

**ANN ARBOR CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
MINUTES OF MEETING - MONDAY, JUNE 20, 2016**

**I. CALL TO ORDER**

The regular monthly meeting of the Ann Arbor Charter Township Board of Trustees was called to order by Supervisor Moran at 7:37 p.m.

Present: Supervisor Michael Moran, Clerk Rena Basch, Treasurer Della DiPietro, Trustees John Allison, Ken Kohrs, Randolph Perry, and Claudia Sedmak.

Also Present: Township Attorneys Sandra Sorini-Elser and Matt Rechten, Fire Chief Brian Thurston, Utilities Director Rick Judkins, Township Engineer Eric Humesky, and Controller Colleen Coogan.

**II. CITIZEN PARTICIPATION - No citizen signed up for participation.**

**III. APPROVAL OF MINUTES**

Corrections to 5/16 /16 minutes: Under item V.C in the 3<sup>rd</sup> line correct the spelling of “Len Felgner”. **Perry moved approval of the May 16, 2016 meeting minutes as amended. Basch seconded the motion which was adopted unanimously.**

**IV. 2015 AUDIT REPORT**

Auditor Kathy Moravec of Pfeffer, Hanniford, and Palka presented the 2015 Audit Report. Moravec reported the audit went very smoothly and the Township is in very good financial health. Moravec noted the Township has been adding to its fund balance every year with total revenues over a million dollars and expenditures of \$774,000 for 2015. The Board addressed the issue of requiring signatures on timesheets for payroll as noted in the auditor’s management letter. Basch reported the Township has no policy requiring signatures on timesheets for exempt employees or department heads. Moran reported he began signing department head timesheets as requested, but has no real accounting of their time and makes no sense for him to continue to do so. The Board agreed department heads should account for their employees’ time and approve their timesheets. Basch noted this issue was clarified in a meeting with the auditor after the auditor’s management letter was already written. The Board asked the auditor to update this issue in their management letter accordingly. **Allison moved to accept the Audit Report for 2015 as presented. Basch seconded the motion which was adopted unanimously.**

**V. ANNEXATIONS, ORDINANCES, CONDITIONAL USES, ZONING**

**A. Approval of PUD Area Plan Amendment – All Seasons of Ann Arbor**

Mark Highlen with Beztak Properties reported they are proposing the All Seasons of Ann Arbor luxury senior housing development located at the southeast corner of Dixboro and Geddes Road. Highlen reported they are proposing to develop only the upland areas with all low land areas placed in a conservation easement. Highlen indicated they are proposing 280 units with 13 buildings featuring a variety of unit sizes and types. Highlen noted they have been working with the WCRC,

WCWRC, WCPARC, AATA, FCAC, and Township staff, and have designed a development that fits the community and nature of the site.

Attorney Sorini reported she provided the Board with an updated draft of the PUD Resolution and PUD Development Agreement dated June 20th with the addition of the Road Improvement Agreement provision. Sorini recommended revisions to Section 6.2 of the resolution and Section 2.6.2 of the agreement to reflect the updated Phase 1 Plan and overall Phased Plans. Sorini also recommended revisions to section 10 of the resolution and 2.10 of the agreement to reflect the Board's approval of the private road variances for road width and turn radius in the event of multiple owners resulting from phasing of the project as recommended by the Township Engineer.

Allison noted the number of proposed cottages is a substantial increase compared to previous proposed developments which have more parking and impervious surface, and may have some potential for expansion of use, and recommended limiting the number of units to 44. Allison also expressed concerned that the proposed 0 to 30 memory care units allows the petitioner to opt out of an important need for the senior community and recommended a range of 15 to 30 units. Highlen explained that memory care is a facet and component of assisted living and they want the flexibility to look at the market in 4 or 5 years to determine if there is a need for a separate memory care building. Attorney Sorini advised if the petitioner doesn't build the memory care building it will require an amendment to the PUD area plan. Highlen requested an amendment to the resolution and agreement for resident services uses to include a provision for state licensing guidelines for liquor license. **Basch moved approval of the Resolution approving Amended PUD Rezoning Petition , and Amended Area Plan, All Seasons of Ann Arbor (Formerly Traditions and Formerly Verdura) draft dated June 20, 2016 with the following changes: Under Section 6.2 insert the dates June 15, 2016 and June 20, 2016; in the 9<sup>th</sup> line strike "or for the portion of the Project not to be" and insert "shall"; in the 10<sup>th</sup> line strike "Applicant must provide adequate fire truck turnaround"; under Section 7 in the 1<sup>st</sup> line of the table changing the minimum to maximum range from 40--50 to 40-44; under Section 10 adding the sentence "The Board approves variances to the Private Road Ordinance regarding the road right of way of less than 66 feet and horizontal curve radii of 230 feet"; and under Section 23 adding to the end of the sentence "in accordance with state licensing guidelines for liquor license."** Sedmak seconded the motion which was adopted unanimously. Perry moved to approve the Amended and Restated Planned Unit Development Agreement All Seasons draft dated June 20, 2016 to include all of the parallel changes made to the Resolution. DiPietro seconded the motion which was adopted unanimously.

## VI. APPOINTMENTS, RESOLUTIONS, REPORTS, DISCUSSIONS

Perry moved to advance agenda item VI. G.2 before item VI.A. DiPietro seconded the motion which was adopted unanimously.

### G.2. Set Water and Sewer Rates for 7/1/16 to 7/1/17

Moran reported the Utilities Committee met and reviewed the rate structure that has been in place since 2005 and took into consideration the City's proposed increase of ~~\$0.51-cents~~ and is recommending a 3.67% increase for water and wastewater rates with water increasing from \$6.89 to \$7.09 and sewer increasing from \$6.99 to \$7.30. Moran indicated they are passing on the City increases and will review the entire rate structure next year by working with the Township engineers and attorneys to even out the increases and decreases to meet requirements of case law. Moran also reported they are recommending small increases in connection fees of 1% for water and 3% for wastewater. **Allison moved to accept the Utilities Committee's recommendation to increase the water rates to \$7.09 per 100 cubic feet and to increase wastewater rates to \$7.30 per 100 cubic feet and connection fee increases according to the table. DiPietro seconded the motion which was adopted unanimously.**

**A. Added Parking at Township Hall**

Judkins presented Stantec's proposal for professional engineering services for the design, construction observation, and contract administration for a private drive and additional parking spaces along the north side of the Township Hall with storm water management facilities. Judkins reported Stantec is proposing to complete the scope of work for a not to exceed fee of \$29,000. Humesky reported the total cost estimate of the project is \$133,000. **Perry moved approval of the contract for engineering services with Stantec for the construction of additional parking spaces adjacent to the Township Hall at a cost not to exceed \$29,000. Allison seconded the motion which was adopted unanimously.**

**B. Presentation from Washtenaw County Historic District Commission Regarding a Mid-Century Modern Historic District**

Kristine Bolhuis, President of the Thornoaks Neighborhood Association provided a brief background on the Thornoaks' neighborhood and its potential for a local historic district to preserve the mid-century modern architectural history. Bolhuis also presented a petition from neighborhood property owners in support of the local historic district. Melissa Milton-Pung Project Manager for the Washtenaw County Historic Commission provided the Board with a brochure on local historic districts along with a chart explaining the 15 step process for establishing a local historic district, and the Secretary of the Interior's standards for rehabilitation. Pung reported property owners are concerned with the threat of teardowns, the possibility of incongruent new construction which would dramatically alter the look and feel of their neighborhood, and the retention or growth of property values. Pung also reported the neighbors see the local historic district designation option as a means to retain the character and setting of their neighborhood while still allowing for growth and change in harmony with the existing design aesthetic.

The Board discussed the pro and cons of a local historic district and expressed concern of the bureaucratic process which can be very restrictive for property owners. Perry noted this would be the County's first neighborhood historic district so there is no precedent, and he would not approve it unless there was 100% support from homeowners. Moran noted the Township would lose control and have no authority once it approves a historic district study. The Board also expressed concern

that 20% of homeowners haven't signed the petition including a number of long-time residents. Judkins reminded everyone the area is part of the boundary agreement to be annexed into the City and questioned who would retain jurisdiction over the district. The Board also discussed the possibility of holding a public hearing in September to allow for further consideration and discussion.

**C. Michigan Township Association Dues Invoice**

**Allison moved approval of the Michigan Township Association Membership Dues Invoice including legal defense for the total amount of \$5,491.96. DiPietro seconded the motion which was adopted unanimously.**

**D. Amendment of Fee Schedule**

**1. Cell Township Colocation Fee**

**DiPietro moved to change the fees associated with co-location on existing cell towers for zoning review for projects that do not require Planning Commission review from \$75 to \$750, and keeping in place the \$1000 fee for projects that require Planning Commission review. Sedmak seconded the motion which was adopted unanimously.**

**2. Plan Review for Residential Construction Not Requiring a Site Plan**

Moran asked the Board to defer this matter for further review.

**E. Amendment of Investment Policy**

DiPietro reported she is recommending two minor changes to the investment policy to reflect the change in banks, and adding up to 10 year terms for bonds, securities and other obligations. **Allison moved to approve the Resolution Approving an Investment and Depository Designation Policy dated June 20, 2016 as amended. Kohrs seconded the motion which was adopted unanimously.**

**F. Public Safety**

**1. Sheriff's Office** - The Board received a written report from the Sheriff's Department.

**2. Fire Department** - Chief Thurston submitted a written report to the Board on the department's activity for the month of May 2016.

**3. Paid on Call Report** - The Board received a written report from Ed Swope.

**G. Utilities Department**

**1. Report from Utilities Director**

Judkins submitted a written report to the Board on the department's activity for the month of May 2016. Judkins also requested Board approval of a three year extension of the Liqui Force Maintenance Service Contract at the same rate. **Allison moved to authorize the Supervisor to extend the Liqui Force Maintenance Service Contract for three years at the same rate. Kohrs seconded the motion which was adopted unanimously.**

**H. Supervisor's Report**

Moran reported he continues the Tech Park roads discussion with the University and has reached a proposal for discussion with the rest of the businesses but no one has ~~not~~ approved it yet. Moran reported EPA resolutions have been adopted by Scio Township, Sierra Club, and Washtenaw County, and a telephone conference is schedule with the EPA to discuss issues and concerns.

Moran also reported the Township should ~~be~~ hear soon about funding for the Dixboro Road trail, and a pre-application meeting was held to discuss a possible development on DF Land property.

**I. Clerk's Report**

Basch reported the ZBA will be meeting in July to consider a sign variance for the DFL solar array and a dimensional variance for an addition in Fleming Creek. Basch also reported on the status of the August 2<sup>nd</sup> primary election and the Election Commission is scheduled to meet on July 11<sup>th</sup>.

**J. Treasurer's Report**

DiPietro reported summer tax bills will be mailed out next week and that she is in need of more content for the newsletter.

**K. Planning Commission** - Allison reported on the June 6, 2016 Planning Commission meeting. The minutes were included in the Board's packets.

**L. Building Department** - Pace submitted a written report to the Board.

**M. Farmland Preservation Committee** - Allison reported on the May 26 meeting.

**N. Approval of Claims Listings**

**Kohrs moved approval of the claims listing dated June 1, 2016 in the amount of \$81,241.66.**

**Allison seconded the motion which was adopted unanimously. Allison moved approval of the claims listing dated June 9, 2016 through June 15, 2016, in the amount of \$169,758.96.**

**Sedmak seconded the motion which was adopted unanimously.**

**VII. INFORMATION ONLY ITEMS - None****VIII. NON-AGENDA ITEMS**

Perry reported the Northfield Township Planning Consultant ~~gave a complimentedary report on~~ Ann Arbor Township's Zoning ~~Ordinance and in~~ suggest~~ing~~ disapproval of a large development.

Judkins reported the WCRC will be installing a traffic light at the intersection of Whitehall and Earhart Roads.

**IX. PUBLIC COMMENT - None**

**X. ADJOURNMENT - DiPietro moved to adjourn the meeting at 10:25 p.m.**