

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 6, 2008**

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The members of the Delhi Charter Township Committee of the Whole met on Wednesday, August 6, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:30 p.m.

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Treasurer Harry Ammon, Trustees John Hayhoe, Paul Krepps, Roy Sweet

Member Absent: Trustee Jerry Ketchum

Others Present: John Elsinga, Township Manager  
Mark Jenks, Director of Parks & Recreation  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**BUSINESS**

**DEPARTMENT OF PUBLIC SERVICES – JULY MONTHLY REPORT**

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Sandra Diorka, Director of Public Services, reported on the highlights of the Department of Public Services July 2008 Monthly Report (ATTACHMENT I).

**U.S. HOUSING AND URBAN DEVELOPMENT HOME PURCHASE**

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The Board reviewed a memorandum dated July 29, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT II).

Tracy Miller, Director of Community Development, stated that a U.S. Housing and Urban Development (HUD) program was discussed at the June 3, 2008 Committee of the Whole meeting. This program allows homes to be purchased by local governments for \$1. The Lion's Club of Michigan had approached the Township regarding their interest in obtaining a home located at 4240 Woodward Avenue. If the Township purchased the home, the Loin's Club would invest in its rehabilitation and transfer it to a qualifying homeowner.

Ms. Miller stated that when an FHA insured mortgage is foreclosed on, the property goes to HUD. These homes, after approximately 180 days on the market, are offered to local governments during a ten day window for \$1. If the local government does not purchase these homes, local qualifying law enforcement officers, pre-Kindergarten through 12th grade teachers and firefighters/emergency medical technicians can purchase these homes for \$1. The Township contacted the HUD attorneys in Michigan and this home has been set aside waiting for action by the Township.

Ms. Miller reported on the pros and cons of this program and asked the Board for guidance before continuing. Ms. Miller stated that she spoke with the Loin's Club and they have agreed to indemnify the Township from any financial liability up to the fair market value of the home

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resulting from HUD determining that the home was not rehabilitated and/or not sold to a low to moderate income buyer.

Ms. Miller stated that one item that is unclear from HUD's expectation is whether these homes must be homeowner occupied and for how long. When the Ingham County Land Bank Authority transfers a home they require a deed restriction that subjects the property to homeowner occupancy for a period of twenty years. Ms. Miller suggested, from a policy prospective, that if the Township decides to move forward with this program they mirror what the Land Bank Authority does to ensure the opportunity for homeowner occupancy. It was also agreed that the Lions Club's would pay the Township for the actual costs of obtaining this house.

**TOWNSHIP MANAGER REPORT**

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Twp. Mgr. Elsinga questioned if the Board wanted to hold the September 2, 2008 Board meeting as it falls on the day after Labor Day. Supervisor Goodrich stated that if there were no pressing issues to act upon at this meeting it would be acceptable to him.

Twp. Mgr. Elsinga stated that the Valhalla Park swimming beach was down approximately two feet due to the dewatering in that area which concerned some neighbors and users. The problem has been corrected. Construction will be working in that area and the goal is to keep the beach open through Labor Day; however, it may have to be closed for a day or two.

Twp. Mgr. Elsinga reported on the ongoing and upcoming projects in the Township.

**ADJOURNMENT**

Meeting adjourned at 7:26 p.m.

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

\_\_\_\_\_  
Evan Hope, Township Clerk

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

\_\_\_\_\_  
Stuart Goodrich, Supervisor

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**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 6, 2008**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, August 6, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Supervisor Stuart Goodrich, Treasurer Harry Ammon, Clerk Evan Hope, Trustees John Hayhoe, Paul Krepps, Roy Sweet

Members Absent: Trustee Jerry Ketchum

Others Present: John Elsinga, Township Manager  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC**

Michael Henderson, 3599 Creole Way – spoke of a vacant parcel owned by the Ingham County Land Bank that adjoins his property. Mr. Henderson wishes to purchase this property and asked for the Township's support in this purchase.

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of July 15, 2008
- B. Approval of Minutes – Regular Meeting of July 15, 2008
- C. Approval of Claims – July 15, 2008 (ATTACHMENT I)
- D. Approval of Claims – July 29, 2008 (ATTACHMENT II)
- E. Approval of Payroll – July 24, 2008 (ATTACHMENT III)

**SWEET MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.**

A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope

Absent: Ketchum

**MOTION CARRIED**

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**NEW BUSINESS**

**APPLICATION FOR PUBLIC FIREWORKS DISPLAY PERMIT – HOLT HOMETOWN, INC.**

The Board reviewed memorandums dated July 22, 2008 from Twp. Mgr. Elsinga and July 15, 2008 from Mark Jenks, Director of Parks and Recreation (ATTACHMENT IV).

**HAYHOE MOVED TO APPROVE THE APPLICATION FOR PUBLIC FIREWORKS  
DISPLAY PERMIT FROM HOLT HOMETOWN, INC. TO BE HELD ON AUGUST 23,  
2008 AT THE HOLT HOMETOWN FESTIVAL.**

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope, Krepps

Absent: Ketchum

**MOTION CARRIED**

**DESIGNATION OF LAND DIVISION OFFICIAL FOR DELHI CHARTER TOWNSHIP**

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The Board reviewed a memorandum dated July 30, 2008 from Twp. Mgr. Elsinga (ATTACHMENT V).

**AMMON MOVED TO DESIGNATE TRACY MILLER, DIRECTOR OF COMMUNITY  
DEVELOPMENT, AS THE LAND DIVISION OFFICIAL FOR DELHI CHARTER  
TOWNSHIP EFFECTIVE AUGUST 6, 2008.**

Twp. Mgr. Elsinga stated that the position of Land Division Official became vacant with the resignation of Steve Hudson, former Township Assessor and Tracy Miller, Director of Community Development, is more than qualified to perform this role.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Goodrich, Hayhoe, Hope, Krepps, Sweet

Absent: Ketchum

**MOTION CARRIED**

**AMENDMENT TO TOWNSHIP ORDINANCE NO. 116 – SOIL EROSION AND  
SEDIMENTATION CONTROL, SECOND CONSIDERATION (PROPOSED TOWNSHIP  
ORDINANCE NO. 116.1)**

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The Board reviewed memorandums dated July 22, 2008 from Twp. Mgr. Elsinga and July 10, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT VI).

**SWEET MOVED UPON SECOND CONSIDERATION, TO AMEND TOWNSHIP  
ORDINANCE NO. 116 – DELHI CHARTER TOWNSHIP SOIL EROSION AND  
SEDIMENTATION CONTROL (TOWNSHIP ORDINANCE NO. 116.1).**

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Krepps, Sweet, Ammon

Absent: Ketchum

**MOTION CARRIED**

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**AMENDMENT TO TOWNSHIP ORDINANCE NO. 91 – SIDEWALK ORDINANCE, FIRST CONSIDERATION (PROPOSED TOWNSHIP ORDINANCE NO. 91.4)**

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The Board reviewed memorandums dated July 22, 2008 from Twp. Mgr. Elsinga and July 28, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT VII).

**KREPPS MOVED UPON FIRST CONSIDERATION, TO AMEND TOWNSHIP ORDINANCE NO. 91 – DELHI CHARTER TOWNSHIP SIDEWALK ORDINANCE (PROPOSED TOWNSHIP ORDINANCE NO. 91.4).**

Tracy Miller, Director of Community Development, stated that this amendment to the Sidewalk Ordinance would incorporate some of the current policy language (Policy No. 105) into the Ordinance enabling Township staff to implement the same. Also, there are updates and clarification to some of the language in the Ordinance.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Krepps, Sweet, Ammon, Goodrich

Absent: Ketchum

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2008-043 – STREETLIGHT SPECIAL ASSESSMENT DISTRICT/ROLL – WILLOUGHBY OAKS CONDOMINIUMS**

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The Board reviewed memorandums dated July 25, 2008 from Twp. Mgr. Elsinga and July 22, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT VIII).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO. 2008-043 WHICH AMENDS THE STREETLIGHT SPECIAL ASSESSMENT DISTRICT/ROLL FOR WILLOUGHBY OAKS CONDOMINIUMS, PER EXHIBIT A, TO REFLECT RATE INCREASES IMPOSED BY THE LANSING BOARD OF WATER AND LIGHT.**

Tracy Miller, Director of Community Development, stated that this amendment will correct the assessment roll that was approved at the June 17, 2008 Board meeting by removing some parcels that did not belong on that roll and adjusting the remaining parcels to reflect the same total annual cost.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Krepps, Sweet, Ammon, Goodrich, Hayhoe

Absent: Ketchum

**MOTION CARRIED**

**INTER-AGENCY AGREEMENT FOR TRANSPORTATION WORK BETWEEN DELHI CHARTER TOWNSHIP AND THE BOARD OF INGHAM COUNTY ROAD COMMISSIONERS**

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The Board reviewed memorandums dated July 31, 2008 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT IX).

**KREPPS MOVED TO APPROVE THE INTER-AGENCY AGREEMENT FOR TRANSPORTATION WORK BETWEEN DELHI CHARTER TOWNSHIP AND THE BOARD OF INGHAM COUNTY ROAD COMMISSIONERS FOR THE CONSTRUCTION**

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**OF A NON-MOTORIZED TRANSPORTATION PATHWAY FROM HOLT ROAD TO  
WILLOUGHBY ROAD.**

Tracy Miller, Director of Community Development, stated that this agreement between the Ingham County Road Commission (ICRC) and the Township allows the ICRC to act as a pass through for the Michigan Department of Transportation Congestion Mitigation and Air Quality Grant. The Township has received partial funding (80%) for the first section of this pathway. This section will go from Holt Road along Depot Street into Valhalla Park then north through Maple Ridge Cemetery ending at Willoughby Road. Ms. Miller stated that the bid opening for this project was held on August 1, 2008. Project costs were estimated at approximately \$546,000 last year; however, the awarded bid was \$318,000. This reduces the Township's share to less than \$63,000 for the grant match.

The anticipated construction start date of this section of trail is September 2<sup>nd</sup> with an anticipated completion date to be before the end of October.

A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope

Absent: Ketchum

**MOTION CARRIED**

**ZONING AND DEVELOPMENT**

**PETITION TO REZONE CASE NO. 08-853 – 2536 E. JOLLY ROAD – STEVEN M. WICKENS – TAX PARCEL #33-25-05-02-126-005 – C-3, HIGHWAY SERVICE, TO C-2, GENERAL BUSINESS (PROPOSED ZONING ORDINANCE NO. 614)**

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The Board reviewed a memorandum dated July 28, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT X).

**AMMON MOVED TO APPROVE THE REZONING OF CASE NO. 08-853, 2536 E. JOLLY ROAD, TAX PARCEL #33-25-05-02-126-005, STEPHEN M. WICKENS, FROM C-3, HIGHWAY SERVICE, TO C-2, GENERAL BUSINESS, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR JULY 14, 2008 MEETING, BASED ON IT BEING CONSISTENT WITH PURPOSE AND INTENT OF THE ZONING ORDINANCE, BEING COMPATIBLE WITH THE EXISTING AND ANTICIPATED DEVELOPMENT IN THE AREA AND PURSUANT TO THE MASTER PLAN (ZONING ORDINANCE NO. 614).**

Tracy Miller, Director of Community Development, stated that this property is located on Jolly Road east of McDonald's Restaurant and west of Tim Horton's. The parcel is relatively narrow with frontage on both Jolly and Five Oaks Roads. Within the C-3 (Highway Service) zoning, the small parcel size, along with the two required front yard setbacks of 50' and two sideyard setbacks of 20', leaves a very small building envelope making the property very challenging to develop. One way to address this would be to down zone this property. By rezoning the property to C-2 (General Business) the need for the sideyard setback would be eliminated as well as ensuring that the property is developable in a way that is consistent with the Master Plan and the properties around it. There is currently a purchase agreement on this property with plans to build a Chiropractic Office.

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A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope

Absent: Ketchum

**MOTION CARRIED**

**PETITION TO REZONE CASE NO. 08-855 – 4136 AND 4184 WILLOUGHBY ROAD – PRAIRIE HILLS ASSISTED LIVING COMMUNITIES – TAX PARCEL #33-25-05-11-452-005, 33-25-05-11-452-001 AND 33-25-05-11-452-004 – IM, INDUSTRIAL MANUFACTURING AND A-1, AGRICULTURAL TO RM, MULTIPLE FAMILY (PROPOSED ZONING ORDINANCE NO. 615)**

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The Board reviewed a memorandum dated July 28, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT XI).

**AMMON MOVED TO APPROVE THE REZONING OF CASE NO. 08-855, 4136 WILLOUGHBY ROAD, TAX PARCEL #33-25-05-11-452-005 (1.34 ACRES) FROM A-1, AGRICULTURAL, TO RM, MULTIPLE FAMILY, AND 4184 WILLOUGHBY ROAD, TAX PARCEL #33-25-05-11-452-001 AND 33-25-05-11-452-004, FROM IM, INDUSTRIAL MANUFACTURING, TO RM, MULTIPLE FAMILY, AS RECOMMENDED AT THE JULY 14, 2008 PLANNING COMMISSION MEETING, BASED ON IT BEING CONSISTENT WITH PURPOSE AND INTENT OF THE ZONING ORDINANCE, BEING COMPATIBLE WITH THE EXISTING AND ANTICIPATED DEVELOPMENT IN THE AREA AND PURSUANT TO THE MASTER PLAN (ZONING ORDINANCE NO. 615).**

Tracy Miller, Director of Community Development, stated that this property is located on the north side of Willoughby Road to the east of the railroad tracks which contains the gravel pit lakes. It also encompasses a small strip of property that is on the east side of the lakes. The 1.34 acre piece of property is zoned A-1 (Agricultural). The remainder of the property is currently zoned IM (Industrial Manufacturing). The total property size is approximately 38.5 acres which includes the water. This property is the former site of cement block manufacturing companies. As a result of that industrial activity, this site would be categorized as a Brownfield site. There is multi-family zoning to the left of this property, high density residential to the west and an industrial user to the south. The lakes provide a buffer to the medium density residential going to the eastward on Willoughby Road. The entity that has the purchase offer on this property intends to pursue the development of an assisted living facility. If the assisted living development does not occur, multi-family dwellings, up to six units per acre, country clubs and golf courses would be permitted by right in the RM (Multiple Family) zoning district. Any developments besides these items would require a special use permit.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope, Krepps

Absent: Ketchum

**MOTION CARRIED**

**SPECIAL USE PERMIT NO. 08-258 – KENNETH BADGLEY – 1481 ONONDAGA ROAD – TAX PARCEL #33-25-05-29-226-008 – CONTRACTOR'S OFFICE**

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The Board reviewed a memorandum dated July 29, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT XII).

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**KREPPS MOVED TO ADOPT SPECIAL USE PERMIT #08-258 FOR A CONTRACTOR OFFICE AT 1481 ONONDAGA ROAD, KENNETH BADGLEY, TAX PARCEL #33-25-05-29-226-008, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR JULY 14, 2008 MEETING.**

Tracy Miller, Director of Community Development, stated that there are currently a few parcels in the Township that are smaller, agriculturally zoned pieces that have barns but no homes on them. The applicant purchased this parcel in 2006 and operates his business there. When the Township became aware of the business operating on this property the applicant was contacted in regards to obtaining a special use permit to operate his business on this parcel.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Goodrich, Hayhoe, Hope, Krepps, Sweet

Absent: Ketchum

**MOTION CARRIED**

**SPECIAL USE PERMIT NO. 08-259 – TIMOTHY BRENNER -2237 AURELIUS ROAD – TAX PARCEL #33-25-05-15-280-001 – ROASTING OF COFFEE FOR RETAIL SALE**

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The Board reviewed a memorandum dated July 29, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT XIII).

**SWEET MOVED TO ADOPT SPECIAL USE PERMIT NO. 08-259 TO ALLOW THE ROASTING OF COFFEE FOR RETAIL SALES AT 2237 AURELIUS ROAD, TIMOTHY BRENNER, TAX PARCEL #33-25-05-15-280-001, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR JULY 28, 2008 MEETING.**

Tracy Miller, Director of Community Development, stated that the applicant has a purchase agreement for the showroom building and the indoor showroom building located at 2237 Aurelius Road, Condominium No. 1. This permit will allow for the roasting of coffee which is categorized as a processing establishment that sells its output at retail from its site. An accounting firm will also be located in this building which does not require a special use permit. One concern voiced at the July 28, 2008 Planning Commission meeting was the coffee roasting and truck delivery time. It was stated that the roasting and delivery time would only take place during business hours.

Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Krepps, Sweet, Ammon

Absent: Ketchum

**MOTION CARRIED**

**SPECIAL USE PERMIT NO. 08-260 – AUTO TECH – 2237 AURELIUS ROAD – TAX PARCEL #33-25-05-280-001 – SERVICE AND REPAIR OF MOTOR VEHICLES**

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The Board reviewed a memorandum dated July 29, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT XIV).

**HOPE MOVED TO ADOPT SPECIAL USE PERMIT NO. 08-260 FOR THE SERVICE AND REPAIR OF MOTOR VEHICLES AT 2237 AURELIUS ROAD, FARHAD SYED,**

**DELHI CHARTER TOWNSHIP  
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**AUTO TECH, TAX PARCEL #33-25-05-15-280-001, AS RECOMMENDED BY THE  
PLANNING COMMISSION AT THEIR JULY 28, 2008 MEETING.**

Tracy Miller, Director of Community Development, stated that this business recently began doing business at the southern suite of the former Holt Auto Sales showroom building without a special use permit. Auto repair requires a special use permit in the C-2 district. The applicant submitted an application for the permit when it was discovered that there was none. Two of the seven conditions of this permit resulted from residents who attended the Planning Commission Public Hearing. Their concern appeared to be primarily focused on the potential future use of an outdoor public address system (Condition No. 6) and for fluids leaking from vehicles contaminating their property (Condition No. 4). It was asked if the privacy webbing would remain in the rear fence. Ms. Miller answered in the affirmative.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Krepps, Sweet, Ammon, Goodrich

Absent: Ketchum

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

**SENIOR CITIZEN CENTER GROUND BREAKING CEREMONY**

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Supervisor Goodrich stated that the Senior Citizen Center Ground Breaking Ceremony will be held on August 8, 2008 and invited the Board and staff members to attend.

**TREASURER**

**2<sup>ND</sup> QUARTER INVESTMENT REPORT**

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The Board reviewed the 2<sup>nd</sup> Quarter Investment Report (ATTACHMENT XV).

Treasurer Ammon reported on the 2<sup>nd</sup> Quarter Investment Report.

**SUMMER PROPERTY TAXES**

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Treasurer Ammon stated that his office is in the process of collecting Summer Property Taxes.

**CLERK**

**PRIMARY ELECTION**

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Clerk Hope stated that Delhi Township had a 19% voter turnout in the Primary Election held on August 5, 2008. Absent Voters cast 37% of the ballots.

**MUSIC IN THE GARDEN**

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Clerk Hope stated that the last performance in the Music in the Garden series, hosted by the Holt Community Arts Council, will be held on Sunday, August 10, 2008.

**TRUSTEES**

**TRUSTEE HAYHOE**

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Trustee Hayhoe stated that he attended the first National Night Out event held in the Veterans Memorial Garden on August 5, 2008.

**TRUSTEE KREPPS**

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Trustee Krepps stated that he has a conflict with the September 9, 2008 Budget meeting and asked the Board if the meeting could be rescheduled for September 15, 2008.

**ADJOURNMENT**

Meeting adjourned at 8:44 p.m.

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

\_\_\_\_\_  
Evan Hope, Township Clerk

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

\_\_\_\_\_  
Stuart Goodrich, Supervisor

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