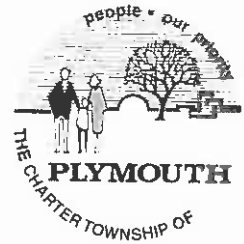


**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES STUDY SESSION**

Tuesday, August 15, 2017
7:00 PM



CALL TO ORDER at _____ P.M.

ROLL CALL: Kurt Heise____, Mark Clinton____, Chuck Curmi ____, Jerry Vorva____
Bob Doroshewitz ____, Jack Dempsey ____, Gary Heitman _____

A. APPROVAL OF AGENDA

Study Session - Tuesday, August 15, 2017

B. PRESENTATION – CENTER FOR CREATIVE STUDIES – Supervisor Heise

C. FIVE MILE ROAD PROPERTY SALE – Signature Associates

D. NEW MCKENNA CONTRACT– Laura Haw

E. UPDATED FEE SCHEDULES – Laura Haw

F. REVISED RV ORDINANCE – Heise/Bennett

G. APPOINTMENTS POLICY – Supervisor Heise/Trustee Dempsey

H. BUDGET UPDATE (If needed) – Supervisor Heise

I. PUBLIC COMMENTS AND QUESTIONS

PLEASE TAKE NOTE: The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office, 9955 N Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)

**THE PUBLIC IS ENCOURAGED AND INVITED TO ATTEND ALL
BOARD OF TRUSTEE MEETINGS!**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
STUDY SESSION
AUGUST 15, 2017**

**ITEM B
PRESENTATION
CENTER FOR CREATIVE STUDIES
SUPERVISOR HEISE**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
STUDY SESSION
AUGUST 15, 2017**

**ITEM C
FIVE MILE ROAD
PROPERTY SALE
SIGNATURE ASSOCIATES**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
STUDY SESSION
AUGUST 15, 2017**

**ITEM D
NEW MCKENNA CONTRACT
LAURA HAW**

August 7, 2017

Hon. Kurt Heise, Supervisor
Board of Trustees
Charter Township of Plymouth
9955 Haggerty Road
Plymouth, MI 48170

Subject: Agreement to Provide Planning, Zoning, and Economic Development Assistance to Plymouth Township

Dear Supervisor Heise,

Plymouth Township is a premier community that values solid planning and strategic economic development to maintain and promote a high-standard of quality of life. I am pleased to submit this proposed agreement to continue to provide professional planning and zoning services, with office-hours and economic development assistance, to support the efficient and effective functioning of the Township's Community Development department.

In January, 2017 the Township retained McKenna to provide skilled, experienced professionals to provide customer support and day-to-day consistency in planning services. From the feedback we've received from Township officials and the public, our onsite McKenna Community Development / Planner has ensured the efficient and effective functions of the department and exceeded expectations. Our successful work with the Township over the past seven (7) months, and during Ms. Radtke's maternity leave in 2015, demonstrates our ability to provide a range of services in a development friendly manner.

Further, we believe that the depth of resources and experience we have with more than 30 professionals will remain a valuable resource to the Township as development continues to get hot. Expertise is critical when planning for large developments, such as projects along the MITC corridor, but also for smaller residential infill, Township gateways, non-motorized plans, and Zoning Ordinance amendments to ensure regulations are aligned with current best practices. These are just a few instances where the McKenna professional team supports the best interest of the Township.

We know that the Township will weigh the benefits and costs of consultant services with other employee or contract assistance options. Over the long-haul, communities that partner with McKenna achieve the development results they envision.

Here are a few things to consider in your decision:

Employee or Contract Planner	Consulting Firm
<ul style="list-style-type: none"> • High turnover costs • Low pay or part time = always looking for jobs • Part time = not available when you need them and / or lack of flexibility to adjust hours • Contract protected • Lone wolf – not a part of a bigger planning team with experience around the region • Long-term insurance, retirement and other fringe costs to weigh 	<ul style="list-style-type: none"> • Stability, consistency, minimal turnover costs • Happy staff, excited about community growth • Resources and expertise of entire firm at Township's request, eg: economic development, design, environmental, transportation, graphic design, etc. • No risk of employee lawsuits • Team players – planners are active professionals with a team-based approach • No legacy costs, insurance, retirement, etc.

LOCAL KNOWLEDGE

Onsite planning and zoning services are a major part of McKenna's practice; we have provided similar services to many Michigan and Ohio communities, including Plymouth Township in several instances.

McKenna professionals bring many advantages to Plymouth Township, including a minimal learning curve because of:

- Recent experience with Township customer service expectations.
- Recent application of the Master Plan and Zoning Ordinance.
- Experience with department operational procedures and processes, schedules, and expectations.
- Sensitivity to long-term development expectations of the community leaders, including the Planning Commission and Board of Trustees.
- Years of institutional memory of the highly regarded Plymouth Community's guiding design principles.
- In-house landscape architects and site designers to prepare site designs and review landscape plans.

STRONG PROJECT MANAGER & SUPPORT PROFESSIONALS

We propose Laura Haw, AICP, Principal Planner, to remain as project manager and primary point of contact for Plymouth Township. Laura currently serves as the Township's Community Development Director / Planner and also successfully served in this capacity in 2015 during Ms. Radtke's maternity leave. Mrs. Haw represents the Township image well and applies an economic development friendly, high level customer service approach to each potential applicant. She works well with the public, accurately communicating subtle concepts with helpfulness, courtesy and respect. Mrs. Haw has two Bachelors of Art (with honors) from Michigan State University, and a Master of Urban Planning from the University of Michigan, with a concentration in physical planning and design.

To augment Laura's office hours and to fill in for vacations, etc., we propose Mr. Arthur Mullen, AICP, Senior Planner. Arthur is the former Planning Director for Van Buren Charter Township, and has substantial experience in local planning and zoning matters. Before that he was Executive Director for the Mt. Clemens DDA for approximately eight years. He is respected and liked by municipal leaders for his knowledge, problem-solving ability, efficiency and calm, pleasant demeanor with the public and fellow professionals. Arthur is a graduate of Columbia University.

We believe this team can provide the expertise the Township needs to achieve Plymouth's vision for continual development and prosperity. Our team of planners is well-versed in the full-range of planning, zoning and community development matters. The resumes of the team are attached for review.

SERVICE PROPOSAL

In our experience, communities often find they do not require consultant services onsite for 40 hours, five days a week. Tasks and meetings that require the Planner can be conveniently scheduled, including hours each week for applicant assistance, without detriment to the quality of service.

Most important is a predictable schedule when the Planner is available to the public and stakeholders. Based on our current experience and the volume of walk-ins, scheduled meetings, phone calls and email correspondence, we have given a description and fees for a Planner's part-time, at 16 hours of onsite presence at the Township Offices: two (2) full days each week. *This will maintain our current coverage to accommodate the public and economic demand.*

We have included a degree of flexibility that will allow the Township to quickly respond to changing demands for increased, or decreased, levels of service. The proposed contract includes a retainer for one (1) full day each week, with the ability for the Township to increase the amount of on-site services as desired.

Mrs. Haw will remain your primary Planning Commission, Board of Trustees, and Department Head contact and support person and provide professional service to Plymouth Township's economic development and professional planning leadership. This will include facilitation and guidance at pre-application meetings with developers, attendance and participation at special project meetings, such as MITC team meetings, and bi-weekly Department Head meetings to ensure consistency and maintain administrative relationships.

Onsite Services

We propose to be onsite at the Township Offices two (2) full days each week, e.g. full days on Tuesday and Thursday, of which one (1) day is included in the monthly retainer. One of the regularly scheduled days per week will be completed by McKenna Project Manager, Laura Haw, to ensure service consistency and to attend Department Head meetings.

While at the Township Offices, the McKenna planner will perform all responsibilities of the Community Development Director / Planner. If there is an overflow of work or additional tasks that are time sensitive, McKenna can supplement our onsite planner with additional assistance from our office. Please note that non-administrative applicant reviews will not be handled during onsite hours.

The planners responsibilities are summarized as follows: assist with zoning and planning questions from the public, developers and others; complete site plan inspections and follow up with code enforcement matters, collect Township planning fees and applications, prepare for and attend daytime meetings with applicants and potential applicants, attend and participate in Department Head meetings, distribute Planning Commission packets, review and revise Planning Commission minutes, write memos and supporting documents for accurate records, assist with DDA / BRA activities, and provide Community Development department and other department support.

Off-Site Services

Overflow work performed off-site at our Northville office will be billed at an hourly rate, unless the work is for a non-administrative review. GIS/Mapping services, graphic and urban design services, and administrative support will continue to be provided at our Northville headquarters.

In the case of a non-administrative review, McKenna will invoice reviews at the rates specified in the Township's adopted Community Development Fee Schedule. In following the current Township Fee Schedule, applicant fees will cover the cost of the reviews.

Please note, McKenna is not proposing any change to the rates specified in the Township's adopted Community Development Fee from 2012. Moreover, the proposed fee schedule in the attached contract lowers the cost of several established fees so that the Township can become more development friendly.

Meetings

Meetings of the Planning Commission, Board of Trustees, and others requested by the Township or held outside McKenna's noted regular office hours will extend the monthly retainer, per our proposal below. We propose that these meetings continue to be supported by Laura Haw, or another senior level professional.

Township Initiated Projects

Small Township initiated projects, such as Township initiated rezoning, maps, land use analysis, and opinion memos, will be completed under this retainer agreement. Larger projects, like completing a non-motorized plan, a capital improvements plan, or an overlay district, may require a case-by-case authorization, as is currently our practice with the Township.

Fees

We propose the following monthly professional fees to provide the services listed above and proportionate to the number of office hours, as follows:

1. Retainer: \$4,422 per month with one (1) meeting and one (1) full day of on-site services.
2. Additional On-site: \$735 for each additional full day and \$380 for each additional half day.
3. Hourly tasks: as requested.
4. Reviews: as needed (funded by application revenue).

The services shall be provided as follows:

- A. Onsite: McKenna will provide two (2) full days for a total of 16 hours a week, of onsite services at the Township Offices Hall (full days will be scheduled from 8:00 a.m. – 4:30 p.m. with a half hour lunch; if requested, half days will be scheduled from 8:00 a.m. – 12:00 p.m. or 12:30 p.m. – 4:30 p.m.).
- B. Reviews: Reviews shall be at the rates specified in the Township's adopted Community Development Fee Schedule for the Planner. *We are interested in discussing ways to better modify the fee schedule to help the Township recoup some of the costs of development.*
- C. Special Projects: Special projects will be handled on a case by case basis and invoiced on an hourly fee basis, as described in McKenna's attached Schedule of Regulations.

PERFORMANCE

All activities will be conducted with urgency, precision, courtesy and respect and at the Township's direction. The onsite planner(s) will be supported on an "as needed basis" by members of McKenna's 30 person staff of professionals.

HIRING MCKENNA PERSONNEL

Because McKenna incurs substantial expenses in recruiting, training, developing and retaining its talented professionals, we ask the community to agree not to hire or contract with McKenna employees.

TIMING

Services by McKenna will commence upon Township approval and continue until either party gives 30 days' notice indicating otherwise. Our professionals shall start immediately upon authorization. We will include one day of onsite training at our cost. Services may be adjusted by mutual agreement to expand or decrease hours, change onsite days, etc.

AUTHORIZATION

If you find the proposed services acceptable, please sign below and we'll start. *We are, of course, available to discuss alternative arrangements with you that might better serve your needs.*

Thank you for this opportunity to continue to serve Plymouth Township and to build on mutually formed, existing relationships.

Respectfully submitted,

McKENNA ASSOCIATES



John Jackson, AICP, President

cc: Phillip C. McKenna, AICP
Laura Haw, AICP

AUTHORIZATION TO PROCEED:

CHARTER TOWNSHIP OF PLYMOUTH, WAYNE COUNTY, MICHIGAN

Signature

Date

Signature

Date

Enclosures: Similar Engagements
 References
 Resumes John Jackson, AICP, President
 Laura Haw, AICP, Principal Planner
 Arthur Mullen, AICP, Senior Planner
 Project Samples

John R. Jackson, AICP, CNU

President



Education

Master of Urban Planning,
University of Michigan

Bachelor of Environmental Design,
Miami University, Oxford, Ohio

Trainer Certification

Mplace Partnership Initiative
Placemaking Curriculum –

Module 1:
People, Places and Placemaking

Module 2:
Form Planning and Regulations

Module 6:
Applied Placemaking

Memberships

American Planning Association

Michigan Association of Planning

American Institute of Certified Planners

Michigan Farmland and Community Alliance

Congress of New Urbanism

Affiliate member of the
American Institute of Architects

Professional Experience

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

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

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

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

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

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

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

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

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

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

Activities and Service

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

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

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

Co-chair, University of Michigan Urban Planning Student Caucus

Laura Haw, AICP

Principal Planner



Education

Master of Urban Planning,
Physical Planning + Design
Taubman College of Art + Architecture
University of Michigan

Bachelor of Arts (with honors)
Political Science / Pre-Law
Michigan State University

Bachelor of Arts (with honors)
International Development
Michigan State University

Certifications

American Institute of Certified Planners (AICP)

Memberships

American Planning Association

Michigan Association of Planning

Professional Experience

COMPREHENSIVE + SUB-AREA PLANNING. Preparation of master plans and sub-area plans, including data collection, documentation and analysis of existing conditions, character planning, goals and objectives writing, and recommendations / strategy matrixes for future project prioritization, phasing, and implementation processes. Additional focus on feasibility analysis, catalytic impact assessment, and ease of development opportunities. Project highlights:

- The Upper Westside Neighborhood Plan [City of Detroit]
- 8 Mile Boulevard: Catalyzing the Corridor [reinvestment study for 8MBA, various jurisdictions]
- Master Plans [Village of Vicksburg, Village of Franklin, City of Eastpointe]

PARKS + RECREATION / OPEN SPACE PLANNING. Expertise in creating parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications.

Additional practice in open space planning, including greenways (site analysis, traffic calming, optimal greenway layout, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and development of a vacant land re-activation rooted in green infrastructure and conversation. Project highlights:

- Vacant Land Toolkit [City of Detroit]
- Woodmere Greenway [study for UNI, southwest Detroit]
- Parks + Recreation Plans [Village of Lake Orion, Village of Vicksburg, City of Hudson]

LEAN ZONING. Experience in streamlining and re-structuring Zoning Ordinances to reduce red-tape, add clarity, and ensure quality building form. Preparation of text amendments to address new development trends, including elderly housing and accessory dwelling units, urban agriculture, and non-traditional commercial uses.

NON-MOTORIZED TRANSPORTATION PLANNING. Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

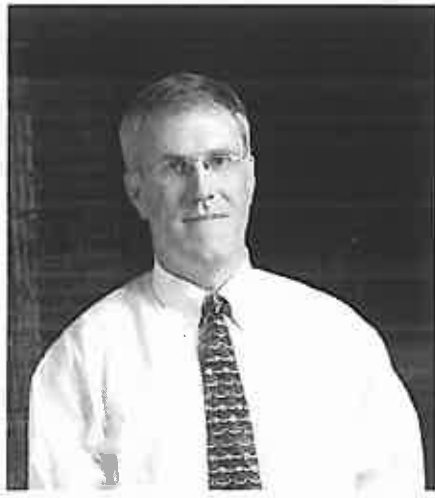
URBAN DESIGN. Site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Creation of Planned Unit Developments of luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism. Project highlights include the redevelopment of a vacant 62-acre site in south Chicago, IL into an active, mixed-use waterfront neighborhood and a 15 urban block redevelopment plan for Minneapolis, MN into a regional destination built upon the strengths of local businesses.

GRAPHIC DESIGN / DOCUMENT LAYOUT. Expertise in document layout for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics. Photographic documentation of successful urban planning and design projects. Additional experience in creation of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and graphics for clients.

PUBLIC ENGAGEMENT. Organization and the facilitation of various public engagement sessions, including community-wide public workshops, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Experience in designing innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting to ensure interactive and meaningful public engagement. Additional capabilities in organizing and managing online public engagement platforms, including social

Arthur F. Mullen, AICP

Senior Planner Consultant



Professional Experience

DOWNTOWN DEVELOPMENT AUTHORITY MANAGEMENT: As DDA Executive Director, managed implementation of multiple varied DDA projects, and conducted development-focused activities designed to support investment in a midrise downtown district. Managed non-profit organizations, directed their efforts, and handled their reporting requirements; managed the development of a Geographic Information System (GIS) database for city of over 16,000; directed media messaging in multiple print and web outlets on a variety of downtown topics including writing over 50 press releases per year; developed and maintained media contacts; developed information library to support development opportunities; created standing committees to improve communications with and between downtown businesses.

ECONOMIC DEVELOPMENT: Provided community planning and economic development services to cities and townships in Michigan. Responsibilities included advising DDA's and LDFA and business expansion agencies. Managed Tax Increment Financing Plans; researched economic development strategies for tax base expansion and redevelopment proposals. Successfully helped numerous non-profit and for-profit developers move quickly through complex City of Detroit review processes. Managed development financing using CDBG, bonds, UDAG and Sec. 108 loans.

GRANT WRITING AND COORDINATION: Conceptualized, researched, prepared, administered, and implemented private, federal and state grants for community and economic development projects, community planning, and business area redevelopment. Developed and managed the MotorCities Grants and Mini-grants program, leveraging \$200,000 into over one million dollars in new Auto Heritage programming.

ZONING AND PLANNING: Provided planning and zoning leadership and assistance to Planning Commissions, staff, and elected officials in cities and townships. Supervised significant updates to zoning ordinances, including lake and environmental regulations. Facilitated business expansions and rezonings, special land uses, site plans, land divisions, subdivisions, and redevelopment proposals. Fostered public participation in large scale public planning efforts: Motor Cities NHA Management Plan involving much of Southeast and Central Michigan, local streetscape design project and DDA downtown wayfinding project. Director of Planning and Economic Development for a growing community of 29,000; managed four staff and part-time inspectors for planning, zoning, building, economic development and environmental activities.

COMMUNITY DEVELOPMENT: Directed community development projects for Michigan communities, including planning and managing CDBG and housing rehabilitation; administered annual program application and administration, including park development and other projects.

HISTORIC RESOURCES DEVELOPMENT: Researched and wrote development history of Detroit's Cass Corridor, leading to four National Register districts; coordinated and implemented the MotorCities National Heritage Area Revitalization Program. Developed the 1,200 MotorCities sites index, a ground-breaking cultural heritage database. Prepared National Register nomination for a commercial building to support its redevelopment.

Education

Master of Science, Columbia University

Bachelors of Arts, Hamilton College

Professional Affiliations

Michigan Downtown Association,
Board Member

Michigan Historic Preservation Network,
Committee Member

Belle Isle Botanical Society, Former Board
Member

Certifications

American Institute of Certified Planners

Architectural Historian and Historian

Lean Zoning

VILLAGE OF OXFORD, MICHIGAN

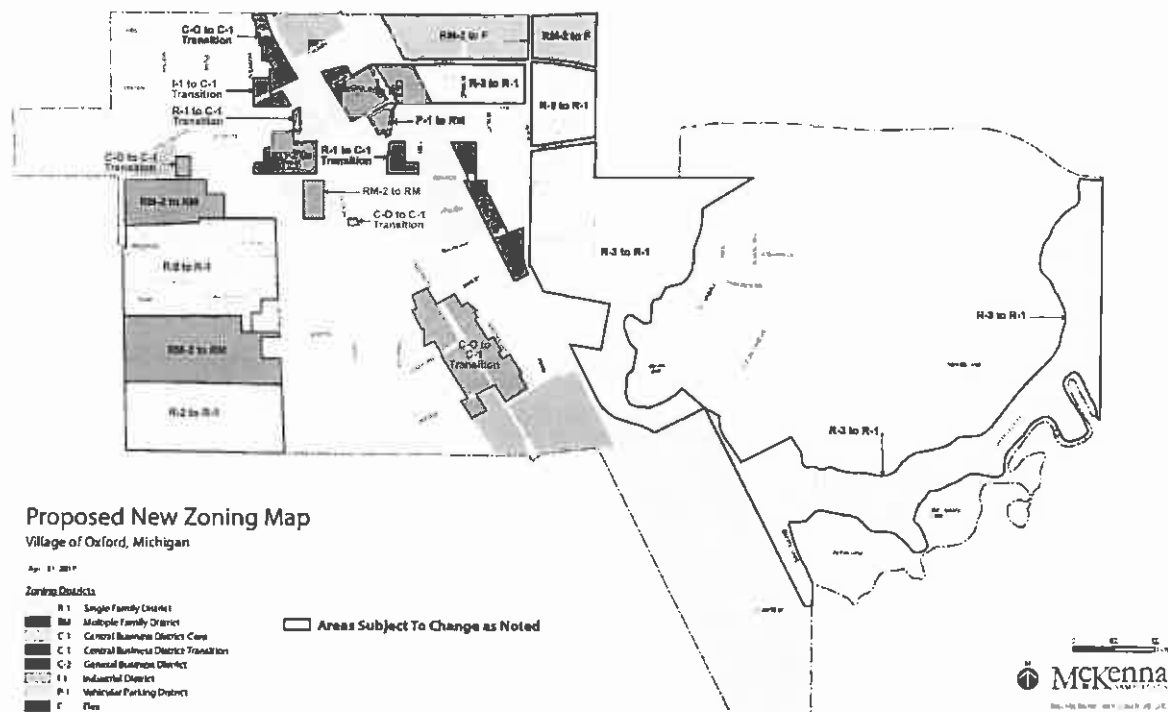
During the Village of Oxford's Master Plan Update, the Village Identified around a dozen sites for redevelopment. But there was a problem – the Village's own zoning was an impediment to investment in those sites.

Working with McKenna, the Village simplified and scaled back its zoning ordinance, with a focus on core goals, rather than superfluous regulations. Three zoning districts were eliminated and two more were consolidated into a single district. Requirements for Individual uses were curtailed in favor of broad standards applicable to all properties.

In place of the previous complexity, McKenna created a Form Based Code, allowing a broad range of uses while regulating the positioning and massing of buildings to protect the Village's historic character and charm. The project team also protected historic buildings through a Restricted Demolition Zone, and created a "Gateway Greenbelt" requirement to shield pedestrians from busy M-24 using landscaping.

The new Ordinance also included an innovative "Flex" district, which created a market-based process for determining the appropriate uses of a large vacant parcel on the Village's north side.

The new Ordinance had an almost immediate impact – several redevelopment sites were immediately targeted for new development almost as soon as it went into effect.



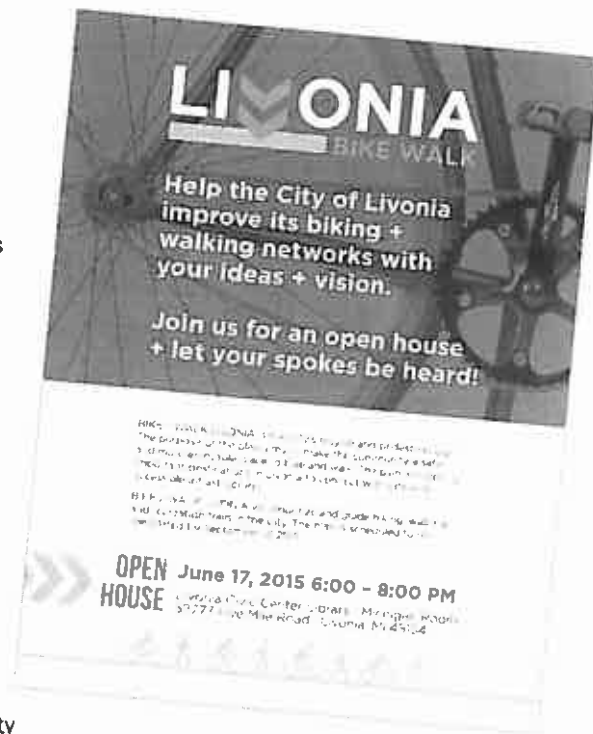
Non-Motorized Plan

CITY OF LIVONIA, MICHIGAN

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

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

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



LIVONIA
BIKE WALK

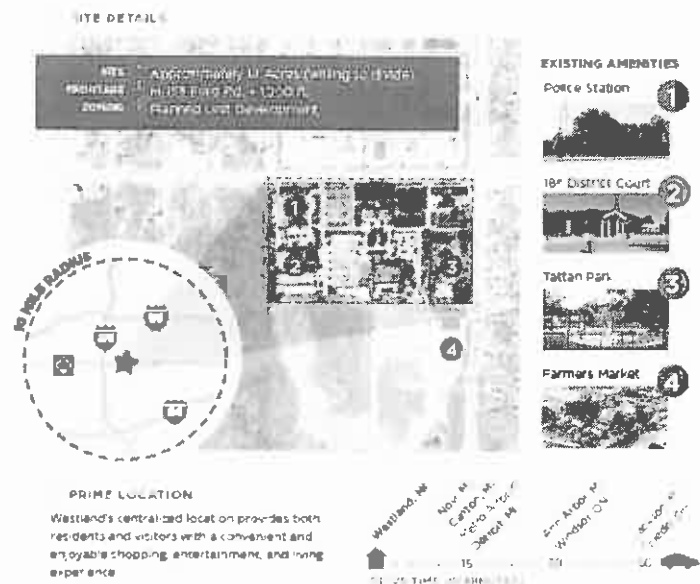
City Hall Redevelopment

CITY OF WESTLAND, MICHIGAN

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

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

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



Master Plan and Zoning Ordinance

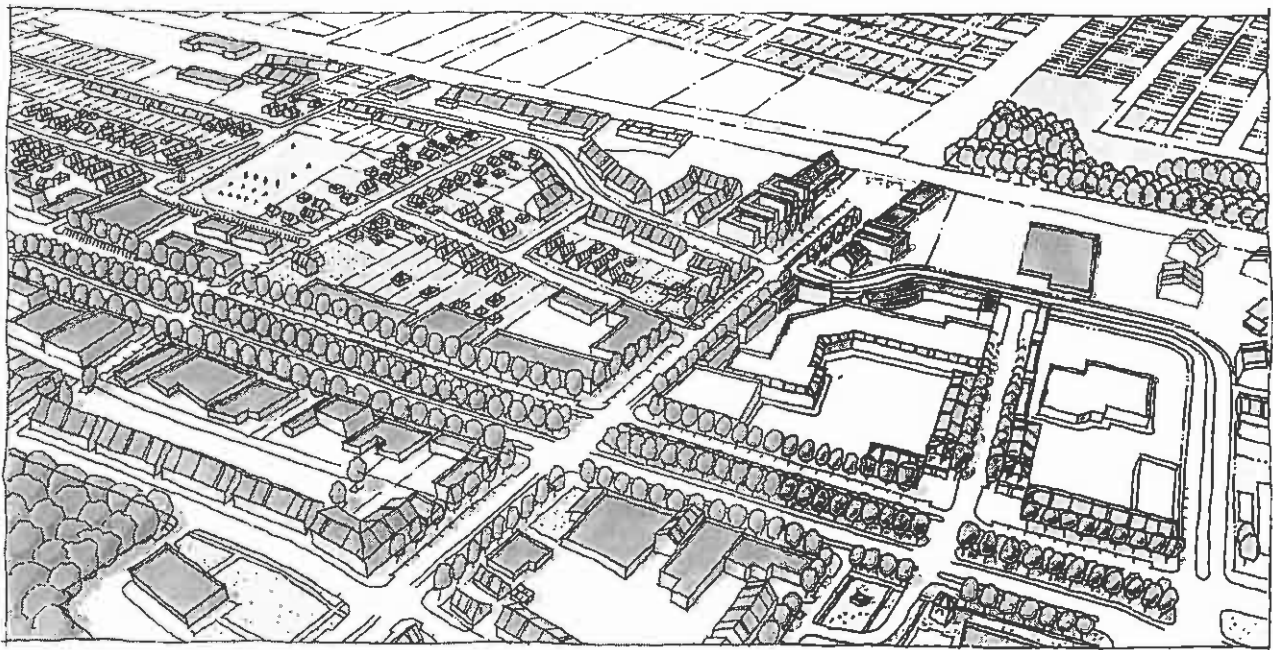
CITY OF INKSTER, MICHIGAN

The City of Inkster is an inner-ring suburb located west of Detroit, Michigan. At the 2010 census, the city's population was 25,369. It is one of the few Metro Detroit suburbs whose population is majority African American.

As part of the City's 2017 Comprehensive Plan update, McKenna developed a sub-area plan and multiple renderings for the city's downtown, primarily addressing the Michigan Avenue corridor.

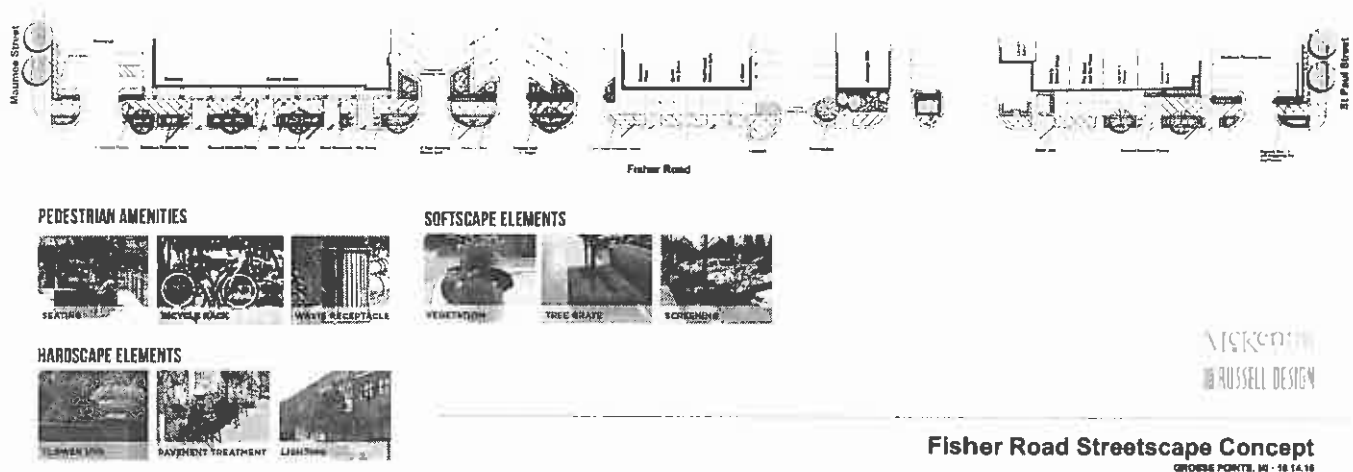
Given Michigan Avenue's wide Right-of-Way, and rather separated locations for development opportunities, a major project challenge was that of district unity. Therefore, McKenna's approach to unify the downtown was to introduce a disciplined alignment of building frontages coordinated with landscaping, on-street parking, while targeted infill development, and open frontages. Additionally, McKenna broke the vast project area down into workable districts based upon existing building proximities, existing and new street relationships, and proposed shopping center types.

The Plan and Zoning Update also establish a new entertainment district, pink zoning for downtown, pop-up retail provisions, and flexible parking, screening, and non-conformity requirements.



Fisher Road Streetscape

CITY OF GROSSE POINTE, MICHIGAN



The Fisher Road business district in Grosse Pointe is a neighborhood business district with a mix of retail, office, service, and residential uses. Buildings are located about 25 feet from the road and the area between the buildings and the road contained a wide range of paving, parking and landscaping.

Recognizing the unique characteristics of this neighborhood business district, the City updated its master plan and zoning ordinance to create a mixed-use neighborhood business district with specific design and form-based standards.

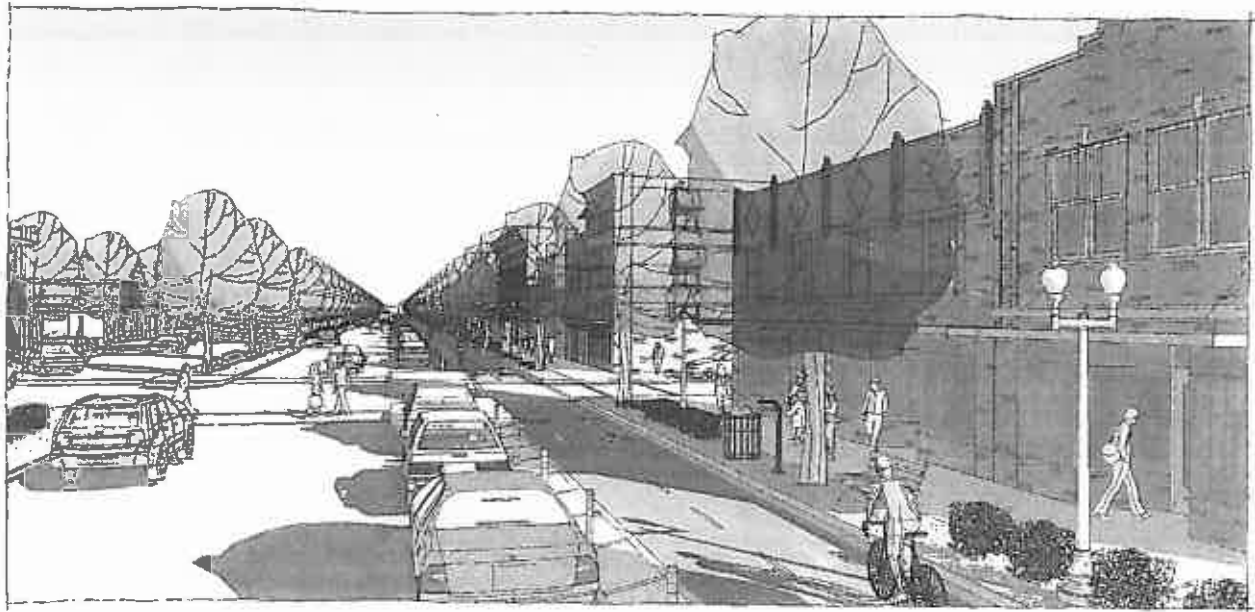
The City of Grosse Pointe had scheduled the replacement of a watermain that ran the entire length of the Fisher Road business district presenting the opportunity to unify and enhance the image of the district, and better experience for pedestrians in the district. In addition, a significant private redevelopment project that represented approximately 33% of the frontage in the district was being contemplated.

McKenna facilitated a number of interactive design workshops with property owners to identify desirable features such as landscaping, decorative pavement treatments, bike racks, street trees, and street lights.

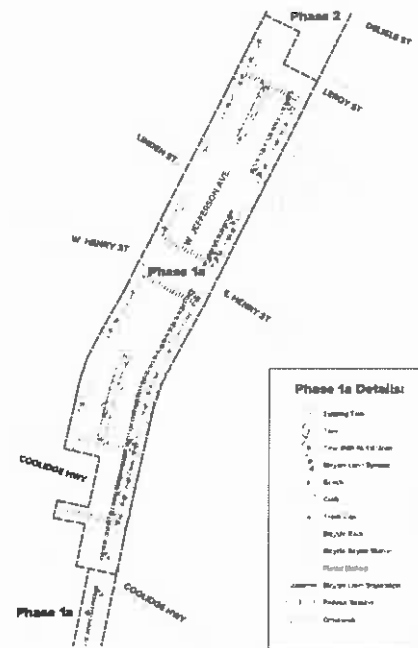
These workshops were also used to bring property owners together to form a special assessment district to pay for a portion of the preferred streetscape improvements.

Based on the results of the design workshops, McKenna developed a streetscape plan (currently under construction) for the Fisher Road business district that unified the image of this “front door” to the community and provided for improved pedestrian and bicyclist amenities.

CITY OF RIVER ROUGE, MICHIGAN

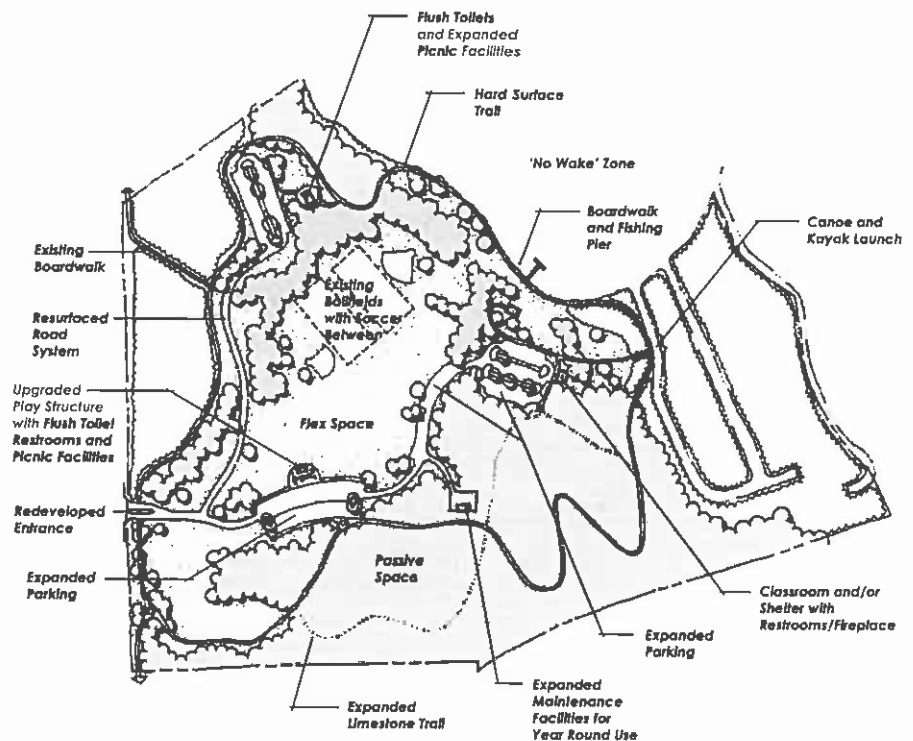


McKenna Associates gathered input from residents and city staff to determine potential redevelopment sites and general goals for the corridor. The plan included a retail market gap analysis to show how the corridor would be an attractive option for certain types of businesses. McKenna also developed a road design that included on-street bicycling routes and better pedestrian accommodations, meeting a major need on the corridor and taking advantage of the available right-of-way. Landscaping and streetscape elements were also included. The city used this plan to apply for a Transportation Alternatives Program grant to implement these improvements.



Parks and Recreation Master Plan

WEST BLOOMFIELD CHARTER TOWNSHIP, OAKLAND COUNTY, MICHIGAN



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

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

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

North Evans Street Corridor Redevelopment

CITY OF TECUMSEH, MICHIGAN



Tecumseh, Michigan is blessed with a solid traditional downtown that provides a wide range of uses, experiences, and events that create a memorable sense of place. Downtown mixed use renovations and historic restoration projects contribute to the community's reputation for excellence.

North Evans Street leads people from the north into Downtown Tecumseh and represented an opportunity to create a prominent mixed-use gateway. The corridor consisted of underutilized parking lots and commercial buildings that failed to convey the same sense of excitement and vitality as Downtown Tecumseh.

They say that "a picture is worth a thousand words"; working closely with representatives from the City and the DDA, McKenna Associates developed a creative vision for the redevelopment of North Evans Street. The concept was developed to show corridor property owners what could happen if they worked together with City technical assistance. The redevelopment concept includes a general site plan and three dimensional sketches showing how life in the corridor could drastically change with imagination and inspiration. McKenna graphics illustrated physical improvements including new gateway landscape treatments, mixed use redevelopment projects, recommended road profiles, non-motorized connections, crosswalks, and public art installations.

CONTACT:

Paula Holtz
Economic Development Director
309 E. Chicago Blvd
Tecumseh, MI 48286
pholtz@tecumseh.mi.us
(517) 424-6003

SIMILAR ENGAGEMENTS

DEPARTMENT MANAGEMENT AND STAFF AUGMENTATION SERVICES ONSITE

McKenna professionals are skilled in providing services in municipal offices as support for, or interim services such as 1) Staff Planner, 2) Zoning Administrator, 3) Community Development Director, 4) Economic Development Director, 5) Planning Director, 6) Chief Building Official, 7) Building Department Administrator and 8) Building Plan Reviewer/Inspectors.

In some communities McKenna provides all of the above functions.

We have provided these services in the following communities, among others:

Van Buren Charter Township, Wayne County, Michigan *
Lyon Charter Township, Oakland Co., Michigan*
Webberville, Michigan *
Lathrup Village, Michigan *
Plymouth Charter Township, Wayne Co., Michigan
Charter Township of Union, Isabella Co., Michigan *
Delhi Charter Township, Ingham Co., Michigan
Williamstown Township, Ingham Co., Michigan*
Hartland Township, Livingston Co., Michigan
Buena Vista Charter Township, Saginaw Co., Michigan
Commerce Charter Township, Oakland Co., Michigan
Northfield Township, Washtenaw Co., Michigan*
Grand Blanc Charter Township, Genesee Co., Michigan
London Township, Monroe Co., Michigan
Royalton Township, Berrien Co., Michigan
Saybrook Township, Ohio
Garden City, Michigan*
Clawson, Michigan*
Williamston, Michigan*
Rochester, Michigan*
Rochester Hills, Michigan
South Lebanon, Ohio
Walled Lake, Michigan*
Lake Orion, Michigan*
Birmingham Michigan*
Lincoln Park, Michigan*
Fenton, Michigan
Medina, Ohio
Oxford, Michigan*
Hudson, Ohio
Novi, Michigan*
Inkster, Michigan*
Westland, Michigan*
Hazel Park, Michigan
Ypsilanti, Michigan
Lake Angelus, Michigan*

***Current Onsite Municipal Planning/Consultant Services Clients**

REFERENCES

Hon. Patricia Carcone, Treasurer
Lyon Charter Township (Oakland Co.)
58000 Grand River Avenue
New Hudson, MI 48165
(248) 437-2240

Hon. Wanda Bloomquist, Supervisor
Williamstown Township (Ingham Co.)
4990 N. Zimmer Road
Williamston, MI 48895
(517) 655-3193

Mr. Dave Harvey
Former City Manager, City of Garden City
Current Executive Director
Michigan Commission on Law Enforcement Standards
Michigan State Police
106 W. Allegan, Suite 600
Lansing, Michigan 48909
(517) 322-1417

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

Mr. James Albus
Director of Building and Planning
City of Clawson
425 N. Main Street
Clawson, MI 48017
(248) 435-4500

Hon. Sharry Budd, Treasurer
Van Buren Charter Township (Wayne Co.)
46425 Tyler Road
Belleville, MI 48111
(734) 699-8906

Hon. William Wild
Mayor
City of Westland
36601 Ford Road
Westland, MI 48185-2298
(734) 467-3200

Mr. Darwin McClary, Manager
Village of Lake Orion
37 East Flint Street
Lake Orion, Michigan 48362
(248) 693-8391

Hon. Brad Hitchcock, President
Village of Webberville
115 S. Main Street
PO Box 389
Webberville, MI 48892
(517) 521-3984

Hon. Marlene Chockley
Township Supervisor
Northfield Township, Washtenaw Co.
8350 Main Street
Whitmore Lake, MI 48189
(734) 449-2880 ext. 12

Mr. James D. Anulewicz
Former Director – Plymouth Charter
Township
17275 Wind Chime Court
West Olive, MI 49460
(734) 634-1922

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

THIS AGREEMENT, entered into this ____ day of _____, 2017, by and between the PLYMOUTH TOWNSHIP, WAYNE COUNTY, State of Michigan, referred to as "Township" and McKENNA ASSOCIATES, INCORPORATED, a Michigan corporation of Northville, Michigan, referred to as "Consultant."

WITNESS:

SECTION 1 – AGREEMENT

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

SECTION 2 - RETAINER SERVICES

For services rendered pursuant to Section 2, the Township shall pay the Consultant the rate specified in Section 9.A.:

- A. McKenna will provide a professional planner for one 8.0 hour day per week to conduct the following on-site activities. All activities will be conducted with urgency, accuracy, courtesy and respect and at the direction of the Supervisor or their designee:
 - 1. Consult with applicants, Township officials, and others involved in the planning process at the counter, in person, by phone and email;
 - 2. Prepare agendas, packets, and public hearing notices for monthly Planning Commission and Downtown Development Authority/Brownfield Redevelopment Authority meetings;
 - 3. Provide zoning information on permits to the administrative staff;
 - 4. Assist in zoning administration activities;
 - 5. Assist in reviewing and ensuring that planning files are complete;
 - 6. Conduct site plan close-out inspections and reports;
 - 7. Conduct field reconnaissance and verification for compliance;
 - 8. Perform research and analysis;
 - 9. Complete other duties, as assigned.
- B. The Consultant shall attend up to a total of one (1) regularly-scheduled Planning Commission, Zoning Board of Appeals, Downtown Development Authority/Brownfield Redevelopment Authority, or Board of Trustee meeting per month. At the regular meetings, the professional planner shall:
 - 1. Confer with the Township Supervisor, Zoning Administrator, Building Official, or other Township officials regarding the agenda prior to the meeting.
 - 2. During meetings, provide guidance and assistance regarding local, state, and federal legislation, procedure, regulations, and planning, zoning and community design principles.
- C. On a day to day basis, provide email and telephone advice, assistance, and coordination with Township officials, and others doing business with the Township in all matters pertaining to administrative, advisory and legislative responsibilities, as applied to zoning, special use permits, subdivision, commercial/industrial/multiple-family and other developmental issues, as requested by the Township.
- D. Provide a Planner's Report on planning, zoning, and development issues which may affect the Township.
- E. The Consultant shall make the Township officials generally aware of the availability of sources of various funds and economic development mechanisms.
- F. The Consultant shall make available its professional library of planning, design, development, housing, zoning and census information.

SECTION 3 - HOURLY RATED PLANNING AND ZONING SERVICES

For services rendered pursuant to Section 3, the Township shall pay the Consultant at the hourly rate specified in Section 9.B.:

- A. Preparation for and attendance at Planning Commission, Zoning Board of Appeals, and Board of Trustees meetings (outside of those specified in Section 2: Retainer Services). At the meetings, the consultant shall:
 - 1. Confer with the Chairperson and/or Township Supervisor regarding the agenda prior to the meeting.
 - 2. During the meeting provide guidance and assistance regarding local and State legislation, procedures, regulations and planning, zoning and design principles.
- B. The Consultant shall review potential land development proposals as to advisability and feasibility pursuant to the Township's land regulations and plans.
- C. Coordination of Township planning activities with other local, county, state, and regional agencies and authorities with jurisdiction, including but not limited to the Michigan Department of Natural Resources, and Michigan Department of Transportation, the Michigan State Housing Development Authority, when requested by the Township.
- D. The Consultant shall make the Township officials generally aware of the availability of sources of various funds and economic development mechanisms.
- E. Provision of assistance on the Community Development Block Grant (CDBG) and Neighborhood Stabilization (NSP) programs and assistance on other similar Federal, State and local programs which may be applicable.
- F. Preparation for and attendance at meetings of a planning or coordinating nature, with other agencies or groups, as requested by authorized Township officials.
- G. Professional planning and related work in the maintenance of the Master Plan and interpretation and revision of the plan as required.
- H. Provision of verbal and/or written reports, reviews and recommendations or other services (e.g., extensive revisions of zoning ordinance, map and text) to the Township as specifically requested by authorized Township officials.
- I. Review of proposed developments which require extensive economic development assistance, environmental assessments, landscape design and review, extensive traffic studies or environmental impact statements beyond usual site plan review.
- J. Provision of other technical services related to planning, land use and spatial concerns, as may be requested by authorized Township officials.
- K. Sitting as expert witness in court cases involving the Township, for a fee equivalent to one hundred fifty percent (150%) of the hourly rate specified in Section 9.B.
- L. Preparation of grant applications for submission to federal, state, county or other agencies.
- M. Provision of on-site planning and zoning services as requested by authorized Township officials.
- N. Provision of other professional, technical and design services as may be requested by authorized Township officials.
- O. Assist the Planning Commission in the preparation of the State mandated annual planning and zoning report to the Township Board of Trustees including planning issues, studies, regulations, grant programs, etc. which the

Supervisor or their designee deems appropriate.

- P. McKenna will annually update the Township Zoning Map.

SECTION 4 - HOURLY RATED DOWNTOWN DEVELOPMENT AUTHORITY (DDA)/BROWNFIELD REDEVELOPMENT AUTHORITY (BRA) SERVICES

For services rendered pursuant to Section 3, the Township shall pay the Consultant at the hourly rate specified in Section 9.B.:

- A. Assistance in planning, designing, prioritizing, scheduling, programming and developing future projects.
- B. Completion of reports, research and analysis as directed.
- C. Assistance in drafting and amending the annual budget.
- D. Preparation for and attendance at DDA/BRA meetings.
- E. Preparation for and meeting periodically with Township staff to review DDA/Township issues.
- F. Coordination of DDA/BRA-funded activities with the Township and the Village's and DDA/BRA's engineering consultants.
- G. Preparation for periodic reports to the DDA/BRA Board and Township Board of Trustees on the progress of DDA/BRA funded activities, scheduling of future activities and related matters.
- H. Assistance to the DDA/BRA Board and Township Board of Trustees in obtaining financing for DDA/BRA activities.
- I. Other services as authorized by the DDA/BRA.

SECTION 5 - REVIEW SERVICES

The Consultant shall provide written technical recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions and combinations), in accordance with the Township Zoning Ordinance and Code of Ordinances. All such work shall be paid by the Township in accordance with the schedule of fees included in Section 9.D., herein.

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

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

SECTION 6 - COOPERATION

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

SECTION 7 - CONSULTANT PROVISIONS

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

SECTION 8 - TOWNSHIP PROVISIONS

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

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

SECTION 9 - COMPENSATION

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

- A. Retainer under Section 2
For services rendered pursuant to Section 2, the Township shall pay the Consultant a retainer of four thousand, four hundred and twenty two dollars (\$4,422.00) per month.
- B. Hourly Rated Services under Sections 3 and 4
For services rendered pursuant to Sections 3 and 4 above, the Township shall pay the Consultant at the hourly rate specified in the following schedule, only upon request by the Township:

<u>Professional Classification</u>	<u>Rate Per Hour</u>
President	\$150.00
Executive or Senior Vice President	\$135.00
Vice President	\$130.00
Director	\$120.00
Senior Principal or Manager	\$110.00
Principal	\$99.00
Senior	\$83.00
Associate	\$68.00
Assistant	\$58.00
Aide	\$44.00
Administrative Assistant	\$42.00

- C. Compensation For On-site Services Under Sections 3 and 4.
For on-site services rendered pursuant to Sections 3 and 4 above, the Township shall pay the Consultant \$380.00 per ½ day at Township Hall (8:00 a.m. – 12:00 p.m. or 12:30 p.m. – 4:30 p.m.) and \$735/day for each full day 8:00 a.m. – 4:30 p.m. with ½ hour lunch.
- D. Compensation For Services Under Section 5.
For the following reviews, fees shall be paid by the Township to the Consultant for services rendered per Section 3. of this Agreement, in accordance with the following schedule. Payment of the following fees shall not be contingent upon Township's receipt of payment from the applicants.

** Final stamp review to be charged when review is conducted off-site.*

1.	REZONING / CONDITIONAL REZONING REVIEW	
a.	Review	\$1,000 plus \$45/acre
b.	Final Stamp Review	\$300*
2.	SPECIAL LAND USE REVIEW	
a.	First Review	\$700
b.	Final Stamp Review	\$300*
3.	OPTION REVIEW (R.U.D., CLUSTER, P.U.D.)	
a.	Concept Plan Review (Planning Commission)	\$900 plus \$35/acre
b.	Concept Plan Review (Board of Trustees)	\$300
c.	Final Stamp Review	\$375
d.	Amendments or Modifications	\$900 plus \$35/Ac
4.	PLAT REVIEW	
a.	Tentative Preliminary	\$800 plus \$10/lot
c.	Final Preliminary	\$950 plus \$10/lot
d.	Final Plat Review (Planning Commission & Board of Trustees)	\$450 plus \$5/lot
5.	SITE CONDOMINIUM SUBDIVISION	
a.	Tentative Approval	\$715 plus \$10/unit
b.	Final Approval	\$760 plus \$10/unit
c.	Final Stamp Review	\$300*
6.	LOT SPLITS / COMBINATIONS / MODIFICATIONS	
a.	First Review, Non Single-Family Residential	\$350 plus, \$60 per resulting lot(s)**
b.	First Review, Single-Family Residential	\$150 plus, \$60 per resulting lots(s)**
c.	Lot Line Modification, First Review	\$300
	** Fee is doubled if more than four new parcels.	
7.	SITE PLAN REVIEW	
a.	CLUSTER HOUSING	
1)	First Review	\$750 plus \$60/acre
2)	Final Stamp Review	\$300*
b.	MULTIPLE FAMILY, (R-2-A)	
1)	First Review	\$750 plus \$60/acre
2)	Final Stamp Review	\$300*
c.	COMMERCIAL (C-1, C-2), OFFICE (OS), INDUSTRIAL (IND, TAR)	
1)	First Review	\$750 plus \$60/acre
2)	Final Stamp Review	\$300*
d.	ANN ARBOR ROAD CORRIDOR, (ARC, OSARC)	
1)	First Review	\$850 plus \$60/acre

2)	Final Stamp Review	\$300*
e.	MID-RISE / MOBILE HOME PARK / SCHOOL, CHURCH	
1)	First Review	\$850 plus \$60/acre
2)	Final Stamp Review	\$300*
f.	P.U.D.	
1)	First Review	\$850 plus \$60/acre
2)	Final Stamp Review	\$300*
3)	Review, Board of Trustees	\$400
g.	ADDITIONS TO EXISTING BUILDINGS	
1)	First Review	\$750 plus \$60/acre
2)	Final Stamp Review	\$300*
h.	ADMINISTRATIVE REVIEW	\$650 plus \$60/acre
8.	SPECIAL MEETINGS	
a.	Planning Commission	\$300
b.	Pre-application / Meetings to review procedures / Revisions etc.	\$95
9.	OTHER APPLICATIONS	\$750 plus \$60/acre
10.	SIGN REVIEW (ARC, OS-ARC) PER SIGN	\$200
11.	LANDSCAPE OBSERVATION & REPORT / DOCUMENT REVIEWS	Hourly rate.
9.	<u>Revisions</u> (plans and submissions that have been previously reviewed by the Consultant and subsequently revised): one half of original fee.	
10.	<u>Meetings at Consultant's or Township offices with applicants:</u> Hourly rate as specified in Section 9.B., \$200.00 minimum charge.	
11.	<u>Resubmission after 90 Days or Major Revisions:</u> 100% of original fee.	

The hourly rates, and review fees in Section 9 are valid through June 30, 2018 after which the Consultant may increase its hourly rates, and review fees per classification by a percentage equal to the Consumer Price Index for the Detroit Metro Area as reported by the U.S. Department of Labor, Bureau of Labor Statistics.

SECTION 9 - ADDITIONAL SERVICES

For services requiring additional time or meetings beyond the scope identified in this agreement and as requested by the Township, the Consultant shall be compensated by the Township at the rate set forth in Section 9.B., herein. It is expressly understood and agreed that the compensation provided herein shall not cover the following services:

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

studies, market studies, municipal department administration, program development and similar plans, programs and studies.

D. Outside reproduction.

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

SECTION 10 - HIRING MCKENNA PERSONNEL

Because McKenna incurs substantial expenses in recruiting, training, developing and retaining its talented professionals, we ask the community to agree not to hire or contract with McKenna employees.

SECTION 11 - EQUAL EMPLOYMENT OPPORTUNITY

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

SECTION 12 - OWNERSHIP OF DATA

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

SECTION 13 - COMPLIANCE WITH ALL LAWS

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

SECTION 14 - NO CONFLICT OF INTEREST

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

SECTION 15 - COMPLIANCE WITH CODE OF ETHICS

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

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

WITNESS:

**PLYMOUTH TOWNSHIP
WAYNE COUNTY, MICHIGAN**

By: _____

By: _____

McKENNA ASSOCIATES, INCORPORATED

By: _____
John R. Jackson, AICP, President

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
STUDY SESSION
AUGUST 15, 2017**

**ITEM E
UPDATED FEE SCHEDULES
LAURA HAW**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD CONSIDERATION

MEETING DATE: August 15, 2017

ITEM: 2017 Community Development Schedule of Fees *DRAFT*

PRESENTER: Mrs. Laura Haw, Community Development Director / Planner

BACKGROUND:

Plymouth Township's current Community Development Schedule of Fees (to applicants / developers) are competitive in comparison to surrounding communities and five years have passed since the Township adjusted these fees. We understand the Township has avoided increases as long as possible. However, the Schedule of Fees should more accurately reflect the costs of providing professional and administrative community development services.

Enclosed is the 2017 Community Development Schedule of Fees DRAFT which presents modest increases to the base fees. Please note that in several instances, a reduction to the base fee is recommended, in an effort to be more development-friendly. Recommended adjustments to the Schedule of Fees are based on both on the development characteristics of Plymouth Township and current fees required by surrounding communities (i.e. Canton, Northville Township, etc.) and communities where similar, high-quality development is routine (i.e. Troy, Birmingham, etc.).

The potential impact of the proposed Schedule of Fees is summarized below, looking at the first six months of this year, from January – June 2017, for Township and Planner Fees:

- Current-
The Community Development Department collected \$53,085.46 in fees from submitted applications (ex: site plan review, PUD Option, etc.).
- Proposed Fee Schedule-
The Community Development Department would have collected \$63,669.46 in fees from submitted applications (ex: site plan review, PUD Option, etc.); difference of \$10,584.00.

Please note, the proposed base fee increases are captured wholly by Township fees (see enclosed Transmittal of Funds for example breakdown). No increase to McKenna (planner) fees is proposed. In several cases, McKenna is reducing its fee to help facilitate the Township's ability to offer more development-friendly fees.

In addition, it is recommended that the Township's Community Development Application Packets (enclosed) is revised. These packets are currently over 15 pages long; which is overwhelming for applicants and contains confusing and outdated information. The trend for communities is a streamlined packet where applicants can quickly and easily find the information needed. Revisions to the Application Packets will also reduce on-site time as the Department receives constant questions on processes, fees and requirements.

The Township Engineer and Attorney have also weighed in on the Application Packets and Schedule of Fees and provided valuable recommendations moving forward; their contributions are appreciated.



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD CONSIDERATION

MEETING DATE: August 15, 2017

ITEM: 2017 Community Development Schedule of Fees *DRAFT* (continued)

RECOMMENDATION:

To recommend adjustments, if any, to the draft 2017 Community Development Schedule of Fees and consider again the proposed Schedule of Fees, and the revision of the Department's Application Packets, at a regularly scheduled Board of Trustees meeting.

Enclosed: 2017 Community Development Schedule of Fees *DRAFT*, track changes copy
 Example, Transmittal of Funds for Fee Breakdown
 Application Packet: Special Land Use Review (current)

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth Division of Public Services

Effective **2017**



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

*Proposed adjustments, shown in **red front**.
Proposed text to be removed, shown in **strikethrough**.*

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
1. REZONING & CONDITIONAL REVIEW Recording Cost Engineer and Attorney (if requested) Traffic/Impact Study (if required)	\$2,900, plus \$55 per acre \$2,900, plus \$50 per acre (Canton: \$2,500) plus \$600 (Escrow) Time and Material \$1,200
2. CONDITIONAL REZONING REVIEW Recording Cost Engineer and Attorney fees (if requested) Engineer Final Stamp Review (if required) Traffic/Impact Study (if required)	\$2,900 plus \$70 per acre plus \$600 (Escrow) Time and Material \$300 \$1,200
3. SPECIAL USE REVIEW Engineer and Attorney fees (if required) Each Revision Engineer and Attorney fees (if required) Traffic/Impact Study (if required)	\$2,350 \$2,800 (consistent with Birmingham) plus Time and Material \$625 Time and Material \$1,200
4. OPTION REVIEW (R.U.D., CLUSTER, P.U.D.) Concept Plan Review (Planning Commission) Attorney fees Each Revision Concept Plan Review (Board of Trustees) Attorney fees (if requested) Traffic/Impact Study (if required) Amendments or Modifications to an Existing Option Attorney fees (if requested)	\$2,750 plus \$35 per acre \$3,000 plus \$50 (consistent with Troy) Time and Material \$1,075 plus \$17 per acre \$1,550 \$1,600 Time and Material \$1,200 \$2,150 plus \$35 per acre \$3,000 plus \$50 Time and Material

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth Division of Public Services

Effective 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
5. PLAT REVIEW <div>Tentative Preliminary Attorney fees (if requested)</div> <div>Each Revision</div> <div>Final Preliminary Attorney fees (if requested)</div> <div>Final Plat Review (Planning Commission & Board of Trustees)</div> <div>Traffic/Impact Study (if Required)</div>	\$2,150 plus \$15 per lot \$3,000, plus \$30 per lot (consistent with Canton) Time and Material \$1,125 plus \$7.50 per lot \$2,750 plus \$25 per lot Time and Material \$1,350 plus \$10 per lot \$1,500, plus \$15 per lot \$1,200
6. SITE CONDOMINIUM SUBDIVISION <div>Tentative Approval Attorney fees (if requested)</div> <div>Final Approval Attorney fees (if requested)</div>	\$2,205 plus \$20 per unit Time and Material \$3,195 plus \$20 per unit Time and Material
7. LANDSPLIT / COMBINATION Lot Split First Review, Residential & Commercial Attorney fees (if requested) Each Revision, Residential & Commercial Attorney fees (if requested) Lot Line Modification, First Review, All Property Attorney fees (if requested) Lot Line Modification, Each Revision Attorney fees (if requested) <div>Land Combination, First Review</div> <div>Land Combination, First Review, Single Family Residential Only (Administrative)</div>	\$1,150 plus \$120 per resulting lots* \$1,200 plus \$100 per resulting lot (Canton: \$1,200, plus \$75) Time and Material *Fee is doubled if there are more than four new parcels \$575 plus \$60 per resulting lots* Time and Material *Fee is doubled if there are more than four new parcels \$1,050 \$1,200 Time and Material \$475 Time and Material \$800 \$400

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth Division of Public Services

Effective 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
8. SITE PLAN REVIEW**	
<i>** Should the applicant request both tentative and final site plan review at the same time, the total fee shall be increased by 1.5 percent.</i>	
<u>CLUSTER HOUSING / RESIDENTIAL UNIT</u>	
First Review Attorney fees (if requested)	\$3,100 plus \$110 per acre \$3,500, plus \$150 (Canton: \$3,000, plus 150 per acre). Time and Material
Each Revision Attorney fees (if requested)	\$1,150 plus \$80 per acre (Canton: \$1,500, plus \$150 per acre). Time and Material
<u>MULTIPLE FAMILY (R-2-A)</u>	
First Review Attorney fees (if requested)	\$3,100 plus \$110 per acre \$3,500, plus \$150 Time and Material
Each Revision Attorney fees (if requested)	\$1,150 plus \$80 per acre Time and Material
<u>COMMERCIAL (C-1, C-2), OFFICE (OS), INDUSTRIAL (IND, TAR)</u>	
First Review Attorney fees (if requested)	\$3,100 plus \$110 per acre \$3,500, plus \$150 Time and Material (Northville: \$2,300, Canton: \$3,000)
Each Revision Attorney fees (if requested)	\$1,150 plus \$80 per acre \$1,500, plus \$100 Time and Material
<u>ANN ARBOR ROAD CORRIDOR (ARC, OS-ARC)</u>	
First Review Attorney fees (if requested)	\$3,250 plus \$110 per acre \$3,500, plus \$150 Time and Material
Each Revision Attorney fees (if requested)	\$1,225 plus \$55 per acre Time and Material
<u>MID-RISE</u>	
First Review Attorney fees (if requested)	\$3,250 plus \$110 per acre \$3,500, plus \$150 Time and Material
Each Revision Attorney fees (if requested)	\$1,225 plus \$55 per acre Time and Material
<u>MOBILE HOME PARK</u>	
First Review Attorney fees (if requested)	\$3,350 plus \$120 per acre \$3,500, plus \$150 Time and Material
Each Revision Attorney fees (if requested)	\$1,275 plus \$60 per acre \$1,500, plus \$100 Time and Material

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth Division of Public Services

Effective **2017**



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
8. SITE PLAN REVIEW (continued)	
<u>P.U.D.</u>	
First Review	\$3,250 plus \$110 per acre \$3,500, plus \$150
Attorney fees (if requested)	Time and Material
Each Revision	\$1,225 plus \$55 per acre
Review, Board of Trustees	\$1,100 \$1,600
<u>SCHOOL, CHURCH</u>	
First Review	\$2,750 plus \$110 per acre \$3,500, plus \$150
Attorney fees (if requested)	Time and Material
Each Revision	\$1,075 plus \$55 per acre
<u>ADDITIONS TO EXISTING BUILDINGS</u>	
First Review	\$2,925 plus \$110 per acre \$3,000, plus \$150
Attorney fees (if requested)	Time and Material
Each Revision	\$1,075 plus \$55 per acre
Attorney fees (if requested)	Time and Material
<u>ADMINISTRATIVE REVIEW</u>	May only require Township review and fee
Township Fee	\$2,500, plus \$100 per acre (total)
Engineer Fee	\$750
Planner Fee	\$650 plus \$50/acre
Attorney Fee	\$650 plus \$60/acre
	Time and Material
<u>ADMINISTRATIVE REVIEW (minor)</u>	\$350
9. LAND FILL REVIEW	
Attorney fees (if requested)	\$1,200 plus \$40 per acre
	Time and Material
10. SPECIAL MEETINGS	
<u>PLANNING COMMISSION</u>	\$1,800 \$2,000
<u>PRE-APPLICATION / MEETINGS TO REVIEW</u>	
Engineer	\$165 \$175
Planner	\$165 \$175
Engineer and Planner	\$260

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth Division of Public Services

Effective 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
11. OTHER APPLICATIONS Attorney fees (if requested)	\$2,250 plus \$110 per acre \$2,500, plus \$150 Time and Material
12. SIGN REVIEW (ARC, OS-ARC), per sign	\$600 \$400 *Recommend to re-evaluate the sign permit review with Building Department and Zoning Ordinance requirement for Planning Commission review of ARC Signs into full Administrative Review by the Community Development Department at a later date.
13. LANDSCAPE OBSERVATION & REPORT <u>COMMERCIAL, OFFICE, ARC, OS-ARC, INDUSTRIAL, TAR or INSTITUTIONAL (SCHOOL, CHURCH etc.)</u> First Site Visit & Review Each Subsequent Site Visit & Review <u>MULTIPLE FAMILY, MID-RISE, MOBILE HOME PARK, SUBDIVISIONS, SITE CONDOMINIUMS, CLUSTER HOUSING</u> First Site Visit & Review Each Subsequent Site Visit & Review <u>SUBDIVISIONS, SITE CONDOMINIUMS, CLUSTER HOUSING</u> First Site Visit & Review Each Subsequent Site Visit & Review	 \$950 plus \$60 per acre \$600 \$475 plus \$30 per acre \$1,200 plus \$60 per acre \$700 \$600 plus \$30 per acre \$1,400 plus \$20 per acre \$700 plus \$10 per acre
14. PRIVATE ROAD Road Plan Road Maintenance Agreement	 \$1,200 plus \$110 per lots over 4 \$900

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth Division of Public Services

Effective 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
DOCUMENT REVIEWS***	
P.U.D./R.U.D. Engineer, Planner and Attorney	\$250 \$350 for all Time and Material
Open Space Community Engineer, Planner and Attorney	\$250-plus Time and Material
Private Road Engineer, Planner and Attorney	\$250-plus Time and Material
Landscape Maintenance Engineer, Planner and Attorney	\$250-plus Time and Material
Open Space Maintenance Engineer, Planner and Attorney	\$250-plus Time and Material
Stormwater Maintenance Engineer, Planner and Attorney	\$250-plus Time and Material
Easements Engineer, Planner and Attorney	\$250-plus Time and Material
Subdivision/Condominium Engineer, Planner and Attorney	\$250-plus Time and Material
Declaration of Restrictions Engineer, Planner and Attorney	\$250-plus Time and Material
Deed Restrictions Engineer, Planner and Attorney	\$250-plus Time and Material
By-Laws Engineer, Planner and Attorney	\$250-plus Time and Material
Wayne County Agreements Engineer, Planner and Attorney	\$250-plus Time and Material
Others Engineer, Planner and Attorney	\$250-plus Time and Material
Each Revision Engineer, Planner and Attorney	\$250-plus Time and Material
Traffic / Impact Study Engineer, Planner and Attorney	\$350 ***Document review fees are base fees, additional fees by the Engineer, Planner and Attorney may be invoiced on a Time and Material basis. A single escrow account in the amount of \$3,000 shall be established for reviews by the Engineer, Planner and Attorney (\$1,000 per consultant.) Community Development shall withdraw fees from the escrow account based on invoices submitted by the consultant based on time & materials. If any \$1,000 segment is drawn down to \$400 or less, the applicant shall submit additional funds to bring the segment back to the \$1,000 escrow. At the conclusion of the project, any remaining escrow funds shall be refunded to the applicant. Recording Fees are the responsibility of the applicant.

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective January 1, 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TRUST AND AGENCY FEES

REVIEW IMPROVEMENT PLANS

Sanitary, storm sewers and watermain
percent of estimated construction costs

4.52%. Minimum Deposit = ~~\$300~~ **\$400**

Part 41 sanitary sewer permit applications

\$300

INSPECTION TASKS

Sanitary, Township storm and water at installation;
Field check for:

Release of bonds on monuments and lot irons.

Release of bonds on site improvements.

Per Diem @ Daily rate

Minimum Deposit = 3% of construction costs
or

Three (3) inspection days, whichever is greater.

GENERAL ADMINISTRATION OF CONSTRUCTION

2% of construction costs. Minimum Fee = \$450

All revisions will be 1/2 of the original fee. A first review fee will be charged if revised application is submitted later than 180 days or if substantial modifications are made.

Additional Engineering and Attorney fees may be required for all applications, and invoiced by Time and Material.

Transmittal of Funds

Community Development Department
Charter Township of Plymouth



Transmittal No: 071317-1

Date Received: 7/13/2017

Received By: cmartin

Application No: 2248

Project Name: Adient CTU Expansion Project

Fee Type: Site Plan Revision - Commercial (C-1, C-2, OS, IND, TAR)

Attorney Fee: \$0.00

Township Fee: \$400.00

Engineer Fee: \$950.00

Planner Fee: \$1,065.00

Total Received: \$2,415.00

Cash: ☐

Check No:

Check From: Steven Farely

Address: 150 W. Jefferson

Detroit

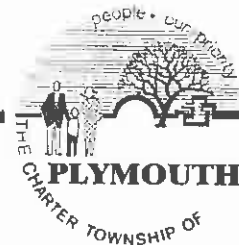
MI 48226

Notes:

All funds to be transmitted to the Treasurer's office daily by 3:00 PM. A copy of the receipted transmittal to be returned to the Community Development Department the following day.

APPLICATION PACKET SPECIAL LAND USE REVIEW

COMMUNITY DEVELOPMENT DEPARTMENT
CHARTER TOWNSHIP OF PLYMOUTH
9955 N. Haggerty Road
Plymouth, MI 48170



APPLICATION PACKET
SPECIAL LAND USE REVIEW
Community Development Department
Charter Township of Plymouth

1. PURPOSE

Within each zoning district, there are uses classified as "Special Land Uses," which may be consistent with the purpose and objectives of the particular zoning district only in specific locations, under specific conditions, and when developed in accordance with sound planning and site plan principles. The purpose of the Special Land Use Review process is to afford the Planning Commission an opportunity to determine whether the proposed use is consistent with all of the requirements found in Section 2.7 of the Charter Township of Plymouth Zoning Ordinance. A copy of the Zoning Ordinance can be found on the Township website: <http://www.plymouthtwp.org>. Information found in the Zoning Ordinance is essential for the completion of Special Land Use Applications.

2. APPLICATION REVIEW PROCESS

A. Submittal to the Community Development Department

The following items are required to be submitted for all Special Land Use Applications:

1. Application Form
 - a) Planning Commission & Community Development Department Application (2 pages)
 - b) Submittal Certification (1 page)

See Section 3 of this packet for instructions. A copy of the Application Form is attached and made part of this packet.
2. Detailed Project Narrative of the Proposed Special Land Use (17 copies)
See Section 4 of this packet for instructions.
3. Conceptual Development Plan (17 copies, folded, printed at 24" x 36")
See Section 5 of this packet for instructions. A Special Land Use Review Checklist is also attached and made part of this packet.
4. Presentation PDF (1 copy)
See Section 6 of this packet for instructions.
5. Review Fee
A copy of the current Schedule of Fees is attached and made a part of this packet. If you have any questions, please contact the Community Development Department.

B. Technical Review

The Technical Review for Special Land Use Applications is a 1-step procedure. The Township Planning Commission is the final approval authority for all Special Land

APPLICATION PACKET
SPECIAL LAND USE REVIEW
Community Development Department
Charter Township of Plymouth

Use Applications. The timeline for approval is fully dependent upon the quality of the plans and documentation submitted to the Township.

The completed Special Land Use Application will be placed on the agenda for public hearing and review at the next regular Planning Commission meeting, according to the submission date. All the supportive data and plans submitted with the application will be forwarded to Township Staff and Consultants for review and comments.

Reports from Township Staff and Consultants will be available the Friday before the Planning Commission meeting, and will be emailed to the titleholder of the property, or his/her appointed project agent, as specified on the Application Form.

C. Planning Commission Meeting

The Planning Commission meets on the third Wednesday of each month, at 7:00 P.M., in the Town Hall meeting room, located at 9955 N. Haggerty Road. The exception is the month of December, in which the meeting is held on the second Wednesday. If the titleholder of the property, or his/her appointed project agent, is not present for the meeting at which the Special Land Use Application will be considered, the application will be tabled and no action will be taken.

D. Final Stamp

If Special Land Use Approval is granted by the Planning Commission, 4 sets of plans must be submitted to the Community Development Department for final stamp and sign-off, following the Planning Commission meeting. The plans for final stamp should incorporate all detail sheets that were submitted to the Planning Commission for Special Land Use Review, and should contain all the applicable information required in the Special Land Use Review Checklist, a copy of which is attached and made part of this packet. In addition, the plans for final stamp must reflect all changes required by the Planning Commission, as conditions of approval.

If all items have been addressed, then Township Staff and Consultants will sign off on the plans and 2 copies of the stamped plans will be made available to the titleholder of the property, or his/her appointed project agent. Upon receipt of the stamped plans, the titleholder of the property, or his/her appointed project agent, must create 1 PDF version of the stamped plans and email a copy of the PDF to the Community Development Department. This will signify the end of the Special Land Use Review process.

Special Land Use Approval is effective for a period of 12 months. In most cases, the next step would be Site Plan Review. In cases where Site Plan Review is not required, the use must be legally established (i.e. issuance of a certificate of occupancy) through the Building Department. Special Land Use Approval does not constitute Tentative or Final Site Plan Approval.

**APPLICATION PACKET
SPECIAL LAND USE REVIEW
Community Development Department
Charter Township of Plymouth**

3. APPLICATION FORM

The Application Form consists of the following 2 documents: the Planning Commission & Community Development Department Application, and the Submittal Certification.

A. Planning Commission & Community Development Department Application (2 Pages)

The Planning Commission & Community Development Department Application shall be signed by the titleholder of the property. If the titleholder of the property chooses to appoint a project agent to act on his/her behalf, then the document must be signed by both the titleholder of the property, and his/her appointed project agent.

B. Submittal Certification (1 Page)

The Submittal Certification shall be signed by the titleholder of the property, or his/her appointed project agent.

4. DETAILED PROJECT NARRATIVE OF THE PROPOSED SPECIAL LAND USE

A detailed Project Narrative, which clearly describes the nature of the activities and operational functions of the proposed Special Land Use, must be provided. The Project Narrative should include the proposed hours of operation, the total number of employees, the maximum number of employees at any given shift, a description of any special events or gatherings which may occur, the general method for the delivery of materials or merchandise to the site and the scheduling of deliveries (if applicable), all anticipated impacts associated with the proposed project including measures to be taken to mitigate or minimize any negative impacts (environmental impacts or impacts to off-site traffic conditions, etc.), and any other pertinent details of the proposed Special Land Use.

5. CONCEPTUAL DEVELOPMENT PLAN

The information required for the Conceptual Development Plan is provided in the Special Land Use Review Checklist, a copy of which is attached and made part of this packet. Special Land Use Approval shall confer approval to utilize the subject property in accordance with the concepts depicted on the Conceptual Development Plan and establish any conditions necessary for Site Plan Review, in cases where subsequent Site Plan Review is required.

APPLICATION PACKET
SPECIAL LAND USE REVIEW
Community Development Department
Charter Township of Plymouth

6. PRESENTATION PDF

At least 1 week prior to the Planning Commission meeting, a PDF of the following items must be emailed to the Community Development Department for presentation at the Planning Commission meeting (these items will be projected onto a screen in the Town Hall meeting room and will be posted on the Township website):

- A. A general development plan layout, at the scale submitted for review, and rendered in a manner to identify proposed buildings, paved areas, lawn and landscape areas, etc. A colored rendering is recommended.
- B. A colored rendering of each of the proposed building elevations, indicating the proposed materials and height of the buildings.
- C. Cross-sections shall be provided through several locations on the site, which illustrate the various proposed grades, materials, screening, landscaping, etc. The number and location of the cross-sections shall be such that the Planning Commission will receive an accurate portrayal of the proposed site as well as its uses and views from adjacent properties and roads. The cross-sections shall be rendered, and vertical and horizontal scale shall be the same.

7. SUBMISSION DATES

All Special Land Use Applications, along with required plans and supportive data, shall be submitted to the Community Development Department. In order to be considered for placement on the Planning Commission agenda, all information must be submitted by the close of business at least 20 working days prior to the meeting date. A complete list of meeting dates and submission deadlines is available on the Township website: <http://www.plymouthtp.org>.

8. STAFF AND CONSULTANT MEETINGS

Township Staff and Consultants are available to meet with you, for a fee, if you have any questions or wish to discuss your application. Appointments are made through the Community Development Department. Cancellations must be made 24 hours in advance of the meeting. Individuals, who fail to make the appointment and fail to notify the Community Development Department, will be charged for 1 hour of the consultant's time.

SPECIAL LAND USE REVIEW CHECKLIST

Community Development Department

Charter Township of Plymouth

The following checklist is intended to be a general guide for all Special Land Use submittals. Please refer to the Township Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is included on the Conceptual Development Plan. Failure to supply any of the required information may prevent the application from being placed on the Planning Commission agenda, or may cause the application to be tabled at the meeting.

	REQUIREMENT	PROVIDED	N/A
GENERAL INFORMATION	The name, address, and telephone number of the owner/developer.		
	The name, address, and telephone number of the person or firm preparing the Conceptual Development Plan.		
	The name and address of the proposed project.		
	The scale, north arrow, and date of preparation (including revision dates).		
	A location or vicinity map showing the site location in relationship to streets, major thoroughfares, drainage courses or bodies of water, railroad lines, section lines, etc.		
	A detailed Project Narrative of the proposed special land use.		
	A note indicating any variances previously received.		

	REQUIREMENT	PROVIDED	N/A
CONCEPTUAL DEVELOPMENT PLAN	A metes and bounds description of the acreage comprising the proposed special land use.		
	A Topographic Survey, including natural or manmade features, at a scale of no greater than 1"=50'.		
	An existing land use map showing the existing use of the adjacent properties.		
	A general development plan layout of sufficient detail to define the proposed location and size of buildings, parking and service areas, loading zones, interior circulation, and landscape areas.		
	If no modifications are being proposed to the existing site or exterior of a building in connection with the proposed special land use, then a note to that effect must be placed on the Conceptual Development Plan.		
	Any other pertinent information deemed necessary by the Planning Commission (i.e. Conceptual Building Elevations or Photographs, Conceptual Floor Plans, etc.) to make a determination concerning the desirability and appropriateness of the proposed special land use.		

	REQUIREMENT	PROVIDED	N/A
PRESENTATION PDF	A general development plan layout, at the scale submitted for review, and rendered in a manner to identify proposed buildings, paved areas, lawn and landscape areas, etc. A colored rendering is recommended.		
	A colored rendering of each of the proposed building elevations, indicating the proposed materials and height of the buildings (if available).		
	Cross-sections illustrating the relationship between proposed grades, materials, landscaping, screening, etc (if available).		

APPLICATION

PLANNING COMMISSION & COMMUNITY DEVELOPMENT DEPARTMENT
CHARTER TOWNSHIP OF PLYMOUTH
9955 N. HAGGERTY ROAD, PLYMOUTH, MI 48170
Phone: (734) 354-3270, Ext. 5

App No. _____
Date _____

IF THE TITLEHOLDER OF THE PROPERTY CHOOSES TO APPOINT A PROJECT AGENT TO ACT ON HIS/HER BEHALF, THE PROJECT AGENT SHALL RECEIVE ALL CORRESPONDENCE WITH COPIES TO THE TITLEHOLDER.

Titleholder of the Property

Project Agent
(If other than the Titleholder of the Property)

Legal Name of Titleholder _____

Company Name _____

Contact Name _____

Contact Name _____

Address _____

Address _____

City, State ZIP _____

City, State ZIP _____

Phone Number _____

Phone Number _____

Fax Number _____

Fax Number _____

Email _____

Email _____

Type of Application _____

Proposed Land Use _____

Subject Property Address _____

Zoning Classification _____
Present Requested

Is property being held under a Land Contract or Purchase Agreement? YES _____ NO _____

If yes, please submit a copy of the Land Contract or Purchase Agreement.

Property Tax ID Number(s) _____

Titleholder's Name _____

Date Title Acquired _____

R-78 _____

R-78 _____

R-78 _____

R-78 _____

Legal Description of Property (attach separate sheet if necessary)

If a building is presently located upon the premises, attach a photograph of the building.

Subdivision _____ Lot Number _____

OR

Metes and Bounds Description (attach separate sheet if necessary) _____

Application Fee	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #1	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #2	\$ _____	Check # _____	Date _____	Received By _____

IF THE TITLEHOLDER OF THE PROPERTY CHOOSES TO APPOINT A PROJECT AGENT TO ACT ON HIS/HER BEHALF, THE TITLEHOLDER SHALL SIGN IN THE RIGHT SIGNATURE COLUMN BELOW, AND THE APPOINTED PROJECT AGENT SHALL SIGN IN THE LEFT SIGNATURE COLUMN BELOW.

**THIS AFFIDAVIT IS TO BE SIGNED BY THE
TITLEHOLDER OF THE PROPERTY, IF
APPOINTING A PROJECT AGENT TO
REPRESENT HIM/HER.**

I hereby certify that I have appointed the above Project Agent to act on my behalf and authorize him to submit this application for me and to secure the permit. I further certify that all information and data furnished in connection with this application or processing thereof is true and correct. I acknowledge that I am solely responsible for any and all errors and omissions.

STATE OF MICHIGAN)
) Ss.
COUNTY OF WAYNE)

Titleholder Signature

Titleholder Printed Name

Subscribed and sworn to me this _____ day of _____,
Commission Expires _____/_____/_____.

Township Clerk or Notary Public

The Charter Township of Plymouth does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, arrest record, height or weight in employment or the provision of services.

Page 2 of 3

SUBMITTAL CERTIFICATION

Community Development Department
Charter Township of Plymouth



By signing below, I certify that I have reviewed the submittal requirements found in the Township Zoning Ordinance and/or the Subdivision Regulations, as well as those found in the Application Packet from the Community Development Department, as it pertains to the application being submitted for review by the Township.

I further certify that I have included all necessary information on the plans, surveys, and/or drawings, submitted in conjunction with this application and, to the best of my knowledge, the information is complete for the project as follows:

NAME OF
PROJECT: _____

ADDRESS OR
LOCATION OF
PROJECT: _____

PLANS
DATED: _____ / _____ / _____ (Date of Last Revision)

I realize that the failure to include all of the required information may result in tabling or denial of the application.

(Titleholder or Project Agent Signature)

(Date)

(Titleholder or Project Agent Printed Name)

Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective July 1, 2012



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
1. REZONING REVIEW	\$2,300 plus \$55 per acre plus Engineer and Attorney T&M if requested
Traffic/Impact Study (if required)	\$1,200
2. CONDITIONAL REZONING REVIEW	\$2,900 plus \$70 per acre plus recording cost (escrow \$600) plus Engineer and Attorney T&M if requested plus \$300 Engineer final stamp review if required
Traffic/Impact Study (if required)	\$1,200
3. SPECIAL USE REVIEW	\$2,350 plus Engineer and Attorney T&M if required
Each Revision	\$625 plus Engineer and Attorney T&M if required
Traffic/Impact Study (if required)	\$1,200
4. OPTION REVIEW (R.U.D., CLUSTER, P.U.D.)	
Concept Plan Review (Planning Commission)	\$2,750 plus \$35 per acre plus Attorney T&M if required
Each Revision	\$1,075 plus \$17 per acre
Concept Plan Review (Board of Trustees)	\$1,550 plus Attorney T&M if required
Traffic/Impact Study (if required)	\$1,200
Amendments or Modifications	\$2,150 plus \$35 per acre plus Attorney T&M if required

A detailed breakdown of the Community Development Schedule of Fees established by Resolution 11-07-12-17 approved by the Board of Trustees and implemented on July 1, 2012 is available at the Clerk's Office and the Community Development Department.

Community Development Schedule of Fees

Charter Township of Plymouth

Division of Public Services

Effective July 1, 2012



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
5. PLAT REVIEW	
Tentative Preliminary	\$2,150 plus \$15 per lot plus Attorney T&M if requested
Revised Tentative Pre-Plat	\$1,125 plus \$7.50 per lot
Final Preliminary	\$2,750 plus \$25 per lot plus Attorney T&M if requested
Final Plat Review (Planning Commission & Board of Trustees)	\$1,350 plus \$10 per lot
Traffic/Impact Study (if Required)	\$1,200
6. SITE CONDOMINIUM SUBDIVISION	
Tentative Approval	\$2,205 plus \$20 per unit plus Attorney T&M if requested
Final Approval	\$3,195 plus \$20 per unit plus Attorney T&M if requested
7. LANDSPLIT	
First Review, Residential & Commercial	\$1,150 plus \$120 per resulting lots plus Attorney T&M if requested Fee is doubled if there are more than four new parcels
Each Revision, Residential & Commercial	\$575 plus \$60 per resulting lots plus Attorney T&M if requested Fee is doubled if there are more than four new parcels
Lot Line Modification, First Review	\$1,050 plus Attorney T&M if requested
Lot Line Modification, Each Revision	\$475 plus Attorney T&M if requested

Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective July 1, 2012

No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.



TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
8. SITE PLAN REVIEW	
<u>CLUSTER HOUSING</u>	
First Review	\$3,100 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,150 plus \$80 per acre plus Attorney T&M if requested
<u>MULTIPLE FAMILY (R-2-A)</u>	
First Review	\$3,100 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,150 plus \$80 per acre plus Attorney T&M if requested
<u>COMMERCIAL (C-1, C-2), OFFICE (OS),</u>	
<u>INDUSTRIAL (IND, TAR)</u>	
First Review	\$3,100 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,150 plus \$55 per acre plus Attorney T&M if requested
<u>ANN ARBOR ROAD CORRIDOR (ARC, OS-ARC)</u>	
First Review	\$3,250 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,225 plus \$55 per acre plus Attorney T&M if requested
<u>MID-RISE</u>	
First Review	\$3,250 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,225 plus \$55 per acre plus Attorney T&M if requested
<u>MOBILE HOME PARK</u>	
First Review	\$3,350 plus \$120 per acre plus Attorney T&M if requested
Each Revision	\$1,275 plus \$60 per acre plus Attorney T&M if requested

Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective July 1, 2012

No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.



TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
8. SITE PLAN REVIEW (continued)	
<u>P.U.D.</u>	
First Review	\$3,250 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,225 plus \$55 per acre
Review, Board of Trustees	\$1,100
<u>SCHOOL, CHURCH</u>	
First Review	\$2,750 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,075 plus \$55 per acre
<u>ADDITIONS TO EXISTING BUILDINGS</u>	
First Review	\$2,925 plus \$110 per acre plus Attorney T&M if requested
Each Revision	\$1,075 plus \$55 per acre plus Attorney T&M if requested
<u>ADMINISTRATIVE REVIEW</u>	May only require Township review and fee \$750 = Township fee \$650 plus \$50/acre = Engineer fee \$650 plus \$60/acre = Planner fee T&M = Attorney fee
9. LAND FILL REVIEW	\$1,200 plus \$40 per acre plus Attorney T&M if requested
10. SPECIAL MEETINGS	
<u>PLANNING COMMISSION</u>	\$1,800
<u>PRE-APPLICATION / MEETINGS TO REVIEW</u>	\$165 = Meet with Engineer \$165 = Meet with Planner \$260 = Meet with Engineer and Planner
11. OTHER APPLICATIONS	\$2,250 plus \$110 per acre plus Attorney T&M if requested
12. SIGN REVIEW (ARC, OS-ARC), per sign	\$600

Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective July 1, 2012



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
13. LANDSCAPE OBSERVATION & REPORT	
<u>COMMERCIAL, OFFICE, ARC, OS-ARC,</u> <u>INDUSTRIAL, TAR or</u> <u>INSTITUTIONAL (SCHOOL, CHURCH etc.) USE</u>	
First Site Visit & Review	\$950 plus \$60 per acre
Each Subsequent Site Visit & Review	\$475 plus \$30 per acre
<u>MULTIPLE FAMILY, MID-RISE,</u> <u>MOBILE HOME PARK</u>	
First Site Visit & Review	\$1,200 plus \$60 per acre
Each Subsequent Site Visit & Review	\$600 plus \$30 per acre
<u>SUBDIVISIONS, SITE CONDOMINIUMS,</u> <u>CLUSTER HOUSING</u>	
First Site Visit & Review	\$1,400 plus \$20 per acre
Each Subsequent Site Visit & Review	\$700 plus \$10 per acre
14. PRIVATE ROAD	
Road Plan	\$1,200 plus \$110 per lots over 4
Road Maintenance Agreement	\$900

Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective July 1, 2012



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TYPE OF APPLICATION	TOTAL REQUIRED AT TIME OF APPLICATION
DOCUMENT REVIEWS	
P.U.D./R.U.D.	\$250 plus Engineer, Planner and Attorney T&M
Open Space Community	\$250 plus Engineer, Planner and Attorney T&M
Private Road	\$250 plus Engineer, Planner and Attorney T&M
Landscape Maintenance	\$250 plus Engineer, Planner and Attorney T&M
Open Space Maintenance	\$250 plus Engineer, Planner and Attorney T&M
Stormwater Maintenance	\$250 plus Engineer, Planner and Attorney T&M
Easements	\$250 plus Engineer, Planner and Attorney T&M
Subdivision/Condominium	\$250 plus Engineer, Planner and Attorney T&M
Declaration of Restrictions	\$250 plus Engineer, Planner and Attorney T&M
Deed Restrictions	\$250 plus Engineer, Planner and Attorney T&M
By-Laws	\$250 plus Engineer, Planner and Attorney T&M
Wayne County Agreements	\$250 plus Engineer, Planner and Attorney T&M
Others	\$250 plus Engineer, Planner and Attorney T&M
Each Revision	\$125 plus Engineer, Planner and Attorney T&M
	<p>A single escrow account in the amount of \$3,000 shall be established for reviews by the Engineer, Planner and Attorney (\$1,000 per consultant.) Community Development shall withdraw fees from the escrow account based on invoices submitted by the consultant based on time & materials. If any \$1,000 segment is drawn down to \$400 or less, the applicant shall submit additional funds to bring the segment back to the \$1,000 escrow. At the conclusion of the project, any remaining escrow funds shall be refunded to the applicant.</p> <p>Recording Fees are the responsibility of the applicant.</p>

Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective July 1, 2012

No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.



TRUST AND AGENCY FEES

REVIEW IMPROVEMENT PLANS

Sanitary, storm sewers and watermain
percent of estimated construction costs

1.5% Minimum Deposit = \$300

Part 41 sanitary sewer permit applications

\$300

INSPECTION TASKS

Sanitary, Township storm and water at installation;

Field check for:

Release of bonds on monuments and lot irons.

Release of bonds on site improvements.

Per Diem @ Daily rate

Minimum Deposit = 3% of construction costs
or

Three inspection days, whichever is greater.

GENERAL ADMINISTRATION OF CONSTRUCTION

2% of construction costs. Minimum Fee = \$450

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
STUDY SESSION
AUGUST 15, 2017**

**ITEM F
REVISED RV ORDINANCE
SUPERVISOR HEISE
ATTORNEY BENNETT**

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH**

RECREATIONAL VEHICLE PARKING ORDINANCE

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER VIII, TO CREATE OF ARTICLE 2; TO PROHIBIT THE PARKING OF RECREATIONAL VEHICLES ON PUBLIC STREETS, HIGHWAYS, ALLEYS, OR OTHER PUBLIC RIGHTS-OF-WAY; TO PROVIDE FOR DEFINITIONS OF RECREATIONAL VEHICLES; TO PROVIDE FOR PENALTY; TO PROVIDE FOR REPEAL; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR SAVINGS CLAUSE; TO PROVIDE FOR PUBLICATION; AND TO PROVIDE FOR EFFECTIVE DATE.

THE CHARTER TOWNSHIP OF PLYMOUTH ORDAINS:

Ordinance No. _____, is hereby adopted to read as follows:

SECTION I. AMENDMENT TO CHAPTER VIII

ARTICLE 2. RECREATIONAL VEHICLE PARKING

VIII-2.00 Recreational vehicle parking prohibited.

(a) No person shall park any recreational vehicle on any public street, highway, alley or other public right-of-way within the Township for any purpose or length of time. except that a recreational vehicle may be parked on a public street or highway for the sole purpose of loading or unloading such vehicle for a period not to exceed four (4) hours, provided that the parked recreational vehicle does not impede traffic or prospective traffic on such public street or highway.

(b) For purposes of this section, "recreational vehicle" shall include any of the following:

- (1) Boats and boat trailers, which shall include floats and rafts, plus the normal equipment used to transport the same on the highway;
- (2) Folding tent trailer, which is defined as a folding structure mounted on wheels and designed for travel and vacation use;
- (3) Motorhome, which is defined as a portable dwelling designed and constructed as an integral part of a self-propelled vehicle;

(4) Pick-up camper, which is defined as a structure primarily to be mounted on a pick-up or truck chassis and with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational and vacation uses;

(5) Travel trailer, which is a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and either licensed as a trailer or permanently identified travel trailer by the manufacturer, or a movable or portable dwelling, constructed to be towed on its own chassis and connected to utilities and designed without a permanent foundation for year-round living;

(6) Utility trailer, which is a vehicle licensed as a trailer used to transport motorcycles, snowmobiles, go-carts, off-road vehicle, stock cars, or other recreational equipment; or

(7) Any other vehicle which is not licensed for road use which is primarily intended for off-road recreational, outdoor, and/or pleasure activities.

VII- 2.01 Prima Facie Responsibility of Registered Owner

If a recreational vehicle is parked in violation of Section VIII-2.00, the person in whose name that recreational vehicle is registered in this state or another state at the time of the violation is prima facie responsible for that violation.

VIII-2.02 Violation and Penalty

A person who violates this section is responsible for a civil infraction. A parking violation notice charging a violation of this section may be issued by a police officer in the form and manner provided by in MCL 257.742(6), (7) and (8).

SECTION II. PENALTY.

Unless otherwise provided, any person, corporation, partnership or any other legal entity who violates the provisions of this ordinance shall be guilty of a misdemeanor and may be fined not more than \$500 or imprisoned for not more than 90 days, or both, at the discretion of the court.

SECTION III. REPEAL.

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION IV. SEVERABILITY.

If any section, subsection, clause, phrase or portion of this Ordinance 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 portion thereof.

SECTION V. SAVINGS CLAUSE.

The repeal or amendment herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending litigation or prosecution of any right established or occurring prior to the effective date of this Ordinance.

SECTION VI. PUBLICATION.

The Clerk for the Charter Township of Plymouth shall cause this Ordinance to be published in the manner required by law.

SECTION VII. EFFECTIVE DATE.

This Ordinance shall take full force and effect upon publication.

CERTIFICATION

The foregoing Ordinance was duly adopted by the Township Board Trustees of the Charter Township of Plymouth at its regular meeting called and held on the _____ day of _____, 2017, and was ordered to be given publication in the manner required by law.

Jerry Vorva, Clerk

Introduced: _____

Published: _____

Adopted: _____

Effective upon Publication: _____

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
STUDY SESSION
AUGUST 15, 2017**

**ITEM G
APPOINTMENTS POLICY
SUPERVISOR HEISE
TRUSTEE DEMPSEY**

Appointment Policy for Boards/Commissions

Adopted by the Plymouth Township Board of Trustees, _____ 2017

General Purpose:

To establish a consistent and transparent method of facilitating the appointment of members of the various Plymouth Township boards and/or commissions created by Township ordinance and/or state law.

Summary:

Where mandated by state law, public act, or adopted ordinance, applicants for each Township commission or board shall meet specific requirements for that commission or board; where not mandated, applicants shall be considered primarily on the basis of interest, experience, and past or current involvement in Township activities.

Prospective members of boards or commissions shall be recommended for appointment or re-appointment by the Township Supervisor to the Township Board in accordance with this policy.

Policy:

The Charter Township of Plymouth is best served if appointees to its various boards and commissions are drawn from the diverse population of the Township, and that, where applicable, the interest and experience of the appointees is appropriate for the board or commission and/or consistent with State law, public act, or adopted ordinance.

1. The boards/commissions of the Charter Township of Plymouth have been established in accordance with specific state law, public act, or adopted ordinance. The charge for each committee is provided by applicable state law, public act, or adopted ordinance as follows:

- Board of Review
- Brownfield Redevelopment Authority
- Civil Service Commission
- Downtown Development Authority
- Planning Commission
- Zoning Board of Appeals

2. Where mandated by state law, public act, or adopted ordinance, applicants for each commission or board shall meet specific requirements for that commission or board.

3. Where not mandated by state law, public act, or adopted ordinance, applicants shall be considered primarily on the basis of interests, experience, and past or current involvement in Township activities. Consideration will also be given so that such boards or commissions shall reflect the broad range of interests of the population of the Township.

4. The Township Clerk shall advertise periodically for interested candidates for Township commission/boards and keep any applications on file for a period of two years.

4.1 An application form for Boards and Commissions shall be made available in the Clerk's office and posted on the Township website;

4.2 The Clerk's office shall retain all applications for 2 years or until the applicant is recommended by the Supervisor;

4.3 Residents may submit applications at any time;

4.4 The Clerk's office shall acknowledge receipt of all applications by providing each applicant with a written letter of acknowledgement;

5. The Clerk's office shall provide in writing to the Board of Trustees at the first meeting of each year notification of expiring terms and/or any vacant positions on all commissions/boards.

5.1 The Clerk's office shall notify each current member of the expiration of his or her term of office and request written notice of applying for reappointment. An application for reappointment does not guarantee that the individual will be reappointed.

5.2 Department heads shall provide the Clerk's office with a copy of any request for appointment/reappointment they receive in their office.

6. Re-appointment of an existing board or commission member shall be at the discretion of the Supervisor, with the final approval by the Township Board. Unless mandated by state law, public act, or adopted ordinance, board or commission members shall hold office until such time as they are reappointed or their successor is duly appointed.

7. Two months before the expiration of the term of office of each board or commission member, the Clerk's office shall notify the Supervisor of the applications that are on file.

8. This policy shall be on file in the Clerk's office and made available to residents upon request.