Williamstown Township
Township Board Meeting Minutes
October 14, 2026

Call to Order
The Williamstown Township Board of Trustees held their regular meeting at 6:31 p.m. on October 14, 2026. Supervisor Poth called the meeting to order and Trustee Brinker led the Pledge of Allegiance.

Roll Call
Present: Supervisor Poth, Clerk Cleveland, Treasurer VanErp, Trustee Brinker, Trustee Creagh, Trustee Duffy, and Trustee Steinberg.

Approval of Agenda
Motion by Trustee Creagh, second by Trustee Brinker to approve the agenda.

Discussion: None.

Motion passed.

Public Comment for agenda or non-agenda items
Opened at 6:35 PM

None.

Closed at 6:35 PM

Consent Agenda
Trustee Steinberg moved to approve the consent agenda, as presented, consisting of:

- **Approve the minutes of the September 30, 2026 meeting.**
- **General Fund Accounts Payable Paid #1, check numbers 32912-32921, for a total of $3,455.00, Accounts Payable Paid #2, check numbers 32928-32942, for a total of $15,036.02, and Accounts Payable Paid #3, check numbers 32943-32947, for a total of $2,720.22.**
- **General Fund Accounts Payable Police Paid #1, check number 1164-1165, for a total of $3,348.93 and Accounts Payable Police Paid #2, check number 1166, for a total of $50,268.08.**
- **General Fund Accounts Payable for Approval #1, check numbers 32922-32927, for a total of $16,623.20 and Accounts Payable for Approval #2, check numbers 32948-32949, for a total of $1,259.30.**
- **GF Payroll Paid, check numbers 51477-51504, 51507-51511, and 51513-51514 for a total of $17,526.71 (Physical Check amount), Direct Deposit DD16584-DD1719, for a total of $33,984.85.**
- **Remittance Report, check numbers 51505-51506 and 51512 for a total of $2,836.12.**
- **EFT Report, EFTs 934-939, for a total of $11,936.27.**
- **Revenue/Expenditure Report for September 2026**
- **GL Activity Report**
- **Balance Sheet through September 2026**
- **Building Reports**
- **Police Reports**
- **PC Draft Minutes**
- **ITC Office Expenses Report**
- **Treasurer's Report – September 2026**

DRAFT

Second by: Trustee Brinker

Discussion: None.

Roll Call Vote:
Ayes: Treasurer VanErp, Trustee Brinker, Trustee Creagh, Trustee Duffy, Trustee Steinberg, Supervisor Poth, and Clerk Cleveland.
Nays: None

Motion Passed.

Audit Presentation – Clark Schaefer Hackett – The auditors presented a slideshow and summary of the recent Williamstown Township Audit for the fiscal year ending March 31, 2026. The Township received an unmodified clean opinion for 2025-2026. Highlights of the report included the Township's current revenues and expenditures and net position, changes in assets, and an overall increase in fund balance. State and federal funding changes were also addressed.

Meridian Township Police Report – Assistant Chief Crane reviewed third quarter public safety data for the Township including calls for service, patrol schedules, traffic updates, and staffing levels. Additional details noted include:

- an uptick in residents experiencing fraudulent calls.
- the purchase of a new speed monitoring device and trailer.
- a new drone and drone policy used for missing persons or criminal investigations.
- the department's annual Halloween Open House on Saturday, October 24th.
- the State of Michigan online database/dashboard for traffic crash information.

Planning Commission Report - Chair Jerry Eidt shared a summary of the most recent Planning Commission (PC) Meetings from September 23rd and October 13th. On September 23rd, the topic of ordinance enforcement was reviewed by Ken Skunda, Code Enforcement Officer. The Township currently operates as a complaint-based enforcement system. Action was postponed on the Data Center Ordinance until the November 10th meeting so Township Attorneys can review the current draft. There was a site plan review for Barkham Creek Farms. It was recommended for approval with one additional criterion regarding the width of the new driveway. Commissioner Tocarchick reviewed the Bath Charter Township Comprehensive Plan and found no concerns. On the October 13th meeting, a review of Articles 10-22 continued. Planning Consultant Doozan developed a chart of permitted uses to assist in the review which can will also be able to be accessed by the public once completed. The penalty portions of these articles will need legal review. A Farmland and Open Space Preservation Program application was received from Mr. A. Jorgenson and approved under PA 116. Commissioner Laurie Thorp resigned her position.

ACTION ITEMS

PC Re-Appointments – Eidt, Flore, & Weston
Clerk Cleveland moved the Williamstown Township Board approve reappointment of Jerry Eidt, Jim Flore and Toby Weston to the Planning Commission for a three (3) year term.

Second by: Trustee Brinker

Discussion: Discussion ensued on the re-appointment process, length of terms, and when Commissioners should be sworn in.

Roll Call Vote:
Ayes: Trustee Brinker, Trustee Creagh, Trustee Dufffy, Trustee Steinberg, Supervisor Poth, Clerk Cleveland, and Treasurer VanErp.
Nays: None

Motion Passed.

Barkham Creek Farms Site Plan
Trustee Duffy moved the Williamstown Township Board approve approve the Barkham Creek Farms Site Plan dated August 31, 2026.

Second by: Trustee Creagh

Discussion: Mr. Barkham addressed the Board on accommodations made for the driveway and how he plans to use the barn. Concern was expressed about the use of the barn over time and the adherence to Township processes and regulations by the property owner. The Board discussed if there was value in having a list of specific events that can occur at Barkham Creek Farms. There was consensus by Board members that the Ordinance outlines the general usage and confirmed that accordingly, it is not an event barn.

Roll Call Vote:
Ayes: Trustee Creagh, Trustee Duffy, Trustee Steinberg, Supervisor Poth, and Trustee Brinker.
Nays: Clerk Cleveland and Treasurer VanErp.

Motion Passed.

Farmland & Open Space Preservation Program Application
Trustee Brinker moved the Williamstown Township Board approve the Farmland Preservation Program Application, or PA 116 submitted by Aaron Jorgenson for property # 33-33-03-03-21-451-006.

Second by: Trustee Steinberg

Discussion: It was noted one section of the application was incomplete. The box noting information about the mineral rights was not checked. It was confirmed the mineral rights are owned by Mr. A. Jorgenson. The mineral rights are not leased. Clerk Cleveland will follow up with Mr. Jorgenson to clarify the missing information.

Roll Call Vote:
Ayes: Trustee Duffy, Trustee Steinberg, Supervisor Poth, Clerk Cleveland, Treasurer VanErp, Trustee Brinker, and Trustee Creagh.
Nays: None

Motion Passed.

Police Assessment Roll
Treasurer VanErp moved the Williamstown Township Board approve the Police Assessment Roll totaling $216,776.00 for the 2026 Winter Tax Bills.

Second by: Trustee Brinker

Discussion: None.

Roll Call Vote:
Ayes: Trustee Steinberg, Supervisor Poth, Clerk Cleveland, Treasurer VanErp, Trustee Brinker, Trustee Creagh, and Trustee Duffy.
Nays: None

Motion Passed.

Approval of Closed Session Minutes (2) from the 9-30-26 Meeting

Trustee Brinker moved the Williamstown Township Board approve the closed session minutes for Green Burial and for WLCCA from the 9-30-26 meeting.

Second by: Treasurer VanErp

Discussion: None.

Roll Call Vote:
Ayes: Supervisor Poth, Clerk Cleveland, Treasurer VanErp, Trustee Brinker, Trustee Creagh, Trustee Duffy, and Trustee Steinberg.
Nays: None

Motion Passed.

Discussion Items

Ordinance Article 8 – No new additions were discussed. Trustee Brinker found it helpful to go through the articles as a group and expressed support for a combined small group of PC and Board members for a final review.

Short Term Rentals – Supervisor Poth noted that the office is starting to receive more calls from residents who are considering and/or exploring short term rentals. Feedback was sought from the Board on directing the PC to develop an ordinance regarding these types of rentals. Board expressed support for moving forward.

Reports – Departments and Committees

Supervisor's Report – Supervisor Poth noted:

- There is construction occurring on Sherwood Rd., between Zimmer and Williamston Rds. without any permits from Ingham County or the Township. A cease-and-desist order has been issued and the matter has been referred to the Ingham County Prosecuting Attorney.
- He would like to explore alternate options for a new auditing firm.
- ITC has recently communicated that route choices have narrowed and indicated a new round public meetings will be held in the near future.
- Work will begin on addressing changes that are needed for the Green Burial section of Summit Cemetery. When a draft is ready, Supervisor Poth will bring it back to the board. McKenna may also assist in the revision of the ordinance.

NIESA – Trustee Duffy reported on two meetings. In September, a resolution honoring Dorothy Hart was shared. Her member-at-large membership status was extended through December. The purchase of new Station 61 and 62 signage was approved. The Vice Chair discussion was postponed. In October the meeting was held in Webberville at Station 62. Bruce Miller, Locke Twp Supervisor, was selected as the Vice-Chairman. A resolution honoring Frans Wilbrink was passed. Trustee Duffy also noted that he has shared Township concerns with Chief Yanz and the NIESA Board about emergency plans and preparations in the event there is a train derailment in northern part of the Township and other such extensive emergencies.

Parks Committee – Trustee Steinberg reported on the Harvest Festival's success. Discussion ensued on the value of the Parks Committee and the Board subcommittee coming together ahead of the Park Consultant meeting to ensure the ideas and visions for upcoming changes to the Park are shared.

Elections/Clerk – Clerk Cleveland reported on recent preparations for Early Voting and the November 3rd Election. The Election Commission approved election inspectors and receiving boards.

Cemetery – No report.

Roads – Supervisor Poth updated the Board on the recent discussions at the Township Transportation Committee meeting held on October 13th.

Branch School – No report.

Public Comment for agenda and non-agenda items
Opened at 8:40 PM

Jim Wolfe - resident – expressed concerns regarding excessive burning and the lack of regard for the Township Burning Ordinance language and guidance at a neighboring residence on Gulick Road.

Paul Brown – resident – shared his experiences and health concerns regarding the items burned and the size and duration of fires of a neighboring residence on Gulick Road. He expressed concern and frustration when he has sought assistance from NIESA and the police when the Township is closed. He questioned the ordinance and how all stakeholders are enforcing it.

Kevin Mark – resident and Planning Commission Vice Chair – expressed support regarding the Parks Committee and the Board having a strong relationship and directing the narrative with the park consultants.

Closed at 9:02 PM

Next Meeting: Wednesday, November 18, 2026 at 6:30 pm

Adjournment and Review

Trustee Duffy moved to adjourn the meeting.

Second by Treasurer VanErp.

Meeting adjourned at 9:03 PM.

Minutes approved by:

_____ _____
Julie Bellinger, Recording Secretary **Date**

_____ _____
Robin A. Cleveland, Township Clerk **Date**

DRAFT

CHECK DISBURSEMENT REPORT FOR WILLIAMSTOWN TOWNSHIP

CHECK NUMBER 32950 - 32962

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
10/22/2026	GEN I	32950	AMBER LUXTON LUXTON, AMBER	HALL RENTAL REFUND	101-000-255.000	200.00
10/22/2026	GEN I	32951	BRIAN BUSHEY	HALL RENTAL REFUND	101-000-255.000	200.00
10/22/2026	GEN I	32952	BS&A SOFTWARE	PERMIT CONTRACT FEES	101-294-930.000	144.00
10/22/2026	GEN I	32953	MCKENNA ASSOCIATES	CODE ENFORCEMENT SERVICES	101-411-704.000	2,108.38
10/22/2026	GEN I	32954	SECURE LOCK & DOOR, LLC	LOCK REPAIR AND MAINTENANCE	101-265-930.000	335.00
10/27/2026	GEN I	32955	CONSUMERS ENERGY	GAS FOR PARK HOUSE	101-751-925.000	18.67
10/27/2026	GEN I	32956	ENERGY SYSTEMS MICHIGAN, LLC	GENERATOR REPAIRS AND MAINTENANCE	101-265-930.000	4,215.65
10/27/2026	GEN I	32957	FRONTIER	DIAL TONE LINE	101-294-850.000	94.97
10/27/2026	GEN I	32958	KENT COMMUNICATIONS	FALL NEWSLETTER EXPENSES	101-294-903.000	1,209.15
10/27/2026	GEN I	32959	WOW! BUSINESS	INTERNET	101-294-850.000	375.99
10/28/2026	GEN I	32960	ELAN FINANCIAL SERVICES	CREDIT CARD	101-751-881.000	2,931.05
				CREDIT CARD	101-265-930.000	262.94
				CREDIT CARD	101-751-881.003	449.26
				CREDIT CARD	101-101-852.000	320.79
				CREDIT CARD	101-253-752.000	30.04
				CREDIT CARD	101-101-752.000	15.61
				CREDIT CARD	101-751-882.000	80.93
				CREDIT CARD	101-265-752.000	179.88
				CREDIT CARD	101-191-851.000	9.35
						4,279.85
10/28/2026	GEN I	32961	TEL-A-FRIEND	TELEPHONES	101-294-850.000	262.71
10/28/2026	GEN I	32962	GREAT LAKES GRAPHICS	POSTAGE FOR WINTER TAX BILLS	101-253-851.000	1,440.00
Report Total:						14,884.37

CHECK DISBURSEMENT REPORT FOR WILLIAMSTOWN TOWNSHIP

CHECK NUMBER 32963 - 32966

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
10/28/2026	GEN I	32963	GOLDMAN SACHS CUSTODY SOLUTIONS	VOID CHECK Void Reason: PRINTER MISPRINT		** VOIDED **
10/28/2026	GEN I	32964	GOLDMAN SACHS CUSTODY SOLUTIONS	VOID CHECK Void Reason: PRINTER MISPRINT		** VOIDED **
10/28/2026	GEN I	32965	GOLDMAN SACHS CUSTODY SOLUTIONS	Remittance Check	101-000-231.001	277.35
				Remittance Check	101-000-231.001	277.35
						554.70
10/29/2026	GEN I	32966	AFLAC	EMPLOYEE BENEFIT	101-000-231.003	196.40
Report Total:						751.10

CHECK DISBURSEMENT REPORT FOR WILLIAMSTOWN TOWNSHIP

CHECK NUMBER 32971 - 32979

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
11/03/2026	GEN I	32971	ACCIDENT FUND	WORKMAN'S COMPENSATION INSURANCE	101-751-881.911	524.33
				WORKMAN'S COMPENSATION INSURANCE	101-101-841.000	524.33
				WORKMAN'S COMPENSATION INSURANCE	209-567-841.000	524.34
						1,573.00
11/03/2026	GEN I	32972	CENTRAL SECURITY ALARM, INC	SECURITY SYSTEM REPAIRS & MAINTENANCE	101-265-930.000	135.00
11/03/2026	GEN I	32973	GEOSTAR MECHANICAL LLC	GEOTHERMAL SERVICE	101-294-930.000	649.00
11/03/2026	GEN I	32974	MPC CASHWAY LUMBER	HARVEST FESTIVAL SUPPLIES	101-751-881.003	11.20
11/03/2026	GEN I	32975	STATE OF MICHIGAN	EGLE ANNUAL FEE	101-265-930.000	188.98
11/03/2026	GEN I	32976	WILLIAMSTON RED CEDAR GARDEN CLUB	HOLIDAY GREENS	101-751-882.000	35.00
				HOLIDAY GREENS	101-265-752.000	35.00
						70.00
11/03/2026	GEN I	32977	CENTRAL SECURITY ALARM, INC	MONITORING FEES FOR CEMETERY BARN	209-567-930.000	119.85
				MONITORING FEES FOR TOWNSHIP HALL	101-265-930.000	179.85
				MONITORING FEES FOR BRANCH SCHOOL	101-751-882.000	119.85
						419.55
11/03/2026	GEN I	32978	CINTAS	MEDICAL SUPPLY MAINTENANCE	101-265-752.000	272.00
11/03/2026	GEN I	32979	LAKOTA ELECTRIC	TWP OFFICE & BRANCH SCHOOL REPAIRS & M	101-265-930.000	125.00
				TWP OFFICE & BRANCH SCHOOL REPAIRS & M	101-751-881.000	800.00
						925.00
Report Total:						4,243.73

CHECK DISBURSEMENT REPORT FOR WILLIAMSTOWN TOWNSHIP

CHECK NUMBER 32980 - 32992

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
11/17/2026	GEN I	32980	AC&E RENTALS	PORTABLE RESTROOM - PARK	101-751-881.000	262.94
11/17/2026	GEN I	32981	ADMIRAL	FUEL	209-567-759.000	512.80
				FUEL	101-265-759.000	243.50
				FUEL	101-751-881.003	30.33
						786.63
11/17/2026	GEN I	32982	AFLAC	EMPLOYEE BENEFITS	101-000-231.003	941.45
11/17/2026	GEN I	32983	CULLIGAN OF LANSING	WATER SOFTNER SUPPLIES	101-265-930.000	26.00
11/17/2026	GEN I	32984	DTE ENERGY	ELECTRICITY FOR 507 E GRAND RIVER RD	101-751-920.000	17.19
				ELECTRICITY FOR 525 E GRAND RIVER AVE	101-751-925.000	17.66
				ELECTRICITY FOR 993 E SHERWOOD RD	101-751-920.000	20.39
				ELECTRICITY FOR 4990 ZIMMER RD	101-265-925.000	640.04
						695.28
11/17/2026	GEN I	32985	GRANGER	MONTHLY SERVICE	101-265-807.000	68.52
11/17/2026	GEN I	32986	HOME PRO ROOFING	BUILDING PERMIT REFUND	101-371-964.000	135.00
11/17/2026	GEN I	32987	INGHAM COUNTY DRAIN COMMISSIONER	AT-LARGE DRAIN PAYMENT	101-441-926.000	12,748.26
11/17/2026	GEN I	32988	LISA FLETCHER	TRAINING REIMBRUSEMENT	101-247-911.000	137.40
11/17/2026	GEN I	32989	NAPA AUTO PARTS	CEMETERY & PARK REPAIRS AND MAINTENANCE	209-567-930.000	8.99
				CEMETERY & PARK REPAIRS AND MAINTENANCE	101-751-881.000	174.21
						183.20
11/17/2026	GEN I	32990	ST. KATHERINES' EPISCOPAL CHURCH	RENTAL FEES FOR ELECTION POLLING LOCATION	101-191-940.000	200.00
11/17/2026	GEN I	32991	TRUE VALUE HARDWARE	REPAIRS AND MAINTENANCE	101-751-881.000	121.80
				REPAIRS AND MAINTENANCE	209-567-930.000	6.99
				REPAIRS AND MAINTENANCE	101-751-881.003	47.18
				REPAIRS AND MAINTENANCE	101-265-930.000	131.45
						307.42
11/17/2026	GEN I	32992	DTE ENERGY	ELECTRICITY FOR STREETLIGHTS	101-441-925.000	487.35
Report Total:						16,979.45

CHECK DISBURSEMENT REPORT FOR WILLIAMSTOWN TOWNSHIP

CHECK DATE 10/01/2026 - 10/31/2026

- CHECK TYPE: EFT

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
10/29/2026	GEN I	940(E)	MICH DEPT TREASURY	Remittance	101-000-228.010	2,110.02
10/29/2026	GEN I	941(E)	INTERNAL REVENUE SERVICE	Remittance	101-000-229.010	823.18
				Remittance	101-000-229.020	495.25
				Remittance	101-000-229.020	495.25
				Remittance	101-000-229.030	115.82
				Remittance	101-000-229.030	115.82
						2,045.32
10/29/2026	GEN I	942(E)	INTERNAL REVENUE SERVICE	Remittance	101-000-229.010	1,999.17
				Remittance	101-000-229.020	1,477.89
				Remittance	101-000-229.020	1,477.89
				Remittance	101-000-229.030	449.25
				Remittance	101-000-229.030	449.25
						5,853.45
10/29/2026	GEN I	943(E)	INTERNAL REVENUE SERVICE	Remittance	101-000-229.010	206.48
Report Total:						10,215.27

CHECK REGISTER FOR WILLIAMSTOWN TOWNSHIP

For Check Dates 10/01/2026 to 10/31/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/29/2026	GEN I	51518	GERALD EIDT	375.00	330.37	0.00	Open
10/29/2026	GEN I	51519	DALLAS H. HENNEY	360.00	317.16	0.00	Open
10/29/2026	GEN I	51520	TIMOTHY S. O'NEIL	2,485.00	1,986.76	0.00	Open
10/13/2026	GEN I	DD1720	JULIE M. BELLINGER	1,218.44	0.00	787.86	Cleared
10/13/2026	GEN I	DD1721	JEANNE B. HICKS-CASELLI	1,097.25	0.00	802.08	Cleared
10/13/2026	GEN I	DD1722	JEFFREY KODET JR	1,341.34	0.00	1,171.43	Cleared
10/13/2026	GEN I	DD1723	SHERYL L. MONETTE	923.32	0.00	630.83	Cleared
10/13/2026	GEN I	DD1724	DANIEL RHINES	1,774.50	0.00	1,370.30	Cleared
10/13/2026	GEN I	DD1725	MARK E. STEVENSON	922.27	0.00	570.89	Cleared
10/13/2026	GEN I	DD1726	CARA L. YORK	885.13	0.00	779.80	Cleared
10/28/2026	GEN I	DD1727	JULIE M. BELLINGER	1,198.72	0.00	781.07	Cleared
10/28/2026	GEN I	DD1728	JEANNE B. HICKS-CASELLI	813.31	0.00	597.11	Cleared
10/28/2026	GEN I	DD1729	JEFFREY KODET JR	1,069.32	0.00	942.06	Cleared
10/28/2026	GEN I	DD1730	SHERYL L. MONETTE	878.88	0.00	599.30	Cleared
10/28/2026	GEN I	DD1731	DANIEL RHINES	1,680.00	0.00	1,343.09	Cleared
10/28/2026	GEN I	DD1732	MARK E. STEVENSON	1,016.14	0.00	720.21	Cleared
10/28/2026	GEN I	DD1733	CARA L. YORK	711.75	0.00	627.06	Cleared
10/29/2026	GEN I	DD1734	JULIE M. BELLINGER	150.00	0.00	132.14	Cleared
10/29/2026	GEN I	DD1735	JAMES E. BRINKER	573.33	0.00	504.25	Cleared
10/29/2026	GEN I	DD1736	ROBIN CLEVELAND	3,426.67	0.00	2,736.71	Cleared
10/29/2026	GEN I	DD1737	KEITH CREAGH	573.33	0.00	506.61	Cleared
10/29/2026	GEN I	DD1738	JILL CUTSHAW	75.00	0.00	69.26	Cleared
10/29/2026	GEN I	DD1739	MAC J. DONNELLY	4,205.04	0.00	2,854.52	Cleared
10/29/2026	GEN I	DD1740	KEVIN M. DUFFY	508.33	0.00	469.45	Cleared
10/29/2026	GEN I	DD1741	JAMES A. FLORE	75.00	0.00	66.07	Cleared
10/29/2026	GEN I	DD1742	KURT J. GUTER	75.00	0.00	66.07	Cleared
10/29/2026	GEN I	DD1743	JEANNE B. HICKS-CASELLI	75.00	0.00	41.07	Cleared
10/29/2026	GEN I	DD1744	DANIEL KRAFT	75.00	0.00	69.26	Cleared
10/29/2026	GEN I	DD1745	KEVIN M. MARK	225.00	0.00	207.79	Cleared
10/29/2026	GEN I	DD1746	SHERYL L. MONETTE	225.00	0.00	198.23	Cleared
10/29/2026	GEN I	DD1747	AARON L. PORTER	75.00	0.00	66.07	Cleared
10/29/2026	GEN I	DD1748	RONALD T. POTH	4,216.67	0.00	3,471.51	Cleared
10/29/2026	GEN I	DD1749	MARK W. STEINBERG	508.33	0.00	389.13	Cleared
10/29/2026	GEN I	DD1750	DONNA TOCARCHICK	75.00	0.00	69.26	Cleared
10/29/2026	GEN I	DD1751	KIM VANERP	3,000.00	0.00	2,471.61	Cleared
10/29/2026	GEN I	DD1752	STEPHEN T. VAUGHN	2,415.17	0.00	2,047.08	Cleared
10/29/2026	GEN I	DD1753	TOBIN WESTON	75.00	0.00	66.07	Cleared
Report Total:				39,377.24	2,634.29	28,225.25	
			Number of Checks	37			
			Total Physical Checks	3			
			Total Check Stubs	34			

CHECK DISBURSEMENT REPORT FOR WILLIAMSTOWN TOWNSHIP

CHECK DATE 10/01/2026 - 10/31/2026

VENDOR CODE: NATIONW_HR, BCBS, GOLDMAN SA

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
10/28/2026	GEN I	32963	GOLDMAN SACHS CUSTODY SOLUTIONS	VOID CHECK		** VOIDED **
10/28/2026	GEN I	32964	GOLDMAN SACHS CUSTODY SOLUTIONS	VOID CHECK		** VOIDED **
10/28/2026	GEN I	32965	GOLDMAN SACHS CUSTODY SOLUTIONS	Remittance	101-000-231.001	277.35
				Remittance	101-000-231.001	277.35
						554.70
10/21/2026	GEN I	51515	BLUE CROSS BLUE SHIELD	Remittance	101-000-231.002	323.08
				Remittance	101-000-231.002	969.24
						1,292.32
10/21/2026	GEN I	51516	NATIONWIDE TRUST COMPANY	VOID CHECK		** VOIDED **
10/21/2026	GEN I	51517	NATIONWIDE TRUST COMPANY	Remittance	101-000-231.001	540.95
				Remittance	101-000-231.001	540.95
						1,081.90
Report Total:						2,928.92

CHECK DISBURSEMENT REPORT FOR WILLIAMSTOWN TOWNSHIP

CHECK NUMBER 32967 - 32970

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
11/19/2026	GEN I	32967	CITY PULSE	TOWNSHIP BOARD PUBLICATIONS	101-215-902.000	258.63
11/19/2026	GEN I	32968	HIGH GRADE MATERIALS CO.	CEMETERY FOUNDATIONS	209-567-930.000	897.00
11/19/2026	GEN I	32969	MANER COSTERISAN	ACCOUNTING SERVICES	101-101-808.001	238.50
11/19/2026	GEN I	32970	MCKENNA ASSOCIATES	PLANNING CONSULTANT	101-400-812.000	4,888.75
				PLANNING CONSULTANT	101-400-812.001	947.00
						5,835.75
Report Total:						7,229.88

MONTHLY REVENUE & EXPENDITURE REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026 Normal (Abnormal)	Activity For 10/31/2026 Increase (Decrease)	Available Balance 10/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
000	GENERAL	1,045,010.00	550,407.55	114,536.53	494,602.45	52.67
Revenues		1,045,010.00	550,407.55	114,536.53	494,602.45	52.67
Account Category: Expenditures						
101	TOWNSHIP BOARD	162,057.53	104,003.45	20,140.51	58,054.08	64.18
171	SUPERVISOR	68,096.87	32,745.48	4,536.69	35,351.39	48.09
191	ELECTIONS	93,906.00	40,858.16	2,470.94	53,047.84	43.51
209	ASSESSOR	74,712.30	37,023.20	5,555.15	37,689.10	49.55
215	CLERK	76,295.28	41,238.52	5,171.37	35,056.76	54.05
247	BOARD OF REVIEW	4,070.68	322.96	0.00	3,747.72	7.93
253	TREASURER	81,709.39	41,644.14	6,691.28	40,065.25	50.97
265	BUILDING AND GROUNDS	123,313.92	50,393.53	7,697.74	72,920.39	40.87
276	CEMETERY	31,365.68	0.00	0.00	31,365.68	0.00
294	TOWNSHIP OFFICE	78,903.46	32,753.21	4,494.80	46,150.25	41.51
371	BUILDING INSPECTION	39,826.83	26,026.04	3,015.48	13,800.79	65.35
400	PLANNING COMMISSION	108,118.32	55,036.48	9,203.73	53,081.84	50.90
411	ZONING ADMINISTRATOR	19,848.15	10,541.88	3,945.38	9,306.27	53.11
420	ZONING BD OF APPEALS	4,320.41	1,093.10	343.67	3,227.31	25.30
441	PUBLIC WORKS	48,292.24	7,945.56	1,890.80	40,346.68	16.45
751	RECREATION	110,020.00	55,670.73	12,564.49	54,349.27	50.60
Expenditures		1,124,857.06	537,296.44	87,722.03	587,560.62	47.77
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,045,010.00	550,407.55	114,536.53	494,602.45	52.67
TOTAL EXPENDITURES		1,124,857.06	537,296.44	87,722.03	587,560.62	47.77
Total Fund 101 GENERAL FUND:		(79,847.06)	13,111.11	26,814.50	(92,958.17)	

MONTHLY REVENUE & EXPENDITURE REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026 Normal (Abnormal)	Activity For 10/31/2026 Increase (Decrease)	Available Balance 10/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 207 POLICE						
Account Category: Revenues						
000 - GENERAL		220,374.69	17,335.32	5.81	203,039.37	7.87
Revenues		220,374.69	17,335.32	5.81	203,039.37	7.87
Account Category: Expenditures						
301 - POLICE FUND		346,507.46	113,665.71	53,617.01	232,841.75	32.80
Expenditures		346,507.46	113,665.71	53,617.01	232,841.75	32.80
Fund 207 - POLICE:						
TOTAL REVENUES		220,374.69	17,335.32	5.81	203,039.37	7.87
TOTAL EXPENDITURES		346,507.46	113,665.71	53,617.01	232,841.75	32.80
Total Fund 207 POLICE:		(126,132.77)	(96,330.39)	(53,611.20)	(29,802.38)	

MONTHLY REVENUE & EXPENDITURE REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026 Normal (Abnormal)	Activity For 10/31/2026 Increase (Decrease)	Available Balance 10/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 209 CEMETERY						
Account Category: Revenues						
000 - GENERAL		106,777.77	71,087.25	2,418.40	35,690.52	66.57
Revenues		106,777.77	71,087.25	2,418.40	35,690.52	66.57
Account Category: Expenditures						
567 - CEMETERY		218,301.76	98,042.08	15,063.72	120,259.68	44.91
Expenditures		218,301.76	98,042.08	15,063.72	120,259.68	44.91
Fund 209 - CEMETERY:						
TOTAL REVENUES		106,777.77	71,087.25	2,418.40	35,690.52	66.57
TOTAL EXPENDITURES		218,301.76	98,042.08	15,063.72	120,259.68	44.91
Total Fund 209 CEMETERY:		(111,523.99)	(26,954.83)	(12,645.32)	(84,569.16)	

MONTHLY REVENUE & EXPENDITURE REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026 Normal (Abnormal)	Activity For 10/31/2026 Increase (Decrease)	Available Balance 10/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 401 CAPITAL PROJECT FUND						
Account Category: Revenues						
000 - GENERAL		251,693.00	22,315.16	5.00	229,377.84	8.87
Revenues		251,693.00	22,315.16	5.00	229,377.84	8.87
Account Category: Expenditures						
101 - TOWNSHIP BOARD		52,501.00	0.00	0.00	52,501.00	0.00
446 - PUBLIC WORKS		418,241.00	13,840.00	0.00	404,401.00	3.31
751 - RECREATION		6,770.00	0.00	0.00	6,770.00	0.00
Expenditures		477,512.00	13,840.00	0.00	463,672.00	2.90
Fund 401 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		251,693.00	22,315.16	5.00	229,377.84	8.87
TOTAL EXPENDITURES		477,512.00	13,840.00	0.00	463,672.00	2.90
Total Fund 401 CAPITAL PROJECT FUND:		(225,819.00)	8,475.16	5.00	(234,294.16)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,623,855.46	661,145.28	116,965.74	962,710.18	40.71
TOTAL EXPENDITURES - ALL FUNDS		2,167,178.28	762,844.23	156,402.76	1,404,334.05	35.20
NET OF REVENUES & EXPENDITURES:		(543,322.82)	(101,698.95)	(39,437.02)	(441,623.87)	

GL ACTIVITY REPORT FOR WILLIAMSTOWN TOWNSHIP

From 10/01/2026 to 10/31/2026

GL Number	Description	Beginning Balance	Debits	Credits	Ending Balance
101					
101-000-402.000	PROPERTY TAXES	(8,425.13)	0.00	0.00	(8,425.13)
101-000-434.000	TRAILER TAX/PAD FEES	(237.00)	0.00	0.00	(237.00)
101-000-445.000	PENALTY/INT ON TAXES	(138.77)	0.00	0.00	(138.77)
101-000-453.000	STREET LIGHTS-WOODVIEW	(105.21)	0.00	0.00	(105.21)
101-000-454.000	SAD-MEA	(9,033.76)	0.00	5,733.12	(14,766.88)
101-000-455.000	SAD-RCM	(4,793.46)	0.00	1,335.88	(6,129.34)
101-000-476.000	BUSINESS LICENSE FEE	(155.00)	0.00	0.00	(155.00)
101-000-477.000	CABLE TV LICENSE FEE	(2,220.31)	0.00	351.58	(2,571.89)
101-000-490.000	BUILDING PERMITS	(108,900.00)	0.00	6,095.00	(114,995.00)
101-000-573.000	LOCAL COMMUNITY STABILIZATION	(10,484.87)	0.00	0.00	(10,484.87)
101-000-574.000	STATE SHARED REVENUE	(248,114.00)	0.00	99,504.00	(347,618.00)
101-000-580.000	SUMMER TAX REIMBURSEMENT	(5,620.00)	0.00	0.00	(5,620.00)
101-000-626.000	PLANNING FEES	(3,550.00)	0.00	200.00	(3,750.00)
101-000-628.000	BOUNDARY CHANGE	(350.00)	0.00	0.00	(350.00)
101-000-629.000	COPIES & FAXES	(1.00)	0.00	0.80	(1.80)
101-000-631.000	ARTIST FEES - ART TOUR	(955.13)	0.00	0.00	(955.13)
101-000-634.000	HALL RENTALS	(1,730.00)	0.00	625.00	(2,355.00)
101-000-651.000	PAVILION RENTAL	(210.00)	0.00	0.00	(210.00)
101-000-665.000	INT ON DEPOSITS	(4,114.26)	0.00	643.15	(4,757.41)
101-000-665.200	INTEREST ON INVESTMENTS	(18,825.06)	0.00	0.00	(18,825.06)
101-000-669.040	WIRELESS INTERNET	(366.00)	0.00	48.00	(414.00)
101-000-676.000	ELECTION REIMBURSEMENTS	(5,984.07)	0.00	0.00	(5,984.07)
101-000-680.000	MISC INCOME	(100.44)	0.00	0.00	(100.44)
101-000-687.000	REFUNDS & REBATES	(292.28)	0.00	0.00	(292.28)
101-000-687.441	RECYCLE REFUNDS & REBATES	(1,165.27)	0.00	0.00	(1,165.27)
TOTAL FOR FUND 101 GENERAL FUND		(435,871.02)	0.00	114,536.53	(550,407.55)
207					
207-000-427.000	SPECIAL ASSESSMENT	(6,221.04)	0.00	0.00	(6,221.04)
207-000-478.000	LIQUOR LICENSE FEES	(825.00)	0.00	0.00	(825.00)
207-000-665.000	INT ON DEPOSITS POLICE	(77.60)	0.00	5.81	(83.41)
207-000-665.200	INTEREST ON INVESTMENT	(7,367.87)	0.00	0.00	(7,367.87)
207-000-680.000	MISC INCOME	(2,838.00)	0.00	0.00	(2,838.00)
TOTAL FOR FUND 207 POLICE		(17,329.51)	0.00	5.81	(17,335.32)
209					
209-000-582.000	CITY CONTRIBUTION	(18,000.00)	0.00	0.00	(18,000.00)
209-000-642.000	PLOT SALES	(19,400.00)	0.00	0.00	(19,400.00)
209-000-643.000	DEED TRANSFER/DISINTERN	(25.00)	0.00	0.00	(25.00)
209-000-644.000	FOUNDATIONS	(4,902.40)	0.00	518.40	(5,420.80)
209-000-645.000	BURIAL OPENING/CLOSING	(9,650.00)	0.00	1,700.00	(11,350.00)
209-000-646.000	CREMAINS BURIAL	(8,200.00)	0.00	200.00	(8,400.00)
209-000-648.000	COLUMBARIUM	(3,650.00)	0.00	0.00	(3,650.00)
209-000-665.200	INTEREST ON INVESTMENT	(4,641.45)	0.00	0.00	(4,641.45)
209-000-674.000	CONTRIBUTIONS AND DONATIONS	(200.00)	0.00	0.00	(200.00)
TOTAL FOR FUND 209 CEMETERY		(68,668.85)	0.00	2,418.40	(71,087.25)
401					
401-000-630.000	ART TOUR TICKETS	(1,375.00)	0.00	0.00	(1,375.00)
401-000-665.200	INTEREST ON INVESTMENT	(13,935.16)	0.00	0.00	(13,935.16)
401-000-674.001	RRESTRICTED DONATIONS	(7,000.00)	0.00	5.00	(7,005.00)
TOTAL FOR FUND 401 CAPITAL PROJECT FUND		(22,310.16)	0.00	5.00	(22,315.16)
Grand Total		(544,179.54)	0.00	116,965.74	(661,145.28)

BALANCE SHEET REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

GL Number	Description	Beg. Balance 04/01/2026	YTD Balance 10/31/2026 Normal (Abnormal)
Fund: 101 GENERAL FUND			
***** Assets *****			
101-000-001.200	IND BK CASH	545,741.91	538,120.94
101-000-002.002	CONSUMERS SAVINGS	25.00	25.00
101-000-002.040	LAKE TRUST SAVINGS	0.00	5.00
101-000-003.000	CD - FIRST NATIONAL BANK -	0.10	101,018.40
101-000-003.020	CONSUMERS CU	107,185.44	109,458.45
101-000-003.022	CONSUMERS CU-8804	106,421.09	108,467.33
101-000-003.023	CD FLAGSTAR BANK CD3	0.00	50,000.00
101-000-003.024	CD-FLAGSTAR BANK-8996	52,066.08	52,066.08
101-000-003.033	CD -FLAGSTAR BANK-2139	121,805.59	121,830.92
101-000-003.035	CD - MERCANTILE 1	51,774.31	0.00
101-000-003.037	CD-MERCANTILE BANK-2087	52,038.10	0.00
101-000-003.040	LAKE TRUST CD 1	0.00	101,066.26
101-000-003.041	LAKE TRUST CD 2	0.00	50,502.35
101-000-003.042	LAKE TRUST CD 3	0.00	50,502.35
101-000-003.049	CD-DART BANK-1354	52,102.85	0.00
101-000-003.060	CD -DART BANK-3867	148,012.08	0.00
101-000-004.000	PETTY CASH	252.00	252.00
101-000-005.000	MICHIGAN CLASS INVESTMENT	411,664.35	418,768.28
101-000-040.000	ACCOUNTS RECEIVABLE	1,446.92	1,446.92
101-000-045.000	SPECIAL ASSESSMENTS RECEIVABLE	125,444.91	125,444.91
101-000-056.000	INTEREST RECEIVABLE	4,704.11	4,704.11
101-000-072.000	DUE FROM COUNTY	7,818.34	7,818.34
101-000-078.000	DUE FROM STATE	86,186.00	86,186.00
101-000-084.207	DUE FROM POLICE	30.13	30.13
101-000-084.703	DUE FROM CURRENT TAX FUND	10,000.00	10,000.00
101-000-123.000	PREPAID EXPENSES	57,106.60	57,106.60
Total Assets		1,941,825.91	1,994,820.37
***** Liabilities *****			
101-000-202.000	ACCOUNTS PAYABLE	3,468.06	10,753.07
101-000-214.000	DUE TO NIESA DELINQUENT PERS	(2.61)	(0.50)
101-000-214.001	DUE TO AIRPORT DELINQUENT PERS PROPERTY	(0.62)	(0.13)
101-000-214.209	DUE TO CEMETERY	791.04	791.04
101-000-215.000	DUE TO SPECIAL ASSESSMENTS	150.00	150.00
101-000-222.002	DUE TO ZOO DELINQUENT PERS	(0.44)	(0.09)
101-000-222.003	DUE TO FARMLAND PRES DEL PERS	(0.12)	(0.03)
101-000-222.006	DUE TO ANIMAL CONTROL DEL PERS	(0.18)	(0.04)
101-000-222.007	DUE TO HEALTH SERVICES DEL PERS	(0.56)	(0.10)
101-000-222.008	DUE TO PARKS & TRAILS DEL PERS	(0.44)	(0.09)
101-000-222.009	DUE TO PUBLIC TRANS DEL PERS	(0.53)	(0.11)
101-000-222.010	DUE TO JUVENILE JUSTICE DEL PERS	(0.53)	(0.10)
101-000-222.012	DUE TO 911 DEL PERS	(0.75)	(0.15)
101-000-222.013	DUE TO JAIL/JUSTICE	(0.75)	(0.15)
101-000-222.015	DUE TO ELDER CARE	(0.26)	(0.05)
101-000-222.017	DUE TO HOUSING/HOMELESS PERS DEL	(0.44)	(0.08)
101-000-223.000	DUE TO LIBRARIES DELINQUENT PERS	(1.37)	(0.26)
101-000-225.003	DUE TO WILLIAMSTON DELINQUENT PERS	(13.72)	(2.65)
101-000-226.000	DUE TO TOWNSHIPS DELINQUENT PERS	32.33	67.30
101-000-228.010	STATE INCOME TAX WITHHOLDING	2,523.65	2,513.02
101-000-229.006	ACCRUED MESC	(2,192.91)	(2,528.51)
101-000-229.010	FEDERAL TAX WITHHOLDING	(170.16)	145.51
101-000-229.020	SOC SEC TAX W/H	(359.16)	(359.16)
101-000-229.030	MEDICARE TAX W/H	(84.22)	(84.22)
101-000-231.001	PENSION W/H	4,197.77	4,129.93
101-000-231.002	HEALTH INSURANCE W/H	201.93	(857.47)
101-000-231.003	AFLAC PAYABLE	(1,005.78)	(989.47)
101-000-234.001	DUE TO INGHAM ISD DELINQUENT PERS	(5.49)	(1.05)
101-000-235.000	DUE TO LANSING COMMUNITY COLLEGE DELINQU	(3.32)	(0.64)
101-000-237.000	ESCROW PAYABLE	0.00	16,383.00
101-000-255.000	DUE TO INDIVIDUALS - HALL RENTAL	985.00	1,785.00
101-000-257.000	ACCRUED WAGES	1,609.18	1,609.18
101-000-268.000	ESCHEATABLE/UNCLAIMED MONEY	0.00	(4.22)
101-000-361.000	DEFERRED REVENUE	130,149.02	130,149.02
101-000-468.000	DUE TO WILLIAMSTON SR. CTR. PER DEL	(0.05)	0.12
Total Liabilities		140,263.57	163,646.92
***** Fund Equity *****			
101-000-390.000	FUND BALANCE	1,340,579.37	1,340,579.37
101-000-390.001	FUND BALANCE ROADS	158,122.00	158,122.00
101-000-390.002	FUND BALANCE MINIMUM	200,000.00	200,000.00

GL Number	Description	Beg. Balance 04/01/2026	YTD Balance 10/31/2026 Normal (Abnormal)
Fund: 101 GENERAL FUND			
*** Fund Equity ***			
Total Fund Equity		1,698,701.37	1,698,701.37
Total Fund 101:			
TOTAL ASSETS		1,941,825.91	1,994,820.37
BEG. FUND BALANCE - 25-26		1,698,701.37	1,698,701.37
+ NET OF REVENUES/EXPENDITURES - 25-26		102,860.97	102,860.97
+ NET OF REVENUES & EXPENDITURES		0.00	29,611.11
= ENDING FUND BALANCE		1,801,562.34	1,831,173.45
+ LIABILITIES		140,263.57	163,646.92
= TOTAL LIABILITIES AND FUND BALANCE		1,941,825.91	1,994,820.37

GL Number	Description	Beg. Balance 04/01/2026	YTD Balance 10/31/2026 Normal (Abnormal)
Fund: 207 POLICE			
***** Assets *****			
207-000-001.000	CASH	33,669.57	9,971.31
207-000-003.000	CD - FIRST NATIONAL BANK -	63,201.96	64,676.10
207-000-003.001	CD2-FIRST NATIONAL BANK OF AMERICA	63,201.96	64,676.10
207-000-003.035	CD - MERCANTILE 1	52,119.03	52,119.03
207-000-003.036	CD-MERCANTILE 2	51,992.29	53,025.29
207-000-005.000	MICHIGAN CLASS INVESTMENT	204,524.75	127,911.34
207-000-045.000	SPECIAL ASSESSMENTS RECEIVABLE	6,131.04	6,131.04
Total Assets		474,840.60	378,510.21
***** Liabilities *****			
207-000-214.101	DUE TO GENERAL FUND	30.13	30.13
Total Liabilities		30.13	30.13
***** Fund Equity *****			
207-000-390.000	FUND BALANCE	478,653.18	478,653.18
Total Fund Equity		478,653.18	478,653.18
Total Fund 207:			
TOTAL ASSETS		474,840.60	378,510.21
BEG. FUND BALANCE - 25-26		478,653.18	478,653.18
+ NET OF REVENUES/EXPENDITURES - 25-26		(3,842.71)	(3,842.71)
+ NET OF REVENUES & EXPENDITURES		0.00	(96,330.39)
= ENDING FUND BALANCE		474,810.47	378,480.08
+ LIABILITIES		30.13	30.13
= TOTAL LIABILITIES AND FUND BALANCE		474,840.60	378,510.21

BALANCE SHEET REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

GL Number	Description	Beg. Balance 04/01/2026	YTD Balance 10/31/2026 Normal (Abnormal)
Fund: 209 CEMETERY			
***** Assets *****			
209-000-001.200	IND BK CASH	112,068.40	63,472.64
209-000-003.003	CEM CD- FIFTH THIRD	0.00	50,000.00
209-000-003.016	MSUFCU	92,126.00	93,728.70
209-000-003.061	CD-DART BANK-1356	31,261.70	0.00
209-000-005.000	MICHIGAN CLASS INVESTMENT	128,142.61	130,589.54
209-000-084.101	DUE FROM GENERAL FUND	791.04	791.04
209-000-123.000	PREPAID EXPENSES	2,785.50	2,785.50
Total Assets		367,175.25	341,367.42
***** Liabilities *****			
209-000-202.000	ACCOUNTS PAYABLE	0.00	897.00
209-000-240.001	DUE TO HOMECOMING/FACEPLATES	1,067.00	1,317.00
209-000-257.000	ACCRUED WAGES	151.50	151.50
Total Liabilities		1,218.50	2,365.50
***** Fund Equity *****			
209-000-390.000	FUND BALANCE	343,763.17	343,763.17
Total Fund Equity		343,763.17	343,763.17
Total Fund 209:			
TOTAL ASSETS		367,175.25	341,367.42
BEG. FUND BALANCE - 25-26		343,763.17	343,763.17
+ NET OF REVENUES/EXPENDITURES - 25-26		22,193.58	22,193.58
+ NET OF REVENUES & EXPENDITURES		0.00	(26,954.83)
= ENDING FUND BALANCE		365,956.75	339,001.92
+ LIABILITIES		1,218.50	2,365.50
= TOTAL LIABILITIES AND FUND BALANCE		367,175.25	341,367.42

BALANCE SHEET REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

GL Number	Description	Beg. Balance 04/01/2026	YTD Balance 10/31/2026 Normal (Abnormal)
Fund: 401 CAPITAL PROJECT FUND			
***** Assets *****			
401-000-001.200	IND BK CASH	171,085.93	168,737.38
401-000-003.002	CD - INDEPENDENT - 2448	250,000.00	253,989.18
401-000-003.011	5/3 MONEY MARKET	163,111.00	163,111.00
401-000-005.000	MICHIGAN CLASS INVESTMENT	357,918.76	364,753.29
Total Assets		942,115.69	950,590.85
***** Liabilities *****			
401-000-202.000	ACCOUNTS PAYABLE	13,840.00	13,840.00
Total Liabilities		13,840.00	13,840.00
***** Fund Equity *****			
401-000-390.000	FUND BALANCE	719,788.94	719,788.94
Total Fund Equity		719,788.94	719,788.94
Total Fund 401:			
TOTAL ASSETS		942,115.69	950,590.85
BEG. FUND BALANCE - 25-26		719,788.94	719,788.94
+ NET OF REVENUES/EXPENDITURES - 25-26		208,486.75	208,486.75
+ NET OF REVENUES & EXPENDITURES		0.00	8,475.16
= ENDING FUND BALANCE		928,275.69	936,750.85
+ LIABILITIES		13,840.00	13,840.00
= TOTAL LIABILITIES AND FUND BALANCE		942,115.69	950,590.85

BALANCE SHEET REPORT FOR WILLIAMSTOWN TOWNSHIP

Balance As Of 10/31/2026

GL Number	Description	Beg. Balance 04/01/2026	YTD Balance 10/31/2026 Normal (Abnormal)
Fund: 703 CURRENT TAX COLLECTION FUND			
***** Assets *****			
703-000-001.000	CASH	10,185.74	69,169.89
Total Assets		10,185.74	69,169.89
***** Liabilities *****			
703-000-202.000	ACCOUNTS PAYABLE	0.00	205,394.80
703-000-214.101	DUE TO GENERAL FUND	10,000.00	10,000.00
703-000-222.000	DUE TO COUNTIES	0.00	(76,329.82)
703-000-222.011	DUES TO CO IND VET	0.00	(310.69)
703-000-228.001	STATE EDUCATION TAX	0.00	(69,829.70)
703-000-275.000	DUE TO TAXPAYERS	21.63	21.63
Total Liabilities		10,021.63	68,946.22
***** Fund Equity *****			
703-000-390.000	FUND BALANCE	163.91	163.91
Total Fund Equity		163.91	163.91
Total Fund 703:			
TOTAL ASSETS		10,185.74	69,169.89
BEG. FUND BALANCE - 25-26		163.91	163.91
+ NET OF REVENUES/EXPENDITURES - 25-26		0.20	0.20
+ NET OF REVENUES & EXPENDITURES		0.00	59.56
= ENDING FUND BALANCE		164.11	223.67
+ LIABILITIES		10,021.63	68,946.22
= TOTAL LIABILITIES AND FUND BALANCE		10,185.74	69,169.89

Issued Permit List

11/03/2026

Permit	Address	Issued	Status	Category	Contractor	Permit Fees	Const. Value
PB26-0057	5155 ZIMMER RD	10/08/2026	Issued	DEMOLISH		$420.00	
PB26-0103	2365 E GRAND RIVER RD	10/27/2026	Issued	Commercial, New Buildin	NORTHERN HOME IMPROVEMENT	$75,025.00	
PB26-0121	4640 ZIMMER RD	10/01/2026	Issued	DECK	Midwest Universal Carpentry	$325.00	
PB26-0122	343 E GRAND RIVER RD	10/01/2026	Issued	SIGN		$60.00	
PB26-0128	2347 E HASLETT RD	10/08/2026	Issued	Reroof		$210.00	
PB26-0129	1020 CHERRY VALLE LN	10/08/2026	Issued	Reroof	a&j roofing llc	$210.00	
PB26-0130	2340 WILGUS RD	10/13/2026	Issued	Reroof	Home Pro Roofing	$210.00	
PB26-0133	123 DAMON RD	10/15/2026	Issued	Reroof		$210.00	
PB26-0135	4077 MEADOWDALE DR	10/20/2026	Issued	Reroof	XYZ ROOFCO, LLC	$210.00	
PB26-0137	4910 MERIDIAN RD	10/21/2026	Issued	Reroof	HUBBLE CONSTRUCTION	$210.00	
PB26-0138	885 E GRAND RIVER RD	10/27/2026	Issued	Reroof	FIDELIS CONTRACTING AND REMODELING	$210.00	
PB26-0139	4574 SANDSTONE DR	10/27/2026	Issued	Reroof	Home Pro Roofing	$210.00	
PB26-0140	1756 BROOKSHIRE CT	10/27/2026	Issued	Reroof	Home Pro Roofing	$210.00	
PB26-0141	1561 GERMANY RD	10/27/2026	Issued	Reroof	ORIGINAL ROOFING COMPANY -ROCHESTER HILLS	$210.00	
PB26-0143	5200 ZIMMER RD	10/28/2026	Issued	Reroof	Lifetime Roofing Group, LLC DBA Lifetime Roofing	$210.00	
PB26-0144	4120 MEADOWDALE DR	10/28/2026	Issued	Reroof	XYZ ROOFCO, LLC	$210.00	
PB26-0145	5275 BARTON RD	10/29/2026	Issued	garage	Key Builders	$350.00	

Issued Permit List

11/03/2026

Permit	Address	Issued	Status	Category	Contractor	Permit Fees	Const. Value
PB26-0147	4070 MEADOWDALE DR	10/29/2026	Issued	Reroof	Acme Roofing & Siding	$210.00	
PB26-0148	4184 MEADOWDALE DR	10/29/2026	Issued	Reroof	Acme Roofing & Siding	$210.00	

Total Permits: 19

Total Value:

Total Fees: $79,120.00

Finaled Permit List

11/03/2026

Permit	Address	Issued	Status	Category	Permit Fees	Const. Value
PB26-0037	120 SWALLOWTAIL LANE	05/07/2026	Finaled	DECK	$325.00	
PB26-0065	4970 QUARTON RD	06/17/2026	Finaled	Reroof	$210.00	
PB26-0093	2365 E GRAND RIVER RD	08/06/2026	Finaled	DEMOLISH	$210.00	
PB26-0097	5255 N WILLIAMSTON RD	08/12/2026	Finaled	Reroof	$210.00	
PB26-0105	4830 ZIMMER RD	08/26/2026	Finaled	Reroof	$210.00	
PB26-0111	4697 SANDSTONE DR	09/03/2026	Finaled	DECK	$325.00	
PB26-0125	1315 BRIDLEWOOD LN	10/06/2026	Finaled	Reroof	$210.00	
PB26-0126	1808 E SHERWOOD RD	10/06/2026	Finaled	Reroof	$210.00	
PB26-0131	4442 CONGDON DR	10/14/2026	Finaled	Reroof	$210.00	
PB26-0132	3784 BEEMAN RD	10/16/2026	Finaled	Reroof	$210.00	
PB26-0134	895 HASLETT RD	10/15/2026	Finaled	Reroof	$210.00	

Total Permits: 11

Total Value:

Total Fees: $2,540.00

2026 POLICE REPORT - WILLIAMSTOWN TOWNSHIP

	JANUARY		FEBRUARY		MARCH		1ST QUARTER	
	2025	2026	2025	2026	2025	2026	2025	2026
Calls for Service	104	122	92	116	100	115	296	353
Written Reports	19	30	25	18	7	23	51	71
Crash Reports	9	17	14	7	3	10	26	34
Personal Injury Reports	3	2	2	1	0	0	5	3
Citations	5	5	7	27	10	10	22	42
Charges	5	5	7	27	10	10	22	42
Arrests	1	0	0	1	0	4	1	5
Patrol Hours	189.50	218.75	165.75	166.50	178.00	174.50	533.25	559.75
Billable Patrol Hours	25.50	33.35	20.25	44.15	14.75	41.20	60.50	118.70
Cost	$2,068.05	$2,785.73	$1,642.28	$3,687.85	$1,196.23	$3,441.44	$4,906.55	$9,915.01

	APRIL		MAY		JUNE		2ND QUARTER	
	2025	2026	2025	2026	2025	2026	2025	2026
Calls for Service	97	139	143	131	122	116	362	386
Written Reports	20	23	19	20	23	13	62	56
Crash Reports	5	9	5	6	5	19	15	34
Personal Injury Reports	2	2	0	1	1	2	3	5
Car vs. Deer Reports	0	6	0	3	0	10	0	19
Citations	8	13	23	3	16	6	47	22
Charges	8	13	23	3	16	6	47	22
Arrests	2	3	2	0	2	0	6	3
Patrol Hours	176.00	188.00	182.00	222.50	173.00	163.00	531	574
Billable Patrol Hours	26.50	37.25	28.75	31.75	26.25	31.25	82	100
Cost	$1,901.91	$3,111.49	$2,331.63	$2,652.08	$2,128.88	$2,610.31	$6,362.41	$8,373.88

	JULY		AUGUST		SEPTEMBER		3RD QUARTER	
	2025	2026	2025	2026	2025	2026	2025	2026
Calls for Service	151	129	133	105	138	152	422	386
Written Reports	23	16	20	13	23	12	66	41
Crash Reports	6	8	7	7	11	8	24	23
Personal Injury Reports	2	3	0	3	0	1	2	7
Car vs. Deer Reports	0	2	0	4	0	5	0	11
Citations	17	5	23	10	19	6	59	21
Charges	17	6	25	9	19	0	61	15
Arrests	2	0	2	0	1	0	5	0
Patrol Hours	178.25	189.25	177.25	188.50	175.50	182.75	531	561
Billable Patrol Hours	37.75	32.50	23.75	25.25	20.25	20.00	81.75	78
Cost	$3,061.53	$2,714.73	$1,926.13	$2,109.13	$1,642.28	$1,670.60	$6,629.94	$6,494.46

	OCTOBER		NOVEMBER		DECEMBER		4TH QUARTER	
	2025	2026	2025	2026	2025	2026	2025	2026
Calls for Service	132	147					132	147
Written Reports	23	26					23	26
Crash Reports	16	16					16	16
Car vs. Deer Reports	0	11						11
Personal Injury Reports	3	0					3	0
Citations	8	13					8	13
Charges	8	5					8	5
Arrests	2	0					2	0
Patrol Hours	181.00	175.25					181	175.25
Billable Patrol Hours	28.25	39.80					28.25	40
Cost	$2,291.08	$3,324.49	$0.00	$0.00	$0.00	$0.00	$2,291.08	$3,324.49

	YEAR TO DATE	
	2025	2026
Calls for Service	1212	1272
Written Reports	202	194
Crash Reports	81	107
Personal Injury Reports	13	15
Citations	136	98
Charges	138	84

Arrests	14	8
Patrol Hours	1776.25	1869.00
Billable Patrol Hours	252.00	336.50
Cost	$20,189.97	$28,107.85

October

Day	Hours in WT	Hours Patroling
1	2.5	10 am – 12:30 pm
2	6.0	6 am – 12 pm
3	0.0	
4	6.0	6 am – 12 pm
5	6.0	10 am – 4 pm
6	6.0	6 am - 12 pm
7	6.0	6 am - 12 pm
8	0.0	
9	0.0	
10	6.0	6 am - 12 pm
11	6.0	6 am - 12 pm
12	12.0	6am – 12 pm & 12 pm – 10 pm
13	0.0	
14	6.0	6 am – 12 pm
15	6.0	6 am - 12 pm
16	4.0	12 pm – 3:30 pm & 7 – 7:30 pm
17	7.0	9 am - 12 pm & 6 pm – 10 pm
18	8.0	6 am – 2:00 pm
19	6.0	12 pm – 6 pm
20	5.0	10 am - 1 pm & 8 pm to 10 pm
21	5.0	12 pm – 5 pm
22	6.0	12 pm – 3 pm & 7 pm – 10 pm
23	0.0	
24	9.0	12 pm – 6 pm & 6:45 pm – 9:45 pm
25	9.0	9 am - 3 pm & 9 pm – 12 am
26	3.0	12 pm – 3 pm
27	6.0	9 am – 12 pm & 7 pm – 10 pm
28	7.0	10 am – 2 pm & 7 pm – 11 pm
29	3.0	11 am - 2 pm
30	3.0	6 am - 9 am
31	3.0	1 pm – 4pm

CAD Browser Enterprise

User Links Queues Search Tools Messaging Reports Admin Log Off

Incidents Search (Advanced)

Search

Data Source: Report Server

From Date: 10/1/2026

To Date: 10/31/2026

Agency: LAW

Incident #:

Case #:

Address:

Location:

City:

Unit:

- *Use * as wildcard except for Unit.*
- *If complete incident number is specified, then other fields will be ignored.*
- *If complete case number is specified, then other fields will be ignored.*

Problem: Select All | Unselect All

- [ ] Include Blank Problem Nature
- [ ] 911HU- 911 hangup
- [ ] ABANDVE- abandoned vehicle
- [ ] ADMIN- administrative call
- [ ] AIR1L-Alert 1 Standby <=19 pas
- [ ] AIR2L- Alert 2 Standby 20+ pas

Jurisdiction: Select All | Unselect All

- [ ] Include Blank Jurisdictions
- [ ] CCSO-Clinton Co Sheriff
- [ ] CRAA-Capital Region Airport PD
- [ ] DNRL-Dept Natural Resources LE
- [ ] ECSO-Eaton Co Sheriffs Office

Division: Select All | Unselect All

- [ ] Include Blank Divisions
- [ ] MT06-MTPD District 6
- [ ] MT07-MTPD District 7
- [ ] MT08-MTPD District 8
- [ ] MT09-MTPD District 9
- [x] MT10-MTPD District 10

1 2 3

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
26-0201038		9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/22/2026 10:11:17 PM
26-0201107		15A7	P4	TSTOP- traffic stop	LAW	,D	WILLIAMSTOWN TWP	10/23/2026 12:01:28 AM
26-0201576			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/23/2026 4:04:28 PM
26-0201612		9T11	P2	PDACC- property damage accide	LAW	D	WILLIAMSTOWN TWP	10/23/2026 4:56:38 PM
26-0201752		9A79	P2	HAZARD- road hazard	LAW	RD	WILLIAMSTOWN TWP	10/23/2026 8:27:38 PM
26-0201851			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/23/2026 11:00:54 PM
26-0201914		9A68	P2	PDACC- property damage accide	LAW	N	WILLIAMSTOWN TWP	10/24/2026 1:17:09 AM
26-0202038		9A79	P3	FRAUD - fraud	LAW		WILLIAMSTOWN TWP	10/24/2026 10:03:36 AM
26-0202100		9A10, 9A68	P2	TRESP- trespassing complaint	LAW		WILLIAMSTOWN TWP	10/24/2026 11:46:20 AM
26-0202129		9A10, 9A79	P2	ALARMB- b&e alarm	LAW		WILLIAMSTOWN TWP	10/24/2026 1:18:09 PM
26-0202161			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/24/2026 2:09:05 PM
26-0202186		9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/24/2026 3:08:43 PM
26-0202196		9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/24/2026 3:24:06 PM
26-0202241		15A6	P3	TXMSG - TX request/message	LAW		WILLIAMSTOWN TWP	10/24/2026 4:29:31 PM
26-0202255			P4	ASSAULT- assault complaint	LAW		WILLIAMSTOWN TWP	10/24/2026 5:02:57 PM
26-0202300		9A10	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/24/2026 6:35:22 PM
26-0202665			P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/25/2026 9:12:50 AM
26-0202682		9A89	P2	ALARMB- b&e alarm	LAW		WILLIAMSTOWN TWP	10/25/2026 9:55:10 AM
26-0202779			P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/25/2026 1:42:20 PM
26-0202882		9K67	P2	SUSPER- suspicious person	LAW		WILLIAMSTOWN TWP	10/25/2026 5:23:57 PM
26-0202886		9K67	P2	PDACC- property damage accide	LAW	,D	WILLIAMSTOWN TWP	10/25/2026 5:36:26 PM
26-0202932		9K67	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/25/2026 7:08:09 PM
26-0203235		9A89	P2	SUSSIT- suspicious situation	LAW		WILLIAMSTOWN TWP	10/26/2026 10:19:28 AM
26-0203328		9T11	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/26/2026 12:33:51 PM
26-0203330		9T11	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/26/2026 12:42:13 PM
26-0203446		920, 9A79, 9A89	P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/26/2026 3:48:31 PM

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26-0203464		P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/26/2026 4:21:03 PM
26-0204231	9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/27/2026 7:37:22 PM
26-0204453	9A71	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/28/2026 6:45:59 AM
26-0204562	9A10, 9A89	P3	CIVIL- civil disturbance	LAW		WILLIAMSTOWN TWP	10/28/2026 9:58:32 AM
26-0204991	9A10	P2	ALARMB- b&e alarm	LAW		WILLIAMSTOWN TWP	10/28/2026 8:45:51 PM
26-0205093	9A83	P3	ANIMAL- animal complaint	LAW		WILLIAMSTOWN TWP	10/28/2026 11:53:21 PM
26-0205180		P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/29/2026 5:37:41 AM
26-0205197	1123	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/29/2026 7:07:39 AM
26-0205291	9T12	P2	HAZARD- road hazard	LAW		WILLIAMSTOWN TWP	10/29/2026 9:22:28 AM
26-0205292		P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/29/2026 9:24:29 AM
26-0205365	9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/29/2026 11:21:23 AM
26-0205602		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/29/2026 4:57:34 PM
26-0205732	15A7	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/29/2026 8:20:11 PM
26-0206011		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/30/2026 9:15:34 AM
26-0206181	9A79	P3	ANIMAL- animal complaint	LAW		WILLIAMSTOWN TWP	10/30/2026 2:17:58 PM
26-0206268		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/30/2026 4:21:52 PM
26-0206392	9T12	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/30/2026 7:09:59 PM
26-0207080		P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/31/2026 2:18:57 PM
26-0207103		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/31/2026 2:57:20 PM
26-0207208	9A83	P3	JUVIE- juvenile complaint	LAW		WILLIAMSTOWN TWP	10/31/2026 5:59:26 PM
26-0207305	9A83	P3	TXMSG - TX request/message	LAW		WILLIAMSTOWN TWP	10/31/2026 8:22:48 PM

1 2 3

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CAD Browser Enterprise

User Links Queues Search Tools Messaging Reports Admin Log Off

Incidents Search (Advanced)

Search

Data Source: Report Server

From Date: 10/1/2026

To Date: 10/31/2026

Agency: LAW

Incident #:

Case #:

Address:

Location:

City:

Unit:

- *Use * as wildcard except for Unit.*
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Problem: Select All | Unselect All

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- [ ] ADMIN- administrative call
- [ ] AIR1L-Alert 1 Standby <=19 pas
- [ ] AIR2L- Alert 2 Standby 20+ pas

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Division: Select All | Unselect All

- [ ] Include Blank Divisions
- [ ] MT06-MTPD District 6
- [ ] MT07-MTPD District 7
- [ ] MT08-MTPD District 8
- [ ] MT09-MTPD District 9
- [x] MT10-MTPD District 10

1 2 3

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
26-0194842			P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/14/2026 10:37:37 AM
26-0194875		9A10	P2	MOTOR- motorist assist	LAW		WILLIAMSTOWN TWP	10/14/2026 11:39:57 AM
26-0194928		9A89	P3	TRAFF- traffic control	LAW	RD	WILLIAMSTOWN TWP	10/14/2026 1:04:04 PM
26-0195065		9K67	P2	SECUR- check security of bldg	LAW		WILLIAMSTOWN TWP	10/14/2026 4:20:01 PM
26-0195417		1123, 9A10	P2	HAZARD- road hazard	LAW		WILLIAMSTOWN TWP	10/15/2026 7:28:29 AM
26-0195437			P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/15/2026 8:07:03 AM
26-0195641		9A68	P3	TXMSG - TX request/message	LAW		WILLIAMSTOWN TWP	10/15/2026 1:27:10 PM
26-0195847		926	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/15/2026 6:39:01 PM
26-0195936		15A7, 15A8	P4	TSTOP- traffic stop	LAW	T	WILLIAMSTOWN TWP	10/15/2026 8:57:44 PM
26-0196108			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/16/2026 5:23:45 AM
26-0196585			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/16/2026 7:08:22 PM
26-0196587		9A10	P4	TSTOP- traffic stop	LAW	RD	WILLIAMSTOWN TWP	10/16/2026 7:10:11 PM
26-0196588			P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/16/2026 7:10:21 PM
26-0196676		9A67	P2	WELFAR- check welfare	LAW		WILLIAMSTOWN TWP	10/16/2026 9:42:07 PM
26-0196679		15A9	P4	TSTOP- traffic stop	LAW	RD	WILLIAMSTOWN TWP	10/16/2026 9:46:57 PM
26-0197321		9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/17/2026 7:21:15 PM
26-0197366		9A10	P2	UNKTBL- unknown trouble	LAW	VE	WILLIAMSTOWN TWP	10/17/2026 8:12:47 PM
26-0197692		906, 9A10	P4	SPECAS- special assignment	LAW	IDE	WILLIAMSTOWN TWP	10/18/2026 8:01:02 AM
26-0197868			P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/18/2026 2:18:43 PM
26-0198016		9A79	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/18/2026 7:27:22 PM
26-0198055		9A67, 9A79	P2	WELFAR- check welfare	LAW		WILLIAMSTOWN TWP	10/18/2026 8:21:23 PM
26-0198232		9T12	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/19/2026 7:26:59 AM
26-0198297		15A6	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/19/2026 9:00:43 AM
26-0198356		923	P4	TSTOP- traffic stop	LAW		MERIDIAN TWP	10/19/2026 10:26:54 AM
26-0198534		9A10	P4	TSTOP- traffic stop	LAW	N	WILLIAMSTOWN TWP	10/19/2026 2:52:56 PM
26-0198812			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/19/2026 10:07:01 PM

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26-0199057		P2	MEDICL- police asst on medical	LAW			WILLIAMSTOWN TWP	10/20/2026 9:04:56 AM
26-0199135	9A10	P2	SUSSIT- suspicious situation	LAW		RD	WILLIAMSTOWN TWP	10/20/2026 11:19:41 AM
26-0199202	9A10	P4	TSTOP- traffic stop	LAW		LEY	WILLIAMSTOWN TWP	10/20/2026 12:59:50 PM
26-0199483		P4	MEDICL- police asst on medical	LAW			WILLIAMSTOWN TWP	10/20/2026 7:34:42 PM
26-0199532	9A10	P4	TSTOP- traffic stop	LAW		)	WILLIAMSTOWN TWP	10/20/2026 8:48:54 PM
26-0199533	9A10	P4	TSTOP- traffic stop	LAW		R RD	WILLIAMSTOWN TWP	10/20/2026 8:56:22 PM
26-0199541	9A10	P4	TSTOP- traffic stop	LAW			WILLIAMSTOWN TWP	10/20/2026 9:09:07 PM
26-0199658	9A63, 9A68	P2	911HU- 911 hangup	LAW			WILLIAMSTOWN TWP	10/21/2026 12:58:42 AM
26-0199876		P2	MEDICL- police asst on medical	LAW	)		WILLIAMSTOWN TWP	10/21/2026 10:31:36 AM
26-0200043		P2	FIREL- police assist on fire	LAW			WILLIAMSTOWN TWP	10/21/2026 2:27:37 PM
26-0200044	15A3, 595, 920, 9A10, 9A67, 9A68, 9A71, 9A89, 9T11, 9T12	P2	FIREL- police assist on fire	LAW			WILLIAMSTOWN TWP	10/21/2026 2:27:44 PM
26-0200136	9A67, 9A71	P2	SUSPER- suspicious person	LAW			WILLIAMSTOWN TWP	10/21/2026 4:59:33 PM
26-0200213		P4	MEDICL- police asst on medical	LAW	)		WILLIAMSTOWN TWP	10/21/2026 6:55:26 PM
26-0200215		P4	MEDICL- police asst on medical	LAW			WILLIAMSTOWN TWP	10/21/2026 6:56:14 PM
26-0200259		P4	FIREL- police assist on fire	LAW			WILLIAMSTOWN TWP	10/21/2026 7:56:40 PM
26-0200331	15A9, 9A73, 9A79	P4	TSTOP- traffic stop	LAW			WILLIAMSTOWN TWP	10/21/2026 10:10:02 PM
26-0200340	15A9	P4	TSTOP- traffic stop	LAW		L	WILLIAMSTOWN TWP	10/21/2026 10:27:16 PM
26-0200492	9T11	P2	HAZARD- road hazard	LAW			WILLIAMSTOWN TWP	10/22/2026 7:10:48 AM
26-0200531		P3	ANIMAL- animal complaint	LAW			WILLIAMSTOWN TWP	10/22/2026 8:48:36 AM
26-0200889		P4	RECK- reckless driving compla	LAW			WILLIAMSTOWN TWP	10/22/2026 5:57:59 PM
26-0200947		P4	HAZARD- road hazard	LAW			WILLIAMSTOWN TWP	10/22/2026 7:30:07 PM
26-0200959	9A10	P2	PDACC- property damage accide	LAW			WILLIAMSTOWN TWP	10/22/2026 7:48:48 PM
26-0200965	15A7	P2	PDACC- property damage accide	LAW			WILLIAMSTOWN TWP	10/22/2026 8:00:49 PM
26-0201017	15A7	P4	TSTOP- traffic stop	LAW			WILLIAMSTOWN TWP	10/22/2026 9:43:47 PM

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CAD Browser Enterprise

User Links Queues Search Tools Messaging Reports Admin Log Off

Incidents Search (Advanced)

Search

Data Source: Report Server

From Date: 10/1/2026

To Date: 10/31/2026

Agency: LAW

Incident #:

Case #:

Address:

Location:

City:

Unit:

- *Use * as wildcard except for Unit.*
- *If complete incident number is specified, then other fields will be ignored.*
- *If complete case number is specified, then other fields will be ignored.*

Problem: Select All | Unselect All

- [ ] Include Blank Problem Nature
- [ ] 911HU- 911 hangup
- [ ] ABANDVE- abandoned vehicle
- [ ] ADMIN- administrative call
- [ ] AIR1L-Alert 1 Standby <=19 pas
- [ ] AIR2L- Alert 2 Standby 20+ pas

Jurisdiction: Select All | Unselect All

- [ ] Include Blank Jurisdictions
- [ ] CCSO-Clinton Co Sheriff
- [ ] CRAA-Capital Region Airport PD
- [ ] DNRL-Dept Natural Resources LE
- [ ] ECSO-Eaton Co Sheriffs Office

Division: Select All | Unselect All

- [ ] Include Blank Divisions
- [ ] MT06-MTPD District 6
- [ ] MT07-MTPD District 7
- [ ] MT08-MTPD District 8
- [ ] MT09-MTPD District 9
- [x] MT10-MTPD District 10

1 2 3

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
26-0201038		9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/22/2026 10:11:17 PM
26-0201107		15A7	P4	TSTOP- traffic stop	LAW	RD	WILLIAMSTOWN TWP	10/23/2026 12:01:28 AM
26-0201576			P4	MEDICL- police asst on medical	LAW	D	WILLIAMSTOWN TWP	10/23/2026 4:04:28 PM
26-0201612		9T11	P2	PDACC- property damage accide	LAW	RD	WILLIAMSTOWN TWP	10/23/2026 4:56:38 PM
26-0201752		9A79	P2	HAZARD- road hazard	LAW	D	WILLIAMSTOWN TWP	10/23/2026 8:27:38 PM
26-0201851			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/23/2026 11:00:54 PM
26-0201914		9A68	P2	PDACC- property damage accide	LAW	N	WILLIAMSTOWN TWP	10/24/2026 1:17:09 AM
26-0202038		9A79	P3	FRAUD - fraud	LAW		WILLIAMSTOWN TWP	10/24/2026 10:03:36 AM
26-0202100		9A10, 9A68	P2	TRESP- trespassing complaint	LAW		WILLIAMSTOWN TWP	10/24/2026 11:46:20 AM
26-0202129		9A10, 9A79	P2	ALARMB- b&e alarm	LAW	D	WILLIAMSTOWN TWP	10/24/2026 1:18:09 PM
26-0202161			P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/24/2026 2:09:05 PM
26-0202186		9A10	P4	TSTOP- traffic stop	LAW	RD	WILLIAMSTOWN TWP	10/24/2026 3:08:43 PM
26-0202196		9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/24/2026 3:24:06 PM
26-0202241		15A6	P3	TXMSG - TX request/message	LAW		WILLIAMSTOWN TWP	10/24/2026 4:29:31 PM
26-0202255			P4	ASSAULT- assault complaint	LAW	RD	WILLIAMSTOWN TWP	10/24/2026 5:02:57 PM
26-0202300		9A10	P2	PDACC- property damage accide	LAW	STON	WILLIAMSTOWN TWP	10/24/2026 6:35:22 PM
26-0202665			P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/25/2026 9:12:50 AM
26-0202682		9A89	P2	ALARMB- b&e alarm	LAW		WILLIAMSTOWN TWP	10/25/2026 9:55:10 AM
26-0202779			P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/25/2026 1:42:20 PM
26-0202882		9K67	P2	SUSPER- suspicious person	LAW		WILLIAMSTOWN TWP	10/25/2026 5:23:57 PM
26-0202886		9K67	P2	PDACC- property damage accide	LAW	D	WILLIAMSTOWN TWP	10/25/2026 5:36:26 PM
26-0202932		9K67	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/25/2026 7:08:09 PM
26-0203235		9A89	P2	SUSSIT- suspicious situation	LAW		WILLIAMSTOWN TWP	10/26/2026 10:19:28 AM
26-0203328		9T11	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/26/2026 12:33:51 PM
26-0203330		9T11	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/26/2026 12:42:13 PM
26-0203446		920, 9A79, 9A89	P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/26/2026 3:48:31 PM

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26-0203464		P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/26/2026 4:21:03 PM
26-0204231	9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/27/2026 7:37:22 PM
26-0204453	9A71	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/28/2026 6:45:59 AM
26-0204562	9A10, 9A89	P3	CIVIL- civil disturbance	LAW		WILLIAMSTOWN TWP	10/28/2026 9:58:32 AM
26-0204991	9A10	P2	ALARMB- b&e alarm	LAW		WILLIAMSTOWN TWP	10/28/2026 8:45:51 PM
26-0205093	9A83	P3	ANIMAL- animal complaint	LAW		WILLIAMSTOWN TWP	10/28/2026 11:53:21 PM
26-0205180		P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/29/2026 5:37:41 AM
26-0205197	1123	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/29/2026 7:07:39 AM
26-0205291	9T12	P2	HAZARD- road hazard	LAW		WILLIAMSTOWN TWP	10/29/2026 9:22:28 AM
26-0205292		P4	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/29/2026 9:24:29 AM
26-0205365	9A10	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/29/2026 11:21:23 AM
26-0205602		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/29/2026 4:57:34 PM
26-0205732	15A7	P4	TSTOP- traffic stop	LAW		WILLIAMSTOWN TWP	10/29/2026 8:20:11 PM
26-0206011		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/30/2026 9:15:34 AM
26-0206181	9A79	P3	ANIMAL- animal complaint	LAW		WILLIAMSTOWN TWP	10/30/2026 2:17:58 PM
26-0206268		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/30/2026 4:21:52 PM
26-0206392	9T12	P2	PDACC- property damage accide	LAW		WILLIAMSTOWN TWP	10/30/2026 7:09:59 PM
26-0207080		P2	FIREL- police assist on fire	LAW		WILLIAMSTOWN TWP	10/31/2026 2:18:57 PM
26-0207103		P2	MEDICL- police asst on medical	LAW		WILLIAMSTOWN TWP	10/31/2026 2:57:20 PM
26-0207208	9A83	P3	JUVIE- juvenile complaint	LAW		WILLIAMSTOWN TWP	10/31/2026 5:59:26 PM
26-0207305	9A83	P3	TXMSG - TX request/message	LAW		WILLIAMSTOWN TWP	10/31/2026 8:22:48 PM

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Meridan Twp PD Offense Summary
for Williamston Twp
Reported On 10/1/2026 - 10/31/2026

Offense	Total Offenses
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	1
Case No: 2692603760 Reported On: 10/12/2026 11:45:00 AM Occurred On: 10/6/2026 3:00:00 PM Township: 16 - Williamston Twp Officer: MTP-39697 - Bazan, Stacey	
2699 - 26001 - Fraud (Other)	1
Case No: 2692603711 Reported On: 10/9/2026 10:40:00 AM Occurred On: 10/8/2026 11:00:00 AM Township: 16 - Williamston Twp Officer: MTP-55172 - Wicks, Nathan	
2902 - 29000 - Damage to Property - Private Property	2
Case No: 2692603903 Reported On: 10/21/2026 12:44:00 PM Occurred On: 10/21/2026 12:00:00 PM Township: 16 - Williamston Twp Officer: MTP-50717 - Reinke, David	
Case No: 2692604052 Reported On: 10/31/2026 6:31:00 PM Occurred On: 10/31/2026 6:00:00 PM Township: 16 - Williamston Twp Officer: MTP-55436 - Scarvey, Jacob	
8073 - 54003 - Traffic - Reckless Driving	1
Case No: 2692603674 Reported On: 10/6/2026 1:07:00 PM Occurred On: 10/6/2026 1:07:00 PM Township: 16 - Williamston Twp Officer: MTP-47019 - King, Dan	
8277 - 54003 - Traffic - Registration Law Violations	1
Case No: 2692603674 Reported On: 10/6/2026 1:07:00 PM Occurred On: 10/6/2026 1:07:00 PM Township: 16 - Williamston Twp Officer: MTP-47019 - King, Dan	
9402 - Alarm Activation - Billable	2
Case No: 2692603967 Reported On: 10/24/2026 1:36:00 PM Occurred On: 10/24/2026 1:18:00 PM Township: 16 - Williamston Twp Officer: MTP-50105 - Tuttle, Jordan	

Meridan Twp PD Offense Summary
for Williamston Twp
Reported On 10/1/2026 - 10/31/2026

Offense	Total Offenses
9402 - Alarm Activation - Billable	Case No: 2692603977 Reported On: 10/26/2026 6:28:32 PM Occurred On: 10/25/2026 9:55:00 AM Township: 16 - Williamston Twp Officer: MTP-50105 - Tuttle, Jordan
9808 - Found/Lost Property	1
	Case No: 2692603918 Reported On: 10/22/2026 3:45:00 PM Occurred On: 10/20/2026 9:00:00 PM Township: 16 - Williamston Twp Officer: MTP-01065 - Short, Alexandra
9910 - 93001 - Traffic, Non-Criminal - Accident	12
	Case No: 2692603645 Reported On: 10/4/2026 6:50:00 AM Occurred On: 10/4/2026 6:50:00 AM Township: 16 - Williamston Twp Officer: MTP-50717 - Reinke, David
	Case No: 2692603710 Reported On: 10/8/2026 10:49:00 PM Occurred On: 10/8/2026 10:49:00 PM Township: 16 - Williamston Twp Officer: MTP-54048 - Tyndall, Natalie
	Case No: 2692603781 Reported On: 10/13/2026 5:55:00 PM Occurred On: 10/13/2026 5:55:00 PM Township: 16 - Williamston Twp Officer: MTP-52049 - Heinemann, Megan
	Case No: 2692603789 Reported On: 10/13/2026 11:32:00 PM Occurred On: 10/13/2026 11:32:00 PM Township: 16 - Williamston Twp Officer: MTP-53029 - Nevills, Brandon
	Case No: 2692603816 Reported On: 10/15/2026 6:40:00 PM Occurred On: 10/15/2026 6:40:00 PM Township: 16 - Williamston Twp Officer: MTP-42001 - Strouse, Douglas
	Case No: 2692603858 Reported On: 10/19/2026 7:28:00 AM Occurred On: 10/19/2026 7:28:00 AM Township: 16 - Williamston Twp Officer: MTP-55610 - Olgine, Elisha

Meridan Twp PD Offense Summary
for Williamston Twp
Reported On 10/1/2026 - 10/31/2026

Offense	Total Offenses
9910 - 93001 - Traffic, Non-Criminal - Accident	Case No: 2692603926 Reported On: 10/22/2026 7:49:00 PM Occurred On: 10/22/2026 7:45:00 PM Township: 16 - Williamston Twp Officer: MTP-58021 - Elliott, Christopher
	Case No: 2692603943 Reported On: 10/23/2026 5:00:00 PM Occurred On: 10/23/2026 4:50:00 PM Township: 16 - Williamston Twp Officer: MTP-54294 - Vandermolen, Larry
	Case No: 2692603962 Reported On: 10/25/2026 5:42:00 PM Occurred On: 10/25/2026 5:42:00 PM Township: 16 - Williamston Twp Officer: MTP-49282 - Anderson, Blaine
	Case No: 2692603963 Reported On: 10/25/2026 7:12:00 PM Occurred On: 10/25/2026 7:12:00 PM Township: 16 - Williamston Twp Officer: MTP-49282 - Anderson, Blaine
	Case No: 2692603997 Reported On: 10/28/2026 6:49:26 AM Occurred On: 10/28/2026 6:49:08 AM Township: 16 - Williamston Twp Officer: MTP-50105 - Tuttle, Jordan
	Case No: 2692604033 Reported On: 10/30/2026 7:12:00 PM Occurred On: 10/30/2026 7:12:00 PM Township: 16 - Williamston Twp Officer: MTP-55610 - Olgine, Elisha
9942 - 98006 - Inspections/Investigations - Family Trouble	2
	Case No: 2692603758 Reported On: 10/12/2026 12:25:00 AM Occurred On: 10/7/2026 1:00:00 PM Township: 16 - Williamston Twp Officer: MTP-39697 - Bazan, Stacey
	Case No: 2692603971 Reported On: 10/23/2026 12:00:00 PM Occurred On: 10/19/2026 12:00:00 PM Township: 16 - Williamston Twp Officer: MTP-52501 - Cole, Meghan

Meridan Twp PD Offense Summary
for Williamston Twp
Reported On 10/1/2026 - 10/31/2026

Offense	Total Offenses
9943 - 98007 - Inspections/Investigations - Suspicious Situations	1
	Case No: 2692604064 Reported On: 10/30/2026 Occurred On: 10/30/2026 Township: 16 - Williamston Twp Officer: MTP-50717 - Reinke, David
9954 - 99008 - Miscellaneous - Assist to Fire Department	2
	Case No: 2692603905 Reported On: 10/21/2026 2:28:00 PM Occurred On: 10/21/2026 2:28:00 PM Township: 16 - Williamston Twp Officer: MTP-50717 - Reinke, David
	Case No: 2692603976 Reported On: 10/26/2026 3:50:00 PM Occurred On: 10/26/2026 3:49:00 PM Township: 16 - Williamston Twp Officer: MTP-50717 - Reinke, David
Total	**26**

WILLIAMSTOWN TOWNSHIP

PLANNING COMMISSION MEETING MINUTES

October 13, 2026

CALL TO ORDER

The Williamstown Township Planning Commission convened at 6:30 pm at the Township Hall, 4990 Zimmer Road, Williamston, MI. Chair Eidt called the meeting to order.

Chair Eidt led the group in the Pledge of Allegiance.

ANNOUNCEMENT: Chair Eidt shared with the Planning Commission that Laurie Thorp has resigned from the Planning Commission today.

PRESENT: Chair Eidt, Commissioners Mark, Porter, Tocarchick, Weston, Flore, Cutshaw and Trustee Brinker.

ABSENT: None.
Quorum established.

ALSO PRESENT: Planning Consultant Chris Doozan of McKenna and Sheryl Monette, Planning Assistant.

AMMENDING THE AGENDA

Motion by Tocarchick, second by Mark to amend the agenda to reflect the approval of the minutes of the corrected date of September 23, 2026.

Motion approved 8-0.

APPROVAL OF AGENDA

Motion by Mark, second by Porter to approve the amended agenda.

Motion approved 8-0.

APPROVAL OF MINUTES

Motion by Brinker, second by Mark to approve the Meeting Minutes for 9/23/2026.

Motion approved 8-0.

PUBLIC COMMENT

Opened at 6:33 pm

None

Closed at 6:33 pm

UNFINISHED BUSINESS

Zoning Ordinance Review—Phase 7

Chris Doozan, Planning Consultant, reviewed his September 29th letter to the Planning Commission regarding Zoning Revisions Involving Articles 10.00 through 22.00.

Article 10, Establishment of Zoning Districts

The Planning Commission reviewed the draft of Article 10, Establishment of Zoning Districts. Discussion ensued. Minor edits were made.

Article 11, R-1, One Family Residential District

The Planning Commission reviewed the draft of Article 11, R-1, One Family Residential District. Discussion ensued. Minor edits were made. Discussion regarding the Penalties and Enforcement section took place. Concerns were raised that the civil infraction $100 penalty is insufficient. Questions were raised if an amount should be mentioned. Language changes to the "his/her" phrasing were also discussed. Mr. Doozan stated this section was written by the former Township Attorney and recommended that any changes be reviewed by the current Township Attorney.

Article 12, R-1-S, Suburban Residential District

The Planning Commission reviewed the draft of Article 12, R-1-S, Suburban Residential District. The Penalties and Enforcement section needs review by Township Attorney.

Article 13, RR, Rural Residential District

The Planning Commission reviewed the draft of Article 13, RR, Rural Residential District. The Penalties and Enforcement section needs review by Township Attorney.

Article 14, RE, Rural Estate District

The Planning Commission reviewed the draft of Article 14, RE, Rural Estate District. The Penalties and Enforcement section needs review by Township Attorney.

Article 15, AG-SF, Agricultural-Small Farms District

The Planning Commission reviewed the draft of Article 15, AG-SF, Agricultural-Small Farms District. The Penalties and Enforcement section needs review by Township Attorney.

Mark-up of Article 16, MHP, Mobile Home Park District Version 2

The Planning Commission reviewed the draft of Article 16, MHP, Mobile Home Park District Version

2. Minor edits were made. The Planning Commission requested that fences be allowed as a screening option in Section 16.03(B)(10). The Penalties and Enforcement section needs review by Township Attorney. Mr. Doozan will investigate whether this ordinance will need to be reviewed and approved by the Manufactured Housing Commission.

Article 17, RM-1, Multiple Family Residential District

The Planning Commission reviewed the draft of Article 17, RM-1, Multiple Family Residential District. Minor edits were made. The Penalties and Enforcement section needs review by Township Attorney.

Article 18, AG-C, Commercial Agricultural District

The Planning Commission reviewed the draft of Article 18, AG-C, Commercial Agricultural District. Minor edits were made. The Penalties and Enforcement section needs review by Township Attorney.

Article 19, OS-1, Limited Business District

The Planning Commission reviewed the draft of Article 19, OS-1, Office Service District. The Penalties and Enforcement section needs review by Township Attorney.

Article 20, B-1, Office Service District

The Planning Commission reviewed the draft of Article 20, B-1, Office Service District. The Penalties and Enforcement section needs review by Township Attorney.

Article 21, B-2, Commercial Center District

The Planning Commission reviewed the draft of Article 21, B-2, Commercial Center District. The Penalties and Enforcement section needs review by Township Attorney.

Article 22, I-1, Commercial Center District

The Planning Commission reviewed the draft of Article 21, B-2, Light Industrial District. The Penalties and Enforcement section needs review by Township Attorney.

Excerpt from Article 8.00, Section 8.02 subsection UU through DDD

The Planning Commission reviewed the draft of Article 8.00, Section 8.02 subsection UU through DDD.

Motion by Mark, second by Cutshaw to postpone action on the draft ordinances 10 through 22 until the November 10th meeting to allow for revision and review of the Penalties and Enforcement section by the Township Attorney.

Motion approved 8- 0.

*Trustee Brinker left the meeting at 7:10 pm and returned at 7:11 pm.

NEW BUSINESS

Farmland and Open Space Preservation Program Application, Aaron Jorgensen, North side of Sherwood Road, west of Branch Road (PIN# 33-03-03-21-451-005)

Chris Doozan, Planning Consultant, reviewed his October 2nd letter to the Planning Commission regarding Aaron Jorgensen's Application for a Farmland Development Rights Agreement. Discussion ensued.

Motion by Tocarchick, second by Porter to recommend approval of the Jorgensen Farmland and Open Space Preservation Program Application, subject to answering the second part of question 14 in the application regarding mineral rights leases and if so, identifying what minerals are leased.

Motion approved 8- 0.

Memorandum dated September 23, 2026, from Ken Skunda, Zoning and Code Enforcement Officer, regarding Shipping Containers and Portable Storage Units (PODs)

Mr. Skunda's Memorandum was reviewed. Discussion ensued about the possibility of allowing shipping containers to be converted into permanent structures if they comply with building code and zoning ordinance requirements. The Planning Commission also indicated it agreed with the time limits in Mr. Skunda's draft regulations.

Motion by Mark, second by Cutshaw to postpone action on the Memorandum regarding Shipping Container and Portable Storage Units (PSU) until the November 10th meeting to allow the Township Planner to draft ordinance revisions based on the Planning Commission's input.

Motion approved 8- 0.

PLANNING AND BOARD REPORTS AND REVIEW

Township Board: Trustee Brinker stated at the last Township Board meeting the Board approved an MDOT Resolution for Lothamer's 5K Charity Run to close the shoulder of Grand River Avenue for October 18th; selected an engineering & design firm for the Township Park projects, C2AE; and amended the Neighborhood Road Policy. The Township Board decided not to join the community group opposing the ITC lines but will continue to oppose the line on its own. The Township Board also voted to put a 12-month moratorium on the sale of green burial plots. The Board amended the Truck Route Ordinance to identify the roads trucks are not allowed on for enforcement. The Township will pay for the "No Trucks" signs, and the Ingham County Road Department will be installing them.

Planning Commission Chair: None

Planning Staff. Sheryl Monette, Planning Assistant, gave a status update on the Barkham Site Plan. Barkham will not be seeking a variance for the east drive as there is enough room to comply with the 31-foot width. The site plan review is on the agenda of the Township Board Meeting on October 14th, 2026. Mrs. Monette also reports that she is receiving increasing calls regarding short-term rentals along with shipping containers.

CORRESPONDENCE: None

PUBLIC COMMENT

Opened at 7:57 pm

None

Closed at 7:57 pm

REVIEW

Chair Eidt reviewed the Planning Commission's actions from the meeting:

- Approved the meeting minutes 9/23/2026.
- Reviewed the drafts of Articles 10 through 22 and an excerpt from Article 8 of the Zoning Ordinance. These will be returned to the Planning Commission on November 10th after edits and attorney review.
- Recommended approval of the Jorgensen Application for a Farmland Development Rights Agreement.
- Reviewed the memorandum from Code Enforcement Officer regarding the language in the Zoning Ordinance about shipping containers.

ADJOURNMENT

Motion by Tocarchick, second by Porter to adjourn the meeting.

Motion approved 8-0

Meeting adjourned at 7:59 PM

Sheryl Monette	Donna Tocarchick
Recording Secretary	Planning Commission Secretary

Williamstown Township Treasurer's Report

Financial Activity in September 2026 Presented at the meeting of the Township Board on Wednesday, November 18, 2026

General Ledger Report for October 2026

	Cash		Investment	Total	
Account	**10/1/2026**	**10/31/2026**	**10/31/2026**	**10/1/2026**	**10/31/2026**
General Fund	$ 487,258.10	$ 536,185.94	$ 1,167,748.89	$ 1,710,177.93	$ 1,703,934.83
Cemetery	$ 75,220.96	$ 63,472.64	$ 275,036.68	$ 357,734.59	$ 338,509.32
Police Services	$ 33,582.51	$ 9,971.31	$ 395,827.44	$ 439,533.54	$ 405,798.75
Capital Project Fund (401)	$ 168,732.38	$ 168,737.38	$ 782,019.73	$ 673,738.59	$ 950,757.11

Bank Statements for October 2026

Bank Accounts	**10/1/2026**	**Total Withdrawals**	**Total Deposits**	**Interest**	**10/31/2026**
Independent Bank					
Gen/Cem/401	$ 741,518.23	$ (56,624.28)	$ 11,129.75	$ 643.15	$ 696,666.85
Independent Bank					
Taxes	$ 177,464.86	$ (185,709.32)	$ 82,979.68		$ 74,735.22
Huntington Bank					
Police Services	$ 33,582.51	$ (53,617.01)	$ 30,000.00	$ 5.81	$ 9,971.31

Cemetery Fund Investment Schedule as of October 2026

Bank Name		**Maturity Date**	**Interest Rate**	**Amount**	**Interest Earned**	**Total**
Fifth Third	CD	8/19/2027	4.05%	$ 50,000.00	$ -	$ 50,000.00
MSUFCU C1	CD	12/4/2026	3.45%	$ 93,728.55	$ 274.24	$ 94,002.79
MI Class				$ 130,589.54	$ 444.35	$ 131,033.89
Total Cemetery Investments				**$ 274,318.09**	**$ 718.59**	**$ 275,036.68**

Williamstown Township Treasurer's Report

Police Services Investment Schedule as of October 2026

Bank Name		Maturity Date		Interest Rate		Amount		Interest Earned		Total
Mercantile Bank-2275	CD	4/17/2027		4.00%		$ 54,112.71		$ -		$ 54,112.71
Mercantile Bank-3903	CD	4/11/2027		4.00%		$ 53,993.00		$ -		$ 53,993.00
First National Bank-5216	CD	8/19/2027		4.14%		$ 64,676.10		$ -		$ 64,676.10
First National Bank-5217	CD	2/19/2028		4.14%		$ 64,676.10		$ -		$ 64,676.10
MI Class						$ 157,911.34		$ 458.19		$ 158,369.53
Total Police Investments						**$ 395,369.25**		**$ 458.19**		**$ 395,827.44**

General Fund Investment Schedule as of October 2026

Bank Name		Maturity Date		Interest Rate		Amount		Interest Earned		Total
Consumers CU-8796	CD	9/4/2027		4.20%		$ 109,458.45		$ 370.84		$ 109,829.29
Flagstar-2139	CD	10/4/2027		4.05%		$ 121,830.92		$ -		$ 121,830.92
Consumers CU-8804	CD	4/4/2027		3.78%		$ 108,467.33		$ 337.35		$ 108,804.68
Flagstar Bank-8996	CD	7/23/2027		4.25%		$ 53,328.85		$ -		$ 53,328.85
First National Bank - 6112	CD	6/28/2027		4.10%		$ 101,018.30		$ -		$ 101,018.30
Lake Trust CU - 1570 (1)	CD	7/24/2028		4.25%		$ 101,066.26		$ 346.39		$ 101,412.65
Lake Trust CU - 1530 (2)	CD	7/24/2027		4.00%		$ 50,502.35		$ 163.13		$ 50,665.48
Lake Trust CU - 1550 (3)	CD	7/24/2027		4.00%		$ 50,502.35		$ 163.13		$ 50,665.48
Flagstar - 8180 (3)	CD	7/17/2028		4.35%		$ 50,000.00		$ -		$ 50,000.00
MI Class						$ 418,768.28		$ 1,424.96		$ 420,193.24
Total GF Investments						**$ 1,164,943.09**		**$ 2,805.80**		**$ 1,167,748.89**

401 Capital Project Fund as of October 2026

Bank Name		Maturity Date		Interest Rate		Amount		Accrued Interest		Total
5th/3rd Sec. - C. Schwab	CD	10/22/2027		3.95%		$ 160,000.00		$ -		$ 160,000.00
MI Class						$ 364,753.29		$ 1,241.16		$ 365,994.45
Independent-Cedars		11/6/2026		3.22%		$ 253,989.18		$ 2,036.10		$ 256,025.28
Total CP Investments						**$ 778,742.47**		**$ 3,277.26**		**$ 782,019.73**

Williamstown Township Treasurer's Report

CD Maturity Date by Fund

General Fund

Bank Name		Amount	Interest Rate	Start Date	Maturity Date	Time Length
Consumers CU-8796	M	$ 107,185.44	4.20%	9/24	**9/4/2027**	12 Months
Flagstar-2139	Q	$ 121,805.59	4.05%	4/3	**10/4/2027**	18 Months
Consumers CU-8804	M	$ 106,421.09	3.78%	3/4	**4/4/2027**	18 Months
Flagstar Bank-8996	A	$ 53,328.85	4.25%	7/23	**7/23/2027**	12 Months
First National Bank-6112	Q	$ 100,000.00	4.10%	5/28	**6/28/2027**	13 Months
Lake Trust CU - 1570 (1)	M	$ 100,000.00	4.25%	6/24	**7/24/2028**	25 Months
Lake Trust CU - 1530 (2)	M	$ 50,000.00	4.00%	6/24	**7/24/2027**	13 Months
Lake Trust CU - 1550 (3)	M	$ 50,000.00	4.00%	6/24	**7/24/2027**	13 Months
Flagstar -8180 (3)	A	$ 50,000.00	4.35%	7/17	**7/17/2028**	24 months
MI Class	D	$ 411,664.35		7/1		Local Pool

Cemetery Fund

MSUFCU C3	M	$ 92,125.85	3.45%	12/4	**12/4/2026**	12 Months
Fifth Third Bank	A	$ 50,000.00	4.05%	8/19	**8/19/2027**	12 Months
MI Class	D	$ 128,142.61		7/1		Local Pool

401 Capital Project Fund

5th/3rd Securities - C. Schwab	A	$ 160,000.00	3.95%	4/26	**10/22/2027**	18 Months
MI Class	D	$ 357,918.76				Local Poo.
Independent Cedars	Q	$ 251,958.43	3.35%	8/7/26	**11/6/26**	91 Days

Police Services Fund

Mercentile Bank-7158	A	$ 54,112.71	4.00%	10/19	**4/17/2027**	6 Months
Mercentile Bank-3903	A	$ 53,993.00	4.00%	10/19	**4/11/2027**	6 Months
First National Bank-5216	Q	$ 64,676.10	4.14%	6/25	**8/20/2027**	12 Months
First National Bank-5217	Q	$ 64,676.10	4.14%	8/19	**2/20/2028**	18 Months
MI Class	D	$ 154,524.75		6/17		Local Pool

State Shared Revenue

Date	Months Incl.	FY 24-25	FY 25-26			FY 26-27				
		Actual Amount	**State Estimate**	Actual Amount	Distribution Rate	State Estimate	Actual Amount	Difference from State Estimate	Difference from FY 25-26	Distribution Rate
30-Apr	Jan - Feb	$ 89,304.00	**$ 92,386.00**	$ 93,852.00	17.7549	**$ 91,364.00**	$ 86,186.00	$ (5,178.00)	$ (7,396.00)	16.3046
30-Jun	Mar - April	$ 87,717.00	**$ 92,485.00**	$ 92,799.00	17.0500	**$ 87,991.00**	$ 78,504.00	$ (9,487.00)	$ (14,295.00)	14.3587
31-Aug	May - June	$ 98,204.00	**$ 100,943.00**	$ 98,168.00	18.5719	**$ 95,539.00**	$ 83,424.00	$ (12,115.00)	$ (14,744.00)	15.782
31-Oct	July - Aug	$ 102,613.00	**$ 103,851.00**	$ 104,139.00	19.7009	**$ 97,236.00**	$ 99,504.00	$ 2,268.00	$ (4,635.00)	18.824
30-Dec	Sept - Oct	$ 91,701.00	**$ 97,285.00**	$ 95,614.00	18.0881	**$ 93,564.00**				
28-Feb	Nov - Dec	$ 95,873.00	**$ 96,396.00**	$ 96,502.00	17.7634	**$ 89,401.00**				
Total		$ 565,412.00	**$ 583,346.00**	$ 581,074.00		**$ 555,095.00**	$ 347,618.00	$ (24,512.00)	$ (41,070.00)	
Population		5286	5286	5286						
Constitutional Revenue Sharing payments are based on a portion of sales tax collections determined on a population basis from the most recent census.										

Harvest Festival

2026		
VENDOR	PURPOSE	QUOTE
ACTIVITIES		
Nature Discovery	reptiles	$ 575.00
M&MS Farms	Petting zoo	$ 375.00
Miracle Face Painting	face painting	$ 530.00
Maddie Sandborn	Henna	$ 100.00
Michigan Wildlife Con	Animal Educ.	$ 250.00
Dawns Art To You	caricatures	$ 500.00
Diane Worthington	balloon animals	$ 275.00
KIDS ART		
Craft Supplies	Owls/pumpkins	$ 228.00
Craft Supplies	Owls - Amazon	$ 155.00
Fawcett Farms	pumpkins for kids	$ 400.00
Mileage		
Jeanne		$ 59.63
Mac and Dan		$ 126.21
Music		
Wild Honey Collective	music	$ 500.00
The Ukulele Kings	music	$ 500.00
SIGNAGE		
Signs on the Spot	date changes	$ 145.00
Anthony's TC Service	installation street sign	$ 100.00
MISC PURCHASES		
Cornstalks & mini pumkins	Barkham	$ 49.00
Wristbands		$ 28.59
table cloths	craft tent	$ 12.53
Mums	Walmart	$ 67.73
Gas for hayride		$ 25.00
Portapotties and washing		$ 350.00
Supplies and Vendors		**$ 5,351.69**
Staff Wages		
Cara	$ 264.63	
Jeanne	$ 1,487.06	
Julie	$ 308.00	
Mac	$ 750.00	
Jeff	$ 340.00	
Dan	$ 530.00	
Total Wages	**$ 3,679.69**	
Sponsor		$ 200.00
Food Vendors		$ 200.00
donation		$ 5.00
Income		**$ 405.00**
Expenses less income		**$ 4,946.69**
Expenses + Wages		**$ 8,626.38**

2025		
VENDOR	PURPOSE	QUOTE
ACTIVITIES		
Nature Discovery	reptiles	$ 550.00
M&MS Farms	Petting zoo and cart rid	$ 500.00
Miracle Face Painting	face painting	$ 530.00
Kites & Fun Things	kite flying demonstratic	$ 150.00
Dawns Art To You	caricatures	$ 500.00
Diane Worthington	balloon animals	$ 90.00
KIDS ART		
Craft	button tree markers	$ 9.09
Christian's	flowers	$ 75.00
Fawcett Farms	pumpkins for activity te	$ 175.00
Kites & Fun Things	Kite kits	$ 497.25
clothes pins, glue gun sticks, buttons		$ 37.01
Oriental Trading Company	Pumpkin decorating kit	$ 88.27
Music		
The Rusty Snails	music	$ 300.00
The Ukulele Kings	music	$ 500.00
SIGNAGE		
Signs on the Spot	date changes	$ 75.00
Anthony's TC Service	installation street sign	$ 100.00
City of Williamston	City sign permits; E-board application	
Signs on the Spot	small signs	$ 240.00
MISC PURCHASES		
Cornhole Bags		$ 33.41
Wristbands		$ 8.88
Cardstock		$ 18.49
Sharpie markers	craft tent	$ 7.97
Mums and tic tac toe pumpki	Christian's	$ 87.69
Large pumkins for decoration	Costco	$ 55.92
		$ 4,628.98
Hours		
Kerri	3124.89	
Jeanne	857.76	
Julie	184.5	
Mac	559.67	
Dan	1718.25	
	6445.07	
	supplies and Vendors	**$ 4,628.98**
	wages	**$ 6,445.07**
	expenses + wages	**$ 11,074.05**

2024		
Vendor	Purpose	Quote
Activities		
Michigan Avian Experience	Night Owls	$ 625.00
Nature Discovery	Reptiles	$ 550.00
Jessica Lloyd	Face painting	$ 100.00
M&M Farms	Mini Cart	$ 400.00
Crafts		
Fawcett Farms	150 pumpkins	$ 218.00
Northern pine nursery	seedling project	$ 292.50
Misc. Supplies		$ 100.00
Music		
Deer and Elk	Music	$ 300.00
Red Cedar River boys	Music	$ 300.00
Signage		
Foresight	Feather Banner	$ 292.35
Signs on the Spot	Over St. Banner	$ 20.00
Signs on the Spot	Old banner update	$ 60.00
Signs on the Spot	Old banner update	$ 20.00
Anthony TC Service	install banner	$ 100.00
Facilities		
AC&E Rentals	Porta potties	$ 390.00
Staff Hours/miles		
Mileage		$ 45.56
Kerri		?
Gwen		?
		$ 3,813.41

2023		
Vendor	Purpose	Quote
Activities		
Michigan Avian Experience	Night Owls	$ 465.00
Epley's Hayride	hayride	$ 200.00
Cornhole competition	cornhole	$ 50.00
M&M Farms	Petting zoo	$ 200.00
M&M Farms	Mini Cart	$ 200.00
Crafts		
Northern pine nursery	seedling project	$ 292.50
Music		
Deer and Elk	Music	$ 300.00
Real Ingredients	Music	$ 350.00
Signage		
Foresight	Feather Banner	$ 789.00
Signs on the Spot	Over St. Banner	$ 330.00
Anthony TC Service	install banner	$ 100.00
Facilities		
AC&E Rentals	Porta potties	$ 214.88
Promotion	Add in Senior center	$ 185.00
		$ 3,676.38

What's New For 2026

Action Needed: New authorization process for Employer Wage Reporting

Register as soon as possible to ensure continued access and compliance.

Registration codes are sent by mail, so anyone who waits until the last minute may not receive their code in time to report. Businesses are strongly encouraged to register early to avoid disruptions.

Effective **November 7, 2026**, the Social Security Administration (SSA) implemented a new authorization process for Business Services Online (BSO) Electronic Wage Reporting. The updated process provides business users with a more secure way to access SSA electronic services.

Organizations that used the previous BSO Electronic Wage Reporting process must **re-register** to continue accessing these services, unless they participated in the January 2026 limited release and received a registration code by mail.

To re-register, go to the BSO Welcome page. Under the Employers section, select **"Sign in or create account for Electronic Wage Reporting"**.

The following BSO services will be affected:

- W-2 and W-2c Online
- Wage File Upload
- Submission Status
- Employer Report Status
- AccuWage Online
- View Wage Report Name/SSN Errors

For more information, visit: How To Navigate BSO Access And Registration.

Note: At this time, the Social Security Number Verification Service (SSNVS) application is not affected by these changes.

WILLIAMSTOWN TOWNSHIP, MICHIGAN - CAPITAL IMPROVEMENT
Total Project Estimated Costs - 2027-2032

Project Number	Project	Priority Ranking Score (Total=25)	Estimated Costs						
			2027	2028	2029	2030	2031	2032	TOTALS 2027-2032
EQP-2027-0001	Truck Replacement	13		$65,000					**$65,000**
EQP-2027-0002	Backhoe Replacement	13				$50,000			**$50,000**
RDT-2027-0001	Township Roads	15	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	**$720,000**
THO-2027-0001	Township Hall Remodel	11			$75,000				**$75,000**
THO-2027-0002	Election Equipment	25	$100,000						**$100,000**
TCP-2027-0001	Park Maintenance Building	19		$30,000					**$30,000**
TCP-2027-0002	Township Community Park House	6	$30,000						**$30,000**
TCP-2027-0003	TWP Park Driveway and Parking Lot	9	$40,000						**$40,000**
TCP-2027-0004	Park Pavilion Remodel and Completion	20		$25,000					**$25,000**
TCP-2027-0005	TWP Community Park Engineering Fees	25	$153,000	$85,000					**$238,000**
TCP-2027-0006	Playground improvement/expansion	4				$30,000			**$30,000**
TCP-2027-0007	TWP Community Park Restroom	15		$150,000					**$150,000**
	TOTALS		**$443,000**	**$475,000**	**$195,000**	**$200,000**	**$120,000**	**$120,000**	**$1,553,000**

WILLIAMSTOWN TOWNSHIP, MICHIGAN - CAPITAL IMPROVEMENT
CIP Projects By Ranking Score - 2027-2032

Project Number	Project	Priority Ranking Score (Total=25)	Estimated Costs						
			2027	2028	2029	2030	2031	2032	TOTALS 2027-2032
THO-2027-0002	Election Equipment	25	$100,000						**$100,000**
TCP-2027-0005	TWP Community Park Engineering Fees	25	$153,000	$85,000					**$238,000**
TCP-2027-0004	Park Pavilion Remodel and Completion	20	.	$25,000					**$25,000**
TCP-2027-0001	Park Maintenance Building	19		$30,000					**$30,000**
RDT-2027-0001	Township Roads	15	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	**$720,000**
TCP-2027-0007	TWP Community Park Restroom	15		$150,000					**$150,000**
EQP-2027-0001	Truck Replacement	13		$65,000					**$65,000**
EQP-2027-0002	Backhoe Replacement	13				$50,000			**$50,000**
THO-2027-0001	Township Hall Remodel	11			$75,000				**$75,000**
TCP-2027-0003	TWP Park Driveway and Parking Lot	9	$40,000						**$40,000**
TCP-2027-0002	Township Community Park House	6	$30,000						**$30,000**
TCP-2027-0006	Playground improvement/expansion	4				$30,000			**$30,000**
	TOTALS		**$443,000**	**$475,000**	**$195,000**	**$200,000**	**$120,000**	**$120,000**	**$1,553,000**

2027-2032 Capital Improvement Plan Report

WILLIAMSTOWN TOWNSHIP

INGHAM COUNTY, MICHIGAN

An Inventory Report Prepared Annually By:
Williamstown Township Planning Commission

November 10, 2026 Draft

ACKNOWLEDGEMENTS

Williamstown Township Board of Trustees

Ron Poth	Supervisor
Robin Cleveland	Clerk
Kim VanErp	Treasurer
Jim Brinker	Trustee
Kevin Duffy	Trustee
Keith Creagh	Trustee
Mark Steinberg	Trustee

Capital Improvement Plan Review Committee

Ron Poth	Chair/Supervisor
Sheryl Monette	Secretary/Planning Assistant
Keith Creagh	Trustee
Gerald Eidt	Planning Commission Chair
Kevin Mark	Planning Commission Vice Chair
Mac Donnelly	Cemetery Sexton / Maintenance

Williamstown Township Department and Committee Heads

Ron Poth	Supervisor
Robin Cleveland	Clerk
Kim VanErp	Treasurer
Steve Vaughn	Assessor
Mac Donnelly	Cemetery Sexton / Maintenance
Tim O'Neil	Building Inspector
Kevin Duffy	NIESA Representative
Mark Steinberg	Chair-Parks and Recreation Committee
Mickey Martin	Chair-Transportation Committee
Pat Shelley	Chair-Cemetery Board
Wanda Bloomquist & Tim Green	Chair-Historical Committee

PLANNING COMMISSION ANNUAL RESOLUTION OF ACCEPTANCE

RESOLUTION

Williamstown Township Planning Commission

TRANSMISSION
OF THE
APPROVED 2027-2032 CAPITAL IMPROVEMENT PLAN

TO THE
WILLIAMSTOWN TOWNSHIP BOARD OF TRUSTEES

WHEREAS, a Capital Improvement Plan allows for the planning of projects over a certain period of time; and

WHEREAS, Williamstown Township Staff is requesting Township funds to build, renovate, or buy equipment, infrastructure, or property to be used as a public asset or to benefit the public; and

WHEREAS, a "Capital Project" is defined as a project large in size having a cost in excess of $25,000 and a useful life greater than 3 years; and

WHEREAS, inasmuch as the Williamstown Township Planning Commission has a duly adopted Township Master Plan, the Township Planning Commission shall be included in the formal review process of proposed Township Capital Improvement Plan projects (MICHIGAN PLANNING ENABLING ACT, Act 33 of 2008 – MCLA 125:3831 and 125:3865-3867); and

WHEREAS, to make informed decisions, prioritize needs, and plan for fiscal requirements it is beneficial to include Township Staff's capital project requests for the upcoming year (s) in both the Capital Improvement Plan and the annual budget process; and

WHEREAS, it is the recommendation of the Williamstown Township Administration and the Williamstown Township Board of Trustees that the Capital Improvement Plan process be incorporated into the annual Williamstown Township Budget Process, and that all Township Staff with requests for projects with estimated costs in excess of $25,000 participate in providing the information requested to be included in the Williamstown Township Capital Improvement Plan; and

THEREFORE BE IT RESOLVED that the Williamstown Township Planning Commission will continue to review and transmit the Williamstown Township Capital Improvement Plan annually to the Williamstown Township Board of trustees to formally receive and file the report; and

BE IT FURTHER RESOLVED that the Williamstown Township Planning Commission herein transmits the 2027-2032 Williamstown Township Capital Improvement Plan to the Williamstown Township Board of Trustees and requests that the Board formally receive, file, and utilize the report as appropriate.

Approved: _____ **Attest:** _____

Gerald Eidt, Chair **Kevin Mark, Vice Chair**

On this Date: Tuesday, November 10, 2026

WILLIAMSTOWN TOWNSHIP PLANNING COMMISSION
Gerald Eidt-Chair
Kevin Mark, Vice-Chair
Donna Tocarchick, Secretary
Trustee Keith Creagh, Township Board Representative
Jill Cutshaw
Jim Flore
Aaron Porter
Tobin Weston
Sheryl Monette, Planning Assistant

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OVERVIEW

The 2027-2032 Williamstown Township Capital Improvement Plan (CIP) will serve as a tool to assist Williamstown Township in turning long-range policy planning into real improvements on the ground.

The following report identifies the major capital improvements needed and/or planned for the community, the time-frame for implementation of those improvements, and the budget and revenue sources that will make those improvements a reality. Capital improvements cover multiple departments within Williamstown Township, and include new Township facilities, parks and recreation facilities, non-motorized pathways, and professional services.

Part 1 of this Capital Improvement Plan Report includes an introduction to capital improvement planning, the community of Williamstown Township, the capital improvement planning process, Capital Improvement Plan goals and objectives, and an inventory of existing capital assets. In Part 2, this report provides an overall listing of all proposed Capital Improvement Projects for the upcoming fiscal year.

CIP OVERVIEW

What is a Capital Improvement Plan (CIP)?

A Capital Improvement Plan is a six-year schedule of public physical improvements which identifies the needs for major public infrastructure improvements, and the sources of funding to make those improvements. It provides a schedule of expenditures for constructing, maintaining, upgrading, and/or replacing a community's physical inventory. It increases public engagement in the transparency of expenditures and capital project investiture. The CIP, therefore, is a tool to assess the long-term capital project requirements (the "big jobs") of Williamstown Township. Since capital improvement projects are spread across multiple community needs (parks and recreation, municipal administration, etc.), the CIP prioritizes these projects across the entire community and over time, providing an "apples-to-apples" comparison of the community's various needs and wants.

What are Capital Improvement Projects?

Capital improvement projects are major and infrequent expenditures, such as the construction of a new facility, a major rehabilitation or repair of an existing facility, or the purchase of major equipment. Capital improvement projects are non-recurring expenditures that tend to be large both in physical size and in cost and have a long-term usefulness.

What is Williamstown Township's Capital Improvement Policy?

For Williamstown Township, a capital improvement project is a major, non-recurring expenditure that meets one or more of the following criteria:

- Any acquisition of land for a public purpose which costs $25,000 or more.
- Any construction of a new public facility (Township buildings and structures, pathways), or any addition to an existing public facility, the cost of which equals $25,000 or more and has a useful life of three or more years.
- A nonrecurring rehabilitation (not to include annual/recurring maintenance) of a building, its grounds, a facility, or equipment, the cost of said rehabilitation being $25,000 or more with a useful life of three or more years.
- Purchase of major equipment which, individually or in total, costs $25,000 or more with a useful life of three or more years.
- Planning, feasibility, engineering, or design studies related to an individual capital improvement project, or program implemented through individual capital improvement projects, with a cost of $25,000 or more and a useful life of three or more years.

NOTE: Projects that are operational, routine maintenance, or recurring are excluded.

What are the benefits of preparing a CIP?

The CIP is more than just a State requirement; it is an essential planning tool in addition to a statement of budgetary policy. It informs the taxpayers of Williamstown Township how the Township plans to prioritize, schedule, and coordinate capital improvement projects over the next six years. The benefits of creating and annually updating the CIP include:

- Prudent use of taxpayer dollars.
- Focusing the Township expenditures on the needs of the community.
- Prioritizing projects across the needs of the community.
- Generating community support by inviting public input.
- Promoting economic development.
- Improving the Township's eligibility for State and Federal grants.
- Providing an implementation tool for the goals and objectives of the Township Master Plan.
- Transparency in identification of high priority projects.
- Coordination/cost-sharing between projects.

What is the role of the Township Planning Commission in the CIP process?

The Capital Improvement Program is a dynamic planning document, intended to serve as a tool to implement the Williamstown Township Master Plan. The Master Plan should correspondingly include capital improvement projects as well as guide long-term capital planning. The Williamstown Township Planning Commission is uniquely qualified to manage the development and annual update of the Township's CIP, based on its role in creating and updating the Township Master Plan.

The Planning Commission's role will ensure that public works projects are consistent with the land uses identified within the Master Plan. By making a recommendation of approval for the CIP to the Township Board, the Planning Commission agrees that the projects outlined within it reasonably address the Township's capital improvement needs. The CIP is an essential link between planning for capital improvement projects and budgeting for them. Once approved by the Township Board, the CIP can be used to develop the capital project portion of the Township's budget. Those projects included in the CIP's previous year potentially form the basis for the upcoming year's capital project budget. As the CIP is annually updated, a continuous relationship will be maintained between the CIP and the Township's annual budget. The annual update to the CIP will occur in advance of the preparation of the Township's budget.

CIP PROCESS OVERVIEW

Legal Basis for Capital Improvement Planning

The Michigan Planning Enabling Act, 2008, PA 33 (MCL 125.3801 et. seq.), which became effective on September 1, 2008, mandates that certain Townships, typically through the Planning Commission, annually prepare a program of public improvements for the ensuing six years as follows:

MICHIGAN PLANNING ENABLING ACT (EXCERPT) Act 33 of 2008

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.
History: 2008, Act 33, Eff. Sept. 1, 2008.

While the township does not own or maintain any public utility services, i.e., water and sewer infrastructure, the township has duly adopted a Township Master Plan.

Therefore, it makes sound planning sense for the Williamstown Township Planning Commission to undertake the primary responsibility of annually preparing the Township's Capital Improvement Program, per the Michigan Planning Enabling Act, PA 33 of 2008, as amended, as highlighted above.

Program Areas

The components of the CIP are compiled and reported by Program Areas. The following table (Figure 1.) displays the Program Areas used in this CIP. These program areas represent the stakeholders in the CIP.

Figure 1. CIP Program Areas	
Label	**Definition / Description / Examples of Projects**
THO	**Township Hall, Offices** • water well, septic system, HVAC, electrical, parking lot, increased storage, building addition
THP	**Township Hall Park** • ball field, play equipment, pavilion, landscaping
TCP	**Township Community Park** • house, restrooms, pavilion, entrance drive, parking lot, entrance sign, baseball fields, soccer fields, land off Sherwood Road for northern access
CEM	**Cemeteries** • maintenance building, driveway, green burial, fencing
EQP	**Maintenance Equipment** • tractors, mowers, backhoe, plow equipment, trailers
RDT	**Roads (Township and Neighborhood Roads) and Trails** • repairs and resurfacing
BRS	**Branch School** • repairs and renovations

Data Collection

While several of the stakeholders outlined above have either a plan or schedule that defines the needs and resource level within their respective areas of responsibility, this information is in varied formats and cannot be readily compiled without a significant amount of interpretation. To resolve this interface situation, standard forms were created that allow the stakeholders to define their projects and resource allocation levels. The standard forms used for data collection are found in the Appendix of this document. The information generated from these forms has been systematically compiled as the core of the CIP. A description of the forms is provided as follows:

Project Application Form:

- Utilized by the project applicant.
- Consists of project descriptions, schedules, necessities, and possible sources of funding. The information provides an understanding of the overall scope of each project and how it is valued within its program area and within the Township.
- While stakeholders may be aware of major projects further out on the horizon, only those planned for within the six-year window of the 2027-2032 CIP were included.

Project Rating Form:

- Used by both the project applicant and the CIP Review Committee members to rate both the importance and impact of a project within its program area and within the Township (an "apples-to-apples" comparison).
- The rating number is not an absolute in itself but is important in distinguishing between projects that are similar in scope.
- The ratings are weighed with emphasis given to those projects that are mandated by law, by agreement, or because they are a matter affecting health, safety and welfare.

The CIP Process

Time Period: Approximately July to August (subject to change annually)

The annual CIP adoption process initially involves the submission of a project application form for each proposed project from either of the following entities: a) township duly elected public officials, b) township departments and c) township commissions. All submission forms are forwarded for initial review and consideration by the Township Supervisor by an established deadline.

Time period: Approximately September (subject to change annually)

Each of these proposed CIP project application forms are reviewed by the township supervisor. At this step, the Township Supervisor checks all submitted forms for comprehensiveness and completeness. Once this process is completed, the Township Supervisor forwards all proposed CIP project submission forms to the CIP Review Committee for further review, prioritization and organization.

The CIP Review Committee

The CIP Review Committee is the formal body tasked with preparing the final draft of the annual Township CIP, which is forwarded to the township Planning Commission for formal acceptance.

The CIP Review Committee is comprised of seven total members, in the following manner:

- Two (2) Township Board members, one (1) member being the Township Supervisor.
- Two (2) Township Planning Commissioners, one (1) member being the Township Planning Commission Chair
- The Township Sexton/Maintenance Supervisor
- The Township Planning Assistant
- One (1) resident of the township to serve as a Member At-Large, when possible.

Time period: Approximately Late September to Mid-October (subject to change annually)

The CIP Review Committee reviews each submitted project application form and prepares the CIP Project Rating Form. Once this review and rating procedure has been completed, the Review Committee prepares the final CIP Project Cost Detail Form by entering all relevant project details, as a final prioritized list. This list simply serves as the formal prioritized inventory of annual CIP projects for that particular 6-year CIP period. Projects are formally adopted through the Township's annual budgetary process. Essentially, at this point, the Township Planning Commission is making formal recommendation of acceptance of the CIP Report to Township Board.

The Project Cost Detail Form along with all proposed project submission forms for each project are assembled into the draft Capital Improvement Plan Report and forwarded to the Planning Commission via the Township Planning Assistant, which is then added to the Planning Commission agenda for final review and acceptance by this public body. Again, it is important to understand that, at this point in the CIP adoption process, this is merely a formality part of the CIP process, in accordance with the Michigan Planning Enabling Act, as all projects will have already been strictly reviewed, scrutinized and prioritized by both the Township Supervisor and the CIP Review Committee.

Time Period: Planning Commission meeting-November (date subject to change annually)

The annual CIP Report is then approved via formal resolution by the Township Planning Commission and is then forwarded to the Township Board for annual receipt and filing.

Time Period: Township Board Meeting/Public Hearing (date subject to change annually)

Because the Township Board is the fiduciary body, when the CIP is forwarded for receipt and filing to the Township Board from the Planning Commission, the Township Board will hold a public hearing regarding the CIP to garner final public comment regarding the CIP Report. All comments are noted and considered by the Township Board at this time. Following the public hearing, the Township Board takes formal action by receiving and filing the CIP Report.

The final part of the CIP approval process is when the Township Board utilizes the CIP in its annual budgetary approval process. This is when proposed CIP projects as listed in the Project Cost Detail Form are discussed and deliberated one final time, and formal funding allocations are set forth. This process essentially completes the CIP process for the budgetary year.

CAPITAL FACILITIES GOALS AND OBJECTIVES

In developing a Capital Improvements Plan, communities often find it essential to develop an inventory of their existing capital facilities. Before a community develops a list of "What we need," it is important to first look at "What we have." Several of the Township's Master Plan Goals speak to developing an understanding of the township's existing capital facilities and the importance of preserving and maintaining them through the future.

The Township Master Plan includes the following **Goals** and **Policies** that either directly or indirectly tie in with the union between the Township's Master Plan and the Capital Improvement Plan with the following:

GOALS -

Fiscal Stability: *Promote the development of a financially secure community that can continue to provide all necessary services (municipal, educational, etc.) to its residents and businesses in an efficient manner.*

Preservation of Cultural and Historic Resources. *Significant cultural and historic resources, such as historic buildings, sites, roads, and natural features, including landmark trees should be preserved intact. New development must be designed with respect to these resources.*

Roads and Transportation: *In cooperation with the Ingham County Road Department and Michigan Department of Transportation strive to maintain the road system to meet traffic demands, provide safe movement of traffic, and provide proper access to all properties in the Township. Plan road system improvements with the goal of protecting the rural character while providing a safe means of non-motorized transportation.*

Coordinate road improvements with surrounding townships and the City of Williamston.

POLICIES -

<u>Community Facilities Policies</u>

Municipal Services: *Provide quality municipal services to satisfy the needs of the Township's residents and businesses, commensurate with the Township's financial and administrative resources.*

Maintain Essential Public Services*: Ensure that future growth is consistent with the Township's present or planned capacity for sewage treatment, public water, and other utilities.*

Public Safety: *Provide the facilities necessary for high quality police and fire protection. Work with the Northeast Ingham Emergency Service Authority (NIESA) to reevaluate facilities on a regular basis as new development occurs to determine if modifications or additions to facilities are needed to serve the new development.*

Capital Improvements Program: *Continue to update the six-year capital improvements program, pursuant to Michigan Public Act 33 of 2008, as amended, to plan for the expenditure of capital funds in an orderly manner, consistent with available funding.*

Historic and Cultural Resources: *Promote identification and preservation of buildings and sites that have historic or cultural significance and encourage the preservation of these resources when new development is proposed.*

Residential and Agricultural Development

Capital Improvements in Residential Neighborhoods: *Continue to work with residents and County agencies to identify and implement needed capital improvements in residential areas, such as drainage and road improvements.*

Green Zone Mixed Use Development

Availability of Public Services: *Permit future mixed-use development in the Green Zone commensurate with public agencies' ability to provide required services and facilities, such as adequate roads, police and fire protection, and general municipal administrative services. Consider the ongoing cost of providing such services as well as the cost related to initial construction.*

Non-motorized Transportation: *Implement plans for non-motorized transportation in the Green Zone. On a regional scale, seek links to the Heart of Michigan Trails and the Meridian Township trail system with development of an off-road trail along Grand River Avenue.*

Environmental

Community Facilities: *Promote energy conservation in public buildings.*

Transportation: *Promote energy conservation through multi-modal transportation systems, including public transportation, bicycle paths, and pedestrian ways, as alternatives to vehicular transportation.*

Transportation

Road and Street Classifications: *Maintenance of a rural road network, consisting of an inter-connected system of local and collector roads, thoroughfares, and arterial roads, is a primary objective of transportation planning in Williamstown Township.*

Coordination with Other Units of Government: *Coordinate with surrounding townships, the City of Williamston, the Ingham County Road Department, and the Michigan Department of Transportation on development of the road system.*

Upgrade the Existing Road System: *Upgrading the existing roads takes precedence over new road construction as a means of increasing capacity and improving traffic safety.*

Need for New Roads: *Work toward construction of new roads only where there is a documented need for the purposes of traffic safety, to alleviate traffic congestion, or to facilitate new development in the Green Zone. Locate and design new roads to minimize impact on significant natural features and to reduce the loss of rural open space land.*

Pedestrian/Bicycle Transportation: *Develop pedestrian/bicycle safety paths that link residential areas with schools, recreation areas, commercial districts, and other attractions, pursuant to the Township's Trails and Greenways Master Plan.*

Natural Beauty Roads: *Work with the Ingham County Road Commission to achieve Natural Beauty Road designation to prevent the loss of natural features due to road construction projects.*

Recreation Facilities

Coordination with Other Agencies: *Continue to cooperate with other public and private organizations, such as the City of Williamston, Williamston School District and Meridian Township, in providing recreation services and facilities.*

New Park Development: *As the Township develops, and the Williamstown Township Community Park gets built out, acquire additional land for future recreation park development.*

Trail Development: *Work incrementally toward the development of a trail system that connects residents to recreation resources and other destinations, links residents to the extensive Meridian Township trail system, and provides residents with transportation alternatives.*

Environmental Compatibility: *Preserve distinctive natural features on park sites wherever possible, and design parks so they contribute to the aesthetic quality and rural character of the Township.*

Funding for Parks and Recreation: *Base the development of recreation facilities and programs on sound fiscal policy. Consider and implement various methods of funding and/or cost-reduction, including the use of volunteers, state and federal grant programs, user fees, fund-raising committees, and other methods.*

The following is a summary of Williamstown Township's major capital facilities and their current condition (where applicable), as determined by the directors of the respective departments.

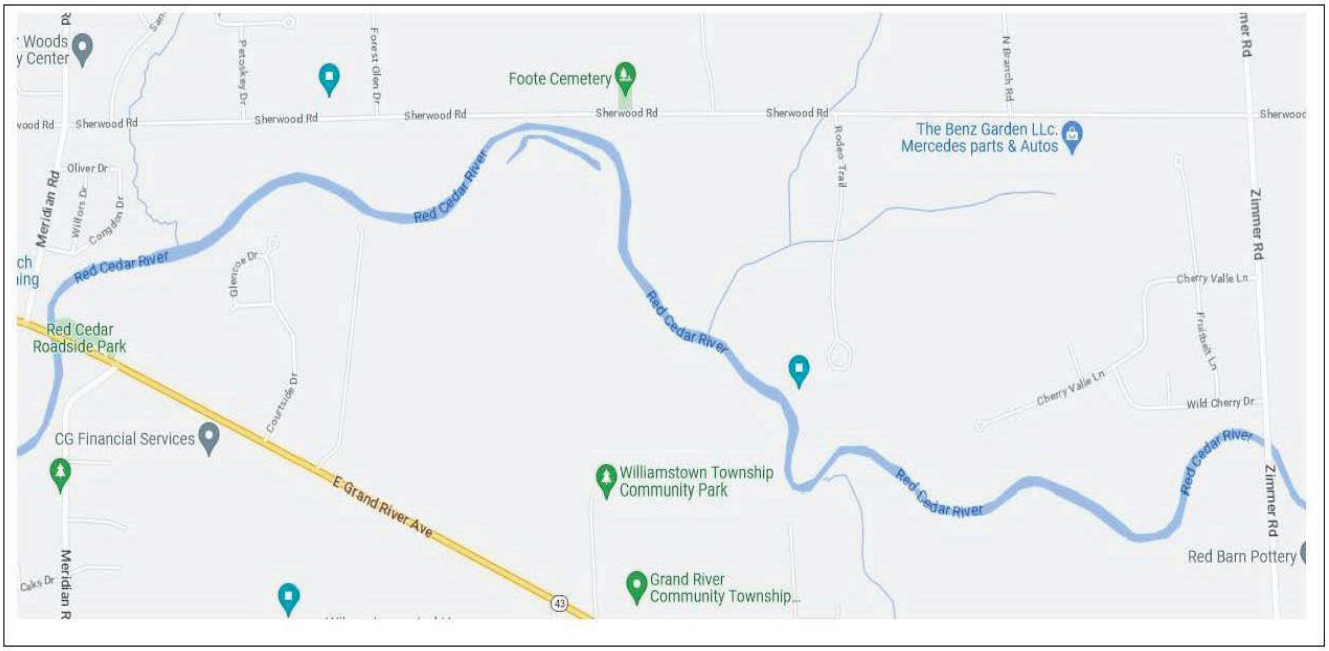
CAPITAL FACILITIES AND CURRENT CONDITION-2026

Williamstown Township Hall	Address: 4990 Zimmer Road (5,376 sq. ft.) Asset: Internet Tower Amenities: Community Rooms and Kitchen Last Major Improvement (Year): Building addition and renovation in 2003-2004 Condition: Good Extent of Use: Everyday - Government Services Duty Cycle: 40 Years	  Internet Tower at Twp Hall 
Williamstown Township Fleet Vehicles	**Location: Summit Cemetery Outbuilding** Unit: 2015 Ford F-250 Truck Year Acquired: 2018 Condition: Good Extent of Use: Everyday Use: Township Maintenance, Cemetery work Average Duty Cycle (# of Years): 10 Years	
	Location: Summit Cemetery Outbuilding Unit: 1965 Ford Tractor Year Acquired: --- Condition: Good Extent of Use: Occasional Use: Township Maintenance, Cemetery work Average Duty Cycle (# of Years): Indefinite	
	Location: Summit Cemetery Outbuilding Unit: Kubota L3901 Loader and Bucket Year Acquired: 2016 Condition: Good Extent of Use: Frequently Use: Township Maintenance, Cemetery work, Events	
	Location: Summit Cemetery Outbuilding Unit: Kubota RTV 900 Utility Vehicle Year Acquired: 2013 Condition: Good Extent of Use: Frequently Use: Township Maintenance, Cemetery work	

Williamstown Township Fleet Vehicles	**Location: Park House** Unit: John Deere Z960M Year Acquired: 2025 Condition: Good Extent of Use: Spring Through Fall Use: Mow Athletic Fields, Leaf Clean-up Average Duty Cycle (of Years): 10 Years	
Township Hall Park	**Location: 4990 Zimmer Road** Amenities: Ballfield (fair condition) Assets: Pavilion (1978), Swing set (2012), Rotating Dish (2014) Condition: Fair to Good Last Major Improvement: Ballfield /Pavilion	 
Township Community Park	**Location: 525 Grand River Avenue (acquired in 1996)** Size (Ac.): 131.20 Acres Amenities: Sled Hill, Sports Fields Assets : Pavillon (2017), Restroom-Compostable Toilets (2017), Playground (2020), Wellhouse (2007), Community House – 507 E Grand River (Vacant-Built 1956–6.9 acres), Two Soccer Fields (1997), North Baseball Field (1997), South Baseball Field (1997) Condition: Poor to Fair Last Major Improvement: New Forest	 
Summit Cemetery	**Location: 4039 Beeman Road** Assets: Building (2004, 1728 sq. ft), Acres (1931, 14.28 ac.), Acres (3.33 ac.) Condition: Good Last Major Improvement: Natural Burial Area (2022)	
Foote Cemetery	**Location: 585 Sherwood Road (Established in 1831)** Size: 1.19 acres Condition: Good	
Red Cedar River	**Location: Williamstown Township** Asset: Water Trail Condition: Good	**(See Map on Following Page)**
Branch School	**Location: 985 E. Sherwood Road** Year Built: 1863 Year Acquired: 1961 Use: Museum Asset: Building (1863), Acres (.50 acres) Condition: Good Extent of Use: Occasional	 

Williamstown Community Park- Park House	**Location: 507 E. Grand River Avenue** Year Built: 1956 Year Acquired: 2016 Use: Limited Storage Asset: Building (1956), Acres (6.898 acres), Well, and Septic Condition: Good Last Major Improvement: Roof Replacement (2022) Extent of Use: Occasional	

Red Cedar River Trail



Red Cedar River Trail in Williamstown Township. The river extends from Zimmer Road to Meridian Road. There are two park systems boarding the river; Red Cedar Roadside Park and Williamstown Township Community Park.

Williamstown Township, Michigan **CIP Project Year**

Capital Improvement Plan – Project Application

Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

Project Title:

Program Area: **Project Priority:** Low Medium High

Prepared By: **Project Number:** (Program Area Abbreviation/Sequential Number)
(To be assigned by CIP Review Committee)

Date Prepared: **Prior Approval:** (Is project included in prior year's budget?) Yes No

Project Description: Provide a brief (1-2 paragraph) description of project:

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes No
If yes, identify Program, Policy or Plan:

Describe how this project directly or indirectly meets these objectives:

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:							
Costs:							
Funding:							

Basis of Cost Estimate:

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

PROJECT JUSTIFICATION SCORING SHEET CRITERIA

Justification and Scoring Choice Cheat Sheet

1. Is this project State of Federally mandated?

Yes- the Project is State or Federally mandated- Score=25

No- the Project is not State or Federally mandated- Score=0

2. How does project contribute to the health, safety & welfare of the community?

Eliminates a known hazard (previous accident history, etc.) - Score= 5

Eliminates a potential hazard - Score= 4

Substantially contributes - Score= 3

Minimally contributions - Score= 2

No impact - Score = 1

3. Will the project remediate an existing or projected deficiency?

Project completely remedies the existing problem - Score= 5

Project partially remedies the existing problem - Score= 3

Project does not remedy the existing problem - Score = 0

4. What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?

Project provides net operating cost savings - Score = 5

Project provides no difference in operating costs - Score= 0

Project provides a net operating cost increase - Score = -5

5. Service area of project:

Project provides a TOWNSHIP-WIDE level of impact - Score= 5

Project provides SEVERAL NEIGHBORHOODS level of impact - Score= 3

Project provides ONE NEIGHBORHOOD OR LESS level of impact- Score= 1

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: **Applicant Last Name**:

Project ID: **CIP Year:**

Project Description:

CIP Program Area: **Total Project Justification Score:**
(Total score from items #1-5 below)

---

1. **Is this project State or Federally mandated?**
   Justification/Score:
   Score:
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score:
   Score:

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score:
   Score:

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score:
   Projected annual operating costs impact in dollars ($):
   Score:

5. **Service area of project?**
   Justification/Score:
   Score:

TOWNSHIP CIP PROJECTS

WILLIAMSTOWN TOWNSHIP, MICHIGAN - CAPITAL IMPROVEMENT Total Project Estimated Costs - 2027-2032									
Project Number	Project	Priority Ranking Score (Total=25)	Estimated Costs						
			2027	2028	2029	2030	2031	2032	TOTALS 2027-2032
EQP-2027-0001	Truck Replacement	13		$65,000					$65,000
EQP-2027-0002	Backhoe Replacement	13				$50,000			$50,000
RDT-2027-0001	Township Roads	15	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	$720,000
THO-2027-0001	Township Hall Remodel	11			$75,000				$75,000
THO-2027-0002	Election Equipment	25	$100,000						$100,000
TCP-2027-0001	Park Maintenance Building	19		$30,000					$30,000
TCP-2027-0002	Township Community Park House	6	$30,000						$30,000
TCP-2027-0003	TWP Park Driveway and Parking Lot	9	$40,000						$40,000
TCP-2027-0004	Park Pavilion Remodel and Completion	20		$25,000					$25,000
TCP-2027-0005	TWP Community Park Engineering Fees	25	$153,000	$85,000					$238,000
TCP-2027-0006	Playground improvement/expansion	4				$30,000			$30,000
TCP-2027-0007	TWP Community Park Restroom	15		$150,000					$150,000
TOTALS			$443,000	$475,000	$195,000	$200,000	$120,000	$120,000	$1,553,000

WILLIAMSTOWN TOWNSHIP, MICHIGAN - CAPITAL IMPROVEMENT CIP Projects By Ranking Score - 2027-2032									
Project Number	Project	Priority Ranking Score (Total=25)	Estimated Costs						
			2027	2028	2029	2030	2031	2032	TOTALS 2027-2032
THO-2027-0002	Election Equipment	25	$100,000						$100,000
TCP-2027-0005	TWP Community Park Engineering Fees	25	$153,000	$85,000					$238,000
TCP-2027-0004	Park Pavilion Remodel and Completion	20		$25,000					$25,000
TCP-2027-0001	Park Maintenance Building	19		$30,000					$30,000
RDT-2027-0001	Township Roads	15	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	$720,000
TCP-2027-0007	TWP Community Park Restroom	15		$150,000					$150,000
EQP-2027-0001	Truck Replacement	13		$65,000					$65,000
EQP-2027-0002	Backhoe Replacement	13				$50,000			$50,000
THO-2027-0001	Township Hall Remodel	11			$75,000				$75,000
TCP-2027-0003	TWP Park Driveway and Parking Lot	9	$40,000						$40,000
TCP-2027-0002	Township Community Park House	6	$30,000						$30,000
TCP-2027-0006	Playground improvement/expansion	4				$30,000			$30,000
TOTALS			$443,000	$475,000	$195,000	$200,000	$120,000	$120,000	$1,553,000

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2028

Project Title: Truck Replacement

Program Area: EQP: Maintenance Equipment

Project Priority: Low [ ] Medium [ ] High [✓]

Prepared By: Mac Donnelly

Project Number: (Program Area Abbreviation/Sequential Number) EQP-2027-0001
(To be assigned by CIP Review Committee)

Date Prepared: 07/28/2026

Prior Approval: (Is project included in prior year's budget?) Yes [ ] No [✓]

Project Description: Provide a brief (1-2 paragraph) description of project:

By the end of 2028 the truck will have 50,000 miles on it and will have been in service for 10 years. Given the wear and tear due to pulling heavy trailers and plowing snow, it should be replaced.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [ ] No [✓]
If yes, identify Program, Policy or Plan:

Describe how this project directly or indirectly meets these objectives:

To have in place a dependable vehicle to service the cemeteries, park, and township hall.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Normal maintenance is performed on the current vehicle to extend the life of the truck.

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2029	2030	2031	
Costs:		$65,000					$65,000
Funding:	-----	Capital	-----	-----	-----	-----	

Basis of Cost Estimate: Current pricing

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

The Township depends heavily on the availability of the truck to maintain Township facilities.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Township Administration **Applicant Last Name:** Donnelly

Project ID: EQP-2027-0001 **CIP Year:** 2028

Project Description: Truck Replacement

CIP Program Area: Maintenance Equipment **Total Project Justification Score:** 13
(Total score from items #1-5 below)

1. **Is this project State or Federally mandated?**
   Justification/Score: No- the Project is not Stae or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Substantially contributes - Score = 3
   Score: 3

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project completely remedies the existing problem - SCORE = 5
   Score: 5

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides no differnce in operating costs - SCORE = 0
   Projected annual operating costs impact in dollars ($):
   Score: 0

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2030

Project Title: Backhoe Replacement

Program Area: EQP: Maintenance Equipment

Project Priority: Low [ ] Medium [ ] High [✓]

Prepared By: Mac Donnelly

Project Number: (Program Area Abbreviation/Sequential Number) EQP-2027-0002
(To be assigned by CIP Review Committee)

Date Prepared: 07/28/2026

Prior Approval: (Is project included in prior year's budget?) Yes [ ] No [✓]

Project Description: Provide a brief (1-2 paragraph) description of project:

By 2030 the backhoe will have 2,000 hours on it and will have been in service for 14 years. It is nominally a 4,000 hour machine. By selling it at 2,000 hours, we should get a good price to get a good price to apply to a new backhoe.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [ ] No [✓]
If yes, identify Program, Policy or Plan:

Describe how this project directly or indirectly meets these objectives:

To have a reliable machine to service all the Township properties.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Normal maintenance is performed on the current machine to extend it's useful life.

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:				$50,000			$50,000
Funding:	-----	-----	-----	Capital	-----	-----	

Basis of Cost Estimate: Current pricing

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

The Township relies heavily on the backhoe to maintain Township facilities.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Township Administration **Applicant Last Name:** Donnelly

Project ID: EQP-2027-0002 **CIP Year:** 2030

Project Description: Backhoe Replacement

CIP Program Area: Maintenance Equipment **Total Project Justification Score:** 13
(Total score from items #1-5 below)

1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Substantially contributes - Score = 3
   Score: 3

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project completely remedies the existing problem - SCORE = 5
   Score: 5

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides no differnce in operating costs - SCORE = 0
   Projected annual operating costs impact in dollars ($):
   Score: 0

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2027

Project Title: Township Roads

Program Area: RDT: Roads and Trails

Project Priority: Low ☐ Medium ☐ High ☑

Prepared By: Ron Poth

Project Number: (Program Area Abbreviation/Sequential Number) (To be assigned by CIP Review Committee) RDT-2027-0001

Date Prepared: 08/26/2026

Prior Approval: (Is project included in prior year's budget?) Yes ☑ No ☐

Project Description: Provide a brief (1-2 paragraph) description of project:

This is an ongoing expense as local roads require constant maintenance. Currently operating on a 10-year cycle. Beeman Road, Germany Road, and Zimmer Road (North of Haslett Rd.) are priority roads by Township Policy.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes ☑ No ☐
If yes, identify Program, Policy or Plan:

Local Road Policy 12.

Describe how this project directly or indirectly meets these objectives:

Township sets aside funds for local road maintenance on an annual basis. Working with residents to complete improvements to their roads.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Estimated through 2032

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	$720,000
Funding:	Capital	Capital	Capital	Capital	Capital	Capital	

Basis of Cost Estimate: County provides a $60,000 match annually.

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

Policy 12 dictates set aside for local roads. Important to maintain local roads for residential and commercial transit.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Transportation Committee **Applicant Last Name:** Poth

Project ID: RDT-2027-0001 **CIP Year:** 2027

Project Description: Township Roads

CIP Program Area: Roads and Trails **Total Project Justification Score:** 15
(Total score from items #1-5 below)

1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Eliminates a known hazard (previous accident history, etc) - Score = 5
   Score: 5

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project completely remedies the existing problem - SCORE = 5
   Score: 5

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides no differnce in operating costs - SCORE = 0
   Projected annual operating costs impact in dollars ($):
   Score: 0

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2029

Project Title: Township Hall Remodel

Program Area: THO: Township Hall/Offices

Project Priority: Low [ ] Medium [✓] High [ ]

Prepared By: Ron Poth

Project Number: (Program Area Abbreviation/Sequential Number) THO-2027-0001
(To be assigned by CIP Review Committee)

Date Prepared: 09/01/2026

Prior Approval: (Is project included in prior year's budget?) Yes [✓] No [ ]

Project Description: Provide a brief (1-2 paragraph) description of project:

The Township Hall was remodeled and added to in 2000. It's been 23 years since the carpet has been replaced. Staff is starting to outgrow the space. When replacing the carpet it would make sense to have someone look at the space and see how it can be reconfigured for better utilization.
Discussion has included moving desk space for more privacy and additional security Reconfiguring the front entrance for the safety of the staff and adding a more user friendly front door and ramp and switch for ADA.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [✓] No [ ]
If yes, identify Program, Policy or Plan:

Describe how this project directly or indirectly meets these objectives:

First impression is important and the staff and officers do their best to present a welcoming impression. This is typical maintenance for an office building. Especially after 25 years. Also addresses safety and security at the front desk and ADA inclusion. Improves work atmosphere and function of the office along with improved security.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Funds were allocated in 2026 but due to the prioritizing of other projects this project is being pushed back to 2029.

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:			$75,000				$75,000
Funding:	-----	-----	Capital	-----	-----	-----	

Basis of Cost Estimate: estimated.

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

Addresses safety and security. Positive impact for the office staff and residents.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Township Administration

Applicant Last Name: Poth

Project ID: THO-2027-0001

CIP Year: 2029

Project Description: Township Hall Remodel

CIP Program Area: Township Hall, Offices

Total Project Justification Score: 11
(Total score from items #1-5 below)

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1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Substantially contributes - Score = 3
   Score: 3

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project partially remedies the existing problem - SCORE = 3
   Score: 3

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides no differnce in operating costs - SCORE = 0
   Projected annual operating costs impact in dollars ($):
   Score: 0

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2027

Project Title: Election Equipment

Program Area: THO: Township Hall/Offices

Project Priority: Low [ ] Medium [ ] High [✓]

Prepared By: Robin Cleveland, Clerk

Project Number: (Program Area Abbreviation/Sequential Number) THO-2027-0002
(To be assigned by CIP Review Committee)

Date Prepared: 09/15/2026

Prior Approval: (Is project included in prior year's budget?) Yes [✓] No [ ]

Project Description: Provide a brief (1-2 paragraph) description of project:

We will be required by the Michigan Bureau of Elections (BOE) to purchase ALL new election equipment for 2027, meaning we will be purchasing it in 2026. That includes five tabulators and 3-4 Voter Assist Terminal Set-ups (VATs and printers). The Bureau of Elections is suggesting that we budget for $15,000 to $20,000 per precinct, which in our case includes Early Voting, Precinct 1, Precinct 2, and the Absent Voter Counting Board. We will not know the exact amount until it's time to order (based on past experience).

Unlike ten years ago when the Township purchased all new equipment, the BOE is not expecting any reimbursement (such as the HAVA

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [✓] No [ ]
If yes, identify Program, Policy or Plan:

Michigan Townships have a statutory requirement to administer elections, and to utilize the approved, required equipment to do so.

Describe how this project directly or indirectly meets these objectives:

The new equipment will meet the BOE's requirements for election security.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Estimated to be approximately July 2026 to January 2027.

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

n/a

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:	$100,000						$100,000
Funding:	Capital	-----	-----	-----	-----	-----	

Basis of Cost Estimate: Verbal estimate from BOE staff, which seems appropriate based on our experience.

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

The Township and Township Clerk would be in violation of the law (potentially fines and jail time) because without the equipment we would be unable to fulfill our statutory duties. Additional costs would likely come into play because the State would have to step in a do our elections for us until such time the proper equipment is purchased.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Township Administration **Applicant Last Name:** Cleveland

Project ID: THO-2027-0002 **CIP Year:** 2027

Project Description: Purchase of required election equipment

CIP Program Area: Township Hall, Offices **Total Project Justification Score:** (Total score from items #1-5 below) **25**

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1. **Is this project State or Federally mandated?**
   Justification/Score: Yes- The Project is State or Federally Mandated- Score= 25
   Score: 25
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: ----------
   Score:

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: ----------
   Score:

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: ----------
   Projected annual operating costs impact in dollars ($):
   Score:

5. **Service area of project?**
   Justification/Score: ----------
   Score:

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2028

Project Title: Park Maintenance Building

Program Area: TCP: Township Community Park ☑ **Project Priority:** Low ☐ Medium ☑ High ☐

Prepared By: Sexton **Project Number:** (Program Area Abbreviation/Sequential Number) (To be assigned by CIP Review Committee) TCP-2027-0001

Date Prepared: 08/26/2026 **Prior Approval:** (Is project included in prior year's budget?) Yes ☐ No ☑

Project Description: Provide a brief (1-2 paragraph) description of project:

Replace existing pumphouse with a 24ft x 24ft garage. Features: concrete floor, 16ft x 10ft overhead door with opener, 36in steel access door, alarm system.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes ☐ No ☑
If yes, identify Program, Policy or Plan:

It should be considered as part of the upcoming Parks Master Plan.

Describe how this project directly or indirectly meets these objectives:

To meet storage need of equipment. On site storage for equipment and supplies to maintain expanded athletic facilities at a higher level.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Dependant on the ability of the park house garage to adequetly serve the purpose

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:		$30,000					$30,000
Funding:	-----	Capital	-----	-----	-----	-----	

Basis of Cost Estimate: Estimated

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

It will hinder our ability to maintain the athletic facilities.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Park Department

Applicant Last Name: Donnelly

Project ID: TCP-2027-0001

CIP Year: 2028

Project Description: Park Maintenance Building- replace existing pump-house with a 24ft x 24ft garage.

CIP Program Area: Township Community Park

Total Project Justification Score: 19
(Total score from items #1-5 below)

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1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Eliminates a potential hazard - Score = 4
   Score: 4

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project completely remedies the existing problem - SCORE = 5
   Score: 5

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides net operating cost savings - SCORE = 5
   Projected annual operating costs impact in dollars ($):
   Score: 5

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2027

Project Title: Township Community Park House

Program Area: TCP: Township Community Park **Project Priority:** Low ☐ Medium ☐ High ☑

Prepared By: Ron Poth **Project Number:** (Program Area Abbreviation/Sequential Number) (To be assigned by CIP Review Committee) TCP-2027-0002

Date Prepared: 08/26/2026 **Prior Approval:** (Is project included in prior year's budget?) Yes ☑ No ☐

Project Description: Provide a brief (1-2 paragraph) description of project:

Conversion of house into storage,and multi purpose building. The Township is lacking storage space for elections and grounds maintenance and currently using part of the house for storage. Utilizing the lower level for additional storage as needed. Need security system. Possible addition for winter restroom.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes ☑ No ☐
If yes, identify Program, Policy or Plan:

This project has been identified in the Park Master Plan

Describe how this project directly or indirectly meets these objectives:

Township is in need of storage.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

2026 planning and engineering, Construction 2027.

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Is not dependent

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2028	2029	2030	2031	
Costs:	$30,000						$30,000
Funding:	Capital	-----	-----	-----	-----	-----	

Basis of Cost Estimate: estimated

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

This addresses the some of the storage needs for the township.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Park Department

Applicant Last Name: Poth

Project ID: TCP-2027-0002

CIP Year: 2027

Project Description: Conversion of House into a storage and multi-purpose building

CIP Program Area: Township Community Park

Total Project Justification Score: 6
(Total score from items #1-5 below)

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1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Substantially contributes - Score = 3
   Score: 3

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project partially remedies the existing problem - SCORE = 3
   Score: 3

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides a net operating cost increase - SCORE = -5
   Projected annual operating costs impact in dollars ($):
   Score: -5

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2027

Project Title: Park Driveway and Parking Lot

Program Area: TCP: Township Community Park

Project Priority: Low ☐ Medium ☐ High ☑

Prepared By: Ron Poth

Project Number: (Program Area Abbreviation/Sequential Number) (To be assigned by CIP Review Committee) TCP-2027-0003

Date Prepared: 09/01/2026

Prior Approval: (Is project included in prior year's budget?) Yes ☑ No ☐

Project Description: Provide a brief (1-2 paragraph) description of project:

Expand the Park House drive making it into a circle drive allowing it to be a one way traffic pattern in and out of the park. New gravel parking lot. Includes pathway to park house/restrooms. New signage- directional and other signage.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes ☑ No ☐
If yes, identify Program, Policy or Plan:

This is included in the Master plan and Parks Master Plan

Describe how this project directly or indirectly meets these objectives:

Listed in the Parks Master Plan.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

2026 planning and engineering, Construction 2027.

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:	$40,000						$40,000
Funding:	Capital	-----	-----	-----	-----	-----	

Basis of Cost Estimate: estimated

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

Relieves congestion getting in and out of the park. Addresses parking shortage during events and games. Provides additional parking to help eliminate parking on the grass.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Park Department

Applicant Last Name: Poth

Project ID: TCP-2027-0003

CIP Year: 2027

Project Description: Expand the Park Driveway to make it into a circle drive and expand parking

CIP Program Area: Township Community Park

Total Project Justification Score: 9
(Total score from items #1-5 below)

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1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Eliminates a potential hazard - Score = 4
   Score: 4

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project completely remedies the existing problem - SCORE = 5
   Score: 5

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides a net operating cost increase - SCORE = -5
   Projected annual operating costs impact in dollars ($):
   Score: -5

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2027

Project Title: TWP Community Park Pavilion remodel and completion

Program Area: TCP: Township Community Park

Project Priority: Low [ ] Medium [ ] High [✓]

Prepared By: Ron Poth

Project Number: (Program Area Abbreviation/Sequential Number) TCP-2027-0004
(To be assigned by CIP Review Committee)

Date Prepared: 09/03/2026

Prior Approval: (Is project included in prior year's budget?) Yes [✓] No [ ]

Project Description: Provide a brief (1-2 paragraph) description of project:

The pavilion is in need of maintenance and needs completion. Needs rafter supports, masonry work, and additional work on the support columns. Need to address issues with birds perching and nesting.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [✓] No [ ]
If yes, identify Program, Policy or Plan:

Parks Master Plan

Describe how this project directly or indirectly meets these objectives:

Needs to be completed as soon as possible or risk further issues.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

2027 Spring

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

not dependent

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:	$25,000						$25,000
Funding:	Capital	-----	-----	-----	-----	-----	

Basis of Cost Estimate: Estimated

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

Project needs to be completed along with maintenance or replacement.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Community Park- Pavillion **Applicant Last Name:** Poth

Project ID: TCP-2027-0004 **CIP Year:** 2027

Project Description: The Park Pavilion needs completion, remodeling and maintenance or replacemnt

CIP Program Area: Township Community Park **Total Project Justification Score:** 20
(Total score from items #1-5 below)

---

1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Eliminates a known hazard (previous accident history, etc) - Score = 5
   Score: 5

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project completely remedies the existing problem - SCORE = 5
   Score: 5

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides net operating cost savings - SCORE = 5
   Projected annual operating costs impact in dollars ($):
   Score: 5

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2027

Project Title: Township Community Park Engineering Fees

Program Area: TCP: Township Community Park

Project Priority: Low [ ] Medium [ ] High [✓]

Prepared By: Ron Poth

Project Number: (Program Area Abbreviation/Sequential Number) TCP-2027-0005
(To be assigned by CIP Review Committee)

Date Prepared: 10/08/2026

Prior Approval: (Is project included in prior year's budget?) Yes [✓] No [ ]

Project Description: Provide a brief (1-2 paragraph) description of project:

Engineering fees for park design and oversight of construction. Design phase-$153,00, bidding phase $5,000 and construction phase $80,000. These funds have been allocated by the Township Board.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [✓] No [ ]
If yes, identify Program, Policy or Plan:

Master Plan and Park and Rec Master Plan

Describe how this project directly or indirectly meets these objectives:

This follows the Master Plan and Park and Rec Master Plan by providing the engineering and design of the park development. Also provides oversight of the bidding and construction phases.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

Fall of 2026 Design phase, Winter-Summer 2027 Bidding and Construction oversight in 2028

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

Other Parks projects are dependent on this project.

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028					
Costs:	$153,000	$85,000					$238,000
Funding:	Capital	Capital	-----	-----	-----	-----	

Basis of Cost Estimate: Estimate based on fees provided in Engineering Contract

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

The design and construction of the park are dependent on this project.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Township Community Park Engineering Fees **Applicant Last Name:** Poth

Project ID: TCP-2027-0005 **CIP Year:** 2027

Project Description: Engineering fees for park design and oversight of construction.

CIP Program Area: Township Community Park **Total Project Justification Score:** (Total score from items #1-5 below) **25**

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1. **Is this project State or Federally mandated?**
   Justification/Score: Yes- The Project is State or Federally Mandated- Score= 25
   Score: 25
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: ----------
   Score:

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: ----------
   Score:

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: ----------
   Projected annual operating costs impact in dollars ($):
   Score:

5. **Service area of project?**
   Justification/Score: ----------
   Score:

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2030

Project Title: Playground improvement/expansion

Program Area: TCP: Township Community Park

Project Priority: Low [✓] Medium [ ] High [ ]

Prepared By: Rom Poth

Project Number: (Program Area Abbreviation/Sequential Number) TCP-2027-0006
(To be assigned by CIP Review Committee)

Date Prepared: 09/03/2025

Prior Approval: (Is project included in prior year's budget?) Yes [ ] No [✓]

Project Description: Provide a brief (1-2 paragraph) description of project:

Expand and improve park for all ages along with ADA inclusion.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [✓] No [ ]
If yes, identify Program, Policy or Plan:

Park Master Plan

Describe how this project directly or indirectly meets these objectives:

Project directly listed.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

spring 2030
Would look for grant funding

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

mot dependent

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:				$30,000			$30,000
Funding:	-----	-----	-----	Grant	-----	-----	

Basis of Cost Estimate: estimated

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

Would improve playground facility at park.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Playground improvement/expansion **Applicant Last Name:** POTH

Project ID: TCP-2027-0006 **CIP Year:** 2030

Project Description: Playground improvement/expansion

CIP Program Area: Township Community Park **Total Project Justification Score:** 4
(Total score from items #1-5 below)

1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Substantially contributes - Score = 3
   Score: 3

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project partially remedies the existing problem - SCORE = 3
   Score: 3

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides a net operating cost increase - SCORE = -5
   Projected annual operating costs impact in dollars ($):
   Score: -5

5. **Service area of project?**
   Justification/Score: Project provides SEVERAL NEIGHBORHOODS level of impact - SCORE = 3
   Score: 3

Williamstown Township, Michigan
Capital Improvement Plan – Project Application
Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

CIP Project Year
2027

Project Title: Township Community Park-Restrooms

Program Area: TCP: Township Community Park

Project Priority: Low [ ] Medium [ ] High [✓]

Prepared By: Ron Poth

Project Number: (Program Area Abbreviation/Sequential Number) (To be assigned by CIP Review Committee) TCP-2027-0007

Date Prepared: 09/15/2026

Prior Approval: (Is project included in prior year's budget?) Yes [✓] No [ ]

Project Description: Provide a brief (1-2 paragraph) description of project:

Current bathrooms were condemned. Based on community feedback stake holder meetings, and parks meetings, the need for restrooms at the Community Park are a priority.

Planning Context: Is the project part of an Adopted Program, Policy or Plan? Yes [✓] No [ ]
If yes, identify Program, Policy or Plan:

This project has been identified in the Park Master Plan and Master Plan

Describe how this project directly or indirectly meets these objectives:

The bathrooms at the park were condemned. Construction of restrooms are a priority.

Schedule: Estimated project beginning and ending dates. If applicable, be sure to include any work done in prior years, including studies or other planning:

2026

Coordination: Please identify if this project is dependent upon one or more CIP projects, and describe what the relationship is:

yes on the Engineering and Design Project

Total Estimated Costs for Year 1 through Year 6:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL ALL YEARS
Year:	2027	2028	2029	2030	2031	2032	
Costs:	$150,000						$150,000
Funding:	Capital	-----	-----	-----	-----	-----	

Basis of Cost Estimate: Estimated

Impacts: Describe potential loss of service, benefit or opportunity if the project is not included in the CIP

Restrooms are needed as the restrooms were condemned.

PROJECT JUSTIFICATION SCORING CRITERIA

Department Name: Township Community Park Restrooms

Applicant Last Name: POTH

Project ID: TCP-2027-0007

CIP Year: 2027

Project Description: Construction of new restrooms at the Community Park

CIP Program Area: Township Community Park

Total Project Justification Score: 15
(Total score from items #1-5 below)

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1. **Is this project State or Federally mandated?**
   Justification/Score: No- The Project is not State or Federally Mandadated- Score=0
   Score: 0
   If the answer is Yes, no other scoring is needed. Form is complete

2. **How does the project contribute to the health, safety & welfare of the community?**
   Justification/Score: Eliminates a known hazard (previous accident history, etc) - Score = 5
   Score: 5

3. **Will the project remediate an existing or projected deficiency?**
   Justification/Score: Project completely remedies the existing problem - SCORE = 5
   Score: 5

4. **What is the annual financial impact on future operating costs as compared to current operating costs assuming the project is approved?**
   Justification/Score: Project provides no differnce in operating costs - SCORE = 0
   Projected annual operating costs impact in dollars ($):
   Score: 0

5. **Service area of project?**
   Justification/Score: Project provides a TOWNSHIP-WIDE level of impact - SCORE = 5
   Score: 5

DRAFT ENGAGEMENT LETTER

November 16, 2026

By email to: Ron Poth, Williamstown Township Supervisor
Ron@williamstownmi.gov

Cc: Bethany Barker, Chairperson
Williamstown Locke Corridor Community Alliance Steering Committee
bethanybarker48@gmail.com

Dear Mr. Poth:

Thank you for meeting with me on November 10, 2026, with Township Clerk Robin Cleveland and Treasurer Kim VanErp to discuss the possibility of a joint representation agreement between Williamstown Township ("the Township") and the Williamstown Locke Corridor Community Alliance ("WLCCA") under which I would represent both the WLCCA and the Township to oppose routing ITC/METC's proposed 345 kV transmission line[1] through the Williamstown-Locke corridor along the route of an existing 138 kV line.

This letter summarizes the proposed terms of a joint representation agreement under which I would represent both the Township and the WLCCA to oppose routing the 345 kV line through Williamstown Township (and thence into western Locke Township, where several WLCCA members reside).

Background

In connection with its planned Oneida-Sabine Lake line, ITC/METC this year began the process of complying with the requirements of the Electric Transmission Line Certification Act, 1995 P.A. 30 ("Act 30"), which governs the location, routing, and construction of "major" (i.e., exceeding 5 miles in length) transmission lines in Michigan ("the Act 30 proceedings").

After conducting "listening sessions" earlier in 2026 to gauge reaction to 7 possible routes,[2]

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[1] On November 4, 2026, ITC Michigan ("ITC") and its subsidiary, Michigan Electric Transmission Company, LLC ("METC") filed a construction plan for a 345-kV transmission line from the Oneida Substation in Eaton County to a new Sabine Lake substation in Livingston County (the "Oneida-Sabine Lake line"). The proposed route and one of three alternate routes in the plan run through the Williamstown-Locke Township corridor in which a 138 kV line now exists.

We were informed today by METC's counsel, by a letter I forwarded to you, that if the MPSC approves a route that follows the existing line's corridor, some or all the 345 kV line would be collocated with the 138 kV line on a single set of towers.

METC filed its construction plan with the MPSC in Case No. U-22269. Its plan includes one proposed route and three alternate routes. The proposed route and Alternate Route 1 both run through and use the existing 138 kV corridor in Williamstown and Locke Townships.

The Township and WLCCA each wish to influence the route design and approval process at the earliest possible stage and, if the plan ultimately filed with METC's Application includes a proposed and/or one or more alternate routes that run through and use the existing 138 kV corridor in Williamstown and Locke Townships, to intervene in the MPSC contested case application proceedings to oppose such routing(s).

The members of the WLCCA voted unanimously on November 9, the day before we met at the Township offices, to authorize me to negotiate a joint representation and cost-sharing arrangement with the Township.

The WLCCA proposes that fees and costs be equally shared after the date of any joint representation agreement (i.e., with the understanding that the Township has no obligation with respect to fees and costs already incurred, for which the WLCCA is solely responsible).

I have provided an estimate of $150,000 for the total cost of representing WLCCA (and now, the Township) through the conclusion of the contested case proceedings that will be completed sometime in (probably) the second quarter of 2028. I believe that represents a realistic cost estimate, based on my experience in a similar case, including attorney, consultant, and expert witness fees. I recognize that the Township requires a "ceiling" on its exposure to costs and expenses and would reserve the right to review this arrangement if its expenses exceed 50% of that estimate.

Scope and Terms of Engagement

Scope of Engagement

I would assist, counsel, and, as necessary and permitted under applicable procedures, represent WLCCA and the Township, in all phases of ITC/METC's construction plan filing, and post-construction-plan-filing proceedings, including public meetings and public hearings pursuant to Act 30 pertaining to the construction plan routes, and, in the case of the Township, the meeting required under Act 30 between its representative and METC's representative, in an effort to influence ITC/METC's route and design choices favorably to the shared interests of the Township and the WLCCA.

In addition, if, after all of these pre-application proceedings, the route design decisions embodied in the ITC/METC application for a "certificate of public convenience and necessity

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[2] Four of the 7 possible routes for the Oneida-Sabine Lake line ITC identified[2] included the right-of-way of the existing 138 kV line through the Williamstown/Locke Township corridor (the "4 routes"). Any one of those 4 routes would adversely affect the interests of the Township and WLCCA members. This prompted the Township to adopt 2 resolutions opposing these routes and concerned property owners and residents on or near the 4 routes to organize the WLCCA to oppose constructing the line on those routes.

("CPCN") under Act 30 pose a risk of unacceptable impacts on the Township and the WLCCA, and they wish to have me intervene on their behalf, I would represent them in the Application proceedings to oppose any unfavorable routes embodied in the application and protect their interests to the greatest extent possible.

Terms of Engagement

I will render my services on an hourly basis at my customary $300 hourly rate, which has remained essentially the same since it was upheld as reasonable in 1999 by the Michigan Court of Appeals.[3]

In consideration of the substantial time I devoted to assisting WLCCA's organizers without compensation, I was paid a nonrefundable retainer of $15,000 as a condition of undertaking this matter on the WLCCA's behalf. All services rendered to WLCCA prior to the date of any joint representation agreement would be billed against that WLCCA retainer and, if the retainer is not sufficient to pay for them, any excess charges incurred prior to the date of a joint representation agreement would be billed solely to the WLCCA.

As the Township is a governmental entity, I do not require a retainer to undertake its representation.

The Township shall have no liability for any charges incurred before the effective date of this joint representation agreement, nor shall either the WLCCA or the Township be charged for any services rendered in connection with the negotiation and preparation of this Joint Services Agreement, which I have done in the hope of securing cost savings for my existing client and similar economies for the Township.

The parties understand and acknowledge that expert witness testimony and consulting services will be required in this case. The rules governing the work product privilege require that I contract with any expert or consultant I retain, but the parties understand and agree that I shall not be responsible for paying or advancing the costs of consultant services or expert witness fees and services, which shall be payable by and the sole responsibility of the joint clients, in accordance with the terms agreed with each expert.

After the date of any joint representation agreement, all charges would be split evenly between the WLCCA and the Township. Any invoice for my services, consultant services, and expert witness services. (which will be billed to the clients on an equal share basis) should be paid not later than 30 days after receipt, if possible.

I may bill monthly if services and/or costs calling for a payment of $500 or more have been rendered in that month. Expert and consultant services shall be billed as they are received.

I also may ask that the clients advance any out-of-pocket cost greater than $100 before I pay it if funds sufficient to cover the cost are not on deposit in my trust account.

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[3] See *Bolt v City of Lansing*, 238 Mich App 37 (1999) (holding $285 hourly rate reasonable).

I do not bill clients for the tools of my profession (routine telephone charges, Westlaw or other research, ordinary postage, office supplies, copying costs, Zoom conferences, local travel, and the like).

The clients will be responsible for non-routine, out-of-pocket expenses I incur on their behalf, or at their direction or request. I will secure prior approval from the clients' respective designated representative before incurring non-routine expenses, which would include (non-local) travel, meals, and lodging outside the Lansing metropolitan area.

The clients will be responsible for all charges by third-party vendors, such as commercial conference calls, bulk copying services, Fedex deliveries, couriers, court reporters (transcripts), expert witnesses, investigators, and the like.

If I pay third-party vendor costs on the clients' behalf, they will be invoiced at the amount the vendor charged or billed, without markup.

All out of pocket charges advanced on the clients' behalf will be itemized in my invoice and supported by receipts or records upon request.

The clients have the right to raise any question they or either of them may have about my invoices, and I urge them to do so.

Our Duties to Each Other

My duties

The Township and the WLCCA and its members are entitled to expect of me conduct and performance consistent with the obligations that my profession's ethical code imposes upon me.[4]

My first duty of loyalty runs to the Township, the WLCCA, and its members, who (collectively) are my client(s), as do my duties of candor and truthfulness.

I have an obligation to maintain the confidentiality of any non-public matters confided to me, except as it is necessary to disclose them, with client consent, while providing zealous and competent representation.

I have a duty to communicate seasonably with the WLCCA, through its Steering Committee and its officers, and the Township through its designated representative (who shall be the Township Supervisor, Mr. Poth, unless I am otherwise directed) all information necessary to perform my undertakings, and to respond timely to communications from them.

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[4] The Michigan Rules of Professional Conduct can be found at:

https://www.courts.michigan.gov/492c94/siteassets/rules-instructions-administrative-orders/rules-of-professional-conduct/michigan-rules-of-professional-conduct.pdf

I recommend that each client schedule a regular telephone call or meeting with me to discuss whatever developments may have occurred.

I will make myself available on reasonable notice to communicate virtually or in person with WLCCA members, as the Steering Committee directs, and with the Township Board, as Mr. Poth may direct.

The Clients'' duties

The clients have a duty to compensate me for my services in accordance with this Agreement. If that poses a problem at any time for either client, it is that client's obligation to alert me before I expend time and effort for which the client(s) cannot compensate me, so that we can discuss the problem and find a mutually acceptable way to proceed.

The Township, the WLCCA, and the WLCCA's individual members have a duty to cooperate fully with me and to provide and disclose all information necessary to enable me to represent them effectively.

If there are "bad facts" the worst thing the Township, the WLCCA, or the WLCCA's members can do is to conceal them from me. *I can render useful and correct advice and counsel that may be affected by adverse information only if I am aware of it.*

Please remember that I am obligated by the rules of my profession to hold such information in confidence, to enable my clients to confide in me freely. It is not my function to judge anyone; it is to protect each client, to the best of my ability, from threats to their interests.

Each Party

Each party to this agreement may terminate the attorney-client relationships it creates at any time, on reasonable notice to the other, delivered to the other party at the addresses reflected in this letter, by email or first-class mail, subject, always, to the duty of each party to fulfill any obligations undertaken or incurred up to the date of such notice.

If the Township withdraws from this joint representation agreement, the preceding agreement between WLCCA and counsel shall resume and remain in effect and be controlling as to any matter arising or occurring after the date of the Township's withdrawal.

If WLCCA withdraws from this Agreement, this Agreement shall remain in effect as to the Township until and unless cancelled, except that the cost of any services rendered pursuant to it shall be the sole obligation of the Township.

At this time, the interests of the Township and the WLCCA and its members appear to be aligned and consistent. However, multiple client and group representation always entails a risk that unforeseen circumstances may give rise to a conflict of interest. If, at any time, it appears either to me; to the Township; and/or to the Association, or any of its members, that a conflict of

interest(s) has arisen owing, for example, to a change in the ITC/METC proposed routes that advantages the Township or some WLCCA members to the detriment of others, or as a result of a change in one or more client's or WLCCA member's(s') position(s) with respect to the proposed line and its design, or for any other reason not foreseen when this agreement was made, both I and any other party to this Agreement perceiving that such a conflict exists have/has both the right and the duty to seek to revise this agreement, or to take such other steps as are necessary, to ensure that the conflict is resolved or eliminated on mutually satisfactory terms.

If any conflict of interest cannot be resolved by agreement, any party may withdraw from this Agreement (in whole or in part) as necessary to avoid and/or prevent any prejudice from any conflict of interest(s).

After over fifty-one years of being privileged to hold a license to practice law, I have found that it is best to begin and to conduct an attorney-client relationship on a firm and open footing, with a clear understanding of our rights and duties.

If, at any time, you have any questions or concerns about this summary of our mutual undertakings, you must not hesitate to raise and resolve them with me.

Finally, this agreement shall be governed by the laws of the State of Michigan, without regard to its choice of law rules.

After Services Are Concluded

At the conclusion of my representation, as the Township Board, the WLCCA Steering Committee (or an individual concerned WLCCA member) may direct, I will either return or destroy any client materials provided to me, after a period of safekeeping, during which the person who provided them may retrieve (or ask that I return) them, in keeping with my firm's file retention and destruction policy.

Typically, I destroy client files no sooner than two years after the conclusion of my representation, but, except in the case of original documents entrusted to me with the understanding that they are to be returned, it shall be sufficient if I retain and/or return documents in electronic form.

Execution and Performance Pending Same

If I have satisfactorily described our understandings in a manner acceptable to the Township and the WLCCA, I ask that the designated Township and WLCCA representatives sign and return to me a copy of this letter, which I have signed.

To facilitate execution of this agreement, an e-mail from each party's designated representative referring to this joint representation and engagement agreement and signifying assent to it will be sufficient to create a binding agreement, though I do ask that each party send along a signed copy of the execution page by U.S. Mail, as well.

If I have proceeded to render any service for the Township at its request for which a charge is allowed under this agreement without a formal engagement agreement in place, the Township's acceptance of those services, and of any of the services described in this agreement, gives rise to an obligation to pay the charges for them, which will be governed by the terms outlined above, until and unless the Township either advises me to cease all work or signifies its assent to this Agreement in one of the ways described above.

I look forward to working with both the Township and the WLCCA to achieve cost savings for each and the best possible outcome in this matter and here express my sincere thanks for the honor and privilege of representing both of you.

Yours truly,

Frederick M. Baker, Jr.

Separate signature pages follow, to facilitate execution

The WLCCA's Steering Committee approved the foregoing agreement and authorized me to execute it on its behalf.

By:_____

Printed Name: Bethany Barker

Title: Chairperson

Dated:_____

The Williamstown Township Board of Trustees approved the foregoing agreement and authorized me to execute it on its behalf.

By:_____

Printed Name: Ron Poth
Title: Township Supervisor

Dated:_____

WILLIAMSTOWN TOWNSHIP

INGHAM COUNTY, MICHIGAN

CEMETERY ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the Township Board of Williamstown Township, Ingham County, Michigan, held at the Williamstown Township Hall on the ____ day of _____ 2026, at __:00 p.m., the following ordinance was offered by Township Board Member _____ and supported by Township Board Member _____.

An ordinance to amend Ordinance No. 45, the Williamstown Township Cemetery Ordinance, to update provisions regarding the title of the Cemetery Board and regulations regarding green and animal burials in Williamstown Township cemeteries, to establish an additional fee for green burials conducted in violation of this Ordinance, and in order to maintain the public health, safety, and welfare of the residents of Williamstown Township.

WILLIAMSTOWN TOWNSHIP, INGHAM COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO SECTION 4. CEMETERY BOARD: The Williamstown Township Cemetery Ordinance, No. 45, Section 4 "Cemetery Board," is hereby amended to change the title to "Cemetery Committee" and to replace references to the "Cemetery Board" with the "Cemetery Committee" throughout the Section.

SECTION 2. AMENDMENT TO SECTION 5. DEFINITIONS: The Williamstown Township Cemetery Ordinance, No. 45, Section 5 "Definitions" is hereby amended only with respect to the definitions set forth below, which shall be amended to read as follows. All other definitions in Section 5 shall remain unchanged and in full force and effect:

A **burial space** shall consist of land area forty- eight inches (48") wide and eight or ten feet (8' or 10') in length for the interment of human remains. Some older grave sites may vary in size. This does not include any walkways.

Commented [A1]: Removed "intended for"

A **cremation or alkaline hydrolysis burial** is the interment of reduced human remains.

A **green burial** is a natural burial where the full body is returned to the earth in an ecologically sustainable manner without toxic embalming chemicals resulting in natural decomposition. Green burials are only allowed in the Natural Burial Section of the cemetery where the burial grounds are perpetually maintained in as natural and ecologically friendly a state as possible.

Commented [A2]: Revised to reflect green burials are only permitted in the green Natural Burial Section.

The **Traditional Burial Section** of Summit Cemetery allows traditionally embalmed

bodies as well as cremated, and alkaline hydrolysis remains.

The **Scattering Garden** is a designated place within Summit Cemetery for placing human cremains and alkaline hydrolysis remains in the soil without a container.

SECTION 3. AMENDMENT TO SECTION 6. SALE, TRANSFER AND REPURCHASE OF BURIAL RIGHTS: The Williamstown Township Cemetery Ordinance, No. 45, Section 6 "Sale, Transfer, and Repurchase of Burial Rights" shall be amended to read as follows:

Sale of burial rights shall be made on a form approved by the Township Board, which grants a right of burial only and does not convey any other title to the space. Said form shall be executed by the Sexton or Township Supervisor or his/her designee.

A space holder shall notify the Sexton and/or Township Supervisor, in writing, of any changes of address or sale, transfer, conveyance, or assignment of burial rights to another party. No such changes shall be effective unless acknowledged in writing by the Sexton or Township Supervisor and recorded in the official township records.

The Township may, but shall not be obligated to, repurchase burial rights from a holder who desires to sell at 100% or less of the original purchase price.

The Township may, but shall not be obligated to, exchange burial rights for a space and/or niche for burial rights for another space and/or niche. If the value of the burial rights to a space and/or niche offered in exchange is equal to or more than the value of the burial rights for the requested space and/or niche, the exchange may be made by the Township with no further compensation to the burial rights holder. If the value of the burial rights to the requested space and/or niche exceeds the value of the burial rights for the space and/or niche offered in exchange, the purchaser must pay the difference. The value of burial rights for a space and/or niche offered in exchange and the burial rights for the requested space and/or niche will be determined by the price list in effect at the time of the exchange as passed by the Williamstown Township Board.

SECTION 4. AMENDMENT TO SECTION 15. MARKERS AND MONUMENTS: Williamstown Township Cemetery Ordinance, No. 45, Section 15 "Markers or Monuments" shall be amended to read as follows:

All markers or monuments shall be of stone, concrete or other equally durable composition. Coping, fences, curbs, benches, steps, structures of wood or other perishable material are prohibited. The materials used, and manner of erecting monuments, headstones, and markers shall be subject to the approval of the Williamstown Township Supervisor or his/her designee or the Sexton. Faceplate markers for the Columbarium must be obtained through the Sexton or Township Supervisor or his/her designee.

Any monument shall be located upon a suitable foundation to maintain the same in an erect position. The Township Sexton or his/her designee, at the expense of the holder of the burial rights or the monument company, shall construct the footing or foundation upon which any marker or monument shall be placed.

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Should any monument, marker or urn with cremated human remains become unsightly, dilapidated or dangerous, or increase the difficulty of care required from the caretaking staff, or damage other cemetery foundations, monuments, markers, or urns with cremated human remains, the Township shall have the right, at the expense of the holder, to correct the condition or remove the same after giving thirty (30) days written notice to the last holder of record.

Only one (1) monument shall be permitted per burial space, with the exception of veteran markers. Only one monument shall be permitted on a family burial space. The marker cannot exceed the width of the burial space.

In the Natural Burial Section, markers are not allowed except for a designated pathway space. A marker along the pathway may only be an organic rock. Markers along the pathway will not be maintained by the Cemetery staff and may eventually be covered by soil, vegetation and other organic matter; however, families are permitted to maintain them for as long as they wish. Families may designate the type of natural plantings to be planted on the space after burial. The selection must be from native species designated by the Cemetery Committee. Controlled burns may take place periodically to restore the native prairie plantings in the Natural Burial Section.

Commented [A3]: Removed reference to deed holders being able to purchase a rock from the "Shepards Wall"

Markers and monuments are not allowed in the Scattering Garden.

The Township Board reserves the right to make all final determinations on the appropriateness and conformity of individual monuments or markers.

SECTION 5: AMENDMENT TO SECTION 16. INTERMENT REGULATIONS: Williamstown Township Cemetery Ordinance, No. 45, Section 16 "Interment Regulations" shall be amended to read as follows:

Section 16. Interment Regulations

Not more than one casket, or body, shall be buried in a burial space except for an adult casket and an infant casket, or body, when buried at the same time and approved by the Sexton or Supervisor or his/her designee, or in the case of cremation/alkaline hydrolysis burials.

Commented [A4]: Removed references to cremated pets.

In interments involving a traditionally embalmed body that is not green-embalmed, the casket shall be enclosed in a permanent outside container. The following are considered permanent outside containers: concrete, copper or steel burial vaults or concrete boxes. Only approved niches shall be installed in columbaria walls.

Not less than forty-eight (48) hours' notice shall be given in advance of any funeral to allow for the opening of the burial space(s). The Sexton or Supervisor or his/her designee may allow an opening and closing with less than forty-eight (48) hours' notice in extenuating circumstances.

All burials shall be arranged through the Sexton and/or Township Supervisor or his/her designee. The appropriate permit for the burial space involved, together with appropriate

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identification of the person to be buried therein, where necessary, shall be presented to either the Sexton or the Township Supervisor or his/her designee, prior to interment, as provided by State law. Where such permit has been lost or destroyed, no interment shall be commenced until the Township Supervisor or his/her designee is satisfied, from his or her records, that the person to be buried in the burial space is authorized and appropriate. Burial in any Township cemetery is restricted to the holder with right of burial, unless written authorization is obtained from such holder or his/her heirs, personal representatives or authorized agent. A new Right of Burial will be issued. The Township reserves the right to refuse burial for good cause.

The Township assumes no responsibility for errors in opening graves when such errors are caused from improper instruction of a holder of the rights of burial or his/her designee. The Township may accept orders from funeral directors as orders from the holders. Under no circumstance shall the Township assume responsibility for error in opening when orders are given by telephone. No graves shall be opened except by the Township.

The Township reserves the right to remove funeral designs and floral pieces as soon as they become unsightly.

No space shall be used for any other purpose than the burial remains and the placing of appropriate memorials. The following procedures will apply to green burials:

1. Grave depth shall be six (6) feet.
2. Only Cemetery staff or approved contractors will be permitted to dig graves and will use a backhoe and/or other machinery as needed.
3. Open burial spaces will be "natural" in appearance at the time of burial with soil piled openly. Pathways and areas surrounding the space may be uneven, wet, or muddy and water may pool in the burial space.
4. Because the Natural Burial Section pathways are unpaved and inaccessible to hearses and ordinary passenger vehicles, delivery of burials to graveside will require capable pallbearers and/or alternative vehicles, which shall be provided by the funeral director. Families and funeral directors are also responsible for addressing any/all accessibility needs of attendees.
5. Shrouded burials are prohibited. All green burials shall utilize an untreated pine coffin. The coffin shall not exceed six and one-half (6 ½) feet in length, two (2) feet in width, and sixteen (16) inches in height, except where a larger coffin is reasonably necessary to accommodate the remains of the deceased.
6. The funeral director or other organization shall be responsible for providing all equipment and personnel necessary to lower the coffin into the grave, including an appropriate lowering device and a sufficient number of pallbearers.
7. Cemetery staff shall not handle, carry, lower, or otherwise assist in the handling or interment of human remains. The funeral director or other organization and their personnel shall be solely responsible for the handling and lowering of the remains into the grave.
8. Prior to the scheduling of any grave opening for a green burial, the funeral director shall confirm in writing to the Sexton or his/her designee that the burial will comply with this Section and Section 18, including the coffin, personnel and equipment requirements.

Commented [A5]: Revised per request:

We could broaden the language related to the "pine coffin" it could be "a coffin made of pine or other biodegradable material."

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9. The Sexton his/her designee may refuse or delay any green burial that does not comply with this Section or Section 18 until such time as the noncompliance is corrected.

Commented [A6]: Added procedural steps prior to a green burial.

The following regulations will apply to the scattering of cremains:

a. Scattering of cremains will be allowed in the Scattering Garden and not in any other portions of Summit Cemetery.
b. Scattering can only be scheduled when another burial or scattering is not taking place.
c. Cremains will be lightly raked into the soil to prevent migration of the cremains.
d. A memorial in the Shepherd's wall for human cremains may be purchased.

SECTION 6: AMENDMENT TO SECTION 18. GREEN BURIAL PREPARATIONS, MATERIALS AND PROCEDURES: Williamstown Township Cemetery Ordinance, No. 45, Section 18 "Green Burial Preparations, Materials and Procedures" shall be amended to read as follows:

Section 18. Green Burial Preparations, Materials and Procedures:

Because green or natural burial is significantly different from conventional burial and requires much tighter time and material constraints, it is essential that burial space owners plan ahead with their funeral director and fully communicate the rules for burial preparation and materials to their family and friends. The following rules shall apply:

1. In the Natural Burial Section, lots are generally intended for non-embalmed bodies, alkaline hydrolysis or cremains, but bodies embalmed with certified green/non-toxic/biodegradable fluids are permitted.

2. It is understood that some green burials will include non-biodegradable medical implants. Except where removal is required by law, the choice of inclusion or removal of internal, non-natural non-biodegradable medical components is at the discretion of the lot owner and his/her family.

3. No vaults or grave liners of any kind are permitted.

4. All bodies shall be interred in an untreated pine coffin. The coffin shall not exceed six and one-half (6 ½) feet in length, two (2) feet in width, and sixteen (16) inches in height, except where a larger coffin is reasonably necessary to accommodate the remains of the deceased.

Commented [A7]: Revised

5. Any clothing must be made of biodegradable non-toxic materials such as organic cotton, linen or silk.

6. Shroud burials using are not permitted. All remains shall be contained within an untreated pine coffin meeting the requirements set forth in subsection 4 of this Section.

Commented [A8]: Revised

7. Conventionally embalmed bodies are not permitted in the Natural Burial Section.

However, at the discretion of the Sexton, an exception may be made to this rule only when all of the following four criteria apply:

a. The deceased already owned a lot in the Natural Burial Section and had filed plans with his/her funeral director detailing clear intentions for a natural burial.
b. The deceased has a life partner or spouse who is already interred in an adjacent lot and the intention was to be buried alongside one another.
c. The body of the deceased was cremated or conventionally embalmed outside of the control of the deceased, his/her family, or representatives.
d. The cremation or conventional embalming of the body is not the result of elective changes in burial plans by the lot owner or his/her family, lack of prior planning, or other controllable circumstances.

Furthermore:

1. All other natural burial rules apply, such as all biodegradable non-toxic materials, the untreated pine coffin requirement, and no vaults.

2. If permission is denied by the Sexton, the lot in the Natural Burial Section may be exchanged for a lot in the Traditional Section of the cemetery.

3. Denials by the Sexton can be appealed to the Township Board for final determination.

4. Disinterment of remains in the Natural Burial Section is prohibited, except pursuant to a court order, at the lawful direction of a law enforcement agency, or as otherwise required by law.

5. Any green burial conducted in the Natural Burial Section in noncompliance with Section 16 or this Section 18, will be subject to an additional fee of double the green burial opening and closing fee or other sum as determined by resolution of the Township Board.

Commented [A9]: Can be revised if the Township decides on a different coffin requirement.

Commented [A10]: Added

Commented [A11]: Added a fee, in addition to a civil infraction for violating green burial procedures.

SECTION 7: AMENDMENT TO SECTION 19. GROUND MAINTENANCE/GRAVE DECORATION: The Williamstown Township Cemetery Ordinance, No. 45, Section 7 "Ground Maintenance/Grave Decoration," is hereby amended to replace references to the "Cemetery Board" with the "Cemetery Committee" throughout the Section.

SECTION 8: AMENDMENT TO SECTION 24. PERPETUAL CARE FUND: The Williamstown Township Cemetery Ordinance, No. 45, Section 24 "Perpetual Care Fund," is hereby amended to replace references to the "Cemetery Board" with the "Cemetery Committee" throughout this Section.

SECTION 9: SEVERABILITY: The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, the declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

DRAFT

SECTION 10: REPEAL: All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 11: EFFECTIVE DATE: This Ordinance shall become effective the day after publication.

YEAS:

NAYS:

ABSENT/ABSTAIN:

ORDINANCE DECLARED ADOPTED.

_____

Ron Poth, Williamstown Township Supervisor

DRAFT

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an Ordinance adopted by the Williamstown Township Board at a duly scheduled and noticed meeting of the Township Board held on _____ ____, 2026 pursuant to the required statutory procedures.

2. A summary of the above Ordinance was duly published in the _____, a newspaper that circulates within Williamstown Township, on _____, 2026.

3. Within 1 week after such publication, I recorded the above Ordinance in a book of ordinances, including the date of passage of the ordinance, the names of the members of the Township Board voting, and how each member voted.

4. I filed an attested copy of the above Ordinance with the Ingham County Clerk on _____.

ATTESTED:

_____
Robin Cleveland, Williamstown Township Clerk

DRAFT

WILLIAMSTOWN TOWNSHIP
INGHAM COUNTY, MICHIGAN
CEMETERY ORDINANCE AMENDMENT

Ordinance No. ___
Notice of Adoption

Please take notice that on _____ _____, 2026 the Township Board of Williamstown Township adopted Ordinance No.___, an Ordinance amending Williamstown Township Cemetery Ordinance No. 45, to update provisions regarding the Cemetery Committee and regulations governing green and animal burials in Williamstown Township cemeteries, including requirements concerning natural burials, containers, grave depth, funeral director responsibilities, handling and interment of remains, disinterment, and fees and penalties for noncompliant green burials.

Copies of the Ordinance may be obtained from _____, Williamstown Township Clerk, at the Williamstown Township Hall located at _____ during regular business hours. It contains the following sections and catch-lines: (1)Section 1, Amendment to Section 4, Cemetery Board; (2) Section 2, Amendment to Section 5, Definitions; (3) Section 3, Amendment to Section 6, Sale, Transfer, and Repurchase of Burial Rights; (4) Section 4, Amendment to Section 15, Markers and Monuments; (5) Section 5, Amendment to Section 16, Interment Regulations; (6) Section 6, Amendment to Section 18, Green Burial Preparations, Materials, and Procedures; (7) Section 7, Amendment to Section 19, Ground Maintenance/Grave Decoration; (8) Section 8, Amendment to Section 24, Perpetual Care Fund; (9) Section 9, Severability; (10) Section 10, Repeal; and (11) Section 11, Effective Date.

Published by Order of the Township Board
Williamstown Township, Ingham County

Robin Cleveland, Township Clerk
Phone: (517) 655-3193
Web: https://williamstownmi.gov/clerks-office/
E-mail: clerk@williamstowntownship.com

Publication Date: _____, 2026.

DRAFT

WILLIAMSTOWN TOWNSHIP BOARD
COUNTY OF INGHAM
STATE OF MICHIGAN

RESOLUTION NO. 2026-_____

RESOLUTION AND TOWNSHIP BOARD LETTER OF SUPPORT REGARDING REVISED SCOPE OF SAFE ROUTES TO SCHOOL GRANT

At a regular meeting of the Board of Trustees of Williamstown Township, Ingham County, Michigan ("Township Board"), held at the Williamstown Township Hall, on the ___day of _____, 2026, at ____ p.m., Eastern Standard Time, the following resolution was offered by _____ and supported by _____.

WHEREAS, the Safe Routes to School (SRTS) Program is a federally funded program administered by the Michigan Department of Transportation (MDOT) that improves the infrastructure school-age children use to travel to and from school, such as sidewalks, crosswalks, and bicycle routes.

WHEREAS, Williamstown Township previously passed Resolution 133-2024, which was intended to establish support for funding of the SRTS Grant, designate an agent, attest to the existence of funds to carry out various infrastructure projects and commit to implementing a maintenance program for said infrastructure funded by the SRTS Program.

WHEREAS, Williamstown Township, in partnership with the Williamston School District of the City of Williamston, previously passed Resolution 2024-134 which provided funds towards a SRTS Trail and approved Williamstown Township taking ownership of a portion of the SRTS Trail that is within the Township's boundaries to maintain and repair the Trail as needed.

WHEREAS, on March 11, 2026, the Township Board moved to rescind the SRTS Grant due to the change in the scope of the project and the uncertainty in the amounts of expenditures.

WHEREAS, the Township is transferring all of its authority under the SRTS Grant to the City of Williamston so that the City may pursue a new or revised SRTS Grant pursuant to Public Act 51 of 1951.

WHEREAS, the Township supports the City's use of any new or revised SRTS Grant funds as the City sees fit, pursuant to its authority.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Township is transferring all of its authority under the SRTS Grant to the City of Williamston so that the City may pursue a new or revised SRTS Grant pursuant to Public Act 51 of 1951

2. This Resolution shall serve as the Township's letter of support for the City's use of any new or revised SRTS Grant funds as the City sees fit, pursuant to its authority.

3. The Township reserves the right to absolve itself from any financial or legal liability related to the expenditure of any new, existing, or revised SRTS Grant funds, unless any part of those funds are used to construct and maintain infrastructure within the Township's boundaries. Where any part of the project lies wholly or partly within the Township, the Township conditions this resolution and support on its having a decision-making role in the funding and construction of that part of the project

Roll call vote:

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

Dated:_____ _____

Ron Poth, Township Supervisor

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, Robin Cleveland, the Township Clerk of Williamstown Township, do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Williamstown Township Board at a regular meeting held on _____, 2026, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, for which the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

_____
Robin Cleveland, Township Clerk

MCKENNA

October 26, 2026

Planning Commission
Williamstown Township
4990 N. Zimmer Rd.
Williamston, MI 48895

Subject: Zoning Revisions

Dear Planning Commissioners:

Based on discussion at the October 13, 2026 Planning Commission meeting, I have made revisions to the following articles in the Zoning Ordinance:

- **Section 8.02, subsection EEE (page 8-74 in the Excerpt from Article 8.00)**. I have added regulations dealing with Portable Moving and Storage Containers.
- **Section 10.07, Permitted Uses by District (page 10-3)**. The items in the table are now all in proper alphabetical order. I have added Portable Moving and Storage Containers as a permitted accessory use in all districts except the Mobile Home Park District.
- **Article 16.00, Mobile Home Park District, Section 16.03(B)(10), Screening (page 16-3)**. I have added a fence as a permitted type of screening (see items a and c). I have contacted the Michigan Department of Licensing and Regulatory Affairs and have learned that Williamstown Township's Mobile Home Park regulations are subject to review and approval by the Manufactured Housing Commission.
- **Article 17.00, Multiple Family Residential District, Section 17.01, Statement of Purpose**. I have added a sentence that addresses prohibited uses in this district.
- **Article 18.00, Commercial Agricultural District, Section 18.01, Statement of Purpose**. I have added a sentence that addresses prohibited uses in this district.
- **Article 19.00, Office Service District, Section 19.01, Statement of Purpose**. I have added a sentence that addresses prohibited uses in this district.
- **Article 20.00, Limited Business District, Section 20.01, Statement of Purpose**. I have added a sentence that addresses prohibited uses in this district.
- **Article 21.00, Commercial Center District, Section 21.01, Statement of Purpose**. I have added a sentence that addresses prohibited uses in this district.
- Ar**ticle 22.00, Light Industrial District, Section 22.01, Statement of Purpose**. I have added a sentence that addresses prohibited uses in this district.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

PENALTIES AND ENFORCEMENT

The Penalties and Enforcement language has been transmitted to the Township Attorney for review and revision. This section of the Ordinance is still under review on the date this letter is being written.

We look forward to discussing this with you at the November Planning Commission meeting.

Sincerely,

McKENNA

Christopher J. Doozan, AICP
Community Planning Consultant

c: Ron Poth, Township Supervisor
Sheryl Monette, Planning Assistant

ARTICLE 16.00

MHP, Mobile Home Park District

Section 16.01 Statement of Purpose

The purpose of the Mobile Home Park District is to provide for the location and regulation of manufactured housing parks. These districts should be in areas where they will be compatible with adjacent land uses. For example, manufactured housing parks may be appropriate in proximity to Multiple Family Districts and can serve as a transition zone between residential and non-residential districts.

Manufactured housing parks should not be located where they would interrupt the continuity of permanent single-family neighborhoods. A manufactured housing park shall not have an adverse impact on the proper functioning of community facilities and utility systems, including but not limited to roads, sanitary sewers, water, storm drainage, police and fire protection, and the educational system.

The regulations established by state law (Michigan Public Act 96 of 1987, as amended) and the Manufactured Housing Rules govern all manufactured housing parks. When regulations in this Article exceed the state law or the Manufactured Housing Rules they are intended to ensure that manufactured home parks meet the development and site plan standards established by this Ordinance for other comparable residential development and to promote the health, safety and welfare of the Township's residents.

Section 16.02 Permitted Uses and Structures

See Section 10.07.

Section 16.03 Development Standards

A. Site Plan Review

Pursuant to Section 11 of Michigan Public Act 96 of 1987, as amended, a preliminary plan shall be submitted to the Township for review by the Planning Commission. The preliminary plan shall include the location, layout, general design, and general description of the project. The preliminary plan shall not include detailed construction plans.

In preparing the preliminary plan and when reviewing the plan, the developer and Planning Commission shall generally follow the procedures and requirements in Section 29.02 of this Ordinance, where applicable, except where said procedures and requirements are superseded by requirements in Public Act 96 of 1987, as amended, or the Manufactured Housing Rules.

Pursuant to Section 11 of Public Act 96 of 1987, as amended, the Planning Commission shall act on the preliminary plan within sixty (60) days after the Township officially receives the plan.

B. Minimum Requirements

Manufactured home parks shall be subject to all the rules and requirements as established and regulated by Michigan law including Michigan Public Act 96 of 1987, as amended, and the Manufactured Housing Rules and, in addition, shall satisfy the following minimum requirements:

1. Parcel Size for Overall Park

   The minimum parcel size for manufactured home parks shall be fifteen (15) acres.

2. Minimum Site Size

   The manufactured home park shall be developed with sites averaging 5,500 square feet per manufactured home unit. These 5,500 square feet for any one site may be reduced by 20 percent provided that the individual site shall be equal to at least 4,400 square feet. For each square foot of land gained through the reduction of a site below 5,500 square feet, at least an equal amount of land shall be dedicated as open space, but in no case shall the open space and distance requirements be less than that required under R 125.1946, Rule 946, and R 125.1941 and R 125.1944, Rules 941 and 944 of the Michigan Administrative Code.

3. Setbacks

   Manufactured homes shall comply with the following minimum distances and setbacks:
   a. For a home not sited parallel to an internal road: twenty (20) feet from any part of an adjacent manufactured home.
   b. For a home sited parallel to an internal road: fifteen (15) feet from any part of an adjacent manufactured home.
   c. Ten (10) feet from any on-site parking space of an adjacent manufactured home site.
   d. Ten (10) feet from any accessory attached or detached structure of an adjacent manufactured home.
   e. Fifty (50) feet from any permanent community-owned building.
   f. One hundred (100) feet from any baseball softball or similar recreational field.
   g. Twenty-five (25) feet from any swimming pool.
   h. Ten (10) feet from the edge of an internal road, provided that such road is not dedicated to the public. Manufactured homes and other structures in the MHP District shall be set back at least twenty (20) feet from the right-of-way line of a dedicated public road within the manufactured home park.
   i. Twenty-five (25) feet from a natural or man-made lake or waterway.
   j. Seven (7) feet from any parking bay.
   k. Seven (7) feet from a common sidewalk.
   l. All manufactured homes and accessory buildings shall be set back not less than fifty (50) feet from any park boundary line, including the future right-of-way line of abutting streets and highways.
   m. Forty (40) feet from the edge of any railroad right-of-way.

4. Maximum Height

   Buildings in the MHP district shall not exceed two and one-half (2 1/2) stories or thirty-five (35) feet, except that storage sheds shall not exceed fifteen (15) feet in height.

5. Roads

   Roads shall satisfy the minimum dimensional, design, and construction requirements as set forth in the Manufactured Housing Rules except as follows:

   a. Two-way streets shall have a minimum width of 21 feet where no parallel parking is permitted, 31 feet where parallel parking is permitted on one side only, and 41 feet where parallel parking is permitted on both sides of the street.

   b. One-way streets shall have a minimum width of 13 feet where no parallel parking is permitted, 23 feet where parallel parking is permitted on one side only, and 33 feet where parallel parking is permitted on both sides of the street.

   c. Dead-end streets shall terminate in a cul-de-sac having an adequate turnaround with paving that is a minimum of fifty (50) feet in diameter. No parking shall be permitted in a cul-de-sac turnaround.

   d. The main entrance to the park shall have access to a public thoroughfare or shall be connected to a paved public collector or arterial road by a permanent easement which shall be recorded by the developers. Sole access to the park via an alley is prohibited.

e. All roads shall be paved and constructed with curbs and gutters.

6. Parking

a. All manufactured home sites shall be provided with two (2) parking spaces per Manufactured Housing Rules 925 and 926.

b. In addition, a minimum of one (1) parking space for every three (3) manufactured home sites shall be provided for visitor parking located convenient to the area served.

c. No unlicensed or inoperable vehicle of any type shall be parked in this district at any time except within a covered building.

d. Common areas for the storage of boats, motorcycles, recreation vehicles, and similar equipment may be provided in a manufactured home park but shall be limited to use only by residents of the manufactured home park. The location of such storage areas shall be shown on the site plan. No part of any such storage area shall be in any yard required on the perimeter of the manufactured home park. Such storage area shall be screened from view from adjacent residential properties with an opaque six (6) foot wooden fence, six (6) foot masonry wall with landscaping, or landscaped greenbelt. If a landscaped greenbelt is used, it shall consist of closely-spaced evergreen plantings (i.e., no farther than fifteen (15) feet apart) which can be reasonably expected to form a complete visual barrier that is at least six (6) feet above ground level.

7. Sidewalks

Sidewalks having a minimum width of three (3) feet shall be provided along each side of the street upon which manufactured home sites front.

8. Accessory Buildings and Facilities

a. Accessory buildings and structures, including park management offices and public works facilities, storage buildings, laundry facilities, recreation or community facilities, and other accessory facilities, shall be designed and operated for use by residents of the park only.

b. All buildings constructed on-site within a manufactured home park shall be constructed in compliance with the Williamstown Township Building Codes and shall require all applicable permits. Any addition to a manufacured home unit that is not certified as meeting the standards of the U.S. Department of Housing and Urban Development for manufactured homes shall comply with the Williamstown Township Building Codes. Site plan approval shall be required prior to construction of any on-site building within a manufactured home park, except for storage sheds or garages for individual manufactured homes.

c. Each manufactured home shall be permitted one storage shed or garage not to exceed four hundred (400) square feet in area. The installation of any such shed or garage shall comply with codes and ordinances of Williamstown Township and shall require a Building Permit. Storage underneath a manufactured home or outside on any manufactured home site is prohibited.

9. Open Space

Open space shall be provided in any manufactured home park containing eight (8) or more units. The open space shall comply with the following requirements:

a. A minimum of three hundred (300) square feet of well-drained, usable open space shall be provided for each manufactured home site.

b. Open space shall be located conveniently in relation to the majority of dwelling units intended to be served. Swamp areas, marshy areas, and similar limited use areas shall not be included in the required open space.

10. Screening

a. All manufactured home parks shall be screened from existing adjacent residential land use by either a six (6) foot fence or wall or a densely planted landscaped greenbelt.

b. Required screen walls shall be constructed of masonry material that is constructed of face brick, decorative block, or poured concrete with a simulated brick or stone pattern. Required walls shall be placed inside and adjacent to the lot

line except where underground utilities would interfere with the placement of the wall or where the wall would unreasonably obstruct the use of adjacent property, in which case the wall may be set back from the property line a sufficient distance to resolve such concerns.

c. If a fence is used, it shall be constructed of materials used in conventional fence construction, such as wood, fence, or metal. Wood fences shall be constructed of cedar or an appropriate grade of pressure-treated wood. Chain link fences shall not be used for screening purposes.

d. If a landscaped greenbelt is used, it shall consist of closely-spaced evergreen plantings (i.e., no farther than fifteen (15) feet apart) which can be reasonably expected to form a complete visual barrier that is at least six (6) feet above ground level. Deciduous plant materials may be used provided that visual screening is maintained throughout the year.

11. Signs

a. One permanent residential entranceway sign shall be permitted at each entrance to the manufactured home park. Such signs shall not be more than six (6) feet in height and thirty-two (32) square feet in area and shall be set back a minimum of ten (10) feet from any property or right-of-way line.

b. Management offices in the Mobile Home Park District shall be permitted one (1) identification sign not to exceed six (6) square feet in area.

12. Trash Dumpsters

If proposed, trash dumpsters shall comply with the following requirements:

a. Dumpsters shall be set back a minimum distance of fifty (50) feet from the perimeter of the manufactured home park and at least fifteen (15) feet from any building. Dumpsters shall be in a location that is clearly accessible to the servicing vehicle.

b. Dumpsters shall be screened on three sides with a decorative masonry wall or wood fencing, not less than six (6) feet in height. The fourth side of the dumpster screening shall be equipped with an opaque lockable gate that is the same height as the enclosure around the other three sides.

c. Dumpsters shall be placed on a concrete pad. Bollards (concrete filled metal posts) shall be installed at the opening of the dumpster enclosure to prevent damage to the screening wall or fence.

13. Canopies and Awnings

Canopies and awnings may be attached to any manufactured homes and may be enclosed for use as a sunroom or recreation room, but not as a bedroom. Canopies and awnings shall comply with the setback and distance requirements set forth in this Article and shall require a Building Permit.

14. Operational Requirements

No manufactured home shall be permitted to be placed in a manufactured home park until a permit has been granted by the Building Official and a license has been issued by the Michigan Department of Commerce. No individual manufactured home site shall be occupied until the required improvements, including utilities and access roads which serve the site are in place and are functioning. A Certificate of Occupancy issued by Williamstown Township shall be required prior to use of any buildings constructed onsite.

15. Sale of Manufactured Homes

The business of selling new or used manufactured homes as a commercial operation in connection with the operation of a manufactured home park shall be prohibited. New or used manufactured homes located on sites within the manufactured home park to be used and occupied on that site may be sold by a licensed dealer or broker. This section shall not prohibit the sale of a used manufactured home by a resident of the manufactured home park provided the park's regulations permit such sale.

Section 16.04 – Penalties and Enforcements

Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed $100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

ARTICLE 17.00

RM-1, Multiple Family Residential District

Section 17.01 Statement of Purpose

The purpose of the Multiple Family Residential District is to address the varied housing needs of Township residents by providing locations for development of multiple family housing at higher density than is permitted in single-family districts. In addressing these housing needs, multiple family housing in the RM-1 District should be designed in consideration of the following objectives:

1. Developments in this district shall be designed to preserve significant natural features and promote public health, safety, and welfare. Preservation of open space, protection of flood prone areas, protection of wetlands, woodlands, and groundwater recharge areas, and preservation of other natural features is encouraged, consistent with state law.

2. Multiple family housing shall be provided with necessary services and utilities, including public sanitary sewers and wastewater treatment, usable outdoor recreation space, and a well-designed internal road network.

3. Multiple family housing shall be designed to be compatible with nearby single-family housing. Ideally, multiple family development should be located where it will serve as a transition between nonresidential and single-family uses.

4. Multiple family developments shall have direct access to a collector or arterial road.

It is the intent of this District to prohibit non-residential uses that would interfere with the quality of residential life.

Section 17.02 Permitted Uses and Structures

See Section 10.07.

Section 17.03 Development Standards

A. Site Plan Review

Site plan review and approval is required for all uses except detached one family residential uses, in accordance with Section 29.02.

B. Area, Height, Bulk, and Placement Regulations

Buildings and uses in the Multiple Family Residential District are subject to the area, height, bulk, and placement requirements in Article 28.00, Schedule of Regulations AND the site development standards in Section 8.03(B).

The following chart summarizes the regulations in Article 28.00, but the user is cautioned to refer to Article 28.00 for more detailed information and explanatory notes.

Regulations	
Minimum Lot Area	See Section 8.03(B)
Minimum Lot Width	200 ft.
Maximum Height	3 stories, 35 ft.
Maximum Building Coverage	25%
Minimum Front Setback	50 ft.
Minimum Side Setback	50 ft.

Regulations	
Minimum Rear Setback	50 ft.
Minimum Usable Floor Area	See Section 6.02, footnote P

C. Planned Development

Planned Development is permitted to achieve the purpose of this district, in accordance with Section 29.04.

Section 17.04 – Penalties and Enforcements

Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed $100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

ARTICLE 18.00

AG-C, Commercial Agricultural District

Section 18.01 Statement of Purpose

This district has been established to achieve the following purposes:

1. To discourage the encroachment of urban and suburban services into agricultural and rural portions of the Township.
2. To create a stable environment for agricultural production.
3. To permit services and uses that are necessary to support agricultural activities.
4. Encourage use of land that promotes public health, safety and welfare.

It is intended that developments in this district be designed to preserve significant natural features and promote public health, safety, and welfare. Preservation of open space, protection of flood prone areas, protection of wetlands, woodlands, and groundwater recharge areas, and preservation of other natural features is encouraged, consistent with state law.

It is also the intent of this District to prohibit uses that would prevent or deter property owners from using suitable lands for agriculture or preserving rural open space.

Section 18.02 – Permitted Uses and Structures

See Section 10.07.

Section 18.03 Development Standards

A. Site Plan Review

Site plan review and approval is required for development of all permitted non-single family uses except farms, in accordance with Section 29.02.

B. Area, Height, Bulk, and Placement Requirements

Buildings and uses in the Commercial-Agricultural District are subject to the area, height, bulk, and placement requirements in Article 28.00, Schedule of Regulations.

The following chart summarizes the regulations in Article 28.00, but the user is cautioned to refer to Article 28.00 for more detailed information and explanatory notes, and exceptions.

Regulations	
Minimum Lot Area	40 acres***
Minimum Lot Width	330 ft.
Maximum Height	2 ½ stories, 35 ft.
Maximum Building Coverage	10%
Minimum Front Setback	50 ft.
Minimum Side Setback	50 ft.
Minimum Rear Setback	50 ft.

Minimum Usable Floor Area	900 sq. ft.

***Creation of lots or parcels that are less than forty (40) acres may be permitted in the following instances:

a. When the lot or parcel that is less than forty (40) acres is an entire quarter-quarter section or a half of a half of a quarter section, or

b. When the land division creating the new lot or parcel would permit use of the land in accordance with the purposes of the Commercial Agricultural district (see Section 18.01) and with the Township Master Plan, and where the existing parent parcel being divided is between seventy-four (74) and eighty (80) acres. In this instance, a lot or parcel being created through land division may be as small as thirty-five (35) acres.

C. Open Space Preservation Option

The Open Space Preservation Option is permitted in the AG-C District as a means of permitting residential use and preserving open space and agricultural lands, subject to the provisions in Section 8.03, sub-section C.

Section 18.04 – Penalties and Enforcements

Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed $100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

ARTICLE 19.00

OS-1, Office Service District

Section 19.01 Statement of Purpose

The purpose of the OS-1, Office Service District is to accommodate various types of administrative and professional offices, as well as certain personal service businesses, which can serve as a transitional use between more intensive land uses (such as commercial uses) and less intensive residential uses.

This district is intended to prohibit those types of retail uses and other activities that typically generate large volumes of traffic, traffic congestion, parking problems, and other impacts that could negatively affect the use and enjoyment of surrounding property.

It is the intent of this District to allow a limited range of retail uses to meet the convenience needs of office users, but prohibit intensive retail and non-residential uses that would detract from the character of the office district.

Section 19.02 Permitted Uses and Structures

See Section 10.07.

Section 19.03 Development Standards

A. Required Conditions

Unless otherwise noted, buildings and uses in the OS-1 Office Service District shall comply with the following requirements:

1. All permitted retail or service establishments shall deal directly with customers. Manufacturing of products for wholesale distribution off the premises is not permitted.

2. All business, services, or processing, except off-street parking and loading, shall be conducted within a completely enclosed building. No displays of merchandise or products or signs advertising such merchandise or products shall be visible from the outside.

3. There shall be no outside storage of any goods, inventory, vehicles, or equipment.

4. Commercially used or licensed vehicles with a rated capacity of one (1) ton or more shall not be parked on the site, except for a short duration during normal deliveries.

B. Site Plan Review

Site plan review and approval is required for all new construction and expansion of existing buildings, in accordance with Section 29.02.

C. Area, Height, Bulk, and Placement Requirements

Buildings and uses in the Office Service District are subject to the area, height, bulk, and placement requirements in Article 28.00, Schedule of Regulations.

The following chart summarizes the regulations in Article 28.00, but the user is cautioned to refer to Article 28.00 for more detailed information and explanatory notes.

Regulations	
Minimum Lot Area	20,000 sq. ft.
Minimum Lot Width	100 ft.

Regulations	
Maximum Height	2 stories, 35 ft.
Minimum Front Setback	45 ft.
Minimum Side Setback	10 ft.
Minimum Rear Setback	20 ft.

D. Planned Development

Planned Development is permitted to achieve the purpose of this district, in accordance with the guidelines in Section 29.04.

Section 19.04 – Penalties and Enforcements

Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed $100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

ARTICLE 20.00

B-1, Limited Business District

Section 20.01 Statement of Purpose

The purpose of the B-1, Limited Business District is to meet the day-to-day convenience shopping and service needs of persons residing in nearby residential areas. Intensive commercial uses that generate large volumes of traffic or that have other characteristics that tend to adversely affect the quality of surrounding residential areas are not permitted in this District.

In the interest of making efficient use of the limited amount of commercially-zoned land in the Township, residential uses are prohibited in this District.

Section 20.02 Permitted Uses and Structures

See Section 10.07.

Section 20.03 Development Standards

A. Required Conditions

Unless otherwise noted, buildings and uses in the B-1, Limited Business District shall comply with the following requirements:

1. All such businesses shall be retail or service establishments dealing directly with consumers. Manufacturing of products for wholesale distribution off of the premises is not permitted.

2. All goods produced and services performed on the premises shall be sold at retail on the premises where produced.

3. All business, servicing, or processing, except off-street parking or loading, shall be conducted within a completely enclosed building.

4. There shall be no outside storage of goods, inventory, or equipment.

5. Commercially used or licensed vehicles used in the normal operation of a permitted retail or service use on the site may be parked in the rear only. This provision shall also apply to operable vehicles that are moved on and off of the site on a regular basis.

6. Development in the B-1 District shall comply with the access and service road requirements in Section 2.10.

B. Site Plan Review

Site plan review and approval is required for all new construction and expansion of existing buildings, in accordance with Section 29.02.

C. Area, Height, Bulk, and Placement Requirements

Buildings and uses in the Limited Business District are subject to the area, height, bulk, and placement requirements in Article 28.00, Schedule of Regulations.

The following chart summarizes the regulations in Article 28.00, but the user is cautioned to refer to Article 28.00 for more detailed information and explanatory notes.

Regulations	
Minimum Lot Area	40,000 sq.ft.

Regulations	
Minimum Lot Width	200 ft.
Maximum Height	2 stories, 35 ft.
Minimum Front Setback	45 ft.
Minimum Side Setback	20 ft.
Minimum Rear Setback	20 ft.

D. Planned Development

Planned Development is permitted as a means to achieve the basic intent of this district, in accordance with the guidelines in Section 29.04.

Section 20.04 – Penalties and Enforcements

Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed $100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

ARTICLE 21.00

B-2, Commercial Center District

Section 21.01 Statement of Purpose

The intent of the B-2, Commercial Center District is to provide for commercial development that offers a broad range of goods and services to meet the convenience and comparison shopping needs of Township residents. Because of the variety of business types permitted in the B-2 District, special attention must be focused on site layout, building design, vehicular and pedestrian circulation, and coordination of site features between adjoining uses. Commercial Center developments should be:

- compatible in design with adjacent commercial development,
- designed as part of a planned shopping center in coordination with development on adjoining sites,
- buffered from or located away from residential areas, and
- served by a minor or principal arterial road.

Certain state-licensed residential facilities for adults are allowed in the B-2 District where compatibility with adjacent commercial development can be achieved through site layout, building design, landscaping, and other measures.

In the interest of making efficient use of the limited amount of commercially-zoned land in the Township, residential uses are prohibited in this District.

Section 21.02 Permitted Uses and Structures

See Section 10.07.

Section 21.03 Development Standards

A. Required Conditions

Unless otherwise noted, buildings and uses in the B-2 Commercial Center District shall comply with the following requirements:

1. All such businesses shall be retail or service establishments dealing directly with consumers. Manufacturing of products for wholesale distribution off the premises is not permitted.
2. All goods produced and services performed on the premises shall be sold at retail on the premises where produced.
3. All business, servicing, or processing, except off-street parking or loading, shall be conducted within a completely enclosed building.
4. There shall be no outside storage of goods, inventory, or equipment.
5. Commercially used or licensed vehicles used in the normal operation of a permitted retail or service use on the site may be parked in the rear only. This provision shall also apply to operable vehicles that are moved on and off the site on a regular basis.

6. Development in the B-2 District shall comply with the access and service road requirements in Section 2.10.

B. Site Plan Review

Site plan review and approval is required for all new construction and expansion of existing buildings, in accordance with Section 29.02.

C. Area, Height, Bulk, and Placement Requirements

Buildings and uses in the Commercial Center District are subject to the area, height, bulk, and placement requirements in Article 28.00, Schedule of Regulations.

The following chart summarizes the regulations in Article 28.00, but the user is cautioned to refer to Article 28.00 for more detailed information and explanatory notes.

Regulations	
Minimum Lot Area	40,000 sq. ft.
Minimum Lot Width	200 ft.
Maximum Height	2 stories, 35 ft.
Minimum Front Setback	45 ft.
Minimum Side Setback	20 ft.
Minimum Rear Setback	20 ft.

D. Planned Development

Planned Development is permitted to achieve the purpose of this district, in accordance with the guidelines in Section 29.04.

Section 21.04 – Penalties and Enforcements

Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed $100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

ARTICLE 22.00

I-1, Light Industrial District

Section 22.01 Statement of Purpose

The purpose of the I-1, Light Industrial District is to provide locations for planned industrial development, including development within planned industrial park subdivisions and on independent parcels. Permitted activities or operations should produce no external impacts that are detrimental in any way to other uses in the district or to properties in adjoining districts. Permitted uses should be compatible with nearby residential and commercial uses. Accordingly, permitted manufacturing, distribution, warehousing, and light industrial uses permitted in this district should be fully contained within well-designed buildings on amply-landscaped sites, with adequate off-street parking and loading areas.

In the interest of making efficient use of the limited amount of industrially-zoned land in the Township, residential and commercial uses are prohibited in this District.

Section 22.02 Permitted Uses and Structures

See Section 10.07.

Section 22.03 Development Standards

A. Required Conditions

Except as otherwise noted, buildings and uses in the I-1, Light Industrial District shall comply with the following requirements:

1. All manufacturing, compounding, assembling, processing, packaging, or other industrial or business activity shall comply with the Performance Standards set forth in Article 9.00.

2. All manufacturing, compounding, assembling, processing, packaging, or other industrial or business activity shall be conducted within a completely enclosed building, except as otherwise specified.

3. Where applicable, machinery shall comply with the standards in section 8.02(BB).

4. Outside storage may be permitted, subject to the following conditions:

    a. Outside storage areas shall be located no closer than one hundred fifty (150) feet to any street right-of-way line and no closer than twenty (20) feet to all other property lines.

    b. Outside storage areas shall be located no closer than three hundred (300) feet to any residential district.

    c. Outside storage areas which have the potential to be visible from a public or private road or which abut a residential or commercial district shall be screened by a wall or fence, constructed in accordance with Article 6.00.

    d. No materials shall be stored above eight (8) feet in height.

    e. Proper access to all parts of the storage areas shall be provided for fire and emergency vehicles.

B. Site Plan Review

Site plan review and approval is required for all new construction and expansion of existing buildings, in accordance with Section 29.02.

C. Area, Height, Bulk, and Placement Requirements

Buildings and uses in the Light Industrial District are subject to the area, height, bulk, and placement requirements in Article 28.00, Schedule of Regulations.

The following chart summarizes the regulations in Article 28.00, but the user is cautioned to refer to Article 28.00 for more detailed information and explanatory notes.

Regulations	
Minimum Lot Area	90,000 sq. ft.
Minimum Lot Width	300 ft.
Maximum Height	2 stories, 40 ft.
Minimum Front Setback	75 ft.
Minimum Side Setback	40 ft.
Minimum Rear Setback	40 ft.

D. Planned Development

Planned Development is permitted to achieve the purpose of this district, in accordance with the guidelines in Section 29.04.

Section 22.04 – Penalties and Enforcements

Any violation of this Ordinance, or any part thereof, shall be deemed a municipal civil infraction and is punishable by a fine not to exceed $100.00. Upon notice of a violation, the appropriate Township employee shall investigate any violation and then make a determination as to whether the penalty shall be imposed. The imposition of a penalty for a violation shall not excuse the violation or be considered a permit to allow the violation to continue. Each day that a violation exists or continues to exist shall constitute a separate offense. The Township Supervisor or his/her designated agent is hereby authorized to write and serve municipal civil infraction tickets. This municipal civil infraction ticket shall serve as notice of the alleged violation. Proceedings for the municipal civil infraction shall proceed as provided in the Township Municipal Civil Infractions Ordinance.

Excerpt from Article 8.00

Section 8.02, subsections UU through EEE

iii. **Noise**. The Energy Storage Facility shall not generate a maximum sound in excess of fifty-five (55) average hourly decibels as modeled at the nearest outer wall of the nearest dwelling located on an adjacent nonparticipating property. Decibel modeling shall use the A-weighted scale as designed by the American National Standards Institute.

iv. **Lighting**. The Energy Storage Facility shall implement dark sky friendly lighting solutions.

v. **Host Community Agreement**. The applicant shall enter into a host community agreement with the Township. The host community agreement shall require that, upon commencement of any operation, the Energy Storage Facility owner must pay the Township $2,000.00 per megawatt of nameplate capacity. The payment shall be used as determined by the Township for police, fire, public safety, or other infrastructure, or for other projects as agreed to by the local unit and the applicant.

4. Review and Approval Requirements. An energy storage facility that is deployed as part of a solar or wind energy project or as part of a utility substation or transmission system shall be considered accessory to the solar or wind energy project, utility substation, or transmission system of which it is a part. Consequently, the review and approval of the energy storage facility shall occur simultaneously with the site plan and special land use review processes required for the principal solar or wind energy project, utility substation, or transmission system project.

   If an energy storage facility is proposed independent of a principal solar or wind energy project, utility substation, or transmission system project, then site plan and special land use review shall be required, pursuant to Section 29.02 and 29.03. Additional permits from county or state agencies may be required, including but not limited to the Ingham County Road Department and the Ingham County Drain Commissioner.

UU. Accessory Retail Uses in the Office Service District

1. Purpose. Accessory retail uses in the OS-1, Office Service District, shall be related to the principal permitted office uses, and shall be intended to serve the occupants and patrons of the principal uses.

2. Exterior Display. Accessory retail uses shall have no exterior display or advertising.

3. Maximum Floor Space. Any such retail use shall be incidental in a building that accommodates a principal office use. The floor space set aside for interior display and sale of merchandise shall not exceed twenty-five percent (25%) of the total usable floor area of the building.

VV. Agricultural Service Establishments

1. Purpose. Commercial agricultural service establishments are permitted for the purpose of performing agricultural or horticultural services on a fee or contract basis. Such establishments include, but are not necessarily limited to:

   a. Crop dusting, seeding, and spraying.
   b. Farm equipment sales and service.
   c. Veterinary clinics, subject to Section 8.02(DD).
   d. Bulk feed, seed, or fertilizer sales, storage, or mixing.
   e. Auctions, subject to Section 8.02(LL).

2. Exception. Special approval shall not be required for farms and agricultural activities that are permitted principal uses and provide one or more of the services listed in this subsection to other farms on a fee or contract basis, provided that such fee or contract services do not become the principal use of the site.

WW. Airport Landing Area

A minimum parcel size of twenty (20) acres shall be required, unless the applicant demonstrates that a smaller parcel size will be adequate for the category, class, and type of aircraft that will use the land area, and that such use will not create a negative impact or safety concern on neighboring land. The Planning Commission and Township Board may consider operational characteristics of the aircraft permitted to use the land area.

XX. Automobile Filling and Service Stations in the B-2 District

Automobile filling and service stations, automobile repair garages, tire, battery, muffler, and rustproofing

establishments, and quick oil change stations, shall be permitted in the B-2 district, subject special land use approval and the following conditions:

1. All such establishments shall comply with the requirements in Section 8.02(DD).

2. Major repair, as defined in Section 1.03, shall not be permitted in the B-2 District, except that collision shops may be permitted subject to special land use approval.

3. The service and repair of vehicles shall be limited to those that may be serviced during a normal workday.

4. Outside parking of vehicles overnight is prohibited except for the operable vehicles of employees and up to two (2) service vehicles used by the service station.

5. There shall be no outside display of parts or products.

YY. Farm Dwellings in the Commercial Agricultural District

1. Second Single-Family Dwelling. The Township may permit a second single-family dwelling unit on a parcel used and occupied as a farm in addition to the principal dwelling unit where the additional unit is for use by those engaged in the farm operation, including owners/operators, partners, or laborers on the farm, and their families, subject to the following conditions:

   a. **Plot Plan, Setbacks**. The applicant shall submit a plot plan that illustrates the location of the proposed dwelling unit in relation to property lines and existing buildings on the parcels. The proposed dwelling shall be set back a sufficient distance from other buildings and property lines so that it could eventually be split off on a separate parcel in conformance with the requirements in the Rural Residential district. If the dwelling unit is split off on a separate parcel, the parent parcel must comply with all of the requirements of the Commercial Agricultural district.

   b. **Cease of Use**. If the additional dwelling ceases to be used by persons associated with the farm operation, then it shall be split off on a separate parcel in conformance with the requirements in the Rural Residential district.

   c. **Maximum of One Unit**. Only one such second dwelling unit shall be permitted on a parcel. If the dwelling is split off on a separate parcel, another dwelling unit shall not be permitted on the parent parcel.

   d. **Planning Commission Approval**. Proposals to place a second dwelling unit on a parcel shall be subject to approval by the Planning Commission, which shall be responsible for determining if the additional dwelling unit will be used by people engaged in the farm operation.

2. Option to Permit a Lot Split for an Existing Dwelling. In addition to conventional methods of land division permitted by this or other ordinance or laws, every farm that has a single-family dwelling at the time of adoption of these regulations shall be allowed to split one (1) lot from the main farm acreage to create a new lot for the existing dwelling. This new lot shall comply with the lot size requirements that follow unless additional land is needed to meet the setback requirements. The purpose of these requirements is to permit division and sale of lots for residential use while providing the opportunity for continued farming or open space preservation.

   a. **Compliance with Land Division Act and Ordinance**. Lot splits shall comply with the Land Division Act (Michigan Public Act 288 of 1967, as amended) and the Township's Ordinance to Regulate the Division of Land.

   b. **Minimum Lot Dimensions**. Lot splits permitted by this subsection shall comply with the following dimensional regulations:

      i. **Lot Area**. Lots shall be at least two (2) acres and no larger than five (5) acres in size, plus-or-minus five percent (5%), unless a larger lot area is required to accommodate a septic system as required by the Ingham County Health Department.

      ii. **Minimum Lot Width**. 240 feet

      iii. **Minimum Setbacks for Principal and Accessory Buildings**. As specified for single-family lots in the Rural Residential district.

c. **Conforming Status of New Lots**. Both lots created according to the regulations outlined herein shall be considered conforming with respect to minimum lot size.

ZZ. Office and Retail Operations in the Industrial District

Limited office and retail operations may be permitted in the I-1 district, subject to the following requirements:

1. Permitted Uses and Structures. Principal and special land uses and structures permitted in the B-2, Commercial Center District, may be permitted in the I-1 district.

2. Maximum Floor Area. Retail operations shall occupy no more than twenty-five percent (25%) of the total floor area of the business. The remaining seventy-five percent (75%) shall be occupied by an industrial use.

3. Traffic. The type and quantity of traffic generated by the office or retail sales operation shall be compatible with permitted industrial uses in the I-1 district.

4. Parking. Adequate parking shall be provided for the office and retail operations, as specified in Article 4.00.

5. Additional Retail or Service Uses. In addition to the office and retail operations permitted above, an additional five percent (5%) of the total floor area of the business may be occupied by retail or service uses that are intended to serve the employees and visitors of the principal industrial use. Such retail and service uses may include a convenience store, drug store, or other retail use that is intended to serve the convenience shopping needs of employees and visitors; personal service uses, such as a dry cleaners or barber shop; restaurants or cafeterias; and, financial institutions, such as a bank or credit union.

AAA. Lumber Yards and Building Materials Sales

Lumber yards and building materials sales establishments that have storage in partially open structures are subject to the following conditions:

1. Ground Floor Facing a Street. The ground floor facing upon and visible from a street shall be used only for entrances, offices, sales, or display.

2. Open Storage Requirements. Open storage structures shall be enclosed on three (3) sides and shall have a roof.

3. Enclosure. The entire site, exclusive of access drives, shall be enclosed by a six (6) foot high fence or masonry wall, constructed in accordance with Article 6.00.

BBB. Offices, Showrooms, or Workshops of a Trade Worker or Company

Offices, showrooms, or workshops of a plumber, electrician, building contractor, upholsterer, caterer, exterminator, decorator, or similar trade, may be permitted in the B-2 district, subject to the following conditions:

1. Sales of Services. All services performed on the premises, including fabrication, repair, cleaning, or other processing of goods, shall be sold at retail on the premises where produced.

2. Ground Floor Facing a Street. The ground floor facing upon and visible from a street shall be used only for entrances, offices, sales, or display.

3. Outside Storage. There shall be no outside storage of materials or goods of any kind.

CCC. Growing and Sales of Plants, Trees, and Nursery Stock in the RE District

Raising and growing of plants, trees, shrubs, and nursery stock, including any buildings or structures used for such activities, and any storage of equipment and materials necessary for such activities, may be permitted in the Rural Estate district, subject to the following conditions:

1. Retail Sales. Retail sales of such items and items reasonably related to the raising and growing of plant material may be permitted in conjunction with such a use if the following conditions are met:

   a. **Maximum Area Occupied**. The retail component shall occupy no more than twenty percent (20%) of the total area of the site. The retail component includes buildings and structures related to retail sales, outside display and sales areas, customer parking, and other accessory retail facilities. The retail component includes plants on display for sale, but does not include areas occupied by plants, trees, shrubs, and nursery stock that are being grown and tended for future sale.

DDD. Non-Farm Dwellings in the Commercial Agriculture District

In addition to other methods of land division permitted by this or other ordinances or laws, land division to create lots for non-farm dwellings shall be permitted by right in the AG-C district, subject to the requirements in this sub-section. The purpose of these requirements is to permit division and sale of lots for residential use while providing the opportunity for continued farming or open space preservation.

1. Maximum Number of Lot Splits. The maximum number of lots that may be created shall be based on the following formula (provided that minimum lot dimensions can be met):

   Total acreage of parcel divided by 10 = Maximum number of lots

   When the above calculation results in a fractional number, round down to the nearest integer to determine the permitted number of lots.

2. Compliance with the Land Division Act. Lot splits shall comply with the Land Division Act (Michigan Public Act 288 of 1967, as amended) and the Township's Ordinance to Regulate the Division of Land.

3. Minimum Lot Dimensions.

	Option A: Frontage on Public Road	Option B: Shared Driveway Option
Maximum Lot Area	2 acres, +/- 5%*	2 acres, +/- 5%*
Minimum Lot Area	40,000 sq. ft.	40,000 sq. ft.
Minimum Lot Width	200 feet	120 feet
Minimum Frontage on a Public Road	200 feet	200 feet**
Front Setback	50 feet	50 feet
Side Setback	30 feet	30 feet
Rear Setback	40 feet	40 feet

*A larger lot area may be permitted if required by the Ingham County Health Department to accommodate a septic system.

**The Township Board, upon receiving a recommendation from the Planning Commission, may waive the requirement for 200 feet of frontage on a public road for no more than four (4) lots served by a shared driveway upon finding that:

a. The proposal to create up to four (4) lots lacking public road frontage would be superior (compared to one with public road frontage) for one or more of the following reasons:

   i. It would maintain the Township's rural character and image by allowing houses in locations where they are all fully or substantially screened from the public road.

   a. It would allow development on the parts of the parent parcel that are best suited for development, because of suitability of soils for septic systems and least disruption to sensitive environmental areas, such as wetlands, floodplains, and woodlands.

   ii. It would allow development that is compatible with surrounding land use.

b. The shared driveway meets all the requirements of the following sub-section 4.

c. The shared driveway would provide adequate emergency access. Where the shared driveway is longer than 600 feet in length, then a circular turnaround shall be provided at the end of the shared driveway with a minimum radius of sixty (60) feet.

4. Shared Driveway Option. Vehicular access to lots created pursuant to this sub-section may be provided by a shared driveway, subject to the following requirements:

   a. A shared driveway may provide access to no more than four (4) parcels.

   b. A shared driveway shall not exceed 1,320 feet in length.

   c. The minimum width of a shared driveway shall be eighteen (18) feet.

d. Prior to issuance of a building permit for any lot served by a shared driveway, proof shall be submitted that a driveway easement has been recorded and that an easement maintenance agreement has been executed and recorded.

e. The driveway easement shall provide for unrestricted access for emergency and public vehicles and normal ingress and egress for property owners served by the driveway, their families, guests, invitees, tradespeople, and others traveling to or leaving properties served by the driveway.

f. The driveway maintenance agreement shall provide for ongoing maintenance and a means of funding such maintenance.

g. Shared driveways shall comply with the requirements in Section 2.10(D). Such driveways shall provide sufficient horizontal and vertical clearance to allow the free passage and maneuvering of fire apparatus, subject to review by the Fire Chief. There shall be a minimum of 12 feet vertical and 18 feet horizontal clearance.

5. Buffer Zone. A buffer zone shall be required along lots which have public road frontage, which shall be densely planted with trees and shrubs ("densely planted," for example, would be a double row of spruce trees, planted 15 feet on-center). The buffer zone shall occupy a commons area and shall not occupy any portion of the frontage lots. For the purposes of this sub-section, a buffer zone is a strip of land having a minimum width of fifty (50) feet, containing a variety of trees and shrubs that achieve the following purposes:

   a. Screens development from view from the road, and

   b. Maintains or enhances rural character.

   Prior to completion of the lot split(s), the developer or property owner shall post a bond for the full cost of the proposed landscaping plus installation to assure trees and shrubs are properly planted in accordance with the plans. Plantings shall be continuously maintained and dead or diseased plant material shall be replaced in the same growing season that the dead or diseased condition is noted.

6. Development of the Remainder of the Parcel. The development rights on the farmland or open space that is intended to be preserved shall be conveyed to the Township or to an approved open space or agricultural preservation trust so that such land may be only used for agriculture or left as open space in perpetuity. The legal instrument by which the development rights are conveyed shall be subject to review and approval by the Township Attorney.

   The ownership of the preserved land (minus the development rights) may be retained by the property owner who initiates the land division, or the ownership may be conveyed to the owners of the newly created lots, the open space or agricultural preservation trust, or to another owner. If the permitted number of lot splits is not completed all at once, then the conveyance may provide for additional future splits, provided that the total number of splits shall not exceed the maximum specified in sub-item 1.

7. Septic System. Each lot shall identify the location of one (1) primary and one (1) replacement drain field approved by the Ingham County Health Department prior to issuance of a building permit. The location of the septic fields shall be shown on the building plans submitted to the Building Official. A building, structure, or impervious surface (e. g., a driveway) shall not be placed or constructed over any active, proposed, or replacement septic drain field.

8. Conforming Status of New Lots. Lots legally created using the procedures outlined herein shall be considered conforming with respect to lot dimensional requirements.

EEE. Portable Moving and Storage Containers

The following regulations shall apply to parking or placing portable moving and storage containers.

1. Permit Required. One (1) portable moving and storage container shall be permitted per parcel, provided that a permit is first obtained from the Building Department. The permit application shall include the following information, at minimum:

   a. Name, address, and contact information of the applicant.
   b. Address of the property where the container will be located.

c. The date of delivery and the date of removal of the container (see Time Limitations, item 4, below).
d. The purpose for the container (e.g., moving, construction).
e. The application shall be accompanied by a sketch showing the proposed location of the container on the property.
f. A permit fee established by resolution of the Township Board.

2. Placement Requirements. The container shall be placed on the property so that it satisfies the following requirements:

   a. The container shall be placed on a paved surface (asphalt, concrete, or permeable paving), brick pavers, or gravel surface and shall be maintained in a safe upright position.

   b. The container shall not be placed within a public road right-of-way, on any sidewalk, or within any utility easement.

   c. The container shall not be placed in a location that would obstruct visibility for drivers or pedestrian movement.

   d. The container shall not block required parking or access for emergency services.

   e. The container shall comply with side and rear yard setback requirements applicable to accessory structures in the zoning district in which it is located.

3. Restrictions. Portable moving and storage containers shall comply with the following restrictions:

   a. Containers shall not be used for human or pet habitation or occupancy or as a workspace, shed, or garage.

   b. Containers shall not be used for the storage of hazardous or flammable materials.

   c. Containers shall not be connected to electrical or plumbing utilities.

   d. Containers shall not be used as a permanent or temporary accessory structure.

   e. Containers shall be maintained in good condition, free from graffiti and excessive rust. Doors shall be secured and locked, except when in use. Any container deemed not properly maintained by the Building Official or Zoning Enforcement Official will be subject to enforcement action, which may include an order to remove the container.

   f. Semitrailers and box trailers shall not be used as portable moving and storage containers.

4. Time Limitations.

   a. A portable moving and storage container may remain on a property for maximum of thirty (30) consecutive days. One (1) extension of up to fifteen (15) days may be granted by the Building Official or Zoning Enforcement Official upon written request demonstrating a reasonable need. No more than two (2) permits shall be issued for a storage container per parcel in any twelve-month period.

   b. Where a portable moving and storage container is needed because of construction, the container may remain on the property for the duration of active construction, provided that a valid building permit has been issued for the construction. The container shall be removed within fourteen (14) days after whichever of the following occurs first:

      i. Final inspection by the Building Official.
      ii. Expiration of the building permit.
      iii. Issuance of a Certificate of Occupancy.

5. Conversion into a Permanent Structure. A portable moving and storage container may be converted into a permanent structure, in which case it shall be affixed to a permanent foundation and shall comply will all zoning and building code requirements that apply to permanent structures. A permanent moving and storage container

that complies with zoning and building code requirements could be used as an accessory building, a dwelling, a garage, a shed, or a workshop, but would no longer be portable.

Section 8.03 -- Site Development Standards for Residential Uses

A. Accessory Dwelling Units

1. Findings and Purpose. The housing stock in Williamstown Township is heavily weighted toward the needs of families with children. Older residents, single parents, young home seekers, and renters have limited choices. There is clearly a need to increase the diversity and supply of housing. Accessory Dwelling Units can help address this need by providing homeowners with the opportunity to provide an additional dwelling unit on their lots, either attached to the primary dwelling unit or as a freestanding dwelling unit.

   By allowing Accessory Dwelling Units, the supply of more affordable housing will increase in the Township. Family members and others who wish to provide care and support for someone in a semi-independent living situation will also benefit from the ability to construct an Accessory Dwelling Unit.

2. Definitions. See definition of "Accessory Dwelling Unit" in Section 1.03.

3. Zoning Districts in which Accessory Dwelling Units Are Permitted. Accessory Dwelling Units are permitted in the R-1, R-1-S, RR, RE, AG-SF, and AG-C districts, subject to compliance with the regulations herein and approval by the Building Official. Accessory Dwelling Units are also permitted in Planned Development districts, subject to compliance with the regulations herein, approval by the Building Official, and appropriate amendments to the Planned Development Agreement.

4. Regulations.

   a. *Number.* Only one (1) Accessory Dwelling Unit shall be permitted as accessory to a single-family dwelling unit.

   b. *Size.* An Accessory Dwelling Unit shall not be larger than fifty percent (50%) of the square footage of the primary single-family detached dwelling unit (with garage space not included in the calculations). In no case shall the Accessory Dwelling Unit have more than one thousand two hundred (1,200) square feet of usable floor area, or less than three hundred (300) square feet of usable floor area.

   c. *Owner-Occupancy Required.* The primary single-family dwelling unit or Accessory Dwelling Unit shall be the principal place of residence for the homeowner.

   d. *Parking.* Parking shall comply with the requirements in Section 4.01, except that one (1) additional parking space beyond those required for the single-family dwelling unit, is required for the Accessory Dwelling Unit. Newly created parking shall make use of existing curb cuts, when possible.

   e. *Minimum Lot Requirements.* Unless expressly stated, all Accessory Dwelling Units shall comply with the requirements that apply to the principal single-family dwelling unit in the zoning district in which the Accessory Dwelling Unit is located (e. g., setbacks, building height, lot coverage requirements). The primary dwelling unit shall be located on a lot that complies with the minimum area requirements of the zoning district.

   f. *Recreational Vehicles.* Use of a recreational vehicle or travel trailer as an Accessory Dwelling Unit is prohibited.

   g. *Design.*

      i. The Accessory Dwelling Unit shall be designed so that its appearance and scale are compatible with the primary single-family dwelling unit. If a Detached Accessory Dwelling Unit is proposed, the property must retain a single-family appearance from the road.

      ii. Internal and Attached Accessory Dwelling Units shall not have a front entrance visible from the front yard, other than the entrance that serves the primary single-family dwelling unit.

      iii. Newly constructed Detached Accessory Dwelling Units shall be located behind the front building line of the primary single-family dwelling unit.

ARTICLE 10.00

Establishment of Zoning Districts

Section 10.01 Creation of Districts

For the purposes of this Ordinance, Williamstown Township is hereby divided into the following Zoning Districts as shown on the Official Zoning Map:

Residential Districts

R-1	One-Family Residential
R-1-S	Suburban Residential
RR	Rural Residential
RE	Rural Estates
AG-SF	Agricultural Small Farms
RM-1	Multiple-Family Residential
MHP	Mobile Home Park District

Nonresidential Districts

AG-C	Commercial Agriculture
OS-1	Office Service
B-1	Limited Business
B-2	Commercial Center
I-1	Light Industrial
GD	Green Zone Planned Development District

Other Districts

MU	Mixed Use Overlay District
	M-43 Corridor Overlay District
PD	Planned Development

Section 10.02 Adoption of Zoning Map

The boundaries of the Zoning Districts listed in Section 10.01 are hereby established as shown on the Official Zoning Map of Williamstown Township. The Zoning Map with all notations, references, and other information shown thereon shall be, and is hereby declared to be a part of this Ordinance as if fully described herein.

In accordance with the provisions of this Ordinance and Michigan Public Act 110 of 2006, as amended, changes made in district boundaries and other matters portrayed on the Zoning Map shall be entered on the Zoning Map after the amendment has been approved by the Township Board and has been published in a newspaper of general circulation in the Township and posted on the Township's website. No changes of any nature shall be made to the Zoning Map except in conformity with the procedures set forth in Article 29.00 of this Ordinance.

Regardless of the existence of copies of the Zoning Map which may, from time to time, be made or published, the official Zoning Map shall be located at the Township Hall and shall be the final authority with regard to the current zoning status of all land in the Township.

Section 10.03 Interpretation of District Boundaries

The following rules shall apply to the interpretation of zoning district boundaries:

A. Boundaries indicated as approximately following the center lines of streets, roads, railroad rights-of-way, or alleys shall be construed to follow such center line.

B. Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

C. Boundaries indicated as approximately following Township limits shall be construed as following such limits.

D. Boundaries indicated as approximately following the center lines of streams, rivers, or other bodies of water shall be construed to follow such center lines.

E. Boundaries indicated as approximately following the shoreline of a body of water shall be construed to follow such shoreline; in the event of a change in the shoreline, the boundary shall be construed as moving with the actual shoreline.

F. Boundaries indicated as parallel to or as an extension of features cited in paragraphs A through E above shall be construed as being parallel to or an extension of the features cited. Distances not specified on the official Zoning Map shall be determined using the scale on the map.

G. Where there is any uncertainty, contradiction, or conflict concerning the intended location of zoning district boundaries, the Zoning Board of Appeals shall interpret the exact location of zoning district boundaries.

H. Insofar as some or all of the various districts may be indicated on the zoning map by patterns or colors that, for the sake of map clarity, do not cover public rights-of-way, it is intended that such district boundaries do extend to the center of the rights-of-way.

Section 10.04 Zoning of Vacated Areas

Whenever any street, alley, or other public way within the Township is vacated, such street, alley, or other public way shall automatically be classified in the same Zoning District as the property to which it attaches, and shall be subject to the standards for said Zoning District.

Section 10.05 Zoning of Filled Land

Whenever any fill is permitted in any stream or other body of water, the land created automatically and without further governmental action becomes subject to the same zoning regulations that are applicable to the land to which the newly-created land attaches.

Section 10.06 District Requirements

Buildings and uses in any district shall be subject to all applicable standards and requirements set forth in this Zoning Ordinance, including but not limited to Article 28.00, Schedule of Regulations.

Section 10.07 Permitted Uses by District

Key:
A = Accessory Use
P = Principal Permitted Use
S = Special Land Use
[blank] = Not Permitted

Land Use	R-1	R-1-S	RR	RE	AG-SF	MHP	RM-1	AG-C	OS-1	B-1	B-2	I-1	Use Requirements
Uses Commonly Permitted in Residential Districts													
Accessory Dwelling Unit	A	A	A	A	A		A	A					Section 8.03(A)
Accessory Use, Building, or Structure	A	A	A	A	A	A	A	A	A	A	A	A	Section 2.03
Adult Foster Care Small Group Homes	S	S	S	S	S			S			S		Section 8.02(Y)
Adult Foster Family Homes	P	P	P	P	P	P	P	P					Maximum of 6
Adult Foster Care Large Group Homes							S						Section 8.02(Y)
Attached Single-Family Housing						P	P						Section 8.03(B)
Auction House, Permanent General-Purpose Auction											S	S	Section 8.02(LL)
Auctions, Permanent Agricultural					S			S					Section 8.02(LL)
Auctions, Permanent On-Line										S	S	S	Section 8.02(LL)
Auctions, Temporary General			A	A	A		A	A	A	A	A	A	Section 8.02(LL)
Auctions, Temporary Real Estate			A	A	A		A	A	A	A	A	A	Section 8.02(LL)
Bed and Breakfast Establishments	S	S	S	S	S			S					Section 8.02(F)
Cemeteries	S	S	S	S	S			S					Section 8.02(G)
Child Care Centers, Day Care Centers	P	P	P	P	P		P	P	P	P	P		
Child Foster Family Group Homes	P	P	P	P	P	P	P	P					Maximum of 6
Child Foster Family Homes	P	P	P	P	P	P	P	P					Maximum of 6
Dwellings, One Family Detached	P	P	P	P	P		P	P					
Dwellings, Two-Family							P						
Family Care Homes	P	P	P	P	P	P	P						
Family Child Day Care Homes	P	P	P	P	P		P						Maximum of 6
Golf Courses, Public or Private	S	S	S	S	S			S					Section 8.02(N)
Golf Driving Ranges	S	S	S	S	S			S					Section 8.02(N)
Group Child Care Homes	S	S	S	S	S		S	S					Section 8.02(Y)
Home Occupations	A	A	A	A	A		A	A					Section 2.06
Home-Based Businesses	A	A	A	A	A		A	A					Section 2.06
Housing for Elderly							S						
Kennels, Private	S	S	A	A	A			A					Section 8.02(P)
Manufactured Homes	P	P	P	P	P		P	P					Section 2.05
Mobile Home Parks						P							Article 16.00
Model Homes	S	S	S	S	S								Section 8.03(F)

Land Use	R-1	R-1-S	RR	RE	AG-SF	MHP	RM-1	AG-C	OS-1	B-1	B-2	I-1	Use Requirements
Multiple Family Housing						P	P						Section 8.03(B)
Nursing Homes, Convalescent Homes							S						Section 8.02(S)
Parking, Off-Street	A	A	A	A	A	A	A	A	A	A	A	A	Article 4.00
Parks, Private HOA Maintained	A	A	A	A	A		A						
Parks, Public	P	P	P	P	P			P					
Pens and Enclosures for Household Pets	A	A	A	A	A		A						
Portable Moving and Storage Containers	A	A	A	A	A		A	A	A	A	A	A	Section 8.02(EEE)
Recreation Centers, Public	P	P	P	P	P			P					
Recreation Facilities, Public	P	P	P	P	P			P					
Signs	A	A	A	A	A	A	A	A	A	A	A	A	Article 7.00
Solar Energy Systems, Large or Utility-Scale					S			S					
Solar Energy Systems, On-Site	A	A	A	A	A	A	A	A	A	A	A	A	Section 8.02(QQ)
Solar Energy Systems, Small Scale				S	S			S					
Swim Clubs, Non-Profit	S	S	S	S	S		S	S					Section 8.02(W)
Swimming Pools, Private	A	A	A	A	A	A	A	A					
Wind Energy Systems, On-Site	A	A	A	A	A	A	A	A	A	A	A	A	Section 8.02(KK)(3)
Wind Energy Systems, Utility Scale								S					Section 8.02(KK)(4)
Wireless Communications Facilities on Monopoles								P		P	P	P	Section 8.02(V)
Wireless Communications Facilities on Other Than Monopoles								S		S	S	S	Section 8.02(V)
Agricultural and Rural Land Uses													
Agricultural Auctions, Permanent					S			S					Section 8.02(LL)
Agricultural Service Establishments, Commercial								S					Section 8.02(VV)
Agricultural Tourism Uses, Minor					P			P					Section 8.02(OO)
Agricultural Tourism Uses, Major					S			S					Section 8.02(OO)
Airports and Landing Areas for Public Use								S					Section 8.02(B)
Airport Landing Area					S			S					Section 8.02(WW)
Barns, Silos, Sheds, Equipment Buildings, Other Farm Buildings			A	A	A			P					
Demonstration Farms					S			S					Section 8.02(HH)
Egg Production, Commercial					S			S					
Energy Storage Facilities					S			S					Section 8.02(TT)
Event Barns					S			S					Section 8.02(SS)
Farm Dwelling, One per Farm								P					Section 8.02(YY)
Farm Dwelling (a Second Dwelling)								P					Section 8.02(YY)
Farming			P	P	P			P					See definition of "farm" in Section 1.03 and Section 8.02(L)

Land Use	R-1	R-1-S	RR	RE	AG-SF	MHP	RM-1	AG-C	OS-1	B-1	B-2	I-1	Use Requirements
Forestry and Forest Management								P					
Game Preserves								S					
Greenhouses and Plant Nurseries				P	P			P				P	
Growing Plants, Trees, and Nursery Stock			P	P	P			P					
Gun Clubs								S					
Hard Cider Producers								S					Section 8.02(JJ)
Housing for Farm Laborers								A					Compliance with Michigan Environmental Health Code
Idle Cropland to Prevent Soil Erosion			P	P	P			P					
Keeping of Farm Animals on Non-Farm Parcels or Lots	A	A	A	A	A			A					Section 8.02(RR)
Kennels, Commercial				S	S			S					Section 8.02(P)
Landscape Contractor's Operation					S			S				S	Section 8.02(FF); screening requirements in Section 5.02€
Livestock Operations, Commercial								P					Compliance with GAAMPS
Microbreweries								P		S			Section 8.02(NN)
Nature Centers, Demonstration Farms				S	S			S					Section 8.02(HH)
Non-Farm Dwellings in the AG-C District								P					Section 8.02(DDD)
Oil and Gas Processing Facilities				S	S			S					Section 8.02(T)
Outdoor Events					S			S					Section 8.02(GG)
Radio, Television, and Telephone Towers				S	S			S				S	Section 8.02(V)
Retail Sale of Plants, Trees and Nursery Stock				P	P			P					Section 8.02(CCC)
Retreat Centers					S								Section 8.02(EE)
Roadside Stand for Sale of Agricultural Products			A	A	A			A					Section 8.02(Z), One per Site
Sand, Gravel, and Mineral Extraction					S			S					Section 2.13
Small Distillers			S	S	S			S		P	P	P	Section 8.02(OO), Minimum of 4 acres
Small Wine Makers, Hard Cider Producers			S	S	S			S		P	P	P	Section 8.02(JJ), Minimum of 4 acres
Sod Growing, Stripping, and Removal				S	P								Must be reseeded by fall of the year it was stripped.
Stables and Riding Arenas, Commercial/Public				S	S			P					Section 8.02(AA)
Stables and Riding Arenas, Private			A	A	A			A					Section 8.02(AA)
"U-Pick" Agricultural Operations								P					Sufficient Parking Required
Veterinary Clinics								S		S	S	S	Section 8.02(DD)
Public and Quasi-Public Land Uses													
Business Schools									S		P		
Colleges, Universities, and Similar Institutions							S						Minimum Parcel Size: 40 acres; Minimum Setback: 80 feet

Land Use	R-1	R-1-S	RR	RE	AG-SF	MHP	RM-1	AG-C	OS-1	B-1	B-2	I-1	Use Requirements
Essential Services	P	P	P	P	P	P	P		P	P	P	P	Section 2.16
Fine Arts Schools—Dance, Music, Voice, Art											P		
Hospitals							S						Section 8.02(O)
Municipal Buildings and Uses	S	S	S	S	S		S	S	S	P	P		No Outside Storage
Offices for Municipal or Public Use					P			P	P	P	P		No Outside Storage
Public Utility and Municipal Service Buildings and Yards												S	Section 8.02(CC)
Religious Institutions	P	P	P	P	P		P	P	P				Section 8.02(X)
Schools, elementary, intermediate, high—private	S	S	S	S	S			S					
Schools, elementary, intermediate, high--public	P	P	P	P	P			P					
Theaters, Assembly Halls, Concert Halls, Clubs, Lodge Halls										S	S		Operations Must Be Conducted within a Completely Enclosed Building. Minimum Setback from Residential Use or District: 100 feet.
Transit Waiting Stations or Park-and-Ride Lots								A			P		
Vocational Training Schools									S		P		
Office and Commercial Land Uses													
Accessory Retail Uses in the OS-1 District									S				Section 8.02(UU)
Adult Entertainment Uses											S		Section 8.02(A)
Automobile Collision Repair											S	S	Hours limited to between 7:00 am and 6:00 pm; may only serve cars, SUVs, vans, small trucks.
Automobile Filling and Service Stations, Including Repair Garages											S		Section 8.02(XX)
Automobile Repair Establishments, Major and Minor Repair												S	Section 8.02(D), must carried on within an enclosed building
Automobile, Truck, Tractor, Boat, Mobile Home, Recreational Vehicle Sales—New and Used											S		Section 8.02(C)
Antique Malls									S				Maximum Building Size: 15,000 sq. ft. All Display and Sales Must Be Inside.
Bars, Taverns, and Lounges										P	P		
Brewpubs										P	P		Section 8.02(NN)
Car Wash Establishments											S		Section 8/02(E)
Catering and Banquet Halls											P		
Crematoriums											P	S	

Land Use	R-1	R-1-S	RR	RE	AG-SF	MHP	RM-1	AG-C	OS-1	B-1	B-2	I-1	Use Requirements
Drive-In Establishments other than Restaurants											S		Section 8.02(J)
Financial Institutions									P	P	P		
Fitness Centers											P		
Hotels and Motels											S		Section 8.02(R)
Indoor Recreation Uses—bowling, gyms, ice and roller skating, court sports, etc.											P		Section 8.02(W)
Kennels, Commercial												S	Section 8.02(P)
Laundry and Dry Cleaning Outlets										P	P		
Limited Office and Retail Operations in the I-1 District												S	Section 8.02(ZZ)
Lumber Yards and Building Material Sales with Partially Open Storage											S	S	Section 8.02(AAA)
Medical or Dental Laboratories									S				No Manufacturing or Wholesale Distribution
Medical and Dental Offices									P				
Microbrewery											S		Section 8.02(NN)
Mini-Warehouses, Self-Storage Facilities											S	S	Section 8.02(Q)
Mortuaries and Funeral Homes									S	S	P		Section 8.02(M)
Newspaper Office and Printing Shops											P		
Offices for Administrative, Professional, Research, and Technical Functions									P	P	P		No Manufacturing or Sale of Goods on the Premises
Offices, Showrooms, or Workshop of a Trade Worker or Company											P		Section 8.02(BBB)
Open Air Displays of Merchandise for Sale											S		Section 8.02(U)
Outdoor Recreation Facilities											S		Section 8.02(W)
Personal Service Establishments, such as Beauty and Barber Shops									S	P	P		
Photographic Studio									P	P	P		
Portable Storage Unit Rental Facilities											S	S	
Recycling Collection Stations											S	S	Does Not Include Sorting Recycled Goods
Restaurants, Carry Out										P	P		
Restaurants, Drive-In, Drive-Thru											S		Section 8.02(K)
Restaurants, Standard									P	P	P		Not Including Drive-in or Drive-Thru; Outside Seating Requires Special Land Use Approval.
Retail Business, General										P	P		
Sales Facilities, Call Centers									P				
Service Establishments, Including Repair Services										P	P		

Land Use	R-1	R-1-S	RR	RE	AG-SF	MHP	RM-1	AG-C	OS-1	B-1	B-2	I-1	Use Requirements
Tattoo Parlors											P		
Veterinary Clinics and Hospitals											P		
Industrial Land Uses													
Construction Equipment Sales, Leasing, and Storage												S	If equipment is not stored inside, it must be stored in a 3-sided structure with a roof, which must be screened from the road.
Contractor's Storage Yard												S	Screening requirements in Section 5.02€
Machine Shops, Tool and Die Shops												S	
Manufacturing, Processing, Packaging, Treatment, Fabrication—All Types												S	Section 8.02(BB)
Metal Polishing and Buffing												S	Metal Plating is Prohibited
Oil and Gas Processing Facilities												S	Section 8.02(T)
Printing, Lithography, Blueprinting												S	
Railroad Yards and Related Facilities												S	
Research, Design, Product Development												P	
Retail Uses that Are Industrial-Like in Character												S	Examples: Lumber Yards, Building Material Sales, Agricultural Implement Dealers, Warehouse Stores
Warehousing and Wholesale Activities												S	