

# AGENDA ITEM

8C-1

**Motion** by Manwiller, seconded by Miller, **“TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE THE SPECIAL USE PERMIT FOR FILE PC-2021-09. PARCEL #4706-23-300-014. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F.”** Roll was called. Haglund – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Manwiller – Yes, Motion carried.

**b. Motion** by Counts, seconded by Pominville, **“TO OPEN PUBLIC HEARING FOR FILE PC-2021-010, PARCEL #4706-26-100-035, 1700 W. HIGHLAND ROAD, HOWELL. REQUEST A SPECIAL USE PERMIT FOR A FUNERAL HOME”**. Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Todd Borek of Borek Jennings Funeral Home responded to the questions of parking and on hooking up to the sewer, and took questions from the Commissioners. Discussion followed. No response from the public.

**Motion** by Manwiller, seconded by Miller, **“TO CLOSE THE PUBLIC HEARING”**. Motion carried.

**Motion** by Manwiller, seconded by Markham, **“TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-010, PARCEL #4706-26-100-035. 1700 W. HIGHLAND ROAD, HOWELL. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F, ALSO WITH A CONDITION THAT THE BUILDING CAPACITY BE LIMITED ON THE AVAILABLE PARKING”**. Roll was called, Counts – Yes, Pominville – Yes, Haglund – Yes, Miller – Yes, Manwiller – Yes, Markham – yes, Motion carried.

**c. Motion** by Counts, seconded by Miller, **“TO OPEN THE PUBLIC HEARING FOR FILE PC-2021-08, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR OUTSIDE RV STORAGE.”** Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Discussion followed. Dave Hughes with Vanston / O’Brien Inc. presented the project. Discussion followed.

**Motion** by Manwiller, seconded by Miller, **“TO CLOSE THE PUBLIC HEARING”**. Motion carried.

**Motion** by Manwiller, second by Counts, **“TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-08 FOR OUTSIDE RV STORAGE, WITH THE CONDITIONS THAT CONTRACTOR OPERATIONS ARE NOT ALLOWED, AND THAT SCREENING IS PROVIDED ALONG I-96. BASED ON THE FINDINGS SECTION 16.5 a. OF THE ZONNING ORDINANCE”**. Roll was called, Miller – Yes, Counts – Yes, Pominville – Yes, Markham – Yes, Haglund – Yes, Manwiller – Yes, Motion carried.

#### **NEW BUSINESS:**

a. File PC-2021-007, Preliminary Site Plan Review, Parcel #4706-29-200-032, vacant land on Lambert Dr. A request for Mini Storage with Outdoor RV Storage. Site plan was presented and discussed during the special use permit discussion.

**Motion** by Counts, seconded by Manwiller, **“TO APPROVE FOR FILE PC-2021-07 PRELIMINARY SITE PLAN FOR PARCEL #4706-29-200-032, PRELIMINARY APPROVAL BASED ON THE PLANNERS REPORT DATED 10.17.2021, THE ENGINEERS REPORT DATED 10.12.2021, AND THE FIRE MARSHAL REPORT DATED 10.11.2021, CONTINGENT THAT THE APPLICATE ADDRESS ALL OF THE CONCERNS AS WELL ALL OTHER GOVERNMENT AGENCIES.**

Roll was called. Manwiller – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Haglund – Yes, Motion carried.

HOWELL TOWNSHIP  
APPLICATION FOR SPECIAL USE PERMIT

Fee: \$750.00

File No. PC2021-08 Parcel ID # 4706-29-200-032

1. Applicant NANSTON/O'BRIEN INC, DAVID HUGHES, PRESIDENT

Print name: DAVID HUGHES

2. Date of Application 09/21/21

3. Address 8150 JACKSON ROAD

4. Telephone Number 734-424-0661

5. Applicant is the:

a. Owner \_\_\_\_\_

b. Lessee \_\_\_\_\_

c. Land contract vendee \_\_\_\_\_

d. Other: SITE PLANNER, DESIGN/BUILD CONTRACTOR  
+ OWNERS AUTHORIZED REPRESENTATIVE

6. Legal Description SEE SHEET C-1 (SITE PLAN COVER PAGE)

(Attach copy if necessary)

7. Current Zoning Classification IFZ

8. Attach completed Application  
for Land Use Permit. ✓

9. Complete and attach hereto an  
Application for Site Plan Review. ✓

10. Use for which permit is requested. OUTSIDE RV STORAGE

11. Designate Ordinance section number  
authorizing special use requested. 12.03 F

12. Attach supporting material, exhibits and information that will support a finding of the  
following criteria: (Section 16.06)

a. Use will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance. \_\_\_\_\_

b. The use will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or the intended character of the general vicinity. \_\_\_\_\_

c. The use will be served adequately by essential public facilities, such as highways, police and fire protection, drainage, refuse disposal. \_\_\_\_\_

d. That the use will not be hazardous or disturbing to existing or future neighboring uses. \_\_\_\_\_

e. That the use will not create excessive additional requirements of public costs for public facilities, utilities, and services. \_\_\_\_\_

f. That this use will not have substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.  
\_\_\_\_\_

I hereby depose and say that all the above statements and information contained in this Application and any attachments submitted herewith are true and accurate.

Subscribed to and sworn to before me

this 21 day of Sept, 2021

Patricia M. Hume

Notary Public

Livingston County, MI

My Commission Expires: 2/23/2022

David Hughes  
Name of Owner/Applicant

David Hughes  
Print name

PATRICIA M. HUME  
Notary Public, State of Michigan, County of Livingston  
My Commission Expires February 23, 2022  
Acting in the County of Washtenaw





# Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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Date: 10/20/21

## Site Plan Review For Howell Township, Michigan

**Applicant:** Vanston / O'Brien

**Project Name:** Pirates Cove

**Plan Date:** 9/17/21

**Location:** 4261 Lambert Drive

**Zoning:** IFZ – Industrial Flex Zone

**Action Requested:** Preliminary Site Plan / Special Land Use Approval

**Required Information:** As noted in the following review

### PROJECT AND SITE DESCRIPTION

The applicant has applied for preliminary site plan approval and special land use approval for a mini-warehouse facility with outdoor recreational vehicle (RV) storage. The proposal is for 9 storage buildings of varying sizes and dimensions that total 93,400 square feet and what appears to be approximately 180 RV parking spaces on proposed gravel surfaces.

The site is located in an IFZ – Industrial Flex Zone Zoning District. Mini Warehouse is listed as a permitted use in the district, and RV storage is listed as a special use in the district. The function of an RV storage facility is also similar in nature and intensity to a mini storage facility in that it is accessed infrequently by the individual clients who rent the storage space.

## AREA, WIDTH, HEIGHT, SETBACKS

The following table summarizes the Density, Placement, and Height Regulations for the site plan associated with the use.

Density, Placement, and Height Regulations

	Required	Provided
Lot Area	40,000 Square feet	13.92 Acres
Lot Width	120 Feet	521 Feet
Front Setback	35 Feet	35 Feet
Side Setback	10 – 25 Feet (10 ft. min with a combine total of 25 ft.)	10 Feet northwest side 25 feet east side
Rear Setback	50 Feet	Not Provided
Lot Coverage	75 % Max	67.8 %
Building Height	70 Feet Max	Not provided.

The applicant has provided a table on the cover sheet which indicates the proposed density, placement, and height. The 50 foot rear yard setback ins not clearly indicated on the plan. The heights for the structures have not been provided. Also, the table on the coversheet indicates a second phase. It is not clear what is proposed in the second phase. All proposed phasing should be clearly shown on the site plan.

*Items to be Addressed:* 1) Provide the 50 foot rear yard setback line. 2) Provide the height of the proposed structures. 3) Clearly indicate proposed phases on the site plan.

## BUILDING LOCATION AND SITE ARRANGEMENT

There are a variety of buildings, all with different shapes and sizes, shown on the plan. Predominantly the buildings are shown around the outside of the site surrounding what we believe is the outdoor RV storage area. Without more detail about the use of the buildings and how they will be accessed it is hard to evaluate the site layout.

*Items to be Addressed:* Provide more building detail including their use and elevations.

## PARKING, LOADING

For mini-storage five (5) parking spaces shall be provided adjacent to the office. There is no parking requirement for RV storage. The applicant is providing 7 parking spaces including 1 barrier free space.

*Items to be Addressed:* None.

## SITE ACCESS AND CIRCULATION

**Items to be Addressed:** A sign application must be filed with the Zoning Administrator prior to construction.

**FLOOR PLAN AND ELEVATIONS**

Floor plans and elevations have not been provided. As noted above it is difficult to evaluate the plan layout without more detailed information about the buildings.

**Items to be Addressed:** *Provide floor plans and elevations for all buildings.*

**TRASH ENCLOSURE**

No trash enclosure is being shown on site. If no trash enclosure is provided, all waste must be stored inside until removed from the site.

**Items to be Addressed:** *None.*

**SPECIAL USE**

For all Special Uses the Planning Commission must hold a public hearing on the special use application after appropriate notification has been issued based on Section 16.05.A. Following the public hearing the Planning Commission must review and consider the applicant's compliance with the requirements of the Zoning Ordinance and must forward to the Township Board their findings and recommendation for the Board to approve, approve with conditions, or deny the application for special use.

According to Section 16.06 of the Zoning Ordinance, the Township Board shall review the particular circumstances and facts of each proposed special use in terms of the following standards and required findings, and shall find and record adequate data, information and evidence showing that such a special use on the proposed site, lot, or parcel:

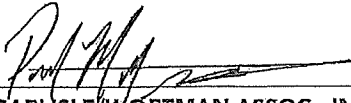
- A. *Will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance in terms of their uses, activities, processes, materials, equipment and conditions of operation, that will be detrimental to any persons, property, or the general welfare of the surrounding area in which it is located due to excessive production of traffic, noise, smoke, fumes, glare, or odors.*

The use of this site for outdoor RV storage is low intensity and should be harmonious with the intended uses in the district.

- B. *Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*



3. Clearly indicate proposed phases on the site plan.
4. Provide more building detail including their use and elevations.
5. Provide a turning template on the plans.
6. 1) Provide a landscape plan on the final site plan that meets the requirements of Article XXVIII, Landscaping Requirements.
7. Provide landscape screening around the perimeter of the site.
8. The applicant must propose fencing that does not have spikes.
9. The applicant must provide light fixture details and a photometric plan that demonstrate compliance with Section 14.22 on the final site plan.
10. A sign application must be filed with the Zoning Administrator prior to construction.
11. Provide floor plans and elevations for all buildings.
12. The Planning Commission should review the proposed RV storage in terms of the findings from Section 16.06 of the Zoning Ordinance.



CARLISLE/WORTMAN ASSOC., INC.  
Paul Montagno, AICP  
Associate

#308-2103

cc: Joe Daus, Township Zoning Administrator  
John Enos, Principle CWA

# AGENDA ITEM

8C-2

HOWELL TOWNSHIP PLANNING COMMISSION  
UNAPPROVED MINUTES: OCTOBER 26, 2021, 6:30 P.M.  
3525 BYRON RD. HOWELL TOWNSHIP HALL, HOWELL MI 48855 (517-546-2817)

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**MEMBERS PRESENT:**

Martha Haglund      Chairwoman  
Peter Manwiller      Secretary  
Matthew Counts      Board Rep.  
Denise Markham      Commissioner  
Paul Pominville      Commissioner  
Glen Miller      Commissioner

**MEMBERS ABSENT:**

Wayne Williams      Vice-Chair

Also in attendance:      Zoning Administrator Joe Daus, and Township Planner Paul Montagno.

The meeting was called to order at 6:30 p.m. The roll was called.

**APPROVAL OF AGENDA:** *MOTION* by Counts, seconded by Miller, “**TO APPROVE THE October 26, 2021 PLANNING COMMISSION AGENDA AS PRESENTED.**” Motion carried.

**APPROVAL OF MINUTES:** *MOTION* by Counts, seconded by Millers, “**TO APPROVE THE September 28, 2021 PLANNING COMMISSION MINUTES AS CORRECTED FOR SPELLING.**” Motion carried.

**TOWNSHIP BOARD REPORT:** Matt Counts reported that Debby Johnson has resigned. Matt took questions from the commissioner on the synopsis that was included in the packet.

**ZONING BOARD OF APPEALS REPORT:** No meeting in September.

**ZONING ADMINISTRATOR REPORT:** Monthly Permit list is attached. It was reported that there would be a site plan for the property at Mason and Burkhart for the next Planning Commission Meeting.

**HOWELL TOWNSHIP PARKS REPORT:** Martha had nothing to report.

**PUBLIC HEARING:**

a. Motion by Counts, seconded by Pominville, “**TO OPEN THE PUBLIC HEARING FOR FILE # PC-2021-09, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW A DAY CARE WITH 7-12 CHILDREN. PARCEL #4706-28-100-052**”. Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. The applicant presented their intended use and spoke to the questions that raised in the planners report, and took questions from the Commissioners. Chairwomen Haglund read an e-mail from Lou Cox at 2183 Byron Road, which requested that a privacy fence between the driveways. Ruth Smith 2219 Byron Road, stated that she had no complaints.

**Motion** by Manwiller, seconded by Miller, “**TO CLOSE THE PUBLIC HEARING**”. Motion carried.



**Motion** by Manwiller, seconded by Miller, **“TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE THE SPECIAL USE PERMIT FOR FILE PC-2021-09. PARCEL #4706-23-300-014. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F.”** Roll was called. Haglund – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Manwiller – Yes, Motion carried.

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**Motion** by Manwiller, seconded by Miller, **“TO CLOSE THE PUBLIC HEARING”**. Motion carried.

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#### NEW BUSINESS:

a. File PC-2021-007, Preliminary Site Plan Review, Parcel #4706-29-200-032, vacant land on Lambert Dr. A request for Mini Storage with Outdoor RV Storage. Site plan was presented and discussed during the special use permit discussion.

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Roll was called. Manwiller – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Haglund – Yes, Motion carried.

## Howell Township Inspector

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**From:** Lou Cox <loucox6@gmail.com>  
**Sent:** Thursday, October 21, 2021 1:34 PM  
**To:** Howell Township Inspector  
**Subject:** Fwd: Michelle Balog Child Care Center

Mr Daus

In addition to acquiring peace and privacy, a privacy fence would also divert diesel fumes from our driveway and side yard. Please include this information. Respectfully, Lou and Marlene Cox 517 672 1439

----- Forwarded message -----

From: Lou Cox <[loucox6@gmail.com](mailto:loucox6@gmail.com)>  
Date: Tuesday, October 12, 2021  
Subject: Michelle Balog Child Care Center  
To: [inspector@howelltownshipmi.org](mailto:inspector@howelltownshipmi.org)

Michelle Balog Child Care Center should install a privacy fence between our driveways. Their traffic infringes on our peace and privacy. Balog driveway is close to our property line. Sincerly, Lou and Marlene Cox 2183 Byron Road, Howell Mi.

## Howell Township Inspector

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**From:** Lou Cox <loucox6@gmail.com>  
**Sent:** Tuesday, October 12, 2021 8:43 AM  
**To:** Howell Township Inspector  
**Subject:** Michelle Balog Child Care Center

Michelle Balog Child Care Center should install a privacy fence between our driveways. Their traffic infringes on our peace and privacy. Balog driveway is close to our property line. Sincerely, Lou and Marlene Cox 2183 Byron Road, Howell Mi.



# Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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Date: October 21, 2021

## Special Land Use Review For Howell Township, Michigan

<b>Applicant:</b>	Michelle Balog
<b>Project Name:</b>	Balog Day Care
<b>Plan Date:</b>	NA
<b>Location:</b>	2201 Byron Road
<b>Zoning:</b>	SFR – Single Family Residential
<b>Action Requested:</b>	Special Land Use Approval
<b>Required Information:</b>	As noted in the following review

### PROJECT AND SITE DESCRIPTION

The applicant has applied for approval of a Special Use Permit to allow group day care home for 7-12 children at 2201 Byron Road. The parcel is 1.03 acres and improved with an existing single family home.

A group day care homes with seven (7) to twelve (12) minor children is considered a special land use in the Single Family Residential zoning district.



### Aerial Image of Subject Site and Vicinity



### NEIGHBORING ZONING, LAND USE AND MASTER PLAN

Neighboring zoning, land use, and current Master Plan designations are summarized in the following chart:

**Zoning, Land Use and Master Plan Designations**

	North	South	East	West
Zoning	SFR - Single Family Residential	SFR - Single Family Residential	SFR - Single Family Residential	SFR - Single Family Residential
Land Use	Residential	Residential	Residential	Outdoor Storage
Master Plan	Residential - Low Density	Residential - Low Density	Residential - Low Density	Residential - Low Density

### BUILDING LOCATION AND SITE ARRANGEMENT

The home is located in the middle of the lot with an approximately 70 foot long driveway on the left side of the house. There is also what appears to be roughly 4 90 degree parking spaces off the driveway. The entrance to the day care area is on the south side of the house close to the driveway. The day care area is in a 750 square foot addition to the back of the house. It is unclear if the back yard is used for outdoor activities.

*Items to be Addressed: None.*

The subject property is located in the middle of a suburban style single family neighborhood. These uses are common in suburban neighborhoods as recognized by both the zoning ordinance as well as state laws surrounding group day cares.

- B. *Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*

The use is proposed in an existing single family home. The home is consistent with the character of the neighborhood. The applicant has indicated that there will be no exterior modifications to the site. If there are to be additional toys or play structures placed in the back yard the Planning Commission may want to require additional screening for the neighbors.

- C. *Will be served adequately by essential public facilities and services; such as, highways, roads, water supply systems, wastewater disposal systems, police and fire protection, storm water drainage systems, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed special use shall be able to provide adequately any such service.*

The proposed use should be adequately served by public services and facilities. The applicant has indicated that they have had their on site septic system reviewed and approved recently. The road providing access to the site is a paved county road.

- D. *Will not be hazardous or disturbing to existing or future neighboring uses.*

The proposed use is not anticipated to be hazardous to existing or future nearby uses. The Planning Commission may want to consider any aspects of the use that may be considered disturbing to neighbors, such as noise or traffic.

- E. *Will not create excessive additional requirements at public cost for public facilities, utilities and services.*

The proposed use is not expected to create any additional public costs.

- F. *Will not have a substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.*

The site is already developed. The proposed use will not cause any environmental impacts.

**Items to be Addressed:** 1) *The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance.* 2) *The Planning*

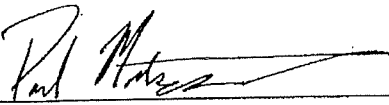


*Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.*

## **RECOMMENDATIONS**

We would recommend the following items be addressed before the Planning Commission takes action on the special use permit:

1. The Planning Commission may want to discuss the plan for pick up and drop off.
2. The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance.
3. The Planning Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.



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**CARLISLE/WORTMAN ASSOC., INC.**  
Paul Montagno, AICP  
Senior Associate

#308-2104

cc: Joe Daus, Township Zoning Administrator  
John Enos, Principle CWA

## **PARKING, SITE ACCESS AND CIRCULATION**

There are no parking requirements indicated for a day care in the zoning ordinance. Typically, the parking needs are temporary for pick up and drop off. The applicant has indicated that they will be staggering pick up and drop off to avoid traffic issues. The Planning Commission may want to discuss the plan for pick up and drop off. Further, we would recommend requiring the use of the parking spaces along the south side of the driveway for turning around so cars are not backing onto Byron Road.

*Items to be Addressed: The Planning Commission may want to discuss the plan for pick up and drop off.*

## **LANDSCAPING**

No landscaping is proposed or required. The site appears to have a well established buffer of vegetation around most of the perimeter of the back yard.

*Items to be Addressed: None.*

## **SIGNS**

No sign is permitted in conjunction with this use. No sign is proposed.

*Items to be Addressed: None.*

## **SPECIAL USE**

For all Special Uses the Planning Commission must hold a public hearing on the special use application after appropriate notification has been issued based on Section 16.05.A. Following the public hearing the Planning Commission must review and consider the applicant's compliance with the requirements of the Zoning Ordinance and must forward to the Township Board their findings and recommendation for the Board to approve, approve with conditions, or deny the application for special use.

According to Section 16.06 of the Zoning Ordinance, the Township Board shall review the particular circumstances and facts of each proposed special use in terms of the following standards and required findings, and shall find and record adequate data, information and evidence showing that such a special use on the proposed site, lot, or parcel:

- A. *Will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance in terms of their uses, activities, processes, materials, equipment and conditions of operation, that will be detrimental to any persons, property, or the general welfare of the surrounding area in which it is located due to excessive production of traffic, noise, smoke, fumes, glare, or odors.*

HOWELL TOWNSHIP  
APPLICATION FOR SPECIAL USE PERMIT

Fee: \$750.00

File No. P22-021-09

Parcel ID # 4706-23300-014

1. Applicant M

Print name: Michelle Balog

2. Date of Application 10-4-21

3. Address 2201 Byron Rd Howell MI 48855

4. Telephone Number 248.921.2595 mbalogwa@yaho.com

5. Applicant is the:

- a. Owner
- b. Lessee
- c. Land contract vendee
- d. Other

6. Legal Description \_\_\_\_\_  
(Attach copy if necessary)

7. Current Zoning Classification SFR

8. Attach completed Application for Land Use Permit. N/A

9. Complete and attach hereto an Application for Site Plan Review. \_\_\_\_\_

10. Use for which permit is requested. Daycare 7-12

11. Designate Ordinance section number authorizing special use requested. 6.03

12. Attach supporting material, exhibits and information that will support a finding of the following criteria: (Section 16.06)

# 2201 Byron Rd

## In-Home Daycare Facility Proposal

1. No changes will be made to the home exterior or property related to this proposal.
2. Child drop-off and pick-up times to be staggered by 15 minutes in groups of three, to avoid any traffic issues on Byron Rd.
3. Septic system has been inspected and is functioning properly. Records of this are on file.



Inspection Date Dec 11, 2011

Ordered By Michael H. H. H.

Property Address 2201 Lamb Rd

Howell, MI

Contact Phone Numbers 948-921-2575

Party Responsible for Payment owner

Contact Phone Numbers \_\_\_\_\_

**DRAIN FIELD SPECIFICATIONS**

- Bed System
- Infiltration
- Trench System
- Drywell No. of Drywells \_\_\_\_\_
- Raised Field
- Cannot Locate System

**DRAIN FIELD INSPECTION FINDINGS**

- Stone is clean and dry
- Stone is black/gray below tile and/or outlet holes
- Stone is black/gray above tile and/or outlet holes
- Effluent found on the ground surface

**Howell Sanitary Co II**  
**strongly**  
**recommends**  
**cleaning a septic**  
**tank every 3 years**  
**based on a family of four.**

**DRYWELL INSPECTION**

- Drywell is empty
- Drywell is 1/4 full
- Drywell is 1/2 full
- Drywell is completely filled

**THE CONDITION OF THE DRAIN FIELD WAS FOUND TO BE**

- In good working condition at this time
- Showing signs of failure

**THIS INSPECTION WAS PERFORMED BY:** Michael H. H. H.

an owner of Howell Sanitary Co II, a bonded and state licensed company fully insured by Korotkin Insurance Group (248) 352-5140

In Addition inspected and found

to be clean and dry

and in good working

condition at this time.

**PAYMENT**  
**TOTAL \$** 250.00  
 PAID IN FULL  
 CHARGE

a. Use will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance. \_\_\_\_\_

b. The use will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or the intended character of the general vicinity. \_\_\_\_\_

c. The use will be served adequately by essential public facilities, such as highways, police and fire protection, drainage, refuse disposal. \_\_\_\_\_

d. That the use will not be hazardous or disturbing to existing or future neighboring uses. \_\_\_\_\_

e. That the use will not create excessive additional requirements of public costs for public facilities, utilities, and services. \_\_\_\_\_

f. That this use will not have substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.  
\_\_\_\_\_

I hereby depose and say that all the above statements and information contained in this Application and any attachments submitted herewith are true and accurate.

Subscribed to and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_,

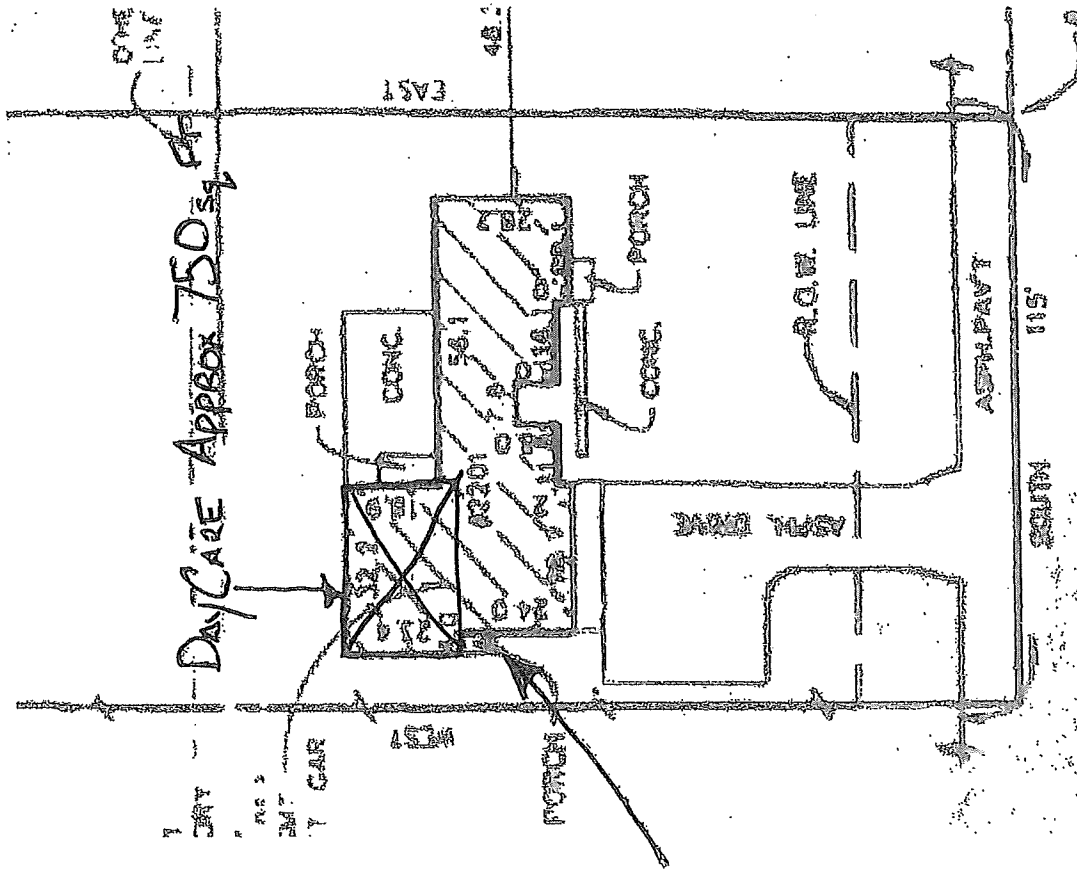
\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, MI

My Commission Expires: \_\_\_\_\_

  
\_\_\_\_\_  
Name of Owner/Applicant

Michelle Balog  
\_\_\_\_\_  
Print name





Day Care  
ENTRANCE

2201 BYRON RD



2201 Byron Rd

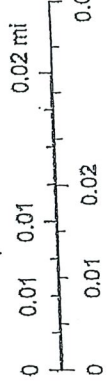
Livingston County GIS Map



10/6/2021, 8:28:04 AM

- Tax Parcel
- Parcel Dimensions
- Subdivision / Condominium
- Roads
- State Route
- Interstate Highway
- U.S. Highway
- Major Road
- Minor Road
- PLSS Section
- Municipality

1:1,129







DAY CARE ENTRANCE  
2201 BYRON RD



2201

B





2201 Byron Rd

# AGENDA ITEM

8C-3



Motion by Manwiller, seconded by Miller, "TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE THE SPECIAL USE PERMIT FOR FILE PC-2021-09. PARCEL #4706-23-300-014. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F." Roll was called. Haglund – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Manwiller – Yes, Motion carried.

**b. Motion by Counts, seconded by Pominville, "TO OPEN PUBLIC HEARING FOR FILE PC-2021-010, PARCEL #4706-26-100-035, 1700 W. HIGHLAND ROAD, HOWELL. REQUEST A SPECIAL USE PERMIT FOR A FUNERAL HOME".** Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Todd Borek of Borek Jennings Funeral Home responded to the questions of parking and on hooking up to the sewer, and took questions from the Commissioners. Discussion followed. No response from the public.

**Motion by Manwiller, seconded by Miller, "TO CLOSE THE PUBLIC HEARING".** Motion carried.

**Motion by Manwiller, seconded by Markham, "TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-010, PARCEL #4706-26-100-035. 1700 W. HIGHLAND ROAD, HOWELL. BASED ON THE FINDINGS IN THE PLANNERS REPORT SPECIAL USE A. THRU F, ALSO WITH A CONDITION THAT THE BUILDING CAPACITY BE LIMITED ON THE AVAILABLE PARKING".** Roll was called, Counts – Yes, Pominville – Yes, Haglund – Yes, Miller – Yes, Manwiller – Yes, Markham – yes, Motion carried.

**c. Motion by Counts, seconded by Miller, "TO OPEN THE PUBLIC HEARING FOR FILE PC-2021-08, REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR OUTSIDE RV STORAGE."** Motion carried.

Township Planner Paul Montagno reported on the request and viewed his report. Discussion followed. Dave Hughes with Vanston / O'Brien Inc. presented the project. Discussion followed.

**Motion by Manwiller, seconded by Miller, "TO CLOSE THE PUBLIC HEARING".** Motion carried.

Motion by Manwiller, second by Counts, "TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO APPROVE SPECIAL USE PERMIT FOR FILE PC-2021-08 FOR OUTSIDE RV STORAGE, WITH THE CONDITIONS THAT CONTRACTOR OPERATIONS ARE NOT ALLOWED, AND THAT SCREENING IS PROVIDED ALONG I-96. BASED ON THE FINDINGS SECTION 16.5 a. OF THE ZONNING ORDINANCE". Roll was called, Miller – Yes, Counts – Yes, Pominville – Yes, Markham – Yes, Haglund – Yes, Manwiller – Yes, Motion carried.

#### NEW BUSINESS:

a. File PC-2021-007, Preliminary Site Plan Review, Parcel #4706-29-200-032, vacant land on Lambert Dr. A request for Mini Storage with Outdoor RV Storage. Site plan was presented and discussed during the special use permit discussion.

**Motion by Counts, seconded by Manwiller, "TO APPROVE FOR FILE PC-2021-07 PRELIMINARY SITE PLAN FOR PARCEL #4706-29-200-032, PRELIMINARY APPROVAL BASED ON THE PLANNERS REPORT DATED 10.17.2021, THE ENGINEERS REPORT DATED 10.12.2021, AND THE FIRE MARSHAL REPORT DATED 10.11.2021, CONTINGENT THAT THE APPLICATE ADDRESS ALL OF THE CONCERNS AS WELL ALL OTHER GOVERNMENT AGENCIES.**

Roll was called. Manwiller – Yes, Counts – Yes, Pominville – Yes, Miller – Yes, Markham – Yes, Haglund – Yes, Motion carried.





**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: September 23, 2021

**Land Use and Zoning Analysis**  
**For**  
**Howell Township, Michigan**

**Applicant:** Legacy Realty, LLC  
312 S. Michigan Ave  
Howell, MI 48843

**Project Name:** Funeral Home Rezoning

**Location:** 1700 W. Highland Road

**Current Zoning:** NSC – Neighborhood Commercial

**Action Requested:** Rezoning from NSC – Neighborhood Commercial to OS - Office Service

**Required Information:** As noted in the following review.

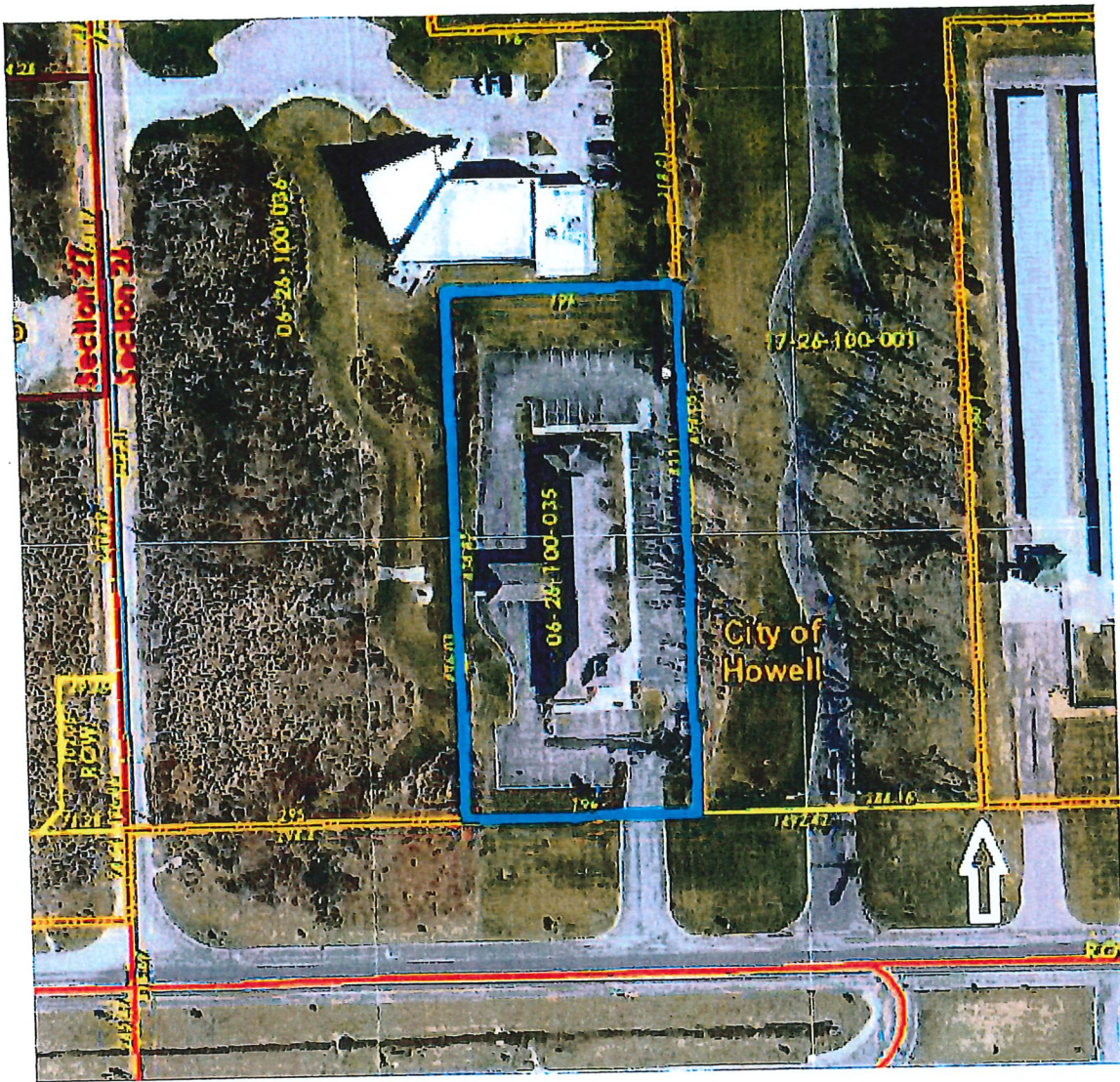
**PETITION**

The applicant is requesting a rezoning for parcel 4706- 26-100-035 located on the north side of Highland Road. The petitioner requests that the zoning of the parcel be amended from NSC – Neighborhood Commercial to OS - Office Service. In their application, the applicant indicates they intend on using the former credit union building on site for a funeral home.

**SITE DESCRIPTION/CURRENT USE**

The parcel is 1.95 acres. The site is developed with a 9,250 square foot one story building and the associated parking lot. There is existing landscaping on the site. There are no natural features on the site. The site has direct access to west bound M-59 (Highland Road).

Figure 1 - Aerial Image of Site and Surroundings



**SURROUNDING ZONING AND LAND USE**

The following chart compares zoning, future land use designation per the Master Plan, and existing land use for the subject parcel and its adjacent parcels.

	Zoning	Existing Land Use	Future Land Use Designation
Subject parcels	NSC - Neighborhood Service Commercial	Credit union	Commercial - Local
North/West	I - Industrial (Conditional Rezoning)	corporate office/R&D	Commercial - Local
South	Light Industrial (City of Howell)	Open space	Light Industrial
East	R-1, Single Family Residential (City of Howell)	Cemetery	NA



**MASTER PLAN**

Figure 2 - Current Zoning Map

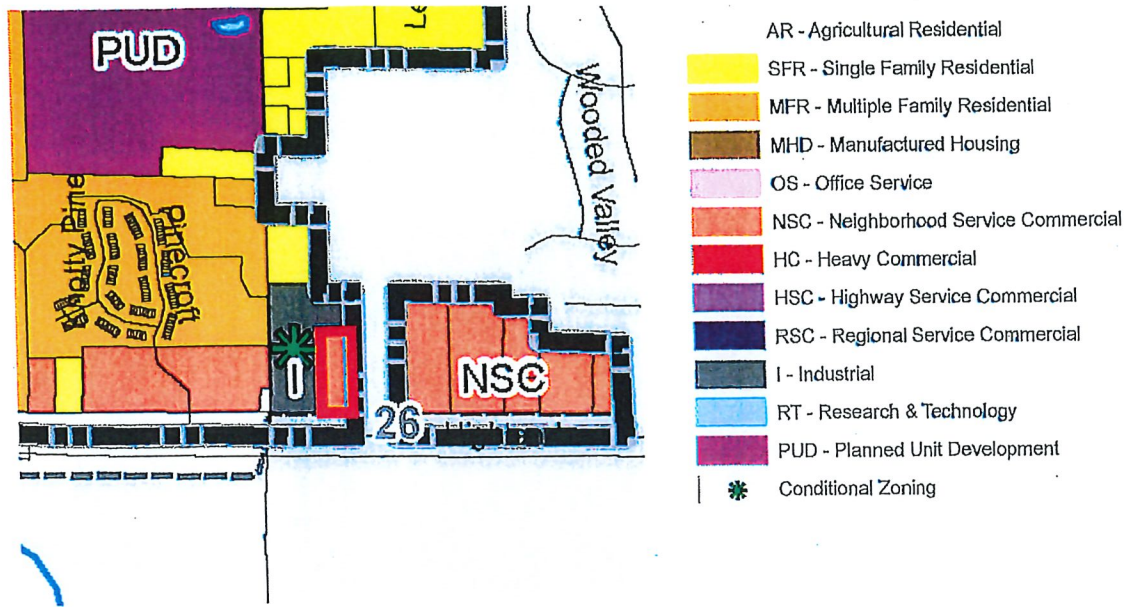
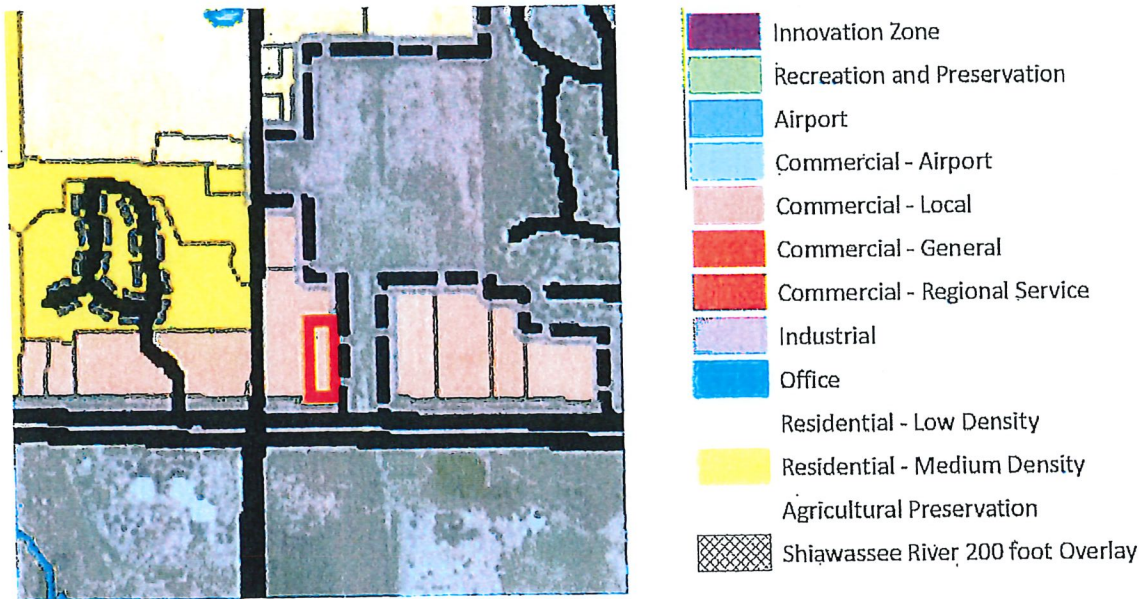


Figure 3 - Future Land Use Map



As noted above and depicted in Figure 2 which depicts the current zoning map, the subject parcel is currently zone NSC. Figure 3 depicts the Future Land Use Map from the adopted 2016 Howell Township Master Plan. The Future Land Use Plan designates the subject site as being Local Commercial.

likely be accessed by a motorized vehicle. The immediately surrounding uses are an office/ research and development to the west and north, which is compatible and a cemetery to the west, which seems more than appropriate for the proposed use of this site if the rezoning were to go through.

- c) Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning; and

**CWA** The proposed development is within the sewer and water services district. Because the land is already developed, we don't expect any additional significant impacts to be generated by rezoning the property.

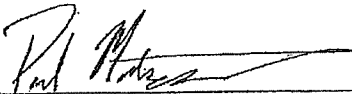
- d) Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.

**CWA** This land is well suited for either uses permitted in the NSC district or the OS district.

## RECOMMENDATIONS

The rezoning of this site would allow for the reuse of the existing building on site for a local business. Based on the findings above the rezoning does not appear to have any negative effects on the community and would in fact provide a space for a needed community service.

The Planning Commission should review each of the findings in this review to determine if the proposed rezoning is appropriate before making a recommendation to the Township Board.



CARLISLE/WORTMAN ASSOC., INC.  
Paul Montagnolo, AICP  
Senior Associate

#308-2102

## DEVELOPMENT POTENTIAL

### Current Zoning

#### *NSC - Neighborhood Service Commercial:*

The intent of the NSC district is to provide areas wherein retail trade and service outlets can be located in order to satisfy the day to day needs of the residents in the immediate neighborhood. Permitted principal uses for this zoning district include retail establishments, restaurants and service businesses which include small scale office uses. Special uses include similar small-scale uses that are more auto oriented such as service stations and drive-in retail or drive-in service establishments.

### Proposed Zoning:

#### *OS – Office Service District:*

The intent of the OS district is to provide the necessary professional, technical and personal office related services to the residents of the Township and the surrounding area. The areas are generally to function as transition uses between residential and all other types of land uses such as industrial and commercial and transportation facilities.

Uses permitted in the OS district are similar to those in the NSC district, but more focused on office and service uses. This district does not allow for the retail component. Funeral homes are considered a special land use in this district. The development potential in the OS district would also be similar to those in the existing NSC district. As noted above, the site is already developed and the applicant is interested in utilizing the existing building, with modifications, for a funeral home.

## FINDINGS FOR REZONING

In reviewing an application for the rezoning of land, whether the application be made with or without an offer of conditions, factors that should be considered by the Planning Commission and the Township Board include, but are not limited to, the following:

- a) Whether the rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan;

**CWA** The Future Land Use Map in the Master Plan designates this area as being local commercial, but as noted above, the office district is similar in nature to the local commercial but does not allow for the retail components. IN that way the land use could be considered less intense than that permitted in the LC district.

- b) Whether all uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;

**CWA** The proposed rezoning is consistent with the existing and intended development pattern in the area. The property fronts on highland road with direct access so would



# Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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Date: September 23, 2021

Revised: October 21, 2021

## Site Plan Review/Special Land Use For Howell Township, Michigan

**Applicant:** Lake Trust Credit Union

**Project Name:** Parking Lot Addition

**Plan Date:** 9/1/21

**Revised:** 9/29/21

**Location:** 1700 W Highland Road

**Zoning:** NSC – Neighborhood Services Commercial  
(OS – Office Services pending)

**Action Requested:** Site Plan Amendment / Special Land Use Approval

**Required Information:** As noted in the following review

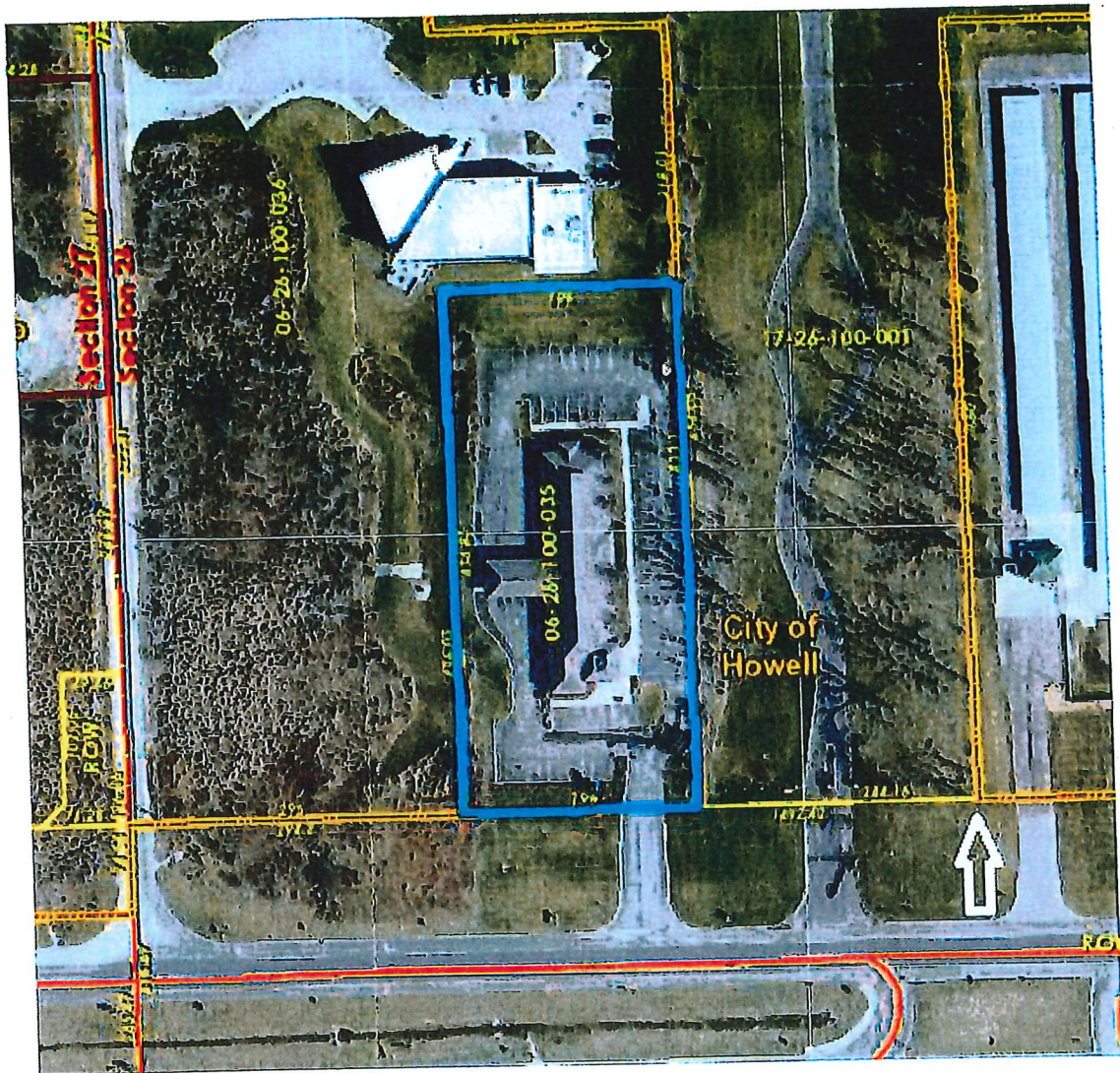
### PROJECT AND SITE DESCRIPTION

The applicant has applied for approval of a site plan amendment to add additional parking and a Special Use Permit to allow for a funeral home at 1700 W Highland Road. The site is already developed with an existing 9,250 square foot one-story building that was formerly used as a bank. The site is approximately 2 acres in size. It has frontage on W Highland Road.

A funeral home is considered a special land use in the OS district. There is currently a petition submitted to rezone the property from NSC to OS. At their regular meeting on September 28, 2021, the Planning Commission approved a motion recommending approval of the rezoning Petition to the Township Board.



Aerial Image of Subject Site and Vicinity



**NEIGHBORING ZONING, LAND USE AND MASTER PLAN**

Neighboring zoning, land use, and current Master Plan designations are summarized in the following chart:

**Zoning, Land Use and Master Plan Designations**

	North	South	East	West
Zoning	I – Industrial (Conditional Rezoning)	Light Industrial (City of Howell)	R-1, Single Family (City of Howell)	I – Industrial (Conditional Rezoning)
Land Use	Corporate office/R&D	Open space/detention	Large lot rural residential	Corporate office/R&D
Master Plan	Commercial - Local	Light Industrial	Medium density single family residential	Commercial - Local



**AREA, WIDTH, HEIGHT, SETBACKS**

The applicant must demonstrate through the site plan that the proposed development conforms to the standards for area, building setbacks, lot width, lot coverage, and dimensional requirements set forth in Section 3.17, Schedule of Area, Height, and Setback Regulations. A summary of the dimensional standards are detailed in the table below.

	<u>Required NSC</u>	<u>Required OS</u>	<u>Provided</u>
Lot Area	1 Acres	NA	1.97 Acres
Lot Width	80 feet	NA	196 total
Setbacks			
Front	35 Feet	30 Feet	101.4 Feet
Side	Minimum 10 feet with a total of 25 Feet	Minimum 10 feet with a total of 25 Feet	75 Feet/143.3 Feet
Rear	50 Feet	50 Feet	132.8 Feet
Lot Coverage	60% Max	50%	10.8%
Building Height	30 Feet	60 Feet	15.25 Feet

We have indicated both the requirements for NSC as well as OS as there is currently a rezoning petition submitted to facilitate the proposed use of the site. We assume the site was in compliance with the ordinance when it was originally developed. Further, the information provided on the plan generally appears to demonstrate compliance with the Zoning Ordinance.

*Items to be Addressed: None.*

**BUILDING LOCATION AND SITE ARRANGEMENT**

The existing building is located in the middle of the site surrounded by the parking lot. The area that is currently the drive-through banking area will be converted to a canopy where the beginning of a funeral procession will take place. The parking and driveways are being reconfigured in this area to facilitate this change. It appears that the changes made in this area will facilitate the needs of the site operators.

*Items to be Addressed: None.*

**PARKING, LOADING**

Parking must be provided in accordance with Section 18.02. The parking lot requirements for funeral homes are four (4) spaces for each slumber room or one (1) space for each fifty (50) square feet of gross floor area, whichever is greater, plus (1) space for each employee working during maximum employment hours.

	Requirement	No. of Spaces Required	No. Spaces Provided
Funeral Homes	1 space for every 50 feet of GFA plus 1 space for every employee	4 Employees $9,250 / 50 = 185$	83
Barrier Free	A parking lot with 151 - 200 spaces must include 6 Barrier Free spaces.	$83 = 3$	3

The major intention behind the site plan update is to provide for additional parking. It appears the site will fall short of the suggested minimums for this use. Based on the discussion with the applicant about their parking needs at the previous Planning Commission meeting it was indicated that there is more than enough at this site. There is no additional space on the site for more parking. However, we recognize that roughly only half of the building will be used for funeral activities with the balance of the space being use for office space based on the floor plans provided. We would suggest that the Planning Commission recommend a condition that the operator limit the capacity of the building to match the parking spaces available.

*Items to be Addressed: The Planning Commission should consider placing a condition on the use that the applicant limit the capacity of the building based on the available parking.*

#### SITE ACCESS AND CIRCULATION

Site access is currently from W Highland Road. No change is proposed in the site access. There is a drive that surrounds the building providing access to the parking areas. This drive will also facilitate the queuing for funeral processions. The applicant his indicated that they will have a staff member outside managing this activity.

*Items to be Addressed: None.*

#### LANDSCAPING

The site is landscaped with existing material that was installed as part of the original site plan approval. The applicant is proposing 5 new trees along the west side of the site where they are proposing to install much of the new parking.

*Items to be Addressed: None.*

#### LIGHTING

No new lighting is being proposed on the site. The site plan indicates that they will be maintaining the existing lights on site.

*Items to be Addressed: None.*

## UTILITIES

The site is in the sewer and water service district. We defer to the Township Engineer's review regarding the water and sanitary sewer services, the drainage/detention system, grading, and soil erosion control.

*Items to be Addressed:* Address any comments from the Township Engineer's review regarding the water and sanitary sewer services, the drainage/detention system, grading, and soil erosion control.

## SIGNS

There is an existing ground sign on the plans. No new signs are being proposed. Any change in signage should be addressed through the Zoning Administrator.

*Items to be Addressed:* None.

## FLOOR PLAN AND ELEVATIONS

There are no proposed changes to the façade of the building. Floor plans have been provided.

*Items to be Addressed:* None.

## TRASH ENCLOSURE

No dumpster enclosure is show on the plans. If no dumpster enclosure is provided, all refuse must be stored within the building until it is removed from the site.

*Items to be Addressed:* None.

## SPECIAL USE

For all Special Uses the Planning Commission must hold a public hearing on the special use application after appropriate notification has been issued based on Section 16.05.A. Following the public hearing the Planning Commission must review and consider the applicant's compliance with the requirements of the Zoning Ordinance and must forward to the Township Board their findings and recommendation for the Board to approve, approve with conditions, or deny the application for special use.

According to Section 16.06 of the Zoning Ordinance, the Township Board shall review the particular circumstances and facts of each proposed special use in terms of the following standards and required findings, and shall find and record adequate data, information and evidence showing that such a special use on the proposed site, lot, or parcel:

- A. *Will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance in terms of their uses, activities, processes, materials, equipment and conditions of operation, that will be detrimental to any persons, property, or the general welfare of the surrounding area in which it is located due to excessive production of traffic, noise, smoke, fumes, glare, or odors.*

The site is already developed, and the look of the building is consistent with the character of the area. The applicant is interested in utilizing the existing building, with modifications; for a funeral home. It does not appear that this use would cause any issues to the general welfare of the surrounding area.

- B. *Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*

The applicant has been in the funeral home business for a long time and based on their description of the use and the functionality of the site, we believe the site will be operated and maintained appropriately.

- C. *Will be served adequately by essential public facilities and services; such as, highways, roads, water supply systems, wastewater disposal systems, police and fire protection, storm water drainage systems, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed special use shall be able to provide adequately any such service.*

The proposed use should be adequately served by public services and facilities. Public utilities are in place for this area and the use is consistent with the planned capacity. The road providing access to the site is a state highway that is design to carry high volumes of traffic.

- D. *Will not be hazardous or disturbing to existing or future neighboring uses.*

The surrounding uses are well established. It does not appear this use would be hazardous or disturbing.

- E. *Will not create excessive additional requirements at public cost for public facilities, utilities and services.*

The proposed use is not expected to create any additional public costs.

- F. *Will not have a substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas.*

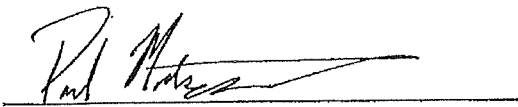
The site is already developed. The proposed changes will not have any negative environmental impacts.

*Items to be Addressed: 1) The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance. 2) The Planning Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.*

**RECOMMENDATIONS**

The proposed use is a good reuse of the exiting building if a special use is approved for the site. We would recommend the following items be addressed before the Planning Commission takes action on the site plan amendment and special use permit:

1. The Planning Commission should consider placing a condition on the use that the applicant limit the capacity of the building based on the available parking.
2. Address any comments from the Township Engineer's review regarding the water and sanitary sewer services, the drainage/detention system, grading, and soil erosion control.
3. The Planning Commission should review the proposed funeral home use in terms of the findings from Section 16.06 of the Zoning Ordinance.
4. The Planning Commission can recommend any conditions for the use that are necessary to make the site comply with the required findings for such a use.



**CARLISLE/WORTMAN ASSOC., INC.**  
Paul Montagno, AICP  
Senior Associate

#308-2102

cc: Joe Daus, Township Zoning Administrator  
John Enos, Principle CWA



HOWELL TOWNSHIP  
APPLICATION FOR SPECIAL USE PERMIT

Fee: \$750.00

File No. PCZ021-10

Parcel ID # 4706-26-100-085

1. Applicant BOLEK JENNINGS FUNERAL HOME

Print name: \_\_\_\_\_

2. Date of Application \_\_\_\_\_

3. Address 312 S. MICHIGAN AVE., HOWELL MI 48843

4. Telephone Number 517-546-0100

5. Applicant is the:

- a. Owner
- b. Lessee
- c. Land contract vendee
- d. Other

6. Legal Description SEE ATTACHMENT.  
(Attach copy if necessary)

7. Current Zoning Classification NEIGHBORHOOD SERVICE COMMERCIAL (NSC) WAS RECOMMENDED TO BE RE-ZONED TO OFFICE SERVICE DISTRICT (OS) BY PLANNING COMMISSION ON 9/28/21.

8. Attach completed Application for Land Use Permit. SEE ATTACHMENT.

9. Complete and attach hereto an Application for Site Plan Review. AMENDED SITE PLAN WAS RECOMMENDED FOR APPROVAL BY PLANNING COMMISSION ON 9/28/21.

10. Use for which permit is requested. FUNERAL HOME

11. Designate Ordinance section number authorizing special use requested. 8.02

12. Attach supporting material, exhibits and information that will support a finding of the following criteria: (Section 16.06)

a. Use will be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance. YES

b. The use will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or the intended character of the general vicinity. YES

c. The use will be served adequately by essential public facilities, such as highways, police and fire protection, drainage, refuse disposal. YES

d. That the use will not be hazardous or disturbing to existing or future neighboring uses. YES

e. That the use will not create excessive additional requirements of public costs for public facilities, utilities, and services. YES

f. That this use will not have substantial adverse impact upon the natural resources and environment of the lot or parcel upon which it is to be located and adjacent areas, including, but not limited to prime agricultural areas, forest and woodlot areas, lakes, rivers, streams, watersheds, water recharge areas, flood ways, and wildlife areas. YES

I hereby depose and say that all the above statements and information contained in this Application and any attachments submitted herewith are true and accurate.

Subscribed to and sworn to before me

this 30<sup>th</sup> day of September, 2021

Anna Warnstrom

Notary Public

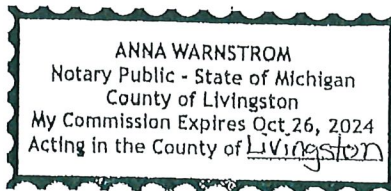
Livingston County, MI

My Commission Expires: 10/26/2024

Name of Owner/Applicant

TODD A. BOREK

Print name



# AGENDA ITEM

8D

**Howell Township Proposed Road Projects  
2022**

Brent and I met with Jodie Tedesco and Robert Daavettila from the Livingston County Road Commission to discuss road projects for 2022. Please see attached report from the Road Commission.

**Burkhart Rd – Grand River Avenue to Crandall Road**

For 2021 this stretch of Burkhart Road received a chip seal top dressing. After complaints from residents the Road Commission checked the quality of the chip and seal and they were not satisfied with the results. The Road Commission thinks the best course of action would be to do an asphalt overlay. The Road Commission has stated that they would be willing to pay \$357,980 toward this project which would leave \$272,020 as the Township portion which accounts for the Township's share of the chip seal road work.

**Oak Grove Road – Henderson Road to Barron Road**

The Road Commission would like to start working on Oak Grove Road in sections. The preferable direction would be from south to north. They intend to skip the first section, M-59 to Henderson, until the Annex Group has finished their project. The Road Commission would be willing to split the cost of this road work with Howell Township.

**Bridge Repair**

The County is using its bridge money to work on the bridges that are currently closed. The bridge on Marr Road (currently down to one lane) is on their list but may take several years before the money is available to replace this bridge.

**Mason Road**

The Road Commission is waiting on MDOT for bridge replacement on Mason Road near the swamp. The intent is to resurface Mason Road from Burkhart to County Farm after the bridge work has been completed.

Respectfully submitted,

Jonathan Hohenstein

# Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575  
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628  
Internet Address: [www.livingstonroads.org](http://www.livingstonroads.org)

October 27, 2021

Mr. Jonathan Hohenstein  
Howell Township  
3525 Byron Road  
Howell, MI 48855

Re: Burkhart Road and Oak Grove Road rehabilitation estimates

Dear Mr. Hohenstein,

The following are estimates for the rehabilitation of Burkhart Road and Oak Grove Road, per your request:

### **Oak Grove Rd – Henderson Rd to Barron Rd**

The work would consist of milling off the existing top lift of asphalt (+/-2.5 inches) to remove surface cracks and profile the roadway to enhance drainage, and then grading the existing gravel shoulder gravel to accommodate a 3.0 ft paved shoulder. Staff recommends placing two lifts of asphalt (+/- 4 inches in total), along with other necessary related work. The total project is approximately 1.58 miles long. The estimated cost for this work is **\$850,000**.

### **Burkhart Rd – Grand River Avenue to Crandall Road**

The proposed preservation project would include overlaying the existing chip and fog seal with an approximate 2.5" of asphalt. The chip seal last year will help mitigate the reflective cracking in this new pavement overlay. The project would also include adding approximately 2.5" of shoulder gravel to meet the new road height. The total project is approximately 3.26 miles long. The estimated cost for this work is **\$630,000**.

The above estimates are based on visual inspection. The above prices are based on estimated contract prices for our 2022 Pavement Preservation Program (PPP) and are subject to change.

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

Sincerely,



Robert Daavettila, P.E.  
Construction Engineer

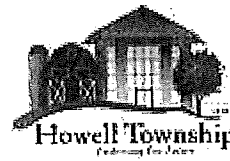


# AGENDA ITEM

8E

# Howell Township

3525 Byron Road • Howell, MI 48855  
Phone: (517) 546-2817 • Fax (517) 546-1483  
www.howelltownshipmi.org



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## Memorandum

To: Howell Township Board

From: Jean Graham, Howell Township Clerk

Date: November 8, 2021

Re: Howell Township Planning Commission Position

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Denise Markham joined the Howell Township Planning Commission on May 13, 2021 due to a member leaving midterm. The position that she filled ends as of December 31, 2021. I respectfully ask the board to reappoint Ms. Markham to the Howell Township Planning Commission for the term beginning January 1, 2022 and ending December 31, 2025.

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# AGENDA ITEM

8F



**Human Resources Committee**  
**November 2, 2021**

Attending: Mike Coddington, Jean Graham, Jonathan Hohenstein and Brent Kilpela

Proposed changes for employee compensation:

**Holidays** – Currently the Township provides some of the federal holidays as paid time off. Propose to give employees all Federal Holidays plus New Year’s Eve, Christmas Eve and Thanksgiving Eve as paid time off, effective immediately. The one exception is if Election Day ever becomes a federal holiday; with elections being a very busy day and a very important function of the Township we need to remain open.

**Health Care** – Currently the Township pays for 80% of the lowest health care plan offered by the Township for any employee that uses the Township health plan. No employee has ever used the lowest plan. Propose to increase the Township’s contribution to 90% of the mid-level health care plan for any employee that uses the Township health plan, effective December 1<sup>st</sup>.

**Vacation** - Currently the first two years of service are accrued at 1 week per year. Propose to increase the first two years of service vacation accrual to 2 weeks per year, effective December 1<sup>st</sup>.

**Inflation** – The federal government is increasing social security by 5.9% because of inflation. Propose to increase pay 6% due to inflation, effective January 1<sup>st</sup>.

**Human Resources Manual** – The Human Resource and Procedures Manual has been reviewed by our attorney and updates were recommended. A summary page will follow along with the updated manual. Propose to accept the changes as presented. – *still working on clarifications*

Respectfully submitted,

Jonathan Hohenstein