Packet for July 29, 2021, 10:00 a.m. Special Township Board Meeting

Federal Procurement Conflict of Interest Policy

Peninsula Township Federal Procurement
Conflict of Interest Policy

Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any sub-recipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award and shall notify all employees, officers, and agents, including sub-recipients, of the requirements of this policy and any additional prohibitions or requirements.

A. **Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Peninsula Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable federal awarding agency policy.

B. **Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Peninsula Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than $100.00 that fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets.

Any officer, employee, or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will see the contract terminated and may not be eligible for future contract awards.

Adopted July 29, 2021, by the Peninsula Township Board of Trustees

Rebecca Chown, Clerk

Hessler Log Home Repairs

HESSLER LOG HOME-REPAIRS

On October 13, 2020, the township board approved a bid for repairs to the structure and grounds of the Hessler Log Cabin in the amount of $7,000.00 with the funds to be appropriated from the Tower Fund.

The repairs were not completed during the 2020-2021 fiscal year. This request merely moves this same previously-approved request into the 2021-2022 fiscal year.

Eric Wedesky

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Rebecca Chown

From:	Eric Wedesky
Sent:	Friday, May 21, 2021 1:12 PM
To:	clerk@peninsulatownship.com
Subject:	Planning Director Application - Eric Wedesky
Attachments:	Eric Wedesky - Planning Director Application.pdf

Good afternoon, Ms. Chown,

I am very pleased to submit the attached application for the position of Planning Director of Peninsula Township, Michigan. I look forward to your review and am available to discuss the position at the township's convenience. Thank you for your consideration.

I would like to offer one of my references right away, Jeff Hagan, CEO of the Eastern Upper Peninsula Regional Planning and Development Commission. He was my manager during my tenure there. His phone number is (906) 635-1581 x 122.

Have a fantastic weekend!

Best,

Eric Wedesky

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Eric Wedesky

Eric Wedesky

[redacted]

May 21, 2021

Becky Chown, Township Clerk
Peninsula Township
13235 Center Road
Traverse City, Michigan 49686

RE: Application for the position of Planning Director of Peninsula Township

Dear Ms. Chown,

If one is fortunate, they will have the qualifications to submit a worthy application for a job they would love to do in a place they dream of living. For me, that job is Planning Director for Peninsula Township, Michigan. I am pleased to humbly present this letter and my resume for consideration.

Equipped with an Urban and Regional Planning Degree from Michigan State University, I have gained significant planning, zoning, and community organizing experience at each of my four postings. These unique experiences give me confidence in my ability to wear the many hats a Planning Director must don. My service on the Sault Ste. Marie Zoning Board of Appeals, coupled with my private-sector work with planning and zoning commissions across the U.S., has prepared me for the ministerial duties a Planning Director manages, such as zoning permit administration, fielding general inquiries on planning matters, and directing public meetings.

After a summer interning at Gibbs Planning Group, I embarked on an award-winning tenure as a Planner II with the Eastern Upper Peninsula Regional Planning and Development Commission (sister to Networks Northwest). I had the pleasure of leading the development of St. Ignace's master plan, crafting townships' recreational plans, consulting on townships' zoning ordinances, and rewriting the region's comprehensive economic development strategy. To properly lend myself to the team's collaborative efforts, I mastered the *Planning Act*, the *Zoning Enabling Act*, and related legislation; I understood the requirements of a vast pool of grant resources and created relationships with the issuing agencies; and I applied planning trends to the unique needs of the region's communities. I secured over $850,000 in grant funding from the State of Michigan and the U.S. Economic Development Agency, which funded projects like the Regional Broadband Survey, an effort that reached more than 25,000 households.

For the past four years, I have worked in the private sector developing solar farms and battery energy storage systems across the U.S. I have read hundreds of master plans, zoning ordinances, and statutes to vet projects' feasibility and inform capital expenditures. As a project manager, I forecasted budgets, planned development schedules, negotiated with utilities and subcontractors, and conducted due diligence on projects to de-risk financing. As the resident planner at both firms, it was also my duty to identify planning

permits across multiple levels of government, prepare applications, broker public-private relationships, and present projects to the respective authorities. In addition to the skills I honed, my private-sector experience would be an asset in the role of Planning Director because I have spoken their language and know how to push developers for what the community wants and, conversely, how to prepare the community against what it does not.

As of writing, I am a member of the Michigan Association of Planning and I am securing membership with the American Planning Association. I possess the education and work experience to obtain AICP certification when the testing window opens this fall. Prior to then, I will have written the required essays attesting to my work experience. This will be completed by year's end.

The philosophy I would bring to the position of Planning Director is simple: serve the taxpayers by understanding their collective will through regular communication; possess a comprehensive understanding of the tools available to make their vision reality; and lead with hard work and integrity. In reviewing the documents on the township's website, specifically the 2019 Resident Survey, and the drafts of the new zoning ordinance and map, it is clear that the taxpayers desire to maintain a rural community as opposed to a denser and busier place. That is their right. Yet as Planning Director, I would be objective in my collaboration with the Planning Commission, advising it on how to use these documents to preserve the legacy of the township while avoiding costly lawsuits and malfeasance. I would work diligently to support community fundraising efforts for projects like the fire halls and parks improvements, seeking to leverage local dollars with available grant funds. I believe that community improvement does not have to mean expansion. Rather, a community will realize the vision it outlines in paper plans through inclusive planning, long-term dedication, and self-reliance—something I gather Peninsula Township has in abundance.

Living and working in Northern Michigan was a fantastic experience: I have long desired to return to the communities, the wealth of natural resources, and, most importantly, the people that affected me so positively. I am fascinated by the Grant Traverse region. Whether as a youngster vacationing with my family or as an adult visiting friends, I have always felt an undeniable majesty while there. I have been to over thirty national parks and any time I am questioned on my favorite, I involuntarily state that Sleeping Bear is the best. I truly believe it is one of the best places in our country. If I earn the job of Planning Director for Peninsula Township and can call it my home, I will not disappoint. I promise you that.

Respectfully,

Eric Wedesky

Eric Wedesky

[redacted]

Profile

Professional planner with 7+ years of public- and private-sector project management experience. Effective leader with strong analytical, organizational, and communication skills. Ethical practitioner dedicated to serving the residents and businesses that call the community home.

Experience

2021-present, Senior Associate, Project Development, ibV Energy Partners, Miami (remote)

- Proactively and independently managed projects from conception through the permitting process, rallying public officials, landowners, and public agencies to create utility-scale solar.
- Managed market research, synthesizing utility data, locational marginal price data, and zoning and permitting requirements to underpin profitable site selection.
- Partnered with planning and zoning commissions to create policies that both facilitated development and protected the legacy of the land, ensuring smarth growth.
- Lead land acquisition efforts, successfully creating relationships with landowners, negotiating the terms of land lease and purchase agreements, and explaining the complexities of the contracts and the development process.

2018-2020, Project Manager, Solar Provider Group, Toronto

- Managed eighteen projects across New York, Oregon, and Maine, coordinating between internal company departments and external project stakeholders, which resulted in project monetization and new revenue streams.
- Facilitated financial transactions at payment milestones, navigating purchase agreements, calculating revenues, and organizing extensive legal documentation and authorizations.
- Conducted risk analyses, anticipating potential cost overruns and legal entanglements, which demonstrated an ability to inform the objective decisions necessary to avoid pitfalls.
- Prepared extensive MS Project files, scheduling project milestones and budgets, providing clarity on costs, human resource need, and risk.

2017–2018, Planner, Solar Provider Group, Toronto

Project Development

- Orchestrated assembly and submission of planning applications for thirty 1-5 megawatt solar farms, demonstrating effective report writing and presentation creation skills.
- Honed technical writing ability by composing planning rationales and system descriptions, successfully obtaining special use permits, site plan approvals, and building permits.
- Generated briefing notes on relevant zoning regulations to direct the engineering team, and reviewed site plans prior to submission, exemplifying quality control skills.
- Exemplified project management skills by formalizing processes used to monitor projects in various stages of development, typically in different municipalities, which resulted in the efficient use of resources and personnel.

- Sharpened communication skills while working with government officials, clients, and contractors to develop projects, establishing relationships critical to project success.

Site Selection

- Leveraged digital spatial data with program and solar system requirements using ArcGIS software, displaying modeling techniques and data synthesis skills.
- Aggregated datasets from appropriate public and private sources, demonstrating data gathering skills that facilitated robust analysis using fully informed models.

2014–2017, Planner II, Eastern U.P. Regional Planning & Development Commission, Michigan

- Diversified planning portfolio, displaying aptitude for making critical judgements and preparing technical reports on five official plans, four recreational plans, three zoning by-laws, and one award-winning regional economic development plan.
- Reviewed site plans, architectural drawings, and variance and rezoning requests against local zoning by-laws, gaining comprehension of the application process and building terminology.
- Synthesized socio-economic data for quantitative analyses; and presented the findings to public and private stakeholders in oral and written formats, resulting in policy decisions underpinned with empirical evidence.
- Facilitated twelve meetings across a nine-month span for the regional economic development plan, which, using qualitative research, identified eighty-seven policies to guide collaborative efforts and propel growth.
- Liaised between the public and private sectors on the 2016 Eastern Upper Peninsula Internet Access Survey, delivering a nine percent response rate and two innovative tools for economic development—an interactive online GIS map and a sortable data dashboard.
- Bolstered oral communication and public speaking skills while delivering presentations on data analyses, public policy, and statutes governing planning and zoning—most notably at a Michigan Economic Developers Association workshop in 2016.
- Exhibited technical writing proficiency by securing $859,897 in grant funding over 3 years.
- Merged state and federal economic development programs, increasing the region's fiscal capacity to implement projects, broadening the stakeholder participation, and bringing national attention to the region.
- Created and managed a project to deliver technical assistance to municipalities for recreational plans, resulting in four municipalities now eligible for vital grant funding.
- Demonstrated written communication skills by having articles published in periodicals.

2013, Intern, Gibbs Planning Group

- Advanced research skills by conducting market analyses for Tampa Bay and Gainesville, Florida, resulting in recommendations for retail development.
- Evaluated the benefits of walkable schools and presented a written report to senior management, impacting future neighbourhood planning work.
- Collected original data and prepared a findings summary on the relationships between retail land use and parking spaces for five town centres in Michigan.

Education

B.S., Urban and Regional Planning, Michigan State University, 2014

Certificate, Applied Digital Geography and GIS, Ryerson University, 2019

Affiliations

Member, Michigan Chapter of the American Association of Planning

Former member, American Planning Association

Awards

Innovation Award for Elevating the Eastern Upper Peninsula, National Association of Development Organizations, 2016

Planning Excellence Award–Innovation in Regional Planning for Elevating the Eastern Upper Peninsula, Michigan Association of Planning, 2016

Publications

Michigan Planner, "The Broadband Demand: Bolstering Internet Access in Michigan's Eastern Upper Peninsula," May 2017

Upper Peninsula Business Today, "Regional Prosperity though Region-wide Access to Recreation Grants," December 2015

Community Involvement

2015–2017, Sault Ste. Marie Zoning Board of Appeals

2014–2017, Sault Ste. Marie Young Professionals

Computer Skills

Microsoft Office: Project, Excel, Word, PowerPoint, Outlook, OneDrive, and Access. Adobe Creative Suite: Acrobat, InDesign, and Illustrator. GIS: Esri products ArcGIS Pro and ArcGIS Online; QGIS and MapInfo. Other: Google's suite (G Suite) of online products. SPSS. WordPress. AirTable. BeanWorks. AutoCAD. Wrike. Egnyte.

#8

Peninsula Township Planner Position
Questions to Answer and Submit via Email

Please answer the following questions in writing and submit your responses to Becky Chown, township clerk, by 5:00 p.m. on Wednesday, July 7. Please limit your response to 150 words maximum *or fewer* per question.

Experience

1. What is your experience working with developers on site plans and reviewing compliance with zoning ordinances, master plans, and other township ordinances?

I have 7 years of experience relating to this matter. As a Planner II for the Eastern Upper Peninsula Regional Planning & Development Commission (EUPRPDC), I served on the Sault Ste. Marie Zoning Board of Appeals where I passed judgement on countless development applications for permitted and non-conforming uses. While the former was straightforward and a matter of adherence to the zoning ordinance, the latter required a much more nuanced interpretation of a grey area in Michigan law—experience that would lend itself well to this position.

While on the other side of the table as lead planner for 2 renewable energy developers, I specialized in tailoring site plans to zoning standards and preparing planning applications—almost always for special uses—that expounded alignment with comprehensive plans. I have literally read hundreds of comprehensive plans and zoning ordinances. I gained significant administration experience in these roles as I would build relationships with officials, prepare the compliance analyses myself, and lean on their expertise to shepherd projects towards critical approvals.

2. Have you ever been involved in planning and zoning-related litigation? If yes, describe.

Yes. During my time at Solar Provider Group, I was taking an application for a 35-acre solar farm through the site plan approval process in the Town of Minisink, New York. This project was a permitted use. The application was withdrawn after 14 months of site plan review because the project site was environmentally constrained to a portion of the property that abutted a well-resourced landowner who disapproved of the project. He formed an opposition group, hired lawyers that employed tactics of confusion and misinformation, sued the company to drain resources, and threatened to sue the town if the project was approved. If I learned anything from that experience it is this: Members of planning and zoning commissions are well-meaning volunteers that do not want to harm their communities by entangling them in costly lawsuits. Thus, the township planner must be prepared, knowledgeable of applicable laws and procedures, and ready for unexpected twists. I would bring those qualities to this position.

3. Describe your familiarity with Michigan planning statutes (MPEA, MZEA, etc.).

As the foundational texts of planning in the State of Michigan, I have long studied, interpreted, and applied the *Planning Enabling Act* and *Zoning Enabling Act*. I was introduced to the statutes while studying Urban and Regional Planning at Michigan State University. My practical experience with the acts came during my time at EUPRPDC from 2014-2017. During my tenure there, I led the rewriting of the St. Ignace Master Plan, which was adopted in 2019, assisted in the preparation of the 2018 Sault Ste. Marie Master Plan, and aided in the rewriting and adoption of the 2015 Portage Township Zoning Ordinance. These laws provide clear context on how land use should be governed in Michigan. My knowledge and application of them would foster a healthy relationship between community vision and landowner rights.

4. Describe your familiarity with Michigan grant programs (MDNR, MCZM, etc.).

While there are many moments that I am proud of in my career, perhaps the one I am most proud of is the implementation of action items identified during the creation of the region's award-winning, combined CEDS and Regional Prosperity Initiative (RPI) plan. One of which being the Recreation Plan Technical Assistance Program that I managed. The plan identified that one of the regions main economic drivers is recreation-based tourism. To grow this sector, EUPRPDC sought to equip all the region's units of government with recreational plans, a prerequisite to access MDNR's recreation grants. To convey the significance of the grant programs, I mastered their applications, matching requirements, and established connections between the region's grant officer and local authorities. For 3 years, I administered the region's RPI and CEDS grants.

Link to Elevating the EUP:
http://www.eup-planning.org/PDF/RPI-CEDS/Plans/Elevating%20The%20EUP_EUPRPDC.pdf

5. Describe any experience you have with motorized and non-motorized transportation planning.

While I have never planned a non-motorized transportation development, I believe that I have professional experiences that would lend themselves well to such an effort. As a developer of energy projects, it was my job to sign land to lease and purchase agreements, secure easements for powerline right-of-ways, and build consensus amongst multiple landowners to obtain enough land for projects. As this is a community-supported project, as noted in the master plan, I am confident in my ability to deliver landowner commitments where the project should affect private property. I led many public meetings to underpin economic development, recreation, and community planning. I would bring energy to a project from a leadership role and create an environment where participation is maximized to foster buy-in. My knowledge of applicable grant programs such as the NRTF, LWCF, and Recreation Passport would bolster financing for the implementation and construction of the project.

6. Describe any experience you have with agri-tourism, shoreline management, or a purchase of development rights program.

Honestly, I am a bit green in all 3 of these areas. From the private sector, I have extensive experience working with farmers. At EUPRPDC, I worked with sugarbush owners. However, I have not worked with wineries or fruit producers like those that bring tourists to the township. My knowledge of PDR and CZM programs is limited to the new master plan, the related ordinances I have read on the township's website, and resources I have found while researching for this questionnaire. I have had many successes in my career working on projects and programs with which I was unacquainted at the beginning. I learn quickly and work hard. While I wish I had specific experience in these areas, I will bring other qualities to the township that will make up for the learning curve I will quickly dispatch.

7. Describe your specific qualifications for this position at Peninsula Township; what are your strengths and weaknesses?

Being a planner in Michigan is my calling in life. Growing up, I was always fascinated by different communities, particularly those in the Grand Traverse region. The intertwining of land uses, the balance of natural and manmade, the people—I have long desired to contribute to those variables that make up the essence of a place. I have many strengths beyond my educational and practical qualifications that would aid me in this role:

- I am very well organized with a keen attention to detail, which allows me to drive many projects at once;
- I am comfortable speaking in front of large groups, especially in (occasionally hostile) settings that concern plan development and public hearings;
- I am outgoing, I love picking up the phone and reaching out to project stakeholders in search of true collaboration;
- I am an innovative person, where conventional practices are insufficient, I will find unique ways to complete a job; and
- I am ethical and trustworthy, being an employee of the taxpayers is a great responsibility that I take very seriously.

8. Describe any zoning ordinance amendments you have worked on. How would you recommend and prepare requests for amending township ordinances?

My primary experiences amending zoning ordinances occurred when I provided technical assistance on the new zoning ordinance Portage Township adopted in 2015; and while conducting workshops for St. Ignace's 2019 Master Plan, where I researched and prepared analyses on Form Based Code changes for the planning commission's consideration.

As for recommending amendments to the township ordinance, typically I would conduct a thorough review of how the existing zoning ordinance compares with the master plan, and whether that has affected a community's growth pattern. Where the zoning ordinance is out of

date—and with the consultation of the Zoning Director and Planning Commission—I would prepare amending resolutions for consideration and adoption. Since the rewrite of the zoning ordinance and master plan is already underway, I believe the Planning Director should track future developments, looking for areas where regulation may be overly strict, unnecessarily delaying landowners, and instances where harm to the community has been done because regulation was too lax.

9. Grant writing is an important function required of the planner in Peninsula Township. Have you authored any grant requests? If so, how many? What was the range of dollar amounts obtained? Please describe some of your personal experiences in researching and writing grant requests, including instances where you were successful in obtaining funds and ones where you weren't.

I have successfully written several grants. At EUPRPDC, I was responsible for writing both our USEDA Comprehensive Economic Development grant and our Michigan RPI grant. These 2 grant resources were essential for the commission as they provided both staff and project-implementation funding. For the RPI grant, I brought in over $900,000 across a 3-year span. Using a small portion of the RPI grant money, I leveraged the funds into an MEDC grant, which I then leveraged again into a USEDA Local Technical Assistance grant to finance the EUP Transportation Logistics Study. This regional study evaluated the region's transportation infrastructure strengths and shortcomings to assess the viability of a logistics hub at the Chippewa County airport. By stretching resources further with multiple grants, the region maximized its scarce resources to drive success.

To increase the success of grant writing, I believe it is essential to establish relationships with the regional grant officers of the various agencies, keeping them abreast of projects and successful implementation of funds beyond the typical reporting requirements. To obtain crucial matching funds and, where permitted, in-kind time, I would master how the money would be handled and applied so that stakeholders felt comfortable committing their resources.

10. What do you see as the ideal relationship between a professional planner and the public, planning commission, and legislative authority (the township board)?

Ultimately, the government is of, by, and for the people. As such, it is the job of the government and its officers to understand and act on the vision of the people in a manner that makes for a safe, sustainable, and functioning community. Broken down a bit more, as an unelected officer, the Planning Director should act to understand what the community's vision is and how to make that reality. The Planning Director should be available to the public, providing technical assistance to landowners while maintaining a state of transparency around meetings and consultations. While the Planning Director will offer opinions on planning and zoning matters, it should always be with deference given to the master plan and zoning ordinance. Similarly, the Planning Director serves the planning commission and the township board, and is responsible for providing sound, professional counsel on planning and zoning matters.

11. Describe any roles you have played in efforts to update master (comprehensive) plans.

As mentioned, I worked on the 2018 Sault Ste. Marie Master Plan and the 2019 St. Ignance Master Plan. For the Sault Ste. Marie Master Plan, I participated in meetings hosted by the city's planning department, as it had a staff planner. My primary contributions were the assembly of the plan document, aggregating qualitative research gathered during the public surveys and meetings, pulling census data and preparing charts and analyses, GIS map preparation, and layout of the document using Adobe InDesign. For the 2019 St. Ignace Master Plan, it was my duty to manage the project, which included budgeting for EUPRPDC's technical assistance time, facilitating public hearings, and writing the actual text of the document.

Between these master plans, the region's economic development strategy, and township recreation plans, I have significant experience leading and delivering large-scale planning documents that take months and years to put together. I know that I would be an asset for the township as it completes its new master plan and zoning ordinance.

Technical

12. What is your familiarity with graphic software tools (Indesign, sketch-up, Illustrator, Photoshop, Corel Draw, ArcView, etc.)?

I have significant experience with InDesign. Here is a link to the layout I prepared with the program for the 2018 Sault Ste. Marie Master Plan:

https://8ceff592-f9ec-4786-8fad-f39df37147d3.filesusr.com/ugd/2b93c4_925f753f2d2043de893ff4a986f95618.pdf

I am capable of using the Adobe Creative Cloud suite effectively, which includes Photoshop and Illustrator. As for GIS software such as ArcView and the more contemporary ArcGIS Pro, I have expert-level abilities with those programs. I excel at geospatial research, whether for planning purposes or for private sector market analyses. At Solar Provider Group, I directed our mapping team. I believe that it is essential for a government to put as much of its information online as possible so that it can be accessed easily by taxpayers. Providing GIS maps online is a great way to add value to government operations.

13. Do you have any experience with online community engagement software?

Though I do not have specific experience with online community engagement software, I am tech savvy and a quick study. I am confident that with a little time, I would be able to identify the best platforms, related costs, and an implementation strategy to ensure effective delivery of service.

14. Have you ever worked on any substantial community survey efforts (online and/or phone surveys)? If yes, please describe.

Yes. During the summer and fall of 2016, I managed the EUP Internet Access Survey, another RPI implementation project. To spur private and public sector development, EUPRPDC sought to obtain empirical data to underpin the region's need for improved broadband internet in most of the 3-county region. The survey was available in both online formats and via direct mailing. I worked with a local printing house and USPS to prepare and mail paper copies of the survey to 27,934. Statistically, the project was a massive success, earning an response rate of 8.6%. In addition to the effectiveness of direct mailing, the project was a success because I put notices in papers, used online platforms to encourage participation, and worked with our member units of government to inform their constituencies.

Here is a link to the project webpage: http://www.eup-planning.org/internetaccess.

15. If you are not now a member of the American Institute of Certified Planners, how close are you to being eligible to take the exam?

I am currently a member of the Michigan Chapter of APA. I plan to obtain AICP certification this fall when the testing window is open from November 1st to the 26th. I am eligible because my Bachelor of Science in Urban and Regional Planning degree from Michigan State University is recognized by the Professional Accreditation Board and I have over 3 years of professional planning experience. In addition to the exam, I will be submitting essays detailing my experience to APA during the window that is open from July 19th through the 26th. Once I pass the test and my essays are accepted, I will have my AICP certification.

16. The planner in Peninsula Township is not merely an administrative position. There is no staff of assistants to do the support work. Are you prepared to perform both the leadership functions of the position and to take on some tasks normally handled by staff in a larger organization? What are your thoughts on how to deal with this challenge?

Absolutely. I have never had an assistant before, and all of my jobs have had both leadership and administrative duties. I do not see this as a hindrance. At EUPRPDC, I wore town planner, economic development planner, recreational planner, grant writer, and project manager hats. From leading the projects to putting notices in the paper, I did what the job required. Similarly, in the private sector, I identified sites, wrote planning applications, prepared budgets, analyzed risk, represented the companies at planning meetings, signed land agreements, contracted consultants, and much more. I do not shy away from a large amount of responsibility.

Overall

17. What are your expectations in applying for the position of township planner? What do you expect to accomplish within the first year and after five years?

Year 1:

- Finalize and adopt the new master plan;
- Comprehend ongoing lawsuit, work for resolution, and minimize legal costs;
- Study all township plans and ordinances and prepare report on where they stand;
- Aid the rewriting of the zoning ordinance;
- Study all township active grants that are the charge of the Planning Director and prepare report on where they stand;
- Create relationships with neighboring planning such as the City of Traverse City, Grand Traverse County, and Networks Northwest;
- Master programs like the PDR, coastal zone management, and Participate Old Mission;
- Convene working groups to study the recreation plan and non-motorized recreation plan, identifying next steps for funding and implementation; and
- Process applications for planning permits, prepare reports, and conduct public hearings.

Years 2-5:

- Finalize and adopt new zoning ordinance;
- Lead and support implementation of new phase of PDR program supported by millage;
- Lead and support implementation of non-motorized transportation plan;
- Study potential solutions to traffic congestion on M-37;
- Secure matching funds for and write recreation grants to improve and develop recreation and conservation infrastructure;
- Annually review master plan and zoning ordinance to stay current, preparing amendments as needed;
- Collaborate with township board and public works departments on long term capital improvement planning; and
- Process applications for planning permits, prepare reports, and conduct public hearings.

18. What is your vision for Peninsula Township, and how will you as planner help the township achieve that vision? What are the key elements of the vision?

My vision for Peninsula Township has already been defined by the new master plan. As a planner, my philosophy is that it is my job to lead the implementation of the vision that the community crafted while rewriting its cornerstone planning document. Chapter 9 - Implementation clearly lays out action steps for Land Use, Mobility, and Places, Character and Governance. Ultimately, that is my 1-5-year plan. I will strive to make taxpayers feel like they have the community of their dreams.

It is evident that there needs to be some sort of understanding reached between the wineries, which are pushing for expansion, and the township, which is being told by taxpayers they do not want expansion and the related congestion that it would bring. Finding a solution through planning mechanisms would be something I would pursue so that the township might not be burdened by costly lawsuits in the future.

19. What are your expectations for compensation and benefits for the planner position?

My expectations for benefits are fairly traditional: health insurance, dental insurance, paid time off, retirement compensation if the township offers it, reimbursement for professional certifications and memberships (MAPA, APA, AICP, etc.), and a small budget for professional development.

As for wages, I would ask that the township make a fair offer to me if I am selected. I would expect it to adjust for inflation each year. I expect that this position will be challenging, requiring late nights and long hours. I do not have an issue with that, but it is important to me that the wage be commensurate duties and cost of living. Currently, I make a six figure salary with bonuses. I do not expect to be offered that much for this position. I am willing to take a lower wage to do a job I would love in a place where I dream of living.

Christina Deeren

#7

Christina M. Deeren
6591 E. Traverse Highway
Traverse City, MI 9684
(906) 203-6219

April 19, 2021

Peninsula Township Board of Trustees
13235 Center Road
Traverse City, MI 49686

Dear Board of Trustees,

Enclosed please find my resume for the position of planner. I am proposing that this position be re-combined to the Director of Planning and Zoning with the hiring of a part-time Zoning Administrator. The current combined salaried wages for these two positions is $136,218.00. My bid proposal for this position is $90,000.00 for a savings of $46,218.00. Peridium's for meeting attendance and mileage would be separate cost items. I would propose that a Zoning Administrator be hired at $20.00 to $25.00 as a part-time hourly employee for a total of 25 hours a week for $26,000.00 to $32,500.00. This would also be a cost savings in health insurance premiums and pension compensation expenditures.

The peninsula is a very unique area and discretion should be taken in the future development and implementation of planning for growth.

In my professional opinion the following is a list of critical items that require resolution immediately: New updated Master Plan, Adoption of the new Zoning Ordinance, updated Noise Ordinance, updated Parks Committee Ordinance as the current ordinance addresses this body as a Commission, creation of a Violations Bureau. Updated junk ordinance and Fireworks ordinance.

I appreciate your consideration and time in this matter.

Respectfully,

Christina Deeren

Christina M. Deeren
6591 E. Traverse Highway
Traverse City, MI 9684
(906) 203-6219

Profile:
Self-directed professional certified Zoning Administrator with cross-functional expertise in business, accounting, marketing and new business development. Accustomed to working in a fast paced environment with professional problem solving capability. Customer service oriented with strong written and verbal communication skills.

Certifications Include:
Zoning Administrator Certificate from Michigan State University
Certificate from Michigan State University for Citizen Planner
Certificate for Storm Water Management from Department of Environmental Quality
Certificate from Michigan State University for Water School Program 2018
Certificate from Fed Pryor Seminars for Dealing with Difficult People

Qualifications include:
BS&A
Deed and Records Research
Planning strategy, vision and mission
Procedural Documentation Development
Problem Analysis and Resolution
Certified elections bureau
PDR Monitor
Recording Secretary – Township Board
Customer Service
Microsoft Office (word/excel)
Power Point

Boards and Committees:
Zoning Board of Appeals
Planning Commission
Steering Committee
Township Board – Recording Secretary
PDR Committee
Winery Committee
Lighthouse Committee
Zoning Re-write committee
Blight/Nuisance committee

Professional Experience:
- Manage department budget
- Responsible for maintaining and enforcing Peninsula Township Zoning Ordinances.
- Supervise Code Enforcement Officer & assist in the issuance of citations and other related matters.

- Accounting / Bookkeeping / Payroll
- Administrative functions
- Knowledge in septic system installations and cleaning

Deputy Supervisor 2001-2005

- Assistant to the Supervisor, Assessor, Zoning and Building Officer
- Secretary for the Board of Review
- Maintained 911 Emergency Address System
- Research property history
- Maintaining and upgrading specialty software programs
- Data Entry
- Liaison for public relations

Education:

High School Graduate from Traverse City High School
TBA Career Tech Center – Computers and Secretarial/Clerical Program
Michigan Certified Assessing Officer 2001-2018
Storm Water Operator -2018
Michigan State University - Zoning Administrator Certificate – 2017
Michigan State University – Water School Program – 2018
Michigan State University – Citizen Planner Program - 2016

#2

Peninsula Township Planner Position
Questions to Answer and Submit via Email

Please answer the following questions in writing and submit your responses to Becky Chown, township clerk, by 5:00 p.m. on Wednesday, July 7. Please limit your response to 150 words maximum *or fewer* per question.

Experience

1. What is your experience working with developers on site plans and reviewing compliance with zoning ordinances, master plans, and other township ordinances?
Answer: For the past five years of being employed as the Director of Zoning for the township I have worked with contractors daily reviewing acceptable plans which meet the standards for compliance for the issuance of a land use permit. I have also sat on the Master Steering Committee board working to achieve a new master plan for the township.

2. Have you ever been involved in planning and zoning-related litigation? If yes, describe.
Answer: I have been involved with various zoning related litigation issues. Most of these ligated cases have been for citations issued for current zoning violations. The township was in the final stages of the ligation regarding The 81 matter when first employed with the township. I have also been involved in defending an appeal to the Circuit Court regarding denied Zoning Board of Appeals cases on two separate occasions.

3. Describe your familiarity with Michigan planning statutes (MPEA, MZEA, etc.).
Answer: I am not a Planner by education however I am knowledgeable of the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act. I am more familiar with the Michigan Zoning Enabling Act due to my current position with the township and from my education with a completed certificate program as a Zoning Administrator through Michigan State University. I have also received my certification as a Citizen Planner, Fundamentals of Planning and Zoning through Michigan State University.

4. Describe your familiarity with Michigan grant programs (MDNR, MCZM, etc.)
Answer: I have never written a grant for municipality. However, I am aware that Michigan has several varieties of grant programs through the Michigan Department of Natural Resources and other various agencies throughout Michigan. I am open and willing to taking grant writing courses.

5. Describe any experience you have with motorized and non-motorized transportation planning.
Answer: I have been working the Planning Commission and the Master Steering Committee for several months developing and inviting new concepts with various groups to develop new ideas for non-motorized transportation on the peninsula.

6. Describe any experience you have with agri-tourism, shoreline management, or a purchase of development rights program.
Answer: I became a storm water operator for the township in 2018 with a certification through State of Michigan Department of Environmental Quality. I have worked with the Road Commission on erosion issue concerns along the shoreline and the Bay Keeper to ensure the quality of the shorelines. I have also received a certificate through Michigan State University Extension/Sea Grant Program for MSU Extension Water School Program in 2018. I have also been a Purchase of Development Rights monitor since 2018. In which I monitor the properties within the program each year to ensure compliance for the program. I have also been a committee member for the PDR selection committee which we reviewed the current criteria for the program and scoring properties.

7. Describe your specific qualifications for this position at Peninsula Township; what are your strengths and weaknesses?
Answer: My over all job is to ensure the health, safety and welfare of the community of which I serve. I have strong written and verbal communication skills. My weakness is my lack of education in the planning portion of local government.

8. Describe any zoning ordinance amendments you have worked on. How would you recommend and prepare requests for amending township ordinances?
Answer: I had prepared and presented an amendment to the junk ordinance which was unsuccessful in passing at the township board level. I worked for the past five years with the planning commission sub-committee and board on a new proposed re-write to the current ordinance. I have also created a violations bureau which has yet to be presented and adopted by the board of trustees.

9. Grant writing is an important function required of the planner in Peninsula Township. Have you authored any grant requests? If so, how many? What was the range of dollar amounts obtained? Please describe some of your personal experiences in researching and writing grant requests, including instances where you were successful in obtaining funds and ones where you weren't.
Answer: As stated previously I have never written a grant for a municipality however I am not opposed to taking courses to obtain this skill.

10. What do you see as the ideal relationship between a professional planner and the public, planning commission, and legislative authority (the township board)?
Answer: I see this as a flowing relationship with strong communication from the planning commission, township board of trustees and the public. The planner should work at the direction of the planning commission and the township board. This person should serve as a liaison between the public, planning commission and the township board of trustees.

11. Describe any roles you have played in efforts to update master (comprehensive) plans.
Answer: I have worked on the current master plan update for the past couple of years with the Maser Steering committee to help develop a new master plan for Peninsula Township.

Technical

12. What is your familiarity with graphic software tools (Indesign, sketch-up, Illustrator, Photoshop, Corel Draw, ArcView, etc.)?
Answer: I have no current familiarity with these software tools.

13. Do you have any experience with online community engagement software?
Answer: The only experience that I currently have is limited to only the software that is currently being utilized with participate old mission / bang the table.

14. Have you ever worked on any substantial community survey efforts (online and/or phone surveys)? If yes, please describe.
Answer: I have worked with the Planning Commission and sub-committees when creating the latest surveys on-line, by phone and mailers for peninsula township.

15. If you are not now a member of the American Institute of Certified Planners, how close are you to being eligible to take the exam?
Answer: I am not certified as a planner and have not taken courses to become one.

16. The planner in Peninsula Township is not merely an administrative position. There is no staff of assistants to do the support work. Are you prepared to perform both the leadership functions of the position and to take on some tasks normally handled by staff in a larger organization? What are your thoughts on how to deal with this challenge?
Answer: As the Director of Zoning for the township I am already engaged in dule functions within my job. I would continue the same work application in a new position.

Overall

17. What are your expectations in applying for the position of township planner? What do you expect to accomplish within the first year and after five years?
Answer: Adoption of the proposed new zoning ordinance re-write. Re-structuring of the planning commission with continuing educational options and for the adoption of the Violations Bureau.

18. What is your vision for Peninsula Township, and how will you as planner help the township achieve that vision? What are the key elements of the vision?
Answer: The peninsula in my opinion is a very delicate infrastructure. The growth and changes that occur for the future need to be considered with extensive care for the peninsula's delicate infrastructure and resources. The preservation of farm land and re-newel of the PDR program are significant to this township and its residents. Promoting the PDR program with a continuation of a renewed mileage would help with this preservation.

19. What are your expectations for compensation and benefits for the planner position?

Answer: My resume reflected a salaried fee for the combination of two positions as Director of Planning and Zoning with a hired additional staff person to act as the Zoning Administrator. However, I am not opposed to negotiate a separate salary for just the position of Planner verses the combination of the two positions.

Derrick Rosenbach

#7

Derrick W. Rosenbach, AICP
[redacted]

May 6, 2021

[redacted]
Peninsula Township
13235 Center Road
Traverse City, Michigan 49686

RE: Planning Director Position

Dear Department of Planning,

I have demonstrated a firm commitment to public service through my work as a senior planner for numerous federal, state, and local agencies across the country. The opportunity to advance my knowledge of planning in my home state of Michigan would allow me to utilize my diverse skill set and familiarity with the Traverse City area, as well as spend time working closely with the residents of Peninsula Township. My career in planning has focused heavily on preserving our public lands, including our nation's parks, forests, and agricultural lands.

For example, I developed a Comprehensive Management Plan for Lands under Agricultural Lease for Point Reyes National Seashore in California. Agriculture and ranching has an important history on the Point Reyes Peninsula, similar to the viticultural areas on the Old Mission Peninsula. These agricultural lands represent a vital contribution to the superlative natural and cultural resources of the Seashore. During the planning process, I helped the Seashore identify and evaluate activities that provide flexibility to long-term agricultural operations in a manner consistent with the Seashore's obligation to protect park resources. This required updating the Seashore's zoning framework from 1980 by creating two new zoning districts. Furthermore, the National Park Service and I worked with ranchers to maintain or introduce sustainable practices such as organic certification, increased energy efficiency, and working towards carbon neutral operations.

I have also managed projects that focus on some of the issues Peninsula Township is currently working to address. These projects include shoreline erosion and floodwater management through the development of sustainable infrastructure (e.g., living shorelines), constructing non-motorized trails or pathways for bicycle and pedestrian use, and updating zoning ordinances to address continual growth and tourism.

I will bring the necessary skills to this position through my experience developing planning documents, reviewing permits, writing grants, and engaging with diverse communities and stakeholders. I am confident that I will learn the job quickly, generate creative ideas, and apply novel solutions to the issues faced by Peninsula Township. If you have any questions concerning my application, please contact me at **(248) 275-4368** or by e-mail at dwrosenb@umich.edu. Thank you *very much* for this opportunity.

Sincerely,

Derrick W. Rosenbach

Derrick W. Rosenbach, AICP
Senior Planner

Enclosure: Resume

DERRICK W. ROSENBACH, AICP

Years of Experience
11

Staff Managed
1-4

Professional Qualifications

American Institute of Certified Planners (**AICP**), *American Planning Association*

National NEPA Final Assessment Certificate, *United States Forest Service*

Wilderness Stewardship Specialist, *Arthur Carhart National Wilderness Training Center*

Memberships and Associations

Annual Member, *Alumni Association of the University of Michigan*

Colorado Chapter Member, *American Planning Association*

Environment, Natural Resources, and Energy Division Member, *American Planning Association*

Corporate Member, *Denver Association of Business Economists*

General Member, *National Association of Environmental Professionals*

Individual Member, *Society of American Military Engineers*

PROFESSIONAL SUMMARY

- Derrick William Rosenbach, AICP, manages complex planning projects for federal, state, and local agencies. He routinely provides coordination of compliance activities under the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and the Endangered Species Act (ESA), including production and substantive review of categorical exclusions, environmental assessments, and impact statements.
- His background involves writing technical analyses concerning natural and cultural resources, public outreach and involvement to ensure community participation in the planning process, and updating comprehensive plans to provide vision for the future of public land management. Mr. Rosenbach's projects regularly require staff collaboration across disciplines and he consistently ensures his projects remain on schedule.

EDUCATION

- M.S. Natural Resources (foci: **Environmental Planning; Conservation Ecology**)
  University of Michigan
- B.A. Political Science; Philosophy
  University of Michigan

SELECTED PROFESSIONAL EXPERIENCE

WSP USA
Senior Planner
Denver, CO
August 2014 – Present
40 hours/week

NATURAL RESOURCE MANAGEMENT PROJECTS

- **National Park Service, Isle Royale National Park (ISRO), Wolf Management Plan, Deputy Project Manager. Michigan. April 2015 – September 2017.** Moose have important effects on island vegetation, including forest cover, and wolves are the only predator of moose on ISRO. Given that the wolf population at ISRO was very low and their long-term survival on the island was in question, the moose population increased, resulting in impacts to vegetation because of over-browsing and climate change. Mr. Rosenbach examined different management options for dealing with population dynamics of moose and wolves on the island, and how to additionally manage vegetation due to moose herbivory. Mr. Rosenbach was also responsible for assisting with project management, internal scoping, public scoping, and comment analysis for the plan.
- **National Park Service, Isle Royale National Park (ISRO), Wilderness Stewardship Plan, Senior Planner. Michigan. October 2014 – May 2018.** After a decade of completing numerous requisite studies, a Final Wilderness and Backcountry Management Plan and Environmental Impact Statement (WBMP/EIS) was completed in July 2011. As the WBMP/EIS was being reviewed and finalized, key events occurred that necessitated the need for developing a supplemental plan for ISRO's wilderness management. This plan outlined steps for preserving wilderness character, natural resources, and cultural resources at the park while also providing for an excellent visitor experience. Mr. Rosenbach served as the wilderness stewardship specialist on the project and analyzed the impacts to the qualities of wilderness character in the plan.

— **National Park Service, Point Reyes National Seashore (PORE), Comprehensive Management Plan for Lands Under Agricultural Lease/Permits, Senior Planner. California. August 2014 – December 2015.** The NPS initiated a planning process in 2014 for the approximately 28,000 acres of working agricultural land administered by PORE. This comprehensive management plan established a framework for the management of existing ranch lands under agricultural lease/special use permits, with terms of up to 20 years and devised an effective management strategy for tule elk affecting ranch lands. Mr. Rosenbach was responsible for identifying and evaluating activities that provide operational flexibility to support long-term agricultural operations in a manner consistent with the protection of PORE resources. He was also responsible for updating the Seashore's zoning framework from 1980 by creating two new zoning districts.

— **National Park Service, Shenandoah National Park (SHEN), Watershed Restoration Project to Mitigate Effects of Acid Deposition, Deputy Project Manager. Virginia. September 2018 – May 2021.** Mr. Rosenbach is assisted the park with assessing the impacts of limestone sand application within aquatic and terrestrial ecosystems of SHEN to improve water and soil chemistry. Natural recovery of sensitive ecological systems has been limited because the soils in this region retain sulfate and continue to release acidifying ions over time. Without intervention, many of these systems will not restore to natural conditions for hundreds of years. Mr. Rosenbach also served as the vegetation specialist and wilderness stewardship specialist on the project.

TRANSPORTATION PROJECTS

— **City of North Las Vegas, Grant of Easement for Carey Avenue Expansion and Improvements Plan, Senior Planner. Nevada. August 2016 – March 2018.** Clark County, Nevada, has requested a grant of an easement from Nellis Air Force Base to improve a portion of Carey Avenue, an east-west collector street serving the community of Sunrise Manor in North Las Vegas. Mr. Rosenbach evaluated the potential impacts from expanding Carey Avenue and was responsible for analyzing the environmental impacts from construction and maintenance activities, including greenhouse gas emissions and potential climate change implications.

— **National Park Service, Great Smoky Mountains National Park (GRSM), Wears Valley Mountain Bike Trail System Plan, Senior Planner. Tennessee. August 2020 – October 2020.** GRSM is proposing a mountain bike trail system within the Foothill Parkway Section 8D corridor in Wears Valley, Sevier County, Tennessee. While more than 800 miles of trails exist in GRSM, less than 8 miles are open to biking and there are no by-design mountain biking trails. Most of the park's trails are in areas managed as wilderness where bikes are not permitted. The Foothills Parkway corridor, which is within the park's transportation management zone and is not managed as wilderness, could provide visitors new opportunities to experience the park through mountain biking. Mr. Rosenbach assisted the park with analyzing the potential impacts to soils and vegetation from the creation of approximately 12 miles of mountain bike and pedestrian trails within the Section 8D corridor.

— **National Park Service, Muir Woods National Monument (MUWO), Sustainable Access and Transportation Project, Project Manager. California. August 2014 – June 2017.** MUWO experiences very heavy visitation, which results in parking capacity exceedance during the summer months. Exacerbating this situation, the roadside trail on-site doesn't extend the length of the road so many visitors walk in the travel lane or on the unpaved shoulder. These issues have negatively impacted safety, user experience, and monument resources. Mr. Rosenbach provided a focused analysis concerning transportation, natural, and cultural resources at the monument. He further analyzed

potential sustainable site improvements to parking infrastructure at MUWO and, as project manager, was responsible for quality assurance, maintaining the project budget, coordinating with technical staff, development of resource reports, and timely submission of documents within the scope of work.

— **Northeast Magnetic Levitation LLC, Northeast Corridor Superconducting Magnetic Levitation (SCMAGLEV) Study, Project Manager. Washington DC. August 2019 – March 2020.** The Government of Japan has promoted the deployment of the SCMAGLEV system on the United States Northeast Corridor as a means of strengthening the bond between the U.S. and Japan and expanding the market for the Japanese rail industry. A four year study of the feasibility of deploying a SCMAGLEV was launched in 2016. Mr. Rosenbach was responsible for overseeing the fourth-year study, which assessed potential alignments of the rail line between Washington D.C. and New York City, possible station locations along the proposed route(s), potential constructions costs, projected ridership and revenue, economic and societal benefits, and permitting. He also led a team of 10 staff members to complete the study.

DEVELOPMENT PROJECTS

— **General Services Administration, Potomac Hill Campus Master Plan, Senior Planner. Washington DC. August 2014 – February 2016.** Potomac Hill is a secure Campus of approximately 11.8 acres that consists of two adjoining Federally owned historic parcels known as Potomac Annex and Navy Hill, located in the Foggy Bottom neighborhood of Washington, D.C. Mr. Rosenbach assessed the potential impacts from the implementation of the proposed Master Plan for the Potomac Hill Campus. The Master Plan would guide the future rehabilitation, renovation, and development of the campus into a world-class Federal facility. Mr. Rosenbach was also responsible for analyzing the impacts to air quality from emissions generated by construction equipment, mobile sources, and stationary sources based on the development that would occur and proposed construction locations.

— **National Park Service, Badlands National Park (BADL), Cedar Pass Development Concept Plan, Senior Planner. South Dakota. December 2018.** This project improved visitor experience, management capabilities, and park facilities at the Cedar Pass area by creating a plan for redevelopment and consistency with character-defining aspects of the associated historic district and cultural landscape. The current facilities and amenities in the Cedar Pass area are inadequate to meet the growing demand for interpretive programs, lodging, camping, dining, and parking and access for a variety of vehicle sizes and types. Improving the park's facilities and associated infrastructure under each of the action alternatives will improve the visitor experience to varying degrees. Mr. Rosenbach assessed the impacts to visitor experience and safety for four alternatives within the plan.

— **National Park Service, Death Valley National Park (DEVA), Roger's Peak Multi-Use Instrumentation and Communication Facility Plan, Project Manager. California. July 2017 – March 2019.** The Department of Defense has telecommunications infrastructure on Rogers Peak in DEVA. Instrumentation coverage in the northern section of the park's R2508 airspace park did not meet the projected "Test and Evaluation" customer requirements for the military. Added instrumentation on Rogers Peak would significantly improve safety, and instrumentation coverage within the entire R2508 complex. Mr. Rosenbach assessed various alternatives to construct and relocate telecommunications infrastructure for a variety of public and private stakeholders on Rogers Peak, including the military. Mr. Rosenbach served as the project manager, assessed the impacts to visitor use and experience and wilderness character, and assisted with public outreach.

DERRICK W. ROSENBACH, AICP

— **State of New York, Governor's Office of Stormwater Recovery (GOSR), Living with the Bay Stormwater Project, Project Manager. New York. November 2019 – September 2020.** In conjunction with the US Department of Housing and Urban Development, Mr. Rosenbach analyzed the impacts of five project components involving stormwater infrastructure upgrades near Hempstead, NY. These projects affect land use and local zoning, but would improve community resilience and reduce risk from flooding and damage to life and property by mitigating local flood risk from coastal storm surges and stormwater, while improving drainage, enhancing natural resources, and improving public access. Mr. Rosenbach served as the project manager on the project.

ADDITIONAL PROFESSIONAL EXPERIENCE

United States Forest Service
Huron-Manistee National Forest
National Environmental Policy Act (NEPA) Planner
Mio, MI
December 2012 – August 2014
40 hours/week

— Mr. Rosenbach analyzed impacts to forest resources from treating hazardous fuel loading, developing breeding habitat for the endangered Kirtland's warbler, managing timber resources, creating early successional habitat (i.e., forest openings) for wildlife, eliminating unacceptable conditions in wetland areas, and suppressing non-native invasive plant populations. He also reviewed inquiries from the community to determine adherence to NEPA requirements. Mr. Rosenbach supported the team leader and interdisciplinary team members with work planning by tracking the progress of NEPA assignments and participating in field studies to compile and analyze data used in the NEPA process.

University of Michigan
International Forestry Resources and Institutions Administrative Center
Reducing Emissions from Deforestation and forest Degradation (REDD) Planner
Ann Arbor, MI
September 2011 – December 2012
40 hours/week

— The United Nations' REDD program creates a financial value for the carbon stored in forests by offering incentives for developing countries to reduce emissions from forested lands and invest in low-carbon paths to sustainable development. Mr. Rosenbach analyzed REDD requirements at the international, national, and community level for potential institutional architectures for the program in Nepal. He further identified the gaps between REDD requirements and the best management practices in Nepali community forests. Mr. Rosenbach reviewed how community-based practices in forestry would need to change in light of an added carbon objective. He constructed policy guidelines for the World Bank to integrate and streamline community forestry with REDD in Nepal. Mr. Rosenbach developed and maintained effective working relationships with implementing partners to ensure coordination and collaboration throughout the country.

#1

Peninsula Township Planner Position

Questions to Answer and Submit via Email

Please answer the following questions in writing and submit your responses to Becky Chown, township clerk, by 5:00 p.m. on Wednesday, July 7. Please limit your response to 150 words maximum *or fewer* per question.

Experience

1. What is your experience working with developers on site plans and reviewing compliance with zoning ordinances, master plans, and other township ordinances?

I have developed various site plans for some of the most iconic national parks in the nation. For example, I developed a Comprehensive Management Plan for Lands under Agricultural Lease for Point Reyes National Seashore in California. Agriculture and ranching has an important history on the Point Reyes Peninsula, similar to the viticultural areas on the Old Mission Peninsula. During the planning process, I helped the Seashore identify and evaluate activities that provide flexibility to long-term agricultural operations in a manner consistent with the Seashore's obligation to protect park resources. This required updating the Seashore's zoning framework from 1980 by creating two new zoning districts. Furthermore, the National Park Service (NPS) and I partnered with ranchers to maintain or introduce sustainable practices such as organic certification, increased energy efficiency, and working towards carbon neutral operations.

2. Have you ever been involved in planning and zoning-related litigation? If yes, describe.

My compliance work under the National Environmental Policy Act (NEPA) is subject to federal agency discretion, and as such, controversial projects are sometimes subject to delay due to public scrutiny or litigation. My focus as a project manager for several federal agencies is on the development of comprehensive and legally defensible documents. No NEPA document I have prepared for a federal client has been successfully litigated; therefore, I have not been directly involved with planning or zoning-related litigation. However, I am cognizant of the Wineries of Old Mission Peninsula Association's current challenge to township zoning regulations, contending they are infringements on constitutional commerce, among other arguments. As the new Township Planner, I would ensure there are multiple regulatory options considered to address the Association's concerns, pending the resolution of the current lawsuit.

3. Describe your familiarity with Michigan planning statutes (MPEA, MZEA, etc.).

The Michigan Planning Enabling Act (MPEA) is the enabling statute for the creation of a planning commission, defines regulations for the subdivision of land, and allows local governments to adopt a master plan. It took effect in 2008 and replaces the County Planning Act, Township Planning Act, and Municipal Planning Act. As noted in Peninsula Township's draft Master Plan, a significant legal aspect of the MPEA is that it requires steps to reconcile

proposed land use categories in a master plan with existing zoning districts found in a zoning ordinance. Similarly, the Michigan Zoning Enabling Act of 2006 (MZEA) connects to a master plan by specifically stating that a zoning ordinance should be based on a plan designed to promote the public health, safety, and general welfare. The MZEA replaced the County Zoning Act, Township Zoning Act, and City and Village Zoning Act.

4. Describe your familiarity with Michigan grant programs (MDNR, MCZM, etc.).

The grants administered by the Michigan Department of Natural Resources (MDNR) allow local partners to promote recreational opportunities, enhance wildlife habitat, and ensure public safety. With approximately $80 million in available grant funding, MDNR supports volunteer fire departments, the development of public outdoor recreation areas and facilities, and invasive species control, among others. For Peninsula Township, MDNR grants are a major funding source for parkland acquisition and parkland development, with over 1,000 acres of parkland currently available to residents on the peninsula.

Pursuant to the Coastal Zone Management Act, the Michigan Coastal Management Program (MCMP) awards grants to partners to protect and restore healthy coastal ecosystems, create and enhance public access to the Great Lakes, preserve historic maritime structures, revitalize urban waterfronts, minimize coastal hazards, and increase recreational opportunities along Michigan's coast. The MCMP will be key to protecting eroding shorelines on the Old Mission Peninsula in the future.

5. Describe any experience you have with motorized and non-motorized transportation planning.

I have managed seven transportation planning projects for the NPS, one for the Colorado Department of Transportation, and one for Northeast Magnetic Levitation LLC. For example, Grand Teton National Park has seen visitation increase by 32% over the last decade, stressing critical park infrastructure. Congestion, long lines at the entrance gates, undesignated (i.e., illegal) parking, and crowded trails were commonplace. As part of a transportation planning process, I helped the park summarize relevant park planning documents and park management direction and highlighted key information affecting visitor movement in the park to address these issues. I have also worked on non-motorized transportation projects, such as one in Wears Valley, Tennessee. Similar to the resident responses in Peninsula Township's 2019 Community Survey, mountain biking is an underserved recreational use in Wears Valley and there was strong community interest in establishing a network of trails or pathways for this use.

6. Describe any experience you have with agri-tourism, shoreline management, or a purchase of development rights program.

I worked with the Governor's Office of New York to plan and implement five coastal resilience projects on Long Beach in the wake of Hurricane Sandy's devastation. These projects reduced the risk of flooding by mitigating coastal storm surges and stormwater movement through the

improvement of drainage facilities and enhancing natural resources. These projects also incorporated living shorelines, which is a green infrastructure technique utilized to protect and stabilize shorelines by using natural materials such as plants, sand, or rock. The living shorelines provided numerous benefits, including nutrient pollution remediation, aquatic habitat structure, and buffering of eroding shorelines from waves and storms. Similar to the shoreline protection measures needed on the Old Mission Peninsula, living shorelines also helped mitigate property damage and the closure of roads. Regarding agri-tourism, my aforementioned project at Point Reyes National Seashore analyzed the economic impacts of agri-tourism on local communities in the area.

7. Describe your specific qualifications for this position at Peninsula Township; what are your strengths and weaknesses?

I have demonstrated a firm commitment to public service through my work as a planner for numerous agencies across the country. My specific qualifications include 12 years of planning experience, American Institute of Certified Planners (AICP) accreditation by the American Planning Association, and a Master's Degree from the University of Michigan with concentrations in environmental planning and conservation ecology. My biggest strength as a planner is consensus-building. To me, one of the most important aspects of consensus-building is regular communication. Effective communication hinges on individuals or stakeholders knowing that we have heard one another clearly—and being cognizant that we each communicate using different styles and assumptions. Historically, my biggest weakness as a planner has been failing to delegate project-related tasks to colleagues.

8. Describe any zoning ordinance amendments you have worked on. How would you recommend and prepare requests for amending township ordinances?

Admittedly, my experience with municipal zoning ordinance amendments is limited. However, I do understand the process. I have learned over the years that even the best plans, or zoning ordinances for that matter, do become out of date. Revisions are necessary if the plan or ordinance is to establish and maintain rational land use patterns. If a request is made to amend a zoning ordinance, ensuring the request is checked for completeness is essential. Once complete, public hearings, the solicitation of public comments, Zoning Director and Planning Commission review, including applicable Township Board review, are all required steps prior to finalizing a request. The same is true in federal planning. I routinely work with federal agencies to revise their planning documents. This process involves identifying a range of alternatives (i.e., plan revisions), an assessment of the impacts to society, the economy, and the environment if a particular alternative is implemented, and incorporating public input into those alternatives.

9. Grant writing is an important function required of the planner in Peninsula Township. Have you authored any grant requests? If so, how many? What was the range of dollar amounts obtained? Please describe some of your personal experiences in researching and writing grant

requests, including instances where you were successful in obtaining funds and ones where you weren't.

In graduate school, my research team was awarded a $135,000 grant by the World Bank to examine the progress of the United Nation's Reducing Emissions from Deforestation and forest Degradation (REDD) program in Nepal through community forest management. Since then, I have developed more than a dozen project proposals that were awarded by federal agencies, ranging from $50,000 to $708,000. Furthermore, I also helped write a proposal for a $15 million indefinite delivery/indefinite quantity (IDIQ) contract with the NPS that was awarded.

Recently, I developed a proposal for a project at Mount Rainier National Park to rehabilitate a failing historic bridge and was not awarded the project. We had bid $288,000 and a competing company bid $191,000. That competing firm was subsequently awarded the contract. Pricing is often the most difficult aspect of proposal or grant writing if the grantor does not have a fixed amount allocated.

10. What do you see as the ideal relationship between a professional planner and the public, planning commission, and legislative authority (the township board)?

No effective planning process can be designed without first learning about—and developing relationships with—members of the public and municipal authorities. Meeting with these stakeholders regularly, and especially at the beginning of an undertaking, helps a planner better know individuals in the community and make them more accepting of both his or her work and the information they can provide. Since planning commissioners are responsible for ensuring that new development(s) fit within the community's vision, the commission is the main forum for discussing and addressing changes that are occurring in the community. Furthermore, it is important that both the planner and planning commission develop positive relationships with the township board since both serve as advisors to that governing body. This advisory role sometimes has limitations; therefore, it is important that the planner and planning commission keep the governing body informed about planning-related issues.

11. Describe any roles you have played in efforts to update master (comprehensive) plans.

I have updated numerous plans over my career, and I am currently working on a new comprehensive plan for Birmingham Civil Rights National Monument. The monument was created by presidential proclamation in 2017 to commemorate, preserve, and interpret the struggle for human and civil rights that played out in Birmingham, Alabama, in the 1950s and 1960s. Several prominent historic structures and landscapes that were pivotal to the events of 1963 sit within the national monument boundary and will be vital to the success and continued relevance of the monument, including the 16th Street Baptist Church, St. Paul United Methodist Church, Kelly Ingram Park, the Colored Masonic Temple, and the A.G. Gaston Motel. Although the park has written a foundation document, the comprehensive plan will consider the monument's mission and provide management prescriptions, which include desired resource conditions and visitor experiences.

Technical

12. What is your familiarity with graphic software tools (Indesign, sketch-up, Illustrator, Photoshop, Corel Draw, ArcView, etc.)?

I have utilized various graphic and mapping software in my profession, including the Adobe Suite (e.g., InDesign, Photoshop, Illustrator) and ESRI's ArcMap. I routinely use InDesign for proposal development and grant writing. In graduate school, I took two geographic information systems (GIS) courses and use my mapping experience for various planning projects.

13. Do you have any experience with online community engagement software?

The community engagement software I have the most experience with is NPS' Planning, Environment, and Public Comment (PEPC) database. This software provides the agency with information technology tools (e.g., public comment analysis, document storage) for efficient park planning and resource compliance, project tracking, and public engagement to support collaboration and informed decision making. Most recently, I used this software to summarize the public's comments and concerns on a comprehensive plan in a 51-page comment analysis report. I also provided management strategy recommendations to the park based on the concerns expressed by the public. However, I am interested in learning more about software such as *Bang the Table* and Peninsula Township's *Participate Old Mission* website.

14. Have you ever worked on any substantial community survey efforts (online and/or phone surveys)? If yes, please describe.

Although I have not been tasked with surveying a specific community for municipal purposes, every proposed plan I have developed has gone through a public participation process that involves multiple communities. For example, the North Cascades National Park *Grizzly Bear Restoration Plan* garnered nationwide attention. I worked with the park, the NPS Environmental Quality Division, U.S. Fish and Wildlife Service, U.S. Forest Service, and the Washington Department of Fish and Wildlife to develop the plan. Throughout the public comment period for the draft plan, more than **126,000 public comments** were received in PEPC. Using a collaborative approach, my team synthesized these comments, combining 1,800 substantive comments into 200 concern statements (i.e., paragraphs that summarize a particular issue) for NPS review and response.

15. If you are not now a member of the American Institute of Certified Planners, how close are you to being eligible to take the exam?

I am currently accredited by the AICP of the American Planning Association. AICP Certification #: 31076.

16. The planner in Peninsula Township is not merely an administrative position. There is no staff of assistants to do the support work. Are you prepared to perform both the leadership functions of the position and to take on some tasks normally handled by staff in a larger organization? What are your thoughts on how to deal with this challenge?

I am prepared to take on both the leadership function, as well as the technical work associated with the position. In my career, I have experienced workforce reduction in both the public and private sectors. In the last three years alone the company I work for has downsized twice. This ultimately meant that I had to take on more tasks by managing projects not previously in my queue, or serve as a subject matter expert on projects that I had no expectation of working on. I have stepped up to fill these roles each time. Dealing with this type of challenge is not easy. However, what I have learned through this process is that one has to ultimately connect the work they do to a particular purpose. For me, that's ensuring all elements of the built environment work together to provide sustainable, green places for living, working, and recreating.

Overall

17. What are your expectations in applying for the position of township planner? What do you expect to accomplish within the first year and after five years?

The opportunity to advance my knowledge of planning in my home state of Michigan would allow me to utilize my diverse skill set and familiarity with the Traverse City area, as well as spend time working closely with the residents of Peninsula Township. My career in planning has focused heavily on preserving our public lands, including our nation's parks, forests, and agricultural lands, which I would like to continue to pursue in this role. During the first year, I hope to focus on the new challenges of the township, such as dispute resolution with the commercial activity of wineries and renewing the Purchase of Development Rights (PDR) program. Over the next five years, I would like to focus on longer term goals such as enhancing multi-modal mobility on the peninsula and updating shoreline regulations to protect the changing environment.

18. What is your vision for Peninsula Township, and how will you as planner help the township achieve that vision? What are the key elements of the vision?

My overall vision for Peninsula Township is to preserve the quiet, rural, and scenic character of the peninsula. Key elements to maintaining this character is mitigating increased traffic and noise through the renewal of the PDR program, studying the potential for non-motorized pathways for bicyclists and pedestrians, and continuing the development of the park system on the peninsula. As noted in Peninsula Township's draft Master Plan, smart land use policy is also critical to ensuring the peninsula's character is maintained. For example, land designed as rural agricultural is land that is intentionally designated for agricultural use now and into the future. As the Township Planner, I will ensure the guidance in the township's zoning ordinance and final Master Plan is followed.

19. What are your expectations for compensation and benefits for the planner position?

Negotiable after selection. My current salary is $101,000, approximately 13% of which goes to benefits. Prior to being granted unlimited paid time off (PTO), I accumulated 6.46 hours of PTO per bi-weekly pay period (i.e., +4 weeks/year).