

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

December 4, 2023

6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Moment of Silence in honor of Jim Mortensen:

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

Approval of Consent Agenda:

1. Payment of Bills: December 4, 2023
2. Request to approve November 20, 2023 regular meeting minutes.

Approval of Regular Agenda:

3. Consideration of a recommendation for approval and adoption of rezoning ordinance number Z-23-04, rezoning application and environmental impact assessment to rezone property at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD). The property consists of two contiguous parcels (4711-09-200-006 and 008) located on the north side of Grand River Avenue, west of Boulevard Drive. The request is petitioned by Desine, Inc.
 - A. Disposition of Rezoning Ordinance Z-23-04. (roll call)
 - B. Disposition of Environmental Impact Assessment dated July 31, 2023.
4. Consideration of a recommendation for approval of an environmental impact assessment dated October 16, 2023 for additional parking at the Woodland Village Senior Community located at 7533 Grand River Avenue, Brighton located on the north side of Grand River Avenue, west of Bendix Road. The request is petitioned by Trinity Continuing Care Services d/b/a/ Woodland Village.
5. Request for approval of Resolution 231204 establishing the 2024 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski. (roll call)
6. Consideration of a request from the Township Clerk to add a permanent part-time position for an Election Coordinator.

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.

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: December 4, 2023

All information below through November 28, 2023

TOWNSHIP GENERAL EXPENSES	\$	83,704.81
November 20, 2023 Additional Election Check	\$	212.41
November 20, 2023 Longevity	\$	18,150.74
November 24, 2023 Bi Weekly Payroll	\$	123,269.59
OPERATING EXPENSES DPW (503 FN)	\$	9,049.97
OPERATING EXPENSES Oak Pointe (592FN)	\$	89,944.66
OPERATING EXPENSES Lake Edgewood (593FN)	\$	16.00
TOTAL	\$	324,348.18

FNBCK Check Register

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
11/21/2023	38542	ACCIDENT FUND COMPANY	3,461.00
11/21/2023	38543	AMERICAN AQUA	150.72
11/21/2023	38544	BLUE CROSS & BLUE SHIELD OF MI	54,620.36
11/21/2023	38545	DELTA DENTAL	4,162.82
11/21/2023	38546	FEDERAL EXPRESS CORP	57.46
11/21/2023	38547	LCAA	105.00
11/21/2023	38548	MICHIGAN OFFICE SOLUTIONS	230.26
11/21/2023	38549	MUTUAL OF OMAHA	2,701.90
11/21/2023	38550	PFEFFER, HANNIFORD, PALKA	3,800.00
11/21/2023	38551	SEWARD HENDERSON PLLC	12,388.00
11/21/2023	38552	STAPLES	356.47
11/21/2023	38553	VERIZON WIRELESS	406.84
11/27/2023	38554	COMCAST	264.49
11/27/2023	38555	DTE ENERGY	30.40
11/27/2023	38556	GREATLAND CORPORATION	271.02
11/27/2023	38557	LIVINGSTON PRESS & ARGUS	597.94 V
		Void Reason: MADE OUT FOR THE WRONG AMOUNT	
11/27/2023	38558	PRINTING SYSTEMS	123.07
11/27/2023	38559	LIVINGSTON PRESS & ARGUS	575.00
FNBCK TOTALS:			
Total of 18 Checks:			84,302.75
Less 1 Void Checks:			597.94
Total of 17 Disbursements:			83,704.81

November 20, 2023 Additional Election Check

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
EL_TAXED	0.00	0.00	0.00	335.00	MEDICARE_EE	3.33	8.19
ELECT SET-CLEAN	11.50	0.00	230.00	230.00	SOCSEC_EE	14.26	35.03
ELECTION NO TAX	0.00	0.00	0.00	320.00			
TRAIN- PER DIEM	0.00	0.00	0.00	0.00			

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
230.00	0.00	17.59	212.41	885.00	0.00

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/20/2023	FNBCK	13907	HURLEY, MATTHEW A	230.00	212.41	0.00	Open
Totals:				230.00	212.41	0.00	
Total Physical Checks:				1			
Total Check Stubs:							

Physical Check Amt \$212.41
 Direct Deposit \$0
 TOTAL \$212.41

November 20, 2023 Longevity Payroll

11/22/2023 01:24 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 14 of 14	
		Payroll ID: 263					
		Pay Period End Date: 11/20/2023		Check Post Date: 11/21/2023		Bank ID: FNBCK	
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks							
Grand Totals for Payroll:							
Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
BONUS	0.00	0.00	0.00	500.00	FIW	865.95	128,959.96
CAR ALLOWANCE	0.00	0.00	0.00	25,477.10	MEDICARE_EE	246.49	21,073.59
CELL PHONE REIM	0.00	0.00	0.00	9,378.94	SIW	625.43	58,102.36
COVID-19	0.00	0.00	0.00	0.00	SOCSEC_EE	1,054.00	90,107.77
DFW MED REIM	0.00	0.00	0.00	3,786.26			
EL_TAXED	0.00	0.00	0.00	0.00			
ELEC RECV BOARD	0.00	0.00	0.00	200.00			
ELEC TAX OT	0.00	0.00	0.00	0.00			
ESSENTIAL SERVI	0.00	0.00	0.00	0.00			
FLOATER HOLIDAY	0.00	0.00	0.00	1,753.60			
FUNERAL LEAVE	0.00	0.00	0.00	0.00			
G1	0.00	0.00	0.00	274,252.34			
G2	0.00	0.00	0.00	30,603.78			
HOLIDAY PAY	0.00	0.00	0.00	61,941.93			
HOWELL-G1	0.00	0.00	0.00	0.00			
IN LIEU MED INS	0.00	0.00	0.00	7,572.52			
LONGEVITY	0.00	0.00	17,000.00	17,000.00			
ON CALL	0.00	0.00	0.00	18,717.07			
OVERTIME	0.00	0.00	0.00	392.16			
PERSONAL PAYOUT	0.00	0.00	0.00	8,797.57			
PERSONAL TIME	0.00	0.00	0.00	34,390.85			
PLANNING MINUTE	0.00	0.00	0.00	173.00			
REGULAR PAY	0.00	0.00	0.00	117,907.16			
SALARY	0.00	0.00	0.00	792,281.65			
TRAIN- PER DIEM	0.00	0.00	0.00	0.00			
UNIFORM ALLOW	0.00	0.00	0.00	2,025.00			
VAC COVID 19	0.00	0.00	0.00	0.00			
VACATION PAY	0.00	0.00	0.00	106,762.23			
WELL IQ	0.00	0.00	0.00	2,249.45			
ZBA PER DIEM	0.00	0.00	0.00	1,801.98			
Gross Pay This Period	17,000.00	Deduction Refund	0.00	Ded. This Period	2,791.87	Net Pay This Period	14,208.13
				Gross Pay YTD	1,518,094.13	Dir. Dep.	0.00

11/22/2023 12:59 PM		Check Register Report For Genoa Charter Township				Page 1 of 1	
		For Check Dates 11/21/2023 to 11/21/2023					
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/21/2023	FNBCK	13908	AULETTE, JAMES B	500.00	440.50	0.00	Void
11/21/2023	FNBCK	13909	BUNKOSKE, CRAIG A	500.00	458.15	0.00	Open
11/21/2023	FNBCK	13910	CHIMPOURAS, ALEX A	500.00	440.50	0.00	Open
11/21/2023	FNBCK	13911	ESTRADA, DAVID	750.00	631.31	0.00	Open
11/21/2023	FNBCK	13912	HANUS, CAROL A	1,000.00	837.92	0.00	Open
11/21/2023	FNBCK	13913	HUNT, MATTHEW T	500.00	436.06	0.00	Open
11/21/2023	FNBCK	13914	HUNT, ROBIN L	1,250.00	983.94	0.00	Open
11/21/2023	FNBCK	13915	KERN, JENIFER A	500.00	440.50	0.00	Open
11/21/2023	FNBCK	13916	KORPELA, AARON E	500.00	436.06	0.00	Open
11/21/2023	FNBCK	13917	LINDBERG, TAMMY J	1,250.00	1,058.16	0.00	Open
11/21/2023	FNBCK	13918	LOWE, SCOTT E	500.00	458.15	0.00	Open
11/21/2023	FNBCK	13919	MEYERS, JEFFREY W	500.00	427.23	0.00	Open
11/21/2023	FNBCK	13920	GAMBINO, LAURA L	1,000.00	837.92	0.00	Open
11/21/2023	FNBCK	13921	MURPHY, KATHLEEN R	500.00	440.50	0.00	Open
11/21/2023	FNBCK	13922	ROJEWski, DEBRA L	1,250.00	983.94	0.00	Open
11/21/2023	FNBCK	13923	RUTHIG, AMY D	1,250.00	1,033.16	0.00	Open
11/21/2023	FNBCK	13924	SAPIENZA, KRISTEN R	500.00	440.50	0.00	Open
11/21/2023	FNBCK	13925	SKOLARUS, PAULETTE A	1,250.00	992.77	0.00	Open
11/21/2023	FNBCK	13926	TATARA, GREGORY	750.00	589.15	0.00	Open
11/21/2023	FNBCK	13927	VAN TASSELL, ADAM J	1,250.00	1,003.79	0.00	Open
11/21/2023	FNBCK	13928	VANMARTER, KELLY K	1,000.00	837.92	0.00	Open
11/21/2023	FNBCK	13929	AULETTE, JAMES B	500.00	440.50	0.00	Open
11/21/2023	FNBCK	EFT870	INTERNAL REVENUE SERVICE	3,502.11	3,502.11	0.00	Open
Totals:			Number of Checks: 023	21,002.11	18,150.74	0.00	
			Total Physical Checks:	22			
			Total Check Stubs:	1			

Direct Deposit \$0
 Physical Check Amount \$18,150.74
 TOTAL \$18,150.74

November 24, 2023 Bi Weekly Payroll

11/22/2023 01:19 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 35 of 35	
		Payroll ID: 261					
		Pay Period End Date: 11/17/2023		Check Post Date: 11/24/2023		Bank ID: FNBCK	
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks							
VACATION NONTAX	0.00	0.00	0.00	0.00			
VACATION PAY	211.00	0.00	7,151.50	154,577.68			
VACATION PTIME	0.00	0.00	0.00	2,701.81			
WELL IQ	0.00	0.00	854.43	7,363.08			
ZBA CHAIR	0.00	0.00	0.00	1,909.32			
ZBA MINUTES	0.00	0.00	0.00	1,790.55			
ZBA MINUTES OT	0.00	0.00	0.00	75.00			
ZBA PER DIEM	0.00	0.00	0.00	4,814.97			
Gross Pay This Period	121,959.34	Deduction Refund	0.00	Ded. This Period	36,030.78	Net Pay This Period	85,928.56
						Gross Pay YTD	2,685,142.02
						Dir. Dep.	84,762.13

11/22/2023 01:01 PM		Check Register Report For Genoa Charter Township				Page 1 of 1	
		For Check Dates 11/24/2023 to 11/24/2023					
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/24/2023	FNBCK	13903	ACOSTA, ISABEL	288.00	262.55	0.00	Open
11/24/2023	FNBCK	13904	MULLALLY-HENNE, MARGARET A	360.00	309.62	0.00	Open
11/24/2023	FNBCK	13905	NEIBAUER JR., KEITH	439.23	391.63	0.00	Open
11/24/2023	FNBCK	13906	SEBASTIAN, PAUL J	230.00	202.63	0.00	Open
11/24/2023	FNBCK	EFT866	FLEX SPENDING (TASC)	840.38	840.38	0.00	Open
11/24/2023	FNBCK	EFT867	INTERNAL REVENUE SERVICE	29,005.44	29,005.44	0.00	Open
11/24/2023	FNBCK	EFT868	PRINCIPAL FINANCIAL	5,111.00	5,111.00	0.00	Open
11/24/2023	FNBCK	EFT869	PRINCIPAL FINANCIAL	2,384.21	2,384.21	0.00	Open
Totals:		Number of Checks: 008		38,658.26	38,507.46	0.00	
Total Physical Checks:		4					
Total Check Stubs:		4					

Direct Deposit \$84,762.13
 Physical Check Amount \$38,507.46
 TOTAL \$123,269.59

503FN Check Register

11/28/2023 02:18 PM		CHECK REGISTER FOR GENOA TOWNSHIP		Page: 1/1	
User: denise		CHECK NUMBERS 5965 - 6500			
DB: Genoa Township					
Check Date	Check	Vendor Name	Amount		
Bank 503FN DPW-UTILITIES #233					
11/16/2023	5965	VERIZON WIRELESS	689.76		
11/21/2023	5966	CHASE CARD SERVICES	5,366.80		
11/21/2023	5967	HOME DEPOT CREDIT SERVICES	2,285.03		
11/21/2023	5968	MWEA	95.00		
11/21/2023	5969	MYERS AUTOMOTIVE	613.38		
503FN TOTALS:					
Total of 5 Checks:			9,049.97		
Less 0 Void Checks:			0.00		
Total of 5 Disbursements:			<u>9,049.97</u>		

592FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
11/16/2023	5981	AT&T	182.24
11/16/2023	5982	CONSUMERS ENERGY	199.15
11/27/2023	5983	GENOA TOWNSHIP G/O NEW USER FUND	89,456.24
11/28/2023	5984	AT&T LONG DISTANCE	107.03
592FN TOTALS:			
Total of 4 Checks:			89,944.66
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			89,944.66

593FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
11/16/2023	4373	CONSUMERS ENERGY	16.00
593FN TOTALS:			
Total of 1 Checks:			16.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			16.00



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Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

December 2023						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

New Balance
\$5,885.90
 Minimum Payment Due
\$58.00
 Payment Due Date
12/01/23

INK CASH(SM) POINT SUMMARY

Previous points balance	31,040
+ 1 Point per \$1 earned on all purchases	5,886
Total points available for redemption	36,926

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	\$4,735.73
Payment, Credits	-\$4,735.73
Purchases	+\$5,885.90
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$5,885.90

Opening/Closing Date	10/08/23 - 11/07/23
Credit Limit	\$45,500
Available Credit	\$39,614
Cash Access Line	\$2,275
Available for Cash	\$2,275
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

all pay - 233 - 000 - 084 - 999
 UTILITY DEPT.
 NOV 13 2023
 RECEIVED
[Signature]
 11.14-23

0000001 FIS33338 C 1 0309

N Z 07 23/11/07

Page 1 of 2

05888 MA DA 28522 31110000010452852201



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

Make your payment at
chase.com/paycard

Payment Due Date: 12/01/23
New Balance: \$5,885.90
Minimum Payment Due: \$58.00

28522 BEX Z 31123 C

GREG TATARA
 MHOG SEWER & WATER AUTH
 2911 DORR RD
 BRIGHTON MI 48116-9436

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



CARDMEMBER SERVICE
 PO BOX 8294
 CAROL STREAM IL 60197-8294



⑆ 5000 160 28⑆ 9869 10 24497478⑆



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
10/11	BURNIPS EQUIPMENT HUDSON MI	LES 797.79
10/26	BORDINE BRIGHTON OPS ROCHESTER HIL MI <i>PS 454 OPS</i>	473.82 ✓
10/27	RHINO SEED BRIGHTON 810-6325640 MI <i>PS 48 6/0</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD) \$1586.13	314.52 ✓
10/06	HIRE MOJO INC 800-395-2805 CA <i>DPUW reworking</i>	258.00 ✓
10/12	MICHIGAN WATER ENVIRONMENT 517-641-7377 MI <i>DPUW prof dev</i> KIMBERLY LANE TRANSACTIONS THIS CYCLE (CARD) \$438.00	180.00 ✓
10/19	Payment ThankYou Image Check	-4,735.73
10/10	GoToCom*GoToConnect goto.com MA <i>mhog</i>	249.66 ✓
11/04	RINGCENTRAL INC. 888-898-4591 CA <i>DPUW phone</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD) \$4419.94- INCLUDING PAYMENTS RECEIVED	66.13 -
10/10	IN *MICHIGAN RURAL WATER 517-6572601 MI <i>DPUW prof dev</i>	265.00 ✓
10/10	CP ENVIRONMENTAL FILTER 630-771-9993 IL <i>mhog</i>	1,055.11 ✓
10/17	Amazon.com*TP7ZR30G1 Amzn.com/bill WA <i>DPUW phone</i>	97.66 ✓
10/17	WWW.NORTHERNSAFETY.COM 800-625-1591 NY <i>mhog</i>	332.27 ✓
10/17	AMZN Mktip US*TD99194R0 Amzn.com/bill WA <i>mhog</i>	325.74 ✓
10/27	BEST BUY 00008417 BRIGHTON MI <i>mhog</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD) \$21 9. 7 3 3	63.59 ✓
10/09	GRAND TRAV RESORT 2315346050 MI	519.10 ✓
10/10	VAN BUREN COUNTY EXTENSI 269-658-8213 MI <i>101-701-910-000</i>	60.00 ✓
10/10	LIVINGSTON ASSOC OF REALT 810-225-1100 MI <i>101-257-910-000</i>	629.00 ✓
10/12	EVERMAP COMPANY LLC 541-760-9267 OR <i>101-261-751-000</i>	40.00 ✓
10/19	Amazon.com*TP2355QN1 Amzn.com/bill WA <i>101-261-751-000</i>	98.51 ✓
10/26	MSU PAYMENTS 517-355-5023 MI <i>10-701-910-000</i> KELLY VANMARTER A TRANSACTIONS THIS CYCLE (CARD) \$1406.61	60.00 ✓

2023 Totals Year-to-Date	
Total fees charged in 2023	\$0.00
Total interest charged in 2023	\$0.00

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

INTEREST CHARGES

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

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	18.49%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	29.99%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfers	18.49%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

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

101-257-910-000 629.00
101-261-751-000 138.51
101-701-910-000 120.00
 887.51

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
November 20, 2023**

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Robin Hunt, Jean Ledford, Terry Croft, Diana Lowe, Paulette Skolarus and Jeff Dhaenens. Also present were Township Manager Kelly VanMarter, Utilities Director Greg Tatara, and one person in the audience.

The Pledge of Allegiance was recited.

The call to the public was opened at 6:31 pm with no response.

Approval of Consent Agenda:

Ms. Lowe noted that the minutes from the November 6, 2023 meeting needed a correction.

Moved by Hunt, supported by Lowe, to approve the Consent Agenda as presented, with the change to the minutes noted. **The motion carried unanimously.**

1. Payment of Bills: November 20, 2023.
2. Request to approve November 6, 2023 regular meeting minutes.
3. Request to continue the use of the 242 Church as a polling place for Precinct 8.

Approval of Regular Agenda:

Moved by Ledford, supported by Croft, to approve the Regular Agenda as presented. **The motion carried unanimously.**

4. Consideration of a request to approve the bid and authorize the Supervisor to sign the contract documents with D'Angelo Brothers Construction, Inc. for the force main installation associated with the Lake Edgewood to Genoa-Oceola Wastewater Treatment Plant Consolidation project as recommended by the Utility Director.

Dr. Tatara provided a detailed review of the project. He showed the engineering and construction costs, noting that it will be within the budget estimate proposed.

He noted that the Lake Edgewood plant was built in 2003, so taking it off line will save operational and maintenance costs.

Moved by Dhaenens, supported by Lowe, to approve the Bid for Force Main Installation prepared by D'Angelo Brothers Construction, Inc. of Farmington Hills, MI and authorize the

Genoa Charter Township Board Meeting
November 20, 2023
Unapproved Minutes

Supervisor to sign the contract documents prepared by the engineer, including contractor bonds and insurance for the Lake Edgewood to Genoa-Oceola Wastewater Treatment Plant Consolidation project. **The motion carried unanimously.**

5. Consideration of a recommendation for approval of an environmental impact assessment related to the sketch plan for proposed bike trails located at the Fillmore Park. The park is located at 7075 McClements, northwest corner of McClements and Kellogg Roads. The request is petitioned by the Livingston County Planning Department.

Ms. Martha Haglund, Principal Planner with the Livingston County Planning Department, stated they would like to use the western portion of Fillmore Park to install mountain bike trails. This will be done by volunteers so she estimates the project to be completed over several years.

Ms. VanMarter stated that staff can approve 2 one-year extensions; however, If they need additional time, they will need to receive approval from the Planning Commission.

Moved by Hunt, supported by Dhaenens, to approve the Environmental Impact Assessment dated October 25, 2023 corresponding to proposed bike trails for the existing Fillmore Park located at 7075 McClements Road with the condition that site plan conditions must be met as requested by the Planning Commission. **The motion carried unanimously.**

6. Request for introduction of the proposed rezoning ordinance number Z-23-04 and to set the meeting date to consider adoption before the Township Board on Monday, December 4, 2023. The request is to rezone property at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD) to allow for trailer sales and storage. The property consists of two contiguous parcels (4711-09-200-006 and 008) located on the north side of Grand River Avenue, west of Boulevard Drive. The request is petitioned by Desine, Inc.

Moved by Lowe, supported by Skolarus, to introduce proposed Ordinance Number Z-23-04 and to set the meeting date to consider adoption before the Township Board on Monday, December 4, 2023 for the purpose of considering the proposed zoning map amendment. **The motion carried unanimously.**

7. Request for approval of the Professional Services Agreement with SAFEbuilt Michigan, LLC for ongoing Planning and Zoning consultant support services.

Ms. VanMarter stated the township has had a relationship with this planner for many years; however, she is unable to locate an agreement with them. Brian Borden, specifically, has worked with the township and he is a valuable resource as he is very knowledgeable of the township. This agreement shows a rate as well as annual increases consistent with the rate of inflation, but not more than four percent.

Moved by Ledford, supported by Dhaenens, to approve the Professional Services Agreement with SAFEbuilt Michigan, LLC for ongoing Planning and Zoning consultant support services conditioned upon Attorney review. **The motion carried unanimously.**

8. Consideration of amendments to the Fiscal Year 2023/2024 Budget as follows:
 - A. Increase Parks and Recreation Fund 208, Department 536 – “Land for Recreation” Line Item 208-536-972-100 from \$681,000 to \$1,055,018.
 - B. Decrease Road Improvement Fund 401, Department 446 – “Road Projects” to zero (\$0) the gravel and limestone road projects for Kellogg, Euler and McClements Roads (401-446-812-002, 003, 004 & 005).

Ms. VanMarter stated the increase to the Parks and Recreation Fund is for the closing costs for the recent property purchases. The Road Improvement Fund decrease is to move the funds for these projects from the current fiscal year to next fiscal year because they were not completed this season.

Moved by Lowe, supported by Hunt, to amend the Fiscal Year 2023/2024 Budget to Increase Parks and Recreation Fund 208, Department 536 – “Land for Recreation” Line Item 208-536-972-100 from \$681,000 to \$1,055,018 and to Decrease Road Improvement Fund 401, Department 446 – “Road Projects” to zero (\$0) the gravel and limestone road projects for Kellogg, Euler and McClements Roads (401-446-812-002, 003, 004 & 005). **The motion carried unanimously.**

9. Delivery of the first draft of the 2024/2025 Budget as required by MCL 42.24 as provided by the Township Supervisor. (packet was delivered on 11/16/23)

Ms. VanMarter stated she is working on the assumptions and a summary sheet of the significant changes to the upcoming budget. She hopes to provide this to the Board next week.

Ms. Skolarus advised that there will be \$43,000 received from the Howell Public Schools for the most recent election.

Member Discussion

Ms. Skolarus advised she will be proposing to add an additional part-time employee in her office to help with the 2024 elections.

Ms. Hunt stated the tax bills will be mailed on November 30.

Ms. VanMarter stated that the Senior Survivor Park Grand Opening is this Wednesday at 1:00 pm.

Genoa Charter Township Board Meeting
November 20, 2023
Unapproved Minutes

Adjournment

Moved by Lowe, supported by Dhaenens, to adjourn the meeting at 7:15 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township

DRAFT



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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Amy Ruthig, Planning Director
DATE: November 27, 2023
RE: **4675 Grand River Avenue Rezoning**
Parcel#: 4711-09-200-006 and 4711-09-200-008
Ordinance No. Z-23-04

In consideration of the approval recommendations by both the Township Planning Commission on October 10, 2023 and the Livingston County Planning Commission on November 15, 2023 please find attached a proposed rezoning ordinance for your review. The proposed ordinance is for the following parcels: 4711-09-200-006 and 008 located at 4675 Grand River Avenue on the north side of Grand River Avenue, west of Boulevard Drive. The rezoning consists of approximately 1.35 acres. The proposed rezoning is from the Neighborhood Service District (NSD) to General Commercial District (GCD). The GCD zoning would allow for trailer sales with outdoor storage with special use approval.

Based on the aforementioned approval recommendations and the criteria stated in the Zoning Ordinance, I provide the following for your consideration:

REZONING – REQUIRES ADOPTION BY MAJORITY OF MEMBERSHIP ON ROLL CALL VOTE

Moved by _____, supported by _____ to approve and adopt Ordinance No. Z-23-04. The proposed amendment to the zoning map is consistent with Section 19.03 of the Township Zoning Ordinance and the request is anticipated to be compatible with the existing and planned uses in the surrounding area.

Moved by _____, supported by _____ to approve the Environmental Impact Assessment dated July 31, 2023 (dated September 20, 2023 PC recommendation) for two contiguous parcels (4711-09-200-006 and 008) at 4675 Grand River Avenue as submitted.

If you should have any questions, please feel free to contact me.

Best Regards,

Amy Ruthig
Planning Director

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

ORDINANCE NO. Z-23-04

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CHARTER TOWNSHIP OF GENOA BY REZONING PARCELS 4711-09-200-006 AND 008 FROM NEIGHBORHOOD SERVICE DISTRICT (NSD) TO GENERAL COMMERCIAL DISTRICT (GCD)

THE CHARTER TOWNSHIP OF GENOA HEREBY ORDAINS that the Zoning Map, as incorporated by reference in the Charter Township of Genoa’s Zoning Ordinance, is hereby amended as follows:

Real property consisting of 2 contiguous parcels approximately 1.35-acres in size for parcel ID numbers 4711-09-200-006 and 008 located at the north side of Grand River Avenue, west of Boulevard Drive more particularly described as follows:

PARCEL# 4711-09-200-006: SEC. 9 T2N, R5E, BEG. AT SW COR. OF SUNRISE PARK, THENCE N'LY. ALONG W SIDE OF PARK ENTRANCE 100 FT., W'LY. PAR TO U. S. 16 100 FT. FOR A PLACE OF BEG., N61*02'30"W 200 FT. I SAME DIRECTION THENCE S20*44'40"W. PAR TO W. PARK ENTRANCE 150 FT. TO CEN. OF U. S. 16 HWY. S61*02'30"E. ALONG CEN. LINE OF HWY. 200 FT., N20*44'40"E 150 FT. TO BEG.

PARCEL#4711-09-200-008: SEC. 9 T2N, R5E, BEG. IN E LINE SUNRISE PARK N OF WHERE IT INT ROAD ON N AS IT ENTERS SUNRISE PARK FOR BEG., S 80 FT., S 52* 49' W 50.4 FT., S 14* 51' W 115 FT., TH N61*W 300 FT., N 10* 51'E 50 FT., E 323.7 FT. TO BEG. CORR LEGAL 10/07

shall be rezoned from the Neighborhood Service District (NSD) to General Commercial District (GCD) to allow for trailer sales with outdoor storage. The Township Planning Commission and Township Board, in strict compliance with the Township Zoning Ordinance and with Act 110 of the Public Acts of 2006, as amended, reclassified the Property as General Commercial District (GCD) upon finding that such classification properly achieved the purposes of Section 22.04 of the Township’s Zoning Ordinance (as amended).

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: This map amendment was adopted by the Genoa Charter Township Board of Trustees at the regular meeting held December 4, 2023 and ordered to be given publication in the manner required by law. This ordinance shall be effective seven days after publication.

On the motion to adopt the Ordinance the following vote was recorded:

Yeas:

Nays:

Absent:

I hereby approve the adoption of the foregoing Ordinance this 4th day of December, 2023.

Paulette A. Skolarus
Township Clerk

Bill Rogers
Township Supervisor

Township Board First Reading: November 20, 2023
Date of Publication of Ordinance: November 26, 2023
Township Board Second Reading and Adoption: December 4, 2023 (Proposed)
Date of Publication of Ordinance Adoption: December 10, 2023 (Proposed)
Effective Date: December 18, 2023 (Proposed)



GENOA CHARTER TOWNSHIP
Application for Re-Zoning

APPLICANT NAME: Desine, Inc. ADDRESS: 2183 Pless Dr, Brighton, MI 48114
OWNER NAME: Edward Copp ADDRESS: 9800 MARSHAL RD SOUTH LYON MI 48178
PARCEL #(s): 4711-09-200-006 and 008 PRIMARY PHONE: ()
EMAIL 1: edcopp@1800fixitnow.com EMAIL 2: waynep@desineinc.com

We, the undersigned, do hereby respectfully make application to and petition the Township Board to amend the Township Zoning Ordinance and change the zoning map of the township of Genoa as hereinafter requested, and in support of this application, the following facts are shown:

A. REQUIRED SUBMITTAL INFORMATION

1. A legal description and street address of the subject property, together with a map identifying the subject property in relation to surrounding properties;
2. The name, signature and address of the owner of the subject property, a statement of the applicant's interest in the subject property if not the owner in fee simple title, and proof of consent from the property owner;
3. It is desired and requested that the foregoing property be rezoned from:
NSD to GCD
4. A site plan illustrating existing conditions on the site and adjacent properties; such as woodlands, wetlands, soil conditions, steep slope, drainage patterns, views, existing buildings, sight distance limitations, relationship to other developed sites, and access points in the vicinity;
5. A conceptual plan demonstrating that the site could be developed with representative uses permitted in the requested zoning district meeting requirements for setbacks, wetland buffers access spacing, any requested service drives and other site design factors;
6. A written environmental impact assessment, a map of existing site features as described in Article 18 describing site features and anticipated impacts created by the host of uses permitted in the requested zoning district;
7. A written description of how the requested rezoning meets Sec. 22.04 "Criteria for Amendment of the Official Zoning Map."
8. The property in question shall be staked prior to the Planning Commission Public Hearing.

B. DESCRIBE HOW YOUR REQUESTED RE-ZONING MEETS THE ZONING ORDINANCE CRITERIA FOR AMENDING THE OFFICIAL ZONING MAP:

1. How is the rezoning consistent with the goals, policies and future land use map of the Genoa Township Master Plan, including any subareas or corridor studies. If not consistent, describe how conditions have changed since the Master Plan was adopted?

The 2023 Master Plan calls for mixed use commercial in the West Grand River Corridor. There are similar uses in the immediate area, including vehicle sales to the east and west of the proposed Trailer Sales use.

2. Are the site's physical, geological, hydrological and other environmental features suitable for the host of uses permitted in the proposed zoning district?

The site has been used in similar manners in the past, including trailer sales. We are not aware of any current environmental features that will be impacted by the continued use of the property.

The proposed improvements will reduce drainage impacts, create more landscape buffering, and enhance the site.

3. Do you have any evidence that a reasonable return on investment cannot be received by developing the property with one (1) of the uses permitted under the current zoning?

No. The relocation of AAA Service Network to a larger site has created the need to change the use. A family member has started the AAA trailer business and it is desired to use the site owned by the family.

4. How would all the potential uses allowed in the proposed zoning district be compatible with surrounding uses and zoning in terms of views, noise, air quality, the environment, density, traffic impacts, drainage and potential influence on property values?

General Commercial uses existing throughout the West Grand River Corridor and the proposed use is consistent within those uses. The Genoa Township Zoning Ordinance has design and performance requirements that mandate views, noise, air quality, density, traffic, drainage, and property values are not adversely impacted.

5. Are infrastructure capacity (streets, sanitary sewer, water, and drainage) and services (police and fire protection, etc.) sufficient to accommodate the uses permitted in the requested district?

Yes.

6. Is there a demonstrated demand in Genoa Township or the surrounding area for the types of uses permitted in the requested zoning district? If yes, explain how this site is better suited for the zoning than others which may be planned or zoned to accommodate the demand.

Yes. The site is uniquely configured to allow for screened outdoor trailer inventory, small storage and office/sales buildings, and a small visitor parking area. The remaining land has been allocated to landscape buffering and screening.

7. If you have a particular use in mind, is another zoning district more appropriate? Why should the Township re-zone the land rather than amend the list of uses allowed in another zoning district to accommodate your intended use?

Genoa Township Staff provided guidance in proposing the rezone to GCD instead of a special outdoor sales use in the current NSD. The change allows the Township more control and higher standards to be applied to the site.

8. Describe any deed restrictions which could potentially affect the use of the property.

None known.

C. AFFIDAVIT

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

BY: EDWARD COPP

ADDRESS: 9800 MARSHAL RD SOUTH LYON MI 48178

SIGNATURE

The following contact should also receive review letters and correspondence:

Name: Ryan Copp Email: ryancopp@gmail.com

Business Affiliation: Family

FEE EXCEEDANCE AGREEMENT

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

PROJECT NAME: _____

PROJECT LOCATON & DESCRIPTION: _____

SIGNATURE: Edward Copp DATE: 7-18-23

PRINT NAME: EDWARD COPP PHONE: 517-404-4619

COMPANY NAME & ADDRESS: AAA TRAILERS

Supervisor to sign the contract documents prepared by the engineer, including contractor bonds and insurance for the Lake Edgewood to Genoa-Oceola Wastewater Treatment Plant Consolidation project. **The motion carried unanimously.**

5. Consideration of a recommendation for approval of an environmental impact assessment related to the sketch plan for proposed bike trails located at the Fillmore Park. The park is located at 7075 McClements, northwest corner of McClements and Kellogg Roads. The request is petitioned by the Livingston County Planning Department.

Ms. Martha Haglund, Principal Planner with the Livingston County Planning Department, stated they would like to use the western portion of Fillmore Park to install mountain bike trails. This will be done by volunteers so she estimates the project to be completed over several years.

Ms. VanMarter stated that staff can approve 2 one-year extensions; however, if they need additional time, they will need to receive approval from the Planning Commission.

Moved by Hunt, supported by Dhaenens, to approve the Environmental Impact Assessment dated October 25, 2023 corresponding to proposed bike trails for the existing Fillmore Park located at 7075 McClements Road with the condition that site plan conditions must be met as requested by the Planning Commission. **The motion carried unanimously.**

6. Request for introduction of the proposed rezoning ordinance number Z-23-04 and to set the meeting date to consider adoption before the Township Board on Monday, December 4, 2023. The request is to rezone property at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD) to allow for trailer sales and storage. The property consists of two contiguous parcels (4711-09-200-006 and 008) located on the north side of Grand River Avenue, west of Boulevard Drive. The request is petitioned by Desine, Inc.

Moved by Lowe, supported by Skolarus, to introduce proposed Ordinance Number Z-23-04 and to set the meeting date to consider adoption before the Township Board on Monday, December 4, 2023 for the purpose of considering the proposed zoning map amendment. **The motion carried unanimously.**

7. Request for approval of the Professional Services Agreement with SAFEbuilt Michigan, LLC for ongoing Planning and Zoning consultant support services.

Ms. VanMarter stated the township has had a relationship with this planner for many years; however, she is unable to locate an agreement with them. Brian Borden, specifically, has worked with the township and he is a valuable resource as he is very knowledgeable of the township. This agreement shows a rate as well as annual increases consistent with the rate of inflation, but not more than four percent.

Yapici. **The motion carried (Grajek - yes; Rauch - yes; Chouinard - yes; McBain - yes; Lowe - yes; Rassel - no).**

Moved by Commissioner Rauch, seconded by Commissioner Lowe, to recommend to the Township Board approval of the sketch plan dated September 20, 2023 to allow for a proposed Bed and Breakfast located at 7854 Collingwood Drive for Nazmiye Yapici. **The motion carried (Grajek - yes; Rauch - yes; Chouinard - yes; McBain - yes; Lowe - yes; Rassel - no).**

NEW BUSINESS:

OPEN PUBLIC HEARING #2... Consideration of a rezoning application and environmental impact assessment to rezone property at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD) to allow for trailer sales and storage. The property consists of two contiguous parcels (4711-09-200-006 and 008) located on the north side of Grand River Avenue, west of Boulevard Drive. The request is petitioned by Desine, Inc.

- A. Recommendation of Rezoning
- B. Recommendation of Environmental Impact Assessment (9-20-23)

Mr. Wayne Perry of Desine, Inc. and Mr. Edward Copp, the owner, were present. Mr. Perry stated they would like to rezone these two parcels from NSD to GCD and combine them to a total of just over 1.3 acres. The property will be for the future use of AAA Trailers.

Mr. Borden viewed his letter dated October 3, 2023.

1. GCD zoning is generally consistent with the rezoning criteria of Section 22.04.
2. Since the zoning designation intended for the Mixed Use – West Grand River future land use category - has not been created, the Commission may find that GCD is a reasonable option at this time.
3. The request is anticipated to be compatible with environmental conditions and the surrounding area.
4. The two parcels comprising the subject site must be combined to create a conforming property. He noted that due to this type of rezoning, conditions are not able to be placed on approvals.
5. The host of uses permitted in GCD are generally compatible with existing and planned uses in the surrounding area, especially along Grand River.
6. Consideration must be given to any technical comments provided by the Township Engineer, Utilities Director and/or Fire Authority with respect to compatibility/capacity of infrastructure and services.

Chairman Grajek asked if GCD allows for outdoor storage. Mr. Borden stated the “leasing of auto trucks and trailers” are allowed as a special land use in that zoning district.

Mr. Rauch stated that to the north, west, and south is a PUD. He asked if those uses outlined in that PUD generally match what is allowed in the GCD. Mr. Borden stated the allowable uses are very similar. Ms. Ruthig stated auto and motorcycle sales are allowable uses in the PUD.

Ms. Byrne stated she does not have any engineering issues regarding site drainage, or water and sewer utilities that would arise from this change in zoning classification. It appears that the provided sketch plan does include some site improvements, such as a new parking lot. This will need to be submitted and reviewed separately as part of the site plan approval process.

The Fire Marshal's letter dated August 24, 2023 outlined the following comments:

1. The building shall include the address at a minimum of 6" high letters of contrasting colors and be clearly visible from the street. The location and size shall be verified prior to installation.
2. The access drive into the parking area and the gated lot shall provide a minimum of 26-foot clear width for emergency vehicle access to all structures. This includes the clear width of the gate opening.
3. A minimum vertical clearance of 13½ feet shall be maintained along the length of all apparatus access drives. This includes but is not limited to porte-cochere, lighting, and large canopy trees.
4. A Knox padlock shall be utilized to secure the gate in conjunction with the owner's lock for use in the event of an emergency. A Knox box shall be located adjacent to the main entrance of the structure, in a location coordinated with the fire authority.

Mr. Perry stated they have seen the Fire Marshal's letter.

The call to the public was made at 6:55 pm with no response.

Moved by Commissioner Rauch, seconded by Commissioner Lowe, to recommend to the Township Board approval of the rezoning of the two contiguous parcels (4711-09-200-006 and 008) at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD) to allow for trailer sales and storage, with the following notes:

- The request to rezone is consistent with the standards found in Section 19.03 of the Township Ordinance.
- The request is generally consistent with the objectives and goals of the township Master Plan.
- The request is anticipated to be compatible with the environmental conditions and surrounding area.
- The host of uses permitted in GCD are generally compatible with the uses in the surrounding area, especially along Grand River.

The motion carried unanimously.

Moved by Commissioner Rauch, seconded by Commissioner Chouinard, to recommend to the Township Board approval of the Environmental Impact Assessment dated September 20, 2023 for two contiguous parcels (4711-09-200-006 and 008) at 4675 Grand River Avenue to allow for trailer sales and storage. **The motion carried unanimously.**

OPEN PUBLIC HEARING #3...Consideration of a site plan amendment for revisions to the previously approved site grading on a 4.32-acre parcel (4711-06-200-101) on the north side of Grand River Avenue, just west of Char-Ann Drive. The request is petitioned by Chestnut Development.

- A. Disposition of amended Site Plan (9-1-23)
- B. Recommendation of Environmental Impact Assessment (9-20-23)

Ms. Brittney Shay of Monument Engineering was present. She advised that grading plans were previously approved by the township in preparation for future development. There were 19 trees that were required to be saved; however, when the project started, those trees were removed. They are proposing a new plan to establish screening due to the removal of these trees.

Mr. Borden reviewed his letter dated October 3, 2023.

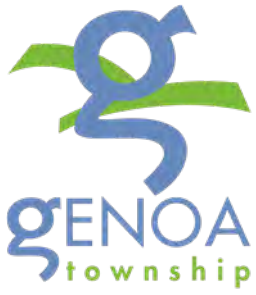
- 1. In accordance with Section 13.01, the Planning Commission has review and approval authority over the site plan for grading and tree removal.
- 2. The approved site plan included a condition for additional tree preservation in the northerly portion of the site; however, those trees were removed, and the applicant now seeks approval of an amended site plan.

The applicant has addressed some of their concerns; however, his additional comments are:

- 3. There is a discrepancy between the notes and plan with respect to the number of new trees proposed. The plan depicts 20 trees, while the notes say 19. This must be corrected.
- 4. The size of the new trees proposed is not identified.
- 5. In his opinion, if the new trees are to be treated as replacement for what was removed, the new trees need to be much larger than Ordinance minimums of six feet in height at the time of planting. The trees removed were well above 20 feet in height. Alternatively, the Commission could require an increase in the number of trees to be planted to help offset what was removed.
- 6. The silt fence line should be adjusted to ensure protection of the tree along the west side of the limits of disturbance.
- 7. The applicant must address any comments provided by the Township Engineer.

Ms. Byrne has no engineering issues. She stated that the berm or plantings will not affect the drainage or underground utilities.

The Fire Marshal had no issues.



**NOTICE OF PUBLIC HEARING
(REZONING)**

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

September 22, 2023

To Whom It May Concern:

Please be advised that the Planning Commission of Genoa Charter Township will conduct a public hearing on **TUESDAY, OCTOBER 10, 2023 commencing at 6:30 p.m.** As required by state law, you are receiving this notice because you have been identified as an owner or occupant of real property within 300 feet of the subject parcel.

The property in question is located at 4675 Grand River Avenue, on the north of Grand River Avenue, west of Boulevard Drive. **The applicant is requesting to rezone two contiguous parcels (4711-09-200-006 and 008) from Neighborhood Service District (NSD) to General Commercial District (GCD) to allow the sale of trailers. The request is petitioned by Desise, Inc.**

You are invited to attend this hearing. Members of the public will be able to speak during the public hearing portions of the meeting. If, prior to the meeting, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting then such persons may contact the Planning Commissioners through Amy Ruthig, Planning Director, by email to amy@genoa.org, or by mail at 2911 Dorr Road, Brighton, Michigan 48116.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township in writing or by calling at (810) 227-5225.

Sincerely,

Amy Ruthig
Planning Director

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

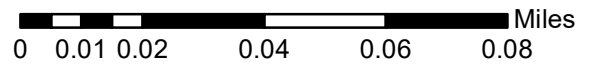
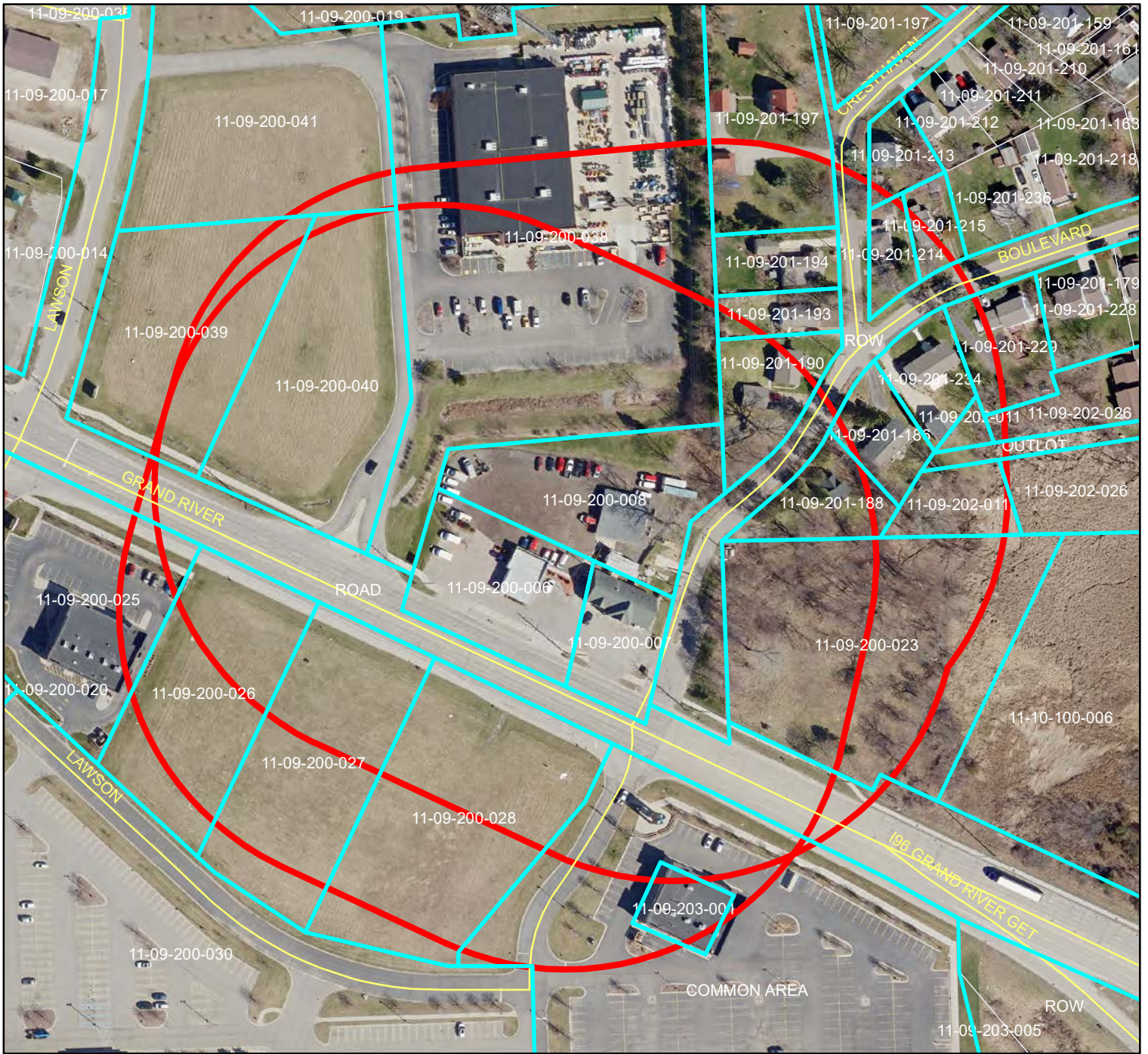
Terry Croft

Diana Lowe

MANAGER

Kelly VanMarter

300 Foot Buffer for Noticing



Re-Zoning: AAA Service Network

Address: 4675 Grand River Avenue

Parcels: 4711-09-200-006/008

Meeting Date: October 10, 2023



September 20, 2023



October 3, 2023

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Attention:	Amy Ruthig, Planning Director
Subject:	Proposed rezoning from NSD to GCD (Review #2)
Location:	4675 Grand River Avenue – north side of Grand River, west of Boulevard Drive
Zoning:	NSD Neighborhood Service District

Dear Commissioners:

At the Township’s request, we have reviewed the application and revised submittal materials proposing rezoning of 2 contiguous parcels (containing a total of 1.35 acres) from NSD Neighborhood Service to GCD General Commercial.

The stated intent of the proposed rezoning is to accommodate AAA Trailers use of the property for office space, sales and storage of their products. While this use has already commenced, the applicant recently added outdoor trailer storage to the site, which is not permitted as currently zoned.

This proposal has been reviewed in accordance with the applicable provisions of the Genoa Township Zoning Ordinance.

A. SUMMARY

1. GCD zoning is generally consistent with the rezoning criteria of Section 22.04.
2. Since the zoning designation intended for the Mixed Use – West Grand River future land use category has not been created, the Commission may find that GCD is a reasonable option at this time.
3. The request is anticipated to be compatible with environmental conditions and the surrounding area.
4. The 2 parcels comprising the subject site must be combined to create a conforming property.
5. The host of uses permitted in GCD are generally compatible with existing and planned uses in the surrounding area, especially along Grand River.
6. Consideration must be given to any technical comments provided by the Township Engineer, Utilities Director and/or Fire Authority with respect to compatibility/capacity of infrastructure and services.

B. PROCESS

As outlined in Article 22 of the Township Zoning Ordinance, the process to amend the Official Zoning Map (rezoning) is as follows:

1. The Township Planning Commission holds a public hearing on the rezoning and makes its recommendation to the Township Board;
2. The Livingston County Planning Commission reviews the request and puts forth its recommendation; and
3. The Township Board considers the recommendation(s) and takes action to grant or reject the rezoning request.

It is important to note that requests for conventional rezoning, which this is, cannot include conditions per the Michigan Zoning Enabling Act.

C. AREA OVERVIEW

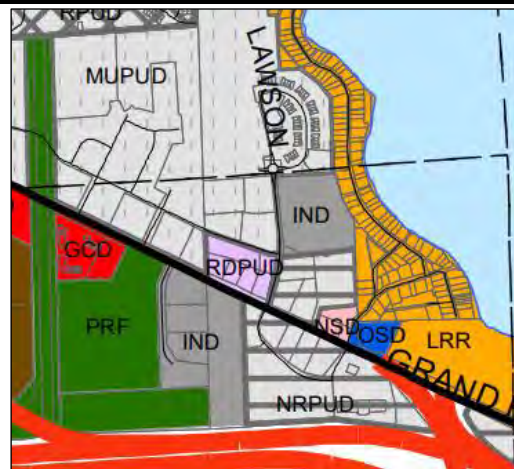
The site is located on the north side of Grand River Avenue, just west of Boulevard Drive.

Existing uses, current zoning, and planned uses in the subject area are as follows:

Existing Land Use	
Site	Commercial/Office
North	Commercial and Residential
East	Commercial and Residential
South	Undeveloped and Commercial
West	Undeveloped and Commercial



Zoning	
Site	NSD
North	NRPUD and LRR
East	OSD and LRR
South	NRPUD
West	NRPUD and RDPUD



Master Plan	
Site	Mixed Use - West Grand River
North	Mixed Use - West Grand River and Medium Density Residential
East	Mixed Use - West Grand River and Small Lot Single Family Residential
South	Mixed Use - West Grand River
West	Mixed Use - West Grand River and Medium Density Residential



D. REZONING REVIEW

- 1. Consistency with the goals, policies and future land use map of the Genoa Township Master Plan, including any subarea or corridor studies. If conditions have changed since the Master Plan was adopted, the consistency with recent development trends in the area.***

As depicted above, the Future Land Use Map identifies the subject site as Mixed Use – West Grand River. Per the Zoning Plan, this future land use classification equates to a new zoning category that has not yet been created.

However, based upon the description, it would seem to relate reasonably to GCD zoning. More specifically, this classification states that “currently developed with general commercial and office along Grand River, this area is intended to continue to promote these uses that are supported by area and regional residents as well as pass-by traffic along Grand River Avenue, including interchange traffic from I-96.”

Provided the Commission agrees with this assessment, they may find the proposal to be consistent with the Master Plan and Future Land Use Map.

- 2. Compatibility of the site's physical, geological, hydrological and other environmental features with the host of uses permitted in the proposed zoning district.***

The site is previously developed with multiple buildings, and paved and gravel surfacing. The rear of the property contains some topographic conditions and the drawing submitted notes a “ditch.”

Based on the Impact Assessment and the fact that the site was previously developed, we do not believe that environmental conditions will adversely impact the proposed change from NSD to GCD zoning.

With that being said, the Commission should consider any technical comments provided by the Township Engineer under this criterion.

Additionally, the 2 parcels comprising the subject site must be combined to create a conforming GCD property.

- 3. The ability of the site to be reasonably developed with one (1) of the uses permitted under the current zoning.***

Most NSD (current zoning) uses are also allowed in the GCD (proposed zoning).

Accordingly, the revised submittal materials note that the site could be developed with a permitted NSD use. However, the applicant also states that “leasing of existing, small, stand-alone retail space buildings for neighborhood service uses has become significantly more challenging as the brick and mortar retail market changes.”

The submittal further states that “with the number of unused or under-used retail spaces continuing to expand, the ability to maintain the use and occupancy of an existing building for a reasonable use at this location, is significantly better than having another vacant or under-utilized building in the Township.”

- 4. The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.***

NSD and GCD allow similar types of uses, though GCD provides for larger and more intensive uses.

The Impact Assessment provides a list of potential GCD uses for the site that would not be allowed in NSD. For the most part, these uses are not expected to adversely impact surrounding land uses, especially the commercial uses along Grand River.

The primary concern under this criterion is potential impact upon the residential properties to the northeast, though further development of the site will require landscaping/buffering and other site improvements (lighting standards, waste receptacle placement, use requirements) to help mitigate potential off-site impacts.

5. *The capacity of Township infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety and welfare" of the Township.*

Given the nature of the request and the location of the properties, we do not anticipate issues with infrastructure and services.

However, the Commission should consider any technical comments provided by the Township Engineer, Utilities Director, and/or Brighton Area Fire Authority.

6. *The apparent demand for the types of uses permitted in the requested zoning district in the Township in relation to the amount of land in the Township currently zoned to accommodate the demand.*

This area of the Township contains a mix of zoning, including office, commercial, residential, industrial, and 2 different PUDs (mixed-use and non-residential).

There is a limited amount of land zoned and/or planned for NSD/Neighborhood Commercial. The areas planned for such are further east along Grand River (and as previously noted, the Master Plan anticipates an increase in intensity for this area of Grand River).

In general, there appears to be more demand for relatively larger/more intensive GCD uses than NSD.

7. *Where a rezoning is reasonable given the above criteria, a determination the requested zoning district is more appropriate than another district or amending the list of permitted or Special Land Uses within a district.*


Since the nature of the use proposed is generally more intensive than the intent of the NSD, we do not feel that amending the text of the Zoning Ordinance would be more appropriate.

8. *The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.*

There has not been a rezoning request for the subject properties in the past year.

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

Respectfully,
SAFEBUILT STUDIO


Brian V. Borden, AICP
Planning Manager



October 4, 2023

Ms. Amy Ruthig
Genoa Township
2911 Dorr Road
Brighton, MI 48116

**Re: AAA Trailer Sales
Rezoning Review No. 2**

Dear Ms. Ruthig:

Tetra Tech has conducted a second review of the rezoning application, impact assessment, and sketch plan for AAA Trailer Sales, last dated July 31, 2023. The sketch plan and impact assessment were prepared by Desine Inc. on behalf of Edward Copp. The 1.53-acre site is located on the north side of Grand River Avenue, just west of Boulevard Drive. The Petitioner is requesting to rezone the site from Neighborhood Services District (NSD) to General Commercial District (GCD).

Tetra Tech has reviewed the documents and did not find any engineering issues regarding site drainage, or water and sewer utilities that would arise from this change in zoning classification. It appears that the provided sketch plan does include some site improvements, such as a new parking lot. This will need to be submitted and reviewed separately as part of the site plan approval process.

Sincerely,

A handwritten signature in blue ink that reads 'Shelby Byrne'.

Shelby Byrne, P.E.
Project Engineer



BRIGHTON AREA FIRE AUTHORITY

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

August 24, 2023

Amy Ruthig
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: AAA Trailer Sales
4675 Grand River
Genoa Twp., MI

Dear Amy,

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on August 11, 2023 and the drawings are dated June 1, 2023. The project is based on an existing 1.23-acre parcel that has been vacated by the owner for a short time and wished to start utilizing the space for outside storage and sales. The property consists of open area parking and green space, as well as two buildings each approximately 1,700 and 2,200 square feet respectively. The large building is an S-2 storage building and the smaller building will be used as office and retail space for sales staff and customers. The plan review is based on the requirements of the International Fire Code (IFC) 2021 edition.

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

IFC 505.1

2. The access drive into the parking area and the gated lot shall provide a minimum of 26-foot clear width for emergency vehicle access to all structures. This includes the clear width of the gate opening.

3. A minimum vertical clearance of 13½ feet shall be maintained along the length of all apparatus access drives. This includes but is not limited to porte-cochere, lighting, and large canopy trees.

IFC 503.2.1

4. A Knox padlock shall be utilized to secure the gate in conjunction with the owner's lock for use in the event of an emergency. A Knox box shall be located adjacent to the main entrance of the structure, in a location coordinated with the fire authority.

IFC 506.1

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). The applicant is reminded that the fire authority must review the fire protection systems submittals (sprinkler & alarm) prior to permit issuance by the Building Department and that the authority will also review the building plans for life safety requirements in conjunction with the Building Department.



*August 24, 2023
Page 2
AAA Trailer Sales
4675 Grand River
Site Plan Review*

If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

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

Rick Boisvert, CFPS
Fire Marshal

cc: Amy Ruthig amy@genoa.org



Livingston County Department of Planning

November 16, 2023

Genoa Charter Township Board of Trustees
c/o Polly Skolarus, Clerk
2911 Dorr Rd.
Brighton, MI 48116

Scott Barb
AICP, PEM
Director

Re: Planning Commission Review of Rezoning Z-34-23.

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, November 15, 2023, and reviewed the proposed rezoning. The County Planning Commissioners made the following recommendation:

Z-34-23 Approval. For the rezoning from NSC (Neighborhood Service Commercial) to GCD (General Commercial District) for parcels 4711-09-200-006 and 4711-09-200-008.

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

Sincerely,

Martha Haglund

Martha Haglund

Enclosures

c: Chris Grajek, Chair, Planning Commission
Amy Ruthig, Planning Director

Meeting minutes and agendas are available at:
<https://milivcounty.gov/planning/commission/>

Department Information

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

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
<https://milivcounty.gov/planning/>

6. CALL TO THE PUBLIC: None.

7. ZONING REVIEWS:

A. Z-34-23 GENOA CHARTER TOWNSHIP: REZONING
NSC NEIGHBORHOOD SERVICE COMMERCIAL TO GC GENERAL COMMERCIAL
DISTRICT
IN SECTION 7.

Current Zoning: NSC Neighborhood Service Commercial
Proposed Zoning: GC General Commercial District
Section: 7

Township Master Plan: The Township Master Plan Designates the parcel as a future Mixed Use Grand River.

Mixed Use-East/West Grand River: Two mixed-use districts are recommended that covers most the Grand River Avenue to allow flexibility of land uses. In these areas, commercial and residential uses, provided with a horizontal or vertical mixed use development pattern, will complement each other, creating “hubs” or “districts” of mutually supportive uses.

Township Planning Commission Recommendation: Approval. The proposed rezoning was approved at the October 10, 2023, public hearing. There were no major comments indicated in the draft meeting minutes of the October 10, 2023, public hearing on the proposed rezoning.

Staff Recommendation: Approval. The township master plan designates the subject property as a mixed-use area along Grand River, although this category is not yet defined in their zoning plan; the Township Master Plan has a general description of mix use along Grand River allowing flexibility of currently developed parcels to service local and regional residents. The rezoning would be consistent with the township master plan and is compatible with surrounding uses.

Commission Discussion: None.

Public Comment: None.

Commission Action:

Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER FUNK.

Motion passed: 5-0

B. Z-35-23 GREEN OAK CHARTER TOWNSHIP: CONDITIONAL REZONING
R2 SINGLE FAMILY RESIDENTIAL TO CONDITIONAL GB GENERAL BUSINESS
SECTION 19.

Current Zoning: R2 Single Family Residential
Proposed Zoning: Conditional GB General Business
Section: 19

Township Master Plan:

The Green Oak Future Land Use Map designates the subject parcel as Public/Institutional. The Township Master Plan states the following regarding Public/Institutional:

Public/Institutional Land areas and facilities such as public schools, libraries, and government buildings are considered public uses. Institutional includes such uses as churches, private schools, hospitals, private cemeteries, utility sites and the like.

Many of the above uses are also permitted, special uses within the R2 district.



**LIVINGSTON COUNTY PLANNING DEPARTMENT
REZONING REQUEST - | -
STAFF REPORT**

**CASE NUMBER:
Z-34-23**


COUNTY CASE NUMBER:	Z-34-23	TOWNSHIP:	Genoa Charter Township
REPORT DATE:	11/02/2023	SECTION NUMBER:	7
STAFF ANALYSIS BY:	Martha Haglund	TOTAL ACREAGE:	1.34

APPLICANT / OWNER:	Desine, Inc. Edward Copp
LOCATION:	4711-09-200-006 & 4711-09-200-008
LAND USE:	Sales & Office Space

CURRENT ZONING:	REQUESTED ZONING:
NSD-Neighborhood Service District	GCD-General Commercial District
PERMITTED/SPECIAL USES (Not all inclusive):	PERMITTED/SPECIAL USES (Not all inclusive):
<p>Permitted: Retail establishments, childcare centers, business services such as mailing/copying and data processing, personal business and services such as barber shops salons or mailing centers, photographer and artist studios, banks, offices space, medial offices up to 15,000 sq. ft., public park and open space</p> <p>-NSD: Is intended as retail business and services to serve needs of nearby residential neighborhoods.</p>	<p>Permitted: Retail establishments 15,000-30,000 sq ft, banquet halls, private clubs, childcare centers, funeral homes, bed and breakfast not more than 25 rooms, laundromats, personal business establishments such as salons, photography studios, restaurants serving alcoholic beverages, tool and equipment rental, office buildings larger than 55,000 sq ft., motion picture theaters, public parks, health clubs, a variety of educational services, churches, offices.</p> <p>-GCD: Is intended to accommodate those retail businesses and services that serve the overall community.</p>
<p>Special: Retail establishments 15,001- 30,000 sq. ft, outdoor commercial display, sales or storage, restaurants and bars serving alcoholic beverages, banks with drive through, offices between 15,001-55,000 sq. ft., leasing and rental of recreational equipment, health clubs and fitness centers, variety of educational services.</p>	<p>Special: Retail establishments 30,000-60,000 sq ft., automobile and recreational vehicle sales, conference centers, restaurants sale with alcoholic beverages, kennel, pet day care center, climate-controlled indoor storage, automotive repair establishment, automobile wash, leasing and rental of automobiles, trucks and trailers, banks</p>
Minimum Lot Area: 1 Acre	Minimum Lot Area: 1 Acre

TOWNSHIP PLANNING COMMISSION RECOMMENDATION AND PUBLIC COMMENTS:	ESSENTIAL FACILITIES AND ACCESS:
<p>Genoa Township recommended approval of the rezoning at their October 10th Planning Commission meeting.</p> <p>There was no response at the call to the public.</p>	<p>Water: Municipal</p> <p>Sewer: Public Sewer</p> <p>Access: East Grand River</p>

EXISTING LAND USE, ZONING AND MASTER PLAN DESIGNATION:

		Land Use:	Zoning:	Master Plan:
	Subject Site:	Commercial/Office	NSD	Mixed-Use, Grand River
	To the North:	Commercial and Residential	NRPUD (Non-Residential Planned Unit Development and LRR (Lakeshore Resort Residential))	Mixed use, Medium Density Residential
	To the East:	Commercial and Residential	OSD (Office Service District) and LRR	Mixed Use and small lot single family residential
	To the South:	Undeveloped and Commercial	NRPUD	Mixed Use
	To the West:	Undeveloped and Commercial	NRPUD and RDPUD (Redevelopment Planned Unit Development) Overlay District	Mixed Use and Medium Density Residential

TOWNSHIP MASTER PLAN DESIGNATION:

Mixed Use-East/West Grand River: Two mixed-use districts are recommended that covers most the Grand River Avenue to allow flexibility of land uses. In these areas, commercial and residential uses, provided with a horizontal or vertical mixed use development pattern, will complement each other, creating “hubs” or “districts” of mutually supportive uses.

Staff Comments:

Traditionally, mix-use designations may include: commercial, office and retail space and some multi-family residential.

COUNTY COMPREHENSIVE PLAN:

The 2018 Livingston County Master Plan supports the use of mix-used planning to allow flexibility with compatible uses.

The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance. This rezoning request, as it is planned to be developed within the planned unit development (PUD) alternative, can be compatible with the township’s planned future land use for this site of low density residential, as the PUD alternative carries with it a variety of flexible site plan development tools to ensure that the township is getting the desired type of development at this location. As such, the County would support and encourage this type of land use development at this location.

COUNTY PLANNING STAFF COMMENTS:

Genoa Charter Township Zoning Ordinance 22.04 states the criteria to be considered when contemplating a rezoning:

22.04.01 Consistency with the goals, policies and future land use map of the Genoa Township Master Plan, including any subarea or corridor studies. If conditions have changed since the Master Plan was adopted, the consistency with recent development trends in the area.

Township Review: The Future Land Use Map identifies the subject site as Mixed Use – West Grand River. Per the Zoning Plan, this future land use classification equates to a new zoning category that has not yet been created. However, based upon the description, it would seem to relate reasonably to GCD zoning. More specifically, this classification states that “currently developed with general commercial and office along Grand River, this area is intended to continue to promote these uses that are supported by area and regional residents as well as pass-by traffic along Grand River Avenue, including interchange traffic from I-96.”

22.04.02 Compatibility of the site's physical, geological, hydrological, and other environmental features with the host of uses permitted in the proposed zoning district.

Township Review: The site is previously developed with multiple buildings and paved and gravel surfacing. The rear of the property contains some topographic conditions and the drawing submitted notes a "ditch." Based on the Impact Assessment and the fact that the site was previously developed, we do not believe that environmental conditions will adversely impact the proposed change from NSD to GCD zoning.

22.04.03 The ability to the site to be reasonably developed with one (1) of the uses permitted under the current zoning.

Township Review: Most NSD (current zoning) uses are also allowed in the GCD (proposed zoning). Accordingly, the revised submittal materials note that the site could be developed with a permitted NSD use. However, the applicant also states that "leasing of existing, small, stand-alone retail space buildings for neighborhood service uses has become significantly more challenging as the brick and mortar retail market changes." The submittal further states that "with the number of unused or under-used retail spaces continuing to expand, the ability to maintain the use and occupancy of an existing building for a reasonable use at this location, is significantly better than having another vacant or under-utilized building in the Township."

Staff Comments: The applicant noted the site has been used as sales, office operation center and warehouse for the AAA Service. While office space is a permitted use within both districts Table 7.02 in Genoa Township Ordinance Lists: leasing and rental of automobiles, trucks, and trailers as a Special Use in only in the GCD. The rezoning would be necessary. The proposed rezoning would need a special land use permit. The applicant intends to apply for a special land use after rezoning is established.

22.04.04 The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

Township Review: NSD and GCD allow similar types of uses, though GCD provides for larger and more intensive uses. For the most part, these uses are not expected to adversely impact surrounding land uses, especially the commercial uses along Grand River. The primary concern under this criterion is potential impact upon the residential properties to the northeast, though further development of the site will require landscaping/buffering and other site improvements (lighting standards, waste receptacle placement, use requirements) to help mitigate potential off-site impacts.

22.04.05 The capacity of Township infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety and welfare" of the Township.

Township Review: Given the nature of the request and the location of the properties, we do not anticipate issues with infrastructure and services.

22.04.06 The apparent demand for the types of uses permitted in the requested zoning district in the Township in relation to the amount of land in the Township currently zoned to accommodate the demand.

Township Review: This area of the Township contains a mix of zoning, including office, commercial, residential, industrial, and 2 different PUDs (mixed-use and non-residential). There is a limited amount of land zoned and/or planned for NSD/Neighborhood Commercial. The areas planned for such are further east along Grand River (and as previously noted, the Master Plan anticipates an increase in intensity for this area of Grand River). In general, there appears to be more demand for relatively larger/more intensive GCD uses than NSD.

22.04.07 Where a rezoning is reasonable given the above criteria, a determination the requested zoning district is more appropriate than another district or amending the list of permitted or Special Land Uses within a district.

Township Review: Since the nature of the use proposed is generally more intensive than the intent of the NSD, we do not feel that amending the text of the Zoning Ordinance would be more appropriate.

22.04.08 The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.

Township Review: There has not been a zoning request for the subject properties in the last year.

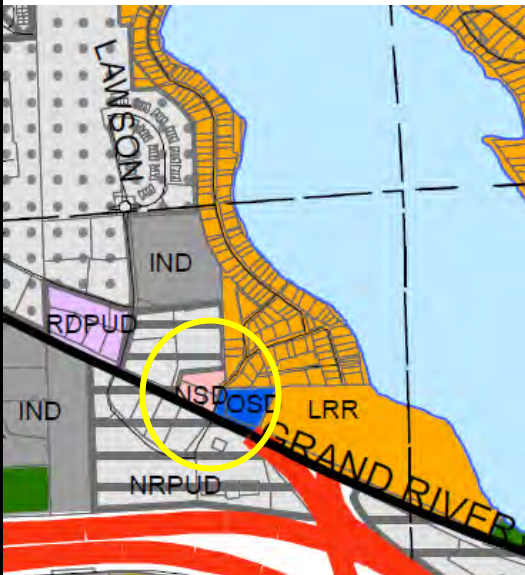
Township Review by:
Safe Built Studio
Brian Borden, Planning Manager

County Staff Comments: Staff would concur with most of the township review. Certainly, office space is compatible with the current and future land uses. The only criteria absent from the review was the requirement for a special land use for Trailer Sales. As indicated above the applicant intends to apply for the special use.

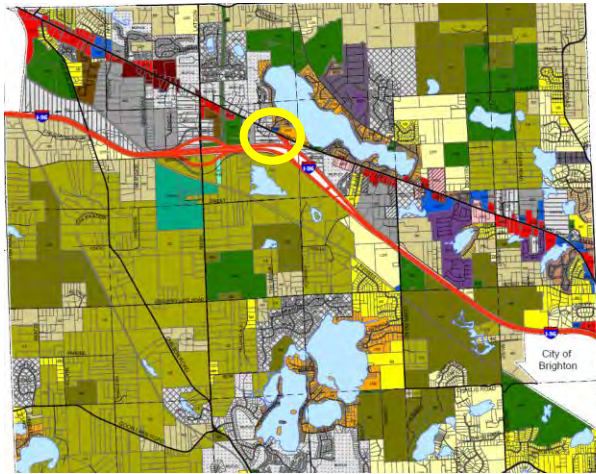
COUNTY PLANNING STAFF RECOMMENDATION:

APPROVAL: The township master plan designates the subject property as a mixed-use area along Grand River, although this category is not yet defined in their zoning plan; the Township Master Plan has a general description of mix use along Grand River allowing flexibility of currently developed parcels to service local and regional residents. The rezoning would be consistent with the township master plan and is compatible with surrounding uses.

ZONING MAP AND EXISTING LAND USE MAP:



TOWNSHIP ZONING MAP:



Genoa Charter Township
Livingston County, Michigan

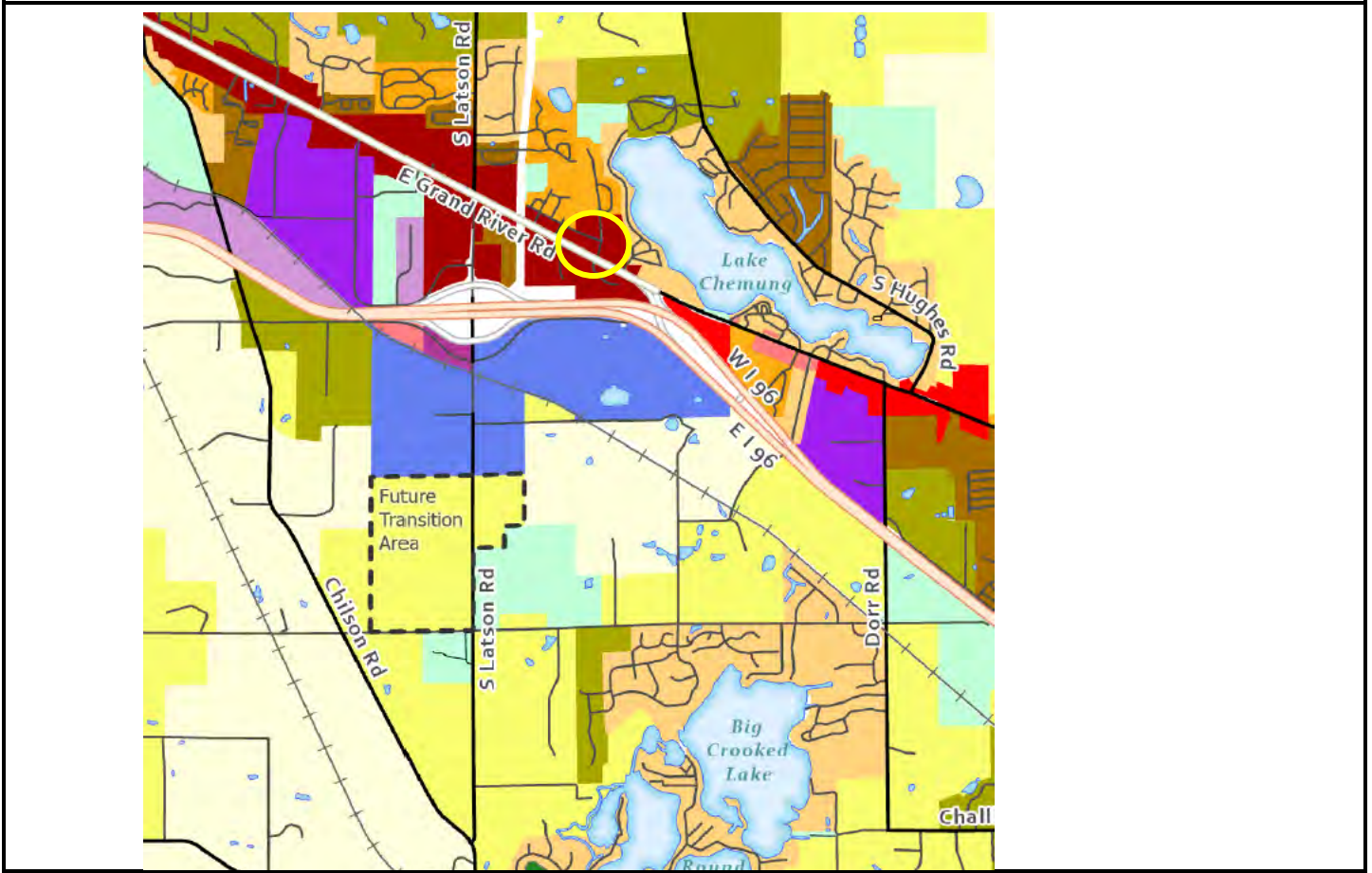
Legend

AG	GC
CE	NS
RR	OS
LDR	NRPUD
SR	IND
LRR	PID
UR	PRF
MDR	MUPUD
HDR	RDPUD
RPUD	Town Centre
MHP	CAPUD
RC	ICPUD

FUTURE LAND USE MAP:



Mixed Use - East Grand River	Agriculture/Country Estate
Mixed Use - West Grand River	Large Lot Rural Residential
Industrial	Low Density Residential
Research and Development	Small Lot Single Family Residential
Interchange Campus	Medium Density Residential
Interchange Commercial	High Density Residential
Public/Institutional/Utilities	Neighborhood Commercial
Private Recreation	



SITE PHOTOS:

Subject Site Northeast



Looking North Storage Area



**Parcels 11-09-200-006
and 11-09-200-008
AAA TRAILER
Genoa Township, Michigan
Rezoning Request – NSD to GCD**

IMPACT ASSESSMENT

Owner:

Edward Copp
9800 Marshall Road
South Lyon, Michigan 48178

Prepared by:

DESINE INC.
2183 Pless Drive
Brighton, Michigan 48114

A. INTRODUCTION (Sec. 18.07.01)

This impact assessment has been prepared pursuant to Article 18 – SITE PLAN REVIEW of the Zoning Ordinance for the Township of Genoa, Livingston County, Michigan. This assessment addresses the impact of the proposed rezoning from Neighborhood Services District (NSD) to General Commercial District (GCD) on the surrounding community and, the economic condition and social environment of the Township.

This Impact Assessment has been prepared under the direction of Wayne Perry, P.E., DESINE INC., 2183 Pless Drive, Brighton, Michigan 48114. Mr. Perry is a licensed Civil Engineer, providing professional engineering services in Livingston County since 1988 with experience in private and municipal development including projects within Genoa Township and Livingston County.

B. SITE LOCATION / DESCRIPTION (Sec. 18.07.02)

The site consists of two existing parcels containing a total of 1.35 acres of property, excluding the Grand River Right-of-Way, bordered on the South by Grand River Avenue, on the West and North by Tractor Supply Company, with the party store to the East, as shown on Figure 1. Properties to the North and West of the site, and South of Grand River Avenue, are zoned NRPUD. East of the site is zoned OSD and LRR.

The existing site is developed and has been recently used as sales, office, operations center and warehouse for the AAA Service.

The following additional uses are permitted in the proposed General Commercial District (GCD) that are not permitted uses in the existing Neighborhood Services District (NSD):

- Retail establishments 15,000 sq. ft. to 30,000 sq. ft. of gross floor area
- Banquet halls, assembly halls, places of assembly
- Funeral home or mortuary
- Hotels and motels with more than 25 rooms
- Laundromat
- Restaurants and bars serving alcoholic beverages
- Bars providing dancing and live music
- Brewpub
- Tattoo Parlor
- Tool and equipment rental
- Banks and credit unions with up to 3 drive thru spaces
- Medical urgent care facilities, medical centers and clinics
- Medical offices over 15,000 sq. ft.
- Professional offices greater than 15,000 sq. ft. of gross floor area
- Motion picture theaters
- Health clubs, fitness centers, gyms
- Educational buildings
- Essential public buildings

The limited parcel area available for development on this site does not provide adequate space for a number of the additional uses noted above. Area required for larger buildings, required parking, required truck loading areas and/or other required site improvements will limit development of some permitted uses.

Following are the additional uses permitted in the proposed General Commercial District (GCD) that may be feasible to develop on this site:

- Laundromat
- Restaurants and bars serving alcoholic beverages
- Bars providing dancing and live music
- Brewpub
- Tattoo Parlor
- Tool and equipment rental
- Banks and credit unions with up to 3 drive thru spaces
- Educational buildings
- Essential public buildings

C. IMPACT ON NATURAL FEATURES (Sec. 18.07.03)

Existing soils on the property are Wawasee loam. These soils are well drained soils found in till plains and moraines, with slopes of 2%-12%. Surface runoff is medium, permeability is moderately low and the soil erosion hazard is light. The Soils Map, shown in Figure 3, shows the locations of specific soil types as classified.

Soil classifications are prepared by the United States Department of Agriculture, Soil Conservation Service, and “Soil Survey of Livingston County”. On-site soils consist of the following:

WAWASEE LOAM (MoB): WAWASEE LOAMS are typically well drained soils found in till plains and moraines, with slopes of 2%-6%. Surface runoff is medium, permeability is moderately low and the soil erosion hazard is light.

WAWASEE LOAM (MoC): WAWASEE LOAMS are typically well drained soils found in till plains and moraines, with slopes of 6%-12%. Surface runoff is high, permeability is moderate and the soil erosion hazard is light.

The property is currently developed and paved. Existing topography of the site is generally flat. Surface water drainage over the site proposed for re-development is to the Northeast.

Surface drainage characteristics on the property will not be significantly impacted by the proposed re-use of the site. Construction for the proposed use will increase the permeable area on the property, resulting in a decrease in surface water runoff generated. The proposed changes and modifications to the surface drainage conditions will not have a negative impact on local aquifer characteristics or groundwater recharge capacity. Surface water runoff from the development will be reduced and no significant impacts to adjacent properties are anticipated from the proposed rezoning of the site.

Improved landscaping is being proposed for the site to reduce the visual impact of the site from the Grand River Right-of-Way. All proposed landscaping areas and plantings are intended to improve the aesthetics of the property. Within the site, areas not otherwise covered, shall have lawn or other vegetative surface cover established.

No wildlife habitats currently exist on the property.

D. IMPACT ON STORM WATER MANAGEMENT (Sec. 18.07.04)

The site, proposed for re-development reducing the impervious surface area, currently discharges surface water runoff to an existing storm sewer system to the East of the property. Site grading will mesh with existing grades on adjoining properties. No adverse impact to adjacent parcels is anticipated due to the proposed reuse of the property.

Soil erosion and sedimentation are controlled by the Soil Erosion Control Act No. 347 of the Public Acts of 1972, as amended and is administered by the Livingston County Drain Commissioner. Silt fencing will be installed around the site during any construction. The Contractor shall comply with all regulations including control during and after construction.

Impact on adjoining properties due to the re-development of this site will be minimized by implementing soil erosion control methods. No adverse impact to adjacent properties due to surface water runoff will be created as a result of proposed improvements.

E. IMPACT ON SURROUNDING LAND USES (Sec. 18.07.05)

No adverse impact to adjacent properties is anticipated due to the proposed use of the existing building, parking and related site utilities. Ambient noise levels on and around the property are largely generated by vehicular traffic on Grand River Avenue. Daily activities within the existing building are not anticipated to create an increase in the sound level in the area.

The proposed uses that can reasonably be established on the property do not create any significant emissions of smoke, airborne solids, odors, gases, vibrations, noise or glare discernable and substantially annoying or injurious to person and/or property beyond the lot lines. No significant change in air pollution is anticipated.

During construction, the Contractor shall be responsible for initiating and maintaining adequate dust control measures during and after construction until the project site is fully stabilized and a vegetative cover established. Dust control measures used during construction may consist of site watering, mulching of completed areas, installation of windbreak fencing, and application of chemical dust control materials. The site will comply with the performance standards contained in Section 13.05 of the Township Zoning Ordinance.

Soil erosion control measures such as silt fence, geotextile silt sack filters and construction track mats will be used during construction to control siltation and sedimentation from entering the storm water system and have an adverse impact on adjacent properties.

F. IMPACT ON PUBLIC FACILITIES AND SERVICES (Sec. 18.07.06)

The Livingston County Sheriff and Michigan State Police will provide Police protection. Public safety services required to accommodate use of the site are anticipated to be minor.

The Brighton Area Fire Department as a part of an existing governmental agreement will provide fire protection service. Existing fire hydrants are located along Grand River Avenue. The building address will be located at the front of the proposed building. No significant change in fire protection services are anticipated as a result of the feasible permitted uses of the property.

The feasible permitted uses on the property will not create any direct adverse impact on the public schools.

G. IMPACT ON PUBLIC UTILITIES (Sec 18.07.07)

The property is presently within municipal sewer & water. Water service is available along Grand River. Capacity is available within the existing water system to provide adequate service to this site. Capacity is available within the existing sanitary sewer system to provide adequate service for the site. The site is currently serviced by electric, gas, phone and cable systems located along Grand River Avenue.

H. STORAGE AND HANDLING OF ANY HAZARDOUS MATERIALS (Sec. 18.07.08)

The feasible and permitted uses will not use, store, generate and/or discharge potentially polluting materials. Small quantities of material such as cleaning products and chemicals may be stored. No adverse effect is expected due to hazardous materials on-site.

I. TRAFFIC IMPACT STUDY (Sec. 18.07.09)

Traffic generated by use of the site for the feasible and permitted uses is not anticipated to create a significant change in traffic due to the limited size of the parcel. The property fronts on, and has access from, Grand River Avenue. The feasible and permitted use having the potential to generate the highest traffic volume will be a bar or restaurant use. Due to the parcel area, parking required, delivery and landscaping areas, the building size and occupancy are anticipated to be limited, resulting in limited increases in peak hour traffic generation.

No adverse impact on pedestrian traffic in the area is anticipated as a result of use of the property.

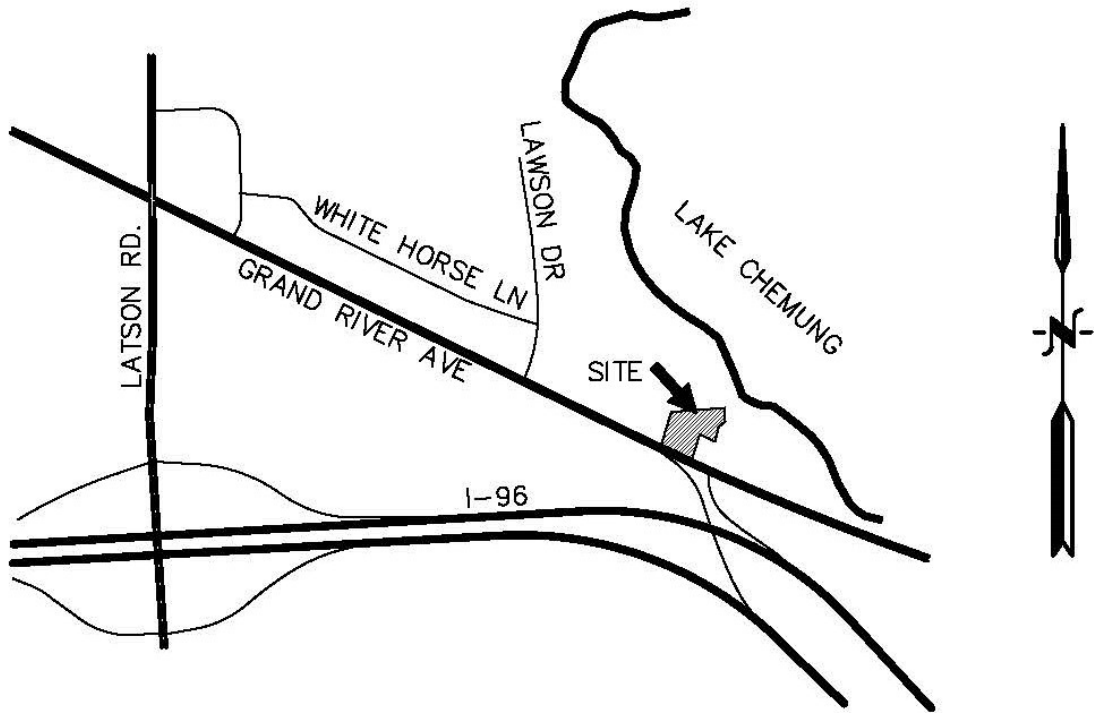
J. HISTORIC AND CULTURAL RESOURCES (Sec. 18.07.10)

The existing building on the property do not have any major historic significance on a local, regional or state level.

K. SPECIAL PROVISIONS

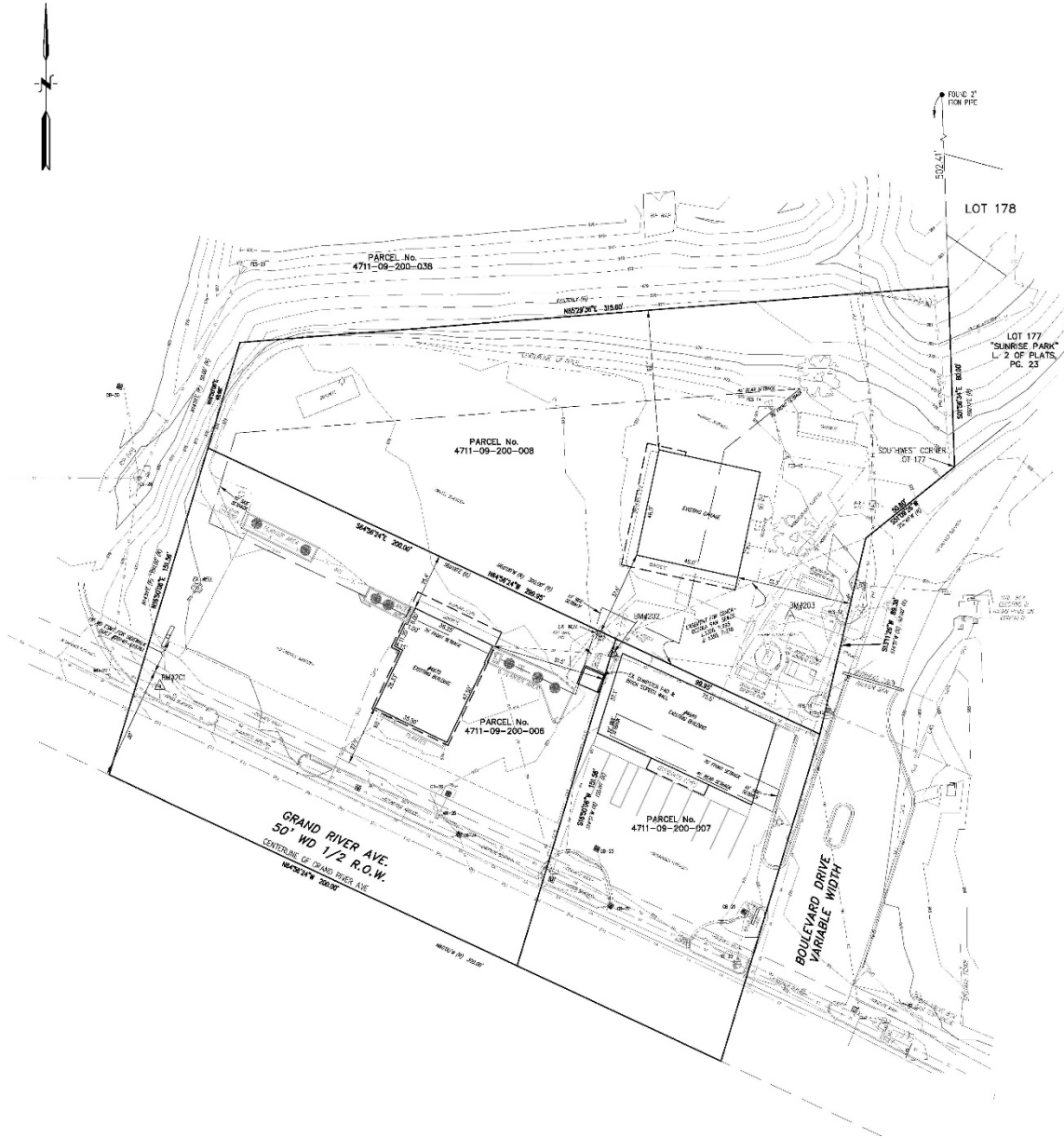
No special provisions or requirements are currently proposed for this facility.

FIGURE 1



LOCATION MAP
NOT TO SCALE

FIGURE 2



EXISTING SITE IMPROVEMENTS
NOT TO SCALE

FIGURE 3



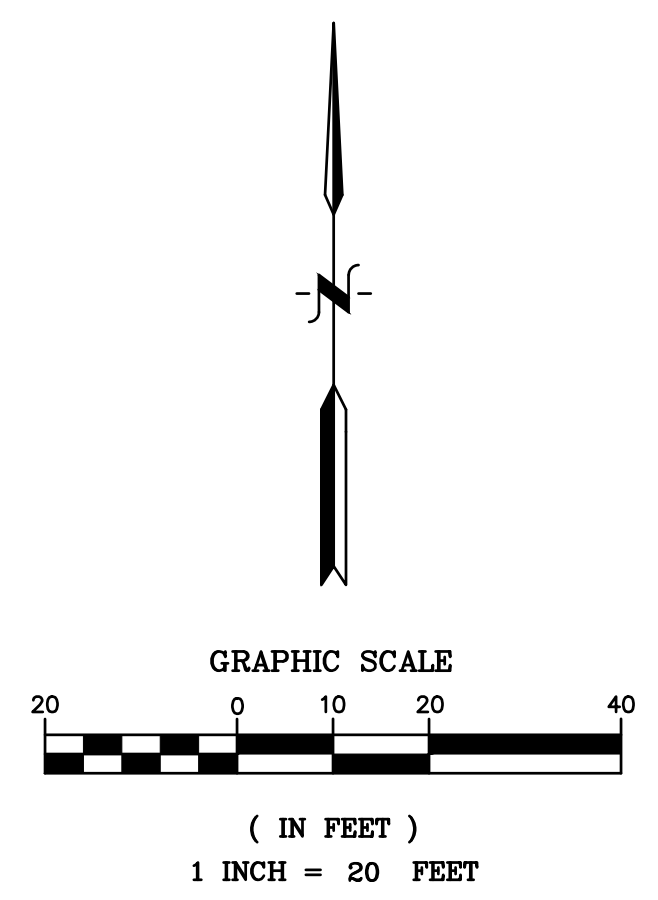
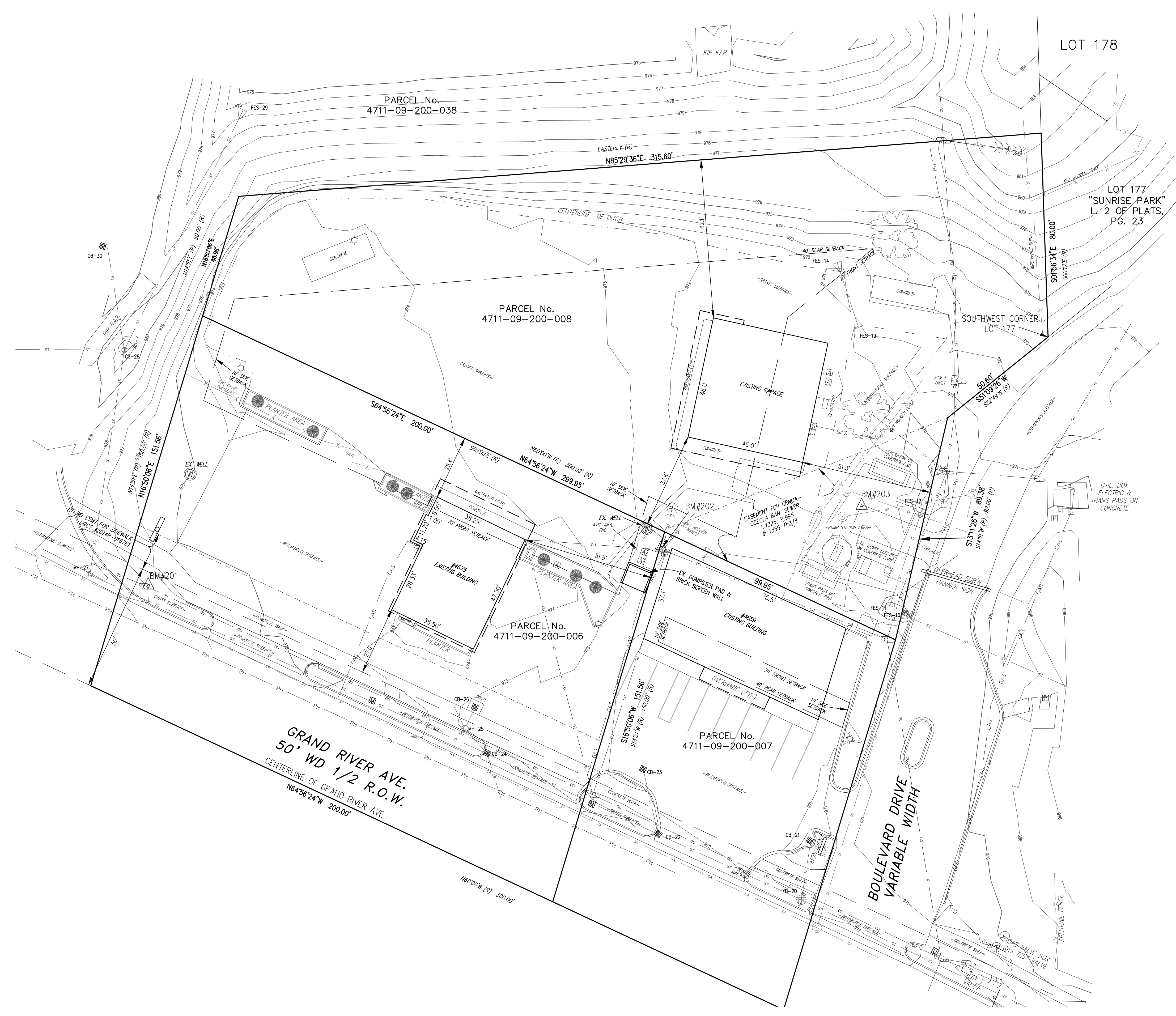
SOILS MAP

NOT TO SCALE

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
MoB	Wawasee loam, 2 to 6 percent slopes	1.5	22.3%
MoC	Wawasee loam, 6 to 12 percent slopes	5.4	77.7%
Totals for Area of Interest		6.9	100.0%

SOILS MAP
NOT TO SCALE



- LEGEND**
- PARCEL BOUNDARY LINE
 - - - SETBACK LINE
 - ⊙ WELL WATER
 - ⊙ BOLLARD
 - ⊙ STOP SIGN / PEDESTRIAN CROSSING SIGN
 - ⊙ SIGN / MONUMENT SIGN
 - ⊙ HANDICAP PARKING DESIGNATION
 - ⊙ EX. WALL PACK / OVERHEAD LIGHT
 - ⊙ LIGHT BASE
 - ⊙ UTILITY METERS & BOXES (ELECTRIC METER, GAS METER, WATER METER, PHONE BOX, CATV BOX, MAIL BOX, UTIL. BOX)
 - UTILITY POLE W/UTILITY WIRE
 - OVERHEAD UTILITY LINES (ELECTRIC/PHONE/CABLE)
 - U/G UTILITY LINES (PHONE/FIBER OPTIC/ELECTRIC/CABLE TV/MISC UTILITIES)
 - EDGE OF BRUSH LINE
 - ⊙ DECIDUOUS TREE W/IDENTIFIER
 - ⊙ CONIFEROUS TREE W/IDENTIFIER
 - EX. FENCE (CHAIN LINK UNLESS OTHERWISE STATED)
 - EX. EDGE OF GRAVEL
 - EX. CONCRETE CURB (UNLESS OTHERWISE STATED)
 - ⊙ SANITARY SEWER MANHOLE W/IDENTIFIER
 - SANITARY SEWER PIPE
 - ⊙ STORM WATER MANHOLE W/IDENTIFIER
 - CATCH BASIN W/IDENTIFIER
 - FLARED END SECTION
 - STORM WATER DRAINAGE PIPE
 - ⊙ HYDRANT
 - ⊙ WATER SHUT OFF
 - ⊙ WATER VALVE BOX
 - ⊙ WATER MAIN
 - ⊙ GAS SHUT OFF
 - U/G GAS
 - 1' CONTOUR
 - 5' CONTOUR

BENCHMARK
 DATUM BASED ON NGS OPUS SOLUTION
 REPORT, DATED DECEMBER 20, 2022.

BENCHMARK #201
 SPIKE IN THE NORTHERLY SIDE OF AN UTILITY
 POLE, LOCATED NEAR THE INTERSECTION OF
 WLY PROPERTY LINE AND THE NORTH LINE OF
 GRAND RIVER.
 ELEVATION = 977.80 (NAVD 88)

BENCHMARK #202
 SPIKE IN THE NORTHWESTERLY SIDE OF AN
 UTILITY POLE, LOCATED NEAR THE
 NORTHEASTERLY CORNER OF PARCEL #006.
 ELEVATION = 973.77 (NAVD 88)

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DESIGN: JHG	REVISION #	DATE	REVISION-DESCRIPTION	REVISION #	DATE	REVISION-DESCRIPTION
DRAFT: JHG						
CHECK: WMP						

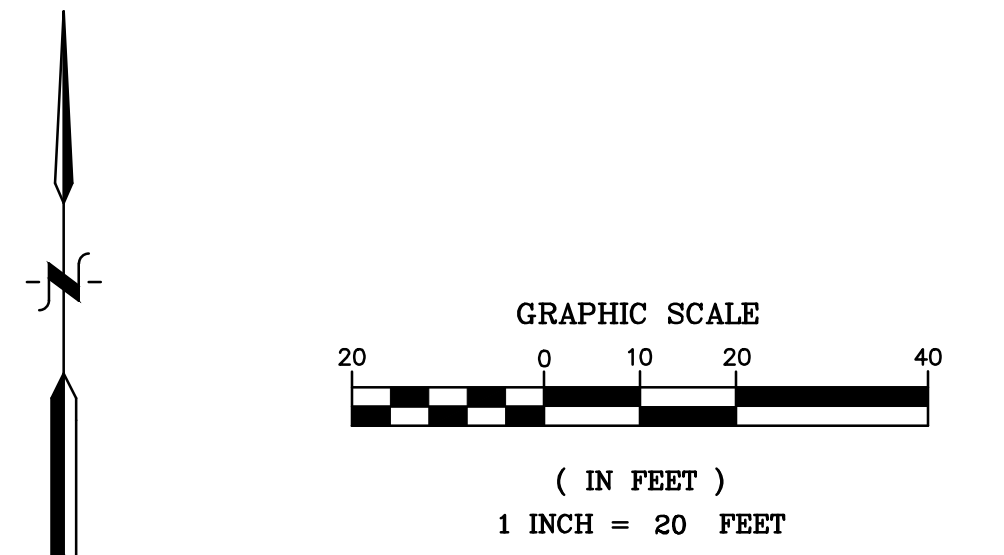
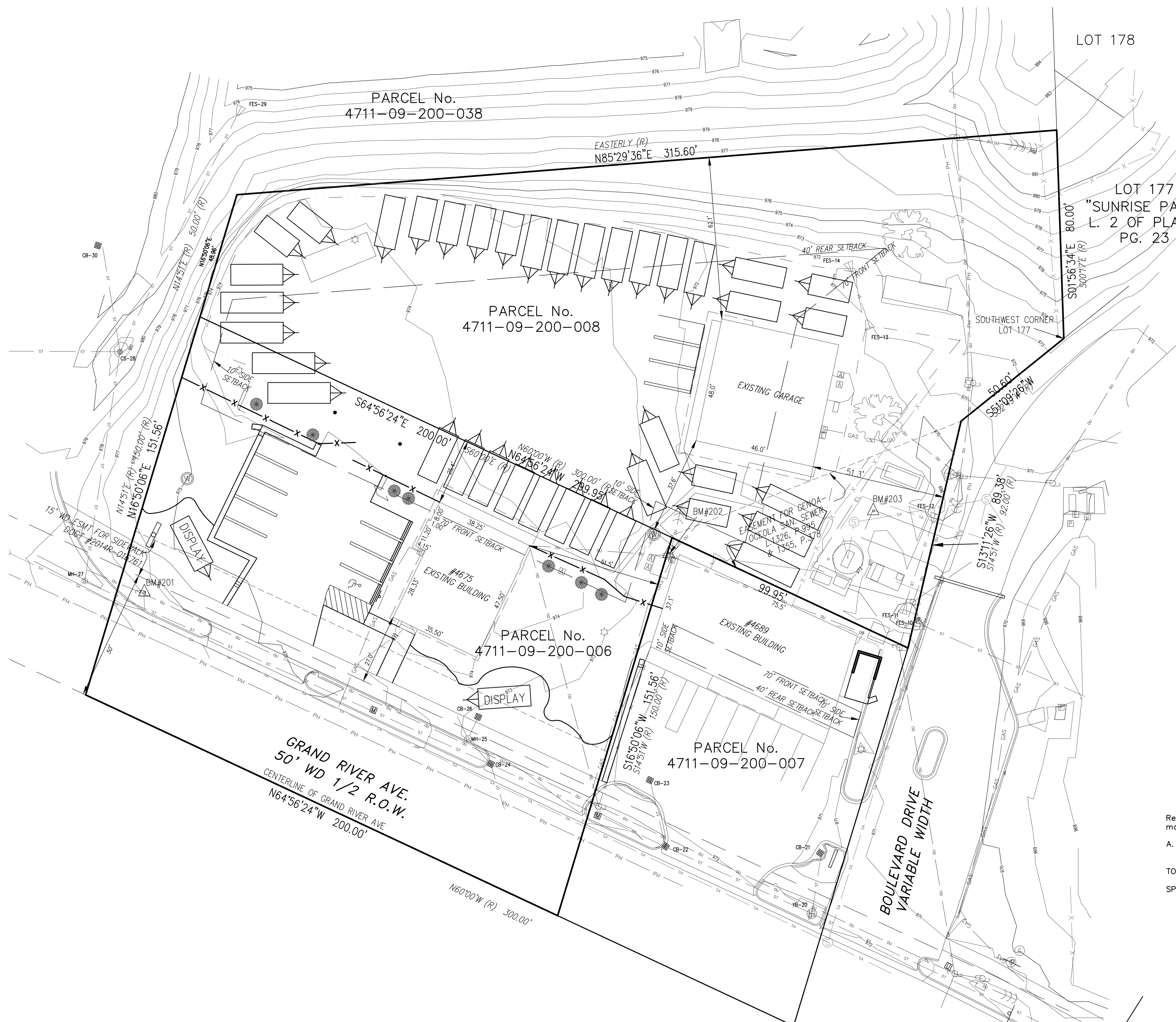
AAA TRAILERS

EXISTING CONDITIONS
 SURVEY

CLIENT:
 AAA TRAILER
 4675 GRAND RIVER
 HOWELL, MICHIGAN 48843
 734-449-4400

SCALE: 1in. = 20ft.
 PROJECT No.: 234472
 DWG NAME: 4472 EX
 ISSUED: JUNE 1, 2023

EX



- LEGEND**
- = PARCEL BOUNDARY LINE
 - - - = SETBACK LINE
 - ⊙ = WELL WATER
 - ⊙ = BOLLARD
 - ⊙ = STOP SIGN / PEDESTRIAN CROSSING SIGN
 - ⊙ = SIGN / MONUMENT SIGN
 - ⊙ = HANDICAP PARKING DESIGNATION
 - ⊙ = EX. WALL PACK / OVERHEAD LIGHT
 - ⊙ = LIGHT BASE
 - ⊙ = UTILITY METERS & BOXES (ELECTRIC METER, GAS METER, WATER METER, PHONE BOX, CATV BOX, MAIL BOX, UTIL. BOX)
 - ⊙ = UTILITY POLE W/GUY WIRE
 - ⊙ = OVERHEAD UTILITY LINES (ELECTRIC/PHONE/CABLE)
 - ⊙ = U/G UTILITY LINES (PHONE/FIBER OPTIC/ELECTRIC/CABLE TV/MISC UTILITIES)
 - ⊙ = EDGE OF BRUSH LINE
 - ⊙ = DECIDUOUS TREE W/IDENTIFIER
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 - ⊙ = U/G GAS
 - ⊙ = 1' CONTOUR
 - ⊙ = 5' CONTOUR
 - ⊙ = PROP. FENCE
 - ⊙ = PROP. CONCRETE CURB

SITE CHARACTERISTICS

PARCEL ID: 4711-09-200-006
 PARCEL ID: 4711-09-200-008
 ZONED: GC - GENERAL COMMERCIAL

	REQUIRED	PROVIDED-006	PROVIDED-008
AREA:	1.0 AC.	0.69 AC. GROSS 0.46 AC. NET	0.89 AC.
WIDTH:	150'	200'	201'
SETBACKS:			
FRONT	70'	27.0'	51.3'
SIDE	10'	51.5'	37.6'
REAR	40'	25.4'	191.9'
BUILDING COVERAGE AREA:	35% MAX.	10.9%	7.2%
IMPERVIOUS COVERAGE AREA:	75% MAX.	40.1%	9.3%

PARKING REQUIREMENTS

Recreational vehicle, boat, mobile home and similar sales 1.0 space per 800 sq.ft. gross leasable floor area, plus 2.0 spaces per each vehicle sales service bay

A. Gross leasable floor area (sales) = 4,974 sq. ft.
 Parking req'd 4,974 sq.ft. X 1.0space/800 sq.ft. = 7 spaces

TOTAL REQUIRED SPACES = 7 spaces
 SPACES PROVIDED = 12 spaces

BENCHMARK
 DATUM BASED ON NGS OPUS SOLUTION
 REPORT, DATED DECEMBER 20, 2022.

BENCHMARK #201
 SPIKE IN THE NORTHERLY SIDE OF AN UTILITY POLE, LOCATED NEAR THE INTERSECTION OF WLY PROPERTY LINE AND THE NORTH LINE OF GRAND RIVER.
 ELEVATION = 977.80 (NAVD 88)

BENCHMARK #202
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 BRIGHTON, MICHIGAN 48114

DESIGN: JHG	REVISION #	DATE	REVISION-DESCRIPTION	REVISION #	DATE	REVISION-DESCRIPTION
DRAFT: JHG						
CHECK: WMP						

AAA
 TRAILER SALES

TRAILER STORAGE
 SKETCH

CLIENT: AAA TRAILER
 4675 GRAND RIVER
 HOWELL, MICHIGAN 48843
 734-449-4400

SCALE: 1in. = 20ft.
 PROJECT No.: 234472
 DWG NAME: 4472 TRAILER
 ISSUED:

TR



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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Amy Ruthig, Planning Director
DATE: November 27, 2023
RE: **Parking Lot Expansion – Woodland Village Senior Community
Environment Impact Assessment**

Please find attached the project case file for a site plan and environmental impact assessment for a proposed parking lot expansion for the Woodland Village Senior Community located at 7533 Grand River Avenue (behind St. Joseph Hospital), north side of Grand River Avenue, between Euler and Hacker Roads. The property is zoned Non-Residential Planned Unit Development (NRPUD).



Procedurally, the Planning Commission has review and approval authority over the site plan, and the Township Board has the final approval authority over the Environmental Impact Assessment. The environmental impact assessment was recommended for approval and the site plan was approved by the Planning Commission on November 13, 2023. I offer the following for your consideration:

ENVIRONMENTAL IMPACT ASSESSMENT

Moved by _____, Supported by _____ to **APPROVE** the Environmental Impact Assessment dated October 16, 2023 corresponding to the proposed parking lot expansion to allow for additional parking spaces for the Woodland Village Senior Community located at 7533 Grand River Avenue with the condition that site plan conditions must be met as requested by the Planning Commission.

If you should have any questions, please feel free to contact me.

Best Regards,

Amy Ruthig, Planning Director

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter



GENOA CHARTER TOWNSHIP
Application for Site Plan Review

GENOA TOWNSHIP
OCT 23 2023
RECEIVED

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS: Trinity Continuing Care Services d/b/a Woodland Village
7533 Grand River, Brighton MI 48114
If applicant is not the owner, a letter of Authorization from Property Owner is needed.

OWNER'S NAME & ADDRESS: Trinity Continuing Care Services d/b/a Trinity Health Senior Communities,
20555 Victor Pkwy, Livonia MI 48152

SITE ADDRESS: 7533 Grand River, Brighton MI 48114 PARCEL #(s): _____

APPLICANT PHONE: (810) 844-7447 OWNER PHONE: (734) 343-6600

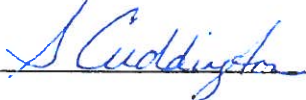
OWNER EMAIL: sharon.cuddington@trinity-health.org

LOCATION AND BRIEF DESCRIPTION OF SITE: Adding to the southern most part of our
current parking lot. We would remove some grass area and make it Asphalt.

BRIEF STATEMENT OF PROPOSED USE: We are looking to add additional parking for our
facility. This was a previously approved project that now has funding available to
complete.

THE FOLLOWING BUILDINGS ARE PROPOSED: This is to add to an existing parking lot.

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

BY: Sharon Cuddington - Regional Operations Manager 

ADDRESS: 7533 Grand River, Brighton MI 48114

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

1.) Bowe Davey of Woodland Village (Administrator) at bowe.davey@trinity-health.org
Name Business Affiliation E-mail Address

FEE EXCEEDANCE AGREEMENT

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

SIGNATURE:  DATE: 9/29/2023

PRINT NAME: Sharon Cuddington PHONE: 810-844-7447

ADDRESS: 7533 Grand River, Brighton MI 48114

3. The petitioner is proposing to use the existing park parking lot to serve the proposed mountain bike trail. Traffic counts were provided for a weekend of use at the park and the petitioner has stated in their impact assessment that there is adequate existing parking for the additional use.
4. The existing parking lot and site drive is aggregate surface with concrete paved ADA parking spaces. Zoning Ordinance requires the parking lots and drives be hard surface with concrete curbing; however, the aggregate drive and parking lot was previously approved as a Low Impact Development alternative due to the low amount of traffic and intent to not clear snow in the winter. The petitioner should provide more information regarding the proposed additional use of the parking lot and whether it will necessitate snow clearing in the winter. If not, the existing aggregate surface would be acceptable.
5. The proposed mountain bike trail will not include any grading or tree clearing. It appears that the trail will not require any surface modification other than clearing small vegetation, logs, and mowing the path limits.

Ms. Haglund has seen the Brighton Area Fire Authority Fire Marshal's letter and they will be clearing 20 feet at the trailhead and will install a "No Motorized Vehicles Allowed" sign.

Commissioner McCreary would like to see the ongoing records and reports from EGLE during the project. Ms. Haglund agreed to provide them. Mr. Borden noted that trails are exempt from the natural features setback; however, the proposed bridge structures are not exempt and must meet the requirements.

The call to the public was made at 8:51 pm with no response.

Moved by Commissioner Rauch, supported by Commissioner Rassel, to recommend to the Township Board approval of the Environmental Impact Assessment dated October 25, 2023 for the mountain bike trails at Fillmore Park. **The motion carried unanimously.**

Moved by Commissioner Rauch, supported by Commissioner Rassel, to approve the Site Plan dated October 25, 2023 for the mount bike trails at Fillmore Park, with the following conditions:

- The crossing signs as shown on the plans for Kellogg Road shall be installed as part of Phase 1 trial construction.
- The perpendicular access to the public road is allowed.
- Records from EGLE throughout the construction of the trails shall be submitted to the township.
- Throughout the construction, the trail must be installed within all of the setbacks.

The motion carried unanimously.

OPEN PUBLIC HEARING #4... Consideration of a site plan application, environmental impact assessment and site plan for additional parking at the Woodland Village senior living facility

located at 7533 Grand River Avenue, Brighton located on the north side of Grand River, west of Bendix.

- A. Recommendation of Environmental Impact Assessment (10-16-23)
- B. Disposition of Site Plan (10-23-23)

Mr. Luke Smith, Manager of Environmental Services for Woodland Village, provided a review of the proposal, which would add parking at the south of their site. The parking will increase from 68 to 95 spaces. He addressed the concerns in Mr. Borden's review letter. The parking lot was recently resurfaced and the spaces are now double spaced and the new ones will be also. They are not going to be adding any lighting. They will be complying with the landscaping requirements noted in the letter.

Mr. Borden reviewed his letter dated November 8, 2023, noting that Mr. Smith has addressed his concerns.

1. The applicant must identify the total amount of parking provided, as well as the number of barrier-free spaces to ensure compliance with current standards.
2. The proposed spaces are not double striped, as required by Ordinance; however, the existing spaces are single striped.
3. If new parking lot lighting is proposed, the applicant must provide a detailed lighting plan, per Section 12.03.
4. The 50 new parking spaces require 5 canopy trees and 500 square feet of internal landscape area. Because there will be only 27 new parking spaces, and not 50, the existing landscaping is sufficient to meet the ordinance.
5. If existing conditions preclude or exceed the required plantings, the Commission may waive or modify this requirement, per Section 12.02.13.

He would like documentation submitted that the increase in spaces is 27 spaces and not 50.

Ms. Byrne stated she has no engineering concerns; however, she would like to see evidence that the detention pond will accommodate the additional parking as stated by the applicant.

The call to the public was made at 9:03 pm with no response.

Moved by Commissioner Rauch, supported by Commissioner Lowe, to recommend to the Township Board approval of the Environmental Impact Assessment dated October 16, 2023 for additional parking at the Woodland Village senior living facility. **The motion carried unanimously.**

Moved by Commissioner Rauch, supported by Commissioner Rassel, to approve the Site Plan dated October 23, 2023 for additional parking at the Woodland Village senior living facility, with the following conditions:

- This approval is for the 27 spaces identified on the exterior of the drive aisle.

- Documentation supporting that the existing detention pond supports this additional impervious area shall be submitted to the township engineer for review and approval.
- All stormwater management changes must be approved by the Township Engineer.

The motion carried unanimously.

OPEN PUBLIC HEARING #5... Consideration of a site plan amendment to a previously approved site plan to allow for LED strip lighting around the existing Panda Restaurant located at 4015 Latson Road, northwest corner of Latson Road and Grand Oaks Drive. The request is petitioned by Panda Restaurant Group.

A. Disposition of Site Plan Amendment for Elevations (7-21-22)

Ms. Jillian Benaglio, the engineer, and Mr. Alex Froehlich, the architect, were present. Ms. Benaglio stated this is an ornamental architectural accent. They have submitted a photometric plan and updated renderings. This does not affect the footcandles around the building or at the edge of the site.

Mr. Froehlich stated that Panda Express is celebrating 50 years of service and the building in Genoa Township is a new design that expresses their culture and brand. The accent light is not functional and highlights Asian American heritage and red is the color of celebration in the Chinese culture.

Mr. Borden reviewed his letter dated November 9, 2023.

1. The Planning Commission may allow ornamental lighting that is part of an overall architectural theme.
2. LED strip lighting is debatable as “ornamental” in his opinion, although the Commission can consider it to be part of an architectural theme.
3. In his opinion, the request does not comply with Section 12.03.05, which requires building illumination to be placed and shielded so as not to interfere with the vision of motorists and should be removed from the building.

The concern from the commissioners is that if this is allowed, it could set a precedent for other buildings.

Commissioner Rauch noted that the white up lighting on the building could be considered the same as the red and therefore, also does not meet the ordinance. Commissioner Rassel considers the white lights to be ornamental. Commissioners Lowe and McCreary agree. Commissioner McBain would like the white lights to be dimmed but is not in favor of allowing the red lights.

The call to the public was made at 9:19 pm with no response.



November 8, 2023

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Attention:	Amy Ruthig, Planning Director
Subject:	Fillmore Park – Site Plan Review #1
Location:	7075 McClements Road – north side of McClements, between Kellogg and Hacker Roads
Zoning:	PRF Public and Recreational Facilities District

Dear Commissioners:

At the Township’s request, we have reviewed the site plan submitted by Livingston County Planning proposing bike trails for Fillmore Park.

We have reviewed the proposal in accordance with the applicable provisions of the Genoa Township Zoning Ordinance.

A. Summary

1. The submittal does not identify the proposed setbacks; however, the requirement is not met at the trail crossing across Kellogg Road.
2. If granted, sketch plan approval is valid for only 1 year, though the project timeline extends out to 2026.
3. The applicant will need to apply for and obtain extensions to cover the full project (which will be evaluated based on Ordinance standards and may or may not be granted).
4. The internal signs must meet setback requirements and be no more than 2 square feet in area to be exempt from the Township sign regulations.
5. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.

B. Proposal

The applicant requests site plan review and approval for a mountain bike trail covering the westerly portion of Fillmore Park. Improvements include a trail, trail crossing, signage, and mountain bike obstacle course.

Public parks are permitted by right in the PRF district. As an established public park, the proposed trail and related features require site plan review/approval by the Planning Commission.

C. Site Plan Review

1. **Dimensional Requirements.** The PRF District requires a front yard setback equal to that of the most restrictive adjacent zoning district. In this instance, the most restrictive setback is 75 feet required by the AG District. Side and rear setback requirements are 50 feet for trails.

The submittal does not identify the proposed setbacks; however, the requirement is not met at the trail crossing across Kellogg Road.

Additionally, trails are exempt from the 25-foot nature feature setback; however, if the proposed bridges encroach, we are of the opinion that approval under Section 13.02.04 will be required.



Aerial view of site and surroundings (looking north)

- 2. Project Phasing.** The submittal identifies 4 specific project components with anticipated timelines. The applicant should be aware that sketch plan approval is valid for 1 year.

If the Commission grants approval, it will not cover project work in 2025 and 2026, unless extensions are requested and granted. Any such extensions will be evaluated based on the standards of Section 18.09.02 with no guarantee that they are granted.

- 3. Signs.** Several signs are proposed – some are internal to the project area, while others are to be located in the public right-of-way.

So long as the internal signs meet setback requirements and are no larger than 2 square feet, they may be exempt from review as “incidental signs.”

Additionally, the signs in the public right-of-way are exempt as “regulatory, directional and street signs;” however, the applicant must obtain approval from the Livingston County Road Commission for such signage.

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

Respectfully,
SAFE BUILT

A handwritten signature in black ink that reads "B. V. Borden".

Brian V. Borden, AICP
Michigan Planning Manager



November 8, 2023

Ms. Amy Ruthig
Genoa Township
2911 Dorr Road
Brighton, MI 48116

**Re: Woodland Village Parking Expansion
Site Plan Review No. 1**

Dear Ms. Ruthig:

Tetra Tech conducted a review of the proposed Woodland Village Parking Lot Expansion site plan submitted on October 23, 2023. The plans were submitted by Trinity Continuing Care Services. The submitted site plan was previously approved and was prepared by Desine Inc. in April of 2006. The site is located at the existing Woodland Village facility on the north side of Grand River Avenue. The Petitioner is proposing a parking addition to their existing parking lot.

The proposed parking lot expansion meets Township Standards, and the impact assessment notes that original storm systems on site were sized to accommodate the proposed parking area. The original storm drainage calcs should be provided to show that the proposed parking was included. Otherwise, we have no engineering related concern to the proposed parking expansion.

Please call or email if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Shelby Byrne'.

Shelby Byrne, P.E.
Project Engineer

From: [Rick Boisvert](#)
To: [Amy Ruthig](#)
Cc: [Kelly VanMarter](#)
Subject: Plans
Date: Friday, November 3, 2023 4:48:03 PM
Attachments: [7075 McClements Rd. Fillmore Park Mountain Bike GT \(Site\) 11032023.pdf](#)
[1015 S. Latson Rd - Mister Car Wash GT \(Site\) 11032023.pdf](#)
[1111 S Latson Rd South Latson Commercial Development GT \(Site\) 11032023.pdf](#)
[3639 E Grand River Ave - Arby's \(Site\) \(GT\) 11032023.pdf](#)

Amy,
Attached are review letters for those who need them from us.

We have no new comments on the Chestnut Site Grading and **No issues with the Woodland Village Parking plans.** I don't see a need for a letter unless you would like one for these two.

Cordially,

Rick Boisvert, FM, CFPS
Fire Marshal
Brighton Area Fire Authority
615 W. Grand River
Brighton, MI 48116
O: (810)229-6640 D: (810)299-0033
F: (810)229-1619 C: (248)762-7929
rboisvert@brightonareafire.com



**IMPACT ASSESSMENT
FOR
SITE PLAN PETITION
"WOODLAND VILLAGE SENIOR LIVING- PARKING LOT EXPANSION"
GENOA TOWNSHIP, LICINGSTON COUNTY
MICHIGAN**

Prepared for:

**WOODLAND VILLAGE, SENIOR LIVING
7533 GRAND RIVER RD
BRIGHTON, MI 48114
810-844-7477**

Prepared by:

**LUKE SMITH, MANAGER OF ENVIRONMENTAL SERVICES
WOODLAND VILLAGE
7533 GRAND RIVER RD
BRIGHTON, MI 48114
810-844-7477**

October 16, 2023

INTRODUCTION

The purpose of this impact assessment report is to show the effect that this proposed parking lot expansion development may have on various factors in the general vicinity of the project. This expansion is part of a previously approved project on the property that had a delay in funding, that is now available to complete the project.

DISCUSSION ITEMS

A. Names and address(es) of person(s) responsible for preparation of the impact assessment statement of their qualifications.

Prepared by:
Luke Smith
Woodland Village, Senior Living
Manager of Environmental Services
7533 Grand River Rd
Brighton, MI 48114
810-844-7477

Prepared for:
Woodland Village, Senior Living
7533 Grand River Rd
Brighton, MI 48114
810-844-7477

B. Maps(s) and written description / analysis of the project site including all existing structures, manmade facilities, and natural features.

The 7.5 acre site is located along the North side of Grand River between Hacker Road and Euler Road. The subject property is currently the Woodland Village, Senior Living community. There is the existing building, paved parking lot, and detention basins. The surrounding areas of the property contains natural areas with mature trees, shrubs, and scrub vegetation along with a pond on the South East and South West sides of the property.

C. Impact on natural features

The proposed parking will have minimal impact on the existing natural features. The proposed area does not impede on any wetlands on the property. There are no other natural resources impacted, that was not previously approved.

D. Impact on storm water management:

The existing storm water drain system has been designed to accommodate the previously approved parking expansion in 2006. The proposed parking lot was one of the indicated future impervious surface areas and thus has been accommodated in the stormwater calculations.

Soil erosion measures will be utilized throughout the construction process to reduce the risk of erosion and sedimentation. This will be accomplished through the use of silt fence installed along the perimeter of the disturbed area.

E. Impact on surrounding land use:

There will be little to no impact on the surrounding land uses for this additional parking. The parking was previously approved with the previous expansion in 2006. The impact of the surrounding land uses was considered at that time.

The new parking lot area will be illuminated with existing lighting and will have no adverse impacts on adjacent properties.

F. Impact on public facilities and services:

The new parking area will have little to no impact on public facilities and services.

G. Impact on public utilities:

There will be little to no impact on public utilities. As mentioned previously, this project was approved with the additional parking and the impact on the public facilities and utilities was considered with the approval. There will be no additional lighting added, as sufficient lighting exists.

H. Storage and Handling of any hazardous materials:

There will be no hazardous materials used or disposed of on this site.

I. Impact on traffic and pedestrians:

The parking is solely to support the existing facility. The impact of this parking addition will be minimal.

The site is serviced by a private drive that services the hospital and Genoa medical buildings. The expansion does not pose any additional load on the inbound or outbound traffic that it does not currently see. From our observation, this will not significantly impact or impede traffic for the shared drive. The impact from visitors are not at specific times, nor are they consistent

at the same times. The private drive is serviced from a 4 lane highway with a stop light to access, along with turning lanes.

J. Special Provisions:

None.

K. A list of all sources shall be provided.

Genoa Township's Submittal Requirements For Impact Assessment

Genoa Township Zoning Ordinances

SOIL LEGEND

Ap	Arkport fine sandy loam
Ba	Barry sandy loam
Be	Berville loam
Bf	Boyer loamy sand
Bt	Boyer-Oshleson Loamy Sand
Bb	St. Clair Clay Loam
Br	Boyer Loamy Sand
Bu	Brady loamy sand
Bv	Breckenridge loamy sand
Bw	Bronson loamy sand
By	Brookston loam
Cc	Carlisle muck
Cr	Calwood fine sandy loam
Cv	Conover loam
Cx	Conover-Miami loams
Fa	Fox Sandy Loam
Fr	Fox-Boyer Complex
Gd	Gilford Sandy Loam
Hd	Hillsdale loamy sand
Hi	Hillsdale sandy loam
Hm	Hillsdale-Miami Loams
Hn	Houghton muck
Lm	Linwood muck
Lo	Locke sandy loam
Ml	Metamora sandy loam
Mn	Metee loamy sand
Mo	Miami Loam
Mr	Miami-Conover loams
Mw	Minoa-thetford complex
Oa	Oakville fine sand
Ot	Ottokee loamy sand
Om	Owosso-Miami sandy loam
Pg	Palmis Muck
Sv	Spinks-Oakville Loamy Sands
St	Blount Loam
Tm	Tawas Muck
Wc	Warners loam
We	Wasopi Sandy Loam
Wh	Washtenaw Silt Loam

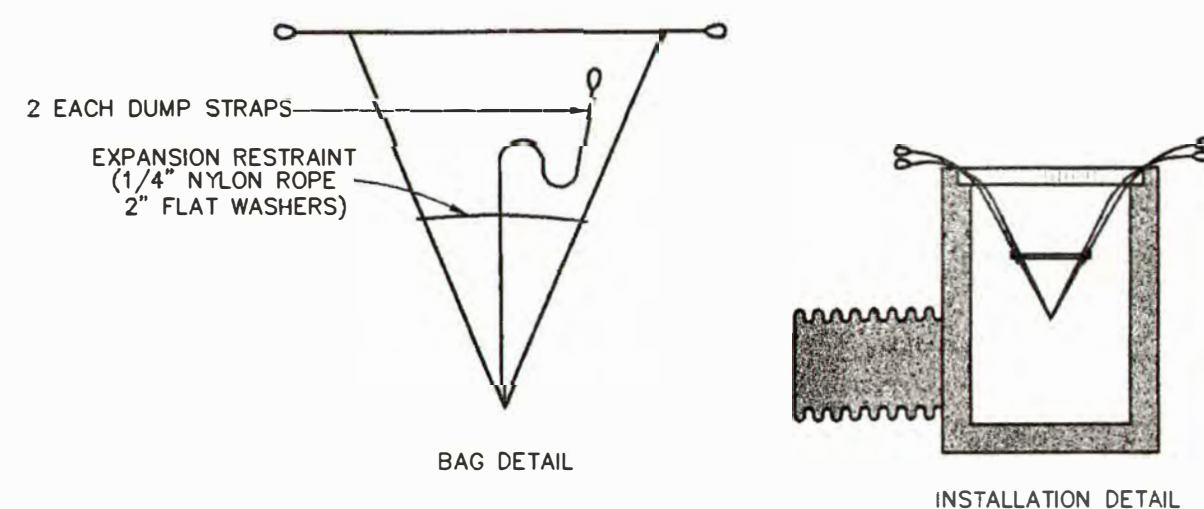


SOILS MAP

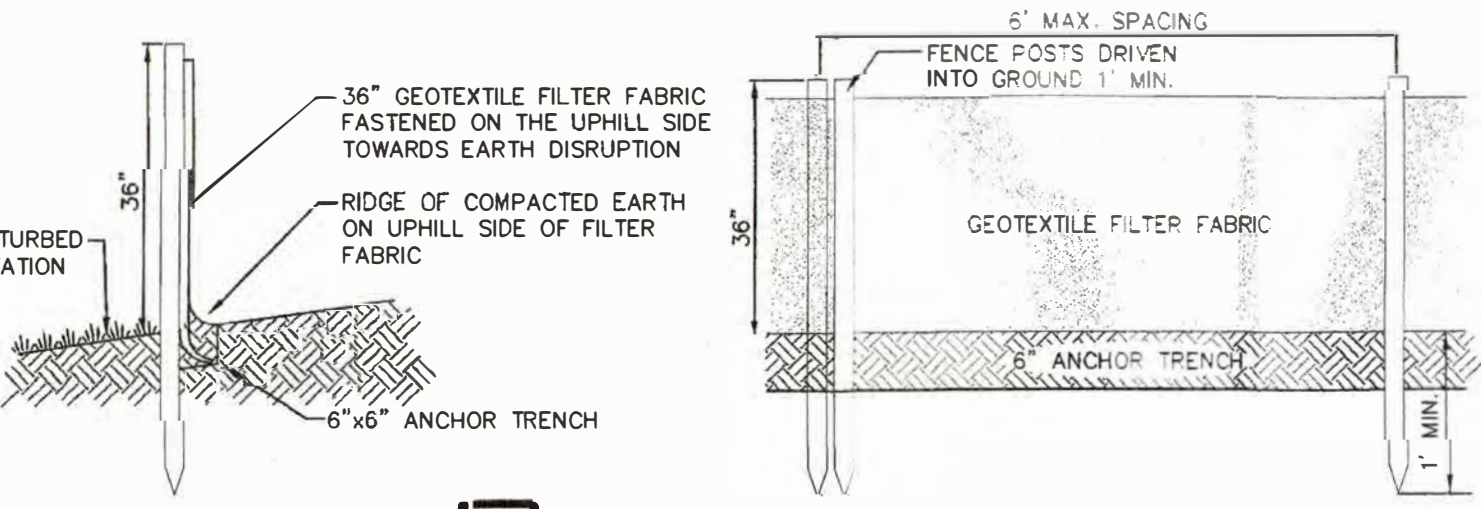
NOTE:
SOILS MAP AS PROVIDED BY THE SOIL SURVEY
OF LIVINGSTON COUNTY, MICHIGAN

SLOPE LEGEND

A	0 TO 2 PERCENT SLOPES
B	2 TO 6 PERCENT SLOPES
C	6 TO 12 PERCENT SLOPES
D	12 TO 18 PERCENT SLOPES
E	18 TO 25 PERCENT SLOPES
F	25 TO 40 PERCENT SLOPES

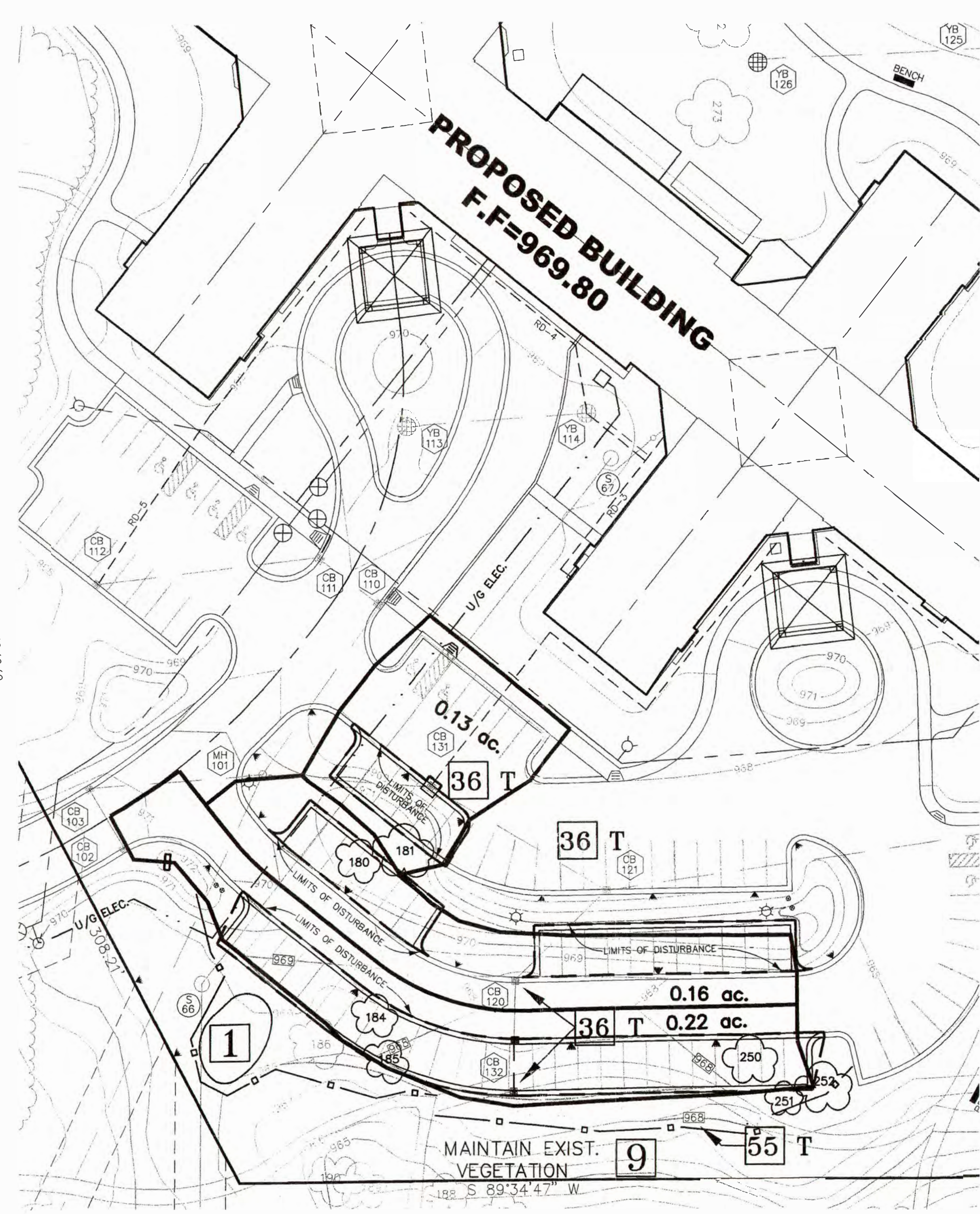


36 INLET SEDIMENT FILTER
NOT TO SCALE



55 SILT FENCE
NOT TO SCALE

1. Repair and replace silt fence as needed, incidental.
2. Field locate silt fence to follow constant contour elevations.
3. Install sed. trap & filter at drainage low points, incidental.
4. Overlap fences at joints.



TIME LINE of Construction Sequence

Item No. (see Above)	Month in Construction Season								
	A	B	C	D	E	F	G	H	I
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									

Explanation of Time line: The first month when work commences is designated 'A' above, the second month is 'B', etc. It is assumed that work will halt due to weather at least three months a year, which may occur in between any of the months A through I. Thus the above Sequence represents an entire year.

NOTE:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING AND MAINTAINING ADEQUATE DUST CONTROL MEASURES DURING AND AFTER CONSTRUCTION.

SOIL EROSION CONTROL AND CONSTRUCTION SEQUENCE

- The Contractor shall perform the following work:
- 1) Install silt fence as shown on the Erosion and Sediment Control Plan. Install a temporary mud tracking control device at points of ingress/egress from the project.
 - 2) Strip and stockpile topsoil. Mass grade all cut/ fill area. Install erosion control devices as work progresses.
 - 3) The Contractor shall monitor and maintain soil erosion control measures daily.
 - 4) Finish grade all cut/fill areas at the earliest appropriate time. Stabilize areas.
 - 5) Install proposed utilities and storm drainage system; install soil erosion control measures at inlets and outlets.
 - 6) Remove mud tracking control device and install road pavement.
 - 7) Finish grade site. Perform final restoration. Establish a grass turf over all disturbed areas.
 - 8) When sufficient vegetative ground cover has been established, remove temporary soil erosion control measures, clean all storm drainage structures, and repair all permanent erosion control devices.

SOIL EROSION CONTROL NOTES:

1. Construction shall comply with the County Drain Commissioner requirements and construction specifications. Prior to construction, Contractor/Owner shall pay fees and obtain the soil erosion permit, the performance bond and the inspections associated with the Work.
2. Temporary control measures shall be installed prior to massive earth disruption. Schedule work to minimize the period of time that an area is exposed and disturbed. Maintain an undisturbed VEGETATIVE BUFFER ZONE around the work where noted. Contractor shall take measures as needed to observe the limits of grading shown on plans.
3. The Contractor and Owner shall agree on TREE PROTECTION MEASURES.
4. The Contractor shall MONITOR and MAINTAIN soil erosion control measures daily. Plans show minimum erosion control measures, Contractor shall provide additional measures as directed or as field conditions require.
5. All areas to be disturbed shall be stripped of topsoil, and the topsoil stored on site for use during restoration. Topsoil stockpiles shall be seeded and mulched, or matted with straw in the non-growing season, immediately after the stripping process is completed in order to prevent wind and water erosion. All material STOCKPILES shall be located as acceptable to the owner and shall be stabilized with the appropriate erosion control measures. Surround all stockpiles with a temporary diversion berm.
6. Unless otherwise restored, all disturbed areas shall be RESTORED with a minimum of 3" of topsoil, seeded and mulched within 15 days of completion of the massive earth disruption. During non-growing seasons, temporary STABILIZATION will be done with straw matting or other appropriate measure.
7. Contractor shall CLEAN catch basins, storm piping and roadways as required by LSCC, LCR or other agency. The Contractor shall restore all areas disturbed by construction to an equivalent or improved condition, than existed prior to construction. Contractor shall dispose of debris in a proper manner, off-site.

SOIL EROSION MEASURES

1	STRIP AND STOCKPILE TOPSOIL	TOPSOIL WILL BE STOCKPILED ABOVE SHOWN AREAS TO ACT AS A DIVERSION STOCKPILE SHOULD BE TEMPORARILY SEEDED
9	VEGETATIVE BUFFER ZONE	SLOPE REPAIR VEGETATION RESTORED WITHIN 15 DAYS OF COMPLETION OF MASSIVE EARTH DISRUPTION. DURING NON-GROWING SEASONS, TEMPORARY STABILIZATION WILL BE DONE WITH STRAW MATTING OR OTHER APPROPRIATE MEASURE.
36	SEDIMENT TRAP AND FILTER	COLLECTS AND REMOVES SEDIMENT FROM RUNOFF BEFORE IT REACHES DOWN SLOPE. MUST BE MAINTAINED AND CLEANED AS NECESSARY.
55	SILT FENCE	USES GEOTEXTILE AND POSTS OR PILES TO TRAP AND HOLD SEDIMENT. MUST BE MAINTAINED AND CLEANED AS NECESSARY.

T = TEMPORARY
P = PERMANENT

TOTAL SITE AREA 7.50 AC.
DISTURBED AREA 0.23 AC.

SCALE: 1" = 30'

DESIGN: WMP	DATE	REVISION-DESCRIPTION	DATE	REVISION-DESCRIPTION
DRAFT: JHG				
CHECK: WMP				

The Village at
Woodland

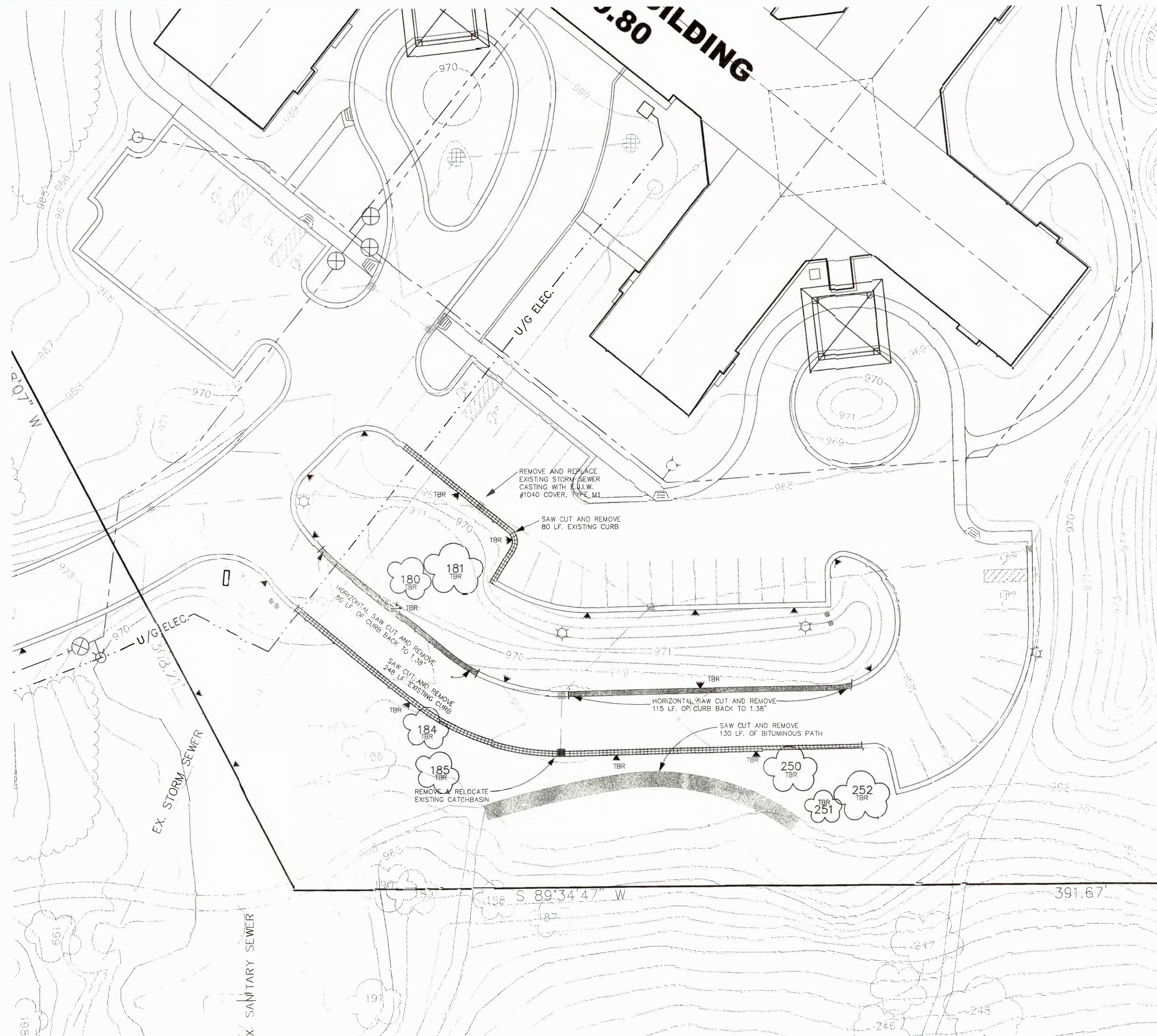
SOIL EROSION CONTROL &
WATER SHED PLAN
NOTES & DETAILS



3 WORKING DAYS
BEFORE YOU DIG
CALL MISS DIG
800-482-7171
(TOLL FREE)

DESIGN INC
(810) 227-9533
CIVIL ENGINEERS
LAND SURVEYORS
2183 PLESS DRIVE
BRIGHTON, MICHIGAN 48114

CLIENT: MERCY CONTINUING CARE P.O. BOX 9184 FARMINGTON HILLS, MICHIGAN 48333	SCALE: AS NOTED	PROJECT No.: 61033	SE1
DWG NAME: 033-SE1	PRINT:		

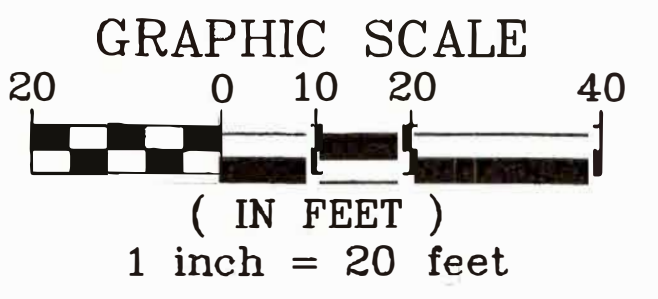


LEGEND

- EXISTING CONTOURS
- EXISTING ELEVATIONS
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING WATER MAIN
- STORM STRUCTURE
- SANITARY MANHOLE
- W.M. VALVE
- W.M. HYDRANT
- IRRIGATION HEAD

BENCHMARK

1. RAILROAD SPIKE IN EAST FACE OF UTILITY POLE LOCATED AT THE SOUTHWEST CORNER OF SUBJECT PROPERTY, 13± FT. NORTH OF THE CURB LINE OF GRAND RIVER AVE. AND 1550± FT. NORTH-WESTERLY ALONG GRAND RIVER AVE. FROM THE CENTERLINE OF BENDIX RD.
ELEVATION = 977.33 (U.S.G.S. DATUM)



NOTE: REMOVE EXISTING IRRIGATION SYSTEM AS NECESSARY FOR PROPOSED CONSTRUCTION. TERMINATE AND MARK ALL EXISTING LINES FOR RECONNECTION FOLLOWING PROPOSED CONSTRUCTION.



NOTE: UTILITY INFORMATION ON THIS DRAWING MAY BE FROM INFORMATION DISCLOSED TO THIS FIRM BY THE UTILITY COMPANIES, CITY/COUNTY AGENCIES AND OTHER VARIOUS SOURCES. NO GUARANTEE IS GIVEN AS TO THE COMPLETENESS OR ACCURACY THEREOF.

PRIOR TO CONSTRUCTION, ALL LOCATIONS AND DEPTHS OF EXISTING UTILITIES (IN CONFLICT WITH PROPOSED IMPROVEMENTS) SHALL BE VERIFIED IN THE FIELD.

CALL MISS DIG.



DESIGN: WMP	DATE	REVISION-DESCRIPTION	DATE	REVISION-DESCRIPTION
DRAFT: JHG				
CHECK: WMP				

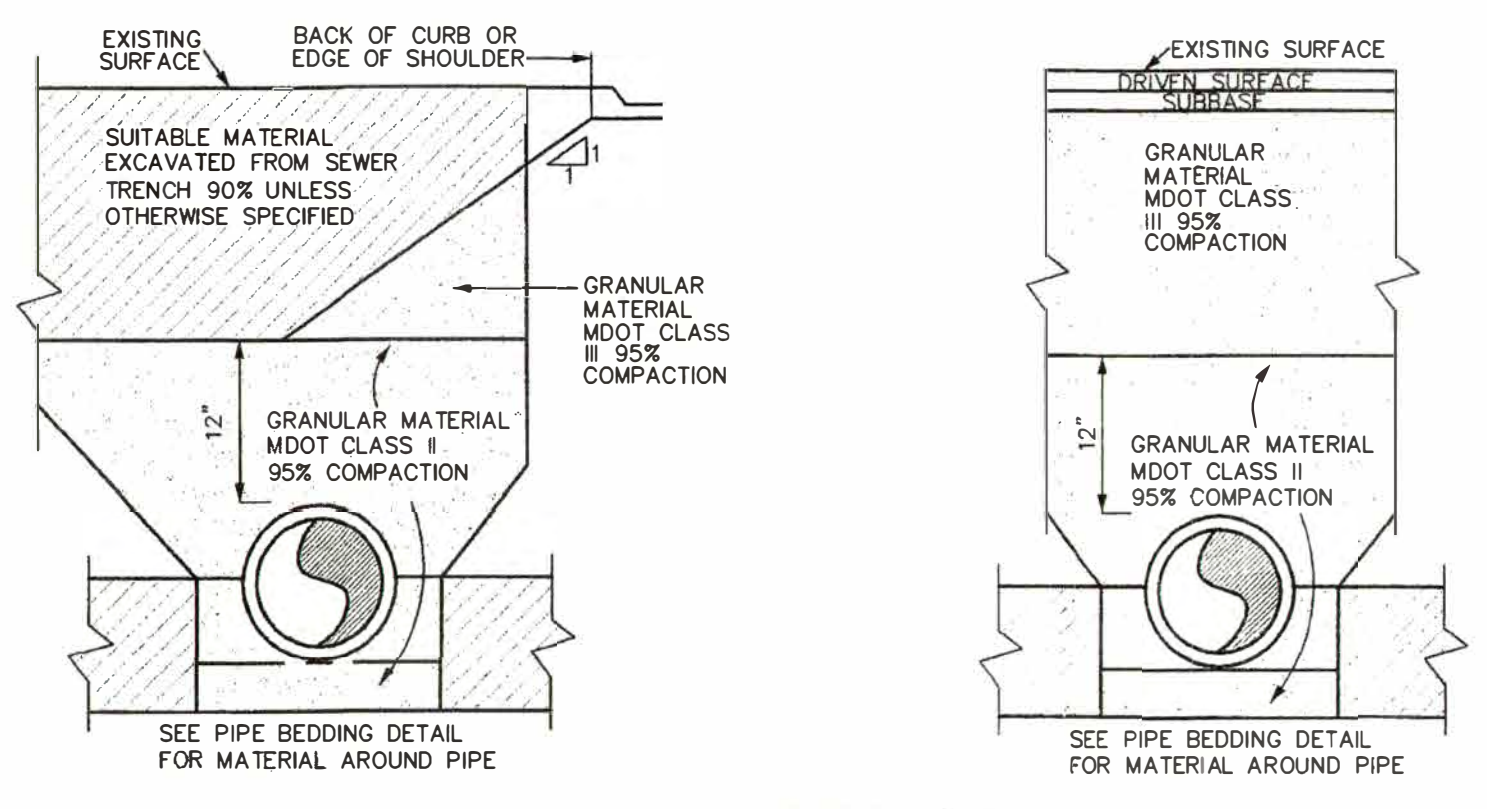
The Village at Woodland

DEMOLITION PLAN

CLIENT: MERCY CONTINUING CARE
P.O. BOX 9184
FARMINGTON HILLS, MICHIGAN 48333

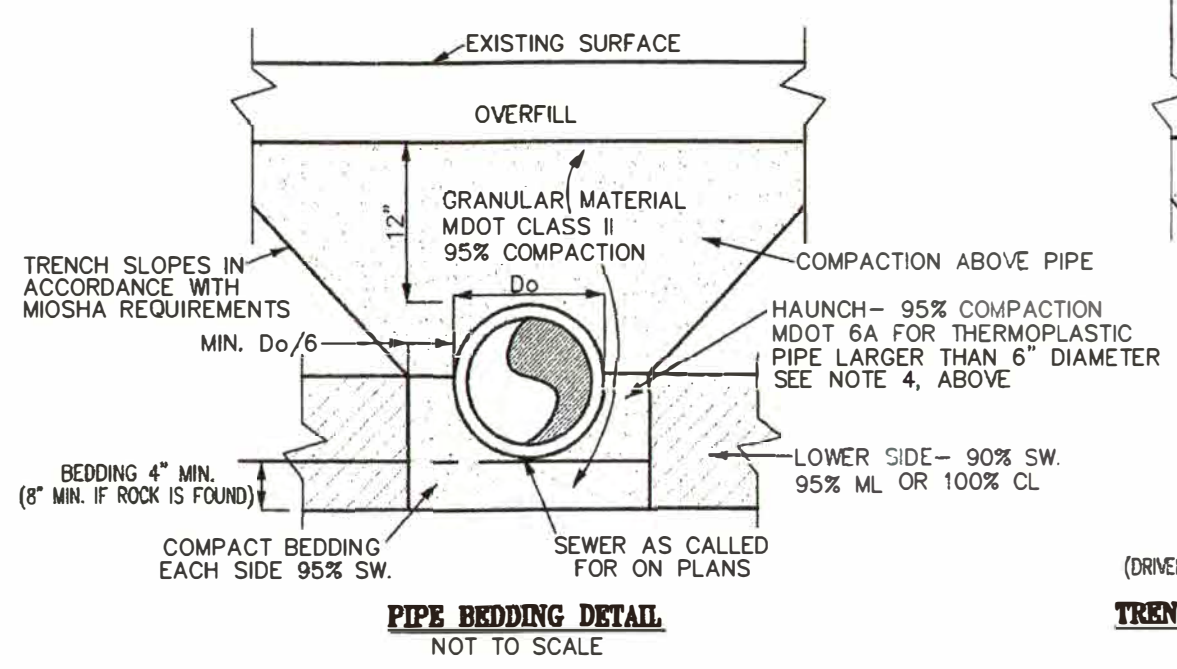
SCALE: 1in. = 20ft.
PROJECT No: 61033
DWG NAME: 033-DEMO
PRINT:

DM

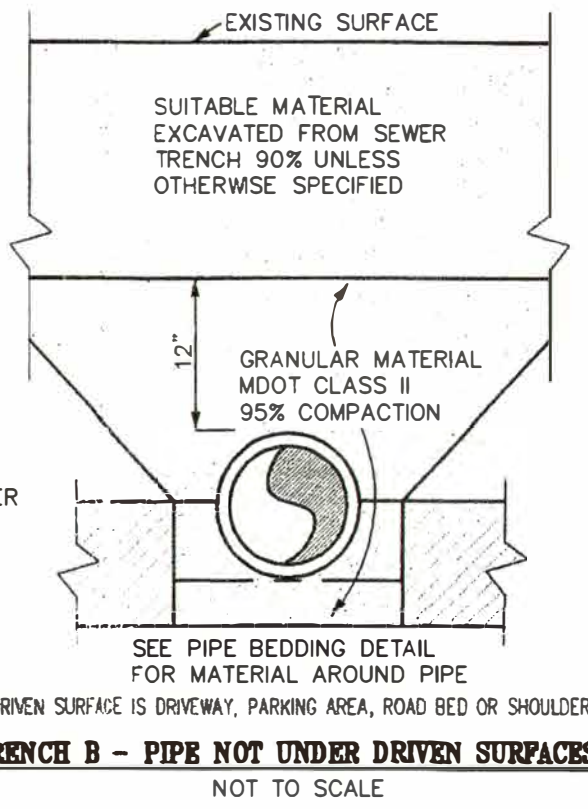


TRENCH A - PIPE UNDER OR WITHIN INFLUENCE OF DRIVEN SURFACE
NOT TO SCALE

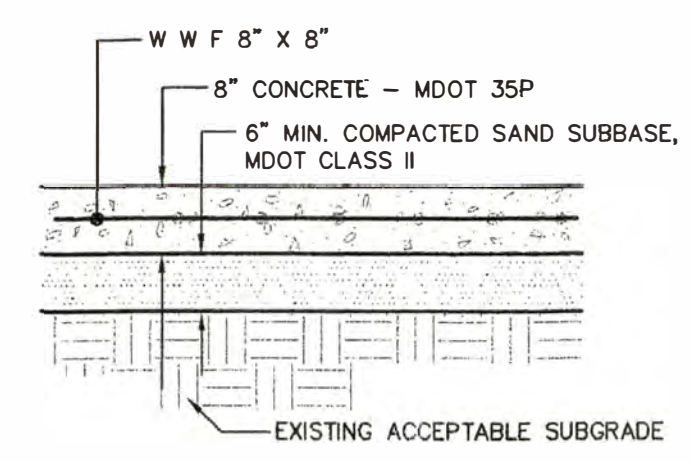
- NOTES:**
1. COMPACTION PRESENTED AS STANDARD PROCTOR VALUES.
 2. SOIL TYPES AASHTO DESIG.
 - GRAVEL SANDY (SW) A1, A3
 - SANDY SILTY (ML) A2, A4
 - SILTY CLAY (CL) A5, A6, A7
 3. SOIL IN HAUNCH AND LOWER SIDE ZONES OUTSIDE OF D_{0.6} FROM SPRING LINE SHALL BE COMPACTED TO AT LEAST THE SAME COMPACTION AS THE SOIL IN THE OVERFILL ZONE.
 4. MATERIALS AROUND THERMO-PLASTIC PIPE WITH DIAMETER 6 INCHES SHALL PASS 0.5 INCH SIEVE. MATERIALS AROUND OTHER PIPES SHALL PASS 1.5 INCH SIEVE.



TRENCH DETAILS
NOT TO SCALE

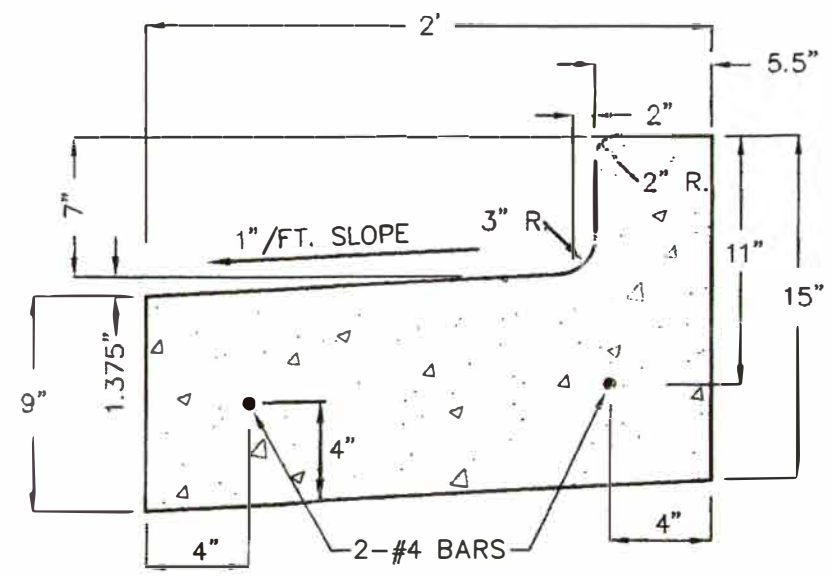


TRENCH B - PIPE NOT UNDER DRIVEN SURFACES
NOT TO SCALE



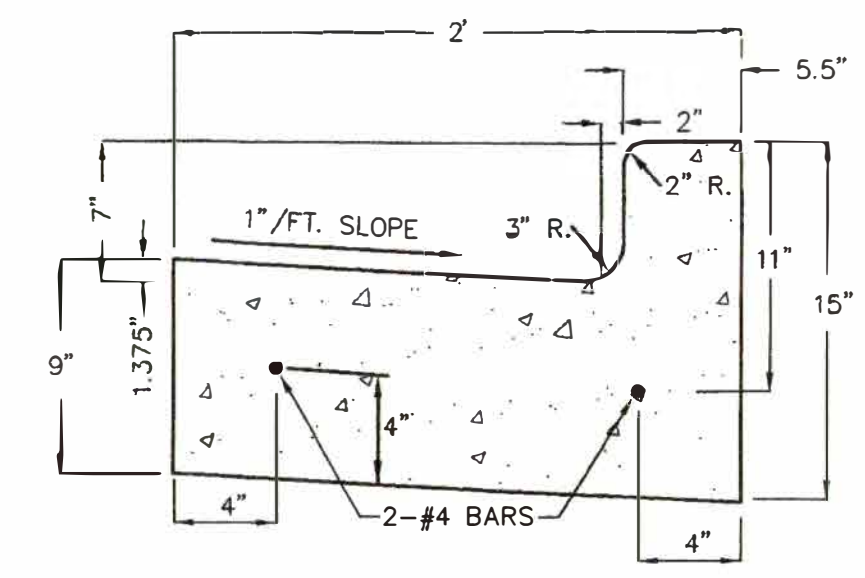
CONCRETE PAVEMENT CROSS SECTION
NOT TO SCALE

- PAVEMENT NOTES:**
1. UNSUITABLE SOILS, SUCH AS MUCK, PEAT, TOPSOIL, MARL, SILT OR OTHER UNSTABLE MATERIALS, SHALL BE UNDERCUT AND REPLACED WITH COMPACTED SAND SUBGRADE FILL. WHERE INCIDENTAL TO ROUGH GRADING.
 2. AREAS OF SUBGRADE FILL SHALL BE CONSTRUCTED USING 12" THICK LIFTS OF COMPACTED SAND, MDOT CLASS III OR EQUIVALENT ON-SITE MATERIAL; WHEN INSIDE ROAD INFLUENCE ZONE.



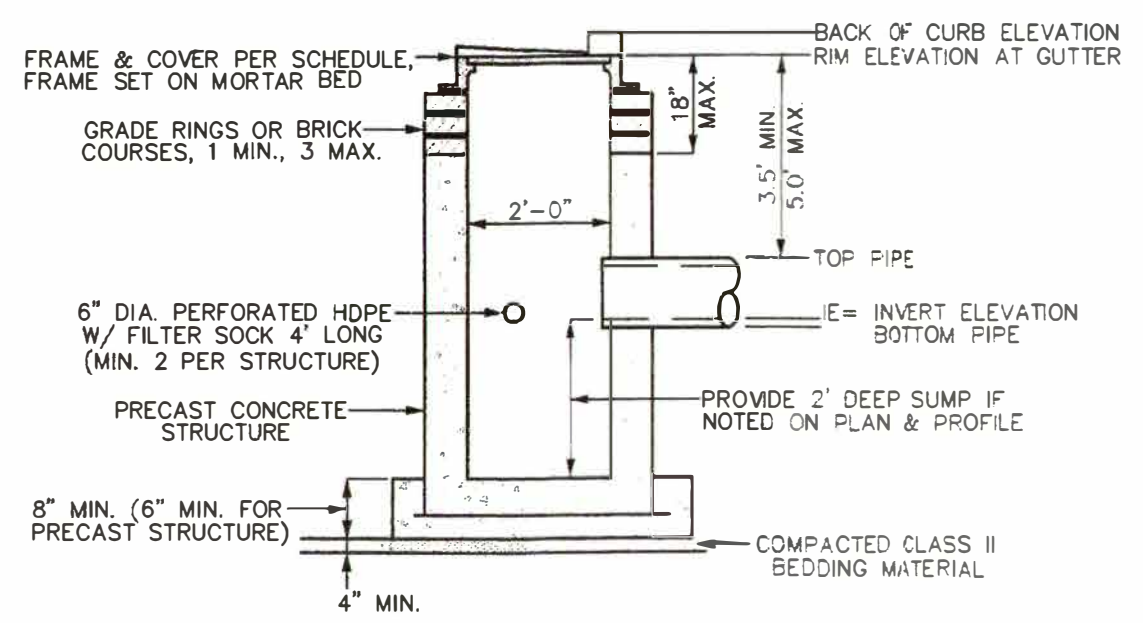
CONCRETE CURB DETAIL WITH REVERSE PITCH
NOT TO SCALE

- CURB NOTES:**
- CONCRETE CURB SHALL BE PLACED ON A 4" THICK AGGREGATE BASE (22A)

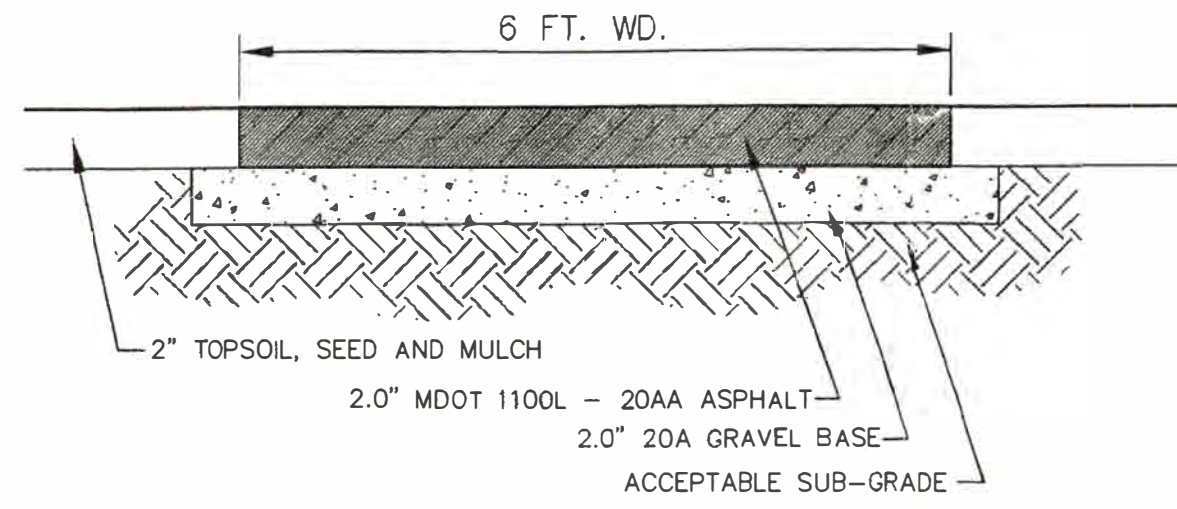


CONCRETE CURB DETAIL WITH STANDARD PITCH
NOT TO SCALE

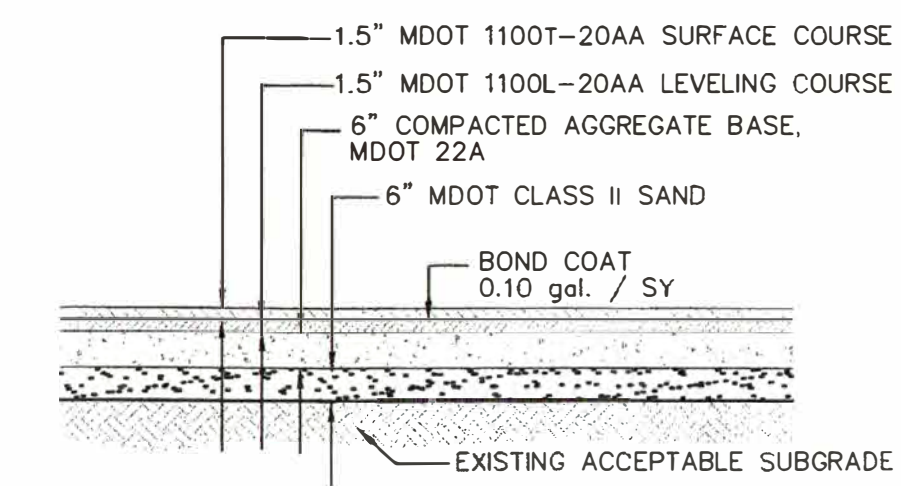
- CURB NOTES:**
- CONCRETE CURB SHALL BE PLACED ON A 4" THICK AGGREGATE BASE (22A)



STORM STRUCTURE "C"
2' DIAMETER CATCH BASIN
NOT TO SCALE



PAVED PATHWAY DETAIL
NO SCALE



PAVEMENT CROSS-SECTION
NOT TO SCALE

- PAVEMENT NOTES:**
1. UNSUITABLE SOILS, SUCH AS MUCK, PEAT, TOPSOIL, MARL, SILT OR OTHER UNSTABLE MATERIALS, SHALL BE UNDERCUT AND REPLACED WITH COMPACTED SAND SUBGRADE FILL. WHERE INCIDENTAL TO ROUGH GRADING.
 2. AREAS OF SUBGRADE FILL SHALL BE CONSTRUCTED USING 12" THICK LIFTS OF COMPACTED SAND, MDOT CLASS III OR EQUIVALENT ON-SITE MATERIAL; WHEN INSIDE ROAD INFLUENCE ZONE.

STORM SEWER NOTES

1. Storm sewer materials and installation shall be in accordance to the requirements of the Livingston County Drain Commission (LCDC), except when noted on the plans. Contractor shall coordinate required inspections. Refer to the General Notes for additional requirements, including soil erosion control measures.
2. All on-site storm sewer shall be High Density Polyethylene Pipe (HDPE) per AASHTO M294. HDPE pipe shall be Hancor HI-Q SURE-LOK or equivalent, except all 30" & 36" pipe shall be HANCOR HI-Q with couplers or equivalent.
3. Backfill all storm sewers as required in Trench "A" or "B" detail, using the pipe bedding recommended by the pipe manufacturer or as required by the soil conditions to provide a stable foundation, incidental to the work.
4. When edge drains (under drains) or finger drains are shown on plans, connection to storm structure is incidental. During sewer construction, install the first 10 lineal feet each way off catch basins and cap. Finish installation after finish grade is complete, or as directed by Engineer.
5. Precast concrete manholes/catchbasins shall meet ASTM C478. Contractor may substitute brick, concrete block or cast-in-place concrete structures as acceptable to the Owner and/or Municipality; refer to M.D.O.T. Standard Plans I-1E. All temporary openings in storm structures shall be sealed water tight with cement mortar. Pipe openings shall be factory installed in precast concrete structures. Refer to M.D.O.T. Standard Plans I-2E, I-3A and I-4D for structure details when pipe size exceeds 42" diameter.
6. Install removable plugs in sewer stubs as acceptable to Engineer. Mark the end of all sewer stubs with a 2" x 2" treated wood stake from top of pipe to grade.
7. Tap existing manholes as acceptable to the municipality. Concrete coring, drilling holes 4" on center ground breakout section, or other acceptable construction methods are incidental to the work. Seal all openings watertight with cement mortar and/or sealant.
8. Existing and proposed grades in the profiles are along the centerline of road, therefore pipe lengths/grades shown in profile may not be to scale.
9. Contractor shall field locate all utility crossing conflicts and shall coordinate with the appropriate utility agency the necessary labor and materials needed to complete the work.

GENERAL NOTES:

1. Contractor shall perform the work in accordance with the requirements of the appropriate Local, County and State Municipal Agencies and all other Government and Regulatory Agencies with jurisdiction over the project. Contractor shall notify the appropriate Agencies in advance of each stage of work in accordance with each Agency's requirements.
2. Contractor shall comply with all permit, insurance, licensing and inspection requirements associated with the work. Prior to construction, Contractor and Owner/Developer shall determine who is responsible for obtaining each required permit. Contractor shall verify that the each required permit has been obtained prior to commencement of the stage of work associated with the required permit(s).
3. Contractor shall furnish liability insurance and property damage insurance to save harmless the Owner, Developer, Architect, Engineer, Surveyor and Government Agencies for any accident occurring during the construction period. Refer to the appropriate Local, County and State Municipal Agencies for additional requirements. Copies of insurance certifications shall be made available to the Owner/Developer.
4. Contractor shall conduct and perform work in a safe and competent manner. Contractor shall perform all necessary measures to provide for traffic and pedestrian safety from the start of work and through substantial completion. Contractor shall determine procedures and provide safety equipment such as traffic controls, warning devices, temporary pavement markings and signs as needed. Contractor shall comply with the safety standards of the State Department of Labor, the occupational health standards of the State Department of Health and safety regulations of the appropriate Local, County, State and Federal Agencies. Refer to the safety specifications of the appropriate Regulatory Agencies. The Contractor shall designate a qualified employee with complete job site authority over the work and safety precautions; said designated employee shall be on site at all times during the work.
5. Contractor shall coordinate scheduling of all work in the proper sequence, including work by Subcontractors. Additional costs due to improper planning by Contractor or work done out of sequence as determined by standard acceptable construction practices, shall be Contractor's responsibility.
6. Contractor shall contact the MISS DIG locating system a minimum of three (3) working days prior to construction. Existing utility information on the project plans may be from information disclosed to this firm by the Utility Companies, Local, County or State Agencies, and/or various other sources. No guarantee is given as to the completeness or accuracy thereof. Prior to construction, locations and depths of all existing utilities (in possible conflict with the proposed improvements) shall be verified in the field.
7. Contractor shall coordinate scheduling a Pre-Construction Meeting with Engineer prior to commencement of work.
8. The Local, County and/or State Municipalities in which the project is located may require an Engineer's Certification of construction of the proposed site improvements. Contractor shall verify the certification requirements with Engineer prior to commencement of work. Contractor shall coordinate construction staking, testing, documentation submittal and observation with the appropriate Agency, Surveyor and/or Engineer as required for Engineer's Certification and Municipal Agency Acceptance. All materials used and work done shall meet or exceed the requirements of certification and acceptance, the contract documents and the material specifications noted on the project plans. Any materials used or work done that does not meet said requirements, contract documents and/or specifications shall be replaced and/or redone at Contractor's expense. The Owner/Developer may wait for test results, certifications and/or Agency reviews prior to accepting work.
9. Engineer may provide subsurface soil evaluation results, if available, to Contractor upon request. Subsurface soil evaluation results, soil maps and/or any other documentation does NOT guarantee existing soil conditions or that sufficient, acceptable on-site granular material is available for use as structural fill, pipe bedding, pipe backfill, road subbase or use as any other granular material specified on the project plans. On-site granular material that meets or exceeds the material specifications noted on the project plans may be used as structural fill, pipe bedding, pipe backfill and/or road subbase material. On-site granular material shall be stockpiled and tested as acceptable to the appropriate Agency and/or Engineer prior to use.
10. During the performance of their work, Contractor shall be solely responsible for determining soil conditions and appropriate construction methods based on the actual field conditions. Contractor shall furnish, install and maintain sheeting, shoring, bracing and/or other tools and equipment and/or construction techniques as needed for the safety and protection of the workers, pedestrians and vehicular traffic and for protection of adjacent structures and site improvements.
11. Contractor shall install temporary and permanent soil erosion and sedimentation control devices at the appropriate stages of construction in accordance with the appropriate regulatory Agencies. Refer to Soil Erosion and Sedimentation Control Plans and Notes on the project plans.
12. Structural fill shall be placed as specified on the project plans and within the 1 on 1 influence zone of all structures, paved areas and other areas subject to vehicular traffic. Structural fill shall be placed using the controlled density method (12" maximum lifts, compacted to 95% maximum unit weight, modified proctor). Fill material shall meet or exceed the specifications noted on the project plans or as directed by Engineer when not specified on the project plans.
13. All existing monuments, property corners, ground control and benchmarks shall be protected and preserved; and if disturbed by Contractor, shall be restored at Contractor's expense. Contractor shall notify Surveyor of any conflicts between existing monuments, property corners, ground control and/or benchmarks and the proposed site improvements.
14. Contractor shall notify Owner/Developer and Engineer immediately upon encountering any field conditions, which are inconsistent with the project plans and/or specifications.
15. When noted on the project plans for demolition and/or removal, Contractor shall remove existing structures, building and debris from the site and dispose of offsite in accordance with Local, County, State and Federal regulations.
16. Contractor shall remove excess construction materials and debris from site and perform restoration in accordance with the project plans and specifications. Disposing of excess materials and debris shall be performed in accordance with Local, County, State and Federal regulations.
17. Construction access to the site shall be located as acceptable to the Owner/Developer and to the appropriate Local, County and/or State Agency with jurisdiction over the road(s) providing access to the site. Construction access shall be maintained and cleaned in accordance with the appropriate Local, County and/or State Agencies and as directed by Owner/Developer and/or Engineer.
18. Contractor shall take necessary precautions to protect all site improvements from heavy equipment and construction procedures. Damage resulting from Contractor actions shall be repaired at Contractor's expense.

DESIGN: WMP	DATE	REVISION-DESCRIPTION	DATE	REVISION-DESCRIPTION
DRAFT: JHG				
CHECK: WMP				

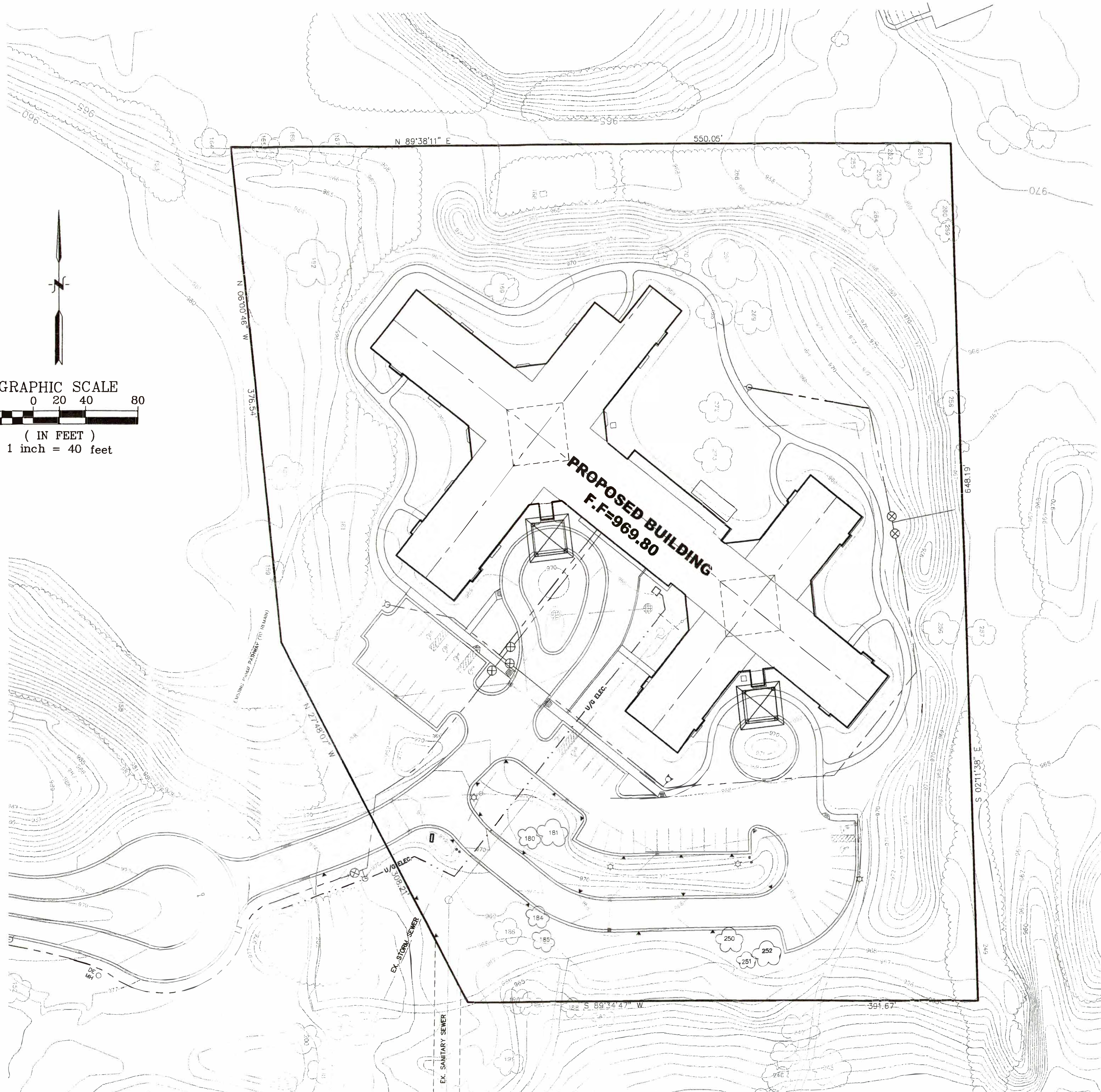
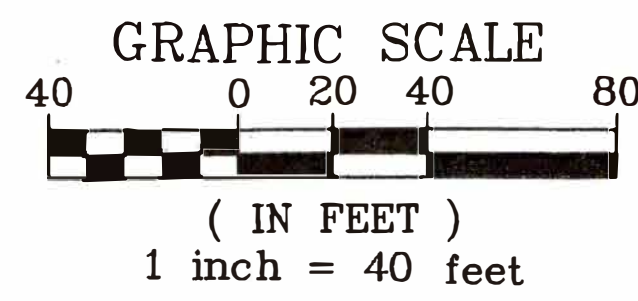
The Village at
Woodland

CONSTRUCTION DETAILS
&
GENERAL NOTES

CLIENT:	SCALE: AS NOTED
MERCY CONTINUING CARE P.O. BOX 9184 FARMINGTON HILLS, MICHIGAN 48333	PROJECT No.: 61033 DWG NAME: 033-DT1 PRINT: APR 1 2003

DT

DESIGN INC
(810) 227-9533
CIVIL ENGINEERS
LAND SURVEYORS
2183 PLESS DRIVE
BRIGHTON, MICHIGAN 48114



LEGEND

	EXISTING CONTOURS
	EXISTING ELEVATIONS
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	EXISTING WATER MAIN
	STORM STRUCTURE
	SANITARY MANHOLE
	W.M. VALVE
	W.M. HYDRANT

BENCHMARK

1. RAILROAD SPIKE IN EAST FACE OF UTILITY POLE LOCATED AT THE SOUTHWEST CORNER OF SUBJECT PROPERTY, 13± FT. NORTH OF THE CURB LINE OF GRAND RIVER AVE. AND 1550± FT. NORTH-WESTERLY ALONG GRAND RIVER AVE. FROM THE CENTERLINE OF BENDIX RD.
 ELEVATION = 977.33 (U.S.G.S. DATUM)



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PRIOR TO CONSTRUCTION, ALL LOCATIONS AND DEPTHS OF EXISTING UTILITIES (ON CONFLICT WITH PROPOSED IMPROVEMENTS) SHALL BE VERIFIED IN THE FIELD.

CALL MISS DIG.



DESIGN: WMP	DATE	REVISION-DESCRIPTION	DATE	REVISION-DESCRIPTION
DRAFT: JHG				
CHECK: WMP				

The Village at
Woodland

EXISTING CONDITIONS
PLAN

CLIENT:
MERCY CONTINUING CARE
P.O. BOX 9184
FARMINGTON HILLS, MICHIGAN 48333

SCALE: 1in. = 40ft.
PROJECT No.: 61033
DWG NAME: 033-EX
PRINT:

EX

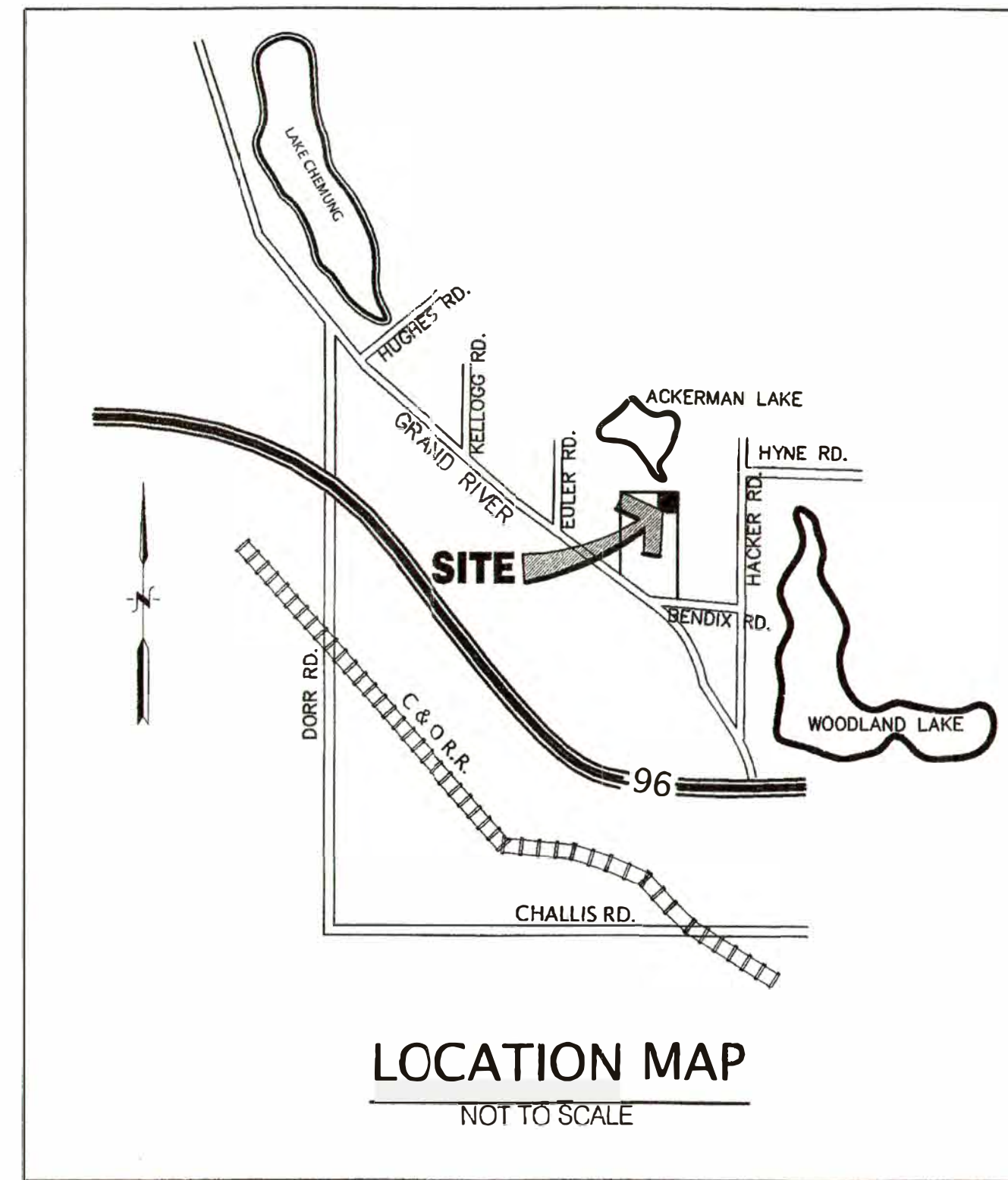
CONSTRUCTION PLANS FOR

THE VILLAGE AT WOODLAND

PARKING LOT BUILD OUT

LEGAL DESCRIPTION

Commencing at the Northeast Corner of Section 13, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan; thence S 89°38'11" W 1355.85 feet along the North line of said Section 13 for a PLACE OF BEGINNING; thence S 02°11'38" E (recorded as S 00°10'44" W) 648.19 feet; thence S 89°34'47" W 391.67 feet; thence N 27°48'07" W 308.21 feet; thence N 06°00'46" W 376.54 feet; thence N 89°38'11" E 550.05 feet along the North line of said Section 13 to the Place of Beginning. Being a part of the Northeast 1/4 and the Southeast 1/4 of Section 13, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan. Containing 7.5 acres of land, more or less. Subject to and together with all easements and restrictions affecting title to the above described premises.



SHEET INDEX

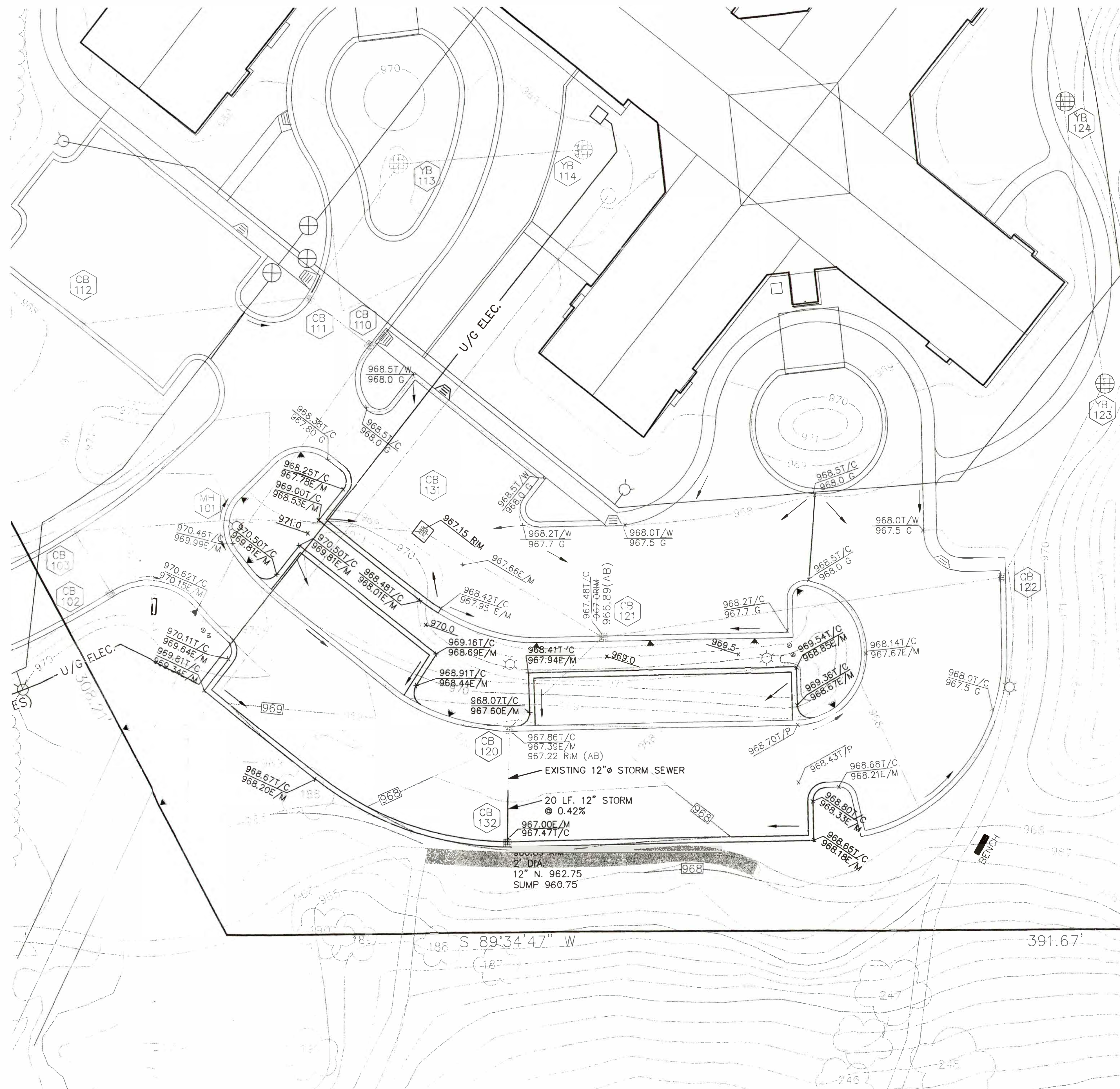
- EX EXISTING CONDITIONS
- DM DEMOLITION PLAN
- SP SITE PLAN
- GR1 GRADING & UTILITY PLAN
- SE1 SOIL EROSION & WATERSHED PLAN
- DT1 SITE DETAILS

OWNER

MERCY CONTINUING CARE
P.O. BOX 9184
FARMINGTON HILLS, MI. 48333



REVISION DATE	SCALE:	AS NOTED
	PROJECT No.:	61033
	DWG NAME:	033-cov
	PRINT:	APR 19 2005

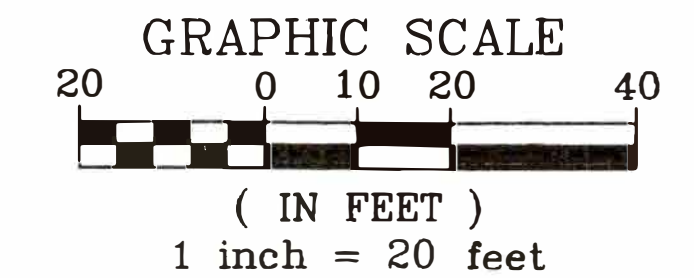


LEGEND

- EXISTING CONTOURS
- EXISTING ELEVATIONS
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING WATER MAIN
- PROPOSED CONTOURS
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATER MAIN
- PROPOSED STORM STRUCTURE
- PROPOSED SANITARY MANHOLE
- PROPOSED W.M. VALVE
- PROPOSED W.M. HYDRANT
- PROPOSED CURB & GUTTER
- PROPOSED BARRIER FREE RAMP

BENCHMARK

1. RAILROAD SPIKE IN EAST FACE OF UTILITY POLE LOCATED AT THE SOUTHWEST CORNER OF SUBJECT PROPERTY. 13± FT. NORTH OF THE CURB LINE OF GRAND RIVER AVE. AND 1550± FT. NORTH-WESTERLY ALONG GRAND RIVER AVE. FROM THE CENTERLINE OF BENDIX RD.
ELEVATION = 977.33 (U.S.G.S. DATUM)



NOTE: UTILITY INFORMATION ON THIS DRAWING MAY BE FROM INFORMATION DISCLOSED TO THIS FIRM BY THE UTILITY COMPANIES, CITY/COUNTY AGENCIES AND OTHER VARIOUS SOURCES. NO GUARANTEE IS GIVEN AS TO THE COMPLETENESS OR ACCURACY THEREOF.
PRIOR TO CONSTRUCTION, ALL LOCATIONS AND DEPTHS OF EXISTING UTILITIES (IN CONFLICT WITH PROPOSED IMPROVEMENTS) SHALL BE VERIFIED IN THE FIELD.
CALL MISS DIG.

DESIGN INC
(810) 227-9533
CIVIL ENGINEERS
LAND SURVEYORS
2183 PLESS DRIVE
BRIGHTON, MICHIGAN 48114

DESIGN: WMP	DATE	REVISION-DESCRIPTION	DATE	REVISION-DESCRIPTION
DRAFT: JHG				
CHECK: WMP				

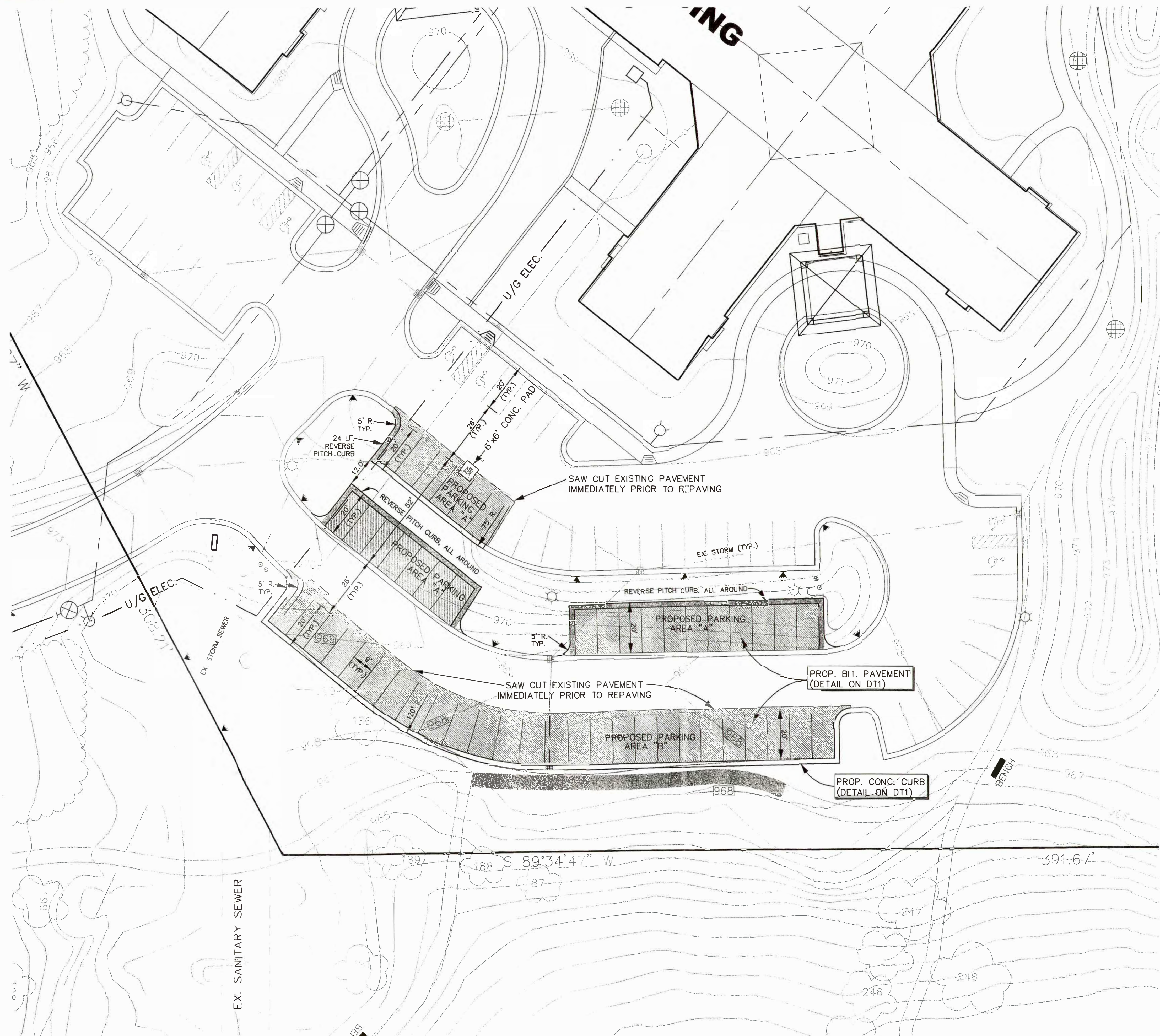
The Village at Woodland

GRADING & UTILITY PLAN

CLIENT: MERCY CONTINUING CARE
P.O. BOX 9184
FARMINGTON HILLS, MICHIGAN 48333

SCALE: 1in. = 20ft.
PROJECT No.: 61033
DWG NAME: 033-GR1
PRINT: *AutoCAD*





LEGEND

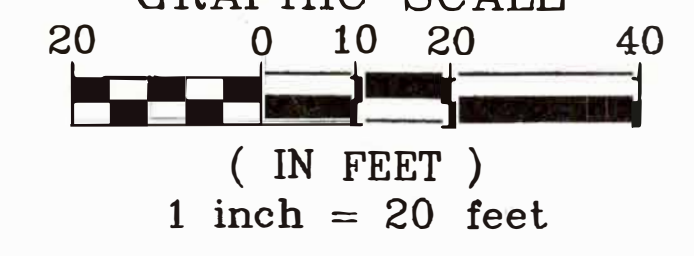
- EXISTING CONTOURS
- EXISTING ELEVATIONS
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING WATER MAIN
- PROPOSED CONTOURS
- PROPOSED STORM SEWER
- STORM STRUCTURE
- SANITARY MANHOLE
- W.M. VALVE
- W.M. HYDRANT
- PROPOSED CURB & GUTTER
- PROPOSED ASPHALT PAVEMENT
- IRRIGATION HEAD
- PROPOSED REVERSE PITCH CURB & GUTTER

BENCHMARK

1. RAILROAD SPIKE IN EAST FACE OF UTILITY POLE LOCATED AT THE SOUTHWEST CORNER OF SUBJECT PROPERTY, 13± FT. NORTH OF THE CURB LINE OF GRAND RIVER AVE. AND 1550± FT. NORTH-WESTERLY ALONG GRAND RIVER AVE. FROM THE CENTERLINE OF BENDIX RD. ELEVATION = 977.33 (U.S.G.S. DATUM)



GRAPHIC SCALE



BITUMINOUS PAVEMENT AREAS:

- PARKING AREA "A" 4,085 sq.ft.
- PARKING AREA "B" 4,301 sq.ft.



3 WORKING DAYS BEFORE YOU DIG
CALL MISS DIG
800-462-7171
(TOLL FREE)

NOTE: UTILITY INFORMATION ON THIS DRAWING MAY BE FROM INFORMATION DISCLOSED TO THIS FIRM BY THE UTILITY COMPANIES, CITY/COUNTY AGENCIES AND OTHER VARIOUS SOURCES. NO GUARANTEE IS GIVEN AS TO THE COMPLETENESS OR ACCURACY THEREOF.
PRIOR TO CONSTRUCTION, ALL LOCATIONS AND DEPTHS OF EXISTING UTILITIES (IN CONFLICT WITH PROPOSED IMPROVEMENTS) SHALL BE VERIFIED IN THE FIELD.

CALL MISS DIG.



DATE	REVISION-DESCRIPTION	DATE	REVISION-DESCRIPTION

The Village at Woodland

SITE PLAN

CLIENT: MERCY CONTINUING CARE P.O. BOX 9184 FARMINGTON HILLS, MICHIGAN 48333	SCALE: 1in. = 20ft. PROJECT No.: 61033 DWG NAME: 033-SP PRINT: 11/18/08	SP
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**RESOLUTION #20231204
GENOA CHARTER TOWNSHIP
COUNTY OF LIVINGSTON, MICHIGAN**

**ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY EXEMPTIONS
FROM PROPERTY TAXES PURSUANT TO MCL 211.7u AND
ESTABLISHING BEGINNING DATE FOR THE BOARD OF REVIEW**

At a regular meeting of the Board of Trustees of Genoa Charter Township, County of Livingston, State of Michigan, held on December 4, 2023 the following was moved, supported and adopted.

RECITALS:

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being section 211.7u of the Michigan Compiled Laws, requires the governing body of the assessing unit to determine and make available to the public the policy and guidelines for granting of poverty exemptions under MCL 211.7u;

NOW, THEREFORE BE IT RESOLVED that to be eligible for a poverty exemption pursuant to MCL 211.7u in the Township of Genoa, a person must be the owner and must occupy the property as a homestead, as defined, for which the exemption is requested; file copies of federal and state income tax returns for **ALL** persons residing in the homestead, including property tax credit forms and/or Statement of Benefits Paid from Michigan Department of Social Services or Social Security Administration; meet local (Genoa Charter Township) poverty income standards;

BE IT FURTHER RESOLVED that the applicant must have an annual household income less than the amounts shown in Attachment A;

BE IT FURTHER RESOLVED that the applicant's asset level, excluding the homestead, may not exceed \$15,000;

BE IT FURTHER RESOLVED that the applicant may not have ownership interest in any real estate other than the homestead;

BE IT FURTHER RESOLVED that a poverty exemption may be granted for only one year at a time;

BE IT FURTHER RESOLVED that the applicant may not be entitled to a poverty exemption if the reason is self-imposed, even if the applicant meets the income requirements.

BE IT FURTHER RESOLVED that for the 2024 tax year the Genoa Charter Township Board of Review will begin its proceedings on Tuesday, March 5, 2024;

BE IT FURTHER RESOLVED that the board of review shall request identification of the applicant and/or proof of ownership of the homestead under consideration for poverty exemption;

BE IT FURTHER RESOLVED that the board of review may request from the applicant any supporting documents which may be utilized in determining a poverty exemption request;

BE IT FURTHER RESOLVED that the completed poverty exemption application must be filed after January 1, but five (5) days prior to the last day of the board of review in the year for which exemption is sought;

BE IT FURTHER RESOLVED that the board of review shall administer an oath wherein the applicant testifies as to the accuracy of the information provided;

BE IT FURTHER RESOLVED that to conform with the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect.

ATTACHMENT A

POVERTY LEVEL GUIDELINES FOR 2024 TAX YEAR

FAMILY UNIT	HOUSEHOLD INCOME
Family of 1:	\$16,767
Family of 2:	\$22,678
Family of 3:	\$28,589
Family of 4:	\$34,500
Family of 5:	\$40,411
Family of 6:	\$46,322
Family of 7:	\$52,233
Family of 8:	\$58,144
For each additional person add:	\$5,911

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of Genoa Charter Township, hereby certifies that (1) the foregoing is a true and complete copy of the resolution duly adopted by the Board of Genoa Township at a meeting at which a quorum was present and remained throughout, (2) the original thereof is on file in the records of the Genoa Charter Township, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the open meetings act (Act No. 267, Public Acts of Michigan 1976 as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



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

The following enclosure states the guidelines and instructions for Poverty Exemptions as set forth by Genoa Charter Township. An application for "One Year Poverty Exemption" for your completion and execution is provided.

PLEASE READ ALL INSTRUCTIONS CAREFULLY

Even if you were granted an exemption for poverty in previous years you are still required to **answer all questions in their entirety and submit copies of all requested documentation along with your application.** You may use additional sheets for explanation when it is necessary. A submission that is incomplete or does not meet the standards required by Genoa Charter Township's Assessor may affect the determination by the Board of Review.

Please return your application and the required documentation to the Assessor's Office by the specified date. A personal appearance before the Board is **NOT** necessary to have your application considered. However, on short notice the Board of Review may request an applicant to appear.

Any resident needing assistance in preparing and filling out the Poverty application or has questions on the required documentation please contact the Assessor's Office.

All information accompanying and contained in this application shall be considered public record. By submitting this application and all supporting documentation you hereby waive all rights and expectations of confidentiality. All Board of Review proceedings and documentation are subject to the provisions of the Michigan Open Meetings Act.

Sincerely,
Genoa Charter Township Assessor

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

**RESOLUTION #20231204
GENOA CHARTER TOWNSHIP
COUNTY OF LIVINGSTON, MICHIGAN**

**ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY EXEMPTIONS FROM
PROPERTY TAXES PURSUANT TO MCL 211.7U**

POVERTY EXEMPTION, as defined by the Michigan Compiled Laws, is as follows:

Section 211.7u: (1) The homestead of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute toward the public charge is eligible for exemption in whole or in part from taxation under this act. This section does not apply to the property of a corporation.

Please be aware that as an applicant for Poverty Exemption you must also comply with the following section of the Michigan Compiled Laws:

Section 211.118: Perjury: Any person, who, under any of the proceedings required or permitted by this act shall willfully swear falsely, will be found guilty of perjury and subject to its penalties.

Section 211.119: Willful Neglect: Penalty-..a person who willfully neglects or refuses to perform a duty imposed upon that person by this act, when no other provision is made in this act, is guilty of a misdemeanor, punishable by imprisonment for not more than 6 months, or a fine of not more than \$300 dollars, and is liable to a person injured to the full extent of the injury sustained.

The members of the Board of Review analyze all properly submitted applications for Hardship/Poverty Exemptions, according to amended P.A. 390 of 1994, section 211.7u of the Michigan Compiled Laws (MCL). Each taxpayer will be treated the same, and the items to be considered and the manner in which they will be analyzed are listed under the following guidelines.

STATE LAW GUIDELINES:

- 1.) The application for the exemption must be completed in its entirety on an annual basis.
- 2.) The property **must** be owned and occupied by the applicant. A principal residence exemption must be on file confirming the property is their principal residence.
- 3.) Per MCL 211.7u(2b) provide current Income Tax Returns, both Federal and State, (1, 2 or 3) for ALL PERSONS residing in the homestead. Documentation for all income sources including but not limited to credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.
- 4.) Applicant must provide a copy of their driver's license or state issued I.D (Front and Back)
- 5.) The applicant must meet federal poverty standards or the alternative guidelines as established by Genoa Charter Township Board of Review.
- 6.) Meet asset level test as set by Genoa Charter Township Board of Review Asset Guidelines.
- 7.) The Board of Review shall follow all guidelines.

Asset Guidelines Used in the Determination of Hardship/Poverty Exemptions for 2024

Applicants shall follow all State Law Guidelines with these additional Township exceptions:

All owners and occupants, 18 years of age and older, of the subject property shall complete, and supply to the Assessing Department, the poverty application form accompanied by the required copies of current Income Tax Returns must be signed and dated to be eligible (for calendar year 2024 - submit 2023 tax returns). Proof of gross annual income from **all sources** shall be provided. Provide a copy of current pay stubs for all persons residing in the home. The determination of the size of the family unit shall be reflective of Michigan income tax procedures in general. The allowance for a family unit shall consider:

- Applicant shall be entitled to one “allowable exemption” for each verified household member.
- An additional “allowable exemption” may be granted for:
 - Any household member who is 65 years old or older.
 - Any household member who is a paraplegic or quadriplegic.
 - Or any qualified disability according to the State of Michigan
- Exemption amount is equal to the amount of exemptions allowed on MI Income Tax return for the immediately preceding year.

According to the U.S. Census Bureau, "income" includes, but is not limited to:

- Money, wages, and salaries before any deductions.
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Regular payments from social security, railroad retirement, unemployment, and worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Additional income sources:

- Gifts, loans, lump-sum inheritances, borrowed money, (i.e. from friends and/or family), one-time insurance, Reverse Mortgage Payments
- Money received from the sale of property such as stocks, crypto/ bit-coin, bonds, and a house.

Applicants must, in accordance with PA 390 of 1994, meet the "Asset Guidelines" as adopted by the Genoa Charter Township Board. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes.

All asset information, as requested in the Application for the Hardship/Poverty Exemption, must be provided in its entirety. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject any application if the assets are not completely or properly identified.

Liquid assets may include, but are not limited to:

Bank accounts, stocks and bonds, IRA's, Roth's, other investment accounts, pensions, money received from the sale of property such as stocks, bonds, a house or car, or gifts and borrowed money, inheritance, etc. Savings

and other liquid assets not listed above are limited to \$5,000.

Additional total assets may include, but are not limited to any of these either owned or leased:

A second home, vacant or excess land, rental property, extraordinary automobiles, recreational vehicles, including snowmobiles, boats, campers, travel trailers, motor homes, jet ski, motorcycles, off road vehicles, additional buildings other than residence, equipment, jewelry, antiques, artwork, livestock, performance animals, other personal property of value, and any food or housing received in lieu of wages. Total household non-liquid assets other than the principal residence cannot exceed a cash value of \$15,000.

- 1.) All applications need to be received at the Assessing Department five (5) full business days prior to the Board of Review. All applications will be processed by the Assessing staff and presented on the tax-payer's behalf to the Board. You may be contacted by a staff member to verify information or to do an interior and exterior field inspection of your property.
- 2.) It is the applicant's responsibility to complete all items on the application and give thorough explanations of information that are not self-explanatory. If the applicant's circumstances do not meet the guidelines, an explanation of the reasons must be submitted in writing or the application will be denied. Any additional information to be presented to the Board must be in writing and attached to the application.
- 3.) If your expenses (excluding property taxes) exceed your income, a written explanation will be required.
- 4.) A written affidavit is required for all household members over the age of 18 who are not cited as contributing to the household income. Attendance in college or any other schooling above high school is not considered a compelling reason for not contributing to necessary household expenses.
- 5.) Primary applicant shall not own any other real estate. The Board can deny an application if they determine that monies spent in the past two years for unnecessary purchases and/or unnecessary property upgrades could have been used for property taxes.
- 6.) Copies of the last three (3) months of all bank statements and credit card statements for all persons residing in household must be included with application; all statements shall be submitted in their entirety. Poverty exemptions are limited by \$5,000 in savings and other liquid assets and real estate holdings of the homestead (Principle Residence) only.
- 7.) If you have a mortgage and/or home equity loan on your property you must provide a copy of your most recent statement(s). If you are more than ninety (90) days in arrears on your payments you may not qualify for a poverty exemption. You will be contacted just prior to the Board of Review for a more recent copy of your statement(s).
- 8.) As approved by the Township Board of Trustee's, Resolution #20231204, to be eligible for the exemption, persons must meet the above asset guidelines, whereas total household non-liquid assets other than the principal residence cannot exceed a cash value of \$15,000, savings and other liquid assets not listed above are limited to \$5,000.

INCOME GUIDELINES

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be set lower than the annual federal poverty guidelines. The Genoa Charter Township Board established the following income guidelines in accordance with MCL 211.7u and shall be adhered to. In general, these guidelines shall assist the Board of Review in their decision making.

POVERTY STANDARD GUIDELINES AS ESTABLISHED BY GENOA CHARTER TOWNSHIP

<u>FAMILY UNIT</u>	<u>HOUSEHOLD INCOME</u>
Family of 1:	\$16,767
Family of 2:	\$22,678
Family of 3:	\$28,589
Family of 4:	\$34,500
Family of 5:	\$40,411
Family of 6:	\$46,322
Family of 7:	\$52,233
Family of 8:	\$58,144
Additional Persons:	\$5,911

Annual applications and guidelines are available after the first meeting of the Township Board each year and shall be filed with the Genoa Charter Township Board of Review five (5) days prior to the last day of the March, July or December Board of Review to the address listed below. It is recommended to file applications sooner if possible to avoid incomplete applications being submitted to the Board. Applications may be submitted in person, by mail, or by e-mail to:

Board of Review
c/o Genoa Charter Township Assessing
Office 2911 Dorr Rd
Brighton MI 48116
Phone: 810.227.5225
Fax: 810.227.3420
E-mail: duffy@genoa.org, laura@genoa.org or Jessica@genoa.org

Decisions of the March Board of Review may be appealed in writing to the Michigan Tax Tribunal by July 31 of the current year. July or December Board of Review denials may be appealed to Michigan Tax Tribunal within 35 days of the denial. A copy of the Board of Review decision must be included with the filing.

Michigan Tax
Tribunal PO Box
30232
Lansing MI 48909
Phone: 517.373.4400
Fax: 517.373.4493
E-mail:
taxtrib@michigan.gov

Genoa Charter Township Application for MCL 211.7u Poverty Exemption: Additional Information

Part 1: Personal Information	
Petitioner's E-mail Address: _____	
Are you currently Incarcerated? Yes ____ No ____	If yes, what is your anticipated release date? _____
Have you requested (or are currently) receiving other government assistance	Yes _____ No _____
If yes, please detail the monetary assistance received.	Amount _____ Type _____
If you have college aged children, are you contributing to their college costs?	Amount _____ Frequency(Monthly, Yearly, ETC) _____
Are you or members of your household recently unemployed?	Yes ____ No _____
If yes, please indicate when first placed on unemployment	Month _____ Day _____ Year _____
How long is the unemployment assistance expected to last?	Weeks _____

Part 2: Real Estate Information	
Is any part of the property being leased or used for business purposes? Yes ____ No ____	
Do you own the property free and clear? Yes ____ No ____	
Are property taxes included in monthly mortgage payment? Yes _____ No _____ N/A _____	
Are property taxes current? Yes ____ No ____ If no, amount that is past due \$ _____	
Tax Year(s) Past Due: _____ Season: Winter _____ Summer _____ Both _____	
Have any improvements, changes, or additions been made to the property in the last two (2) years? Yes ____ No ____ Improvement(s) made: _____ Cost: _____	

Part 3: Additional Employment Information	
Name of Employer:	_____
Complete Address:	_____
Contact Person:	Employer Phone Number: _____

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
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This application shall be filed after January 1, but before the day prior to the last day of the local unit’s December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
 PO Box 30232
 Lansing MI 48909

Phone: 517-335-9760
 E-mail: taxtrib@michigan.gov

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed. <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home. <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Nov. 29, 2023

To: Genoa Township Board
From: Polly Skolarus, Clerk

I was previously denied a request for a second permanent employee for my office by the Administrative Committee. I am now asking the Township Board to reconsider the denial.

Since 1986 I have always run my office with two part-time persons who share the job while covering my office Monday thru Friday. The Clerk's office cannot be covered five days a week with just a single part-time employee. Election work is too important in this time of false accusations of voter fraud by our previous president and the anger I have heard from election deniers in our township.

Tentatively, three elections have been scheduled for next year and a possibility of a Brighton School election in May. My office needs to be covered five days a week. Nine days of early voting per election needs to be taken into consideration. My Deputy Clerk recently returned from a medical leave and is now back in my office on a part-time permanent basis.

Attached is an analysis of the four largest townships in Livingston County that are comparable to Genoa Township. Please note that Genoa has the 2nd largest population in Livingston County. My Deputy Clerk is paid the lowest of the four Townships even though she has worked in this office for 30 years.

I am asking for a permanent Election Coordinator on a permanent part-time basis to allow coverage from Monday through Friday of each week.

The following Duties are the responsibility of a Deputy Clerk:

- Greets individuals in person and over the phone, providing information relative to elections, etc.
- QVF Specialist performing tasks in support of the Township's Voter Registration process. Duties include, but are not limited to, daily maintenance & updating of voter registration records on the Michigan State Qualified Voter File (QVF) & in Clerk files. Includes processing of voter registration master cards & I.D. cards. Maintains active and in-active voter registration files. Tracks state and school election expenses for reimbursement.
- Assist with the maintenance of the departments filing system for a variety of records, reports and general correspondence relating to the Clerk's Office, including maintenance and retrieval of Township archives.
- Assist in the processing, invoicing and distribution of all Township Freedom of Information Act requests related to elections.

- Notary Public Administration.
- Performs a secondary role with Pontem Software related to the Township Cemeteries.
- Performs other duties as assigned by the Clerk.
- Performs a variety of tasks in support of the Township's Voter Registration process. Duties include, but are not limited to, processes and verifies voter registrations, tracks protected voters and permanent absentee voter lists; prepares, sends receives, and validates absentee applications and ballots. Also including processing of voter registration master cards and I.D. cards, cancellations, change of address and deceased.
- Provides Military ballots for service men and women serving our country through the armed forces along with civilians living overseas.
- Track's state and school election expenses for reimbursement.
- Liaison with a variety of outside agencies concerning voter registrations, such as: Livingston County Clerk's office, and other community Clerk's office, Secretary of State offices, School District offices (Pinckney, Brighton, Howell and Hartland) and polling places.
- Performs a variety of tasks in support of the Township elections process. Duties include but not limited to, distribution & processing of absentee ballots, assisting on Election Day, updating QVF computerized election history, provides voter education and performs other related tasks.
- Assists other office staff members, temporary help or new employees in operations within the Clerk/Elections Department. Assists with candidate filings and verification and certification of petitions and proposals.
- Backup telephone operator for Receptionist.
- Establishes and maintains an efficient filing system for a variety of records, reports and general correspondence relating to Elections.
- Maintains standard operating procedures for QVF and FOIA relative to the Clerk's office.
- Monitors regulatory activity to maintain compliance of records in accordance with State record retention requirements for all Clerk and Election documents.
- Scheduling Polling Places and updating contracts, setup and take down of election equipment.
- Reviewing certifications and assisting in the training of all poll workers and assignments. Hiring of additional poll workers

Jurisdiction	Population	Permanent Full Time Election officials	Permanent Part Time	Deputy Clerk	Temporary Election Assistants
Brighton Twp.	19,144	2	1	30.82 per hour	None
Genoa Twp.	20,692	0	1	25.00 per hour	3 (8 to 24 hrs. per week)
Green Oak Twp.	19,539	3	1	29.00 per hour	1 (during elections)
Hamburg Twp.	21,259	3	0	35.09 per hour	3 (24-30 Hours a week)

Genoa Twp. Treasurer's Office	2	\$93,436.00
Insurance and other benefits		\$51,883.00
Total		\$145,319.00

Genoa Twp. Clerk's Office		\$31,200.00
Insurance and other benefits		\$0.00
		\$31,200.00

Full Time and Part Time Permanent Positions: Deputy Clerk, Election Coordinator and Election Assistant