

**GENOA CHARTER TOWNSHIP ELECTION COMMISSION**

**Special Meeting  
February 4, 2008  
6:25 p.m.  
AGENDA**

1. Discussion and recommendation of a change in polling place for precincts 7 and 8 from Maltby Middle School at 4740 Bauer Road to Hornung Elementary 4680 Bauer Road, Brighton, MI 48116.

**GENOA CHARTER TOWNSHIP BOARD**

**Regular Meeting  
February 4, 2008  
6:30 p.m.**

Call to Order

Pledge of Allegiance

Call to the Public

**Approval of Consent Agenda:**

1. Payment of Bills
2. Approval of Minutes: 1-22-08
3. Consideration of a recommendation from the Election Commission to change the polling place for precincts 7 and 8 to Hornung Elementary 4680 Bauer Road from Maltby Middle School at 4740 Bauer Road, Brighton, MI 48116.
4. Request approval of the 2008 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application and poverty exemption worksheet.

**Approval of Regular Agenda:**

5. Request for approval of special use application, impact assessment, and site plan for a proposed 38,081 sq. ft. office and warehouse building located at 5810 & 5900 Brighton Pines Howell, Sec. 15, petitioned by Brivar Construction.
6. Request for approval of special use application, impact assessment and site plan for a proposed 4,500 sq. ft. addition to Servpro of Brighton/Howell, located at 2094 Pless Drive Brighton, Sec. 13, petitioned by Servpro of Brighton/Howell.
7. Request for approval to transfer location 2007 Resort G-1, issued under MCL436. 1531 (2) Licensed Business, with Dance-Entertainment Permit, located at 4500 Club, Brighton Michigan, 48116, Genoa Township, Livingston County, to new building, same address requested by John B. Carlin Jr. 2855 Coolidge Hwy, Ste 203, Troy, MI 48084

Correspondence

Member Discussion

Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 4, 2008

TOWNSHIP GENERAL EXPENSES: Thru February 4, 2008	\$34,893.74
January 25, 2008-Bi-Weekly Payroll	\$35,991.74
February 1, 2008-Monthly Payroll	\$12,547.37
OPERATING EXPENSES: Thru February 4,2008	\$24,799.02
TOTAL:	<u>\$ 108,231.87</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
23711	USPS	United States Postal Service	01/16/2008	1,230.30
23712	Administ	Total Administrative Services	01/25/2008	357.67
23713	Equitabl	Equivest Unit Annuity Lock Box	01/25/2008	620.00
23714	SOM-TRE	State Of Mich- Dept Of Treasur	01/25/2008	3,108.47
23715	Administ	Total Administrative Services	02/01/2008	100.00
23716	Equitabl	Equivest Unit Annuity Lock Box	02/01/2008	270.00
23717	USTREASU	United States Treasury	02/01/2008	244.14
23718	ACCIDENT	Accident Fund Company	02/04/2008	1,615.00
23719	AMER IMA	American Imaging, Inc.	02/04/2008	332.83
23720	AMERAWAR	American Awards & Engraving	02/04/2008	8.00
23721	Americ G	American General Life Insuranc	02/04/2008	290.00
23722	ARCHINAL	Michael Archinal	02/04/2008	500.00
23723	AT&TLONG	AT&T Long Distance	02/04/2008	20.89
23724	ATT& IL	AT&T	02/04/2008	625.86
23725	BGDOOR	BRIGHTON GARAGE DOOR LLC	02/04/2008	543.60
23726	BODALSKI	Mary Lynn Bodalski	02/04/2008	22.00
23727	COMCAST	COMCAST	02/04/2008	96.27
23728	COMM BIB	Community Bible Church	02/04/2008	150.00
23729	DTE LAKE	DTE Energy	02/04/2008	172.72
23730	ETNA SUP	Etna Supply Company	02/04/2008	2,426.00
23731	GenCurre	Genoa Twp Current Tax Fund	02/04/2008	153.40
23732	Hanus	Carol Hanus	02/04/2008	27.00
23733	HI-LINE	Hi-Line	02/04/2008	496.48
23734	HOWARDA	Charles Howard	02/04/2008	33.00
23735	LAKESIDE	Lakeside Service Company, Inc.	02/04/2008	1,692.00
23736	MASTER M	Master Media Supply	02/04/2008	728.80
23737	MCDONALD	McDonald Modular Solutions	02/04/2008	375.00
23738	MI Soc P	Michigan Association of Planni	02/04/2008	95.00
23739	Miller C	Miller,Canf,Paddock,&Stone,PLC	02/04/2008	2,488.40
23740	MPA	Lawrence R. Heslip	02/04/2008	2,418.00
23741	Net serv	Network Services Group, L.L.C.	02/04/2008	570.00
23742	PRINTING	Printing Systems	02/04/2008	1,148.15
23743	River To	River Town Enterprises, LLC	02/04/2008	714.00
23744	SELCRA	Selcra	02/04/2008	8,307.47
23745	SHELL	Shell	02/04/2008	226.17
23746	SKOLAR P	Paulette Skolarus	02/04/2008	68.68
23747	Stand El	Standard Electric Company	02/04/2008	158.23
23748	TASC	Total Administrative Services	02/04/2008	45.00
23749	TRI COUN	Tri County Cleaning Supply Inc	02/04/2008	209.78
23750	Unum	Unum Provident	02/04/2008	963.24
23751	VERIZONW	Verizon Wireless	02/04/2008	562.67
23752	WALMART	Walmart Community	02/04/2008	69.56
23753	WOOSLE T	Timothy Woosley	02/04/2008	380.00
23754	Hanus	Carol Hanus	02/04/2008	229.96

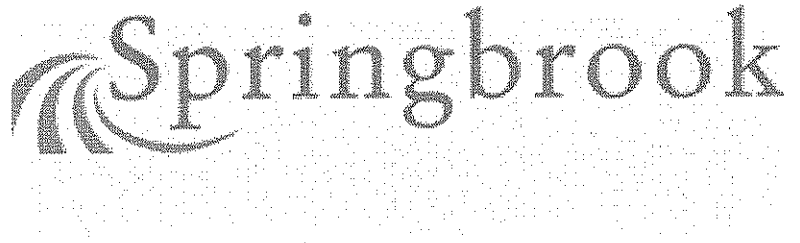
**Report Total: 34,893.74**

**First National  
Direct Deposit  
January 25, 2008  
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,042.97
Amy Ruthig		\$955.08
Angela Williams		\$555.74
Barb Kries		\$917.77
Carol Hanus		\$1,176.68
Cinthia Howard		\$688.03
Dave Estrada		\$1,016.58
Deborah Rojewski		\$2,170.87
<b>Genoa Township</b>	<b>\$22,818.47</b>	
Greg Tatara		\$2,362.89
H.J. Mortensen		\$0.00
Judith Smith		\$1,033.44
Karen J. Saari		\$859.05
Kelly VanMarter		\$1,899.34
Laura Mroczka		\$1,219.09
Mary Krencicki		\$924.81
Michael Archinal		\$2,386.41
Renee Gray		\$857.05
Robin Hunt		\$1,186.73
Susan Sitner		\$708.17
Tammy Lindberg		\$857.77
<b>Total Deposit</b>		<b>\$22,818.47</b>

EFT #: \_\_\_\_\_  
INTERNET: \_\_\_\_\_  
CHECK BOOK: \_\_\_\_\_

Accounts Payable  
Computer Check Register



User: angie  
Printed: 01/22/2008 - 12:22  
Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
23712	Administ	Total Administrative Services	01/25/2008		357.67
			Check 23712 Total:		357.67
9455	AETNA LI	Aetna Life Insurance & Annuity	01/25/2008		25.00
			Check 9455 Total:		25.00
9456	EFT-FED	EFT- Federal Payroll Tax	01/25/2008		3,692.49 1,947.17 1,947.17 455.38 455.38
			Check 9456 Total:		8,497.59
9457	EFT-PENS	EFT- Payroll Pens Ln Pyts	01/25/2008		564.54
			Check 9457 Total:		564.54
23713	Equitabl	Equivest Unit Annuity Lock Box	01/25/2008		620.00
			Check 23713 Total:		620.00
9458	FIRST NA	First National Bank	01/25/2008		275.00 2,125.00 20,418.47

Check 9458 Total: 22,818.47

23714 SOM-TRE State Of Mich- Dept Of Treasur 01/25/2008 01/22/2008 3,108.47

Check 23714 Total: 3,108.47

Report Total: 35,991.74

First National  
Direct Deposit  
February 1, 2008  
Monthly Payroll

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
<b>Genoa Township</b>	<b>\$7,557.92</b>	
Adam Van Tassel		\$508.55
Gary McCririe		\$1,728.27
H.J. Mortensen		\$975.77
Jean Ledford		\$1,152.64
Paulette Skolarus		\$2,546.40
Steve Wildman		\$316.80
Todd Smith		\$329.49
<b>Total Deposit</b>		<b><u><u>\$7,557.92</u></u></b>

Accounts Payable  
Computer Check Register



User: angie

Printed: 01/25/2008 - 10:28

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
23715	Administ	Total Administrative Services	02/01/2008		100.00
Check 23715 Total:					100.00
9460	AETNA LI	Aetna Life Insurance & Annuity	02/01/2008		250.00
Check 9460 Total:					250.00
9461	EFT-FED	EFT- Federal Payroll Tax	02/01/2008		1,988.06 746.48 746.48 174.59 174.59
Check 9461 Total:					3,830.20
9462	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/01/2008		295.11
Check 9462 Total:					295.11
23716	Equitabl	Equivest Unit Annuity Lock Box	02/01/2008		270.00
Check 23716 Total:					270.00
9463	FIRST NA	First National Bank	02/01/2008		7,507.92 50.00



Check 9463 Total:

7,557.92

23717

USTREASU United States Treasury

02/01/2008

02/01/2008

244.14

Check 23717 Total:

244.14

Report Total:

12,547.37

9:38 AM  
01/30/08

**#592 OAK POINTE WATER/SEWER FUND**  
**Payment of Bills**  
January 16 through February 4, 2008

Type	Date	Num	Name	Memo	Amount
Check	01/29/2008	916	AT & T	11/20/07-12/19/07	-723.52
Check	01/29/2008	917	BRIGHTON ANALYTICAL LLC	lab tests	-585.00
Check	01/29/2008	918	STATE OF MICHIGAN	groundwater annual permit 31-03-000	-3,650.00
Check	01/29/2008	919	GENOA TWP UTILITY FUND	utility director 10/1/07-12/31/07	-6,778.00
Check	01/29/2008	920	MPA TRUCKING	snow plowing 01/01-01/15/08	-652.00
Check	01/29/2008	921	SEVERN TRENT ENVIRONMENTAL SERVICES,	purchases made 10/11/07 #2571	-95.37
Check	01/29/2008	922	USA Bluebook	SUPPLIES	-209.43
Check	01/29/2008	923	VELOCITY PUMPS	pump rebuilds	-517.50
<b>TOTAL</b>					<b>-13,210.82</b>
Oak Pointe					13,210.82
Lake Edgewood					\$11,588.20
Pine Creek					\$0.00
<b>Grand Total</b>					<b>24,799.02</b>

9:59 AM  
01/30/08

**#593 LAKE EDGEWOOD W/S FUND**  
**Missing Checks**  
January 16 through February 4, 2008

Type	Date	Num	Name	Memo	Amount
Check	01/29/2008	1242	ACTUATOR SPECIALTIES, INC.	service LEWWP	-2,301.90
Check	01/29/2008	1243	AT&T	01/07/08-02/06/08	-104.31
Check	01/29/2008	1244	Brighton Analytical L.L.C.	lab costs	-2,121.00
Check	01/29/2008	1245	STATE OF MICHIGAN	Groundwater permit fee	-3,650.00
Check	01/29/2008	1246	GENOA TWP UTILITY FUND	10/01/07-12/31/07	-2,168.00
Check	01/29/2008	1247	GENOA TOWNSHIP	09/30/07-12/31/07	-20.80
Check	01/29/2008	1248	GEOCORP, INC.	Supplies	-133.39
Check	01/29/2008	1249	MPA TRUCKING & SNOW PLOWING	snow plowing & salting	-372.00
Check	01/29/2008	1250	PVS NOLWOOD CHEMICALS, INC	Aluminum Sulfate	-716.80
<b>TOTAL</b>					<b>-11,588.20</b>

10:00 AM  
01/30/08

**#595 PINE CREEK W/S FUND**  
**Payment of Bills**  
January 16 through February 4, 2008

Type	Date	Num	Name	Memo	Amount
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No checks issued

**Genoa Charter Township Board  
Regular Meeting and Public Hearing  
January 22, 2008 (Tuesday)  
6:30 p.m.**

**MINUTES**

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following persons were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Todd Smith, Jean Ledford, Steve Wildman and Jim Mortensen. Also present were Township Manager Michael Archinal and no persons in the audience.

A Call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Mortensen, supported by Smith, to approve all items listed under the consent agenda as presented. The motion carried unanimously.

**1. Payment of Bills**

**2. Approval of Minutes: 1-07-08**

**3. Request of approval to enter into agreements to collect 2008 summer school property taxes with Brighton Area Schools, Hartland Consolidated Schools and Howell Public Schools as submitted by Township Treasurer.**

**4. Request for approval of poverty guidelines for the 2008 Board of Review.**

**5. Request to award bid for the snow plowing of Township bike paths.**

Heikkinen will invite representatives and/or attorneys for Lake Chemung Outdoor Resorts to discuss with the administrative committee the number of boats being moored at Lake Chemung. Aerial pictures indicate that between 110 and 130 boats are being moored while only 32 are allowed.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:50 p.m.

Paulette A. Skolarus  
Genoa Township Clerk

(Press/argus 02/01/08)

To: Township Board  
From: Gary McCririe, Supervisor  
Date: February 1, 2008  
Topic: Polling Places

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*The following motion would be appropriate:*

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the change of the polling places for precincts 7 and 8 to Hornung Elementary 4680 Bauer Road from Maltby Middle School at 4740 Bauer Road, Brighton, MI 48116.

# Memo

**To:** Genoa Township Board

**From:** Debra L. Rojewski

**Date:** 1/25/2008

**Re:** Instructions for poverty exemption, guidelines for poverty exemption, Poverty Exemption application and Poverty Exemption worksheet.

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I would like the Genoa Township Board to adopt these guidelines for the 2008 Board of Review. If you have any further questions feel free to contact me.

Please consider the following action:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to

**Approve the 2008 Instructions for poverty exemption, guidelines for poverty exemption, Poverty exemption application and Poverty exemption worksheet as submitted.**

# INSTRUCTIONS

FOR

## POVERTY EXEMPTION APPLICATION

GENOA CHARTER TOWNSHIP

[www.GENOA.ORG](http://www.GENOA.ORG)

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To be considered for a poverty exemption, the following steps must be followed:

1. **COMPLETE THIS APPLICATION IN FULL.** Please return to the Assessing Department one day prior to your scheduled appointment to the Board of Review.
2. A copy of the following as required by law must be completed, signed in ink and notarized:

— 2007 FEDERAL INCOME TAX RETURN (1040)with W 2's & 1099's.  
— 2007 MICHIGAN INCOME TAX RETURN (MI-1040)  
— 2007 HOMESTEAD PROPERTY TAX CREDIT FORM (MI-1040CR)  
— 2007 SOCIAL SECURITY BENEFITS-Year End Statement-if received

If your application does not include copies of the above documents, it will be considered incomplete, and therefore, ineligible for a Poverty Exemption.

3. APPEAR before the March Board of Review by making an appointment. Please call the Assessor's Office at 810-227-5225 for a date and time to appear before the Board of Review.

Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.

**Poverty Exemption** as defined by the Michigan Compiled Laws is as follows:

Section 211.7u: The homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is exempt from taxation in whole or in part from taxation under this act.

Please be aware that as an applicant for Poverty Exemption, you must also comply with the following sections of the Michigan Compiled Laws:

Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act shall willfully swear falsely, will be guilty of perjury and subject to its penalties.

If you have any questions regarding the above, contact the Assessing Department at 810-227-5225, or [duffy@genoa.org](mailto:duffy@genoa.org)

**GENOA CHARTER TOWNSHIP  
COUNTY OF LIVINGSTON, MICHIGAN**

**RESOLUTION ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY  
EXEMPTIONS FROM PROPERTY TAXES PURSUANT TO MCL 211.7u AND  
ESTABLISHING BEGINNING DATE FOR THE BOARD OF REVIEW**

At a regular meeting of the Board of Trustees of Genoa Charter Township, County of Livingston, State of Michigan, held on February 4, 2008, the following Resolution was moved, supported and adopted.

RECITALS:

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being section 211.7u of the Michigan Compiled Laws, requires the governing body of the assessing unit to determine and make available to the public the policy and guidelines for granting of poverty exemptions under MCL 211.70;

NOW, THEREFORE BE IT RESOLVED that to be eligible for a poverty exemption pursuant to MCL 211.7u in the Township of Independence, a person must be the owner and must occupy the property as a homestead, as defined, for which the exemption is requested; file a completed and notarized application; file copies of federal and state income tax returns for all persons residing in the homestead, including property tax credit forms and/or Statement of Benefits Paid from Michigan Department of Social Services or Social Security Administration; meet local (Independence Township) poverty income standards;

BE IT FURTHER RESOLVED that the applicant must have an annual adjusted income less than the amounts shown in Attachment A;

BE IT FURTHER RESOLVED that the applicant must have an annual taxable and/or non-taxable dividend income less than \$3,000;

BE IT FURTHER RESOLVED that the applicant's asset level, excluding the homestead, may not exceed \$130,000;

BE IT FURTHER RESOLVED that the applicant may not have ownership interest in any real estate other than the homestead;

BE IT FURTHER RESOLVED that a poverty exemption may be granted for only one year at a time;

BE IT FURTHER RESOLVED that for the 2008 tax year the Genoa Charter Township Board of Review will begin its proceedings on Tuesday, March 4, 2008;

BE IT FURTHER RESOLVED that the board of review shall request identification of the applicant and/or proof of ownership of the homestead under consideration for poverty exemption;

BE IT FURTHER RESOLVED that the board of review may request from the applicant any supporting documents which may be utilized in determining a poverty exemption request;

BE IT FURTHER RESOLVED that the completed poverty exemption application must be filed after January 1, but before the day prior to the last day of the board of review in the year for which exemption is sought;

BE IT FURTHER RESOLVED that the board of review shall administer an oath wherein the applicant testifies as to the accuracy of the information provided;

BE IT FURTHER RESOLVED that the board of review may deviate from the established policy and guidelines only for substantial and compelling reasons. The applicant will be notified, in writing, the reasons for deviating from the policy and guidelines for poverty exemption;

BE IT FURTHER RESOLVED that to conform with the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect.

## ATTACHMENT A

### POVERTY LEVEL GUIDELINES FOR 2008 TAX YEAR

FAMILY UNIT	ADJUSTED INCOME
Family of 1:	\$12,252
Family of 2:	\$16,428
Family of 3:	\$20,604
Family of 4:	\$24,780
Family of 5:	\$28,956
Family of 6:	\$33,132
Family of 7:	\$37,308
Family of 8:	\$41,484



**GENOA CHARTER TOWNSHIP  
APPLICATION FOR ONE YEAR HARDSHIP REDUCTION**

COMPLETE ENTIRE APPLICATION AND RETURN IT ALONG WITH THE **MOST RECENT** COPY OF THE FOLLOWING:

- (1) FEDERAL TAX RETURN
- (2) STATE OF MICHIGAN INCOME TAX RETURN
- (3) MICHIGAN HOMESTEAD PROPERTY TAX CREDIT CLAIM (1040-CR)
- (4) ALL INCOME STATEMENTS ASSOCIATED W/ABOVE RETURNS (1099'S, W-2'S)

**YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT ALL OF THIS INFORMATION**

**PERSONAL DATA**

Name: \_\_\_\_\_ Are you 65 or Older? YES NO  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ Are you Disabled? YES NO  
 Nature of Disability: \_\_\_\_\_  
 # of Dependents (Do not include yourself): \_\_\_\_\_ Ages: \_\_\_\_\_

List all occupants of the home and their relationship:

NAME	RELATIONSHIP
_____	_____
_____	_____
_____	_____

Attach additional pages if necessary

**PROPERTY INFORMATION**

Year property was purchased: \_\_\_\_\_ Purchase Price: \_\_\_\_\_  
 Do you own the property free and clear? YES NO -----> What is your monthly payment? \_\_\_\_\_  
 Are the taxes included in your payment? YES NO  
 Are the taxes current? YES NO -----> Amount past due: \_\_\_\_\_  
 Do you own other real estate? NO YES -----> Please list below the location, value and type

LOCATION OF OTHER REAL ESTATE	VALUE	TYPE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional pages if necessary

**EMPLOYMENT STATUS**

Are you, your spouse, or other members of the household employed?  
 Self: NO YES -----> Employer Name & Address: \_\_\_\_\_  
 Spouse: NO YES -----> Employer Name & Address: \_\_\_\_\_  
 Other members in household: NO YES -----> Employer Name & Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GENOA CHARTER TOWNSHIP  
APPLICATION FOR ONE YEAR HARDSHIP REDUCTION**

**INCOME**

**TOTAL ESTIMATED HOUSEHOLD INCOME DECLARATION**

SOURCE	MONTHLY AMOUNT	ANNUAL AMOUNT
Wages / Salaries / Tips	_____	_____
Social Security / SSI	_____	_____
Pension or Retirement	_____	_____
Interest and/or Dividends	_____	_____
Rental Income	_____	_____
Business or Royalty Income	_____	_____
Disability Payments	_____	_____
General Assistance / ADC	_____	_____
Alimony	_____	_____
Child Support	_____	_____
Unemployment Benefits	_____	_____
Other Income from Family	_____	_____
Income from Land Contracts, etc.	_____	_____
Any Other Income (Source)	_____	_____

**TOTAL PROJECTED INCOME FOR CURRENT YEAR**

\_\_\_\_\_

**ASSETS**

Do you have a savings account?	NO	YES ----->	Balance: _____	Bank: _____
Do you own any time certificates?	NO	YES ----->	Type: _____	Value: _____
Do you own any stocks or bonds?	NO	YES ----->	Type: _____	Value: _____
Do you own any other assets?	NO	YES ----->	Type: _____	Value: _____
			Type: _____	Value: _____
			Type: _____	Value: _____

**GENOA CHARTER TOWNSHIP  
APPLICATION FOR ONE YEAR HARDSHIP REDUCTION**

**EXPENSE INFORMATION**

Average Monthly Expenses: \_\_\_\_\_  
House Pmt (Prin. & Interest) \_\_\_\_\_  
    Association Dues (if applicable) \_\_\_\_\_  
Life Insurance \_\_\_\_\_  
Health Insurance \_\_\_\_\_  
Home Insurance \_\_\_\_\_  
Auto Insurance \_\_\_\_\_  
Taxes (Homestead) \_\_\_\_\_  
Taxes on other Real Estate \_\_\_\_\_  
Car Payment #1 \_\_\_\_\_ Year Make & Model \_\_\_\_\_  
Car Payment #2 \_\_\_\_\_ Year Make & Model \_\_\_\_\_  
Utilities: Electric \_\_\_\_\_  
            Gas/Oil/Heat \_\_\_\_\_  
            Telephone \_\_\_\_\_  
            Water \_\_\_\_\_  
            Cable \_\_\_\_\_  
Child Care \_\_\_\_\_  
Food & Clothing \_\_\_\_\_  
Credit Card #1 \_\_\_\_\_ Balance \_\_\_\_\_  
Credit Card #2 \_\_\_\_\_ Balance \_\_\_\_\_  
Credit Card #3 \_\_\_\_\_ Balance \_\_\_\_\_  
Other Loans \_\_\_\_\_  
Medical Bills (After Insurance) \_\_\_\_\_  
Lawn Care \_\_\_\_\_  
Other (Specify) \_\_\_\_\_

Do you have any unusual expenses?      NO      YES-----> Please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Is there any other information you feel the Board of Review should consider?

**GENOA CHARTER TOWNSHIP  
APPLICATION FOR ONE YEAR HARDSHIP REDUCTION**

**I/WE DECLARE THAT I/WE ARE UNABLE TO PAY THE FULL PROPERTY TAX LEVY ON THE ABOVE DESCRIBED PARCEL AND HEREBY MAKE APPLICATION FOR PROPERTY TAX RELIEF DUE TO HARDSHIP IN ACCORDANCE WITH SECTION 211.7u OF MCL. I/WE DECLARE THAT THE STATEMENTS MADE HEREIN ARE COMPLETE, TRUE AND CORRECT. I/WE FURTHER UNDERSTAND THAT IF ANY INFORMATION CONTAINED HEREIN IS FOUND TO BE FALSE OR INCOMPLETE, ANY AND ALL RELIEF GRANTED BY THIS APPLICATION WILL BE FORFEITED AND PLACED BACK ON THE ASSESSMENT ROLL WITH PENALTIES AND INTEREST, AND IS ALSO PUNISHABLE BY PENALTY OF PERJURY**

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Witness / Notary \_\_\_\_\_

# GENOA CHARTER TOWNSHIP POVERTY EXEMPTION WORKSHEET

TAX YEAR: 2008

PARCEL NUMBER:	
OWNER NAME:	
PROPERTY ADDRESS:	

GROSS TAXABLE INCOME:		<small>Gross income shall be adjusted with a factor of 0.72. This allows for 28% of employment income to meet tax liability. At the discretion of the BOR, actual tax liability as reflected on the tax returns may be utilized.</small>
SS BENEFITS/NON TX INCOME:		
ADJUSTED INCOME:		
less MEDICAL EXPENSES:		<small>Medical expenses are either 100% of actual expenses or 15% of adjusted income.</small>
less OTHER EXPENSES:		<small>Any unusual &amp; necessary expenses that the BOR determines to be detrimental to the applicant's ability to pay property taxes.</small>
NET INCOME FOR PROPERTY TX CALC:		

Total Net Income for calc X 3.5% (.035) or by the percent in Table 3 below \_\_\_\_\_ (TAX)

Plus expected credit from 1040-CR \_\_\_\_\_

Tax Liability to be used to determine Taxable Value \_\_\_\_\_

$$\frac{\text{Taxable Liability}}{\text{Prior Year Millage Rate}} = \text{2008 Taxable Value}$$

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

**NOTE: THE MAXIMUM ASSETS ALLOWED FOR A POVERTY EXEMPTION SHALL BE \$20,000. ASSETS EXEMPTED FROM CONSIDERATION ARE THE HOMESTEAD PROPERTY W/FURNISHINGS AND ONE MOTOR VEHICLE. MOTOR VEHICLE SHALL BE VALUED AT NO GREATER THAN \$20,000.**

NOTES OR REASON FOR DENIAL: \_\_\_\_\_

Table 3:

Income	% of Income
\$3,000 or less	0%
\$3,001 - \$4,000	1%
\$4,001 - \$5,000	2%
\$5,001 - \$6,000	3%
More than \$,6000	3.5%

\_\_\_\_\_

\_\_\_\_\_

**TO: Township Board**  
**FROM: Kelly VanMarter, Planning Director**  
**DATE: January 30, 2008**  
**RE: Battery Solutions Special Use**

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Staff recommends the following action regarding the proposed Battery Solutions (38,081 sq. ft.) office and warehouse building located at 5810 & 5900 Brighton Pines Ct.:

**Special Use Permit:** approval with the following conditions:

1. All government permits, licenses, and the PIP plan for handling hazardous materials will remain in force;
2. No odors or on-site breaking, shredding, draining or reducing of batteries will be conducted on site;
3. The special use is consistent with Section 19.03 of the Township Ordinance.

**Impact assessment (dated 11-26-07):** approval.

**Site Plan (dated 1-16-08):** approval with the following conditions:

1. The petitioner will provide an agreement to install a sidewalk on Dorr Road at his/her expense if and when the Township requires the installation of sidewalks along Dorr Road. This agreement will be in a recordable form and is subject to the review and approval by the Township Attorney;
2. Two 3" caliper deciduous and two 8' tall evergreen trees will be added to the landscaping along the expressway and wrapped around the southeast corner of building;
3. Eighty-one parking spaces are approved based on the number of employees working on the site;
4. The 25' wide water main easement shall be submitted to the Township.
5. The petitioner should be aware that there are tap in fees associated with the connection to the municipal sanitary sewer and water systems.
6. Any outstanding items from the Brighton Area Fire Department in their letter dated January 10, 2008 will be complied with.
7. All rooftop equipment will be screened.
8. The two parcels will be combined into one lot with one tax code number.

248-446-1800

APPLICATION FOR SPECIAL LAND USE  
GENOA TOWNSHIP

APPLICANT NAME\* & ADDRESS: BRIVAR Construction Company Brighton, MI 48116  
7258 Kensington Rd.  
OWNER NAME\* & ADDRESS: Sova Leasing Brighton, LLC Brighton, MI 48116  
7266 Kensington Rd.  
SITE ADDRESS: 5810 & 5900 Brighton Pines. PARCEL #(s): 11-15-200-026 and 027  
Court  
APPLICANTPHONE: (248) 446-8000 OWNER PHONE: (248) 446-3001  
Attn: Steven Varilone Attn: Chris Sova

Location and brief description of site and surroundings:

Vacant Lot nos. 5 and 6 of Brighton Pines Industrial Center.  
Surrounded by industrially zoned property on the northeast,  
southeast, and northwest and by I96 on the southwest.

Proposed Use:

Sorting, warehousing and distribution of used batteries and  
related office use.

Describe how your request meets the Zoning Ordinance General Review Standards (section 19.03):

- a. Describe how the use will be compatible and in accordance with the goals, objectives, and policies of the Genoa Township Comprehensive Plan and subarea plans, and will promote the Statement of Purpose of the zoning district in which the use is proposed.

The proposed use is exactly in keeping with permitted uses  
within the Industrial District.

- b. Describe how the use will be designed, constructed, operated, and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity.

The site is designed with ample on site parking and truck  
maneuvering. The building is designed to maintain the high  
aesthetics of the park. All operations will be contained within  
the building.

- c. How will the use be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, water and sewage facilities, refuse disposal and schools?

There will be no negative impact or special requirements of  
public facilities and services.

- d. Will the use involve any uses, activities, processes, or materials potentially detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, odors, glare, or other such nuisance? If so, how will the impacts be mitigated?

Used batteries are stored in UL approved drums, pails or  
packaged on pallets, warehoused for short periods of time to  
consolidate shipping loads; then shipped off-site for recycling.  
All sorting, storage, loading and unloading is contained within  
the building.

Dec 11 2007 10:39AM Genoa Township

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P. 2

c. Does the use have specific criteria as listed in the Zoning Ordinance (sections 3.03.02, 7.02.02, & 8.02.02)? If so, describe how the criteria are met.

None known.

I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO DESIGN, CONSTRUCT AND OPERATE, AND MAINTAIN THESE PREMISES AND THE BUILDINGS, STRUCTURES, AND FACILITIES WHICH ARE GOVERNED BY THIS PERMIT IN ACCORDANCE WITH THE STATED REQUIREMENTS OF THE GENOA TOWNSHIP ZONING ORDINANCE, AND SUCH ADDITIONAL LIMITS AND SAFEGUARDS AS MAY BE MADE A PART OF THIS PERMIT.

THE UNDERSIGNED Steven P. Varilone, Acting Agent contingent STATES THAT THEY ARE THE ~~OWNER~~ OWNER\* OF THE PROPERTY OF PROPERTIES DESCRIBED ABOVE AND MAKES APPLICATION FOR THIS SPECIAL LAND USE PERMIT.

By: Steven P. Varilone, President

ADDRESS: BRIVAR Construction Company, 7258 Kensington Road, Brighton, MI 48116

\*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent. (see attached)

Contact Information - Review Letters and Correspondence shall be forwarded to the following:		
<u>Steven Varilone</u>	of <u>BRIVAR Construction</u>	at <u>248-496-1800</u>
Name	Business Affiliation	Fax No.

Note: This application must be accompanied by a site plan review application and the associated site plan review submittal requirements. (The Zoning Administrator may allow a less detailed sketch plan for a change in use.)

FEE EXCEEDANCE AGREEMENT	
As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.	
SIGNATURE: _____	DATE: _____
PRINT NAME: _____	PHONE: _____
ADDRESS: _____	



**GENOA TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW**

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS\*: BRIVAR Construction Company Brighton, MI 48116 7258 Kensington Rd.

OWNER'S NAME & ADDRESS: Sova Leasing Brighton, LLC Brighton, MI 48116 7266 Kensington Rd.

SITE ADDRESS: 5810 & 5900 Brighton Pines Court PARCEL #(s): 11-15-200-026 and 027

APPLICANT PHONE: 248) 446-8000 OWNER PHONE: 248 446-3001  
Attn: Steven Varilone Attn: Chris Sova

LOCATION AND BRIEF DESCRIPTION OF SITE:

Vacant Lot Nos. 5 and 6 Brighton Pines Industrial Center


BRIEF STATEMENT OF PROPOSED USE:

Sorting, warehousing and distribution of used batteries and related office use.

THE FOLLOWING BUILDINGS ARE PROPOSED:

An approximately 38,087 sq.ft. building comprised of 8,160 sq. ft. office and 29,921 sq. ft. warehouse.

I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BY: Steven P. Varilone, President 

ADDRESS: BRIVAR Construction Company, 7258 Kensington Road, Brighton, MI 48116

\* If applicant is not the owner, a letter of Authorization from Property Owner is needed.

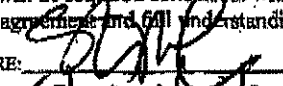
**Contact Information - Review Letters and Correspondence shall be forwarded to the following:**

1.) Steven Varilone of BRIVAR Construction at 248 446-1800

Name Business Affiliation Fax No.

**FEE EXCEEDANCE AGREEMENT**

An stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE:  DATE: 12/11/07

PRINT NAME: Steven Varilone PHONE: 248-446-8000

ADDRESS: 7258 Kensington Road Brighton, MI 48116

**REQUIRED SITE PLAN CONTENTS**

Each site plan submitted to the Township Planning Commission shall be in accordance with the provisions of the Zoning Ordinance. No site plan shall be considered until reviewed by the Zoning Administrator. The following information shall be included in the site plan submittal packet:

<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>ITEM</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application form and fee:</b> A completed application form and payment of a non-refundable application fee. (A separate escrow fee may be required for administrative charges to review the site plan submittal.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Applicant information:</b> The name and address of the property owner and applicant, interest of the applicant in the property, the name and address of the developer, and current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Scale:</b> The site plan should be drawn at an engineers scale on sheets measuring 24x36 inches at the scale noted below:

<u>ACREAGE</u>	<u>SCALE</u>
160 or more	1" = 200'
5- 159.9	1" = 100'
2- 4.99	1" = 50'
1- 1.99	1" = 30'
0- .99	1" = 20'

**COVER SHEET CONTAINING**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The name and address of the project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A complete and current legal description and size of property in acres and square feet. Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or angles or bearings shall be based upon a boundary survey and shall correlate with the legal description.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A small location sketch of sufficient size and scale to locate the property within the Township.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title block with north arrow, date of preparation and any revisions.

**EXISTING CONDITION SHEETS ILLUSTRATING**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	All existing lot lines and dimensions, including setback lines and existing or proposed easements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing topography (minimum contour interval of two feet)

- |  |                                     |  |
|--|-------------------------------------|--|
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | Existing natural features such as streams, marshes, ponds; wetlands labeled with size and type (upland, emergent, etc)   |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | Existing woodlands shall be shown by an approximate outline of the total canopy; individual deciduous trees of eight inch caliper or larger and individual evergreen trees six feet in height or higher, where not a part of a group of trees, shall be accurately located and identified by species and size (caliper for deciduous, height for evergreen).   |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | Soil characteristics of the parcel to at least the detail as provided by the Soil Conservation Service Soil Survey of Livingston County. A separate map or overlay at the same scale as the site plan map may be used.   |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | Zoning and current land use of applicants property and all abutting properties and of properties across any public or private street from the site.  |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | Indication of existing drainage patterns, surface or water bodies.   |
| <input type="checkbox"/>                   | <input checked="" type="checkbox"/> | The limits of any wetland regulated by the MDEQ, including attachment of any MDEQ approved wetland determination or documentation that an application for an MDEQ review has been submitted. If an MDEQ regulated wetland is to be impacted, an indication of the status of application for an MDEQ wetland permit or copy of a permit including description of any wetland migration required attached.   |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | Aerial photograph indicating the limits of the site, surrounding land uses and street system.  |
| <b><u>PROPOSED PROJECT INFORMATION</u></b> |                                     |  |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | <b>Base information:</b> The location of all existing buildings, structures, street names and existing right-of-way, utility poles, towers, drainage ditches, culverts, pavement, sidewalks, parking areas and driveways on the property and within one-hundred feet of the subject property (including driveways on the opposite side of any street). Notes shall be provided indicating those which will remain and those which are to be removed.   |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | <b>Building information:</b> Footprints, dimensions, setbacks, typical floor plans, and a sketch of any rooftop or ground mounted equipment to scale.  |
| <input checked="" type="checkbox"/>        | <input type="checkbox"/>            | <b>Building elevations:</b> Elevation drawings shall be submitted illustrating the building design and height, and describing construction materials for all proposed structures. Elevations shall be provided for all sides visible from an existing or proposed public street or visible to a residential district. The Planning commission may require color renderings of the Building. Proposed materials and colors shall be specified on the Plan and color chips or samples shall also be provided at the time of site plan review. These elevations, colors, and materials shall be considered part of the approval site plan. (as amended 4/15/95) |

**Building and lot coverage:** Percentage of building coverage and impervious surface ratio (all paved areas and building v. total lot area) compared to the percentages specified in the Table of Dimensional Standards Article 4.

**For residential developments:** Number of residential unit for each project phase divided by acreage exclusive of any public right-of-way or private road access easement; lot area for each lot; and a description of the number of each unit by size and number of bedrooms; if a multi-phase development is proposed, identification of the areas included in each phase.

**For commercial and office uses:** The Gross Floor Area and Useable Floor Area of each use or lease space. For industrial uses: The floor area devoted to industrial uses and the area intended for accessory office use.

**Streets, driveways, and circulation:** The layout and dimensions of proposed lots, streets and drives (including grades, existing or proposed right-of-way or easement and pavement width, number of lanes and typical cross section showing surface and sub base materials and dimensions, grades of all entrances and exits, location and typical detail of curbs, intersection radii ), access points (including deceleration or passing lanes, distance from adjacent driveways or street intersection), sidewalks (width, pavement type and distance from street) and recreation areas. Written verification of any access easements or agreements for shared access or driveway curb return extending beyond the property line shall be required.

**Utilities:** Existing and proposed locations of utility services (with sizes), degrees of slope of sides of retention/ detention ponds; calculations for size of storm drainage facilities; location of electricity and telephone poles and wires; location and size of surface mounted equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks and drain fields; location of manholes, catch basins and fire hydrants; location, size, and inverts for storm and sanitary sewers, any public or private easements; notes shall be provided clearly indicating which existing services will remain and which will be removed.

**Grading and drainage:** A site grading plan for all developments where grading will occur, with existing and proposed topography at a minimum of two (2) foot contour intervals and with topography extending a minimum of twenty (20) feet beyond the site in all directions and a general description of grades within fifty (50), and further where required to indicate stormwater runoff into an approved drain or detention/ retention pond so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines

at or before the property lines. A general description and location of the stormwater management system shall be shown on the grading plan. The Township Engineer may require detailed design information for any retention/detention ponds and stormwater outfall structures or basins. If MDEQ regulated wetlands are to be used, status of MDEQ permit application or copy of permit with attached conditions shall be provided.

**Landscape and screening:** A landscape plan indicating proposed ground cover and plant locations and with common plant name, number, and size at installation. For any trees over eight (8) inch caliper to be preserved. A detail shall be provided to illustrate protection around the tree's drip line. Berms, retaining walls or fences shall be shown with elevations or cross section from the surrounding average grade. The location, type and height of proposed fences shall be described.

**Waste receptacles:** Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions in compliance with Zoning Ordinance Standards.

**Signs:** Locations of all signs including location, size, area type, height, and method of lighting. Note that all regulatory signs shall meet the standards from the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

**Lighting:** Details of exterior lighting including location, height, method of shielding and style of fixtures.

**Parking:** Parking, storage and loading/unloading areas, including the dimensions of typical space, aisle, and angle of spaces. The total number of parking and loading/unloading spaces to be provided and the method spaces to be provided and the method by which the required parking was calculated shall be noted.

The applicant shall erect flagged stakes at the perimeter points of the property to assist Township officials and staff in reviewing the site.

**Motion** by James Mortensen to appoint Doug Brown as Chairman, Dean Tenge as Vice Chairman and Barbara Figurski as Secretary of the Planning Commission. Support by Teri Olson. **Motion carried unanimously.**

**CALL TO THE PUBLIC:** *(Note: The Board reserves the right to not begin new business after 10:00 p.m.)*

**OPEN PUBLIC HEARING # 1... Review of special use application, impact assessment, and site plan for a proposed 38,081 sq. ft. office and warehouse building located at 5810 & 5900 Brighton Pines Howell, Sec. 15, petitioned by Brivar Construction.**

Chris Sova of Battery Solutions and Steve Varilone of Brivar Construction address the Planning Commission. Petitioner's business involves receiving, sorting, warehousing and shipping of batteries. Over 90% of these batteries are dry cells. The balance are wet cell, which contains approximately one pop can full of liquid. Therefore, petitioner believes no containment is necessary. In order for any type of spill to occur, it would require a puncturing of a battery, which would be treated with a neutralizer to the spill area and containment of the leaking battery.

Vice Chairman Tenge asks about leaking car batteries if a skid of them is dropped. Petitioner indicates you shouldn't get that much leakage unless they were smashed into little pieces, but most of the skids of batteries are the types of batteries that do not leak.

Petitioner indicates that skids have been dropped before. Each car battery has 6 cells of liquid that total one gallon. Absorption materials would be applied to any spill and then the materials would be disposed of with the recycling company that purchases the batteries.

Any spill would be cleaned up within a few moments and this would not be sufficient time to leech through concrete.

Jeff Purdy indicates that the concrete floor should be sealed and that there should be no floor drains that discharge outside of the building and that the floor isn't sloped to the outside of the building. Petitioner indicates these are all items fundamental to their new building.

Petitioner is requesting a large amount of parking due to his belief that his building would be expanded in the future.

Petitioner currently has 40 employees and he expects business will expand rapidly with growth.

Jeff Purdy indicates that the calculations that were run were run without taking into account how many employees there were, but rather on square footage of a usual warehouse. He is now comfortable with the requested parking after discussion it with petitioner. He believes it is up to the Planning Commission to determine if it's appropriate.

Petitioner addresses the landscaping plans. They are deficient in their planting along I-96, but they are providing 53 additional trees and 93 additional shrubs in the plans elsewhere. He believes the 7 pine trees shown in the tree line should be moved to the back side of the building, which would add to the softening of that corner. He would be willing to move some of the extra trees to the back, as well but respectfully requests that he not be required to move any of the trees.

Jeff Purdy suggests 1 canopy and 1 evergreen (8-10') in lieu of shrubs, but the canopy trees would be 3" caliber deciduous for every thirty feet of building line. Petitioner agrees to that concept. He believes the eastern half of the site should be left untouched as it relates to trees and shrubbery. The landscaping plan may be approved administratively.

A rendering was presented to the Planning Commission. It would be split faced block with accenting in earth tones. The façade from I-96 would be 8' of split faced block, then metal panels and windows. The landscaping is in addition to this.

The Planning Commission expresses concern over how much metal is proposed. Petitioner indicates there are economic considerations, as well as architectural. Stan Brisch addresses the Planning Commission. Adding masonry would cause problems for maintenance for the petitioner. Chris Grajek indicates that he believes the windows will draw the eye, rather than the metal siding.

Petitioner will adhere to all suggestions on the Fire Department letter.

Tesha Humphriss discusses the Tetra Tech letter of January 9<sup>th</sup>. The shut off valve must be located within the public utility easement, in addition to the gate valve at the road. David LeClair, engineer for petitioner, is present and addresses the Planning Commission regarding the valve issue.

Petitioner did not bring material samples. We will need a copy of the color rendering at a minimum. Petitioner will provide that within two weeks or building materials.

**Planning Commission disposition of petition**

- A. Recommendation regarding special use application.
- B. Recommendation regarding impact assessment.
- C. Recommendation regarding site plan.

**Motion** by James Mortensen to recommend to the Township Board approval of a special use permit to allow Battery Solutions, Inc. to handle used batteries on its site, subject to the following:

- 1. Government permits, licenses, and a PIP plan for handling hazardous materials will remain in force;
- 2. No odors nor on sight breaking, shredding, draining or reducing of batteries will be conducted on the site;
- 3. The Township Board approval the environmental impact assessment and site plan;
- 4. This recommendation is made because the proposed use and procedures that will be followed are consistent with section 19.03 of the Township Ordinance.

Support by Vice Chairman Tenge. **Motion carried unanimously.**

**Motion** by James Mortensen to recommend to the Township Board approval of the impact assessment for Battery Solutions dated 11/26/07, subject to:

- 1. Approval by the Township Board of the special use permit this evening;
- 2. Approval of the site plan.

Support by Chris Grajek. **Motion carried unanimously.**

**Motion** by James Mortensen to recommend to the Township Board approval of the site plan subject to:

- 1. Approval by the Township Board of the special use permit and environmental impact assessment;
- 2. The building rendering reviewed this evening and/or samples of the materials will become Township property;
- 3. The petitioner will agree to install a sidewalk on Dorr Road at his/her expense if and when the Township develops a sidewalk strategy for Dorr Road. This agreement will be in recordable form subject to review and approval by the Township attorney;
- 4. The building will have no floor drains and the concrete floor will be sealed. The specifics of the concrete floor will be placed upon the site plan;



5. The floor will be self contained so as to avoid external spillage;
6. Landscaping along the expressway will consist of one evergreen and one canopy tree every thirty feet of the building length and will wrap around the southeast corner of the building. The deciduous trees will be of no less than 3" caliber and the evergreen will be no less than 8' high. The trees inserted by the landscaper on the plan at the southeast corner of the site will be removed and existing vegetation will be relied upon. This additional landscaping along the building length may be substituted for some of the above ordinance landscaping elsewhere on the site, which can be approved administratively;
7. Eighty-one parking spaces as proposed are recommended for approval. Although this is considerably above the ordinance requirements, the Planning Commission recommends approval based on the number of employees working on the site;
8. The requirements of the Township Engineer set forth in a letter dated January 9<sup>th</sup>, 2008 will be complied with and in particular, it should be noted that a shut off valve shall be added to the water service line within the public easement;
9. The requirements of the Brighton Fire Department in their letter of January 10<sup>th</sup>, 2008 will be complied with.

Support by Vice President Tenge. **Motion carried unanimously.**

**OPEN PUBLIC HEARING # 2...Review of special use application, impact assessment and site plan for a proposed 4,500 sq. ft. addition to Servpro of Brighton/Howell, located at 2094 Pless Drive Brighton, Sec. 13, petitioned by Servpro of Brighton/Howell.**

David LeClair of Livingston Engineering and Shawn Kiesler of ServPro make a presentation to the Planning Commission. Petitioner is requesting to expand their facility. The petitioner's main work is in water and fire damage clean up. The process of this requires that they store items from a clean up site from time to time. They also would like to secure their vehicles in the fenced area.

Petitioner is requesting leniency in landscaping requirements. Petitioner passes photographs to Planning Commission of the existing vegetation.

The architecture is set up to match the existing building. It is a split phase block building with efis on the front. The addition would also have efis to carry on that façade. Petitioner asks that the wine colored stripe that exists with a stripe of ServPro green. Petitioner shows samples of the color.

Petitioner addresses parking spaces and loading space. It is not a long term parking area.



**LSL Planning, Inc.**

Community Planning Consultants

January 7, 2008

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

**Subject:** Battery Solutions, Inc. – Special Land Use and Site Plan Review #2  
**Location:** 5810 & 5900 Brighton Pines Court (Lots 5 & 6 Brighton Pines Industrial Center) – south side of Brighton Pines Court, west of Dorr Road  
**Zoning:** IND Industrial District  
**Applicant:** Brivar Construction Company  
7258 Kensington Road  
Brighton, MI

Dear Commissioners:

At the Township's request, we have reviewed the revised site plan (dated 12/21/07) for the construction of a new industrial development for Battery Solutions in the Brighton Pines Industrial Center complex. The site is described as Lots 5 and 6 of the Brighton Pines Industrial Center, which is located on the west side of Dorr Road, south of Grand River Avenue. The site is currently zoned IND Industrial District. The request has been reviewed in accordance with the Genoa Township Zoning Ordinance and Master Plan.

**A. Summary of Issues**

1. The applicant must provide documentation that the required secondary containment is provided.
2. Planning Commission approval is required for the proposed architecture, including materials and colors.
3. Planning Commission approval is required for the excess number of parking spaces; 48 spaces are required, while 81 are provided.
4. Planning Commission approval is required for the reduced driveway offset.
5. The landscape plan is deficient by 28 canopy trees, 21 evergreen trees and 112 shrubs for the buffer zone along I-96. The applicant requests Planning Commission to modify the buffer zone plantings due to the presence of existing vegetation. We recommend that a row of plantings be provided with a mixture of evergreen and deciduous trees between the warehouse and I-96.

**B. Proposal**

The applicant proposes to construct a 38,081 square foot building with 8,160 square feet of office space and 29,921 square feet of warehouse space. The proposed use entails sorting, warehousing and distribution of used batteries and related office use. Warehousing facilities with associated office space are permitted uses in the IND, while the storage and handling of hazardous material requires special land use approval.

**C. Special Use Review (General Standards)**

Section 19.03 of the Zoning Ordinance identifies the general review criteria for Special Land Use applications as follows:

1. **Master Plan.** The Master Plan and Future Land Use Map identify the site and adjacent properties as Industrial. The intent of the Industrial classification is to develop industrial uses such as research, wholesale and warehouse activities and light industrial operations. The proposed use is consistent with the Master Plan classification.
2. **Compatibility.** Uses within the Brighton Pines Industrial Center are industrial in nature with no residential uses or zoning adjacent to the site that would be impacted by the request. The site contains existing vegetation along I-96 that is to be preserved for screening purposes.
3. **Public Facilities and Services.** The site is served by existing roadways, as well as public facilities and services. Provided the specific use standards for the storage and handling of hazardous materials are met, the proposed outdoor storage is not anticipated to have an impact upon existing public facilities and services.
4. **Impacts.** Due to the industrial nature of surrounding land uses, adverse impacts are not generally anticipated. However, this is provided the specific use requirements are met. These requirements are described in detail under Section D below.
5. **Mitigation.** The Township may require mitigation necessary to limit or alleviate any potential adverse impacts created by the special land use.

**D. Special Use Review (Specific Standards)**

Section 13.07 identifies the specific requirements for storage of hazardous materials as follows:

1. **Above Ground Storage Tanks.** The use does not include storage tanks.
2. **Below Ground Fuel Storage Tanks.** The use will not have underground storage tanks.
3. **Secondary Containment.** The applicant must document that required secondary containment will be provided for the area in which hazardous materials are stored. This includes documentation of compliance with all applicable state and federal regulations.
4. **Pollution Incident Prevention Plan.** The applicant has provided a PIPP with the revised submittal, as described in Section 13.07.04 of the Township Zoning Ordinance.
5. **Permits.** All applicable permits from outside agencies must be obtained by the applicant as part of this project.

**E. Site Plan Review**

1. **Dimensional Requirements.** The site plan complies with the dimensional standards of the Zoning Ordinance for the IND as described below.

District	Lot Size		Minimum Yard Setbacks (feet)				Max. Height	Lot Coverage
	Lot Area (acres)	Width (ft.)	Front Yard	Side Yard	Rear Yard	Parking Lot		
IND	1	150	85	25	40	20 front 10 side/rear	30	40% bldg 85% impervious
Provided	7.36	233	230.1	25 (W) 292.4 (E)	40	95 front 10 side	26	12% bldg 28% impervious

2. **Building Elevations.** The building elevation drawing identifies the primary materials as split face concrete block and metal wall panels. Accent materials include bands of plain face concrete block and metal roof panels. The flat-roofed building provides overhead doors on the southeast elevation facing away from the roadway; however, the building elevation facing I-96 is predominantly metal. Planning Commission approval is required for the proposed architecture, including materials and colors.
3. **Parking.** The Zoning Ordinance requires 1 space for each 300 square feet of usable floor area for general office uses and 1 space for each 1,500 square feet of warehouse space, resulting in the need for 48 parking spaces. The site plan provides 81 spaces, including 3 barrier free spaces. The Zoning Ordinance limits the total amount of parking to 120% of the minimum required. In this instance, the maximum is 58 spaces, unless otherwise approved by the Township based upon a documented need by the applicant. The parking spaces and drive aisles conform to minimum dimensional requirements.
4. **Loading.** Section 14.08.08 requires 2 loading space for the proposed office building, which are to be 500 square feet in area and located in a rear or side yard not directly visible to a public street. While the plan does not clearly identify such spaces, there is a large area east of the proposed building with an overhead door and truckwell that exceed the area required for loading.
5. **Access.** The proposed driveway connection to Brighton Pines Court provides an approximately 220-foot separation from the next driveway to the west. However, the proposed driveway is offset by only 50 feet from the nearest driveway across the roadway. Left turn conflicts should not be a problem given that very few, if any, left turns will be made exiting the site; however, Planning Commission approval is required for the reduced offset distance.
6. **Pedestrian Circulation.** The plan proposes a 7-foot wide concrete sidewalk along the front of the building, providing separation between the building and parking lot. Because of the nature of the use and the zoning of the property, a sidewalk is not required along Brighton Pines Court. However, the Planning Commission may require a sidewalk along the limited Dorr Road frontage.
7. **Landscaping & Greenbelt.** The following table summarizes the ordinance requirements for landscaping.

Location	Amount of Planting Required	Amount of Planting Provided	Additional Landscaping Required
Front Yard greenbelt	20 foot greenbelt; 18 canopy trees	35+ foot greenbelt; 28 existing trees; 7 canopy trees	None

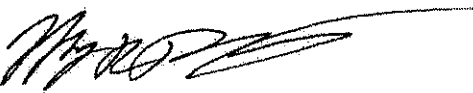
Buffer Zone "B" (S)	20 foot buffer zone; 6 foot high wall or berm; 28 canopy trees; 28 evergreen trees; 112 shrubs	40 foot buffer zone; existing vegetation; 7 evergreen trees	28 canopy trees; 21 evergreen trees; 112 shrubs (a)
Detention pond	18 canopy OR 18 evergreen trees; 72 shrubs	19 canopy trees; 12 existing trees; 165 shrubs	None
Parking lot	8 canopy trees; 800 sq. ft. landscaped area	9 canopy trees; 800+ sq. ft. landscaped area	None

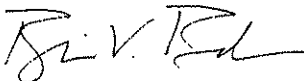
a. A Buffer Zone "B" is required along the rear lot line facing I-96. The plan notes an existing wooded area along the highway; however, a specific inventory of existing vegetation is not provided. The Planning Commission may modify the requirements based upon the presence of existing vegetation that is to be preserved. We are concerned with the visibility of the tall warehouse building along I-96 and recommend that a mixture of evergreen and deciduous trees be planted to further buffer views of the building.

8. **Waste Receptacle and Enclosure.** Section 12.04 requires waste receptacles to be located in the rear or non-required side yard, unless otherwise approved by the Planning Commission. The proposed waste receptacle location is in the non-required easterly side yard. The site plan identifies the required concrete base pad and enclosure. Sheet C6 identifies a 6-foot tall masonry enclosure that will match the materials used for the building with pressure treated wood gates.
9. **Exterior Lighting.** The revised lighting plan on Sheet 1 of 2 identifies 5 light poles, 3 of which are fitted with double fixtures, and 9 wall mounted fixtures. The light poles are noted as being 27.5 feet in height. The plan indicates that the pole mounted fixtures will be 250 watt metal halide, while the wall mounted fixtures are 70 watt metal halide. Cut sheets provided by the applicant indicate the use of downward directed, cut-off fixtures. The Ordinance establishes a 10.0 footcandle maximum for lighting intensity. The revised plan complies with this requirement.
10. **Signs.** The submittal does not identify any signage proposed as part of this project. All proposed signage must comply with the requirements of Article 16 of the Township Zoning Ordinance.
11. **Impact Assessment.** An Impact Assessment (dated 11/26/07) has been provided by the applicant. The Assessment states that the project is not anticipated to create any adverse impacts upon the environment, public services, surrounding land uses or traffic.

Should you have any questions concerning this matter, please do not hesitate to contact our office.

Sincerely,  
**LSL PLANNING, INC.**

  
 Jeffrey R. Purdy, AICP  
 Partner

  
 Brian V. Borden, AICP  
 Project Planner II



## TETRA TECH

January 9, 2008

Ms. Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

**Re: Battery Solutions Inc. – Brighton Pines Industrial Park  
Site Plan Review #2**

Dear Ms. VanMarter:

As requested, we have performed a review of the above-referenced revised site plan as prepared by Livingston Engineering dated November 26, 2007 and revised December 21, 2007. This site is located in Brighton Pines Industrial Park. The petitioner is proposing a 38,000 sq. ft. building to house an office and warehouse for a battery recycling firm. We offer the following comments for your consideration.

### **DRAINAGE AND GRADING**

1. Brighton Pines Court was built with a private storm sewer system and detention pond to serve the developments within the business park. The detention pond is located on the subject property, and was sized to accommodate a development C factor of 0.50 from this site. The petitioner is proposing a developed C of 0.46, below the allowable factor. On site drainage is directed towards the existing detention pond via a storm sewer system. The site has been designed in general conformance with Livingston County Drain Commission standards.
2. The proposed castings for R-3, R-4, and R-6 should be shown as EJIW 1020 M1. The castings called out are for curb inlets.

### **UTILITIES**

3. A shut off valve should be added to the proposed 6" water service line within the public utility easement. The service line out of the easement is considered private.

### **NON-ACTION ITEMS**

4. A construction permit will be necessary for the publicly owned water main.
5. The Petitioner is proposing a live tap to the existing water main system. A representative of Genoa Township must be present to observe the live tap.



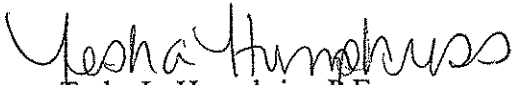
## TETRA TECH

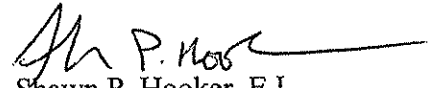
6. A permit must be obtained from the Livingston County Building Department for the installation of the sanitary sewer and water leads.
7. The petitioner is proposing a live tap to the sanitary sewer system. A representative of Genoa Township must be present to observe this live tap.
8. The petitioner should be aware that there are tap in fees associated with the proposed connection to the municipal sanitary sewer and water systems.
9. The petitioner should submit a letter from the Fire Department stating they have reviewed the plans and are satisfied with them.

We recommend the Township consider the above issues prior to taking action on the site plan.

Please call if you have any questions.

Sincerely,

  
Tesha L. Humphriss, P.E.  
Project Manager

  
Shawn P. Hooker, E.I.  
Project Engineer

:cpl  
200-12736-08008 T012

Copy: Mark Hiller, Livingston Engineering  
Gary McCririe, Genoa Township

K:\LETTERS\Genoa Twp Battery Solutions 1.doc



# Brighton Area Fire Department

615 W. Grand River

Brighton, Michigan 48116

810-229-6640 Fax: 810-229-1619

GENOA TOWNSHIP

January 10, 2008

JAN 17 REC'D

RECEIVED

Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Battery Solutions  
5810 & 5900 Brighton Pines Court  
(parcel #5 & #6)  
Genoa Twp, MI  
Site Plan Review

Dear Kelly:

The Brighton Area Fire Department has reviewed the above mentioned site plan. The plans were received for review on January 3, 2008 and the drawings are dated November 26, 2007, with a revision date of December 21, 2007. The project is based on a 38,081 square foot building (warehouse, business, or light assembly). The plan review is based on the requirements of the International Fire Code (IFC) 2003 edition. Previous comments appear to be addressed by the applicant in the revised submittal.

1. The building shall be provided with an automatic sprinkler system in accordance with NFPA 13, *Standard for the Installation of Automatic Sprinkler Systems*.

**IFC 903**

A. The FDC shall be located on the front of the building (Grand River).

B. The location, size, gate valve, and connection of the fire protection lead shall be indicated on the utility site plan.

C. Recommend that the planned 6" fire water main into the building be increased to 8" to insure adequate water supply for future anticipated expansion and or storage protection requirements.

2. Future project submittals shall include the address and street name of the project in the title block.

**IFC 105.4.2**



3. The building shall include the building address on the building. The address shall be a minimum of 6" high letters of contrasting color, easily visible from the street. The location and size shall be verified prior to installation.

**IFC 505.1**

4. The access road into the site shall be a minimum of 26' wide. With a width of 26' wide, one side of the street shall be marked as a fire lane. Include the location of the proposed fire lane signage and include a detail of the fire lane sign in the submittal and support criteria. Access shall be maintained during construction. Access shall be capable of supporting imposed loads of fire apparatus weighing at least 75,000 pounds.

**IFC D 103.6**

**IFC D103.1**

**IFC D 102.1**

5. Provide description of type and quantity of anticipated storage.
6. Proposed architectural drawings should be clarified by Chapter 23 of the International Fire Code concerning exterior access doors and door spacing.

**IFC 2306.6**

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). If you have any questions about the comments on this plan review please contact me at 810-225-8033.

Cordially,

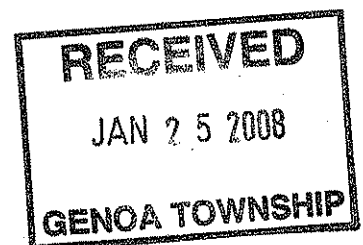


Jim Corcoran  
Lieutenant Inspector

**Impact Assessment  
for  
Battery Solutions, Inc.  
Parcel 5&6 - Brighton Pines Industrial Park  
Genoa Township  
Livingston County, Michigan**

**Prepared By**

**Livingston Engineering  
3300 S. Old US-23  
Brighton, MI 48114  
(810) 225-7100  
November 26, 2007**



This impact assessment has been prepared in accordance with section 18.07 of the Genoa Township, Livingston County, Michigan Zoning Ordinance. This section states that developments of this nature shall include such a report for review as part of the site plan review and approval process. As such, this report has been prepared to provide the required information and project overview of the development, in accordance with current township requirements.

**I. Party Responsible for preparation of Impact Statement**

This impact assessment has been prepared by Livingston Engineering, a professional services company offering civil engineering, land surveying, and site planning services throughout southeast Michigan. Livingston Engineering is licensed to provide engineering and surveying services in Michigan, as well as engineering licenses in the states of Arizona, Colorado, New Mexico, Tennessee and Utah.

**II. Site Location**

The subject site contains approximately 7.36 acres located in the northeast ¼ of section 15 of Genoa Township, Livingston County, Michigan. This parcel is located within the Brighton Pines Industrial Park and sits on the south side of Brighton Pines Court off of Dorr Road. The site is bordered on the north and west by other industrial uses within the Brighton Industrial Park, south by Interstate 96 and the Livingston County Humane Society to the east. A location map and aerial photograph of the subject site is included in this report as Exhibit "A" and Exhibit "B" respectively.

Currently, the site is zoned IND, Industrial District. The adjacent parcels carry the same zoning designation. A copy of the Genoa Township Zoning Map is included in this report as Exhibit "C".

### **III. Impact on Natural Features**

Currently, the site is vacant with a tree line along Interstate 96 and a few scattered trees and some scrub/shrub vegetation located within the interior of the site.

Soils on the site consist primarily of Miami Loam. Miami loam is described as poorly drained soils with slow runoff characteristics and moderate permeability. A soils map of the subject site is included as Exhibit “D”.

In its current condition, the parcel does not contain any Michigan Department of Environmental Quality (MDEQ) regulated wetland areas, but does contain a regional stormwater detention basin approximately 0.65 acre in size which services the industrial park, and has been sized and constructed accordingly. This regional basin is encompassed by a stormwater management easement. As depicted in Exhibit “E”, drainage for this site generally drains to the north central portion of the parcel to the existing basin. From this location, surface water runoff is detained and treated by way of an existing outlet control structure releasing at an agricultural rate into an enclosed storm sewer system which flows to the east and ultimately drains to the extensive wetland network east of Dorr Road.

As proposed, the subject development conforms to the designated zoning and as the site in its current condition is void of significant natural features, adverse affects will be minimal. Storm water runoff will be collected and directed into the existing on-site regional detention area utilizing best management practices prior to being discharged at a predevelopment rate. Landscape treatments and buffers will be placed both within the site and around its perimeters to compliment the vegetation that will remain in place.

#### **IV. Impact on Storm Water Management**

As previously described, the site drains to the north central portion of the site to an existing detention facility.

Upon development of the site as proposed, the drainage outlet for the site will remain unchanged. Storm water will be collected on site through the use of catch basins and storm sewer and directed into the existing detention pond which will be used to treat and detain the storm water.

During construction, soil erosion and dust control measures will be implemented. Best management practices including silt fence, check dams, and inlet filter mechanisms will be utilized during this time. For dust control, soil watering to keep the site in a moisture optimum condition will be performed with a water truck on an as needed basis. Upon completion of mass grading and earthmoving operations, permanent restoration including topsoil, seed and mulch along with landscape installation will be performed.

A soil erosion and sedimentation control permit will be required prior to the start of any site grading or construction.

#### **V. Impact on Surrounding Land Uses**

As proposed, the facility being proposed is in conformance with the current IND zoning designation and is similar in nature to other development within the industrial park.

The proposed 30,081 S.F. facility is comprised of 29,921 S.F. of warehouse space. The remainder of the building will be comprised of 8,160 S.F. of associated office space. Hours of operation for this establishment will be consistent with normal office operations, namely 8:00 a.m. to 5:00 p.m., Monday through Friday with occasional Saturdays.

Access to this site will be from Brighton Pines Court. From this location, a drive will extend to the south to access the building and interior parking area.

In addition, it is not anticipated that noise levels generated from users in this complex will approach levels of 65 decibels at the property lines.

Site lighting for this development will be within acceptable limits as allowed by Genoa Township. Pole mounted lighting set at a height of 27.5 feet high will be utilized to illuminate the proposed parking areas and “shoebox” type fixtures will be mounted on the proposed building for visual and safety purposes. All proposed lighting shall be downward directed to reflect light toward and confine to ground areas as to not interfere with vision of persons on adjacent properties. A lighting plan indicating illumination levels has been prepared for review by township staff.

## **VI. Impact on Public Facilities and Services.**

As this project is consistent with other new developments along the Grand River corridor in this vicinity, it is not anticipated that this facility will adversely affect emergency services such as fire and police. Additionally, as the project is not a residential site, undesirable affects on local schools or recreation facilities is not expected.

## **VII Impact on Public Utilities**

Water supply for this project will be provided through a proposed water tap to an existing municipal supply system operated by Genoa Township. An Additional hydrant will be placed on site and approved by jurisdictional authorities as part of the site development. Additionally, sanitary sewer service will be provided by Genoa Township via a service lead extended into the site. It is not anticipated that either of these services will adversely affect available capacities for the water and sewer systems. In addition, electric and gas service is available along Brighton Pines Court for

extension into this site. As expected, such services will be extended into the site under ground.

### **VIII. Storage and Handling of Any Hazardous Materials**

The proposed owner and developer of the property is Battery Solutions, Inc. (BSI). BSI is a permitted handler of certain types of universal waste.

Federal Tax ID #: 38-3028054  
SIC Code: 5093-0500  
NAICS Code: 423930  
D&B #: 84 930 7608  
EPA ID# MI: MIK 842 777 633  
EPA ID# AZ: AZR 000 504 902  
US DOT HAZMAT 051206 550 024OQ

For over a decade Battery Solutions Inc. has delivered services allowing organizations to effectively manage their battery waste streams by providing a range of services including logistics, technology, and customer service.

BSI was founded in 1991 by Chris Sova a battery management expert with 35+ years experience in the battery recycling industry and provides nationwide recycling services for all battery chemistries, in order to protect human health and the environment, by using the most advanced technologies to recover and re-use the heavy metals from waste batteries.

If you would like more information on Battery Solutions, Inc. you can visit their website at [www.batteryrecycling.com](http://www.batteryrecycling.com) or to arrange a site visit, BSI would welcome the opportunity for representatives from the township to visit other Battery Solutions, Inc. facilities in the area to further their environmental due diligence efforts.

Attached are reference certificates from the Michigan Department of Environmental Quality(MDEQ), United States Environmental Protection Agency (USEPA) and United States of America

Department of Transportation (US DOT) for their existing facility on Kensington Road.

## **IX. Impact on Traffic**

The location of the site is well suited for a development of this nature. It is located within an industrial park and is consistent with the development in the park. The activity and influence of the site is expected to be equal to, or less than, the surrounding industry. Based on Table 13 of the “Grand River Avenue Corridor Plan” the average weekday trips for a 38,081 sf industrial facility would be: 6.97 trips/1000 sf gross floor area.

$$\frac{38,081sf}{1000sf} \times 6.97trips = 265trips / day$$

The number calculated by the Corridor Plan formula is not consistent with anticipated trips plan for this facility or historical data from other facilities in the region.

Based on BSI’s experience, a facility of this size is anticipated to generate an average of six (6) truck trips per day. The facility as a whole would generate less than 50 directional trips. Given the anticipated total number of trips per day, the use of the facility and that neither the a.m. or p.m. peak hours will generate an excess of 50 directional trips, a traffic impact assessment nor traffic impact statement is required for this project. It is not anticipated that this project will adversely affect the traffic in the vicinity of this project.

## **X. Historic and Cultural Resources**

It is not believed that this project will have any impact on any historic and/or cultural resources pertaining to the subject parcel or no known historic and/or cultural resources exist on this site that will be affected by this development.



**XI. Special Provisions**

No special provisions are part of this project.

**Battery Solutions, Inc.**  
**Pollution Incident Plan**  
**Proposed for Genoa Township Facility**  
**January 2008**

**RECEIVED**  
JAN 25 2008  
GENOA TOWNSHIP

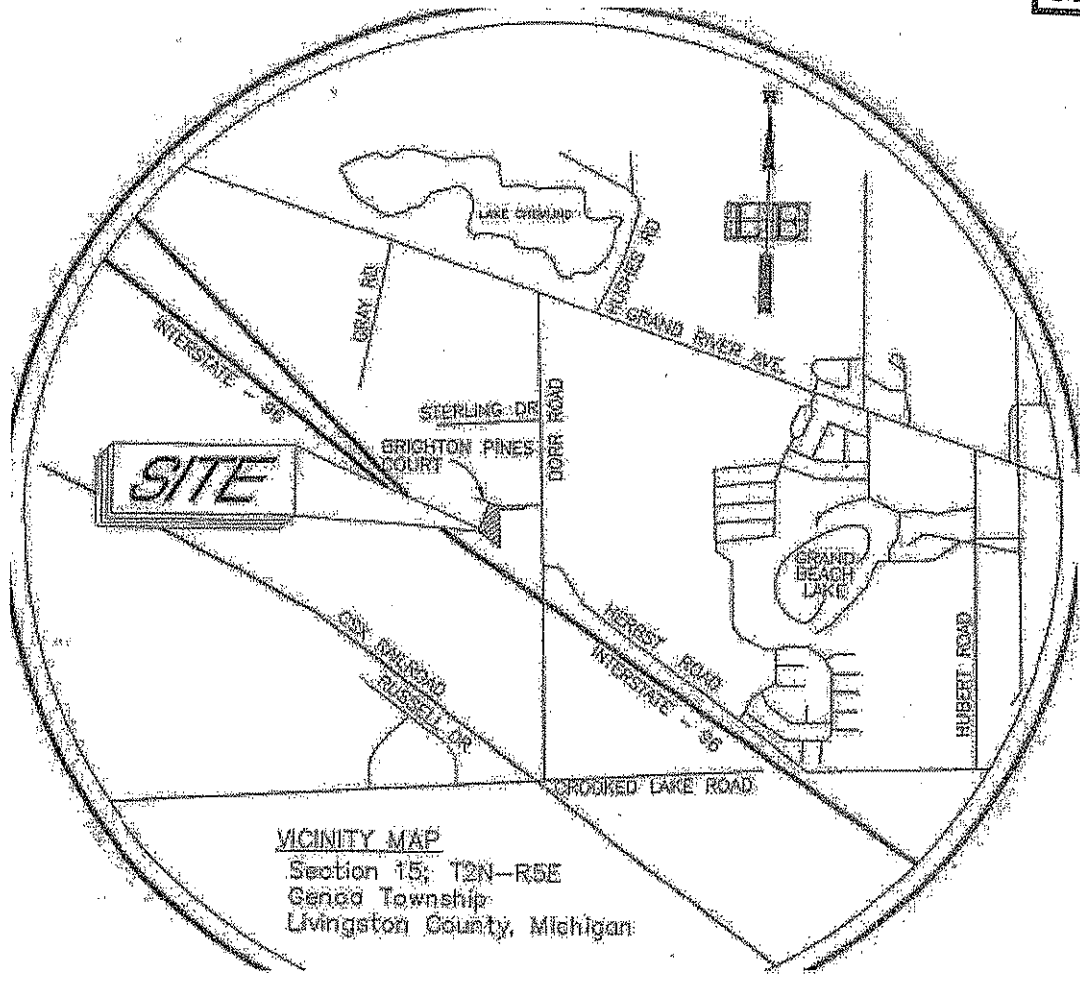


Figure 1: Proposed Facility Location

# Battery Solutions, Inc. --- Pollution Incident Plan

## Proposed for Genoa Township Facility

### Address and Contact Information (Current)

Battery Solutions, Inc.  
7266 Kensington Road  
Brighton, MI 48116

Website: [www.batteryrecycling.com](http://www.batteryrecycling.com)  
Telephone: 248-446-3001

President: Christopher P. Sova  
e-mail: [chris.sova@batteryrecycling.com](mailto:chris.sova@batteryrecycling.com)

Site Contact: John Herschelman  
e-mail: [john@batteryrecycling.com](mailto:john@batteryrecycling.com)

### Emergency Contact Information

#### Company Contacts:

Warehouse Manager  
Chad Jewell – Cell Phone (810) 623-6824

Sales Manager  
Jeremy Sova – Cell Phone (561) 644-1128

Operations Manager  
Doug Smith – Cell Phone (810) 577-2411

Business Manager  
John Herschelman – Cell (360) 580-7721

#### Emergency Services:

Medical – Fire – Explosion – 911	EPA Hotline – (800) 424-8802
Local Police (Genoa Sherriff) – (517) 548-8477	Local Fire (Genoa) – (810) 229-6640
Doctor (Concentra) – (810) 225-9800	Chemtrec Hotline – (800) 424-9300
Sewer Provider (Genoa) – (888) 481-0439	Water Supplier (Genoa) – (888) 481-0439
Gas Supplier – To be determined	Electric Supplier – To be determined
Waste Management – To be determined	

## Environmental Agency Contacts for Brighton, MI facility

### Department of Environmental Quality

Program Coordinator  
Constitution Hall  
525 West Allegan Street  
P.O. Box 30241  
Lansing, MI 26900

### US Department of Transportation

Annette M. Sandberg  
Hazardous Materials Manager  
400 Seventh Street, SW  
Washington, DC 20590

## Facility Permits and Identification

- o Federal Tax ID #: 38-3028054
- o SIC Code: 5093-0500
- o NAICS Code: 423930
- o D&B #: 84 930 7608
- o EPA ID# MI: MIK 842 777 633
- o EPA ID# AZ: AZR 000 504 902
- o US DOT HAZMAT 051206 550 024OQ

## **Business Description**

Battery Solutions offers battery recycling solutions for businesses, government, and households to better service environmentally conscious consumers and satisfy compliance with government regulators. Battery Solutions develops battery waste management programs specifically designed to help organizations meet their environmental, health, safety and recycling objectives. Our success is a result of our knowledge, expertise, dedication and most of all our passion for what we do.

Battery Solutions handles every type and quantity of battery, from household to industrial. Our services include:

- Battery Removal and De-installation of Uninterruptible Power Supplies
- Dry and Wet Cell Battery Recycling
- Battery Waste Management Program Development

Battery Solutions also recycles cell and mobile phones, printer cartridges and computers, computer monitors and electronic scraps.

Battery Solutions, Inc. was formed in 1991 by Chris Sova to provide clients throughout the USA with safe, responsible and cost efficient battery waste management recycling programs. With 30 years of experience, Mr. Sova has a significant reputation and expertise for providing battery waste management services nationally.

Battery Solutions currently has 49 employees in three locations (one in Arizona and two in Michigan), and generally operates five days a week from 8 am until 5 pm. There will be approximately 25 employees starting at the Genoa location with up to 25 additional employees expected to be hired at that location in the next few years.

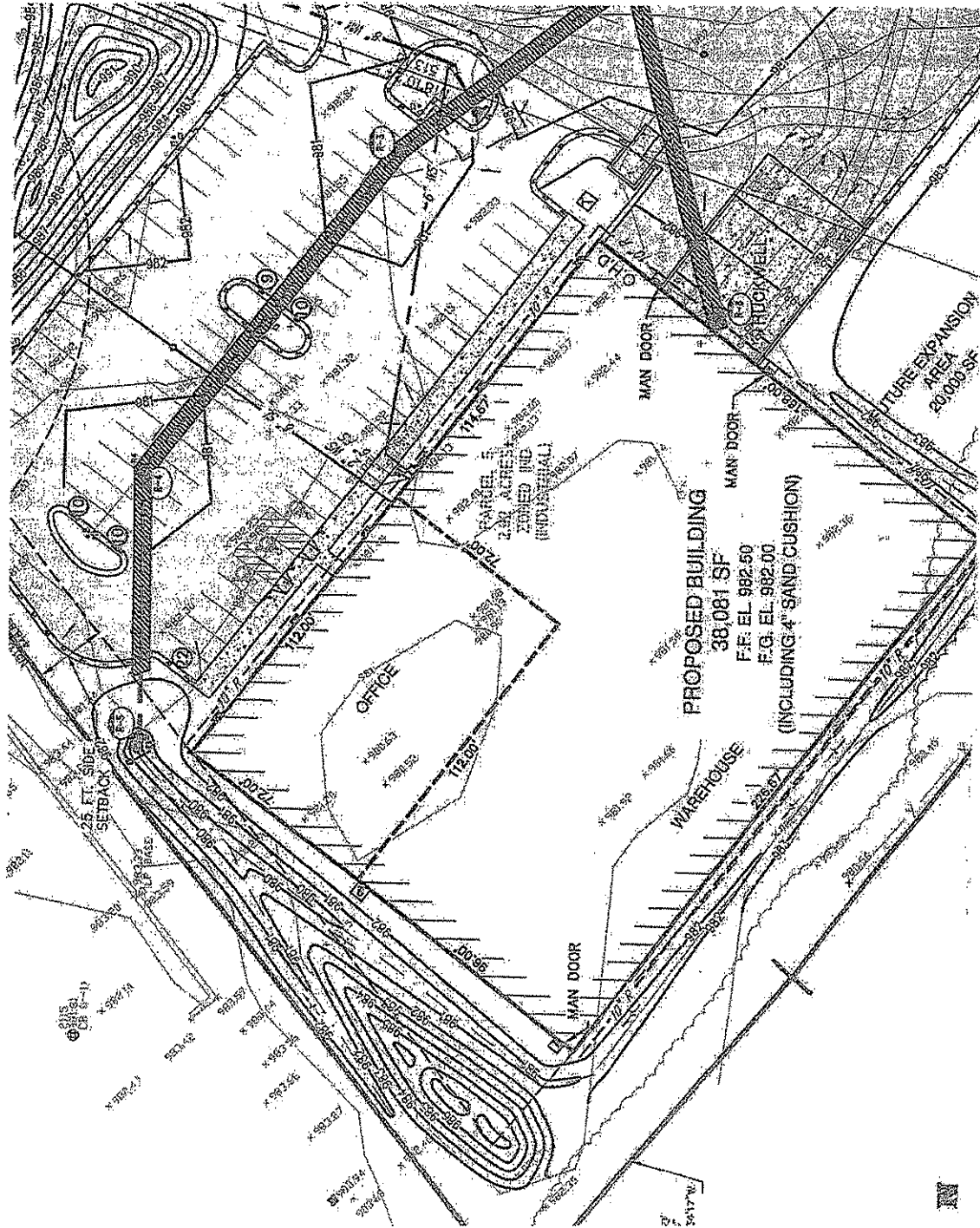
**Materials on Site at Battery Solutions:** Batteries, lamps, and electronic scrap (computers, keyboards, etc) are sorted, packaged, and stored in the warehouse for short periods of time to consolidate loads. This material is then sent to other non Battery Solutions sites for recycling. Some specifics include the following:

- Permitted Large Quantity Handler of Universal Waste
- Manage Batteries under 40 Code of Federal Regulations part 266 subpart G
- Manage Logistics from client location, Transport, Identify, Segregate, Consolidate, and Repackage all battery chemistries
- Ship out each chemistry type to audited and approved RCRA "Part B" permitted recycling plants.
- No Hazardous Waste accepted
- No onsite breaking, shredding, draining, or reducing of batteries

## Site Drainage

Water runoff is collected in two drainage pipes and carried to a storm water retention pond located on the site. The storm water detention for this property has previously been accounted for and provided as part of the overall Brighton Pines Industrial Park development.

Figure 2: Proposed Building Site and Site Drainage Plan



## Site chemical, product, and waste inventory

Battery Solutions, Inc. recycles batteries, cell and mobile phones, printer cartridges, light bulbs, computers, computer monitors and electronic scraps. This material is transported into the facility on pallets, repackaged, and shipped to processing facilities at other locations also on pallets. The inventory volume of these items changes from day to day. The facility will have the capacity of approximately 2,000 pallets, but currently inventory levels stay around 700 pallets at any given time.

The following is a list of the types of batteries that may be in stock at any given time.

Alkaline/Carbon Zinc/Zinc Air
Nickel Cadmium (Dry-Cell)
Nickel Metal Hydride (Dry-Cell)
Mercury Containing Batteries
Zinc-Air with Mercury
Lithium, Primary
Lithium Ion (Rechargeable)
Mixed Button Cells
Lead-Acid VRLA
Nickel Cadmium (Wet-Cell)
Nickel Metal Hydride (Wet-Cell)
Nickel Iron
Lithium Manganese Dioxide
Lithium Sulfur Dioxide
Lead Acid (Nonspillable Cell/Plastic Case)
Lead Acid (Nonspillable Cell/Steel Case)
Lead Acid (Wet Cell/Plastic Case)
Lead Acid (Wet Cell/Steel Case)
Lead Acid (Absolyte)

Different materials have different requirements for handling and packaging. Each material has a MSDS sheet that is maintained on site and in electronic form so that the warehouse operators understand how to handle and package these materials.

All inventory is inspected daily for leakage.

## **Emergency Procedures**

In the event of an emergency, the following procedures are followed:

### **Fire**

- 1) Notify, evacuate, and account for all personnel
- 2) Simultaneously, notify emergency responders
- 3) Fight fire if within firefighting guidelines and ability

### **Injury**

- 1) Notify emergency responders
- 2) Provide first aid and protect injured person from further injury
- 3) Isolate the cause of the incident to prevent further injury, and isolate any employees from the cause of the incident to prevent further injury.

### **Chemical Spill / Battery Leakage**

- 1) Isolate spilled material with pre-placed spill kits
- 2) If appropriate, insert rubber dam over drain in truck dock area.
- 3) Neutralize spilled material according to MSDS procedures.
- 4) Clean up spilled material and dispose by using an approved disposal method as defined by the MSDS sheet.



## **Training**

Battery Solutions provides the following training for its employees:

### **Hazard Communication Plan**

Container labeling procedures  
Material Safety Data Sheet procedures  
Employee Training Guidelines  
Forms used as part of this plan

This Hazard Communication Plan follows the OSHA requirements for a written plan found in 29 CFR 1910.1200 or 29 CFR 1926.59

### **Hazardous Material Response Procedures**

Warehouse Personnel  
Hazardous Material Familiarization, and Clean Up  
Spill Kits  
Sulfuric Acid Electrolyte neutralized using Soda Ash  
Potassium Hydroxide Electrolyte neutralized using Citric Acid  
Over Packs: Utilized to contain and packages cracked or leaking batteries

### **Safety Manual**

General Safety Plan  
Personal Protective Equipment (PPE)  
Warehouse Safety Rules  
Office Safety Rules  
Accident Reporting Rules  
First Aid Practices  
Disciplinary Policy

### **Emergency Action Plan**

Escape procedures and exit routes  
Accounting for Employees  
Alarm System and Notification of Emergencies  
Employee Training

### **Fire Safety Plan**

Building fire exit inspections  
Portable fire extinguisher rules  
Evacuation plan procedures  
Fire prevention rules and procedures  
Fire suppression plan procedures  
\*This Fire Safety Plan follows the OSHA requirements for a written plan found in 29 CFR 1910.38

## **Forklift Safety Plan**

Supervisor responsibilities  
Maintenance and Repair  
All forklift drivers certified  
Operator safety & training

## **Material Safety Data Sheets (MSDS):**

Identification  
Physical Data  
Fire and Explosion Hazard Data  
Reactivity Data  
Health Hazard Data  
Precautions for Safe Handling and Use  
Control Measures  
Transportation  
Recycling

## **Personnel Training:**

Material Identification Training  
Hazardous Material Familiarization Training  
Battery Chemistry Specific Hazard Training  
Workplace Conduct and Safety Training  
Spill Containment and Clean Up Procedure Training  
Proper Material Packaging Procedural Training  
Emergency Action Procedural Training  
Department of Transportation Hazard Material Training 49 CFR 172.704 (d)  
Fire Prevention Training  
Forklift Safety and Operation Training

## **Facility Truck Drivers**

Battery Solutions drivers are Class B HazMat Endorsed  
Trained on spill response clean up and removal  
Forklift Operation Certified  
Trained to handle, package, load and transport Hazardous Materials  
Annual Hazardous Material Familiarization Training  
Random Drug Testing – Driver Drug Testing Pool

## **Distribution**

This plan will be provided to the local fire department. The local fire department will be invited to visit our facility and discuss ways that this plan can be improved.

**TO: Township Board**  
**FROM: Kelly VanMarter, Planning Director**  
**DATE: January 31, 2008**  
**RE: Serv Pro Special Use**

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Staff recommends the following action regarding the proposed addition to ServPro of Brighton/Howell located at 2094 Pless Drive:

**Special Use Permit:** approval with the following conditions:

1. The outdoor storage will comply with the Township Zoning Ordinance Section 8.02.02(a) in all respects including height restrictions;
2. Hazardous materials will not be stored on the site, in the building, nor in the outside storage area;
3. For the outside storage area, 21AA limestone gravel may be used;
4. The special use is consistent with Section 19.03 of the Township Ordinance.

**Impact assessment (dated 1-16-08):** approval.

**Site Plan (dated 1-16-08):** approval with the following conditions:

1. The accent striping on the front and south elevations of the building will be repainted to the ServPro corporate standard green;
2. The architecture for the building expansion will match the existing building, including materials and colors;
3. Forty parking spaces are approved based on the planned staffing and activities of ServPro;
4. The petitioner should be aware that there are tap in fees associated with the connection to the municipal sanitary sewer and water systems;
5. Any outstanding items from the Brighton Area Fire Department in their letter dated January 9, 2008 will be complied with.

pd \$ 500.00  
12/13/07

**APPLICATION FOR SPECIAL LAND USE  
GENOA TOWNSHIP**

APPLICANT NAME\* & ADDRESS: SERVPRO OF BRIGHTON/HOWELL BRIGHTON, MI 48814 2094 PLESS DRIVE

OWNER NAME\* & ADDRESS: ROBERT & MARY SPENSLEY HOWELL, MI 48843 4211 ST. ANDREWS

SITE ADDRESS: 2094 PLESS DRIVE PARCEL #(s): 4711-13-102-005

APPLICANTPHONE: (810) 220-3711 OWNER PHONE: ( ) SAME

Location and brief description of site and surroundings:  
UNIT 5 OF GENOA INDUSTRIAL PARK CONTAINING 2.0 ACRES ON THE WEST SIDE OF PLESS DRIVE, NORTH OF GRAND RIVER AVENUE

Proposed Use:  
WAREHOUSE EXPANSION & OUTSIDE STORAGE AREA

Describe how your request meets the Zoning Ordinance General Review Standards (section 19.03):

a. Describe how the use will be compatible and in accordance with the goals, objectives, and policies of the Genoa Township Comprehensive Plan and subarea plans, and will promote the Statement of Purpose of the zoning district in which the use is proposed.

THE OUTDOOR STORAGE AREA IS AN APPROVED SPECIAL USE FOR THE LIGHT INDUSTRIAL ZONING WITHIN THE TOWNSHIP. THE USE IS COMPATIBLE WITH NEIGHBORING USES AND IS IN ACCORDANCE WITH THE TOWNSHIP MASTER PLAN FOR SUCH USES.

b. Describe how the use will be designed, constructed, operated, and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity.

ALL OUTDOOR STORAGE WILL BE CONFINED TO THE REAR OF THE SITE AND LANDSCAPED TO PROVIDE ADEQUATE SCREENING FROM NEIGHBORING USES WITH MINIMAL IMPACTS TO NATURAL FEATURES ON-SITE.

c. How will the use be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, water and sewage facilities, refuse disposal and schools?

THE SPECIAL USE IS PART OF AN OVERALL INDUSTRIAL USE BUILDING SERVED BY PUBLIC SANITARY SEWER AND AN EXISTING WELL.

d. Will the use involve any uses, activities, processes, or materials potentially detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, odors, glare, or other such nuisance? If so, how will the impacts be mitigated?

No

e. Does the use have specific criteria as listed in the Zoning Ordinance (sections 3.03.02, 7.02.02, & 8.02.02)?  
If so, describe how the criteria are met.

YES (7.02.02) - WE HAVE PROVIDED EVERGREEN SCREENING OF THE AREA, PROVIDED BERM ALONG REAR OF PROPERTY COUPLED WITH EXTENSIVE EXISTING VEGETATION AS A BUFFER, COMPRISED OF A DUST FREE

LIMESTONE SURFACE AND CONFINED AREA TO THE REAR OF SITE WITHIN THE PARKING SETBACKS.  
I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO DESIGN, CONSTRUCT AND OPERATE, AND MAINTAIN THESE PREMISES AND THE BUILDINGS, STRUCTURES, AND FACILITIES WHICH ARE GOVERNED BY THIS PERMIT IN ACCORDANCE WITH THE STATED REQUIREMENTS OF THE GENOA TOWNSHIP ZONING ORDINANCE, AND SUCH ADDITIONAL LIMITS AND SAFEGUARDS AS MAY BE MADE A PART OF THIS PERMIT.

THE UNDERSIGNED Robert L. + Mary Spensley STATES THAT THEY ARE THE FREE OWNER\* OF THE PROPERTY OF PROPERTIES DESCRIBED ABOVE AND MAKES APPLICATION FOR THIS SPECIAL LAND USE PERMIT.

BY: [Signature]

ADDRESS: 2094 Pless Dr. Brighton, MI 48114

\*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.

<b>Contact Information</b> - Review Letters and Correspondence shall be forwarded to the following:		
<u>1.) MARK HILLER, P.E.</u>	<u>of LIVINGSTON ENGINEERING</u>	<u>at (810) 225-7699</u>
Name	Business Affiliation	Fax No.

**Note:** This application must be accompanied by a site plan review application and the associated site plan review submittal requirements. (The Zoning Administrator may allow a less detailed sketch plan for a change in use.)



<b>FEE EXCEEDANCE AGREEMENT</b>	
As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.	
SIGNATURE: _____	DATE: _____
PRINT NAME: _____	PHONE: _____
ADDRESS: _____	

**GENOA TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW**

DEC 5 2007

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS\*: SIRVANO OF BRIGHTON/HOUSE 2094 PLESS DR. BRIGHTON, MI 48111

OWNER'S NAME & ADDRESS: ROBERT & MARY SPENSLEY 4211 ST. ANDREWS HOUSE, MI 48843

SITE ADDRESS: 2094 PLESS DR. PARCEL #(s): 4711-13-102-005

APPLICANT PHONE: (810) 220-3711 OWNER PHONE: ( ) SAME

LOCATION AND BRIEF DESCRIPTION OF SITE: UNIT 5 OF GENOA INDUSTRIAL PARK  
CONTAINING 2.0 ACRES ON THE WEST SIDE OF PLESS DRIVE, NORTH OF  
GRAND RIVER AVE.

BRIEF STATEMENT OF PROPOSED USE:  
WAREHOUSE EXPANSION + OUTSIDE STORAGE AREA

THE FOLLOWING BUILDINGS ARE PROPOSED:

4,500 S.F. ADDITION

I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BY: [Signature]

ADDRESS: 2094 Pless, Brighton, MI

\* If applicant is not the owner, a letter of Authorization from Property Owner is needed.

**Contact Information** - Review Letters and Correspondence shall be forwarded to the following:

<u>1.) MARK MILLER, PE</u>	<u>OF LIVINGSTON ENGINEERING</u>	at <u>(810) 225-7699</u>
Name	Business Affiliation	Fax No.

**FEE EXCEEDANCE AGREEMENT**

As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: [Signature] DATE: 12/4/07  
PRINT NAME: Robert L. Spensley PHONE: 810-220-3711  
ADDRESS: 2094 Pless, Brighton, MI 48114

**REQUIRED SITE PLAN CONTENTS**

Each site plan submitted to the Township Planning Commission shall be in accordance with the provisions of the Zoning Ordinance. No site plan shall be considered until reviewed by the Zoning Administrator. The following information shall be included in the site plan submittal packet:

<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>ITEM</u>												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application form and fee:</b> A completed application form and payment of a non-refundable application fee. (A separate escrow fee may be required for administrative charges to review the site plan submittal.)												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Applicant information:</b> The name and address of the property owner and applicant, interest of the applicant in the property, the name and address of the developer, and current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Scale:</b> The site plan should be drawn at an engineers scale on sheets measuring 24x36 inches at the scale noted below:												
		<table border="0"> <thead> <tr> <th><u>ACREAGE</u></th> <th><u>SCALE</u></th> </tr> </thead> <tbody> <tr> <td>160 or more</td> <td>1" = 200'</td> </tr> <tr> <td>5- 159.9</td> <td>1" = 100'</td> </tr> <tr> <td>2- 4.99</td> <td>1" = 50'</td> </tr> <tr> <td>1- 1.99</td> <td>1" = 30'</td> </tr> <tr> <td>0- .99</td> <td>1" = 20'</td> </tr> </tbody> </table>	<u>ACREAGE</u>	<u>SCALE</u>	160 or more	1" = 200'	5- 159.9	1" = 100'	2- 4.99	1" = 50'	1- 1.99	1" = 30'	0- .99	1" = 20'
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		<b><u>COVER SHEET CONTAINING</u></b>												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The name and address of the project.												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan.												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A complete and current legal description and size of property in acres and square feet. Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or angles or bearings shall be based upon a boundary survey and shall correlate with the legal description.												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A small location sketch of sufficient size and scale to locate the property within the Township.												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title block with north arrow, date of preparation and any revisions.												
		<b><u>EXISTING CONDITION SHEETS ILLUSTRATING</u></b>												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All existing lot lines and dimensions, including setback lines and existing or proposed easements.												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing topography (minimum contour interval of two feet)												



Existing natural features such as streams, marshes, ponds; wetlands labeled with size and type (upland, emergent, etc)

Existing woodlands shall be shown by an approximate outline of the total canopy; individual deciduous trees of eight inch caliper or larger and individual evergreen trees six feet in height or higher, where not a part of a group of trees, shall be accurately located and identified by species and size (caliper for deciduous, height for evergreen).

Soil characteristics of the parcel to at least the detail as provided by the Soil Conservation Service Soil Survey of Livingston County. A separate map or overlay at the same scale as the site plan map may be used.

Zoning and current land use of applicants property and all abutting properties and of properties across any public or private street from the site.

Indication of existing drainage patterns, surface or water bodies.

The limits of any wetland regulated by the MDEQ, including attachment of any MDEQ approved wetland determination or documentation that an application for an MDEQ review has been submitted. If an MDEQ regulated wetland is to be impacted, an indication of the status of application for an MDEQ wetland permit or copy of a permit including description of any wetland migration required attached.

Aerial photograph indicating the limits of the site, surrounding land uses and street system.

#### **PROPOSED PROJECT INFORMATION**

**Base information:** The location of all existing buildings, structures, street names and existing right-of-way, utility poles, towers, drainage ditches, culverts, pavement, sidewalks, parking areas and driveways on the property and within one-hundred feet of the subject property (including driveways on the opposite side of any street). Notes shall be provided indicating those which will remain and those which are to be removed.

**Building information:** Footprints, dimensions, setbacks, typical floor plans, and a sketch of any rooftop or ground mounted equipment to scale.

**Building elevations:** Elevation drawings shall be submitted illustrating the building design and height, and describing construction materials for all proposed structures. Elevations shall be provided for all sides visible from an existing or proposed public street or visible to a residential district. The Planning commission may require color renderings of the Building. Proposed materials and colors shall be specified on the Plan and color chips or samples shall also be provided at the time of site plan review. These elevations, colors, and materials shall be considered part of the approval site plan. (as amended 4/15/95)



**Building and lot coverage:** Percentage of building coverage and impervious surface ratio (all paved areas and building v. total lot area) compared to the percentages specified in the Table of Dimensional Standards Article 4.



**For residential developments:** Number of residential unit for each project phase divided by acreage exclusive of any public right-of-way or private road access easement; lot area for each lot; and a description of the number of each unit by size and number of bedrooms; if a multi-phase development is proposed, identification of the areas included in each phase.



**For commercial and office uses:** The Gross Floor Area and Useable Floor Area of each use or lease space. For industrial uses: The floor area devoted to industrial uses and the area intended for accessory office use.



**Streets, driveways, and circulation:** The layout and dimensions of proposed lots, streets and drives (including grades, existing or proposed right-of-way or easement and pavement width, number of lanes and typical cross section showing surface and sub base materials and dimensions, grades of all entrances and exits, location and typical detail of curbs, intersection radii ), access points (including deceleration or passing lanes, distance from adjacent driveways or street intersection), sidewalks (width, pavement type and distance from street) and recreation areas. Written verification of any access easements or agreements for shared access or driveway curb return extending beyond the property line shall be required.



**Utilities:** Existing and proposed locations of utility services (with sizes), degrees of slope of sides of retention/ detention ponds; calculations for size of storm drainage facilities; location of electricity and telephone poles and wires; location and size of surface mounted equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks and drain fields; location of manholes, catch basins and fire hydrants; location, size, and inverts for storm and sanitary sewers, any public or private easements; notes shall be provided clearly indicating which existing services will remain and which will be removed.



**Grading and drainage:** A site grading plan for all developments where grading will occur, with existing and proposed topography at a minimum of two (2) foot contour intervals and with topography extending a minimum of twenty (20) feet beyond the site in all directions and a general description of grades within fifty (50), and further where required to indicate stormwater runoff into an approved drain or detention/ retention pond so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines

at or before the property lines. A general description and location of the stormwater management system shall be shown on the grading plan. The Township Engineer may require detailed design information for any retention/detention ponds and stormwater outfall structures or basins. If MDEQ regulated wetlands are to be used, status of MDEQ permit application or copy of permit with attached conditions shall be provided.



**Landscape and screening:** A landscape plan indicating proposed ground cover and plant locations and with common plant name, number, and size at installation. For any trees over eight (8) inch caliper to be preserved. A detail shall be provided to illustrate protection around the tree's drip line. Berms, retaining walls or fences shall be shown with elevations or cross section from the surrounding average grade. The location, type and height of proposed fences shall be described.



**Waste receptacles:** Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions in compliance with Zoning Ordinance Standards.



**Signs:** Locations of all signs including location, size, area type, height, and method of lighting. Note that all regulatory signs shall meet the standards from the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).



**Lighting:** Details of exterior lighting including location, height, method of shielding and style of fixtures.



**Parking:** Parking, storage and loading/unloading areas, including the dimensions of typical space, aisle, and angle of spaces. The total number of parking and loading/unloading spaces to be provided and the method spaces to be provided and the method by which the required parking was calculated shall be noted.



The applicant shall erect flagged stakes at the perimeter points of the property to assist Township officials and staff in reviewing the site.

5. The floor will be self contained so as to avoid external spillage;
6. Landscaping along the expressway will consist of one evergreen and one canopy tree every thirty feet of the building length and will wrap around the southeast corner of the building. The deciduous trees will be of no less than 3" caliber and the evergreen will be no less than 8' high. The trees inserted by the landscaper on the plan at the southeast corner of the site will be removed and existing vegetation will be relied upon. This additional landscaping along the building length may be substituted for some of the above ordinance landscaping elsewhere on the site, which can be approved administratively;
7. Eighty-one parking spaces as proposed are recommended for approval. Although this is considerably above the ordinance requirements, the Planning Commission recommends approval based on the number of employees working on the site;
8. The requirements of the Township Engineer set forth in a letter dated January 9<sup>th</sup>, 2008 will be complied with and in particular, it should be noted that a shut off valve shall be added to the water service line within the public easement;
9. The requirements of the Brighton Fire Department in their letter of January 10<sup>th</sup>, 2008 will be complied with.

Support by Vice President Tenge. **Motion carried unanimously.**

**OPEN PUBLIC HEARING # 2...Review of special use application, impact assessment and site plan for a proposed 4,500 sq. ft. addition to Servpro of Brighton/Howell, located at 2094 Pless Drive Brighton, Sec. 13, petitioned by Servpro of Brighton/Howell.**

David LeClair of Livingston Engineering and Shawn Kiesler of ServPro make a presentation to the Planning Commission. Petitioner is requesting to expand their facility. The petitioner's main work is in water and fire damage clean up. The process of this requires that they store items from a clean up site from time to time. They also would like to secure their vehicles in the fenced area.

Petitioner is requesting leniency in landscaping requirements. Petitioner passes photographs to Planning Commission of the existing vegetation.

The architecture is set up to match the existing building. It is a split phase block building with efis on the front. The addition would also have efis to carry on that façade. Petitioner asks that the wine colored stripe that exists with a stripe of ServPro green. Petitioner shows samples of the color.

Petitioner addresses parking spaces and loading space. It is not a long term parking area.

The petitioner proposes to put down gravel made of limestone, which is a dust free surface, in the storage area. Chris Grajek confirms that this is a dust free material. Jeff Purdy indicates that this material is acceptable. The Township Engineer also indicates it is acceptable.

Chairman Brown asks if there are any track vehicles or if there would be loose materials such as dirt. Petitioner indicates there are no loose materials and any track vehicles would be something like a Bobcat which is being stored at the facility and belonged to a home or business he was performing work for.

Jeff Purdy discusses the height of any vehicles that are stored in the fenced area. This falls under 8.02.02(A).

A letter from Randy Kuchenmeister was discussed. He indicates he has no objection to the petition.

Tesha Humphriss discusses the sanitary sewer system. There is a concern regarding sodium chloride being used in water softeners on site. Petitioner has agreed to use potassium chloride in the water softeners.

Landscaping along the north side of the building is discussed. If the petitioner's relief is granted and there is building on the adjacent property in the future, there would be no vegetation between the properties. Chris Grajek asks if it would be reasonable to require petitioner to agree to add landscaping once a building is built on the adjoining property. Kelly VanMarter suggests that the adjoining site must be treated as though it's developed. The ordinance would require four canopy trees, four evergreen trees and sixteen shrubs along the property line. Petitioner indicates that the utility easement is there. Jeff Purdy suggests placing a single canopy tree between existing and new building and then place the remaining trees and shrubs along the outside of the storage area.

#### **Planning Commission disposition of petition**

- A. Recommendation regarding special use application.
- B. Recommendation regarding impact assessment.
- C. Recommendation regarding site plan.

**Motion** by James Mortensen to recommend to the Township Board approval of a special use permit for outside storage for the ServPro Company subject to:

1. Approval by the Township Board of the site plan and environmental impact assessment;
2. The outside storage will comply with section 8.02.02(A) in all respects including height restrictions;

3. Hazardous materials will not be stored on the site, in the building nor in the outside storage area;
4. This recommendation to the Board is made because in the Planning Commission's view, it is consistent with the requirements of special use set forth in section 19.03 of the Township Ordinance;
5. For the outside storage area, gravel will be permitted provided it is a high quality value such as 21AA limestone.

Second by Vice Chairman Dean Tenge. **Motion carried unanimously.**

**Motion** by James Mortensen to recommend to the Township Board approval of the impact assessment for ServPro subject to the following:

1. Approval by the Township Board of the special use application and site plan;
2. Deletion of the words "it is not anticipated that" from section VIII of the impact assessment.

Support by Diana Lowe. **Motion carried unanimously.**

**Motion** by James Mortensen to recommend to the Township Board approval of the site plan reviewed this evening, subject to:

1. Requirements set forth by the Brighton Fire Department in their letter of 1/9/08 will be complied with;
2. The striping on the front and south elevations of the building will be repainted to the ServPro corporate standard;
3. The architecture for the building expansion will match the existing building, including materials and colors;
4. The renderings reviewed this evening will become Township property;
5. Forty parking spaces will be permitted, based on the planned staffing and activities of ServPro;
6. The parking spaces blocked by the loading space will be used to park ServPro trucks;
7. Landscaping will be added to the plan as follows:
  - A. A deciduous tree will be planted between the existing and new building on the north side;
  - B. Landscaping consisting of three canopy, four evergreen and sixteen shrubs will be added along the outside storage area on the north side of the building;

The requirements spelled out in the Township Engineer's letter of 1/9/08 will be complied with. Particular attention will be paid to item

8. Notes will be added to the site plan requiring potassium regenerate for any water softeners.

Support by Chris Grajek. **Motion carried unanimously.**

**Administrative Business:**

- Planners report presented by LSL Planners
- Approval of December 10<sup>th</sup>, 2007 Planning Commission meeting minutes. Motion to approve the minutes by James Mortensen. Support by Vice Chairman Tenge.
- Member Discussions

Adjourned at: 9:39 p.m.

Respectfully submitted,

Kristi Cox  
Recording Secretary



**LSL Planning, Inc.**

Community Planning Consultants

January 7, 2008

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

**Subject:** Servpro of Brighton/Howell Warehouse Expansion and Outdoor Storage Area – Special Land Use and Site Plan Review #2  
**Location:** 2094 Pless Drive (Unit 5 of Genoa Industrial Park) - west side of Pless Drive, north of Grand River Avenue Road  
**Zoning:** PID Planned Industrial District  
**Applicant:** Servpro of Brighton/Howell  
2094 Pless Drive  
Brighton, MI

Dear Commissioners:

At the Township's request, we have reviewed the revised site plan (dated 12/27/07) for the expansion of an existing warehouse and development of a new outdoor storage area for Servpro in the Genoa Industrial Park complex. The site is described as Unit 5 of the Genoa Industrial Park, which is located on the west side of Pless Drive, north of Grand River Avenue. The site is currently zoned PID Planned Industrial District. The request has been reviewed in accordance with the Genoa Township Zoning Ordinance and Master Plan.

**A. Summary of Issues**

1. Additional information is needed to ensure compliance with the specific use standards for outdoor storage.
2. Planning Commission approval is required for the proposed architecture, including materials and colors.
3. Planning Commission approval is required for the excess parking; 16 spaces are required, while 40 are provided.
4. The location of the proposed loading space will block parking spaces during deliveries.
5. The applicant requests that the Planning Commission approve a reduction in buffer zone and detention pond landscaping due to the presence of existing vegetation.
6. Planning Commission approval is required for the waste receptacle location within a required side yard.

**B. Proposal**

The applicant proposes to construct a 4,500 square foot warehouse addition to the existing 6,551 square foot industrial building, as well as a large outdoor storage area. The submittal notes that the outdoor storage area will occupy 8,700 square feet of area, but it appears to have been reduced with this revised submittal. The submittal indicates that in total, the building will provide approximately 3,000 square feet of office space and 8,000 square feet of warehousing. Warehousing facilities with associated office space are permitted uses in the PID, while accessory outdoor storage requires special land use approval. With



the revised submittal, the applicant notes that there will be no grading activity within the required 25-foot natural feature setback around the MDEQ regulated wetland.

### C. Special Use Review (General Standards)

Section 19.03 of the Zoning Ordinance identifies the general review criteria for Special Land Use applications as follows:

1. **Master Plan.** The Master Plan and Future Land Use Map identify the site and properties to the north, south and east as Planned Industrial, while the properties to the west are classified as Industrial. The intent of the Planned Industrial classification is for properties to be developed as a light industrial/R&D/office park. The Master Plan further states high quality building architecture should be utilized in addition to enhanced screening along adjoining major thoroughfares. Flexibility in some zoning requirements may be considered in exchange for these aesthetic enhancements. In our opinion, the landscaping and building design are not of as high of quality as intended by the Master Plan; however, the applicant is not requesting any modifications from zoning requirements as a trade off.
2. **Compatibility.** Uses along Pless Drive are industrial in nature with no residential uses or zoning adjacent to the site that would be impacted by the request. Review of aerial photography indicates an existing accessory outdoor storage use to the east. The site contains an existing wooded area that would be preserved around the outdoor storage area for screening purposes.
3. **Public Facilities and Services.** The site is served by existing roadways, public facilities and services, but also utilizes an on-sit well. The existing septic system will be abandoned and a connection will be made to the public sanitary sewer service. The proposed outdoor storage is not anticipated to have an impact upon existing public facilities and services.
4. **Impacts.** Due to the industrial nature of surrounding land uses, adverse impacts are not anticipated via the outdoor storage area, provided the specific use requirements are met. These requirements are described in detail under Section D below.
5. **Mitigation.** The Township may require mitigation necessary to limit or alleviate any potential adverse impacts created by the special land use.

### D. Special Use Review (Specific Standards)

Section 8.02.02(a) identifies the following specific requirements for outdoor storage:

- (1) *Minimum lot area shall be one (1) acre.*

The site contains 2 acres of land.

- (2) *Any stockpiles of soils, fertilizer or similar loosely packaged materials shall be sufficiently covered or contained to prevent dust or blowing of materials.*

The applicant must comply with this standard.

- (3) *All outdoor storage areas shall be paved with a permanent, durable and dustless surface and shall be graded and drained to dispose stormwater without negatively impact adjacent property. The Township Board, following a recommendation of the Planning Commission and the Township Engineer, may approve a gravel surface for all or part of the display or storage area for low intensity*

*activities, upon a finding that neighboring properties and the environment will not be negatively impacted.*

The site plan proposes the use of limestone for ground cover. The Impact Assessment notes that the outdoor area will be used for storage of equipment and vehicles. The applicant must demonstrate that use of limestone will not create an adverse impact.

- (4) *No outdoor storage shall be permitted in any required yard (setback) of buildings for the district in which the outdoor display, sales or storage use is located. Any approved outdoor sales or display with a parking lot shall meet the required parking lot setback; provided the Planning Commission may require additional landscaping screening or ornamental fencing.*

The minimum required rear yard setback is 40 feet. The revised outdoor storage area complies with this requirement.

- (5) *The site shall include a building of at least five hundred (500) feet of gross floor area for office use in conjunction with the use.*

The proposed building is approximately 11,000 square feet in area, 3,000 of which is devoted to office space.

- (6) *All loading and truck maneuvering shall be accommodated on-site.*

The site plan does not propose any off-site areas for loading and truck maneuvering.

- (7) *All outdoor storage area property lines adjacent to a residential district shall provide a buffer zone A as described in Section 12.02. A buffer zone B shall be provided on all other sides. The Planning Commission may approve a six (6) foot high screen wall or fence, or a four (4) foot high landscaped berm as an alternative.*

The plan identifies an existing wooded area around the outdoor storage area. A buffer zone "B" requires a 20-foot wide buffer, a 6-foot wall or 3-foot berm, and 1 canopy tree, 1 evergreen tree and 4 shrubs per each 30 linear feet along the property line. The landscape plan does not identify new plantings to meet the requirements for the required buffer zone. The applicant must demonstrate that the existing wooded area to be preserved is sufficient to meet these requirements. Additionally, a wall or berm is required as part of the buffer zone. The revised landscape plan shows proposed berms along a portion of the westerly and northerly property lines, but no details or plantings are provided.

- (8) *The height of all material and equipment stored in an outdoor storage area shall not exceed the height of any landscape screening, wall or fence. Boats and recreational vehicles may exceed the height of the fence provided that they are setback from the fence a distance equal to their height. Storage of materials up to the height of the adjacent building wall may be permitted in the rear yard if it is illustrated on the site plan, the rear yard does not abut a residential district or face an expressway, and such storage is confined to within twenty (20) feet of the building.*

The applicant must provide documentation stating that they will comply with this requirement.

**E. Site Plan Review**

1. **Dimensional Requirements.** The revised site plan complies with the dimensional standards of the Zoning Ordinance for the PID as described below.

District	Lot Size		Minimum Yard Setbacks (feet)				Max. Height	Lot Coverage
	Lot Area (acres)	Width (ft.)	Front Yard	Side Yard	Rear Yard	Parking Lot		
PID	1	150	85	25	40	20 front 10 side/rear	30	40% bldg 85% impervious
Provided	2	210	93	29.2 (N) 119.9 (S)	138.4	40 front 15 side	20.7	16% bldg 50% impervious

2. **Building Elevations.** The building elevation drawing identifies the primary materials as single-score concrete block and metal wall panels. The south elevation also appears to utilize EIFS as an accent material, but there is no specific description of the material. The building provides overhead doors on the south and west elevations. As described in the Master Plan, the Planned Industrial classification is intended for high quality design; however, the proposed building design and materials do not offer much in terms of aesthetic appeal. Planning Commission approval is required for the proposed architecture, including materials and colors.
3. **Parking.** The Zoning Ordinance requires 1 space for each 300 square feet of usable floor area for general office uses and 1 space for each 1,500 square feet of warehouse space, resulting in the need for 16 parking spaces. The site plan provides 40 spaces, including 2 barrier free spaces. The Zoning Ordinance limits the total amount of parking to 120% of the minimum required. In this instance, the maximum is 20 spaces, unless otherwise approved by the Township based upon a documented need by the applicant. The parking spaces and drive aisles conform to minimum dimensional requirements. The revised plans show curbing around the new parking area as required.
4. **Loading.** Section 14.08.08 requires 1 loading space for the proposed project, which is to be 500 square feet in area and located in a rear or side yard not directly visible to a public street. The revised provides the required space on the south side of the building. It should be noted that the proposed location has the potential to block the 6 new parking spaces during deliveries. The applicant should sign these spaces as employee only so that any non-employees are not blocked in by a delivery truck.
5. **Access.** There are no modifications proposed to the existing driveway for the site.
6. **Pedestrian Circulation.** The plan proposes a 7-foot wide concrete sidewalk along the building addition, providing separation between the building and parking lot. There is also an existing sidewalk connecting the building entrance and parking lot. Because of the nature of the use and the zoning of the property, a sidewalk is not required along Pless Drive.
7. **Landscaping & Greenbelt.** The following table summarizes the ordinance requirements for landscaping.

Location	Amount of Planting Required	Amount of Planting Provided	Additional Landscaping Required
Front Yard greenbelt	20 foot greenbelt; 5 canopy trees	20 foot greenbelt; 1 canopy tree; 6 existing trees	None

Buffer Zone "B" (N)	20 foot buffer zone; 6 foot high wall or berm; 4 canopy trees; 4 evergreen trees; 16 shrubs	30 foot buffer zone; berm; existing wooded area	(a)
Buffer Zone "B" (W)	20 foot buffer zone; 6 foot high wall or berm; 4 canopy trees; 4 evergreen trees; 16 shrubs	40 foot buffer zone; berm; existing wooded area	(a)
Detention pond	6 canopy OR evergreen trees; 60 shrubs	3 evergreen trees; 23 shrubs; existing wooded area	3 trees and 37 shrubs (b)
Parking lot	4 canopy trees; 400 sq. ft. landscaped area	1 canopy tree (existing); 5 evergreen trees (relocated); approx. 400 sq. ft. landscaped area	None

- a. A Buffer Zone "B" is required on all sides around the outdoor storage area. The plan notes existing wooded areas on the north and west sides of the storage area; however, a specific inventory of existing vegetation is not provided. The Planning Commission may modify the requirements based upon the presence of existing vegetation that is to be preserved.
- b. The applicant requests that the Planning Commission allow a reduction in the detention pond plantings due to the presence of existing vegetation.

**8. Waste Receptacle and Enclosure.** Section 12.04 requires waste receptacles to be located in the rear or non-required side yard, unless otherwise approved by the Planning Commission. The proposed waste receptacle location is in the required southerly side yard and therefore, requires Planning Commission approval. The revised site plan identifies a 20' x 25' concrete base pad with a 6-foot apron as required. Sheet C5 identifies a 6'-6" tall masonry enclosure that matches the building, including gates that are to be either pressure treated wood or cedar.

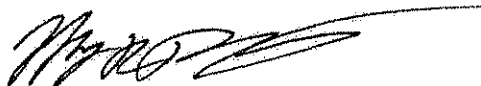
**9. Exterior Lighting.** The revised lighting plan on Sheet 1 of 1 identifies 1 light pole and 3 wall mounted light fixtures. The pole fixture is noted with a mounting height of 22.5 feet, but the revised plans still do not provide a pole detail. The plan indicates that the pole fixture and two of the wall mounted fixtures will be 400 watt metal halide, while the third wall mounted fixture will be 250 watt metal halide. Cut sheets previously provided by the applicant indicate the use of downward directed, cut-off fixtures. The revised plan complies with the 10.0 footcandle maximum for lighting intensity.

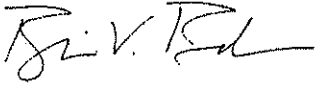
**10. Signs.** The submittal does not identify any signage proposed as part of this project.

**11. Impact Assessment.** An Impact Assessment (5/30/07) has been provided by the applicant. The Assessment states that the project is not anticipated to create any adverse impacts upon the environment, public services, surrounding land uses or traffic.

Should you have any questions concerning this matter, please do not hesitate to contact our office.

Sincerely,  
 LSL PLANNING, INC.

  
 Jeffrey R. Purdy, AICP  
 Partner

  
 Brian V. Borden, AICP  
 Senior Planner



## TETRA TECH

January 9, 2008

Ms. Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

**Re: SERVPRO of Brighton/Howell  
Site Plan Review #2**

Dear Ms. VanMarter:

As requested, we have performed a review of the above-referenced revised site plan as prepared by Livingston Engineering, dated December 3, 2007 and revised December 27, 2007. The site is located on Unit 5 of the Genoa Industrial Park which is west of Pless Drive and north of Grand River Avenue. The petitioner is proposing a 4,500 sq. ft. addition to the existing 6,532 sq. ft. building. The site plan also includes an addition of a gravel outdoor storage area and additional parking. We offer the following comments for your consideration.

### UTILITIES

1. Marion, Howell, Oceola, Genoa Sewer and Water Authority (MHOG SWATH) standards state that all public water main must be 8-inch. If the pipe is used as a fire hydrant lead, then the pipe size may be reduced to 6-inch within 25 feet of the hydrant.
2. A detail of the dry well should be added to the plans. The backwash from all on-site water softeners must be connected to the drywell.

### DRAINAGE AND GRADING

3. The petitioner is proposing to outlet to an existing pond on the southwest portion of the site. The petitioner has added a sedimentation pond prior to outlet and demonstrated minimal impact to the existing pond from the addition. The site has been designed in general conformance with Livingston County Drain Commission standards.

### NON-ACTION ITEMS

4. A permit must be obtained from the Livingston County Building Department for the installation of the sanitary sewer lead.
5. The petitioner should be aware that there are tap in fees associated with the proposed connection to the municipal sanitary sewer system.



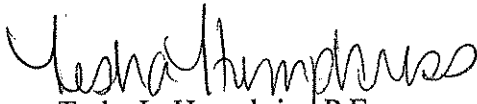
## TETRA TECH

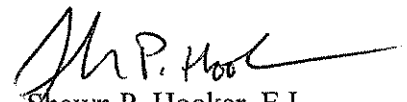
6. A construction permit will be necessary for the publicly owned water main.
7. The petitioner is proposing a live tap to the existing water main system. A representative of Genoa Township must be present to observe the live tap.
8. A letter from the Fire Department stating they have reviewed the plans and are satisfied with them should be submitted to our office.
9. The petitioner shall use a potassium-based regenerant with any on-site water softeners.

We recommend the Township consider the above issues prior to taking action on the site plan.

Please call if you have any questions.

Sincerely,

  
Tesha L. Humphriss, P.E.  
Project Manager

  
Shawn P. Hooker, E.I.  
Project Engineer

:cpl  
200-12736-08007 T012

Copy: Mark Hiller, Livingston Engineering  
Gary McCririe, Genoa Township

K\LETTERS\Genoa Twp SERVPRO.doc



# Brighton Area Fire Department

615 W. Grand River

Brighton, Michigan 48116

810-229-6640 Fax: 810-229-1619

January 9, 2008

GENOA TOWNSHIP

JAN 14 REC'D

RECEIVED

Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Servpro  
2094 Pless Drive  
Genoa Twp., MI  
Site Plan Review

Dear Kelly:

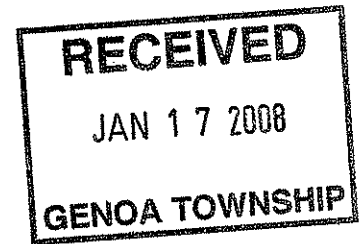
The Brighton Area Fire Department has reviewed the above mentioned site plan. The plans were received for review on January 3, 2008 and the drawings are dated December 3, 2007 with a revision date of December 27, 2007. The project is based on a new 4,500 square foot building addition to an existing 6,532 square foot existing building. The plan review is based on the requirements of the International Fire Code (IFC) 2003 edition. Previous comments appear to be addressed by the applicant in the revised submittal.

1. Future project submittals shall include the address and street name of the project in the title block. **IFC 105.4.2**
2. Provide this division with the names, phone numbers, email addresses of the architect, general contractor, owner or owner's agent and on-site supervisor.
3. The building shall include the building address on the building. The address shall be a minimum of 6" high letters of contrasting colors, clearly visible from the street. The location shall be verified prior to installation. **IFC 505.1**
4. The location of a key box (Knox Box) shall be indicated on future submittals. The Knox box will be located adjacent to the front door of the structure. **IFC 506.1**

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). If you have any questions about the comments on this plan review please contact me at 810-225-8033

Respectfully yours,

  
Michael D. O'Brian  
Fire Marshal



**Impact Assessment  
for  
ServePro of Brighton/Howell  
Unit 5 – Genoa Industrial Park  
Genoa Township  
Livingston County, Michigan**

**Prepared By**

**Livingston Engineering  
3300 S. Old US-23  
Brighton, MI 48114  
(810) 225-7100  
December 2007  
Revised January 16, 2008**



This impact assessment has been prepared in accordance with section 18.07 of the Genoa Township, Livingston County, Michigan Zoning Ordinance. This section states that developments of this nature shall include such a report for review as part of the site plan review and approval process. As such, this report has been prepared to provide the required information and project overview of the development, in accordance with current township requirements.

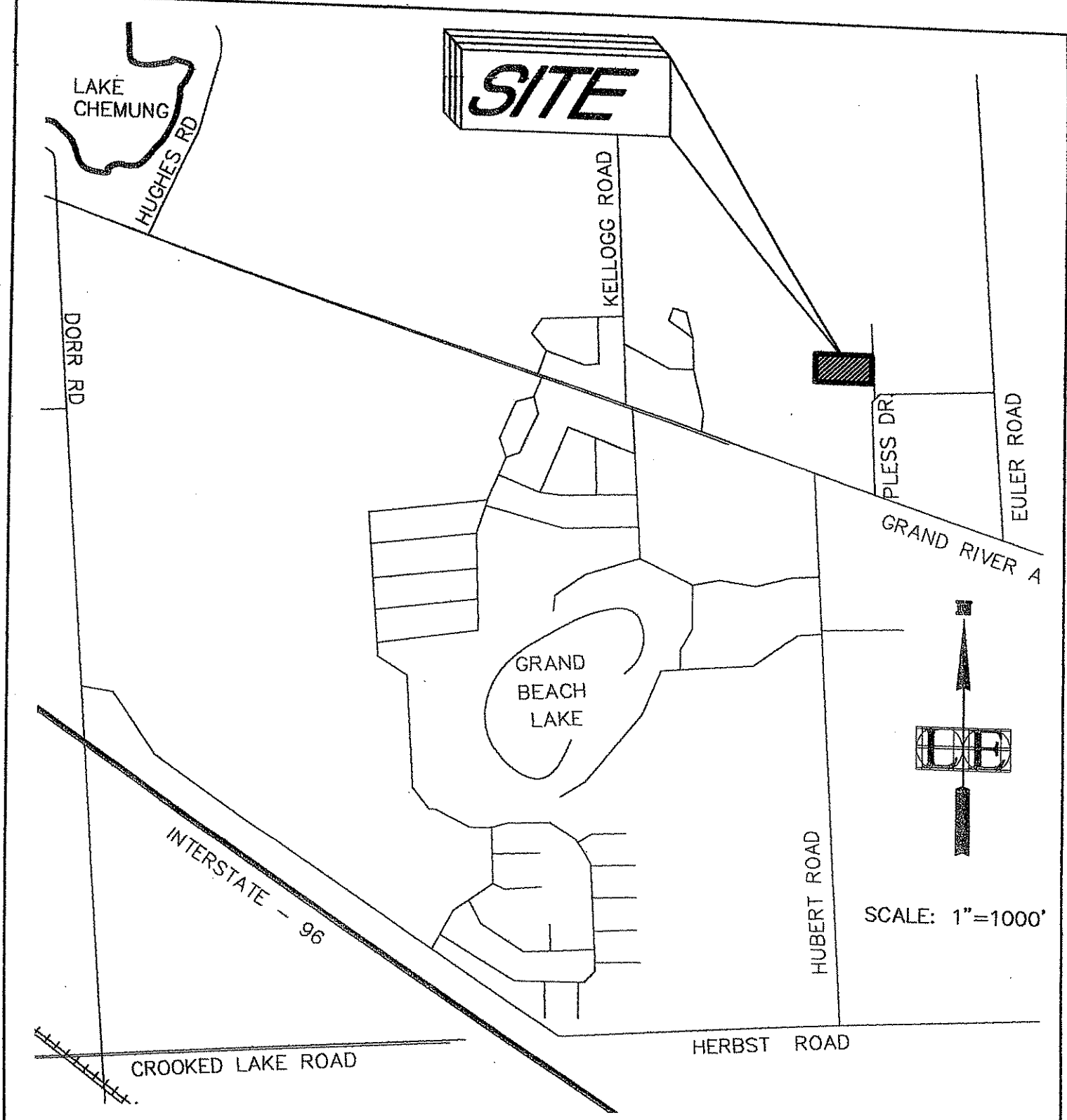
**I. Party Responsible for preparation of Impact Statement**

This impact assessment has been prepared by Livingston Engineering, a professional services company offering civil engineering, land surveying, and site planning services throughout southeast Michigan. Livingston Engineering is licensed to provide engineering and surveying services in Michigan, as well as engineering licenses in the states of Arizona, Colorado, New Mexico and Utah.

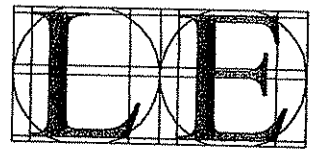
**II. Site Location**

The subject site contains approximately 2.0 acres located in section 13 of Genoa Township, Livingston County, Michigan. This parcel is located within the Genoa Industrial Park and sits on the west side of Pless Drive North off of Pless Drive and Grand River Avenue. The site is bordered on the south and east by other industrial uses within the Genoa Industrial Park, to the north by vacant industrial land within the Genoa Industrial Park and to the west by industrial zoned land. A location map and aerial photograph of the subject site is included in this report as Exhibit "A" and Exhibit "B" respectively.

Currently, the site is zoned PID, Planned Industrial District. The adjacent parcels carry the same zoning designation. A copy of the Genoa Township Zoning Map is included in this report as Exhibit "C".



LOCATION MAP - EXHIBIT A



**LIVINGSTON ENGINEERING**  
 CIVIL ENGINEERING SURVEYING PLANNING

3300 S. OLD US-23, BRIGHTON, MI 48114  
 PHONE: (810) 225-7100 FAX: (810) 225-7689

<http://www.livingstoneng.com>  
 DRAWN BY MAH JOB No. 07231

DESCRIPTION  
 GENOA INDUSTRIAL PARK  
 UNIT 5

DATE 11-26-07 SHEET No. 1 OF 5 SCALE 1"=1000'



SCALE: 1"=200'

AERIAL PHOTOGRAPH - EXHIBIT B



**LIVINGSTON ENGINEERING**  
 CIVIL ENGINEERING      SURVEYING      PLANNING

3300 S. OLD US-23, BRIGHTON, MI 48114

<http://www.livingstoneng.com>

PHONE: (810) 225-7100

FAX: (810) 225-7699

DRAWN BY MAH      JOB No. 07231

DESCRIPTION  
 GENOA INDUSTRIAL PARK  
 UNIT 5

DATE 11-26-07 SHEET No. 2 OF 5 SCALE 1"=200'

.DR

FILICE

LDR

CE

EULER

SCALE: 1"=1000'

MOR

OS

IN

PLESS

IN

**SITE**

MANIAN

RINA

EZEWAY

REVIEW

SR

LDR

IN

M

SR

LDR

MIP

HL

FR

OS

MONTE

PROPERTY ZONED - (PID) PLANNED INDUSTRIAL DISTRICT ZONING MAP - EXHIBIT C



**LIVINGSTON ENGINEERING**

CIVIL ENGINEERING SURVEYING PLANNING

3300 S. OLD US-23, BRIGHTON, MI 48114

<http://www.livingstoneng.com>

PHONE: (810) 225-7100

FAX: (810) 225-7699

DRAWN BY MAH

JOB No. 07231

DESCRIPTION

GENOA INDUSTRIAL PARK  
UNIT 5

DATE 11-26-07 SHEET No. 3 OF 5 SCALE 1"=1000'

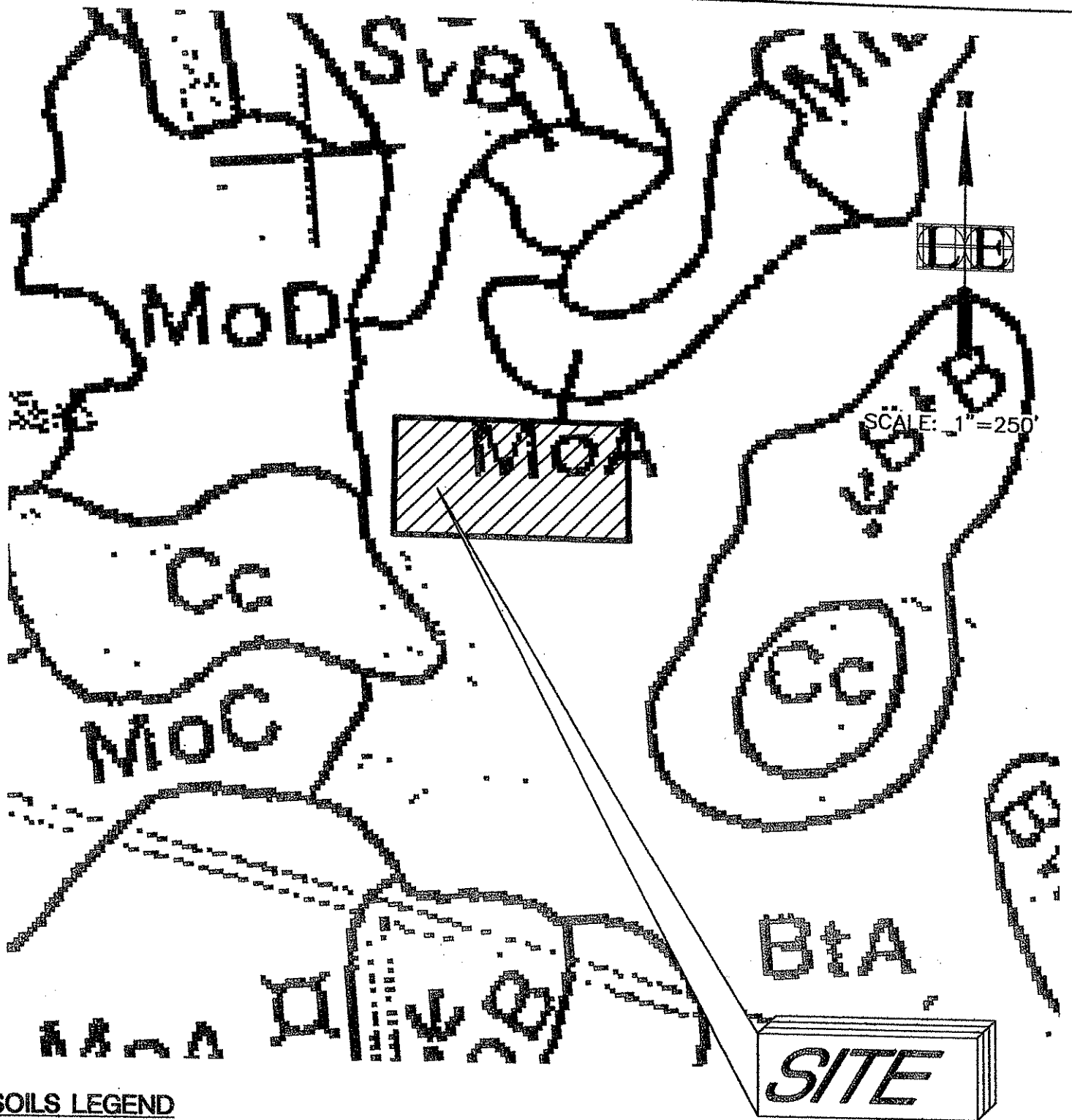
### **III. Impact on Natural Features**

Currently, the site is occupied with a 6,532 sf building and associated access and parking. The western property boundary is lined with mature trees and an existing pond at the southwest corner.

Soils on the site consist primarily of Boyer-Oshtemo loamy sands. This soil is described as well drained soils with slow runoff characteristics and moderately rapid permeability. A soils map of the subject site is included as Exhibit “D”.

In its current condition, the parcel does contain a Michigan Department of Environmental Quality (MDEQ) regulated wetland area in the southwest corner, however, the pond is not to be disturbed and a 25 foot wetland setback will be adhered to. As depicted in Exhibit “E”, the existing drainage for this site generally drains overland to the south west corner of the site to the existing pond.

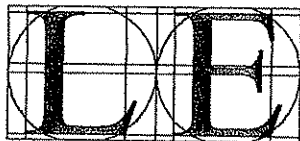
As proposed, the addition will occupy an open field area void of trees and will continue an existing use. Adverse affects to the natural features will be minimal. Storm water runoff will be collected by way of a culvert and drainage swales continuing the existing drainage pattern to the pond in the southwest corner. Best management practices (BMP) will be utilized to treat the storm water prior to discharging to the pond area. A sediment basin will be constructed to intercept the storm water prior to leaving the site and will be allowed to naturally overflow into the existing pond area in the southwest corner. Existing and proposed landscape treatments and buffers will be placed both within the site and around the perimeter of the storm water management area to compliment the vegetation that will remain in place.



**SOILS LEGEND**

BtA - BOYER-OSHEMO LOAMY SANDS, 0 TO 2 PERCENT SLOPES

SOILS MAP - EXHIBIT D



**LIVINGSTON ENGINEERING**

CIVIL ENGINEERING SURVEYING PLANNING

3300 S. OLD US-23, BRIGHTON, MI 48114

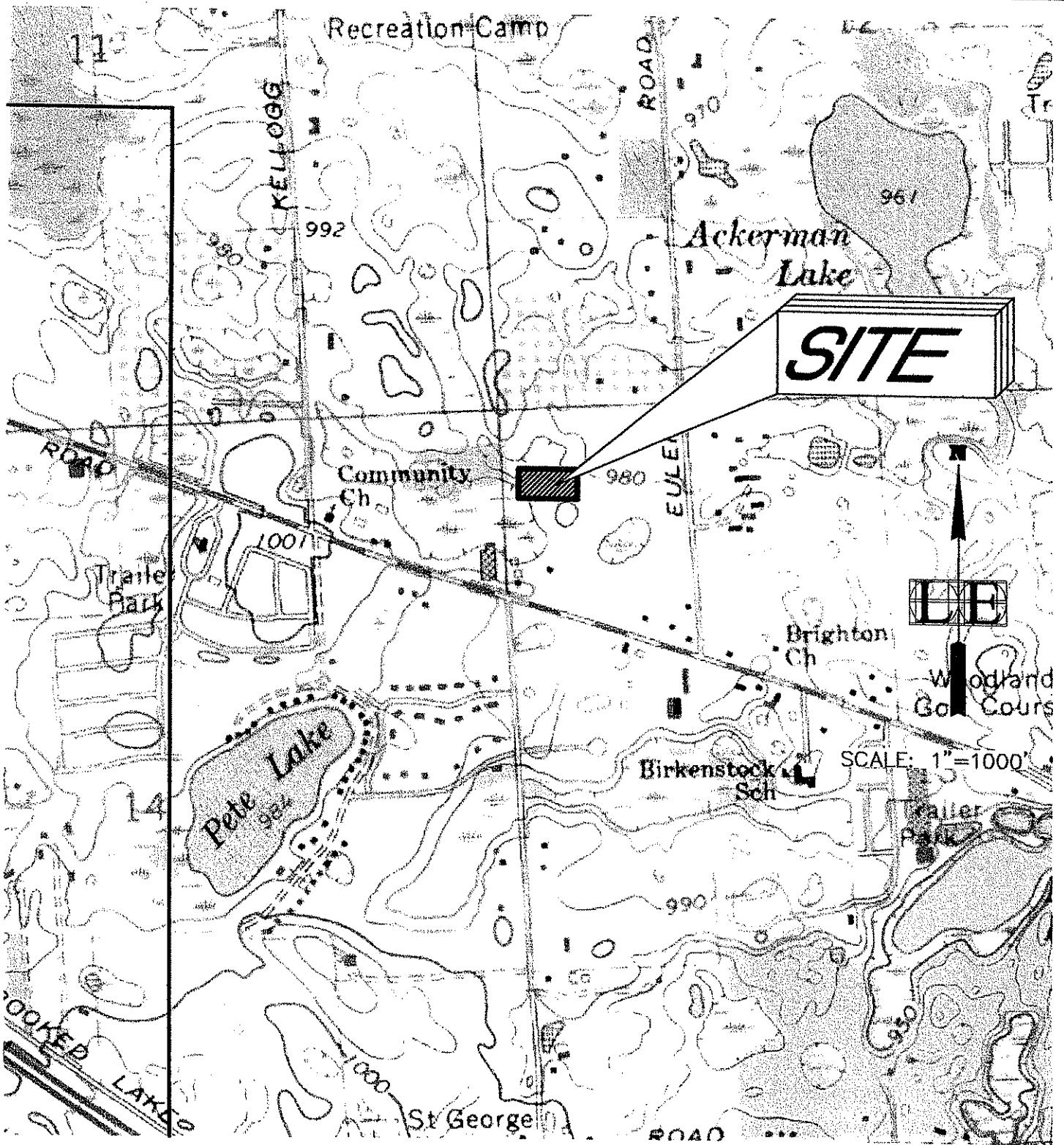
PHONE: (810) 225-7100

FAX: (810) 225-7899

DRAWN BY MAH JOB No. 07231

DESCRIPTION  
GENOA INDUSTRIAL PARK  
UNIT 5

DATE 11-26-07 SHEET No. 4 OF 5 SCALE 1"=250'



EXISTING DRAINAGE - EXHIBIT E



**LIVINGSTON ENGINEERING**  
 CIVIL ENGINEERING SURVEYING PLANNING

3300 S. OLD US-23, BRIGHTON, MI 48114

<http://www.livingstoneng.com>

PHONE (810) 225-7100

FAX: (810) 225-7699

DRAWN BY MAH JOB No. 07231

DESCRIPTION

GENOA INDUSTRIAL PARK  
 UNIT 5

DATE 11-26-07 SHEET No. 5 OF 5 SCALE 1"=1000'

#### **IV. Impact on Storm Water Management**

As previously described, the site drains to the pond in the south west corner.

Upon the addition being completed as proposed, the drainage outlet for the site will remain unchanged. Storm water will be collected on site through the use of a culvert and drainage swales and directed into a sediment basin and allowed to naturally overflow into the existing pond.

During construction, soil erosion and dust control measures will be implemented. Best management practices including silt fence and a sedimentation basin will be utilized during this time. For dust control, soil watering to keep the site in a moisture optimum condition will be performed with a water truck on an as needed basis. Upon completion of mass grading and earthmoving operations, permanent restoration including topsoil, seed and mulch along with landscape installation will be performed.

A soil erosion and sedimentation control permit will be required prior to the start of any site grading or construction.

#### **V. Impact on Surrounding Land Uses**

As proposed, the building addition is in conformance with the current IND zoning designation and is similar in nature to other development within the industrial park.

The existing use of the site is warehouse with associated office space. The owner and developer, Servpro of Brighton/Howell will utilize the additional warehouse space and outdoor storage area to compliment the existing use for the storage of equipment and vehicles necessary for their fire and water restoration business. The proposed 4,500 S.F. addition and 8,700 S.F. outdoor storage areas will be utilized as additional storage and warehouse space. Hours of operation for this establishment will be consistent with



normal office operations, namely 8:00 a.m. to 5:00 p.m., Monday through Friday with occasional Saturdays.

Access to this site will be from Pless Drive North.

It is not anticipated that noise levels generated from users in this complex will approach levels of 65 decibels at the property lines.

Site lighting for this development will be within acceptable limits as allowed by Genoa Township. A pole mounted light in the rear to illuminate the proposed storage yard will be used. In addition, downward directed “shoebox” type fixtures will be mounted on the proposed building for visual and safety purposes. A lighting plan indicating illumination levels has been prepared for review by township staff.

#### **VI. Impact on Public Facilities and Services.**

As this project is consistent with other developments within the park and along the Grand River corridor in this vicinity, it is not anticipated that this facility will adversely affect emergency services such as fire and police. Additionally, as the project is not a residential site, undesirable affects on local schools or recreation facilities is not expected.

#### **VII Impact on Public Utilities**

Although municipal water service is available, the water supply for this project will be provided through the continued use of an existing on-site well and water softener. All on-site water softening equipment shall use a potassium-based regenerate and all backwash shall be directed to proposed drywell. Sanitary sewer service will be provided by Genoa Township via the extension of an existing stubbed service lead extended into the site. The existing on-site septic field and tank will be abandoned as required by the Livingston County Health Department. It is not anticipated that the proposed sanitary service will adversely affect available capacities for the sewer systems. In addition, existing electric and gas service is available along Pless Drive North.

**VIII. Storage and Handling of Any Hazardous Materials**

This facility will not store or maintain noxious materials or chemicals on site.

**IX. Impact on Traffic**

The location of the site is well suited for a development of this nature. It is located within an industrial park and is consistent with the development in the park. The activity and influence of the site is expected to be equal to, or less than, the surrounding industry. As previously mentioned, the site will consist of approximately 3,000 sf of office space and 8,000 sf of ware housing space. Based on the current ITE Trip Generation Manual, this facility upon completion of the proposed addition can be expected to generate 37 weekday trip ends with both the a.m. and p.m. peak hours being 5 trips.

As neither the a.m. or p.m. peak hours will generate an excess of 50 directional trips, a traffic impact assessment nor traffic impact statement is required for this project. Regardless, it is not anticipated that this project will adversely affect the traffic in the vicinity of this project.

**X. Historic and Cultural Resources**

No known historic and/or cultural resources exist on this site that will be affected by this development.

**XI. Special Provisions**



Michigan Department of Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

**LOCAL APPROVAL NOTICE**  
[Authorized by MCL 436.1501]

**FOR MLCC USE ONLY**

Request ID # 437835

Business ID # 7144

January 9, 2008

**TO:** Genoa Charter Township Board  
Clerk  
2911 Dorr Road  
Brighton, MI 48116-9436

**APPLICANT:** OAK POINTE COUNTRY CLUB, INC.

**Home Address and Telephone No. or Contact Address and Telephone No:**

**CONTACT:**  
JOHN B. CARLIN JR. 2855 COOLIDGE HWY., STE. 203, TROY MI, 48084 (B.P. 248-816-5000)

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact the On-Premises Section of the Licensing Division at (517) 636-4634.

jr

**PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN  
TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS**

### RESOLUTION

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
(Regular or Special) (Township Board, City or Village Council)

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ P.M.

The following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

**That the request for OAK POINTE COUNTRY CLUB, INC. REQUESTING TO TRANSFER LOCATION 2007 RESORT G-1, ISSUED UNDER MCL436.1531(2) LICENSED BUSINESS, WITH DANCE-ENTERTAINMENT PERMIT, LOCATED AT 4500 CLUB, BRIGHTON MICHIGAN, 48116, GENOA TOWNSHIP, LIVINGSTON COUNTY, TO NEW BUILDING, SAME ADDRESS**

be considered for \_\_\_\_\_  
(Approval or Disapproval)

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this legislative body that the application be:

\_\_\_\_\_ for issuance  
(Recommended or Not Recommended)

State of Michigan \_\_\_\_\_)

County of \_\_\_\_\_)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
(Township Board, City or Village Council) (Regular or Special)

meeting held on \_\_\_\_\_  
(Date)

(Signed) \_\_\_\_\_  
(Township, City or Village Clerk)

SEAL

\_\_\_\_\_  
(Mailing address of Township, City or Village)

FRASER TREBILCOCK DAVIS & DUNLAP, P.C.  
LAWYERS

PETER L. DUNLAP\*  
DOUGLAS J. AUSTIN  
MICHAEL E. CAVANAUGH  
JOHN J. LOOSE  
DAVID E.S. MARVIN<sup>o</sup>  
STEPHEN L. BURLINGAME  
DARRELL A. LINDMAN  
IRIS K. LINDER  
GARY C. ROGERS  
MARK A. BUSH  
MICHAEL H. PERRY  
BRANDON W. ZUK  
MICHAEL C. LEVINE  
THOMAS J. WATERS  
MARK R. FOX\*<sup>o</sup>  
MICHAEL S. ASHTON  
H. KIRBY ALBRIGHT  
GRAHAM K. CRABTREE  
MICHAEL P. DONNELLY  
EDWARD J. CASTELLANI<sup>o</sup>  
NAN ELIZABETH CASEY

PETER D. HOUK<sup>o</sup>  
JONATHAN E. RAVEN  
THADDEUS E. MORGAN  
ANNE BAGNO WIDLAK  
ANITA G. FOX<sup>o</sup>  
ELIZABETH H. LATCHANA  
TODD D. CHAMBERLAIN  
RYAN M. WILSON  
KENNETH S. WILSON\*  
ROBERT B. NELSON  
BRIAN P. MORLEY~  
MARY M. MOYNE†  
JOHN D. MILLER^  
TONI L. HARRIS‡  
RYAN K. KAUFFMAN  
JENNIFER UTTER HESTON  
KATHERINE A. WEED  
NICOLE L. PROULX  
VINCENT M. PECORA  
G. ALAN WALLACE  
AZIZA N. YULDASHEVA

124 WEST ALLEGAN STREET, SUITE 1000  
LANSING, MICHIGAN 48933  
TELEPHONE (517) 482-5800  
FACSIMILE (517) 482-0887  
WEBSITE [www.fraserlawfirm.com](http://www.fraserlawfirm.com)

DETROIT OFFICE  
TELEPHONE (313) 237-7300  
FACSIMILE (313) 961-1651

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(1918-2005)

OF COUNSEL  
DONALD A. HINES  
RONALD R. PENTECOST

<sup>o</sup>RETIRED CIRCUIT JUDGE  
<sup>\*</sup>ALSO LICENSED IN FLORIDA  
<sup>\*</sup>ALSO LICENSED IN COLORADO  
<sup>o</sup>ALSO LICENSED IN DISTRICT OF COLUMBIA  
<sup>o</sup>ALSO CERTIFIED PUBLIC ACCOUNTANT  
<sup>\*</sup>ALSO LICENSED IN NORTH CAROLINA  
<sup>\*</sup>ALSO LICENSED IN GEORGIA

<sup>‡</sup>ALSO LICENSED BY U.S. PATENT AND TRADEMARK OFFICE

December 28, 2007

Writer's Data

Direct Dial Number: (517) 377-0875  
E-mail: [MAshton@fraserlawfirm.com](mailto:MAshton@fraserlawfirm.com)

VIA HAND DELIVERY

Robin Ancona  
Telecommunications Division Acting Director  
Michigan Public Service Commission  
6545 Mercantile Way  
Lansing, Michigan 48909

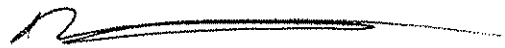
Re: MPSC Annual Report Survey for 2007

Dear Ms. Ancona:

Enclosed please find Comcast's confidential responses to the MPSC Annual Report Survey Questions. Also enclosed is Comcast's Annual Report required by Section 9(4) of 2006 PA 480. If you have any questions or concerns about this filing, please do not hesitate to contact me.

Very truly yours,

FRASER TREBILCOCK DAVIS & DUNLAP, P.C.



Michael S. Ashton

MSA/dkl  
Enclosures

**This survey response is being filed with the Commission pursuant to the requirements of PA 480 and contains trade secrets, commercial and financial information of Comcast. Therefore, this survey response is exempt from the freedom of information act.**

**3. Is there a competitor in your footprint area now that PA 480 has become effective? If so, how many?**

Prior to the passage of PA 480, Comcast has had a number of competitors. This has included a number of satellite providers, such as Direct TV and DISH Network. In a number of communities, WideOpenWest ("WOW") also is a competitor. Since the passage of PA 480, Comcast continues to compete with these entities. In addition, AT&T and others have sought and obtained Uniform Video Service Local Franchise Agreements in various areas where Comcast provides service. As a result, in certain communities Comcast now has at least 4 competitors.

**4. How many franchise agreements (in Michigan) does your company have? How many of those franchise agreements are now the new Uniform Video Service Local Franchise Agreements?**

Comcast has a franchise agreement in each community it serves within the State of Michigan. Since the effective date of PA 480, Comcast has obtained 95 Uniform Video Service Local Franchise Agreements. Pursuant section 5(3) of PA 480, Comcast's other franchise agreements have been limited to the provisions of the Uniform Video Service Local Franchise Agreement.

**5. Were you an incumbent provider prior to PA 480 taking effect on 1/1/07?**

Yes.

**6. Did your company become a cable/video provider in the state of Michigan in 2007 as a result of PA 480?**

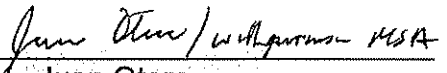
No.

**7. Have there been any informal or formal disputes regarding your Uniform Video Services Local Franchise Agreements that have been filed with franchise entities? If so, please explain.**

To Comcast's knowledge, no informal or formal disputes regarding the Uniform Video Services Local Franchise Agreements were filed with franchise entities. The City of Detroit, City of Adrian, and City of Romulus have filed various pleadings with the Michigan Public Service Commission regarding Comcast and the Uniform Video Services Local Franchise Agreement. These cases have not proceeded to a hearing before the Commission.

**Comcast's Annual Report  
Required by Section 9(4) of 2006 PA 480**

Pursuant to Section 9(4) of PA 480, Comcast reports that it does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides. Since Comcast has not engaged in such conduct, there is no need to apply the provisions of Section 9(2) to its footprint. Since Comcast does not use telecommunication facilities or access lines to provide video services, Section 9(3) of the Act is inapplicable.

  
By: Juan Otero  
Its: Vice President, Government &  
Regulatory Affairs, Michigan  
Region  
Date: December 28, 2007

To Board 2/4/08



January 15, 2008

Paulette Skolarus, Clerk  
Township of Genoa  
2911 Dorr Rd.  
Brighton, MI 48116

Dear Ms. Skolarus:

Enclosed please find a copy of the Michigan Public Service Commission Annual Survey for 2007 submitted by Comcast on December 28, 2007.

Please contact me at 734-254-1888 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Frederick G. Eaton".

Frederick G. Eaton  
Government Affairs Manager  
Comcast, Midwest Region  
41112 Concept Drive  
Plymouth, MI 48170

Enc.



To Board 2/4/08

JENNIFER M. GRANHOLM  
GOVERNOR



NIDA R. SAMONA  
CHAIRPERSON

STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
KEITH W. COOLEY, DIRECTOR

**GENOA TOWNSHIP**

JAN 30 REC'D

RECEIVED

January 28, 2008

REQUEST ID: 391308

Howard & Holcomb, Inc.  
% Carol Holcomb  
5705 E Grand River  
Howell, MI 48843

Dear Applicant:

This is with reference to your request to transfer ownership of 07 SDD & SDM licensed business with Sunday sales Permit and Living Quarters Permit located at 1462 S Hughes, Howell, MI 48843, Genoa Township, Livingston County from Petes Party Store, Inc.

Upon written request for an appeal hearing, the enclosed Commission order dated January 16, 2008, was issued rescinding the denial order of July 20, 2007, and approving your request to transfer ownership.

Upon receipt of all items requested on the attached check sheet, further action will be taken on your request.

Very truly yours,

MICHIGAN LIQUOR CONTROL COMMISSION

Keith W. Cooley, Director  
Licensing Division

dlk  
Enclosure

Cc w/encl: Farmington District Office  
Livingston County Sheriff Department  
Genoa Township Board  
Petes Party Store, Inc.

**INTER-OFFICE CORRESPONDENCE**

January 16, 2008  
DATE

TO Licensing Section LE5  
Licensing & Enforcement Divisions

FROM Administrative Commissioners

SUBJECT: Howard & Holcomb, Inc. 391308  
1462 S. Hughes  
Howell, Michigan Geona Township Livingston County

Request to transfer ownership of 2007 Specially Designated Distributor and Specially Designated Merchant licensed business with Sunday Sales and Living Quarters Permit from Pete's Party Store, Inc.

At a meeting held November 20, 2007, the Commission ordered the following: "Commission rule R 436.1105 (1) provides, in part: "An applicant for a license shall provide in the application or demonstrate at a hearing all of the following: . . . (b) The existence of adequate legitimate and verifiable financial resources for establishment and operation of the proposed licensed business in proportion to the type and size of the proposed licensed business. . . ." The Commission finds that applicant stockholder, Carol Holcomb, closed on the \$625,000 sale of the subject licensed location real estate from Hamid Murad on May 11, 2007; that \$500,000 of the purchase price was paid from funds from Metwest Commercial Lender, Inc, Industry, CA, a moneylender that is not registered in the State of Michigan and cannot otherwise be determined by the Commission's Enforcement Division to be a bona fide lending institution. The Commission further finds that Carol Holcomb leased back the subject real estate to licensee corporation, Pete's Party Store, Inc. on June 1, 2007 as well as entered into an unacceptable joint venture agreement on May 21, 2007 with Pete's Party Store, Inc. pending completion of application processing by the Commission for the transfer of the subject liquor licensed business, fixtures, equipment and inventory from Pete's Party Store, Inc.; and that Carol Holcomb subsequently conveyed ownership of the subject real estate to T & C, LLC (Carol Holcomb, sole member) on July 20, 2007. NOW, THEREFORE, IT IS THE ORDER OF THE COMMISSION THAT REQUEST MADE BY HOWARD & HOLCOMB, INC. TO TRANSFER OWNERSHIP OF 2007 SPECIALLY DESIGNATED DISTRIBUTOR AND SPECIALLY DESIGNATED MERCHANT LICENSED BUSINESS LOCATED AT 1462 S. HUGHES, HOWELL, GENOA TOWNSHIP, LIVINGSTON COUNTY FROM PETE'S PARTY STORE, INC. BE DENIED PURSUANT TO THE PROVISIONS OF COMMISSION RULE R 436.1105(b), INASMUCH AS THE SOURCE OF FUNDING TO APPLICANT STOCKHOLDER, CAROL HOLCOMB, FOR PURCHASE OF THE SUBJECT REAL ESTATE COULD NOT BE VERIFIED AS BEING DERIVED FROM A BONA FIDE LENDING INSTITUTION. IT IS THE FURTHER ORDER OF THE COMMISSION THAT SHOULD APPLICANT HOWARD & HOLCOMB, INC. FAIL TO FILE A REQUEST FOR AN APPEAL HEARING IN THE MATTER OF THIS DENIAL WITHIN 20 DAYS FROM THE MAILING DATE OF THIS ORDER PURSUANT TO THE PROVISIONS OF COMMISSION RULE R 436.1925(2), THAT ITS ENFORCEMENT'S DIVISION IS INSTRUCTED TO CONDUCT AN INVESTIGATION TO

