

**GENOA CHARTER TOWNSHIP
BOARD OF TRUSTEES
FEBRUARY 2ND, 2009
6:30 P.M.**

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public:

Approval of Consent Agenda:

1. Payment of Bills
2. Request to approve minutes: 1-20-09
3. Request for approval of an impact assessment for reconstruction and relocation of Cleary Drive, which is a private road located in Sec. 5 between Grand River Avenue and Grand Oaks Drive, petitioned by Cleary University.

Approval of Regular Agenda:

4. Discussion regarding upcoming Capital Improvements Program.

Correspondence
Member Discussion
Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 2, 2009

TOWNSHIP GENERAL EXPENSES: Thru February 2, 2009	\$45,833.85
January 23, 2009: Bi-Weekly Payroll	\$38,273.78
February 2, 2009: Monthly Payroll	\$11,294.74
OPERATING EXPENSES: Thru February 2, 2009	\$94,908.00
TOTAL:	\$190,310.37

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
25005	CONSUMER	Consumers Energy	01/20/2009	896.08
25006	COXKRIS	Kristi Cox	01/20/2009	150.00
25007	ETNA SUP	Etna Supply Company	01/20/2009	26.18
25010	PREMIER	PREMIER ELECTION SOLUTIONS	01/20/2009	80.00
25011	Tetra Te	Tetra Tech Inc	01/20/2009	395.00
25012	Unum	Unum Provident	01/20/2009	1,139.93
25013	Administ	Total Administrative Services	01/23/2009	446.12
25014	Equitabl	Equivest Unit Annuity Lock Box	01/23/2009	220.00
25015	SOM-TRE	State Of Mich- Dept Of Treasur	01/23/2009	3,388.93
25016	Administ	Total Administrative Services	02/02/2009	125.00
25017	Equitabl	Equivest Unit Annuity Lock Box	02/02/2009	20.00
25018	Courtyar	Courtyard by Marriott	01/22/2009	292.10
25019	LEDFORD	Jean Ledford	01/22/2009	424.00
25020	MarrRen	Marriott Renaissance Center	01/22/2009	411.00
25021	MarrRen	Marriott Renaissance Center	01/22/2009	411.00
25022	MCCRIRIE	Gary McCririe	01/22/2009	424.00
25023	MORTENSE	H.J. Mortensen	01/22/2009	364.00
25024	US POSTA	US Postal Service	01/26/2009	1,429.32
25025	HIGGINSO	Higginson Book Company	01/26/2009	51.00
25026	ARCHINAL	Michael Archinal	02/02/2009	500.00
25027	AT&TLONGAT	&T Long Distance	02/02/2009	45.41
25028	COMCAST	COMCAST	02/02/2009	94.03
25029	DEL BUS	Deluxe Business Forms	02/02/2009	169.08
25030	DTE LAKE	DTE Energy	02/02/2009	178.33
25031	DYKGOS	Dykema Gossett	02/02/2009	127.50
25032	EHIM	EHIM, INC	02/02/2009	4,925.38
25033	ETNA SUP	Etna Supply Company	02/02/2009	78.43
25034	FED EXPR	Federal Express Corp	02/02/2009	49.05
25035	GENOA TW	Genoa Township	02/02/2009	88.83
25036	HEIKKINE	Heikkinen Law Firm	02/02/2009	2,247.50
25037	HUMPHT	Tesha Humphriss	02/02/2009	500.00
25038	HUNTR	ROBIN HUNT	02/02/2009	41.36
25039	HWL PARK	Howell Parks And Recreation	02/02/2009	14,495.00
25040	IBEC COM	IBEC, Inc.	02/02/2009	380.00
25041	J.J.JINK	J.J. Jinkleheimer & Co.	02/02/2009	230.00
25042	LCTRASOC	Livingston CountyTreasurers	02/02/2009	10.00
25043	MASTER M	Master Media Supply	02/02/2009	427.65
25044	Miller C	Miller, Canf, Paddock, & Stone, PLC	02/02/2009	607.60
25045	Net serv	Network Services Group, L.L.C.	02/02/2009	45.00
25046	SELCRA	Selcra	02/02/2009	8,307.47
25047	SHELL	Shell	02/02/2009	208.79
25048	SKOLAR P	Paulette Skolarus	02/02/2009	38.50
25049	StatMi	State of Michigan	02/02/2009	90.00
25050	VERIZONW	Verizon Wireless	02/02/2009	1,122.87
25051	WALMART	Walmart Community	02/02/2009	132.41

Report Total: 45,833.85

Accounts Payable
Computer Check Register



User: sue
Printed: 01/16/2009 - 14:59
Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25013	Administ	Total Administrative Services	01/23/2009		446.12
				Check 25013 Total:	446.12
9655	AETNA LI	Aetna Life Insurance & Annuity	01/23/2009		25.00
				Check 9655 Total:	25.00
9656	EFT-FED	EFT- Federal Payroll Tax	01/23/2009		4,018.73 2,062.36 2,062.36 482.32 482.32
				Check 9656 Total:	9,108.09
9657	EFT-PENS	EFT- Payroll Pens Ln Pyts	01/23/2009		778.90
				Check 9657 Total:	778.90
25014	Equitabl	Equivest Unit Annuity Lock Box	01/23/2009		220.00
				Check 25014 Total:	220.00
9658	FIRST NA	First National Bank	01/23/2009		300.00 2,395.00 21,611.74

Check 9658 Total: 24,306.74

25015 SOM-TRE State Of Mich- Dept Of Treasur 01/23/2009

3,388.93

Check 25015 Total: 3,388.93

Report Total: 38,273.78

First National
Direct Deposit
JANUARY 23, 2009
Bi-Weekly Payroll

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,009.21
Amy Ruthig		\$888.62
Angela Williams		\$800.66
Barb Kries		\$962.80
Carol Hanus		\$1,256.06
Dave Estrada		\$947.82
Deborah Rojewski		\$2,238.41
Genoa Township	\$24,306.74	
Greg Tatara		\$2,301.63
Judith Smith		\$1,107.60
Karen J. Saari		\$904.07
Kelly VanMarter		\$1,966.40
Laura Mroczka		\$1,540.96
Mary Krencicki		\$268.36
Michael Archinal		\$2,449.22
Renee Gray		\$901.62
Robin Hunt		\$1,229.42
Susan Sitner		\$461.94
Tammy Lindberg		\$931.46
Tesha Humphriss		\$2,140.48
Total Deposit		\$24,306.74

EFT #: _____
 INTERNET: _____
 CHECK BOOK: _____

Accounts Payable
Computer Check Register



User: sue

Printed: 01/21/2009 - 11:41

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25016	Administ	Total Administrative Services	02/02/2009		125.00
Check 25016 Total:					125.00
9660	EFT-FED	EFT- Federal Payroll Tax	02/02/2009		1,994.42 630.85 630.85 147.54 147.54
Check 9660 Total:					3,551.20
9661	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/02/2009		193.33
Check 9661 Total:					193.33
9662	FIRST NA	First National Bank	02/02/2009		6,752.89
Check 9662 Total:					6,752.89
Report Total:					10,622.42 + 672.32 <u>11,294.74</u>

Accounts Payable
Computer Check Register



User: sue
Printed: 01/21/2009 - 13:24
Bank Account: 101CH

Adam Van Tassel
Direct Deposit

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
9663	EFT-FED	EFT- Federal Payroll Tax	02/02/2009		43.25
					40.30
					40.30
					9.43
					9.43
Check 9663 Total:					142.71
25017	Equitabl	Equivest Unit Annuity Lock Box	02/02/2009		20.00
Check 25017 Total:					20.00
9664	FIRST NA	First National Bank	02/02/2009		459.61
					50.00
Check 9664 Total:					509.61
Report Total:					672.32

**First National
Direct Deposit
FEBRUARY 02, 2009
Monthly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$7,262.50	
Adam Van Tassel		\$509.61
Gary McCririe		\$2,063.58
H.J. Mortensen		\$498.69
Jean Ledford		\$466.75
Paulette Skolarus		\$3,077.22
Steve Wildman		\$316.80
Todd Smith		\$329.85
Total Deposit		<u><u>\$7,262.50</u></u>

11:37 AM
01/27/09

#592 OAK POINTE WATER/SEWER FUND
Payment of Bills
January 12 - 27, 2009

Type	Date	Num	Name	Memo	Amount
Check	01/22/2009	1281	PRESS & ARGUS	12/01/08 thru 12/28/08	-70.00
Check	01/22/2009	1282	AT & T	1/7/09-2/6/09	-431.39
Check	01/22/2009	1283	BRIGHTON ANALYTICAL LLC	testing	-402.00
Check	01/22/2009	1284	CRAMPTON ELECTRIC CO., INC.	INV#107672	-124.00
Check	01/22/2009	1285	DUBOIS COOPER ASSOCIATES INCORPORATE	Supplies	-433.39
Check	01/22/2009	1286	EVERGREEN OUTDOOR, INC		-2,245.00
Check	01/22/2009	1287	FASTENAL	supplies	-202.28
Check	01/22/2009	1288	GRAINGER		-106.35
Check	01/22/2009	1289	MICHIGAN CAT	Inv#SD570005257	-333.00
Check	01/22/2009	1290	NORTHWEST PIPE AND SUPPLY, INC.	Supplies	-234.84
Check	01/22/2009	1291	SEVERN TRENT ENVIRONMENTAL SERVICES, I	INV#2039776 & 2039774	-30,115.72
Check	01/22/2009	1292	STANDARD ELECTRIC	Misc. supplies	-170.99
Check	01/22/2009	1293	HOWELLTRUE VALUE HARDWARE	supplies	-17.42
Check	01/22/2009	1294	TETRA TECH, INC.	Inv# 50223576	-279.00
Check	01/22/2009	1295	USA Bluebook	Customer Number: 916363	-392.81
Check	01/22/2009	1296	UIS PROGRAMMABLE SERVICES	inv#530333913	-1,039.00
Check	01/22/2009	1297	WASTE MANAGEMENT	Inv#3620807-1389-8	-93.04
Check	01/27/2009	1298	AT & T	1/19/09 - 2/18/09	-103.89
Check	01/27/2009	1299	MI DEQ	Inv#543854	-3,650.00
Total					-40,444.12

11:41 AM
01/27/09

#592 OAK POINTE WATER/SEWER FUND
Capital Improvement
Payment of Bills
January 12 - 27, 2009

Type	Date	Num	Name	Split	Amount
Check	01/14/2009	1026	SUNSHINE WATER TREATMENT	616 CAPITAL PROJECTS	-16,938.50
Total					-16,938.50

11:31 AM
01/27/09

#593 LAKE EDGEWOOD W/S FUND
Payment of Bills
January 12 - 27, 2009

Type	Date	Num	Name	Memo	Amount
Check	01/23/2009	1451	MIDWEST POWER SYSTEMS, INC.	Installation LE-WWTP	-19,500.00
Check	01/23/2009	1452	AAA SERVICE NETWORK, INC.	furnace inspections	-18.95
Check	01/23/2009	1453	AT&T	1/13 thru 2/12/09	-296.81
Check	01/23/2009	1454	Brighton Analytical L.L.C.	GENOATWPHOWELL	-1,541.00
Check	01/23/2009	1455	COOPER'S TURF MANAGEMENT	INV#7311	-560.00
Check	01/23/2009	1456	Consumers Energy	Gas Service 12/06/08 - 01/09/09	-2,781.86
Check	01/23/2009	1457	DTE Energy	Electric Service 1/26/08-01/09/09	-3,980.33
Check	01/23/2009	1458	GEOTRANS, INC.	Inv#50221576	-324.20
Check	01/23/2009	1459	GENOA TWP.	Utility Bill Lake Edgewood 000301 000	-13.52
Check	01/23/2009	1460	PRESS & ARGUS	12/01/08 - 12/28/08	-60.00
Check	01/23/2009	1461	PVS NOLWOOD CHEMICALS, INC	Chemical Drums	-939.60
Check	01/23/2009	1462	SEVERN TRENT ENVIRONMENTAL SERVICES,	Inv#STES 2039524	-12.32
Check	01/23/2009	1463	Tetra Tech MPS	Inv#50223574	-186.00
Check	01/23/2009	1464	UIS PROGRAMMABLE SERVICES	Inv#530333912	-773.50
Check	01/27/2009	1466	GENOA TWP.	Utility Bill Lake Edgewood 10/1/08 to 12/31/08	-1,052.89
Total					-32,040.98

12:00 PM
01/27/09

#504 DPW RESERVE FUND
Payment of Bills
January 12 - 27, 2009

Type Date Num Name Memo Amount

no checks issued

12:04 PM
01/27/09

#503 DPW UTILITY FUND
Payment of Bills
January 12 - 27, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/14/2009	1177	LOWE'S	Acct#9900 641641 8	-964.88
Check	01/14/2009	1178	NETWORK SERVICES	Inv#8595 & 8594	-239.00
Check	01/14/2009	1179	USABlueBook	Customer No# 916363	-524.16
Check	01/14/2009	1180	CORRIGAN OIL CO	Invoice # 71472	-5.00
Check	01/14/2009	1181	SEVERN TRENT ENVIRONMENTAL SERVICES	ISTES 2039524	-124.60
Check	01/14/2009	1182	TETRA TECH, INC.	PROJECT# 200-12736-08009	-840.00
Check	01/14/2009	1183	NORTHWEST ENERGY	Serial#399225	-689.86
Check	01/14/2009	1184	Master Media		-154.29
Check	01/15/2009	1185	U.S. POSTMASTER	MHOG Billing	-1,305.34
Check	01/15/2009	1186	CAVALIER	2119355	-24.30
Check	01/22/2009	1187	R&T UTILITIES	12/08 & 1/09 Meter Reads	-430.00
Check	01/22/2009	1188	FASTENAL COMPANY	MIBRG0781	-8.86
Check	01/22/2009	1189	STANDARD ELECTRIC COMPANY		-172.42
Check	01/27/2009	1190	HOWELL TRUE VALUE HARDWARE		-1.69
				Total	-5,484.40

12:07 PM
01/27/09

#595 PINE CREEK W/S FUND
Payment of Bills
January 12 - 27, 2009

Type Date Num Name Memo Amount

no checks issued

GENOA CHARTER TOWNSHIP ELECTION COMMISSION
Special Meeting
January 20, 2009 (Tuesday)

MINUTES

Skolarus called the special meeting of the Election Commission to order at 6:25 p.m. The following members were present constituting a quorum for the transaction of business: Paulette A. Skolarus, Steve Wildman and Jean Ledford.

Skolarus advised the Commission that the addendum was the same as approved two years ago, with minor changes as outlined in the document. All school districts within the township as well as the township board need to endorse this proposal for school elections to be held by the local clerks.

- 1. Discussion of an addendum to the initial report allowing the Clerk to execute an agreement with Hartland Consolidated School District, Brighton Area Schools, Howell Public Schools, Pinckney Community Schools and Livingston Educational Service Agency that would allow Skolarus to conduct elections for the individual school districts, with three elections tentatively scheduled in 2009.**

A. Recommendation to the Township Board.

Moved by Wildman, supported by Ledford, to recommend to the township board approval of the addendum as presented. The motion carried unanimously.

The special meeting of the Election Commission was adjourned at 6:28 p.m.

BOARD OF TRUSTEES
JANUARY 20, 2009 (Tuesday)

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 Ledford, supported by Wildman, to approve all items listed under the consent agenda with the exception of the payment of bill. This item will be discussed under the regular agenda. The motion carried unanimously.

1. Request to approve minutes: 01-05-09

2. Request for approval to remove special assessments levied on the 2008 winter tax roll for parcel #4711-06-200-086 as requested by Township Treasurer.

3. Request for approval for LSL Planners to conduct an Advanced Zoning Board of Appeals Seminar at a cost not to exceed \$1,000.

Approval of Regular Agenda:

Moved by Ledford, supported by Hunt, to approve for action all items listed under the regular agenda, adding the payment of bills. The motion carried unanimously.

4. Payment of Bills.

Moved by Ledford, supported by Mortensen, to approve the payment of bills as submitted. The motion carried unanimously.

5. Request for approval of articles for the February Township Newsletter.

Articles submitted for the Feb. newsletter were reviewed. It was the consensus of the board to have Archinal revise one of the articles and eliminate two others and have the treasurer make minor revisions to her submittal. Further upcoming newsletters will not be published on glossy paper and no more than three colors (in addition to black) will be used in the publication. No formal action was taken by the board.

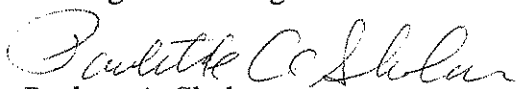
6. Request for approval of 2009 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application and poverty exemption worksheet as submitted.

Moved by Skolarus, supported by Ledford, to approve the 2009 poverty exemption guidelines as requested by Township Assessor Debra Rojewski. The motion carried unanimously.

7. Consideration of a request from the Election Commission to allow the clerk to execute an agreement with the local school districts as recommended by the Election Commission.

Moved by Ledford, supported by Hunt, to approve the recommendation of the Election Commission and approve the execution of the agreements with the local school districts within the Township.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:10 p.m.



Paulette A. Skolarus
Genoa Township Clerk

press/argus 01/23/09

TO: Township Board
FROM: Kelly VanMarter, Planning Director
DATE: January 29, 2009
RE: Cleary University Private Road Relocation

Based on a recommendation from the Planning Commission, staff suggests APPROVAL of the Impact Assessment (dated 1-26-09) for the relocation of Cleary Drive.

GENOA TOWNSHIP
APPLICATION FOR SITE PLAN REVIEW

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS*: Gary Bachman - 3750 Cleary Drive, Howell MI 48843

OWNER'S NAME & ADDRESS: Same as above

SITE ADDRESS: Same as above PARCEL #(s): 11-05-400-062

APPLICANT PHONE: (517) 548-3670 OWNER PHONE: ()

LOCATION AND BRIEF DESCRIPTION OF SITE:

Existing Cleary Drive east off Grand Oaks Drive, south of Grand River.

BRIEF STATEMENT OF PROPOSED USE:

Existing Cleary Drive will be reconstructed and alignment straightened.

THE FOLLOWING BUILDINGS ARE PROPOSED:

None.

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: *Gary Bachman*

ADDRESS: 3750 Cleary Drive, Howell MI 48843

* 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.) Joe Heintz of Hubbell, Roth + Clark, Inc. at (517) 552-6099
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: *Gary Bachman* DATE: 10-29-08
PRINT NAME: Gary Bachman PHONE: 517-548-3670
ADDRESS: 3750 Cleary Drive, Howell MI 48843

GENOA TOWNSHIP
APPLICATION FOR PRIVATE ROAD
2911 Dorr Road, Brighton MI 48116 (810) 227-5225

A private road requiring approval of the Township shall be any road providing access to more than four dwelling units or two non-residential principal buildings. This does not include drives within a multiple family complex or parking lot aisles, but does include collector type roadways within such a development.

APPLICANT: Gary Bachman

OWNER ADDRESS: 3750 Cleary Drive, Howell MI 48643

SITE ADDRESS: Same as above

APPLICABILITY OF PUBLIC VS. PRIVATE ROAD STANDARDS

All private roads in Genoa Township shall be constructed to the standards of the Livingston County Road Commission unless the Planning Commission and Township Board determine your road qualifies under the following ordinance criteria:

1. Explain how there will be no need for the roadway to be dedicated as a public road in the future.

Cleary Drive will continue to provide access only to Cleary University.

2. Explain how dedication of the road as a public street would not result in continuity in the public street system at the present time or in the future.

Cleary Drive is used for access to Cleary University, and not as a thru route.

3. What uses (number of lots, number of residential units, number of buildings, etc) will have access from the private road. Will the expected traffic volumes along the roadway be below three hundred vehicles per average weekday, based on accepted trip generation figures?

Five existing buildings ~~are~~ have access to the existing Cleary Drive and will continue to have access. 2008 traffic count is 443 veh/day.

4. Are there any significant natural features such as mature trees, natural slopes, wetlands or other water bodies would be preserved through construction and maintenance as a private road?

Proposed road alignment will incorporate the natural slopes of the land. Select mature trees will be transplanted.

5. What financial and administrative mechanisms will be provided to ensure maintenance of the private road?

Cleary University has funds budgeted annually for maintenance of its roads, parking areas, and sidewalks.

AFFIDAVIT

The undersigned says that they are the Owner (owner, lessee, or other specified interest) involved in this petition and that the foregoing answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his/her knowledge and belief.

By: [Signature]

Address: 3750 Cleary Drive Phone: 517-548-3670
Howell, MI 48843

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

<u>1.) Joe Heintz</u>	<u>of Hubbell, Roth & Clark</u>	<u>at (517) 552-6099</u>
<i>Name</i>	<i>Business Affiliation</i>	<i>Fax No.</i>



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.

PROJECT NAME: Cleary Drive Relocation

PROJECT LOCATON & DESCRIPTION: Cleary Drive east off Grand Oaks Dr. South of Grand River. Reconstruct existing Cleary Dr.

SIGNATURE: [Signature] DATE: 10-29-08

PRINT NAME: Gard Buchman PHONE: 517-552-6000 548-3670

COMPANY NAME & ADDRESS: Cleary University - 3750 Cleary Drive, Howell MI 48843

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"/>	Application form and fee: 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"/>	Applicant information: 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"/>	Scale: 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>
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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)

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.

Support by Barbara Figurski. **Motion carried unanimously.**

Motion by Barbara Figurski to recommend to the Township Board that they adopt the impact assessment, subject to:

1. Adding dust control measures;
2. Item "E" be taken out.

Support by James Mortensen. **Motion carried unanimously.**

Motion by James Mortensen to recommend to the Township Board approval of the sketch plan for outside storage at 1150 Victory Drive dated November 19, 2008, subject to:

1. Approval by the Township Board of the special use permit and environmental impact assessment;
2. Addition of eight canopy trees and ten evergreen trees along the west/northwest side of the storage view to screen views from the residential zone to the west;
3. Compliance with items two and three in the Township Engineer's letter of 12/30/08;
4. Compliance with requirements of the Brighton Area Fire Department set forth in their letter of 12/15/08.

Support by Barbara Figurski. **Motion carried unanimously.**

OPEN PUBLIC HEARING #4...Review of private drive application, impact assessment and site plan for reconstruction and relocation of Cleary Drive, which is a private road located in Sec. 5 between Grand River Ave and Grand Oaks Drive, petitioned by Cleary University.

Gary Bachman, facilities director of Cleary University, John Booth and Joe Hines, were present to address the Planning Commission. Mr. Booth indicates M.D.O.T. will be involved in this project.

The reason for the relocation of the road is to improve safety on campus, according to Mr. Bachman. The land that is recovered could be used for future development.

Two eleven foot lanes w/ curb and gutter will be built. Many trees will be removed for this purpose. The old road will be removed when the new road is built. Storm water detention will be placed where the old road was.

Temporary barriers would be used to block off a portion of the old road. This was discussed with the fire department and the fire department is requiring that something be left in place that will bear the weight of a fire truck.

Jeff Purdy reviews his 1/5/09 letter to the petitioner. The private road ordinance refers back to road commission standard. They are proposing a 27' road, but 33' is what is required. It does, however, meet the AASHTO standards.

An overall plan has not been provided, but petitioner will provide their plan to the Township.

The ordinance requires street tree plantings at 1 tree every 40' along the road. This would come out to 35 trees on this site. Any transplanted or saved trees would be counted toward the amount required in the ordinance. The Planning Commission has discretion on this because it is not a public road or a road in a subdivision.

Parking lot trees will be required. Four canopy trees must be placed in or around the parking lot. The landscaping plan around the detention pond does not reveal the number of shrub plantings.

The western side of the road where it meets Grand Oaks Drive, a shared maintenance agreement must be made with Accutemp. Petitioner indicates it's not necessary because of the existing right-of-way for the road commission. Jeff Purdy indicates the agreement/easement would not be required.

The parking spaces are proposed at 10'. Jeff Purdy indicates 9' is allowed under the ordinance. The petitioner would prefer that it remain as is.

The Planning Commission must approve the second monument sign. It appears to be in compliance according to Jeff Purdy.

The Petitioner indicates they they'd like to work with the Township regarding landscaping. They will salvage as many as they can, but the additional will be agreed upon by the Petitioner and the Township staff. The total to be transplanted is 39. The Township staff will review this after the plantings and is authorized to waive up to 20% of those trees, depending upon the efforts made by the Petitioner and how many survive the transplanting. The landscaping around the detention basin is as proposed.

Tesha Humphriss discusses her concerns with the proposed plan. She feels that all changes are improvements to the site. Petitioner will address all of Tesha Humphriss' concerns prior to the Township Board meeting. There are 2 weeks to re-submit according to Kelly VanMarter.

An executed copy of the off-site grading permit should be submitted to the Township. Petitioner will correct the easement to remove Genoa Township as the grantor/grantee of the easement.

The lanes for ingress/egress onto Grand River are now 20' wide. This is to enable two lanes of traffic each way. The Petitioner will speak with the Road Commission regarding striping.

The elevations must reflect utilities. The relocation of the fire hydrant will be coordinated with the Fire Department. The hydrant must be brought all the way to the road and kept in the easement.

An easement to the water tower is requested by Tesha Humphriss. Petitioner agrees to that. The driveway to the south is discussed. Gary Bachman indicates President Sullivan is requesting that be left for staff parking. The long term future plans may possibly look to this area for parking.

- A. Recommendation of impact assessment (12-22-08).
- B. Disposition of private road site plan dated (12-22-08).

Motion by Barbara Figurski to recommend to the Township Board approval of the impact assessment dated 12/22/08, revised and dust control measures should be noted in the impact assessment. Support by James Mortensen.

Motion by James Mortensen to approve the site plan for Cleary Drive connecting to Grand Oaks, subject to:

1. The circulation plan for the entire Cleary site, as reviewed with the Township this evening, is acceptable and the materials presented will become the Township's property;
2. LSL has recommended that thirty-five tree plantings be provided along the private road and four in the new parking lot, for a total of thirty-nine trees. The petitioner will attempt to relocate 39 trees to comply with this requirement. Township staff will review the re-plantings and will be empowered to relax twenty percent of the requirement if necessary;
3. Inconsistencies between the landscape plan and table of plantings should be corrected;
4. New parking spaces must provide loop striping;
5. The request for a second monument sign is approved. The Township staff will review the signage to make sure it's within the Township ordinance;
6. The requirements spelled out in the Township Engineer's letter of 1/7/09 will be complied with, subject to the following:
 - A. Item 5 regarding the grading easement will be revised to exclude Genoa Township as a financial participant;
 - B. In regard to item 6, striping will be added subject to road commission approval;
 - C. Item 7 will be eliminated;

- D. Item 12B refers to a permanent easement for access to the water tower. This easement should provide for two-way traffic and should be completed prior to the land use permit;
 - E. Item 12C can be eliminated;
7. The requirements of the Brighton Fire Department letter of 1/8/09 shall be complied with.

Support by Barbara Figurski. **Motion carried unanimously.**

OPEN PUBLIC HEARING #5...Request for review and approval of the Genoa Charter Township Planning Commission Bylaws.

The Planning Commission discusses the bylaws as proposed. Discussion was held regarding the advantages and disadvantages of specific versus non-specific bylaws.

A. Disposition of Bylaws.

Motion by Diana Lowe to table this time. Support by Barbara Figurski. **Motion carried unanimously.**

Administrative Business:

- *Planners report presented by LSL Planners*
- *Approval of August 11, 2008 Planning Commission meeting minutes. Upon motion by Barbara Figurski and support by Diana Lowe, the minutes were approved. Laurin Brookins abstained from the vote.*
- *Member Discussion*

Adjournment at



LSL Planning, Inc.

Community Planning Consultants

January 5, 2009

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Subject: Cleary University Application for Private Road Review #2
Location: Cleary Drive, east of Grand Oaks Drive and south of Grand River Avenue.
Applicant: Cleary University
3750 Cleary Drive
Howell, MI 48843

Dear Planning Commission:

At the Township's request, we have reviewed the revised site plan (dated 12/22/08) for the reconstruction and relocation of Cleary Drive, which is a private road in the Township. The proposal also involves the reconstruction of a parking lot. The project area is the southern portion of the road that passes through the Cleary University site. We have reviewed the revised site plan based upon the standards of the Township Zoning Ordinance.

A. Summary of Issues

1. The design of the private road is subject to review by the Township Engineer for conformance with Township engineering standards.
2. The road is required to be 30 feet wide. A 27-foot road is proposed, which provides a travel width consistent with the existing road and also meets AASHTO standards.
3. An overall plan should be presented to the Planning Commission showing the entire circulation for the site.
4. The existing Cleary Drive should terminate at the entrance to the parking lot on the east side of the Richard Chrysler Center or extend to connect with the new parking lot, instead of a dead-end.
5. Thirty-five (35) street tree plantings should be provided along the private road.
6. Four (4) trees should be provided around the existing parking lot.
7. Inconsistencies between the landscape plan and table of plantings must be corrected.
8. The Planning Commission may permit a reduction in shrub plantings around the detention pond given the presence of additional trees.
9. A shared access and maintenance agreement should be provided with the adjacent industrial lot.
10. New parking spaces must provide looped striping.
11. The request for a second monument sign requires Planning Commission approval.

B. Proposal/Background

The applicant proposes to reconstruct and relocate the southern portion of Cleary Drive. Private roads must be in accordance with the standards of Article 15 of the Township Zoning Ordinance. The nonconforming provisions of Section 24.09 allow the Planning Commission to require reasonable upgrades to any site nonconformities, such as lighting or landscaping, as part of site plan approval for the road.

C. Private Road Review

1. **Private Road Design Standards:** The private road design must comply with American Association of State Highway and Transportation Officials (AASHTO) standards, except as otherwise provided in the ordinance. The overall design of the private road is subject to review by the Township Engineer for conformance with Township engineering standards.
2. **Road Width:** Private roads are required to meet public road standards of the County Road Commission, except as provided for in the private road regulations contained in section 15.05 of the Zoning Ordinance. Road Commission standards require the road to be a minimum width of 30 feet. Section 15.05.03(c) of the Township private road regulations also requires commercial, office or industrial streets to be 30 feet wide. The private road is proposed to be 27 feet wide including concrete curb and gutter. The existing road has a non-conforming 27-foot wide cross section. A 27-foot wide road complies with AASHTO standards. Section 15.05.01 provides the following criteria upon which the width of a private road may be reduced:
 - a. There is not a need for the road to be publically dedicated.
 - b. Traffic volumes will be less than 500 vehicles per day.
 - c. Natural features will be preserved with a narrower road.
 - d. A private road maintenance agreement is provided.
3. **Existing Cleary Drive.** The existing Cleary Drive north of the Richard Chrysler Center will terminate with a dead-end. This road should terminate at the entrance to the parking lot on the east side of the Richard Chrysler Center or extend to connect with the new parking lot. It would be helpful to have an overall plan showing the entire circulation and parking for the overall Cleary University site. This would show how the circulation for the proposed road will tie into the access to Grand River Avenue and the parking lots on the east side of the site.
4. **Landscaping.** The site plan and impact assessment state that some of the existing woodlands being removed for the road will be transplanted. Landscaping is shown for the detention pond, but no other landscaping is indicated. We recommend the following additional landscaping be provided, which may include transplanted trees:
 - a. Street tree plantings should be provided along the private road to off-set the impact of woodland removal. The greenbelt standards for commercial or office districts in Section 12.02 of the Zoning Ordinance require one tree every 40 feet along the road, therefore, we recommend 35 trees.
 - b. Landscaping should be provided around the existing parking lot. Section 12.02.04 requires one tree for every 10 parking spaces. Based upon the size of the parking lot, we estimate this to be 4 trees.
 - c. Required detention pond landscaping includes 11 trees and 106 shrubs. The landscape plan provides for 19 trees, 9 of which are existing, and 93 shrubs. The Planning Commission may permit a reduction in the required number shrubs given the presence of additional trees.
 - d. The landscape plan identifies 10 trees and 93 shrubs, while the table of plantings notes that 12 trees and 74 shrubs are provided. These inconsistencies must be corrected.
5. **Access Agreements.** There is an industrial lot at the intersection of Grand Oaks Drive with access to Cleary Drive. A shared access and maintenance agreement should be provided for the private road.

6. **Parking Lot.** The existing parking lot northwest of the Richard Chrysler Center will be reconfigured and reconstructed as part of the new road alignment. While the number of parking spaces are not indicated on the plans, based upon the size the existing parking lot likely has around 38 parking spaces. The new parking lot will have 40 parking spaces – a slight increase. The parking spaces are dimensioned at 18 x 10 feet. The minimum width of a parking space is 9 feet. While the 10-foot width complies, the spaces may be narrowed slightly. The new parking spaces must provide looped striping in accordance with Section 14.06.07.

D. Signage

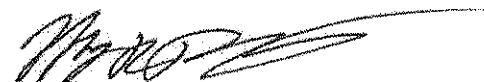
A monument sign is proposed in the median of the Grand Oaks Drive entrance that will match the sign at the Grand River Avenue entrance. Footnote (3) to Table 16.1 of the sign regulations contained in Article 16 of the Zoning Ordinance states that the Planning Commission may permit a second monument sign for uses with frontage on two streets, provided the total area of both signs shall not exceed 150% of the total sign area permitted. The maximum sign area permitted is 72 square feet and a 150% of this would be 108 square feet. The signs will each have an area of approximately 46 square feet, so the total is within the amount that can be approved by the Planning Commission.

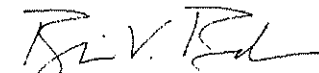
E. Impact Assessment

The submittal includes an Environmental Impact Assessment (revised 12/22/08), which indicates that the proposed project will not have an adverse impact upon natural features, stormwater management, surrounding land uses, public facilities and services, public utilities, or traffic. The assessment notes that several mature trees will be removed to accommodate the project. It is also noted that quality trees less than 10 inch caliper will be transplanted – mainly pines, maples and oaks. However, there are a number of pine trees that are too large to transplant. These trees are indicated on sheet 5 of the site plan.

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



Genoa Township

2911 Dorr Road • Brighton, Michigan 48116 • (810) 227-5225 • Fax (810) 227-3420 • Email: www.genoa.org

Memorandum

TO: Genoa Township Planning Commission Members
DATE: January 7, 2009
RE: Cleary Drive Relocation
Site Plan Review #2

As requested, I have reviewed the above referenced site plan dated December 22, 2008, prepared by Hubbell, Roth & Clark, Inc. The site is located near the southeast corner of Grand River and Grand Oaks Drive. The petitioner is proposing to re-align the existing Cleary Drive, which is a private road, which includes construction of approximately 1,400 linear feet of a new private road and installation of the associated stormwater improvements. Please consider the following comments when taking action on this site plan:

DRAINAGE AND GRADING

1. Storm sewer sizing calculations, showing the 10-year storm sewer flow rate and the capacity, have been provided. I have the following comments on the storm water sizing calculations:
 - a. The pipe slope for SCS-1 to CB-12 is shown as 0.12% on the profile and 0.72% on the storm calculations. It appears the storm calculations are correct, as the slope shown on the profile greatly decreases the capacity of the pipe.
 - b. The pipe slope for CB-12 to ES-11 is shown as 0.07% on the profile and 0.10% on the storm calculations. It appears the storm calculations are correct, as the slope shown on the profile decreases the capacity of the pipe.
 - c. The length of pipe between CB-4 and CB-5 should be consistent between the profile and storm sewer calculations.
2. Based on the invert elevations and proposed grades it appears the following end sections are below grade: ES-1, 2, 3, 5 and 6.
3. The petitioner should show spot grades within the proposed parking lot.
4. The petitioner is proposing to extend an existing 24-inch pipe under the proposed detention pond to bypass the existing storm water flow from the north. In concept, the revised plan is an improvement from the previous storm water design. However, it appears the petitioner is decreasing the capacity of the existing 24-inch pipe. The exiting pipe is a 24-inch pipe at 1.84%, which has a capacity of approximately 30 cfs. The petitioner is proposing to reduce this capacity (per the storm water calculations,

Supervisor
Gary T. McCririe

Clerk
Paulette A. Skolarus

Treasurer
Robin L. Hunt

Manager
Michael C. Archinal

Trustees

H. James Mortensen • Jean W. Ledford • Todd W. Smith • Steven Wildman

not the profile) to approximately 20 cfs. The petitioner should either increase the proposed pipe to match the capacity of the existing pipe or document that the decreased capacity is sufficient for the flow from the north.

5. The petitioner has provided an un-executed copy of the proposed 15-foot wide offsite grading easement, located from station 0+00 to station 4+35, south of the proposed boulevard. An executed copy should be provided to the Township.

TRAFFIC/PAVEMENT

6. The width of the lanes in the proposed boulevard at Cleary Drive and Grand Oaks increased from 15-feet per lane in the original submittal to 20-feet per lane in this submittal. It is recommended that the lanes be reduced back to 15-feet wide, as a 20-foot wide lane could be confused for two-way traffic.
7. It appears the petitioner is creating a dead end just east of the proposed parking lot, the existing road is being removed approximately 20-feet east of the existing parking lot and does not connect to anything. The petitioner should provide further clarification on the intent of this dead end.
8. Approval from the Livingston County Road Commission for the proposed improvements within Grand Oaks right-of-way should be provided.

UTILITIES

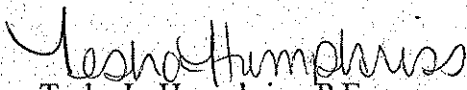
9. To ensure the existing water main and sanitary sewer are protected, the petitioner should show the proposed invert elevations of the water main, sanitary sewer, and storm sewer at the crossings between ES-1 and ES-2.
10. The cover of the existing sanitary sewer structure located north of the road at station 2+60 should be adjusted up to the proposed grade.
11. The petitioner is proposing to relocate an existing hydrant approximately 500-feet to the east. The Fire Department must approve the new location of the hydrant. In addition, a representative of MHOG must be on site during abandonment of the existing hydrant and installation of the new hydrant.
12. The petitioner is proposing to modify the Township's access to the existing water tower. The petitioner is proposing access through the existing parking lot west of the Johnson Center. The following items should be addressed in regards to this:
 - a. It is necessary for access to the tower to be two-way from the existing road through the proposed parking lot. The proposed stripping in the existing parking lot to allow two-way travel to the water tower should be shown. It is anticipated that some parking spaces will be eliminated to accomplish this.
 - b. A permanent easement for access to the water tower should be provided.

- c. The petitioner should clarify why the existing access drive to the water tower is not proposed to be removed.
- d. The petitioner should show the proposed grades and cross section of the pavement between the parking lot and tower site.

13. Access to the water tower must be maintained at all times during construction.

I recommend the Planning Commission consider the above listed items before acting on this site plan. Please feel free to contact me at the Township, (810) 227 – 5225, with any questions or concerns.

Sincerely,


Tesha L. Humphriss, P.E.
Genoa Township Engineer



Brighton Area Fire Department

615 W. Grand River

Brighton, Michigan 48116

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

January 8, 2009

Kelly VanMarter
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: Cleary Private Drive
3750 Cleary Drive
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 2, 2009 and the drawings are dated August 2008 with the latest revision dated December 22, 2008. The project is the re-location of Cleary Drive. The plan review is based on the requirements of the International Fire Code (IFC) 2006 edition.

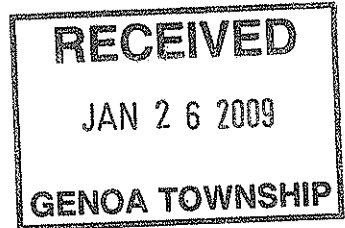
1. Provide names and contact information of individuals responsible for complying with paragraph G, Cleary Drive re-location Genoa Township environmental impact assessment dated October 29, 2008.
2. Provide documentation that MHOG sanitary sewer and water standards section 1.02 water main layout, paragraph D, E will be addressed.
MHOG Section 1.02 – D,E
3. Hydrant spacing on proposed road shall meet MHOG spacing requirements. This may require adding additional hydrant.
4. Future project submittals shall include the address and street name of the project in the title block.
IFC 105.4.2
5. Provide names, addresses, phone numbers, emails of owner or owner's agent, contractor, architect, on-site project supervisor.
6. Proposed road intersections shall provide a "wall to wall" turning radius of 55 feet.

If you have any questions about the comments on this plan review please contact me at 810-225-8033 x226.

Cordially,

A handwritten signature in black ink, appearing to read "J. Corcoran".

Jim Corcoran
Inspector



Cleary Drive Relocation Genoa Township Environmental Impact Assessment

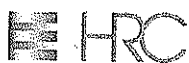
Revised January 26, 2008

- a) This environmental impact statement was prepared by Joe Heintz from Hubbell, Roth & Clark, Inc. (HRC), 3399 E. Grand River, Suite 102, Howell MI 48843.
- b) The existing features of the site includes three existing buildings and the related parking lots, sidewalks, and utilities to service these buildings. There are two entrances to the site; the recently constructed Grand River Ave. entrance, and the older entrance off Grand Oaks Drive. The entrance to Cleary Drive from Grand Oaks is the section of the road that will be reconstructed and re-aligned as part of this project. There is an existing stream that runs along the southern edge of the site. Per our discussion with the Livingston County Drain Commissioner and Township, this stream runs from Wal-Mart on the east to Victory Lane on the west. An aerial photograph of the property is attached.
- c) The proposed relocation of Cleary Drive will have little to no impact on the natural features of the site. There are significant slopes to the south of the existing Cleary Drive that will be incorporated into the design of the proposed road. A low area will be formed between the slopes south of the existing road and the embankment of the new road, which will be used for storm water detention. The outflow of the detention pond will be restricted to an agricultural run off rate (0.10 cfs), and will discharge to the existing stream along the south edge of the site.

There are several mature trees that are in the path of the new Cleary Drive. Any Oak, Cherry, Maple, and White Pine trees 10" in caliper or less will be salvaged and transplanted, as shown on Sheet 5 of the plans. These trees will be used in combination with new trees to meet the Township landscaping requirements.

- d) The proposed relocation of Cleary Drive will have little to no impact on the site storm water management. A detention basin is being constructed in a natural low area that will be formed near the new location of the road, due to the nearby steep slopes. This basin was designed to be large enough to contain all of the storm water runoff from the new paved road and existing parking lot. Because not all of the existing road runoff was detained previously, the construction of this new basin will actually improve the site storm water management.

Soil erosion and sedimentation control (SESC) measures will be installed per the standards of the Livingston County Drain Commissioner for issuance of a SESC Permit. Silt fence will be installed around the limits of disturbance, catch basin inserts will be installed in the new catch basins to prevent additional sediment collecting in the structures, and check dams will be provided near all culvert and storm sewer outlets to prevent the erosion of non-established vegetative areas.



- e) The proposed relocation of Cleary Drive will have no impact on the surrounding land. The project consists only of relocating the existing road, so the proposed use of the site will not change. There will be no increase of light, noise, or air pollution due to the relocation of Cleary Drive.

The contractor will be required to provide adequate measures to control dust caused by his operation. Dust control shall be applied as necessary, with additional applications as directed by the Township as required.

- f) The proposed relocation of Cleary Drive will have no impact on the public facilities and services. No additional visitors to the site are expected due to the relocation of Cleary Drive.
- g) The proposed relocation of Cleary Drive will have little impact on the public utilities. No sanitary sewer is proposed as part of this project. A fire hydrant along the existing road will be relocated per Genoa Township and MHOG standards, to provide access once the existing road is removed. Specifically, MHOG Sanitary Sewer and Water Standards Section 1.02, Water Main Layout, paragraph d) and e) will be followed. The new location of the hydrant will be reviewed and approved by the Township Fire Department.

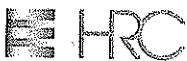
The access to the water tower is proposed to be relocated as part of this project. Cleary University would like to install an access road to the water tower from the parking lot west of the Johnson Center. This plan has been reviewed with the Township Staff, and parking spaces are being removed per their request to provide direct two-way access to the new drive. See Sheets 5 and 17 of the plans for details.

Storm water runoff will be controlled during construction through the proposed detention pond and sedimentation control structure. This system is designed to restrict basin outflow to an agricultural rate, and allow any sediment to settle out of the storm water prior to discharge.

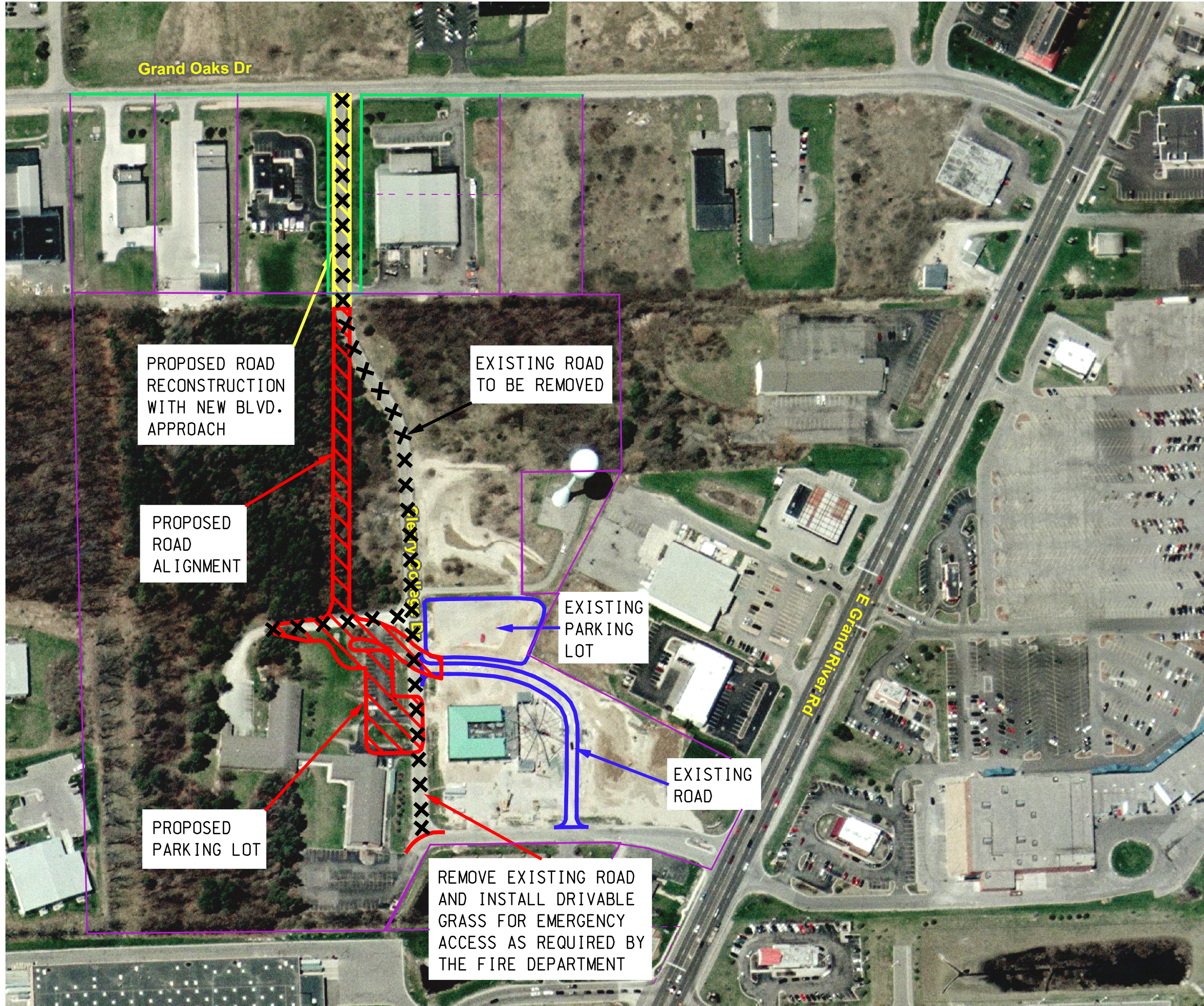
- h) The proposed relocation of Cleary Drive will not require any storage or handling of any hazardous materials.
- i) The proposed relocation of Cleary Drive will have little to no impact on vehicular and pedestrian traffic. HRC completed a 2008 traffic count, which yielded an ADT of 443 vehicles per day. This is not expected to increase due to the relocation of Cleary Drive.

A small amount of sidewalk is proposed to provide pedestrian access from the new parking lot to the Chrysler Building. Sidewalk is also proposed from the new parking lot north to the Johnson Center entrance. The sidewalks will be in compliance with the Americans with Disabilities Act (ADA).

- j) There are no deed restrictions, protective covenants, master deed or association bylaws related to this project.
- k) No sources were used in the preparation of this document.

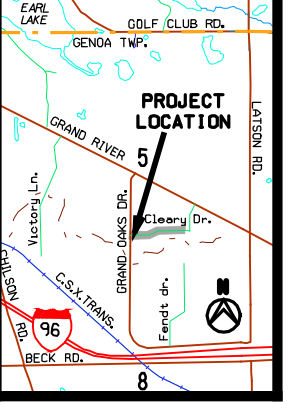


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DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	J.A.H.
DRAWN	T.E.W.
CHECKED	J.B.
APPROVED	



GENOA TOWNSHIP
CLEARY DRIVE
RELOCATION



SITE AERIAL

HRC JOB NO. 20080376	SCALE NONE
DATE AUGUST 2008	SHEET NO. 1 OF 1

MEMORANDUM

TO: Township Board
FROM: Mike Archinal
DATE: 1/30/09
RE: Capital Improvements Discussion

As we have a very light agenda this evening I would like to take the opportunity to discuss the upcoming Capital Improvements Program. The CIP is a process for budgeting for large-scale public expenditures that are expected to have a relatively long life. A successful CIP review process is critical to ensure proper funding to meet Genoa Township's equipment and infrastructure needs. The first step in the process is to identify potential projects. Estimates, budgets and priorities will be determined later on.

On Monday we will briefly review last year's infrastructure efforts. This should provide a springboard for discussing new projects for the new CIP. If you want to write down some ideas for the Board meeting that is fine (I will be taking notes). I primarily want to get us thinking about these, "big picture" projects over the next several weeks. No action is required on Monday night. As food for thought here are some ideas staff has identified:

Crushed limestone:

Golf Club between Hughes and Hacker
Beck between Chilson and Fisk
Gray Road

Crack Sealing:

Dorr Road
Hubert between Rink and Grand River
Novel Estates
Edinburgh
Old Carriage
Tri-Lakes
Snowden
Stillwater

Red Oaks shoulder grading.

Herbst Road paving O'Conner's to Grand River

Township Entry Point Signage and Easement Acquisition:

Exit 141
Challis Mt. Brighton
Brighton Road
Grand River east
Grand River west

Athletic Field Lights
Athletic Field Pavilion
Athletic Field Security Cameras
Township Hall Path extension

Computer Rotation

Phone System

Truck Replacement

Sidewalk Program

GIS licenses (3)

Laptop rotation (ZBA)

Assessing handheld computer
Assessing equalizer upgrade