

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**September 21, 2015**  
**6:30 p.m.**

**AGENDA**

Call to Order:

Pledge of Allegiance:

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

**Approval of Consent Agenda:**

1. Payment of Bills.
2. Request to Approve Minutes: Sept. 8, 2015
3. Request for a partial road closure of Snowden Lane from Sugarbush to Natanna Avenues from 5 p.m. on Oct. 31, 2015 to 2 a.m. on Nov. 1, 2015.

**Approval of Regular Agenda:**

4. Request for approval of Resolution No. 3 [approving the project, cost estimates, special assessment district, and causing the special assessment roll to be prepared] for the Homestead Drive Road Improvement Project Special Assessment District Summer 2016.
5. Request for approval of Resolution No. 4 [acknowledging the filing of the special assessment roll, scheduling the second hearing and directing the issuance of statutory notices] for the Homestead Drive Road Improvement Project Special Assessment District Summer 2016.
6. Request for approval of Resolution No. 1 [to proceed and direct the preparation of plans and cost estimates] for the Grand Oaks Drive Road Improvement Project Special Assessment District Summer 2016.
7. Request for approval of Resolution No. 2 [to approve the project schedule the first hearing and direct the issuance of statutory notices] for the Grand Oaks Drive Road Improvement Project Special Assessment District Summer 2016.
8. Request for approval of a rezoning (Ordinance Z-15-03), PUD agreement, environmental impact assessment, and conceptual PUD Plan concerning 37.97 acres of land (6 parcels) located at 3750 Cleary Drive. The rezoning involves parcels #11-05-400-012, 024, 062; 11-05-301-004; 11-05-302-005, 011. The application is petitioned by Cleary University and the requested rezoning is from Office Service District (OSD) and Industrial (IND) to a Mixed Use Planned Unit Development (MUPUD).
  - A. Approval and adoption of Ordinance Z-15-03. (ROLL CALL)

- B. Disposition of PUD Agreement revised on August 26, 2015.
- C. Disposition of Environmental Impact Assessment dated August 19, 2015.
- D. Disposition of Conceptual PUD Plan dated July 22, 2015.

9. Review of a special use, environmental impact assessment, and sketch plan application for a proposed market and storage facility with outdoor sales and display for a property located at 7300 Grand River Ave., Brighton, Michigan 48114, parcel # 4711-13-300-021. The request is petitioned by Simply Rock Properties, LLC.

- A. Disposition of Special Land Use Permit.
- B. Disposition of Environmental Impact Assessment dated August 26, 2015.
- C. Disposition of Sketch Plan dated September 15, 2015.

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

11. Request to approve the bid from Highway Construction for the Township Hall Parking Lot in an amount not to exceed \$107,125.00.

Correspondence  
Member Discussion  
Adjournment

\*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: September 21, 2015

TOWNSHIP GENERAL EXPENSES: Thru September 21, 2015	\$141,971.65
September 11, 2015 Bi Weekly Payroll	\$76,705.14
OPERATING EXPENSES: September 21, 2015	\$399,395.44
TOTAL:	<u>\$618,072.23</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
32059	DTE EN	DTE Energy	09/02/2015	134.37
32060	Perfect	Perfect Maintenance Cleaning	09/02/2015	565.00
32061	Duncan	Duncan Disposal Systems	09/04/2015	79,267.65
32062	PITNEYBO	Pitney Bowes, Inc.	09/04/2015	660.00
32063	AMER IMA	Applied Imaging	09/09/2015	939.47
32064	ARCHINAL	Michael Archinal	09/09/2015	67.39
32065	BRANVAN	Brandon VanMarter	09/09/2015	150.00
32066	Country	Country Lane Florist	09/09/2015	100.65
32067	DTE LAKE	DTE Energy	09/09/2015	1,921.56
32068	HUBBELL	Hubbell, Roth, Clark, Inc.	09/09/2015	1,223.52
32069	IRON	IRON MOUNTAIN	09/09/2015	32.50
32070	LC REG D	Livingston Co. Register Of Dec	09/09/2015	23.00
32071	MASTER M	Master Media Supply	09/09/2015	522.65
32072	MCCRIRIE	Gary McCririe	09/09/2015	67.39
32073	MICHAS	Michigan Assoc. of Planning	09/09/2015	415.00
32074	OEX	Office Express Inc.	09/09/2015	125.57
32075	ROWELL	Linda Rowell	09/09/2015	67.39
32076	SKOLAR P	Paulette Skolarus	09/09/2015	67.39
32077	VANMART	Kelly VanMarter	09/09/2015	15.00
32078	AmerAqua	American Aqua	09/11/2015	90.80
32079	COMCAST	Comcast	09/11/2015	324.45
32080	CONSUMER	Consumers Energy	09/11/2015	19.50
32081	COOPERST	Cooper's Turf Management LLC	09/11/2015	8,212.26
32082	GORDONFO	Gordon's Food Services	09/11/2015	313.39
32083	MICHAS	Michigan Assoc. of Planning	09/11/2015	2,740.00
32084	Seward	Seward Peck & Henderson PLLC	09/11/2015	15,960.68
32085	Tetra Te	Tetra Tech Inc	09/11/2015	1,253.00
32086	A T & T	A T & T	09/15/2015	161.59
32087	BUS IMAG	Business Imaging Group	09/15/2015	104.89
32088	ETNA SUP	Etna Supply Company	09/15/2015	20,977.18
32089	FED EXPR	Federal Express Corp	09/15/2015	54.18
32090	MROCZKA	Laura Mroczka	09/15/2015	100.00
32091	RELIANCE	Reliance Standard Life Insuran	09/15/2015	2,623.73
32092	Unum	Unum Provident	09/15/2015	2,640.50
32093	WCAAO	Wayne County Assoc of Assessin	09/15/2015	30.00

**Report Total:** 141,971.65

Accounts Payable  
Computer Check Register

**Genoa Township**

2911 Dorr Road  
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 09/04/2015 - 14:59

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13414	EFT-FED	EFT- Federal Payroll Tax	09/11/2015		7,640.83 4,481.86 4,481.86 1,048.18 1,048.18
			Check 13414 Total:		18,700.91
13415	EFT-PENS	EFT- Payroll Pens Ln Pyts	09/11/2015		2,678.88 72.53
			Check 13415 Total:		2,751.41
13416	EFT-PRIN	EFT-Principal Retirement 457	09/11/2015		1,005.00
			Check 13416 Total:		1,005.00
13417	EFT-ROTH	EFT-Principal Roth	09/11/2015		615.00
			Check 13417 Total:		615.00
13418	EFT-TASC	EFT-Flex Spending	09/11/2015		1,069.97
			Check 13418 Total:		1,069.97
			Report Total:		24,142.29
				9/11/2015	52,562.85
			Payroll		\$ 76,705.14

Account Number	Debit	Credit	Account Description
101-000-002-000	0.00	52,562.85	Cash-checking Account Only
101-000-259-000	52,562.85	0.00	Payroll Direct Deposit
	52,562.85	52,562.85	
Report Totals:	52,562.85	52,562.85	

## #503 DPW UTILITY FUND

## Payment of Bills

September 1 - 14, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/08/2015	3345	Brighton Urgent Care	Czuprenski- Hepatitis	-75.00
Bill Pmt -Check	09/08/2015	3346	MWEA	Membership-David Miller 9-20-15 to 9-20-1	-65.00
Bill Pmt -Check	09/08/2015	3347	Pfeffer-Hanniford-Palka	Audit for the Period ended 3-31-2015	-200.00
Bill Pmt -Check	09/02/2015	3348	MWEA	Brian Czuprenski	-125.00
Check	09/03/2015	3349	Genoa Twp General fund	reimburse for Payroll/Taxes/Retirement	-250,000.00
Bill Pmt -Check	09/09/2015	3350	LAHRA	Kim Lane	-25.00
Bill Pmt -Check	09/10/2015	3351	NWEA	Chris Lewis Membership Dues	-65.00
Bill Pmt -Check	09/14/2015	3352	Advanced Auto Parts		-35.73
Bill Pmt -Check	09/14/2015	3353	Auto Zone		-82.44
Bill Pmt -Check	09/14/2015	3354	Belle Tire		-1,552.90
Bill Pmt -Check	09/14/2015	3355	Blackburn Mfg. Co.	Supplies	-107.30
Bill Pmt -Check	09/14/2015	3356	Chase Card Services	Supplies	-1,571.77
Bill Pmt -Check	09/14/2015	3357	Genoa Township G/O New User Fund	489-000-618-000	-16,037.00
Bill Pmt -Check	09/14/2015	3358	Grundy Ace of Howell	supplies	-8.49
Bill Pmt -Check	09/14/2015	3359	HOWELL TRUE VALUE HARDWARE	Supplies	-39.86
Bill Pmt -Check	09/14/2015	3360	LOWE'S	supplies	-1,510.89
Bill Pmt -Check	09/14/2015	3361	MWEA	Chris Lewis- Fund of maint practices II	-125.00
Bill Pmt -Check	09/14/2015	3362	PAETEC	Services 8-2 to 8-28-15	-36.87
Bill Pmt -Check	09/14/2015	3363	Port City Communications, Inc.	Call Center 9-1-15 to 9-31-15	-399.75
Bill Pmt -Check	09/14/2015	3364	Staples Credit Plan	Office Supplies	-457.68
Bill Pmt -Check	09/14/2015	3365	Tractor Supply Co.	All systems	-1,834.03
Bill Pmt -Check	09/14/2015	3366	U.S. POSTMASTER	Permit #298	-225.00
Bill Pmt -Check	09/14/2015	3367	USABlueBook	Supplies	-550.15
Bill Pmt -Check	09/14/2015	3368	UTILITY ESCROW FUND #103	April thru August Credit Card Fees.	-5,056.71
Bill Pmt -Check	09/14/2015	3369	Victory Lane Quick Oil Change		-242.70
				<b>TOTAL</b>	<b>-280,429.27</b>

9:16 AM

## #592 OAK POINTE WATER/SEWER FUND

## Payment of Bills

September 1 - 14, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/08/2015	3414	Advance Auto Parts	Supplies	-136.24
Bill Pmt -Check	09/08/2015	3415	GENOA TWP -GENERAL FUND	Reimburse Meter fund 502-000-665-000	-950.00
Bill Pmt -Check	09/08/2015	3416	Genoa Twp Oak Pointe Sewer Bond	Payment on Sewer Bond	-104,408.36
Bill Pmt -Check	09/08/2015	3417	GRUNDY ACE OF HOWELL	supplies	-19.99
Bill Pmt -Check	09/08/2015	3418	Pfeffer, Hanniford & Palka	Audit for the Period Ended 3-31-2015	-500.00
Bill Pmt -Check	09/08/2015	3419	Utilities Instrumentation Service	Job MHOG00.8096	-179.00
Bill Pmt -Check	09/09/2015	3420	CONSUMERS ENERGY	GAS SERVICE	-139.90
Bill Pmt -Check	09/09/2015	3421	DTE ENERGY	Electric bills 7-30-15 TO 8-28-2015	-944.07
Bill Pmt -Check	09/09/2015	3422	DTE ENERGY	Electric bills	-4,822.14
<b>TOTAL</b>					<b>-112,099.70</b>

9:23 AM

## #593 LAKE EDGEWOOD W/S FUND

## Payment of Bills

September 1 - 14, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/08/2015	2809	Brighton Analytical L.L.C.		-231.00
Bill Pmt -Check	09/08/2015	2810	Pfeffer, Hanniford & Palka	Audit for the Period ended 3-31-2015	-500.00
Bill Pmt -Check	09/09/2015	2811	Brighton Analytical L.L.C.		-1,749.00
Bill Pmt -Check	09/09/2015	2812	DTE Energy	Electric Bills	-4,034.68
Bill Pmt -Check	09/08/2015	2813	DTE Energy	Electric Bills	-51.79
<b>TOTAL</b>					<b>-6,566.47</b>

9:18 AM

## #595 PINE CREEK W/S FUND

## Payment of Bills

September 1 - 14, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/09/2015	2155	Pfeffer, Hanniford & Palka	Audit for the Period ended 3-31-2015	-300.00
<b>TOTAL</b>					<b>-300.00</b>

draft

**GENOA CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
SEPTEMBER 8, 2015**

**MINUTES**

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. at the Genoa Township Hall. The Pledge of Allegiance was then said. The following board members were present constituting a quorum for the transaction of business: Gary McCririe, Robin Hunt, Todd Smith, Jean Ledford, Linda Rowell, and Jim Mortensen. Absent: Paulette Skolarus. Also present were: Township Manager Michael Archinal, and seven persons in the audience.

A call to the public was made with the following response:

Mr. Rich Perlberg introduced himself as the chair of the Yes Brighton Library Committee. There is a request from the library for an operating tax increase on the November ballot which requests .22 mils. A bond of similar amount which was paying off the building has just rolled off. The library is hoping to re-open on Thursdays, proceed with capital building improvements, and restore its collection. The library exists off .88 mils which is very small for a library. Every day, approximately 565 people walk through the door of the library. The library is one of few “cradle to grave” community services and is a great resource. We wanted to let you know that it was on the ballot and why.

No further comment from the public was made.

**APPROVAL OF CONSENT AGENDA:**

Moved by Ledford and supported by Mortensen to approve all items listed under the consent agenda as requested. The motion carried unanimously.

**1. Payment of Bills.**

**2. Request to Approve Minutes: August 17, 2015**

**APPROVAL OF CONSENT AGENDA:**

Moved by Smith and supported by Rowell to approve for action all items listed under the regular agenda as requested. The motion carried unanimously.

**3. Request for approval of Resolution No. 1 [to proceed and direct the preparation of plans and cost estimates] for the Homestead Drive Road Improvement Project Special Assessment District Winter 2015.**

McCririe stated there is not enough time to include the special assessment on this year’s winter tax bill. Therefore public notices have an inaccurate date. This may need to be tabled.

Hunt stated the deadline is Sept. 30 for special assessments for the winter tax bill. The levy can go on the Summer 2016 tax bill or the Winter 2016 tax bill. Typically winter road improvements go on winter tax bills because summer tax bills are higher.

Archinal stated that he would provide verification of signatures to the board. Construction was being anticipated for this year.

Moved by Hunt supported by Rowell to approve Resolution No. 1 [to proceed and direct the preparation of plans and cost estimates] for the Homestead Drive Road Improvement Project Special Assessment District Winter 2015 with the following provisions:

1. Change line two of the resolution, removing “Winter 2015” and replacing it with “Summer 2016.”

The motion carried as follows: Ayes – McCririe, Hunt, Smith, Ledford, Rowell, and Mortensen.  
Nay – None. Absent – Skolarus.

**4. Request for approval of Resolution No. 2 [to approve the project schedule the first hearing and direct the issuance of statutory notices] for the Homestead Drive Road Improvement Project Special Assessment District Winter 2015.**

McCririe stated that agenda item 4 is similar to agenda item 3.

Moved by Mortensen, supported by Smith to approve Resolution No. 2 [to approve the project schedule the first hearing, and direct the issuance of statutory notices] for the Homestead Drive Road Improvement Project Special Assessment District Winter 2015 with the following provisions:

1. Change the resolution to “Summer 2016” in Exhibit B.
2. Subject to confirmation by the township manager that more than 50% of affected residents are in support of the project.

The motion carried as follows: Ayes – McCririe, Hunt, Smith, Ledford, Rowell, and Mortensen.  
Nay – None. Absent – Skolarus.

**5. Introduction of a proposed rezoning and authorization of statutory notice for a public hearing on September 21st, 2015 concerning 37.97 acres of land (6 parcels) located at 3750 Cleary Drive. The rezoning involves parcels #11-05-400-012, 024, 062; 11-05-301-004; 11-05-302-005, 011. The application is petitioned by Cleary University and the requested rezoning is from Office Service District (OSD) and Industrial (IND) to a Mixed Use Planned Unit Development (MUPUD).**

Ms. Kelly VanMarter, the Township’s Assistant Manager and Community Development Director, was present and drew attention to her memorandum which is part of the packet.

Moved by Smith, supported by Ledford to introduce proposed rezoning and authorization of statutory notice for a public hearing on September 21, 2015 concerning 37.97 acres of land (6 parcels) located at 3750 Cleary Drive. The rezoning involves parcels #11-05-400-012, 024, 062; 11-05-301-004; 11-05-302-005, 011. The application is petitioned by Cleary University and the requested rezoning is from Office Service District (OSD) and Industrial (IND) to a Mixed Use Planned Unit Development (MUPUD).

The motion carried unanimously.

**6. Consider approval of a proposal from Construction for 2015 sidewalk improvements in the amount \$119,211.57.**

Archinal stated that aprons are a helpful feature that might be installed near the driveway. There was consensus that extenuating circumstances permit compensation.

Moved by Ledford, supported by Mortensen to approve construction of 2015 sidewalk improvements in the amount of \$119,211.57 with the following provisions:

1. The residents agree to the switch over to concrete aprons.

The motion carried unanimously.

**7. Request for approval of a lease renewal for Stations #34/35 with the Brighton Area Fire Authority.**

McCririe stated this is a five-year renewal and the existing contract is going well.

Moved by Smith, supported by Hunt to approve the lease renewal for Stations #34/35 with the Brighton Area Fire Authority. The motion carried unanimously.

**8. Consider approval of budgets for the Michigan Association of Planning Annual Conference.**

McCririe stated that Mr. Brown's name is listed twice. One of these two entries will be changed to include Mr. Mortensen's attendance.

Moved by Rowell, supported by Ledford to approve budgets for the Michigan Association of Planning Annual Conference. The motion carried unanimously.

**9. Request to enter into a closed session to discuss pending litigation pursuant to MCL 15.268 § 8 (e).**

Moved by Ledford, supported by Rowell to enter closed session. The motion carried unanimously. Closed session began at 6:53 p.m.

Moved by Smith, supported by Rowell to end closed session. Motion carried unanimously. The regular meeting resumed at 7:40 p.m.

Correspondence was reviewed.

Member Discussion - none

Moved by Rowell, supported by Mortensen to adjourn. Motion carried unanimously. The regular meeting of the Genoa Charter Township was adjourned at 7:45 p.m.

Kathryn Poppy, Recording Secretary  
(Press Argus 09/25/15)

September 3, 2015

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

RE: Permit for partial road closure Snowden Lane, Howell MI\_103115

Good afternoon,

We are requesting a fractional closing of Snowden Lane from Sugarbush Ave. to Natanna Ave on the evening of October 31, 2015. This area consists of six neighborhood homes and all six homeowners are in agreement with the closing and will be active participants. The block party will be extended to more families, however to allow traffic to flow through the subdivision, this was the most suitable area. This area is not a main thoroughfare for Genoa Township or the City of Howell (map attached.)

The families in the Rolling Ridge are extended family to all of us. By blocking off the area, it provides a location for many children (neighborhood and trick-or-treaters) to be supervised and celebrate safely. Last year we applied for the same closing and many parents thanked us for mainstreaming traffic and providing a safe crossing area for those going house to house without having to worry about car traffic. In light of the flurries last year, they were also grateful for the warming areas we had set up!

We would again provide signage at the points where traffic would need to turn advising them of the closure. The tables, etc could be placed closer to one side of the street so if emergency personnel had to come through, we would be able to clear a path quickly. We will provide additional lighting to make certain the barriers are clearly visible.

We thank you for the consideration of allowing us to do this again.

Sincerely,

Dawn and Tim Condon, Toni and Tom Reder, Jessica and Denny Davis, Tara and Steve Metikosh, Rachel and Michael Geiger, Kristy and Tim Burnick

**APPLICATION AND PERMIT**

to construct, operate, maintain  
use and/or remove within a county  
road right-of-way

CRA 100 Rev 7/99  
Permit Number

\_\_\_\_\_  
Issuance Date

BOARD OF COUNTY ROAD COMMISSIONERS, of LIVINGSTON COUNTY, MICHIGAN  
ADDRESS: 3535 GRAND OAKS, HOWELL, MICHIGAN 48843-8575  
TELEPHONE: 517-546-4250

If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.

APPLICANT	CONTRACTOR
NAME: <u>Genoa Township</u>	NAME: <u>Tim Condon</u>
MAILING ADDRESS: <u>2911 Dorr Rd</u> <u>Brighton, MI 48116</u>	MAILING ADDRESS: <u>3466 Snowden Ln</u> <u>Howell, MI 48843</u>
TELEPHONE NO.: <u>810-227-5225</u>	TELEPHONE NO.: <u>517-545-5825</u>

Applicant's Signature _____ Title _____ Date: _____	Contractor's Signature <u>Tim Condon</u> Title <u>Home owner</u> Date: <u>8/31/15</u>
--	--

FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
Application Fee _____	Plans and Specs. _____
Permit Fee _____	Bond _____
Est. Inspect. Fee _____	Proof of Insurance
Bond _____	Yes _____ No _____
Deposit _____	P.I. \$ _____ P.D. \$ _____
Other _____	Other _____
To Be Billed _____	
Receipt Number _____	
Date _____	

**APPLICATION**

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

CITY \_\_\_\_\_ for TOWNSHIP Genoa SECTION \_\_\_\_\_

NAME OF ROAD Snowden Ln Lot # \_\_\_\_\_

for a period beginning 5:00 PM 10/31/15 and ending 2:00 AM 11/1/15  
and agrees to the terms of the permit.



**PERMIT**

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Permit Holder. When Applicant hires a Contractor the "Permit Holder" is both the Applicant and the Contractor.

**RECOMMENDED FOR ISSUANCE:**

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**BOARD OF COUNTY ROAD COMMISSIONERS  
LIVINGSTON COUNTY, MICHIGAN**

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

**APPLICATION AND PERMIT**

to construct, operate, maintain  
use and/or remove within a county  
road right-of-way

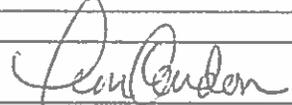
CRA 100 Rev 7/99  
Permit Number \_\_\_\_\_

Issuance Date \_\_\_\_\_

BOARD OF COUNTY ROAD COMMISSIONERS, of LIVINGSTON COUNTY, MICHIGAN  
ADDRESS: 3535 GRAND OAKS, HOWELL, MICHIGAN 48843-8575  
TELEPHONE: 517-546-4250

If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.

APPLICANT	CONTRACTOR
NAME: <u>Genoa Township</u>	NAME: <u>Tim Condon</u>
MAILING ADDRESS: <u>2911 Dorr Rd Brighton, MI 48116</u>	MAILING ADDRESS: <u>3466 Snowden Lane Howell, MI 48843</u>
TELEPHONE NO.: <u>810-227-5225</u>	TELEPHONE NO.: <u>517-545-5825</u>

	
Applicant's Signature	Contractor's Signature
Title <u>Manager</u> Date: <u>10/6/14</u>	Title <u>Homeowner</u> Date: <u>9-30-14</u>

FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
Application Fee _____	Plans and Specs. _____
Permit Fee _____	Bond _____
Est. Inspect. Fee _____	Proof of Insurance
Bond _____	Yes _____ No _____
Deposit _____	P.I. \$ _____ P.D. \$ _____
Other _____	Other _____
To Be Billed _____	
Receipt Number _____	
Date _____	

**APPLICATION**

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

CITY \_\_\_\_\_ for TOWNSHIP Genoa SECTION \_\_\_\_\_

NAME OF ROAD Snowden Lane Lot # \_\_\_\_\_

for a period beginning 5:00 PM 10/31/14 and ending 7:00 AM 10/31/14

and agree to the terms of the permit.

**PERMIT**

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Permit Holder. When Applicant hires a Contractor the "Permit Holder" is both the Applicant and the Contractor.

RECOMMENDED FOR ISSUANCE:

\_\_\_\_\_ Investigator

\_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

BOARD OF COUNTY ROAD COMMISSIONERS  
LIVINGSTON COUNTY, MICHIGAN

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Resolution No. 3 – Homestead Drive Road Improvement Project  
Reimbursement Special Assessment Project (Summer 2016)

**TOWNSHIP OF GENOA**

At a regular meeting of the Township Board of the Township of Genoa, Livingston County, Michigan, (the “Township”) held at the Township Hall on Sept. 21, 2015, at 6:30 p.m., there were

PRESENT: McCririe, Hunt, Mortensen, Ledford, Smith and Rowell

ABSENT: Skolarus

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**Resolution Approving Project, Cost Estimates, Special Assessment District and Causing the Special Assessment Roll to be Prepared**

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Township Board has tentatively determined to proceed with the Project as described in Exhibit A and in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, The Board of Trustees of the Township has declared its intention to make the improvement and tentatively designated the special assessment district against which the cost of the improvement is to be assessed is described in Exhibit A.

WHEREAS, on Sept. 21, 2015 a public hearing was held to hear any objections to the petition, to the improvement and to the special assessment district and notice of the hearing was provided pursuant to the requirements of Act No 188, Michigan Public Acts of 1954, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board approves the completion of the Project and approves the plans and cost estimates for the Project, which are on file with the Township Clerk and which are identified as “Plans and Cost Estimates for the Homestead Drive Road Improvement Project and Reimbursement Special Assessment Project (Winter 2015).”

2. The Township Board approves the sufficiency of the Petition for the improvement.

3. The Township Board determines that the Special Assessment District for the Project shall consist of the parcels identified in Exhibit B. The term of the Special Assessment District shall be for 5 years.

4. The Township Board has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

5. The Township Supervisor is directed to prepare the Special Assessment Roll for the Special Assessment District identified in Exhibit B. The Special Assessment Roll shall describe all the parcels of land to be assessed with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land. When the Township Supervisor completes the Special Assessment Roll, he shall affix his certificate to the roll stating that the roll was made pursuant to a resolution of the Township Board adopted on a specified date, and that in making the assessment roll the supervisor, according to his or her best judgment, has conformed in all respects to the directions contained in the resolution and the statutes of the State of Michigan.

5. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES: Ledford, Smith, Hunt, Rowell, Mortensen and McCrie.

NO: None.

ABSENT: Skolarus.

#### CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (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.

---

Paulette A. Skolarus, Genoa Township Clerk

## EXHIBIT A

### HOMESTEAD DRIVE ROAD IMPROVEMENT PROJECT

#### DESCRIPTION OF PROJECT A 5- YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

The project (the "Project") will consist of:

- Approximately 79,996 square feet
- Pulverize existing asphalt to a depth of 8-inches below grad
- Enhance existing aggregate base with pulverized material as necessary
- Haul away spoils
- Fine grade and compact
- Pave with 2-inches compacted bituminous 13A asphalt
- Application of SS 1H tackcoat
- Pave with 2-inches of compacted bituminous 36A asphalt.

**Total amount per parcel - \$2,858.00; Amount per year for 5 Years - \$572.00**

EXHIBIT B

Genoa Charter Township  
Livingston County, Michigan

NOTICE OF PUBLIC HEARING  
FOR THE PROPOSED HOMESTEAD DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT FOR THE PROJECT

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on Oct. 5, 2015, at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district:

GENOA CHARTER TOWNSHIP – HOMESTEAD DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2016)  
(A 5-year program with costs as follows)

and to hear any objections to the petition, to the improvement and to the special assessment district. The Township Board may revise, correct, amend or change the plans, estimate of cost, or special assessment district.

The project (the “Project”) will consist of:

- Approximately 79,996 square feet
- Pulverize existing asphalt to a depth of 8-inches below grad
- Enhance existing aggregate base with pulverized material as necessary
- Haul away spoils
- Pave with 2-inches compacted bituminous 13A asphalt
- Application of SS1H tackcoat
- Pave with 2-inches of compacted bituminous 36A asphalt.

Total amount per parcel - \$2858.00; Amount per year for 5 years - \$572.00.

Periodic redeterminations of cost may be made without a change in the special assessment district and without further notice to record owners or parties in interest in the property.

(2) The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

4711-21-401-001	4711-21-401-002	4711-21-401-004
4711-21-401-006	4711-21-401-008	4711-21-401-012
4711-21-401-015	4711-21-401-021	4711-21-401-023

4711-21-401-024	4711-21-401-026	4711-21-401-027
4711-28-100-023	4711-28-100-024	4711-28-100-025
4711-28-100-026	4711-28-201-001	4711-28-201-002
4711-28-201-003	4711-28-201-004	4711-28-201-005
4711-28-201-006	4711-28-201-007	4711-28-201-011
4711-28-201-012	4711-28-201-013	4711-28-201-014
4711-28-201-017	4711-28-201-018	4711-28-201-019
4711-28-201-020	4711-28-201-021	4711-28-201-022
4711-28-201-023	4711-28-201-026	4711-28-201-027
4711-28-201-028	4711-28-201-029	4711-28-201-031
4711-28-201-032	4711-28-201-033	4711-28-201-035
4711-28-201-038	4711-28-201-042	4711-28-201-044
4711-28-201-045	4711-28-201-046	4711-28-201-047
4711-28-201-050	4711-28-201-052	4711-28-201-053
4711-28-201-054	4711-28-201-055	4711-28-201-056
4711-28-201-057	4711-28-202-001	4711-28-202-005
4711-28-202-007	4711-28-202-016	4711-28-202-021
4711-28-202-025	4711-28-202-031	4711-28-202-035

(3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The preliminary plans and cost estimates for the proposed Project and the boundaries of the Special Assessment District are now on file in the office of the Township Clerk for public examination from the date of this notice until and including the date of the public hearing and may be examined at the hearing.

(5) The Board of Trustees of the Township has by Board Resolution decided to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended.

(6) Record owners and any party in interest of land have the right to object in person or to file written objections to the petition, to the improvement and to the special assessment district. Any person objecting in writing to the petition, the improvement, or the proposed special assessment district shall file the objection with the Township Clerk before the close of the Oct. 5, 2015 hearing or within such further time as the Township Board may grant. Appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the state tax tribunal.

This notice is given by order of the Genoa Township Board.

Dated: Sept. 21, 2015

Paulette A. Skolarus, Clerk  
Genoa Charter Township

Resolution No. 4 – Homestead Drive Road Improvement  
Reimbursement Special Assessment Project (Summer 2016)

**TOWNSHIP OF GENOA**

At a regular meeting of the Township Board of the Township of Genoa, Livingston County, Michigan, (the “Township”) held at the Township Hall on Sept. 21, 2015, at 6:30 p.m., there were

PRESENT: McCririe, Hunt, Rowell, Smith, Mortensen and Ledford

ABSENT: Skolarus

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**Resolution Acknowledging the Filing of the Special  
Assessment Roll, Scheduling the Second Hearing,  
and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Homestead Drive Road Improvement project within the Township as described in Exhibit A (the “Project”) and in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll entitled “Special Assessment Roll for the Homestead Drive Road Improvement Program Reimbursement Special Assessment Project (Winter 2015)” (the “Proposed Roll”) and has filed the Proposed Roll with the Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Clerk.
2. The Township Board acknowledges that the Township Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the direction of the Township Board and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan.
3. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing to review and hear objections on the Proposed Roll.
4. The second public hearing will be held on Monday, October 5, 2015 at 6:30 p.m. at the offices of Genoa Township, Livingston County, Michigan.
5. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the

last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township board of review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before Sept. 23, 2015. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

6. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before Sept. 25, 2015 and Oct. 2, 2015. The notice shall be in a form substantially similar to the notice attached as Exhibit B.

7. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES: Ledford, Smith, Hunt, Rowell, Mortensen and McCririe.

NO: None.

ABSENT. Skolarus

#### CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (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.

---

Paulette A. Skolarus, Genoa Charter Township Clerk

## EXHIBIT A

### HOMESTEAD DRIVE ROAD IMPROVEMENT PROJECT

#### DESCRIPTION OF PROJECT A 5- YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

The project (the “Project”) will consist of:

- Approximately 79,996 square feet
- Pulverize existing asphalt to a depth of 8-inches below grad
- Enhance existing aggregate base with pulverized material as necessary
- Haul away spoils
- Fine grade and compact
- Pave with 2-inches compacted bituminous 13A asphalt
- Application of SS1H tackcoat
- Pave with 2-inches of compacted bituminous 36A asphalt.

**Total amount per parcel - \$2,858.00; Amount per year for 5 Years - \$572.00**

EXHIBIT B

Genoa Charter Township  
Livingston County, Michigan

NOTICE OF PUBLIC HEARING  
FOR THE PROPOSED HOMESTEAD DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT FOR THE PROJECT

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on Oct. 5, 2015, at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district:

GENOA CHARTER TOWNSHIP – HOMESTEAD DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2016)  
(A 5-year program with costs as follows)

and to hear any objections to the petition, to the improvement and to the special assessment district. The Township Board may revise, correct, amend or change the plans, estimate of cost, or special assessment district.

The project (the “Project”) will consist of:

- Approximately 79,996 square feet
- Pulverize existing asphalt to a depth of 8-inches below grad
- Enhance existing aggregate base with pulverized material as necessary
- Haul away spoils
- Pave with 2-inches compacted bituminous 13A asphalt
- Application of SSIH tackcoat
- Pave with 2-inches of compacted bituminous 36A asphalt.

Total amount per parcel - \$2858.00; Amount per year for 5 years - \$572.00.

Periodic redeterminations of cost may be made without a change in the special assessment district and without further notice to record owners or parties in interest in the property.

(2) The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

4711-21-401-001	4711-21-401-002	4711-21-401-004
4711-21-401-006	4711-21-401-008	4711-21-401-012
4711-21-401-015	4711-21-401-021	4711-21-401-023

4711-21-401-024	4711-21-401-026	4711-21-401-027
4711-28-100-023	4711-28-100-024	4711-28-100-025
4711-28-100-026	4711-28-201-001	4711-28-201-002
4711-28-201-003	4711-28-201-004	4711-28-201-005
4711-28-201-006	4711-28-201-007	4711-28-201-011
4711-28-201-012	4711-28-201-013	4711-28-201-014
4711-28-201-017	4711-28-201-018	4711-28-201-019
4711-28-201-020	4711-28-201-021	4711-28-201-022
4711-28-201-023	4711-28-201-026	4711-28-201-027
4711-28-201-028	4711-28-201-029	4711-28-201-031
4711-28-201-032	4711-28-201-033	4711-28-201-035
4711-28-201-038	4711-28-201-042	4711-28-201-044
4711-28-201-045	4711-28-201-046	4711-28-201-047
4711-28-201-050	4711-28-201-052	4711-28-201-053
4711-28-201-054	4711-28-201-055	4711-28-201-056
4711-28-201-057	4711-28-202-001	4711-28-202-005
4711-28-202-007	4711-28-202-016	4711-28-202-021
4711-28-202-025	4711-28-202-031	4711-28-202-035

- (3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.
- (4) The preliminary plans and cost estimates for the proposed Project and the boundaries of the Special Assessment District are now on file in the office of the Township Clerk for public examination.
- (5) The Board of Trustees of the Township has by Board Resolution decided to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended.
- (6) The Supervisor of the Township has reported to the Township Board of Trustees and filed in the office of the Township Clerk for public examination a special assessment roll prepared by him covering all properties within the Special Assessment District benefited by the proposed Homestead Drive Road Improvement Project (the "Project"). Said assessment roll has been prepared for the purpose of assessing a portion of the costs of the construction of the Project and work incidental thereto within the aforesaid Homestead Drive Road Improvement assessment district as more particularly shown on the plans of the Township engineers on file with the Township Clerk at 2911 Dorr Road, Brighton, Michigan 48116 which assessment is in the total amount of \$180,000.00. Said roll may be examined at the office of the Township Clerk during regular business hours until the time of said hearing and may further be examined at the hearing.
- (7) The assessing officer has further reported that the assessment against each parcel of land within said district is such relative portion of the whole sum levied against all parcels of land in said district as the benefit to such parcels bears to the total benefit to all parcels of land in said district.
- (8) Record owners and any party in interest of land have the right to object in person or to file written objections to the special assessment roll, to the improvement and to the special assessment district. Any person objecting in writing to the special assessment roll, the improvement, or the proposed special assessment district shall file the objection with the Township Clerk before the close of the October 5, 2015 hearing or within such further time as the Township Board may grant. Appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the state tax tribunal.
- (9) The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

This notice is given by order of the Genoa Township Board

Dated: Sept. 21, 2015

Paulette A. Skolarus  
Genoa Township Clerk

EXHIBIT C

AFFIDAVIT OF MAILING

STATE OF MICHIGAN     )  
                                  )  
COUNTY OF LIVINGSTON)

PAULETTE A. SKOLARUS, being first duly sworn, deposes and says that she personally prepared for mailing, and did on Sept. 23, 2015, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Genoa; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Paulette A. Skolarus  
Genoa Charter Township Clerk

Resolution #1 – Grand Oaks Drive Road Improvement Project  
Special Assessment Project (Summer 2016)

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of the Genoa Charter Township, Livingston County, Michigan, (the "Township") held at the Township Hall on September 21, 2015, at 6:30 p.m., there were

PRESENT: McCririe, Hunt, Ledford, Rowell, Mortensen and Smith

ABSENT: Skolarus

The following preamble and resolution were offered by \_\_\_\_\_, and seconded by \_\_\_\_\_.

**Resolution to Proceed with the  
Project and Direct  
Preparation of the Plans and Cost Estimates**

WHEREAS, the Clerk reported that petitions have been filed with her for the Grand Oaks Drive Road Improvement Project (the "Project") under the authority of Act No 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Supervisor and the Clerk reported that they had checked the signatures on the petitions by record owners of land within the Township contained within the district described above and had prepared and filed a report setting forth the percentage of record owners of lands by frontage within the district who signed the petitions which amounted to more than fifty percent (50%); and

WHEREAS, the creation of a Special Assessment District for the Grand Oaks Drive Road Improvement project is appropriate pursuant to Section 2 of Act No. 188, Michigan Public Acts of 1954

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Supervisor is directed to have plans prepared illustrating the Project, the location of the Project, and an estimate of the cost of the Project.
2. The plans and estimates identified in paragraph 1, when prepared, shall be filed with the Township Clerk.

A vote on the foregoing resolution was taken and was as follows:

YES: Ledford, Smith, Hunt, Rowell, Mortensen and McCririe

NO: None

ABSENT: Skolarus

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board on September 21, 2015, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (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.

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Paulette A. Skolarus, Clerk  
Genoa Charter Township

Resolution #2 – Grand Oaks Drive Road Improvement Project  
Special Assessment Project (Summer 2016)

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of the Genoa Charter Township of Livingston County, Michigan, (the "Township") held at the Township Hall on Sept. 21, 2015, at 6:30 p.m., there were

PRESENT: McCririe, Hunt, Rowell, Mortensen, Ledford and Smith.

ABSENT: Skolarus

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**Resolution to Approve the Project,  
Scheduling the First Hearing  
and Directing the Issuance of Statutory Notices**

WHEREAS, the Township has received petitions signed by owners of more than fifty percent (50%) of the total frontage within the Grand Oaks Drive Road Improvement Project within the Township in accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and as described in Exhibit A (the "Project"); and

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intent to proceed with the Project.
2. The Board of Trustees of the Township hereby declares its intention to make the improvement and tentatively designates the special assessment district against which the cost of the improvement is to be assessed is described in Exhibit A.
3. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing to hear any objections to the petition, to the improvement and to the proposed Special Assessment District for the Project which is known as the "Grand Oaks Drive Road Improvement Project Special Assessment District (Summer 2016)."
4. The public hearing will be held on October 5, 2015 at 6:30 p.m., at the offices of Genoa Charter Township, Livingston County, Michigan.
5. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or

parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before September 23, 2015. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

6. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before September 25, 2015 and once on or before October 2, 2015. The notice shall be in a form substantially similar to the notice attached as Exhibit B.

A vote on the foregoing resolution was taken and was as follows:

YES:

NO:

ABSTAIN:

#### CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (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.

---

Paulette A. Skolarus, Clerk  
Genoa Charter Township

## EXHIBIT A

### GRAND OAKS DRIVE ROAD IMPROVEMENT PROJECT

#### DESCRIPTION OF PROJECT A 5- YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

The project (the "Project") will consist of:

- Pulverize existing pavement
- Shape material to improve drainage
- Selective undercut and fill with additional base material
- Overlay with seven inches of H.M.A. in three lifts (2", 2" and 3")
- Ditch cleaning and culvert installation as necessary

**Total project cost - \$940,000; Township contribution - \$200,000; Livingston County Road Commission - \$50,000; Total spread to roll - \$690,000**

EXHIBIT B

Genoa Charter Township  
Livingston County, Michigan

NOTICE OF PUBLIC HEARING  
FOR THE PROPOSED GRAND OAKS DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT FOR THE PROJECT

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on October 5, 2015, at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district:

GENOA CHARTER TOWNSHIP – GRAND OAKS DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2016)  
(A 5-year program with costs as follows)

and to hear any objections to the petition, to the improvement and to the special assessment district. The Township Board may revise, correct, amend or change the plans, estimate of cost, or special assessment district.

The project (the “Project”) will consist of:

- Pulverize existing pavement
- Shape material to improve drainage
- Selective undercut and fill with additional base material
- Overlay with seven inches of H.M.A. in three lifts (2”, 2” and 3”)
- Ditch cleaning and culvert installation as necessary

Total project cost - \$940,000; Township contribution - \$200,000; Livingston County Road Commission - \$50,000; Total spread to roll - \$690,000

Periodic redeterminations of cost may be made without a change in the special assessment district and without further notice to record owners or parties in interest in the property.

(2) The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

4711-05-300-027	4711-05-300-024	4711-05-300-051
4711-05-300-048	4711-05-300-012	4711-05-300-046
4711-05-300-045	4711-05-300-044	4711-05-300-043
4711-08-100-024	4711-08-100-023	4711-08-100-003
4711-08-100-011	4711-08-100-010	4711-05-301-001

4711-05-301-002	4711-05-301-003	4711-05-301-004
4711-05-302-005	4711-05-302-011	4711-05-302-012
4711-05-302-009	4711-05-302-010	4711-08-101-014
4711-08-101-015	4711-08-101-006	4711-08-101-007
4711-08-101-008	4711-08-101-009	4711-08-101-010
4711-08-101-011	4711-08-101-012	4711-08-200-004
4711-08-200-006	4711-05-400-062	

(3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The preliminary plans and cost estimates for the proposed Project and the boundaries of the Special Assessment District are now on file in the office of the Township Clerk for public examination from the date of this notice until and including the date of the public hearing and may be examined at the hearing.

(5) The Board of Trustees of the Township has by Board Resolution decided to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended.

(6) Record owners and any party in interest of land have the right to object in person or to file written objections to the petition, to the improvement and to the special assessment district. Any person objecting in writing to the petition, the improvement, or the proposed special assessment district shall file the objection with the Township Clerk before the close of the October 5, 2015 hearing or within such further time as the Township Board may grant. Appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the state tax tribunal.

This notice is given by order of the Genoa Township Board.

Dated: Sept. 21, 2015

Paulette A. Skolarus, Clerk  
Genoa Charter Township

GRAND OAKS DRIVE ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT



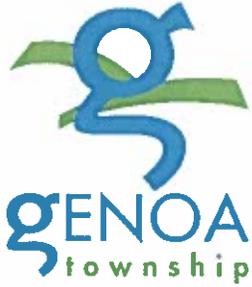
EXHIBIT C

AFFIDAVIT OF MAILING

STATE OF MICHIGAN     )  
  )  
COUNTY OF LIVINGSTON)

PAULETTE A. SKOLARUS, being first duly sworn, deposes and says that she personally prepared for mailing, and did on September 25, 2015, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Genoa; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Paulette A. Skolarus, Clerk  
Genoa Charter Township



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

## MEMORANDUM

**TO:** Honorable Board of Trustees

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

**DATE:** September 17, 2015

**RE:** Cleary University – Rezoning, PUD Agreement, Environmental Impact Assessment & Conceptual PUD Plan

MANAGER'S REVIEW: 

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I have reviewed the proposed rezoning, revised PUD Agreement, revised environmental impact assessment and revised conceptual site plan for a proposed Mixed Use Planned Unit Development for Cleary University.

This project was recommended for approval by the Township Planning Commission on August 10, 2015. The rezoning request was reviewed and recommended for approval by the County Planning Commission on September 16, 2015. My review of the revised submittal was focused on compliance with the outstanding items discussed at the Planning Commission and my recommendation is as follows:

### **REZONING – REQUIRES CALL TO PUBLIC AND ROLL CALL VOTE**

I recommend APPROVAL AND ADOPTION of Ordinance No. Z-15-03 because the proposed amendment to the Zoning Map is consistent with the zoning of the surrounding area and consolidates a variety of uses into one zoning. The rezoning complies with the master plan and with the criteria stated in Sections 10.02.04 and 22.04 of the Township Zoning Ordinance.

### **PUD AGREEMENT**

I recommend APPROVAL of the PUD Agreement revised on August 26, 2015. This recommendation is made because the Township Planning Commission and Township Board, in strict compliance with the Township Zoning Ordinance and with Act 184 of the Public Acts of 1943, as amended, reclassified the Property as a Mixed Use Planned Unit Development (MUPUD) District, finding that such classification properly achieved the purposes of Article 10 of the Township's Zoning Ordinance (as amended), including the encouragement of innovation in land use, the preservation of open space in areas in order to achieve compatibility with adjacent uses, the promotion of efficient provision

**SUPERVISOR**  
Gary T. McCririe

**CLERK**  
Paulette A. Skolarus

**TREASURER**  
Robin L. Hunt

**MANAGER**  
Michael C. Archinal

**TRUSTEES**  
H. James Mortensen  
Jean W. Ledford  
Todd W. Smith  
Linda Powell

**GENOA CHARTER TOWNSHIP  
PLANNING COMMISSION  
PUBLIC HEARING  
AUGUST 10, 2015  
6:30 P.M.  
MINUTES**

CALL TO ORDER: The meeting of the Genoa Township Planning Commission was called to order at 6:30p.m. Present were Barbara Figurski, James Mortensen, Chairman Brown, Chris Grajek, Diana Lowe, Eric Rauch, and John McManus. Also present were Kelly VanMarter, Community Development Director/Assistant Township Manager; Gary Markstrom of Tetra Tech; and Brian Borden of LSL.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

APPROVAL OF AGENDA: Upon motion by John McManus and support by Barbara Figurski, the agenda was approved as submitted. **Motion carried unanimously.**

CALL TO THE PUBLIC:

**OPEN PUBLIC HEARING #1...** Review of a rezoning (OSD & IND to MUPUD), Planned Unit Development Agreement, environmental impact assessment, and site plan for property located at 3750 Cleary Drive, Howell, Michigan 48843, involving parcels #11-05-400-012, 024, 062; 11-05-301-004; 11-05-302-005, 011. The request is petitioned by Cleary University.

Mr. Gary Bachman of Cleary University and Brent LaVanway of Boss Engineering addressed the Planning Commission on behalf of the petitioner. At the recommendation of Township staff, Cleary University is requesting that zoning districts on campus be consolidated. This would combine the industrial property along Grand Oaks Drive and with the OSD zoned properties. They are making this request in anticipation of growth in classrooms, housing, and athletics.

Mr. Mortensen asked how close Grand Oaks Drive would be to the eventual athletic fields. How might woodlands on campus be affected by future projects? Mr. LaVanway indicated the athletic fields are currently being considered for property on Grand Oaks Drive. Mr. Bachman indicated that woodlands will likely be affected by the multi-phase student housing project.

Mr. Borden addressed the Planning Commission. Qualifying conditions within the ordinance, such as minimum lot size and public benefit, appear to be met. Conditions support the idea of a MUPUD. It appears there would be a positive impact on the Township overall. The petitioner would approach the Township as each conceptualized project grew closer to implementation. Residential, office, retail, recreational, institutional uses are proposed. Each fits well in a college campus.

Mr. Brown asked about why all of the uses would be needed. Mr. Bachman stated that he included an exhaustive list within the application as he wished to cover many potentialities based on 20-year growth potential and the arrival of new president. Mr. Brown asked how this zoning might be utilized if the university sold the property at

some time in the future. Mr. Bachman stated that the intention is that the property will remain a university. Mr. Mortensen stated that the resolution might state a condition that the MUPUD applies as long as the property remains a university. Mr. Borden stated that any future property owner would have the opportunity for modifications.

Mr. Borden continued saying that Section 10.03 has requirements for open spaces. The request complies with the open spaces paragraphs of the ordinance. Parking needs to support any phases of future growth but it does appear that the proposed plans will accommodate the requirements. Lighting, landscaping, and signage details would be reviewed with follow-up site plan applications. The Township attorney might look at the PUD Agreement to make sure that he is comfortable. There are references to increases in lighting intensity and building heights, with specifics not yet known. There might be deviations requested at a future time for athletic offerings and student housing. Materials are laid out in the draft agreement and appear to comply with ordinance requirements. Mr. Brown asked if the size of the baseball field is known. Mr. Bachman stated that college baseball associations have specific space requirements. Lighting requirements might be needed more for soccer than baseball. Baseball is a spring sport and longer days factor into that season. Mr. Borden stated that perhaps a limit could be placed in the agreement, a type of cap, kept general, a statement that ensures that these areas are not limitless. There is a height exception for school and institutional settings which does permit additional height. There was consensus that decisions would be made as future projects are presented to the commission and that decisions could be made at that time.

Mr. Markstrom addressed the Planning Commission. This project meets a threshold in water/sewer of 100 REUs, meaning additional infrastructure needs are likely. Local pump station might need to be upgraded. A small master plan might be done at the next site plan approval stage to determine what might need to be done upstream and downstream. The costs of this accommodation would be the responsibility of the petitioner. It is approximately a 30-day process to complete the study and the study is usually approximately 15 pages. Water problems are not anticipated. Sewer usage is more of a concern. MHOG would commission the study. The petitioner usually pays for the study through an escrow.

Mr. Bachman said that approx. 70 additional REU's are needed to complete the build out. Less than 100 are proposed in addition to what already exists.

Mr. Markstrom stated that they are looking at it as an entire development as meeting the 100 REU threshold. Completing the study would eliminate future surprises. The cost of the study is likely within the \$5,000-10,000 range. This is a group of continuous uses. It includes what is already there. Mr. McManus asked if it is 100 REU total or 100 REU more which triggers the threshold. Mr. Markstrom stated that it's about planning for the impact on the system. Mr. Brown asked whether the cost of the study would be onerous for the university. Mr. Bachman stated that if the study is not necessary at this time, the university would prefer not to spend the money. However, if the study is mandated, it's mandated. The existing REU is 53. There is less than 100 REUs which is new. At this time the real future development is unknown.

Mr. Mortensen stated that Cleary University is asking the Township to agree to a major change within the Township. Mr. McManus asked what projects are clearly taking place. Mr. Bachman stated that the dormitory under construction is 21 REU. The university is

currently 53. The university would still be under the 100 REU mark. The next project would be some or all of the athletic fields. Mr. McManus asked whether the agreement could state that over and above a certain number of REU's, then the study would need to be completed. Mr. Markstrom stated that conducting the study now would prevent future construction delays as the study requires 30-45 days.

Mr. Rauch stated that the PUD forms a framework for the future and the infrastructure which is able to support that is a major part of the plan. This is a significant component of understanding the available framework. Increasing load on the system could incur significant costs and knowing those potential costs will help the university understand the real financial impacts that would occur as they choose projects to roll out.

Mr. Bachman stated that the future is unknown and that each project should be based on its own merit as the university sees need to implement each project. Mr. Bachman stated that Genoa Township staff requested that the PUD be applied for so that the entire campus could be put under one multi-use zoning to facilitate future development and future site plan approvals. Ms. VanMarter indicated that perhaps the study would be completed with the next site plan approval and/or the application for the second student housing building. Mr. Markstrom indicated this was the recommendation in his letter.

Mr. Markstrom stated that sharing easements will be a consideration in future projects and that an adjacent property, Livingston Commons, is also zoned PUD.

Mr. Brown read the Brighton Area Fire Department letter and asked Mr. Bachman if he understood their requirements. Mr. Bachman indicated that he did.

Mr. Brown asked about statements made in the PUD agreement. Mr. Borden indicated that the phrases match the ordinance. Mr. Rauch asked if there was a Grand River Corridor plan. Ms. VanMarter stated the plan was done years ago and has now been incorporated into the ordinance.

Commissioners drew attention to various phrases within the PUD document, agreeing:

1. On page one, paragraph five, the word "approved" should read "recommended."
2. On page four, paragraph two, before the words "currently under construction" the phrase "one of which is" should be added. The words "and proposed" should be removed.
3. In section 5.1, the word "Commission" should read "Commissioner."
4. In section 6.3, the word "services" should read "serviced."
5. In section 7.1, the last sentence should be removed.
6. In section 7.3, the phrase should read "routes of approach *to a building.*" And the last sentence of that section should be removed.
7. In section 8.1, the phrase "Each commercial and residential parcel/use must" should read "All buildings must." At the end of the paragraph, add the sentence "The Township does not guarantee public utility availability without adequate planning and approval of the Township engineer."
8. Remove section 8.2.
9. In section 8.3 (now 8.2), remove "which may be" and add "Table as applicable and as may be."
10. In section 9.5, the phrase "MSA 125.286(d)" should read "Michigan Compiled Law 125.3503." This section will be reviewed by the Township Attorney.

Mr. Brown gave opportunity for the Impact Assessment to be discussed. Ms. VanMarter indicated that one tax code was incorrect. It should read 302-005 not 301-005.

A call to the public was made with no response.

**Planning Commission recommendation of petition**

- A. Recommendation of Rezoning
- B. Recommendation of Planned Unit Development Agreement
- C. Recommendation of Environmental Impact Assessment (07-23-15)
- D. Recommendation of Site Plan (07-22-15)

Mr. Bachman asked about next steps on the PUD agreement. Ms. VanMarter indicated that the Cleary attorney will make any changes recommended by the planning commission then the Township attorney would review the PUD Agreement.

**Motion** by Mortensen to recommend approval of the request from Cleary University for a rezoning (from OSD & IND to MUPUD) of property located at 3750 Cleary Drive, Howell, Michigan 48843, involving parcels #11-05-400-012, 024, 062; 11-05-301-004; 11-05-302-005, 011, that the request is found consistent with section 10 of the Township ordinance, the master plan, and local zoning and consolidates a variety of uses into one consolidated zoning.

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

**Motion** by Mortensen to approve the Planned Unit Development (PUD) Agreement, subject to the following conditions:

1. Approval by the Township Board of rezoning, environmental impact assessment, and concept PUD plan.
2. Approval by the Township Attorney.
3. Language changes recommended in this evening's discussion.
4. Items 4 and 6 of the LSL consultants review letter related to parking calculations and landscape/site details shall be required.
5. The Township ordinance regarding building height and lighting shall be complied with providing for any deviation to be requested at the time of site plan review as development progresses.
6. The Township makes no guarantee at this time that public utilities will be available.
7. In connection with the next site plan application request, a utility impact determination study will be conducted and paid for by the petitioner.
8. The Township makes no guarantee that an easement will be obtained from neighboring property, relative to a water main connection.

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

**Motion** by Ms. Figurski to recommend the environmental impact assessment dated 07-23-15, with the revised tax code number from 301-005 to 302-005, subject to approval of the rezoning, PUD Agreement, and site plan by the Township board.

Support by Jim Mortensen. **Motion carried unanimously.**

**Motion** by Mr. Mortensen to recommend the conceptual site plan dated 07-22-15, subject to approval of the Township Board of the rezoning, PUD Agreement, and environmental impact assessment.

Support by Barb Figurski. **Motion carried unanimously.**

**OPEN PUBLIC HEARING #2...** Review of a sketch plan application for parking lot improvements at Riverbend office complex, located at 7743 Grand River Avenue, Brighton, Michigan, parcel # 4711-13-400-020. The request is petitioned by Lion Investment Group.

Mr. Moses Fram addressed the Planning Commission on behalf of the petitioner. The property in question is a two building office complex, just south of the hospital on the east side of Grand River. Complaints were received from tenants and the snow removal and waste disposal companies, indicating that a nuisance was present. Communication was lost with contractors and an island has been removed, the dumpster pad relocated, and five parking spaces have been added. Subsequently, the waste removal company has found it easier to remove waste. Mr. Fram indicated that he acquired the property in 2012. No other work has been completed. Existing shrub beds are being cleaning, mulch is being added.

Mr. Borden addressed the Planning Commission. Commission has approval authority. This is an after-the-fact approval. The work has already been completed. The improvements do bring the site better into compliance. There appears to be a slight encroachment into the minimum 24' wide drive aisle on the plan.

Mr. Fram indicated that he spoke with the contractor who did the work. The contractor did say that the measurement is 25' which exceeds the ordinance. Mr. Borden recommended that the parking space be field verified by Township staff and if it is not in compliance, they make it a non-parking zone. Currently, the landscaping requirements are not met and requirements for landscaping is at the discretion of the Planning Commission.

Mr. Grajek recommended sending staff out. Mr. Borden indicated that the largest issue appears to be that the new location of the waste receptacle does not meet location requirements. Because it is residential zoning next door it could be a variance issue. The receptacle is not to be less than 20 feet adjacent to the residential area. It is currently approx. 12 feet. Outdoor storage was discussed. Mr. Mortensen asked about placing the dumpster near the storage buildings.

Mr. Fram indicated that the current placing of the dumpster provides for safer movement of the waste management trucks. Mr. Borden indicated that when parking spaces are occupied, the waste pick up is more complex. If waste is picked up after hours, it is a non-issue. The dumpster may or may not be an existing non-conformity. Was a land use permit issued? Was it approved to go there? It would require staff review.

Mr. Markstrom addressed the Planning Commission. Storm water increase is less than one percent. There is a retention basin already. There are no engineering related concerns with the sketch plan.

**Township Planning Commission Recommendation: Approval.** There were no comments on the proposed text changes at the August 10, 2015 public hearing.

**Staff Recommendation: Approval.** Staff finds the new changes reasonable and appropriate.

**Commission Discussion:** None.

**Public Comment:** None.

**Commissioner Action:**

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

All in favor, motion passed. 6-0

**K. Z-41-15 CONWAY TOWNSHIP: PROPOSED ZONING ORDINANCE AMENDMENT:**  
**Article 19 Sign Standards, Sections 17.06 Permits and Fees; Section 17.08 Sign Appeals.**

The Conway Township Planning Commission proposes to eliminate Article 19: Land Divisions. The intent of the amendment is because the Township already has a general law ordinance governing land divisions, which essentially makes the review/approval process of land divisions more of an administrative function. As part of this amendment, the Township intends to keep this article number/chapter held in reserve for possible usage in the future.

**Township Planning Commission Recommendation: Approval.** There were no comments on the proposed text changes at the August 10, 2015 public hearing.

**Staff Recommendation: Approval.** Staff finds the new changes reasonable and appropriate.

**Commission Discussion:** None.

**Public Comment:** None.

**Commissioner Action:**

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

All in favor, motion passed. 6-0

**L. Z-42-15 GENOA CHARTER TOWNSHIP - REZONING:**

**Current Zoning: OSD Office Service District and IND Industrial**

**Proposed Zoning: MUPUD Mixed Use Planned Unit Development**

**Proponents: Cleary University**

**Township Master Plan:** The Genoa Township Master Plan adopted in 2013 designates this site as both Research and Development and Industrial.

Land uses within the category of Research and Development include light industrial, research & development and office park. High quality architecture should be utilized to convey a high quality image.

Enhanced landscaping and screening should be provided along adjoining major thoroughfares. Flexibility in some zoning requirements may be considered in exchange for these aesthetic enhancements. The intent of the Industrial land use category is to develop industrial land uses such as research, wholesale, warehouse activities and light industrial operations which manufacture, compound, process, package, assemble and/or treat finished or semi-finished from previously prepared material.

**County Comprehensive Plan:** The Livingston County Comprehensive Plan (as amended) designates this site as **Residential** and **Howell-Brighton Growth Corridor**. The Plan describes these designations as follows:

***Residential** - Residential areas are located mainly in the southeast quadrant of the county. This quadrant has had the largest number of new residents move in over the last decade, and is the most built out area of the county. Over 40% of the county's population lived in Residential areas in 2000. It is characterized by fairly dense residential, commercial, and to some extent industrial development, although less dense and intense than uses found in the cities and villages. Residential areas are not without their rural character and scenic vistas. However, few agricultural lands in Residential areas are expected to exist twenty years from now.*

*New residential developments in these areas should be compact and make the best use of sewer and water if it is available, and cluster projects should be utilized when appropriate to preserve open space and scenic vistas. Projects such as planned unit developments that are not feasible in Cities/Villages or Primary Growth Areas because of parcel size or similar restrictions should be channeled into Residential areas. Limited commercial and industrial growth is appropriate.*

***Howell-Brighton Growth Corridor** - This growth area identifies a particular section of the Grand River Avenue corridor between the City of Howell and the City of Brighton. This Plan recognizes the considerable growth that has occurred in this area in the last decade, and that the corridor will continue to develop over the life of this Plan. The uses are mixed: commercial uses, which include everything from mom-and-pop convenience stores to big-box retailers; office and service establishments; a variety of industrial uses; and recently, fairly dense housing developments, such as attached condominiums and apartment complexes. Established residential neighborhoods are also found along the corridor.*

*The Howell-Brighton Growth Corridor is a unique area of the county. While the corridor could be interpreted as a logical extension of the two cities because of the infrastructure and types of uses present, the corridor could also be considered suburban sprawl that generates congestion and competes with traditional downtowns. The reality is probably somewhere in between, which warrants this special designation on the Generalized Future Land Use Map.*

**Township Planning Commission Recommendation:** The Genoa Charter Township Planning Commission recommended **APPROVAL** of this rezoning at their August 10, 2015 meeting. There were no comments from the public during the public hearing portion of the meeting.

**Staff Recommendation:** The proposed MUPUD rezoning of this site meets the Qualifying Conditions of a PUD according to Section 10.02 of the Genoa Charter Township Zoning Ordinance. MUPUD zoning is consistent with the established higher education uses of Cleary University, and with the zoning and land uses immediately to the north, south, east and west of the site. The PUD development method will complement and help coordinate future land uses on this campus site.

**Commission Discussion:** Commissioner Sparks asked about how much student housing there is currently as well as planned. Brent LaVanway, Boss Engineering, stated that there are sixty (60) apartments now and there is a second housing building on campus to mirror the first planned in the future. The university has added many athletic programs and this necessitates the need for more housing as well as a recruiting tool. Cleary is striving towards a complete consolidated campus plan. Commissioner Clum stated the rezoning

makes sense and has been needed for some time.

**Public Comment:** None.

**Commissioner Action:**

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

**8. NEW BUSINESS: Item added to the agenda. Request By Planning Commission for Meeting with County Planning Staff, County Administration and Planning Commission to discuss the role and responsibilities of Planning Commissioners.**

Commissioner Sparks voiced the need to hold a meeting or have formal discussion with County Planning Staff, County Administration and County Planning Commission regarding the role and responsibility of the Planning Commission.

Commissioner Hubert asked what the need of the meeting and why it had to take place at another date and time, he preferred to discuss now if possible. He stated the Planning Commission needs to be careful with changing the scope of the Planning Commission if that is what this meeting is about. Commissioner Anderson stated he was glad to see coordination of services and collaborative efforts being taken on by County Planning. Commissioner Hubert stated he would like to have details available to all Planning Commission members prior to the meeting about what will be discussed at the meeting so he and all others on the Planning Commission are well prepared. Commissioners Krinock and Sparks assured the rest of the Commissioners that relevant materials will be provided to everyone prior to the meeting. Commissioner Sparks stated we used to have 5 planners and 1 secretary and we are now down to 3 planners and no secretary. Commissioner Clum stated that having more productivity with less staff is the current trend and Planning Department Staff have done a good job in the past shifting focus where it needs to be and being flexible in its prioritization of staff time and project management. Commissioner Hubert asked if the meeting was more about Planning Commission role or that Planning Department Staff are being stretched too thin. Commissioner Clum stated that the entire Planning Department Staff needs to be in attendance at the meeting, not just Planning Commission and Administration. Commissioner Hubert asked if County Administration has a different expectation of what we should be doing. Principal Planner Barb stated that County Administration encouraged the Planning Department to accept the Brighton Township Planning Services contract and is an advocate for future collaborative planning efforts throughout the county. Commissioner Krinock stated the Planning Commission needs a meeting with County Administration to determine what scope of work for the Planning Commission is desired by County Administration. Commissioner Hubert asked for clarification for the reason for the meeting. Commissioner Clum stated that County Planning Staff prepares an annual Work Plan and that is usually the guide that is used for project management. Commissioner Clum asked for the date of the most recent Work Plan. Principal Planner Barb stated that the Plan is usually brought forward to the Planning Commission for their approval in December or January annually. Commissioner CLum stated she would like a copy of the Work Plan available for this meeting next month.

It was decided by the Planning Commission to dedicate time at the October 21, 2015 Planning Commission during the New Business portion of the meeting for this discussion to take place. No motion or vote was taken.

**9. OLD BUSINESS:**

- a. **City of Brighton Agreement** – Board of Commissioners Approved, September 14, 2015. Principal Planner Barb briefed the Commissioners about the City of Brighton.



**GENOA CHARTER TOWNSHIP**  
**Application for Re-Zoning**

**GENOA TOWNSHIP**

**JUN 03 2015**

APPLICANT NAME: Cleary University ADDRESS: 3750 Cleary Drive

OWNER NAME: Cleary University ADDRESS: 3750 Cleary Drive

PARCEL #(s): 4711-05-400-12,400-24,400-62,301-04, 301-05, 302-11 PRIMARY PHONE: 517 548 3670

EMAIL 1: gbachman@cleary.edu EMAIL 2: jwalker@cleary.edu

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:

OSD & IND to MUPUD

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 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 Genoa Township Master Plan supports development of the campus with  
the multiple current and Campus Master Plan proposed future uses of the land.

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

Yes, open land, surface drainage, two current points of access to the campus from Grand River and Grand Oaks, soils appropriate for further development all are suitable for the uses permitted with MU-PUD.

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?

Range of current and planned uses for a college campus cannot be accommodated with of of the uses permitted under current zoning.

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?

All landscape requirements followed and maintained, no noise, air quality or negative environmental impact. No known negative impact on property values. Possible occasional increase in traffic with attendance at intercollegiate sports but reduced traffic on and off campus with housing on campus.

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, University already exists but with vacant land and buildings governed by current zoning of OSD and IND

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?

No, another zoning district is not more appropriate.

Application for zoning change is at the recommendation of the Township.

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

**No deed restrictions.**

**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: Cleary University

ADDRESS: 3750 Cleary Dr. Howell MI 48843

SIGNATURE: *Gary Bachman*  
GARY BACHMAN

The following contact should also receive review letters and correspondence:

Name: Brent LaVanway - Boss Eng. Email: brentlebosseng-com

Business Affiliation: Engineer / Landscape Architects

**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: Cleary University PUD

PROJECT LOCATON & DESCRIPTION: 3750 Cleary Drive, Howell, MI  
37.97 acres of contiguous land

SIGNATURE: *Gary Bachman* DATE: 6-2-15

PRINT NAME: Gary Bachman PHONE: 517 548 3670

COMPANY NAME & ADDRESS: Cleary University, 3750 Cleary Drive, Howell, MI



**GENOA CHARTER TOWNSHIP APPLICATION**  
**Planned Unit Development (PUD)**

**GENOA TOWNSHIP**

**JUN 03 2015**

APPLICANT NAME: Cleary University

APPLICANT EMAIL: gbachman@cleary .edu

APPLICANT ADDRESS & PHONE: 3750 Cleary Dr., Howell, MI ( 517 ) 548-3670

OWNER'S NAME: Cleary University

OWNER ADDRESS & PHONE: 3750 Cleary Dr., Howell, MI 48843 ( 517 ) 548-3670

TAX CODE(S): 4711-05-400-12,400-24,400-62,301-04, 301-05, 302-11

**QUALIFYING CONDITIONS (To be filled out by applicant)**

1. A PUD zoning classification may be initiated only by a petition.
2. It is desired and requested that the foregoing property be rezoned to the following type of PUD designation:

- Residential Planned Unit Development (RPUD)
- Planned Industrial District (PID)
- Mixed Use Planned Unit Development (MUPUD)
- Redevelopment Planned Unit Development (RDPUD)
- Non-residential Planned Unit Development (NRPUD)
- Town Center Planned Unit Development (TCPUD)

3. The planned unit development site shall be under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit.

EXPLAIN All parcels are owned by Cleary University and form a single campus  
with 5 existing buildings and another building currently under construction.

Future development will follow a campus master plan

4. The site shall have a minimum area of twenty (20) acres of contiguous land, provided such minimum may be reduced by the Township Board as follows:

- A. The minimum area requirement may be reduced to five (5) acres for sites served by both public water and public sewer.
- B. The minimum lot area may be waived for sites zoned for commercial use (NSD, GCD or RCD) where the site is occupied by a nonconforming commercial, office or industrial building, all buildings on such site are proposed to be removed and a new use permitted within the underlying zoning district is to be established. The Township Board shall only permit the PUD on the smaller site where it finds that the flexibility in dimensional standards is necessary to allow for innovative design in redeveloping the site and an existing blighted situation will be eliminated. A parallel plan shall be provided showing how the site could be redeveloped without the use of the PUD to allow the Planning Commission to evaluate whether the modifications to dimensional standards are the

minimum necessary to allow redevelopment of the site, while still meeting the spirit and intent of the ordinance.

- C. The PUD site plan shall provide one or more of the following benefits not possible under the standards of another zoning district, as determined by the Planning Commission:
- preservation of significant natural or historic features
  - a complementary mixture of uses or a variety of housing types
  - common open space for passive or active recreational use
  - mitigation to offset impacts
  - redevelopment of a nonconforming site where creative design can address unique site constraints.
- D. The site shall be served by public sewer and water. The Township may approve a residential PUD that is not served by public sewer or water, provided all lots shall be at least one (1) acre in area and the requirements of the County Health Department shall be met.

Size of property is 37.97 acres.

DESCRIBE BELOW HOW THE REQUESTED PUD DESIGNATION COMPLIES WITH AFOREMENTIONED MINIMUM LOT SIZE REQUIREMENTS.

6 parcels, all contiguous, exceed the 20 acre minimum, and comprise an existing and planned complementary mixture of uses

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**STANDARDS FOR REZONING TO PLANNED UNIT DEVELOPMENT (RESPOND HERE OR WITHIN THE IMPACT STATEMENT)**

1. How would the PUD be consistent 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;

Response within impact statement

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2. The compatibility of all the potential uses in the PUD 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;

Response within impact statement

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

Infrastructure is in place for all current uses and capacity exists for additional build out as it occurs.

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4. The apparent demand for the types of uses permitted in the PUD;

Cleary University is growing, adding additional intercollegiate sports requiring athletic fields.

The University is also responding to student and parent demand for on-campus housing.

With growth in student enrollment there will also be a need for additional classroom, faculty and administrative office space.

**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: Gary Bachman, Asst. VP Auxiliary Services, Cleary University

ADDRESS: 3750 Cleary Drive, Howell, MI 48843

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

Gary Bachman of Cleary University at gbachman@cleary.edu  
*Name Business Affiliation E-mail*



**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: Cleary University PUD

PROJECT LOCATON & DESCRIPTION: 3750 Cleary Drive, Howell, MI  
37.97 acres of contiguous land

SIGNATURE: *Gary Bachman* DATE: 6-2-15

PRINT NAME: Gary Bachman PHONE: 517054803670

COMPANY NAME & ADDRESS: Cleary University, 3750 Cleary Drive, Howell, MI



GENOA CHARTER TOWNSHIP  
Application for Site Plan Review

GENOA TOWNSHIP

JUN 03 2015

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS: Cleary University, 3750 Cleary Dr., Howell, MI  
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: Cleary University, 3750 Cleary Dr., Howell, MI

SITE ADDRESS: 3750 Cleary Dr., Howell, MI PARCEL #(s): 4711-05-400-12, 400-24, 400-62, 301-04, 301-05, 302-11

APPLICANT PHONE: (517) 548 3670 OWNER PHONE: (517) 548 3670

OWNER EMAIL: gbachman@cleary.edu

LOCATION AND BRIEF DESCRIPTION OF SITE: Cleary Dr. & E. Grand River, west of Latson Road  
37.97 acres of contiguous land with 5 existing buildings and an apartment  
building under construction. Current parcel numbers are  
4711-05-400-12, 400-24, 400-62, 301-04, 301-05, 302-11

BRIEF STATEMENT OF PROPOSED USE: University campus

THE FOLLOWING BUILDINGS ARE PROPOSED: no additional buildings proposed at this time  
Master plan calls for addition of additional student housing, athletic fields, regional  
detention pond, additional classroom and administration buildings

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: Gary Bachman, Cleary University  
GARY BACHMAN  
ADDRESS: 3750 Cleary Dr., Howell, MI 48843

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

1.) Brent Lakeinway of Boss Eng. at brent@lebosseng.com  
 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: [Signature] DATE: 6-2-15  
 PRINT NAME: Brent Lakeinway PHONE: 517 548 3670  
 ADDRESS: 3750 Clear Dr., Howell, MI 48843



August 4, 2015

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Kelly VanMarter, AICP Assistant Township Manager/Community Development Director
<b>Subject:</b>	Cleary University – PUD Rezoning and Concept Plan Review #2
<b>Location:</b>	3750 Cleary Drive – south side of Grand River, between Grand Oaks and Latson Road
<b>Zoning:</b>	OSD Office Service District

Dear Commissioners:

At the Township’s request, we have reviewed the revised submittal for the proposed rezoning, conceptual site plan (dated 7/22/15), PUD Agreement and revised Impact Assessment (dated 7/23/15) proposing a campus master plan for Cleary University.

The 37.97-acre site is currently developed with Cleary’s Livingston Campus. The site is zoned OSD, while surrounding zoning designations include RCD, NR-PUD and IND. We have reviewed the proposal in accordance with the applicable provisions of the Genoa Township Zoning Ordinance and Master Plan.

**A. Summary**

1. In our opinion, the proposal meets the PUD qualifying conditions.
2. The applicant must address any comments raised by the Township Engineer or Brighton Area Fire Department.
3. The host of uses proposed include a compatible mixture consistent with the idea/intent of a college campus.
4. Parking calculations will be required with each Final PUD Site Plan submittal.
5. The proposed project complies with the open space requirements of Sections 10.03.03(a) and (c).
6. Site design details, including landscaping, lighting and signage, will be required with each Final PUD Site Plan submittal.
7. Any deviations should be better described in the PUD Agreement.
8. The draft PUD Agreement should be reviewed by the Township Attorney prior to consideration by the Township Board.

**B. Proposal**

The applicant requests rezoning to a Mixed Use PUD and conceptual site plan review/approval for Cleary University’s campus master plan. The proposed campus plan includes student housing, recreational facilities, educational facilities, retail, parking, and open space.

**C. Process**

The review and approval process is outlined below. The applicant is at Step 1 in the process.

1. The Township Planning Commission makes a recommendation to the Township Board on the MUPUD rezoning, Concept Plan and PUD Agreement following a public hearing.
2. The County Planning Commission reviews the MUPUD rezoning and provides comments for consideration by the Township Board.
3. The Township Board acts on the MUPUD rezoning, Concept Plan and PUD Agreement.



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

#### **D. Planned Unit Development Qualifying Conditions**

Section 10.02 identifies the following qualification requirements for all planned unit developments.

- 1. Single Ownership.** The PUD and site plan review applications submitted indicate that the site is under the control of one owner – Cleary University.
- 2. Initiated by Petition.** The request has been initiated by the submittal of applications for both PUD and Site Plan Review.
- 3. Minimum Site Area.** The minimum lot area to qualify for a PUD is 20 acres, while the site contains 37.97 acres.
- 4. Benefits.** The PUD site plan shall provide one or more of the following benefits not possible under the standards of the OSD or another zoning district, as determined by the Planning Commission:
  - preservation of significant natural or historic features;
  - a complementary mixture of uses or a variety of housing types;
  - common open space for passive or active recreational use;
  - mitigation to offset impacts; or
  - redevelopment of a nonconforming site where creative design can address unique site constraints.

In our opinion, the proposal provides a complementary mixture of uses. Additionally, the applicant has indicated that they will make every effort to preserve or relocate as many of the existing, quality trees as possible – noting their history of relocating mature trees during construction of the Johnson Center.

**5. Sewer and Water.** We will defer to the Township Engineer for any specific comments; however, the site has access to both the public water and sanitary services.

**6. Rezoning Standards.**

**a. 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 Master Plan identifies the area as Research and Development, which is to be developed as a research and development, industrial or office park with high quality architecture and enhanced landscaping.

PUDs are intended to provide flexible design, better coordination for larger sites, preservation of significant natural features and the opportunity to mix compatible land uses. Though a college campus is not a research and development or office park specifically, there are similarities promoting a campus-like setting with compatible uses and quality design.

**b. The compatibility of all the potential uses in the PUD with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of uses, traffic impacts, aesthetics, infrastructure, and potential influence on property values.**

The site abuts Grand River Avenue and RCD, NRPUD and IND zoning districts. The draft PUD Agreement lists the potential uses proposed, which are outlined in a table below under section E(2) of this review letter.

The host of uses proposed generally conform to the existing and potential land development patterns in the area. Placement of residential uses near the adjacent industrial districts should be designed carefully to prevent/mitigate any negative impacts.

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

Specific impacts will be addressed by the applicant with each final site plan submittal, as noted in the Impact Assessment.

For example, new water, sanitary, and storm sewer drainage services are proposed as part of the new student housing project, while a new water main, storm sewer, and detention basin are proposed as part of the overall master plan.

The potential uses should be served adequately by infrastructure and services based on the proposed improvements, the location, and the existing infrastructure; however, the applicant must address any comments provided by the Township Engineer and Brighton Area Fire Department.

**d. The apparent demand for the types of uses permitted in the PUD.**

As noted in the submittal, Cleary is a growing university in need of additional buildings, services, and amenities for its campus and growing student population (particularly on-campus).

**E. Conceptual PUD Site Plan Review**

**1. Qualification Requirements.** As described above, we are of the opinion that the proposed project meets the qualifying conditions for designation as a PUD.

- 2. Uses Permitted.** A Mixed Use PUD shall include a mixture of uses that are considered by the Planning Commission to be consistent with the Master Plan. The submittal notes that the project will include a mix of educational, recreational, retail, office and residential uses.

The Planning Commission shall determine the appropriate mixture of uses based upon the concept plan’s ability to provide an integrated mixture of uses, maintain compatibility with surrounding uses, and meet the standards of the PUD approval criteria.

The draft PUD Agreement includes the following uses within this proposed MUPUD:

Multiple family residential
Child care centers
Commercial indoor recreational facilities
Recreation indoor golf or softball
Health clubs, fitness centers, gyms and aerobic clubs
Parks, common greens, plazas, public gathering places and open space
Private non-commercial institutional or community recreation facilities
Public arenas, stadiums and skating rinks
Art galleries, libraries, museums, memorials and monuments
Colleges
Dormitories or student apartments accessory to a college
Offices up to 55,000 square feet gross floor area
Retail uses up to 15,000 square feet gross floor area
Banquet halls, assembly halls
Conference Centers
Restaurants with outdoor seating
Standard restaurants and coffee shops

Generally speaking, we find this list to include a compatible mixture of land uses consistent with a college campus.

- 3. Preservation of Natural Features.** The site contains a heavily wooded area south of Cleary Drive. The Impact Assessment and concept plan indicate that the wooded area will be cleared to accommodate the project; however, the applicant has also indicated that every effort will be made to preserve, protect and/or relocate quality, mature trees within this wooded area.
- 4. Vehicular and Pedestrian Circulation.** Access is provided to all uses in the site by extending Cleary Drive to the south of the property. This provides unified access throughout the PUD. Development and location of future drives will be reviewed/approved with each site plan as stated in the PUD Agreement.

Pedestrian paths connect the campus uses and a connection to the existing Grand River sidewalk is included on the Concept Plan.

- 5. Parking.** Several new parking lots are proposed as part of the overall development. The revised plan identifies 235 existing spaces on campus with an additional 521 proposed through full development of the project (756 total).

If the rezoning and Concept Plan are approved, the applicant will be responsible for demonstrating that sufficient parking will be provided with each subsequent Final PUD Site Plan.

Given the nature of uses proposed, it is likely that there will be different peak demands for different parking lots/uses, which can be taken into consideration with the overall amount of parking ultimately provided.

6. **Open Space.** Section 10.03.03(c) requires a minimum 25% of the site shall be open space; half of which must be upland. Additionally, Section 10.03.03(a) requires that a minimum of 50% of the MUPUD be open space, preserved natural feature, or residential. Sheet 6 of the revised submittal indicates that 50.88% of the site will be open space; the majority (88.2%) of which is usable upland space.
7. **Landscaping.** The Concept Plan includes a general indication of landscaping to be provided throughout campus; however, there are no details for size, type or quantities of plantings proposed. Such details will be required with each Final PUD Site Plan submitted.
8. **Lighting.** The Concept Plan does not include details of exterior site lighting. Lighting details and photometric plans will be required with each Final PUD Site Plan submitted, although it should be noted that the athletic fields will likely require lighting outside of current Ordinance requirements. This is referenced in the draft PUD Agreement, though more specific information should be included in the form of a deviation from current Ordinance standards.
9. **Signage.** The Concept Plan and draft PUD Agreement describe wayfinding and building signage. Specific details will be required with each Final PUD Site Plan submittal.
10. **PUD Agreement.** The suggestions put forth in our first review letter have been incorporated into the current draft of the PUD Agreement. Our only remaining comment is the need to better describe any deviations sought from the Zoning Ordinance. Specifically, there are references to lighting and building height that will likely exceed what is allowed by Ordinance. Typically, when deviations are sought, a specific standard is established.
11. **Impact Assessment.** The submittal includes a revised Impact Assessment (dated 7/23/15). In summary, the Assessment notes that the project is not anticipated to adversely impact natural features, public services/utilities, surrounding land uses or traffic.

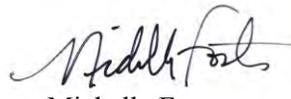
The draft PUD Agreement states that traffic studies will be provided prior to future construction, with the exception of the two student apartment buildings currently under construction.

Should you have any questions concerning this matter, please do not hesitate to contact our office. We can be reached by phone at (248) 586-0505, or via e-mail at [borden@lslplanning.com](mailto:borden@lslplanning.com) and [foster@lslplanning.com](mailto:foster@lslplanning.com).

Sincerely,

**LSL PLANNING, INC.**

  
Brian V. Borden, AICP  
Principal Planner

  
Michelle Foster  
Project Planner



July 27, 2015

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

**Re: Cleary University PUD Rezoning Site Plan Review #2**

Dear Ms. Van Marter:

We have reviewed the resubmitted package for the Cleary University Mixed Use Planned Unit Development (MUPUD) dated July 22, 2015, prepared by Boss Engineering. The site is located on the south side of Grand River Avenue between Grand Oaks and Cleary Drives. The petitioner has requested rezoning of the parcels, and provided plans for a new MUPUD for the site to coincide with their university master plan and corresponding site plan and impact assessment documents. Tetra Tech has reviewed the updated documents and has the following comments for Township consideration:

**Summary**

1. Development utility usage will require the preparation of an Impact Determination Study.
2. Clarification of interim water main connect for project phasing concern.

**Impact Statement / PUD Agreement**

1. Per the MHOG connection manual, any new user or group of contiguous new users that is anticipated to have an equivalent usage of 100 REUs or greater shall go through the Impact Determination Process. It is recommended that the petitioner be required to complete this process as part of Site Plan approval for the second phase of student housing. It should be noted that impacts to the system may result in the requirement to install additional upgrades beyond the scope of the proposed project to ensure reliable service for the entire development. The approval of the PUD does not release the petitioner from this requirement.
2. The response to the previous comment about project phasing did not adequately address the issue. During the construction plan review process for the student housing complex, one stipulation was to provide a looped connection with the existing water main to the east at the adjacent development. This interim connection point should be reflected on the PUD, particularly if there is no immediate construction planned beyond the two phases of student housing.

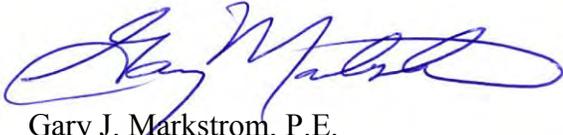
**Tetra Tech**

401 South Washington Square, Suite 100, Lansing, MI 48933  
Tel 517.316.3930 Fax 517.484.8140 [www.tetrattech.com](http://www.tetrattech.com)

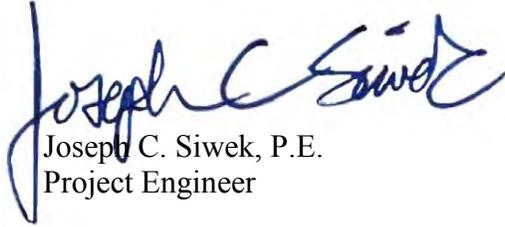
Ms. Kelly Van Marter  
Cleary University PUD Rezoning Site Plan Review  
July 27, 2015  
Page 2

The outstanding comment is a technical clarification that should be addressed on the site plan before final acceptance. Aside from this correction, we have no engineering related objections to approval of the PUD.

Sincerely,



Gary J. Markstrom, P.E.  
Unit Vice President



Joseph C. Siwek, P.E.  
Project Engineer

copy: Brent LaVanway P.E., Boss Engineering



# BRIGHTON AREA FIRE AUTHORITY

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

July 31, 2015

Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Cleary University PUD  
3750 Cleary Drive  
Site Plan Review

Dear Kelly:

The Brighton Area Fire Department has reviewed the above mentioned site plan. The plans were received for review on July 24, 2015 and the drawings are dated June 2, 2015 with revisions dated July 22, 2015. The project is for the rezoning of the Cleary University Campus property. The planned site revision will include numerous new buildings, roads and athletic facilities. This plan review is based on the requirements of the International Fire Code (IFC) 2012 edition.

**All comments included are general in nature, based upon the provided drawings. Additional comments will be further provided as new site plans are submitted. The Brighton Area Fire Authority has no objection to the PUD revision.**

**The Brighton Area Fire Department has no further comments until additional individual plans are submitted.**

1. Additional water mains may be required, as well as additional hydrants to provide fire flow for the new structures, and to provide appropriate spacing. A fire hydrant shall be located within 100' of each fire department connection, for each fire suppressed structure. **Noted on plans**  
**IFC 912.2**
2. Buildings required to be provided with an automatic sprinkler system shall be done in accordance with NFPA 13, *Standard for the Installation of Automatic Sprinkler Systems*  
**IFC 903**
  - A. The FDC to each building shall be on the street side (Cleary Dr.) of the building. **Noted on plans**
  - B. The location, size, gate valve, and connection of the fire protection leads shall be indicated on the utility site plan. **Noted on plans**
3. All buildings shall include the building address on the building. The address shall be a **minimum of 6"** high letters of contrasting colors and be clearly visible from the street. The location and size shall be verified prior to installation. **Noted on plans**  
**IFC 505.1**



July 31, 2015

Page 2

Cleary University PUD

3750 Cleary Drive

Site Plan Review

4. The access roads throughout the site shall be a minimum of 26' wide. With a width of 26' wide, the building side of the street shall be marked as a fire lane. Include the location of the proposed fire lane signage and include a detail of the fire lane sign in future submittals. Access roads to site shall be provided and maintained during construction. Access roads shall be constructed to be capable of supporting the imposed load of fire apparatus weighing at least 84,000 pounds. **Noted on plans**

IFC D 103.6

IFC D 103.1

IFC D 102.1

IFC D 103.3

5. Access roads shall provide emergency vehicles with a turning radius up to 55' wall to wall and a minimum vertical clearance of 13 ½ feet. All planned landscape that may grow to obstruct this clearance shall be planted in a way to minimize obstruction of emergency vehicle access. **Noted on plans**

6. A key box (Knox Box) shall be indicated on future submittals for each new structure. The Knox box will be located adjacent to the front door of the structure, as approved by the fire authority and in accordance with manufacturer's instructions. **Noted on plans**

IFC 506.1

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

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

Derrick Bunge  
Lieutenant - Fire Inspector

## ORDINANCE NO. Z-15-03

**AN ORDINANCE TO AMEND THE ZONING MAP OF THE CHARTER TOWNSHIP OF GENOA BY REZONING 37.98 ACRES OF LAND INVOLVING PARCELS #11-05-301-004, 11-05-400-012, 11-05-400-024, 11-05-400-062, 11-05-302-005, AND 11-05-302-011 FROM OFFICE SERVICE DISTRICT (OSD) AND INDUSTRIAL (IND) TO A MIXED USE PLANNED UNIT DEVELOPMENT (MUPUD).**

**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 situated on the south side of Grand River Avenue, east of Grand Oaks Drive which is part of Section 5, T2N-R5E, Genoa Charter Township, Livingston County, Michigan, more particularly described as follows:

4711-05-301-004 (vacant Grand Oaks Drive - 2.24 acres, zoned IND):

*Lot 4 of the Grand Oaks Commercial Park*

4711-05-302-005 (vacant Grand Oaks Drive - 1.51 acres, zoned IND):

*Lot 5 of the Amended Plat for the Grand Oaks Commercial Park*

4711-05-302-011 (955 Grand Oaks Drive – 2.54 acres, zoned IND):

*Lots 6 and 7 of the Amended Plat for the Grand Oaks Commercial Park*

4711-05-400-012 (3768 Grand River Avenue – 0.69 acres, zoned OSD):

*Commencing at the southeast corner of Section 5 thence north 583.87 feet thence north 64°04'39" west along the southerly right of way line for Grand River Avenue 1422.26 feet to the point of beginning thence south 210 feet thence north 60°51'00" west 193.36 feet northeasterly on an arc right, arc length of 56.19 feet with a radius of 230 feet and central angle of 13°59'53" and chord bears north 13°49'02" east, 56.05 feet thence north 20°49'00" east 133.33 feet to the southerly right of way line of Grand River Avenue thence south 60°41'00" east 130 feet to the point of beginning.*

4711-05-400-024 (3760 Cleary Drive – 1.4 acres, zoned OSD):

*Commencing at the southeast corner of Section 5 thence north 1° east 583.87 feet, thence north 64° west 1422.26 feet thence south 1° west 209.94 feet to the point of beginning, thence south 1° west 380.84 feet, thence north 60° west 194.49 feet, thence north 1° east 358.12 feet, thence north 4° east 22.18 feet, thence south 60° east 193.63 feet to the point of beginning.*

4711-05-400-062 (3700, 3725, 3728, 3730, 3744, 3750, 3752 Cleary Drive – 29.60 acres, zoned OSD):

*Commencing at the south quarter corner of Section 5 thence North 02°17'10" east 1094.27 feet thence south 88°40'22" east 352.37 feet thence south 01°15'00" west 200 feet thence south 88°31'00" east 243.35 feet thence north 01°27'55" east 72 feet thence south 60°51'00" east 137.35 feet thence north 29°12'13" east 522.97 feet thence south 60°48'55" east 215.44 feet thence south 20°42'05" west 133.37 feet thence southerly on an arc left with chord bearing south 11°02'04" west 77.24 feet thence south 01°22'04" west 358.87 feet thence south 60°51'00" east 193.29 feet thence south 01°32'54" west 598.48 feet thence north 89°16'17" west 1282.22 feet to the point of beginning.*

*Subject to and together with easements and restrictions affecting title to the above described premises.*

Shall be rezoned from IND (Industrial District) and OSD (Office Service District) to MU-PUD (Mixed Use Planned Unit Development) Classification. The Township Planning Commission and Township Board, in strict compliance with the Township Zoning Ordinance and with Act 184 of the Public Acts of 1943, as amended, reclassified the Property as a Mixed Use Planned Unit Development (MUPUD) District, finding that such classification properly achieved the purposes of Article 10 of the Township's Zoning Ordinance (as

amended), including the encouragement of innovation in land use, the preservation of open space in areas in order to achieve compatibility with adjacent uses, the promotion of efficient provision of public services and utilities, the reduction of adverse traffic impacts, and the provision of adequate employment. Further, the Township Planning Commission and Township Board find the Mixed Use Planned Use Development District and the PUD Plan are consistent with the adopted Corridor Plan and Master Plan.

**Severability** If any provision of this Ordinance is found to be invalid, than the remaining portions of this Ordinance shall remain enforceable.

**Effective Date** This Ordinance shall be effective upon publication in a newspaper of general circulation as required by law.

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 \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Paulette Skolarus  
Township Clerk

\_\_\_\_\_  
Gary McCririe  
Township Supervisor

Township Board First Reading: September 7, 2015  
Date of Publication of Proposed Ordinance: September 18, 2015  
Township Board Second Reading and Public Hearing: proposed September 21, 2015  
Township Board Adoption:  
Date of Publication of Ordinance Adoption:  
Effective Date:

STATE OF MICHIGAN  
COUNTY OF LIVINGSTON  
~~TOWNSHIP OF GENOA~~ CHARTER TOWNSHIP

Draft

**PLANNED UNIT DEVELOPMENT AGREEMENT**

THIS PLANNED UNIT DEVELOPMENT AGREEMENT is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2015, by CLEARY UNIVERSITY, a Michigan non-profit corporation, 3750 Cleary Drive, Howell, Michigan 48843, (referred to as "Owner"), and ~~the TOWNSHIP OF GENOA~~ CHARTER TOWNSHIP, a Michigan municipal corporation, 2911 Dorr Road, Brighton, Michigan 48116 (referred to as "Township").

**RECITATIONS**

The Owner possesses certain real property, identified by six (6) parcel identifications, situated in the Township of Genoa, County of Livingston, State of Michigan, more particularly described on Planned Unit Development Site Plan, Property Description (~~Schedule Exhibit~~ Exhibit A).

The Owner currently occupies 5 buildings on the Property and is constructing a sixth building to house student apartments.

The Township desires the establishment of a land use plan setting forth authorized land uses, and the Owner likewise desires to establish a plan setting forth the manner in which the Property may be developed in the future.

The Owner has submitted a proposal for a preliminary conceptual land use plan for the future development of the Property (Exhibit B). The Township has reviewed and recommended revisions, which have been incorporated in the general land use plan by Owner. The Township Planning Commission recommended approval of the preliminary conceptual land use plan on the 10th day of August, 2015. The ~~Genoa~~-Township Board approved the preliminary land use plan on the \_\_\_\_ day of \_\_\_\_\_, 2015.

The Township Planning Commission and Township Board, in strict compliance with the Township Zoning Ordinance and with Act 184 of the Public Acts of 1943, as amended, reclassified the Property as a Mixed Use Planned Unit Development (MUPUD) District, finding that such classification properly achieved the purposes of Article 10 of the ~~Genoa~~-Township's Zoning Ordinance (as amended), including the encouragement of innovation in land use, the preservation of open space in areas in order to achieve

compatibility with adjacent uses, the promotion of efficient provision of public services and utilities, the reduction of adverse traffic impacts, and the provision of adequate employment. Further, the Township Planning Commission and Township Board find the Mixed Use Planned Use Development District and the PUD Plan are consistent with the adopted Corridor Plan and Master Plan.

The Township Board has found and concluded that the uses and future development plans and conditions shown on the approved PUD Concept Plan (Exhibit B), attached as Schedule B (“PUD Plan”), are reasonable and promote the public health, safety and welfare of the Township, and that they are consistent with the plans and objectives of the Township and consistent with surrounding uses of land.

NOW, THEREFORE, OWNER AND TOWNSHIP, in consideration of the mutual promises contained in the Agreement, HEREBY AGREE AS FOLLOWS:

**ARTICLE I. GENERAL TERMS OF AGREEMENT**

- 1.1 The Township and the Owner acknowledge and represent that the recitations set forth above are true, accurate and binding.
- 1.2 The Township acknowledges and represents that this Agreement may be relied upon for future land use and development of the Property by Owner’s, successors, assigns and transferees.
- 1.3 The PUD Concept Plan, attached as Schedule Exhibit B, has been duly approved by the Township in accordance with all applicable Township ordinances, and depicts the land uses which will be permitted and which may be developed on the Property. All formal actions necessary or expedient to carry out this Agreement shall be taken by the parties without undue delay subject to Section 2.2 below.
- 1.4 Except as specifically provided for in this Agreement, final site plans ~~will~~shall comply with applicable Zoning Ordinance requirements. However, at the time of review of respective site plans for the development of various portions of the Property, deviations from ordinance regulations may be agreed upon by the Township and the Owner. Changes to the PUD Concept Plan or PUD Agreement should be processed as outlined in the Ordinance.
- 1.5 The PUD Concept Plan attached as Exhibit B identifies the location and configuration of the authorized land uses that may be developed on the Property subject to the following:
  - A. All uses authorized in the respective zoning classifications of the Genoa-Township Zoning Ordinance on the date of this Agreement set forth in the PUD plan and Exhibit C, entitled “Land Uses”, are authorized.
  - B. The Owner shall be permitted to adjust the size or shape of the various parcels, provided the adjustment does not alter the land use designation for any area of the Property or increase the intensity and/or density of use subject to Section 2.3

below. All development shall be subject to Final PUD Site Plan and land division approval. In addition:

1. The Owner shall not be entitled to any modification which substantially increases the impact upon adjoining properties or facilities without approval of the Township.
2. The Owner shall not be entitled to make any other substantial changes without the approval of the Township.

1.6 This Agreement, including the uses approved on the PUD Plan, are for the benefit of the Property, and shall run with the Property, and shall bind and inure to the benefit of the successors, assigns and transferees of the parties to this Agreement. Zoning classifications provided for in this PUD are: PRF – Public & Recreational Facilities; HDR – Heavy Density Residential; OSD – Commercial and Service Districts; NSD – Neighborhood Services District; and GCD – General Commercial District.

## **ARTICLE II. LAND USE AUTHORIZATIONS**

2.1 The Planned Unit Development shall include a land use authorization for the uses described in Schedule-Exhibit “C” attached:-.

2.2 The Property is intended to be developed in stages or phases. The Owner shall determine the timing and order of development. At the time the Owner is prepared to develop each portion or phase of the Property, a plan prepared in the form required by applicable ordinance and law, including impact assessments (including how traffic will differ from the original projected traffic) required by the Township, and consistent with this Agreement, shall be submitted for review and approval. The Township shall review each of such plans within a reasonable time. Site plan and other review requirements shall not be subject to any subsequent enactments or amendments of the “Zoning Ordinance” (as defined in the Original Agreement) which are inconsistent with this Agreement unless the concept-Concept plan-Plan as set forth herein is materially altered at the request of the Owner.

2.3 A minimum twenty five percent (25%) of the site shall be open space. Such open space shall be dispersed throughout the site and linked through greenway or pedestrian corridors or located along road frontages. A minimum of 50% of the required open space shall be usable upland area. (Zoning Ordinance Section: 10.03.03(b))

2.4 If a use authorized under the Genoa-Township’s Zoning Ordinance as a special land use is proposed on the Property, such use must be applied for and authorized as provided in the Zoning Ordinance.

2.5 Nothing whatsoever provided in the Agreement shall be constructed so as to prevent Owner from seeking major and/or minor changes to the PUD Plan in accordance with the applicable provisions of the Zoning Ordinance.

## **ARTICLE III. CURB CUTS AND OFF-SITE TRANSPORTATION IMPROVEMENTS**

- 3.1 The establishment of curb cuts and driveways to public thoroughfares from the PUD Property shall be limited and restricted for the purpose of reducing the number of turning movements to and from the Property. Therefore, the number and general location of entrances to the site from adjacent public thoroughfares shall be fixed in the manner specified on the PUD Plan unless property acquisition affords the opportunity for additional access points.
- 3.2 Off-Site Improvements in Public Right of Way.

The recently opened Latson Road interchange at I-96, the proposed rebuilding of Grand Oaks Drive and additional commercial development of properties adjacent to the Property may all have impact on traffic, access points and pedestrian access to and through the Property. Therefore,

- A. A traffic impact study shall be conducted prior to any proposed new construction beyond the two student apartment buildings, one of which is currently under construction, to evaluate the impact of construction within the scope of the campus master plan at each access point and existing adjacent major intersections. The traffic study shall include methods to mitigate impacts acceptable to the Township.
- B. Access shall be limited to the two existing major entrances on Grand River and Grand Oaks unless property acquisition affords the opportunity for additional access points.
- C. Interior drives shall provide circulation between the various uses.
- D. Stacking or queuing depth at site access points shall be sufficient to accommodate expected peak hour volumes to minimize conflict with inbound and internal circulation.
- E. An internal pedestrian circulation system shall be provided along internal road network within the PUD and along Grand River.

#### **ARTICLE IV. INTERNAL ROAD NETWORK**

- 4.1 An internal system of vehicular private roads shall be planned and established throughout the PUD as approval of the development of respective portions take place. Internal roads shall be designed to permit vehicular access between and among users of the Property and minimize traffic movements onto adjoining public roads. The precise location and design of the overall system of private roads shall be reviewed and authorized as each site plan for a portion of the overall PUD is proposed for development. Such review shall be based upon the objective of establishing a workable plan for the entire property.

#### **ARTICLE V. DRAINAGE**

- 5.1 The system of drainage on the Property, including drainage detention, as applicable, shall be designed so as to be coordinated throughout the PUD and shall be subject to Township and Livingston County Drain Commissioner review and approval as each site plan for a portion of the overall PUD is proposed for development. Any ponds in view from the public right-of-way shall be designed to have a naturalistic appearance or be enhanced to be maintained as ornamental ponds.

#### **ARTICLE VI. SITE IMPROVEMENTS**

- 6.1 There shall be a coordination of site improvements within the overall Property, with the objective of creating site improvements that are integrated and mutually supportive among the respective portions of the development, including the utilities, landscaping and lighting. Landscaping and signage at entry points shall be designed and maintained to present “gateway” entries to campus.
- 6.2 A pedestrian network shall be constructed as each phase of development on the Property is constructed, with the intent of connecting all pedestrian components of the PUD on the Property, and connecting walkways at the property line.
- 6.3 Development shall be undertaken with underground electrical service to the buildings on the property. Public utility lines in existing or future easements shall be permitted overhead so long as the buildings are serviced from underground.
- 6.4 The following site elements shall be provided:
- A. Site design and landscaping shall diminish the prominence of parking lots as viewed from public roads.
  - B. The parking lot configuration, sizes and quantities of stalls, shall be accepted as shown on the final site plan as approved by the Township.
  - C. Pedestrian pathways and open spaces shall incorporate ornamental lighting where appropriate and conducive to safety and security on campus.

#### **ARTICLE VII. DESIGN OF BUILDING AND SIGNS**

- 7.1 The architecture, building materials, colors and shapes of all buildings shall promote and encourage a development that incorporates varying building lines, natural earth tone construction materials and other elements to promote an aesthetically pleasing, cohesive environment and shall comply with zoning ordinance. Large walls shall include varying building lines, setbacks, color accents, windows or other elements. Each site plan will include a narrative or illustration(s) that demonstrate the design will be consistent with, or complement architecture of the other sites.
- 7.2 Structure Height: The campus ~~master~~ Conceptual PUD plan includes construction of a central clock and/or bell tower that may exceed the current structure height limitation. Future administration and/or student housing structures may also be proposed to

exceed current height limitations. These buildings will be located more than 500' from the two public roads adjacent to campus and set among tall, mature trees.

- 7.3 Signage: Wayfinding signage shall be uniformly designed and Cleary University branded, providing direction and information. Building signage shall have individual letters (not panels). To facilitate building recognition when there are multiple vehicle routes of approach to a building, appropriate building signage may be affixed to more than one façade. Signs on each façade will comply with zoning ordinance requirements relating to height, area and design.
- 7.4 Landscaping and site lighting: The landscaping within the PUD shall demonstrate consistency in terms of design and materials. Parking lot lighting shall be consistent throughout the PUD. Street and walkway lighting shall be consistent throughout the PUD and comply with zoning ordinance. Athletic field lighting will be designed and installed to light appropriate venues and limit spread of lighting beyond the athletic field venues.

#### **ARTICLE VIII. UTILITIES**

- 8.1 All buildings must connect to the community water system. The internal water main plan shall be completed prior to or concurrent with the approval of any site plan. The Township does not guarantee public utility availability without adequate planning and approval of the Township Engineer.
- 8.2 Future development of the PUD shall provide a looped connection with the existing water main to the East at the direction of the Township Engineer.
- 8.3 The Owner shall, at the Owner's expense, go through the Impact Determination Process, as set forth in the Township's MHOG Connection Manual, as part of the site plan approval for the second phase of student housing. The Owner acknowledges that impacts to the MHOB utility system may result in the requirement to install additional upgrades beyond the scope of the proposed project to ensure reliable service for the entire development.
- 8.4 Fees, charges and costs for utilities shall be as set forth in the Genoa Township Equivalent User Table as applicable and as may be amended from time to time.

#### **ARTICLE IX. MISCELLANEOUS**

- 9.1 This Agreement may not be modified, replaced, amended or terminated without the prior written consent of the parties to this Agreement. The Owner and the Township shall be entitled to modify, replace or amend this Agreement without the consent of any other person or entity, regardless of whether such person or entity now or hereafter has any interest in any part of the Property, including subsequent purchasers, or their tenant, mortgagees, or others.

- 9.2 Reference in this Agreement to activities by the Owner in relation to development is intended to include Owner's transferees and assigns unless context dictates to the contrary.
- 9.3 In the event of any direct conflict between the specific terms and provisions of this Agreement (including the attached PUD Plan) and the provisions of the Zoning Ordinance, or other Township ordinances, rules or regulations, the provisions of the Agreement shall control.
- 9.4 In the event a portion of the Property is submitted for site plan approval, and such approval is denied, the party submitting such site plan shall be entitled to appeal such decision to the Zoning Board of Appeals as provided by law, and all parties shall agree to proceed expeditiously to final resolution.
- 9.5 The undersigned parties acknowledge that the conditions imposed upon the development of the property are reasonable conditions necessary to ensure that public services and facilities affected by the proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Further, it is acknowledged that the conditions meet all of the requirements of [Section 503 of Public Act 110 of 2006, Michigan Compiled Law MCL 125.3503](#).

THE PARTIES have executed this Planned Unit Development Agreement on the dates set below their names, to be effective on the date set on the first page of this agreement.

CLEARY UNIVERSITY

~~TOWNSHIP OF GENOA~~ CHARTER TOWNSHIP

By \_\_\_\_\_

By \_\_\_\_\_

It's \_\_\_\_\_

It's \_\_\_\_\_

~~Schedule~~ Exhibit A

**Property Description**

**See Planned Unit Development Site Plan**

**Schedule Exhibit B**

**PUD Concept Plan**

**See Planned Unit Development Site Plan**

**Schedule Exhibit C:**  
**Land Uses**

**Cleary University**  
**PUD Agreement**

<u>Description</u>	<u>Zoning</u>
Multiple Family Residential	HDR
Child Care Centers	OSD
Commercial Indoor recreational facilities	PRF
Recreation indoor golf or softball	GCD
Health clubs, fitness centered, gyms and aerobic clubs	GCD
Parks, common greens, plazas, public gathering places and open space	OSD
Private non-commercial institutional or community recreation facilities	PRF
Public Arenas, stadiums and skating rinks	PRF
Art galleries, libraries, museums, memorials and monuments	PRF
Colleges	PRF
Dormitories or student apartments accessory to a college	PRF
Offices up to 55,000 square feet of gross floor space	OSD
Retail uses up to 15,000 square feet gross floor area	NSD
Banquet halls, assembly halls	GCD
Conference Centers	RCD
Restaurants with outdoor seating	GCD
Standard restaurants and coffee shops	NSD

**IMPACT ASSESSMENT  
FOR  
“CLEARY UNIVERSITY MIXED USE PLANNED UNIT DEVELOPMENT”  
GENOA TOWNSHIP  
LIVINGSTON COUNTY, MI**

Prepared for:

**CLEARY UNIVERSITY  
c/o Mr. Gary Bachman  
3750 Cleary Drive  
Howell, MI 48843**

Prepared by:

**BOSS ENGINEERING COMPANY  
3121 E. GRAND RIVER  
HOWELL, MICHIGAN 48843  
517-546-4836  
BE Project No. 14-325**

June 1, 2015  
Revised: July 23, 2015  
Revised: August 19, 2015

## INTRODUCTION

The purpose of this Impact Assessment (IA) report is to show the effect that this proposed development has on various factors in the general vicinity of the project. The format used for presentation of this report conforms to the *Submittal Requirements For Impact Assessment/Impact Statement* guidelines in accordance with Section 13.05 of the published Zoning Ordinance for Genoa Township, Livingston County, Michigan.

## DISCUSSION ITEMS

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

Prepared By :  
BOSS ENGINEERING COMPANY  
3121 E. Grand River  
Howell, Michigan 48843  
Phone: 517-546-4836

Prepared For:  
Mr. Gary Bachman  
Cleary University  
3750 Cleary Drive  
Howell, MI 48843

**B. Description of the site, including existing structures, man made facilities, and natural features, all-inclusive to within 10' of the property boundary.**

The subject site is located on the south side of Grand River Avenue, surrounding Cleary Drive and east of Grand Oaks Drive. The site improvements are located on parts of 6 properties all owned by Cleary University. The parcel numbers are: 4711-05-400-12, 4711-05-400-024, 4711-05-400-062, 4711-05-301-004, 4711-05-302-005, & 4711-05-302-011. The overall acreage of the site is 37.97 acres. The properties are located in the Northwest ¼ of Section 5, T2N-R5E, Genoa Township, Livingston County, Michigan. Current zoning of the site is OSD (Office Service District) and IND (Industrial District).

Currently on site is the existing Chrysler classroom building, the Johnson Center building, the Lyons building, and CIE building, and the existing bookstore. A student housing Apartment is currently being constructed and is expected to be completed in the fall of 2015.

The site is gently rolling with areas of steeper slopes and generally slopes from the Southeast to Northwest. Elevations vary between 1010.0± and 986.0±, respectively. Stormwater management for the site includes sheet flow drainage to multiple existing stormwater detention areas.

Adjacent properties include:

- South – GenTech Industrial Park (zoned IND) / Livingston County Road Commission
- North – Belle Tire, Aco Hardware, KFC, SWAT Elite sports, Speedway (zoned RCD)
- East – Wal-Mart (zoned NRPUD)
- West – Industrial Buildings (zoned IND)

**C. Impact on natural features: A written description of the environmental characteristics of the site prior to development, i.e., topography, soils, vegetative cover, drainage, streams, creeks or ponds.**

As previously mentioned, subject site is gently rolling and generally slopes from the Southeast to the Northwest. Site elevations vary between 1010.0± and 986.0±. The USDA Soil Conservation Service "Soil Survey of Livingston County, Michigan", indicates native site soils consist of:

1. MIAMI LOAM (MoB), 2% to 6% slopes. Surface runoff is slow, permeability is moderate, and erosion hazard is slight.
2. MIAMI LOAM (MoC), 6% to 12% slopes. Surface runoff is medium, permeability is moderate, and erosion hazard is moderate.
3. MIAMI LOAM (MoD), 12% to 18% slopes. Surface runoff is rapid, permeability is moderate, and erosion hazard is severe.
4. MIAMI LOAM (MoE), 18% to 25% slopes. Surface runoff is rapid, permeability is moderate, and erosion hazard is severe.

Vegetative cover for the site includes lawn, heavy woods, and low brush cover. There are areas currently occupied by tree growth and there is a small amount of existing landscaping on the site. The area south of Cleary drive is comprised of heavy woods that will need to be cleared for construction. It shall be an objective of each future site plan to preserve as many trees as possible on site, within reason, and incorporated into the landscape plan. The clearing of existing trees will be addressed with each future site plan.

The National Wetland Inventory Plan prepared by the United States Department of the Interior, Fish and Wildlife Service indicates that there are no wetlands located on the site.

Site drainage from the proposed site will utilize both swales and storm sewer. All site drainage will be directed into multiple existing & proposed detention basins on site. The outlet of the existing detention basin alongside the northern part of Cleary Drive will maintain its outlet south of Cleary Drive. The existing detention basin north of the site approach on Grand Oaks Drive will overflow into the ditch in the Right Of Way of Grand Oaks Drive and travel south under Cleary Drive. The proposed Detention basin South of Cleary Drive will outlet to the Southwest into the wooded area.

**D. Impact on storm water management: description of soil erosion control measures during construction.**

Surface runoff during periods of construction will be controlled by proper methods set forth by the Livingston County Drain Commissioner. These methods shall include silt fence, silt sacks, and seeding with mulch and/or matting.

At the time of construction, there may be some temporary dust, noise, vibration and smoke, but these conditions will be of relatively short duration and shall be controlled by applying appropriate procedures to minimize the effects, such as watering if necessary for dust control.

**E. Impact on surrounding land use: Description of proposed usage and other man made facilities; how it conforms to existing and potential development patterns. Effects of added lighting, noise or air pollution which could negatively impact adjacent properties.**

The applicant is proposing to construct new buildings, athletic fields, and parking lots. The New buildings may consist of student housing Apartments, dormitories, offices, classrooms, and an expansion of the existing Johnson Center. The athletic complex will be comprised of baseball, softball, tennis courts, and a turf field for soccer and lacrosse. The property on which the site

development is located is OSD (Office Service District). The proposed buildings, parking lots, and fields conform to the existing and potential land development patterns in the area.

Proposed improvements will enhance current site conditions. There is an existing parking lot on site that services the existing Chrysler building, with a primary use for university classes for Cleary University. The parking lot is in poor condition and will be replaced with an improved lot. There is a significant amount of trees/brush south of the existing parking lot that will need to be cleared. Site improvements planned with the various buildings, athletic fields, and parking lots, include the establishment of an open lawn space and landscaped areas. The landscaping shown is a representation. Actual landscaping plans will be generated for each project to ensure it meets the Genoa Township standards.

Cleary Drive presently experiences a medium volume of traffic along with associated noise level generated from commercial vehicles. The proposed buildings are expected to accommodate some of the growth of the student enrollment as well as some of the existing students whom commute. The classrooms and other university facilities are centrally located and within close proximity which will reduce the use of vehicles by the residences. There will be no increase in the amount of noise or odor emanating from the site due to the proposed site improvements. Traffic will be addressed with each individual site plan.

Additional lighting is proposed on site and is to be directed away from adjacent properties to limit adverse affects of lighting. Existing and proposed landscaping along the property boundary will help serve as a visual buffer and as a noise buffer. Additional noise created by the residence will be minimal and due to the nature of the adjacent properties, rear of Wal-Mart building to the east and Industrial facilities to the south, there will be no impact. There will be no increase in the amount of odor emanating from the site. Lighting Photometrics will be addressed with each individual site plan.

**F. Impact on public facilities and services: Description of number of residents, employees, patrons, and impact on general services, i.e., schools, police, fire.**

Specific impacts to public facilities and services will be addressed with each individual site plan.

**G. Impact on public utilities: Description of public utilities serving the project, i.e., water, sanitary sewer, and storm drainage system. Expected flows projected in residential units.**

There are new water, sanitary, and storm sewer drainage services proposed for the student housing apartment, offices/ classrooms, and parking lots. A new watermain service is proposed to tie into the existing watermain that is currently being constructed for the Student Housing Apartment #1 ( to be completed fall 2015) and continue easterly along the proposed road and then northerly and tie into the existing watermain to the West of the proposed Johnson Center expansion. The existing watermain south of the existing Johnson Center will be rerouted south of the proposed Johnson Center expansion. A new storm sewer system is proposed North of Cleary Drive and outlet into the proposed central detention basin. Additional storm sewer will be needed south of the Johnson center expansion and outlet into the proposed central detention basin south of Cleary drive. A system of storm sewers will run from the proposed Student Housing Apartments and outlet into the proposed detention basin south of Cleary drive. Approximate REU calculations have been done for the entire site (See the Cleary University Mixed Use PUD plans).

**H. Storage or handling of any hazardous materials: Description of any hazardous materials used, stored, or disposed of on-site.**

Cleary University will not be storing or handling any hazardous materials.

**I. Impact on traffic and pedestrians: Description of traffic volumes to be generated and their effect on the area.**

The proposed student housing apartments and dormitory will house students who live in the surrounding community. This will reduce the number of trips generated to and from the campus. The classrooms/ offices will cause no significant increase in traffic other than the commuter traffic to and from class. An assessment on traffic impacts will be needed for the site plan submittal of each project on site.

**J. Special provisions: Deed restrictions, protective covenants, etc.**

There are no special provisions for this development.

**K. Description of all sources:**

- Genoa Township Zoning Ordinance
- "Soil Survey of Livingston County, Michigan" Soil Conservation Services, U.S.D.A.
- National Wetlands Inventory, U.S. Department of Interior, Fish and Wildlife Service
- Cleary University Topographic Surveys (BE #04148 - April 2004) (BE #14-175 – July 2014)

<b>REU CALCULATIONS</b>									
<b>E/P</b>	<b>#</b>	<b>BUILDING</b>	<b>USE 1</b>	<b>REU FACTOR</b>	<b>REU</b>	<b>USE 2</b>	<b>REU FACTOR</b>	<b>REU</b>	<b>REU'S</b>
EXISTING	AC	WELCOME CENTER	2700 SFT	0.14 PER 1000 SFT	0.38				0.38
EXISTING	AD	CIE BUILDING	9300 SFT	0.14 PER 1000 SFT	1.30				1.30
EXISTING	I	JOHNSON CENTER	26900 SFT	0.75 PER 1000 SFT	20.18				20.18
EXISTING	L	CHRYSLER BUILDING	7000 SFT	0.14 PER 1000 SFT	0.98	13 CLASSES	0.37/CLASSROOM	4.81	5.79
EXISTING	N	STUDENT HOUSING APARTMENT #1	86 BEDS	0.25 PER BED	21.50				21.50
EXISTING	X	BOOKSTORE	29100 SFT	0.14 PER 1000 SFT	4.07				4.07
PROPOSED	J	JOHNSON CENTER EXPANSION	15700 SFT	0.14 PER 1000 SFT	2.20				2.20
PROPOSED	O	STUDENT HOUSING APARTMENT #2	86 BEDS	0.25 PER BED	21.50				21.50
PROPOSED	R	STUDENT HOUSING APARTMENT #3	134 BEDS	0.25 PER BED	33.50				33.50
PROPOSED	U	STUDENT HOUSING APARTMENT #4	46 BEDS	0.25 PER BED	11.50				11.50
PROPOSED	V	OFFICE & CLASSROOM #1	34 CLASSES	0.37/CLASSROOM	12.58	25200 SFT	0.14 PER 1000 SFT	3.53	16.11
PROPOSED	W	OFFICE & CLASSROOM #2	25 CLASSES	0.37/CLASSROOM	9.25	19700 SFT	0.14 PER 1000 SFT	2.76	12.01
<b>TOTAL:</b>									<b>150.0</b>

<b>PARKING CAACLULATIONS</b>	
EXISTING PARKING SPACES	235
PROPOSED PARKING SPACES	521
TOTAL PARKING SPACES	756

# PLANNED UNIT DEVELOPMENT FOR CLEARY UNIVERSITY MIXED USE P.U.D. PART OF SE 1/4, SECTION 5, T2N-R5E GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

## PROPERTY DESCRIPTION:

SEC 5 T2N R5E BEG AT S 1/4 COR THENCE N02°17'10"E 577.70 FT THENCE N87°47'35"W 397.93 FT THENCE N02°10'02"E 687.00 FT THENCE S87°50'52"E 399.00 FT THENCE S02°10'07"W 170.56 FT THENCE S88°40'22"E 352.37 FT THENCE S01°15'00"W 200 FT THENCE S88°31'00"E 243.35 FT THENCE N01°27'55"E 72 FT THENCE S60°51'00"E 137.35 FT THENCE N29°12'13"E 522.97 FT THENCE S60°48'55"E 215.44 FT THENCE S20°42'05"W 133.37 FT THENCE S'LY DN AN ARC LEFT CHORD BEARING S11°02'04"W 77.24 FT THENCE S01°22'04"W 358.87 FT THENCE S60°51'00"E 193.29 FT THENCE S01°32'54"W 598.48 FT THENCE N89°16'17"W 1282.22 FT TO POB. CONT. 35.93 AC M/L

Lyons Building, 3760 Cleary Drive, 11-05-400-024 1.38 acres

SEC 5 T2N R5E COM SE COR, TH N1°E 583.87 FT, TH N64°W 1422.26 FT TH S1°W 209.94 FT TO POB, TH S1°W 380.84 FT, TH N60°W 194.49 FT, TH N1°E 358.12 FT, TH N4°E 22.18 FT, TH S60°E 193.63 FT TO POB 1.4 AC M/L COMB 3/90 FROM 016 & 017

CIE building, 3768 E. Grand River, 11-05-400-12 0.7 acres

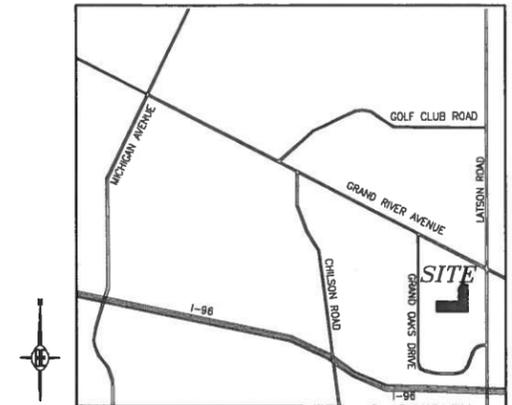
SEC 5 T2N R5E COM AT THE SE COR OF SAID SEC TH N 583.87 FT TH N 64°04'39"W ALONG S'LY R/W GR RIVER AVE. 1422.26 FT TO POB TH S 210 FT. TH N 60°51'00"W 193.36 FT N'E'LY ON ARC RIGHT, ARC LENGTH OF 56.19 FT A RADIUS OF 230 FT CENTRAL ANGLE OF 13°59' 53" & CHORD BEARS N 13°49'02"E, 56.05 FT TH N 20°49'00"E 133.3 FT TO S'LY ROW LINE OF GD. RR. AVE. TH S 60°41'00"E 130.00 FT TO POB .70AC M/L

## CONSTRUCTION NOTES

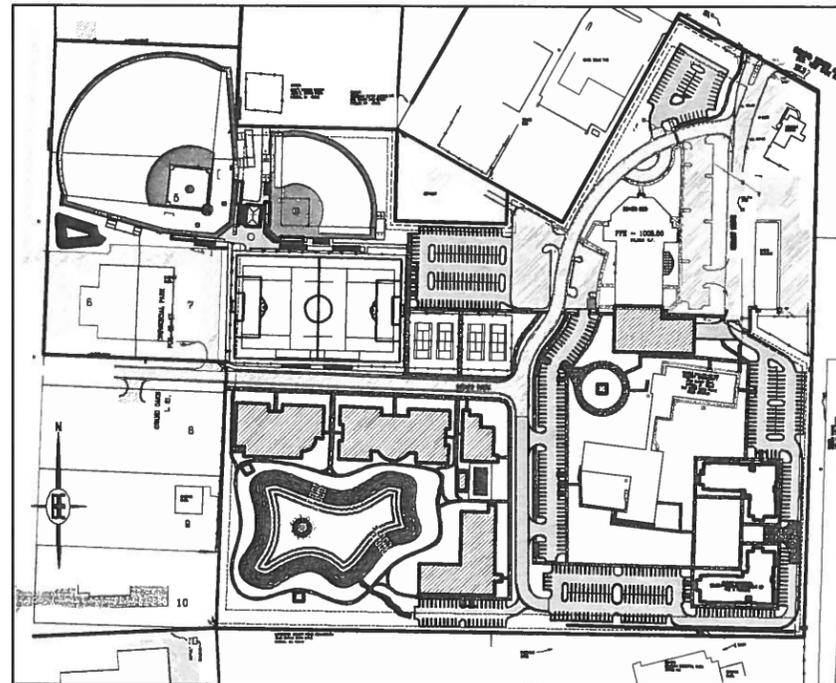
- THE CONTRACTOR SHALL COMPLY WITH THE FOLLOWING NOTES AND ANY WORK INVOLVED SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
1. THE CONTRACTOR SHALL HOLD HARMLESS THE DESIGN PROFESSIONAL, MUNICIPALITY, COUNTY, STATE AND ALL OF ITS SUB CONSULTANTS, PUBLIC AND PRIVATE UTILITY COMPANIES, AND LANDOWNERS FOR DAMAGES TO INDIVIDUALS AND PROPERTY, REAL OR OTHERWISE, DUE TO THE OPERATIONS OF THE CONTRACTOR AND/OR THEIR SUBCONTRACTORS.
  2. DO NOT SCALE THESE DRAWINGS AS IT IS A REPRODUCTION AND SUBJECT TO DISTORTION.
  3. A GRADING PERMIT FOR SOIL EROSION-SEDIMENTATION CONTROL SHALL BE OBTAINED FROM THE GOVERNING AGENCY PRIOR TO THE START OF CONSTRUCTION.
  4. IF DUST PROBLEM OCCURS DURING CONSTRUCTION, CONTROL WILL BE PROVIDED BY AN APPLICATION OF WATER, EITHER BY SPRINKLER OR TANK TRUCK.
  5. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH LOCAL MUNICIPAL STANDARDS AND SPECIFICATIONS.
  6. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED TOWNSHIP, COUNTY, AND STATE OF MICHIGAN PERMITS.
  7. PAVED SURFACES, WALKWAYS, SIGNS, LIGHTING AND OTHER STRUCTURES SHALL BE MAINTAINED IN A SAFE, ATTRACTIVE CONDITION AS ORIGINALLY DESIGNED AND CONSTRUCTED.
  8. ALL BARRIER-FREE FEATURES SHALL BE CONSTRUCTED TO MEET ALL LOCAL, STATE AND A.D.A. REQUIREMENTS.
  9. ANY DISCREPANCY IN THIS PLAN AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE DESIGN ENGINEER PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS AND DIMENSIONS SHOWN HERON BEFORE BEGINNING CONSTRUCTION.
  10. THE CONTRACTOR SHALL CONTACT ALL OWNERS OF EASEMENTS, UTILITIES AND RIGHTS-OF-WAY, PUBLIC OR PRIVATE, PRIOR TO THE START OF CONSTRUCTION.
  11. THE CONTRACTOR SHALL COORDINATE WITH ALL OWNERS TO DETERMINE THE LOCATION OF EXISTING LANDSCAPING, IRRIGATION LINES & PRIVATE UTILITY LINES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING LANDSCAPING, IRRIGATION LINES, AND PRIVATE UTILITY LINES.
  12. THE CONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE SITE UPON COMPLETION OF THE PROJECT.
  13. THE CONTRACTOR SHALL MAINTAIN THE SITE IN A MANNER SO THAT WORKMEN AND PUBLIC SHALL BE PROTECTED FROM INJURY, AND ADJOINING PROPERTY PROTECTED FROM DAMAGE.
  14. THE CONTRACTOR SHALL KEEP THE AREA OUTSIDE THE "CONSTRUCTION LIMITS" BROOM CLEAN AT ALL TIMES.
  15. THE CONTRACTOR SHALL CALL MISS DIG A MINIMUM OF 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
  16. ALL EXCAVATION UNDER OR WITHIN 3 FEET OF PUBLIC PAVEMENT, EXISTING OR PROPOSED SHALL BE BACKFILLED AND COMPACTED WITH SAND (MDOT CLASS II).
  17. ALL PAVEMENT REPLACEMENT AND OTHER WORKS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE TOWNSHIP, INCLUDING THE LATEST MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
  18. THE CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES.
  19. NO ADDITIONAL COMPENSATION WILL BE PAID TO THE CONTRACTOR FOR ANY DELAY OR INCONVENIENCE DUE TO THE MATERIAL SHORTAGES OR RESPONSIBLE DELAYS DUE TO THE OPERATIONS OF SUCH OTHER PARTIES DOING WORK INDICATED OR SHOWN ON THE PLANS OR IN THE SPECIFICATION OR FOR ANY REASONABLE DELAYS IN CONSTRUCTION DUE TO THE ENCOUNTERING OR EXISTING UTILITIES THAT MAY OR MAY NOT BE SHOWN ON THE PLANS.
  20. DURING THE CONSTRUCTION OPERATIONS, THE CONTRACTOR SHALL NOT PERFORM WORK BY PRIVATE AGREEMENT WITH PROPERTY OWNERS ADJACENT TO THE PROJECT.
  21. IF WORK EXTENDS BEYOND NOVEMBER 15, NO COMPENSATION WILL BE DUE TO THE CONTRACTOR FOR ANY WINTER PROTECTION MEASURES THAT MAY BE REQUIRED BY THE ENGINEER.
  22. NO TREES ARE TO BE REMOVED UNTIL MARKED IN THE FIELD BY THE ENGINEER.
  23. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THE PROPERTY BEYOND THE CONSTRUCTION LIMITS INCLUDING BUT NOT LIMITED TO EXISTING FENCE, LAWN, TREES AND SHRUBBERY.
  24. ALL AREAS DISTURBED BY THE CONTRACTOR BEYOND THE NORMAL CONSTRUCTION LIMITS OF THE PROJECT SHALL BE SOODED OR SEEDED AS SPECIFIED OR DIRECTED BY THE ENGINEER.
  25. ALL ROOTS, STUMPS AND OTHER OBSTRUCTIONABLE MATERIALS SHALL BE REMOVED AND THE HOLE BACKFILLED WITH SUITABLE MATERIAL. WHERE GRADE CORRECTION IS REQUIRED, THE SUBGRADE SHALL BE CUT TO CONFORM TO THE CROSS-SECTION AS SHOWN IN THE PLANS.
  26. TRAFFIC SHALL BE MAINTAINED DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL SIGNS AND TRAFFIC CONTROL DEVICES. FLAG PERSONS SHALL BE PROVIDED BY THE CONTRACTOR IF DETERMINED NECESSARY BY THE ENGINEER. ALL SIGNS SHALL CONFORM TO THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AT NO COST TO THE TOWNSHIP. NO WORK SHALL BE DONE UNLESS THE APPROPRIATE TRAFFIC CONTROL DEVICES ARE IN PLACE.
  27. ALL DEMOLISHED MATERIALS AND SOIL SPOILS SHALL BE REMOVED FROM THE SITE AT NO ADDITIONAL COST, AND DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS.
  28. AFTER REMOVAL OF TOPSOIL, THE SUBGRADE SHALL BE COMPACTED TO 95% OF ITS UNIT WEIGHT.
  29. ALL GRADING IN THE PLANS SHALL BE DONE AS PART OF THIS CONTRACT. ALL DELETERIOUS MATERIAL SHALL BE REMOVED FROM THE SUBGRADE PRIOR TO COMPACTING.
  30. NO SEEDING SHALL BE DONE AFTER OCTOBER 15 WITHOUT APPROVAL OF THE ENGINEER.
  31. ANY EXISTING APPURTENANCES SUCH AS MANHOLES, GATE VALVES, ETC. SHALL BE ADJUSTED TO THE PROPOSED GRADE AND SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
  32. SOIL EROSION MEASURES SHALL BE MAINTAINED BY THE CONTRACTOR UNTIL VEGETATION HAS BEEN RE-ESTABLISHED.
  33. ALL PERMANENT SIGNS AND PAVEMENT MARKINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST REVISION OF THE MICHIGAN MUTCD MANUAL AND SHALL BE INCIDENTAL TO THE CONTRACT.

## INDEMNIFICATION STATEMENT

THE CONTRACTOR SHALL HOLD HARMLESS THE DESIGN PROFESSIONAL, MUNICIPALITY, COUNTY, STATE AND ALL OF ITS SUB CONSULTANTS, PUBLIC AND PRIVATE UTILITY COMPANIES, AND LANDOWNERS FOR DAMAGES TO INDIVIDUALS AND PROPERTY, REAL OR OTHERWISE, DUE TO THE OPERATIONS OF THE CONTRACTOR AND/OR THEIR SUBCONTRACTORS.



**LOCATION MAP**  
NO SCALE



**OVERALL SITE MAP**  
NO SCALE

## SHEET INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	EXISTING CONDITIONS & DEMOLITION PLAN
3	OVERALL SITE PLAN
4	UTILITY PLAN
5	LANDSCAPE PLAN
6	OPEN SPACE PLAN
7	DRAINAGE PLAN

## CLEARY UNIVERSITY MIXED USE P.U.D.

PREPARED FOR:

CLEARY UNIVERSITY  
3750 CLEARY DRIVE  
HOWELL, MI 48843  
CONTACT: MR. GARY BACHMAN  
734.717.6298

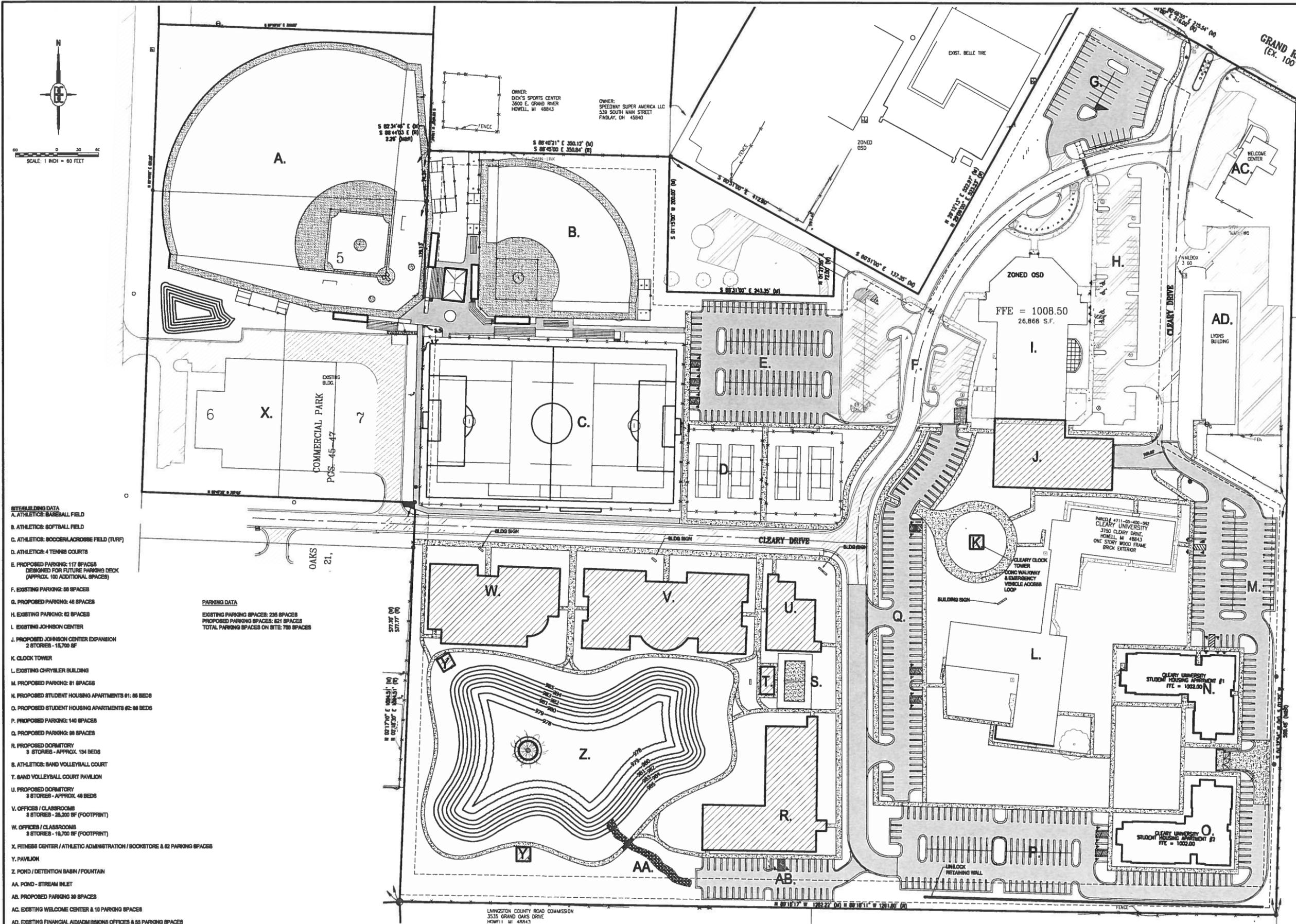
PREPARED BY:

**BEBOSS**  
Engineering  
Engineers Surveyors Planners Landscape Architects  
3121 E. GRAND RIVER AVE.  
HOWELL, MI. 48843  
800.246.6735 FAX 517.548.1670



		<b>1</b>	
1	ST	PER TOWNSHIP REVIEW	7/22/13 ISSUE DATE: 6/2/2015
	NO	BY: CK	REVISION
			DATE
			JOB NO: 14-325





- SITE BUILDING DATA**
- A. ATHLETIC: BASEBALL FIELD
  - B. ATHLETIC: SOFTBALL FIELD
  - C. ATHLETIC: BOCCER/LACROSSE FIELD (TURF)
  - D. ATHLETIC: 4 TENNIS COURTS
  - E. PROPOSED PARKING: 117 SPACES  
DESIGNED FOR FUTURE PARKING DECK  
(APPROX. 100 ADDITIONAL SPACES)
  - F. EXISTING PARKING: 88 SPACES
  - G. PROPOSED PARKING: 48 SPACES
  - H. EXISTING PARKING: 82 SPACES
  - I. EXISTING JOHNSON CENTER
  - J. PROPOSED JOHNSON CENTER EXPANSION  
2 STORIES - 15,700 SF
  - K. CLOCK TOWER
  - L. EXISTING CHRYSLER BUILDING
  - M. PROPOSED PARKING: 81 SPACES
  - N. PROPOSED STUDENT HOUSING APARTMENTS #1: 88 BEDS
  - O. PROPOSED STUDENT HOUSING APARTMENTS #2: 88 BEDS
  - P. PROPOSED PARKING: 140 SPACES
  - Q. PROPOSED PARKING: 88 SPACES
  - R. PROPOSED DORMITORY  
3 STORIES - APPROX. 134 BEDS
  - S. ATHLETIC: BAND VOLLEYBALL COURT
  - T. BAND VOLLEYBALL COURT PAVILION
  - U. PROPOSED DORMITORY  
3 STORIES - APPROX. 48 BEDS
  - V. OFFICES / CLASSROOMS  
3 STORIES - 28,200 SF (FOOTPRINT)
  - W. OFFICES / CLASSROOMS  
3 STORIES - 16,700 SF (FOOTPRINT)
  - X. FITNESS CENTER / ATHLETIC ADMINISTRATION / BOOKSTORE & 82 PARKING SPACES
  - Y. PAVILION
  - Z. POND / DETENTION BASIN / FOUNTAIN
  - AA. POND - STREAM INLET
  - AB. PROPOSED PARKING 39 SPACES
  - AC. EXISTING WELCOME CENTER & 10 PARKING SPACES
  - AD. EXISTING FINANCIAL AID/ADM/BSMNS OFFICES & 55 PARKING SPACES

**PARKING DATA**  
 EXISTING PARKING SPACES: 235 SPACES  
 PROPOSED PARKING SPACES: 821 SPACES  
 TOTAL PARKING SPACES ON SITE: 786 SPACES

LIVONSTON COUNTY ROAD COMMISSION  
 3535 GRAND OAKS DRIVE  
 HOWELL MI 48843

THE LOCATION AND DIMENSIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS PLAN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT LOCATION AND DIMENSIONS OF ALL UTILITIES TO BE EXCAVATED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND UTILITIES COMPANIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL UTILITIES FROM DAMAGE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING ALL UTILITIES TO ORIGINAL OR BETTER CONDITION AFTER CONSTRUCTION IS COMPLETE.

**BEBOSS Engineering**  
 Engineers Surveyors Planners Landscape Architects  
 3121 E. GRAND RIVER AVE.  
 HOWELL, MI. 48843  
 800.246.6735 FAX 517.548.1670

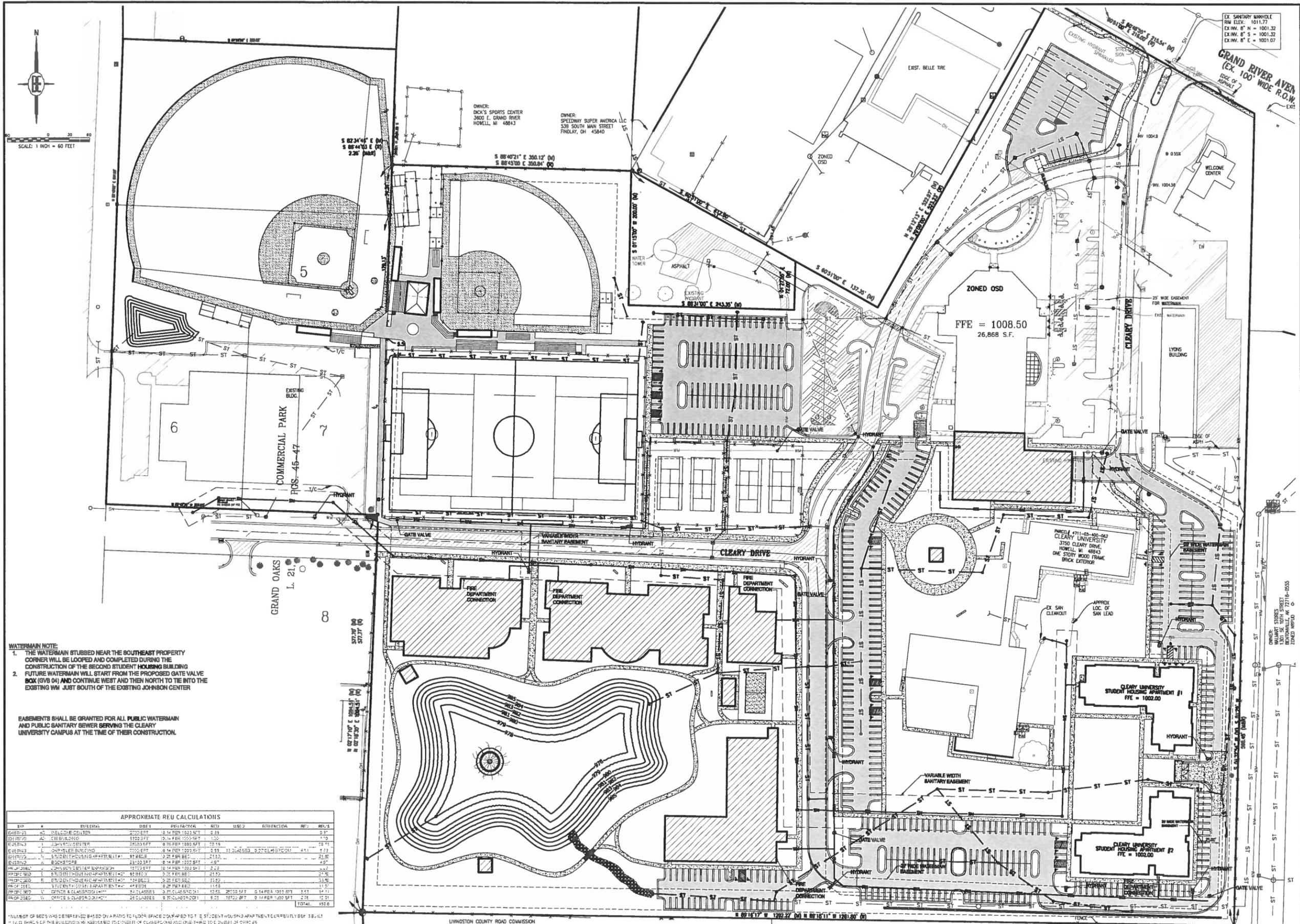
BEFORE YOU DIG  
 CALL MISS DIG  
 1-800-368-7263

**CLEARY UNIVERSITY MIXED USE P.U.D.**  
 PREPARED FOR: **CLEARY UNIVERSITY**  
 3750 CLEARY DRIVE  
 HOWELL, MI 48843  
 (734) 717-4298

**OVERALL SITE PLAN**

NO.	BY	REVISION	PER	DATE
1	ST	PER TOWNSHIP REVIEW		7/22/15

DESIGNED BY: ST  
 DRAWN BY: ST  
 CHECKED BY:  
 SCALE: 1" = 60'  
 JOB NO. 14-325  
 DATE: 6/2/2015  
 SHEET NO. 3



EX. SANITARY MANHOLE  
 RW ELEV. = 1011.77  
 EX. INV. E' N = 1001.32  
 EX. INV. E' S = 1001.32  
 EX. INV. E' E = 1001.07

GRAND RIVER AVENUE  
 (EX. 100' WIDE R.O.W.)

**BEBOSS**  
 Engineering  
 Equipment Services Planning Landscape Architecture  
 3121 E. GRAND RIVER AVE.  
 HOWELL, MI. 48843  
 800.246.6735 FAX 517.548.1670

PROJECT: **CLEARY UNIVERSITY MIXED USE P.U.D.**  
 PREPARED FOR: **CLEARY UNIVERSITY**  
 3750 CLEARY DRIVE  
 HOWELL, MI 48843  
 (734) 717-6256

TITLE: **UTILITY PLAN**

NO.	DATE	REVISION PER	BY
1	7/22/15		ST
2			ST
3			ST
4			ST
5			ST
6			ST
7			ST
8			ST
9			ST
10			ST
11			ST
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96			ST
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98			ST
99			ST
100			ST

**WATERMAIN NOTE:**  
 1. THE WATERMAIN (STUBBED NEAR THE SOUTHEAST PROPERTY CORNER WILL BE LOOPED AND COMPLETED DURING THE CONSTRUCTION OF THE SECOND STUDENT HOUSING BUILDING.  
 2. FUTURE WATERMAIN WILL START FROM THE PROPOSED GATE VALVE BOX (GVB 04) AND CONTINUE WEST AND THEN NORTH TO TIE INTO THE EXISTING WM JUST SOUTH OF THE EXISTING JOHNSON CENTER.

EASEMENTS SHALL BE GRANTED FOR ALL PUBLIC WATERMAIN AND PUBLIC SANITARY SEWER SERVING THE CLEARY UNIVERSITY CAMPUS AT THE TIME OF THEIR CONSTRUCTION.

**APPROXIMATE REU CALCULATIONS**

NO.	DESCRIPTION	AREA (SQ FT)	REU PER SQ FT	TOTAL REU
1	EXISTING BLDG.	227,000	0.15	34,050
2	NEW BLDG.	1,008,500	0.15	151,275
3	PARKING	1,000,000	0.05	50,000
4	STREETS	100,000	0.05	5,000
5	LANDSCAPE	100,000	0.05	5,000
6	UTILITIES	100,000	0.05	5,000
7	OTHER	100,000	0.05	5,000
8	TOTAL	1,625,500		251,275

\*NUMBER OF REUS HAS BEEN ROUNDED BASED ON A RATIO TO FLOOR SPACE COMPARED TO 1.0. IF STUDENT HOUSING DEVELOPMENT IS COMPLETED IN PHASES, THE TOTAL REU WILL BE ADJUSTED TO REFLECT THE PHASED DEVELOPMENT.

THE LOCATION AND ELEVATION OF EXISTING LANDSCAPING UTILITIES AS SHOWN ON THIS PLAN SHALL BE PRESERVED AND MAINTAINED THROUGHOUT THE CONSTRUCTION AND OPERATION OF THE PROJECT. THE LOCATION AND ELEVATION OF EXISTING UTILITIES AND PROPOSED UTILITIES SHALL BE MAINTAINED AND PROTECTED THROUGHOUT THE CONSTRUCTION AND OPERATION OF THE PROJECT. THE LOCATION AND ELEVATION OF EXISTING UTILITIES AND PROPOSED UTILITIES SHALL BE MAINTAINED AND PROTECTED THROUGHOUT THE CONSTRUCTION AND OPERATION OF THE PROJECT. THE LOCATION AND ELEVATION OF EXISTING UTILITIES AND PROPOSED UTILITIES SHALL BE MAINTAINED AND PROTECTED THROUGHOUT THE CONSTRUCTION AND OPERATION OF THE PROJECT.



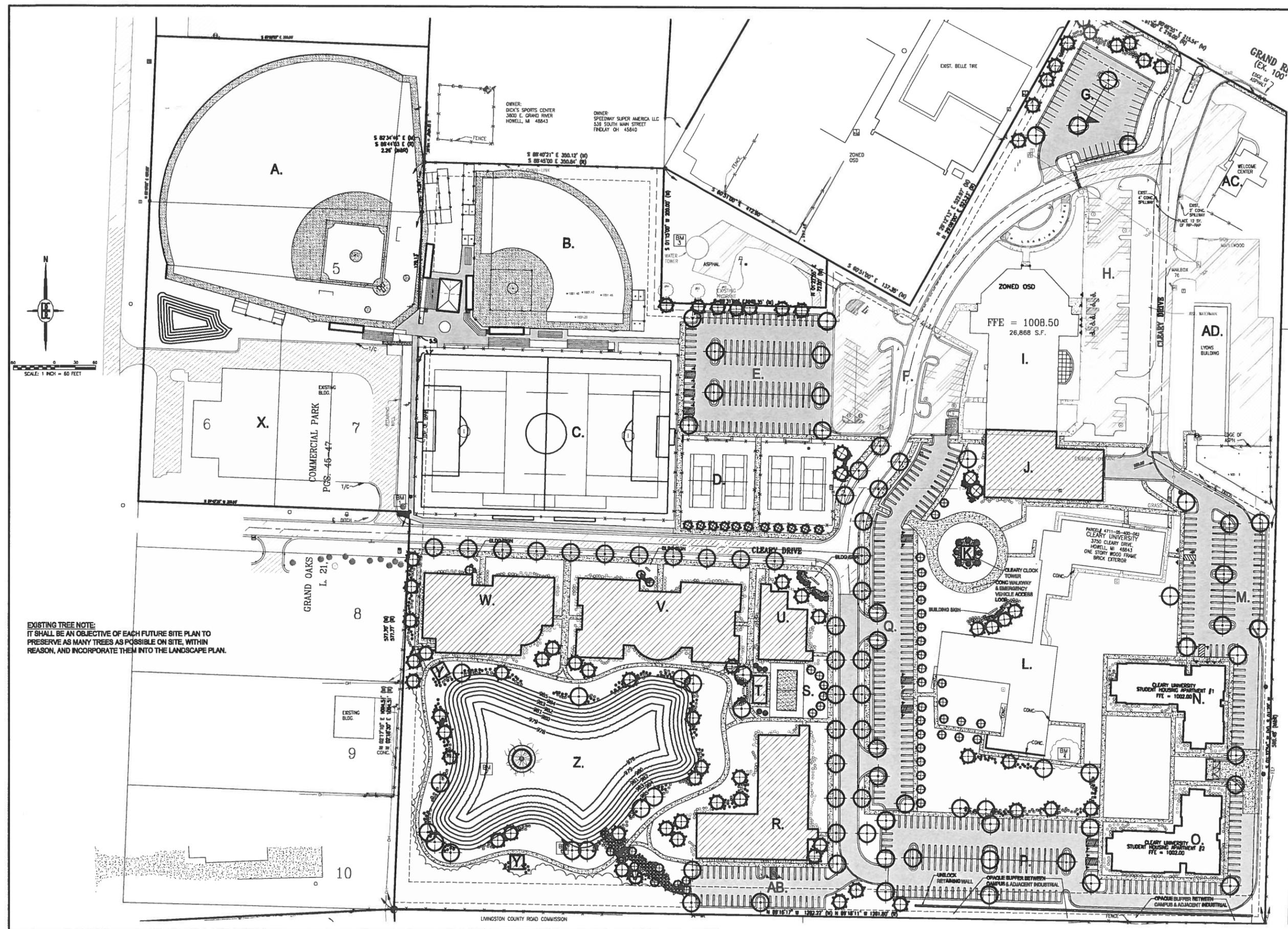
**BESS Engineering**  
 Equipment Services Planning Landscape Architecture  
 3121 E. GRAND RIVER AVE.  
 HOWELL, MI. 48843  
 800.246.6735 FAX 517.548.1670

PROJECT: **CLEARLY UNIVERSITY MIXED USE P.U.D.**  
 PREPARED FOR: **CLEARLY UNIVERSITY**  
 3750 CLEARLY DRIVE  
 HOWELL, MI 48843  
 (734) 717-8396

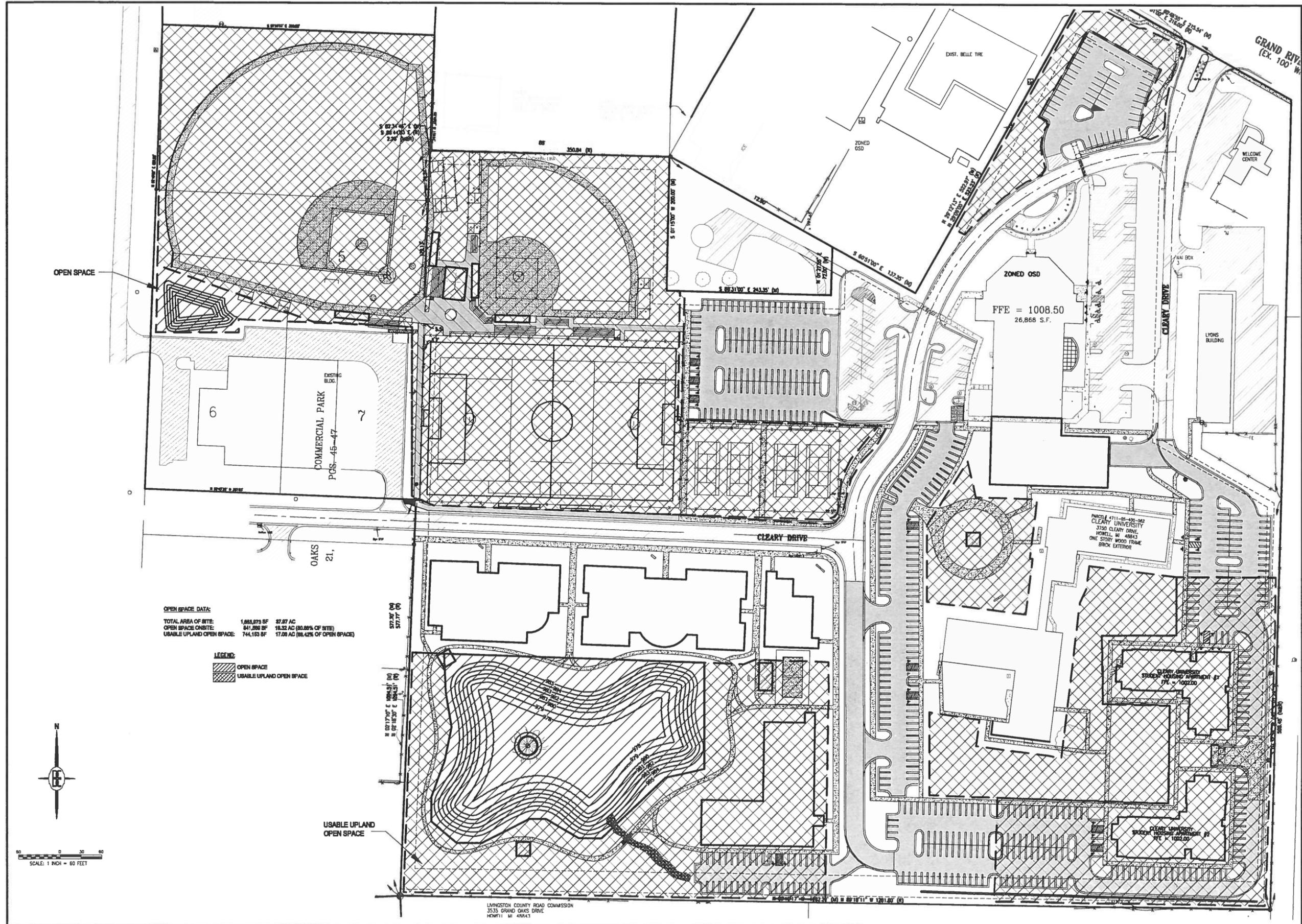
TITLE: **LANDSCAPE PLAN**

NO.	BY	REVISION PER	DATE
1	ST	PER TOWNSHIP REVIEW	7/22/15
2	ST	REVISION PER	

DESIGNED BY: ST  
 DRAWN BY: ST  
 CHECKED BY:  
 SCALE: 1" = 60'  
 JOB NO. 14-325  
 DATE 6/2/2015  
 SHEET NO.

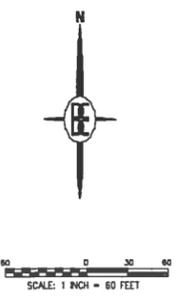


**EXISTING TREE NOTE:**  
 IT SHALL BE AN OBJECTIVE OF EACH FUTURE SITE PLAN TO PRESERVE AS MANY TREES AS POSSIBLE ON SITE, WITHIN REASON, AND INCORPORATE THEM INTO THE LANDSCAPE PLAN.



**OPEN SPACE DATA:**  
 TOTAL AREA OF SITE: 1,868,873 SF 42.87 AC  
 OPEN SPACE ON-SITE: 841,298 SF 19.32 AC (45.08% OF SITE)  
 USABLE UPLAND OPEN SPACE: 744,153 SF 17.08 AC (39.82% OF OPEN SPACE)

**LEGEND:**  
 [Cross-hatched box] OPEN SPACE  
 [Diagonal-hatched box] USABLE UPLAND OPEN SPACE



LIVINGSTON COUNTY ROAD COMMISSION  
 3535 GRAND OAKS DRIVE  
 HOWELL, MI 48843

THIS PLAN AND ALL INFORMATION CONTAINED HEREIN IS FOR THE EXCLUSIVE USE OF THE CLIENT AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER. THE ENGINEER'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES PROVIDED AND DOES NOT INCLUDE THE DESIGN OR CONSTRUCTION OF ANY STRUCTURES OR EQUIPMENT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ENGINEER'S OFFICE SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES SHOWN ON THIS PLAN.

BEFORE ANY CONSTRUCTION BEGINS, THE CLIENT MUST OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ENGINEER'S OFFICE SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES SHOWN ON THIS PLAN.

BEFORE ANY CONSTRUCTION BEGINS, THE CLIENT MUST OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ENGINEER'S OFFICE SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES SHOWN ON THIS PLAN.

**DEBOSS Engineering**  
 Engineers Surveyors Planners Landscape Architects  
 3121 E. GRAND RIVER AVE.  
 HOWELL, MI 48843  
 800.246.6735 FAX 517.548.1670

PROJECT: **CLEARY UNIVERSITY MIXED USE P.U.D.**  
 PREPARED FOR: **CLEARY UNIVERSITY**  
 3750 CLEARY DRIVE  
 HOWELL, MI 48843  
 (734) 717-8286

NO.	BY	REVISION	PER	DATE
1	ST	PER TOWNSHIP REVIEW	PER	7/22/15

DESIGNED BY: ST  
 DRAWN BY: ST  
 CHECKED BY:  
 SCALE: 1" = 60'  
 JOB NO. 14-325  
 DATE: 6/2/2015  
 SHEET NO. 6

THESE PLANS AND SPECIFICATIONS ARE PREPARED BY BEBOSS ENGINEERING FOR THE CLIENT'S USE ONLY. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. BEBOSS ENGINEERING IS NOT RESPONSIBLE FOR ANY DAMAGE TO PERSONS OR PROPERTY THAT MAY OCCUR AS A RESULT OF THE USE OF THESE PLANS AND SPECIFICATIONS. THE CLIENT'S USE OF THESE PLANS AND SPECIFICATIONS IS LIMITED TO THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY OTHER USE OF THESE PLANS AND SPECIFICATIONS WITHOUT THE WRITTEN CONSENT OF BEBOSS ENGINEERING IS STRICTLY PROHIBITED.



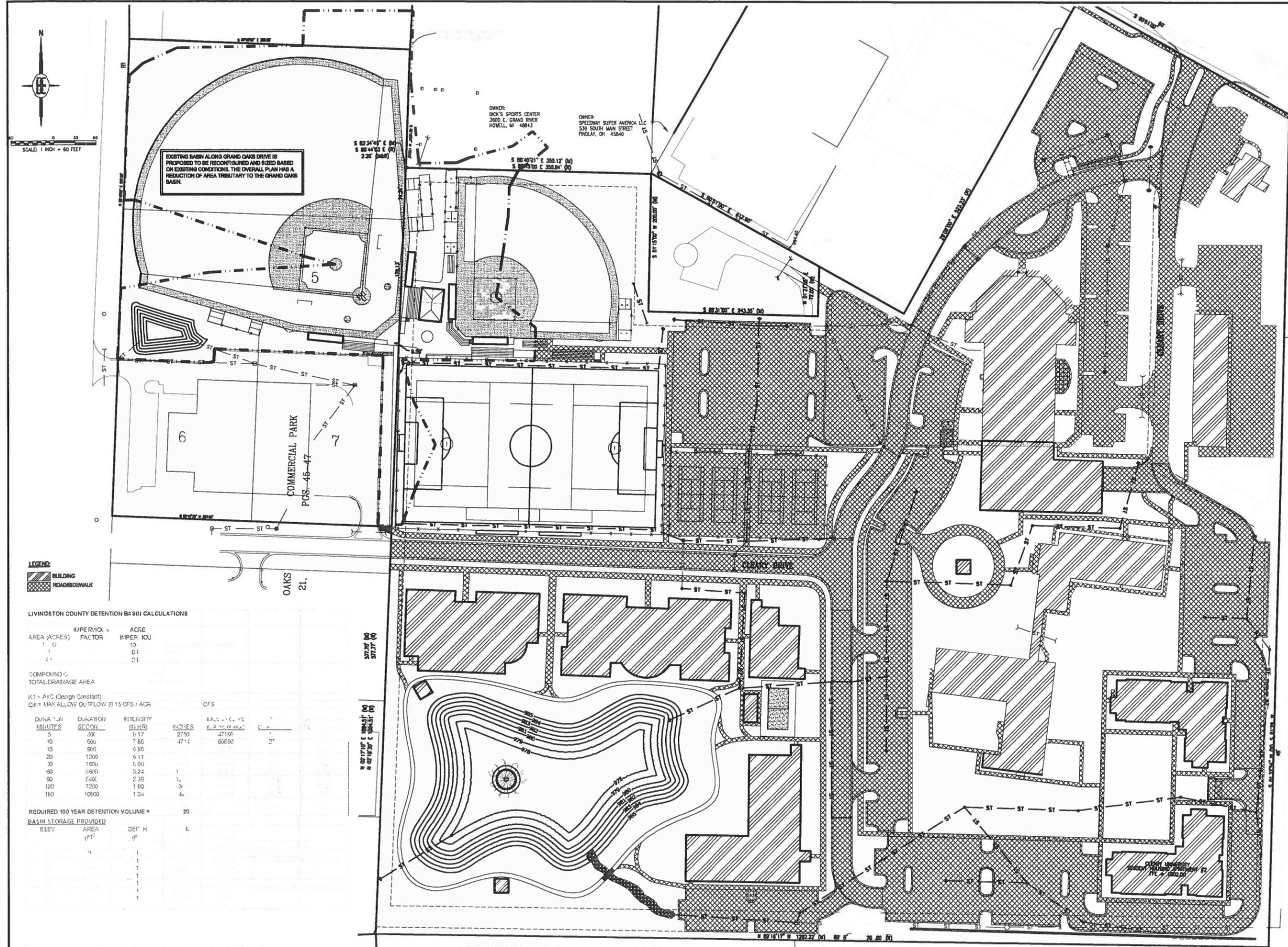
**BEBOSS**  
Engineering  
Engineers Surveyors Planners Landscape Architects  
3121 E. GRAND RIVER AVE.  
HOWELL, MI. 48843  
800.246.6735 FAX 517.548.1670

PROJECT: **CLEARY UNIVERSITY MIXED USE P.U.D.**  
PREPARED FOR: **CLEARY UNIVERSITY**  
3750 CLEARY DRIVE  
HOWELL, MI 48843  
(734) 777-6288

**DRAINAGE PLAN**

NO.	DATE	REVISION	BY	PER
1	7/27/15	PER TOWNSHIP REVIEW	ST	
2		REVISION	ST	

DESIGNED BY: ST  
DRAWN BY: ST  
CHECKED BY:  
SCALE: 1" = 60'  
JOB NO. 14-325  
DATE: 6/2/2015  
SHEET NO. 7



EXISTING BASIN ALONG GRAND OAKS DRIVE IS PROPOSED TO BE RECONFIGURED AND SIZED BASED ON EXISTING CONDITIONS. THE OVERALL PLAN HAS A REDUCTION OF AREA TRIBUTARY TO THE GRAND OAKS BASIN.

OWNER: DICK'S SPORTS CENTER  
3600 E. GRAND RIVER  
HOWELL, MI 48843

OWNER: SPEEDWAY SUPER AMERICA LLC  
539 SOUTH MAIN STREET  
FINDLAY, OH 45640

COMMERCIAL PARK  
PCS-45-47

OAKS 21.

**LEGEND:**  
BUILDING  
ROADSIDEWALK

LIVINGSTON COUNTY DETENTION BASIN CALCULATIONS

AREA (ACRES)	IMPERVIOUS FACTOR	ACRE IMPERVIOUS
1.0	0.7	0.7
2.1	0.2	0.42

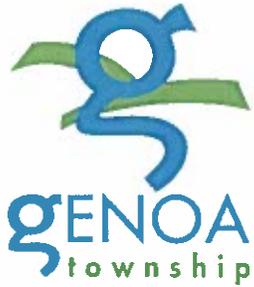
COMPOUND C  
TOTAL DRAINAGE AREA

K1 = AxC (Design Constant)  
Q<sub>10</sub> = MAX ALLOWY OUTFLOW @ 15 CFS / ACR

DURATION MINUTES	DURATION SECONDS	INTENSITY (LPH)	INCHES	R.F.C. (C.F. / AC)	CFS
5	30	9.17	2.75	2750	
10	60	7.86	2.41	2410	
15	90	6.98	2.11	2110	
20	120	6.11	1.84	1840	
30	180	5.09	1.53	1530	
60	360	3.24	0.98	980	
90	540	2.39	0.72	720	
120	720	1.80	0.54	540	
180	1080	1.34	0.40	400	

REQUIRED 100 YEAR DETENTION VOLUME = 20

ELEV.	AREA (SQ FT)	DEPTH (FT)	VOLUME (CU FT)
1		1	1
1		1	1
1		1	1
1		1	1
1		1	1
1		1	1



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

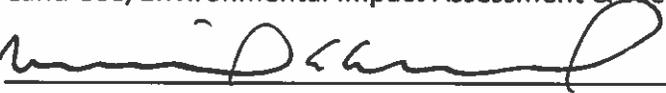
## MEMORANDUM

**TO:** Honorable Board of Trustees

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

**DATE:** September 17, 2015

**RE:** Simply Fresh – Organic market with outdoor sales and display  
Special Land Use, Environmental Impact Assessment & Sketch Plan

MANAGER'S REVIEW: 

---

I have reviewed the proposed special land use, environmental impact assessment and sketch plan for the Simply Fresh market with outdoor sales and display located at 7300 Grand River, Brighton, Michigan, on parcel #4711-13-300-021. This project was recommended for approval by the Planning Commission on Monday, September 14, 2015. My review and recommendation is based on the action taken by the Planning Commission and is provided for your consideration as follows:

### SPECIAL LAND USE PERMIT

I recommend APPROVAL of the Special Land Use permit. This approval is recommended because the use meets the requirements of Sections 7.02.02(d) and 19.03 of the Township Ordinance and is compatible with the prior use of the property and adjacent properties.

### IMPACT ASSESSMENT

I recommend APPROVAL of the environmental impact assessment dated August 26, 2015.

### SKETCH PLAN

I recommend APPROVAL of the sketch plan dated September 15, 2015 with the following conditions:

1. A land use permit for tenant build-out must be acquired prior to occupancy.
2. The petitioner shall provide a performance guarantee for the 5' sidewalk along Grand River in compliance with Section 21.03 of the Township Ordinance which is to be approved by the Township Attorney. The performance guarantee shall be provided prior to issuance of a land use permit.

### **SUPERVISOR**

Gary T. McCririe

### **CLERK**

Paulette A. Skolarus

### **TREASURER**

Robin L. Hunt

### **MANAGER**

Michael C. Archinal

### **TRUSTEES**

H. James Mortensen  
Jean W. Ledford  
Todd W. Smith  
Linda Rowell

**GENOA CHARTER TOWNSHIP  
PLANNING COMMISSION  
PUBLIC HEARING  
SEPTEMBER 14, 2015  
6:30 P.M.  
MINUTES**

CALL TO ORDER: The meeting of the Genoa Charter Township Planning Commission was called to order at 6:31 p.m. Present were Vice Chair Diana Lowe, James Mortensen, Barbara Figurski, John McManus, Chris Grajek, and Eric Rauch. Also present were Kelly VanMarter, Community Development Director/Assistant Township Manager and Brian Borden of LSL. Absent was Chair Doug Brown.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

APPROVAL OF AGENDA: Upon motion by Barbara Figurski and support by John McManus, the agenda was approved as corrected. There are two #1 agenda items. Change the second #1 to #2. **Motion carried unanimously.**

CALL TO THE PUBLIC: A call was made to the public with no response.

**OPEN PUBLIC HEARING #1...** Review of a special use, environmental impact assessment, and sketch plan application for a proposed market and storage facility with outdoor sales and display for a property located at 7300 Grand River Ave., Brighton, Michigan 48114, parcel # 4711-13-300-021. The request is petitioned by Simply Rock Properties, LLC.

John Eckstein of Lindhout and Associates, Tony Gilardi and Terry Simpson of Simply Fresh Market addressed the Planning Commission. Mr. Eckstein explained the proposed plans. The building will be brought into conformance with the ordinance. The existing paving will remain and will be re-stripped. Some pavement will be added at the new dumpster location. The building will be clad with treated wood and painted red.

The proposed signage is in conformance with the ordinances. The existing businesses in back will be gone. The proposed signage is unique as applied to the ordinance. It is proposed as a tower above the trellis. While it complies with the ordinance, Mr. Borden believes this style may need to be addressed in future ordinance language. The petitioner views it as a wall sign since it is applied to existing surface. It's taller than the front of the structure, but not the back of the structure. The intent is to advertise on the front, but not the sides. Kelly VanMarter has no issue with this. The tower has a solid roof on it.

Brian Borden addressed the Planning Commission regarding the items outlined in his letter of September 9, 2015. This use must meet the general land use standards and a host of special land use standards. Some simply are not met. Some require confirmation from the petitioner. Some may be viewed as existing non-conformities.

The site is short of the one acre requirement. This may be viewed as an existing non-conformity. The site is .83 acres.

The trellis encroaches onto the side setback on the west side by 15'. The trellis structure itself is actually an allowable encroachment. The outdoor storage component beneath it is not meeting the side setback. The screening being provided is to protect a parking lot from viewing the produce stand. Mr. Mortensen agreed it doesn't make sense to screen the vegetables and flowers. Mr. Grajek agreed.

The rendering appears to show the produce stands closer to the plot line. There is a potential those actual stands may encroach. The petitioner indicated this is a matter of the artist's rendering, not a reality.

The adjacent properties east and west do not have sidewalks. The petitioner requests a performance bond rather than installing the sidewalks at that time. The reason for this is the petitioner does not own the entire patch of ground before the building. Therefore, any sidewalk could crumble at the edge.

Brian Borden indicated there are 22 parking spaces. The petitioner corrected him. There are 24. The parking lot will continue as exists. No additional landscaping was added for that reason. The pavement will be re-stripped. The petitioner agrees to add directional arrow markings on the pavement.

Lighting issues were addressed.

The waste receptacle complies with requirements, but needs approval for placement and the proposed wooden enclosure. The petitioner agrees to use cedar slats rather than the chain link with wood. If the material is altered to match the building more closely, the Planning Commission would be very pleased.

The ordinance requires that the items for display/sale must be behind the 35' setback line and not necessarily under the trellis.

The petitioner will add directional signs on the pavement to outline the flow of traffic.

Brian VanHall, 3557 Brighton Road addressed the Planning Commission. He is a patron of the market and supports this petition.

Lou Bruno, 7900 Herbst Road addressed the Planning Commission. He is a patron of the market and supports this petition.

Mary Vance, the current property owner of 7300 Grand River addressed the Planning Commission. She obviously supports this petition.

Ivonka Valley, director of Bountiful Harvest addressed the Planning Commission. It's a food pantry, soup kitchen. The petitioner donates foods to Bountiful Harvest. She supports this petition.

**Planning Commission recommendation of petition**

- A. Recommendation of Special Use
- B. Recommendation of Environmental Impact Assessment (08-26-15)

C. Recommendation of Sketch Plan (08-25-15)

**Motion** by James Mortensen to recommend to the Township Board approval of the special land use permit, subject to:

1. Conformance with the sketch plan that is to be recommended for approval tonight and further subject to approval of the sketch plan by the Township Board;
2. Approval by the Township Board of the environmental impact assessment;
3. This recommendation is made because the Planning Commission finds that the requirements of 7.02 of the ordinance are generally met.

Support by Barbara Figurski. **Motion carried unanimously.**

**Motion** by Barbara Figurski to approve the environmental impact assessment dated 8/26/15, subject to the approval of the special use permit and sketch plan. Support by Chris Grajek. **Motion carried unanimously.**

**Motion** by James Mortensen to recommend approval of the sketch plan dated 8/25/15, subject to:

1. Approval of the special use permit and environmental impact assessment;
2. The sketch plan is recommended for approval because although several setback issues exist, the Planning Commission finds them to be a result of an existing non-conforming situation and therefore recommends approval;
3. The petitioner will provide a performance bond satisfactory to Township Staff for a 5' sidewalk along Grand River;
4. The greenbelt trees may be spaced further apart subject to the approval of Township Staff;
5. The petitioner will provide Township Staff with details assuring that the existing lighting complies with the ordinance;
6. The waste receptacle location is acceptable, but the chain link fence will be replaced with treated lumber, preferably matching the building;
7. The sketch plan and renderings provided this evening will become Township property;
8. The sign as depicted in the site plan is acceptable because it is part of the tower with a roof on it. Therefore, the Planning Commission concludes it does not exceed the roof line of the building;
9. The parking lot will be double stripes and directional arrows added to improve the traffic flow;
10. The site plan and renderings shall be revised as it relates to the outdoor display area to comply with the setback requirements prior to the submission to the Township Board and will be so noted on the sketch plan.

Support by Barbara Figurski. **Motion carried unanimously.**

**OPEN PUBLIC HEARING #2...** Review of a sketch plan application to construct four outside pavilions, located at 7000 McClements, Brighton, Michigan, 48114, parcel # 4711-12-100-002. The request is petitioned by St. Thomas Chaldean Catholic Diocese USA.



**GENOA CHARTER TOWNSHIP APPLICATION**  
**Sketch Plan Review**

**GENOA TOWNSHIP**  
**AUG 25 2015**

**TO THE GENOA TOWNSHIP PLANNING COMMISSION:**

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

OWNER'S NAME & ADDRESS: Simply Rock Prop., 333 E. Grand River Ave. Brighton, MI 48116

SITE ADDRESS: 7300 Grand River Ave. Genoa Township, MI 48114 PARCEL #(s): \_\_\_\_\_

APPLICANT PHONE: (810) 227-5668 OWNER PHONE: (734) 649-3906

LOCATION AND BRIEF DESCRIPTION OF SITE: Existing party rental/small engine repair adjacent to Smede & Sons. 5,600 sq.ft. of existing building, all to remain except for a part of the mezzanine (which will be used to construct a new feature element). Parking will be restriped and clarified, including truck access.

BRIEF STATEMENT OF PROPOSED USE: A relocation of the Simply Fresh store in Brighton Township to this site will allow it to double along with bringing the related Simply Farm business for the back part of the building.

THE FOLLOWING IMPROVEMENTS ARE PROPOSED: Reface the building and add the trellis "farm stand" outdoor sales at the front. New frontage landscaping and striping which clarifies the vehicle access.

Green features such as reclaimed lumber, LED lighting, and farm apple trees will be used.

**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: David Richardson, RA #40255 Lindhout Associates architects aia pc

ADDRESS: 10465 Citation Dr., Brighton MI 48116

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

1.) John Eckstein of Lindhout Associates at jwe@lindhout.com  
Name Business Affiliation Email Address

**FEE EXCEEDANCE AGREEMENT**

All sketch plans are allocated one (1) consultant review and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal for a Land Use Permit. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: David A. Richardson DATE: 8-24-15

PRINT NAME: David A. Richardson, LAA PHONE: 810-227-5668



**GENOA CHARTER TOWNSHIP**  
**Special Land Use Application**

**GENOA TOWNSHIP**  
**AUG 26 2015**

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

**APPLICANT NAME & ADDRESS:** Lindhout Associates architects aia pc, 10465 Citation Dr. Brighton, MI 48116  
*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.*

**APPLICANT PHONE:** ( 810) 227 5668 **EMAIL:** dar@lindhout.com

**OWNER NAME & ADDRESS:** Simply Rock Properties, 333 Grand River, Brighton MI 48116, contact: Terry Simpson

**SITE ADDRESS:** 7300 Grand River, Genoa Township 48114 **PARCEL #(s):**

**OWNER PHONE:** ( 734) 649.3906 **EMAIL:** tsimpson@rockadvisorygroup.com

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

Where Euler Rd. meets Grand River. The site has an existing structure of 5,600 sq.ft. and an existing concrete parking lot. Smede and Sons Steel Supply is to the west, with a storage business beyond that. Community Bible Church is to the east with smaller trees along the sharged property line. No sidewalk exists at the Grand River frontage.

**Proposed Use:**

An organic food market and an organic food storage facility (in the rear). The special use component is open air sales at the front of the store similar to the existing Simply Fresh store near Grand River and Old US 23.

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

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

As a part of the General Commercial District, this business will serve the overall community. The outdoor sales will enhance the organic food sales and help the community catch a glance of what is in season at a given time. The GCD generally includes areas of noise and congestion but as a small scale food market this outdoor market will be clean, organized and visually pleasing.

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

The existing tenant at this building has a bounce house on display at Grand River. A nearby car business has automobiles on display. With the outdoor sales/display, our project is employing a trellis structure (made from reclaimed lumber) in order to organize the outdoor displays. Thus each square between the posts ("bay") can assist with an organized appearance of the organic products.

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

The commercial use will be similar to that of the existing facility. In terms of the outdoor sales/display area it will relate to the enclosed store and be served by the adjoining parking lot. The outdoor sales puts little or not greater strain on the public/emergency and utilities than that of the proposed store and storage facility.

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

The outdoor market will have a feeling of a miniature farmers market when operating. The noise of the customers will be less than the traffic noise along Grand River. The food displays will all be on carts so that after hours they are stored within the building and thus not attract critters.

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

Section 3.03 talks about a farm stand for farms; however our project is a commercial, organic market. The outdoor sales and display are accessory to the commercial market. The trellis structure will be permanent and lend a more organized feeling than and an open air stand or market, and at the same time remove parking from the front yard setback as current occurs onsite.

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

THE UNDERSIGNED Dave Richardson, Lindhout Associates STATES THAT THEY ARE THE FREE OWNER OF THE PROPERTY OF PROPERTIES DESCRIBED ABOVE AND MAKES APPLICATION FOR THIS SPECIAL LAND USE PERMIT.

BY: Dave Richardson, Lindhout Associates

ADDRESS: 10465 Clatton Dr. Brighton, MI 48116

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

David Richardson of Lindhout Associates architects ala pc at dar@lindhout.com  
Name Business Affiliation Email

**FEE EXCEEDANCE AGREEMENT**

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

SIGNATURE: *David Richardson* DATE: 8-26-15

PRINT NAME: David Richardson PHONE: 810-227-5668



September 9, 2015

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Kelly Van Marter, AICP Assistant Township Manager and Community Development Director
<b>Subject:</b>	Simply Fresh Market – Special Land Use and Sketch Plan Review #1
<b>Location:</b>	7300 Grand River Avenue – south side of Grand River, just east of Euler Road
<b>Zoning:</b>	GCD General Commercial District

Dear Commissioners:

At the Township’s request, we have reviewed the application for special land use and sketch plan (dated 8/8/15) proposing redevelopment of the existing building/site located at 7300 Grand River Avenue. The site and most of the surrounding properties fronting Grand River are zoned GCD.

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

**A. Summary**

1. From a planning and zoning perspective, the special land use standards are generally met.
2. Any comments/concerns raised by the Township Engineer or Fire Department must be addressed as part of this project.
3. The proposal does not meet several of the use requirements found in Section 7.02.02(d), while additional information is needed to confirm compliance with others.
4. The applicant may need to demonstrate compliance with the nonconforming provisions of Section 24.04.06.
5. The trellis structure is an allowable encroachment into the side yard setback.
6. The parking lot does not comply with side yard setbacks; however, this appears to be an existing condition.
7. The notes and plan are inconsistent in terms of the amount of parking provided.
8. A 5-foot wide sidewalk is required along Grand River.
9. So long as delivery vehicles utilize the dedicated loading area, vehicular circulation should function properly; although the angled parking and one-way drive aisles may cause some drivers to navigate the rear parking lot to exit the site.
10. The greenbelt trees likely need to be spaced farther apart.
11. The plan does not meet the parking lot or buffer zone landscaping requirements.
12. The Commission may wish to request details of existing lighting to ensure compliance with current standards.
13. Planning Commission approval is needed for the waste receptacle location and enclosure.
14. We believe additional discussion is needed for the proposed wall sign, which could be viewed as a roof sign (prohibited).



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

## **B. Proposal**

The applicant proposes to redevelop an existing commercial building into a Simply Fresh Market. The general market element of the proposed use is permitted by right in the GCD; however, this particular business includes open air sales at the front of the building, which requires special land use approval.

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

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

- 1. Master Plan.** The Township Master Plan and Future Land Use map identify the site as General Commercial, which is planned for “business which serve the requirement of the community at large.” The description also states that “there may be some outdoor sales or display areas.” Generally speaking, we find the proposal to be compatible with the Master Plan.
- 2. Compatibility.** The site is located amongst a number of commercial and service uses along Grand River. This particular area also includes several uses with an outdoor component. Generally speaking, the proposed use is compatible with the established uses in the area. As a side note, the proposed business will also clean-up the site, at least based on aerial photos.
- 3. Public Facilities and Services.** Given the site’s location and the nature of the proposed use, we do not expect any concerns with public facilities and services. However, we defer to the Township Engineer and Fire Department for any specific comments/concerns they may have.
- 4. Impacts.** The proposed redevelopment is not anticipated to adversely impact natural features, public services/utilities, surrounding land uses or traffic.
- 5. Mitigation.** The Township may require mitigation necessary to limit or alleviate any potential adverse impacts as a result of the proposed project.

**D. Use Requirements**

Section 07.02.02(d) identifies the specific requirements for commercial outdoor display sales or storage as follows:

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

The submittal does not identify the size of the lot. Based on our estimate, the subject site is slightly deficient and does not appear to meet this standard.

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

Given the nature of the proposed use, the outdoor sales area will be for produce and products stored in bins/containers. We do not anticipate that this element of the business will include loosely packed materials; however, the applicant should confirm this is the case.

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

The sketch plan does not identify the surface of the outdoor sales area; however, based on review of aerial photos this area appears to be paved. The applicant should confirm this standard is met.

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

The proposed trellis structure complies with the front yard setback; however, a portion of the structure encroaches into the required 15-foot side yard setback. The color rendering also shows storage containers extending out in front of the trellis structure.

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

The submittal identifies the building as an existing 5,600 square foot structure. This requirement is met.

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

Truck maneuvering will be accommodated on-site with a loading area at the rear of the building. This requirement is met.

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

The adjacent property to the west is zoned GCD; however, a buffer zone B is not included along the west side of the outdoor sales area.

- 8. The height of all material and equipment stored in an outdoor storage area shall not exceed the height of any landscape screening, wall or fence. Boats and recreational vehicles may exceed the height of the fence provided that they are setback from the fence a distance equal to their height. Storage of materials up to the height of the GENOA TOWNSHIP ZONING ORDINANCE Commercial Districts 7-8 adjacent building wall may be permitted in the rear yard if it is illustrated on the site plan, the rear yard does not abut a residential district, will not be visible from an expressway and such storage is confined to within twenty (20) feet of the building.**

As referenced above, the project does not include a buffer zone and screening is essentially limited to 3 new trees proposed in the front yard. As such, this standard does not appear to be met.

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

- 1. Dimensional Standards.** The existing building is nonconforming due to its reduced west side yard setback; however, it is allowed to remain and be improved so long as it is not expanded. The nonconforming provisions also limit the amount of improvement that can be made to a nonconforming building – Section 24.04.06. The applicant may need to demonstrate compliance with these restrictions.

The proposed trellis structure encroaches into the west side yard setback; however, Section 11.01.04 allows arbors and trellises to encroach into required setbacks so long as they are at least 4 feet from any lot line.

The parking east and south of the building does not meet the 10-foot side setback requirement; however, this appears to be an existing condition (based on review of aerial photos).

- 2. Parking.** The parking calculations on Sheet SP1 note that the 24 spaces required are provided. However, we find only 22 spaces on the sketch plan. The 1 required barrier free space is provided for and the drive aisles and parking spaces meet minimum dimensional standards.
- 3. Pedestrian Circulation.** The plan does not identify an existing or proposed sidewalk along Grand River. Based on review of aerial photos (which may be dated) there is a sidewalk that ends approximately 4 properties to the west. Meanwhile, a limited amount of sidewalk also appears a few properties to the east.

Section 12.05.01 requires a 5-foot wide sidewalk along both sides of Grand River Avenue, east of I-96 exit 141. As such, the applicant should provide for the required sidewalk. If there are constraints, the provisions of Section 12.05.02(h) may apply, whereby the applicant can provide a performance guarantee for future sidewalk construction.

- 4. Vehicular Circulation.** As noted above, proposed drive aisles meet Ordinance standards and vehicular circulation is expected to function properly. However, patrons exiting the site from the front parking spaces will generally be forced to drive through the back parking lot given the angled parking and mostly one-way circulation pattern.

Additionally, if a large delivery truck is on-site as depicted, the southwesterly parking spaces will be blocked from exiting the parking lot. However, the truck is shown outside of the striped loading area and were it occupy the dedicated loading space, there is likely room for vehicles to navigate the site freely.

Sheet SP1 also includes a table noting delivery truck size by day/time.

- 5. Landscaping.** The plan proposes 3 canopy trees in the front yard greenbelt, as required; however, the trees likely need to be spaced farther apart. Parking lot landscaping in the form of 3 canopy trees and 250 square feet of internal landscaped area is also required.

As previously noted, a buffer zone B is required along the west side of the outdoor sales area, but is not provided.

- 6. Exterior Lighting.** A note on Sheet SP1 indicates that existing exterior site lighting is to remain. The Commission may wish to request details of existing poles/fixtures to confirm compliance with current standards.
- 7. Waste Receptacle.** A new waste receptacle and enclosure are proposed in the rear yard. we have reviewed the proposal waste receptacle per the standards of Section 12.04, as follows:
- Location: Commission approval is needed for the placement within the required side yard setback.
  - Access: there appears to be adequate access to/from the proposed waste receptacle for refuse vehicles.
  - Base: the detail on Sheet SP1 identifies the required concrete base pad.
  - Screening: Commission approval is needed for the wooden enclosure. The applicant must confirm the use of treated lumber.
- 8. Signs.** The submittal includes wall and ground signage. The proposed ground sign complies with the setback, size and height requirements of Article 16.

The proposed wall sign is placed on a tower-like structure above the trellis. The Commission could view this as an architectural feature, in which case the wall sign meets the area limitation. However, this sign could also be construed as a sign above the roof of the main building, in which case it would be prohibited. We believe additional discussion on this matter is warranted.

The applicant should also be aware that a sign permit is required prior to the installation of any signage.

- 9. Impact Assessment.** The submittal includes an Impact Assessment (dated 8/26/15). In summary, the Assessment notes that the project is not anticipated to adversely impact natural features, public services/utilities, surrounding land uses or traffic.

Should you have any questions concerning this matter, please do not hesitate to contact our office. I can be reached by phone at (248) 586-0505, or via e-mail at [borden@lsplanning.com](mailto:borden@lsplanning.com).

Sincerely,

**LSL PLANNING, INC.**



Brian V. Borden, AICP  
Principal Planner



September 3, 2015

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

**Re: Simply Fresh Market  
Sketch Plan and Special Land Use Permit Review**

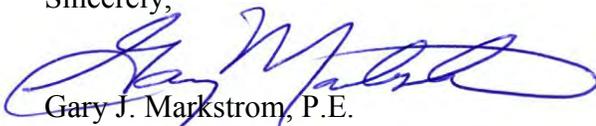
Dear Ms. VanMarter:

We have reviewed the sketch plan submittal from Lindhout Associates Architects, dated August 8, 2015. The petitioner is proposing to convert the existing property at 7300 Grand River Avenue into a Simply Fresh organic food market. The petitioner has also requested a special land use permit to allow for outdoor food stands located in a permanent shelter to be constructed on site.

The petitioner is planning to reface the existing buildings and renovate the interior to support a retail market. Our review found no sanitary sewer or water related impacts to the existing site from the proposed work as illustrated on the sketch plan. There will be an addition of a bathroom in order to meet local codes for the new intended building use, but overall, the anticipated property water usage is estimated to decrease. With minimal site impacts, we have no engineering-related objections to the proposed site conversion.

Please call if you have any questions.

Sincerely,

  
Gary J. Markstrom, P.E.  
Unit Vice President

  
Joseph C. Siwek, P.E.  
Project Engineer

copy: Lindhout Associates Architects



# BRIGHTON AREA FIRE AUTHORITY

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

September 4, 2015

Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Simply Fresh Market  
7300 W. Grand River  
Site Plan Review

Dear Kelly:

The Brighton Area Fire Department has reviewed the above mentioned site plan. The plans were received for review on August 27, 2015 and the drawings are dated August 25, 2015. The project is based on an existing 5,610 square foot building last occupied by a Party Rental Business and now proposed to be a Product Market. The plan review is based on the requirements of the International Fire Code (IFC) 2015 edition.

The proposed site plan and repurposing of this building appear to be in general conformity with the site plan and emergency vehicle access requirements of the adopted fire prevention code with the following conditional items being addressed.

1. Future project submittals shall include the address and street name of the project in the title block.  
**IFC 105.4.2**
2. The building shall include the building address on the building. The address shall be a **minimum of 6"** high letters of contrasting colors and be clearly visible from the street. The location and size shall be verified prior to installation.

**IFC 505.1**

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

Michael Evans, EFO, CFPS  
Deputy Fire Chief



Environmental Impact Assessment  
7300 Grand River Ave.  
8-26-15

**Our Mission**

**Integrity**  
in architecture and design  
in client relationships  
in employee relationships  
in community relationships

**advancement**  
in all these efforts

**GENOA TOWNSHIP**  
**AUG 26 2015**

**A. Name and address of persons responsible for the preparation of the statement:**

Lindhout Associates architects aia pc, Dave Richardson project manager.  
10465 Citation Drive, Brighton MI 48116.  
Our firm has completed many impact statements and and projects in the township.

**B. Maps and written description/analysis of the project site:**

A survey and sketch site plan are included as a part of our packet.

**C. Impact on stormwater management:**

No change to the existing impervious paving is proposed. Additionally the existing 5,600 sq.ft. building is to remain with no addition (other than a trellis on existing paving).

**D. Impact on natural features:**

There is no regulated wetland on the property nor are there 8" caliper trees. Scrub trees adjoin the property line at the east side of the property (shared with Community Bible Church). Those trees will be trimmed.

**E. Impact on surrounding land use:**

The proposed organic food store and farm storage will complement the religious use to the east and not affect the commercial (steel supply) use to the west. The proposed store and storage will open earlier than surrounding businesses; this means that the semi-truck traffic for this property will occur at low traffic hours. The existing sight lighting will be repaired and use the existing locations.

The only noise outside of the structure will be delivery trucks and a hi-low which off loads materials from the larger trucks. However most of the trucks are panel trucks or delivery vans (\*see the delivery schedule matrix on the site plan).

**F. Impact on public facilities and services:**

The proposed store and storage use will be similar to the prior use in terms of needing on-call emergency services for customers and employees. In terms of public schools the organic food store will welcome opportunities to have school groups visit the store and learn about organic produce.

**G. Impacts on public utilities:**

There is no planned impact to runoff during construction; the carpentry work at the front of the store and east side will occur over existing concrete. The general contractor will be charged with site cleanliness and also green construction methods which take advantage of reused materials.

The sewer usage will be less than 2 R.E.U.'s per our pre-site meeting with the township. The proposed amount is below that which is already assigned to the site. However an additional, public restroom is proposed for the store which is now a building code requirement.

H. Storage and handling of any hazardous materials:

As an organic food store and storage facility no hazardous materials or substances will be stored onsite. And as an organic farm, Simply Farm does not employ fertilizers or weed killers.

I. Impact on traffic and pedestrians:

A delivery matrix is included on the sketch site plan sheet SP-1. The few larger truck deliveries will occur early in the morning, during low traffic movement hours. The proposed parking lot is 24 spaces. This will be of small impact to Grand River Ave.

J. Special Provisions:

No deed restrictions, covenants or association bylaws are attached to the parcel.

K. A list of all sources:

The purchase agreement is attached to the site packet. The truck delivery matrix times are furnished by the tenant (Simply Fresh and Simply Farm). Information about the organic nature of the business is also furnished by the tenant.





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

## MEMORANDUM

**TO:** Dave Richardson

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

**DATE:** September 10, 2015

**RE:** Simply Fresh Market Connection Fees

---

This memo will describe the water and sewer connection fee status for the proposed Simply Fresh Market to be located at 7300 W. Grand River Avenue, Brighton.

**ANALYSIS OF PROPOSED USE:**

3,091 sq. ft. of organic market at 0.26 REU per 1,000 sq. ft. =	<b>0.8 REU</b>
<u>4,493 sq. ft. of warehouse/storage (w/barn) at 0.05 REU per 1,000 sq. ft. =</u>	<u><b>0.2 REU</b></u>
<b>TOTAL REU'S</b>	<b>1.0 REU</b>

**PREVIOUSLY PAID:**

**2 REU'S** ALLOCATED FOR BOTH WATER AND SEWER IN THE LAKE EDGWOOD WEST SPECIAL ASSESSMENT DISTRICT

**NO ADDITIONAL TAP FEES DUE AT THIS TIME.**

**SUPERVISOR**

Gary T. McCririe

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**MANAGER**

Michael C. Archinal

**TRUSTEES**

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

# BUILDING RENOVATION FOR: SIMPLY FRESH MARKET GENOA TWP., MI



VIEW LOOKING EAST



BIRDS-EYE VIEW



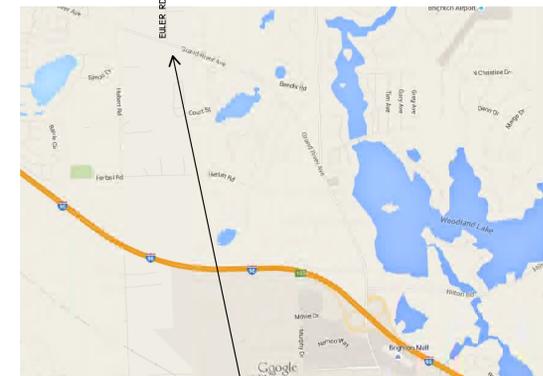
GRAND RIVER ENTRY FACADE



WEST ENTRY PERSPECTIVE



ROAD SIGN



LOCATION MAP

PROJECT LOCATION:  
1300 E. GRAND RIVER AVE.  
BRIGHTON, MI 48114

SHEET INDEX		SECTION
AO.0	COVER SHEET	
CI	ARCHITECTURAL	
SI	SITE SURVEY	
SP	SITE PLAN	
AI	FLOOR PLANS	

FILE LOCATION: H:\1545\_Simply Fresh Genoa\1545\cover sheet  
 DATE PLOTTED: 8/12/2015  
 PLOTTED BY: abc  
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Lindhout Associates  
architects aia pc

10465 citation drive      brighton, MI      48116  
www.lindhout.com      (810)227-5668      fax: (810)227-5855

dr: mrl  
ck'd: dar  
app'd:

9-15-2015  
8-25-2015  
date

REVISED SKETCH PLAN  
SKETCH PLAN REVIEW  
issued for

BUILDING RENOVATION for:  
**SIMPLY FRESH, MKT.**  
GENOA TWP., MI

COVER SHEET

**AO.0**  
**1565**

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### NOTES

1. THIS SURVEY WAS PREPARED USING CHICAGO TITLE INSURANCE COMPANY, FILE NO. CM23940, WITH AN EFFECTIVE DATE OF JUNE 30, 2015.
2. BEARINGS ARE BASED ON TITLE COMMITMENT FILE NO. CM23940, WITH AN EFFECTIVE DATE OF JUNE 30, 2015.

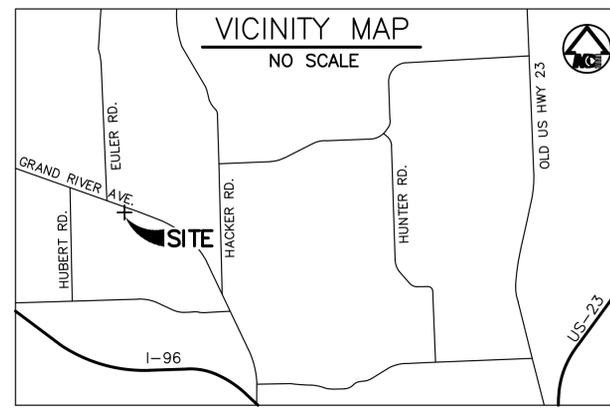
### SITE ADDRESS

7300 GRAND RIVER ROAD  
BRIGHTON, MICHIGAN 48816

REFERENCE POINT "B"  
TO N 1/4 COR.  
SECTION 13 T2N, R5E  
(130' N89°15'36"W  
OF N 1/4 CORNER)

N 1/4 COR.  
SECTION 13  
T2N, R5E

REFERENCE POINT "A"  
TO N 1/4 COR.  
SECTION 13  
T2N, R5E  
(130' SOUTH OF  
N 1/4 CORNER)



### LEGAL DESCRIPTION

(from Title Commitment File No. CM23940, Effective Date June 30, 2015)

The land referred to in this Commitment is located in the Township of Genoa, County of Livingston, State of Michigan, and described as follows:

A part of the Southeast 1/4 of the Northwest 1/4 of Section 13, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan, described as: Commencing at the center of said Section 13; thence North 01 degrees 18' West 314.82 feet along the 1/4 line; thence North 68 degrees 46' 30" West 1062.05 feet along the Southerly right of way line of Grand River Road; thence North 71 degrees 08' 30" West 3.42 feet along said right of way line; thence North 71 degrees 02' 45" West 272.00 feet along said right of way line to the POINT OF BEGINNING of the land to be described; running thence North 71 degrees 02' 45" West 110.00 feet along the Southerly right of way line of Grand River Road; thence South 16 degrees 41' 30" East 51.92 feet; thence South 88 degrees 57' 15" West 14.00 feet; thence South 01 degrees 02' 45" East 305.64 feet; thence South 66 degrees 58' 50" East 110.00 feet; thence North 00 degrees 34' 55" West 362.88 feet to the POINT OF BEGINNING.

Being more particularly described as the following:

Commencing at the Center of Section 13, T2N, R5E, Genoa Township, Livingston County, Michigan; thence N01°22'36"W 315.47 feet (N01°18'00"W 314.82 feet recorded) along the N-S 1/4 line of said Section 13; thence N68°46'30"W 1062.05 feet (1062.05 feet recorded) along the Southerly right-of-way line of Grand River Road; thence N71°08'30"W 3.42 feet along said Southerly right-of-way line; thence N71°02'45"W 272.00 feet along said right-of-way line to the Point of Beginning;

thence continuing along said Southerly right-of-way line of Grand River Road  
N71°02'45"W 110.00 feet;  
thence S16°41'30"E 51.92 feet;  
thence S88°57'15"W 14.00 feet;  
thence S01°02'45"E 305.64 feet;  
thence S66°58'50"E 110.00 feet;  
thence N00°34'55"W 362.88 feet to the Point of Beginning. Being a part of NW 1/4 of Section 13, T2N, R5E, Genoa Township, Livingston County, Michigan, and containing 0.83 acres, more or less. Being subject to any restrictions or easements, if any.

### EXCEPTIONS

5. Permanent Utility Easement in favor of the Township of Genoa, as recorded in Liber 2722, page 74, Livingston County Records.
6. Easement in favor of Michigan Bell Telephone Company, a Michigan corporation dba AT&T Michigan, as recorded in Instrument No. 2007R-035080, Livingston County Records.
7. Release of Right of Way and the terms, conditions and provisions as contained therein, as recorded in Liber 165, page 217, Livingston County Records.

### SURVEYORS CERTIFICATE

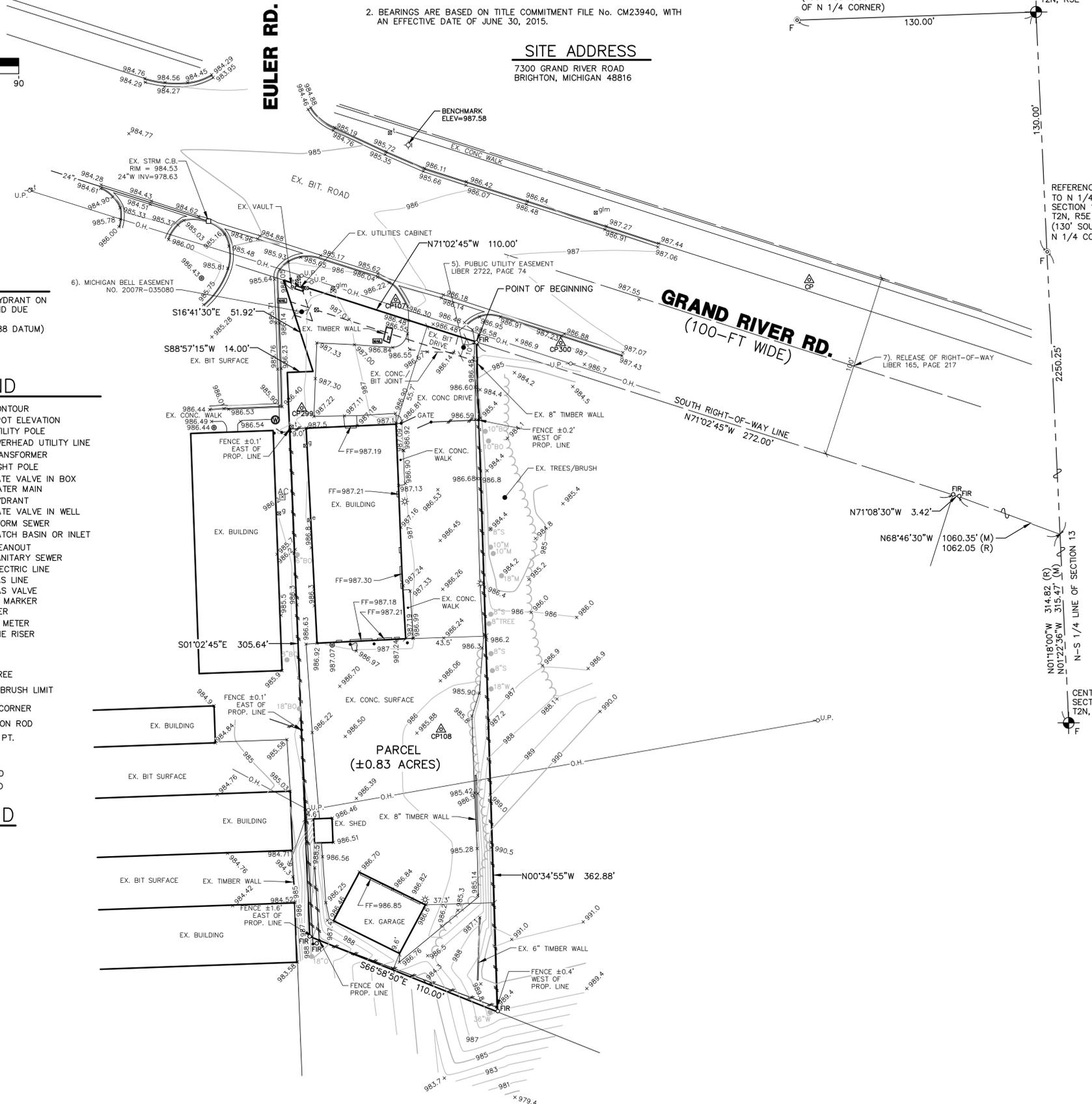
To: Chicago Title Insurance Company; and...

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes none of the items of Table A thereof. The field work was completed on August 7, 2015.

MIDWESTERN CONSULTING, LLC

By: Mark Vander Veen, P.S. No. 56788

Date: \_\_\_\_\_



**BENCHMARK**  
TOP MAIN STEAMER VALVE TO HYDRANT ON NORTH SIDE OF GRAND RIVER AND DUE NORTH OF SITE.  
ELEVATION: 987.58 (NAVD 88 DATUM)

### LEGEND

- 838 EXIST. CONTOUR
- x 836.2 EXIST. SPOT ELEVATION
- o- U.P. EXIST. UTILITY POLE
- o- OH EXIST. OVERHEAD UTILITY LINE
- ⊠ ELEC. TRANSFORMER
- ⊛ EXIST. LIGHT POLE
- ⊞ EXIST. GATE VALVE IN BOX
- w- EXIST. WATER MAIN
- ⊕ EXIST. HYDRANT
- ⊖ EXIST. GATE VALVE IN WELL
- ⊗ EXIST. STORM SEWER
- ⊘ EXIST. CATCH BASIN OR INLET
- ⊙ EXIST. CLEANOUT
- s- EXIST. SANITARY SEWER
- e- EXIST. ELECTRIC LINE
- g- EXIST. GAS LINE
- ⊕ EXIST. GAS VALVE
- ⊗ GAS LINE MARKER
- ⊘ GAS METER
- ⊙ ELECTRIC METER
- ⊗ TELEPHONE RISER
- ⊘ SIGN
- ⊙ POST
- ⊗ FENCE
- ⊘ SINGLE TREE
- ⊙ TREE OR BRUSH LIMIT
- ⊙ SECTION CORNER
- ⊙ FOUND IRON ROD
- ⊙ CONTROL PT.
- ⊙ MAILBOX
- ⊙ WELL
- (M) MEASURED
- (R) RECORDED

### TREE LEGEND

- ⊙ BO BOX ELDER
- ⊙ M MAPLE
- ⊙ O OAK
- ⊙ S SPRUCE
- ⊙ W WALNUT

The underground utilities shown have been located from field survey information and existing records. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in-service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated. Although the surveyor does certify that they are located as accurately as possible from the information available.

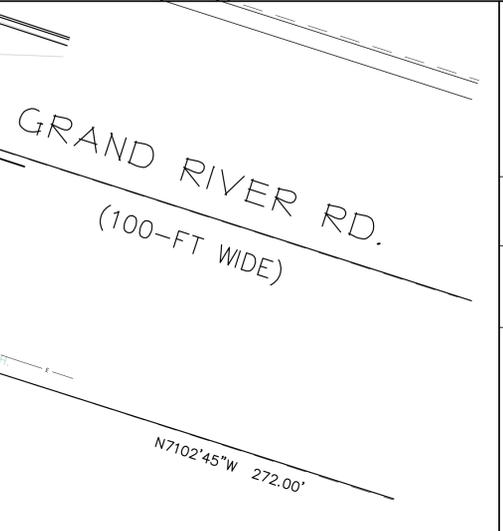
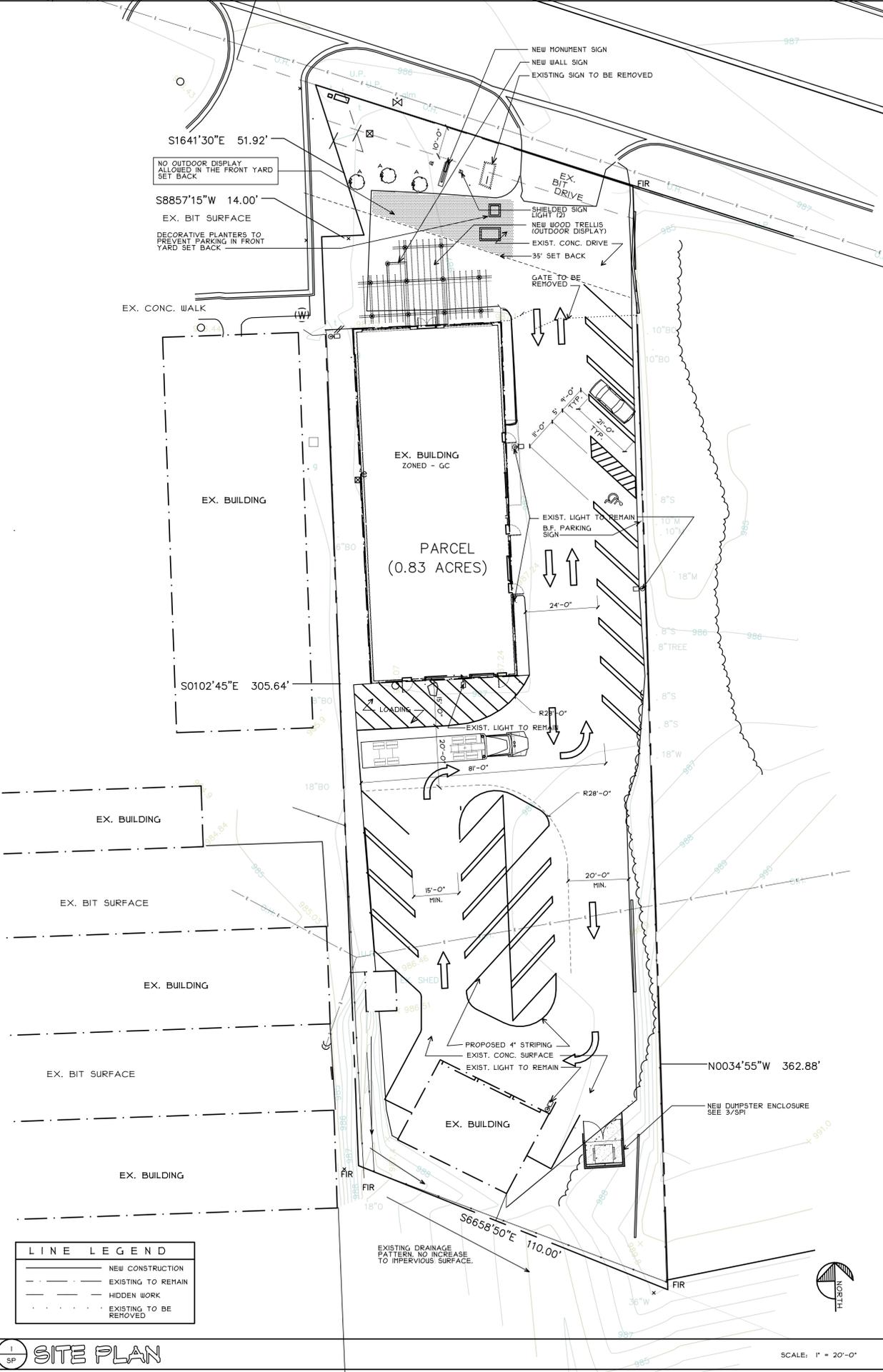
**MIDWESTERN CONSULTING**  
Civil, Environmental and Transportation Engineers  
Planners, Surveyors  
Landscape Architects  
3815 Plaza Drive  
Ann Arbor, Michigan 48108  
Phone: 734.995.0200  
Fax: 734.995.0599

CLIENT  
SIMPLY ROCK PROPERTIES, LLC.  
333 E. GRAND RIVER AVENUE  
BRIGHTON, MI 48116  
ATTN: TERRY SIMPSON

**SIMPLY ROCK PROPERTIES**  
ALTA/ACSM LAND TITLE SURVEY OF A PARCEL OF LAND  
LOCATED IN SECTION 13, T2S, R5E  
GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

JOB No. <b>15164</b>	DATE: 08/08/15	REV. DATE
	SHEET 1 OF 1	REV. DATE
REVISIONS:	ADD: G.L.S.	
	ENG: M.V.V.	
	TECH: T.S.V.	
	FILE: 15164	

FILE LOCATION: H:\2015\_Simply Fresh\Renovation\Renovated Sketch Plan 091815 CDR\RIGHT ©2015  
 DATE PLOTTED: 10/28/2015 10:27:25 AM  
 LINDHOUT ASSOCIATES architects and pc  
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**SITE DATA**

OWNER:  
SIMPLY ROCK PROPERTIES, LLC  
333 E. GRAND RIVER AVE.  
BRIGHTON, MICHIGAN 48116  
PH (134) 249-3402

ZONED GC

PARKING REQUIREMENTS:  
RETAIL 1 PER 250 SQ.FT. 3091/250 = 13 SPACES  
OUTDOOR DISPLAY 1 PER 800 SQ.FT. 1200/800 = 2 SPACES  
WAREHOUSE 1 PER EMPLOYEE PEAK 4 PEAK EMP = 4 SPACES  
+ 1 PER CORP. VEHICLE 3 VEHICLES = 3 SPACES

TOTAL PARKING PROVIDED 4 PROVIDED = 24 SPACES INCLUDING 1 B.F. SPACES

THE OUTDOOR SITE LIGHTING IS EXISTING TO REMAIN  
SHIELDED LIGHTING SHALL BE PROVIDED AT THE NEW MONUMENT & WALL SIGN

THE UTILITIES ARE EXISTING TO REMAIN  
THE GRADING & DRAINAGE ARE EXISTING TO REMAIN

**DECIDUOUS TREES**

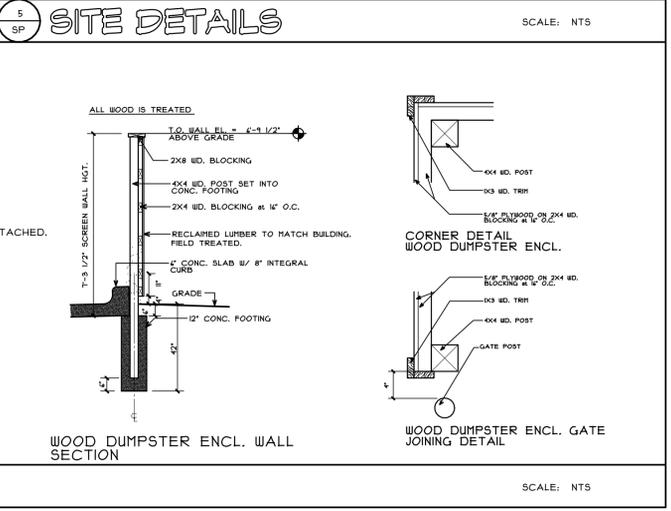
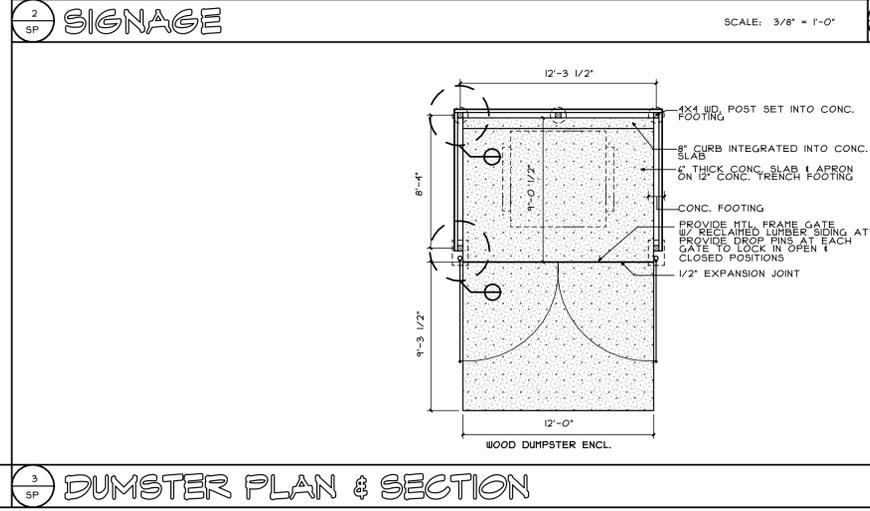
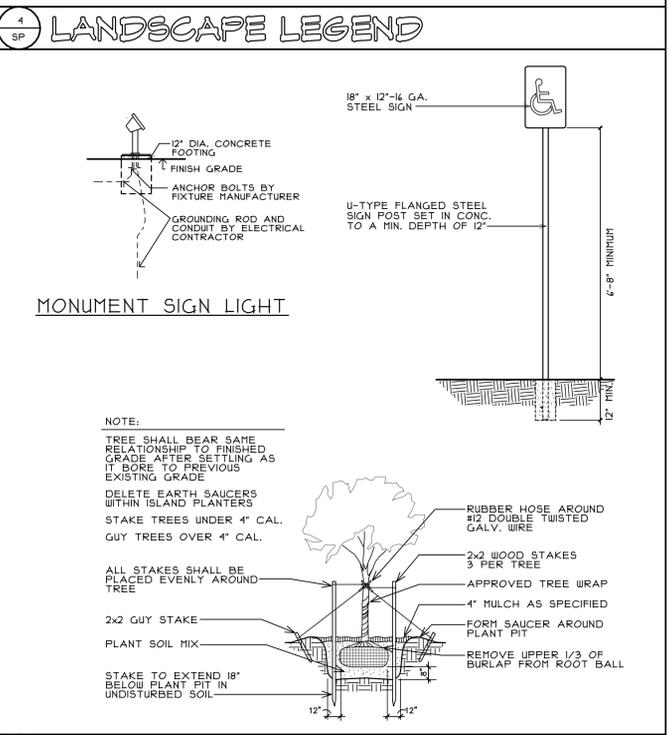
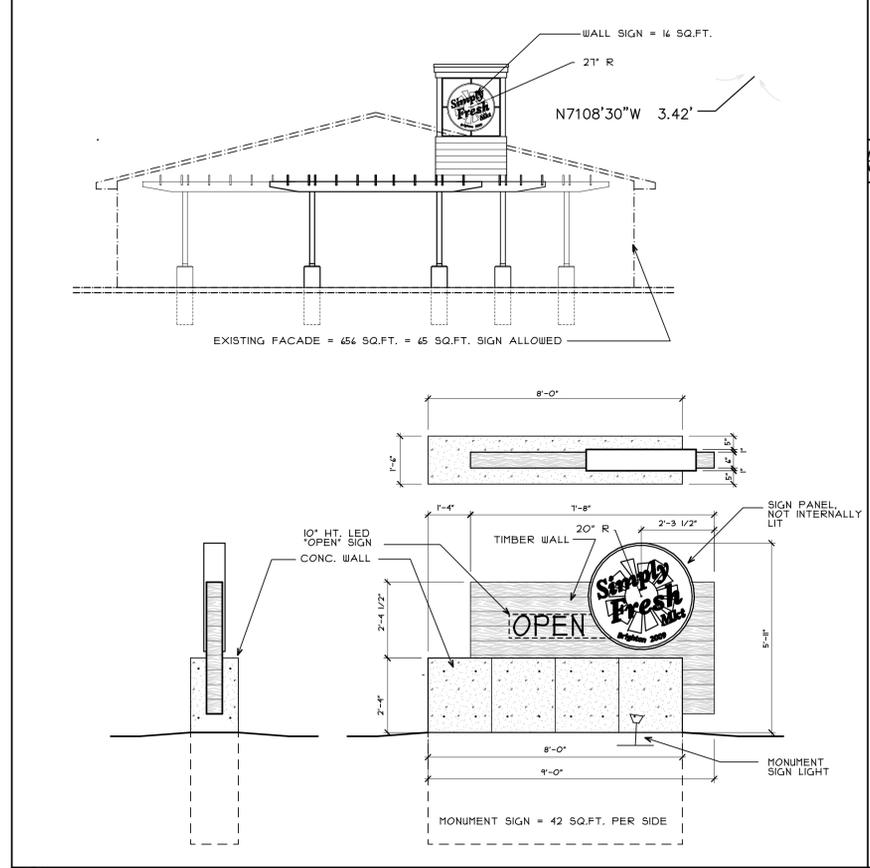
A APPLE TREE

- ALL PLANT MATERIALS SHALL CONFORM TO "AMERICAN STANDARDS FOR NURSERY STOCK", LATEST EDITION.
- ALL TREES SHALL BE STAKED AND GUYED WITH A MINIMUM OF TWO LINES USING STEEL WIRE AND HARDWOOD STAKES, IN ACCORDANCE WITH RECOMMENDED NURSERY PRACTICES.
- ALL PLANT MATERIAL SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM THE DATE OF INSTALLATION.
- ALL PLANTING AREAS SHALL HAVE A DEPTH OF 12" TO 18" OF CLEAN FILL AND SHALL BE CROWNED TO A HEIGHT OF 4" ABOVE ADJACENT CURBS, WALKS, AND GRADES WITH 4" TO 6" OF TOP SOIL.

**LANDSCAPE SCHEDULE**

PK. QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	REMARK
A 3	APPLE TREE	HALUS DOMESTICA	2 1/2' CAL	B4B	8' MIN.

\*\*\*PROVIDED BY THE SIMPLY GROWN ORCHARD\*\*\*



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

consultant

REVISED SKETCH PLAN 9-15-15  
SKETCH PLAN REVIEW 8-25-15  
OWNER REVIEW 8-21-15  
date

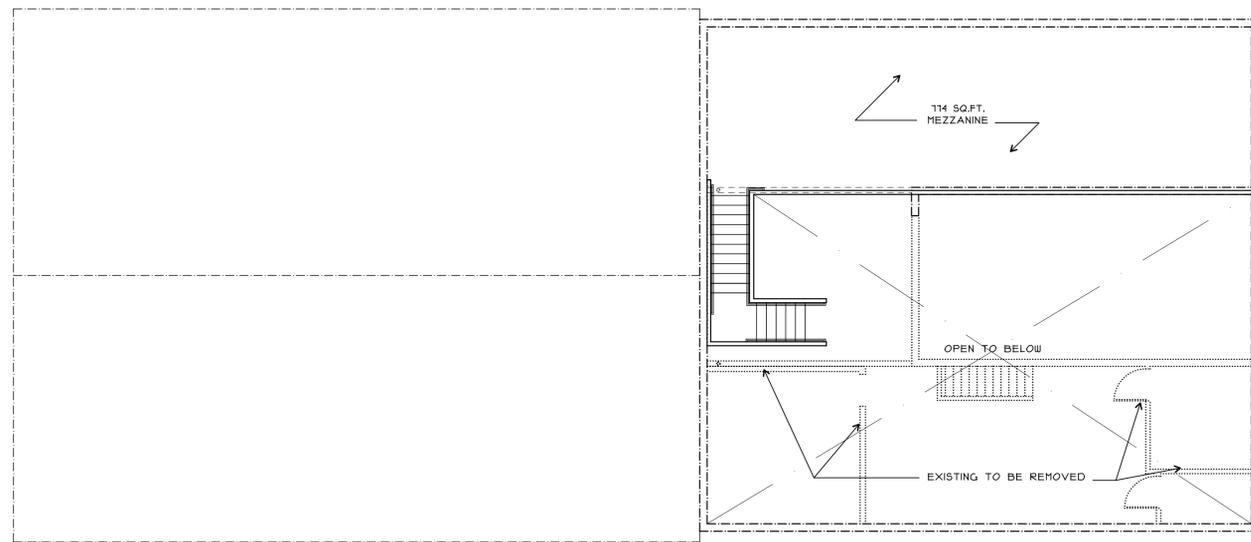
dr: JUE ck'd: DAR app'd: [signature]

BUILDING RENOVATION for:  
**SIMPLY FRESH**  
GENOA TWP., MICHIGAN

**SITE PLAN**

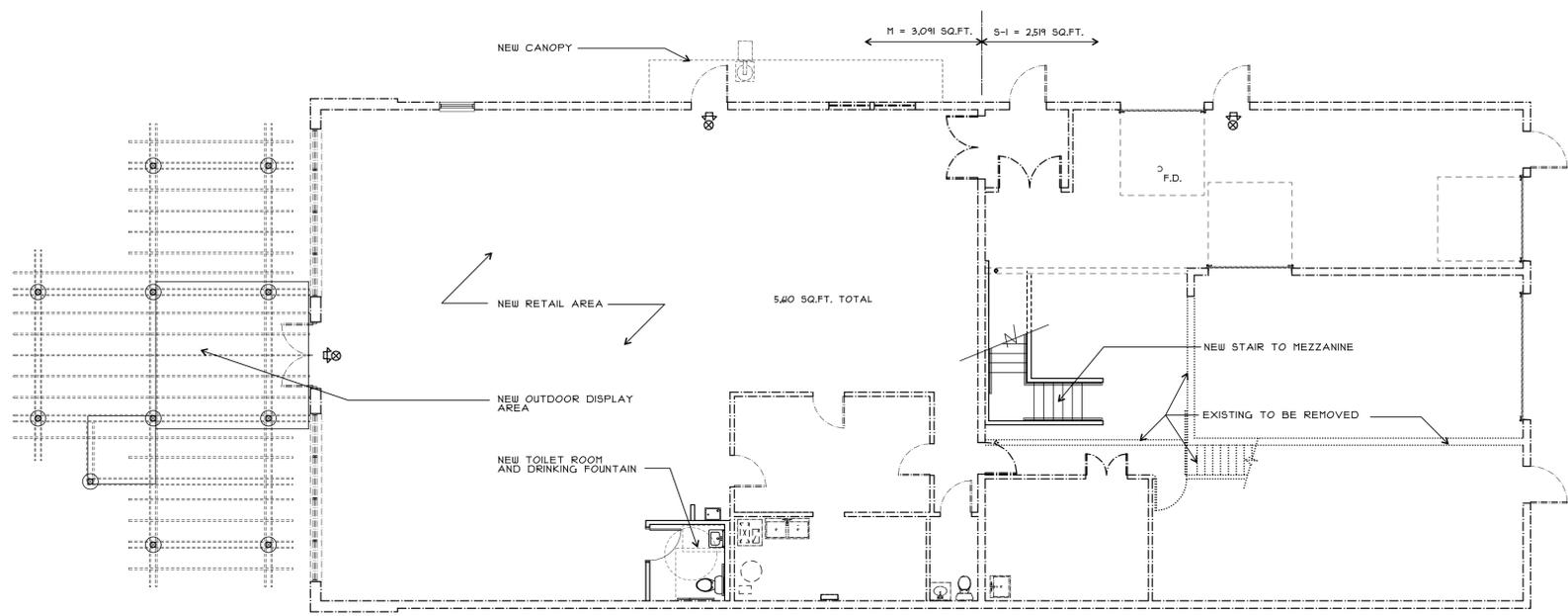
**SP1**  
1565

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**2 SECOND FLOOR PLAN**

SCALE: 1/8" = 1'-0"



**LINE LEGEND**

—	NEW CONSTRUCTION
- - -	EXISTING TO REMAIN
---	HIDDEN WORK
· · · · ·	EXISTING TO BE REMOVED

**1 FIRST FLOOR PLAN**

SCALE: 1/8" = 1'-0"

**APPLICABLE CODES:**  
 2012 MICHIGAN BUILDING CODE  
 2012 MICHIGAN UNIFORM ENERGY CODE  
 2003 ICC/ANSI A117-1998  
 2012 MICHIGAN MECHANICAL CODE  
 2012 MICHIGAN PLUMBING CODE  
 2011 MICHIGAN ELECTRIC CODE

**ALLOWABLE HEIGHT & AREA:**

PROPOSED CONST. TYPE — TYPE VB  
 PROPOSED USE GROUP:  
 SEPARATED, MIXED USE (MFR. SEC. 508.4) — MERCANTILE (M)  
 — STORAGE (S-1)

**ALLOWABLE HEIGHT:**

	MERCANTILE (M)	STORAGE (S-1)
H = 40 FEET S = 1 STORY		H = 40 FEET S = 1 STORIES

**ALLOWABLE AREA:**

	MERCANTILE (M)	STORAGE (S-2)
9,000 S.F.		9,000 S.F.

**EXISTING HEIGHT & AREA:**  
 EXISTING HEIGHT — 2 STORIES / +/- 25'  
 PROPOSED AREA — 1ST FLR. 3,091 (M) + 2,519 (S-2) = 5,410 S.F.  
 MEZZANINE (S-1) — 114 S.F.

**ALLOWABLE AREA PER STORY**

1ST FLOOR  
 ALLOWABLE AREA USE M: 9,000 sf  
 ALLOWABLE AREA USE S-1: 9,000 sf

PROPOSED SF M = 3,091 / 9,000 = .34  
 PROPOSED SF S-2 = 2,519 / 9,000 = .28  
 .62 < 1.0

**FIRE SEPARATIONS**

OCCUPANCY FIRE SEPERATION - TABLE 508.4  
 M & S-1 — 0 HRS. REQUIRED

**FIRE RESISTANCE RATING - TYPE IIB CONSTRUCTION**

STRUCTURAL FRAME	0 HRS.
INT. BEARING WALLS	0 HRS.
EXT. BEARING WALLS	0 HRS.
INT.-EXT. NON-BEARING WALLS	0 HRS.
FLOOR CONSTRUCTION	0 HRS.
ROOF CONSTRUCTION	0 HRS.

**OCCUPANT LOAD CALCULATIONS (B & SI OCCUPANCIES):**

FIRST FLOOR M:  
 3,091 / 30 = 103 OCC. (M)

FIRST FLOOR S-1:  
 2,519 / 300 = 9 OCC. (S-1)

TOTAL FIRST FLOOR — 112 OCCUPANTS

SECOND FLOOR:  
 114 / 300 = 0.38 OCC. (S-1)

**TOTAL BUILDING OCCUPANT LOAD — 115 OCCUPANTS**

**REQUIRED EGRESS COMPONENTS:**

	1ST FLOOR	MEZZANINE
MIN. ALLOWABLE EXITS PER FLOOR	2	1 W/ COMMON PATH (100'
PROPOSED EXITS PER FLOOR	5	1
REQUIRED EXIT COMPONENT WIDTH: # OCCUPANTS x .20'	22.5'	4'
DOOR WIDTH	188"	
REQUIRED STAIR WIDTH: # OCCUPANTS x .30' (36" MIN. (50) (44" MIN. OTHERWISE)		36"
PROPOSED STAIR WIDTH		44"
MIN. ALLOWABLE DOOR WIDTH: 32"		
PROPOSED MIN. DOOR WIDTH: 34.5"		
MAX. ALLOWABLE EXIT TRAVEL DISTANCE	200'	
MAX. PROPOSED EXIT TRAVEL DISTANCE	+/- 80'	

**PLUMBING FIXTURE REQUIREMENTS, PER MICHIGAN LABOR PLUMBING CODE, TABLE 403.1**

REQUIRED:	WC's	UR's	LAV's	DF's	SS	PROPOSED:	WC's	UR's	LAV's	DF's	SS
OCCUPANT LOAD	58 MEN	58 WOMEN				MEN	1	1			
						WOMEN					
						DRINKING FOUNTAIN					1 + 1 WATER COOLER
						SERVICE SINK					1 EXISTING

**3 CODE**



**Lindhout Associates**  
architects aia pc

10465 citation drive, brighton, michigan 48116-9510  
www.lindhout.com (810)227-5668 fax: (810)227-5855

consultant

SKETCH PLAN REVIEW  
OWNER REVIEW  
issued for

8-25-15  
8-21-15  
date

JHE  
ck'd: DAR  
app'd:

BUILDING RENOVATION for:  
**SIMPLY FRESH**  
GENOA TWP., MICHIGAN  
**FLOOR PLANS**

A1

1565



September 17, 2015

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

Township Board  
Genoa Charter Township  
2911 Dorr Road  
Brighton, Michigan 48116

**Re: Master Plan Amendment**

Dear Honorable Officials and Trustees,

As you know, the Township Utility Department recently implemented a conversion of the Oak Pointe Sewer plant. This conversion in addition to pre-existing water service limitations restricts our ability to add capacity to the system. Please refer to the attached memo from Utility Director, Greg Tatara describing this issue in more detail. In response to this change, Township staff analyzed the Master Plan to ensure that the plan accurately represents our abilities. This analysis found an undeveloped area south of Brighton Road that is designated for higher densities which would necessitate utilities which are now unavailable. As a result, staff has directed LSL Planning to prepare an amendment to the Future Land Use and Growth Boundaries map within the Master Plan to ensure the plan is relevant and attainable.

Attached hereto please find a memo from LSL Planning describing the change and the process. It includes two maps showing the changes to the plan. The Planning Commission reviewed the draft map changes at the September 14, 2015 meeting and recommended the plan to the Board for distribution. The recommendation by the Planning Commission was conditioned on the Township Attorney performing a thorough legal review of the proposed amendment to ensure compliance with all local, state, and federal laws.

This evening you are being asked to review and approve distribution of the draft amendments to the Master Plan. Following Board approval to distribute, Township staff will send the plan to adjacent municipalities and Livingston County for statutory required review. State law requires a forty-two (42) day review period for these entities. During this time, the legal review required by the Planning Commission will be completed. Following the review period, the Planning Commission shall hold at least one public hearing on the proposed plan.

The action requested of the Board at Monday's meeting will keep the plan moving forward through the process and initiate the formal public review process. It is possible that the amendment may undergo revisions based on comments made by the Board at Monday's meetings, further modifications by staff and counsel, and revisions suggested as a result of the local agency and public review process.

**SUPERVISOR**

Gary T. McCririe

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**MANAGER**

Michael C. Archinal

**TRUSTEES**

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

Board of Trustees  
Master Plan Map Amendment  
September 17, 2015  
Page 2 of 2

After the public hearing(s), a final draft of the Master Plan will be presented to the Planning Commission which will then be asked to pass a resolution of approval of the Master Plan. Finally, the Township Board will be asked to either approve or reject the Plan.

In consideration of the aforementioned, please consider the following action:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to approve the draft Master Plan for distribution pursuant to the Michigan Planning Enabling Act (MCL 125.3481).

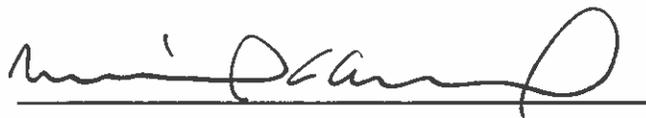
Please don't hesitate to contact me prior to the meeting if you have any questions or concerns.

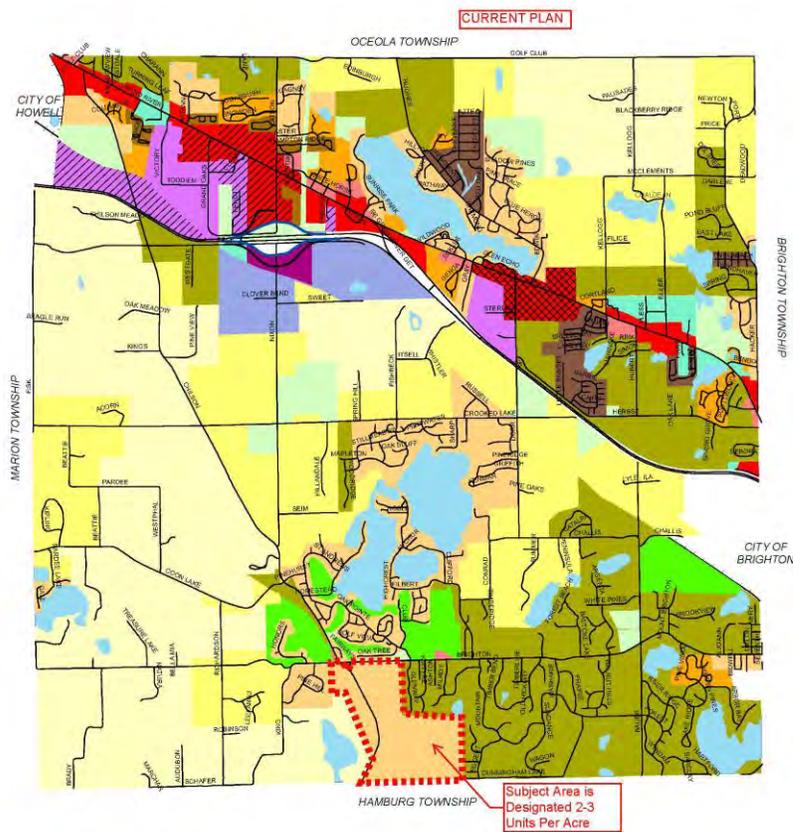
Most sincerely,



Kelly VanMarter  
Assistant Township Manager/Community Development Director

MANAGER'S REVIEW:





**MAP 7**

**Future Land Use**

Master Plan Update  
Genoa Township  
Livingston County, MI

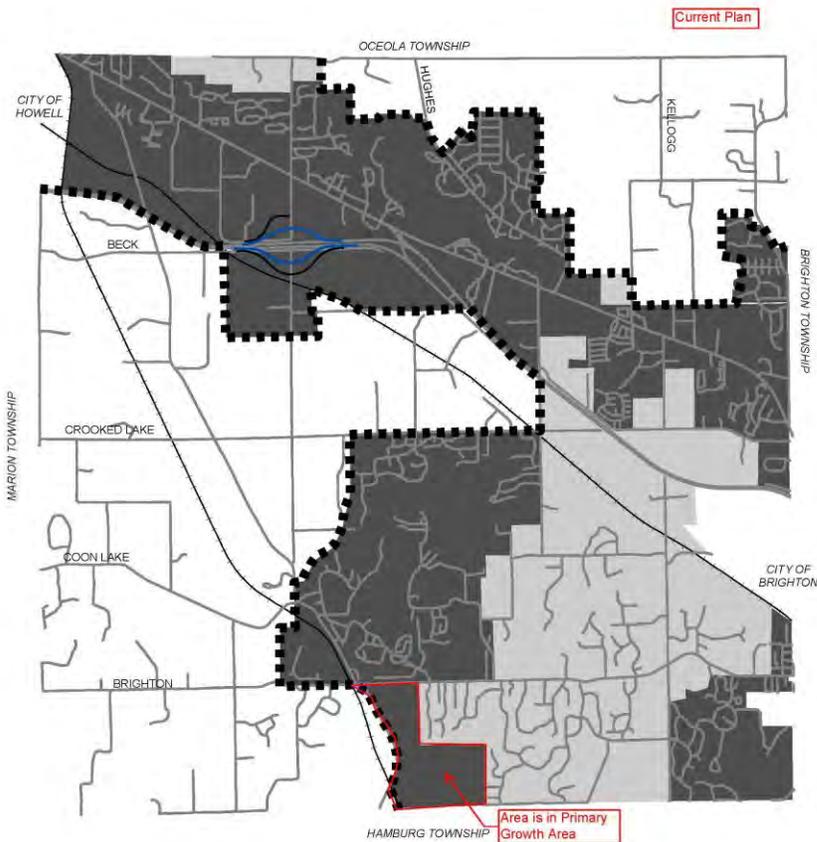
- AGRICULTURE/COUNTRY ESTATE - 5 acres per unit
- LARGE LOT RURAL
- RESIDENTIAL - 2 acres per unit
- LOW DENSITY RESIDENTIAL - 1 acre per unit
- SMALL LOT SINGLE FAMILY RESIDENTIAL - 2 to 3 units per acre
- MEDIUM DENSITY RESIDENTIAL - 5 units per acre
- HIGH DENSITY RESIDENTIAL - 8 units per acre
- MANUFACTURED HOUSING
- NEIGHBORHOOD COMMERCIAL
- GENERAL COMMERCIAL
- REGIONAL COMMERCIAL
- MIXED-USE TOWN CENTER
- OFFICE
- INDUSTRIAL
- RESEARCH AND DEVELOPMENT
- PUBLIC/INSTITUTIONAL/UTILITIES
- PRIVATE RECREATION
- INTERCHANGE CAMPUS
- INTERCHANGE COMMERCIAL

October 2013

0 0.25 0.5 1 1.5 Miles

Source: MCGI, Livingston County, Genoa Twp

LSI Planning, Inc.



**MAP 8**

**Growth Boundary**

Master Plan Update  
Genoa Township  
Livingston County, MI

- Growth Boundary
- Primary Growth Areas
- Secondary Growth Areas
- Rural Reserve Areas

October 2013

0 0.25 0.5 1 1.5 Miles

Source: MCGI, Livingston County, Genoa Twp

LSI Planning, Inc.



# MEMO

**TO:** Kelly VanMarter, Assistant Township Manager  
**FROM:** Greg Tatara, Utility Director  
**DATE:** August 27, 2015  
**RE:** Extension of the Oak Pointe Municipal Water and Sanitary Sewer Boundaries

.....

Per your request, I have prepared this Memo outlining the available capacity with the existing Oak Pointe municipal water and sanitary sewer systems.

## Oak Pointe Municipal Water System

The current maximum day demand in the Oak Pointe municipal water system is near the capacity of our wells and exceeds the treatment capacity of the plant. In fact, during periods of high irrigation and demand, we have had to implement water use restrictions to assure that enough water would be available for fire and public safety measures. Current customers also experience diurnal low pressure periods due to high peak demand and the inability of the distribution and production systems to meet these demands.



Currently, the water system has a maximum daily production capability of 1,100 gallons per minute. This equates, when backwash and service water is taken into account, to a maximum daily production amount of 1.45 million gallons per day (MGD). The production capability of Oak Pointe Water System compared to actual demand data from the past several years is at 90%. The Michigan Department of Environmental Quality (MDEQ) recommends that this amount be near 75%, which means that the Oak Pointe Water System is at production capacity and cannot serve additional developments.

In addition, the water treatment process is over capacity. The existing iron removal filters operate at a flow rate of 8 gpm/sft during peak flow, which is significantly over what the recommend 10 State Standards of 3 gpm/sft. Since the facility only removes iron and manganese, there is not as strong regulatory guidelines for iron removal equipment due to the fact that public health is not in danger if the treatment process doesn't function appropriately. However, the existing customers of Oak Pointe expect high

quality water to be supplied at all times. As a result of this over capacity issue, numerous operational measures are taken to ensure we can reliability remove iron during peak summer demand with our current customers, and any expansion of the system will only exacerbate this issue.

#### Oak Pointe Municipal Wastewater System

The Oak Pointe Wastewater Plant was converted to a pump station and was taken off line in January of 2015, with the wastewater being pumped approximately 5 miles away to the Genoa-Oceola WWTP for treatment. The Sewage Treatment Agreement between Genoa Township and the Genoa Oceola Sewer and Water Authority includes a figure showing the existing Oak Pointe Sanitary Sewer Service Area (Exhibit 1 of the Agreement) and states the following in regards to the future expansion of the district within Genoa Township:

*“The line constructed to connect Oak Pointe to the GO WWTP shall be dedicated for the sole purpose of transporting Oak Pointe Flows to the GO Plant and shall not be utilized to transport other flows originated in Genoa Township to the GO WWTP without amendment of this agreement by both Governing Boards.”*

In addition to modifications to the existing Sewer Treatment Agreement, if the Township wishes to expand the Oak Pointe sanitary sewer district modifications will be necessary to the Oak Pointe pump station, including, but not limited to modification of the pump flow rates and additional covered equalization and odor control measures at the Oak Pointe pump station.



As outlined above, expanding the existing Oak Pointe municipal water and sanitary sewer presents numerous challenges. Please let me know if you need any further information or have any questions on the above information



September 9, 2015

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Kelly Van Marter, AICP Assistant Township Manager and Planning Director
<b>Subject:</b>	Proposed Amendment to the 2013 Township Master Plan

The Township asked for our assistance with a minor amendment to the Township's Master Plan.

More specifically, following the adoption of your 2013 plan, the Township Engineer determined that the Oak Pointe Municipal Water and Sanitary Sewer system is nearing capacity (please see attached memo from Greg Tatara).

In order to limit future impacts on this system, we have proposed to amend both the future land use and growth boundary categories for the subject area (please see attached page highlighting the area changed).

On Map 7: Future Land Use, the area has been changed from Small Lot Single Family (2 to 3 units per acre) to Low Density Single Family (1 acre per unit) residential. The corresponding area has also been changed on Map 8: Growth Boundary, from a Primary Growth Area to a Secondary Growth Area.

Since this area is not referenced specifically in the text, only these two maps have changed and the rest of the plan would remain as adopted in 2013.

The anticipated process to adopt this amendment is as follows:

- September 14: Planning Commission review and action to forward draft plan amendment to the Township Board.
- September 21: Township Board to take action authorizing distribution of the draft plan amendment to adjacent communities, county, and agencies per the Michigan Planning Enabling Act for 42-day review period.
- November 9: Following the 42-day review period, Planning Commission conducts a public hearing, reviews any comments received, adopts the amended plan, and forwards to Township Board for their approval
- December 7: Township Board adopts amended plan.

Should you have any questions concerning this matter, please do not hesitate to contact our office. We can be reached by phone at (248) 586-0505, or via e-mail at [borden@lslplanning.com](mailto:borden@lslplanning.com) and [duffy@lslplanning.com](mailto:duffy@lslplanning.com).

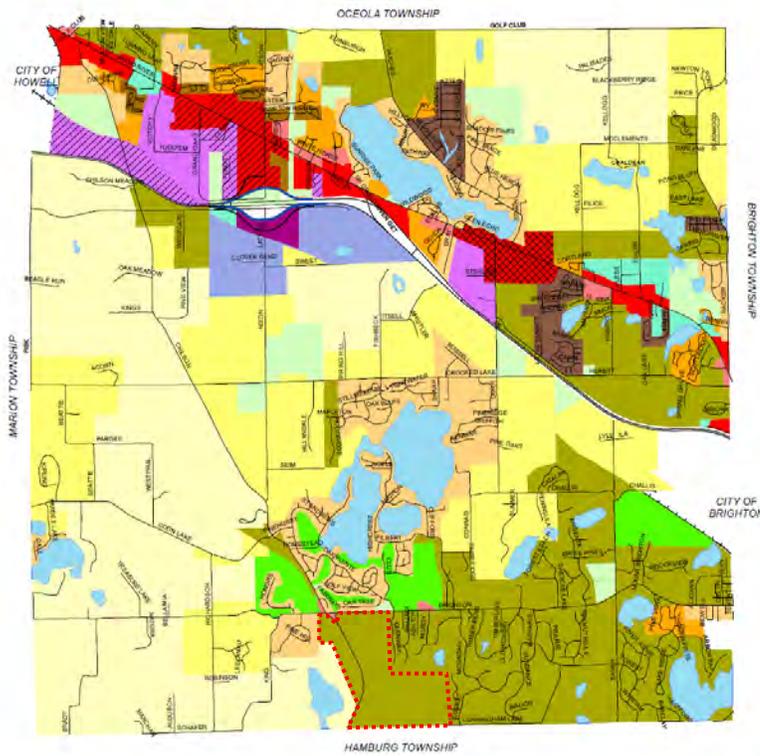
Sincerely,

**LSL PLANNING, INC.**

Brian V. Borden, AICP  
Principal Planner

Kathleen Duffy, AICP  
Project Planner II

**PROPOSED CHANGES TO MASTER PLAN**



**MAP 7**  
**Future Land Use**  
 Master Plan Update  
 Genoa Township  
 Livingston County, MI

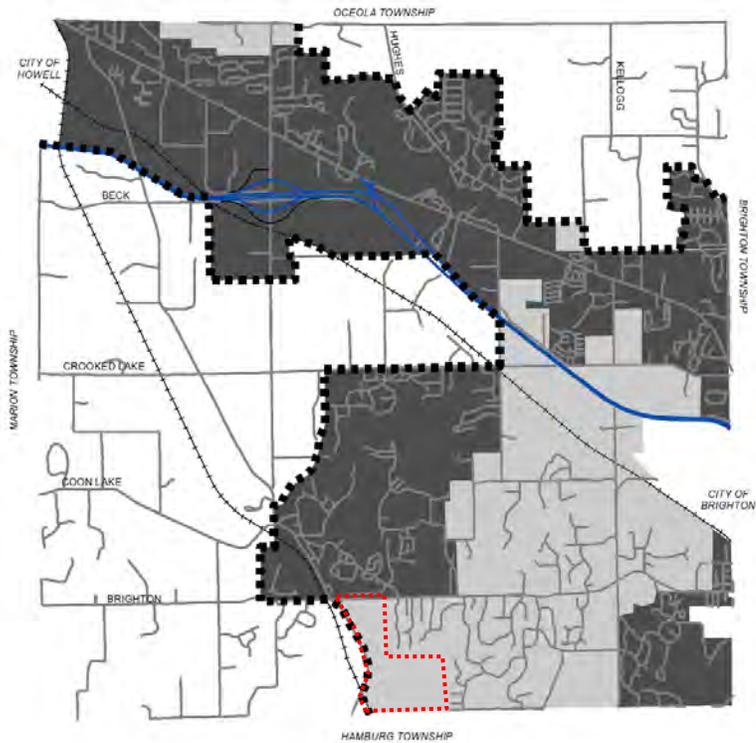
- AGRICULTURE/COUNTRY ESTATE - 5 acres per unit
- LARGE LOT RURAL RESIDENTIAL - 2 acres per unit
- LOW DENSITY RESIDENTIAL - 1 acre per unit
- SMALL LOT SINGLE FAMILY RESIDENTIAL - 2 to 3 units per acre
- MEDIUM DENSITY RESIDENTIAL - 5 units per acre
- HIGH DENSITY RESIDENTIAL - 8 units per acre
- MANUFACTURED HOUSING
- NEIGHBORHOOD COMMERCIAL
- GENERAL COMMERCIAL
- REGIONAL COMMERCIAL
- MIXED USE TOWN CENTER
- OFFICE
- INDUSTRIAL
- RESEARCH AND DEVELOPMENT
- PUBLIC/INSTITUTIONAL/UTILITIES
- PRIVATE RECREATION
- INTERCHANGE CAMPUS
- INTERCHANGE COMMERCIAL

August 2015

0 0.25 0.5 1 1.5 Miles

Sources: MCOI, Livingston County, Genoa Twp.

LSI Planning, Inc.



**MAP 8**  
**Growth Boundary**  
 Master Plan Update  
 Genoa Township  
 Livingston County, MI

- Growth Boundary
- Primary Growth Areas
- Secondary Growth Areas
- Rural Reserve Areas

August 2015

0 0.25 0.5 1 1.5 Miles

Sources: MCOI, Livingston County, Genoa Twp.

LSI Planning, Inc.

Sam Herfy addressed the Planning Commission on behalf of the petitioner.

Brian Borden addressed the setbacks from the road and the water line. They are met.

The plans were submitted over aerial photos. The accuracy is not guaranteed. A more accurate plan should be used for the issuance of a permit. For instance, an engineer could draw on the site plan, to scale, the location of the proposed buildings.

**Planning Commission disposition of petition**

A. Disposition of Sketch Plan (08-25-15)

**Motion** by Barbara Figurski to table this item for the petitioner to obtain more accurate measurements of the locations of the buildings. Support by Chris Grajek. **Motion carried unanimously.**

**OPEN PUBLIC HEARING #3... Review of the draft Master Plan amendment affecting future land use and growth boundaries in sections 33 and 34 along Chilson Road south of Brighton Road for submittal to the Township Board for distribution and public review pursuant to the Michigan Planning Enabling Act.**

Kelly VanMarter gave a history of this item. She will seek the attorney's opinion while in the 42-day review period.

**Planning Commission disposition of petition**

A. Authorize submittal of the draft master plan amendment to the Township Board.

**Motion** by John McManus to authorize submittal of the draft master plan amendment to the Township Board and that the same be submitted for a legal opinion.

**Administrative Business:**

- Staff report
- Approval of August 10, 2015 Planning Commission meeting minutes. **Motion** by Barbara Figurski to approve the minutes of the August 10, 2015 meeting as amended. Support by James Mortensen. **Motion carried unanimously.**
- Member discussion
- Adjournment. **Motion** by John McManus to adjourn the meeting at 8:27 a.m. Support by James Mortensen. **Motion carried unanimously.**

Respectfully submitted,

Kristi Cox  
Recording Secretary



## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Adam VanTassell  
**DATE:** September 17, 2015  
**RE:** 2015 Township Hall Paving Improvements

**MANAGER'S REVIEW:**



For your consideration this evening is an amendment to the proposal from Hubbell, Roth & Clark for a reconstruction/maintenance improvement for the Township Hall Parking lots.

At your August 17, 2015 meeting, you approved a proposal from Hubbell, Roth & Clark for the Township Hall Parking lot improvement proposal. The bid from Highway Maintenance was for \$77,850.00.

At the pre-construction meeting, the contractor from Highway Maintenance recommended reconstruction for the front parking lot instead of the crack sealing as originally planned. The contractor agreed to a \$2,000.00 credit for the foregone overbanding. The amended proposal for the reconstruction of both front and rear parking lots is \$107,125.00.

Please consider the following action:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the bid from Highway Construction for the Township Hall Parking Lot Reconstruction in the amount of \$107,125.00.

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

### **SUPERVISOR**

Gary T. McCririe

### **CLERK**

Paulette A. Skolarus

### **TREASURER**

Robin L. Hunt

### **MANAGER**

Michael C. Archinal

### **TRUSTEES**

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

**2015 Paving Improvements  
Genoa Charter Township  
Construction Cost Estimate - Increased Area  
Town Hall Main Parking Lot**

September 15, 2015

HRC Job No. 20150455

**Full lot R&R, same x-section as back parking lot**

No.	Item	Quantity	Unit Price	Total Cost
1	Pavement Removal	2400 syd	\$14.00	\$33,600.00
2	Sub-grade Undercut	100 cyd	\$42.00	\$4,200.00
3	Edge Drain - 6"	400 lft	\$18.00	\$7,200.00
4	Geogrid, BX110	2400 syd	\$4.00	\$9,600.00
5	Aggregate Base - 21AA Crushed Conc.	1000 ton	\$19.50	\$19,500.00
6	HMA	600 ton	\$92.00	\$55,200.00
7	Pavement Repair	0 syd	\$32.00	\$0.00
8	Overbanding	Lump Sum	credit	-\$2,000.00
9	Pavement Marking	Lump Sum	\$0.00	\$0.00
10	Maintaining Traffic	Lump Sum	\$0.00	\$0.00
11	Mobilization	Lump Sum	\$0.00	\$0.00
<b>Total =</b>				<b>\$127,300.00</b>

**Set a target budget amount of \$50K - roughly 40% of area**

No.	Item	Quantity	Unit Price	Total Cost
1	Pavement Removal	960 syd	\$14.00	\$13,440.00
2	Sub-grade Undercut	40 cyd	\$42.00	\$1,680.00
3	Edge Drain - 6"	160 lft	\$18.00	\$2,880.00
4	Geogrid, BX110	960 syd	\$4.00	\$3,840.00
5	Aggregate Base - 21AA Crushed Conc.	400 ton	\$19.50	\$7,800.00
6	HMA	240 ton	\$92.00	\$22,080.00
7	Pavement Repair	0 syd	\$32.00	\$0.00
8	Overbanding	Lump Sum	credit	-\$2,000.00
9	Pavement Marking	Lump Sum	\$0.00	\$0.00
10	Maintaining Traffic	Lump Sum	\$0.00	\$0.00
11	Mobilization	Lump Sum	\$0.00	\$0.00
<b>Total =</b>				<b>\$49,720.00</b>

**Full lot w/ modified section - no grid, 6" crushed conc, 4" HMA**

No.	Item	Quantity	Unit Price	Total Cost
1	Pavement Removal	2400 syd	\$14.00	\$33,600.00
2	Sub-grade Undercut	50 cyd	\$42.00	\$2,100.00
3	Edge Drain - 6"	200 lft	\$18.00	\$3,600.00
4	Geogrid, BX110	0 syd	\$4.00	\$0.00
5	Aggregate Base - 21AA Crushed Conc.	750 ton	\$19.50	\$14,625.00
6	HMA	600 ton	\$92.00	\$55,200.00
7	Pavement Repair	0 syd	\$32.00	\$0.00
8	Overbanding	Lump Sum	credit	-\$2,000.00
9	Pavement Marking	Lump Sum	\$0.00	\$0.00
10	Maintaining Traffic	Lump Sum	\$0.00	\$0.00
11	Mobilization	Lump Sum	\$0.00	\$0.00
<b>Total =</b>				<b>\$107,125.00</b>