

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
MARCH 4, 2019 WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara _____
Clerk Wright _____
Treasurer Budd _____
Trustee Frazier _____
Trustee Martin _____

Trustee Miller _____
Trustee White _____
Engineer Potter _____
Attorney McCauley _____
Secretary Beaudry _____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the first reading of Ordinance #03-05-19(2) to discuss an approval of the amendment of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-31.
2. Discussion on the possibility of erecting a recreational/multi-purpose building on the Township campus and to initiate RFP for a feasibility study for the potential project.
3. Discussion on the first reading of Ordinance #03-05-19 (1) to amend the Township's Zoning Ordinance regarding security fencing and fencing in the front yard of non-residential zoning districts.
4. Discussion on the 2019 Annual Budget amendment to the Supervisor/Assessing Offices and full-time Confidential Administrative Assistant job description.
5. Discussion on the approval of the new position of Executive Assistant to the Public Services Director.

PUBLIC COMMENT:

ADJOURNMENT:

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY: MARCH 4, 2019

1ST READING DATE: MARCH 5, 2019

2ND READING DATE: MARCH 19, 2019

Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	First reading of Ordinance 03-05-19 (2) to discuss an approval of the amendment of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-31.		
DEPARTMENT	Fire Department		
PRESENTER	Fire Marshal McNally		
PHONE NUMBER	(734) 699-8930		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Angela Mannarino		

Agenda topic

ACTION REQUESTED	
First reading of Ordinance 03-05-19 (2) to discuss an approval of the amendment of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-31.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The action request adoption of the 2018 version of the National Fire Protection Association (NFPA) 1 (Fire Prevention Code) and NFPA 101 (Life Safety Code) which are the most recent editions. The Township is currently utilizing the 2012 NFPA 1 and NFPA 101.	

BUDGET IMPLICATION	None anticipated
IMPLEMENTATION NEXT STEP	If approved, after the 1 st and 2 nd reading, a notice of adoption will be placed in the newspaper and the Ordinance will go into effect.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	Approval
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	<i>Daniel Selman</i>

Sec. 46-31. - Adoption.

The ~~2012-2018~~ edition of NFPA 1 (Fire Prevention Code) and the ~~2012-2018~~ edition of NFPA, 101 (Life Safety Code), ~~2012-2018~~ appendices and documents adopted by Chapter 2 of that NFPA Code, one copy of which is on file and is open to inspection by the public in the office of the township clerk, be and hereby is adopted and incorporated into this article as fully as if set out at length herein, and from the date on which this article shall take effect, the provisions thereof shall be controlling within the jurisdictional limits of the township fire department. The same are hereby adopted as the code of the township fire department for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion and providing for issuance of permits and collection of fees.

**CHARTER TOWNSHIP OF VAN BUREN
County of Wayne, State of Michigan**

Ordinance No.: _____
(Township Board Meeting Date)

At a regular meeting of the Township Board of the Charter Township of Van Buren, Wayne County, Michigan, held in the Van Buren Township Hall within the Township, on the _____ day of _____, 2019 at 7:00 p.m.

PRESENT: Trustees: _____

ABSENT: Trustee: _____

It was moved by Trustee _____ and supported by Trustee _____ the following Ordinance be adopted to amend Sec. 46-31 of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to read as follows:

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

Sec. 46-31. - Adoption.

The 2018 edition of NFPA 1 (Fire Prevention Code) and the 2018 edition of NFPA, 101 (Life Safety Code), 2018 appendices and documents adopted by Chapter 2 of that NFPA Code, one copy of which is on file and is open to inspection by the public in the office of the township clerk, be and hereby is adopted and incorporated into this article as fully as if set out at length herein, and from the date on which this article shall take effect, the provisions thereof shall be controlling within the jurisdictional limits of the township fire department. The same are hereby adopted as the code of the township fire department for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion and providing for issuance of permits and collection of fees.

Effective Date

This amendment shall become effective upon publication in a newspaper of general circulation within the Charter Township of Van Buren.

THIS ORDINANCE IS HEREBY DECLARED TO HAVE BEEN ADOPTED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF VAN BUREN, COUNTY OF WAYNE, STATE OF MICHIGAN, AT A REGULAR MEETING, CALLED AND HELD ON THE _____ day of _____, 2019.

YEAS (in favor of amendment): _____

NAYS (opposed to amendment): _____

ABSENT: _____

I hereby approve the foregoing Ordinance.

Kevin McNamara,
Supervisor, Charter Township of Van Buren

Leon Wright,
Clerk, Charter Township of Van Buren

Adopted: _____

Published: _____

Effective: _____

Selman, Dan

Subject:

RE: NFPA 1 and 101 updates from 2012 till 2018 edition

From: McNally, David <DMcNally@vanburen-mi.org>

Sent: Monday, February 25, 2019 12:13 PM

To: Angela Mannarino <amannarino@gmgmklaw.com>

Subject: NFPA 1 and 101 updates from 2012 till 2018 edition

NFPA 1

Key revisions for the 2015 edition of NFPA 1 included the prohibition of the use of sky lanterns (10.10.9.3); expanded application of photovoltaic system requirements to existing installations (Section 11.12); AHJ authorization to permit the removal of nonrequired, existing occupant-use hose (13.2.2.6); mandatory automatic sprinkler requirement for all new hotels without exception (13.3.2.15); enhanced attic protection for residential board and care occupancies with residential sprinkler systems (13.3.2.21.2.7); expanded occupancy-based fire alarm system provisions to correlate with NFPA 101 (Section 13.7); new occupant load factor for concentrated business use (14.8.1.2); completely revised fire hydrant location and distribution requirements and deleted former Annex E (Section 18.5); revisions to NFPA 654 extracts for dust explosion prevention (Chapter 40); new hot work permit limits from NFPA 51B (41.3.4.4); expanded existing commercial cooking equipment extinguishing system requirements from NFPA 96 (50.4.4.3.2); expanded ammonia refrigeration system maintenance and testing requirements (Section 53.3); updated hazardous materials maximum allowable quantities from NFPA 400 (60.4.2); new provisions for alcohol-based hand rub dispensers from NFPA 101 (60.5.2); revisions to aerosol product classifications from NFPA 30B (61.1.3); new requirements for cleaning and purging gas piping systems from NFPA 55 (63.3.1.19); new provisions for cooking oil storage tank systems in commercial kitchens from NFPA 30 (66.19.7); and updates of all extracts through the Annual 2014 revision cycle.

The 2018 edition of NFPA 1 includes revisions to requirements for the application of referenced publications (1.4.1.1 and 2.1.1); newly added references for the professional qualifications for fire inspectors, plan examiners, and fire marshals (1.7.2); new minimum fire prevention inspection frequencies for existing occupancies (10.2.7); updates to premises identification (10.11.1); new and updated marking and access criteria for photovoltaic systems (Section 11.12); new provisions for rubberized asphalt melters (Section 16.7); listing requirements for electric gates used on fire department access roads (18.2.4.2.6); new provisions on the outside storage of biomass feedstock (31.3.10); new requirements for the outdoor storage of wood and wood composite pallets or listed pallets equivalent to wood (34.10.3); added a new chapter on marijuana growing, processing, or extraction facilities (Chapter 38); revision of Chapter 40 to replace extracts from NFPA 654 with extracted provisions from NFPA 652 (Chapter 40); complete reorganization of aircraft fuel servicing provisions in accordance with NFPA 407 (Section 42.10); new section on mobile and temporary cooking operations (Section 50.7); extensive revisions of Chapter 52 on energy storage systems (Chapter 52); new Chapter 55 on cleaning and purging of flammable gas piping systems with reference to NFPA 56 (Chapter 55); new provisions for insulated liquid carbon dioxide systems extracted from NFPA 55 (Section 63.9); new Annex on fire fighter breathing-air replenishment systems (Annex E); and updates of all extracts through the Annual 2017 revision cycle.

NFPA 1 reflects the technical knowledge of the committees who are responsible for the codes and standards that are referenced in and from which text is extracted and incorporated into the technical provisions of NFPA 1. This *Code* is intended to provide state, county, and local jurisdictions with an effective fire code.

NFPA 101 updates

The 2012 edition expanded what had been the definitions of *noncombustible material* and *limited-combustible material* and moved the material to new subsections in Chapter 4. The material addressing elevators for occupant controlled evacuation, which had comprised Annex B, was moved to Chapter 7. A new section was added to Chapter 7 to address normally unoccupied building service equipment support areas. The Chapter 8 table addressing minimum fire protection ratings for opening protectives was expanded. Provisions for carbon monoxide detection were added to Chapter 9. Requirements for carbon monoxide detection were added to some of the occupancy chapters. The health care occupancies provisions were modified to permit the health care setting to be made more homelike.

The 2015 edition included new provisions in Chapter 4 detailing the code requirements hierarchy to be applied where a provision in one chapter conflicts with a provision in another chapter. Means of egress provisions were revised or added relative to rooms opening directly onto an exit enclosure, door opening threshold height for spaces not normally occupied, door encroachment on egress width, existing door frames without labels, security access turnstiles, handrail orientation on flaring-width stairs, horizontal exit stacking, horizontal exit exterior wall extensions, elevators in towers, occupant evacuation elevators, and occupant load factors for ambulatory health care and concentrated business use. Atrium walls are permitted to serve as part of the separation for creating separated occupancies on a story-by-story basis. The provisions for the inspection of door assemblies were revised so that fire-rated doors are addressed in Chapter 8 and non-rated egress doors in Chapter 7. The Chapter 8 table addressing minimum fire protection rating for opening protectives was again expanded. Provisions for alcohol-based hand-rub dispensers were added to Chapter 8 so they can be referenced by the occupancy chapters. The high-rise building provisions of Chapter 11 were expanded to include remote video monitoring of exit stair enclosures. The assembly occupancy life safety evaluation provisions were expanded. The day-care and residential board and care occupancy provisions were revised to permit more than one floor level to be considered the level of exit discharge. The health care occupancy provisions were further revised to permit facilities to be made more home-like, including a reduction in nursing home minimum corridor width and the clarification of permitted smoke alarm placement for kitchens that are open to the corridor. Health care occupancy doors subject to locking are permitted to be disguised with murals. Smoke barriers are permitted to be omitted on a non-health care floor below a health care floor. The ambulatory health care occupancy chapters were rewritten to be self-contained, removing the need to reference the business occupancy chapters.

The 2018 edition expands the *Code's* scope to include hazardous materials emergencies, injuries from falls, and emergency communications. In Chapter 4, a reference has been added to NFPA 241 for construction, alteration, and demolition operations, and new requirements for fire-retardant-treated wood. In Chapter 7, the terms *electrically controlled egress door assemblies*, *delayed-egress locking systems*, and *access-controlled egress door assemblies* have been revised to *door hardware release of electrically locked egress door assemblies*, *delayed-egress electrical locking systems*, and *sensor-release of electrical locking systems*, respectively. New Chapter 7 criteria has been added that permits occupant load to be reduced to available egress capacity as was previously permitted only for building rehabilitation. In Chapter 8, wall marking and identification provisions for fire barriers, smoke barriers, and smoke partitions have been added. Opening protective requirements have been substantially revised and reorganized. A reference to NFPA 4 has been added to Chapter 9 for

integrated fire protection and life safety system testing and new provisions for risk analyses for mass notification systems. In Chapter 10, the interior finish requirements for expanded vinyl wall coverings and textile wall and ceiling coverings have been revised, and new provisions for laminated products and facings or wood veneers have been added. In Chapter 11, the provisions for airport traffic control towers have been revised and the emergency lighting and standby power requirements for high-rise buildings have been reorganized. Animal housing facilities have been added as special structures. Carbon-monoxide detection requirements for new assembly occupancies have been added to Chapter 12. In Chapters 14–17, 38, and 39, criteria for door locking to prevent unwanted entry in educational, day-care, and business occupancies have been added. The sprinkler requirement threshold for new educational occupancies in Chapter 14 has been revised. Health care corridor projection allowances in Chapters 18 and 19 have been modified to correlate with accessibility standards and to permit the installation of emergency stair travel devices and self-retracting seats. New provisions have been added to permit health care and ambulatory health care smoke compartments up to 40,000 ft² (3720 m²) in area. In Chapters 20 and 21, door locking provisions for patient special needs in ambulatory health care occupancies have been revised. In Chapter 24, criteria for bathtub and shower grab bars have been added, which are then referenced by numerous occupancy chapters. Attic protection requirements have been added to Chapters 28 and 30 for certain new hotels and dormitories and apartment buildings. In Chapter 32, carbon-monoxide detection requirements for new residential board and care occupancies have been added. Mall terminology has been revised in Chapters 36 and 37, and new provisions have been added to differentiate between open and enclosed mall concourses. In Chapters 38 and 39, a reference to NFPA 99 for medical gases in business occupancies has been added. A new Annex C has been added to provide guidance on several NFPA hazardous materials standards.

The following comments are offered to assist in the use of the *Life Safety Code*. Additional help on using the *Life Safety Code* can be obtained by attending one of the seminars NFPA conducts on the *Life Safety Code* or by using the *Life Safety Code Handbook* available from NFPA. Further information on these seminars is available through the NFPA Division of Continuing Education.

Essentially, the *Code* comprises four major parts. The first part consists of Chapters 1 through 4, Chapters 6 through 11, and Chapter 43; these are often referred to as the base chapters or fundamental chapters. The second part is Chapter 5, which details the performance-based option. The next part consists of Chapters 12 through 42, which are the occupancy chapters. The fourth and last part consists of Annex A and Annex B, which contain useful additional information.

A thorough understanding of Chapters 1 through 4, Chapters 6 through 11, and Chapter 43 is necessary to use the *Code* effectively, because these chapters provide the building blocks on which the requirements of the occupancy chapters are based. Note that many of the provisions of Chapters 1 through 4 and Chapters 6 through 11 are mandatory for all occupancies. Some provisions are mandated only when referenced by a specific occupancy, while others are exempted for specific occupancies. Often, in one of the base chapters, especially in Chapter 7, the phrase “where permitted by Chapters 11 through 43” appears. In this case, that provision can be used only where specifically permitted by an occupancy chapter. For example, the provisions of 7.2.1.6.1 on delayed-egress locks are permitted only when permitted by Chapters 11 through 43. Permission to use the delayed-egress lock is normally found in the “____.2.2” subsection of each occupancy chapter. For example, 12.2.2.2.5 specifically permits the use of delayed-egress locks in new assembly occupancies. If this permission is not found in an occupancy chapter, the delayed-egress lock cannot be used. Similar types of restricted permission are found for such items as security grilles, double-cylinder locks, revolving doors, and so forth. In other locations in the base chapters, the wording “unless prohibited by Chapters 11 through 43” is used. In this case, the provision is permitted in all occupancies, unless specifically prohibited by an occupancy chapter.

Metric units of measurement in this *Code* are in accordance with the modernized metric system known as the International System of Units (SI). The unit liter, which is outside of but recognized by SI, is commonly used and is therefore used in this *Code*. In this *Code*, inch-pound units for measurements are followed by an equivalent in SI units, as noted in 1.5.2. The inch-pound value and the SI value are each acceptable for use as primary units for satisfying the requirements

Charter Township of Van Buren

Agenda Item: _____

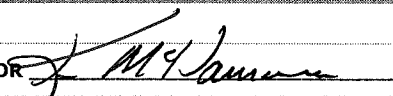
Work Study Date: March 4, 2019
Board Meeting Date:

REQUEST FOR BOARD ACTION

Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Recreational/Multi-Purpose Building on the Township Campus		
DEPARTMENT	Board		
PRESENTER	Clerk Wright, Trustee Martin and Trustee Miller		
PHONE NUMBER	734.699.8909		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	None.		

Agenda topic

ACTION REQUESTED:	
To discuss the possibility of erecting a recreational/multi-purpose building on the Township campus and to initiate RFP for a feasibility study for the potential project.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	

BUDGET IMPLICATION	Monies for feasibility study could come from the MMRMA Member Retention Fund Balance or Township Fund Balance
IMPLEMENTATION NEXT STEP	If approved, seek firm to perform feasibility study.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	None Required
ATTORNEY RECOMMENDATION	None Required
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING DATE: 3/04/19

1ST READING: 3/05/19

2ND READING: 3/19/19

Consent Agenda _____


New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	To consider the approval of the first and second reading of Ordinance #03-05-19 to amend the Township's Zoning Ordinance regarding security fencing and fencing in the front yard of non-residential zoning districts.
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers, AICP – Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED	
To consider the approval of the first and second reading of Ordinance #03-05-19 to amend the Township's Zoning Ordinance regarding security fencing and fencing in the front yard of non-residential zoning districts.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached information.	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	After 1 st and 2 nd reading a notice of adoption will be published in the newspaper of record.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



February 8, 2019

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

Subject: Proposed Amendments to Section 7.205 (Fences, Walls, and Other Protective Barriers) of the Zoning Ordinance

Dear Commissioners:

Enclosed for your review are several proposed amendments to Section 7.205 (Fences, Walls, and Other Protective Barriers) of the Zoning Ordinance. There are two (2) versions of the proposed amendments enclosed, which are the same: one (1) version includes "tracking" of all proposed deletions and additions; and one (1) version is a clean version of the same proposed amendments but without the deletions or additions. At its meeting on January 23, 2019, the Planning Commission reviewed the proposed text amendments and made minor modifications.

A summary of the proposed Zoning Ordinance amendments is as follows:

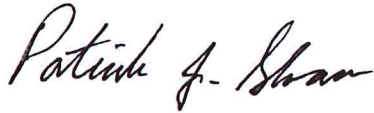
- **Security Fencing.** Currently all districts except the AP, M-1, and M-2 prohibit "barbed wire, spikes, nails, or any other sharp instrument of any kind." We recommend moving this prohibition to the general requirements, which would apply to all zoning districts. However, in the new sub-section on zoning districts, we recommend text that allows this type of fencing in the AP, M-1, M-T, and M-2 Districts only if the Planning Commission determines that it is necessary for the safety and security of the site in those districts. Also, in the provisions for security fencing, the Planning Commission previously recommended prohibiting electric fences and energized fences, except for low voltage fences on a commercial farm.
- **Standards Applicable to Specific Zoning Districts.** Currently, there are several cross-references in Section 7.205 that leads to the use flipping back and forth between sections (e.g., there are separate, though linked, provisions regarding fences in Nonresidential Districts and fences in the AP, M-1, and M-2 Districts). To make the standards simpler, we recommend deleting the sub-section for "Fences and Walls in Nonresidential Districts" and putting these standards appropriately into the preceding sub-sections for specific zoning districts. While this results in some duplicative text, it will be more user-friendly. Major changes include:
 - **New Sub-Section for Fences and Walls in the M-U, C, C-1, C-2, and FS Districts.** This subsection includes the following, which includes provisions from the current sub-section for "Fences and Walls in Districts Other Than AP, M-1, or M-2."
 - It still allows the height of the fence to be increased from 6 feet to 8 feet (side and rear yard only), but only if the Planning Commission permits the increased height for safety purposes.
 - The standards for front yard fences are preserved, which allow a maximum of 2.5 feet in the front yard provided the front yard fence is decorative.
 - Fence material must be decorative, but the Planning Commission can approve chain link fence in a side or rear yard.
 - **OT District Added to the Sub-Section on Fences and Walls in the AP, M-1, M-T, and M-2 Districts.** This subsection includes the following:
 - As previously stated, this sub-section still allows the height of the fence to be increased from 6 feet to 8 feet, but only if the Planning Commission determines that it is necessary for the safety and security of the site (for example, a data center).

- Fences in the AP, M-1, and M-2 Districts can still be constructed in the front yard per the current regulations, provided they are decorative, and the M-T District has been added to this list of districts. However, fences in the OT District can now be constructed in the front yard only if the Planning Commission approves the front yard location and the fence is decorative (chain link prohibited).
- **Existing Sub-Section for Fences and Walls in the Residential Districts.** Although there are some existing sub-sections added from the current sub-section for "Fences and Walls in Districts Other Than AP, M-1, M-T, or M-2," the provisions for these districts remain the same except that M-T has been added to the list of districts.

We look forward to reviewing these proposed amendments with you.

Respectfully submitted,

McKENNA



Patrick J. Sloan, AICP
Senior Principal Planner

c: Ron Akers, Van Buren Township Director of Planning & Economic Development
Matt Best, Van Buren Township Director of Public Services



Section 7.205 Fences, Walls, and Other Protective Barriers

All fences, walls and other protective barriers (referred to in this Section as fences) of any nature, description located in the Township of Van Buren shall conform to the following regulations:

(A) General Requirements: The following requirements apply to all fences in Van Buren Township:

- (1) **Permit and Approving Authority.** The erection, construction or alteration of any fence or wall shall require a permit and be approved by the Building Inspector as to compliance with the provisions this Ordinance.
- (2) **Clear Vision Triangle Area.** No fence or wall shall be erected, established or maintained within the clear vision triangle area of any lot except in compliance with [Section 7.108](#).
- (3) **Maintenance.** Walls and fences shall be maintained in good condition and shall not constitute an unreasonable hazard. Rotten, crumbled, or broken compounds shall be replaced, repaired, or removed.
- (4) **Orientation of Finished Side.** Where a fence or wall has a single finished or decorative side, it shall be oriented to face outward toward adjacent parcels or road rights-of-way (i.e., away from the interior of the lot to which the fence or wall is associated).
- (5) **Security Fencing:** Unless explicitly permitted elsewhere in this Ordinance, barbed wire, spikes, nails, or any other sharp instrument of any kind are prohibited on top of or on the sides of any fence, provided that barbed wire cradler may be placed on top of fences enclosing public utility buildings or equipment in any district. Electric fences and similar energized fences that could cause injury are prohibited, except that low voltage fences are permitted on a commercial farm that meets all of the requirements of the Michigan Right to Farm Act. This Section does not apply to underground invisible fences designed for household pets.

(B) Requirements Applicable to Specific Zoning Districts.

- (1) **Fences and Walls in the M-U, C, C-1, C-2, and FS Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences or walls in the M-U, C, C-1, C-2, and FS districts, unless specifically provided otherwise, must conform to the following requirements:
 - (a) **Maximum Height.** No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet when required for security.
 - (b) **Location.** No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members

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including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.

- (c) **Fence Material.** All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.

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Deleted: or chain linked unless otherwise prohibited. Barbed wire, spikes, nails or any other sharp instrument of any kind are prohibited on top of or on the sides of any fence, provided that barbed wire cradler may be placed on top of fences enclosing public utility buildings or equipment in any district

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- (2) **Fences and Walls in the O-T, AP, M-1, M-T, or M-2 Districts.** In addition to the requirements of Section 7.205(A), fences and walls in the O-T, AP, M-1, M-T, or M-2 District must meet the following requirements.

- (a) **Maximum Height.** No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet if the Planning Commission determines that a higher fence is necessary for the safety and security of the site based on the use of the site.

(b) Location Requirements.

- (i) **O-T District.** No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that the Planning Commission may permit decorative fences (e.g. wrought iron, picket, split rail) in a front yard if the Planning Commission determines that the fence in the front yard is necessary for the safety and security of the site based on the use of the site (for example, a secure data center). Decorative fencing excludes chain link fences.

- (ii) **AP, M-1, M-T, and M-2 Districts.** Fences and walls in the AP, M-1, M-T, or M-2 District may be located on property or road right-of-way lines of a lot.

- (c) **Fence Material.** All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.

- (d) **Security Fences in the AP, M-1, M-T, and M-2 Districts.** The Planning Commission may permit barbed wire, spikes, nails, or any other sharp instrument on top of or on the sides of a fence in the AP, M-1, M-T, and M-2 Districts, provided the Planning Commission determines that the barbed wire, spikes, nails, or other sharp instrument is necessary for the safety and security of the site.

- (3) **Fences and Walls in AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH Districts.** In addition to the requirements of Section 7.205(A), fences and walls in the AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH zoning districts must comply with the following:

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- (a) **Maximum Height.** Fences and walls on all lots of record which enclose property and/or are within a side or rear yard, shall not exceed six (6) feet in height, measured from the surface of the ground.
- (b) **Location.** Fences and walls shall not extend toward the front of the lot nearer than the front of the principal building or the required minimum front yard setback, whichever is greater, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.
- (c) **Fence Material.** All fences hereafter erected shall be of a decorative nature or chain linked unless otherwise prohibited.
- (d) **Brick or Stone Walls.** Notwithstanding the foregoing provisions, a wall composed of brick, fieldstone or similar natural material may be permitted in the front yard where it does not exceed eighteen (18) inches in height.
- (e) **Subdivisions and Site Condominiums.** Residents of a subdivision or condominium may be subject to additional requirements of the homeowners association, which are not enforced by the Township or this Ordinance.

Deleted: in all residential districts

Deleted: and shall not extend toward the front of the lot nearer than the front of the house or the required minimum front yard or whichever is greater

Deleted: D

Deleted: shall be

Deleted: does not include

Deleted: Fences and Walls in Nonresidential Districts. In addition to the requirements of [Section 7.205\(B\)\(1\)](#) and [Section 7.205\(B\)\(2\)](#), fences and walls in all nonresidential districts when required for security shall be constructed of ornamental/decorative materials such as rod and rail, stockade, or brick; however, such fencing shall not exceed a height of eight (8) feet. Fences located in the rear may, at the discretion of the Planning Commission, be non-decorative, provided they are not directly visible from public rights-of-way.¶

Section 7.205 Fences, Walls, and Other Protective Barriers

All fences, walls and other protective barriers (referred to in this Section as fences) of any nature, description located in the Township of Van Buren shall conform to the following regulations:

(A) General Requirements: The following requirements apply to all fences in Van Buren Township:

- (1) Permit and Approving Authority.** The erection, construction or alteration of any fence or wall shall require a permit and be approved by the Building Inspector as to compliance with the provisions this Ordinance.
- (2) Clear Vision Triangle Area.** No fence or wall shall be erected, established or maintained within the clear vision triangle area of any lot except in compliance with [Section 7.108](#).
- (3) Maintenance.** Walls and fences shall be maintained in good condition and shall not constitute an unreasonable hazard. Rotten, crumbled, or broken compounds shall be replaced, repaired, or removed.
- (4) Orientation of Finished Side.** Where a fence or wall has a single finished or decorative side, it shall be oriented to face outward toward adjacent parcels or road rights-of-way (i.e., away from the interior of the lot to which the fence or wall is associated).
- (5) Security Fencing:** Unless explicitly permitted elsewhere in this Ordinance, barbed wire, spikes, nails, or any other sharp instrument of any kind are prohibited on top of or on the sides of any fence, provided that barbed wire cradler may be placed on top of fences enclosing public utility buildings or equipment in any district. Electric fences and similar energized fences that could cause injury are prohibited, except that low voltage fences are permitted on a commercial farm that meets all of the requirements of the Michigan Right to Farm Act. This Section does not apply to underground invisible fences designed for household pets.

(B) Requirements Applicable to Specific Zoning Districts.

- (1) Fences and Walls in the M-U, C, C-1, C-2, and FS Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences or walls in the M-U, C, C-1, C-2, and FS districts, unless specifically provided otherwise, must conform to the following requirements:
 - (a) Maximum Height.** No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet when required for security.
 - (b) Location.** No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members

VERSION 2. Changes Not Tracked

including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.

- (c) **Fence Material.** All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.
- (2) **Fences and Walls in the O-T, AP, M-1, M-T, or M-2 Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences and walls in the O-T, AP, M-1, M-T, or M-2 District must meet the following requirements.

 - (a) **Maximum Height.** No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet if the Planning Commission determines that a higher fence is necessary for the safety and security of the site based on the use of the site.
 - (b) **Location Requirements.**

 - (i) **O-T District.** No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that the Planning Commission may permit decorative fences (e.g. wrought iron, picket, split rail) in a front yard if the Planning Commission determines that the fence in the front yard is necessary for the safety and security of the site based on the use of the site (for example, a secure data center). Decorative fencing excludes chain link fences.
 - (ii) **AP, M-1, M-T, and M-2 Districts.** Fences and walls in the AP, M-1, M-T, or M-2 District may be located on property or road right-of-way lines of a lot.
 - (c) **Fence Material.** All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.
 - (d) **Security Fences in the AP, M-1, M-T, and M-2 Districts.** The Planning Commission may permit barbed wire, spikes, nails, or any other sharp instrument on top of or on the sides of a fence in the AP, M-1, M-T, and M-2 Districts, provided the Planning Commission determines that the barbed wire, spikes, nails, or other sharp instrument is necessary for the safety and security of the site.
- (3) **Fences and Walls in AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences and walls in the AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH zoning districts must comply with the following:

VERSION 2. Changes Not Tracked

- (a) **Maximum Height.** Fences and walls on all lots of record which enclose property and/or are within a side or rear yard, shall not exceed six (6) feet in height, measured from the surface of the ground.
- (b) **Location.** Fences and walls shall not extend toward the front of the lot nearer than the front of the principal building or the required minimum front yard setback, whichever is greater, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.
- (c) **Fence Material.** All fences hereafter erected shall be of a decorative nature or chain linked unless otherwise prohibited.
- (d) **Brick or Stone Walls.** Notwithstanding the foregoing provisions, a wall composed of brick, fieldstone or similar natural material may be permitted in the front yard where it does not exceed eighteen (18) inches in height.
- (e) **Subdivisions and Site Condominiums.** Residents of a subdivision or condominium may be subject to additional requirements of the homeowners association, which are not enforced by the Township or this Ordinance.

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
PUBLIC HEARING**

Notice is hereby given that the Charter Township of Van Buren Planning Commission will hold a public hearing on **Wednesday, February 13, 2019, at 7:30 p.m.** in the Board of Trustees Room, 46425 Tyler Road, Charter Township of Van Buren, Wayne County, Michigan to consider the following proposed amendments to the Charter Township of Van Buren's Zoning Ordinance:

1. Proposed amendment that would modify the requirements of section 7.205 of the Zoning Ordinance with regards to the placement of fences in the front yard of non-single family residential districts.

Please address any written comments to the Van Buren Township Planning Commission at, 46425 Tyler Road, Van Buren Township, MI 48111 or via e-mail at rakers@vanburen-mi.org. Written comments will be accepted until 4:00 p.m. on the hearing date. All materials related to this request are available for public inspection at the Van Buren Township hall prior to the hearing.

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

Published: January 24, 2019

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
February 13, 2019
MINUTES - DRAFT**

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

ROLL CALL:

Present: Kelley, Atchinson, Budd, Boynton, Jahr and Thompson.

Excused: Franzoi.

Staff: Director Akers and Secretary Harman.

Planning Representatives: McKenna Associate, Patrick Sloan.

Audience: Three (3).

APPROVAL OF AGENDA:

Motion Budd, Boynton second to approve the agenda of February 13, 2019 as amended, removing Item #1 Trowbridge Homes under New Business, moving Phantom Fireworks to Item #1, BK Development to Item #2 and Zoning Ordinance Amendment to Item #3. Motion Carried.

APPROVAL OF MINUTES:

Motion Boynton, Jahr second to approve the regular meeting minutes of January 23, 2019 as amended with a correction to the first paragraph on page 2. Correction to read: Commissioner inquired if the applicant will be disposing of sanitizer water in the store. Yes, the applicant will be disposing of it in the store. Motion Carried.

PUBLIC HEARING:

ITEM # 1

ZONING ORDINANCE TEXT AMENDMENT

TITLE:

A PROPOSED AMENDMENT WHICH MODIFIES THE REQUIREMENTS OF SECTION 7.205 OF THE ZONING ORDINANCE REGARDING SECURITY FENCING AND FENCING STANDARDS APPLICABLE TO SPECIFIC ZONING DISTRICTS, INCLUDING FENCING MATERIALS, HEIGHT, LOCATION, AND THE PLACEMENT OF FENCES IN THE FRONT YARD OF NON-SINGLE-FAMILY RESIDENTIAL DISTRICTS.

Motion Boynton, Atchinson second to open the public hearing. Motion Carried.

Patrick Sloan of McKenna Associates gave a brief presentation of the proposed amendments. Mr. Sloan previously presented text amendments to Section 7.205 of the Zoning Ordinance at the 1-23-19 Planning Commission meeting, the Commissioners reviewed the amendments and made minor modifications. The proposed amendments before the Planning Commission revise the security fencing provisions and classify fences in three (3) groups of zoning districts (residential, commercial, and industrial/office). In areas where fences are regulated by zoning district, the amendments include classifying zoning districts into groups and revising provisions for fencing material, height, location, and the placement of fences in the front yard of certain non-single-family residential districts.

There were no comments from the Commission or the audience.

Motion Boynton, Budd second to close the public hearing. Motion Carried.

NEW BUSINESS:

ITEM # 1 19-003 – PHANTOM FIREWORKS – TEMPORARY LAND USE

TITLE: THE APPLICANT, PHANTOM FIREWORKS, IS REQUESTING A TEMPORARY LAND USE PERMIT TO OPERATE A FIREWORKS TENT IN A SHOPPING CENTER PARKING LOT AT 2095 RAWSONVILLE ROAD.

LOCATION: 2095 RAWSONVILLE ROAD. THE SITE IS LOCATED NEAR THE INTERSECTION OF RAWSONVILLE ROAD AND I-94.

Richard Tapper of Phantom Fireworks gave the presentation. Mr. Tapper is requesting a temporary land use permit to operate a fireworks tent in the shopping center parking lot at 2095 Rawsonville Road from July 21 through June 5, this is Phantom's 7th season at the same location. The storage unit will remain in the same location as previous years and Mr. Tapper has not received any complaints in the past.

Director Akers presented his staff review letter dated 2-9-19 recommending approval of the application subject to the following three (3) conditions:

1. That the applicant obtains approval from the Van Buren Township Fire Marshal.
2. That the applicant provides the Township with a current Consumer Fireworks Retail Facility: Non-Permanent license prior to the establishment of the temporary use.
3. That all proposed signage complies with the Zoning Ordinance.

No comments from the Commission or the audience.

Motion Kelley, Jahr second to grant temporary land use approval to operate a fireworks tent in a shopping center parking lot at 2095 Rawsonville Road June 21st through July 5th based on the recommendations and analysis in the staff review letter dated 2-9-19. Motion Carried. (Letter attached)

ITEM # 2 19-004 – SITE PLAN AMENDMENT

TITLE: THE APPLICANT, BK DEVELOPMENT GROUP, IS REQUESTING AN AMENDMENT TO THE APPROVED SITE PLAN FOR THE COBBLESTONE CREEK WOODLANDS DEVELOPMENT TO ALLOW FOR A SINGLE ADDITIONAL ELEVATION TO BE CONSTRUCTED IN THE SUBDIVISION.

LOCATION: COBBLESTONE CREEK DEVELOPMENT IS LOCATED ON THE SOUTH SIDE OF W. HURON RIVER DRIVE BETWEEN RAWSONVILLE AND ELWELL ROADS.

Director Akers gave the presentation. Boji Homes is requesting approval of a single home elevation to offer a new model in the Cobblestone Creek Woodlands development. Director Akers presented his staff review letter dated 2-9-19 recommending approval of the amendment to the site plan for the Cobblestone Creek development in order to allow the additional elevation depicted in plans dated 1-22-19, based upon the staff review letter dated 2-9-19 and conditioned upon the following:

1. That the applicant provides a revised plan which depicts the detached unit having a minimum of 50% brick, stone or other decorative material on the exterior façade of the entire building, measured by taking the total area of all walls minus the area of windows, doors and gable ends.
2. Township Planning staff shall review each application for a new single-family home in the Cobblestone Creek development in order to determine that the new home meets the required setbacks and that the elevation meets the Township's "substantially different" architectural design standards set forth in the PRD agreement.

Commissioners inquired if a color rendering of the elevation was submitted, had staff compared to previous elevations to confirm it meets the substantially different requirement, is a side entry garage offered, does the HOA play a role in the process of new home elevations and façade colors and if exterior façade colors were agreed to in the PRD. Commissioners would like the developers to present exterior façade colors, materials and color renderings in the future. A color rendering was not submitted, staff has compared the new elevation to the existing elevations to confirm the substantially different requirement is met, the side entry garage is not offered on this model, Cobblestone Creek has an Advisory Board to discuss concerns with the developer and exterior façade colors were not included in the PRD agreement.

No comments from the audience.

Motion Boynton, Kelley second to grant BK Development and amendment to the approved site plan for the Cobblestone Creek Woodlands development to allow for a single additional elevation to be constructed in the subdivision, subject to the recommendations in the staff review letter dated 2-9-19. Motion Carried. (Letter Attached)

ITEM # 3 ZONING ORDINANCE AMENDMENT

TITLE: A PROPOSED AMENDMENT WHICH MODIFIES THE REQUIREMENTS OF SECTION 7.205 OF THE ZONING ORDINANCE REGARDING SECURITY FENCING AND FENCING STANDARDS APPLICABLE TO SPECIFIC ZONING DISTRICTS, INCLUDING FENCING MATERIALS, HEIGHT, LOCATION, AND THE PLACEMENT OF FENCES IN THE FRONT YARD OF NON-SINGLE-FAMILY RESIDENTIAL DISTRICTS.

No additional comments from staff, the Commission or the audience. Commissioners thanked Mr. Sloan for incorporating their feedback in the amendments.

Motion Boynton, Kelley second to recommend to the Township Board of Trustees a proposed amendment which modifies the requirements of section 7.205 of the Zoning Ordinance regarding security fencing and fencing standards applicable to specific zoning districts, including fencing materials, height, location, and the placement of fences in the front yard of non-single-family residential districts.

Roll Call:

Yeas: Atchinson, Budd, Kelley, Boynton, Jahr and Thompson.

Nays: None.

Absent: Franzoi.

Motion Carried.

GENERAL DISCUSSION:

ITEM # 1 LOT SIZE REQUIREMENTS IN THE RM, MULTIPLE FAMILY ZONING DISTRICT

Patrick Sloan of McKenna Associates gave a presentation on his review and comparison of multi-family residential standards in the RM District. The current minimum lot size required is 10 acres with a minimum 400 ft. lot width. Because the minimum lot area is 10 acres, the size of the smallest multi-family development can be between 100-400 units. The standards make it difficult to develop smaller multi-family developments, McKenna Associates recommends the Township consider a sliding scale that allows for smaller lot areas and lot widths for multi-family residential development. Mr. Sloan presented comparisons from Garden City and Lyon Township both of which have smaller lot size requirements. Mr. Sloan can provide more examples if needed.

Director Akers has received feedback from the Township Board and residents concerning the lack of senior housing in the Township, both independent and assisted living. The RM District can accommodate senior housing, those types of facilities typically don't need or desire a parcel that large and would benefit from a change to the minimum lot size requirement.

Commissioners discussed looking at more comparisons to determine the right fit for the Township, addressing senior housing within the RM District, possibly adding a senior housing section to the Zoning Ordinance. Mr. Sloan will bring more comparisons back to the Planning Commission including senior housing ordinance examples.

ADJOURNMENT:

Motion Boynton, Kelley second to adjourn at 8:36 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY

DATE: 3-04-19

BOARD MEETING

DATE: 3-05-19

Consent Agenda _____

New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	2019 Annual Budget amendment to Supervisor/Assessing Offices and full-time Confidential Administrative Assistant job description.
DEPARTMENT	Supervisor's and Assessing Office
PRESENTER	Supervisor McNamara, Assessing Coordinator Stevenson, Executive Assistant Selman
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	H.R. Director Sumpter

Agenda topic

ACTION REQUESTED

To consider approval of the Confidential Administrative Assistant job description and amendment to 2019 Annual Budget to line items: 101-171-706-000 from \$16,728 to \$20,500 & 101-247-705-000 from \$61,930 to \$65,358 (Employee Wages) and 101-171-719-000 from \$90,767 to \$99,533 & 101-247-719-000 from \$82,050 to \$91,602 (Allocated Fringes).

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Our current Assessing Clerk Kathy Cline will retire in April. The Supervisor and Assessing Offices propose combining the two (2) part-time positions of Assessing Clerk and Confidential Secretary into a single full-time Confidential Administrative Assistant at \$43,000/yr. split equally between both departments.

Merging the two positions in a single full-time position will provide coverage for each office to sustain a high level of customer service and future transition planning opportunities, particularly in the Assessing Office. Additional job duties have also been added to this position and are detailed in the job description.

Please note that at this time we are also proposing a reduction of hours with our Contracted Assessor decreasing line item 101-247-819-000 by (-18,000) and adjusting the Assessor Wages line item 101-247-703-000 by (+4,000).

Please see attached budget projection and proposed job description.

BUDGET IMPLICATION

See above line item adjustments.

IMPLEMENTATION NEXT STEP

Post Confidential Administrative Assistant position and Supervisor and Clerk to execute Personal Service Agreement.

DEPARTMENT RECOMMENDATION

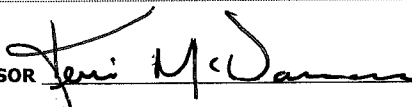
Approval

COMMITTEE/COMMISSION RECOMMENDATION

ATTORNEY RECOMMENDATION

(May be subject to Attorney/Client Privilege and not available under FOIA)

APPROVAL OF SUPERVISOR



Charter Township of Van Buren
Supervisor Assessment Department

	2017 Actual	2018 Actual	2019 Budget	2019 Amended	Difference	Notes
101-171-702-000	85,968	88,145	89,913	89,913	-	
101-171-703-000	51,949	53,337	66,000	66,000	-	
101-171-705-000	65,843	58,170	69,003	69,003	-	
101-171-706-000	15,058	14,246	16,728	20,500	3,772	Remove Confidential Secretary Effective 4/1/19 - Add 50% of new hire wages
101-171-719-000	74,402	81,912	90,767	99,533	8,766	Remove Confidential Secretary FICA - Add 50% of new hire fringes
101-171-810-000	59	209	700	700	-	
101-171-860-000	1,207	2,256	1,800	1,800	-	
101-171-861-000	1,842	2,659	7,500	7,500	-	
101-171-956-000	6,130	3,624	5,000	5,000	-	
101-171-970-000	178	-	3,000	3,000	-	
Total Supervisor's Office	302,636	304,560	350,411	362,949	12,538	
101-247-703-000	68,047	69,750	69,810	73,810	4,000	Wage increase effective May 1, 2019 / \$500 per month
101-247-705-000	48,019	51,489	61,930	65,358	3,428	Add 50% of new hire wages & Assessing Acct Clerk Departure
101-247-705-001	-	-	0	-	-	
101-247-706-000	1,860	1,800	3,000	3,000	-	
101-247-719-000	78,087	75,254	82,050	91,602	9,552	Add 50% of new hire fringes and Assessing Acct Clerk Departure
101-247-727-000	604	493	600	600	-	
101-247-810-000	895	220	800	800	-	
101-247-818-000	-	-	-	-	-	
101-247-818-001	-	373	2,000	2,000	-	
101-247-818-002	(17,176)	(17,176)	(17,176)	(17,176)	-	
101-247-819-000	42,726	42,532	45,000	27,000	(18,000)	Reduce contractor pmts \$1,500 Apr-Sept / Remove entirely Oct 1
101-247-860-000	636	702	1,000	1,000	-	
101-247-861-000	1,302	1,263	2,600	2,600	-	
101-247-956-000	-	-	100	100	-	
101-247-970-000	2,840	-	3,200	3,200	-	
Total Assessing	227,840	226,701	254,914	253,894	(1,020)	
TOTAL INCREASE TO GENERAL FUND BUDGET:					11,518	



CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

Position Title: Confidential Administrative Assistant

Department: Supervisor/Assessing Department

Classification: Regular, Full-time

FLSA Status: Non-exempt

Union Affiliation: None

Position Summary

Under the general supervision of the Township Supervisor or their designee, the employee will perform a broad range of duties as assigned by the Assessing Coordinator, Executive Assistant and Human Resource Director. The employee will be responsible for maintaining confidentiality, uncompromising integrity and discretion in all matters with a strong emphasis on Customer service.

Essential Job Functions, Duties and Responsibilities

The Administrative Assistant may be called upon to perform any or all of the following essential job functions, duties and responsibilities for both the Supervisor and Assessing departments. The following describe the general nature and level of work to be performed by and is not to be construed as an exhaustive list of all job duties performed in this position.

Supervisor Duties

- Handle routine customer concerns as they arise in a professional positive manner.
- Maintain filing system and historical data.
- Coordinate residential service request.
- Answer phones, direct residents to the proper departments within the Township as well as other governmental or non-governmental agencies.
- Maintain the Township Supervisor's calendar, monitor his/her confidential email; schedule and coordinate meetings and/or special events.
- Process all incoming mail for entire department.
- Assist with request from the Board of Trustees.
- Attend Educational training sessions.
- Obtain Notary Certification within six months.
- Responsible for assisting with all Board agendas and attending after hours meeting as needed.
- Assist in ongoing projects with extensive administrative research and preparing executive summaries.

Assessing Duties

- Obtain the Michigan Assessing Technician Certification and Michigan Certified Assessing Officer Certification within the timeframe set forth by Assessing Coordinator.
- Maintain filings for Property Affidavits, Principle Residence Exemptions and Sales Disclosures; Compose and process any related correspondence.
- Digitize files and records.
- Interpret and assist with field sheet data, lot sizes, legal descriptions and assessed valuation issues.
- Work with outside vendors on obtaining quotes, job parameters and task completions.
- Maintain and update office manuals as necessary.

- Processing of personal property statements (L-5076, Form 5278 and L4715)
- Maintain any necessary changes to the assessing portion of the GIS maps.
- Assist in maintaining current business list.
- Assist office staff as needed.
- Assist in the sketching of Residential parcels.
- Demonstrates regular and predictable attendance.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Must possess a Bachelor's degree or equivalent prior work experience in a general office setting; Knowledge of Township structure and organization a plus.
- Must have a valid Michigan Driver's License.
- Must have some knowledge with willingness to learn various software including Microsoft Office, Google Docs, Adobe, Apex sketching program and BS&A Equalizer.
- Must have organizational, interpersonal skills and a strong attention to detail.
- Ability to prepare report and financial data.
- Competence in basic mathematical calculations including algebra and geometry.
- Ability to use deductive reasoning and logic in job related problem solving and to deal with problems involving several variables.
- Skill in communicating verbally and in writing and interacting with customers in a professional and ethical manner.
- Must maintain compliance with Township Employee Manual, Township Ethics Policy, Township Policies manual and all other policies as adopted.
- Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
- Must be reliable and work cooperatively as part of a team.
- Ability to use various job related electronic equipment such as digital recorders, large scale plotter, computers scanners and fax machines for communication, record keeping and data updating.
- Ability to perform job duties and complete assignments with minimal need for direct supervision; operate under strict deadlines.
- Must be willing to work evenings, and/or weekends to accommodate the needs of the Township.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

Physical Abilities and Work Environment

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 03/04/19

Board Meeting: 03/05/19

Consent Agenda _____

New Business X

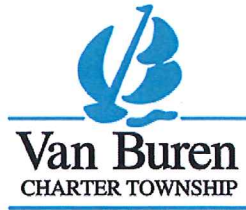
Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve the new position of Executive Assistant of the Public Services Director.
DEPARTMENT	Department of Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Nicole Sumpter – Human Resources Ron Akers – Building and Planning Director James Taylor – Water and Sewer Director

Agenda topic

ACTION REQUESTED	
To approve the new position of Executive Assistant of the Public Services Director and approve the following amendments to 2019 Annual Budget to line items: Office Wages 101-265-705-000 from \$0 to \$17,333; 592-536-705-000 from \$150,000 to \$120,333; 101-370-705-000 from \$135,000 to \$152,333. Allocated Fringes 101-265-719-000 from \$230,000 to \$241,349; 592-536-719-000 from \$462,000 to \$442,000; 101-265-719-000 from \$196,000 to \$206,649. Contracted Services 101-370-821-000 from \$175,000 to \$155,000. Contractors 101-370-819-000 from \$35,000 to \$15,000. The Executive Assistant position will be funded at \$52,000 by the Department of Public Services. See attached memo.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$52,000 – Department of Public Services
IMPLEMENTATION NEXT STEP	If approved, the Personal Service Agreement will be executed.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR <u>Daniel Salman</u>	



MEMO

TO: Board of Trustees

RE: Executive Assistant of the Public Services Director

DATE: February 25, 2019

The Department of Public Services is proposing a new position, the Executive Assistant to the Public Services Director. The addition of this position to the Public Services staff will provide support to scale back contracted duties performed by McKenna Associates. This will provide savings through efficiency. Further, changes being made by Wayne County CDBG program will provide the further opportunity to fund the position.

There is an opportunity to reutilize those funds to increase the department capacity. The Department of Public Services will provide assistance to several areas where it currently does not perform. Under the direct supervision of the Public Services Director, the Public Services Executive Assistant will be responsible for performing a broad range of duties as assigned including working on the data driven asset management CITYWORKS program, the capital improvements plan, plan reviews, business outreach, procurement, project tracking and other special projects. This new position will allow the Public Services Department to better serve our customers and continue providing a high level of service.

Attached is the proposed job description and cost benefit analysis for this proposed position.

Cost/Benefit Analysis of Proposed Changes

Projected Cost:

Projected Salary \$ 52,000.00
Projected Benefits \$ 32,947.76

Total: \$ 84,947.76

Anticipated Budget Savings:

McKenna Management Reduction \$ 35,000.00
McKenna Office Time Reduction \$ 5,000.00

Total: \$ 40,000.00

Projected Cost \$ 84,947.76
Projected Savings \$ 40,000.00
Budget Impact: \$ 44,947.76

Re-internalized work:

Grants \$ 10,000.00
Strategic Planning \$ 3,000.00
Total: \$ 13,000.00

Funding

	2019/2020	Cost saving in current budget	Overall impact
Building and Planning	\$ 28,315.00	\$ 40,000.00	\$ 11,685.00
Building and Grounds	\$ 28,315.00	\$ 13,000.00	\$ (15,315.00)
Water and Sewer	\$ 28,315.00	\$ 60,000.00	\$ 31,685.00
	\$ 84,945.00	\$ 113,000.00	\$ 28,055.00 <-- Total Savings



CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

Position Title: Public Services Executive Assistant

Department: Public Services Department

Classification: Regular, Full-time

FLSA Status: Non-exempt

Union Affiliation: None

Position Summary

Under the general supervision of the Public Services Director or their designee, the employee will be responsible for performing a broad range of duties as assigned by executive team of Public Services Directors, including providing general administrative support, creating reports, organizing travel and accommodation and other organizational and outreach tasks.

Essential Job Functions, Duties and Responsibilities

The Public Services Executive Assistant may be called upon to perform any or all of the following essential job functions, duties and responsibilities. The following describe the general nature and level of work to be performed by and is not to be construed as an exhaustive list of all job duties performed in this position.

- Must have some knowledge with willingness to learn various software.
- Maintain data driven assets management through report creations within the City Works Database.
- Develop and implement capital improvement plans.
- Create and maintain a social media presence for the Public Services Department and implement a customer database from media and customer responses.
- Develop, implement and maintain a public participation (community outreach) plan.
- Researching and conducting data analysis for preparation of documents for review and presentation by the Board, committees and commissions as needed.
- Assists the Director of Public Services administratively including procurement, project tracking, customer contact, scheduling, returning calls and timekeeping.
- Responsible for assisting with all Building, Planning, Economic Development and Water Sewer services including preparing for and attending after hours meeting as needed.
- Schedule business retention visits with local businesses.
- Coordination of residential zoning administrations and development.
- Primary Liaison to Board of Zoning Appeals.
- Assist administrative staff as needed.
- Must have professional level verbal and written communication skills.
- Must maintain compliance with Township Employee Manual, Township Ethics Policy, Township Policies manual, Collective Bargaining Agreement and all other policies as adopted.
- Demonstrates regular and predictable attendance.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Must possess a Bachelor's degree or equivalent prior work experience.
- Must have organizational, interpersonal skills and a strong attention to detail.
- Ability to prepare report and financial data.
- Efficient in Microsoft office and Google Docs.
- Competence in basic mathematical calculations including algebra and geometry.
- Ability to use deductive reasoning and logic in job related problem solving and to deal with problems involving several variables.
- Skill in communicating verbally and in writing and interacting with customers in a professional and ethical manner.
- Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
- Must be reliable and work cooperatively as part of a team.
- Ability to use various job related electronic equipment such as digital recorders, large scale plotter, computers scanners and fax machines for communication, record keeping and data updating.
- Ability to perform job duties and complete assignments with minimal need for direct supervision.
- Ability to learn the policies, procedures and operations of water metering, backflow, utility billing and regulations related to water and sewer systems, CDBG and reading Plan Documents.
- Must be willing to work evenings, and/or weekends to accommodate the needs of the Township.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

Physical Abilities and Work Environment

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.