

**VILLAGE *of* LAWTON**  
**VILLAGE COUNCIL MEETING**  
**125 S. MAIN STREET, LAWTON, MI 49065**  
**TUESDAY, NOVEMBER 9<sup>TH</sup>, 2021 – 7:00 P.M.**

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CONSENT AGENDA**
  - A. Approval of the November 9<sup>th</sup>, 2021, Agenda**
  - B. Approval of the October 26<sup>th</sup>, 2021, Minutes**
  - C. Approval of Disbursements in the amount of \$110,928.09**
- V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
- VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS / APPOINTMENTS / PROCLAMATIONS**
  - A. Public Hearing for consideration of the Establishment of a Plant Rehabilitation District and consideration of an Industrial Facilities Tax Exemption for real and personal property for Welch's Food, Inc. located at 400 Walker Street (Parcel No. 80-45-700-084-01).....Hear Public Comment**
    - 1. President opens Public Hearing with a motion.....Voice Vote**
    - 2. Public offers comment.....please limit comments to 3 minutes per person**
    - 3. President closes Public Hearing with a motion.....Voice Vote**
- VIII. OLD BUSINESS:**
  - A. Approve a contract with Progressive A|E of Grand Rapids, Michigan, to complete a Village Master Plan, including a complete revision of the Zoning Ordinance, in the not to exceed amount of \$42,980.....Staff Recommends Approval by Roll Call Vote**

**NEW BUSINESS**

- A. Resolution #23-2021: A Resolution Approving the establishment of Welch’s Plant Rehabilitation District No. 1-2021.....Staff Recommends Approval by Voice Vote**
- B. Approve a contract with MCM of Kalamazoo, Michigan, for labor and materials to replace a tube heater at the DPW Garage in the amount of \$3,736,29.....Staff Recommends Approval by Roll Call Vote**

**X. BOARD, COMMITTEE, AND STAFF REPORTS**

- A. Village Manager
- B. Department of Public Works
- C. Police Department
- D. Planning Commission
- E. Downtown Development Authority (DDA)
- F. Community & Economic Development Committee (CEDC)
- G. Finance and Administration Committee
- H. Public Safety Committee
- I. Public Services Committee
- J. Water and Sewer Committee

**XI. COUNCIL COMMENTS**

**XII. ADJOURNMENT - NEXT REGULAR MEETING DATE – *December 14<sup>th</sup>, 2021***

The Village of Lawton follows the Americans w/ Disabilities Act of 1990. Individuals with disabilities planning to attend this meeting and require accommodations, or those who have questions regarding the accessibility of this meeting or the facilities, are requested to contact the Village Clerk, at (269) 624-6407 or bellj@lawtonmi.gov to allow the Village to make reasonable accommodations. If you have questions or comments, and you are unable to make the meeting, forward to the Village Manager at imusl@lawtonmi.gov.



## VILLAGE OF LAWTON

Regular Meeting Minutes – Tuesday October 26, 2021, at 7:00 p.m.

*Village Hall* – 125 S. Main Street, Lawton MI 49065

[WWW.LAWTONMI.GOV](http://WWW.LAWTONMI.GOV) 269.624.6407

### MINUTES

- I. **CALL TO ORDER** President Appleby called the October 26, 2021, meeting of the Lawton Village Council to order at 7:00 p.m.
- II. **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. **ROLL CALL:** Present: President Appleby. Trustees: E. Dudek, N. Smith, G. Dudek, J. Peterson, and R. Turner. Others present: Village Manager Imus, Village Clerk Bell, and one other guest.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the October 26, 2021, Council Agenda, and the October 12, 2021, Council Meeting minutes. Peterson made a motion to approve the Consent Agenda as presented, supported by Smith. A unanimous voice vote approved the motion.
- V. **COMMUNICATIONS, CORRESPONDENCE AND PRESENTATIONS:**
  - A. Jean Florian, Lawson Oil Company, has requested assistance from the Village on obtaining dependable Internet Service for the businesses within the Village. Discussion followed, Manager Imus has been in contact with Bloomingdale Communications, she will submit a request for Van Buren County ARPA funds to cover a feasibility study. This will be referred to the C&EDC committee.
  - B. Antwerp Township has informed the Village that they cannot separate a Senior Services dedicated millage between the Village and the Township, nor can it exclude the Village from the millage. Antwerp levies a .25 mil for Senior Services can no longer passes Village levied taxes back to the Village to pay to Van Buren Senior Services. It will, beginning immediately, be sent to the Antwerp Township Senior Services Program, which the Village of Lawton Seniors may participate in. Manager Imus will make sure this information will be shared with the Seniors that participate in the Van Buren Senior Services programs.
- VI. **CITIZENS' COMMENTS:** None.
- VII. **PUBLIC HEARINGS / APPOINTMENTS:** N. Smith made a motion to appoint Ryan Tanis to Village of Lawton Council for the unexpired term ending November 2022. Turner supported the motion. A

unanimous roll call vote was taken in support of the appointment. Tanis was then sworn in by Village Clerk Bell.

**VIII. EXISTING BUSINESS: None**

**IX. NEW BUSINESS:**

- A. E. Dudek made a motion to approve the Lawton Lions Club request to hold the annual Lion's Lighted Christmas Parade on Friday December 10, 2021, at 7:00 pm with support from Turner. A unanimous voice vote carried the motion.
- B. N. Smith made a motion to approve a contract with Ambonmarch LLC for a Facilities Analysis and Feasibility Study for the Lawton Village Hall Complex in the amount of \$14,925.00, with supported from G. Dudek. A unanimous roll call vote was taken to approve the motion.

**X. BOARD, COMMITTEE, AND STAFF REPORTS**

**Village Manager Report** – The Summerfest Committee has volunteered to take over securing a tree, lights and decorating the Reid property for the holiday festivities.

Imus received notice from the Michigan Employment Relations Commission (MERC) that the Village DPW petitioned to unionize. Imus has a conference call on Friday with MERC and the Union to hear more details.

The title has cleared, and the Village is scheduled to close on the Second Street House on Friday 10/30/21 at 9:00 am.

Imus shared that the Village is moving forward with a contract with Progressive A/E for the Master Plan.

Imus received an official letter from the Contractor for the Chip & Seal project stating they will not be able complete the project until spring, and Imus is working with MDOT to get the project carried over to spring of 2022.

Imus reports she has been contacted by an attorney representing White Oaks regarding their sale.

Imus also updated Council would like to have a public hearing on November 9<sup>th</sup> regarding an IFT (Industrial Facilities Tax Exemption) request. Welch's will not start the project until next year.

Imus gave an update regarding on water and sewer rates. DPW Superintendent Hackenberg and Imus met with Wightman and BakerTilly to review the updated CIP. Imus felt the water and sewer cost

included in the CIP were low and will worked with Paul Harvey from Wightman to get them updated. They will be meeting with BakerTilly soon to get a final estimate. A Water/Sewer Committee meeting will need to be scheduled to review this information.

**XI. COUNCIL COMMENTS: None**

**XII. ADJOURNMENT:**

Turner, supported by Smith, made a motion to adjourn the meeting at 8:15 p.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is November 9, 2021.

Respectfully Submitted by Joni Bell, Village Clerk

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING				
10/04/2021	5027	AMY FRENCH	RETURNED DEPOSIT AND APPLICATION FEE FO	150.00
10/05/2021	5031	ADAMS HARDWARE	CONSOLIDATED BILLS	556.84
10/05/2021	5032	ANALYTICAL TESTING & CONSULTING	ASBESTOS SURVEY, ASBESTOS ANALYSIS	875.00
10/05/2021	5033	BADGER METER, INC	BEACON MBL HOSSTING SERV UNIT	38.07
10/05/2021	5034	BEN W. JOHNSON	SEPTEMBER CLEANING X5	565.00
10/05/2021	5035	CARRIE COUWENHOVEN	RETURNED DEPOSIT FEE FOR 9/18 SMALL P 12	50.00
10/05/2021	5036	CONSUMERS ENERGY	625 W UNION ST ACCT NO 1000 0710 4159	26.09
10/05/2021	5037	COUNTRY HOUSE FURNITURE, INC	FRIDGE RANGE DISHWASHER MICROWAVE FOR 42	2,769.00
10/05/2021	5038	DALE W. HUBBARD, INC	CLOSED CIRCUIT TELEVISION SERVICES	437.50
10/05/2021	5039	DEVON TITLE AGENCY	SEARCH FEE FOR CHANCEY LEWIS TITLE	150.00
10/05/2021	5040	FERGUSON WATERWORKS #3386	MATERIALS	32.30
10/05/2021	5041	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	626.86
10/05/2021	5042	INDIANA MICHIGAN POWER CO.	ELECTRIC - STREET LIGHTING	953.81
			ELECTRIC	6,307.13
			ELECTRIC - WATER TOWER	154.28
				<u>7,415.22</u>
10/05/2021	5043	J.C. & SONS, INC.	TREE REMOVAL PER #711021	7,200.00
10/05/2021	5044	JEFF LONGCORE	COMPOUND LIST X4, TOTAL METALS X4, NITRI	0.00
10/05/2021	5045	MALL CITY MECHANICAL	VILLAGE HALL - AIR CONDITINING FIX	373.58
10/05/2021	5046	MY SPLASH PAD	SPLASH PAD	750.00
10/05/2021	5047	PAW PAW RENTALS	PRESSURE WASHER, HOT	240.00
10/05/2021	5048	PIPELINE MAINTENANCE SERVICES, INC	VACTOR 2115 COMBINATION CLEANER AND 2 MA	990.00
10/05/2021	5049	PRIORITY HEALTH	INSURANCE GROUP ID 794824	7,386.03
10/05/2021	5050	PUZEVIC LAWN CARE	BLOCK RETAIING WALL, GRASS SEED, RE-GRAD	1,006.00
			BLOCK RETAIING WALL, GRASS SEED, RE-GRAD	1,200.00
				<u>2,206.00</u>
10/05/2021	5051	REPUBLIC SERVICES OF	WASTE REMOVAL	282.95
			WASTE CONTAINERS FOR SUMMER CLEANUP	800.00
				<u>1,082.95</u>
10/05/2021	5052	SHARE CORPORATION	FOAM BOTTLE OF HAND SANITIZER X3	94.46
10/05/2021	5053	SUMMIT COMPANIES	ANNUAL EXTINGUISHER INSPECTION AND MAINT	597.49
10/05/2021	5054	THE STANDARD	LIFE INSURANCE ACCT NO 00 168051 0001	987.37
10/05/2021	5055	TRACE ANALYTICAL LABORATORIES, INC	EPA 200.8 TOTAL METAL X3	215.00
10/05/2021	5056	TRACE ANALYTICAL LABORATORIES, INC	EPA 200.8 TOTAL METAL X3	215.00
10/05/2021	5057	TRACE ANALYTICAL LABORATORIES, INC	PFAS DRINKING WATE X4	1,607.00
10/05/2021	5058	TRACE ANALYTICAL LABORATORIES, INC	EPA 200.8 TOTAL METALS	111.00
10/05/2021	5059	VAN BUREN COUNTY	VERIZON AIRCARD - SEPTEMBER	80.12
10/05/2021	5060	VAN BUREN COUNTY SHERIFF	LAWTON FESTIVAL	260.00
10/05/2021	5061	VERIZON WIRELESS	MOBILE PHONE   TABLETS	320.62
10/05/2021	5062	WIGHTMAN	PROJECT 214043 LAWTON COMMUNITY WIDE CAP	3,500.00
10/05/2021	5063	WYOMING ASPHALT PAVING CO, INC	COMMERCIAL TOP	362.00
10/15/2021	5064	Penning, Alecia	UB refund for account: 04-330	71.10
10/15/2021	5065	TRACE ANALYTICAL LABORATORIES, INC	EGLE COMPOUND LIST, NITRATE.NITRITE DRIN	1,875.00
10/15/2021	5066	APPLIED IMAGING	CONTRACT NO CN5174-01 FOR ACCT NO KZ1828	319.07
10/15/2021	5067	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0003714	334.86
10/15/2021	5068	CONSUMERS ENERGY	HEAT FOR ADDRESS 125 MAIN ST ACCT NO 100	15.00
			HEAT FOR ACCT NO 1000 0710 3904 202 JAME	29.11
				<u>44.11</u>

Check Date	Check	Vendor Name	Description	Amount
10/15/2021	5069	DEVON TITLE AGENCY	TAX TITLE REVIEW	500.00
10/15/2021	5070	FISHER AUTO PARTS	FILTERS FILTERS	58.82 30.78
				<u>89.60</u>
10/15/2021	5071	GAIL DUDEK	DDA FALL MUMS	135.32
10/15/2021	5072	HAAS SYSTEMS, INC.	QUARTLY ALARM MONITORING PER AGREEMENT W	96.00
10/15/2021	5073	INTERSTATE BILLING SERVICE INC	PURCHASE	1.00
10/15/2021	5074	LASERCHECK	VILLAGE CHECKS	325.08
10/15/2021	5075	LAWSON OIL COMPANY	NO LEAD REGULAR PDF	1,496.68 260.31
				<u>1,756.99</u>
10/15/2021	5076	MELINA LEONARD	MASTER PLAN INTERVIEW SNACKS AND BEVERAG	55.00
10/15/2021	5077	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP RENEWAL	1,463.00
10/15/2021	5078	MICHIGAN MUNICIPAL TREASURERS ASSOC	MEMBERSHIP THROUGH DEC 31 2022	75.00
10/15/2021	5079	NYE UNIFORM COMPANY	DEPUTY SHIRT	52.25
10/15/2021	5080	OFFICE DEPOT	ENVELOPES DOOR HANGERS	91.38 38.82
				<u>130.20</u>
10/15/2021	5081	PURITY CYLINDER GASES, INC.	GAS, ACETYLENE	77.47
10/15/2021	5082	RODNEY REID	FRAMES FOR MUESUM	18.00
10/15/2021	5083	STEENSMA LAWN & POWER EQUIP.	FILTER	9.42
10/15/2021	5084	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	150.00
10/20/2021	5085	APPLIED IMAGING	LIBRARY COPIER CONTRACT NO CN3599-01 - A	122.30
10/20/2021	5086	BAKER & TAYLOR, INC.	DVDS BOOKS BOOKS BOOKS BOOKS	101.16 116.53 129.05 232.71 1,386.35
				<u>1,965.80</u>
10/20/2021	5087	BLOOMINGDALE COMMUNICATIONS	PHONE	164.64
10/20/2021	5088	CENGAGE LEARNING.	OCTOBER CHRISTIAN FICTION 2 PLAN STATE OF TERROR SEPTEMBER WESTERN 2 PLAN SEPTEMBER CHRISTIAN FICTION 2 PLAN SEPTEMBER THORNDIKE EDITORS CHOICE 2 PLA	24.74 33.14 45.73 75.72 97.72
				<u>277.05</u>
10/20/2021	5089	CLARK TECHNICAL SERVICES	LPL 2021 SUPPORT	435.00
10/20/2021	5090	DEMCO, INC.	LABELS AND PROTECTORS	245.20
10/20/2021	5091	OVERDRIVE, INC	LIBRARY PARTICIPATION - FUTURE CONTENT P	2,000.00
10/20/2021	5092	PETTY CASH LAWTON PUBLIC LIBRARY	DOLLAR GENERAL, WAGONERS,USPS	82.25
10/20/2021	5093	QUILL CORPORATION	HOLE PAPER PUNCHER, HIGHLIGHTERS, TAPE,	104.02
10/20/2021	5094	SYNCB/AMAZON	CRAFT SUPPLIES	169.70
10/20/2021	5095	US INTERNET	INTERNET	10.00
10/26/2021	5097	FERGUSON WATERWORKS #3386	MATERIALS	227.27
10/26/2021	5098	PRIORITY HEALTH	INSURANCE GROUP ID 794824 INSURANCE GROUP ID 794824	7,386.03 6,818.29
				<u>14,204.32</u>

Check Date	Check	Vendor Name	Description	Amount
10/26/2021	5099	VOID		0.00 V
10/26/2021	5100	THE STANDARD	LIFE INSURANCE ACCT NO 00 168051 0001	987.37
10/26/2021	5101	TRUCK CITY SALES	SALE OF DUMP TRUCK	25,170.00
10/26/2021	5102	VERIZON WIRELESS	MOBILE PHONE   TABLETS	436.17
10/29/2021	5103	BEN W. JOHNSON	OCTOBER CLEANING X4	440.00
10/29/2021	5104	EDISON ELECTRIC	INSTALL 2 WELL HEATERS AND DISCONNECTED	400.00
10/29/2021	5105	FISHER AUTO PARTS	FILTERS	50.34
10/29/2021	5106	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	642.58
10/29/2021	5107	INDIANA MICHIGAN POWER CO.	ELECTRIC - DPW	12.82
			ELECTRIC - WATER TOWER	319.37
				<u>332.19</u>
10/29/2021	5108	MI-AWWA	FALL REGIONAL MEETING VIRTUAL ATTENDEE-	130.00
10/29/2021	5109	ROBS TIRE AND AUTO, LLC	TIRES, MOUNT AND BALANCE	786.00
10/29/2021	5110	SAFEBUILT	PERMITS FOR 750 POINT WAY, 411 E 3RD ST,	1,164.70
10/29/2021	5111	STATE OF MICHIGAN	WATER DUES	1,340.28
10/29/2021	5112	THE CLOTHES BASKET	DRY CLEANING	208.25
10/29/2021	5113	TRISHA NESBITT	VBC DELINQUENT TAX FOR PROPERTY 80-45-70	2,480.80
10/29/2021	5114	TRUCK & TRAILER SPECIALTIES, INC	INTERNATIONAL 2554: MATERIALS AND LABOR	3,007.00
			INTERNATIONAL 2554: MATERIALS AND LABOR	2,126.00
				<u>5,133.00</u>
10/29/2021	5115	USA BLUE BOOK	SOLAR POWERED CALC, DIGESTASE SDE 340	539.77
10/29/2021	5116	VAN BUREN COUNTY	VERIZON AIRCARD - OCTOBER	80.12
10/29/2021	5117	WIGHTMAN	PROJECT 214043 LAWTON COMMUNITY WIDE CAP	750.00
				<u>750.00</u>

GEN TOTALS:

(2 Checks Voided)

Total of 85 Disbursements:

110,928.09





October 7, 2021

Village of Lawton  
ATTN: Lisa Imus, Village Manager  
125 S Main Street  
PO Box 367  
Lawton, MI 49063

Dear Manager Imus,

We are incredibly excited to be considered as a partner on your journey to help shape the future of the Village of Lawton! We know this is a big step, and there's a lot on the line. You're about to make an investment in the future of the Lawton community by developing a comprehensive master plan. Choosing an expert planning partner is an important step in this process. We live and work in Michigan and are invested (like you!) in our greater community. We are personally committed to planning for, and improving the future of, the Village of Lawton. With a multi-disciplinary planning team now part of Progressive AE's portfolio of services, the timing of this opportunity could not be more perfect. It is with great enthusiasm that this proposal to create an implementable master plan is being submitted for your consideration.

**Experience Getting It Done.**

As project manager, Suzanne Schulz is your biggest advocate. From project kick-off to wrap-up, work plan to logistics, communication to community engagement coordination – Suzanne will be your single, dedicated point-of-contact. She has a demonstrated track record of successfully managing ambitious planning processes that resulted in significant systems change during her 20-year tenure with the City of Grand Rapids. Prior to joining the City, she worked in communities such as Scottville and Greenville for LSL Planning. Each effort gained political support and was followed with rapid implementation. We are eager to leverage Suzanne's experience and expertise developing the Village of Lawton's new master plan.

**We've Done Our Homework.**

Following our review of the issued Request for Proposals, and a subsequent discussion, we've thought about this planning project. In our proposal, you will find a well-designed process that aims to address future land use, identify development patterns, and create an outline of steps to move forward. Planning processes assist in identifying who should be at the table, where there is energy and interest, what is most important, when implementation should occur, and how success will be measured. A thoughtful process will also build trust and assist with community support in development.

**Proven Value.**

Throughout the creation of our proposal, we felt it was important to find a balance of not overburdening the budget but also delivering a work product that is solidly vetted. The community in and around the Village of Lawton can create a shared vision for the future that is more sustainable, financially resilient, and supportive of a high quality of life by working together. Your leadership in recognizing the need for this important conversation is to be applauded. We would very much enjoy this opportunity to work with the Village of Lawton and look forward to discussing our proposal details with you. Should you have any questions on this proposal or need any additional information, please do not hesitate to contact Suzanne at 616. 822.1020 or schulzs@progressiveae.com.

Sincerely,

Progressive AE



Bill Culhane, RA, LEED AP  
Principal, Director of Project Delivery

# Table of Contents

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P 01	Firm Overview
P 04	Project Approach
P 10	Project Team
P 15	Project Experience
P 23	Proposed Fees

# Firm Overview

Progressive AE's workforce is a unique blend of creative people who think strategically, and strategic people who work creatively. The firm is guided by Performance Based Design, a fundamental and forward-thinking philosophy. Through Performance Based Design, we commit to optimizing performance for clients and validating results post-occupancy.

**FULL SERVICE**  
ARCHITECTURE & ENGINEERING FIRM

**59** YEARS  
OF EXPERIENCE

ACTIVE IN  
**48**  
STATES

**10**  
MARKETS

**140+** DESIGN  
AWARDS

**225+** SKILLED PROFESSIONALS

LOCATIONS = **2**

## Full Service Expertise

One thing we know is each client faces unique needs that must be met, while keeping the future in mind. This is exciting to us. No challenge is too great, thanks to our comprehensive range of services. Whatever discipline is required, we have subject matter experts on hand to find the right solution.

### Our Areas of Expertise Include:

- Architecture
- Design-build
- Engineering
- Interior Design
- Landscape Architecture
- Planning and Consulting
- Procurement
- Universal Design
- Urban Planning
- Water Resources

## Our Goal: Driving Performance

We seek purposeful solutions to drive your organization's performance. To this end, we work in a wide range of industries — from industrial plants to retail stores. Each is home to a dedicated, multi-disciplinary team whose talents are marked by fresh design, technical precision and productive spaces. Having experts who specialize in your industry brings you a tremendous experiential advantage and a deep knowledge base of what you do, current trends and critical elements of success.

### Where We Work:

- Community
- Healthcare
- Housing
- Industrial
- Learning
- Retail
- Senior Living
- Sports
- Workplace
- Worship

# Your success is defined in the eyes of your community members and we will take the time to understand and anticipate their desires, a process we've perfected.

## Community Expertise

Our passion for community is evident in who we are and what we do. We have more than 50 years' experience in creating engaging, energetic and collaborative communities. An intimate knowledge of the local community, combined with a full range of design services, gives us the unique ability to look holistically at community projects. These projects require awareness and understanding of various administrative requirements including regulatory and civic compliance. Our understanding of local and state regulations helps pave the way for a smooth and efficient process from initial engagement through project completion.

### We Start With You.

No matter the project, we always begin by understanding you, your residents, businesses and visitors, and the aspirations and drivers of your community. Having a firm understanding of where you are today and where you want to be tomorrow will help guide our design decisions and recommendations. Design is a process; it takes understanding, vision and realistic recommendations. We're here to lend our guidance and expertise to your project.

Our experience spans more than 50 years and includes projects for different clients and communities across the country including these project types:

#### Municipal

- Airport
- Correctional
- Markets
- Parks and recreation
- Public works
- Water resources

#### Mobility

- Safety analysis
- Geometric planning
- Transportation planning
- Traffic engineering
- Signal design

#### Nonprofit

- Chamber of commerce
- Community foundations
- Development authorities
- Economic development agencies

#### Arts and Entertainment

- Convention and visitor centers
- Fine and performing
- Gardens and parks
- Hotels
- Museums
- Sports and recreation
- Stadiums

#### Planning

- Comprehensive Plans
- Corridor Plans
- Placemaking
- Zoning Ordinances
- Design Manuals
- Form-based codes





City of East Grand Rapids Community Engagement



Ada Township Master Planning Community Engagement

## Commitment to Community Engagement

To ensure clarity throughout the planning process, we work closely with you, key stakeholders and your community. Adherence to our meticulous discovery process enables our team to gather feedback and make informed, creative decisions. Community engagement sessions provide an opportunity for two-way discussion and active engagement in the planning process. Through discussion, group design and activities, our team develops an inspirational vision that will lead to new investment. We have a passion for community based projects and have utilized engagement sessions and meetings on many projects for a variety of clients including:

- Roosevelt Park Community, Innovation Project
- Harrison Park LIHTC Housing
- City of Grand Rapids, Parks & Recreation 2017 Strategic Master Plan
- Village of Ada, Envision Ada Master Plan
- City of Grand Rapids, Aberdeen, Alexander and Ball Perkins Park Improvements - 2017
- City of Grand Rapids, Bike Park Improvements - 2018
- City of Grand Rapids, Foster, Lincoln Place, Lexington, MacKay-Jaycee and Rasberry Park Improvements - 2019
- City of Grand Rapids, Aman, Butterworth, Burton Woods, Caulfield and Kensington Park Improvements - 2020
- West Michigan Sports Commission, Premier Park - Art Van Sports Complex
- City of Kalamazoo, Kalamazoo Farmers' Market
- City of Kalamazoo, Crane Park 2019 Master Plan and Construction
- Latvian Center Garezers, Long Lake Master Plan
- Cascade Township Facilities and Space Needs Study
- Village of Lawton 2020 Downtown Streetscape and Master Plan
- Plainfield Charter Township Reimagine Plainfield Plan - 2020
- East Grand Rapids Mobility-Bike Action Plan - 2020
- Aquinas College Campus Master Plan - 2020

COVID-19 has and continues to impact community engagement activities. Creative, non-standard approaches were used to insure stakeholder and community engagement in a safe environment. For example, a giant billboard-sized map was used in East Grand Rapids to allow for social distancing, QR code surveys avoided the use of paper and provided immediate feedback in Lawton's design charrette and multiple locations were used for the Reimagine Plainfield process to keep the number of participants low but still allow a "live" design experience.

# Project Approach

This proposed project approach is divided into three major sections. The first section summarizes our understanding of the project. The second section provides an overview of our approach to prepare the Master Plan for the Village of Lawton, including a list of key meetings and work products. The third section provides a more detailed description of the work program and schedule.

## Project Understanding

The Village of Lawton resides in the southeast corner of VanBuren township, in Southwest Michigan. Located just south of the east/west traffic corridor of I-94, Lawton's neighboring communities are Paw Paw, Mattawan and Decatur. Around since the mid-1850s, the Village of Lawton has long been identified as rich with natural beauty, from lakes to its soft, hilly landscape.

Using both the recent Parks and Recreation Master Plan, and the recent Enliven Lawton Road Map for the Future plan, we will incorporate our gained knowledge and familiarity into a larger scale visioning document and master plan. The value of undergoing a master plan process is much more than complying with state law. Guiding where and how growth occurs is critically important to maintain and enhance quality of life, build a vibrant downtown, wisely invest taxpayer dollars in infrastructure, and insure the sustainable use of resources for a prosperous future. If the public is involved with creating a vision for the future - and can restate that vision to others in the community at the grocery store - then seemingly magical things can happen. New partnerships and relationships can be developed and leveraged, change can be proactively managed, Lawton can be well-positioned for investment opportunities as they arise, and bold decisions can be supported by adopted policy.

The new master plan for the Village of Lawton will guide the future growth and development of the community over the next 5-20 years. The objectives for this planning effort include:

- Develop a robust public engagement process that is iterative in nature
- Create a vision for land use and transportation
- Establish community priorities and goals to guide land development and infrastructure investment
- Create a final product that is visual and user-friendly, and reflects on past work
- Comport the master plan with Redevelopment Ready Community (RRC) certification criteria
- Develop a clear strategy for implementation that incorporates sustainable development policies for both long-term and short-term goals
- Provide a foundation for a future update to the Village's zoning ordinance

The Village of Lawton **Village Council shall appoint** a steering committee for the plan process. Village staff will assist in providing guidance for the work



## Downtown Road Map for Future Principles

**VIBRANT:** Downtown heart of community, where we work together to create amazing people-centered spaces.

**BEAUTIFUL :** Working to update our storefronts, plant natural elements and encourage local art, which will attract new customers and businesses

**INVITING:** Creating celebrated diversity by welcoming people of all ages, abilities and backgrounds

**SAFE:** Clarity of dedicated space for a variety of multiple modes of transportation provides safety and comfort for pedestrians occupying the downtown corridor.

## Project Approach

We believe that comprehensive planning recommendations need to be developed based on a shared understanding of current conditions, citizens' vision for the future, local political factors, environmental constraints (and opportunities) and the desired character of the community.

The Village of Lawton's new master plan should address:

- How Lawton fits into the regional and sub-regional context of development and agriculture
- The desirable mix of land uses relative to community character, demand for services and tax revenues desired
- Strategies for optimizing existing infrastructure capacity into economic development opportunities
- Any adverse impacts of current land use patterns and trends, especially on neighborhoods and downtown
- Opportunities for trails and non-motorized connections
- Community open space, parks, and natural features
- Retention and attraction of business and employment opportunities
- Maintaining and improving urban density and character in all new investment, with respect to the recent downtown plan
- Methods and proposed timeline for plan implementation

The Planning Commission will be at the heart of the effort to represent a diversity of viewpoints, informed by broader public participation components throughout the planning process. Residents, businesses, institutions, civic interests and other community stakeholders must feel that they all can participate in the planning process; and when they do participate, to feel that they have been heard. Public input will be solicited through a variety of avenues so that it is open and inclusive. The following summarizes the public engagement program:

- Focus group meetings will occur with community stakeholders such as the DDA, Village Council, and others as recommended by the Planning Commission and Village Manager.
- A series of community gatherings will be held to actively engage citizens in formulating area-appropriate solutions within an integrated planning framework at major milestones.
  - Survey to create benchmarks and definitions for the project's success
  - Community activity to begin brainstorm on Lawton's identity and what type of community is desired, and to build enthusiasm for the planning process.



Preparation of the Village of Lawton’s new master plan will be accomplished through nine tasks with associated meetings and products:

**Task 1 - Audit of Existing Plans + Priorities**

**Task 2 - Community Profile + Engagement**

**Task 3 - Issues and Opportunities Identification**

**Task 4 - Vision, Goals and Objectives**

**Task 5 - Evaluate Utility Assessment + Incorporate Findings**

**Task 6 - Second Review of Plan + Assessment by Expert on current Housing Trends**

**Task 7 - Master Plan and Document for Public Review**

**Task 8 - Implementation and Zoning Plans**

**Task 9 - Final Plan**

**Task 10 - Amend and Update the Zoning Ordinance**

These tasks generally occur sequentially over the life of the project; however, the Public Involvement Program continues throughout the project. The Preliminary Draft Plan will be compared to the MEDC’s Redevelopment Ready Communities checklist to assure compliance with all requirements. Requirements of the Michigan Planning Enabling Act will be followed.

We also propose the idea of conducting “special studies” to illustrate key concepts as an additional budget item. Special studies can be particularly useful when a deeper dive is needed to explain concepts or to position a policy item for rapid implementation. Finally, also included as an additional item for consideration is an evaluation of the Village’s zoning ordinance for alignment with the newly adopted master plan.

## Products and Deliverables

To the extent available, Progressive AE will use existing information and graphics. It is anticipated that the following information will be provided by the Village to Progressive AE:

- Current existing land use map
- Written description of potential “pipeline” projects
- Proposed utilities extensions and improvements
- Engagement with existing neighborhoods and housing developments
- Neighboring community future land use plan composite



City of Grand Rapids Parks & Recreation 2017 Strategic Master Plan



Village of Ada Community Engagement

# Work Program

The Work Program consists of 9 tasks. A description of each task is presented below.

## **Task 1 – Audit of Existing Plans + Prjiorities** *Week of November 29*

Beginning from a place of learning, we will conduct an audit of existing plans and priorities previously developed. Using this information and our gleaned knowledge, we will conduct a project kick-off and do an introductory meeting with the Steering Committee. A point person on the committee will be identified for all communication between PAE and the SC. Doing a project overview with an outline of process, we will take any questions and input from our initial group – their fears, their concerns, their hopes and dreams. Encouraging them to think BIG, we will conduct a “workshop” with some engaging activities, capturing their thoughts for the future.

## **Task 2 – Community Profile + Engagement** *Week of December 13*

We will host one (1) open Community Engagement session for initial project introduction and overview with individuals from residents, businesses, and property owners, Village Council, Planning Commission, and administrative staff. A portion of this session will introduce the PAE team, and an educational component on the Master Planning process, specific tools and guides to success. For the engagement session, we will have two (2) activities outlined for the session. Areas to include in our study will be:

- Downtown Plan, with respect to the Downtown Roadmap to the Future
- Neighborhoods + Housing
- Regional/Rural areas

The outcome of these activities will be a thorough glimpse into what values the community holds dear, how they see themselves as part of their larger context, and what they’d like to see in the future of their environment.

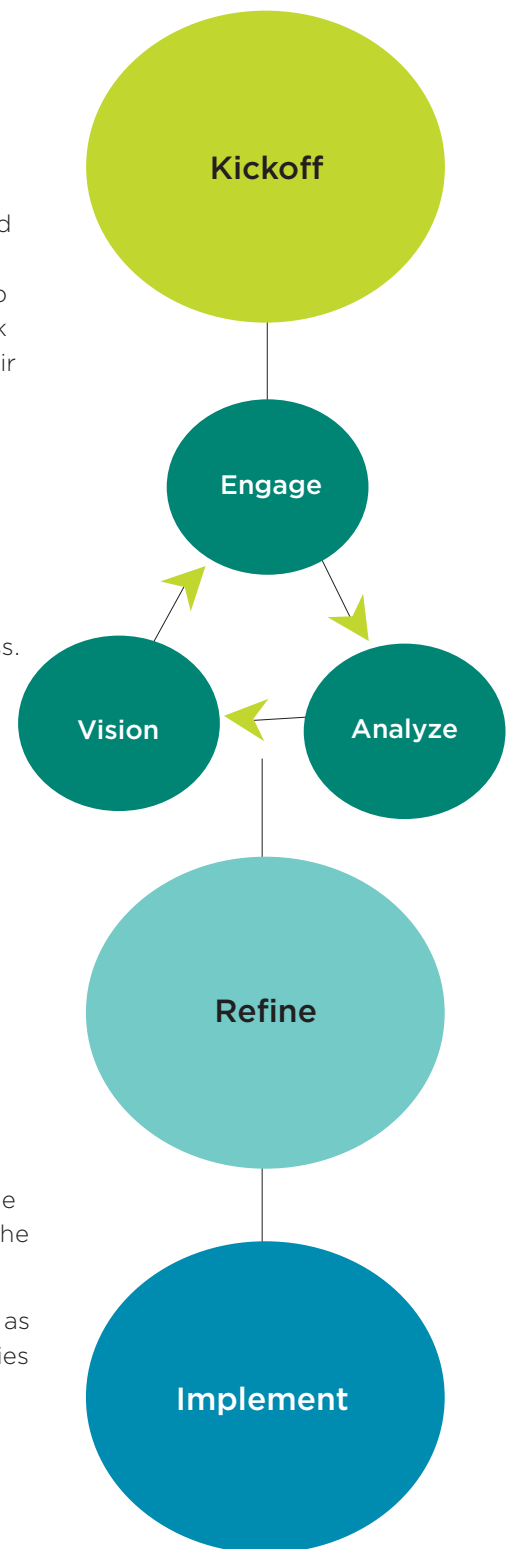
*\*see appendix for further detail on community engagement activities*

## **Task 3 – Issues and Opportunities Identification** *Week of February 7*

Our next collaboration will be a download of everything we have gathered thus far – from both our initial meeting with the Steering Committee and our found knowledge from the engagement session. This feedback will be presented to the Steering Committee, and analyzed for what direction and goals it provides for the master planning process.

An analysis of existing conditions and impacting components will be presented as part of this meeting, with open conversation around challenges and opportunities (ie :aging population impacts, regional changes and land-use designations). Discussions around redevelopment strategy as well as forward thinking (What does Lawton want to become?) with economic and marketing strategy. We will evaluate in this session the existing Zoning plan, and what resulting impactful change must occur in-line with our proposed path forward.

Initial goals and direction for the plan will be preliminarily developed and evaluated as part of this meeting. Portions of this meeting may discuss early versions / components of the plan and implementation. Feedback and discussion from this conversation will be incorporated to our information going forward, as



#### **Task 4 – Vision, Goals and Objectives**

*Week of March 7*

We will re-evaluate and refine the goals and design objectives generated thus far, and present the investigated conclusions. Always open for input and tweaking, these will continue to be principles guiding the master plans development.

At this meeting, we will have our first initial plan(s) with visuals to support the identification of land strategy and a vision for the future. These vision maps will support the short-term, as well as long-term goals for Lawton in the next 5-20 year span, as well as identify responsibility for achieving these goals.

A further exploration at this point of land-use and infrastructure (including complete streets) will be presented and discussed.

*\*\*see appendix for further detail on plan inclusions and review*

#### **Task 5 – Evaluate Utility Assessment + Incorporate Findings**

*March/April*

Using a Village-provided utility assessment, we will evaluate current water and sewer capacities with the Village's utility consultant. Then, we will tailor an economic development approach that will assist in optimizing existing infrastructure with additional industries and rate payers. This information will be incorporated into the future land use map. Any changes to the Village's Capital Improvements Plan will be also be identified.

#### **Task 6 – Second Review of Plan + Assessment by Housing Expert**

*Week of May 9*

With our first round of revisions incorporated, we will discuss and review revised concepts with integrated feedback from prior interactions with the community and the Steering Committee. A review of high-level zoning impacts will also be provided for initiation of further discussion. A preliminary accompanying document with schematic language and outline will be developed to guide the overall content of the Master plan and it's implementation going forward. Detailed discussions around both the plan and the accompanying document will be held to vet and further evaluate their content. We will discuss trends with the Village and where you exist, based on readily available housing market data. Ryan Kilpatrick, of Housing NEXT, will be invited to present general housing trends for the Village's consideration and discussion. At this point, we'll review the relevant RRC categories and evaluate them in accordance with the proposed plan. This session will be the final review for incorporation of comments before the public hearing in the next task.

#### **Task 7 – Master Plan and Documents for Public Review**

*Week of July 11*

A visual representation of the captured content will be re-presented at one (1) public engagement to provide continuity of process from the initial session, as well as to provide concrete ties from initial comments and feedback to the plan components. The outlined journey will be presented to orient the public/interested parties to where they are in the master plan process. Further feedback will be gathered at this public hearing session, for incorporation into the final package, and an open line of communication for thoughts will be established through a Steering Committee member.

#### **Task 8 – Implementation and Zoning Plans**

*Week of September 12*

This task will include a detailed look at the zoning implications of the revised plan, and what those changes should look like for Lawton. With this outlined and a clear path forward, we can assess the plan for any detailed revisions and changes. This pre-work occurs before ordinance language is drafted to make sure that the community understands what might be proposed and to be able to provide early feedback.

#### **Task 9 – Final Plan**

*Week of November 7*

An electronic (and hard copy if desired) final package will be delivered to the Steering Committee for their use for approvals, verification and implementation. Included in this package will be the master plan map, document outlining discussions above, steps taken and process of development, as well as feedback gathered throughout the journey. Continued steps to revise the Zoning Ordinance.

Building upon the goals and objectives articulated in the master plan, the first step towards implementation will be an update of the Village of Lawton Zoning Ordinance. Progressive AE will evaluate the Village’s Zoning Ordinance (text and map) in this task to recommend strategies that would better implement the recommendations of the updated master plan, address any inconsistencies with state enabling law, resolve problems and inadequacies in the current Zoning Ordinance, and incorporate contemporary planning and design standards. The technical review will consist of organizational and technical recommendations for amending the ordinance, with specific proposals for new language/districts for implementing the Village’s long-range vision.

A working group comprised of the Village Manager, enforcement individuals, legal counsel, and representatives from the Planning Commission, Village Council and Zoning Board of Appeals will convene to review the scope of work and finalize the work program and schedule. A report which identifies issues, problems, and existing inconsistencies in the current Zoning Ordinance will be provided by the Village, as well as minutes from Planning Commission and Zoning Board of Appeals meetings. Progressive AE will conduct two (2) stakeholder interviews with persons likely to be directly impacted by land development regulations (i.e., builders, architects, developers, realtors) for their input on existing strengths or weaknesses in the zoning code. The findings will be contrasted against master plan recommendations in order to develop recommendations on needed zone district map amendments, zoning ordinance text amendments, and zoning ordinance formatting.

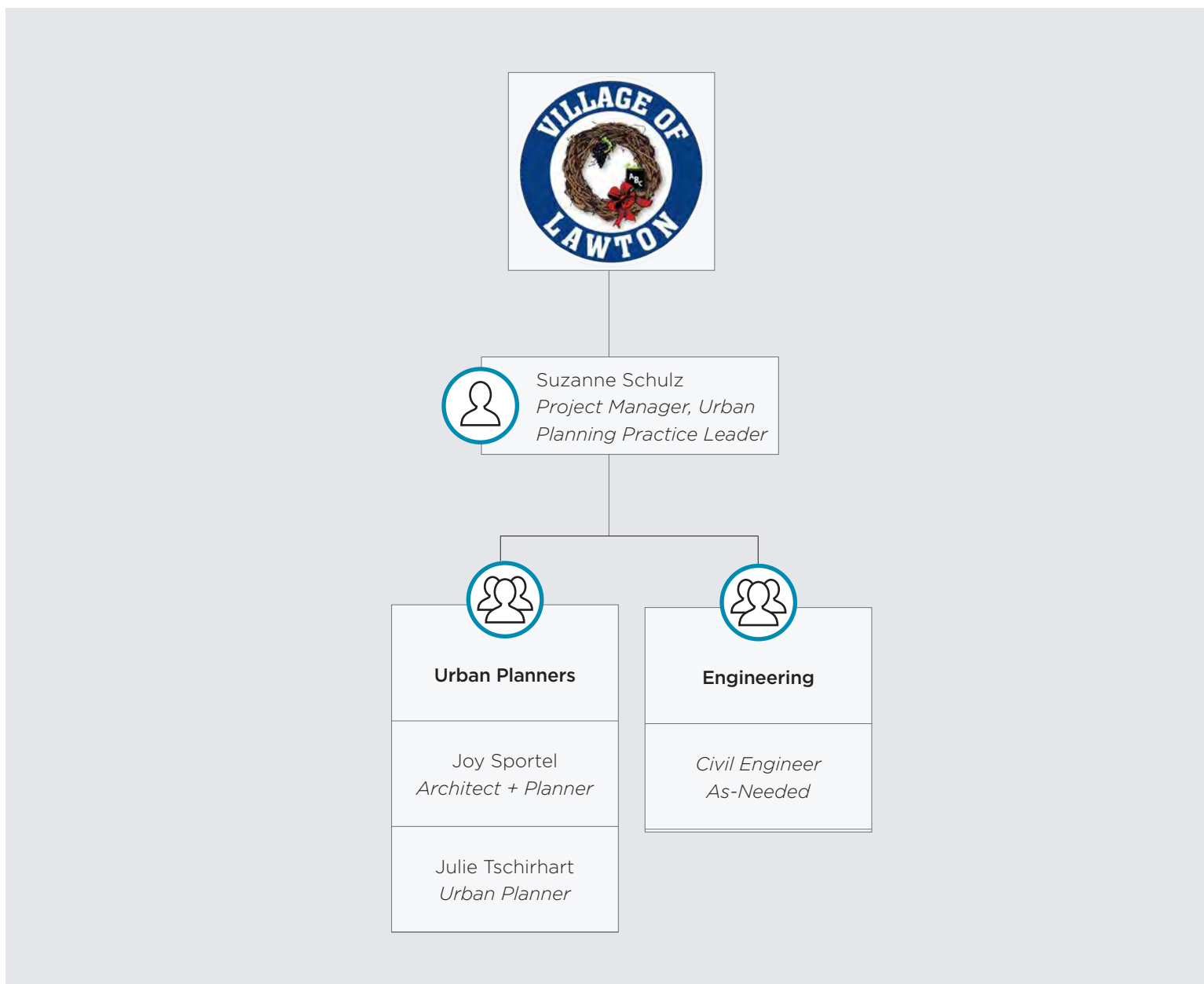
Progressive AE will then craft an updated Zoning Ordinance that is user-friendly and accessible across multiple platforms. The team will work to guide the amendments through the approval process.



# Project Team

## The Progressive AE Team

Progressive AE's team of Planning Experts deliver high-quality, well planned spaces with the opportunity for engagement and thriving neighborhoods of people. Our "why" behind everything we do is to work with you for the success of the community. Working as a team with the Village, residents, and business owners to create a strong, vibrant culture, using place-based solutions that reflect and embody the voices of Lawton. We will inspire pride in the local involvement and participation in the planning process, as we help the Village grow and thrive together.





## Suzanne Schulz, AICP

### Urban Planning Practice Leader

[schulzs@progressiveae.com](mailto:schulzs@progressiveae.com)

Phone: 616.988.4809

Suzanne brings more than 27 years of experience and an extensive background specializing in urban planning, transportation planning and policy development. In her most recent role with the City of Grand Rapids, Suzanne served as the Managing Director of Design and Development and the City's Director of Planning. In her nearly 20 years with the City, she was extensively involved in project management for community-led processes, including Plan Grand Rapids (comprehensive master plan), Zone Grand Rapids (zoning ordinance rewrite), Transformation Advisors, Green Grand Rapids, Sustainable Streets Task Force and Vital Streets Plan, and Michigan Street Corridor Plan; and implementation phases of each.

### Education

Michigan State University

*Bachelor of Science, Urban Planning*

### Plainfield Township Re-Imagine Plainfield Corridor Plan and Zoning Ordinance

Design of a public engagement process to evaluate existing conditions and redevelopment potential of land along Plainfield Avenue in Plainfield Charter Township.

### Village of Lawton Road Map

Project Manager for community engagement and master planning effort to create a road map for the Village of Lawton, MI. Master planning activities incorporated sidewalk, parkway, planters, trees, street lighting, communications conduits, on-street parking, crosswalks, street furniture, and other desired placemaking elements into a phased multiyear streetscape plan. Citizens of Lawton were able to participate and give feedback throughout the process.

### Green Grand Rapids, Grand Rapids, Michigan

Urban flooding, school closures and an invasive species were among concerns that more than 2,000 residents and stakeholders discussed during the planning process to address quality of life in the city. Clear outcomes were defined for parks and greenspaces, urban tree canopy, stormwater, local food, the Grand River, and bike facilities. This work resulted in the creation of two new non-profits, an implementation strategy for the newly formed Friends of Grand Rapids Parks, and direction for other "owners" to initiate future action.

### Zone Grand Rapids, Grand Rapids, Michigan

Implementation of the City's Master Plan began with tossing the 1969 zoning ordinance that had been amended more than 300 times. A community pattern workbook was created to facilitate neighborhood and business district discussions about the character of their communities. A cutting-edge form-based code was drafted that reflected community voice, allowed for administrative approvals, and has advanced more than \$4 billion in development over the past decade - strengthening the economy of Michigan's second-largest city.

### Michigan Street Corridor Plan and Implementation, Grand Rapids, Michigan

A regional corridor of significance, a strategy was needed to accommodate future growth on Medical Mile without substantially impairing the street network. The overall study included transportation modes, placemaking, accommodating a wide variety of land uses, quality of life, community health, public art, climate resiliency and organized economic investment and job growth. Millions of dollars in infrastructure improvements have been invested to improve connectivity, walkability, and facilitate new development.



## Joy Sportel, AIA, NCARB

### Architect + Planner

sportelj@progressiveae.com

269.720.6563

Joy is a recent addition to Progressive AE, bringing almost eight years of prior experience in creative placemaking. A registered architect with a background in schematic planning and spatial design, she specializes in programming engaging environments both in the interior and exterior of the built environment. From site plan development to fine-tuning material details, she engages from initial concept inception through construction and final occupancy. Joy has completed multiple design projects with a focus on team engagement, brand/place identity and multi-media information design.

### Education

Lawrence Technological University  
*Bachelor of Science, Architecture*

Lawrence Technological University  
*Masters of Architecture*

Universiteti Polis, Albania  
*Parametric Design + Craftsmanship*

Politecnico di Torino, Italy  
*Summer School on Urban Studies for Smart City (To\_uS)*

### Plainfield Township Re-Imagine Plainfield Corridor Plan and Zoning Ordinance

Project lead for site test-fits, providing high-level programming, site investigation, preliminary site concepts, building layout, conceptual façade design, graphics and rendering design. Also provided diagrammatic support for zoning ordinance.

### Downtown Grand Rapids, Inc. and City of Grand Rapids Downtown Wayfinding

Workshop and client coordination, implementation strategy, and high-level planning

### Dwelling Place Affordable Housing Development at Burton and Union

Community engagement support, graphic design and site planning

### Mercy Health Saint Mary's Strategic Campus Planning

Graphic design and document support for strategic campus planning effort

### JML Real Estate Downtown Allegan Projects

Project manager and designer providing workplace strategy, façade design, urban community boardwalk connection and visual renderings to create river connection

### City of Coldwater Downtown Streetscape Project

Community and city engagement, implementation and strategy sessions, streetscape design, graphics and diagrams, placemaking education, visual and graphic design.

### Cass County Historic Courthouse Administration

Lead designer and space planner for building assessment and adaptive re-use development. Led engagement sessions and feedback meetings, providing project coordination and staff management

### Zoo City Farm and Food Network Urban Micro-Farm and Pavilion

Lead designer responsible for client coordination, urban installation design and engagement for project in Kalamazoo, MI

### Plazacorp, 225 Parsons Development

Building assessment, adaptive re-use development, information coordination and site development in Kalamazoo, responsible for design and renderings, space-planning and high-level strategy, event planning and project celebration. Provided on-going support for project financing and historic approvals.





## Julie Tschirhart

### Planner

tschirhartj@progressiveae.com

Phone: 248.252.7705

Julie has worked in various planning positions throughout her career, including interning for the City of Ann Arbor, as a Contract Planner for the Planning Department of the City of Grand Rapids, and most recently as a Planner for the City of Royal Oak. At Progressive AE, Julie is looking forward to strengthening her skills as a researcher, facilitator, and planning policy analyst.

Julie served as the Vice President on the Transportation Riders United Board of Directors from 2017- 20. She has also been an active member of the Michigan Association of Planning. She was awarded the APA Outstanding Student Award while in graduate school at the University of Michigan in 2017.

### Education

Middlebury College

*Bachelor of Arts, magna cum laude,  
Sociology and Anthropology*

University of Michigan

*Master of Urban Planning,  
Transportation Planning*

### **Planner II, City of Royal Oak, Community Development Department**

*March 2019 - July 2021*

- Guide development proposals through the review process, coordinating with staff, community members, and developers
- Lead bidding and project management for Downtown Development Authority construction and streetscape projects
- Analyze data and prepare reports relative to planning and zoning policy

### **Contract Planner, City of Grand Rapids, Planning Department**

*March 2018 - February 2019*

- Prepared staff reports and presented development proposals to the City Planning Commission for consideration
- Reviewed zoning permit applications and provided technical assistance to those with planning inquiries
- Assisted with research and community engagement for special projects related to traffic safety and planning policy

### **Planning Intern, City of Ann Arbor, Planning and Development Services**

*May 2016 - May 2017*

- Prepared Historic District Commission staff reports and presentations, and conducted other planning research
- Created guidebook for construction of accessory dwelling units following passage of amended ordinance

### **Research Assistant, Freshwater Transit**

*June 2014 - May 2015*

- Led research efforts into comparative case studies for multi-modal transit feasibility study and implementation plan commissioned by Detroit-based nonprofit
- Engaged stakeholders through one-on-one interviews and facilitation of focus groups to gather community input

### **Mel King Institute Program Coordinator, Boston LISC AmeriCorps, Massachusetts Association of Community Development Corporations (MACDC)**

*September 2011 - September 2012*

- Supported curriculum development, event logistics, financial oversight, and course evaluation for over 25 courses for practitioners and volunteer leaders of community development in Massachusetts
- Published newsletter, managed website and social media, and created program materials

# Project Experience

## Village of Lawton Master Plan and Streetscape Design

### Lawton, MI

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Progressive AE worked with the Village of Lawton to perform an update of the 2012 Lawton Streetscape Plan. In 2023, the Michigan Department of Transportation (MDOT) will be reconstructing Lawton's Main Street, M-40, through the heart of the village. Master planning activities incorporated sidewalk, parkway, planters, trees, street lighting, communications conduits, on-street parking, crosswalks, street furniture, and other desired placemaking elements into a phased multiyear streetscape plan. It was important for the Village to have their design goals met within the parameters of an MDOT project. In the Summer of 2020, a community survey was conducted using QR codes in local stores so the public could provide early direction in the planning process. Then a charrette was conducted in the Fire Barn to allow for social distancing, which included a "walk about" of the business district. Goals and objectives were created to implement the Village of Lawton's vision to "be a vibrant small town that is inviting, beautiful and safe". The community plan is designed to fold out like a road map so that copies can be made available in all downtown businesses. The adoption date was January 12, 2021.

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Completion: January 2021

Services: Urban planning, civil engineering, landscape architecture

Reference: Lisa Imus, Village Manager, Village of Lawton, [imusl@lawtonmi.gov](mailto:imusl@lawtonmi.gov), 269.624.6407





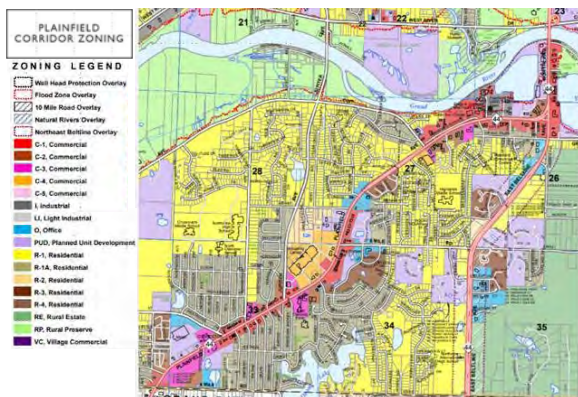
# Plainfield Charter Township Reimagine Plainfield Corridor Plan



Grand Rapids, MI



Plainfield Charter Township hired Progressive AE to assist in the creation of a corridor plan. Plainfield Avenue, also known as M-44, carries nearly 36,000 cars per day. Once dubbed the “Motor Mile” this post-World War II corridor has many buildings and parcels that are tired - with one that has been vacant for more than two decades. The North Kent Mall has since been modified and a former K-Mart was recently converted into a self-storage facility. Commercial property tax receipts in the corridor have remained flat for the past decade. Where there has been investment, it has been largely for the expansion of existing auto dealers and repurposing of some existing buildings for fast-food related operations.



The Reimagine Plainfield project began with a steering committee appointed by the Township Board. The Committee spent the first 9 months in a pre-planning process to listen and learn about factors that affect the corridor and the people around it. In conjunction with Disability Advocates of Kent County (DAKC), Committee members were able to experience the corridor from the perspective of someone who is restricted to a wheelchair or is sight impaired. DAKC’s “test pilots” - persons with a physical disability - were present to lead the group and share their personal reflections. Other experiences included speaking with the real estate and development community; meeting with MDOT, County Road Commission and the Rapid (transit authority); seeing a presentation from the Lower Grand River Organization of Watersheds (LGROW) to discuss stormwater; and interacting with Planning staff on the development approval process. Community input was solicited through a series of surveys during Covid. This past Fall, a charrette was held with Progressive AE using the opportunity as a “day of learning” to have multiple disciplines contributing to the discussion.



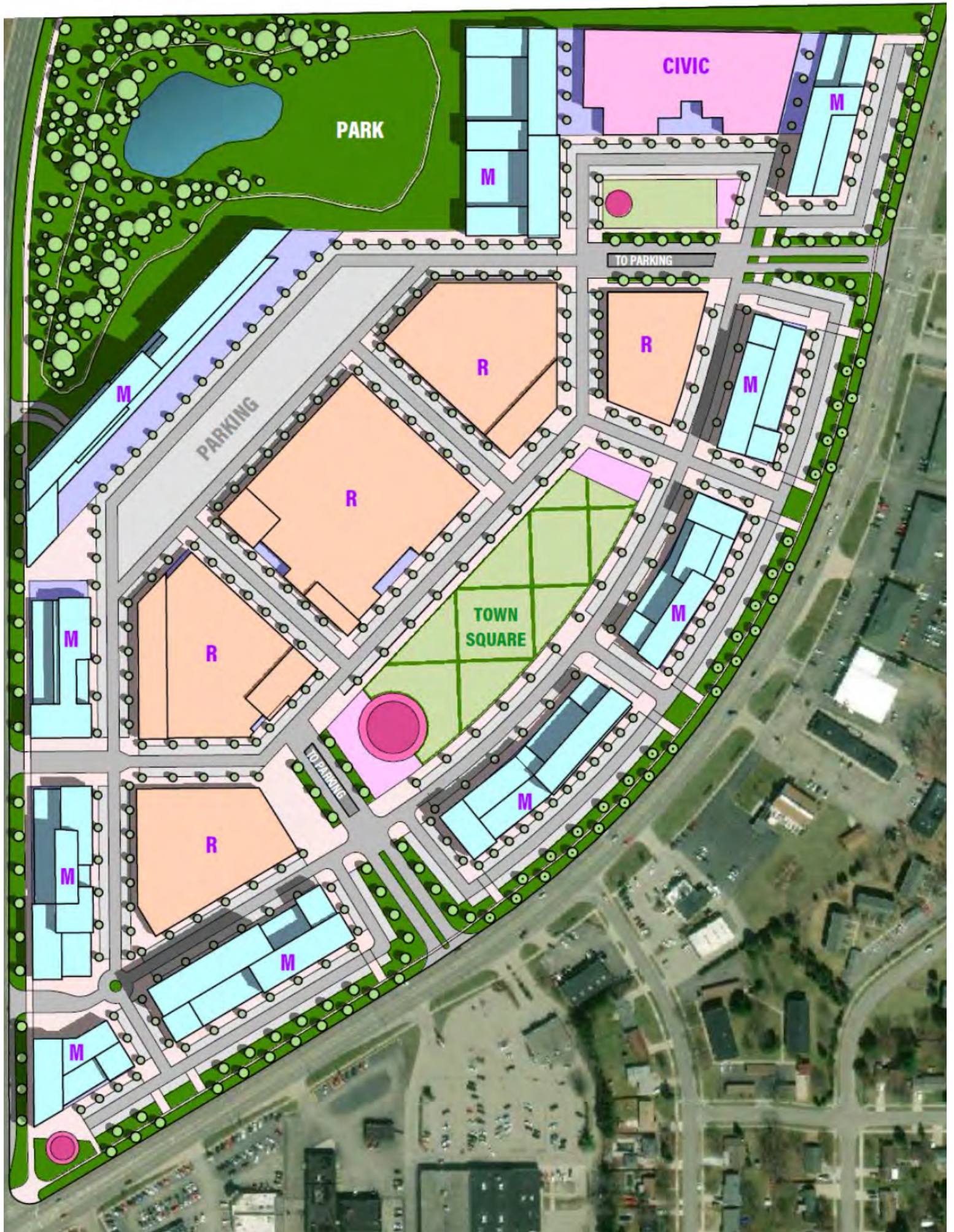
A series of development scenarios were developed for key locations. The scenarios informed recommended modifications to the Township’s Zoning Ordinance and the zoning plan. The Reimagine Plainfield Plan was adopted on May 24, 2021. It is anticipated zoning amendments will be adopted in November 2021. Zoning amendments include a new mixed-use zone district that allows by-right development to create pedestrian-oriented mixed-use areas, design and landscape standards, and provisions that allow the corridor to transition over time through the use of flexible non-conforming standards and administrative departures.

Size: 4 miles

Adoption Date: May 24, 2021

Services: Planning, traffic engineering, urban design, landscape architecture

Reference: Jennifer M. DeHaan, MPA, Assistant Township Manager/Superintendent, Plainfield Township, 616.262.1343



# Proposed Fees

## Compensation for Professional Services

Progressive AE estimates a total not-to-exceed compensation of \$42,980 (forty two thousand, nine hundred eighty dollars). Our estimated fees correspond with the work plan presented in this proposal and are broken down by phase for your review below.

Task	Hours Per Phase			Total
	Suzanne Schulz <i>Project Manager, Senior Urban Planner</i>	Joy Sportel <i>Architect + Planner</i>	Julie Tschirhart <i>Planner I</i>	
Hourly Rate	\$190	\$100	\$100	
Task 1: Public Involvement	4	10	2	16
Task 2: Community Profile + Engagement	8	30	16	54
Task 3: Issues and Opportunities	4	26	8	38
Task 4: Vision, Goals and Objectives	4	20	18	42
Task 5: Evaluate Utility Assessment	12	2	2	8
Task 6: Village Planning Framework	8	30	26	64
Task 7: Preliminary Plan Components and Policies	3	4	4	11
Task 8: Implementation & Zoning Plans	2	8	20	30
Task 9: Final Plan	2	10	10	22
Task 10: Review and Amend Zoning Ordinance	5	-	91	96
<i>Subtotal (hours)</i>	<i>52</i>	<i>140</i>	<i>191</i>	<i>383</i>
<i>Subtotal (cost)</i>	<i>\$9,880</i>	<i>\$14,000</i>	<i>\$19,100</i>	<i>\$42,980</i>
<b>Total Fee</b>	<b>\$42,980</b>			

**Note: Amount includes full re-write of Village Zoning Ordinance**

## Hourly Staff Charges

Class 9 Personnel	Principals	\$225/hour
Class 8 Personnel	Principals and Senior Project Managers	\$190/hour
Class 7 Personnel	Senior Project Managers, Architects, Engineers, Landscape Architects, Senior Interior Designers, Environmental Analysts and Construction Administrators	\$165/hour
Class 6 Personnel	Senior Project Managers, Architects, Engineers, Landscape Architects, Senior Interior Designers, Environmental Analysts and Construction Administrators	\$145/hour
Class 5 Personnel	Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts, Construction Administrators, Designers, Interior Designers and Surveyors	\$130/hour
Class 4 Personnel	Project Managers, Intermediate Architects, Engineers, Designers, Interior Designers, Landscape Architects, Environmental Analysts, Construction Administrators and Surveyors	\$115/hour
Class 3 Personnel	Graduate Architects, Engineers, Designers, Interior Designers, Environmental Analysts, Construction Administrators, Technicians, Project Assistants and Surveyors	\$100/hour
Class 2 Personnel	Technicians, Interior Designers, Project Assistants, Graduate Architects and Surveyors	\$85/hour
Class 1 Personnel	Project Assistants and Technicians	\$70/hour

### **Reimbursable Expenses:**

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low-density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 56¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

### **Notes:**

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.

# Appendix

**\*Community Engagement shall be a Holiday-themed open house. Two preliminary activities have been discussed :**

1. Santa's Wish List for Lawton : Community members will have the opportunity to dream big and think about large-scale dreams for their neighborhood. Being interactive, this activity will have a visual impact with all of the responses clustered on a wall or similar.
2. Lawton's New Years Resolutions : Here, individuals will be able to create goals and principles for the project. These will later be incorporated as our "Metrics of Success" and Design Principles for the project.

**\*\*Further clarity on Plan Inclusions:**

**Utilities** - An integration and synthesis with evaluation of existing utilities (provided by third-party) will be included in all final future land planning and diagrams. Inquiries with the third-party provider shall occur if necessary. Additional meetings and deliverables around this topic will be provided at our hourly rate.

**Housing** - A housing expert will be brought in to discuss national and regional trends in housing. Using this input, recommendations will be included on the plan for residential expansion and development.

**Industrial Development** - Using the utility assessment, a recommendation on location and type of industrial economic partner is appropriate for the Village. We will identify locations for employment opportunities, including site reuse where currently underutilized.

**Mixed-Use Commercial** - Using the existing conditions of Downtown and gleaning knowledge from our previous partnerships with the Village, we will identify locations for infill downtown, and provide recommendations on space activation.

**Trails and Transportation** - As a part of our initial analysis, we will examine existing trail networks, and opportunities for multi-modal travel within the Village. Expansions and potential connections, enhancements of the existing networks will be provided.



**VILLAGE OF LAWTON  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN**

**RESOLUTION NO. 23-2021**

**RESOLUTION TO ESTABLISH  
WELCH'S PLANT REHABILITATION DISTRICT NO. 1-2021**

At a regular meeting of the Village Council for the Village of Lawton, Michigan, held on the 9<sup>th</sup> day of November 2021 at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

**RESOLUTION**

WHEREAS, pursuant to PA 198 of 1974, as amended, this Village Council has the authority to establish "Plant Rehabilitation Districts" within the Village of Lawton; and

WHEREAS, Welch's has petitioned this Village Council to establish a Plant Rehabilitation District on its property located in the Village of Lawton hereinafter described; and

WHEREAS, construction, acquisition, alteration, or installation of a proposed facility has not commenced at the time of filing the request to establish this district; and

WHEREAS, written notice has been given by mail to all owners of real property located within the district, and to the public by newspaper advertisement in the *Courier Leader* and/or public posting of the hearing on the establishment of the proposed district; and

WHEREAS, on Tuesday, November 9, 2021 a public hearing was held at which all owners of real property within the proposed Plant Rehabilitation District and all residents and taxpayers of the Village of Lawton were afforded an opportunity to be heard thereon; and

WHEREAS, the Village Council deems it to be in the public interest of the Village of Lawton to establish the Plant Rehabilitation District as proposed; and

IT IS HEREBY DETERMINED that the property comprising not less than 50 percent of the state equalized valuation of the property within the proposed Plant Rehabilitation District is obsolete; and"

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Lawton that the following described parcel of land situated in the Village of Lawton, Van Buren County, and State of Michigan, to wit:

400 Walker Street - 989 32-3-13 THAT PART OF SEC 32 LYING WLY OF MAIN STREET, SLY OF WHITE OAK ROAD ELY OF WALKER STREET AND NLY OF RR ROW. ALSO LOTS 13,14 & 15 OF BLOCK 2 OF THE FURNACE ADD. BEING ALL OF BLOCK 1 OF FURNACE ADD, ALL OF HIGHT'S ADD, VACATED SEWARD STREET AND UNPLATTED LAND. COMBINATION OF: 80-45-300-001-00, 80-45-300-003-00, 80-45-300-005-00, 80-45-300-006-00, 80-45-300-007-00, 80-45-300-008-00, 80-45-300-014-00, 80-45-300-015-00, 80-45-300-016-00, 80-45-400-001-00, 80-45-700-084-00, 80-45-700-085-00 AND 80-45-700-085-10.

is established as a Plant Rehabilitation District pursuant to the provisions of PA 198 of 1974, as amended, to be known as Welch's Plant Rehabilitation District No. 1-2021.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Village Council of the Village of Lawton, County of Van Buren, Michigan, as a regular meeting held on Tuesday, November 9, 2021.

---

Joni Bell, Village Clerk

# 400 Walker



03/30/2018



**QUOTE**

QUOTE NO:  
Q21-1340

VILLAGE OF LAWTON  
ATTN: TODD HACKENBERG  
125 S MAIN STREET  
LAWTON, MI 49065

QUOTE DATE	VALID THRU	FOR	PAGE
11/4/2021	12/3/2021	MAINTENANCE GARAGE	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	1	LABOR AND MATERIALS TO REPLACE TUBE HEATER AT THE MAINTENANCE GARAGE	3,736.20	3,736.20

TOTAL AMOUNT \$3,736.20

Please call should you have any questions.  
Thank you for this opportunity!

Sincerely,

Derek Beach  
Mall City Mechanical, Inc.  
Phone: 269-349-3661

Work Approved By: \_\_\_\_\_

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

Purchase Order No.: \_\_\_\_\_

**Kalamazoo Location**  
7184 Douglas Avenue  
Kalamazoo, MI 49009

**Grand Rapids Location**  
2716 Courier Court NW, Ste. F  
Grand Rapids, MI 49534

**Fabrication Shop**  
2415 N. Burdick Street  
Kalamazoo, MI 49007



**WWW.MCM-TEAM.COM**  
**(844) MCM-TEAM**  
**24-HOUR EMERGENCY SERVICE**

# PUBLIC SERVICES REPORT

## October 2021

### CEMETERY

1) We had 5 interments in the month of October

Hours for the month – 200 Overtime – 4

### MOTORPOOL

1) General maintenance was performed on equipment

2) the 2008 1 ton dump is here.

3) the dump truck purchased this spring is up having the wing plow installed.

Hours for the Month – 108 Overtime – 0

### BUILDINGS & GROUNDS

1) No activity other than general maintenance.

2) we had the heater at the DPW building go out getting prices for replacement heater.

3) we are starting to have more issues with the roof at village hall trying to take of them.

Hours for the month – 18 Overtime – 0

### CIVIC ACTIVITIES

1)

Hours for the month - 8

### PARKS

1) General maintenance and cleanup was performed.

Hours for the month – 72 Overtime – 10

### STREETS & SIDEWALKS

1) no activity other than general maintenance

2) hopefully the leaves will start falling so we can get them picked up before bad weather hits.

3) the sealcoat project has been pushed out till spring the crack filling portion has been done.

Hours for the month

Major Preservation – 28 Local Preservation – 67

Major winter Maint. – 0 Local winter Maint. – 0

Streets (not act 51) – 198 Sidewalks – 0

Vacation hours – 12 Sick time – 26

Respectfully Submitted,

Todd Hackenberg  
Superintendent of Public Works

# **WATER/SEWER OPERATIONS REPORT**

## **October 2021**

- 1) 29,498,000 Gallons of water were pumped during the month compared to 29,578,000 in 2020.
- 2) The average daily usage was 951,548 gallons.
- 3) Routine sampling was done with all samples being non detect.
- 3) we now have both pumps at the lift station on White Oak operational we had to remove and replace the seals in it.

Total hours for the month    Water – 68    Overtime – 12  
   Sewer – 240    Overtime – 21

Respectfully submitted,

Todd Hackenberg  
Superintendent of Public Works

**LAWTON POLICE DEPARTMENT – COUNCIL REPORT  
OCTOBER 2021**

Calls for Service/Complaints-----96

Ordinance complaints-----6

Blight **(2)**          Zoning **(1)**          Misc. **(3)**

Traffic stops-----14

Citations issued **(8)**          Verbal warnings **(11)**

Arrests-----5

Accidents-----1

Parking citations-----0

HOURS WORKED: Scheduled (Full-time)          820

Scheduled (Part-time)          0

Overtime hours          19.5

Vacation hours          144

Sick leave hours          16

**COMMUNITY POLICING:**

Officers made **(83)** field contacts and **(43)** business contacts.

Officers attended several fall sporting events.

Officer Largen and Chief Mack, with his wife Laura, patrolled and participated in Halloween’s trick-or-treating.

**NOTABLE INCIDENTS:**

In the month of October, Officer Weekly continued with his efforts to keep the streets of Lawton safe by observing and investigating (2) more OWI (Drunk Driving) offenses within our Village.

Lawton officers executed a search warrant in the Village, looking for stolen property, previously reported in July. Evidence of stolen property was located during the search. 2 individuals were present, and one of those subjects was arrested and lodged for having (3) warrants. The suspect has been identified and charges are being requested.

**ADDITIONAL:**

For the month of October, Lawton officers spend many hours of directed traffic patrol, specifically targeting speed violations. The number of hours spent in the following locations is as follows:

12.83 hours – Main St.

21.17 hours – All other areas within the Village

Total hours – 34.00

**BLIGHT:**

**Van Buren County File Class / Section Report**

Number	Sub-Beat	Date	Offense	Location	Incident Code-Type	Officer	
21-1205	LAWTON-1	10/12/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	318 Fremont Street	- Concrete in front yard	Hitchcock, S.	Removed
21-1254	LAWTON-1	10/28/2021	ZONING ORDINANCE 153.01 Zoning ordinance 153.01	202 Railroad Street	- Front yard Parking	Mack, J.	Removed
21-1260	LAWTON-1	10/29/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	511 Hamilton Street	- Junk/Debris around Property	Mack, J.	open
<b>Total:</b>	3						

Respectfully,  
Chief Jeffrey Mack