

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting and Public Hearing**  
**March 16, 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: March 2, 2020

**Approval of Regular Agenda:**

3. Request for approval of the 2020 Municipal Partner Investment with the Economic Development Council of Livingston County. (Tabled from 3/3/2020)
4. Request from Township resident Jim Delcamp to discuss bees.
5. Request for approval of a resolution for a Charitable Gaming License for I Will Right Now of Brighton. (Roll call vote.)
6. Request for approval of minor amendments to budgets 101, 212, 261, 264, 270, and 271 for the Fiscal Year ending March 31, 2020.
7. Public hearing related to budgets 101, 212, 261, 264, 270, and 271 for Fiscal Year beginning April 1, 2020 and commencing March 31, 2021 as requested by Skolarus.
  - A. Call to the Public
  - B. Disposition of salaries for elected officials with 3 percent increases for the Supervisor, with the Treasurer and Clerk being paid \$1,000 less than the Supervisor as provided in the General Budget 101.
  - C. Disposition of a 3 percent salary increase for all staff [with the exception of the Assistant Township Manager/Community Development Director who will receive 5 percent], Trustees, Planning Commission, Zoning Board of Appeals and \$1 increase to the Board of Review from \$25 to \$26 per hour with a 3-hour minimum.
  - D. Disposition of budgets 101, 212, 261, 264, 270, and 271 as requested.

8. Request for approval of the following Debt Service Fund Budgets for the Fiscal Year ending March 31, 2021: Fund 852, 858, 859, 870, 872, and 873 as provided by Treasurer Hunt.

9. Consideration of a recommendation for approval of a special land use, environmental impact assessment and sketch plan for a proposed adult foster care small group home for up to 6 adults located at 3201 E. Coon Lake Road, Howell on the north side of Coon Lake Road between Richardson and Westphal Roads. The request is petitioned by Work Skills, Inc.

- A. Disposition of Special Use Application
- B. Disposition of Environmental Impact Assessment (2-3-2020)
- C. Disposition of Sketch Plan (2-6-2020)

10. Consideration of a recommendation for approval of a special land use, environmental impact assessment and sketch plan for a proposed holistic veterinary clinic located at 2829 E. Grand River Avenue, Howell on the north side of Grand River Avenue between Char Ann and Meadowview Drive. The request is petitioned by Dr. Matthew Januszewski.

- A. Disposition of Special Use Application
- B. Disposition of Environmental Impact Assessment (1-30-2020)
- C. Disposition of Sketch plan (2-5-2020)

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 16, 2020

TOWNSHIP GENERAL EXPENSES: Thru March 16, 2020	\$517,257.06
March 6, 2020 Bi Weekly Payroll	\$90,354.68
March 10, 2020 Election Payroll	\$21,421.19
OPERATING EXPENSES: Thru March 16, 2020	\$113,324.32
TOTAL:	<u>\$742,357.25</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
02/25/2020	35856	MICHAEL ARCHINAL	500.00
02/25/2020	35857	CHASE CARD SERVICES	744.01
02/25/2020	35858	COMCAST	251.74
02/25/2020	35859	CONSUMERS ENERGY	405.97
02/25/2020	35860	MASTER MEDIA SUPPLY	691.47
02/25/2020	35861	WALMART COMMUNITY	439.54
02/27/2020	35862	2/42 COMMUNITY CHURCH	200.00
02/27/2020	35863	CHILSON HILLS BAPTIST CHURCH	200.00
02/27/2020	35864	CHURCH OF THE NAZARENE	200.00
02/27/2020	35865	CLEARY UNIVERSITY	417.62
02/27/2020	35866	COMMUNITY BIBLE CHURCH	200.00
02/27/2020	35867	DTE ENERGY	24.41
02/27/2020	35868	HORNUNG ELEMENTARY SCHOOL	200.00
02/27/2020	35869	HOWELL PUBLIC SCHOOLS	200.00
02/27/2020	35870	VIC & BOB'S PARTY STORE	110.00
03/03/2020	35871	BRIGHTON AREA CHAMBER OF COMM	200.00
03/03/2020	35872	LAKESIDE SERVICE COMPANY, INC	112.00
03/03/2020	35873	LIVINGSTON COUNTY TREASURER	209.65
03/03/2020	35874	MASTER MEDIA SUPPLY	67.32
03/03/2020	35875	MHOG UTILITIES	382.00
03/03/2020	35876	NETWORK SERVICES GROUP, L.L.C.	803.24
03/03/2020	35877	PERFECT MAINTENANCE CLEANING	565.00
03/03/2020	35878	WILLIAM ROGERS	60.60
03/03/2020	35879	TETRA TECH INC	200.00
03/05/2020	35880	CONTINENTAL LINEN SERVICE	125.87
03/05/2020	35881	COOPER'S TURF MANAGEMENT LLC	8,084.50
03/05/2020	35882	GREAT HARVEST BREAD CO OF BRIGHTON	215.50
03/05/2020	35883	HART INTERCIVIC, INC.	50.00
03/05/2020	35884	MARY KRENCICKI	190.00
03/05/2020	35885	NETWORK SERVICES GROUP, L.L.C.	50.00
03/05/2020	35886	TERRY CROFT	55.20
03/05/2020	35887	UNITED STATES POSTAL SERVICE	20.00
03/05/2020	35888	GENOA TWP FUTURE ROADS #261	500,000.00
03/09/2020	35889	AMERICAN AQUA	75.00
03/09/2020	35890	DTE ENERGY	201.23
03/09/2020	35891	GORDON FOOD SERVICE	211.51
03/09/2020	35892	TOM JANEGO	28.00
03/09/2020	35893	TAMMY LINDBERG	285.20
03/09/2020	35894	TRI COUNTY SUPPLY, INC.	222.87
03/09/2020	35895	ANGELA WILLIAMS	57.61

FNBCK TOTALS:

Total of 40 Checks:	517,257.06
Less 0 Void Checks:	0.00
Total of 40 Disbursements:	517,257.06



Check Register Report For Genoa Charter Township  
For Check Dates 03/10/2020 to 03/10/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/10/2020	FNBCK	13071		315.00	315.00	0.00	Open
03/10/2020	FNBCK	13072		315.00	315.00	0.00	Open
03/10/2020	FNBCK	13073		315.00	315.00	0.00	Open
03/10/2020	FNBCK	13074		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13075		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13076		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13077		315.00	315.00	0.00	Open
03/10/2020	FNBCK	13078		265.00	233.74	0.00	Open
03/10/2020	FNBCK	13079		175.00	167.56	0.00	Open
03/10/2020	FNBCK	13080		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13081		265.00	250.12	0.00	Open
03/10/2020	FNBCK	13082		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13083		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13084		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13085		315.00	315.00	0.00	Open
03/10/2020	FNBCK	13086		280.00	258.58	0.00	Open
03/10/2020	FNBCK	13087		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13088		315.00	292.99	0.00	Open
03/10/2020	FNBCK	13089		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13090		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13091		175.00	175.00	0.00	Open
03/10/2020	FNBCK	13092		35.00	35.00	0.00	Open
03/10/2020	FNBCK	13093		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13094		230.00	220.22	0.00	Open
03/10/2020	FNBCK	13095		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13096		280.00	247.07	0.00	Open
03/10/2020	FNBCK	13097		265.00	246.70	0.00	Open
03/10/2020	FNBCK	13098		265.00	234.51	0.00	Open
03/10/2020	FNBCK	13099		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13100		315.00	312.32	0.00	Open

Check Register Report For Genoa Charter Township  
 For Check Dates 03/10/2020 to 03/10/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/10/2020	FNBCK	13101		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13102		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13103		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13104		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13105		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13106		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13107		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13108		315.00	301.61	0.00	Open
03/10/2020	FNBCK	13109		280.00	258.58	0.00	Open
03/10/2020	FNBCK	13110		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13111		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13112		35.00	33.51	0.00	Open
03/10/2020	FNBCK	13113		315.00	315.00	0.00	Open
03/10/2020	FNBCK	13114		140.00	140.00	0.00	Open
03/10/2020	FNBCK	13115		115.00	115.00	0.00	Open
03/10/2020	FNBCK	13116		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13117		265.00	246.70	0.00	Open
03/10/2020	FNBCK	13118		315.00	301.61	0.00	Open
03/10/2020	FNBCK	13119		265.00	250.12	0.00	Open
03/10/2020	FNBCK	13120		280.00	280.00	0.00	Open
03/10/2020	FNBCK	13121		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13122		265.00	265.00	0.00	Open
03/10/2020	FNBCK	13123		315.00	247.51	0.00	Open
03/10/2020	FNBCK	13124		265.00	246.70	0.00	Open
03/10/2020	FNBCK	13125		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13126		265.00	253.74	0.00	Open
03/10/2020	FNBCK	13127		315.00	312.33	0.00	Open
03/10/2020	FNBCK	13128		35.00	33.51	0.00	Open
03/10/2020	FNBCK	13129		280.00	246.68	0.00	Open
03/10/2020	FNBCK	13130		265.00	253.74	0.00	Open





Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
02/27/2020	4911	MWEA	390.00
503FN TOTALS:			
Total of 1 Checks:			390.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			390.00

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
02/25/2020	4850	CONSUMERS ENERGY	453.19
02/25/2020	4851	GENOA TWP OAK POINTE SEWER BOND	102,991.95
02/27/2020	4852	BRIGHTON ANALYTICAL LLC	185.00
03/03/2020	4853	DTE ENERGY	1,244.56
03/05/2020	4854	DTE ENERGY	2,698.26
03/05/2020	4855	DTE ENERGY	1,068.51
592FN TOTALS:			
Total of 6 Checks:			108,641.47
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			108,641.47

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
03/03/2020	3748	BRIGHTON ANALYTICAL LLC	536.00
03/05/2020	3749	DTE ENERGY	3,756.85
593FN TOTALS:			
Total of 2 Checks:			4,292.85
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			4,292.85

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

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting and Public Hearing**  
**March 2, 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 four persons in the audience.

A Call to the Public was made with Paul Junge introducing himself a candidate running for congress. Mr. Junge provided an overview of his business and serve to the community over the last few years.

**Approval of Consent Agenda:**

Moved by Mortensen and supported by Hunt to amend the Consent Agenda moving items 2, 3, and 4 to the Regular Agenda for discussion. The motion carried unanimously.

**1. Payment of Bills.**

Moved by Mortensen and supported by Croft to approve the payment of bills as requested. The motion carried unanimously.

**Approval of Regular Agenda:**

Moved by Hunt and supported by Ledford to approve the Regular Agenda with the addition of items 2, 3, and four. The motion carried unanimously.

**2. Request to Approve Minutes: February 17, 2020**

Moved by Mortensen and supported by Hunt to approve the Minutes of the February 17, 2020 Regular Meeting with the deletion of "since Patti Thomas was paid for her service". The motion carried unanimously.

**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.**

Moved by Hunt and supported by Mortensen to approve the purchase of four new work-stations and one laptop from Dell at a cost not to exceed \$3,342.86. The motion carried unanimously.

**4. Request for approval of the 2020 Municipal Partner Investment with the Economic Development Council of Livingston County.**

Mortensen asked that future renewals include the past years payments along with this year's increase. Moved by Mortensen and supported by Ledford to table until the next regular meeting of the board. The motion carried unanimously.

**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)**

Moved by Hunt and supported by Lowe to approve the request for a temporary move of the polling place for the Hartland School Election as requested by Clerk Skolarus. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None.

**6. Request for approval of a resolution for a Charitable Gaming License for Help Clinic Brighton.**

Moved by Hunt and supported by Skolarus to approve the resolution for Pregnancy Helpline DBA Help Clinic of Brighton as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None.

**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 the Special Land Use Permit**

Moved by Lowe and Supported by Croft 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.

**B. Disposition of the Environmental Impact Assessment**

Moved by Ledford and Supported by Skolarus to approve the Environmental Impact Assessment dated February 19, 2020 as submitted subject to compliance with the requirements of the Special Land Use permit. The motion carried unanimously.

**C. Disposition of the Site Plan**

Moved by Lowe and Supported by Ledford to approve the site plan dated February 19, 2020 as requested. The motion carried unanimously.

**8. Request for approval of a Recreation Plan, Market Analysis and a Master Plan proposal from Giffels-Webster for the amount of \$68,800.**

Manager Archinal introduced Jill Bahm to the board. Bahm is a partner with Giffels-Webster which 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 meeting with Bahm at a conference in Kalamazoo I asked her to meet with staff to address our needs at the township. An agreement for professional service is on the agenda for discussion. Bahm thanked the board for consideration and provided a work program as well as a proposed format should the Board chooses to move forward with their proposal.

Moved by Skolarus and supported by Ledford to approve the project not to exceed \$70,000.00. The motion carried unanimously.

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

Moved by Mortenson and supported by Hunt to approve a \$26.00 per hour wage for the Board of Review with a three hour minimum for each session. The motion carried unanimously.

**10. Discussion regarding updates to the Boardroom technology.**

The Board reviewed a proposal from Matthew Eckman to design and install and audio/visual system for the board room. A proposal will be brought back to the Board at the next meeting based upon comments received from the Board. No further action was taken.

**Correspondence:**

- Skolarus prepared a letter addressed to Mike Goryl of the Livingston County Road Commission asking the County to consider a boulevard for the area south of I-96 with support of the Township Board as well as the Planning Commission, Mr. Todd Wyett (developer) and Staff. No objections were raised.
- Seventh Day Adventist Church will be doing Angelic work within our community from 10:00 a.m. until 9:00 p.m. from May 29, 2020 through August 5, 2020.
- A Summary Suspension with immediate closure was issued Feb. 27, 2020 for the licensed Adult Foster Care family home DBA Nightingale Retreat located at 3297 Dewdrop Lane, Howell, Mi.
- Archinal – Signage as not as yet been approved for the Township Hall as yet. We are still waiting for a masonry quote. The Board will then review the cost.

Moved by Croft and supported by Ledford to adjourn the Regular meeting of the Township Board at 8:03 p.m.



Paulette A. Skolarus, Clerk  
Genoa Charter Township Board

# MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 3/3/2020

RE: EDC Contract

At the direction of the Township Board please find attached information related to the trend of contributions to the Livingston County Economic Development Council. As I stated last night our contribution is based on our SEV relative to the other jurisdictions in the county.

FY 2017/2018	\$22,000
FY 2018/2019	23,305
FY 2019/2020	22,918
FY 2020/2021 (proposed)	\$23,632

2nd Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/31/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>APPROPRIATIONS</b>								
101-101-703-000	SALARIES/TRUSTEES	23,436	29,180	31,187	35,000	28,031	35,000	35,000
101-171-703-000	SALARIES/TWP SUPERVISOR	53,400	54,400	55,760	56,980	50,270	56,875	58,502
101-191-703-000	SALARIES/ELECTION	69,353	500	57,076	40,000	34,971	75,000	80,000
101-209-703-000	CONTRACTUAL SALARIES	348,382	357,451	368,738	394,000	328,115	394,000	408,000
101-210-801-000	PROF.CONTR./LEGAL	65,412	59,007	99,099	70,000	97,163	135,000	135,000
101-215-703-000	SALARIES/TWP CLERK	52,400	53,400	54,735	55,935	49,346	55,829	57,502
101-223-801-000	PROF. CONTR. AUDITOR	20,600	22,985	20,100	25,000	15,425	25,000	25,000
101-241-801-000	PROF.CONSULTING/ENG/PLANNING	22,246	17,971	14,914	50,000	9,413	50,000	90,000
101-247-703-000	BD OF REVIEW SALARIES	2,150	1,975	2,375	3,000	450	3,000	3,000
101-247-964-000	REFUNDS & CHARGEBACKS	2,028	697	716	10,000	1,556	10,000	5,000
101-253-703-000	SALARIES/TWP TREASURER	52,400	53,400	54,735	55,935	49,346	55,829	57,502
101-265-775-000	REPAIRS & MAINTENANCE	115,969	147,150	151,803	160,000	133,657	160,000	160,000
101-265-910-000	INSURANCE BC/BS & MCM	281,904	298,212	301,950	362,000	313,122	362,000	405,000
101-265-911-000	WELLNESS IQ REIMBURSE	519	5,254	5,250	10,000	4,255	4,254	5,000
101-265-920-000	UTIL:ELECTRICITY & NAT.GAS	18,624	21,773	15,352	22,000	17,454	22,000	22,000
101-284-703-000	SALARIES	281,503	288,783	358,155	352,000	303,494	370,000	381,000
101-284-704-000	RETIREMENT	83,953	99,933	116,563	120,000	139,886	120,000	125,000
101-284-715-000	EMPLOYER'S SHARE FICA	64,111	72,775	71,519	82,000	61,687	82,000	85,000
101-284-720-000	M.E.S.C.		300		20,000		20,000	20,000
101-284-727-000	PRINTG, POSTAGE, OFC SUPPLIES	79,333	61,893	94,953	95,000	42,230	60,000	95,000
101-284-728-000	ECONOMIC DEVELOPMENT	22,000	22,000	23,305	25,000	22,918	25,000	25,000
101-284-850-000	TELEPHONE	19,756	24,246	29,007	32,000	26,216	32,000	32,000
101-284-861-000	MILEAGE & TRAVEL EXPENSE	11,589	10,902	10,392	15,000	9,162	15,000	15,000
101-284-957-000	DUES	21,236	16,495	23,733	20,000	17,255	20,000	20,000
101-284-958-000	MEETING FEES & MISC. EXPENSES	31,428	13,016	30,106	30,000	22,739	30,000	30,000
101-284-958-001	692 RED OAKS DR	5,335	(565)					



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.

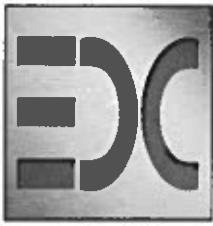
Thank you for your support. Thank you for your generosity. Thank you for making our work possible.

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!		<b>Total</b>	\$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

## QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

### 1. ORGANIZATION INFORMATION

Organization Name <b>I WILL Right NOW</b>			
Organization Physical Street Address <b>4415 St. Andrews St</b>			
City <b>Howell</b>	State <b>MI</b>	Zip Code <b>48843</b>	County <b>LIVINGSTON</b>
Organization Mailing Address <b>4415 St. Andrew St</b>			<input checked="" type="checkbox"/> Same as Physical Address
City <b>Howell</b>	State <b>MI</b>	Zip Code <b>48843</b>	County <b>LIVINGSTON</b>
Organization Telephone Number <b>810 333-5397</b>			

### 2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

**The purpose of I WILL RIGHT NOW is to financially assist distressed or underprivileged patients and their families affected by catastrophic illness or loss**

### 3. LICENSE APPLICATION

Enclosed is a completed application and fee for a  Bingo  Raffle  Charity Game Ticket license  
 Make checks payable to STATE OF MICHIGAN.

### 4. AUTHORIZED CONTACT PERSON

First Name <b>LOIS HARLEY</b>		Last Name		Position/Role with Organization <b>TREASURER</b>	
Mailing Address <b>4556 LeBlanc Ct</b>				City <b>Brighton</b>	
State <b>MI</b>	Zip Code <b>48116</b>	Telephone Number (Day) <b>810 360-3912</b>	Telephone Number (Evening)		

By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.

Authorized Contact Person Signature <b>Lois Harley</b>	Date <b>3/9/2020</b>
Print Authorized Contact Name and Title <b>LOIS HARLEY TREASURER</b>	

### 5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





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 3/16/2020  
DATE

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

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

that the request from I Will Right Now of Howell,  
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

GENOA CHARTER TOWNSHIP  
ALL FUND BLANCES

		2016	2017	2018	2019	3/6/2020 ACTUAL	2019/2020 AMENDED	2020/2021 PROJECTED
General Fund	101	2,138,371	2,394,987	2,567,865	2,496,809	3,118,842	2,842,726	2,497,383
Liquor Law	212	1,100	2,838	3,467	3,295	3,815	3,815	4,442
Future Roads	261	1,155,703	1,372,804	1,360,848	1,491,597	942,280	1,438,912	1,726,162
Roads and Lakes	264	1,142,661	1,594,003	1,740,470	2,318,063	1,899,711	2,108,694	2,473,578
Parks and Recreation	270	498,789	805,857	940,226	668,925	999,093	968,547	737,747
Buildings and Grounds	271	151,764	196,571	211,966	243,966	200,236	201,466	195,841
<b>Total All Fund Balances</b>		<b>5,088,388</b>	<b>6,367,060</b>	<b>6,824,842</b>	<b>7,222,655</b>	<b>7,163,977</b>	<b>7,564,160</b>	<b>7,635,153</b>

03/06/2020

## BUDGET REPORT FOR GENOA TOWNSHIP

General Fund 101

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/06/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>								
101-000-403-000	CURRENT REAL PROP TAX/INTEREST	858,935	884,853	918,863	885,000	738,049	885,000	900,000
101-000-407-000	DELINQ TAX - PERSONAL & REAL	10,489	2,030	904				
101-000-423-000	COLLECT FEES/EXCESS OF ROLL	322,582	331,536	343,808	350,000	275,177	350,000	350,000
101-000-423-100	COLLECTION FEE - SCHOOLS	25,282	24,945	25,167	26,000	24,900	26,000	25,000
101-000-423-200	SET FEES COLLECTED	195	163					
101-000-445-000	PENALTIES & INTEREST ON TAXES					10		
101-000-476-100	LICENSE/PERMIT/CABLE FRANCHISE	412,994	409,282	404,317	425,000	399,351	425,000	425,000
101-000-477-000	METRO ACT REVENUE	17,697		13,459	13,500	13,918	13,918	15,000
101-000-477-001	LCSA-PPT REIMBURSEMENT	17,418	18,565	7,067		14,622	14,622	8,000
101-000-480-000	TRAILER FEES	5,354	3,577	2,734	3,600	3,049	3,600	3,700
101-000-574-000	STATE SHARED REVENUE	1,590,988	1,687,235	1,764,024	1,750,000	1,821,243	1,821,243	1,850,000
101-000-608-000	CHARGES FOR SERV-APPL FEES	37,739	42,564	69,184	50,000	89,723	90,000	75,000
101-000-631-000	REFUSE COLLECTION FEES	802,947	827,146	929,975	997,575	1,052,124	1,052,000	1,100,000
101-000-664-000	INTEREST	3,928	8,253	5,326	20,000	11,004	15,000	15,000
101-000-676-000	ADMIN FEE/UTILITY-OPERATING	54,100	55,185	56,587	56,000	57,720	57,720	58,800
101-000-676-100	ADM FEE LIQUOR LAW	3,500	3,500	3,500	3,500	4,750	3,500	3,500
101-000-678-300	TAXES ON LAND TRANSFER	148,885	119,945	128,538	120,000	139,362	139,363	140,000
101-000-695-000	OTHER/CEMETERY/ SCHOOLS	1,762				174		
101-000-699-001	MISC/SCHOOL/CEMETERY/ELECTI	69,049	15,784	7,657	50,000	64,168	95,000	10,000
101-000-699-002	MMRMA REIMBURSEMENT	24,658	17,305	14,770	15,000	26,695	26,700	27,000
<b>TOTAL ESTIMATED REVENUES</b>		<b>4,408,502</b>	<b>4,451,868</b>	<b>4,695,880</b>	<b>4,765,175</b>	<b>4,736,039</b>	<b>5,018,666</b>	<b>5,006,000</b>

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/06/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>APPROPRIATIONS</b>								
101-101-703-000	SALARIES/TRUSTEES	23,436	29,180	31,187	35,000	30,283	35,000	35,000
101-171-703-000	SALARIES/TWP SUPERVISOR	53,400	54,400	55,760	56,980	54,645	56,875	58,581
101-191-703-000	SALARIES/ELECTION	69,353	500	57,076	40,000	35,035	75,000	80,000
101-209-703-000	CONTRACTUAL SALARIES	348,382	357,451	368,738	394,000	356,404	394,000	408,000
101-210-801-000	PROF.CONTR./LEGAL	65,412	59,007	99,099	70,000	99,593	135,000	135,000
101-215-703-000	SALARIES/TWP CLERK	52,400	53,400	54,735	55,935	53,640	55,829	57,581
101-223-801-000	PROF. CONTR. AUDITOR	20,600	22,985	20,100	25,000	15,425	25,000	25,000
101-241-801-000	PROF.CONSULTING/ENG/PLANNING	22,246	17,971	14,914	50,000	9,413	50,000	90,000
101-247-703-000	BD OF REVIEW SALARIES	2,150	1,975	2,375	3,000	1,050	3,000	3,000
101-247-964-000	REFUNDS & CHARGEBACKS	2,028	697	716	10,000	1,766	10,000	5,000
101-253-703-000	SALARIES/TWP TREASURER	52,400	53,400	54,735	55,935	53,640	55,829	57,581
101-265-775-000	REPAIRS & MAINTENANCE	115,969	147,150	151,803	160,000	149,410	160,000	160,000
101-265-910-000	INSURANCE BC/BS & MCM	281,904	298,212	301,950	362,000	341,844	362,000	405,000
101-265-911-000	WELLNESS IQ REIMBURSE	519	5,254	5,250	10,000	4,255	4,254	5,000
101-265-920-000	UTIL:ELECTRICITY & NAT.GAS	18,624	21,773	15,352	22,000	18,480	22,000	22,000
101-284-703-000	SALARIES	281,503	288,783	358,155	352,000	331,237	370,000	381,100
101-284-704-000	RETIREMENT	83,953	99,933	116,563	120,000	141,501	120,000	125,000
101-284-715-000	EMPLOYER'S SHARE FICA	64,111	72,775	71,519	82,000	68,826	82,000	85,000
101-284-720-000	M.E.S.C.		300		20,000		20,000	20,000
101-284-727-000	PRINTG, POSTAGE, OFC SUPPLIES	79,333	61,893	94,953	95,000	47,444	60,000	95,000
101-284-728-000	ECONOMIC DEVELOPMENT	22,000	22,000	23,305	25,000	22,918	25,000	25,000
101-284-850-000	TELEPHONE	19,756	24,246	29,007	32,000	27,161	32,000	32,000
101-284-861-000	MILEAGE & TRAVEL EXPENSE	11,589	10,902	10,392	15,000	9,892	15,000	15,000
101-284-957-000	DUES	21,236	16,495	23,733	20,000	17,495	20,000	20,000
101-284-958-000	MEETING FEES & MISC. EXPENSES	31,428	13,016	30,106	30,000	23,107	30,000	30,000
101-284-958-001	692 RED OAKS DR	5,335	(565)					
101-284-959-000	APPL FEES EXPENSES	44,613	45,521	41,759	50,000	50,709	70,000	50,000
101-284-959-001	PLANNING /ZBA SALARIES	28,545	26,387	29,282	32,000	27,618	32,000	32,000
101-301-703-000	SALARY/ORDINANCE/ ZONING ADMIN	81,725	75,576	81,112	91,000	76,162	91,000	94,500

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/06/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
101-441-803-000	REFUSE MAINTENANCE	956,602	964,542	1,081,606	1,097,381	885,070	1,097,381	1,125,000
101-916-962-000	DRAIN AT LARGE	28,421	32,459	27,584	50,000		50,000	50,000
101-929-977-000	CAPITAL OUTLAY	88,953	117,632	70,134	125,000	31,039	75,000	125,000
101-966-999-010	TRANS OUT FUTURE RD IMPR #261	150,000	500,000	500,000	500,000	500,000	500,000	900,000
101-966-999-013	ADV FOR ROAD PROJECTS #264	600,000	150,000	150,000	150,000	150,000	150,000	0
101-966-999-027	FUT DEV PARKS & REC.#270	300,000	500,000	500,000	500,000	500,000	500,000	550,000
101-966-999-028	TRANS TO RESERVE BLDG/GRD #271	20,000	50,000	50,000	50,000	50,000	50,000	0
101-966-999-110	CONTINGENCIES				50,000		50,000	50,000
<b>TOTAL APPROPRIATIONS</b>		<b>4,047,926</b>	<b>4,195,250</b>	<b>4,523,000</b>	<b>4,836,231</b>	<b>4,185,062</b>	<b>4,883,168</b>	<b>5,351,343</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 101</b>		<b>360,576</b>	<b>256,618</b>	<b>172,880</b>	<b>(71,056)</b>	<b>550,977</b>	<b>274,861</b>	<b>(345,343)</b>
<b>BEGINNING FUND BALANCE</b>		<b>1,777,795</b>	<b>2,138,369</b>	<b>2,394,985</b>	<b>2,567,865</b>	<b>2,567,865</b>	<b>2,567,865</b>	<b>2,842,726</b>
<b>ENDING FUND BALANCE</b>		<b>2,138,371</b>	<b>2,394,987</b>	<b>2,567,865</b>	<b>2,496,809</b>	<b>3,118,842</b>	<b>2,842,726</b>	<b>2,497,383</b>



03/06/2020

BUDGET REPORT FOR GENOA TOWNSHIP

Liquor Law - Fund 212

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/06/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>								
212-000-570-000	STATE SHARED REV LIQUOR LAW	13,833	14,942	14,034	15,700	16,220	16,220	16,500
<b>TOTAL ESTIMATED REVENUES</b>		<b>13,833</b>	<b>14,942</b>	<b>14,034</b>	<b>15,700</b>	<b>16,220</b>	<b>16,220</b>	<b>16,500</b>
<b>APPROPRIATIONS</b>								
212-000-956-000	MISC EXPENSE	200						
212-330-702-000	LIQUOR LAW ENF WAGES	8,240	8,240	8,240	9,064	9,064	9,064	9,064
212-330-704-000	RETIREMENT	824	824	824	906	906	906	906
212-330-715-000	EMPLOYER'S SHARE FICA	640	640	640	703	703	703	703
212-330-716-000	LIQUOR LAW ADM FEE/GENOA TWP.	3,500	3,500	3,500	5,000	3,500	3,500	3,500
212-330-716-001	VEHICLE EXPENSE					1,500	1,500	1,500
212-330-717-000	AUDITING EXPENSE			200	200	200	200	200
<b>TOTAL APPROPRIATIONS</b>		<b>13,404</b>	<b>13,204</b>	<b>13,404</b>	<b>15,873</b>	<b>15,873</b>	<b>15,873</b>	<b>15,873</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 212</b>		<b>429</b>	<b>1,738</b>	<b>630</b>	<b>(173)</b>	<b>347</b>	<b>347</b>	<b>627</b>
<b>BEGINNING FUND BALANCE</b>		<b>671</b>	<b>1,100</b>	<b>2,837</b>	<b>3,468</b>	<b>3,468</b>	<b>3,468</b>	<b>3,815</b>
<b>ENDING FUND BALANCE</b>		<b>1,100</b>	<b>2,838</b>	<b>3,467</b>	<b>3,295</b>	<b>3,815</b>	<b>3,815</b>	<b>4,442</b>

Future Roads - Fund 261

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY 03/06/2020	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>								
261-000-664-000	INTEREST	130	1,537	6,081	6,000	8,768	9,000	9,000
261-000-695-000	OTHER	1						
261-000-699-000	OPERATING TRANSFER IN	150,000	500,000	500,000	500,000	500,000	500,000	900,000
261-000-699-264	TRANS IN FROM 264	500,000						
<b>TOTAL ESTIMATED REVENUES</b>		<b>650,131</b>	<b>501,537</b>	<b>506,081</b>	<b>506,000</b>	<b>508,768</b>	<b>509,000</b>	<b>909,000</b>
<b>APPROPRIATIONS</b>								
261-330-717-000	MISC ROADS/AUDIT			20,000	20,000	400	3,000	20,000
261-441-804-000	DUST CONTROL	56,790	70,484	67,247	70,000	68,447	68,447	70,000
261-471-803-000	GRAND OAKS ROAD IMPROVEMENT	200,000						
261-472-804-000	GOLF CLUB				66,750	75,000	75,000	
261-477-809-000	TRI LAKES	11,714						
261-477-810-000	SUNDANCE TRAIL	30,000						
261-477-811-000	HUGHES ROAD	44,434		193,730				
261-477-813-000	WILDWOOD DRIVE	7,798						
261-477-817-000	LATSON ROAD SIGNAL			143,927				
261-477-818-000	HACKER AND LAWSON		120,372					
261-477-819-000	TIMBERVIEW		49,000					
261-477-820-000	OAK POINTE HONORS		44,000					
261-477-822-000	EARL LAKE					56,488	56,488	
261-477-823-000	DORR ROAD				217,500	175,000	175,000	
261-477-824-000	GRAND RIVER WIDENING					30,000	30,000	
261-477-825-000	EDINBURGH DRIVE					5,000	5,000	
261-477-827-000	DILLION DRAINAGE/ROAD							99,000
261-477-828-000	DORR ROAD							122,500
261-477-829-000	HERBST ROAD-CRUSHED LIMESTONE					17,000	17,000	133,000
261-477-830-000	CHILSON RD (BRIGHTON-LATSON)							91,250
261-477-831-000	BEATTIE/PARDEE/WESTPHAL							85,000
261-906-956-000	MISC EXPENSE/AUDIT	180	580	882	1,000		1,000	1,000
261-966-999-264	TRANS OUT TO 264	500,000		92,250				
<b>TOTAL APPROPRIATIONS</b>		<b>850,916</b>	<b>284,436</b>	<b>518,036</b>	<b>375,250</b>	<b>427,335</b>	<b>430,935</b>	<b>621,750</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 261</b>		<b>(200,785)</b>	<b>217,101</b>	<b>(11,955)</b>	<b>130,750</b>	<b>(418,567)</b>	<b>78,065</b>	<b>287,250</b>
BEGINNING FUND BALANCE		1,356,488	1,155,703	1,372,803	1,360,847	1,360,847	1,360,847	1,438,912
ENDING FUND BALANCE		1,155,703	1,372,804	1,360,848	1,491,597	942,280	1,438,912	1,726,162

03/06/2020

## BUDGET REPORT FOR GENOA TOWNSHIP

Roads &amp; Lakes - Fund 264

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/06/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>								
264-000-665-000	INTEREST/SAD	680	1,826	3,906	2,300	9,047	9,500	10,000
264-000-699-101	TRANSFER IN - FUND # 101	600,000	150,000	150,000	150,000	150,000	150,000	
264-000-699-261	TRANSFER IN- FUND 261	500,000						
264-448-450-000	SAD PRINCIPAL - WHITE PINES LIGHTS	705	767	800	800		800	800
264-470-450-000	SAD PRINCIPAL - FENDT DRIVE W-22	(915)		81,389	81,389		81,389	87,486
264-471-450-000	SAD PRINCIPAL - GRAND OAKS-W-20	138,037	142,649	76,820	76,819	79,661	79,661	73,977
264-471-671-000	OTHER INCOME-GRAND OAKS- LCRC		157,793					
264-472-450-000	SAD PRINCIPAL - RED OAKS-W-22	59,268	59,811	62,775	55,860	13,555	55,860	54,625
264-473-450-000	SAD PRINCIPAL - GLENWAY DRIVE	15,628						
264-474-450-000	SAD PRINCIPAL - SUNRISE PARK-S-20	135,947	130,693	97,892	89,000	92,871	92,244	85,341
264-475-688-000	SAD PRINCIPAL GRAND BEACH-W-20	9,336						
264-476-450-000	SAD PRINCIPAL - TIMBERVIEW-W-22		46,469	33,183	33,000	4,951	33,000	33,000
264-476-699-261	TRANSFER IN # 261 - TIMBERVIEW		49,000					
264-477-450-000	SAD PRINCIPAL - SUNDANCE TR-W-21	37,020	27,323	23,305	23,305	804	23,305	23,305
264-477-687-000	OP HONORS-SAD	178,000						
264-478-450-000	SAD PRINCIPAL- HOMESTEAD TR-W-20	38,333	37,171	34,848	34,800	35,429	35,750	34,800
264-479-450-000	SAD PRINCIPAL- E COON LAKE RD-S-21	26,961	19,608	19,608	19,608	22,059	22,500	19,608
264-480-699-261	TRANSFER IN # 261 - OAK POINTE HONORS		44,000					
264-482-450-000	SAD PRINCIPAL - HILLENDALE-S-20			8,328	7,138	6,738	7,138	7,138
264-484-450-000	EARL LAKE SAD PRIN W25			31,328	22,603	1,632	22,603	19,158
264-484-699-261	EARL LAKE TRANS IN FROM 261			58,000		56,488	56,488	
264-485-450-000	NOVEL ESTATES SAD PRIN W25			15,037	12,844	4,699	12,844	11,904
264-485-699-261	NOVEL ESTATES TRANS IN FROM 261			34,250				
264-487-450-000	SAD PRINCIPAL-EDWIN DR					3,544	3,600	14,000
264-570-450-000	SAD PRINCIPAL - LAKE CHEMUNG-W21	53,349	118,033	73,029	66,000	6,611	66,000	66,527
264-571-450-000	SAD PRINCIPAL - PARDEE LAKE-W-20	26,000	26,000	27,209	25,395	3,023	25,395	25,395
264-572-450-000	SAD PRINCIPAL - GRAND BEACH WEEDS W2016		9,336	9,603	9,336	267	9,336	9,205
264-573-450-000	SAD PRINCIPAL- E/W CROOKED LK S-18	19,434	19,161	20,293	20,000	20,471	20,500	19,579
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,837,783</b>	<b>1,039,640</b>	<b>861,603</b>	<b>730,197</b>	<b>511,850</b>	<b>807,913</b>	<b>595,848</b>

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/06/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>APPROPRIATIONS</b>								
264-448-801-000	PROJECT COSTS - WHITE PINES LIGHTS	841	767	707		670	800	800
264-470-801-000	PROJECT COSTS - FENDT DRIVE W-22			426,321		5,000	5,000	
264-471-801-000	PROJECT COSTS - GRAND OAKS	619,730						
264-472-801-000	PROJECT COSTS - RED OAKS		7,110					
264-474-801-000	PROJECT COSTS - SUNRISE PARK	535,114						
264-475-801-000	PROJECT COSTS - MOUNTAIN/MYSTIC/MILR	508						
264-476-801-000	PROJECT COSTS - TIMBERVIEW		265,698					
264-477-801-000	PROJECT COSTS - SUNDANCE TRAIL	155,742						
264-477-816-000	PINE RIDGE PAVING-EXPENSES	1,007						
264-478-801-000	PROJECT COSTS - HOMESTEAD TRAIL	177,880						
264-479-801-000	PROJECT COSTS - E COON LAKE ROAD	124,405						
264-480-801-000	PROJECT COSTS - OAK POINTE HONORS	660	217,645					
264-482-801-000	PROJECT COSTS - HILLENDALE		1,519	20,605				
264-484-801-000	EARL LAKE PROJECT COSTS W-2018			1,260		225,386	225,387	
264-485-801-000	NOVEL ESTATES PROJECT COST W 2018			133,320				
264-486-801-000	DILLION/STATE/MISC-SAD					7,712	35,000	69,000
264-487-801-000	PROJECT COSTS -EDWIN DR					5,196	18,898	
264-488-801-000	PROJECT COSTS-ELMHURST DRIVE/ S2020					2,000	2,000	8,564
264-570-801-000	PROJECT COSTS - LAKE CHEMUNG	57,672	29,582	47,517	60,000	58,126	60,000	60,000
264-571-801-000	PROJECT COSTS - PARDEE LAKE	24,866	21,952	26,750	28,000	23,280	28,000	28,000
264-572-801-000	PROJECT COSTS - GRAND BEACH WEEDS	1,080	9,230	7,479	10,000	9,237	10,000	10,000
264-573-801-000	PROJECT COSTS - E/W CROOKED LAKE WEEE	10,920	23,866	46,629	50,000	11,948	50,000	50,000
264-574-801-000	PROJECT COSTS - ROUND LAKE		1,619					
264-906-956-000	MISC EXPENSE	3,529	9,310	4,550	4,600	4,050	4,600	4,600
264-966-999-261	TRANS OUT TO FUND #261	500,000						
<b>TOTAL APPROPRIATIONS</b>		<b>2,213,954</b>	<b>588,298</b>	<b>715,138</b>	<b>152,600</b>	<b>352,605</b>	<b>439,685</b>	<b>230,964</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 264</b>		<b>(376,171)</b>	<b>451,342</b>	<b>146,465</b>	<b>577,597</b>	<b>159,245</b>	<b>368,228</b>	<b>364,884</b>
<b>BEGINNING FUND BALANCE</b>		<b>1,518,832</b>	<b>1,142,661</b>	<b>1,594,005</b>	<b>1,740,466</b>	<b>1,740,466</b>	<b>1,740,466</b>	<b>2,108,694</b>
<b>ENDING FUND BALANCE</b>		<b>1,142,661</b>	<b>1,594,003</b>	<b>1,740,470</b>	<b>2,318,063</b>	<b>1,899,711</b>	<b>2,108,694</b>	<b>2,473,578</b>

03/06/2020

## BUDGET REPORT FOR GENOA TOWNSHIP

Parks and Rec - Fund 270

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY Thru 03/06/2020	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>								
270-000-664-000	INTEREST	1,429	1,519	3,178	1,500	5,459	6,000	6,000
270-000-669-000	INCOME-OTHER		1,000			322	322	
270-000-680-000	RENTAL INCOME	11,450	12,000	8,000				
270-000-699-000	OPERATING TRANSFER IN #101	300,000	500,000		500,000	500,000	500,000	550,000
270-000-699-101	TRANSFER IN-GENERAL FUND			500,000				
<b>TOTAL ESTIMATED REVENUES</b>		<b>312,879</b>	<b>514,519</b>	<b>511,178</b>	<b>501,500</b>	<b>505,781</b>	<b>506,322</b>	<b>556,000</b>
<b>APPROPRIATIONS</b>								
270-241-801-000	ATTORNEY/ENGINEERING	32,690	240					
270-265-775-000	MAINTENANCE	61,556	100,461	76,767	100,000	78,652	100,000	100,000
270-330-694-002	RENTAL HOUSE EXPENSE				5,000			
270-330-695-002	MISC EXPENSE/AUDIT	1,291	529	285	500	250	500	500
270-330-696-002	GENOA TWP ATHLETIC FIELD				134,800			94,000
270-330-697-002	RECREATION BIKE PATH	408,373	2,415	186,597	220,000	264,342	265,000	134,800
270-330-698-002	FILMORE PARK			12,354	5,000		5,000	
270-330-701-000	HOWELL PARKS AND REC	103,225	103,806	100,806	107,500	103,669	107,500	107,500
270-536-972-100	LAND FOR RECREATION				200,000			350,000
<b>TOTAL APPROPRIATIONS</b>		<b>607,135</b>	<b>207,451</b>	<b>376,809</b>	<b>772,800</b>	<b>446,913</b>	<b>478,000</b>	<b>786,800</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 270</b>		<b>(294,256)</b>	<b>307,068</b>	<b>134,369</b>	<b>(271,300)</b>	<b>58,868</b>	<b>28,322</b>	<b>(230,800)</b>
<b>BEGINNING FUND BALANCE</b>		<b>793,045</b>	<b>498,789</b>	<b>805,857</b>	<b>940,225</b>	<b>940,225</b>	<b>940,225</b>	<b>968,547</b>
<b>ENDING FUND BALANCE</b>		<b>498,789</b>	<b>805,857</b>	<b>940,226</b>	<b>668,925</b>	<b>999,093</b>	<b>968,547</b>	<b>737,747</b>

03/06/2020

BUDGET REPORT FOR GENOA TOWNSHIP

Buildings & Grounds - Fund 271

Final Draft

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/06/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>								
271-000-664-000	INTEREST	132	308	505	500	470	500	500
271-000-695-000	CEMETERY SALES			3,000	3,000		1,200	2,000
271-000-699-000	OPERATING TRANSFER IN #101	20,000	50,000	50,000	50,000	50,000	50,000	
<b>TOTAL ESTIMATED REVENUES</b>		<b>20,132</b>	<b>50,308</b>	<b>53,505</b>	<b>53,500</b>	<b>50,470</b>	<b>51,700</b>	<b>2,500</b>
<b>APPROPRIATIONS</b>								
271-906-956-000	MISC EXPENSE/SIRENS	465			500	1,700	1,700	2,125
271-906-957-000	CEMETERY PURCHASE	40,440						
271-906-958-000	CEMETERY MAINTENANCE		5,500	750	6,000	4,295	4,295	6,000
271-906-959-000	CHILSON- DORR FIRE STATION			37,360	5,000			
271-929-977-000	CAP. OUT./PVMT/PARKING/LIGHTING				10,000	56,205	56,205	20,000
<b>TOTAL APPROPRIATIONS</b>		<b>40,905</b>	<b>5,500</b>	<b>38,110</b>	<b>21,500</b>	<b>62,200</b>	<b>62,200</b>	<b>8,125</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 271</b>		<b>(20,773)</b>	<b>44,808</b>	<b>15,395</b>	<b>32,000</b>	<b>(11,730)</b>	<b>(10,500)</b>	<b>(5,625)</b>
<b>BEGINNING FUND BALANCE</b>		<b>172,537</b>	<b>151,763</b>	<b>196,571</b>	<b>211,966</b>	<b>211,966</b>	<b>211,966</b>	<b>201,466</b>
<b>ENDING FUND BALANCE</b>		<b>151,764</b>	<b>196,571</b>	<b>211,966</b>	<b>243,966</b>	<b>200,236</b>	<b>201,466</b>	<b>195,841</b>

OAK POINTE SEWER BOND PAYMENT FUND #852

DESCRIPTION	APPROVED BUDGET FISCAL YEAR END 3/31/2020	YTD ACTUAL 3/10/2020	PROPOSED BUDGET FISCAL YEAR END 3/31/2021
BEGINNING FUND BALANCE	\$ 525,981	\$ 526,108	\$ 550,436
<b>REVENUES</b>			
Quarterly Utility Billing from O.P. Operating	\$ 415,000	\$ 414,560	\$ 415,000
INCOME - OTHER	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 1,200	\$ 2,693	\$ 2,500
DUE FROM OP OPERATING	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 416,200	\$ 417,253	\$ 417,500
<b>EXPENSES</b>			
BOND PAYMENTS	\$ 392,725	\$ 392,725	\$ 393,425
AUDITING/MISC.	\$ 500	\$ 600	\$ 1,100
TOTAL EXPENSES	\$ 393,225	\$ 393,325	\$ 394,525
ENDING FUND BALANCE	\$ 548,956	\$ 550,036	\$ 573,411

GRAND OAKS WATER #858

DESCRIPTION	APPROVED BUDGET FISCAL YEAR END 3/31/2020	YTD ACTUAL 3/10/2020	PROPOSED BUDGET FISCAL YEAR END 3/31/2021
BEGINNING FUND BALANCE	\$ 105,219	\$ 105,248	\$ -
<b>REVENUES</b>			
ASSESSMENTS/TAX LEVY	\$ -	\$ -	\$ -
TAX LEVY - DELINQUENT FR COUNTY	\$ 1,058	\$ 1,058	\$ -
ASSESSMENTS/PAYOFFS	\$ -	\$ -	\$ -
INCOME - OTHER	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 90	\$ 195	\$ -
TOTAL REVENUE	\$ 1,148	\$ 1,253	\$ -
<b>EXPENSES</b>			
BOND PAYMENTS	\$ -	\$ -	\$ -
AUDITING/MISC.	\$ 500	\$ -	\$ -
TRANSFER OUT - DISTRICT COMPLETE	\$ 105,867	\$ 106,501	\$ -
TOTAL EXPENSES	\$ 106,367.00	\$ 106,501	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -

**DORR RD SEWER & WATER #859**

DESCRIPTION	APPROVED BUDGET FISCAL YEAR END 3/31/2020	YTD ACTUAL 3/10/2020	PROPOSED BUDGET FISCAL YEAR END 3/31/2021
BEGINNING FUND BALANCE	\$ 41,268	\$ 35,000	\$ 44,198
<b>REVENUES</b>			
ASSESSMENTS/TAX LEVY	\$ 23,571	\$ 23,571	\$ 22,348
TAX LEVY - DELINQUENT FR COUNTY	\$ 1,907	\$ 1,907	\$ -
ASSESSMENTS/PAYOFFS	\$ -	\$ -	\$ -
INCOME - CONNECTION FEES FR CAP IMP	\$ -	\$ 30,000	\$ 28,750
INTEREST INCOME	\$ -	\$ 11	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 25,478</b>	<b>\$ 55,489</b>	<b>\$ 51,098</b>
<b>EXPENSES</b>			
BOND PAYMENTS	\$ 45,500	\$ 45,500	\$ 48,375
AUDITING/MISC.	\$ 800	\$ 790	\$ 790
<b>TOTAL EXPENSES</b>	<b>\$ 46,300</b>	<b>\$ 46,290</b>	<b>\$ 49,165</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 20,446</b>	<b>\$ 44,199</b>	<b>\$ 46,131</b>

**GRAND RIVER WIDENING #870**

DESCRIPTION	APPROVED BUDGET FISCAL YEAR END 3/31/2020	YTD ACTUAL 3/10/2020	PROPOSED BUDGET FISCAL YEAR END 3/31/2021
BEGINNING FUND BALANCE	\$ 60,965	\$ 60,967	\$ -
<b>REVENUES</b>			
ASSESSMENTS/TAX LEVY	\$ -	\$ -	\$ -
TAX LEVY - DELINQUENT FR COUNTY	\$ 1,424	\$ 1,424	\$ -
ASSESSMENTS/PAYOFFS	\$ -	\$ -	\$ -
TRANSFER IN ROAD IMP	\$ 30,000	\$ 30,000	\$ -
INTEREST INCOME	\$ -	\$ 10	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 31,424</b>	<b>\$ 31,434</b>	<b>\$ -</b>
<b>EXPENSES</b>			
BOND PAYMENTS	\$ 76,875	\$ 76,875	\$ -
AUDITING/MISC.	\$ 530	\$ 200	\$ -
DISTRICT COMPLETE - TRANSFER OUT		\$ 15,326	
<b>TOTAL EXPENSES</b>	<b>\$ 77,405</b>	<b>\$ 92,401</b>	<b>\$ -</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 14,984</b>	<b>\$ -</b>	<b>\$ -</b>



LK EDGEWOOD WEST WATER #872

DESCRIPTION	APPROVED BUDGET FISCAL YEAR END 3/31/2020	YTD ACTUAL 3/10/2020	PROPOSED BUDGET FISCAL YEAR END 3/31/2021
BEGINNING FUND BALANCE	\$ 265,988	\$ 266,037	\$ 219,921
<b>REVENUES</b>			
ASSESSMENTS/TAX LEVY	\$ 147,452	\$ 121,270	\$ -
TAX LEVY - DELINQUENT FR COUNTY	\$ 14,266	\$ 14,266	\$ 6,728
ASSESSMENTS/PAYOFFS	\$ -	\$ 3,046	\$ -
INCOME - OTHER	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 240	\$ 210	\$ 200
TOTAL REVENUE	\$ 161,958	\$ 138,792	\$ 6,928
<b>EXPENSES</b>			
BOND PAYMENTS	\$ 184,408	\$ 184,408	\$ 174,803
AUDITING/MISC.	\$ 500	\$ 500	\$ 500
TOTAL EXPENSES	\$ 184,908	\$ 184,908	\$ 175,303
ENDING FUND BALANCE	\$ 243,038	\$ 219,921	\$ 51,546


LK EDGEWOOD WEST SEWER #873

DESCRIPTION	APPROVED BUDGET FISCAL YEAR END 3/31/2020	YTD ACTUAL 3/10/2020	PROPOSED BUDGET FISCAL YEAR END 3/31/2021
BEGINNING FUND BALANCE	\$ 240,513	\$ 240,545	\$ 178,919
<b>REVENUES</b>			
ASSESSMENTS/TAX LEVY	\$ 177,324	\$ 158,410	\$ -
TAX LEVY - DELINQUENT FR COUNTY	\$ 11,417	\$ 11,417	\$ 11,963
ASSESSMENTS/PAYOFFS	\$ -	\$ 6,853	\$ -
INCOME - OTHER	\$ -	\$ 50,000	\$ 82,400
INTEREST INCOME	\$ 100	\$ 75	\$ 50
TOTAL REVENUE	\$ 188,841	\$ 226,755	\$ 94,413
<b>EXPENSES</b>			
BOND PAYMENTS	\$ 318,331	\$ 287,856	\$ 272,819
AUDITING/MISC.	\$ 500	\$ 525	\$ 500
TOTAL EXPENSES	\$ 318,831	\$ 288,381	\$ 273,319
ENDING FUND BALANCE	\$ 110,523	\$ 178,919	\$ 13



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:** March 11, 2020  
**RE:** **Work Skills Corporation Adult Foster Care Small Group Home - Special Land Use, Impact Assessment, and Sketch Plan**

Managers Review:  \_\_\_\_\_

Attached please find the project case file for a proposed special land use permit authorizing an adult foster care small group home at 3201 East Coon Lake Road, Howell. The project entails an adult foster care facility for 6 residents with 24 hour supervision/care. Proposed site improvements include new parking area, expanded driveway, removal of abandoned vehicles, demolition of an existing barn, addition to both sides of the existing residence and a new deck/patio in the rear yard. The property is within the Country Estates (CE) Zoning District and the request is petitioned by Work Skills Corporation.

Procedurally, adult foster care small group homes are allowed with special land use, impact assessment and sketch plan approval by the Township Board following a recommendation by the Planning Commission. At the March 9, 2020 meeting, the Planning Commission recommended conditional approval of the Special Land Use, Impact Assessment and Sketch Plan. Additional information has been provided to Township staff addressing the conditions of the Planning Commission therefore 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 3.02.02(j) of the Township Ordinance.**

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Environmental Impact Assessment dated February 3, 2020 as submitted.**

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_, to APPROVE the sketch plan dated March 12, 2020 with the following conditions:**

- 1.) Compliance with the requirements of the Brighton Area Fire Authority.**
- 2.) Compliance with the March 3, 2020 engineering review letter from Tetra Tech.**

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

**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



# 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: Piet W. Lindhout, Lindhout Associates Architects, 10465 Citation Drive, Brighton 48116  
*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.*

APPLICANT PHONE: ( 810)227-5668 EMAIL: pwl@lindhout.com

OWNER NAME & ADDRESS: Work Skills Inc. 100 Summit Street, Brighton MI 48116

SITE ADDRESS: 3201 East Coon Lake Road PARCEL #(s): 4711-29-100-005

OWNER PHONE: (734-320-0619 EMAIL: tinaj@wskills.com

### Location and brief description of site and surroundings:

7 acre site on Coon Lake Road with a single family residence and pole barn on the site. Numerous trees and varied topography are present, with similar parcels in the immediate area. The topography and vegetation creates visual and noise buffers between lots, with little awareness of the next door neighbors. There is an old pole barn on the site and an abandoned travel trailer.

### Proposed Use:

A group home for up to 6 adults with developmental disabilities. There will be a 24/7 supervisor on site. Residents have mental and physical disabilities that make independent living difficult. Group living allows for support and supervision. All occupants work in the community.

### 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 group home residential status is compatible with the current residential zoning goals and policies. Disabled individuals make up a significant portion of our community and opportunities to live in a home close to work are limited.

- 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 improvements include expanding the garage and adding bedrooms. This expansion is compatible with the neighborhood and the character of the general vicinity. The proposed additions will include all new exterior materials on the existing home. The home is in disrepair and is in need of immediate upgrades. At this time it is an eyesore for the neighbors. The pole barn and travel trailer will be removed from the site.

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

The proposed use will not impact essential public services any more than a large family residing on the site. Similar facilities operated by Work Skills Corporation have not adversely impacts public services.

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

There will be no adverse impacts to the environment or local residents created by the proposed group home.

- 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.

Section 3.03.02 (j) requires 1500 feet from other group homes. We comply.

Section 7.02.02 is not applicable as we are not zoned Commercial or Service.

Section 8.02.02 is not applicable as we are not zoned Industrial.

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 ANITA JONES STATES THAT THEY ARE THE FREE OWNER OF THE PROPERTY OF PROPERTIES DESCRIBED ABOVE AND MAKES SUBJECT TO PURCHASE AGREEMENT APPLICATION FOR THIS SPECIAL LAND USE PERMIT.

BY: Anita Jones

ADDRESS: 100 SUMMIT ST, BRITTON, MI 48116

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

Piet W. Lindhout of Lindhout Associates at pwl@lindhout.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: Piet W. Lindhout DATE: 2/4/2020

PRINT NAME: Piet W. Lindhout PHONE: 810-227-5668



# GENOA CHARTER TOWNSHIP APPLICATION

## Sketch Plan Review

### TO THE GENOA TOWNSHIP PLANNING COMMISSION:

APPLICANT NAME & ADDRESS: Piet Lindhout, Lindhout Associates Architects, 10465 Citation Dr. 48116  
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: Work Skills Corporation, 100 Summit St., Brighton, MI 48116

SITE ADDRESS: 3201 East Coon Lake Rd. PARCEL #(s): 4711-29-100-005

APPLICANT PHONE: ( ) \_\_\_\_\_ OWNER PHONE: ( ) \_\_\_\_\_

LOCATION AND BRIEF DESCRIPTION OF SITE: North side of Coon Lake Road between Richardson and Westphal Roads. Single family resident on 7+ acres of rolling topography.

BRIEF STATEMENT OF PROPOSED USE: Proposed use to remain residential. A group home of up to 6 adult residents with full time supervision is proposed.

THE FOLLOWING IMPROVEMENTS ARE PROPOSED: The garage is proposed to be demolished and rebuilt to accommodate handicapped accessible vehicles and have an interior entrance ramp. A 4 bedroom addition is proposed on the east side.

**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: Piet W. Lindhout

ADDRESS: 10465 Citation Drive, Brighton, MI 48116

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

1.) Piet W. Lindhout of Lindhout Associates Architects at pwl@lindhout.com  
Name Business Affiliation Email Address

**FEE EXCEEDANCE AGREEMENT**

All sketch plans are allocated one (1) consultant review 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 for a Land Use Permit. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: [Signature] DATE: 2/10/2020  
PRINT NAME: Piet W. Lindhout PHONE: 810-227-5668

### Supplemental Information Relative to Special Use Permit

At this time, there is a need for a supportive living option as there are currently over 40 Livingston County residents being placed in living arrangements out of county, away from work, support services, family, and friends. WSC’s Residential Group home will offer personalized 24-hour supervised care to six or fewer residents. There will never be a time where the ratio of residents to staff exceeds six residents to one staff member. Living arrangements include a private bedroom and bathroom for each resident with a common area for meals and recreation. Services will include meal support and assistance with daily living activities such as laundry, managing medications, bathing and dressing. Supports provided will be designed for residents who are relatively independent, communicative and free of complex, debilitating illness. The goal for services will be to improve independent living skills and quality of life. This will be a home licensed by the State of Michigan. The licensing process verifies that the home has passed stringent facility and operational guidelines that conform to state safety laws and regulations, including checks on the quality of the nutrition, care and health of residents as well as continual upkeep to the home. Credentialing and background checks will be completed on all staff members employed at the home.

For reference, this is a typical day in the group home.

<b>Time</b>	<b>Activity</b>	<b>Staff Responsibility</b>
6:30-7:30 am	Wake up, shower & dress for the day	Provide prompts to wake up, assist with showering and dressing as needed.
7:30-8:15 am	Make breakfast, eat and clean up	Encourage all residents to participate in preparing meals and clean up as needed. Assistance with eating provided if needed. Work on independent living skills.
8:15-8:30 am	Brush teeth, grooming (work ready appearance) and prepare to go to work	Prompting and assistance to complete grooming and tooth brushing as needed.
8:30-9:00 am	Travel to work	Transportation provided to all residents in WSC van.
9:00 am-3:00 pm	Work at WSC	Support provided by WSC staff.
3:00-3:30 pm	Travel home	Transportation provided to all residents in WSC van.
3:30-6:00 pm	Leisure time/Community outing	Staff to assist with identifying leisure activities, transportation to grocery shopping/personal shopping, recreational activities, etc.

Proposed Group Home  
 Work Skills Corporation  
 3201 East Coon Lake Rd.  
 Genoa Township, Michigan  
 February 10, 2020

<b>Time</b>	<b>Activity</b>	<b>Staff Responsibility</b>
6:00-6:30 pm	Prepare Dinner	Encourage all residents to participate in preparing meals and clean up as needed. Work on independent living skills.
6:30-7:00 pm	Dinner	Assistance with eating provided as needed.
7:00-7:30 pm	Clean up from dinner/pack lunch for tomorrow	Encourage all residents to assist with clean up and pack lunch for work tomorrow.
7:30-9:00 pm	Leisure Activities/Chores	Staff to assist with identifying leisure activities or personal chores (cleaning, laundry, etc.) Work on independent living skills.
9:00-9:15 pm	Brush teeth, general grooming, dress for bed	Staff to provide prompts and assist with completion of tasks as needed.
9:15 pm+	Bed or leisure activities until bed	Staff to monitor for safety.

Work Skills is a local employer, employment facilitator, and coach to many local developmentally disabled residents. The proposed group home will allow Work Skills to increase support of the disabled and continue the goals and objectives of the Not For Profit Agency.

DISTRIBUTED AT MEETING 3/9/20 BY DON PETERSON  
 ON BEHALF OF HIS CLIENT JERRY KUZA  
 (DP)

**Petition in Opposition to Proposed Group Home at  
 3201 E. Coon Lake Rd., Howell, MI 48843**

In the past few weeks, we have learned of a plan to expand and convert a neighborhood home at 3201 E. Coon Lake Rd., Howell, MI 48843 ("Property"), into an assisted-care facility. We are told that the initial residents will be individuals from 17-80 years of age who suffer from autism. But the Property owner may subsequently convert the Property into a group home that is occupied by developmentally-disadvantaged individuals, criminals awaiting release, sexual offenders, or any other group of individuals.

Genoa Township permitting the Property owner to convert the Property into a group home may:

- reduce the value of our property;
- upset neighborhood stability;
- lead to rampant trespassing;
- jeopardize safety;
- increase criminal activity;
- reduce the aesthetics of the community;
- increased automobile traffic, as evidenced by the parking area sought to be added as part of the expansion;
- parking issues; and
- additional noise and disturbance-of-the-peace violations.

As residents of Howell and Genoa Township, we want our voice heard on this matter that pertains to the affairs of the community. We are signing this petition to voice our opposition to the conversion of the Property.

<u>Name</u>	<u>Address</u>	<u>Signature</u>
JERRY KUZA 3/5/2020	3155 E. COON LAKE RD	JERRY KUZA
KENNETH E TYLER LEONARD T	3/5/2020 5200 RICHARDSON HOWELL MI 48843	Kenneth E Tyler
Marlene M. Lutz 3/5/20	3250 E Coon Lk Rd Howell MI 48843	Marlene M Lutz
Torie Duke 3/5/20	3251 E. Coon Lk Rd/Howell, MI 48843	Torie Duke
MARC D LUTZ	3250 E. COON LK RD Howell MI 48843	Marc D Lutz
<u>Name</u>	<u>Address</u>	<u>Signature</u>



3/5/2020  
JOHN E LAMB JR. 3251 E COON LAKE RD

JOHN R. KEDDER 3875 WESTPHAL 3-8-20

Julia I. Kudri 2815 Westphal Rd. 3-8-20

Zach Goeglein <sup>07/10/20</sup> 3267 E. Coon Lake

Michelle Goeglein <sup>3/9/20</sup> 3267 E. Coon Lake Rd.

John E. Lamb Jr.

John R. Kedder

Julia I. Kudri

Zach Goeglein

Michelle Goeglein

Name

Address

Signature

**GENOA CHARTER TOWNSHIP  
PLANNING COMMISSION  
PUBLIC HEARING  
MARCH 9, 2020  
6:30 P.M.  
MINUTES**

CALL TO ORDER: Chairman Grajek called the meeting of the Genoa Charter Township Planning Commission to order at 6:30 p.m. Present were Marianne McCreary, Chris Grajek, Eric Rauch, Jim Mortensen, Jeff Dhaenens, Jill Rickard and Glynis McBain. Also present was Kelly VanMarter, Community Development Director/Assistant Township Manager, Gary Markstrom of Tetra Tech, and Brian Borden of Safebuilt Studio. There were 42 audience members present.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

**Moved** by Commissioner McCreary, seconded by Commissioner Mortensen, 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. Mr. James DelCamp asked to speak to the Commission about bees. Chairman Grajek advised this item would be added to the end of the meeting agenda.

Chairman Grajek stated that the Planning Commission has the discretion to not start any new business after 10 pm.

**OPEN PUBLIC HEARING #1...Consideration of a special use application, impact assessment and sketch plan for a proposed adult foster care small group home for up to 6 adults located at 3201 E. Coon Lake Road, Howell on the north side of Coon Lake Road between Richardson and Westphal Roads. The request is petitioned by Work Skills, Inc.**

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (2-3-2020)
- C. Recommendation of Sketch Plan (2-6-2020)

Ms. Tina Jackson, the President and CEO of Workskills Corporation were present. She provided a summary of the mission and purpose of Work Skills. She noted they are not opening a halfway house, prisoner re-entry or drug recovery home. The home is for individuals with intellectual and developmental disabilities.

Ms. Anita Gibson, Vice President of Work Skills advised they would like to provide a safe environment for individuals in Livingston County. She showed pictures of the current home. There were residents who had to be moved from Livingston County because there was no home for them. They would like to move six of these residents back to the county so they can

be near their family and friends and would work in the community. These homes are licensed and their staff are accredited and have physicals and background checks completed.

Steve Gronow of Chestnut Real Estate stated he is a resident of Genoa Township and lives one mile from this site. He works with Work Skills and recently did a tour of all of their facilities and interviewed the employees and the residents. The existing Howell home is staffed by very friendly people. He did research and did not find any negative impact on property values in the area where these homes are located. He showed photos of the existing home and a rendering of the proposed home. They would be adding onto the existing home, which was in foreclosure. It is seven acres of property and heavily wooded.

Livingston County Sheriff Mike Murphy, who is a Work Skills Board Member and Genoa Township resident reiterated that this is not a prisoner re-entry home. It will not decrease home values in the area and is staffed with caregivers 24/7. There will only be one home on this site. In the six years the existing home has been in existence in Livingston County, there have been no police calls.

Mr. Borden reviewed his letter of March 3, 2020.

1. He is generally of the opinion that the proposal complies with the special land use standards of Section 19.03 of the Zoning Ordinance.
2. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.
3. The Township may wish to request supporting documentation confirming that the use requirement of Section 3.03.02(j) is met, specifically the statement that there are no other facilities of this nature that are within 1,500 feet of this site. Connie Conklin from Community Mental Health stated that she is not sure if there are other licensed homes of this nature within 1,500 feet.
4. If exterior site lighting is proposed, the applicant must provide details.
5. If signage is proposed, we request the applicant provide details. Additionally, the applicant should be aware that a sign permit is required from the Township prior to installation of any new signage.

Ms. Jackson stated they will not have any lighting or signage that would be more than a residential home.

Mr. Markstrom reviewed his letter of March 3, 2020. There are eight new parking spaces being proposed so any additional runoff caused by this should drain into the wetland. This would not affect neighboring properties.

1. It is a State licensed facility the County Health Department must review the well and septic to ensure that they will accommodate the increase in the number of residents.

Commissioner McCreary questioned if a care-person will be living there and Ms. Jackson stated no. Amy Shibar from Work Skills stated that a family-operated home, where the owner lives there, requires a different license. Mr. Borden stated that if the owner was living there and operating the home, that is a by-right use, and there would not be the need for Township approval.

The call to the public was made at 6:58 pm.

Mr. Don Peterson, who is the attorney for Jerry Kuza stated that Work Skills does wonderful work throughout the state. Mr. Kuza purchased 10 acres next door to this site and built his dream home and hopes to retire here and become a gentleman farmer. He feels as though his dreams are being shattered by a group home being next door. He provided a petition signed by 10 of the neighbors who are opposing this request. He believes the group home serves a great purpose for its residents, but it contradicts the statement and purpose of the Country Estates Zoning ordinance, citing specific sections of Ordinance Section 19.03. He noted that the parking spaces abut Mr. Kuza's property and that changes the atmosphere of the area. This type of home would increase traffic, noise, crime, and decrease the property values of the surrounding homes. He stated that there are issues with these types of individuals as they can act out, wander, and have social impairments on how to interact with others.

Ms. Rachel Evers, who lives directly across from site at 3210 E Coon Lake Road, and is on the Board of Work Skills disagrees that the home will counter the purpose of the ordinance. This home will be so that these types of individuals are able to live independently. All of the population of the township has the right to have the same life that she enjoys living on Coon Lake Road. She does not have control of who moves into her neighborhood or what they do. The existing home as it sits and as it has sat is hurting current property values. She researched the history of the property. It has increased in value 17%; however with their improvements the home value will increase more than that, which increased the surrounding property values. This home was sold by bid and Work Skills was the highest bidder.

Bruce Hundley of 3056 E. Coon Lake Road owns a 3,400-square foot home with a 3,000-square foot pole barn on 20 acres, along with two 5-acre parcels that will one day sell. He is in favor of this project. The other Work Skills properties are clean, neat and tidy and it would be an improvement to the neighborhood. The petition that was signed by the neighbors stated that this was going to be a halfway house and prisoner recovery home. It is absolutely not going to be used for that. He would be proud to have it there.

Ms. Lori Koziara of 7806 Collingwood Drive is familiar with Work Skills and what they do. She does not live in the neighborhood, but she is in favor of the project. She is upset about the comments made this evening noting that Sheriff Murphy stated there are no issues with the existing Work Skills home in Howell. No one has any control over who their neighbors will be.

The call to the public was closed at 7:23 pm.

Ms. Gibson stated there will not be eight vehicles parked consistently, but they wanted to have enough parking for their staff as well as when the residents' friends and family visit. They do not have any issues with their residents wandering at their other home and do not see it happening here.

Ms. Jackson stated these individuals are intellectually and developmentally disabled and there should not be any generalizations made. Work Skills has been in this community for 47 years. She reiterated Sheriff Murphy's comments and support.

Commissioner Mortensen noted that six 8-foot white pines will be planted next to the parking lot for screening.

Commissioner McCreary asked if there is a security system in the home and Ms. Jackson stated yes. It will alarm if anyone leaves the home. She reiterated that the home is staffed 24/7.

She questioned Mr. Lindhout where the exit or exits would be in the case of emergency. He noted that they are working with the State to determine where they would require the egress.

Commissioner Rauch disagrees with the Brighton Area Fire Authority's recommendation that the structure be equipped with a 13R or 13D sprinkler system.

**Moved** by Commissioner Mortensen, seconded by Commissioner Rauch, to recommend to the Township Board approval of the Special Use Application for Work Skills for a group home at 3201 E. Coon Lake Road, subject to the following:

1. The home will be licensed for six developmentally challenged individuals with 24 hour coverage by staff.
2. The petitioner shall provide evidence of any licensed home within 1,500 feet of the proposed site.

This recommendation is made because the Planning Commission believes it meets the special land use stands of Section 19.03 of the Township Ordinance. **The motion carried unanimously.**

**Moved** by Commissioner Rauch, seconded by Commissioner Rickard, to recommend to the Township Board approval of the Environmental Impact Statement dated February 3, 2020 for Work Skills for a group home at 3201 E. Coon Lake Road. **The motion carried unanimously.**

**Moved** by Commissioner Mortensen, seconded by Commissioner Rauch, to recommend to the Township Board approval of the Sketch Plan dated February 26, 2020 for Work Skills for a group home at 3201 E. Coon Lake Road, subject to the following:

1. Verification that the building height will not exceed 35 feet.
2. The petitioner shall meet the requirements of the Township Engineering letter dated March 3, 2020.
3. The petitioner shall meet the requirements of the Brighton Area Fire Authority letter dated March 26, 2020.

**The motion carried unanimously.**

**OPEN PUBLIC HEARING #2...** Review of a special use application, impact assessment and sketch plan for a proposed holistic veterinary clinic located at 2829 E. Grand River Avenue, Howell on the north side of Grand River Avenue between Char Ann and Meadowview Drive. The request is petitioned by Dr. Matthew Januszewski.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (1-30-2020)
- C. Recommendation of Sketch plan (2-5-2020)

March 3, 2020

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Kelly Van Marter, AICP Planning Director and Assistant Township Manager
<b>Subject:</b>	Work Skills Corporation – Special Land Use and Sketch Plan Review #1
<b>Location:</b>	3201 East Coon Lake road – north side of East Coon Lake, between Chilson and Westphal Roads
<b>Zoning:</b>	CE Country Estate District

Dear Commissioners:

At the Township’s request, we have reviewed the submittal from Work Skills Corporation requesting special land use and sketch plan review/approval for an adult foster care small group home at 3201 East Coon Lake Road.

**A. Summary**

1. We are generally of the opinion that the proposal complies with the special land use standards of Section 19.03.
2. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.
3. The Township may wish to request supporting documentation confirming that the use requirement of Section 3.03.02(j) is met.
4. The applicant must demonstrate that the building height limit for the CE District is met.
5. If exterior site lighting is proposed, the applicant must provide details.
6. If signage is proposed, we request the applicant provide details.
7. Additionally, the applicant should be aware that a sign permit is required from the Township prior to installation of any new signage.

**B. Proposal/Process**

The applicant seeks approval for an adult foster care small group home for 6 residents and full time supervision/care.

The project includes site improvements (new parking lot, removal of abandoned vehicles, demolition of a pole barn, and a new deck/patio area in the rear yard), as well as additions to each side of the existing residence.

Adult foster care small group homes are allowed with special land use approval in accordance with Table 3.03 of the Genoa Township Zoning Ordinance. Such uses are also subject to the requirements of Section 3.03.02(j).

Procedurally, the Planning Commission is to review the special land use, sketch plan and impact assessment and provide a recommendation on each to the Township Board following a public hearing.



*Aerial view of site and surroundings (looking north)*

### **C. Special Land Use Review**

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

- 1. Master Plan.** The Township Master Plan identifies the subject site, as well as the adjacent and surrounding properties, as Agriculture/Country Estate.

The Master Plan states that “this classification is recommended for single family residences on lots no smaller than 5 acres.” The existing residence is situated on approximately 7 acres.

The land use classification does not refer to residential care uses, though two of the Plan’s Land Use Goals are to:

*Accommodate a variety of land uses that are located in a logical pattern and complement community goals, the surrounding land uses, environment, capacity of roads and the sanitary sewer, and public water system capabilities.*

*Support “aging in place” by providing housing, recreation, and transportation options for seniors.*

Aside from the parking lot, the site will retain the appearance of a conventional residential property and, while the “aging in place” goal references the senior population specifically, it could also be viewed as applying to the disabled population.

More specifically, the submittal indicates that several Livingston County residents in need of supportive living have been placed in residences outside of the County due to a lack of options.

- 2. Compatibility.** This area of the Township is generally developed with single-family residences on relatively large lots with ample wooded areas, consistent with both current zoning and the future land use classification. Residential care uses are intended to be compatible with single-family areas. 47

In this instance, the difference between a special land use and one permitted by right is the fact that the licensee will not also live in the residence.

The applicant has limited the potential intensity of the use by requesting only 6 residents (whereas the Ordinance permits requests of up to 12). As such, there will be fewer residents and employees than could otherwise be allowed.

The project includes exterior backyard improvements that would be typical of a single-family residence, and outdoor usage will be well buffered from neighbors via the space between residences and the existing wooded areas.

The requirement of Section 3.03.02(j) is also intended to ensure such uses remain compatible with their surroundings. As noted in Paragraph D below, the applicant states that the requirement is met, though the Township may wish to request supporting documentation.

- 3. **Public Facilities and Services.** The site is served by well and septic systems. As such, we do anticipate adverse impacts on public facilities and services. With that being said, the applicant must address any issues raised by the Township Engineer or Brighton Area Fire Authority.
- 4. **Impacts.** As previously noted, residential care uses are intended to blend in with their surroundings. The only noticeable difference will be the presence of a small parking lot, which will be well screened from off-site views via existing wooded areas.

Given the nature of the use and the property, the proposal is not expected to adversely impact adjacent or surrounding properties and/or uses.

- 5. **Mitigation.** Should other concerns arise as part of the review process, the Township may require additional improvements to mitigate potential adverse impacts.

**D. Use Requirements**

As previously noted, adult foster care small group homes are subject to the use requirements of Section 3.03.02(j), as follows:

- 1. **Adult foster care large group home or small group home shall be at least one thousand five hundred (1,500) feet from another group day care home or similar facility. The Township Board shall determine, following review and recommendation by the Planning Commission, that the facility will not result in an excessive concentration of adult care facilities within a neighborhood.**

The application form states that there are no other similar facilities within 1,500 feet. The Township may wish to request supporting documentation confirming that this statement is accurate.

**E. Sketch Plan Review**

- 1. **Dimensional Requirements.** The proposal has been reviewed for compliance with the dimensional requirements of the CE District, as follows:

	Min. Lot Req.		Minimum Yard Setbacks (feet)				Max. Height (feet)
	Area (acres)	Width (feet)	Front Yard	Side Yard	Rear Yard	Parking Lot	
<b>CE</b>	5	220	75	40	60	N/A	35
<b>Proposed</b>	7	330	163	50 (W) 102 (E)	604	70 front 30 side (W)	Information not provided



The submittal does not include building elevation drawings depicting the existing/proposed building height(s).

- 2. Parking.** Based upon the number of residents (6) and maximum number of staff (8), Section 14.04 requires 10 parking spaces.

The proposal includes a total of 10 parking spaces – 8 surface spaces and 2 within the proposed garage addition.

- 3. Landscaping.** The site is heavily wooded, and the submittal does not identify any tree removal around the perimeter of the site. (It appears that some tree removal may be necessary for the proposed building additions.)

The plan includes 8 tightly spaced evergreen trees along the westerly side lot line to screen the parking lot from the adjacent property.

- 4. Lighting.** The submittal does not identify any exterior site lighting. If lighting is proposed, the applicant must provide details to ensure that adjacent properties are protected from light trespass.
- 5. Signage.** No signage is depicted on the plan. If signage is proposed, we request the applicant provide details in accordance with the standards of Article 16.

If the signage is proposed, the applicant must obtain a sign permit from the Township prior to installation.

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

March 3, 2020

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

**Re: Work Skills Special Use  
Sketch Plan Review No. 1**

Dear Ms. Van Marter:

Tetra Tech conducted a rezoning plan review of the Work Skills Special Use application. The sketch plan, last dated February 6, 2020, was prepared by Lindhout Associates Architects on behalf of Work Skills, Inc. The application proposes renovating an existing residential building to be used as a group home for up to 6 adults. The property is located on East Coon Lake Road, just east of Westhill Drive. We offer the following comments:

**DRAINAGE AND GRADING**

1. The Petitioner is proposing 8 new parking spaces to be constructed, which will cause a minor increase in stormwater runoff. The application notes that a swale will be constructed to direct the increased runoff to the lower side of the property to the north. This area is shown on the sketch plan and directing the flow to this location will not adversely affect the neighboring properties.


**UTILITIES**


1. The application notes that the new use will use the existing well and septic on site. The Petitioner should provide documentation from the County Health Department documenting the suitability of the existing septic system for the increased use.

Contingent on the above comments being addressed, we have no engineering related concerns to the proposed special land use.

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

February 26, 2020

Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Workskills Special Use  
3201 E. Coon Lake Road  
Howell, MI

Dear Kelly:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on February 13, 2020, and the drawings are dated January 29, 2020. The project is based on an existing 7-acre parcel with an existing 1,644 square foot single-family home that will undergo renovation, addition, and change of use to a Group Home for residents with mental and physical disabilities. A 1,845 square foot addition to the East and a 970 square foot addition for a new garage and laundry area to the West. The building will be approximately 3,619 square feet in area. The facility will have 6 total sleeping units and the facility will undergo a complete renovation.

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

1. There is no municipal water located near the premise. MHOG water is located approximately 1-mile to the East. The structure will be constructed similar to a single-family dwelling under the State of Michigan building code and the State of Michigan Licensing only requires fire sprinklers in similar facilities with 7 or more residents, however, it is highly recommended that the structure be equipped with a 13R or 13D sprinkler system due to the high-risk nature of the use and its occupant's ability to self-evacuate.
2. The building shall include the building address on the building. The address shall be a **minimum of 6"** high letters of contrasting colors and be clearly visible from the street. The location and size shall be verified prior to installation.

**IFC 505.1**

3. The entry to the access road into the site shall be a minimum of 26-feet wide and narrow to no less than 20-feet wide. With a width of 26' wide, the non-parking side of the drive shall be marked as a fire lane. Include the location of the proposed fire lane signage and include a detail of the fire lane sign in the submittal. Access roads to the site shall be provided and maintained during construction. Access roads shall be constructed to be capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds.

**IFC D 103.6**  
**IFC D 103.1**  
**IFC D 102.1**  
**IFC D 103.3**

4. A minimum vertical clearance of 13½-feet shall be maintained along the drive.



February 26, 2020

Page 2

Workskills Special Use  
3201 E. Coon Lake Rd.  
Site Plan Review

5. Due to the length of the dead-end drive, an emergency vehicle turn-around compliant with Appendix D shall be provided.
6. The location of a key box (Knox Box) shall be indicated on future submittals. The Knox box will be located adjacent to the front door of the structure.

**IFC 506.1**

7. Provide names, addresses, phone numbers, emails of owner or owner's agent, contractor, architect, on-site project supervisor.

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

February 3, 2020

Genoa Township  
2980 Dorr Road  
Brighton, MI 48116

Re: Special Use and Sketch Plan Approval – Work Skills Corporation E Coon Lake Rd Group Home

### IMPACT ASSESSMENT

- a. **Name and Address of persons responsible for preparation of the impact assessment** and a brief statement of their qualifications.

Piet W. Lindhout  
Lindhout Associates Architects  
10465 Citation Drive  
Brighton, MI 48116  
810-227-5668

Registered Michigan Architect

Tina Jackson  
Work Skills Coporation  
100 Summit St.  
Brighton, MI 48116  
734-320-0619

CEO, Work Skills Inc.

- b. **Written Description/Analysis of the Project Site** - including all existing structures, man-made facilities, and natural features.

As shown on the sketch plan submitted, the site is roughly 7 acres, varied topography and vegetation, and occupied by a single family residence. The aerial photograph shows a number of abandoned cars and other equipment, a travel trailer, and a pole barn on the site. There is a low area immediately north of the existing residence that appears to collect moisture during the wetter months.

- c. **Impact on Natural Features** - environmental character of site prior to and following development.

Prior to development, the environmental character is as described above in the natural features description. The proposed development would include removal of all remaining abandoned cars, travel trailers and equipment, demolition of the pole barn, and grading of the pole barn site. The environment will improve with these proposed changes.

The proposed additions to the home will be in character with the existing and neighboring residences. New landscaping at the perimeter of the home and the proposed staff parking spaces will enhance the natural environment.

- d. **Impact on Stormwater Management** - including measures to control soil erosion and sedimentation during grading and construction operations.

The site plan depicts no new detention basins to be constructed. The proposed parking spaces for staff of the group home will create a minor increase in storm water run-off, which will be handled in accordance to the Township Engineer's and County requirements.

A grassed swale will be constructed directing the run-off to the low area north of the residence.

The site construction documents will also indicate permanent and temporary soil erosion and sedimentation control measures to be used on site. They consist of silt fencing, and a crushed concrete apron at the entry prior to and during construction, as well as hydro-seeding for permanent control.

- e. **Impact on Surrounding Land Uses.** Types of proposed uses and man-made facilities. Describe project phasing, indication of how proposed use conforms or conflicts with existing and potential development patterns. Describe increases in light, noise, and air pollution which could negatively impact adjacent properties.

The 3,619 square foot home will be built in a manner consistent with standard residential construction practices and not adversely impact the community. The parking area is screened from neighbors with considerable landscaping on the west side of the parking area.

Work Skills operates a similar Group Home in Howell. Details of this home are attached in a separate document from Work Skills Corporation to better illustrate the proposed operations and character of the home.

As a group home, staff is required to be on site 24/7. This adds to the safety of the home and provides constant monitoring of all occupants and systems.

The surrounding uses will be impacted in a manner consistent with a single family home. Since the occupants do not drive, traffic is limited to staff arrival and departure. Activities such as outdoor barbeques, gardening, and other common residential outdoor activities are anticipated. The light, noise and pollution produced by the proposed use will be consistent with typical residential occupancies.

- f. **Impact on Public Facilities and Services.**

There will be 6 residents on the site.

There will be approximately 2 employees on site during most periods. There will be professional staff visits during the work day, and occasional visits from social workers and other support staff. In a worst case scenario, we anticipate 8 staff to be on site during shift changes that include outside professionals to be present.

There will be no impact on public schools.

Fire trucks, EMS and police will have access to site.

g. **Impact on Public Utilities.**

The site will be served by on-site septic and well, per the Livingston County Department of Public Health, Environmental Health Division standards.

There will be no extraordinary requirements for water or sewer service.

Electrical Service will be from existing Detroit Edison Service.

Natural Gas will be provided from the existing Consumers Energy Service.

h. **Storage and Handling of any Hazardous Materials.**

There are no known pollutants or hazardous materials to be permanently housed on site, beyond normal cleaning and maintenance supplies.

i. **Impact on Traffic and Pedestrians.** A description of traffic volume to be generated based on actual counts of similar uses in Michigan.

As noted above, the traffic generated is expected to be 2-4 cars in the morning and afternoons, with a worst case cross over of 8 cars present during shift change of staff. The Trip Generation Guide of the Institute of Transportation Engineers does not list Group Homes in it's database.

The home residents do not drive. The 2 vans housed in the garage are used to transport clients to work and doctors appointments.

Work Skills anticipates very little visitor traffic. Visitors are most often on site on weekends and holidays and are typically in one car at a time. There will be no outside professional visits on weekends and holidays.

j. **Special Provisions.** A description of any deed restrictions, protective covenants, master deed, or association bylaws.

There are no deed restrictions at this time.

k. **Source Listing:**

Genoa Township Zoning Ordinance  
Genoa Township Sketch Plan and Special Use Applications  
I.T.E. Trip Generation Guide, 7<sup>th</sup> Edition

**END OF IMPACT ACCESSMENT**

# Adult Foster Care Search

Department of Licensing and Regulatory Affairs

(/)

## Statewide Search for Adult Foster Care / Homes for the Aged Facilities

Search by one or more of the following choices: (Partial names may be used)

**Facility Name**

**Facility Address**

**County**

**License Number**



**City**

**Facility Type**

**Zip Code**





 Search
 Reset (/)

Click on the name of the facility for more detailed information including online inspection reports completed on or after July 1, 2002. Effective February, 2005 investigation reports that determine no violation of rule or statute are not placed on the website. Investigation reports with violation of rule or statute can be removed after three years from the site at the request of the licensee. These reports may be obtained by making a [Freedom of Information Act](http://www.michigan.gov/lara/0,4601,7-154-72704-357923--,00.html) (<http://www.michigan.gov/lara/0,4601,7-154-72704-357923--,00.html>) request.

Records and reports of suspected child abuse or neglect are subject to the Child Protection Law, 1975 PA 238, as amended (MCL 722.621 - 722.638). Reports of such investigations are considered confidential records under MCL 722.627 and, therefore, neither subject to the Freedom of Information Act (1976 PA 422, as amended), nor posted on this website.

Search Results Found

AF470288277

[JUST LIKE HOME AFC \(/Home/FacilityProfile/1535\)](#)

ADULT FAMILY HOME (CAPACITY 1-6)

 2398 PLEASANT RIDGE

HOWELL

LIVINGSTON

(517) 545-3770

48843

1

Showing 1 to 1 of 1 Results

**Disclaimer:** Licensing and registration records are made available on this website by LARA to provide immediate access to information for the convenience of interested persons. This information is updated once a day. It is the practice of LARA to obtain and verify information from the original source. All users have the responsibility to determine whether information obtained from this site is still accurate, current, and complete. LARA assumes no responsibility for any errors or omissions, or for the use of information obtained from this site.

[Back to Top](#)

[MI.gov \(http://www.michigan.gov\)](http://www.michigan.gov)

[AFC-Search Home \(/\)](#)

[Contact State of Michigan](#)

[BCHS Home \(http://www.michigan.gov/bchs/\)](http://www.michigan.gov/bchs/)





how far is 2398 PLEASANT RIDGE from 3201 E coon lake road, brighton, mi



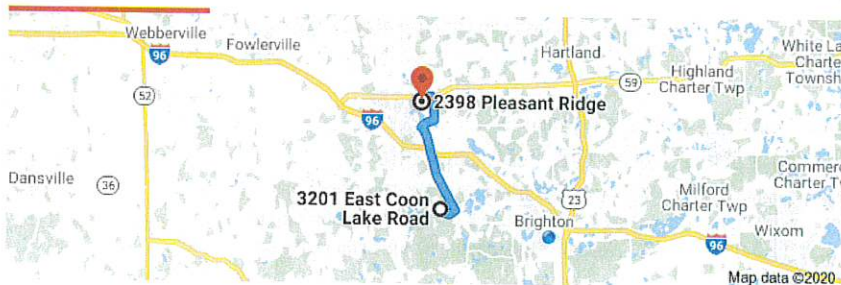
Sign in

All Maps Shopping News Images More Settings Tools

About 15,000 results (0.98 seconds)



- 3201 E Coon Lake Rd, Howell, MI 48843
- 2398 Pleasant Ridge, Howell, MI 48843



14 min (8.7 mi) via Chilson Rd

DIRECTIONS

16 min (9.5 mi) via E Coon Lake Rd and Pinckney Rd

16 min (9.4 mi) via Chilson Rd and I-96BL W/E Grand River Ave

www.zillow.com > Michigan > Howell > 48843

3201 E Coon Lake Rd, Howell, MI 48843 | Zillow

3201 E Coon Lake Rd, Howell, MI 48843-9420 is a single-family home listed for sale at \$194900. The 1602 sq. ft. home is a 3 bed, 3.0 bath property. Find 15 ... Missing: 2398 PLEASANT RIDGE

www.realtor.com > ... > Livingston County > Howell > Coon-Lake Rd

3201 E Coon Lake Rd, Howell, MI 48843 - realtor.com®

Dec 27, 2019 - View 1 photos for 3201 E Coon Lake Rd, Howell, MI 48843 a 3 bed, ... 3201 E Coon Lake Rd is likely to depreciate by 4% in the next year, based on the latest home price index. ... 4064 Chase Ridge Ln, Howell, MI 48843 ... Rating\*, School Name, Grades, Distance ... 2760 Brighton Rd, Howell, MI 48843. Missing: 2398 PLEASANT

www.movoto.com > MI > Howell > 48843

3201 E Coon Lake Rd, Howell, MI 48843 | 15 Photos | MLS ...

\$194,900.00 - In stock Mortgage Rates Rates Published Monday, Mar 9th for 3201 E Coon Lake Road ... \$/Sqft, Bed, Bath, House Size, Lot Size, Year Built, Distance, Status, Address ... Missing: 2398 PLEASANT

howellschools.com > Departments > Transportation > HPSStreetListing PDF

STREET Range Side of Road ABBINGTON CT, HOWELL ...

ASPEN RIDGE CT, HOWELL, 48843 ... BISCAYNE BLVD E, BRIGHTON, 48114 ... COON LAKE RD (WEST), HOWELL, 48843 ... LONG VIEW LN, HOWELL, 48843. 1 ... 3201. 4899. 0. CH. HW. MARR RD (WEST), HOWELL, 48855. 5300. 5976. E ... 2049. 2399. 0. TF. PM. ORE CREEK LN, BRIGHTON, 48114. 2060. 2398. E.

www.atf.gov > file > download

Lic Regn Lic Dist Lic Cnty Lic Type Lic Xprtte Lic Seqn ...

**PROPERTY DATA:**

ZONED CE, 5 AC MIN.  
 2 STORY, 35 FT. MAX HT.  
 FRONT YARD SETBACK - 75 FT  
 SIDE YARD SETBACK - 40 FT  
 REAR YARD SETBACK - 60 FT

PARCEL NUMBER: 4711-29-100-005

**LEGAL DESCRIPTION:**

SEC 29 T2N R5E BEG 1170.2 FT S & 1084.9 FT S64°42' E OF NW COR SEC TH N 863.06 E TO E LINE OF W 1/2 OF NW 1/4 S TO C/L COON LAKE RD NWLY ALONG C/L TO BEG. 7.0 AC



604' +/-

EXISTING POLE BARN TO BE REMOVED. GRADE SMOOTH AND PLANT NATIVE GRASSES

ALL ABANDONED CARS THAT REMAIN SHALL BE REMOVED FROM SITE

DRAINAGE TO BE DIRECTED TO LOCAL LOW AREA AND CONTAINED ON SITE

LAUNDRY ADDITION  
 8' x 17' +/-  
 138 SF.

NEW WALKWAY CONNECTS UPPER DECK TO LOWER PATIO

PROPOSED GARAGE REPLACEMENT 26' x 32' +/-  
 832 SF.

NEW PATIO AREA:  
 - PICNIC TABLE  
 - BASKETBALL HOOP  
 - GRILL

GARAGE PARKING FOR 2 BF ACCESS VANS 10' +/-  
 4 SPACE MARKED FOR VISITORS ONLY

PROPOSED 9'x18' PARKING SPACES 8 TOTAL FOR MAX. STAFF CT.

6-8FT. WHITE PINE AND AUSTRIAN PINE MIX

PROPOSED 4 BEDROOM ADDITION 44' x 43' +/-  
 1845 +/- SF.

NEW WALK TO CONNECT EXTERIOR DOORS TO DRIVEWAY AND PORCH

REMOVE GAZEBO

16' DRIVEWAY

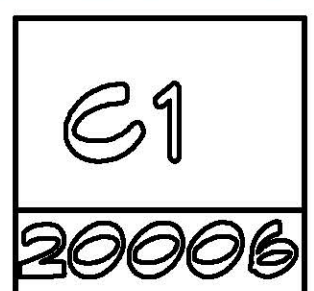
24' ENTRY ACCESS

30' +/-

102' +/-

163' +/-

COON LAKE ROAD

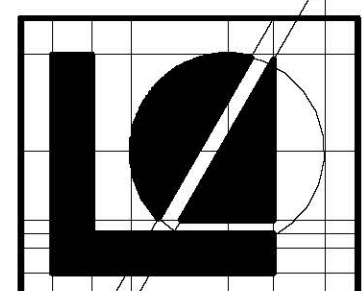


GROUP HOME ADDITION for:  
**WORKSKILLS, INC.**  
 GENOA TOWNSHIP, MICHIGAN  
**SITE SKETCH PLAN**

dr:	PWL		
ck'd:	XXX	3-12-20	REVISIONS BAFO **
		2-6-20	SUBMISSION TO TOWNSHIP
app'd:	XXX	1-29-20	CLIENT REVIEW
		date	issued for

consultant

**Lindhout Associates**  
 architects aia pc  
 10465 citation drive, brighton, michigan 48116-9510  
 www.lindhout.com (810)227-5668 fax: (810)227-5855



THIS DOCUMENT AND THE SUBJECT MATTER CONTAINED THEREIN IS PROPRIETARY AND IS NOT TO BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN APPROVAL.

LINDHOUT ASSOCIATES architects aia pc

COPYRIGHT © 2020

FILE LOCATION: H:\20004 - Work\20004 - Group Home\DWG\Drawing\_5  
DATE PLOTTED: 3/10/2020 PLOTTED BY: jst. indhout.

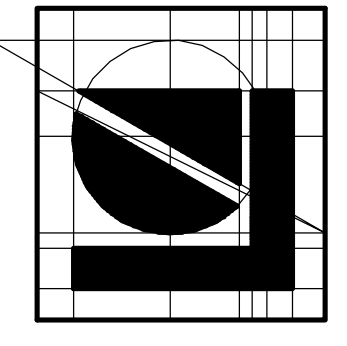


PROPOSED COON LAKE ROAD ELEVATION



EXISTING COON LAKE ROAD ELEVATION

PROPOSED FLOOR PLANS



**Lindhout Associates**  
architects aia pc  
Brighton, Michigan 48116-9510  
10465 Clinton Drive, Brighton, Michigan 48116-9510  
www.lindhout.com (810)227-5668 fax: (810)227-5855

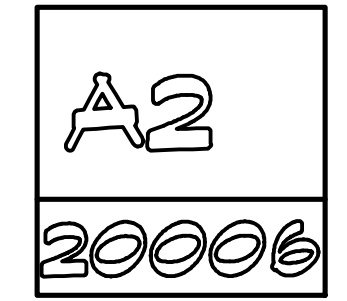
consultant

PC CHANGES  
CLIENT REVIEW  
issued for

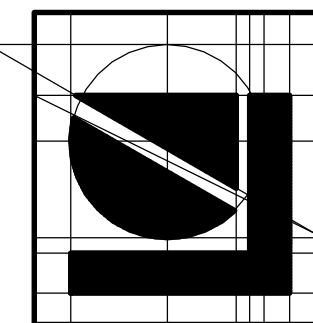
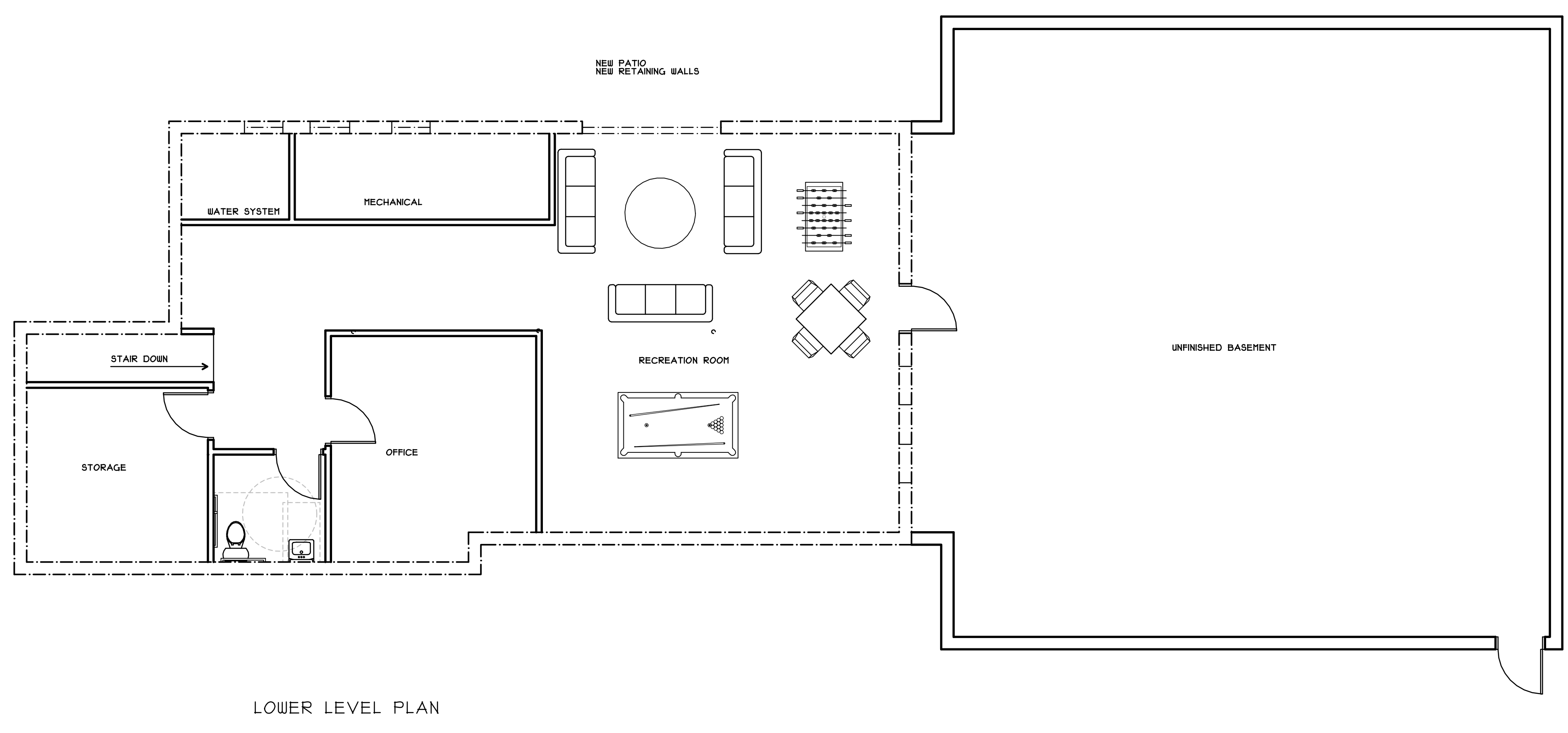
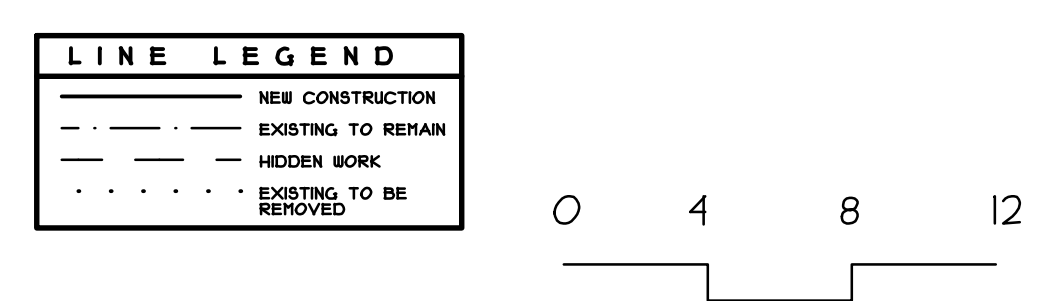
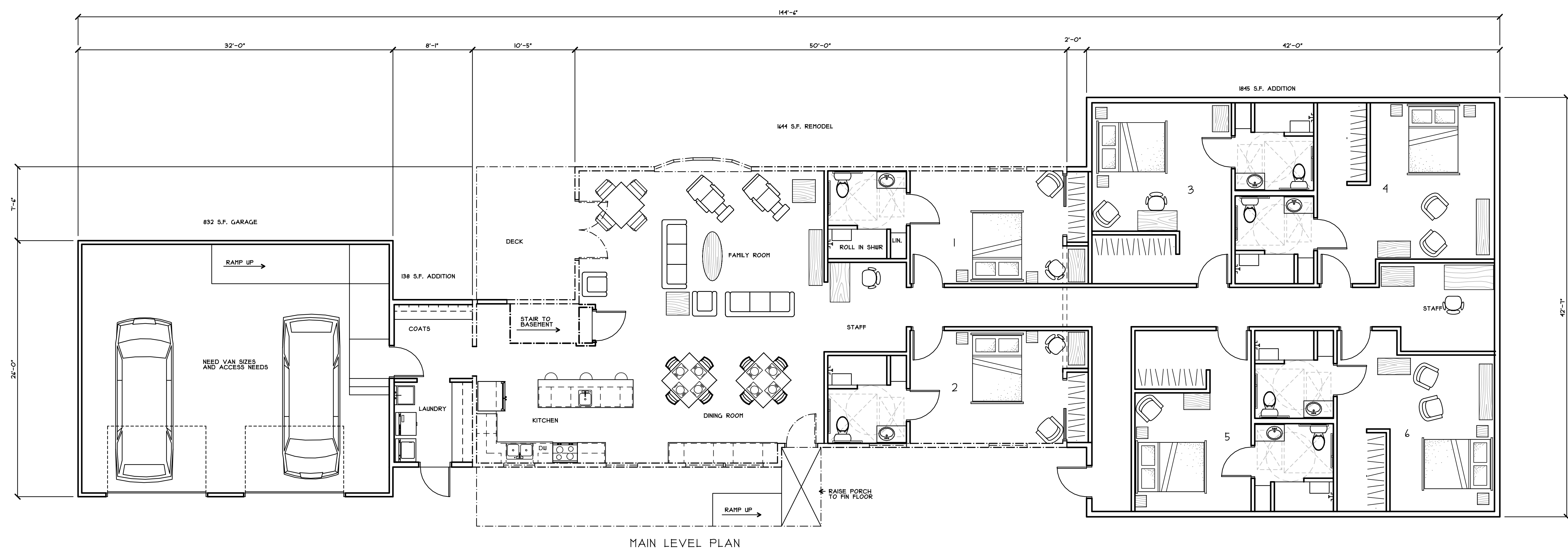
3-10-2020  
3-2-2020  
date

Fill: XXX  
ck'd: XXX  
app'd: XXX

GROUP HOME ADDITION FOR:  
**WORKSKILLS, INC.**  
GENOA TOWNSHIP, MICHIGAN  
EXTERIOR ELEVATION



FILE LOCATION: H:\20006 - Workskills, Group Home\DWG\Drawing\_5  
 DATE PLOTTED: 2/4/2020 PLOTTED BY: jst, lindhout  
 COPYRIGHT © 2020 LINDHOUT ASSOCIATES architects aia pc  
 THIS DOCUMENT AND THE SUBJECT MATTER CONTAINED THEREIN IS PROPRIETARY AND IS NOT TO BE USED OR REPRODUCED WITHOUT PRIOR WRITTEN APPROVAL.



**Lindhout Associates**  
**architects aia pc**  
 10465 citation drive  
 www.lindhout.com  
 brighton, michigan 48116-9510  
 (810)227-5668 fax: (810)227-5655

consultant

SPECIAL LAND USE / SKETCH PLAN  
 issued for

dr: PULL  
 ck: XXX  
 app: XXX  
 2-4-2020  
 date

GROUP HOME ADDITION for:  
**WORKSKILLS, INC.**  
 GENOA TOWNSHIP, MICHIGAN  
**PROP. FLOOR PLANS**

**A1**  
**20006**

**PROPOSED FLOOR PLANS**



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:** March 11, 2020  
**RE:** Integrative Veterinary Services - Special Land Use, Impact Assessment, and Sketch Plan

Managers Review \_\_\_\_\_

Attached please find the project case file for a proposed special land use permit authorizing a veterinary clinic located at 2829 E. Grand River, Howell. The project entails a new veterinary clinic within an existing 2,088 square foot office building. The property is within the General Commercial District (GCD) and the request is petitioned by Matthew Januszewski.

Procedurally, veterinary clinics without boarding or overnight care are allowed with special land use, impact assessment and sketch plan approval by the Township Board following a recommendation by the Planning Commission. At the March 9, 2020 meeting, the Planning Commission recommended approval of the Special Land Use, Impact Assessment and Sketch Plan. 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(x) of the Township Ordinance.**

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Environmental Impact Assessment dated January 30, 2020 as submitted.**

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_, to APPROVE the sketch plan dated February 5, 2020 with the following conditions:**

1. Review and verification by Township staff that the parking lot lighting meets the Township Ordinance.
2. The requirements outlined in the Township Engineer's letter dated March 3, 2020 shall be met.
3. The requirements outlined in the Brighton Area Fire Authority's letter dated February 26, 2020 shall be met.

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

Sincerely,

Kelly VanMarter

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jean W. Ledford

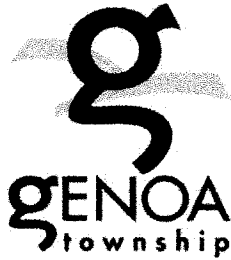
H. James Mortensen

Terry Croft

Diana Lowe

**MANAGER**

Michael C. Archinal



**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: Dr. Matthew Januszewski, 5047 Queensway, Howell, MI 48843

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

APPLICANT PHONE: ( 517 ) 304-7224 EMAIL: mjanuszewski@yahoo.com

OWNER NAME & ADDRESS: Januszewski Investments, LLC, 5047 Queensway, Howell, MI 48843

SITE ADDRESS: 2829 East Grand River Ave., Howell, MI PARCEL #(s): 4711-06-200-077

OWNER PHONE: ( 517 ) 304-7224 EMAIL: mjanuszewski@yahoo.com

Location and brief description of site and surroundings:

*Please see attached.*

---

---

---

Proposed Use:

*Please see attached.*

---

---

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.

*Please see attached.*

---

---

---

- 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.

*Please see attached.*

---

---

---

- 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?

*Please see attached.*

---

---

---

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?

Please see attached.

---

---

---

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.

Please see attached.

---

---

---

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 Matthew Januszewski 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: 5047 Queensway, Howell, MI 48843

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

<u>Matthew Januszewski</u>	<u>of Invegrative Veterinary Services</u>	<u>at mljanuszewski@yahoo.com</u>
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: 01/28/2020

PRINT NAME: Matthew Januszewski PHONE: 517-304-7224



**Genoa Charter Township**  
**Special Land Use Application**

Requesting approval of a proposed veterinary clinic located at 2829 E. Grand River Avenue, Howell. This veterinary clinic will NOT offer boarding, overnight care nor grooming services. The existing building was formerly used by DisplayMax, Inc. The property is within the General Commercial (GC) zoning district and the request is petitioned by Dr. Matthew Januszewski.

***Location and brief description of site and surroundings:***

2829 E. Grand River Avenue, Howell, MI 48843

Legal Description of Property:

SEC 6 T2N R5E COMM E 1/4 COR TH N01\*E 673.34 FT TH N61\*W 1371.43 FT TO POB TH N61\*W 135.60 FT TH N20\*E 462.36 FT TH S62\*E 136.47 FT TH S20\*W 464.54 FT TO POB CONT 1.44 AC M/L SPLIT 4/92 FR 003, 071, 072 CORR LEGAL 3/98

The existing building is a 2,088 square-foot office building that was originally built as a residence in 1964. DisplayMax has occupied the building as a fully-functioning office space since 2011. Neighboring businesses include Cruz'n Quick Lube, Advanced Auto Part, Bob Maxey Ford and the Elks Lodge (across Grand River). There is a residential area north of the property but is separated by the large back yard, brush and a tree line.

The building sits on top of a hill with limited visibility from Grand River Avenue. The 1.43-acre site has several large trees which also block visibility from Grand River Avenue. The site is relatively flat for about 120' from the existing building to the road, then there is a modest slope for 40', then flat to the right of way line. The soils are predominately loams. The site is mostly lawn with an area of brush in the front and an area of woods and brush in the rear of the property. There is landscaping around the building, including red maples, green ashes, arborvitaes and a row of spruces along the east and west property line.

***Proposed Use:***

I am a veterinarian offering a specialty practice of holistic veterinary care. We do not offer the same services as "regular" veterinarians. We are not in competition with regular veterinarians in the community but rather are a referral-based practice—regular veterinarians refer patients to us as we offer specialty services that they do not. We started our practice in the city of Howell eight years ago.

We do not offer boarding, grooming or overnight care in our practice.

***Description of how this request meets the Zoning Ordinance General Review Standards (section 19.03):***

- a.) 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 this zoning district by offering professional, specialized veterinary services which supports the Township officials and property owners as a provision of services for residents and helps to fulfill the desire for a mixture of uses. Establishment at this location also supports the growth management boundary through efficient land use. The natural beauty of the Township will be preserved and urban sprawl controlled through the use of this existing building.
- b.) The use will be designed within the existing building of 2829 E. Grand River Ave., Howell, MI. The existing exterior building and lot will not be altered in any way except for the addition of an approved sign. Signage will follow the standards set forth by Genoa Township. The mature landscape, including lawn, trees and bushes will remain the same. The exterior lighting will remain the same. The interior floorplan of the existing building will remain the exact same with some minor improvements/updates: the carpet will be removed and replaced with vinyl plank flooring, the walls will be painted, the kitchen counter and backsplash will be updated. In addition, we will be adding a reception desk. A licensed contractor will be hired. The interior and exterior of the space will be maintained by Integrative Veterinary Services (IVS) or companies hired by IVS (i.e. a professional lawn company and snow removal company).

Hours of Operation: Monday and Tuesday: 9am to 6pm; Wednesday and Thursday: 9am to 5pm; Friday 9am to 4pm; Saturday (one Saturday per month only): 9am-1pm.

The existing parking is compatible with our business. There are currently 15 parking spaces available which is more than enough for our needs. We have 4-5 employees working on a typical day and schedule 1-3 clients per hour.

- c.) The use will be served adequately by Grand River Avenue. Police and fire protection will remain the same service as provided for the current existing building. The building is serviced by public water and sewer. Trash and recycling service will be contracted. The use does not require service from schools. There will be 4-5 employees and 1-3 clients (per hour) on the site. A negligible amount; therefore, there will be no noticeable impact on public facilities and services.
- d.) The use will **not** involve any uses, activities, processes or materials potentially detrimental to the natural environment, public health, safety or welfare. The geographical isolation of the building being on top of a hill with trees obstructing the view of Grand River Ave provides an ideal setting for our business. The animals come to our clinic on leashes and are accompanied by their owners. The owners are with their pets the entire time that they are on our property and throughout their appointment so barking is not an issue as the dogs remain very calm. Because we are a one-doctor specialty practice, we do not have the volume of patients that a traditional veterinary clinic has; therefore, our patients rarely even see other patients which contributes to a calm, peaceful environment. Any incidental barking on such a large lot with no close neighbors would not be an issue.

The current parking lot has 15 spaces available. The 4-5 employees park for the day in the morning and leave at the end of the day. The 1-3 clients per hour are scheduled at separate intervals of time so there will only be a few client cars coming and going from the lot at a time.

In regard to waste management:

*Dedicated Outdoor Animal Walk Area:* Located on the West side of the building (see photo). There will be a sign indicating the animal walk area as well as an outdoor poop bag dispenser with a steel collection container with a lid (see photo). The container will be emptied daily and the property will be inspected daily for any feces not picked up by owners. The fecal waste will be secured in a closed bag, deposited into a larger trash bag and then deposited into the trash. The trash will then be disposed of in a waste container outside the building which will be emptied weekly by a waste collection service. The city water and sewer systems providing services to the building are in a closed system preventing risk of exposure to animal waste in the proposed outdoor animal walk area. Additionally, as a result of our proposed business plan detailing no grooming, boarding or overnight stays of animals, animal waste will be kept to a minimum. We have used this system at our current location (with a MUCH smaller yard area) in the City of Howell for eight years now. We have never had an issue with odor, dead grass or messes.

*Medical Waste Management Methods:*

Being a holistic, specialty practice, we do not generate the medical waste that a traditional veterinary clinic does because we do not offer the same services. For the less-common times that we do generate any medical waste, the following methods are in place:

-Sharps: Placed into an appropriately labeled sharps container before being stored and/or removed by a medical waste disposal service and are stored at our facility no longer than 90 days.

-Pathological Waste: Removed and incinerated by an animal crematorium service offsite. We coordinate pickup to immediate follow the euthanasia so no storage of the deceased body is necessary.

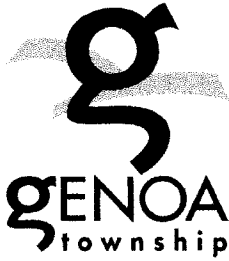
-Contaminated Animal Waste: Placed into appropriately labeled and sealed containers and removed by a medical waste disposal company.

e.) The specific criteria for this request for use is found in section 7.02.02(x): Veterinary clinics without boarding or overnight care requires a dedicated outdoor animal area and operating procedures for waste and noise management.

a. *Dedicated Outdoor Animal Walk Area:* Located on the West side of the building (see photo). There will be a sign indicating the animal walk area as well as an outdoor poop bag dispenser with a steel collection container with a lid (see photo). The container will be emptied daily and the property will be inspected daily for any feces not picked up by owners. The fecal waste will be secured in a closed bag, deposited into a larger trash bag and then deposited into the trash. The trash will then be disposed of in a waste container outside the building which will be emptied weekly by a waste collection service. The city water and sewer systems providing services to the building are in a

closed system preventing risk of exposure to animal waste in the proposed outdoor animal walk area. Additionally, as a result of our proposed business plan detailing no grooming, boarding or overnight stays of animals, animal waste will be kept to a minimum. We have used this system at our current location (with a MUCH smaller yard area) in the City of Howell for eight years now. We have never had an issue with odor, dead grass or messes.

- b. Any indoor feces will be immediately tied up in a plastic bag and then placed into another plastic garbage bag OR flushed down the toilet followed by immediate clean-up and disinfection of the affected area.
- c. Indoor noise will not be an issue since our patients rarely become agitated as they are with their owner, on leashes and rarely encounter other patients. Our patients are not held in cages or kennels at any time. They are escorted from the reception area into a small, private exam room accompanied by their owner. We play calming music throughout the building as well as diffuse calming oils to create a serene environment. We also use pet treats to reward our patients. If there is any indoor animal barking, the geographical isolation and large size of our lot would prevent anyone from being able to hear the noise.
- d. Outdoor barking is also a rarity since dogs are coming from their car on a leash accompanied by their owner. Due to the small volume of clients that we see per hour, encountering another dog is rare. Again, our geographically isolated building (hardly visible from Grand River), large lot size and trees/shrubs on property lines creates a natural noise barrier.



# GENOA CHARTER TOWNSHIP APPLICATION

## Sketch Plan Review

**TO THE GENOA TOWNSHIP PLANNING COMMISSION:**

APPLICANT NAME & ADDRESS: Matthew Januszewski, 5047 Queensway, Howell, MI 48843

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

OWNER'S NAME & ADDRESS: Januszewski Investments, LLC, 5047 Queensway, Howell, MI 48843

SITE ADDRESS: 2829 East Grand River Avenue, Howell, MI PARCEL #(s): 4711-06-200-077


APPLICANT PHONE: (517) 304-7224 OWNER PHONE: (517) 304-7224

LOCATION AND BRIEF DESCRIPTION OF SITE: The subject property has an existing 2,088 square-foot commercial building that sits up on a hill with limited visibility from Grand River Avenue. DisplayMax has occupied the existing building as a fully-functioning office since 2011. The lot size is 1.43 acres with mature landscaping.

BRIEF STATEMENT OF PROPOSED USE: Integrative Veterinary Services is a holistic veterinary practice that does NOT offer grooming, boarding or overnight care. We are a specialty practice in business since 2011.

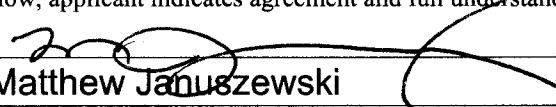
THE FOLLOWING IMPROVEMENTS ARE PROPOSED: There will be no changes to the exterior of the building (including no changes to parking, landscaping, and lighting). Interior improvements will be painting, replacing carpet with vinyl plank flooring, updating kitchen counters and backsplash and adding a reception desk.

**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: 5047 Queensway, Howell, MI 48843

<b>Contact Information</b> - Review Letters and Correspondence shall be forwarded to the following:		
1.) <u>Matthew Januszewski</u>	of <u>Integrative Veterinary Services</u>	at <u>m.januszewski@yahoo.com</u>
Name	Business Affiliation	Email Address

<b>FEE EXCEEDANCE AGREEMENT</b>	
All sketch plans are allocated one (1) consultant review 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 for a Land Use Permit. By signing below, applicant indicates agreement and full understanding of this policy.	
SIGNATURE: <u></u>	DATE: <u>01/29/2020</u>
PRINT NAME: <u>Matthew Januszewski</u>	PHONE: <u>517-304-7224</u>

Commissioner Mortensen noted that six 8-foot white pines will be planted next to the parking lot for screening.

Commissioner McCreary asked if there is a security system in the home and Ms. Jackson stated yes. It will alarm if anyone leaves the home. She reiterated that the home is staffed 24/7.

She questioned Mr. Lindhout where the exit or exits would be in the case of emergency. He noted that they are working with the State to determine where they would require the egress.

Commissioner Rauch disagrees with the Brighton Area Fire Authority's recommendation that the structure be equipped with a 13R or 13D sprinkler system.

**Moved** by Commissioner Mortensen, seconded by Commissioner Rauch, to recommend to the Township Board approval of the Special Use Application for Work Skills for a group home at 3201 E. Coon Lake Road, subject to the following:

1. The home will be licensed for six developmentally challenged individuals with 24 hour coverage by staff.
2. The petitioner shall provide evidence of any licensed home within 1,500 feet of the proposed site.

This recommendation is made because the Planning Commission believes it meets the special land use stands of Section 19.03 of the Township Ordinance. **The motion carried unanimously.**

**Moved** by Commissioner Rauch, seconded by Commissioner Rickard, to recommend to the Township Board approval of the Environmental Impact Statement dated February 3, 2020 for Work Skills for a group home at 3201 E. Coon Lake Road. **The motion carried unanimously.**

**Moved** by Commissioner Mortensen, seconded by Commissioner Rauch, to recommend to the Township Board approval of the Sketch Plan dated February 26, 2020 for Work Skills for a group home at 3201 E. Coon Lake Road, subject to the following:

1. Verification that the building height will not exceed 35 feet.
2. The petitioner shall meet the requirements of the Township Engineering letter dated March 3, 2020.
3. The petitioner shall meet the requirements of the Brighton Area Fire Authority letter dated March 26, 2020.

**The motion carried unanimously.**

**OPEN PUBLIC HEARING #2...Review of a special use application, impact assessment and sketch plan for a proposed holistic veterinary clinic located at 2829 E. Grand River Avenue, Howell on the north side of Grand River Avenue between Char Ann and Meadowview Drive. The request is petitioned by Dr. Matthew Januszewski.**

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (1-30-2020)
- C. Recommendation of Sketch plan (2-5-2020)

Ms. Laura Januszewski was present. Her husband, Matthew, is the veterinarian. They have been in Howell for eight years and are leasing their current location. They would like to purchase this building and move the practice here.

Mr. Borden reviewed his letter dated March 3, 2020.

1. He is generally of the opinion that the proposal complies with the special land use standards of Section 19.03 of the Zoning Ordinance.
2. The applicant must address any comments provided by the Township Engineer and Brighton Area Fire Authority.
3. The existing site generally meets or exceeds current Ordinance standards with respect to dimensional standards, parking and landscaping.
4. The Township may wish to request that the applicant provide details of existing light pole fixtures and require upgrades if they do not meet current standards.
5. The applicant must obtain a sign permit from the Township prior to installation of any new signage.

Mr. Markstrom has no outstanding engineering issues.

Commissioner McCreary questioned the pet waste. Ms. Januszewski stated there is an area with a sign where animals would go to the bathroom where they provide bags and a container. They empty this container in the evening.

The call to the public was made at 7:46 pm with no response.

**Moved** by Commissioner Mortensen, seconded by Commissioner Rauch, to recommend to the Township Board approval of the Special Land Use for Integrative Veterinary Services at 2829 East Grand River as the Planning Commission finds that the requirements of Section 19.03 of the Zoning Ordinance. **The motion carried unanimously.**

**Moved** by Commissioner Mortensen, seconded by Commissioner Rickard, to recommend to the Township Board approval of the Environmental Impact Assessment dated January 30, 2020 for Integrative Veterinary Services at 2829 E Grand River Avenue. **The motion carried unanimously.**

**Moved** by Commissioner Mortensen, seconded by Commissioner McCreary, to recommend to the Township Board approval of the Sketch Plan dated February 5, 2020 for Integrative Veterinary Services at 2829 E Grand River Avenue, subject to the following:

1. Review and verification by Township staff that the parking lot lighting meets the Township Ordinance.
2. The requirements outlined in the Township Engineer's letter dated March 3, 2020 shall be met.
3. The requirements outlined in the Brighton Area Fire Authority's letter dated February 26, 2020 shall be met.

**The motion carried unanimously.**

March 3, 2020

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Kelly Van Marter, AICP Planning Director and Assistant Township Manager
<b>Subject:</b>	Integrative Veterinary Services – Special Land Use and Sketch Plan Review #1
<b>Location:</b>	2829 East Grand River Avenue – north side of Grand River, east of Chilson Road
<b>Zoning:</b>	GCD General Commercial District

Dear Commissioners:

At the Township’s request, we have reviewed the submittal from Integrative Veterinary Services requesting special land use and sketch plan review/approval for a new veterinary clinic in the existing office building at 2829 East Grand River Road.

**A. Summary**

1. Provided the use requirements are met to the Township’s satisfaction and any comments from the Township Engineer or Brighton Area Fire Authority are addressed, we are of the opinion that the general special land use standards of Section 19.03 are met.
2. We are of the opinion that the use requirements of Section 7.02.02(x) are met.
3. The existing site generally meets or exceeds current Ordinance standards with respect to dimensional standards, parking and landscaping.
4. The Township may wish to request that the applicant provide details of existing light pole fixtures and require upgrades if they do not meet current standards.
5. The applicant must obtain a sign permit from the Township prior to installation of any new signage.

**B. Proposal/Process**

The project entails a new veterinary clinic within an existing 2,088 square foot office building. Veterinary clinics without boarding or overnight care are allowed with special land use approval in accordance with Table 7.02 of the Genoa Township Zoning Ordinance. Such uses are also subject to the requirements of Section 7.02.02(x).

The sketch plan does not propose any exterior site improvements; however, the request for a new special land use on a developed site provides the Township with an opportunity to mitigate existing deficiencies from current Ordinance standards.

Procedurally, the Planning Commission is to review the special land use, sketch plan and impact assessment and provide a recommendation on each to the Township Board following a public hearing.





*Aerial view of site and surroundings (looking north)*

### **C. Special Land Use Review**

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

- 1. Master Plan.** The Township Master Plan identifies the subject site, as well as the adjacent properties fronting Grand River, as General Commercial.

This category is intended for , which is intended for “businesses which serve the requirements of the community at large including Genoa Township, Howell, Brighton, and pass-by traffic along Grand River Avenue.”

Based on the nature of the proposed use, we are of the opinion that it is compatible with the General Commercial future land use category.

- 2. Compatibility.** The Grand River corridor includes a variety of commercial and service uses. While there are residential uses to the north, the building provides an ample rear yard setback (150+ feet) and the rear of the site is heavily wooded. Additionally, there are no outdoor activities proposed between the building and residential zoning/uses to the north. The only outdoor impacts will be a small animal walk area adjacent to the building and parking lot.

Provided the use requirements are met, we anticipate the proposed use to be compatible with the existing and planned character of the area.

- 3. Public Facilities and Services.** As a developed property on Grand River, we expect that necessary public facilities and services are in place. However, we defer to the Township Engineer and Brighton Area Fire Authority for any technical comments under this criterion.
- 4. Impacts.** The use requirements of Section 7.02.02(x) are intended to limit impacts of the proposal upon the site and surrounding properties. Provided these requirements are met, the proposal is not expected to adversely impact adjacent or surrounding properties and/or uses.

5. **Mitigation.** If any additional concerns arise as part of the review process, the Township may require additional efforts/improvements to mitigate potential adverse impacts.

#### **D. Use Requirements**

As previously noted, veterinary clinics are subject to the use requirements of Section 7.02.02(x), as follows:

1. **A site plan shall be provided as part of the Land Use Permit application showing a dedicated outdoor animal area. Outdoor animal areas shall consist of properly maintained lawn, special canine grass or other methods with an appropriate drainage system to control surface run-off. The outdoor area surface shall be approved by the Planning Commission following a recommendation by the Township Engineer. The outdoor area must be maintained in a clean, sanitary manner, and adequate odor control measures shall be implemented so that odor will not be discernible beyond the area. Solid pet waste in the outdoor area must be promptly picked up.**

The submittal includes the approved site plan from 1998. While this plan does not identify the outdoor animal area, the supplemental material included with the submittal provides photographs, notes and a written description for the required area on the west side of the building.

This area is comprised of an existing lawn and the applicant will provide signage, a bag dispenser and a container for any waste. The submittal notes that this area will be inspected daily with any waste cleaned up and disposed of by staff.

2. **Applicants shall submit, at the time of land use application, a proposed site plan and floor plan and written operating procedures including waste and noise management methods. The waste management plan shall detail both indoor and outdoor waste management procedures to ensure animal waste is not discharged to surface or storm water. These procedures shall be followed for the duration of the business and shall be designed to prevent or control animal behavior that may adversely impact surrounding uses, including loud or excessive barking.**

The submittal includes a floor plan of the building, as well as a detailed management plan for both pet (indoors and outdoors) and medical waste.

Based on the use description provided, the nature of the business is such that noise generation is not expected to create any offsite impacts.

#### **E. Sketch Plan Review**

As previously noted, the request does not include any exterior site improvements.

Based on the materials provided, as well as review of aerial photos and discussion with Township staff, the site has generally been well maintained and existing conditions appear to comply with current standards.

Of note, there is more than adequate parking and the quantity of plantings appears to exceed Ordinance requirements.

Our only question is whether the existing parking lot light poles provide compliant fixtures. The Township may wish to request details of existing fixtures. If they do not meet current Ordinance standards, improvements could be required as part of this review process.

Lastly, the applicant should be aware that a sign permit is required from the Township prior to installation of any new signage.

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

Respectfully,  
**SAFE BUILT STUDIO**

A handwritten signature in black ink, appearing to read "B. V. Borden". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Brian V. Borden, AICP  
Planning Manager

March 3, 2020

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

**Re: Integrative Veterinarian Special Use  
Sketch Plan Review No. 1**

Dear Ms. Van Marter:

Tetra Tech conducted a review of the Integrative Veterinarian Special Use application. The application, last dated January 29, 2020, was prepared by Matthew Januszewski. The application proposes using an existing 2,088 square foot office building as a veterinarian office. The property is located on the north side of Grand River Avenue at 2829 Grand River Avenue. We offer the following comments:

**GENERAL**

1. The Petitioner is not proposing any exterior improvements to the property. Using the parking requirements in the Genoa Township Zoning Standards, converting the use from an office building to a veterinarian office reduces the amount of required parking spaces.


**UTILITIES**

1. Converting the use of the building from an office building to a veterinarian office increases the anticipated Residential Equivalent Units (REUs) of the site according to the Genoa Township REU Table. The special use application notes that the proposed veterinarian office will experience a lower use than normal veterinarian offices, so the anticipated REUs may be similar to the previous use of the building.


From an engineering viewpoint we have no objections to the proposed special use application as the proposed use will have a reduced impact from the previous use and there are no exterior improvements proposed.

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

February 26, 2020

Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Integrative Veterinary Special Use  
2829 E. Grand River Avenue  
Howell, MI

Dear Kelly:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on February 13, 2020, and the submittal is dated January 30, 2020. The project is based on an existing 1.43-acre parcel, with a 2,292 square foot Business-use office building that will undergo a change of occupant and zoning to a veterinary clinic. The plan review is based on the requirements of the International Fire Code (IFC) 2018 edition.

The site location is an existing non-conformance of the currently adopted fire code. There is no increase in the hazard with this change of occupant from a fire safety standpoint, therefore water supply and access are acceptable to the fire authority.

1. The building shall include the building address on the building. The address shall be a **minimum of 6"** high letters of contrasting colors and be clearly visible from the street. The location and size shall be verified prior to installation.

**IFC 505.1**

2. A key box (Knox Box) shall be provided and located adjacent to the front door of the structure.

**IFC 506.1**

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). 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

**IMPACT ASSESSMENT/IMPACT STATEMENT**  
**for**  
**INTEGRATIVE VETERINARY SERVICES OF SOUTHEAST MICHIGAN**  
**at**  
**2829 E. Grand River Avenue, Howell MI 48843**

Applicant:

Dr. Matthew Januszewski  
5047 Queensway  
Howell, MI 48843  
517-304-7224

Prepared by:

Dr. Matthew Januszewski

In conjunction with property information provided by:

Advantage Civil Engineering, Inc.  
110 E. Grand River Ave.  
Howell, MI 48843

**January 30, 2020**

## Introduction

This impact assessment has been prepared pursuant to Article 18-Site Plan Review and Impact Assessment of Special Land Use for the Township of Genoa, Livingston County, Michigan. The assessment addresses the impact of the proposed change of use for 2829 E. Grand River Avenue, Howell, MI. The existing 2,088 square foot commercial building has been used DisplayMax, providing in-store retail services since 2011, to Integrative Veterinary Services of Southeast Michigan, a specialty, holistic veterinary practice.

a. **Preparer.** Name(s) and address(es) of person(s) responsible for preparation:

Dr. Matthew Januszewski, 5047 Queensway, Howell, MI 48843. Owner of Integrative Veterinary Services of Southeast Michigan. This impact assessment has been prepared in conjunction with property information provided by Advantage Civil Engineering, 110 E. Grand River Ave., Howell, MI 48843 from the impact assessment for Great Lakes Software at 2829 East Grand River Ave., Howell, MI 48843 on January 28, 1998.

b. **Location.** Map(s) and a written description/analysis of the project site:

-The existing building is located at 2829 Grand River Avenue, Howell, MI 48843 is proposed to become the office for Integrative Veterinary Services of Southeast Michigan. The building is 2,088 square feet and the lot is 1.43 acres. The area surrounding the building consists of a parking lot and landscaped areas: There is a small storage shed on the west side of the building, used for storage of outdoor tools and a flag pole south of the building.

- The building sits on top of a hill with limited visibility from Grand River Avenue. The 1.43-acre site has several large trees which also block visibility from Grand River Avenue. The site is relatively flat for about 120' from the existing building to the road, then there is a modest slope for 40', then flat to the right of way line. The soils are predominately loams. The site is mostly lawn with an area of brush in the front and an area of woods and brush in the rear of the property. There is landscaping around the building, including red maples, green ashes, arborvitae and a row of spruces along the east and west property line.

-Neighboring businesses include Advance Auto Parts to the west and Cruz'n Quick Lube to the east. Bob Maxey Ford, the Elks Lodge, and Uncle Joe's Used Cars are across Grand River Avenue. There is a small residential area north of the site which is separated by the large back yard, a tree line and brush.

-An aerial photograph is attached for your review.

c. **Impact on natural features:**

-This is not applicable as the proposed project is for use of existing building with no exterior changes

**d. Impact on stormwater management.**

-In accordance with Section 7.02.02(x), I have provided a site plan and photographs of the proposed dedicated outdoor animal walk area. This area is a maintained grassed area. There will be a small sign indicating the dedicated animal walk area, as well as an outdoor poop bag dispenser and a metal collection container with a lid. The feces will be promptly picked up and the collection container will be emptied daily. Fecal waste collected inside and outside the facility will be disposed of in the sewer system (by flushing down the toilet) or secured in a closed bag and deposited in the trash. The trash will then be disposed of in a waste container outside the building, which will be emptied weekly by a waste collector. These arrangements will be made with a waste collection service contracted by Integrative Veterinary Services. The city sewer and water systems providing services to the building are in a closed system preventing risk of exposure to animal waste in the proposed outdoor animal walk area. Additionally, as a result of my proposed business plan detailing no grooming, boarding, or overnight stays of animals, animal waste should be kept at a minimum.

-The storm drains for this property are on the other side of the property, all the way towards the front of the property (near Grand River). The proposed dog walk area is on the west side of the building, the storm drains are on the east side, south of the building. A photograph of the storm drain location in relation to the proposed animal walk area is included.

**e. Impact on surrounding land uses.**

-The existing building is used as an office, which is compatible with our business plan. Our typical hours of operation are: Monday and Tuesday: 9am to 6pm; Wednesday and Thursday: 9am to 5pm; Friday 9am to 4pm; Saturday (one Saturday per month only): 9am-1pm. Interior lighting will follow these hours as will exterior lighting with the addition of an hour before and an hour after for employees entering and exiting before and after normal business hours.

-Exterior Lighting: A site plan detailing the existing landscaping and the site lighting detail as well as a photograph of the parking lot lighting is attached for your review. There are no changes in the site lighting proposed with this use.

-Signs: Approval and permit from Genoa Township will be obtained prior to installation of signage. Sign regulations as outlined in Article 16 of the Township Zoning Ordinance will be followed.

-The landscape will not be affected by the interior upgrades to the existing building. Consequently, Integrative Veterinary Services will make no alterations to the existing landscaping.

-The proposed business is consistent with the development of adjacent properties. Growth along the Grand River Avenue corridor has consisted of a mixture of medical, office, and commercial uses.

-Potential for air pollution in the form of fecal odor and waste nuisance can be managed:

*Dedicated Outdoor Animal Walk Area:* Located on the West side of the building (see photo). There will be a sign indicated the animal walk area as well as an outdoor poop bag dispenser with a steel collection container with a lid (see photo). The container will be emptied daily and the property will be inspected daily for any feces not picked up by owners. The fecal waste will be secured in a closed bag, deposited into a larger trash bag and then deposited into the trash. The trash will then be disposed of in a waste



container outside the building which will be emptied weekly by a waste collection service. The city water and sewer systems providing services to the building are in a closed system preventing risk of exposure to animal waste in the proposed outdoor animal walk area. Additionally, as a result of our proposed business plan detailing no grooming, boarding or overnight stays of animals, animal waste will be kept to a minimum. We have used this system at our current location (with a MUCH smaller yard area) in the City of Howell for eight years now. We have never had an issue with odor, dead grass or messes.

Any indoor feces will be immediately tied up in a plastic bag and then placed into another plastic garbage bag OR flushed down the toilet followed by immediate clean-up and disinfection of the affected area.

-Noise will not have an impact on surrounding properties:

Indoor noise will not be an issue since our patients rarely become agitated as they are with their owner, on leashes and rarely encounter other patients. Our patients are not held in cages or kennels at any time. They are escorted from the reception area into a small, private exam room accompanied by their owner. We play calming music throughout the building as well as diffuse calming oils to create a serene environment. We also use pet treats to reward our patients. If there is any indoor animal barking, the geographical isolation and large size of the lot would prevent anyone from being able to hear the noise.

Outdoor barking is also a rarity since dogs are coming from their car on a leash accompanied by their owner. Due to the small volume of clients that we see per hour, encountering another dog is rare. Again, our geographically isolated building (hardly visible from Grand River), large lot size and trees/shrubs on property lines creates a natural noise barrier.

**f. Impact on public facilities and services.**

- The anticipated number of employees will be 6-7. There will be 1 full-time employee and 5-6 part-time employees with 4 to 5 people working daily. We schedule 1-3 clients per hour at separate intervals of time so there will only be a few client cars coming and going from the lot at a time. We do not have walk-ins nor emergency appointments since we are a specialty-only practice. This is a negligible amount; therefore, there will be no noticeable impact on public facilities and services

There are no anticipated impacts on public schools nor an increased need for police and fire protection.

**g. Impact on public utilities.**

-- The property is presently supplied by municipal sewer and water systems. There will be minimal impact on public utilities from the proposed business.

**h. Storage and handling of any hazardous materials.**

-This is not applicable as there is none.

**i. Traffic Impact Study.**

-The business is located in the site on Grand River Avenue, west of Char-Ann Drive. Grand River Avenue at this location is a four-lane road with a left turn center lane. Traffic counts conducted by the Livingston County Road Commission for this area of Grand River Avenue indicate a 24-hour traffic count of approximately 19,900.

-Traffic generated from this business in this site based on the proposed use is estimated to be 18-27 trips per day. The traffic generated from this business will slightly increase the local traffic on Grand River Avenue. However, the existing level of service will not be significantly impacted by the proposed project.

**j. Historic and Cultural Resources.**

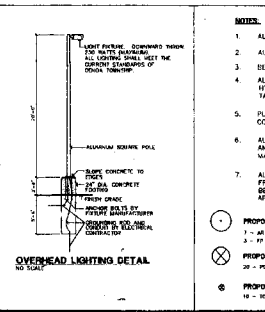
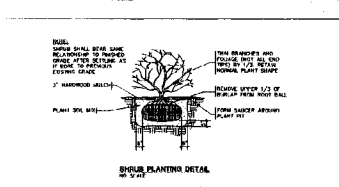
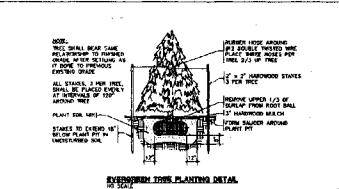
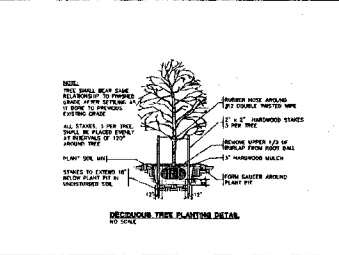
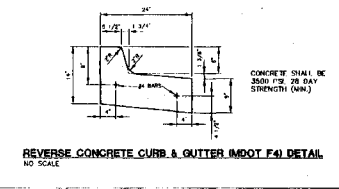
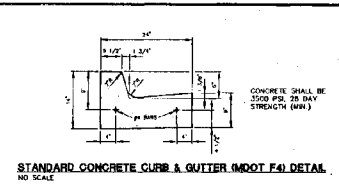
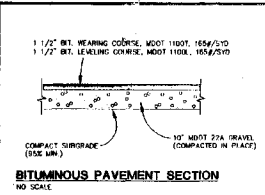
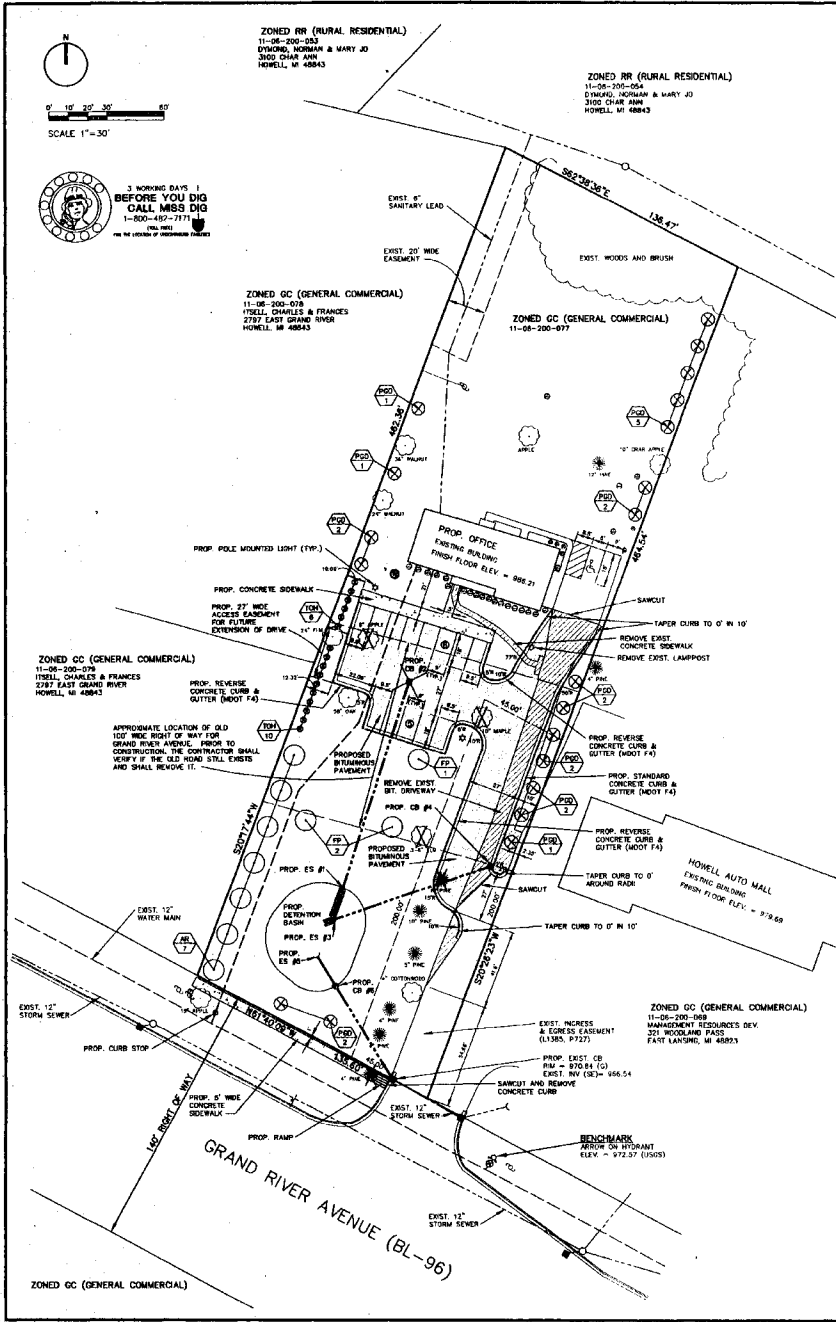
-This is not applicable as the proposal does not involve the alteration or demolition of a structure.

**k. Special Provisions.**

-There is an existing ingress and egress easement in the front.

**l. A list of all sources shall be provided:**

- Livingston County Road Commission. Transportation Data Management System. 2015 data.  
[http://livingston.ms2soft.com/tcds/tsearch.asp?loc=Livingston&mod=.](http://livingston.ms2soft.com/tcds/tsearch.asp?loc=Livingston&mod=)



**SITE DATA TABLE**

REQUIRED	PROVIDED
LOT AREA	1.00 AC. 1.44 AC.
SETBACKS	
FRONT	70' 243.24'
SIDE	15' 26.32'
REAR	50' 173.54'
MAX. COVERAGE	
BUILDING	35% 3.6%
IMPERVIOUS	75% 24.8%
ZONING	GC (GENERAL COMMERCIAL)

- GENERAL NOTES:**
1. Property zoned GC (GENERAL COMMERCIAL)
  2. All construction shall be performed in accordance with the current standards and specifications of Livingston County, Michigan Sewer and Water Authority and Cassio Township.
  3. Seventy-two hours prior to my excavation, the Contractor shall telephone MISS DIG (500-492-7171) for the location of underground gas and cable facilities and shall also notify representatives of other utilities located in the vicinity of the work. It shall be the Contractor's responsibility to verify and/or obtain any information necessary regarding the presence of underground utilities which might affect the job, as required by Livingston County Drain Commissioner.
  4. Developer shall comply with best erosion and sedimentation control measures as required by Livingston County Drain Commissioner.
  5. Property is serviced by an existing individual well and by a sanitary sewer.
  6. There are no signs proposed for this site.
  7. There will be no dumpsters used on this site. Trash removal will be with curb carts.
  8. Barrier free parking spaces shall be marked with slope grade signs.
  9. Signs are predominantly located.
  10. Steps to use: Office building.
  11. Parking calculations: # of parking spaces req'd = 8 parking spaces required.  
PARKING SPACES PROVIDED = 11  
BARRIER FREE PARKING SPACES PROVIDED = 1  
PARKING SPACES PROVIDED = 15, including 1 barrier free space.
  12. JOB BENCHMARKS: ARROW ON HYDRANT ELEV. = 972.57' (USGS Datum)  
See plan view for location.

**LEGAL DESCRIPTION:**  
PART OF THE NORTHWEST QUARTER, 1/4 OF SECTION 6, T34-N, R10-W, GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION; THENCE ALONG THE EAST LINE OF SECTION 6, 4.019224' E. 67.534 FEET; THENCE ALONG THE NORTHERLY SOUTHWEST CORNER LINE OF SAID SECTION, 1.014178' S. 107.143 FEET TO THE POINT OF BEGINNING OF THE PLANTER TO BE DESCRIBED; THENCE CONTAINING ALONG SAID SOUTHWEST CORNER LINE, 8.873838' E. 136.43 FEET; THENCE S. 20°26'23" W. 144.54 FEET TO THE POINT OF BEGINNING; CONTAINING 1.44 ACRES, MORE OR LESS, SUBJECT TO AN INTEREST AND EGRESS EASEMENT RECORDED IN VOLUME 1385 OF DEEDS ON PAGE 727 OF LIVINGSTON COUNTY RECORDS. ALSO SUBJECT TO ANY OTHER EASEMENTS OR RESTRICTIONS OF RECORD.

**LEGEND**

○	LIGHT POLE
□	SIGN
⊕	UTILITY POLE
⊗	TELEPHONE RISER
⊖	CATCH BASIN
○	SEWER
○	WELL
○	HYDRANT
○	WELL
○	EXISTING SPOT ELEVATION
○	PROPOSED SPOT ELEVATION
---	MAJOR EXIST. CONTOUR - 5' INTERVAL
---	MAJOR EXIST. CONTOUR - 1' INTERVAL
---	PROPOSED CONTOUR
---	EXISTING STORM SEWER
---	EXISTING SANITARY SEWER
---	EXISTING WATER MAIN
---	PROPOSED STORM SEWER
---	GAS MAIN
---	UNDERGROUND TELEPHONE LINE
---	UNDERGROUND ELECTRIC LINE
---	FENCE LINE
---	DITCH CENTERLINE, TOP OF SLOPE
---	SILT FENCE
---	RAILY FILTER
○	PROPOSED HEAVY RR/RAIL
○	EXISTING DECIDUOUS TREE
○	EXISTING EVERGREEN TREE

**RECEIVED 2-5-2020**  
**ADVANTAGE PROPOSED PARKING LOT SITE PLAN**  
**ADVANTAGE GREAT LAKES SOFTWARE CIVIL ENGINEERING**  
**GENE & KELLY CHANDLER HOWELL, M.E. 48843**  
 517 548-4333  
 12-04-97  
 1/3  
 FEB 11 2020

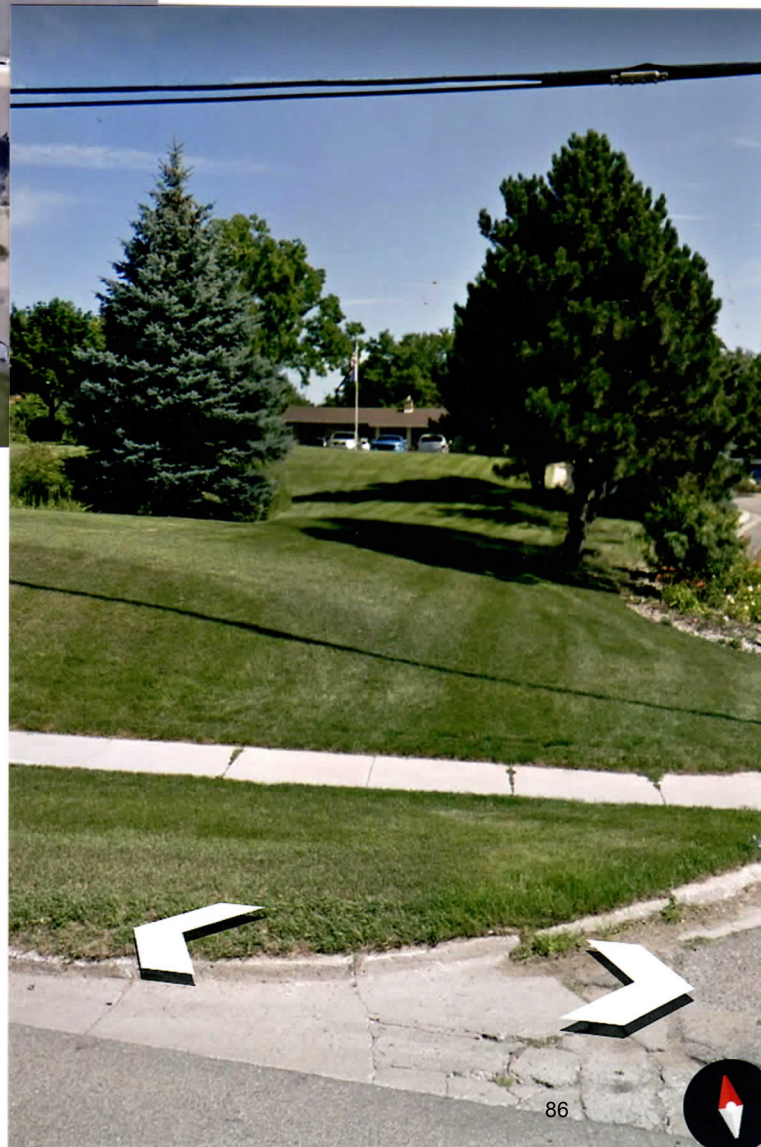






↑  
N

← Aerial view of entire property



↑  
Storm  
Drains

View of Property →  
from Grand  
River Ave  
(Looking north)



Photo Addendum

Subject Property Address: 2829 E Grand River Ave



Subject - Front View



Subject - Side View



Subject - Address Verification



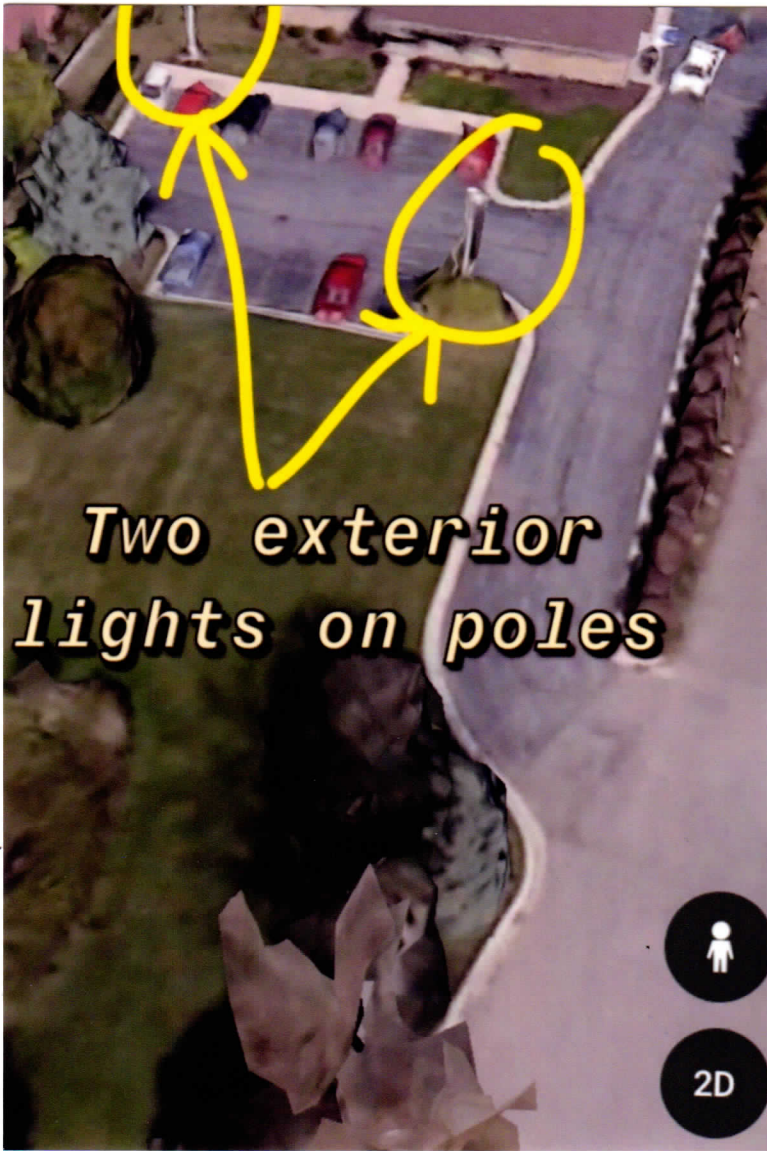
Subject - Street View



Subject - Rear View



Subject - Parking Lot



Two exterior lights on poles



2029 →  
E. Grand River Ave



home ↓

Distance to residential area showing tree line

Grand River Ave ↑  
N





Dog elimination area. West of building, off of the parking lot.



View of Grand River from dog walking area

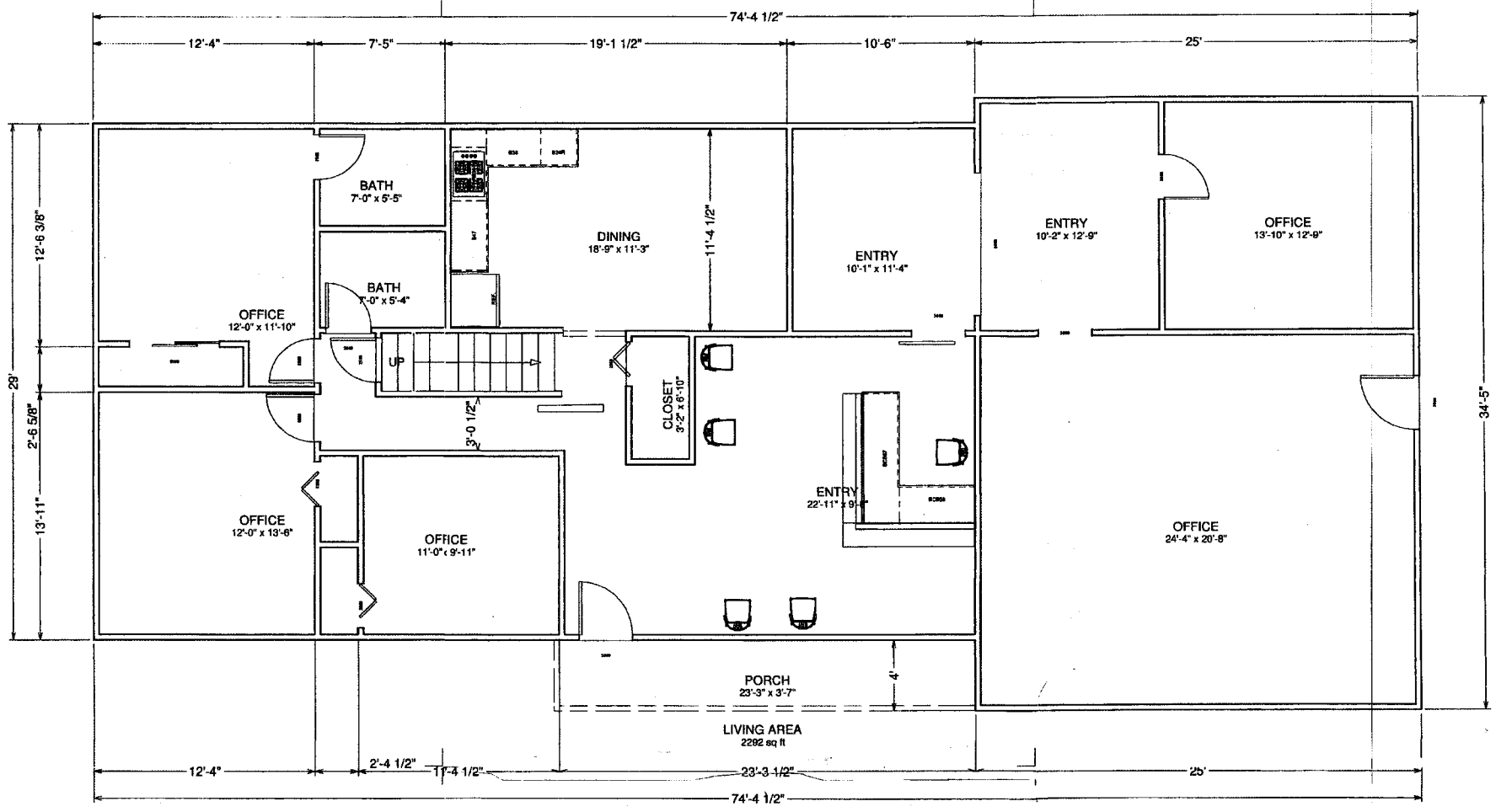


Neighboring Businesses



Grand River Avenue

S



# **Board Correspondence**



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

February 27, 2020

Mr. Steve Wasyk, Managing Director  
Mr. Mike Goryl, Traffic Engineer  
Livingston County Road Commission  
3535 Grand Oaks Drive  
Howell, MI 48843

Dear Mr. Steve Wasyk and Mr. Mike Goryl

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 Halstead 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

**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

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.

To Board 3/16/20



February 28, 2020

T2 P1397\*\*\*\*\*AUTO\*\*MIXED AADC 480

Genoa Township  
2911 Dorr Road  
Brighton, MI 48116-9436



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

At Charter, locally known as Spectrum, we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers with products and services we are sure they will enjoy.

- Effective on or after March 31, 2020, Spectrum Mi Plan Latino monthly pricing will increase from \$44.99 to \$54.99 for **new** customers. Existing customers who subscribe to Spectrum Mi Plan Latino will not be affected.
- UpLift TV located on Spectrum Channels 160 & 756 (HD) has been rebranded from UpLift TV to Living Faith Network on the channel lineup serving your community.

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels). If you should have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

*Karen Coronado*

Karen Coronado  
Manager, Charter State Government Affairs, Michigan



To Board 3/16/20



March 3, 2020

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

Re: Cartoon Network Moving to Digital Preferred Package

Dear Ms. Skolarus:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that effective May 5, 2020, Cartoon Network will only be available as part of Digital Preferred. It will no longer be available as part of Digital Starter TV service, the Kids & Family Genre Pack, or the Latino 300 and Latino 450 packages. We are notifying impacted customers of these changes through a bill message.

Also, on March 24, 2020, WE TV will be added to the Entertainment Package.

Additionally, on April 21, 2020, WGN America will be added to the Entertainment Package.

Please feel free to contact me at 734-359-2308 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle V. Marturek".

Kyle V. Marturek  
Manager of External Affairs  
Comcast, Heartland Region  
41112 Concept Drive  
Plymouth, MI 48170