

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
March 2, 2020
6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person)*:

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: February 17, 2020
3. Request for approval in accordance with the Township replacement schedule of four new workstations and one laptop from Dell at a cost not to exceed \$3,342.86.
4. Request for approval of the 2020 Municipal Partner Investment with the Economic Development Council of Livingston County.

Approval of Regular Agenda:

5. Request for approval to move a polling place for Precinct 11 from 2/42 Church to the Genoa Township Hall for a Special Election as requested by Hartland Consolidated School District for a single election to be held on May 5, 2020 in an effort to reduce the cost of the election as requested by Skolarus. (Roll Call Vote)
6. Request for approval of a resolution for a Charitable Gaming License for Help Clinic Brighton.
7. Consideration of a recommendation for approval of a special land use, site plan and environmental impact assessment for outdoor sales, storage and display for Home Depot. The property in question is located at 3330 E. Grand River, Howell. The request is petitioned by Scott A. Mommer.
 - A. Disposition of Special Land Use Application
 - B. Disposition of Environmental Impact Assessment (2-19-2020)
 - C. Disposition of Site Plan (2-19-2020)
8. Request for approval of a Recreation Plan, Market Analysis and a Master Plan proposal from Giffels-Webster for the amount of \$68,800.

9. Discussion regarding the proposed FY 2020/2021 Budget.

10. Discussion regarding updates to the Boardroom technology.

Correspondence

Member Discussion

Adjournment

***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.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: March 2, 2020

TOWNSHIP GENERAL EXPENSES: Thru March 2, 2020	\$401,712.02
February 21, 2020 Bi Weekly Payroll	\$92,497.17
OPERATING EXPENSES: Thru March 2, 2020	\$126,473.33
TOTAL:	<u>\$620,682.52</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
01/27/2020	35793	LIVINGSTON CO. REGISTER OF DEEDS	90.00
01/27/2020	35794	LCAA	70.00
01/27/2020	35795	MICHIGAN ASSOC. OF PLANNING	25.00
01/28/2020	35796	MICHAEL ARCHINAL	500.00
01/28/2020	35797	CONSUMERS ENERGY	476.12
01/28/2020	35798	DTE ENERGY	24.25
01/28/2020	35799	DYKEMA GOSSETT, PLLC	2,430.00
01/28/2020	35800	MICHIGAN OFFICE SOLUTIONS	149.34
01/28/2020	35801	MICHIGAN CAT	391.58
01/28/2020	35802	NEOPOST USA INC	702.03
01/28/2020	35803	TERRY CROFT	55.68
01/28/2020	35804	WELLNESS IQ	500.00
01/31/2020	35805	POSTMASTER	818.80
02/03/2020	35806	DTE ENERGY	2,227.05
02/04/2020	35807	COOPER'S TURF MANAGEMENT LLC	6,060.00
02/04/2020	35808	DELUXE	70.56
02/04/2020	35809	GENOA TWP ROAD PROJECTS #264	150,000.00
02/04/2020	35810	GENOA TWP BUILDING & GROUND FND 271	50,000.00
02/04/2020	35811	LIVINGSTON COUNTY TREASURER ASSOC	10.00
02/04/2020	35812	MASTER MEDIA SUPPLY	318.29
02/04/2020	35813	PERFECT MAINTENANCE CLEANING	565.00
02/04/2020	35814	PFM FINANCIAL ADVISORS LLC	1,100.00
02/04/2020	35815	DEBRA ROJEWSKI	80.98
02/04/2020	35816	KELLY VANMARTER	300.00
02/06/2020	35817	CONTINENTAL LINEN SERVICE	125.87
02/06/2020	35818	DTE ENERGY	84.49
02/06/2020	35819	NETWORK SERVICES GROUP, L.L.C.	125.00
02/06/2020	35820	PRINTING SYSTEMS	2,439.58
02/06/2020	35821	TERRY CROFT	55.20
02/10/2020	35822	ADVANCED DISPOSAL	90,322.20
02/10/2020	35823	AMERICAN AQUA	188.96
02/10/2020	35824	COMCAST	1,340.63
02/10/2020	35825	GO SWATH	7,225.00
		Void Reason: NO ADDRESS ON CHECK VENDOR	
02/10/2020	35826	MASTER MEDIA SUPPLY	22.80
02/10/2020	35827	PACKERLAND RECORDS MANAGEMENT	25.00
02/11/2020	35828	DYKEMA GOSSETT, PLLC	2,430.00
02/11/2020	35829	GENOA OCEOLA SWR & WTR AUTHORI	7,225.00
02/11/2020	35830	SAFEBUILT STUDIO	1,728.00
02/12/2020	35831	TETRA TECH INC	1,970.00
02/12/2020	35832	US BANK EQUIPMENT FINANCE	1,931.57
02/13/2020	35833	BLUE CROSS & BLUE SHIELD OF MI	43,840.02
02/13/2020	35834	IMAGE 360	1,425.00
02/13/2020	35835	SAFEBUILT STUDIO	1,403.07
02/17/2020	35836	UNITED STATES TREASURY	391.47
02/19/2020	35837	DELTA DENTAL	3,793.76
02/19/2020	35838	DTE ENERGY	213.80
02/19/2020	35839	ETNA SUPPLY COMPANY	4,800.00
02/19/2020	35840	FEDERAL EXPRESS	105.75
02/19/2020	35841	LIVINGSTON PRESS & ARGUS	80.00
02/19/2020	35842	GORDON FOOD SERVICE	768.16
02/19/2020	35843	LAKESIDE SERVICE COMPANY, INC	183.12
02/19/2020	35844	LIVINGSTON COUNTY CLERK	10.00
02/19/2020	35845	MICHIGAN OFFICE SOLUTIONS	149.34
02/19/2020	35846	MUTUAL OF OMAHA	4,182.78
02/19/2020	35847	S.E.C.M.A.A.	40.00
02/19/2020	35848	TRI COUNTY SUPPLY, INC.	169.46
02/19/2020	35849	KELLY VANMARTER	59.62
02/19/2020	35850	VERIZON WIRELESS	456.09
02/20/2020	35851	EHIM, INC	9,984.71
02/21/2020	35852	BUSINESS IMAGING GROUP	111.69
02/21/2020	35853	NEOFUNDS	2,500.00
02/21/2020	35854	STATE OF MICHIGAN	10.00
02/24/2020	35855	TERRY CROFT	55.20

FNBCK TOTALS:

Total of 63 Checks:	408,937.02
Less 1 Void Checks:	7,225.00
Total of 62 Disbursements:	401,712.02

Check Register Report For Genoa Charter Township
 For Check Dates 02/21/2020 to 02/21/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/21/2020	FNBCK	13069	MATKIN, RONALD	200.00	184.70	0.00	Open
02/21/2020	FNBCK	EFT426	FLEX SPENDING (TASC)	826.79	826.79	0.00	Open
02/21/2020	FNBCK	EFT427	INTERNAL REVENUE SERVICE	21,666.56	21,666.56	0.00	Open
02/21/2020	FNBCK	EFT428	PRINCIPAL FINANCIAL	3,531.00	3,531.00	0.00	Open
02/21/2020	FNBCK	EFT429	PRINCIPAL FINANCIAL	2,181.07	2,181.07	0.00	Open

Totals: Number of Checks: 005 28,405.42 28,390.12 0.00

Total Physical Checks: 1

Total Check Stubs: 4

Dir. Dep.
64,107.05
\$92497.17

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
02/14/2020	4826	AT&T	203.48
02/14/2020	4827	CONSUMERS ENERGY	290.08
02/18/2020	4828	BRIGHTON ANALYTICAL LLC	215.00
02/18/2020	4829	CSM MECHANICAL, LLC	5,320.00
02/18/2020	4830	D & G EQUIPMENT, INC.	98.06
02/18/2020	4831	DUBOIS-COOPER	88.00
02/18/2020	4832	EJ USA, INC.	351.90
02/18/2020	4833	ETNA SUPPLY COMPANY	246.55
02/18/2020	4834	FASTENAL COMPANY	535.35
02/18/2020	4835	FERGUSON WATERWORKS #3386	2,083.34
02/18/2020	4836	GENOA TOWNSHIP D.P.W. FUND	19,068.50
02/18/2020	4837	GENOA OCEOLA SEWER AUTHORITY	325.46
02/18/2020	4838	GENOA TOWNSHIP DPW FUND	22,717.67
02/18/2020	4839	M & K JETTING AND TELEVISIONING LLC	478.50
02/18/2020	4840	NORTHWEST PIPE & SUPPLY	883.98
02/18/2020	4841	STANDARD ELECTRIC COMPANY	117.12
02/18/2020	4842	STANDARD ELECTRIC	6.04
02/18/2020	4843	TLS CONSTRUCTION	3,070.00
02/18/2020	4844	TLS CONSTRUCTION	1,980.00
02/18/2020	4845	UIS SCADA	10,247.00
02/18/2020	4846	UNITED STATES PLASTIC CORP.	2,375.14
02/18/2020	4847	USA BLUEBOOK	2,437.47
02/18/2020	4848	VIC BOND SALES	81.20
02/24/2020	4849	AT&T LONG DISTANCE	51.38

592FN TOTALS:

Total of 24 Checks:	73,271.22
Less 0 Void Checks:	0.00
Total of 24 Disbursements:	73,271.22

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
02/12/2020	4892	MHOG & G/O ESCROW FUND	10,603.26
02/12/2020	4893	STAPLES CREDIT PLAN	44.35
02/12/2020	4894	WINDSTREAM	44.59
02/13/2020	4895	POSTMASTER	296.40
02/13/2020	4896	STATE OF MICHIGAN	70.00
02/13/2020	4897	STATE OF MICHIGAN	70.00
02/13/2020	4898	STATE OF MICHIGAN	95.00
02/13/2020	4899	VERIZON WIRELESS	703.77
02/14/2020	4900	CHASE CARD SERVICES	3,633.62
02/17/2020	4901	ADVANCE AUTO PARTS	85.96
02/17/2020	4902	AUTO-LAB OF LIVINGSTON	2,357.23
02/17/2020	4903	D & G EQUIPMENT, INC.	754.80
02/17/2020	4904	GIFFELS WEBSTER	810.00
02/17/2020	4905	JACK DOHENY COMPANIES, INC	152.23
02/17/2020	4906	RANDY'S SERVICE STATION	250.00
02/17/2020	4907	RED WING BUSINESS ADVANTAGE ACCOUNT	446.98
02/17/2020	4908	TETRA TECH INC	5,015.00
02/20/2020	4909	HOME DEPOT CREDIT SERVICES	3,665.23
02/20/2020	4910	PORT CITY COMMUNICATIONS, INC.	245.02
503FN TOTALS:			
Total of 19 Checks:			29,343.44
Less 0 Void Checks:			0.00
Total of 19 Disbursements:			29,343.44

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
2/17/2020	3739	BRIGHTON ANALYTICAL LLC	134.00
2/17/2020	3740	GENOA TOWNSHIP D.P.W. FUND	11,384.25
2/17/2020	3741	GENOA OCEOLA SEWER AUTHORITY	1,777.00
2/17/2020	3742	GENOA OCEOLA SWR & WTR AUTHORI	90.98
2/17/2020	3743	M & K JETTING AND TELEVISIONING LLC	957.00
2/17/2020	3744	STATE OF MICHIGAN	3,650.00
2/17/2020	3745	UIS SCADA	5,647.50
2/24/2020	3746	BRIGHTON ANALYTICAL LLC	67.00
2/24/2020	3747	CONSUMERS ENERGY	150.94
93FN TOTALS:			
Total of 9 Checks:			23,858.67
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			23,858.67

Pine Creek Checks
 No A/P checks issued for this Board Packet



March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

New Balance
\$4,064.72
 Minimum Payment Due
\$40.00
 Payment Due Date
03/01/20

INK CASH(SM) POINT SUMMARY

Previous points balance	38,585
+ 1 Point per \$1 earned on all purchases	4,065
+ 2Pts/\$1 gas stns, rstnts, ofc sply, hm impr	460
Total points available for redemption	43,110

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.
Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

ACCOUNT SUMMARY

Account Number: [REDACTED]

Previous Balance	\$1,855.82
Payment, Credits	-\$1,999.72
Purchases	+\$4,208.62
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
Now Balance	\$4,064.72
Opening/Closing Date	01/08/20 - 02/07/20
Credit Limit	\$20,000
Available Credit	\$15,935
Cash Access Line	\$4,000
Available for Cash	\$4,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

431.10,
 Reversal
 Credit
 Redemption
 CREDIT

MAILED
 2-18-2020

4064.72
 - 431.10

 PAID - 3633.62

ALL SYS - 503-000-034-000
 UTILITY DEPT
 FEB 13 2020
 RECEIVED
 jst
 02/13/2020

YOUR ACCOUNT MESSAGES

Remember, the Default APR will apply if you miss a payment, make a late payment or make a payment that is returned. The Default APR may apply indefinitely to all outstanding and future balances on the account.



Manage your account online:
www.chase.com/ink

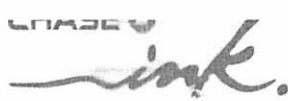
Customer Service:
1-800-945-2028

Mobile: Download the
Chase Mobile® app today

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
01/30	MI SECTION AWWA 517-2922912 MI DPW - prof dev	450.00 ✓
02/04	KETTUNEN CENTER TUSTIN MI DPW prof dev	193.00 ✓
	DAVE ESTRADA	
	TRANSACTIONS THIS CYCLE (CARD 4124) \$643.00	
01/18	Payment ThankYou Image Check	-1,855.82
02/04	RINGCENTRAL, INC 650-4724100 CA DPW	-54.99 ✓
02/04	RINGCENTRAL, INC 650-4724100 CA DPW	-54.99 ✓
01/07	JACK DOHENY COMPANIES 248-349-0904 MI DPW prof dev	900.00 ✓
01/09	WM SUPERCENTER #1754 HOWELL MI G-O	105.28
01/14	MICHIGAN WATER ENVIORNMEN 517-641-7377 MI DPW pkg	10.00
01/27	EAST LANSING PARKING EAST LANSING MI DPW. pkg	1.50
01/28	TST* EL AZTECO EAST EAST LANSING MI DPW. prof dev	22.00 ✓
02/04	RINGCENTRAL, INC 650-4724100 CA	77.64
02/04	RINGCENTRAL, INC 650-4724100 CA DPW/Office	3.49
02/05	EB MICHIGAN HR DAY 20 801-413-7200 CA DPW prof dev	50.00 ✓
02/04	LANSING PARKING RAMP TIBA LANSING MI DPW. prof dev. MASH	10.00 ✓
	GREG TATARA	
	TRANSACTIONS THIS CYCLE (CARD 9507) \$785.89-	
	INCLUDING PAYMENTS RECEIVED	
01/09	DICK SCOTT MOTOR MALL FOWLerville MI DPW truck	-33.92 ✓
01/07	DICK SCOTT MOTOR MALL FOWLerville MI DPW truck	33.92 ✓
01/14	Amazon.com*KD8MP34C3 Amzn.com/bill WA MHOG	565.28 ✓
01/21	STAPLES 00107730 BRIGHTON MI MHOG	207.99 ✓
01/22	BAM*PRIMARY FLUID SYST VICTORIA BC MHOG	172.96 ✓
01/27	Beauchamp Water Treatment 248-889-8400 MI MHOG	407.44 ✓
01/30	MICHIGAN WATER ENVIORNMEN 517-641-7377 MI DPW. prof dev	10.00 ✓
01/30	MICHIGAN WATER ENVIORNMEN 517-641-7377 MI DPW prof dev	30.00 ✓
01/31	MICHIGAN WATER ENVIORNMEN 517-641-7377 MI DPW-prof dev	50.00 ✓
02/04	PARKING EP/PS LANSING MI DPW prof dev.	3.75 ✓
	ALEX CHIMPOURAS	
	TRANSACTIONS THIS CYCLE (CARD 2501) \$1467.42	
01/08	ORANGE COAST PNEUMATICS 714-312-5531 CA G-O	89.40 ✓
01/29	BEST BUY 00008417 BRIGHTON MI G-O	794.97 ✓
	JAMES AULETTE	
	TRANSACTIONS THIS CYCLE (CARD 7653) \$884.37	

2020 Totals Year-to-Date	\$0.00
Total fees charged in 2020	\$0.00



March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

New Balance
\$744.01
Minimum Payment Due
\$35.00
Payment Due Date
03/10/20

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.
Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

ACCOUNT SUMMARY

Account Number: [REDACTED]

Previous Balance	\$2,859.50
Payment, Credits	-\$2,859.50
Purchases	+\$744.01
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	<u>\$0.00</u>
New Balance	\$744.01

Opening/Closing Date	01/17/20 - 02/16/20
Credit Limit	\$20,000
Available Credit	\$19,255
Cash Access Line	\$4,000
Available for Cash	\$4,000

Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

PAID
35857 2-26/20
744.01

OK
[Signature]
2/25/20

Am 101-265-775-000 \$ 58155
O.S. 101-284-727-000 - \$ 162.46

ENTERED FEB 25 2020



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	S Amount
01/26	Payment ThankYou Image Check	-2,859.50
01/25	ABC OFFICE 800-658-8788 UT	581.55 ✓
01/27	Amazon.com*TK9F97313 Amzn.com/bill WA	58.64 ✓
01/27	AMZN Mktp US*G593W6VH3 Amzn.com/bill WA	52.90 ✓
01/28	Amazon.com*SK5BG23U3 Amzn.com/bill WA	30.99 ✓
02/09	Amazon.com*F61MX1UO3 Amzn.com/bill WA MICHAEL C ARCHINAL TRANSACTIONS THIS CYCLE (CARD 3223) \$2115.49- INCLUDING PAYMENTS RECEIVED	19.93 ✓

2020 Totals Year-to-Date	
Total fees charged in 2020	\$0.00
Total interest charged in 2020	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	14.74%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	20.74%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	14.74%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate
(d) = Daily Balance Method (including new transactions)
(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
February 17, 2020**

MINUTES

Supervisor Rogers called the Regular Meeting of the Genoa Charter Township Board to order at 6:30 p.m. at the Township Hall with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jean Ledford, Terry Croft, Jim Mortensen and Diana Lowe. Also present were Township Manager Michael Archinal and two persons in the audience.

A Call to the Public was made with no response.

Call to the Public (Public comment will be limited to two minutes per person)*:

Approval of Consent Agenda:

Moved by Hunt and supported by Lowe to approve the Consent Agenda moving the Minutes to the Regular Agenda for discussion. The motion carried unanimously.

1. Payment of Bills.

Approval of Regular Agenda:

Moved by Mortensen and supported by Croft to approve for action all items listed under the Regular Agenda. The motion carried unanimously.

2. Request to Approve Minutes: February 3, 2020

Hunt requested that the minutes be approved including those taken by recording secretary Patti Thomas, including the comments from Chris Grajek, since Patti Thomas was paid for her service. Skolarus advised the board that she had spoken to Township Attorney Joe Seward and the Minutes of the Board were the responsibility of the Clerk even though she had a second person assisting and that all of the information was included from both Ms. Thomas and Mr. Grajek within her minutes as well as the Board packet.

Moved by Hunt and supported by Ledford to approve the minutes from pages 11 through 27 with Rogers agreeing. The motion carried as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen and Rogers. Nay – Skolarus.

3. Request for approval of the following budgets and rates for the Lake Edgewood Sewer, Oak Pointe Water and Oak Pointe Sanitary Sewer as recommended by the utility director Greg Tatara.

A. Request to amend the Fiscal Year 2020 and approve the Fiscal Year 2021 Operating Budgets for the Lake Edgewood Sewer System, Oak Pointe Sewer System and the Oak Pointe Water System.

Moved by Lowe and supported by Mortensen to approve an amendment to the fiscal year 2019/2020 and to approve the 2020/2021 fiscal year Operating Budgets for the Lake Edgewood sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System for 2020/2021. The motion carried unanimously.

B. Request to increase the Oak Pointe metered water charges from \$3.80/1,000 gallons to \$3.90/1,000 gallons.

Moved by Mortensen and supported by Lowe to increase the Oak Pointe metered water charges from \$3.80/1000 gallons to \$3.90/1000 gallons. The motion carried unanimously.

C. Request to increase the Oak Pointe Sewer metered charge from \$6.22/1,000 gallons to \$6.25/1,000 gallons, and to increase from \$40 to \$45/quarter for Grinder Pump Maintenance for a total charge of \$140/quarter.

Moved by Lowe and supported by Mortensen to increase the Oak Pointe Sewered Metered charge from \$6.22/1000 gallons to \$6.25/1000 gallons, and to increase the flat rate sewer charge to include \$95.00/quarter for Operations and Maintenance and \$45.00/quarter for Grinder Pump Maintenance for a total charge of \$140.00/quarter. The motion carried unanimously.

4. Request for approval of the Utility Department amended budget for Fiscal Year ending March 31, 2020 and the proposed budget for Fiscal Year ending March 31, 2021 at the recommendation of the utility director Dr. Greg Tatara.

Dr. Tatara - Overall, the budget for fiscal year ending March 31, 2020, represents a 3.11% increase in proposed expenditures for participating utility systems. There are several items impacting our operation that result in this increase, which are summarized below:

1. We are able to lower our planned vehicle expenses by 1.48 percent, primarily due to the removal of the car allowance.
2. We are lowering our professional training line item 5.5% due to historical utilization by staff.
3. Insurance costs increased substantially this year, resulting in increased expenditures.
4. We are increasing our credit card fees we pay due to increased utilization by our customers.

5. The largest category expenditure, as would be expected, are salaries for the 25 permanent and two seasonal staff workers that work in the Utility Department. This year we have several staff members due for promotion and we plan to provide salary increases commensurate with our approved salary table. In addition, we have added in the cost for a contract engineer position through Tetra Tech for FY 2021 in lieu of hiring an engineer directly.
6. With the exception of the above listed significant changes, the remainder of the budgeted expenses are close to the previous year's expenditures.

Moved by Skolarus and supported by Lowe to approve the 2020/201 System Labor and Equipment Percentage Allocation and the Amended Utility Department Budget for fiscal year ending March 31, 2020 and the proposed Utility Department Budget for the fiscal year ending March 31, 2021. The motion carried unanimously.

5. Request for approval of Project Agreement with the Livingston County Road Commission for the installation of approximately 8,655 feet of crushed limestone on Herbst Road from the end of the pavement to Grand River at a cost not to exceed \$150,000.

Moved by Ledford and supported by Hunt to approve the project costs not to exceed \$150,000.00 as requested. The motion carried unanimously.

6. Request for approval of a lease extension for the Genoa Township athletic fields by Howell Area Parks and Recreation.

Moved by Lowe and supported by Mortensen to approve the lease extension for the athletic fields with corrections to the date of the agreement. The motion carried unanimously.

7. Request for approval of contracts for the installation of two basketball courts at Genoa Park for the cost of \$105,767.80.

Moved by Ledford and supported by Mortensen to approve the installation of two basketball courts as requested. Archinal, Lowe and Hunt were praised for their work on the project. The motion carried unanimously.

8. Discussion regarding a new LED signs at the entrance of the Genoa Township Hall driveway off Dorr Road.

Two options for the signage were presented to the board. It was the consensus of the board to use option one and request that Archinal bring a contract to the next meeting of the board. No further action was taken by the Board.

9. Discussion of the proposed budget for the Fiscal Year 2020/2021.

The board will again review the proposed budget at the Public Hearing of the Board scheduled for March 16, 2020. The budget will be posted to the Township website and a notice will be placed in the local paper asking for public comment. No further action was taken by the Board.

Member Discussion

Skolarus advised the Board that the Hartland Consolidated Schools will hold a special election on May 5, 2020.

Moved by Ledford and supported by Croft to adjourn the Public Hearing and Regular Meeting of the Board at 7:35 p.m. The motion carried unanimously.



Paulette A. Skolarus, Clerk
Genoa Charter Township



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

MEMORANDUM

TO: Honorable Board of Trustees

FROM: Adam VanTassell

DATE: March 2, 2020

RE: Proposed Township Hall computer replacement

Manager's Review: _____

In accordance with the Township computer replacement schedule (see attached), four workstations and one laptop are up for replacement this year.

Recommended Motion

Moved by _____, Supported by _____ to approve the proposal from Dell for the purchase of 4 new workstations and 1 new laptop for \$3,342.86.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Michael C. Archinal

<u>Asset ID</u>	<u>Employee</u>	<u>Date Acquired</u>	<u>Description</u>	<u>Date of Replacement</u>
1	Van Marter, Kelly	1/1/2016	Dell Optiplex	4/1/2020
2	Rojewski, Deborah	1/1/2016	Dell Optiplex	4/1/2020
3	Sapienza, Kristen	1/1/2016	Dell Optiplex	4/1/2020
4	Gambino, Laura	1/1/2016	Dell Optiplex	4/1/2020
5	VanTassell, Adam	1/1/2016	Dell Optiplex	4/1/2021
6	Archinal, Michael	1/1/2016	Dell Optiplex	4/1/2021
7	Overby, Cindy	1/1/2016	Dell Optiplex	4/1/2021
8	Hunt, Robin	7/1/2018	Dell Optiplex	4/1/2022
9	Stone, Sharon	7/1/2018	Dell Optiplex	4/1/2022
10	Williams, Angie	7/1/2018	Dell Optiplex	4/1/2022
11	Lindberg, Tammy	7/1/2018	Dell Optiplex	4/1/2022
12	Buttermore, Jessica	7/1/2018	Dell Optiplex	4/1/2022
13	Vacant Manager	4/1/2013	Dell Optiplex 790	4/1/2024
14	Murphy, Kathleen	4/1/2019	Dell Optiplex 790	4/1/2023
15	Ruthig, Amy	4/1/2013	Dell Optiplex 790	4/1/2024
16	Krencicki, Mary	5/1/2014	Dell Optiplex 7010	4/1/2024
17	Skolarus, Polly	4/1/2019	Dell Optiplex 7010	4/1/2023
18	Elections	5/1/2014	Dell Optiplex 7010	4/1/2024
19	Board Room	4/1/2013	Dell Optiplex 790	4/1/2019
20	QVF Server		State supplied computer	
21	Clerk Front Counter	7/1/2019	Dell Optiplex	TBD
22	Tax Front Counter	7/1/2019	Dell Optiplex	TBD
23	Map Room	7/1/2005	Dell Optiplex	TBD
24	Utility Front Counter	7/1/2019	Dell Optiplex	

Genoa Computers

From: [Dell \(please do not reply\)](#) on behalf of [Dell Inc.](#)
To: [Adam VanTassell](#)
Subject: Dell Computer - Saved Quote Information -3000055809808
Date: Tuesday, February 18, 2020 12:32:51 PM



You have saved an eQuote 3000055809808

An eQuote is now saved in your Dell Online Store.
This will be held for 60 days and will expire on 04/18/2020

Your eQuote has been sent to:

Emailed to: adam@genoa.org
adam@genoa.org
adam@genoa.org

To retrieve this eQuote

Login to [Premier](#)
Sign in to GENOA TOWNSHIP
Click on "Quotes" in the top menu bar and search for eQuote number 3000055809808

eQuote Name	refresh
Saved By	adam@genoa.org
eQuote Description	
Authorized Buyer	Adam VanTassell
Notes/Comments	
Account Name	GENOA TOWNSHIP
Contract Code	C000000181093

Shipping Info

Adam VanTassell
Genoa Township
2911 Dorr Rd
Brighton, MI 48116-9498
(810) 227-5225

eQuote Summary

Description	Quantity	Unit Price	Subtotal
OptiPlex 3070 Small Form Factor	4	\$656.58	\$2,626.32
Latitude 3500	1	\$716.54	\$716.54

eQuote Subtotal	\$3,342.86
Shipping*	\$0.00
Shipping Discount*	\$0.00

eQuote Total* \$3,342.86

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Note: Your order may contain one or more items which are billed on a recurring basis. See Important Notes for details on your specific offering and, for customers with auto-renewing subscriptions, how to turn off automatic renewal.

eQuote Details

Description	Quantity	Price
s019o3070sffusr OptiPlex 3070 Small Form Factor	4	\$4,451.40
Premier Discount		\$1,825.08
(Unit Price after discount: \$656.58 ea.)		\$2,626.32

Module	Description	Product Code	SKU	ID
OptiPlex 3070 SFF	OptiPlex 3070 SFF BTX	GHB0L2E	[210-ASBL]	1
Processor	Intel® Core™ i5-9500 (6 Cores/9MB/6T/3.0GHz to 4.4GHz/65W); supports Windows 10/Linux	G3TIKEM	[338-BRSY]	146
Operating System	Windows 10 Pro 64bit English, French, Spanish	GF48XA1	[619-AHKN]	11
Windows AutoPilot	No Windows AutoPilot	GYEO2AP	[340-CKSZ]	291
Microsoft Office	No Productivity Software	GDFAG1O	[630-AAAXE]	1002
Memory	8GB 1X8GB 2666MHz DDR4 Memory	GFNRQ2B	[370-AEBK]	3
Hard Drive	M.2 256GB PCIe NVMe Class 35 Solid State Drive	GDXK20R	[400-BEUP] [412-AAQT] [773-BBBC]	8
Additional Hard Drive	No Additional Hard Drive	G780XKR	[401-AANH]	637
Video Card	Intel® Integrated Graphics	GZQDA24	[490-BBFG]	6
Chassis Options	OptiPlex 3070 Small Form Factor with 200W up to 85% efficient Power Supply (80Plus Bronze)	G900YRW	[329-BEJV]	116
Power Cord	System Power Cord (US)	GA5894N	[450-AAOJ]	20
Optical Drive	8x DVD+/-RW 9.5mm Optical Disk Drive	GTRXE5A	[325-BCXP] [429-ABFH]	16
Optical Software	Cyberlink Media Suite Essentials for Windows 10 and DVD drive (without Media)	GWNM30Y	[658-BBTV]	597
Additional Storage Devices - Media Reader	No Media Card Reader Selected	GW2K1D6	[379-BBHM]	10
Wireless	No Wireless LAN Card	GE7Y41P	[555-BBFO]	19
Wireless Driver	No Wireless Driver	GQMKF4C	[340-AFMQ]	7

Chassis Intrusion Switch	Chassis Intrusion Switch - SFF	GA6RJ41	[461-AAEE]	289
Stands and Mounts	No Stand Option	GJO5ZSE	[575-BBB1]	558
Adapter	No Additional Cable	GIX0L8M	[379-BBCY]	592
Serial Port Adapter	No Parallel or Serial Port	GVEYQ07	[492-BBFF]	698
Keyboard	Dell Multimedia English Keyboard - KB216	GZDPBC1	[580-ADJC]	4
Mouse	Dell MS116 Wired Mouse	GWJIAF2	[275-BBBW]	12
Back Cover	No Cable Cover	GDT2C7Z	[325-BCZQ]	376
External Speakers	No External Speaker	GTNM7E2	[817-BBBC]	200095
Software Stack	Windows 10 Non-Embedded 3070	GAD2HT5	[525-BBCL] [640-BBLW] [658-BBMR] [658-BBRB] [658-BCUV] [658-BEGX]	1003
Operating System Recovery Options	Recovery USB Media Not Included	GBZV8U6	[620-AAOH]	200013
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	[387-BBLW]	122
Documentation	Safety, Environmental, and Regulatory Information (English/French/Multi-language)	G7RB0GY	[340-AGIK]	21
System Monitoring Options	Dell Watchdog Timer	GEL8NA2	[379-BDLB]	39
Placemat	Quick Setup Guide 3070 Small Form Factor	G1SRM83	[340-CMOE]	60
Order Information	US No Canada Ship Charge	G3IA0L8	[332-1286]	111
EAN/UPC Label	Print on Demand Label	GLBM3TR	[389-BDQH]	292
TPM Security	Trusted Platform Module (Discrete TPM Enabled)	GJMDKT6	[329-BB JL]	297
Shipping Material	Ship Material for Optiplex SFF	GOK7N04	[340-CDWZ] [389-BBUU]	465
Label	SFF: EPA Regulatory LBL for Mexico	G52RS7P	[389-DQPX]	676
CompuTrace Offerings	No Computrace	GO1F2XY	[461-AABF]	697
Hard Drive Cables and Brackets	M.2 Caddy	GGPQ1ML	[575-BBKX]	705
Processor Label	Intel® Core™ i5 Processor Label	GBYUG7C	[340-CKVN]	749
Transportation from ODM to region	DT BTS/BTP Shipment	GL09IMP	[800-BBIP]	200080
Systems Management	No Out-of-Band Systems Management	G128X6A	[631-ACDC]	49
Configuration Type	3070SFF_1H20_019/US/BTS	FG0010	[998-DOFL]	572
Security Software	No Security Software	NOSS	[650-AAAM]	1014
Additional Video Ports	Optional VGA Video Port for SFF	G2XUGP1	[382-BBFF]	495
Add-in Cards	No Additional Add In Cards	GNV4J7Q	[382-BBHX]	583
Optane	No Optane	GGALRD0	[400-BFPO]	200304
Hardware Support Services	3 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis	NBD3	[803-8583] [803-8590]	29

s023l350015usr | Latitude 3500

1

\$1,155.71

Premier Discount

\$439.17

Module	Description	Product Code	Sku	ID
Base	Dell Latitude 3500	GVK4B5S	[210-ARRG]	1
Processor	8th Generation Intel® Core™ i5-8265U Processor (4 Core, 6MB Cache, 1.6GHz, 15W)	G4BSYHW	[379-BDKU]	146
Operating System	Windows 10 Pro 64bit English, French, Spanish	GF48XA1	[619-AHKN]	11
Windows AutoPilot	No Windows AutoPilot	GYE02AP	[340-CKSZ]	291
Microsoft Office	Microsoft Office 30 Day Trial	GC70FJV	[658-BCSB]	1002
Graphics	Intel® UHD 620 Graphics for Intel 8th Gen Core i5-8265U	GPNMW2K	[338-BQSW]	149
2400MHz Memory	8GB, 1x8GB, DDR4 Non-ECC	G186L29	[370-AECX]	3
Hard Drive	M.2 256GB PCIe NVMe Class 35 Solid State Drive	GCTOGM5	[400-BBNS]	8
Additional Hard Drive	Not Selected in this Configuration	GZK1PNU	[817-BBBC]	637
LCD	15.6" FHD TN (1920 x 1080) Anti-Glare, Non-Touch, Camera & Mic, WLAN capable	GYSQR0W	[320-BCUI] [391-BEBL]	760
Keyboard	Single Pointing Non-backlit Keyboard, English	GID7NZO	[583-BFNE]	4
Mouse	No Mouse	G8043UZ	[570-AADK]	12
Driver	Wireless Driver for Intel 9560 w/Bluetooth	GQCE130	[555-BETS]	7
Wireless	Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	GK1P583	[555-BESB]	19
Mobile Broadband	No Mobile Broadband Card	GR957IY	[556-BBCD]	114
Primary Battery	4 Cell 56Whr ExpressCharge™ Capable Battery	GNC4R8B	[451-BCII]	112
Power Supply	65 W AC adapter	G1USCN9	[450-ADTR]	1015
PalmRest	No Fingerprint and No SmartCard Reader	GIW9TON	[346-BEZF]	55
Configuration Type	3500_1HFY20_023/US/BTS	FG0005	[998-DKFS]	572
Non-Microsoft Application Software	Windows System Software	GZ34R0V	[525-BBCL] [640-BBLW] [658-BBMR] [658-BBRB] [658-BCUI] [658-BDVK] [658-BECE]	1003
Packaging	BTS Packaging Normal adapter	GQVUPZ7	[340-AASO] [340-CLWY] [640-BBJB]	465
Placemat	Quick Start Guide	GXS16T1	[340-CLMH]	60
Label	Regulatory Label, FCC	GL7DVE2	[389-DPGZ]	676
Security Software	No Security Software	NOSS	[650-AAAM]	1014
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	[620-AALW]	200013
Transportation from ODM to region	Smart Selection Shipment (M)	GCA6MQV	[800-BBQE]	200080
Carrying Cases	No Carrying Case	NONE	[460-BBEX]	118
Chassis Orientation Options	No Docking Station	GJTIBU6	[452-BBSE]	271
Cable	E4 US Power Cord	G7XRU8M	[537-BBBL]	20
TAA	No TAA	NOTAA	[340-ACQQ]	97
Processor Branding	Intel® Core™ i5 Processor Label	G58CVPI	[389-CGBB]	749
UPC Label	POD Label	G2J0EF6	[389-BKKL]	292
ENERGY STAR	ENERGY STAR Qualified	GXH1EQA	[387-BBNP]	122
Diagnostic CD / Diskette	No Resource Media	G5KFAU6	[430-XXYG]	50
Canada Ship Options	US No Canada Ship Charge	G3IA0L8	[332-1286]	111
Documentation/Disks	Safety, Environmental, and Regulatory Information (English/French/Multi-language)	G7RB0GY	[340-AGIK]	21
Hardware Support Services	1 Year Hardware Service with Onsite/In-Home Service After Remote Diagnosis	GFDHLC7	[997-6727] [997-6735]	29

eQuote Subtotal	\$3,342.86
Shipping*	\$0.00
Shipping Discount*	\$0.00

eQuote Total* \$3,342.86

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Let's connect.



Legal Disclaimer: Please note that Dell cannot be responsible for pricing or other errors and reserves the right to cancel any orders arising from such errors. The amount of tax and shipping added to your order depends on where you have asked for the product to be shipped as well as on which products and/or services you've chosen to purchase. Your order is subject to Dell's Terms and Conditions of Sale which include a binding arbitration provision.

Subscription Customers: If your order includes a recurring billing subscription, you authorize Dell to charge your payment method on file on a recurring basis. You may opt out of automatic renewal or update payment information at any time through the web portal used to manage your subscription. Offer specific subscription terms for details ([Commercial](#); [Consumer](#)).

Privacy Policy | Terms and Conditions | Dell.com
© Dell Inc. U.S. only. Dell Inc. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682



218 E. Grand River, Brighton, MI 48116 | 810.588.6382

Township Manager Mike Archinal
Genoa Township
2911 Dorr Rd
Brighton, MI 48116

Dear Mike Archinal,

On behalf of the Economic Development Council of Livingston County and Ann Arbor SPARK, I would like to thank you for your support during 2018. It is because of your continued support that we can achieve our mission of advancing the region by encouraging and supporting business acceleration, attraction and retention.

Through our partnership with Ann Arbor SPARK, staff collaborates with business, academic, government and community investor partners to promote healthy business retention and growth. SPARK's team can serve as an extension of your team, providing consultation and data on projects that will positively impact economic development in your area. SPARK serves as liaison between business and the community, helping our community to be proactive in our approach to supporting business growth.

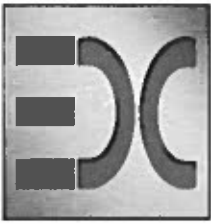
We have prepared the annual invoice for your support in 2019 (enclosed). If you would like us to make a presentation to your board or council regarding this support, or the economic development successes in your community, please contact me. We sincerely appreciate partnership and look forward to working with you and your team again this year.

Thank you for your support. Thank you for your generosity. Thank you for making our work possible.

Most sincerely,

James Wickman
Chairman, Economic Development Council of Livingston County

Enclosure



Economic Development Council of
Livingston County

218 East Grand River Ave.
Upper Level
Brighton, MI 48116

Invoice

Date	Invoice #
2/19/2020	1281

Bill To
Genoa Township 2911 Dorr Road Brighton, MI 48116

Quantity	Description	Rate	Amount
	Municipal Partnership Investment 2020	23,632.33	23,632.33
Thank you for your support!		Total	\$23,632.33

2020 SPARK-Livingston Focus Areas



Municipal Support

Site Readiness
Marketing
Retail Leakage Reports



Focused support to public sector partners.



Industry Collaboratives

Talent Pipeline Management
Manufacturing Day



Leverage partnerships to maintain talent pool



SPARK.grow

Cybersecurity Education*
Building Great Organizations*
Rising Leaders*
Reskilling Programs
Career Awareness Events*



Increase services to support growth and retention of our BD businesses.



Grow Livingston

Increase Private Sector Funding in Livingston
Branding for Livingston New Business Attraction*



Targeted fundraising program and BD team rebranding of Livingston for business attraction.

*Strategic Projects



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(II))

At a Regular meeting of the Township Board
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Supervisor Rogers on 3/2/2020
DATE

at 6:30 a.m.(p.m) the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from PREGNANCY HELPLINE of DBA HELP CLINIC BRIGHTON
NAME OF ORGANIZATION CITY

county of LIVINGSTON, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

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

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R&D)06



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 Manager/Community Development Director
DATE: February 26, 2020
RE: **Home Depot Outdoor Sales, Storage and Display Special Land Use, Impact Assessment, and Site Plan**

Managers Review: _____

Attached please find the project case file for a proposed special land use permit authorizing outdoor display, storage and sales at the Home Depot store located at 3330 E. Grand River, Howell. This site has a history of non-compliance with outdoor display, storage and sales including a consent judgement requiring compliance in 2002. The store received an annually renewable special land use permit in 2006. The special land use permit was not authorized for renewal by Township staff in 2015 due to continued non-compliance. Since that time, Township staff has worked closely with the applicant and we are hopeful the proposed special land use permit will help eliminate future violations on the property.

The subject property is located in the Regional Commercial zoning district (RCD) and the request is petitioned by Scott A. Mommer. Procedurally, outdoor sales, storage and display require special land use, impact assessment and site plan approval by the Township Board following a recommendation by the Planning Commission.

Following four (4) public hearings, the Planning Commission recommended conditional approval of the Special Land Use, Impact Assessment and Site Plan on February 10, 2020. Based on the action of the Planning Commission, I suggest Board consideration of the following action:

Moved by _____, Supported by _____ to APPROVE the Special Land Use permit because it has been found that the requested use meets the requirements of Sections 19.03 and 7.02.02(d) of the Township Ordinance with the following condition:

1. The special land use permit is valid for a period of 1 calendar year with annual renewals to be approved by Township staff provided the site remains in compliance with the approval granted this evening. Renewals shall be requested in writing by the applicant prior to expiration of each years permit.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford
H. James Mortensen
Terry Croft
Diana Lowe

MANAGER

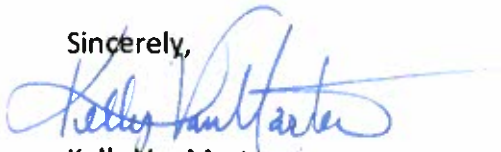
Michael C. Archinal

Moved by _____, Supported by _____ to APPROVE the Environmental Impact Assessment dated February 19, 2020 as submitted subject to compliance with the requirements of the Special Land Use permit.

Moved by _____, Supported by _____ to APPROVE the site plan dated February 19, 2020 as submitted.

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

Sincerely,



Kelly VanMarter

Assistant Township Manager/Community Development Director



GENOA CHARTER TOWNSHIP

Special Land Use Application

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

APPLICANT NAME & ADDRESS: Scott A. Mommer; 4694 W. Jacquelyn Ave. Fresno, CA 93722
Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.

APPLICANT PHONE: (559) 978-7060 EMAIL: smommer@larsandersen.com

OWNER NAME & ADDRESS: Home Depot U.S.A., Inc.; 2455 Paces Ferry Rd., Atlanta, GA 30339

SITE ADDRESS: 3330 E. Grand Ave PARCEL #(s): 11-05-300-027

OWNER PHONE: (770) 384-3364 EMAIL: smommer@larsandersen.com

Location and brief description of site and surroundings:

The site is an existing Home depot located at Grand Oaks Drive and Grand River Ave. The site is zoned RCD - Regional Commercial District and the surrounding area is comprised of Commercial Uses.

Proposed Use:

The proposed Use is for additional display areas per the submitted Site Plan. The proposed request is for area for display of three (3) trailers, rental equipment display, a 12' fence at the south end of the site for large equipment storage, seasonal display, and staging areas.

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

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

The site has a Zoning of Regional Commercial and Land Use Designation of General Commercial. The proposed use is consistent with the commercial pattern and outdoor display areas that are allowed in General Commercial Districts.

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

The proposed Use will not alter the existing or intended character of the general vicinity. The proposed Use supplements the General Commercial nature of the vicinity.

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

The proposed Use will have access to existing highways and streets as currently provided for on-site circulation and access.

The current site was developed to meet the requirements for police, fire, and EVA's; which there will be no change to the site conditions affecting these services. Services for water, sewer, and refuse disposal will not be altered. No effect to the School District.

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

The proposed Use will not create detrimental health impacts or produce excessive noise, traffic, vibration, smoke, and etc.
The Use will only be to display and store rental equipment, there will not be use of the items at the site.

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

The proposed fencing to the south of the site is permitted in the GC District as an "Accessory use" to the existing site.
The outdoor display areas has specific criteria under 7.02.02.d. See attached write-up for how the proposed Use will meet the criteria listed.

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

THE UNDERSIGNED See attached Authorization Affidavit STATES THAT THEY ARE THE FREE OWNER OF THE PROPERTY OF PROPERTIES DESCRIBED ABOVE AND MAKES APPLICATION FOR THIS SPECIAL LAND USE PERMIT.

BY: _____

ADDRESS: 4694 W. Jacquelyn Ave., Fresno, CA 93722

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

Scott A. Mommer of Scott A. Mommer Consulting at smommer@larsandersen.com
Name Business Affiliation Email

FEE EXCEEDANCE AGREEMENT

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

SIGNATURE: _____ DATE: 5/3/2019

PRINT NAME: Scott A. Mommer PHONE: 559-978-7060



GENOA CHARTER TOWNSHIP
Application for Site Plan Review

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS: _____
If applicant is not the owner, a letter of Authorization from Property Owner is needed.

OWNER'S NAME & ADDRESS: _____

SITE ADDRESS: _____ PARCEL #(s): _____

APPLICANT PHONE: (____) _____ OWNER PHONE: (____) _____

OWNER EMAIL: _____

LOCATION AND BRIEF DESCRIPTION OF SITE: _____

BRIEF STATEMENT OF PROPOSED USE: _____

THE FOLLOWING BUILDINGS ARE PROPOSED: _____

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

BY: _____

ADDRESS: _____

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

1.) _____ of _____ at _____
Name Business Affiliation E-mail Address

FEE EXCEEDANCE AGREEMENT

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

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ PHONE: _____

ADDRESS: _____

AFFIDAVIT

I, Jessica Borgert certify by my signature below that I hereby authorize Scott A. Mommer to act as my agent regarding the Special Land Use Application of the below described property.

Property described

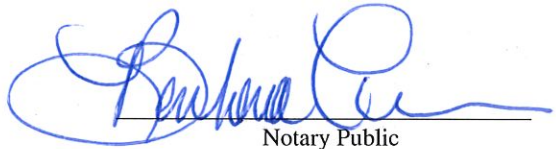
as: See attached Legal Description.

By: HOME DEPOT U.S.A., INC.

Signature of Jessica Borgert
Senior Corporate Counsel

Date

Subscribed and sworn to me a Notary Public on this 19 day of April 2019.



Notary Public

My Commission Expires:
9/10/22

Barbara Turner
NOTARY PUBLIC
Fulton County, GEORGIA
My Commission Expires 09/10/2022

#2751

EXHIBIT A

Legal Description

Part of the Southwest $\frac{1}{4}$ of Section 5, T2N—R5E, Genoa Township, Livingston County, Michigan, more particularly described as follows: Commencing at the West $\frac{1}{4}$ Corner of said Section 5: thence along the East-West $\frac{1}{4}$ line of said Section 5, N 87°09'05" E, 272.34 feet; thence along Easterly line of Victory Drive (66 foot wide Right-of-Way), as recorded in the Plat of "Grand Oaks West Industrial Park", Liber 30 of Plats, pages 1-5, Livingston County Records, S 01°04'09" E, 8.88 feet; thence along the South line of Lot 1 of said Plat, S 77°41'07" E, 148.07 feet; thence S 86°26'47" E, 226.20 feet; thence S 73°13'50" E, 20.78 feet; thence N 25°07'05" E. (previously recorded as N 27°04'E), 240.92 feet; thence along the Southerly line of Grand River Avenue (50 foot wide and 70 foot wide $\frac{1}{2}$ Right-of-Way), on the following three (3) courses; 1) S 64°54'26" E, 93.60 feet, 2) S 25°05'34" W, 20.00 feet, 3) S 64°54'26" E, 157.49 feet to the POINT OF BEGINNING of the Parcel to be described; thence continuing along the Southerly line of Grand River Avenue on the following four (4) courses: 1) S 64°54'26" E, 117.51 feet, 2) N 25°05'34" E, 20.00 feet, 3) S 64°54'26" E, 61.15 feet, 4) S 64°41'56" E, 657.17 feet; thence S 25°10'07" W, 233.14 feet; thence S 41°41'17" E, 115.37 feet; thence S 52°21'03" E, 57.81 feet; thence S 64°41'56" E, 278.96 feet; thence N 87°53'27" E, 46.62 feet; thence along the Westerly line of Grand Oaks Drive (100 foot wide Right-of-Way), as recorded in the Plat of "Grand Oaks Commercial Park", Liber 21 of Plats, pages 45-47, Livingston County Records, Southwesterly on an arc left, having a length of 70.72 feet, a radius of 500.00 feet, a central angle of 08°06'15", and a long chord which bears S 05°43'50" W, 70.66 feet; thence S 87°53'37" W, 1101.09 feet; thence N 71°04'09" W, 170.00 feet (previously recorded as 169.43); thence N 20°20'51" E, 285.83 feet (previously recorded as 282.65 feet), thence N 02°44'46" E, 405.20 feet (previously recorded as 407.10), thence N 08°08'15" E, 169.00 feet, thence N 84°00'24" E, 39.14 feet to the POINT OF BEGINNING; Containing 15.10 acres, more or less, and subject to the rights of the Public over the existing Grand River Avenue. Also including the use of Grand Oaks Drive, as recorded in the Plat of "Grand Oaks Commercial Park", Liber 21 of Plats, pages 45-47, Livingston County Records.

TAX PARCEL ID NO:

4711-05-300-027

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
FEBRUARY 10, 2020
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 Marianne McCreary, Chris Grajek, Eric Rauch, and Jeff Dhaenens. Absent were Jim Mortensen, Glynis McBain, and Jill Rickard. Also present was Kelly VanMarter, Community Development Director/Assistant Township Manager, and Brian Borden of Safebuilt Studio. There were no audience members present.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

Moved by Commissioner McCreary, seconded by Commissioner Grajek, to approve the agenda as presented. **The motion carried unanimously.**

ELECTION OF OFFICERS:

Ms. Van Marter noted that officers are required to be elected at the first meeting of the month. The Chairperson, Vice-Chairperson and Secretary need to be selected.

Moved by Commissioner Rauch, seconded by Commissioner Grajeck, to elect Ms. McCreary as Secretary, Mr. Grajak as Chairman, and himself as Vice-Chairman. **The motion carried unanimously.**

CALL TO THE PUBLIC: The call to the public was made at 6:35 pm with no response.

OLD BUSINESS:

OPEN PUBLIC HEARING #1... Review of a special use, site plan and environmental impact assessment for outdoor sales, storage and display for Home Depot. The property in question is located at 3330 E. Grand River, Howell. The request is petitioned by Scott A. Mommer. A. Recommendation of Special Use Application. B. Recommendation of Environmental Impact Assessment. (1-20-20) C. Recommendation of Site Plan. (1-13-20)

Mr. Brent LaVanway of Boss Engineering was present. He reviewed the changes since the last meeting. They have removed a row of parking and added a landscape island on the south side of the parking lot. This location will include the seasonal items, shed displays and equipment rental.

They are suggesting deciduous trees for the landscape island. They would be six-feet high at the time of planting. The opaque wood fence that is along the southern border of the parking lot

will be eight-feet high and will sit on top of a three-foot high retaining wall, so the total height of the screening will be 11 feet.

Mr. Borden reviewed his letter dated February 5, 2020.

He noted that the applicant made the changes to the plan based on the discussion from the last meeting.

1. The Commission may require additional shrub plantings, or allow excess existing trees to count as the required buffer zones.
2. At the time of planting, the height of items stored in the parking lot will exceed the height of screening. The Commission may require taller evergreen trees at the time of planting and/or an increase in the number of evergreen trees.
3. The plantings depicted between the evergreen trees must be identified on the landscape plan.
4. A detail of the fencing around the seasonal sales area must be provided. Mr. LaVanway believes the description of the fence on the plan was a carry-over from a previous plan. There will not be a fenced-in area in the parking lot. This is being replaced with the new area discussed this evening. They will make this change on the plan.

Commissioner Rauch questioned the seasonal displays that are up near the building. What is the timing of the "season"? Mr. LaVanway stated the items being displayed depend on the time of year. There would be lawn mowers, tractors, etc. in the spring and summer, and then snow plows, etc. in the winter. Commissioner McCreary stated there is no time frame. It was agreed to remove the word "seasonal" from the plans. Commissioner Dhaenens wanted to ensure that if the word "seasonal" is removed, they cannot then move sheds to that area. Mr. LaVanway stated the location of the shed display is noted specifically on the plans so that is the only location where they will be placed.

Ms. VanMarter requested that if the Commission sends an approval to the Township Board, to stated that the Special Use Permit be valid for one year, and renewals will be approved by Township staff.

The call to the public was made at 6:58 pm with no response.

Moved by Commissioner Rauch, seconded by Commission McCreary, to recommend to the Township Board approval of the Special Land Use Application for Home Depot being that the Commission finds this item to meet the requirements of Section 7.02.02(d) of the Township Ordinance. The recommendation is conditioned upon the following:

- It is valid for one year and can be renewed annually by Township staff.

The motion carried unanimously.

Moved by Commissioner Rauch, seconded by Commission Dhaenens, to recommend to the Township Board approval of the Environmental Impact Assessment dated 1/20/20 for Home

Depot, with the condition that Paragraph I is amended to state that no fence is allowed in the middle of the parking lot for seasonal sales. **The motion carried unanimously.**

Moved by Commissioner Rauch, seconded by Commission Dhaenens, to recommend to the Township Board approval of the Site Plan dated 1/13/20 for Home Depot, with the following conditions:

- The fence on the south lot line is clarified as being eight-feet tall
- The word “seasonal” shall be removed from the tractor display area noted in the front of the building
- The use of shrubs between the evergreens proposed in the landscape planter is approved.

The motion carried unanimously.

ADMINISTRATIVE BUSINESS

Staff Report

Ms. VanMarter stated the March 9, 2020 meeting is very heavy. There are five items scheduled. She reviewed the proposals.

She noted that there may be a special meeting in March if some of the applications are not ready to be heard at the first one.

Approval of the December 9, 2019 Planning Commission meeting minutes

Moved by Commissioner McCreary, seconded by Commissioner Dhaenens, to approve the minutes of the December 9, 2019 Planning Commission Meeting as presented. **The motion carried unanimously.**

Member Discussion

Chairman Grajek asked the Commissioners to think of items that they would like to change with the way the meetings are handled. He suggested that Commissioners do not interrupt each other or the petitioner when they are speaking.

Commissioner Rauch suggested letting the petitioner present their entire proposal without the Commission asking questions during the presentation. Questions should be held until they are finished.

Adjournment

Moved by Commissioner Dhaenans, seconded by Commissioner Rauch, to adjourn the meeting at 7:33 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas, Recording Secretary

DRAFT

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
DECEMBER 9, 2019
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 Chairman Doug Brown, Marianne McCreary, Jim Mortensen, Chris Grajek, and Eric Rauch, Jeff Dhaenens, and Jill Rickard. Also present was Kelly VanMarter, Community Development Director/Assistant Township Manager, and Brian Borden of Safebuilt Studio. There were no audience members present.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

Moved by Commissioner Grajek, seconded by Commissioner Rickard, to approve the agenda as presented. **The motion carried unanimously.**

CALL TO THE PUBLIC: The call to the public was made at 6:31 pm with no response.

OLD BUSINESS:

OPEN PUBLIC HEARING #1... Review of a special use, site plan and environmental impact assessment for outdoor sales, storage and display for Home Depot. The property in question is located at 3330 E. Grand River, Howell. The request is petitioned by Scott A. Mommer. A. Recommendation of Special Use Application. B. Recommendation of Environmental Impact Assessment. (10-2-19) C. Recommendation of Site Plan. (11-21-19)

Brent LaVanway of Boss Engineering and Mr. Scott Mommer of Lars Andersen & Associates, Inc., the consultants for Home Depot, were present representing the applicant.

Mr. Mommer stated that the store's assistant manager has been assigned to address the violations received by the Township and now Home Depot has asked him to assist with the issues and make a presentation to the Planning Commission. He reviewed the plans and what is being requested.

- Three rear staging locations outlined in green on the proposed Site Plan
- Three proposed sales display along the store front
- Three proposed trailer rental display along the store front
- Proposed seasonal sales display along the store front from May through July 4
- Two proposed rental equipment display along the store front
- Proposed plant seasonal display along the front Garden Center

- Fifteen propose stalls for Equipment Rental in parking field at southerly property line
- Six Proposed stalls for shed display in parking field
- Sixteen stalls for proposed temporary customer pickup for bark/mulch in the parking lot for a period of six consecutive weeks in spring/summer.
- Existing three stalls of Load-N-Go parking, which is where the trucks that can be rented are stored.

He noted that the seasonal sales display and the bark/mulch areas from mid-March until July 4 are a big draw for their business.

He showed photographs of the parking lot as it would be seen from Grand River and Grand Oaks Drive.

Commissioner McCreary asked for clarification of the bark/mulch area. Are they on pallets? How much is there? How is the product put there? Mr. Mommer stated that stock from the storage area in the rear of the store is brought up to that area when the stock gets low.

He stated that all Home Depot stores are provided with an OSRP, which outlines what is allowed and what is not. The store personnel must follow these guidelines. There is not one for this store; however, when they have received their approvals from the Township, it will be provided to them.

Commissioner Dhaenens noted that Home Depot is requesting to do what they are currently doing, which are in violation of the ordinance, as well as add additional storage areas. Mr. Mommer stated they would like to receive approval so they will no longer be in violation. He noted that some of the current storage areas will be relocated. Ms. VanMarter stated that based on previous discussions, the Planning Commission prefers the storage areas remain along the building instead of in the parking lot.

Commissioner Grajek stated the storage areas need to be marked. He added that Home Depot built a store in the Township and put outside storage and displays that are not allowed, and is now asking for permission. He understands that it is needed, but other similar businesses followed the ordinance when they built their stores. He wants the storage areas to be marked and kept clean and in order.

Mr. Mommer stated that there has been a lot of growth in the area, so their demands and sales have increased. When the store was built, they did not expect they would need the additional storage and displays.

Commissioner Mortensen suggested that the store expand more brick and mortar instead of the outdoor storage and displays.

Commissioner Rauch questioned if the customer could pick up their mulch from the back storage area. Mr. Mommer stated Home Depot does not allow customers in the rear storage or loading area of the store. He believes having the mulch in the front is for advertising and not for

logistics. He is not comfortable approving this. It would set a precedent for other businesses. He suggested a location for an expansion to the building where these items could be stored.

Commissioner Rickard agrees. She is not in favor of the products being spread all around the parking lot.

Mr. Borden reviewed his letter dated November 5, 2019.

1. The revised plan does reduce the amount of storage proposed for the parking lot and fewer spaces will be used.
2. The Commission may require additional shrub plantings, or allow excess existing trees to count as the required buffer zones.
3. The Commission may allow a 6-foot tall wood fence in lieu of a buffer zone B along the southerly lot line.
4. The height of materials stored within the three parking lot areas will generally exceed the height of screening provided.
5. The applicant must identify the dates/seasons that the temporary sales display area will be in use.
6. At least 2 of the areas proposed appear to block/disrupt pedestrian circulation to/from the building.

Commissioner Rauch showed a proposed location where a row of parking could be replaced with a landscape island where shrubs and trees could be planted and screen the storage areas to the south. It could also provide a barrier to vehicles which would be safer for customers who are shopping or loading their cars in this area. Ms. VanMarter agreed with this suggestion. Not only would it be screened, but it would be a contained area.

Mr. Mommer would not be able to agree to this change tonight. He would have to discuss it with Home Depot.

Moved by Commissioner Dhaenens, seconded by Commissioner Rickard, to postpone the request from Home Depot at 3330 E. Grand River, Howell, per the petitioner's request, until the February 10, 2020 Planning Commission meeting. **The motion carried unanimously.**

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
NOVEMBER 12, 2019
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 Chairman Doug Brown, Marianne McCreary, Jim Mortensen, Chris Grajek, and Eric Rauch. Absent was Jeff Dhaenens and Jill Richard. Also present was Kelly VanMarter, Community Development Director/Assistant Township Manager, and Brian Borden of Safebuilt Studio. There were seven audience members present.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

Moved by Commissioner Grajek, seconded by Commissioner McCreary, to approve the agenda as presented. **The motion carried unanimously.**

CALL TO THE PUBLIC: The call to the public was made at 6:32 pm with no response.

OLD BUSINESS:

OPEN PUBLIC HEARING #1... Review of a special use, site plan and environmental impact assessment for outdoor sales, storage and display for Home Depot. The property in question is located at 3330 E. Grand River, Howell. The request is petitioned by Scott A. Mommer. A. Recommendation of Special Use Application. B. Recommendation of Environmental Impact Assessment. (10-2-19) C. Recommendation of Site Plan. (11-21-19)

Brent LaVanway of Boss Engineering was present representing the applicant. He reviewed the changes that have been made to the plans since the last time they were before the Planning Commission. He addressed the two items of concern in Mr. Borden's letter of November 5.

1. Mr. Borden is concerned with the height of the stockade fence that is proposed for the outdoor display area for the rental equipment. Mr. LaVanway showed photographs of the proposed fence, noting that it will be on top of the retaining wall, so it will be higher than most of the equipment that will be in that area. He also provided photos of the type of equipment that will be stored there.
2. The time frames for the temporary seasonal displays will be from March 1 to July 15 and then from November 15 to December 31.

Commissioner McCreary questioned if some of the barrier free parking spaces will be lost with the temporary display. Mr. Borden confirmed that they will not meet the minimum required number of spaces with what is being proposed. It was suggested to move the area so as to not block those spaces.

Mr. Borden reviewed his letter dated November 5, 2019.

He noted that the applicant has addressed their concerns from their previous review letters; however, there are some items that still need to be addressed or approved by the Planning Commission.

1. The Commission may require additional shrub plantings, or allow excess existing trees to count as the required buffer zones.
2. The Commission may allow a 6-foot tall wood fence in lieu of a buffer zone B along the southerly lot line.
3. The height of materials stored within the three parking lot areas will generally exceed the height of screening provided.
4. The applicant must identify the dates/seasons that the temporary sales display area will be in use.
5. At least two of the areas proposed appear to block/disrupt pedestrian circulation to/from the building. Mr. LaVanway stated that the display area to the north will not block any egress locations. For the area to the south, this is the outdoor storage area, and one of the doors is not operable so the egress will not be blocked. He noted that the dimensions shown on the plan are larger than what will be on site.

Mr. Markstrom's letter of October 31 states that all of his previous concerns have been addressed.

The Brighton Area Fire Authority's letter dated October 18 states that all of their previous concerns have been addressed.

Commissioner Mortensen questioned if the meeting between Township Staff and the applicant that was suggested at the July Planning Commission meeting occurred. Ms. VanMarter stated emails were exchanged, but no meeting was held. He does not believe that this plan is much different than what was presented in July or what Home Depot has been doing in the past. He believes approving this will set a precedent for outdoor storage being requested in other locations in the Township.

Mr. LaVanway stated that they have made changes; specifically, the sheds have been relocated to a more "tucked in" location and the number of displays have been decreased from 10 or 12 to 6, the chain link enclosure for the rental equipment has been removed and replaced with a stockade fence, and the applicant has delineated on the pavement to show staff where the outdoor storage will be located.

Commissioner Rauch agrees that this would be the most lenient outdoor storage uses than what has been allowed in the community. He agrees with Mr. Mortensen that allowing this as presented would set a precedent. He would like to see permanent areas made for the storage of these types of items.

Ms. VanMarter stated that when she communicated with Home Depot she advised them that what they were proposing was not well received by the Planning Commission and suggested a more permanent delineated area be developed for these items.

Commissioner Grajek stated that the discussion being held this evening is the same that was had when the applicant was last before the Planning Commission. Mr. LaVanway stated the plans have changed, but perhaps they did not change enough. Commissioner Grajek appreciates the attempt made by Home Depot.

Commissioner Mortensen also appreciates the work done by Home Depot.

Chairman Brown would have liked the applicant to have met with staff and attended tonight's meeting.

Commissioner Grajek agrees that the storage next to the building on the sidewalk could be permitted; however, he is not in favor of the areas that are proposed to be in the middle of the parking lot nor the location of the sheds.

Commissioner Rauch suggested installing a greenbelt area that could screen the seasonal and shed displays and possibly even the equipment.

The call to the public was made at 7:28 pm with no response.

Moved by Commissioner Mortensen, seconded by Commissioner Rauch, to table the request for a special use application, environmental impact assessment, and site plan for outdoor sales, storage and display for Home Depot until the December 9, 2019 Planning Commission meeting. **The motion carried unanimously.**

NEW BUSINESS:

OPEN PUBLIC HEARING #2...Review of a site plan application, PUD application, PUD agreement, environmental impact assessment, and final site plan for a proposed planned industrial development with a new 67,000 sq. ft. indoor climate controlled storage building. The proposed project is located at 2528 Harte Drive, Brighton consisting of 10.62 acres on parcel 4711-13-300-009. The request is petitioned by James Pappas of Fusco, Shaffer and Pappas, Inc.

- A. Recommendation of PUD Agreement
- B. Recommendation of Impact Assessment (10-1-2019)
- C. Recommendation of Final Site Plan (10-25-19)

Mr. Jim Hart, the owner, and Mr. Jim Pappas, the architect, were present.

Mr. Pappas stated that they have addressed the concerns from the Township consultants.

1. The Commission may allow building materials that do not comply with Section 12.01 (too much vinyl siding) since they will match the existing building.
2. The parking calculations on Sheet C2.0 need to be corrected and 2 additional barrier-free parking spaces are required. Mr. Rudolph stated he can add the spaces per his suggestion.
3. The applicant should provide specification sheets for the proposed light fixtures.
4. The landscape plan is deficient in buffer zone B and detention pond plantings. The applicant did make modifications to the original plan; however, they are still missing the required amount of plantings. The Planning Commission can modify this requirement; however, he recommends that the buffer zone plantings be required. Mr. Rudolph noted that there are existing plantings in that area; however, they can add additional plantings as required.

The call to the public was made at 6:45 pm with no response.

Moved by Commissioner Grajek, seconded by Commissioner Rauch, to recommend to the Township Board approval of the Environmental Impact Assessment dated March 26, 2019 as written. **The motion carried unanimously.**

Moved by Commissioner Grajek, seconded by Commissioner Dhaenens, to approve the Site Plan dated July 2, 2019 with the following conditions:

- Allowing the use of vinyl siding, which does not meet ordinance, due to the existing siding used on the building.
- Two barrier free spaces shall be added and approved by staff.
- Lighting will be converted to LED lighting throughout the development and spec sheets shall be provided.
- Additional plantings shall be included in the buffer zone to the rear, which can be approved by staff.
- Compliance with the Engineer's review letter July 2, 2019.

The motion carried unanimously.

NEW BUSINESS:

OPEN PUBLIC HEARING #2... Review of a special use, site plan and environmental impact assessment for outdoor sales, storage and display for Home Depot. The

property in question is located at 3330 E. Grand River Howell. The request is petitioned by Scott A. Mommer.

- A. Recommendation of Special Use Application.
- B. Recommendation of Environmental Impact Assessment. (6-12-19)
- C. Recommendation of Site Plan. (6-10-19)

Brent LaVanway of Boss Engineering was present. There are three types of storage areas for which they are requesting approval. One is a temporary storage area for materials prior to being brought into the building, permanent product display areas in the front, and then the temporary seasonal storage area, which includes the outside plant and flower area in part of the parking lot.

Mr. Borden reviewed the outstanding issues of his letter dated July 2, 2019.

The revised submittal does not demonstrate full compliance with the landscaping/screening conditions of Section 7.02.02(d). There is not a full Buffer Zone B shown on the plans. The applicant is required to screen the entire height of the outdoor storage.

The applicant should identify the dimensions and square footage of each outdoor area proposed, with an understanding that they will be limited to such areas.

He noted that the reason this item is on the agenda this evening is because the Township has dealt with many years of outdoor storage enforcement issues.

Commissioner Mortensen agrees that this has been an ongoing issue for years and Home Depot is simply doing what they want. He definitely wants the storage in the rear to have screening and what is being proposed is not sufficient.

Commissioner Dhaenens agrees that the specific sizes of the areas for the storage should be noted on the plans. He does not agree with the storage in the middle of the parking lot.

Commissioner Grajek would like to have the sheds moved from the front of the building. He understands that the grade drops and there are trees screening the site, so they can't be seen from the road anyway. He stated that if the items are kept where they are supposed to be and kept organized and neat then there would not be a problem with it, but he agrees with Commissioner Mortensen's comment that it seems Home Depot is doing what they want.

Mr. LaVanway believes that the trees along Grand River provide appropriate screening for the site.

Commissioner Rauch does not agree with the 12-foot chain link fence that is providing security for the rental equipment. He is not in favor of this proposal. He does not want to approve permanent outdoor displays. He suggested that this type of outdoor seasonal storage be reviewed and approved each year as it is done with other uses of this type.

Commissioner McCreary agrees with Commissioner Rauch and she does not approve of the sheds being displayed in the front of the store.

Chairman Brown was surprised when he saw the number of violations that have been issued to Home Depot over many years and that they have not done anything to comply with the ordinance.

Ms. VanMarter referenced Commissioner Rauch's suggestion about the administrative process to obtain a seasonal display. Seasonal display permits area only valid for 28 days, which is why staff recommended that the applicant obtain approval for a formal plan.

She suggested that if the areas are approved, they should be delineated in some way (pavement markings, bollard posts, etc.). When staff is enforcing the site plan, it is difficult to determine if they are staying within the allowable area.

They do receive complaints from drive by traffic due to the staging of the material in the northwest corner of the building.

Commissioner Grajek understands that Home Depot needs to have outdoor storage and seasonal displays in order to do business, but they are good members of the community. He would like the Township to be able to meet with them and come to an agreement. Ms. VanMarter will coordinate a meeting.

Commissioner Rauch noted that the site has over 100 extra parking spaces and suggested that they develop an outdoor and seasonal display area that can be delineated and screened properly.

The call to the public was made at 7:25 pm with no response.

Ms. VanMarter suggested postponing this item until the August 12 Planning Commission meeting.

Moved by Commissioner Grajek, seconded by Commissioner Mortensen, to postpone Open Public Hearing #2, at the applicant's request, until the August 12, 2019 Planning Commission meeting. **The motion carried unanimously.**

OPEN PUBLIC HEARING #3...Review of a special use, site plan and environmental impact assessment for outdoor sales, storage and display for Lowe's. The property in question is located at 1100 S. Latson Road, Howell. The request is petitioned by Lowe's Home Centers, LLC.

- A. Recommendation of Special Use Application.
- B. Recommendation of Environmental Impact Assessment (6-18-19)
- C. Recommendation of Site Plan. (6-18-19)

Mr. Todd Simmons of Freeland & Kauffman, the engineer for Lowe's, was present. He is aware of the ongoing issues with the outdoor storage and display at Lowe's. He met with Township staff and developed the plan that was submitted for review this evening. He reviewed the plan, specifically the screening of the areas. Some areas may not have completely met the ordinance; however, they believe their proposal meets the intent of the ordinance.

As it relates to the engineer's concerns that these areas are on utility easements, they understand that if any maintenance needs to be done on the utilities, their items would need to be removed.

Commissioner Mortensen stated he has the same concerns with Lowe's and the numerous violations that they have received that he did with Home Depot. Mr. Borden reviewed his letter dated July 2.

1. Because this is a PUD, it is suggested that the Township require the applicant to provide a cross-access easement to the outlot adjacent to the east.
2. Aside from the screening requirements (Buffer Zone B), the revised submittal is generally compliant with the conditions of Section 7.02.02(d). There is not a full Buffer Zone B shown on the plans.

Wednesday February 19, 2020

Amy Ruthing
Zoning Official
2911 Dorr Road
Brighton, MI 48116
810-227-5225 Ext. 114
amy@genoa.org

RE: Home Depot – Special Land Use Application – Response Letter for 3/2/20 Town Board
3330 E. Grand River Ave

Amy,

Please find attached the submittal package for the Home Depot Special Land Use Application, in relation to the March 2, 2020 Town Board Hearing. Below is the outline of changes/revisions to the submittal:

1. Removed “Seasonal” from the tractor display location at the front of the store.
2. Clarified the proposed fence at the southerly portion of the property to be 8’.
3. Identified the proposed brush to be *Viburnum Plicatum* Newzam on the Landscape Plan.
4. Revised the Impact Assessment to remove wording referencing the prior proposed fenced seasonal sales location in the parking lot.

If you have any questions, please feel free to contact me by email at smommer@larsandersen.com or by cell at 559-978-7060.

Sincerely,
SCOTT A. MOMMER CONSULTING

Scott A. Mommer
Scott A. Mommer, PE

February 5, 2020

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Attention:	Kelly Van Marter, AICP Planning Director and Assistant Township Manager
Subject:	Home Depot – Special Land Use and Site Plan Review #5
Location:	3330 E. Grand River Avenue – south side of Grand River, west of Grand Oaks Drive
Zoning:	RCD Regional Commercial District

Dear Commissioners:

At the Township’s request, we have reviewed the revised special land use and site plan submittal from Home Depot (plans most recently dated 1/13/20) to allow outdoor display, sales and storage areas for the existing business.

As discussed at the July 8, 2019 Planning Commission meeting, there has been a lengthy Ordinance enforcement history for outdoor display, sales and storage at this site. Township staff tracked this history (provided in a separate document with the July 2019 agenda packet) noting issues dating back to 2001. As a result, the Township revoked the applicant’s special land use permit for outdoor sales/storage/display in 2015.

Action on the current request was postponed at the July 8, 2019 meeting due to several concerns raised by the Commission and Township staff. Concerns included visibility of storage areas from Grand River, a lack of screening required by the Ordinance, and the lack of clear demarcation for these areas.

Revisions to the request were subsequently presented to the Commission in November and December of 2019, where discussion revolved around the three storage areas proposed within the parking lot, as well as the temporary nature/appearance of the largest such area.

Modification to these areas was suggested by the Commission whereby they would be concentrated in a single area with more substantial screening. The current submittal reflects the discussion to date.

A. Summary

1. In order to make a favorable finding on the general special land use standards of Section 19.03, the use conditions of Section 7.02.02(d) must be met to the Township’s satisfaction.
2. The applicant must also address any concerns provided by the Township Engineer and/or Brighton Area Fire Authority.
3. The Commission may require additional shrub plantings, or allow excess existing trees to count as the required buffer zones.
4. The Commission may allow a wood screen fence in lieu of a buffer zone B along the southerly lot line; however, the applicant must confirm/correct the height of the fencing (the details shows 8’; the notes state 6’).
5. At the time of planting, the height of items stored in the parking lot will exceed the height of screening. The Commission may require taller evergreen trees at the time of planting and/or an increase in the number of evergreen trees.
6. The plantings depicted between the evergreen trees must be identified on the landscape plan.
7. A detail of the fencing around the seasonal sales area must be provided.



Aerial view of site and surroundings (looking north)

B. Proposal/Process

The revised submittal includes 12 areas of outdoor display, sales and storage accessory to a permitted commercial use (Home Depot). Such uses are allowed with special land use approval (Section 7.02).

Section 7.02.02(d) also includes use conditions for commercial outdoor display, sales and storage.

Procedurally, following the required public hearing, the Planning Commission is to put forth a recommendation on the special land use, site plan review and Impact Assessment. The Township Board has the final review/approval authority over the project.

C. Special Land Use Review

Special land uses are subject to the review criteria of Section 19.03, as follows:

- 1. Master Plan.** The Master Plan identifies the site and adjacent properties as Regional Commercial, which is intended for “higher intensity commercial uses that serve the comparison shopping needs of the entire community and the regional market.”

While the Plan does not specifically address outdoor uses within Regional Commercial, it does note the intent to allow for “big box retail,” which is consistent with the principal use of this site.

Given the nature of the request and the planned uses for the subject area, the proposal is generally compatible with the Master Plan and Future Land Use Map.

- 2. Compatibility.** The inclusion of some outdoor components associated with a big box retailer is not generally expected to adversely impact nearby uses. However, such uses are subject to the conditions of Section 7.02.02(d) to ensure compatibility.

In our opinion, the use conditions must be met to the Township’s satisfaction in order to make a favorable finding under this criterion.

- 3. Public Facilities and Services.** As a developed site, we do not anticipate issues with public facilities and services.

With that being said, the applicant must address any concerns raised by the Township Engineer and/or Brighton Area Fire Authority with respect to this criterion.

4. **Impacts.** Similar to the comment in paragraph #2 above, provided the use conditions are met, the project would not generally be expected to result in adverse impacts upon surrounding properties.
5. **Mitigation.** If additional concerns arise as part of the review process, the Township may require mitigation efforts to alleviate/eliminate potential adverse impacts.

D. Use Conditions

As previously noted, the proposal is subject to the use conditions of Section 7.02.02(d), as follows:

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

The notes on Sheet 1 of 4 identify a lot area of 15.1 acres.

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

The Impact Assessment states that “any stockpiles of soils, fertilizer or similar loosely packaged materials will be wrapped in visqueen for not only protection of the material, but to the environment.”

3. All outdoor storage areas shall be paved with a permanent, durable and dustless surface and shall be graded and drained to dispose stormwater without negatively impact adjacent property. The Township Board, following a recommendation of the Planning Commission and the Township Engineer, may approve a gravel surface for all or part of the display or storage area for low intensity activities, upon a finding that neighboring properties and the environment will not be negatively impacted.

All of the proposed outdoor display, sales and storage areas are located on an existing paved surface.

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

All of the proposed outdoor display, sales and storage areas meet or exceed the applicable setback requirements.

The two areas not adjacent to the building are screened by a new landscape island and wood privacy fence.

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

Per the notes on Sheet 1 of 4, the main building contains 121,265 square feet of floor area, not including square footage devoted to the garden center and seasonal sales.

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

This standard is met.

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

The applicant proposes a mix of existing landscaping, proposed plantings and a screen fence as buffering/screening for the outdoor areas.

The areas to the west and southeast do not provide the shrubs required for a buffer zone B; however, the existing tree plantings exceed the number required by Ordinance. The Commission may require additional shrubs (27 total in our estimation), or allow the existing trees in lieu of additional shrubs.

The Commission may also allow the 6-foot screen fencing along the southerly lot line in lieu of a buffer zone B. It should be noted that the fence detail indicates a height of 8 feet, while the note states 6 feet. The applicant must correct this discrepancy.

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

The previous submittal noted that items stored within the shed display area, temporary seasonal sales display area and large equipment rental area will not exceed a height of 12 feet.

The revised plan depicts screening for these areas via a landscape island with 6-foot tall evergreen trees, as well as a wood screen fence (6' or 8' height to be confirmed by applicant).

At the time of planting, the height of items stored will exceed the height of the evergreen trees, though Norway Spruce are considered relatively fast growing evergreens. The Commission may wish to require taller trees at the time of planting to increase the screening provided. Additionally, there is no indication of the plantings depicted between the Spruce trees. This information must be provided.

Alternatively, the spacing between Spruce trees could be reduced to accommodate additional trees.

E. Site Plan Review

- 1. Dimensional Requirements.** The site plan demonstrates compliance with the applicable dimensional requirements. Additionally, dimensions are noted for each of the 12 areas proposed, as previously requested.

If approved, the applicant will be held to these locations/dimensions and any expansion will be treated as a violation or will require submittal of an amended site plan (and special land use application, if required). The applicant previously acknowledged this requirement.

- 2. Parking.** The current submittal addresses concerns raised over the parking calculations in the previous submittal (notes on Sheet 4 of 4).

The proposal entails a reduction in the amount of parking provided. The project also results in a slight increase in the amount of parking required; however, given the current parking surplus, the site will remain compliant with parking requirements as a result of this proposal.

3. **Vehicular and Pedestrian Circulation.** The site plan depicts compliant drive aisle widths and the applicant previously stated that the areas along the front of the building will not obstruct pedestrian ingress/egress.
4. **Landscaping.** The revised plan includes a landscape plan depicting existing and proposed plantings. The plan includes 9 new evergreen trees – 3 in the northwest corner of the property and 6 in the new landscape island within the parking lot.

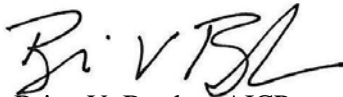
The plan also identifies 16 smaller plantings within the landscape island (presumed to be shrubs or ground cover of some sort), but they are not identified. This information must be added to the landscape plan.

5. **Impact Assessment.** The submittal includes a revised Impact Assessment (dated 1/20/20), which states that the project is not anticipated to adversely impact natural features, public facilities/services/utilities, surrounding land uses or traffic.

Paragraph (i) of the Assessment references a fence enclosure around the seasonal sales area, though the plan does not include a detail. This information must be added to the site plan.

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

Respectfully,
SAFE BUILT STUDIO



Brian V. Borden, AICP
Planning Manager

February 5, 2020

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

Re: Home Depot Outdoor Storage Site Plan Review No. 5

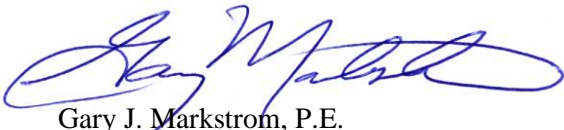
Dear Ms. Van Marter:

Tetra Tech has conducted a fifth site plan review of the Home Depot site plan and special land use application submitted on January 27, 2020. The site plans last dated October 1, 2019, were prepared by Scott A. Mommer Consulting on behalf of Home Depot U.S.A., Inc. The development includes 15.1 acres at 3330 East Grand River Avenue. The petitioner is requesting a special land use for additional outdoor storage areas totaling approximately 12,000 square feet.

The Petitioner revised their site plan to place the shed display area and temporary seasonal sales display area behind a landscape buffer. The revised area reduces the number of parking spaces that will be impacted by the display areas and it does not alter the existing traffic pattern. This revision addresses the comment from our previous letters, and we have no further engineering related concerns to the proposed outdoor storage plans.

Please call or email if you have any questions.

Sincerely,



Gary J. Markstrom, P.E.
Vice President



Shelby Scherdt
Project Engineer



BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.
Brighton, MI 48116
o: 810-229-6640 f: 810-229-1619

January 31, 2020

Kelly VanMarter
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: Home Depot (outdoor storage)
3330 E. Grand River
Genoa Twp., MI

Dear Kelly:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on October 11, 2019, and the drawings are dated June 10, 2019, with a revision date of October 1, 2019. The project is based on an existing Mercantile-use. The facility has applied for a special land-use permit to increase the quantity of outside storage in the front and rear of the store.

The plan review is based on the requirements of the International Fire Code (IFC) 2018 edition.

All areas of concern have been substantially addressed and revisions made to reflect them.

The fire authority has no further comments regarding the proposal as submitted.

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). The applicant is reminded that the fire authority must review the fire protection systems submittals (sprinkler & alarm) prior to permit issuance by the Building Department and that the authority will also review the building plans for life safety requirements in conjunction with the Building Department. If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

A handwritten signature in black ink, appearing to read "R. Boisvert".

Rick Boisvert, CFPS
Fire Marshal

Environmental Impact Assessment
For
Home Depot – Special Land Use Application

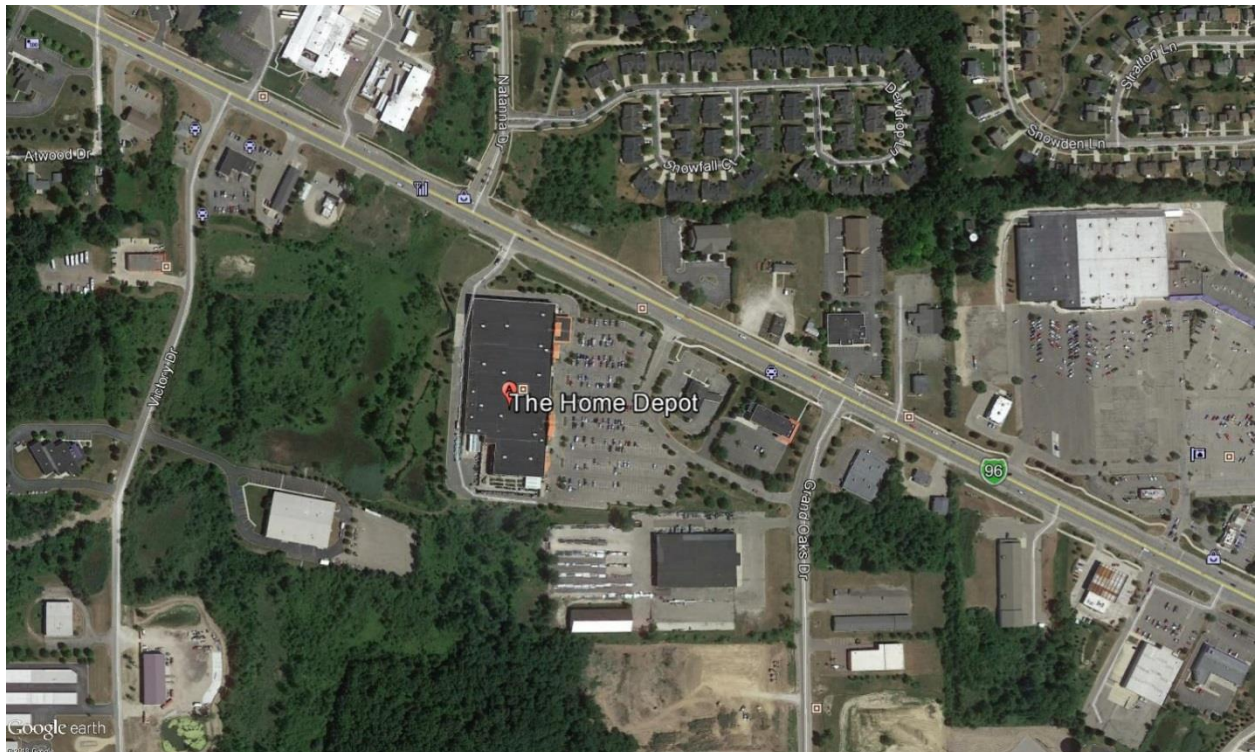
- a. **Name(s) and address(es) of person(s) responsible for preparation** of the impact assessment and a brief statement of their qualifications.

Scott A. Mommer
4694 W. Jacquelyn Ave.
Fresno, CA 93722

Scott Mommer is a Professional Engineer and has been involved with the industry for over 30 years. He has prepared Environmental Impact Assessments and Initial Studies for a broad range of projects from commercial, industrial, and residential. He has also prepared and assisted in EIR Assessments related to ground water contamination of heavy metals and gasoline to meet various State requirements. Mr. Mommer has also been responsible for preparing Permits of storage of hazardous materials, tractor repairs on soils, and Discharge Permits (SWPPP).

- b. **Map(s) and written description/analysis of the project site** including all existing structures, manmade facilities, and natural features. The analysis shall also include information for areas within 10 feet of the property. An aerial photograph or drawing may be used to delineate these areas.

The site is an existing Home Depot building. Within 10 feet of the property is E Grand River Avenue to the North, Discount Tire to the East, a commercial/industrial building the South, and vacant land to the West.



c. **Impact on natural features:** A written description of the environmental characteristics of the site prior to development and following development, i.e., topography, soils, wildlife, woodlands, mature trees (eight-inch caliper or greater), wetlands, drainage, lakes, streams, creeks or ponds. Documentation by a qualified wetland specialist shall be required wherever the Township determines that there is a potential regulated wetland. Reduced copies of the Existing Conditions Map(s) or aerial photographs may accompany written material.

There will not an impact to natural features with the proposed Use, as the Home Depot property is fully developed. The request is for additional display areas to the existing Home Depot.

d. **Impact on stormwater management:** Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the Livingston County Drain Commission at (517) 546-0040.

There will be no grading or construction operations that would create soil erosion or sedimentation.

e. **Impact on surrounding land used:** Description of the types of proposed uses and other man-made facilities, including any project phasing, and an indication of how the proposed use conforms or conflicts with existing and potential development patterns. A description shall be provided of any increases of light, noise or air pollution which could negatively impact adjacent properties.

The proposed Use is consistent with the Commercial nature of the surrounding land uses. The proposed Use is for additional display areas for rental equipment and staging areas for deliveries. The equipment will not be used or maintained on the property.

f. **Impact on public facilities and services:** Describe the number of expected residents, employees, visitors, or patrons, and the anticipated impact on public schools, police protection and fire protection. Letters from the appropriate agencies may be provided, as appropriate.

The site is an existing Home Depot and the proposed Use would be for rental for customers. The site will not impact the existing fire, police, and EVA's; therefore, there will be no change to the site conditions affecting these services. No effect to the School District.

g. **Impact on public utilities:** Describe the method to be used to service the development with water and sanitary sewer facilities, the method to be used to control drainage on the site and from the site, including runoff control during periods of construction. For sites serviced with sanitary sewer, calculations for pre- and post development flows shall be provided in comparison with sewer line capacity. Expected sewage rates shall be provided in equivalents to a single family home. Where septic systems are proposed, documentation or permits from the Livingston County Health Department shall be provided.

Existing services for water, sewer, and refuse will not be altered and no additional services being proposed or requested.

h. **Storage and handling of any hazardous materials:** A description of any hazardous substances expected to be used, stored or disposed of on the site. The information shall describe the type of materials, location within the site and method of containment. Documentation of compliance with federal and state requirements, and a Pollution Incident Prevention Plan (PIPP) shall be submitted.

There will be no storage or handling of hazardous material.

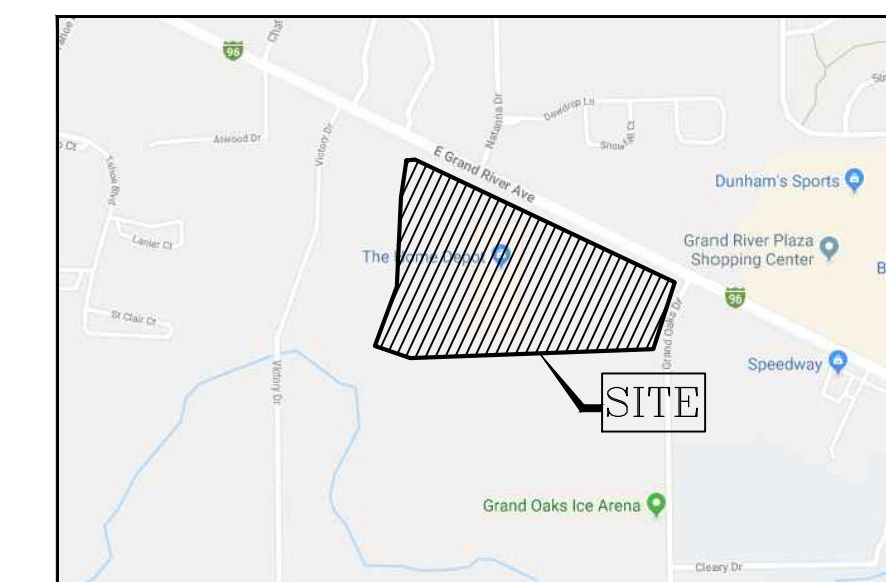
Any stockpiles of soils, fertilizer or similar loosely packaged materials will be wrapped in visqueen for not only protection of the material, but to the environment.

- i. **Impact on Traffic and Pedestrians:** A description of the traffic volumes to be generated based on national reference documents, such as the most recent edition of the *Institute of Transportation Engineers Trip Generation Manual*, other published studies or actual counts of similar uses in Michigan. A detailed traffic impact study shall be submitted for any site over ten (10) acres in size which would be expected to generate 100 directional vehicle trips (i.e. 100 inbound or 100 outbound trips) during the peak hour of traffic of the generator or on the adjacent streets. The contents of the detailed study shall include:
The total proposed square footage display areas are 5,898.5 SF. Therefore, the proposed uses are expected create seven (9) AM peak trips and twelve (14) PM peak trips (91 inbound and 91 outbound).
Source: ITE Trip Generation Rates - 9th Edition

The proposed display areas will not disrupt proper and safe vehicular access. The proposed display areas are either on existing paved surface or are to be within existing parking stalls; the display areas will not impact aisleways or driveway paths.

- j. **Special Provisions:** General description of any deed restrictions, protective covenants, master deed or association bylaws.
N/A.

OUTDOOR STORAGE PLAN FOR TOOL RENTAL EQUIPMENT AREA HOWELL, MI



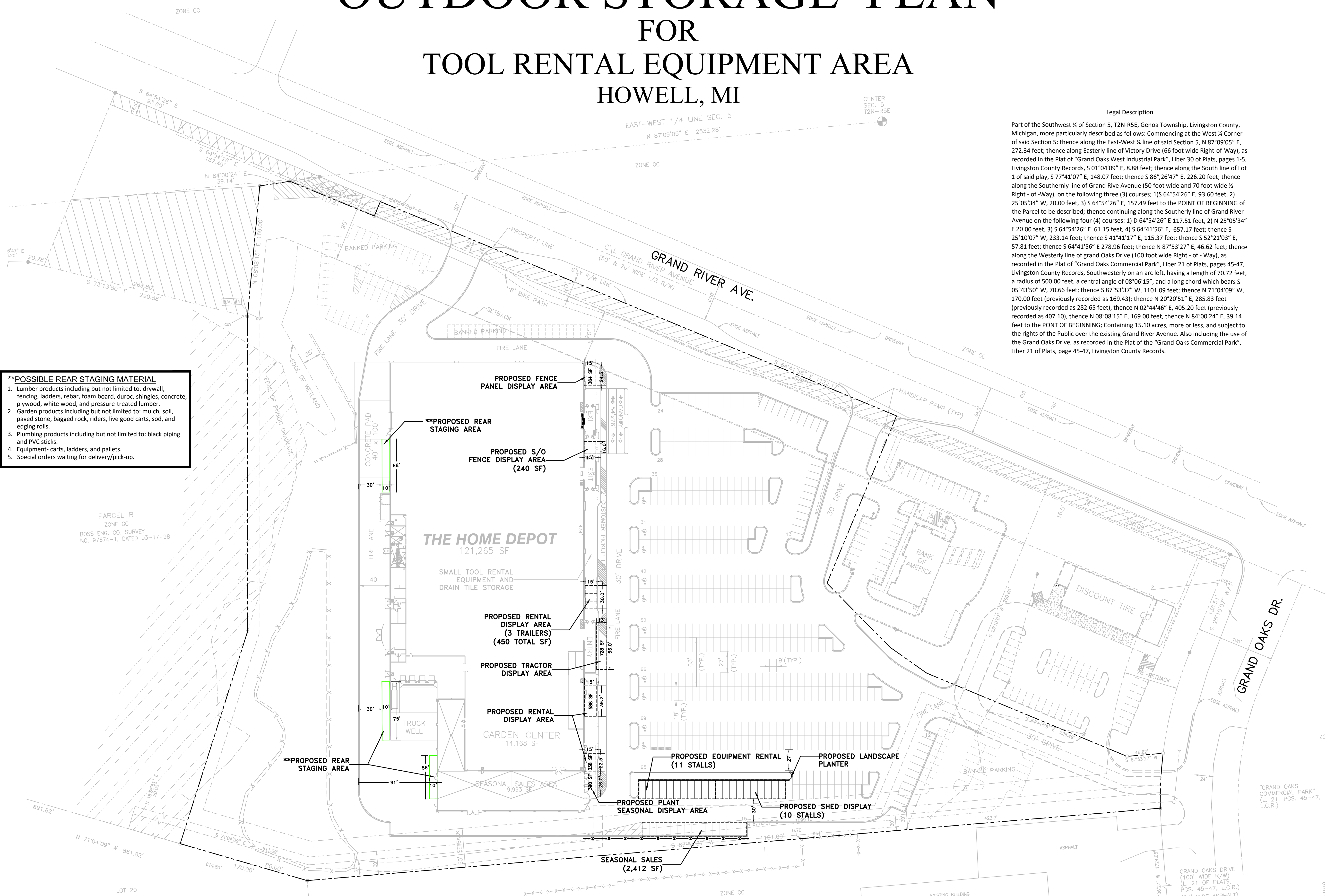
VICINITY MAP
NOT TO SCALE



PROJECT INFORMATION

HOME DEPOT SITE DATA	
HOME DEPOT AREA	15.10 AC
HOME DEPOT BUILDING AREAS	
HOME DEPOT BUILDING	121,265 SF
GARDEN CENTER	+ 14,168 SF
TOTAL HD BUILDING AREA	135,433 SF
ZONING INFORMATION	
APN:	11-05-300-027
ZONING:	RCD (REGIONAL COMMERCIAL DISTRICT)
LAND USE:	REGIONAL COMMERCIAL

Legal Description
Part of the Southwest ¼ of Section 5, T2N-R5E, Genoa Township, Livingston County, Michigan, more particularly described as follows: Commencing at the West ¼ Corner of said Section 5; thence along the East-West ¼ line of said Section 5, N 87°09'05" E, 272.34 feet; thence along Easterly line of Victory Drive (66 foot wide Right-of-Way), as recorded in the Plat of "Grand Oaks West Industrial Park", Liber 30 of Plats, pages 1-5, Livingston County Records, S 01°04'09" E, 8.88 feet; thence along the South line of Lot 1 of said play, S 77°41'07" E, 148.07 feet; thence S 86°26'47" E, 226.20 feet; thence along the Southernly line of Grand River Avenue (50 foot wide and 70 foot wide ½ Right - of -Way), on the following three (3) courses; 1) S 64°54'26" E, 93.60 feet, 2) 25°05'34" W, 20.00 feet, 3) S 64°54'26" E, 157.49 feet to the POINT OF BEGINNING of the Parcel to be described; thence continuing along the Southernly line of Grand River Avenue on the following four (4) courses: 1) D 64°54'26" E 117.51 feet, 2) N 25°05'34" E 20.00 feet, 3) S 64°54'26" E, 61.15 feet, 4) S 64°41'56" E, 657.17 feet; thence S 25°10'07" W, 233.14 feet; thence S 41°41'17" E, 115.37 feet; thence S 52°21'03" E, 57.81 feet; thence S 64°41'56" E 278.96 feet; thence N 87°53'27" E, 46.62 feet; thence along the Westerly line of Grand Oaks Drive (100 foot wide Right - of - Way), as recorded in the Plat of "Grand Oaks Commercial Park", Liber 21 of Plats, pages 45-47, Livingston County Records, Southwesterly on an arc left, having a length of 70.72 feet, a radius of 500.00 feet, a central angle of 08°06'15", and a long chord which bears S 05°43'50" W, 70.66 feet; thence S 87°53'37" W, 1101.09 feet; thence N 71°04'09" W, 170.00 feet (previously recorded as 169.43); thence N 20°20'51" E, 285.83 feet (previously recorded as 282.65 feet), thence N 02°44'46" E, 405.20 feet (previously recorded as 407.10), thence N 08°08'15" E, 169.00 feet, thence N 84°00'24" E, 39.14 feet to the POINT OF BEGINNING; Containing 15.10 acres, more or less, and subject to the rights of the Public over the existing Grand River Avenue. Also including the use of the Grand Oaks Drive, as recorded in the Plat of the "Grand Oaks Commercial Park", Liber 21 of Plats, page 45-47, Livingston County Records.



- **POSSIBLE REAR STAGING MATERIAL**
- Lumber products including but not limited to: drywall, fencing, ladders, rebar, foam board, duroc, shingles, concrete, plywood, white wood, and pressure-treated lumber.
 - Garden products including but not limited to: mulch, soil, paved stone, bagged rock, riders, live good carts, sod, and edging rolls.
 - Plumbing products including but not limited to: black piping and PVC sticks.
 - Equipment- carts, ladders, and pallets.
 - Special orders waiting for delivery/pick-up.

- LEGEND:**
- TOOL RENTAL CENTER DISPLAY AREA
 - 4" WIDE GREEN PAINT STRIPING

SITE PLAN NOTES:
REVISION NOTES:

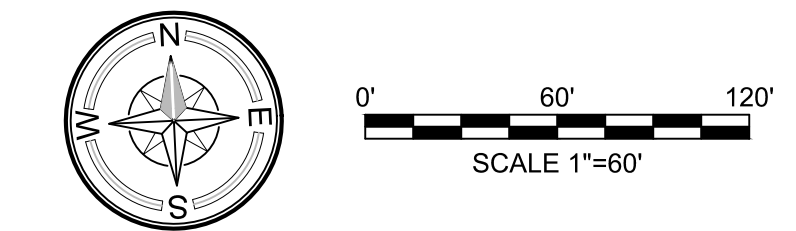
COVER SHEET

DATE: 6/10/2019
REVISION DATES: 02/19/2020
SITE PLANNER: DEREK FINNEGAN
SITE DEV. COORDINATOR: SCOTT MOMMER
R. E. MARKET:
R. E. AGENDA NAME:
R. E. MANAGER:



**MI - HOWELL
STORE #2751**

ADDRESS: 3330 E GRAND RIVER AVE
HOWELL, MI 48843
LA PROJECT NUMBER: 19029.00



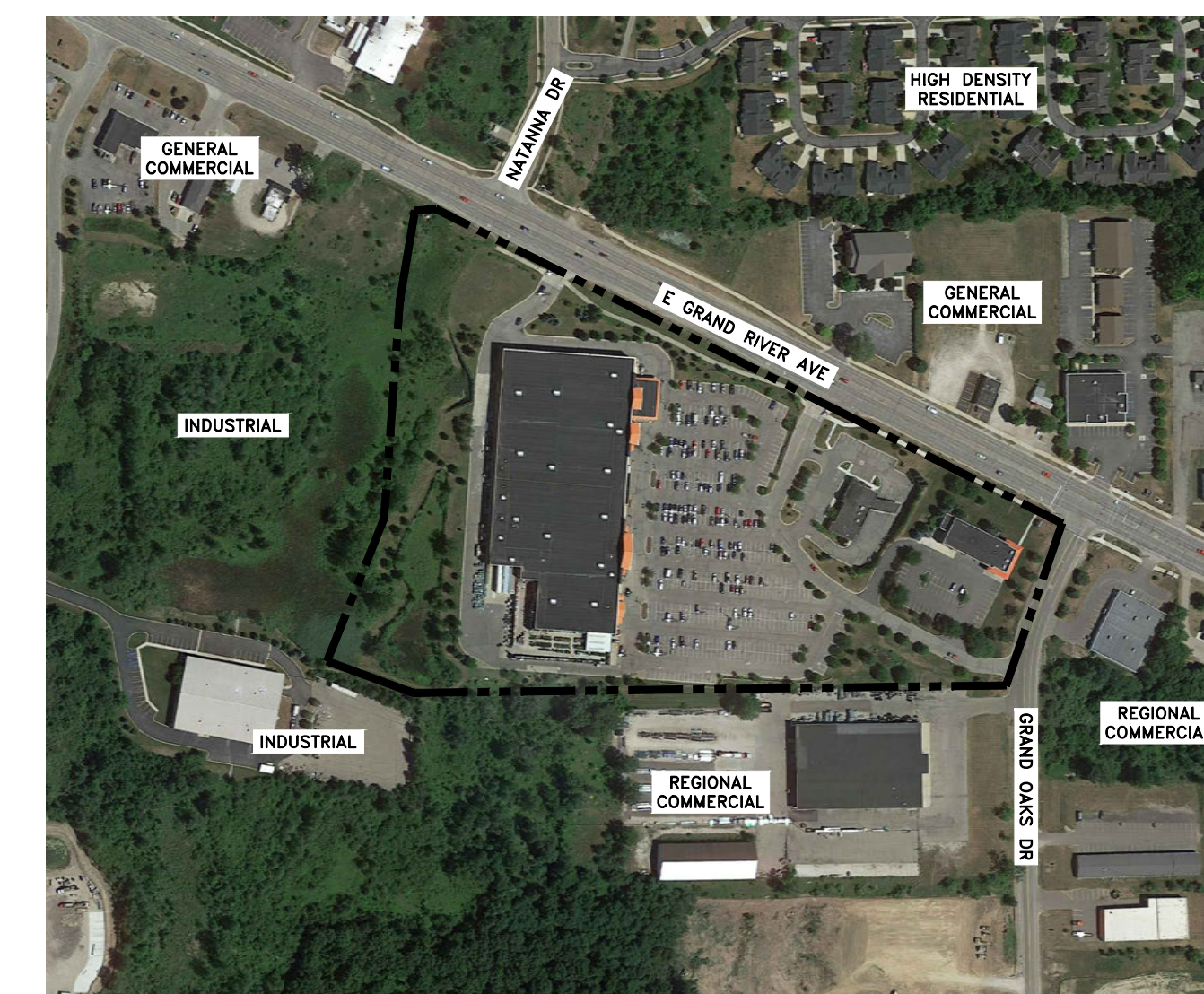
PLAN VIEW
SHEET 1 OF 4



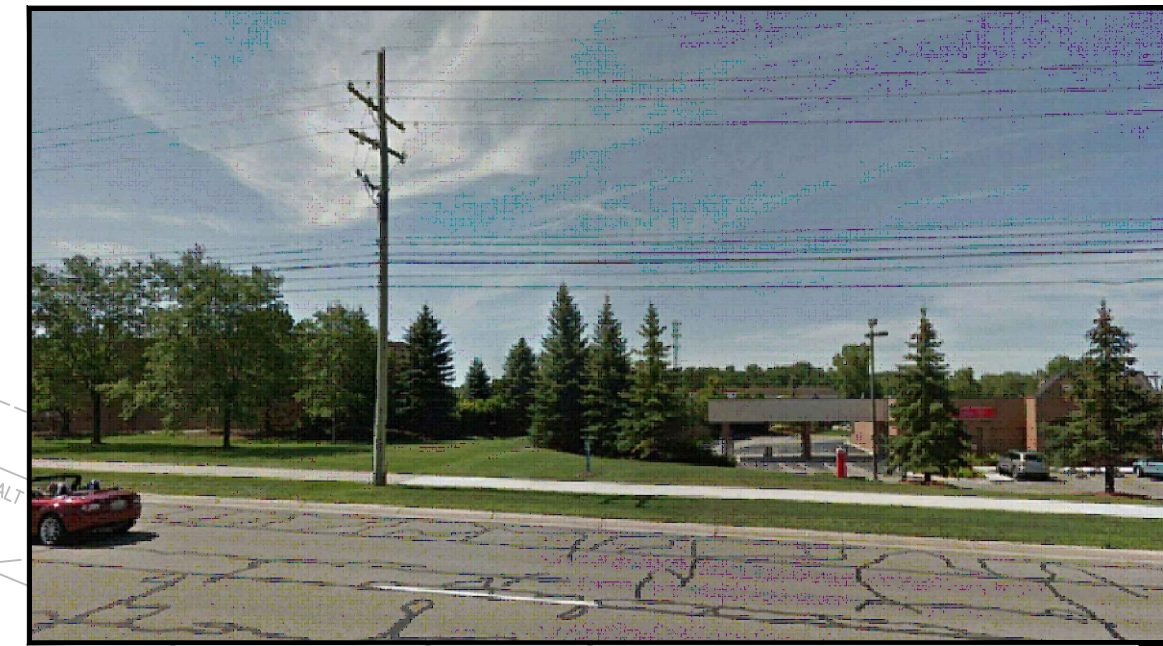
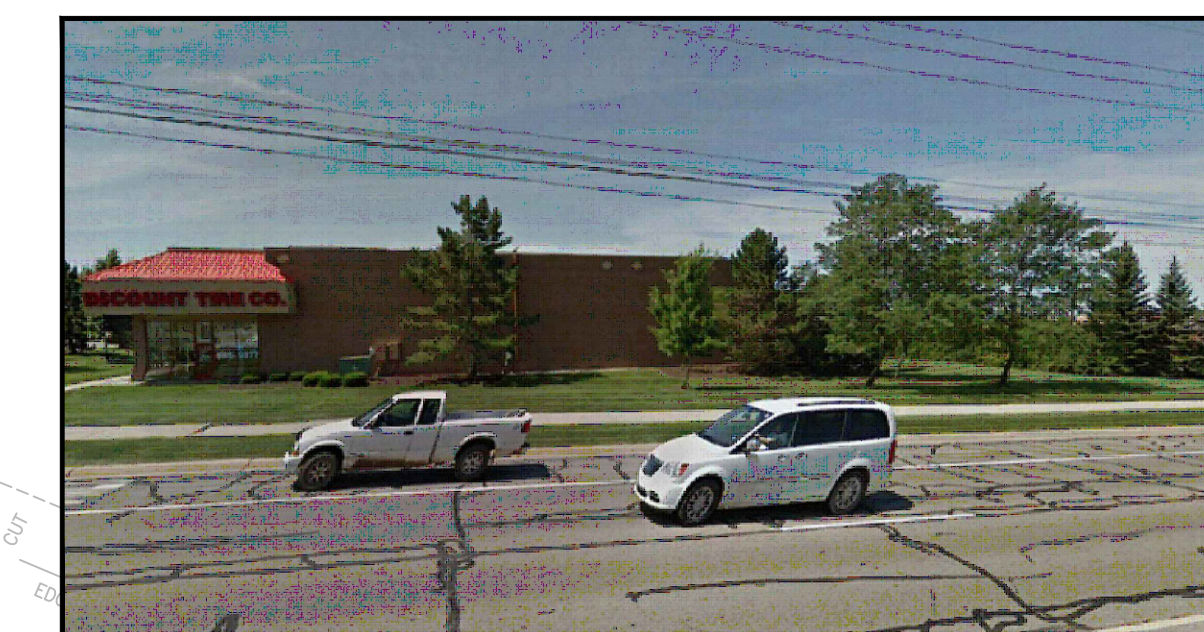
VICINITY MAP
NOT TO SCALE

PROJECT INFORMATION

HOME DEPOT SITE DATA	
HOME DEPOT AREA	15.10 AC
HOME DEPOT BUILDING AREAS	
HOME DEPOT BUILDING	121,265 SF
GARDEN CENTER	+ 14,168 SF
TOTAL HD BUILDING AREA	135,433 SF
ZONING INFORMATION	
APN:	11-05-300-027
ZONING:	RCD (REGIONAL COMMERCIAL DISTRICT)
LAND USE:	REGIONAL COMMERCIAL



SITE AERIAL
NO SCALE



ZONING: GCD - GENERAL COMMERCIAL DISTRICT
LAND USE: GENERAL COMMERCIAL

SITE PLAN NOTES:

REVISION NOTES:

EXISTING
CONDITIONS SHEET

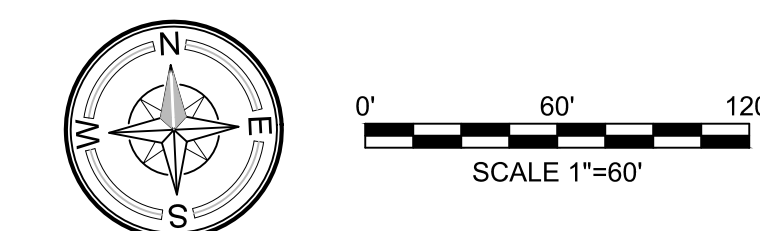
DATE:	6/10/2019
REVISION DATES:	02/19/2020
SITE PLANNER	DEREK FINNEGAN
SITE DEV. COORDINATOR	SCOTT MOMMER
R. E. MARKET	
R. E. AGENDA NAME	
R. E. MANAGER	



MI - HOWELL
STORE #2751

ADDRESS: 3330 E GRAND RIVER AVE
HOWELL, MI 48843

LA PROJECT NUMBER 19029.00





VIEW FACING SOUTHEAST FROM GRAND RIVER AVE. OF SCREENING AT BACK OF BUILDING

LANDSCAPE CALCULATIONS:

REQUIRED GREENBELT ALONG STREET FRONTAGE
 20' WIDE GREENBELT ALONG PUBLIC STREET RIGHT-OF-WAY:
 (1) CANOPY TREE FOR EVERY 40 LINEAR FEET OF ROAD FRONTAGE. EVERGREEN TREES CAN BE SUBSTITUTED FOR UP TO 50% OF THE REQUIRED TREES.
 REQUIRED: 24 CANOPY TREES
 926.99 FT ROAD FRONTAGE / 40 = 23.17 CANOPY TREES ~ 24 TREES
 EXISTING: 28 TREES
 (13 CANOPY TREES - 9 MAPLE, 3 PEAR, 1 HACKBERRY) AND (15 EVERGREEN TREES - 11 SPRUCE, 4 PINE)

REQUIRED BUFFER ZONE
 ALL OUTDOOR STORAGE ARE A PROPERTY LINES ADJACENT TO A RESIDENTIAL DISTRICT SHALL PROVIDE A BUFFER ZONE A AS DESCRIBED IN SECTION 12.02. A BUFFER ZONE B SHALL BE PROVIDED ON ALL OTHER SIDES. THE PLANNING COMMISSION MAY APPROVE A SIX (6) FOOT HIGH SCREEN WALL OR FENCE, OR A FOUR (4) FOOT HIGH LANDSCAPED BERM AS AN ALTERNATIVE.

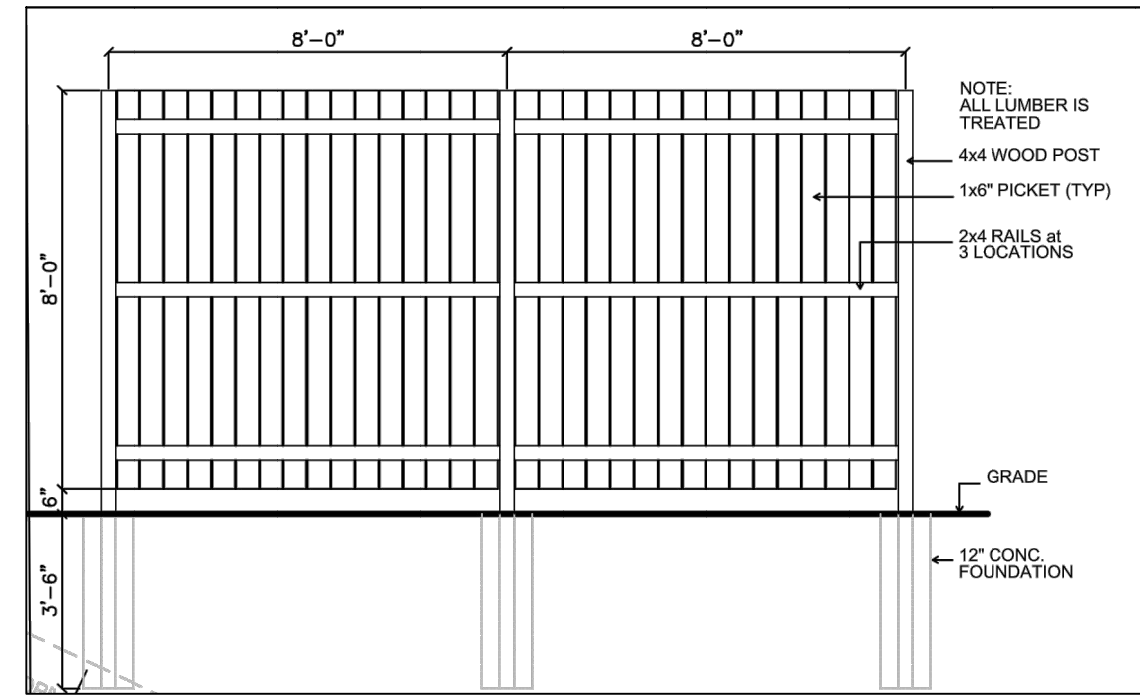
- 212 LF OF 6 FT TALL WOOD STOCKADE FENCE ABOVE EXISTING RETAINING WALL HAS BEEN ADDED AT THE SOUTH EXISTING PARKING TO SCREEN EQUIPMENT RENTAL AREA
- BUFFER ZONE "B" IS NOT ACHIEVABLE ON PROPERTY LINES ADJACENT TO BANK, TIRE STORE AND AT THE SOUTH WHERE EXISTING PARKING IS LOCATED BECAUSE OF INADEQUATE PLANTING SPACE

* (3) NORWAY SPRUCE WERE ADDED AT THE NORTHWEST CORNER OF SITE FOR ADDITIONAL SCREENING OF STORAGE AREA AT BACK OF BUILDING AS REQUESTED AT JULY 8, 2019 PLANNING COMMISSION MEETING

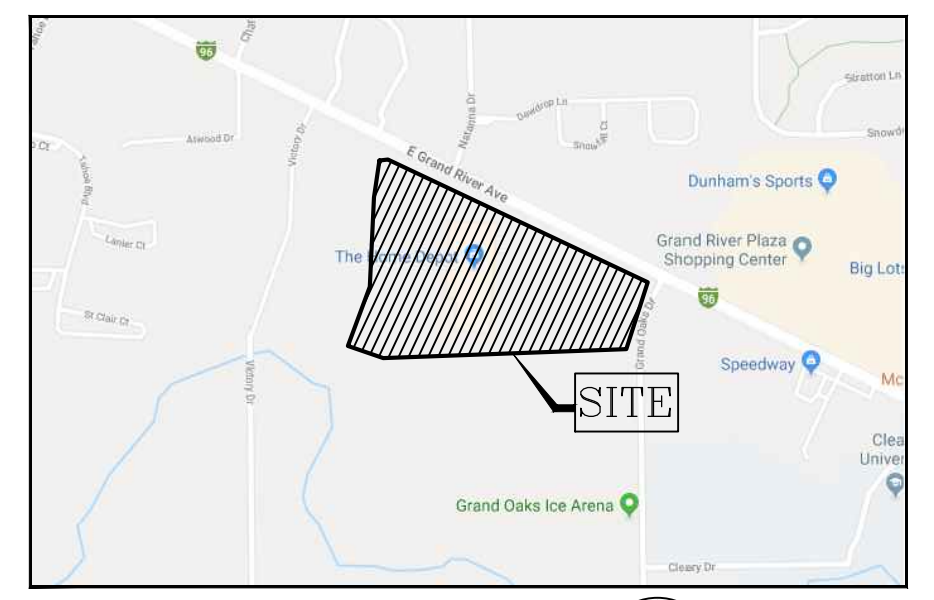
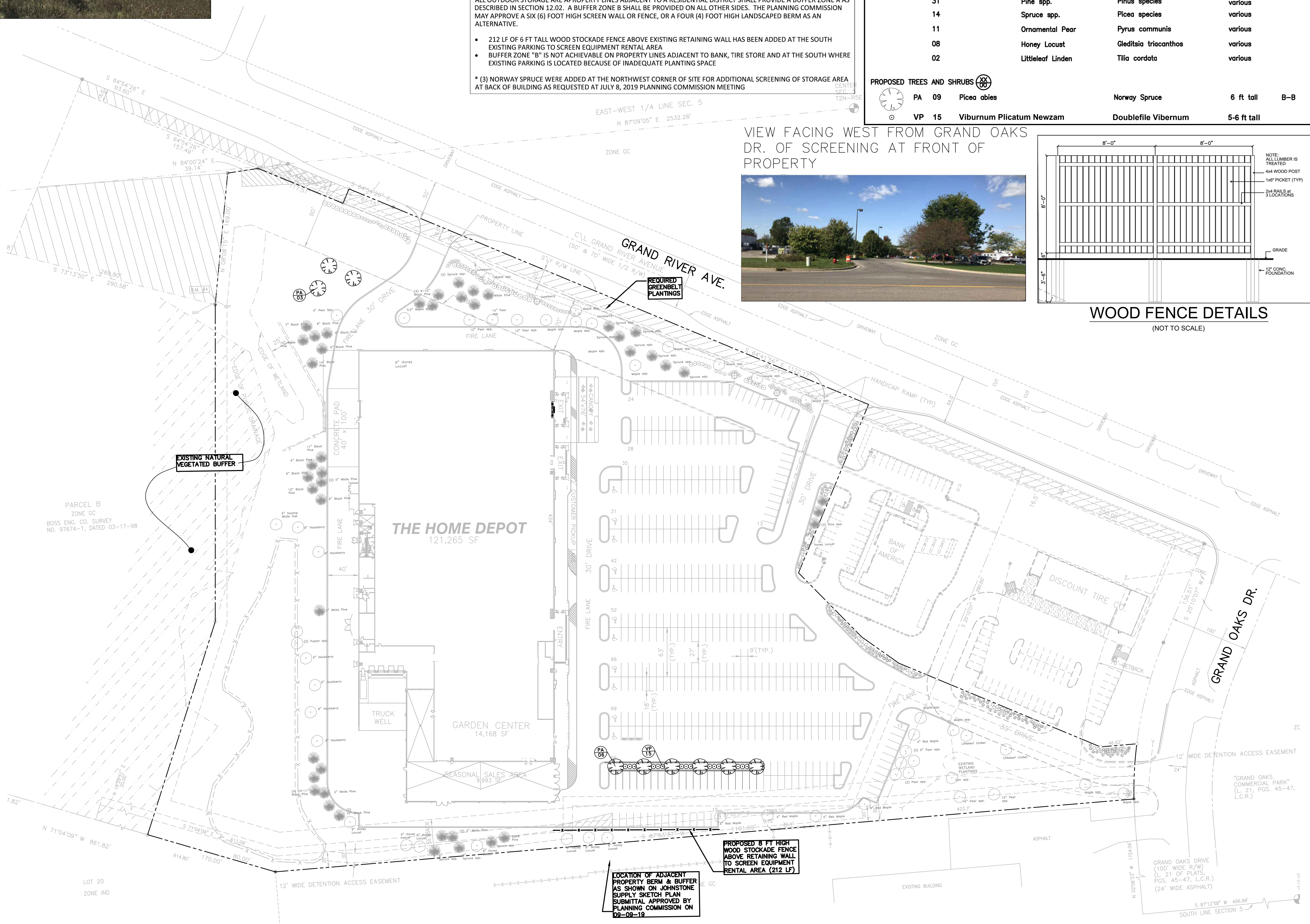
PLANT LIST

SYMBOL	KEY	QUAN.	COMMON NAME	BOTANICAL NAME	SIZE	REMARK
EXISTING TREES AND SHRUBS						
		19	Maple	Acer species	various	
		07	Hackberry	Celtis occidentalis	various	
		04	Juneberry	Amelanchier canadensis	various	
		31	Pine spp.	Pinus species	various	
		14	Spruce spp.	Picea species	various	
		11	Ornamental Pear	Pyrus communis	various	
		08	Honey Locust	Gleditsia triacanthos	various	
		02	Littleleaf Linden	Tilia cordata	various	
PROPOSED TREES AND SHRUBS						
PA 09			Picea abies	Norway Spruce	6 ft tall	B-B
VP 15			Viburnum Plicatum Newzam	Doublefile Vibernum	5-6 ft tall	

VIEW FACING WEST FROM GRAND OAKS DR. OF SCREENING AT FRONT OF PROPERTY



WOOD FENCE DETAILS
(NOT TO SCALE)



VICINITY MAP
NOT TO SCALE

PROJECT INFORMATION

SITE PLAN NOTES:

REVISION NOTES:

AS-BUILT & PROPOSED LANDSCAPE PLAN

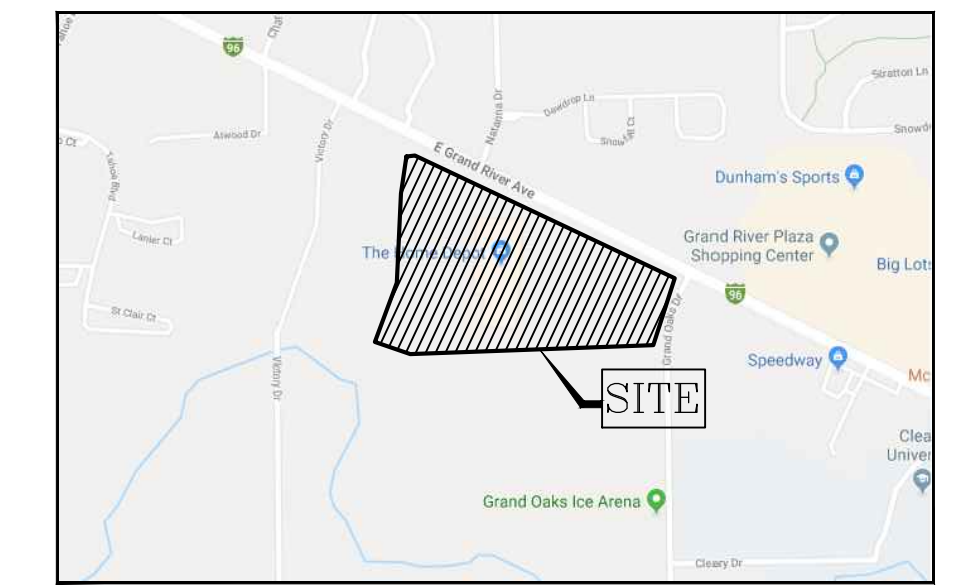
DATE: 6/10/2019
 REVISION DATES: 02/19/2020
 SITE PLANNER: DEREK FINNEGAN
 SITE DEV. COORDINATOR: SCOTT MOMMER
 R. E. MARKET
 R. E. AGENDA NAME
 R. E. MANAGER



MI - HOWELL STORE #2751

ADDRESS: 3330 E GRAND RIVER AVE
 HOWELL, MI 48843

LA PROJECT NUMBER 19029.00



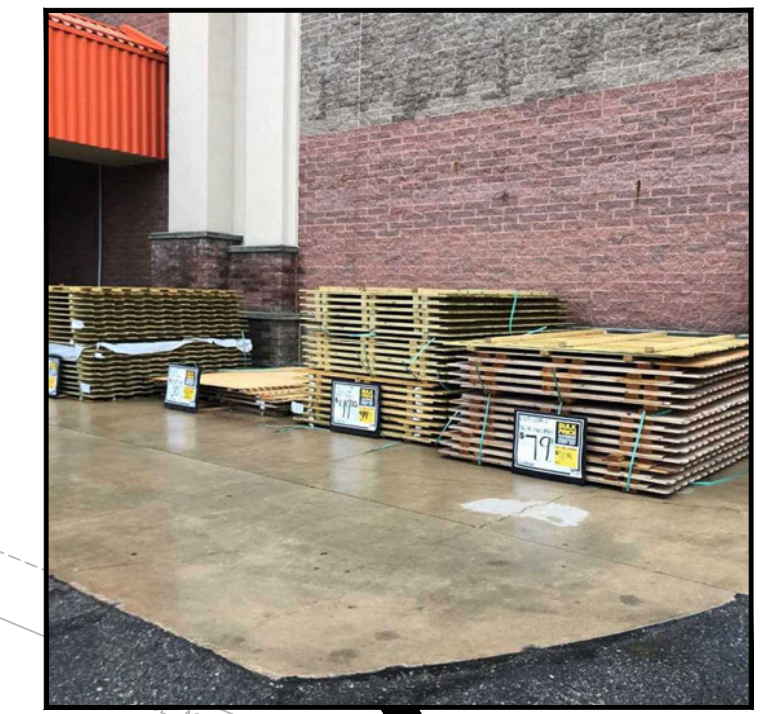
VICINITY MAP
NOT TO SCALE

PROJECT INFORMATION

HOME DEPOT SITE DATA	
HOME DEPOT AREA	15.10 AC
HOME DEPOT BUILDING AREAS	
HOME DEPOT BUILDING	121,265 SF
GARDEN CENTER	+ 14,168 SF
TOTAL HD BUILDING AREA	135,433 SF
PARKING REQUIRED PER CITY CODE	
*HOME DEPOT @ 1/300 SF) GFA	381 STALLS
OUTDOOR COMMERCIAL DISPLAY AND SALE @ 1/800 SF OF DISPLAY AREA)	+ 13 STALLS
TOTAL PARKING REQUIRED	394 STALLS
* BASED ON GLA PER ZONING ORDINANCE = 114,424 SF	
PARKING PROVIDED	
SPACES PROVIDED	452 STALLS
LESS SHED DISPLAY	- 10 STALLS
LESS EQUIPMENT RENTAL AREA	- 11 STALLS
LESS SEASONAL SALES	- 15 STALLS
LESS LANDSCAPE PLANTER	- 22 STALLS
TOTAL PROVIDED	394 STALLS
ZONING INFORMATION	
APN:	11-05-300-027
ZONING:	RCD (REGIONAL COMMERCIAL DISTRICT)
LAND USE:	REGIONAL COMMERCIAL
BUILDING COVERAGE (35% MAX):	20.6%
IMPERVIOUS SURFACE RATIO (75% MAX):	66.3%

OUTDOOR DISPLAY & SALES AREAS	
PROPOSED FENCE PANEL DISPLAY	364 SF
PROPOSED S/O FENCE DISPLAY	240 SF
PROPOSED TRAILER RENTAL DISPLAY	450 SF
PROPOSED TRACTOR SEASONAL DISPLAY	728 SF
PROPOSED RENTAL DISPLAY	928 SF
PROPOSED PLANT SEASONAL DISPLAY	390 SF
PROPOSED SHED & EQUIPMENT RENTAL	4,630 SF
PROPOSED SEASONAL SALES	+ 2,412 SF
TOTAL OUTDOOR DISPLAY & SALES AREA	10,140 SF
PARKING REQUIRED (@1/800SF)	13 STALLS

S/O FENCE DISPLAY WHICH IS LOCATED UNDER THE CANOPY BY THE PRO DOORS



FENCE PANELS STORED OUTSIDE

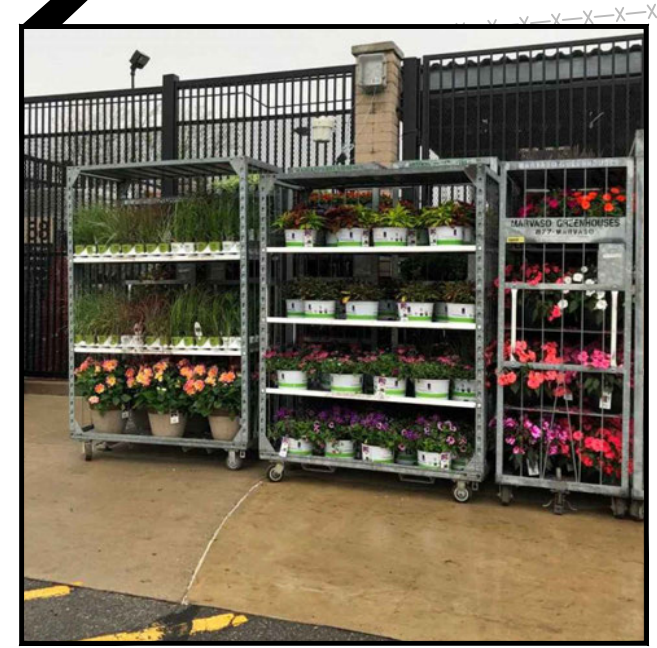
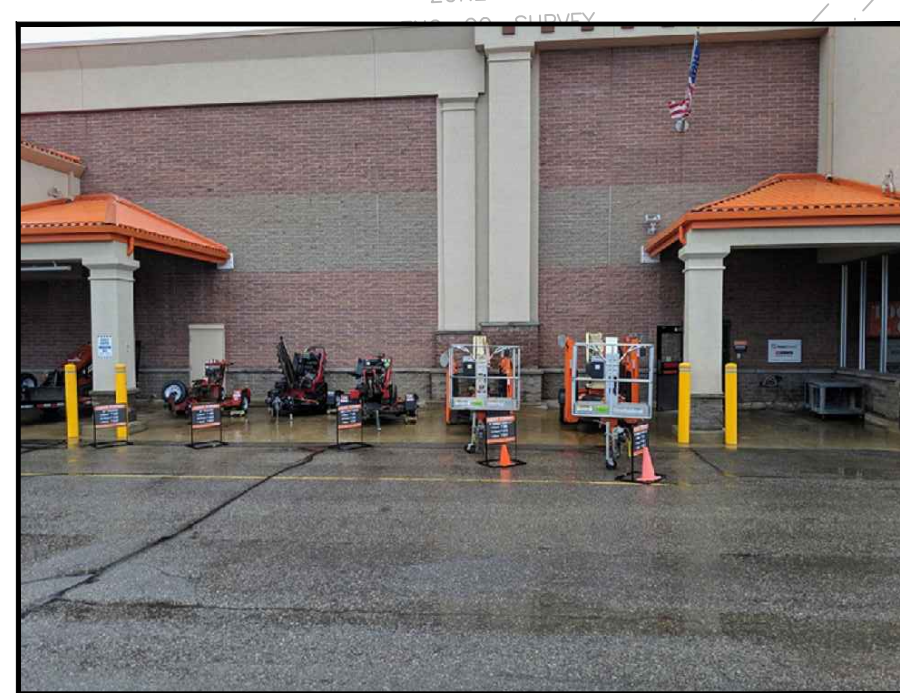


CENTER SEC. 5 T2N-R5E



TRACTORS TO BE STORED ON DISPLAY OUTSIDE THE FRONT ENTRANCE DURING THE SPRING/SUMMER SEASON.

- **POSSIBLE REAR STAGING MATERIAL**
- Lumber products including but not limited to: drywall, fencing, ladders, rebar, foam board, duroc, shingles, concrete, plywood, white wood, and pressure-treated lumber.
 - Garden products including but not limited to: mulch, soil, paved stone, bagged rock, riders, live good carts, sod, and edging rolls.
 - Plumbing products including but not limited to: black piping and PVC sticks.
 - Equipment- carts, ladders, and pallets.
 - Special orders waiting for delivery/pick-up.



PLANT RACKS & TABLES TO BE DISPLAYED OUTDOORS DURING SPRING/SUMMER SEASON.

LEGEND:

- TOOL RENTAL CENTER DISPLAY AREA
- 4" WIDE GREEN PAINT STRIPING

SITE PLAN NOTES:

REVISION NOTES:

PROPOSED OUTDOOR STORAGE AREA

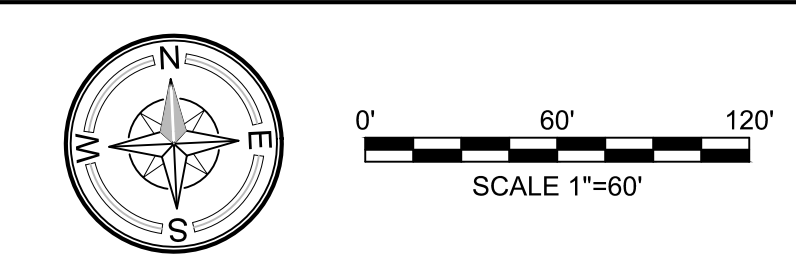
DATE:	6/10/2019
REVISION DATES:	02/19/2020
SITE PLANNER	DEREK FINNEGAN
SITE DEV. COORDINATOR	SCOTT MOMMER
R. E. MARKET	
R. E. AGENDA NAME	
R. E. MANAGER	



MI - HOWELL STORE #2751

ADDRESS: 3330 E GRAND RIVER AVE HOWELL, MI 48843

LA PROJECT NUMBER 19029.00



PLAN VIEW SHEET 4 OF 4



MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/27/2020

RE: Master Plan and Parks and Recreation Plan

For the last several years I have expressed concern to you about the growing number of vacant retail spaces on Grand River; the Amazon effect. We have also discussed the potential for DNR Trust Fund grants for the acquisition of recreational property. I recommend that we are due for a much more than casual review of these two documents.

Townships are statutorily required to review their Master Plans every 5 years. We last updated ours in 2015. Current Parks and Recreation Plans are required to apply for Trust Fund grants. Our last effort was in 2002. I have sought out expertise to help us address these needs.

Giffels-Webster is a well-respected community planning and civil engineering firm. Our Utilities Department has enjoyed a very positive relationship with them for several years. After attending a session with Jill Bahm at last fall's MAP conference in Kalamazoo I asked her to meet with staff to develop a strategy to address our needs.

Previously I provided you with a proposal from Giffels-Webster for a Master Plan and Parks and Recreation Plan. Included in the proposal are a market analysis and public engagement phase. I believe our vacant retail represents one of our greatest challenges moving forward. Also provided for your consideration Monday evening is an Agreement for Professional Services. Jill Bahm, a Principal with Giffels-Webster will be here to introduce her firm, discuss the proposal and answer any questions you may have.

The proposal represents a large effort with a significant impact on our community. If you have questions or if you would like a study session the vet this matter further please direct staff accordingly. If you are inclined to move forward at this time please consider the following action:

Moved by _____, supported by _____, to approve an Agreement for Professional Services with Giffels-Webster for a Master Plan and a Parks and Recreation Plan for the amount of \$68,800



Proposal for Master Plan & Parks and Recreation Plan for the Charter Township of Genoa

Submitted by:

Jill Bahm, AICP
Partner

Giffels Webster
1025 East Maple, Suite 100
Birmingham, MI 48009

January 13, 2020

January 13, 2020

Michael Archinal, Township Manager
Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116

RE: Proposal for Master Plan & Parks and Recreation Plan for the Charter Township of Genoa

Dear Mike,

Thank you for the opportunity to submit our proposal to assist Genoa Township with a Master Plan & Parks and Recreation Plan. Our highly qualified and experienced team at Giffels Webster strives to provide long-range planning documents that are not only engaging and understandable, but also complete with coordinated implementation strategies to help your community move forward to achieve its vision and goals. We understand that the township seeks a plan that explores a wide range of issues from housing to commercial redevelopment. Public input is essential as well; through a combination of online and in-person tools, our team is proposing a robust approach to public input that includes a variety of methods to try to involve and engage as many community members as possible.

At Giffels Webster, while we enjoy working with client communities of all shapes and sizes, we especially value our forward-thinking communities for their determination, commitment, and willingness to support each other and work together to make their communities and regions stronger. We're particularly excited about the opportunity to continue our work in the region, which, as we know from our experience in neighboring Brighton, continues to appeal to residents and businesses alike. Our focus will be on consolidating strategic implementation strategies that move the township forward.

On the pages that follow, you will find our scope of work. Our budget estimate can be found at the end of our work program. Please note that this estimate may be adjusted as the scope is refined to meet the needs of the township.

Thank you again for the opportunity and we look forward to speaking more with you soon and I can be reached 248.852.3100 or via email at jbahm@giffelswebster.com.

Sincerely,
Giffels Webster

Jill Bahm, AICP
Partner

Table of Contents

Corporate Introduction	4
Project Experience	16
References	26
Project Understanding + Work Program	28
Timeline + Budget	36
Project Team.....	38

Corporate Introduction

Giffels Webster Corporate Introduction



Giffels Webster is a community planning, civil engineering, and land surveying firm that provides professional services to public, private, and institutional clients. Our primary business revolves around the natural resources of land and water, along with the infrastructure that is necessary to effectively utilize these resources for human needs. For over 65 years, we have been fortunate to provide professional support to thousands of clients. This strong client base, coupled with our community involvement, has been instrumental in the development of improved procedures and reasonable fees while assuring the stability and continued growth of our firm.

Collectively, our planning team has over 100 years of experience assisting communities with zoning and form-based codes, traffic and parking studies, economic development plans, and a wide range of long-range planning services, including master plans, recreation plans, downtown development plans, and tax increment financing plans. Giffels Webster is at the forefront of developing clear and user-friendly zoning ordinances. Our Clearzoning® product reorganizes zoning and other development regulations for greater efficiency, identifies and resolves conflicting regulations, and provides a significant "health check-up" for zoning codes. We provide services across Southeast Michigan, including planning retainer services for 14 municipalities. We work for many other communities as well, providing everything from master planning and capital improvement planning services to zoning ordinance audits and amendments.

QUICK FACTS

FOUNDED

1952
Incorporated 1960

OFFICE LOCATIONS

HEADQUARTERS
28 West Adams, Suite 1200
Detroit MI 48226

1025 East Maple, Suite 100
Birmingham, MI 48009

6303 26 Mile Road, Suite 100
Washington Township, MI 48094

PROFESSIONAL STAFF

Administrative - 4
Civil Engineers - 29
Construction Inspectors - 6
Construction Manager - 1
Interns - 2
GIS Specialists - 3
Land Surveyors - 15
Landscape Architects - 2
Other Employees - 7
Partners - 13
Planners - 6
Senior Project Management - 6
Traffic Engineers - 2
TOTAL 96 EMPLOYEES

The Chesapeake Group Corporate Introduction

The Chesapeake Group (TCG) is the premier economic analysis and development firm in the United States, having prepared more than 1,000 analyses since its inception. TCG was formed in 1974 and incorporated a year later. In addition to our home base in Maryland, we have satellite offices in Michigan and Florida.

The Chesapeake Group (TCG) provides an integrated array of real estate and economic analyses and development services. Key services include: economic revitalization, including "Main Streets" and mixed-use development plans; economic and community development strategies; assessments of site specific opportunities, generally within the context of larger geographic areas; defining opportunities for emerging R & D related to technology, agricultural production, natural resources and higher education institutions; identifying technology application shifting; tourism development; impact analyses; business, developer, investor and institution recruitment; and transit-oriented development for local governments, Chambers of Commerce, and private sector interests and developers.

THE CHESAPEAKE GROUP PRINCIPLES

Independent of the focus of our work, each project is guided by the following principles.

- Know and understand the history, character, existing land use, scale, and activity patterns in and around the community.
- Maximize opportunities associated with existing assets and mitigate issues or challenges.
- Obtain hard empirical data upon which sustained economic activity can be based.
- Obtain decision-maker and public input before "pen-is-put-to-paper."
- Develop programs or providing technical assistance that provides short-and long-term enrichment to our public and private sector clients, people and the environment.

We believe that defining opportunities and answering difficult real estate and economic development questions requires a unique collection of skills, an understanding of the relationship between people and physical form, an understanding of the area's basic resources, an understanding of fiscal issues, and an understanding of human dynamics. Our approach also considers the following.

THINKING "OUT OF THE BOX - We are not afraid to think big or think small.

GLOBAL ECONOMY & TECHNOLOGY RECOGNITION - Globalization and the larger economy are very important to the future structure and activity in Wixom in general and often specific projects. Make no mistake, it along with technology is impacting us now and will in the future in many ways. Impacts can be seen in where and how people shop, vacations, where research for R & D occurs, energy and energy costs, the ability to finance projects, the ability to operate and finance government offices, and in medicine which touch our lives daily.

GROWING FROM WITHIN AS WELL AS RECRUITING - There are dynamics at work which will change our communities in the future, whether that is in five, ten, or twenty years. TCG has found that there are often internal growth opportunities that are not seized from existing area operations.

Also, historically many businesses in all areas have been independently owned or operated. It is often thought that most non-manufacturing operations close their doors as a result of lack of demand, "not making money," or other economic conditions. Yet, in the world as it is today and in recent past and in communities of all sizes, many close their doors as a result of the lack of "succession" plans. The owner retires or can no longer operate the business; and no one in the family wants to operate it. The issue will likely need to be addressed to define the opportunity to create conditions that will attract or grow from within new entrepreneurs for future business ownership.

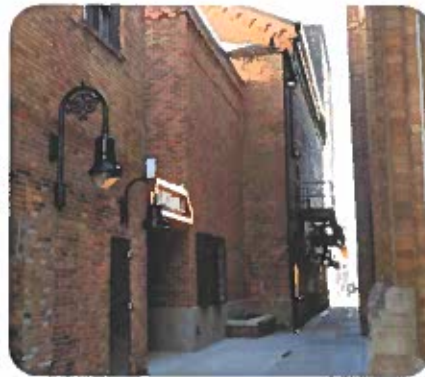
NON-EXPLOITIVE NATURAL RESOURCE ECONOMIC DEVELOPMENT - Most people do not know or think about the fact that the overwhelming majority of supplements, pharmaceuticals, infant formulas, and disease research in this country and around the world are derived from or associated with plants, animals, forests, the water, and agricultural products. Related research is often linked to educational institutions.

STRONG INPUT PROCESS - Our success is a result of listening. We believe that quality input results in quality output.

RETURN ON INVESTMENT FOR ALL STAKEHOLDER GROUPS - All parties or stakeholders in a process must receive a return on their investment. The definition of return simply varies for each participant group.

PRAGMATISM COMBINED WITH CREATIVITY - We believe that a specific activity and program must be simultaneously pragmatic or practical and creative. Resources, both human and fiscal, will always be limited. To spend money on your analysis or advice without realistic expectations of being able to actually implement suggestions to the benefit of the community is neither productive for us or our clients.

Planning Awards



Giffels Webster commitment to excellence is recognized in Michigan and around the country; in the past two decades, we have received multiple national planning awards and state planning awards.

2019 Michigan Association of Planning Project Excellence Award for Public Engagement

City of Rochester Hills Master Plan

2008 American Society of Landscape Architects Michigan Chapter Merit Award

City of Troy Big Beaver Corridor Study

2019 American Planning Association Small Town & Rural Planning Division Outstanding Small Town Comprehensive Plan

City of Brighton Comprehensive Plan

2007 Michigan Association of Planning Outstanding Planning Project Award

City of Troy Big Beaver Corridor Study

2017 American Planning Association Small Town & Rural Planning Division Outstanding Special Project Plan

City of Clawson Downtown Master Plan

2007 American Planning Association Small Town & Rural Planning Division Vernon Denies Award for a Small Town or Rural Plan

City of Adrian Comprehensive Plan

2015 Michigan Association of Planning Outstanding Public Outreach Project

State of Michigan Department of Natural Resources Wilderness State Park

2007 Michigan Association of Planning Outstanding Planning Project Award - Honorable Mention

City of Adrian Comprehensive Plan

2012 American Planning Association Small Town & Rural Planning Division Outstanding Project

City of Lathrup Village Clearzoning Ordinance

2005 American Planning Association Small Town & Rural Planning Division Award for Excellence

Bridgewater & Manchester Townships - Wireless Facilities Master Plan

2009 Michigan Association of Planning Daniel Burnham Award for a Comprehensive Plan

City of Huntington Woods Master Plan

2002 American Planning Association Small Town & Rural Planning Division Award for Excellence

Bridgewater Township Master Plan

2008 Michigan Historic Preservation Network Government/Institution Award

City of Huntington Woods Master Plan

2000 Michigan Society of Planning Outstanding Planning Project Award

City of Detroit Development Manual

1998 American Planning Association Small Town & Rural Planning Division Award for Excellence

Village of New Haven Master Plan

Services: Master Plans



A Master Plan, or comprehensive land use plan, is a blueprint for the future. It is a comprehensive document, long-range in its view, that is intended to guide development for the next ten to twenty years. The Master Plan sets public policies regarding growth and development. The information and concepts presented in the Master Plan are intended to guide local decisions on public and private uses of land, as well as the provision of public facilities.

When a community reviews its master plan, the following five topics should be considered. Where significant changes have taken place or are anticipated, the master plan should be updated.

Evaluation of the Goals, Objectives and Policies: What has been achieved? Have recent changes impacted these goals, objectives, or policies?

Data: Is the base data current? How have economic conditions or development impacted the data?

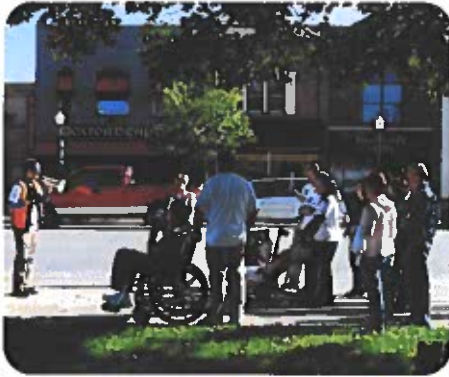
Public Opinion / Political Policy: In what ways have public opinion or community philosophy changed since the previous plan?

Rezoning and Capital Improvements: Are the zoning districts generally consistent with the future land use plan, and the timing of capital improvements discussed in the plan?

Local and Regional Changes: Have there been any developments of concern in the community, or in nearby communities, that affect underlying principles, policies or land uses in particular areas?

Area Plans: Often certain parts of a community need special attention. These smaller areas within the community may provide an opportunity to accommodate growth, correct blighted conditions, or to fill a specific need in the community. In some cases, an area plan may address all of those issues. While area plans are still a general guide for action, they often provide a clearer concept for how an area should change over time. Often, these area plans can be used as a foundation for economic development strategies, showing property owners how the community wishes to guide change and address the vision of the master plan.

Services: Community Engagement



Giffels Webster is highly qualified to facilitate public participation techniques that will engage the public, stimulate their involvement, build consensus, then mobilize the partners with a shared vision for the future of the community. We can also assist communities with the development of a public input plan that maps out strategies and benchmarks for public input across a wide spectrum of community goals and objectives.

Any successful plan must be solidly based upon a community's vision for the future. Such plans must also engage community partners, then mobilize them into action.

The three major components in any planning process are:

- Analysis of existing conditions or What do we have?
- Vision or What do we want?
- A Plan for the Future or How do we get there?

While the question "What do we want?" may sound simple, mobilizing the public partners to offer community leaders clear direction is rarely a simple task. We will tailor a public involvement approach that fits your community, meets your expectations, and tracks your project schedule.

PARTICIPATION PROCESSES

- Planning Fairs
- Focus Groups
- Websites
- Internet Surveys
- Mail Surveys
- Open Houses
- Visioning Sessions
- Charrettes
- Consensus Workshops
- Issues & Solutions Workshops
- Picture This! Photo Exhibits
- Social Networking Sites

Services: Recreation Planning

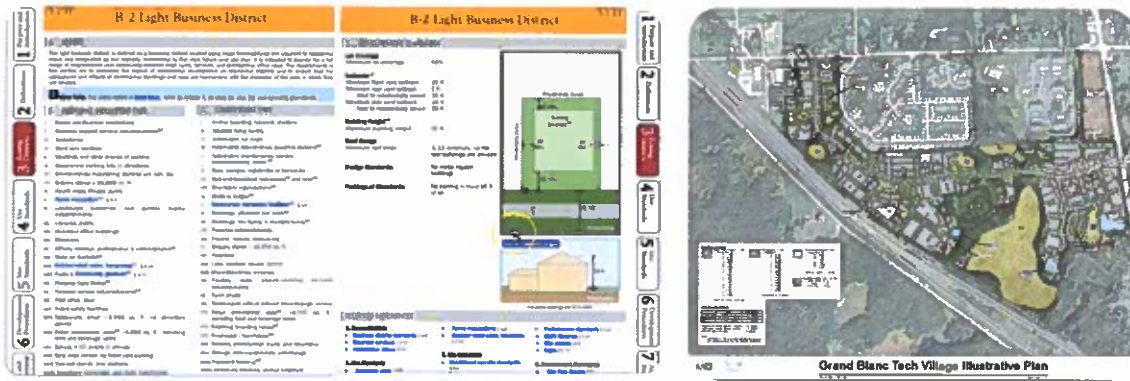


Parks and recreation opportunities are important assets for community health and can play a role in economic development. An up-to-date recreation plan is vital to maintaining your existing facilities, as well as ensuring that the future needs of your community are met. Giffels Webster has extensive experience with developing recreation plans for local governments and preparing grant applications for plan implementation.

A common element of vibrant, sustainable communities is that they offer great spaces for recreation. These spaces can take virtually any form, from trails to pocket parks to large open spaces to state-of-the-art indoor facilities. Such places make a community come alive by creating opportunities for social interaction. They also indicate the value your community places on health and well-being. Increasingly, recreational experiences are identified as key 'high quality of life' contributors by residents and businesses.

Giffels Webster prepares Park and Recreation plans in accordance with the Michigan Department of Natural Resources (DNR) Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans. Having a DNR-approved plan updated every five years sets the course for a dynamic recreation program. It also qualifies your community for the Michigan Natural Resources Trust Fund, the Land and Water Conservation Fund, and Recreation Passport Fund.

Services: Zoning Ordinances



A clear and concise, easy to use zoning code helps communities achieve consistent quality development. A user-friendly zoning code can be one of the strategies to set your community apart from others by making regulations easy to understand and evaluate. From zoning amendments that reflect the community vision, land use policy, and current development patterns to a complete reformatting of the ordinance, Giffels Webster can help your community achieve envisioned growth and development.

Advances in technology and widespread accessibility of the Internet call for a change in the traditional text-based zoning ordinance format of yesterday. Many communities are choosing to make their zoning ordinance and other codes available on-line for easier access for the public as well as staff and officials. A Clearzoning® Ordinance format is designed to effectively portray zoning regulations with fewer words and more illustrations. Our ordinances are user-friendly and easy to navigate in both printed and digital formats.

Giffels Webster will partner with you to transform your conventional zoning code into an easy-to-read, better organized, digital document that will revolutionize the way your code functions, saving staff time at the counter, and making it easier for officials and citizens to use. A Clearzoning® ordinance can guide the development community in a more effective way.

Services: Picture This™



For a community planning project, Picture This™ is a helpful tool that uses a variety of media to illustrate key points and concepts.

Using geographic information systems (GIS), we can map this data to convey information about the community in a richer, more engaging way. Residents, business owners, and even visitors will be invited to participate in the planning process by adding a photo that is placed on a map. Points on the map appear as circles that grow when multiple images are tagged to that location. Resulting images may be used throughout the planning process.

With so much information competing for people’s time, public engagement for community planning is challenging. A variety of tools should be used to reach people where they are. This engaging approach that gives the community the opportunity to submit photos and comments about things people like in the city and other communities. This intuitive and user-friendly platform can be used on a computer, tablet, or phone.

Services: Public Outreach



Public input is a cornerstone of civic life. For many communities, however, public input is a box to check off in the planning process. Giffels Webster staff believes that a public input plan can be implemented to strengthen the planning process, build support for plan implementation, and maintain civic pride. Even more—communities can tap into the power of the people for a variety of civic causes.

Giffels Webster is highly qualified to facilitate public participation techniques that will engage the public, stimulate their involvement, build consensus, then mobilize the partners with a shared vision for the future of the community. We can also assist communities with the development of a public input plan that maps out strategies and benchmarks for public input across a wide spectrum of community goals and objectives.

Any successful plan must be solidly based upon a community’s vision for the future. Such plans must also engage community partners, then mobilize them into action.

The three major components in any planning process are:

- Analysis of existing conditions or What do we have?
- Vision or What do we want?
- A Plan for the Future or How do we get there?

While the question “What do we want?” may sound simple, mobilizing the public partners to offer community leaders clear direction is rarely a simple task. We will tailor a public involvement approach that fits your community, meets your expectations, and tracks your project schedule.

Staff at Giffels Webster have extensive experience facilitating stakeholder and public participation processes using a variety of techniques, such as:

- Planning Fairs
- Focus Groups
- Websites
- Internet Surveys
- Mail Surveys
- Open Houses
- Visioning Sessions
- Charrettes
- Consensus Workshops
- Issues & Solutions Workshops
- Picture This! Photo Exhibits
- Social Networking Sites
- Public Participation Plans

Services: Meeting Toolkit



Community planning at its best includes input from many voices. In the past, residents and business owners were invited to meetings at city hall to participate in discussions about long-range community issues. Over the years, on-line surveys have been added as an alternative way to reach out to those who cannot participate in person.

At Giffels Webster, we are always looking for new ways to reach community members in a meaningful way. Our new Meeting Toolkits are intended to add more input opportunities at low cost to the community. Local community leaders involved in neighborhood associations, chambers of commerce, arts groups, schools and others are able to personally connect with their members and have hyper-local conversations about issues and solutions. Our toolkits include directions and the items needed to facilitate a meaningful discussion that help give everyone a voice.

Project Experience



CLIENT
City of Brighton

SERVICES
Planning

COST
\$105,000

CONTACT INFORMATION
Nate Geinzer
City Manager
810.227.1911

Comprehensive Plan Brighton, Michigan

In 2017, the City of Brighton Planning Commission began developing a Comprehensive Plan for the city. This plan includes updating the city's 2012 Master Plan as well as creating a Downtown Plan, Recreation Plan and Complete Streets Plan. This Comprehensive Plan is intended to serve as a guide for how the city can become the place its residents and businesses desire. By creating all these long-range planning documents concurrently, the city is promoting and strengthening city-wide community assets in a way that illustrates how these assets are interrelated.

Giffels Webster initiated the project with a joint workshop with the Downtown Development Authority, Planning Commission and City Council. This was followed by an intensive NextSteps for Downtown® assessment, which included evaluation of building form, streetscape, circulation and parking.

Our planning team facilitated public participation via an on-line survey, open house and Giffels Webster's online crowd-sourced platform, PictureThis™, which provided a resource for citizens, business owners, and visitors to upload photographs, link them to a map location, and offer comments.

The Downtown Plan establishes a block-by-block Framework Plan which specifies building frontage types and building heights consistent with planned outcomes. It also calls for expansion of pedestrian passages that link Main Street and Grand River with larger parking areas and other street frontages. This focus on non-motorized transportation also weaves through the Complete Streets Plan and Recreation Plan.

Action strategies are provided in a matrix that makes implementation straightforward and trackable. The matrix shows how various land use, transportation, recreation, and downtown actions are connected.

This project received the 2019 Vernon Deines Merit Award for an Outstanding Small Town Comprehensive Plan by the American Planning Association's (APA) Small Town and Rural Planning (STaR) division. The APA STaR Awards Committee noted that the Brighton Comprehensive Plan "embodies the best of small town planning."



CLIENT
City of Brighton

SERVICES
Planning

COMPLETION DATE
2017

CONTACT INFORMATION
Nate Geinzer, City Manager
248.557.2600
geinzern@brightoncity.org

Zoning Ordinance Brighton, Michigan

In 2015, our team assisted the City of Brighton with a "health checkup," or audit, of its Zoning Ordinance. This audit highlighted the strengths of the existing document as well as its deficiencies. We also identified areas in which the Zoning Ordinance could be more congruent with the Master Plan. Recommendations included a reorganization of the ordinance and amendments to several key sections.

The city moved forward with the amendment and reformatting of the Zoning Ordinance in 2016. The ordinance was reformatted into seven main articles intended to make the ordinance easier to use and understand. A Use Matrix was created that identifies all uses permitted by right and by special land use in each district. Key amendments included an update to the wireless communications facilities standards (per state and federal law), clarification of industrial uses, revised access management and waste management standards, and a change to dimensional standards for residential dwellings that is intended to encourage redevelopment and expansion of homes near the downtown area. In addition, the development review process was updated to make it more efficient and effective.



CLIENT
City of New Baltimore

SERVICES
Planning

COMPLETION
2017

CONTACT INFORMATION
John Dupray, Mayor of the City
of New Baltimore
586.725.2151 ext.119

New Baltimore Master Plan Update

New Baltimore, Michigan

The City of New Baltimore offers a unique coastal downtown that has made it stand out among communities in Macomb County. Recent new developments, working within the downtown form-based code and inspired by the Master Plan vision, have helped preserve the historic character and walkability of downtown, while encouraging redevelopment on infill sites that aligns with the community's vision.

The 2017-2037 New Baltimore Master Plan Update offers an opportunity to positively direct reinvestment downtown through the establishment of community goals, objectives, strategies, and plans for housing in a coordinated fashion. The Master Plan Update included an analysis of the current state of downtown and strategies for preservation and enhancement with the ultimate recommendation of adoption of a form-based code to ensure compatibility in design of all buildings proposed along Washington Street, downtown's "main street" frontage.

The Master Plan includes specific, achievable goals for downtown that set the stage for policy action that supports reinvestment. Some of these include promoting mixed-use buildings within downtown, providing appropriate neighborhood transitional areas, providing non-motorized routes into downtown, and wayfinding concepts to pull travelers along M-29 into downtown. As a result of the Master Plan Update, an overview of the downtown zoning as it relates to the Master Plan was conducted to identify the desired site and use standards for the new CB District. The CB District update included the adoption of new form-based code standards specific to downtown and updating the zoning map accordingly.

The City of New Baltimore has seen significant interest in downtown development since the Master Plan Update and adoption of form-based code regulations. The City has also commenced work on a Wayfinding Sign Plan that will assist in attracting motorists to the downtown district.



CLIENT

City of Clawson Downtown Development Authority

Clawson Planning Commission

SERVICES

Planning
NextSteps for Downtown™ Assessment

COMPLETION DATE

November 2015

CONTACT INFORMATION

Joan Horton, DDA Director
248.435.5229
ddadirector@cityofclawson.com

Downtown Master Plan Update

Clawson, Michigan

The City of Clawson Downtown Development Authority (DDA), in conjunction with the Planning Commission, needed to update the City's 2004 Urban Framework Plan and 2009 Master Plan chapter on Downtown to reflect the community's desire for downtown revitalization within the context of its history as a small suburban city. The 2015 Downtown Master Plan Update includes illustrative photographs of the downtown as well as examples of innovative techniques for façade improvements and for making the most of small urban spaces.

Giffels Webster started the project with an intensive NextSteps for Downtown™ assessment, which included evaluation of building form, streetscape, circulation and parking. Our team facilitated public participation in the process via an on-line survey and open house.

To help community leaders, businesses, and residents understand and implement the plan, our team took photographs, created graphics, and developed renderings that illustrate the redevelopment concepts outlined in the plan. Action strategies are provided in a matrix that makes implementation straightforward and trackable.

This project received the 2017 Vernon Deines Honor Award for an Outstanding Small Town Special Project Plan by the APA's Small Town and Rural Planning (STaR) division.



CLIENT
Clay Township

SERVICES
Recreation Planning

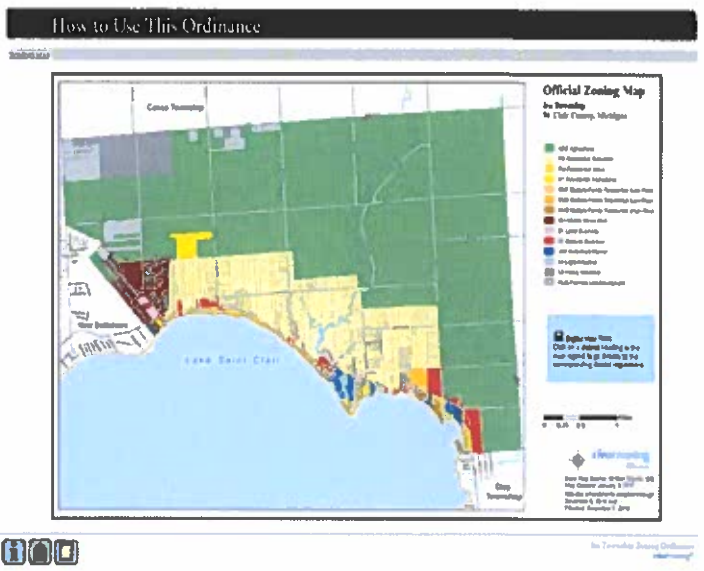
COMPLETION DATE
2017

Clay Township Recreation Plan

Clay Township, Michigan

Giffels Webster was selected to assist Clay Township update their Recreation Plan. The update in this plan examined the community's existing and projected demographic conditions, its two existing park, and natural resources. Natural features include access to various waterways and wildlife areas including the North Channel, Middle Channel, South Channel, the Krispin Drain, St. John Marsh, and St. Clair Flats. Such features, however, are relatively unknown outside of the community. Goals and strategies determined in the plan included collaborating with various partners to provide and promote recreational opportunities, preserving the Township's unique natural features for open space recreation purposes such as hiking, nature viewing, kayaking, and other passive activities, and acquiring additional land for recreation use as it becomes available.

Through productive meetings with stakeholders during the planning process, the Township was able to connect with local recreation vendors, regional recreation initiatives, and received support from a state organization for increased access to the St. Clair Flats as well as St. Johns Marsh. This included the agreement to place 5 kayak launches within the Township at DNR sites, as well as the installation of signage for kayakers along the Krispin Drain.



CLIENT
Ira Township

SERVICES
Planning
GIS

COMPLETION DATE
2015

CONTACT INFORMATION
Crystal Sovey
586.725.0263 x107

Ira Township Clearzoning® Ordinance

Ira Township, Michigan

At the beginning of 2015, Ira Township's zoning ordinance was much like the zoning ordinances municipal staff members had been dealing with for decades. It had a cumbersome structure, was poorly illustrated, had not been updated to reflect changes in state and federal statutes, contained unclear language, and had a black and white map originally done on mylar that was very difficult to read. The township understood that, like the community itself, the zoning ordinance must evolve with the times. The first step in this process was converting the ordinance to the Clearzoning® format. This process rearranges the ordinance's existing content into an easy-to-navigate seven article structure, presents important district information in a digestible two-page spread, illustrates key provisions with easy-to-understand diagrams, and makes the ordinance easy to use by providing easy access to menus and related provisions using hyperlinks. The digital version of the ordinance is a pdf, a near-universal document format that anyone can use for free and that can be housed easily on any website. After the conversion was complete, Giffels Webster completed a thorough audit of the ordinance, identifying numerous areas for updates and improvement. We then engaged in two rounds of comprehensive amendments that strengthened the ordinance's site standards, eliminated conflicts, clarified confusing or ambiguous language, added needed regulations, updated statutory references, defined key terms, and generally modernized the ordinance.



CLIENT

Michigan Economic
Development Corporation

SERVICES

Planning
Nextsteps for Downtown®

CONTACT INFORMATION

Debbie Neumann, MEDC
517. 512.0940

Mt. Clemens Nextsteps for Downtown®

Mt. Clemens, Michigan

Giffels Webster prepared a Nextsteps for Downtown® report as an independent evaluation of the heart of Mount Clemens, on behalf of the MEDC. Our straightforward, independent assessment of the physical environment is intended to bring a fresh perspective and specific Next Steps® to the city. Our team efforts included an intensive walking tour that focused on the main aspects of downtown, including streetscape, buildings, signage, circulation, parking, and land use. The resulting report strives to provide concise and constructive suggestions, without criticism of past efforts. Where possible, we include Best Practices that illustrate how and why a specific recommendation or change of direction is warranted. This report is intended to help re-energize and refocus economic development efforts, by providing alternative strategies that Mount Clemens may not have considered – or may have discounted for reasons that are unrelated to improving the local business market.



CLIENT
City of Lathrup Village

SERVICES
Planning

COMPLETION DATE
Ongoing

CONTACT INFORMATION
Dr. Sheryl Mitchell
City Administrator
248.557.2600

Capital Improvement Plan

Lathrup Village, Michigan

In 2018, Giffels Webster's team of planners and engineers led the City of Lathrup Village through the CIP planning process using a collaborative approach that improved understanding between city departments and increased confidence in CIP outcomes by the elected and appointed officials. Creating a stakeholder committee of department heads and planning commissioners allowed for diverse input and a comprehensive view of how future capital projects may interrelated.

Our team created standard forms that allow projects and resource allocation levels to be defined. This process helped the stakeholder committee understand the overall scope of each project and how it is valued within its program area and within the community. Our team facilitated a rating process that allowed the stakeholder committee to understand the need for different projects, particularly those that are mandated by law, by agreement, or because they are a matter affecting health safety and welfare.

The resulting documents are color-coded by department, making the plan easy to read and follow, particularly for members of the general public.

Award Winning Projects

Community	Code Book	Clearing Code	Development Guidebook	Public Facilitation	Master Plan	Rec Plan / Grants / Other	District Studies / Plans	TIF Plan	Reserve Service	Hourly Services	Website	Zoning Amendments	Street Scapes Design	Wayfinding	Form-Based Codes
Armada Township Macomb County					X		X		X			X			
City of Belleville Wayne County		X		X		X						X			
Village of Bingham Farms Oakland County		X		X	X		X			X					
City of Bloomfield Hills Oakland County									X						
Bloomfield Township Oakland County		X					X								
City of Brighton Livingston County		X		X		X	X			X		X	X		X
Bruce Township Macomb County	X	X			X				X			X			
China Township St. Clair County						X			X			X			
Chesterfield Township Macomb County									X	X					
City of Charlotte Eaton County				X			X								
City of Clare Clare and Isabella Counties												X			
Columbus Township St. Clair County	X	X		X	X				X		X	X			
City of Clawson Oakland County				X	X		X	X	X			X			X
Clay Township St. Clair County				X					X			X			
Cottleville Township St. Clair County				X	X	X						X			
Danbury Township Ohio		X													
DeWitt Township Clinton County		X			X							X			
City of Detroit Wayne County			X												
Farmont, West Virginia		X					X								
City of Farmington Hills Oakland County		X		X			X		X			X			
City of Ferndale DDA Oakland County				X			X	X					X		
Grand Blanc Township Genesee County		X	X	X	X	X	X		X			X			X
Hartland Township Livingston County		X													
Huntington Woods Oakland County					X										
Ira Township St. Clair County		X				X			X			X			
City of Lathrup Village Oakland County		X		X	X	X	X		X			X			X
City of Marshall Calhoun County		X		X	X		X					X			
City of New Baltimore Macomb County				X	X		X		X			X		X	
City of Novi Oakland County		X	X	X	X		X								
City of Rochester Hills Oakland County					X					X		X			X
City of Ruston Louisiana		X		X			X		X			X			X
Shelby Township Macomb County		X	X	X	X		X								
City of Springfield Calhoun County		X										X			X
City of Sylvan Lake Oakland County						X			X			X			
City of Troy Oakland County				X	X										
Watertown Township Clinton County	X	X		X	X										
West Bloomfield Township Oakland County		X					X					X			
White Lake Township Oakland County		X		X	X		X	X				X			
State of Michigan DNR				X		X									
City of Coldwater												X			
City of Ann Arbor												X			
City of Steamboat Springs, Colorado	X											X			

References

References

These references have been chosen specifically because they have first had knowledge of our specific experience with the type of work anticipated in Genoa Township.

CITY OF BRIGHTON

Contact Person: Nate Geinzer, City Manager

Address: 200 North First Street, Brighton MI 48116

Phone Number: 810.227.1911

Description of Project/Service Provided: Comprehensive Plan (Master Plan, Recreation Plan, Downtown Plan, Complete Streets Plan), Clearzoning Ordinance, Streetscape Concept Design Project (underway) and on-going consultant services

CITY OF BLOOMFIELD HILLS

Contact Person: David Hendrickson

Address: 45 E Long Lake Road, Bloomfield Hills, MI 48304

Phone Number: 248.644.1520

Description of Project/Services Provided: On-going retaining consultant services

CITY OF NEW BALTIMORE

Contact Person: Mike Wojciechowski, Planning Commission Chair

Address: 36535 Green Street, New Baltimore, MI 48047

Phone Number: 586.413.1659

Description of Project/Service Provided: On-going retainer consultant services (active since 2016)

CITY OF CLAWSON

Contact Person: James Albus, Director of Building and Planning

Address: 425 N. Main, Clawson, MI 48017

Phone Number: 248.435.4500

Description of Project/Service Provided: Downtown Master Plan, on-going retaining consultant services

BRUCE TOWNSHIP

Contact Person: Richard Cory, Supervisor & Chief Assessor

Address: 223 East Gates Street, Romeo, MI 48065

Phone Number: 586.752.4585 ext. 115

Description of Project/Service Provided: On-going retaining consultant services

Project Understanding + Work Program

Project Understanding

Our understanding of the Township's needs:

- Updated plans for future land use, recreation, and redevelopment areas are needed to guide decisions that impact land use, capital spending, economic development, and quality of life.
- Strategic implementation actions will help the township identify priority improvements and plan for wise future investment of financial and human resources that will leverage quality private investment.

Work Program

TASK 1 UNDERSTANDING EXISTING CONDITIONS

- A. **Meet with staff** to kick off project, refine scope as needed, and establish meeting dates and create a social media plan to make planning documents available for review and comment, as well as notify the public of meetings and opportunities for involvement. Information and drafts will be posted throughout the process.
- B. **Leadership Advance.** Conduct a kickoff session during a joint meeting of the Township Board, Planning Commission, and other relevant commissions/boards as determined by the township. This is an excellent opportunity for key township officials to share ideas and observations with the planning team.
- C. **Plan Preparation Notices.** Coordinate with township staff to prepare and distribute public notices of the township's intent to update the Master Plan as required by State law.
- D. **Data collection & Inventory.** Compile data and images of the following, to be analyzed in following task elements:
 1. Update and assess demographic data to understand current community makeup as well as understand future projections.
 2. Create base maps: Assemble and prepare maps of existing conditions ranging including land use, natural features and parks. Our staff will coordinate with township GIS staff for mapping. Township staff will provide information regarding existing land use using assessing department and planning department information.

Timeline	Meetings	Deliverables
1 Month	Staff Meeting	Social Media Plan Leadership Advance Session Required Legal Notices for Plans Base Maps as Described Above

TASK 2 ECONOMIC DEVELOPMENT - MARKET ANALYSIS

A. Incubator/ Home-based Business/"Economic Gardening" Analysis

In creating experiences where one "wants" to go instead of "needing" to go and fostering entrepreneurship, home-grown businesses are of increasing importance. Local patterns will be analyzed and addressed. (The previously defined data from the resident survey are essential to the development of the database.)

B. Analysis of Property Trends and Patterns

Non-residential and residential property trends and patterns will be analyzed using online sites that track sales, rental rates, and other factors. Per square foot information is expected to be extracted or developed.

C. Education Institution Trends

Student, employment, coursework/degree trends will be analyzed for local institutions.

D. Labor Force Analyses

Statistics on employment are often misleading or do not provide sufficient information to understand the economic conditions in the home. TCG's database from the resident survey will help to define underemployment, those wanting full-time employment at one job but not being achieved at this time, and other factors which provide economic conditions and stress levels inside the homes.

E. Demand Forecasts

The forecasting of demand would include that which follows:

1. Definition of real markets, not those artificially contrived, associated with retail, service, residential, office, and other activity based on actual data developed through surveys.
2. Definition of the commercial components of demand, such as students, visitors, surrounding area residents, near-by residents, and others.
3. Definition of the current and future customer base and commercial utilization patterns developed through surveys.
4. Definition of competitive advantages and disadvantages concerning each economic function.
5. Demand forecasts for retail and retail-related services, by major retail category and sub-category (over 50 types of operations), and capturable space.
6. Forecasts of multi-user office space demand activity.
7. Forecasts of multi-user industrial, light manufacturing, tech-driven manufacturing activity space demand.
8. Entertainment spending estimates and supportable activity or gaps that exist in the market that could be served.
9. Identification in gaps in the education areas upon which Genoa Township might capitalize.
10. Definition of specific niches, clusters, critical mass, etc. that would be marketable.
11. Estimates of residential market gaps that exist and likely gaps in the future in the market.
12. Estimated future housing demand by market clusters, including types of units, age characteristics for households, and household income levels.

Timeline
3 Months

Meetings
One meeting of the
Planning Commission
to Review and Discuss
Existing Conditions.

Deliverables
Summary of Market Analyses

TASK 3 PUBLIC INPUT

Public participation is critical to the planning process. Our team offers the following public participation approaches in this project:

- A. **PictureThis!**™ This social engagement tool will be used throughout the process to engage the community in dialog about the future of the township.
- B. **Public Input Survey.** Create an online survey tool to gather input from the community about land use, growth and change, recreation needs and wants, and strategies to advance Genoa Township. This survey will run during the analysis portion of the project.
- C. **Meeting Toolbox.** Our team will prepare meeting materials and directions for community leaders within the identified groups (up to 10 toolbox kits) to facilitate small (8-10 people) discussions throughout the community. This allows the township to engage the community where they are, as an additional opportunity to participate. We will compile the results of these meetings.
- D. **Stakeholder Open House.** Following data collection that will include the online survey, invite representatives from township-identified boards, groups, associations and agencies to an hour-long open house preview (before the public open house described below). This special invitation offers an opportunity for focused discussion and dialog with key community leaders.
- E. **Public Open House.** The public will be invited to attend an open house to review the findings and offer additional input. We will have stations aimed at both future land use and recreation concerns staffed by our team and members of the Planning Commission.
- F. **Virtual Open House.** Using an online GIS-based format, we will prepare a story map that contains information presented at the public open house described above. This allows community members an opportunity to participate in the process even if unable to attend the open house in person.

Timeline	Meetings	Deliverables
Ongoing Throughout Project	Stakeholder and Public Open House	Summary of Public Input
	One Meeting of the Planning Commission to Review the Summary of Public Input.	

TASK 4 PLAN PREPARATION

Our team proposes to incorporate the following chapters and sub-chapters into one consolidated document (Comprehensive Master Plan):

- A. Master Plan.** The Master Plan will include the following:
1. **Goals & Objectives.** Based on the existing conditions overview and public input received through the planning process, our team will assist the Planning Commission in updating the Master Plan goals, policies, and objectives.
 2. **Future Land Use Plan Map and supporting recommendations** based on the existing conditions analysis, public input, and goals and objectives. A narrative of the intent of each land use category will be provided in tabular form. The Thoroughfare Plan will be updated as necessary. Graphics and implementation details illustrating specific proposals will be included as appropriate. In addition to our discussion of existing conditions, future land use, and thoroughfare plan, we recommend including the following additional chapters:
 - **Housing assessment:**
 - Review the existing housing profile in terms of types, ownership, and occupancy.
 - Understand how the housing market impacts and is impacted by land use.
 - Using GIS mapping, analyze demographics (focusing on age and households with and without children) in conjunction with land use and housing types.
 - Explore innovative housing types, such as accessory dwelling units, “missing middle” housing, and other housing to serve the aging population so they may remain in the community.
 - Illustrate new housing concepts and potential locations as well as other land use strategies that improve livability for residents of all ages.
 - **Redevelopment Strategy/Plan:**
 - Based on the existing conditions overview, market analysis, and public input, we will assist the township with a redevelopment strategy focused primarily on retail/commercial redevelopment.
 - Identify and prioritize three sites in the Grand River Corridor that are ready for redevelopment, infill development, or adaptive reuse to illustrate the redevelopment strategy for the community.
 - Outline goals and implementation strategies, including zoning strategies and/or other land use policies that implement the strategy. Include lead groups and measurable milestones to track achievements.
 - Develop concept sketches and/or precedent images for the redevelopment areas that reflect the new vision.
 3. **Implementation Strategies.** The Master Plan should be a living document, one that provides guidance and direction for short and mid-term action plans. Realization of the community’s vision, as identified in the Master Plan will only come to fruition through decisive actions that result from an implementation strategy.
 - **Action Items Summary Table:** an easy-to-use checklist for prioritizing implementation strategies. Identify a Champion and Partners for each specific action item to ensure implementation success.
 - **Zoning Plan:** Prepare a Zoning Plan to guide short-range zoning decisions. Relate current and new districts to each land use category as necessary. Provide direction for zoning changes needed as a result of the Master Plan.

B. Parks and Recreation Plan. We will prepare the township's Parks and Recreation Plan per the state of Michigan Department of Natural Resources guidelines. The plan will contain the following:

1. Community Description
2. Administrative Structure
3. Inventory of Existing Parks, Natural Areas and Recreation Facilities
4. Description of the Planning and Public Input Process
5. Goals and Objectives
6. Action Program

Timeline	Meetings	Deliverables
6-9 Months	Two Progress Meetings with the Planning Commission to Review Draft Findings and Recommendations of Each Chapter/Plan Plus One Meeting with the Township Board.	Draft Master Plan and Parks & Recreation Plan

TASK 5: PUBLIC HEARING & ADOPTION

- A.** Assist in Preparing for the distribution of the draft plan to surrounding communities and designated agencies and utilities.
- B.** Prepare Notice of public hearing in accordance with the Michigan Planning Enabling Act and requirements of the Michigan Department of Natural Resources.
- C.** Present Draft Plan at the public hearing. Prepare Resolutions of Adoption.
- D.** Assist Planning Commission and Township Board with final adoption procedures

Timeline	Meetings	Deliverables
3-4 Months	One public hearing for the Master Plan (Planning Commission) and one public hearing for the Parks and Recreation Plan (Township Board)	Draft Master Plan and Parks & Recreation Plan

TASK 6: PLAN PREP & PRINTING

- A. Final draft:** Prepare document for printing and/or electronic copies to be distributed by a digital link. Print complete document for distribution.
- B. Print & Transmit Adopted Plan:** Print Master Plan for final distribution as hard copy and an electronic document in PDF format. Coordinate with township staff to ensure the adopted Plan is distributed in accordance with State law. Six printed copies are included.
- C. Executive Summary:** Create an online story map of the Master Plan that includes the Future Land Use Plan Map, Parks and Recreation maps and key concepts of both plans. This format provides the Township with an excellent, low-cost method of sharing a concise summary of the Master Plan document with the public.

Timeline	Deliverables
1 Month	Final Comprehensive Plan as Identified Above

Timeline + Budget

Proposed Plan Format

Our team believes that the best plans are the ones that are implemented incrementally and strategically over time. To achieve this, plans must be easy to read, understand and manage so that the community sees the overall big picture and the path to get there while staff has the tools to effectively administer them. The benefit of preparing the Master Plan and Recreation Plan together is that both plans can tap into the same compilation of data (demographics, traffic assessment, market assessment) and through the planning process, understand the relationships that emerge between the goals of the individual plans.

Timeline ²															
Element	1	2	3	4	5	6	7	8	9	10	11	12	13	Cost	
1. Existing Conditions														\$12,000	
Visioning (optional)		M												\$2,500	
Website (optional)													\$1,500		
Data collection/mapping			M												\$8,000
2. Market Analysis														\$10,000	
3. Public Engagement														\$11,050	
PictureThis!														\$750	
Online Survey														\$1,100	
Meeting Toolbox (up to 10)														\$2,900	
Open House							OH							\$4,500	
Virtual Open House														\$1,800	
4. Master Plan Preparation														\$20,000	
Redevelopment Strategy								M						\$15,000	
Implementation														\$5,000	
5. Public Hearing (following 63-day review period)														\$2,500	
6. Plan Prep & Printing (30 copies)														\$4,750	
7. Recreation Plan													PH	\$8,500	
Total Cost														\$68,800	

¹M=Meeting; OH=Open House; PH=Public Hearing

²This timeframe may be extended based upon review time by the Township and board meeting schedules. If the total project time frame exceeds thirteen months, additional costs may apply.

³Our team is available for additional meetings based on our previously-approved professional fee rate schedule.

Project Team



Jill Bahm, AICP

Partner

Jill Bahm is a Partner at Giffels Webster and has a broad planning background that includes work in both the public and private sector. Jill's municipal experience as a city planner and DDA executive director, combined with her commercial real estate experience, design, marketing and promotional skills, allows her the opportunity to assist clients with a variety of projects. Jill also enjoys exploring how new technologies can be used to engage the public and improve service delivery. Jill serves on the Main Street Oakland County Advisory Board and the Michigan Association of Planning Information & Education Committee.

YEARS OF EXPERIENCE

22

EDUCATION

Master of Urban and Regional Planning, University of Michigan

Bachelor of Arts in Communications/English, University of Michigan

Form-based Code Institute, Alumnus

National Charrette Institute, Core Level Certificate

CERTIFICATIONS

American Institute of Certified Planners (American Planning Association)

Michigan Association of Planners

SPECIAL EXPERTISE

Downtown Development
Land Use/Planning
Zoning
Review Process
Public Engagement
Design
Placemaking
Training/Education

Land Use Planning

Master Plan Update (2019), Rochester Hills
Comprehensive Plan (2018), Brighton
Capital Improvement Plan (2018), St. Johns
Capital Improvement Plan (2018), Lathrup Village
Comprehensive Development Plan (2018), DeWitt Twp
Comprehensive Plan (2017), City of Croswell
Tech Village Master Plan / Framework Study (2016), Grand Blanc Twp
Master Plan Amendment (2018), Bloomfield Twp
Downtown Master Plan (2015), City of Clawson
Master Plan (2014), City of Lathrup Village

Recreation Planning

Recreation Plan (2018-2022), City of Sylvan Lake
Recreation Plan (2018-2022), City of Brighton
Recreation Plan (2017-2021), Grand Blanc
Recreation Plan (2017-2021), City of Croswell
Recreation Plan (2016-2020), City of Lathrup Village
Recreation Plan (2016-2020), China Twp
General Management Plans (2008-2016), State of Michigan DNR
Michigan Natural Resources Trust Fund Grant Application Assistance (2018), White Lake Twp (\$1.4M Awarded)

Zoning

Sign Ordinance, City of Ann Arbor (2018-2019)
Zoning Code Update (2017), City of Brighton
Tech Village Form-based Code (2017), Grand Blanc Twp
Downtown Zoning Updates (2017), City of Clawson
Zoning Ordinance Audit (2016), Grand Blanc Twp
Zoning Ordinance Audit (2015), City of Flint
Zoning Ordinance Audit (2015), City of Brighton
Zoning and Municipal Code (2014-2015), Watertown Township
Zoning Ordinance and Form-based Districts (2012), City of Ruston, Louisiana
Zoning Ordinance and Form-based Districts (2011), City of Lathrup Village
Township Center District Zoning (2015), West Bloomfield Twp
Sign Ordinance Update, West Bloomfield Twp

Economic Development

Technology Village Marketing Materials (2017), Grand Blanc Twp
Economic Development Strategy (2014), City of Wixom
Redevelopment Ready Best Practices in Zoning and Development Review - Training Program (2013-2014), Michigan Economic Development Corporation
Tax Increment Finance Plan Assistance (2014), City of Farmington Hills
Tax Increment Finance Plan (2012), Ferndale Downtown Development Authority

Ongoing Planning Services

City of Bloomfield Hills
City of Brighton
China Twp
City of Lathrup Village
City of Sylvan Lake
City of Clawson



Eric Fazzini, AICP CNU-A Senior Planner

Eric Fazzini is a Senior Planner at Giffels Webster. He received a B.S. in Urban and Regional Planning from Michigan State University in 2007. Eric recently began working for Giffels Webster after working as a planner for 10 years in metropolitan Indianapolis and Cincinnati. During his time in the Hamilton County (Cincinnati), Ohio, Planning and Development Department, Eric expanded his professional development to include greater involvement in township land use policy and zoning administration, persuasive writing, the politics of the development approval process, and adoption and implementation of zoning text amendments in a developed county. During this time, Eric also became an accredited member of the Congress for New Urbanism through the University of Miami School of Architecture in 2012.

YEARS OF EXPERIENCE

11

EDUCATION

Bachelor of Science
Urban and Regional Planning
Michigan State University

CERTIFICATIONS

Congress for the New Urbanism
Accredited
University of Miami School of
Architecture
2012-present

MEMBERSHIP

Young Leaders Group
Member – ULI Michigan
2019-present

During his time in the Hendricks County (Danville), Indiana, Planning and Building Department, Eric gained his initial experience handling day-to-day planning intake work, monthly zoning and subdivision work, GIS mapping, and other functions. The majority of this work involved subdivision and greenfield commercial growth as the county is adjacent to Indianapolis and was the second-fastest growing in the state at the time. Eric was also involved in the implementation of a new zoning ordinance done by local architecture firm Ratio Architects, which provided Eric with substantial experience in planning-related design and architectural review and an understanding of the important relationship between architecture and planning. Lastly, working at the subdivision administration level at the end of the housing boom of the 2000's allowed Eric to gain experience in subdivision layouts, simple policy standards that lead to better vehicular and pedestrian connectivity, and the eventual connectivity issues that arise at the square mile level between unrelated subdivisions and other uses.

During his time at Michigan State University, Eric's capstone planning course was devoted to producing a group master plan trail planning and development study for a broken trail connection through a neighborhood-scale industrial area shared by the City of Grand Rapids, Michigan, and the City of Walker, Michigan, known as GrandWalk. The focus of the plan was a potential non-motorized trail along an abandoned railway corridor and a small creek. Upon completion of the plan, it was successfully presented to clients, Right Place, Inc., a Grand Rapids economic development agency, and the MSU Kent County Extension office. The plan went on to share the Michigan Association of Planning's Outstanding Student Planning Project award in 2007.

Plans and Special Studies

2019 Master Plan Update – Clay Twp
2019 Master Plan Graphics Update – City of Kentwood
Ongoing Private Development Master Plan Assistance – Detroit

Ongoing Planning Services

China Twp (2018-present)
Bruce Twp (2018-present)
Chesterfield Twp (2019-present)
City of Sylvan Lake (2018-present)
Village of Bingham Farms (2018-present)
Clay Twp (2018-present)
New Baltimore (2018-present)

Zoning and Other Ordinance Work

Zoning Ordinance Amendments – City of Brighton
Zoning Ordinance Amendments – Shelby Twp
Zoning Ordinance Amendments – Texas Twp



Joe Tangari, AICP

Senior Planner

Joe Tangari is a Senior Planner at Giffels Webster. He received a Master of Urban Planning degree from Wayne State University with a concentration in Managing Metropolitan Growth, and a B.A. in Music Business from Berklee College of Music.

Joe is dedicated to improving opportunities for public input, achieving clarity in zoning ordinance language and illustrations, pursuing innovative planning concepts, and providing informative development reviews to guide planning commission decision-making. He enjoys the day-to-day challenges of community planning and economic development.

At Giffels Webster, Joe has conducted development reviews, drafted form-based zoning districts, created master plan and zoning graphics using SketchUp, developed historic district design standards, participated in master plan and recreation plan updates, helped build municipal websites, and facilitated public input via community meetings and surveys. Communities he has served include small towns, rural townships, inner ring cities, and suburbs. He has also served as an instructor for the Michigan Economic Development Corporation's workshops on improving review processes and amending zoning ordinances.

During his time in the City of Hazel Park Department of Planning and Community Development, Joe gained experience working with limited resources and built a deep understanding of the challenges facing modern city governments.

YEARS OF EXPERIENCE

6

EDUCATION

Master of Urban Planning
Wayne State University

Bachelor of Arts
Music Business
Berklee College of Music

Plans and Special Studies

- 2015 Master Plan Update, Marshall
- 2015 Master Plan Update, Gladstone
- 2015 Master Plan Update, Armada Twp
- 2015 Master Plan Update, Bingham Farms
- 2016 Downtown Master Plan, Clawson
- 2016 NextSteps for Downtown Assessment, Mount Clemens
- 2016 Master Plan Update: Implementation Guide, Lexington
- 2016-2021 Recreation Plan, Ira Township
- 2016 Corridor Zoning Study, Ruston, LA
- 2016 Master Plan Update, Novi
- 2018 Comprehensive Plan, Brighton
- River Raisin National Battlefield 2017 Cooperative Land Management Plan
Bloomfield Hills (2017-present)

Ongoing Planning Services

- Bruce Twp (2018-present)
- Casco Twp (2018-present)
- Farmington Hills (2015-present)
- Ira Twp (2014-present)
- Columbus Twp (2014-present)
- Armada Twp (2014-present)

Zoning & Other Ordinance Work

- Technology Village Form-based Zoning Districts, Grand Blanc Twp
- Sign Ordinance, Farmington Hills
- Zoning Ordinance Audit, Manistee
- Zoning Ordinance Audit, Brighton
- Clearzoning & Audit, Ira Twp
- Clearzoning & Audit, Columbus Twp
- ClearCode, Columbus Twp
- Steamboat Springs, CO Zoning Ordinance: New Format & Amendments

Other Planning Work

- Instructor, MEDC Best Practices 2 & 3
- Website Design Consulting, Casco Twp
- Website Design Consulting, Columbus Twp
- Historic District Design Guidelines, Fairmont, WV



Matt Wojciechowski

Associate Planner

Matt Wojciechowski is a Staff Planner with 5 years of experience in both the public and private planning sectors. Beginning with his academic pursuits at Michigan State University, Matt has worked on all sides of the development process and has a strong understanding of the mechanics and importance of the planning process. From working on a public-private development partnership in the Lansing area to consulting with communities and implementing projects across the state, Matt has developed a wide range of planning skills that include strong knowledge of best practices for land use and zoning administration to the development of complete streets plans. Matt has also taken an active role in developing Capital Improvement Plans for a number of communities in order to promote knowledge sharing, public input, fiscal responsibility, and plan implementation. Additionally, Matt is enrolled in the Wayne State University Masters of Urban Planning Program, where his studies concentrate on managing metropolitan growth focusing on the importance of sustainability.

YEARS OF EXPERIENCE

4

EDUCATION

Bachelor of Arts
Urban and Regional Planning
Michigan State University

Planning Projects

City of Brighton Capital Improvement Plan (2019)
City of Clare Zoning Ordinance Audit
Ann Arbor Sign Ordinance
City of DeWitt Master Plan
City of Brighton Comprehensive Plan
City of Rochester Hills Master Plan
City of Lathrup Village Capital Improvement Plan (2018)
City of St. Johns Capital Improvement Plan (2017)

Planning Clients

Chesterfield Twp
City of Brighton
City of Bloomfield Hills
Clay Township
City of Lathrup Village
DeWitt Township

Detroit

The Mural Building
Pewabic Pottery Expansion
Baltimore Station Phase II
The Corner - Old Tiger Stadium Apartments
The Towns @ The Corner - Old Tiger Stadium Townhomes
Cass & York
Henry Ford Health System - South Campus Expansion

HOWARD KOHN, PRESIDENT & CEO – THE CHESAPEAKE GROUP, INC.

EDUCATION

Bachelors and advanced degrees in Economics from University of Maryland
Masters in Urban and Regional Planning from George Washington University

PROFESSIONAL ACTIVITIES

Former President and Treasurer of the Maryland Downtown Development Association
Former member of EPA's Brownfields Task Force
Co-Chair of the Neighborhood Economic Revitalization Committee of the Washington-based National Center for Urban Ethnic Affairs
Former Board member of the Neighborhood Design Center
Former Business Advisory Committee Member of the Center for Suburban & regional Studies at Towson University
Member of the National Trust for Historic Preservation and the American Planning Association

AWARDS

American Planning Association
Council for Economic Development
National Science Foundation
Small Business Administration
Various State Chapters of the American Planning Association
Various local jurisdiction

HOWARD KOHN, President and CEO of The Chesapeake Group (TCG), is a highly experienced urban, suburban and rural economic planning consultant. An economist as well, his work frequently entails estimating marketable opportunities, repositioning of organizations, and defining economic impacts relating to public and private activity and developments.

Howard pioneered the renowned revitalization efforts in Baltimore, beginning his career as the initiator, economic analyst, and project planner for those efforts. He later established the Baltimore County revitalization program. During his public sector career, he prepared major components of four comprehensive city and county-wide plans, defined development opportunities for heavy and light rail transit station development, defined the successful approach aimed at attracting tourists to the Inner Harbor in Baltimore, and planned and implemented more than 23 neighborhood revitalization programs.

With over 35 years of experience, Howard has directed projects throughout many parts of the United States. His plans create economic and revenue producing benefits. His community, downtown and other revitalization projects have been prepared for a broad range of suburban and urban settings – from locales with populations less than one-thousand to areas within major cities. Howard's plans are successful because they reflect his awareness of what attracts people to certain areas for business, shopping, and recreational activities as well as those raising families.

Howard has lectured on planning and economic development at colleges and universities in the Washington-Baltimore region. He is or has been a consultant to the Main Street Program of the National Trust, Ford Foundation, Enterprise Foundation, C. Stewart Mott Foundation, and the Paul C. Johnson Foundation.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is effective as of _____ 2020, between Giffels Webster located at 28 W. Adams Street, Suite 1200, Detroit, MI 48226 and the following person or entity ("Client"):

Client name and address: Charter Township of Genoa
2911 Dorr Road
Brighton, MI 48116

Client contact and phone no: Michael Archinal
Township Manager
(o) 810-227-5225

Email mike@genoa.org

Project Name: Genoa Township Master Plan & Recreation Plan Project No.:

The Client and Giffels Webster enter into this Agreement for certain professional consulting and related services to be provided by Giffels Webster with respect to the above Project ("Project"). The parties agree as follows:

I. PROJECT DESCRIPTION

Professional planning services as outlined in the Scope of Services (Exhibit A).

II. SCOPE OF SERVICES

Giffels Webster will provide consulting services for the Project, as summarized in Exhibit A ("Scope of Services"). Only those services summarized are included in this Agreement. Giffels Webster and the Client agree that services not identified in Scope of Services are not the responsibility of Giffels Webster unless provided for under a separate written agreement or approved additional services request.

Additionally, the Giffels Webster is available for other services not included in the above Work Program, at the municipality's request, based on the attached hourly rates (Exhibit B). We can also develop flat fee proposals for larger projects.

III. COMPENSATION

Fees for the scope of services are found in Exhibit B Fee Schedule and Billing.

IV. TERMS AND CONDITIONS

a. REIMBURSABLE EXPENSES

Giffels Webster's fees outlined above do not include reimbursable expenses, which include: shipping, handling, postage and delivery fees, out of town travel, outside reproduction (drawings, reports or other deliverables not being used internally by Giffels Webster for the completion of our effort) and subconsultant costs (if not expressly included in the Scope of Services). Routine copies for memos and internal drafts are included in the flat fee, as applicable, and are not charged as expenses. The Client agrees to reimburse Giffels Webster for reimbursable expenses at cost plus 15%.

b. INVOICING

The project will be invoiced as follows:

The total payment for this project is \$68,800, which will be invoiced in ten equal monthly payments of \$6,880. Invoicing will begin following execution of this contract.

Giffels Webster reserves the right to add a 10% late fee if payment is not received within 60 days of the date of the invoice and may suspend and terminate work under this Agreement upon failure of the Client to pay invoices as due. The Client agrees to review invoices upon receipt and forward all requests for amendments or clarifications in writing to Giffels Webster within 30 days of the date of the invoice. Payment will be made within 15 days of the Client's receipt of clarifications or revisions agreed to as a result of such requests.

c. STANDARD OF CARE

All services performed by Giffels Webster will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar circumstances at the same time and in the same locality. No warranty, express or implied, is made or intended by this proposal to provide consulting services.

d. RESPONSIBILITY FOR RESILIENT DESIGN

The Client acknowledges that climate change may result in disruptive events that exceed the requirements of the existing codes and regulations and that Giffels Webster cannot anticipate these events. The Client agrees that Giffels Webster is not liable for changes in the environment or site that exceed existing and applicable codes if they are not identified in writing as required design or study parameters at the time the services are provided.

e. INSURANCE

Giffels Webster and its agents, staff and contracted consultants are protected by worker's compensation insurance. Giffels Webster has such coverage under public liability, professional liability and property damage insurance policies which it deems to be adequate. Giffels Webster shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance.

f. LIABILITY

To the fullest extent permitted by law and notwithstanding any other provision of this Agreement, the total liability in the aggregate of Giffels Webster and Giffels Webster's officers, directors, partners, employers, agents, and contracted consultants to the Client and anyone claiming by, through or under the Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including, but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty expressed or implied, shall not exceed the limits and conditions of its insurance.

The Client and Giffels Webster waive all consequential or special damages, including, but not limited to, loss of use, profits, revenue, business opportunity, or production, for claims, disputes, or other matters arising out of or relating to this Agreement, regardless of whether such claim or dispute is based upon breach of contract, willful misconduct or negligent act or omission of either of them or their employees, agents, subconsultants, or other legal theory, or disruptive climate events even if the affected party has knowledge of the possibility of such damages.

g. DATA COLLECTION

The means, methods and selection of technologies used in the collection of field data are at the sole discretion of Giffels Webster. The Client understands that some technologies automatically collect data that may not be required by Giffels Webster to complete the services included in this Agreement. The Client further understands that Giffels Webster does not review data that is not directly related to the scope of services including in this Agreement, and Client agrees that Giffels Webster has no responsibility to do so and that Giffels Webster has no responsibility to advise the Client of any deficiencies that might be found if that data were reviewed.

h. INSTRUMENTS OF SERVICE

The Client acknowledges that Giffels Webster's drawings, plans, specifications, and other similar documents, whether in written, graphic, or electronic form, are instruments of professional service (the "Instruments") and not products. Giffels Webster and its contracted consultants shall be deemed the authors and owners of their respective Instruments and shall retain all common law, statutory and other reserved rights, including copyrights and trademarks. Upon full payment of Giffels Webster's compensation for this Project, ownership of the following shall be transferred to the Client: Charter Township of Genoa Master Plan and Recreation Plan documents.

i. ASSIGNMENT

Neither the Client nor Giffels Webster may delegate or assign its duties or rights under this Agreement without the written consent of the other party, such consent not to be unreasonably withheld.

j. DELAYS

If Giffels Webster is delayed at any time in the progress of the services by any reason beyond its control, including any act or omission of the Client, by any act or omission of a contractor or by adverse weather or other conditions not reasonably anticipated, the time for completion of the services shall be extended by a time equal to the time of such delay and an equitable adjustment in Giffels Webster's fee shall be made as may be reasonable under the circumstances.

k. CHANGES TO THE AGREEMENT

The Client and Giffels Webster agree that the discovery of unanticipated or changed conditions may require a renegotiation of the Scope of Services, or termination of the Agreement. Furthermore, changes in the scope of the project or to any of the assumptions used in the preparation of the Agreement may also require a renegotiation of the Scope of Services. In the event that the Agreement is changed, Giffels Webster shall be entitled to an appropriate adjustment in schedule and compensation. If renegotiated terms cannot be agreed to, the Client agrees that Giffels Webster has the right to terminate this Agreement.

l. TERMINATION

Either party may terminate this Agreement on at least 30 days written notice to the other. In the event of termination, Giffels Webster shall be paid for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement. The Client shall also reimburse Giffels Webster for all termination expenses.

m. RECOVERY OF COSTS

In the event that legal action is brought by either party against the other in the courts (including an action to enforce or interpret any aspect of this Agreement), the prevailing party shall be reimbursed by the other for the prevailing party's legal cost, in addition to whatever other judgments or settlement sums, if any, may be due. Such legal costs shall include, but not be limited to, reasonable attorney's fees, court costs, expert witness fees, and other documented expenses.

V. ACCEPTANCE AND AUTHORIZATION TO PROCEED

The Client certifies that the person executing this Agreement is authorized to sign on behalf of the Client's organization. The Client understands that this Agreement includes Exhibit A | Scope of Services, Exhibit B | Fee Schedule and Billing, and all executed additional service requests. The Client also certifies that, if it is a business entity, it is registered and in good standing with the State of Michigan, is authorized to conduct business in Michigan and is adequately capitalized to meet the financial obligations of this Agreement. If the Client agrees with the terms of this Agreement, the Client should sign both copies of the Agreement and return one copy to Giffels Webster. Giffels Webster's receipt of the signed Agreement from the Client will constitute a written notice to proceed unless otherwise indicated in writing by the Client.

GIFFELS WEBSTER

CHARTER TOWNSHIP OF GENOA

BY: _____
Jill S. Bahm
Partner
Date:

BY: _____
Name:
Title:
Date:

Exhibit A Work Program

Task 1 Understanding Existing Conditions.

- A. Meet with staff to kick off project, refine scope as needed, and establish meeting dates and create a social media plan to make planning documents available for review and comment, as well as notify the public of meetings and opportunities for involvement. Information and drafts will be posted throughout the process.
- B. Leadership Advance. Conduct a kickoff session during a joint meeting of the Township Board, Planning Commission, and other relevant commissions/boards as determined by the township. This is an excellent opportunity for key township officials to share ideas and observations with the planning team.
- C. Plan Preparation Notices. Coordinate with township staff to prepare and distribute public notices of the township's intent to update the Master Plan as required by State law.
- D. Data collection & Inventory. Compile data and images of the following, to be analyzed in following task elements:
 1. Update and assess demographic data to understand current community makeup as well as understand future projections.
 2. Create base maps: Assemble and prepare maps of existing conditions ranging including land use, natural features and parks. Our staff will coordinate with township GIS staff for mapping. Township staff will provide information regarding existing land use using assessing department and planning department information.

Timeline: 1 month

Meetings: Staff meeting

Deliverables:

- Social media plan
- Leadership Advance session
- Required legal notices for Plans
- Base maps as described above

Task 2 Economic Development - Market Analysis. In today's economy, all trends indicate that while businesses strive for repeat customer visits, this is no longer achievable unless there is significant change from visitation or trip from one time to another. This can be accomplished with frequent changes in activities, food and drink, events, entertainment mix, vendors when appropriate and other means. This is appropriate for recreational activity, traditional downtowns, and corridors.

Market Analysis. Using the best available data, our partners at The Chesapeake Group will conduct the following:

1 – Due diligence

- ✓ Area reconnaissance
- ✓ Perform select stakeholder interviews. Some select individuals have played or are playing a role in economic activity. Included are hospital representatives, residential Realtors, commercial realtors, higher education institution representatives, and targeted property owners. Up to eight such individuals will be

interviewed one-on-one and face-to-face unless phone conversations are required to accommodate the individuals.

- ✓ Survey of Area residents. Conducted online, a survey of residents is critical to developing a "real world" new database upon which analyses and decisions can be made. Recent online surveys in communities of similar scale or smaller have yielded critical data and input from between 300 and 1,000 "unique" households. The survey will be open to local and surrounding area residents. The focus will be on current and future housing needs, employment and skill levels, educational levels, home-based business activity, and work experience. The information gathered is not either readily available or is available from less reliable secondary sources.

2 – Market Analysis/Analytics

- ✓ **Incubator/ Home-based Business/"Economic Gardening" Analysis.** In creating experiences where one "wants" to go instead of "needing" to go and fostering entrepreneurship, home-grown businesses are of increasing importance. Local patterns will be analyzed and addressed. (The previously defined data from the resident survey are essential to the development of the database.)
- ✓ **Analysis of Property Trends and Patterns.** Non-residential and residential property trends and patterns will be analyzed using online sites that track sales, rental rates, and other factors. Per square foot information is expected to be extracted or developed.
- ✓ **Labor Force Analyses.** Statistics on employment are often misleading or do not provide sufficient information to understand the economic conditions in the home. TCG's database from the resident survey will help to define underemployment, those wanting full-time employment at one job but not being achieved at this time, and other factors which provide economic conditions and stress levels inside the homes.
- ✓ **Demand Forecasts**

The forecasting of demand would include that which follows.

1. Definition of real markets, not those artificially contrived, associated with retail, service, residential, office, and other activity based on actual data developed through surveys.
2. Definition of the commercial components of demand, such as students, visitors, surrounding area residents, nearby residents, and others.
3. Definition of the current and future customer base and commercial utilization patterns developed through surveys.
4. Definition of competitive advantages and disadvantages concerning each economic function.
5. Demand forecasts for retail and retail-related services, by major retail category and sub-category (over 50 types of operations), and capturable space.
6. Forecasts of multi-user office space demand activity.
7. Forecasts of multi-user industrial, light manufacturing, tech-driven manufacturing activity space demand.
8. Entertainment spending estimates and supportable activity or gaps that exist in the market that could be served.
9. Identification in gaps in the education areas upon which the township might capitalize.
10. Definition of specific niches, clusters, critical mass, etc. that would be marketable.
11. Estimates of residential market gaps that exist and likely gaps in the future in the market.

12. Estimated future housing demand by market clusters, including types of units, age characteristics for households, and household income levels.

3. Strategic Economic Development Plan with Marketing Component

A strategic implementation-oriented economic development program will be developed. The strategic implementation program will be both realistic/pragmatic and creative based on available or reasonably anticipated human and fiscal resources. Included would be that which follows.

- Goals and Objectives
- Methods for motivating property owners if necessary.
- Recruitment and retention program elements.
- Elements to foster entrepreneurship.
- A conceptual marketing plan or adjustments to current efforts.

Timeline: 3 months

Meeting: One meeting of the Planning Commission to review and discuss existing conditions.

Deliverables: Summary of market analyses

Task 3 Public Input:

Public participation is critical to the planning process. Our team offers the following public participation approaches in this project:

- A. **PictureThis!™** This social engagement tool will be used throughout the process to engage the community in dialog about the future of the township.
- B. **Public Input Survey.** Create an online survey tool to gather input from the community about land use, growth and change, recreation needs and wants, and strategies to advance Genoa Township. This survey will run during the analysis portion of the project.
- C. **Meeting Toolbox.** Our team will prepare meeting materials and directions for community leaders within the identified groups (up to 10 toolbox kits) to facilitate small (8-10 people) discussions throughout the community. This allows the township to engage the community where they are, as an additional opportunity to participate. We will compile the results of these meetings.
- D. **Stakeholder Open House.** Following data collection that will include the online survey, invite representatives from township-identified boards, groups, associations and agencies to an hour-long open house preview (before the public open house described below). This special invitation offers an opportunity for focused discussion and dialog with key community leaders.
- E. **Public Open House.** The public will be invited to attend an open house to review the findings and offer additional input. We will have stations aimed at both future land use and recreation concerns staffed by our team and members of the Planning Commission.

- F. Virtual Open House. Using an online GIS-based format, we will prepare a story map that contains information presented at the public open house described above. This allows community members an opportunity to participate in the process even if unable to attend the open house in person.

Timeline: Ongoing throughout project

Meetings:

- Stakeholder and public open house
- One meeting of the Planning Commission to review the summary of public input

Deliverables: Summary of public input

Task 4 Plan Preparation: Our team proposes to incorporate the following chapters and sub-chapters into one consolidated document (Comprehensive Master Plan):

A. **Master Plan.** The Master Plan will include the following:

1. **Goals & Objectives.** Based on the existing conditions overview and public input received through the planning process, our team will assist the Planning Commission in updating the Master Plan goals, policies, and objectives.
2. **Future Land Use Plan Map and supporting recommendations based on the existing conditions analysis, public input, and goals and objectives.** A narrative of the intent of each land use category will be provided in tabular form. The Thoroughfare Plan will be updated as necessary. Graphics and implementation details illustrating specific proposals will be included as appropriate. In addition to our discussion of existing conditions, future land use, and thoroughfare plan, we recommend including the following additional chapters:
 - **Housing assessment:**
 - Review the existing housing profile in terms of types, ownership, and occupancy.
 - Understand how the housing market impacts and is impacted by land use.
 - Using GIS mapping, analyze demographics (focusing on age and households with and without children) in conjunction with land use and housing types.
 - Explore innovative housing types, such as accessory dwelling units, "missing middle" housing, and other housing to serve the aging population so they may remain in the community.
 - Illustrate new housing concepts and potential locations as well as other land use strategies that improve livability for residents of all ages.
 - **Redevelopment Strategy/Plan:**
 - Based on the existing conditions overview, market analysis, and public input, we will assist the township with a redevelopment strategy focused primarily on retail/commercial redevelopment.
 - Identify and prioritize three sites in the Grand River Corridor that are ready for redevelopment, infill development, or adaptive reuse to illustrate the redevelopment strategy for the community.
 - Outline goals and implementation strategies, including zoning strategies and/or other land use policies that implement the strategy. Include lead groups and measurable milestones to track achievements.

- Develop concept sketches and/or precedent images for the redevelopment areas that reflect the new vision.
 - Implementation Strategies. The Master Plan should be a living document, one that provides guidance and direction for short and mid-term action plans. Realization of the community's vision, as identified in the Master Plan will only come to fruition through decisive actions that result from an implementation strategy.
 - a. Action Items Summary Table: an easy-to-use checklist for prioritizing implementation strategies. Identify a Champion and Partners for each specific action item to ensure implementation success.
 - b. Zoning Plan: Prepare a Zoning Plan to guide short-range zoning decisions. Relate current and new districts to each land use category as necessary. Provide direction for zoning changes needed as a result of the Master Plan.
- B. **Parks and Recreation Plan.** We will prepare the township's Parks and Recreation Plan per the state of Michigan Department of Natural Resources guidelines. The plan will contain the following:

1. Community Description
2. Administrative Structure
3. Inventory of Existing Parks, Natural Areas and Recreation Facilities
4. Description of the Planning and Public Input Process
5. Goals and Objectives
6. Action Program

Timeline: 6-9 months

Meeting: Two progress meetings with the Planning Commission to review draft findings and recommendations of each chapter/plan plus one meeting with the Township Board.

Deliverables: Draft Master Plan and Parks & Recreation Plan

Task 5: Public Hearing & Adoption

- A. Assist in preparing for the distribution of the draft plan to surrounding communities and designated agencies and utilities.
- B. Prepare notice of public hearing in accordance with the Michigan Planning Enabling Act and requirements of the Michigan Department of Natural Resources.
- C. Present draft Plan at the public hearing. Prepare Resolutions of Adoption.
- D. Assist Planning Commission and Township Board with final adoption procedures

Timeline: 3-4 months

Meeting: One public hearing for the Master Plan (Planning Commission) and one public hearing for the Parks and Recreation Plan (Township Board)

Deliverables: Final draft plan for review and public hearing

Task 6: Plan Prep & Printing

- A. Final draft: Prepare document for printing and/or electronic copies to be distributed by a digital link. Print complete document for distribution.
- B. Print & Transmit Adopted Plan: Print Master Plan for final distribution as hard copy and an electronic document in PDF format. Coordinate with township staff to ensure the adopted Plan is distributed in accordance with State law. Six printed copies are included.
- C. Executive Summary: Create an online story map of the Master Plan that includes the Future Land Use Plan Map, Parks and Recreation maps and key concepts of both plans. This format provides the Township with an excellent, low-cost method of sharing a concise summary of the Master Plan document with the public.

Timeline: 1 month

Deliverable: Final Comprehensive plan as identified above.

Timeline and Budget

Some of the above noted elements may be conducted concurrently. We estimate the above scope of work to take between 12-17 months, depending on the Township's meeting schedule and availability, as well as on the required public hearing timetables. We will work with Genoa Township to refine the work program to meet the needs of the Township in the most cost-effective manner possible, while still providing a high quality, easy to read working document. A comparison between doing these plans separately versus comprehensively is presented on the following page:

Timeline															
Element	1	2	3	4	5	6	7	8	9	10	11	12	13	Cost	
1. Existing Conditions														\$12,000	
Visioning	M													\$2,500	
Webpage															\$1,500
Data collection/mapping		M												\$8,000	
2. Market Analysis														\$10,000	
3. Public Engagement														\$11,050	
PictureThis!														\$750	
Online Survey														\$1,100	
Meeting Toolbox (up to 10)													\$2,900		
Open House						OH							\$4,500		
Virtual Open House														\$1,800	
4. Master Plan Preparation							M		M	M		PH		\$20,000	
Redevelopment Strategy														\$15,000	
Implementation														\$5,000	
5. Public Hearing (following 63-day review period)														\$2,500	
6. Plan Prep & Printing (6 copies)														\$4,750	
7. Recreation Plan													PH	\$8,500	
Total Cost														\$68,800	

Mike Archinal

From: Duffy Rojewski
Sent: Wednesday, February 19, 2020 2:15 PM
To: Mike Archinal; Kim Lane
Subject: RE: Board of Review

Here is what I have so far:

Our Board Of Review's typical year:

January 31st training- 8 hours

March:

March 3 Organizational meeting 3 hours

Board of Review Public hearings-

Monday March 9 - 8 hours

Wednesday March 11 – 8 hours

Thursday (if needed) clean-up & also signing the warrant 2-3 hours

July Board of Review – 2 hours

December Board of Review – 2 hours

Please keep in mind, that we have had years where we have needed to extend the days for appeals and the hours they work may vary from year to year.

Neighboring jurisdictions compensation:

Green Oak \$75 per session

Howell City \$133.47 per day

Brighton Township \$75 half day & \$150 full day

Oceola \$75 half day & \$150 full day

Brighton City \$80 per session

OUR BOARD OF REVIEWS COMPENSATION:

\$25 per hour with a 3 hour minimum (meaning if they are only here for 2 hours they get paid for 3 hours)

If you have any further questions or concerns please feel free to ask me.

Duffy

From: Mike Archinal
Sent: Tuesday, February 18, 2020 11:48 AM
To: Duffy Rojewski; Kim Lane
Subject: Board of Review

As I discussed with each of you, the Township Board is looking at pay adjustments for the Board of Review. They have asked for the following information for their 3/3 meeting:

1. A description of how many hours they work in a typical year including how many different days this involves including training.
2. What their current rate of compensation is.
3. What is the compensation for BOR for neighboring communities, including:
 - a. Brighton City
 - b. Howell City
 - c. Brighton Township
 - d. Green Oak Township
 - e. Hamburg Township
 - f. Oceola Township

4. What the net effect would be for a 3% increase in compensation.

Thank you.

Michael C. Archinal, AICP MPA
Manager
Genoa Charter Township
810.227.5225
mike@genoa.org





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

MEMORANDUM

TO: Honorable Board of Trustees

FROM: Adam VanTassell

DATE: March 2, 2020

RE: Proposed Board Room Upgrades Discussion

Manager's Review: _____

Matthew Eckman is the contractor who designed and installed the audio/visual components for the Board Room in 2014, namely the updated projector system and microphone system.

Staff is looking into updating the current Board Room audio and visual system with more advanced technology so as to improve the experience for Board members as well as those in the audience. Mr. Eckman will be on hand to present some ideas and answer any questions.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Michael C. Archinal

Board Correspondence

To Board 3/3/20

February 27, 2020

Mr. Mike Goryl, Traffic Engineer
Livingston County road Commission
3535 Gran Oaks Drive
Howell, MI 48843

Mike,

It's been at least three years since we first started planning for the Latson Road area and a boulevard was a primary aspect of our plans. We now have a developer who is willing to provide all the road right-of-way needed to accomplish our expectation.

With this letter I am asking, on behalf of the Township Board, the Planning Commission, the Developer (Mr. Todd Wyett), and Staff to help us work through the issues and alleviate concerns to achieve our goal of a beautiful gateway to our community.

My daughter lives near 12 Mile Road and Halstead. The boulevard along that road is so beautiful; not only in vision, but in the way the traffic moves along that road in comparison with what happens when the boulevard ends. I feel it is important for you to know that driving along the boulevard is calming to me and probably every other driver who travels 12 Mile Road daily. A business park in the 12 Mile and Halsted area houses offices of Panasonic, Greenpath, Mercedes Benz, and Mango Languages (a language learning software company) headquartered there with no problem relative to truck turning that I can see.

I am sure you are aware of the MDOT studies and that traffic engineers from Fleiss & Vandenbrink promoted the boulevard option based upon this study. A concern with the cost of maintenance could be diminished with the use of fir trees in the boulevard that will require almost no maintenance. Also, the developer has agreed to put language in their development agreement to participate in a special assessment district for maintenance.

A wide medium raised a concern in your office with regard to truck turning. According to Mr. Wyett's engineers and his planners a narrower boulevard may be more practical and would

accommodate trucks turning. The proximity of the rail crossing and limited right-of-way made a wide median less practical - but there are many examples of more narrow medians.

I am asking your office to consider our request based upon the attached supporting points and implore your office to work with Mr. Wyatt's Planner, Mr. Brad Strader, and the Developer to provide a beautiful entry into our Township by means of a boulevard. It is not often that we can start with vacant land and accomplish a meaningful development of this caliber.

Thank you for taking the time to read this lengthy letter.

Sincerely,

Paulette A. Skolarus, Clerk
Genoa Charter Township

CC: Brad Strader, Planner
Kelly VanMarter, Assistant Manager
Michael Archinal, Manager
Genoa Township Board
Township Planning Commission

ATTACHMENT

1. Recent studies by MDOT resulted in less crashes and less severe crashes than a center turn lane or no separation of travel lanes. Traffic engineers from Fleiss & Vandenbrink also promoted the boulevard option based upon this study.
2. A median could accommodate one-sided signals at certain crossovers, which can be more efficient than a four-sided traffic signal.
3. A concern with the cost of maintenance could be alleviated with the use of fir trees (that require little maintenance) and a special assessment district approved through the development agreement.
4. Access management benefits in that a median provides more queueing (storage) space for left turning vehicles. This is important given that there are many small parcels not controlled by Versa that could have future driveways.
5. Pedestrians and the handicapped crossing a five lane highway express more anxiety when the road width is so expansive.
6. A median allows easier, and less expensive, adaptation to add lanes, turn lanes, or crossovers in the future, within the median, instead of disrupting the edges along Latson Road where there may be landscaping, utilities, sidewalks, pathways.
7. A median could help with storm-water management along Latson Road.
8. Landscaping along the edge of Latson Road and in a median would provide an attractive entry from the I-96 interchange into southern Genoa Township helping to create a sense of place.
9. A median will help to slow down traffic speeds from the Latson Road interchange area entering to the more rural/residential areas to the south.



SEVENTH-DAY
ADVENTIST
CHURCH

Michigan Conference
Headquarters



PO Box 24187
Lansing MI 48909-4187
5801 W. Michigan Ave.
Lansing MI 48917-2495

To Whom It May Concern,

I write today regarding evangelistic work that the Family Health and Education Resources ministry of the Seventh-day Adventist Church will soon be conducting in your community. Student literature evangelists will soon be going door-to-door distributing free religious literature, praying with community members, enrolling interested individuals in Bible Studies, and seeking donations to support the program.

The Literature evangelistic program of the Adventist Church has been in existence for well over 100 years and is an important part of the Church's missionary work and evangelism. As student literature evangelists they are following the Great Commission that Christ gave His followers in Matthew 28:18-20.

In order not to disturb the community or be bothersome this program usually runs from 10:00am to 9:00pm, May 29 – August 5, 2020. Further, all our students carry identification recognizing them as part of the Family Health and Education Resources Program. They also carry radios or cell phones to contact their onsite leader who can provide more information while in the field.

Some communities have ordinances governing door-to-door sales, canvassing or solicitations. However, the Supreme Court has protected door-to-door advocacy based upon the free exercise and speech clauses of the First Amendment. The Court has been particularly suspicious of any prior restraint on these activities such as requiring permit or registration process. If your city has an ordinance that it believes applies to our activities, I ask that you contact us as soon as possible so we can discuss this.

We believe our evangelistic activities fall squarely within the protected zone of the First Amendment. Unless we hear differently, we do not plan on applying for any permit or registering prior to beginning our missionary work.

It is our desire to work with local communities to avoid any potential problems. We are happy to provide more specific information regarding the program if you desire.

We look forward to working in your community and with your office as necessary.

PLEASE FORWARD THIS INFORMATION TO YOUR LOCAL POLICE/SHERIFF DEPARTMENT.

Please accept this letter as acknowledgment of our Family Health and Education Resources youth missionary project in your area. If you have any other questions, please don't hesitate to call us at 517-316-1595.

Respectfully yours,

Pastor Kamil Metz
Literature Ministries Director

As confirmation that you received this information, we would ask that you please fill out the following and fax this letter back to the number below. *We understand that your signature is not an endorsement of our project, but simply recognition of our presence in your community.*

PLEASE PRINT

Name of county: Livingston

Name of city/twp/village (circle one): Genoa Charter Township

Received by: Pauletta C. Skolawa Pauletta Skolawa
(Signature) (Print Name)

Date: 02/24/20

Return Fax Number: 517-999-0596

To Board 3/3/20

Polly

From: Harris, Ashley (LARA) <HarrisA29@michigan.gov>
Sent: Thursday, February 27, 2020 10:41 AM
To: Polly
Cc: Calewarts, Jay W. (LARA)
Subject: Notice of Summary Suspension - 3297 Dewdrop Lane, Howell, MI 48843
Attachments: Nightingale Retreat Summary Suspension Order 2-27-20.pdf

In accordance with MCL 400.722b, this is to inform you of the Summary Suspension (*immediate closure*) that was issued February 27, 2020 for the licensed Adult Foster Care family home named: *Nightingale Retreat* located at 3297 Dewdrop Lane, Howell, MI with a licensed capacity of six. It is believed that there are currently five residing in the facility who will be immediately relocated.

This action is being taken by LARA in response to the belief that the licensee is placing the current residents of these facilities at risk of harm. Attached is a copy of the summary suspension order which will outline why this action was taken.

400.722b Emergency closure of adult foster care facility; notification.

Sec. 22b. The community and health systems bureau within the department shall notify the clerk of the city, village, or township and the fire services bureau within the department shall notify the fire chief of an organized fire department of the emergency closure of an adult foster care facility contemporaneously when the summary suspension order is served.

Ashley Harris

Executive Secretary to Jay Calewarts, Division Director
AFC/HFA and Camps Licensing Division
Bureau of Community and Health Systems

Phone: (517) 284-9700

Fax: (517) 284-9709

Confidentiality Notice: This State of Michigan message, including any attachments, is intended solely for the use of the named recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure or distribution of any confidential and/or privileged information contained in this email is expressly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy any and all copies of the original message.

WHMI.COM



Basketball Courts To Be Installed At Genoa Park

Two basketball courts will be the newest addition at the park on the...

Get More Likes, Comments and Shares



This post is performing better than 95% of other posts on your Page. Boost it to get more great results.

579

People Reached

241

Engagements

Boost Post

53

5 Comments 14 Shares

Like

Comment

Share



All Comments ▾



Comment as Genoa Charter Township



[Redacted] That's great! The park sure was busy yesterday in the great weather.

Like Reply Message 1d



[Redacted] It would be nice to have tennis courts 😊

Like Reply Message 1d



[Redacted] Linda Alley in reading the article, that may be a possibility. 😊

Like Reply Message 1d



Reply as Genoa Charter Township



[Redacted]

Like Reply Message 1d



[Redacted] nice!!

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS

In the matter of:

Nightingale Retreat/Holly Purdy
AS470385115

ORDER OF SUMMARY SUSPENSION

The Michigan Department of Licensing and Regulatory Affairs, by Jay Calewarts, Director, Adult Foster Care and Camp Licensing Division, Bureau of Community and Health Systems, orders the summary suspension of the license of Licensee, Holly Purdy, to operate a small group AFC, pursuant to the authority of the Michigan Administrative Procedures Act, 1969 PA 306, MCL 24.292(2). The Department has found that the public health, safety, or welfare require the emergency action of summary suspension for the following reasons:

1. On or about March 22, 2017, Licensee was issued a license to operate a small group AFC with a licensed capacity of 6 at 3297 Dewdrop Lane, Howell, MI 48843.
2. Prior to the issuance of the license, and during subsequent modifications of the statues and rules, Licensee received copies of the Adult Foster Care Facility Licensing Act, 1979 PA 218, MCL 400.701 et seq. and the

licensing rule book for AFC small group home. These statues and rules are posted and available for download at www.michigan.gov/lara.

3. On February 7, 2020 Hospice Nurse Jennifer Kniceley reported to Licensing Consultant Julie Elkins that Resident Z's hospice comfort kit was opened despite Licensee Holly Purdy and staff being instructed not to open it as it was only to be opened by hospice staff. Ms. Kniceley determined that the medications in the hospice comfort kit had been replaced with an expired morphine bottle which was partially used. Licensee Ms. Purdy contacted Hospice Nurse Mindy Eagloski about giving Resident Z morphine however Resident Z had no order to be given morphine. Direct Care Staff Shelly Bell admitted to Ms. Eagloski that Ms. Bell gave Resident Z expired morphine. This morphine was off color appearing to be gray instead of blue in color per the label. The lot number on the expired morphine bottle did not match the prescription box lot number. Licensee Ms. Purdy suggested to Ms. Eagloski that Ms. Eagloski should use another resident's morphine since Resident Z's morphine was expired and off color.
4. Resident Z's morphine was located at Blue Heron Pond, AM470397058 which is approximately 17 miles away from Nightingale Retreat. Ms. Purdy is the licensee designee of this Blue Heron Pond. Resident Z's morphine was empty, with a syringe in the top of the bottle.

5. On February 27, 2020, Michigan State Police executed a search warrant for possible prescription narcotic diversion by the licensee.

DUE TO THE serious nature of the above conduct and the potential risks it represents to adult residents in Licensee's care, emergency action is required. Therefore, the Department is invoking the Michigan Administrative Procedures Act, 1969 PA 306, MCL 24.292(2). Licensee is hereby notified that its license to operate an Adult Foster Care small group home is summarily suspended.

EFFECTIVE 6:00 PM on February 27, 2020, Licensee is ordered not to operate an Adult Foster Care home at 10638 N Rushton Road, Suite 3, South Lyon, Michigan, 48178 or any other address or location. Licensee is not to receive adults for foster care after that date and time. Licensee is responsible for informing guardians and responsible agency (if applicable) of residents that the license has been suspended and that Licensee can no longer provide care.

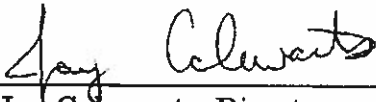
HOWEVER, BECAUSE THE Department has summarily suspended Licensee's license, an administrative hearing will promptly be scheduled before an administrative law judge with the Michigan Office of Administrative Hearings and Rules (MOAHR). Licensee MUST NOTIFY the Department and MOAHR in writing within seven (7) calendar days after receipt of this Order if Licensee wishes to

attend the administrative hearing. The written request submitted to MOAHR must be submitted via MAIL or FAX to:

Michigan Office of Administrative Hearings and Rules
611 West Ottawa Street, 2nd Floor
P.O. Box 30695
Lansing, MI 48909
Phone: (517) 335-2484
Fax: (517) 335-6088

MCL 24.272 of the Michigan Administrative Procedures Act permits the Department to proceed with the hearing even if Licensee does not appear. Licensee may be represented by an attorney at the hearing at its own expense.

DATED: 2-27-2020


Jay Calewarts, Director
AFC & Camp Licensing Division
Bureau of Community and Health Systems

This is the final page of the ORDER OF SUMMARY SUSPENSION in the matter of Nightingale Retreat LLC, AM470397058, consisting of 4 pages, this page included.

JWC

NEXT PAGE is PROOF OF SERVICE