

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
October 19, 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 Regular Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: Sept. 21, 2020
3. Request for approval of rate changes for Lake Edgewood Conference Center Water (\$4.28/1,000 gallons to \$5.81/1,000 gallons) and Lake Edgewood Water (\$4.10/1,000 gallons to \$5.56/1,000 gallons.)
4. Conduct second reading and consider for adoption ordinance number Z-20-04 regarding Zoning Ordinance Text Amendments involving changes to Article 16 entitled "Sign Standards". (requires roll call with majority vote)
5. Request for approval of appointments of Township officials to commissions and committees as recommended by the Township Supervisor pending the outcome of the Nov. 3, 2020 General Election.

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: October 19, 2020

TOWNSHIP GENERAL EXPENSES: Thru October 19, 2020	\$1,620.88
October 16, 2020 Bi Weekly Payroll	\$97,884.54
OPERATING EXPENSES: Thru October 19, 2020	\$10,497.43
TOTAL:	<u>\$110,002.85</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
09/29/2020	36286	PERFECT MAINTENANCE CLEANING	565.00
09/29/2020	36287	WELLNESS IQ	147.60
09/29/2020	36288	WELLNESS IQ	147.60
10/01/2020	36289	ALLSTAR ALARM LLC	345.00
10/01/2020	36290	MARY KRENCICKI	27.57
10/01/2020	36291	MEI TOTAL ELEVATOR SOLUTIONS	128.11
10/01/2020	36292	NETWORK SERVICES GROUP, L.L.C.	50.00
10/13/2020	36293	2/42 COMMUNITY CHURCH	200.00
10/13/2020	36294	STATE OF MICHIGAN	10.00
FNBCK TOTALS:			
Total of 9 Checks:			1,620.88
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			1,620.88

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
10/01/2020	5068	LINDSAY BUGEJA	
10/06/2020	5069	UNITED STATES POSTAL SERVICE	30.00
10/14/2020	5070	ASCENSION MICHIGAN	50.00
10/14/2020	5071	PFEFFER, HANNIFORD, PALKA	130.00
10/14/2020	5072	PORT CITY COMMUNICATIONS, INC.	500.00
10/14/2020	5073	STATE OF MICHIGAN	216.05
10/14/2020	5074	WEX BANK	30.00
10/14/2020	5075	WINDSTREAM	3,271.44
503FN TOTALS:			<u>44.16</u>
Total of 8 Checks:			4,271.65
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			<u>4,271.65</u>

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
10/01/2020	3842	BRIGHTON ANALYTICAL LLC	
10/14/2020	3843	BRIGHTON ANALYTICAL LLC	187.50
10/14/2020	3844	CHARTER TOWNSHIP OF BRIGHTON	134.00
10/14/2020	3845	CONSUMERS ENERGY	932.50
10/14/2020	3846	DTE ENERGY	83.28
10/14/2020	3847	PFEFFER, HANNIFORD, PALKA	2,083.16
593FN TOTALS:			<u>720.00</u>
Total of 6 Checks:			4,140.44
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			<u>4,140.44</u>

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
10/02/2020	5030	DTE ENERGY	
592FN TOTALS:			<u>2,085.34</u>
Total of 1 Checks:			2,085.34
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			<u>2,085.34</u>

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

4,271.65+
 4,140.44+
 2,085.34+
 003
 10,497.43**



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

New Balance
\$2,598.04

Minimum Payment Due
\$35.00

Payment Due Date
11/01/20

INK CASH(SM) POINT SUMMARY

Previous points balance	42,815
+ 1 Point per \$1 earned on all purchases	2,599
+ 2 Pts/\$1 gas stns, retns, o/c sply, hm impr	672

Total points available for redemption
46,086

* 460.86

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, go to www.chase.com

ACCOUNT SUMMARY

Account Number: [REDACTED]

Previous Balance	\$2,389.07
Payment, Credits	-\$2,389.07
Purchases	+\$2,598.04
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$2,598.04
Opening/Closing Date	09/08/20 - 10/07/20
Credit Limit	\$20,000
Available Credit	\$17,401
Cash Access Line	\$1,000
Available for Cash	\$1,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

ALL SYS- 503 - 000 - 0811 - 000

UTILITY DEPT

RECEIVED

10/13/2020

10/14/2020

000001 FIS33339 C 1 0309 N Z 07 20/10/07 Page 1 of 2 05686 MA DA 45238 26110000010454523601

CHASE ink
P.O. BOX 15123
WILMINGTON, DE 19850-5123
For Undeliverable Mail Only

Make your payment at chase.com/paycard

47986091024497470000350000259804000000003

Rewards Statement

Payment Due Date: **11/01/20**

New Balance: **\$2,598.04**

Minimum Payment: **\$35.00**

Account number: 4798 6091 0244 9747 2137 18

00101373X Z28120 C T100151 P1385
GREG TATARA
MHOG SEWER & WATER AUTH
2911 DORR RD
BRIGHTON MI 48116-9436

00101373 1 AV 00.389

\$ _____ Amount Enclosed
Make/Mail to Chase Card Services at the address below:



CARDMEMBER SERVICE
PO BOX 6294
CAROL STREAM IL 60197-6294



5000 160 28:9869 10 24497478



Manage your account online at : www.chase.com/cardhelp

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

New Balance
\$2,598.04
 Minimum Payment Due
\$35.00
 Payment Due Date
11/01/20

INK CASH(SM) POINT SUMMARY

Previous points balance	42,815
+ 1 Point per \$1 earned on all purchases	2,599
+ 2Pts/\$1 gas stns, ratnts, ofc sply, hm impr	672

Total points available for redemption **46,086**

460.86

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ACCOUNT SUMMARY

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Purchases	+\$2,598.04
Cash Advances	\$0.00
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Interest Charged	\$0.00
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Credit Limit	\$20,000
Available Credit	\$17,401
Cash Access Line	\$1,000
Available for Cash	\$1,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

ALL SYS - 503 - 000 084 - 000



JLT
10/14/2020

0000001 FIS3339 C 1 0309

N Z 07 20/10/07

Page 1 of 2

05686 MA DA 45238 28110000010454523601



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 WILMINGTON, DE 19850-5123
 For Undeliverable Mail Only

Make your payment at
chase.com/paycard

47986091024497470000350000259804000000003

Rewards Statement
Payment Due Date: *Credit* 11/01/20
New Balance: #460.86 ~~\$2,598.04~~
Minimum Payment: 10/14/20 ~~\$35.00~~

Account number: 4798 6091 0244 9747 2137.18

\$ _____ Amount Enclosed
 Make/Mail to Chase Card Services at the address below:

00101373X Z28120 C T100151 P1386
 GREG TATARA
 MHOG SEWER & WATER AUTH
 2911 DORR RD
 BRIGHTON MI 48116-9436

00101373 1 AV 00.389



CARDMEMBER SERVICE
 PO BOX 6294
 CAROL STREAM IL 60197-6294

5000 160 28:9869 10 24497478



Manage your account online at : www.chase.com/cardhelp

Customer Service: 1-800-945-2028

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ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
09/16	EGLE DW TRAIN AND CERT 517-7533850 MI <i>DPU prof dev.</i>	95.00 ✓
09/18	CHAMPION BUICK GMC INC 517-545-8800 MI <i>DPU truck</i>	1,111.94 ✓
10/01	CHAMPION BUICK GMC INC 517-545-8800 MI <i>DPU truck</i>	574.57 ✓
10/02	CARPARTSCOM * 800-913-6127 CA <i>DPU truck</i>	79.31 ✓
10/06	AMZN Mktp US*MK1GO8022 Amzn.com/bill WA <i>MHOG</i>	22.16 ✓
10/06	AMZN Mktp US*MK9HJ8AS0 Amzn.com/bill WA <i>MHOG</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD 2501) \$1902.37	19.39 ✓
09/10	OWPSACSTATE 916-278-6142 CA - <i>DPU prof dev.</i>	50.00 ✓
09/11	INDUSTRIAL STORM WATER 517-2845486 MI <i>DPU prof dev.</i>	30.60 ✓
09/11	ESP WELL SUPPLY 888-5114377 CA <i>OPS</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD 7653) \$124.02	43.42 ✓
10/03	STAPLES DIRECT 800-3339330 MA <i>DPU prof dev.</i> KIMBERLY LANE TRANSACTIONS THIS CYCLE (CARD 4797) \$335.70	335.70 ✓
09/17	Payment ThankYou Image Check	-2,389.07
09/22	AMZN Mktp US*M47VT8611 Amzn.com/bill WA <i>MHOG</i>	169.99 ✓
10/04	RINGCENTRAL, INC 650-4724100 CA <i>DPU phone</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD 9747) \$2153.12- INCLUDING PAYMENTS RECEIVED	65.96 ✓

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

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

*10/14/20
Rewards
\$ 460.86
Statement
Credit*

INTEREST CHARGES

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

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	13.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	24.99%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	13.24%(v)(d)	- 0 -	- 0 -

30 Days in Billing Period

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

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

IMPORTANT NEWS

Your account is a business account, to be used only for business transactions. It is not intended for personal, family or household purposes.



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Date of Transaction	Merchant Name or Transaction Description	\$ Amount
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09/18	CHAMPION BUICK GMC INC 517-545-8800 MI <i>DPW truck</i>	1,111.94 ✓
10/01	CHAMPION BUICK GMC INC 517-545-8800 MI <i>DPW truck</i>	574.57 ✓
10/02	CARPARTSCOM * 800-913-6127 CA <i>DPW truck</i>	79.31 ✓
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09/10	OWPSACSTATE 916-278-6142 CA - <i>DPW prof dev.</i>	50.00 ✓
09/11	INDUSTRIAL STORM WATER 517-2845486 MI <i>DPW prof dev.</i>	30.60 ✓
09/11	ESP WELL SUPPLY 888-5114377 CA <i>OPS</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD 7653) \$124.02	43.42 ✓
10/03	STAPLES DIRECT 800-3333330 MA <i>DPW prof dev.</i> KIMBERLY LANE TRANSACTIONS THIS CYCLE (CARD 4797) \$335.70	335.70 ✓
09/17	Payment ThankYou Image Check	-2,389.07
09/22	AMZN Mktp US*M47VT8611 Amzn.com/bill WA <i>MHOG</i>	169.99 ✓
10/04	RINGCENTRAL, INC 650-4724100 CA <i>DPW phone</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD 9747) \$2153.12- INCLUDING PAYMENTS RECEIVED	65.96 -

2020 Totals Year-to-Date	
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*10/14/20
Rewards
\$ 460.86
Statement
Credit*

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PURCHASES			
Purchases	13.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	24.99%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	13.24%(v)(d)	- 0 -	- 0 -

30 Days in Billing Period

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

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

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GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
October 5, 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 three persons in the audience.

Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Mortensen and supported by Lowe to approve all items listed under the Consent Agenda with the exception of the Payment of Bills, moving approval to the Regular Agenda for further discussion. The motion carried unanimously.

1. Request to Approve Minutes: Sept. 21, 2020

2. Request for approval of a contract award for the Oak Pointe Iron Removal Filter Valve Replacement Project to CSM Mechanical in the amount of \$185,950.00.

Approval of Regular Agenda:

Moved by Lowe and supported by Mortensen to approve for action all items listed under the Regular Agenda with the addition of the Payment of Bills. The motion carried unanimously.

3. Payment of Bills.

Moved by Mortensen and supported by Lowe to approve the payment of bills with Archinal reviewing concerns that were raised regarding points on the charge cards and a payment to Quadiant Finance and responding to the Board. The motion carried unanimously.

4. Request to receive the audit report for the Fiscal Year ending March 31, 2020 from Pfeffer, Hanniford and Palka.

Ken Palka thanked the board for their continued support and confidence in his involvement with the Township audit. Board members thanked him and praised his work and that of his staff.

Moved by Mortensen and supported by Skolarus to receive the Audit report as presented. The motion carried unanimously.

A. Request for approval of a resolution No. 201005 for the Genoa Grand River Road Debt Service Fund #870 Deficit Elimination Plan in the amount of \$43,675.00 as requested by Hunt.

Moved by Lowe and supported by Skolarus to approve Resolution No. 201005 as requested with payment from Fund 261 (Road Improvement) to 264 (Special Assessment Roads). The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None.

5. Request for approval of rate changes for Lake Edgewood Water (\$4.28/1,000 gallons to \$5.81/1,000 gallons) and sewer (\$4.10/1,000 gallons to \$5.56/1,000 gallons.)

Moved by Hunt and supported by Croft to table until the next regular meeting of the board after clarification of the new rates are determined by the DPW Department. The motion carried unanimously.

6. Introduction and first reading of Ordinance Number Z-20-04; Article 16 Sign Ordinance Text Amendments and to set the public hearing and second reading for October 19, 2020.

Moved by Hunt and supported by Lowe to introduce and conduct the first reading on the proposed ordinance number Z-20-04 and to set the second reading, public hearing and consideration for adoption before the Township Board on Monday, Oct. 19, 2020 for the proposed zoning text amendment. Township Planner, Kelly VanMarter will review the draft with Township Attorney Joseph Seward. The motion carried as follows: Ayes – Rogers, Skolarus, Hunt, Ledford, Lowe and Mortensen. Nay – Croft.

7. Discussion regarding Capital Projects for the FY 2021-2022 as requested by the Township Manager.

Archinal - The purpose of this agenda item is to solicit projects from the Board, gauge interest on some projects staff has been exploring and discuss funding/grant opportunities to address community needs. The board was asked to review all the items included in the board packet and rate them as to importance. Projects will be reviewed for both this fiscal year and the next fiscal year. No action was taken by the board.

Correspondence:

Skolarus submitted a grant application related to Covid 19 and a Township budget related to the cost of both the Primary and General Election. If the application is approved poll workers and temporary employees for their work would receive an additional stipend.


Member Discussion:

Ledford attended the Eagle Scout invitation thanking the Township for their support of their project with regard to the installation of benches on the Township Soccer fields.

Croft noted that Amy O’Leary will be the new director of SEMCOG

Rogers noted that the Michigan Supreme Court overturned the Governor’s Executive Order related to Covid 19 and then the order was re-enacted by the Michigan Department of Health and Human Services.

Moved by Mortensen and supported by Ledford to adjourn the Regular Meeting of the Genoa Charter Township Board at 7:40 P.M.



Paulette A. Skolarus, Clerk
Genoa Charter Township Board



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

MEMO

TO: Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: October 14, 2020
SUBJECT: Additional Information - Annual Rate Adjustments for the Lake Edgewood Water served by the City of Brighton

MANAGER REVIEW: 

At the October 5, 2020 meeting a question arose regarding the additional charge Genoa Charter Township (Township) places on the per 1,000 gallon rate for portions of the Lake Edgewood system served by the city of Brighton.

Historically, the Township placed a \$0.20 per 1,000 gallons on top of the City of Brighton rates to cover Township expenses associated with meter reading, meter replacement, billing and postage, and receipting, accounting, and auditing expenses. The table presented below shows the City rates and Genoa Township rates dating back to 2016. In 2019, we were working with the City to relinquish Pine Creek billing and meter reading to the City of Brighton. As a result, since the Brighton rates were below the previous year Genoa rates by \$0.02, the decision was made to not increase rates in 2019. This year, the City rates increases substantially. Therefore, it was the recommendation of our accountant to only increase the Genoa portion by \$0.10 per 1,000 rather than the historical \$0.20 per 1,000.

Year	Lake Edgewood Conference Center City Rate	Lake Edgewood Conference Center Township Rate	Lake Edgewood "Other" Rate City	Lake Edgewood "Other" Rate Township
2016	\$4.08	\$4.28	\$3.90	\$4.10
2017	\$3.94	\$4.14	\$3.77	\$3.97
2018	\$4.08	\$4.28	\$4.08	\$4.10
2019	\$4.26	\$4.28	\$4.08	\$4.10
2020	\$5.71	\$5.81	\$5.46	\$5.56

SUPERVISOR
 Gary T. McCrie
CLERK
 Paulette A. Skolarus
TREASURER
 Robin L. Hunt
MANAGER
 Michael C. Archinal
TRUSTEES
 H. James Mortensen
 Jean W. Ledford
 Todd W. Smith
 Linda Rowell

Based on the above explanation, please consider the following motion:

Moved by _____, supported by _____ that based on Brighton City Rate Increases, on December 1, 2020, the following water rate adjustments will become effective:

- Increase the Lake Edgewood Conference Center Quarterly Water Fee to \$5.81/ 1,000 gallons from \$4.28/1,000 gallons; and,
- Increase the Lake Edgewood Other Quarterly water fee to \$5.56 / 1,000 gallons from \$4.10/1,000 per 1,000 gallons.

PFEFFER • HANNIFORD • PALKA
Certified Public Accountants

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

Members
AICPA Private Practice Companies Section
MACPA

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

September 30, 2020

Mr. Gregory Tatara
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Dear Greg:

As you have requested we have reviewed the City of Brighton's revised fee schedule effective July 1, 2020 for Lake Edgewood Water.

Based on our review we recommend the following rate changes be implemented by Genoa Township.

1. Lake Edgewood - Conference Center Quarterly Usage Fee - Water
The water fee should increase to \$5.81 per 1,000 gallons from \$4.28 per 1,000 gallons.
(It should be noted the City's rates increased from \$4.26 to \$5.71)
2. Lake Edgewood - Other Quarterly Usage Fee - Water
The water fee should increase to \$5.56 per 1,000 gallons from \$4.10 per 1,000 gallons.
(It should be noted the City's rates increased from \$4.08 to \$5.46)

We recommend the increase be started in the next billing cycle, December 1, 2020.

If you should have any questions please call.

Sincerely,

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants



Kenneth J. Palka



CITY OF BRIGHTON

August 1, 2020

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

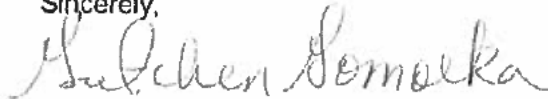
Mr. Archinal:

The City of Brighton's adopted FY 2020-2021 Fee Schedule for Sewer and Water user and connection fees, as they relate to Genoa Township, are listed below. These rates are effective July 1, 2020.

	<u>Pine Creek</u>	<u>Dillon</u>	<u>Northstar</u>	<u>Lake Edgewood</u>
Water:				
Commodity (1,000 gal.)-	\$4.96	\$5.46	\$5.71	\$5.45
PILOT (bi-monthly)	\$16.66			
Sewer:				
Commodity	\$5.20			
Administrative	\$13.79			
Connection Fees (Per REU):				
Water	\$2,802			
Sewer	\$7,198			

Please contact me if you have any questions at 810.225.9283.

Sincerely,



Gretchen Gomolka, Finance Director

Cc: Nate Geinzer, City Manager
 Todd Bennett
 Ken Palka, Pfeffer, Hanniford & Palka
 File

200 N. First St. Brighton, MI 48116
 (810) 227-1911
www.brightoncity.org

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

Members:
AICPA Private Practice Companies Section
MACPA

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

September 20, 2020

Board of Trustees
Charter Township of Genoa
2911 Dorr Road
Brighton MI 48116

Dear Honorable Board of Trustees:

In planning and performing our audit of the financial statements of the Charter Township of Genoa as of and for the year ended March 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter Township of Genoa's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified deficiencies in internal control that we consider to be material weaknesses:

A deficiency in internal control exists when the design or operation of control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiency in the Charter Township of Genoa's internal control to be a material weakness.

1. Establish Control over the Financial Reporting Process

Management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation in the financial statements of financial position, results of operations, and cash flows, including the notes to financial statements, in conformity with U.S. generally accepted accounting principles.

At times, management may choose to outsource certain accounting functions due to cost or training considerations. Such accounting functions and service providers must be governed by the control policies and procedures of the Township. Management is as responsible for outsourced functions performed by a service provider as it would be if your personnel performed such functions. Specifically, management is responsible for management decisions and functions: for designating an individual with suitable skill, knowledge, or experience to oversee any outsourced services; and for evaluating the adequacy and results of those services and accepting responsibility for them.

As part of the audit, management requested us to prepare a draft of your financial statements, including the related notes to financial statements. Management reviewed, approved, and accepted responsibility for those financial statements prior to their issuance; however, management did not perform a detailed review of the financial statements. The absence of this control procedure is considered a material weakness because the potential exists that a material misstatement of the financial statements could occur and not be prevented or detected by the Company's internal control.

The existence of significant deficiencies or material weaknesses may already be known to management and may represent a conscious decision by management or those charged with governance to accept that degree of risk because of cost or other considerations. Management is responsible for making decisions concerning costs and the related benefits. We are responsible to communicate significant deficiencies and material weaknesses in accordance with professional standards regardless of management's decisions.

Response by Management

Management believes the perceived benefit of more control over the financial reporting process does not exceed the related cost. Therefore, management has chosen to continue to request the auditors to prepare the financial statements. However, management has read, reviewed, understands and takes responsibility of the financial statements.

Other Matter

The following matter came to our attention when reconciling road projects with the Reimbursable Projects Fund. We do not consider this to be a material weakness.

The Township approved a special assessment district for Earl Lake. The original project was estimated to cost \$242,000.00. Per Township policies, the Township will contribute 25% of a special assessment project cost or \$1,000 per parcel, whichever is less.

For the Earl Lake district, the Township agreed to contribute \$1,000 per 58 parcels, or \$58,000. Actual project costs came in at \$225,952.36. With the lower project costs, the Township's contribution became limited to 25% of the total, or \$56,488.09.

The Township contributed \$58,000 from the Road Improvement Fund to the Reimbursable Road Project Fund in fiscal year 2019. Subsequently, the Township contributed \$56,488.09 from the Road Improvement Fund to the Reimbursable Road Project Fund in fiscal year 2020.

The Township should refund the original \$58,000 from the Reimbursable Road Project Fund back to the Road Improvement Fund. In addition, the Township should implement additional procedures, controls and oversight measures to ensure erroneous transfers between funds do not occur.

Conclusion

Thank you for your assistance and hospitality toward our firm while conducting the audit of the Charter Township of Genoa.

If you should have any questions, comments or concerns please do not hesitate to call us.

This communication is intended solely for the information and use of management, Township Board of Trustees, and others with the organization, and is not intended to be and should not be used by anyone other than the specified parties.

Pfeffer, Hanniford & Palka, P.C.

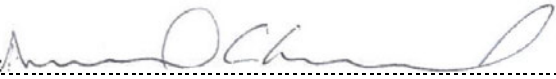
PFEFFER, HANNIFORD & PALKA
Certified Public Accountants



MEMORANDUM

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

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Assistant Township Manager/Community Development Director
DATE: October 15, 2020
RE: **Article 16 Sign Ordinance Text Amendments
Ordinance No. Z-20-04**

MANAGERS REVIEW: 

In consideration of the approval recommendations by the Township Planning Commission on August 10, 2020 and the Livingston County Planning Commission on September 16, 2020 please find the attached proposed zoning text amendment ordinance Z-20-04 for your review and approval. The proposed ordinance involves text amendments to the Sign Standards (Article 16) of the Township Zoning Ordinance. A marked up version of the amended Article is also attached for your reference. The amendments seek to improve compliance with the intent of recent case law related to off-premises and non-commercial signs while establishing the minimum amount of regulation necessary to support the purpose and objectives of the Zoning Ordinance. Also included in the amendments are minor formatting changes as well as clarifications and changes that have been identified by staff and counsel as appropriate to improve the ordinance and meet the needs of the community.

As required pursuant to the Zoning Ordinance, the Michigan Zoning Enabling Act (Act 110 of 2006) and the Charter Township Act (Act 359 of 1947) the Board has introduced and published notice of the proposed text amendment. The second reading and consideration for adoption is therefore requested. The Township Attorney and I plan to be in attendance at the meeting on Monday to discuss the changes and seek input on the draft language. If the Board is in support of the proposed ordinance I offer the following motion for your consideration:

Please note the ordinance requires adoption by a majority of the membership on roll call vote.

Moved by _____, supported by _____ to APPROVE AND ADOPT Ordinance number Z-20-04 amending Article 16 of the Zoning Ordinance in regard to Sign Standards.

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

**ARTICLE 16
SIGN STANDARDS**

Sec. 16.01 **STATEMENT OF PURPOSE**

The purpose of this article is to regulate signs and outdoor advertising within Genoa Township to protect public safety, health and welfare; minimize abundance and size of signs to reduce motorist distraction and loss of sight distance; promote public convenience; preserve property values; support and complement objectives of the Township Master Plan and this Zoning Ordinance; and enhance the aesthetic appearance within the Township. The standards contained herein are intended to be content neutral. These objectives are accomplished by establishing the minimum amount of regulations necessary concerning the size, placement, construction, illumination and other aspects of signs in the Township in order to:

- 16.01.01 Recognize that the proliferation of signs is unduly distracting to motorists and ~~non-motorized travelers, pedestrians, creates a traffic hazard, and~~ reduces the effectiveness of signs ~~directing~~needed to direct and ~~warning~~warn the public, ~~causes. Too many signs can overwhelm the senses, impair sightlines and vistas, create~~ confusion, ~~reduces~~reduce desired uniform traffic flow, ~~and creates~~create potential for accidents, ~~—, affect the tranquility of residential areas, impair aesthetics and degrade the quality of a community. (as amended _____)~~
- 16.01.02 Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- 16.01.03 Eliminate potential conflicts between business signs and traffic control signs, which could create confusion and hazardous consequences.
- ~~16.01.04 Recognize that the principal intent of commercial signs, to meet the purpose of these standards and serve the public interest, should be for identification of an establishment on the premises, and not for advertising special events, brand names or off premise activities, as these can be advertised more appropriately by other methods.~~
- ~~16.01.05~~
- 16.01.04 Enable the public to locate goods, services and facilities without excessive difficulty and confusion by restricting the number and placement of signs.
- ~~16.01.06~~05 Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- ~~16.01.07~~06 Protect the public right to receive messages, especially non-commercial messages such as religious, political, economic, social, philosophical and other types of information protected by the First Amendment of the U.S. Constitution.
- ~~16.01.08 Prevent off premise signs from conflicting with land uses.~~
- 16.01.07 Protect the individual user's rights to convey a message balanced against the public's right to be free of signs which unreasonably compete with one another, distract drivers and pedestrians, and create safety concerns and confusion. This ordinance is intended to balance the individual user's desire to attract attention with the citizen's right to be free of unreasonable distractions. (as amended _____)

16.01.08 Prevent signs which unduly distract motorists and residents because of the periodic changing of the message on such signs pose a greater risk to the Township's interest in traffic safety and aesthetics. (as amended _____)

16.01.09 Maintain and improve the image of the Township by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.

16.01.10 Prohibit portable commercial signs in recognition of their significant negative impact on traffic safety and community aesthetics. (as amended _____)

Sec. 16.02 **DEFINITIONS**

~~16.02.01~~ 16.02.01 **Awning Sign:** a sign that is mounted, painted, or otherwise applied on or attached to an awning or other fabric, plastic, or protective cover that projects no more than six (6) feet over a door, entrance, or window of a building that is wholly supported by the building to which it is attached. A canopy is not an awning. (as amended _____)

16.02.02 **Business center:** a grouping of two or more business establishments on one or more parcels of property which may share parking and access and are linked architecturally or otherwise present the appearance of a unified grouping of businesses. A business center shall be considered one use for the purposes of determining the maximum number of monument signs. A vehicle dealership shall be considered a business center regardless of the number or type of models or makes available, however, used vehicle sales shall be considered a separate use in determining the maximum number of signs, provided that the used sales section of the lot includes at least twenty-five percent (25%) of the available sales area.

~~16.02.02~~ ~~03~~ **Banner:** a temporary sign made of fabric, plastic or other non-rigid material sign without enclosing structural framework. (as amended _____)

~~16.02.03~~ ~~Canopy sign: a non rigid fabric marquee or awning type structure which is attached to the building by supporting framework, which includes a business identification message, symbol and/or logo.~~

~~16.02.04~~ ~~Changeable message sign, electronic: a sign that provides a display created by electronic means such as lights, television, or liquid crystal display.~~

~~16.02.05~~ 16.02.04 **Business affiliation signs:** signs not exceeding a total of two (2) square feet per business indicating acceptance of credit cards or describing business affiliations and are attached to a permitted sign, exterior wall, building entrance or window. (as amended _____)

16.02.05 **Canopy sign:** A wall sign that is mounted, painted, attached to or otherwise applied on the roof, fascia, soffit or ceiling of a rigid metal or similar structural protective cover which is permanently attached to and projects from the building. Awnings and shelters above a fuel service island are not a canopy. (as amended _____)

16.02.06 **Changeable message sign, manual:** a reader board attached to a sign or the exterior of a wall where copy is changed manually.

- ~~16.02.06~~ ~~**Construction sign:** a sign identifying the name(s) of project owners, contractors, developers, architects, designers, engineers, landscape architects and financiers of a project being constructed or improved; and not including advertising of any product or announcement of space availability.~~
- 16.02.07 **Directional sign:** a sign that which assists motorists in determining ~~or confirming a correct route; specifically~~ the flow of pedestrian or vehicular traffic such as enter, exit, crosswalk and parking one-way signs. (as amended _____)
- 16.02.08 **Electronic Message Sign (EMS):** A sign or portion of a sign, that displays an electronic image or video, which may or may not include text, including any sign or portion of a sign that uses changing lights or similar forms of electronic display such as LED to form a sign message with text and or images wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. This definition includes without limitation television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays. (as amended _____)
- 16.02.09 **Gas station pump island signs:** A sign affixed to or mounted on a fuel pump. (as amended _____)
- 16.02.10 **Menu board:** a restaurant sign that displays menu items and prices and may include a communication system for placing food orders and digital display of order. (as amended 12/17/10)
- ~~16.02.08~~ ~~**Menu board:** a restaurant sign that displays menu items and prices and may include a communication system for placing food orders and digital display of order.~~ (as amended 12/17/10)
- ~~16.02.09~~ 16.02.11 **Incidental sign:** A sign which is incidental, accessory and subordinate to a permitted use relating only to the sale of goods , rendering of services, or instructing or directing the public which is located upon the building site on which said sign is erected or maintained. Examples include but are not limited to a building entrance/exit sign, open/closed sign, days/hours of operation sign, restroom sign, business affiliation signs, and gas station pump island signs. (as amended _____)
- 16.02.12 **Monument sign:** A three-dimensional, self-supporting, solid base-mounted freestanding sign placed in the ground surface such that the entire bottom of the sign is affixed to the ground and is not supported by poles, columns or uprights, consisting of two (2) or more sides extending up from the base, and upon which a message, business, group of businesses or center name is affixed. (as amended _____)
- 16.02.13 **Moving Sign:** A sign in which the sign itself or any portion of the sign moves or revolves. A “rotating sign” is a type of moving sign. Such motion does not refer to the method of changing the message on the sign.
- ~~16.02.10~~ ~~**Moving Sign:** A sign in which the sign itself or any portion of the sign moves or revolves. A “rotating sign” is a type of moving sign. Such motion does not refer to the method of changing the message on the sign.~~
- ~~16.02.11~~ ~~**Nit:** A unit of illuminative brightness equal to one (1) candela per square meter (cd/m²), measured perpendicular to the rays of the source.~~ (as amended 12/17/10)

~~16.02.12~~ ~~**Off premise sign:** a sign which identifies a use or advertises products and services not available on the site or parcel on which the sign is located; a sign which directs travelers or provides a message unrelated to the site on which the sign is located, e.g. billboards.~~

~~16.02.13~~ ~~**On premise sign:** a sign providing the address and name of owner of a parcel of land; a sign advertising a business, service or product sold or produced on the same site or parcel.~~

16.02.14 **Nit:** A unit of illuminative brightness equal to one (1) candela per square meter (cd/m²), measured perpendicular to the rays of the source. (as amended 12/17/10)

16.02.15 **Pole sign:** a sign supported on the ground by a pole ~~and not attached to any building or other structure.~~ or poles, the sole purpose of which pole or poles is to hold the sign. (as amended _____)

~~16.02.15~~ ~~**Political sign:** a temporary sign used in connection with local, state or national elections.~~

16.02.16 **Portable sign:** a freestanding sign designed to be moved from place to place, whether or not it is permanently attached to the ground or structure. This includes hot-air and gas filled balloons, ~~sandwich boards, banners,~~ pennants, streamers, festoons, ribbons, tinsel, pinwheels, ~~non-governmental~~ flags and searchlights; ~~but excludes political signs, real estate signs, construction signs, permanent changeable message signs, and regulatory/government signs.~~ (as amended _____)

16.02.17 **Projecting sign:** a sign, other than a wall sign, that is affixed to any building or wall and whose leading edge extends more than twelve (12) inches beyond such building or wall.

~~16.02.17~~ ~~**Projecting sign:** a sign, other than a wall sign, that is affixed to any building or wall and whose leading edge extends more than twelve (12) inches beyond such building or wall.~~

~~16.02.18~~ ~~**Real estate sign:** an on premise temporary sign advertising the availability of property or structures for sale or lease.~~

~~16.02.19~~ ~~**Regulatory sign:** a sign installed by a public agency to direct traffic flow, regulate traffic operations and provide information that conforms to the Michigan Manual of Uniform Traffic Control Devices.~~

16.02.18

~~16.02.20~~ **Roof sign:** a sign that is located above the top of the wall of a flat roof building, above the eave on a pitched roof building or above the deck line of a mansard roofed building.

~~16.02.21~~ **19 Sign:** any device, structure, fixture, figure, banner, pennant, flag, balloon ~~or,~~ poster, handbill, flyer, painting, streamer, placard, or similar object consisting of written copy, symbols, logos and/or graphics, designed for the purpose of identifying or bringing attention to an establishment, product, goods, services or other message to the general public. This definition of sign shall not include:

(a) Legal notices, including but not limited to signs required for proposed zoning changes or variance requests.

(b) Decorative displays in connection with a recognized holiday, provided that the display doesn't exceed 75 days.

(c) Signs required by law (e.g. fire, traffic code). (as amended _____)

~~16.02.20~~~~16.02.22~~ ~~**Temporary grand opening signs:** a temporary sign used to announce the grand opening of businesses which are new to a particular location or under new ownership.~~

~~16.02.23~~ **Temporary sign:** A sign that appears to be intended or is determined by the Zoning Administrator to be displayed for a limited period of time which is not intended to be lasting and is not constructed from an enduring material such as masonry and metal which remains unchanged in position, character, and condition (beyond normal wear), and is not permanently affixed to the ground, wall or building. Examples include but are not limited to posters, banners, a-frame/sandwich board and corrugated plastic/yard type signs. (as amended _____)

16.02.21 **Vehicle Sign:** A sign consisting of written copy, symbols, logos and/or graphics measuring more than ten (10) square feet in size attached to, mounted, pasted, painted, or drawn on any vehicle, whether motorized or drawn, that is placed, parked, or maintained on a parcel and is visible from the public right of way. (as amended _____)

16.02.22 **Wall sign:** a sign attached parallel to and extending not more than twelve (12) inches from the wall of the building. Painted signs, signs which consist of individual letters, cabinet signs, and signs mounted on the face of a mansard roof shall be considered wall signs.

~~16.02.24~~23 **Window sign:** signs which are affixed to an inside surface of a window or are positioned within two (2) feet of the inside of a window so that they are visible from the outside. (as amended _____)

Sec. 16.03 **APPLICATION OF STANDARDS:**~~EXEMPT SIGNS~~

16.03.01 **Requirement for Permit.** Except as expressly provided herein, it is unlawful for any person to erect, re-erect, alter or relocate any sign without obtaining a permit from the Zoning Administrator and paying the applicable permit fee. (as amended _____)

16.03.02 **Exempt Signs.** The following signs are specifically exempt from obtaining a sign permit but shall be required to comply with all other requirements of this ordinance:

~~16.03.01~~ ~~**Business affiliation signs:** signs not exceeding a total of two (2) square feet per business indicating acceptance of credit cards or describing business affiliations and are attached to a permitted sign, exterior wall, building entrance or window.~~

~~16.03.02~~ ~~**Construction signs:** provided that there shall be only one such sign per development project; with a maximum height of six (6) feet and not exceeding sixteen (16) square feet in area for residential projects; a maximum height of six (6) feet and not exceeding thirty two (32) square feet in area for non-residential projects; setback a minimum fifteen (15) feet from any property line or public street right of way; and that such signs shall be erected during the construction period only and shall be removed fourteen (14) days after an occupancy permit is issued.~~

(a) ~~16.03.03~~ ~~**Flags:** insignia of any nation, state, community organization, college or university.~~

~~16.03.04 — **Garage sale and estate sale signs:** provided that they are not attached to public utility poles and do not exceed six (6) square feet in area; and that they are erected no more than ten (10) business days before and are removed within one (1) business day after the announced sale. Garage and estate sale signs may be placed within the public street right of way provided that the signs does not obstruct visibility. (as amended 3/5/10)~~

~~16.03.05 — **Gas station pump island signs:** attached to the pumps, provided that there are no more than two (2) such signs per pump island and that such signs do not exceed four (4) square feet in area. (as amended 12/17/10)~~

16.03.06(b) **Historical marker:** plaques or signs describing state or national designation as an historic site or structure and/or containing narrative, not exceeding twelve (12) square feet in area.

~~16.03.07 — (c) **Integral signs:** names of buildings, dates of erection, monumental citations, commemorative tablets when carved into stone, concrete or similar material or made of bronze, aluminum or other noncombustible material and made an integral part of the structure and not exceeding twenty-five (25) square feet in area.~~

~~16.03.08 — **Miscellaneous signs:** on vending machines, gas pumps, (d) **Parking lot signs:** A sign which regulates vehicle traffic within a permitted parking lot and ~~ice containers indicating the contents~~ includes information of a general directive or ~~announcing on premise sales, provided that the sign on each device~~ informational nature such as no parking, handicapped parking, and loading area; which bears no advertising matter, and does not exceed ~~two (2) square feet in area.~~~~

~~16.03.09 — **Model signs:** temporary signs directing the public to a model home or unit, which do not exceed six (6) square feet in area and are located onsite.~~

~~16.03.10 — **Non commercial signs:** signs containing non-commercial messages, such as those designating the location of public telephones, restrooms, restrictions on smoking and restrictions on building entrances, provided that such signs do not exceed two (2) square feet in area.~~

~~16.03.11 — **Municipal and non profit organization signs:** local government, church, school, museum, library, public park or other non profit institution permanent signs with a minimum setback from the street right of way of ten (10) feet, which do not exceed twenty five (25) square feet and are a maximum of six (6) feet in height. (as amended 12/17/10)~~

~~16.03.12 — **Owner/tenant signs:** address or occupant name and other signs of up to two (2) square feet in area mounted on the wall of an office building.~~

~~16.03.13 — **Parking lot signs:** indicating restrictions on parking, when placed within a permitted parking lot, are a maximum of six (6) feet in height, and do not exceed and four (4) square feet in area.~~

~~16.03.14 — **Political signs:** provided such signs are not placed within the public street right of way line in a manner that obstructs visibility. (as amended 12/31/06)~~

~~16.03.15 — **Real estate signs:** provided that there shall be only one real estate sign per parcel. For corner lots or through lots there may be one real estate sign located within the front yard of each~~

~~street frontage. The maximum height of any such sign shall be eight (8) feet and the maximum size of any such sign shall be twenty (20) square feet in all single family residential districts and thirty six (36) square feet in multiple family, commercial and industrial districts. One additional open house shall be permitted for a period not to exceed two (2) days on the lot where the sale is taking place. (as amended 12/31/06)~~

~~16.03.16~~ (e) **Regulatory, directional and street signs:** erected by a public agency in compliance with Michigan Manual of Uniform Traffic Control Devices Manual. Regulatory, directional and street signs shall be allowed within the ~~required setback area~~ public street right-of-way provided such signs are not placed ~~within the public street right of way line~~ in a manner that obstructs visibility. (as amended 3/5/10)

~~16.03.17~~ **Rental office directional signs:** Up to two (2) signs identifying or directing motorists to a rental or management office in a multiple family development, provided that such signs are a maximum of four (4) feet in height, are setback a minimum of fifteen (15) feet from any property line or public right of way, and do not exceed three (3) square feet in area.

~~16.03.18~~ **Roadside stand signs:** provided that they meet the standard of Section 3.03.02(f) regarding their removal, that there are a maximum of three on any parcel and none exceed thirty two (32) square feet in area.

~~16.03.19~~ (f) **Street address signs (street numbers).** (as amended 12/31/06) Street address signs shall be allowed within the ~~required setback area~~ public street right-of-way provided such signs are not placed ~~within the public street right of way line~~ in a manner that obstructs visibility. (as amended 3/5/10)

~~16.03.20~~ (g) **Temporary signs on agriculturally or residentially zoned property:** shall be allowed with property owner permission within the required setback area provided such signs are not placed within the public street right-of-way and do not obstruct motorist visibility subject to the following regulations:

<u>Type</u>	<u>Number</u>	<u>Area</u>	<u>Height</u>	<u>Duration</u>
<u>Temporary Sign</u>	<u>1 per lot</u>	<u>6 sq. ft.</u>	<u>4 ft.</u>	
<u>Extra Temp. Sign</u>	<u>1 per lot</u>	<u>20 sq. ft.</u>	<u>6 ft.</u>	<u>From property listing to 30 days after closing of sale/lease.</u>
<u>Extra Temp. Sign</u>	<u>1 per lot</u>	<u>20 sq. ft.</u>	<u>6 ft.</u>	<u>From permitting of construction to 15 days after Certificate of Occupancy or Completion.</u>
<u>Extra Temp. Sign(s)</u>	<u>The same number as the number of issues and candidates</u>	<u>36 sq. ft.</u>	<u>6 ft.</u>	<u>From sixty (60) days prior to and six (6) days after election.</u>

(as amended)

(h) **Warning signs:** such as no trespassing, warning of electrical currents or animals; provided that such signs do not exceed six (6) square feet. Warning signs shall be allowed within the required setback area provided such signs are not placed within the

public street right-of-way ~~line in a manner that obstructs~~ and do not obstruct visibility. (as amended 3/5/10) and _____)

~~16.03.21~~ ~~Window~~ (i) **Incidental signs:** ~~window~~ Incidental signs ~~shall be~~ placed internal to sites are permitted ~~to occupy no more than twenty five (25%) of~~ within the ~~area of each individual window except as provided~~ non-residential districts, but are subject to the setbacks applicable to principal buildings for the zoning district and shall not exceed two (2) square feet in ~~16.07.02(d)-size~~. (as amended ~~12/17/10~~) _____)

Sec. 16.04 **PROHIBITED SIGNS**

The following signs shall be prohibited in any district in the Township:

16.04.01 ~~Commercial vehicles.~~ ~~Commercial vehicles may not be used as~~ **Vehicle signs.** Vehicle signs shall not be permitted. As determined by the Zoning Administrator, a ~~commercial~~ vehicle sign may be parked, placed or maintained as an accessory to a permitted principle use when located in compliance with the setbacks applicable to principle buildings only when it is determined that there are no other options for placement on ~~a business~~ the premises ~~or an industrial lot for a time period not exceeding forty eight (48) hours for the intended purpose of advertising a product or serving~~ and that the vehicle is located in the least visible location as a business sign seen from the public road right of way. (as amended ~~12/17/10~~) _____)

16.04.02 **String/Rope lights.** Exterior string and/or rope lights used in connection with ~~a commercial enterprise~~ advertising shall be prohibited, other than holiday decorations which are strung no more than sixty (60) days before the holiday and removed within ten (10) days following the holiday for which they were erected. (as amended _____)

16.04.03 **Signs in right-of-way.** Non-regulatory signs placed in any public right-of-way, including those attached to a utility pole or affixed to a tree shall be prohibited. No sign in any zoning district shall be erected or placed in the public right-of-way except for the regulatory, directional, and street signs erected by a public agency and street address signs as ~~may otherwise be~~ expressly authorized by Section 16.03.02 (e) and 16.03.02(f) of this Ordinance. The Township retains the right to remove any signs found to be in violation of this section. (as amended ~~12/17/10~~) and _____)

~~16.04.04~~ ~~Off premise signs.~~ ~~Signs shall only be permitted as an accessory use on the same lot as a principal permitted use. Off premise signs that are not located on the same lot as the principal use they serve shall be prohibited.~~ (as amended ~~3/5/10~~) ~~No sign in any zoning district shall be erected or placed in the public right of way except as may otherwise be expressly authorized by this Ordinance. The Township retains the right to remove any signs found to be in violation of this section.~~ (as amended ~~12/17/10~~)

~~16.04.05~~ ~~Pole signs.~~ Pole signs shall be prohibited.

~~16.04.06~~ ~~16.04.04~~ **Pole signs.** Pole signs shall be prohibited.

16.04.05 **Portable signs.** Portable signs shall be prohibited ~~unless otherwise provided~~ except a permit may be issued to allow a business to use a portable sign once during its stay at the same location or have new owners for in this ordinance. a period not to exceed fourteen (14) days subject to the setbacks in Section 16.06.03. (as amended _____)

- | 16.04.~~07~~—06 **Roof signs.** Roof signs shall be prohibited.
- | 16.04.~~08~~—07 **Moving.** Signs having moving members, or parts or emitting a sound shall be prohibited.
- | 16.04.~~09~~08 **Lights.** Signs using high intensity lights or flashing lights, spinners or animated devices; neon signs in agricultural or residential districts shall be prohibited.
- | 16.04.~~10~~09 **Obstruct vision.** Signs that obstruct vision or impair the vision of motorists or non-motorized travelers at any intersection, driveway, within a parking lot or loading area shall be prohibited. No sign in any zoning district shall be erected or placed in the public right-of-way except as may otherwise be expressly authorized by this Ordinance. The Township retains the right to remove any signs found to be in violation of this section. (as amended 12/17/10)
- | 16.04.~~11~~10 **Emergency or traffic.** Signs that simulate or could in any way be confused with the lighting of emergency vehicles or traffic signals shall be prohibited.
- | 16.04.~~12~~11 **On Towers.** Any type of signage including logos shall not be permitted on a public or private radio, television, cellular phone, or water towers with the exception of the name of the municipality, unless approved by the Township Board as described in section 6.02.02(p)(5).
- | 16.04.~~13~~12 **Costumed people.** Any person dressed with a business logo or as a representation of a business logo/mascot for the purpose of drawing attention and advertising that business. (as amended 12/31/06)
- | 16.04.~~14~~13 **Exceeding size limits.** Any sign that exceeds the height or area limits of this article shall be prohibited. (as amended 3/5/10)

Sec. 16.05 **REQUIRED ADDRESS SIGN**

All residences and commercial/industrial buildings shall have an address sign which is clearly visible from the adjacent street, and shall comply with the requirements of the Fire Authority if applicable. (as amended _____)

Sec. 16.06 **GENERAL STANDARDS FOR PERMITTED SIGNS**

~~Signs which are permitted as accessory uses serving a commercial or informational purpose~~
Signs may be permitted subject to the requirements of this section; provided that no such sign shall be erected or altered until approved by the Zoning Administrator and until a permit has been issued unless otherwise provided for in section 16.03.02.

16.06.01 **Measurement of sign area:**

- (a) The area for signs shall be measured by calculating the square footage of the sign face, measured by enclosing the most protruding points or edges of a sign within a

parallelogram or rectangle including any frame. On a monument sign, a decorative masonry base shall not be included in the sign area measurement.

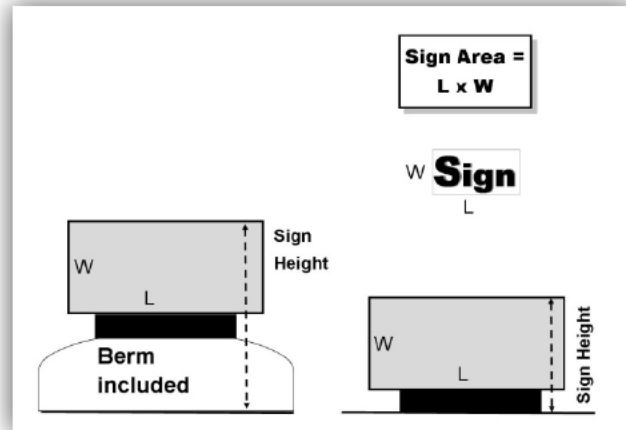
- (b) Where a sign has two or more faces, the area of only the larger face shall be considered when calculating maximum size, provided all faces are part of the same structure, back-to-back, contain the same message and are separated by no more than two (2) feet.
- (c) The wall sign area square footage shall be determined by enclosing the portion of the wall which contains a message, lettering, symbol and/or logo within a parallelogram or rectangle. Signs placed on awnings and canopies shall also be counted towards the allowable wall sign area. (as amended)

16.06.02 **Sign height:** The height of the sign shall be measured from the average grade to the uppermost point of the sign. Average grade shall be measured fifty (50) feet along the frontage from both sides of the sign. Placing a sign on top of a berm is permitted only if the berm is long enough to meet the average grade requirement and landscaping is provided on the berm.

16.06.03 **Sign setbacks:**

- (a) All signs, unless otherwise provided for, shall be setback a minimum of ten (10) feet from any public street right-of-way or property line. This distance shall be measured from the nearest edge of the sign, measured at a vertical line perpendicular to the ground to the right-of-way.

- (b) In order to ensure adequate sight distance for motorists, bicyclists and pedestrians, a minimum clear vision area shall be maintained between a height of two (2) feet and six (6) feet within a triangular area measured twenty-five (25) feet back from intersection of public right-of-way lines.



Greater clear vision areas may be required by the Michigan Department of Transportation or the Livingston County Road Commission in particular areas. Furthermore, signs shall not be permitted where they obstruct motorist vision of regulatory signs, traffic control devices or street signs.

16.06.04 **Sign materials:** as permitted in the various zoning districts, signs shall be designed to be compatible with the character of building materials and landscaping to promote an overall unified and aesthetic effect in accordance with the standards set forth herein. Signs shall not be constructed from materials that are remnants or manufactured for a different purpose.

16.06.05 **Illumination:** Sign illumination shall comply with all of the following requirements:

- (a) Signs shall be illuminated only by steady, stationary shielded light sources directed solely at the sign, or internal to it.
- (b) Use of glaring undiffused lights or bulbs shall be prohibited. Lights shall be shaded so as not to project onto adjoining properties or thoroughfares.
- (c) Sign illumination that could distract motorists or otherwise create a traffic hazard shall be prohibited.
- (d) Illumination by bare bulbs or flames is prohibited.
- (e) Underground wiring shall be required for all illuminated signs not attached to a building.
- (f) Electronic ~~changeable~~—message signs may be permitted subject to Section 16.07.~~02-03~~. (as amended 12/17/10) and _____)

16.06.06 **Construction and maintenance:** Every sign shall be constructed and maintained in a manner consistent with the building code provisions and maintained in good structural condition at all times. All signs shall be kept neatly painted, stained, sealed or preserved including all metal parts and supports.

16.06.07 **Sign safety:** All signs erected, constructed, reconstructed, altered or moved shall be constructed in such a manner and of such materials so that they shall be able to withstand wind pressure of at least twenty (20) pounds per square foot. All signs, including any cables, guy wires or supports shall have a minimum clearance of four (4) feet from any electric fixture, street light or other public utility pole or standard.

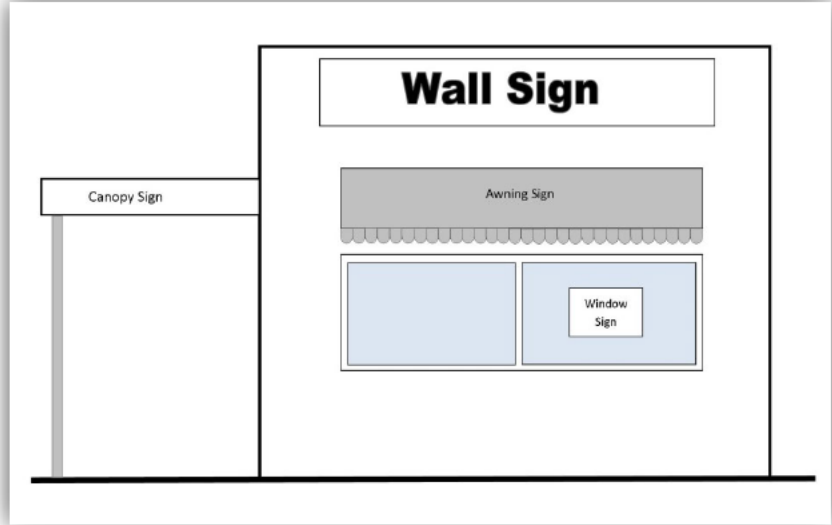
Sec. 16.07 **SPECIFIC SIGN STANDARDS**

The number, display area and height of signs within the various zoning districts ~~is~~are provided in table 16.1 and its accompanying set of footnotes. Some additional standards for specific types of signs are given below:

16.07.01 **CanopyAwning signs:** ~~CanopyAwning~~ signs shall be fully adhered to the face of the awning which may project a maximum of six (6) feet from the edge of the building, measured horizontally parallel to the ground. Any sign area on the awning shall be included in calculations of maximum wall sign square footage. (as amended _____)

16.07.02 Canopy signs:

Canopy signs shall not project vertically above or below the front fascia of the canopy by more than eighteen (18) inches and shall not project beyond or overhang the fascia horizontally by more than one (1) foot. Canopy signs shall not project above the roof or parapet of the building and



conduit, raceways and wiring shall not be exposed. Any sign area on the canopy shall be included in calculations of maximum wall sign square footage. (as amended 12/31/06) and _____)

16.07.0203 Changeable message signs: Changeable message signs shall be permitted on any non-residential sign, subject to the following regulations:

(a) ~~(a)~~ — Only one changeable message ~~signs~~ sign shall be permitted per business. Changeable message signs shall only be part of one of the following types of conforming signs and shall be subject to the area, height, and placement requirements for that sign:

- (1) A monument sign; or
- (2) A window sign.

(b) ~~(b)~~ — Changeable message signs may not be added to a nonconforming sign.

(c) ~~(c)~~ — The changeable message portion of a monument sign shall not exceed one-third (1/3) of the sign area and the remainder of the sign shall be of a permanent character.

(d) ~~(d)~~ — Changeable message signs affixed or hung in a window shall be limited to one (1) per business or two (2) for businesses in corner units or lots and shall be a maximum of two (2) square feet in area. (as amended _____)

~~(e)~~ 16.07.04 Electronic Message Sign (EMS): Electronic message signs shall meet all of the requirements for changeable message signs ~~shall meet all of the~~ in Section 16.07.02 above, in addition to following requirements, ~~in addition to (a) (d) above~~ below:

- (a) ~~(1)~~ — Electronic ~~changeable~~ message signs shall not exceed the following illuminative brightness:

Time of Day	Brightness	
	Within 300 feet of residential district or use	At least 300 feet from residential district or use
Night time	300 nits (cd/m ²)	500 nits (cd/m ²)
Day time	3,500 nits (cd/m ²)	5,000 nits (cd/m ²)

- (b) ~~(2)~~ — The message on an electronic ~~changeable~~ message sign may change a maximum of four (4) times per hour, except for time or temperature displays. At all other times the sign message and background must remain constant. If the sign is within 300 feet of a residential use or zoning district, the message shall remain static from dusk until dawn.
- (c) ~~(3) — The lettering and/or message components on an electronic changeable message sign shall be comprised of one (1) color with a black or dark background.~~ The lettering and/or message components being displayed at any given time shall not change, flash or fade to another color. The ~~changeable~~ electronic message sign shall have a default design that will freeze the sign in a dark or blank position if a malfunction occurs. (as amended _____)
- (d) ~~(4)~~ — Electronic ~~changeable~~ message signs shall not contain any moving, blinking, flashing, scrolling or animated parts nor have the appearance of having any movement or animation. Only static messages shall be displayed.
- (e) ~~(5)~~ — Electronic ~~changeable~~ message signs shall be located with a minimum separation distance of one hundred fifty (150) feet from any other electronic ~~changeable~~ message sign.
- (f) ~~(6)~~ — Electronic ~~changeable~~ message signs shall only be permitted in non-residential zoning districts. (as amended 12/17/10)
- (g) A non-glare panel or equivalent to substantially reduce glare shall be installed to cover the electronic message sign display. (as amended _____)
- (h) All permitted electronic message signs shall be equipped with a sensor or other device that automatically determines the ambient illumination and is programmed to automatically dim according to ambient light conditions. (as amended _____)
- (i) A written certification from a sign manufacturer or other approved testing agency that the light intensity has been preset to conform to the brightness and display standards established herein and that the preset levels are protected from end user manipulation by password protected software or other method. (as amended _____)
- (j) The owner or controller of any electronic message sign must adjust the sign to meet the brightness standards established herein and that any necessary adjustments must be made immediately upon notice of non-compliance from the Township. (as amended _____)

16.07.0305 **Directional signs:** No more than one (1) directional sign shall be permitted per approved driveway, with a maximum sign area of four (4) square feet per sign, and a maximum height of three (3) feet. Any area of a directional sign that includes a business name, symbol or logo

shall be calculated as part of the allowable monument sign square footage, as specified in table 16.1.

~~16.07.04~~**16.07.06 Menu board:** Up to two (2) menu board signs shall be permitted per drive-through ~~restaurant~~order lane, which display menu items and may include a communication system for placing food orders and digital display of order. Each menu board shall be a maximum of ~~sixteen (16)~~twenty (20) square feet. Menu board sign(s) shall not be located in the front yard. (as amended 12/17/10) and _____)

~~16.07.05~~**16.07.07 Monument signs:** A minimum setback of ten (10) feet shall be provided from the right-of-way, when located to ensure adequate sight distance for motorists. Dimensional standards for monument signs are given in table 16.1.

~~16.07.06~~**16.07.08 Municipal and non-profit organization signs:** Local government, church, school, museum, library, public park or other non-profit institution permanent signs with a minimum setback from the street right-of-way of ten (10) feet, which do not exceed seventy-two (72) square feet and are a maximum of six (6) feet in height. (as amended 12/17/10 and _____)

16.07.09 Rental office directional signs: Up to two (2) signs identifying or directing motorists to a rental or management office in a multiple family development, provided that such signs are a maximum of four (4) feet in height, are setback a minimum of fifteen (15) feet from any property line or public right-of-way, and do not exceed three (3) square feet in area. (as amended _____)

16.07.10 Residential community or development identification signs: One permanent sign per driveway which does not exceed thirty-six (36) square feet in area and a maximum height of six (6) feet identifying developments such as ~~office complexes~~, a college, a subdivision, an apartment complex, condominium communities, senior housing complexes, mobile home parks and similar uses.

~~16.07.07 Temporary signs: One temporary sign may be permitted on the site for a period not to exceed fourteen (14) days. A business shall only be allowed to use a temporary sign once during its stay at the same location or have new owners. The sign shall be no larger than thirty five (35) square feet in surface display area per side and shall not exceed six (6) feet in height. Wind blown devices, such as pennants, spinners, and streamers shall also be allowed on the site of the business advertising a grand opening for the fourteen day time period designated for the temporary sign.~~

16.07.11 Temporary signs on non-agricultural and non-residential zoned property: Temporary signs located in non-agricultural and non-residential zoning districts may be allowed subject to the following:

- (a) All temporary signs on non-agricultural and non-residential zoned property may be located within the required setback area provided such signs are not placed within the public street right-of-way and do not that obstruct motorist visibility.
- (b) Prior to the erection or placement of a temporary sign, the permission of the property owner where the sign is to be located must be secured.
- (c) The dimensional standards and regulations applicable to temporary signs in non-agricultural and non-residential districts are as follows:

<u>Type</u>	<u>Number</u>	<u>Area</u>	<u>Height</u>	<u>Duration</u>
<u>Temporary Sign</u>	<u>One (1) sign per lot with one (1) additional sign allowed for each one-hundred (100) linear feet of frontage in excess of the minimum lot width required in the zoning district subject to a minimum separation distance of one hundred (100) feet between any other temporary sign.</u>	<u>36 sq. ft.</u>	<u>6 ft.</u>	<u>Not to exceed 60 days in a calendar year.</u>
<u>Extra Temp. Sign</u>	<u>1 per lot</u>	<u>36 sq. ft.</u>	<u>6 ft.</u>	<u>From property listing to 30 days after closing of sale/lease.</u>
<u>Extra Temp. Sign</u>	<u>1 per lot</u>	<u>36 sq. ft.</u>	<u>6 ft.</u>	<u>From permitting of construction to 15 days after Certificate of Occupancy or Completion.</u>
<u>Extra Temp. Sign(s)</u>	<u>The same number as the number of issues and candidates</u>	<u>36 sq. ft.</u>	<u>6 ft.</u>	<u>From sixty (60) days prior to and six (6) days after election.</u>

(as amended)

16.07.~~08~~12 **Wall signs:** Signs shall not project beyond or overhang the wall or any permanent architectural feature by more than one (1) foot and shall not project above the roof or parapet. (as amended 12/17/10)

16.07.13 **Window signs:** Window signs shall be permitted to occupy no more than twenty five (25%) of the window area on which they are displayed except as provided for in 16.07.02(d). The window area is calculated as the glazing area of the surface of the window, including windowpane dividers such as grilles, muntins, grids, mullions or similar. In no case shall any individual window sign be more than two hundred (200) square feet and the combined area of all window signs shall not exceed five hundred (500) square feet. (as amended 12/17/10 and)

Table 16.1 Sign Dimensional Standards and Regulations

DISTRICT (7)	WALL OR CANOPY SIGN		MONUMENT SIGN		
	MAX. NO. OF SIGNS ⁽¹⁾	MAX SIZE	MAX. NO. OF SIGNS ⁽³⁾	MAX. SIZE ^(3,4,5)	MAX. HEIGHT
Agricultural Districts	1	10 sq. ft.	1	10 sq. ft.	6 ft.
Single Family Residential (6)	N/A	N/A	(See Exempt Signs)		
Multiple Family Residential	N/A	N/A	(See Exempt Signs)		
Mobile /Manufactured Home District	N/A	N/A	(See Exempt Signs)		
Neighborhood Service District <u>Town Center Overlay District</u>	1 per business	10% of front facade ⁽²⁾	1 ⁽⁴⁾	72 sq. ft.	6 ft.

GENOA TOWNSHIP ZONING ORDINANCE

General Commercial District Regional Commercial District	1 per business	10% of front facade ⁽²⁾	1 ⁽⁴⁾	72 sq. ft.	6 ft.
Office -Service District	1 per business	10% of front facade ⁽²⁾	1 ⁽⁴⁾	72 sq. ft.	6 ft.
<u>Public and</u> Recreational Facilities District	1	10% of front ⁽²⁾ facade	1 ⁽⁴⁾	72 sq. ft.	6 ft.
Industrial District	1	10% of front ⁽²⁾ facade	1	60 sq. ft.	6 ft.
Planned Industrial and PUD Districts (7)	1	10% of front ⁽²⁾ facade	1	60 sq. ft.	6 ft.

(as amended _____)

Footnotes to Table 16.1:

- (1) One wall sign shall be allowed per business with its own public entrance. The sign may be attached to the façade that faces the street or on another façade where the business provides a public entrance; in either case, however, the sign may only be attached to a portion of the building that is occupied by the business. For a multi-tenant office building with common entrances, one (1) building identification sign shall be allowed.

- (2) The maximum wall sign shall not exceed ten percent (10%) of the facade of the building that the sign is attached to and is occupied by the business or one-hundred (100) square feet, per use or business establishment whichever is less. The maximum allowable wall sign area may be utilized in the following manner:
 - a. Two wall signs may be permitted for businesses located on a corner or through-lot. One sign, meeting the maximum allowable sign area, shall be permitted on each side of the building that fronts along the public right-of-way, including I-96.

 - b. At the discretion of the Planning Commission, two wall signs may be permitted for businesses located on an interior lot (~~non-corner lot~~) which under certain circumstances, such as obstructed views and building orientation, require additional visibility. The total collective sign area of the two signs may not exceed one-hundred (100) square feet. (as amended _____)

 - c. Commercial structures containing one use or business establishment use, as determined by the Planning Commission, the size of the wall sign may be increased up to the maximum square footage given in the following table.
 1. 201 - 400 linear feet of building frontage facing a public street and having a public entrance = 150 square foot maximum wall sign area.
 2. Over 400 linear feet of building frontage facing a public street and having a public entrance = 200 square foot maximum wall sign area.
 3. The maximum wall sign can be increased by up to twenty percent (20%) if required number or size of landscape materials is exceeded by at least twenty percent (20%).

- (3) For buildings or lots having frontage and vehicular access along a second public street, frontage along I-96, or for a business/retail shopping center, office center, or industrial park with a combined gross floor area over 60,000 square feet, a second sign or a larger sign may be

permitted by the Planning Commission provided that the total sign area does not increase the maximum signs square footage listed for that district in the table above by more than fifty percent (50%). The Planning commission may also approve one (1) additional monument sign for each outlot with at least one hundred (100) feet of public street frontage provided the site provides shared access. (as amended)

- (4) Any logo or business identification on any directional sign, or any logo or business identification area on a second sign at any driveway shall be included when calculating maximum sign area.
- (5) A ten (10) percent increase in the maximum permitted monument sign area is permitted if extensive landscaping and a decorative brick base consistent with the materials of the principal building are provided.
- (6) Refer to Section 16.07.0609 for residential identification signs.
- (7) PUD District development agreements may provide for specific sign standards.

Sec. 16.08 VALIDITY AND SEVERABILITY CLAUSE

This Article and the various components, sections, subsections, sentences and phrases are hereby declared to be severable. If any court of competent jurisdiction shall declare any part of this Ordinance to be unconstitutional or invalid, such ruling shall not affect any other provisions of this Ordinance not specifically included in said ruling. Further, if any court of competent jurisdiction shall declare unconstitutional or invalid the application of any provision of this Article to a particular parcel, lot, use, building or structure, such ruling shall not affect the application of said provision to any other parcel, lot, use, building or structure not specifically included in said ruling.

(as amended 12/31/06, 8/24/07 ~~and~~, 3/5/10), and / /)

ORDINANCE #Z-20-04

AN ORDINANCE TO AMEND ZONING ORDINANCE ARTICLE 16 ENTITLED SIGN STANDARDS

THE TOWNSHIP OF GENOA ORDAINS:

SECTION 1: SHORT TITLE: This Ordinance shall be known as the “**Amendment to Zoning Ordinance Article 16 entitled Sign Standards**”.

SECTION 2: SUMMARY OF ORDINANCE: Pursuant to the Michigan Zoning Enabling Act (P.A. 110 of 2006), notice is hereby given that an ordinance to amend the Zoning Ordinance regulating the development and use of land in Genoa Charter Township has been adopted by the Township Board on _____. The Board conducted the second reading and approved Ordinance #Z-20-04 to adopt the ordinance and amend the Zoning Ordinance of the Charter Township of Genoa by amending Article 16 Sign Standards. The following provides a summary of the regulatory effect of the ordinance.

ARTICLE 16 OF THE ZONING ORDINANCE, ENTITLED SIGN STANDARDS, IS HEREBY AMENDED AS FOLLOWS:
The spelling of “premise” was corrected to “premises” throughout.

Section 16.07 STATEMENT OF PURPOSE is amended as follows:

- *Section 16.01.01 is amended to recognize that the proliferation of signs can create a traffic hazard, overwhelm the senses, impair sightlines and vistas and affect the tranquility of residential areas, impair aesthetics and degrade the quality of a community.*
- *Section 16.01.04 is deleted and the following items are renumbered.*
- *Section 16.01.08 is deleted.*
- *Section 16.01.07 is added as follows: Protect the individual user’s rights to convey a message balanced against the public’s right to be free of signs which unreasonably compete with one another, distract drivers and pedestrians, and create safety concerns and confusion. This ordinance is intended to balance the individual user’s desire to attract attention with the citizen’s right to be free of unreasonable distractions.*
- *A new Section 16.01.08 is added as follows: Prevent signs which unduly distract motorists and residents because of the periodic changing of the message on such signs pose a greater risk to the Township’s interest in traffic safety and aesthetics.*
- *Section 16.01.10 is amended to add “community”.*

Section 16.02 DEFINITIONS is amended as follows:

- *Definitions are eliminated for Construction signs, Political signs, Real estate signs, Regulatory signs, On-premise, Off-premise and Temporary grand opening signs and sub-sections are re-numbered as appropriate.*
- *16.02.01 is amended to add a definition for and to differentiate between canopy signs and awning signs as follows: **Awning Sign:** a sign that is mounted, painted, or otherwise applied on or attached to an awning or other fabric, plastic, or protective cover that projects no more than six (6) feet over a door, entrance, or window of a building that is wholly supported by the building to which it is attached. A canopy is not an awning.*
- *16.02.03 is amended to clarify that a banner is considered a temporary sign.*
- *16.02.04 is added to relocate the definition of business affiliation signs from Section 16.03.*
- *16.02.05 is amended to clarify the definition of a canopy sign and to differentiate between canopy and awning signs as follows: **Canopy Sign:** a wall sign that is mounted, painted, attached to or otherwise applied on the roof, fascia, soffit or ceiling of a rigid metal or similar structural protective cover which is permanently attached to and projects from the building. Awnings and shelters above a fuel service island are not a canopy.*
- *16.02.07 is amended to clarify that directional signs are on-premises and serve to assist motorists in determining the flow of pedestrian or vehicular traffic such as enter, exit, crosswalk and one-way signs.*
- *16.02.08 is amended to change the name of “Changeable message sign, electronic” to “Electronic message sign (EMS)” and to further define as follows: **Electronic Message Sign (EMS):** A sign or portion of a sign, that displays an electronic image or video, which may or may not include text, including any sign or portion of a sign that uses changing lights or similar forms of electronic display such as LED to form a sign message with text and or images wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. This definition includes without limitation television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and*

holographic displays.

- **16.02.09** is added to relocate the definition of **Gas Station pump island signs** from Section 16.03.
- **16.02.11** is added new definition of sign type for **Incidental sign**: A sign which is incidental, accessory and subordinate to a permitted use relating only to the sale of goods, rendering of services, or instructing or directing the public which is located upon the building site on which said sign is erected or maintained. Examples include but are not limited to a building entrance/exit sign, open/closed sign, days/hours of operation sign, restroom sign, business affiliation signs, and gas station pump island signs.
- **16.02.12** is amended to clarify the definition of a **Monument sign** by adding that they are placed in the ground surface such that the entire bottom of the sign is affixed to the ground and is not supported by poles, columns or uprights and also eliminating that they consist of 2 or more sides
- **16.02.15** is amended to clarify the definition of **Pole Sign** as follows: a sign supported on the ground by a pole or poles, the sole purpose of which pole or poles is to hold the sign.
- **16.02.16** is amended to indicate that **Portable signs** are freestanding and eliminate references to sandwich boards, banners, and non-governmental flags in addition to eliminate the exemptions for political, real estate, construction, permanent changeable message and regulatory/government signs.
- **16.02.19** is amended to clarify the definition of **Sign** to include poster, handbill, flyer, painting, streamer, placard, or similar and to exempt legal notices, decorative displays in connection with a recognized holiday and signs required by law such as traffic code and fire lane.
- **16.02.20** is added to define **Temporary sign** as follows: A sign that appears to be intended or is determined by the Zoning Administrator to be displayed for a limited period of time which is not intended to be lasting and is not constructed from an enduring material such as masonry and metal which remains unchanged in position, character, and condition (beyond normal wear), and is not permanently affixed to the ground, wall or building. Examples include but are not limited to posters, banners, a-frame/sandwich board and corrugated plastic/yard type signs.
- **16.02.21** is added to define **Vehicle sign** as follows: A sign consisting of written copy, symbols, logos and/or graphics measuring more than ten (10) square feet in size attached to, mounted, pasted, painted, or drawn on any vehicle, whether motorized or drawn, that is placed, parked, or maintained on a parcel and is visible from the public right of way.
- **16.02.23** is amended to clarify that **Window signs** are affixed to the inside surface of a window.

Section 16.03 APPLICATION OF STANDARDS is amended as follows:

The section is revised to provide two sections for permit required and exempt signs.

- **Section 16.03.01** is added to indicate permits are required as follows: **Requirement for Permit.** Except as expressly provided herein, it is unlawful for any person to erect, re-erect, alter or relocate any sign without obtaining a permit from the Zoning Administrator and paying the applicable permit fee.
- **16.03.02** is added to provide for which signs are exempt from obtaining a permit and the following types of signs are eliminated from this section: **business affiliation signs, construction signs, garage sale and estate sale signs, gas station pump island signs, miscellaneous signs, model signs, non-commercial signs, municipal and non-profit organization signs, owner/tenant signs, political signs, real estate signs, rental office directional signs, roadside stand signs and window signs.**
- **16.03.02 (d) Parking lot signs** is amended to clarify the definition and restrictions as follows: A sign which regulates vehicle traffic within a permitted parking lot and includes information of a general directive or informational nature such as no parking, handicapped parking, and loading area; which bears no advertising matter, and does not exceed a maximum of six (6) feet in height and four (4) square feet in area.
- **16.03.02(e) Regulatory, directional and street signs** is amended to allow location in the public street right-of-way.
- **16.03.02(f) Street Address Signs** is amended to allow location in the public street right-of-way.
- **16.03.02(g)** as added to allow **Temporary signs on agriculturally or residentially zoned property** as follows: shall be allowed with property owner permission within the required setback area provided such signs are not placed within the public street right-of-way and do not obstruct motorist visibility subject to the following regulations:

Type	Number	Area	Height	Duration
Temporary Sign	1 per lot	6 sq. ft.	4 ft.	
Extra Temp. Sign	1 per lot	20 sq. ft.	6 ft.	From property listing to 30 days after closing of sale/lease.
Extra Temp. Sign	1 per lot	20 sq. ft.	6 ft.	From permitting of construction to 15 days after Certificate of Occupancy or Completion.
Extra Temp. Sign(s)	The same number as the number of issues and candidates	36 sq. ft.	6 ft.	From sixty (60) days prior to and six (6) days after election.

- **16.03.02(i)** is added as follows: **Incidental signs**: Incidental signs placed internal to sites are permitted within the non-residential districts, but are subject to the setbacks applicable to principal buildings for the zoning district and shall not

exceed two (2) square feet in size.

Section 16.04 PROHIBITED SIGNS is amended as follows:

- **16.04.01** is amended to provide standards regarding **Vehicle signs** as follows: *Vehicle signs shall not be permitted. As determined by the Zoning Administrator, a vehicle sign may be parked, placed or maintained as an accessory to a permitted principle use when located in compliance with the setbacks applicable to principle buildings only when it is determined that there are no other options for placement on the premises and that the vehicle is located in the least visible location as seen from the public road right of way.*
- **16.04.02** is amended to include **Rope lights** in the category with **String lights** and to specify that the prohibition is related to their use for commercial advertising.
- **16.04.03** is amended to clarify that the only exceptions to the prohibition against signs in the right-of-way is for regulatory, directional, and street signs erected by a public agency and street address signs as provided in sections 16.03.02 (e) and 16.03.02(f).
- **16.04.04** related to Off-premise signs is deleted and related subsection items below it are re-numbered as appropriate.
- **16.04.06** is amended to incorporate an exception to the prohibition with a permit required to allow portable signs for a 14 day period for a new business or new owners.

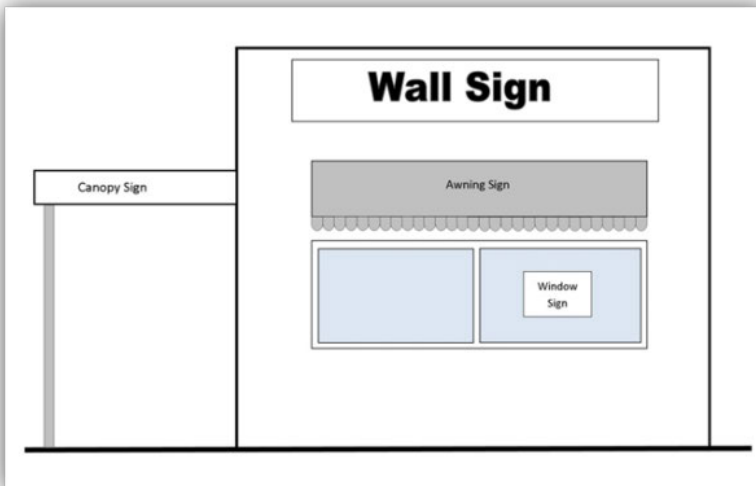
Section 16.05 REQUIRED ADDRESS SIGN is amended to include compliance with the Fire Authority requirements.

Section 16.06 GENERAL STANDARDS FOR PERMITTED SIGNS is amended as follows:

- Reference to signs permitted as accessory uses serving commercial or informational purposes is deleted from the introductory paragraph and reference is made to signs exempt from permit requirement as allowed in section 16.03.02 is added.
- **16.06.01(c)** is amended to include awning signs in the calculation of allowable wall sign area.
- **16.06.05(f)** is amended to reflect the revised name of electronic message signs instead of electronic changeable message signs.

Section 16.07 SPECIFIC SIGN STANDARDS is amended as follows:

- **16.07.01** is amended to create a distinction between canopy signs and awning signs and to require that awning signs be fully adhered to the face of the awning. A new graphic is also added as follows:



- **16.07.02** is added to provide regulations regarding **Canopy signs** as follows: *Canopy signs shall not project vertically above or below the front fascia of the canopy by more than eighteen (18) inches and shall not project beyond or overhang the fascia horizontally by more than one (1) foot. Canopy signs shall not project above the roof or parapet of the building and conduit, raceways and wiring shall not be exposed. Any sign area on the canopy shall be included in calculations of maximum wall sign square footage.*
- **16.07.03** is amended to create individual sections for **Changeable message signs** and **Electronic message signs**.
- **16.07.04 Electronic Message Sign** is amended as follows:
 - Reflect name change from “Changeable message sign, electronic” to “Electronic message sign”;
 - Maintain reference and compliance with standards applicable to changeable message signs;
 - **16.07.04(c)** is amended to allow for full color displays by eliminating the requirement for only 1 color on a black or dark background;
 - **16.07.04(g)** adds requirement for a non-glare panel or equivalent to substantially reduce glare shall be installed to cover the electronic message sign display.

- **16.07.04(h)** adds requirement for all permitted electronic message signs shall be equipped with a sensor or other device that automatically determines the ambient illumination and is programmed to automatically dim according to ambient light conditions.
- **16.07.04(i)** adds requirement for a written certification from a sign manufacturer or other approved testing agency that the light intensity has been preset to conform to the brightness and display standards established herein and that the preset levels are protected from end user manipulation by password protected software or other method.
- **16.07.04(j)** adds requirement for the owner or controller of any electronic message sign must adjust the sign to meet the brightness standards established herein and that any necessary adjustments must be made immediately upon notice of non-compliance from the Township.
- **16.07.06 Menu board** is amended to allow 2 menu boards per drive through lane instead of per restaurant and to increase the allowable menu board sign area from 16 to 20 square feet.
- **16.07.07 Temporary signs:** is deleted.
- **16.07.08 Municipal and non-profit organization signs** is relocated from exempt signs such that signs shall now require a permit and is also amended to increase allowable sign area to 72 square feet to be consistent with sign sizes allowed for this use in other districts.
- **16.07.09 Rental office directional signs** is relocated from exempt signs so that a permit is required.
- **16.07.10 Residential community or development identification signs** is amended to eliminate office complexes from the classification.
- **16.07.11** is added to allow **Temporary signs on non-agricultural and non-residential zoned property** as follows:
 - **16.07.11(a)** All temporary signs on non-agricultural and non-residential zoned property may be located within the required setback area provided such signs are not placed within the public street right-of-way and do not that obstruct motorist visibility.
 - **16.07.11(b)** Prior to the erection or placement of a temporary sign, the permission of the property owner where the sign is to be located must be secured.
 - **16.07.11(c)** The dimensional standards and regulations applicable to temporary signs in non-agricultural and non-residential districts are as follows

Type	Number	Area	Height	Duration
Temporary Sign	One (1) sign per lot with one (1) additional sign allowed for each one-hundred (100) linear feet of frontage in excess of the minimum lot width required in the zoning district subject to a minimum separation distance of one hundred (100) feet between any other temporary sign.	36 sq. ft.	6 ft.	Not to exceed 60 days in a calendar year.
Extra Temp. Sign	1 per lot	36 sq. ft.	6 ft.	From property listing to 30 days after closing of sale/lease.
Extra Temp. Sign	1 per lot	36 sq. ft.	6 ft.	From permitting of construction to 15 days after Certificate of Occupancy or Completion.
Extra Temp. Sign(s)	The same number as the number of issues and candidates	36 sq. ft.	6 ft.	From sixty (60) days prior to and six (6) days after election.

- **16.07.07 Temporary signs** is eliminated.
- **16.07.13 Window signs** is relocated from exempt signs and additional standards are added regarding determination of window area and maximum allowable area as follows: The window area is calculated as the glazing area of the surface of the window, including windowpane dividers such as grilles, muntins, grids, mullions or similar. In no case shall any individual window sign be more than two hundred (200) square feet and the combined area of all window signs shall not exceed five hundred (500) square feet.
- **Table 16.1 Sign Dimensional Standards and Regulations** is amended as follows:
 - The reference to “or Canopy” is removed from the Wall Sign column header row.
 - The reference to Mobile” is removed from Manufactured Home District.
 - “Public and” is added to the name of the Recreational Facilities district for consistency.
 - **Footnote (2) (b)** is amended to remove references to “interior lot (non-corner lot)” to allow Planning Commission discretion for any site with circumstances that may require additional visibility.
 - **Footnote (3)** is amended to clarify which buildings or lots may qualify for Planning Commission discretion for second or larger monument sign area.

Section 16.08 VALIDITY AND SEVERABILITY CLAUSE is added as follows: This Article and the various components, sections, subsections, sentences and phrases are hereby declared to be severable. If any court of competent jurisdiction shall declare any part of this Ordinance to be unconstitutional or invalid, such ruling shall not affect any other provisions of this Ordinance not specifically included in said ruling. Further, if any court of competent jurisdiction shall declare unconstitutional or invalid the application of any

provision of this Article to a particular parcel, lot, use, building or structure, such ruling shall not affect the application of said provision to any other parcel, lot, use, building or structure not specifically included in said ruling.

REPEALOR: All ordinances or parts of Ordinances in conflict herewith are repealed.

SEVERABILITY: Should any section, subsection, paragraph, sentence, clause, or word of this Ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Ordinance.

SAVINGS: This amendatory ordinance shall not affect violations of the Zoning Ordinance or any other ordinance existing prior to the effective date of this Ordinance and such violation shall be governed and shall continue to be separate punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

EFFECTIVE DATE: These ordinance amendments were adopted by the Genoa Charter Township Board of Trustees at the regular meeting held on _____ and ordered to be given publication in the manner required by law. This ordinance shall be effective seven days after publication.

On the question: "SHALL THIS ORDINANCE NOW PASS" the following vote was recorded:

Yeas:

Nays:

Absent:

I hereby approve the adoption of the foregoing Ordinance this _____ day of _____, 2020.

Paulette Skolarus
Township Clerk

Bill Rogers
Township Supervisor

Township Board First Reading: 10/05/20
Date of Posting of Proposed Ordinance: 10/06/20
Date of Publication of Proposed Ordinance: 10/11/20
Proposed Township Board Second Reading and Adoption:
Proposed Date of Publication of Ordinance Adoption:
Proposed Effective Date:

Genoa Township Officials
Proposed: October 2, 2020

Place on Oct. 19, 2020
Bd. Mtg.

PLANNING COMMISSION (3-year term)

Chris Grajek	06/30/23
Marianne McCreary	06/30/21
Jill Rickard	06/30/23
Jeff Dhaenens	06/30/22
Jim Mortensen (1-year term)	11/20/21
Glynis McBain	06/30/21
Eric Rauch	06/30/22

ZONING BOARD OF APPEALS (3-year term)

Bill Rockwell	06/30/21
Marianne McCreary	06/30/21
Greg Rassel	06/30/22
Jean Ledford (1-year term)	11/20/21
Michele Kreutzberg	06/30/23
Craig Fons (alternate)	06/30/22

BOARD OF REVIEW (2-year term)

Chris Grajek	12/31/22
Ron Matkin	12/31/22
Marianne McCreary	12/31/22
Lindsay McFarlane (alternate)	12/31/22

SEMCOG (4-year term)

Terry Croft	11/20/24
Diana Lowe (alternate)	11/20/24

GENOA/OCEOLA SEWER AND WATER AUTHORITY (4-year term)

Robin Hunt	11/20/24
Bill Rogers	11/20/24

HOWELL PARKS AND RECREATION (4-year term)

Diana Lowe	11/20/24
Terry Croft (alternate)	11/20/24

MHOG (Marion, Howell, Oceola and Genoa) (4-year term)

Robin Hunt	11/20/24
Bill Rogers	11/20/24

FOIA COORDINATOR (4-year term)

Michael Archinal	11/20/24
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BRIGHTON FIRE AUTHORITY (4-year term)

Bill Rogers	11/20/24
Jim Mortensen	11/20/24

ELECTION COMMISSION (4-year term)

Diana Lowe	11/20/24
Jean Ledford	11/20/24
(Policy-officials-terms)	

Board Correspondence

Polly

To: terresr@howell schools.com

Rick, Thank you for speaking with me yesterday concerning the upcoming General Election. It is my understanding that you are very concerned with the Covid-19 crisis and how it will effect Three Fires Middle School students. We discussed a virtual school day for your students. This would be so helpful, especially since I too am concerned with the health of my poll workers and our residents. Please assure your board that my office will make every concerted effort to keep everyone safe with the use of masks, face guards, hand sanitizer, safe distancing and gloves. While we cannot demand that all our workers use these safeguards, we will provide what is needed and encourage their use. Again, thank your board for working with us to provide a convenient place to hold elections. Sincerely, Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org