

**THE VILLAGE OF DEXTER  
VILLAGE COUNCIL MEETING**

**Monday, January 11, 2010**

**\*\*\*\*\*7:30 pm\*\*\*\*\***

**Dexter Senior Center, 7720 Dexter Ann Arbor Road**

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

<b>B. ROLL CALL:</b> President Keough	J. Carson D. Fisher J. Smith	P. Cousins J. Semifero R. Tell
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**C. APPROVAL OF THE MINUTES**

1. Regular Council Meeting Minutes – December 28, 2009

**Page # 1-4**

**D. PRE-ARRANGED PARTICIPATION:**

*Pre-arranged participation will be limited to those who notify the Village office before 5:00 p.m. Tuesday of the week preceding the meeting, stating name, intent and time requirements. (10-minute limit per participant)*

**E. APPROVAL OF AGENDA:**

**F. PUBLIC HEARINGS**

*Action on each public hearing will be taken immediately following the close of the hearing*  
Dexter Research Center request for Industrial Facilities Tax Exemption

**ACTION - Consideration of: RESOLUTION APPROVING THE REQUEST FROM DEXTER RESEARCH CENTER FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR REAL AND PERSONAL PROPERTY**

**Page # 5-16**

*"This meeting is open to all members of the public under Michigan Open Meetings Act."*

**[www.villageofdexter.org](http://www.villageofdexter.org)**

**G. NON-ARRANGED PARTICIPATION:**

*Non-arranged participation will include those in the audience not listed on the agenda that wish to speak. At the Village President's discretion, members of the audience may be called on to speak at any time. Those addressing the Council will state their name, and address. This section is limited to 5-minutes per participant or 10-minutes for group representatives.*

**H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. December Citation Report

**Page # 17-20**

**I. REPORTS:**

1. Community Development Manager – Allison Bishop – written report only
  - General Code Amendment – Subdivision Ordinance **Page # 21-60**
  - General Code Amendment – Planning Commission Ordinance **Page # 61-64**
  - Zoning Ordinance Amendment - Baker Road Corridor **Page # 65-84**
  
2. Board, Commission, & Other Reports- “Bi-annual or as needed”
  - Arts, Culture & Heritage Committee
  - Chelsea Area Planning Team / Dexter Area Regional Team
  - Dexter Area Chamber
  - Dexter Area Fire Department – Written update **Page # 85-90****
  - Downtown Development Authority Chair
  - Farmers Market Representative
  - Gordon Hall Mgmt Team Representative
  - Huron River Watershed Council Representative
  - Library Board Representative
  - Parks & Recreation Commission
  - Planning Commission Chair
  - Tree Board Chair
  - Washtenaw Area Transportation Study Policy Committee Rep
  - Western Washtenaw Area Value Express Representative – Jim Carson**

*“This meeting is open to all members of the public under Michigan Open Meetings Act.”*

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3. Subcommittee Reports - None

4. Village Manager Report

Page # 91-94

5. President's Report

Page # 95-96

**J. CONSENT AGENDA**

*Bills & Payroll will be a standing item under consent agenda. Discussion of the Budget and Financial matters will be covered under the Presidents Report as a standing item. Items under consent agenda are considered routine and will be acted upon in one motion. There will be no separate discussion of these items unless a Council Member so requests, and the item will be removed from Consent and added to the regular agenda at the end of New Business.*

1. Consideration of: Bills & Payroll in the amount of: \$ 161,324.77

Page # 97-102

**K. OLD BUSINESS- Consideration and Discussion of:**

1. Discussion of: Ann Arbor Street Project

Page # 103-104

**L. NEW BUSINESS- Consideration and Discussion of:**

1. Consideration of: Site Plan Extension to November 26, 2011 for the proposed Mill Creek Terrace (8140 Forest) as recommended by the Planning Commission

Page # 105-106

2. Consideration of: 2010 Organizational Matters Resolution

Page # 107-110

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3. Consideration of: Special Event Liquor License for Arts, Culture & Heritage  
Committee Event

**Page # 111-116**

4. Consideration of: Proposal from Ferguson Advisory Services, LLC

**Page # 117-130**

**M. COUNCIL COMMENTS**

**N. NON-ARRANGED PARTICIPATION**

*Same as item F. Those addressing the Council will state their name, and address. This section is limited to 5-minutes per participant or 10-minutes for group representatives.*

**O. ADJOURNMENT**

DEXTER VILLAGE COUNCIL  
REGULAR MEETING  
MONDAY, DECEMBER 28, 2009

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:30 by President Keough in the Dexter Senior Center located at 7720 Dexter Ann Arbor Rd. in Dexter, Michigan

**B. ROLL CALL:** President Keough

J. Carson	P. Cousins
D. Fisher-absent	J. Semifero
J. Smith	R. Tell-absent

**C. APPROVAL OF THE MINUTES**

1. Regular Council Meeting Minutes - December 14, 2009

Motion Cousins; support Carson to approve the minutes of the Regular Council Meeting of December 14, 2009 with the following correction: page 5, *adjournment should read 10:24 pm not 10:24 am* and page 4, *Mr. Semifero's comments should indicate that his comments are in regard to the Economic Advancement Program.*

Unanimous voice vote for approval with Trustees Fisher and Tell absent

**D. PREARRANGED PARTICIPATION**

None

**E. APPROVAL OF THE AGENDA**

Motion Smith; support Carson to approve the agenda as presented.

Unanimous voice vote for approval with Trustees Fisher and Tell absent

**F. PUBLIC HEARINGS**

*Action on each public hearing will be taken immediately following the close of the hearing*  
None

**G. NON-ARRANGED PARTICIPATION**

None

**H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Carlisle Wortman Donation
3. Washtenaw County Building Department Meeting Information
4. Faith in Action Newsletter
5. Communication from Congressman Schauer's Office Regarding Transportation Funding

## 6. 2010 Report Calendar

### I. REPORTS

#### 1. Boards, Commissions, & Other Reports—"Bi-annual or as needed"

##### *Parks & Recreation Commission –Joe Semifero*

Mr. Semifero reported that the University of Michigan students are continuing with the signage project for Mill Creek Park and that it has been a good experience working with them; the Ice Rink is set up and waiting for it to freeze in order to open it; discussed the handicap ramp option at Mill Creek Park; and will be discussing the curbing on Ryan Drive at Community Park at the next meeting.

#### 2. Subcommittee Reports

None

#### 3. Village Manager Report

Mrs. Dettling submits her report as per packet. In the absence of Mrs. Dettling, the Assistant Village Manager, Ms. Nicholls reported on meeting with Fire Captain Dettling regarding the Christmas Day fire in downtown Dexter. The cause was an internal electrical problem and Captain Dettling encourages the use of Knox-Boxes and alarm systems.

#### 4. President's Report

Mr. Keough submits his report as per packet. In addition Mr. Keough mentioned the permitting challenge at the Mill Creek Park, the Downtown Development Authority (DDA) is adamant about retaining the road from Jeffords to Grand Street and looking to permit what is in the master plan; distributed a letter from Elaine Webb; reported on the Westridge meeting with no decision made on the route for the connector; suggested inviting a Municipal Employees' Retirement System (MERS) representative to the January 25 meeting to look at long term options for retirement plans for Village employees; and mentioned the inclusion of a map from the DDA showing parking locations in downtown Dexter. Mr. Cousins mentioned not having the minutes from the DDA meetings and would like to have them for the meetings.

### J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$448,244.77
2. Consideration of: Request from Dexter Community Orchestra to place four signs in Village right-of-way advertising their 2010 concerts from February 24 to March 7 and from May 12 to May 23.
3. Consideration of: Appointment of Kyle Hoffman to the Planning Commission

Motion Semifero; support Smith to approve items 1 through 3 of the consent agenda as presented.

Unanimous voice vote for approval with Trustees Fisher and Tell absent

**K. OLD BUSINESS-Consideration and Discussion of:**

**L. NEW BUSINESS-Consideration of and Discussion of:**

1. Consideration of: Setting a Public Hearing on January 25, 2010 to consider an Industrial Facilities Tax Exemption request from Protomatic

Motion Semifero; support Fisher to set a Public Hearing on January 25, 2010 to consider an Industrial Facilities Tax Exemption request from Protomatic.

Ayes: Cousins, Smith, Semifero, Carson and Keough

Nays: None

Absent: Fisher and Tell

Motion carries

**M. COUNCIL COMMENTS**

Semifero	Suggest that a cursory check be made on the Village property at Broad and Grand Streets for improper parking.
Carson	Mentioned the recent article in AnnArbor.Com regarding the water-upgrade loan and the principal loan forgiveness.
Jones	None
Smith	None
Cousins	Suggested developing a pie chart graph to show the public how the funding and forgiveness on the water-upgrade loan would work.

**N. NON-ARRANGED PARTICIPATION**

None

**O. ADJOURNMENT**

Motion Carson; support Smith to adjourn at 8:17 pm.

Unanimous voice vote for approval with Trustees Fisher and Tell absent

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: \_\_\_\_\_



AGENDA 1-11-10

ITEM F-1

NOTICE OF PUBLIC HEARING  
INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE  
DEXTER VILLAGE COUNCIL

The Dexter Village Council will hold a public hearing **Monday, January 11, 2010** at 7:30 p.m. at the Dexter Senior Center, 7720 Dexter-Ann Arbor Road, Dexter, Michigan. The purpose of the hearing is to receive public input on an application filed by **Dexter Research Center located at 7300 Huron River Drive**, Dexter Michigan, for an Industrial Facilities Tax Exemption Certificate.

Dexter Research Center offers the world's largest selection of thin-film and silicon based sensors for industrial and scientific applications. The project consists approximately \$520,000 in real property improvements with about \$1,102,000 in new personal property. The exemption would apply to approximately \$1,622,000 in Real and Personal property investment at their facility located in Dexter Michigan for a period of 12 years.

The application is on file and available for review at the Village Office, 8123 Main Street, 2<sup>nd</sup> Floor of the National City Bank Building, Dexter, Michigan, weekdays between 9:00 a.m. and 5:00 p.m. Written comments regarding this project should be submitted to the Village Manager, and must be received no later than 5:00 p.m. **Tuesday, January 5, 2010.**

Donna Dettling  
Village Manager

Publish: December 17, 2009

RESOLUTION # 1-2010

RESOLUTION APPROVING THE REQUEST FROM  
DEXTER RESEARCH CENTER FOR AN  
INDUSTRIAL FACILITIES EXEMPTION  
CERTIFICATE FOR REAL AND PERSONAL  
PROPERTY INVESTMENTS LOCATED AT 7300  
HURON RIVER DRIVE, DEXTER MI

The following resolution was offered by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_.

WHEREAS, pursuant to P.A. Act 198 of 1974, M.C.L. 207.551 et seq., after duly noticed public hearing held on November 23, 2009 the Council by resolution established an Industrial Development District at 7300 Huron River Drive; and

WHEREAS, *Dexter Research Center*, has filed an application for an Industrial Facilities Exemption Certificate with respect to a real and personal property investment of \$1,622,000 for real property improvements and purchase of new equipment to be used in their facility located at 7300 Huron River Drive; and

WHEREAS, before acting on said application, the Village of Dexter held a hearing on January 11, 2010 at the Dexter Senior Center, 7720 Dexter-Ann Arbor Street, Dexter Michigan at 7:30 p.m., at which the applicant, the Assessor and a representative of each of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, *completion of the proposed investment* is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in the Village of Dexter; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the Village of Dexter, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property this exempted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF DEXTER THAT:

1. The Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of the Village of Dexter, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the Village of Dexter.

RESOLUTION # -2010

Page 2 of 2

2. The application of *Dexter Research Center* for an Industrial Facilities Exemption Certificate with respect to real and personal property investment of \$1,622,000 for real property improvements and purchase of new equipment to be used in their facility located at 7300 Huron River Drive be approved as submitted.
3. The Industrial Facilities Exemption Certificate when issued shall be and remain in full force and effect for a period of 12 (twelve) years. The applicant shall remain within the Village of Dexter during the period of time for which the individual applications for abatement has been approved. **If the applicant relocates within this period of time, the applicant shall pay to the affected taxing units an amount equal to those taxes it would have paid had the abatement not been in effect.**

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED**

THIS \_\_\_\_ DAY OF \_\_\_\_\_,

---

Carol J. Jones, Village Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Council of the Village of Dexter, County of Washtenaw, State of Michigan, at a regular meeting held on the 11<sup>th</sup> day of January 2010, with a duly noticed public hearing held on January 11, 2010.

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Carol J. Jones, Village Clerk

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Carae J. Jones</i>	Date received by Local Unit <i>Oct 28, 2009</i>
STC Use Only	
Application Number	Date Received by STC

**APPLICANT INFORMATION**  
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>Dexter Research Center</b>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3678</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>7300 Huron River Drive</b>	1d. City/Township/Village (Indicate which) <b>Webster Township</b>	1e. County <b>Washtenaw</b>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located <b>81050</b>	3b. School Code <b>Dexter 81050</b>
4. Amount of years requested for exemption (1-12 Years) <b>12</b>		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Dexter Research Center offers the world's largest selection of thin-film and silicon-based sensors for industrial and scientific applications. Dexter Research Center has developed two new product lines and will require additional equipment and renovation to the existing building to bring the products to market.

6a. Cost of land and building improvements (excluding cost of land) .....	▶ <b>\$520,000.00</b>
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures .....	▶ <b>\$1,102,000.00</b>
* Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs
6c. Total Project Costs .....	▶ <b>\$1,622,000.00</b>
* Round Costs to Nearest Dollar	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	3/1/10	12/31/11	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	1/1/10	12/31/11	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.    Yes    No

9. No. of existing jobs at this facility that will be retained as a result of this project.   **58**      10. No. of new jobs at this facility expected to create within 2 years of completion.   **20**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....

b. TV of Personal Property (excluding inventory) .....

c. Total TV .....

12a. Check the type of District the facility is located in:  
 Industrial Development District       Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)  
*November 23, 2009*

12c. Is this application for a speculative building (Sec. 3(8))?  
 Yes    No

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Donna Shirilla	13b. Telephone Number (734) 821-0077	13c. Fax Number (734) 761-9062	13d. E-mail Address donna@annarborusa.org
14a. Name of Contact Person Cory Ziegler	14b. Telephone Number (734) 426-3921	14c. Fax Number (734) 426-5090	14d. E-mail Address CZiegler@DexterResearch.co
▶ 15a. Name of Company Officer (No Authorized Agents) Robert Toth, Jr.			
15b. Signature of Company Officer (No Authorized Agents) <i>Robert S Toth Jr</i>		15c. Fax Number (734) 426-5090	15d. Date 10/27/09
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 7300 Huron River Drive, Dexter, MI 48130		15f. Telephone Number (734) 426-3921	15g. E-mail Address RobToth@DexterResearch.co

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for ____ Yrs Real (1-12), ____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission**  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

INFORMATION FOR TAX ABATEMENT  
Dexter Research Center  
7300 Huron River Drive, Webster Township

**NEW MACHINERY AND EQUIPMENT**

<u>Equipment</u>	<u>Cost</u>	<u>Est. Installation</u>	<u>2010</u>	<u>2011</u>
Vacuum System	14,500	2/1/2010	14,500	
Blackening Tester	39,500	3/31/2010	39,500	
Datacon 2200 EVO	28,000	4/30/2010	28,000	
Pick and Place Automation	45,000	5/30/2010	45,000	
Instrumentation equipment	23,000	6/30/2010	23,000	
CO2 Laser	3,000	7/31/2010	3,000	
K&S 1488 Turbo	30,000	7/31/2010	30,000	
6 Test Stands (Black Body)	35,000	9/30/2010	35,000	
	35,000	10/31/2010	35,000	
	35,000	12/15/2010	35,000	
	105,000	2/28/2011		105,000
Microcontroller programmer	6,000	5/31/2010	6,000	
Calibrating Equipment (Integrating Sphere)	5,000	5/31/2010	5,000	
Sputtering Machine	50,000	7/31/2011		50,000
<b>Engineering Equipment</b>	<u>454,000</u>		<u>299,000</u>	<u>155,000</u>
Regular Ovens (2 @ \$3,000)	6,000	1/30/2010	6,000	
Epoxy Dispensing Machines / Filter Placement (4 @ )	150,000	3/31/2010	150,000	
Vacuum Ovens (2 @ \$6,000)	12,000	6/30/2010	12,000	
Resistance Welder	70,000	6/30/2010	70,000	
Laser Marker Pass Thru System	50,000	10/31/2010	50,000	
Bar Coding (Production Tickets, Receiving, Shipping)	75,000	11/30/2010	75,000	
Conveyor Oven (2 @ 20,000)	40,000	11/30/2010	40,000	
Epoxy Dispensing Machines / Filter Placement	150,000	3/31/2011		150,000
Epoxy Dispensing Machines (3 @ \$30,000)	30,000	4/30/2011		30,000
Cold Welders Up-Graded to automatic (3 @ 10,000)	20,000	6/30/2011		20,000
Spray Machine	25,000	8/31/2011		25,000
Conveyor Oven	20,000	8/31/2011		20,000
<b>Production Equipment</b>	<u>648,000</u>		<u>403,000</u>	<u>245,000</u>
<b>Total Capital purchases</b>	<u>1,102,000</u>		<u>702,000</u>	<u>400,000</u>

**CONSTRUCTION BREAKDOWN**

Structural	450,000
Electrical	50,000
Mechanical	10,000
IT allowance	10,000
<b>Total Construction</b>	<u>520,000</u>

**TOTAL ANTICIPATED PROJECT COST** 1,622,000

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
REAL PROPERTY**

Company: \_\_\_\_\_

**SECTION 1. REAL PROPERTY INVESTMENT**

**A. Real Property**

**1 Land**

If the land was purchased from the Village at a discount

What was the discount per acre? \$ \_\_\_\_\_

Subtract (1) point for each \$1,000 discount (per acre)  
below established price per acre.

\_\_\_\_\_  
(Negative)

**2 Building**

If the building was purchased from the Village at a discount,

What was the discount? \$ \_\_\_\_\_

Subtract (1) point for each \$1000 discount below established price

\_\_\_\_\_  
(Negative)

**3 Building and Site Improvements**

Cost of land improvements:

Cost of building improvements: \$520,000

Total \$ \_\_\_\_\_

Add (1) point for each \$33,000 of the first \$1,000,000 in real property investment.

\_\_\_\_\_  
15.76

(Max 30)

Add (1) point for each \$57,000 of the remaining real property investment.

\_\_\_\_\_  
(Max 35)

**Total Section 1 Points** \_\_\_\_\_ 15.76

(Max 65)

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
REAL PROPERTY**

Company:

**SECTION 2. EMPLOYMENT**

**A. Jobs**

1	Number of Jobs retained	<u>58</u>	X	0.5	=	<u>25</u>
						(Max 25)
2	Number of New Jobs	<u>20</u>	X	0.5	=	<u>10</u>
						(Max 25)
<b>Total Section 2 Points</b>						<u>25</u>
						(Max 25)

**SECTION 3. AESTHETIC & PRACTICAL FEATURES**

A. The Dexter Village Planning Commission will evaluate the approved final site plan for aesthetic and practical features and award points based on the scale below

Exemplary (2) points    Well Designed (1) point    Adequate (0) points

Building architecture & site compatibility	<u>          </u>
Building exterior construction materials	<u>          </u>
Landscaping & screening	<u>          </u>
Exterior lighting & identification	<u>          </u>
Traffic flow, safety & efficiency	<u>          </u>

**Total Section 3 Points**           0            
(Max 10)

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
REAL PROPERTY**

**Company:**

**SECTION 3. COMMITMENT TO COMMUNITY**

For businesses with existing operations in the Village OR Dexter school district the following BONUS points will be awarded

How long has the company had ongoing operations in the Village or School District?

Village	84	Months
Dexter School District	84	Months

A. Time in Community	Village	School District	
For 6 to 36 months add:	2.50	1.20	
For 37 to 96 months add:	5.00	2.40	
For 97 to 144 months add:	7.50	3.60	
For 145 or more months add:	10.00	5.00	
			<b>Total Section 3 Points</b>
			7.4
			(Max 10)

**SECTION 4. COST TO COMMUNITY**

A. 1 Added infrastructure costs directly necessitated by this development (including engineering): \$ \_\_\_\_\_

If the cost to community is zero then skip this section.  
If there are community costs use the following calculation to determine the number of points to subtract.

Total Project Cost: \$		=	
Total Community Cost \$			

- a. 100 or greater, subtract ZERO points for each point decline below 100.
- b. 99 to 50, subtract 0.2 points for each point decline below 100.
- c. 49 to 30, subtract 0.42 points for each point decline below 100.
- d. 29 to 1, subtract 1.0 point for each point decline below 100.

<b>Total Section 4 Points</b>	
	(Max -100)

<b>Total Application Points</b>	
	48.16
	(Max 110)



**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
PERSONAL PROPERTY**

**SECTION 3. COMMITMENT TO COMMUNITY**

For businesses with existing operations in the Village OR Dexter school district the following BONUS points will be awarded

How long has the company had ongoing operations in the Village or School District?

Village 84 Months  
Dexter School District 84 Months

**A. Time in Community**

	<b>Village</b>	<b>School District</b>
For 6 to 36 months add:	2.50	1.20
For 37 to 96 months add:	5.00	2.40
For 97 to 144 months add:	7.50	3.60
For 145 or more months add:	10.00	5.00

**Total Section 3 Points** 7.4  
(Max 10)

**SECTION 4. COST TO COMMUNITY**

**A. 1** Added infrastructure costs directly necessitated by this development (including engineering):

\$                     

If the cost to community is zero then skip this section.  
If there are community costs use the following calculation to determine the number of points to subtract.

Total Project Cost: \$                                      =  
Total Community Cost \$                                     

- a. 100 or greater, subtract ZERO points for each point decline below 100.
- b. 99 to 50, subtract 0.2 points for each point decline below 100.
- c. 49 to 30, subtract 0.42 points for each point decline below 100.
- d. 29 to 1, subtract 1.0 point for each point decline below 100.

**Total Section 4 Points** 0  
(Max -100)

**Total Application Points** 82.4  
(Max 110)

VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM

YEARS OF TAX ABATEMENT ELIGIBILITY

<u>Points</u>	<u>Years</u>
0 - 9	0
10 - 19	1
20 - 29	2
30 - 39	3
40 - 49	4
50 - 59	5
60 - 69	6
70 - 74	7
75 - 79	8
80 - 84	9
85 - 89	10
90 - 94	11
95 - 100 +	12

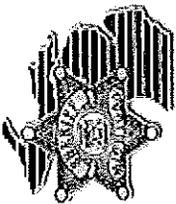
## 2010 Upcoming Meetings

Board	Date	Time	Location	Website	Village Representative
Washtenaw County Board of Commissioners	1/6/2010	6:45 p.m.	Board Room, Admin Building	<a href="http://www.ewashtenaw.org/government/boc/">http://www.ewashtenaw.org/government/boc/</a>	
Dexter Community Schools Board of Education	1/11/2010	7:00 p.m.	Creekside Intermediate School	<a href="http://web.dexter.k12.mi.us/">http://web.dexter.k12.mi.us/</a>	
Dexter Village Council	1/11/2010	7:30 p.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	
Scio Township Downtown Development Authority	1/11/2010	12:00 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	
Scio Township Planning	1/11/2010	7:30 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	
Scio Township Board	1/12/2010	7:00 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	Jim Carson
Chelsea Area Planning Team/Dexter Area Region	1/13/2010	7:00 p.m.	City of Chelsea	<a href="http://www.ewashtenaw.org/">http://www.ewashtenaw.org/</a>	Paul Cousins
Dexter Area Chamber of Commerce	1/13/2010	8:00 a.m.	Copeland Board Room	<a href="http://www.dexterchamber.org/">http://www.dexterchamber.org/</a>	
Dexter Township Board	1/19/2010	7:00 p.m.	Dexter Township Hall	<a href="http://www.twp-dexter.org/">http://www.twp-dexter.org/</a>	Joe Semifero
Dexter Village Parks Commission	1/19/2010	7:00 p.m.	Village Offices	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	
Webster Township Board	1/19/2010	7:30 p.m.	Webster Township Hall	<a href="http://www.twp.webster.mi.us/">http://www.twp.webster.mi.us/</a>	Ray Tell
Dexter Village Zoning Board of Appeals	1/20/2010	7:00 p.m.	Senior Center	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	Shawn Keough
Regional Fire Consolidation	1/20/2010	3:30 p.m.	Dexter District Library	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Jim Carson
Washtenaw Area Transportation Study-Policy	1/20/2010	9:30 a.m.	Scio Township Hall	<a href="http://www.ewashtenaw.org/government/boc/">http://www.ewashtenaw.org/government/boc/</a>	
Washtenaw County Board of Commissioners	1/20/2010	6:45 p.m.	Board Room, Admin Building	<a href="http://www.twp.webster.mi.us/">http://www.twp.webster.mi.us/</a>	
Webster Township Planning	1/20/2010	7:30 p.m.	Webster Township Hall	<a href="http://dexterareafire.org/">http://dexterareafire.org/</a>	Ray Tell/Jim Setta
Dexter Area Fire Board	1/21/2010	6:30 p.m.	Dexter Township Hall	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	Shawn Keough
Dexter Downtown Development Authority	1/21/2010	7:30 p.m.	Senior Center		Paul Cousins
Healthy Community Steering Committee	1/21/2010	8:30 a.m.	Chelsea Hospital - White Oak Room		
Dexter Village Council	1/25/2010	7:30 p.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	
Scio Township Board	1/25/2010	7:00 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	
Scio Township Planning	1/25/2010	7:30 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	
Western Washtenaw Area Value Express	1/26/2010	8:15 a.m.	Chelsea Community Hospital		Jim Carson

AGENDA 1-11-10  
 ITEM H-1

Due to the possibility of cancellations please verify the meeting date with the listed website or the Village Representative





# Washtenaw County Sheriff's Activity Log

Area: 39 Dexter Village  
Date Range: 12/01/2009 - 12/31/2009

## Activity Log Citation by Area Report

Log ID: 170518	Date: 12/01/2009	Location: FOREST/BAKER	Ticket #: SH260068
Citation 1:	C/I	Violation of posted speed limit	
Log ID: 170774	Date: 12/02/2009	Location: 4TH / HUDSON	Ticket #: SH-243944
Citation 1:	C/I	Violation of posted speed limit	
Log ID: 170774	Date: 12/02/2009	Location: JACQUELINE HICKS	
Log ID: 170972	Date: 12/03/2009	Location: WILSON ST/TAYLOR CT	
Log ID: 171416	Date: 12/05/2009	Location: ANN ARBOR / INVERNESS	Ticket #: SH-243946
Citation 1:	C/I	Violation of posted speed limit	
Log ID: 171436	Date: 12/05/2009	Location: FIFTH/DOVER	
Log ID: 171436	Date: 12/05/2009	Location: 5TH/CENTRAL	
Log ID: 171436	Date: 12/05/2009	Location: 4TH/CENTRAL STOPPED ON MAST RD	Ticket #: SH 235936
Citation 1:	C/I	Disobey stop sign	
Log ID: 171741	Date: 12/07/2009	Location: DEX-A2 / MILL CREEK SCHOOL	
Log ID: 171741	Date: 12/07/2009	Location: DEX-A2 / MILLCREEK SCHOOL	Ticket #: SH-243950
Citation 1:	C/I	Other: Disobey Crossing Guard	
Log ID: 171984	Date: 12/08/2009	Location: DAN HOEY/BISHOP CIRCLE	Ticket #: SH260709
Citation 1:	C/I	Violation of posted speed limit	
Log ID: 171984	Date: 12/08/2009	Location: SECOND/EDISON	Ticket #: SH260710
Citation 1:	C/I	Other: Tinted Windows	
Log ID: 172051	Date: 12/08/2009	Location: DAN HOEY/BAKER	
Log ID: 172051	Date: 12/08/2009	Location: BAKER/DAN HOEY	Ticket #: SH260711
Citation 1:	C/I	Violation of posted speed limit	
Log ID: 172051	Date: 12/08/2009	Location: BAKER/SHIELD	
Log ID: 172167	Date: 12/09/2009	Location: ANN ARBOR / HUDSON	
Log ID: 173314	Date: 12/14/2009	Location: DEXTER-ANN ARBOR/INVERNESS	
Log ID: 173314	Date: 12/14/2009	Location: BAKER/GRAND	Ticket #: SH260713
Citation 1:	C/I	License & Registration	Other: No Proof Ins
Log ID: 173820	Date: 12/17/2009	Location: I-94/BAKER	
Log ID: 173911	Date: 12/18/2009	Location: DEX-AA/MEADOWVIEW	Ticket #: SH260099
Citation 1:	C/I	Violation of posted speed limit	
Log ID: 173911	Date: 12/18/2009	Location: AA/HUDSON	Ticket #: SH260100
Citation 1:	C/I	Improper turn	

AGENDA 1-11-10  
ITEM H-2

Ticket #: SH-243951

Log ID: 174004 Date: 12/18/2009 Location: CENTRAL / 4TH

Citation 1: C/I Violation of posted speed limit

Log ID: 174139 Date: 12/18/2009 Location: MAIN / BROAD

Log ID: 174300 Date: 12/19/2009 Location: DEXTER-ANN ARBOR/DAN HOEY

Log ID: 174300 Date: 12/19/2009 Location: DEXTER-ANN ARBOR/MILL CREEK

Log ID: 174300 Date: 12/19/2009 Location: DEXTER-ANN ARBOR/DAN HOEY

Log ID: 174507 Date: 12/21/2009 Location: BAKER/FOREST

Citation 1: MISD License & Registration

Log ID: 175035 Date: 12/24/2009 Location: BAKER/MARSHALL

Ticket #: SHCV7002

Total Traffic Stops: 28

Total Citations Issued: 14

Total Citation1's: 13

Total Citation2's: 1

Total Citation3's: 0

Tickets Not Issued: 15

Traffic Stops that ended in an Arrest: 0

**VILLAGE OF DEXTER**

[cnicholls@villageofdexter.org](mailto:cnicholls@villageofdexter.org)

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 17 Fax (734)426-5614

**MEMO**

**To: President Keough and Council Members**  
**From: Allison Bishop, Community Development Manager / Courtney Nicholls, Assistant Village Manager**  
**Date: January 11, 2010**  
**Re: General Code of Ordinances Amendments**

Provided for your review are two amendments to the General Code of Ordinances recommended by the Planning Commission for adoption. Also included are the memos that were provided to the Planning Commission. Amendments to the General Code require a public hearing to be held by Village Council prior to adoption. The following schedule is proposed for this process:

- Set Public Hearing on January 25, 2010
- Publish notice in the Dexter Leader January 28, 2010
- Hold Public Hearing and vote on amendments – February 8, 2010

Due to the length of these two ordinances and the Baker Road Corridor Ordinance (referenced in a separate memo) they will only be provided in the printed packets for this meeting. We will also include them in the online version for the meeting on February 8.



**Memorandum**

To: Planning Commission  
From: Allison Bishop, AICP, Community Development Manager  
Re: General Code Ordinance Amendment – Subdivision Ordinance  
Date: December 7, 2009

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At the November 2, 2009 public hearing and meeting the Planning Commission POSTPONED action on the amendments to the Subdivision Regulations pending engineering review. Since the November meeting the ordinance has been reviewed and revised to match the Village's adopted Engineering Standards. Additional amendments have been made to the ordinance as well.

**RECOMMENDATION**

Chapter 21, Article I - IX, Subdivision Regulations, must be amended to comply with revisions made to the Michigan Planning Enabling Act, PA 33 of 2008.

The amendments are shown on the attached document. The revisions include requirements of the legislation and section number amendments, no other substantive text amendments are being recommended except for clarification of standards to match the Village's adopted Engineering Standards.

**ACTION REQUESTED**

Please take action and provide a recommendation to the Village Council.

**SUGGESTED MOTION**

Pursuant to the requirements of PA 33 of 2008 the Planning Commission moves to recommend that the Village Council adopt the proposed amendments to Chapter 21, Article 1-4, Subdivision Regulations of the Village of Dexter General Code.

Please feel free to contact me if you have any questions.  
Thank you.

ORDINANCE NO. \_\_\_\_\_

SUBDIVISION REGULATIONS

CHAPTER 21

VILLAGE OF DEXTER, MICHIGAN

**TITLE**

An Ordinance establishing regulations governing the subdivision of land: Providing for the procedure for the preparation and filing of plats, submission of record or final plats, approval of the plat by the Village Council: Providing for platting regulations and requirements in regard to conformity to General Village Plan, hereby declared, as to streets, alleys, easements, blocks and lots, and to provide penalties for the violation thereof.

**LEGAL BASIS:** This ordinance is enacted pursuant to the statutory authority granted by the Michigan Municipal Planning Enabling Act, Public Act 33285 of 2008~~1981~~ as amended; and the Subdivision control Act of 1967, Act 288 P.A., of 1967; ~~Act 191, P.A. of 1939; Act 246, P.A. 1945,~~ as amended.

**THE VILLAGE OF DEXTER ORDAINS:**

**ARTICLE I. GENERAL**

**Sec. 21-01400**

**SHORT TITLE:**

:

This Ordinance shall be known and referred to as the "Village of Dexter Subdivision Regulations."

**Sec. 21-02101**

**PURPOSES:**

These Subdivision Regulations have been enacted for the purpose of protecting the safety, convenience and welfare of the residents of the Village and of insuring the orderly growth and harmonious development of the Village in accordance with in keeping with the master plan by requiring:

1. Proper arrangement of streets in relation to existing and/or planned streets and/or to the Comprehensive Plan.
2. Adequate and convenient open space for traffic, utilities, access for fire fighting and emergency response equipment, recreation, light, air, privacy, and safety from fire hazards.

3. Avoidance of population congestion.
4. Establishment of standards for the construction of any and all improvements as herein required.
5. Establishment of standards for yard and open space drainage~~drainage~~.

**Sec. 21-03102**

**AUTHORITY:**

~~Where~~ regulations are made, interpreted and enforced by the Village Council and Village Planning Commission under authority of the State of Michigan, Land Division Subdivision Control Act, Act 288, Public Acts of 1967, as ~~maybe~~ amended.

**Sec. 21-04103**

**INTERPRETATION:**

The provisions of the regulations shall be construed to be the minimum requirements necessary for the preservation of public health and welfare within the Village. These regulations are not intended to repeal, abrogate or supersede any existing regulations of the State of Michigan or Washtenaw County, except that these regulations shall prevail in cases where they impose a lawful restriction or requirement more severe than existing statutes, laws, or regulations.

**Sec. 21-05104**

**SCOPE:**

Subsequent to the effective date of these regulations, no plat within the Village of Dexter shall be approved by the Village Council unless it conforms to these regulations. In the absence of a Village Council approved Master Plan, reference to such plan shall mean the General Development Plan plus any expansions thereof.

## ARTICLE II.

### DEFINITIONS

#### Sec. 21-06200

The following definitions apply to the meanings of respective terms as they are to be construed in these regulations.

ALLEYS: A strip of land dedicated to public use, generally for the purpose of providing vehicular access to the rear of properties to which the principal access is provided by an abutting street.

AS-BUILT PLANS: Construction plans revised to show an improvement as actually constructed.

BLOCK: A tract of land that is bounded by a combination of streets, parks, cemeteries, railroad right-of-way, subdivided acreage, lines of watercourses, or water bodies, municipal boundary lines, or any other barrier to the continuity of development.

BUILDING LINE: A line established in a plat for the purpose of prohibiting construction of any portion of a building or structure between such line and any easement, right-of-way, other public area, ~~or lakeshore, or river-bank~~ riverbank.

CAPTION: The name by which the plat is legally and commonly known.

CERTIFICATE OF FINAL COMPLETION: A certificate issued by the Village Engineer, which signifies that the improvement for which the certificate is issued was installed according to the approved engineering plans and the Village of Dexter Engineering Standards, and has passed final Village inspection.

CLUSTER DEVELOPMENT: A Subdivision in which houses are grouped together in several modules, each one visually identifiable as an individual group, and the remainder of the subdivision being developed and reserved for the common enjoyment of the residents of the subdivision as open space or recreation area.

COMMERCIAL DEVELOPMENT: A planned-commercial center providing building area, parking areas, service areas, screen planting, and turning movement and safety lane roadway improvements where necessary or required.

COMMON OPEN SPACE: An area within a subdivision which is held out of development by the proprietor and designed for the common use or enjoyment of residents of the subdivision. Common open space may contain such complementary structures as are necessary and appropriate for the use or enjoyment of the common open space.

COMPREHENSIVE DEVELOPMENT: A commercial or industrial park or a planned unit development.

COUNCIL: The Village of Dexter Board of Trustees and President.

COUNTY: Washtenaw County, State of Michigan, and U.S.A.

COUNTY DRAIN COMMISSIONER: Washtenaw County Drain Commissioner.

COUNTY HEALTH DEPARTMENT: Washtenaw County Health Department.

COUNTY PLAT BOARD: Washtenaw County Plat Board.

COUNTY ROAD COMMISSION: Washtenaw County Road Commission.

CROSSWALK/WAY: Right-of-way dedicated to public use, which crosses a block to facilitate pedestrian access to adjacent streets and properties.

CUL-DE-SAC OR CUL-DE-SAC STREET: A vehicle turn-around.

CUL-DE-SAC: A short local street with only one end open to vehicular traffic and being permanently terminated at the other end by a vehicular turn-around.

DEAD END STREET: A street with only one end open to vehicular traffic and not provided with a vehicle turn-around at the other end.

DEDICATION: The intentional appropriation of land by the owner to public use.

DEFINITIONS: For the purpose of this Ordinance, certain rules of construction apply for the text: words used in the present tense include the future tense and the singular includes the plural unless the context clearly indicates the contrary; the term "shall" is always mandatory and not discretionary and the "may" is permissive; words or terms interpreted or defined by this article shall be used with a meaning of common or standard utilization. The following definitions shall apply in the interpretation and enforcement of this ordinance unless otherwise stated.

DEVELOPMENT: Any subdivision of land as herein defined or any material change in the use or appearance of any parcel of land subject to the provisions of this ordinance, or the act of building structures and installing site improvements.

EASEMENT: A grant by the property owner of the use of a strip of land by the public, a corporation, or private person or persons for a specific purpose or purposes.

ENGINEER: A civil engineer registered in the State of Michigan as a professional engineer

FILING DATE: The date of the Planning Commission meeting at which the Planning Commission receives complete application from the Village Clerk.

FLOOD-PLAINS: That area of land adjoining the channel of a river, stream, watercourse, lake or

other similar body of water, which will be inundated by a flood that can reasonably be expected for that region.

MASTER PLAN: The Master Plan for the Village of Dexter, Washtenaw County, Michigan as adopted by the Village Planning Commission in accordance with Act ~~33285~~ of Public Acts of ~~2008-1931~~, as amended.

GREENBELT OR BUFFERS: A landscaped strip or parcel of land, privately restricted or publicly dedicated as an open space, located between residential property and/or commercial property and/or industrial property and/or institutional property, or between residential property and/or commercial property and/or industrial property and/or institutional property and a primary or collector street for the purpose of protective and enhancing the environment of the subdivision and/or limiting access to certain streets.

IMPROVEMENTS: Any additions to the natural state of the land, which increase its value, utility or habitability. Improvements include street pavement, with or without curbs and gutters, sidewalks, water mains, storm and sanitary sewers, street trees and other appropriate and similar items.

INDUSTRIAL DEVELOPMENT: A planned industrial area designed specifically for industrial use providing screened buffers, wider streets, and turning movement and safety lane roadway improvements, where needed.

LAND DIVISION ACT: Act 288, 1967, of the State of Michigan Public Acts, as amended, formerly and commonly known as the Subdivision Control Act, Act 288, 1967.

LOT: A measured portion of a parcel or tract of land, which is described and fixed in a recorded plat.

- a. Lot Area: The total area within the lot lines of the lot.
- b. Lot Depth: The horizontal distance between the front and rear lot lines, measured along the median between the lot lines.
- c. Lot Width: The horizontal distance between the side lot lines measured at the setback line and at right angles to the lot depth.
- d. Lot Coverage: That part or percent of the lot occupied by buildings or structures including accessory buildings or structures.

MODEL HOME: A dwelling unit used initially for display purposes which typifies the type of dwelling units that will be constructed in the subdivision.

OUTLET: An "outlet" when included within the boundary of a recorded plat, means a lot set aside for purposes other than a building site such as a park or other land dedicated to public use or reserved to private use.

PARCEL OR TRACT: A unit of land in single or joint ownership.

PEDESTRIAN WAY: A separate right-of-way dedicated to or reserved for public use, which

crosses blocks or other tracts of land for the purpose of facilitating pedestrian access to adjacent streets and properties.

PLANNED UNIT DEVELOPMENT: A large-scale development to be constructed, usually in stages, involving a related group of residences and associated uses, planned as an entity and which can be planned, developed, and regulated as one land use, rather than as an aggregation of individual buildings on separate lots.

PLANNING COMMISSION: The Planning Commission of the Village of Dexter as established under Act 33285, Public Acts of 2008~~1931~~ as amended.

PLAT: A map or chart of a subdivision of land showing the lot and street arrangement or other features of the area being subdivided.

- a. PRE-PRELIMINARY PLAT: A sketch plan of a proposed subdivision at sufficient accuracy and scale to serve the purposes of procedure as set forth in this Ordinance.
- b. PRELIMINARY PLAT: A map showing the salient features of a proposed subdivision submitted to the Village Council for purposes of preliminary consideration.
- c. FINAL PLAT: A map of all or part of a subdivision prepared and certified as to its accuracy by a registered engineer or land surveyor. Such map must meet the requirements of section \_\_\_\_\_ of this Ordinance and of the Land Division Subdivision Control Act, Act 288, Public Acts of 1967, as ~~may be as~~ amended.
- d. REPLAT: The process of changing, or a map or plat which changes, the boundaries of a recorded subdivision plat or part thereof. The legal dividing of an outlot within a recorded subdivision plat without changing the exterior boundaries of the outlot is not a replat.

PROPRIETOR: Any natural person, firm, association, partnership, corporation, or combination of these, including a governmental agency undertaking any development as defined in this ordinance, and which hold an ownership interest in land, whether recorded or not. The term "proprietor" includes such commonly references as subdivider, developer, and owner. The word "proprietor" shall not include a person, firm, partnership, corporation, or combination of these, which hold an option to purchase land.

PUBLIC UTILITY: All persons, firms, corporations, co-partnerships, or municipal or other public authority providing gas, electricity, water, steam, telephone, telegraph, storm sewers, sanitary sewers, transportation, cable or subscription T.V. or other services of a similar nature.

RESERVE STRIP: A strip of land in a subdivision which extends across the end of a street proposed to be extended by future platting or a strip which extends along the length of a partial width street proposed to be widened by future platting, to the minimum permissible width. All reserve strips shall be designated as outlots on the plat.

RIGHT-OF-WAY: A strip of land occupied or intended to be occupied by a street, pedestrian way, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer line, or for another special use. The term "right-of-way" for land platting purposes shall mean

that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way. Such land area within the right-of-way shall not be included within the dimensions or areas of adjoining lots or parcels. Right-of-way intended for streets, pedestrian ways, water main, sanitary sewers, storm drains, or any other use involving maintenance by a public agency, shall be dedicated to public use by the proprietor, when dedication is requested by the governing body.

RIGHT-OF-WAY STREET: The distance between property lines measured at right angles to the centerline of the street.

SIDEWALK: A facility, placed within the right-of-way of streets, or a facility connecting with buildings, parking lots, or other activities having access to the street right-of-way, for the purpose of providing safe movement of pedestrians and bicyclists.

STREET: A right-of-way dedicated and deeded for public use, other than an alley, which provides for vehicular and pedestrian traffic.

- a. MAJOR; those streets of considerable continuity having the primary functions of accommodating relatively large volumes of vehicular traffic and serving to connect areas of principal traffic generation and designated as an arterial in the Comprehensive Development Plan of the Subdivision.
- b. COLLECTOR: Those streets used to collect and distribute traffic between local and major streets, including principal entrance streets to large residential and nonresidential developments.
- c. LOCAL: Those streets having a primary function of providing service access to abutting land uses and not designed for high volume of traffic.
- d. ~~No parking either major or collector streets. No lots shall front on collector or major streets.~~

STREET WIDTH: The shortest distance between those lines delineating the right-of-way of streets.

STRUCTURE: Any object constructed, erected, or placed with a fixed location on the surface of the ground or affixed to something having a fixed location on the surface of the ground.

SUBDIVIDE OR SUBDIVISION: The partitioning or dividing of a parcel or tract of land by the proprietor thereof or by his heirs, executors, administrators, legal representatives, successors or assigns for the purpose of sale, or lease of more than one year, or of building development, where the act of division creates five (5) or more parcels of land each of which is ten (10) acres or less in area; or (5) or more parcels of land each of which is ten (10) acres or less in area are created by successive divisions within a period of ten (10) years. The term subdivision also refers to any area, which is subdivided in accordance with the foregoing definition.

SUBDIVISION CONTROL ACT: Act. 288, P.A. of 1967, State of Michigan as amended.

SUBDIVIDER: Any natural person, firm, association, partnership, corporation, or combination of these, including a governmental agency undertaking any development as defined in this ordinance, and which hold an ownership interest in land, whether recorded or not. The term

“proprietor” includes such commonly references as subdivider, developer, and owner. The word “proprietor” shall not include a person, firm, partnership, corporation, or combination of these, which hold an option to purchase land.

SURVEYOR: ~~Either a~~ A land surveyor who is registered in the Sstate of Michigan ~~a registered land surveyor or civil engineer who is a registered professional engineer.~~

TOPOGRAPHICAL MAP: A map showing existing physical characteristics, with contour lines of not greater than two (2) foot contour intervals, to permit determination of proposed grades and drainage.

VILLAGE: The Village of Dexter, Washtenaw County, ~~and~~ State of Michigan.

VILLAGE CLERK: The Clerk of the Village of Dexter.

VILLAGE COUNCIL: The Village Council of Dexter, Washtenaw County, Michigan.

VILLAGE ENGINEER: A civil engineer registered in the State of Michigan as a professional engineer and appointed to the position of Village Engineer by the Village Council.

VILLAGE STAFF ~~Village Staff~~: The Village Manager, Administrator, Fire Chief, Village Engineer, Village Financial Manager, and ~~Zoning Official~~ Community Development Manager.

WATER RESOURCES COMMISSION: ~~The Water Resource Commission of the Michigan Department of Natural Resources.~~

ZONING ORDINANCE: The zoning ordinance of the Village of Dexter, Washtenaw County, Michigan, adopted on June 8th, 1970 as amended, in accordance with the provisions of Act 110297 of the Public Acts of 2006 ~~1921~~ as amended, and which is now in effect as the Zoning Ordinance of the Village of Dexter, Washtenaw County, Michigan.

## ARTICLE III.

### SUBDIVISION PROCEDURE

#### INITIAL PROCEDURES:

Before making or submitting a FINAL plat for approval, the proprietor may make a pre-preliminary plat, and shall make a preliminary plat, and a final plat for review by Village Staff. The proprietor is encouraged to consult the general development plans and detailed plans of any units of government that effect the tract to be subdivided and the area surrounding it. The proprietor should also become acquainted with the Zoning Ordinance of the Village, this subdivision ordinance, and other ordinances and requirements, which regulate the subdivision of land in the Village. The proprietor should also discuss the concepts of the proposed subdivision with the Village Engineer, the Village Council, and the Planning Commission.

#### Sec. 21-07300

**PRE-PRELIMINARY PLAT:** Pre-Preliminary review is recommended as an aid both to the developer and to the Village. Under this procedure, a developer provides the information, which is described below, and the Planning Commission then reviews the information provided. During the pre-preliminary design stage, changes and additions, which may have to be made before a mutual agreement is reached, can be made as such with ~~the minimum of a~~ difficulty. Acceptance of the Pre-preliminary Plat does not assure acceptance of the Pre-preliminary or Final Plats. This material is intended to serve as an information base for discussions between the developer and Village Officials and Staff.

1. **SUBMITTAL:** The proprietor shall submit to the Village Clerk, at least ~~thirtytwo~~ (320) days prior to a Planning Commission meeting, fifteen (15) copies of the Pre-Preliminary Plat. The Village Clerk shall promptly transmit ~~nine (9)~~ copies to the Village Planning Commission, Department of Public Services, Dexter Area Fire Department and two (2) copies to the Village Manager and two ~~three (23)~~ copies to the Village Engineer.
2. **INFORMATION REQUIRED:** The following information shall be shown on the Pre-preliminary Plat or submitted with it.
  - A. The plat date, north arrow, and scale.
  - B. The proposed name of subdivision or development, including the name of the Village and the County.
  - C. Names and addresses of the proprietor, planners, designer, engineer and/or surveyor who designed the subdivision layout.
  - ~~A.D.~~ The pre-preliminary plat shall be drawn at a scale of 100 feet to one (1) inch or larger and shall include a legal description of the entire site to be subdivided. The legal description shall include the location of the subdivision giving the numbers of the Section, Township and Range
  - ~~B.~~ Names and addresses of the proprietor, owner proprietor, and the planners, designer, engineer or surveyor who designed the sketch plan, name of subdivision or development.

- ~~C.E.~~ An overall dated map at a scale not less than one (1) inch to one thousand two hundred (1,200) feet showing the relationship of the subdivision to its surroundings, such as existing road rights-of-way, existing buildings, watercourses, railroads, marches, nearby public spaces and other physical features on and adjacent to the tract.
- ~~F.~~ Aerial photograph of the site and surrounding area, with the site defined.
- ~~D.G.~~ Location and purpose of existing and proposed and road rights-of-way of proposed streets, alleys, easements, parks, open spaces and lot lines with dimensions.
- ~~E.H.~~ All parcels of land proposed to be dedicated to public use and conditions of such dedication.
- ~~F.~~ Date, cardinal points, scale.
- ~~G.~~ Zoning on and adjacent to the street.
- ~~I.~~ Zoning status of the property and of all the adjacent properties including zoning of parcels on and adjacent to the tract.
- ~~J.~~ Civil jurisdiction of all properties.
- ~~H.K.~~ Site data, including nThe tentative lot layout, number of lots and, typical lot size, acre in park.
- ~~L.~~ Stages of development, if the subdivision or development will be completed in more than one stage. Sequential listing is required for the various stages.
- ~~M.~~ Existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands with a clear indication of all natural features to remain and to be removed. Groups of trees shall be shown by an approximate outline of the total canopy.
- ~~N.~~ Identification, location, and nature of all uses other than single-family residences to be included within the subdivision.
- ~~O.~~ The proprietor shall furnish the Planning Commission with a statement indicating the proposed use to which the subdivision will be put, along with a description of residential building and number of dwelling units contemplated or the type of business so as to reveal the effect of the development on traffic, fire hazards or congestion of population. Such proposed uses may not be in conflict with the Zoning Ordinance.
- ~~J.P.~~ Other related data as the Planning Commission deems necessary.
- ~~K.Q.~~ If the proprietor has an interest or owns any parcel identified as "outlots" or "excepted", the Pre-Preliminary Plat shall indicate how this property could be developed in accordance with the requirements of the existing or proposed zoning district in which it is located and with an acceptable relationship to the layout of the proposed Pre-Preliminary Plat.
- ~~L.~~ An affidavit, signed by the proprietor, certifying the identity of all legal owners of record of the property in the subject subdivision.
- ~~M.~~ Stages of development, if the subdivision or development will be completed in more than one stage. Sequential listing is required for the various stages.
- ~~N.~~ Aerial photograph of the site and surrounding area, with the site defined. (Photos available from the County Drain Commissioner and other sources.)
- ~~O.~~ Location and purpose of all existing and proposed easements.

~~P.R. Existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all natural features to remain and to be removed, Groups of trees shall be shown by an approximate outline of the total canopy. Property boundaries drawn on a U.S.G.S. copy of the proper quadrangle map.~~

~~Q.S. Proposed deed restrictions or protective covenants: if none, a statement of such in writing.~~

~~T. Any additional information as required per the Village of Dexter Zoning Ordinance, Article 21, Site Plan Review and Approval.~~

~~Q. Tentative layout and width of right of way and surfaces of all streets or public ways proposed for the subdivision.~~

~~P. Tentative lot Layout.~~

~~Q. Identification, location, and nature of all uses other than single family residences to be included within the subdivision.~~

~~R. Zoning status of property included in the preliminary plat and of all the adjacent properties, civil jurisdiction of all properties.~~

3. SCHOOL AUTHORITIES: The School Board or Superintendent of the School district having jurisdiction in the area concerned shall be informed and made aware of the proposed Pre-Preliminary Plat by the proprietor. A letter or document from the School Board or Superintendent indicating awareness of the proprietor's intentions shall be submitted to the Planning Commission as part of the Pre-Preliminary Plat.

4. PROCEDURES: The Planning Commission shall follow the following procedures:

A. The Planning Commission shall review all details of the proposed subdivision within the framework of the Zoning Ordinance, within the various elements of the comprehensive Development Plan and within the standards of this Subdivision Regulations Ordinance.

B. After reviewing comments of the ~~reviewing parties or agencies~~ Village Manager, Engineer and any other persons or agencies who have been ~~provided~~ reviewed e copies of the Pre-Preliminary Plat, the Planning Commission shall make appropriate comments and suggestions concerning the proposed development. The Planning Commission may require the proprietor to resubmit the Pre-Preliminary Plat if substantial changes are required. The Planning Commission shall retain one (1) copy of the Pre-Preliminary Plat which shall become a matter of permanent record in the Planning Commission's files and the proprietor shall receives a marked-up copy of the Pre-Preliminary Plat with any suggested changes.

C. The Planning Commission shall inform the Village Council of the results of the review of the Pre-Preliminary Plat.

**Sec. 21-08301**

**PRELIMINARY PLAT: TENTATIVE APPROVAL:** Tentative approval under this section shall confer upon the proprietor for a period of one (1) year from date, approval of lot size, lot orientation, and street layout. Such tentative approval may be extended if applied for by the

proprietor and granted by the Village Council in writing.  
(ord. No.

1. SUBMITTAL: The proprietor shall submit ~~ten~~ fifteen (105) copies of the Preliminary Plat and other data to the Village Clerk at least thirty (30) days before a meeting of the Planning Commission, and copies shall be distributed to:
  - A. Village Clerk/Staff ~~retains four (40) copies.~~
  - B. Four (4) copies of the Preliminary Plat are sent to the Planning Commission.
  - C. Three (3) copies of the Preliminary Plat are sent to the Village Engineer.
  - D. One (1) copy to the Superintendent of Schools.
  - E. One (1) copy to the Village Manager.
  - E. Dexter Area Fire Department
  
2. INFORMATION REQUIRED: the following information shall be shown on the Preliminary Plat or submitted with it:
  - A. Proposed name of subdivision. All items required as part of the Preliminary Plat submission in Part 2 of Section 21-07.
  - B. Location of the subdivision giving the numbers of Section, Township, and Range, and the name of the Village and County, and a legal description of the full parcel to be subdivided.
  - C. Name and addresses of the proprietor, abutting property owners and subdivisions, and the planner, designer, engineer or surveyor who designed the subdivision layout.
  - D. The names of abutting subdivisions, layout of the streets indicating street names, surface composition, right-of-way widths and connections with adjoining platted streets.
  - D. Lot layout, dimensions, setback requirements, area of each lot in square feet or acres, and lot numbers.
  - D. The widths and location of alleys, easements and public walkways and lot layouts.
  - E. The Preliminary Plat shall be at a scale of one hundred (100) feet to one (1) inch or larger.
  - F. Date, cardinal points, scale.
  - G. A map of the entire area scheduled for development, if the proposed plat is a portion of a larger holding intended for subsequent development.
  - H. Ten (10) copies of the proposed protective covenants and deed restrictions, or statement in writing that none are proposed.
  - I. Layout, numbers and dimensions of lots.
  - J. E. Indications of parcels of land intended to be dedicated or set aside for public use or for the use of property owners in the subdivision.
  - K. Location of all existing and proposed sanitary sewers, water mains, storm drains and other underground facilities.
  - L. A site report, if the proposed subdivision is not to be served by public sewer and water systems, as described in the rules of the State Department of Public Health.

- M.F. Contours shall be shown on the Preliminary Plat at five (5) foot intervals where slope is greater than ten (10%) percent and two (2) foot intervals where slope is ten (10%) percent or less with sufficient detail to determine appropriate development of the site. Topography to be based on U.S.G.S. datum.
- N.G. The proprietor shall submit preliminary engineering plans for street, water, sewers, drainage, sidewalks, and other required public improvements. The engineering plans shall contain enough detail to enable the Village Engineer to make preliminary determination as to conformance of the proposed improvements to the latest Village of Dexter Engineering Standards, applicable Village regulations and standards.
- O. Stages of development, if the subdivision or development will be completed in more than one stage. Sequential listing is required for various stages.
- P. Aerial photographs of the site and surrounding area, with the site defined.
- Q. Location and purpose of all existing and proposed easements.
- R. Existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown by an approximate outline of the total canopy.
- S. Lot layout, dimensions, setback requirements, area of each lot in square feet or acres, and lot numbers.
- T.H. Identification, location and nature of all uses other than single-family residences to be included within the subdivision.
- I. Ten (10) copies of the proposed protective covenants and deed restrictions, or statement in writing that none are proposed.
- U.J. Zoning status of property included in the preliminary plat and of all the adjacent properties, civil jurisdiction of all properties.
- K. Any additional information as required per the Village of Dexter Zoning Ordinance, Article 21, Site Plan Review and Approval.

#### PROCEDURES:

- A. The Village Clerk shall request the Chairman of the Planning Commission to place the Preliminary Plat on the agenda of the next regular meeting of the Planning Commission.
- B. The Planning Commission shall review the Preliminary Plat and the comments of the Village Manager and Engineer Staff and if the Plat meets all requirements, shall:
1. Provide for an adequate public hearing, giving due notice to be sent by registered mail to the applicant and owners of land immediately adjoining the proposed plat, and published in a newspaper of general circulation in the Village, at least fifteen (15) days before the date of hearing;
  2. After the public hearing, the Planning Commission may recommend tentative approval, tentative approval with conditions, or rejection of the Preliminary Plat;

3. If the Preliminary Plat does not meet all requirements, the Planning Commission shall notify the proprietor by letter, giving the earliest date for resubmission of the plat and additional information required;
  4. Give its report to the Village Council not more than sixty-three (630) days after the Preliminary Plat is submitted to the Planning Commission~~submission of the Preliminary Plat~~. The sixty-three (603) day period may be extended if the applicant consents. If no action is taken within sixty-three (630) days, the Preliminary Plat shall be deemed to have been approved by the ~~Planning Commission,~~Commission; a certificate to that effect shall be issued by the Planning Commission upon request of the applicant.
- C. The Village Council on or before their second meeting after receiving the recommendation from the Planning Commission shall review said Preliminary Plat and shall tentatively approve, tentatively approve with conditions, or reject, the Preliminary Plat ~~or disapprove said Plat~~. The Village Council shall record their approval on the Plat and return one (1) copy to the proprietor or set forth in writing its reasons for rejection and requirements for tentative approval.
- D. The proprietor upon receiving tentative approval from the Village Council shall submit the Preliminary Plat to all authorities as required by ~~Section 113 to 119 of the Land Division Act~~Subdivision Control Act, Act 288, Public Acts of 1967, as amended.

**Sec. 21-09302**

**PRELIMINARY PLAT — FINAL APPROVAL:** Final approval of the Preliminary Plat under this section shall confer upon the proprietor for a period of two (2) years from date of approval, the conditional right that the general terms and conditions under which preliminary approval was granted will not be changed. The two (2) year period may be extended if applied for by the proprietor and granted by the Village Council in writing. Written notice of the extension shall be sent by Village Council to the other approving authorities.  
(ord. No.

1. **SUBMITTAL:** The Preliminary Plat for final approval shall be submitted to the Village Clerk.
2. **INFORMATION REQUIRED:** The following information shall be shown on the Preliminary Plat or submitted with it:
  - A. A list of all such authorities to the Village Clerk, certifying that the list shows all authorities as required.
  - B. Submit all approved copies of the Preliminary Plat to the Village Clerk after all necessary approvals have been secured.
  - C. Copy of the receipt from the Village Treasurer that all fees, as provided for in this Ordinance, have been paid.
  - D. Engineering review and inspection fees, and other charges and deposits provided for in this Ordinance.

3. **PROCEDURES:** The Village Council, after receipt of the necessary approved copies of the Preliminary Plat, shall:
  - A. Consider and review the Preliminary Plat at its next meeting, or within twenty (20) days from the date of submission, and approve it if the proprietor has met all conditions laid down for approval of the Preliminary Plat.
  - B. Instruct the Village Clerk to promptly notify the proprietor of approval or rejection in writing, and if rejected, to give reasons.
  - C. Instruct the Village Clerk to note all proceedings in the minutes of the meeting; said minutes shall be open for inspection.
  - D. No construction of improvements shall be commenced by the sub divider until he has:
    1. Received notice of final approval of the Preliminary Plat by the Village Council, and
    2. Entered into a subdivision agreement with the Village for construction of all required subdivision improvements, and
    3. Deposited with the Village a performance escrow as required guarantee and cash under Section 4.1021-26 of this Ordinance, (~~ord.No.~~

**Sec. 21-10303**

**FINAL PLAT:** Following final approval of the Preliminary Plat by the Village Council, the proprietor shall cause a survey and five true plats thereof to be made by a surveyor.

1. **SUBMITTAL:** Final Plats shall be submitted to the Village Clerk. A final plat shall not be accepted after the date of expiration of the Preliminary Plat approval.
2. **INFORMATION REQUIRED:** All final plats of subdivided land shall comply with the provisions of survey and mapping requirements cited in the Land Division Subdivision Control Act, Act 288, Public Acts of 1967, as amended.
  - A. A policy of title insurance currently in force, covering all of the land included within the boundaries of the proposed subdivision.
  - B. Submit all approved copies of the Preliminary Plat to the Village Clerk after all necessary approvals have been secured.
3. **PROCEDURES:**
  - A. The final plat shall be reviewed by the Village Engineer as to compliance with the approved Preliminary Plat and plans for utilities and other improvements.
  - B. The Village Council shall review all recommendations and take action on the Final Plat within thirty (30) days.
  - C. The Village Council shall require all improvements and facilities to be constructed or require a bond in lieu of construction of facilities before it approves the Final Plat. (Refer to Section 411, page 3021-27)
  - D. Upon the approval of the Final Plat by the Village Council, the subsequent approvals shall follow the procedure set forth in the Land Division Subdivision Act, Act 288, Public Acts of 1967, as amended. If disapproved, the Village Council shall give the proprietor its reasons in writing.

- E. The Village Council shall instruct the Clerk to record all proceedings in the minutes of the meeting, which shall be open for inspection and to sign the Village Certificate of the approved plat in behalf of the Village Council.
- F. A Final Plat received by the State Treasurer more than one year following the date of approval of the Village or County Treasurer shall be returned to the Treasurer who shall make a new certificate currently dated, relative to paid or unpaid taxes, special assessments and tax liens or titles.

## ARTICLE IV

### DESIGN STANDARDS FOR SUBDIVISION PLANNING

#### **Sec. 21-11400**

**STREET AND ALLEYS:** The specifications herein set forth are hereby declared to be the standards and general plan adopted by the Village of Dexter Council for the width and location of all highways, streets, and alleys, which may hereafter, be platted or accepted within the village of Dexter. All such regulations are intended to be in harmony with all road and right-of-way standards and policies of the Washtenaw County Road Commission and the Village of Dexter Engineering Standards.

Design of streets and alleys shall conform to all road and right-of-way standards and policies of the Washtenaw County Road Commission and the Village of Dexter Engineering Standards, and to the latest publication and revision of A Policy on Geometric Design of Highways and Streets by the American Association of State Highway and Transportation Officials. Where there is a conflict between any of the aforementioned, the more restrictive shall govern.

1. **LAYOUT:** The layout of proposed streets shall provide for the continuation of existing streets in surrounding areas and/or shall conform to a plan for the neighborhood approved by the Village Planning Commission in cases where topographical or other conditions preclude the continuation of existing streets. In general, such streets shall be of a width as great as that of the street so extended. Due consideration shall be given to traffic safety. ~~Minor residential streets shall be laid out as to discourage their use by through traffic.~~ Due consideration shall be given to the sub-divider to the attractiveness of the street layout in order to obtain the maximum livability and amenity of the subdivisions. Consideration shall also be given to the proposed use of the subdivision and proper allowance made in commercial and industrial subdivisions, for potential and existing railroad right-of-way as conditions will permit. Any intersection occurring on a street which crosses a railroad track shall not be less than four hundred (400) feet from the nearest railroad right-of-way. Greater distances may be required if it is deemed necessary for safety, approach gradients or future grade separations.
2. **MAJOR STREETS:** Where the subdivision abuts or contains an existing or proposed major street, the Village Planning Commission may, at its discretion, require the construction of marginal access streets, double frontage of lots with provision of a screen planting contained in a no-access reservation along the rear property lines, deep lots with rear-service alleys, or other treatment which the said Commission considers essential to adequate protection of residential lots and to separation of through and local traffic.
3. **PRIVATE STREETS:** Private streets and alleys shall not be permitted, but rather all streets and alleys shall be dedicated to the Public.

4. ACCESS TO PROPERTY: Each residential lot within a subdivision shall be provided with a satisfactory means of access. Building permits shall not be issued for the construction of buildings, which do not have access onto a public street. All lots must have frontage on a public street. There shall be no reserve strips controlling access to a street, except where the control of such is definitely placed with the Village Council. Driveways and curb cuts shall conform to the Washtenaw County Road Commission Standards and the Village of Dexter Engineering Standards.

~~The curb section of driveways and aprons shall be designed to excessive breakover angle and rear bumper and exhaust pipe dragging will be eliminated.~~

5. INTERSECTIONS: ~~Intersecting streets shall be laid out so that the intersection angles approximately are ninety (90) degrees. Deviations from this may be considered by the Village Engineer. but in no case shall the angle of intersection be less than eighty (80) degrees. No more than two (2) streets shall cross at one intersection.~~

6. VISIBILITY: No fence, wall, structure, or planting shall be erected, established or maintained on any corner lot which will obstruct the sight distance view of the driver of a vehicle approaching the intersection. The minimum clearance of any overhanging portion of a tree thereof shall be ten (10) feet over sidewalks and fourteen (14) feet over all streets.

5. ~~Branches on, excepting that street trees must be removed at would be permitted here all branches are not less than eight (8) feet above the road level. Such obstructed corners shall mean a triangular area between street property lines and a line connecting them at points thirty (30) feet from the intersection of the street lines, or in the case of a rounded property corner, from the intersection of the street property lines extended.~~

- 7.7. HALF-STREET: ~~Generally, half~~Half-streets shall not be permitted where a subdivision adjoins underdeveloped property, except for such major streets as may be recommended in the Village General Development Plan or by the Washtenaw County Road Commission. They shall be permitted only when the Village Planning Commission considers the use of a half—street essential to the reasonable development of the subdivision in accordance with the intent of these regulations and where said Commission finds it practicable to require the dedication of the other half of the right-of-way when the adjoining property is subdivided. Wherever there already exists a dedicated and recorded half-street or half alley on an adjoining plat, the other half shall be dedicated on the proposed plat to make the street or alley complete. A one (1) foot reserve may be required to be placed between a half-street and the subdivision boundaries. This reserve shall be designated as an outlot and shall be deeded in fee simple to the Village at such time as the Village so requests in writing.

- 8.8. STREET JOGS: Street jogs with centerline offsets of less than one hundred fifty (150) feet shall be avoided. Where streets intersect major streets, their alignment shall be continuous.



MAJOR	86' (no on street parking)
Collector Streets	66' (no on street parking)
Local Streets	66'
Local Streets in Industrial Subdivision	66'

~~15.15. HORIZONTAL ALIGNMENT: The center-line of pavement shall coincide with the center-line of right-of-way, except for roads with irregular right-of-way widths and with the approval of the Village Planning Commission.~~

~~16.16. STREET GRADES AND CURVATURE: Horizontal and vertical alignment profiles may shall be provided on be required on all proposed streets at the discretion of Village Planning Commission. The minimum gradient allowed shall be not less than 0.5 per cent, nor more than 6 percent.~~

~~7. STREET CURVATURE: The minimum horizontal center line radii of curved local streets shall be two hundred (200) feet. Greater radii may be required for major streets having through traffic. A minimum fifty (50) foot tangent may be introduced between reverse curves on streets of sixty six (66) foot right-of-way. Greater tangents shall be required on streets of greater right-of-way.~~

~~18.17. RADII AT INTERSECTIONS: Minimum edge of pavement or curb radii shall be uniform at intersections and shall be forty (40) feet at intersections of major streets, thirty-five (305) feet at intersections with collector streets and thirty (30) twenty-five (25) feet on minimum, local and collector streets.~~

~~19.18. SURFACE DRAINAGE: The preferred plan for yard drainage shall provide for drainage in accordance with drainage patterns specified in FHA "Minimum Property Standards". Surface drainage and detention shall be provided in accordance with the Village of Dexter Engineering Standards.~~

In the event it is found to be essential to the economical development of substantial portions of a project, drainage easements may be permitted.

These easements at the rear of the lot may be below the building grade. In this event, the rear of the yard grade shall not be less than 1 percent nor more than 5 percent measured twenty (20) feet from the house and the grade from the house to the street shall be not less than 1 percent nor more than 5 percent with the building grade being not less than 12 inches above the street grade. Where long over land easements are essential to the economical development of major portions of the project, the longitudinal grade of said easement shall not be less than 0.5 of 1 percent and the length of run of said longitudinal easement shall not exceed 500 feet of continuing drainage with no more than 100 feet of said distance being upstream from an angle point \_\_\_\_\_ in \_\_\_\_\_ easement.

Where required by the Village Engineer, a 6 inch drainage shall be provided for easement drainage with said drain tile being laid in a trench being backfilled with pea

~~gravel or approved bankrun gravel. The depth of grade and outlet for said tile being subject to Village approval.~~

20-19. STREET DRAINAGE: All streets and alleys shall be provided with facilities for adequate surface drainage. Storm drains shall be underground and only curb-type design shall be permitted. Plans for such drainage shall be approved by the Village Engineer.

21-20. OTHER REQUIRED STREETS: Where a subdivision borders on or contains a railroad right-of-way or a limited access highway right-of-way, the Planning Commission may require a street approximately parallel to and on one or both sides of such right-of-way, at a distance suitable for the appropriate use of the intervening land (such as for park purposes in residential areas, or the commercial or industrial purposes in appropriate districts). Such distances shall also be determined with due regard for the requirements of approach grades and future grade separations.

22-21. STREETS STANDARDS AND SPECIFICATIONS: Streets and roads shall be provided in accordance with the street and road standards adopted by the Michigan Department of Transportation, the Washtenaw County Road Commission and, and the Michigan State Highway Departmentthe Village of Dexter.:

<u>TYPE OF STREET</u>	<u>ROW WIDTH</u>
MAJOR	86' (no on street parking)
Collector Streets	66' (no on street parking)
<u>LOCAL</u>	
Local Streets	66'
Local Streets in Industrial Subdivision	66'

**Sec. 21-12401**

**PEDESTRIAN WAYS:**

1. A right-of-way for pedestrian crosswalks in the middle of long blocks may be required where necessary to obtain convenient pedestrian circulation to schools, parks or shopping areas. They shall be placed in locations with appropriate sight distance as certified by an engineer. The right-of-way shall be at least ten (10) feet wide and extend entirely through the block. Appropriate signing and pavement markings shall be provided.
2. SIDEWALKS: Sufficient right-of-way shall be provided so that sidewalks may be installed on both sides of all streets. Access easements may be required should the sidewalks be installed outside of the public right-of-way.

**Sec. 21-13402**

**UTILITY AND OTHER EASEMENTS:**

1. A sub-divider shall contact the Village of Dexter Department of Public Services for each public utility involved for preferred locations of easementsutilities. Water main

and sanitary sewer service shall be placed within public right-of-way, except with written approval of Village Staff and Village Council. If public utilities are placed outside of the public right-of-way, easements shall be granted in accordance with the Village of Dexter Engineering Standards.

~~Utility easements shall be located along rear property lines, but may be located along side lot lines if necessary. With approval of Planning Commission, utility easements shall not be less than twelve (12) feet in total width, with six (6) feet located on each side of the property line. Utility easements six (6) feet wide are permissible along rear property lines, in cases where such rear property lines abut unplatted land.~~

2. All public utilities within the subdivision shall be underground.
3. ~~Storm sewer, drainage and surface d~~Drainage easements shall be provided, ~~which conform substantially with the lines of~~ along sewers, any natural water ~~course,~~ drainage ditch, channel or stream. Such easements shall be of adequate width for the particular conditions of the site.
4. The subdivider shall work with private utilities to determine the placement of such utilities and easements.~~The Village Planning Commission may, if it considers such requirement necessary to the proper development of the subdivision and the circulation of total traffic, require that the drain if within a public right of way, will be tiled and enclosed.~~

#### **Sec. 21-14403**

**LOTS:** The size, shape, and orientation of lots shall be appropriate for the location of the subdivision as for the type of development and use contemplated. Lots shall be of such size as to permit a variety of house types, to provide side yards for desirable access, light, air, privacy, and safety from fire hazard, and to provide for setbacks from the street line and allow sufficient space for household purposes. All lots shall conform to the requirements of the Village Zoning Ordinance. All lots when developed, shall be connected to Village sewer and water systems.

1. **AREA:** The width and depth of lots shall be such that the minimum lot areas will be in accordance with the adopted Village of Dexter Zoning Ordinance.
2. **WIDTH:** The minimum width of any lot shall be sixty (60) feet, except that greater widths may be required in the Zoning Ordinance. Where desirable to plat wedge-shaped lots so as to best utilize a parcel of land, the required lot width shall be measured at a line located twenty five (25) feet from the front of property line.
3. **DEPTH:** No lot shall be less than one hundred twenty (120) feet in depth. The depth of a lot should not exceed a depth to width ratio of 2-1/2 to 1.
4. **SIDE LOT LINES:** Side property lines of lots shall generally be perpendicular to straight lines or radial to curved street line unless a variation from this rule will give a better lot plan. Property lines on sides and rear of lots should be straight.
5. **CORNER LOTS**~~er~~**ner lots:** shall have extra width to permit appropriate building setbacks from both streets. If the zoning ordinance does not require a greater width, this ordinance shall control in which case the corner lot should be 10 to 20 percent wider than minimum interior lots. Lots abutting a pedestrian mid-block crosswalk shall be treated as corner lots unless the width of the crosswalk right-of-way is not

less than one-third (1/3) of the width of the street right-of-way that the crosswalk intersects.

6. Lots shall not open or face directly onto a freeway right-of-way, an arterial street or other heavily traveled street, shopping centers, or other large nonresidential area. In such situations, lots shall be laid out in one of the following ways:
  - a. Lots can back onto the above features, but shall be separated there from by a permanent fence or wall and a 20-foot wide landscaped strip along the rear property line. The 20-foot wide strip shall not be considered part of the lot's minimum length or area. The landscaping shall be such as to create a screen to insure the privacy of each lot. ~~Where the lot backs up to a freeway right-of-way, shopping center, or other large nonresidential area, a permanent wall or fence may be allowed.~~
  - b. Lots may face onto a marginal access street. Such a street shall be separated from the right-of-way of the main street or the edge of the nonresidential area by a landscaped median strip not less than 20-feet wide. The median may be dedicated to the governing body or other appropriate public agency ~~as an outlet.~~
  - c. Lots may be faced onto intersecting streets with driveways opening onto the intersecting streets. These corner lots, which abut the major street right-of-way or the non-residential area, shall each have the 20-foot wide landscape strip as required in Item b. preceding. Where the landscaped strip abuts a residential street at a major street right-of-way, a clear vision (sight) easement shall be designated on the plat.
  - d. Lots may be grouped around short cul-de-sac or loop streets, which open onto the major street. In such situations, the corner lots abutting the major street right-of-way shall each contain the landscaped strip required in Items (a) and (c) preceding.
  - e. The layout of lots, whichever method is used, is intended to restrict the number of access points to the major streets and thereby reduce the number of traffic hazard points and preserve the traffic carrying capacity of the major street and to protect each lot's privacy and its freedom from noise and litter. Any landscaped strip required above shall not be part of the normal road right-of-way or utility easement, but be designated as an outlet.
7. BUSINESS OR COMMERCIAL LOTS: No lot or parcel within a plat classified as business or commercial shall be platted that is less than two hundred (200) feet in width, nor less than 1 acre in area, nor shall it exceed four acres or 10% of the total planned acreage to be developed which ever is greater. Exceptions to the above may be approved by the Planning Commission. Off-street parking and loading shall be in accordance with the requirements of the Zoning Ordinance.
8. LOT DIVISION: The divisions of a lot in a recorded plat is prohibited, unless approved following application to the Village Council. The application shall be filed with the Village Clerk, and shall state the reasons for the proposed division. The resulting lots shall be not less in area than permitted by the Village of Dexter Zoning Ordinance. No building permit shall be issued, or any building construction commenced, until the division has been approved by the Village Council and the suitability of the land for building sites has been approved by the County ~~or District~~

Health Department. The division of a lot resulting in a smaller area than prescribed herein may be permitted, but only for the purpose of adding to the existing building site or sites. The application shall so state and shall be in affidavit form.

9. DIVISION OF UNPLATTED PARCEL: The division of unplatted land shall conform to the Village Land Division Ordinance.

**Sec. 21-15404**

**BLOCKS:** The size and shape of blocks shall be appropriate for the type of lots and land use proposed. Blocks shall be designed so as to permit good lot orientation, safe street design and economical use of the land.

1. LENGTH: Length of blocks between intersecting streets shall normally be from eight hundred (800) to one thousand (1000) feet. This form shall be altered only where the topography of the land makes it advisable to do so in order to protect the public safety and convenience, and in no event should blocks be less than five hundred (500) feet or more than one thousand three hundred twenty (1300) feet in length. In blocks exceeding 800 feet in length, the Planning Commission may require the reservation of a 20 foot wide easement through the block to provide for the crossing of underground utilities and pedestrian traffic of 10 ft. wide for pedestrian traffic only where needed or desirable, and may specify further, at its discretion, the five foot wide paved footpath be provided by the proprietor. Blocks intended for non-residential purposes shall be especially designed for such purposes, and in accordance with zoning ordinance provisions. In such cases, the above dimensions so not apply.
2. ARRANGEMENT: A block shall be so designed as to provide two (2) tiers of lots, except where lots back into an arterial street, natural feature or subdivision boundary.
3. NON-RESIDENTIAL BLOCKS: Blocks intended for purposes other than residential shall be especially designed for such purposes and shall have adequate provision for off-street parking and loading in accordance with the requirements of the Zoning Ordinance.

**Sec. 21-16405**

**USE:**

1. CONTROL: No property shall be subdivided for residential use if such is considered unsuitable for building purposes by existing State of Michigan Local Ordinance and Statutes.
2. RESTRICTIONS: Wherever property is subdivided with the intention that it shall have a use different than that designed in the Zoning Ordinance, such use shall be stated in an application for an amendment to the Zoning Ordinance in a separate statement filed with the Planning Commission. Conformance with the objectives of the Village General Development Plan shall be required so as to insure general uniformity of land uses within blocks and neighborhoods.
3. CONFORMANCE WITH ZONING ORDINANCE: Property use and area restrictions must be in accordance with the Zoning Ordinance.
4. LAND SUBJECT TO FLOODING: Any area of land within the proposed subdivision which is subject to flooding or inundation by storm water shall be clearly shown on Final Plat. Such land shall not be platted for residential occupancy, nor for such

uses as may increase danger to health, life or property, or unduly aggravate the flood hazard. No building shall be placed within the 100-yr floodplain. Any earth change within the 100-yr floodplain shall only be allowed with permission of the Michigan Department of Natural Resources.

**Sec. 21-17406**

**OPEN SPACES:** In the design of the plat, thorough and equitable consideration shall be given by the subdivider and the Planning Commission for the provision of suitable sites for recreation; including Tot Lots, both active and passive recreation areas, schools, and for other public purposes.

The area reserved for recreation shall be provided for all plats having twenty (20) or more residential dwelling units the size of such reserved area for recreation shall be no less than 300 ft. by 300 ft. or 90,000 square feet. This reserved area shall be increased in size by 200 square feet for each residential dwelling unit in the development exceeding thirty (30) dwelling units.

**Sec. 21-18407**

**COMMERCIAL OR INDUSTRIAL MODIFICATION:** These subdivision design standards may be modified in accordance with Article V- in the case of subdivisions specifically for commercial or industrial development, including shopping district, wholesaling areas, and planned industrial districts. In all cases, however, adequate provision shall be made for off-street parking and loading areas as well as for traffic circulation.

**Sec. 21-19408**

**CLUSTER DEVELOPMENT:** Where the Zoning Ordinance permits, a proposed residential subdivision may be designed instead as a cluster subdivision for the purpose of creating a more desirable living environment than is possible under the ordinances as applied to individual residential lots; encouraging the provision and maintenance of open space and recreational areas for the residents of the subdivision; obtaining creativity, variety, efficiency, and economy in the physical development pattern of the community and their inclusion into the development pattern of the subdivision and community.

The plan for a cluster development shall be submitted in accordance with the procedures and standards of this Ordinance.

The development must be designed to produce a stable and desirable residential character. Overall densities shall not exceed those permitted in appropriate districts in the zoning ordinance. Open space areas shall meet the standards of open space and recreation areas established in the adopted Comprehensive Development Plan. The governing body, with advice from the Planning Commission, shall have the right and Responsibility to reject a proposed cluster development if the open space areas are, in its opinion, of such size and shape as to be unusable or unmaintainable for open and recreation purposes. Open space provided under cluster or planned unit development and retained by the developer or deeded to an association of homeowners shall remain permanently open for recreation purposes. The open space character of the area shall be secured by restrictive covenant or other means to protect the public's interest in maintaining the density of development and open space character. Such open space and

recreation areas shall be set aside as common land for the sole benefit, use, and enjoyment of the subdivision lot owners, present, and future. All open space, tree cover areas, where acreage is utilized in determining the size and extent of common land, shall be included in the covenant or other measures as permanent open space.

Open space in any one cluster development shall be laid out, to the maximum feasible extent, so as to connect with other open space, existing or proposed, in the vicinity, whether such areas are or will be public or private. In the case of two or more adjacent developments, proprietors may cooperatively allocate open space areas, if such areas are coordinated in design and location to an extent acceptable to the Planning Commission.

Cluster developments shall be laid out so as to reduce the lineal feet of street for economy and safety that would otherwise be needed to serve the area; to economize on cost of utility installations; to retain and take advantage of existing natural features and vistas; to reduce the amount of grading required; to take maximum advantage of storage, absorption, and drainage characteristics of the natural landscape; and to otherwise secure the objectives set forth in this section. In so doing, the minimum lot areas, lot widths, and other standards may be modified in accordance with this ordinance and the Village Zoning Ordinance.

The cluster development shall be laid out so that its development can be staged in an efficient and economical manner with respect to the opening and maintenance of new streets, the provision of utilities, access to schools and other public and private service facilities, and similar considerations.

~~Utility easements, such as electric transmissions and storm sewer easements, may be included in the open space area calculation only if they are available to residents of the development. The easements may be landscaped and developed for open space or recreational purposes provided that the landscaping does not adversely impact the utilities, and are safe for use by persons engaging in open space and recreation activities.~~

Open drainage courses, suitably graded and stabilized with sod or other ground cover, and planted with trees, shrubs, and other landscape materials, and made an integral part of the overall open space and recreation system may be acceptable, if approved by the Village Engineers and the Village Health Department Staff.

In cluster subdivisions, the common space shall remain and be maintained in open space in perpetuity. The proprietor shall insure the permanence of both the existence and proper maintenance of the open space by either dedicating it to public agency responsible for areas and activities or by dedicating it to a homeowner's association to be made up of the residents of the subdivision. The latter method is, in general, to be preferred.

Where homeowner's associations are to be used, the following conditions shall be met: (1) The association shall be established before dwellings are sold. (2) Membership shall be mandatory for each homebuyer and any successive buyer. (3) Open space must be held and maintained as open space in perpetuity. (4) The association shall be responsible for local taxes, maintenance of grounds and facilities, liability insurance, and other similar duties of ownership.

Proprietor shall file declaration of covenants and restrictions with the preliminary plats, setting forth these and other features of the association. He shall also supply to the governing body a copy of articles of incorporation and a complete set of by-laws of the association.

The governing body may require that, in addition to the restrictive covenants and the homeowner's association, an easement over the open space area be given to the public to insure that the area will remain open in perpetuity. Such an easement is intended only to preserve open space, and is not intended to provide public access thereto.

**Sec. 21-20409**

**COMMERCIAL DEVELOPMENTS:** Where commercial developments such as shopping centers, or office parks fall within the definition of subdivision as set forth in Act 288, P.A. 1967, as amended, such development shall conform to all provisions of this ordinance that may be reasonably applied. Such development shall conform to all zoning ordinance requirements.

In addition to other requirements of this ordinance, the plan shall show the basic building pattern to be constructed and the general pattern of tenants or types of stores and shops. The parking and circulation pattern shall be clearly delineated and shall be designed so that the circulation system is safe and convenient to customers, can be used with a minimum of congestion, and permits ease of entry and exit from parking spaces. Parking traffic and traffic entry, exit, and general circulation should be separated (but interconnected) to the maximum feasible extent. Trucking and other service traffic should have its separate circulation pattern. Traffic entering or leaving parking spaces should be controlled so that it cannot move in random patterns, but should be channeled into clearly marked and designed traffic ways. Entry drives shall be so designed and located so as to be a safe access point, and not to create congestion or hazardous conditions on the streets serving the center. Traffic ways from parking areas, in their intersections with entry/exit drives shall be located so as not to interfere with traffic entering or leaving the center.

Parking areas shall be divided into sections and shall be landscaped by planting boxes with trees and shrubs. Wheel spots or other devices shall be used to channel traffic movements within the parking bays.

Buffer strips, at least 20--feet wide and landscaped, shall be provided along the perimeter of the center. The Planning Commission may require provision of a fence, wall, or screen, if it determines such is necessary to protect the adjacent areas from litter, trespass, and other nuisances. The Planning Commission may also require a wider buffer strip for community and regional shopping centers.

Landscaping features around the building should be provided pursuant to the Village of Dexter Zoning Ordinance.

Any intended future expansion should be provided for in the layout of the initial center and should be shown on the pre-preliminary plat. The area to be included in the expansion, and all connections thereto shall be indicated on the preliminary and final plats. Parking areas, utilities, landscaping, etc. shall be designed with future expansion in mind.

All separate buildings in the center, not connected to the principal center buildings, such as but not limited to supermarkets, gasoline service stations, theaters, offices, drive-ins, and facilities, shall be shown on the plans, along with the circulation and parking patterns to service such facilities.

Pedestrian movement from parking bays to the center and other buildings should be clearly defined and so laid out as to separate, to the greatest extent possible, pedestrians from moving vehicles.

**Sec. 21-21410**

**INDUSTRIAL PARKS:** Where industrial developments, such as industrial parks fall within the definition of subdivisions as set forth in Act 288, P.A. 1967, as amended, such developments shall conform to all provisions of this Ordinance that may be reasonably applied. Such developments shall conform to all zoning ordinance requirements. In addition to the requirements of this Ordinance, the plan should show the basic pattern of streets, service drives, parking areas, and blocks. Individual lots within each block should be defined as they are sold. The plan should emphasize flexibility to accommodate various industrial needs for space and should concentrate on the size and shape of blocks rather than on individual lots.

The plan shall clearly show the various stages for developing the industrial park.

The parking areas and circulation systems ~~should~~ shall be clearly delineated in such a way as to provide safe traffic movements. Service and loading areas should be separate from other parts of the parking and circulation system. The parking lots shall be designed so as to channel traffic into appropriate aisles and to prohibit random movement. Streets shall be laid out so as to prohibit through traffic.

All streets within the park shall be designed and constructed to safely, easily and conveniently accommodate the movement of large trucks. The internal circulation system, and the points of its connection to the public street system serving it, shall be so designed and constructed to provide a safe roadway such that congestion or hazardous traffic conditions on either system will not be created. Streets within the park ~~normally~~ shall not be extended to the boundaries of adjacent existing or potential residential areas, or connected to streets intended for predominantly residential traffic.

The entire park shall be landscaped with trees, sod, shrubs, and other materials suitable for this area. Parking lots shall be landscaped. Maintenance requirements for landscaping on each lot shall be set forth in restrictive covenants.

Buffer strips of at least twenty (20) feet in width, and landscaped, shall be required along the side and rear property lines of the industrial park where these abut a residential, agricultural, institutional, or commercial area. The Planning Commission may require provision of a fence, wall, or screen, if it determines such is necessary to protect the adjacent areas from litter, trespass, and other nuisances.

Pedestrian movements within the park shall be provided for with sidewalks and clearly marked pedestrian paths. These shall be convenient and safe, with the greatest separation from vehicular traffic feasible.

Restrictive covenant carried in deeds or leases are encouraged to be provided by the proprietors. Items such as, but not limited to, types of activities permitted, minimum site size, site coverage, outdoor storage, landscaping, building design and construction, and sign control should be covered. The covenants should be discussed with the Planning Commission in the pre-preliminary plat and preliminary plat stages. The covenants should be coordinated with, and complementary to, the Village policy power controls.

The proprietor's continuing interest in the park shall be clearly described.

All streets in the industrial district shall ~~have curb and gutter and shall be paved, be designed according to standards and specifications of the Village of Dexter Engineering Standards and the standards of the Washtenaw County Road Commission. All streets shall be paved with curb and gutter.~~

~~Unless otherwise regulated, the grade of streets shall not exceed five percent (5%). Street intersections shall have a minimum curb radius of twenty-five (25) feet. Drives shall have a minimum curb radius of fifteen (15) feet.~~ Parking and loading on all streets in the industrial district shall be prohibited. Adequate parking and loading areas, and space necessary for maneuvering trucks in loading/unloading operations shall be provided on each site. Parking and loading areas shall be paved and loading areas shall be adequately screened.

**Sec. 21-22411**

**RESTRICTIVE COVENANTS:** Covenants designed to preserve the character of the subdivision and to help retain its stability, permanence, and marketability ARE encouraged. Such covenants should be recorded with the plat and should be blanket covenants that apply to the entire subdivision. Such covenants are intended to complement the Village's continuing regulation of the subdivision through its zoning and building code powers.

Blanket covenants may contain items such as, but not limited to, land use control; architectural control, including walls and fences as well as buildings; yards and setback requirements; minimum lot size; prohibition of nuisances; regulation of signs; control of type, duration, location, etc., of temporary buildings or vehicles, such as travel trailers, etc., to be stored on each site; scenic or open space easements; and other similar controls.

Covenants shall be discussed with the Planning Commission during the initial procedures and/or preliminary plat stages and shall be coordinated with existing or anticipated police power controls.

Covenants shall be recorded prior to the sale of any lot within the subdivision. The Village Council has authority to enforce covenants as conferred by the Land Subdivision Control Act,

**Sec. 21-23412**

**SUBDIVISION IMPROVEMENTS:**

1. **PURPOSE:** It is the purpose of this section to establish and define the public improvements which the proprietor will be required to provide as conditions for final plat approval; to outline the procedures and responsibilities of the proprietor and the various public officials and agencies concerned with the administration, planning, design, construction and financing of public facilities; and to establish procedures for assuring compliance with these requirements.

2. **GENERAL**

- a. **STANDARDS:** Improvements shall be provided by the proprietor in accordance with these regulations, the latest revision of the Village of Dexter Engineering Standards and or with any other applicable standards and requirements which may from time to time be established by ordinance by the governing body, and by the published rules of the various departments of the Village and county and state agencies. The improvements required under this article shall be considered as the minimum acceptable standard.

- b. **PREPARATION OF PLANS:** It shall be the responsibility of the proprietor to have prepared by a registered engineer a complete set of construction plans for the required public streets, utilities, and other facilities required in Sec. 5-4. Such construction plans shall conform to the preliminary plans, which have been approved with the tentative preliminary plat, and shall be prepared in conjunction with the final preliminary plat. Construction plans are subject to approval by the responsible public agencies and shall be prepared in accordance with the Village of Dexter Engineering Standards and their standards and specifications.

3. **ENGINEERING Drawings OF IMPROVEMENTS:**

**5-3.1 REQUIRED PRIOR TO CONSTRUCTION:** Engineering drawings of all required improvements shall be reviewed and approved by the Village Engineer ~~or Building Inspector,~~ except for improvements ~~Improvements~~ to be made under the jurisdiction of the County Road Commission, County Drain Commissioner, or other county or state agencies, ~~in which case the drawings shall be submitted to the appropriate agency for review and approval. Where review and approval of engineering drawings is made by a county or state agency, the Village Engineer or Building Inspector shall obtain written confirmation of such approvals.~~

No grading, land filling, removal of trees or other vegetation, or construction of improvements shall commence until the engineering drawings of same have been approved as provided in Sec. 3.436 of this ordinance.

4. **MODIFICATION DURING CONSTRUCTION:** All installations and construction shall conform to the approved engineering drawings. ~~However, I~~ if the proprietor chooses to make minor modifications in design and/or specifications during construction, s/he shall submit revisions to the Village Engineer, and any other

agency having jurisdiction, for approval. No work outside of the approved engineering drawings shall be allowed until approval has been granted. The Village may require that any work done prior to approval of the changes be removed at the expense of the proprietor. All changes shall be shown on the as-built drawings. make such changes at his own risk, without any assurance that the Village or other public agency will accept the changed facility. It shall be the responsibility of the proprietor to notify the appropriate agency of any changes in the approved drawings.

5. AS-BUILT DRAWING: Upon completion of construction, tThe proprietor shall submit to the Village Engineer or Building Inspector onethree copies of "as-built" engineering drawings for review and approval -of each of the required improvements that have been completed prior to final plat approval. Each set of drawings shall be certified by the proprietor's engineer. Similar drawings shall also be submitted of improvements installed under bond, after final plat approval.
6. EASEMENTS: Upon completion of construction, descriptions of all easements within the subdivision shall be provided to the Village Engineer for review and approval. Once approved, it is the responsibility of the proprietor to record the easements with the Washtenaw County Register of Deeds. Copies of the recorded easements shall be submitted to the Village Staff and the Village Engineer prior to final plat approval.
- 6.7. CONSTRUCTION SCHEDULE: The proprietor shall submit to the Village Engineer or Building Inspector a general schedule of the timing and sequence for the construction of all required improvements prior to final approval of the preliminary plat. The schedule shall meet the procedural requirements and inspection needs of the Village, County, and State agencies.

**Sec. 21-24413**

**UTILITIES AND IMPROVEMENTS:** In order to provide healthful, clean and desirable living conditions, the subdivider shall be entirely responsible for installing the following site improvements, or shall furnish a surety bond acceptable to the Village Council; sufficient to permit the completion of all contemplated improvements, before a plat shall be accepted by the Village.

1. STREET PAVEMENT AND STORM DRAINAGE: All subdivisions shall have streets and intersections of bituminous pavement surfacing with enclosed storm sewers of not less than 1-3/4 " of MDOT Bituminous Concrete Leveling Course and 1-1/4 " of MDOT Spec. No. 12 W.M. Bituminous Concrete Surface Course on 6", of MDOT Spec. 22A gravel and as approved by the Village Engineer, as required in the Village of Dexter Engineering Standards and approved by the Village Staff and Village Engineer. Additional sub-base may be required by the Village Engineer. In addition all such streets shall have enclosed storm drainage sewers as approved by the Village Engineer. All such improvements shall be provided by the subdivider/developer. All work shall be carried out under the supervision of the Village Engineer.

2. INSTALLATION OF PUBLIC UTILITIES: Public utilities shall be located in accordance with the Village of Dexter Engineering Standards. The underground work for utilities shall be stubbed to the property line and made available for future connection. All public utilities in a subdivision shall be underground.
- ~~2-3.~~ SANITARY SEWERAGE SYSTEM: The location and design of all trunk-line and lateral sanitary sewers and any other necessary appurtenances, such as pumping stations, shall ~~be conform to the Village of Dexter Engineering Standards and be first approved by the Village Staff and Village Engineer and all applicable reviewing agencies.~~ and a All work shall be carried out and provided by subdivider/developer under the supervision of the Village Engineer.
- ~~3-4.~~ WATER SYSTEM: The location and design of water mains with house connections and the installation of fire hydrants, and any other necessary appurtenances shall conform to the Village of Dexter Engineering Standards and be first approved by the Village Staff, Village Engineer, the Fire Chief, and ~~a~~ and all applicable reviewing agencies as to suitability. ~~and a~~ All work shall be carried out and provided by subdivider/developer under the ~~direction~~ supervision of the Village Engineer.
5. SIDEWALKS: Sidewalks, along will crosswalks where necessary, shall be provided along all streets where lot widths are hundred (100) feet or less and at any other location where the Village Council and/or Planning Commission shall determine that sidewalks are necessary for public safety or convenience. Sidewalks shall ~~not be less than four (4) feet in width and four (4) inches (6" at drives) in thickness and shall be first conform to the Village of Dexter Engineering Standards and be approved by the Village Engineer and all applicable reviewing agencies as to suitability.~~ and a All work shall be carried out and provided by subdivider/developer under the supervision of the Village Engineer.
- ~~4.~~ ll work shall be carried out under the direction of said Village Engineer.
- ~~5-6.~~ CURBS AND GUTTERS: Concrete curbs and gutters shall be required on all streets and shall be constructed in accordance with the standards and specifications adopted by the Village Engineer. ~~Village of Dexter Engineering Standards.~~ All work shall be carried out and provided by subdivider/developer under the supervision of the Village Engineer.
- ~~6.~~ INSTALLATION OF PUBLIC UTILITIES: Public utilities and driveways shall be located in accordance with the rules of the Village Engineer. The underground work for utilities shall be stubbed to the property line. All public utilities in a subdivision shall be underground.
7. DRIVEWAYS: All driveways openings in curbs shall be not less than fourteen (14) feet in length conform to the Village of Dexter Engineering Standards.
- ~~8.~~ CROSS WALK/WAY: Crosswalk/way, when required by the Village, shall have easements at least ten (10) feet in width and include a paved walk at least five (5) feet in width, located generally along the centerline of the easement, and dedicated as a public pedestrian walkway.
- ~~9-8.~~ STREET NAME SIGNS: Street name signs shall be installed in the appropriate locations at each street intersection in accordance with the requirements of the Village Engineer ~~of Dexter.~~
- ~~10-9.~~ TREES: Trees shall be provided in the margins of both sides of all streets, public or private, and shall be placed at the minimum rate of two (2) per single family

residential lot or at a maximum distance apart of sixty (60) feet. Trees may also be required to be installed according to the same distances in pedestrian ways. Trees to be installed in the street margins shall be of the large deciduous type—see Article 6, Landscaping Standards for permitted and prohibited species such as Oak, Hard Maple, Ash, Hackberry, or Sycamore. However, ornamental trees may be installed in the margin. Both kinds of trees may be provided in pedestrian ways.

~~The following trees are not permitted in the street margins, pedestrian ways, or any other landscaped area required by the ordinance; Box Elder, Soft Maple, American Elm, Poplar, Ailanthus (tree of heaven) and Willow.~~

All trees shall be protected from damage by wind and other elements during the first full year after planting.

11.10. STREET LIGHTING: Streetlights, where provided, shall have underground wiring. Light standards shall meet the minimum specifications of the electric utility company serving that area of the proposed subdivision. Where lights are to be provided, they should be installed prior to the occupancy of structures within the subdivision. Streetlights shall be provided in all subdivisions except those one-acre or larger residential lots.

**Sec. 21-25414**

**PROTECTION OF NATURAL FEATURES:** Due regard shall be shown for all natural features, such as large trees, exceptionally fine groves of trees, water courses, scenic points, historic spots, and similar community assets, which if preserved, will add attractiveness and value to the subdivision. The ~~builder~~subdivider/developer shall take every precaution against injury to natural features, to store his apparatus, materials, supplies, and equipment in such a manner as not to damage trees or other natural features. Any trees or natural features liable to damage shall be fenced or boxed in.

**Sec. 21-26415**

**GUARANTEE OF COMPLETION OF IMPROVEMENTS REQUIRED BY THE VILLAGE:**

**1. FINANCIAL GUARANTEE ARRANGEMENTS, EXCEPTIONS:**

In lieu of the actual installation of the required public improvements, the Village Council, on recommendation of the Planning Commission, may permit the subdivider to provide a financial guarantee of performance for those requirements, which are ~~over and beyond~~not under the jurisdiction of ~~requirements of the~~ County Road Commission, County Drain Commissioner or any other agency responsible for the administration, operation and maintenance of the applicable public improvement. The Planning Commission may recommend, and the Village Council may waive, financial guarantees of performance under this Ordinance for sidewalks, streetlights, or street trees. In case these improvements are specified, The completion of public improvements shall be required prior to the issuance of occupancy permits.

2. PERFORMANCE OR SURVEY BOND:
  - A. ACCRUAL: The bond shall accrue to the Village, covering construction, operation and maintenance of the specific public improvement.
  - B. AMOUNT: The bond shall be in an amount equal to the total estimated cost of completing construction of the specific public improvement, including contingencies, as estimated by the Village Council.
  - C. TERM LENGTH: The term length in which the bond is in force shall be for a minimum ~~period necessary to construct the public improvement, as to be~~ specified by the Village Council ~~for the specific public improvement.~~
  - D. BONDING OR SURETY COMPANY: The bond shall be with a surety company authorized to do business in the State of Michigan, acceptable to the Village Council.
  - E. THE ESCROW AGREEMENT: Shall be drawn and furnished by the Village Council.
  
3. CASH DEPOSIT, CERTIFIED CHECK, NEGOTIABLE BOND, OR IRREVOCABLE BANK LETTER OF CREDIT:
  - A. TREASURER, ESCROW AGENT OR TRUST COMPANY: A cash deposit, certified check, negotiable bond, or an irrevocable bank letter of credit, such surety acceptable by the Village Council, shall accrue to the Village. These deposits shall be made with the Village Treasurer, or deposited with a responsible escrow agent, or trust company, subject to the approval of the Village Council.
  - B. DOLLAR VALUE: The dollar value of the cash deposit, certified check, negotiable bond, or an irrevocable bank letter of credit, shall be equal to the total estimated cost of construction of the specific public improvement including contingencies, as estimated by the Village Council.
  - C. ESCROW TIME: The escrow time for the cash deposit, certified check, negotiable bond, or irrevocable bank letter of credit, shall be for a period to be specified by the Village Council.
  - D. PROGRESSIVE PAYMENT: In the case of cash deposits or certified checks, an agreement between the Village and the subdivider may provide for progressive payment out of the cash deposit or reduction of certified check, negotiable bond or irrevocable bank letter of credit, to the extent of the cost of the completed portion of the public improvement, in accordance with a previously entered into agreement.

**Sec. 21-27416**

**CONDITION OF VILLAGE APPROVAL OF FINAL PLAT — FINANCIAL GUARANTEES:** With respect to financial guarantees, the approval of all final subdivision plats shall be conditioned on the accomplishments of one of the following:

- A. The construction of ~~(or)~~ improvements required by this Ordinance shall have been completed by the subdivider and approved by the Village Council.

- B. Surety acceptable to the Village shall have been filed in the form of a cash deposit, certified check, negotiable bonds, irrevocable bank letter of credit or surety bond.
1. SPECIAL AGREEMENT: A special agreement shall be entered into between the subdivider and the Village Council where street trees and streetlights have been required by the Village Council.
  2. INSPECTION OF PUBLIC IMPROVEMENTS UNDER CONSTRUCTION: Before approving a final plat and construction plans and specifications for public improvements, an agreement between the subdivider and the Village Council shall be made to provide for checking or inspecting the construction and its conformity to the submitted plans.
  3. PENALTY IN CASE OF FAILURE TO COMPLETE THE CONSTRUCTION OF A PUBLIC IMPROVEMENT: In the event the subdivider shall, in any case, fail to complete such work within such period of time as required by the conditions of the guarantee for the completion of public improvements, it shall be the responsibility of the Village Council to proceed to have such work completed. In order to accomplish this, the Village Council shall reimburse itself for the cost and expense thereof by appropriating the cash deposit, certified check, irrevocable bank letter of credit, or negotiable bond which the subdivider may have deposited in lieu of a surety bond, or may take such steps as may be necessary to require performance by the bonding or surety company, and as included in a written agreement between the Village Council and the subdivider.

## ARTICLE V--

### VARIANCES

#### **Sec. 21-28500**

**GENERAL:** The Village Planning Commission may recommend to the Village Council a variance from the provisions of this ordinance on a finding that undue hardship may result from strict compliance with specific provisions or requirements of the Ordinance or that application of such provision or requirement is impracticable. The Planning Commission shall only recommend variances that it deems necessary to or desirable for the public interest. In making its findings, as required herein below, the Planning Commission shall take into account the nature of the proposed use of land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, the impact to public utilities and area drainage, and the probable effect of the proposed work in the proposed subdivision upon traffic conditions in the vicinity. No variance shall be recommended unless the Planning Commission finds after a public hearing:

1. That there are such special circumstances or conditions affecting said property that the strict application of the provisions of this Ordinance would clearly be impracticable or unreasonable. In such cases, the subdivider shall first state his reasons in writing as to the specific provision or requirement involved and submit them to the Planning Commission.
2. That the granting of the specified variance will not be detrimental to the public welfare or injurious to other property in the area in which said property is situated.
3. That such variance will not violate the provisions of the State Land Division Subdivision Control Act, Act 288, 1967, as amended.
4. The Planning Commission shall include its findings and the specific reasons therefore in its report of recommendations to the Village Council and shall also record its reasons and actions in its minutes.
5. That such variance will not have the effect of nullifying the interest and purpose of this Ordinance and the General Development Plan of the Village.

#### **Sec. 21-29501**

**TOPOGRAPHICAL - PHYSICAL LIMITATION VARIANCE:** Where in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this Ordinance would result in extraordinary hardship to the subdivider because of unusual topography, other physical conditions, or other such conditions which are not self-inflicted, or that these conditions would result in inhibiting the achievement of the objectives of this Ordinance, the Planning Commission may recommend to the Village Council that variance modification or a waiver of these requirements be granted contingent upon the following:-

1. The proposed project will constitute a desirable and stable community development.
2. The proposed project will be (in) harmony with adjacent areas.

## ARTICLE VI-

### FEES

#### Sec. 21-30600

**SCHEDULE OF FEES:** The schedule of fees for subdivision plat shall be as follows:

1. **APPLICATION FEES:** Pre-preliminary, Preliminary and Final Plat review fees, planning fees, engineering fees, attorney fees, inspection fees and other applicable development charges shall be paid by the sub-divider/developer as may be provided for as follows, or by other ordinances of the Village. The subdivider/developer shall, upon first submission of a Pre-Preliminary Plat pay to the Village Clerk a fee as listed in a Fee\_-Schedule adopted by the Village Council.

There shall be an additional fee as listed in a Fee\_-Schedule adopted by the Village Council.

2. **ENGINEERING REVIEW FEES:** Such fees shall be established by resolution of the Village Council.
3. **PLANNED UNIT DEVELOPMENT:** Fees shall be established by resolution of the Village Council.

## ARTICLE VII -

### PENALTY

Any person who shall violate any of the provisions of this Ordinance, whether such person be the agent of the owner of the property, shall be fined not to exceed the sum of one hundred (\$100.00) dollars, and the cost of the prosecution or by imprisonment for not more than ninety (90) days or both, at the discretion of the court. Each day such violation shall exist shall constitute a separate offense. Furthermore, all persons shall be subject to the penalties set forth in ~~Section 264 of the State Subdivision Control Act, Act 288, 1967~~ Land Division Act, Act 288, 1967, as may be amended.

## ARTICLE VIII-

### VALIDITY

Should any section, clause or provision of this Ordinance be declared by the courts to be invalid, the same shall not affect the validity of these regulations as a whole, or any part thereof, other than the part so declared to be invalid.

## ARTICLE IX -

### EFFECTIVE DATE

This Ordinance governing the subdivision of land within the Village of Dexter, Washtenaw County, Michigan, has been recommended by the Village of Dexter Planning Commission in accordance with Section ~~7113~~ of the Michigan Municipal-Planning Enabling Commission Act, Act 28533, Public Acts 1931-2008, as amended, and has been adopted by the Village Council on the ~~(TBD)~~ twenty-second day of December 1980, and shall become effective twenty (20) days after passage and publication as required by law. All ordinance and resolutions in conflict herewith are hereby repealed.

PUBLISHED \_\_\_\_\_

EFFECTIVE \_\_\_\_\_



**Memorandum**

To: Planning Commission  
From: Allison Bishop, AICP, Community Development Manager  
Re: General Code Ordinance Amendment – Planning Commission Ordinance  
Date: December 7, 2009

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The Planning Commission reviewed the attached ordinance amendment as part of the November packet. Since no public hearings are required one was not held. It is recommended that in conjunction with the amendment to the Subdivision Regulations in accordance with compliance with the Michigan Planning Enabling Act, PA 33 of 2008, that the Planning Commission recommend the Village Council adopt the attached ordinance and amendments.

**RECOMMENDATION**

Chapter 2, Article 4, Boards and Commissions, Division 2, Planning Commission - must be amended to comply with revisions made to the Michigan Planning Enabling Act, PA 33 of 2008.

The amendments are shown on the attached document. The revisions include requirements of the legislation only, no other substantive text amendments are being recommended.

**ACTION REQUESTED**

Please take action and provide a recommendation to the Village Council.

**SUGGESTED MOTION**

Pursuant to the requirements of PA 33 of 2008 the Planning Commission moves to recommend that the Village Council adopt the proposed amendments to Chapter 2, Article 4, Boards and Commissions, Division 2, Planning Commission of the Village of Dexter General Code.

Please feel free to contact me if you have any questions.  
Thank you.

ARTICLE IV. BOARDS AND COMMISSIONS

DIVISION 1. GENERALLY

Secs. 2-121--2-135. Reserved.

DIVISION 2. PLANNING COMMISSION\*

\***Cross references:** Downtown development authority, § 14-31 et seq.; parks commission, § 30-31 et seq.

**State law references:** Michigan municipal Planning Enabling Act, MCL 125.3801 et seq.

Sec. 2-136. Creation.

The village planning commission (hereinafter referred to as "the commission") is hereby created pursuant to the Michigan municipal Planning Enabling Act, Public Act No. ~~33285~~ of ~~20081931~~ (MCL 125.3801 et seq.) (Ord. No. 93-1213-001, § 1, eff. 12-23-1993)

Sec. 2-137. Composition.

The commission shall consist of nine members who shall be appointed by the president subject to approval by a majority vote of the members of the village council. One member shall also be a member of the village council to be selected by resolution of the village council to serve as a member ex officio. One member of the commission may be a member of the zoning board of appeals. The term of each member shall be three years, except the ex officio, which shall be an annual appointment. All members shall hold office until their successors are appointed. A member may, upon written charges and after a public hearing, be removed by the ~~president~~ village council for misfeasance inefficiency, neglect of duty, or malfeasance, or nonfeasance in office. Vacancies occurring otherwise than through the expiration of a term shall be filled for the unexpired term in the same manner as provided for an original appointment by the president, subject to approval by a majority vote of the village council.

(Ord. No. 93-1213-001, § 2, eff. 12-23-1993; Ord. of 4-14-2003(1); Ord. eff. 8-13-2003; Ord. No. 32-2005, 11-14-2005)

**State law references:** Planning commission membership Similar provisions, MCL 125.38153(1), (16).

Sec. 2-138. Chairperson, meetings, rules, records.

The commission shall elect ~~its~~ chairperson and secretary from among its members and create and fill such other of its offices as it may determine. The ex officio shall not hold an office. The term of chairperson shall be one year, with eligibility for reelection. The commission shall hold not less than four at least one regular meetings in each year month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record. All meetings shall be noticed and recorded in accordance with the open meetings act, Public Act No. 267 of 1976 (MCL 15.261 et seq.) and Public Act No. 110 of 2006 (MCL 125.3101).

(Ord. No. 93-1213-001, § 3, eff. 12-23-1993; Ord. No. 32-2005, 11-14-2005)

**State law references:** Similar provisions, MCL 125.38174 and MCL 125.3819.

Sec. 2-139. Employees, contracts, expenditures.

The commission, within the scope of its budget as set by the village council and subject to council approval, may appoint employees and enter into contracts for planning services as it may require. Expenditures shall be within the amounts appropriated by the village council and shall be subject to such purchasing controls as may be established for departments within the village.

(Ord. No. 93-1213-001, § 4, eff. 12-23-1993)

**State law references:** Similar provisions, MCL 125.35.

Sec. 2-140. Compensation.

Members of the commission, except for the ex officio, shall be compensated in an amount and manner prescribed by the village council.

(Ord. No. 93-1213-001, § 5, eff. 12-23-1993; Ord. No. 32-2005, 11-14-2005)

**State law references:** Similar provisions, MCL 125.3823(4).

Sec. 2-141. Powers and duties.

(a) The commission shall have such powers and duties as are granted to village planning commissions by the statutes of the state and any ordinance of the village including but not restricted to those powers and duties provided for in Public Act No. 33285 of 2008-1931 (MCL 125.3801 et seq.) and Public Act No. 110207 of 2006-1921 (MCL 125.3101581 et seq.).

(b) As part of its powers and duties the planning commission shall make and adopt a master plan for the physical development of the village, including any areas outside of ~~village~~ <sup>this</sup> boundaries which, in the commission's judgment, bear relation to the planning of the village. The plan, with the accompanying maps, plats, charts, and descriptive matter shall show the commission's recommendations for the development of the ~~village~~ <sup>territory</sup>, including, among other things, the general location, character, and extent of streets, viaducts, subways, bridges, waterways, floodplains, waterfronts, boulevards, parkways, playgrounds and open spaces, the general location and extent of public utilities and terminals, whether public or privately owned or operated, for water, light, sanitation, transportation, communication, power, and other purposes; also the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any of the foregoing ways, grounds, open spaces, buildings, property, utilities or terminals; the general location, character, layout and extent of community centers and neighborhood units; and the general character, extent and layout of the replanning and redevelopment of blighted districts and slum areas; as well as a zoning plan for the control of the height, area, bulk, location, and use of buildings and premises. The planning commission may amend, extend, or add to the plan.

(c) The planning commission shall, prepare and recommend for adoption, holding any required public hearings therefor, a zoning ordinance in whole or in part or repealer thereto, recommend the boundaries of districts, recommend appropriate regulations to be enforced therein, make a tentative report and/or a final report to the village council, and take such additional action as may be required by the council.

(d) The planning commission established pursuant to this article shall succeed to all duties and powers previously exercised by the village planning commission, except as otherwise provided by law.

(Ord. No. 93-1213-001, § 6, eff. 12-23-1993)

**State law references:** Master plan preparation for physical development of municipality, MCL 125.38316 et seq.



## Memorandum

To: Village Council and President Keough  
Donna Dettling, Village Manager  
From: Allison Bishop, AICP, Community Development Manager  
Re: Planning Commission recommendation to adopt amendments to Article 15D Baker  
Road Corridor Ordinance  
Date: January 11, 2010

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On January 4, 2010 the Planning Commission held a public hearing on proposed amendments to Article 15D, Baker Road Corridor Ordinance.

The Planning Commission moved to recommend that the proposed amendments be adopted.

The following information is being provided to Council in advance of requesting action for adoption to give the opportunity for review and questions, if necessary.

The intent will be to request action on the ordinance on February 8, 2010.

### REVIEW

Over the past several months the Baker and Ann Arbor Road Corridor (B-ARC) have been meeting to discuss the Baker Road and Ann Arbor Road Corridor Ordinances. Following some additional review and comparisons of the districts and the requirements the committee embarked on revisions to the Baker Road Corridor Ordinance originally effective in March 2009.

The recommended revisions include the following, as noted on the information included in the packet:

- Deletion of repetitive or unnecessary text
- Deletion of recommended design guidelines that are not requirements, such as Low Impact Design recommendations.
- Buffer widths were added per the Planning Commissions discussion at the October meeting.
- Clarification of architectural guidelines, such as what materials are permitted and which are not.
- Relocation of standards from one section of the ordinance to another. The committee found that certain guidelines should be relocated to different sections of the ordinance to make the ordinance easier to read.
- Deletion of text that was repetitive, particularly within the architectural guidelines.
- Street Furniture and Public Art section was removed because it was not a requirement and did not provide clear direction to applicants. The committee determined that street furniture should be planned for the entire corridor and not piecemealed at individual sites.

- References to Green Building Design were also removed because they were encouraged and not required. Only requirements should be included within the zoning ordinance.
- References to mid block crossings and pedestrian crossings were removed because they should be planned on a corridor level not on an individual site level.

In summary the recommended amendments to the ordinance include clarification of design standards, relocation within the ordinance of standards to appropriate sections within the ordinance and removal of references to guidelines and not requirements.

### **RECOMMENDATION**

Per Article 23.06, The Planning Commission and Village Council shall consider the following criteria to determine the appropriateness of amending the text, standards and regulations of the Zoning Ordinance.

- A. Documentation has been provided from Village Staff or the Board of Zoning Appeals indicating problems and conflicts in implementation of specific sections of the Ordinance.
- B. Reference materials, planning and zoning publications, information gained at seminars or experiences of other communities demonstrate improved techniques to deal with certain zoning issues, or that the Village's standards are outdated.
- C. The Village Attorney recommends an amendment to respond to significant case law.
- D. The amendment would promote implementation of the goals and objectives of the Village's Master Plan.
- E. Other factors deemed appropriate by the Planning Commission and Village Council.

Based on the B-ARC's recommendation to amend Article 15D to correct problems and conflicts, and provide clarifications on the goals and objectives of the Baker Road Corridor Plan, it is recommended that the Planning Commission recommend that the Village Council adopt the amendments as proposed.

### **PLANNING COMMISSION MOTION**

Per Section 23.06, Criteria for Amendment to the Zoning Ordinance Text and the Public Hearing held by the Planning Commission on January 4, 2010, the Planning Commission recommends that the Village Council amend Article 15D, Baker Road Corridor Ordinance to correct problems and conflicts, and provide clarifications on the goals and objectives of the Baker Road Corridor plan.

## **ACTION REQUESTED**

Per the B-ARC Corridor Subcommittees recommendation please set a public hearing to review the proposed amendments to Article 15D, Baker Road Corridor Ordinance for Monday, December 7, 2009 at 7:30 pm at the Dexter Senior Center, 7720 Ann Arbor Street.

Please feel free to contact me if you have any additional questions.

Thank you.

## ARTICLE XV (D)

### BAKER ROAD CORRIDOR OVERLAY DISTRICT

#### Section 15(D).01 STATEMENT OF PURPOSE

The Baker Road Corridor Overlay District (BRC District) is intended to promote and foster new development and redevelopment in accordance with the "Baker Road Corridor" goals and objectives as described in the Village of Dexter Master Plan. It is recognized that this special mixed-use area is considered a gateway into the Village Center. As a gateway into the Village Center, the overlay district is established in order to provide for the following:

- A. The development of unified design elements within the corridor reflecting it's pedestrian scale. Design elements shall promote the continuation of the downtown streetscape theme. ~~Specific design elements are provided in the sections below.~~
- B. New development within the corridor shall be done in a way that provides improved access management, i.e. minimize curb cuts along Baker Road and to promote shared access drives. New parking shall be developed in a flexible manner to allow shared parking between businesses, where possible.
- C. Improved pedestrian access and nonmotorized transportation. Due to the mixed-use nature of this corridor and close proximity to residential areas, new development within the overlay district must provide continuous pedestrian access along Baker Road. Pedestrian access from Baker Road extending radiating east and west into the residential areas must be provided, ~~as well~~ when possible.
- D. A mixed-use corridor to compliment the core downtown area of the Village. Uses are permitted or special as found in the underlying Zoning Districts.

**Section 15(D).02      BAKER ROAD CORRIDOR  
SCHEDULE OF REGULATIONS**

New building setback a maximum of 15 feet from the Baker Road future R.O.W. as identified in the Village future R.O.W. map.

**Section 15(D).03      LANDSCAPING, SCREENING AND BUFFERING**

Landscaping for any new-development shall meet the provisions of Article 6 – Landscaping Standards of this ordinance.

Required Greenbelt along Street Frontage: A ten (10) to fifteen (15) foot wide greenbelt shall be planted along each public street right-of-way between the curb and the sidewalk including the equivalent of one (1) canopy tree, rounded upward, for every forty (40) linear feet of frontage. All greenbelt trees shall be uniformly spaced to create a tree lined corridor. The remaining greenbelt shall include only living materials with the exception of permitted driveways, signs, and utilities.

~~The purpose of landscaping is to reduce stormwater pollution, temperature, and rate of volume of flow. The use of Low Impact Design (LID) and Best Management Practices (BMP's) in landscaping are encouraged. Examples of LID and BMP's include minimizing soil compaction, minimizing areas of disturbance, protection of natural flow pathways, protection of riparian-buffer areas (i.e. along the Mill Creek), protection of sensitive areas, reduce impervious surfaces, stormwater disconnections, Bioretention/raingardens, water capture and reuse, constructed filter, detention basins, infiltration, level spreaders, native revegetation, pervious pavement, planter boxes, soil restoration, vegetated filter strip or swale, green roof and/or water quality devices such as a storm septic or aqua swirl. The Planning Commission may recommend flexibility in landscaping standards if LID or BMP's are utilized in site design.~~

**Section 15(D).04      ARCHITECTURAL STANDARDS**

The architectural standards contained in this section are intended to integrate the BRC District into the existing fabric of the Village, contributing to the cohesive historic identity of Dexter. All proposed development within the BRC District shall visually relate to the majority of buildings in the Central Business District and the Village Commercial District . However, because of the planned lower density of development along the corridor, structures shall possess architectural quality and variety to establish its own identity and create a positive image for the Village's BRC District.

The architectural character of buildings shall portray a high quality image. Individual creativity and identity are encouraged, but care must be taken to maintain design integrity and compatibility among projects in order to establish a clear, unified image throughout the community.

Architecture (where adjacent to pedestrian walks and paths) should complement the pedestrian environment to create an aesthetically pleasing image and should be of human scale, show attention to detail, and materials and colors should relate to the natural features of the region.

Development in the district, including new buildings, additions and renovations, shall be designed to preserve or complement the intended design character of corridor development, provide visual harmony between old and new buildings, and protect the investment of adjacent landowners. These structures shall be reviewed by the Planning Commission under the following criteria:

- A. **Building Orientation:** The intent of the BRC is to contribute to the desirability of pedestrian activity within the Baker Road area and to encourage connectivity to the streetscape. Entranceway orientation and proposed flow of pedestrians will contribute towards the desired pedestrian activity and scale described in this section. The following shall be considered:
  - 1. Buildings shall front towards and have at least one (1) pedestrian entrance facing onto the public street. The Planning Commission may permit buildings which face towards a side yard, provided that defined pedestrian access routes are provided to the public street and features such as those described above are provided along walls that face the public street.
  - 2. Blank walls may not face a public street and buildings must have windows and architectural features commonly associated with the front facade of a building, such as awnings, cornice work, edge detailing or other decorative finish materials, on walls that face the public street.
  - 3. All buildings shall have at least 70 percent of their 1<sup>st</sup> floor façade on the street-facing sidewalk as non-reflective. The use of highly reflective, mirror type glass is prohibited on the first-floor side and rear building windows requires Planning Commission approval.
  
- B. **Building Scale:** ~~The intent is to create a streetscape that is compatible with the older buildings in the Village by encouraging narrow facades, and discouraging single, large-scale buildings.~~
  - 1. Building facades shall be subdivided, through the location of architectural treatments and the arrangement of openings (doors and windows) that are compatible in size and scale to the surrounding buildings. The predominating surface plane of all building walls over forty (40) feet in length shall be varied through the use of architectural treatments, such as varying building lines, entrance accents, and windows.

2. The height to width ratio of these subdivided facades of single story buildings shall not exceed 1:2. The height to width ratio of these subdivided facades of two story buildings shall not exceed 1:1.

3. Design Standards.

- a) Building articulation shall be accomplished through combinations of the following techniques:

- 1) Façade modulation. Stepping portions of the façade to create shadow lines and changes in volumetric spaces.

- 2) Use of engaged columns or other expressions of the structural system.

- 3) Horizontal and vertical divisions. Use of textures and materials, combined with façade modulation.

- 4) Dividing facades into storefronts with visually separate display windows.

- 5) Providing projections such as balconies, cornices, covered entrances, pergolas, arcades, and colonnades.

- 6) Variations in the rooflines by use of dormer windows, overhangs, arches, stepped roofs, gables and other similar devices.

~~C. **Defined Streetscape:** Buildings shall be located to create a defined streetscape along the corridor utilizing the following guidelines. The Planning Commission requires a perspective drawing or a scale model of all sides of the proposed structure.~~

- ~~1. Proper relationship to existing structures in the area shall be maintained through building mass, proportion, scale, roof line shapes, windows and doors.~~

- ~~2. All new development, additions or renovations shall provide sidewalk connections to adjacent properties.~~

~~D. **Building Materials and Design:** The applicant must demonstrate the proposed buildings possess architectural quality and variety that create a distinct and harmonious character for the corridor. This shall be accomplished by the following:~~

1. Variety in building design shall be provided by architectural features, details and ornaments such as archways, colonnades, towers, and cornices

2. Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture, and color; and provide a sense of place. Entrances shall be designed with one or more of the following:

- a) Canopy, overhang or arch above the entrance (pillars & columns),
- b) Recesses or projections in the building façade surrounding the entrance,
- c) Peaked roof or raised parapet structures over the door,

- d) Windows surrounding the entrance.
3. All awnings that do not contain sign copy shall be made of woven cloth or architectural metal. Design, color and materials shall be compatible with the building to which it is attached.
4. Roof shape and materials shall be architecturally compatible with the District and enhance the predominant streetscape.
5. ~~The predominating surface plane of all building walls over forty (40) feet in length shall be varied through the use of architectural treatments, such as varying building lines, entrance accents, and windows.~~
6. ~~Where the side or rear facade(s) of a building will be visible from a residential zoning district or public land, or the rear or side of the site will be used for public access or parking, such facade(s) shall be constructed to a finished quality comparable to the front facade.~~
7. ~~Building located on corner lots shall provide distinct and prominent architectural features or site elements which reflect the importance of the building's corner location and creates a positive visual landmark. An entry feature or site landmark shall be required at the discretion of the Planning Commission.~~
8. All mechanical equipment shall be shielded from public view.
59. Exterior building materials and treatment shall maintain a consistent overall appearance within the BRC. Any individual side of a principal building, at least eighty percent (80%) of the facade shall be constructed of, or covered with, one or more of the following materials:
  - a) Brick: smooth, hard, uniform, red, dark-red, or brown brick
  - b) Cut stone: carved and smooth finish stone
  - c) Siding: Natural wood and/or Cement-based Artificial wood siding
  - d) Glass windows and/or doors: non-reflective, clear or slightly tinted
  - e) Other materials similar to the above as determined by the Planning Commission.
106. The use of EIFS (Exterior Insulation Finishing System) shall be limited to vertically sloped architectural elements only and shall be limited to no more than 5% of each exterior building elevation.

7. Building Materials and Colors.

1) "Full veneer" brick or other similar high quality masonry materials such as quarried stone (i.e. granite, etc.), shall comprise one of the four required basic materials.

2) The percentage of high quality materials to be used on the building's exterior walls (i.e. brick veneer, quarried stone, glass, precast concrete) shall be at least 80%.

3) Basic materials shall include, but not be limited to the following materials:

i. Preferred Building Materials

1. Quarried Stone
2. Cultured Stone
3. Full veneer brick
4. Composite lap siding
5. Architectural concrete (with recessed panels and reveal lines)
6. Colored CMU block and architectural CMU block (i.e. split face, fluted, scored, honed, etc.)
7. Architectural metals and standing seam metal roofing
8. Dimensional Shingles

ii. Preferred Accent Materials

1. Precast concrete, cast stone, natural stone accents
2. Glass accents.

iii. Prohibited Materials

1. Plain, flat faced CMU block (painted CMU).
2. Brick tiles
3. Metal walls
4. EIFS (if used no more than 5% permitted and must be used as an accent.

811. Design Standards.

a) Building articulation shall be accomplished through combinations of the following techniques:

- 1) Façade modulation. Stepping portions of the façade to create shadow lines and changes in volumetric spaces;
- 2) Use of engaged columns or other expressions of the structural system.

- ~~3) Horizontal and vertical divisions. Use of textures and materials, combined with façade modulation.~~
- ~~4) Dividing facades into storefronts with visually separate display windows.~~
- ~~5) Providing projections such as balconies, cornices, covered entrances, pergolas, arcades, and colonnades.~~
- ~~6) Variations in the rooflines by use of dormers windows, overhangs, arches, stepped roofs, gables and other similar devices.~~

b) The applicant shall provide a schedule indicating percentage of façade materials totaling 100% and the applicant shall provide a sample board to the Planning Commission. AArchitectural Design and Building Character.

1)Big Boxes, where possible, are encouraged to provide multiple entrances as they, reduce walking distance to cars, facilitate pedestrian and bicycle access from public sidewalks, provide convenience where certain entrances offer access to individual stores or identified departments of a store, mitigate the effect of unbroken walls and neglected areas that often characterize building facades that face other properties.

e)Building Materials and Colors:

1)"Full veneer" brick or other similar high quality masonry materials such as quarried stone (i.e. granite, etc.), shall comprise one of the four required basic materials.

2)The percentage of high quality materials to be used on the building's exterior walls (i.e. brick veneer, quarried stone, glass, precast concrete) shall be at least 80%.

3)Basic materials shall include, but not be limited to the following materials:

i. Preferred Building Materials

- 1. Quarried Stone
- 2. Cultured Stone
- 3. Full veneer brick
- 4. Composite lap siding
- 5. Architectural concrete (with recessed panels and reveal lines)
- 6. Colored CMU block and architectural CMU block (i.e. split face, fluted, seored, honed, etc.)
- 7. Architectural metals and standing seam metal roofing
- 8. Dimensional Shingles

ii. Preferred Accent Materials

- 1. Precast concrete, cast stone, natural stone accents

2. Glass accents.

iii. Discouraged Materials

1. Plain, grey, flat faced CMU block (allowed as an accent only, not as a total wall treatment).
2. Brick tiles
3. Metal walls
4. EIFS (if used no more than 5% permitted and must be used as an accent).

~~12. Any concrete block that may be utilized for the remainder of the building facades shall be a decorative block such as split faced or single scored and shall contain an integral color. Painted block is prohibited.~~

~~13. The applicant shall provide a schedule indicating percentage of façade materials totaling 100% and the applicant shall provide a sample board to the Planning Commission.~~

~~14. Within the Baker Road Overlay District the Village encourages the incorporation of Green building techniques, such as but not limited to LEED certification.~~

DE. National Tenant/National Franchise Architecture

1. Franchise architecture (building designs that are prototypical or identifiable with a particular chain or corporation) shall be revised if the proposed building design does not conform with these design standards. Building architecture that does not comply will not be approved by the Village of Dexter.
2. The developer shall provide color pictures of other national tenant buildings (non prototype examples) that have been built in other cities and states.
3. Large retail establishments (i.e. Big Boxes, where possible, are encouraged to provide multiple entrances as they, reduce walking distance to cars, facilitate pedestrian and bicycle access from public sidewalks, provide convenience where certain entrances offer access to individual stores or identified departments of a store, mitigate the effect of unbroken walls and neglected areas that often characterize building facades that face other properties

**Section 15(D).05 STREET FURNITURE AND PUBLIC ART**

~~A. Where provided street furniture shall follow a consistent street furniture design throughout the entire project. Color of street furniture shall blend with the village's streetscape theme and the colors of the development.~~

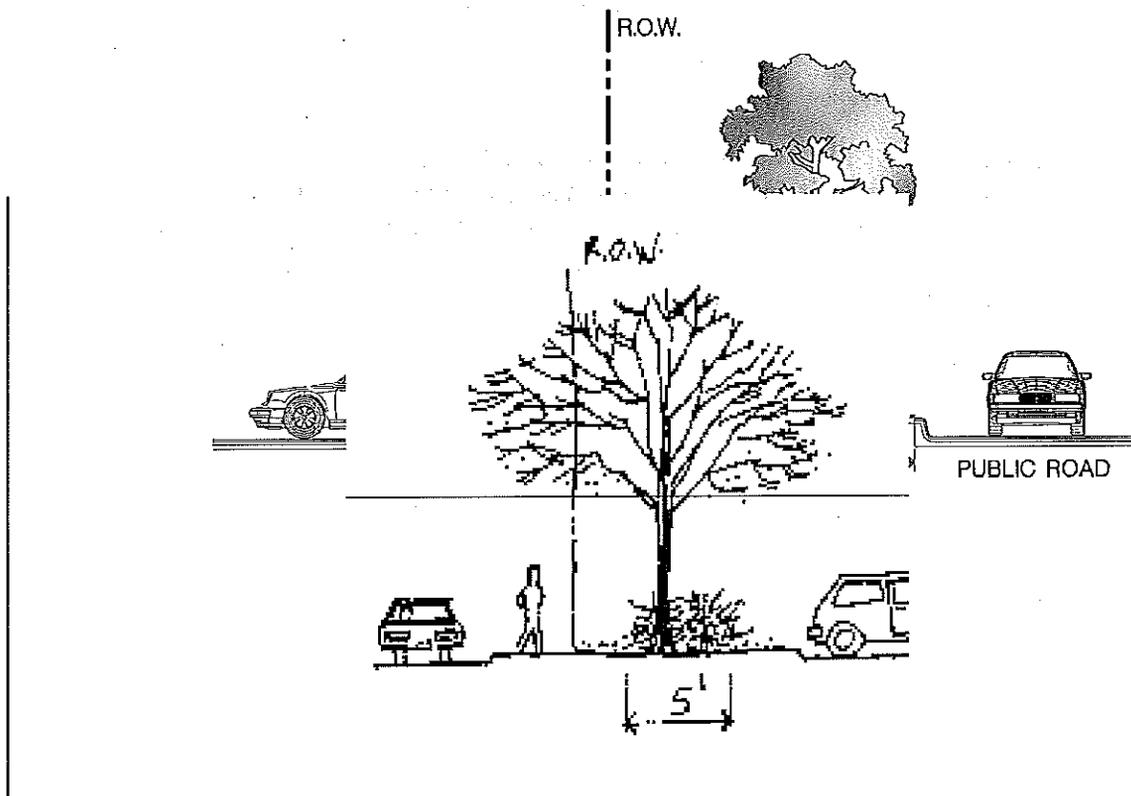
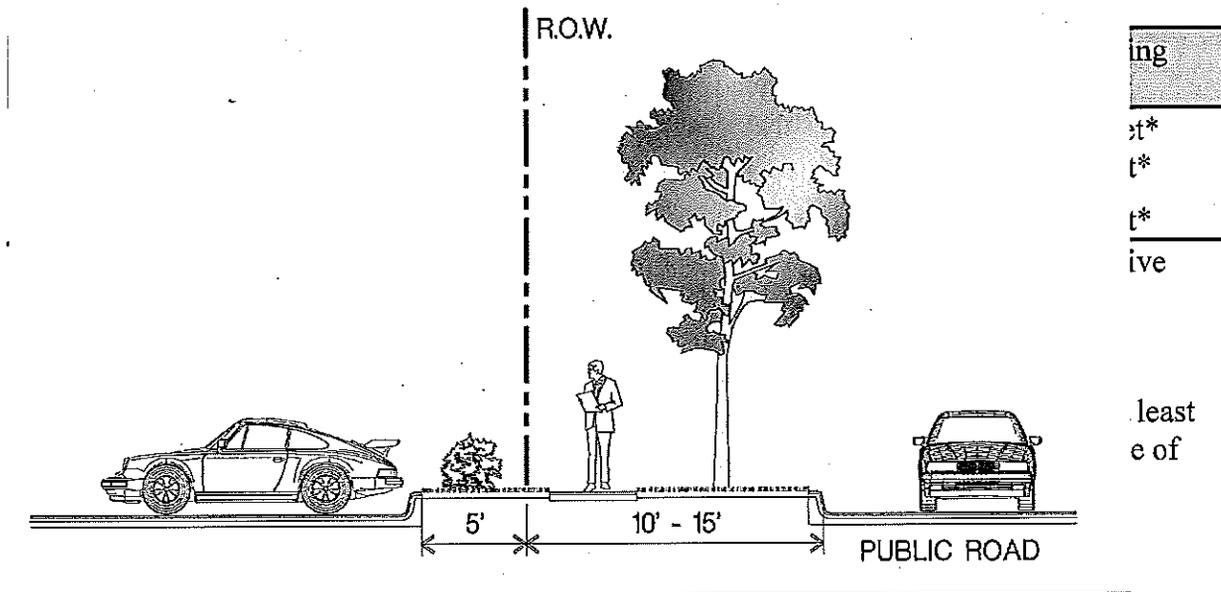
- ~~B. All street furniture shall be made of durable and weather resistant material and finish.~~
- ~~C. Amenities and works of art enhance quality of life as well as visual interest. Public amenities and art encourage pedestrian activity and contribute to the visual experience.~~
- ~~D. Public art (which may include artist' work integrated into the design of the building, landscaping, sculpture, painting, murals, glass, etc), that is accessible or directly viewable to the general public is encouraged to be included in all projects.~~

### **Section 15(D).06 — PARKING REQUIREMENTS**

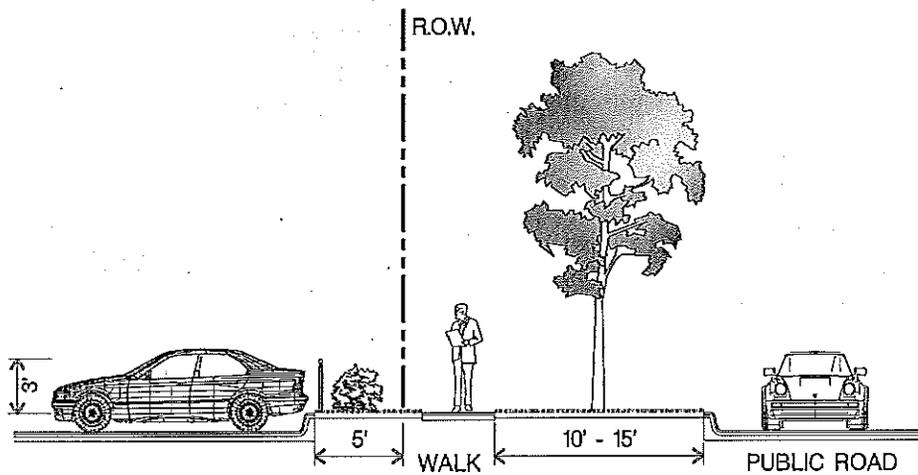
~~Parking requirements are intended to provide regulations and guidelines for the development of parking spaces and lots that will serve the building and the uses of the building in which they are adjacent to or near. The Village's parking standards are flexible to avoid excessive lot coverage and impervious surface which can contribute to increases in temperature of stormwater, pollution, and rate of volume of flow of stormwater. Applicants are encouraged to utilize Low Impact Design (LID) and Best Management Practices (BMP's) to provide for the effective management of stormwater runoff from vehicle areas. Examples of LID and BMP's include minimizing soil compaction, minimizing areas of disturbance, protection of natural flow pathways, protection of riparian buffer areas (i.e. along the Mill Creek), protection of sensitive areas, reduce impervious surfaces, stormwater disconnections, Bioretention/raingardens, water capture and reuse, constructed filter, detention basins, infiltration, level spreaders, native revegetation, pervious pavement, planter boxes, soil restoration, vegetated filter strip or swale, green roof and/or water quality devices such as a storm sepoter or aqua swirl. The Planning Commission may recommend flexibility in parking lot requirements if LID's or BMP's are utilized in site design.~~

- A. BRC District uses shall provide parking and loading in accordance with the provisions set forth in Article 5. Flexibility is numerical parking requirements may be recommended by the Planning Commission. The Planning Commission may also recommend that parking be land-banked for future use to reduce the amount of impervious surface on the site.
- B. Off street parking shall be located in the side or rear yard and in no case shall be located in the required front yard. On lots where parking requirements can not be met in the side and rear yards, the Planning Commission may permit off street parking in a portion of the non-required front yard. This includes situations where multiple buildings are located on a single parcel.
- C. Shared parking is encouraged. Where shared parking is proposed, a draft parking easement shall be provided to the Village during site plan review.
- D. Landscaping areas should be sufficiently large to provide stormwater management. Curbs separating landscaping areas from parking areas may allow stormwater runoff to pass through them. Curbs may be perforated or have gaps of breaks.

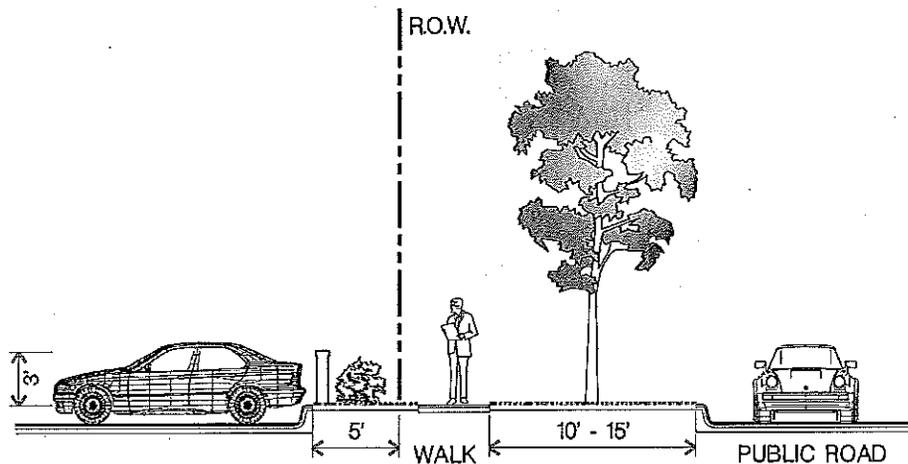
- E. Where off street parking is visible from the public right-of-way, screening shall be provided within the required greenbelt area between the parking lot and the public right-of-way and shall be accompanied by one of the following options:



2. A minimum five (5) foot buffer area between the parking lot and the right-of-way to include a thirty-six inch (36") high decorative metal fence (i.e. wrought iron). The fencing shall contain four (4) inch spacing between metal pickets with masonry pilasters spaced twenty-four (24) feet apart, capped, and at least sixteen inch (16") to twenty one inch (21") wide. The minimum landscaping required in conjunction with the metal fence is five (5) shrubs for every thirty (30) feet or fraction thereof of street frontage of parking lot.



3. A minimum five (5) foot buffer area between the parking lot and the right-of-way to include a thirty-six inch (36") high masonry screening wall in conjunction with the minimum landscaping requirement of five (5) shrubs for every thirty (30) feet or fraction thereof of street frontage of the parking lot. The wall shall be constructed of brick or masonry block and shall also include a concrete stone or masonry cap.



## Section 15(D).07 ACCESS MANAGEMENT

The purpose of access management standards is to provide access standards which will facilitate through traffic operations, ensure public safety along roadways, and protect the public investment in the street system; while providing property owners with reasonable, though not always direct, access. The standards are specifically designed for streets whose primary function is the movement of through traffic, as opposed to local streets whose primary function is access to adjacent properties.

- A. Commercial Driveway Definition:** For the purposes of this Section, a commercial driveway is defined as any vehicular access except those serving one (1) or two (2) dwelling units, or serving just an essential public service structure.
- B. Application of Standards:** The standards of this section shall be applied to the Baker Road Corridor Overlay Zoning District.
1. The access standards contained herein shall be required in addition to, and where permissible shall supersede the requirements of the Washtenaw Road Commissioner.
  2. The standards contained in this section shall apply to all uses, except permitted single-family and two-family dwelling units.
  3. For expansion and/or redevelopment of existing sites where the Planning Commission determines that compliance with all standards of this section is unreasonable, the standards shall be applied to the maximum extent possible. In such situation, suitable alternatives which substantially achieve the purpose of this section may be accepted by the Planning Commission, provided that the applicant demonstrates all of the following apply:
    - a) Size of the parcel is insufficient to meet the dimensional standards.
    - b) The spacing of existing, adjacent driveways or environmental constraints prohibit adherence to the access standards at a reasonable cost.
    - c) The use will generate less than five-hundred (500) total vehicle trips per day or less than seventy-five (75) total vehicle trips in the peak hour of travel on the adjacent street, based on rates developed by the Trip Generation Institute of Transportation Engineers.
    - d) There is no other reasonable means of access.
- C. General Standards for Driveway Location:** Driveways shall be located so as to minimize interference with the free movement of traffic, to provide adequate sight

distance, and to provide the most favorable driveway grade to be determined at engineering review.

1. Driveways, including the radii or tapered approach but not including right turn lanes, passing lanes and tapers, shall be located entirely within the right-of-way frontage, unless otherwise approved by the Village Engineer and upon written certification (such as an easement) from the adjacent property owner agreeing to such encroachment.

**D. Standards for the Number of Commercial Driveways:** The number of commercial driveways shall be the minimum necessary to provide reasonable access for regular traffic and emergency vehicles, while preserving traffic operations and safety along the public roadway. A single means of direct access shall be provided for each separately owned parcel. Where possible, this access shall be via a shared driveway. Where it is not possible to provide shared access, this access may be by a single commercial driveway. Additional commercial driveways may be permitted at the discretion of the Planning Commission only under one of the following circumstances:

1. One (1) additional commercial driveway may be allowed for properties with a continuous frontage of over three hundred (300) feet, and one (1) additional driveway for each additional three hundred (300) feet of frontage.
2. Two one-way commercial driveways may be permitted along a frontage of at least one hundred twenty five (125) feet, provided the driveways do not interfere with operations at other driveways or along the street.
3. Additional commercial driveways may be justified due to the amount of traffic generated by the use without compromising traffic operations along the public street, based upon a traffic impact study submitted by the applicant.

**E. Driveway Spacing Standards:** Between driveways: The minimum spacing between two commercial driveways on the same side of the road shall be based upon posted speed limits along the parcel frontage. The minimum spacing indicated below are measured from centerline to centerline of the driveway.

Posted Speed Limit (MPH)	Minimum Driveway Spacing (In Feet)
25	125
30	155
35	185

1. For sites with insufficient street frontage to meet the above criterion, the Planning Commission may require construction of the driveway along a side street, a shared driveway with an adjacent property, or construction of a driveway along the property line farthest from the intersection.
  
2. Offsets: To reduce left-turn conflicts, new commercial driveways should be aligned with driveways or streets on the opposite side of the roadway where possible. If alignment is not possible, driveways should be offset a minimum of two hundred fifty (250) feet along Baker Road and one hundred fifty (150) feet along other roadways. Longer offsets may be required depending on the expected inbound left-turn volumes of the driveways, or sight distance limitations.
  
3. Spacing from intersections: Minimum spacing requirements between a proposed full movement or channelized commercial driveway and an intersection either adjacent or on the opposite side of the street may be set on a case-by-case basis by the Planning Commission during site plan review. In no instance shall the spacing distance be less than the distances listed in the following table. The following measurements are from the near edge of the proposed driveway, measured at the throat perpendicular to the street, to the near lane edge of the intersecting street or pavement edge for uncurbed sections. For sites with insufficient street frontage to meet the above criterion, the Planning Commission may require construction of the driveway along a side street, a shared driveway with an adjacent property, or construction of a driveway along the property line farthest from the intersection.

**MINIMUM COMMERCIAL DRIVEWAY SPACING FROM STREET INTERSECTIONS**

Location of Driveway	Minimum Spacing for a Full Movement Driveway	Minimum Spacing for a Channelized Driveway Restricting Left Turns
Along Baker Road	200 feet	125 feet

- F. Commercial Driveway Design:** All commercial driveways shall be designed according to the Village of Dexter Engineering Standards or Washtenaw County Road Commission, as appropriate.
1. For high traffic generators, or for commercial driveways along roadways experiencing or expected to experience congestion, the Planning Commission may require two clearly marked egress lanes.
  
  2. Where a boulevard entrance is desired by the applicant or Planning Commission, a fully curbed island shall separate the ingress and egress lanes. The radii forming the edges on this island shall be designed to accommodate the largest vehicle that will normally use the driveway. The minimum area of the island shall be one-

hundred-eighty (180) square feet. The Planning Commission may require landscaping on the section outside the public right-of-way. Such landscaping shall be tolerant of roadway conditions.

3. All commercial driveways shall provide an unobstructed clear vision of ten (10) feet in a triangular area measured ten (10) feet back from the point of intersection of the driveway edge and the street right-of-way.
4. The edge of commercial driveways shall be setback at least four (4) feet from the side or rear property line. This setback is intended to help control storm water runoff, and permit snow storage on site, and provide adequate area for any necessary on-site landscaping.

**G. Shared Driveways:** The use of shared driveways in conjunction with driveway spacing, is intended to preserve traffic flow along major thoroughfares and minimize traffic conflicts, while retaining reasonable access to the property. Where noted above, or where the Planning Commission determines that reducing the number of access points may have a beneficial impact on traffic operations and safety while preserving the property owner's right to reasonable access, access from a side street or a shared driveway connecting two or more properties or uses may be required in the following cases:

1. Where the driveway spacing standards of this section can not be met.
2. When the driveway could potentially interfere with traffic operations at an existing or potential traffic signal location.
3. Where there is congestion or a relatively high number of accidents.
4. Where the property frontage has limited sight distance.
5. Where the fire department recommends a second means of emergency access.
6. Where the access is serving properties within the same zoning district or the uses are determined by the Planning Commission to be compatible such as commercial to professional business uses or single family to multiple family development.
7. Where an access agreement between all property owners involved is provided to the Village for review.

**H. Modification of Standards for Special Situations:** The Planning Commission shall have the authority to modify the standards of this section upon consideration of the following:

1. The standards of this section would prevent reasonable access to the site.

2. Access via a shared driveway is not possible due to the presence of existing buildings or topographic conditions.
3. Roadway improvements (such as the addition of a traffic signal, a center turn lane or bypass lane) will be made to improve overall traffic operations prior to project completion, or occupancy of the building.
4. The use involves the redesign of an existing development or a new use which will generate less traffic than the previous use.
5. The proposed location and design is supported by the Village Engineer as an acceptable design under the existing site conditions. The Planning Commission may also request the applicant provide a traffic impact study to support the requested access design.
6. The modification shall be of the minimum amount necessary, but in no case shall spacing to another full-access driveway be less than sixty (60) feet, measured centerline to centerline.
7. Where there is a change in use or expansion at a site that does not comply with standards herein, the Planning Commission shall determine the amount of upgrade needed in consideration of the existing and expected traffic pattern and the capability to meet the standards herein to the extent practical.

~~I. **Mid-Block Crossings and Pedestrian Crossings:** Well designed mid-block crossings can provide many safety benefits to pedestrians when placed in proper locations. Because pedestrians will rarely go out of their way to cross at an intersection mid-block crossings are encouraged, when possible, along the Baker Road Corridor.~~

~~Mid-block crossings are located and placed according to a number of factors, including roadway width, traffic volume, traffic speed and type, desired lines for pedestrian movement and adjacent land uses. Designers should consider mid-block crossings that benefit the pedestrian access to the site and pedestrian access within the corridor. Crossing points should be considered at locations where there is access to destinations, such as parks and schools.~~

## **SECTION 15(D).08 SIGNS**

Signs shall be permitted in conformance with Article 7 of this ordinance. Signs are encouraged to conform to the historic small town character. Channel letter signage and internally illuminated signage is discouraged.

10/10/10

Dear Sir,  
I have received your letter of the 10th inst. in relation to the above matter. I am sorry to hear that you are having difficulties with the system. I will be happy to assist you in any way I can. Please let me know if there is anything else I can do for you.

Yours faithfully,  
[Signature]

[Name]  
[Address]  
[City]

[Phone Number]  
[Email Address]

AGENDA 1-11-10  
ITEM I-2

Courtney Nicholls

**From:** Keough, Shawn [SKEOUGH@WadeTrim.com]  
**Sent:** Tuesday, January 05, 2010 11:02 AM  
**To:** Courtney Nicholls  
**Subject:** FW: 2010 DAFD Proposed Budget  
**Attachments:** 2010 DAFD Budget.xls

**From:** Jim.Seta@skf.com [mailto:Jim.Seta@skf.com]  
**Sent:** Thursday, December 17, 2009 10:53 AM  
**To:** ddetting@villageofdexter.org  
**Cc:** Keough, Shawn; ellistell@aol.com  
**Subject:** 2010 DAFD Proposed Budget

Hi Donna,

Attached is the proposed 2010 DAFD budget. What you will see on the "Distribution" worksheet is the Village runs have been really constant over the last few years, however the Dexter Township runs are down significantly in 2009. The net impact for the Village is an increase of 23.33% or almost \$71,000. Loren believes we should leave the Lima Twp allocation in the methodology since we will still provide services to Lima after they withdraw from the DAFD. I am not sure I completely agree with this yet, since we don't have an agreement with Lima.

In addition, I have been a proponent of changing the allocation methodology to reflect a moving average which would help eliminate the large fluctuations in the budget process.

I will call you in a few minutes to review it in greater detail.

Regards,

 SKF

Jim Seta Director, North American Sales

## Donna Dettling

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**From:** Jim.Seta@skf.com  
**Sent:** Friday, December 18, 2009 9:22 AM  
**To:** SKEOUGH@WadeTrim.com  
**Cc:** Donna Dettling; ellistell@aol.com  
**Subject:** RE: 2010 DAFD Proposed Budget

Morning Shawn,

The meeting went pretty well. We adopted the attached budget and the new policies for the department. One question I raised was the amount of calls for the Village. I am not sure if you are aware of this, however if someone walks into the fire station and requests help, this is charged to the Village. I believe this happened 5 times in the month of November alone. My point is since nobody was dispatched this really shouldn't count as a run. In addition, Loren stated a couple people felt like they couldn't make it to the hospital so they stopped at the Fire Hall.

I also established a list of about 10 action items that we need to resolve by our next meeting that specifically looks at cost.

For example: The DAFD currently purchases gas from the gas station across the street which includes taxes we normally wouldn't have to pay for. If we purchase gas from the Village or the Schools it could save us some money. Do you know if purchasing gas from the Village is an option?

In addition, we agreed to meet every month versus every other month. The meetings are still the third Thursday of every month at 6:30pm. I was also elected as the Chairman for 2010.

My goal for 2010 is to focus on cost, allocation methodology, response times, reviewing the bylaws, and we also have the Union contract that expires at the end of 2010.

I will keep you updated as things progress, however I think we should communicate more regarding planning for fire services.

Have a great Christmas and a safe New Year!

Regards,

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**Jim Seta** Director, North American Sales

**SKF Automotive Division**

Car Business Unit  
46815 Port Street  
Plymouth, MI 48170  
USA

Tel: 734-414-6826 Mobile: 734-276-0328

Fax: 734-414-6850

[jim.seta@skf.com](mailto:jim.seta@skf.com)

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The Power of Knowledge Engineering



**Dexter Area Fire Department 2010 Budget**

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**EXPENDITURES**

2008 Final      2009 Budget      2009 To Date 11/10/09      2009 % To Date      Projected 2009      % of Original      2009 Request      Increase (decrease) from 2009      2010 % Change from 2009

2008 Final	2009 Budget	2009 To Date 11/10/09	2009 % To Date	Projected 2009	% of Original	2009 Request	Increase (decrease) from 2009	2010 % Change from 2009
1760.00	AUDIT	\$2,500	111.11%	\$3,000	11.11%	\$3,500	\$500	16.67%
1775.00	INSURANCE: PROPERTY & VEHICLE	\$47,000	92.42%	\$38,818	-7.58%	\$40,000	\$1,182	3.04%
1780.00	INSURANCE: WORK COMP Full = \$ 3.14 or \$100 & PG on call = \$4.55 or \$100	\$21,000	95.07%	\$18,064	-4.93%	\$19,000	\$936	5.18%
1790.00	DISPATCH (Monthly rate)	\$0	61.51%	\$8,981	-5.48%	\$14,600	\$800	5.80%
1800.00	PRINTING & OFFICE SUPPLIES	\$1,800	114.19%	\$2,113	29.73%	\$1,850	-\$550	-22.92%
1815.00	DUES & MEMBERSHIPS	\$2,900	81.73%	\$2,370	-3.45%	\$3,000	\$200	7.14%
1820.00	OPERATING SUPPLIES	\$8,800	67.29%	\$5,383	-12.50%	\$8,000	\$1,000	14.29%
1830.00	COMPUTER SUPPORT	\$1,000		\$0	-100.00%	\$1,000	\$1,000	#DIV/0!
1840.00	QUARTERS	\$4,500	29.12%	\$1,019	-28.57%	\$2,500	\$0	0.00%
1850.00	BUILDING RENT	\$16,000	20.00%	\$3,200	0.00%	\$16,000	\$0	0.00%
1860.00	UTILITIES	\$6,000	104.67%	\$4,710	11.11%	\$4,500	-\$500	-10.00%
1870.00	COMMUNICATIONS	\$15,000	95.23%	\$14,284	0.00%	\$15,000	\$0	0.00%
1895.00	EQUIPMENT RENTAL (Copier, DTM, Etc.)	\$3,500	81.05%	\$2,594	0.00%	\$3,200	-\$100	-3.13%
1910.00	MEDICAL	\$3,200	6.07%	\$194	-84.38%	\$500	\$2,500	500.00%
1920.00	CLOTHING ALLOWANCE - FT	\$4,500	47.06%	\$2,212	-2.13%	\$4,500	-\$100	-2.17%
1930.00	CLOTHING - POC	\$2,000	17.03%	\$341	-50.00%	\$3,000	\$2,000	200.00%
1930.01	CLOTHING - GRANT FUNDED	\$98,000		\$0	#DIV/0!		\$0	#DIV/0!
1940.00	MISCELLANEOUS	\$1,500	4.07%	\$61	716.67%	\$1,200	-\$11,050	-90.20%
1956.00	TRAVEL	\$1,500	38.57%	\$579	-40.00%	\$1,500	\$600	66.67%
1960.00	FUEL	\$14,500	39.62%	\$6,736	-49.41%	\$10,000	\$1,400	16.28%
1960.01	VEHICLE ALLOWANCE - Chief	\$6,300	91.67%	\$5,775	0.00%	\$6,300	\$0	0.00%
1962.00	VEHICLE REPAIRS	\$20,000	396.43%	\$95,143	316.67%	\$24,000	-\$76,000	-76.00%
1964.00	PREVENTIVE MAINTENANCE (Laws, Towor, Etc.)	\$3,300	71.87%	\$3,234	-22.22%	\$4,500	\$1,000	28.57%
1966.00	EQUIPMENT REPAIRS	\$2,500	25.27%	\$884	-28.57%	\$2,500	\$0	0.00%
1968.00	RADIO REPAIRS & MAINTENANCE	\$6,500		\$2,614	-6.25%	\$4,500	-\$2,000	-44.44%
1970.00	APPARATUS REPLACEMENT			\$0	#DIV/0!	\$0	\$0	#DIV/0!
1977.00	CAPITAL OUTLAY, GENERAL (Generator Matching)			\$0	#DIV/0!	\$0	\$0	#DIV/0!

**Dexter Area Fire Department 2010 Budget**

**EXPENDITURES**

	2008 Final	2009 Budget	2009 To Date 11/10/09	2009 % To Date	Projected 2009	2009 % of Original	2010 Request	Increase (decrease) from 2009	2010 % Change from 2009
1984.00 CAPITAL OUTLAY, FIREFIGHTING	\$14,000	\$14,000	\$1,225	8.75%	\$4,000	-71.43%	\$14,000	\$10,000	250.00%
1985.00 CAPITAL OUTLAY COMMUNICATIONS	\$3,200	\$3,200	\$79	2.48%	\$500	-84.38%	\$2,500	\$2,000	400.00%
1996.10 DEBT SERVICE ( TRUCK PAYMENTS )	\$101,400	\$101,400	\$101,338	99.94%	\$101,400	0.00%	\$101,400	\$0	0.00%
<b>TOTAL (Not For Distribution Factor)</b>	<b>\$998,600</b>	<b>\$964,050</b>	<b>\$914,529</b>	<b>94.86%</b>	<b>\$1,041,782</b>	<b>8.06%</b>	<b>\$1,020,463</b>	<b>-\$21,319</b>	<b>-2.05%</b>

**FUND BALANCE** (From rebates, donations, interest, etc)

**GRAND TOTAL EXPENDITURES**  
 To Fund Balance - Not for Distribution \$967,400 \$914,529 94.53% \$1,041,782 7.69%  
 (Grant Revenue) \$3,350 \$0 \$3,350

**GRAND TOTAL EXPENDITURES For DISTRIBUTION**

\$1,020,463 5.85%

**UNFUNDED LIABILITIES**

VACATION TIME LIABILITY \$74,474  
 COMP-TIME LIABILITY \$2,719  
 SICK-TIME LIABILITY \$10,832  
**TOTAL UNFUNDED LIABILITY \$88,025**

**REVENUE**

Dexter Village							\$374,636		
Dexter Township							\$201,297		
Lima Township							\$114,627		
Webster Township							\$329,903		
<b>TOTAL FROM MUNICIPALITIES</b>							<b>\$1,020,463</b>		

**TOTAL FROM MUNICIPALITIES**

Work Comp Rebate		\$900					\$900		
Donations		\$400					\$400		
Interest		\$1,100					\$1,100		
Phone Reimbursement		\$1,150					\$1,150		
Transfer In from Fund Balance		\$0					\$0		
Grants									
<b>TOTAL OTHER REVENUE</b>							<b>\$3,550</b>		

**TOTAL OTHER REVENUE**

<b>GRAND TOTAL ALL REVENUE</b>							<b>\$1,024,013</b>		
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AGENDA 1-11-10

ITEM I-4

Manager Report  
January 11, 2010  
Page 1 of 2

**VILLAGE OF DEXTER**

[ddettling@villageofdexter.org](mailto:ddettling@villageofdexter.org)

8140 Main Street Dexter, MI 48130-1092 Phone (734)426-8303 ext 11 Fax (734)426-5614

**MEMO**

**To: President Keough and Council Members**  
**From: Donna Dettling, Village Manager**  
**Date: January 11, 2010**  
**Re: Village Manager Report**

1. Meeting Review:
  - January 5<sup>th</sup> – Water System Improvement re: Easements and Electrical Service
  - January 5<sup>th</sup> – Met with Shawn mid-year review of performance objectives
  - January 6<sup>th</sup> – Carey Wiehmiller re: WM Contract
  - January 8<sup>th</sup> – OHM Project Update Meeting
  - January 8<sup>th</sup> – Pre-Construction meeting re: Higgins Water Improvement Project
2. Upcoming Meeting Review:
  - January 25<sup>th</sup> – Council Work Session re: MERS
  - January 28<sup>th</sup> – EQ Basin Progress Meeting
3. Bridge Lighting. Attached is an email from Dan Hall, AF Smith explaining the photocell issue with the bridge lighting. As Dan mentioned in his email he can change the receptacles or add another receptacle for the irrigation controller. AF Smith has been instructed to wire the outlet receptacles on the S. side of the Bridge to be live 24 hours a day, so they are consistence with all other receptacles in the downtown.
4. Baker at Main Traffic Signal. The traffic signal “Controller Box” at Baker and Main was damaged in a hit and run incident on Christmas Day. Kurt Augustine and Dan Dapprich showed up to put the pieces back together and get the signal operational. An insurance claim is being filed to replace the controller. The signal is operational, however it is not responding to computer queues for enhanced functions.
5. Cityhood We will be receiving official notification in the next few weeks that our petition to the Boundary Commission will be considered on February 11, likely at their offices in Okemos. We have contacted David Rutledge to prepare us for this hearing and will be providing further details to Council and the public as soon as they become available. If the petition is found to be legally sufficient, the Boundary Commission will schedule a public hearing in the Village as the next step.
6. Scheduled Work Session. We have scheduled a workshop with our Municipal Employees Retirement System of Michigan representative Sue Feinberg for January 25 at 6 p.m. in the Copeland Board Room. She is going to give an overview of our current benefit and funding level and then discuss options for changes. If anyone has specific questions you would like her to have in advance please pass them along to Courtney.
7. Gas purchases. As requested by Fire Board Chair Jim Seta, I reviewed the price the village purchases gas and diesel and compared it to the rate the DAFD is paying at the BP station and the difference will not provide a significant savings to the Fire Department. The Fire

Department qualifies for exemptions from Federal and State taxes, which brings their rate per gallon within pennies of the village rate.

8. Update on Water System Improvements. A pre-construction meeting with Higgins is scheduled for Friday January 8<sup>th</sup>. Staff met with School representatives on Tuesday, December 5<sup>th</sup> to review the status of an amended easement for the well site as well as work out the details for electric service to the well house. A Utility Services Agreement will be brought to Council that sets out the details for electric service to be provided from the School's primary service line. The Drinking Water Revolving Loan will close on January 22, 2010 and it will include the 40% principal forgiveness.
9. Update on Bridge/Dam payments to Road Commission. I am working with the Road Commission to secure a final accounting on the Bridge/Dam project. Based on the email from Aaron Berkholz (attached) I should be able to bring closure to this in February.

**Donna Dettling**

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**From:** Dan Hall [dhall@afsmith.com]  
**Sent:** Wednesday, December 16, 2009 7:22 AM  
**To:** John Berbiglia; Janet Evans  
**Cc:** Donna Dettling  
**Subject:** RE: Light Pole Receptacles

To all,

The job was originally installed per drawings, where all the receptacles were controlled via the contactor in the control cabinet. This controller energizes all the receptacles via a photo cell (the lights are controlled the same way). We were directed by Janet to make the grade level receptacles on the south side of the bridge hot 24 hrs a day for the irrigation timer. The receptacles on the poles are still controlled via the contactor. From what I understand there are Christmas lights crossing the bridge that are plugged into the grade receptacle. The changes that were made were based on direction from Janet, we can change it back, we can change one of the grade receptacles to one of the spare circuits currently in the hand hole on the SE corner of the bridge, or we can add another receptacle for the irrigation controller. Please advise as to how you would like this handled.

Thanks  
Dan

**Donna Dettling**

---

**From:** Berkholz, Aaron [berkholza@wcroads.org]  
**Sent:** Tuesday, January 05, 2010 7:17 AM  
**To:** Donna Dettling  
**Cc:** Puuri, Steve; Ackerman, Dan; Townsend, Roy  
**Subject:** RE: Close Out Bridge Project

Good Morning Donna,

WCRC staff are in the process of reconciling all of the remaining items on the Dexter Main Street Bridge / Mill Creek Dam project. The MDOT has conducted the final inspection of the site and has signed off.

We have a meeting this afternoon with the MacKenzie Company. The remaining items of significance that have not yet been agreed upon relate to the *Temporary Access Road* (Category 001 item, MDOT/WCRC cost) and the *Permanent Rock Control Structures* (Category 003, Village cost).

I am hopeful that the WCRC and the MacKenzie Company can quickly come to an agreement regarding the final payment on the above items. This does influence the final accounting of the Village costs. Following our meeting with MacKenzie this afternoon, I will have a further update.

Thanks,

Aaron

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**From:** Donna Dettling [mailto:ddettling@villageofdexter.org]  
**Sent:** Monday, January 04, 2010 10:42 AM  
**To:** Ackerman, Dan  
**Cc:** Berkholz, Aaron; Townsend, Roy; Puuri, Steve  
**Subject:** Close Out Bridge Project

Dan,

Please find out if there is more detail available on the Bridge/Dam project. I have the Road Commission costs through 8-31-09, and McKenzie Pay Apps through #25 or 6-30-09.

There is still \$22,486.86 remaining in escrow at the Road Commission from the deposits made by the Village in August and November of last year.

I desperately need to reconcile this project and provide an accounting to Council on the financial status of this project. Let me know if I can expect any additional cost details by the end of January or sooner if available.  
Thanks

Donna Dettling  
734-426-8303 x11

AGENDA 1-11-10

Village President Report

ITEM I-5

Hello Residents and Council Members,

I hope everyone had a safe and happy holiday season. Here is a written update of my activities over the past couple of weeks and some things on my calendar looking ahead:

My activities since the December 28, 2009 Village Council Meeting include:

Since it was a quiet couple of weeks from a meeting perspective, we (staff and I) began looking ahead toward the upcoming budget planning effort and we would like to propose several dates so that we can get them on everyone's calendar. These dates are preliminary and open for discussion. I want all of us to participate together as we have in the past. Please see how the following dates fit into your future schedule and let me know if you have any conflicts. We picked Wednesday evenings during the week for the budget review sessions. We can always add an additional meeting if we feel we need to, but I thought we should start with this. Village Council Meeting dates are identified with (VCM):

- March 27, 2010 (Saturday) - Council Workshop to discuss Goals and Objectives - typically we start in the morning around 8 am or 9 am.
- April 28, 2010 (Wednesday) - Staff will distribute Draft Budget to Council in preparation for future Budget Review Work Sessions
- May 5, 2010 (Wednesday) - Budget Review Work Session - General Fund
- May 10, 2010 (Monday VCM) - Set Budget Related Public Hearings (i.e. for Utility Rates, Millage Rates and Proposed 2010/2011 Budget)
- May 12 or May 19, 2010 (Wednesday) - 2<sup>nd</sup> Budget Review Work Session - Street Funds, Water Fund and Sewer Fund Review (if necessary)
- June 14, 2010 (Monday VCM) - Hold Public Hearings on Utility Rates (and adopt), Millage Rates (and adopt) and Hold Public Hearing on the Budget
- June 28, 2010 (Monday VCM) - Adopt 2010/2011 Proposed Budget

I would also like to get your input on a few dates for the Village Manager review process that we do each year. I would like to conduct this review efficiently in April this year so that it doesn't conflict with our budget planning in May and June. Please consider whether or not we need more than one pre-review meeting.

My preference is to have one review meeting for Council to get organized and then a separate meeting with the Village Manager a week or so later, with the goal that we have completed this process in April 2010.

Here is what is proposed for your review:

- April 12, 2010 (Monday VCM) - Pre- Council Meeting Workshop (5:30 to 7:15 pm) for Council to prepare for Village Manager review
- April 21 or April 28, 2010 (Wednesday) - We typically do the official Village Manager Review in a closed session.

If anyone has any questions or ideas on the proposed schedule, please give me a call.

#### Future activities

January 11, 2010 - Village Council meeting

January 13, 2010 - CAPT/DART meeting

January 20, 2010 - Regional Fire Department meeting - 3:30 pm at the Dexter District Library

January 21, 2010 - Downtown Development Authority meeting at 7:30 am at the Senior Center

January 25, 2010 - Village Council meeting (please note that we are also trying to schedule a workshop to meet with our Municipal Employee Retirement System (MERS) representative at 6 pm on this same evening).

February 6, 2010 - Council Workshop to discuss Village Facilities (please note that I may have a work related conflict on this date)

February 8, 2010 - Village Council meeting

I look forward to working with everyone to make 2010 another great year in the Village of Dexter. See you around town.

Shawn Keough

Village President

(734) 426-5486 (home number)

(313) 363-1434 (cell phone)

[skeough@villageofdexter.org](mailto:skeough@villageofdexter.org)

AGENDA 1-11-10

ITEM J-1

**SUMMARY OF BILLS AND PAYROLL** **11-Jan-10**

Payroll Check Register	12/30/09	\$40,508.45	Bi-weekly payroll processing
Account Payable Check Register	01/06/10	\$120,816.32	
		<b>\$161,324.77</b>	<b>TOTAL BILLS &amp; PAYROLL EXPENDED ALL FUNDS</b>
Summary Items from Bills & Payroll		Amount	Comments

**ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS  
DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED**

*"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."*

VENDOR APPROVAL SUMMARY REPORT

Date: 01/06/2010

Time: 11:40am

Page: 1

Village of Dexter

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ABSOLUTE COMPUTER SERVICES	ABSOLUTE C	COMPUTER SERVICES	1,260.00	0.00
ACI FINANCE INC.	AMER FINAN	CONT. DISCLOSURE REPORTING	450.00	0.00
ALEXANDER CHEMICAL CORPORATION	ALEXANDER	DEPOSIT FEE REFUND	1,822.50	0.00
ARBOR SPRINGS WATER CO.INC	ARBOR SPRI	1 5 GAL WATER	5.75	0.00
AT&T	AT&T		0.00	0.00
AVAYA, INC.	AVAYA, INC	SERVICE AGREEMENT	125.16	0.00
BRIDGEWATER TIRE COMPANY, INC.	BRIDGE TIR	TRUCK PARTS	55.60	0.00
CINTAS CORPORATION	CINTAS	DECEMBER 09 STATEMENT	394.90	0.00
CMR MECHANICAL	CMR	WWTP-SERVICE AND PARTS	240.00	0.00
COMCAST	COMCAST	09588 328749-01-4	263.75	0.00
CORRIGAN OIL COMPANY	CORRIGAN O	GAS	1,606.30	0.00
COURTNEY NICHOLLS	COUR	IFT & DWRF MAILING	43.78	0.00
DEXTER MILL	DEX MILL	CHLORIDE	1,680.00	0.00
DONNA DETTLING	DONNA D	EXPENSE REPORT	36.00	0.00
DTE ENERGY	DET EDISON	DECEMBER 09 BILLS	14,183.15	0.00
DYKEMA GOSSETT PLLC	DYKEMA	PROF. SERVICES	96.00	0.00
ETNA SUPPLY CO	ETNA SUPPL	SENSUS MTR	1,730.00	0.00
GRISSOM JANITORIAL	GRISSOM	OFFICE CLEANING	320.00	0.00
HACKNEY HARDWARE	HACKNEY	DEC 09 STATEMENT	835.97	0.00
HERITAGE NEWSPAPERS	HERITAGE N	LEGALS	36.00	0.00
IBEX	IBEX	BOND	50.00	0.00
JEFF MCKILLEN	MCKILLEN J	DPW & WWTP UNIFORMS	743.50	0.00
KENCO, INC.	COUNTRY MA	CALGON AND SOAP	20.74	0.00
LESSORS WELDING SUPPLY	LESSORS	CYLINDER RENTAL	18.00	0.00
LOWE'S BUSINESS ACCOUNT	LOWE S	SUPPLIES FOR SHERIFF DEPT BLDG	33.04	0.00
MCI	MCI	LONG DISTANCE	15.56	0.00
MICHIGAN MUNICIPAL TREASURERS	MMTA	2010 MMTA DUES	50.00	0.00
NORTH CENTRAL LABORATORIES	NCL	CHEMICALS	236.79	0.00
PARAGON LABORATORIES INC	PARA	TESTING	590.00	0.00
PARTS PEDDLER AUTO SUPPLY	PARTS PEDD	DEC 09 STATEMENT	851.02	0.00
PINCKNEY DOOR SALES	P.D.SALES	GARAGE DOOR/FIRE DEPT.	3,065.00	0.00
PRINTING SYSTEMS	PRINTING S	AP CHECKS REORDER	252.79	0.00
PROPET DISTRIBUTION	PROPET	DOGIPOT LITTER BAGS	172.90	0.00
ROTO ROOTER	ROTO ROOTE	SANITARY MAIN AT SECOND ST	535.00	0.00
SHULTS EQUIPMENT, INC.	SHULTS EQU	PUMP	681.85	0.00
SORENSEN GROSS	SORENSEN	EQUALIZATION BASIN IMPROVEMENT	82,231.92	0.00
STATE OF MICHIGAN	STATE		25.00	0.00
TYLER TECHNOLOGIES	TYLER	ANNUAL MAINTENANCE	2,963.02	0.00
UIS PROGRAMMABLE SERVICES INC	UIS PROGRA	RE-WIRE LIFT STATION	396.00	0.00
UNIQUE PAVING MATERIALS	UN	C/M BULK, UPM #2 WINTER	928.15	0.00
UNIVERSAL PUMP	UNI PUMP	WALCHEM PUMP	858.90	0.00
WADE TRIM ASSOCIATES, INC.	WADE	SURVEYING ASSIST: JEFFORDS ST	804.00	0.00
ZEP SALES & SERVICE	ZEP	DRUM MASTER FEEDER	108.28	0.00
Grand Total:			120,816.32	0.00

INVOICE APPROVAL LIST BY FUND

Date: 01/06/2010  
 Time: 11:44am  
 Page: 1

Village of Dexter

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: General Fund						
Dept: Village Council						
101-101.000-959.000	Arts, Cult	STATE OF MICHIGAN	0		01/06/2010	25.00
101-101.000-959.000	Arts, Cult	IBEX BOND	0		01/06/2010	50.00
Total Village Council						75.00
Dept: Village Manager						
101-172.000-955.000	Miscellaneous	DONNA DETTLING EXPENSE REPORT	0		01/05/2010	36.00
Total Village Manager						36.00
Dept: Finance Department						
101-201.000-802.000	Profession	ACI FINANCE INC. CONT. DISCLOSURE REPORTING	0		01/05/2010	450.00
Total Finance Department						450.00
Dept: Attorney						
101-210.000-810.000	Attorney F	DYKEMA GOSSETT PLLC PROF. SERVICES	0	1314405	01/05/2010	96.00
Total Attorney						96.00
Dept: Village Clerk						
101-215.000-901.000	Printing &	HERITAGE NEWSPAPERS LEGALS	0		01/05/2010	36.00
Total Village Clerk						36.00
Dept: Village Treasurer						
101-253.000-958.000	Membership	MICHIGAN MUNICIPAL TREASURERS 2010 MMTA DUES	0		01/05/2010	50.00
Total Village Treasurer						50.00
Dept: Buildings & Grounds						
101-265.000-727.000	Office Sup	PRINTING SYSTEMS AP CHECKS REORDER	0	62562	01/05/2010	252.79
101-265.000-727.000	Office Sup	ARBOR SPRINGS WATER CO.INC 1 5 GAL WATER	0	1164828	01/04/2010	5.75
101-265.000-727.000	Office Sup	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	0.31
101-265.000-728.000	Postage	COURTNEY NICHOLLS IFT & DWRP MAILING	0		01/05/2010	43.78
101-265.000-803.000	Contracted	TYLER TECHNOLOGIES ANNUAL MAINTENANCE	0	12488	01/05/2010	2,963.02
101-265.000-803.000	Contracted	ABSOLUTE COMPUTER SERVICES COMPUTER SERVICES	0	61694	01/04/2010	1,260.00
101-265.000-920.000	Utilities	DTE ENERGY DECEMBER 09 BILLS	0		01/06/2010	654.00
101-265.000-920.000	Utilities	COMCAST 09588 328749-01-4	0		01/04/2010	263.75
101-265.000-935.000	Bldg Maint	CINTAS CORPORATION DECEMBER 09 STATEMENT	0		01/04/2010	61.40
101-265.000-935.000	Bldg Maint	LOWE'S BUSINESS ACCOUNT SUPPLIES FOR SHERIFF DEPT BLDG	0	7305	01/05/2010	33.04
101-265.000-935.001	Office Cle	GRISSOM JANITORIAL OFFICE CLEANING	0	123A	01/05/2010	320.00
Total Buildings & Grounds						5,857.84
Dept: Law Enforcement						
101-301.000-920.000	Utilities	DTE ENERGY DECEMBER 09 BILLS	0		01/06/2010	376.40
Total Law Enforcement						376.40
Dept: Fire Department						
101-336.000-920.000	Utilities	DTE ENERGY DECEMBER 09 BILLS	0		01/06/2010	470.50
Total Fire Department						470.50
Dept: Department of Public Works						
101-441.000-740.000	Operating	PARTS PEDDLER AUTO SUPPLY DEC 09 STATEMENT	0		01/05/2010	503.40
101-441.000-740.000	Operating	LESSORS WELDING SUPPLY CYLINDER RENTAL	0	188227	01/06/2010	18.00

INVOICE APPROVAL LIST BY FUND

Date: 01/06/2010  
 Time: 11:44am  
 Page: 2

Village of Dexter

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: General Fund							
Dept: Department of Public Works							
101-441.000-740.000	Operating	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	218.35	
101-441.000-745.000	Uniform Al	JEFF MCKILLEN DFW & WWTP UNIFORMS	0	767726	01/05/2010	428.00	
101-441.000-745.000	Uniform Al	CINTAS CORPORATION DECEMBER 09 STATEMENT	0		01/04/2010	65.25	
101-441.000-751.000	Gasoline &	CORRIGAN OIL COMPANY GAS	0		01/04/2010	953.93	
101-441.000-920.000	Utilities	DTE ENERGY DECEMBER 09 BILLS	0		01/06/2010	1,640.10	
Total Department of Public Works						3,827.03	
Dept: Downtown Public Works							
101-442.000-740.000	Operating	PARTS PEDDLER AUTO SUPPLY DEC 09 STATEMENT	0		01/05/2010	53.83	
101-442.000-740.000	Operating	ZEP SALES & SERVICE DRUM MASTER FEEDER	0	43785697	01/05/2010	108.28	
101-442.000-740.000	Operating	DEXTER MILL CHLORIDE	0	48030	01/05/2010	1,680.00	
101-442.000-744.000	Holiday Di	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	69.90	
101-442.000-920.000	Utilities	DTE ENERGY DECEMBER 09 BILLS	0		01/06/2010	567.15	
Total Downtown Public Works						2,479.16	
Dept: Parks & Recreation							
101-751.000-740.000	Operating	PROPET DISTRIBUTION DOGIPOI LITTER BAGS	0	67156	01/05/2010	172.90	
101-751.000-955.000	Miscellaneous	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	49.99	
101-751.000-970.000	Capital Im	WADE TRIM ASSOCIATES, INC. SURVEYING ASSIST: JEFFORDS ST	0	99748	01/05/2010	804.00	
101-751.000-977.000	Equipment	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	273.03	
Total Parks & Recreation						1,299.92	
Fund Total						15,053.85	
Fund: Major Streets Fund							
Dept: Routine Maintenance							
202-463.000-740.000	Operating	UNIQUE PAVING MATERIALS C/M BULK, UPM #2 WINTER	0	202026	01/05/2010	610.85	
202-463.000-740.000	Operating	UNIQUE PAVING MATERIALS C/M BULK, UPM #2 WINTER	0	202027	01/06/2010	317.30	
Total Routine Maintenance						928.15	
Fund Total						928.15	
Fund: Special Projects Fund							
Dept: Capital Improvements							
401-901.000-975.008	Land	PINCKNEY DOOR SALES GARAGE DOOR/FIRE DEPT.	0	15268	01/05/2010	3,065.00	
Total Capital Improvements						3,065.00	
Fund Total						3,065.00	
Fund: Equipment Replacement Fund							
Dept: Department of Public Works							
402-441.000-939.000	Vehicle Ma	PARTS PEDDLER AUTO SUPPLY DEC 09 STATEMENT	0		01/05/2010	265.01	
402-441.000-939.000	Vehicle Ma	SHULTS EQUIPMENT, INC. EQUIPMENT & PARTS	0	25711-IN	01/05/2010	547.16	
402-441.000-939.000	Vehicle Ma	SHULTS EQUIPMENT, INC. PARTS	0	25709-IN	01/05/2010	101.43	
402-441.000-939.000	Vehicle Ma	SHULTS EQUIPMENT, INC. PUMP	0	25730-IN	01/05/2010	33.26	
402-441.000-939.000	Vehicle Ma	BRIDGEWATER TIRE COMPANY, INC. TUBES FOR TIRES	0	52166	01/06/2010	21.60	

INVOICE APPROVAL LIST BY FUND

Date: 01/06/2010  
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Village of Dexter

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: Equipment Replacement Fund						
Dept: Department of Public Works						
402-441.000-939.000	Vehicle Ma	BRIDGEWATER TIRE COMPANY, INC. TRUCK PARTS	0	52172	01/06/2010	34.00
						-----
Total Department of Public Works						1,002.46
						-----
Fund Total						1,002.46
Fund: SRF Project Fund						
Dept: Equalization Basin						
403-905.000-970.000	Capital In	SORENSEN GROSS EQUALIZATION BASIN IMPROVEMENT	0		01/05/2010	82,231.92
						-----
Total Equalization Basin						82,231.92
						-----
Fund Total						82,231.92
Fund: Sewer Enterprise Fund						
Dept: Sewer Utilities Department						
590-548.000-740.000	Operating	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	71.55
590-548.000-742.000	Chem Plant	ALEXANDER CHEMICAL CORPORATION CHEMICALS	0	426812	01/04/2010	2,022.50
590-548.000-742.000	Chem Plant	ALEXANDER CHEMICAL CORPORATION DEPOSIT FEE REFUND	0	426813	01/04/2010	-200.00
590-548.000-743.000	Chem Lab	NORTH CENTRAL LABORATORIES CHEMICALS	0	262850	01/05/2010	236.79
590-548.000-743.000	Chem Lab	KENCO, INC. CALGON AND SOAP	0	118179	01/05/2010	20.74
590-548.000-745.000	Uniform Al	CINTAS CORPORATION DECEMBER 09 STATEMENT	0		01/04/2010	150.00
590-548.000-745.000	Uniform Al	JEFF MCKILLEN DPW & WWTP UNIFORMS	0	767726	01/05/2010	232.50
590-548.000-751.000	Gasoline &	CORRIGAN OIL COMPANY GAS	0		01/04/2010	652.37
590-548.000-802.000	Profession	ROTO ROOTER SANITARY MAIN AT SECOND ST	0	659175	01/05/2010	535.00
590-548.000-802.000	Profession	UIS PROGRAMMABLE SERVICES INC RE-WIRE LIFT STATION	0	530335425	01/05/2010	396.00
590-548.000-802.000	Profession	CMR MECHANICAL WWTP-SERVICE AND PARTS	0	4356	01/04/2010	240.00
590-548.000-824.000	Testing &	PARAGON LABORATORIES INC TESTING	0	60530	01/05/2010	55.00
590-548.000-824.000	Testing &	AWAYA, INC. SERVICE AGREEMENT	0	2729545000	01/04/2010	125.16
590-548.000-920.000	Utilities	DTE ENERGY DECEMBER 09 BILLS	0		01/06/2010	5,037.00
590-548.000-920.001	Telephones	MCI LONG DISTANCE	0		01/05/2010	15.56
590-548.000-935.000	Bldg Maint	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	22.27
590-548.000-937.000	Equip Main	PARTS PEDDLER AUTO SUPPLY DEC 09 STATEMENT	0		01/05/2010	28.78
590-548.000-937.000	Equip Main	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	65.34
590-548.000-977.000	Equipment	UNIVERSAL PUMP WALCHEM PUMP	0	47035	01/05/2010	858.90
						-----
Total Sewer Utilities Department						10,565.46
						-----
Fund Total						10,565.46
Fund: Water Enterprise Fund						
Dept: Water Utilities Department						
591-556.000-740.000	Operating	HACKNEY HARDWARE DEC 09 STATEMENT	0		01/05/2010	65.23
591-556.000-745.000	Uniform Al	JEFF MCKILLEN DPW & WWTP UNIFORMS	0	767726	01/05/2010	83.00
591-556.000-745.000	Uniform Al	CINTAS CORPORATION DECEMBER 09 STATEMENT	0		01/04/2010	118.25
591-556.000-824.000	Testing &	PARAGON LABORATORIES INC TESTING	0	60482	01/05/2010	280.00

INVOICE APPROVAL LIST BY FUND

Date: 01/06/2010  
 Time: 11:44am  
 Page: 4

Village of Dexter

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: Water Enterprise Fund							
Dept: Water Utilities Department							
591-556.000-824.000	Testing &	PARAGON LABORATORIES INC	0	60523	01/05/2010	255.00	
591-556.000-920.000	Utilities	DTE ENERGY	0		01/06/2010	5,438.00	
591-556.000-977.000	Equipment	ETNA SUPPLY CO	0	1753049	01/06/2010	625.00	
591-556.000-977.000	Equipment	ETNA SUPPLY CO	0	1755822-01	01/05/2010	1,105.00	
						Total Water Utilities Department	7,969.48
						Fund Total	7,969.48
						Grand Total	120,816.32

# Memorandum

AGENDA 1-11-10  
ITEM K-1



Date: January 5, 2010

To: Donna Dettling, Village Manager

CC:

From: Rhett Gronevelt, P.E.

Re: Dexter Ann Road - ARRA Project

Donna-

I wanted to give you a quick update on the ARRA project to conduct some rehabilitation to Dexter Ann Arbor Road, from Kensington to Meadowview. The project plans and specifications have been completed and turned in to MDOT for their final approval and bidding through their Local Agency Program. Assuming everything proceeds as scheduled, the following is a summary of expected dates:

MDOT Advertisement: January 22, 2010  
MDOT Letting: March 5, 2010  
MDOT Award: April 6, 2010  
Construction: June - July 2010

The Engineer's Estimate for the project is approximately \$175,000, with \$100,000 expected from Federal Funding.

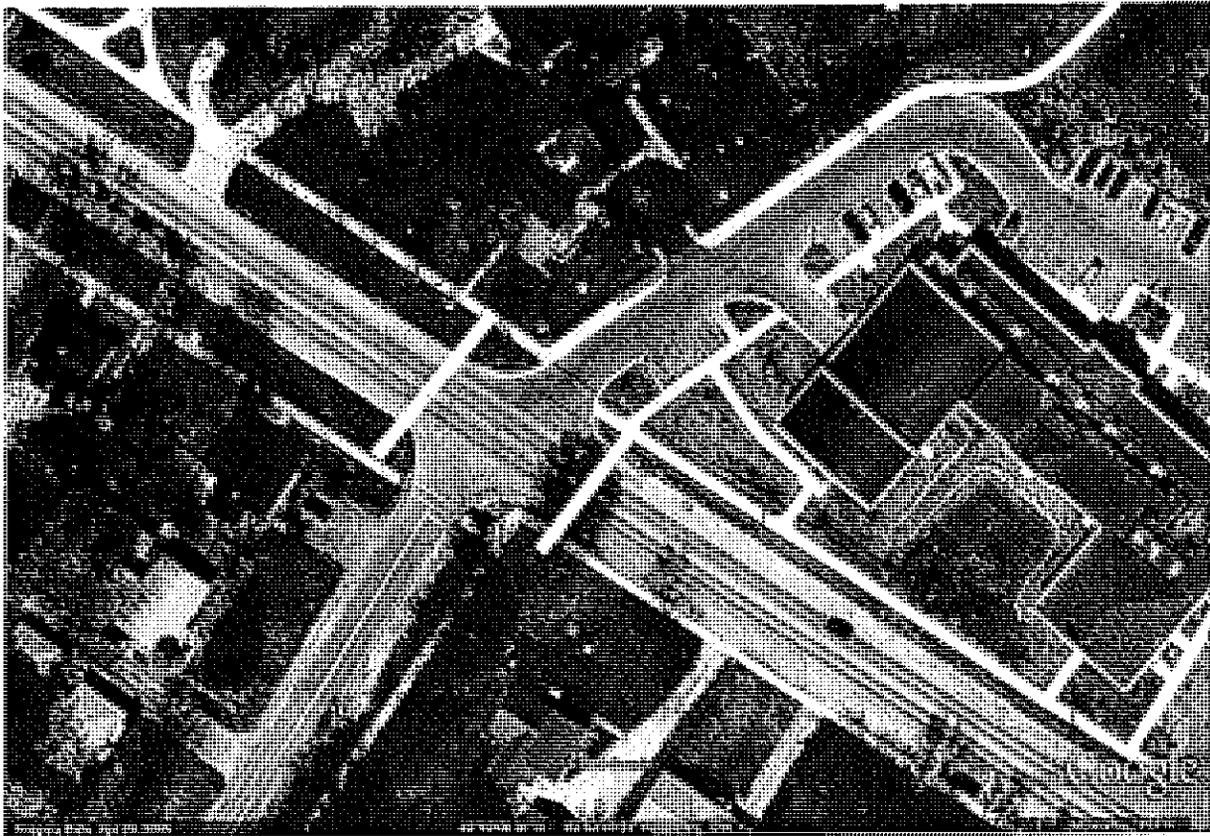
Towards the end of the design, we presented you with two questions on the design, one was the inclusion of curb in front of the Bluewater Building, from their driveway at Kensington, east through the second driveway. The south side of the roadway needed to be curbed in this location to accommodate drainage, and while the north side did not, we wanted to confirm with the Village. Based on the response, this work (estimated around \$7,000) was included in the project.

The second question was regarding the pedestrian crossing of Dexter Ann Arbor, at Kensington. The project intended to include a crossing at this location. Looking at the existing walk configurations, vehicle and pedestrian traffic, and constructability, we included a crossing on the "west" side of the intersection. A crossing could be constructed on the "east" side of this intersection either in addition to, or in lieu of the proposed crossing on the west side. We roughly estimate that the crossing on the west side is about \$2,000, and \$4,000 on the east side. Besides the cost, a grading permit will be necessary ~~for~~ from the property owner on the southeast corner to accommodate that crossing. Although final plans have been turned in to MDOT, if the Village desired to modify what is currently proposed, that can be accommodated.

# Memorandum



I included a sketch below showing the two crossings, and the existing walk in the area. I can be available at the next Council meeting to answer any questions the Council may have.





AGENDA 1-11-10

ITEM 6-1

## Memorandum

To: Village Council and President Keough  
Donna Dettling, Village Manager  
From: Allison Bishop, AICP, Community Development Manager  
Re: Mill Creek Terrace final site plan extension request  
Date: January 11, 2010

Attached is a request submitted by Schulz Development and Consulting LLC, owner of the proposed Mill Creek Terrace, for extension of the final site plan for the Mill Creek Terrace building, 8140 Forest Street.

### ORDINANCE EXCERPT

Pursuant to Article 21, Section 21.04E9, Final Site Plan Review, Extensions of Time Limits: Time limits set forth in this article may be extended upon showing of good cause, and by written agreement between the petitioner and the **recommendation of the Planning Commission and approval by Village Council.**

### PLANNING COMMISSION ACTION

On January 4, 2010 the Planning Commission moved to recommend approval of the 2 year site plan extension request. The applicant was present at the meeting and provided additional information on the plans for a construction start. The applicant stated that financing should be completed within the next few weeks and that construction would likely start in April 2010. The applicant also stated that 55% of the building has commitments and that 4 restaurants are looking at the first floor space.

The Planning Commission also briefly discussed the DDA's extension of the development agreement.

### REVIEW

The Mill Creek final site plan was originally approved by the Village Council on November 26, 2007. Article 21, Site Plan Review and Approval states that all final site plans are valid for two (2) years, making the applicants current site plan expire on November 26, 2009. This is the applicant's first site plan extension request.

The applicant was informed of the expiration and submitted the request accordingly. Staff extended the applicant's site plan to the December Planning Commission meeting for a recommendation to the Village Council. Due to lack of quorum for the December meeting action was not taken until the January meeting.

## RECOMMENDATION

The applicant has requested a site plan extension for 2 years, to November 26, 2011, given the current economy and difficulty obtaining project financing. The applicant has indicated that they expect to close on financing within the next few months and be under construction soon after.

The DDA has also recently extended the development agreement until December 1, 2010, which obligates the applicant to completion of the building shell and exterior site construction by that time.

Based on the requirements of Article 21, Section 21.04R9, Extension of Time Limits the applicant has shown good cause as to why the project has not commenced and therefore recommends that the Village Council extend the Mill Creek Terrace final site plan until November 26, 2011.

Please feel free to contact me prior to the meeting with questions.

Thank you.

## SUGGESTED MOTION (Village Council)

Based on the information provided by the applicant, the recommendation of the Planning Commission and the provisions set forth in Section 21.04(E)9, Site Plan Extensions, the Village Council extends the Mill Creek Terrace final site plan **until November 26, 2011**.

AGENDA 1-11-10

ITEM L-2

[cnicholls@villageofdexter.org](mailto:cnicholls@villageofdexter.org)

## VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 17 Fax (734)426-5614

MEMO

**To:** President Keough and Council Members  
**From:** Courtney Nicholls, Assistant Village Manager  
**Date:** January 11, 2010  
**Re:** Organizational Matters

Attached is an updated Organizational Matters Resolution for 2010. The changes are as follows:

- Amended the date of Treasurer Marie Sherry's appointment to coincide with the even year election cycle
- Added the Former DAPCO site redevelopment team
- The auditor position has been left vacant – we are at the end of the term of the contract (three years with a two year extension) with Post, Smythe, Lutz & Ziel

There is no rush to pass the resolution if Council wishes to discuss further changes.

-2010

**RESOLUTION FOR THE PURPOSE OF ESTABLISHING ORGANIZATIONAL MATTERS  
FOR THE VILLAGE OF DEXTER**

At a regular meeting of the Village Council of the Village of Dexter, Michigan called to order by President Shawn Keough on \_\_\_\_\_ at 7:30 p.m., the following resolution was offered:

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

**WHEREAS**, the Village intends to utilize various firms and individuals for particular matters to coincide with the regular village election every November of even years, and

**WHEREAS**, the following firms and individual appointments can be changed as deemed necessary by Council by a simple majority vote of Council at any point during this time period.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Council does confirm using the following firms and individuals as needed in their respective responsibilities:

1. President Shawn Keough, Treasurer Marie Sherry, President Pro Tem Ray Tell, Assistant Village Manager Courtney Nicholls, and Village Manager Donna Dettling as Bank Signatories.
2. President Pro Tem - Ray Tell
3. Treasurer- Marie Sherry, ~~March 2008~~January 2010 to ~~March~~November 2010. Reappointment or appointment required every even number year in ~~March~~November
4. Village Attorney for enforcement of Traffic Laws –Thomas Stringer
5. Miller, Canfield, Paddock and Stone as Attorney for bonding matters.
6. Dykema and Scott Munzel as ~~Attornies~~Attorneys for other general legal matters.
7. Varnum, Riddering, Schmidt & Howlett, for Telecommunication legal matters.
8. Carlisle/Wortman Associates, Inc. as consultants for planning and zoning matters.
9. Orchard, Hiltz and McCliment for general consultant and engineering matters.
10. Jones & Henry and Williams & Works for specialized Water and Sewer Engineering and Consulting
11. Midwestern Consulting, Jim Valenta PE, Traffic Engineer/Public Works Project Support & Coordinator
12. ~~Post, Smythe, Lutz & Ziel for auditing~~Auditing – up for bid in 2010
13. Assistant Village Manager as Freedom of Information Officer.
14. Street Administrator- Ed Lobdell.
15. As representatives to the following organizations:
  - Huron River Watershed Council Paul Cousins
  - Planning Commission, Ex-officio Jim Carson

- Parks & Recreation Commission Ex-officio Joe Semifero
- Chamber of Commerce Paul Cousins
- Zoning Board of Appeals Ray Tell
- Dexter Area Fire Department Board Ray Tell, Jim Seta
- WATS Jim Carson, Alternate-Paul Cousins
- WAVE Jim Carson
- Utilities Committee Joe Semifero, Shawn Keough
- Facilities Committee Shawn Keough, Jim Smith
- Main Street Bridge Phase II Jim Carson, Jim Smith, Shawn Keough
- Stormwater Phase II Citizen Advisory Group Paul Cousins
- Healthy Communities Committee Paul Cousins
- SEMCOG Shawn Keough
- Dexter Farmer's Market Oversight Committee Ray Tell
- DHS- Gordon Hall Management Team Donna Fisher
- Former DAPCO Site Redevelopment Team Donna Fisher, Jim Carson
- Arts, Culture & Heritage Committee Paul Cousins

**BE IT FURTHER RESOLVED**, that the Village of Dexter is committed to the purchase of local goods and the use of local business, and

**BE IT FURTHER RESOLVED**, that the regular meeting of the Village Council shall be held the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7:30 p.m. at the Dexter Senior Center – 7720 Dexter Ann Arbor Road.

That, all representatives shall report to Council as scheduled, review significant issues and proposals with Council for input and discussion, as needed, and forward copies of meeting agendas and minutes to Village Council in a timely fashion,

That the Regular Meeting of the Village Planning Commission shall be held the 1<sup>st</sup> Monday of each Month at 7:30 p.m. at the Dexter Senior Center – 7720 Dexter Ann Arbor Road.

That the Regular Meeting of the Village Parks & Recreation Commission shall be held the 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. at the Village Offices 8123 Main Street.

That the Regular Meeting of the Zoning Board of Appeals shall be held the 3<sup>rd</sup> Monday of each month at 7:00 p.m. at the Dexter Senior Center – 7720 Main Street. Meetings of the Z.B.A. will only be held when requests are pending.

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED THIS 13<sup>th</sup> DAY OF JULY 2009**

\_\_\_\_\_  
Carol Jones, Village Clerk



**VILLAGE OF DEXTER**

cnicholls@villageofdexter.org

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext-17 Fax (734)426-5614

**MEMO**

**To: President Keough and Council Members**  
**From: Courtney Nicholls, Assistant Village Manager**  
**Date: January 6, 2010**  
**Re: Arts, Culture & Heritage Committee – Liquor License**

On February 9, 2009 from 6:30 p.m. to 8:30 p.m. the Arts, Culture & Heritage Committee will be co-hosting a Creative Connections event with the Encore Theatre. Creative Connections is an Arts Alliance group whose goal is to aid in the creation of a strong arts and cultural community in Washtenaw County, by fostering social and business relationships through artistic connection. This will be an evening event with the exact hours yet to be determined. The Arts Alliance has a mailing list of Washtenaw County Artists that will be invited. The Committee would like to use this as an opportunity to introduce ourselves to the art community and will be issuing personal invitations to local Dexter artists and advertising in the Chamber of Commerce's e-blast. It is also the Committee's intention to invite Village Council to this networking opportunity. This event is held in a different community each month and attendance is difficult to estimate. Other evenings have ranged from 20 to over 100 people. Due to the excitement about the Encore Theatre we expect attendance to be on the high side.

As the Committee has worked through the planning of this event, they expressed an interest in offering beer/wine to attendees. This would require a one day special event license from the Michigan Liquor Control Commission. The one day event costs \$25 and requires a \$50 bond, which will be paid from the current Arts, Culture & Heritage Committee budget. These fees are listed on the bills & payroll for this meeting, but will be voided if Council decides not to move forward with the license. I spoke to our representative from the Michigan Municipal Risk Management Authority regarding our insurance coverage and our current coverage would extend to this event. The location of Encore next to the Washtenaw County Intermediate School District facility also requires us to get approval from the School. The representative from the ISD has agreed to sign off on the license.

If Council approves the license it will then be forwarded to the Washtenaw County Sheriff's Office for their sign-off.

The Committee has spoken to Jolly Pumpkin who is willing to donate the cost of the beer and is also pursuing local wine producers for a similar arrangement. We have received a great deal of community support from local restaurants that will be providing hors d'oeuvres for the event. This event is an important stepping stone for the Committee as it gives us an opportunity to gain experience in event planning which will help with future fundraisers.

Michigan Department of Labor & Economic Growth  
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)  
7150 Harris Drive - P.O. Box 30005 - Lansing, MI 48909-7505  
(517) 322-1326 or (517) 322-6362

**APPLICATION FOR SPECIAL LICENSE  
for SALE OF BEER AND WINE ONLY and/or BEER, WINE AND SPIRITS  
for CONSUMPTION ON THE PREMISES**

**GENERAL INSTRUCTIONS  
NOTICE: PROCESSING REQUIRES AT LEAST TEN (10) WORKING DAYS**

*These general instructions apply to PARTS I AND II of the Application for a Special License and PARTS III AND IV, when required. Each part of the Application for a Special License also has more specific instructions which must be followed.*

**The Licensing Process** To ensure timely processing of this application, please double-check all required information. The Commission requires at least **TEN (10) WORKING DAYS** to process the application. The Commission's offices are open to the public for application processing from 8:00 a.m. to 4 p.m., Monday through Friday, except holidays.

**Qualifying Organizations** A special license is issued only to non-profit organizations. If your organization has not previously been approved by the MLCC, or is not presently licensed by the Commission, you must submit proof of your non-profit status (for example, your charter, by-laws, articles of incorporation, etc.) with this application. No organization, including its auxiliaries, may receive more than 5 Special Licenses during a calendar year. Applicants for a Special License must be at least 21 years old.

**License Period** **ONE DAY-** A Special License is good for one day. The license will contain the time period for which it is granted. One Application and one Bond are acceptable for consecutive days of an event at the same location. However, a separate license fee is required for each day of the event.

**Location; Restrictions; Diagram Required** There are restrictions on the location where a Special License may be issued.  
**CHURCH OR SCHOOL-** No Special License may be issued on the premise of, or within 500 feet of, a church or school without the applicant obtaining approval from the authorized representative of the church or school. Part 1 of the application contains the approval space.  
**MILITARY INSTALLATION-** No Special License may be issued for locations on a military installation without the approval of the Armory Board of Control and the legislative body of the local governmental unit. Applicants who secure this approval must also agree to comply with all the rules and regulations of the Department of Military Affairs in addition to those of the Liquor Control Commission.  
**DIAGRAM REQUIRED-** Applicants must provide a detailed diagram of the area to be licensed to both the MLCC and to the local law enforcement office (whose approval must be obtained on Part I of the Application for Special License). The diagram must show a **clearly marked area** for sales and consumption of alcoholic beverages. If the area is a park, mall, fairground, church grounds, arena, campus, parking lot, vacant lot, etc., the diagram must show the **actual dimensions** and indicate how the area is to be contained (rope, fence, etc.) and indicate how the area will be policed (**security provisions**).  
**LICENSED LOCATION-** If the location where you are requesting a Special License is licensed, submit a letter from the licensee stating the license will be placed in escrow on (**event date**) while the Special License is in effect (due to the fact that the two licenses cannot be in operation at the same time) **OR** a diagram showing the area where the licensee will temporarily drop space in a portion of the building on (**event date**) for the Special License organization and a letter from the licensee requesting the drop space

**License Fees** For organizations established **less than one year:** \$50.00 for each separate, consecutive day of the event. If the event is held on a Sunday, an additional \$7.50 Sunday Sales fee is required – only if spirits are sold.  
For organizations established **one year or more:** \$25.00 for each separate, consecutive day of the event. If the event is held on a Sunday, an additional \$3.75 Sunday Sales fee is required – only if spirits are sold.

The fees must be paid by certified check, bank/postal money order (made payable to "State of Michigan/MLCC") or by credit card. **DO NOT MAIL CASH.**

**APPLICATION (PART 1)**

This form is always required before the MLCC will consider an organization for a Special License. The application must be signed by the President and Secretary of the organization, and notarized.

The local police or sheriff must approve the Application for Special License before it is sent to the Commission for consideration. This approval is to certify that the proposed licensed premises meet all local health and sanitation requirements. **ALLOW SUFFICIENT TIME FOR CONSIDERATION OF THE APPLICATION BY THE LOCAL LAW ENFORCEMENT AGENCY.** Remember to submit a diagram with the application.

Type of event – describe the type of event being held, i.e., dance, wine tasting, Vegas night, euchre tournament, Texas hold 'em games, etc.

**Enclosures**

**Diagram-** The MLCC must receive a diagram (described on the preceding page) with the Application before it will be considered for approval.

**Non-Profit Organization-** If the organization is not a local chapter of a national organization or one that previously has been approved by the Commission, please attach a copy of the proof of non-profit status (with by-laws, articles of incorporation, etc.) to Part 1 of the Application for Special License.

**Check-** Attach a certified check, bank/postal money order or credit card authorization form.

**BOND (PART 2)**

A 60-day acceptable bond is required with each application. This Bond section is to be completed by a bonding /insurance agency. Attach a copy of the bond (with Power of Attorney form) to PART 1 of the application. The bonding company should keep a copy and the applicant organization should also keep a copy. **EITHER THE PRESIDENT OR SECRETARY OF THE ORGANIZATION MUST ALSO SIGN THIS FORM.**

**SUNDAY SALES (PART 3)**

If the event is to be held on a Sunday and spirits (alcoholic liquor other than beer and wine) are to be sold, a separate Sunday Sales Affidavit is required to be submitted with Parts 1, 2, and 4. This form must be signed by either the President or the Secretary of the organization and the signature must be notarized.

**LOCAL LEGISLATIVE BODY APPROVAL (PART 4)**

If the event is to be held on a military installation, the legislative body of the governmental unit wherein the installation is located must also approve the application. Part 4 must be completed and signed by the clerk of the local governmental unit.

**Disbursements of Profits**

All profits derived from the sale of alcoholic beverages must go to the organization itself and not to any individual.

When having a fund-raiser for another organization (such as the Muscular Dystrophy Association), a letter from that organization must be submitted with this application indicating that it will receive the proceeds. Within 15 days following the event, your organization must file with the Commission an accounting statement showing receipts and other disbursements in connection with the event.

**Buying Alcoholic Beverages for Resale; B.Y.O.B.; Unlimited Quantity**

**SPIRITS-** All distilled spirits (whiskey, gin, vodka, etc.) must be purchased from a State of Michigan SDD licensee at the established retail price (no discounts).

**BEER AND WINE-** Beer and wine must be purchased from either a State of Michigan SDM retail licensee or a licensed wholesaler.

**B.Y.O.B.-** Do not allow B.Y.O.B. (Bring Your Own Bottle) at your event.

**UNLIMITED QUANTITY OF ALCOHOL-** Do not sell, offer to sell, or advertise the sale of an unlimited quantity of alcoholic beverages at a specific price.

**Hours of Operation**

**WEEKDAYS AND SATURDAYS-** Beer, wine, and spirits may be sold from 7:00 a.m. until 2:00 a.m. of the next day provided the sale of spirits is legal in the governmental unit where the license is desired.

**SUNDAYS-** Legal hours of sale on Sundays are from 12 noon until 2:00 a.m. of the next day provided the sale of alcoholic beverages on Sunday is legal in the governmental unit and the appropriate fees are paid.

**Compliance with Liquor Laws**

Organizations receiving a Special License must comply with the laws of the State of Michigan and the rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages.

Organizations receiving a Special License are responsible for ensuring that all those who will be selling and serving alcoholic beverages are familiar with and will follow the state's liquor laws and rules of the Commission.



Michigan Department of Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
 7150 Harris Drive ~ P.O. Box 30005  
 Lansing, Michigan 48909-7505

**PART 1**

**Application For Special License For Sale of Beer and Wine Only or Beer, Wine and Spirits For Consumption on the Premises**

1. Application for: <input type="checkbox"/> Wine Auction <input checked="" type="checkbox"/> Beer & Wine Only <input type="checkbox"/> Beer, Wine & Spirits	2. Has your organization received a license before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Name and Address of Applicant Organization Village of Dexter	4. Non-profit Organization? (check one only) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No* (If No, you do not qualify for issuance of this license)
	5. In continuous operation since (date): 1824

**6. RESOLUTION OF ORGANIZATION (required):**  
 At a meeting of the membership or board of directors, held on (date) January 11, 2010, the following resolution was passed by a majority vote.  
 RESOLVED: That the organization, through its duly authorized officers, make application to the MLCC for a Special License for the sale of either Beer and Wine, or Beer, Wine and Spirits, for consumption on the premises to be in effect on the following days (enter dates) February 9, 2010, at the following location and address. List name of armory, park, hall, military installation, etc. and address of location:

Location Name: Encore Musical Theatre  
 Address: 3126 Broad  
 This location is in the (city, incorporated village or township) Village of Dexter, County of Washtenaw  
 Outdoor Location  No  Yes - if yes, submit a diagram with dimensions, indicate how it will be contained & security provisions.  
 Type of event: Networking event for local artists sponsored by the Village's Arts, Culture & Heritage Committee

**7. CHURCH OR SCHOOL APPROVAL:** If the proposed location is within 500 feet of a church and/or school then you must have both church and/or school officials approve the application for a special license by filling out and signing this box or attaching an authorizing statement sheet.  
 I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a special license to the applicant organization, at the location entered on the resolution.

Name and address of church and/or school:  
Washtenaw Intermediate School District  
 Signature of authorized church and/or school representative, Phone Number and Date:  
 \_\_\_\_\_  
 (Attach additional sheets if necessary.)

**8. MILITARY INSTALLATION:** Is the proposed location at a military installation or a facility operated by the military?  Yes  No  
 If YES, you must also have the local government complete PART 4 of this application. Military Agreement Number \_\_\_\_\_

**We understand the granting of this license and operation under such license are subject to all regulations of the Department of Military Affairs, the provisions of the Liquor Control Code, and the Rules of the Commission.**

ALL APPLICANTS- We certify that all profits derived from the sale of beer, wine and/or spirits will go to the organization and not to any individual. We further certify that the statements made are true. We further agree to abide by all provisions of the Liquor Control Code and any rules issued by the Commission; that any license issued by the Commission is a contract subject to suspension or revocation by the MLCC, that there shall be no liability on the part of the State of Michigan, the MLCC, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

MAIL LICENSE TO: Contact Phone No. ( 734 ) 426-8303 x17 (You must be at least 21 years old to sign and receive a license.)

Name Courtney Nicholls  
 Address 8140 Main  
Dexter, MI 48130

President (Signature must be legible)  
8222 Webster, Dexter, MI 48130 313-363-1434  
 Home Address and Daytime Telephone Number

Subscribed and sworn on (date) \_\_\_\_\_  
 Signature of Notary \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 County \_\_\_\_\_  
 Commission expires (date) \_\_\_\_\_

Secretary (Signature must be legible)  
 \_\_\_\_\_  
7454 Third, Dexter, MI 48130 734-426-8114  
 Home Address and Daytime Telephone Number

**9. SUNDAY SALES** (Complete only if application is for sale of spirits on Sunday—not beer and wine) :

Will this event be held on Sunday and will spirits be sold?  Yes  No

If **YES**, complete PART 3 of this application. Attach it to this page and pay the additional Sunday Sales fee. Sunday Sales Permits are granted for the sale of spirits as long as the sale of spirits is not prohibited by local ordinance.

Approval is required of the chief of police or sheriff who has primary jurisdiction where the proposed special license is to be located. The sponsoring organization should prepare a diagram clearly indicating the area for sales and consumption of alcohol with a description of how the area will be policed by the organization. The organization must give a copy of the diagram to the police agency having jurisdiction over the event, and attach the original diagram to this application.

**10. APPROVAL OF CHIEF OF POLICE OR SHERIFF:**  
(Whoever has primary jurisdiction in the local governmental unit where the event is held)

Please review this application and sign only if you approve the issuance of a Special License. If there is a local prohibition against the sale of beer, wine and spirits on Sunday, an application for a license to be in operation on Sunday will not be approved.

Does the proposed establishment meet all local health and sanitation requirements?  Yes  No  
Is the proposed establishment within 500 feet of a church and/or school?  Yes  No  
If YES, please enter the name and address of the church and/or school.

\_\_\_\_\_  
(Church and/or School Name) (Address)  
\_\_\_\_\_  
(Pastor and/or Superintendent) (Telephone)

Attach additional sheets if necessary (for example, within 500 feet of a church AND a school or within 500 feet or if there are multiple churches or schools).

I certify that I have investigated the application of this organization for a Special License for the sale of beer and wine or beer, wine and spirits for consumption on the premises and approve the issuance of a license by the Liquor Control Commission.

\_\_\_\_\_  
(Signature of approving officer) (Print Name and Title) (Date)

**11. REQUIRED DOCUMENTS:** The following documents are required and must be attached to this application.

- PART 2- a 60-day bond for \$1,000.00. Please make sure an officer of the organization has signed the bond.
- PART 3- Sunday Sale affidavit-if the event is held on a Sunday and you are selling spirits.
- PART 4- Military Installation Local Legislative Body Resolution-if event is to be held on a military installation.
- Diagram of Service Area-the diagram must clearly indicate the area for sales and consumption of alcoholic beverages, show the dimensions of the area, and indicate how the area is to be enclosed (fence, rope, etc.) and policed.
- Authorization Letter-from an organization if the event is a fundraiser being held for another organization.
- Proof of non-profit status.
- Mail Application to the Michigan Liquor Control Commission, 7150 Harris Drive, P.O. Box 30005, Lansing, MI 48909-7505.

**FEES SCHEDULE/PAYMENT:**

- |   |   |
|---|---|
| <input type="checkbox"/> Organizations established less than one year:<br>\$50.00 for each day of the event<br>\$7.50 for an additional Sunday Sales Fee* | <input type="checkbox"/> Organizations established for one year or more:<br>\$25.00 for each day of the event<br>\$3.75 for an additional Sunday Sales Fee* |
|---|---|

Credit card, certified check, bank or postal money order-made payable to the STATE OF MICHIGAN/MLCC. A separate fee is due for each day of the special license. Additional fees are required for a Sunday Sales Permit. See the fees schedule shown above. Do not send an uncertified personal check. Do not send cash through the mail. Cash is taken at the Lansing office of the Commission and a receipt will be provided. The Commission's offices are open to the public from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 3:30 p.m., Monday through Friday, except holidays. Special license telephone number (517) 322-1326 or (517) 322-6362 FAX (517) 322-4955.

\* The Sunday sales fee only applies if the event is held on a Sunday and you are selling spirits.

Michigan Department of Labor & Economic Growth  
Michigan Liquor Control Commission  
7150 Harris Drive - P.O. Box 30005 - Lansing, MI 48909-7505  
(517) 322-1326 or (517) 322-6362

PART 2

**BOND OF SPECIAL LICENSE FOR SALE OF  
BEER, WINE & SPIRITS FOR CONSUMPTION ON THE PREMISES**  
(Authorized by MCL 436.1801(1)(b))

**NOTICE: Bonding company must attach  
power of attorney to this form.**

**APPLICANT**

Name of Organization \_\_\_\_\_

Location Name and Address where event is to be held \_\_\_\_\_

City \_\_\_\_\_ Twp. \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, That the above applicant, as principal,

and \_\_\_\_\_

of \_\_\_\_\_ Street, City of \_\_\_\_\_ State of \_\_\_\_\_

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the Sum of One Thousand (\$1,000.00) Dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ A.D.

NOW THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and /or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission, and

CONDITIONED FURTHER, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or otherwise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

AND THE OBLIGORS, for themselves, their heirs, executors, administrators, successors and assigns do further covenant and agree with the State of Michigan, as follows:

1. That this bond shall be effect for a period commencing at 7:00 a.m. on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ A.D., if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

2. That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

WITNESS OUR HANDS AND SEALS this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_

X \_\_\_\_\_  
SIGNATURE OF OFFICER OF SPECIAL LICENSE APPLICANT

\_\_\_\_\_  
PRINT OR TYPE OFFICER'S NAME AND TITLE

\_\_\_\_\_  
Attorney-in-Fact (print or type name)

\_\_\_\_\_  
Attorney-in-Fact Signature

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
Business Address

Telephone \_\_\_\_\_

*Page 4 - pertains to sales on Sunday  
Page 5 - pertains to sales on military bases*

AGENDA 1-11-10

ITEM 6-4

## VILLAGE OF DEXTER

[ddettling@villageofdexter.org](mailto:ddettling@villageofdexter.org)

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303

Fax (734)426-5614

### MEMO

**To: President Keough and Council**  
**From: Donna Dettling, Village Manager**  
**Date: January 11, 2010**  
**Re: Proposal from Ferguson Advisory Services (FAS)**

During the month of November, Shawn Keough and I worked to determine the best strategy for delivering a July through October report with a desire to bring closure to the 4-month commitment the Village made to the FAS, LLC service contract. As a result a work session was held on November 30, 2009 and a draft report was distributed December 14, 2009. This report will be revised to address comments from the November work session.

**A proposal from Ferguson Advisory Services, LLC to continue services is included with this memo. Staff is recommending approval of the Ferguson Advisory Services Consulting Agreement in the amount of \$6,600 to be paid from Council Professional Services.**

The main focus with the restart of the contract will be working out the logistics and develop a framework for a group made up of Council, Downtown Development Authority, Dexter Area Chamber of Commerce and Dexter Community Schools to meet on a regular basis. This group would develop a solid ongoing format for continued dialog about the future prosperity of Dexter. One of the things recognized during the presentation due to some confusion about School funding, is the need to spend time together understanding how each impacts the other and what we can do to focus our collective efforts into a plan that will produce results for everyone. The second focus will be a reduced schedule for continuing to meet with local businesses to support business retention efforts. The third focus will be assisting with potential projects. Dexter Research will require support through their project, and there have been other inquiries made that may require attention and guidance. For example, Ann Arbor Gear, Protomatic, Adair Printing, Elastizell, Level 3 Communications, Dexter Pharmacy and Elite Arms. These are the immediate focus areas as we continue the program, however, attention to all the services listed on the proposal will continue as well.

Refinement of the program will require additional and ongoing evaluation of priorities including the top 10 items listed under "Purpose of Program" from the Report Findings document. The top 10 list is reproduced below. It would be my goal to use the group mentioned above made up of Council, DDA, DACC and DCS to provide guidance for refinement and direction for a comprehensive Economic Development Program.

- Retain & Create Jobs and Career Opportunities for the Citizens of Dexter
- Prepare Workforce for a Knowledge Based Economy
- Develop Consensus Among Stakeholders
- Generate Tax Revenue for the Village of Dexter Through Economic Growth and Not Tax Increases
- Generate Tax Revenue for the Dexter Community Schools Through Economic Growth and Not Tax Increases
- Develop Long Term Relationships with Local Businesses
- Stimulate Commercial Capital Investment
- Create Positive Environment for Sustainable Economic Growth

- Enhance Public – Private Economic Growth Efforts
- Implement Long Term Sustainable Economic Growth Programs & Policy

I will continue to do everything I can to support and enhance opportunities for Dexter's prosperity, regardless of the decision on the Ferguson Advisory Services Contract. I personally feel a tremendous responsibility in this effort and believe the value to the Village to be worthwhile. I would not ask for help if I didn't feel it was necessary and that this additional help assures success of the Economic Advancement Program. I need help to stay focused and to build a sound base on which our collective efforts will produce results for Dexter's immediate future, but more importantly to be a community that is ahead of an economic upturn.

This program is about building relationships and consensus; it is my goal to find common ground on which to establish a comprehensive program. I have believed from the beginning that all of us can and will get something out of this effort, and the entire Village will benefit. Several individuals have asked what they can do to support this effort and they have written letters reflecting their genuine concern to continue this worthwhile effort. I have included these letters with my memo to take responsibility for them, and share my intent for requesting them. It was my intent to use the letters to encourage Council to take the lead in focusing on an Economic Advancement Program. It was an unfortunate and unintended consequence that Council members may have felt like they were being lobbied to support the Ferguson Advisory Services Contract. I have also included two articles from the December MML magazine on economic development and comments from the Chamber After Hours event held in October.

Please contact me or stop in to discuss any concerns or questions regarding this recommendation to continue an Economic Advancement Program.

**Ferguson Advisory Services, LLC**  
21 North Drive, Brooklyn, Michigan 49230

**Consulting Agreement With:**  
**Village of Dexter, Michigan**  
8140 Main Street  
Dexter Michigan, 48130

**Proposal:**

- Start Date:
- Term: 6 Months
- Fees: \$1,100 per month / \$6,600 per term of agreement
- Payments on Monthly Basis
- Village Covers Following Expenses:
  - Printing Expenses Associated to all Marketing Activities
  - Travel Expenses Specific to all Projects and Meetings outside the Village of Dexter "With Prior Approval". Travel and Meeting Examples:
    - Meetings with SPARK, MEDC, and SEMCOG
    - Meetings with Washtenaw County Economic Development
    - Meetings with Utilities Companies
    - Meetings with Prospective Customers
  - Mileage Calculated at .50 per mile

**Services and Products Delivered:**

- **Business Expansion and Jobs Retention Program**
  - Maintenance of comprehensive listing of companies within your community that also functions as an analysis tool to track business activity
  - Continued site visits to each company within your community with a primary focus on industrial activities, followed by service and retail
  - Continued follow-up with companies on potential projects generated from initial visits
  - Negotiation and packaging of expansion / job retention projects
  - Continue to provide a confidential report on each company visit
- **Business Attraction and Jobs Creation Program**
  - Target Market Industry Analysis
    - Continued review of existing industry
    - Identify potential opportunities that could enhance existing business activity
    - Review and align Village of Dexter potential targets with regional and state objectives
    - Conclusions and recommendations of specific target industries

- Target Market Company Study
    - Identification of specific companies within industries identified per Target Market Industry Analysis
  - Working with the DDA, The Chamber of Commerce, and The Dexter Community Schools to develop cohesive marketing materials that highlight the attributes of living and working in the Village Dexter
    - Brainstorming and “advisory” assistance with the creation of a long term branding and marketing strategy
    - Brainstorming and “advisory” assistance with updating The Village of Dexter website
  - Development of specific “Marketing Strategy” to approach select companies from Target Market Company Study using “existing” Dexter marketing materials
    - Creation and Implementation of “targeted” marketing mailings using various formats including hard copy and electronic communications
    - Follow up communication via phone conversations, e-mail, and hard copy correspondence
  - Assist with attracting new business to the community on a per project basis
- **Review and Recommendations on Local Incentive Programs**
  - **Assistance with Development of Incubator Project**
    - Establish relationships with private sector investment
    - Identify new business growth opportunities
  - **Continued Participation as Requested for State and Regional Economic Development Meetings and Seminars**
    - SPARK, MEDC, SEMCOG, Washtenaw County Economic Development, Utility Companies
  - **Continued Reporting and Documentation**
    - Daily communication with Village of Dexter, Village Manager
    - Monthly written report to Village Council
    - Monthly and/or as needed verbal reporting to Village Council
    - Annual review of program activities and success

**Reference Documents:**

- Village of Dexter Master Plan
- Washtenaw County Economic Development Plan
- Michigan Economic Development Corporation
  - Strategic Action Plan
- Data and Information Available Through SPARK

**Benefits to the Village of Dexter:**

- Over 20 Years of Economic and Workforce Development Experience
- Assistance to existing Economic Enhancement Efforts
- Professional Services Delivered at Cost Effective Rates
- No Computer / Technology Costs
- No Office Expenses
- No Employment Taxes
- No Health Care Costs

**Village of Dexter**

**Ferguson Advisory Services, LLC**

\_\_\_\_\_  
Donna Dettling, Village Manager

\_\_\_\_\_  
Shawn Ferguson, Principle

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Dexter Community Schools  
7714 Ann Arbor Street  
Dexter, Michigan 48130  
(734) 424-4100 ext. 1001  
email: [glassr@dexterschools.org](mailto:glassr@dexterschools.org)

Robert Glass  
Superintendent of Schools

*'Champion Learning: Develop, Educate- Inspire!'*

November 2, 2009

Shawn Keough, Village Council President  
and Dexter Village Council  
8123 Main Street  
Dexter, MI 48130

Dear Village President Keough:

It is my pleasure to write this letter of support for continuation of the Village Business Development Initiative that you have undertaken over the last several months.

Since coming to Dexter, I have been thoroughly impressed with the work of the Village of Dexter under the leadership of the Council and Village Manager Donna Dettling. It is the commitment to collaboration in Dexter that makes all the difference, with all of the units of government and community working together to make this a great place for businesses to locate and for families to call 'home.'

At our last Chamber of Commerce 'After Hours' event, I was powerfully reminded of the synergistic potential that exists when local businesses, government, civic organizations and schools work together to support one another with strategic intention. I believe that the services of Mr. Shawn Ferguson have been a major key in helping us realize the potential before us.

From the moment Donna and Shawn first came to visit and discuss their plans, it was clear that we 'spoke the same' language, shared the same enthusiasm and saw the same possibilities. While I do not understand the complete scope of the work that Shawn has been contracted by the Village to perform, it does seem to me that what he is trying to accomplish is beyond that which could be reasonably managed by the existing Village staff. My concern is that if Shawn Ferguson's services are not retained until a plan is established and sustainable momentum is achieved, the good work accomplished thus far may not come to fruition.

I have lived and worked in a number of settings and communities in my short 48 years, and I can say that a unique set of conditions seem to exist in Dexter at this point in time. This is a special community that values collaboration like virtually no other, and yet we are in need of a 'quarterback' or master planner to help us harness our collective energy to develop a collaborative approach to business development. I believe that Shawn Ferguson, with Donna Dettling's leadership has shown that he could be that 'quarterback.' I realize that maintaining Shawn's services will require the continued application of scarce financial resources. However I, for one, feel that Shawn's services represent a great value. It is my sincere hope that we can maintain an organized economic development effort here in Dexter!

Thanks so much for considering this letter of support, and for all that you are doing to keep Dexter prosperous! I value your partnership and welcome your input at any time.

Sincerely,

Rob Glass

*Dexter Community Schools • Since 1877 • A Heritage of Achievement*

Dear Village President Keough and Council:

I am writing to support the continuation of the Village Business Development Initiative undertaken by Village Council, led by Donna Dettling and Shawn Ferguson. I have had the opportunity to meet with Mr. Ferguson and Mrs. Dettling on several occasions and am absolutely convinced this initiative will pay dividends to our community for years to come.

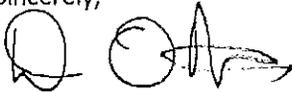
Our state and local economy has lost the ability to rely on manufacturers to for its employment and tax base; this loss has devastated many communities in our region. Fortunately, with our proximity to Ann Arbor, Dexter has an opportunity to transform its local economy away from traditional manufacturing and tap into the wave of technological entrepreneurship which is currently hitting the Ann Arbor area (think of A123 System's recent \$249 Million Grant to build car batteries).

We are seeing this change passively in Dexter as witnessed by the loss of Martinrea and the gain of smaller, Internet-based companies like SourceForge. Dexter has a unique opportunity to take advantage of this shift by proactively understanding and identifying its market, and establishing a **strategic retention and development plan**.

I believe through Mr. Ferguson's efforts, we can, in a strategic way, actively retain and attract businesses that fit our market niche.

Thank you for your consideration of this letter of support, and thank you for all you do to make Dexter a great place to live.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan O'Haver". The signature is stylized with a large "D" and "O", and a long, sweeping horizontal stroke at the end.

Dan O'Haver

# DEXTER AREA CHAMBER OF COMMERCE



December 8, 2009

To Whom It May Concern:

The Dexter Chamber of Commerce supports the continuation of Dexter's Economic Advancement Program. The initiative is a rare opportunity for an objective, unemotional perspective on the strengths and weaknesses of our community. By implementing the suggestions made by Mr. Ferguson we will be able to streamline our goals for the future.

With a purposeful and strategic vision Dexter will be able to shift away from dependence upon manufacturing toward stable careers in diversified industries. Just as an investor diversifies their investment portfolio, Dexter needs to look at ways to diversify its job base. As a result, this will allow for an increase of employment and educational opportunities, as well as improve the overall quality of life in our community.

Ultimately, the Economic Advancement Program will help provide an opportunity to improve the Village of Dexter's economic viability.

Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'A.R. Kudwa'. The signature is written in a cursive, somewhat stylized font.

Andrew R. Kudwa

President, Dexter Area Chamber of Commerce

8005 Main St., Dexter, Michigan 48130  
Phone (734) 426-0887 • Fax (734) 426-6055  
[www.dexterchamber.org](http://www.dexterchamber.org)

- recruitment and retention,
- creating infrastructure, and
- government relations.

According to Conklin, "Team Boyne is currently working on getting those committees to work independently and come back and report their activities on a regular basis," he explains.

The group has also begun to invite entrepreneurs to their meetings, "just to have a conversation with them and introduce them to the movers and shakers in the community. It doesn't have to be very complicated. Just getting them together in the same room is a great idea. Other things happen from that. I think that model works well for us," Baumann said.

Local businessman Mike Lange is in the process of starting a new wood pellets production business in Boyne City—he was laid off last year from auto parts manufacturer Lexamar, where he was a senior manager. He regularly attends Team Boyne meetings, and he attended the CEC training and the last year's conference. He says Team Boyne has supported him throughout the process, especially by connecting him with the

right people who know the answers to his specific questions. For example, transitioning from a large company to starting a small business, "I needed to figure out how to get new money. That was the piece that I needed the most help on," he says.

Baumann explains that one of the practices that helps him effectively nurture new and developing businesses is directing them to the resources and support organizations in the area that will best serve them at various stages of developing their business. "We don't have an economic development department in the city, but we encourage people to use resources like the Northern Lakes Economic Alliance," which sends a member to all of Team Boyne's meetings. "It is really useful to have them at your fingertips. If someone walks in the door and says, 'I'm thinking about starting a business,' then you can point them in the right direction," he says.

After Lexamar downsized its workforce, putting Lange and almost 100 others out of a job, Team Boyne organized a summit meeting, which featured author and business expert Tony Rubleski as a keynote speaker. The event "offered people encouragement, brought in people who were resources from various places like funding sources and business consultants, and there were some entrepreneurs that came to that event and ended up starting businesses," says Baumann.

Lange found the summit particularly helpful. "When you go to an event like that, the people from the CEC group, or whoever sponsors it, aren't the only ones you get to exchange with. I got much more out of the time that I spent with the attendees after Tony was done speaking." According to Lange, Team Boyne "provides us with the people who want us to succeed, and hands them right to us and says, here you are. Networking is the biggest role that they have played for us."

A lesson that Team Boyne teaches is the impact of teamwork. Echoing Baumann's sentiments about keeping everyone "on the same page," Conklin suggests, "The most important thing is that people work together, and the city needs to be the leader. The Main Street and downtown or DDA-type organization need to work together closely. People need to realize that this is our boat, and the better we paddle it together, the more successful we're going to be," he concludes. By utilizing their individual strengths and positions within the community, Team Boyne's members are working towards a common goal—to promote, develop, and retain an entrepreneurial climate that will sustain the community. 

### Characteristics of an Entrepreneur

- Builder, grower, and risk taker
- Not always easy to see
- Typically needs help turning idea into reality
- May not know how to tap community support

### What Do Entrepreneurs Need?

- Access to capital
- An entrepreneurial culture
- Talented employees
- Peer networks
- Basic infrastructure
- Market information
- Access to markets
- Training in all aspects of business

### Why Entrepreneurship for Boyne City?

- Hitting 'home runs' is hard
- Easier to attract and encourage entrepreneurs
- More entrepreneurs = more small business opportunities
- Small businesses are easier for Boyne City to absorb and welcome into our community making the growth more manageable

Jennifer Eberbach is a freelance journalist and professional copywriter. You may contact her at 734-929-2964 or [jen@jenthewriter.info](mailto:jen@jenthewriter.info). Visit her online at [www.jenthewriter.info](http://www.jenthewriter.info)

# ANN ARBOR SPARK

## Igniting Innovation-Based Growth in Washtenaw County

By Jennifer Eberbach

Ann Arbor Spark is a private-public partnership focused on advancing innovation-based economic development in Washtenaw County and beyond. The organization seeks to foster an entrepreneurial climate through its wide range of services, programs, funding opportunities, educational offerings, and expert assistance. In addition, SPARK has business incubators in downtown Ann Arbor and downtown Ypsilanti, and a wet lab incubator (lab space equipped with specialized plumbing and venting where researchers can run biological experiments and work with various chemicals and drugs) in Plymouth.

programs, and organizations amongst SPARK's large network of partnerships and referrals. According to Simms, out of approximately 200 people who have submitted ideas through the "Business Idea Submission Form" posted on SPARK's website this year, "over half we refer to another organization, depending on their stage of development."

*"Talent is a major component of economic development. When companies are deciding where to locate, they need to know that the type of people they are interested in are available."*



The SPARK Central incubator offers affordable office and meeting space, administrative support services, advanced technology, mentoring, networking, and educational events.

Skip Simms, the managing director of SPARK's Business Acceleration Program and manager of the Michigan Pre-Seed Capital Fund, explains, "SPARK is single-focused on trying to accommodate the growth of high potential businesses that are hiring knowledge-based, new economy workers, and are diversifying the economy." The organization aims to attract, retain, and develop high potential growth companies, "from start-ups to Fortune 500 types—companies that are certainly growing and have global markets," he says.

Created in 2005, SPARK was absorbed by the Washtenaw Development Council through a merger in 2006, Simms thinks, "having a single organization focused on economic development, as opposed to two, three, or more, you avoid turf battles, you avoid politics, and it makes it so much easier on businesses to know there's one place to go."

Beyond the programs and services the organization offers directly, SPARK also serves as a conduit through which entrepreneurs and start-ups can find appropriate resources,

recruit, and train these people. Being able to come to them with hard data about talent numbers—become a part of the sales team, in a way," she says.

Cell wears many different hats, sitting with Michigan Workforce and Washington Employee Training and Community Services twice a week, working with educational institutions to create training programs, coordinating career events, and connecting businesses with the workforce through a job posting service and weekly newsletter, among other responsibilities.



SPARK East offers on-site mentoring from the Entrepreneurial Expert Board (EEB).

For example, Simms finds the Small Business Development Center (SBDC) and the Small Business Technology Development Center (SBTDC) are particularly helpful resources. "Those organizations, and other support service organizations, provide the first line of education and tools to help entrepreneurs write business plans, identify markets, strategize, and determine whether or not they've got something worth pursuing," he explains.

SPARK also practices "open source economic development, which welcomes anybody, anywhere, from any organization to tap us and use any of our tools, get advice, take our programs and recreate them for their local community. We have no pride of ownership," Simms says, stressing the usefulness of communities learning from one another and sharing information and resources.

Simms tells, "In this area of open source economic development, we also have programs that are really statewide in nature." For example, SPARK administers and manages the Michigan Pre-Seed Capital Fund, a state-wide investment fund for early-stage technology-based companies. "We don't care if the company is located in South Saint Marie or Flint, or wherever. The fund is available to any and all companies that fit our criteria," he adds. Through collaborative effort with SmartZones around the state, which vet businesses for funding consideration, "in less than three years, we've made 35 investments in start-up companies," Simms said.

A particularly unique feature of SPARK is its incorporation of a workforce development component, which is spearheaded by managing director of talent enhancement Amy Cell. According to Cell, although it is not always the case, "workforce development and economic development really should be attached at the hip."

"Talent is a major component of economic development," Cell explains. When companies are deciding where to locate, they need to know that the type of people they are interested in are available. They need wage data because salaries are critical, and they need to find

Quality  
cost-effective  
retirement  
and employee  
benefit  
administration



800.337.6277

CHUCK MANWITZ

Deeds + Drawers

Please select one person at your table to record the following information based upon your discussion. We would like to collect this sheet from you at the end of the session so that we may have your feedback.

1.) Based upon what you heard tonight, what elements are the most positive? THAT YOU RECOGNIZE THE FACT THAT STUDENTS NEED MORE HELP IN PREPARING FOR THEIR FUTURE. WHETHER IT IS COLLEGE, THE WORKFORCE OR ?

2.) What concerns do you have about what you heard this evening? I AM CONCERNED FOR THE STUDENTS WHO MAY NOT GO TO COLLEGE. HAVE YOU PREPARED THEM PROPERLY? DO THESE KIDS KNOW HOW TO INTERVIEW FOR A JOB?, DO THEY KNOW HOW TO FIND A JOB?

3.) What input do you have for us as we continue to develop our plans? YOUR LOCAL BUSINESSES ARE THE ECONOMIC BACK BONE OF THE ECONOMY. IN MY 17 YEARS OF BUSINESS IN DEXTER, DONNA + SHAUN WERE THE FIRST VILLAGE PEOPLE TO STOP BY AND ASK ANY QUESTIONS OR TO SEE HOW WE ARE DOING. THIS IS A GOOD START.

4.) Other Questions or feedback:

~~FOR YOU~~ REMEMBER THAT ALL KIDS WON'T GO TO COLLEGE, WORK TO ENCOURAGE THEM FOR THE FUTURE! HOW CAN YOU SPARK A POSITIVE IDEA FOR THESE KIDS' FUTURE?

DOES THE SCHOOL SYSTEM  
ENCOURAGE STUDENTS TO THINK ABOUT  
STARTING THEIR OWN BUSINESS?

- How do you do it?
- What do they expect from this?  
Money?  
Freedom?
- If you can find 1 student per  
year who wants to start in  
Digital and technology, employs  
10 people, think of the possibilities

Please select one person at your table to record the following information based upon your discussion. We would like to collect this sheet from you at the end of the session so that we may have your feedback.

1.) Based upon what you heard tonight, what elements are the most positive?

THE ELEMENT OF THE SCHOOL SYSTEM AND THE VILLAGE WORKING TOGETHER TOWARDS ~~BOTH~~ SUCCESS FOR BOTH SIDES.

2.) What concerns do you have about what you heard this evening?

NOTHING!

3.) What input do you have for us as we continue to develop our plans?

KEEP THIS MOVING FORWARD. IT WOULD BE GREAT TO SEE DEXTER IN THE FOREFRONT ON THIS.

4.) Other Questions or feedback:

