

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
December 16, 2013
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: Dec. 2, 2013

Approval of Regular Agenda:

4. Consider request to hire a full-time Bookkeeper/Specialist for the Clerk's office.
5. Request for approval to increase the budget for the Nixon Road non-motorized pathway project at an amount not to exceed \$32,646.99.
6. Request for approval of revisions to the Township REU Table.
7. Consider application for fireworks display at Mt. Brighton on New Year's Eve.
8. Request for approval of the Resolution to Approve Updates to the Master Plan and Future Land Use Map.
9. Discussion regarding code enforcement strategies.

Correspondence
Member Discussion
Adjournment

<p>*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.</p>
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CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: December 16, 2013

TOWNSHIP GENERAL EXPENSES: Through December 16, 2013	\$103,595.01
December 6, 2013 Bi Weekly Payroll	\$75,084.88
OPERATING EXPENSES: Through December 16, 2013	<u>\$64,693.02</u>
TOTAL:	\$243,372.91

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
30287	Equitabl	Equivest Unit Annuity Lock Box	12/06/2013	525.00
30288	Clearwat	Clearwater Systems	11/27/2013	45.50
30289	COMCAST	Comcast	11/27/2013	130.19
30290	GANNETT	Livingston Press & Argus	11/27/2013	510.00
30291	HUBBELL	Hubbell, Roth, Clark, Inc.	11/27/2013	6,484.08
30292	AMER PLA	American Planning Association	12/04/2013	490.00
30293	AMER VID	American Video Transfer Inc	12/04/2013	5,764.00
30294	ARCHINAL	Michael Archinal	12/04/2013	58.08
30295	BRI CHAM	Brighton Area Chamber Of Comm	12/04/2013	200.00
30296	DTE LAKE	DTE Energy	12/04/2013	1,265.80
30297	Duncan	Duncan Disposal Systems	12/04/2013	76,900.60
30298	Evolving	Evolving Technologies	12/04/2013	437.50
30299	LAKESIDE	Lakeside Service Company, Inc.	12/04/2013	151.25
30300	LivCTrea	Livingston County Treasurer	12/04/2013	383.51
30301	Perfect	Perfect Maintenance Cleaning	12/04/2013	1,189.85
30302	PITNEYBO	Pitney Bowes, Inc.	12/04/2013	175.08
30303	USBANK	U. S. Bank Equipment Finance	12/04/2013	653.52
30304	COMC	Comcast	12/09/2013	325.36
30305	CONTINEN	Continental Linen Service	12/09/2013	204.30
30306	Evolving	Evolving Technologies	12/09/2013	71.25
30307	GORDONFO	Gordon's Food Services	12/09/2013	89.14
30308	PRINTING	Printing Systems	12/09/2013	665.59
30309	TASC	Total Administrative Services	12/09/2013	1,552.56
30310	TRI COUN	Tri County Supply, Inc.	12/09/2013	135.17
30311	Clearwat	Clearwater Systems	12/10/2013	39.00
30312	COOPERST	Cooper's Turf Management LLC	12/10/2013	760.00
30313	GANNETT	Livingston Press & Argus	12/10/2013	495.00
30314	LCCA	Livingston County Clerk	12/10/2013	3,748.68
30315	MAMC	Michigan Assn.Municipal Clerks	12/10/2013	100.00
30316	Net serv	Network Services Group, L.L.C.	12/10/2013	45.00

Report Total:

103,595.01

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cathy

Printed: 11/27/2013 - 11:53

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
11221	AETNA LI	Aetna Life Insurance & Annuity	12/06/2013		25.00
Check 11221 Total:					25.00
11222	EFT-FED	EFT- Federal Payroll Tax	12/06/2013		8,131.11 4,403.38 4,403.38 1,029.83 1,029.83
Check 11222 Total:					18,997.53
11223	EFT-PENS	EFT- Payroll Pens Ln Pyts	12/06/2013		2,018.53
Check 11223 Total:					2,018.53
11224	EFT-TASC	EFT-Flex Spending	12/06/2013		871.10
Check 11224 Total:					871.10
30287	Equitabl	Equivest Unit Annuity Lock Box	12/06/2013		525.00
Check 30287 Total:					525.00
11225	FIRST NA	First National Bank	12/06/2013		2,630.00 49,942.72 75.00

Check 11225 Total:

52,647.72

Report Total:

75,084.88

#595 PINE CREEK W/S FUND
Payment of Bills
November 26 through December 10, 2013

Type	Date	Num	Name	Memo	Amount
No Checks Issued					

#503 DPW UTILITY FUND
Payment of Bills
November 26 through December 10, 2013

Type	Date	Num	Name	Memo	Amount
Check	12/09/2013	2682	Gordon Food Service	Inv. #758106362 12/4/13	-78.45
Check	12/09/2013	2683	MWEA	David Miller Dues 09/20/13 - 9/20/14	-60.00
Check	12/09/2013	2684	PAETEC	Acct #2119355 12/1/13	-29.99
Check	12/09/2013	2685	Red Wing Shoe Store	Boots - C. Lewis & N. Stankevich	-400.00
Check	12/09/2013	2686	Tractor Supply Co.	Acct #6035301203240252 11/29/13	-117.08
Check	12/10/2013	2687	Kimberly MacLeod	Reimb - LAHRA Training Seminar on 1/21/14	-25.00
Total					-710.52

#593 LAKE EDGEWOOD W/S FUND
Payment of Bills
November 26 through December 10, 2013

Type	Date	Num	Name	Memo	Amount
Check	11/27/2013	2452	Brighton Analytical L.L.C.	November Invoices	-154.00
Check	11/27/2013	2453	NCL of Wisconsin	Inv #330315 11/19/13	-135.79
Check	11/27/2013	2454	SYNAGRO CENTRAL	Inv. #20-115132 11/5/13 (part'l pymt)	-12,830.50
Check	11/27/2013	2455	Tetra Tech Inc.	Inv. #50734860 11/4/13	-240.19
Check	12/04/2013	2456	DTE Energy	LE Electricity Billings	-4,656.38
Check	12/10/2013	2457	KENNEDY INDUSTRIES, INC.	Inv. #550749 12/9/13	-20,865.00
Total					-38,881.86

#592 OAK POINTE W/S FUND
Payment of Bills
November 26 through December 10, 2013

Type	Date	Num	Name	Memo	Amount
Check	11/26/2013	2849	BRIGHTON ANALYTICAL, LLC	Customer ID GENOATWP	-268.00
Check	11/26/2013	2850	DUBOIS COOPER ASSOCIATES INCORPORATED	Inv. #161985 11/8/13	-1,395.20
Check	11/26/2013	2851	FONSON, INC.	Inv. #10870 10/31/13 (part'l pymt)	-2,972.29
Check	11/26/2013	2852	GRAINGER	Inv. #9289460025 11/7/13	-348.23
Check	11/26/2013	2853	K & J Electric, INC	Inv. #6280 10/8/13	-231.00
Check	11/26/2013	2854	KENNEDY INDUSTRIES INC.	Inv. #550163 11/11/13	-30.00
Check	11/26/2013	2855	SYNAGRO CENTRAL	Inv. #20-115132 11/5/13 (part'l pymt)	-8,406.19
Check	11/26/2013	2856	Tetra Tech, Inc.	VOID: Inv. #50734859 11/4/13	0.00
Check	11/26/2013	2857	USA Bluebook	VOID: November Invoices	0.00
Check	11/26/2013	2858	Tetra Tech, Inc.	Inv. #50734859 11/4/13	-289.40
Check	11/26/2013	2859	USA Bluebook	November Invoices	-1,371.52
Check	12/04/2013	2860	FONSON, INC.	Inv. #10870 10/31/13 (part'l pymt)	-1,569.35
Check	12/04/2013	2861	DTE ENERGY	Oak Pointe Electricity Billings	-7,900.82
Check	12/10/2013	2862	CONSUMERS ENERGY	OP Billings from 10/29/13 - 11/27/13	-318.64
Total					-25,100.64

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting
December 2, 2013

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, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were Township Manager Michael Archinal and five persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Hunt and supported by Ledford to approve all items listed under the consent agenda. The motion passed.

1. Payment of Bills.

2. Request to approve minutes: Nov. 4, 2013

Approval of Regular Agenda:

Moved by Ledford and supported by Mortensen to approve for action all items listed under the regular agenda. The motion passed.

3. Review of special use permit, PUD Amendment, environmental impact assessment and site plan to construct a new 2,837 square foot Qdoba drive through restaurant located at the Meijer outlot at 3883 E. Grand River, Howell, petitioned by Kevin Egnatuk of Southwind Restaurants, LLC.

A. Disposition of the Special Use Permit.

Moved by Hunt and supported by Smith to approve the Special Land Use Permit for a drive-through restaurant with outdoor seating for the Qdoba restaurant. This Special Land Use is recommended for approval because the use is consistent with other uses in the Lorentzen PUD and because it complies with the standards provided in Sections 19.03. The motion passed.

B. Disposition of PUD Amendment.

Moved by Ledford and supported by Skolarus to approve the amendment to the PUD agreement with the following conditions:

1. The five building and parking setbacks listed under Section 1, Items (a.) through (d.) in the draft agreement are approved;
2. Section 1, Item (e.) in the Agreement shall be modified to allow 2 wall signs instead of 3;
3. An additional setback deviation is permitted for the ground sign to be less than 10 feet from the property line as depicted on the site plan. The setback amount should be specifically listed in the Agreement;

4. The parking setback deviation is approved for the three parking spaces to the east of the sign. The specific setback amount shall be added to the Agreement;
5. Language should be added to the Agreement stating that the Township waives the requirement for 2 larger/RV parking spaces on the site;
6. The changes recommended by the Township Attorney in his letter dated 11/21/13 will be incorporated and will require a second review by the Township Attorney prior to submission for a Land Use Permit.

The motion passed.

C. Disposition of Environmental Impact Assessment dated 10/28/2013

Moved by Skolarus and supported by Ledford to approve the environmental impact assessment subject to the following:

1. Language should be added indicating that this is a single user facility;
2. The word cubit should be changed to cubic.

The motion passed.

D. Disposition of Site Plan

Moved by Ledford and supported by Rowell to approve the site plan dated Oct. 25, 2013 with the following conditions:

1. Revised site plans shall be submitted incorporating required changes and the revision dates shall be listed on each sheet of the plan set. The revised plans shall be submitted prior to application for a Land Use Permit;
2. The building elevations and materials are acceptable and the display board will become the property of the Township;
3. A trash container will be added to the outdoor seating area;
4. There is concern about sheet flow exiting the site at the northwest entrance and further engineering review will be required with a possibility of an additional catch basin being installed. This shall be addressed prior to the submittal for a Land Use Permit ;
5. The requirements of the Township Engineer as set forth in their 11/1/13 letter will be complied with. The tree shown above the sanitary sewer lead shall be relocated.
6. The requirements of the Brighton Area Fire Department letter of 11/7/13 will be complied with;
7. There will be minor adjustments to the landscape plan as referenced in the LSL Planning letter dated 11/19/13.

The motion passed.

4. Resolution to approve the 2014 Poverty Guidelines and Income Levels as presented by the Assessor.

Moved by Skolarus and supported by Mortensen to approve Resolution #131202 governing the poverty guidelines application and exemption worksheet as requested by Township Assessor Debra L. Rojewski. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None.

Note: Veterans, Please review Michigan's recent law concerning disability exemptions on the township website @ www.genoa.org.

5. Consideration of a request from the DPW Director to implement results and recommendations of the 2013 Utility Department wage study.

Moved by Skolarus and supported by Ledford to approve the recommendation from Dr. Tatara: To implement new titles for the water and waste water division of the DPW for all divisions. To implement revised salary range structure for all divisions. This action is effective Jan. 1, 2014. The motion passed.

6. Discussion of proposed compensation study for

Genoa Township staff.

No formal action was taken by the board.

7. Consider approval of the proposals to purchase one recycler unit and two solar trash compactor units.

Moved by Skolarus and supported by McCririe to approve the purchase of a recycler and two solar trash compactors at a cost of \$3,100.00. The motion failed.

8. Discussion and direction to staff related to the Capital Improvements Program.

It was the consensus of the board to continue to provide for bike/walk paths, financial support of subdivision roads, limited maintenance of roads and recreation.

The regular meeting of the Genoa Charter Township Board was adjourned at 8:05 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township

(Press/argus 12/06/2013)

Date: Dec. 9, 2013

To: Genoa Charter Township Board

From: Polly Skolarus, Clerk

Subject: Full time employment for the township Bookkeeper/Specialist

Attached are two documents related to a request by my office to employ Cathy Dhulster (Bookkeeper Specialist) on a full time basis. The first is from Ken Palka who suggests that Cathy could do more to produce quarterly financial reports for the DPW Dept. The second is a memo from Cathy that I requested asking for an overview of her present responsibilities. .

During the 28 years I have been clerk, I have always been concerned about the cost of running my department. This is the primary reason that I have only employed part-time persons to work for my office. The responsibilities of my office have increased considerably over the past few years with the addition of the DPW department related to accounting and payroll. In 2013 three elections were scheduled. In 2014 I am again expecting three elections unless our Michigan legislature changes the election laws. My Deputy Clerk Susan Sitner is scheduled for back surgery and will be off for three months beginning in January.

I have discussed this request with Gary, Mike, Robin and Kelly and they are in agreement that a full time person is necessary for my office.

Please consider the following motion: To approve Cathy Dhulster for a full time position for my office beginning Jan 1, 2014.

PHP

PFEFFER • HANNIFORD • PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
Kenneth J. Palka, C.P.A.

Members:

AICPA Private Practice Companies Section
MACPA

225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

December 6, 2013

Charter Township of Genoa
Attn: Ms. Polly Skolarus
2911 Dorr Road
Brighton, Michigan 48114

Dear Polly,

As you have requested I am giving you my thoughts on your proposal to make Cathy's position full time with the accounting operations.

Based on my experience with Cathy over the past several months she is eager to learn and take on additional work. Currently some of her duties include paying bills, posting deposits, and on a limited basis maintaining the QuickBooks general ledgers for Oak Pointe, Lake Edgewood and Pine Creek Water and Sewer Systems. If her position was to be made full time I believe she could do more in these areas (accounting for the water and sewer systems) to produce quarterly financial reports on a more expeditious basis to the DPW Director (Greg). As it stands now, our firm comes in at the end of each quarter and recommends the appropriate journal entries in order to produce the proper financial reports (accrual basis) for Greg. If Cathy learned how to properly account for these funds throughout the quarter (maintaining them on the accrual basis) and she was made full time I believe this could be beneficial to the Township.

Please call with any questions.

Sincerely,



Kenneth J. Palka



2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

MEMORANDUM

TO: Paulette Skolarus, Township Clerk
FROM: Cathy Dhulster, Bookkeeper Specialist
DATE: December 5, 2013
RE: Job Responsibility Expansion

Per your request, I have outlined below a few of the key changes and additions to the responsibilities of my position compared to those originally outlined when I accepted the position in May 2013.

Elections:

The previous road millage allowed me the opportunity to not merely "assist" with the elections but learn the intricacies, details and processes associated with voter registration, absentee voter ballot processing from issuance through receipt, and daily processing of correspondence received from the State of Michigan to voter status within the Qualified Voter File system. In future elections, I look forward to learning the processes associated with working at the precincts and provide support to precinct workers. Although I still have many aspects of Elections to learn, I am now in the position to perform many key functions and respond to citizen requests in the absence of the Township Clerk and Deputy Clerk.

Administrative:

In the absence of the General Fund Bookkeeper, I prepare the Board Packets and have learned to prepare several key budget reports, processed and resolved vendor payments and responded to requests from Administrative Staff. Additionally, I have assisted in the response to surveys received by the township.

Accounting:

In the last several months I have worked with the Township's Accountant and developed methods of recording accounting transactions that streamlined processes and increased both the accuracy and efficiency of recording financial activity. Offsite training has further allowed me provide staff with informational reports. On several occasions, I initiated contact with the Payables and Payroll software vendor to resolve critical issues.

HR:

I have worked closely with the Township's HR Generalist in clarifying, interpreting and documenting several of the Township Personnel Policies and Benefit enrollment processes.

I believe that my ability and desire to continue to expand my knowledge of the Clerk's Department and Township operations, and the benefit of providing a consistent available resource within the Clerk's office will further enhance the quality service we provide to our residents and staff.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

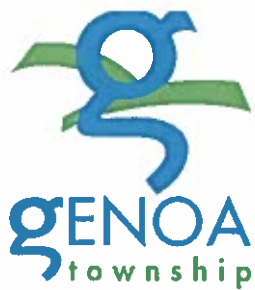
TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith


Linda Rowell



2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org


MEMORANDUM

TO: Honorable Board of Trustees

FROM: Kelly VanMarter, Assistant Township Manager/Community Development Director 

DATE: December 10, 2013

RE: Nixon Road Non-Motorized Pathway Overages

MANAGER'S REVIEW: 

As you may recall, the Township pledged \$500,000 towards the addition of a pedestrian pathway across the Latson/Nixon Bridge over I-96 for the interchange project. This pathway provides the only non-motorized means for crossing I-96 in Genoa Township. The Michigan Department of Transportation was awarded a grant to cover the full amount of the pedestrian pathway so the \$500,000 was no longer needed for the pedestrian component on the bridge. This money was re-allocated by the Board to be used to extend the path from the relocated Beck Road to Crooked Lake Road and the Three Fires Elementary School.

Last October the Board approved a budget for the 8' wide, 1.3 mile long Nixon Road Pathway Project at a cost not to exceed \$454,000. Over the course of the project there have been variances to line items within the proposed budget. As an example, easement acquisition costs exceeded budget amounts by \$15,600 while engineering and inspection costs were \$40,416.03 below projected amounts. At the start of construction, the project was expected be \$32,040.79 under budget amounts. Unfortunately, unexpected field conditions, design changes, and project upgrades have exceeded budgeted figures.

Attached to this memo please find a spreadsheet detailing the approved budget compared to the actual amounts. The spreadsheet also details the construction related changes to the project. As evidenced in the spreadsheet, the construction costs exceeded bid amounts by \$64,687.78. Due to the surplus noted in the paragraph above, this puts the project deficient by \$32,646.99. The first contributing factor to the exceedance was the upgrade from asphalt to a concrete pathway. Prior to learning of the poor soils described below, the contractor approached the Township with the offer to upgrade the entire path to concrete at an increased cost of \$19,695.06. With the expected surplus mentioned in the paragraph above, and given the contractors need for immediate authorization, this amount was approved administratively by the Township Manager at a cost of \$2.86 per linear foot.

Following the concrete upgrade, the primary cause of the overages in construction costs is attributed to the discovery of extensive organic muck-type soils located across from

SUPERVISOR

Gary T. McCrie

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Steven Wildman

the Three Fires Elementary School. See attached picture for a representation. This area required excavation amounts well beyond the plan requirements as well as pathway re-design to preserve the integrity of the pathway in the future. The costs associated with the muck excavation and design solution totaled \$20,670.25.

In addition to the concrete upgrade and unexpected muck related issues, the project also experienced approximately \$24,322.47 in field related changes. These amounts would be considered typical for the scope of this project as a 10% contingency is the industry standard for this type of project.

In conclusion, I am requesting Board approval for a \$32,646.99 increase in the project budget amount. To cover this amount, I have reviewed fund status and propose that the additional amount be allocated out of line items 270-536-972-200 and 270-330-697-000 which have an unexpended balance of \$248,659.07. A copy of the ledger showing these amounts is attached for your reference.

I am available in advance and will also be in attendance at the meeting on Monday to answer any questions you have. If so inclined, I request consideration of the following action in this regard:

Moved by _____, supported by _____, to increase the budget for the Nixon Road non-motorized pathway project at an amount not to exceed \$32,646.99.

Nixon Non-Motorized Sidewalk/Bike Path Budget 12/10/2013

PROJECT DETAIL	BUDGET AMOUNT	DESCRIPTION	Actual	Difference
Construction	\$ 280,000.00	estimate based on bid unit prices from MDOT contractor for the road project.	\$ 316,936.24	\$ (36,936.24)
Engineering and Inspection	\$ 60,000.00	\$35,000 approved 9/6/11, \$5,000 approved 9/4/12. Additional \$20,000 estimated for construction services	\$ 19,583.97	\$ 40,416.03
Consultant Services - Acquisition	\$ 10,000.00	approved by the board on 3/19/12	\$ 10,200.00	\$ (200.00)
CSX Rail Construction	\$ 22,000.00	Per construction agreement approved on 10/15/12	\$ 22,982.00	\$ (982.00)
CSX Rail Appraisal/Acquisition	\$ 5,000.00	includes appraisal plus estimated value of easement area		\$ 5,000.00
Easement Acquisition	\$ 35,000.00	estimate based on assessed value + additional payouts for removal/relocation/replacement of items in easement area	\$ 50,600.00	\$ (15,600.00)
Contingency (10%)	\$ 42,000.00		\$ 1,657.00	\$ 40,343.00
TOTAL:	\$ 454,000.00		\$ 421,959.21	\$ 32,040.79
		Change Request Order A07-12-13 (\$950.00)	\$ 422,909.21	
		Work Order #1 - Add silt Fence (\$875)	\$ 423,784.21	
		Work Order #2 - Extend Culvert (\$1092 estimated, \$714 actual)	\$ 424,498.21	
		Work Order #3 Change to concrete (+19,695.06)	\$ 444,193.27	
		Work Order #4 - Muck Removal (+16,870.25)	\$ 461,063.52	
		Contract Modification #4 - Field Changes (+8807.80)	\$ 469,871.32	
		Contract Modification #5/6 - includes muck surcharge and removal for +\$4535 (+16,775.67)	\$ 486,646.99	\$ (32,646.99)

Total Construction Costs	
Bid Amount	\$ 316,936.24
Change Request Order A07-12-13 (\$950.00)	\$ 317,886.24
Work Order #1 - Add silt Fence (\$875)	\$ 318,761.24
Work Order #2 - Extend Culvert (\$1092 estimated, \$714 actual)	\$ 319,475.24
Work Order #3 Change to concrete (+19,695.06)	\$ 339,170.30
Work Order #4 - Muck Removal (+16,870.25)	\$ 356,040.55
Contract Modification #4 (+8807.80)	\$ 364,848.35
Contract Modification # 5/6 includes muck surcharge & removal at \$4535 (+\$16,775.67)	\$ 381,624.02
TOTAL CONSTRUCTION OVERAGES	\$ 64,687.78

TOTAL PROJECT INCREASE NEEDS AUTHORIZATION FROM TOWNSHIP BOARD





NIXON ROAD
MUCK ISSUES

FUND 270 - Recreation

Genoa Charter Township
User: cathy

General Ledger
Period Budget Analysis

Printed: 12/10/2013 13:15


Period 1 to 12, 2014
Full Year Budgeting

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	12/12 YTD Budget	Variance	% Var
Fund Number: 270									
REVENUE									
270-000-400-000	Revenue Control	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-478-000	Greenways Initiative	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-664-000	Interest	.00	166.67	166.67	100.00	699.02	2,000.00	1,300.98	65.05
270-000-670-000	Contributions	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-680-000	Rental Income	.00	0.00	0.00	0.00	7,050.00	0.00	-7,050.00	0.00
270-000-699-000	Operating Transfer In	.00	20,833.33	20,833.33	100.00	250,000.00	250,000.00	0.00	0.00
270-000-699-001	Misc Revenue-Other	.00	41.67	41.67	100.00	0.00	500.00	500.00	100.00
270-000-700-100	Rent	.00	625.00	625.00	100.00	0.00	7,500.00	7,500.00	100.00
	REVENUE Totals:	0.00**	21,666.67**	21,666.67**	100.00	257,749.02**	260,000.00**	2,250.98**	0.87**
EXPENSES									
270-000-700-000	Expenditure Control	.00	0.00	0.00	0.00	-950.00	0.00	950.00	0.00
270-000-801-000	Professional Fees-engineering	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-330-694-000	Rental House Expense	.00	416.67	416.67	100.00	0.00	5,000.00	5,000.00	100.00
270-330-695-000	Misc Expense	.00	125.00	125.00	100.00	500.00	1,500.00	1,000.00	66.67
270-330-696-000	Genoa Twp Athletic Field	.00	7,666.67	7,666.67	100.00	91,568.89	92,000.00	431.11	0.47
270-330-697-000	Recreation Bike Path	.00	18,750.00	18,750.00	100.00	0.00	225,000.00	225,000.00	100.00
270-330-698-000	Sidewalks/Grand River	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-330-699-000	Sirens	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-330-700-000	State Land	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-536-972-000	Herbst Barn	.00	0.00	0.00	0.00	899.38	0.00	-899.38	0.00
270-536-972-100	Land for recreation	.00	20,833.33	20,833.33	100.00	300.00	250,000.00	249,700.00	99.88
270-536-972-200	I-96 Interchange Walk	.00	31,250.00	31,250.00	100.00	351,340.93	375,000.00	23,659.07	6.31
270-929-977-000	Capital Outlay	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-966-999-100	Transfer Out to General Fund	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EXPENSES Totals:	0.00**	79,041.67**	79,041.67**	100.00	443,659.20**	948,500.00**	504,840.80**	53.23**
Report Totals:									
	REVENUE Total	0.00****	21,666.67****	21,666.67****	100.00	257,749.02****	260,000.00****	2,250.98****	0.87****
	EXPENSE Total	0.00****	79,041.67****	79,041.67****	100.00	443,659.20****	948,500.00****	504,840.80****	53.23****
	INCOME Total	0.00****	-57,375.00****			-185,910.18****	-688,500.00****		




MEMORANDUM

TO: Honorable Board of Trustees

FROM: Kelly VanMarter, Assistant Township Manager/Community Development Director 

DATE: December 11, 2013

RE: Revised REU Table

MANAGER'S REVIEW: 

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

As many of you know, connection fees are a very controversial topic when it comes to attracting new development to the community. Over the course of my tenure here we have tried to be creative in how we calculate and collect these fees in an effort to promote growth while protecting and preserving the integrity of the utility systems. In continuation of these efforts and with my full support, the Utility Department has devoted considerable time and energy to perform an audit of the current REU Table and compare the calculations to actual empirical data collected from existing users on the system. A copy of the report produced as a result of these efforts is attached hereto for your reference. Please note that only uses that had sufficient data for analysis were studied and the results have shown slight variation in many instances, while in others significant increases or decreases in the calculation formula have been resultant.

After reviewing the information provided in the report, I have revised the current REU Table to reflect the recommended changes. Researched categories have been adjusted to reflect actual usage and a methodology has been added showing how to calculate the REU's in the event of a dispute or unlisted category. Attached hereto, please find a highlighted version showing changes and a clean copy of what I propose to be the new REU Table for Genoa Charter Township. I look forward to discussing this with you at the meeting on Monday and I welcome any questions or comments you might have.

If so inclined, I request consideration of the following action in this regard:

Moved by _____, supported by _____, to approve the amendments to the Township REU Table as recommended by Township Staff and the Utility Department.

SUPERVISOR

Gary T. McCrie

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Steven Wildman

Equivalent User Table

The following equivalent user factors will be used to assess tap-in fees. For purposes of this table, an equivalent user is defined as that quantity of water consumed or wastewater discharged from an ordinary single family dwelling. In computing charges for commercial, industrial, or multiple residences, the number of units for which charges are made shall be determined from the following equivalent user factors. Where square footage is used in the calculation of equivalent users, it shall mean the entire square footage inside the building. When the use of a building changes the number of equivalent users for the new use, a supplemental tap-in fee will be assessed for the increased use.

USER	UNIT FACTOR
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Auto Tire Service Center/Shops*	0.35 per 1,000 sq. ft.
Banks*	0.12 per employee
Banquet Halls	1.8 per 1,000 sq. ft.
Barber Shops	1.00 per shop plus 0.1 per chair after 2
Bars (including bars within restaurants)	4.00 per 1,000 sq. ft.
Beauty Shops*	0.38 per hair booth, 0.3 per mani/pedi station, and 0.3 per spa room
Bed & Breakfast Establishments	1.0 per building plus 0.2 per guest room
Boarding Houses	1.00 per building plus 0.2 per bedroom
Boarding Schools	0.27 per bed
Bowling Alleys (w/o bars or lunch)	0.16 per alley
Bowling Alleys (with bar and/or lunch)	0.60 per alley
Car Washes (production line w/o recycle)*	48.3 per production line
Car Washes (production line with recycle)*	25.2 per production line
Car Washes (self-service)*	2.5 per stall
Car Washes (automatic, no conveyor)*	10.6 per stall
Child Care Centers*	0.45 per 1,000 sq. ft.
Churches*	0.13 per 1,000 sq. ft.
Cleaners (pick-up only)*	1.00 per shop
Cleaners (pressing facilities)*	1.4 per press
Urgent Care / Medical Clinics*	0.27 per doctor
Convalescent Homes	1.00 per premise plus 0.5 per bedroom
Convents	1.0 per premise plus 0.25 per bedroom
Country Clubs & Athletic Clubs*	0.55 per 1,000 sq. ft.
Dentists*	1.3 per dentist
Doctor's Offices*	0.6 per 1,000 sq. ft.
Drug Stores*	0.1 per 1,000 sq. ft.

Fire Stations	0.20	per stationed firefighter/24 hours
Fire Stations (volunteer)	1.00	per premise
Florists	1.10	per 1,000 sq. ft.
Fraternal Organizations (members only)	1.00	per hall
Fraternal Organizations (members/rentals)*	0.3	per 1,000 sq. ft.
Funeral Homes	1.50	per 1,000 sq. ft. plus residence
Garden Centers (nursery)	1.0	per premise plus 0.5 per employee
Government Offices*	0.15	per 1,000 sq. ft.
Grocery Stores & Markets*	0.26	per 1,000 sq. ft.
Hospitals	1.09	per bed
Hotels & Motels (private baths)*	0.38	per bedroom
Industrial Building/Factories (exclusive of wet process and industrial flow)*	0.13	per 1,000 sq. ft.
Laundromats (self service)	0.54	per washer
Lumber Yards	1.00	per each 15 employees
Mobile Homes	1.00	per pad
Multiple Family Residences	1.00	per dwelling unit
Office Buildings*	0.14	per 1,000 sq. ft.
Pet Shops	1.10	per 1,000 sq. ft.
Physical Therapy Centers*	1.5	per premise
Pool Halls	0.10	per table
Post Offices	1.00	per 1,000 sq. ft.
Print Shops*	0.06	per 1,000 sq. ft.
Public Institutions (other than hospitals)	0.75	per 1,000 sq. ft.
Research & Testing Laboratories	0.75	per 1,000 sq. ft.
Restaurants (coffee shop)*	2.6	per premise
Restaurants (drive thru with primary drink service)*	10.0	per premise
Restaurants (fast food)*	6.0	per premise
Restaurants (w/liquor license)*	4.1	per 1,000 sq. ft.
Restaurants (w/liquor license but no bar area)*	1.5	per 1,000 sq. ft.
Restaurants (meals w/service & dishes)*	2.4	per 1,000 sq. ft.
Restaurants (take out)*	1.0	per 1,000 sq. ft.
Retail Stores*	0.20	per 1,000 sq. ft.
Rooming Houses (no meals)	0.25	per room
Schools (w/o showers and/or pool)*	0.37	per classroom
Schools (with showers and/or pool)*	0.8	per classroom
Senior Citizen Apartments*	0.31	per apartment
Service Stations - gas service	0.50	per pump
Service Stations - with auto repair	1.00	per premise plus 0.15 per stall
Service Stations - with mini mart*	2.0	per 1,000 sq. ft.
Skating Rinks	0.40	per 1,000 sq. ft.
Snack Bars (drive-in)	2.50	per 1,000 sq. ft.

Swimming Pools	3.00	per 1,000 sq. ft.
Single Family Residences	1.00	per residence
Stores (other than specifically listed)	0.25	per 1,000 sq. ft.
Tanning Salons, Nail Salons, Tattoo Parlors*	1.1	per shop
Tennis Clubs	0.08	per member
Tennis or Handball (indoor club)	0.50	per court
Theaters (drive-in)	0.03	per car space
Theaters	0.01	per seat
Tourist Courts (individual bath units)	0.27	per cubicle
Trailer Parks (central bath units)	0.40	per trailer
Veterinary Facilities*	1.00	per veterinarian
Veterinary Facilities with kennel	1.50	per facility plus 0.1 per kennel
Warehouse & Storage*	0.05	per 1,000 sq. ft.

* Items marked with an asterisk were either added or updated based on studies of actual usage statistics performed in 2013.

Where building size and number of employees are both known, the equivalent water factors shall be based on the highest projected flow factor.

Classifications not specifically listed shall be assigned values as determined by the Township, but no facility shall be assigned less than one unit. The methodology used to calculate REU's shall be as set forth in the attached Appendix.

Where multiple businesses exist at one location (shopping centers, hotels with restaurant and or bar facilities, etc.) the various businesses will be combined for equivalents.

In cases of expansion or change of existing water/sewer uses, connection fees shall be levied in accordance with the current connection fee schedule based upon the difference in the current and expanded or changed use.

In cases where an application for water and/or sewer service has been made for property which is contiguous to an existing water and/or sewer special assessment district such water and or sewer service may be granted **only after the following fees have been paid:**

1. All Connection Fees.
2. An up-front lump-sum capital charge equivalent to the pro-rata share of what would have been the property's assessment costs if the property were in the district, for the remaining term of the assessment. The capital charge will be placed in the debt service fund for future debt service payments on the special assessment. The properties in the SAD (Special Assessment District) will have their remaining assessments reduced by their pro-rata share of the capital share.

APPENDIX

Recommended Methodology for Calculating the REUs For a Commercial User Not Listed

Step 1 - Obtain Water Usage Data from Similar Facilities in Other Municipalities

Obtain actual usage data from similar facilities in other municipalities. A minimum of 3 facilities should be evaluated. Request the following information for each facility:

- The number of gallons used over a time period, for instance xxxx gallons used over 90 days. A minimum of 1 year's worth of data should be obtained, split into quarters.
 - Data should be from well-established businesses to reflect maximum possible water usage
 - Meter reads should cover a maximum interval of 90 days (quarterly).
- The size of the building
 - If deemed more relevant, the number of employees or some other common unit factor can be used

Step 2 - Determine Average Day Usage During the Peak Quarter (Exclusive of Irrigation)

For each facility in which actual usage data is obtained, determine the highest quarterly total flow in gallons.

Note - Irrigation should be excluded from this number, so if the summer months show a higher usage do not use this data.

From the peak quarterly data determine the average day usage by dividing the total flow (in gallons) from the highest quarter by the number of days in the billing cycle.

Step 3 – Determine the Building Usage in REUs

Per the August 2013 MHOG study of average residential usage within in the MHOG system assume 1 REU = 218 gallons/day (gpd)

Building Usage in REUs = Average Day Usage (from Step 2)/218

Step 4 – Calculation of Recommended Unit Factor

Typically the REU Unit Factor is calculated per 1,000 square feet (sf) of building area. If this is the case the recommended Unit Factor = Building Usage REUs (from Step 3)/proposed building square footage/1,000

Use an average of the sites evaluated (minimum of 3) to determine the recommended unit factor for the proposed facility.

Example:

Auto Parts Supplier:

STEP	Similar Facilities		
	Facility 1: Chattanooga, TN	Facility 2: Lawrence, KS	Facility 3: Little Rock, AK
1 Obtain Water Usage Data	Size: 100,000 sf	Size: 200,000 sf	Size: 180,000 sf
	Usage Data	Usage Data	Usage Data
	Q1: 100,000	Q1: 180,000	Q1: 170,000
	Q2: 151,000	Q2: 192,000	Q2: 165,000
	Q2: 142,000	Q2: 197,000	Q2: 177,000
	Q4: 134,000	Q4: 184,000	Q4: 172,000
	Days: 90	Days: 90	Days: 90
2 Determine Avg. Day Usage for Peak Quarter	Daily Usage = 151,000/90 = 1,668 gal.	Daily Usage = 197,000/90 = 2,189 gal.	Daily Usage = 177,000/90 = 1,967 gal.
3 Determine Building Usage In REUs	Building Usage in REUs = Step 2 Result/218 GPD 1,668/218 = 7.65	Building Usage in REUs = Step 2 Result/218 GPD 2,189/218 = 10.04	Building Usage in REUs = Step 2 Result/218 GPD 1,967/218 = 9.02
4 Recommended Unit Factor	Building REUs/Building SF/1,000 =7.65 ÷(100,000/1,000) = 0.08 REU /1,000 sf	Building REUs/Building SF/1,000 =10.04 ÷(200,000/1,000) = 0.05 REU /1,000 sf	Building REUs/Building SF/1,000 =9.02 ÷(180,000/1,000) = 0.05 REU /1,000 sf
Recommended Factor	Average of 0.08, 0.05, and 0.05 = 0.06 REU / 1,000 sf.		

Proposed Howell Facility: 250,000 s.f.

REU Assessment = 0.06 REU / 1,000 sf X 250,000 sf = **15 REUs**

Equivalent User Table

The following equivalent user factors will be used to assess tap-in fees. For purposes of this table, an equivalent user is defined as that quantity of water consumed or wastewater discharged from an ordinary single family dwelling. In computing charges for commercial, industrial, or multiple residences, the number of units for which charges are made shall be determined from the following equivalent user factors. Where square footage is used in the calculation of equivalent users, it shall mean the entire square footage inside the building. When the use of a building changes the number of equivalent users for the new use, a supplemental tap-in fee will be assessed for the increased use.

USER	UNIT FACTOR
Auto Dealers*	0.20 per 1,000 sq. ft.
Auto Repair/Collision - Body Shops*	0.20 per 1,000 sq. ft.
Auto Tire Service Center/Shops*	0.35 per 1,000 sq. ft.
Banks*	0.12 per employee
Banquet Halls	1.8 per 1,000 sq. ft.
Barber Shops	1.00 per shop plus 0.1 per chair after 2
Bars (including bars within restaurants)	4.00 per 1,000 sq. ft.
Beauty Shops*	0.38 per hair booth, 0.3 per mani/pedi station, and 0.3 per spa room
Bed & Breakfast Establishments	1.0 per building plus 0.2 per guest room
Boarding Houses	1.00 per building plus 0.2 per bedroom
Boarding Schools	0.27 per bed
Bowling Alleys (w/o bars or lunch)	0.16 per alley
Bowling Alleys (with bar and/or lunch)	0.60 per alley
Car Washes (production line w/o recycle)*	48.3 per production line
Car Washes (production line with recycle)*	25.2 per production line
Car Washes (self-service)*	2.5 per stall
Car Washes (automatic, no conveyor)*	10.6 per stall
Child Care Centers*	0.45 per 1,000 sq. ft.
Churches*	0.13 per 1,000 sq. ft.
Cleaners (pick-up only)*	1.00 per shop
Cleaners (pressing facilities)*	1.4 per press
Urgent Care / Medical Clinics*	0.27 per doctor
Convalescent Homes	1.00 per premise plus 0.5 per bedroom
Convents	1.0 per premise plus 0.25 per bedroom
Country Clubs & Athletic Clubs*	0.55 per 1,000 sq. ft.
Dentists*	1.3 per dentist
Doctor's Offices*	0.6 per 1,000 sq. ft.
Drug Stores*	0.1 per 1,000 sq. ft.

Fire Stations	0.20	per stationed firefighter/24 hours
Fire Stations (volunteer)	1.00	per premise
Florists	1.10	per 1,000 sq. ft.
Fraternal Organizations (members only)	1.00	per hall
Fraternal Organizations (members/rentals)*	0.3	per 1,000 sq. ft.
Funeral Homes	1.50	per 1,000 sq. ft. plus residence
Garden Centers (nursery)	1.0	per premise plus 0.5 per employee
Government Offices*	0.15	per 1,000 sq. ft.
Grocery Stores & Markets*	0.26	per 1,000 sq. ft.
Hospitals	1.09	per bed
Hotels & Motels (private baths)*	0.38	per bedroom
Industrial Building/Factories (exclusive of wet process and industrial flow)*	0.13	per 1,000 sq. ft.
Laundromats (self service)	0.54	per washer
Lumber Yards	1.00	per each 15 employees
Mobile Homes	1.00	per pad
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Proposed Howell Facility: 250,000 s.f.

REU Assessment = 0.06 REU / 1,000 sf X 250,000 sf = **15 REUs**

MHOG Water System Commercial REU Evaluation



November 20, 2013



MHOG Water System Commercial REU Evaluation Index

- Tab 1 - Summary Memo
- Tab 2 - Methodology for Calculating REUs for a Commercial User Not Listed
- Table 1 – Residential REU Calculation
- Table 2 – Historic Marion, Oceola, and Genoa Equivalent User Table
- Table 3 – Recommended MHOG Equivalent User Table
- Table 4 – Comparison of Recommended MHOG REUs to Historic REUs
- Table 5 – Detailed Data from MHOG Commercial Users



Memorandum

To: Marion, Howell, Oceola & Genoa Township Planning Departments
From: MHOG Staff
Date: November 20, 2013
Re: MHOG Water System – Commercial REU Evaluation

At this time, all four participating Township's in the MHOG water system use a Tap Fee Table to calculate the Residential Equivalent Units (REUs) of a proposed commercial development. Typically the Township Planning Department assigns Tap Fees for proposed commercial and industrial connections to the MHOG municipal water system. This table was adopted numerous years ago by most of the Townships, before the MHOG system had enough users to evaluate typical use data. Additionally, the majority of data to develop these tables was from the 1970s, and therefore is not compatible with today's more modern water saving devices.

We understand that many times Townships are challenged by new commercial users on the amount of assessed taps, and therefore our primary goal in developing this study was to come up with a sound and defensible methodology to assess tap fees. As the MHOG system is now operating with numerous commercial users, the MHOG Utility Department was able to complete an evaluation of the average REU usage for different categories of commercial users. From this data, we were able to update the recommended Unit Factors for calculating REUs for proposed commercial developments. We are pleased to provide the Township Planning Departments with this new information to assist with tap fee calculations.

MHOG will be hosting a meeting at Genoa Township Hall, 2911 Dorr Road, Brighton, on **Wednesday, December 4th at 10 AM** to review the data contained in this binder. Please RSVP by email to jenifer@genoa.org by December 2nd if you plan on attending.

The Recommended MHOG Equivalent User Table can be found in **Table 3** of this binder. Below is a description of the methodology of how the recommendations were calculated.

Methodology - Determining Rate of 1 REU

One of the first tasked, was to determine how many gallons of water constitute a REU in the MHOG System. The MHOG Engineering Standards define 1 REU = 260 gallons per day (gpd), and for design the conservative value of 260 gpd/REU should continue to be utilized. However, this study used actual meter readings of commercial users throughout the MHOG system, and therefore to determine the residential equivalent the average metered usage of a residential customer was analyzed. To complete this analysis we evaluated metered water data (exclusive of irrigation) on 2 streets in each Township with varying home value and sizes. From this data it is recommended for converting commercial meter data to a residential factor 218 gpd/REU should be utilized. See attached **Table 1** for a detailed summary of how the 218 gpd/REU was calculated.

Methodology – Number of Categories Recommended

Currently, three of the four Township's (Marion, Ocoola, and Genoa) in the MHOG Authority use the same REU table, which contains 73 categories of commercial usage. **Table 2** contains the existing table used Marion, Ocoola, and Genoa Townships. For each of the existing 73 categories, MHOG used the existing billing records of the customers connected to the MHOG water system and attempted to find business for each category. If a minimum of 2 users in a category were connected to the MHOG system, with a minimum of 2 years of water meter data available, then that category was evaluated for this study. Based on these parameters, 32 of the existing 73 categories were evaluated for this study. In addition, 8 new categories were recommended to be added to the table.

Table 3 contains the recommendations for 40 commercial categories, 32 existing categories and 8 new categories. For the remaining 41 categories in the Marin, Ocoola and Genoa tables, there was insufficient usage data to evaluate them effectively, and therefore they were eliminated from the analysis.

Table 4 compares the current recommendations to the existing tables currently utilized by each Township.

For categories not included in the recommendations MHOG staff has developed the attached "Recommended Methodology for Calculating REUs for a Commercial User Not Listed". (**Tab 2** of this Binder). This provides Township staff with the methodology to assess REU fees to those businesses not currently identified in the table.

Methodology – Recommended Unit Factor for Each Category

Usage Analysis: For each user analyzed quarterly metered data from billing was evaluated. For the usage analysis, the highest metered quarter during 2011 and 2012 (exclusive of irrigation) was used. Two to ten commercial customers were analyzed per category, depending on the predominance of that category within the MHOG system. Data was also collected from surrounding communities for some categories, and if it was justified, a new category was recommended.

Unit Factor Analysis: Typically the REU unit factor is a calculated per 1,000 square feet (sf) of building area. If deemed more relevant the number of employees or some other common factor was used. For each business analyzed, we researched the necessary data for the proposed unit factor. For example, if the existing category's unit factor was per 1,000 s.f., we determined the size of the building of the existing user on the MHOG system.

The recommended unit fact was then calculated based on the average of all users studied in each category. In some cases the high and low users were eliminated from the analysis before the average was applied.

For all categories evaluated the detailed data for each user is contained in **Table 5**.

Summary

This study provides the following benefits:

- Provides a methodology more in line with current land uses and business types,
- Provides a methodology to assess REU fees to those business not currently identified in the table.
- Takes into account actual usage data from commercial users in our service area
- This data was approved by the Marion, Howell, Oceola, and Genoa Sewer and Water Authority Board for Recommendation to Township Planning Departments.

Recommended Methodology for Calculating the REUs For a Commercial User Not Listed

Step 1 - Obtain Water Usage Data from Similar Facilities in Other Municipalities

Obtain actual usage data from similar facilities in other municipalities. A minimum of 3 facilities should be evaluated. Request the following information for each facility:

- The number of gallons used over a time period, for instance xxxx gallons used over 90 days. A minimum of 1 year's worth of data should be obtained, split into quarters.
 - Data should be from well-established businesses to reflect maximum possible water usage
 - Meter reads should cover a maximum interval of 90 days (quarterly).
- The size of the building
 - If deemed more relevant, the number of employees or some other common unit factor can be used

Step 2 - Determine Average Day Usage During the Peak Quarter (Exclusive of Irrigation)

For each facility in which actual usage data is obtained, determine the highest quarterly total flow in gallons.

Note - Irrigation should be excluded from this number, so if the summer months show a higher usage do not use this data.

From the peak quarterly data determine the average day usage by dividing the total flow (in gallons) from the highest quarter by the number of days in the billing cycle.

Step 3 – Determine the Building Usage in REUs

Per the August 2013 MHOG study of average residential usage within in the MHOG system assume 1 REU = 218 gallons/day (gpd)

Building Usage in REUs = Average Day Usage (from Step 2)/218

Step 4 – Calculation of Recommended Unit Factor

Typically the REU Unit Factor is calculated per 1,000 square feet (sf) of building area. If this is the case the recommended Unit Factor = Building Usage REUs (from Step 3)/proposed building square footage/1,000

Use an average of the sites evaluated (minimum of 3) to determine the recommended unit factor for the proposed facility.

Example:

Auto Parts Supplier:

STEP	Similar Facilities		
	Facility 1: Chattanooga, TN	Facility 2: Lawrence, KS	Facility 3: Little Rock, AK
1 Obtain Water Usage Data	Size: 100,000 sf	Size: 200,000 sf	Size: 180,000 sf
	Usage Data	Usage Data	Usage Data
	Q1: 100,000	Q1: 180,000	Q1: 170,000
	Q2: 151,000	Q2: 192,000	Q2: 165,000
	Q2: 142,000	Q2: 197,000	Q2: 177,000
	Q4: 134,000	Q4: 184,000	Q4: 172,000
	Days: 90	Days: 90	Days: 90
2 Determine Avg. Day Usage for Peak Quarter	Daily Usage = 151,000/90 = 1,668 gal.	Daily Usage = 197,000/90 = 2,189 gal.	Daily Usage = 177,000/90 = 1,967 gal.
3 Determine Building Usage In REUs	Building Usage in REUs = Step 2 Result/218 GPD 1,668/218 = 7.65	Building Usage in REUs = Step 2 Result/218 GPD 2,189/218 = 10.04	Building Usage in REUs = Step 2 Result/218 GPD 1,967/218 = 9.02
4 Recommended Unit Factor	Building REUs/Building SF/1,000 = 7.65 ÷ (100,000/1,000) = 0.08 REU / 1,000 sf	Building REUs/Building SF/1,000 = 10.04 ÷ (200,000/1,000) = 0.05 REU / 1,000 sf	Building REUs/Building SF/1,000 = 9.02 ÷ (180,000/1,000) = 0.05 REU / 1,000 sf
Recommended Factor	Average of 0.08, 0.05, and 0.05 = 0.06 REU / 1,000 sf.		

Proposed Howell Facility: 250,000 s.f.

REU Assessment = 0.06 REU / 1,000 sf X 250,000 sf = **15 REUs**

MHOG Residential Average GPD
for peak quarter over 2 years

	Genoa Address	Genoa Street	Usage
1	5064	Pentwater	18
2	5088	Pentwater	25
3	5112	Pentwater	17
4	5124	Pentwater	12
5	5136	Pentwater	19
6	5172	Pentwater	11
7	5184	Pentwater	24
8	5205	Pentwater	16
9	5251	Pentwater	15
10	5259	Pentwater	9
11	5262	Pentwater	17
12	5273	Pentwater	19
13	5281	Pentwater	15
14	3244	Snowden	17
15	3250	Snowden	26
16	3253	Snowden	19
17	3262	Snowden	17
18	3274	Snowden	23
19	3286	Snowden	18
20	3297	Snowden	17
21	3298	Snowden	10
22	3309	Snowden	32
23	3310	Snowden	18
24	3317	Snowden	17
25	3262	Snowden	26
26	3274	Snowden	23
27	3286	Snowden	18
28	3297	Snowden	16
29	3298	Snowden	10
30	3310	Snowden	18
31	4591	Oak Pointe	24
32	4332	Oak Pointe	27
33	4348	Oak Pointe	22
34	4355	Oak Pointe	19
35	4356	Oak Pointe	26
36	4343	Oak Pointe	22
37	4348	Oak Pointe	22
38	4355	Oak Pointe	21
39	4356	Oak Pointe	34
40	4364	Oak Pointe	32
41	4372	Oak Pointe	17
42	4432	Oak Pointe	17
43	4435	Oak Pointe	19
44	4456	Oak Pointe	16
45	4464	Oak Pointe	26

19.7
219

	Howell Address	Howell Street	Usage
1	1252	Edgebrook	18
2	1264	Edgebrook	17
3	1270	Edgebrook	18
4	1279	Edgebrook	18
5	1285	Edgebrook	15
6	1288	Edgebrook	16
7	1291	Edgebrook	19
8	1294	Edgebrook	24
9	1297	Edgebrook	13
10	1300	Edgebrook	25
11	2162	Silver tree	15
12	2163	Silver tree	11
13	2167	Silver tree	6
14	2168	Silver tree	17
15	2174	Silver tree	11
16	2751	Silver tree	23
17	2756	Silver tree	17
18	2620	Trailwood Ct.	11
19	2623	Trailwood Ct.	17
20	2626	Trailwood Ct.	27
21	3411	Amber Oaks	15
22	3418	Amber Oaks	11
23	3430	Amber Oaks	18
24	3434	Amber Oaks	11
25	3438	Amber Oaks	35
26	3447	Amber Oaks	25
27	3450	Amber Oaks	14
28	3455	Amber Oaks	14
29	3458	Amber Oaks	16
30	3462	Amber Oaks	13
31	3463	Amber Oaks	14
32	3467	Amber Oaks	18
33	3474	Amber Oaks	16
34	3477	Amber Oaks	16
35	3478	Amber Oaks	7
36	275	Cimarron	22
37	278	Cimarron	19
38	279	Cimarron	19
39	282	Cimarron	9
40	295	Cimarron	16

16.7
185 gpd

	Oceola Address	Oceola Street	Usage
1	2351	Summit Cedar	18
2	2357	Summit Cedar	22
3	2358	Summit Cedar	19
4	2363	Summit Cedar	24
5	2366	Summit Cedar	19
6	2369	Summit Cedar	38
7	2375	Summit Cedar	24
8	2381	Summit Cedar	17
9	2388	Summit Cedar	16
10	2389	Summit Cedar	13
11	1624	Hickory Hills	17
12	1640	Hickory Hills	28
13	1678	Hickory Hills	20
14	1705	Hickory Hills	23
15	1767	Hickory Hills	30
16	1785	Hickory Hills	13
17	1788	Hickory Hills	11
18	1806	Hickory Hills	22
19	1821	Hickory Hills	22
20	1844	Hickory Hills	21
21	2240	Hickory Circle	27
22	2252	Hickory Circle	26
23	2253	Hickory Circle	24
24	2259	Hickory Circle	39
25	2264	Hickory Circle	18
26	100	Lakeshore Pt. Dr.	19
27	110	Lakeshore Pt. Dr.	24
28	111	Lakeshore Pt. Dr.	11
29	119	Lakeshore Pt. Dr.	18
30	130	Lakeshore Pt. Dr.	24
31	135	Lakeshore Pt. Dr.	13
32	142	Lakeshore Pt. Dr.	14
33	151	Lakeshore Pt. Dr.	16
34	156	Lakeshore Pt. Dr.	23
35	159	Lakeshore Pt. Dr.	25
36	167	Lakeshore Pt. Dr.	19
37	179	Lakeshore Pt. Dr.	39
38	195	Lakeshore Pt. Dr.	18
39	203	Lakeshore Pt. Dr.	25
40	211	Lakeshore Pt. Dr.	14

21.3
237 gpd

	Marion Address	Marion Street	Usage
1	659	Glenlivets	19
2	671	Glenlivets	17
3	672	Glenlivets	20
4	683	Glenlivets	26
5	695	Glenlivets	18
6	696	Glenlivets	30
7	707	Glenlivets	16
8	719	Glenlivets	18
9	720	Glenlivets	16
10	731	Glenlivets	22
11	702	Dewars	11
12	737	Dewars	12
13	761	Dewars	23
14	774	Dewars	25
15	821	Dewars	19
16	846	Dewars	24
17	858	Dewars	34
18	515	Hewitt	9
19	516	Hewitt	14
20	527	Hewitt	16
21	2952	Painted	18
22	2968	Painted	26
23	2993	Painted	23
24	3027	Painted	23
25	3048	Painted	11
26	3085	Painted	39
27	3152	Painted	18
28	3200	Painted	23
29	297	Tortoise	14
30	341	Tortoise	19
31	363	Tortoise	27
32	385	Tortoise	17
33	3029	Ridley Way	16
34	3036	Ridley Way	28
35	3045	Ridley Way	25
36	3052	Ridley Way	18
37	3061	Ridley Way	22
38	3068	Ridley Way	23
39	3077	Ridley Way	17
40	3100	Ridley Way	33

20.7
230

MHOG AVG GPD 218 for peak quarter over 2 years.

Equivalent User Table

The following equivalent user factors will be used to assess tap-in fees. For purposes of this table, an equivalent user is defined as that quantity of wastewater discharged from an ordinary single family dwelling. The volume of wastewater generated by an equivalent user is defined in each sanitary sewer district. In computing charges for commercial, industrial, or multiple residences, the number of units for which charges are made shall be determined from the following equivalent user factors. Where square footage is used in the calculation of equivalent users, it shall mean the entire square footage inside the building. When the use of a building changes substantially the number of equivalent users for the new use, a supplemental tap-in fee will be assessed for the increased use.

USER	UNIT FACTOR
Auto Dealers	0.40 per 1,000 sq. ft.
Auto Repair/Collision – Body Shop	1.00 per shop plus 0.5 per 1,000 sq. ft.
Banks	0.25 per employee station
Barber Shops	1.00 per shop plus 0.1 per chair after 2
Bars	4.00 per 1,000 sq. ft.
Beauty Shops	1.00 per shop plus 0.15 per booth
Bed & Breakfast Establishments	1.0 per building plus 0.2 per guest room
Boarding Houses	1.00 per building plus 0.2 per bedroom
Boarding Schools	0.27 per bed
Bowling Alleys (w/o bars or lunch)	0.16 per alley
Bowling Alleys (with bar and/or lunch)	0.60 per alley
Car Wash (production line w/o recycle)	10.00 per single production line
Car Wash (production line with recycle)	5.00 per single production line
Car Wash (self service)	1.25 per stall
Child Care Centers	1.00 per premise plus 0.05 per person
Churches	0.25 per 1,000 sq. ft.(minimum 1.0 unit)
Cleaners (pick-up only)	1.00 per shop
Cleaners (pressing facilities)	1.25 per press
Clinics	0.50 per doctor (minimum 1.0 unit)
Convalescent Homes	1.00 per premise plus 0.5 per bedroom
Convents	1.0 per premise plus 0.25 per bedroom
Country Clubs & Athletic Clubs	1.50 per 1,000 sq. ft.
Doctor's Office	1.0 per premise plus 0.5 per exam room
Drug Stores	0.40 per 1,000 sq. ft. (minimum 1.0 unit)

Factories (exclusive of industrial flow)	0.50	per 1,000 sq. ft.
Fire Stations	0.20	per stationed firefighter/ 24 hours
Fire Stations (Volunteer)	1.00	per premise
Florist	1.10	per 1,000 sq. ft.
Fraternal Organizations (members only)	1.00	per hall
Fraternal Organizations (members/rentals)	2.00	per hall plus bar, restaurant, etc.
Funeral Homes	1.50	per 1,000 sq. ft. plus residence
Garden Center (nursery)	1.0	per premise plus 0.5 per employee
Government Office	0.40	per 1,000 sq. ft.
Grocery Stores & Markets	1.10	per 1,000 sq. ft.
Hospitals	1.09	per bed
Hotels & Motels (private baths)	0.25	per bedroom plus bar, restaurant, etc.
Industrial Buildings (exclusive of wet process)	0.50	per 1,000 sq. ft.
Laundry (self service)	0.54	per washer
Lumber Yard	1.00	per each 15 employees
Mobile Homes	1.00	per pad
Multiple Family Residence	1.00	per dwelling unit
Office Building	0.40	per 1,000 sq. ft.
Pet Shops	1.10	per 1,000 sq. ft.
Pool Halls	0.10	per table
Post Office	1.00	per 1,000 sq. ft.
Printing Shop	0.50	per 1,000 sq. ft.
Public Institutions (other than hospitals)	0.75	per 1,000 sq. ft.
Research & Testing Laboratories	0.75	per 1,000 sq. ft.
Restaurants (fast food)	10.00	per restaurant
Restaurants (with liquor license)	4.00	per 1,000 sq. ft.
Restaurants (meals w/service & dishes)	2.50	per 1,000 sq. ft.
Restaurants (take out)	1.50	per 1,000 sq. ft.
Retail Stores	0.15	per 1,000 sq. ft.
Rooming Houses (no meals)	0.25	per room
Schools (w/o showers and/or pool)	1.00	per classroom
Schools (with showers and/or pool)	1.50	per classroom
Senior Citizen Apartments	0.33	per apartment unit
Service Station – Gas Service	0.50	per pump
Service Station – with auto repair	1.00	per premise plus .15 per stall
Service Station – with mini mart	1.0	per premise plus .5 per 1,000 sq. ft. of building
Skating Rinks	0.40	per 1,000 sq. ft.
Snack Bar (drive-in)	2.50	per 1,000 sq. ft.
Swimming Pools	3.00	per 1,000 sq. ft.
Single Family Residence	1.00	per residence
Sport Centers	0.05	per employee

Stores (other than specifically listed)	0.25	per 1,000 sq. ft.
Tennis Clubs	0.08	per member
Tennis or Handball (indoor club)	0.50	per court
Theaters (drive-in)	0.03	per car space
Theaters	0.01	per seat
Tourist Courts (individual bath units)	0.27	per cubicle
Trailer Parks (central bath units)	0.40	per trailer
Veterinary Facility	2.00	per veterinarian
Veterinary Facility with kennel	1.50	per facility plus 0.1 per kennel
Warehouse & Storage	0.10	per 1,000 sq. ft.

Genoa Township

Where building size and number of employees are both known, the equivalent water factors shall be based on the highest projected flow factor.

Classifications not specifically listed shall be assigned values as determined by the Township, but no facility shall be assigned less than one unit.

Where multiple businesses exist at one location (shopping centers, hotels with restaurant and or bar facilities, etc.) the various businesses will be combined for equivalents.

In cases of expansion or change of existing water/sewer uses, connection fees shall be levied in accordance with the current connection fee schedule based upon the difference in the current and expanded or changed use.

In cases where an application for water and/or sewer service has been made for property which is contiguous to an existing water and/or sewer special assessment district such water and or sewer service may be granted ***only after the following fees have been paid:***

1. All Connection Fees.
2. An up-front lump-sum capital charge equivalent to the pro-rata share of what would have been the property's assessment costs if the property were in the district, for the remaining term of the assessment. The capital charge will be placed in the debt service fund for future debt service payments on the special assessment. The properties in the SAD (Special Assessment District) will have their remaining assessments reduced by their pro-rata share of the capital share.

**Table 3 - MHOG Recommended Equivalent User Table
November 2013**

User / Category	Recommended Unit Factor
	(1.0 per premise minimum)
	(1 REU = 218 gpd)
Auto Dealers	0.20 per 1,000 sq. ft.
Auto Repair/Collision - Body Shop	0.20 per 1,000 sq. ft.
Auto Tire Service Center/Shops	0.35 per 1,000 sq.ft.
Banks	0.12 per employee
Beauty Shops	0.38 per hair booth, 0.3 per mani/pedi station, and 0.3 per spa room
Car Wash (production line without recycle)	48.3 per production line
Car Wash (production line with recycle)	25.2 per production line
Car Wash (self service)	2.5 per stall
Car Wash (automatic, no conveyor)	10.6 per stall
Child Care Centers	0.45 per 1,000 sq. ft.
Churches	0.13 per 1,000 sq.ft
Cleaners (pressing facilities)	1.4 per press
Clinics	0.27 per doctor
Country Clubs & Athletic Clubs	0.55 per 1,000 sq. ft.
Dentist	1.3 per dentist
Doctor's Office	0.6 per 1,000 sq. ft.
Drug Stores	0.1 per 1,000 sq. ft.
Factories (exclusive of industrial flow)	0.13 per 1,000 sq.ft.
Fraternal Organizations (members/rentals)	0.3 per 1,000 sq. ft.
Government Office	0.15 per 1,000 sq.ft
Grocery Stores & Markets	0.26 per 1,000 sq.ft.
Hotels & Motels (private baths)	0.38 per bedroom
Industrial Buildings (exclusive of wet process)	See Factories
Office Building	0.14 per 1,000 sq.ft.
Physical Therapy	1.5 per premise
Print Shops	0.06 per 1,000 sq.ft.
Restaurants (fast food)	6.0 per permise
Restaurants (w/ liquor license)	4.1 per 1,000 sq. ft.
Restaurants (w/ liquor license but no bar area)	1.5 per 1,000 sq. ft.
Restaurants (meals w/service & dishes)	2.4 per 1,000 sq. ft.
Restaurants (take out)	1.0 per 1,000 sq.ft.
Drive Thru with primary drink service	10.0 per premise
Restaurant, Coffee Shop	2.6 per premise
Retail Stores	0.20 per 1,000 sq.ft.
Schools (w/o showers and/or pool)	0.37 per class room
Schools (with showers and/or pool)	0.8 per classroom
Senior Citizen Apartments	0.31 per apartment
Service Station - with mini mart	2.0 per 1,000 sq.ft.
Single Family Residence	1.00 per residence
Tanning salons, Nail Salons, and Tadoo Parlors	1.1 per shop
Veterinary Facility	1 per vet
Warehouse & Storage	0.05 per 1,000 sq.ft.

Note: For Categories Not Listed Above See "Recommended Methodology for Calculating the REUs for a Commercial User Not Listed"

**Table 4 - Comparison of Recommended REUs to Historic Township REUs
November 2013**

User / Category	Genoa, Oceola, and Marion Township Unit Factor	Howell Township Unit Factor 1 REU = 240 gpd	2013 REU Study Usage Findings 1.0 per premise minimum 1 REU = 218 gpd	Difference from Genoa, Oceola, and Marion Current Unit Factor
Auto Dealers	0.40 per 1,000 sq. ft.	0.40 per 1,000 sq. ft.	0.20 per 1,000 sq. ft.	-0.20 per 1,000 sq.ft.
Auto Repair/Collision - Body Shop	1.00 per shop plus 0.5 per 1,000 sq. ft.	0.30 per repair stall	0.20 per 1,000 sq. ft.	-0.30 per 1,000 sq.ft. (also eliminate 1.0 per shop)
Auto Tire Service Center/Shops	Recommend adding this category.		0.35 per 1,000 sq.ft.	New Category
Banks	0.25 per employee station	1.0 per bank	0.12 per employee	-0.13 per employee
Barber Shops	1.00 per shop plus 0.1 per chair after 2	0.14 per chair	Not evaluated	Not evaluated
Bars	4.00 per 1,000 sq. ft.	0.04 per seat	Not evaluated	Not evaluated
Beauty Shops	1.00 per shop plus 0.15 per booth	0.22 per booth	0.38 per hair booth, 0.3 per mani/pedi station, and 0.3 per spa room	Changed Unit Factors in Recommendations
Bed & Breakfast Establishments	1.0 per building plus 0.2 per guestroom	Not listed	Not evaluated	Not evaluated
Boarding Schools	0.27 per bed	0.27 per person	Not evaluated	Not evaluated
Bowling Alleys (w/o bars or lunch)	0.16 per alley	0.16 per alley	Not evaluated	Not evaluated
Bowling Alleys (with bar and/or lunch)	0.60 per alley	0.60 per alley	Not evaluated	Not evaluated
Car Wash (production line without recycle)	10.00 per single production line	33.00 per single production line	48.3 per production line	+38.3 per production line
Car Wash (production line with recycle)	5.00 per single production line	8.4 per single production line	25.2 per production line	+20.2 per production line
Car Wash (self service)	1.25 per stall	2.5 per stall	2.5 per stall	+1.25 per production line
Car Wash (automatic, no conveyor)	Recommend adding this category.	12.5 per stall	10.6 per stall	New Category
Child Care Centers	1.00 per premise plus 0.05 per person	0.05 per person	0.45 per 1,000 sq. ft.	Changed Unit Factors in Recommendations
Churches	0.25 per 1,000 sq. ft.(min. 1.0 unit)	0.01 per seat	0.13 per 1,000 sq.ft	-0.12 per 1,000 sq.ft.
Cleaners (pick-up only)	1.00 per shop	1.0 per establishment	Not evaluated	Not evaluated
Cleaners (pressing facilities)	1.25 per press	1.0 per premise	1.4 per press	+0.15 per press
Clinics	0.50 per doctor (min. 1.0 unit)	0.5 per doctor (min. 1.0 per premise)	0.27 per doctor	-0.23 per doctor
Convalescent Homes	1.0 per premise plus 0.5 per bedroom	0.33 per bed	Not evaluated	Not evaluated
Convents	1.0 per premise plus 0.25 per bedroom	0.20 per person	Not evaluated	Not evaluated
Country Clubs & Athletic Clubs	1.5 per 1,000 sq. ft.	0.08 per person	0.55 per 1,000 sq. ft.	-0.65 per 1,000 sq.ft.
Dentist	Recommend adding this category.	NA	1.3 per dentist	New Category
Doctor's Office	1.0 per premise plus 0.5 per exam room	Not listed	0.6 per 1,000 sq. ft.	Changed Unit Factors in Recommendations
Drug Stores	0.40 per 1,000 sq. ft. (min. 1.0 unit)	0.40 per 1,000 sq. ft.	0.1 per 1,000 sq. ft.	-0.3 per 1,000 sq.ft.
Factories (exclusive of industrial flow)	0.50 per 1,000 sq. ft.	0.50 per 1,000 sq. ft.	0.13 per 1,000 sq.ft.	-0.37 per 1,000 sq.ft.
Fire Stations	0.20 per person / 24 Hrs.	0.20 per person / 24 Hrs.	Not evaluated	Not evaluated
Fire Stations (Volunteer)	1.00 per premise	Not listed	Not evaluated	Not evaluated
Florist	1.10 per 1,000 sq. ft.	Not listed	Not evaluated	Not evaluated

**Table 4 - Comparison of Recommended REUs to Historic Township REUs
November 2013**

User / Category	Genoa, Oceola, and Marion Township Unit Factor	Howell Township Unit Factor 1 REU = 240 gpd	2013 REU Study Usage Findings 1.0 per premise minimum 1 REU = 218 gpd	Difference from Genoa, Oceola, and Marion Current Unit Factor
Fraternal Organizations (members/rentals)	2.0 per hall plus bar, restaurant, etc.	2.0 per hall	0.3 per 1,000 sq. ft.	Changed Unit Factors in Recommendations
Funeral Homes	1.50 per 1,000 sq. ft. plus residence	Not listed	Not evaluated	Not evaluated
Garden Center (nursery)	1.0 per premise plus 0.5 per employee	0.16 per person	Not evaluated	Not evaluated
Government Office	0.40 per 1,000 sq. ft.	0.40 per 1,000 sq. ft.	0.15 per 1,000 sq.ft.	- 0.25 per 1,000 sq.ft.
Grocery Stores & Markets	1.1 per 1,000 sq. ft.	1.1 per 1,000 sq. ft.	0.26 per 1,000 sq.ft.	- 0.84 per 1,000 sq.ft.
Hospitals	1.09 per bed	1.09 per bed	Not evaluated	Not evaluated
Hotels & Motels (private baths)	0.25 per bedroom plus bar, restaurant, etc.	0.25 per bed	0.38 per bedroom	+ 0.13 per room, plus bar, restaurant, ect.
Industrial Buildings (exclusive of wet process)	0.50 per 1,000 sq. ft.	Not listed	See Factories	See Factories
Laundry (self service)	0.54 per washer	0.50 per washer	Not evaluated	Not evaluated
Lumber Yard	1.00 per each 15 employees	1.00 per each 15 employees	Not evaluated	Not evaluated
Mobile Homes	1.00 per pad	0.50 per one bedroom; 1.0 per two bedrooms or more	Not evaluated	Not evaluated
Multiple Family Residence	1.0 per dwelling unit	0.50 per one bedroom	Not evaluated	Not evaluated
		1.0 per two bedrooms		
		1.0 per three bedrooms		
Office Building	0.40 per 1,000 sq. ft.	0.40 per 1,000 sq. ft.	0.14 per 1,000 sq.ft.	- 0.26 per 1,000 sq.ft.
Pet Shops	1.10 per 1,000 sq. ft.	1.10 per 1,000 sq. ft.	Not evaluated	Not evaluated
Physical Therapy	Recommend adding this category.	Not listed	1.5 per premise	New Category
Pool Halls	0.10 per table	Not listed	Not evaluated	Not evaluated
Post Office	1.00 per 1,000 sq. ft.	Not listed	Not evaluated	Not evaluated
Print Shops	0.50 per 1,000 sq. ft.	1.0 per 15 employees or fraction	0.06 per 1,000 sq.ft.	- 0.44 per 1,000 sq.ft.
Public Institutions (other than hospitals)	0.75 per 1,000 sq. ft.	1.0 per 15 employees or fraction	Not evaluated	Not evaluated
Research & Testing Laboratories	0.75 per 1,000 sq. ft.	1.0 per 15 employees or fraction	Not evaluated	Not evaluated
Restaurants (fast food)	10.00 per restaurant	5.6 per restaurant	6.0 per permise	- 4.0 per restaurant
Restaurants (w/ liquor license)	4.0 per 1,000 sq. ft.	0.13 per seat	4.1 per 1,000 sq. ft.	+ 0.1 per 1,000 sq.ft.
Restaurants (w/ liquor license but no bar area)	Recommend adding this category.	Not listed	1.5 per 1,000 sq. ft.	New Category
Restaurants (meals w/service & dishes)	2.50 per 1,000 sq. ft.	0.13 per seat	2.4 per 1,000 sq. ft.	- 0.1 per 1,000 sq.ft.
Restaurants (take out)	1.50 per 1,000 sq. ft.	1.8 per restaurant	1.0 per 1,000 sq.ft.	- 0.5 per 1,000 sq.ft.
Drive Thru with primary drink service	Recommend adding this category.	Not listed	10.0 per premise	New Category
Restaurant, Coffee Shop	Recommend adding this category.	Not listed	2.6 per premise	New Category
Retail Stores	0.15 per 1,000 sq. ft.	Not listed	0.20 per 1,000 sq.ft.	+ 0.05 per 1,000 sq.ft.

**Table 4 - Comparison of Recommended REUs to Historic Township REUs
November 2013**

User / Category	Genoa, Oceola, and Marion Township Unit Factor	Howell Township Unit Factor 1 REU = 240 gpd	2013 REU Study Usage Findings 1.0 per premise minimum 1 REU = 218 gpd	Difference from Genoa, Oceola, and Marion Current Unit Factor
Rooming Houses (no meals)	0.25 per room	0.167 per person	Not evaluated	Not evaluated
Schools (w/o showers and/or pool)	1.0 per classroom	1.5 per classroom	0.37 per class room	- 0.63 per classroom
Schools (with showers and/or pool)	1.50 per classroom	1.5 per classroom	0.8 per classroom	- 0.7 per classroom
Senior Citizen Apartments	0.33 per apartment unit	Not listed	0.31 per apartment	- 0.02 per apartment
Service Station - Gas Service	0.50 per pump	1.0 per premise	Not evaluated	Not evaluated
Service Station - with auto repair	1.00 per premise plus 0.15 per stall	Not listed	Not evaluated	Not evaluated
Service Station - with mini mart	1.0 per premise plus 0.5 per 1,000 sq. ft.	Not listed	2.0 per 1,000 sq.ft.	+ 1.5 per 1,000 sq.ft.
Skating Rinks, roller	0.40 per 1,000 sq. ft.	Not listed	Not evaluated	Not evaluated
Skating Rinks, ice	Recommend adding this category.	Not listed	Not evaluated	Not evaluated
Snack Bar (drive-in)	2.50 per 1,000 sq. ft.	1.8 per restaurant	Not evaluated	Not evaluated
Swimming Pools	3.00 per 1,000 sq. ft.	2.85 per 1,000 sq.ft.	Not evaluated	Not evaluated
Single Family Residence	1.00 per residence	1.0 per dwelling	1.00 per residence	Same
Sport Centers	0.05 per employee	Not listed	Not evaluated	Not evaluated
Stores (other than specifically listed)	0.25 per 1,000 sq. ft.	1.0 per 15 employees or fraction	Not evaluated	Not evaluated
Tanning salons, Nail Salons, and Tattoo Parlors	Recommend adding this category.	Not listed	1.1 per shop	New Category
Tennis Clubs	0.08 per member	0.08 per member	Not evaluated	Not evaluated
Tennis or Handball (indoor club)	0.50 per court	Not listed	Not evaluated	Not evaluated
Theaters (drive-in)	0.03 per car space	0.006per car space	Not evaluated	Not evaluated
Theaters	0.01 per seat	0.001 * weekly hours of operation * no.of seats	Not evaluated	Not evaluated
Tourist Courts (individual bath units)	0.27 per cubicle	Not listed	Not evaluated	Not evaluated
Trailer Parks (central bath units)	0.40 per trailer	0.27 per cubical	Not evaluated	Not evaluated
Veterinary Facility	2.00 per veterinarian	2.00 per veterinarian	1 per vet	- 1.0 per vet
Veterinary Facility with kennel	1.50 per facility plus 0.1 per kennel	Not listed	Not evaluated	Not evaluated
Warehouse & Storage	0.10 per 1,000 sq. ft.	0.10 per 1,000 sq. ft	0.05 per 1,000 sq.ft.	- 0.05 per 1,000 sq.ft.

Note: For Categories Not Listed Above See "Recommended Methodology for Calculating the REUs for a Commercial User Not Listed"

**Table 5 - Detailed Data from MHOG Commercial Users
August 2013**

REU Factor Based on Average Residential Usage (gpd/REU) =		218							
User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Recommendation	Notes
Auto Dealers	0.40 per 1,000 sq. ft.	Conely - Used car sales, auto repair and rental cars	12,150	7	78	0.4	0.03	0.20 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage with high and low usage removed from calculation.
		Champion Chevrolet - New and Used with Auto repair	38,750	244	2711	12.4	0.32		
		Champion Buick GMC - Sales and Auto Repair	30,300	84	933	4.3	0.14		
		Brighton Ford with Auto repair	37,800	84	933	4.3	0.11		
		Bob Maxey Ford - Sales, collision & oil change	26,500	158	1,756	8.1	0.30		
Auto Repair/Collision - Body Shop	1.00 per shop plus 0.5 per 1,000 sq. ft.	Bob's Tire & Auto Services	2,700	8	89	0.4	0.15	0.20 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.
		Howell Automotive	6,500	18	200	0.9	0.06		
		Total Automotive	5,100	22	244	1.1	0.18		
		Checked Flag Oil Change	1,400	5	56	0.3	0.80		
		Big Ray's Oil Change	1,600	12	133	0.6	0.16		
		Motown Automotive Distributing Co	6,000	9	100	0.5	0.10		
		Spirit Auto Services	4,000	11	122	0.6	0.11		
		Consumer Suzuki	6,000	9	100	0.5	0.09		
Auto Tire Shop	Recommend adding to REU table	Discount Tire	7,000	53	589	2.7	0.39	0.35 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.
		Belle Tire	10,000	64	711	3.3	0.33		
User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Number of Employees	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (per employee)	2013 REU Study Usage Findings 218 gpd	Notes
Banks	0.25 per employee station	Comerica Bank	8	22	244	1.1	0.14	0.12 per employee (1.0 min. per premise)	Derived by average use and number of employees.
		Bank of America	12	41	456	2.1	0.17		
		Bank One	8	11	122	0.6	0.07		
		Lake Trust Credit Union	15.5	41	456	2.1	0.13		
		First National	4.5	4	44	0.2	0.05		
		PNC Bank	6	7	78	0.4	0.06		
		Fifth Third	9	9	100	0.5	0.05		
		Greenstone Farm Credit	3	11	122	0.6	0.19		
		LOC	8	27	300	1.4	0.17		

**Table 5 - Detailed Data from MHOG Commercial Users
August 2013**

User / Category	Current Unit Factor (Marion, Ocala & Genoa)	Business Name(s)	Number of Booths			Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (per booth)	2013 REU Study Usage Findings	Notes
			Hair	Spa	Nail						
Beauty Shops	1.0 per shop plus 0.15 per booth	Essential Elegance	12	8	8	181	2,011	9.2	0.38 hair	0.38 per hair booth, 0.3 per mani/pedi station and 0.3 per spa room (1.0 min. per premise)	Derived from average use per hair booth and then back calculating use per mani/pedi station and spa room.
		Grodins Hair	4	0	0	21	233	1.1	0.3 nail		
		BoRics	4	0	0	38	422	1.9	0.3 spa		
									0.27		
								0.48			
User / Category	Current Unit Factor (Marion, Ocala & Genoa)	Business Name(s)	Number of Production lines		Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Usage Unit Factor (per production line)	2013 REU Study Usage Findings	Notes	
Car Wash (production line without recycle)	10.00 per single production line	Classic Car Wash before reclaim unit	1		1,206	13,400	61.5	61.5	48.3 per production line	Derived from average use.	
		Mikey's Car Wash - Hartland	1		687.5	7,639	35.0	35.0			
Car Wash (production line with recycle)	5.00 per single production line	Lake Effect Car Wash	1		676	7,511	34.5	34.5	25.2 per production line	Derived from average use.	
		Howell Soft Cloth - Shell	1		697	7,739	35.5	35.5			
		Wash World - Citco	1		780	8,664	39.7	39.7			
		Burkhart Car Wash	1		177	1,967	9.0	9.0			
		USA to Go - Ocala	1		481	5,344	24.5	24.5			
		Classic Car Wash	1		157	1,744	8.0	8.0			
Car Wash (self service)	1.25 per stall	E. Clinton Street Self Serve-Howell	4		318.5	3,539	16.2	4.1	2.5 per production line	Derived from average use.	
		Average Joe's Car Wash	6		123.5	1,372	6.3	1.0			
Car Wash (automatic, no conveyor)	12.5 per stall - Hartland	Old Glory Car Wash - Howell 2 automatic bays and 4 self service bays	2		779	8,656	39.7	15.3	10.6 per production line	Derived by removing the 9.2 REU for the 4 self service bays and back calculating for the automatic bays.	
		Hartland Auto Wash 2 automatic bays and 4 self service bays	2		415	4,611	21.2	6.0			
User / Category	Current Unit Factor (Marion, Ocala & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)		Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Findings	Notes	
Child Care Centers	1.00 per premise plus 0.05 per person	IXL	7,850		70	778	3.6	0.45	0.45 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.	
		The Learning Tree	10,000		67	744	3.4	0.34			
		Campus Kidz	7,800		167	1,856	8.5	1.09			
		School Bell	6,800		30	333	1.5	0.22			
		Rainbow Childcare	9,800		37	411	1.9	0.19			
Churches	0.25 per 1,000 sq. ft. (minimum 1.0 unit)	Heart of the Shepherd	15,000		58	644	3.0	0.20	0.13 per 1,000 sq.ft. (1.0 min per premise)	Derived by average use and building footage.	
		2/42 Community Church	63,000		78	867	4.0	0.06			
User / Category	Current Unit Factor (Marion, Ocala & Genoa)	Business Name(s)	Number of Presses		Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (per press)	2013 REU Study Usage Findings	Notes	
Cleaners (pressing facilities)	1.25 per press	Marcy's II	3		85	944	4.3	1.4	1.4 per press	Derived by average use per press.	

**Table 5 - Detailed Data from MHOG Commercial Users
August 2013**

User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Number of Doctors	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (per doctor)	2013 REU Study Usage Findings	Notes
Clinics	0.50 per doctor (minimum 1.0 unit)	RediCare	3	11	122	0.6	0.19	0.27 per doctor (1.0 min. per premise)	Derived by average use per doctor.
		Planned Parenthood	1	7	78	0.4	0.36		
User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Findings	Notes
Country Clubs & Athletic Clubs	1.50 per 1,000 sq. ft.	Oak Pointe - Country Club	30,000	577	6,411	29.4	0.98	0.55 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.
		Total Fitness	4,000	17	189	0.9	0.22		
		Snap Fitness	4,000	36	400	1.8	0.46		
User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Number of Doctors	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (per doctor)	2013 REU Study Usage Findings	Notes
Dentist	Recommend adding to REU table	Stilianos DDS	1	11	122	0.6	0.6	1.3 per dentist	Derived by average use per dentist.
		Stines Family Dentistry	2	42	467	2.1	1.1		
		Niles DDS	1	43	478	2.2	2.2		
User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Findings	Notes
Doctor's Office	1.0 per premise plus 0.5 per exam room	Advance Behavioral	2,500	67	744	3.4	1.4	0.6 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.
		Eye care one	2,600	30	333	1.5	0.6		
		Genoa Medical Center	70,000	201	2,233	10.2	0.1		
		Woodland Health	96,000	705	7,833	35.9	0.4		
Drug Stores	0.40 per 1,000 sq. ft. (minimum 1.0 unit)	Walgreens	13,600	23	256	1.2	0.1	0.1 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.
		CVS	11,000	19	211	1.0	0.1		
		CVS	10,000	6	67	0.3	0.03		
Factories (exclusive of industrial flow)	0.50 per 1,000 sq. ft.	CRW Plastics	48,000	128	1,422	6.5	0.14	0.13 per 1,000 sq.ft. (1.0 min per premise)	Derived by average use and building footage.
		Industrial Resin	42,400	35	389	1.8	0.04		
		Advance Metal Alloys	14,000	7	78	0.4	0.03		
		Diversified Machine, Inc.	124,200	1,108	12,311	56.5	0.45		
		McGuire Spring Corp.	9,800	16	178	0.8	0.08		
		Lectra Tools	7,200	12	133	0.6	0.08		
		Tube Wright	26,000	26	289	1.3	0.05		
Fraternal Organizations (members/rentals)	2.00 per hall plus bar, restaurant, etc.	Knights of Columbus (KofC)	6,600	43	478	2.2	0.33	0.3 per 1,000 sq.ft. (1.0 min. per premise)	Derived by average use and building footage.
		Elks Club	7,100	34	378	1.7	0.24		
Government Office	0.40 per 1,000 sq. ft.	Secretary of State	9,500	17	189	0.9	0.09	0.15 per 1,000 sq.ft. (1.0 min per premise)	Derived by average use and building footage.
		Oceola Township Hall	8,500	17	189	0.9	0.10		
		Liv. Co. East Complex	55,250	290	3,222	14.8	0.27		
Grocery Stores & Markets	1.10 per 1,000 sq. ft.	Meijer	183,500	595	6,611	30.3	0.17	0.26 per 1,000 sq.ft. (1.0 min per premise)	Derived by average use and building footage.
		Aldi's	16,850	14	156	0.7	0.04		
		VG's grocery store	51,000	318	3,533	16.2	0.32		
		Middletown Market	9,700	72	800	3.7	0.38		
		O'Connors	3,000	24	267	1.2	0.41		

**Table 5 - Detailed Data from MHOG Commercial Users
August 2013**

User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Number of Rooms	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (per room)	2013 REU Study Usage Findings	Notes
Hotels & Motels (private baths)	0.25 per bedroom plus bar, restaurant, etc.	Grand View	28	126	1,400	6.4	0.23	0.38 per bedroom	Derived by average use per room.
		Marriott Court yard	90	705	7,833	35.9	0.40		
		Holiday Inn Express	77	538	5,978	27.4	0.36		
		Baymont Inn	75	783	8,700	39.9	0.53		
User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Findings	Notes
Office Building	0.40 per 1,000 sq. ft.	Hensick Attorneys	7,500	45	500	2.3	0.31	0.14 per 1,000 sq.ft. (1.0 min per premise)	Derived by average use and building footage.
		Spirtz Accting & Tax Services	1,300	2	22	0.1	0.08		
		Grace & Porter	2,450	8	89	0.4	0.17		
		Energy Design Service System, LLC	4,000	8	89	0.4	0.10		
		Proway Investments	12,300	13	144	0.7	0.05		
Physical Therapy	Recommend adding to REU table	Plymouth PT - Paramount	N/A	44	489	2.2	N/A	1.5 per premise	Average of two users
		Healthy Styles	N/A	15	167	0.8	N/A		
Print Shops	0.50 per 1,000 sq. ft.	B.I.G	5,000	5	56	0.3	0.05	0.06 per 1,000 (1.0 min per premise)	Average of two users
		First Impressions	6,000	7	78	0.4	0.06		
Restaurants (fast food)	10.00 per restaurant	Burger King	NA	127	1,411	6.5	NA	6.0 per restaurant	Derived by average use.
		Arby's	NA	46	511	2.3	NA		
		Arby's	NA	84	933	4.3	NA		
		Wendy's	NA	148	1,644	7.5	NA		
		White Castle	NA	96	1,067	4.9	NA		
		Taco Bell	NA	116	1,289	5.9	NA		
		KFC	NA	191	2,122	9.7	NA		
Restaurants (w/liquor license and bar area)	4.0 per 1,000 sq. ft.	Applebee's	4,300	524	5,822	26.7	6.2	4.1 Per 1,000 Sq. Ft. (min. of 1 per premise)	Derived by average use and building footage.
		Bennigan's	6,100	270	3,000	13.8	2.3		
		Tomato Brothers	7,000	436	4,844	22.2	3.2		
		Los Tres Amigo's	4,300	244	2,711	12.4	2.9		
		Outback Steakhouse	5,300	607	6,744	30.9	5.8		
Restaurants (w/liquor license but no bar area)	Recommend Adding to REU table	Pizza Hut	2,300	76	844	3.9	1.7	1.5 Per 1,000 Sq. Ft. (min. of 1 per premise)	Derived by average use and building footage.
		Blue Fin	3,000	72	800	3.7	1.2		
		Elia Brothers - Howell	4,900	164	1,822	8.4	1.7		
Restaurants (meals w/service & dishes)	2.5 per 1,000 sq. ft.	Leo's Coney Island	3,300	91	1,011	4.6	1.4	2.4 Per 1,000 Sq. Ft. (min. of 1 per premise)	Derived by average use and building footage.
		Leo's Coney Island	2,600	227	2,522	11.6	4.4		
		Bob Evans	4,500	204	2,267	10.4	2.3		
		Cracker Barrel	8,500	506	5,622	25.8	3.0		
		Sunrise Family Café	1,700	171	1,900	8.7	5.1		
		New Century Buffet	9,800	256	2,844	13.0	1.3		
		Log Cabin Restaurant	3,100	43	478	2.2	0.7		
		Grand River Grill	6,800	88	978	4.5	0.7		
Restaurants (take out)	1.5 per 1,000 sq. ft.	Little Caesars	2,000	30	333	1.5	0.8	1.0 Per 1,000 Sq. Ft. (min. of 1 per premise)	Derived by average use and building footage.
		Mary's Chicken	1,500	36	400	1.8	1.2		
		Dolly's Pizza	630	24	267	1.2	1.9		
		JD's Pizza & Ribs	2,500	12	133	0.6	0.2		
		Honto Restaurant	3,000	39	433	2.0	0.7		

**Table 5 - Detailed Data from MHOG Commercial Users
August 2013**

User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Findings	Notes
Restaurant (drive thru with primary drink service)	Recommend Adding to REU table	McDonalds	NA	199	2,211	10.1	NA	10.0 per restaurant	Derived by average use with high and low usage removed from calculation.
		Tim Hortons - Oceola	NA	241	2,678	12.3	NA		
		Tim Hortons - Brighton	NA	83	922	4.2	NA		
		Tim Hortons -Hartland	NA	139	1,549	7.1	NA		
		Uptown Coffee - City of H	NA	175	1,944	8.9	NA		
		Panera - Brighton	NA	251	2,789	12.8	NA		
Restaurant, Coffee Shops	Recommend Adding to REU table	Bigby	NA	59	656	3.0	NA	2.6 per shop	Derived by average use.
		Colorado Coffee	NA	95	1,056	4.8	NA		
		Bigby -City of Howell	NA	23	259	1.2	NA		
		Howelling Coffee	NA	24	267	1.2	NA		
Retail Stores	0.15 per 1,000 sq. ft.	Kohl's	83,500	72	800	3.7	0.04	0.2 Per 1,000 Sq. Ft. (min. of 1 per premise)	Derived by average use and building footage.
		Carson's	60,000	179	1,989	9.1	0.15		
		Gorman GR Golf	4,100	21	233	1.1	0.26		
		Lowe's	160,800	99	1,100	5.0	0.03		
		Dollar General	5,000	8	89	0.4	0.08		
		Dollar Tree	6,000	9	100	0.5	0.08		
		Lynch Carpet	5,500	4	44	0.2	0.04		
		Peg Lake Music	1,450	25	278	1.3	0.88		
		Staples	19,500	6	67	0.3	0.02		
		Henderson Glass	4,100	16	178	0.8	0.20		
		Ceramic Studios	2,500	10	111	0.5	0.20		
		Tractor Supply Co.	22,000	12	133	0.6	0.03		
		Verizon Wireless	2,400	23	256	1.2	0.49		
		User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Number of Classrooms	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)		
Schools (w/o showers and/or pool)	1.00 per classroom	Hutchings Elementary	28	176	1,956	9.0	0.32	0.37 per classroom	Derived by average use and number of classrooms.
		Latson Road Elementary	30	242	2,689	12.3	0.41		
Schools (with showers and/or pool)	1.50 per classroom	Parker Middle School	60	751	8,344	38.3	0.64	0.8 per classroom	Derived by average use and number of classrooms.
		Parker High School	60	1,132	12,578	57.7	0.96		
User / Category	Current Unit Factor (Marion, Oceola & Genoa)	Business Name(s)	Number of Senior Apartments	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (per apartment)	2013 REU Study Usage Findings	Notes
Senior Apartments	0.33 per bed	Village of Woodland	88	530	5,889	27.0	0.31	0.31 per apartment	Derived by average use per apartment

**Table 5 - Detailed Data from MHOG Commercial Users
August 2013**

User / Category	Current Unit Factor (Marion, Ocala & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Findings	Notes
Service Station - with mini mart	1.0 per premise plus .5 per 1,000 sq. ft. of building	Speedway	1,800	69	767	3.5	2.0	2.0 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.
		USA to Go	4,000	106	1,178	5.4	1.4		
		7-11 Gas	2,400	65	722	3.3	1.4		
		Mobile	3,000	116	1,289	5.9	2.0		
		Sunoco	2,400	151	1,678	7.7	3.2		
User / Category	Current Unit Factor (Marion, Ocala & Genoa)	Business Name(s)	Number of Vets	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)		2013 REU Study Usage Findings	Notes
Tanning Salon, Nail Salon, and Tatoo Shop	Recommend Adding to REU table	Snow Nails & spa	NA	27	300	1.4	NA	1.1 per shop	Derived from average use per shop.
		Lovely Nails	NA	17	189	0.9	NA		
		Rainbow Nails	NA	18	200	0.9	NA		
		Eternal Tattoos	NA	25	278	1.3	NA		
		Desert Lights Tanning 2	NA	25	278	1.3	NA		
Veterinary Facility	2.0 per veterinarian	Woodland	1	14	156	0.7	0.71	1.0 per veterinarian	Average of two users
		Countryside	2	46	511	2.3	1.17		
User / Category	Current Unit Factor (Marion, Ocala & Genoa)	Business Name(s)	Building footage Estimated from GIS (sf)	Peak Quarterly Building Usage (x1,000gal) Non-Irrigation	Average Day Usage (gals)	Building REUs (building usage gpd/REU factor)	Calculation of Recommended Unit Factor (REU/1,000 sf)	2013 REU Study Usage Findings	Notes
Warehouse & Storage	0.10 per 1,000 sq. ft.	Cedar Closet	39700	18	200	0.9	0.02	0.05 per 1,000 sq. ft. (1.0 min. per premise)	Derived by average use and building footage.
		Smede & Son Steel Supply	5450	3	33	0.2	0.03		
		Reuland Electric	50000	67	744	3.4	0.07		
		Best Storage	53800	3	33	0.2	0.00		
		Salvation Army	35500	98	1,089	5.0	0.14		
		Brighton Building Supply	51250	39	433	2.0	0.04		



Mr. Gary McCririe

December 10 2013

Supervisor

Genoa Township

2911 Dorr Road

Brighton, MI 48116

Dear Mr. McCririe:

Attached please find a completed application for a Fireworks Display for Mt. Brighton Ski area, for their 2013/2014 New Year's Eve Celebration. Please note that the insurance has been increased to Five Million Dollars (\$5,000,000.00) by our carrier, in cooperation with Mt. Brighton's new parent company, Vail Resorts.

Thanks as always for the time and consideration of you and the board; we hope to see you at the show.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Freeland', is written over the word 'Sincerely,'.

Michael Freeland

V.P. Marketing

ACE Pyro, LLC

CERTIFICATE OF INSURANCE

ISSUE DATE 12/10/2013


PRODUCER PROFESSIONAL PROGRAM INSURANCE BROKERAGE 371 BEL MARIN KEYS BLVD., SUITE 220 NOVATO CA, 94949-5662	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR LATER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <p style="text-align: center;">INSURER(S) AFFORDING COVERAGE</p> INSURER A: LLOYD'S OF LONDON INSURER B: INSURER C: INSURER D:
---	---

INSURED
 Ace Pyro, LLC
 13001 E. Austin Road
 Manchester, MI 48158

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY CLAIMS MADE GEN'L AGGREGATE LIMIT APPLIES PER POLICY	PY/13-0134	09/01/2013	09/01/2014	EACH ACCIDENT \$ 5,000,000
					MEDICAL EXP (Any one person) \$
					FIRE LEGAL LIABILITY \$ 50,000
					GENERAL AGGREGATE \$ 5,000,000
					PRODUCTS-COMP/OPS AGG \$
	AUTOMOBILE LIABILITY — ANY AUTO — ANY OWNED AUTOS — SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	EXCESS LIABILITY FOLLOWING FORM				EACH ACCIDENT \$
					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER \$
					E.L.EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Mt. Brighton Ski Area; Vail Resorts; Genoa Township; The State of Michigan, its officers, assigns, and volunteers are Additional Insured as respects the 12/31/2013 fireworks display located at Ski Area at 4141 Bauer Rd., Brighton, MI. This certificate replaces certificate#2400 issued on 12/9/2013.

CERTIFICATE HOLDER Mt. Brighton Ski Area 4141 Bauer Rd Brighton, MI 48116	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Explosives Licensing Center
244 Needy Road
Martinsburg, West Virginia 25405

901090: CRR/FLS
5400
File Number: 4MI12625

12/21/2012

SUBJECT: EMPLOYEE POSSESSOR LETTER OF CLEARANCE for:

MICHAEL KENNETH FREELAND 05/14/1961 380743733

LEAD SHOOTER
(248)676-2305

975 LARIVEE LANE
MILFORD, MI 48381

and is **ONLY** valid under the following Federal explosives license/permit:

4-MI-161-20-4D-12625

ACE PYRO LLC
13001 E AUSTIN RD
MANCHESTER, MI 48158

Dear MICHAEL FREELAND:

You have been approved to transport, ship, receive or possess explosive materials as an employee possessor under the Federal explosive license or permit indicated above. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Christopher R. Reeves
Chief, Federal Explosives Licensing Center (FELC)

FELC Customer Service. If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

Mail: ATF
Chief, FELC
Attn.: LOC Correction
244 Needy Road
Martinsburg, West Virginia 25405

Fax: 1-304-616-4401
Chief, FELC
Attn.: LOC Correction

Call toll-free: 1-877-283-3352

WWW.ATF.GOV

MICHAEL KENNETH FREELAND

Employee Possessor Letter of Clearance for:



Mr. Gary McCririe

December 10 2013

Supervisor

Genoa Township

2911 Dorr Road

Brighton, MI 48116

Dear Mr. McCririe:

This letter is to address the issue of storage and disposition for any and all 1.3(g) commercial fireworks not used or unfired pursuant to our subject proposed display at the Mt. Brighton Ski Area on 31 December 2013.

ACE Pyro will deliver all 1.3(g) Fireworks directly to the site from our ATF Approved Type IV Magazine(s) in Manchester, MI. There will be NO contingent storage on site. Any unused, unfired, "Dud" or otherwise 1.3(g) item will be returned to our facility, Per ATF regulations.

Sincerely,

Michael Freeland

V.P. Marketing

ACE Pyro, LLC



VAIL RESORTS / MT. BRIGHTON NEW YEAR'S EVE 2013
NOTE: FALLOUT/SAFETY EXCLUSION ZONE EXCEEDS
REQUIREMENTS PER NFPA 1123; CODE FOR FIREWORKS
DISPLAY. CROWD LINE RUNS E-W @ BOTTOM OF TOW ROPE(S)

2013

Permit for Fireworks Other Than Consumer or Low Impact
Michigan Department of Licensing & Regulatory Affairs
Bureau of Fire Services
P.O. Box 30700
Lansing MI 48909
(517) 241-8847

Authority: 2011 PA 256	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only.

Display Fireworks		
ISSUED TO	MICHAEL K. FREELAND / AVE PYRO, LLC.	AGE (18 or over) 32
ADDRESS	13001 EAST MUSTIN ROAD, MANCHESTER, MI 48158	
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION	AVE PYRO, LLC, CONTRACTING FOR VAIL RESORTS / MT. BRIGHTON SPI AREA	
ADDRESS	4141 BAUER RD, BRIGHTON, MI 48116	
NUMBER AND TYPES OF FIREWORKS	3"; 4"; 5" AERIAL SHELLS; 3' COMETS (12) 2.5" AERIAL FINALE SHELLS; ONE LANCE PIECE "2014" _____ NOTHING FOLLOWS _____	
EXACT LOCATION OF DISPLAY OR USE	SADDLE POINT @ TOP OF SPI AREA, GPS = 42°32'20.95N / 83°48'32.62W 4141 BAUER RD	
CITY, VILLAGE, TOWNSHIP	DATE	TIME
GENOA TWP, BRIGHTON, MI	31 DEC 2013	2100-2115 HRS
BOND OR INSURANCE FILED	AMOUNT	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	3,000,000.00	

Issued by action of the Legislative Body of a

City Village Township of _____ on the _____ day of _____

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID FOR THE YEAR SHOWN ONLY

PAPERWORK TO OBTAIN FIREWORKS DISPLAY PERMIT 2013

The following information is required to secure a permit for fireworks display in Genoa Charter Township:

- ✓ 1. BFS-999 Application for Fireworks Display Permit 2013**
- ✓ 2. Letter to the Genoa Charter Township Board requesting said permit.**
- ✓ 3. Certificate of Insurance.**
- ✓ 4. Current ATF Letter of Clearance for Explosive License or Permit.**
- ✓ 5. Contingency letter addressing the disposal of any and all fireworks at the show site that do not get used.**
- ✓ 6. Map of the location site for fireworks display.**

Upon completion of presenting all aforementioned documents to the Township Clerk/Deputy Clerk for review, the application will be presented at the next scheduled Township Board meeting for review/approval.

Upon approval of the proposed fireworks display, the Township Clerk/Deputy Clerk will complete document BFS-49e, Permit for Fireworks Display for said applicant with notarization seal.

Copy will be retained by the Township for 2013 Fireworks Display Permits issued.

2013

Application for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing MI 48909
 (517) 241-8847

Authority: 2011 PA 256 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	
<input type="checkbox"/> Agricultural or wildlife fireworks	<input type="checkbox"/> Articles Pyrotechnic	<input type="checkbox"/> Display Fireworks
<input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes	<input checked="" type="checkbox"/> Public Display	<input type="checkbox"/> Private Display
NAME OF APPLICANT MICHAEL FREELAND / ACE PYRO, LLC	ADDRESS 13001 E. AUSTIN RD, MANCHESTER, MI	AGE (18 or over) 52
IF A CORPORATION NAME OF PRESIDENT AARON ENZER	ADDRESS 13001 EAST AUSTIN RD, MANCHESTER, MI 48158	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT N/A	ADDRESS N/A	TELEPHONE NUMBER N/A
NAME OF PYROTECHNIC OPERATOR MICHAEL FREELAND	ADDRESS 975 LARIVEE, MILFORD, MI, 48381	AGE (18 or over) 52
NO. YEARS EXPERIENCE 20+	NO. DISPLAYS 150+	WHERE MI, IA, WY, ND, WI; SHOWS @ DUTH POINTE CO. IN GENOA TWP
NAME OF ASSISTANT JOSHUA MCCANNICH	ADDRESS 13001 E AUSTIN, MANCHESTER	AGE 32
NAME OF OTHER ASSISTANT DUSTIN WHITE	ADDRESS 13001 E AUSTIN, MANCHESTER	AGE 31
EXACT LOCATION OF PROPOSED DISPLAY SADDLE PEAK @ TOP OF MT. BRIGHTON; GPS 42°32'20.95N / 83°48'32.62W, 4141 BAUER RD, BRIGHTON, MI		
DATE OF PROPOSED DISPLAY TUES, 31 DECEMBER 2013	TIME OF PROPOSED DISPLAY 2100 HOURS EST. (9:00 PM) DURATION 15 MIN.	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT NO STORAGE - DIRECT SHIPMENT FROM OUR ATF APPROVED STORAGE MAGAZINES TO THE DISPLAY SITE NO CONTINUOUS STORAGE		
AMOUNT OF BOND OR INSURANCE (To be set by local government) ONE MILLION DOLLARS \$2,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY LLOYDS OF LONDON; PROFESSIONAL PROB. INSURANCE	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 371 BEL MARIN HEYS BLVD, SUITE 220, NOVATO, CA 94949-5662		
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED	
120	2" AERIAL SHELLS	
72	3" AERIAL SHELLS	
36	4" AERIAL SHELLS	
18	5" AERIAL SHELLS	
ONE	LANCEWORK SIGN "2014"	
12	3" COMETS	
— NO THING FOLLOWS — <i>WJF</i>		
SIGNATURE OF APPLICANT <i>[Signature]</i>		DATE 12/10/2013

**RESOLUTION # 131216
GENOA CHARTER TOWNSHIP
COUNTY OF LIVINGSTON, MICHIGAN**

**RESOLUTION APPROVING UPDATES TO THE
MASTER PLAN AND FUTURE LAND USE MAP**

At a regular meeting of the Board of Trustees of Genoa Charter Township, Livingston County, Michigan, held on December 16, 2013, at 6:30 p.m. prevailing local time.

PRESENT:

ABSENT:

The following Preamble and Resolution were offered by Trustee _____ and supported by Trustee _____:

WHEREAS, Genoa Charter Township initiated a process to update the Master Plan for Land Use which was adopted in 2006; and

WHEREAS, the Genoa Charter Township Planning Commission, pursuant to the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), has studied and prepared recommendations for the use, development and preservation of all lands in the Township; and

WHEREAS, the Planning Commission has developed an update to the Master Plan consisting of research and analyses dealing with land use, demographics, S. Latson Road corridor development, transportation, community facilities, recreation, and other pertinent topics; and

WHEREAS, the Planning Commission has used the Master Plan analyses to prepare an update to the Future Land Use Map that allocates land in appropriate amounts for the future development of residential uses, commercial and office uses, industrial uses, public and institutional uses; and

WHEREAS, on June 10, 2013, the Planning Commission submitted the plan to the Township Board of Trustees for distribution; and

WHEREAS, on July 15, 2013 the Genoa Charter Township Board of Trustees authorized distribution of the Master Plan as provided by the Michigan Planning Enabling Act (MPEA); and

WHEREAS, the Township complied with required plan development steps of notifying and involving the Livingston County Planning Commission, surrounding communities and outside agencies; and

WHEREAS, the Planning Commission held a public hearing on November 25, 2013, and after giving consideration of all comments and concerns of the public the Commission approved a Resolution to adopt the Updated Master Plan and Future Land Use Map; and

WHEREAS, the Township Board as authorized by the MPEA and by Township Resolution Number 120402 asserts its right to approve or reject the proposed updated Master Plan; and

WHEREAS, the Township Board recognizes that the Master Plan and Future Land Use Map are guides for public and private decision-making that will keep the Township in motion toward its vision to maintain outstanding quality of life for all residents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Genoa Charter Township hereby approves the updated Master Plan and Future Land Use Map, its narrative, maps, tables, and other descriptive data, and resolves to use the Plan and Map together as a guide for the overall development of the Township;

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

CERTIFICATION

Paulette A. Skolarus being the duly elected Clerk of Genoa Charter Township does hereby certify that this Resolution was duly passed at a public meeting of the Genoa Charter Township Board of Trustees held on December 16, 2013 Livingston County, Michigan, at a regular meeting held on November 25, 2013.

Paulette A. Skolarus
December 16, 2013

**RESOLUTION OF THE PLANNING COMMISSION
ADOPTING UPDATES TO THE MASTER PLAN
AND FUTURE LAND USE MAP**

Genoa Charter Township
Livingston County, Michigan

At a regular meeting of the Planning Commission of Genoa Charter Township, Livingston County, Michigan, held on November 25, 2013, at 6:30 p.m. prevailing local time.

PRESENT: Dean Tengel, Diana Lowe, Douglas Brown, James Mortensen, John McManus, Eric Rauch

ABSENT: Barb Figurski

The following Preamble and Resolution were offered by Commissioner John McManus and supported by Commissioner Dean Tengel:

WHEREAS, Genoa Charter Township initiated a process to update the Master Plan for Land Use which was adopted in 2006; and

WHEREAS, the Genoa Charter Township Planning Commission, pursuant to the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), has studied and prepared recommendations for the use, development and preservation of all lands in the Township; and

WHEREAS, the Planning Commission has developed an update to the Master Plan consisting of research and analyses dealing with land use, demographics, S. Latson Road corridor development, transportation, community facilities, recreation, and other pertinent topics; and

WHEREAS, the Planning Commission has used the Master Plan analyses to prepare an update to the Future Land Use Map that allocates land in appropriate amounts for the future development of residential uses, commercial and office uses, industrial uses, public and institutional uses; and

WHEREAS, on June 10, 2013, the Planning Commission submitted the plan to the Township Board of Trustees for distribution; and

WHEREAS, on July 15, 2013 the Genoa Charter Township Board of Trustees authorized distribution of the Master Plan as provided by the Michigan Planning Enabling Act (MPEA); and

WHEREAS, the Township complied with required plan development steps of notifying and involving the Livingston County Planning Commission, surrounding communities and outside agencies; and

WHEREAS, the Planning Commission held a public hearing on November 25, 2013, and considered all comments and concerns of the public; and

WHEREAS, the Planning Commission recognizes that the Master Plan and Future Land Use Map are guides for public and private decision-making that will keep the Township in motion toward its vision to maintain outstanding quality of life for all residents; and

WHEREAS, the Township Board as authorized by the MPEA has asserted its right to approve or reject the proposed updated Master Plan.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of Genoa Charter Township hereby adopts the updated Master Plan and Future Land Use Map, its narrative, maps, tables, and other descriptive data, and resolves to use the Plan and Map together as a guide for the overall development of the Township;

IT IS FURTHER RESOLVED that the Planning Commission wishes to present the updated Master Plan and Future Land Use Map as adopted herein to the Township Board for approval or rejection as set forth in Resolution #120402.

AYES: Dean Tengel, Diana Lowe, Douglas Brown, James Mortensen,
John McManus, Eric Rauch

NAYS: None

ABSENT: Barbara Figurski

ABSTENTIONS: None

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Planning Commission of Genoa Charter Township, Livingston County, Michigan, at a regular meeting held on November 25, 2013.



Douglas Brown

Chairman, Genoa Charter Township Planning Commission

RESOLUTION 120402

GENOA CHARTER TOWNSHIP

MASTER PLAN ADOPTION AUTHORITY

The following resolution was

OFFERED BY: Smith

And

SUPPORTED BY: Skolarus

And unanimously passes a roll call vote having been taken; at a duly called public meeting of the Board of Trustees of Genoa Charter Township and held at the Genoa Township Hall located at 2911 Dorr Road, Brighton, Michigan 48116.

WHEREAS, Michigan Public Act 33 of 2008, the Michigan Planning Enabling Act, requires a community to adopt a master plan and sets forth the procedures for such plan, and;

WHEREAS, Section 43(3) of Michigan Public Act 33 of 2008 states the legislative body may assert the right to approve or reject a plan prepared by the Planning Commission in the form of a resolution, and;

WHEREAS, the Genoa Township Planning Commission is currently developing an update to the Township Master Plan, and;

WHEREAS, the Genoa Township Board of Trustees believes such plan is an important tool in furthering the development and success of the Township, provides a sound basis for zoning and other requirements, and desires the opportunity to be involved in the planning process and development of the document.

IT IS HEREBY RESOLVED, that the Genoa Township Board of Trustees shall assert its authority to approve or reject the Genoa Township Master Plan update for the Township once it is presented to them by the Planning Commission, in accordance with plan preparation and adoption procedures set forth in Michigan Public Act 33 of 2008, as amended.

CERTIFICATION

Paulette A. Skolarus being the duly elected Clerk of Genoa Charter Township does hereby certify that this Resolution was duly passed at a public meeting of the Genoa Charter Township Board of Trustees held on April 2, 2012.



Paulette A. Skolarus

April 2, 2012

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
November 25, 2013
6:30 P.M.
MINUTES**

CALL TO ORDER: The meeting of the Genoa Charter Township Planning Commission was called to order at 6:30 p.m. Present were James Mortensen, John McManus, Eric Rauch, Chairman Doug Brown, Dean Tenggel, Diana Lowe. Also present were Assistant Township Manager, Kelly VanMarter; Brian Borden of LSL Planning, and Gary Markstrom from Tetra Tech.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

APPROVAL OF AGENDA: **Motion** by Diana Lowe to approve the agenda as amended to include recommending approval of the special use permit under public hearing #1, as well as a recommendation regarding amendment to PUD under public hearing #1. The motion was supported by John McManus. **Motion carried unanimously.**

CALL TO THE PUBLIC: Chairman Brown made a call to the public at 6:31 p.m. No one wished to address any item not on the agenda.

OPEN PUBLIC HEARING #1... Review of site plan, special use, and environmental impact assessment to construct a new 2,837 square foot Qdoba drive through restaurant located at the Meijer outlot at 3883 E. Grand River, Howell, petitioned by Kevin Egnatuk of Southwind Restaurants, LLC.

Kevin Egnatuk addressed the Planning Commission as the petitioner. He provided a brief description of the project. They are requesting some amendments to the PUD, mostly setback requirements and signage requirements. They would like a drive-thru at their restaurant.

James Mortensen asked the petitioner whether it would be a single use building. There is some language that indicated multiple use. That is no longer applicable. That was in the August application and it has been updated.

Brian Borden reviewed the petition with the Planning Commission. There is a request for a drive-thru and outdoor seating. Generally speaking, there are no other issues as it relates to the special use component. As it relates to the outdoor seating, specs and plans were submitted. He believes a trash receptacle should be added.

As it relates to the amendment to the PUD, this is a relatively tight site according to Mr. Borden. Under the ordinance, the ZBA has limited authority. Therefore, any

dimensional deviations must go through the PUD amendment process. The test is whether the proposed modifications will significantly alter the intent of the PUD.

The site plan was also addressed by Mr. Borden. There is some general clean-up on this submittal that needs to be done. Sheets one and two of the site plan do not have a revision date and that is required. The requirement for two additional parking spaces to accommodate longer vehicles should be addressed. Chairman Brown suggested that the petitioner make an agreement with Meijer to use their parking lot. The petitioner indicated he has made contact and it was not well received. This ordinance was not in effect at the time of the original petition, so Mr. Mortensen believes this shouldn't be addressed. Kelly VanMarter indicates that a reason for not requiring it should be set forth in the PUD amendment.

Brian Borden addressed the buffer zone agreement with the bank to the east. No agreement is in place and it should be stricken from the plan. The landscape is deficient. The plantings and width are deficient. The width is part of the PUD request. There is a discrepancy between the table and plantings that needs to be corrected.

Mr. Borden addressed signage. Petitioner is requesting three signs. Chairman Brown indicated he would be agreeable to two walls signs and one monument sign. There is a deviation for setback of the monument sign, as well.

The petitioner does not disagree with any of the things Brian Borden has addressed.

Gary Markstrom of Tetra Tech addressed the Planning Commission. The review dated 11/1/13 was addressed. He thinks they are all clean-up items petitioner should address on the plans. The petitioner does not disagree with any of the recommendations by Tetra Tech.

The Brighton Area Fire Department letter was addressed by Chairman Brown. The petitioner does not disagree with any of the things requested in the letter by the Fire Department.

Eric Rauch asked about the grease trap. The petitioner indicated he will follow the ordinance. It will be strong enough to handle the loads. He also addressed sheet water flow. There are issues with water flow and there needs to be confirmation that the water flow is proper given the drainage on adjoining property. The petitioner will confirm this with Tetra Tech.

Kelly VanMarter will review the lighting plan.

Planning Commission disposition of petition

- A. Recommendation of the Special Use Permit.
- B. Recommendation regarding amendment to PUD.
- C. Recommendation of Environmental Impact Assessment (10-28-13).

D. Disposition of Site Plan (10-28-13).

Motion by James Mortensen to recommend to the Township Board approval of the special use permit to allow Qdoba outdoor seating and drive-thru service as depicted on the site plan dated 11/25/13. This recommendation is made because the uses being granted are consistent with other uses in the Lorentzen PUD and Section 19-03. Support by Dean Tengel. **Motion carried unanimously.**

Motion by James Mortensen to recommend to the Township Board a revision to Lorentzen PUD regarding Qdoba covering these points:

1. Five setbacks for the driveway and building;
2. An additional setback permitting the ground sign to be less than 10 feet from the property line as depicted on the site plan dated 11/25/13;
3. An additional revision permitting the three parking spaces to the east of that sign to infringe upon the setback to the property line as depicted in the site plan dated 11/25/13;
4. An amendment will be made to eliminate the requirement for 2 RV parking spaces on the site;
5. The changes recommended by the Township Attorney in his letter dated 11/21/13 will be incorporated as well as the additional changes covered this evening and will require a second review by the Township Attorney prior to submission to the Township Board;
6. The agreement will be further modified to eliminate reference to a third wall signing, resulting in no more than two wall signs;
7. The Planning Commission finds that these changes will not have a material adverse impact upon surrounding land uses, services, transportation systems and/or facilities.

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

Motion by James Mortensen to recommend to the Township Board approval of the environmental impact assessment dated 10/28/13, subject to:

1. A change specifying this is a single use facility;
2. The word cubit should be changed to cubic.

Support by John McManus. **Motion carried unanimously.**

Motion by James Mortensen to recommend to the Township Board approval of the site plan dated 11/25/13, subject to:

1. The applicant shall update the revision dates on the site plan drawing sheets one and two;

2. The building elevations and materials reviewed this evening by the Planning Commission are acceptable and the display board will become the property of the Township;
3. Two wall signs rather than three will be permitted;
4. The location of the proposed ground sign is acceptable as shown and is to be covered by an amendment to the PUD;
5. A trash container will be added to the outdoor seating area;
6. There is concern about sheet flow and further engineering review will be required with a possibility of an additional catch basin being installed;
7. The requirements of the Township Engineer as set forth in their 11/1/13 letter will be complied with, specifically in reference to a tree being planted above the sanitary sewer lead--the tree is to be relocated;
8. The requirements of the Brighton Area Fire Department letter of 11/7/13 will be complied with;
9. There will be minor adjustments to the landscape plan.

Support by Eric Rauch. **Motion carried unanimously.**

OPEN PUBLIC HEARING #2... Review of proposed Master Plan Update (10-22-13).

Brian Borden reviews the proposed update to the Master Plan. Chairman Brown referred to the Livingston County Planning Commission meeting that he attended with Kelly VanMarter. He reported that the voted for the project. The proposal was also sent to the City of Brighton, who wanted to see more residential areas addressed. The City of Howell liked the master plan updates. They would like to set signage that will promote the City of Howell and City of Brighton. Both cities commended the Township.

Bruce Baker of 2510 Nixon Road addressed the Planning Commission. He presented various slides to be shown to the Planning Commission. He believes this is not reasonable planning for the Nixon Road corridor. He no longer considers this a rural area. He believes a greater transition area would be needed toward Crooked Lake. He believes that the limitations on space prohibit a large scale growth operation such as a hospital and medical offices. He believes the sewer and water should not stop at the transition zone. He feels that it is no longer realistic to maintain this area as a rural area, and believes big development is prohibited as the Master Plan currently exists.

Kelly VanMarter indicated that there is currently no plan to install water or sewer pipe in the ground. The utility study that was completed is more of a concept plan.

Ed Bishopp, 2455 South Latson Road addressed the Commission. He asked how quickly the Commission could move if a big developer was interested in the property. Chairman Brown assured him the Township was ready to move quickly. Kelly advised that it can be subject to lengthier reviews that could take an additional two or three months if a master plan amendment is required.

Rob Vedro addressed the Commission. He grew up in Novi. He believes money talks and if a big developer appears, the Township will make things happen.

No other audience members wished to address the Commission.

Kelly VanMarter addressed the Providence Park hospital and the ancillary uses discussed. Because we do not yet know what businesses will set up out there, it is impossible to predict ancillary uses at this point.

John McManus addressed the changes he has witnessed in the community in the last 15 years. He is pleased with the flexibility built into the plan.

Planning Commission disposition of petition

- A. Request for Approval of Resolution Adopting Updates to the Master Plan and Future Land Use Map.

Motion by John McManus to adopt the resolution. Support by Dean Tengel. **Motion carried by role call vote as follows.**

Yeas: Tengel, Lowe, Brown, Mortensen, McManus, Rauch
Nays: None
Absent: Figurski

Administrative Business:

- *Staff report. Kelly VanMarter has nothing to report. There is no December meeting at this point.*
- *Approval of September 9, 2013 Planning Commission meeting minutes. **Motion** by Diana Lowe to approve the minutes as submitted. Support by John McManus. **Motion carried unanimously.***
- *Member discussion. Dean Tengel asked about the property for Dakkota. Chairman Brown asked about Maxey Ford. Kelly VanMarter updated the Commission. The interchange will open 12/2/13.*
- *Adjournment. **Motion** by John McManus to adjourn. Support by Diana Lowe. **Motion carried unanimously.***

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

July 15, 2013

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, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were Township Manager Michael Archinal and approximately 40 persons in the audience.

A Call to the Public was made with the following response: Julie Stachecki-Johanningsmeier – I am a certified arborist and there is a lethal tree disease in Livingston County. It is called Oak Wilt and will destroy century old oak trees within a week. The disease is spread above and below ground by beetles. *The township offered to place a notice on its web page to advise residents of the damage that can occur while pruning.*

Norma Nichols – I live near Lake Chemung and am concerned with the fireworks that is being used almost on a daily basis and all hours of the night. McCririe – Fireworks are regulated by the Michigan Fireworks Safety Act. Your concerns need to be raised in Lansing. Since the Township does not have a police department we would not be able to enforce that issue.

Approval of Consent Agenda:

Moved by Ledford and supported by Smith to approve all items under the consent agenda with the moving of the request related to the personnel policy to the regular agenda for action. The motion carried unanimously.

1. Payment of Bills.

2. Request to approve minutes: June 17, 2013 and June 24, 2013

3. Consider proposal from Tetra Tech for Township Hall parking lot design phase services.

Approval of Regular Agenda:

Moved by Skolarus and supported by Hunt to approve the Regular Agenda with the addition of the personnel policy amendment and the deletion of Resolution 2 for Timberview Road Improvement Project. The amended agenda was voted and carried unanimously.

4. Request for an amendment of the Personnel Policy related to funeral leave as recommended by the administrative committee.

Moved by Smith and supported by Ledford to approve the amendment with changing C-1 to include step-mother, step-father and step-children. The motion carried unanimously.

5. Review of the draft Master Plan and request for approval to distribute the draft plan pursuant to the Michigan Planning Enabling Act (MCL 125.3481).

Brad Strader of L.S.L. and Kelly VanMarter addressed the board asking for approval to distribute the draft of the Master Plan. The board was encouraged to move forward however there was concern that property along Nixon to Crooked Lake needed further review. The board directed that the plan specify an area along Nixon Road to Crooked Lake for further consideration and that an overlay plan be developed identifying access points and potential building configurations. Strader and VanMarter were congratulated on the scope of work and results that were presented to the board.

A call to the public was made with the following response: Mike Boss – The Campus Interchange is undefined as yet but he felt the board was moving in the right direction with the overlay addition to the plan.

Mancuso advised the board that the Planning Commission had final approval of the Plan unless the board stipulated that right in their motion. Moved by Smith and supported by Ledford to approve the distribution of the Draft Master Plan with a conceptual overlay plan for future development and reserve the right to a further review of the Master Plan before final approval. The motion carried unanimously.

6. Discussion and possible action related to the wind turbines at the Township Hall.

Archinal – One of the Windspire Turbines self-destructed sending shards of metal around the park area. After further inspection by The Green Panel Firm of Brighton similar conditions in a second windspire were found. The State of Michigan and the Federal Department of Energy were notified and permission was received to have the turbines removed because of health and safety issues.

Moved by Mortensen and supported by Smith to authorize the expenditure of \$9,625.00 to remove the turbines with preservation of the solar panels. The motion carried unanimously.

7. Consider request to enter into closed session for discussion pending litigation pursuant to Section 8(e) of the 1976 Open Meetings Act.

Moved by Skolarus and supported by Ledford to move to closed session at 7:37 to discuss pending litigation. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None.

The regular meeting of the board was re-opened at 8:13 p.m.

Moved by Smith and supported by Skolarus to authorize Attorney Mancuso to file an appeal of the court's 06/25/2013 decision in Chestnut Development vs. Genoa Township and Mike

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
JUNE 10, 2013
6:30 PM**

MINUTES

CALL TO ORDER: The meeting of the Genoa Charter Township Planning Commission was called to order at 6:32 pm. Present were Barbara Figurski, James Mortensen, Chairman Doug Brown, Diana Lowe and Dean Tenge. Also present were Assistant Township Manager, Kelly VanMarter, Brian Borden of LSL, and Gary Markstrom of TTMPs.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

INTRODUCTIONS: Chairman Brown introduced all of the Commissioners, and noted that two were absent this evening. He also introduced staff and the planner and engineer. He gave a review of how the Master Plan update process works, including the Township gathering input from residents and business owners. The Master Plan is a guide used to make requested changes to the zoning ordinance. Per State law, the Master Plan must be reviewed every five years. While the Master Plan includes the entire Township, this revision has special interest in the development of the new I-96 interchange at Latson Road. He added that changes to the Master Plan do not change the existing zone and zoning changes do not necessarily follow the Master Plan. The proposed Master Plan includes two new zoning districts, Interchange Commercial and Interchange Campus, which will need to be defined and developed at a later date.

Tonight, the Planning Commission will review the proposed Master Plan and then make a recommendation to the Township Board. There is no public hearing associated with this step of the process; however, the Planning Commission will take comments from the public after the presentation.

APPROVAL OF THE AGENDA: The agenda was approved pursuant to a **Motion** by Barbara Figurski and supported by James Mortensen. **Motion carried unanimously.**

CALL TO THE PUBLIC: Chairman Brown opened the call to the public at 6:40 p.m. with no response.

AGENDA ITEM #1*... Review of the draft Master Plan and request for submittal of the draft plan to the Township Board for distribution and public review pursuant to the Michigan Planning Enabling Act.

(*Please note that this agenda item is not a public hearing and as such will not be open to public comment unless otherwise determined by the Chairman. An official public hearing on the Master Plan is required after the public review period.)

Ms. VanMarter referenced her memo in tonight's packet. She gave a review of the Master Plan update process. The plan was developed by a steering committee that consisted of members of Township staff as well as the planner. Then an open house was held in February and feedback was received from residents. There was also a survey sent to the residents. This feedback was considered when developing the plan that is being presented this evening. She feels this plan is ready to share with the public and again gather their feedback as well as feedback from adjacent communities and organizations. Then it will be back before the Planning Commission for an official public hearing.

Brian Borden reviewed the changes that were made to the plan. They updated the demographics, the future land use plan/map, goals and objectives as well as removed recommendations from the old plan that were already completed. They also updated the transportation section; including motorized and non-motorized transportation, and updated the maps.

He noted that tonight is only one step in the process. There will be other opportunities for members of the public to provide their input.

A map of the Latson Road Interchange area of the Township was put up on the screen for the audience to view.

Mr. Borden stated they are proposing Interchange Commercial around the immediate area of the exits and entrances to I-96, which will consist of higher-intensity commercial uses. As you move south and east, it will be Interchange Campus, which would be for larger / institutional uses, such as educational or medical facilities. The debate has been where these two zoning areas should begin and end. He noted that the Township will monitor the development closely and the plan can be amended. The amendment process would be similar to what is being done now; however, it would only focus on this area and the process would not be as lengthy.

Chairman Brown questioned why the interchange campus zoning ended at the proposed location and was not brought down to Crooked Lake and over to Fishbeck. Mr. Borden stated they were limited by the lack of infrastructure and also, they do not want businesses currently on Grand River to move to this location, simply because it is new. Mr. Markstrom stated that when the water and sewer were put in this area originally, I-96 was the southern boundary. His office is currently studying what needs to be done to meet the needs of the proposed Master Plan as well as how much these improvements will cost.

Phil Santer of SPARK, stated they are economic developers and not professional planners. They provided suggestions to the Township on what they felt opportunities the new interchange could offer with regard to development. Dean Tingle asked how the suggested development would benefit not only the residents in that area, but the

Township as a whole. Mr. Santer stated they are suggesting attracting large users to support the existing commerce as well as attract employment.

Mike Boss of Boss Engineering has heard comments from his clients that the input provided to the Township by the public was mostly to continue the more dense zoning further south; however, these comments were not incorporated into the plan that is shown this evening. There is no transitional zoning being proposed. He does not feel that waiting to see what will be developed and then amending the Master Plan is good planning. The infrastructure should be planned at this time and not based on what is developed there. Dean Tenge asked how the suggested development would benefit not only the residents in that area, but the Township as a whole. Mr. Boss stated there will be 16,000 vehicles that travel that road every day. All of this traffic will affect the people who live there, but they are not able to develop their property.

Chairman Brown noted that most of the residents who submitted letters suggested letting the market dictate what will be developed in this area. He feels that is what they are doing by leaving the area south of Sweet Road as five-acre parcels. He reiterated Mr. Markstrom's comments that the Township is not sure if the infrastructure is able to be developed to support this higher density in the area.

Mr. Boss feels the Master Plan should be put on hold and wait and see what the demand will be after the interchange is complete and then the plan can be made based on the interest.

Chairman Brown asked Ms. VanMarter if this could be done. She stated that yes, this area can be left as it is currently, but the Master Plan needs to be reviewed at this time. She has been working on ways to advise the public that this land is becoming available from an economic development perspective. She would be open to making an amendment to the Master Plan once the exchange is open.

James Mortensen asked Ms. VanMarter what is the advantage of waiting. She stated there would be more knowledge of what the traffic amount will be. Mr. Mortensen stated that he feels Mr. Boss has valid points, one being the transitional zoning; however, until the funding is available to develop the road, water, and sewer, nothing will be able to be developed. Once land is zoned to a higher density, it cannot be zoned back to a lower one. He is in favor of the campus zoning in the locations that are proposed. It can always be revised to a more intense use in the future. He would like to move the plan along.

Ms. VanMarter stated that while the interchange campus zoning is not a traditional transitional zoning, it is intended to serve as such. They intend to write the ordinance to include landscaping, buffers, special architectural features, etc. The campus zoning will transition from the high intensity commercial at the ramps to the residential area to the south.

Chairman Brown asked if anyone in the public would like to speak.

Ed Bishop, who lives on Nixon Road, feels that Nixon Road being two lanes is going to increase traffic. He also wants to know if his wife is going to be able to run a business from her home.

Brenda Nicholas, who lives on Nixon Road, feels that if the zoning is changed, it would attract more businesses into the area.

Leo Nicholas, of Nixon Road, suggested that the new sewer pipe that is being put in for Oak Point should be run down Nixon instead of Chilson to help with any new development in this area. Also, 22 residents in this area sent letters to the Township. He would like the Commissioners to read them.

Paul Deluca, of Nixon Road, does not want any special assessments. He does not want to sell his property and move; he wants to live there. He did not want the interchange. He is concerned about crime.

Steve Vitous, of 2592 Nixon Road, asked about the speed limit at the school. Ms. VanMarter suggested he contact the Livingston County Road Commission.

Planning Commission Disposition

A. Authorize submittal of the Master Plan to the Township Board.
Motion by James Mortensen and supported by Barbara Figurski to authorize the submitted Master Plan to the Township as presented. **Motion carried unanimously.**

Administrative Business:

- *Staff Report. Kelly VanMarter stated the next Planning Commission Meeting will be on July 22nd. She has received a submittal from the Church of the Nazarene.*
- *Approval of May 13, 2013 Planning Commission meeting minutes. **Motion** by Barbara Figurski and supported by Diana Lowe to adopt the minutes with recommendations made this evening. **Motion carried unanimously.***
- *Member Discussion*
- *Adjournment. Motion by Diana Lowe and supported by Barbara Figurski to adjourn. **Motion carried unanimously.** Meeting adjourned at 8:30 p.m.*



Livingston County Department of Planning

November 21, 2013

Genoa Charter Township Board of Trustees
c/o Polly Skolarus, Township Clerk
Genoa Charter Township Hall
2911 Door Road
Brighton, MI 48116

Kathleen J. Kline-Hudson
AICP, PEM
Director

Re: Planning Commission Review of Master Plan Amendment MP-3-13

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, November 20, 2013 and reviewed the master plan amendment referenced above. The Livingston County Planning Commissioners made the following recommendation:

MP-3-13 Approval.

The addition of design guidelines and illustrative maps for the Interchange Commercial and Interchange Campus land area, adds much greater understanding to the intended future of this I-96 Interchange area. The Township Planning Commission and staff should be commended for these enhancements that complete the Genoa Charter Township Master Plan.

Copies of the staff review and draft Livingston County Planning Commission meeting minutes are enclosed. Do not hesitate to contact our office should you have any questions regarding these county actions.

Sincerely,

Kathleen J. Kline-Hudson
Director

Enclosures

c: Doug Brown, Chair, Genoa Township Planning Commission
Kelly VanMarter, Assistant Township Manager/Community Development
Director

Meeting minutes and agendas are available at:
<http://www.livgov.com/plan/Pages/agendas.aspx>

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

(517) 546-7555
Fax (517) 552-2347

Web Site
co.livingston.mi.us

**LIVINGSTON COUNTY PLANNING COMMISSION
MEETING MINUTES**

DRAFT - November 20, 2013

7:30 p.m.

304 E. Grand River Ave., Howell, Michigan

PLANNING COMMISSION		
COMMISSIONERS PRESENT:	REID KRINOCK, CHAIR JEANNE CLUM, VICE-CHAIR BILL ANDERSON JAMES SPARKS	SYLVIA KENNEDY-CARRASCO MIKE HUBERT
COMMISSIONERS ABSENT:	BRIAN PROKUDA	
STAFF PRESENT:	KATHLEEN KLINE-HUDSON ROB STANFORD SCOTT BARB	
OTHERS PRESENT:	KELLY VAN MARTER – GENOA TOWNSHIP PLANNER, ASST TOWNSHIP SUPERVISOR	DOUG BROWN – GENOA TOWNSHIP PLANNING COMMISSION CHAIR

1. **CALL TO ORDER** Meeting was called to order by Commissioner Krinock at 7:30 P.M.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL AND INTRODUCTION OF GUESTS**
4. **APPROVAL OF AGENDA**

<p>IT WAS MOVED BY COMMISSIONER KENNEDY-CARRASCO, SECONDED BY COMMISSIONER ANDERSON TO APPROVE THE AGENDA DATED NOVEMBER 20, 2013. All in favor, motion passed.</p>

5. **APPROVAL OF MINUTES**

<p>IT WAS MOVED BY COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER KENNEDY-CARRASCO TO APPROVE THE OCTOBER 16, 2013 MINUTES, AS PRESENTED. All in favor, motion passed.</p>

6. **CALL TO THE PUBLIC - There were no comments from the public.**
7. **ZONING REVIEWS**

A. MP-03-13 GENOA TOWNSHIP AMENDMENTS TO MASTER PLAN AMENDMENT

The Genoa Charter Township Planning Commission proposes a 2013 Master Plan Update to the 2006 Genoa Charter Township Master Plan. A first draft of the master plan update was reviewed by the Livingston County Planning Commission on August 21, 2013 at which time the Planning Commission recommended “No Action – Encourage Further Review” because the draft of the master plan did not include language regarding the Interchange Campus Design Guidelines for the future I-96 Interchange. County Planning Commissioners felt they should review the entire sub area plan prior to making any final recommendations on the proposed amendments to the Genoa Charter Township Master Plan. The Township has now drafted additional language that enhances the Future Land Use chapter of the plan, specifically E. I-96/Latson Road Subarea Plan.

Township Planning Commission Recommendation: APPROVAL. At their July 15, 2013 meeting, the Genoa Charter Township Board recommended approval of distributing the draft Genoa Charter Township Master Plan to all surrounding municipalities in accordance with Section 41 of the Michigan Planning Enabling Act.

Staff Recommendation: APPROVAL. The addition of design guidelines and illustrative maps for the Interchange Commercial and Interchange Campus land area, adds much greater understanding to the intended future of this I-96 Interchange area. The Township Planning Commission and staff should be commended for these enhancements that complete the Genoa Charter Township Master Plan.

Commission Discussion: Commissioner Krinock asked that the Township remain flexible regarding future development in this area and be mindful of “who will come”. Kelly Van Marter, Genoa Township Planning Director and Assistant Township Manager stated that they appreciate all the suggestions and comments from County Planning regarding this planning process. The Township has been very mindful of being flexible to future development in this unique area. They look forward to this area becoming a viable economic area. The Township has worked closely with Ann Arbor SPARK with regard to how this area should be developed and SPARK is on board with the Township’s planning concept for this area. Commissioner Sparks asked about the current small residential lots located in Area B (from the map). Mrs. Van Marter stated that most of these are small residential lots and will most likely remain as such until the owners are ready to sell and move on. There are no immediate plans for commercial uses in these areas. Commissioner Clum asked if there was any consideration for existing residential owners through this planning process. Mrs. Van Marter stated that the Township most definitely considered these areas very carefully in this process and they will continue to be considered carefully as development plans move forward in this area in the future. Commissioner Sparks stated that it was smart planning to not make this entire area commercial. Mrs. Van Marter stated that a lot of things were learned, both positive and negative, from the development along Grand River Avenue and mistakes that were made in the past, they do not want repeat.

Public Comment: None.

Commissioner Action: IT WAS MOVED BY COMMISSIONER CLUM TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER SPARKS.

All in favor, motion passed. 5-1 (Krinock voting nay)



Livingston County Department of Planning

Division of

HAZARD MITIGATION • PLANNING & MANAGEMENT RESEARCH • MAPPING SERVICES

MEMORANDUM

Kathleen J. Kline-Hudson
AICP, PEM
Director

TO: Livingston County Planning Commissioners and the
Genoa Charter Township Board of Trustees

FROM: Kathleen Kline-Hudson, Director

DATE: October 28, 2013

SUBJECT: MP-03-13 Amendments to June 2006 Genoa Charter Township
Master Plan

Nancy Vorhoff
Administrative Specialist

Robert A. Stanford
AICP, PEM
Principal Planner

Scott Barb
Principal Planner

The Genoa Charter Township Planning Commission proposes a 2013 Master Plan Update to the 2006 Genoa Charter Township Master Plan. A first draft of the master plan update was reviewed by the Livingston County Planning Commission on August 21, 2013 at which time the Planning Commission recommended "No Action – Encourage Further Review" because the draft of the master plan did not include language regarding the Interchange Campus Design Guidelines for the future I-96 Interchange. County Planning Commissioners felt they should review the entire sub area plan prior to making any final recommendations on the proposed amendments to the Genoa Charter Township Master Plan.

The Township has now drafted additional language that enhances the Future Land Use chapter of the plan, specifically E. I-96/Latson Road Subarea Plan. Following is a summary of the proposed update. Staff comments are noted in **bold, italic underline**.

V. Future Land Use

You may recall that the following two new future land use categories have been added to define the I-96/Latson subarea: Interchange Commercial and Interchange Campus. Descriptions of these future land use categories are as follows:

Interchange Commercial: Rather than typical interchanges where gas stations and fast food establishments are built piecemeal with little consideration for aesthetics, the intent of this designation is to promote planned development of these interchange commercial uses with high quality architecture. The new Latson interchange is envisioned to be the premier exit for travelers along I-96: a destination where they can get out of their vehicles to walk around, dine, and shop.

- Appropriate uses include fast food, sit-down restaurants, gas stations, retail, and entertainment.

Department Information

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- This area may be subject to design guidelines promoting walkability, increased landscaping standards, pedestrian – scale building siting and massing, and outdoor dining/gathering.
- Very few access points: each development shall provide access connections to adjacent properties so that there may be a shared access connection to a future traffic signal.

Interchange Campus: With the creation of a new interchange at Latson/Nixon in 2013, development pressures may exist for large-scale users seeking large parcels of land with convenient access to I-96. The intent is to create a district that will accommodate large-scale Institutional campuses close to the interchange without leapfrog development further south.

- Possible principal uses alone or in combination: medical center/clinics, higher education satellite, corporate offices, high-tech research & development (with no external impacts), indoor sports center, conference center/hotel, health clubs, office centers, or senior living. Ancillary uses that have a direct connection to the principal use are allowed and should be part of the overall plan, such as limited restaurants and professional services when included as part of an overall development.
- Any large-scale development should be a well-planned, campus-like setting, planned in close coordination with the Township. Upon submittal of the first development proposal for this area, an overall development plan must be provided. This plan shall guide development in the interchange campus area including signs, access/circulation, building design, landscape, and streetscape.
- A well-landscaped entry corridor that includes a median, sidewalks, street trees, and ample places for pedestrians to cross S. Latson Road. This may require provision of 40' of right-of-way from the center of the road.

These two future land use categories comprise the I-96/Latson Road subarea which is further defined in Section E. as follows:

E. I-96/Latson Road Subarea Plan

The enhancements to this section include the following design guideline language that applies to both the Interchange Commercial and Interchange Campus master plan designations. Additionally, design guidelines are illustrated with photos examples in the margin, and three new maps have been added entitled: I-96 Interchange Latson/Nixon Road Subarea Plan; I-96/Latson Subarea Schematic Plan; and I-96/Latson Subarea Concept Plan (see attached). These maps provide wonderful visual references to the design guidelines.

South Latson Interchange Design Guidelines

Streetscape

Streetscape improvements, such as street lights, landscaping, wayfinding signage, and pathways, should be integrated into the interchange commercial and campus developments. This will contribute to the unified, high-quality development the Township would like to project at the new interchange.

- As part of the development of the South Latson campus, a landscaped median should be installed south of the railroad. This will not only help beautify the corridor but improve safety by restricting left-turns.



- Ornamental street lighting should be included along South Latson and within the new development itself to contribute toward the site's unified design.
- South Latson should be well landscaped, not only in the median, but along the frontage, with street trees and knee walls or hedgerows screening parking.
- Gateway and wayfinding signs should be installed at the interchange welcoming visitors to the Township and directing them to major landmarks. This signage should be consistent with that proposed along Grand River and for the Town Center. Elements of a gateway entrance sign should include lighting, landscaping, and masonry material.
- Pathways should be installed on both sides of South Latson and connect to the interior of the site. Buildings and parking should all have pedestrian connections to the pathway network.

Access and Circulation

In order to efficiently accommodate new traffic that is likely to result from new development, having a coordinated circulation and access plan is essential.

- A signalized intersection should be located approximately ¼ mile south of the railroad at Sweet Road. This should be the primary entrance to campus Area A as identified on the Subarea Map.
- An additional entrance to Area A should be located halfway between the signalized intersection and the railroad tracks and be right-in/right-out.
- Area A's ring road should be sensitive of the wetland/wooded area in its southeast corner and provide stub roads for future connections to the south.
- Area B should be accessed via the newly realigned Beck Road which can be extended and configured into a loop road.
- Area B's loop road should be sensitive to the wetland/natural areas at the south of the site.
- Auxiliary campus uses on the east side of South Latson across from Area A should be primarily accessed via the signalized intersection. Additional access points north and south of the signalized intersection should be right-in/right-out. A frontage road will help provide convenient access for these businesses and should continue south for future connections.
- No access points other than Beck Road should be allowed on South Latson at the interchange north of the railroad tracks. Businesses fronting South Latson at this location should share access off Beck Road.
- Access to the Future Transition Area should be integrated into the overall circulation plan for Areas A and B.
- Further access management standards are included in the Township's zoning ordinance and MDOT's Access Management Manual.

Building and Site Design

In order to establish a cohesive, high-quality campus at the South Latson interchange, it will be important to have consistent building and site design features.

- Entrances should be well defined and easily accessible by pedestrians.
- Buildings should orient toward South Latson where possible with parking given a less dominant presence along the corridor.
- Parking should be buffered with landscaping or decorative fencing.



- Understanding that a user like a hospital may need several stories for its patient wings, this plan seeks not to require a maximum building height. More importantly, any new building built along South Latson fronting the corridor should be built at a pedestrian scale at its Latson frontage.
- Stormwater should be consolidated and treated through low-impact design and retention ponds that contribute to the existing natural character of the site.
- Building orientation should be sensitive to wetlands and existing natural features and be situated to maximize the sight lines and pedestrian access to enjoy them.
- Materials should be of high quality brick, stone, glass, or similar, reflective of a well-designed modern research park or medical campus.
- Loading zones and waste receptacles should be well delineated and appropriately screened (see zoning ordinance).
- Lighting should be directed downward and fully shielded to eliminate an outward or upward glare, providing for adequate public safety without overly illuminating a site or building.
- Site lighting should consist of decorative fixtures, such as goose neck fixtures, and be architecturally integrated with the building style, materials and color. Pole fixtures should be located within landscaped islands or behind the curb or sidewalk.
- Monument signs should be well landscaped and have masonry bases.
- Signs should be comprised of an interesting design that adds interest to the business and the streetscape. Signs that have the appearance of a box sign are discouraged.
- Signs should be architecturally integrated with their surroundings in terms of size, shape, color, texture and lighting and not promote visual competition with other signs in the area.

County Planning Staff Comments:

- **Regarding the Streetscape design guidelines, staff is hopeful that the wayfinding signs installed at the interchange welcoming visitors to the Township and directing them to major landmarks, will include directions to the historic downtowns of Howell and Brighton.**
- **The Access and Circulation design guidelines add a lot of clarity to how the Interchange Commercial and Interchange Campus areas will be developed and function.**
- **Under Building and Site Design, County Planners recommend that Directory Signage be placed at the entrances to Interchange Campus Area A and Area B so that all uses within the campuses are visually recognizable to the pedestrian and vehicular visitor.**
- **The next section in the master plan is inadvertently lettered "E" Planned Unit Development, when "E" is already used for this section.**

Township Board Recommendation: At their July 15, 2013 meeting, the Genoa Charter Township Board recommended approval of distributing the draft Genoa Charter Township Master Plan to all surrounding municipalities in accordance with Section 41 of the Michigan Planning Enabling Act.

Staff Recommendation: Approval. The addition of design guidelines and illustrative maps for the Interchange Commercial and Interchange Campus land area, adds much greater understanding to the intended future of this I-96 Interchange area. The Township Planning Commission and staff should be commended for these enhancements that complete the Genoa Charter Township Master Plan.



Livingston County Department of Planning

Division of

HAZARD MITIGATION • PLANNING & MANAGEMENT RESEARCH • MAPPING SERVICES

August 22, 2012

GENOA TOWNSHIP
AUG 23 2013

Kathleen J. Kline-Hudson
AICP, PEM
Director

Genoa Charter Township Board of Trustees
c/o Polly Skolarus, Township Clerk
Genoa Charter Township Hall
2911 Door Road
Brighton, MI 48116

Nancy Vorhoff
Administrative Specialist

Re: **Planning Commission Review of Master Plan
Amendment MP-2-13**

Dear Board Members:

Robert A. Stanford
AICP, PEM
Principal Planner

The Livingston County Planning Commission met on Wednesday, August 21, 2013 and reviewed the master plan amendment referenced above. The Livingston County Planning Commissioners made the following recommendation:

Scott Barb
Principal Planner

MP-2-13 No Action - Encourage Further Review. The Livingston County Planning Commission commends Genoa Charter Township for all of their hard work on the 2013 Master Plan Update. The proposed master plan language contained in this review represents sound planning guidance. However, because the I-96 Interchange area of Genoa Charter Township is a vitally important gateway to much of central and southeast Livingston County, the County Planning Commission would like the opportunity to review the master plan document in its entirety after new language is drafted addressing the area of further consideration (along S. Latson to Crooked Lake) and an overlay plan for the area is established.

Copies of the staff review and draft Livingston County Planning Commission meeting minutes are enclosed. Do not hesitate to contact our office should you have any questions regarding these county actions.

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

(517) 546-7555
Fax (517) 552-2347

Web Site
co.livingston.mi.us

Sincerely,

Kathleen J. Kline-Hudson
Director

Enclosures

c: Doug Brown, Chair, Genoa Township Planning Commission
Kelly VanMarter, Assistant Township Manager/Community Development
Director

Meeting minutes and agendas are available at:
<http://www.livgov.com/plan/Pages/agendas.aspx>

LIVINGSTON COUNTY PLANNING COMMISSION
DRAFT - MEETING MINUTES

August 21, 2013

7:30 p.m.

304 E. Grand River Ave., Howell, Michigan

PLANNING COMMISSION		
COMMISSIONERS PRESENT:	REID KRINOCK, CHAIR BILL ANDERSON JAMES SPARKS	SYLVIA KENNEDY-CARRASCO MIKE HUBERT BRIAN PROKUDA
COMMISSIONERS ABSENT:	JEANNE CLUM, CO-CHAIR	
STAFF PRESENT:	KATHLEEN KLINE-HUDSON ROB STANFORD SCOTT BARB	
OTHERS PRESENT:	BOB HANVEY	

1. **CALL TO ORDER** Meeting was called to order by Commissioner Krinock at 7:31 P.M.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL AND INTRODUCTION OF GUESTS**
4. **APPROVAL OF AGENDA**

<p>IT WAS MOVED BY COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER HUBERT TO APPROVE THE AGENDA DATED AUGUST 21, 2013. All in favor, motion passed.</p>

5. **APPROVAL OF MINUTES**

<p>IT WAS MOVED BY COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER KENNEDY-CARRASCO TO APPROVE THE JULY 17, 2013 MINUTES, AS PRESENTED. All in favor, motion passed.</p>
--

6. **CALL TO THE PUBLIC** - There were no issues from the public.
7. **ZONING REVIEWS**

**A. Z-31-13 MARION TOWNSHIP - PROPOSED AMENDMENT TO ZONING ORDINANCE:
Amendments to Article III Definitions.**

The Marion Township Planning Commission is proposing to amend Article III, Section 3.02: Definitions.

Township Planning Commission Recommendation: APPROVAL. The Marion Township Planning Commission recommended approval of the text amendment at their April 23, 2013 meeting. There were no public comments at the April 23, 2013 public hearing.

Staff Recommendation: APPROVAL. The proposed text amendments are acceptable, reasonable and appropriate.

Commission Discussion: None.

Public Comment: Bob Harvey, Marion Township Supervisor, explained the rationale behind the amendments for Marion Township.

Commissioner Action: IT WAS MOVED BY COMMISSIONER PROKUDA TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER KENNEDY-CARRASCO.

All in favor, motion passed. 6-0

**B. Z-32-13 MARION TOWNSHIP - PROPOSED AMENDMENT TO ZONING ORDINANCE:
Amendments to Article VIII Residential Districts.**

The Marion Township Planning Commission is proposing several amendments to Article VIII – Residential Districts.

Township Planning Commission Recommendation: APPROVAL. The Marion Township Planning Commission recommended approval of the text amendment at their April 23, 2013 meeting. There were no public comments at the April 23, 2013 public hearing.

Staff Recommendation: APPROVAL. The proposed text amendments are acceptable, reasonable and appropriate.

Commission Discussion: None.

Public Comment: None.

Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER PROKUDA.

All in favor, motion passed. 6-0

**C. Z-33-13 MARION TOWNSHIP - PROPOSED AMENDMENT TO ZONING ORDINANCE:
Amendments to Article XVII Standards for Special Land Uses.**

The Marion Township Planning Commission is proposing several amendments to Article XVII Standards for Special Land Uses.

Township Planning Commission Recommendation: APPROVAL. The Marion Township Planning Commission recommended approval of the text amendment at their April 23, 2013 meeting. There were no public comments at the April 23, 2013 public hearing.

Staff Recommendation: APPROVAL. The proposed text amendments are acceptable, reasonable and appropriate.

Commission Discussion: None.

Public Comment: None.

Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER PROKUDA.
All in favor, motion passed. 6-0

D. Z-34-13 MARION TOWNSHIP - PROPOSED AMENDMENT TO ZONING ORDINANCE: Amendments to Article XVII Standards for Special Land Uses, Section 17.16 Group Day Care Homes.

The Marion Township Planning Commission is proposing several amendments to Article XVII: Standards for Specific Special Land Uses, Section 17.16: Group Day Care Homes.

Township Planning Commission Recommendation: APPROVAL. The Marion Township Planning Commission recommended approval of the text amendment at their April 23, 2013 meeting. There were no public comments at the April 23, 2013 public hearing.

Staff Recommendation: APPROVAL. The proposed text amendments are acceptable, reasonable and appropriate.

Commission Discussion: None.

Public Comment: None.

Commissioner Action: IT WAS MOVED BY COMMISSIONER KENNEDY-CARRASCO TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER ANDERSON.
All in favor, motion passed. 6-0

MP-02-13 GENOA TOWNSHIP AMENDMENTS TO MASTER PLAN AMENDMENT

The Genoa Charter Township Planning Commission proposes a 2013 Master Plan Update to the 2006 Genoa Township Master Plan. It is anticipated that, if adopted, this Plan update will be incorporated into the Master Plan for Genoa Charter Township.

Township Planning Commission Recommendation: APPROVAL. At their July 15, 2013 meeting, the Genoa Charter Township Board recommended approval of distributing the draft Genoa Charter Township Master Plan to all surrounding municipalities in accordance with Section 41 of the Michigan Planning Enabling Act for a 42 day review period. The Board also directed that the plan specify an area along Nixon Road to Crooked Lake Road for further consideration and that an overlay plan be developed identifying access points and potential building configurations.

At the meeting there was one public comment regarding this proposed master plan amendment. The comment was from a local business owner who stated that the Interchange Campus future land use is undefined as yet, but that he felt the Board was moving in the right direction with the overlay addition to the plan.

Staff Recommendation: APPROVAL WITH CONDITIONS. The review period for this plan feels a little premature without being provided the language regarding the Interchange Campus Design Guidelines. While County Planning Staff feels that the proposed master plan language contained in this review represents sound planning guidance, we would like the opportunity to review the Interchange Campus design guidelines when they are developed, since the I-96 Interchange area of Genoa Charter Township is a vitally important gateway to much of central and southeast Livingston County.

Commission Discussion: Planning Commissioners discussed the need to review the entire sub area plan prior to making any final recommendations on the proposed amendments to the Genoa Township Master Plan and are encouraging further review by the Township.

Public Comment: None.

Commissioner Action: IT WAS MOVED BY COMMISSIONER SPARKS TO RECOMMEND NO ACTION – ENCOURAGE FURTHER REVIEW, SECONDED BY COMMISSIONER KENNEDY-CARRASCO.

All in favor, motion passed. 6-0

8. OLD BUSINESS:

- a. **Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise for Comprehensive Economic Development Strategy (CEDs).**

9. REPORTS:

- a. **Distribution of County Planning publications.**

10. COMMISSIONERS HEARD AND CALL TO THE PUBLIC: None.

11. ADJOURNMENT

Commissioner Action: IT WAS MOVED BY COMMISSIONER SPARKS TO ADJOURN THE MEETING AT 8:15 PM, SECONDED BY COMMISSIONER PROKUDA.

All in favor, motion passed. 6-0.



Livingston County Department of Planning

Division of
HAZARD MITIGATION • PLANNING & MANAGEMENT RESEARCH • MAPPING SERVICES

MEMORANDUM

Kathleen J. Kline-Hudson
AICP, PEM
Director

TO: Livingston County Planning Commissioners and the
Genoa Charter Township Board of Trustees

FROM: Kathleen Kline-Hudson, Director

DATE: August 16, 2013

SUBJECT: MP-02-13 Amendments to June 2006 Genoa Charter Township
Master Plan

Nancy Vorhoff
Administrative Specialist

Robert A. Stanford
AICP, PEM
Principal Planner

The Genoa Charter Township Planning Commission proposes a 2013 Master Plan Update to the 2006 Genoa Township Master Plan. It is anticipated that, if adopted, this Plan update will be incorporated into the Master Plan for Genoa Charter Township.

Scott Barb
Principal Planner

Following is a summary of proposed Master Plan updates by section. Staff comments are noted in ***bold, italic underline***.

I. Introduction

Proposed updates to this section are very minimal. Most of the updates are to the master plan community goals. New goals have been added regarding: the provision of a variety of housing styles, types, and densities; the support of "aging in place" by providing housing, recreation and transportation options for seniors; the provision of technology-based development in appropriate areas of the township; the creation of outlots in underutilized parking lots for infill commercial development; working with economic development agencies, such as Ann Arbor Spark, to attract new business and jobs, and encourage entrepreneurship; preserving and encouraging growth and sustainability of existing Grand River commercial after the construction of the Latson interchange; provision of an integrated and phase design with careful consideration for new development at the Latson interchange; consideration of transit-oriented development for future passenger rail train to Ann Arbor; and coordination with MDOT to possibly create a narrow median along Grand River from the Lake Chemung interchange west to the Howell city limits.

II. Demographics

The framework of this section remains the same however, the text has been minimized from the current plan and growth trends, charts and tables of this section have been updated with 2010 Census figures. Several paragraphs regarding

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
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population projections (linear regression models vs. build-out modified exponential models) were removed.

County Planning Staff Comments:

- **The charts and tables in this section do not include the source of the data.**
- **The Educational Attainment figures listed in this draft are significantly different than the 2010 Census figures that County Planning has included in our community profiles for Genoa Township and Livingston County. See: <http://www.livgov.com/plan/econdev/Pages/census.aspx>**

III. Environmental Conditions

There are no significant changes proposed to this section; the text and the maps remain the same. Probably the most valuable portion of this chapter is the approximate 5 pages devoted to Natural Resource Management Strategies such as natural feature setbacks, slope protection, etc.

County Planning Staff Comments:

This section could be updated with mention of newer strategies such as Greenways which are explained in detail in Section VII Bikepaths And Greenways, or Low Impact Development (LID) and the Low Impact Development Manual for Michigan that serves as a valuable resource tool.

IV. Existing Land Use

This section remains largely the same. The most prominent change to this section is an updated Land Use Inventory (2012) that uses parcel based GIS which probably increases the accuracy of this inventory. Additionally, some new categories were added to the inventory such as: vacant; agriculture; and transportation, communication and utilities. Other land uses were re-categorized, for instance, private recreation became parks. New photos were also added to represent each existing land use category. The discussion of trends regarding each land use was greatly minimized.

V. Future Land Use

The majority of master plan updates were made to this section. Following is a summary of these proposed changes:

- The addition of Interchange Commercial and Interchange Campus future land use categories. All other future land use categories remain the same with the exception of a name change from Genoa Town Center to Mixed-Use Town Center and Planned Industrial to Research and Development.

Descriptions of the Interchange Commercial and Interchange Campus future land use categories are as follows:

Interchange Commercial: Rather than typical interchanges where gas stations and fast food establishments are built piecemeal with little consideration for aesthetics, the intent of this designation is to promote planned development of these interchange commercial



uses with high quality architecture. The new Latson interchange is envisioned to be the premier exit for travelers along I-96: a destination where they can get out of their vehicles to walk around, dine, and shop.

- Appropriate uses include fast food, sit-down restaurants, gas stations, retail, and entertainment.
- This area may be subject to design guidelines promoting walkability, increased landscaping standards, pedestrian – scale building siting and massing, and outdoor dining/gathering.
- Very few access points: each development shall provide access connections to adjacent properties so that there may be a shared access connection to a future traffic signal.

County Planning Staff Comments:

The Interchange Commercial future land use is mapped along the south side of the Latson/I-96 Interchange. It encompasses 70 acres and it will represent the smallest future land use area in the Township. It is the opinion of County Planning Staff that this description of Interchange Commercial should include a statement that suggests that this area will also serve as a gateway to the cities of Howell and Brighton, creating an environment that draws visitors to further exploration of the historic downtowns present in Howell and Brighton.

Interchange Campus: With the creation of a new interchange at Latson/Nixon in 2013, development pressures may exist for large-scale users seeking large parcels of land with convenient access to I-96. The intent is to create a district that will accommodate large-scale institutional campuses close to the interchange without leapfrog development further south.

- Possible principal uses alone or in combination: medical center/clinics, higher education satellite, corporate offices, high-tech research & development (with no external impacts), indoor sports center, conference center/hotel, health clubs, office centers, or senior living. Ancillary uses that have a direct connection to the principal use are allowed and should be part of the overall plan, such as limited restaurants and professional services when included as part of an overall development.
- Any large-scale development should be a well-planned, campus-like setting, planned in close coordination with the Township. Upon submittal of the first development proposal for this area, an overall development plan must be provided. This plan shall guide development in the interchange campus area including signs, access/circulation, building design, landscape, and streetscape.
- A well-landscaped entry corridor that includes a median, sidewalks, street trees, and ample places for pedestrians to cross S. Latson Road. This may require provision of 40' of right-of-way from the center of the road.

County Planning Staff Comments:

- **The Interchange Campus future land use is mapped along the south side of the Latson/I-96 Interchange. It encompasses 520 acres and it will represent the second largest non-residential future land use area (second to Public/Quasi-Public) in the Township.**
- **The first sentence in the description of this future land use area references the interchange at Latson/Nixon. This should be changed since Nixon Road will be renamed to S. Latson Road.**



- **The list of Future Land Uses in the margin of page 5-3 does not contain the two new FLU categories and it incorrectly lists Planned Industrial (instead of Research & Development) and Planned Unit Development.**

The next subsection of Future Land Use text regards the Genoa Charter Township Growth Boundary that marks the separation between rural and urban areas of the community and defines land that can efficiently support urban services such as sewer, water and roads. Land within the growth boundary is separated into a Primary Growth area and a Secondary Growth area. The text of this subsection remains the same as the current master plan language with two additions: a new paragraph that explains that utilities have been extended south of the new I-96 interchange which was a determining factor in the planned land uses for that area (and inclusion in the Primary Growth Area), and a new growth boundary map that depicts how the growth boundary largely follows the Grand River and I-96 corridors, and the land area adjacent to the City of Brighton.

The remainder of the Future Land Use section contains detailed design guidelines for the Mixed-Use Town Center future land use area of the Township (Grand River, Hughes & Dorr roads) and the I-96/Latson Road Subarea. The design guidelines for the Mixed Use Town Center are the same as contained in the current master plan. The design guidelines for the I-96/Latson Road Subarea only address the Interchange Commercial FLU north of I-96 and south of Grand River Avenue, and most of the language is the same as that contained in the current master plan. Following this language is a note that states "Interchange Campus Design Guidelines – In process, to be completed during review process." This note is followed by a very good map of the I-96/Latson Road subarea.

County Planning Staff Comments:

- **The first paragraph of the I-96/Latson Road Subarea Plan has many references to Nixon Road, which will soon be incorrect when the road is re-named to S. Latson. The subarea map also references Nixon Road.**
- **Staff has concerns regarding how the Interchange Campus FLU will be developed in the future. Proposed language on page 5-7 states "Upon submittal of the first development proposal for this area, an overall development plan must be provided. This plan shall guide development in the interchange campus area including signs, access/circulation, building design, landscape, and streetscape."**

It remains to be seen how the Township will further define this relationship between the Township and a future developer. As currently stated in the plan update, Staff is conflicted as to whether this approach demonstrates good design flexibility OR whether this approach is giving too much control to the developer and limiting the Township's ability to coordinate development. It seems rather contrary that the Township has provided very thorough design guidelines for the Mixed-Use Town Center area, but may not for the Interchange Campus area. Utilizing a form-based code approach may be a good method for establishing a vision for the Interchange Campus subarea.

Lastly, the master plan concludes subsections about Planned Unit Developments and Residential Design Guidelines. The language of these subsections has not been updated.



VI. Transportation

The Transportation section of the master plan has been updated in several ways including:

- A new Complete Streets section of text that addresses travel for pedestrians and bicyclists, and how this travel should be safe, and provide a variety of routes. Provision of this text in a master plan is now required by the Michigan Planning Enabling Act.
- Information about the new I-96 interchange under construction, which includes the following improvements:
 1. A diamond interchange which can accommodate two loop ramps in the future if the increased traffic volumes along Latson Road require them.
 2. A third crossing of I-96 at Latson Road which will increase north-south mobility in the community (currently only Dorr and Chilson Roads cross I-96 in Genoa Township).
 3. Nixon road will be renamed S. Latson Road and will be upgraded to an asphalt roadway south of the interchange with 2 lanes and turning pockets at intersections.
 4. Relocation of Beck Road and Grand Oaks Drive around the interchange ramp area.
 5. Widening of the Latson and Grand River intersection to 7 lanes at each approach with dual left turns in all directions.
 6. A large detention pond located north of I-96 at the previous rest area property.
- An updated Trip Generation Rate table (Source: Institute of Transportation Engineers, Trip Generation Manual, 7th Edition).
- An updated Traffic Conditions Map based upon SEMCOG crash rates between 2006-2010.
- A recommendation to reconstruct Grand River Avenue with a narrow median in the existing right-of-way to reduce pedestrian and traffic conflicts thereby improving safety and traffic operations.
- A recommendation that the Township request a traffic signal study by MDOT to determine if a new signal could be installed and timed to coordinate the traffic flow where the Meijer driveway and Hampton Ridge access road intersect with Latson Road (a location of long traffic delays).

County Planning Staff Comments:

- The reference to I-96 being a "limited access" highway on page 6-3 should probably be removed.
- Table 13 Comparison of Trip Generation Rates, has two empty lines in it that may or may not be intentional.
- On page 6-13 the Livingston County Airport should be noted as Livingston County Spencer J. Hardy Airport.
- On page 6-13 under Other Modes of Transportation, a paragraph about the future WALLY computer rail might be included.
- On pages 6-2 and 6-3 under Complete Streets, a paragraph about the future Cross Town Trail might be included.

VII. Bikepaths And Greenways

The Bikepaths And Greenways section of the master plan was formerly titled Greenways and Pathways. Minor updates are proposed to this section including:



- Updated information about the recreational amenities provided on the Township Hall property.
- The C. Pathways text has been updated with information about proposed pathways along Grand River Avenue, Latson/Chilson Roads, and Dorr Road. For instance, the text notes that the new interchange at Latson Road will include a pedestrian pathway that continues south to Crooked Lake and Three Fires school.
- A new Pathway Plan map shows pathways that are: Complete; Programmed; and Planned.

VIII. Implementation

The Implementation section of the master plan has been updated in several ways including:

- A new portion of text entitled A. Tenets of Successful Implementation. This text explains the processes involved in implementing a master plan over the course of the next five to ten years. Suggestions for implementing the plan include: Township department, board and commission decision-making that is consistent with and in support of master plan implementation; consideration of the master plan by developers, corporations, and land owners when making investment decisions; and collaboration between the Township and other community partners.
- New language regarding zoning recommendations with an explanation of how plan categories generally correspond to zoning districts, accompanied by a new table that indicates this relationship. This table and corresponding notes are intended to guide the Planning Commission in determining the appropriate zoning district based upon the context of the surrounding area.

Lastly, this section contains an Action Plan and a list of Township Implementation Funding Sources that is nearly identical to the implementation text contained in the current master plan. The only changes to note in the Action Plan is the deletion of the I-96 Interchange as a Plan Recommendation since interchange construction is already underway, and deletion of a reference to the Transportation Efficiency Act since this funding source is no longer available.

County Planning Staff Comments:

- **The table on page 8-3 does not contain a heading for the Master Plan Categories of land use.**

Township Board Recommendation: At their July 15, 2013 meeting, the Genoa Charter Township Board recommended approval of distributing the draft Genoa Charter Township Master Plan to all surrounding municipalities in accordance with Section 41 of the Michigan Planning Enabling Act for a 42 day review period. The Board also directed that the plan specify an area along Nixon Road to Crooked Lake Road for further consideration and that an overlay plan be developed identifying access points and potential building configurations.

At the meeting there was one public comment regarding this proposed master plan amendment. The comment was from a local business owner who stated that the Interchange Campus future land use is undefined as yet, but that he felt the Board was moving in the right direction with the overlay addition to the plan.



MP-02-13
August 16, 2013
Page 7

Staff Recommendation: Approval With Conditions. The review period for this plan feels a little premature without being provided the language regarding the Interchange Campus Design Guidelines. While County Planning Staff feels that the proposed master plan language contained in this review represents sound planning guidance, we would like the opportunity to review the Interchange Campus design guidelines when they are developed, since the I-96 Interchange area of Genoa Charter Township is a vitally important gateway to much of central and southeast Livingston County.

Kelly VanMarter

From: Gary McCririe <garymccririe@gmail.com>
Sent: Thursday, August 08, 2013 8:06 AM
To: Kelly VanMarter
Subject: Fwd: new bridge

FYI for master plan file

Sent from my iPad

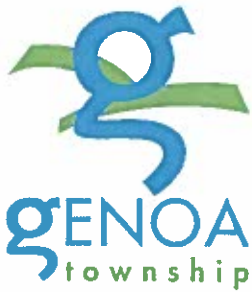
Begin forwarded message:

Resent-From: <gary@genoa.org>
From: Mike Horan <redimix01@yahoo.com>
Date: August 7, 2013, 11:20:13 AM EDT
To: "gary@genoa.org" <gary@genoa.org>
Subject: new bridge
Reply-To: Mike Horan <redimix01@yahoo.com>

Mr. McCrieri

I live on Euler Rd in the township. I have been following the Latson Rd bridge development for the last many years and am pleased to see it under construction. This will open up the Latson Rd area for more use than it already has achieved, and that is all a boost to our taxable dollars. I have been reading that some property owners on the south side of I-96 do not want to loose the residential area they have lived in and do not want zoning changes to allow more development on that southern 96 area. I can empathize with them but I do not agree with them. The township invested a large sum of our tax payers dollars to make sure that bridge got built, it was an investment in our future with the idea that we would get repaid in future growth of taxable new businesses. It makes sense. We have come this far and it is the time to maximize our investment. The bridge being built is not a small bridge or small interchange, it is designed to handle a lot of traffic. The Beck Rd area will be an attractive place for a multitude of businesses that will take advantage of a major interchange. I support the zoning of the Beck Rd area for commercial use. I would even support light industrial.

Regards
Mike Horan



2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

October 23, 2013

c/o Ms. Amy Cyphert, Planning & Zoning Director
City of Brighton Planning Commission
200 N. First St.
Brighton, MI 48116

Re: Genoa Charter Township Draft Master Plan

Dear Ms. Cyphert and City of Brighton Planning Commission Members,

Thank you for providing your letter dated September 17, offering input related to the Genoa Township Draft Master Plan. As we guide the future of our communities it will be important to continue to work together and we welcome your comments.

Your recommendation that higher density residential land uses be available "adjacent to the City of Brighton boundaries" will be taken into consideration.

Again, thank you for taking the time to comment.

Sincerely,

Kelly VanMarter
Assistant Township Manager / Community Development Director
KKV/kp

cc: Livingston County Planning Dept.

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

Linda Rowell



CITY OF BRIGHTON

"Providing quality service"

GENOA TOWNSHIP

SEP 18

RECEIVED

City Hall
200 N. First St.
Brighton, MI 48116-1593
(810) 227-1911
Fax: 227-6420
TDD Phone (810)227-8357

City Manager
225-8022
City Clerk
227-0463
Human Resources Director
225-9251
Cemetery/ Voter
Registration
227-0463

Community Development
Building
227-9005
Building Inspection Line
227-0419
Planning / Zoning
225-9257
Community Development/
DDA
225-8025

Finance
Accounts Payable
225-8019
Assessing Assistant
227-9006
City Assessor
225-8024
City Treasurer
225-8023
Finance Director
225-9283
Assistant Finance Director
227-7738
Property Taxes
227-0179
Utility Billing
225-8041

Police Department
440 S. Third St.
(810) 227-2700
Fax: 227-2063

Department of Public
Services
420 S. Third St.
(810) 225-8001
Fax: 225-9249
DPS Director
225-9284
Assistant DPS Director
225-9282
Water Plant
227-2968
Wastewater Plant
227-9479

September 17, 2013

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

Re: Genoa Charter Township Draft Master Plan Amendment

Dear Ms. VanMarter:

On behalf of the City of Brighton Planning Commission, we want to thank you for the opportunity to review and comment on the Township's Draft Master Plan Amendment dated August 2013. Please take into account the following suggestion prior to the adoption of the Master Plan:

1. Higher density residential land uses should be considered adjacent to the City of Brighton boundaries.
 - a. Existing sewer and water extensions may be available which would allow for the reduction in duplicated utility services.
 - b. This would provide an overall cohesive walkable community and reduce time spent in an automobile due to residential land uses located in closer proximity to services (stores, recreation, schools, etc.).
 - c. As page 2-1 of your plan states "growth in Genoa Township has been influenced by development in its two neighboring cities, Howell and Brighton. Since available land is limited in those cities, developers have sought locations in Genoa Township." If that statement is true, then providing higher density residential development adjacent to those cities could spur growth within the Township's boundaries.
 - d. This would increase the population and tax base in Genoa Township since we have witnessed a high demand for new housing within close proximity to services and the demand for people to live in or near the City.

Once again, thank you for the opportunity to review and comment on the draft Master Plan Amendment, and the Planning Commission hopes you consider their comments. If you have any questions, feel free to contact me at 810-225-9257 or cypherta@brightoncity.org.



CITY OF BRIGHTON

"Providing quality service"

City Hall

200 N. First St.
Brighton, MI 48116-1593
(810) 227-1911
Fax# 227-6420
TDD Phone: (810) 227-8357

City Manager

225-8022
City Clerk
227-0463
Human Resources Director
225-9251
Cemetery/ Voter
Registration
227-0463

Community Development

Building
227-9005
Building Inspection Line
227-0419
Planning / Zoning
225-9257
Community Development/
DDA
225-8025

Finance

Accounts Payable
225-8019
Assessing Assistant
227-9006
City Assessor
225-8024
City Treasurer
225-8023
Finance Director
225-9283
Assistant Finance Director
227-7738
Property Taxes
227-0179
Utility Billing
225-8041

Police Department

440 S. Third St.
(810) 227-2700
Fax# 227-2063

**Department of Public
Services**

420 S. Third St.
(810) 225-8001
Fax# 225-9249
DPS Director
225-9284
Assistant DPS Director
225-9282
Water Plant
227-2968
Wastewater Plant
227-9479

Sincerely,

Amy Cyphert
Planning & Zoning Director

Cc: City Planning Commission Members
Livingston County Planning Dept.

CITY OF HOWELL
MEMORANDUM

TO: Planning Commission

FROM: Erin Perdu, Interim Planning & Zoning Administrator

RE: Genoa Township Master Plan Update

DATE: September 11, 2013

As required by the Planning Enabling Act of the State of Michigan Genoa Township has submitted their Master Plan update to the City Planning Commission for our review and comment. The complete document can be found at <http://www.genoa.org/departments/planningzoning/masterplan> and a copy of the Table of Contents and Executive Summary are included in your packet.

The sections that are particularly relevant for the City include the following:

- Future Land Use Plan:
 - Growth Boundary: the proposed growth boundary for the Township includes the Grand River/I-96 corridor between the cities of Brighton and Howell (see attached map). The area adjacent to the City is designated as a “Primary Growth Area”, and is characterized by higher density single and multi-family residential development than much of the township and commercial centers along Grand River. This type of development is not a significant departure from the existing land use pattern in the area.
 - Future Land Use: Again, there are no uses planned near the border with the City of Howell that are significantly different than the existing land use pattern.
 - Mixed Use Center: The Township has included a Mixed Use Town Center concept in the future land use plan at the intersection of Grand River and Dorr Rd. (east of the Lake Chemung interchange). The area is described in the Plan as “a compact area for housing, shopping, employment, cultural and recreational activities in a pedestrian-friendly, vital and attractive neighborhood”. Given the scale of development described, staff does not anticipate any negative effects on the City or our downtown businesses.

- Transportation:
 - The Plan includes a goal of promoting “complete streets” through a non-motorized network. We would welcome the opportunity to work with the Township as they plan these improvements to ensure that they connect with the City’s sidewalk network. There is also a notable goal in this section to coordinate with MDOT to pursue the possibility of a narrow median along Grand River from the City boundary to the Lake Chemung interchange.
 - Grand River Access Management Study: The City, along with the Township, participated in the SEMCOG-led Grand River Access Management Study in

2011-2012. We would anticipate that the Township would consult the analysis provided in that plan when contemplating any changes to the corridor.

- Design:
 - There are several sections of the plan which describe an emphasis on quality design (the Genoa Town Center and the Residential Design Standards in particular). We support this emphasis on urban design principals, with the hope that future development will minimize the negative effects of strip-type development that can impact the region.

Please share any additional comments you have on the Plan at the meeting and I will forward all comments to the Township for their consideration.

OFFICE OF THE PLANNING DIRECTOR
David R. Campbell, AICP

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax
dcampbell@hartlandtwp.com



Supervisor
William J. Fountain

Clerk
Larry Hopkins

Treasurer
Kathleen A. Horning

Trustees
Joseph W. Colaianni
Matthew J. Germane
Glenn E. Harper
Joseph M. Petrucci

September 24, 2013

Kelly VanMarter, AICP
Assistant Township Manager
Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116

Dear Ms. VanMarter,

Hartland Township is in receipt of the CD containing the proposed update to the Genoa Township Master Plan. General discussion of the Master Plan update is scheduled for the September 26, 2013 Hartland Township Planning Commission meeting.

Per your request and the provisions of Section 41 of the Michigan Planning Enabling Act, staff has reviewed the update and offers "no comments" regarding the plan.

Please accept our congratulations on the completion of the draft Genoa Township Master Plan amendment and we appreciate the opportunity to review and comment.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Campbell', is written over the printed name.

David R. Campbell AICP
Planning Director

**NOTICE OF PUBLIC HEARING ON PROPOSED
MASTER PLAN UPDATE
November 25, 2013 at 6:30 p.m.
GENOA CHARTER TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN**

PLEASE TAKE NOTICE that the Genoa Charter Township Planning Commission will conduct a public hearing to consider the recommendation of the Master Plan update to the Genoa Charter Township Board on Monday, November 25, 2013, commencing at 6:30 p.m. at the Genoa Charter Township Hall, 2911 Dorr Road, Brighton, Michigan 48116, as required under the provisions of the Michigan Planning Enabling Act.

PLEASE TAKE FURTHER NOTICE that the Master Plan update has been submitted for public comment to the interested entities as required under Section 41 of the Michigan Planning Enabling Act, and the Planning Commission hereby welcomes public comment on the updated plan. A copy of the Master Plan is available at the Township Hall, or is available on the Township's website at www.genoa.org. You are also invited to obtain a copy of the Master Plan in a CD PDF format or printed format and may do so by contacting the Planning Department at the address and phone number listed below.

PLEASE TAKE FURTHER NOTICE that such other and further matters as may properly come before the Planning Commission may be considered at the public hearing. You are invited to attend this hearing. If you are unable to attend, please call or submit written comments in lieu of a personal appearance, or if you wish to request a copy of the Master Plan please call or write:

GENOA CHARTER TOWNSHIP
ATTN: KELLY VANMARTER, ASSISTANT TOWNSHIP MANAGER
2911 DORR ROAD
BRIGHTON, MI 48116
810-227-5225
kelly@genoa.org

All materials relating to these requests may be examined at the Genoa Township Hall during normal business hours.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to Genoa Charter Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township by writing or calling the Township.

11-08-2013 DAILY 165535

GENOA CHARTER TOWNSHIP PLANNING COMMISSION
By: Douglas Brown, Chairman

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING
NOVEMBER 25, 2013
6:30 P.M.**

The Genoa Township Planning Commission will hold a public hearing at 6:30 p.m. on November 25, 2013 requesting recommendation of the following:

OPEN PUBLIC HEARING #1... Review of site plan, special use application, and environmental impact assessment to construct a new 2,837 square foot Odoba drive through restaurant located at the Mejer outlet at 3883 E. Grand River, Howell, petitioned by Kevin Egnatuk of Southwind Restaurants, LLC.

OPEN PUBLIC HEARING #2... Review of proposed Master Plan Update

Please address any written comments to the Genoa Township Planning Commission at 2911 Dorr Rd, Brighton, MI 48116 or via email at kathryn@genoa.org. All materials relating to this request are available for public inspection at the Genoa Township Hall prior to the hearing.

Genoa Township will provide necessary reasonable auxiliary aides and services to individuals with disabilities who are planning to attend. Please contact the Genoa Township Hall at (810) 227-5225 in advance of the meeting if you need assistance.

(11-08-2013 DAILY 165512)



NOTICE OF PUBLIC HEARING ON PROPOSED MASTER PLAN UPDATE

November 25, 2013 at 6:30 p.m.

GENOA CHARTER TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

PLEASE TAKE NOTICE that the Genoa Charter Township Planning Commission will conduct a public hearing to consider the recommendation of the Master Plan update to the Genoa Charter Township Board on Monday, November 25, 2013, commencing at 6:30 p.m. at the Genoa Charter Township Hall, 2911 Dorr Road, Brighton, Michigan 48116, as required under the provisions of the Michigan Planning Enabling Act.

PLEASE TAKE FURTHER NOTICE that the Master Plan update has been submitted for public comment to the interested entities as required under Section 41 of the Michigan Planning Enabling Act, and the Planning Commission hereby welcomes public comment on the updated plan. A copy of the Master Plan is available at the Township Hall, or is available on the Township's website at www.genoa.org. You are also invited to obtain a copy of the Master Plan in a CD PDF format or printed format and may do so by contacting the Planning Department at the address and phone number listed below.

PLEASE TAKE FURTHER NOTICE that such other and further matters as may properly come before the Planning Commission may be considered at the public hearing.

You are invited to attend this hearing. If you are unable to attend, please call or submit written comments in lieu of a personal appearance, or if you wish to request a copy of the Master Plan please call or write:

GENOA CHARTER TOWNSHIP
ATTN: KELLY VANMARTER, ASSISTANT TOWNSHIP MANAGER
2911 DORR ROAD
BRIGHTON, MI 48116
810-227-5225
kelly@genoa.org

All materials relating to these requests may be examined at the Genoa Township Hall during normal business hours.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to Genoa Charter Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township by writing or calling the Township.

GENOA CHARTER TOWNSHIP PLANNING COMMISSION

By: Douglas Brown, Chairman

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

Linda Rowell



2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

August 12, 2013

Livingston County
Planning Commission
304 E. Grand River
Howell, MI 48843

Re: Draft Master Plan Amendment for Your Review

Honorable Chair and Commission Members:

Please be advised that Genoa Township has prepared a proposed Master Plan update. The Genoa Township Board authorized distribution of the plan on Monday, July 15th, 2013. A disk containing a copy of the document is enclosed herein for your review.

It is anticipated that, if adopted, this Plan will be incorporated into the Master Plan for Genoa Charter Township as a Master Plan amendment. The draft is also being distributed to surrounding municipalities in accordance with Section 41 of the Michigan Planning Enabling Act (Public Act 33 of 2008). According to the Act, before a municipality adopts a new Master Plan or updates thereto, it must first send a draft copy of the Master Plan to all contiguous local governments, as well as the County for their review and comment. If requested, copies of the plan will also be forwarded to public utility companies operating in Genoa Charter Township.

According to the Act, the various municipalities and agencies have 42 days to review and submit comments on this Master Plan amendment to Genoa Township and the County (if they choose to do so). Any comments should be submitted in writing no later than September 25, 2013 to:

Kelly VanMarter, AICP – Assistant Township Manager
Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116
kelly@genoa.org

Thank you for your participation in this matter.

Regards,

Doug Brown, Chairman
Genoa Township Planning Commission

Cc: Master Plan Update File
Genoa Township Planning Commissioners

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

MANAGER

Michael C. Archinal

Livingston County
Planning Commission
304 E. Grand River
Howell, MI 48843

City of Brighton
Planning Commission
200 N. First Street
Brighton, MI 48116

City of Howell
Planning Commission
611 E. Grand River
Howell, MI 48843

Brighton Township
Planning Commission
4363 Buno Road
Brighton, MI 48116

Hamburg Township
Planning Commission
10405 Merrill Road
Hamburg, MI 48139

Hartland Township
Planning Commission
3191 Hartland Road
Hartland, MI 48353

Marion Township
Planning Commission
2877 W. Coon Lake Road
Howell, MI 48843

Putnam Township
Planning Commission
131 S. Howell
Pinckney, MI 48169

Oceola Township
Planning Commission
1577 W. Latson Road
Howell, MI 48843

SEMCOG
535 Griswold Street, Ste. 300
Detroit, MI 48226

Howell Township
Planning Commission
3525 Byron Road
Howell, MI 48843

Green Oak Charter Township
Planning Commission
10001 Silver Lake Road
Brighton, MI 48116

SPARK – Livingston County
c/o Phil Santer
201 S. Division St., Suite 430
Ann Arbor, MI 48104

2013 MASTER PLAN UPDATE

Genoa Charter Township Livingston County, Michigan

Access the Master Plan Update [here](#).



MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 12/12/13

RE: Capital Improvements Program

Because of the large amount of material in Monday's Board packet related to the Master Plan and other items we will push the review of the Capital Improvements Program to the January 6th meeting.



MEMORANDUM

TO: Township Board
FROM: Ron Akers, Zoning Official
DATE: 12-3-13
RE: Draft Zoning Board of Appeals Rules of Procedure

Attached is the draft Zoning Board of Appeals Rules of Procedure. The purpose of this document is to organize and record the procedures that the Zoning Board of Appeals uses to promote consistency and ensure that best practices are followed during meetings. We are at a stage in the development of these rules where we are requesting review and comments should there be any. Should members of the Township Board have any comments regarding the proposed rules of procedure, please feel free to contact me by phone (810)-227-5225, by e-mail (ron@genoa.org) or in person. Thank you and I look forward to your comments.

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mattensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

**GENOA CHARTER TOWNSHIP
ZONING BOARD OF APPEALS RULES OF PROCEDURE**
Effective (blank)

ARTICLE 1: AUTHORITY

These rules of procedure are adopted by the Genoa Charter Township Zoning Board of Appeals (hereinafter referred to as the “Board of Appeals”), to facilitate the duties of the Board of Appeals as outlined in Public Act 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et. seq.) and the Genoa Charter Township Zoning Ordinance.

ARTICLE 2: MEMBERSHIP

Section 1. The Board of Appeals shall consist of five (5) members as follows:

- A. Planning Commission Member.** The first member shall be a member of the Township Planning Commission.
- B. Other Members.** The remaining members shall be selected and appointed by the Township Board from among electors residing in the unincorporated area of the Township.
- C. Township Trustee.** Only one member may be from the Township Board and their membership term shall be limited to the time they are a member of the Township Board.
- D. Alternates.** The Township Board may appoint not more than two (2) alternate members for the same term as regular members to the Board of Appeals.
- E. Terms.** Terms shall be for three (3) years, except for members serving because of their membership on the Planning Commission or Township Board, whose terms shall be limited to the time they are members of those respective boards. Any vacancies shall be filled within one (1) month after the vacancy occurs. Vacancies for unexpired terms shall be filled for the remainder of the term.
- F. Removal.** Members of the Board of Appeals shall be removable by the Township Board for misfeasance, malfeasance or nonfeasance, upon filing of written charges and after a public hearing before the Township Board.
- G. Resignation.** A member may resign from the Board of Appeals by sending a letter of resignation to the Township Supervisor or the Township Board.

Section 2. Members of the Board of Appeals shall be subject to the following membership requirements.

- A. Attendance.** If any member of the Board of Appeals is absent from three (3) consecutive meetings then that member shall be considered delinquent. Delinquency can be grounds

for the Township Board to remove a member of the Board of Appeals for nonperformance of duty or misconduct after holding a public hearing on the matter.

B. Training. Members of the Board of Appeals should participate in training opportunities when they are available. Participating in training is not mandatory for membership, but it is strongly encouraged.

C. Staff Support. Township staff will have the ability to participate in discussion with the Board of Appeals and nothing else. Township staff cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply with attendance requirements in these rules of procedure. Township staff includes staff, agents and consultants of Genoa Charter Township. Other individuals may be allowed to participate in discussion at the discretion of the chairperson.

ARTICLE 3: OFFICERS

Section 1. The Officers of the Board of Appeals shall be a chairperson and a vice-chairperson. The Township Board representative shall not serve as an officer.

A. Duties of the Chairperson. The chairperson shall preside at all meetings and hearings of the Board of Appeals, shall have the duties normally conferred by parliamentary usage on such officers and shall serve as the liaison between the Board of Appeals and Township Staff.

B. Duties of the Vice-Chairperson. The vice-chairperson shall preside and exercise all of the duties of the chairperson in his/her absence. Should neither the chairperson nor the vice-chairperson be present at a meeting, a temporary chairperson shall be elected by a majority vote of the members present.

Section 2. The duties of the Planning Commission representative and Township Board representative shall be as follows:

A. Duties of the Township Board Representative. The Township Board representative shall report the actions of the Board of Appeals to the Township Board and shall update the Board of Appeals on the actions of the Township Board.

B. Duties of the Planning Commission Representative. The Planning Commission representative shall report the actions of the Board of Appeals to the Planning Commission and shall update the Board of Appeals on the actions of the Planning Commission.

Section 3. The election of officers shall be carried out in the following manner.

A. Elections. At the first meeting of the calendar year, the Board of Appeals shall select from its membership a chairperson and a vice-chairperson who shall serve for a twelve-month period and who shall be eligible for re-election. A candidate receiving a majority

vote of the membership present shall be declared elected. Newly elected officers will assume their office at the next meeting.

- B. Vacancies.** Vacancies in office shall be filled by regular election procedure and shall only serve the remainder of the term.

ARTICLE 4: ADMINISTRATIVE DUTIES

Section 1. Duties of Township Staff. Township Staff is responsible for the execution of documents in the name of the Board of Appeals and shall perform the duties hereinafter listed below, and other such duties as the Board of Appeals may determine.

- A. Minutes.** Township Staff shall be responsible for the permanent record of the minutes and shall have them recorded in suitable permanent records.
- B. Correspondence.** Township Staff shall be responsible for the issuance of formal written correspondence with other groups or persons, as directed by the Board of Appeals.
- C. Attendance.** Township Staff shall be responsible for maintaining an attendance record for each member of the Board of Appeals.
- D. Notices/Agenda.** Township Staff shall issue such notices and prepare the agendas for all meetings.

ARTICLE 5: MEETINGS

Section 1. Regular Meetings. Regular meetings of the Board of Appeals shall be held the third Tuesday of every month. The dates and times shall be posted at the Township Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted in the same manner as originally established. When a regular meeting falls on or near a legal holiday, suitable alternate dates in the same month shall be selected in accordance with the Open Meetings Act.

Section 2. Meeting Notices. All meetings shall be posted at the Township Hall according to the Open Meetings Act. The notice shall include the date, time and place of the meeting.

Section 3. Special Meetings. A special meeting may be called by three members of the Board of Appeals upon written request to the chairperson or by the chairperson himself/herself. The business which the Board of Appeals may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and Township Staff shall send notice of a special meeting to Board of Appeals members.

Section 4. Open Meetings. All meetings of the Board of Appeals shall be opened to the public and held in a place available to the general public. A person shall be permitted to address the Board of Appeals during call to the public. A person shall not be excluded from a meeting of the Board of Appeals except for breach of the peace, committed at the meeting.

Section 5. Public Record. All meetings, minutes, records, documents, correspondence, and other materials of the Board of Appeals shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

Section 6. Minutes. Board of Appeals minutes shall be prepared by the Recording Secretary of the Board of Appeals. The minutes shall contain a brief synopsis of the meeting, complete statement of the conditions or recommendations made on any action; and recording of attendance.

Section 7. Quorum. In order for the Board of Appeals to conduct business or take any official action, a quorum consisting of the majority of the voting members of the Board of Appeals shall be present. When a quorum is not present, no official action, except for closing of the meeting shall occur. The members of the Board of Appeals may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting.

Section 8. Voting. An affirmative vote of the Commission members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Board of Appeals member or directed by the chairperson. All Board of Appeals members shall vote on every motion placed on the floor unless there is conflict of interest, as established in ARTICLE 6.

Any member abstaining from a vote shall indicate their intention to abstain prior to any discussion on that item and shall not participate in the discussion of that item.

Section 9. Agenda. A written agenda for all regular meetings shall be prepared as follows:

The required agenda items for all regular meetings shall be:

- A. Call to order
- B. Pledge of Allegiance
- C. Introduction
- D. Approval of Agenda
- E. Declaration of Conflict of Interest
- F. Call to the Public
- G. Administrative Business
- H. Adjournment

Section 10. Rules of Order. All meetings of the Board of Appeals shall be conducted in accordance with generally accepted parliamentary procedure, as governed by “Robert’s Rules of Order”.

Section 11. Public Hearings. Hearings shall be scheduled and due notice given in accordance with the Genoa Township Zoning Ordinance and the Michigan Zoning Enabling Act. Public

hearings conducted by the Board of Appeals shall be run in an orderly and timely fashion. This shall be accomplished by the established hearing procedures as follows.

- A. Prior to holding a public hearing for any variance request, interpretation or appeal of administrative decision, the chairperson shall explain to the public the criteria in the zoning ordinance for how that decision is made.
- B. Announce Subject. The chairperson announces each agenda item and describes the subject to be considered.
- C. Open Public Hearing. The chairperson summarizes the hearing rules and then opens the hearing to the floor.
- D. Close Public Hearing. The chairperson should give ample opportunity for comment, including a “last call” for comments. The chairperson will then close the hearing.
- E. Deliberation. Any action of the Board of Appeals must be supported by reasonable findings and conclusions, which will become part of the record through minutes, resolutions, staff reports, etc. All motions shall summarize these findings, or provide reasons for the suggested action. If a matter is tabled to a specific meeting date, it is not necessary to re-advertise the hearing so long as the public hearing was opened and closed and proper notice as specified in the zoning ordinance and Zoning Enabling Act was given.
- F. Action. After deliberation, the Board of Appeals may take any of the following actions:
 - 1. In the event of a variance request, the Board of Appeals may table the request, approve the request, deny the request or approve the request with conditions.
 - 2. In the event of an administrative appeal, the Board of Appeals may decide in favor of the Zoning Administrator or may reverse any order, requirements, decision, or determination of the Zoning Administrator.
 - 3. In the event of a request to make an interpretation of the zoning ordinance, the Board of Appeals may take action explaining the interpretation.

ARTICLE 6: CONFLICT OF INTEREST

Section 1. Declaration of Conflict. No Board of Appeals member shall participate in any matter where they have a conflict of interest. Board of Appeals members shall declare a conflict of interest when any one (1) or more of the following occur:

- A. A relative or other family member is involved in any request for which the Board of Appeals is asked to make a decision.
- B. The Board of Appeals member has a business or financial interest in the property involved in the request, or has a business or financial interest in the applicant’s company, agency, or association.
- C. The Board of Appeals member owns or has a financial interest in neighboring property. For purposes of this Section, a neighboring property shall include any property falling within the notification radius for the request, as required by the zoning ordinance and Michigan Zoning Enabling Act.

D. There is a reasonable appearance of a conflict of interest, as determined by the Board of Appeals member declaring such conflict.

Section 2. Requirements. Prior to discussion on a request, the Board of Appeals member shall do all of the following to declare a conflict:

A. Announce a conflict of interest and state its general nature.

B. Abstain from any discussion or votes relative to the matter which is the subject of the conflict.

C. Absent himself/herself from the room in which the discussion and voting take place.

ARTICLE 7: POWERS OF THE ZONING BOARD OF APPEALS

Section 1. The Board of Appeals shall have the following powers/duties as granted by the Michigan Zoning Enabling Act and the Genoa Township Zoning Ordinance:

A. Appeal of Administrative Decisions. To hear and decide appeals where it is alleged by an appellant that there is an error in any order, requirement, permit, decision, or refusal made by the Planning Commission or any administrative official charged with administration or enforcement of the zoning ordinance.

B. Variances (Dimensional and Use). To authorize, upon a variance from the strict application of the provisions of the zoning ordinance, where by reason of exceptional narrowness, shallowness, shape or area of a specific piece of property at the time of enactment of the zoning ordinance or by reason of exceptional topographic conditions or other extraordinary or exceptional conditions of such property, the strict application of the regulations enacted would result in peculiar or exceptional practical difficulties to, or exceptional undue hardship upon the owner of such property, provided such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zoning ordinance.

C. Interpretation. Upon request of the Planning Commission or any administrative or enforcement officer charged with administration or enforcement of the zoning ordinance, the Board of Appeals may interpret and clarify the meaning of zoning ordinance text. The Board of Appeals may also be requested to interpret boundaries of zoning districts where the zoning district classification cannot be clearly discerned on the Official Zoning Map.

ARTICLE 8: OTHER DUTIES

Section 1. Duties. The following are duties which are expected of the individual members of the Board of Appeals.

A. Ex Parte Contact. Members shall avoid Ex Parte contact about cases where an administrative decision is before the Board of Appeals whenever possible. Sometimes it is not possible to avoid Ex Parte contact. When this occurs the member should take detailed notes about what was discussed and make every member or other interested parties aware of what was said.

B. Site Inspections. Members may perform site inspections, however, no more than two (2) members may perform site inspections at the same time.

C. Not Voting On the Same Issue Twice. Any member of the Board of Appeals shall avoid situations where they are sitting in judgement and voting on a decision, which they had a part in making. As used here, sitting in judgement and voting on a decision which they had a part in making at a minimum shall include, but not necessarily be limited to, the following:

1. When the appeal is of an administrative or other decision by the Planning Commission, and the member of the Board of Appeals sits both on the Planning Commission and Board of Appeals.
2. When the appeal is of an administrative or other decision by the Township Board, and the member of the Board of Appeals sits both on the Township Board and Board of Appeals.
3. When the appeal is of an administrative or other decision by any committee of the Planning Commission, Township Board, other committee, and the member of the Board of Appeals sits both on that committee and the Board of Appeals.

D. Accepting Gifts. Gifts shall not be accepted by a member of the Board of Appeals or liaisons from anyone connected with an agenda item before the Board of Appeals. As used here, gifts shall mean cash, any tangible item or service, regardless of value and food valued over \$10.

E. Spokesperson for the Board of Appeals. The Board of Appeals may appoint a spokesperson for the Board of Appeals for all matters which occur outside of the meetings.

ARTICLE 9: AMENDMENTS

These rules may be amended by the Board of Appeals by a concurring vote during any meeting, provided that all members have received an advance copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.



December 3, 2013

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

Dear Ms. Skolarus:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of some channel changes. Customers are being notified of these changes via bill messages.

Effective on or about January 16, 2013, Revolt (ch. 159) will be added to Digital Preferred service.

Also, effective on or about January 29, 2014, Oxygen (channel 123) and Oxygen HD (channels 980 & 1334) will no longer be available on our Digital Preferred tier. Oxygen will be available on our Digital Starter tier.

As always, feel free to contact me directly at 734-254-1888 with any questions you may have.

Sincerely,

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

To Board 12/16/13



December 2, 2013

Polly Skolarus
Genoa Township
2911 Dorr Road
Brighton, MI 48116

Dear Polly:

We're glad that you have chosen The Greater Brighton Area Chamber of Commerce to serve as your business organization in southeast Michigan. Your membership allows us to promote and advance your business interests by providing opportunities for networking, promotion, visibility and credibility! This Chamber of Commerce strategically organizes and hosts programs and workshops that will enhance your business image and educate you. We offer growth opportunities for your personal development. We want for you to be successful in all areas of your business life. Success is a journey, and we intend to stay on that journey with you – through the good and bad, the ups and the downs. We are not a business organization that just takes your money. We are your trusted partner. We care. We celebrate your victories. Almost daily I hear authentic testimonies on how this Chamber is helping members to build relationships and grow their businesses. That's our purpose.

I hope that you've been active this past year. You need to be active for your membership to work. If you have not been as involved as you would like to be, please give me a call and we can talk about ways to engage you – whether hosting events, becoming a part of our new Chamber Speakers' Bureau, joining an event committee or simply volunteering. We have many opportunities for you to become more active – to gain more traction on your membership.

It is time to renew your membership. We are not increasing fees, but we are increasing opportunities to grow your business. Let's get started!

Sincerely,

Pamela A. McConeghy
President & CEO
PAM:wlb

*Polly -
Thanks to all at
Genoa for another
good year!*

The Greater Brighton Area Chamber of Commerce
218 E. Grand River, Brighton, MI 48116
T 810-227-5086 • F 810-227-5940

www.plhhcoc.org

www.brightoncoc.org

www.wlcoc.org

LETTERS

Readers talk health-care reform, interchange

Thanks go to VanMarter

Genoa Township has a gem. The Latson interchange. One person deserves a big thank-you — Kelly VanMarter. Kelly was the most available person to help, answer questions, help us work through the process. There never was a call, an email that Kelly didn't respond to with an answer,

openness and common sense.
Jim and Cathy Latson

Obamacare rollout poor

The adults wanted to delay Obamacare a year. The kids couldn't wait to play with their new toy. Healthcare.gov is not secure. Submit bank and Social Security numbers at your own peril.

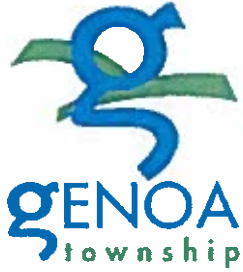
The financial component hasn't been built. Subsidies can't be determined and paid. The solution is for insurance companies to bill government for what they think it should pay and square up later.

Rated premiums force younger consumers to subsidize boomers. Obama spokesman Jay Carney suggests once you sign up and

send your money, be sure to call the insurer to confirm you're insured. What happened to email confirmations?

The 77-page Patient Option Act has been on the table since 2010. It's one of several alternatives we're told don't exist. Do you think it's time we take a look?

Jack Belisle
SOUTH LYON



2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

To: Township Board
Cc: Planning Commission
From: Kelly VanMarter, Assistant Township Manager/
Community Development Director
Date: December 9, 2013
Re: Planning Commission Annual Report for 2013

Manager Review: 

In accordance with P.A. 33 of 2008, as amended, MCL 125.3801 et seq Michigan Planning Act, please find the attached annual report regarding Planning Commission activities for 2013. Please feel free to contact me if you have any questions. The report is provided as follows:

Special Use Permits: The Planning Commission recommended approval of 6 special use / site plan requests.

Sketch Plans: The Planning Commission approved 2 sketch plans.

Site Plans: The Planning Commission approved 2 site plans.

Site Plans Extensions: The Planning Commission approved 2 site plan extensions.

Master Plan: The Planning Commission approved for distribution and passed a Resolution of Adoption for Amendments to the Master Plan.

Sincerely,



Kelly VanMarter
Assistant Township Manager/Community Development Director

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

MANAGER

Michael C. Archinal

Meeting Date	Case #	Project Name	Review Type	Action
January 14, 2013	13-01	Champion Buick Addition	Sketch Plan	Approved
	---	Bayfield Homes 96-Unit Condo	Extension of Approval	Tabled
February 11, 2013	Cancelled			
March 25, 2013	---	Bayfield Homes 96-Unit Condo	Extension of Approval	Approved
	---	Moore 16-Unit Site Condo	Extension of Approval	Approved
April 8, 2013	13-02	Dakkota integrated Systems	Special Use, Site Plan, Impact Assessment	Recommended Approval
	---	Champion Buick GMC Wall Signs	Sketch Plan	Approved
	13-03	Hauss Site Excavation and Stockpile	Site Plan, impact Assessment	Approved
May 13, 2013	13-04	Chaldean Camp Prayer Houses	Sketch Plan	Approved
	13-05	Mt. Brighton Site Improvements	Site Plan, impact Assessment	Approved
June 10, 2013	---	Draft Master Plan	Review for Board Submittal and Public Review	Approved
July 22, 2013	13-06	Brighton Nazarene Addition	Special Use, Site Plan, impact Assessment	Tabled
August 12, 2013	13-07	Michigan Rod Outdoor Storage/Addition	Special Use, Site Plan, impact Assessment	Recommended Approval
	13-08	Maxey Ford Expansion / New Collision Center	Special Use, Site Plan, Impact Assessment	Recommended Approval
	13-09	Rondeau Dental Building	Special Use, Site Plan, Impact Assessment	Tabled
August 26, 2013 (Special Meeting)	13-09	Rondeau Dental Building	Special Use, Site Plan, impact Assessment	Recommended Approval
	---	Capital Improvement Plan	Review	Recommended Approval
Sept. 9, 2013	13-06	Brighton Nazarene Addition	Special Use, Site Plan, Impact Assessment	Recommended Approval
	13-10	Qdoba Restaurant	Special Use, PUD Amendment, Site Plan, Impact Assessment	Tabled
Oct. 15, 2013	Cancelled			
Nov. 25, 2013	13-10	Qdoba Restaurant	Special Use, PUD Amendment, Site Plan, impact Assessment	Recommended Approval
	---	Master Plan	Public Hearing	Recommended Approval
Dec. 9, 2013	Cancelled			

To Board 12/16/13



Notice of Authorization

Permit Number 13-47-0031-P

Issued: 12/04/2013

Expiration Date: 12/04/2018

The Michigan Department of Environmental Quality, Water Resources Division, P.O. Box 30458, Lansing, Michigan 48909-7958, under provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and specifically:

- Part 31, Floodplain Regulatory Authority of the Water Resources Protection.
- Part 301, Inland Lakes and Streams.
- Part 303, Wetlands Protection.
- Part 315, Dam Safety.
- Part 323, Shorelands Protection and Management.
- Part 325, Great Lakes Submerged Lands.
- Part 353, Sand Dunes Protection and Management.

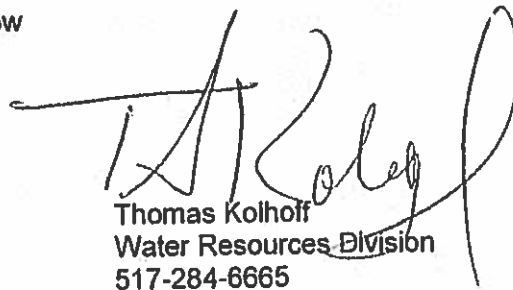
Authorized activity:

Excavate approximately 75,000 cubic yards of sand from an upland area to construct a 4.8 acre pond with an average depth of 10-feet. No connection of the pond to the wetland/stream is authorized by this permit.

AFTER-THE-FACT (ATF): Construct a sediment trap and check dam partly located within and impacting approximately 0.02 acre of wetland. All sediment and fill shall be removed from the wetland upon completion of pond construction and/or no later than April 30, 2014. Wetland shall be restored to original condition and shall be seeded with a suitable native wetland seed mix.

To be conducted at property located in: Livingston County, Waterbody: Pond Sections 33 and 34, Town 2N, Range 5E, Genoa Township.

Permittee: Chestnut Development
Attn: Mr. Steve Gronow
3800 Chilson Road
Howell, MI 48843


Thomas Kolhoff
Water Resources Division
517-284-6665

*This notice must be displayed at the site of work.
Laminating this notice or utilizing sheet protectors is recommended.*

Please refer to the above Permit Number with any questions or concerns.



**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION
PERMIT**

ISSUED TO:

Chestnut Development
Attention: Mr. Steve Gronow
3800 Chilson Road
Howell, Michigan 48843

Permit No.	13-47-0031-P
Issued	December 4, 2013
Extended	
Revised	
Expires	December 4, 2018

This permit is being issued by the Michigan Department of Environmental Quality (MDEQ) under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and specifically:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Part 301, Inland Lakes and Streams | <input type="checkbox"/> Part 315, Dam Safety |
| <input type="checkbox"/> Part 325, Great Lakes Submerged Lands | <input type="checkbox"/> Part 323, Shorelands Protection and Management |
| <input checked="" type="checkbox"/> Part 303, Wetlands Protection | <input type="checkbox"/> Part 353, Sand Dunes Protection and Management |
| <input type="checkbox"/> Part 31, Floodplain/Water Resources Protection | |

Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:

Permitted Activity:

Excavate approximately 75,000 cubic yards of sand from an upland area to construct a 4.8 acre pond with an average depth of 10-feet. No connection of the pond to the wetland/stream is authorized by this permit.

AFTER-THE-FACT (ATF): Construct a sediment trap and check dam partly located within and impacting approximately 0.02 acre of wetland. All sediment and fill shall be removed from the wetland upon completion of pond construction and/or no later than April 30, 2014. Wetland shall be restored to original condition and shall be seeded with a suitable native wetland seed mix.

Water Course Affected: Pond

Property Location: Livingston County, Genoa Township, Section 33 34
Subdivision, Lot Town/Range 2N, 5E Property Tax No. 4711-33-400-0003+

Authority granted by this permit is subject to the following limitations:

- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
- B. The permittee, in exercising the authority granted by this permit, shall not cause unlawful pollution as defined by Part 31, Water Resources Protection, of the NREPA.
- C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to this permit.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
- F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with Act 53 of the Public Act of 1974 and comply with each of the requirements of that Act.
- G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
- H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.

- I. Permittee shall notify the MDEQ within one week after the completion of the activity authorized by this permit, by completing and forwarding the attached preaddressed postcard to the office addressed thereon.
- J. This permit shall not be assigned or transferred without the written approval of the MDEQ.
- K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific state act, federal act, and/or rule under which this permit is granted.
- L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31, and wetland).
- M. In issuing this permit, the MDEQ has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a permit, such information and data prove to be false, incomplete, or inaccurate, the MDEQ may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.
- N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents, and representatives for any and all claims or causes of action arising from acts or omissions of the permittee, or employees, agents, or representative of the permittee, undertaken in connection with this permit. The permittee's obligation to indemnify the State of Michigan applies only if the State (1) provides the permittee or its designated representative written notice of the claim or cause of action within 30 days after it is received by the State and (2) consents to the permittee's participation in the proceeding on the claim or cause of action. It does not apply to contested case proceedings under the Administrative Procedures Act challenging the permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
- O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, the MDEQ may initiate criminal and/or civil proceedings as may be deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.
- P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from the MDEQ. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by the MDEQ prior to being implemented.
- Q. This permit may be transferred to another person upon written approval of the MDEQ. The permittee must submit a written request to the MDEQ to transfer the permit to the new owner. The new owner must also submit a written request to the MDEQ to accept transfer. The new owner must agree, in writing, to accept all conditions of the permit. A single letter signed by both parties which includes all the above information may be provided to the MDEQ. The MDEQ will review the request and if approved, will provide written notification to the new owner.
- R. Prior to initiating permitted construction, the permittee is required to provide a copy of the permit to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the permit are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the permit to all subcontractors doing work authorized by the permit.
- S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.
- T. Authority granted by this permit does not waive permit requirements under Part 91, Soil Erosion and Sedimentation Control, of the NREPA, or the need to acquire applicable permits from the County Enforcing Agent.
- U. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.
- V. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.
- W. Unless specifically stated in this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the waterbody are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.
- X. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the MDNR, Fisheries Division.
- Y. Work to be done under authority of this permit is further subject to the following special instructions and specifications:
 1. This permit is being issued for the maximum time allowed and no extensions of this permit will be granted. Initiation of the construction work authorized by this permit indicates the permittee's acceptance of this condition. The permit, when signed by the MDEQ, will be for a five-year period beginning at the date of issuance. If the project is not completed by the expiration date, a new permit must be sought.
 2. A National Pollution Discharge Elimination System (NPDES) discharge permit may be required for excavation dewatering discharged to wetland or surface water. Please contact Ms. Caria Davidson, WRD, Lansing District at 517-284-6663 or davidsonc@michigan.gov for permit requirements.
 3. Excavation dewatering discharge shall be monitored and shall immediately cease if sediment or suspended particles are being discharged into the wetland or surface water.

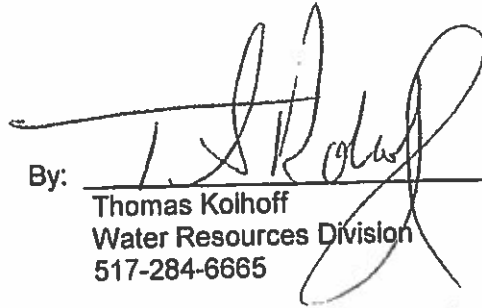
4. This permit authorizes the temporary placement of fill and the construction of a dewatering sediment trap and check dam in wetland. The sediment trap, including all accumulated sediment, and check dam, shall be removed immediately upon completion of the pond excavation, and/or no later than April 30, 2013, whichever comes first. The wetland shall be restored to original condition and seeded with a suitable native wetland seed mix.
5. All raw areas in uplands resulting from the permitted construction activity shall be effectively stabilized with sod and/or seed and mulch (or other technology specified by this permit or project plans) in a sufficient quantity and manner to prevent erosion and any potential siltation to surface waters or wetlands. Temporary stabilization measures shall be installed before or upon commencement of the permitted activity, and shall be maintained until permanent measures are in place. Permanent measures shall be in place within five (5) days of achieving final grade.
6. All raw earth within 100 feet of a lake, stream, or wetland that is not brought to final stabilization by the end of the active growing season shall be temporarily stabilized with mulch blankets in accordance with the following dates: September 20th for the Upper Peninsula, October 1st for the Lower Peninsula north of US-10, and October 10th for the Lower Peninsula south of US-10.
7. All dredge/excavated spoils including organic and inorganic soils, vegetation, and other material removed shall be placed on upland (non-wetland, non-floodplain), prepared for stabilization, and stabilized with sod and/or seed and mulch in such a manner to prevent and ensure against erosion of any material into any waterbody, wetland, or floodplain.
8. No connection of the pond to the stream is authorized by this permit.
9. Prior to the start of construction, all adjacent non-work wetland areas shall be protected by properly trenched sedimentation barrier to prevent sediment from entering the wetland. Orange construction fencing shall be installed as needed to prohibit construction personnel and equipment from entering or performing work in these areas. Fence shall be maintained daily throughout the construction process. Upon project completion, the accumulated materials shall be removed and disposed of at an upland site, the sedimentation barrier shall then be removed in its entirety and the area restored to its original configuration and cover.
10. No fill, excess soil, or other material shall be placed in the 100-year floodplain, any wetland or surface water area not specifically authorized by this permit, its plans, and specifications.
11. This permit is limited to authorizing the construction as specified above and carries with it no assurances or implications that associated lake, stream, wetland or floodplain areas can be developed and serviced by the structures authorized by this permit.
12. The authority to conduct the activity as authorized by this permit is granted solely under the provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive the permittee's obligation to acquire any local, county, state or federal approval or authorization, necessary to conduct the activity.
13. This permit placard shall be kept posted at the work site, in a prominent location at all times for the duration of the project, or until permit expiration.
14. This permit is issued, in part, after-the-fact and authorizes only the construction as specified above. This permit does not authorize or sanction other work that has been completed in violation of applicable federal, state, or local statutes.

- 15. Upon signing by the permittee named herein, this permit must be returned to the MDEQ's Water Resources Division, Lansing District Office, P.O. Box 30242, Lansing, Michigan, 48909, for final execution. This permit shall become effective on the date of the MDEQ representative's signature.

Permittee hereby accepts and agrees to comply with the terms and conditions of this permit.

X  11-14-13
Permittee Date

X STEVE GRONOW - OWNER
Printed Name and Title of Permittee

By: 
Thomas Kolhoff
Water Resources Division
517-284-6665

cc: Livingston County CEA
Genoa Township Clerk
Dr. Steve Niswander, Niswander Environmental, LLC

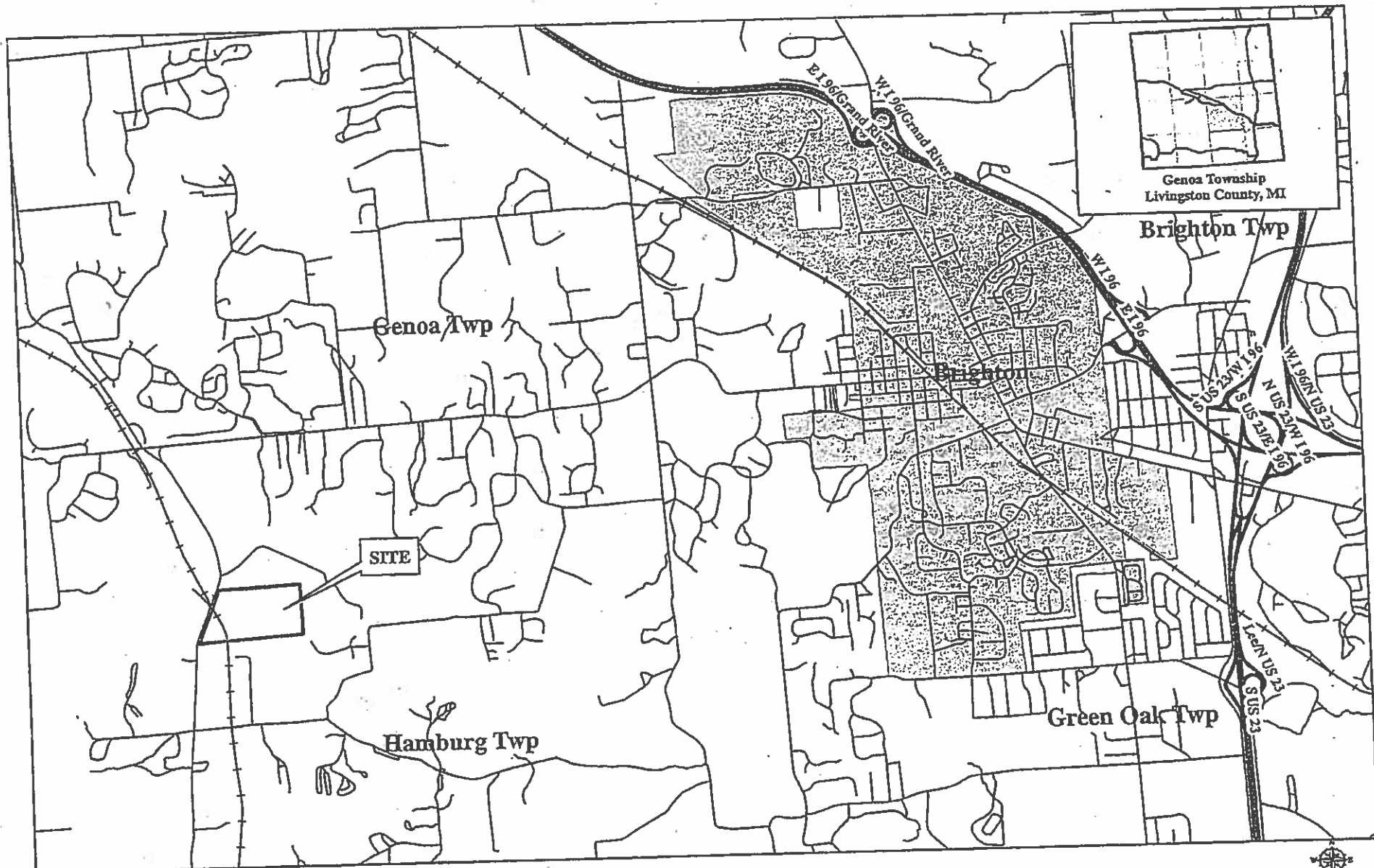


Figure 1. Site Location Map

NE 1291 Chestnut Development
 76-Acre Chilson Road Property
 Sections 33 and 34 of Genoa Twp, Livingston Co, MI
 Aerial Photograph: NA
 Map Created: April 19, 2013

DEQ.
 File # 13.47.0031-P.
 APPROVED PLANS
 Page 1 of 6

NE NISWANDER ENVIRONMENTAL, LLC
 10524 E. Grand River Ave., Suite 103, Brighton, MI 48116
 810.225.0539 Fax: 810.225.0653

S.A.

DEQ.
 File # 13-47-0031-R
 APPROVED PLANS
 Page 3 of 6

WATER ELEV.
 924.7
 10-23-12

SLOPES AT WEST,
 PROPOSED

Proposed Dewatering Location

WATER ELEV.
 924.7
 10-23-12

Proposed Edge of Pond (925')

Proposed Pond
 Area = 4.8 acres

Existing Culvert and Road Crossing

WATER SURFACE
 Excavation Limits
 Area = 7.2 ac
 Ave Depth = 22 feet
 Quantity of Excavation = 255, 000 cyd

ALL PROPOSED
 ELEV 928 AND
 ABOVE ELEV.
 AREA ONLY.

RAINING W...
 Wetland Limit

ON ATWELL
 10A"
 DATED 2/25/06
 SWANDER

JUN 17 2013
 WATER RESOURCES DIVISION

PROPOSED SIDE SLOPES AT

Figure 4. Pond Construction
 Steve Gronow
 Chilson Road Property
 Genoa Township, Livingston County, MI
 Map Created: June 14, 2013



NIOWANDER ENVIRONMENTAL, LLC
 10521 E. Grand River Ave., Suite 103
 Brighton, MI 48116
 313.221.5234 Fax: 313.225.0653

S.G.

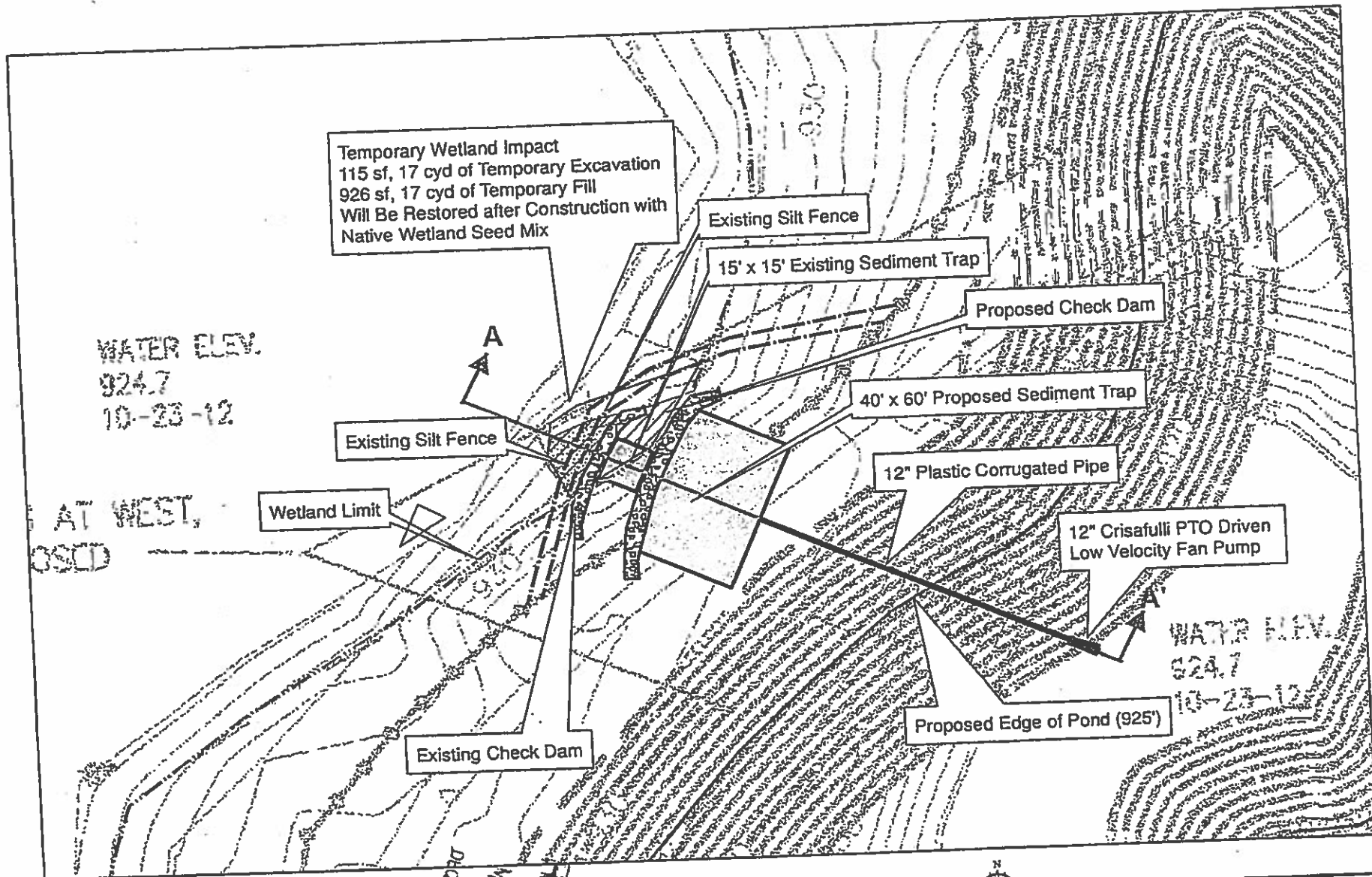



Figure 2. Wetland Impact
 Steve Gronow
 Chilson Road Property
 Genoa Township, Livingston County, MI
 Map Created: April 29, 2013

NISWANDER ENVIRONMENTAL, LLC

 18524 E. Grand River Ave., Suite 100
 Brighton, MI 48116
 810.225.8539 Fax: 810.225.0653

S.S.

Cross Section
A-A'

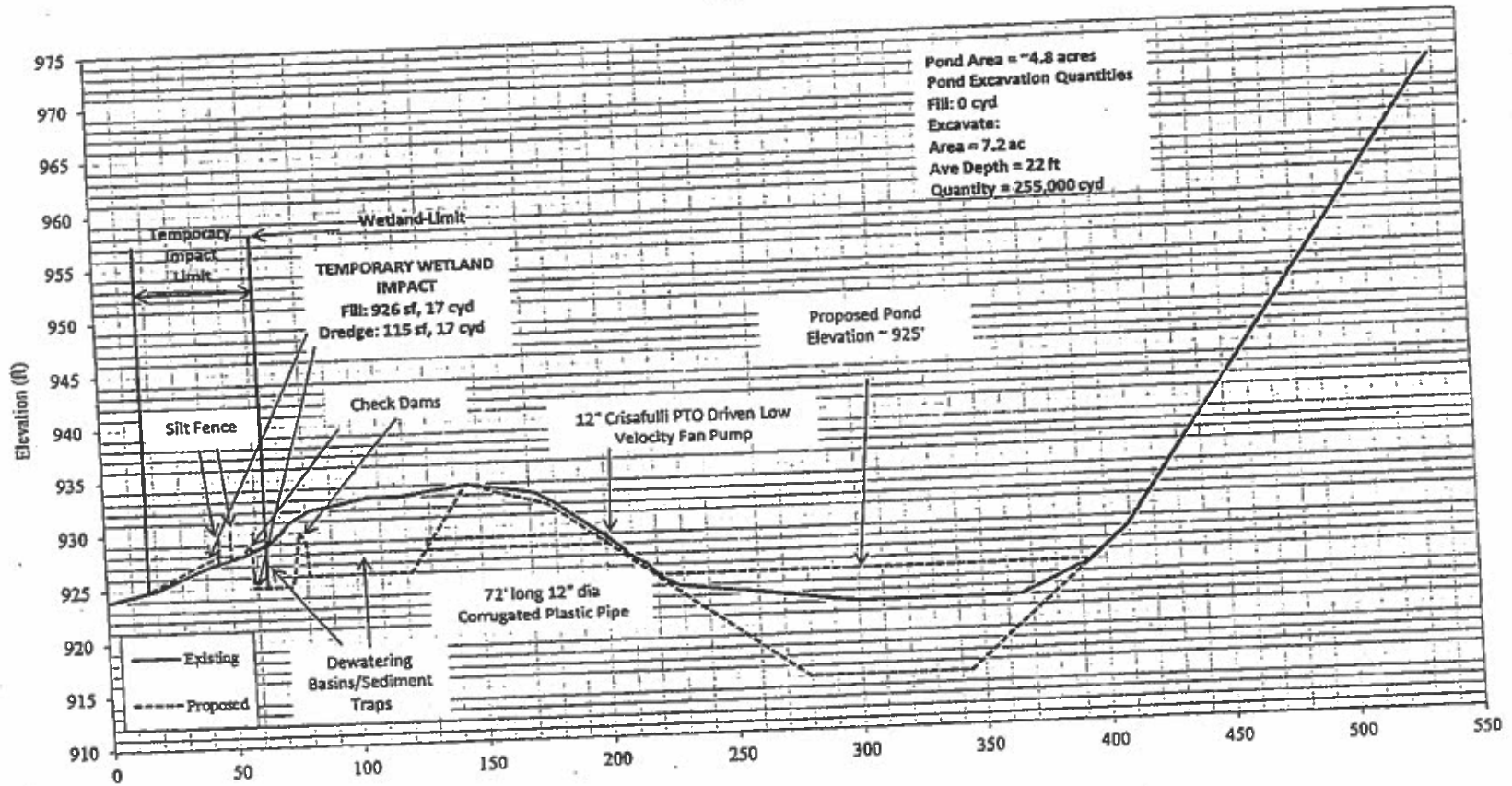


Figure 3. Cross Section A-A'
 NE 1291 Steve Gronow/Chestnut Development
 Residential Home Development/Pond Construction
 Section 33 and 34 of Genoa Township, MI
 Date: April 29, 2013 revised June 14, 2013

WATER RESOURCES DIVISION

JUN 17 2013

DEQ -
 File # 13-47-0031-P
 APPROVED PLANS
 Page 5 of 6

NE NISWANDER ENVIRONMENTAL, LLC
 10524 E. Grand River Ave., Suite 103, Brighton, MI 48116
 810.225.0639 Fax: 810.225.0653

SA

Cross Section
B-B'

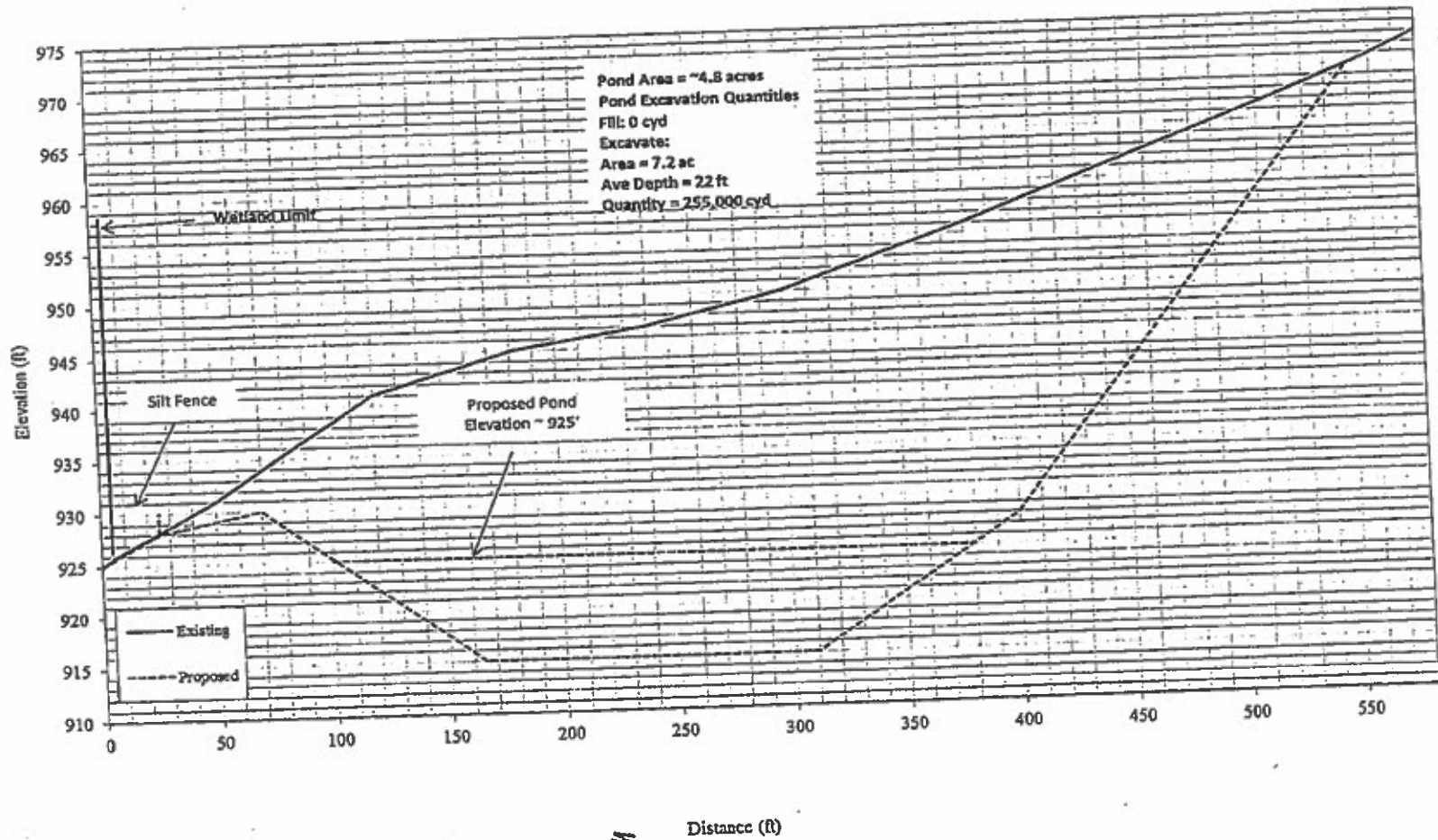


Figure 4. Cross Section B-B'
 NE 1291 Steve Gronow/Chesnut Development
 Residential Home Development/Pond Construction
 Section 33 and 34 of Genoa Township, MI
 Date: June 14, 2013

WATER RESOURCES DIVISION

JUN 17 2013

Distance (ft)

DEQ.
 File # 13-47-0031-4
 APPROVED PLANS
 Page 6 of 6

NE NISWANDER ENVIRONMENTAL, LLC
 10524 E. Grand River Ave., Suite 103, Brighton, MI 48116
 810.225.0539 Fax: 810.225.0653

S.A.