

Williamstown Township
Board of Trustees
Regular meeting

Wednesday, November 16, 2022
7:00 PM
4990 Zimmer Rd. Williamston

- *7:00 Call the Meeting to Order
Pledge
Roll Call
Agenda Approval
- 7:05 **Public Comment for agenda & non-agenda items****
- 7:15 Consent Agenda
Minutes of September 14 & October 12, 2022
Reports: Accounts Payable – Paid
Payroll – Paid October
Accounts Payable – Approval
Revenue/Expenditure
GL Activity Report
Building report
Police Report
Draft PC minutes
Treasurer's Report –September & October
- 7:20 Planning Commission Report
Jerry Eidt
- ACTION ITEMS**
- 7:30 Red Cedar Antiques
Demolition Award
- 7:35 Recycling Grant Contract
- DISCUSSION**
- 7:40 Event Barn Regulations
- 7:50 Farm Sign regulations
- 8:00 Strategic Planning Workshop
- 8:05 Budget Review
- 8:10 DNR Spark Grant
- 8:15 Reports:
Departments & Committees
NIESA Parks Elections Roads
- 8:25 **Public Comment for agenda & non-agenda items****
- 8:35 Review
- 8:40 Adjourn

All times are subject to change 3 minute time limit**

**Williamstown Township
Township Board Meeting Minutes
September 14, 2022**

Call to Order

The Williamstown Township Board of Trustees held their regular meeting at 7:00 p.m. on September 14, 2022. Supervisor Bloomquist called the meeting to order, reviewed the agenda, and led the Pledge of Allegiance.

Roll Call

Present: Supervisor Bloomquist, Trustee Eyster, Clerk Cleveland, Treasurer Cutshaw, Trustee Creagh, Trustee Duffy, and Trustee Steinberg.

Public Comment for agenda and non-agenda items

Opened at 7:01 PM

Donna Tocarchick - 9605 Deer Tr.: Ms. Tocarchick shared questions specific to the September 14th Board Meeting Agenda regarding: property ownership of Red Cedar Antiques, zoning regulations concerning wind energy, the utilization of food trucks at the Fall Harvest in relation to current township ordinance language, Neighborhood Roads Policy, and the updated building fee recommendations, specifically the inspection rates. In addition, from the August 2022 Board Minutes Draft, she requested additional information on Railroad Quiet Zones.

Closed at 7:06 PM

Consent Agenda

moved the consent agenda consisting of:

- **Approve the minutes of the August 10 Board Meeting & August 24, 2022 Special Board Meeting & Public Hearing, and September 6, 2022 Special Board Meeting**
- **General Fund Accounts Payable Paid #1, check numbers 31063-31083, for a total of \$22,779.64, Accounts Payable Paid #2, check numbers 31084-31088, for a total of \$3,376.73, and Accounts Payable Paid #3, check number 31102, for a total of \$2,333.32.**
- **General Fund Accounts Payable Paid #1 – Police, check number 1128, for a total of \$1,166.68.**
- **General Fund Accounts Payable for Approval #1, check numbers 31089-31101, for a total of \$3,615.93, and Accounts Payable for Approval #2, check number 31103, for a total of \$1,600.00.**
- **August Payroll Paid check numbers 50978-51004 and EFTs 762-763, for a total of \$12,835.71 (phys. check amount), and Direct Deposit DD197-225, for a total of \$24,918.23.**
- **GL Activity Report for August 2022.**
- **Revenue and Expenditure report ending August 31, 2022.**
- **Building Inspection Report**
- **Police Report**
- **Acknowledge receipt of August 2022 Treasurer's Report**

Seconded by:

Discussion: Clerk Cleveland noted that the Consent Agenda should read August payroll paid, instead of July. In addition the August Payroll Paid amount should read \$12,835.17 instead of \$112,835.71. Corrections were made.

Roll Call Vote:

Ayes: Trustee Eyster, Clerk Cleveland, Treasurer Cutshaw, Trustee Creagh, Trustee Duffy, Trustee Steinberg, and Supervisor Bloomquist.

Nays: None

Motion Passed.

Red Cedar River Water Trail/Williamston Rotary Satellite Club Update

John Bollman, 4185 Meadowdale: Mr. Bollman provided the Board with an update on the Red Cedar Water Trail efforts. He noted that the work is a combined endeavor of the East Lansing, Okemos, Williamston Sunrise and Williamston Satellite Rotary Clubs. They have a shared vision to create a local and viable “up north water opportunity” for area residents. The updates included:

- Launch site developments
- Signage and logo efforts in conjunction with the Ingham County Parks Department
- Grant sources that are being sought for information kiosks and floating docks for access
- Ideas on the utilization of the rapids for training and experience with river boating
- Developing maintenance programs that would include ascertaining blockages, clearing log jams, and river traffic monitoring
- Collaboration with the Boy Scouts on Eagle Scout Projects that included the creation of a Boat Rack
- How the development of this water trail could encourage patronage to local businesses and restaurants along the route, as well as lead to possible enhancements of the roadside park located on Grand River at Meridian Road

Mr. Bollman noted that the work has cultivated partnerships across many municipalities, local organizations, and government agencies committed to continue the progress towards making this river trail come to fruition for the benefit of area residents.

ACTION ITEMS

Building Fee Schedule Recommendations

Trustee Creagh moved the Township Board approve the building permit fee revisions recommended by the Building Department that includes a one-year annual review.

Seconded by: Treasurer Cutshaw

Discussion: Board members sought clarification on the “TBD Status” on reroofing, valuation calculations, right of way permits, and how new fees were determined. Supervisor Bloomquist summarized the process that was used in establishing the new recommendations and noted that the last time fees were adjusted was in 2012. Trustee Creagh suggested adding a review of fees after implementing the new schedule for a year.

Roll Call Vote:

Ayes: Clerk Cleveland, Treasurer Cutshaw, Trustee Creagh, Trustee Duffy, Trustee Steinberg, Supervisor Bloomquist, and Trustee Eyster.

Nays: None

Motion Passed.

Planning Commission Appointment

Clerk Cleveland moved the Township Board approve the recommended appointment of Jim Brinker to replace Annette Davis’s term on the Planning Commission, expiring September 2024.

Seconded by: Trustee Duffy

Discussion: Clerk Cleveland shared that working with Jim on other township committees has been a positive experience. It was noted that his telecommunications background and expertise will be important as the township discusses potential improvements.

Motion Passed.

Capital Improvement Plan

Trustee Creagh moved the Township Board refer the development of a Capital Improvement Plan to the Planning Commission, then to present to the Board for consideration.

Seconded by: Clerk Cleveland

Discussion: Trustee Creagh shared that the example Capital Improvement Plan (CIP) reports provided to Board Members were extensive and wondered if the use of a consultant to assist the Planning Commission with the work and document creation would be an asset to the process. Supervisor Bloomquist shared that a consultant could advise the work and reminded the Board that part of the process would include each Township department and/or committee providing considerations, priorities, and proposals to the Planning Commission. Trustee Creagh also suggested that there is a value in seeking township resident perspectives to also inform where the priorities should be, in addition to the Township input. Supervisor Bloomquist supported this suggestion and noted that the Engage Williamstown program, once up and running, could collect this input for the Commission. Clerk Cleveland supports the CIP initiative as it could help the township better plan for the future and would reflect what our residents value. Treasurer Cutshaw emphasized that this was good timing with the ARPA funds as the Board determines what to plan for. She also noted that there is a useful webinar put on by the State and/or MSU Extension that would guide the planning for this process and where to begin. She will find the information and pass it along. In addition, Supervisor Bloomquist will share the Capital Improvement Plan Memo with the Planning Commission.

Motion Passed.

Red Cedar Antiques Demolition – Request for Proposal

Treasurer Cutshaw moved the Township Board approve the request for proposal for the demolition of the remains of the structure at 1435 E. Grand River Rd. (parcel # 33-03-03-34-403-009). According to the Blight Ordinance under Section 20.01 and 20.02, the conditions on the property at 1435 E. Grand River Rd. is considered a public nuisance and must be abated. (20.03) (20.08).

Seconded by: Trustee Steinberg

Discussion: Supervisor Blomquist noted that the current state of the burned building is unsafe and is in violation of the Township Blight Ordinance. Furthermore, she shared that there is no insurance on the property. There have been several attempts of communication in multiple formats regarding the property, including certified mail, but the owner has not replied or communicated upon receiving these communications. The Board inquired about repayment of the demolition fees to the Township. The Supervisor explained that upon completion of the demolition, a lien would be placed on the property and appear on the owner's tax bill. Payment to the township would occur immediately upon payment of the taxes. Supervisor Bloomquist also reassured the Board that the upcoming actions by the Township, including the approval to seek an RFP by the Township for demolition services as well as timelines for the work, would be communicated to the owner. The RFP is due by September 28th so that it can be finalized at the October Board Meeting.

Roll Call Vote:

Ayes: Trustee Duffy, Trustee Steinberg, Supervisor Bloomquist, Trustee Eyster, Clerk Cleveland, Treasurer Cutshaw, and Trustee Creagh.

Nays: None

Motion Passed.

Wind Energy Regulations

Trustee Creagh moved the Township Board request the Planning Commission review the regulations for solar and wind energy and consider amendments to present to the Board for consideration, if appropriate.

Seconded by: Trustee Steinberg

Discussion: The Board inquired about locations in the Township that Wind Energy would be viable. Supervisor Bloomquist noted that our township is considered more suburban, and therefore less suitable, and currently viable locations are unknown due to grid and transfer locations. She further clarified that the objective of this regulation development is so that if the township were approached about any wind turbines the township would have language and guidelines in place. Trustee Creagh suggested adding the word “solar” to the motion, as well as “if appropriate,” as changes to the regulations may not be necessary.

Motion Passed.

EV Smart Communities Program

Trustee Cutshaw moved the Township Board approve participation in the EV Smart Communities Program.

Seconded by: Trustee Eyster

Discussion: Trustee Steinberg questioned if the Township had determined if it wanted to install Charging Stations. The Board determined it would be better to edit the second bullet in the letter to the EV Smart Communities Administrators to read that, “It supports the development of charging infrastructure..,” in addition, the Township would add that it would “Seek input from the public for wants/needs.” Trustee Eyster noted that this is an interest of the Environmental Committee and supports moving forward in this program and participating. Supervisor Bloomquist shared that only one member from the Township can participate.

Motion Passed.

DISCUSSION ITEMS

Harvest Festival- Forest Dedication – Supervisor Bloomquist reviewed the Harvest Festival information in the Board packet, including the schedule, planned activities, and budget updates. She shared that the festival is considered a Special Event, therefore Food Trucks can be included.

Strategic Planning - Supervisor Bloomquist provided the Board information on an upcoming Township Resident Educational Opportunity called Solarize Greater Lansing. It will take place via Zoom on September 26th. Residents can find out more on the website, as well as enroll. It was suggested that we collect feedback from the residents upon completion of the learning session.

City of Williamston Joint Meeting – September 21, 2022 – Supervisor Bloomquist reminded the Board about this annual meeting and that it is part of the Township’s 425 Agreement. This year the City of Williamston is hosting. Board Members were encouraged to attend, as well as share topics that they would like discussed. Topics mentioned included: the water trail, safe corridors to schools, and green burials.

Reports – Departments and Committees

NIESA – Trustee Duffy shared that there had been two NIESA Meetings since the last Township Board Meeting. The August meeting highlights included:

- the discussion on plans for the 702 E. Grand River vacant lot across from the old fire station and whether or not NIESA should list the property to sell
- the decision to end the 911 Ceremony – it was shared that it has become increasingly difficult to schedule speakers and volunteers have decreased over the years. Instead, they will do a stand-alone recognition ceremony

The September meeting highlights included the:

- completion of seal coating of the parking lot to Station 62
- cashing out of a CD and moving the funds to a savings account until new CD options could be explored

- listing of 702 E. Grand River with the asking price of \$80,000 (purchased for \$72,500)
- creation of a Training Pay Policy – to compensate new trainees while they are taking classes
- approval of the proposal with the Webberville DDA

Trustee Duffy also shared an update that Mason Lansing Ambulance will no longer be serving nine rural communities due to financial reasons. Mutual aid will be given to those areas by surrounding emergency services while these communities determine next steps in securing EMS Services.

Parks and Recreation Committee – Supervisor Bloomquist provided an update on Township rental property and renter. Currently, there is no confirmation on a future renter.

Forestry Grant – Trustee Eyster shared that on Friday, September 16th (9am-12pm) and Sunday, September 18th (9am-12pm and 1pm -4pm) residents will be working with the Forestry Grant Team to attend to the newly planted trees that have outgrown their protective sleeves. Chicken wire fencing will be placed around them. There are approximately 75 trees to do this with. She noted that several scouts will be earning Environmental and Community Badges for their work on this. Other developments include a permanent watering station developed by the Sunrise Rotary, as well as finalizing the Grant Report which is due at the end of the month.

Elections – Clerk Cleveland shared that the Election Department is gearing up for the General Election in November. The August Primary has been certified by the State. Both of Williamstown's Precincts balanced without a problem, as well as the Absent Voter Counting Board (AVCB). She was able to secure a Tabulator from the City of Lansing for use as a second Tabulator for the AVCB in November. It will be returned to them upon completion of the Election. In addition, the AVCB location has been moved to the Forster Woods building at St. Katherines this year. Clerk Cleveland expressed her appreciation of their willingness to host our residents/precincts and share this additional building with us for Election Day.

Summer Taxes - Treasurer Cutshaw shared that that the deadline for Summer Taxes was today (9/14/22) at 5pm. The Township experienced a high rate of payment, only 129 residents haven't paid. That is the lowest number in years. Letters go out residents who have not yet paid on Thursday, September 15th that will include a 1% late charge. She noted that tax payments made directly to the local banks have increased and gives residents options. Treasurer Cutshaw commended the efforts of Deputy Treasurer VanErp in ensuring a smooth tax season for both residents and the township office.

Red Cedar Manor – Supervisor Bloomquist shared that Ingham County Road Commission notified her of the need to reschedule the road work for next May 2023. They confirmed that the price will not change. A letter has been sent to the residents. She also noted that the Drain Commissioner is looking to get Federal Funds for the culvert replacement. Once this becomes known, the townships portion will be able to be determined.

Safe Routes to School – Supervisor Bloomquist updated the Board on progress of this initiative. The goal is to create a shared pathway for bicycles and pedestrians along Williamston Rd. to include the Maple Shade subdivision. The stakeholder group of participants who are working on this will be submitting a grant for Federal Funds to help pay for this project. Public input will be sought before the grant application and routes are determined. The Board noted that this supports our Strategic Plan for walkable communities.

Public comment for agenda and non-agenda items

Opened at 8:55 PM

Donna Tocarchick - 9605 Deer Tr.: Ms. Tocarchick shared her appreciation for the answers she received regarding her questions. She noted that she is still seeking information on the Railroad Quiet Zone and Neighborhood Road Policy and confirmed that Supervisor Bloomquist will contact her regarding this.

Nancy Horton – 5632 Shoeman Rd.: Ms. Horton shared her concern regarding the Township Code Enforcement position and its necessity, as well as funding. She asked the board to consider a public review of the names of applicants and their qualifications before hiring.

Closed at 8:59 PM

Adjournment and Review

Trustee Duffy moved to adjourn the meeting.

Seconded by Clerk Cleveland

Meeting adjourned at 9:00 p.m.

Minutes approved by:

Wanda Bloomquist, Township Supervisor

Date

Robin A. Cleveland, Township Clerk

Date

11/02/2022 03:35 PM
User: KIM
DB: Williamstown

GL ACTIVITY SUMMARY REPORT FOR WILLIAMSTOWN TOWNSHIP

Page: 1/1

All Funds
FROM 10/01/2022 TO 10/31/2022
Acct Type Revenue

GL Number	Description	Beginning Balance	Debits	Credits	Ending Balance	Available Balance
Fund 101 GENERAL FUND						
101-000-470.000	CABLE TV LICENSE FEE	(1,110.32)	0.00	407.20	(1,517.52)	23,482.48
101-000-477.000	BUILDING PERMITS	(25,725.00)	0.00	8,840.00	(34,565.00)	(2,565.00)
101-000-574.000	STATE SHARED REVENUE	(312,179.00)	0.00	105,674.00	(417,853.00)	42,952.00
101-000-608.000	PLANNING FEES	(900.00)	0.00	600.00	(1,500.00)	4,500.00
101-000-611.000	PARK FEES	(1,013.20)	0.00	60.00	(1,073.20)	1,426.80
101-000-619.000	COPIES & FAXES	(289.75)	0.00	40.00	(329.75)	(129.75)
101-000-667.000	RENTALS	(1,885.00)	0.00	240.00	(2,125.00)	(1,425.00)
101-000-669.000	MISC INCOME <u>FOIA Request</u>	(3,226.90)	0.00	435.54	(3,662.44)	(3,662.44)
101-000-669.040	WIRELESS INTERNET	(1,155.00)	0.00	192.00	(1,347.00)	953.00
Fund 207 POLICE						
207-000-670.000	LIQUOR LICENSE FEES	0.00	0.00	1,004.51	(1,004.51)	295.49
Fund 209 CEMETERY						
209-000-602.000	PLOT SALES	(4,800.00)	0.00	5,800.00	(10,600.00)	4,400.00
209-000-604.000	FOUNDATIONS	(5,302.00)	0.00	345.60	(5,647.60)	2,352.40
209-000-605.000	BURIAL OPENING/CLOSING	(6,300.00)	0.00	2,000.00	(8,300.00)	6,700.00
209-000-606.000	CREMAINS BURIAL	(5,550.00)	0.00	250.00	(5,800.00)	2,200.00
209-000-669.000	MISC INCOME <u>bush removal</u>	0.00	0.00	140.00	(140.00)	(140.00)
Fund 401 CAPITAL PROJECT FUND						
401-000-667.000	HOUSE RENTAL	(4,800.00)	0.00	1,200.00	(6,000.00)	8,400.00
401-752-583.001-FORESTRY	GRANT FUNDING	0.00	0.00	15,000.00	(15,000.00)	0.00
Grand Total:		(374,236.17)	0.00	142,228.85	(516,465.02)	89,739.98

Finaled Permit List

11/01/2022

Permit	Address	Issued	Status	Category	Permit Fees	Const. Value
PB20-0060	4132 GOLDFINCH LN	08/14/2020	FINALED	POOL	\$90.00	
PB20-0086	4132 GOLDFINCH LN	10/14/2020	FINALED	Res. ADD / REMODEL / REPAIR	\$230.00	\$5,000
PB22-0058	4032 THATCHER RD	06/08/2022	FINALED	DECK	\$190.00	\$25,000
PB22-0062	1940 MAPLE SHADE DR	06/16/2022	FINALED	Res. ADD / REMODEL / REPAIR	\$230.00	\$5,700
PB22-0065	6051 SHAFTSBURG RD	06/23/2022	FINALED	ACCESSORY BLDG ADD/REMOI	\$230.00	\$15,000
PB22-0068	1000 E GRAND RIVER RI	08/09/2022	FINALED	Commercial, Utility Building	\$190.00	\$96,000
PB22-0097	221 SHOESMITH RD	09/01/2022	FINALED	SOLAR	\$165.00	\$37,111
PB22-0107	690 GULICK RD	09/14/2022	FINALED	RE-ROOF	\$185.00	\$15,683
PB22-0114	4049 BEEMAN RD	10/04/2022	FINALED	RE-ROOF	\$185.00	\$16,750

Total Permits: 9

Total Value: \$216,244

Total Fees: \$1,695.00

Issued Permit List

11/01/2022

Permit	Address	Issued	Status	Category	Contractor	Permit Fees	Const. Value
PB22-0057	4132 GOLDFINCH LN	10/26/2022	ISSUED	DECK	Juan Lopez	\$190.00	\$22,351
PB22-0110	1138 WILD CHERRY DR	10/06/2022	ISSUED	Res. ADD / REMODEL / F		\$280.00	\$4,000
PB22-0114	4049 BEEMAN RD	10/04/2022	FINALED	RE-ROOF	Sherriff Goslin	\$185.00	\$16,750
PB22-0119	1702 OSPREY AVE	10/19/2022	ISSUED	Reroof	BRUNETTE HOME IMPROVEMENT, INC	\$165.00	\$27,684
PB22-0120	312 E GRAND RIVER RD	10/19/2022	ISSUED	Res. New Construction		\$2,315.00	\$228,880
PB22-0121	237 E SHERWOOD RD	10/25/2022	ISSUED	Reroof	Home Pro Roofing	\$165.00	
PB22-0122	6439 ZIMMER RD	10/26/2022	ISSUED	DECK	Derengoski Construction	\$325.00	\$30,000
PB22-0123	239 E NEWMAN RD	10/19/2022	ISSUED	Res. ADD / REMODEL / F	ODD FELLOWS CONTRACTING	\$525.00	\$50,000
PB22-0124	921 BARRY RD	10/26/2022	ISSUED	Res. New Construction	EASTBROOK HOMES	\$2,715.00	\$269,000
PB22-0129	4273 MERIDIAN RD	10/27/2022	ISSUED	Reroof	Atlantis Corp	\$330.00	\$23,319

Total Permits: 10

Total Value: \$671,984

Total Fees: \$7,195.00

OCTOBER 2022 POLICE REPORT - WILLIAMSTOWN TOWNSHIP

	JANUARY		FEBRUARY		MARCH		1ST QUARTER	
	2021	2022	2021	2022	2021	2022	2021	2022
Calls for Service	121	103	85	45	139	62	345	210
Written Reports	26	20	13	14	16	15	55	49
Crash Reports	18	9	9	10	5	5	32	24
Personal Injury Reports	1	0	2	0	1	0	4	0
Citations	5	4	3	2	12	6	20	12
Charges	5	4	4	2	14	7	23	13
Arrests	0	0	0	1	2	1	2	2
Patrol Hours	354.50	178.50	334.25	160.00	355.50	182.00	1044.25	520.50
Billable Patrol Hours	14.75	16.25	18.25	14.75	21.75	15.50	54.75	46.50
Cost	\$861.55	\$1,099.31	\$1,065.98	\$997.84	\$1,270.42	\$1,048.58	\$3,197.95	\$3,145.73
	APRIL		MAY		JUNE		2ND QUARTER	
	2021	2022	2021	2022	2021	2022	2021	2022
Calls for Service	115	98	113	99	146	97	374	294
Written Reports	19	16	20	11	19	25	58	52
Crash Reports	3	5	6	2	5	11	14	18
Personal Injury Reports	1	2	3	0	0	5	4	7
Citations	4	5	8	3	9	8	21	16
Charges	5	6	8	3	13	13	26	22
Arrests	0	3	1	0	1	1	2	4
Patrol Hours	343.25	172.00	368.25	178.25	366.50	173.50	1078.00	523.75
Billable Patrol Hours	13.25	19.75	20.00	20.25	28.25	22.00	61.50	62.00
Cost	\$773.93	\$1,336.09	\$1,168.20	\$1,369.91	\$1,650.08	\$1,488.30	\$3,592.22	\$4,194.30
	JULY		AUGUST		SEPTEMBER		3RD QUARTER	
	2021	2022	2021	2022	2021	2022	2021	2022
Calls for Service	131	108	123	128	123	101	377	337
Written Reports	17	9	11	19	28	18	56	46
Crash Reports	2	1	4	5	12	8	18	14
Personal Injury Reports	1	0	0	1	1	0	2	1
Citations	13	2	9	3	7	4	29	9
Charges	16	4	10	3	7	4	33	11
Arrests	0	1	1	3	3	3	4	7
Patrol Hours	357.00	185.00	356.50	183.00	343.75	178.25	1057.25	546.25
Billable Patrol Hours	11.25	17.75	21.25	21.50	15.50	12.75	48.00	52.00
Cost	\$657.11	\$1,200.79	\$1,241.21	\$1,454.48	\$905.36	\$862.54	\$2,803.68	\$3,517.80
	OCTOBER		NOVEMBER		DECEMBER		4TH QUARTER	
	2021	2022	2021	2022	2021	2022	2021	2022
Calls for Service	126	105					126	105
Written Reports	21	21					21	21
Crash Reports	9	11					9	11
Personal Injury Reports	2	1					2	1
Citations	6	4					6	4
Charges	7	5					7	5
Arrests	1	1					1	1
Patrol Hours	358.00	184.00					358.00	184.00
Billable Patrol Hours	21.25	24.75					21.25	24.75
Cost	\$1,241.21	\$1,674.34	\$0.00	\$0.00	\$0.00	\$0.00	\$1,241.21	\$1,674.34
YEAR TO DATE								
	2021	2022						
Calls for Service	1222	946						
Written Reports	190	168						
Crash Reports	73	67						
Personal Injury Reports	12	9						
Citations	76	41						
Charges	89	51						
Arrests	9	14						
Patrol Hours	3537.50	1774.50						
Billable Patrol Hours	185.50	185.25						
Cost	\$10,835.06	\$12,532.16						

**WILLIAMSTOWN TOWNSHIP
PLANNING COMMISSION MEETING
MINUTES – 11/2/22**

CALL TO ORDER

The Williamstown Township Planning Commission convened at 7:00pm at the Township Hall, 4990 Zimmer Road, Williamston, MI. Chair Eidt called the meeting to order and reviewed the agenda.

PRESENT: Chair Eidt, Commissioners Stanford, Weston, Giese, Tocarchick, Flore, Poth (joined the meeting shortly after 7:00pm), Brinker, and Trustee Creagh.

ABSENT: None. Quorum established.

ALSO PRESENT: Planning Consultant Chris Doozan of McKenna and Jim Howard, Planning Assistant.

Chair Eidt led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion by Weston, second by Tocarchick to approve the agenda.

Motion approved 8 – 0.

APPROVAL OF MINUTES

Motion by Stanford, second by Brinker to approve the minutes of October 5, 2022.

Motion approved 8-0.

PUBLIC COMMENT

None. Closed public comment at 7:05pm.

PUBLIC HEARING

Farm signs of 24 feet on residential parcels

Motion by Brinker, second by Weston to open the public hearing.

Motion approved 9 – 0.

Chris Doozan briefly reviewed the proposed revisions to Article 7 regulations on signs.

Discussion by commissioners (no public present):

- Why 24 sq. ft.?
- Where would the new language fit in?
- What prompted this?
- How many parcels would be affected?
- What about “Chew Mail Pouch” signs, signs painted on barns and names spelled out in shingles?
- The variance process with the ZBA would still be available.

Motion by Weston, seconded by Flore to close the public hearing.

Motion Approved 9-0.

UNFINISHED BUSINESS

- *Farm signs of 24 feet on residential parcels*

Motion by Brinker, second by Flore to recommend to the Township Board that the amendment to Article 7/Signs allowing farm signs of 24 sq. ft. on residential parcels be adopted.

Motion approved 9 – 0.

- *Event Barns*

Discussion about the traffic impact study that is being required, the cost involved and the traffic volume. It was noted that such a study benefitted the Brighton Township facility.

Motion by Weston, second by Poth to recommend to the township board that the event barn amendment be adopted.

Motion approved 9 – 0.

- *Home Occupations (2.06) - Telecommuting*

Mr. Doozan briefly reviewed his memo regarding the recommended text amendment for the commission to examine involving telecommuting.

Commissioner Discussion:

- It was questioned whether this language is needed in the current ordinance.
- Difficulty in seeing the need.
- It is an overly broad interpretation of land use regulations.
- It was clarified that this would allow telecommuting.
- What about home schooling?
- Next step would be to schedule a public hearing, but if the PC doesn’t believe that this updated language is necessary then it doesn’t need to go to public hearing.

Motion by Tocarchick, seconded by Giese that this topic not be considered any further.

Ayes: Tocarchick, Giese, Weston, Stanford, Flore, Poth, Creagh.

Nayes: Eidt, Brinker.

Motion approved 7-2 (issue to be dropped with no further consideration).

- *Home Occupations (2.06) – Medical Marijuana*

Mr. Doozan briefly reviewed some of the items in his October memo regarding the recommended text amendment for the commission to analyze involving Medical Marijuana.

Discussion ensued.

- Concern was raised about item #6 beginning on page 2, needs clarification.
- No signage allowed.
- What about a process for enforcement of odor complaints/doesn't take many plants.
- Some communities use a carbon filtering system for odor mitigation.
- Composting was mentioned , where only 50% of the material can be from marijuana.
- Lighting was brought up as a possible annoyance for neighbors.
- Why in residential, what about commercial?
- Can't be exclusionary, must provide reasonable accommodation.
- Concern about legal challenges.

Motion by Stanford, second by Giese to postpone to the January meeting for revisions.

Motion approved 9 – 0.

- *Slate of officers*

Committee members Giese and Weston briefly discussed their findings.

Motion by Giese, second by Tocarchick to retain the existing group of officers with Eidt as chair, Stanford as vice-chair and Giese as secretary.

Motion approved 9 – 0.

NEW BUSINESS

- *Home-based child care providers*

Chris D. reviewed his memo on the issue and that the revisions are needed to bring the Township's ZO into compliance with state law.

Motion by Stanford, second by Brinker to schedule a public hearing on the issue at the January 25, 2023 PC meeting.

Motion approved 9 – 0.

- *Solar and wind energy systems*

Chris D. and commissioner Stanford led a discussion on the issue and the workshop they have been attending.

- Wind towers can be 500 ft to 650 feet in height
- Other issues involve noise, shadow flicker and bird kill
- Should they be permitted, and where?
- Suggestion about creating an overlay zone
- The aesthetics of fencing to neighbors
- Do we need community solar?
- Would a moratorium be appropriate?

Motion by Weston, second by Brinker to have Chriss Doozan begin drafting language to update the solar and wind sections of the ZO.

Motion approved 9 – 0.

PLANNING AND BOARD REPORTS AND REVIEW

Township Board Report – Trustee Creagh mentioned that the board approved the police assessment roll, that Commissioners Poth and Tocarchick were reappointed to the PC, the recycling grant was approved, the next strategic plan meeting will be in December, and the issue on Damon Road with disruptive holiday decorations.

The electronic sign in Williamston was brought up, also the safe routes to School meeting tomorrow (Thursday) and the Capital Improvements Committee which is tentatively scheduled to meet Monday, 11/7.

CORRESPONDENCE

None

CITIZEN COMMENT

REVIEW

Chair Eidt reviewed the PC's actions from the meeting:

- *Public hearing for farm signs on residential property was held and the amendment was recommended for approval by the township board;*
- *The event barns proposed amendment was recommended for approval by the township board;*
- *The telecommuting issue was dropped from consideration;*

- *Action on the Proposed Medical Marijuana Draft Language was postponed to the January, 2023 meeting;*
- *A public hearing for the home-based child care providers amendment was scheduled for the January, 2023 meeting;*
- *The current Slate of Officers will be retained;*
- *Chris D. was asked to begin drafting revised language for solar and wind energy systems.*

ADJOURNMENT

Motion by Commissioner Weston, second by Commissioner Giese to adjourn.

Meeting adjourned at 9:25 pm.

Jim Howard
Recording Secretary

Secretary Giese

Williamstown Township Treasurer's Report

Financial Activity in September 2022

Presented at the meeting of the Township Board on Wednesday, October 12, 2022

General Ledger Report for September 2022

Account	Cash		Investment		Total	
	9/1/22	9/30/22	9/30/22	9/1/22	9/30/22	
General Fund	\$575,401.56	\$528,481.15	\$ 773,875.43	\$1,348,576.32		\$1,302,356.58
Cemetery	\$168,759.43	\$181,217.62	\$ 73,936.56	\$ 242,692.31		\$ 255,154.18
Police Services	\$147,534.66	\$146,395.53	\$ 214,931.32	\$ 362,037.34		\$ 361,326.85
Capital Project Fund (401)	\$712,197.62	\$ 702,288.52	\$ 314,860.98	\$1,026,993.67		\$1,017,149.50
+ ARPA funds	\$544,779.92	\$ 544,779.92	\$ 0.00	\$ 544,779.92		\$ 544,779.92

Bank Statements for August 2022

<u>Bank Accounts</u>	8/1/2022	Total Withdrawals	Total Deposits	Interest	8/30/2022
Independent Bank					
(new) Gen/Cem/401	\$1,999,207.11	\$ 86,028.97	\$ 115,693.08	\$ 1,398.17	\$2,030,269.39
Inc. ARPA funds					
Independent Bank					
Taxes	\$219,737.59	\$ 358,652.81	\$ 789,071.36	\$ 0.00	\$ 650,156.14
Huntington Bank					
Police Services	\$149,010.66	\$ 1,505.00	\$ 0.00	\$ 12.58	\$ 147,518.24

Police Services Investment Schedule as of September 2022

<i>Bank Name</i>	<i>Account Type</i>	<i>Amount</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Interest Earned</i>
MSUFCU C0	CD	\$ 51,286.03	0.60%	4/15/23	\$ 168.28
MSUFCU C1	CD	\$ 50,401.03	1.80%	10/10/23	\$ 51.76
First National Bank	CD	\$ 55,711.30	0.95%	12/19/23	\$ 800.81
First National Bank	CD	\$ 55,711.30	0.95%	12/19/23	\$ 800.81
Total Police Investment		\$213,109.66			\$ 1,821.66

Cemetery Fund Investment Schedule as of September 2022

<i>Bank Name</i>	<i>Account Type</i>	<i>Amount</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Interest Earned</i>
Flagstar Bank	CD	\$ 43,060.47	0.60%	4/26/23	\$ 0.00
Independent Bank 27-1	CD	\$ 30,876.09	1.05%	10/1/23	\$ 0.00
Total Cemetery Investment		\$ 73,936.56			\$ 0.00

General Fund Investment Schedule as of September 2022

<i>Bank Name</i>	<i>Account Type</i>	<i>Amount</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Interest Earned</i>
Flagstar Bank	CD	\$104,660.62	.20%	11/8/22	\$ 31.40
Independent Bank 90-1	CD	\$105,764.33	.75%	3/31/23	\$ 0.00
Independent Bank 36-1	CD	\$105,602.31	.75%	4/8/23	\$ 0.00
Dart Bank-1839	CD	\$107,521.32	2.00%	7/2/23	\$ 430.68
Flagstar Bank	CD	\$106,402.89	2.70%	8/9/23	\$ 0.00
Dart Bank-3867	CD	\$130,437.68	2.00%	9/20/23	\$ 0.00
First National Bank	CD	\$111,422.57	.95%	12/19/23	\$ 1,601.63
Total General Fund Investment		\$771,811.72			\$ 2,063.71

401 Capital Project Fund as of September 2022

<i>Bank Name</i>	<i>Account Type</i>	<i>Amount</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Interest Earned</i>
Fifth Third Bank	US Treas. Bond	\$314,661.60	1.50%	3/31/23	\$ 199.38
Total General Fund Investment		\$314,661.60			\$ 199.38

CD Maturity Date by Fund

<i>Bank Name</i>		<i>Amount</i>	<i>Interest Rate</i>	<i>Start Date</i>	<i>Maturity Date</i>	<i>Time Length</i>
<u>General Fund</u>						
Flagstar Bank	Q	\$104,660.62	0.20%	11/21	11/8/22	12 months
Independent Bank 90-1	A	\$105,764.33	0.75%	7/22	3/31/23	9 months
Independent Bank 36-1	M	\$105,602.31	0.75%	7/22	4/08/23	9 months
Dart Bank - 1839	Q	\$107,521.32	2.00%	6/22	7/2/23	13 months
Flagstar Bank	Q	\$106,402.89	2.70%	8/22	8/9/23	12 months
Dart Bank - 3867	Q	\$130,242.21	2.00%	8/22	9/20/23	13 months
First National Bank	Q	\$111,422.57	0.95%	9/20	12/19/23	39 months
<u>Cemetery Fund</u>						
Flagstar Bank	Q	\$43,060.47	.60%	4/22	4/26/23	12 months
Independent Bank 27-1	M	\$30,876.09	1.05%	10/21	10/1/23	12 months
<u>Police Services</u>						
MSUFCU	Q	\$51,286.03	0.60%	3/22	4/15/23	13 months
MSUFCU	Q	\$50,401.03	1.80%	9/22	10/10/23	13 months
First National Bank	Q	\$55,711.30	0.95%	9/20	12/19/23	39 months
First National Bank	Q	\$55,711.30	0.95%	9/20	12/19/23	39 months

Williamstown Township Treasurer's Report

Financial Activity in October 2022

Presented at the meeting of the Township Board on Wednesday, November 16, 2022

General Ledger Report for October 2022

Account	Cash		Investment		Total	
	10/1/22	10/31/22	10/31/22	10/1/22	10/31/22	
General Fund	\$528,481.15	\$592,495.51	\$ 773,875.43	\$1,302,356.58	\$1,366,370.94	
Cemetery	\$181,217.62	\$183,549.58	\$ 73,936.56	\$ 255,154.18	\$ 257,486.14	
Police Services	\$146,395.53	\$106,765.08	\$ 214,931.32	\$ 361,326.85	\$ 321,696.40	
Capital Project Fund (401)	\$702,288.52	\$717,733.52	\$ 314,860.98	\$1,017,149.50	\$1,032,594.50	
+ ARPA funds	\$544,779.92	\$ 544,779.92	\$ 0.00	\$ 544,779.92	\$ 544,779.92	

Bank Statements for September 2022

<u>Bank Accounts</u>	9/1/2022	Total Withdrawals	Total Deposits	Interest	9/30/2022
Independent Bank					
(new) Gen/Cem/401	\$2,030,269.39	\$ 85,399.78	\$ 34,906.53	\$ 1,727.53	\$ 1,981,503.67
Inc. ARPA funds					
Independent Bank					
Taxes	\$ 650,156.14	\$ 650,322.62	\$2,259,188.88	\$ 0.00	\$ 2,259,022.40
Huntington Bank					
Police Services	\$ 147,518.24	\$ 1,171.68	\$ 0.00	\$ 14.97	\$ 146,361.53

Police Services Investment Schedule as of October 2022

<i>Bank Name</i>	<i>Account Type</i>	<i>Amount</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Interest Earned</i>
MSUFCU C0	CD	\$ 51,286.03	0.60%	4/15/23	\$ 168.28
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<i>Bank Name</i>	<i>Account Type</i>	<i>Amount</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Interest Earned</i>
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Total Cemetery Investment		\$ 73,936.56			\$ 0.00

General Fund Investment Schedule as of October 2022

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Dart Bank-1839	CD	\$107,521.32	2.00%	7/2/23	\$ 430.68
Flagstar Bank	CD	\$106,402.89	2.70%	8/9/23	\$ 0.00
Dart Bank-3867	CD	\$130,437.68	2.00%	9/20/23	\$ 0.00
First National Bank	CD	\$111,422.57	.95%	12/19/23	\$ 1,601.63
Total General Fund Investment		\$771,811.72			\$ 2,063.71

401 Capital Project Fund as of October 2022

<i>Bank Name</i>	<i>Account Type</i>	<i>Amount</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Interest Earned</i>
Fifth Third Bank	US Treas. Bond	\$314,661.60	1.50%	3/31/23	\$ 199.38
Total General Fund Investment		\$314,661.60			\$ 199.38

CD Maturity Date by Fund

<i>Bank Name</i>		<i>Amount</i>	<i>Interest Rate</i>	<i>Start Date</i>	<i>Maturity Date</i>	<i>Time Length</i>
<u>General Fund</u>						
Flagstar Bank	Q	\$104,660.62	0.20%	11/21	11/8/22	12 months
Independent Bank 90-1	A	\$105,764.33	0.75%	7/22	3/31/23	9 months
Independent Bank 36-1	M	\$105,602.31	0.75%	7/22	4/08/23	9 months
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Flagstar Bank	Q	\$106,402.89	2.70%	8/22	8/9/23	12 months
Dart Bank - 3867	Q	\$130,242.21	2.00%	8/22	9/20/23	13 months
First National Bank	Q	\$111,422.57	0.95%	9/20	12/19/23	39 months
<u>Cemetery Fund</u>						
Independent Bank 27-1	M	\$30,829.83	.15%	10/21	10/1/22	12 months
Flagstar Bank	Q	\$43,060.47	.60%	4/22	4/26/23	12 months
<u>Police Services</u>						
MSUFCU	Q	\$51,286.03	0.60%	3/22	4/15/23	13 months
MSUFCU	Q	\$50,401.03	1.80%	9/22	10/10/23	13 months
First National Bank	Q	\$55,711.30	0.95%	9/20	12/19/23	39 months
First National Bank	Q	\$55,711.30	0.95%	9/20	12/19/23	39 months



OCT 27 2022
WILLIAMSTOWN TOWNSHIP

BID FORM

WILLIAMSTOWN TOWNSHIP DEMOLITION AND SITE CLEAN-UP

BID FORM WILLIAMSTOWN TOWNSHIP DEMOLITION AND SITE CLEAN-UP The undersigned having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for the project in accordance with the specifications as prepared by Williamstown Township at the following unit price:

COMPANY Smith Sand & Gravel
PRINCIPAL CONTACT \$ 250,853.00
ADDRESS 4085 Tyrell Rd
CITY Owosso STATE MI ZIP CODE 48867
SIGNATURE Shirley Smith TITLE President
TELEPHONE 517-625-3228 EMAIL travisshirley@tds.net
DATE 10/27/2022

1435 E. Grand River Rd., Williamston, MI 48895

Lump Sum \$250,853.00

PLEASE ATTACH REFERENCES ALONG WITH INSURANCE REQUIREMENTS AND DETAILED BID SHEET.

* IF there is any contaminated material found on site, there will be an extra charge to remove. * i.e. - from tank removal. *



RECEIVED
OCT 27 2022
WILLIAMSTOWN TOWNSHIP

BID FORM

WILLIAMSTOWN TOWNSHIP DEMOLITION AND SITE CLEAN-UP

BID FORM WILLIAMSTOWN TOWNSHIP DEMOLITION AND SITE CLEAN-UP The undersigned having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for the project in accordance with the specifications as prepared by Williamstown Township at the following unit price:

COMPANY Michigan Demolition
PRINCIPAL CONTACT Brian Van Orden
ADDRESS 4788 Cornell
CITY Okeemos STATE MI ZIP CODE 48864
SIGNATURE [Signature] TITLE owner
TELEPHONE 517-881-9793 EMAIL _____
DATE 10-26-22

1435 E. Grand River Rd., Williamston, MI 48895

Lump Sum 70,000
- 10,000 Leave
Asphalt

PLEASE ATTACH REFERENCES ALONG WITH INSURANCE REQUIREMENTS AND DETAILED BID SHEET.

References:

CITY of East Lansing Tim Schuitz - Bldg Insp
517-319-6921

Battle Creek: Rick Bolek Bldg Insp
269-966-3387

Meridian Twp: John Heckman Bldg Insp
517-853-4500

Webberville Twp Tim O'Neil
517-521-4929

RECEIVED
OCT 27 2022
WILLIAMSTOWN TOWNSHIP



MICHDEM-01

KSCHAFFNER

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 10/6/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER David Chapman Agency, Inc. P.O. Box 30109 Lansing, MI 48909	CONTACT NAME: Karen Schaffner, CIC	
	PHONE (A/C, No, Ext): (517) 319-8237	FAX (A/C, No): (517) 321-9443
E-MAIL ADDRESS: kschaffner@davidchapmanagency.com		
INSURED Mich Demolition & Excavation LLC & Dependable Stump Grinding 4788 Cornell Rd. Okemos, MI 48864	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Cincinnati Specialty Underwriters	
	INSURER B: Travelers Indemnity Co. of CT	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		CSU0089252	10/7/2021	10/7/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	6EUB4N71640	9/16/2021	9/16/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The City of Lansing is included as an Additional Insured for General Liability only per form #CSGA437, as required by written contract

RECEIVED

OCT 27 2022

WILLIAMSTOWN TOWNSHIP

CERTIFICATE HOLDER City of Lansing 124 W Michigan Ave Lansing, MI 48933-1234	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

AN ORDINANCE TO AMEND THE WILLIAMSTOWN TOWNSHIP ZONING ORDINANCE

WILLIAMSTOWN TOWNSHIP INGHAM COUNTY, MICHIGAN

ORDINANCE NO.: _____

Williamstown Township hereby amends its Zoning Ordinance to add regulations allowing “event barns” under the codified terms and provisions in the following Ordinances by amending the agricultural tourism definition, adding a new definition for event barn, establishing site development standards applicable to specific uses for event barns, establishing event barn as a special use in the AG-SF, Agricultural Small Farms and the AG-C, Commercial Agricultural zoning districts, and clarifying language so it is consistent with the rest of the Zoning Ordinance to protect the health, safety, and general welfare of Williamstown Township.

WILLIAMSTOWN TOWNSHIP, INGHAM COUNTY, MICHIGAN ORDAINS:

SECTION 1 AMENDMENT TO SECTION 1.03 DEFINITIONS

The definition of “Agricultural Tourism” in Section 1.03 is amended to read as follows:

Agricultural Tourism (also known as Agritourism and Agtourism): The practice of visiting an agribusiness, horticultural, or agricultural operation, including, but not limited to, a farm, orchard, winery, greenhouse, hunting preserve, a companion animal or livestock show, for the purpose of recreation, education, or active involvement in the operation, other than as a contractor or employee of the operation; and for the purpose of preserving agriculture and the rural open space environment of the Township. Agricultural Tourism uses not covered under the Michigan Department of Agriculture’s Generally Accepted Agricultural and Management Practices (GAAMPs) such as, but not limited to wineries and event barns, are considered special uses in specified zoning districts.

Section 1.03 is amended by adding the following definition of “Event Barn:”

Event Barn: A permanent building originally constructed for bona fide agricultural purposes, or a new permanent building whose character emulates the architectural features of an historic agricultural building, that is now used for business meetings, banquets, weddings and wedding receptions, reunions, and similar gatherings. An event barn facility may include ancillary buildings that are used for purposes that are complementary to the use of the main building.

Section 1.03 is amended by adding the following definition of “Event:”

Event: As used in the context of Event Barn regulations, an **Event** is a scheduled private gathering (i.e., not open to the general public), at which the proprietors of the Event Barn are paid for making the premises available for the purposes of celebration or conducting business.

SECTION 2 AMENDMENT TO SECTION 8.02 SITE DEVELOPMENT STANDARDS FOR SPECIFIC USES

Section 8.02(OO)(12) is amended to add Event Barns. Section 8.02(OO)(12) will read as follows::

1. **Exclusions.** The provisions in this subsection OO do not apply to the following uses:

- a. Nature centers or demonstration farms, to the extent that they are regulated by Section 8.02, subsection HH.
- b. Recreation facilities, which are regulated by Section 8.02, subsection W.
- c. Outdoor events, which are regulated by Section 8.02, subsection GG.
- d. Event Barns, which are regulated by Section 8.02, subsection RR.
- e. Roadside stands, which are regulated by Section 8.02, subsection Z.
- f. Wineries, to the extent that such uses are regulated by Section 8.02, subsection JJ.
- g. Distilleries, to the extent that such uses are regulated by Section 8.02, subsection PP.
- h. Bed-and-breakfast establishments, which are regulated by Section 8.02, subsection (F).
- i. Brewpubs and Microbreweries, which are regulated by Section 8.02, subsection (NN).
- j. Riding stables, which are regulated by Section 8.02, subsection (AA).
- k. Any use for which zoning regulations are superseded by Generally Accepted Agricultural and Management Practices (GAAMPS), such as farm markets.

SECTION 3

AMENDMENT TO SECTION 8.02 SITE DEVELOPMENT STANDARDS FOR SPECIFIC USES

Add Section 8.02(RR), which will read as follows:

RR. Event Barns

1. Site Plan and Special Land Use Approval.

- a. Event Barns shall require site plan and special land use review and approval, pursuant to Sections 29.02 and 29.03.
- b. The initial special land use approval shall be limited to one (1) year. Following the initial year of operation, the applicant may apply to the Township Board for continuation of special land use approval for an additional three (3) year period. The Township Board may grant approval for an additional three (3) years if it finds that the Event Barn is in full compliance with all Ordinance requirements. In considering the request for approval, the Township Board shall also consider complaints about the Event Barn received at the Township Hall or by the Meridian Township Police.

If the initial year of operation is completed to the satisfaction of the Township Board such that the Township Board approves continuation of special land use approval, then the applicant may request an increase in the permitted frequency of events (see item 22, following).

Following the fourth year of operation, the applicant may apply to the Township Board for ongoing special land use approval, provided that the Event Barn remains in full compliance with all Ordinance requirements and that there are no unresolved complaints about the Event Barn.

- 2. **Health Department Approval.** The septic system, water supply well, and kitchen facilities shall be subject to approval by the Ingham County Health Department prior to final Township approval.
- 3. **Emergency Service Agencies Approvals.** NIESA inspection and approval shall be required

prior to final Township approval, pursuant to the current adopted Fire Code. NIESA shall be requested to establish a maximum occupancy load for the facility, determine if the facility must be sprinkled, and approve the fire access route to the Event Barn and within the site. Emergency access routes shall be durable all-season driveways that remains unobstructed during events.

Event Barns shall also be subject to review and approval by the Meridian Township Police.

4. **Building Inspector Approval.** All buildings and improvements shall be subject to inspection by the Williamstown Township Building Inspector. Event Barns shall comply with the regulations in the current adopted Michigan Building Code covering Assembly Group A, including but not limited to the regulations dealing with egress in Section 1029 of the Building Code. Following approval of a site plan for an Event Barn, the applicant shall apply for a building permit, pursuant to Section 29.02(D)(8) of the Zoning Ordinance.
5. **General Public Excluded.** Food service and other Event Barn facilities shall be made available only to patrons of scheduled events; such facilities shall not be open to the general public. This regulation is not intended to prevent agricultural tourism operations and sale of farm products to the general public, which may be permitted under Section 8.02(OO) of the Zoning Ordinance.
6. **Number of Event Barns.** No more than one (1) Event Barn shall be permitted per parcel.
7. **Minimum Lot Area.** Event Barns shall not be permitted on parcels that are less than forty (40) acres in size.
8. **Transportation and Access.** Event Barns shall have access to a paved County primary road or to Grand River Avenue (M-43). Event Barns that have access to Grand River Avenue (M-43) shall require approval by the Michigan Department of Transportation (MDOT). Event Barns that have access to County primary roads shall require approval by the Ingham County Road Department (ICRD). Driveways for ingress and egress shall also be subject to review and approval by the Planning Commission and the Northeast Ingham Emergency Services Authority (NIESA).

A Transportation Impact Analysis (TIA) shall be required prior to the approval of any Event Barn. The TIA shall be prepared by a traffic or transportation engineer who has a minimum of three (3) years of experience preparing TIAs. The TIA shall be based on accepted engineering standards and methods established by the Institute of Transportation Engineers, Michigan Department of Transportation, and Ingham County Road Department.

The TIA shall contain the following elements, at minimum:

- a. Description of the project.
- b. Existing traffic conditions within the impact area of the project, such as, but not necessarily limited to the number of lanes and right-of-way of each road impacted by the project, a.m. and p.m. peak traffic counts, Average Daily Traffic (ADT) counts, and accident history within five hundred (500) feet of the site.
- c. Projections, using maps and narrative to estimate the impact of the proposed project on traffic.
- d. Analysis of data collected, including at minimum:
 - i. Analysis of the impact of the projected traffic on the capacity of roads serving the Event Barn.
 - ii. A gap study to analyze the frequency and duration of gaps in the flow of traffic.
 - iii. Maps and narrative to analyze access (location and design of proposed access driveways, sight distance limitations, distance to existing adjacent driveways and intersections, etc.).

- e. Mitigation measures needed to accommodate the projected traffic generated by the Event Barn.
9. **Parking.** One (1) off-street parking space shall be provided per three (3) people, based on the occupancy load of the building. Parking areas shall comply with the following setbacks:

Minimum setback from road right-of-way	75 ft.
Minimum setback from side or rear property lines	100 ft.

Parking in the road or road right-of-way is prohibited.

Parking shall comply with applicable requirements in Section 4.01 of the Zoning Ordinance. However, the Planning Commission may waive the requirement for parking lot paving, upon making the determination that a gravel surface will be adequate to handle the anticipated level of traffic. In making such a determination, the Planning Commission shall consider the types of vehicles anticipated (e.g., volume of bus traffic, size and weight of vehicles, etc.). If paving is not required, then the site plan shall include a commitment to provide dust control. All parking areas shall be clearly defined by gravel, wheel stops, fences, and/or other visible markings.

Compliance with the barrier-free parking requirements in Section 4.01(C)(6) shall be required. Barrier-free spaces and side aisles shall be paved, even if the remainder of the parking is gravel surfaced.

10. **Overnight Use.** Overnight accommodations and parking are prohibited.
11. **Alcoholic Beverages.** Alcoholic beverages may be served for on-premises consumption during scheduled events, but only if the alcoholic beverages are sold pursuant to properly obtained license(s) from the Michigan Liquor Control Commission and sold in a manner compliant with the MLCC's rules and regulations.

The person(s) responsible for serving the alcoholic beverages shall be identified. A copy of the MLCC license(s) shall be submitted to the Township prior to any event at which alcohol will be served.

12. **Building Design.** Any new building constructed to be used as an Event Barn shall emulate the architectural features of an historic agricultural building, as described in the Michigan Barn and Farmstead Survey Manual published by Michigan State University. For example, appropriate Event Barn roof shapes include gable, gambrel, gothic, ogee, round, monitor, and hip. Typical accessory barn features include cupolas, dormers, lightning rods, ventilators, and weathervanes. The architectural design of any ancillary buildings shall emulate the architecture of the main building.
13. **Screening and Landscaping.** Event Barns shall comply with the screening and landscaping requirements for Non-Residential Uses in a Residential or Agricultural District (Section 5.03 (C)). Generally, required screening shall be located along the property line (rather than next to the Event Barn). The Planning Commission and Township Board may require additional landscaping, beyond the requirements in Section 5.03(C), to achieve adequate screening and to mitigate potential impacts on surrounding properties and on the visual character of adjacent public road corridors. Plantings and berms shall be laid out to shield vehicle lights from shining on adjacent residences.
14. **Setbacks.** Event Barns, including outdoor gathering areas, shall comply with the following setback requirements:

Minimum setback from road right-of-way	75 ft.
Minimum setback from side or rear property lines	300 ft.

15. **Lighting.** Parking areas, sidewalks, and outdoor areas used after dark shall be adequately lit. Exterior lighting shall comply with the requirements in Section 2.12. Exterior lighting must be turned off at the conclusion of the event, except where needed for clean-up or tear down after the event.
16. **Permitted Months of Operation.** Event Barns shall be permitted to operate only between May 1st and October 31st of each year.
17. **Hours of Operation.** Events shall not start before 9:00 a.m. or extend beyond 9:00 p.m. Set-up operations shall be completed within these hours but tear down operations may extend to 10:00 p.m.
18. **Noise and Other Nuisances.** Event Barn activities shall comply with the requirements in the Blight Control Ordinance and the Performance Standards in Article 9 of the Zoning Ordinance with respect to noise and other nuisances. Amplified music and voice are permitted indoors only, provided that the level of sound emitted from the Event Barn does not exceed normal conversation when measured at or within the property boundary of the receiving district, i.e., 55 dBA.
19. **Signs.** Signs shall comply with the requirements for agricultural seasonal events in the table in Section 7.05(C).
20. **Residential Dwelling Requirement.** An Event Barn shall be permitted on a parcel only if the parcel is also occupied by an owner-occupied residential dwelling, which is occupied as a principal residence by the title holder, including the entire time that the Event Barn is in operation.
21. **Attendance Limits.** Event Barns shall limit attendance at any wedding or other event to 150 people, not including staff and vendors.
22. **Permitted Frequency and Duration of Events.** An Event Barn shall hold no more than two (2) events per month and no more than one (1) event per week. No event shall last longer than one (1) day. The proprietor of the Event Barn shall maintain a log of events held for review by the Township. The log shall record date and purpose of the event, number of attendees, and whether alcohol was served.
23. **Minimum Open Space.** A minimum of thirty-three percent (33%) of any parcel occupied by an Event Barn shall be reserved as undeveloped open space or farmland, which shall comply with the following requirements:
 - a. Exclusions. Reserved open space shall not include the area of any public road or road right-of-way, the area of any easement providing access to the site, the area of any outdoor gathering area, the area of any conventional storm water retention or detention basin, and any area used for off-street parking.
 - b. Open Space Objectives. Open space shall be located on the site to meet the following objectives:
 - i. To preserve distinctive natural features, wooded areas, and rural features.
 - ii. To preserve farmlands.

- iii. To minimize impact on wetlands, streams, and other sensitive environmental features.
 - c. **Reservation of Open Space.** Required open space shall be permanently protected by the property owner with a recordable instrument that assures that the open space will remain undeveloped or will be farmed for the entire time that the Event Barn is in operation. This can be accomplished, by way of example, through a deed restriction, or an irrevocable conveyance, such as a conservation easement or restrictive covenant that runs with the land, whereby development rights are conveyed to a land conservation organization or other public body. Evidence that this document has been recorded with the Ingham County Register of Deeds shall be provided to the Township prior to issuance of any permits to commence construction.
24. **Performance Guarantee and Cost Recovery.** To ensure compliance with the requirements in this subsection RR and any conditions of approval, the Planning Commission or Township Board shall require that a performance guarantee be deposited with the Township, pursuant to Section 2.18 of the Zoning Ordinance.
- The owner of the Event Barn shall be liable for the expense of police or other enforcement action by Township-authorized personnel when there is a documented violation of this Ordinance. The “expense of police or other enforcement action” means the direct and reasonable costs incurred by Williamstown Township when personnel acting on behalf of the Township respond to the violation. These costs include all salaries and wages of personnel responding to the violation, all salaries and wages of personnel engaged in investigation and report preparation, and all costs related to any prosecution of the person causing the violation.
25. **Additional Site Plan and Special Land Use Requirements.** In addition to the information required in Sections 29.02 and 29.03 for site plan and special land use review, the following information shall be included with an Event Barn application:
- a. The planned frequency of events and the maximum number of attendees to be accommodated at any single event.
 - b. Months of operation.
 - c. Delineation of all portions of the parcel to be part of the Event Barn operation, including parking areas and outdoor gathering and activity areas.
 - d. Food preparation facilities that are to be part of the Event Barn.

SECTION 5
AMENDMENT TO SECTION 15.02
PERMITTED USES AND STRUCTURES (IN THE AG-SF DISTRICT)

Amend Section 14.02(C)(15), which lists special uses in the AG-SF District, to include Event Barns. New item 15 will read as follows:

- 15. Event Barns, subject to the provisions in Section 8.02, sub-section RR.

SECTION 6
AMENDMENT TO SECTION 18.02
PERMITTED USES AND STRUCTURES (IN THE AG-C DISTRICT)

Amend Section 18.02(B)(25), which lists special uses in the AG-COM District, to include Event Barns. New item 25 will read as follows:

25. Event Barns, subject to the provisions in Section 8.02, sub-section RR.

SECTION 7
AMENDMENT TO SECTION 29.03(B)(10) SPECIAL LAND USE VIOLATION

Amend Section 29.03(B)(10) to include municipal civil infractions as a remedy for a special land use violation. Section 29.03(B)(10) will read as follows:

10. In the event that construction or subsequent use is not in compliance with the approved special land use application, the Building Inspector shall issue a "stop work" order or similar notice until corrective action is taken, or a revised special land use application is submitted for Township review, following the normal special land use review procedures in Section 27.03. If the builder, developer, or current user fails to take corrective action or pursue approval of an amended plan, the Building Inspector may commence enforcement action outlined in Section 29.10, Violation and Penalties. Such action may include issuance of a municipal civil infractions ticket and pursuit of corrective action and penalties under the Municipal Civil Infractions Ordinance.

SECTION 8
SEVERABILITY

Should any portion of this Ordinance be invalidated for any reason it does not affect the validity of the remaining portions of this Ordinance.

SECTION 9
REPEAL

Any ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 10
PUBLICATION

A summary of this ordinance must be published in a general circulation newspaper in Williamstown Township fifteen (15) days after adoption.

SECTION 11
EFFECTIVE DATE

This Ordinance takes effect seven (7) days after publication, pursuant to Section 401(6) of the Zoning Enabling Act (Michigan Public Act 110 of 2006, as amended).

PASSED AND ADOPTED by the Williamstown Township Board of Trustees on the _____ day of _____, 2022.

EFFECTIVE DATE: _____

Robin Cleveland, Clerk
Williamstown Township
Ingham County, Michigan

McKenna, November 3, 2022



MCKENNA

November 3, 2022

Township Board
Williamstown Township
4990 N. Zimmer Rd.
Williamston, Michigan 48895

Subject: Event Barn Regulations

Dear Township Board Members:

I am pleased to submit to you for your consideration zoning amendments to permit event barns in Williamstown Township. These regulations are the product of many hours of work by the Planning Commission and an Event Barns Committee composed of Jill Cutshaw, Keith Creagh, Gerald Eidt, and Rob Stanford.

As required by the Zoning Enabling Legislation, a public hearing regarding the regulations was held on October 5, 2022. On November 2, 2022, the Planning Commission voted unanimously to recommend approval of the proposed regulations.

The regulations have been reviewed more than once by Township Attorney David Klevorn and MTA Attorney Catherine Kaufman. At the advice of the attorneys, the Planning Commission has made an effort to be conservative with the regulations, recognizing that they can be amended at a later time to give more leeway if appropriate.

To achieve familiarity with how event barns operate, many Planning Commissioners attended tours of two event barns in Livingston County, which were arranged by Rob Stanford. Information from these tours resulted in some revisions to the regulations.

During the course of preparation and review of these regulations, several residents offered comments, suggestions, and insights, all of which were carefully considered and often resulted in further refinement to the regulations. Two or three people interested in developing event barns also commented on the regulations. All public comment is greatly appreciated and thoughtfully considered.

While these regulations were being reviewed by the Planning Commission, the United State District Court issued a decision in the case of ***Wineries of the Old Mission Peninsula Association, et al., v Peninsula Township***. This decision affected provisions dealing with Alcoholic Beverages (item 11, page 4) and Noise and Other Nuisances (item 18, page 5).

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RECOMMENDATION

Consistent with the Planning Commission's recommendation, we recommend that the Township Board adopt the zoning regulations to allow event barns in Williamstown Township.

If you have any questions or comments regarding these regulations, please feel free to contact me.

Sincerely,

McKENNA

Christopher J. Doozan, AICP
Community Planning Consultant

Attachment

c: Wanda Bloomquist, Township Supervisor
Jim Howard, Planning Assistant
Jill Cutshaw, Township Treasurer
Keith Creagh, Township Trustee
Gerald Eidt, Planning Commission Chairman
Rob Stanford, Planning Commission Vice Chairman



MCKENNA

November 5, 2022

Township Board
Williamstown Township
4990 N. Zimmer Rd.
Williamston, MI 48895

Subject: Recommended Zoning Text Amendments to Permit Signs Identifying Farms

Dear Township Board Members:

Presented below for your consideration are proposed zoning text amendments that would allow a farm to have a sign to identify itself. As required by the Zoning Enabling Legislation, a public hearing was held regarding these amendments on November 2, 2022. Following the public hearing and discussion, the Planning Commission voted unanimously to recommend approval of the amendments.

BACKGROUND INFORMATION

The sign standards in the Zoning Ordinance are split into two categories:

1. **Residential District Signs** (Section 7.07), which includes signs permitted in the R-1, R-1-S, RR, RE, AG-SF, AG-C, RM-1, and MHP districts, and
2. **Nonresidential District Signs** (Section 7.08), which includes signs permitted in the OS-1, B-1, B-2, I-1, and M districts.

Farms in the Township are typically in an AG-C or AG-SF district but may be in other districts identified in Section 7.07. Section 7.07 does not currently make provisions for permanent signs for the purposes of identifying a farm. The Planning Commission determined that one 24 square foot sign would be adequate for this purpose.

Please note that the following sign regulations would not prevent a farm owner from having a mural painted on the side of a barn. Also, restoration of historical signs, such as "Chew Mail Pouch Tobacco" signs, would not be affected by these regulations. Historical signs would be legally nonconforming, so they could be restored pursuant to Section 7.04(D) of the Zoning Ordinance.

PROPOSED TEXT AMENDMENTS

The following amendments are recommended:

- A. **Section 7.07, Residential District Signs.** *Add a new subsection G, Permanent Farm Signs, which would read as follows:*

Permanent Farm Signs

1. Number and Type
There shall be no more than one (1) freestanding or one (1) wall sign per parcel.

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235 East Main Street
Suite 105
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2. Size

The maximum size of the freestanding or wall sign shall be twenty-four (24) square feet.

3. Setback of Freestanding Sign

Freestanding signs may be located in the required front yard, provided that no portion of any such sign shall be located closer than fifteen (15) feet to the existing or planned right-of-way line.

4. Height

The height of a freestanding sign shall not exceed six (6) feet.

B. **Section 7.07, Residential District Signs, subsection B, On-Premise Commercial Advertising Signs.**

*In the interest of clarity, we recommend that this subsection be retitled **Temporary On-Premise Commercial Advertising Signs**. By definition, these are real estate signs, garage sale signs, and similar signs that are intended to be displayed for a short period of time. We recommend that subsection B be revised to read as follows:*

Temporary On-Premise Commercial Advertising Signs

Temporary on-premise commercial advertising signs shall be permitted in accordance with the table of Temporary and Temporary Promotional Sign Standards at the end of this Article.

If you have any questions regarding these proposed revisions, please feel free to contact me.

Sincerely,

McKENNA

Christopher J. Doozan, AICP
Community Planning Consultant

cc: Wanda Bloomquist, Township Supervisor
Jim Howard, Planning Assistant

Michigan Spark Grants

About the program

It's a milestone moment for recreation in Michigan: a \$65 million grant program to help local communities that want to create, renovate or redevelop public opportunities for residents and visitors—especially those whose economic opportunities and health were hardest hit by the COVID-19 pandemic.

Administered by the DNR, Michigan Spark Grants will support projects that provide safe, accessible, public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy both indoor and outdoor recreation. This grant opportunity is possible because of the [Building Michigan Together Plan, signed in March 2022](#), which included a historic infusion of federal funding in our state and local parks.

Want to stay informed? [Sign up for our recreation grants list to receive email updates](#) when there is news to share.

Program goals

- Leverage federal, state, local and private resources toward a sustainable public recreation development program.
- Provide a clear, simple and equitable grants distribution process in support of public recreation.
- Align project partners and community organizations so resources are maximized, and roles and responsibilities are clearly outlined and balanced.

Addressing community need

The Michigan Spark Grants program is aimed at helping improve and redevelop existing public recreation in communities that have historically experienced barriers to accessing these types of grants. Funding priority will be given to areas with a high proportion of households that are struggling financially, a high number of residents with physical and mental disabilities, and a lack of public recreation opportunities.

Eligible applicants

- Applicants must be local units of government or public authorities legally established to provide public recreation.
- Applicants may include a regional or statewide organization or consortium of local units of government or public authorities legally established to provide public recreation.
- An eligible financial match is encouraged but not required.
- A community planning process is encouraged but not required.

Eligible projects

- Projects must support and enhance neighborhood features that promote improved health and safety outcomes or address the increased repair or maintenance needs in response to significantly greater use of public facilities in local communities that have been adversely affected by the COVID-19 pandemic.
- Projects may include the development, renovation or redevelopment of public recreation facilities, and the provision of recreation-focused equipment and programs at public recreation spaces.
- Funds may be used for activities such as, but not limited to, project review, planning, architecture and engineering services, construction, oversight and compliance activities associated with state and federal requirements, as applicable.
- Projects must be completed by Dec. 31, 2026, on public land with the primary purpose of providing outdoor recreation.

Application scoring criteria

Applications that address existing park infrastructure will be given priority. Consideration will be given to applications that complete critical trail projects or provide access to new opportunities that currently don't exist within a local community. Scoring will be based on the following criteria, listed in order of priority:

- Public benefit and anticipated outcomes
- Financial and social considerations
- Access to project site
- Access to new opportunities for people of all abilities
- Clarity of scope and ability to execute
- Renovation and long-term maintenance

Advisory group

Several key collaborators worked with the DNR to provide input on the program's intent, scoring criteria and application requirements to ensure the stated objectives of the grant program are met. The group also advised on a strategy for the disbursement of funds, though the DNR is ultimately

responsible for how and where to leverage this funding. Members represented diverse perspectives including private philanthropy, regional planning, parks and recreation, community foundations, local governments (rural and urban), and federal and state grant programs. Advisory group members are:

- Kyle Caldwell, Council of Michigan Foundations
- John Egelhaaf, Region 4 Southwest Planning Commission, Michigan Association of Regions
- Andrea LaFontaine, Michigan Trails and Greenways Alliance
- John LaMacchia II, Michigan Municipal League
- Dan Lord, Michigan Department of Natural Resources
- Amy Matisoff, Michigan Department of Transportation
- Clay Summers, Michigan Recreation & Park Association
- J. J. Tighe, Ralph C. Wilson, Jr. Foundation

Available funding

A total of \$65 million of coronavirus state and local fiscal recovery funds was made available through Public Act 53 of 2022. Individual grant amounts – ranging from a minimum of \$100,000 to a maximum of \$1 million – will be distributed in three rounds:

- Round one: \$15 million during the week of Jan. 30, 2023.
- Round two: \$25 million in spring 2023.
- Round three: \$25 million in summer 2023.

Funding authority

- [Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act](#)
- [Public Act 53 of 2022, Building Michigan Together Plan, Section 452](#)

Contact

If you're not finding answers to your questions on this webpage, please [email DNR-Grants@Michigan.gov](mailto:DNR-Grants@Michigan.gov) for assistance or [contact grant staff](#).



Michigan Spark Grants

2022 application overview

Michigan Department of Natural Resources

mission statement

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations. We strive to protect natural and cultural resources, ensure sustainable recreation use and enjoyment, enable strong natural resource-based economies, improve and build strong relationships and partnerships, and foster effective business practices and good governance.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination based on race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Act of 1964 as amended, 1976 Michigan Public Act 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act as amended.

If you believe that you have been discriminated against in any program, activity or facility, or if you desire additional information, please write: Michigan Civil Service Commission – Quality of Life Human Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Dr., Mail Stop MBSP-4020, Arlington, VA 22203. For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.

For information or assistance on this publication:

Call 517-284-7268

Visit the [DNR grants page](http://www.Michigan.gov/DNR-Grants) at www.Michigan.gov/DNR-Grants
[Access MiGrants](https://migrants.intelligrants.com/) at <https://migrants.intelligrants.com/>

Spark Grants Advisory Group

Kyle Caldwell, Council of Michigan Foundations

John Egelhaaf, Region 4 Southwest Planning Commission, Michigan Association of Regions

Andrea LaFontaine, Michigan Trails & Greenways Alliance

John LaMacchia II, Michigan Municipal League

Dan Lord, Michigan Department of Natural Resources

Amy Matisoff, Michigan Department of Transportation

Clay Summers, Michigan Recreation & Park Association

J. J. Tighe, Ralph C. Wilson, Jr. Foundation

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Merrie Carlock, Grant Coordinator

Alexandria McBride, Grant Coordinator

Samantha Davis, Grant Coordinator

Charamy Cleary, Grant Coordinator

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Introduction

Michigan Spark Grants are a \$65 million program that represents a milestone moment for outdoor recreation, helping local communities that want to create, renovate or redevelop public outdoor opportunities for residents and visitors – especially those whose economic opportunities and health were hardest hit by the COVID-19 pandemic.

Administered by the Michigan Department of Natural Resources, Michigan Spark Grants will support projects that provide safe, accessible public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy the outdoors. This grant opportunity is possible because of the Building Michigan Together Plan, signed in March 2022, which included a historic infusion of federal funding in our state and local parks.

Program goals:

- Leverage federal, state, local and private resources toward a sustainable public recreation development program.
- Provide a clear, simple and equitable grants distribution process in support of public outdoor recreation.
- Align project partners and community organizations so resources are maximized and roles and responsibilities are clearly outlined and balanced.

We strongly recommend that you review the entire booklet in conjunction with the online application in MiGrants before you begin to prepare your application.

The Grants Management staff of the Department of Natural Resources have prepared this booklet to guide you in preparing a Michigan Spark Grants application. Grants Management staff are available to assist you with any questions you may have regarding any aspect of the application process. We encourage you to contact your regional representative early in the application process. You may also call the Grants Management office at 517-284-7268 and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application are available on our website:

www.Michigan.gov/DNR-Grants.

The [MiGrants Online Application System](https://migrants.intelligrants.com/) is available at <https://migrants.intelligrants.com/>.

2022 Spark Grants schedule

The grant application will launch in October and stay open for six weeks, with first-round grants awarded by the end of 2022. There will be two more rounds of applications and grant awards in 2023.

Date	Action
OCT. 24, 2022	Application period starts in MiGrants
DEC. 19, 2022	Round one applications due
JAN. 2023	Round one grants awarded
TBD 2023	Rounds two and three will open and be awarded
DEC. 31, 2024	All awarded grant funds must be committed to third-party contracts
OCT. 31, 2026	All grant funded projects must be completed

Applicant and project eligibility

Consider the following eligibility requirements and additional information when deciding whether to apply for a Spark grant. For more detailed information about completing a development project, review the Development Project Procedures booklet on the [Grants Managements website](#).

Applicant eligibility

- Applicants must be local units of government (tribal, county, city, village or township) or public authorities legally established to provide public recreation.
- Applicants may include a regional or statewide organization or consortium of local units of government or public authorities legally established to provide public recreation. All projects must take place on public land.
- An eligible financial match is encouraged but not required.
- A community planning process is encouraged but not required.

Public input and resolution

A resolution from the highest governing body is required to apply for a Spark grant. The applicant is responsible for providing the public with adequate opportunity to review and comment on the proposed application. Dedicated public hearings are not required; however, the application must be an agenda item open to discussion by the general public in a meeting of the local unit.

Project eligibility

- Projects must support and enhance neighborhood features that promote improved health and safety outcomes or address the increased repair or maintenance needs in response to significantly greater use of public facilities in local communities that have been adversely affected by the COVID-19 pandemic.
- Projects may include the development, renovation or redevelopment of indoor or outdoor public recreation facilities and the provision of recreation-focused equipment and programs at public recreation spaces.
- Funds may be used for activities such as, but not limited to, project review, planning, architecture and engineering services, construction, oversight and compliance activities associated with state and federal requirements, as applicable.
- Funds must be committed to third-party contracts by Dec. 31, 2024.
- Projects must be completed on public land by Oct. 31, 2026.

Ineligible projects

- Facilities and/or stadiums utilized primarily for the viewing of professional or semiprofessional art, athletics or intercollegiate or interscholastic sports. Facilities that are used for the viewing of professional or semiprofessional art, athletics or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.

- Routine expenses – these funds cannot be used for maintenance or operational expenses of local parks and recreation departments.
- Art displays, decorative fountains and facilities for historical interpretation.
- Projects that would create an unfair competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Sidewalk projects that are primarily in road rights-of-way and do not exhibit qualities associated with recreation trails. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or nonflashing signs or barricades, and electronic crossing signals, are not eligible scope items.
- Most improvements to public roadways.
- Invasive species removal, shoreline stabilization or erosion control that are not associated with development of recreation facilities at the site.
- Municipal infrastructure, such as electrical transmission lines, sewer mains, water mains, etc., that is the majority of the scope of the project is not eligible for funding. However, a service line for these types of utilities can be eligible as a scope item if it is providing the utility to a site of public recreation that has other scope items being developed as part of the same grant project.

Financial details

Minimum and maximum grant amounts

Minimum grant request: \$100,000

Maximum grant request: \$1,000,000

Matching funds

Total project costs may exceed \$1,000,000 if the applicant is able to provide documentation of secured matching funding sources.

Eligible matching funds are encouraged but are not required and will not be considered as part of application scoring. Federal funds are not eligible sources for matching funds.

Eligible costs

This is a reimbursement program. All grants are paid as reimbursement for actual expenses (i.e., the community pays for the work and is then reimbursed at the percentage listed in the grant agreement of the cost up to the grant amount). On a case-by-case basis, the DNR will allow advances for communities that meet certain criteria.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10% of the grant amount will be withheld pending a final project inspection and audit of the grant file.

- If selected for funding, includes expenses for grant writing, designs, public input, and permitting. Expenses are eligible beginning Oct. 1, 2022.
- Construction expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses, including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
- Until final completion of the project, 10% of the grant will be withheld.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.

Only those costs directly associated with the project will be reimbursed. Eligible budget categories include:

- **Preplanning** – If selected for funding, includes grant writing, designs, public input, and permitting. Expenses are eligible beginning October 1, 2022.
- **Administration** – Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the project subtotal.
- **Project permitting, plan designs and oversight** – This category is capped at 25% of the project subtotal.
- **Construction** – Only construction activities directly related to the project scope.
- **Programming** – Events and instructional activities associated with activating the site.
- **Equipment** – Equipment must be unique and directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.
- **Indirect/overhead** – If applicable, the applicant may choose to cover indirect costs. If a recipient has a current Negotiated Indirect Costs Rate Agreement established with a federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10% of the modified total direct costs pursuant to 2 CFR 200.414(f).

Ineligible costs

- Maintenance is not an eligible expense. However, the DNR is requesting this information in the application in effort to gain insight on applicant needs long term to support the project.
- Indirect/overhead greater than 10% of the total project costs without an approved NICRA.
- Tuition and fees, conferences, travel, lodging, meals, group meals and mileage.
- Costs incurred outside of the project period specified in the project agreement or amendment.
- Salaries/fringes of individuals not working on the project directly.
- Sales tax for exempt agencies.

Number of allowable applications from a single applicant

No more than three Spark grant applications may be submitted for the duration of the grant program. If submitting more than one application, the entity must rank the project in order of highest priority. Submitting multiple applications with similar facilities in one location is not allowed.

Project site eligibility

Allowable number of project sites

Each application must be for a single park site or contiguous trail. Applications for multiple sites must be submitted and prioritized as individual applications. To avoid duplication of grant awards and to achieve the best scenario for an applicant to receive funding, should an applicant apply for the same project across multiple DNR grant programs in the same year, DNR Grants Management staff reserve the right to align the program that is most applicable based upon scoring and available funding. In these situations, applicants will be directed to withdraw from certain programs prior to final grant awards being made.

Long-term site obligations

- The land included in the boundary of this project site must remain open to public outdoor recreation use for the useful life of the facilities being constructed, which is generally a 20-year minimum.
- The grantee will not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities within the 20-year useful life period.
- None of the project area nor any of the project facilities constructed shall be wholly or partially conveyed during the 20-year useful life period, either in fee or otherwise or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title ownership, or right of maintenance or control by the applicant.
- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed. The establishment of an entrance sign can be added to the grant scope of work.
- The recreation site must be open to all users – resident and nonresident. If a fee is charged, the nonresident fee shall be no greater than twice the resident fee.

Site control

The applicant must own, have a perpetual easement, lease or other agreement allowing use, operations or construction of the project site. Agreements must be finalized at the time of application; draft agreements will not be accepted. A Documentation of Site Control form (PR5750-4) and deed, lease or easement is required in the application.

- For leased sites: 20-year minimum.
- Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations if the lessor takes control of the project site. Documentation from the lessor agreeing to the terms is required.

Contaminated properties

Contaminated properties are eligible for grant assistance, provided the property can be made safe for the proposed uses and the contamination will not have a substantial negative impact on the overall public recreation, public safety and/or resource protection values of the site. Grant funds may not be used for environmental remediation.

Planning considerations

Prime professional

All projects are required by state law (MCL 339.2011) to have a licensed engineer, architect or landscape architect (prime professional) prepare all plans, specifications and bid documents and verify that all construction has been completed according to acceptable standards. Engineering and architectural costs may make up no more than 25% of total project cost. The DNR requires a prime professional to have an active profile in MiGrants. The prime professional will be able to help you with the following requirements in this section.

Federal requirements

The Spark program is funded by and subject to the American Rescue Plan Public Law 117-2 or Uniform Guidance 2 CFR 200, as applicable. Frequently asked questions are accessible at the [U.S. Department of Treasury State and Local Fiscal Recovery Funds website](#). The SLFRF awards are generally subject to the requirements set forth in the uniform administrative requirements, cost principles and audit requirements for Federal awards, 2 CFR Part 200 (the “uniform guidance”). Applicants must review the [eCFR uniform guidance](#) for complete requirements.

Per the final rule FAQ 2.1: The National Environmental Policy Act does not apply. Projects supported with Spark funds may still be subject to all related statutory and regulatory requirements and policies of both programs, including NEPA review, if they are also funded by other federal financial assistance programs.

In planning your application, please note that the Davis–Bacon Act, as amended (40 U.S.C. 3141–3148) and Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) will be required. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

When a recipient expends more than \$750,000 in federal awards during the grantee’s fiscal year (Oct. 1–Sept. 31), it will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

Permits

Federal, state and local rules and regulations apply. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the applicant to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.

Accessible design

The proposed project must meet the accessibility requirements of the 2010 Americans with Disabilities Act design standards; including all proposed recreation facilities, access routes from the proposed facilities to parking and relevant support facilities. For proposed facilities such as hiking trails, camping facilities, picnic facilities and beach-access routes that are not covered under the [2010 ADA design standards](#), follow the U.S. Access Board Outdoor Developed Areas Accessibility Guidelines. Trails on federal property must meet the Forest Service Trail Accessibility Guidelines. Designing facilities to universal design principals is recommended. More details are provided in the Guidance on Designing Specific Types of Recreation and Support Facilities that Exceeds ADA for Universal Accessibility.

Project completion

Receiving Spark grant assistance requires the project to be completed in a timely manner.

- The grantee must begin the project as soon as the grant agreement is executed.
- Quarterly financial and project status reports will be required.
- The grantee must encumber all of the grant funds to third-party contracts by Dec. 31, 2024.
- All grant funds must be spent by Oct. 31, 2026. Due to the federal requirements of this grant award, no time extensions will be allowed.

Application documents

All applicants must complete their application on the DNR Grants Management's online application system, [MiGrants](#). Paper applications will not be accepted and will be considered ineligible.

- These are the types of documents you will need to have ready to upload when completing the grant applications:
 - Site control form and deed, lease or easement
 - Resolution from highest governing body
 - Site plan of the proposed improvements
 - Optional but not required:
 - Letters of support
 - Universal design review
 - Plans, specifications and bid documents
 - Permits
 - Documentation of matching funds
 - Indirect cost-rate agreements

Application pages

The application is six pages long. The authorized official will be required to initiate the application. Once initiated, anyone with an organizational role will be able to modify the application pages. You may save the page you are working on and come back to edit or complete the materials later. The pages are:

- **Applicant information** – Basic information of the site, project name, etc.
- **Narrative details part 1** – Public benefit and anticipated outcomes, financial and social considerations, and access to the project site.
- **Narrative details part 2** – Access to new opportunities for people of all abilities, clarifying of scope and ability to execute, new construction, renovation and future maintenance.
- **Financial details** – Project budget categories and amount requested.
- **Additional information** – Optional – you may upload additional documentation here.
- **Certification by AO (authorized official)** – Check to certify the application.

After the successful submission of your application by changing the status, you will receive an email notification from MiGrants.

Application outcome

The Michigan Spark Grants program will have three rounds. The DNR will announce successful awards at the end of each round. At the end of rounds one and two, any unsuccessful application can be withdrawn, reapplied for later rounds as-is, or modified and reapplied for later round(s). Please monitor your email for a notification from MiGrants providing further guidance.



MGC Accelerator Cohort

Are you a Bronze or Silver-level Michigan Green Community Challenge member who would like to accelerate sustainability actions and impacts in your community?

If so, join the new MGC Accelerator cohort!

What: A *FREE* networking and technical assistance program for a cohort of bronze and silver certified Michigan Green Communities Challenge participants to accelerate their progress on community sustainability and move toward gold-level MGC Challenge certification.

When: Monthly three-hour workshop with lunch provided (starting in January 2023 – January meeting will be a shorter, virtual kick off meeting)

Who: Bronze & Silver Michigan Green Communities Challenge participants

Municipal/county staff, members of sustainability committees, elected officials, and appointed officials from these communities can participate. Having staff participate will be most beneficial for a community.

How: Email MGC Coordinator Danielle Beard at: dbeard@migreencommunities.org if you would like to participate.

Full Details:

Receive **free** technical assistance to help you take the next steps in meeting MGC Challenge actions in your community. The MGC program in conjunction with the Michigan Municipal League is organizing a cohort of bronze- and silver-level MGC Challenge participants to take a deep dive into two or three of the MGC action areas to help your community plan for projects/programs and make necessary updates to zoning and other policies.

The cohort will **start with a focus on allowing and preparing for green infrastructure** in your community. The group will meet three to four times to share ideas, draft ordinance language, and identify potential implementation opportunities and funding for green infrastructure projects. Planning and zoning professionals will provide technical assistance at no cost to participating communities. At the conclusion of the green infrastructure module, **the cohort will select another topic to work on in a similar style.**

Participation in the Michigan Green Communities Challenge is required. This is open to any community that has taken the 2021 Michigan Green Communities Challenge or plans to participate in the 2022 Michigan Green Communities Challenge (opening in December). Your community does not have to be a member of the Michigan Municipal League to participate. It is open to all Bronze & Silver MGC Challenge communities. Between cohort meetings, participants will be expected to complete work (e.g., identifying ordinances that need to be updated, etc.) that will ensure they get the most out of the cohort experience.

Questions? Contact Danielle Beard at dbeard@migreencommunities.com, (517) 908-0308