired about whether or not DTE's Community Lighting Program would be applicable. DTE responded by performing a site assessment and lighting design for the parking lot that provides not only new LED lights and bases but also demolition and removal of the existing lights. Adding to the proposal, DTE stated that as part of the Community Lighting Program, DTE will be responsible for all maintenance and upkeep of the lights.

Public Services requested DTE to draft a contract for the lighting installation (See attached.) The cost to install new lighting and bases was quoted at \$112,261.00. DTE estimates an additional \$8,000 for demolition and disposal for the old lights. Once installed, the only cost incurred by the Township would be the cost to operate the lights, estimated at \$10,381 per year.

Participating in DTE's Community Lighting Program will bring significant saving to the Township, reduce maintenance responsibility and increase the safety in the parking areas for our residents, guests and staff. Staff is requesting the Board consider approval of the DTE contract for the amount of \$112,261.00. This would be charged to the 2018 Building and Grounds Capital Outlay Budget.



November 3, 2017
Project No. 171777

Mr. James Taylor
Director of Public Services
Charter Township of Van Buren
46425 Tyler Road
Van Buren, MI 48111

Re: Van Buren Township Hall – Parking Lot Light Pole Study

Dear Mr. Taylor:

Per the request of Van Buren Township (VBT), FTCH visited the VBT Hall on October 3, 2017 to gather information for an assessment of the concrete light pole bases or foundations in the parking lot. The site visit included a visual inspection of the concrete bases as well as a non-destructive evaluation using a hammer to tap on or “sound” the concrete bases to detect any irregularities. The following report includes a brief summary of the existing concrete light pole base construction, our findings/observations of the current concrete base conditions, and recommendations with associated conceptual cost estimates.

General Construction

The VBT Hall has 39 light poles strategically located in the parking lot. The light poles appear to all be approximately 12’0” or 25’-0” tall with one or two lights located at the top. The outside dimensions of the poles are 4”-by-4” and they are mounted on an 8”-by-8”-by-3/4” base plate. The base plate is connected to the top of an 18” diameter concrete foundation with four 3/4” diameter anchor bolts and the distance from the surface of the parking lot or grade to the top of the concrete varies from 0” to approximately 34”.

Findings/Observations

FTCH observed approximately half of the concrete light pole bases showed little to no signs of structural concern. A couple of those concrete bases had some minor cracking, but no large cracks, spalling or other deterioration was found. It should be noted that the majority of the concrete bases showing no signs of concern were no greater than 12” above the surface of the parking lot or surrounding grade.

However, the remaining half of the concrete bases showed two main structural concerns - large vertical cracking on the vertical surface of the concrete that continues onto the top surface and extends directly to an anchor bolt, or severe map cracking, i.e., a combination of severe horizontal and vertical cracks. Some concrete bases exhibited both map cracking and large vertical cracking that continued to one or more anchor bolts. The majority of the concrete bases with cracking also have varying amounts of efflorescence (deposits of products of the concrete leached out by water) present on the vertical surface of the concrete.

Sounding was also done on all of the concrete bases to determine the severity of both any visible concrete deterioration and to detect any deterioration that may be present that could not be seen. While the cover of the base plate and anchor rods impeded the ability to isolate the sound of the hammer tapping on the concrete base alone, adding a “tingy” or “tin can” like sound, the sounding detected hollow or void areas in some of concrete bases. Many of concrete bases with map cracking on the majority of the surface had multiple hollow



areas indicating concrete deterioration behind the surface, but concrete deterioration was not detected in the remainder of the concrete bases when sounding.

One of the concrete bases has already failed and the light pole has fallen over. While the top portion of the concrete base including the anchor rods and light pole were not present, the bottom portion of the concrete base still remained. The remaining base had severe map cracking and sounded hollow. Vertical reinforcement was visible, but no horizontal reinforcement could be seen. Three reinforcing bars were present and appeared equally spaced in the concrete base with approximately 3" to 3-1/2" from the edge of the bar to the edge of the concrete base. While vertical reinforcement was present it appeared that the reinforcement did not extend to the top of the original concrete base, but stopped short at the approximate failure plane. Based on a few observations, it is assumed the reinforcement was not cut: the presence of rust on top of the vertical reinforcement; the adjacent concrete was above the top of the vertical reinforcement; and in the photo that was provided to FTCH by VBT shortly after the concrete base failed, the vertical reinforcement was not visible .

Additionally, a few of the poles and base plates showed signs of corrosion. However, no visible section loss was detected.

Appendix A contains a table with a summary of our findings and Appendix B includes photos of some concrete bases representative of the observed structural concerns and photos of the failed concrete base including the photo provided by VBT.

Recommendations

While some of the concrete light pole bases showed little to no signs of structural concern, FTCH recommends all the existing concrete light pole bases, poles and light be removed and replaced. The combination of cracking, efflorescence, and deterioration determined by sounding and improperly installed vertical reinforcement indicate the concrete bases were either not properly designed, constructed or both.

Although some of the concrete bases are not showing signs of structural concern, they may not have been properly designed (base diameter, reinforcement or depth below grade) or installed correctly given the large quantity of concrete bases exhibiting significant cracking. Ground penetrating radar (GPR) could be used to determine the depth, quantity and approximate size of and reinforcement if any exists. While this would be beneficial since this type of testing is non-destructive, it will only provide reinforcement information for the portion of the concrete base above grade. The concrete base depth below grade including any reinforcement could only be determined by destructive means, including removing the parking lot surface or grass and soil adjacent to the concrete base and then using GPR. The best case scenario is adequate reinforcement and foundation depth are found, but the adjacent grade would then have to be backfilled and repaired in the case of any grass locations or replaced in the case of any parking lot surface locations. Even if adequate reinforcement and foundation depth are found, the potential exists that poor concrete may have been used during the concrete base construction. Coring would have to be done at some concrete base locations for testing of the existing concrete to verify that good concrete was installed.

The concrete bases showing signs of structural concern cannot be economically repaired. While concrete cracking can commonly be repaired by epoxy adhesive injection into the cracks, the observed large vertical cracks and map cracking indicate horizontal reinforcement or ties have not been installed and the anchor rods have stressed the concrete foundation to the point of cracking. The ties may not have prevented the vertical cracks from forming, but they would have minimized the size of the cracks, potentially restrained the foundation from further cracking, and allowed the foundation to resist the applied forces.



Improperly installed vertical reinforcement and severe map cracking observed at the failed concrete base (Pole STL061020) indicates the vertical reinforcement may have been improperly installed at the other locations exhibiting map cracking. Without vertical or horizontal reinforcement in a portion or all of the concrete base, the only portion resisting the applied forces is plain concrete. The plain concrete base is inadequate for the applied forces per both the Michigan Building Code (MBC) and the current version of the American Concrete Institute (ACI) 318 code. There is not an economical way to install full depth vertical reinforcement or ties in an existing foundation.

The table provided in Appendix A includes a replacement priority should VBT elect to phase the replacement of the foundations and light poles in lieu of replacing them all at once. The bases and poles assigned to "4" have the highest replacement priority and showed the most severe signs of concern or deterioration. They should be replaced first while the bases and poles assigned a 1 have the lowest replacement priority, showed little to no signs of structural concern and could be replaced last. However, FTCH cannot safely predict how long the lower priority poles and bases will continue to provide satisfactory service.

A construction cost estimate with contingency has been included in Appendix C for the removal and replacement of all the concrete bases at once. FTCH estimates the removal and replacement of all the concrete bases to be approximately \$300,000. If VBT wishes to include the cost of contract document preparation and construction engineering services, the total project cost estimate is approximately \$390,000. The additional \$90,000 is estimated using 30% of the construction cost and includes construction administration services, inspection and testing services and any VBT administration costs.

The construction cost estimate includes new lights, poles, conduit, wiring, and adjacent grade repair. An approximate allowance of \$1,000 has been provided at each pole location for a new pole and new LED light heads. However the poles and lights could be inspected during their removal and reused if they are in suitable condition.

While the poles and lights are visible, the condition of existing conduit and wiring prior to construction is unknown. The estimated age of system is 25 years. Reusing the existing conduit and wiring will require a significant amount of labor with little or no benefit. While the costs for new conduit and wiring vs. reusing existing conduit and wiring might be slightly higher, the new conduit and wiring condition will be known.

If VBT desires to reuse existing conduit and wiring the existing wiring could be pulled out and the conduits cut back as required. The wiring could be coiled up and protected, striving to keep dirt and debris out of the existing conduits. The new concrete bases could be installed with new sections of conduits to connect at correct depth, reconnection of the conduits, pulling wiring back thru the conduit and new wiring connections.

VBT may also desire to consult one or more local electrical contractors for additional construction cost estimates. Their estimates will be able to include market conditions and any other variables which may impact the construction cost.

Mr. James Taylor
Page 4
October 31, 2017



FTCH recommends VBT require calculations and construction documents for the new light pole design that are signed and sealed by a professional engineer licensed in the state of Michigan. FTCH would be able to provide calculations, detailed drawings and specifications for the installation of new concrete bases as well as any observation should you desire any additional services.

If you have any questions or require additional information, please contact me at 616.464.3961 or epross@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, which appears to read "Eric P. Ross".

Eric P. Ross, PE, LEED AP

mdl
Attachments
By email

Western Wayne Center
8001 Haggerty Rd., Belleville, MI 48111

Detroit Edison



A DTE Energy Company

April 9, 2018

Van Buren Township
Attn: Matthew Best
46425 Tyler Rd
Van Buren Township, MI 48111

Re: Proposed Street Lighting at the Van Buren Township Hall Parking Lots

We have completed our review of your request for proposed lighting and have prepared a cost estimate for the removal of the existing streetlights and the installation of 35 streetlights at the Van Buren Township Hall Parking Lots, Van Buren Township, Wayne County. We are recommending the installation of 35-135w LED black stock fixtures on a Code 06 black post.

The costs are based on the Edison Option I rate, where Detroit Edison installs, owns, and maintains the lighting system. The rate requires a portion of the construction cost be paid by the customer, which is determined by the following formula.

Van Buren Township Hall Parking Lots 35 Fixtures on 26 Posts

Cost to construct	\$143,404.00
Minus 3yrs revenue	\$31,143.00
Contribution from (Van Buren Township)	\$112,261.00
Annual operating cost	\$10,381.00

The price quoted herein shall be in effect for period of six months from the date hereof. After installation the total cost for additional modification, relocation or removal will be the responsibility of requesting party. The sum of \$ 112,261.00 will be made prior to the actual start of construction.

Please request an agreement for Municipal Street Lighting if you would like to proceed with the installation and call 734-397-4027 should you have any questions.

Sincerely,

Debra J. Cain

Debra J. Cain
Account Manager
Community Lighting

Exhibit A to Master Agreement

Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of April 12, 2018] between The Detroit Edison Company ("Company") and [Van Buren Township] ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated [July 7, 2015] (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	[49750588] If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: [##### or N/A]	
2. Location where Equipment will be installed:	[Van Buren Township Hall Parking Lots] as more fully described and highlighted on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	[35]	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	[Install thirty-five stock 135w LED fixtures on 26 Code 06 posts]	
5. Estimated Total Annual Lamp Charges	\$10,381.00	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$143,404.00
	Credit for 3 years of lamp charges:	\$31,143.00
	CIAC Amount (cost minus revenue)	\$112,261.00
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices _____	
10. Customer Address for Notices:	[46425 Tyler] [Van Buren Township, MI 48111] [Matthew Best]	

11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one) YES NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least 0 posts and 0 luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at _____. Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: _____ Title: _____

Phone Number: _____ Email: _____

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warrantees, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

12. Experimental Emerging Lighting Technology ("EELT") Terms:

All or a portion of the Equipment consists of EELT: (check one) YES NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. The annual billing lamp charges for the EELT equipment has been calculated by the Company are based upon the estimated energy and maintenance cost expected with the Customer's specific pilot project EELT equipment. .

B. Upon the approval of any future MPSC Option I tariff for EELT street lighting equipment, the approved rate schedules will automatically apply for service continuation to the Customer under Option 1 Municipal Street Lighting Rate, as approved by the MPSC. The terms of this paragraph B replace in its entirety Section 7 of the Master Agreement with respect to any EELT equipment purchased under this Agreement.

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

The Detroit Edison Company

By: _____

Name: _____

Title: _____

Customer:

[Van Buren Township]

By: _____

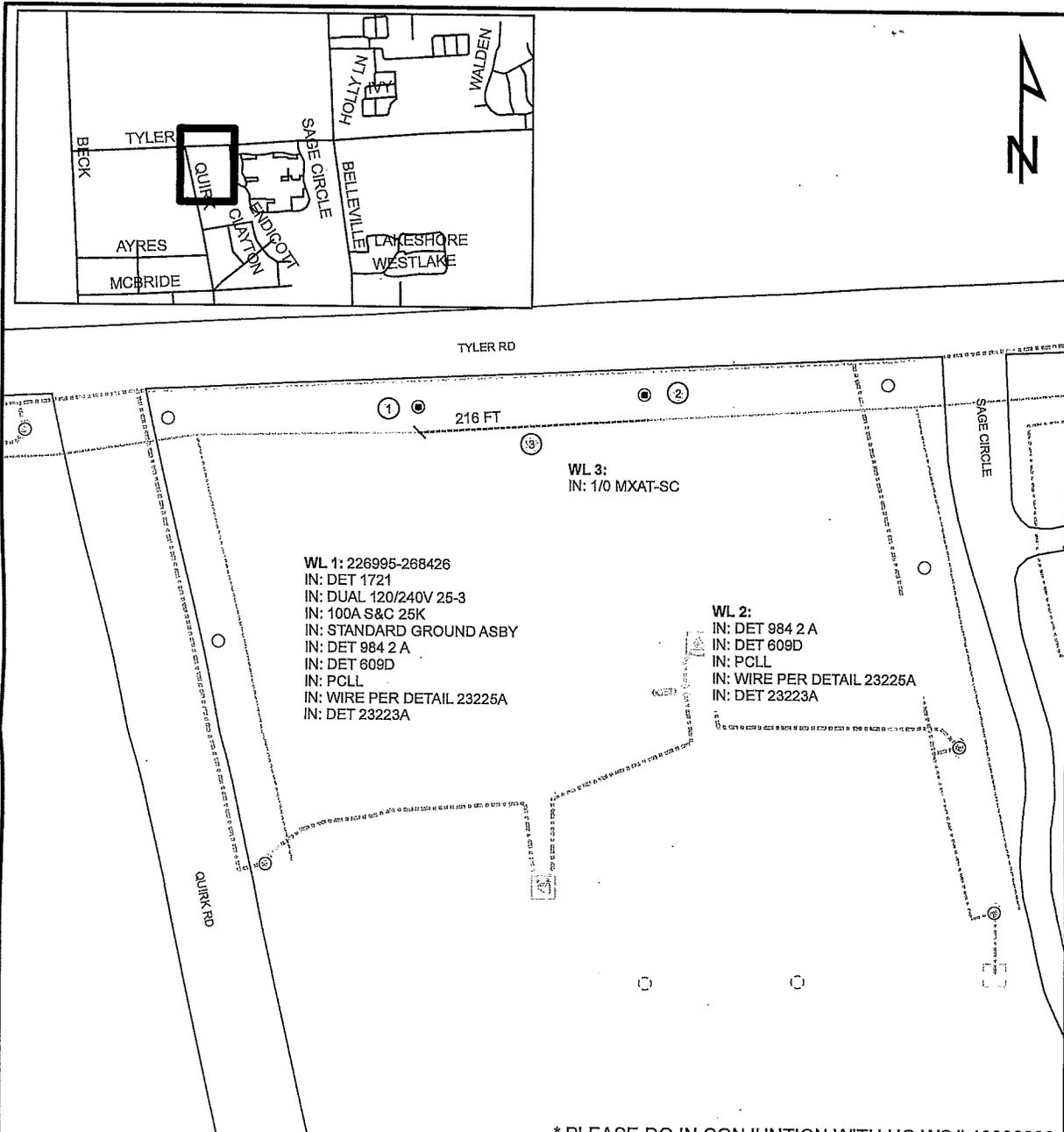
Name: _____

Title: _____

Attachment 1 to Purchase Agreement

Map of Location

[To be attached]



* PLEASE DO IN CONJUNCTION WITH UG WO# 49896396

DTE Electric - Distribution Engineering and Planning							
Service Planner		Work Order Description					
Kelly Sparrow		MNUS - OH Van Buren Twp Hall					
Phone	Work Order #	GIS-DSN	COH	CUL	CUG	PLC	
734-486-8866	50088856	50089017	50089026				
	Circuit #1		Circuit #2		PH	SCMAT	
						50089025	
Supervisor		Service Center	Worksite City	Worksite Twp		County	
Brian Kinnick		VVV	Van Buren			Wayne	
Phone	JU Work to be Performed				JU	RSD	
734-397-4024							
Planning Engineer		JU Company	Contact	Email		Phone	
		JU Company	Contact	Email		Phone	
Phone		CUE Number	Ver	Plot Date	Scale	Town	Range
		794153		3/7/2018			
							Section
							Qtr



Charter Township of Van Buren

Agenda Item: _____

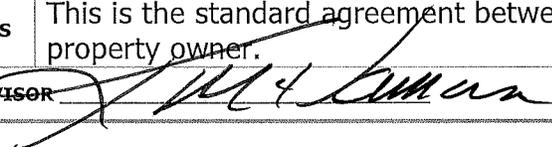
REQUEST FOR BOARD ACTION

Work Study Date: 06/04/18
Board Meeting: 06/05/18

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

ITEM (SUBJECT)	Granting approval of the Stormwater Maintenance Agreement And Board Resolution with ARC CSVBTMI001, LLC, at 6331 Schooner in Van Buren, Michigan 48111
DEPARTMENT	Planning
PRESENTER	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	Granting approval of the Stormwater Maintenance Agreement And Board Resolution with ARC CSVBTMI001, LLC, at 6331 Schooner in Van Buren, Michigan 48111, and authorize the Supervisor and the Clerk or their designees to sign the permit and resolution 2018-09
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	This agreement designates that the property owner will be responsible for and maintain the stormwater facilities on the property at 6331 Schooner.
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Supervisor or his designee to sign Agreement.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	The document was reviewed by the Township Attorney. (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	This is the standard agreement between Van Buren Township and a property owner.
APPROVAL OF SUPERVISOR	

STORM WATER MANAGEMENT SYSTEM MAINTENANCE AND REPAIR AGREEMENT

This Storm Water Management System Maintenance and Repair Agreement (“AGREEMENT”) made and entered into as of _____, 2018 by and among the CHARTER TOWNSHIP OF VAN BUREN, a municipal corporation, with principal offices located at 46425 Tyler Rd, Van Buren Township, MI 48111, hereafter referred to as the “TOWNSHIP”; and ARC CSVBTMI001, LLC, a Michigan company, whose principal office is located at 6331 Schooner Drive, Van Buren Township, Michigan 48111, hereafter referred to as “OWNER”.

WITNESSETH:

WHEREAS, The OWNER owns a certain real property located at 6331 Schooner Drive, in Van Buren Township, Wayne County, Michigan and described in the legal Description attached as Exhibit A; and

WHEREAS, The OWNER proposes to develop the property described on Exhibit A as a manufacturing facility and in connection therewith has submitted a storm Water management system plan to Wayne County and the Township (“Plan”); and

WHEREAS, Wayne County requires that the construction, maintenance and repair responsibilities for any proposed storm water management system to be constructed in Van Buren Township, including the storm water management system to be constructed within the proposed manufacturing facility property as part of the construction and development of the manufacturing facility and connected to the Wayne County storm water management system, be accepted by Van Buren Township; and

WHEREAS, the TOWNSHIP has adopted a resolution as required by the Wayne County Office of Public Services to assume jurisdiction of said on-site storm Water management system, said jurisdiction having been assumed by the TOWNSHIP at the request of and benefit for the OWNER in order to complete construction of the propped manufacturing facility and accommodate the OWNER and all future owners of the property and/or manufacturing facility; and

WHEREAS, the OWNER wished to outlet storm drainage from the proposed manufacturing facility property through connection(s) within the property described in Exhibit A, the connection being made by owner as shown on Exhibit A. As shown Exhibit A, attached hereto and made a part hereof by Reference, the open ditch connection are hereinafter referred to as the "CONNECTIONS" and the proposed storm water management system to be Contracted as per of the proposed manufacturing facility and which will access via the CONNECTION is hereinafter referred to as the "FACILITY", and

WHEREAS, the TOWNSHIP has received permit number M 50256 ("Permit") Attached as Exhibit C issued by Wayne County authorizing the construction operation and maintenance of the OWNER's Plan, CONNECTIONS and FACILITY; and

WHEREAS, the TOWNSHIP and OWNER desire to transfer the responsibilities of the Permit from the TOWNSHIP to the OWNER, or OWNER's successors and assigns, and confirm the terms and conditions of said transfer of responsibilities by this Agreement.

NOW THEREFORE, in consideration of the premises the foregoing recitals fully incorporated into this Agreement and undertakings of the parties set forth in this AGREEMENT, the parties agree as follows:

1. The OWNER shall be responsible for and shall pay all costs related to the construction, operation, maintenance and repair of the FACILITY. The OWNER shall be responsible for all subsequent liabilities and costs for the maintenance, operation, repair and replacement of the FACILITY. The OWNER shall be fully, completely and unconditionally responsible for, shall assume all TOWNSHIP obligations under the Permit and shall pay all costs related to performing the requirements of the Permit and Plan
2. The TOWNSHIP may enter upon the OWNER's property upon reasonable notice for the purposes of inspecting, repairing and maintaining said storm drainage system and private sewer pipe, in which event the OWNER agrees to pay to the TOWNSHIP all charges and expenses incurred thereon. In the event that the OWNER shall, at any time, fail to carry out the responsibilities specified within This Agreement, and/or I the event of a failure to preserve and/or maintain the FACILITY in reasonable order and condition. TOWNSHIP may serve written notice upon the Owner setting forth the deficiencies in maintenance and/or preservation along with a demand that the deficiencies be cured within a stated reasonable time period and, if not cured, TOWNSHIP shall thereupon have the power and authority, but not the obligation, to enter upon the Property, or cause its agents or contractors to enter the Property and perform such obligation or take such corrective measures as reasonably found by the TOWNSHIP to be appropriate or necessary. The cost and expense of making and financing such actions by the TOWNSHIP, including notices by the TOWNSHIP and actual legal fees incurred by the TOWNSHIP, plus and administrative fee in an amount not to exceed twenty-five (25%) percent of the total of all such costs and expenses incurred, shall be paid by OWNER within thirty (30) days of a billing to the OWNER. All unpaid amounts may be

placed on the delinquent tax roll of the TOWNSHIP and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes. In the discretion of the TOWNSHIP, such costs and expenses may be collected by suit initiated against the OWNER and in such event; the OWNER shall pay all court costs and actual attorney fees incurred by the TOWNSHIP in connection with such suit.

3. The CONNECTIONS shall be designed to restrict its storm water flow capacity to the amount shown on Exhibit A within the FACILITY for the purpose of draining the proposed manufacturing facility in the manner described on Exhibit A.
4. The TOWNSHIP shall assign to the OWNER, its successors and assigns, the revocable Permit executed between the TOWNSHIP and WAYNE COUNTY OFFICE OF PUBLIC SERVICES authorizing the CONNECTIONS, as shown on Exhibit A, and the OWNER and their successors or assigns shall be bound by said revocable Permit and the conditions of the Storm Water Discharge Permit issued by the Wayne County Department of Public Service and the Storm Sewer Maintenance Schedule as described on the Exhibit "B" of this AGREEMENT.
5. In the event that operation, maintenance or repair of the FACILITY within the manufacturing facility becomes necessary, in the opinion of the regulating agencies, and the OWNER or their successors or assigns do not undertake the operation, maintenance or repair of the FACILITY within sixty (60) days after written notice from the regulating agencies, then the OWNER or their successors or assigns shall become responsible for any and all costs to the TOWNSHIP for operation, maintenance or repair of the FACILITY, which costs shall be borne by the OWNER or their successors or assigns.
6. If in the future, Wayne County or any other public agency imposes higher or additional standards or requirements, those additional standards or requirements shall be deemed to automatically become part of the Maintenance and Repair Obligations of OWNER. It is the intention of the parties that all costs associated with or attributable to the Storm Water Maintenance FACILITY will at all time be paid by the OWNER as OWNER'S sole responsibility cost and expense.
7. The OWNER shall defend, indemnify and save harmless the TOWNSHIP, its employees, agents, servants and elected officials, from any claims, costs, demands, actions, injuries, expenses, attorney fees and damages of any kind or nature whatsoever, fixed or contingent, known or unknown, which occur to property, flooding of lands, personal injury or diminutions arising out of or in any way connected with the design, construction, ownership, inspection, maintenance, repair, operation (or omission in such regard) or use of the FACILITY or CONNECTIONS or the use of the Wayne County storm water management system to drain the FACILITY or the CONNECTIONS, which arise out of carrying storm drainage from the manufacturing facility into the flooding of the manufacturing facility or diminution in the use of the CONNECTIONS, or failure of the OWNER to comply with the requirements of the Permit or Plan or any other obligations of this Agreement.

8. This AGREEMENT shall continue in force for as long as the TOWNSHIP s obligated to WAYNE COUNTY OFFICE OF PUBLIC SERVICES, and shall run with the land. Further, this AGREEMENT shall be binding on the parties and their respective successors and assigns.
9. The OWNER shall record this AGREEMENT with the Wayne County Register of Deed, as agreement with respect to the retail facility to ensure that this AGREEMENT shall be binding on the parties, and their successors and assignees in interest until such a time as is described in paragraph 8 above. The OWNER, within thirty (30) days of this AGREEMENT, shall provide the recording at the Wayne County Register of Deeds. Should the OWNER fail to timely record this Agreement, the TOWNSHIP may record the Agreement and the Owner shall pay the costs associated therewith.
10. Failure of the OWNER to timely pay to the TOWNSHIP any amounts due under this Agreement such amounts may be placed on the delinquent tax roll of the TOWNSHP and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes.
11. In accordance with 1976 PA 453, the parties hereto covenant not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion national origin, age, ex, height, weight, or marital status, and to require a similar covenant on the part of any subcontractor employed in the performance of this AGREEMENT.

(Signatures on the following page)

TOWNSHIP:
CHARTER TOWNSHIP OF VAN BUREN,
A Michigan Body Public

By: _____
Kevin McNamara, Supervisor

By: _____
Leon Wright, Clerk, CMC

STATE OF MICHIGAN)
) ss
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me this ___ day of _____, 2018, by Kevin McNamara and Leon Wright, the Supervisor and Clerk, respectively, of the Charter Township of Van Buren, a Michigan body public, on behalf of said body.

Notary Public, Wayne County, Michigan

My commission expires: _____

DRAFTED BY AND WHEN
RECORDED RETURN TO:

Clerk's Office
Attn: Leon Wright, Clerk
Charter Township of Van Buren
46425 Tyler Road
Belleville, MI 48111

PERMIT OFFICE 33809 MICHIGAN AVE WAYNE, MI 48184, PHONE (734) 595-6504 FAX (734) 595-6356
72 HOURS BEFORE ANY CONSTRUCTION, CALL FOR INSPECTION



WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No. M-50256	
ISSUE DATE 5/17/2018	EXPIRES
REVIEW No. R 18-026	WORK ORDER

PROJECT NAME
 MAINTENANCE PERMIT FOR CONSTELLIUM MANUFACTURING ADDITION

LOCATION
 6331 SCHOONER DR. (SCHOONER DR. SOUTH OF MICHIGAN AVE.)

CITY/TWP
 VAN BUREN TWP

PERMIT HOLDER VAN BUREN CHARTER TOWNSHIP 46425 TYLER ROAD VAN BUREN TOWNSHIP, MI 48111	CONTRACTOR
CONTACT MATTHEW BEST (734) 699-8913	CONTACT <BLANK>

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

PERMIT TO MAINTAIN THE STORM WATER MANAGEMENT SYSTEM IN ACCORDANCE WITH THE DRAWING ATTACHED AS EXHIBIT "A", THE TERMS OF THE LONG-TERM MAINTENANCE PLAN ATTACHED AS EXHIBIT "B" AND THE WAYNE COUNTY STORM WATER ORDINANCE AND ADMINISTRATIVE RULES. A RESOLUTION FROM THE VAN BUREN TOWNSHIP TO MAINTAIN THE PROPOSED STORM WATER MANAGEMENT SYSTEM AND ITS FACILITIES IS REQUIRED.

THE TOWNSHIP OF VAN BUREN SHALL ASSUME JURISDICTION OVER AND ACCEPT RESPONSIBILITY FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM(S) TO ENSURE THAT THE STORM WATER MANAGEMENT SYSTEM FUNCTIONS PROPERLY AS DESIGNED AND CONSTRUCTED. THE PERMIT HOLDER'S RESPONSIBILITIES UNDER THIS PERMIT SHALL INCLUDE, WITHOUT LIMITATIONS, (A) ANY MONITORING AND PREVENTIVE MAINTENANCE ACTIVITIES SET FORTH IN THE PLAN; (B) ANY AND ALL REMEDIAL ACTIONS NECESSARY TO REPAIR, MODIFY OR RECONSTRUCT THE SYSTEM AND © OTHER ACTIVITIES OR RESPONSIBILITIES FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM AS MAY BE SET FORTH IN THE ORDINANCE, ADMINISTRATIVE RULES, THE PLAN OR THIS PERMIT.

THE TOWNSHIP OF VAN BUREN SHALL PERFORM ALL MONITORING, MAINTENANCE, REMEDIAL AND OTHER RESPONSIBILITIES REQUIRED BY THE WAYNE COUNTY ORDINANCE, ADMINISTRATIVE RULES, THE PLAN AND THIS PERMIT, IN PERPETUITY AND AT ITS SOLE COST EXPENSE.

THE TOWNSHIP OF VAN BUREN SHALL PREPARE, EXECUTE AND (IF NECESSARY) RECORD ANY AND ALL AGREEMENTS, CONTRACTS AND OTHER DOCUMENTS THAT MAY BE REQUIRED TO PERFORM ITS OBLIGATIONS HEREUNDER AND ENSURE MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM IN PERPETUITY.

IF WAYNE COUNTY FINDS IT NECESSARY TO ADJUST OR RELOCATE ALL OR ANY PORTION OF THE PERMITTED STORM WATER MANAGEMENT SYSTEM, THE PERMIT HOLDER SHALL CAUSE THIS ADJUSTMENT OR RELOCATION TO BE ACCOMPLISHED AT NO EXPENSE TO THE COUNTY. PRIOR TO ANY WORK BEING PERFORMED IN THE RIGHT-OF-WAY, A PERMIT SHALL BE SECURED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES PERMIT OFFICE.

APPROVED PLANS PREPARED BY DESINE INC	REQUIRED ATTACHMENTS EXHIBIT A: MAP DEPICTING PHYSICAL LIMITS OF STORM WATER MGT SYSTEM EXHIBIT 'B': LONG TERM MAINTENANCE PLAN EXHIBIT 'C': BINDING AGREEMENT (COMMUNITY RESOLUTION)
PLANS APPROVED BY Razi, M.	(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

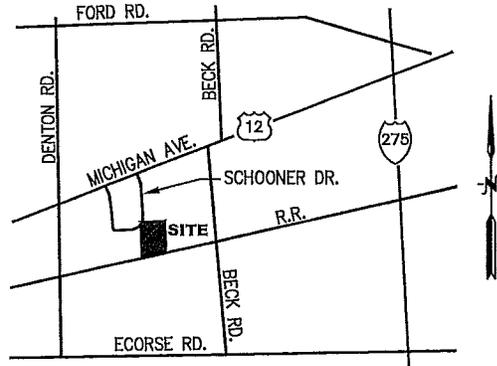
In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

PERMIT HOLDER NAME DATE PREPARED BY
 PERMIT HOLDER / AUTHORIZED AGENT

VALIDATED BY PERMIT COORDINATOR DATE

EXHIBIT A



LOCATION MAP

NOT TO SCALE

LEGAL DESCRIPTION

Situated in the Township of Van Buren, County of Wayne and State of Michigan, and described as follows:

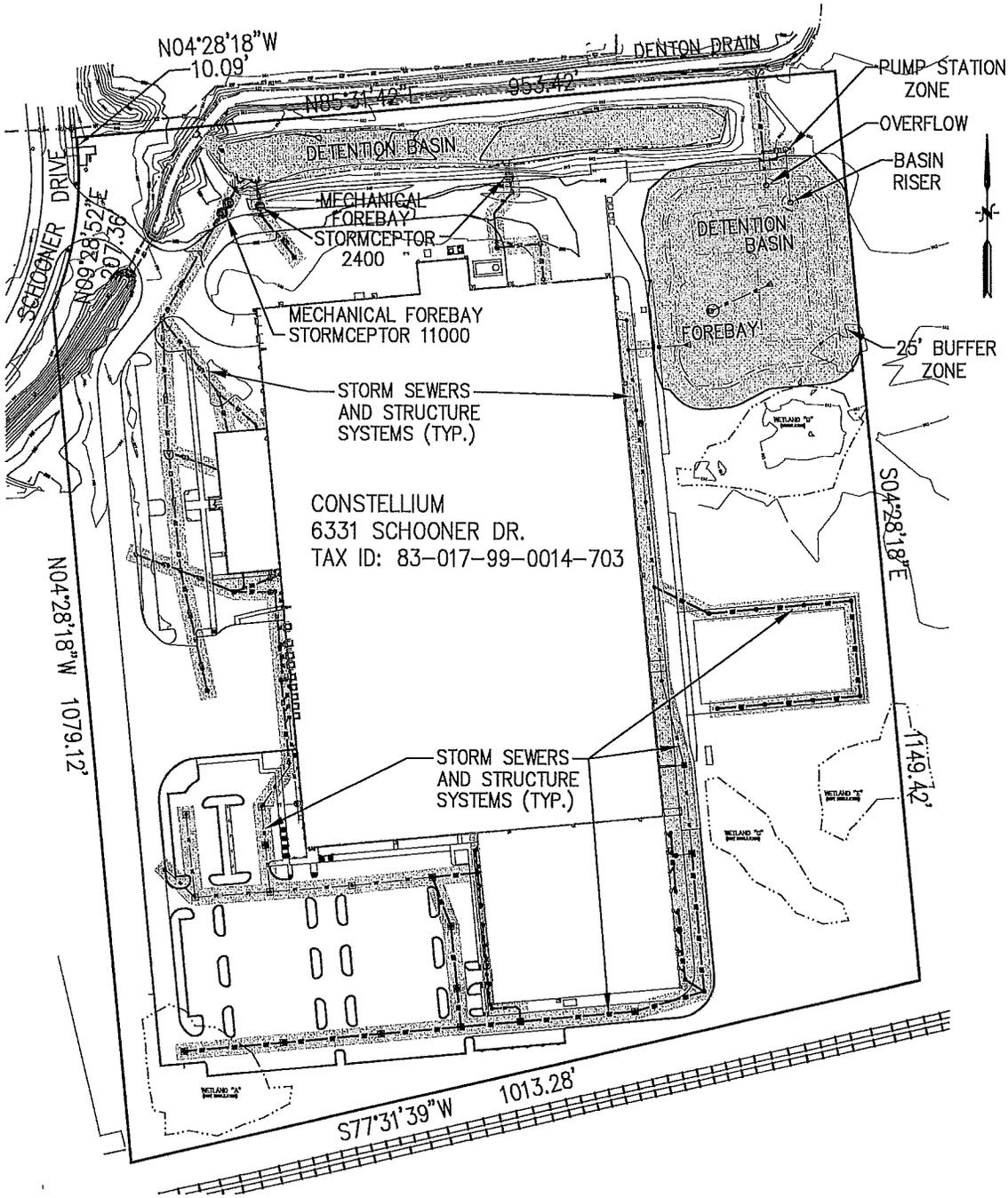
Being a part of the Northeast 1/4 of Section 5, Town 3 South, Range 8 East, Van Buren Township, Wayne County, Michigan, and described as follows: BEGINNING S88°09'00"W 1215.10 feet and S04°8'18"E 1011.81 feet from the Northeast Corner of Section 5; thence S04°28'18"E 1149.42 feet; thence S77°31'39"W 1013.28 feet; thence N04°28'18"W 1079.12 feet; thence along a curve concave to the West, having a radius of 430.00 feet and a chord bearing N09°28'52"E 207.36; thence N04°28'18"W 10.09 feet; thence N85°31'42"E 953.42 feet to the Place of Beginning. Subject to and together with all easements and restrictions affecting title to the above described premises.

WAYNE COUNTY DPS PERMIT: M--
WAYNE COUNTY DPS PLAN REVIEW: R18-026

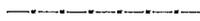
<p>PROJECT: CONSTELLIUM 6331 Schooner Drive Belleville, MI 48111 Wayne County, MI</p>	<p>PROPERTY OWNER: ARC CSVBTMI001, LLC 6331 Schooner Drive Belleville, MI 48111 Contact: Jason Ellerson Phone: (734) 879-9726</p>	<p>SCALE: NO SCALE PROJECT No.: 9173300 DWG NAME: 3300 MNGMT MAR. 01, 2018</p>	 <p>(810) 227-9533 CIVIL ENGINEERS LAND SURVEYORS 2183 PLESS DRIVE BRIGHTON, MICHIGAN 48114</p>
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EXHIBIT A

PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM



LEGEND

-  VAN BUREN TOWNSHIP
STORM MAINTENANCE RESPONSIBILITY
-  EXISTING STORM SEWER
-  PROPOSED STORM SEWER
-  CATCH BASIN
-  MANHOLE
-  FLARED END SECTION
-  CONTROL STRUCTURE

WAYNE COUNTY DPS PERMIT: M-
WAYNE COUNTY DPS PLAN REVIEW: R18-026

<p>PROJECT: CONSTELLIUM 6331 Schooner Drive Belleville, MI 48111 Wayne County, MI</p>	<p>PROPERTY OWNER: ARC CSVBTMI001, LLC 6331 Schooner Drive Belleville, MI 48111 Contact: Jason Ellerson Phone: (734) 879-9726</p>	<p>SCALE: NO SCALE PROJECT No.: 9173300 DWG NAME: 3300 MNGMT MAR. 01, 2018</p>	 <p>(810) 227-9533 CIVIL ENGINEERS LAND SURVEYORS 2183 PLESS DRIVE BRIGHTON, MICHIGAN 48114</p>
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EXHIBIT B

STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN

PROPERTY INFORMATION:
 CONSTELLUM
 6331 SCHOONER DRIVE
 BELLEVILLE,
 WAYNE COUNTY, MICHIGAN

PROPERTY OWNER:
 ARC CSVBTM001, LLC
 6331 SCHOONER DRIVE
 BELLEVILLE, MI 48111

WAYNE COUNTY DPS PERMIT NO.: M-
WAYNE COUNTY DPS PLAN REVIEW NO.: R18-026

A. Physical Limits of the Storm Water Management System

The Storm Water Management System (SWMS) subject to this Long-Term Maintenance Plan is depicted on Exhibit A to the Maintenance Agreement and includes, without limitations, the storm sewers, swales, manholes, catch basins, storm water inlets, forebay, spillway, detention basin, outlet structures, pump station, buffer zone, and closed conduits that convey flow from the detention basin to the Wayne County Denton Drain.

For purposes of this Plan, this Storm Water Management System and all of its components as shown on Exhibit A is referred to as the "CONSTELLUM SWMS".

B. Time Frame for Long-Term Maintenance Responsibility

ARC CSVBTM001, LLC is responsible for maintaining the CONSTELLUM SWMS, which includes complying with applicable requirements of the Van Buren Township or Wayne County Soil Erosion and Sedimentation Control program, until Wayne County releases the construction permit. Long-Term Maintenance responsibility for the CONSTELLUM SWMS commences when defined by the Maintenance Permit issued by Wayne County. Long-Term Maintenance continues in perpetuity.

C. Manner of Ensuring Maintenance Responsibility

Van Buren Township has assumed responsibility for Long-Term Maintenance of the CONSTELLUM SWMS. ARC CSVBTM001, LLC, through a Maintenance Agreement with Van Buren Township to reimburse for maintenance, repairs, restoration, and any necessary construction of the CONSTELLUM SWMS, has agreed to perform the necessary maintenance activities required by this Plan. Van Buren Township retains the right to enter the property and perform the necessary maintenance of the CONSTELLUM SWMS if ARC CSVBTM001, LLC fails to perform the required maintenance activities.

To ensure that the CONSTELLUM SWMS is maintained in perpetuity, the map of the physical limits of the Storm Water Management System (Exhibit A), this Plan (Exhibit B), the resolution attached as Exhibit C, and the Maintenance Agreement between Van Buren Township and the Property Owner shall be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded document will be provided to the County and Township.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring / inspections, preventative maintenance and remedial actions). Table 1 also identifies site-specific work needed to ensure that the Storm Water Management System functions properly as designed.

While performing maintenance, chemicals should not be applied to the forebay, open detention basin, or in/along watercourses.

TABLE 1

STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE

MAINTENANCE ACTIVITIES	SYSTEM COMPONENTS								FREQUENCY
	Storm Collection System (inlets, catch basins, manholes, swales, sewers)	Inlets to Forbays & Detention Basins	Mechanical / Open Forebays & Det. Basins	Pump, Outlet Control Structures & Pipes	Buffer Strips	Spillways, Rip Rap	Pavement areas, Others		
MONITORING / INSPECTION									
Inspect for sediment accumulation** and/or clogging of stone filter	X	X	X	X					Annually
Inspect for floatables, dead vegetation, and debris	X	X	X	X	X				Annually and after major storm events
Inspect for erosion and integrity of banks and berms	X	X	X	X	X	X			Annually and after major storm events
Monitor plantings and vegetation	X		X		X				2 Times per year
Inspect all components during wet weather & compare to As-Built Plans	X	X	X	X	X	X			Annually
Ensure means of access for maintenance remain clear and open	X	X	X	X	X	X			Annually
PREVENTATIVE MAINTENANCE									
Mowing			X		X				As needed, select areas only*
Remove accumulated sediment	X	X	X	X					As needed**
Remove floatables, dead vegetation, and debris	X	X	X	X	X				As needed
Replace or wash and reuse stone riser filters			X						Every 3 years, or as needed***
Sweeping of Paved Surfaces, Clean Out Oil Spills	X	X	X	X	X	X	X		As Needed/Clean Oil Spills Immediately
REMEDIAL ACTIONS									
Repair / Stabilize areas of erosion	X	X	X	X	X	X			As Needed
Replace dead plantings, bushes, trees, Reseed Bare Areas			X		X				As Needed
Structural repairs	X	X	X	X	X	X			As Needed
Make adjustments / repairs to ensure proper functioning	X	X	X	X	X	X			As Needed
NOTES									
* As per Local Community Ordinance ** Mechanical Forebays, open Forebays & Detention Basins to be cleaned whenever sediments accumulate to a depth of 6-12 inches, or if sediment resuspension is observed. *** Replace stones if they can not be adequately cleaned.									

PROJECT: CONSTELLUM 6331 Schooner Drive Belleville, MI 48111 Wayne County, MI	PROPERTY OWNER: ARC CSVBTM001, LLC 6331 Schooner Drive Belleville, MI 48111 Contact: Jason Ellerson Phone: (734) 879-9726	SCALE: NO SCALE	 (810) 227-9533 CIVIL ENGINEERS LAND SURVEYORS 2183 PLESS DRIVE BRIGHTON, MICHIGAN 48114
		PROJECT No.: 9179300 DWG NAME: 3300 MNGMT MAR. 01, 2018	

RESOLUTION 2018-09

CHARTER TOWNSHIP OF VAN BUREN
TOWNSHIP BOARD

LONG TERM MAINTENANCE OF STORM WATER MANAGEMENT SYSTEM
FOR ARC CSVBTMI001, LLC.

At a Regular Meeting of the Charter Township of Van Buren Board of Trustees on _____, 2018, the following resolution was offered

WHEREAS, chapter 7 of the Wayne County Storm Water Management Ordinance (“Wayne County Ordinance”), requires storm water management systems to be maintained in perpetuity to ensure that the systems function properly as designed; and,

WHEREAS, Rule 1001 of the Wayne County Storm Water Management Administrative Rules (“Administrative Rules”) requires applicants for storm water construction approval to submit long term maintenance plans as part of an application for storm water construction approval; and,

WHEREAS, ARC CSVBTMI001, LLC, (“Developer”), as property owner, has applied to the Wayne County Department of Public Services for a storm water construction approval with respect to a project named Constellium Addition (“Project”) located at 6331 Schooner in Van Buren, Michigan 48111; and,

WHEREAS, Developer's application for storm water construction approval has been assigned permit review number R-18-026; and permit number M-50256; and,

WHEREAS, Developer submitted a plan to the County and the Township ("Plan") for long term maintenance of the storm water management system at the Project pursuant to Rule 801, which Plan has been tentatively approved by the County pending issuance of this resolution; and,

WHEREAS, the Plan has been reviewed and approved by the Township engineer and Planning Commission, in accordance with the development of the Project, located at 6331 Schooner in Van Buren, Michigan 48111 (parcel V125-83-017-99-0014-703) in Van Buren Township by the Developer, a Michigan company, whose address is 6331 Schooner, MI 48111; and,

WHEREAS, the Township has agreed to assume jurisdiction and accept responsibility for long term maintenance of the storm water management system at the Project in perpetuity, in the event the Developer does not maintain the storm water Plan for the Project; subject, however, to the storm water management system maintenance and repair agreement ("Agreement") between the Township and Developer as authorized by Rule 1002 by which the Developer shall undertake this responsibility, and provided further the said acceptance of jurisdiction and maintenance excludes all storm water related structures in

Wayne County's rights of ways associated with or part of the Project by the Developer on a parcel of land known as 6331 Schooner in Van Buren, Michigan 48111 (parcel V125-83-017-99-0014-703.)

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Van Buren, subject to the Rule 1002 Agreement, assumes jurisdiction over and accepts responsibility for long term maintenance of the storm water management system at the Project pursuant to the Wayne County Ordinance, the Administrative Rules, the Plan, and the storm water construction approval issued by Wayne County;

BE IT FURTHER RESOLVED, that the Supervisor and/or Clerk be and hereby are authorized to execute a Wayne County storm drainage maintenance permit number M-50256 on behalf of the Charter Township of Van Buren in connection with the Project by the Developer on a parcel of land known as 6331 Schooner in Van Buren, Michigan 48111 (parcel V125-83-017-99-0014-703) in Van Buren Township.

BE IT FURTHER RESOLVED, that the Supervisor and Clerk be and hereby are authorized to execute a Storm Water Management System Maintenance & Repair Agreement with the Developer for the Project to require Developer to assume all costs for maintenance and operation of storm sewer

facilities outside of the Wayne County rights of ways associated with or part of the Project by the Developer as owner of the property in Van Buren Township.

AYES:

NAYS:

ABSENT:

I, Leon Wright, Clerk of the Charter Township of Van Buren, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Charter Township of Van Buren Board of Trustees, at a regular meeting held on this _____ day of June, 2018.

Leon Wright, CMC

Clerk, Charter Township of Van Buren

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 06/04/18
Board Meeting: 06/05/18

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

ITEM (SUBJECT)	Granting approval of the Stormwater Maintenance Agreement And Board Resolution with Mayser USA, Inc., at 6200 Schooner in Van Buren, Michigan 48111
DEPARTMENT	Planning
PRESENTER	Matthew R. Best, Deputy Director of Planning and Economic Development
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	Granting approval of the Stormwater Maintenance Agreement And Board Resolution with Mayser USA, Inc., at 6200 Schooner in Van Buren, Michigan 48111, and authorize the Supervisor and the Clerk or their designees to sign the permit and resolution 2018-08.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	This agreement designates that the property owner will be responsible for and maintain the stormwater facilities on the property at 6200 Schooner.
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Supervisor or his designee to sign Agreement.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	The document was reviewed by the Township Attorney. (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	This is the standard agreement between Van Buren Township and a property owner.
APPROVAL OF SUPERVISOR	

STORM WATER MANAGEMENT SYSTEM MAINTENANCE AND REPAIR AGREEMENT

This Storm Water Management System Maintenance and Repair Agreement (“AGREEMENT”) made and entered into as of _____, 2018 by and among the CHARTER TOWNSHIP OF VAN BUREN, a municipal corporation, with principal offices located at 46425 Tyler Rd, Van Buren Township, MI 48111, hereafter referred to as the “TOWNSHIP”; and Mayser USA, Inc., a Michigan company, whose principal office is located at 6200 Schooner Drive, Van Buren Township, Michigan 48111, hereafter referred to as “OWNER”.

WITNESSETH:

WHEREAS, The OWNER owns a certain real property located at 6200 Schooner Drive, in Van Buren Township, Wayne County, Michigan and described in the legal Description attached as Exhibit A; and

WHEREAS, The OWNER proposes to develop the property described on Exhibit A as a manufacturing facility and in connection therewith has submitted a storm Water management system plan to Wayne County and the Township (“Plan”); and

WHEREAS, Wayne County requires that the construction, maintenance and repair responsibilities for any proposed storm water management system to be constructed in Van Buren Township, including the storm water management system to be constructed within the proposed manufacturing facility property as part of the construction and development of the manufacturing facility and connected to the Wayne County storm water management system, be accepted by Van Buren Township; and

WHEREAS, the TOWNSHIP has adopted a resolution as required by the Wayne County Office of Public Services to assume jurisdiction of said on-site storm Water management system, said jurisdiction having been assumed by the TOWNSHIP at the request of and benefit for the OWNER in order to complete construction of the propped manufacturing facility and accommodate the OWNER and all future owners of the property and/or manufacturing facility; and

WHEREAS, the OWNER wished to outlet storm drainage from the proposed manufacturing facility property through connection(s) within the property described in Exhibit A, the connection being made by owner as shown on Exhibit A. As shown Exhibit A, attached hereto and made a part hereof by Reference, the open ditch connection are hereinafter referred to as the "CONNECTIONS" and the proposed storm water management system to be Contracted as per of the proposed manufacturing facility and which will access via the CONNECTION is hereinafter referred to as the "FACILITY", and

WHEREAS, the TOWNSHIP has received permit number M 49117 ("Permit") Attached as Exhibit C issued by Wayne County authorizing the construction operation and maintenance of the OWNER's Plan, CONNECTIONS and FACILITY; and

WHEREAS, the TOWNSHIP and OWNER desire to transfer the responsibilities of the Permit from the TOWNSHIP to the OWNER, or OWNER's successors and assigns, and confirm the terms and conditions of said transfer of responsibilities by this Agreement.

NOW THEREFORE, in consideration of the premises the foregoing recitals fully incorporated into this Agreement and undertakings of the parties set forth in this AGREEMENT, the parties agree as follows:

1. The OWNER shall be responsible for and shall pay all costs related to the construction, operation, maintenance and repair of the FACILITY. The OWNER shall be responsible for all subsequent liabilities and costs for the maintenance, operation, repair and replacement of the FACILITY. The OWNER shall be fully, completely and unconditionally responsible for, shall assume all TOWNSHIP obligations under the Permit and shall pay all costs related to performing the requirements of the Permit and Plan
2. The TOWNSHIP may enter upon the OWNER's property upon reasonable notice for the purposes of inspecting, repairing and maintaining said storm drainage system and private sewer pipe, in which event the OWNER agrees to pay to the TOWNSHIP all charges and expenses incurred thereon. In the event that the OWNER shall, at any time, fail to carry out the responsibilities specified within This Agreement, and/or I the event of a failure to preserve and/or maintain the FACILITY in reasonable order and condition. TOWNSHIP may serve written notice upon the Owner setting forth the deficiencies in maintenance and/or preservation along with a demand that the deficiencies be cured within a stated reasonable time period and, if not cured, TOWNSHIP shall thereupon have the power and authority, but not the obligation, to enter upon the Property, or cause its agents or contractors to enter the Property and perform such obligation or take such corrective measures as reasonably found by the TOWNSHIP to be appropriate or necessary. The cost and expense of making and financing such actions by the TOWNSHIP, including notices by the TOWNSHIP and actual legal fees incurred by the TOWNSHIP, plus and administrative fee in an amount not to exceed twenty-five (25%) percent of the total of all such costs and expenses incurred, shall be paid by OWNER within thirty (30) days of a billing to the OWNER. All unpaid amounts may be

placed on the delinquent tax roll of the TOWNSHIP and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes. In the discretion of the TOWNSHIP, such costs and expenses may be collected by suit initiated against the OWNER and in such event; the OWNER shall pay all court costs and actual attorney fees incurred by the TOWNSHIP in connection with such suit.

3. The CONNECTIONS shall be designed to restrict its storm water flow capacity to the amount shown on Exhibit A within the FACILITY for the purpose of draining the proposed manufacturing facility in the manner described on Exhibit A.
4. The TOWNSHIP shall assign to the OWNER, its successors and assigns, the revocable Permit executed between the TOWNSHIP and WAYNE COUNTY OFFICE OF PUBLIC SERVICES authorizing the CONNECTIONS, as shown on Exhibit A, and the OWNER and their successors or assigns shall be bound by said revocable Permit and the conditions of the Storm Water Discharge Permit issued by the Wayne County Department of Public Service and the Storm Sewer Maintenance Schedule as described on the Exhibit "B" of this AGREEMENT.
5. In the event that operation, maintenance or repair of the FACILITY within the manufacturing facility becomes necessary, in the opinion of the regulating agencies, and the OWNER or their successors or assigns do not undertake the operation, maintenance or repair of the FACILITY within sixty (60) days after written notice from the regulating agencies, then the OWNER or their successors or assigns shall become responsible for any and all costs to the TOWNSHIP for operation, maintenance or repair of the FACILITY, which costs shall be borne by the OWNER or their successors or assigns.
6. If in the future, Wayne County or any other public agency imposes higher or additional standards or requirements, those additional standards or requirements shall be deemed to automatically become part of the Maintenance and Repair Obligations of OWNER. It is the intention of the parties that all costs associated with or attributable to the Storm Water Maintenance FACILITY will at all time be paid by the OWNER as OWNER'S sole responsibility cost and expense.
7. The OWNER shall defend, indemnify and save harmless the TOWNSHIP, its employees, agents, servants and elected officials, from any claims, costs, demands, actions, injuries, expenses, attorney fees and damages of any kind or nature whatsoever, fixed or contingent, known or unknown, which occur to property, flooding of lands, personal injury or diminutions arising out of or in any way connected with the design, construction, ownership, inspection, maintenance, repair, operation (or omission in such regard) or use of the FACILITY or CONNECTIONS or the use of the Wayne County storm water management system to drain the FACILITY or the CONNECTIONS, which arise out of carrying storm drainage from the manufacturing facility into the flooding of the manufacturing facility or diminution in the use of the CONNECTIONS, or failure of the OWNER to comply with the requirements of the Permit or Plan or any other obligations of this Agreement.

8. This AGREEMENT shall continue in force for as long as the TOWNSHIP s obligated to WAYNE COUNTY OFFICE OF PUBLIC SERVICES, and shall run with the land. Further, this AGREEMENT shall be binding on the parties and their respective successors and assigns.
9. The OWNER shall record this AGREEMENT with the Wayne County Register of Deed, as agreement with respect to the retail facility to ensure that this AGREEMENT shall be binding on the parties, and their successors and assignees in interest until such a time as is described in paragraph 8 above. The OWNER, within thirty (30) days of this AGREEMENT, shall provide the recording at the Wayne County Register of Deeds. Should the OWNER fail to timely record this Agreement, the TOWNSHIP may record the Agreement and the Owner shall pay the costs associated therewith.
10. Failure of the OWNER to timely pay to the TOWNSHIP any amounts due under this Agreement such amounts may be placed on the delinquent tax roll of the TOWNSHP and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes.
11. In accordance with 1976 PA 453, the parties hereto covenant not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion national origin, age, ex, height, weight, or marital status, and to require a similar covenant on the part of any subcontractor employed in the performance of this AGREEMENT.

(Signatures on the following page)

TOWNSHIP:
CHARTER TOWNSHIP OF VAN BUREN,
A Michigan Body Public

By: _____
Kevin McNamara, Supervisor

By: _____
Leon Wright, Clerk, CMC

STATE OF MICHIGAN)
) ss
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me this __ day of ____, 2018, by Kevin McNamara and Leon Wright, the Supervisor and Clerk, respectively, of the Charter Township of Van Buren, a Michigan body public, on behalf of said body.

Notary Public, Wayne County, Michigan

My commission expires: _____

DRAFTED BY AND WHEN
RECORDED RETURN TO:

Clerk's Office
Attn: Leon Wright, Clerk
Charter Township of Van Buren
46425 Tyler Road
Belleville, MI 48111

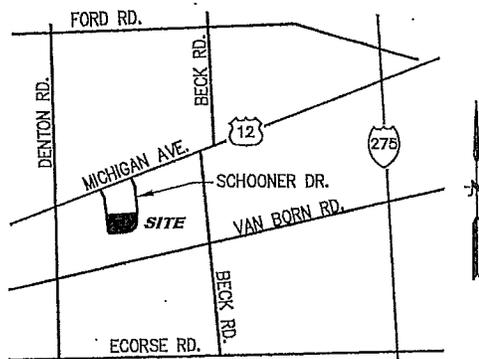
EXHIBIT A

PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM

LEGAL DESCRIPTION

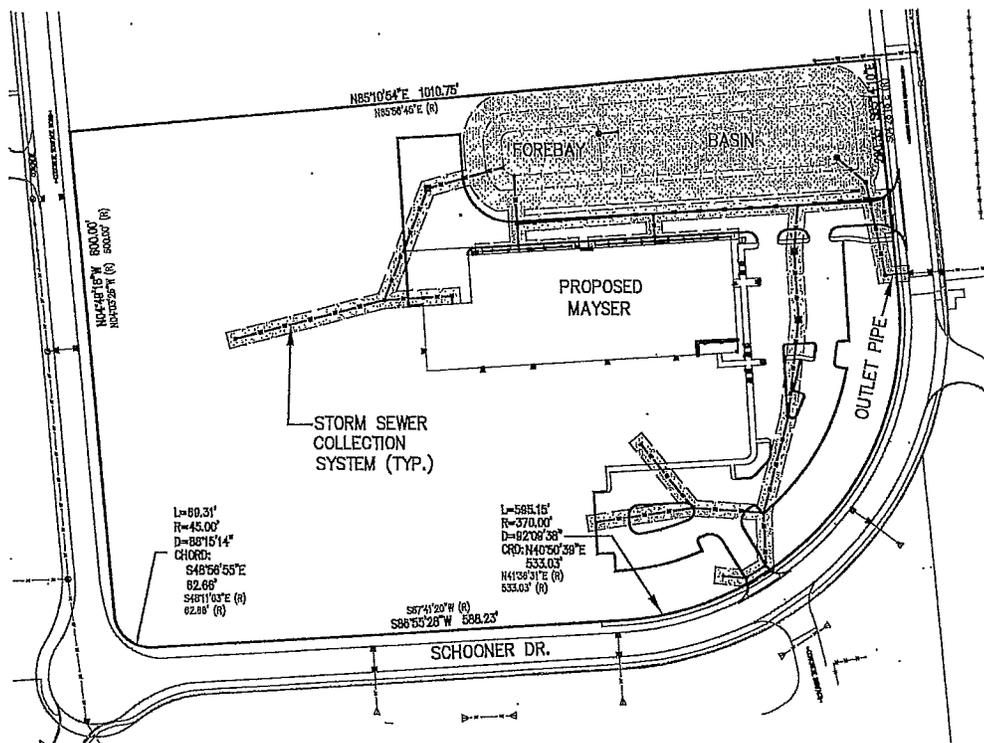
Southerly Part of Parcel No. 83-017-99-0014-704 14.58± Acres

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 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°03'28"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.



LOCATION MAP

NOT TO SCALE



LEGEND

- VAN BUREN TOWNSHIP STORM MAINTENANCE RESPONSIBILITY
- ST — EXISTING STORM SEWER
- ST — PROPOSED STORM SEWER
- CATCH BASIN
- DRMANHOLE
- FLARED END SECTION
- CONTROL STRUCTURE

WAYNE COUNTY DPS PERMIT: M-
WAYNE COUNTY DPS PLAN REVIEW: R16-278

PROJECT: MAYSER USA SCHOONER DRIVE VAN BUREN TOWNSHIP WAYNE COUNTY	CLIENT: MAYSER USA INC. 4812 DEWITT ROAD CANTON, MICHIGAN 48188 (734) 858-1290	SCALE: NO SCALE PROJECT No.: 9152548 DWG NAME: 2548-UT5 AUG 4, 2016	<p>(810) 227-9533 CIVIL ENGINEERS LAND SURVEYORS 2183 PLESS DRIVE BRIGHTON, MICHIGAN 48114</p>

EXHIBIT B

STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN

PROPERTY INFORMATION:
MAYSER USA
SCHOONER DRIVE
VAN BUREN TOWNSHIP,
WAYNE COUNTY, MICHIGAN

PROPERTY OWNER:
MAYSER USA, INC.
4812 DEWITT ROAD
CANTON, MI 48188

WAYNE COUNTY DPS PERMIT NO.: M-
WAYNE COUNTY DPS PLAN REVIEW NO.: R16-278

A. Physical Limits of the Storm Water Management System

The Storm Water Management System (SWMS) subject to this Long-Term Maintenance Plan is depicted on Exhibit A to the Maintenance Agreement and includes, without limitations, the storm sewers, swales, manholes, catch basins, storm water inlets, forebay, spillway, detention basin, outlet structures, buffer zone, and closed conduits that convey flow from the detention basin to the Storm Sewer System within the Schooner Road Right of Way.

For purposes of this Plan, this Storm Water Management System and all of its components as shown on Exhibit A is referred to as the "MAYSER USA SWMS".

B. Time Frame for Long-Term Maintenance Responsibility

MAYSER USA, Inc. is responsible for maintaining the MAYSER USA SWMS, which includes complying with applicable requirements of the Van Buren Township or Wayne County Soil Erosion and Sedimentation Control program, until Wayne County releases the construction permit. Long-Term Maintenance responsibility for the MAYSER USA SWMS commences when defined by the Maintenance Permit issued by Wayne County. Long-Term Maintenance continues in perpetuity.

C. Manner of Ensuring Maintenance Responsibility

Van Buren Township has assumed responsibility for Long-Term Maintenance of the MAYSER USA SWMS. MAYSER USA, Inc., through a Maintenance Agreement with Van Buren Township to reimburse for maintenance, repairs, restoration, and any necessary construction of the MAYSER USA SWMS, has agreed to perform the necessary maintenance activities required by this Plan. Van Buren Township retains the right to enter the property and perform the necessary maintenance of the MAYSER USA SWMS if MAYSER USA, Inc. fails to perform the required maintenance activities.

To ensure that the MAYSER USA SWMS is maintained in perpetuity, the map of the physical limits of the Storm Water Management System (Exhibit A), this Plan (Exhibit B), the resolution attached as Exhibit C, and the Maintenance Agreement between Van Buren Township and the Property Owner shall be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded document will be provided to the County and Township.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring / inspections, preventative maintenance and remedial actions). Table 1 also identifies site-specific work needed to ensure that the Storm Water Management System functions properly as designed.

While performing maintenance, chemicals should not be applied to the forebay, open detention basin, or in/along watercourses.

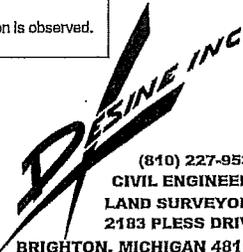
TABLE 1

STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE											
MAINTENANCE ACTIVITIES	SYSTEM COMPONENT										FREQUENCY
	Catch Basins, Storm Sewers	Inlets & Channels & Swales	Basin Inlets, Outlets & Gratings	Forebay	Detention Basin	Outlet Control Structures	Spillway	Buffer Zone	Rip Rap	Pavement	
MONITORING / INSPECTION											
Inspect for sediment accumulation** and/or clogging of stone filter	X	X	X	X	X	X	X		X		Annually
Inspect for floatables, dead vegetation, and debris	X	X	X	X	X	X	X				Annually and after major storm events
Inspect for erosion and integrity of banks and berms		X	X	X	X		X	X	X		Annually and after major storm events
Inspect all components during wet weather & compare to As-Built Plans	X	X	X	X	X	X	X	X	X	X	Annually
Monitor plantings and vegetation		X		X	X			X			2 Times per year
Ensure means of access for maintenance remain clear and open	X	X	X	X	X	X	X	X	X	X	Annually
PREVENTATIVE MAINTENANCE											
Mowing		X		X	X			X			As needed*
Remove accumulated sediment	X	X	X	X	X	X	X		X		As needed**
Remove floatables, dead vegetation, and debris	X	X	X	X	X	X	X				As needed
Replace or wash and reuse stone riser filters						X					Every 3 years, more frequently as needed***
Replace surface components (e.g. soil, underdrain, etc.)				X						X	Every 5 years, or as needed (e.g. when water ponds more than 6 hours)
Remove invasive plant species		X		X	X			X			Annually
Sweeping of paved surfaces (streets and parking lots)									X		2 Times per year
REMEDIAL ACTIONS											
Repair / Stabilize areas of erosion		X	X	X	X			X	X	X	As Needed
Replace dead plantings, bushes, trees		X		X	X			X			As Needed
Reseed bare areas		X		X	X			X			As Needed
Structural repairs	X		X			X				X	As Needed
Make adjustments / repairs to ensure proper functioning	X	X	X	X	X	X	X	X	X	X	As Needed
Clean out oil and gas spills	X	X	X	X	X	X	X	X	X	X	Immediately

* Not to exceed the length allowed by the local community ordinance.

** Forebays & Detention Basins to be cleared when sediments accumulate to a depth of 6-12 inches or if sediment re-suspension is observed.

*** Replace stone if it cannot be adequately cleaned.

PROJECT: MAYSER USA SCHOONER DRIVE VAN BUREN TOWNSHIP WAYNE COUNTY	CLIENT: MAYSER USA INC. 4812 DEWITT ROAD CANTON, MICHIGAN 48188 (734) 858-1290	SCALE: NO SCALE PROJECT No.: 9152548 DWG NAME: 2548-UT5 AUG 4, 2016	 (810) 227-9533 CIVIL ENGINEERS LAND SURVEYORS 2183 PLESS DRIVE BRIGHTON, MICHIGAN 48114
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RESOLUTION 2018-08

CHARTER TOWNSHIP OF VAN BUREN
TOWNSHIP BOARD

LONG TERM MAINTENANCE OF STORM WATER MANAGEMENT SYSTEM
FOR MAYSER USA, INC.

At a Regular Meeting of the Charter Township of Van Buren Board of Trustees
on _____, 2018, the following resolution was offered

WHEREAS, chapter 7 of the Wayne County Storm Water Management Ordinance (“Wayne County Ordinance”), requires storm water management systems to be maintained in perpetuity to ensure that the systems function properly as designed; and,

WHEREAS, Rule 1001 of the Wayne County Storm Water Management Administrative Rules (“Administrative Rules”) requires applicants for storm water construction approval to submit long term maintenance plans as part of an application for storm water construction approval; and,

WHEREAS, Mayser USA Inc., (“Developer”), as property owner, has applied to the Wayne County Department of Public Services for a storm water construction approval with respect to a project named Mayser USA (“Project”) located at 6200 Schooner in Van Buren, Michigan 48111; and,

WHEREAS, Developer's application for storm water construction approval has been assigned permit review number R-16-278; and permit number M-49117; and,

WHEREAS, Developer submitted a plan to the County and the Township ("Plan") for long term maintenance of the storm water management system at the Project pursuant to Rule 801, which Plan has been tentatively approved by the County pending issuance of this resolution; and,

WHEREAS, the Plan has been reviewed and approved by the Township engineer and Planning Commission, in accordance with the development of the Project, located at 6200 Schooner in Van Buren, Michigan 48111 (parcel V125-83-017-99-0014-704) in Van Buren Township by the Developer, a Michigan company, whose address is 6200 Schooner, MI 48111; and,

WHEREAS, the Township has agreed to assume jurisdiction and accept responsibility for long term maintenance of the storm water management system at the Project in perpetuity, in the event the Developer does not maintain the storm water Plan for the Project; subject, however, to the storm water management system maintenance and repair agreement ("Agreement") between the Township and Developer as authorized by Rule 1002 by which the Developer shall undertake this responsibility, and provided further the said acceptance of jurisdiction and maintenance excludes all storm water related structures in

Wayne County's rights of ways associated with or part of the Project by the Developer on a parcel of land known as 6200 Schooner in Van Buren, Michigan 48111 (parcel V125-83-017-99-0014-704.)

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Van Buren, subject to the Rule 1002 Agreement, assumes jurisdiction over and accepts responsibility for long term maintenance of the storm water management system at the Project pursuant to the Wayne County Ordinance, the Administrative Rules, the Plan, and the storm water construction approval issued by Wayne County;

BE IT FURTHER RESOLVED, that the Supervisor and/or Clerk be and hereby are authorized to execute a Wayne County storm drainage maintenance permit number M-49117 on behalf of the Charter Township of Van Buren in connection with the Project by the Developer on a parcel of land known as 6200 Schooner in Van Buren, Michigan 48111 (parcel V125-83-017-99-0014-704) in Van Buren Township.

BE IT FURTHER RESOLVED, that the Supervisor and Clerk be and hereby are authorized to execute a Storm Water Management System Maintenance & Repair Agreement with the Developer for the Project to require Developer to assume all costs for maintenance and operation of storm sewer

facilities outside of the Wayne County rights of ways associated with or part of the Project by the Developer as owner of the property in Van Buren Township.

AYES:

NAYS:

ABSENT:

I, Leon Wright, Clerk of the Charter Township of Van Buren, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Charter Township of Van Buren Board of Trustees, at a regular meeting held on this _____ day of June, 2018.

Leon Wright, CMC

Clerk, Charter Township of Van Buren

PERMIT OFFICE 33809 MICHIGAN AVE WAYNE, MI 48184, PHONE (734) 595-6504 FAX (734) 595-6356
72 HOURS BEFORE ANY CONSTRUCTION. CALL FOR INSPECTION



PERMIT No. M-49117	
ISSUE DATE 3/21/2018	EXPIRES
REVIEW No. R 16-278	WORK ORDER

WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PROJECT NAME MAINTENANCE PERMIT FOR MAYSER USA INDUSTRIAL SITE
--

LOCATION SCHOONER (SOUTH PORTION OF SCHOONER DRIVE LOOP.)	CITY/TWP VAN BUREN TWP
---	----------------------------------

PERMIT HOLDER VAN BUREN TOWNSHIP 46425 TYLER RD BELLEVILLE, MI 48111	CONTRACTOR CONTACT <BLANK>
CONTACT MATTHEW BEST	CONTACT (734) 699-8913

DESCRIPTION OF PERMITTED ACTIVITY	<i>(72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)</i>
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PERMIT TO MAINTAIN THE STORM WATER MANAGEMENT SYSTEM IN ACCORDANCE WITH THE DRAWING ATTACHED AS EXHIBIT "A", THE TERMS OF THE LONG-TERM MAINTENANCE PLAN ATTACHED AS EXHIBIT "B" AND THE WAYNE COUNTY STORM WATER ORDINANCE AND ADMINISTRATIVE RULES. A RESOLUTION FROM THE VAN BUREN TOWNSHIP TO MAINTAIN THE PROPOSED STORM WATER MANAGEMENT SYSTEM AND ITS FACILITIES IS REQUIRED.

THE TOWNSHIP OF VAN BUREN SHALL ASSUME JURISDICTION OVER AND ACCEPT RESPONSIBILITY FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM(S) TO ENSURE THAT THE STORM WATER MANAGEMENT SYSTEM FUNCTIONS PROPERLY AS DESIGNED AND CONSTRUCTED. THE PERMIT HOLDER'S RESPONSIBILITIES UNDER THIS PERMIT SHALL INCLUDE, WITHOUT LIMITATIONS, (A) ANY MONITORING AND PREVENTIVE MAINTENANCE ACTIVITIES SET FORTH IN THE PLAN; (B) ANY AND ALL REMEDIAL ACTIONS NECESSARY TO REPAIR, MODIFY OR RECONSTRUCT THE SYSTEM AND © OTHER ACTIVITIES OR RESPONSIBILITIES FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM AS MAY BE SET FORTH IN THE ORDINANCE, ADMINISTRATIVE RULES, THE PLAN OR THIS PERMIT.

THE TOWNSHIP OF VAN BUREN SHALL PERFORM ALL MONITORING, MAINTENANCE, REMEDIAL AND OTHER RESPONSIBILITIES REQUIRED BY THE WAYNE COUNTY ORDINANCE, ADMINISTRATIVE RULES, THE PLAN AND THIS PERMIT, IN PERPETUITY AND AT ITS SOLE COST EXPENSE.

THE TOWNSHIP OF VAN BUREN SHALL PREPARE, EXECUTE AND (IF NECESSARY) RECORD ANY AND ALL AGREEMENTS, CONTRACTS AND OTHER DOCUMENTS THAT MAY BE REQUIRED TO PERFORM ITS OBLIGATIONS HEREUNDER AND ENSURE MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM IN PERPETUITY.

IF WAYNE COUNTY FINDS IT NECESSARY TO ADJUST OR RELOCATE ALL OR ANY PORTION OF THE PERMITTED STORM WATER MANAGEMENT SYSTEM, THE PERMIT HOLDER SHALL CAUSE THIS ADJUSTMENT OR RELOCATION TO BE ACCOMPLISHED AT NO EXPENSE TO THE COUNTY. PRIOR TO ANY WORK BEING PERFORMED IN THE RIGHT-OF-WAY, A PERMIT SHALL BE SECURED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES PERMIT OFFICE.

APPROVED PLANS PREPARED BY Rand Construction Engineering Inc.	REQUIRED ATTACHMENTS EXHIBIT A: MAP DEPICTING PHYSICAL LIMITS OF STORM WATER MGT SYSTEM EXHIBIT 'B': LONG TERM MAINTENANCE PLAN EXHIBIT 'C': BINDING AGREEMENT (COMMUNITY RESOLUTION)
PLANS APPROVED BY Razi, M.	 <i>(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)</i>

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

PERMIT HOLDER NAME PERMIT HOLDER / AUTHORIZED AGENT	DATE	WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES	PREPARED BY
VALIDATED BY Ms. JANICE CLARKE PERMIT COORDINATOR	DATE		

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 06/04/18

Board Meeting: 06/05/18

Consent Agenda _____

New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve a budget amendment of \$200,000 into Public Services for various projects.
DEPARTMENT	Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Several projects that were budgeted for 2017 were not started and/or completed. Some of these projects were completed in early 2018. Staff is requesting the Board consider approval of a budget amendment of \$200,000, transferred from the fund balance to allow for the completion of these projects	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$200,000.00 - It is neutral to current budget.
IMPLEMENTATION NEXT STEP	If approved, Public Services will finish 2017 Projects
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	<u>Daniel Selman</u>



MEMO

TO: Board of Trustees

FROM: Matthew R. Best, M.S.
Director of Public Services

RE: Capital Improvements Plan – 2017 to 2018 Amendment

DATE: May 29, 2018

Several projects that were planned for 2017 were not started and/or completed. Some of these projects were completed in early 2018. Staff is requesting the Board consider approval of a budget amendment of \$200,000, transferred from the fund balance to allow for the completion of these projects.

The projects which are part of this are found in the table below. A brief description for each project/effort is provided. A budget amount for each item is provided as well as quotes for the work for reference if available. Please remember that all projects over \$20,000 will be brought back to the Board of Trustees for approval.

Table 1-1: CIP (2017 to 2018)

	Department	Cost
Carpet (Police and Assessors)	B&G	\$ 21,500.00
Carpet (Fire Stations)	FD	\$ 25,500.00
A&E Costs	B&G	\$ 100,000.00
S&N Assessment Project	B&G	\$ 13,000.00
Carport Replacement	B&G	\$ 40,000.00

Total: \$ 200,000.00

The Developmental Services team is looking for the Board to consider approval of this budget amendment. This request involves the Board to approve the transfer of \$200,000 into the appropriate budget accounts for these projects.

Carpet - Police and Assessors	\$21,500
New carpet for Police and Assessor's Office	
Carpet - Fire Department	\$25,500
New carpet for at Fire Station #1 and #2	
A & E Costs	\$100,000
Capital Improvement Projects - Architectural and Engineering Costs	
Space and Needs Assessment Project	\$13,000
Evaluation of Main Township Campus space and needs Report of projected needs and recommendations	
Public Safety – Carport Replacement	\$40,000
Replace Public Safety Carport Existing carport is unsafe and needs to be removed.	

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 6/04/18

BOARD MTG. DATES: 6/05/18

Consent Agenda X

New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	To consider adoption of the revised Board of Zoning Appeals Rules of Procedure
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers, Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED	To consider adoption of the revised Board of Zoning Appeals Rules of Procedure.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	At its December 2017 meeting the Board of Zoning Appeals (BZA) requested that staff take a look at the current Rules of Procedure to determine if the document was up to to date and met best practices. After several meetings and a considerable amount of review and discussion the BZA ultimately recommended that the Township Board approve this document at their April meeting. Despite reformatting the document, there have been several changes which provide clarification on several items including conflict of interest, ex parte contact, what need to be included in minutes, etc. I look forward to the Board’s discussion on this item.
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Once adopted a copy of the Rules of Procedure will be filed in the Clerk’s Office.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	<i>Daniel Selman</i>

CHARTER TOWNSHIP OF VAN BUREN
BOARD OF ZONING APPEALS RULES OF PROCEDURE
DRAFT 4-11-18
Effective:

ARTICLE 1: AUTHORITY

These rules of procedure are adopted by the Charter Township of Van Buren Board of Zoning Appeals (hereinafter referred to as the "BZA"), to facilitate the duties of the BZA as outlined in Public Act 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et. seq.) and the Charter Township of Van Buren Zoning Ordinance.

ARTICLE 2: MEMBERSHIP

Section 1. The BZA shall consist of seven (7) regular members and two (2) alternate members appointed by the Charter Township of Van Buren Board of Trustees as follows:

- A. Planning Commission Liaison.** One (1) member shall be a member of the Township Planning Commission.
- B. Township Board Liaison.** One (1) member of the Township Board may be a regular member or alternate member of the BZA, but shall not be the chairperson of the BZA.
- C. Other Members.** The remaining members shall be electors of the Township selected and appointed by the Township Board from among the electors, residing in the unincorporated area of the Township, who shall be representative of the population distribution and of the various interests present in the Township. No employee or contractor of the Township Board may serve simultaneously as a member or employee of the BZA.
- D. Alternates.** The Township Board shall appoint two (2) alternate members to the BZA who shall have authority to vote on appeals that come before the BZA. The alternate members shall only be allowed to sit in place of a regular member of the BZA. The alternate members shall only be allowed to sit as members of the BZA and/or vote when a regular member of the BZA is absent. Alternates shall be expected to attend all BZA meetings regardless as to whether they are sitting as members or not.
- E. Terms.** Terms of members and alternates of the BZA shall be for three (3) years, except for members serving because of their membership on the Planning Commission or Township Board, whose terms shall be limited to the time they are members of the Planning Commission or Township Board, respectively, and the period stated in the resolution appointing them. When members and alternates are first appointed, the appointments may be for less than three (3) years to provide for staggered terms. A successor shall be appointed not more than one (1) month after the term of the preceding member has expired. All vacancies for unexpired terms shall be filled for the remainder of the term.
- F. Removal.** Appointed members may be removed for misfeasance, malfeasance, or nonfeasance in office by the Township Board only after misconduct of written charges and a public hearing by the Township Board, pursuant to Public Act 110 of 2006 as amended. Failure of a member to disqualify him/herself from a vote in which he has a conflict of interest

shall constitute malfeasance in office.

- G. **Resignation.** A member may resign from the BZA by sending a letter of resignation to the Township Supervisor or the Township Board.

Section 2. Members of the BZA shall be subject to the following membership requirements.

- A. **Attendance.** If any member of the BZA is absent from three (3) consecutive meetings, whether excused or unexcused, then that member shall be considered delinquent. Delinquency can be grounds for the Township Board to remove a member of the BZA for nonperformance of duty or misconduct after holding a public hearing on the matter.
- B. **Training.** Each member shall have attended at least four (4) hours of training per year in planning and zoning during the member's current term of office. Failure to meet the training requirements may result in the member not being reappointed to the BZA. Training can be provided from a variety of sources which may include the Michigan Association of Planning, Michigan State University Extension, Michigan Township Association, Michigan Municipal League, or any other applicable organization.
- C. **Staff Support.** Township staff will have the ability to participate in discussion with the BZA and nothing else. Township staff cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply with attendance requirements in these rules of procedure. Township staff includes employees, agents and consultants of Charter Township of Van Buren. Other individuals may be allowed to participate in discussion at the discretion of the chairperson.

ARTICLE 3: OFFICERS

Section 1. The BZA shall elect a Chairperson, a Vice Chairperson and a Secretary from its members and may create and fill such other officers or committees as it may deem advisable. The BZA may appoint advisory committees outside of its membership. The terms of all officers shall be for one (1) year.

- A. **Duties of the Chairperson.** The Chairperson retains his or her ability to discuss, make motions, and vote on issues before the Appeals Board. The Chairperson shall:
 1. Preside at all meetings with all powers under parliamentary procedure;
 2. Shall sign all decisions of the BZA pursuant to M.C.L. 125.3606(3);
 3. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the BZA;
 4. Restate all motions or request the Recording Secretary to restate all motions prior to voting on said motions;
 5. Appoint committees;
 6. May call special meetings pursuant to Section 5.3 of these Rules of Procedure;
 7. Review with staff, prior to an BZA meeting, the items to be on the agenda if he or she chooses to do so;
 8. Acts as the BZA's chief spokesman to represent the BZA at local, regional, and state government levels;

9. Represent the BZA, along with the Township Board BZA member before the Township Board;
10. Represent the BZA along with the Planning Commission member, before the Planning Commission; and
11. Perform such other duties as may be ordered by the BZA.

B. Duties of the Vice-Chairperson. The Vice-Chairperson shall:

1. Act in the capacity of Chairperson, with all the responsibilities, powers, and duties outlined in these Rules of Procedure, in the Chairperson's absence; and
2. Perform such other duties as may be ordered by the BZA.

C. Duties of the Secretary. The Secretary shall:

1. Preside at meetings in the absence of the Chairperson and the Vice-Chairperson; and
2. Perform such other duties as may be ordered by the BZA.

D. Absence of Elected Officers. Should neither the Chairperson, Vice-chairperson, nor the Secretary be present at a meeting, a temporary chairperson shall be elected by a majority vote of the members present under the following process:

1. Any member of the BZA may call the meeting to order.
2. The first order of business after calling the roll will be to appoint a temporary chairperson for that evenings meeting. The temporary chairperson will be appointed by a simple majority of the members present.
3. The temporary chairperson shall assume the position immediately following their appointment.

Section 2. The election of officers shall be carried out in the following manner.

A. Elections. At the first meeting of the calendar year, the BZA shall select from its membership a Chairperson, a Vice-chairperson, and a Secretary who shall serve for a twelve-month (12) period and who shall be eligible for re-election. A candidate receiving a majority vote of the membership present shall be declared elected. Newly elected officers will assume their office at the next meeting.

B. Vacancies. Vacancies in office shall be filled by regular election procedure and shall only serve the remainder of the term.

ARTICLE 4: ADMINISTRATIVE DUTIES

Section 1. Duties of Township Staff. Township Staff is responsible for the execution of documents in the name of the BZA and shall perform the duties hereinafter listed below, and other such duties as the BZA may determine.

A. Records. Township staff shall keep, or cause to be kept, a record of BZA meetings, which shall at a minimum include an indication of the following:

1. A copy of the meeting posting as required in Section 6.D, 6.E, 6.F, 6.G of these Rules of Procedure.
2. A copy of the minutes of the meeting.
3. A signed statement indicating that notices, as required in Section 6.D, 6.E, 6.F, 6.G of these Rules of Procedure, were sent out, with a list of to whom, and an indication of by whom, and a copy

of a newspaper notice, if one was published.

4. A copy of the Application for Appeal, including any maps, drawings, site plans, etc.
5. The records of any action on a case by the zoning administrator.
6. The records of all past records regarding the property involved in a case (previous permit, special use permit, variances, appeals).
7. Any relevant maps, drawings, photographs, presented as evidence at a hearing.
8. Copies of any correspondence received or sent out in regard to a case.
9. A copy of relevant sections, or a list of citations of sections of the zoning ordinance.
10. A copy of any follow-up correspondence to or from the petitioner regarding the decision.

B. Minutes. BZA minutes shall be prepared by the Recording Secretary. The minutes shall contain the following:

1. Time and place the meeting was called to order.
2. Attendance.
3. Indication of others present (listing names if others choose to sign in and/or a count of those present).
4. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
5. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter, if it is provided in written form.
6. Full text of all motions introduced, whether seconded or not, who made the motion, and who seconded the motion. For each motion, the following should be included:
 - a. Who testified and a summary of what was said.
 - b. A statement of what is being approved (e.g. special use permit, variance, conditional use permit, subdivision, land division, etc.)
 - c. The location of the property involved (tax parcel number and description, legal description is best).
 - d. What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes).
 - e. What evidence was considered (summary of discussion by members at the meeting).
 - f. The administrative body's findings of fact.
 - g. Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied.)
 - h. The decision (e.g. approve, deny, approve with modification).
 - i. A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any.
 - j. List of all changes to the map/drawing/site plan that was submitted. (Sometimes it is easier to use a black flair felt pen and draw the changes on the map of what was applied for, rather than listing the changes. Do not use different colors. The map will most likely be photo copied. Then colors on the copy will not show at all or will just be black.)
 - k. Make the map/drawing/site plan part of the motion (e.g. "...attached to the original copy of these minutes as appendix 'A', and made a part of these minutes...").
7. A summary of all points made by members and staff in debate or discussion on the motion or issue.
8. Who called the question.
9. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion

passed/failed after a voice vote.”

10. That a person making a motion withdrew it from consideration.
11. All the Chairperson's rulings.
12. All challenges, discussion, and vote/outcome on a Chairperson's ruling.
13. All parliamentary inquiries or points of order.
14. When a voting member enters or leaves the meeting.
15. When a voting member or staff has a conflict of interest and when the voting member ceases or resumes participating in discussion, voting, and deliberations at a meeting.
16. All calls for an attendance count, the attendance, and the ruling if a quorum exists or not.
17. The start and end of each recess.
18. All chair's rulings of discussion being out of order.
19. Full text of any resolutions offered.
20. Summary of announcements.
21. Summary of informal actions, or agreement on consensus.
22. Time of adjournment.

- C. Correspondence.** Township Staff shall be responsible for the issuance of formal written correspondence with other groups or persons, as directed by the BZA.
- D. Attendance & Training.** Township Staff shall be responsible for maintaining an attendance & training record for each member of the BZA.
- E. Notices/Agenda.** Township Staff shall issue such notices and prepare the agendas for all meetings.
- F. Retention.** The record of each meeting shall be permanently kept on file with a copy filed with the Township Clerk. All pertinent documents and minutes for each case shall be maintained by the Planning & Economic Development office.

ARTICLE 5: MEETINGS

Section 1. Regular Meetings. Regular meetings of the BZA shall be scheduled the second Tuesday of every month. The dates and times shall be posted at the Township Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted in the same manner as originally established. When a regular meeting falls on or near a legal holiday, suitable alternate dates in the same month shall be selected in accordance with the Open Meetings Act.

Section 2. Meeting Notices. All meetings shall be posted at the Township Hall according to the Open Meetings Act. The notice shall include the date, time and place of the meeting.

Section 3. Special Meetings. A special meeting may be called by three members of the BZA upon written request to the chairperson or by the chairperson himself/herself. The business which the BZA may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and Township Staff shall send notice of a special meeting to BZA members.

Section 4. Open Meetings. All meetings of the BZA shall be opened to the public and held in a place available to the general public. A person shall be permitted to address the BZA during public comment or during the public hearing on a specific item before the BZA. A person shall not be excluded from a meeting of the BZA except for breach of the peace, committed at the meeting. The Chairperson may

limit the amount of time allowed for each person wishing to make public comment at a BZA meeting. The Chairperson may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the BZA meeting with an extended time limit.

Section 5. Public Record. All meetings, minutes, records, documents, correspondence, and other materials of the BZA shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

Section 6. Quorum. In order for the BZA to conduct business or take any official action, a quorum consisting of the majority of the voting members of the BZA shall be present. When a quorum is not present, no official action, except for closing of the meeting shall occur. The members of the BZA may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next available regular meeting.

Section 7. Voting. Any decision made by the BZA shall require a majority vote of the membership of the BZA. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any BZA member or directed by the chairperson. All BZA members shall vote on every motion placed on the floor unless there is an impermissible conflict of interest, as established in ARTICLE 6 or is otherwise prohibited.

Any member of the BZA shall avoid situations where they are sitting in judgement and voting on a decision, which they had a part in making. As used here, sitting in judgement and voting on a decision which they had a part in making at a minimum shall include, but not necessarily be limited to, the following:

- A. When the appeal is of an administrative or other decision by the Planning Commission, and the member of the BZA sits both on the Planning Commission and BZA.
- B. When the appeal is of an administrative or other decision by the Township Board, and the member of the BZA sits both on the Township Board and BZA.
- C. When the appeal is of an administrative or other decision by any committee of the Planning Commission, Township Board, other committee, and the member of the BZA sits both on that committee and the BZA.

Any member abstaining from a vote shall indicate their intention to abstain prior to any discussion on that item and shall not participate in the discussion of that item.

Section 8. Agenda. A written agenda for all regular meetings shall be prepared as follows: The required agenda items for all regular meetings shall be:

- A. Call to Order, Pledge of Allegiance, and Roll Call
- B. Approval of Agenda and Minutes
- C. Correspondence
- D. Public Comment
- E. Unfinished Business
- F. New Business
- G. Announcements, Comments, and Open Discussion

H. Adjournment

Section 9. Rules of Order. All meetings of the BZA shall be conducted in accordance with generally accepted parliamentary procedure, as governed by “Robert’s Rules of Order” as modified by the BZA.

Section 10. Public Hearings. Hearings shall be scheduled and due notice given in accordance with the Charter Township of Van Buren Zoning Ordinance and the Michigan Zoning Enabling Act. Public hearings conducted by the BZA shall be run in an orderly and timely fashion. This shall be accomplished by the established hearing procedures as follows.

- A. **Announce Subject.** The chairperson announces each agenda item and describes the subject to be considered.
- B. **Open Public Hearing.** The chairperson summarizes the hearing rules and then opens the hearing to the floor.
- C. **Close Public Hearing.** The chairperson should give ample opportunity for comment, including a “last call” for comments. The chairperson will then close the hearing.
- D. **Deliberation.** Any action of the BZA must be supported by reasonable findings and conclusions, which will become part of the record through minutes, resolutions, staff reports, etc. All motions shall summarize these findings, or provide reasons for the suggested action. If a matter is tabled to a specific meeting date, it is not necessary to re-advertise the hearing so long as the public hearing was opened and closed and proper notice as specified in the zoning ordinance and Zoning Enabling Act was given.
- E. **Action.** After deliberation, the BZA may take any of the following actions:
 - 1. In the event of a variance request, the BZA may table the request, approve the request, deny the request or approve the request with conditions.
 - 2. In the event of an administrative appeal, the BZA may decide in favor of the Zoning Administrator or may reverse any order, requirements, decision, or determination of the Zoning Administrator.
 - 3. In the event of a request to make an interpretation of the zoning ordinance, the BZA may take action explaining the interpretation.

Section 11. Postponement of a Decision on a Variance Request. The BZA may postpone a decision on a variance request until the next regular meeting provided that the date and time of the meeting is provided in the motion. The BZA shall not authorize more than two (2) requests to postpone a variance decision. If additional time is needed by the applicant that would require a decision to be postponed more than twice, the BZA may, after written request from the applicant, remove the item from the agenda and allow the applicant to reapply at a later date. If the applicant reapplies then the variance request shall be treated as a new request with a new case number, a new public hearing notice as required by the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et. seq.), and a new application fee shall be paid.

ARTICLE 6: CONFLICT OF INTEREST

Section 1. Declaration of Conflict. No BZA member shall participate in any matter where they have an impermissible conflict of interest. BZA members shall declare a conflict of interest when any one (1) or more of the following occur:

- A. The BZA member has a business or financial interest in the property involved in the request, or has a business or financial interest in the applicant's company, agency, or association.
- B. A relative or other family member of a BZA member has a business or financial interest in the property involved in the request, or has a business or financial interest in the applicant's company, agency, or association.
- C. Where an action made by the BZA will result in a monetary benefit to the BZA member.
- D. The employer or an employee of the BZA member is an applicant, agent for an applicant, or has a direct interest in the outcome.
- E. The BZA member or a relative or other family member of a BZA member owns or has a financial interest in neighboring property. For purposes of this Section, a neighboring property shall include any property falling within the three hundred (300) foot notification radius for the request, as required by the Zoning Ordinance and Michigan Zoning Enabling Act.
- F. There is a reasonable appearance of a conflict of interest, as determined by the BZA member declaring such conflict.

Section 2. Requirements. When a conflict of interest exists, the member of the BZA shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:

- A. Prior to the meeting in which they have a conflict, the BZA member shall contact either Township staff or the Chairperson to make them aware of the conflict. Township staff and/or the Chairperson shall then contact the alternate(s) to ensure there are a sufficient number of members present and without conflict to conduct business at the meeting;
- B. Declare a conflict exists at the meeting;
- C. Cease to participate at the BZA meetings, or in any other manner, or represent one's self before the BZA, its staff, or others; and
- D. During the deliberation of the agenda item before the BZA, the member declaring a conflict of interest shall leave the meeting room until that agenda item is concluded.

ARTICLE 7: POWERS OF THE BZA

Section 1. Powers and Duties. The BZA shall have the following powers/duties as granted by the Michigan Zoning Enabling Act and the Charter Township of Van Buren Zoning Ordinance:

- A. **Administrative Review.** To hear and decide appeals where it is alleged by the appellant and there is an error in any order, requirement, permit, decision or refusal made by the building official or any other administrative official or body in carrying out, enforcing, any provision of the Zoning Ordinance.
- B. **Interpretation.** To hear and decide in accordance with the provisions of the Township's Zoning Ordinance.
 - 1. Appeals for the interpretation of the provisions of the Zoning Ordinance.
 - 2. Requests to determine the precise location of the boundary lines between zoning districts as they are displayed on the zoning map.
- C. **Variances.** The BZA shall have the power to authorized, upon appeal, specific variances from such dimensional requirements as lot area and width regulations, building height and square foot regulations, yard width and depth regulations; such requirements as off-street parking and loading space, requirements, sign regulations and other similar requirements as specified in the Ordinance, provided such modifications will not be inconsistent with the purpose and intent of such requirements. To obtain a variance the applicant must show practical difficulty by meeting the specified criteria in the Zoning Ordinance.
- D. **Belleville Lake Shoreline District Special Exceptions.** The BZA may interpret the Belleville Lake Shoreline District (Section 3.120) section of the Zoning Ordinance if questions arise and may approve modifications to particular provisions of this Section, and grant special exceptions for a given case in accordance with the standards for special exceptions (Section 3.120(F)(7)(c)). In exercising its powers, the BZA shall have the primary goal of reaching an equitable conclusion and allocation of use of the Township Lake property for the purposes stated in Section 3.120(A) of the Zoning Ordinance.

Section 2. Prohibited Variances. The BZA is prohibited from granting the following variances:

- A. **Special Approval Uses.** No variance shall be made in connection with a condition attached to a special approval use approved by the Township Board.
- B. **Use Variance.** No variance shall be made in the use of land, and the BZA shall not consider use variance requests.

ARTICLE 8: OTHER DUTIES

Section 1. Duties. The following are duties which are expected of the individual members of the ZBA.

- A. **Ex Parte Contact.** Ex parte contact occurs when a party to a case or someone involved with a party, talks or writes to or otherwise communicates directly with a BZA member about the issues in a case without the other BZA members or party's knowledge. Members shall avoid Ex Parte contact, whenever possible. Sometimes it is not possible to avoid Ex Parte contact. When this occurs the member should take detailed notes about what was discussed and report it to the BZA at a public meeting so that every member and other interested party is made aware of what was said.
- B. **Site Inspections.** Members may perform site inspections, however, no more than one (1) member may perform a site inspection at the same time. Members should avoid discussing the merits of the request with the applicant, family member of the applicant or agent of the applicant.

- C. **Accepting Gifts.** Per the Township’s Ethics Policy, no BZA member shall solicit, accept, or receive, directly or indirectly, any gift, compensation, or anything of economic value, whether in the form of money, service, loan, travel, entertainment, hospitality or any other form, or a promise of any of these things for an agreement that the vote or decision of the BZA member would be influenced thereby.
- D. **Conduct.** Each member of the BZA, upon appointment, shall comply with all applicable Township policies and ordinances.
- E. **Policy.** The BZA may also formulate and provide advice and may advise policy to the Planning Commission, Township Board, or any committee thereof, on issues dealing with administration, text, map, and enforcement of the Zoning Ordinance.

ARTICLE 9: ADOPTION, REPEAL, AND AMENDMENTS

Section 1. Adoption. Upon adoption of these Rules of Procedure, they shall become effective and all previous rules of procedure, as amended, shall be repealed.

Section 2. Amendments. These Rules of Procedure may be amended at any regular or special meeting by a majority vote of the total members of the BZA, so long as such amendment does not result in a conflict with state law, zoning ordinance, or court decision.

Section 3. Temporary Suspension of the Rules of Procedure. Any Rule of Procedure may be temporarily suspended by a majority vote of the total members of the BZA, so long as such temporary suspension does not result in a conflict with state law, zoning ordinance, or court decision.

**CHARTER TOWNSHIP OF VAN BUREN
BOARD OF ZONING APPEALS
RULES OF PROCEDURE**

The following rules of procedure are hereby adopted by the Charter Township of Van Buren Board of Zoning Appeals (hereinafter known as BZA) to facilitate the performance of its duties as outlined in the Charter Township of Van Buren Zoning Ordinance.

SECTION 1.0 OFFICERS.

- 1.1 SELECTION.** At the first regular meeting in December of each year, the BZA shall select from its membership a Chairperson, Vice-Chairperson, and Corresponding Secretary. An elected officer of the Township shall not serve as the Chairperson. All officers are eligible for re-election. No officer shall hold the same office for more than two (2) consecutive terms.
- 1.2 TENURE.** The Chairperson, Vice-Chairperson and Corresponding Secretary shall take office immediately following their selection and shall hold office for a term of one year. The BZA may create and fill such other offices or committees as it may deem advisable. It may appoint advisory committees outside of its membership.
- 1.3 DUTIES.** The Chairperson shall preside at all meetings, and perform such other duties as may be ordered by the BZA. The Chairperson, or in his/her absence, the Vice-Chairperson, shall have the power to require the attendance of witnesses, administer oaths, and compel testimony. The Vice-Chairperson shall act in the capacity of Chairperson in his/her absence, and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term, and the BZA shall select a successor to the office of Vice-Chairperson for the unexpired term. The senior member, who is not the Planning Commission or Township Board member, should act in the capacity of Chairperson in the absence of the Chairperson, and the Vice-Chairperson. The Corresponding Secretary shall perform all duties normally devolving around such office. A Recording Secretary, whose position shall be a non-voting one in order to record accurate minutes of the proceedings, shall be provided by the Township for all regular and special Board of Zoning Appeals meetings.

SECTION 2.0 MINUTES AND RETENTION.

- 2.1 MINUTES.** Every meeting's proceedings shall be recorded by the Recording Secretary, who will have the minutes available for public review within 8 business days after the meeting, and for approval at the next meeting of the BZA. Approved copies must be available within 5 business days after approval.
- 2.2 RETENTION.** The record of each meeting shall be permanently kept on file with the Township Clerk. All the pertinent documents and minutes for each case before the BZA shall be copied and filed with the Zoning Administrator's office.

SECTION 3.0 MEETINGS.

- 3.1 REGULAR MEETINGS.** The Appeals Board shall meet on the second Tuesday of each month at 7:00 p.m. in the Township Hall at 46425 Tyler Road, Belleville, MI, except in absence of an agenda. The Township Board of Trustees may from time-to-time amend by resolution the meeting time and place of the BZA. Any other meetings of the BZA shall be called as needed in response to receipt of a Notice of Appeal, so long as the meeting is scheduled within 20 days of the Notice of Appeal. The meeting can be called by the Zoning Administrator of the Charter Township of Van Buren. When the regular hearing day falls on a legal holiday or holiday eve, the Chairperson may select a suitable alternate day in the same month. Publication of all meetings shall comply with the Open Meetings Act as amended.
- 3.2 SPECIAL MEETINGS.** Special Meetings may be called by the Chairperson, on the written request to two (2) BZA members, or someone seeking an interpretation of the Zoning Ordinance text or map. A prior notice of not less than 72 hours must be given to each member of the BZA and to the interested parties. Notice of Special meeting must also comply with the "Open Meetings Act" which requires 18 hours posted notice at the principal office of the Township and any other places deemed appropriate. Special Meetings can be called if the applicant is requesting a variance, then the requirements of the Township Zoning Ordinance and the Township Rural Zoning Act, Act 184 of 1942, as amended shall be followed and appropriate fees paid.
- 3.3 PUBLIC.** All regular and special hearing, meetings, records and

accounts shall be open to the public.

3.4 QUORUM. A Township Board of Zoning Appeals shall not conduct business unless a majority of the members of the board is present. If the Board of Zoning Appeals consists of 7 members, then four (4) members present would constitute a quorum.

3.5 ALTERNATES. Alternates shall fill in for regularly appointed BZA members when a conflict of interest arises or when a regular member is absent from or unable to attend a meeting.

A regular member of the BZA will be considered absent if he/she is not present when the meeting is called to order.

3.6 ORDER OF BUSINESS. The order of business at the BZA meetings shall be as follows:

1. Call the Meeting to Order
2. Pledge of Allegiance (Include on the Agenda)
3. Roll Call
4. Acceptance of Agenda
5. Minutes of the previous meeting, approved or corrected.
6. Correspondence
7. Unfinished Business
8. New Business
9. Announcements, comments, and open discussion.
10. Adjournment

3.7 HEARING PROCEDURE. The order of procedure of hearings shall be:

1. Applicant's presentation.
2. Township representatives' presentation.
3. Interested parties statements and presentations.

3.8 MOTIONS. Motions shall be restated upon request before a vote is taken. The name of the maker and supporter of a motion shall be recorded.

3.9 VOTING. All proceedings of the Board of Zoning Appeals shall be initiated by motion, and voted upon by all board members present and shall be recorded by yeas and nays. In the event one or more of the board members abstains from voting on a particular matter, that

abstention shall not be counted as a vote either in favor of or opposed to the issue to be decided. Permission for such abstention must be granted by a majority of the other board members present. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest shall constitute misconduct in office. Roll call votes will be recorded when: (1) dealing with requests for variances; (2) administrative and enforcement actions are requested; (3) deciding zoning district boundaries when they are not clear; and (4) interpreting the text of the ordinance when the ordinance does not address an issue precisely or clearly. The concurring vote of a majority of the TOTAL membership of the BZA shall be necessary to reverse any order, requirement, decision or determination of the administrative official or body, or to decide in favor of the applicant a matter upon which they are required to pass under an ordinance, or to effect a variation in an ordinance.

- 3.10 BZA ACTION.** The BZA will act upon all questions regarding the Zoning Ordinance and any other matters permitted by law. Reasons for each determination must be stated. The BZA's jurisdiction is defined in the Township Rural Zoning Act, 184 PA 1943, as amended.
- 3.11 PARLIAMENTARY PROCEDURE.** BZA meetings shall be conducted in a formal manner, and parliamentary procedure shall be governed by Roberts Rules of Order, Newly Revised Edition, if not specifically dealt with in these rules of procedure.
- 3.12 COMMENTS OUT OF ORDER.** The Chairperson shall rule out of order any irrelevant remarks; remarks which are personal, about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or any other remarks which are not about land use.

SECTION 4.0 DISPOSITION OF APPEAL.

- 4.1 FINAL DECISION.** The final decision shall be in writing and provided to the applicant by the Clerk's Office after the meeting minutes have been approved by the BZA. The final decision shall include a general statement or resolution citing the conditions, facts and findings of the BZA; reasons for each determination will be stated.

- 4.2 TABLED ITEMS.** Items tabled to be brought back from the table at the request of the petitioner must adhere to the same notification deadlines that are required of new applicants.
- 4.3 WITHDRAWAL.** Any applicant may withdraw his/her application at any time prior to an official decision of the BZA.
- 4.4 APPLICANT'S FURTHER APPEAL.** The decision of the BZA shall be final. However, a person having an interest affected by the Zoning Ordinance may appeal to Circuit Court. Upon appeal, the court shall review the record and decision of the BZA to insure that the decision complies with the constitution and laws of the state, is based upon proper procedure, is supported by competent material and substantial evidence on the record, and represents the reasonable exercise of discretion granted by law to the BZA. As a result of this review required by this section, the court may affirm, reverse, or modify the decision of the BZA.
- 4.5 VALIDITY OF FAVORABLE DECISION.** In addition to the approval periods as prescribed by the Zoning Ordinance, any decision of the BZA favorable to the applicant shall remain valid only as long as the information or data relating thereto are found to be correct, and the conditions upon which the resolution was based are maintained.

SECTION 5.0 NON-PERFORMANCE AND MISCONDUCT

- 5.1** Members of the Board of Appeals shall be removable by the Township Board of Trustees for non-performance of duty or misconduct in office upon written charges and a public hearing.
- 5.2 NON-PERFORMANCE**
- A.** If any member of the BZA is absent from more than one meeting in a row, then that member shall be considered delinquent. Delinquency shall be grounds for the Township Board to remove any member for non-performance of duty upon public hearing from the Township Board. The Recording Secretary shall keep attendance records and shall notify the Township Supervisor whenever any member of the BZA is absent from more than one meeting in a row, so the Township Board can consider further action allowed under law. When a BZA Member needs to be excused he/she must call as soon as possible to the Township Zoning Secretary or the Zoning

Administrator and request an excused absence. This allows the Secretary enough time to call an alternate.

B. When a petitioner fails to appear at a properly scheduled meeting of the BZA, The Chairperson may entertain a motion from the Board to dismiss the case for want of prosecution. In the absence of a motion by the Board, the Chairperson shall rule. In cases which are dismissed for want of prosecution, the petitioner will be furnished written notice of the action by the Recording Secretary of the BZA. The applicant shall have seven (7) days from the date of notice of dismissal to apply for reinstatement of the case. In such cases, applicant must file a written request with the Recording Secretary for reinstatement. Reinstatement shall be at the discretion of the Chairperson for good cause shown, and upon payment of a fee set from time to time by the Township Board. In all cases reinstated in the above described manner, the case will be docketed and readvertised in the usual manner prescribed for new cases.

SECTION 6.0 REHEARING

6.1 REHEARING. The BZA is without general authority to reconsider a matter it has decided and from reversing its previous decision unless the facts and circumstances which actuated the decision have so changed as to invalidate or materially affect the reason which produced and supported it, and no vested rights have intervened.

SECTION 7.0 AMENDMENTS

7.1 SUSPENSION OF RULES OF PROCEDURE. A resolution supported by a majority of the total members may temporarily suspend any rule of procedure.

7.2 AMENDMENTS. These rules may be amended at any regular or special meeting by a majority vote of the total members of the BZA, so long as such amendment does not result in a conflict with state law, zoning ordinance, or court decision.

SECTION 8.0 SEVERABILITY.

If any section, subsection, sentence, clause, phrase or portion of these rules of procedure is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 9.0 ADOPTION AND REPEAL.

Upon adoption of these rules of procedure August 14, 1990, they shall become effective and all previous rules of procedure, as amended, shall be repealed.

SECTION 10.0 CONTENTS.

SECTION	1.0	OFFICERS
SECTION	2.0	MINUTES & RETENTION
SECTION	3.0	MEETINGS
SECTION	4.0	DISPOSITION OF APPEAL
SECTION	5.0	NON-PERFORMANCE AND MISCONDUCT
SECTION	6.0	REHEARING
SECTION	7.0	AMENDMENTS
SECTION	8.0	SEVERABILITY
SECTION	9.0	ADOPTION AND REPEAL
SECTION	10.0	CONTENTS

I HEREBY CERTIFY that the foregoing is a true and correct copy of the Rules of Procedure adopted at the Charter Township of Van Buren Board of Zoning Appeals, at a Regular Meeting held August 14, 1990.

Cheryl D. Fain

Cheryl D. Fain, Clerk
Charter Township of Van Buren



Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 6/04/18

BOARD MTG. DATES: N/A

Consent Agenda _____

New Business

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Presentation of the Master Plan Citizen Survey
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers, Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED	Presentation of the Master Plan Citizen Survey (No Action Requested)
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	See attached memo.
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Once timeline is established, survey will be activated and notice of it will be distributed.
DEPARTMENT RECOMMENDATION	N/A
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	<i>Daniel Selman</i>



Memorandum

TO: Van Buren Township Planning Commission
FROM: Michael Deem, AICP
Patrick Sloan, AICP
SUBJECT: 2018 Master Plan Survey Review
DATE: May 18, 2018

As part of the Master Plan Update process, we have developed a multi-part public engagement process that has proven successful in many of our past planning efforts. The public will have a variety of opportunities to comment on the plan to provide input from multiple stakeholder groups in a relatively short period of time, while respecting the schedules of the busy professionals and community members with whom we will be collaborating.

The purpose of the collaborative process is to identify strengths, weaknesses, opportunities and threats, and to prioritize the Township's most important assets to build upon and issues to overcome. This identification, validation, and prioritization process will occur during the visioning workshops.

The first step in the public engagement process is the development of a public opinion survey. A survey offers a "non-meeting" opportunity for residents to share their thoughts. The survey, as currently designed, should take between 10-15 minutes to complete. We present the draft survey for your review and comment.

SURVEY TOPICS

The survey covers the following topics

- Demographics
- Residential Character
- Opinions of Van Buren Township
- Transportation
- Spending Decisions
- Economic Development
- Occupation
- Recreational opportunities

SURVEY DISTRIBUTION

In order for the survey to be successful, we will need participation throughout the community. We have developed the following approach to reach the most people:

- Hard copies of the survey form will be prepared for the Township to make available (at Township Hall, Senior Center, etc.) to those members of the public who are more comfortable with a non-computer based survey.

- 
- Partner with local school to inform parents of the online survey.
 - Reach out to community organizations to inform their members of the online survey.
 - Provide a flyer for local businesses that includes the survey websites.

NEXT STEPS

After the survey has been closed, we will analyze the data and share the results. We will continue to work with the Master Plan Subcommittee on updating the Master Plan and schedule the next public engagement event.

We look forward to receiving your comments on the proposed survey.



Van Buren Township Master Plan Survey

Welcome to the Van Buren Township Master Plan Survey!

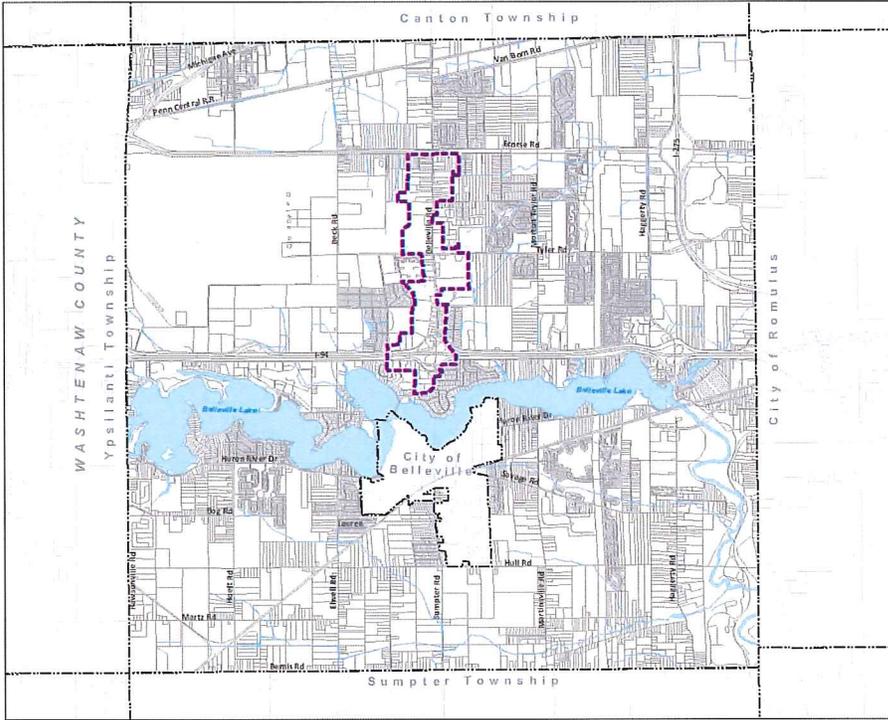
This is your opportunity to help determine the future of Van Buren Township!

The Township is in the process of updating its community-wide Master Plan. This plan establishes a vision and guides decision-making processes for the future use of land, transportation, and commercial corridors within our Township.

The 2018 Van Buren Township Master Plan will be rooted in the desires and vision of Township residents and stakeholders. This is why we need you to share your opinions and great ideas for Van Buren Township's future.

Van Buren Township Master Plan Survey

Van Buren Township Reference Map



Van Buren Charter Township, Wayne County, Michigan

 Belleville Road Corridor



MCKENNA April 3, 2018

* 1. How old are you?

- Under 18 years old
- 18 - 24 years old
- 25 - 44 years old
- 45 - 64 years old
- Over 65 years old
- Prefer not to answer

2. Please select your gender.

- Female
- Male
- Prefer not to answer

* 3. Please select your annual household income.

- Less than \$29,999
- \$30,000 - \$59,000
- \$60,000 - \$99,000
- \$100,000 or more
- I prefer not to answer.

* 4. Please choose all that apply:

- I own the residence in which I live in Van Buren Township
- I rent the residence in which I live in Van Buren Township
- I own houses or apartments that I rent to others in Van Buren Township
- I own a business in Van Buren Township
- I own commercial or industrial property in Van Buren Township
- I own vacant land in Van Buren Township
- I do not reside or own property in Van Buren Township
- I reside in the City of Belleville

Other (please specify)

* 5. How long have you lived in Van Buren Township?

- | | |
|-------------------------------------|---|
| <input type="radio"/> 0 - 5 years | <input type="radio"/> 16 - 20 years |
| <input type="radio"/> 6 - 10 years | <input type="radio"/> 21 years or longer |
| <input type="radio"/> 11 - 15 years | <input type="radio"/> I do not live in Van Buren Township |

6. If you do not live in Van Buren Township, please indicate where you live.

* 7. Please select the term that best describes your residence.

- | | |
|--|---------------------------------|
| <input type="radio"/> Single-family dwelling | <input type="radio"/> Apartment |
| <input type="radio"/> Townhouse or duplex | <input type="radio"/> Other |

Other (please specify)

8. If you live in Van Buren Township, do you expect to continue doing so in the future?

- Yes.
 No.

9. If not, why?

* 10. How many people live in your household?

- | | |
|-------------------------|---------------------------------|
| <input type="radio"/> 1 | <input type="radio"/> 3 - 4 |
| <input type="radio"/> 2 | <input type="radio"/> 5 or more |

Van Buren Township Master Plan Survey

Living in Van Buren Township: Existing Conditions and the Vision for the Future

* 11. For each type of housing listed below, please indicate whether you feel Van Buren Township needs more, less, or has the right amount of it.

We need more of this We have the right amount We need less of this No opinion

Luxury single-family housing



Moderately-priced single-family housing



Duplex (2-unit structure)



Triplexes (3-unit structure)



We need more of this We have the right amount We need less of this No opinion

Quadplexes (4-unit structure)



Attached townhouses or row houses



Apartment-style housing



Independent living senior facilities



Assisted living senior facilities



We need more of this We have the right amount We need less of this No opinion

Downtown apartments / flats



Micro-housing (less than 500 sq. ft.)



Accessory dwellings (grandparent flats, in-law suites, and rooms for rent within a house or



garage, etc.)

12. Over the past five years, do you believe Van Buren Township quality of life has improved, stayed about the same, or declined? Why?

- Improved
- Stayed about the same
- Declined

Why?

13. Would you recommend Van Buren Township to family/friends as a good place to live? Why?

- Yes
- No
- Not Sure

Why?

* 14. What are the most positive aspects of living in Van Buren Township? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Housing affordability | <input type="checkbox"/> Public safety (police and fire) |
| <input type="checkbox"/> Culture and history | <input type="checkbox"/> Quality housing stock |
| <input type="checkbox"/> Area schools | <input type="checkbox"/> Transportation and accessibility |
| <input type="checkbox"/> Location in the greater Detroit region | <input type="checkbox"/> Sense of community |
| <input type="checkbox"/> Parks and recreation options | <input type="checkbox"/> Character of Belleville Road corridor located north of I-94 and south of Tyler Road |
| <input type="checkbox"/> Accessibility to/on Belleville Lake | <input type="checkbox"/> Dining and entertainment options |
| <input type="checkbox"/> Proximity to employment | <input type="checkbox"/> Rural character |
| <input type="checkbox"/> Proximity to higher education | <input type="checkbox"/> Overall appearance |

Other (please specify)

* 15. Do you consider any of the following to be a negative aspect of living in Van Buren Township? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Age of public facilities (parks, public buildings, etc.) | <input type="checkbox"/> Vacant businesses and storefronts |
| <input type="checkbox"/> Distance to employment opportunities | <input type="checkbox"/> Character of Belleville Road corridor located north of I-94 and south of Tyler Road |
| <input type="checkbox"/> Cost of living | <input type="checkbox"/> Appearance of other commercial corridors |
| <input type="checkbox"/> Lack of non-motorized transportation (bike paths, sidewalks, etc.) | <input type="checkbox"/> Traffic volume |
| <input type="checkbox"/> Lack of cultural events / entertainment options | <input type="checkbox"/> Truck traffic |
| <input type="checkbox"/> Lack of accessibility to/on Belleville Lake | <input type="checkbox"/> Area schools |
| <input type="checkbox"/> Limited housing options (style, price-point, etc.) | <input type="checkbox"/> Rural Character |
| <input type="checkbox"/> Public safety (police and fire) | <input type="checkbox"/> Overall appearance |
| <input type="checkbox"/> Road maintenance | |

Other (please specify)

* 16. Based on your responses to questions 14 and 15, what could be improved about Van Buren Township? (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Greater transportation options (bikepaths, sidewalks, etc.) | <input type="checkbox"/> Improved access and activities at Belleville Lake |
| <input type="checkbox"/> Greater variety in commercial businesses | <input type="checkbox"/> More variety in housing types |
| <input type="checkbox"/> More education choices | <input type="checkbox"/> Newer public facilities |
| <input type="checkbox"/> More entertainment, dining, and/or nightlife options | <input type="checkbox"/> More interesting public places |
| <input type="checkbox"/> Improve public safety services (police and fire) | <input type="checkbox"/> Improved streetscapes in commercial corridors (street trees, landscaping, street furnishings) |
| <input type="checkbox"/> Improved housing upkeep | <input type="checkbox"/> Better employment opportunities |
| <input type="checkbox"/> Better maintenance of County roads | <input type="checkbox"/> Flexible-use development |
| <input type="checkbox"/> A greater sense of community | <input type="checkbox"/> Area schools |
| <input type="checkbox"/> Better or more parks and recreation facilities | |

Other (please specify)

* 17. Please rate the following transportation goals for Van Buren Township.

	Extremely Important	Important	Somewhat Important	Not Important At All	No Opinion
Provide bike lanes on roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establish bicycle / walking trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wider or more attractive sidewalks along commercial corridors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Better maintenance for existing roads and sidewalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Add wayfinding signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
More mid-block crosswalks along major roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improved streetscapes (street trees, landscaping, street furnishings) in commercial areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public transit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (describe below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

* 18. In your opinion, how important is addressing each of the following priorities for Van Buren Township?

	Extremely Important	Important	Somewhat Important	Not Important At All	No Opinion
Eliminating blighted structures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making roadways accessible to all users (bikes, cars, pedestrians)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving pedestrian circulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving the appearance of residential neighborhoods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving the appearance of commercial corridors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create access to public transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Incorporating art (murals, sculpture, etc.) into public places	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving parks and recreation facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining existing County roadways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing housing opportunities for all segments of the population	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing a greater variety of housing types	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Redeveloping vacant or underused commercial properties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assuring that new development/redevelopment is well-designed and attractive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping keep Van Buren Township green by encouraging rigorous landscaping standards for development and redevelopment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Limit truck traffic and truck routes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (see below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

19. When shopping, dining, or entertainment, what factors impact your spending decisions?

	Extremely Important / Strongly Agree	Important / Agree	Somewhat Important / Disagree	Not Important At All / Strongly Disagree	No Opinion
Appearance of Downtown along Belleville Road corridor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appearance of the commercial business strips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mixture of unique niche businesses and national "name brand" stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variety and number of shops is most important for shopping for gifts and special purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of unique niche stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To conduct everyday purchases, I am willing to drive to a neighboring community due to increased number of store choices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convenience is the most important factor for my everyday shopping purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Choice, price, and variety are the most important factors for my everyday shopping purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to sit-down restaurants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to fine dining restaurants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (see below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					

20. Besides Van Buren Township, where else do you regularly shop, eat, go to the doctor, etc. (Check all that apply; you may also add places not listed below in the space provided)

City of Belleville

Canton Township

Ypsilanti area

Ann Arbor area

Westland

Detroit

Other (please specify)

Van Buren Township Master Plan Survey

Employment and Economic Development in Van Buren

* 21. Please rate the following economic development goals for Van Buren Township

	Extremely Important	Important	Somewhat Important	Not Important At All	No Opinion
Attract additional service and office uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attract additional research and development uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attract additional industrial and production uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attract additional distribution centers and warehousing uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage the creative class (design spaces, artisan workshops, galleries, performance spaces, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage additional retail businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage food service businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage start-up businesses and entrepreneurship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regulatory flexibility so long as design standards are maintained	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage a mixture of compatible uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 22. Please rate the following businesses from "Too Many Already" in Van Buren Township to "Desperately Needed" in Van Buren Township.

	Desperately Needed	Just Enough	Too Many Already	No Opinion
Artisan uses (galleries, workshops, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auto-related uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bank / financial institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bar / tavern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Big box commercial (e.g., general merchandise stores)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brewpub	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bookstores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cafe / coffee shop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car wash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clothing store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entertainment venues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fast-food / drive-thru restaurants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fitness facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food trucks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Furniture store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gas station	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grocery store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hardware store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical office (e.g., doctor, dentist)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pharmacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional office (e.g., lawyer, architect)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Service commercial (e.g., hair salon, dry cleaners, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sit-down restaurant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (see below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

* 23. Which of the following are obstacles to conducting business in Van Buren Township? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Appearance of commercial areas | <input type="checkbox"/> Lack of available space |
| <input type="checkbox"/> Attracting customers | <input type="checkbox"/> Lack of parking |
| <input type="checkbox"/> Availability of skilled employees | <input type="checkbox"/> County permit and licensing requirements and procedures |
| <input type="checkbox"/> Crime | <input type="checkbox"/> Township permit and licensing requirements and procedures |
| <input type="checkbox"/> Competition with commercial areas outside the City | <input type="checkbox"/> No opinion |

Other (please specify)

24. What actions could Van Buren Township take to improve business attraction, retention, and expansion?

25. Which of the following categories best describes your employment status?

- Employed, working full-time
- Employed, working part-time
- Not employed, looking for work
- Not employed, NOT looking for work
- Retired
- Disabled, not able to work

26. Which of the following best describes your current occupation?

- Management, Business, and Financial Occupations
- Computer and Mathematical Occupations
- Architecture and Engineering Occupations
- Life, Physical, Health Care, and Social Science Occupations
- Community and Social Service Occupations
- Legal Occupations
- Education, Training, and Library Occupations
- Arts, Design, Entertainment, Sports, and Media Occupations
- Protective Service Occupations
- Food Preparation and Serving Related Occupations
- Cleaning and Maintenance Occupations
- Personal Care and Service Occupations
- Sales and Related Occupations
- Office, Clerical, and Administrative Support Occupations
- Farming, Fishing, and Forestry Occupations
- Construction and Extraction Occupations
- Installation, Maintenance, and Repair Occupations
- Production Occupations
- Transportation and Materials Moving Occupations
- Student
- Work in the Home
- Unemployed
- Other (please specify)

27. How far do you travel for work?

- Less than 5 miles
- 5-25 miles
- 26-50 miles
- More than 50 miles

28. If you are currently employed, what percentage of your working time do you spend working from home?



29. Please tell us about your experience with the following Van Buren Township parks and recreation facilities.

	Have you or a member of your household visited this park or recreation facility in the past year?	How satisfied are you with your experience at this park or recreation facility?
Haggerty Neighborhood Park	<input type="checkbox"/>	<input type="checkbox"/>
Beck Ballfields	<input type="checkbox"/>	<input type="checkbox"/>
Quirk Park	<input type="checkbox"/>	<input type="checkbox"/>
September Days Senior Center at Township Hall	<input type="checkbox"/>	<input type="checkbox"/>
Senior Activity Garden at Township Hall	<input type="checkbox"/>	<input type="checkbox"/>
Van Buren Community Center at Township Hall	<input type="checkbox"/>	<input type="checkbox"/>
Van Buren Park	<input type="checkbox"/>	<input type="checkbox"/>
French Landing Park	<input type="checkbox"/>	<input type="checkbox"/>
Riggs Heritage Park	<input type="checkbox"/>	<input type="checkbox"/>

30. Which parks or recreation facilities do you think should be the highest priorities for investments over the next five years in Van Buren Township?

Check all that apply.

- Haggerty Neighborhood Park
- Beck Ballfields
- Quirk Park
- September Days Senior Center at Township Hall
- Senior Activity Garden at Township Hall
- Van Buren Community Center at Township Hall
- Van Buren Park
- French Landing Park
- Riggs Heritage Park
- New facilities (describe below)
- Other (please specify)

31. Please identify which of the following activities, programs, or facilities need NEW or ENHANCED opportunities in Van Buren Township. Check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Adult fitness and wellness | <input type="checkbox"/> Dog park (off leash) | <input type="checkbox"/> Self-defense |
| <input type="checkbox"/> Adult/ senior swim | <input type="checkbox"/> Football | <input type="checkbox"/> Senior fitness and wellness |
| <input type="checkbox"/> Arts and crafts | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Skateboard/ bike park |
| <input type="checkbox"/> At-risk programs for youth | <input type="checkbox"/> Hiking/ walking trails | <input type="checkbox"/> Sledding |
| <input type="checkbox"/> Baseball/ softball | <input type="checkbox"/> Jazzercise | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Martial arts | <input type="checkbox"/> Special events/ festivals |
| <input type="checkbox"/> Bicycling- road | <input type="checkbox"/> Nature educational programs | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Bike rental | <input type="checkbox"/> Pickleball | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Canoeing/ kayaking | <input type="checkbox"/> Picnicking | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Cultural/ Historical programs | <input type="checkbox"/> Playgrounds | <input type="checkbox"/> Youth fitness and wellness |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Public access to Belleville Lake | <input type="checkbox"/> Youth and teen summer camps |
| <input type="checkbox"/> Disc Golf | <input type="checkbox"/> Programs for people with disabilities | <input type="checkbox"/> Other (see below) |
| <input type="checkbox"/> Other (please specify) | | |

32. Thank you for participating in the Van Buren Township Master Plan survey!

Please provide any additional comments that you have for the Van Buren Township Master Plan that are not addressed in the above statements.

33. If you would like to be informed of future Master Plan events, please provide your contact information below.

Name

Email Address

If you would like to share any pictures of life in Van Buren Township, or pictures of what Van Buren should strive for, please send them to mdeem@mcka.com. Thank you!

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 6/04/18

BOARD MTG. DATES: N/A

Consent Agenda _____

New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Presentation of the Township Board's Role in Planning/Zoning Decisions
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers, Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED	Presentation of the Township Board's Role in Planning/Zoning Decisions (No Action Requested)
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BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	Supervisor McNamara requested that I perform a presentation which outlines the different types of decisions which are required to be made by a Township Board of Trustees including what they are and what the public notification requirements are. I will be giving this presentation at the Township Board Work Study. There will be a PowerPoint presentation available at the Work Study.
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BUDGET IMPLICATION	None
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IMPLEMENTATION NEXT STEP	None
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DEPARTMENT RECOMMENDATION	N/A
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COMMITTEE/COMMISSION RECOMMENDATION	N/A
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ATTORNEY RECOMMENDATION	N/A
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(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS	
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APPROVAL OF SUPERVISOR	<i>Daniel Selman</i>
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