



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: 11/15/2016
FROM: Peter Gallinat Twp Planner	DATE FOR BOARD CONSIDERATION: 11/21/2016
ACTION REQUESTED: ADOPT MASTER PLAN ADOPTION AUTHORITY RESOLUTION	

Current Action Yes Emergency _____

Funds Budgeted: If Yes _____ Account # _____ No _____ N/A X

Finance Approval _____

BACKGROUND INFORMATION

The Charter Township of Union adopted their Master Plan in 2011. Since that time the Township has experienced increased development and expects further growth. Earlier this year the Township conducted a community survey that contains critical data and input from citizens of the township. The Township Planning Commission decided earlier this year to conduct a 5 year review of the Master Plan with the assistance of a professional planning firm.

A Request for Proposal was issued June 6, 2016 and 3 bids were received by July 6, 2016. The bids were from ROWE Engineering, Spicer Group and LSL Planning. The Planning Commission carefully reviewed the 3 bids and on September 20, 2016 voted to award LSL Planning the contract. On October 12, 2016 the Board of Trustees approved a service agreement with LSL Planning for their services.

On November 15, 2016 the Township began to work with LSL Planning in conducting the Master Plan review and update. LSL planning met with Township Staff in the afternoon and held a kick off meeting with the Planning Commission that evening.

SCOPE OF SERVICES

The project is broken down into the following phases:

1. Kick Off with Staff and Planning Commission
2. Update existing conditions
3. Update Future Land Use Map
4. Create Graphic Concise Plan
5. Revise Implementation Plan
6. Plan Adoption

JUSTIFICATION

Section 125.3845(2) of the Michigan Zoning Enabling Act, Act 33 of 2008 states “At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.”

Section 125.3843 of the Michigan Zoning Enabling Act, Act 33 of 2008 states “Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the palling commission , the legislative body shall approve or reject the proposed master plan.”

PROJECT IMPROVEMENTS

Board of Trustee’s Goals Addressed by this project (From Policy 1.0: Global End).

- 1. Community well-being and common good
- 2. Prosperity through economic diversity, cultural diversity, and social diversity
- 3. Natural Environment
- 4. Commerce

COSTS

N/A

PROJECT TIME TABLE

November 2016-May 2017 (7 months)

RESOLUTION

Authorization is hereby given to adopt the Master Plan Adoption Authority Resolution.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

**CHARTER TOWNSHIP OF UNION
BOARD OF TRUSTEES**

RESOLUTION

MASTER PLAN ADOPTION AUTHORITY

WHEREAS, Michigan Public Act 33 of 2008, the Michigan Planning Enabling Act, requires a community to adopt a master plan and sets forth the procedures for such plan, and;

WHEREAS, Section 43(3) of Michigan Public Act 33 of 2008 states the legislative body may assert the right to approve or reject a plan prepared by the Planning Commission in the form of a resolution, and;

WHEREAS, the Union Township Planning Commission is currently developing a Township Master Plan, and;

WHEREAS, the Union Township Board of Trustees believes such plan is an important tool in furthering the development and success of the Township, provides a sound basis for zoning and other requirements, and desires the opportunity to be involved in the planning process and development of the document.

NOW THEREFORE, BE IT RESOLVED, that the Union Township Board of Trustees shall assert its authority to approve or reject the Union Township Master Plan once it is presented to them by the Planning Commission, in accordance with plan preparation and adoption procedures set forth in Michigan Public Act 33 of 2008, as amended.

Members Present:

AYES:

NAYS:

Supervisor
Ben Gunning

_____ Date: _____

Clerk
Lisa Cody

_____ Date: _____



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: November 15, 2016
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 11/21/2016
ACTION REQUESTED: Board review of Board Governance Policy No.'s 3.8 and 3.9	

Current Action Emergency

Funds Budgeted: If Yes Account # _____ No N/A

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013 and 2014. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 3.8 (Board Committee Principles) and 3.9 (Board Committee Structure), are to be reviewed and monitored for compliance on an annual basis. In this case, the annual review is to occur in the month of November.

Attached to this memo are copies of Policy No's 3.8 and 3.9

Board Policy 3.8 - Board Committee Principles

Should the Board of Trustees ever utilize a committee, this policy outlines the principles by which the committee would operate and the constraints on said committee.

Board Policy 3.9 - Board Committee Structure

This policy outlines how a committee is created, should the need arise.

I am not aware a Committee was created in 2016 and as such, this is being provided for informational purposes only.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review and affirmation of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

duties.

3.7.2.2 The Township Treasurer is required to comply with statutory deadlines.

3.7.2.3 The Township Treasurer will cooperate with the Township Manager with respect to administrative policies and procedures.

3.8 POLICY TITLE: *BOARD COMMITTEE PRINCIPLES*

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Township Manager.

Accordingly:

- 3.8.1 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
- 3.8.2 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Township Manager.
- 3.8.3 Board committees cannot exercise authority over staff. Because the Township Manager works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.
- 3.8.4 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.
- 3.8.5 Committees will be used sparingly and ordinarily in an ad hoc capacity.
- 3.8.6 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the Township Manager.

3.9 POLICY TITLE: *BOARD COMMITTEE STRUCTURE*

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: November 16, 2016
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 11/21/ 2016
ACTION REQUESTED: Consider appointments to the Planning Commission and Zoning Board of Appeals	

Current Action Emergency

Funds Budgeted: If Yes Account # _____ No N/A

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

As a result of the recent election, openings now exist on both the Planning Commission and Zoning Board of Appeals.

Planning Commission

By rule, a member of the Board of Trustees also sits on the Planning Commission. This seat is now open due to the recent election results. To ensure a full complement of Planning Commission members and to ensure the Board of Trustees is properly represented, it is recommended that the Board of Trustees appoint someone to the Planning Commission.

In addition, a "Citizen at Large" seat is now open on the Planning Commission due to the recent election results. This seat is filled via an appointment made by the Board of Trustees.

Finally, it is noted that a member of the Planning Commission continues to hold office, as allowed by Ordinance, even though the term expired in February, 2016. The Board of Trustees should consider the reappointment of this member or, in the alternative, make a new appointment.

The relevant section of the Ordinance is copied below which describes the method of appointment and the required qualifications of the appointee.

5.003 - Appointments and terms.

Sec. 3. The township supervisor, with the approval of the township board by a majority vote of the members elected and serving, shall appoint all planning commission members, including the ex officio member (one township board member, who is not the supervisor).

The planning commission members, other than an ex officio member, shall serve for terms of 3 years each.

A planning commission member shall hold office until his or her successor is appointed. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.

Planning commission members shall be qualified electors of the township, except that one planning commission member may be an individual who is not a qualified elector of the township. The membership of

the planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the township, in accordance with the major interests as they exist in the township, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the township to the extent practicable.

One member of the township board shall be appointed to the planning commission as an ex officio member. An ex officio member has full voting rights. An ex officio member's term on the planning commission shall expire with his or her term on the township board.

No other elected officer or employee of the township is eligible to be a member of the planning commission.

Zoning Board of Appeals

By rule, the Board of Trustees appoints members to the Zoning Board of Appeals. Two seats are now open due to the recent election results. To ensure a full complement of members on the Zoning Board of Appeals, it is recommended that the Board of Trustees fill these two vacancies. By rule, one of these appointments needs to be someone from the Planning Commission. The other appointment would be considered a “Citizen at Large” appointment.

The relevant section of the Zoning Code is copied below which describes the method of appointment and the required qualifications of the appointee.

5.1 BOARD OF APPEALS

There shall be a board of Appeals that shall consist of five (5) members appointed by the Township Board. The first member of the Board of Appeals shall be a member of the Township Planning Commission. The remaining members of the Board of Appeals shall be selected from the electors residing in the unincorporated area of Union Township. The members selected shall be representative of the population distribution and of the various interests present in the Township. The term of each member shall be for three (3) years, except that of the members first appointed, two (2) shall serve for two (2) years and the remaining members for three (3) years. A successor shall be appointed not more than one (1) month after the term of the preceding member has expired. All vacancies for unexpired terms shall be filled for the remainder of the term.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Board of Trustee appointments to the Planning Commission and the Zoning Board of Appeals will ensure 1) adequate Board of Trustee representation, and 2) that both the Planning Commission and the Board of Appeals have a full complement of members in order to perform their responsibilities.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in these appointments (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity

- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Once appointed, the Clerk will need to swear in the appointees as soon as practical. The next Planning Commission meeting is December 20, 2016 and the next Zoning Board of Appeals meeting is scheduled for December 7, 2016.

RESOLUTION

Be it resolved that the following named individuals are hereby appointed sit on the Planning Commission and Zoning Board of Appeals as indicated below:

Planning Commission

- 1)
- 2)

Zoning Board of Appeals

- 1)
- 2)

Resolved by _____

Seconded by _____

- Yes:
- No:
- Absent: