

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
February 3, 2020
6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

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

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: January 6, 2020
3. Consideration of a request from the Election Commission concerning the appointment of officials to work the March 10, 2020 Presidential Primary and salaries related to those appointments.
4. Request to approve the 2020 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by the assessor.

Approval of Regular Agenda:

5. Request for approval of Resolution No. 1 (to proceed with the project and direct preparation of the plans and cost estimates) for Challis Court Maintenance Project (Summer 2020).
6. Request for approval of Resolution No. 2 (to approve the project, schedule the first hearing, and direct issuance of statutory notices) for the Challis Court Maintenance Project (Summer 2020).
7. Consideration of a recommendation for approval of a special land use, site plan and environmental impact assessment for outdoor sales, storage and display for Lowe's. The property in question is located at 1100 S. Latson Road, Howell. The request is petitioned by Lowe's Home Centers, LLC.
 - A. Disposition of Special Land Use Application.
 - B. Disposition of Environmental Impact Assessment (9-24-19)
 - C. Disposition of Site Plan. (1-14-20)
8. Request for approval of Budget amendments for the F.Y. 2019/2020 as requested by the Township Clerk.
9. Discussion of S. Latson Versa Development PUD with Planning Commission.

Correspondence

Member Discussion

Adjournment

<p>*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.</p>
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CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 3, 2020

TOWNSHIP GENERAL EXPENSES: Thru February 3, 2020	\$712,645.56
January 9, 2020 Personal Time Payout-2019	\$10,370.09
January 10, 2020 Bi Weekly Payroll	\$90,510.31
January 24, 2020 Bi Weekly Payroll	\$94,323.07
OPERATING EXPENSES: Thru February 3, 2020	\$243,730.12
TOTAL:	<u>\$1,151,579.15</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
01/06/2020	35727	MICHAEL ARCHINAL	500.00
01/06/2020	35728	POSTMASTER	1,425.00
01/08/2020	35729	CONTINENTAL LINEN SERVICE	125.87
01/08/2020	35730	COOPER'S TURF MANAGEMENT LLC	2,937.00
01/08/2020	35731	LIVINGSTON CO. REGISTER OF DEEDS	30.00
01/08/2020	35732	LIVINGSTON CO. REGISTER OF DEEDS	30.00
01/08/2020	35733	LIVINGSTON COUNTY REGISTER OF DEEDS	30.00
01/08/2020	35734	LIVINGSTON CO ASSESSORS ASSOCIATION	70.00
01/08/2020	35735	LIVINGSTON CO ASSESSORS ASSOCIATION	30.00 v
		Void Reason: INCORRECT VENDOR	
01/08/2020	35736	LIVONIA-GARDEN CITY FIRE EXT	86.50
01/08/2020	35737	MEI TOTAL ELEVATOR SOLUTIONS	124.38
01/08/2020	35738	MICHIGAN OFFICE SOLUTIONS	172.57
01/08/2020	35739	NETWORK SERVICES GROUP, L.L.C.	700.00
01/08/2020	35740	LIVINGSTON CO. REGISTER OF DEEDS	30.00
01/08/2020	35741		0.00 v
		Void Reason: PRINTER ERROR	
01/08/2020	35742	OFFICE EXPRESS INC.	256.27
01/08/2020	35743	PERFECT MAINTENANCE CLEANING	565.00
01/08/2020	35744	PFEFFER, HANNIFORD, PALKA	5,850.00
01/08/2020	35745	TETRA TECH INC	3,045.00
01/08/2020	35746	TRI COUNTY SUPPLY, INC.	59.31
01/15/2020	35747	ADVANCED DISPOSAL	90,322.20
01/15/2020	35748	AMERICAN AQUA	249.00
01/15/2020	35749	AMERICAN GENERAL LIFE INSURANC	290.00
01/15/2020	35750	BLUE CROSS & BLUE SHIELD OF MI	41,805.82
01/15/2020	35751	COMCAST	637.20
01/15/2020	35752	COMCAST	703.43
01/15/2020	35753	DTE ENERGY	216.99
01/15/2020	35754	FEDERAL EXPRESS	39.80
01/15/2020	35755	LIVINGSTON PRESS & ARGUS	140.00
01/15/2020	35756	HOWELL AREA CHAMBER OF COMMERCE	495.00
01/15/2020	35757	MICHIGAN ASSOC. OF PLANNING	79.00
01/15/2020	35758	MICHIGAN TAX TRIBUNAL	25.00
01/15/2020	35759	R.S. THOMAS & ASSOCIATES, INC.	2,200.00
01/15/2020	35760	DTE ENERGY	1,463.56
01/16/2020	35761	DELTA DENTAL	3,629.78
01/16/2020	35762	LIVINGSTON COUNTY TREASURER	87.21
01/16/2020	35763	MASTER MEDIA SUPPLY	1,299.63
01/16/2020	35764	MUTUAL OF OMAHA	4,185.18
01/16/2020	35765	NEOPOST USA INC	279.46
01/16/2020	35766	VERIZON WIRELESS	1,193.12
01/23/2020	35767	ALLSTAR ALARM LLC	345.00
01/23/2020	35768	APPLIED IMAGING	131.28
01/23/2020	35769	CHASE CARD SERVICES	2,859.50
01/23/2020	35770	EHIM, INC	5,239.77
01/23/2020	35771	ETNA SUPPLY COMPANY	19,215.00
01/23/2020	35772	ETNA SUPPLY COMPANY	1,760.00
01/23/2020	35773	LIVINGSTON COUNTY TREASURER	2.91
01/23/2020	35774	OFFICE EXPRESS INC.	164.25
01/23/2020	35775	SEWARD HENDERSON PLLC	7,200.50
01/23/2020	35776	TRI COUNTY SUPPLY, INC.	20.04
01/23/2020	35777	US BANK EQUIPMENT FINANCE	1,931.57
01/23/2020	35778	WAL-MART COMMUNITY	45.12
01/23/2020	35779	WALMART COMMUNITY	106.57
01/24/2020	35780	ADAMS WELL REPAIR INC.	2,250.00
01/24/2020	35781	NEOFUNDS	2,500.00
01/24/2020	35782	TRI COUNTY SUPPLY, INC.	124.87
01/27/2020	35783	AMERICAN PLANNING ASSOCIATION	609.00
01/27/2020	35784	BRAY ELECTRIC	1,960.00
01/27/2020	35785	COMCAST	251.74
01/27/2020	35786	CONSUMERS ENERGY	335.16
01/27/2020	35787	GENOA TOWNSHIP PARKS & RECREATION	500,000.00
01/27/2020	35788	LIVINGSTON CO. REGISTER OF DEEDS	30.00
01/27/2020	35789	LIVINGSTON CO. REGISTER OF DEEDS	90.00
01/27/2020	35790	LCAA	70.00
01/27/2020	35791	MICHIGAN ASSOC. OF PLANNING	25.00

FNBCK TOTALS:

Total of 65 Checks:	712,675.56
Less 2 Void Checks:	30.00
Total of 63 Disbursements:	712,645.56

For Check Dates 01/09/2020 to 01/09/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/09/2020	FNBCK	13056		2,656.92	2,127.41	0.00	Open
01/09/2020	FNBCK	13057		579.27	498.18	0.00	Open
01/09/2020	FNBCK	13058		1,896.00	1,572.51	0.00	Open
01/09/2020	FNBCK	13059		597.41	512.35	0.00	Open
01/09/2020	FNBCK	13060		328.00	288.97	0.00	Open
01/09/2020	FNBCK	13061		971.25	784.11	0.00	Open
01/09/2020	FNBCK	13062		1,144.00	987.84	0.00	Open
01/09/2020	FNBCK	13063		1,803.70	1,485.87	0.00	Open
01/09/2020	FNBCK	EFT417	INTERNAL REVENUE SERVICE	2,112.85	2,112.85	0.00	Open
Totals:			Number of Checks: 009	12,089.40	10,370.09	0.00	
Total Physical Checks:			8				
Total Check Status:			1				

CHECK REGISTER REPORT FOR General Charter Township
For Check Dates 01/10/2020 to 01/10/2020

Page 1 of 1

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/10/2020	FNBC	EFT413	FLEX SPENDING (TASC)	826.79	826.79	0.00	Open
01/10/2020	FNBC	EFT414	INTERNAL REVENUE SERVICE	21,427.92	21,427.92	0.00	Open
01/10/2020	FNBC	EFT415	PRINCIPAL FINANCIAL	3,481.00	3,481.00	0.00	Open
01/10/2020	FNBC	EFT416	PRINCIPAL FINANCIAL	2,181.07	2,181.07	0.00	Open
Totals:				27,916.78	27,916.78	0.00	
				Number of Checks: 004	Dir. Dep.		
Total Physical Checks:					62,593.53		
Total Check Stubs:				4			

\$ 90,510.31

For Check Dates 01/24/2020 to 01/24/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/24/2020	FNBCK	13064	EPP, SUSAN B	300.00	264.30	0.00	Open
01/24/2020	FNBCK	13065	OVERBY, CYNTHIA R	406.06	375.00	0.00	Open
01/24/2020	FNBCK	EFT418	FLEX SPENDING (TASC)	826.79	826.79	0.00	Open
01/24/2020	FNBCK	EFT419	INTERNAL REVENUE SERVICE	22,128.21	22,128.21	0.00	Open
01/24/2020	FNBCK	EFT420	PRINCIPAL FINANCIAL	3,531.00	3,531.00	0.00	Open
01/24/2020	FNBCK	EFT421	PRINCIPAL FINANCIAL	2,181.07	2,181.07	0.00	Open
Totals:				29,373.13	29,306.37	0.00	
				Number of Checks: 006			
Total Physical Checks:				2	Dir. Dep.		
Total Check Stubs:				4	65,016.70		

\$ 94,323.07

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
01/07/2020	4792	AT&T LONG DISTANCE	77.06
01/07/2020	4793	BRIGHTON ANALYTICAL, L.L.C.	320.00
01/07/2020	4794	DTE ENERGY	3,813.03
01/07/2020	4795	DTE ENERGY	1,330.52
01/16/2020	4796	AT&T	203.54
01/16/2020	4797	CONSUMERS ENERGY	313.56
01/22/2020	4798	ADVANCE AUTO PARTS	27.94
01/22/2020	4799	AT&T LONG DISTANCE	51.38
01/22/2020	4800	BRIGHTON ANALYTICAL LLC	185.00
01/22/2020	4801	D & G EQUIPMENT, INC.	94.38
01/22/2020	4802	DUBOIS-COOPER	15,352.00
01/22/2020	4803	FERGUSON WATERWORKS #3386	472.06
01/22/2020	4804	GENOA TOWNSHIP D.P.W. FUND	22,717.67
01/22/2020	4805	GENOA OCEOLA SEWER AUTHORITY	201.86
01/22/2020	4806	GENOA TOWNSHIP DPW FUND	19,068.50
01/22/2020	4807	GENOA TOWNSHIP G/O NEW USER FUND	15,900.00
01/22/2020	4808	GRAINGER	635.57
01/22/2020	4809	KENNEDY INDUSTRIES	642.75
01/22/2020	4810	KISM, LLC	5,040.00
01/22/2020	4811	MICHIGAN CAT	324.45
01/22/2020	4812	NORTHERN PUMP & WELL	413.13
01/22/2020	4813	NORTHWEST PIPE & SUPPLY	22.71
01/22/2020	4814	PFEFFER, HANNIFORD, PALKA	3,000.00
01/22/2020	4815	PRECISION CLIMATE SERVICES INC.	3,821.56
01/22/2020	4816	STANDARD ELECTRIC	211.35
01/22/2020	4817	TETRA TECH INC	1,417.50
01/22/2020	4818	UIS SCADA	2,415.00
01/22/2020	4819	WATER SOLUTIONS UNLIMITED, INC	1,724.87
592FN TOTALS:			
Total of 28 Checks:			99,797.39
Less 0 Void Checks:			0.00
Total of 28 Disbursements:			99,797.39

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
01/02/2020	4860	HOME DEPOT CREDIT SERVICES	3,303.50
01/06/2020	4861	GREG TATARA	700.00
01/08/2020	4862	MWEA	140.00
01/08/2020	4863	WINDSTREAM	43.38
01/08/2020	4864	TRACTOR SUPPLY CO.	176.91
01/14/2020	4865	JAY DUHON	70.00
01/15/2020	4866	UNITED STATES POSTAL SERVICE	1,416.80 V
		Void Reason: ERROR ON CHECK	
01/15/2020	4867	UNITED STATES POSTAL SERVICE	1,673.00
01/15/2020	4868	WEX BANK	2,866.14
01/16/2020	4869	CHASE CARD SERVICES	1,855.82
01/16/2020	4870	STAPLES CREDIT PLAN	178.97
01/16/2020	4871	VERIZON WIRELESS	703.81
01/21/2020	4872	ADVANCE AUTO PARTS	121.90
01/21/2020	4873	AUTO-LAB OF LIVINGSTON	960.80
01/21/2020	4874	BLACKBURN MFG. CO	983.03
01/21/2020	4875	GIFFELS WEBSTER	2,310.00
01/21/2020	4876	JACK DOHENY COMPANIES, INC	309.77
01/21/2020	4877	MWEA	340.00
01/21/2020	4878	PFEFFER, HANNIFORD, PALKA	2,500.00
01/21/2020	4879	PORT CITY COMMUNICATIONS, INC.	165.36
01/21/2020	4880	TETRA TECH INC	4,080.00
01/22/2020	4881	HOME DEPOT CREDIT SERVICES	1,786.05
01/22/2020	4882	LIVINGSTON CO. REGISTER OF DEEDS	30.00
01/24/2020	4883	MWEA	75.00
503FN TOTALS:			
Total of 24 Checks:			26,790.24
Less 1 Void Checks:			1,416.80
Total of 23 Disbursements:			25,373.44

01/27/2020 01:50 PM
 User: Angie
 DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP
 CHECK NUMBERS 3715 - 5000

Page: 1/1

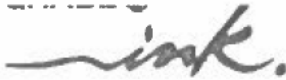
Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
01/07/2020	3715	BRIGHTON ANALYTICAL , L.L.C.	201.00
01/07/2020	3716	CHARTER TOWNSHIP OF BRIGHTON	932.50
01/07/2020	3717	CITY OF BRIGHTON UTILITY BILL	15,765.12
01/07/2020	3718	CITY OF BRIGHTON UTILITY BILL	6,641.34
01/07/2020	3719	DTE ENERGY	3,382.88
01/14/2020	3720	BRIGHTON ANALYTICAL LLC	67.00
01/14/2020	3721	CONSUMERS ENERGY	407.00
01/21/2020	3722	BRIGHTON ANALYTICAL LLC	67.00
01/21/2020	3723	GENOA TOWNSHIP D.P.W. FUND	11,384.25
01/21/2020	3724	GENOA OCEOLA SEWER AUTHORITY	246.53
01/21/2020	3725	GENOA OCEOLA SWR & WTR AUTHORI	1,397.54
01/21/2020	3726	HARTLAND SEPTIC SERVICE, INC.	5,550.00
01/21/2020	3727	KISM, LLC	3,867.00
01/21/2020	3728	OAK POINTE OPERATING S/W	4,963.40
01/21/2020	3729	PFEFFER, HANNIFORD, PALKA	2,750.00
01/21/2020	3730	PVS NOLWOOD CHEMICALS, INC.	1,565.00
01/24/2020	3731	BRIGHTON ANALYTICAL LLC	67.00
01/24/2020	3732	CONSUMERS ENERGY	135.20
593FN TOTALS:			
Total of 18 Checks:			59,389.76
Less 0 Void Checks:			0.00
Total of 18 Disbursements:			59,389.76

01/27/2020 01:52 PM
 User: Angie
 DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP
 CHECK NUMBERS 2220 - 5000

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 595FN PINE CREEK OPERATING FUND #595			
01/07/2020	2220	CITY OF BRIGHTON	57,669.53
01/21/2020	2221	PFEFFER, HANNIFORD, PALKA	1,500.00
595FN TOTALS:			
Total of 2 Checks:			59,169.53
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			59,169.53



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

New Balance
\$1,855.82
 Minimum Payment Due
\$35.00
 Payment Due Date
02/01/20

INK CASH(SM) POINT SUMMARY

Previous points balance	36,645
+ 1 Point per \$1 earned on all purchases	1,856
+ 2Pts/\$1 gas stns, restnts, otc sply, hrm impr	84
Total points available for redemption	38,585

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

ACCOUNT SUMMARY

Account Number:	[REDACTED]
Previous Balance	\$5,913.03
Payment, Credits	-\$5,913.03
Purchases	+\$1,855.82
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$1,855.82
Opening/Closing Date	12/08/19 - 01/07/20
Credit Limit	\$31,000
Available Credit	\$29,144
Cash Access Line	\$6,200
Available for Cash	\$6,200
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

MAILED

4269 1-17-2020
 4 185582

ALL SYS -503-000-084-000

CITY DEPT

JAN 15 2020

RECEIVED

01/15/2020

ENTERED JAN 16 2020



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/12	Payment ThankYou Image Check	-5,913.03
01/04	RINGCENTRAL, INC 650-4724100 CA <i>DPW phone</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD 9507) \$5780.40- INCLUDING PAYMENTS RECEIVED	132.63 ✓
12/21	AWWA.ORG 303-347-6197 CO <i>DPW prof dev.</i>	83.00 ✓
12/23	GEORGE INSTRUMENT ORION MI <i>MHOG</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD 2501) \$1681.34	1,598.34 ✓
12/18	LOWES #00779* HOWELL MI <i>Genoa Twp.</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD 7653) \$41.85	41.85 ✓

2020 Totals Year-to-Date

Total fees charged in 2020	\$0.00
Total interest charged in 2020	\$0.00

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

INTEREST CHARGES

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

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	14.74%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	26.49%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	14.74%(v)(d)	- 0 -	- 0 -

31 Days In Billing Period

(v) = Variable Rate

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

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

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



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Customer Service
1-800-945-2028

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X

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

New Balance
\$278.79
Minimum Payment Due
\$35.00
Payment Due Date
01/10/20

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

ACCOUNT SUMMARY

Account Number: [REDACTED]	
Previous Balance	\$255.65
Payment, Credits	-\$255.65
Purchases	+\$278.79
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$278.79
Opening/Closing Date	11/17/19 - 12/16/19
Credit Limit	\$20,000
Available Credit	\$19,721
Cash Access Line	\$4,000
Available for Cash	\$4,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

101-284-458-000
\$ 77.79
101-000 034-503
201 00

MAILED
35724 1-2-20
278.79

ENTERED DEC 30 2019

~~ALL SYS-
UTILITY DEPT
DEC 2019
RECEIVED~~

ENTERED DEC 30 2019



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Customer Service
1-800-945-2028



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ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
11/26	Payment ThankYou Image Check	-255.65
12/02	REALCOMP II LTD 248-553-3003 MI	201.00
12/12	AUBREE'S PIZZERIA & GRILL HOWELL MI MICHAEL C ARCHINAL TRANSACTIONS THIS CYCLE (CARD 3223) \$23.14 INCLUDING PAYMENTS RECEIVED	77.79

Training Team Building

2019 Totals Year-to-Date

Total fees charged in 2019	\$0.00
Total interest charged in 2019	\$0.00

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

INTEREST CHARGES

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

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

30 Days in Billing Period

(v) = Variable Rate

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

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

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to



www.chase.com/ink

February 2020

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

Now Balance
\$2,859.50
Minimum Payment Due
\$35.00
Payment Due Date
02/10/20

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

ACCOUNT SUMMARY

Account Number:	[REDACTED]
Previous Balance	\$278.79
Payment, Credits	-\$278.79
Purchases	+\$2,859.50
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$2,859.50
Opening/Closing Date	12/17/19 - 01/16/20
Credit Limit	\$20,000
Available Credit	\$17,140
Cash Access Line	\$4,000
Available for Cash	\$4,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

PAID
2/2/20
1-27-2020
2859.50

OK

1/21/20

ACCOUNT ACTIVITY

Date of Transaction

Merchant Name or Transaction Description

\$ Amount

01/04	Payment ThankYou Image Check	-278.79
12/16	STAPLES 00107730 BRIGHTON MI	40.26
01/04	AMZN Mktp US*8Z4U65UO3 Amzn.com/bill WA	89.00
01/09	MICHIGAN TOWNSHIPS ASS 517-321-6467 MI	1,845.00
01/10	MICHIGAN TOWNSHIPS ASS 517-321-6467 MI	513.00
01/14	MICHIGAN TOWNSHIPS ASS 517-321-6467 MI	60.00
01/14	AMZN Mktp US*E29R99R73 Amzn.com/bill WA	184.80
01/14	Amazon.com*M18MU1Y40 Amzn.com/bill WA	17.44
01/15	MSU PAYMENTS 517-355-5023 MI	50.00
01/15	MACEO 586-5744610 MI	60.00
	MICHAEL C ARCHINAL	
	TRANSACTIONS THIS CYCLE (CARD 3223) \$2580.71	
	INCLUDING PAYMENTS RECEIVED	

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

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

C#
[Signature]
1/21/20

INTEREST CHARGES

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

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

31 Days In Billing Period

(v) = Variable Rate

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

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

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

OFFICE 4026 151-201-727-000

CONF 2968-30 101-201-958-000

R.M. 2968-24 101-201-778-000

THOMAS 6000 101-201-957-000

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
January 6, 2020

MINUTES

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

Before the meeting began District Judge Daniel Bain from the Livingston County 53rd District Court introduced himself to the board. Judge Bain worked in criminal defense and regularly visits our local school about drugs and alcohol.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Lowe 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: December 10, 2019 and December 16, 2019

Approval of Regular Agenda:

Moved by Lowe and supported by Hunt to approve for action all items listed under the Regular Agenda with the addition of Item 6 Request to consider approval and authorization of a letter from Dykema Gossett to the City of Howell Board of Zoning Appeals. The motion carried unanimously.

3. Presentation by Ken Palka to make changes the Township's State Chart of Accounts at a cost of \$14,700.00 to comply with the State of Michigan's request for consistency within local governments.

Township Auditor Ken Palka addressed the board concerning the unfunded mandate by the State of Michigan. Moved by Skolarus and supported by Hunt

to approve the request from Township Auditor Ken Palka. The motion carried unanimously.

4. Request to appoint Craig Fons as an alternate to the Zoning Board of Appeals.

Moved by Lowe and supported by Mortensen to appoint Craig Fons as alternate to the ZBA with a three-year term expiring 06/30/2022.

5. Discussion regarding projects for FY 2020/2021.

Archinal presented the board with projects for the 20/21 budget year and asked for the board's consideration of a Master Plan with Market analysis, road projects, drainage issues, zoning amendments and park expansion. No action was taken by the board other than discussion.

6. Request to consider approval and authorization of a letter from Dykema Gossett to the City of Howell Board of Zoning Appeals.

Moved by Hunt and supported by Lowe to approve and authorize a letter from Dykema Gossett dated Jan. 6, 2020 regarding a new scrap processing facility request for 645 Lucy Road, Howell, MI - noting the following deficiencies:

- A disregard for issues raised by Township Manager Michael Archinal at the public hearing in the City of Howell
- Non-compliance with the City of Howell's Master Plan
- Incompatibility with the neighboring properties
- No finding of fact
- No traffic study
- Truck traffic routed through Genoa Township
- Poor condition of Lucy Road
- Inconsistency with the 425 agreement
- Bordering incompatible uses
- Lack of water and sewer

The motion carried unanimously.

Member Discussion:

- Item 6 will be added to the original packet and agenda for this evening's meeting
- Packets related to the August Primary and candidate filings will be available to the board
- MTA conference is scheduled for April 27 thru April 30th

Moved by Lowe and supported by Mortensen to adjourn at 7:45.



Paulette A. Skolarus, Clerk
Genoa Charter Township

Date: Jan. 27, 2020

To: Genoa Charter Township Board

From: Election Commission

The Election Commission met on this date to discuss policy related to the upcoming Presidential Primary Election. It is the recommendation of the commission to approve the following:

- Approval of persons scheduled to work the Presidential Primary
- Time and a half for part time and full time persons scheduled to work the Saturday or Sunday before every election as required by State Law
- Time and a half for part time and full time persons who work over eight hours a day related to the election process
- Lunch provision for persons working the Saturday or Sunday before an election
- Breakfast & lunch/dinner for all poll workers will remain the same as previously approved
- Time and a half for persons who work in the office related to the receiving board as previously approved
- Salaries for Co-Chairpersons will remain the same at \$280.00 per diem
- Salaries for Poll Workers will remain the same at \$230.00 per diem
- Set-up of the precincts will remain the same at \$14.00
- Part time experienced assistants to the clerk will remain the same at \$15.00 per hour
- Other temporary help will be paid at \$12.50 per hour
- The per diem for the election commission will remain the same at \$150.00
- The per diem for poll works attending the mandated classes for election officials will remain the same at \$35.00

Genoa Township Election Officials
March 10,2020 Special Election
Polly Skolarus (810) 224-5675
Mary Krencicki (810) 588-6895

Pct. 1 Cleary University – 1934 (334) HO

Cecelia McLure, Co=Chair – R ½ day
Ann Brennan, Co-Chair – R ½ day
Kathleen Wisser, Co-Chair – D
Margaret Withorn – R
Margery James – R
Cheryl Frasheski - D
Toni Rynicke – R

Pct. 9 Cleary University – 1532 (384) HO

Elizabeth Hoover, Co-Chair – R
John Vettraino, Co-Chair – R
Mary Jo Lorr – D
Kenneth Frasheski – D
Rita Croft - R
Deborah Brennan - R

Pct. 2 Three Fires School – 931 (116) HO

Bill Rockwell, Co-Chair – R
Tom Janego, Co-Chair – R
Mary Scheloske – D
Karen Wright – D
Mary Monge - R

Pct. 10 Three Fires School – 1565 (391) HO

John Wallbank, Co-Chair – D
Richard Borowiec, Co-Chair - R
Robert Scheloske – D
Thomas O'Brien - R
Lynda Lawrence - R

Pct. 3 Community Bible Church – 1901 (425) HO

David Tharp, Co-Chair – R
Joseph Nagy, Co-Chair – R
Karen Brender – R
Jessica Shoner - L
Barb Terry - D

Pct. 5 Chilson Hill – 987 (187) HO

Becky Bayley, Co-Chair – D
Jennifer McCauley, Co-Chair – R
Frederick Kulka – R
Jaclyn Dunaski – D
Vicki Strzalkowski – R

Pct. 7 Chilson Hills – 933 (251) BR

Diane Assenmacher, Co-Chair - R
Carol Godwin, Co-Chair – D
Paul Sebastian – R
David Kent – L
Matthew Hurley - R

Pct. 6 Hornung Elementary – 2436 (833) BR

Bob Assenmacher, Co-Chair – R

Kristen Sapienza, Co-Chair – D

Gary Janareli – R

Marie Guerriero – R

Makayla Rose Sapienza – R

Kathy Davis – R

Pct. 4 Church of the Nazarene – 1397 (339) BR

P.J. Sapienza, Co-Chair – D

Cindy Overby, Co-Chair – R

Vonda Belanger – R

James Henne - D

Clementine Billel – R

Pct. 8 Church of the Nazarene – 1361 (457) BR

Lee Fogle, Co-Chair – D

Tammy Dunaski, Co-Chair – D

Margaret Mullally-Henne, D

Michael Meyer - D

Janice Bhavsar - R

Pct. 11 2/42 Church – 706 (118) HA

Tammy Lindberg, Chair – R

Diane Esper – D

Jean Lizak – R

Lou Doucette – R

Sarah Zachman – D

Pct. 13 2/42 Church – 777 (182) HO

Bradford Lindberg, Co-Chair – D

Caroline Tyler, Co-Chair – D

Steve Lizak – R

Sally Larson – R

Richard Larson – R

Absent Voter Counting Board # 1

Carolyn Morrison, Co-Chair – R

Marilyn Smyth, Co-Chair – D

Norma Pless – R

Sandra Ramiller – D

John Kirsch – L

Frank Woody – R

Absent Voter Counting Board # 2

Virginia Wennerberg, Co-Chair – R

Sue Epp, Co-Chair – D

Vic Watson – R

Joseph Orczyk – R

Hilda Kirsch – R

Penny Woody - R

Alternates

Receiving Board

Jenifer Kern

Kathleen Murphy

Township Receiving (No Sharon in May)

Mary Krencicki

Linda Gallerani

Memo

To: Genoa Township Board

From: Debra L. Rojewski 

Date: 2/3/2020

Re: Instructions for poverty exemption, guidelines for poverty exemption, Poverty Exemption application and Poverty Exemption worksheet.

Manager Review: 

I would like the Genoa Township Board to adopt these guidelines for the 2020 Board of Review. The township is required to adopt guidelines that set income levels for our poverty exemption guidelines. The State of Michigan also requires that poverty exemption guidelines are established by the townships local assessing unit and we shall include an asset level test. An asset level test means the amount of cash, fixed assets or other property that could be used or converted to cash for use in payment of property taxes.

The income levels the township is using were supplied by the State of Michigan. I have attached the income levels which are the Federal Poverty Guidelines supplied to us from the State of Michigan. If you have any further questions feel free to contact me.

Please consider the following action:

Moved by _____, supported by _____, to

Approve the 2020 Instructions for poverty exemption, guidelines for poverty exemption, Poverty exemption application and Poverty exemption worksheet as submitted.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin 14 of 2019
October 14, 2019
Procedural Changes for 2020

TO: Assessing Officers and County Equalization Directors
FROM: State Tax Commission
SUBJECT: Procedural Changes for the 2020 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2020 assessment year.

A. Inflation Rate Used in the 2020 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2020 Capped Value Formula is 1.019.

The 2020 Capped Value Formula is as follows:

$$\text{2020 CAPPED VALUE} = (\text{2019 Taxable Value} - \text{LOSSES}) \times 1.019 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.019 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2020

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$21,330 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,330. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2020 assessments:

Size of Family Unit	Poverty Guidelines
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For each additional person	\$4,420

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

C. Sales Studies

Equalization study dates are as follows for 2020 equalization:

Two Year Study: April 1, two years prior through March 31, current year

Single Year Study: October 1, preceding year through September 30, current year

For 2019 studies for 2020 equalization the dates are as follows:

Two Year Study: April 1, 2017 through March 31, 2019

Single Year Study: October 1, 2018 through September 30, 2019

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

Please be advised that the above sale study dates **are not** the same as the valuation date used in appeals before the Michigan Tax Tribunal. Evidence presented in a Tax Tribunal appeal should reflect the value of the property as of tax day (December 31). This means that sales occurring *after* March 31, 2019 and September 30, 2019 should still be considered and included when submitting evidence in a Tax Tribunal appeal involving the 2019 tax year.

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property and not highest and best use of the property. The

Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Public Act 660 of 2018, Property Assessing Reform

At their meeting on May 28, 2019 the State Tax Commission approved the Property Assessing Reform Proposal Frequently Asked Questions. The FAQ reflects changes to the General Property Tax Act as a result of PA 660 of 2018, and includes information about Property Assessing Reform, the designated assessor, boards of review and villages. A copy of the FAQ is available on the Commission's website at www.michigan.gov/statetaxcommission.

The State Tax Commission will be continuously updating its website with information regarding Property Assessing Reform, including bulletins, guidance and any required forms. Information on Property Assessing Reform is available on the State Tax Commission's website under the "What's New" section.

The Commission has also established a dedicated email for submitting questions related to Property Assessing Reform. Any questions concerning Property Assessing Reform should be directed to AssessingReformQuestions@michigan.gov.

F. Village Waiver

The State Tax Commission at their meeting on August 20, 2019 approved Form 5689 *Application for State Tax Commission Approval of Village Assessment*. MCL 211.10d(7) provides that a village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts.

The completed Form, with the required resolution and all other attachments, must be submitted to the State Tax Commission, PO Box 30471, Lansing, Michigan 48909.

Form 5689 and additional information for Villages is available on the State Tax Commission's website at www.michigan.gov/statetaxcommission under the Property Assessing Reform link.

G. Consolidating Boards of Review

PA 660 of 2018 allows Boards of Review across two or more contiguous local units to be combined. The governing bodies of each local unit may enter into an agreement to appoint a single board of review to serve as the board of review for each of the contiguous local units. PA 660 further states that the already existing requirements in MCL 211.28(1) – (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review. Those requirements are:

- At least 2/3 of the members must be property taxpayers of the township.
- Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year.

- A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy.
- At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the board of review.
- The township board may appoint 3, 6, or 9 electors of the township, who will constitute a board of review for the township. If 6 or 9 members are appointed as provided in this subsection, the membership of the board of review must be divided into board of review committees consisting of 3 members each.
- A township board may appoint not more than 2 alternate members for the same term as regular members of the board of review.
The size, composition, and manner of appointment of the board of review of a city may be prescribed by the charter of a city.

Any questions concerning consolidating boards of review should be directed to AssessingReformQuestions@michigan.gov.

H. Tax Tribunal Small Claims Division Hearings

Assessors should carefully read all notices, orders and other correspondence sent by the Tax Tribunal. Assessors should pay special attention to the Notice of Hearing and ensure they are available at the date and time of the scheduled hearing. It is important to appear at the hearing and to timely file with the Tax Tribunal and serve a copy to the taxpayer of all evidence and documentation you wish to be considered at the hearing.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states "calculations too long" and then fail to include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated. More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtrib.

Assessors are also reminded that any change in contact information, including a change in email address, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

I. Changes to Personal Property Tax

On December 27, 2018, Public Acts 505 and 541 of 2018 were signed into law. These Acts make changes related to filing and payment dates for the ESA. Although the August 15th deadline to certify and pay ESA and the September 15th deadline to amend a previously certified ESA statement remain, P.A. 541 and 505 change the date by which ESA liability and late payment penalty must be paid in full to April 15th of the year immediately following the assessment year. If full payment of ESA liability and late payment penalty is not received by April 15th of the year immediately following the assessment year, the Department of Treasury must rescind the Eligible Manufacturing Personal Property (EMPP) exemption no later than the first Monday in June of that year. The deadline for taxpayers to appeal an assessment, penalty,

or rescission to the Michigan Tax Tribunal December 31st of the tax year in which the assessment, penalty or rescission was issued.

In addition to the extended deadlines, the acts increase the late payment penalty of any ESA statement that is not paid in full by August 15th to 3% of unpaid liability per month or part of a month. Penalty is not to be prorated based on the day of the month that the late payment is received.

There are no changes to the February 20th deadline to claim the EMPP exemption by filing the Combined Document (Form 5278) with the assessor of the local governmental unit in which the personal property is located nor the ability to file the Combined Document (Form 5278) late, directly with the March Board of Review of the same local unit.

More information is available in the Assessors Guide to EMPP and ESA are available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

J. Principal Residence Exemption

Public Act 633 of 2018 was signed into law on December 28, 2018. This Act amends MCL 211.7cc regarding the principal residence exemption. This Act allows an owner of property who previously occupied and claimed the property as a principal residence, but has vacated the property due to damage or destruction by an accident, act of God, or act of another person without the owner's consent, to retain the principal residence exemption on that property for the tax year in which the damage or destruction occurred and the two immediately succeeding tax years. In order to retain the exemption, the owner must meet specific criteria regarding his/her intent to return to the property. The owner must satisfy all of the following conditions to demonstrate an intent to return to the property:

1. The owner continues to own the property while absent due to the damage or destruction;
2. The owner has not established a new principal residence;
3. The owner provides for reconstruction of the principal residence for purposes of occupying the reconstructed dwelling upon its completion; and
4. The property is not occupied, leased, or used for any business or commercial purpose.

Owners who have vacated the property due to damage or destruction and meet these four criteria regarding an intent to return may retain the principal residence exemption on the property.

More information can be found on the PRE website at www.michigan.gov/PRE. Treasury staff is available to assist and answer questions regarding this Act or other PRE-related questions. The following are key contacts:

- PRE Unit Phone Number: (517) 335-7487
- PRE Program E-mail Address: PRE@michigan.gov

K. Omitted or Incorrectly Reported Property (MCL 211.154)

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2017 and 2018, the property record card for 2017 and the property record card for 2018 should be submitted. In addition, assessor must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values. Additionally, the 154 petition must contain an original signature. The Commission cannot accept electronic signatures or scanned signatures on petitions.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected personal property location or otherwise confirmed that the personal property was disposed and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor's communication with the taxpayer in order to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at www.michigan.gov/154petitions.

L. Authority of July and December Boards of Review

The State Tax Commission has become aware of a significant number of instances where Boards of Review are acting outside their statutory authorities. MCL 211.53b specifies: The board of review meeting in July and December shall meet only for the purpose described in subsection (1) (Qualified Errors) and to hear appeals provided for in sections 7u (Poverty Exemption), 7cc (Principal Residence Exemption), 7ee (Qualified Agricultural Exemption), 7jj (Qualified Forest Exemption), and 9o (Small Business Taxpayer Exemption). Assessors should carefully review the Board of Review FAQ on the Commission's website to ensure their Boards of Review are acting within their statutory authorities.



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

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

PLEASE READ ALL INSTRUCTIONS CAREFULLY

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

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

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

Sincerely,
Genoa Charter Township Assessor

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

INSTRUCTIONS FOR POVERTY EXEMPTION

The application for One Year Poverty Exemption is in keeping with the requirements of the State Law. Please read these instructions carefully. To be considered for a Poverty Exemption, please include the following information:

1. Complete all sections of the application and sign the application
2. Submit completed and signed copy of the following for **each owner**:
 - a. Current or prior year Michigan Homestead Property Tax Credit Claim (MI 1040 CR)
 - b. Current or prior year Federal Income Tax Return (1040), if you are required to file federal income tax, include all schedules and attachments.
 - c. Current or prior year Federal Income Tax Return (1040) for all other occupants residing in your home.
3. If applicant or any other person residing in the residence was not required to file a federal or state income tax return for the current or preceding tax year, a Michigan Department of Treasury Poverty Exemption Affidavit must accompany the Application for Poverty Exemption for all persons residing in the residence. Copies of the Poverty Affidavit are available on the Michigan Department of Treasury website/
4. If a family member or other persons live in your home, regardless of their employment status, has income from another source you must show the income as "Household Income of Dependent's and All Other Persons Living in the Residence". It must also be included in the Total Household Income for the Prior Year.
5. If you completed the section "Severe and Unavoidable Expenses" you must provide documentation verifying these expenses. This **DOES NOT** include everyday living expenses, the purchase of automobiles, credit card debt, medical expenses paid by insurance, etc.
6. The application must be legible. Please do not write in the margins of the page if you need additional space, attach a separate sheet.
7. If the application is incomplete or you do not include copies of the required financial documents, the lack of information may affect the determination of your claim for a poverty exemption by the Board of Review.

RETURN THE ORIGINAL APPLICATION AND THE REQUIRED DOCUMENTATION AFTER JANUARY 1ST OF EACH YEAR AND NO LATER THEN ONE DAY PRECEEDING THE CONVENING OF THE BOARD OF REVIEW .

RESOLUTION #
GENOA CHARTER TOWNSHIP
COUNTY OF LIVINGSTON, MICHIGAN

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

At a regular meeting of the Board of Trustees of Genoa Charter Township, County of Livingston, State of Michigan, held on February 3, 2020 the following Resolution was moved, supported and adopted.

RECITALS:

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being section 211.7u of the Michigan Compiled Laws, requires the governing body of the assessing unit to determine and make available to the public the policy and guidelines for granting of poverty exemptions under MCL 211.70;

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

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

BE IT FURTHER RESOLVED that the applicant must have an annual taxable and/or non-taxable dividend income less than \$500;

BE IT FURTHER RESOLVED that the applicant's asset level, excluding the homestead, may not exceed \$10,000;

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

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

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

BE IT FURTHER RESOLVED that for the 2020 tax year the Genoa Charter Township Board of Review will begin its proceedings on Tuesday, March 3, 2020;

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

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

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

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

BE IT FURTHER RESOLVED that the board of review may deviate from the established policy and guidelines only for substantial and compelling reasons. The applicant will be notified, in writing, the reasons for deviating from the policy and guidelines for poverty exemption;

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

ATTACHMENT A

POVERTY LEVEL GUIDELINES FOR 2020 TAX YEAR

FAMILY UNIT	HOUSEHOLD INCOME
Family of 1:	\$12,490
Family of 2:	\$16,910
Family of 3:	\$21,330
Family of 4:	\$25,750
Family of 5:	\$30,170
Family of 6:	\$34,590
Family of 7:	\$39,010
Family of 8:	\$43,430
For each additional person add:	\$4,420

Clerk's Certificate

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

COMPLETE ENTIRE APPLICATION AND RETURN IT ALONG WITH THE **MOST RECENT** COPIES OF THE FOLLOWING:

- (1) FEDERAL TAX RETURN
- (2) STATE OF MICHIGAN INCOME TAX RETURN
- (3) MICHIGAN HOMESTEAD PROPERTY TAX CREDIT CLAIM (1040-CR)
- (4) ALL INCOME STATEMENTS ASSOCIATED WITH ABOVE RETURNS (1099'S, W-2'S)
- (5) 2 MONTHS OF ALL BANK ACCOUNT STATEMENTS
- (6) 2 MONTHS OF ALL CREDIT CARD STATEMENTS
- (7) ALL MEDICAL BILLS (IF APPLICABLE)

YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT ALL OF THIS INFORMATION

PERSONAL DATA

Name: _____				Are you 65 or Older?	YES	NO
Address: _____				Phone #:	_____	
Marital Status:	Single	Married	Divorced	Widow		
Social Security Last 4 XXX-XX-____				Are you Disabled?	YES*	NO
				Is your Spouse Disabled?	YES*	NO

*If YES do you or your spouse qualify for either disability exemption?

Veterans Disability
SSI Disability

Applicant	% Disabled	Income	Spouse	% Disabled	Income

Nature of Disability: _____

Are you currently incarcerated? NO YES

If Yes, what is your anticipated release date? _____

EMPLOYMENT STATUS

Are you, your spouse, or other members of the household employed?

Self:	NO	YES ---->	Employer Name & Address:	_____
Spouse:	NO	YES ---->	Employer Name & Address:	_____
Other members in household:	NO	YES ---->	Total Persons Within Household	_____

List ALL occupants of the home and their relationship, age, annual income, occupation, employer, and if they are a student

NAME	RELATIONSHIP	INCOME	OCCUPATION	EMPLOYER	AGE	STUDENT

INCOME

TOTAL ESTIMATED HOUSEHOLD INCOME DECLARATION

SOURCE	MONTHLY AMOUNT	ANNUAL AMOUNT
Wages / Salaries / Tips		
Social Security / SSI		
Pension or Retirement		
Interest and/or Dividends		
Rental Income		
Business or Royalty Income		
Disability Payments		
General Assistance / ADC		
Alimony		
Child Support		
Unemployment Benefits		
Other Income from Family		
Income from Land Contracts, etc.		
Dependents Income		
Food Assistance		
Assistance with Gas or Electric Bill		
(OLSHA or Salvation Army Etc.)		
Military Family Allotments		
Gifts (Regular or Periodic)		
Any Other Additional Income Source		

TOTAL PROJECTED HOUSEHOLD INCOME FOR CURRENT YEAR

--

ASSETS

Cars	NO	YES ----->	Make:	Model:
Do you have a savings account?	NO	YES ----->	Balance	Bank:
Do you own any time certificates?	NO	YES ----->	Type:	Value:
Do you own any stocks or bonds?	NO	YES ----->	Type:	Value:
401K or 457	NO	YES ----->	Type:	Value:
IRA or ROTH	NO	YES ----->	Type:	Value:
Recreational Vehicles	NO	YES ----->	Type:	Value:
Boat, Snowmobile Etc.	NO	YES ----->	Type:	Value:
Jewelry	NO	YES ----->	Type:	Value:
Art	NO	YES ----->	Type:	Value:
Life Insurance	NO	YES ----->	Type:	Amount:
Mutual Fund(s)	NO	YES ----->	Type:	Amount:
Annuity(ies)	NO	YES ----->	Balance:	Bank:
Other Assets (Electronic, Coin Collection Etc.)	NO	YES ----->	Type:	Amount:

EXPENSE INFORMATION

Average Monthly Expenses:		
Mortgage (Prin. & Interest)		
Second Mortgage		
Association Dues (if applicable)		
Equity Loan Pmt. (Prin. & Interest)		
Life Insurance		
Health Insurance		
Home Insurance		
Auto Insurance		
Taxes (Homestead)		
Taxes on other Real Estate		
Car Payment #1		Year Make & Model
Car Payment #2		Year Make & Model
Utilities:	Electric	
	Gas/Oil/Heat	
	Telephone	
	Water	
	Cable	
	Cell Phone	
Child Care		
Food & Clothing		
Credit Card #1		Balance
Credit Card #2		Balance
Credit Card #3		Balance
Other Loans		
Medical Bills (After Insurance)		
Lawn Care		
Student Loans		
Other (Specify)		

Do you have any unusual expenses? NO YES
If Yes, Please Describe:

Do you have any severe and unavoidable expenses? NO YES
If Yes, Please Describe:

Expense	Monthly	Annual

PROPERTY INFORMATION

Year property was purchased: _____

Do you own the property free and clear? _____

Are the taxes included in your payment? _____

Are the taxes current? _____

Do you own other real estate? _____

YES

YES

NO ----->

YES ----->

Purchase Price: _____

NO -----> What is your monthly payment? _____

NO

Amount past due: _____

Please list below the location, value and type

LOCATION OF OTHER REAL ESTATE	VALUE	TYPE

Is there any other information you feel the Board of Review should consider?

I/WE DECLARE THAT I/WE ARE UNABLE TO PAY THE FULL PROPERTY TAX LEVY ON THE ABOVE DESCRIBED PARCEL AND HEREBY MAKE APPLICATION FOR PROPERTY TAX RELIEF DUE TO HARDSHIP IN ACCORDANCE WITH SECTION 211.7u OF MCL. I/WE DECLARE THAT THE STATEMENTS MADE HEREIN ARE COMPLETE, TRUE AND CORRECT. I/WE FURTHER UNDERSTAND THAT IF ANY INFORMATION CONTAINED HEREIN IS FOUND TO BE FALSE OR INCOMPLETE, ANY AND ALL RELIEF GRANTED BY THIS APPLICATION WILL BE FORFEITED AND PLACED BACK ON THE ASSESSMENT ROLL WITH PENALTIES AND INTEREST, AND IS ALSO PUNISHABLE BY PENALTY OF PERJURY

Applicant _____

Date _____

Applicant _____

Date _____

Witness / Notary _____

**Resolution #1 – Challis Court Road Maintenance
Special Assessment Project (Summer 2020)**

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 February 3, at 6:30 p.m., there were

PRESENT:

ABSENT:

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 Challis Court Road Maintenance 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 Challis Court Road Maintenance 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:

NO:

ABSENT:

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 February 3, 2020, 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

01/30/2020

04:40 PM

Assessment Roll

Page: 1/2

County: 47 LIVINGSTON Unit: GENOA CHARTER TOWNSHIP
FOR THE YEAR 2020

DB: Genoa Twp 2020

Ad Valorem+Special Acts

Property Number	Sch.	* Class *	Previous	Current	Board of	Loss	+/-	New	**** Headlee ****	Rsns for	July/Dec	
47 +	Dist.	Prev Curr	Assessment	Assessment	Review		Adjustment		Additions	Losses	Change	Tribunal

4711-26-200-028	47010	401 401	205,400	215,600		0	10,200	0	0	0		
		S.E.V. -->	205,400	215,600								
		Capped -->	152,558	155,456								
Acreage: 5.7000		Taxable -->	152,558	155,456			2,898					

SKOLARUS PAULETTE
6520 CHALLIS CT
BRIGHTON MI 48116

155,456 PRE/MBT (100%)

4711-26-200-026	47010	401 401	221,600	234,400		0	12,800	0	0	0		
		S.E.V. -->	221,600	234,400								
		Capped -->	170,669	173,911								
Acreage: 1.0200		Taxable -->	170,669	173,911			3,242					

GILBERT MARGARET REVOCABLE TRUST
6530 CHALLIS CT
BRIGHTON MI 48116

173,911 PRE/MBT (100%)

This parcel was Transferred on 09/19/2011 and the Taxable value for 2012 was 100.000% uncapped.

4711-26-200-027	47010	401 401	232,400	300,600		0	12,700	55,500	55,500	0	B	
		S.E.V. -->	232,400	300,600								
		Capped -->	206,418	265,839								
Acreage: 1.8800		Taxable -->	206,418	265,839			3,921					

CZAJKA RANDY & MARJORIE
6550 CHALLIS CT
BRIGHTON MI 48116

265,839 PRE/MBT (100%)

This parcel was Transferred on 11/07/2014 and the Taxable value for 2015 was 100.000% uncapped.

4711-26-200-030	47010	401 401	224,900	237,800		0	12,900	0	0	0		
		S.E.V. -->	224,900	237,800								
		Capped -->	173,798	177,100								
Acreage: 1.2800		Taxable -->	173,798	177,100			3,302					

FLASZA, C. ANTONIE & ANNE G.
6562 CHALLIS CT
BRIGHTON MI 48116

177,100 PRE/MBT (100%)

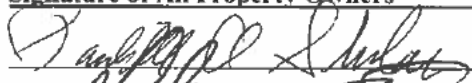


This parcel was Transferred on 08/19/1999 and the Taxable value for 2000 was 100.000% uncapped.

Public Act 188 of 1954 Proceedings

PETITION FOR ROAD MAINTENANCE
For Challis Court, Genoa Charter Township, Livingston County, MI

We, the undersigned, pursuant to the provisions of Public Act 188, as amended, do hereby petition the Genoa Charter Township Board to establish a special assessment district for the purpose of road maintenance including but not limited to snow plowing, salting and emergency tree removal for the private road known as Challis Court in Genoa Charter Township. Fifty-one (51%) percent or more of the property owners of Challis Drive who will benefit, request this improvement by petitioning the Genoa Charter Township Board.

We, the undersigned, do consent to the allocation of cost by special assessment to each benefited property for the improvement to be assessed against each property within the special assessment district to be formed. Further, it is understood that the estimated cost for the district is \$12,000.00 with 2% interest. Further, it is understood that the benefited property owners will be assessed on the Summer 2020 Tax Roll for the Road Maintenance Project to be implemented in the 2019/2020 winter season. Further, that this request will be in place for Ten years at 2% interest with the establishment of this special assessment district. The costs thereof, including expenses connected with publications, permits and legal costs will be assessed against each improved property within said proposed district and will be divided into equal annual installments in accordance with MCL 41.721 as amended. Should a parcel be developed during the term of this special assessment, a pro-rata share will be paid with all other parcels share reduced accordingly.

Signature of All Property Owners	Printed Name	Address	Date
	Paullette A Skolarow	6520 Challis Ct. Brighton, MI	1/23/20
	MARJORIE CZAJKA/RANDY CZAJKA	6550 CHALLIS CT	"
	Margaret M. Gilbert	6530 Challis Ct., Brighton, MI	1-23-20

STATE OF MICHIGAN
County of Livingston

I, Paullette A Skolarow, depose and say that he/she circulated the foregoing petition, and that each signature is of an owner of property fronting upon one of the aforementioned streets in Genoa Charter Township, Livingston County, Michigan.


Signature of Circulator

01/30/2020

04:40 PM

Assessment Roll

Page: 2/2

County: 47 LIVINGSTON Unit: GENOA CHARTER TOWNSHIP

DB: Genoa Twp 2020

FOR THE YEAR 2020

Ad Valorem+Special Acts

Property Number	Sch.	* Class *	Previous	Current	Board of	Loss	+/-	New	**** Headlee ****	Rsns for	July/Dec	
47 +	Dist.	Prev Curr	Assessment	Assessment	Review		Adjustment		Additions	Losses	Change	Tribunal
4711-26-200-033	47010	401 401	173,600	181,700		0	8,100	0	0	0		
		S.E.V. -->	173,600	181,700								
		Capped -->	135,322	137,893								
Acreage: 5.7000		Taxable -->	135,322	137,893			2,571					

BRAY, WADE R.
6600 CHALLIS CT
BRIGHTON MI 48116

137,893 PRE/MBT (100%)

Totals for all Parcels: Count= 5, Cur. S.E.V.=1,170,100, Prev. S.E.V.=1,057,900, Cur. Taxable=910,199, Prev. Taxable=838,765

Memo

To: MIKE

From: DEBRA ROJEWSKI

Date: 1/30/2020

Re: Challis Ct. Road improvement

MIKE,

I HAVE RESEARCHED THE PETITION FOR CHALLIS CT. ROAD IMPROVEMENT AND FOUND THE FOLLOWING:

5 PARCELS IN THE DISTRICT

3 SIGNATURES IN THE DISTRICT

The signers represent over 50% of the road frontage in the proposed district.

IF YOU HAVE ANY FURTHER QUESTIONS OR COMMENTS, PLEASE FEEL FREE TO CONTACT ME.

**Resolution #2 – Challis Court Road Maintenance
Special Assessment Project (Summer 2020)**

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of Genoa Charter Township of Livingston County, Michigan (the “Township”) held at the Township Hall on February 3, 2020 at 6:30 p.m. there were

PRESENT:

ABSENT:

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 Board of Trustees of the Township has approved the Challis Court Road Maintenance Project (Summer 2020) within the Township as described in Exhibit A (the “Project”);

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

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Project 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 in advance of such funds;

WHEREAS, the special assessment district for the Project has been tentatively determined by the Township and is described in Exhibit B;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intention 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 and maintenance is to be assessed as described in Exhibit B.
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 on the Project and the proposed Special Assessment District for the Project which is known as the “Challis Court Road Maintenance Special Assessment District (Summer 2020).”
4. The public hearing will be held on February 17, 2020 at 6:30 p.m., at the offices of Genoa Charter Township, Livingston County, Michigan.

5. The Township Manager 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 Manager shall be similar to the notice attached as Exhibit C and shall be mailed by first class mail on or before February 6, 2020. Following the mailing of the notices, the Township Manager shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit D.
6. The Township Manager 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 February 7, 2020 and once on or before February 14, 2020. The notice shall be in a form substantially similar to the notice attached as Exhibit C.

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

YES:

NO:

ABSENT:

CLERK'S CERTIFICATE

The Undersigned, being 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 Board of Trustees at a meeting of the Township Board (February 3, 2020), at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records of 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
February 3, 2020

EXHIBIT A

CHALLIS COURT ROAD MAINTENANCE PROJECT (Summer 2020)

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

- Total cost of the project: \$12,000.00
- Total parcels: 5
- Amount per parcel per year for TEN years @ 2% Interest: \$244.80
- Homeowners signing the petition: 3

The project (the "Project") will consist of but not limited to:

- Snow removal and salting
- Emergency tree removal

EXHIBIT B

The Project (Challis Court Road Maintenance Summer 2020) 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:

4711-26-200-028

4711-26-200-026

4711-26-200-027

4711-26-200-030

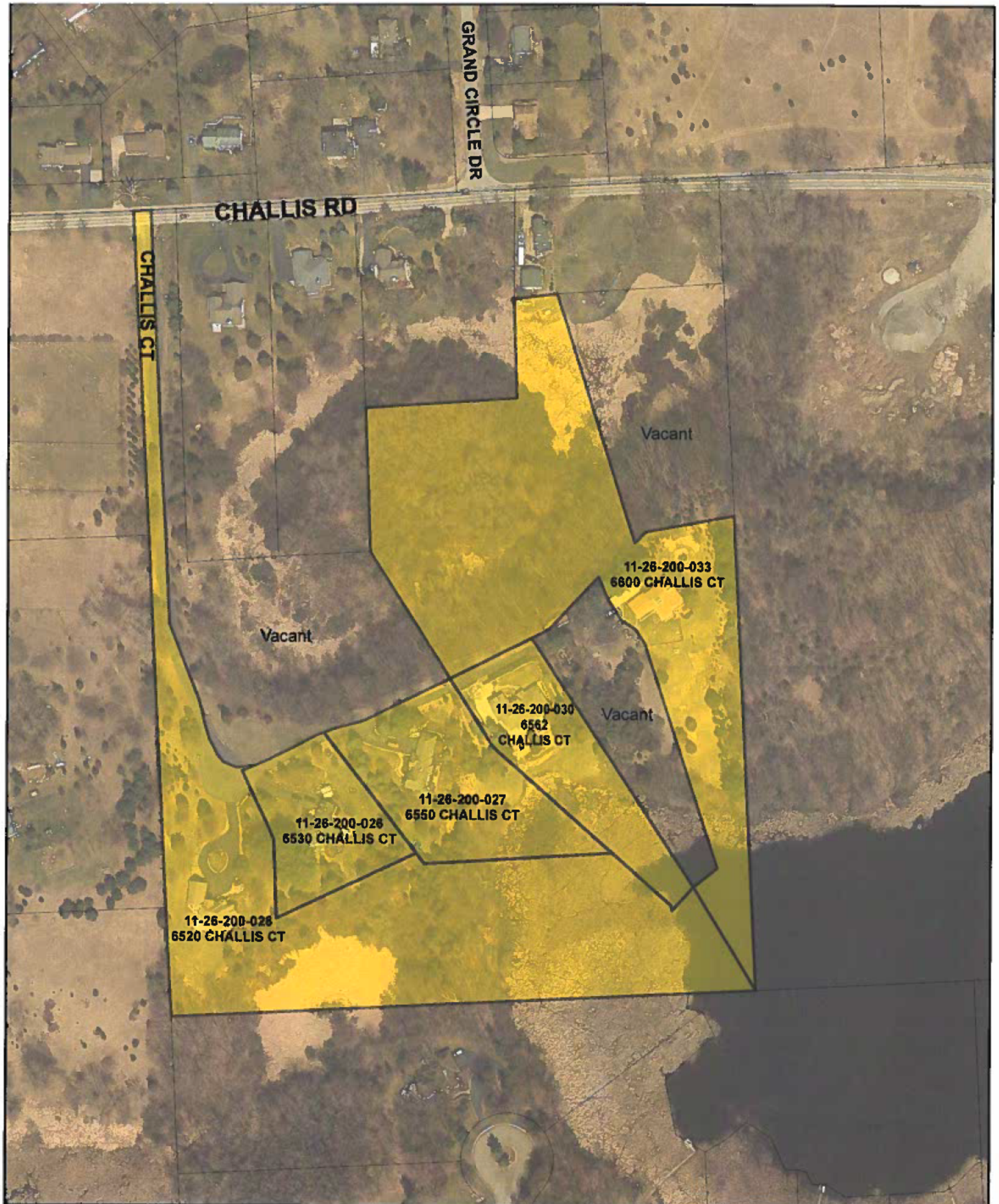
4711-26-200-033

The following properties are currently vacant and are not assessed. If a Land Use Permit is issued by the Township for the construction of a single family home on any of these vacant parcels they will pay a pro-rata share of the assessment for the remaining term of the assessment with an off-setting reduction to the properties identified above:

4711-26-200-029

4711-26-200-031

4711-26-200-032



Parcel lines are approximate.
Not intended for survey purposes.

Challis Court Proposed SAD



46

1 inch = 200 feet

EXHIBIT C

GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING
UPON A PROPOSED CHALLIS COURT ROAD MAINTENANCE PROJECT
AND SPECIAL ASSESSMENT DISTRICT

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 February 17, 2020 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 and to hear any objections thereto and to the proposed project.

GENOA CHARTER TOWNSHIP – CHALLIS COURT ROAD MAINTENANCE PROJECT
AND SPECIAL ASSESSMENT DISTRICT (Summer 2020)
(A TEN-year program with costs as follows)

- Total cost of the project - \$12,000.00
- Total parcels - 5
- Amount per parcel per year for TEN years @ 2% Interest - \$244.80
- Homeowners signing the petition:

The project (the “Project”) will consist of but not limited to:

- Snow removal and salting
- Emergency tree removal

- (2) The Project (Challis Court Road Maintenance Summer 2020) is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map “Challis Court Proposed SAD” (included) and includes the specific properties that are identified by the following permanent parcel numbers:

4711-26-200-028

4711-26-200-026

4711-26-200-027

4711-26-200-030

4711-26-200-033

The following properties are currently vacant and are not assessed. If a Land Use Permit is issued by the Township for the construction of a single family home on any of these vacant parcels they will

pay a pro-rata share of the assessment for the remaining term of the assessment with an off-setting reduction to the properties identified above:

4711-26-200-029

4711-26-200-031

4711-26-200-032

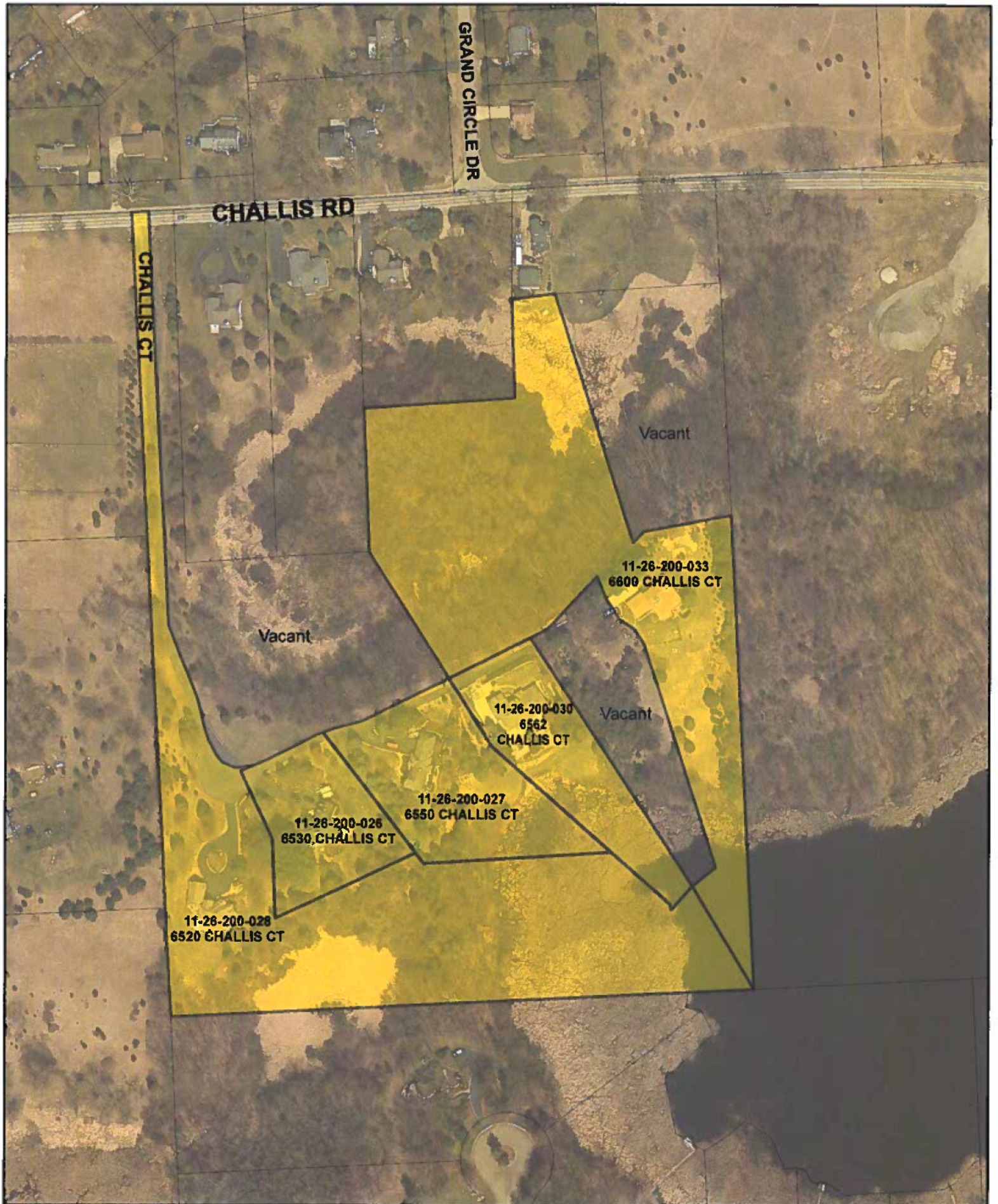
- (3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.
- (4) The preliminary plans and cost estimates for the proposed project and the boundaries of the Special Assessment District are now on file in the office of the Township Clerk for public inspection. The Township Board has received petitions signed by more than 50 percent of property owners within the proposed district. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the February 17, 2020 hearing or within such further times as the Township Board may grant.

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

Dated: February 3, 2020

Michael C. Archinal
Genoa Township Manager

(Press/Argus 2/7 & 2/14/2020)



Challis Court Proposed SAD

Parcel lines are approximate.
Not intended for survey purposes.



49

1 inch = 200 feet

EXHIBIT D

AFFIDAVIT OF MAILING

STATE OF MICHIGAN

COUNTY OF LIVINGSTON

MICHAEL C. ARCHINAL, being first duly sworn, deposes and says that he personally prepared for mailing, and did on February 3, 2020 send by first-class mail, the notice of public 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 Genoa Charter Township; that he 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 he personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Michael C. Archinal
Genoa Charter Township Manager
February 3, 2020

MYERS & MYERS, PLLC
ATTORNEYS AT LAW

Kelly A. Myers
Roger L. Myers *

*Also Admitted to Practice in California

915 N. Michigan Avenue
Suite 200
Howell, Michigan 48843
(517) 540-1700
Fax: (517) 540-1701

Rebecca J. S. Cassell
Michael A. Bussert

December 27, 2019

Mr. Michael Archinal
Township Manager
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

RE: Wade and Marilyn Bray
Objections to proposed Challis Court Road Maintenance Special Assessment

Dear Mr. Archinal:

As you know, I represent Wade and Marilyn Bray, who reside at 6600 Challis Court. On behalf of my clients, I am writing to object to the establishment of a special assessment district to fund road maintenance costs for the five existing homes located on Challis Court as proposed in a Petition circulated by Genoa Township Clerk Paulette Skolarus.

A. A road maintenance agreement already exists, which the Petition improperly ignores.

All of the Challis Court properties are subject to a Declaration of Covenants And Restrictions executed by Ms. Skolarus and Mr. Bray on November 10, 1997 (the "Covenants and Restrictions"), which contains the following specific agreement for the sharing of all road maintenance costs: "All parcels will pay an annual fee to be determined by the association to cover the costs of snow removal, gravel and maintenance of the private driveway. In the event that fees exceed costs, the fees for any year may be lowered by a majority vote of members." See Covenants and Restrictions enclosed hereunder. Consistent with that road maintenance provision, all of the Challis Court property owners (including the Brays) contributed to the road maintenance costs through 2006.

However, when the Brays presented a \$200 check payable to the "Challis Court Association" in early-2007, the check was rejected and the Brays were instructed to instead submit a check payable to Darlene Keramidas (a former owner of one of the homes on Challis Court) for the Brays' portion of the road maintenance expenses. The Brays objected to the commingling of the shared funds for road maintenance with the personal funds of other homeowners. As a result, Mr. Bray sent a letter to the snow removal contractor (a copy of which is enclosed) along with a check payable directly to the contractor for the Brays' portion of the shared expenses. Mr. Bray also sent a letter to Ms. Keramidas (a copy of which is enclosed)

informing her of the Brays' objection to the commingling of funds and of their arrangement to pay the contractor directly for their portion of the shared expenses.

Inexplicably, Ms. Skolarus objected to that arrangement and refused to allow the contractor to separately bill to, or accept payment from, the Brays directly for their portion of the shared expenses. Unfortunately, Ms. Skolarus has also refused since then to (a) cooperate with the Brays in establishing an independent Association account for the payment of all road maintenance expenses, or (b) provide the Brays with any accounting of such expenses. Indeed, Ms. Skolarus fails to communicate in any manner with the Brays about this or any other topic, as confirmed by the fact that she circulated the Petition for the proposed special assessment among every homeowner on Challis Court except the Brays. The reason Ms. Skolarus refuses to communicate with the Brays is because she is close friends with Antonie and Anne Flaszka, who have been pursuing frivolous claims in a lawsuit against the Brays for the past 5 years in Livingston County Circuit Court.

The bottom line is that my clients have always been ready, willing and able to contribute their share of costs for the shared road maintenance expenses consistent with the agreement in the Covenants and Restrictions. That agreement worked effectively until 2006. Unfortunately, because of her alliance with the Flaszkas, Ms. Skolarus thereafter refused to communicate with the Brays or cooperate with them in the establishment of a separate Association account through which such funds would be properly managed in a transparent manner. Ms. Skolarus' attempt to now use the Township as a pawn to circumvent the agreement between the homeowners through the Petition is inappropriate, and the Township should accordingly refrain from implementing a special assessment (at an additional layer of expenses to the homeowners) under the circumstances.

B. The statute does not authorize special assessments to be levied for maintenance of shared private driveways.

The "road" that is the subject of the Covenant and Restrictions and the Petition submitted by Ms. Skolarus actually consists of a segment that is a private road and a segment that is a shared private driveway. The statute on which the Petition is based (PA 188 of 1954) permits the adoption of a special assessment to fund the costs for "the construction, improvement, and maintenance of private roads." MCL 41.722(1)(m) (emphasis added). However, the statute conspicuously does not vest the Township with authority to levy special assessments to fund the maintenance of a shared driveway.

Because the Township lacks the legal authority to levy a special assessment to fund the costs for maintenance of the shared driveway, the affected homeowners will still need to privately coordinate the sharing of such expenses in accordance with the Covenants and Restrictions. To have the Township adopt a special assessment for the limited purpose of funding the maintenance expenses for only the private road portion, while at the same time the parties are operating under a separate sharing arrangement for the shared drive portion, is wholly inefficient and adds an additional layer of unnecessary expense. The Township should simply defer to the agreement in the Covenants and Restrictions as the funding mechanism for all road/drive maintenance expenses.

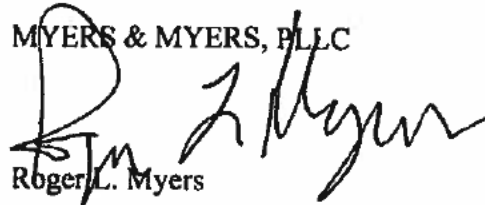
Mr. Michael Archinal
December 27, 2019
Page 3

For the foregoing reasons, the Brays object to the proposed special assessment and request that the Township Board reject the Petition.

If you have any questions, please do not hesitate to contact me.

Very Truly Yours,

MYERS & MYERS, PLLC

A handwritten signature in black ink, appearing to read "R. Myers", is written over the printed name "Roger L. Myers".

Roger L. Myers

RLM/cs
Enclosures

Affidavit of Declaration of True and Exact Copy

I, Paulette A. Skolarus hereby certify that the attached document, entitled *DECLARATION OF COVENANTS AND RESTRICTIONS FOR PEROPERTY IDENTIFIED AS PARCELS "A" & "E" LOCATED OFF CHALLIS ROAD IN GENOA TOWNSHIP*, is a true and exact copy of an agreement signed by Edward J. Skolarus (deceased), Paulette A. Skolarus (his wife) and Wade R. Bray, with witnesses and a notary public signature, dated the 10th day of November, 1997.

 01/10/2012

Paulette A. Skolarus

Date

Drafter by and return to:

Paulette A. Skolarus
6520 Challis Ct.
Brighton, MI 48116

**DECLARATION OF COVENANTS AND RESTRICTIONS
FOR PROPERTY IDENTIFIED AS PARCELS "A" & "E"
LOCATED OFF CHALLIS ROAD IN GENOA TOWNSHIP**

THIS DECLARATION is made this 10th day of November, 1997, by Edward J. Skolarus and Paulette A. Skolarus of 6550 Challis Court, Brighton, MI 48116 and Wade R. Bray (a single man) of 6600 Challis Court, Brighton, MI 48116 and governs property identified as Parcel A & E (copy of certificate of survey) attached. The owners of certain real property located in Genoa Township, County of Livingston, State of Michigan and further identified as Parcel A & E, and further divided into 4 (four) separate parcels with separate legal descriptions and tax identification numbers (copy of survey and legal descriptions) attached.

WHEREAS, the undersigned parties are owners of all parcels and other land contained in Parcel A & E, and

WHEREAS, the owners are developers of the land, and

WHEREAS, it is the intention of the undersigned to provide restrictive and protective covenant, conditions, obligations, reservations, rights, and powers in order to assure the most beneficial development of said area into a residential community and to prevent any such use as might tend to diminish the pleasurable enjoyment thereof, and

WHEREAS, the protective restrictions herein shall be in addition to the restrictions imposed by the terms of the Genoa Township Zoning Ordinance as presently adopted, and hereafter amended, and any other restrictions imposed by a governmental body having jurisdiction over the use and development of said property, and

WHEREAS, the land known as parcel "A" and "E", is composed of 4 (four) separate building sites or parcels as of this date and as included in the Certificate of Survey previously described.

NOW THEREFORE, the undersigned parties hereby declare that the land as shown and recorded shall be held, sold, conveyed, and occupied subject to the following covenants, restrictions, charges and assessment liens, which shall run with the land and each part thereof, including all parcels, and which shall be binding on all parties having any right, title or interest in the land and their respective heirs, successors and assignees

restrictions, as well as the maintenance of the private driveway. All parcels will pay an annual fee to be determined by the association to cover the costs of snow removal, gravel and maintenance of the private driveway. In the event that fees exceed costs, the fees for any year may be lowered by a majority vote of members. Said annual charges may be adjusted from year to year, after all sites are developed. A separate private road maintenance agreement will be signed by all owners of property within the development.

16. Setbacks.

Setbacks shall be in accordance with the Genoa Township Zoning Ordinance for one acre parcels.

17. Landscaping.

Generally, the natural features of the land should be retained, including terrain, trees, wetlands, etc. The front portion of the site should be sod or grass with retention of the natural beauty of the land a top priority.

18. Enforcement.

Enforcement shall be by proceeding at law or in equity against any person or persons violating or attempting to violate any restriction either to restrain violation, remedy the violation or to recover damages. Failure to immediately enforce any of the restrictions herein contained shall in no event be deemed a waiver of the right to do so thereafter as to the same breach or as to a breach occurring prior to or subsequent thereto.

19. Well and Septic Systems.

All of the well and septic systems of all parcels shall be installed according to plans and specifications approved by the Livingston County Health Department.

In witness whereof the parties have set their names and seals on the dates hereafter indicated.

Witnesseth:

Mary Krucicki

Mary Krucicki

Judith Smith
JUDITH SMITH

Date: 11.10.97

Signed:

Edward J. Skolarus
Edward J. Skolarus

Paulette A. Skolarus
Paulette A. Skolarus

Wade R. Bray
Wade R. Bray

STATE OF MICHIGAN
COUNTY OF LIVINGSTON SS.

On this 10 th day of November, 1997, before me personally appeared Edward J. Skolarus and Paulette A. Skolarus and Wade Bray, to me personally known, who being by me sworn, did say that they are the owners of property described as Parcel A A E off Challis Road and on Challis Court in Genoa Township, and that said instrument was signed and acknowledged as their free act and deed.

Judith A. Smith
Notary Public 06/21/97 to 06/21/01
Livingston County, Michigan
Commission Expires:
7-30-2001

Drafted by: Paulette A. Skolarus
deedrest/policy

January 12, 2007

Advanced Snow Removal
12394 Silver Lake Road
Brighton, MI 48116

Dear Bill:

I am amazed that we have not needed your snow removal services yet this winter season. Perhaps the next three months will keep you busier than ever!

I have enclosed a check in the amount of \$200.00. Please credit this check towards the account that you have on your records for the "Association" versus the "Bray" account. As in all of the past years, the "Association" account includes the other four homeowners and me, for which you have provided snow removal services from Challis Road up to the Flasz driveway.

Thanks for the great service you have provided to me over the years. I am under the impression that the balance on the "Bray" account is zero. Please continue billing me for the snow removal services on our private driveway, from the Flasz driveway to our front door, which I will pay on a prompt basis.

Happy 2007!

Sincerely,

Wade R. Bray
Wade Bray
6600 Challis Court
810.220.8250

WADE R. BRAY 10-95
6600 CHALLIS CT.
BRIGHTON, MI 48116-9449

74-545/728
0082301605

2650

January 12, 2007
Date

Pay to the
Order of

Advanced Snow Removal

\$ 200.00

Two hundred and no/100 ~

Dollars



Fifth Third Bank
(EASTERN MICHIGAN)
SOUTHFIELD, MICHIGAN

Snow-removal Fees,

For Association acct. 2005-2006

CLUB
FIFTY-THREE

Wade R. Bray

⑆072405455⑆ 0092301605⑆ 2650

Visit us at www.53.com

January 26, 2007

Darlene Keramidas
6530 Challis Court
Brighton, MI 48116

CERTIFIED MAIL, RETURN RECEIPT

Dear Darlene,

In the past two years there has not been a meeting of the Challis Court Association, Inc. in which I have been notified or allowed to participate. In addition, no separate checking account for the Challis Court Association, Inc. has been set-up nor maintained. The commingling of Challis Court Association, Inc. funds with personal Keramidas funds is not acceptable to me.

Therefore, Advanced Snow Removal has been notified that I am to be billed directly for 1/5 of the cost of snow removal services for the common/shared road. I will not be responsible for any bills submitted to you or the "Association."

Sincerely,


Wade Bray
6600 Challis Court

January 2, 2020

To: The Genoa Charter Township Board

From: Polly Skolarus, Clerk

This letter is in response to correspondence received December 27, 2019 from Myers & Myers, PLLC concerning objections to a proposed Challis Court Road Maintenance petition. This special assessment district is being asked in the amount of \$240.00 annually for primarily snow removal for our private road from the entrance off Challis Road to the end of the 150' of frontage belonging to Anne and Ton Flasz.

It is true that a road maintenance agreement exists between Wade Bray and I, you will see that the last check ever written by Mr. Bray is dated January 12, 2007. Since that time Mr. Bray, who lives on the very end of the court, has not contributed \$1.00 to the snow removal and maintenance of Challis Ct. His primary objection is that we do not have a checking account with the name "Challis Ct. Association" on the heading and that we have meetings without inviting all homeowners. We do not have meetings to discuss snow removal and ledgers are provided to all persons who actually contribute to the cost of snow removal. The Brays know that all his neighbors pay to support snow removal and the Brays themselves choose to not contribute.

The Bray's objection is that I did not circulate a petition to every homeowner on Challis Ct. Their home is gated off from the rest of the homeowners on Challis Ct. and no trespass signs align his property including the gate at the entrance to his Private drive.

Alluding to a friendship with Anne and Ton Flasz is ludicrous to say the least. The mention of a frivolous lawsuit with the Anne and Ton Flasz is anything but frivolous. It has continued for five years and gone through settlement agreements with our previous trustee and Attorney Dave Johnson to no avail. Our Township engineers believe that the problem lies with the Brays and is simply the removal of large boulders that the Brays placed along the driveway hindering emergency vehicles.

Wade Bray should have contributed \$3780.00 for snow removal for the past 14 years and yet he paid nothing. The cost of the attorney letter alone would have covered his share for the next five or six years. This is the reason the homeowners on Challis Ct. are asking for a special assessment district to cover this cost of snow removal and perhaps the possible cost of a tree removal along the driveway.



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

MEMORANDUM

TO: Honorable Board of Trustees

FROM: Kelly VanMarter, Assistant Manager/Community Development Director

DATE: January 28, 2020

RE: **Lowe's Home Center Outdoor Sales, Storage and Display Special Land Use, Impact Assessment, and Site Plan**

Managers Review: 

Attached please find the project case file for a proposed special land use permit authorizing outdoor display, storage and sales at the Lowe's Home Improvement store located at 1100 S. Latson Road, Howell. This site has a history of non-compliance with outdoor display, storage and sales. The special land use permit approved in 2007 was not authorized for renewal by Township staff in 2017 due to non-compliance. Since that time, Township staff has worked closely with the applicant and we are hopeful the proposed special land use permit will help eliminate future violations on the property.

The subject property is within the Livingston Commons Planned Unit Development (PUD) and the request is petitioned by Lowe's Home Centers. Per the PUD Agreement for the Livingston Commons development, outdoor sales, storage and display requires special land use, impact assessment and site plan approval by the Township Board following a recommendation by the Planning Commission.

At the October 15, 2019 meeting, the Planning Commission recommended conditional approval of the Special Land Use, Impact Assessment and Site Plan. Since the October meeting, the applicant has been working to obtain easements for cross access and utilities. To date, these required easements have not been provided so they are included in the suggested motion below. I have also added a suggested condition on the Special Land Use permit for annual renewal to help staff ensure the site remains in compliance with the permit. Based on the action of the Planning Commission, I suggest Board consideration of the following action:

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

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

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

MANAGER

Michael C. Archinal

1. The special land use permit is valid for a period of 1 calendar year with annual renewals to be approved by Township staff provided the site remains in compliance with the approval granted this evening. Renewals shall be requested in writing by the applicant prior to expiration of each years permit.
2. Pursuant to Section 19.02.04 (h) the applicant has 60 days from today's date to submit recorded copies of the cross access and utility easements (2) as shown on the plans and required by the Planning Commission. This is required to demonstrate compliance with the conditions and shall be approved administratively by the Zoning Administrator. If the applicant is unable to demonstrate compliance within the 60 days the submission shall be considered null and void.
3. The special land use permit shall not be issued until item 2 above is completed.

Moved by _____, Supported by _____ to APPROVE the Environmental Impact Assessment dated September 24, 2019 as submitted subject to compliance with the requirements of the Special Land Use permit.

Moved by _____, Supported by _____ to APPROVE the site plan dated January 14, 2020 with the following conditions:

1. All conditions of the special land use permit approval shall be met.
2. Materials stored in Area B shall not exceed the height of the arborvitae screening.
3. The requirements of the Township Engineer spelled out in their letter dated September 30, 2019 shall be met.
4. The requirements of the Brighton Area Fire Authority's letter dated October 7, 2019 shall be met.
5. Signage and/or directional marking on the pavement shall be provided for the pickup and quick load area adjacent to the garden center across from Area B. The applicant shall work with Township staff to ensure this area is adequately defined for safety of customers, employees and drive aisle traffic.
6. Site plan overage fees shall be paid prior to issuance of a land use permit.

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

Sincerely,

Kelly VanMarter
Assistant Township Manager/Community Development Director



Genoa Township

2911 Dorr Road
Brighton, Michigan 48116
(810) 227-5225 fax (810) 227-3420

Invoice No. 19-04

INVOICE

Customer

Name Lowes Home Centers, LLC.
Address 1000 Lowes Blvd.
City Mooresville State NC ZIP 28117
Phone 336-658-4806

Date 10/4/2019
Case No. 19-16
Project Name Lowes Outdoor Storage

Qty	Description	Unit Price	TOTAL
	<u>FINAL APPROVAL</u>		
	<u>Additional Consultant Reviews</u>		
1	LSL Planning, Inc. - Third Review & Fourth Review	\$ 864.00	\$ 864.00
1	Tetra Tech - Third Review	\$ 200.00	\$ 200.00
1	SAFEbuilt Studio October Mtg.	\$ 384.65	\$ 384.65
	<u>Additional Planning Commission Meetings</u>		
1	Second Meeting PC Member Per Diems	\$ 699.76	\$ 699.76

SubTotal \$ 2,148.41

Payment Details

- ☐ Cash
☐ Check

TOTAL \$ 2,148.41

Office Use Only

Payment must be made to prior to issuance of a land use permit.



GENOA CHARTER TOWNSHIP
Application for Site Plan Review

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS: LOWE'S HOME CENTERS, LLC 1000 LOWE'S BLVD, MOORESVILLE
If applicant is not the owner, a letter of Authorization from Property Owner is needed. NC 28117

OWNER'S NAME & ADDRESS: LOWE'S HOME CENTERS, LLC

SITE ADDRESS: 1100 S LATSON RD PARCEL #(s): 4711-05-400-050

APPLICANT PHONE: (336) 658-4806 OWNER PHONE: (336) 658-4806

OWNER EMAIL: MATTHEW.L.MINTON@LOWES.COM

LOCATION AND BRIEF DESCRIPTION OF SITE: SITE IS THE EXISTING LOWES
FACILITY AT 1100 S LATSON RD.

BRIEF STATEMENT OF PROPOSED USE: SPECIAL USE PERMIT BEING
REQUESTED FOR OUTDOOR SALES/STORAGE/DISPLAY
ESSENTIAL TO THE BUSINESS OPERATIONS.

THE FOLLOWING BUILDINGS ARE PROPOSED: NO NEW BUILDINGS ARE
PROPOSED. REQUEST IS FOR ADDITIONAL OUTDOOR SALES /
STORAGE/DISPLAY ON SITE. SITE MODIFICATIONS ARE LIMITED
TO ADDITIONAL PROPOSED LANDSCAPING.

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: JODI [Signature] JOHN SIMMONS (F&K)
ADDRESS: 209 W. STONE AVE, GREENVILLE, SC 29609

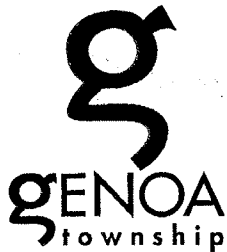
Contact Information - Review Letters and Correspondence shall be forwarded to the following:

1) TODD SIMMONS of FREELAND KAUFFMAN at tsimmons@fk-inc.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:  DATE: 5/15/19
PRINT NAME: Matthew L. Minton, E&C Director PHONE: 336-658-48096
ADDRESS: Lowe's Home Centers, LLC
1000 Lowe's Blvd, Mooresville, NC 28117



GENOA CHARTER TOWNSHIP Special Land Use Application

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

APPLICANT NAME & ADDRESS: LOWES HOME CENTERS, LLC 1000 LOWES BLVD, Mooresville, NC 28117
Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.

APPLICANT PHONE: (336) 658-4806 EMAIL: MATTHEW.L.MINTON@LOWES.COM

OWNER NAME & ADDRESS: - SAME AS ABOVE -

SITE ADDRESS: _____ PARCEL #(s): 4711.05 - 400 - 050

OWNER PHONE: () _____ EMAIL: _____

Location and brief description of site and surroundings:

SITE IS LOCATED AT 1100 S LATSON ROAD AND IS IN A LARGE
COMMERCIAL SETTING.

Proposed Use:

REQUEST IS TO ALLOW OUTDOOR SALES/STORAGE/DISPLAY AS SHOWN
ON THE ATTACHED PLAN AS AN INTEGRAL PART OF THE EXISTING USE

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

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

THE NRPUD PROVIDES FOR A COORDINATED COMMERCIAL DEVELOPMENT.
THE ORDINANCE ALLOWS THE PROPOSED SALES/STORAGE/DISPLAY AS A USE
WHEN SCREENED FROM VIEW AND A WELL DESIGNED, NEAT, & ORDERLY
DISPLAY WILL PROMOTE THE PURPOSE OF PROVIDING A RETAIL SERVICE TO THE
OUTDOOR DISPLAY ALONG THE FRONT SIDEWALK WILL PROMOTE A NEAT,
ORDERLY APPEARANCE WHILE SHOWCASING GOODS FOR TOWNSHIP RESIDENTS.

THE PROPOSED PARKING LOT CORRAL WILL PROVIDE A MANAGED, CONTROLLED AREA
PROVIDING ADDITIONAL RETAIL OPTIONS. SCREENING WILL BE PROVIDED

- 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.
- 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?

NO NEW IMPACT IS ANTICIPATED SINCE NO NEW IMPERVIOUS
AREA, UTILITIES, ETC. ARE PROPOSED.

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


THE PROPOSED USE WILL NOT INVOLVE ITEMS/ACTIVITIES DETRIMENTAL TO THE NATURAL ENVIRONMENT, WELFARE ETC. ANY POTENTIAL VIEW IMPACT WILL BE MITIGATED WITH ADDITIONAL LANDSCAPING.

- 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.

YES, SECTION 7.02.02(d) ADDRESSES OUTDOOR DISPLAY SALES OR STORAGE. THE PROPOSED PLAN BALANCES THE RETAIL NEEDS WHILE MEETING THE INTENT FOR SCREENING.

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 Lowe's Home Centers, LLC STATES THAT THEY ARE THE FREE OWNER OF THE PROPERTY OF PROPERTIES DESCRIBED ABOVE AND MAKES APPLICATION FOR THIS SPECIAL LAND USE PERMIT.

BY:  Matthew L. Minton - Director of Engineering & Construction, Lowe's Home Centers, LC

ADDRESS: 1000 Lowe's Blvd, Mooresville NC 28117

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

TODD SIMMONS of FREELAND & KAUFFMAN at tsimmons@fk-inc.com
Name Business Affiliation Email

FEE EXCEEDANCE AGREEMENT

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

SIGNATURE:  DATE: 5/20/19

Matthew L. Minton - Director of Engineering & Construction, Lowe's Home Centers, LC

PRINT NAME: _____ PHONE: (336) 658-4806

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
OCTOBER 15, 2019
6:30 P.M.
MINUTES**

CALL TO ORDER: The meeting of the Genoa Charter Township Planning Commission was called to order at 6:30 p.m. Present were Chairman Doug Brown, Marianne McCreary, Jim Mortensen, Chris Grajek, Eric Rauch, Jeff Dhaenens, and Jill Rickard. Also present was Kelly VanMarter, Community Development Director/Assistant Township Manager, Brian Borden of Safebuilt Studio, and Gary Markstrom of Tetra Tech. There were over 100 audience members present.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

Chairman Brown reviewed the process for the Planning Commission meeting.

APPROVAL OF AGENDA:

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

CALL TO THE PUBLIC: The call to the public was made at 6:34 pm with no response.

OLD BUSINESS:

OPEN PUBLIC HEARING #1... Review of a special use, site plan and environmental impact assessment for outdoor sales, storage and display for Lowe's. The property in question is located at 1100 S. Latson Road, Howell. The request is petitioned by Lowe's Home Centers, LLC.

- A. Recommendation of Special Use Application.
- B. Recommendation of Environmental Impact Assessment (9-24-19)\
- C. Recommendation of Site Plan. (9-24-19)

Mr. Todd Simmons, the engineer, and Mr. Ryan Hogan, District Asset Protection and Safety Manager for Lowe's, were present.

Mr. Simmons reviewed the changes that have been made since they were last before the Planning Commission. Lowe's has decided to agree to providing the access easement to the adjacent property to the east. They are requesting that it be a 40-foot wide drive. They feel that is adequate. They will also extend the water easement as requested by the Township Engineer. They will not be pursuing the addition of Area D from their request this evening.

Mr. Borden reviewed his letter dated October 8, 2019.

1. The special land use standards of Section 19.03 are generally met, provided the use conditions of Section 7.02.02(d) are met to the Township's satisfaction.
2. The applicant must address any concerns provided by the Township Engineer and/or Fire Authority.
3. Area B is being proposed to be screened with 8-foot tall Arborvitae; however, the items being proposed to be stored in this area exceed eight feet in height. The Township has the discretion to approve what the applicant is proposing.
4. The Commission may allow a cross-access easement width of 40 feet, although the requirement is 66 feet.
5. He recommends that the cross-access easement be recorded prior to issuance of the special land use permit.

Commissioner Rauch questioned if the Arborvitae could grow to over 10 feet tall. Mr. Borden agreed that they are fast growing and in a couple of years, they could possibly be sufficient to screen the materials. Mr. Hogan stated the materials they are proposing for the area would be no more than eight feet high. They can amend the document to reflect this.

There was a discussion regarding the condition that the cross-access agreement be recorded prior to the issuance of the Special Land Use Permit. Mr. Simmons has a concern that if the other property owner does not sign it within the required 60 days, they will not be issued their permit. Commissioner Mortensen suggested delaying this item to go before the Township Board to allow more time for the cross-access agreement to be recorded. The petitioner agreed.

Mr. Markstrom stated that his items have been addressed.

The Brighton Area Fire Authority's letter dated October 7, 2019 stated their items have been addressed.

The call to the public was made at 6:59 pm with no response.

Moved by Commissioner Mortensen, seconded by Commissioner Rauch, to recommend to the Township Board approval of the Special Use Permit to allow Lowe's to have outdoor storage on their site as depicted in the Site Plan dated September 24, 2019 with the exception of the parking lot coral depicted as Area D and the associated landscaping immediately to the east of this area will be removed. This recommendation is made because the Planning Commission believes Section 19.03 and Section 7.02.02(d) are met and based on the following conditions:

- The recording of the cross access agreement in the southeast corner of the property with the property immediately to the east shall be done prior to issuance of the special land use permit.
- The recording of the utility easement just north of the area known as Area B shall be done prior to issuance of the special land use permit.

The motion carried unanimously.

Moved by Commissioner Mortensen, seconded by Commissioner Dhaenens, to recommend to the Township Board approval of the Environmental Impact Assessment dated September 24, 2019 submitted by Lowe's relative to requesting a Special Use Permit for outdoor storage on their site. **The motion carried unanimously.**

Moved by Commissioner Mortensen, seconded by Commissioner Grajek, to recommend to the Township Board approval of the Site Plan for Lowe's Outdoor Storage dated September 24, 2019, subject to the following:

- The area shown as Area D and the screening immediately to its east shall be removed from the site plan.
- The Planning Commission agrees that the 8-foot tall Arborvitae will be acceptable to screen Area B and the petitioner has agreed to not store material in excess of 8 feet high.
- The cross access easement of 40-foot wide is acceptable given it is only for one property, for which the easement is required. The easement will be recorded within 60 days of approval of the site plan by the Township Board.
- The utility easement will be extended to the existing water main easement.
- The requirements of the Township Engineer spelled out in their letter dated September 30, 2019 shall be met.
- The requirements of the Brighton Area Fire Authority's letter dated October 7, 2019 shall be met.
- Signage or direction marking on the pavement shall be provided for the pickup area adjacent to Area B.

The motion carried unanimously.

OPEN PUBLIC HEARING # 2... Review of a rezoning application and impact assessment to rezone approximately 46.5 acres from Rural Residential (RR) to Urban Residential (UR) for parcel# 11-05-200-002. The parcel is located at 3850 Golf Club Road on the southwest corner of Golf Club Road and Latson Road. This request is petitioned by Gary R. Boss.

- A. Recommendation of Rezoning Application.
- B. Recommendation of Environmental Impact Assessment. (9-4-19)

Mr. Gary Boss, the property owner, and Steve Morgan, Mr. Boss' representative, were present.

Mr. Morgan provided a review of the proposal. He showed a colored conceptual plan for the development. He noted that the concept plan shown this evening is not a site plan and not a final proposal.

Approximately 15 years ago, Mr. Boss allowed easements through his property when water and sewer were proposed along Latson Road. The arrangement at that time was that Mr. Boss would have access to this water and sewer for development of this property. The property has

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

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

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

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

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

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

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

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

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

Mr. Markstrom reviewed his letter dated June 28, 2019.

The proposed quick load area is on top of the existing water main easement and the proposed Area B shown on the east side of the existing building is within the existing sanitary sewer easement. He somewhat agrees with the applicant that if there is maintenance needed, materials would be able to be moved, but that shouldn't have to be done.

Mr. Simmons does not agree with the cross access easement. There is a lot of truck and forklift traffic in that area and Lowe's has safety and liability concerns. Commissioner Grajek stated that if the access easement is not granted, it is putting the residents of the Township in danger, and if it is not done, then he will not vote in favor of the proposal. Commissioner Dhaenens agrees.

Ms. Renee Paul, the store manager, reiterated the safety and liability concerns stated by Mr. Simmons. It would be putting the employees at risk as there is a lot of forklift traffic in this area. She would like to see if there is another location where the drive could be installed. Ms. VanMarter showed on the site plan where the proposed drive would be installed. It would allow traffic to and from Grand Oaks drive to enter the parcel to the east south of where the forklift traffic and quick load area is located.

Commissioner Rauch questioned areas C & D, which area called "corrals". Ms. Paul stated the corrals in Area C are flush to the building, but there is no fencing. The corrals in Area D in the parking lot are plant racks for extra flowers that cannot be brought into the garden center. She can provide pictures of what is being proposed for the corrals.

Commissioner Rauch would approve Areas A through C; however, he would like to see some enhancements to Area C. He also has concerns with Area D. He also would not approve the request without the cross access easement being granted.

Commissioner Grajek stated that the areas should be delineated so that code enforcement can ensure that the storage and display areas are staying within what was approved.

Ms. VanMarter stated she could meet with this applicant to assist them with developing a plan.

The call to the public was made at 8:07 pm with no response.

Mr. Simmons requested to have this item postponed until the August 12 meeting.

Moved by Commissioner Grajek, seconded by Commissioner Dhaenens, to postpone Open Public Hearing #3, at the applicant's request, until the August 12, 2019 Planning Commission meeting. **The motion carried unanimously.**

ADMINISTRATIVE BUSINESS

Staff Report

Ms. VanMarter stated the two items postponed this evening and Moretti Estates will be on the August meeting agenda.

Approval of the June 24, 2019 Planning Commission meeting minutes

Moved by Commissioner McCreary, seconded by Commissioner Dhaenens, to approve the minutes of the June 24, 2019 Planning Commission Meeting as presented. **The motion carried unanimously.**

Member Discussion

Commissioner Mortensen stated that permanent outdoor displays, sales, and storage has never been allowed before, so if it is going to be approved for Lowe's and Home Depot, the Township must determine specifically what it wants to allow and not allow.

Adjournment

Moved by Commissioner Grajek, seconded by Commissioner Mortensen, to adjourn the meeting at 8:31 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas, Recording Secretary

Lowes

2002- Consent judgement

2007 -April 2- Special Land Use Approval by Township Board

2016- Last year for special use permit

May- email about violation of outdoor storage

September- email about violation of outdoor storage

2017- April- email about violation of outdoor storage

May 3- Renewal for special Use denied due to lack of compliance

May 4- Pictures from Kelly about items in front of store that are not allowed/ outdoor storage

May 30- Permission for a temporary event, many violations of outdoor storage and litter

2018 - March 14- delivered letter to Lowes about outdoor storage violations

March 19- Still violations of Outdoor storage

March 22- Kelly let Lowes know Special Land use permit was revoked and we are happy to meet to discuss options

March 27- Plants out front put away

March 30- Violations cleaned up

April 2- Plants back out, emailed plants have to be put away due to no special use permit

April 24- Email from Kelly to Rick Keller that plants need to be put away

May 1- since Lowes did eventually comply with request, temporary event waiver was offered and Issued.

2019- May- Approved temporary event for 28 days

June 4- Letter to Lowes that while going through Planning Commission process all uses that were requested for special land use would be allowed but any delay in special land use approval would revert back to no outdoor use.

April- July- Weekly pictures taken of litter outside along with outdoor storage

GENOA TOWNSHIP

AUG 21 2002

AUG 29 2002

STATE OF MICHIGAN

RECEIVED
IN THE 44TH CIRCUIT COURT FOR THE COUNTY OF LIVINGSTON

GENOA TOWNSHIP,
a general law township,

Plaintiff,

Case No. 02-19339 CZ

vs.

Judge Daniel A. Burress

LOWE'S HOME CENTERS, INC.

Defendant.

Richard A. Heikkinen (P14835)
Attorney for Plaintiff
110 North Michigan Avenue
Howell, MI 48843
(517) 546-434

WILLIAMS, WILLIAMS, RUBY & PLUNKETT, P.C.
Richard D. Rattner (P19249)
Richard E. Rassel, Jr. (P57540)
Attorneys for Defendant
380 N. Old Woodward Ave., Ste 300
Birmingham, MI 48009
(248) 642-0333

FILED
LIVINGSTON COUNTY CLERK
02 AUG 21 AM 10:27

STIPULATION AND ORDER FOR DISMISSAL WITHOUT PREJUDICE

At a session of said Court held in the Courthouse
in the City of Howell, Livingston County, Michigan
on this 23 day of August, 2002.

The Hon. _____

TRUE COPY
MARGARET M. DUNLEAVY
LIVINGSTON COUNTY CLERK

On or about July 8, 2002, Plaintiff filed a verified complaint (the "Civil Complaint") against Defendant and this Court entered an Order to Show Cause directing the Defendant to show cause why a preliminary injunction should not be issued during the pendency of this action.

On or about July 8, 2002, a show cause hearing was scheduled for July 25, 2002. The parties agreed to adjourn the show cause hearing to August 15, 2002 to allow the parties time to attempt to amicably resolve the matters set forth in the Civil Complaint.

NOW, THEREFORE, the Court being otherwise fully advised in the premises and upon the stipulation of the parties hereto, IT IS HEREBY ORDERED:

1. That Plaintiff's Complaint shall be dismissed without prejudice.
2. That this matter may be reinstated and Plaintiff may proceed with its Civil Complaint if the following conditions are satisfied:

STIPULATED AND AGREED TO:

Richard A. Heikkinen

Richard A. Heikkinen (P14835)
Attorney for Plaintiff

Dated: 8-19-02

00164304.doc

Daniel A. Burress

Daniel A. Burress
Circuit Court Judge

8/23/02

Richard D. Rattner

Richard D. Rattner (P19249)
Attorney for Plaintiff

Dated: 8-19-02

FILED
STON COUNTY CLERK
02 AUG 23 PM 12:37



October 8, 2019

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Attention:	Kelly Van Marter, AICP Planning Director and Assistant Township Manager
Subject:	Lowe's – Special Land Use and Site Plan Review #4
Location:	1100 S. Latson Road – west side of S. Latson, south of Grand River Avenue
Zoning:	NRPUD Non-Residential Planned Unit Development

Dear Commissioners:

At the Township's request, we have reviewed the revised special land use and site plan submittal from Lowe's (plans dated 9/24/19) to allow outdoor display/storage/sales areas for the existing business.

As discussed at the July 8, 2019 Planning Commission meeting, there has been a lengthy Ordinance enforcement history for outdoor display/storage/sales at this site. Township staff tracked this history (provided in a separate document with the July agenda packet) noting issues dating back to 2002.

A. Summary

1. The special land use standards of Section 19.03 are generally met, provided the use conditions of Section 7.02.02(d) are met to the Township's satisfaction.
2. The applicant must address any concerns provided by the Township Engineer and/or Fire Authority.
3. Areas B and D are screened with 8-foot tall Arborvitae, though a full buffer zone B is not provided.
4. The height of materials to be stored in Area B will exceed the height of landscape screening provided.
5. The Commission may allow a cross-access easement width of 40 feet.
6. We suggest the cross-access easement be recorded prior to issuance of the special land use permit.

B. Proposal/Process

The revised submittal includes 4 distinct outdoor display/storage/sales areas:

- Area A – at the rear of the building comprising a total area of 3,269 square feet for tarped/bundled lumber, and recycling/cardboard bail.
- Area B – along the east side of the property comprising a total area of 4,650 square feet for OSLG storage, empty plant racks, and quick load. We request the applicant explain "OSLG" and "quick load."
- Area C – along the front of the building comprising a total area of 3,741 square feet for lumber corral, tractor/grill/wheelbarrow corral, and plant tables.
- Area D – in the parking lot north of the access drive to/from Latson Road comprising a total area of 2,052 square feet for a parking lot corral. The Impact Assessment states that use of this area will be seasonal (from April to October 1) and will be used for live plant materials.

Per the PUD Agreement for the Livingston Commons development, such uses are allowed with special land use approval. Section 7.02.02(d) of the Township Zoning Ordinance includes conditions applicable to commercial outdoor display, storage and sales.

Procedurally, following the required public hearing, the Planning Commission is to put forth a recommendation to the Township Board on the special land use, site plan review and Impact Assessment.



Aerial view of site and surroundings (looking west)

C. Special Land Use Review

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

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

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

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

2. **Compatibility.** The site and adjacent properties are part of a large PUD that includes a variety of commercial/service establishments. The inclusion of some outdoor components is not expected to adversely impact the nature of this area, though the use conditions of Section 7.02.02(d) are intended to ensure compatibility.

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

3. **Public Facilities and Services.** Given that the site is already developed, we anticipate necessary public facilities and services are in place.

In an effort to improve traffic circulation and public safety, we previously suggested that the Township require the applicant to provide a cross-access easement from the rear of the site (Garden Center area) to the outlot immediately adjacent to the east.

The revised plan includes a combined access and utility easement, though in providing this easement Lowe’s has included a host of conditions that the adjacent property owner must agree to.

This easement will eliminate the need for shared trips between the sites to travel back to the main roads, which will improve circulation throughout the PUD. This is also consistent with typical requirements of a PUD, which are intended to be cohesive developments with interior drive connections.

Additionally, the applicant must address any issues raised by the Township Engineer and/or Brighton Area Fire Authority with respect to this standard.

4. **Impacts.** Provided the use conditions of Section 7.02.02(d) are met, additional impacts are not anticipated.
5. **Mitigation.** If additional concerns arise as part of the review process, the Township may require mitigation efforts to alleviate/eliminate potential adverse impacts.

D. Use Conditions

The proposed use is also subject to the use conditions of Section 7.02.02(d), as follows:

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

The revised plan identifies the lot area as 14.98 acres.

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

The applicant previously noted that this standard will be complied with.

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.**

Each of the areas proposed is located on an existing paved surface.

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

The areas depicted on the revised site plan comply with the setback requirements for this PUD.

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 revised plans identify a building area of 135,197 square feet.

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

This standard is met.

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

Areas B and D are screened with an 8-foot tall Arborvitae hedge, though this does not constitute a full buffer zone B.

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

As noted above, Areas B and D are screened to a height of 8 feet. The revised plan notes that height of materials stored for Areas B and D are 12' and 6', respectively. As such, this standard is not met Area B.

E. Site Plan Review

1. **Dimensional Requirements.** As noted under the use conditions (paragraph D4), the proposed outdoor display/storage/sales areas comply with the dimensional standards for this PUD.

The revised submittal also includes dimensions of each area, as previously requested. If approved, the applicant will be limited to the dimensions noted for each area and any expansion beyond these dimensions without prior approval will be treated as a violation.

2. **Pedestrian Circulation.** The revised plans note that: 1) egress paths and doors shall not be obstructed at any time; and 2) adequate width for pedestrians will be maintained at all times. These comments area also re-emphasized in the revised Impact Assessment.
3. **Vehicular Circulation.** The revised plans provide compliant drive aisle widths. However, the proposed cross-access/utility easement discussed above is to provide a width of 66 feet, though the Planning Commission may reduce this to 40 feet in accordance with Section 15.06.05.

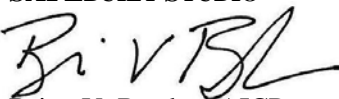
We are of the opinion that inclusion of this easement will help to alleviate traffic crossing between Area B and the quick load area by allowing a bypass to Grand Oaks if/when the adjacent parcel is developed.

Lastly, we suggest the easement be recorded prior to issuance of the special land use permit.

4. **Parking.** The revised plans include parking calculations demonstrating that the requirements of Article 14 will still be met, even with the loss of spaces to accommodate the proposal.
5. **Signs.** The revised submittal indicates that no new signage is proposed as part of this project.
6. **Impact Assessment.** The submittal includes a revised Impact Assessment (dated 9/24/19), which states that the project is not anticipated to adversely impact natural features, public services/utilities, pedestrian/vehicular circulation or surrounding land uses.

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 bborden@safebuilt.com.

Respectfully,
SAFEBUILT STUDIO


Brian V. Borden, AICP
Planning Manager



September 30, 2019

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

Re: Lowe's Outdoor Storage Site Plan and Special Use Permit Application Review No. 4

Dear Ms. Van Marter:

Tetra Tech conducted a fourth site plan review of the revised Lowe's site plan and special land use application last dated September 24, 2019. The site plans were prepared by Freeland and Kauffman, Inc. on behalf of Lowe's Home Centers, LLC. The petitioner is requesting a special land use for additional outdoor storage areas in the existing parking lot and on three sides of the existing building. We offer the following comments:

GENERAL

1. The proposed utility and access easement to the south was widened to 40 feet. This provides enough room for both water and sanitary sewer improvements; however, the proposed access easement width is less than the 66-foot-wide minimum access easement required in the Genoa Township Zoning Ordinance. The petitioner is requesting that the Township accept the lesser width.
2. The petitioner added an additional 30-foot utility easement north of the proposed 40-foot combined access and utility easement. This easement should be extended to the edge of the existing water main easement to allow for the extension of future water improvements.

Upon revising the plans to address the above comments we have no further engineering related concerns to the proposed site plan and special land use permit. We suggest all easements be recorded prior to issuance of the Special Land Use Permit.

Please call or email if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Gary J. Markstrom'.

Gary J. Markstrom, P.E.
Vice President

A handwritten signature in blue ink, appearing to read 'Shelby Scherdt'.

Shelby Scherdt
Project Engineer

Tetra Tech

401 South Washington Square, Suite 100, Lansing, MI 48933
Tel 517.316.3930 Fax 517.484.8140 www.tetrattech.com



BRIGHTON AREA FIRE AUTHORITY

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

October 7, 2019

Kelly VanMarter
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: Lowe's Outdoor Storage/Special Use
1100 S. Latson Rd.
Genoa Twp., MI

Dear Kelly:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on September 25, 2019, and the drawings are dated September 24, 2019. The project is based on an existing Mercantile-use. The facility has applied for a special land-use permit to increase the quantity of outside storage in the front and rear of the store.

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

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

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

Cordially,

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

Rick Boisvert, CFPS
Fire Marshal

**Lowe's Home Centers
Genoa Township, MI**

Impact Assessment

Original Submittal: 5/22/19

Revised: 6/18/19

Revised: 9/24/19

FREELAND and KAUFFMAN, Inc.

Engineers • Landscape Architects

209 West Stone Avenue

Greenville, South Carolina 29609

Tel: 864.233.5497

Fax: 864.233.8915

Assessment Preparer:

Freeland & Kauffman, Inc.

Todd Simmons, PE

209 West Stone Avenue

Greenville, SC 29609

Description of Site:

The existing site is currently an operating Lowe's Home Improvement retail facility. As such, the site is highly impervious due to the existing building, parking, sidewalk, and delivery areas inherent to this commercial use. There is no evidence of wetlands or floodplains affecting this site and existing drainage patterns will be unaltered based upon the nature of this request.

Impact on Natural Features:

Given that the impacted area is entirely impervious, no adverse impact on natural features is anticipated. A small amount of impervious area is proposed for removal, while additional landscape plantings are proposed on the east side of the site. With this proposed change, it is anticipated that natural features would be enhanced.

Impact on Stormwater Management:

The proposed area is currently served by an existing regional stormwater facility located on the west side of the shopping center tract. No modifications to drainage patterns are proposed. A small decrease in impervious area will be realized (320 sf +/-) as part of this request and thus the existing facility will continue to serve the site.

Impact on Surrounding Land Uses

The existing site is located in a commercial area and the sales / display / storage areas being requested are inherent to a business of this nature and complement the retail use. Additional screening is proposed on the east side of the site in order to minimize any

potential impact from adjacent properties to the east or visual impacts from public rights of way. The corral proposed in the front parking field is a time limited request that will provide orderly display of merchandise in keeping with the retail setting.

Impact of Public Facilities and Services:

The existing site is currently an operating Lowe's Home Improvement retail facility and the requested modification to the site is not anticipated to impact public facilities or services.

Impact on Public Utilities:

The existing site is currently an operating Lowe's Home Improvement retail facility and the requested modification to the site is not requesting any additional public utilities. The proposal does include additional utility easements that will provide access to the public water and sewer mains for the adjacent property to the east. As such, no impact to public utilities is anticipated.

Storage and Handling of Hazardous Materials:

Products such as fertilizers, mulch, pool chemicals, or any other materials deemed hazardous, are to be located within the garden center and/or in the parking lot corral in front of the garden center and/or in the outside lawn & garden (OSLG) storage area shown east of the garden center. Any storage of this type of material will be in enclosed bags and containers.

Impact on Traffic and Pedestrians:

1. The proposed area for outdoor sales / display is an extension of the existing use and the additional area will provide for better pedestrian maneuverability at the facility. A minimum 3' walkway will be maintained between plant tables and through sidewalk area for ADA accessibility. No emergency entrance / exits will be blocked by sales / storage / display areas. No adverse impact to traffic and pedestrians is anticipated. The rear driveway will maintain a minimum clear width of 26 feet.

Special Provisions:

This request is to allow for sales / storage / display to be utilized at this facility with the following conditions:

Area A (Rear Storage Area) – This area is to be utilized for bundled / tarped lumber storage adjacent to the staging area. Area shall not interfere with required fire access and driveway aisle must be maintained at a minimum clear width of 26 feet.

Area B (Storage Area Adjacent to Garden Center) – This area is to be kept neat and orderly. Empty plant tables to be located in this area and screened from public right of way, to the extent possible. Area shall not interfere with required fire access and driveway aisle must be maintained at a minimum clear width of 26 feet.

Area C (Front Sidewalk Display Area) – This area is to be kept neat and orderly and not impact required fire lane access. ADA access is to be maintained and material will not block any required entrance / exit from the facility.

Area D (Parking Lot Corral) – This area will be date restricted and is requested to be allowed from April 1 – October 1 each year. The corral will be as depicted on the attached plans or in a manner approved by Township Staff. Plant materials in the corral will consist of live goods (trees, shrubs, plants, annuals, perennials, etc.).

01/30/2020
General Fund - 101
Amended 02/03/2020

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/31/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
ESTIMATED REVENUES								
101-000-403-000	CURRENT REAL PROP TAX/INTEREST	858,935	884,853	918,863	885,000	544,540	885,000	900,000
101-000-407-000	DELINQ TAX - PERSONAL & REAL	10,489	2,030	904				
101-000-423-000	COLLECT FEES/EXCESS OF ROLL	322,582	331,536	343,808	350,000	253,716	350,000	350,000
101-000-423-100	COLLECTION FEE - SCHOOLS	25,282	24,945	25,167	26,000	24,900	26,000	25,000
101-000-423-200	SET FEES COLLECTED	195	163					
101-000-445-000	PENALTIES & INTEREST ON TAXES							
101-000-476-000	LICENSES & PERMITS							
101-000-476-100	LICENSE/PERMIT/CABLE FRANCHISE	412,994	409,282	404,317	425,000	302,411	425,000	425,000
101-000-477-000	METRO ACT REVENUE	17,697		13,459	13,500	13,918	13,918	15,000 X
101-000-477-001	LCSA-PPT REIMBURSEMENT	17,418	18,565	7,067		7,782	7,800	8,000 X
101-000-480-000	TRAILER FEES	5,354	3,577	2,734	3,600	3,049	3,600	3,700
101-000-574-000	STATE SHARED REVENUE	1,590,988	1,687,235	1,764,024	1,750,000	1,514,920	1,800,000	1,835,000 X
101-000-608-000	CHARGES FOR SERV-APPL FEES	37,739	42,564	69,184	50,000	67,610	70,000	70,000 X
101-000-631-000	REFUSE COLLECTION FEES	802,947	827,146	929,975	997,575	1,051,360	1,052,000	1,030,000
101-000-664-000	INTEREST	3,928	8,253	5,326	20,000	9,998	15,000	15,000
101-000-676-000	ADMIN FEE/UTILITY-OPERATING	54,100	55,185	56,587	56,000	51,581	56,000	58,800
101-000-676-100	ADM FEE LIQUOR LAW	3,500	3,500	3,500	3,500	3,500	3,500	3,500
101-000-678-300	TAXES ON LAND TRANSFER	148,885	119,945	128,538	120,000	3,599	128,550	130,000
101-000-678-700	WHITE PINES/STREET LIGHTING							
101-000-695-000	OTHER/CEMETERY/ SCHOOLS	1,762						
101-000-699-001	MISC/SCHOOL/CEMETERY/ELECTI	69,049	15,784	7,657	50,000	63,140	95,000	10,000
101-000-699-002	MMRMA REIMBURSEMENT	24,658	17,305	14,770	15,000	26,695	26,700	25,000
101-000-699-505	TRANSFER IN FROM SELCRA							
TOTAL ESTIMATED REVENUES		4,408,502	4,451,868	4,695,880	4,765,175	3,942,719	4,958,068	4,904,000

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/31/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET	
APPROPRIATIONS									
101-101-703-000	SALARIES/TRUSTEES	23,436	29,180	31,187	35,000	27,212	35,000	35,000	
101-171-703-000	SALARIES/TWP SUPERVISOR	53,400	54,400	55,760	56,980	48,082	56,980	58,581	
101-191-703-000	SALARIES/ELECTION	69,353	500	57,076	40,000	34,671	75,000	80,000	X
101-209-703-000	CONTRACTUAL SALARIES	348,382	357,451	368,738	394,000	313,970	394,000	408,000	
101-210-801-000	PROF.CONTR./LEGAL	65,412	59,007	99,099	70,000	97,163	135,000	135,000	X
101-215-703-000	SALARIES/TWP CLERK	52,400	53,400	54,735	55,935	47,198	55,829	57,504	
101-223-801-000	PROF. CONTR. AUDITOR	20,600	22,985	20,100	25,000	15,425	25,000	25,000	
101-241-801-000	PROF.CONSULTING/ENG/PLANNING	22,246	17,971	14,914	50,000	8,313	50,000	90,000	
101-247-703-000	BD OF REVIEW SALARIES	2,150	1,975	2,375	3,000	450	3,000	3,000	
101-247-964-000	REFUNDS & CHARGEBACKS	2,028	697	716	10,000	1,556	10,000	5,000	
101-253-703-000	SALARIES/TWP TREASURER	52,400	53,400	54,735	55,935	47,198	55,829	57,504	
101-265-775-000	REPAIRS & MAINTENANCE	115,969	147,150	151,803	160,000	126,657	160,000	160,000	
101-265-910-000	INSURANCE BC/BS & MCM	281,904	298,212	301,950	362,000	313,316	362,000	398,200	
101-265-911-000	WELLNESS IQ REIMBURSE	519	5,254	5,250	10,000	4,255	5,000	5,000	X
101-265-920-000	UTIL:ELECTRICITY & NAT.GAS	18,624	21,773	15,352	22,000	15,478	22,000	22,000	
101-284-703-000	SALARIES	281,503	288,783	358,155	352,000	289,325	368,000	381,000	X
101-284-704-000	RETIREMENT	83,953	99,933	116,563	120,000	77,616	120,000	125,000	
101-284-715-000	EMPLOYER'S SHARE FICA	64,111	72,775	71,519	82,000	59,524	82,000	85,000	
101-284-720-000	M.E.S.C.		300		20,000		20,000	20,000	
101-284-727-000	PRINTG, POSTAGE, OFC SUPPLIES	79,333	61,893	94,953	95,000	38,470	60,000	95,000	X
101-284-728-000	ECONOMIC DEVELOPMENT	22,000	22,000	23,305	25,000	22,918	25,000	25,000	
101-284-850-000	TELEPHONE	19,756	24,246	29,007	32,000	24,757	32,000	32,000	
101-284-861-000	MILEAGE & TRAVEL EXPENSE	11,589	10,902	10,392	15,000	9,106	15,000	15,000	
101-284-957-000	DUES	21,236	16,495	23,733	20,000	17,245	20,000	20,000	
101-284-958-000	MEETING FEES & MISC. EXPENSES	31,428	13,016	30,106	30,000	22,658	30,000	30,000	
101-284-958-001	692 RED OAKS DR	5,335	(565)						
101-284-959-000	APPL FEES EXPENSES	44,613	45,521	41,759	50,000	45,319	50,000	50,000	
101-284-959-001	PLANNING /ZBA SALARIES	28,545	26,387	29,282	32,000	25,208	32,000	32,000	
		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20	2020-21	

GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	ACTIVITY THRU 03/31/20	AMENDED BUDGET	RECOMMENDED BUDGET
101-301-703-000	SALARY/ORDINANCE/ ZONING ADMIN	81,725	75,576	81,112	91,000	67,921	91,000	94,500
101-441-803-000	REFUSE MAINTENANCE	956,602	964,542	1,081,606	1,097,381	794,748	1,097,381	1,125,000
101-916-962-000	DRAIN AT LARGE	28,421	32,459	27,584	50,000		50,000	50,000
101-929-977-000	CAPITAL OUTLAY	88,953	117,632	70,134	125,000	31,039	75,000	125,000 X
101-966-999-010	TRANS OUT FUTURE RD IMPR #261	150,000	500,000	500,000	500,000		500,000	750,000
101-966-999-013	ADV FOR ROAD PROJECTS #264	600,000	150,000	150,000	150,000		150,000	150,000
101-966-999-027	FUT DEV PARKS & REC.#270	300,000	500,000	500,000	500,000	500,000	500,000	500,000
101-966-999-028	TRANS TO RESERVE BLDG/GRD #271	20,000	50,000	50,000	50,000		50,000	50,000
101-966-999-110	CONTINGENCIES				50,000		50,000	50,000
TOTAL APPROPRIATIONS		4,047,926	4,195,250	4,523,000	4,836,231	3,186,798	4,862,019	5,344,289
NET OF REVENUES/APPROPRIATIONS - FUND 101		360,576	256,618	172,880	(71,056)	755,921	96,049	(440,289)
BEGINNING FUND BALANCE		1,777,795	2,138,369	2,394,985	2,567,865	2,567,865	2,567,865	2,663,914
ENDING FUND BALANCE		2,138,371	2,394,987	2,567,865	2,496,809	3,323,786	2,663,914	2,223,625

01/23/2020

BUDGET REPORT FOR GENOA TOWNSHIP

Liquor Law Fund 212

Feb. 3, 2020 Amendment

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY 01/30/2020	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
ESTIMATED REVENUES								
212-000-570-000	STATE SHARED REV LIQUOR LAW	13,833	14,942	14,034	15,700	16,220	16,220	17,000
TOTAL ESTIMATED REVENUES		13,833	14,942	14,034	15,700	16,220	16,220	17,000
APPROPRIATIONS								
212-000-956-000	MISC EXPENSE	200						
212-330-702-000	LIQUOR LAW ENF WAGES	8,240	8,240	8,240	9,064	9,064	9,064	9,064
212-330-704-000	RETIREMENT	824	824	824	906	906	906	906
212-330-715-000	EMPLOYER'S SHARE FICA	640	640	640	703	703	703	703
212-330-716-000	LIQUOR LAW ADM FEE/GENOA TWP.	3,500	3,500	3,500	5,000	3,500	3,500	3,500
212-330-716-001	VEHICLE EXPENSE					1,500	1,500	1,500
212-330-717-000	AUDITING EXPENSE			200	200	200	200	200
TOTAL APPROPRIATIONS		13,404	13,204	13,404	15,873	15,873	15,873	15,873
NET OF REVENUES/APPROPRIATIONS - FUND 212		429	1,738	630	(173)	347	347	1,127
BEGINNING FUND BALANCE		671	1,100	2,837	3,468	3,468	3,468	3,815
ENDING FUND BALANCE		1,100	2,838	3,467	3,295	3,815	3,815	4,942

Fund 261 SAD Roads/ Lakes

Amended 02/03/2020

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY 01/30/2020	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
ESTIMATED REVENUES								
261-000-664-000	INTEREST	130	1,537	6,081	6,000	7,792	8,500	9,000 X
261-000-699-000	OPERATING TRANSFER IN	150,000	500,000	500,000	500,000		500,000	750,000
261-000-699-264	TRANS IN FROM 264	500,000						
TOTAL ESTIMATED REVENUES		650,131	501,537	506,081	506,000	7,792	508,500	759,000
APPROPRIATIONS								
261-330-717-000	MISC ROADS/AUDIT			20,000	20,000	400	20,000	20,000
261-441-804-000	DUST CONTROL	56,790	70,484	67,247	70,000	68,447	70,000	70,000
261-470-802-000	NORTH SHORE ROAD IMPROVEMENT							
261-471-803-000	GRAND OAKS ROAD IMPROVEMENT	200,000						
261-472-804-000	GOLF CLUB				66,750	75,000	75,000	X
261-477-809-000	TRI LAKES	11,714						
261-477-810-000	SUNDANCE TRAIL	30,000						
261-477-811-000	HUGHES ROAD	44,434		193,730				
261-477-813-000	WILDWOOD DRIVE	7,798						
261-477-817-000	LATSON ROAD SIGNAL			143,927				
261-477-818-000	HACKER AND LAWSON		120,372					
261-477-819-000	TIMBERVIEW		49,000					
261-477-820-000	OAK POINTE HONORS		44,000					
261-477-822-000	EARL LAKE					56,488	56,488	X
261-477-823-000	DORR ROAD				217,500	175,000	175,000	X
261-477-824-000	GRAND RIVER WIDENING					30,000	30,000	X
261-477-825-000	EDINBURGH DRIVE					5,000	5,000	X
261-477-827-000	DILLION DRAINAGE/ROAD							198,000
261-477-828-000	DORR ROAD							122,500
261-477-829-000	HERBST ROAD-CRUSHED LIMESTONE							150,000
261-477-830-000	CHILSON RD (BRIGHTON-LATSON)							201,250
261-477-831-000	Beattie/Pardee/Westphal							85,000
261-906-956-000	MISC EXPENSE/AUDIT	180	580	882	1,000		1,000	1,000
261-966-999-264	TRANS OUT TO 264	500,000		92,250				
TOTAL APPROPRIATIONS		850,916	284,436	518,036	375,250	410,335	432,488	847,750
NET OF REVENUES/APPROPRIATIONS - FUND 261		(200,785)	217,101	(11,955)	130,750	(402,543)	76,012	(88,750)
BEGINNING FUND BALANCE		1,356,488	1,155,703	1,372,803	1,360,847	1,360,847	1,360,847	1,436,859
ENDING FUND BALANCE		1,155,703	1,372,804	1,360,848	1,491,597	958,304	1,436,859	1,348,109

01/30/2020 BUDGET REPORT FOR GENOA TOWNSHIP

Fund 264 Future Roads

Amended: 02/03/2020

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY 01/30/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
ESTIMATED REVENUES								
264-000-665-000	INTEREST/SAD	680	1,826	3,906	2,300	8,421	9,500	10,000 X
264-000-699-101	TRANSFER IN - FUND # 101	600,000	150,000	150,000	150,000		150,000	150,000
264-000-699-261	TRANSFER IN- FUND 261	500,000						
264-448-450-000	SAD PRINCIPAL - WHITE PINES LIGHTS	705	767	800	800		800	800
264-470-450-000	SAD PRINCIPAL - FENDT DRIVE W-22	(915)		81,389	81,389		81,389	87,486
264-471-450-000	SAD PRINCIPAL - GRAND OAKS-W-20	138,037	142,649	76,820	76,819	79,661	79,661	73,977 X
264-471-671-000	OTHER INCOME-GRAND OAKS- LCRC		157,793					
264-472-450-000	SAD PRINCIPAL - RED OAKS-W-22	59,268	59,811	62,775	55,860	13,555	55,860	54,625
264-473-450-000	SAD PRINCIPAL - GLENWAY DRIVE	15,628						
264-474-450-000	SAD PRINCIPAL - SUNRISE PARK-S-20	135,947	130,693	97,892	89,000	92,244	92,244	85,341 X
264-475-688-000	SAD PRINCIPAL GRAND BEACH-W-20	9,336						
264-476-450-000	SAD PRINCIPAL - TIMBERVIEW-W-22		46,469	33,183	33,000	4,951	33,000	33,000
264-476-699-261	TRANSFER IN # 261 - TIMBERVIEW		49,000					
264-477-450-000	SAD PRINCIPAL - SUNDANCE TR-W-21	37,020	27,323	23,305	23,305	804	23,305	23,305
264-477-687-000	OP HONORS-SAD	178,000						
264-478-450-000	SAD PRINCIPAL- HOMESTEAD TR-W-20	38,333	37,171	34,848	34,800	35,429	34,800	34,800
264-479-450-000	SAD PRINCIPAL- E COON LAKE RD-S-21	26,961	19,608	19,608	19,608	19,608	19,608	19,608
264-480-699-261	TRANSFER IN # 261 - OAK POINTE HONORS		44,000					
264-482-450-000	SAD PRINCIPAL - HILLENDALE-S-20			8,328	7,138	6,738	7,138	7,138
264-484-450-000	EARL LAKE SAD PRIN W25			31,328	22,603	1,632	22,603	19,158
264-484-699-261	EARL LAKE TRANS IN FROM 261			58,000		56,488	56,488	X
264-485-450-000	NOVEL ESTATES SAD PRIN W25			15,037	12,844	4,699	12,844	11,904
264-485-699-261	NOVEL ESTATES TRANS IN FROM 261			34,250				
264-487-450-000	SAD PRINCIPAL-EDWIN DR					3,544	3,544	14,000 X
264-570-450-000	SAD PRINCIPAL - LAKE CHEMUNG-W21	53,349	118,033	73,029	66,000	6,102	66,000	66,527
264-571-450-000	SAD PRINCIPAL - PARDEE LAKE-W-20	26,000	26,000	27,209	25,395	3,023	25,395	25,395
264-572-450-000	SAD PRINCIPAL - GRAND BEACH WEEDS W2016		9,336	9,603	9,336		9,336	9,205
264-573-450-000	SAD PRINCIPAL- E/W CROOKED LK S-18	19,434	19,161	20,293	20,000	20,471	20,000	19,579
TOTAL ESTIMATED REVENUES		1,837,783	1,039,640	861,603	730,197	357,370	803,515	745,848

Amended: 02/03/2020

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY THRU 03/31/20	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
APPROPRIATIONS								
264-448-801-000	PROJECT COSTS - WHITE PINES LIGHTS	841	767	707		609	800	
264-470-801-000	PROJECT COSTS - FENDT DRIVE W-22			426,321		5,000	5,000	X
264-471-801-000	PROJECT COSTS - GRAND OAKS	619,730						
264-472-801-000	PROJECT COSTS - RED OAKS		7,110					
264-474-801-000	PROJECT COSTS - SUNRISE PARK	535,114						
264-475-801-000	PROJECT COSTS - MOUNTAIN/MYSTIC/MILROY	508						
264-476-801-000	PROJECT COSTS - TIMBERVIEW		265,698					
264-477-801-000	PROJECT COSTS - SUNDANCE TRAIL	155,742						
264-477-816-000	PINE RIDGE PAVING-EXPENSES	1,007						
264-478-801-000	PROJECT COSTS - HOMESTEAD TRAIL	177,880						
264-479-801-000	PROJECT COSTS - E COON LAKE ROAD	124,405						
264-480-801-000	PROJECT COSTS - OAK POINTE HONORS	660	217,645					
264-481-801-000	PROJECT COSTS PINE RIDGE PAVING							
264-482-801-000	PROJECT COSTS - HILLENDALE		1,519	20,605				
264-484-801-000	EARL LAKE PROJECT COSTS W-2018			1,260		225,386	225,387	X
264-485-801-000	NOVEL ESTATES PROJECT COST W 2018			133,320				
264-486-801-000	DILLION/STATE/MISC-SAD					7,712	35,000	69,000 X
264-487-801-000	PROJECT COSTS -EDWIN DR					5,196	18,898	X
264-488-801-000	PROJECT COSTS-ELMHURST DRIVE/ S2020					2,000	2,000	8,564 X
264-570-801-000	PROJECT COSTS - LAKE CHEMUNG	57,672	29,582	47,517	60,000	58,126	60,000	60,000
264-571-801-000	PROJECT COSTS - PARDEE LAKE	24,866	21,952	26,750	28,000	23,280	28,000	28,000
264-572-801-000	PROJECT COSTS - GRAND BEACH WEEDS	1,080	9,230	7,479	10,000	9,237	10,000	10,000
264-573-801-000	PROJECT COSTS - E/W CROOKED LAKE WEEEDS	10,920	23,866	46,629	50,000	10,448	50,000	50,000
264-574-801-000	PROJECT COSTS - ROUND LAKE		1,619					
264-906-956-000	MISC EXPENSE	3,529	9,310	4,550	4,600	4,050	4,600	4,600
264-966-999-261	TRANS OUT TO FUND #261	500,000						
TOTAL APPROPRIATIONS		2,213,954	588,298	715,138	152,600	351,044	439,685	230,164
NET OF REVENUES/APPROPRIATIONS - FUND 264		(376,171)	451,342	146,465	577,597	6,326	363,830	515,684
BEGINNING FUND BALANCE		1,518,832	1,142,661	1,594,005	1,740,466	1,740,466	1,740,466	2,104,296
ENDING FUND BALANCE		1,142,661	1,594,003	1,740,470	2,318,063	1,746,792	2,104,296	2,619,980

01/30/2020

BUDGET REPORT FOR GENOA TOWNSHIP

Parks and Rec Fund 270

Amended 01/30/2020

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY 01/30/2020	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET	
ESTIMATED REVENUES									
270-000-664-000	INTEREST	1,429	1,519	3,178	1,500	4,731	6,000	6,000	X
270-000-669-000	INCOME-OTHER		1,000			322	322		X
270-000-680-000	RENTAL INCOME	11,450	12,000	8,000					
270-000-699-000	OPERATING TRANSFER IN #101	300,000	500,000		500,000		500,000	500,000	
270-000-699-101	TRANSFER IN-GENERAL FUND			500,000					
TOTAL ESTIMATED REVENUES		312,879	514,519	511,178	501,500	5,053	506,322	506,000	
APPROPRIATIONS									
270-000-801-000	PROFESSIONAL FEES-ENGINEERING								
270-241-801-000	ATTORNEY/ENGINEERING	32,690	240						
270-265-775-000	MAINTENANCE	61,556	100,461	76,767	100,000	53,583	100,000	100,000	
270-330-694-002	RENTAL HOUSE EXPENSE				5,000				X
270-330-695-002	MISC EXPENSE/AUDIT	1,291	529	285	500	250	500	500	
270-330-696-002	GENOA TWP ATHLETIC FIELD				134,800		0	134,800	X
270-330-697-002	RECREATION BIKE PATH	408,373	2,415	186,597	220,000	255,452	255,452	150,000	X
270-330-698-002	FILMORE PARK			12,354	5,000		5,000		
270-330-701-000	HOWELL PARKS AND REC	103,225	103,806	100,806	107,500	77,419	107,500	107,500	
270-536-972-100	LAND FOR RECREATION				200,000			350,000	X
TOTAL APPROPRIATIONS		607,135	207,451	376,809	772,800	386,704	468,452	828,000	
NET OF REVENUES/APPROPRIATIONS - FUND 270		(294,256)	307,068	134,369	(271,300)	(381,651)	37,870	(322,000)	
BEGINNING FUND BALANCE		793,045	498,789	805,857	940,225	940,225	940,225	978,095	
ENDING FUND BALANCE		498,789	805,857	940,226	668,925	558,574	978,095	656,095	

01/30/2020 BUDGET REPORT FOR GENOA TOWNSHIP
Building and Grounds Fund - 271
Amended 02/03/2020

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 ACTIVITY 03/30/2020	2019-20 AMENDED BUDGET	2020-21 RECOMMENDED BUDGET
ESTIMATED REVENUES								
271-000-664-000	INTEREST	132	308	505	500	434	500	500
271-000-695-000	CEMETERY SALES			3,000	3,000		1,000	2,000
271-000-699-000	OPERATING TRANSFER IN #101	20,000	50,000	50,000	50,000		50,000	50,000
TOTAL ESTIMATED REVENUES		20,132	50,308	53,505	53,500	434	51,500	52,500
APPROPRIATIONS								
271-906-956-000	MISC EXPENSE	465			500		500	500
271-906-957-000	CEMETERY PURCHASE	40,440						
271-906-958-000	CEMETERY MAINTENANCE		5,500	750	6,000	4,295	4,295	6,000
271-906-959-000	CHILSON- DORR FIRE STATION			37,360	5,000		0	X
271-929-977-000	CAPITAL OUTLAY/PAVEMENT/PARKIN				10,000	56,205	60,000	20,000
TOTAL APPROPRIATIONS		40,905	5,500	38,110	21,500	60,500	64,795	26,500
NET OF REVENUES/APPROPRIATIONS - FUND 271		(20,773)	44,808	15,395	32,000	(60,066)	(13,295)	26,000
BEGINNING FUND BALANCE		172,537	151,763	196,571	211,966	211,966	211,966	198,671
ENDING FUND BALANCE		151,764	196,571	211,966	243,966	151,900	198,671	224,671

January 30, 2020

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

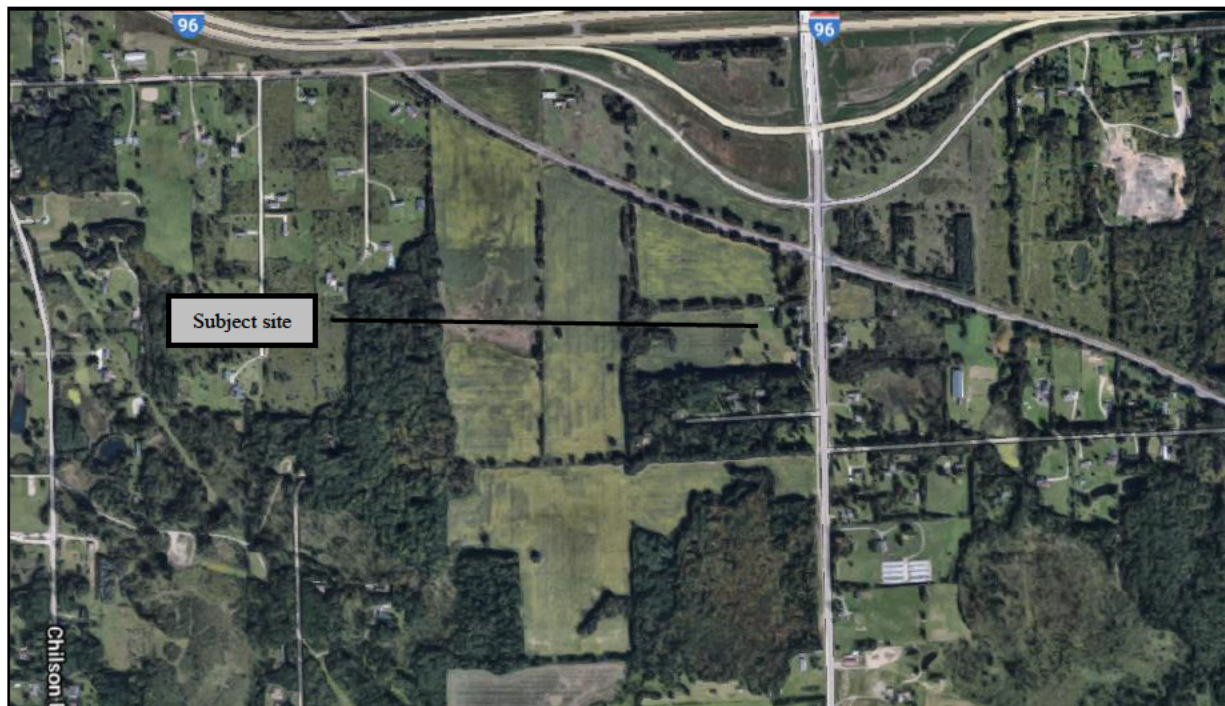
Attention:	Kelly Van Marter, AICP Planning Director and Assistant Township Manager
Subject:	Versa Development – PUD Rezoning and Conceptual Plan Review #3
Location:	Latson Road, south of I-96 (approximately 193 acres)
Zoning:	CE Country Estate

Kelly:

As requested, we have reviewed the revised submittal (cover sheet dated 1/15/20) from Versa Development requesting PUD rezoning and conceptual plan review for approximately 193 acres of undeveloped land generally along Latson Road and south of I-96.

A. Summary

1. PUD Qualifying Conditions:
 - a. The Ordinance standards are generally met, though utility extensions will be required as part of this project.
2. Rezoning Criteria:
 - a. The proposed zoning designations are consistent with the Future Land Use Map.
 - b. The applicant must address any technical comments provided by the Township Engineer, Utilities Director and/or Brighton Area Fire Authority.
 - c. Rezoning is necessary to implement the vision and goals of the I-96/Latson Road Subarea Plan, though the proposed list(s) of allowable uses does not directly align with those noted in the Zoning Ordinance.
3. Conceptual PUD Plan:
 - a. Several of the uses proposed require deviation from the requirements of the Zoning Ordinance. This includes allowing some uses that are not otherwise permitted, and allowing certain uses by right where they would otherwise require special land use review/approval.
 - b. We request the applicant clarify the intent of allowing hotels in both the East and West Areas, as well as allowing child/pet day care as a principal use.
 - c. The heading of the Commercial Use Table needs to be corrected.
 - d. Dimensional deviations are requested from the requirements of the Zoning Ordinance.
 - e. Proposed building heights and internal setbacks are subject to approval by the Planning Commission; however, the height restriction for hotels described by the applicant must be clarified in the dimensional table.
 - f. The material standards of the Ordinance are not entirely met by the proposed design guidelines.
 - g. The applicant must confirm that the 2 access points on the west side of Latson Road are separated by at least 500 feet.
 - h. Easements are required to allow cross-access for vehicular and pedestrian traffic in each of the project areas.
 - i. Prior to formal consideration, the applicant must provide a (revised) draft PUD Agreement.
 - j. Details (uses, dimensions, architecture, etc.) are needed for the North Area.



Aerial view of site and surroundings (looking north)

B. Proposal/Process

The request is to establish an Interchange Planned Unit Development for approximately 193 acres of land generally along Latson Road and south of I-96.

This includes 177 acres on the west side of Latson Road and 10 acres on the east side that are proposed as an Interchange Campus PUD (CAPUD), as well as 6 acres along Beck Road proposed as an Interchange Commercial PUD (ICPUD).

The revised concept plan identifies high-tech/light industrial and a protected wetland area on the west side of Latson Road (West Area) and commercial on the east side (East Area). The area along Beck Road (North Area) is divided by the roadway, with a development sign noted on the north side towards I-96. The remainder of this property is intended for future development under the ICPUD designation.

At this stage, the applicant seeks input from the Township via a pre-application workshop. At the conclusion of the pre-application process, the applicant will submit for Planning Commission consideration of the PUD rezoning(s), conceptual PUD plan, Environmental Impact Statement and draft PUD Agreement.

Following a public hearing, the Commission may put forth recommendations on each component to the Township Board, who has final approval authority.

C. Qualifying Conditions

We have reviewed the proposal in accordance with the PUD Qualifying Conditions (Section 10.02), as follows:

- 1. Single Ownership.** The PUD application form indicates that the property is under single ownership via 3 separate, yet affiliated LLCs.
- 2. Initiated by Petition.** The request has been initiated appropriately.

3. **Minimum Site Area.** The total land area is noted as approximately 193 acres, which exceeds the minimum standard of 20 acres.
4. **Benefits.** The Impact Assessment notes that the approximately 27-acre wooded wetland in the “West Area” will be preserved. In general, the overall project also incorporates a complementary mixture of uses, enhanced streetscaping, pedestrian and vehicular connectivity, and open space amenities.
5. **Sewer and Water.** The property is not currently served by public sewer and water. Utility extensions will be required as part of this project. The applicant must address technical comments provided by the Township Engineer and/or Utilities Director under this criterion.

D. Rezoning Criteria

We have reviewed the proposal for compliance with the Criteria for Amendment of the Official Zoning Map (Section 22.04), as follows:

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

The Township Master Plan and Future Land Use map identify the two areas along Latson Road as Interchange Campus, while the Beck Road property is planned as Interchange Commercial. The PUD zoning designations sought are consistent with the Future Land Use Map.

The revised submittal includes a refined list of allowable uses within the “innovation park” (West Area) and “commercial” (East Area) areas, as well as a list of prohibited uses. In general, the lists have been revised for consistency with the discussions to date, though deviation from Ordinance standards will be needed.

The Plan also includes a host of streetscape, and building and site design recommendations that are generally reflected in the revised submittal.

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

As previously noted, the West Area includes an approximately 27-acre wooded wetland that will be preserved by the proposed PUD.

The Impact Assessment also notes an approximately 6-acre wooded wetland in the southwest corner of the West Area that will be incorporated into the stormwater management plan for the development. The Assessment does state that the intent is to avoid impacts to the wetland itself and to retain a buffer from the adjacent properties, but that trees will need to be removed.

The remainder of the project area is expected to be compatible with the site’s environmental features, though the applicant must address any concerns raised by the Township Engineer under this criterion.

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

With the construction of the Latson Road interchange several years ago, the Master Plan was updated to include an I-96/Latson Road Subarea Plan.

The Plan was developed with an understanding that the new interchange would create development opportunities not allowed under CE zoning (which is how much of the area is currently zoned). As such, the Township’s vision for this area cannot be accomplished under current zoning.

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

The potential uses allowed in the Interchange PUD designations (CAPUD and ICPUD) are listed in Section 10.03.06(c) of the Zoning Ordinance.

The revised submittal includes refined lists of allowable uses for both the East and West Areas, as well as a list of prohibited uses.

These lists include deviations from the Zoning Ordinance, including uses that are not permitted, as well as uses that would be allowed by right, where they otherwise would require special land use review/approval.

For instance, gas stations, outdoor storage and drive through restaurants are not allowed by Ordinance in a CAPUD, though all are proposed.

Furthermore, the building size threshold between a by right and special land use is 40,000 square feet per Ordinance, but proposed at 200,000 square feet.

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

As noted under our review of the PUD Qualifying Conditions, utility extensions will be required to serve the proposed development.

The applicant must address any comments provided by the Township Engineer, Utilities Director and/or Brighton Area Fire Authority related to this criterion.

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

There currently is no land zoned CAPUD or ICPUD. As referenced above, the Township has planned for this area to be developed as an Interchange PUD in accordance with the I-96/Latson Road Subarea Plan.

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

Similar to previous comments, we believe a rezoning is reasonable/necessary to implement the I-96/Latson Road Subarea Plan. The vision/goals for this area cannot be achieved under current (or amended) CE zoning.

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

No rezoning requests for the project area have been submitted in the past year.

E. Conceptual PUD Plan

We have reviewed the proposal for compliance with the Interchange PUD standards (Section 10.03.06), as follows:

1. Land Use. As previously noted, the submittal includes revised use tables that generally reflect the discussions to date on this component of the request.

The proposal requires deviations from Ordinance requirements to allow certain uses that are not otherwise permitted (i.e., gas stations, outdoor storage and drive through restaurants) and to allow certain uses by right as opposed to requiring special land use review/approval (i.e., uses up to 200,000 square feet).

For the sake of further discussion, we request the applicant clarify the intent of listing hotels as a permitted use in both the East and West areas. Additionally, it was previously our understanding that daycare (child and/or pet) would be an accessory component of a principal use within the West Area.

Lastly, the heading of the Commercial Use Table needs to be corrected to reference the 10 acres on the east side of Latson Road.

2. **Dimensional Standards.** The Ordinance requires buildings, structures and parking areas within the CAPUD to provide setbacks from the exterior boundaries of the site in accordance with the dimensional requirements of the IND (Industrial zoning district). Internal setbacks and maximum building heights are to be determined by the Planning Commission.

The submittal includes a revised design guide for the project, which identifies dimensional standards based on use (industrial and commercial).

Based on the dimensional tables proposed, the project requires dimensional deviations for:

- Front yard building setback in the industrial area where building height is 30' or less;
- Front yard building setback in the commercial area;
- Side yard building setback in the commercial area; and
- Rear yard building setback in the commercial (if adjacent to residential).

The Commission has the authority to approve the building heights – 55'3 stories for the industrial area and 65'5 stories for the commercial area.

The potential height of a hotel building was discussed during the last pre-application workshop and the applicant has provided additional information with the revised submittal. More specifically, the cover letter (dated 1/17/20) indicates that a hotel will be limited to 3 stories unless it is at least 500 feet from an existing single family home.

It is important to note that the dimensional table proposed for commercial uses does not exactly reflect this statement. As such, the table must be clarified with respect to this matter.

3. **Site Design.** The revised streetscape plan and design guidelines include extensive site design requirements for the development in terms of landscaping and lighting.

The revised concept plan also includes a more detailed indication of open space amenities, as requested.

This includes the depiction of Township gateway and development identification signage, pedestrian/trail connections, bicycle racks, electric vehicle charging stations and spaces for outdoor seating/gathering.

4. **Architecture.** The design guidelines included with the submittal provide detailed descriptions of the building design and material requirements for the development, as well as photographic examples.

In general, the design guidelines meet or exceed Ordinance standards, though the Ordinance states that the predominant material on facades visible from the roadway or parking lots shall be brick.

The industrial design standards mention the use of high quality, durable products and note that glass will be used on primary facades. Meanwhile, the commercial design standards require 75% brick for front facades and 50% brick for side facades, though hotels and gas stations are excepted from these requirements.

- 5. Access Management and Connectivity.** The revised submittal includes streetscape plans depicting 2 drives on the west side of Latson and a single access point on the east side (aligned with the northerly access point to the West Area).

The Ordinance requires alignment with Sweet Road, though exact alignment is not possible given current property ownership/configuration. The plans depict an intersection that is as close as possible to alignment given current ownership.

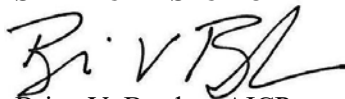
Access points on the same side of the road are to be separated by at least 500 feet. This standard appears to be met along the west side of Latson Road; however, the applicant needs to identify the spacing proposed.

Lastly, cross-access easements will need to be provided for both vehicular and pedestrian circulation in each of the project areas.

- 6. Utilities.** The Impact Assessment includes conceptual utility plans. We defer technical review to the Township Engineer and Utilities Director.
- 7. Future Transition Area.** The project area is entirely within the area planned for an Interchange PUD.
- 8. PUD Agreement.** Prior to formal consideration, the applicant will need to provide an amended draft PUD Agreement that addresses the requirements of the Ordinance, as well as the items discussed during the pre-application workshops.
- 9. Additional Considerations.** Aside from a conceptual highway sign, the submittal does not provide much information with respect to the North Area. Details, including uses, dimensional standards and architectural requirements, need to be proposed for this area.

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 bborden@safebuilt.com.

Respectfully,
SAFEBUILT STUDIO



Brian V. Borden, AICP
Planning Manager



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January 17, 2020

Kelly VanMarter, AICP
Genoa Charter Township
2911 Dorr Road, Brighton MI 48116

RE: Versa – South Latson Road PUD

Dear Ms. VanMarter:

Attached is a package that responds to the conversation and the previous joint meeting, along with follow-up meetings with Township representatives and comments from the Township Manager and Planner. This information is intended to be supplement the previous materials that have not been modified (application, utility information, site analysis, draft PUD Agreement, etc.). For clarity, we offer the following summation of items included in this supplemental packet:

1. A revised concept for the commercial area that now shows the detention pond on the east end. This is the low part of that site. This change increases the setback from the existing single-family homes.
2. Additional information on the height of the hotel. It had been proposed at five stories. There were comments about the height in relationship to the existing homes and views from Beck Road, etc. As noted, the relocation of the pond will increase the setback on the east side. Provisions have now been made that the hotel will be three stories but can be up to five stories if at least 500 feet from an existing single-family home. New drawings have been provided to illustrate this standard.
3. Additional photos of representative architecture have been added to the Design Guidelines, including the gas station at Latson/M-59 developed by Versa.
4. Two concepts for landscaping along Latson Road. One includes a narrow median (Versa's preferred design but one not currently favored by the Road Commission), the second has a more intense landscape along the edges of Latson Road.
5. We prepared an open space and amenity plan. This shows a concept for the open space including greenbelts, buffer zones, open spaces around the wetland and low areas. Sidewalks a street trees are shown along the road per the ordinance and comments. Representative amenities are shown include trails, bike racks, site entrance features etc.
6. A revised list of uses including allowance for mixed use on the east property, restrictions for some uses to only be allowed if accessory to a hospital or health care facility, and a clarification of the location of outdoor parking and storage.
7. Information and photos on the case study developments, as requested, to support the request that sets the threshold for a special land use at 200,000 sq. ft. The examples show



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- that building architecture, setbacks and landscaping have more of an impact on aesthetics than the size of the building.
8. The information on the signs previously submitted.
 9. Information in the Design Guidelines on the location and rationale for access points, which were endorsed at meetings with the Livingston County Road Commission staff (Township representatives were present as well). Notes have been added that the northern access may be shifted south slightly to increase spacing from the rail crossing (a suggestion by the Road Commission staff, though they noted the current location shown meets their standards and is acceptable). An alternative concept for the southern access has been added (in case an alignment with Sweet Road is not permitted by the Road Commission). concept for the south
 10. An updated letter responding to Road Commission comments on the timing of improvements.

Thank you for your continued assistance with this project. Please don't hesitate to contact me with any questions.

Sincerely,

Eric M. Lord, PE
Atwell, LLC

Cc: Todd Wyett – Versa
Brad Strader - MSKS
Alan Greene- Dykema

INNOVATION INTERCHANGE

PUD SUBMITTAL SUPPLEMENTAL MATERIALS

UPDATED JANUARY 15, 2020

REVISED PUD SUBMITTAL SUPPLEMENT
TABLE OF CONTENTS

- 1** REVISED PUD DESIGN GUIDELINES (INCLUDING OPEN SPACE CONCEPT AND REPRESENTATIVE AMENITIES)

- 2** HOTEL SETBACK STUDIES

- 3** LIST OF USES

- 4** CASE STUDIES

- 5** SIGN EXAMPLES

- 6** TRAFFIC IMPACT STUDY (TIMING OF ROAD IMPROVEMENTS)

INNOVATION INTERCHANGE

PUD DESIGN GUIDELINES

UPDATED JANUARY 15, 2020

OVERVIEW

Generally, the design of the innovation Interchange Planned Unit Development will follow the standards described in the Genoa Township Zoning Ordinance and the applicable specifications of other agencies involved in the approval process. These guidelines are considered as a supplement to those standards. Generally, the more restrictive standard between the Zoning Ordinance and these guidelines will apply. These guidelines may be modified as the specific types of uses and site plans are developed for each development or PUD phase.

Some of the standards herein are more restrictive, such as certain landscape and lighting specifications. In other cases, the dimensional standards in the guidelines are more generous than the ordinance would otherwise allow, as permitted by the “Flexibility in Design” provisions in Section 10.01.03 of the Genoa Township’s PUD Article, in the Zoning Ordinance.

A comparison of existing zoning ordinance standards to the PUD is shown on the table on the next page.



GENOA TOWNSHIP, MI

DESIGN GUIDELINES
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PART 6: OUTDOOR LIGHTING STANDARDS
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PROJECT TEAM:



INTENT

These guidelines are intended to illustrate the design quality anticipated with the commercial and light industrial portions of the PUD. The "Owner" of the PUD or subsequent purchaser of land will be responsible for providing these guidelines to design professionals who will be involved in the preparation of site plans. Specific compliance will be described in more detail with a site plan that will be submitted to the Township for approval.

In general these guidelines include the following components:

- 1. A description of architecture supplemented with photographs from similar developments to illustrate the general outcomes expected consistent with the standards.
- 2. Specific parking requirements associated with the intended uses along with a provision to permit a reduction for shared parking when uses have different peak parking occupancy hours.
- 3. Efforts to share access to reduce the number of driveways and provide good traffic operations along Latson Road.
- 4. Provision of additional height for modern-style light industrial and R+D buildings, and a hotel, up to 5 stories (in conjunction with setbacks from existing single family homes as illustrated on an exhibit).
- 5. Some flexibility in the building setbacks.
- 6. An overall open space concept plan with representative amenities.
- 7. A greenbelt along Latson Road that exceeds Genoa Township requirements and plant sizes that are larger than required at installation.
- 8. A reduction in street trees along the internal industrial streets, but provisions for a variety of street tree species.
- 9. Additional lighting standards to reduce lighting impacts on adjacent homes to the west.
- 10. Provision for two project entry signs, one at each entrance. These signs may include name plates for major buildings or businesses in the PUD.

The following table provides a comparison summary between the zoning requirements of the Genoa Township Zoning Ordinance and the proposed Versa PUD standards. The standards listed here provide a snapshot of where there are differences between the Township's standards and the PUD standards, including for setbacks, height, and landscaping requirements.

INNOVATION EXCHANGE PUD ZONING COMPARISON TABLE		
Existing Zoning Requirements		PUD Standards:
Commercial	Setbacks	
	Regional Commercial Side Yard: 20 feet	Side Yard: 20 feet for each side plus an additional 0.5 feet per foot of height over 45 feet tall
	Maximum Height	
	Regional Commercial: 45 feet or 3 stories	All other uses in commercial: 45 feet, 3 stories Hotel: 65 feet or 5 stories, whichever is less (provided adjacent residential is 500 feet or further, see separate setback study diagrams)
Industrial	Existing Zoning Requirements	
	PUD Standards:	
	Setbacks	
	Front Yard: 85 feet if parking is located in the front yard; 50 feet if no parking is located in the front yard	Front Yard: 85 feet (50 feet if no parking is located in the front yard and/or building height is 30 feet or less)
	Side Yard: 25 feet (or 50 feet if adjacent to residential)	Side Yard: 25 feet (or 50 feet if adjacent to residential) & 25 plus an additional 0.5 feet per foot of height over 30 feet (if not adjacent to residential)
	Maximum Height	
	30 feet or 2 stories	All other uses in industrial: 55 feet or 3 stories, whichever is less Hotel: 65 feet or 5 stories, whichever is less (provided adjacent residential is 500 feet or further)
Landscaping	Existing Zoning Requirements	
	PUD Standards:	
	Frontage- Greenbelt along Latson Road	
	Minimum Width of Greenbelt: 20 feet with one canopy tree planted every 40 feet of frontage	Minimum width of Greenbelt: 30 feet with one canopy tree planted every 40 feet of frontage
	Frontage - Tree Sizes	
	Minimum Required Plant Sizes: Deciduous Canopy Tree: 2.5" caliper Deciduous Ornamental Tree: 2" caliper Evergreen Tree: 6' height Deciduous Shrub: 2' height Upright Evergreen Shrub: 2' height Spreading Evergreen Shrub: 18" - 24" spread	Minimum Required Plant Sizes (along Latson Road only): Deciduous Tree: 3-4 inch caliper (with minimum average size of 3.5 inches) Ornamental Tree: 2.5 - 3.5 inch caliper Evergreen Tree: 10 - 14 feet tall (with minimum average size of 12 feet tall) Shrubs and Hedges: 30-36 inches tall Canopy Tree: 2.5 inch caliper Deciduous Ornamental Tree: 2 inch caliper Evergreen Tree: 6 feet height Deciduous Shrub: 2 feet height Upright Evergreen Shrub: 2 feet height Spreading Evergreen Shrub: 18 inch - 24 inch spread

HIGH TECH/LIGHT INDUSTRIAL DESIGN GUIDELINES

The primary purpose of the building design standards is to promote and enforce high-quality architectural design for building sides visible from Latson Road to enhance the Township’s entryway from the I-96 interchange.

The design and materials on building sides visible from the interior roads are not required to meet the more stringent standards but should still utilize some of these elements to promote an attractive appearance.

A. Facade Plane and Material Delineation

- **Horizontal delineation.** Long lengths of building facade wall planes shall be broken up using different materials and offset of planes, to serve as a visual breakup of long exterior walls. The following criteria shall be applied to the horizontal plane of walls with a minimum building length of 100 feet:

- » Buildings with frontages 100 feet to 500 feet in length
 - Require a major material change at a rate of 1.5 times the height of the building.
 - Require a shift in wall façade a minimum of 2 feet in dimension every 40 feet.

- » Buildings with frontages over 500 feet in length
 - Require a major material change at a rate of 1.75 times the height of the building.
 - Require a shift in wall façade a minimum of 2 feet in dimension every 40 feet and a shift in wall façade a minimum of 4 feet in dimension every 80 feet.

- If side and/or rear building walls face primary roadways, the same regulations as the guidelines apply to the secondary facades. If the building’s side and/or rear walls face internal lots, rates for planar variation can double guidelines.

- **Vertical delineation.** To create visual interest and encourage an active street frontage, interruption in the vertical plane should be prevalent on tall buildings. Primary entrances and exits should be highlighted through planar variation and/or difference in height.

- » Buildings up to 30 feet in height
 - Require a change in material color or texture in a minimum of 3 locations. Height of change is required to be a minimum of 5 feet high.
 - Require a shift in wall façade or provide a visual break in wall façade (through canopies or accent bands) at a minimum of two locations.

- » Buildings over 30 feet in height
 - Require a change in material color or texture in a minimum of 5

locations. Height of change is required to be a minimum of 10 feet high.

- Require a shift in wall façade or provide a visual break in wall façade (through canopies or accent bands/recesses) at a minimum of four locations.

- **Corner Articulation.** To ensure that building corners that face or can be viewed from Latson Road shall be distinctive in the use of architectural elements, materials, and design.

- » The continuation of architectural elements that are required for horizontal and vertical material delineation shall also wrap the corners of the building extending at least 50 feet around the corner of the building.

- » Corner articulation may be provided in the form of glass or other types transparent materials.

EXTERIOR BUILDING MATERIALS

- Exterior façade materials shall consist of high quality, durable products at least on the building frontage (or the part of the building facing Latson Road) and corner articulations.
- Varying patterns and textures shall be introduced to give the building smaller scale relationships of materials vs. monotonous and large surfaces without visual variations.
- Glass shall be used on primary facades to provide transparency.

SITELINE REQUIREMENTS AND DOCK DOORS

- All mechanical installations and/or features shall be adequately screened from street view or view from nearby public space. The choice of screening shall complement or enhance the building’s dominant color and overall character.
- Dock doors must be located in the side or rear yard and have appropriate buffers to minimize impacts from abutting residential and commercial uses. In order to limit uses with higher truck volumes, there shall not be more than one truck dock door per 4,000 square feet of building footprint provided this may be relaxed for sites within the interior for walls not visible from a public street or I-96. Dock doors shall be set back at least 50 feet from the lot line (or 75 feet from the lot line if adjacent to residential). Buffer Zone Type A is required for any dock doors located adjacent to residential, and Buffer Zone Type B is required for any dock doors located adjacent to commercial.

- Accessory uses that include outdoor storage (including for trucks and trailers and loading areas) shall indicate the location of such areas on the site plan. These areas shall not be located in the front yard and shall be no larger than 40% of the total square footage of the building on site. Sites shall also not have outdoor storage visible from I-96. Outdoor storage must have appropriate buffering between adjacent residential and commercial areas; Buffer Zone Type A is required for any outdoor storage area located adjacent to residential, and Buffer Zone Type B is required for any outdoor storage area located adjacent to commercial.

INDUSTRIAL DESIGN GUIDELINES

Examples of building that meet the Industrial Building Design Standards are shown on the following page.

INDUSTRIAL DESIGN DIMENSIONAL STANDARDS	
<i>Minimum setbacks:</i>	
Front Yard	85 feet (or 50 feet if no parking is located in the front yard and/or building height is 30 feet or less) ¹
Side Yard	25 feet (or 50 feet if adjacent to residential) 25 feet plus an additional 0.5 feet per foot of height over 30 feet (if not adjacent to residential) ²
Rear Yard	40 feet (or 80 feet if adjacent to residential)
Parking Lot	20 feet front, 10 feet side and rear
Maximum Height	55 feet or 3 stories, whichever is less ³

1 Proposed addition to front yard setback with lesser building height.
2 Proposed standard to provide for a greater side yard set back for taller buildings.
3 Existing maximum height in the Zoning Ordinance is 30 feet or 2 stories

MINIMUM PARKING REQUIREMENTS	
Light Industrial	1.5 spaces per 1,500 square feet of gross floor area or 1.2 spaces per employee at peak shift, whichever is greater; plus 1 for each corporate vehicle, with the ability to reduce the amount of parking required to “bank” an area for future parking, as permitted in the Township’s Zoning Ordinance.



Mando, Novi, Michigan



BLM Group, Novi

HIGH TECH/LIGHT INDUSTRIAL
 REPRESENTATIVE PHOTOGRAPHS THAT MEET INDUSTRIAL BUILDING DESIGN STANDARDS



Rapid Packaging, Grand Rapids



EPIC Equipment and Engineering, Shelby Parkway Corporate Park



AEV, Lyon Township



Kawasaki Robotics, Lyon Township

COMMERCIAL DESIGN GUIDELINES

A. Setbacks

- Design for development needs to ensure that building placement is generally oriented towards the street to encourage walkability and a pedestrian-friendly environment.

B. Parking and Access

- Development within such areas should occur within a planned, integrated commercial setting. Site design for parking areas and access points will promote safe and efficient circulation throughout the site.
- The access shown on the concept below may be adjusted with input from the Livingston County Road Commission.
- The amount of parking required for individual uses may be reduced to be efficient so that the peak parking demand is accomodated.
- Parking lots should be connected to promote shared parking and reduce the overall amount of impervious surface area.

C. Pedestrian Amenities

- Uses shall be connected with an interior sidewalk system so that pedestrians can walk between the uses.

D. Landscaping

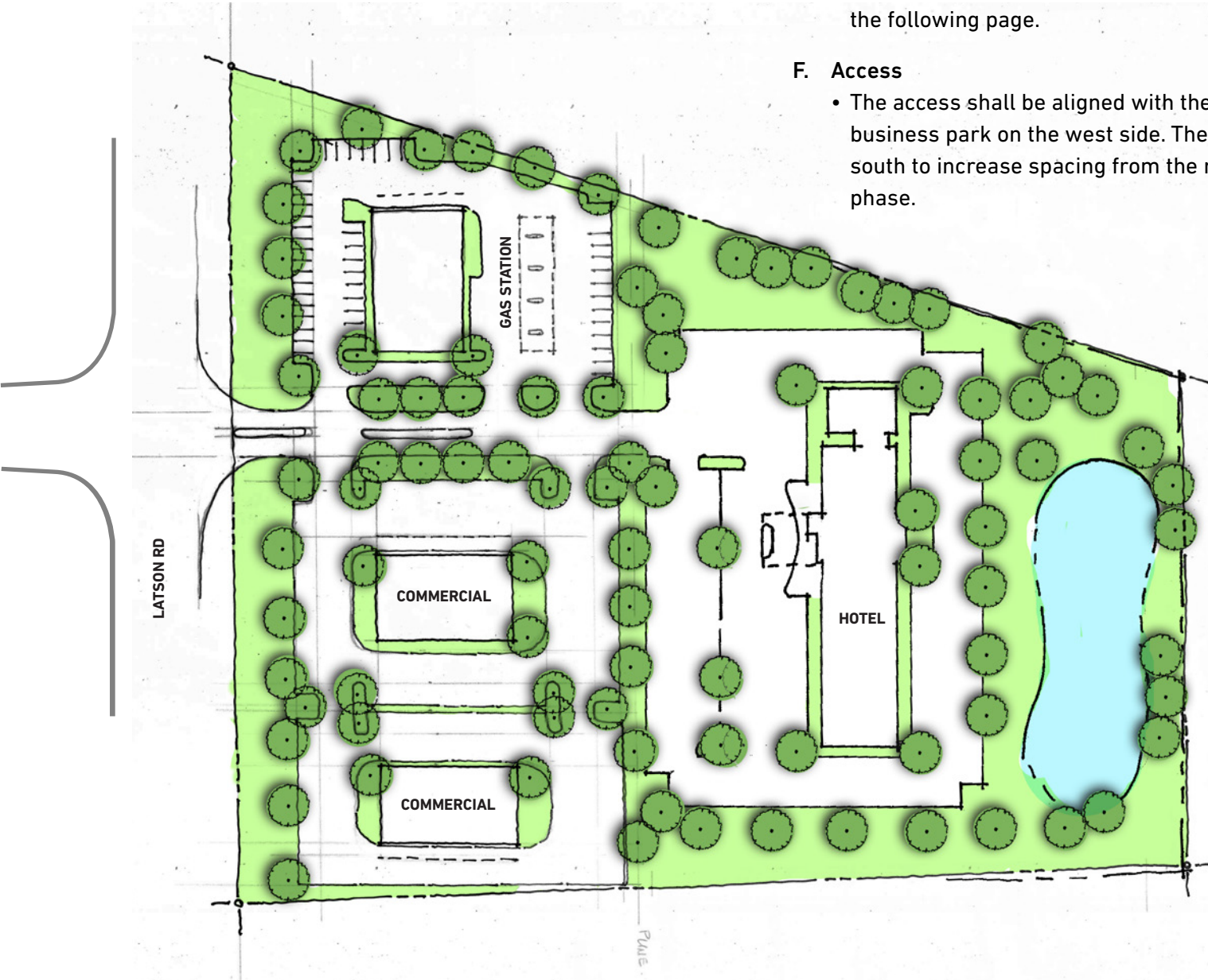
- Plant consistent and plentiful native vegetation to provide an attractive entry into the southern part of Genoa Township and provide generous interior landscape that serves as a buffer between the buildings and parking lots as well as adjacent land uses.
- Street trees planted shall consist of no more than 10% of a single species, no more than 20% of any genus, and no more than 30% of any tree family.
- Provide a wider landscaped greenbelt than required along the Latson Road frontage.

E. Architecture

- Commercial architecture design guidelines are described in detail on the following page.

F. Access

- The access shall be aligned with the access drive for the industrial business park on the west side. The location shown may be shifted south to increase spacing from the rail crossing, at the site plan review phase.



Commercial concept illustrates a potential layout and access configuration.

COMMERCIAL DESIGN GUIDELINES

COMMERCIAL DIMENSIONAL STANDARDS	
<i>Minimum setbacks:</i>	
Front Yard	70 feet (or 35 feet if no parking is located in the front yard)
Side Yard	20 feet for each side plus an additional 0.5 feet per foot of height over 45 feet tall ¹
Rear Yard	50 feet
Parking Lot	20 feet front, 10 feet side and rear
Maximum Height	65 feet or 5 stories, whichever is less ²

1 Proposed new standard to provide greater side setbacks for taller buildings.
2 Proposed new standard to accomodate taller buildings. Existing height maximum in the Zoning Ordinance is 45 ft or 3 stories.
3 Hotel may increased to 65 feet or 5 stories, provided minimal distance from adjacent residential home is 500 feet.

MINIMUM PARKING REQUIREMENTS	
Retail Stores	1 space per 250 square feet
Gas Station	2 spaces per service bay, plus 2 spaces per employee, plus 1 space per tow truck, plus 1 space per 500 square feet designated for sale items
Hotel	1 space per guest room, plus 1 space per 100 square feet of lounge, restaurants, conference or banquet rooms

*Cumulative parking may be shared to reduce overall parking provided

COMMERCIAL ARCHITECTURAL DESIGN GUIDELINES

The following guidelines apply to all commercial types within the Innovation Exchange PUD. Retail uses are anticipated to be predominantly 1 to 2 story flat roofed buildings.

A. General Design Theme.

- These architectural requirements are generally intended to provide consistent architectural quality among buildings and other improvements within the Latson Road corridor and Innovation Exchange.
- These guidelines are intended to generate architectural cohesion.
- Architectural variation is encouraged.
- All structures shall be thoughtfully designed in a manner that visually and functionally complements the existing context.

B. Building Elevations.

- If more than one story, a different architectural treatment may be employed on the ground floor facade than on the upper floors to enhance the experience of visitors/patrons.
- All building facades shall have a defined base or foundation, a middle or modulated wall, and a top formed by a pitched roof or three-dimensional cornice.
- Excluding windows, doorways, and associated decorative trim, 75% of the total area (square feet) of the front facade of commercial buildings, excluding hotels and gas stations, shall be brick.
- Excluding windows, doorways, and associated decorative trim, 50% of the total area (square feet) of the side facades of commercial buildings, excluding hotels and gas stations, shall be brick.
- The following items are prohibited: Texture 1-11, aluminum siding or asbestos or asphalt shingles shall not be used on the exterior walls.
- Building facades, which are ninety (90) feet or greater in length, shall be designed with offsets (projecting or recessed) at intervals of not greater than sixty (60) feet.
- Offsets may be met with setbacks of the Building Facade and/or with architectural elements (i.e. arcades, columns, piers, and pilasters), if such architectural elements meet the minimum offset requirements of this requirement.

C. Roofs.

1. Pitched Roofs:

- Shall be simply and symmetrically pitched and only in the configuration of gables and hips, with pitches ranging from 4:12 to 14:12.

- If standing seam panels are used then they shall be: 1) gray, black, dark blue, dark green, barn red or dark brown; and 2) made of a non-reflective material.
- Modulation of the roofs and/or roof lines shall be required in order to eliminate the appearance of box-shaped buildings.

2. Flat Roofs

- Flat roofs are permitted if edged by a parapet wall on the front and side facades with an articulated, three dimensional cornice.
- Parapet walls shall be fully integrated into the architectural design of the building to create seamless design transitions between the main building mass and roof-mounted architectural elements (which may include screening elements for roof-mounted equipment).

D. Site Development Standards.

1. Site Lighting

- Site lighting, within the commercial area, shall be LED based, consistent in style, color, and design and in accordance with the Township Zoning Ordinance standards..
- All site lighting fixtures shall have a maximum height of twenty-five (25) feet.
- With the exception of low intensity architectural lighting, exterior wall mounted lights and pole mounted lights shall incorporate overhead cutoffs or fixtures that direct the light downward.

2. Retail signs and other signs shall conform with the Township Ordinances.



COMMERCIAL DESIGN GUIDELINES
BUILDING DESIGN PRECEDENTS

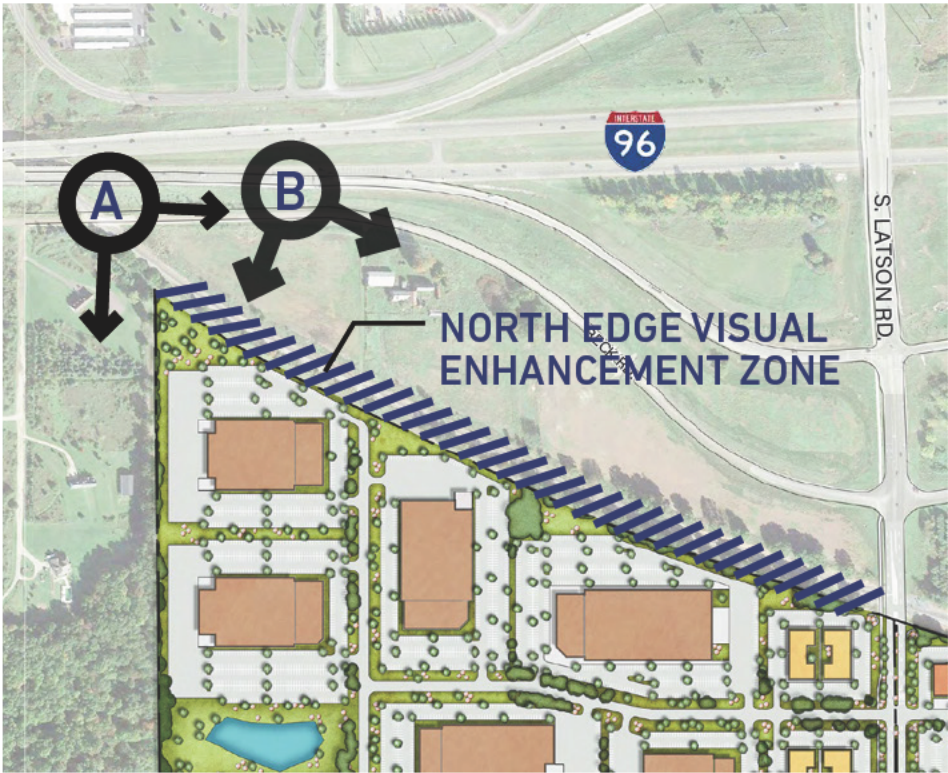


NORTH EDGE VISUAL ENHANCEMENT ZONE DESIGN GUIDELINES

The following guidelines apply to the North edge. The intent is to provide "front door" type views for building facades and areas that can be seen from traffic along I-96 or Beck Road. The area where this additional design requirement may apply is illustrated on the sight line study (right). As site plans are submitted, the Township will consider the size of the building, its height, setbacks, presence of loading docks, parking, and other activities. Those factors will be used to determine the extent that the following may be necessary to meet the intent:

EXTERIOR BUILDING MATERIALS AND LAYOUT

- Exterior façade materials in the visible zone shall be similar to building materials used on the front facade.
- Dock doors shall be located on the building walls that are not directly visible or shall be screened with landscaping along the site boundary.
- A buffer zone shall be provided to fill in any open gaps in views.
- Buffers and landscaping may be reduced or modified in consideration of the distance from the interchange or if woodlands are preserved to achieve the intent of these guidelines.



SIGHT LINE STUDY



EXISTING CONDITIONS



SIMULATED VIEW



EXISTING CONDITIONS



SIMULATED VIEW

ACCESS

Two access points are proposed along Latson Road. The northern access will align with the accessory commercial on the east side. It is anticipated that this access will be signalized.

The southern access is shown as offset with the current Sweet Road on the east side of Latson Road (see sketch). This alignment may be modified to more closely align with Sweet Road, if approved by the Township and Livingston County Road commission (see overall concept). There is also a possible road connection shown to the vacant property to the south.

TRAFFIC SIGNALS

- Two traffic signals are proposed at both the north and south entrances with appropriate improvements.
- It is anticipated that mast arm signals would complement the Latson Road entrance features.

LATSON ROAD FRONTAGE STREETSCAPE GUIDELINES

- Generally a 30-foot landscaped greenbelt (see illustrations labeled "Option 1" and "Option 2") shall be installed along the east and west sides of Latson Road.
- Larger trees than the minimum sizes typically required:
 - » Deciduous Tree: 3-4 inch caliper (with minimum average size of 3.5 inches)
 - » Ornamental Tree: 2.5 - 3.5 inch caliper
 - » Evergreen Tree: 10 - 14 feet tall (with minimum average size of 12 feet tall)
 - » Shrubs and Hedges: 30-36 inches tall
 - » Canopy Tree: 3 inch caliper
 - » Deciduous Ornamental Tree: 2 inch caliper
 - » Evergreen Tree: 6 foot height
 - » Deciduous Shrub: 2 foot height
 - » Upright Evergreen Shrub: 2 foot height

REQUIRED GREENBELT ALONG STREET FRONTAGE

For all other public roads outside of Latson Road, a twenty (20) foot wide greenbelt shall be planted along each public street right-of-way including the equivalent of one (1) canopy tree, rounded upward, for every fifty (50) linear feet of frontage. The Planning Commission may approve clustering of trees or substitution of evergreen trees for up to fifty percent (50%) of the required trees. All greenbelt trees shall be arranged to simulate a natural setting such as staggered rows or massings.

Sweet Road offset alignment concept



LATSON ROAD STREETSCAPE AND LANDSCAPE GUIDELINES

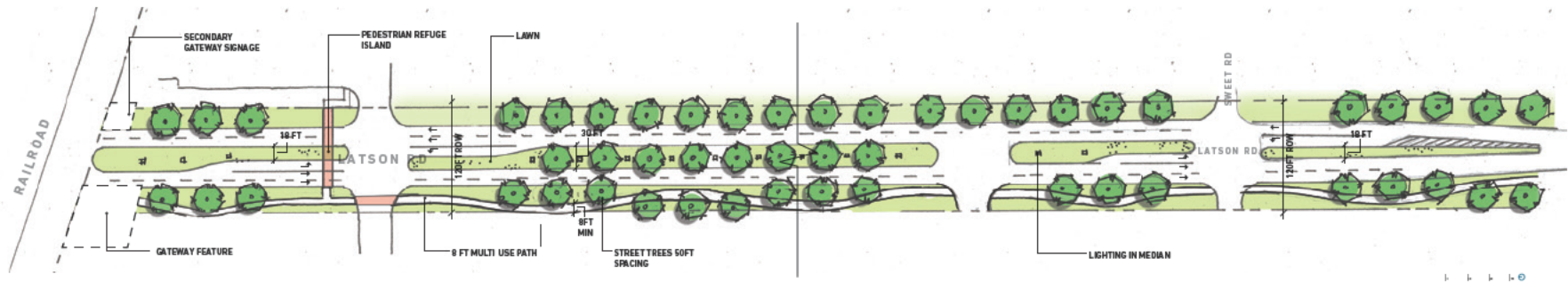
OVERALL MINIMUM STREETSCAPE SIZES

- Outside of the Latson Road Greenbelt, the minimum required plant sizes shall be as follows:
 - Deciduous Canopy Tree: 2.5" caliper
 - Deciduous Ornamental Tree: 2" caliper
 - Evergreen Tree: 6' height
 - Deciduous Shrub: 2' height
 - Upright Evergreen Shrub: 2' height
 - Spreading Evergreen Shrub: 18" - 24" spread

LATSON ROAD LANDSCAPING AND IMPROVEMENTS

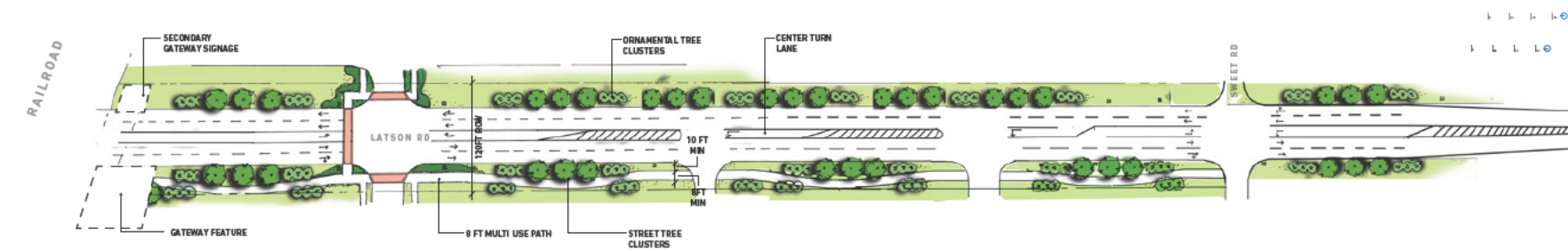
Two options for landscape design along Latson Road are shown below. The level of road improvements anticipated is described in the separate Traffic Impact Study. Versa only controls part of the Latson Road frontage shown, therefore, coordination will be needed between the County, Township, and other property owners, See details in the PUD Agreement.

OPTION 1



This option shows a potential median along Latson road, which would need to be endorsed by the Livingston County Road Commission. This PUD reserves sufficient right-of-way to accomodate this alternative along the frontage owned by Versa.

OPTION 2



Option 2 shifts much of the median landscaping, illustrated in Option 1, to the greenbelt along each side of Latson Road.

PARKING LOT LANDSCAPING

- **Required Parking Area Landscaping** shall be in accordance with Section 12.02.04 Required Parking Area Landscaping of the Genoa Township Zoning Ordinance.
- Off-street parking areas containing ten (10) or more parking spaces shall be provided with landscaping in accordance with the following table. A minimum of one-third (1/3) of the trees shall be placed on the interior parking area and the remaining may be placed surrounding the parking lot within 18 feet.

MINIMUM TREES IN THE PARKING AREA	
10 - 100 spaces:	1 Canopy tree and 100 sq. ft. of landscaped area per 10 spaces.
101 - 200 spaces:	1 Canopy tree and 100 sq. ft. of landscaped area per 12 spaces.
201 spaces or more:	1 Canopy tree and 100 sq. ft of landscaped area per 15 spaces.

BUFFER ZONE LANDSCAPING

- Buffer Yard Standards shall be in accordance with Tables 12.02.03 A and B “Buffer Zone Requirements” and “Description of Required Buffer Zones” as required by the Genoa Township Zoning Ordinance.
- Buffers and landscaping may be reduced or waived if woodlands are preserved to achieve the intent.

Commercial Buffer Yard Requirements:

- For commercial uses adjacent to residential uses:
 - Minimum width: 20 feet
 - 6 foot high continuous wall or 3 foot high berm
 - 1 canopy tree, 1 evergreen tree and 4 shrubs per each thirty (30) linear feet along the property line, rounded upward
- For commercial uses adjacent to other commercial uses:
 - Minimum width: 10 feet
 - 1 canopy or evergreen tree or 4 shrubs per each twenty (20) linear feet along the property line, rounded upward

Buffering Between Industrial and Residential or Commercial Uses.

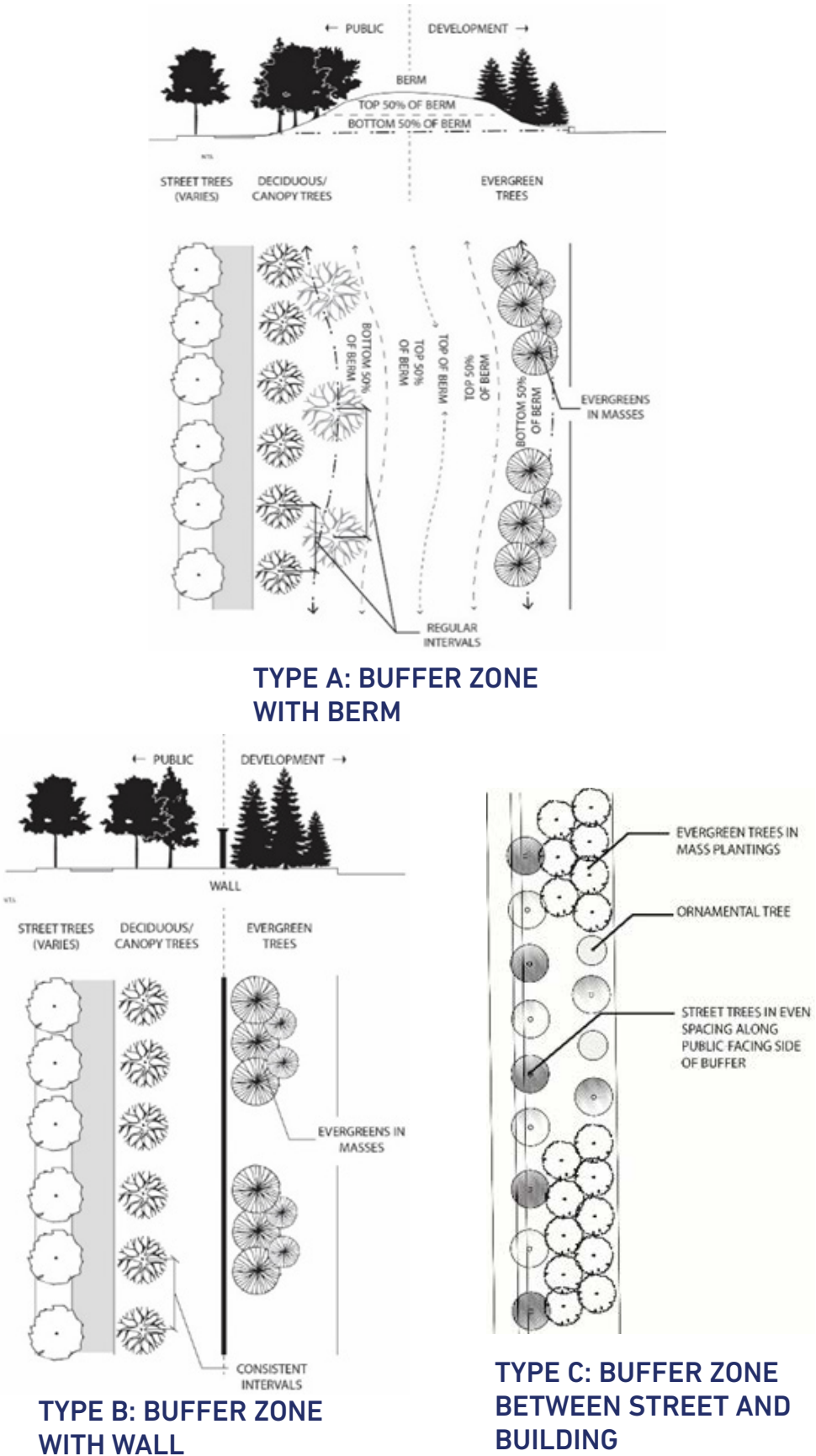
- For industrial uses adjacent to residential uses:
 - Minimum width: 50 feet
 - 6 foot high continuous wall or 4 foot high berm
 - 1 canopy tree, 2 evergreen trees and 4 shrubs per each twenty (20) linear feet along the property line, rounded upward
- For industrial uses adjacent to commercial uses:
 - Minimum width: 20 feet
 - 6 foot high continuous wall or 3 foot high berm
 - 1 canopy tree, 1 evergreen tree and 4 shrubs per each thirty (30) linear feet along the property line, rounded upward

Notes:

- Existing quality trees (hickory, oak, maple) with a caliper of at least eight (8) inches shall count as two (2) trees toward the buffer requirements.
- Canopy trees shall have a minimum caliper of 2.5 inches at the time of planting.
- Evergreens shall have a minimum height of six (6) feet at the time of planting.
- At least 50% of the shrubs shall be 24 inches tall at planting, with the remainder over 18 inches.

BUFFER ZONE REQUIREMENTS			
Adjacent District for Use			
Proposed Use	SF	MF or MHP	Commercial
Commercial/Office	C	C	C
Industrial	A/B	A/B	B/C

DESIGN GUIDELINES
BUFFER ZONES



OPEN SPACE CONCEPT AND REPRESENTATIVE AMENITIES

This concept illustrates a potential layout that would be consistent with the PUD Agreement and Design Guidelines for the roads, development areas, wetlands, detention, open space, pedestrian system, entrance features and other amenities. The actual layout will vary based on more detailed site engineering evaluation, building/lot sizes, specific nature and needs of the business end users' proposed space and other building requirements, and other factors. More specific plans for the overall development, consistent with the intent will be submitted with future site plans.

50 FT PLANTING BUFFER



DETENTION PONDS WITH OPEN SPACE AMENITIES



WETLAND OPEN SPACE



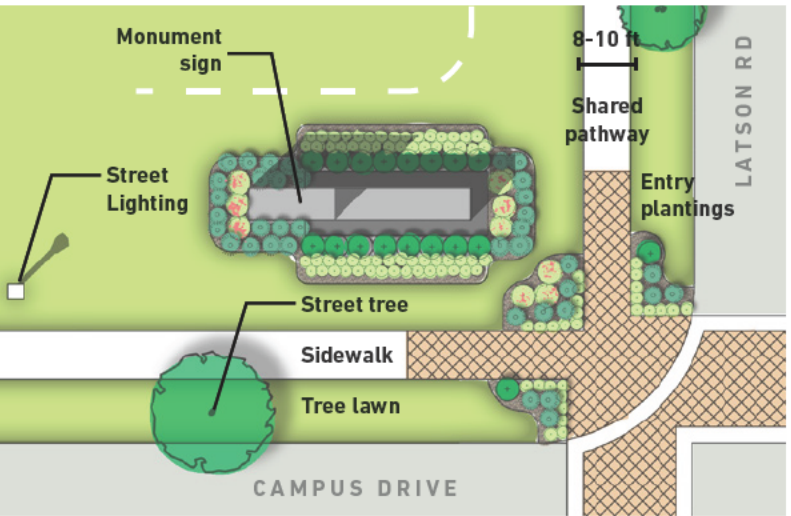
POTENTIAL TRAIL CONNECTION TO MARION GENOA DRAIN TO SOUTH



DEVELOPMENT HIGHWAY SIGNAGE

TOWNSHIP GATEWAY SIGN AREA

ENTRY SIGNAGE LANDSCAPE



ENTRY SIGNAGE



OVERALL INDUSTRIAL CAMPUS AMENITIES



INDUSTRIAL BUSINESS PARK OUTDOOR LIGHTING STANDARDS

The purpose and intent of the Outdoor Lighting standards is to:

- Minimize light trespass onto adjacent properties
- Help eliminate artificial lighting that contributes to “sky glow “and disrupts the natural quality of the nighttime sky
- Provide a safe nighttime environment

Any future site plan within the PUD shall be required to submit an outdoor lighting plan to abide by the standards set forth in this section. The site plan shall contain a photometric layout for the exterior lighting which may subsequently waived if there is no parking area present on the site. These standards generally apply throughout the PUD, but flexibility may be allowed when the development is not adjacent to residential areas, and for the commercial area.

The following outdoor lighting types shall be exempt from the provisions of this section:

- Emergency lighting
- Temporary lighting for performance areas, construction sites and community festivals.
- Seasonal and holiday lighting provided that the lighting does not create direct glare onto other properties or upon the public rights-of-way.

The following outdoor lighting types shall be prohibited:

- Floodlights or swivel luminaires designed to light a scene or object to a level greater than its surroundings unless aimed downward. No fixtures may be positioned at an angle to permit light to be emitted horizontally or above the horizontal plane.
- Unshielded lights that are more intense than 2,250 lumens or a 150 watt incandescent bulb.
- Search lights and any other device designed solely to light the night sky except those used by law enforcement authorities and civil authorities.
- Laser source light or any similar high intensity light when projected above the horizontal plane.
- Mercury vapor lights.
- Metal halide lights, unless used for outdoor sport facilities.
- Quartz lights.

Outdoor Lighting Design Standards – Internal to the Site:

- Direct or reflected outdoor lighting shall be designed and located to be confined to the site for which it is accessory. The maximum lighting levels at the property lines of any other property shall not exceed 0.2 footcandles.
- Lighting of building facades shall be from the top and directed downward with full cut-off shielding.
- The average lighting values for areas intended to be lit on commercial and industrial parcels shall not exceed 1.0 footcandles on average. The uniformity ratio (maximum to minimum) for all parking lots shall not exceed the current IESNA RP-20 uniformity ratio guideline. (Note: Current guideline is 15:1)
- Gas station service areas for filling fuel shall not exceed 12.5 footcandles on average.
- Site lighting for non-residential uses shall not exceed 1.0 footcandles on average when a use is not open for business.

Outdoor Lighting Design Standards – Public Street Lighting:

- Streetlights in the public rights-of-way shall be the minimum necessary to provide adequate illumination for public safety and be designed to direct lighting downward onto the public rights-of-way.
- Luminaries installed up to the edge of any bordering property are permitted.
- Public street illumination shall use the most current American National Standard Practice for Roadway Lighting ANSI/IESNA RP-08 for all public street lighting.

HIGH TECH/LIGHT INDUSTRIAL OUTDOOR LIGHTING STANDARDS



INNOVATION INTERCHANGE

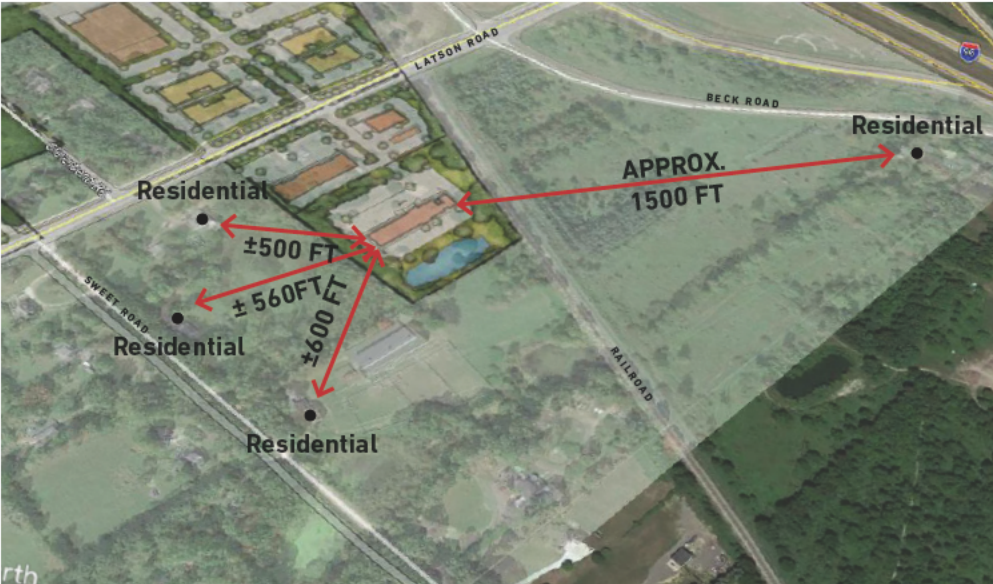
HOTEL SETBACK STUDIES

UPDATED JANUARY 15, 2020

HOTEL SETBACK STUDIES

Hotel may increased to 65 feet or 5 stories, provided minimal distance from adjacent residential home is 500 feet.

DISTANCES TO NEAREST RESIDENCES



VIEW FROM SOUTH



VIEW FROM NORTH



VIEW FROM WEST



**Linear footages of distances were estimated by using Google Earth imagery*

INNOVATION INTERCHANGE

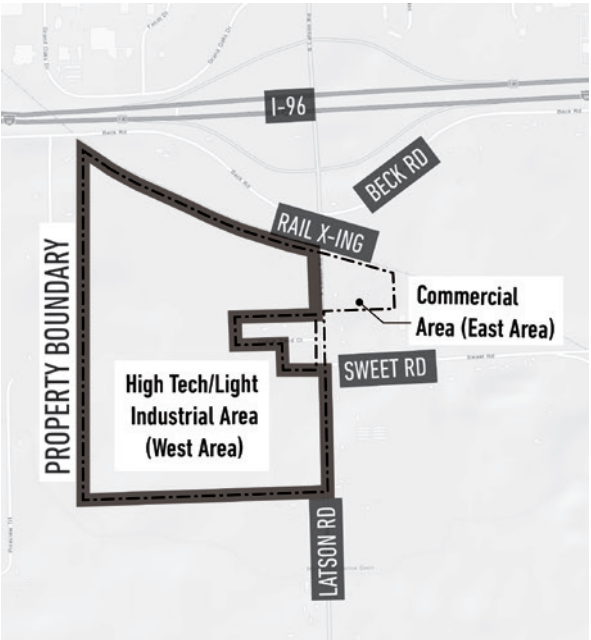
REVISED LIST OF USES

UPDATED JANUARY 15, 2020

VERSA PUD: Permitted Land Uses in 177 acres of Innovation Business Park (see map)

P= Permitted; SLU= Special Land Use

Types of Uses (see also regulation by size as noted at the bottom of the table)	Versa PUD: Innovation Park
OFFICE, RESEARCH & DEVELOPMENT, LIGHT INDUSTRIAL	
Offices, including: executive, medical, administrative, and professional, including architecture, planning, and engineering	P
Conference Centers	P
Multimedia production facilities	P
Corporate and technical education and training facilities	P
Data processing and computer centers, including computer programming and software development, training, and service of electronic data processing equipment	P
Research and Development, Pilot or Experimental Product Development	P
Distribution facilities, air freight forwarders, expediting and delivery services, and warehousing establishments, including wholesale trade (includes whole sale and industrial distributors, warehousing, freight forwarders, wholesale assemblers) if located at least 500 feet from Latson Road	P
Distribution and other facilities listed above when within 500 feet of Latson Road	SLU
Light industrial as defined in the Genoa Township Zoning Ordinance	P
MEDICAL	
Hospitals, medical urgent care facilities/centers/clinics, medical research facilities, diagnostic, optical, and pharmaceutical and other laboratories	P
USES PERMITTED ONLY WHEN ACCESSORY TO A MEDICAL USE	
Educational facilities for training of interns, nurses, and allied health care personnel	P
Multiple family housing for use by physicians, interns, nurses, allied health personnel and their families	P
Ambulance service and maintenance facilities	P
Helipads, heliports, and helistops	SLU
Accessory mobile medical technology unit	P
OTHER	
Hotels	P
Day care centers	P
Pet Day Care and overnight boarding	P
Indoor recreation facilities, health clubs, and studios	P
OTHER USES, ACCESSORY USES	
Public facilities and uses to serve the district including police, fire, EMS, public utilities, and communications	P
Accessory Outdoor storage of materials used in the operation of the Principal Use screened from view along public roads or the expressway	SLU
Accessory parking of vehicles, trucks, trailers and equipment. Any parking of semi-trailers or trucks of more than 24 hours is prohibited in the front yard. Area of parking must be shown on the site plan and specify screening from view.	P
Accessory buildings and accessory uses customarily incidental to any of the above principal uses permitted; however, accessory uses shall not exceed 50% of the gross building area (e.g., general office, child care, food service, health/workout rooms intended for use by employees, not the general public).	P
SIZE RESTRICTIONS	
Any permitted use over 200,000 square feet	SLU
Uses similar to, and compatible with, other permitted uses and not listed as Prohibited, as determined by the Planning Commission	P



VERSA PUD: Commercial Use Table

VERSA PUD: Permitted Land Uses in 177 acres of Innovation Business Park (see map)

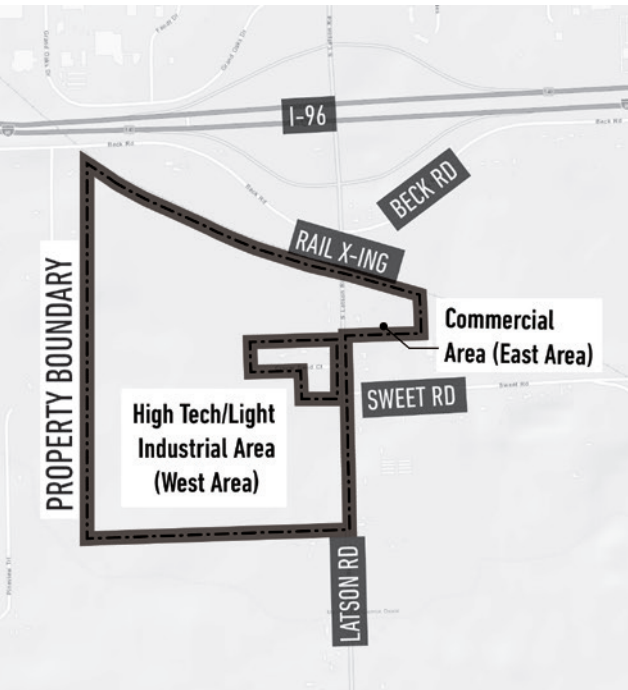
Types of Uses	Versa PUD: Commercial
MIXED USE	
Mixed use (including horizontal or vertical mix of residential with commercial)	P
COMMERCIAL AND SERVICE	
Limit of one Auto/gasoline service stations of any type, principal or accessory and accessory retail and food services	P
Offices, including: executive, medical, administrative, and professional, including architecture, planning, and engineering	P
Conference Centers	P
Entertainment (movie theaters, indoor commercial recreation, etc.)	P
Financial Institutions	P
Groceries including specialty foods or beverage that may include seating or take out service	P
Hotels	P
Indoor commercial recreation or fitness centers (excluding dome structures)	P
Microbrewer or small distiller, pubs and growler stores	P
Pet supplies or grooming, pet day care	P
Personal Service establishments such as dry cleaners, cellular phone, nail or beauty salons, consulting services	P
Pharmacies which may include drive through service	P
Restaurants and coffee shops including take out, fast casual and sit down with or without drive-through service	P
Retail/Service (General, not listed above)	P
Offices, including: executive, medical, administrative, and professional, including architecture, planning, and engineering	P
Urgent Care Centers	P
ACCESSORY USES	
Accessory uses, buildings, and structures customarily incidental to any of the above. Examples include security work, administration offices, and storage and distribution incidental to the primary use of the site	P



VERSA PUD: Prohibited Uses (applies throughout the project)

VERSA PUD: Permitted Land Uses in 177 acres of Innovation Business Park (see map)

Types of Uses	Prohibited
Manufacture of automobiles and bodies, trucks, engines, batteries, etc.	X
Blast furnace, steel furnace, blooming or rolling mill; smelting of copper, iron, or zinc ore	X
Painting, sheet metal and welding shops, metal and plastic molding and extrusion shops	X
Production, refining, storage of petroleum and other flammable or combustible materials	X
Deep well injection of hazardous waste or non-hazardous waste	X
Incineration of garbage or refuse	X
Junk yards and salvage yards	X
Hazardous waste recycling, incineration, treatment, transfer, storage or disposal	X
Non-hazardous waste transfer stations, treatment, storage or disposal facilities	X
Sludge composting	X
Truck Terminals	X
Truck driving schools	X
Lumber and planning mills	X
Metal platting, buffing, and polishing	X
Sheet metal stamping operations	X
Self-storage facilities	X
Automobile repair	X
Commercial kennels	X
Storage facilities for building materials, sand, gravel, stone, lumber, open storage for construction contractor's equipment and supplies	X
Truck Stops	X
Laundry, dry-cleaning establishments or pick-up stations	X
ACCESSORY USES	
Accessory outdoor storage of raw materials, supplies, equipment, and products - occupying an area exceeding 25% of the floor area of the principal building	X



INNOVATION INTERCHANGE

INDUSTRIAL BUSINESS PARK EXAMPLES

UPDATED JANUARY 15, 2020

INDUSTRIAL BUSINESS PARK EXAMPLES

This package includes examples of similar industrial or business parks in Southeast Michigan. The intent is to show that typically there is a great variation in building sizes. Also, quality facades, setbacks, and landscaping have more influence on appearance than building size (to support the requested 200,000 square foot threshold for a special land use).

VAN BUREN TOWNSHIP
TYLER ROAD AND HAGGERTY ROAD



(A) Denso International America



STREETVIEW OF INDUSTRIAL PARK



(B) JP Morgan Chase



*Footprints of buildings were estimated by using Google Earth imagery (this does not encompass total square footage of each building that may include mezzanines or upper floors).

LYON TOWNSHIP GRAND RIVER AVENUE AND AUTOMATION BOULEVARD



(A) Testek Solutions



STREETVIEW OF INDUSTRIAL PARK



*Footprints of buildings were estimated by using Google Earth imagery (this does not encompass total square footage of each building that may include mezzanines or upper floors).

LYON TOWNSHIP
GRAND RIVER AVENUE AND AUTOMATION BOULEVARD



(B) Vacant/Available Property



(C) Kawasaki Robotics Inc.

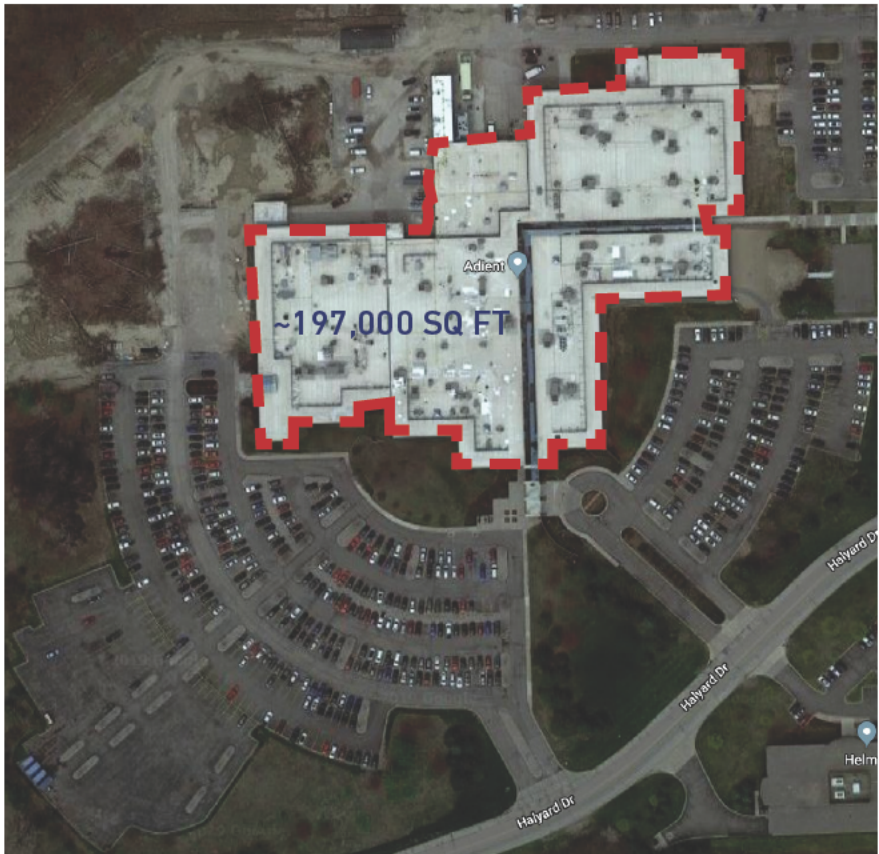


STREETVIEW OF INDUSTRIAL PARK



*Footprints of buildings were estimated by using Google Earth imagery (this does not encompass total square footage of each building that may include mezzanines or upper floors).

PLYMOUTH TOWNSHIP
BECK ROAD AND HALYARD DRIVE



(A) Adient



(B) AVL Powertrain Engineering Inc.



*Footprints of buildings were estimated by using Google Earth imagery (this does not encompass total square footage of each building that may include mezzanines or upper floors).

PLYMOUTH TOWNSHIP
BECK ROAD AND HALYARD DRIVE



(C) Perceptron



(D) ZWZ Bearing USA Inc



**Footprints of buildings were estimated by using Google Earth imagery (this does not encompass total square footage of each building that may include mezzanines or upper floors).*

SHELBY TOWNSHIP
24 MILE AND SHELBY PARKWAY



(A) Antolin

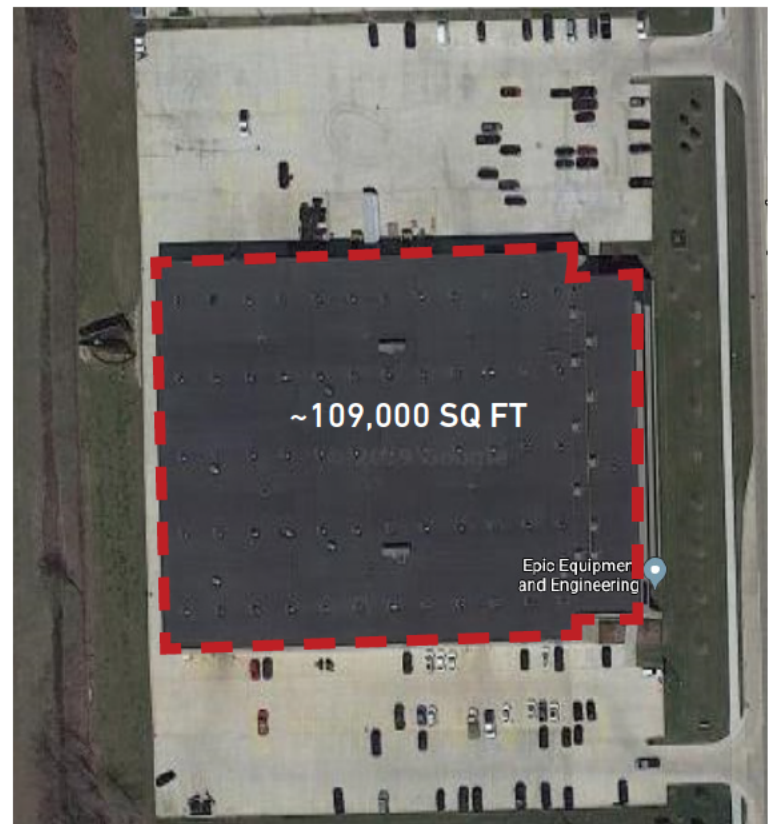


*Footprints of buildings were estimated by using Google Earth imagery (this does not encompass total square footage of each building that may include mezzanines or upper floors).



SHELBY TOWNSHIP

24 MILE AND SHELBY PARKWAY



(B) EPIC Equipment and Engineering



(C) Polymer Process Development



STREETVIEW OF INDUSTRIAL PARK



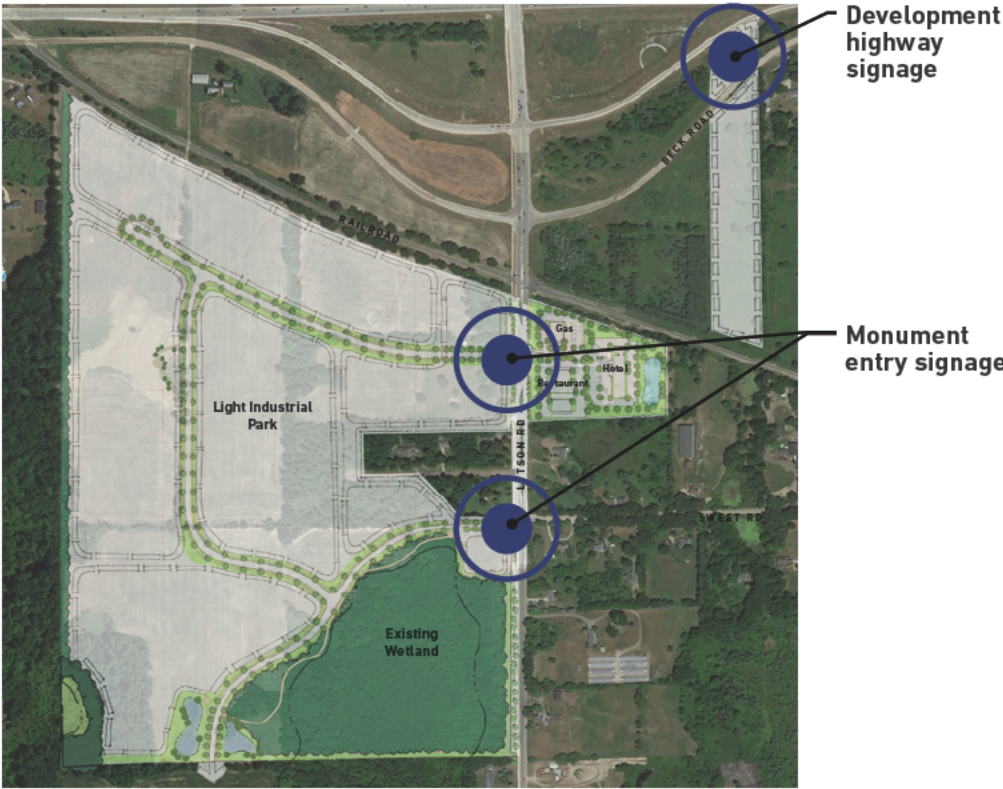
*Footprints of buildings were estimated by using Google Earth imagery (this does not encompass total square footage of each building that may include mezzanines or upper floors).

INNOVATION INTERCHANGE

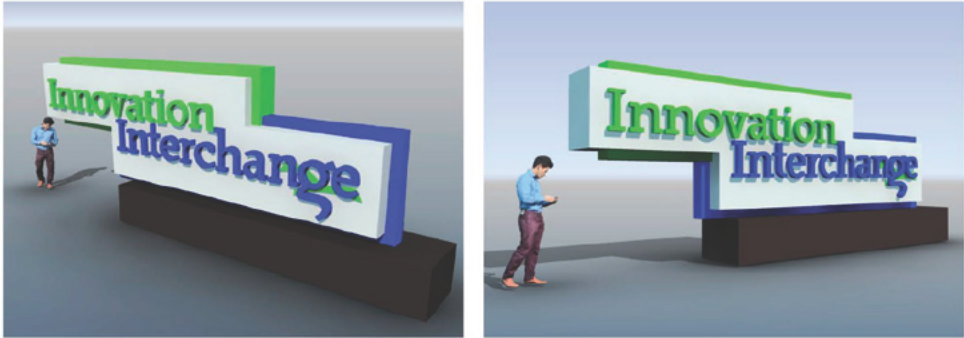
SIGN EXAMPLES

UPDATED JANUARY 15, 2020

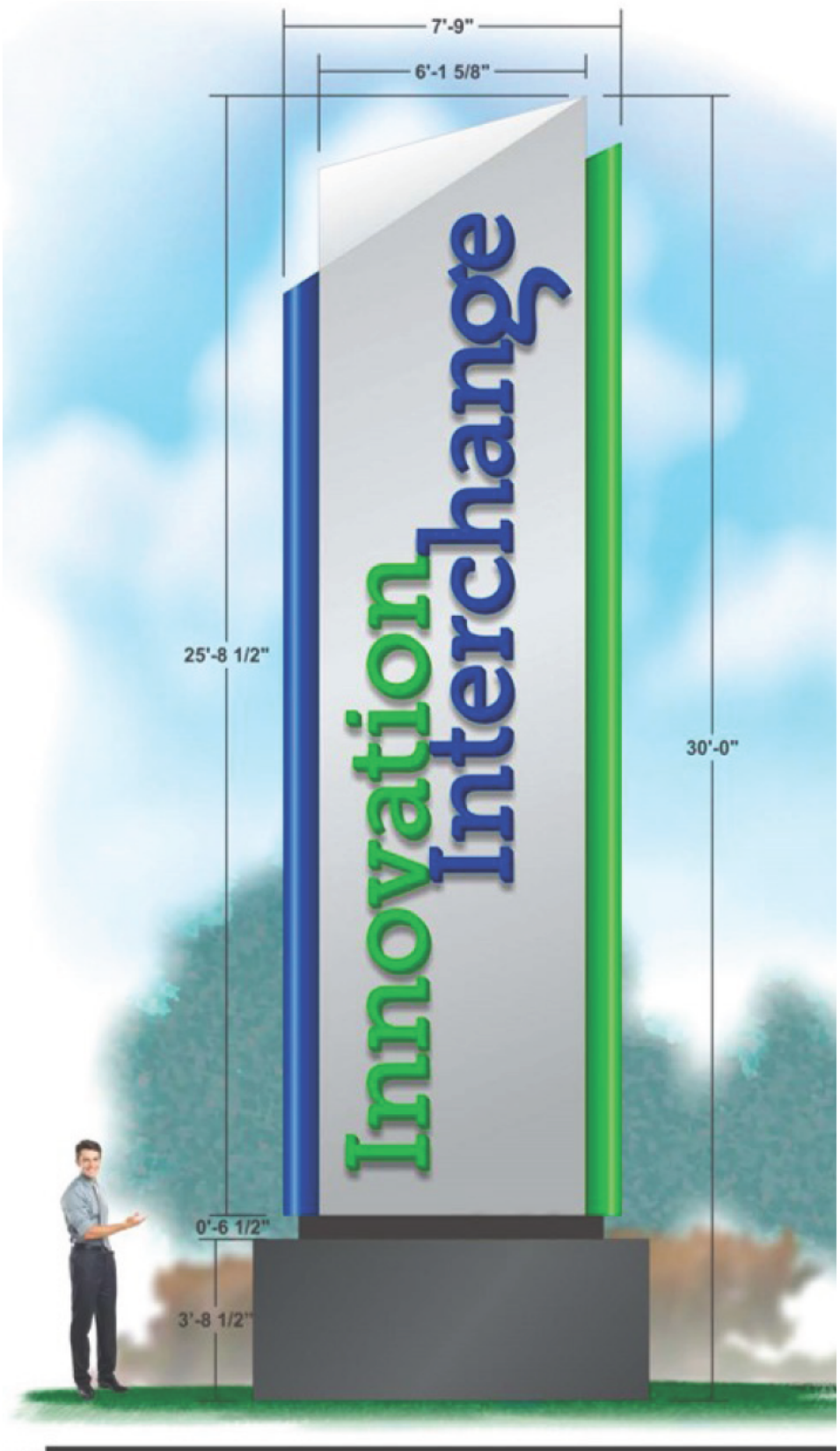
SIGN EXAMPLES



EXAMPLE OF MONUMENT SIGNAGE BY VERSA



MONUMENT SIGNAGE AT CAMPUS ENTRANCES



DEVELOPMENT HIGHWAY SIGNAGE

INNOVATION INTERCHANGE

TRAFFIC IMPACT STUDY (TIMING OF ROAD IMPROVEMENTS)

UPDATED JANUARY 15, 2020



January 15, 2020

VIA EMAIL

Mr. Michael Goryl
Traffic and Safety Engineer
Livingston County Road Commission
3535 Grand Oaks Drive
Howell, Michigan 48843

**RE: Response to Livingston County Road Commission
Traffic Impact Study Comments (January 3, 2020)
Versa Development, Genoa Township, Michigan**

Dear Mr. Goryl:

Fleis & VandenBrink (F&V) staff has completed this letter in response to comments you provided in e-mail correspondence dated January 3, 2020. Comments from this correspondence are summarized with our responses below.

LCRC Comment: *Agree that a continuous 5-lane section (on Latson Road between the north and south site drives) is not necessary.*

F&V Response: Agree

LCRC Comment: *The existing center left-turn lane will need to be extended to a point south of the south driveway in order to provide for safe NB left turns at the south drive.*

F&V Response: Agree.

LCRC Comment: *The two NB through lanes do not need to extend the entire length between the north and south drive, but rather just far enough south of the north drive to accommodate maximum queueing when the north drive is signalized.*

F&V Response: Agree

LCRC Comment: *When the north drive is signalized the two SB through lanes will more than likely need to extend to the south drive, if not beyond. The only way to limit, the extension of two SB through lanes would be to stagger the north driveways so that a signalized EB approach is located south of an unsignalized WB approach. If this is not feasible, two SB through lanes should be constructed. I believe this is necessary to minimize the likelihood of SB traffic queuing beyond the railroad tracks north of the north driveway.*

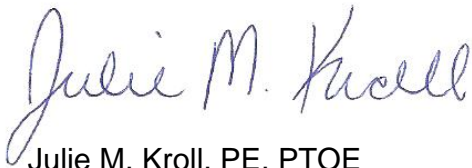
F&V Response: Staggering the intersections is not a feasible option, however, we do agree that an adequate transition length should be provided south of the intersection to encourage the utilization of the through lane north of the N. Site Drive. It is generally recommended a that a minimum of 1,000 ft is provided to transition from two lanes to one lane past a signalized intersection. For this project, the distance between the north and south driveway may require the southbound through lane to become a lane drop at the S. Site Drive; providing a full right-turn lane at this intersection.

27725 Stansbury Boulevard, Suite 195
Farmington Hills, MI 48334
P: 248.536.0080
F: 248.536.0079
www.fveng.com

If you have any questions or concerns, please contact our office.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Julie M. Kroll, PE, PTOE
Traffic Engineering Services Manager

Attachment



Board Correspondence



To Donald 2/9/20

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Thursday, January 09, 2020

Brighton Bunker LLC
C/O Geoffrey Ehnis-Clark, Attorney
ehnisclark@gmail.com

RID # RQ-1911-18961 **Reference/Transaction:** Transfer ownership escrowed 2019 Class C and SDM licensed business with (2) Bars, Sunday Sales (AM & PM) permits, Outdoor Service (1 Area) and Dance-Entertainment permit from Burroughs Roadhouse, LLC

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Brighton Bunker LLC

Business address and phone number: 5311 Brighton Rd, Brighton, MI 48116

Home address and phone number of partner(s)/subordinates:

Kevin Johnston, 4592 LeBlanc Ct, Brighton, MI 48116, C: 517-304-1324

Andrew Lerch, 3722 Honors Way, Howell, MI 48843, C: 734-634-6584

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Southfield District Office (313) 456-1170

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

MICHIGAN LIQUOR CONTROL COMMISSION
PAT GAGLIARDI, CHAIRMAN
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011

Cromaine District Library
Regular Board Meeting
Thursday, December 12, 2019

PROPOSED

Trustees Present: DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Trustees Absent: Cafmeyer
Staff Present: Director Marlow

- I. The Library Director opened the meeting at 7:00 pm in the Community Room of the Cromaine Library in the Village. Call to Order

- II. **Organizational Matters** Organizational Matters

Election of Officers:
The Director presented the slate of officers and invited additional nominations for the floor. There were no other nominations. A motion was made to approve the slate and seconded, and the slate of officers was unanimously approved. President: Nancy Lewis. Vice-President: Kate DeRosier. Treasurer: Doug Sargent. Secretary: Mary Cafmeyer. President Lewis conducted the rest of the meeting.

Trustees will stay on their committees of 2019. President Lewis directed trustees that at the first committee meeting, a chairperson be selected, and that be communicated to her and the Director. Similarly, meeting dates can be determined by the committees and communicated appropriately.

- III. **Approval of agenda** Agenda Approval

President Lewis invited trustees to review the agenda. Vice President DeRosier moved to approve the agenda, seconded by Trustee Oemke. Passed unanimously.

- IV. **Approval of Consent Agenda** Consent Agenda Approval

Trustee Naylor moved to approve the consent agenda, seconded by Vice President DeRosier. Passed unanimously.

 - A. Approval of regular meeting minutes, 11/21/19; Special Meeting Minutes, 11/20/19.
 - B. Acknowledge receipt of the November Financial Reports and payment of November invoices totaling \$54,443.76 and payroll obligations totaling \$84,507.13.
 - C. Director's Report
 - D. Committee Reports

Community Relations	December 3
Finance	December 12 (minutes distributed at meeting)
Personnel	December 5
Planning	No meeting

- V. **Call to the Public** Call to the Public

Director Marlow responded to the **call to the public** by requesting a closed session to discuss her recent performance.

Trustee Oemke moved to enter closed session; Trustee Thompson seconded. It was unanimously approved. The closed session began at 7:11 pm. At its conclusion, Vice President DeRosier moved to end the closed session; Treasurer Sargent seconded. It was unanimously approved. The closed session ended at 7:27 pm.

VI. Director's Report – Update and Comments from the Community

Director's
Update

The Director's printed report was updated verbally with the following:

Google has reported that 9,756 people found Cromaine Library on google in November. 306 called for directions, 140 called us besides that, and 803 visited the web site. The last number is an increase from October.

We have a new student from the Hartland High School cooperative employment program—Olivia. The staff working with the students have always needed to provide assessments for them. It was terrific to hear an assessment from the job coach with Olivia of us. He commended the Library on how comfortable we have made Olivia in such a short amount of time. He shared that she has not experienced this at her other job placements, so a big thanks to each of you for the wonderful effort you have put into welcoming and interacting with her. From Marta to the staff working with Olivia, "In other words, thanks for being you!"

As reported on email this week, Cromaine Library has accepted the Sport Port grant, part of the Community Foundation of Southeast Michigan's Project Play. The \$40,000 grant will be used to promote outdoor play among young people (which means adults modeling it, too) by circulating sporting goods equipment (provided in addition to the grant). The Library also received a Livingston County Consortium on Aging \$1,000 grant for an April-May Fun and Health grandparent-grandchild series of programs.

As of 6:30 pm today, Messiah ticket sales are at 165. Alan Turner's Country Christmas ticket sales are at 92.

Each season of programming, Marisa Watson prepares a very attractive visual email piece for each level of youth and teen programming. Marta-Kate Jackson sends it to Chuck Hughes who then sends it on out to the principals and day care and preschool directors. Stefanie Furge reported that Kate Gregory, the HHS principal, included the teen email in its entirety to the students' families. This is cooperation and partnering!

The Hartland SOUP received an amazing \$600 community giveback from the Hartland Area Chamber of Commerce. The funds will likely be used to set Hartland SOUP up as a 501c3 organization separate from Cromaine District Library. While all donations of substantial cash or check are acknowledged when received by the Library, not all contributions for SOUP's working have been directed to the Library. Some have gone directly to the SOUP winner and some have gone to Stefanie Furge. This will enable a clear responsibility line for acknowledgement and use.

Comments and questions from the trustees and community: Trustee Oemke asked if the 580% increase in new materials could be real. Director Marlow explained that was her first reaction so she went to Liesl Schick who processes

all the incoming new materials and she said "Yes." Director Marlow also spoke with Circulation Manager Donna Janke, because there wasn't a concurrent increase in circulation. Donna believes that is because most of the new materials came in the second half of the month. Director Marlow remembered seeing a pile of ten boxes of new materials, so, yes, this is very possible. Vice President DeRosier said that "publishers push out books for the fourth quarter, and then I speculated that library wholesalers delay delivery to libraries because of necessary processing they do for collections, suggesting that this could be the reason for the very large sum at the end of the year." Vice President DeRosier stated that she "loved the comments" this month--so many positives.

VII. Discussion

A. Strategic Plan 2018-2022

Director Marlow explained that while progress is being made, there is no report this month. It is too close to last month's report and simply no time for managers to report. It will be updated for the January 2020 meeting.

Strategic Plan

B. Resolution regarding health care

President Lewis explained that this is an exemption approved each year that continues the benefit plan as is, without employee contribution, counter to that required by Michigan Public Act 152 of 2011.

Resolution
Regarding
Health Care

C. Board Self-Evaluation forms distributed

President Lewis stated that these are the same forms as used in the past several years. If not turned in at this meeting, please return them to President Lewis by mailing or scanning and emailing before the next meeting.

Board Self-
Evaluation
Forms

VIII. Decision

A. Resolution 2019-23, Establishing Regular Meeting Dates for 2020

Trustee Oemke moved to approve Resolution 19-23, Establishing Regular Meeting Dates for 2020; Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution. Ayes: DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson Nays: None APPROVED

Resolution
2019-23

B. Resolution 2019-24, Exemption from Michigan public act 152 of 2011, "The Publicly funded health insurance contribution act"

Trustee Oemke moved to approve Resolution 19-24, Exemption from Michigan public act 152 of 2011, "The Publicly funded health insurance contribution act"; Trustee Naylor seconded. A roll call vote was taken for approval of the resolution. Ayes: DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson Nays: None APPROVED

Resolution
2019-24

IX. Information

Upcoming meeting dates include:

Upcoming
Meeting Dates

Jan 2	Personnel Committee, 6:30 pm, Director's Office
Jan 7	Community Relations, 10:00 am, Director's Office
Jan 9	Planning Committee, 9:30 am, Director's Office
Jan 9	Finance Committee, 2:00 pm, Director's Office.
Jan 16	Board of Trustees meeting, 7:00 pm, Community Room

Other dates of note:

January 23 Welcome New Director Reception, 6:30 pm, Youth Program Room

January 30 Chamber Awards Night, 7:00 pm, Dunham Hills

X. Agenda Items for Next Meeting

Items for next
meeting

- Strategic Plan 2018-2022
- Coffee Cart Update
- New Director's Reception
- Board Evaluation
- Second Quarter Statistics
- Resolution 20-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks
- Finance Committee Policy Review
 - Policy 6005, Investment of Library Funds
 - Policy 6007, Investment Charter
 - Policy 6015, Budget
 - Policy 6020, Purchasing
 - Policy 6025, Library Credit Card
 - Policy 6026, Electronic Financial Transactions

XI. Call to the Public- No Public

Public Call

XII. Adjournment:

Adjournment

Motion by Trustee Thompson, seconded by Treasurer Sargent to adjourn at 7:41 pm.

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

KATHLEEN OEMKE, RECORDING SECRETARY (in Secretary's absence)
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 11/21/19 Proposed Regular Meeting Minutes
- November 2019 Financial Reports & Checks Issued Totals
- November 2019 CDL Investment Performance Report
- Director's Report 12/12/19

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- CDL Statistics for November 2019 & updated CDL 4-year Circulation Graph
- Corrected Gift Fund Monthly Financial Activity Report November 2019
- Revised 2020 Annual Board Calendar
- Comments from the Community November 2019
- Community Relations Committee Minutes, 12/3/19
- Finance Committee Action/Decision List, 12/12/19
- Personnel Committee Minutes, 12/5/19
- Board Evaluation Forms
- Resolution 2019-23: Establishing Regular Meeting Dates for 2020
- Resolution 2019-24: Exemption from Michigan Public Act 152 of 2011, “The Publicly funded health insurance contribution act”
- Revised copies of Policies 1010 & 4020
- HACC Letter to SOUP communicating \$600 as one of their community giveback recipients
- Informational pieces for Hartland’s Polar Express Day, Music Hall Music programs for 2019-2020, Music Hall Reservations & Fees brochure, and Directors’ receptions invitation
- *Board & Administrator, December 2019*