



NEW HAVEN PLANNING COMMISSION MEETING AGENDA

February 04, 2025 at 6:00 PM
Municipal Council Room – 57775 Main Street

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Village Offices at (586) 749-5301

The New Haven Planning Commission will hold its Regular Meeting at 6:00 pm, at the New Haven Municipal Offices at 57775 Main Street.

- 1. Call to Order/Roll Call**
- 2. Public Hearing**
- 3. Approval of Agenda**
- 4. Public Comments on Agenda**
- 5. Approval of the Minutes**
 - A.** Regular meeting minutes December 3, 2024
- 6. Communications/Correspondence/Workshop**
- 7. Old Business**
 - A.** Haven Ridge Estates - Revised Site Plans
- 8. New Business**
 - A.** McKenna Presentation - 7:00 PM
 - B.** Spalding DeDecker Presentation - 7:35 PM
 - C.** Carlisle Wortman Associates Presentation - 8:10 PM
- 9. Planner's Report**
- 10. Public Comments on Non-Agenda Items**
- 11. Call from the Table**
- 12. Adjournment**



NEW HAVEN PLANNING COMMISSION MEETING MINUTES

December 03, 2024 at 7:00 PM
Municipal Council Room – 57775 Main Street

1. Call to Order/Roll Call

Meeting called to order at 7:02 PM

PRESENT

- C. Chris Dilbert
- L. Lucy Nolan-Dilbert
- R. Rob Pannell
- G. Genevieve Rodzik
- C. Craig Simms
- R. Rachel Whitsett

ABSENT

- K. Katie Cendrowski

2. Public Hearing

None

3. Approval of Agenda

Motion made by R. Pannell to approve the agenda as presented, Seconded by R. Whitsett.

Voting Yea: C. Dilbert, L. Nolan-Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett

4. Public Comments on Agenda

None

5. Approval of the Minutes

- A. Regular meeting minutes November 5, 2024

Motion made by R. Whitsett to approve the minutes as presented, Seconded by R. Pannell.

Voting Yea: C. Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett

Voting Abstaining: L. Nolan-Dilbert

6. Communications/Correspondence/Workshop

None

7. Old Business

A. Crossroads Liquor Store - Site plan review

Motion made by C. Dilbert to approve CrossRoads Liquor Store site plan with sidewalk correction,
Seconded by L. Nolan-Dilbert.

Roll Call - Voting Yea: C. Dilbert, L. Nolan-Dilbert, C. Simms, R. Whitsett

Voting Nay: R. Pannell, G. Rodzik

8. New Business

A. 2025 Meeting Dates

Motion made by R. Pannell to accept the 2025 Planning Commission calendar as presented, Seconded
by G. Rodzik.

Voting Yea: C. Dilbert, L. Nolan-Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett

9. Planner's Report

None

10. Public Comments on Non-Agenda Items

None

11. Call from the Table

G. Rodzik - looking for new planners

12. Adjournment

Motion made by C. Dilbert to adjourn at 7:20 PM, Seconded by R. Pannell.

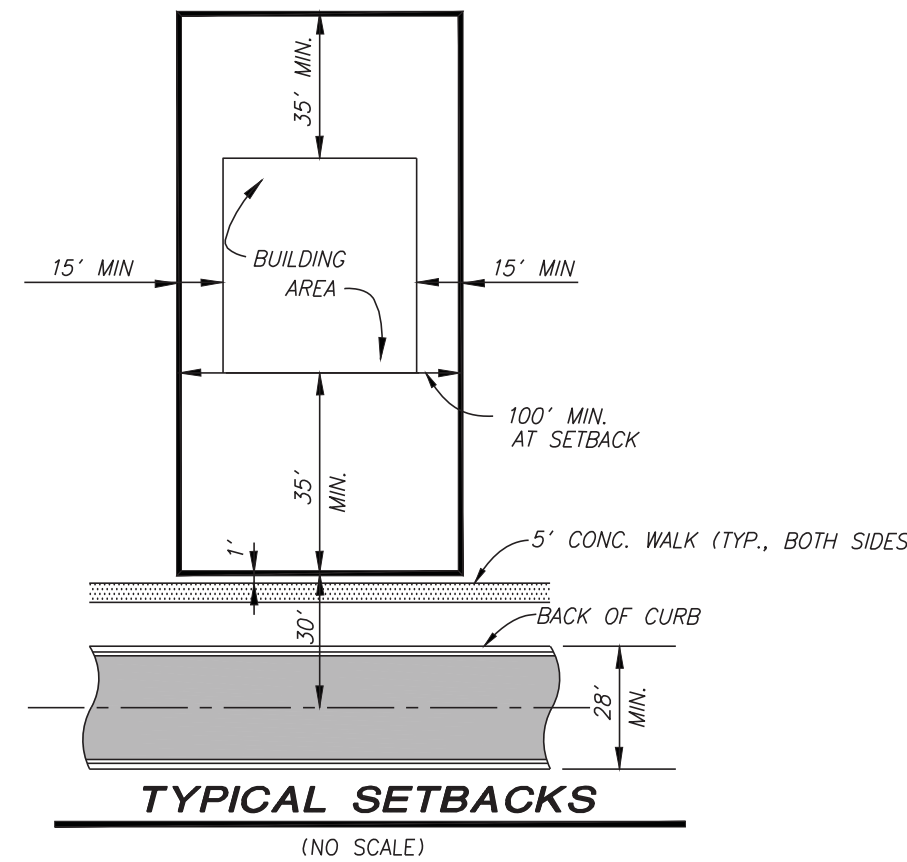
Voting Yea: C. Dilbert, L. Nolan-Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett

FIRE DEPARTMENT NOTES

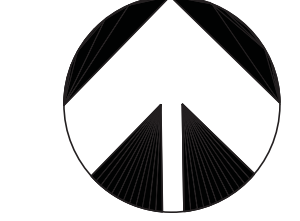
1. ALL FIRE LANES AND ACCESS SHALL BE PROVIDED AND DESIGNATED PER THE VILLAGE FIRE DEPARTMENT MINIMUM REQUIREMENTS.
2. ONSITE FIRE HYDRANT LOCATIONS SHALL BE APPROVED BY THE VILLAGE FIRE DEPARTMENT PRIOR TO ENGINEERING APPROVAL.

NOTES

1. ALL UTILITIES AND GRADING SHOWN ARE FOR PLANNING PURPOSES ONLY. EXACT UTILITY LOCATIONS AND GRADING TO BE DETERMINED DURING ENGINEERING.
2. PERMIT REQUIRED FROM MACOMB COUNTY DEPARTMENT OF ROADS FOR ALL WORK DONE WITHIN HAVEN RIDGE ROAD RIGHT-OF-WAY.
3. MUNICIPAL UTILITIES (WATER, SANITARY, STORM SEWER) SHALL BE BROUGHT ON SITE BY THE DEVELOPER FROM EXISTING SOURCES. PLANS MUST BE SUBMITTED TO THE VILLAGE DPW FOR REVIEW. NO CONSTRUCTION MAY BEGIN PRIOR TO ENGINEERING APPROVAL.
4. NO SITE LIGHTING IS PROPOSED. IF ANY SITE/STREET LIGHTING IS TO BE PROVIDED, PROVIDE DETAIL TO VILLAGE OF NEW HAVEN PLANNING. ALL EXTERIOR LIGHTING SHALL BE IN ACCORDANCE WITH SEC. 915-906.
5. NO ENTRANCE SIGNAGE OR LANDSCAPING IS PROPOSED. IF ANY ENTRANCE SIGN AND LANDSCAPING DESIGN IS TO BE PROVIDED, IT SHALL BE PROVIDED PRIOR TO ISSUANCE OF BUILDING PERMIT. REFER TO SECTION 425-5 FOR DIMENSIONAL AND LOCALATIONAL REGULATIONS.
6. THE VILLAGE SHALL BE HELD HARMLESS FOR LIABILITIES OR DAMAGES OF ANY STORM DRAINAGE AND FLOODING ISSUES AS A RESULT OF THE PROPOSED ACTIVITIES.
7. ALL ACCESS EASEMENTS AND OPERATION AND MAINTENANCE AGREEMENT FOR THE PROPOSED PONDS SHALL BE PROVIDED PRIOR TO ENGINEERING APPROVAL.
8. ALL RELATED SANITARY LIFT STATION CONSTRUCTION, OPERATION, INSPECTION, MAINTENANCE, REPLACEMENT, ETC. COSTS SHALL BE PAID BY THE SUBDIVISION AT NO COST TO THE VILLAGE. SUBJECT TO THE VILLAGE APPROVAL, AN AGREEMENT SHALL BE EXECUTED AND RECORDED ACCORDINGLY.



NORTH

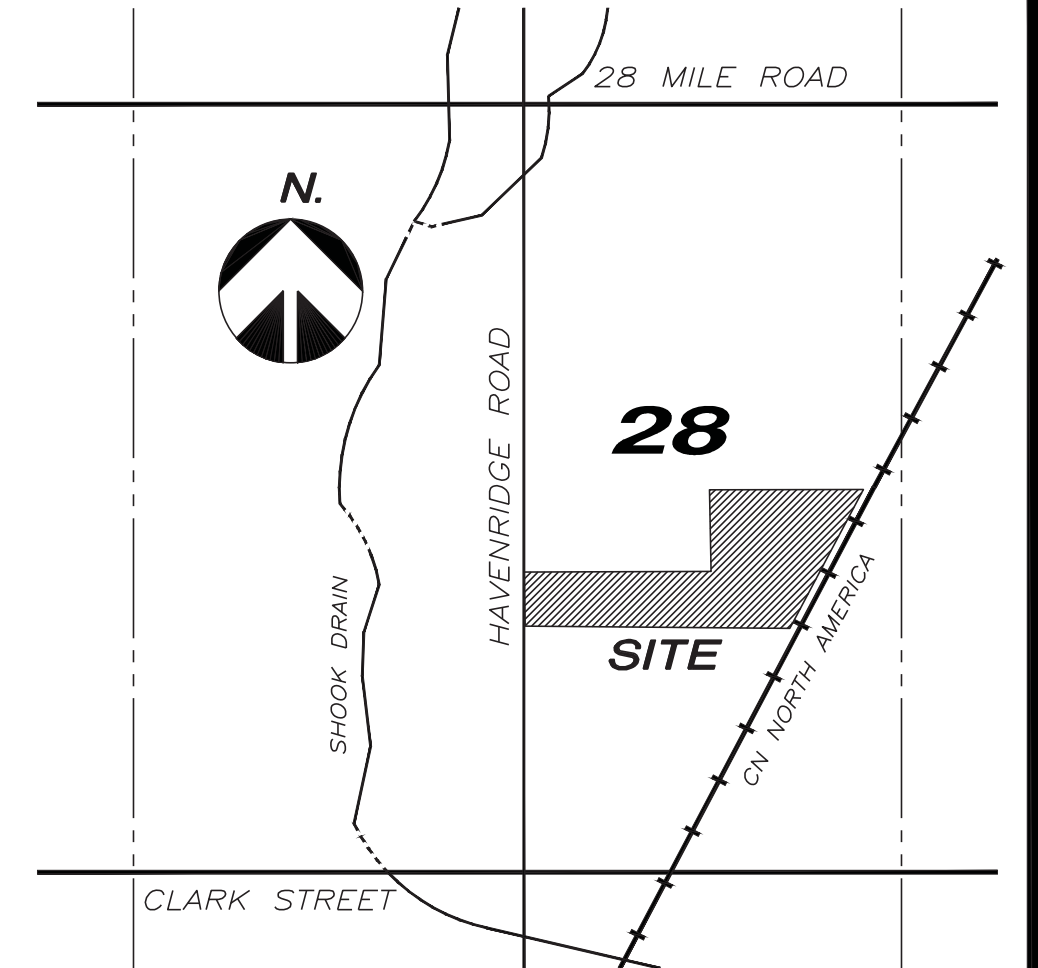


SCALE: 1"=100'



BENCHMARKS

- DATUM=NAVD83
1. T/HYD. E. SIDE HAVENRIDGE 70' N. OF SITE. ELEVATION=654.75
 2. T/HYD. NW CORNER OF HAVENRIDGE & MARGO ELEVATION=655.20
 3. T/HYD. E. SIDE HAVENRIDGE 15' S. OF SITE. ELEVATION=655.83



PROPERTY DESCRIPTION

A parcel of land in the Southeast 1/4 of Section 28, T.4N., R.14E., Village of New Haven, Macomb County, Michigan is described as: Commencing at the Center Post of Section 28; thence S.02°08'42"E., 577.50 feet along the North-South 1/4 line of Section 28 to the Point of Beginning; thence N.88°45'48"E., 1320.00 feet; thence N.02°08'42"W., 577.95 feet as measured (1577.50 feet record) to a point on the East-West 1/4 line of Section 28; thence along said line N.88°44'36"E., 1090.38 feet as measured (1087.75 feet record) to a point on the westerly line of the Canadian National Railroad (previously known as the Grand Trunk Western Railroad); thence along said line S.26°49'58"W., 1114.59 feet as measured (1110.43 feet record); thence S.89°28'45"W., 1870.84 feet as measured (1870.05 feet record) to a point on the North-South 1/4 line of Section 28; thence N.02°08'42"E., 381.90 feet along said line to the Point of Beginning and containing 30.29 acres.

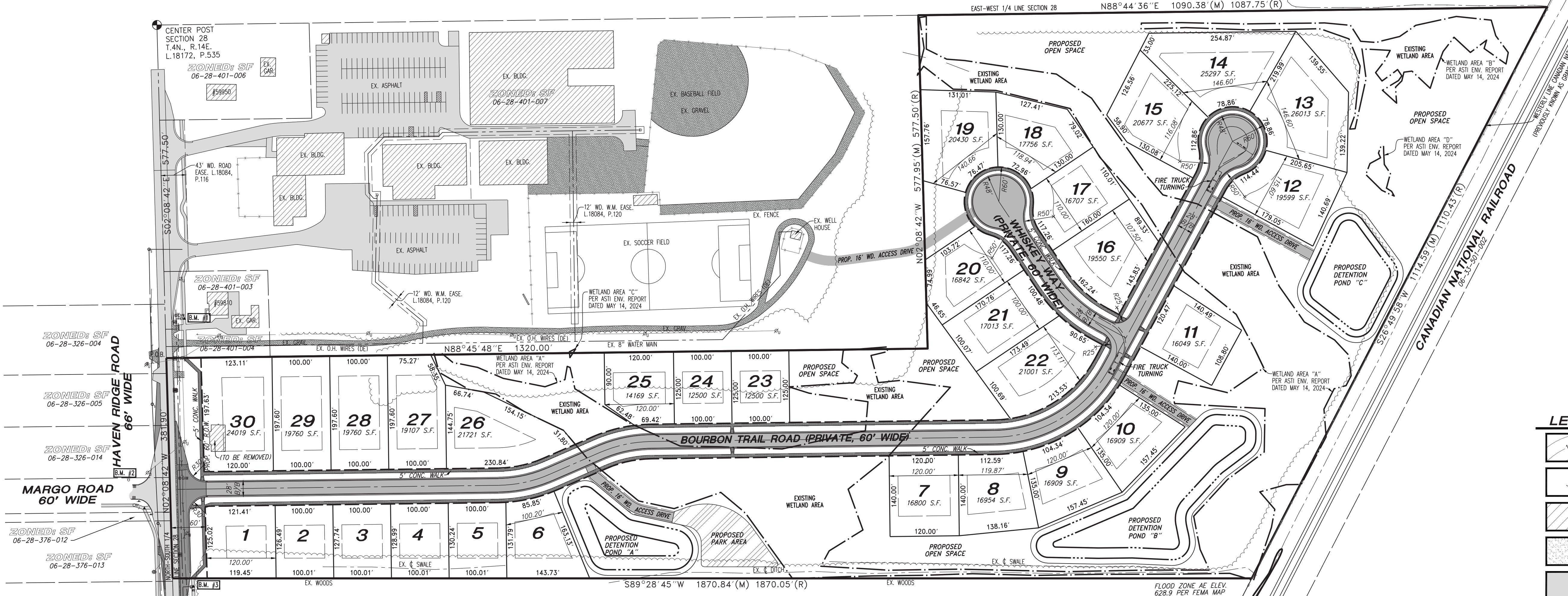
Subject to the rights of the public for highway purposes along Havenridge Road (66 feet wide) and to all other easements, restrictions and right of ways of record.

SITE CRITERIA

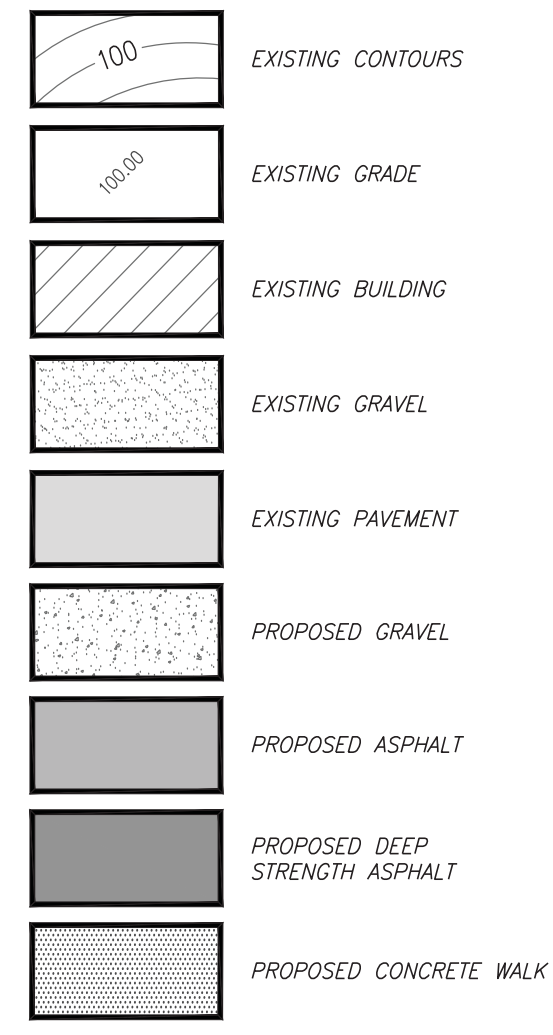
- PARCEL IDENTIFICATION #: 06-28-401-005
- ADDRESS: 59740 HAVENRIDGE ROAD
- AREA OF SITE: 30.29 ACRES (GROSS); 29.77 ACRES (NET, EXCLUDES HAVENRIDGE R.O.W.)
- EXISTING ZONING: SINGLE FAMILY (SF)
- ADJACENT ZONINGS: SF, SF II, MF, AG
- PROPOSED USE: SINGLE FAMILY RESIDENTIAL (30 UNITS)
- MINIMUM LOT WIDTH: 100'
- MINIMUM LOT AREA: 12,000 S.F.
- MAXIMUM % OF LOT AREA COVERAGE BY BUILDINGS: 35%
- MAXIMUM STRUCTURE HEIGHT: 35', 2.5 STORIES

- SETBACKS:
 - FRONT: 35'
 - SIDE: 15' MIN. (30' TOTAL)
 - REAR: 35'
- DENSITY:
 - GROSS: 30 UNITS / 30.29 ACRES = 0.99 UNITS PER ACRE
 - NET: 30 UNITS / 29.77 ACRES = 1.01 UNITS PER ACRE
- UTILITY SUMMARY:
 - WATER MAIN: MUNICIPAL
 - SANITARY SEWER: MUNICIPAL
 - STORM SEWER: ENCLOSED PIPE TO ON-SITE DETENTION PONDS WITH OUTLET TO EXISTING WETLANDS
- SIGNAGE: NOT PART OF THIS SUBMITTAL

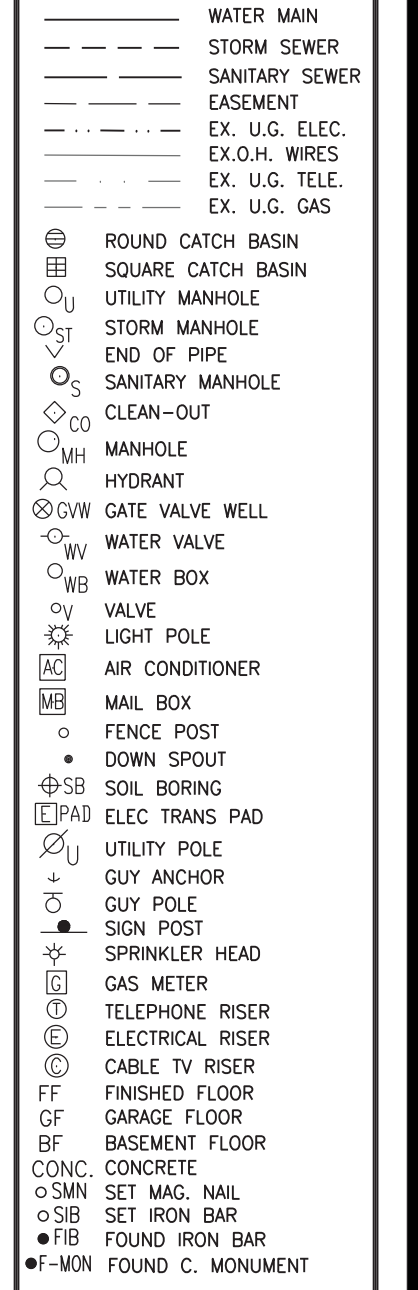
ZONED: AG
06-28-200-011



LEGEND



TOPOGRAPHY LEGEND



SHEET INDEX

1. SITE PLAN
2. CIVIL ENGINEERING SITE PLAN
3. EXISTING CONDITIONS

TCEC REVIEW #NH24101
SITE PLAN - SHEET 1 of 3

SITE PLAN
PART OF THE N.E. 1/4 OF SECTION 28
T.4N., R.14E., VILLAGE OF NEW HAVEN,
MACOMB COUNTY, MICHIGAN

DATE: 2-12-24
JOB NO.: 240104-10855
DATE 8-29-2024
Scale 1"=100'
Drawn: DZK
Check: PDS
Sheet 1 of 3
REV. PLANS PER CLIENT & REVIEWS
12-12-24

PROPOSED HAVEN RIDGE ESTATES SITE CONDOMINIUM
FOR: RON CANTRELL DRIVE
ZEPHYRUS TOWNSHIP, MI 48036
(770) 241-4745



PHONE 586 731-8030
WWW.URBAN-LAND.COM
URBAN LAND CONSULTANTS
CIVIL ENGINEERS PLANNERS LAND SURVEYORS
8800 23 MILE ROAD SHELBY TWP., MI 48316-4516



Contractor Note:
The locations of existing underground utilities are shown in an approximate way only. The contractor shall determine the exact location of all existing utilities before commencing work. He agrees to be fully responsible for any and all damages which might be occasioned by his failure to exactly locate and preserve any and all underground utilities.

STORMWATER CALCULATIONS

LAND USE SUMMARY TABLE with columns for Existing Conditions and Proposed Conditions, including Total Development Area, Total Impervious Area, and Total Pervious Area.

Composite "C" Calculation table with columns for Detention Pond, Impervious Areas, and Pervious Areas.

Time of Concentration table with columns for Allowable Outflow and Variable Release Rate.

100-Year Storm Inflow table with columns for Q100, C100, and A.

WATER QUALITY CONTROL (WQC) table with columns for V100, V10, and V5.

CHANNEL PROTECTION VOLUME CONTROL (CPVC) table with columns for V100, V10, and V5.

CHANNEL PROTECTION RATE CONTROL - EXTENDED DETENTION (CPRC) table with columns for V100, V10, and V5.

DETECTION & FLOOD CONTROL (DFC) table with columns for V100, V10, and V5.

I. New Macomb County Method Detention Volume Requirements table with columns for V100, V10, and V5.

II. 100-Year Detention per 2" Over Tributary Area Method table with columns for V100, V10, and V5.

Detention Volume Provided table with columns for Elevation, Area, H, and Volume.

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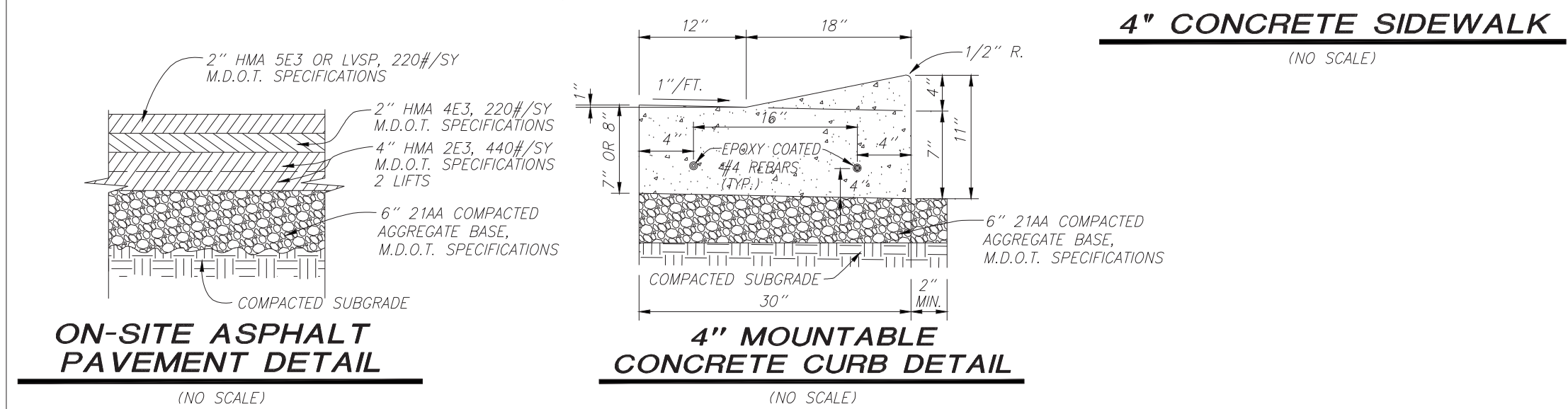
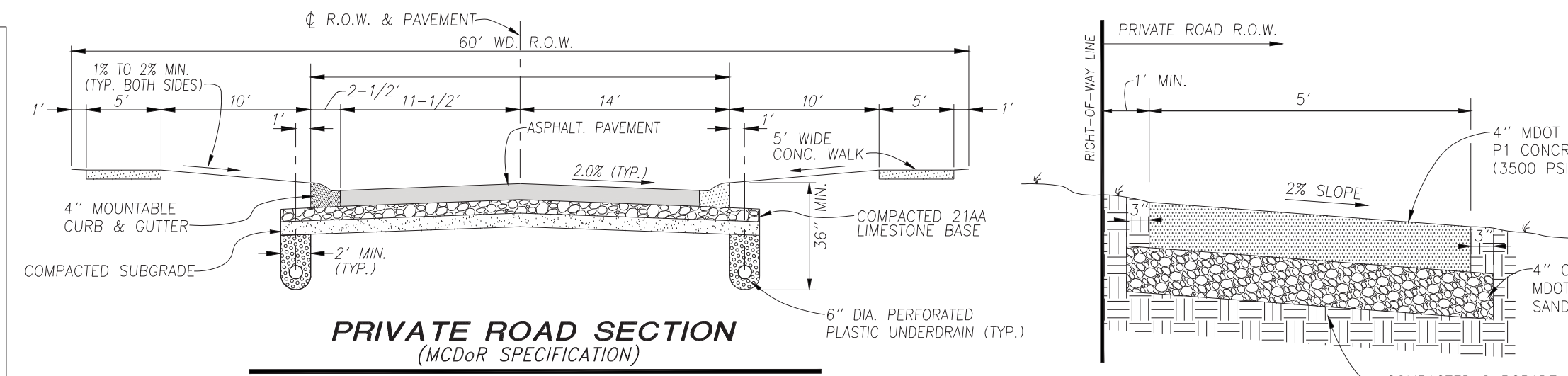
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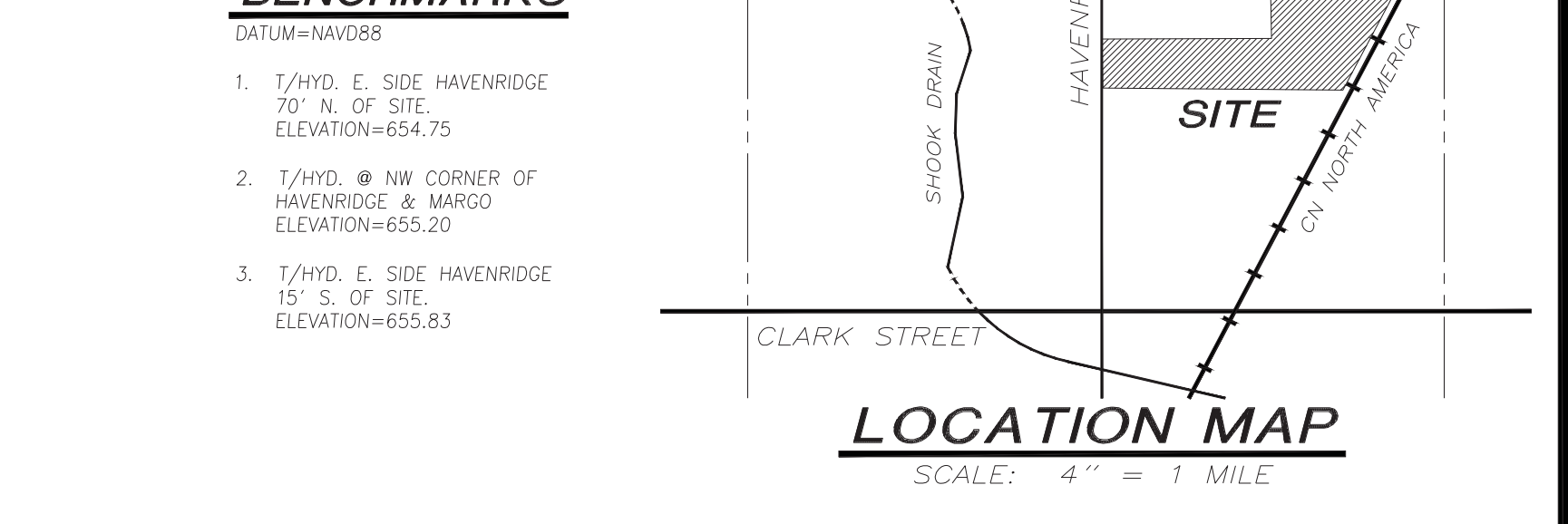
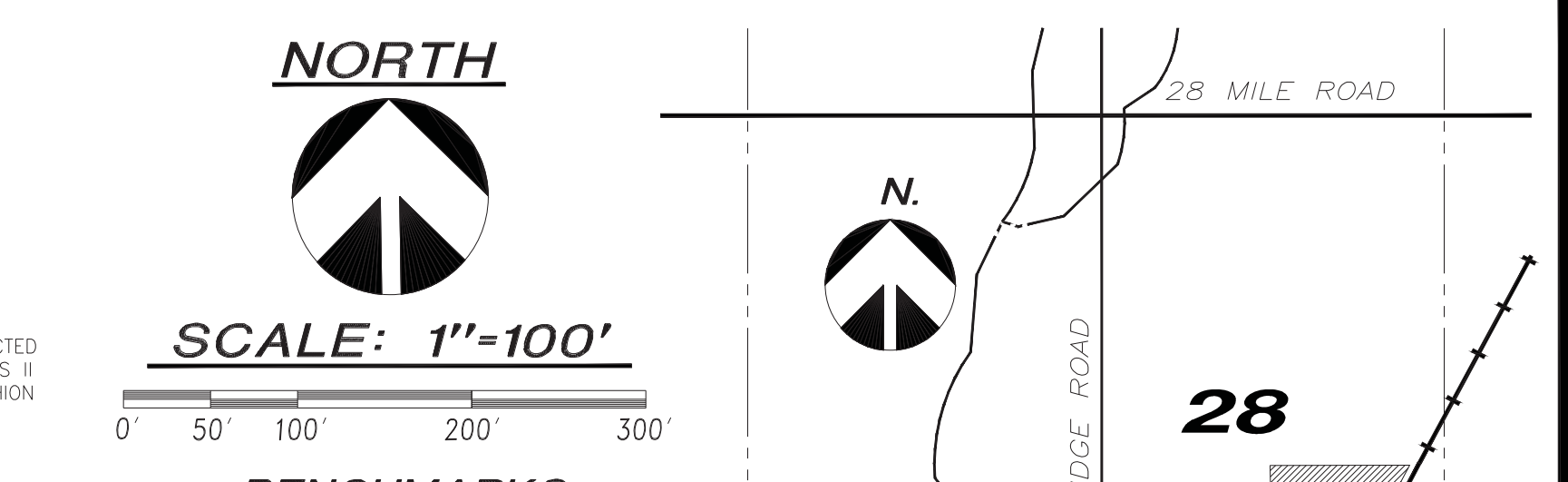
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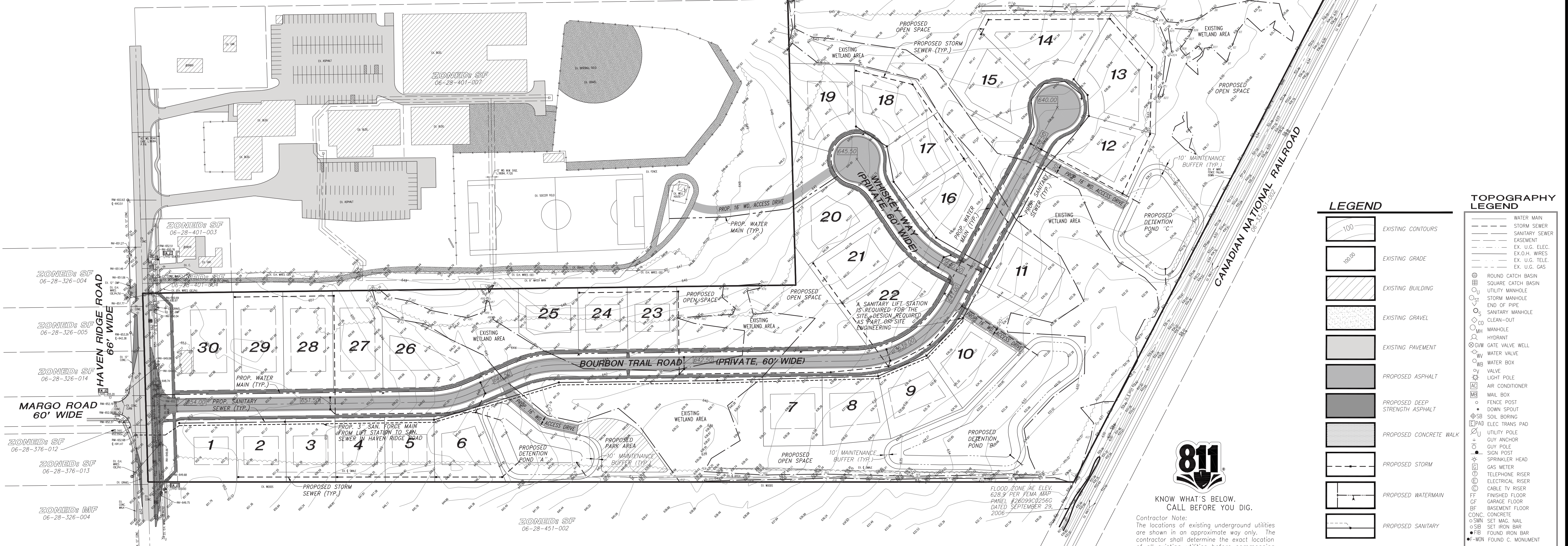
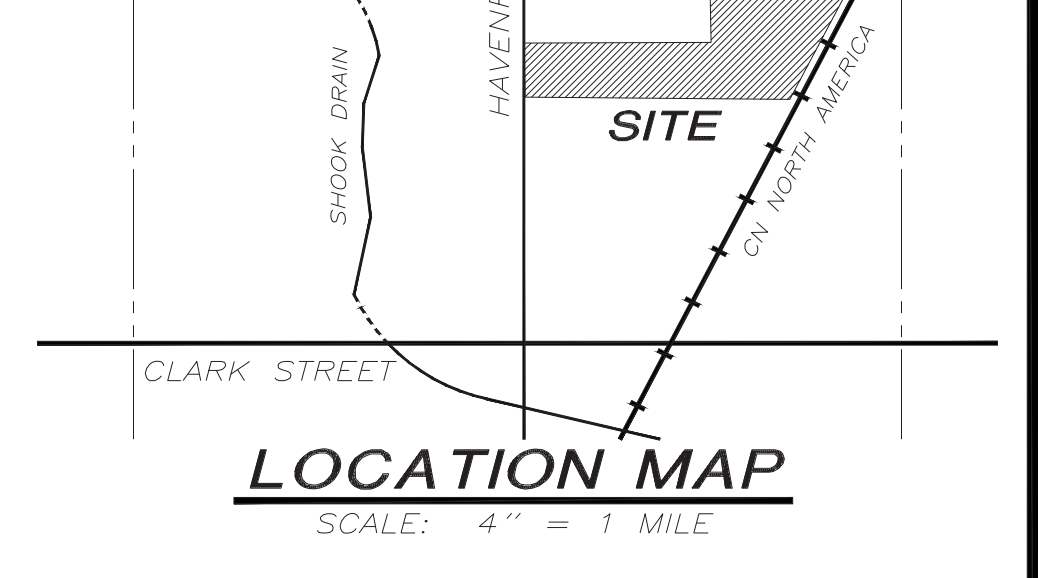
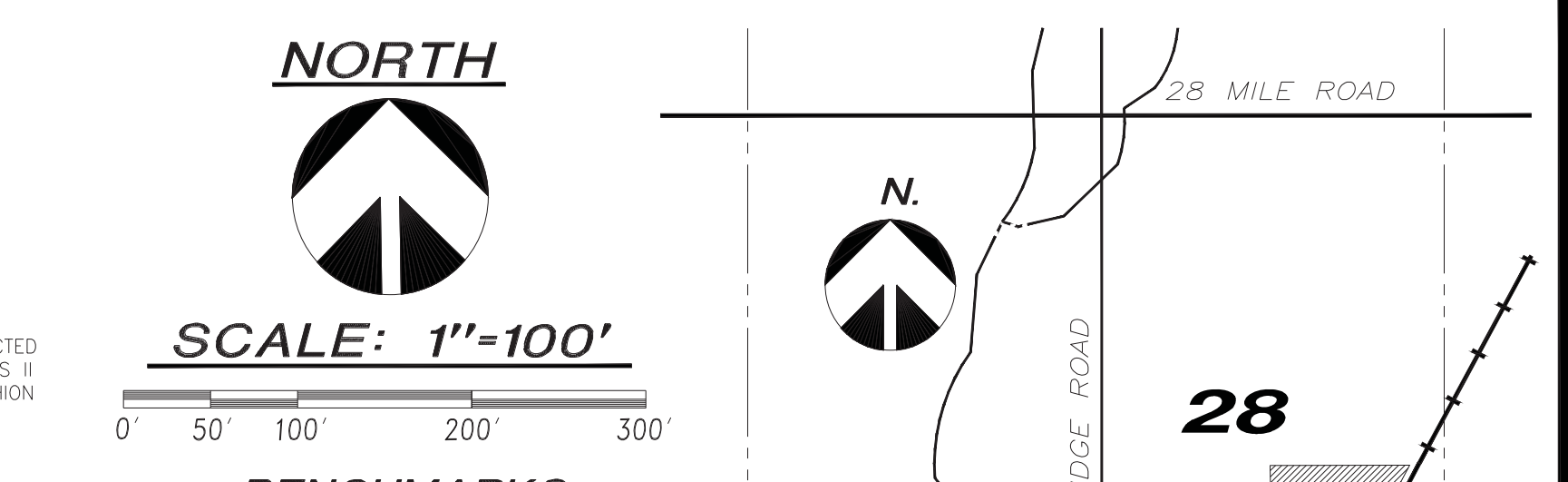
Detention Volume Provided table with columns for Elevation, Area, H, and Volume.



NOTE: ALL WORK IN THE HAVEN RIDGE ROAD R.O.W IS SUBJECT TO REVIEW AND APPROVAL BY THE MACOMB COUNTY DEPARTMENT OF ROADS



NOTE: PROPOSED ROADS TO BE CONSTRUCTED ACCORDING TO MACOMB COUNTY DEPARTMENT OF ROADS REQUIREMENTS



LEGEND and TOPOGRAPHY LEGEND sections defining symbols for existing and proposed features like contours, buildings, pavements, and utilities.



Contractor Note: The locations of existing underground utilities are shown in an approximate way only. The contractor shall determine the exact location of all existing utilities before commencing work.

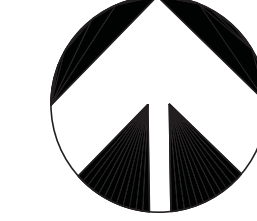
Vertical sidebar containing project information: CIVIL ENGINEERING SITE PLAN, PART OF THE N.E. 1/4 OF SECTION 28, T.4N., R.14E., VILLAGE OF NEW HAVEN, MACOMB COUNTY, MICHIGAN. Includes job number 240104-10955, date 8-29-2024, and scale 1\"/>

Vertical sidebar containing project information: PROPOSED HAVEN RIDGE ESTATES SITE CONDOMINIUM. Includes contact information for Urban Land Consultants and a professional engineer seal for Peter G. Snyder, No. 6201038786, State of Michigan.

SOILS

- Hy** HOYTVILLE CLAY LOAM, (0-2% SLOPES)
0'-9" VERY DARK GRAY CLAY LOAM, 9"-13" DARK GRAY SILTY CLAY LOAM, 13"-20" DARK GRAY SILTY CLAY, 20"-40" DARK GRAY CLAY, 40"-46" DARK GRAY CLAY, POORLY DRAINED, VERY SLOW PERMEABILITY, SLOW OR PONDING RUNOFF.
- SdA** SELFRIDGE FINE SAND, (0 TO 2% SLOPES)
0'-9" VERY DARK GRAYISH BROWN FINE SAND, 9"-24" BROWN FINE SAND, 24"-29" YELLOWISH-BROWN SAND, 29"-32" REDDISH-BROWN CLAY LOAM, 32"-42" REDDISH BROWN CLAY LOAM. SOMEWHAT POORLY DRAINED, RAPID PERMEABILITY, SLOW TO VERY SLOW RUNOFF.
- SpA** SPINKS LOAMY SAND, (0 TO 2% SLOPES)
0'-8" DARK GRAYISH-BROWN LOAMY SAND, 8"-16" YELLOWISH-BROWN LOAMY SAND, 16"-23" LIGHT YELLOWISH-BROWN SAND, 23"-49" YELLOWISH BROWN SAND W/ REDDISH-BROWN LOAMY SAND AND SANDY LOAM, 48"-60" PALE-BROWN SAND. SLOW RUNOFF, RAPID PERMEABILITY.
- WvB** WASEPI-Au GRES COMPLEX (0% TO 4% SLOPES)
0'-9" VERY DARK GRAYISH-BROWN SANDY LOAM, 9"-11" PALE BROWN SANDY LOAM, 11"-20" BROWN HEAVY SANDY LOAM, 20"-28" DARK BROWN HEAVY SANDY LOAM, 28"-60" LIGHT BROWNISH-GRAY SAND & GRAVEL. MODERATELY RAPID TO VERY RAPID PERMEABILITY, SLOW RUNOFF.

NORTH



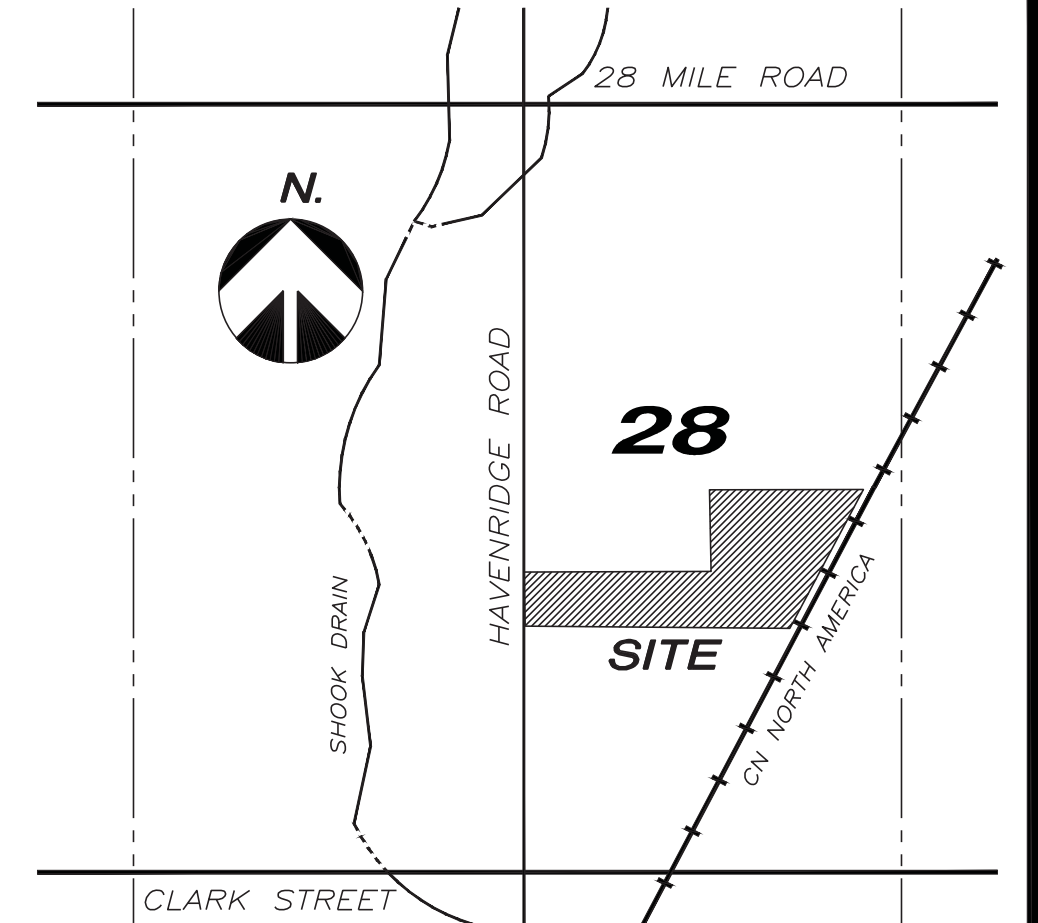
SCALE: 1"=100'

0' 50' 100' 200' 300'

BENCHMARKS

DATUM=NAVD83

1. T/HYD. E. SIDE HAVENRIDGE 70' N. OF SITE. ELEVATION=654.75
2. T/HYD. NW CORNER OF HAVENRIDGE & MARGO ELEVATION=655.20
3. T/HYD. E. SIDE HAVENRIDGE 15' S. OF SITE. ELEVATION=655.83



LOCATION MAP

SCALE: 4" = 1 MILE

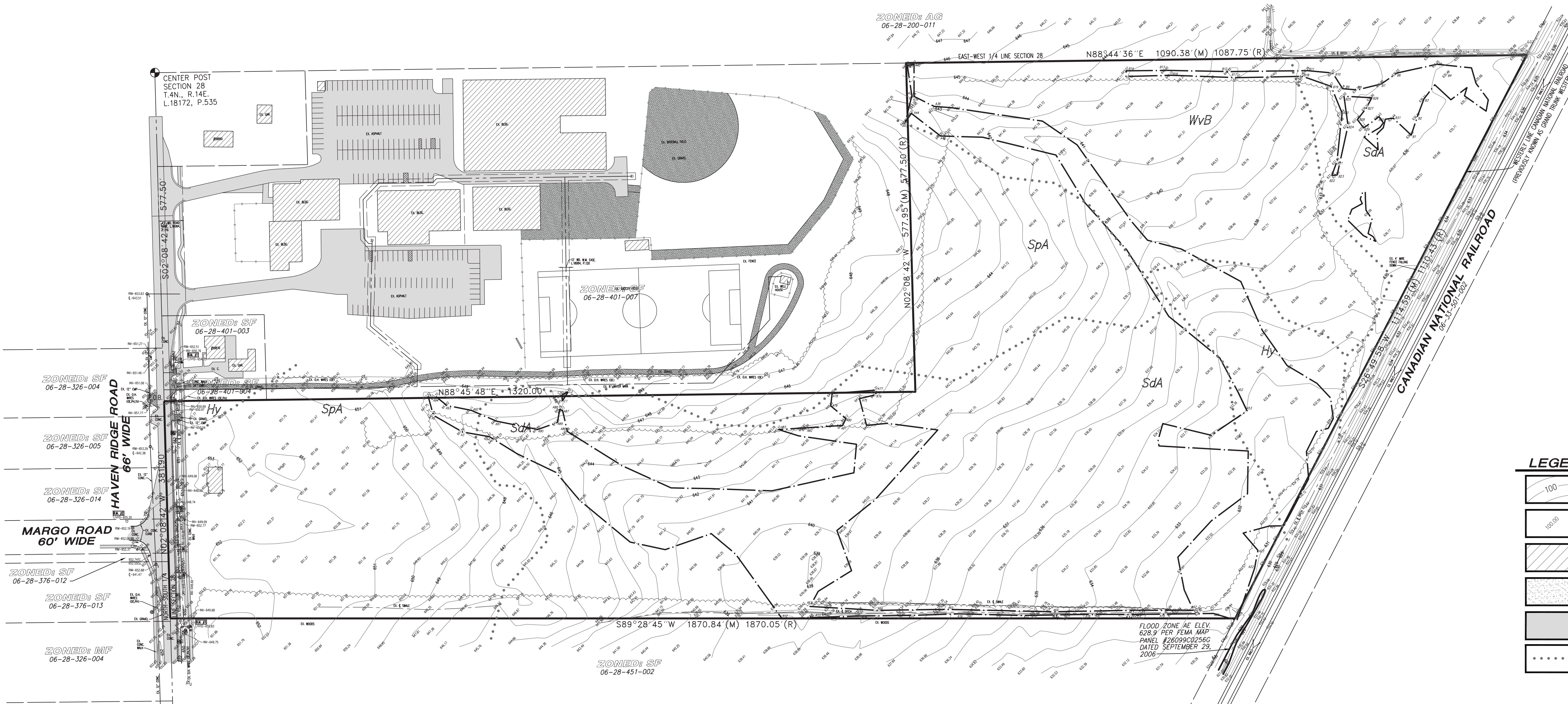
PROPERTY DESCRIPTION

A parcel of land in the Southeast 1/4 of Section 28, T.4N., R.14E., Village of New Haven, Macomb County, Michigan is described as: Commencing at the Center Post of Section 28; thence S.02°08'42"E., 577.50 feet along the North-South 1/4 line of Section 28 to the Point of Beginning; thence N.88°45'48"E., 1320.00 feet; thence N.02°08'42"W., 577.95 feet as measured (577.50 feet record) to a point on the East-West 1/4 line of Section 28; thence along said line N.88°44'36"E., 1090.38 feet as measured (1087.75 feet record) to a point on the westerly line of the Canadian National Railroad (previously known as the Grand Trunk Western Railroad); thence along said line S.26°49'58"W., 1114.59 feet as measured (1110.43 feet record); thence S.89°28'45"W., 1870.84 feet as measured (1870.05 feet record) to a point on the North-South 1/4 line of Section 28; thence N.02°08'42"E., 381.90 feet along said line to the Point of Beginning and containing 30.29 acres.

Subject to the rights of the public for highway purposes along Havenridge Road (66 feet wide) and to all other easements, restrictions and right of ways of record.

SITE CRITERIA

- PARCEL IDENTIFICATION # 06-28-401-005
- ADDRESS: 59740 HAVENRIDGE ROAD
- AREA OF SITE: 30.29 ACRES
- EXISTING ZONING: SINGLE FAMILY (SF)
- ADJACENT ZONINGS: SF, SF, M, AG



LEGEND

- 100 EXISTING CONTOURS
- 100.00 EXISTING GRADE
- EXISTING BUILDING
- EXISTING GRAVEL
- EXISTING PAVEMENT
- SOIL DISTRICT

TOPOGRAPHY LEGEND

- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- EASEMENT
- U.G. ELEC.
- EX. U.G. WIRES
- EX. U.G. TELE.
- EX. U.G. GAS
- ROUND CATCH BASIN
- SQUARE CATCH BASIN
- UTILITY MANHOLE
- STORM MANHOLE
- END OF PIPE
- SANITARY MANHOLE
- CLEAN-OUT
- MANHOLE
- HYDRANT
- GWV GATE VALVE WELL
- WV WATER VALVE
- WB WATER BOX
- VALVE
- LIGHT POLE
- AIR CONDITIONER
- MAIL BOX
- FENCE POST
- DOWN SPOUT
- SB SOIL BORING
- ELEC TRANS PAD
- UTILITY POLE
- GUY ANCHOR
- GUY POLE
- SIGN POST
- SPRINKLER HEAD
- GAS METER
- TELEPHONE RISER
- ELECTRICAL RISER
- CABLE TV RISER
- FINISHED FLOOR
- GARAGE FLOOR
- BASEMENT FLOOR
- CONC.
- CONCRETE
- SMN SET MAG. NAIL
- SIB SET IRON BAR
- FB FOUND IRON BAR
- FWN FOUND C. MONUMENT

EXISTING CONDITIONS
PART OF THE N.E. 1/4 OF SECTION 28
T.4N., R.14E., VILLAGE OF NEW HAVEN,
MACOMB COUNTY, MICHIGAN

DATE: 240104-10855
JOB NO.: 240104-10855
DATE: 8-29-2024
SCALE: 1"=100'
DRAWN: DKZ
CHECK: PDS
SHEET: 3 OF 3
REV. PLANS PER CLIENT & REVIEWS
DATE: 12-12-24

PROPOSED HAVENRIDGE ESTATES SITE CONDOMINIUM
FOR: RON CANTRELL DRIVE
ZEVINGO CONDOMINIUM, MI 48036
(770) 241-4745



PHONE: 888-731-8030
WWW.URBAN-LAND.COM
URBAN LAND CONSULTANTS
CIVIL ENGINEERS PLANNERS LAND SURVEYORS
8800 23 MILE ROAD SHELBY TWP., MI 48316-4516



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K:\2024\01\240104\ENGINEERING\PLANS\EXISTING CONDITIONS.dwg, 12/12/2024 8:06:08 AM, DWG TO PDF.PCS

MCKENNA

January 21, 2024

Planning Commission
Village of New Haven
57775 Main Street
New Haven, MI 48048

Subject: Planning and Community Development and Code Enforcement Services

Dear New Haven Planning Commissioners,

We are pleased to submit this proposal for planning, community development, and code enforcement services to the Village of New Haven. At McKenna, we understand the unique challenges and opportunities faced by a community rooted in small-town charm while pursuing strategic growth and development. Our commitment is to partner with New Haven to preserve its character, enhance its services, and achieve its long-term vision as outlined in the Master Plan.

With over 46 years of experience, McKenna has provided exceptional planning and zoning services to over 300 communities across the Midwest. Our team of certified planners, zoning administrators, and code enforcement professionals is dedicated to delivering high-quality, community-sensitive solutions tailored to your needs. We take pride in fostering strong relationships with elected officials, staff, and stakeholders while maintaining a responsive and professional approach.

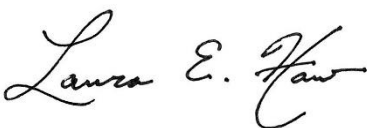
Our services include retainer-based planning and zoning support, on-site office hours, proactive code enforcement, and assistance with specialized projects like zoning updates and Redevelopment Ready Communities® certification. Our tailored approach ensures measurable results aligned with your Master Plan goals, from enhancing community engagement to attracting thoughtful development.

McKenna is committed to delivering responsive, cost-effective, and professional services to meet your needs. We look forward to the opportunity to help New Haven thrive and would be happy to provide any additional information.

Thank you, as always, for considering our team.

Respectfully submitted,

McKENNA



Laura Haw, AICP, NCI
Vice President

Cc: John Jackson, AICP, President

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



Planning and Community Development and Code Enforcement Services

VILLAGE OF NEW HAVEN, MACOMB COUNTY, MICHIGAN

PREPARED JANURARY 21, 2025 BY

MCKENNA
235 East Main Street,
Suite 105
Northville, MI 48167

○ 248.596.0920
F 248.596.0930
E lsayre@mcka.com
MCKA.COM

MCKENNA

Communities for real life.



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APPENDIX24

Executive Summary



Nestled in the heart of Macomb County and enriched by its deep history, New Haven combines a small-town charm with a blend of rural and suburban character.

APPROACH

McKenna’s professional community planners and zoning administrators will serve New Haven’s elected and appointed officials, administration, and stakeholders. We will provide efficient, effective, and community-sensitive planning assistance to support New Haven’s exemplary small-town community character.

NEW HAVEN PLANNING TEAM

Laura Haw, AICP, NCI Community Manager
Lauren Sayre, AICP, Project Manager
Alicia Warren, Project Planner

NEW HAVEN CODE ENFORCEMENT TEAM

Sam Woodrick, Director of Building Services
Jim Wright, Project Manager, Code Enforcement

RETAINER SERVICES

- Attend monthly Village Planning Commission and Zoning Board of Appeals meetings.
- On-site services twice a month to meet with property owners/developers on on-going and upcoming projects.
- All Village telephone calls and emails with officials regarding any planning or ordinance review matters.
- Telephone conference or review with any developer regarding proposed projects in the Village
- Coordinate Village planning activities with other public agencies including Macomb County and the State of Michigan.

ADDITIONAL MEETINGS (BY REQUEST)

- Special Meetings
- Village Council
- Others, as needed

FREE EXTRAS INCLUDED:

- Annual Planning and Zoning report to comply with Michigan law.
- Annually update Village zoning maps.

FEE ELEMENTS

- Combination of Retainer and Fixed Review Fees: See schedule
- On-Site Office Hours
- Hourly Rates: See Schedule
- Reimbursables: See Schedule



Professional Services



PROJECT UNDERSTANDING

The Village of New Haven is at an important time in its evolution, having recently adopted a Master Plan, and we can provide the bandwidth to make the most of this opportunity. Whether suggesting critical updates to the zoning ordinance to remove unnecessary obstacles to good investment or helping with the development review process; we can increase your team’s capacity starting now.

CUSTOMER SERVICE STANDARDS

New Haven is dedicated to resident engagement, maintaining high design and development standards, responsible fiscal management, essential local services, and quality customer service.

Sound customer service also leads to measurable results, from meeting or exceeding residents’ expectations to setting yourself apart from other communities by maintaining a good reputation for professionalism. Excellence in local government customer service also translates into:

- Greater public confidence and trust.
- Support for budgets, zoning changes or other new local government initiatives.
- A positive image for the community.

McKenna will commit to these standards of government excellence by following this customer service program:

When Assisting the Village, McKenna Will:

1. Provide open communication with Village Board, the Planning Commission, Board of Zoning Appeals, and Village professional staff.
2. Present reliable information and disclose substantial deficiencies, while considering rational alternatives.
3. Substantiate findings and recommendations by performing required investigations.
4. Practice cost accounting, by working within established budgets, invoicing and monitoring plans.
5. Follow the Code of Ethics and Professional Conduct of the American Institute of Certified Planners.
6. Present material in a concise manner.

When Assisting the Public, McKenna Will:

1. Be flexible while respecting established rules and procedures to meet their needs.
2. Contact them promptly if we missed their attempt to reach us.
3. Respect their schedule and strive to be on time for appointments and meetings.
4. Treat them with equality – be honest, attentive and listen to their needs and requests in a friendly and professional manner.
5. Provide accurate explanations and provide alternatives when appropriate.

OUR APPROACH TO GENERAL PLANNING CONSULTANT SERVICES

McKenna understands that New Haven leaders are seeking a professional planning consulting firm to perform the role of Village Planner, including holding office hours to respond to residents’ needs, conducting development reviews and, on an as needed basis, preparing master plans, sub-area plans, zoning amendments, other special projects, and to conduct training and provide assistance at Planning Commission, Board of Zoning Appeals, and potentially Village Board meetings.



While we provide a comprehensive level of service to our clients, McKenna professionals also work to match communities’ attitudes and behaviors with sound zoning and planning principles. In short, we take our clients’ lead, while maintaining a high level of service and professional leadership.

Our professionals will assist The Village of New Haven with the following services:

RETAINER SERVICES

Please note that we can also provide the services identified in the Retainer Services at an hourly rate in accordance with the Planning Professional Hourly Fee Schedule in the Professional Fee section.

McKenna will provide the following technical and planning advisory services:

- A. The Consultant will attend up to twenty-four (24) regularly-scheduled Planning Commission, Zoning Board of Appeals, and Board meetings per twelve (12) month period. At the regular meetings, the professional planner shall:
 1. Confer with the Chairperson and/or any other designated Village staff regarding the agenda prior to the meeting.
 2. During the meeting provide guidance and assistance regarding local and State legislation, procedures, regulations and planning, zoning and design principles.
- B. Consultant will provide professional planning, zoning administration, and economic development services for two (2) days per month on-site in Village offices, including meeting with Village officials and property owners/developers for preliminary site plan reviews and/or sketch plan reviews.
- C. On a day-to-day basis, the Consultant shall provide telephone advice, assistance and coordination with Village officials, especially the Building Official and Planning Commission Chair, and others doing business

with the Village in all matters pertaining to administrative, advisory and legislative responsibilities, as applied to zoning, subdivision, commercial/industrial/multiple-family and other developmental issues, as requested by the Village.

- D. The Consultant shall make available its professional library of planning, design, development, housing, zoning and census information.
- E. The Consultant shall review potential land development proposals as to advisability and feasibility pursuant to the Village's land regulations and plans.
- F. Coordination of Village planning activities with other local, county, state, and regional agencies, and authorities with jurisdiction, including but not limited to the Michigan Department of Natural Resources, and Michigan Department of Transportation, the Michigan State Housing Development Authority, when requested by the Village.
- G. The Consultant shall make the Village officials generally aware of grants and other sources of funds and economic development mechanisms.

HOURLY RATED SERVICES

Upon request by the Village McKenna can provide a written estimate for the following hourly rated services:

- A. Preparation for and attendance at other meetings of a planning or coordinating nature, with other agencies or groups, as requested by authorized Village officials beyond those included in the Retainer section above.
- B. Professional planning and related work in the maintenance of the Master Plan and interpretation and revision of the plan as required.
- C. Provision of verbal and/or written reports, reviews and recommendations or other services (e.g., extensive revisions of zoning ordinance, map and text) to the Village as specifically requested by authorized Village officials.
- D. Review of proposed developments which require extensive economic development assistance, environmental assessments, extensive traffic studies or environmental impact statements beyond usual site plan review.
- E. Provision of other technical services related to planning, land use and spatial concerns, as may be requested by authorized Village officials.
- F. Sitting as expert witness in court cases involving the Village, for a fee specified in the Professional Fees Section.
- G. Provision of Federal, State and local programs which may be applicable.
- H. Preparation of grant applications for submission to federal, state, county or other agencies.
- I. Provision of additional on-site planning and zoning services as requested by authorized Village officials.
- J. Provision of other professional, technical and design services as may be requested by authorized Village officials.



REVIEW SERVICES

McKenna will provide written technical recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions), in accordance with the Village Zoning Ordinance and subdivision reviews in accordance with the Village Subdivision Control Ordinance.

For each review, the Consultant shall undertake the following activities:

- A. Initially review the site using aerial photos.
- B. Discuss the case by telephone or in person with the applicant and Village officials regarding review issues.
- C. Review all relevant planning issues (not including specific technical engineering issues).
- D. Prior to scheduled review by the Village (in time for inclusion with agenda packages), submission of a written review and recommendation to the Village. McKenna’s planning and zoning professionals will perform all the above tasks in accordance with generally accepted professional standards – specifically in accordance with the American Planning Association’s American Institute of Certified Planners’ (AICP) Code of Ethics. We will furnish advice and consultation within our authority and capacity as professionals, complying with regulations, laws, ordinances and requirements of all levels of government applicable to a resulting Professional Services Agreement, including the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended) and the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended).

**10 STANDARDS OF EXCELLENCE
PLAN REVIEWS & RECOMMENDATIONS**

- 1. **A Point Person** - Each Continuing Services project has a project planner who is the point person responsible for the planning review, including any environmental assessment or landscape plan review.
- 2. **Save Time** - We promote simultaneous review rather than end-to-end review. We try to input into one decision point.
- 3. **Set Deadlines** - Because everyone is usually more productive with deadlines, we set and meet deadlines for delivery of reviews.
- 4. **Same Planner** - If an application needs to be reviewed again, the same planner who conducted the prior review does subsequent reviews.
- 5. **Up-Front Decisions** - We arrive at preliminary decisions as soon as possible because developers are more open to changes early in the process.
- 6. **Stick With Decisions** - We sort out which questions should be asked at what level—1) master plan and rezoning, 2) site plan-subdivisions, environmental review, or 3) building permit. We try not to subject the project to the same questions again at each phase. We make decisions and stick with them.
- 7. **Early Action** - We believe in spending time in the early-application phase, and alert developers and citizens to the idea.
- 8. **Checklists** - We use forms, checklists, and standard report formats.
- 9. **Help Applicants** - “Big guy” applicants are generally concerned with time. “Little guy” applicants are concerned with the bureaucracy. We help both.
- 10. **Narrow the Issues** - We try to solve as many problems as possible at the staff level, with big issues going to the



OUR APPROACH TO CODE ENFORCEMENT SERVICES

Since 1978, McKenna has provided services to over 300 communities. We have interfaced with numerous city, village, and township staffs across the full realm of municipal service including close quarters and day-to-day on-site collaboration. Our reputation for integrity and excellent service is unequalled in the field.

McKenna is dedicated to delivering exceptional service to the Village’s residents and business community with professionalism and efficiency. Our flexible and responsive approach allows the Village to adjust staffing levels as needed, offering next-day scheduled inspections and same-day service when required. We work in partnership with the Village to optimize and enhance its systems. To support this commitment, McKenna can provide the following services:

CODE ENFORCEMENT RETAINER

Please note that we can also provide the services identified in the Retainer Services at an hourly rate in accordance with the Building Professional Hourly Fee Schedule in the Professional Fee section.

McKenna will provide the following services:

- A. A code enforcement officer will be provided for one-and-a-half eight (8) hour day per week, for a total of twelve (12) hours per week. The code enforcement officer will:
 - 1. Enforce commercial non-compliance concerns within the Village.
 - 2. Coordinate with the Village code enforcement officer and Village staff to ensure that there is clear communication between the Village and McKenna.
 - 3. At the request of the Village, assist the Village code enforcement officer with residential code enforcement.
 - 4. On a day-to-day basis, the code enforcement officer will be available to advise the Village on questions regarding code compliance.

OTHER SERVICES – AT REQUEST OF CLIENT

Emergency Services

McKenna can dedicate an on-call inspector after hours, on weekends and holidays. The designated inspector will be on-call by cell phone and the number provided to the appropriate public safety personnel. This allows for emergency situations to be addressed by trained personnel in a timely manner. McKenna will also provide the Community Manager and Project Manager’s cell phone numbers to Village emergency personnel.

Vacant Building Management

McKenna professionals can work closely with the Village to ensure vacant buildings are registered, inspected, and maintained in accordance with Village ordinances and codes.

Rental Program Management

McKenna professionals can work closely with the Village to ensure rental structures are registered, inspected, and maintained in accordance with Village ordinances and codes. Along with vacant registration, this provides a concrete and material improvement to the lives of people in your community as the quality of housing units can improve dramatically.

Business License Program Management

McKenna professionals can work closely with the Village to ensure businesses are registered, inspected and maintained in accordance with Village ordinances and codes.

Attendance at Pre-Construction and Other Internal Coordination Meetings

Appropriate McKenna staff can be available for meetings with applicants. Requirements for attendance at staff and other scheduled internal meetings will be finalized following selection. It is recommended that additional costs of attendance be passed through to the applicant either directly or as mandated through an updated fee structure.

Availability for Enforcement Hearing, Court Testimony, etc.

The Project Manager assures the correct professionals attend meetings to represent the Village. McKenna can serve as a liaison between the Hearing Officer and Village Administration. McKenna’s Project Manager provides professional assistance as needed. We will participate in enforcement hearings, activities, court testimony, etc. Our professionals are available for enforcement hearings and to provide court testimony. We have successfully defended community enforcement actions and provided court testimony for 46 years.

Professional Services to Various Boards and Commissions as Required

McKenna provides professional planning, zoning landscape architecture and transportation planning, support to boards, commissions, authorities, and committees for numerous municipalities. Our professionals are familiar with Open Meeting Act requirements, agenda preparation, minutes generation and follow-up. The Project Manager will be responsible for staffing requirements, based on the needs expressed by the Village.

Perform Random Weekend Inspections to Minimize Construction without Permits

At the Village’s request we can provide an inspector to do visual drive-byes of properties after hours and on weekends. In the course of inspections, checks are made where work is being performed and then checked against outstanding permits and construction debris disposal.

Complaint Resolution

Complaints require successful communication between the parties including a fair, ethical and substantiated response. The complainant will be contacted by the Project Manager. Secrecy will be assured and provided. The owner will be requested to detail the issues in writing. If satisfaction cannot be reached, and depending on the seriousness of the complaint, the Village liaison will be contacted, and an investigation may be started. All facts will be documented. Because McKenna provides a team of inspectors, complaints may be forwarded to another inspector for resolution.



Planning Services Work Plan



SPECIAL PROJECTS

The Village of New Haven has established several goals and objectives in the 2022 Master Plan to improve key areas of the community, including transportation, community facilities, open spaces, residential neighborhoods, commercial and industrial development, and the downtown district. To support the realization of this vision, McKenna has proposed the following potential projects.

- 1. **Redevelopment Ready Communities® Certification**
- 2. **Zoning Ordinance Updates**
- 3. **Establishing a Tax Increment Financing (TIF) Authority**
 - a. **Downtown Development Area (DDA)**
 - b. **Corridor Improvement Authority (CIA)**
 - c. **Local Development Financing Authority (LDFA)**
 - d. **Brownfield Redevelopment Authority (BRA)**
- 4. **Planning Commission and Zoning Board of Appeals Training**

These projects are discussed in greater detail on the following pages. Please note that the cost and timeline estimates are preliminary projections and may be subject to change. They will be finalized if the Village decides to proceed with authorization.

1. Redevelopment Ready Communities® Certification

Redevelopment Ready Communities® (RRC) is a program developed by the Michigan Economic Development Corporation (MEDC). The program is designed to help communities prepare for and attract redevelopment and investment by providing guidance on best practices in planning, zoning, and economic development. RRC offers two levels: “Essentials” and “Certified.” Both levels open the door for additional RRC community development support and potential funding. There are currently 75 RRC Certified communities and 22 Essentials communities.



McKenna will coordinate with the RRC Community Planner for Region 10 and the Village of New Haven to determine which certification level is the most appropriate for the Village. Achieving RRC certification can be a lengthy process, but it is an important one. We would anticipate certification taking between 12 to 24 months.

Below is a proposed scope, however, an additional contract and final scope will be provided prior to project authorization. In briefly reviewing New Haven’s existing plans and process, we believe the following documents will need to be created.

- Public Participation Plan
- Zoning Ordinance Amendments
- Board and Commission Position Descriptions Document
- Orientation Packets for all Board and Commissions
- Training Strategy

As part of the certification process, various documents, plans, processes, and ordinances will require review. We will provide a complimentary comprehensive audit to assess the Village's current status and identify the steps needed to achieve certification. Following this audit, we will present a proposed final cost. If the Village decides to move forward, we will prepare a contract between the Village and McKenna.



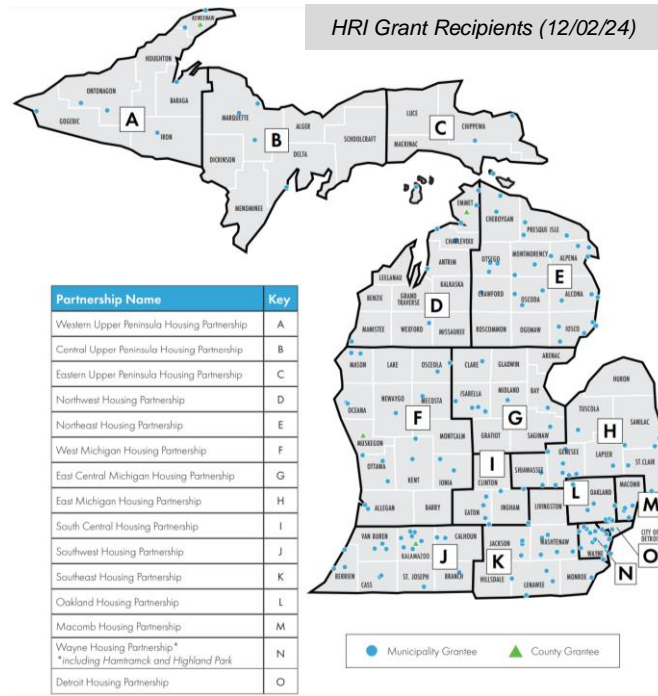
Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
<p>\$18,000*</p> <p>*Final fee determined after complimentary comprehensive audit to</p>	<p>12-24 months</p>	<ul style="list-style-type: none"> • Promote and encourage higher quality new commercial/retail developments. • Ensure the long-term viability of industrial zoned property. • Reduce the negative impacts of industrial development on the surrounding developments. • Promote higher standards of development/redevelopment for industrial buildings and uses that are both cost effective to the developer/owner and beneficial to the community.

2. Zoning Ordinance Updates

While some zoning ordinance changes are nested within the RRC certification process, we propose a separate project to address current zoning ordinance pain points. In particular, we will focus on updates to housing provisions. These provisions may include elements such as design standards, permitted housing types, and dimensional standards.

Currently, the Michigan State Housing Development Authority (MSHDA) Housing Readiness Incentive (HRI) still has a little over half a million dollars in funding available. These HRI grants provide funding, up to \$50,000, for communities to make planning or zoning changes to increase their housing readiness. To date, McKenna has successfully applied and received grant funding for over a dozen communities to make master plan updates, zoning updates, and conduct housing studies.

We propose applying for the MSHDA HRI grant for \$50,000 and using the funds to research, engage residents and Village Leadership, and propose zoning ordinance updates. The exact scope of work will be determined prior to the grant application in coordination with the Village.



Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
\$50,000* *Grant funded	6-12 months	<ul style="list-style-type: none"> Encourage the rehabilitation of existing housing stock. Improve the architectural and design standards for new residential construction. Promote pedestrian friendly, aesthetically pleasing neighborhoods in all new residential developments.

3. Establishing a Tax Increment Financing (TIF) Authority

We recognize the significance of business attraction and economic development in New Haven. To support and encourage this growth, we propose establishing a TIF authority as a valuable opportunity for the Village to utilize tax increment financing (TIF). There are four types of TIF authorities in Michigan, but New Haven will likely only establish one, which will most likely be the DDA or CIA. More information on each TIF authority is provided in the text box to the right.

Establishing a TIF authority requires meeting several State requirements, as well as creating a Plan for the TIF authority as well as a TIF Plan. These plans will be separate but will correspond to each other. Additionally, there must be buy in from all taxing jurisdictions, such as Macomb County and Lennox Township. Without buy in, these jurisdictions may exempt its taxes from capture. Because of the complexities and State requirements, we anticipate this project taking between 12 and 24 months.

Downtown Development Authority (DDA):
Established to foster growth and revitalization in a community's downtown business district.

Corridor Improvement Authority (CIA): Supports funding for improvements in commercial corridor districts located outside the main downtown or commercial areas.

Local Development Financing Authority (LDFA):
Aims to stimulate local commercial or industrial development, address unemployment, and promote economic growth. Eligible properties must primarily involve manufacturing, high technology, value-added agricultural processing, or energy production.

Brownfield Redevelopment Authority (BRA):
Focuses on cleaning up contaminated sites, functionally obsolete properties, or blighted areas within designated districts in qualifying communities.

Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
\$50,000	12 - 24 months	<ul style="list-style-type: none"> Explore the feasibility of developing a Downtown Development Authority (DDA) and/or Corridor Improvement Authority (CIA) to adopt an overall development/redevelopment plan for the commercial areas and the Downtown. Explore and pursue the development of a Gratiot Corridor Improvement Authority for the commercial gateway to the Village. Develop programs designed to retain existing viable businesses as well as to attract new businesses to the community. Work with business groups to provide incentives and assistance in remodeling and redeveloping the older commercial buildings.

4. Planning Commission and Zoning Board of Appeals Training

Ongoing training is essential for both the Planning Commission (PC) and the Zoning Board of Appeals (ZBA). It is particularly important to educate or refresh PC commissioners and ZBA members on legal requirements, best practices, and potential impacts that influence their decision-making processes. This not only helps guide development in the Village in accordance with the Master Plan, but also helps protect the Village against potential litigation.

We propose a joint PC and ZBA session, so that both bodies also understand the role of the other. During this session we will address the following topics:

- Roles and responsibilities of the PC and ZBA
- Michigan Planning Enabling Act
- Michigan Zoning Enabling Act
- Site Plan Review
- Special Land Use Review
- Variance Requests
 - Dimensional Variances
 - Use Variances
- Conditional Rezoning
- Nonconformities
- Zoning Ordinance & Amendments
- Master Plan
- Decision Making
- How to say “No”



We will also provide binders with the current Master Plan, Zoning Ordinance & Map, by-laws, processes, and any other relevant information for PC and ZBA members to use and reference in the future.

Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
\$1,500	1 training session	<ul style="list-style-type: none"> • This training does not directly correspond to a Master Plan goal, but improved training contributes directly to improved review process which impact many of the on-going goals. • RRC also identifies training as a Key Best Practice.

McKenna Experience and Firm Profile



McKenna’s downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our workspaces reflect McKenna’s commitment to our people, our communities, sustainable design, and the rich technology heritage of the Midwest.

McKenna’s team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers’ markets, we want your community to thrive. Headquartered in Northville with offices in Detroit and Kalamazoo, Michigan, McKenna provides planning, zoning, landscape architecture, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities since 1978, and by our record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna’s practice. McKenna’s innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 20 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS	GRAND RAPIDS	KALAMAZOO	
235 East Main Street Suite 105 Northville, MI 48167 O 248.596.0920 F 248.596.0930 E info@mcka.com	124 E. Fulton Street 6 th Floor, Suite B Grand Rapids, MI 49503 O 616.226.6375 F 248.596.0930 E info@mcka.com	151 South Rose Street Suite 920 Kalamazoo, MI 49007 O 269.382.4443 F 248.596.0930 E info@mcka.com	

MCKA.COM



Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up/Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

Professional Staff



We've selected a team of responsive and trustworthy professionals to assist the Village with premier community planning expertise. Our full roster of planning and design professionals are available to New Haven officials as needed. Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes
- Walkability, multi-modal streets, and accessibility for people of all ages and abilities
- Active living, active transportation
- Place making
- Economic development
- Livable communities
- Environmental preservation
- Land use and conservation
- Traffic, circulation, and intersection analysis and parking best practices
- Context-sensitive design solutions

We customize our work to reflect local economies, environments and politics, and our approach to all projects is sensitive to history, size, scale, population, demographics and diversity of people and place.

Full staff resumes are provided in the Appendix.

Planning Team

As your professional partner for implementing New Haven’s vision, you get access to not only the expertise of the professionals above, but to our entire 30-person planning team that is available to provide the full range quality of planning and design services.



**LAURA HAW, AICP, NCI, VICE PRESIDENT
COMMUNITY MANAGER**

We propose Laura Haw for the Village’s Community Manager, responsible for overall product/project quality, and providing oversight and project guidance on an as-needed basis. Laura will be available to the Village’s management team at all times.

Laura is very experienced in providing community planning and community development services. She has managed the planning services for Macomb County communities including Eastpointe and the Village of Armada, and countless other communities across southeast Michigan including Clio, West Bloomfield, Grosse Pointe Park, Plymouth Township, and Wayne.

Laura holds a Bachelor of Art in political science and a Bachelor of Art in international development from Michigan State University. She also holds a Masters of Urban and Regional Planning from the University of Michigan, Taubman College of Art and Architecture.



**LAUREN SAYRE, AICP, SENIOR PLANNER
PROJECT MANAGER**

We recommend Lauren Sayre as the Village’s Project Manager, responsible for overseeing day-to-day services and maintaining a strong, ongoing relationship between McKenna, Village staff, Commissioners, Board Members, and the public. Lauren will act as McKenna’s primary point of contact for the Village.

Lauren currently manages the day-to-day planning and zoning in Fraser, as well as supports communities across Michigan by conducting site plan reviews, special land use reviews, variance reviews, and other developmental reviews. Lauren also assisted in the Macomb County child care audit, which was a county-wide study to determine

local regulatory barriers to child care developments. She is also well versed in Redevelopment Ready Communities, having authored a Best Practice toolkit for child care readiness in collaboration with the Michigan Association of Planning.

Lauren holds a Bachelor of Science in Geography from Grand Valley State University and a Master of Urban Planning from Wayne State University.



**ALICIA WARREN, ASSOCIATE PLANNER
PROJECT PLANNER**

Alicia Warren will be a key member of New Haven’s planning team, providing support for daily services and helping to enhance capacity. She will work closely with Lauren and remain available to assist Village staff.

She is experienced in providing community planning and zoning services. Alicia has conducted development reviews for Macomb County communities such as Eastpointe, Fraser, Roseville, and the Village of Armada. In addition, Alicia supports communities across Michigan by providing development review support and zoning administration.

Alicia holds a Bachelor of Science in Public Administration and Community Development from Central Michigan University. She also holds an Associate’s of General Studies from Macomb Community College.

Building Team

McKenna is committed to providing your citizens and the business community with the highest level of service in a highly efficient and professional manner. McKenna’s service is flexible and responsive and allows the Village of New Haven to staff up or down as needed. McKenna has a deep roster of over 50 certified inspectors, plan reviewers, and intake professionals / support services.



**SAM WOODRICK, DIRECTOR OF BUILDING SERVICES
COMMUNITY MANAGER**

We propose Sam Woodrick as the Community Manager for the Building Team. Sam will oversee quality control and provide guidance on building services as needed. He will be available to support the Village management team by coordinating building services and addressing any concerns that may arise.

Sam is the Director of Building Services at McKenna. His primary areas of responsibility include business development, project management, and internal operations for McKenna’s building services. As a member of the leadership team, Sam helps guide the successful implementation of McKenna development strategies among our client communities and assists in identifying opportunities to make Michigan’s built environment a safer, happier, healthier, and inclusive space to live in.

Sam double majored in Accounting and Finance at Wayne State University, completed graduate coursework in Economic Development at the Instituto de Estudios de Desarrollo Centroamericano (San Jose, Costa Rica), and is an avid attendee of Michigan Association of Planning and Michigan State University land use training programs, including completing Master Citizen Planner and Certified Zoning Administrator training.



**JIM WRIGHT, SENIOR BUILDING ADMINISTRATOR
PROJECT MANAGER AND CODE ENFORCEMENT**

Jim Wright has been with McKenna for over a decade. In addition to being a certified Building Official, Building Inspector, and Plan Reviewer, he is a skilled administrator and project manager with experience in many diverse communities. He has coordinated residential projects for a Michigan community of 40,000 population from initial inquiry through plan review to inspection and issuance of Certificate of Occupancy

Jim provides Building Official and Plan Reviewer, Code Enforcement and Zoning Administration services for multiple municipalities with populations from 40,000 to 1,200, directing permits and inspections for all construction codes and property maintenance codes, business licenses, using BS&A software. Jim also provides applicant guidance and public education, and implements Building Code Month public awareness programs in multiple municipalities.

Experience and References

The following are select clients and references for whom McKenna has provided the services identified in the table below.

CITY OF FRASER, MI	
<p>Elaine Leven City Manager 33000 Garfield Road Fraser, MI 48026 (586) 293-3100</p>	<ul style="list-style-type: none"> • City Planner since 2017 • Master Plan, 2021 • Parks and Recreation Plan, 2023 • Zoning Ordinance Amendments • On-site Zoning Assistance • Development Reviews • Building Services • Grants
VILLAGE OF ARMADA, MI	
<p>Becky Henderson Planning Commission Recording Secretary 4274 Burk Street P.O. Box 903 Armada, MI 48005 (586) 784-9151</p>	<ul style="list-style-type: none"> • Village Planner for over 20 years • DDA/TIF Plan • Development Reviews • Land Division Reviews • Master Plan Update • Zoning Ordinance Technical Review and Rewrite • On-going Planning and Zoning Consultation
VILLAGE OF LAKE ORION, MI	
<p>Darwin D. P. McClary Village Manager 21 E. Church Street Lake Orion, MI 48062 (248) 693-8391, ext. 101</p>	<ul style="list-style-type: none"> • On-site Planner Office Hours • Master Plan Updates • Zoning Ordinance and Amendments • Parks and Recreation Plan • DDA / TIF Plan • On-going Planning and Zoning Consultation • Development Reviews • Advisor to Planning Commission and BZA
HOLLY TOWNSHIP, MI	
<p>George A. Kullis Supervisor 102 Civic Drive Holly, MI 48442 (248) 634-9331</p> <p>Karin Winchester Clerk</p>	<ul style="list-style-type: none"> • Master Plan 2015, 2024 • Ongoing Planning and Zoning Consultation (since 2015) • Zoning Ordinance Amendments • Park and Recreation Plan • Holly Heritage Farm Site Plan Development • Building Services • Ongoing Training
LYON TOWNSHIP, MI	
<p>Ms. Patti Carcone Treasurer</p> <p>Hon. John Dolan Supervisor</p> <p>Ms. Michele Cash Clerk 58000 Grand River Avenue New Hudson, MI 48165 (248) 437-2240</p>	<ul style="list-style-type: none"> • Township Planner since 1987 • On-Site Zoning Assistance • Development Reviews • Village Center Planning • Zoning Ordinances • New Hudson Form Based Code • Master Plan • Parks and Recreation Master Plan • Grants / CDBG Administration

Professional Fees

Below are McKenna’s proposed professional fees to best serve the Village and maintain community excellence in planning, zoning, and design. We use an efficient and easy-to-administer fee schedule in hundreds of Michigan communities since 1978.

Please note that we can also provide the services identified in the Retainer at an hourly rate in accordance with the Planning Professional Hourly Fee Schedule below.

PLANNING SERVICES MONTHLY RETAINER

For the following services, McKenna proposes a monthly retainer of \$3,500:

- Attend monthly Village Planning Commission and Zoning Board of Appeals meetings.
- Office hour coverage for two eight (8) hours days per month.
- All Village telephone calls and emails with officials regarding any planning or ordinance review matters.
- Telephone conference or review with any developer regarding proposed projects in the Village.
- Coordinate Village planning activities with other public agencies like Macomb County and the State of Michigan.

PLANNING PROFESSIONAL HOURLY FEE SCHEDULE

Effective through December 31, 2025.

Professional Classification	Rate Per Hour*	
President	\$200	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>These hourly rates are valid through December 31, 2025, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Executive or Senior Vice President	\$185	
Vice President	\$175	
Director	\$170	
Senior Principal or Manager	\$165	
Principal	\$140	
Senior	\$130	
Associate	\$110	
Assistant	\$100	
Administrative Assistant	\$75	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	

PLANNING DEVELOPMENT REVIEW SERVICES

McKenna will provide written technical reviews recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions), in accordance with the Village Zoning Ordinance and subdivision reviews in accordance with the Village Subdivision Control Ordinance. The following rates will apply for these reviews, and the associated fees should be the responsibility of the applicant. The Village should revise review fees to ensure they adequately cover the costs of conducting the reviews.

REVIEW TYPE	FEE TYPE		
	Lump Sum	Fixed Base Fee + Additional Fee	Hourly Rate
Subdivision (Plat) Review			
For conventional, manufactured home, commercial, or industrial subdivision			
• Pre-application review	\$500		
• Preliminary plat review tentative approval		\$850 + \$10 per lot	
• Preliminary plat review final approval		\$500 + \$10 per lot	
• Final plat review		\$500 + \$10 per lot	
Site Plan Reviews			
• Detached single family condominium (site condos), multiple family or mobile home park developments		\$800 + \$10 per dwelling unit / lot	
• Cluster housing development		\$800 + \$10 per dwelling unit / lot	
• Commercial or office development		\$800 + \$75 per acre	
• Industrial development		\$800 + \$75 per acre	
• Public or semipublic uses		\$800 + \$75 per acre	
• Planned unit development, residential neighborhood or mixed-use projects			*
Special Approval / Conditional Use		\$700 + \$50 per acre	
Rezone Application Review		\$700 + \$50 per acre	
Conditional Rezone Application Review			*
Land Division / Consolidation		\$300 + \$75 per new parcel	
Historic District / Architectural Comm Review	\$500		
Dimensional (Nonuse) Variance Review			
• Commercial	\$500		
• Residential	\$200		
Use Variance Review	\$1,000		
Street and Alley Vacation	\$400		
Review of Woodlands / Wetland Plans (includes Field Inspection)			*
Site Traffic Impact Study			*
Master Deed or Similar Document Review	\$500		
Pre-Application or Other Applicant Meetings			*
Revisions			
For each written technical review and recommendation provided by the Consultant because of resubmission of a revised plan		50% of original fee	
Resubmission after 90 days or major revisions		100% of original fee	

Please note that we can also provide the services identified in the Retainer at an hourly rate in accordance with the Building Professional Hourly Fee Schedule below.

CODE ENFORCEMENT SERVICES MONTHLY RETAINER

For the following services, McKenna proposes a monthly retainer of \$5,500.

1. On-site code enforcement officer for one-and-a-half eight (8) hour day per week, for a total of twelve (12) hours per week.
2. Enforce commercial non-compliance concerns within the Village.
2. Coordinate with the Village code enforcement officer and Village staff to ensure that there is clear communication between the Village and McKenna.
3. At the request of the Village, assist the Village code enforcement officer with residential code enforcement.
4. On a day-to-day basis, the code enforcement officer will be available to advise the Village on questions regarding code compliance.

BUILDING PROFESSIONAL HOURLY FEE SCHEDULE

Effective through December 31, 2025.

Professional Classification	Rate Per Hour*	
Building Official	\$120	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>These hourly rates are valid through December 31, 2025, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Building Inspector/Plan Reviewer	\$110	
Plumbing, Mechanical, Electrical Trade Inspector/Plan Reviewer	\$110	
Rental Enforcement	\$85	
Administrative Assistant/Permit Technician	\$85	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	



Appendix

Staff resumes are enclosed in this Appendix.



Laura E. Haw, AICP, NCI

VICE PRESIDENT

EDUCATION

Master of Urban Planning

Physical Planning and Design
Taubman College, University of Michigan

Bachelor of Arts (with honors)

International Development
Michigan State University

Bachelor of Arts (with honors)

Political Science / Pre-Law
Michigan State University

PROFESSIONAL EXPERIENCE

Lean Zoning / Ordinance and Regulatory Review

Prepares complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Streamlines and re-structures zoning ordinances to reduce red-tape, add clarity, and ensure quality building form. Prepares amendments to address new development trends including elderly housing and accessory dwelling units, urban agriculture, non-traditional historic districts, and planned unit developments. Recent zoning ordinance re-write projects include: City of Eastpointe and City of Wayne.

Comprehensive Master Plans and Corridor Planning

Prepares master plans, sub-area plans, and corridor plans including data collection, documentation and analysis of existing conditions, character planning, goals and objectives, and recommendations / strategic matrices for future project prioritization, phasing, and implementation processes. Focuses on downtown districts, feasibility analyses, catalytic impact assessments, and ease of development opportunities. Recent master plan projects include: City of Birmingham, Charter Township of Plymouth, Village of Blissfield, City of Clio, City of Eastpointe, and Village of Lake Orion.

Public Engagement

Organizes and facilitates public engagement events, including community-wide public workshops, charrettes, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Designs innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting exercises to ensure interactive and meaningful public engagement. Organizes and manages online public engagement platforms, including social media, and the development of communication plans.

Parks and Recreation / Open Space Planning

Develops parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications. Performs open space planning, including greenways (site analysis, traffic calming, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and develops vacant land re-activation strategies rooted in green infrastructure and conversation. Recent 5-Year Recreation Plan projects include: City of Royal Oak, City of Mt. Pleasant, and Village of Lake Orion.

Site and Urban Design

Skilled in the preparation and review of site plans, special land use requests, zoning amendments, and variance applications. Experience in the site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Background in creating planned unit developments for luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism.



PROFESSIONAL EXPERIENCE

On-site Planning, Zoning and Economic Development Services

Handles all day-to-day planning and zoning matters, addressing questions from the public, Township officials and developers; working through project planning; coordinating planning activity with Engineering and Department of Public Works. Provides guidance to Code Enforcement regarding ordinance requirements on an ongoing basis and works actively with Code Enforcement official(s) on ongoing basis to enforce Zoning Ordinance regulations and finding solutions to zoning related issues. Provides ongoing planning and zoning advisory services, including reviews for site plans, special land uses, zoning amendments, and variance applications. Coordinates with municipal staff to deliver excellent customer service to residents, businesses, and applicants.

Non-Motorized Transportation Planning

Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

Graphic Design / Document Layout

Prepares document layouts for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics and documenting successful urban planning and design projects. Additional experience creating of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and other graphics for clients.

Downtown Development Authority (DDA) / Tax Increment Financing (TIF)

Prepares downtown plans for a wide range of Michigan downtowns that focus on detailed projects to implement, with prioritize phasing and cost estimates. Examples of recent Downtown TIF Plans include: City of Ecorse, City of Wayne, Village of Lake Orion, and Village of Blissfield.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

CERTIFICATIONS

National Charrette Institute (NCI)

Charrette Systems and Management and Facilitation

PUBLIC SERVICE

Commissioner, Environmental Leadership Commission, Charter Township of Plymouth.

June 2020 - Present

Project Manager and Research Fellow, Policy Team, New Story Non-Profit.

April 2020 - October 2021

Adjunct Professor of Urban & Regional Planning, Eastern Michigan University

January 2023 - Present

PUBLIC SPEAKING AND SEMINARS

“Do Creative and Helpful Staff Reports Exist?” Michigan Association of Planning (MAP) Annual Conference, Mackinac Island, Michigan, 2022.

“Do Creative and Helpful Staff Reports Exist?” Student Michigan Association of Planning (SMAP) Annual Conference, Ypsilanti, Michigan, 2023.

“Develop Your Parks Inventory with One (or-Two) Clicks” National Planning Conference (NPC) - American Planning Association, Philadelphia, Pennsylvania, 2023.



Lauren Sayre, AICP

SENIOR PLANNER

EDUCATION

Master of Urban Planning
Wayne State University

**Bachelor of Science in Geography
and Sustainable Planning**
Grand Valley State University

PROFESSIONAL EXPERIENCE

Community Planning and Development

Serves as the community planner and zoning administrator for municipalities across Michigan. Oversees site plan development reviews and facilitates pre-development meetings. Streamlines the business application and permitting processes to enhance efficiency. Provides staffing support and presents at Planning Commission, Zoning Board of Appeals, and City Council meetings. Develops comprehensive plans, parks and recreation plans, and subarea plans for communities throughout Michigan. Engages residents and stakeholders through several outreach methods. Researches and analyzes existing conditions and public participation results to inform recommendations.

Researches and develops development resources for communities to utilize. Experienced with child care readiness and providing planning and zoning support to encourage child care development. Provides technical services to communities throughout Michigan to remove administrative and procedural barriers to child care.

Zoning

Provides support for communities by conducting zoning audits. Researches zoning topics. Updates zoning ordinance by providing text amendments or complete ordinance updates. Develops and maintains easily interpreted zoning maps for communities.

Parks and Recreation Planning

Creates parks and recreation master plans in accordance with MDNR requirements, encompassing facilities assessments, natural features inventories, deficiencies analyses, and action plan programming. Performs parks and recreation inventories. Develops recreation plans that are actionable and aligned with community recreation goals.

GIS Mapping

Experienced in creating maps from both spatial datasets and conceptual drawings. Develops online maps for real-time data collection and as a public engagement tool. Designs graphically pleasing maps illustrating demographics, land use, zoning, and other data. Performs analysis on spatial data sets to understand trends in communities and surrounding areas. Manages spatial databases and GIS data deliverables.

Transportation Planning

Creates implementable non-motorized transportation plans. Researches existing conditions using census and spatial data, site visits, and community outreach. Coordinates with communities through stakeholder meetings, surveys, and public workshops to develop actionable goals. Develops recommendation framework for non-motorized transportation system.

PUBLIC SPEAKING

“Is Your Community Child Care Ready?” Michigan Association of Planning (MAP) Annual Conference, Grand Rapids, Michigan, 2024.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning



Alicia Warren

ASSOCIATE PLANNER

EDUCATION

Bachelor of Science in Public Administration and Community Development
Central Michigan University

Associate's of General Studies
Macomb Community College

PROFESSIONAL EXPERIENCE

Zoning and Building Administration

Aided Community Development Director and Zoning administrator, applicants, the public, City administration on zoning and code enforcement matters. Created Zoning letters as requested and Applicant letters for Planning Commission and City Council Meetings. Create agendas and minutes for Sustainable Design Review Committee.

Zoning

Developed Guide to Development and Development Procedure & Documents. Performed administrative site plan reviews. Attended pre-application development meetings with Community Development Procedures. Acquired knowledge of zoning map, zoning text, and master plan.

ESRI GIS Mapping

Created Non-conforming Sign Removal Report using a GIS system that tracked data using SPIKEgps technology. Also, maintained the Planning and Development project portal using a public GIS system.

Redevelopment Ready Community

Assist city in becoming a Redevelopment Ready Community through MI State Housing Development Authority (MSHDA).

MEMBERSHIPS

American Planning Association
Michigan Association of Planning



MCKENNA



James K. Wright, LEED AP

SENIOR BUILDING ADMINISTRATOR /
DIRECTOR OF FIELD OPERATIONS

EDUCATION AND CERTIFICATIONS

Oakland Community College
Business

Act 54 registration as Michigan Building Official/
Building Inspector and Plan Reviewer - 2004

Certified Zoning Administrator
Michigan State University - 2013

LEED AP designation - 2010

Exceptional Customer Service Certificate
Park University Enterprises, Inc. - 2013

Builders License Training and Licensure for
Michigan - 1999

Sworn Ordinance Officer, Bloomfield Township,
Oakland County, Michigan - 2009

PROFESSIONAL AFFILIATIONS

International Code Council
Code Official Council of Michigan
Southeast Michigan Board of Inspectors

Leadership in Energy and Design
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Building and Zoning Code Administrator

Provides Building Official and Plan Reviewer, Code Enforcement and Zoning Administration services for multiple municipalities with populations from 40,000 to 1,200, directing permits and inspections for all construction codes and property maintenance codes, business licenses, using BS&A software; provides applicant guidance and public education; implements Building Code Month public awareness programs in multiple municipalities.

Coordinated residential projects for a Michigan community of 40,000 population from initial inquiry through plan review to inspection and issuance of Certificate of Occupancy; reviewed majority of community's proposed plans for building code and zoning ordinance compliance.

Building Department Project Manager

For more than 7 years, provided municipal Building Official or Building Inspector services with leadership, problem solving, planning, and organization. Conducted building inspections with an emphasis on customer service using communication and leadership skills. Performed building inspections for new construction, renovations and alterations, as suburban township Building Official and employed the following skills:

- Team leadership with the ability to initiate/manage cross-functional teams and multi-disciplinary projects
- Analytical thinking, decision making and problem solving with strong building trades experience
- Professional communication, Effective Listening
- Project management: influencing, leading, negotiating and delegating
- Conflict resolution
- Adaptability and tolerance in stressed situations.
- Creative thinking and organizational skills
- Determination and diplomacy



**PROFESSIONAL
EXPERIENCE**

- Capability in Microsoft Office
- Capability in BS&A software and Cornerstone computer inspection programs

Code Enforcement Official

Responded to ordinance complaints and issued citations for building code and other code or project violations and drainage issues. Developed and implemented a plan which eliminated all expired permits, more than 3,000. Through ordinance enforcement and issuance of citations, reduced number of projects done without permits.

Builder-Partner/Foreman

For 13 years, directed carpentry crews of more than 90 carpenters. Handled property owner, subcontractor and general contractor concerns and problems. Builder of luxury homes from 2,000 to 30,000 square feet. Completed 500 lot single-family detached subdivision in Oakland County township. Identified and developed working relationships with subcontractors.

Journeyman Carpenter

Worked for largest union carpentry contractor in nation. Built single family residential homes and apartments.

PROPOSAL FOR PLANNING & ZONING CONSULTING SERVICES

VILLAGE OF NEW HAVEN

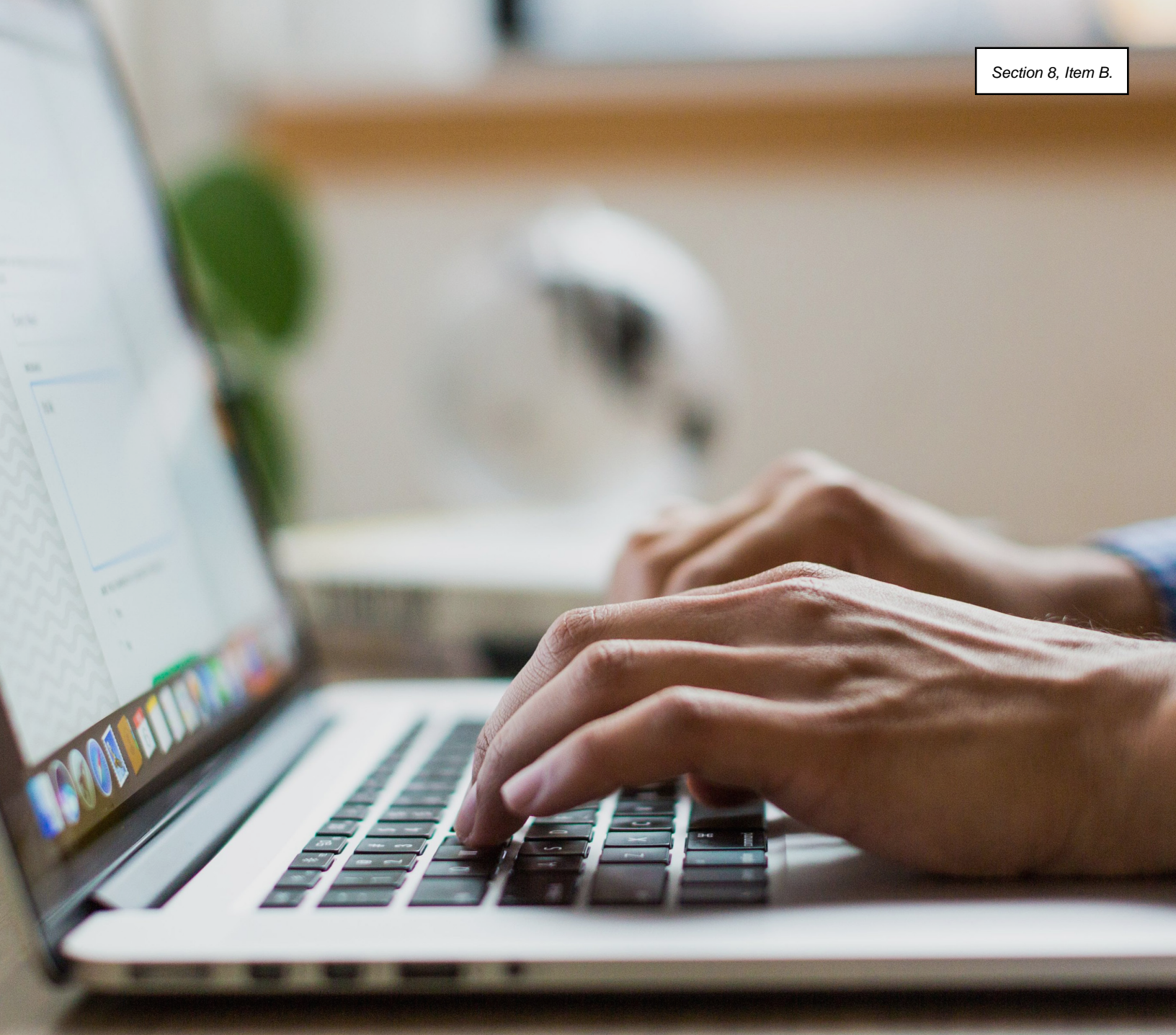
January 21, 2025 | PR24-625



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Photo Credit: Homes.com Website, 2024.



COVER LETTER

January 21 ,2024

Letter Proposal for Planning and Zoning Consulting Services

Sandra Cazel, Office Manager/Accountant
Village of New Haven
PO Box 480429
New Haven, MI 48048

Dear Selection Committee,

We are delighted to submit our proposal for planning and zoning services to the Village of New Haven. Our team appreciated meeting with Mr. Meissen, Ms. Cazel, and Ms. Rodzik, and looks forward to the chance to form deeper relationships with staff and stakeholders while serving the village. Spalding DeDecker has a legacy of supporting Macomb County communities as they grow and face new challenges like residential growth and housing pressure, constrained tax base, competition for business and redevelopment, and resident demand for expanded services and thriving commercial corridors. With roots as an engineering and surveying firm, Spalding DeDecker offers practical and implementable solutions to these and other planning and infrastructure challenges.

We recognize the unique constraints and opportunities facing New Haven, and we are eager to partner with and support the Council, Planning Commission, Zoning Board of Appeals (ZBA), and staff as they take tangible steps toward achieving the community’s envisioned future. We understand that the village is initially seeking support with plan review, ZBA training, ZBA meeting attendance/facilitation, and preparation of an application for the MSHDA Housing Readiness Incentive Grant Program. To provide the best service, the primary point of contact will be available for in-person office hours in New Haven once a week.

In tandem with the above core services, and as directed by the village, our team is fully equipped to provide the additional services discussed during our meeting:

- Land use ordinance audits and drafting of ordinance amendments;
- Recording of permit review and approval procedures;
- Amendment of New Haven’s fee schedule;
- Master Plan review, revision (if necessary), and implementation;
- Parks and Recreation Plan review, revision (if necessary), and implementation;
- Grant writing and administration;
- Support in becoming Redevelopment Ready Community Certified;
- Economic development planning downtown and along key commercial corridors (including exploration of a corridor improvement authority for the village); and
- Other services as requested.

Macomb County resident Kayla Mauldin will be the primary point of contact and will have the support of a multidisciplinary team of planners, landscape architects, engineers, and other professionals. We commit to conducting thorough plan reviews and proposing responsive zoning ordinance amendments to maintain an up-to-date and effective planning framework. Our team will remain available during normal working hours, can hold weekly office time in the village, and will attend ZBA meetings and other public meetings as needed. Additionally, we can assist Village staff by providing guidance on general planning matters, ensuring our work reflects the community’s long-term goals and vision, recommending and writing grant applications, and conduct trainings for staff and officials.

The Spalding DeDecker proposal will remain firm for a period of ninety (90) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the Village of New Haven, whichever occurs first.



Photo Credit: Village of New Haven Website, 2024.



(Continued on next page . . .)



In nearby Washington Township, Spalding DeDecker provides similar planning services, including zoning ordinance amendments, plan reviews, and general planning support. Our comprehensive approach to plan review and zoning services has led to the development of several tailored ordinance amendments, including new considerations for third-party delivery services, updated commercial uses and definitions, and stronger standards for the community’s Village District. We have also recently completed master plans, parks and recreation plans, corridor and neighborhood plans, and transportation equity studies, as well as successful grant applications and administration for nearby communities like Roseville, Eastpointe, St. Clair Shores, Detroit, Ecorse, and Dearborn. Our experience in these communities equips us to deliver a wide range of professional planning solutions for the Village of New Haven.

Spalding DeDecker is eager to support the village’s ongoing journey. With our experienced team’s commitment to efficiency, responsiveness, quality, and practical solutions, we are confident that we are the right firm to deliver services that reflect the community’s values and needs. Thank you for considering Spalding DeDecker as a potential partner in laying the framework for a bright future in the Village of New Haven.

Sincerely,
SPALDING DEDECKER ASSOCIATES, Inc.

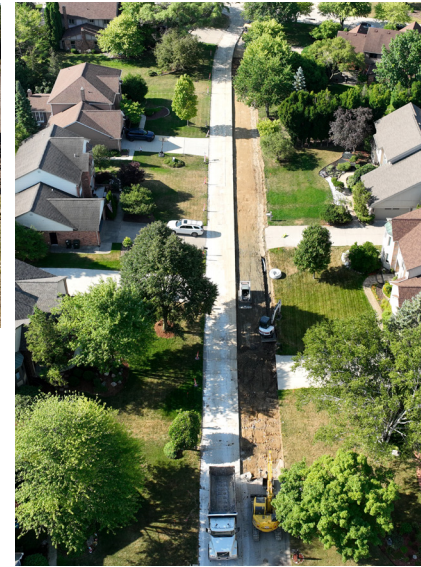
Kayla Mauldin, AICP
Senior Planner | Primary Point of Contact

Cassi Meitl, AICP, PMP
Planning Manager | QA/QC

 SPALDING DEDECKER



FIRM BACKGROUND & SERVICES



About Us

Spalding DeDecker is a full-service planning, engineering, and surveying consulting firm specializing in infrastructure, land development, and transportation. With offices in Rochester Hills, Novi, Detroit, Grand Rapids, and Lansing, Michigan, we support diverse clients across the state and nation with our broad range of services. Established in 1954, we have aspired to set the benchmark of planning, engineering, and surveying excellence. Spalding DeDecker's dedicated teams in Transportation, Municipal Engineering, Land Development, Planning, Landscape Architecture, Urban Design, Surveying, and Construction Engineering create safe, practical, sustainable, and tailored solutions for the unique needs of each client.

Services

Planning, Design, & Landscape Architecture

- Municipal Planning
- Master Planning, Parks Planning, & Area Planning
- Campus Planning
- Complete Streets & Bikeway Design
- Community Engagement
- Grant Writing and Implementation
- Site Planning, Site Selection, & Development Feasibility Studies
- Zoning Analysis and Ordinance Writing
- Stormwater Management Plans and Studies
- Streetscape and Park Design
- GIS Mapping and Asset Management

Infrastructure

- Asset Management
- Construction Engineering
- Municipal Engineering
- Pavement Management Systems (PMS)
- Transportation Engineering
- Water/Wastewater Engineering

Survey & Mapping

- 3-D Laser Scanning
- ALTA / NSPS Land Title Surveys
- Aerial Control Surveys
- Boundary & Topographical Surveys
- Construction Layout
- Industrial, Aviation, and Transportation Surveying

Our Team

Our people are our greatest asset. With nearly 160 employees on our team, we have the expertise, depth, and support to provide our clients with unparalleled quality and customer service. As an employee-owned company, our employees drive and celebrate our success.

Federal ID

38-1598901

Employees by Discipline

- 23 Administrative
- 11 CAD Technician
- 31 Civil Engineer
- 04 Planner
- 19 Construction Inspector
- 01 Hydrographic Surveyor
- 32 Land Surveyor
- 05 Landscape Architect
- 25 Project Manager
- 08 Technician/Analyst
- 04 Transportation Engineer
- 01 Water Resources Engineer

Locations

Rochester Hills*

Headquarters
905 East South Blvd
Rochester Hills, MI 48307
P: 248.844.5400

Detroit*

119 State St, Suite 500
Detroit, MI 48226
P: 313.305.9120

*Locations where Village of New Haven work will be completed

Novi

27333 Meadowbrook Rd
Suite 210
Novi, MI 48377
P: 248.662.9399

Grand Rapids

525 Ottawa Ave NW
Grand Rapids, MI 49503
P: 616.885.5802

Lansing

313 N. Capitol Ave
Suite 100
Lansing, MI 48933
P: 517.679.4400

Flint

615 S. Saginaw St, Suite 7012
Flint, MI 48502
P: 800.598.1600

FIRM PROFILE



PLANNING, DESIGN, AND LANDSCAPE ARCHITECTURE

Spalding DeDecker’s planning, design, and landscape architecture team is committed to achieving positive outcomes in the multiracial, multiethnic, and multicultural communities that we serve. Our clients are cities, villages, townships, and other local units of government, nonprofit organizations, and private developers, primarily in Michigan.

We offer a variety of implementation-focused services to connect planning and design, working alongside Spalding DeDecker’s engineering experts.

EXPERTISE AND SERVICES

EXPERTISE

Community and Economic Development

- ArcGIS Mapping and Asset Management
- Campus Planning
- Community Master Planning
- Community Engagement and Public Participation
- Development Review Evaluation
- Downtown and Corridor Planning
- Grant Writing and Administration
- Marketing and Storytelling
- MEDC Redevelopment Ready Communities Best Practices
- Mobility and Transportation Planning
- Park and Recreation Planning
- Policy Recommendations
- Project Coordination and Implementation
- Report Layout and Design
- Research and Report Writing
- Sustainability and Stormwater Consulting
- Zoning Analysis and Ordinance Writing

Property Development

- Complete Streets and Bikeway Design
- Land Use Entitlement Approvals
- Pedestrian and Multimodal Streetscape Improvement Design
- Rezoning and Right-of-Way Modifications
- Site Plan Permits
- Site Evaluation and Due Diligence
- Site Planning
- Site Plan Development Approvals
- Stormwater Management Plans and Studies
- Utility Coordination



KEY PERSONNEL

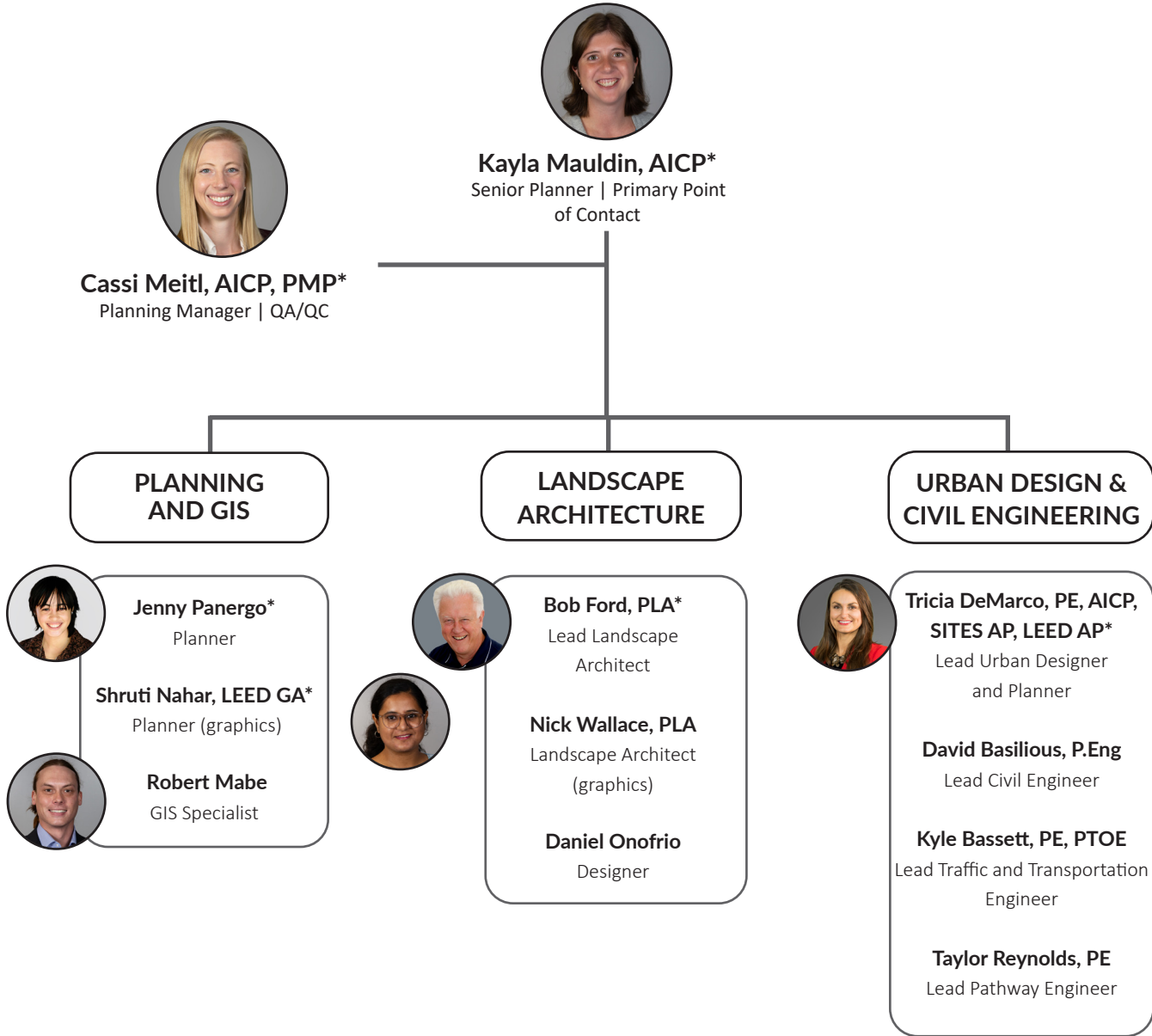


ORGANIZATIONAL CHART

Photo credit: Village of New Haven Website, 2024.

VILLAGE OF NEW HAVEN

* Denotes Key Staff



(For downtown and corridor improvement projects)



KAYLA MAULDIN, AICP

Senior Planner

Kayla Mauldin is a Senior Planner with more than 7 years of experience working as a planner in Michigan and Salt Lake City, Utah. As a certified planner, Kayla has extensive experience working in the public sector on long range planning, comprehensive plan writing and implementation, land use ordinance development, community outreach programs, and grant administration.

EDUCATION

Masters in City & Metropolitan Planning,
University of Utah | 2020

Bachelor of Science in Urban & Regional Planning, Honors
College at Michigan State University | 2018

REGISTRATION

American Institute of Certified Planners (AICP) | 2023

TRAINING

Complete of Planning Supervisor's Playbook | 2023

Sign Research Foundation Scholar | 2023

Introduction to Grants Management (Graduate School USA) | 2021

AWARDS

Merit Award for the Kearns General Plan - American Planning Association, Utah Chapter | 2021

Merit Award for the We Are Stockton General Plan - American Planning Association, Utah Chapter | 2020

Outstanding Student Award - American Planning Association | 2020

Planning Excellence Award for Outstanding Undergraduate Student Project: *Imagine Vine 2025* - Michigan Planning Association | 2018

RELEVANT EXPERIENCE

- **Washington Township Planning Services, Washington Township, MI – Senior Planner** – Supporting the Planning and Zoning Director with planning services including site plan review, zoning ordinance amendments, PC, ZBA, and Board meeting presentations and reporting, and staff training.
- **Macomb County Department of Roads Complete Streets Guidelines, Macomb County, MI – Senior Planner** – in progress. Preparing Complete Streets Guidelines for the Macomb County Department of Roads to aid in implementation of the County's Complete Streets Policy and to facilitate communication and understanding between County and local government.
- **Lansing Township Comprehensive and Recreation Plan, Lansing, MI – Senior Planner** – In progress. Contributing data analysis, writing, graphics, presentation materials, and professional expertise to the Township's first Master Plan update since 2009.
- **Ecorse Grant Administration, Ecorse, MI – Senior Planner** – supporting the Grant Administrator in preparing projects, locating funding sources, and writing grant applications.
- **Unincorporated Salt Lake County Moderate Income Housing Plan, Salt Lake County, UT – Project Manager and Lead Planner** – Led the 2022 Moderate Income Housing Plan for unincorporated portions of Salt Lake County, with housing needs assessment and detailed strategies for promoting and preserving housing that is attainable for households making between 50 and 80% AMI. The plan persuaded the Salt Lake County Council to adopt robust amendments to the County's Accessory Dwelling Unit (ADU) Ordinance.
- **Salt Lake County Accessory Dwelling Unit Ordinance Update, Salt Lake County, UT – Project Manager and Lead Planner** – Led extensive revisions to Salt Lake County's Accessory Dwelling Unit Ordinance to promote moderate income housing goals and reduce regulatory barriers to accessory dwelling unit construction.
- **Kearns General Plan, UT – Project Manager and Lead Planner** – Led General Plan update for a suburb of Salt Lake City - including demographic analysis, community engagement, strategic land use, transportation, economic development, and resilience + infrastructure planning, to guide future development. **Received APA Utah Merit Award for a General Plan, 2021.**



CASSI MEITL, AICP, PMP

Planning Manager | QA/QC

EDUCATION

Master of Urban & Regional Planning, Graduate Certificate in Community Engagement, Michigan State University | 2015

Bachelor of Science in Family & Consumer Science, Minor in Business Administration, Illinois State University | 2011

REGISTRATION

American Institute of Certified Planners (AICP)

Project Management Professional (PMP)

TRAINING

Zoning Administrator Certificate Program

Site Plan Review Training

Master Michigan Citizen Planner Certificate

Project for Public Spaces Placemaking Workshop

ULI MI Larson Leadership Initiative

ULI Real Estate Development: Principles & Practices

Lean Six Sigma Yellow Belt

Challenge Detroit Fellowship Program

AWARD

MAP Planning Excellence: Innovation in Economic Planning and Development, 2015

A certified planner and project manager with expertise in community, economic, and real estate development, Cassi has ten years of unique planning experience in Michigan and worked for DTE and Mayor Duggan's administration in Detroit prior to joining Spalding DeDecker. She has worked on master and strategic planning processes for a variety of planning and real estate development projects in southeast, central, and northwest Michigan. Cassi oversees a Planning Team with expertise in community engagement and public outreach, land use planning, site planning, economic development, and plan report, map, and graphic production.

RELEVANT EXPERIENCE

- **Macomb County Department of Roads - Complete Streets Design Guideline - Project Manager** - In Progress.
- **Washington Township, MI - Lead Planner** - Planning Consultant, Site Plan Review, and Zoning Ordinance Amendments.
- **St. Clair Shores Master Plan, Parks and Recreation Plan, and Capital Improvement Plan, MI - Project Manager** - In Progress.
- **Delhi Charter Township Master Plan Update, MI - Project Manager and Lead Planner** - Led community engagement, strategic land use planning, and zoning and ordinance recommendations with a focus on economic development and diversity, equity, and inclusion to guide growth in the community.
- **Mason M-36 Corridor Improvement Plan, MI - Project Manager and Lead Planner** - In Progress.
- **Midwest-Tireman Framework Plan, Detroit, MI - Lead Planner** - Led streetscape and industrial site development concept planning.
- **Greater Warren / Conner Framework Plan, Detroit, MI - Lead Planner** - Led neighborhood revitalization strategies.
- **Dearborn Transportation Equity Study for South End: Salina Neighborhood, MI - Project Manager and Lead Planner** - In Progress. Leading assessment of existing conditions, recommendations for changes to truck routes, and developing concepts for the addition and improvement of nonmotorized amenities on multiple corridors.
- **Wyandotte Downtown Infrastructure Project, Wyandotte, MI - Project Manager and Lead Planner** - Construction began in July 2024 and is anticipated to be complete by Oct. 2025.
- **Ecorse Southfield Road Streetscape Improvements, Ecorse, MI - Project Manager and Lead Planner** - Led engagement and design for sidewalk improvements and addition of pedestrian amenities along Southfield Road. Construction to be complete Oct. 2024.
- **Ecorse USDOT Grant Applications, MI - Project Manager** - Prepared applications for the Reconnecting Communities and Neighborhoods Program and RAISE grant for a highway-railroad grade crossing improvement planning study (\$120K planning grant awarded).
- **Ecorse, Revitalization and Placemaking Program (RAP) Grant Applications, MI - Project Manager** - Wrote MEDC (RAP) grant applications for Southfield Road Streetscape Improvements (\$600K awarded), the Boat and Kayak Launch project (\$1M awarded).
- **8 Mile and Woodward Beautification, Detroit, MI - Project Manager and Lead Planner** - Supported a streetscape beautification project involving murals, additional lighting, and decorative sidewalk elements at the intersection.
- **Hamtramck Alley Project / Joe Louis Greenway, MI - Project Manager** - Led the preliminary engineering concept design and production of materials for community engagement for a section of the JLG in an alley in Hamtramck.
- **DDA Streetlighting and Streetscape Improvement Plan, Walker, MI - Senior Planner** - Wrote the report that documented the public engagement findings, asset inventory, technical analysis, design typologies, and recommendations for funding and implementation.



JENNY PANERGO

Planner

EDUCATION

Bachelor of Art in Political Science Minors in Philosophy and History, Saint Michael's College | 2022

TRAINING

Challenge Detroit Fellowship Program

ArcGIS

Adobe Creative Suite

MAP Planning and Zoning Essentials Certificate

MEDC Main Street Training

MEDC RRC Best Practices

QUALIFICATIONS

Excellent written and verbal communication skills.

Knowledge of planning, research, and community engagement best practices.

A planner with experience researching public policy, urban development, and the political economy, Jenny also has strong community engagement skills. She exhibits cultural competency and inclusivity, and has significant experience working with communities of various multiracial, multiethnic, and multicultural backgrounds. Jenny was in the Challenge Detroit Fellowship program, a year-long opportunity for diverse, innovative, community-minded individuals to grow their careers, strengthen their leadership skills, build relationships, and gain experience while contributing to Detroit's vibrant communities through intellectual giving.

RELEVANT EXPERIENCE

- ***In Progress: Macomb County Department of Roads Complete Street Design Guidelines, Macomb County, MI – Planner*** – Compiled and analyzed existing Master Plans, Corridor Plans, and Transportation Plans for 27 municipalities in Macomb County, ensuring alignment with the County's Complete Streets Policy. Developed a GIS database of maps and information to support data-driven decision-making and guide project implementation.
- ***M-36 Corridor Improvement Plan, Mason, MI – Planner*** – Conducted GIS field data collection and mapping to support the analysis of existing conditions within the M-36 corridor. Utilized the SEMCOG Multimodal Tool and applied best practices to develop concepts for streetscape enhancements, non-motorized infrastructure, and land use impacts.
- ***RARE 5-Year Recreation Master Plan, Roseville and Eastpointe, MI – Planner*** – Contributed to report writing, editing, and layout, ensuring alignment with the Michigan Department of Natural Resources checklist. Authored the Action Plan and Goals and Objectives sections, incorporating public input and stakeholder feedback. Conducted a detailed parks inventory and analysis, evaluating amenities, conditions, and opportunities for improvement. Developed cost estimates to support project feasibility and funding applications, ensuring actionable and data-driven recommendations.
- ***Ecorse Reconnecting Communities Grant, MI - Planner*** - Wrote and edited proposals for funding to support non-motorized transportation efforts that addresses diversity, equity, and inclusion. Interacted with stakeholders to obtain pertinent information about the organization's mission and goals.
- ***Greater Warren/Conner Neighborhood Framework Plan, MI - Planner*** - Facilitated regular community meetings, both virtual and in-person, to develop strategies for neighborhood stabilization. Conducted research, wrote reports, and identified funding sources for the implementation of efforts focused on housing rehabilitation, infrastructure improvements, and economic development.
- ***Detroit Industrial and Commercial Site Identification and Readiness Scoping, MI - Planner*** - Updated and maintained accurate inventory records of city-owned parcels of land. Collaborated with team members to resolve any data discrepancies. Prepared reports regarding environmental constraints, market opportunities, traffic and infrastructure opportunities, and structural opportunities.
- ***North End Landing Affordable Housing Development, MI - Planner*** - Supported a comprehensive site analysis for the North End Landing development to ensure compliance with the Zoning Ordinance. Prepared a presentation of findings for variance requests before the City of Detroit's Zoning Board of Appeals, advocating approval for tactical activation of the neighborhood.
- ***Housing Value Park Impact Study, Life After Life*** - Researched the impact of parks within 500ft, 1500ft, and 2500ft of various housing developments in five major cities to examine the impact on residential market value. Wrote a report of findings.



SHRUTI NAHAR, LEED GA

Planner

EDUCATION

Master of Urban and Regional Planning, Michigan State University, 2023

Bachelor of Architecture, University of Mumbai, 2019

REGISTRATION/ CERTIFICATIONS

LEED Green Associate Certification

Facilitative Leadership Workshop

NCI Complete Charrette Training Certificate

Registered Architect with Council of Architecture, New Delhi, India

Diploma in Built Heritage Studies and Conservation

PROFESSIONAL AFFILIATIONS

American Planning Association

Urban Land Institute

Council of Architecture, New Delhi, India

Shruti Nahar is a registered architect recognized by the Council of Architecture, India. Additionally, she has completed her studies in urban and regional planning from Michigan State University, USA. Her work ethic is characterized by diligence and a commitment to delivering tasks of the highest quality.

Shruti began her career in Mumbai, India as a practicing architect where she worked on various residential, commercial, and real-estate projects. In her 1.5-year tenure in the architecture and construction industry, Shruti actively participated in more than 20 projects contributing from the initial conceptualization stage to the actual construction phase. Alongside her master's education, she worked with the National Charrette Institute. Shruti's experience comprises a wide range of responsibilities, including but not limited to facilitating, report writing, and conducting strategic planning for numerous state and federal projects. Additionally, Shruti possesses proficient skills in working with GIS, Adobe, and Autodesk suite.

RELEVANT EXPERIENCE

- **Midwest Tireman Neighborhood Framework Plan – Planner** – Facilitated community engagement sessions in collaboration with Interboro partners and City of Detroit. Contributed to streetscape enhancement initiatives by *designing impactful graphics*. Assisted in writing the recommendations and assisted in the funding and implementation matrix.
- **Wyandotte DDA Infrastructure, Wyandotte, MI – Planner** – Created a report layout to effectively capture the findings. Additionally, *designed graphics* to simplify the content and enhance clarity, providing a lucid and visually appealing presentation for the readers.
- **RARE 5-Year Recreation Master Plan, Roseville and Eastpointe, MI – Planner** – Organized and authored report chapters in compliance with the Michigan Department of Natural Resources checklist. Developed community engagement materials such as business cards, yard signs, and surveys, and created a comprehensive recreation inventory using GIS. Coordinated with stakeholders from both cities to ensure a collaborative and inclusive planning process.
- **JLG Fullerton & Davison, Detroit, MI – Planner** – Developed community engagement boards for the streetscape design of three segments of the Joe Louis Greenway trail using Adobe Suite and AutoCAD. This involved designing visually appealing and informative materials to facilitate public input and participation in the project.
- **Dearborn Transportation Equity Study – Planner** - Performed a comprehensive Desktop Analysis for the South End neighborhood in the City of Dearborn, utilizing tools like Google Earth and ArcGIS Pro. Analyzed gathered data to formulate informed recommendations for the neighborhood, integrating a thorough understanding of the area's dynamics and needs.
- **East Lansing Recreation Plan, East Lansing, MI – Planner** - Created several maps and authored chapters for the East Lansing Parks and Recreation Plan, utilizing GIS and cartographic skills to produce accurate and visually compelling maps, and contributing written content to ensure a comprehensive and detailed plan.
- **St. Clair Shores Master Plan, CIP, and Parks and Recreation Plan, St. Clair Shores, MI – Planner** – Authored chapters and conducted QA/QC for the master plan of St. Clair Shores. Actively participated in various community engagement meetings to gather and incorporate community input, ensuring the plan reflected the needs and aspirations of the residents.



ROBERT E. FORD, PLA

Lead Landscape Architect

EDUCATION

Bachelor of Landscape Architecture, Michigan State University | 1975

REGISTRATION

Licensed Professional Landscape Architect
State of MI #3901000909

Certified Playground Safety Inspector
#52013-1024, Expires 10/1/2024

NPPS Early Childhood Outdoor Play Inspector
#NC12301, Expires May 2023

Certified Storm Water Management-Construction Site #C-08418

ASSOCIATIONS

American Society of Landscape Architects ASLA

Michigan Chapter, American Society of Landscape Architects, President

Michigan Society of Planning

Michigan Trails & Greenways Alliance

Global Relief of Michigan Inc., Advisory Board Member

American Planning Association

TRAINING

PSMJ Project Management Boot Camp, 2024

Mr. Ford has over 40 years of experience in site design, land use planning, project management, park design, streetscapes, and urban design. He has an extensive background in urban planning, park design, engineering, project management and administration. For 34 years Robert owned a Lansing-based landscape architecture firm where he provided and oversaw master planning, site design, construction management, administration, and quality control. He and his staff have consulted for a large number of schools, communities, and parks throughout the state. Mr. Ford has extensive experience with master plans, reports, site plans, comprehensive plans, park development, greenways, non-motorized transportation plans, streetscapes and implementation of these projects.

RELEVANT EXPERIENCE

- **Farmington Hills Special Services Plan 2024-2028, Farmington Hills, MI** - Retained to provide an update to the City of Farmington Hill's Special Services Plan. Services included public input meetings, opinion survey, park inventories, goals and objectives, and assisting with the capital improvement plan. Also provided new mini-master plans for 8 city parks.
- **Northville Township Park and Recreation Master Plan 2024-2028, Northville, MI** - Retained by Northville Parks and Recreation, a combined department of Northville Township and the City of Northville, to update their Recreation Master Plan. Services included public input meetings, opinion survey, park inventories, creation of goal and objectives, and assisting in creating a current capital improvement plan.
- **Novi Strategic Community Recreation and Master Park Plan 2020-2024, Novi, MI** - Provided services to update the City's Strategic Community Recreation and Master Park plan. These services included: public meetings, community member interviews, park inventories, opinion survey, providing goals and objectives such as park upgrades and the creation of a new recreation center, action plan, and community improvement budget. Also retained to provide an ADA assessment of park facilities and providing a report identifying deficiencies and their priority to be resolved to become compliant with state and federal laws.
- **Delhi Township Recreation Master Plan 2025-2029, Holt, MI** - Preparing the 5th update to the park and recreation master plans by providing a park inventory and analysis of existing facilities, ADA Assessment, opinion survey, demographic analysis, needs assessment, recreational standards, review of related plans, provided goals, an objective action plan and a capital improvements budget.
- **Independence Township Parks Recreation & Seniors Master Plan 2023-2027, Clarkston, MI** - Provided an update to the township's Parks, Recreation & Seniors Master Plan. Our services included: public meetings, community member interviews, park inventories, opinion survey, providing goals and objectives such as park upgrades and the creation of a new recreation center, action plan, and community improvement budget.
- **Mason 5-Year Parks and Recreation 2020-2024, Non-Motorized Transportation and Wayfinding Plans, Mason, MI** - Provided services to concurrently produce Mason's Recreation Master Plan, Non-Motorized Transportation Plan (NMTP) and Wayfinding Plan. Coordinated public meetings, workshops, interviews with key members of the community, completed an inventory, opinion survey, demographic analysis, needs assessment, reviewed recreation and transportation standards, related plans, provided goals and objectives, provided an action plan and capital improvement budget. The Wayfinding Plan will recommend locations, sign types, and sign concepts identifying the City's parks, trails, and parking areas.



TRICIA DEMARCO, PE, AICP, LEED AP, SITES AP

Lead Urban Designer and Planner

As a licensed professional engineer and certified urban planner, Tricia leads projects from concept to construction. Having worked in seven countries and seven U.S. states, Tricia is now focused exclusively in the City of Detroit where she leads our Detroit office. Within Detroit, Tricia is dedicated to creating street-level impact with special attention to the Detroit neighborhoods beyond the central business district.

Tricia's multi-faceted experience allows a practical understanding of development within Detroit through a lens of social, economic, and environmental responsibility. She is an active LEED accredited professional. Her skills include project coordination, project management and implementation, project visioning and due diligence, entitlements and approvals, stormwater management, and site design for large and complex projects. Tricia's experience also includes non-motorized transportation design and transportation forecasting, master planning, and community outreach.

EDUCATION

Masters of Urban Design and Planning, University of Washington, 2011

Masters of Science in Civil Engineering, University of Washington, 2011

Bachelor of Science in Civil Engineering, University of Florida, 2007

REGISTRATION

Professional Engineer in the states of Michigan and California.

American Institute of Certified Planners

Michigan Residential Builders and Maintenance & Alteration Contractors License

LEED Accredited Professional

TRAINING

PSMJ Project Management Boot Camp / 2024

Leadership Detroit Class XLI, Detroit Regional Council / 2020

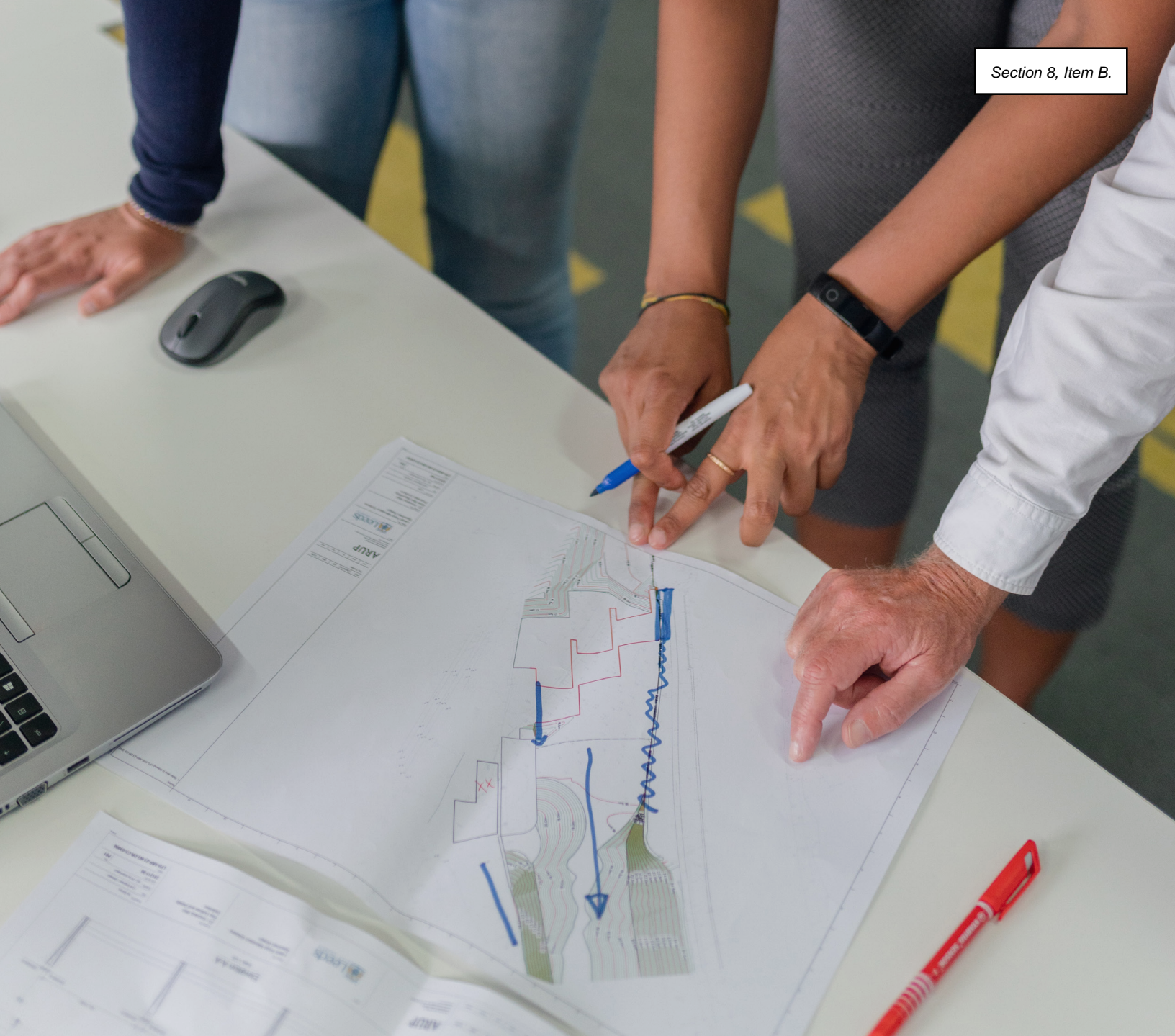
Integrated Project Management Certificate, Harvard Graduate School of Design / 2018

AWARDS

National AIA Award East Riverfront Master Plan / 2018

RELEVANT EXPERIENCE

- **Shenandoah Valley Aviation Master Plan, VA - Planner** – 20-year Master Planning process, including assessment of existing conditions, forecasting for future growth, and determination and prioritization of necessary capital projects.
- **Southwest Truck Route Study, Detroit - Project Manager** – Public outreach, community-driven project to identify routes and ordinance changes that designate appropriate routes for trucking and areas where trucking is more appropriately restricted within the neighborhoods.
- **Gratiot-7 Mile Neighborhood Strategic Plan, Detroit - Project Manager** – Public outreach, strategic planning project for the neighborhoods within the Gratiot 7-Mile area.
- **East Riverfront Framework Plan Concept, Detroit - Project Manager** – Assessment of current infrastructure, development of the transportation and vehicle circulation concept, and determination of stormwater strategies including the introduction of concepts for the protected bike lanes along Jefferson Avenue.
- **Elliott Bay Seawall, Seattle, WA - Deputy Design Manager** – \$300M capital improvement project to replace 3,700 linear feet of earthquake prone seawall in the heart of the downtown Seattle waterfront. Coordination with other key downtown projects including the Waterfront Seattle Project, SR-99 Tunnel, and Alaskan Viaduct Removal.
- **Henry Ford Health Systems South Campus Infrastructure Project Lead, Design, Stormwater Management, Permitting, Bidding, ROW Modifications & Site Condo, Construction Engineering & Inspection Lead / Detroit, Michigan- Project Manager** - 14 acres of urban area in the City of Detroit, the Henry Ford Health Systems South Campus has allowed for the construction of the Bridget Harris Cancer Pavilion and supported multi-faceted neighborhood redevelopment.
- **Detroit Achievement Academy, Northwest Detroit, MI - Site Design, Stormwater Management, Site Permitting - Project Executive** - In charge of generating a technical stormwater report to obtain permits necessary for construction. The work included the demolition of structures, a new building addition, parking lot and drive improvement, stormwater detention design, bioretention ponds, landscaping, and site grading.
- **Equity Education, Northwest Detroit, MI - Utility Design, Site Permitting - Project Manager** - Utility design and documentation of a new water connection for the adaptive reuse of an existing structure for a public charter school. Coordination of permits necessary for construction.



EXPERIENCE & REFERENCES



Since 1954, Spalding DeDecker has had the privilege of serving more than 80 different municipalities, either as their consulting engineer of record, or on an individual project basis. We have provided professional engineering, planning, and surveying services for more than 10,000 successful municipal projects.

EXCELLENCE SINCE 1954

QUALITY CONTROL

Using our ISO-based procedures, we continually improve quality, assign proper allocation of resources, and help deliver the project on time and within budget.



80+ MUNICIPAL CLIENTS



MORE THAN 10,000 PROJECTS

OUR CLIENTS

We deeply value our clients and the diverse communities they represent, recognizing that each project is an opportunity to enhance and respect the unique characteristics of each area we serve.

ADDITIONAL SERVICES AND PROJECTS

In addition to the enclosed client sheets, SD is working with the following municipal clients:

- City of Ecorse
- Cascade Township
- Hartland Township
- Ingham County
- City of Taylor
- Oakland County Drain Commissioner
- Macomb County Public Works
- City of Williamston
- City of Hamtramck
- City of Wyandotte
- Meridian Township
- Delhi Township
- Road Commission for Oakland County

- Oakland County Water Resources Commission
- City of Sterling Heights
- Wayne County Department of Public Services
- City of East Lansing
- City of Leslie
- City of Jackson
- City of Charlotte
- Armada Township
- Washington Township
- City of Dearborn
- City of Holland



ENGINEERING AND PLANNING SERVICES

Washington Township dates back almost 200 years and grew to prosperity as an agricultural community that now has historical architecture and various recreational areas including Stony Creek Metropark.

SD provides prioritization planning, design engineering, and construction engineering services for the Township’s strongly growing pathway system.

Work includes assessing the existing pathway gaps along all major roads throughout the Township. SD works closely with the Township to weight each gap location based on proximity to local amenities and schools, available rights of way, cost of construction, and other financial factors. Once priorities are recommended and approved by the Township Board, SD provides design engineering, easement creation, permitting, and construction engineering services for the selected sites.

Working closely with the Planning and Zoning Director, Planning Commission, and Zoning Board of Appeals, our team conducts plan review on a variety of land use applications, makes recommendations on variance requests, proposes and facilitates zoning amendments in alignment with the Township’s Master Plan, and provides additional municipal planning services. By working collaboratively with township staff, boards, and commissions, we have ensured consistent application of the community’s land use ordinances and furthered the Township’s Master Plan implementation efforts - including making key zoning amendments to accommodate desired village district uses (such as outdoor dining), preparing for a changing commercial environment (3rd party delivery services), and improving ordinance clarity/usability (off-street parking ordinance restructuring).

OWNER / CLIENT

Richard Amormino
Director, Department of Public Works
(586) 786-0010 ext. 1213
(586) 212-9404
amorminor@washingtontwpmi.org

PROJECT START - END

2017 - Ongoing



KEY PERSONNEL

Jeremy Schrot, PE
Taylor Reynolds, PE
Zach Shender
Phil Strunk, PE
Cassi Meitl, AICP, PMP
Kayla Mauldin, AICP

Recent projects either completed or ongoing include:

- Washington Township Planning Services
- Hox Acres Pathway
- Brabb Cemetery Pathway
- Pavement Easement Exhibits
- 2021, 2022, 2023 Pathway Gaps
- Mound Road Gaps, North of 28 Mile Road
- Jewell Road Pathway
- Mound Road Pathway, South of West Road
- 26 Mile Pathway
- 29 Mile Pathway
- Pathway Master Plan
- Breckenridge Bridge and Pathway
- West Road Sidewalk



SPALDING DEDECKER

WASHINGTON TOWNSHIP PLANNING SERVICES

Washington Township, MI | 2023 - Ongoing

CLIENT REFERENCE

Washington Township
Sebastian "Sam" Previti
Supervisor
586-786-0010
previtis@washingtontwpmi.org

Dana Bershback
Planning and Zoning Director
586-677-4222
berschbackd@washingtontwpmi.org

KEY PERSONNEL

Cassi Meitl, AICP, PMP
Kayla Mauldin, AICP
Jenny Panergo

SERVICES PROVIDED

Planning Reviews
Zoning Ordinance Amendments
Planning Commission and Zoning Board of Appeals Meetings
Applicant Consultation
General Advisory Services for Community and Economic Development Initiatives

In addition to engineering services, Spalding DeDecker is providing ongoing planning services for Washington Township as an extension of the township's staff. Located in Macomb County, Washington Township is a growing community with 28,000 residents as of 2020 (U.S. Census). Spalding DeDecker reviews and provides recommendations on preliminary plans, site plans, subdivision plats, site condos, PUDs rezoning, and special land use applications for the township. The team also informs, advises, and works proactively with Township leaders, staff, and other stakeholders to advance community and economic development initiatives.

THE CHALLENGE

Washington Township is experiencing rapid growth, which presents a unique challenge in planning and development. The township is working to balance the needs for residential, commercial, and industrial zoning districts while maintaining the character of the community. This must be achieved while ensuring compliance with regulatory requirements and consistency with the goals of the Master Plan.

THE SOLUTION

SpaldingDeDecker has implemented a comprehensive planning service to ensure the township's needs are met and decisions align with the local Zoning Ordinance and Master Plan. Our team works closely with Washington Township officials, staff, and other stakeholders providing expertise and support.

THE IMPACT

Our planning services have significantly contributed to Washington Township's ability to manage its growth effectively. By providing expert guidance on zoning ordinance amendments, variance requests, special land use requests, and site plan review, we have enhanced the decision making-process for the Planning Commission, Zoning Board of Appeals, and Township Board through expert review, support, and representation.

GENERAL ENGINEERING SERVICES

Armada Township is a growing community with a focus on becoming a new destination for business and growing families. Spalding DeDecker has been working with Armada for over a decade, and have been instrumental in developing proper infrastructure for the Township’s growing neighborhoods.

Since 2003, Spalding DeDecker (SD) has provided as-needed engineering consulting and surveying services to the Armada Township under a general services contract.

SD is responsible for providing services for review of site plans, design engineering, construction, and permit documents for various residential, commercial, and public utility projects. We have also consulted and assisted on various Township construction projects including the Township Park and economic development projects.

SD provides the following professional services for the City:

Plan Review

- Commercial and Condominium Site Plan Review
- Platted Subdivision Plan Review
- Construction Plan Review
- Construction As-Built Plan Review
- Floodplain Review

Engineering

- Preliminary Design
- Final Design
- Design Survey

Construction Engineering

- Construction Layout
- Construction Inspection
- Contract Administration
- Materials Testing Coordination
- As-Builts

OWNER / CLIENT

Armada Township
 23121 E. Main St
 Armada Township, MI 48005
 John Paterek, Supervisor
 supervisor@armadatwp.org



PROJECT START - END

2003 - Ongoing

KEY PERSONNEL

Taylor Reynolds, PE
 Ted Meadows
 Jeremy Schrot, PE

Recent projects either completed or ongoing include:

- Armada Township Senior Center Parking Lot, Design Engineering, and CE
- Sewer Master Plan
- McPhall Road Floodplain
- Hidden River Subdivision, plan review, and CE
- Laethem Subdivision, plan review, and CE
- Henshaw Subdivision, plan review, and CE
- Powell Road Sanitary Sewer and Water Main - 32 Mile to 33 Mile Road
- Sanitary Sewer Consolidation
- Dalcoma Rd Wetland Mitigation
- Numerous Plan Review Projects including Office abs Storage Building, Fifth Third Bank, Verizon Cell Tower, Ironwood Corporate Park, Sherman Masonry Inc, Takata Building Addition, DTE Substation, VanPaemel Self Storage, as well as many others

GENERAL ENGINEERING SERVICES

Chesterfield Charter Township is a charter township of Macomb County in the U.S. state of Michigan. The township was organized in 1842, formed out of a portion of Macomb Township.

Since 2018, Spalding DeDecker (SD) has provided as-needed engineering consulting and surveying services to Chesterfield Township under a general services contract.

SD is responsible for providing services for design, engineering and construction. Spalding DeDecker looks forward to building our relationship with the Township of Chesterfield.

SD provides the following professional services for the City:

Engineering

- Preliminary Design
- Final Design
- Design Survey

Construction Engineering

- Construction Layout
- Construction Inspection
- Contract Administration
- Materials Testing Coordination
- As-Builts

OWNER / CLIENT

Township of Chesterfield
47275 Sugarbush Road
Chesterfield, MI 48047
Mitchell O'Connor, PE, Township Engineer
moconnor@chesterfieldtwp.org

PROJECT START - END

2018 - Ongoing

KEY PERSONNEL

Taylor Reynolds, PE
Ted Meadows
Jeremy Schrot, PE



Recent projects either completed or ongoing include:

- Site Plan Review
- Township Hall Bridge Improvements
- Township Hall Parking Lot Improvements
- 2020 Sidewalk Replacement Program
- 2021 Sidewalk Replacement Program
- 2022 Sidewalk Replacement Program
- 2021 Sidewalk Gap Program
- Jefferson Ave. Pathway
- 23 Mile Road Pathway
- 23 Mile Road and Gratiot Avenue Sidewalk Gaps
- Senior Park CDBG
- Edgewater Road Reconstruction
- Roselawn Street Paving
- Gratiot Ave PRV and Meter Pit
- Veteran's Memorial Park Parking Lot

GENERAL ENGINEERING SERVICES

Located in east central Oakland County, the City of Rochester Hills has a population of approximately 75,000 and was recently named as one of Money Magazine’s Top 10 Best Places to Live in America. Rochester Hills ranked as the #1 City in the State of Michigan.

Since 2011, Spalding DeDecker (SD) has provided as-needed engineering consulting and surveying services to the City of Rochester Hills under a general services contract.

Spalding DeDecker provides the following services for the City of Rochester Hills:

Engineering

- Preliminary Design
- Final Design
- Design Survey

Construction Engineering

- Construction Layout
- Construction Inspection
- Contract Administration
- Materials Testing Coordination
- As-Builts
- Marketing Communications

OWNER / CLIENT

City of Rochester Hills
 1000 Rochester Hills Drive
 Rochester Hills, MI 48309
 Bill Fritz, Director of Public Services
 248.656.4685
 fritz@rochesterhills.org

PROJECT START - END

2011 - Ongoing

KEY PERSONNEL

Taylor Reynolds, PE
 Mike DeDecker, PS
 Ted Meadows



Recent projects either completed or ongoing include:

- 2024 Asphalt Road Program
- 2024 Concrete Road Program
- 2023 Concrete Road Program
- 2022 Asphalt Road and Pathway Program
- 2022 Concrete Road and Sidewalk Program
- 2021 Concrete Road Replacement Program #1
- 2021 Concrete Road Replacement Program #2
- 2020 Concrete Road Replacement Program
- 2020 Asphalt Rd Rehabilitation Program
- Adam Rd CRT Pedestrian Crossing
- 2017- 2019 Road Rehabilitation Program
- Hamlin Road Construction Engineering
- Fire Station # 4 Survey
- Avon Livernois Aesthetic Improvements
- Firewood / Falcon Rd Reconstruction
- Tienken Road Widening
- Pavement Repair Report
- Clinton River Trail TAP Grant Design
- Section 33 Water Main Replacement
- Grant Assistance Services
- Rochdale Drive Survey
- Rochester Hills City Hall Parking Lot Reconstruction
- Innovation Hills Park Design Phases 1 and 2
- Borden Park: Pickle Ball and Tennis Courts
- Borden Park Basketball Courts



ST. CLAIR SHORES MASTER PLAN, PARKS & REC PLAN, AND CAPITAL IMPROVEMENT PLAN

St. Clair Shores, Michigan | 2022 - 2024

CLIENT REFERENCE

City of St. Clair Shores
Liz Koto
City Planner
liz@scsmi.net
586.447.3340

KEY PERSONNEL

Cassi Meitl, AICP, PMP
Bob Ford, PLA
Nick Wallace
Jenny Panergo
Shruti Nahar
Dan Onofrio

SERVICES PROVIDED

Community Engagement
Master Planning
Land Use Planning
Meeting Presentation and Facilitation
Data Collection and Analysis
Map and Graphic Creation
Report Writing and Layout

Spalding DeDecker partnered with Landscape Architects and Planners (now a part of Spalding DeDecker) to support the City of St. Clair Shore’s updates of the Comprehensive Master Plan, Parks and Recreation Master Plan, and Capital Improvement Plan. SD is providing a comprehensive public engagement process that engaged residents who have been historically underrepresented, is providing consultation on the planning process, creating maps and graphics, and editing the report text and layout. The City is planning to complete and adopt all documents by the end of 2024.

THE CHALLENGE

This planning process was challenged by low expectations for community engagement and a desire for resiliency planning to be integrated in all planning documents.

THE SOLUTION

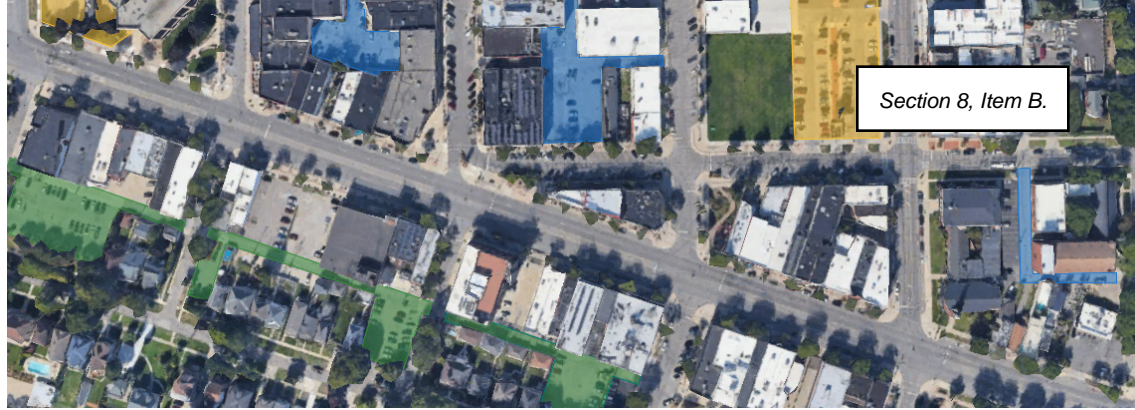
To encourage community engagement, the team attended existing community events and dropped into existing community organization meetings to share information about the planning process, the plan, and ways that residents can participate. The team created a business card with a QR code with project information on the front with a QR code to an online community survey and posted yard signs throughout the township.

To provide integrated plans, the team coordinated efforts throughout the project, designed together, and alternated reviews of material to ensure alignment.

THE IMPACT

SD handed out approximately 400 business cards to residents attending local events, hosting public meetings, and conducting focus groups and recieved over 870 survey responses. With this, the team gathered feedback established by a people-focused process and have helped the community of St. Clair Shores to develop a vision for their goals and objectives for updating their comprehensive Master Planning Documents. The public engagement process has helped build a strong foundation for the future of St. Clair Shores.

After analyzing existing conditions and considering community feedback, the SD team worked with city staff on the Future Land Use Map, Goals, Objectives, and Action Plan. The resulting Master Plan simplifies the city’s current 15-category zoning designations into six, encourages allowing mixed-use development along major corridors, and lays a framework for implementation.



Section 8, Item B.

WYANDOTTE DOWNTOWN INFRASTRUCTURE PROJECT

Wyandotte, Michigan | 2023 - Ongoing

CLIENT REFERENCE

City of Wyandotte, Downtown Development Authority
Joe Gruber, MCD
Community and Economic Development Director
734-818-9438

COLLABORATOR

Grissim Metz Andriese Associates

KEY PERSONNEL

Tricia DeMarco, PE, AICP, LEED AP
SITES AP
Alan Loebach, PE
Natalie Guenther, PE
Cassi Meitl, AICP, PMP
Scott Tucker
Adam Chludzinski
Connor Gawne
Mark Lulati
Sebastian Maurer
Michael Bickel, PE
Ted Meadows

KEY SERVICES

Electrical Infrastructure Design
Utility Coordination
Civil Engineering - Concept Design, Design Development, Schematic Design, Construction Documents
Placemaking Design and Material Selection
Public Engagement
Report Writing

VALUE

SD Design Services Fee: \$1,522,311
Construction Value: \$13,000,000

Spalding DeDecker was awarded a contract through a competitive procurement process to design the infrastructure improvements for Wyandotte’s Downtown Infrastructure Project (DIP). SD is producing construction documents for the alley and parking lot reconstruction and electrical distribution overhead to underground conversion project in the downtown area. The capital improvement project will improve conditions in the alleys and parking lots on the east and west of Biddle Avenue and incorporate other place-based infrastructure, making the area more attractive to businesses and residents.

THE CHALLENGE

The team was tasked to work with Wyandotte’s Municipal Services Electric Department to develop a design for burying electrical infrastructure that satisfies the needs of businesses and private residential properties, to identify opportunities to incorporate green infrastructure and other nature-based solutions, coordinate the consolidation of business dumpsters, and keep the project within the budget of multiple funding sources.

OUR SERVICES

Spalding DeDecker kicked-off concept design with a walk-through of the downtown alleys and parking lots after reviewing the provided topographical surveys. The team investigated and documented pavement conditions, drainage, circulation, layouts, existing electrical infrastructure, and dumpster locations. To evaluate opportunities to implement naturebased solutions such as green infrastructure practices throughout the Wyandotte DDA area, the team evaluated the project areas where overhead electric would be moving underground (i.e. the east alleys), assessed existing pavement conditions and current stormwater management practices in the parking lots, and reviewed publicly available data from USDA’s Web Soil Survey Data about the soil types within the project areas.

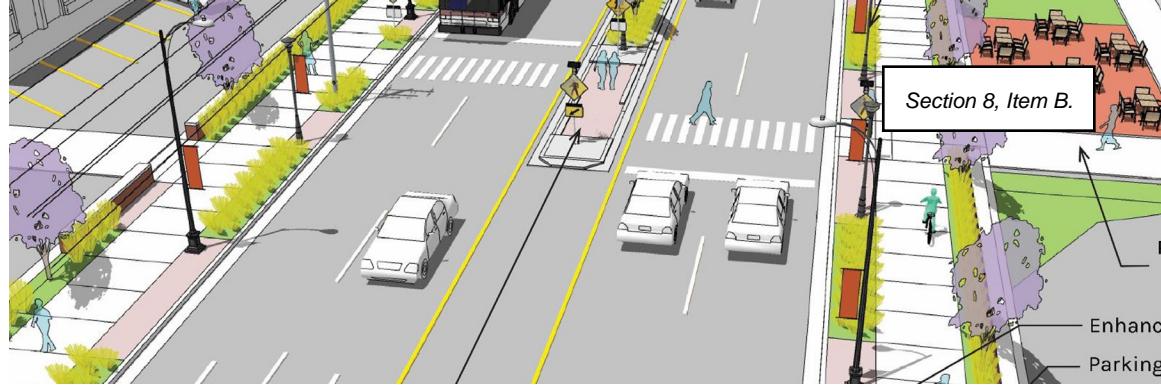
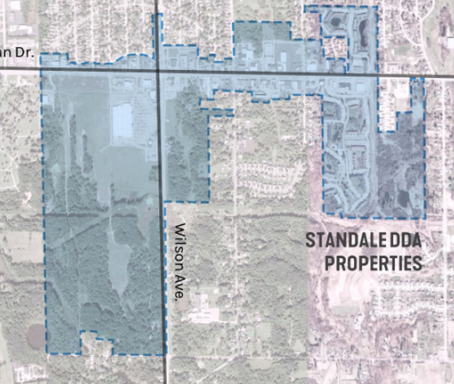
The team also reviewed the provided CCTV sewer inspection videos to assess the overall condition of the sewer pipe at locations for potential connections, and incorporated findings from ground-penetrating radar, pavement borings, and infiltration testing.

THE SOLUTION

The SD team reviewed multiple design concepts with city departments and the project steering committee. To satisfy grant requirements, a report was delivered with information about field survey and observational data collection; an analysis of the general water table conditions; a public engagement summary; evaluation of opportunities for green stormwater infrastructure practices in alleys, parking lots, sidewalks, bikeways, and public right-of-ways; and recommendations for funding sources. We team is collaborating with our landscape architect partner as we advance the project through schematic design and preparing for a town hall meeting for business owners and other public stakeholders to weigh in.

THE IMPACT

The project will be transformative for downtown Wyandotte. Burying electrical infrastructure underground allows for the consolidation of dumpsters to maximize space for parking, public access, and green infrastructure and improves cleanliness downtown. Failing pavement will be replaced in multiple alleys and parking lots to improve access for all, and the redesign and addition of wayfinding signs will encourage pedestrian movement between the parking lots and buildings. Adding art, ornamental lighting, and other decorative elements will also enhance the public spaces.



DDA STREET LIGHTING AND STREETScape

Walker, Michigan | 2021 - 2022

CLIENT REFERENCE

City of Walker
 Frank Wash
 Assistant City Manager
 616.791.6850
 fwash@walker.city

COLLABORATORS

SmithGroup
Geotech, Inc.

KEY PERSONNEL

Cassi Meitl, AICP, PMP
 Jeremy Schrot, PE
 Jacob JaBaay

SERVICES PROVIDED

Public Engagement
 GIS Data Gathering
 Streetscape Design
 Traffic Engineering
 Municipal Design

The Standale area within the City of Walker is the commercial hub for the whole City. The area has long been recognized for its businesses and is considered the “downtown” area. Unlike a traditional downtown, Lake Michigan Drive (M-45) runs through Standale. In 2021, the City and DDA sought proposals to study the corridor, develop concepts for streetscape improvements, and a design guideline.

OUR SERVICES

Spalding DeDecker (SD) was chosen to provide the following Scope of Services:

- Public Engagement
- GIS Data Gathering
- Parking Utilization Study
- Streetscape Design
- Traffic Engineering
- Municipal Design

THE CHALLENGE

The high-speed and high-volume roadway presents a challenge to uniting the Downtown Development Authority (DDA) District and creating a sense of place. The DDA is looking to the future to create design standards and an aesthetic toolbox to create a sense of place, revitalize existing streetscape elements, and provide a design template for future development. SD partnered with SmithGroup and Geotech, Inc. to engage DDA members and the community to around core design values and goals of the DDA and the City.

THE SOLUTION

The team created visual preference surveys with architectural styles and development density and patterns, along with mobility priorities for DDA members and citizens to review and consider. This data was refined into a cohesive design palette to provide a framework to implement a capital improvement program to update and standardize the streetlighting and

other streetscape elements along the Lake Michigan Drive (M-45) and Wilson Avenue (M-11) corridors in the DDA district. The first round of public engagement included the use of virtual whiteboarding and other virtual community engagement models to reach DDA members and citizens in a world affected by the pandemic. The second phase included an asset inventory and data gathering and off-street parking utilization study. In the third phase, the team developed streetscape design guidelines appropriate to different sections of the corridor and identified a number of potential implementation projects.

THE IMPACT

Future development in Standale will be guided by a process that provides framework for the placemaking elements designated in this project. The goal is to provide better connectivity, a unifying design scheme, and other cohesive elements that will contribute to Standale, Walker’s Downtown.



PLANNING

St. Clair Shores Master Plan, Parks and Recreation Plan, and Capital Improvement Plan

St. Clair Shores, MI | Liz Koto, City Planner | 586.447.3340 | liz@scsmi.net

Spalding DeDecker supported the City of St. Clair Shores' updates to the Comprehensive Master Plan, Parks and Recreation Plan, and Capital Improvement Plan. SD provided a comprehensive public engagement process that engaged residents who have been historically underrepresented, provided consultation on the planning process, created maps and graphics, and edited the report text and layout. The documents were finished mid-2024 and are being considered for adoption.



Recreation Authority of Roseville and Eastpointe (RARE) Parks and Recreation Plan

Roseville and Eastpointe, MI | Tony Lipinski, RARE Executive Director | 586.445.5480 | alipinski@rare-mi.org

Spalding DeDecker is updating the Five-Year Joint Parks and Recreation Plan for the City of Roseville, City of Eastpointe, and Recreation Authority (RARE) for February 2025 submission to the MDNR. The scope of work includes research and analysis, conducting an on-site park inventory, accessibility assessment, needs assessment, community engagement, and preparing a compliant plan document. The team facilitated multiple discussions among the RARE Board and key stakeholders and administered a public opinion survey for residents. The final plan report will be compliant with MDNR Plan Guidelines, has maps, graphics, and illustrations, and goals, objectives, and an action plan that communicate shared visions for the parks in both cities.



Washington Township - Ongoing Planning Consultant

Washington Township, MI | Dana Berschback, Planning and Zoning Director | 586.677.4222 | berschbackd@washingtontwpmi.org

TRANSPORTATION WORK

Armada Center Traffic Study

Blake's Orchard and Cider Mill | Ramond Gunn, Supervisor | 248.961.0247 | raygunn22@gmail.com

Spalding DeDecker was retained to prepare a traffic study including site circulation analysis, parking analysis, safety analysis, and operational analysis of the roadway network surrounding Blake's Orchard and Cider Mill. This work involved development and analysis of multiple circulation scenarios. Traffic impacts were evaluated for the highest annual traffic generation periods using Synchro/SimTraffic models for the Armada Center Road, Romeo Plank Road, and 34 Mile Road corridors.



Macomb County Complete Streets Design Guidelines

Department of Roads | Irvin Wyche | Planning Director | 586.463.1982 | IWyche@rcmcweb.org



CREEKS AND DRAINS

Crittenden Drain Relocation Project - 23 Mile Road

Macomb Twp, MI | DEI Properties: Chris Cousino, Director of Real Estate | 586.254.4367 | ccousino@deiproperties.com

The Crittenden Drain ran through the center of the project parcel and which restricted any development. Spalding DeDecker was tasked to design and assist with permitting to relocate approximately 1700 feet of drain to the west edge of the parcel and allow the site to be developed. In addition, an existing 8 ft by 6 ft box culvert was extended by approximately 250 ft to collect the relocated drain. Spalding DeDecker performed the site boundary survey, HEC-RAS analysis and produced a design plan set and permit documents. Spalding DeDecker performed a hydrologic and hydraulic analysis of the project site and upstream watershed. The new stream was designed using natural channel design features and can contain the 100-year flow event. When complete, the relocated Crittenden Drain will relocate the existing channel and establish a new FEMA floodplain at the edge of the parcel. As a result, the land is far easier to develop as part of a large industrial complex.



SANGB Non- Airfield Improvements

TetraTech, Inc. | Jeri Decator, PE, PMP, ENV SP, Project Manager | 810.956.9300 | jeri.decator@tetrattech.com

Spalding DeDecker (SD) is partnering with TetraTech to provide design services to relocate portions of the Irwin and Tucker Jones Drains and modify the Jefferson Road culverts to support a 1'000 ft long runway extension and associated taxiway work for the Selfridge Air National Guard Base (SANGB). Along with the drain work, The Non-Airfield Improvement project also includes the relocation of Rosso Highway, perimeter security fencing, and the base perimeter roadway.

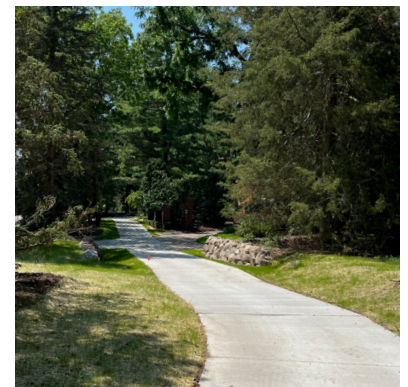


PATHWAYS

Mound and Jewell Road Pathways

Washington Township, MI | Rich Amormino, Public Works Director | 586.786.0010 | amormino@washingtontwp.com

Two high priority pathway gap locations as identified on the Township's Pathway Master Plan were designed for construction. For the project, Spalding DeDecker provided topographical survey, design, and bidding assistance for a half-mile of 8'-wide pathway along the east side of Jewell Road, south of 28 Mile Road, and along the west side of Mound Road, south of West Road. By completing the construction of these two pathway gaps, the Township is able to provide safe pedestrian routes and connectivity in vital locations.





26 Mile Rd Pathway

Washington Township, MI | Rich Amormino, Director, Public Works Department | 586.786.0010 | amorminor@washingtontwp.com

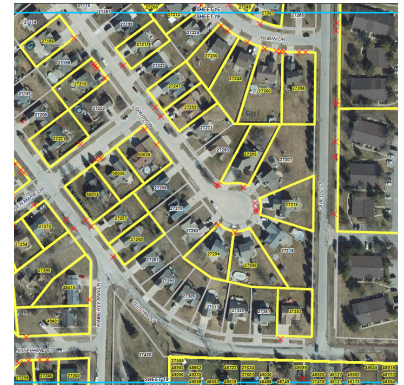
Originally started in 2020, the 26 Mile Rd pathway & pedestrian bridge project involves the construction of approximately 800 ft of 8' wide concrete sidewalk along the north side of 26 Mile Rd between Bedford Blvd and Beaconsfield Rd, including a 200' long prefabricated steel truss pedestrian bridge over the Yates Drain to span the wetland area adjacent to the creek. The project obtained TAP Grant funding in early 2023, which caused the project to be administered by MDOT Local Agency Programs (LAP), and follow various Federal & State requirements, such as Form 5323 (NEPA), Section 106 (SHPO) review, and an EGLE Joint Permit Application. Additional coordination was needed with a developer and the Macomb County Dept of Roads to dedicate additional road right-of-way to allow construction of the eastern half of the project between Yates Drain and Beaconsfield Rd. A subconsultant was used to design the bridge abutments for the 200' long pedestrian bridge. Construction is currently scheduled for summer/fall 2024.



Chesterfield Sidewalk Gaps

Chesterfield Township, MI | Mitch O'Connor, PE, Township Engineer | 586.649.6354 | moconnor@chesterfieldtwp.org

Chesterfield Township has prioritized non-motorized walkway facilities throughout the community. To mobilize public spending and pursue grant funding, the Township required an updated sidewalk plan. This project consisted of identifying gaps in the non-motorized corridor network, prioritizing and estimating the specific gaps, and compiling a Five-Year Plan for local funding to complete construction of the highest priority sidewalk gaps. For this project, Spalding DeDecker (SD), with the Township, used the Township's GIS files to create a Five-year Plan for construction of sidewalk gaps.



Jefferson Avenue Pathway

Chesterfield Township, MI | Mitch O'Connor, PE, Township Engineer | 586.649.6354 | moconnor@chesterfieldtwp.org

The Macomb County Department of Roads (MCDR) completed construction of a new bridge over the Salt River for vehicular and pedestrian traffic. That project included a pedestrian walk along the north side of the road within the bridge limits. Chesterfield Township recognized a safety issue for pedestrians and cyclists as the shoulders narrowed near the bridge without any sidewalks and immediately budgeted for the construction of a pathway from the west end of the pedestrian portion of the bridge to Sutton Road. Spalding DeDecker provided the following services attended on-site conceptual meetings, performed topographical survey, coordinated with MCDR to maintain the bridge design and to meet the bidding requirements of the County.



MACOMB COUNTY PUBLIC WORKS OFFICE

Hildebrandt Pump Station

MCPWO | Stephen Downing, MCPWO Construction and Maintenance Manager | 586.469.6057 | stephen.downing@macombgov.org

Spalding DeDecker was hired by the Macomb County Public Works Office to assess and repair an over 50 year old pump station. The Hildebrandt Pump Station provides drainage for more than 330 acres of subdivision in Sterling Heights, MI, and is composed of two storm pumps housed in a concrete well. These pumps lift stormwater more than 20 feet to allow the stormwater system to drain by gravity into the downstream system. The wet well and the pumps had reached the end of their expected service life, and therefore, needed to be either refurbished or replaced. Spalding DeDecker’s investigation found that the cost of a replacement or refurbishment was relatively small. Maintaining the function of this pump station prevents a major flood event of a large residential development. The system was also upgraded with a modern SCADA system which allows Macomb County staff to remotely monitor the status and performance of the Hildebrandt pump station.



Irwin Drain

MCPWO | Jeff Bednar, Environmental Resources Manager | 586.493.0685 | jeff.bednar@macombgov.org

Spalding DeDecker is performing a study for a segment of the Irwin Drain. Due to the record high Lake St. Clair water levels, the Irwin Drain is consistently backwatered, which causes bank erosion and attracts waterfowl. The birds are an issue because the drain is located at the north end of Selfridge Air National Guard Base. Flocks of waterfowl flying in the airspace increases the risk of a plane/ bird collision. Our study investigated the possibility of using a combination of dams/gates to block lake water, while also draining the Irwin Drain during normal flow. Spalding DeDecker provided survey, hydraulic analysis modeling via EPA SWMM, and recommendations for resolving issues along the drain. Our hydraulic modeling provided two temporary solutions and two long-term permanent solutions for the drain.





FEEES



Photo Credit: Google Earth, 2024

FEE PROPOSAL

FEE

Spalding DeDecker is willing to refine the cost proposal included here to align with the village’s priorities and fit within the approved budget upon further discussion. The fees proposed below apply to a contract starting in February 2025 for a two (2) year period, with up to a 2% escalator or the Consumer Price Index, the lesser of, per year the contract is extended.

A. General Planning Consultation - SD will provide up to sixteen (16) hours of consulting services that include the following tasks for a monthly retainer fee of \$2,600.

- In-person office hours for sixteen (16) hours per month by the Primary Point of Contact between 8:00 am and 4:30 pm at the Village office on agreed upon day(s) - either 2 full days or 4 half days per month.
- Research, the production of deliverables, phone, email correspondence, virtual and in-person meetings as-needed with village staff and officials, appropriate boards and commissions, and county, state, and federal agencies to advise, assist, and coordinate on efforts related to the village’s Master Plan, Zoning Ordinance, development standards and permitting processes, permitting compliance, Redevelopment Ready Community certification, federal and state programs and/or grants, development concepts, text amendments, trainings, creation of a business district, and other planning projects and initiatives between 8:00 am and 4:30 pm by the Primary Point of Contact and additional support staff;
- Attendance at the following meetings as-needed by the Primary Point of Contact:
 1. Village Council - held the second Tuesday of each month;
 2. Planning Commission - held the 1st Tuesday of each month;
 3. Zoning Board of Appeals - held every 4th Tuesday of each month;
 4. Special meetings as determined necessary;
- Phone and email correspondence with proposed applicants at it relates to the approval process, preliminary planning, land use, and regulations of the village and Zoning by the Primary Point of Contact;

COST OF SERVICES

B. Planning Reviews - SD will review, research, conduct plan review, and provide written insight via email, memo, or report on proposed projects, including recommendations and ensuring compliance with zoning regulations, site constraints, access, land use, master plan and density; Reviewing and providing recommendations on preliminary plans, site plans, subdivision plats, site condominium, PUD's, re-zoning, and special land use will be provided at rates that align with the village's review fees (i.e. Village of New Have Application/Review Fee Schedule), most recently dated 4/11/2023 and attached.

C. Any additional services mutually agreed to by the Township and selected firm not specifically mentioned in this document and above sixteen (16) hours per month, will be calculated on an hourly basis according to the rates for staff included in the proposal identified below, unless a mutual agreement is made in writing between Spalding DeDecker and the township for another basis of charges.

Cost Proposal Table

	Hourly Rate	Daily Rate	Lump Sum***
Planning Manager	\$183.00		
Senior Planner	\$166.00		
Associate Planner	\$124.00		
Planner	\$92.00		
Planning Intern	\$92.00		
Senior Mapping Specialist	\$137.00		
Mapping Specialist	\$125.00		
Designer	\$116.00		
Landscape Architect	\$125.00		
Engineer	\$126.00		
Village Council Mtg			Included in Retainer
Planning Commission Mtg			Included in Retainer
Zoning Board of Appeals Mtg			Included in Retainer
Special Mtg			Included in Retainer
Monthly Retainer			\$2,600.00
Staff for Weekly Office Hours and phone calls when offsite			Included in Retainer
<p>*Mileage and/or other overhead or incidental costs typical to the services above and normally provided by Spalding DeDecker are included in the retainer and hourly rates.</p>			

COST OF SERVICES

VILLAGE OF NEW HAVEN
APPLICATION/REVIEW FEE SCHEDULE *

Section 8, Item B.

Adopted: 4/11/2023

	Admin	Publishing	Planner	Engineering	Total
Rezoning	\$ 100	\$ 300	\$ 300	\$ 122	\$ 822
Special Land Use	\$ 330	\$ 300	\$ 300	\$ 610	\$ 1,540
+ per Acre charge			\$ 30	\$ 30	\$ 60
Lot Split / Combination	\$ 50		\$ 100	\$ 122	\$ 272
+ per Parcel charge			\$ 20	\$ 20	\$ 40
Site Plan Review - Residential	\$ 330		\$ 300	\$ 366	\$ 996
+ per Lot/Unit charge			\$ 20	\$ 20	\$ 40
Site Plan Review - Non-Residential	\$ 330		\$ 300	\$ 366	\$ 996
+ per Acre charge			\$ 30	\$ 30	\$ 60
Conference / Pre-Application Meetings			\$ 200	\$ 244	\$ 444
<i>*Based on 2 hour minimum</i>					
Plat/Condo Review - Prelim	\$ 330		\$ 300	\$ 488	\$ 1,118
+ per Lot/Unit charge			\$ 10	\$ 10	\$ 20
Plat/Condo Review - Final	\$ 100		\$ 300	\$ 610	\$ 1,010
+ per Lot/Unit charge			\$ 5	\$ 5	\$ 10
Planned Unit Development	\$ 330	\$ 300	\$ 300	\$ 366	\$ 1,296
+ per Lot/Unit charge (Residential) or			\$ 20	\$ 20	\$ 40
+ per Acre charge (Non-Residential)			\$ 30	\$ 30	\$ 60
Administrative Review (per hour)			\$ 200	\$ 244	\$ 444
<i>*Based on 2 hour minimum</i>					
Address Request (per each)				\$ 50	\$ 50
Planning Commission Special Meeting (per hour)	\$ 500		\$ 200	\$ 244	\$ 944
<i>+ plus Attorney charge \$200 per hour if needed</i>					
Engineering Plan Review (All Developments)	0.15%			1.15%	1.30%
<i>*Based on 1.15% of Construction Cost Estimate plus 0.15% Admin Fee</i>					
Permit to Construct / Site Inspection (All Developments)	0.20%			6.15%	6.35%
<i>*Based on 6.15% of Construction Cost Estimate plus 20% Admin Fee</i>					
Pre-Construction Meeting				\$ 366	\$ 366
<i>*Based on 3 hour minimum</i>					
Easement Review				\$ 122	\$ 122
+ per Parcel charge				\$ 20	\$ 20
Contractor Pre-qualification (WS only)				\$ 125	\$ 125
Zoning Board of Appeals or Variance	\$ 500		\$ 100	\$ 122	\$ 722
Plot Plan Review			\$ 100	\$ 244	\$ 344
Water/Sewer Extension Cost Estimate				\$ 488	\$ 488
Tap Fee Calculation				\$ 122	\$ 122
Sewer Diversion Study				\$ 3,660	\$ 3,660

** All and any additional costs incurred by the Village, above and beyond the original application deposit, shall be paid by the applicant. Follow up reviews after a 2nd review require a fee of 50% of the base application fee.*

Hourly Fee Schedule Effective January 1, 2024

Where it is agreed that fees for our services will be based upon the time worked on the project, such fees will be computed at the following Hourly Rates, for each of the following classified services.

CLASSIFICATION	HOURLY
Project Executive	\$223.00
Senior Project Manager	\$200.00
Project Manager	\$183.00
Senior Planner	\$166.00
Senior Project Engineer 3	\$175.00
Senior Project Engineer 2 / Assistant Project Manager +	\$166.00
Senior Project Engineer +	\$150.00
Associate Planner	\$124.00
Project Engineer +	\$138.00
Engineer +	\$126.00
Planner +	\$92.00
Graduate Engineer +	\$110.00
Senior Designer +	\$139.00
Designer +	\$116.00
Senior Mapping Specialist +	\$137.00
Mapping Specialist +	\$125.00
Senior CAD Technician +	\$115.00
CAD Technician 2 +	\$106.00
CAD Technician 1 +	\$100.00
Engineering Technician +	\$96.00
Sr. Project Surveyor +	\$165.00
Project Surveyor +	\$140.00
Senior Survey Technician +	\$135.00
Survey Technician +	\$125.00
Senior Survey Assistant +	\$85.00
Survey Assistant +	\$75.00
One (1) Person Survey Crew (W/ Robotic Equipment) +	\$140.00
Two (2) Person Survey Crew +	\$200.00
Professional Traffic Engineer	\$168.00
Graduate Traffic Engineer +	\$123.00
Senior Landscape Architect	\$150.00
Landscape Architect	\$125.00
Recreation Planner	\$120.00
Landscape Designer/Horticulturist	\$100.00
Landscape Designer 2	\$90.00
Landscape Designer 1	\$75.00
Design Technician	\$50.00

For classifications indicated with "+", overtime work will be charged at a rate 1.3 times the indicated rate, for time worked in excess of 8 hours per day.



New Haven
Proposal for Planning Services
January 16, 2025

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Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

January 16, 2025

Genevieve Rodzik, Planning Commission Chairperson

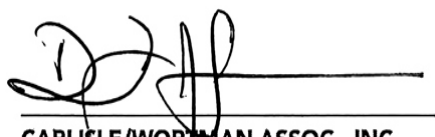
Re: Carlisle|Wortman Associates Introduction

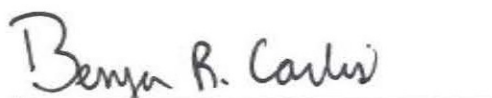
Dear Ms. Rodzik,

Our multi-disciplinary team of professional planners and landscape architects is among the most experienced in the State. Our core service is to act as an expert and extension of the community with the goal of building strong, attractive, and more livable communities. Established over forty years ago, the firm actively serves over 80 municipal clients with the majority of our work focused on continuing planning and zoning services. We have an extensive history and familiarity with Macomb and Oakland County communities and are currently working for a number of surrounding communities.

The planning services we provide to communities include development reviews, zoning administration and office hours, Master Planning, and Zoning Ordinance rewrite and administration. The proposed team includes Ben Carlisle as President, Dave Scurto as Project Manager, and Shana Kot for day-to-day services.

We are excited to meet with you to discuss the Village's land use and planning needs. If you have any questions, please contact us at (734) 662-2200.


CARLISLE/WORTMAN ASSOC., INC.
David Scurto, AICP
Principal


CARLISLE/WORTMAN ASSOC., INC
Benjamin R. Carlisle, AICP, LEED AP
President

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Corporate Background

A Philosophy of Service and Commitment to Michigan

Since 1981 Carlisle/Wortman Associates Inc. has been providing public sector clients with professional planning services. Our highly experienced professionals are forward thinking, both experienced and accomplished at finding sound and creative strategies to fit our clients' needs. Our core service is to act as an expert and extension of the Village with the goal of building strong, attractive, and more livable communities. Our continuing success is a direct result of the philosophy to which we adhere: responsiveness, commitment, trust, and success.

We have been exclusively servicing Michigan for over forty years. With a commitment to public service, we only provide services for governmental and non-profit entities ranging from townships, cities, and counties to community development organizations and public transit agencies. We take pride in the fact that Carlisle/Wortman Associates does not represent private developers, as we believe this creates a conflict of interest. The firm currently serves over 80 clients, the majority of which are centered on continuing planning services. Each client is personally represented by a principal of the firm.

CWA has a long standing relationship with communities in Southeast Michigan providing planning consultation services since 1981. We currently represent many of similar and neighboring communities.

Corporate Information

- a. Carlisle/Wortman Associates: 20 professional employees with offices located in Ann Arbor, and Troy Michigan. CWA was founded in 1987.
- b. Office Location: Office work would be performed out of the Ann Arbor office; 117 N. First Street, Suite 70 Ann Arbor, Michigan 48104 (734) 662-2200 phone (734) 662-1935 fax

Points of Contact

Dave Scurto, AICP
Principal-in-Charge
DScurto@cwaplan.com

Ben Carlisle, AICP
President
BCarlisle@cwaplan.com

- c. CWA Services include:
 - Continuing planning services
 - Zoning studies and ordinance preparation
 - Development Review
 - Master planning
 - Code enforcement
 - Building Department Services
 - Corridor studies
 - Greenway and open space planning
 - Environmental/watershed planning
 - Park and recreation plans
 - Litigation assistance
 - Economic development plans and studies
 - Grant assistance

Corporate Background

Our Clients can rely on CWA for:

Responsiveness

We believe in constant contact with our clients via telephone, in person meetings, email, and mobile communication and at hours beyond standards business practice.

Commitment

We have been working with client communities for over 40 years.

Trust

We cherish long-term client-consultant relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.

Success

We equip our clients for success by sharing our expertise, leadership, and creativity while educating communities to ensure successful solutions.

Work Approach

Carlisle/Wortman Associates, Inc. business philosophy is to establish ongoing and long-term relationships with our public sector clients. However, just like our clients, we are constantly growing and evolving to address modern day challenges. Always aware of the issues that face our individual communities we can customize our wide range of services to meet their personal goals. As a result, we pride ourselves on serving numerous communities for periods extending over 40 years.

The core of our business has been providing the types of services needed by communities on a day-to-day basis. As such, we understand from our experience that the Village seeks a firm that is capable of serving many roles.

More specifically, our staff is well-versed in each of the requested services, which include:

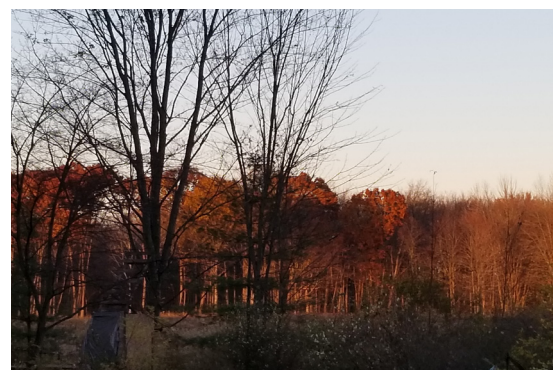
Planning/General Consultation: We will provide day-to-day consultation to municipal staff regarding issues relating to Zoning Ordinance regulations, future land use, site issues, state regulations and other legislative responsibilities.

Development Review: We will review all development proposals upon request such as site plans, rezoning, special land use requests, PUDs and other matters related to zoning compliance. We provide comprehensive reviews to assist the Planning Commission and Village Council in making a decision on planning issues.

Meeting Attendance: We will attend all Planning Commission meetings. In addition, we can attend Zoning Board of Appeals and Village Council meetings, as requested. At the meetings we advise, assist, and coordinate with the respective board.

Variance Reviews: When requested, we provide reviews of variance requests and attend Zoning Board of Appeals meetings.

Lot Split Review: We provide assistance upon request to the Village staff by reviewing lot split/combination applications to determine whether the split meets the Land Division Act or Ordinance requirements.



Work Approach

Ordinance Amendments: From time to time, the Village Ordinance needs to be revised. In most cases, our office prepares the draft language, working closely with the Village Attorney, staff, and Planning Commission.

Education and Training: We view this as a continuous process. We make our clients aware of changes in legislation and new planning techniques. Included in our retainer is annual training session either to the Planning Commission, Zoning Board of Appeals, Village Council of any combination thereof. The topic can be customized based on client interest. We view education and training as part of our ongoing responsibility.

Master Plan: We have prepared and updated over hundreds of Master Plans over the past forty years, ranging in size of communities from with a population of 350 to over 90,000. In proximity to New Haven, we have prepared Master Plans for Macomb, Oxford, Orion, Brandon, and Independence Townships and City of St. Clair.

Additional Planning and Other Services:

Additional services that are available within the Carlisle/Wortman Team include the following:

Community Input and Visioning: Coordination and facilitation of public input workshops, including visioning, goal setting and prioritization, data collection, and community buy-in.

Recreation Planning: Preparation of community recreation master plans, park master plans, greenway plans, and recreational facility design. All plans are written to meet MDNR grant requirements.

Historic Preservation: Preparation of historic district ordinances, historic district surveys and preservation strategies.

Environmental/Watershed Planning: Preparation of site surveys and analysis of natural resources. Drafting of preservation plans. Development of water quality planning tools, including watershed group facilitation, watershed management plan development, and water resource planning.



Work Approach

Economic Development/TIF: Establishment, staffing, and administration of Downtown Development Authorities, Corridor Improvement Authorities, and Local Development Finance Authority. Economic development planning including business retention, business attraction, employment growth, market studies, asset inventories, and real estate inventories and strategy development.

Expert Testimony: Research and testimony in land use and zoning disputes and condemnation.

Geographic Information: Land use analysis, mapping, presentation development, and computer-aided design services using GIS and CAD technology.

Grant Writing: Research for and preparation of grant applications for a wide array of activities, including transportation, recreation, brownfield redevelopment, environmental preservation, and downtown development projects.

Capital Improvements: Development of various capital planning tools, such as capital improvement plans and building feasibility studies. Facilitation of group meetings involving different municipal departments, elected officials and public leaders.

Code Consultation: Field inspection and follow-up to resolve zoning code infractions. Review of construction documents for compliance with the construction codes related to building, plumbing, electrical, mechanical, and fire suppression. Resolution of non-compliance issues to create plans acceptable for permit issuance.



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Professional Staff

Professional Staff: A Full-Service Client Team Methodology

We believe in a full-service client team approach. Each Client Team is represented by a Principal-in-Charge, and a project manager, and the team is assembled on the basis of client needs. We have designated a Client Team that includes experience, creativity, and solid professional credentials as well as familiarity with Macomb County and the surrounding area.

The team is represented by Dave Scurto as Principal-in-Charge, Ben Carlisle as President, and Shana Kot as Planner. Dave Scurto has extensive experience in Macomb County.



Dave Scurto

as Principal-in-Charge



Ben Carlisle

as President



Shana Kot

as Planner and Office Hours



Chris Nortstrom

as Landscape Architect

Professional Staff

Dave Scurto, AICP, Principal is a community planner with 37 years of experience in municipal planning and development. He focuses on urban places, central place cities, inner ring suburbs, and economic redevelopment. He has worked with the nationally acclaimed Redevelopment Ready Communities program, sat on boards for state and national planning associations, and is chair of the Macomb County Brownfield Redevelopment Authority. Mr. Scurto works with several municipalities on planning, zoning, operations and economic development projects. He has experience with tax incentive and credit programs, business retention and recruitment, tax increment financing, partnering, public property acquisition, code enforcement and development approval processes. The Michigan Municipal League retains Mr. Scurto for basic and advanced training on planning, land development and zoning topics. Mr. Scurto has presented on redevelopment at Michigan Association of Planning and National Brownfield Association conferences. He also was part of a recent MAP award winning team for implementation of a Master Plan.

EDUCATION

MArch, Masters of Architecture | University of Detroit Mercy (emphasis on community development)

BArch, Architecture | University of Detroit

EXPERIENCE

Principal, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2011 - Present

Associate, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2007 - 2011

Project Manager/Senior Planner,
Hamilton Anderson Associates, Inc,
Detroit, MI, 1995-1998; 1999-2007

Senior Planner,
The Strader Group
Royal Oak, MI, 1998-1999

Vice President/Planner,
Gerald Luedtke and Associates, Inc.
Detroit, MI, 1985-1995



Credentials & Professional Affiliations

American Institute of Certified Planners Registration No. 008484

American Planning Association | Member No. 077753

Michigan Association of Planning, Past President and Board Member 2004-2011

American Planning Association Chapter President's Council. MAP representative to the American Planning Association, 2006 - 2010

Macomb County Brownfield Redevelopment Authority, Chairperson

Professional Staff

Benjamin R. Carlisle, AICP, President, has twenty years of experience working as a professional planner, including experience in zoning, land use and comprehensive planning, site planning, Tax Increment Financing, and economic development. With Carlisle|Wortman Associates, Mr. Carlisle serves as principal-in-charge to the Cities of Troy, Berkley, Ann Arbor and Ypsilanti and the Townships of Pittsfield, Superior, and Ypsilanti. Mr. Carlisle previously served as the Interim Planning Manager for the City of Ann Arbor.

Mr. Carlisle also serves as a planning and zoning trainer for the Michigan Municipal League, and is the former Region IV representative to the American Institute of Certified Planners Board of Commissioners.

EDUCATION

- BA, Urban Planning and Geography | Miami University
- MUPP, Urban and Regional Planning | University of Illinois - Chicago

EXPERIENCE

- President, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2023 - Present
- Principal, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2011 - 2022
- Senior Planner, Teska Associates, Inc.
Evanston, IL, 2007 - 2011
- Planner II, City of Highland Park
Highland Park, IL, 2003 - 2007



Credentials & Professional Affiliations

- American Institute of Certified Planners | Reg. # 136134
- LEED Accredited Professional Leadership in Energy & Environmental Design
- Form Based Code Institute Certified
- American Planning Association
- Michigan Association of Planning
- U.S. Council on Green Building

Honors

- Michigan Association of Planning Daniel Burnham Award-Ypsilanti Township 2040 Master Plan
- Chaddick Institute Development Control Awards Winner, Highland Park Pedestrian Shopping Overlay District.

Professional Staff

Shana Kot is a community planner with experience in policy writing, site plan review, and community engagement. She graduated from Wayne State University with a Master of Public Administration and Graduate Certificate in Economic Development. Shana’s graduate work enables her to shape healthy communities through a deep understanding of both urban planning and policy implementation. Prior to earning her graduate degree, Shana received a Bachelor of Arts in Sociology from Oakland University and worked for nearly eight years in the customer service industry. Shana is also a member of the Michigan Association of Planning (MAP) and International City/County Management Association (ICMA).



EDUCATION

- Master of Public Administration, Wayne State University
- Graduate Certificate in Economic Development, Wayne State University
- Bachelor of Arts in Sociology, Oakland University

EXPERIENCE

- Community Planner, Carlisle | Wortman Associates, Inc.
Ann Arbor, MI, January 2023- Present
- Intern, City of St. Clair Shores
St. Clair Shores, MI, September 2021-August 2023

Professional Staff

Chris Nordstrom, PLA, ASLA is a landscape architect with experience in both public and private sector projects. Chris has a strong interest in sustainable design and development. His experience includes recreation plans, park plans/designs, trail plans/ designs, municipal infrastructure, large scale property development and marketing, housing designs, and parking studies for both public and private sector clients. Chris’ abilities span the areas of graphic communications, public engagement, report writing, and Geographic Information Systems.

EDUCATION

MLA, Landscape Architecture | University of Michigan
BGS, Bachelor of General Studies | University of Michigan

EXPERIENCE

Landscape Architect, Carlisle/Wortman Associates, Inc.
Ann Arbor, MI, 2015-Present
Landscape Designer, Johnson Hill Land Ethics Studio
Ann Arbor, MI, 2014 - 2015
Landscape Designer, Tegn_3
Trondheim, Norway, 2010 – 2013



Credentials & Professional Affiliations

American Society of Landscape Architects
Practicing Landscape Architect, License No. 3901001632
Michigan Chapter, ASLA
Landscape Architecture Faculty Award
Michigan Garden Clubs Fellowship
Frank Caleb & Margaret Thompson Gates Student Endowment
Honor Society of Sigma Lambda Alpha

Experiences and References

Relevant Experience with Client Communities:

The following people are some of the clients with whom we have worked with in southeast Michigan. We encourage you to call them to discuss our professional performance and skills.

Josh Bocks, Planning Director

Macomb Township

(586) 992-0710

Brent Savidant, Community Development Director

City of Troy

(248) 524-3366

Jeff Dobek, City Manager

City of Riverview

(734) 281-4201

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Scope of Services and Budget

Option 1: Retainer with Office Hours

CWA will assign one qualified and experienced planner to provide the following services:

- One full day per week of in office support.
- Manage zoning administration.
- Staff the Planning Commission, and Zoning Board of Appeals.
- Assist residents and potential applicants with zoning and planning questions.
- Draft public hearing and legal notices for rezoning, ordinance amendments, and special land uses.
- Assist applicants in completing and filing applications for ZBA, rezoning, site plans, etc. by appointment, as needed.
- Review Planning Commission and Zoning Board of Appeal agendas, public hearing and legal notices for rezoning, ordinance amendments, and special land uses.
- Review all commercial, industrial, and multi-family zoning compliance applications including final site inspections.
- Review of all land division applications.
- Attendance at all pre-application meetings.
- Other duties as assigned.
- Unlimited phone call and email consultation between our team and Village staff, developers, and residents on all planning, zoning, and land use issues on days not in office.

Many of assigned tasks can be accomplished by the assigned planner in the one day in office. For days not in the Village offices, the assigned planner would be available via phone and emails.

Budget:

\$4,800 per month (inclusive of travel time, mileage, cell phone, attendance at Planning Commission and Zoning Board of Appeals meetings, unlimited phone calls and emails). Time spent performing work during scheduled office hours that is billable as a pass-through cost to an applicant shall result in a reduction in the daily retainer fee charged to the Village. Attendance at additional meetings, including pre-application meetings will be billed at the hourly rate listed below. Retainer will increase 5% every year.

Scope of Services

Option 2: Retainer without Office Hours

CWA will assign one qualified and experienced planner to provide the following services:

- Consultation with Village Staff regarding zoning administration.
- Staff the Planning Commission, and Zoning Board of Appeals
- Assist residents and potential applicants with zoning and planning questions.
- Review Planning Commission and Zoning Board of Appeal agendas, public hearing and legal notices for rezoning, ordinance amendments, and special land uses.
- Unlimited phone call and email consultation between our team and Village staff, developers, and residents on all planning, zoning, and land use issues.
- Attendance at Planning Commission and Zoning Board of Appeals meetings.

Budget:

\$1,200 per month. Any other work or attendance at additional meetings, including pre-applications meetings will be billed at the hourly rate listed below. Retainer will increase 5% every year.

Scope of Services

Development Review

We will provide development review for all site plans, special land use requests, rezoning, etc. Reviews will be transmitted to the Village in a timely fashion (one (1) week prior to the scheduled meeting) to allow the Planning Commission and Zoning Board of Appeals ample time to review the information. As part of our retainer, we will attend Planning Commission and Zoning Board of Appeals meetings to explain our review comments and to provide general assistance and consultation to the Planning Commission.

Development review (site plans, subdivision plats, rezoning, etc.) is performed in accordance with a pre-agreed fee schedule. This schedule is established so that applicants, not the general fund, can be charged the appropriate review fees by means of a set fee schedule as developed by the Village. Development review fees will be charged at the hourly rate listed below.

Hourly Charge

Occasionally tasks assigned fall outside of the above tasks, including development review. In those cases, our current hourly rate schedule is as follows:

TITLE	2025	2026	2027
President (B. Carlisle)	\$150	\$158	\$166
Principal (D. Scurto)	\$145	\$152	\$160
Associate	\$130	\$136	\$143
Plannner (S. Kot)	\$125	\$131	\$138
GIS Technician	\$110	\$115	\$121
Support Staff	\$95	\$100	\$105

Studies and Amendments

From time to time, the Village may request more in-depth studies, amendments, etc. In this case, we will bill our time based on current hourly rates or provide Village Staff with a written not-to-exceed cost proposal, if requested.

Billing

Detailed invoices are mailed monthly.

Appendix

Planning

Retainer Services: Consulting support to local staff, officials, and planning commissions on a continuing basis. Such consultation includes attendance at meetings, interpretation of ordinances, training and education, and direction of staff on policies and procedures.

Development Review: Review of site plans, subdivisions, site condominiums, rezoning petitions, variance requests, and special use permits for conformance with ordinances and policies.

Master Planning: Preparation of community master plans, including demographic, land use, transportation, and environmental studies, as well as public visioning and input.

Recreation Planning: Preparation of community recreation master plans, park master plans, greenway plans, and recreational facility design.

Historic Preservation: Preparation of historic district ordinances, historic district surveys and preservation strategies

Community Input/Visioning: Coordination and facilitation of public input workshops, including visioning, goal setting and prioritization, data collection, and community buy-in.

Geographic Information: Land use analysis, mapping, presentation development, and computer-aided design services using GIS and CAD technology.

Zoning

Zoning + Land Use: Preparation of comprehensive zoning regulation ordinances, single purpose land use ordinances, and environmental ordinances to fit within the context of a community's current regulations. Modification and updates to existing ordinances to meet current legal requirements. Development of model ordinance language.

Economic Development

Economic Development: Development of feasibility and market analysis. Preparation of industrial, commercial and waterfront development and redevelopment programs that consider labor characteristics, projected growth, and site and environmental characteristics, among others.

Green Development

Environmental Consulting: Site visits, preparation of site surveys, and analysis of natural resources. Consulting support to local staff, officials and planning commissions regarding environmental issues such as wetland, woodland, steep slope impacts, and construction site issues, such as soil erosion and stormwater.

Appendix

Environmental/Open Space Planning: Preparation of environmental preservation and open space plans, including identification and evaluation of ecosystems, community input and visioning, goal setting, and development of action plans. Preservation plans strive to integrate people into the natural environment while preserving/restoring connections between landscape features.

Watershed Planning: Development of water quality planning tools, including watershed group facilitation, watershed management plan preparation, and water resource planning.

Low Impact Development: Assist with the integration of Low Impact Development (LID) approaches and techniques into local planning documents, ordinances, and engineering/design standards.

Environmental Ordinances: Preparation of ecologically-based ordinances that allow for development while preserving the site's natural features and ecological functioning. Ordinances range from preserving open space links and ecosystems through clustering and open space developments, to feature-specific regulations such as wetlands protection, riparian buffers, and woodlands/tree preservation. Another area of expertise includes regulations pertaining to zoning design standards, such as setbacks, private roads, and parking areas.

Other Community Services

Capital Improvements: Development of various capital planning tools, such as capital improvement plans and building feasibility studies. Facilitation of group meetings involving different municipal departments, elected officials and public leaders.

Emergency Management: Research and preparation of hazard analysis and pre-and post-disaster mitigation plans. Risk assessment, mapping, and ordinance development.

Planning Administration: Provide administrative services including management of day-to-day planning, building and code enforcement activities.

Grant Writing: Research for and preparation of grant applications for a wide array of activities, including transportation, recreation, brownfield redevelopment, environmental preservation, and downtown development projects.

Expert Testimony: Research and testimony in land use and zoning disputes and condemnation.

Municipal Service Partners

Building Services: Construction plan review, consultation of construction code issues, and construction inspection services. CWA also offers a full-service Building Department program.

Appendix

Summary of Similar Clients

		General Planning	Development Review	Master Planning	Ordinance Revisions	Special Studies	Expert Testimony	Recreation Planning
Oakland County	Oakland Township	✓	✓	✓	✓	✓		✓
	City of Troy	✓	✓	✓	✓	✓		
	Orion Township	✓	✓	✓	✓	✓	✓	
	City of Pontiac	✓	✓	✓	✓	✓		✓
	Independence Township	✓	✓	✓	✓	✓		✓
	Oxford Charter Township	✓	✓	✓	✓	✓	✓	✓
St. Clair County	Wales Township	✓	✓					
	City of St. Clair	✓	✓	✓	✓	✓		
	City of Algonac	✓	✓	✓	✓	✓		
	Columbus Township	✓	✓	✓	✓			
Wayne County	Huron Township	✓	✓	✓	✓	✓	✓	✓
	City of Romulus	✓	✓		✓	✓	✓	
	Sumpter Township	✓	✓	✓	✓	✓	✓	✓
	Gross Pointe Shores	✓	✓			✓		
	Canton Township	✓	✓			✓		
Washtenaw County	Ypsilanti Township	✓	✓	✓	✓	✓	✓	
	Superior Township	✓	✓	✓	✓	✓		✓
	Salem Township	✓	✓	✓	✓	✓	✓	✓
	City of Ann Arbor	✓			✓	✓		
	Scio Township	✓	✓	✓	✓	✓	✓	✓
	Pittsfield Township	✓	✓	✓	✓	✓	✓	✓
Macomb County	Macomb Township	✓	✓		✓	✓		
	City of St. Clair Shores	✓	✓			✓		
	City of Center Line	✓	✓			✓		

Appendix

Active Client Map

