

A RESOLUTION APPROVING THE REVISIONS TO CERTAIN COUNTY POLICIES AND ORDINANCES TO REFLECT ORGANIZATIONAL CHANGES RESULTING FROM THE ELIMINATION OF THE WASHTENAW COUNTY METROPOLITAN PLANNING COMMISSION, CREATION OF THE WASHTENAW COUNTY PLANNING ADVISORY BOARD AND REORGANIZATION OF THE DEPARTMENT OF ENVIRONMENT AND INFRASTRUCTURE SERVICES INTO THE DEPARTMENT OF PLANNING AND ENVIRONMENT

WASHTENAW COUNTY BOARD OF COMMISSIONERS

DECEMBER 3, 2003

WHEREAS, on September 18, 2002, the Board of Commissioners eliminated the Washtenaw County Metropolitan Planning Commission and created the Washtenaw County Planning Advisory Board; and

WHEREAS, on September 18, 2002, the Board of Commissioners reorganized the Department of Environment and Infrastructure Services into the Department of Planning and Environment; and

WHEREAS, a canvass of County Policies revealed that four policies (Board of Commissioners—Rules and Regulations; Property—Sale & Disposal of Real and Personal Property Belonging to the County, and any Departments or Other Entity Thereof; Risk Management Program Policy; and Washtenaw County Government Economic Development Policy) contained references to the now abolished entities; and

WHEREAS, the same canvass revealed that two County Ordinances (Washtenaw County Historic Preservation Ordinance; and the Washtenaw County Natural Areas Preservation Ordinance) also contained such references; and

WHEREAS, the County now desires to update these Policies and Ordinances to remove any reference to the Washtenaw County Metropolitan Planning Commission and Department of Environment and Infrastructure Services and replace them with references to the Washtenaw County Planning Advisory Board and Department of Planning and Environment to accurately reflect how the County currently does business in these areas; and

WHEREAS, the proposed revised Polices and Ordinances are attached; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the revised Polices (Board of Commissioners—Rules and Regulations; Property—Sale & Disposal of Real and Personal Property Belonging to the County, and any Departments or Other Entity Thereof; Risk Management Program Policy; and Washtenaw County Government Economic Development Policy) and Ordinances (Washtenaw County Historic Preservation Ordinance; and the Washtenaw County Natural Areas Preservation Ordinance) attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the Board of Commissioners directs the Clerk to publish the revised Ordinances (Washtenaw County Historic Preservation Ordinance; and the Washtenaw County Natural Areas Preservation Ordinance) in a newspaper of general circulation with Washtenaw County as soon as practicable.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman	X			Kern	X			Solowczuk	X		
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY ROLL CALL VOTE: TOTALS 11 0 0

STATE OF MICHIGAN)
COUNTY OF WASHTENAW)^{SS}.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on December 3, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.


PEGGY M. HAINES, Clerk/Register

BY: _____

Deputy Clerk



Res. No. 03-0250

	WASHTENAW COUNTY POLICY	GENERAL OPERATIONS - VOLUME I		
TITLE: Board of Commissioners - Rules & Regulations	RESOLUTION NUMBER 03-0003	SUPERCEDE: 02-0004	EFFECTIVE DATE 1/2/02	PAGE OF 1 17

I. MEETINGS

A. ANNUAL MEETING:

The annual meeting of the Board shall be held after September 14, but before October 16. (MCLA 46.1). The business of the annual meeting, including adoption of the budget shall be completed by October 31.

B. REGULAR MEETINGS:

Regular meetings shall be held on the first and third Wednesdays at 6:45 p.m. of each calendar month and shall be deemed regular meetings unless said first or third Wednesday falls in a week in which a statutory meeting is required to be held.


C. ADJOURNED MEETINGS:

The annual and regular sessions may be adjourned from time to time as the Board may deem necessary.

D. ORGANIZATIONAL MEETING:

At the first or regular meeting of the Board of Commissioners held in January of each year the Clerk/Register of the County shall call the meeting to order then shall call the roll of all elected Commissioners. The members of the Board elect shall take the oath of office as their first order of business. If a quorum is found to be present, the Board shall proceed to elect by ballot one of the Commissioners, elected and serving, as Chair. The Commissioner receiving six (6) votes of the members, elected and serving, shall be the Chair of the Board.

The Clerk/Register of the County shall conclude her/his direction of the Organizational meeting immediately after declaring the Chair elected. The Chair of the Board shall then assume the duties of office. The Board of Commissioners shall have the following meetings: Regular, Ways and Means, Working Session, and as otherwise authorized by law. The Board of Commissioners shall have the following officers of the Board: Chair of the Board, Vice-Chair of the Board, Chair of Ways and Means, Chair of Working Session, Vice-Chair of Ways and Means, and Vice-Chair of Working Session. Each officer of the Board shall be nominated and elected individually by the Board in the Organizational Meeting, in the same manner as and following, the Chair of the Board. The term of the officers shall end at the end of the calendar year in which they were elected. Except as required by law, the Officers of the Board shall have only the authority, duties and responsibilities delegated by the Board of Commissioners, in accordance with the Procedures, Rules and Regulations of the Board.

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E. SPECIAL MEETINGS:

A special meeting of the County Board of Commissioners shall be held only when a written request from at least one third of the members of the County Board of Commissioners is provided to the County Clerk. The written request of the special meeting must specify the time, date, place and purpose of the special meeting. Upon receiving this request, the clerk shall give two (2) calendar days notice to each of the Commissioners in one of the following manners: (1) via a confirmed facsimile transmission to the Commissioner's residence; (2) via personal delivery of the notice of special meeting to the Commissioners by the Sheriff or Sheriff's Deputy; (3) via e-mail sent to the Commissioner's personal e-mail address; (4) leaving the notice of special meeting at the Commissioner's residence; or (5) sending the notice by certified mail, return receipt requested to the Commissioner's last known address. The meeting shall be confined to the purpose for which it was called.

II. BOARD OF COMMISSIONERS' COMMITTEES

A. STANDING COMMITTEES:

Standing Committees shall be established by the Chair of the Board with the advice and consent of the Board. Establishment of Standing Committees shall be confirmed by a majority vote of the Board members elected and serving.


Each officer of the Board's Standing Committees shall be nominated and elected individually by the Board in the organizational meeting, in the same manner as and following the Chair of the Board.

B. SUBCOMMITTEES/AD HOC COMMITTEES--APPOINTMENTS:

Except as regarding the election of the officers of the Board, as provided in Rule I. D. and IIA., the Chair of the Board shall annually appoint and the Board shall confirm all Subcommittees, and Ad Hoc Committees. The first named member of any Committee shall be the Chair and second named member of any Committee shall be the Vice-Chair. The Chair of the Board, with the advice and consent of the Board, shall fill any vacancy which occurs on any Committee within thirty (30) days. The Chair of the Board shall also be allowed to temporarily delegate ex-officio responsibilities to any other member of the Board whenever the Chair finds it inconvenient to carry them out.

Appointments whose terms expire prior to appointment of a successor shall be extended until appointment can be made by the Board of Commissioners. If the position remains vacant, the Chair can delegate representation and appointment shall be made at the next available Board of Commissioner's meeting.

Habitual non-attendance of Commissioners at meetings to which they have been appointed shall be reported to the Chair of the Board. If a member is absent three consecutive times without a reasonable excuse, he or she will be considered as having vacated his or her seat and a new Commissioner shall be appointed by the Chair of the Board and confirmed by a majority vote of the Board members elected and serving.

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C. COMMITTEE REPORTS:

All Committee reports shall be in writing unless submission of an oral report is approved by the Chair. All written reports (except minority reports) shall be signed by the Chair of the Committee. Acceptance or approval of a Committee Report shall not authorize any action unless the report is followed by a resolution for specific action, which is adopted by the Board and filed with the County Clerk/Register. All financial matters requiring appropriations of County funds or transfers of appropriations requiring Board approval shall be reported to the Board of Commissioners from the Ways & Means Committee.

D. COUNTY CLERK/REGISTER'S CALENDAR:


The County Clerk/Register shall prepare and keep a calendar of all matters that have been referred to any committee of the Board on which a report has not been made.

E. COMPENSATORY SERVICE:

In addition to the salary received by the Board of Commissioners, each member of the Board shall receive a per diem payment of \$25.00 and County mileage reimbursement from their residence or from their actual place of departure whichever is less for the following activities:

1. Attendance for a committee, subcommittee meeting or Working Session of the Board, when the member has been properly appointed to that committee or subcommittee, the meeting has been called in accordance with the Open Meeting Act, Public Act 267 of 1976, and the meeting has not been canceled twenty-four (24) hours prior to the scheduled time of the meeting and the Commissioner has not been notified of said cancellation within twenty-four (24) hours of the scheduled meeting.
2. Attendance at a meeting of a non-Board committee, subcommittee, commission, board, or attendance at a conference or convention as a representative of Washtenaw County when the member of the Board serves by appointment of the Board of Commissioners or the Chair of the Board.
3. For the purpose of receiving per diems, the Commissioner must be present for at least 1 hour or half of the meeting, whichever is less. Commissioners shall note their arrival and departure times on the meeting attendance per diem slip submitted to receive payments.

Any member of the Board of Commissioners may waive his/her per diem and/or mileage reimbursement by giving written notice to the County Clerk.

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F. CLOSING DEBATE IN COMMITTEES:

In all committees where all Commissioners are members, debate may be closed by a vote called on the pending question with a two-thirds (2/3) vote of the members present. However, no such motion shall be allowed until each Commissioner who wishes, has had an opportunity to speak once on the question before the committee.

III. CONDUCT

A. The Chair shall convene the meeting precisely at the hour to which the Board adjourned at the preceding session and immediately shall call the members to order. The roll of the members shall be called at once. Upon the appearance of a quorum, if there are any objections to the record of the preceding day, corrections may be made.

B. PRESIDING OFFICER:

The Chair of the Board shall preside over the Board of Commissioners' meetings. If the Chair is absent from any Board of Commissioner meeting, the following Board officers shall preside in the following order:


1. Vice Chair, Board of Commissioners
2. Chair, Ways & Means Committee
3. Vice-Chair, Ways & Means Committee
4. Chair, Board Working Session
5. Vice-Chair, Board Working Session

The Chair of the Ways & Means Committee shall preside over the Ways & Means Committee meetings. If the Chair is absent from any Ways & Means Committee meetings, the following Board officers shall preside in the following order:

1. Vice-Chair, Ways & Means Committee
2. Chair, Board of Commissioners
3. Vice-Chair, Board of Commissioners
4. Chair, Board Working Session
5. Vice-Chair, Board Working Session

The Chair of the Board Working Session shall preside over the Board Working Session meetings. If the Chair is absent from any Board Working Session meetings, the following Board officers shall preside in the following order:

1. Vice-Chair, Board Working Session
2. Chair, Board of Commissioners
3. Vice-Chair, Board of Commissioners
4. Chair, Ways & Means Committee
5. Vice-Chair, Ways & Means Committee

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C. FILLING A VACANCY IN THE CHAIR OR OTHER OFFICERS:

In the event of a permanent absence of the Chair due to resignation or other vacancy of office, the Vice-Chair shall preside as Acting Chair until such time as a Chair is elected to serve the remainder of the unexpired term of the former Chair by a majority of the Commissioners elected or appointed and serving. In the case of a permanent absence of the Vice-Chair, the Chair of Ways and Means, or the Vice-Chair of Ways of Means, due to resignation or other vacancy of office, a majority of the members elected and serving may elect a successor to the vacant office.

D. FILLING A VACANCY IN A COMMISSIONER DISTRICT

Upon Washtenaw County receiving a letter of resignation, or other notice of Commissioner vacancy, the Board of Commissioners directs the County Administrator to provide public notice of the vacant Commissioner district, within two working days, by submitting a press release in the daily newspapers of the district. Such public notice shall provide at least seven (7) days to the residents of the district for applying, by submitting their resume or letter about their interest in the position. A copy of all applications received as of three (3) working days prior to the meeting of the Board of Commissioners shall be made available to all Commissioners, elected and serving.


E. COUNTY CLERK/REGISTER DUTIES:

The County Clerk/Register, or in the County Clerk/Register's absence one of the County Clerk/Register's Deputies, shall be the County Clerk/Register of the Board and shall keep a correct journal of the proceedings, and perform such other duties as required by statute or resolution of the Board. The books, records and accounts of the Board shall be deposited with the County Clerk/Register. (*MCLA 46.5*)

F. The County Clerk/Register shall take all action required of the Board for compliance under Public Act 267 of 1976, Open Meetings Act.

G. QUORUM:

A majority of all the Commissioners elected and serving shall constitute a quorum for the transaction of business, but a smaller number may adjourn from day to day. Upon majority vote of the members present, whether a quorum or not, the Chair shall have power to send the Sheriff, or some other proper Officer to direct the absent member immediately to attend the Board.

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H. SEQUENCE:

The business of all regular meetings of the Board shall be transacted as far as practicable, in the following order.

1. Roll Call
2. Pledge of Allegiance
3. Approval of minutes of previous meeting
4. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
5. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
6. Communications
7. Report of the Chair of the Board of Commissioners
8. Special Order of Business
9. Reports of Standing Committees
10. Reports of Special Committees
11. Other Reports
12. Reports from the Treasurer
13. Reports from the County Administrator
14. Resolutions
 - A. Appointments
 - B. Ways & Means Committee
 - C. Approval of Claims
15. New Business
16. Items for Current/Future Discussion
17. Liaison Reports
18. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes
19. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County Employees in response to issues raised during citizen participation.
20. Adjourn to Next Session (state time, date and location)

I. ELECTION:


All persons or officers elected by the Board shall receive a majority vote of the members elected and serving unless otherwise ordered by law.

J. RECOGNITION:

Every member, previous to speaking, shall raise a hand and address the Chair. When two or more members address the Chair at the same time, the Chair shall designate the member who is first to speak.

K. MOTIONS PUT:

No motion shall be debated or put unless it shall be seconded and stated by the Chair. Any motion shall be in writing if the Chair or any members desires it.

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L. MOTION WITHDRAWN:

After a motion is stated by the Chair, it shall be deemed to be in the possession of the Board, but may be withdrawn by the maker of the motion with the consent of the commissioner seconding the motion, provided the motion has not been amended or otherwise acted upon.

M. DEBATE:

When a question is under debate no motion shall be received or entertained but the following:

- To adjourn
- To limit debate and vote on the pending question
- To lay on the table
- To postpone indefinitely
- To postpone to a time certain
- To refer or amend

N. ADJOURNMENT:

A motion to adjourn shall always be in order, provided that some disposition shall be made of any motion then before the Board. A motion to adjourn or to lay on the table shall be decided without debate.

O. VOTING:

Every member who shall be present, including the Chair, when a motion is last stated by the Chair, and no other, shall vote for or against the motion unless the member has a conflict of interest in which case the member shall not vote.

1. Roll Call Vote:


Roll call vote shall be taken when called for by any member of the Board, and on board actions to adopt ordinances, resolutions and the appointment or election of officers.

2. Votes Required:

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute or by these rules to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for the final passage or adoption of a motion, resolution or allowance of a claim.

P. DIVISION:

If the motion in debate contains several points, any member may have the motion divided.

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Q. ORDER:

A member called to order shall sit down immediately unless permitted to explain, and the Board if appealed to shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to. On an appeal no member shall speak more than once without leave of the Board. When a member is called to order for offensive language there shall be no debate.

1. Disorderly Conduct:

The Chair may call to order any person who is being disorderly by speaking longer than the allotted time or otherwise disrupting the meeting. Such person shall therefore be seated until the Chair shall have determined whether the person is in order. If a person shall be called out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the board. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

R. SUSPENSION:

No rule of the Board shall be suspended without the concurrence of two-thirds (2/3) of the members elected and serving. To amend or rescind a rule will require two-thirds (2/3) of members elected, unless specific notice was given at previous meeting, whereupon a majority may amend or rescind.

S. ITEMS REQUIRING REFERRAL TO WAYS & MEANS:

Any matter concerning changes to County Policy, salaries of county officers and county employees, or imposing taxes or assessments, requiring the payment, expenditure or disposition of money or property, or creating a debt or liability, shall be referred to the Ways & Means Committee.

T. FINAL ACTION ON DAY OF INTRODUCTION:


No resolution or proceeding of the Board of Commissioners imposing taxes or assessments, or requiring the payment, expenditure or disposition of money or property, or creating a debt or liability therefore, shall be allowed on the same day as introduced, unless approved by a vote of two-thirds (2/3) of the members elected and serving.

U. LEGAL COUNSEL:

It shall be the duty of the appropriately appointed legal counsel to attend all Board of Commissioners' meetings.

V. ROBERT'S RULES:

Robert's Rules of Order shall govern in all cases not conflicting with these rules or with the laws of the State of Michigan.

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IV. CHAIR'S RIGHT TO PARTICIPATE IN DEBATE:

The Chair may participate in debate in the same manner as any other member without relinquishing the Chair, on any matter before the Board, unless a majority of the members present request that he/she relinquish the Chair to participate in debate on a particular matter.

V. DOCUMENTS AND COMMUNICATIONS:

A. PRESENTATION:

All communications addressed to the Board of Commissioners shall be presented to the Board formally and in timely fashion. The County Clerk/Register shall file and maintain a chronological list of such communications received by the Board; the list shall contain the name of the sender, the date of receipt, subject matter and the primary disposition given to the communication by the Board of Commissioners.

B. ORIGINAL DOCUMENTS:

At least one original copy of any document created or adopted by action of the Board shall be placed on file with the County Clerk/Register as the first activity of distribution or disposition, immediately following drafting and approval by the proper authority.

C. SIGNATURES:

All contracts and/or other documents originating with and/or binding upon the County of Washtenaw shall be signed by the Chair of the Board or a person specifically authorized by the Board of Commissioners and attested to by the County Clerk/Register. An original copy shall be filed with the County Clerk/Register together with a distribution sheet showing who shall receive copies; how many originals are created; the source and authorization; the date the document is to become effective.

All such documents shall be signed in the presence of the County Clerk/Register or Deputy and shall be filed therewith as the first activity of distribution or disposition.

D. CALENDAR:


The County Clerk/Register shall keep a chronological list containing each document so filed and showing the subject matter, parties, date effective and distribution. Said calendar shall further indicate the duration of each said document.

E. PRESENTATION:

Any document effecting or binding upon the County of Washtenaw shall be presented as received or originated. A complete draft thereof shall be presented to the Board in public session prior to any conclusive action by the Board.

F. SECONDARY CONTRACTS:

Any document effecting or binding upon the County of Washtenaw as created or enacted by a representative of the County, authorized by the Board or State law is to be distributed as follows: an executed copy shall be filed with the County Clerk's Office.

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G. USE OF COUNTY SEAL, STATIONERY, AND OTHER RESOURCES

Commissioners shall have access to the County Seal, stationery and other County resources but only for the purposes of conducting County business and Board projects.

VI. RESOLUTIONS

Where a resolution proposes to amend a prior board resolution, County policy or County ordinance, the resolution shall conform to the style set forth below:

1. The section of the existing resolution to be changed shall be presented in its entirety, including any language proposed to be deleted by the resolution/motion such deletion shall be indicated by a horizontal line running through the deleted language.
2. New language shall be indicated by being presented in bold and italic.

VII. ORDINANCES

A. STYLE:

1. Title Page:

- I. Title in Brief
- II. Date of adoption by Board of Commissioners

2. Table of Contents:

Contents shall show title and section numbers together with page numbers.

3. Preamble:


The preamble shall set forth the purpose of the ordinance.

4. Title:

The title shall be stated in full together with a concluding statement which shall read, "The Board of Commissioners of Washtenaw County ordains:".

5. Body:

The body shall set forth the contents by section commencing with Section of definitions and concluding with separate sections stating penalty; separability; appeals; effective date and conflicting ordinance repeal.

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B. ENACTMENT:

1. Submission:

Proposed ordinances shall be submitted in full and final form to the Commissioners with an attached resolution calling for the adoption thereof.

2. Adoption:

Adoption shall be by roll call vote.

3. Recording:

All ordinances, when legally enacted, shall be recorded by the County Clerk/Register in a book called the Ordinance Book and it shall be the duty of the Chair and the County Clerk/Register to authenticate such records by their official signature.

C. PUBLICATIONS:

1. Publication:

All ordinances, when legally enacted, shall be immediately published by the County Clerk/Register in the same manner as provided by law for publication of legal notice. An ordinance shall take effect when notice of the adoption is published in a newspaper of general circulation in the County as provided in MCLA 46.11(j). The County Clerk/Register shall enter a certificate as to the manner and date of publication under such ordinances in the Ordinance Book. Provided that publication of any ordinance with the regular Board proceedings shall be sufficient and that if any ordinance is published in full in advance of publication of the Board proceedings it need not again be published in full with the regular Board proceedings. Any ordinance may be repealed by reference to its number and title only or any section of any ordinance may be repealed by reference to the number and title of the ordinance and the number of the section to be repealed. No ordinance shall be revised, altered or amended by reference of its title only but the section or sections of the ordinance revised, altered or amended shall be re-enacted and published in full.


2. Review:

It shall be the duty of the Board every five (5) years or more often if deemed necessary by the Board, to review all ordinances and bring them up to date.

3. Public Record:

All ordinances shall be made available for inspection by and distribution to the public at a reasonable charge and by publishing notice of the printing and availability thereof before the effective date thereof. The copies of the ordinances may be certified by the County Clerk/Register and, when so

certified, shall be competent evidence in all County and legally established tribunals as to the matter contained therein.

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D. GENERAL PROVISION:

State Law:

In addition hereto the statutes of the State of Michigan are to be observed in all such cases as made and provided.


VIII. MEETING AND MILEAGE PAYMENTS FOR COUNTY BOARDS AND COMMISSIONS

- A. All members of the following County policy boards and commissions shall receive payments of \$25.00 a meeting and County mileage reimbursement from their residence or from their actual place of departure whichever is less. (Per diems and mileage for the Board of Commissioners are governed exclusively by Rule II E. - Compensatory Service.)

Accommodations Ordinance Commission
Board of Canvassers
Brownfield Redevelopment Authority
Building Authority
Building Code/Construction Board of Appeals
Citizens Council for Children in the Family Court
Community Action Board
Community Health Organization Board
Economic Development Corporation
Election Scheduling Committee
EMS Commission (consumer representative)
Family Independence Agency
Friend of the Court Advisory Committee
Grading/Soil Erosion & Sedimentation Control Appeals Board
Hazardous Substance Facility Siting Committee
Head Start Policy Council
Health Code Appeals Board/Public Health Advisory Committee
Hearing Board for the Health Dept Food Service Regulation
Historic District Commission
Library Board of Trustees
Natural Areas Technical Advisory Committee
Parks & Recreation Commission
~~Metropolitan Planning Commission~~ **Planning Advisory Board**
Board of Public Works
Soldiers Relief Commission
Solid Waste Facility Siting Committee
Washtenaw County/City of Ann Arbor Community Corrections Advisory Board
Workforce Development Board

- B. Members of various advisory boards and commissions shall not be eligible for meeting payments and mileage.
- C. When the term of a member of a board, commission or committee expires, that member shall hold over in that position until a successor is appointed. This rule only applies to those members appointed by the Board of Commissioners. The Board retains the authority to make interim appointments upon the expiration of a term. If the position is

vacant mid-term, the Chair can delegate representation and appointment shall be made at the next available Board of Commissioners meeting.

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IX. ATTENDANCE AT BOARDS AND COMMISSIONS

- A. When a member of a Board or Commission misses two or more consecutive meetings, the Board of Commissioners may seek the resignation or removal of a particular member if allowed by law.
- B. When a member of a Board or Commission misses two or more consecutive meetings, that Board or Commission may request that the Board of Commissioners seek the resignation of the particular member or other action as otherwise allowed by law, ordinance or rule.

X. CONFERENCE & CONVENTION

Conference and Conventions shall cover meetings of organizations and associations to which the County is a member or organizations and associations which are related to issues facing the County and to each Commissioner's appointments to committees, commissions, councils and boards. A list of Commissioners attending conferences will be made available by the Administrator's Office.

- A. **Budget**
 - 1. Each Commissioner shall be entitled to encumber 1/11th of the Board's Travel Expense Fund for the purpose of traveling to conferences or conventions at any time during a calendar year.
 - 2. Each Commissioner shall be surveyed by County Administration at the beginning of the fiscal year to determine whether or not they intend to use their apportioned amount. Should a Commissioner choose not to travel to conference or conventions, his/her share will revert to a "General Travel Expense Fund" (GTEF), which may be used by other Commissioners once they have exceeded their allotted amount.
 - 3. Commissioners must obtain majority Board approval to draw from the GTEF, once their allotments have been depleted.
 - 4. Commissioners shall receive quarterly reports from County Administration on the Board's Travel Account, which will include the amount drawn by each Commissioner, travel locations and purposes, and the end of the quarter balance of the GTEF.
 - 5. The County Administrator may not transfer money to cover overruns in the Board's Travel Budget without Board approval.
 - 6. Any money remaining in the GTEF at the end of the fiscal year will revert to the General Fund of the next fiscal year.
 - 7. Commissioners who exceed their yearly allocation and are unable to obtain additional funds from the GTEF, will be personally responsible for their own expense overruns, and will be invoiced for the amount by County Administration.

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B. Compensation

1. Compensation for travel, attendance, meals and lodging may be advanced to Commissioners prior to the meeting.
2. Settlement of the actual costs from a prior trip must be completed before funds can be advanced for another trip.
3. Compensation for travel, attendance, meals and lodging shall follow the intent and policies in the Travel Policy, Volume I, Section T.2., pages 1-9.
4. In order to receive reimbursement over \$50.00 for travel outside Washtenaw County, Commissioners will submit a written or oral statement regarding the conference.


XI. WORKING SESSION PROCEDURES

The purpose of the Working Session shall be to permit in-depth, informal discussion of Commissioner concerns, Board goals, significant programmatic and financial issues, and conceptual and informational presentations by the County Administrator. All matters involving major change in service delivery, staffing or funding or any modification in Board of Commissioner policy shall originate at the Working Session. Status reports from advisory committees and departmental informational reports shall be presented at Working Session. It is intended that formal votes indicating Commissioner support or opposition to agenda items not be taken. The Chair may take an informal poll of the board members present to assist in determining whether the Commissioners desire more information or discussion regarding an item or whether the Commissioners are prepared to take action on an item at a meeting of the Ways and Means Committee or at the regular session. Agendas shall be set in advance; however, Commissioners shall have the opportunity to introduce issues during the meeting for future Working Session consideration.

- A. Items for inclusion on the Working Session agenda should be submitted by 12:00 noon, one (1) working week prior to the Working Session.
- B. Items may be submitted by Commissioners, the County Administrator and Department Heads.
- C. Items should be accompanied by a brief discussion of the issues, background, and desired disposition.
- D. The agenda shall be prepared by the Chair of the Working Session. The order of discussion items shall be determined by the Chair of the Working Session. When new items of discussion are referred to Administration, a report shall be produced within seventy-five (75) days.

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- E. The business of the Working Session shall be transacted, as far as practicable, in the following order:
1. Roll Call
 2. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
 3. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
 4. Discussion Items
 5. County Administrator's Report
 6. Items for Current or Future Discussion
 7. Pending (listing of future topics)
 8. Status of Annual Activities/Goals
 9. Citizen Participation
During citizen participation comments from citizens shall be limited to five minutes.
 - (5) 10. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response citizen participation.
 11. Adjourn to Next Session
- F. The agenda packet shall be prepared by administrative staff and distributed in each Commissioner's mailbox by 5:00 p.m. Friday prior to the Working Session. Background material not completed at the time of printing of agenda shall be distributed at meeting.
- G. The disposition of each item discussed shall be determined by the Chair of the Working Session.
- H. Items on the Working Session agenda shall not require administrative review and sign-off prior to inclusion on the Working Session. However, if an item is forwarded to the Ways & Means Committee for action, the administrative review process must be completed prior to inclusion on the Ways & Means agenda.
- I. Minutes for the Working Session agenda shall include date, time, place of meeting, members present and absent, and a listing of topics discussed.
- XII. WAYS & MEANS COMMITTEE PROCEDURES
- A. All financial, changes to County Policy, and personnel matters shall be considered by the Ways & Means Committee meeting prior to submittal to the Board of Commissioners for final action.
 - B. The Ways & Means agenda shall be prepared by the County Administrator at the direction of the Chair of Ways & Means. The agenda shall be distributed to each Commissioner's box by 5:00 p.m. on the Friday prior to the Ways & Means meeting.

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- C. The business of the Ways & Means Committee shall be transacted, as far as practicable, in the following order:
1. Roll Call
 2. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
 3. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
 4. New Business
 5. Old Business
 6. Announcements
 7. County Administrator's Report
 8. Report of the Chair of the Board
 9. Items for current/future discussion
 10. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
 11. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
 - 12.. Adjourn to Next Session
- D. All items on the Ways & Means agenda shall have a completed administrative review sign-off in order for the item to be considered at the Ways & Means meeting. Items not having this review and correct resolution completed by the originating department in time for printing of the Ways & Means agenda shall be held to the next Ways & Means meeting. However, the County Administrator shall have the authority to include on the agenda items for which administrative review has not been completed if he/she determines it to be necessary. The County Administrator shall explain such exceptions at the meeting.

XIII. BOARD OF COMMISSIONERS PROCEDURES

- A. On Monday, the week prior to the Board of Commissioners' meetings, the County Administrator shall mail, fax or e-mail the first draft of agenda items to all Commissioners.
- B. The Board of Commissioners agenda and related material shall be prepared by the County Administrator at the direction of the Chair of the Board and distributed in each Commissioner's mailbox by 5:00 p.m. of the Friday prior to the Board meeting. The Board agenda format is established as part of the Board Rules and Regulations.
- C. The Administrator shall make the agenda available to media by 5:00 p.m. the Friday prior to the Board of Commissioners' meetings.




**WASHTENAW COUNTY
POLICY**

GENERAL OPERATIONS - VOLUME I

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- D. All agenda items for Board approval which have not been referred from the Ways & Means Committee shall have a completed administrative review sign-off in order for the item to be considered by the Board of Commissioners. Items not having this review and correct resolution completed by the originating department in time for the printing of the Board of Commissioners agenda shall be held to the next Board of Commissioners meeting. However, the County Administrator shall have the authority to bring forward to the Board meeting items determined to be necessary with administrative review completed prior to final Board action.
- E. All agenda items for Board approval which have been referred from the Ways & Means Committee or from the Working Session Committee, and which have completed an administrative review, may be moved in total as a CONSENT AGENDA. Any agenda items may be removed from the CONSENT AGENDA for additional discussion at the request of any Commissioner.
- F. The Board of Commissioners requests that the County Clerk shall provide to any Commissioners the minutes of standing committees, communications, and proceedings for the Board of Commissioners meetings. The Board directs the County Administrator to complete and deliver agenda related documentation in each Commissioner's mailbox by 5:00 p.m. of the Friday prior to the Board meeting.

	<p align="center">WASHTENAW COUNTY POLICY</p>	<p align="center">GENERAL OPERATIONS - VOLUME I</p>			
<p><i>TITLE: PROPERTY—SALE & DISPOSAL OF REAL AND PERSONAL</i></p>		<p>RESOLUTION NUMBER</p>	<p>SUPERCEDE: 89-0166</p>	<p>EFFECTIVE DATE 12/3/03</p>	<p>PAGE OF 1 7</p>

PROPERTY—SALE & DISPOSAL OF REAL AND PERSONAL PROPERTY BELONGING TO THE COUNTY, AND ANY DEPARTMENT OR OTHER ENTITY THEREOF


I. APPLICATION:

This policy shall govern the sale and disposal of all real and personal property belonging to Washtenaw County, and any department, agency or other entity thereof, except as otherwise specifically provided by law.

II. It is the intent of the Board of Commissioners to allow for the sale and disposal of real and personal property belonging to the County.

III. GENERAL POLICIES:

- A. The Controller, or his/her designee, shall be responsible for the administration and implementation of the policy and procedures for the sale and disposal of County property, real and personal, to ensure that there is full compliance with all of the terms and provisions thereof.
- B. The Facilities Management Director shall compile and maintain an inventory of all County personal property. The Controller shall compile and maintain an inventory of all County real property.
- C. The Facilities Management Director shall be responsible for the collection and segregation of all personal property and surplus material. The Facilities Management Director, with the approval of the Controller, shall designate items as surplus and determine the method of disposal thereof.
- D. Surplus material may be disposed of by any of the following accepted practices:
 - 1. Sale to the highest bidder on quotations or competitive bids without formal advertisement;
 - 2. Sale to the highest bidder after formal advertisement and receipt of sealed competitive bids;
 - 3. Sale to the highest bidder at public auction;


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4. Donation, sale or exchange on a negotiated basis to nonprofit organizations and/or other governmental units; or
5. Trade-in for other or similar personal property to be acquired for County or public purposes.
6. Destruction or deposit in city landfill.

- E. The sale of real property belonging to the County shall be governed by the policy guidelines hereinafter set forth in Paragraph IV.
- F. The Facilities Management Director shall develop standard operating procedures to implement the policy guidelines for the control and disposition of personal property and surplus material established herein. Such standard operating procedures and all amendments or procedures established under the Washtenaw County Procurement Policy and shall be reviewed and approved by both the Corporation Counsel and the Controller prior to being put into effect by the Facilities Management Director.
- G. The Controller shall develop standard operating procedures to implement the policy guidelines for the sale of real property established herein. Such standards operating procedures and all amendments or additions thereto shall conform as near as possible to the procedures established under the Washtenaw County Procurement Policy and shall be reviewed and approved by both the Corporation Counsel and prior to being put into effect by the Controller.

IV. DEFINITIONS:

- A. Personal property- all tangible and movable property not coming under the denomination of real property.
- B. Real property- land and all buildings and appurtenant improvements erected thereon.

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C. Surplus material- any personal property, including but not limited to inventory items, office equipment, machinery, equipment, supplies, materials, motor vehicles, tools and furniture that is obsolete and/or no longer needed for County purposes.


V. POLICY GUIDELINS FOR THE SALE OF COUNTY FEAL PROPERTY:

A. Any County department, agency or County entity recommending the sale of County real property shall file a written report with the Controller containing the following information:


1. General description of the property;
2. Reasons for sale;
3. Legal description of the property (if available);
4. Date of acquisition and purchase of property and the cost of construction/improvements thereto (if available);
5. Present and past use of the property; and
6. Any other information deemed pertinent to support the recommendation to sell their property.

B. Upon receipt of the report described in Paragraph IV.A, the Controller shall transmit a copy of such report to the Ways & Means Committee for its information and review.

C. The Controller shall review such report and, if he/she agrees with the recommendation to sell the property, he/she shall submit a written request to the County Planning **Advisory Board** ~~Commission~~ to review the report and provide a recommendation on the proposed sale. A decision by the Controller not to recommend the sale of the property may be appealed by any Commissioner to the Ways & Means Committee.

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- D. Upon receipt of the request from the Controller, the **Department of Planning and Environment** staff shall prepare a report for the **Planning Advisory Board**. ~~Commission~~. Such report shall include:
1. Background of the proposed sale;
 2. Ownership history and use of the property;
 3. Consistency with County land use policies, County capital facility policies and other governmental (federal, state, and local) policies;
 4. Comments on other pertinent information concerning the property; and
 5. Recommended course of action.
- E. The County Planning **Advisory Board** ~~Commission~~ shall submit the staff's report and recommendation to the Controller within thirty (30) days of receipt of the Controller's written request. The requirement for **Planning Advisory Board** ~~Commission~~ review shall be deemed to be waived if such report is not filed with the Controller within said thirty (30) days. An extension of time may be granted by the Controller for good cause.
- F. The Controller shall send copies of the original request report and Planning staff report to the Corporation Counsel, Facilities Management, and any other County departments of agencies deemed appropriate for their input and comments on the proposed sale.
- G. The Controller shall transmit the original request report, County Planning **Advisory Board** ~~Commission~~ report and recommendation, and the Controller's report and recommendation, as well as any other material deemed appropriate, to the Ways & Means Committee within thirty (30) days of receipt of the **Planning Advisory Board's** ~~Commission's~~ recommendation for its review and recommendation. Thereafter, the established procedures of the Board of Commissioners shall be followed.

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H. If the Board of Commissioners, by a majority vote of the whole Board, decides to proceed with the sale, the Board shall direct the Controller, or his/her designee, by resolution, to take the following steps:

1. Obtain at least one (1) official appraisal and survey of the real property if such is not available;
2. Contact the local unit of government in which the real property is located and any other governmental units deemed appropriate to give them the first right to purchase the property at the appraised value;
3. If none of the governmental unites decide to purchase the property within 30 days of the date of such notice, the Controller shall place an Invitation to Bid in at lease one newspaper or general circulation in the County and send individual notices of the proposed sale to each of the property owners adjacent to the property. Such Invitation to Bid and the notices shall list any and all conditions of sale together with a statement that the County reserves the right to reject any and all bids and to waive any defects in the check or money order in the amount of five (5%) percent of the bid shall accompany all bids.

I. Sealed bids shall be received by the Washtenaw County Clerk on the date and time specified in the Invitation to Bid.

J. Sealed bids shall be publicly opened and tabulated by the County Clerk, Controller, and/or the Corporation Counsel, or their designees, in the County Clerk's Office;

K. As soon as practical after the bids have been opened, the Controller shall transmit a written report containing a tabulation of the bids and a recommended course of action to the Ways & Means Committee for its review and recommendation.

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- L. The Ways & Means Committee shall review the Controller’s report and refer the matter to the Board of Commissioners with its recommendation of a course of action.

- M. The Board of Commissioners, by a majority vote of the whole Board, shall either (a) approve the sale of property to the highest bidder and authorize the Chair of the Board to sign a sales agreement and deed to be drafted by the Corporation Counsel between the highest bidder and Washtenaw County, with closing date to take place within a reasonable period of time thereafter, or (b) reject all bids and authorize the Controller to readvertise the proposed sale of the property. If the highest bidder is not accepted, the Board shall state for the record the reasons for such rejection.

- N. The Corporation Counsel shall proceed with the closing and transfer of the property to the successful bidder.


- O. The Corporation Counsel shall transmit the sale proceeds to the County Treasurer to be placed in the County General Fund or a Building Fund Account as specifically directed by the Board of Commissioners.

VI. POLICY GUIDELINES FOR THE CONTROL AND DISPOSITION OF COUNTY PERSONAL PROPERTY AND SURPLUS MATERIALS

- A. The Facilities Management Director shall be responsible for the collection and proper segregation of all surplus materials.

- B. Whenever any County department, agency or other County entity believes that some personal property under its control has become obsolete and is no longer needed for County purposes, it shall forward a memorandum to the Facilities Management Director listing each item, serial number, Washtenaw County identification number, cost, condition and any other possible usage, if known.

- C. The Facilities Management Director shall determine if the listed items could be used by any County department, agency or other County entity.


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- D. The Facilities Management Director shall circulate a memorandum to all County departments, agencies and other County entities listing such items and stating that unless advised to the contrary, they will be declared surplus materials and disposed of by either sale, donation, or destruction.

- E. In the event no County department, agency or other County entity indicates within thirty (30) days of the date of such memorandum that it has some use for the personal property, the Facilities Management Director, with the approval of the Controller, shall declare the items surplus materials, transfer the property to the appropriate storage area, determine the fair market value of each item and decide the method of disposal thereof.

- F. The Facilities Management Director shall dispose of each and every item of surplus material in accordance with the procedures established in accordance with Paragraph II.G. hereof.

- G. The Facilities Management Director shall transmit the proceeds of any sale of surplus materials to the County Treasurer to be placed in the County General Fund.

	WASHTENAW COUNTY POLICY	GENERAL OPERATIONS - VOLUME I			
<i>TITLE: RISK MANAGEMENT PROGRAM POLICY</i>		RESOLUTION NUMBER	SUPERCEDE: 93-0154	EFFECTIVE DATE 12/3/03	PAGE OF 1 4

I. APPLICATION

This policy shall govern the County’s Risk Management Program.

II. INTENT

The intent of the Board of Commissioners is to protect the public, employees, property, and other County assets without unduly restricting County services.

III. GENERAL POLICIES


A. The primary goal of the County’s Risk Management program shall be to identify and analyze the County’s exposures to accidental loss. One of the objectives of this program shall be to minimize the frequency of and the severity of accidental loss through accident prevention and loss control. To this end, the Risk Manager shall provide the County Administrator with recommendations for loss prevention.

B. The secondary emphasis of the Risk Management Program shall be to recommend funding for losses that cannot be prevented through budgeting, self funding or the procurement of commercial insurance coverage with adequate limits of coverage at reasonable costs. The County will retain, through its self-insurance program, normal, bearable losses, unless required to purchase “first dollar” insurance by law or contract. Catastrophic losses will be covered by commercial insurance coverage.

IV. SPECIFIC POLICIES


A. The Risk Management Program shall include, on an on-going basis, review of County property and operations to determine risk exposure and development of recommendations to reduce these exposures:

- (1) Loss control recommendations shall be developed as a cooperative effort between each County department and the Risk Manager.

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- (2) Recommendations provided by loss control engineers shall be forwarded to the appropriate department for action. Corrective actions shall be based on the potential for loss without the necessity of a substantial loss occurring to begin such corrective actions.
- (3) Departments shall make timely written response to the County Administrator on feasibility of corrective actions and projected timeframe. It is understood that some suggested corrective measures could conflict with County goals and may be completely rejected, while others are desirable but cannot be covered under current budgets and may need to be planned into future budgets.

- B. Life threatening situations, e.g., gas leaks, exposed electrical wiring, faulty boilers, etc., shall be reported immediately to the County Administrator in accordance with the “Emergencies- Human made and Natural Cases” Policies and Procedures. As soon as reasonably possible, an incident report shall be completed and submitted to the Risk Manager by the reporting department.
- C. Proposed contracts, new operations, and property purchases shall be reviewed for potential risk implications and a recommendation shall be made to the appropriate department regarding the implications of such actions without undue delay.
- D. Department Heads shall report any of the following property changes to the Risk Manager, as well as to Facilities Management, so that insurance coverage can be modified as necessary and risk impact on the County can be evaluated:
 - (1) Substantial changes in a building’s use
 - (2) Plans to demolish parts of buildings or add new construction
 - (3) Major changes in equipment


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(4) All unexpected property losses

- E. The Risk Manager shall provide, as part of the annual budget process, budget estimates for insurance and risk management expenses.
- F. Actual costs incurred shall be allocated to departments based on developed exposure.
- G. Competitive bids for insurance or insurance related service shall be sought through the County procurement process every two to three years unless a long term contract has been made or market conditions indicate that it is in the best interest of the County to bid more or less frequently and such actions are approved by the County Administrator and reported to the Board of Commissioners. Bids shall be received and evaluated in conformance with the County's Procurement Policy.
- H. Notices of legal action against the County or its employees (e.g., subpoenas, notice of suit, etc.) shall be submitted within 24 hours to Corporation Counsel who will notify the Risk Manager of items requiring further involvement.
- I. The Risk Manager shall prepare an annual report of the activities of risk management and the cost of risk for the County for submission to the Board of Commissioners.
- J. A Loss of Prevention Committee shall be established by the County Administrator. The Committee shall be composed of the Risk Manager, the Human Resources Director, and representatives from the following departments:

Administration
Corporation Counsel
Facilities Management
Environmental Services
Parks & Recreation


Planning and Environment
Purchasing
Public Health
Sheriff Department

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The composition of the committee may be changed when deemed desirable by the Committee.

K. The Loss Prevention Committee shall:

- (1) Review and make recommendations on the following areas and other workers compensation and liability issues as they arise:
 - a. Blood Borne Pathogens Exposure Control Plan Compliance
 - b. Hazard Communication Compliance (Right-To-Know)
 - c. Americans with Disabilities Act Compliance
 - d. Workers Compensation:
 1. Return to Work Program
 2. ergonomic issues
 3. work site design plan and implementation
- (2) Establish an annual plan for and recommend expenditures from a loss prevention line-item in the Risk Management Budget.
- (3) Discuss and make recommendations on the formation of building safety teams, establishing the purpose, tasks and authority of these teams.

	WASHTENAW COUNTY POLICY	GENERAL OPERATIONS - VOLUME I			
<i>TITLE: Washtenaw County Government Economic Development Policy</i>		RESOLUTION NUMBER	SUPERCEDE: 86-0252	EFFECTIVE DATE 12/3/03	PAGE OF


I. APPLICATION:

- A. This policy governs all economic development activities entered into by County departments, agencies, or other entities. This shall include, but not be limited to, activities between the County and the following non-county entities: Michigan Department of Commerce; Washtenaw Development Council (WDC); Washtenaw and Livingston Training and Employment Council (WALTEC); Private Industry Council (PIC); Local Chambers of Commerce; Local Units of Government; and the Economic Development Corporations (EDC) of Washtenaw County.
- B. Economic development activities shall include, but not be limited to:
1. State and federal grants which are created for the purpose of supporting economic development;
 2. Cooperative ventures with other economic development entities;
 3. Training or employment opportunities in which the County engages;
and
 4. Other activities in which the County participates relating to Washtenaw County's economic climate.

II. INTENT:

It is the intent of the Board of Commissioners to:

4. Coordinate and structure the economic development activities of County departments and agencies;
5. Promote the establishment and continuity of cooperative liaisons between County government and other public and private entities to promote economic development within Washtenaw County;


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6. Optimize the utilization of County resources allocated for economic development; and
7. Assure that the economic development activities entered into by the County are in good keeping with the Washtenaw County Government Economic Development Goal, Objectives, and Strategies.


III. GENERAL POLICIES:

A. Implementation

1. An Economic Development Coordination Committee (EDCC) shall be established for the purpose of overseeing and coordinating all County government economic development activities.
 - a. The EDCC shall consist of the 2 members of the Washtenaw County Board of Commissioners who also serve on the WDC Board, the County Administrator/**Controller**, ~~the County Controller~~, and the County **Director of Planning and Environment or their designees.** ~~Planning Director.~~
 - b. The EDCC shall report directly to the Washtenaw County Board of Commissioners. All grants and loans are to be made subject to approval of the Board of Commissioners.
 - c. The EDCC's primary responsibilities shall be in the following areas:
 - (1) Coordinate economic development activities among County departments, agencies, and other entities;
 - (2) Expedite the review process for all economic development grants and projects submitted to Washtenaw County;
 - (3) Serve as the primary economic development contact within County government;
 - (4) Review all economic development studies, projects, and grants proposed by County departments, agencies, and other entities;

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- (5) Establish working relationships with non-County government economic development organizations and agencies;
 - (6) Carry out strategic planning for the County’s economic development program, including review and updating of the Washtenaw County Government Economic Development Goals, Objectives and Strategies; and
 - (7) Develop training and employment opportunities in conjunction with the Washtenaw and Livingston Training and Employment Council (WALTEC) and the Private Industry Council (PIC).
2. The EDCC shall receive staff support from the **Department of Planning and Environment**. ~~Planning Commission~~ **Department of Planning and Environment** staff shall serve as the Committee’s administrative representative in carrying out daily operations, and shall:
 - a. Assist the EDCC as necessary , to carry out the duties and responsibilities of the Committee.
 - b. Act as the contact for the EDCC between Committee meetings.
 - c. Assist other County departments, agencies, and committees in areas of economic development.
 3. All County departments, agencies, and other entities shall assign a top priority to extending their full cooperation in expediting requests related to County sponsored economic development activities.
 4. The organizational relationship of the EDCC to other key participants in the economic development process is shown in the following diagram:

	WASHTENAW COUNTY POLICY	GENERAL OPERATIONS - VOLUME I			
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B. Funding

The EDCC shall consider several sources of funding that can be used to support Economic Development; Options 1 and 2 (shown below) are established funding sources, currently used by Washtenaw County. Option 3 represents a new source of funding which would be established by the Washtenaw County Board of Commissioners for the express purpose of supporting economic development. In the future, it is possible that private and other funding sources can be used to support this program.

1. State or Federal General Purpose Funds
2. State or Federal Special Purpose Funds
3. Washtenaw County General Purpose Fund
 - a. General Purpose Funds appropriated for Economic Development will be administered through a grant program and a loan program. The specifics of both the grant program and the loan program are still under investigation and will be fully explained in a separate policy.
 - (1) Grant Program
 - (a) Awards are to be based on need, and to be made available only after other sources of funding have been explored and utilized
 - (b) Funds will be used to meet the local public match requirement of state and federal grant programs.
 - (2) Loan Program
 - (a) The loan program will be administered by an outside agency or financial institution as appointed by the EDCC
 - (b) An initial County appropriation of \$25,000 to \$75,000 is recommended to establish the grant and loan programs.
 - (c) As available, other sources of funding (state, federal, private) should be used to augment County appropriated funds.

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- d. Total County assistance, including grants, loans, and inking services will be limited to an amount not to exceed 50% of the total grant and/or loan cost.
- e. All recommended grants and loans will be submitted for final approval to the Washtenaw County Board of Commissioners.

4. Private and Other Funding Sources

C. Non-Financial Assistance

1. Grant Assistance


The County shall provide grant assistance to applicants of County sponsored projects who are applying for state and federal grants. Assistance will be provided during the three main phases of the grant process listed below.

a. Pre-Application

- (1) Provide information on grant programs and requirements.
- (2) Review potential grant applications for compliance with the requirements of specific grant programs, the Washtenaw County Government Economic Development Project, and Grant Evaluation Criteria.

b. Application

- (1) Assist in the preparation of background data and supporting documentation.
- (2) Assist in writing grant applications, preparing budgets and other financial documentation.
- (3) Prepare resolutions, legal notices and hold public reviews.
- (4) Track the grant application throughout the inter-agency review process.

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c. Administration


- (1) Provide general grant administration
- (2) Monitor compliance with programmatic requirements.
- (3) Prepare all legal contracts between the County and other entities.
- (4) Monitor financial compliance: prepare financial statements and reports, as required by grant programs.

2. Infrastructure Development

Through the various physical development departments of the County, coordinates infrastructure improvements with development and land use policies. Where feasible, speed up planned infrastructure improvements/extensions to improve the development situation.

3. Review of Economic Development Projects/Grants

- a. The EDCC shall review all economic development projects, proposals or grants submitted to or sponsored by the County.
- b. Review shall be based on the Washtenaw County Government Economic Development Project, Grant Evaluation Criteria, and other standards deemed applicable.
- c. County departments and agencies shall extend their full cooperation to the EDCC in expediting the review process for economic development projects, proposals and grants.
- d. Barring extenuating circumstance, the internal County review process shall be completed within thirty (30) working days from the date of submittal of a complete proposal.


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D. Review and Updating of the Economic Development Program

1. The EDCC shall review the components of the Washtenaw County Economic Development Program and report to the BOC minimally on an annual basis. They shall utilize the following criteria:
 - a. Goals and Objective should be reviewed for currency and either modified, as appropriate, or re-affirmed.
 - b. The success of strategy implementation and progress toward meeting the County's economic development goals and objectives should be ascertained at this time.
 - c. New strategies will be discussed and developed as needed.

E. Reporting

1. The EDCC shall report to the County Board of Commissioners during a Working Session on the progress of County economic development activities on an annual basis, unless requested to do so more frequently.
2. All other County departments, agencies and other entities are required to keep the EDCC informed of economic development activities as they arise.

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Appendix A

WASHTENAW COUNTY GOVERNMENT ECONOMIC DEVELOPMENT

PROJECT, GRANT AND LOAN EVALUATION CRITERIA

The following is a list of basic criteria to be used in evaluating grant applications and projects relating to Washtenaw County sponsored economic development. This document should be reviewed as a flexible tool to be used in reviewing grant applications and projects that are proposed by the private and public sectors alike.

1. Goals and Objectives

Will implementation of the grant/project be compatible with the goals and objectives of County Government's economic development program?


The grant/project should fulfill a minimum of one objective listed in the Washtenaw County Government Economic Goals and Objectives. Projects or grants which achieve greater compliance with the goals and objectives of the plan will receive greater consideration.

2. Business Plan

When applicable, does the applicant have a sound business plan?

The business plan should include the following: a description of the business or service to be conducted; company history, including a discussion of the organizational structure, the firm's growth and number of employees; and a management profile, consisting of a complete personal resume for each principal. It should also include projections and long-range plan for future growth and a market feasibility analysis of marketing plan.

This requirement would not apply to grant requests for infrastructure improvements proposed by local units of government.

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3. Financial Statement

What is the total project cost; how will funds be used; and does the applicant have a sound credit history?

A project financial statement detailing total project cost, sources of capital, use of funds and the firms net operating income and cash flow situation should be examined. For existing businesses or local units of government, annual financial statements for the past three years and a current financial statement should be requested. Where applicable, personal financial statements should also be requested. County funding for grants and loans will be approved for only bonafide, essential business-related purposes.

4. Need


Could the project proceed without County assistance?

A description of how the assistance will be used is required. Consideration will be given to the applicant's ability to proceed without County assistance. Other financial resources available to the applicant will also be considered.

5. Sponsor Recommendation

Does the applicant have the support of a recognized sponsor?

Greater consideration will be given to applicants who have the support of an organization associated with economic development activities. Recognized sponsors include, but are not limited to: the Michigan Department of Commerce; Washtenaw Development Council; Area Chamber of Commerce Offices; a local unit of government or a County department. The sponsor is expected to submit in writing the reasons for support of a given business or project. The applicant must also have the financial support of a private lending institution.

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6. Target Business

Does the applicant's business qualify as a Washtenaw County target business?

Specific target businesses have yet to be identifies. Businesses which satisfy Washtenaw County Government Economic Development Goals, Objectives or Strategies will be considered targets.

7. Employment Potential

How many jobs will be created; will the existing labor skills in the County be utilized; and will employment draw on the existing educational basis of the County?

Both the number and type of new jobs created must be considered. Firms that will draw upon the skills of the existing pool of labor or the skills of new graduates will be given a higher priority.


8. Market Potential

Success will depend in part upon market place supply and demand. The products/services' potential for success in the market place should be analyzed. Efforts will be made to support businesses that generate new investment in Washtenaw County.

9. Local Business Priority

Is the business already located within Washtenaw County or the surrounding area?

First priority will be given to assisting and retaining local business enterprises.

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10. Environment Impact

Will the applicant's proposed activities produce undesirable environmental impacts?

Industrial operations will be analyzed to determine their environmental impacts. Operations which would negatively effect the areas environment and associated quality of life indicators will be carefully reviewed before assistance is offered. All projects must comply with federal and state environmental regulations.

11. General Planning Factors


Is the overall site and development plan for a proposed business acceptable?

Specific program elements will be reviewed with regard to applicable standards and should be consistent with County Land Use Policies and Regulations.

12. Return on Investment

What return can be expected from the grant investment?

A cost/benefit analysis which considers the benefits from jobs produced, taxes generated, and other quantifiable factors needs to be performed for each project.

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Appendix B

Washtenaw County Government Economic Development

Goals, Objectives and Strategies

**GOAL 1- PRESERVE INVESTMENT IN WASHTENAW COUNTY, AND
INCREASE EXPANSION OF THE EXISTING ECONOMIC BASE.**

OBJECTIVES	STRATEGIES
<p>1. Increase opportunities for firms in the County to provide employment for County residents.</p>	<p>1. Support implementation of the WDC Industrial Retention Program.</p> <p>2. Review and implement reasonable types of economic incentives (i.e. loans, grants tax abatement, training programs) that could be used to encourage the expansion of existing business and the attraction of new business to Washtenaw County.</p>
<p>2. Promote job opportunities that will draw upon the County's available labor pool.</p>	<p>1. Conduct a labor market inventory and analysis to determine the skill level and size of the current labor pool.</p> <p>2. Maintain up-to-date information on labor needs and availability.</p>



**WASHTENAW COUNTY
POLICY**

GENERAL OPERATIONS - VOLUME I

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<p>3. Concentrate development activities in areas currently served with public infrastructure (i.e. sewers, roads, and drains) and encourage the expansion of activities in areas designated for development in WCMPC Land Use Policies.</p>	<ol style="list-style-type: none"> 1. Review County regulations and policies which relate to economic development. Where appropriate, improve, streamline, and better coordinate regulatory procedures among County departments 2. Identify the “hidden” costs of infrastructure expansion and charge a greater proportion of the actual cost to the user as a means of encouraging infill and redevelopment in areas with existing infrastructure 3. Study the capacity of industrial and high technology parks to ensure the future availability of sites and buildings.
<p>4. Maintain quality business districts, placing particular emphasis on those in need of revitalization/development.</p>	<ol style="list-style-type: none"> 1. Examine the current situation in business districts (through interviews with local government units, business owners and others) to determine where future revitalization and development efforts should be directed. 2. Improve the image and function of business areas through the support of promotional activities (i.e. art/ethnic fairs, etc.) 3. Support projects that will stimulate employment and housing opportunities and serve establishments within business districts. 4. Review zoning ordinances, building codes, and other related processes in order to streamline the development process.


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GOAL 2- ENCOURAGE THE DIVERSIFICATION OF THE COUNTY’S ECONOMIC BASE.

OBJECTIVES	STRATEGIES
1. Encourage diversification activities within target industries. Emphasis will be placed on those industries with the greatest potential for expanding the County’s economic base while maintaining the existing quality of life.	1. Identify target industries for Washtenaw County. 2. Give high priority for available grants and other types of assistance to identified target industries.
2. Concentrate diversification activities on product and service groups that will build upon the technical capabilities of the County’s labor force.	1. Analyze the technical capabilities of the County’s labor force to determine specific areas for diversification. 2. Create expanded links between employers, educational institutions, and the labor force in order to define targets.
3. Promote Washtenaw County through an active marketing program, which educates and informs those seeking to locate or remain within the County.	1. Maintain the Economic, Demographic, and Cultural Profile and an information base through the County Planning Department . Department of Planning and Environment. 2. Recommend the preparation and distribution of “P.R.” brochures for local communities and the County. 3. Work to improve the overall image of the area.


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<p>4. Provide assistance for the establishment of new businesses and the expansion of existing businesses.</p>	<ol style="list-style-type: none"> 1. Support the WDC as the lead agency in coordinating economic development marketing activities for Washtenaw County. 2. Support the Ann Arbor Innovation Center and other public or private incubator enterprises. 3. Utilize the Public Service Division of the Washtenaw County Metropolitan Planning Commission County Department of Planning and Environment as a clearinghouse for all economic development activities undertaken by Washtenaw County government. 4. Maintain a strong demographic information system, through the Washtenaw County Metropolitan Planning Commission Department of Planning and Environment. 5. Maintain current files on available federal and state grant assistance programs.
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GOAL 3-WORK IN A UNIFIED AND COORDINATED MANNER WITH OTHER DEPARTMENTS, AGENCIES AND ORGANIZATIONS INVOLVED IN ECONOMIC DEVELOPMENT ACTIVITIES AT THE STATE, REGIONAL, COUNTY AND LOCAL LEVELS IN ORDER TO AVOID DUPLICATION OF SERVICES AND INCREASE THE EFFICIENCY OF THE DEVELOPMENT PROCESS.

OBJECTIVES	STRATEGIES
1. Develop a strong network between the County, local governments, other agencies and the private sector to facilitate a cooperative economic development effort.	<ol style="list-style-type: none"> 1. Continue to support the activities of the Washtenaw Development Council (WDC). 2. Create a County Government Economic Development Coordination Committee to coordinate economic development activities within Washtenaw County government and to improve the efficiency of project and proposal review. 3. Develop a coordinated economic development work program between the WCMPC and WDC. 4. Provide internal education to those involved in coordinating economic development activities through meetings, workshops, and conferences of economic development.
2. Provide a singular response to questions and inquiries regarding economic development.	Within County government, establish a County Public Services Division within use the Department of Planning and Environment Department to serve as the center for the development and dissemination of economic information to the Board of Commissioners, County departments and agencies and the general public.

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GOAL 4—INCREASE OPPORTUNITIES FOR ALL SEGMENTS OF THE COUNTY’S POPULATION TO IMPROVE THEIR ECONOMIC STATUS

OBJECTIVES	STRATEGIES
1. Encourage the establishments and expansion of businesses, particularly those that are owned or operated by members of populations that are underrepresented among business owners.	<ol style="list-style-type: none"> 1. Place a high priority on supporting economic development activities and grants that will benefit minority-owned businesses. 2. Support the Service Corps of Retired Executives (SCORE) as one form of assistance to minority-owned businesses. 3. Support the formation of an entrepreneur institute, which would promote the creation of new business by area entrepreneurs.
2. Increase availability and effectiveness of educational and occupational training programs for County residents.	<ol style="list-style-type: none"> 1. Encourage local universities, colleges, and training schools to develop training programs that meet the labor needs of Washtenaw County businesses.

**WASHTENAW COUNTY
HISTORIC PRESERVATION ORDINANCE**



Date of Ordinance: 1978

Date of Revisions: 1988, 1999, 2000, **2003**

**WASHTENAW COUNTY
HISTORIC PRESERVATION ORDINANCE
(2000)**

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WASHTENAW COUNTY

HISTORIC PRESERVATION ORDINANCE

TO PROVIDE for the safeguarding of the heritage of Washtenaw County by establishing and preserving historic districts including sites, structures and objects in Washtenaw County which reflect elements of its cultural, social, economic, political, or architectural history; to provide for the acquisition of land and structures for historic purposes; to provide for the preservation of historic sites and structures; to provide for the creation of a historic district commission; to provide for coordination of local municipal historic commissions; to provide for the maintenance of publicly owned historic sites and structures within Washtenaw County; to stabilize and improve property values in historic districts; to foster civic beauty; to strengthen the local economy; to promote the use of historic districts including sites, structures, and objects for the education, pleasure and welfare of the citizens of Washtenaw County, the state and the nation.

The Washtenaw County Board of Commissioners hereby ordains:

SECTION 1 DEFINITIONS

As used in this ordinance:

- A. "Alteration" means work that changes the detail of a resource but does not change its basic size or shape.
- B. "Certificate of appropriateness" means the written approval of a permit application for work that is appropriate and that does not adversely affect a resource.
- C. "Commission" means a historic district commission created by the Washtenaw County Board of Commissioners pursuant to section 4.
- D. "Demolition" means the razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.
- E. "Demolition by neglect" means neglect in maintaining, repairing, or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.
- F. "Denial" means the written rejection of a permit application for work that is inappropriate and that adversely affects a resource.
- G. "Historic district" means an area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering, or culture.
- H. "Historic District Study committee" or "Study committee" means a committee appointed by the Washtenaw County Board of Commissioners to study areas for possible establishment as historic districts.
- I. "Historic Preservation" means the identification, evaluation, establishment, and protection of resources that are significant in history, architecture, archaeology, engineering, or culture.
- J. "Historic resource" means a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this state or a community within this state, or of the United States.
- K. "Local unit" means a city, village, - township or county.
- L. "Notice to proceed" means the written permission to issue a permit for work that is inappropriate and that adversely affects a resource, pursuant to a finding under section 4(E).

M. "Open space" means undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other resources.

N. "Ordinary maintenance" means keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for purposes of this act.

O. "Proposed historic district" means an area, or group of areas not necessarily having contiguous boundaries, that has delineated boundaries and that is under review by a committee or a standing committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.

P. "Repair" means to restore a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for purposes of this act.

Q. "Resource" means one or more publicly or privately owned historic or non-historic buildings, structures, sites, objects, features, or open spaces located within a historic district or a proposed historic district.

R. "SHPO" means the State Historic Preservation Office of the Michigan Historical Center of the Michigan Department of State.

S. "Standing committee" means a permanent body established by the legislative body of the county or a local unit pursuant to section 14 to conduct the activities of a historic district study committee on a continuing basis.

T. "Work" means construction, addition, alteration, repair, moving, excavation, or demolition.

SECTION 2 HISTORIC DISTRICT COMMISSION

A. The Washtenaw County Historic District Commission is hereby established pursuant to Act No. 169 of the Public Acts of 1970, as amended, and Act No. 213 of the Public Acts of 1957, as amended.

B. Purpose - Historic preservation is declared to be a public purpose and the Washtenaw County Board of Commissioners may by ordinance regulate the work in historic districts within the limits of the -Washtenaw County Board of Commissioners . The purpose of the ordinance shall be to do one or more of the following:

- I. Safeguard the heritage of Washtenaw County by preserving one or more historic districts in the county that reflect elements of the county's history, architecture, archaeology, engineering, or culture.
2. Stabilize and improve property values in each district and the surrounding areas.
3. Foster civic beauty.
4. Strengthen the local economy.
5. Promote the use of historic districts for the education, pleasure, and welfare of the citizens of the county and of the state.

C. Organization - The Washtenaw County Historic District Commission shall consist of seven or nine members to be appointed by the Chair of the Washtenaw County Board of Commissioners with the approval of the Board of Commissioners. All members shall

reside within Washtenaw County. Members shall be appointed for three-year terms except the initial appointments of some of the members shall be staggered so that subsequent appointments shall not reoccur at the same time. Thus, two shall be appointed for a one (1) year term, two shall be appointed for a two (2) year term and three shall be appointed for a three (3) year term. Members shall be eligible for reappointment. In the event of a vacancy on the Commission interim appointments shall be made within 60 calendar days by the Chair and Board of Commissioners to complete the term of such position. The majority membership shall consist of representative citizens who shall have demonstrated interest in or knowledge of historic preservation and Washtenaw County's history. . The Board shall appoint at least two members from a list of citizens submitted by a duly organized and existing County preservation society or societies. If available, an architect who is a graduate of an accredited school of architecture and has two years of architectural experience or who is an architect registered in this state; an attorney who is duly registered in the state; a member of the Washtenaw County ~~Metropolitan Planning Commission~~ **Planning Advisory Board**; and interested persons from as many different townships within Washtenaw County as feasible shall be appointed. Members may be removed by the majority vote of the Board of Commissioners when it is deemed in the best interest of the Historic District Commission and the county.

D. Rules - The Historic District Commission shall establish rules providing for the holding of its meetings and for the election of its officers.

E. Meetings - The business that the commission may perform shall be conducted at a public meeting of the commission held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended. A meeting agenda shall be part of the notice and shall include a listing of each permit application to be reviewed or considered by the commission.

The commission shall keep a record of its resolutions, proceedings, and actions. A writing prepared, owned, used, in the possession of, or retained by the commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act. No. 442 of the Public Acts of 1976, as amended, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

F. Functions and Duties - The Washtenaw County Historic District Commission shall carry out the following functions in accordance with its mission to safeguard the heritage of Washtenaw County, and perform the following duties:

1. It shall have those duties and powers set forth in Sections 3, 4, and 5 concerning construction, alteration, repair, moving, purchase, maintenance or demolition within a historic district.
2. It shall have those duties and powers set forth below in Section 10 concerning the coordination of plans of cities, villages, and townships and its own historic plans.
3. It shall encourage and cooperate with civic and fraternal groups and other organizations in promoting Washtenaw County's history, heritage, traditions, and customs through participation in public historical activities, patriotic celebrations or other special events.

4. As long as the proposed activity meets the purposes set forth in this ordinance, it shall encourage and cooperate with merchants, banks, utilities, and other commercial enterprises in the use of local historical material in their advertising and sales promotion using the Commission's collections, knowledge and skill.
5. It shall encourage and cooperate with local organizations in the use of historical materials in promoting the welfare of Washtenaw County.
6. It shall work with local, county, state or national groups, organizations, agencies, individuals, or units of government in the selection, marking, and/or acquisition of historic structures, sites, districts, objects or items as well as the acquisition, preservation and display of historical material.
7. It shall represent or serve as a liaison between the Board of Commissioners and other organizations interested in the history of Washtenaw County.
8. It shall act in a management, administrative, advisory, research, or service capacity for the Board of Commissioners in historical matters subject to the instructions of the Board of Commissioners.
9. It shall advise the Board of Commissioners regarding the acceptance by the County of gifts of property both new and having historical significance and cooperate in the receipt of such property, funds, and bequests. It will assist with the sale of such resources, attaching protective covenants, if necessary.
10. It shall carry out such special assignments on historical matters as the Board of Commissioners may direct from time to time including the solicitation of grants and bequests for historical purposes by any and all appropriate available means.
11. It shall not obligate itself or the County in any financial undertaking unless provided with the budget funds for such obligation or unless first authorized by the Board of Commissioners, though it may cooperate with the various other local foundations and societies on the appropriate use, application or expenditure of other society or foundation funds or assets.
12. It shall have the authority subject to the approval of the Board of Commissioners to support the establishment of a Washtenaw County Historical Museum.
13. It shall report annually and as requested to the Board of Commissioners on its activities and the results. The annual report shall be created with promotion and education in mind.
14. One or more members may serve on or be members of any historic district study committee created pursuant to Section 3 of this ordinance. To avoid any conflict of interest, the commissioners shall act in an advisory capacity to the study committee.
15. It shall advise the Board of Commissioners regarding the possibility of issuing revenue bonds pursuant to Act No. 94 of the Public Acts of 1933, as amended.

SECTION 3
ESTABLISHMENT, MODIFICATION, AND ELIMINATION
OF HISTORIC DISTRICTS

- A. The Washtenaw County Historic District Commission may, by ordinance and in cities, villages or townships where there is a contract explicitly addressing the Washtenaw County Historic District Commission's jurisdictional authority within that governmental entity, establish one or more historic districts. The County Historic District Commission pursuant to section 4 shall administer the historic districts.
- B. Before such establishment the Board of Commissioners shall appoint an historic district study committee. The committee shall contain a majority of persons who

have a clearly demonstrated interest in or knowledge of historic preservation, and shall contain representation from one or more duly organized local historic preservation organizations.

C. The Committee shall:

- (1) Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the bureau.
- (2) Conduct basic research of each proposed historic district and the historic resources located within that district.
- (3) Determine the total number of historic and non-historic resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the committee shall be guided by the selection criteria for evaluation issued by the United States secretary of the interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 C. F. R. part 60, and criteria established or approved by the bureau, if any.
- (4) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:
 - (i) The charge of the committee.
 - (ii) The composition of the committee membership.
 - (iii) The historic district or districts studied.
 - (iv) The boundaries for each proposed historic district in writing and on maps.
 - (v) The history of each proposed historic district.
 - (vi) The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
- (5) Transmit copies of the preliminary report for review and recommendations to the Washtenaw County Historic District Commission, the Washtenaw County ~~Metropolitan Planning Commission~~ **Planning Advisory Board**, the Washtenaw County Parks and Recreation Commission, Michigan Historical Commission, State Historic Preservation Review Board and the SHPO.
- (6) Make copies of the preliminary report available to the public pursuant to subsection F on the next page.

D. Not less than sixty (60) calendar days after the transmittal of the preliminary report, the committee shall hold a public hearing in compliance with Act No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the hearing shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended. Written notice shall be mailed by first-class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the tax rolls of the local unit.

E. After the date of the public hearing, the committee and the County Board of Commissioners shall have not more than one year, unless otherwise authorized by the County Board of Commissioners, to take the following actions:

- (1) The Committee shall prepare and submit a final report with its recommendations and those of the Washtenaw County Historic District Commission to the Washtenaw County Board of Commissioners. If the recommendation is to

establish a historic district or districts, the final report shall include a draft of a proposed ordinance or ordinances.

- (2) After receiving a final report that recommends the establishment of a historic district or districts, the County Board of Commissioners, at its discretion, may introduce and pass or reject an ordinance or ordinances. If the County passes an ordinance or ordinances establishing one or more historic districts, the County shall file a copy of that ordinance or those ordinances, including a legal description of the property or properties located within the historic district or districts, with the register of deeds. The County shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition.

F. A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976, as amended, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

G. The Commission may at any time establish by ordinance additional historic districts, including proposed districts previously considered and rejected, may modify boundaries of an existing historic district or may eliminate an existing historic district. Before establishing, modifying, or eliminating a historic district, a historic district study committee appointed by the Board of Commissioners shall, except as provided in Section 3, subsection H, comply with the procedures set forth above and shall consider any previously written committee reports pertinent to the proposed action. To conduct these activities, the Board of Commissioners may retain the initial committee, establish a standing committee, or establish a committee to consider only specific proposed districts and then be dissolved.

H. If considering elimination of a historic district, a committee shall follow the procedures set forth in this section for issuing a preliminary report, holding a public hearing, and issuing a final report but with the intent of showing one or more of the following:

- (1) The historic district has lost those physical characteristics that enabled establishment of the district.
- (2) The historic district was not significant in the way previously defined.
- (3) The historic district was established pursuant to defective procedures.

I. Upon receipt of substantial evidence showing the presence of historic, architectural, archaeological, engineering, or cultural significance of a proposed historic district, the County Board of Commissioners may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the commission as prescribed in sections 4 and 5. The commission shall review permit applications with the same powers that would apply if the proposed historic district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the County Board of Commissioners approves or rejects the establishment of the historic district by ordinance, whichever comes first.

J. If the County Board of Commissioners determines that pending work will cause irreparable harm to resources located within an established historic district or a proposed historic district, the County Board of Commissioners may by resolution declare an emergency moratorium of all such work for a period not to exceed six months. The Board may extend the emergency moratorium for an additional period not to exceed six months upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.

SECTION 4 HISTORIC DISTRICT COMMISSION REVIEW

A. Before any work requiring a permit that effects the exterior appearance of a resource is made within a historic district, the person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing to do that work shall file an application for a permit with the inspector of buildings of the local unit of government (township) or other duly delegated authority. If the inspector of buildings or other authority receives the application, the application shall be immediately referred together with all required supporting materials including but not limited to architectural drawings, site plans, specifications, samples of proposed materials to be used, informational brochures, proposed work schedule, and name of architect and contractors to be used to the Washtenaw County Historic District Commission via fax or mail. A permit shall not be issued and proposed work shall not proceed until the commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in this ordinance.

B. In reviewing plans the Commission shall follow the U. S. secretary of the interior's standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 C. F. R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the secretary of interior's standards and guidelines and are established or approved by the SHPO. The commission shall also consider all of the following:

1. The historical and/or architectural value and significance of the resource and its relationship to the historical value of the surrounding area.
2. The relationship of any architectural features of such resource to the rest of the resource and to the surrounding area.
3. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.
4. Any other factor, such as aesthetic value, that the commission finds relevant.

C. The Commission shall review and act only upon exterior features of a resource and shall not review and act upon interior arrangements unless specifically authorized to do so by the local legislative body or unless interior work will cause visible change to the exterior of the resource. The Commission shall disapprove applications only on the basis of the considerations set forth in the previous paragraph.

D. If an application for work affecting the exterior appearance of a resource which the commission deems so valuable to the county, state, or nation that the loss thereof will adversely affect the public purpose of the county, state, or nation the Commission shall endeavor to work out with the owner of the resource an economically feasible plan for preservation of the resource.

E. Work within a historic district shall be permitted through the issuance of a notice to proceed by the commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the commission to be necessary to substantially improve or correct any of the following conditions:

1. The resource constitutes a hazard to the safety of the public or to the structure's occupants.
2. The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
3. Retention of the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
4. Retention of the resource is not in the interest of the majority of the community as determined by the Commission and such structure may be given appropriate preservation in terms of photographic, pictorial, item removal, written or other means of limited or special preservation.

F. The commission shall adopt its own rules of procedure and shall adopt design review standards and guidelines for resource treatment to carry out its duties under this act.

G. The commission may delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff, to the inspector of buildings, or to another delegated authority. The commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness under this subsection. On at least a quarterly basis, the commission shall review the certificates of appropriateness, if any, issued for work by its staff, the inspector, or another authority to determine whether or not the delegated responsibilities should be continued.

SECTION 5
HISTORIC DISTRICT COMMISSION DETERMINATION

A. The Commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the local inspector of buildings or other duly delegated authorities. A permit shall not be issued until the commission has acted as prescribed by this act. If a permit application is denied, the decision shall be binding on the inspector or other authority. A denial shall be accompanied with a written explanation by the commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court. The failure of the commission to act within sixty (60) calendar days after the date a complete application is filed, unless the applicant and the Commission agree upon an extension in writing, shall be considered to constitute approval.

B. Local public officials and employees shall provide information and records to study committees, standing committees, and the commission, and shall meet with those bodies upon request to assist with their activities.

C. When work has been done upon a resource without a permit, and the commission finds that the work does not qualify for a certificate of appropriateness, the commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the commission may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the local unit as a special assessment against the property. When acting pursuant to an order of the circuit court, a commission or its agents may enter a property for purposes of this section.

D. An applicant aggrieved by a decision of the commission concerning a permit application shall file an appeal with the state historic preservation review board of the Michigan historical commission within the department of state pursuant to Section 9 of this ordinance.

SECTION 6
ACQUISITION OF PROPERTY

If all efforts by the Historic District Commission to preserve a resource fail, or if it is determined by the County Board of Commissioners and the local legislative body that public ownership is most suitable, the Board of Commissioners, if considered to be in the public interest, may acquire the resource using public funds, public or private gifts, grants, or proceeds from the issuance of revenue bonds. Such acquisition shall be based upon the recommendation of the Historic District Commission or standing committee. The Historic District Commission or standing committee is responsible for maintaining publicly owned resources using its own funds, if not specifically earmarked

for other purposes, or public funds committed for that use by the Board of Commissioners. Cooperative programs of purchase ownership and management in the public interest may also be worked out with other local commissions and societies. Upon recommendation of the commission or standing committee, the local unit may sell resources acquired under this section with protective easements included in the property transfer documents, if appropriate.

SECTION 7 ORDINARY MAINTENANCE

Nothing in this act shall be construed to prevent ordinary maintenance or repair of a resource within a historic district, or to prevent work under a permit issued by the inspector of buildings or other duly delegated authority before the ordinance was enacted.

SECTION 8 NEGLECT OF MAINTENANCE

- A. No person shall permit a resource under his or her ownership or control within an historic district to deteriorate resulting in any of the following conditions that constitute demolition by neglect:
1. A deterioration of exterior walls or other vertical supports.
 2. A deterioration of roofs or other horizontal members.
 3. A deterioration of exterior chimneys.
 4. The deterioration or crumbling of exterior plaster or mortar.
 5. The ineffective weatherproofing of exterior walls, roofs and foundations including broken windows or doors.
 6. A deterioration of any exterior architectural feature so as to create or permit the creation of a hazardous or unsafe condition or conditions which in the judgment of the Commission produces a detrimental effect upon the character of the district as a whole and the life and character of the landmark in question.
- B. The Historic District Commission on its own initiative may file a petition with the local building inspector requesting that said office proceed to require correction of defects or repairs of any such structure covered by this article so that such structure may be preserved and protected in consonance with the purpose of this ordinance.
- C. Upon a finding by a commission that a historic resource within a historic district or a proposed historic district subject to its review and approval is threatened with demolition by neglect, the commission may do the following:
1. Require the owner of the resource to repair all conditions contributing to demolition by neglect.
 2. If the owner does not make repairs within a reasonable time, the commission or its agents may enter the property and make such repairs as are necessary to

prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be levied by the local unit as a special assessment against the property. The commission or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court.

3. Seek a court order from the circuit court compelling the property owner to remove those causes threatening the historic resource with demolition by neglect.

SECTION 9

APPEAL

Any citizen or duly organized historic preservation organization in the County, as well as resource property owners, jointly or severally aggrieved by a decision of the Historic District Commission may appeal the decision to the circuit court except that a permit applicant aggrieved by a decision rendered under section 4 may not appeal to the court without first exhausting the right to appeal to the state historic preservation review board. The appeal shall be filed within 60 calendar days after the decision is furnished to the applicant. The appellant may submit all or part of the appellant's evidence and arguments in written form. A permit applicant aggrieved by the decision of the state historic preservation review board may appeal the decision to the circuit court having jurisdiction over the historic district commission whose decision was appealed to the state historic preservation review board.

SECTION 10

COORDINATION BY THE WASHTENAW COUNTY HISTORIC DISTRICT

The jurisdiction of the Washtenaw County Historic District Commission shall be the same as that provided in Act No. 183 of the Public Acts of 1943, as amended, being sections 125.201 to 125.232 of the Michigan Compiled Laws, or as otherwise provided by contract entered into between the County and a city, village, or township. The Commission shall maintain coordination between it and township and municipal historic district commissions. The overall historic preservation plans of cities, villages, and townships shall be submitted to the county historic district commission for review, and county plans submitted to cities, villages, and townships having historic district commissions. Day-to-day activities of local commissions shall not be reviewed unless the activities affect resources of importance to another commission, or those plans have other than strictly local significance.

SECTION 11

ACCEPTANCE OF FUNDS

The County Board of Commissioners may accept state or federal grants for historic preservation purposes, and may participate in state and federal programs that benefit historic preservation, and may accept public or private gifts for historic preservation purposes. The legislative body may make the historic district commission, a standing committee, or other agency its duly appointed agent to accept and administer grants, gifts and program responsibilities.

SECTION 12 BUDGET

There may be appropriated in the annual county budget a sum of money which may be expended by the Historic District Study Committee and the Historic District Commission for and in connection with:

- A. The preparation of surveys of buildings and structures in districts in Washtenaw County.
 - 1. The acquisition and/or restoration of buildings or structures of historical or architectural significance.
 - 2. Subject to the approval of the Board of Commissioners an incentive improvement program under which the Commission may contract with the owner or lessee of the designated historic building or structure or designated historic cultural site to reimburse such owner or lessee some predetermined portion of the cost incurred by him in the reconstruction, construction, addition, moving, excavation, alteration, removal, preservation, maintenance, repairs or painting, of an exterior or designated interior feature and furtherance of the purposes of this ordinance as determined by the Commission. In any and all cases the Commission shall have the absolute right to determine the actual cost of such work the proportion or amount to be reimbursed out of appropriated funds.
 - 3. To provide funds for the operation of a county historical museum.
 - 4. To provide funds for special studies.
 - 5. To provide funds for staff or consultants to do necessary work of the Commission.

SECTION 13 REVENUE BONDS

The Washtenaw County Board of Commissioners may issue revenue bonds pursuant to Act No. 94 of the Public Acts of 1933, as amended, for carrying out the functions of the historical commission.

SECTION 14 REPEAL OF CONFLICTING ORDINANCES

All ordinances or parts of ordinances conflicting with the provision of this ordinance of Washtenaw County are hereby repealed.

SECTION 15
SEPARABILITY

Should any sections, subdivisions, sentence, clause, phrase of the ordinance be declared by the courts to be invalid the same shall not effect the validity of the ordinance as a whole or in any part thereof other than the part so invalidated.

SECTION 16
EFFECTIVE DATE

This ordinance shall take effect immediately upon compliance with the statutes relative thereto.

SECTION 17
PENALTIES

- A. A person, individual, partnership, firm, corporation, organization, institution, or agency of government that violates any provision of this ordinance is responsible for a civil violation and may be fined not more that \$5000.00.
- B. A person, individual, partnership, firm, corporation, organization, institution, or agency of government that violates this act may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated, or demolished.

In Witness Whereof, this ordinance is hereby executed this _____ day of _____, 2000

ATTESTED TO:

COUNTY OF WASHTENAW

BY: _____
Peggy M. Haines
Washtenaw County Clerk

BY: _____
P. Christina Montague, Chair
Washtenaw County
Board of Commissioners

WASHTENAW COUNTY
NATURAL AREAS PRESERVATION
ORDINANCE



Amended: December 3, 2003

AN ORDINANCE providing procedures and standards for the Washtenaw County's purchase of fee simple or easement interests in natural area land within Washtenaw County.

BE IT ORDAINED BY THE WASHTENAW COUNTY BOARD OF COMMISSIONERS:

SECTION 1: Declaration of Purpose

The Washtenaw County Board of Commissioners declares that Washtenaw County is a desirable place to live, work and visit in large part because of the existence of natural areas within the County. Natural areas have aesthetic as well as practical benefits for County citizens. In addition, the purchase of natural areas can be used to protect fragile lands and environmentally threatened lands. The purchase of natural areas within the County will further these public benefits. Passive recreation would be an appropriate use of this land.

SECTION 2: Definitions

- (1) "County Board" means the Washtenaw County Board of Commissioners.
- (2) "Full Ownership" means fee simple ownership.
- (3) "Governmental Agency" means the United States or any agency of the United States, the State of Michigan or any agency of the State of Michigan, any Township, City or Municipal Corporation.
- (4) "Natural Areas Land" means any land which provides the function of conserving natural resources, including the promotion of the conservation of soils, wetlands and waterways, habitat, and special plants, animals, and plant communities.
- (5) "Parks and Recreation Commission" means the Washtenaw County Parks and Recreation Commission.
- (6) "Passive Recreation" means walking, jogging, bird watching, nature studies, quiet picnicking and other quiet inactive pastimes.
- (7) "~~Planning Commission~~" "**Planning Advisory Board**" means the Washtenaw County ~~Metropolitan Planning Commission~~ **Planning Advisory Board**.
- (8) "Property Owner" means the party or parties having the fee simple ownership interest in land.

SECTION 3: Authorization

Pursuant to MCLA 46.358, the Parks and Recreation Commission has the right to purchase and hold real estate in the name of the County.

SECTION 4: Natural Areas Technical Advisory Committee

(1) The County Board shall create and appoint, upon recommendation of the Parks and Recreation Commission a seven-member body under this Ordinance to be named the Natural Areas Technical Advisory Committee ("NATAC"). NATAC shall function as an advisory body to assist the Parks and Recreation Commission in determining whether it should purchase a particular natural areas parcel offered for sale to the County. Policies and Operating Procedures of NATAC shall be established by the Parks and Recreation Commission.

(2) NATAC members must be County residents. At least one member shall be appointed who has a demonstrable level of expertise in each of the following professions: (a) fisheries biology/aquatic ecology; (b) botany/forestry; (c) wildlife management; (d) professional land use planning; (e) environmental education; (f) professional real estate or development practice; and (g) land trust/conservation. In addition, the County Board may appoint ex-officio members.

(3) NATAC members shall serve two-year terms, except that the initial terms of four of the members shall be for a three-year period. The County Board may reappoint members to successive terms. The County Board shall have the discretion to remove NATAC members for good cause. NATAC members shall not be compensated

for their services but shall be reimbursed for attending meetings and for mileage as provided under the Rules of the County Board.

(4) The County Board may terminate NATAC upon approval of 2/3 of the County Board elected and serving.

(5) Individual NATAC members shall disclose any potential conflict of interest and abstain from any discussion or voting on the matter in which he/she has a conflict.

SECTION 5: Application Process

(1) Either the Parks and Recreation Commission or a property owner may initiate discussion pertaining to the sale of natural areas property to the County. A property owner interested in selling natural areas land to the County shall complete an application on a form provided by the Parks and Recreation Commission. Completed applications shall be forwarded to the Parks and Recreation Commission.

(2) The Parks and Recreation Commission shall forward all completed applications to the following groups for advisory opinions: (1) the local unit where the natural areas property is located; (2) the ~~Planning Commission~~ **Planning Advisory Board**; and (3) NATAC. The ~~Planning Commission~~ **Planning Advisory Board** and NATAC shall co-operate with each other and the Parks and Recreation Commission as necessary to fulfill their respective duties under this Ordinance.

(3) The ~~Planning Commission~~ **Planning Advisory Board** shall consider how the application affects the following areas: (1) long range planning; (2) existing land use; (3) current zoning; (4) compliance with County and local unit master plans; (5) impact on fragile lands/natural resources; and (6) impact on infrastructure and the community as a whole.

(4) NATAC shall give the Parks and Recreation Commission an advisory opinion on the following issues: (1) should the Parks and Recreation Commission purchase the natural areas under review; and (2) how much the Parks and Recreation Commission should pay for that property. NATAC shall evaluate the applications based on the criteria in this Ordinance to determine which properties the Parks and Recreation Commission should appraise for possible fee simple purchase.

(5) State Certified Appraisers, selected by the Parks and Recreation Commission shall complete the appraisals. Any Parks and Recreation Commission selected Appraiser shall immediately disclose any conflict of interest he/she might have in appraising the property. The Parks and Recreation Commission shall choose an alternate Appraiser if a conflict of interest is discovered. Appraisals shall be in writing and will be furnished to the property owner for review. The Parks and Recreation Commission or property owner may point out errors of fact, provided, however, that only the Appraiser may correct the appraisal. A property owner who disagrees with the appraisal may, within a reasonable time, obtain a second appraisal from a State Certified Appraiser at the owner's expense. This appraisal shall be filed with the Parks and Recreation Commission, which will promptly forward it to NATAC. NATAC shall use both appraisals when completing its recommendation to the Parks and Recreation Commission.

(6) The Parks and Recreation Commission shall review the recommendations from the local unit, ~~Planning Commission~~ **Planning Advisory Board**, and NATAC on whether the natural areas property should be purchased and at what price.

(7) The Parks and Recreation Commission at a regularly scheduled or special meeting shall make the final decision on whether to purchase the natural areas property and at what price. Notwithstanding any advisory recommendations, the Parks and Recreation Commission has complete discretion to determine whether to purchase any proposed natural areas property and may decide not to buy any particular property if it finds that such action is in the County's best interest. The opportunity for donation and/or matching funds may be part of the decision to purchase the property. The Parks and Recreation Commission shall direct that a Phase I environmental audit be completed prior to the completion of the purchase.

(8) After agreeing to purchase an natural areas property, the Parks and Recreation Commission shall direct the Office of Corporation Counsel to complete the documents necessary to complete the transaction.

SECTION 6: Criteria for Deciding Whether to Purchase Natural Areas Land

The Parks and Recreation Commission and NATAC will use the criteria below to evaluate property and the Parks and Recreation Commission shall use such criteria when deciding whether to purchase a particular parcel.

- **Public Water Resources:** property with water resources frontage; property located in a headwaters area important to protect water quality; property which overlies a groundwater recharge area that supports a public water supply; or, property which includes wetlands.
- **Special Plants, Animals and Plant Communities:** property which supports wildlife populations or habitat or adds to already protected property/ies which would protect wildlife populations or habitat; property which has plant species listed by the State of Michigan as “Endangered,” “Threatened,” or “Special Concern,” and/or unique vegetative communities.
- **Recreational and Scientific Values:** property which provides public access to public waters or trails or protects a trail corridor; or, property which is a well-documented site of scientific study.
- **Proximity to Protected Land:** property which abuts or is otherwise integral to a permanently protected tract of public or private land being held for conservation or recreation purposes.

SECTION 7: Supplemental Funds

Supplemental or matching funds from other Governmental Agencies or private sources may become available to pay a portion of the cost of acquiring natural areas property within the County. The County Board authorizes such funds to be used to purchase natural areas properties within the County.

SECTION 8: Natural Areas Acquisition Fund

Available funding for the purchase of natural areas land shall be deposited in a special fund in the office of the Washtenaw County Treasurer ("Acquisition Fund"). Money in such Acquisition Fund may be temporarily deposited in such institutions or invested in such obligations as may be lawful for the investment of County money.

The revenues from the deposit and/or investment of the Acquisition Fund along with the revenues from the sale of any natural areas property purchased pursuant to this Ordinance shall be applied and used solely for the purchase of natural areas land under this Ordinance, provided, however, that no more than 7% of increased millage funds used to purchase land under this Ordinance may be used annually to administer a land preservation program or maintain lands purchased under this Ordinance.

SECTION 9: Condemnation

No funds generated from any source that are used to procure natural area lands under this Ordinance shall be used to condemn any public or private property.

SECTION 10: Severability

Any provision of this Ordinance which is found by a court of competent jurisdiction to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision contained in the Ordinance and such other provisions shall remain in full force and effect.

SECTION 11: Amendments

This Ordinance may only be amended by a majority vote of the County Board members elected and serving.

SECTION 12: Repeal of Conflicting Ordinances

All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies or conflicts.