

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 17, 2016**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, May 17, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: None

COMMENTS FROM THE PUBLIC – None

AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING DECEMBER 31, 2015

The Board reviewed a memorandum dated May 9, 2016 from Twp. Mgr. Elsinga (ATTACHMENT I).

Jeffrey Staley, Maner Costerisan, gave an overview of the Audited Financial Statements for Fiscal Year Ending December 31, 2015.

Harmon moved to accept Delhi Charter Township's Audited Financial Statements for Fiscal Year ending December 31, 2015.

A Roll Call Vote was recorded as follows:

Ayes: Harmon, Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis

MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of May 4, 2016
- B. Approval of Minutes – Regular Meeting of May 4, 2016
- C. Approval of Claims – May 10, 2016 (ATTACHMENT II)
- D. Approval of Payroll – May 5, 2016 (ATTACHMENT III)
- E. Reappointment to the Delhi Township Planning Commission -Tonia Olson (ATTACHMENT IV)
- F. Reappointment to the Delhi Township Planning Commission -Kimberly Berry-Smokoski (ATTACHMENT V)

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 17, 2016**

G. Reappointment to the Delhi Township Planning Commission - Matt Lincoln (ATTACHMENT VI)

Warfield moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis, Harmon

MOTION CARRIED

PUBLIC HEARING – 7:45 P.M.

**ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT – ENGLISH MEADOWS
SUBDIVISION**

**Hope moved to open the public hearing on the Road Improvement Special
Assessment District – English Meadows Subdivision.**

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

Tracy Miller, Director of Community Development, gave an overview of the English Meadows Subdivision Road Improvement Special Assessment District.

Dave Gillahan 5019 Glendurgan Court, questioned how a special assessment worked in regard to the sale of assessed property.

Mr. Gillahan also commented that he had received an updated project scope from Bill Conklin, Managing Director of the Ingham County Road Department, that he preferred over the one that was included in the original petition and subsequent project descriptions. He asked whether the revised scope could be implemented. Ms. Miller responded that the project scope was fixed at what was included on the petition, but that sometimes field adjustments are necessary to accommodate previously unidentified site conditions.

Motion to Close Public Hearing – 7:53 p.m.

Hope moved to close the public hearing.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

ZONING AND DEVELOPMENT

**PLANNED DEVELOPMENT – WILLOUGHBY ESTATES, TAX PARCEL
#33-25-05-11-452-001, 004 AND 005 (PROPOSED ZONING ORDINANCE NO. 628)**

The Board reviewed a memorandum dated May 13, 2016 from Tracy Miller, Director of Community Development (ATTACHMENT VII).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 17, 2016**

Warfield moved, subject to the provisions of Section 5.23.2 of the Delhi Charter Township Zoning Ordinance, the Township Board hereby finds that the proposed development, known as Willoughby Estates, results in a recognizable and substantial benefit both to the community and to the ultimate users of the site, including the following:

1. The long-term protection and preservation of natural resources and natural features including the preservation of the pond and land to the east in its natural state, and
2. Enabling the remediation of soil and groundwater contamination present on the site, and
3. The creation of approximately 21.66 acres of permanent open space, not including the ponds, representing approximately 54% of the acreage within the proposed development, and implementation of the Township Master Plan via the development of high quality and unique high density residential development, while at the same time preventing the conversion of non-urbanized land in outlying areas of the community; and

that the requested modifications from the Delhi Charter Township Zoning Ordinance as presented in the application and plans will result in a higher quality development and that the PD is in compliance with the Zoning Ordinance, including any permitted modifications, and approves the Willoughby Estates project, as recommended by the Delhi Township Planning Commission, consisting of 40.13 acres located on Willoughby Road and comprised of parcels identified as 33-25-05-11-452-001, 004 & 005 pursuant to the standards and requirements set forth in Section 5.23.2 and Section 5.23.3 of the Zoning Ordinance. This action will have the same effect as a rezoning, changing the property's zoning district designation from RM: Multi-Family to PD-3, subject to the following conditions:

1. All of the dimensional deviations from the underlying zoning are consistent with the Planned Development section of the Zoning Ordinance and have been clearly indicated on the site plan, and
2. that the Township Zoning Map be amended to represent the subject property as "PD-3" and that the district regulations specific to this Planned Development will be as specifically approved and presented on the final plans presented to the Director of Community Development, and
3. that the Township and the Developer shall execute a Planned Development Agreement, pursuant to Section 5.23.8(6) of the Zoning Ordinance prior to the commencement of any site improvements, and
4. that the following conditions shall be satisfied prior to approval of the final site plan for this project and carry forward as part of this approval:
 - a. requirements set forth by the Ingham County Road Department be met
 - b. that a secondary emergency access point be provided which satisfies the requirements of the Delhi Fire Chief
 - c. all washing of vehicles/dogs/etc. must occur within the fully enclosed building designated for said purposes and as shown on the plan
 - d. the compliance table and variance table provided on the cover sheet of the PD plan set is incorporated by reference and is a part of this approval (Zoning Ordinance No. 628).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 17, 2016**

Clerk Hope voiced his concern in regard to possible future connectivity with a future development. Clerk Hope stated that he spoke with Tracy Miller, Director of Community Development, regarding this issue. Ms. Miller stated that the possibility of future connectivity could take place to the north.

Clerk Hope commented that it would be nice if people could stop and enjoy the beauty of the pond along the non-motorized trail. Mr. Scott Wieland, Willoughby Estates, LLC, stated that a bench could possibly be installed in the area.

Trustee Harmon stated that he will be voting in favor of this development as it will be a substantial benefit to the community; however, he is not in favor of the project being a gated community.

Clerk Hope stated that he agrees with Trustee Harmon; however, private developments have the option of installing gates.

Treasurer Sweet stated that he attended the May 9, 2016 Planning Commission Public Hearing on this development and the only negative comments heard were in regard to the height of the three story buildings and the increased traffic that this development could cause.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Sweet, Warfield, Davis, Harmon, Hayhoe

Nay: Ketchum

MOTION CARRIED

NEW BUSINESS

POLLING LOCATION CHANGE – PRECINCT 2

The Board reviewed a memorandum dated May 4, 2016 from Clerk Evan Hope (ATTACHMENT VIII).

Hayhoe moved to approve changing the polling location for Precinct 2 in the Charter Township of Delhi to the Holt United Methodist Church, 2321 N. Aurelius Road, Holt, MI beginning with the August 2, 2016 Primary.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Warfield, Davis, Harmon, Hayhoe, Hope

MOTION CARRIED

PROPOSAL FOR CREATION OF A SCULPTURE AT THE DELHI TOWNSHIP COMMUNITY SERVICES CENTER – LEAP PUBLIC ART GRANT – MATT LINCOLN

The Board reviewed a memorandum dated May 13, 2016 from Tracy Miller, Director of Community Development (ATTACHMENT IX).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 17, 2016**

Sweet moved to approve the sculpture proposal from Matt Lincoln for the creation of a sculpture in front of the Delhi Township Community Services Center (CSC) building utilizing a LEAP Public Art Grant and budgeted funds and authorize the Township Manager to execute the contract regarding the same.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Warfield, Davis, Harmon, Hayhoe, Hope, Ketchum

MOTION CARRIED

**RESOLUTION NO. 2016-008 – POSTPONE THE CONSTRUCTION OF A REQUIRED
SIDEWALK – 1018 HOGSBACK ROAD**

The Board reviewed memorandums dated May 9, 2016 from Twp. Mgr. Elsinga and May 10, 2016 from Tracy Miller, Director of Community Development (ATTACHMENT X).

Warfield moved to adopt Resolution No. 2016-008 which postpones the construction of a required sidewalk along property owned by K & L Jessop Development, LLC located at 1018 Hogsback Road and requires the property owner to execute a Sidewalk Agreement stating the same.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Davis, Harmon, Hayhoe, Hope, Ketchum, Sweet

MOTION CARRIED

**RESOLUTION NO. 2016-009 – ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT –
ENGLISH MEADOWS SUBDIVISION**

The Board reviewed memorandums dated May 10, 2016 from Twp. Mgr. Elsinga and May 9, 2016 from Tracy Miller, Director of Community Development (ATTACHMENT XI).

Hayhoe moved to adopt Resolution No. 2016-009, which is the fifth of five resolutions, which adopts and confirms the Special Assessment District Roll for Road Improvements for English Meadows Subdivision in the estimated amount of \$245,000 to be assessed against the benefitting property owners over ten years at an interest rate of 5.0% per annum.

Amendment to the Motion:

Sweet moved to amend the motion to offer an interest rate of 4.0% per annum.

Roll Call on the Amended Motion

A Roll Call Vote on the Amended Motion was recorded as follows:

Ayes: Davis, Harmon, Hayhoe, Hope, Ketchum, Sweet, Warfield

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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Main Motion now reads:

Sweet moved to adopt Resolution No. 2016-009, which is the fifth of five resolutions, which adopts and confirms the Special Assessment District Roll for Road Improvements for English Meadows Subdivision in the estimated amount of \$245,000 to be assessed against the benefitting property owners over ten years at an interest rate of 4.0% per annum.

Roll Call on the Main Motion

A Roll Call Vote on the Main Motion was recorded as follows:

Ayes: Davis, Harmon, Hayhoe, Hope, Ketchum, Sweet, Warfield

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reported that Delhi Township's 175th anniversary will be in 2017 and suggested approaching the Board for seed money for this celebration.

Supervisor Davis stated that the Historical Society is still in the process of raising funds for the completion of their WWII video.

TRUSTEES

Trustee Harmon

Trustee Harmon commented on the appointment of a Township representative to serve on the Board of Water & Light Board as a Non-Voting Advisory Member. At the May 4, 2016 meeting, Trustee Hayhoe stated that he would be willing to serve as the representative; however, Trustee Harmon stated that some of the meetings conflict with the Board of Trustees meetings. It was suggested that possibly a non-board member should be appointed to this board.

Trustee Warfield

Trustee Warfield asked if the Board could recognize staff in light of the impressive 2015 audit.

Trustee Warfield recognized Fire Chief Ball for obtaining the Township's self-standing emergency management program.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that during the May 17, 2016 Joint School Board meeting, Trustee Harmon commented on the condition of Delhi NE. Twp. Mgr. Elsinga stated that the Township can solicit a proposal from HRC for road, drainage and sidewalk improvements. The Board could solicit a volunteer assessment from the Holt Public Schools.

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**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 17, 2016**

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 8:36 p.m.

Date: June 7, 2016

Evan Hope, Township Clerk

Date: June 7, 2016

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: May 9, 2016

RE: Audited Financial Statements for Fiscal Year ending December 31, 2015

Enclosed for your review and consideration are the audited Financial Statements for Fiscal Year ending December 31, 2015.

Our Auditors, Maner Costerisan, will make a formal presentation to the Township Board at the May 17, 2016 meeting and respond to any questions.

RECOMMENDED MOTION:

To accept Delhi Charter Township's audited Financial Statements for Fiscal Year ending December 31, 2015.

May 6, 2016

To the Audit Committee
Charter Township of Delhi

We have audited the financial statements of Charter Township of Delhi for the year ended December 31, 2015, and have issued our report thereon dated May 6, 2016. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you.

Significant Audit Findings

1. Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Charter Township of Delhi are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the Township during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate in calculating the liability for employee compensated absences:

We evaluated the key factors and assumptions used to develop the balance of employee compensated absences in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's determination of the estimated life span of the capital assets:

We evaluated the key factors and assumptions used by management to develop the estimated life span of the capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Estimated allocation of expenses among the various funds

Assumptions used to determine the unfunded liability for other postemployment benefits

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of other post-employment benefits on Note 10 to the financial statements describes that the contributions are determined based on actuarial valuation.

2. Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

3. Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

4. Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

5. *Management Representations*

We have requested certain representations from management that are included in the management representation letter.

6. *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Township’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

7. *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Township’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

8. *Other Matters*

We applied certain limited procedures to the required supplementary information (RSI) which are required and supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information, which accompany the financial statements but are not RSI. With respect to this other supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the other supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the statistical information, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Audit Committee, Board of Directors and management of Charter Township of Delhi and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Maney Costeiran PC

ACCOUNTS PAYABLE APPROVAL

May 10, 2016

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated May 10, 2016 numbered 91285 thru 91345 & ACH 4187 thru 4217. Every invoice has a payment authorizing signature(s).

Dated: May 10, 2016

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated May 10, 2016 show payments made from the following funds:

General Fund	\$	78,005.78
Fire Fund		5,867.97
Police Fund		1,700.00
Fire Equip. & Apparatus Fund		544.45
Downtown Development Fund		13,041.44
Sewer Fund		103,755.99
Local Site Remediation Fund		3,155.00
Trust & Agency Fund		3,197.67
Grand Total	\$	<u>209,268.30</u>

Includes the following to be reimbursed from separate bank accounts:

Employee Flexible Spending Acct	\$	778.00
Farmer's Market Account	\$	4,109.00

Dated: May 10, 2016

John B. Elsinga, Township Manager

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (\$19,162.59 Fisher Scientific for Annual Lab Supplies, 4/5/16, \$22,750.00 Maner Costerisan for 2015 Annual Audit, 7/21/15, \$12,013.24 Thrun Law Firm for April Legal Fees, **To Be Approved By Consent**)

Dated: May 10, 2016

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on May 17, 2016 a motion was made by _____ and passed by ____ yes votes and ____ no votes (____ absent) that the list of claims dated May 10, 2016, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 04/27/2016 - 05/10/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
CHRIS JOHNS	REFUND FOR YOUTH VOLLEYBALL	25.00
TERRI STONG	REFUND FOR SOFTBALL	25.00
	Total For Dept 000.00	50.00
Dept 171.00 MANAGER		
ADP SCREENING & SELECTIONSERV	SUBSCRIPTION/BACKGROUND CHECKS	30.11
ICMA	2016 MEMBERSHIP/ELSINGA	829.42
MICHIGAN LOCAL GOVERNMENT	2016 MLGMA MEMBERSHIP/ELSINGA	110.00
BANK OF AMERICA	PARKING/ELSINGA	3.00
BANK OF AMERICA	MEDC CONFERENCE/ELSINGA	95.00
	Total For Dept 171.00 MANAGER	1,067.53
Dept 191.00 ACCOUNTING		
MANER COSTERISAN	AUDIT FEES 2015	7,280.00
	Total For Dept 191.00 ACCOUNTING	7,280.00
Dept 228.00 INFORMATION TECHNOLOGY		
DELHI CHARTER TOWNSHIP-I.T.	HP TONER CARTRIDGE	45.99
DELHI CHARTER TOWNSHIP-I.T.	HP INK CARTRIDGE & YELLOW INK	143.76
DELHI CHARTER TOWNSHIP-I.T.	DELL SOUND BAR/KANGAS	22.50
DELHI CHARTER TOWNSHIP-I.T.	HIGH YIELD TONER/FINCH	40.99
ACD.NET, INC.	ACD FIBER MONTHLY	616.00
APPLICATION SPECIALIST KO	REPAIR LAPTOP/FIRE DEPT	255.33
BS&A SOFTWARE	PERMIT APPLICATION SUBMISSION	110.00
BS&A SOFTWARE	HUMAN RESOURCE SYSTEM	1,595.00
BS&A SOFTWARE	MISCELLANEOUS RECEIVABLES SYST	1,264.00
BS&A SOFTWARE	SPECIAL ASSESSMENT SYSTEM	1,035.00
BS&A SOFTWARE	TIME SHEETS SYSTEM	1,092.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	6,220.57
Dept 253.00 TREASURERS		
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	193.25
BANK OF AMERICA	APT US&C CONFERENCE/TEBEAU	320.00
	Total For Dept 253.00 TREASURERS	513.25
Dept 257.00 ASSESSING		
LANSING ICE & FUEL CO	GASOLINE 4/16-30/2016	37.64
BANK OF AMERICA	CARDSTOCK PAPER/RE-INSPECTION	35.98
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	4,032.40
DELTA CHARTER TOWNSHIP	ASSESSING FEES MAY	2,000.00
BANK OF AMERICA	TOWNSHIP LOGO APPAREL & SHIPPING	402.92
BANK OF AMERICA	MAA LODGING DEPOSIT/E. TOBIAS	252.62
	Total For Dept 257.00 ASSESSING	6,761.56

Dept 262.00 ELECTIONS		
BANK OF AMERICA	CREDIT - ENVELOPES	(15.00)
	Total For Dept 262.00 ELECTIONS	(15.00)
Dept 265.00 BUILDING & GROUNDS		
LANSING ICE & FUEL CO	GASOLINE 4/16-30/2016	169.09
MODEL COVERALL SERVICE	UNIFORMS/POWERS	13.69
LANSING SANITARY SUPPLY	2 CASE OF 4 GALLONS LIQUID HAND	70.46
MICHIGAN COMPANY	CASE OF CENTER PULL PAPER TOWEL	1,073.50
MICHIGAN COMPANY	CASE OF FLOOR CLEANER	84.76
MICHIGAN COMPANY	KITCHEN ROLL PAPER TOWEL	252.70
MICHIGAN COMPANY	DELIVERY CHARGE	10.75
THE PARTS PLACE	CREDIT	(14.30)
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
METRONET LONG DISTANCE	LONG DISTANCE APRIL	25.78
TDS METROCOM	LOCAL SERVICE APRIL	1,102.27
CONSUMERS ENERGY	ELECTRIC 4149 WILLOUGHBY	32.95
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	120.11
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,918.16
CONSUMERS ENERGY	GAS-2074 AURELIUS	1,167.76
SIEMENS INDUSTRY, INC.	LABOR HP #1/CSC	1,089.00
ACE HARDWARE	2 WATCH/ELEC BATTERIES/ICSD	9.98
ACE HARDWARE	1 WATCH/ELEC BATTERY/2 MISC. MDSE	5.37
MARK'S LOCK SHOP, INC	6 KEYS	30.00
BANK OF AMERICA	LAB SERVICES LIVE ROOF TESTING	54.00
BANK OF AMERICA	2 LIVE ROOF FERTILIZERS/SENIOR CENT	94.50
HAMMOND FARMS SOUTH	24 YARDS PRO SOIL	330.00
HAMMOND FARMS SOUTH	DELIVERY CHARGE	104.00
HAMMOND FARMS SOUTH	4 BAGS 50 LBS GRADE A GRASS SEED	447.00
HAMMOND FARMS SOUTH	10 BAGS HYDROMULCH COVER GROW	212.50
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	508.39
BANK OF AMERICA	FLAGS & SHIPPING/TWP BLDGS	551.10
MAYOTTE GROUP ARCHITECTS	CSC ROOF PROJECT	2,127.50
	Total For Dept 265.00 BUILDING & GROUNDS	16,566.02
Dept 281.00 STORMWATER		
IDEXX DISTRIBUTION, INC.	BULK SAMPLING SUPPLIES	3,076.21
IDEXX DISTRIBUTION, INC.	SHIPPING	124.97
HTA COMPANIES, INC.	STREET SWEEPING	4,070.00
	Total For Dept 281.00 STORMWATER	7,271.18
Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	18,628.64
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	79.42
CONSUMERS ENERGY	LIGHTING 3970 HOLT	129.82
CONSUMERS ENERGY	LIGHTING 4115 HOLT	211.46
CONSUMERS ENERGY	LIGHTING 2228 AURELIUS	141.81
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	325.57
	Total For Dept 446.00 INFRASTRUCTURE	19,516.72

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
LANSING ICE & FUEL CO	GASOLINE 4/16-30/2016	108.53
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	2,793.60
BANK OF AMERICA	CEDAR ST COMMITTEE MTG & LUNCH	56.10
METRONET LONG DISTANCE	LONG DISTANCE APRIL	14.37
VERIZON WIRELESS	CELLULAR APRIL	14.97
TDS METROCOM	LOCAL SERVICE APRIL	55.94
THE PARTS PLACE	WIPER BLADE/#56	10.45
THE PARTS PLACE	CREDIT	(0.95)
WOLVERINE ENGINEERS	EARL LONG TOPO SURVEY	1,207.15
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		4,260.16

Dept 752.00 PARKS ADMINISTRATION		
METRONET LONG DISTANCE	LONG DISTANCE APRIL	0.61
VERIZON WIRELESS	CELLULAR APRIL	0.83
TDS METROCOM	LOCAL SERVICE APRIL	98.11
Total For Dept 752.00 PARKS ADMINISTRATION		99.55

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 4/16-30/2016	249.15
MODEL COVERALL SERVICE	UNIFORM PANTS	23.36
BANK OF AMERICA	DOG WASTE BAGS & SHIPPING	747.89
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	83.16
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	869.02
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	1,130.58
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	34.80
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	23.38
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.59
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	200.80
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	76.53
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	106.29
CONSUMERS ENERGY	GAS 2108 CEDAR	33.00
ACE HARDWARE	1 MISC. MDSE.	4.99
FERGUSON ENTERPRISES	PLUMBING SUPPLY/KIWANIS PARK	252.92
MENARDS LANSING SOUTH	(2) BAGS 8" BLACK TIES	39.92
ACE HARDWARE	8 BALES OF STRAW	31.92
D & G EQUIPMENT INC	PTO SWITCH/EXMARK	34.63
SUPERIOR SAW	EDGER BLADE SHARPEN	42.00
SPARTAN DISTRIBUTORS	2 PROXIMITY SWITCH ASM & FREIGHT	165.06
THE PARTS PLACE	2 WIPER BLADES	12.38
THE PARTS PLACE	6 GREASE CART	20.94
MARK'S LOCK SHOP, INC	4 KEYS	20.00
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	254.71
Total For Dept 771.00 PARKS		4,740.02

Dept 774.00 RECREATION		
ACE HARDWARE	10 KEYS	19.90
M.A.S.A.	11 ADULT SOFTBALL TEAM REGISTRAT	440.00
LAUREN SEAGREN	OFFICIAL VOLLEYBALL	75.00
Total For Dept 774.00 RECREATION		534.90

Dept 850.00 OTHER FUNCTIONS

DBI BUSINESS INTERIORS	LAMINATING POUCHES	77.77
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	81.47
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	1,318.40
SPICER GROUP, INC.	GIS ASSISTANCE	337.00
RICOH USA, INC.	RICOH MAINTENANCE AGREEMENT	348.59
BANK OF AMERICA	FACEBOOK ADS	46.84
BANK OF AMERICA	WEB HOSTING 4/10-5/9/16	1.00
BANK OF AMERICA	MUSIC SERVICE/CSC	26.95
BANK OF AMERICA	AT&T LED SIGN 4/16-5/15/16	93.83
BANK OF AMERICA	WUFOO SUBSCRIPTION 4/26-5/26/16	9.00
BANK OF AMERICA	FACEBOOK ADS	750.17
BANK OF AMERICA	HONEYWELL MEETING & LUNCH	48.30
	Total For Dept 850.00 OTHER FUNCTIONS	<u>3,139.32</u>

Total For Fund 101 GENERAL FUND 78,005.78

Fund 206 FIRE FUND

Dept 000.00

BANK OF AMERICA	FOOD DISPATCH WEEK	287.92
BANK OF AMERICA	22 CHALLENGE COINS & SHIPPING	304.50
BANK OF AMERICA	POP (BLUE CARD CLASS)	13.60
BANK OF AMERICA	BAGELS (BLUE CARD CLASS)	13.34
BANK OF AMERICA	BAGELS (BLUE CARD CLASS)	11.58
BANK OF AMERICA	BAGELS (BLUE CARD CLASS)	16.89
BANK OF AMERICA	LUNCH (BLUE CARD CLASS)	122.94
BANK OF AMERICA	LUNCH (BLUE CARD CLASS)	111.12
BANK OF AMERICA	LUNCH (BLUE CARD CLASS)	101.08
	Total For Dept 000.00	<u>982.97</u>

Dept 336.00 FIRE DEPARTMENT

BANK OF AMERICA	OFFICE SUPPLIES	77.87
LANSING ICE & FUEL CO	GASOLINE 4/16-30/2016	608.01
BANK OF AMERICA	AVI EMS EQUIPMENT	342.39
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	35.20
CALLBACK STAFFING SOLUTION	CALLBACK STAFFING MAY	78.65
MANER COSTERISAN	AUDIT FEES 2015	1,592.50
ACD.NET, INC.	ACD FIBER MONTHLY	182.00
METRONET LONG DISTANCE	LONG DISTANCE APRIL	4.39
VERIZON WIRELESS	CELLULAR APRIL	174.11
TDS METROCOM	LOCAL SERVICE APRIL	41.93
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	47.87
CONSUMERS ENERGY	GAS 6139 BISHOP	132.29
ACE HARDWARE	DUCT TAPE/FILM POLY CLEANER	39.98
CATHEY COMPANY	TEE/POLY STREET/TEFLON TAPE	72.10
FAT BOYS PIZZA	6 PIZZAS/TRAINING	59.10
THE PARTS PLACE	5 40 WT/2 ANTIFREEZE/4 QT/MLD/M	53.11
BANK OF AMERICA	STANDARD OF COVER/RISK ASSESS	79.00
BANK OF AMERICA	IAAI REGISTRATION/DRURY	225.00
ACROSS THE STREET PRODUCT	3 BLUE CARD 50 HOUR TRAINING	1,039.50
	Total For Dept 336.00 FIRE DEPARTMENT	<u>4,885.00</u>

Total For Fund 206 FIRE FUND 5,867.97

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	1,700.00
	Total For Dept 301.00 POLICE	1,700.00
	Total For Fund 207 POLICE FUND	1,700.00

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
BANK OF AMERICA	UPS SHIPPING	14.00
BANK OF AMERICA	UPS SHIPPING	28.94
BANK OF AMERICA	UPS SHIPPING	31.90
BANK OF AMERICA	UPS SHIPPING	6.98
ACE HARDWARE	2 MISC. MDSE.	0.78
GRAND POINTE MARINA	GEAR LUBE/SEAL KIT/OUTBOARD	19.97
ROGER'S CLINE TIRE & AUTO	2 TIRES/1 WHEEL/HAZMAT TRAILER	313.95
THE PARTS PLACE	5 BULBS	57.45
BRETT JUSTICE	REIMBURSEMENT FOR MATERIALS	70.48
	Total For Dept 339.00 EQUIPMENT & APPARATUS	544.45
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	544.45

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 000.00		
CRISP COUNTRY ACRES	VENDOR PAYMENT APRIL	381.00
TODD DELO	VENDOR PAYMENT APRIL	109.00
GLUTEN FREE ROX	VENDOR PAYMENT APRIL	22.00
KOLACHE KITCHEN	VENDOR PAYMENT APRIL	36.00
LONESOME PINES BEEF	VENDOR PAYMENT APRIL	153.00
RED'S SMOKEHOUSE BBQ	VENDOR PAYMENT APRIL	109.00
WILLOW BLOSSOM FARMS	VENDOR PAYMENT APRIL	146.00
NEVA AUSTIN	VENDOR PAYMENT APRIL	37.00
OFILIA DIAZ	VENDOR PAYMENT APRIL	95.00
BETTE K. KELLY	VENDOR PAYMENT APRIL	15.00
OTTO'S POULTRY, INC	VENDOR PAYMENT APRIL	2,616.00
SHAYNA QUILLIN	VENDOR PAYMENT APRIL	94.00
JENNIFER ROTIER	VENDOR PAYMENT APRIL	52.00
SHOMARI & LISEIA PARISIAN	REFUND SECURITY DEPOSIT	400.00
MAI KOU VANG	VENDOR PAYMENT APRIL	52.00
	Total For Dept 000.00	4,317.00

Dept 728.00 DDA ADMINISTRATION		
THRUN LAW FIRM, P.C.	LEGAL FEES MARCH/APRIL	715.25
HOLT ALLIANCE	2016 HOLT ALLIANCE DUES/HAAS	130.00
MANER COSTERISAN	AUDIT FEES 2015	2,502.50
ACD.NET, INC.	ACD FIBER MONTHLY	42.00
C. HOWARD HAAS	MARCH CELL PHONE REIMBURSEMENT	75.00
METRONET LONG DISTANCE	LONG DISTANCE APRIL	3.40
TDS METROCOM	LOCAL SERVICE APRIL	127.12
	Total For Dept 728.00 DDA ADMINISTRATION	3,595.27

Dept 729.00 DDA MARKETING & PROMOTION		
BLOHM CREATIVE PARTNERS	APRIL OUR TOWN FRAMED ARTICLES	300.00
BLOHM CREATIVE PARTNERS	OUR TOWN ACCOUNT MANAGEMENT	1,000.00
TRAVERSE BAY FARMS/FRUIT	6 CS SALSA/1 CS PICKLES	306.60
ACD.NET, INC.	WIFI 5/1-6/1/2016	69.95

ACE HARDWARE	2 ROUNDUP	19.98
CRISP COUNTRY ACRES	DOUBLE UP BUCKS APRIL	192.00
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	17.53
BANK OF AMERICA	LUNCH/HAAS & AMMON	27.24
BLOHM CREATIVE PARTNERS	HOLT HOMETOWN FESTIVAL WEB	889.81
BLOHM CREATIVE PARTNERS	WEB MAINTENANCE & HOSTING/MARCH	165.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		2,988.11

Dept 850.00 OTHER FUNCTIONS

QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	243.09
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,079.52
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	113.14
CONSUMERS ENERGY	GAS-2150 CEDAR	129.32
CONSUMERS ENERGY	GAS-2045 CEDAR	155.99
Total For Dept 850.00 OTHER FUNCTIONS		2,141.06

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 13,041.44

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 548.00 ADMINISTRATION & OVERHEAD

THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	2,133.64
MANER COSTERISAN	AUDIT FEES 2015	10,920.00
PROGRESSIVE IMPRESSIONS	SEWER BILLS APRIL	530.05
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		13,583.69

Dept 558.00 DEPT OF PUBLIC SERVICE

BIG SYSTEMS, LLC	204636 36"X60' SCRIM BANNER	120.00
BIG SYSTEMS, LLC	36"X100' WETJET TEAR PROOF FILM	144.00
BIG SYSTEMS, LLC	ESTIMATED SHIPPING CHARGES	40.19
LANSING ICE & FUEL CO	GASOLINE 4/16-30/2016	699.48
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	67.54
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	45.11
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	45.11
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	67.54
BANK OF AMERICA	BATTERY/L.S. UPS	44.99
BANK OF AMERICA	MONITOR/KEY BOARD-MOUSE/WALL MT	214.97
BIG SYSTEMS, LLC	CE037A MATTE BLACK INK CARTRIDGE	265.00
BIG SYSTEMS, LLC	CHROMATIC RED INK CARTRIDGE 775ML	265.00
BIG SYSTEMS, LLC	CE043A PHOTO BLACK INK CARTRIDGE	265.00
BIG SYSTEMS, LLC	CE044A LIGHT GRAY INK CARTRIDGE	265.00
TRAILER SALES OF MICHIGAN	TRAILER WITH SPARE TIRE	2,500.00
BANK OF AMERICA	5 BAGS ICE/SHIPPING	22.45
FISHER SCIENTIFIC	TUBING/SAMPLING SUPPLIES	351.36
FISHER SCIENTIFIC	TUBING/SAMPLING SUPPLIES	1,422.30
FISHER SCIENTIFIC	TUBING/SAMPLING SUPPLIES	579.60
LOWE'S CREDIT SERVICES	4 TRASH CANS	284.92
PAPER IMAGE PRINTING	10 PADS POTW LAB SHEETS	248.84
PAPER IMAGE PRINTING	PRINTING PRESS SET UP FEE	54.00
FISHER SCIENTIFIC	LABORATORY SUPPLIES	17,818.70
FISHER SCIENTIFIC	LABORATORY SUPPLIES	2,405.22
FISHER SCIENTIFIC	LABORATORY SUPPLIES	89.55
FISHER SCIENTIFIC	LABORATORY SUPPLIES	254.34
FISHER SCIENTIFIC	LABORATORY SUPPLIES	656.21
FISHER SCIENTIFIC	LABORATORY SUPPLIES	974.98
ALS LABORATORY GROUP	MESCO 1 DIGESTER ANALYSIS	70.00

KAR LABORATORIES, INC.	ANALYSIS EFFLUENT MERCURY	225.00
HML, INC.	1 FECAL COLIFORM/2ND QTR SLUDGE	120.00
FISHER SCIENTIFIC	LABORATORY GLOVES	992.53
FISHER SCIENTIFIC	LABORATORY GLOVES	992.53
NORTHERN SAFETY CO., INC.	MISC. SAFETY SUPPLIES	2,253.50
NORTHERN SAFETY CO., INC.	MISC. SAFETY SUPPLIES	253.44
NORTHERN SAFETY CO., INC.	DISCOUNT	(5.07)
SPICER GROUP, INC.	GIS ASSET MANAGMENT ASSISTANCE	9,297.75
UNITED PARCEL SERVICE	SHIPPING CHARGES	77.56
BANK OF AMERICA	SAWDUST/DRYING BEDS	40.00
DEVEREAUX SAWMILL INC.	36 YARDS SAWDUST/DRYING BED	180.00
METRONET LONG DISTANCE	LONG DISTANCE APRIL	5.50
ACD.NET, INC.	ACD FIBER MONTHLY	560.00
TDS METROCOM	LOCAL SERVICE APRIL	396.27
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	197.25
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	43.21
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	687.89
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	73.40
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	303.02
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,215.93
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	85.43
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	596.52
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	586.41
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	691.75
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	122.26
CONSUMERS ENERGY	ELECTRIC-4280 DELL	591.91
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	201.12
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	16,892.03
CONSUMERS ENERGY	GAS-1988 WAVERLY	24.79
CONSUMERS ENERGY	GAS-5961 MC CUE #2	26.68
CONSUMERS ENERGY	GAS-5961 MC CUE #3	96.27
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	1,593.24
CONSUMERS ENERGY	GAS-4280 DELL	64.50
CONSUMERS ENERGY	GAS-3505 HOLT	29.20
CONSUMERS ENERGY	GAS-2481 DELHI COMM	24.39
CONSUMERS ENERGY	GAS 5961 MC CUE #4	1,104.11
CONSUMERS ENERGY	GAS 1494 AURELIUS	214.33
CONSUMERS ENERGY	GAS-1490 AURELIUS	31.87
CONSUMERS ENERGY	GAS-1492 AURELIUS	246.97
ACE HARDWARE	4 GARDEN HOSE ENDS	9.16
ACE HARDWARE	2 TOGGLE SWITCHES	9.98
LOWE'S CREDIT SERVICES	RED REFLECTOR/80 LB BAG CONCRETE	5.97
BANK OF AMERICA	CLOTH RAGS/DIFFUSER PLATES	50.00
BANK OF AMERICA	STEEL/FABRICATE CALCIUM NITRATE	160.00
ACE HARDWARE	(2) 1/4" COUPLINGS/VACTOR	5.58
ACE HARDWARE	HOT WATER NOZZLE	9.99
ACE HARDWARE	SUPER IRON OUT/BRUSH HANDLE	19.78
INTERSTATE BATTERIES OF	BATTERY/ARROW BOARD	133.83
KENNEDY INDUSTRIES, INC	FLYGT 4620 MIXER	7,111.00
LOWE'S CREDIT SERVICES	TIMER & FAUCET	74.65
DR LAB SERVICES LLC	LAB PREVENTION MAINTENANCE	1,710.00
OVERHEAD DOOR CO OF LANS	REPLACE CABLES/RESET DRUMS/ADJ/	488.19
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
RS TECHNICAL SERVICES, INC.	PARTS/SERVICE (INSTRUMENTS)	4,746.00
BANK OF AMERICA	REBUILD IGNITION/#26	95.00

FRANKIE D'S AUTO & TRUCK	LOF/#3	47.00
BANK OF AMERICA	CRAFT PROJECT SUPPLIES/PRIZES/	325.63
USA BLUE BOOK	FLOAT VALVE BODY	152.85
USA BLUE BOOK	SHIPPING	17.83
USA BLUE BOOK	FLOAT RODS	10.18
ACE HARDWARE	BUSHINGS/ELBOWS/HOSE ADAPTERS/	72.04
ACE HARDWARE	2 MISC. MDSE.	6.87
ACE HARDWARE	30 STAKES	38.70
LOWE'S CREDIT SERVICES	BUNDLE STAKES/PINE TREE GARDENS	39.81
LOWE'S CREDIT SERVICES	3 BUCKETS/2 ADHESIVE/2 CABLE TIES/	110.41
LOWE'S CREDIT SERVICES	2 PAPER TOWEL HOLDERS/TRASH CAN	84.49
LOWE'S CREDIT SERVICES	HSE CONNECTOR	3.78
BANK OF AMERICA	WEF LODGING/DIORKA	848.13
BANK OF AMERICA	WORKSHOP LODGING/TRIGO	181.56
BANK OF AMERICA	MWEA REGISTRATION/RANES & SMITH	260.00
BANK OF AMERICA	MWEA MEMBERSHIP/SMITH	70.00
BANK OF AMERICA	WEF CONFERENCE RECEPTION/LENON	20.00
CWEA-TCP	COLLECTION SYSTEM MAINT EXAM/	319.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		<u>90,172.30</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 103,755.99

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

MANER COSTERISAN	AUDIT FEES 2015	455.00
DLZ	1600/1694 CEDAR PARK DESIGN	2,700.00
Total For Dept 735.00 LOCAL SITE REMEDIATION		<u>3,155.00</u>

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND 3,155.00

Fund 701 TRUST & AGENCY FUND

Dept 000.00

HEARINGLIFE	REFUND OVRPMT #332505-90-944-003	422.31
AFLAC	WITH DEDUCT-AFLAC DISABILITY	642.04
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.62
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	542.12
AFLAC	WITH DEDUCT-AFLAC SICKNESS	324.38
AFLAC	WITH DEDUCT-AFLAC CANCER	450.84
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
AFLAC	WITH DEDUCT-AFLAC ACCIIDENT	11.88
C. J. DAVIS	AFLAC_URM (FSA)	40.00
WENDY L THIELEN	AFLAC_URM (FSA)	738.00
Total For Dept 000.00		<u>3,197.67</u>

Total For Fund 701 TRUST & AGENCY FUND 3,197.67

Total For All Funds: 209,268.30

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated May 5, 2016**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 108910 through 108934 & direct deposits numbers: DD22341 through DD22426. The payroll was prepared in accordance with established payroll rates and procedures. The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Lora Behnke, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: May 5, 2016

Director of Accounting

II. Payroll Report

The May 5, 2016 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$74,039.01	\$22,618.74	\$51,420.27
Fire Dept. Fund	54,529.26	18,333.22	\$36,196.04
DDA	4,246.37	978.37	\$3,268.00
Sewer Fund/Receiving	37,141.76	12,034.64	\$25,107.12
Total Payroll	\$169,956.40	\$53,964.97	\$115,991.43
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,361.96	\$7,372.84	\$35,353.54
Fire Dept. Fund	4,025.19	4,133.64	26,492.05
DDA	149.64	84.76	1,212.77
Sewer Fund/Receiving	2,734.42	4,159.84	18,928.90
Total Payroll	\$12,271.21	\$15,751.08	\$81,987.26

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on May 5, 2016 and identified as follows:

5/05 Net Pay Disbursement in Common Savings (\$115,991.43)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on May 17, 2016, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated May 5, 2016 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: C.J. Davis, Township Supervisor

DATE: May 9, 2016

RE: Recommendation for Reappointment to the Planning Commission

The appointment term of Planning Commission member Tonia Olson expires June 1, 2016. She has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

Recommended Motion:

To reappoint Tonia Olson to the Delhi Township Planning Commission for a three year term, effective June 1, 2016 and expiring June 1, 2019.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: C.J. Davis, Township Supervisor
DATE: May 9, 2016
RE: Recommendation for Reappointment to the Planning Commission

The appointment term of Planning Commission member Kimberly Berry-Smocoski expires June 1, 2016. She has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

Recommended Motion:

To reappoint Kimberly Berry-Smocoski to the Delhi Township Planning Commission for a three year term, effective June 1, 2016 and expiring June 1, 2019.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: C.J. Davis, Township Supervisor

DATE: May 9, 2016

RE: Recommendation for Reappointment to the Planning Commission

The appointment term of Planning Commission member Matt Lincoln expires June 1, 2016. He has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

Recommended Motion:

To reappoint Matt Lincoln to the Delhi Township Planning Commission for a three year term, effective June 1, 2016 and expiring June 1, 2019.



Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: Friday, May 13, 2016

RE: Willoughby Estates Planned Development

At their meeting last night the Planning Commission (PC) held a public hearing regarding the proposed Willoughby Estates (WE) Planned Development (PD) project. There were a number of people who attended the meeting and two spoke. A copy of the draft meeting minutes is attached here for your information and reference. After the hearing, and significant deliberations, the PC took action to recommend approval of the project. A copy of that action is also included in the draft minutes.

The Township Board has final approval authority, which is why this information is being forwarded to them at this time. A copy of the staff report, the plans and architectural renderings and the other application materials that were submitted by the developer are also attached. I have summarized some of the key facts pertaining to this project below. Additional detail can be found in the staff report so I would encourage you to review it.

- The property has been Master Planned for High Density Residential development since 2007. Prior to that time, the property was planned for industrial land uses which was consistent with the previous land use.
- The property was rezoned from Industrial to RM: Multi-family in 2008.
- The RM district permits “by-right” development as follows:
 - Density of 6 units per acre (up to 12 can be permitted with an approved Special Use Permit)
 - 3 story buildings / 35’ tall
 - No requirements regarding appearance of buildings, unit amenities or rent rates/type.
 - The PD must be based on this underlying zoning.
- The project includes a total of 269 units. These units are provided in four different types of buildings:
 - Rental Cottages
 - 18 stand-alone units that look like single-family homes.
 - Located along the west side of the pond
 - Attached garages
 - Townhomes
 - Two 4-unit buildings / 8 total units
 - Located between the rental cottages and the Green Drain

- Attached garages
- Raised Flats
 - Six 2-unit buildings / 12 total units
 - Located to the east of the Green Drain, intermixed with the Apartment Buildings.
 - Rental units are on the second floor, garages are on the ground floor.
 - Garages for each unit, plus extras for those in the apartments to use.
- Apartment Buildings
 - Seven 33-unit buildings.
 - 3 stories high/35' tall
 - All buildings have elevators/fully accessible
- All of the units will have “Class A” amenities such as granite countertops, upgraded plumbing fixtures, stainless appliances and high end floor coverings.
- Rents will range from \$950/mo. to about \$1,625/mo.
- Other project amenities include:
 - Wash building (dog & car)
 - Dog play area
 - People play & picnic area
 - Clubhouse with workout area & outdoor pool
 - On-site storage area that provides indoor and outdoor storage for residents
 - Sidewalks & a connection to the Sycamore Trail
- Over 54% of the land area included within the development will be maintained as permanent open space. This calculation does not include the pond.
- A gated entrance will be a part of this development. The neighbor’s in the area voiced their unanimous support for this amenity.
- The project will include extensive landscaping.
- The project will be maintained 24/7 by a professional management company. The owner of the management company is also a co-partner in the development.
- The PC made a finding that the project will result in a better development than would otherwise occur based on the underlying RM zoning.
- If approved, the developer will be required to record an acknowledgement of the PD that will result in a title encumbrance.
- The developer will also be required to enter into a Development Agreement with the Township that will reinforce the requirements of this approval.

With this information in mind, I would ask that you forward the PC’s recommendation for approval of the project to the Township Board for their action at the May 17th meeting. As always, if you have questions or need additional information, please do not hesitate to ask. Thank you.

Recommended Motion on Next Page.

Recommended Motion to Approve:

I move that, subject to the provisions of Section 5.23.2 of the Delhi Charter Township Zoning Ordinance, the Township Board hereby finds that the proposed development, known as Willoughby Estates, results in a recognizable and substantial benefit both to the community and to the ultimate users of the site, including the following:

1. The long-term protection and preservation of natural resources and natural features including the preservation of the pond and land to the east in its natural state, and
2. Enabling the remediation of soil and groundwater contamination present on the site, and
3. The creation of approximately 21.66 acres of permanent open space, not including the ponds, representing approximately 54% of the acreage within the proposed development, and implementation of the Township Master Plan via the development of high quality and unique high density residential development, while at the same time preventing the conversion of non-urbanized land in outlying areas of the community; and

that the requested modifications from the Delhi Charter Township Zoning Ordinance as presented in the application and plans will result in a higher quality development and that the PD is in compliance with the Zoning Ordinance, including any permitted modifications, and approves the Willoughby Estates project, as recommended by the Delhi Township Planning Commission, consisting of 40.13 acres located on Willoughby Road and comprised of parcels identified as 33-25-05-11-452-001, 004 & 005 pursuant to the standards and requirements set forth in Section 5.23.2 and Section 5.23.3 of the Zoning Ordinance. This action will have the same effect as a rezoning, changing the property's zoning district designation from RM: Multi-Family to PD-3, subject to the following conditions:

1. All of the dimensional deviations from the underlying zoning are consistent with the Planned Development section of the Zoning Ordinance and have been clearly indicated on the site plan, and
2. that the Township Zoning Map be amended to represent the subject property as "PD-3" and that the district regulations specific to this Planned Development will be as specifically approved and presented on the final plans presented to the Director of Community Development, and
3. that the Township and the Developer shall execute a Planned Development Agreement, pursuant to Section 5.23.8(6) of the Zoning Ordinance prior to the commencement of any site improvements, and
4. that the following conditions shall be satisfied prior to approval of the final site plan for this project and carry forward as part of this approval:
 - a. requirements set forth by the Ingham County Road Department be met
 - b. that a secondary emergency access point be provided which satisfies the requirements of the Delhi Fire Chief
 - c. all washing of vehicles/dogs/etc. must occur within the fully enclosed building designated for said purposes and as shown on the plan
 - d. the compliance table and variance table provided on the cover sheet of the PD plan set is incorporated by reference and is a part of this approval (Zoning Ordinance No. 628)

-OR-

Recommended Motion to Deny:

To deny the Planned Development for the Willoughby Estates project, tax parcels 33-25-05-11-452-001, 004 and 005.



Planned Development Basic Zoning Ordinance Information:

What is the purpose of the Planned Development?

Section 5.23 of the Zoning Ordinance (ZO) provides information regarding the requirements and process for application and review of a proposed Planned Development (PD) within Delhi Township. The PD is intended to provide the Township with a mechanism for;

- achieving a higher quality of development than would otherwise be attained,
- allowing for innovation in land use planning and development,
- ensuring the compatibility of design and function between neighboring properties,
- protect and preserve natural resources, features, open space or historical or architectural features, if any, and
- eliminating or reducing the degree of existing non-conforming uses or structures, if any.

The PD process is not intended to be used as a mechanism for circumventing the specific standards of the ZO or the Master Plan. The PD is intended to result in a development that is substantially consistent with the traditional zoning standards, but can allow for specific modifications if they will result in an overall better development.

What must be achieved to warrant approval?

In order to qualify for a PD, the development is subject to a finding by the Planning Commission (PC) that *the project results in a recognizable and substantial benefit to the community and users of the site*. Economic factors may not be considered as a basis for this finding. The recognized benefit must relate to an increased quality of development and quality of life within the Township.

The ZO provides a specific definition of “recognizable and substantial benefit”, as follows:

“A clear benefit, both to the ultimate users of the property in question and to the community that would reasonably be expected to accrue, taking into consideration the foreseeable detriments of the proposed development and uses. Such benefit must include one or more of the following: long term protection or preservation of natural resource and natural features, creation of a significant amount of contiguous permanent open space, and elimination or significant reduction in the degree of nonconformity to the zoning ordinance of existing uses or structures, or the implementation of the Township Master Plan or other adopted plans.”

Section 5.23.3 states that in order to be eligible to receive approval for a PD, the following must apply...

1. The PD shall have a minimum of 200’ of frontage on a public street.
 - ✓ The proposed Willoughby Estates project has over 1000’ of frontage on Willoughby

Road.

2. Availability and capacity of public services.

- ✓ The Ingham County Road Department (ICRD) has reviewed the PD plan and concurs with the findings of the traffic impact analysis. Turning lane(s) on Willoughby Road at the development's entrance will be necessary. The ICRD also agrees with the findings of the traffic impact study regarding the intersection of Willoughby and College Roads. Specifically, that the traffic generated from the proposed development is likely to result in the need for a four-way stop at that intersection. The ICRD will work with the developer, if the PD is approved, during the site plan approval process to address how and when this work will occur.

It is important to note that the Township does not have any direct jurisdiction over the roads within the community, including Willoughby Road. Any improvements made (or not made) within the public road right-of-way are not within the purview or responsibility of the Township and are at the sole discretion of the ICRD.

- ✓ The Delhi Township Publically Owned Treatment Works (POTW) Director has reviewed the PD plan set. She has provided initial feedback regarding the process for sanitary sewer construction going forward. There is sufficient capacity within the sewer system to accommodate the anticipated discharge from this development.
- ✓ The applicant has been working closely with the Ingham County Drain Commissioner's office (ICDC) to facilitate their review of the PD plan. It appears that the ICDC will be able to provide approval of the storm water system and has done so in concept. The specific details of that system will be reviewed and approved during the site plan review phase of this project.
- ✓ All other utilities, such as gas, electric, cable, and phone, will be designed in detail and approved during the site plan review process.

3. Compatibility with the Comprehensive Development Plan (Master Plan).

- ✓ The Future Land Use Map within the adopted 2013 Master Plan shows this property developing with High-Density Residential land uses. This future land use pattern has remained consistent since the 2007 Master Plan. This was changed from the 2002 Master Plan which designated this property for manufacturing land uses. The 2002 designation was consistent with the use of the property at that time and historically.

Figure 1 shows the current Future Land Use Map for the subject site and surrounding area. The brown color denotes high-density residential development,

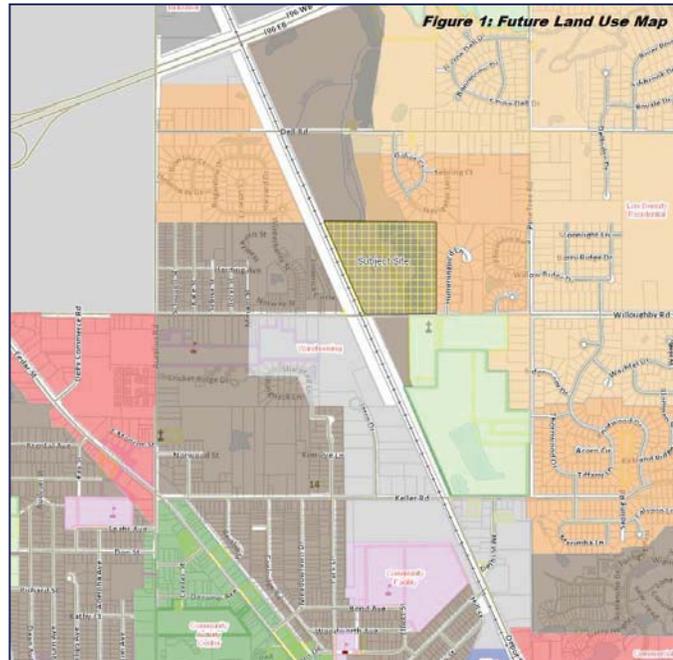
the dark orange is medium-density residential and the light orange is low-density residential. Grey denotes industrial land uses, while green is property planned for public uses.

4. Compatibility with the Planned Development Intent

- ✓ The PC will need to review the information provided by the applicant, received at the public hearing and presented herein and deliberate to determine if this has been achieved.

Staff offers the following:

- The property is zoned RM: Multi-family.
 - In the RM district, 6 units per acre are permitted by-right. Greater than 6 units per acre can be permitted with an approved Special Use Permit.
 - 3-story buildings or buildings up to 35' in height are permitted by-right.
 - The RM district does not provide minimum requirements for how the buildings look or how they are finished on the inside. RM permits units that are 400 SF in size for efficiency units, 500 SF for one-bedroom units and 650 SF for two-bedroom units.
 - There are many existing 3-story apartments in the Township. The applicant has provided a photo record of these developments as a part of his submission.
- ✓ The proposed development offers a mix of unit types, ample open space and many additional amenities that would probably not be provided in a “by-right” development. Examples include the car washing area, clubhouse and playground area and on-site storage facility.
 - ✓ The mix of units, particularly the rental cottages and townhomes, would not be permitted within the RM district. These units provide a good transition into the residential development located to the east and northeast of this site.
 - ✓ There is no development proposed on the east side of the pond. Instead, it is



proposed to remain permanent open space. This could not be regulated if the property were developed under a by-right scenario.

5. Development Impact (development shall not impede the continued use or development of surrounding properties for uses that are permitted in the ZO).
 - ✓ No information has been provided which would suggest that the proposed development would impede the use of surrounding properties or future development. The public hearing on May 9, 2016 will provide an opportunity for the owners of surrounding properties to speak and provide their opinions relative to this matter.
6. Unified control of the property – a single entity must be in control of the proposed development.
 - ✓ The property is owned by the Delhi Township Downtown Development Authority (DDA), who will sell it to the applicant. The parties will close to escrow within the next several weeks. The Delhi Township Brownfield Redevelopment Authority and Delhi Township Board have also approved the Brownfield Plan for this development.

Design Standards per Section 5.23.4.

- A PD can be approved in any zoning district in the Township.
- Any land use authorized in the ZO can be approved as a part of a PD as a principal or accessory use.
- Unless they are specifically modified in the final approved PD, the base regulations pertaining to the underlying zoning district apply. In this case, the underlying zoning district is RM: Multiple Family Residential.
 - ✓ The developer has submitted a list of the specific modifications that they are requesting. They are included in this staff report as “exhibit A” for PC review. Staff has reviewed the information provided and finds it to be accurate.
 - ✓ The applicant has also provided a “compliance table” which details how the development meets specific requirements of the ZO. That information is also provided in exhibit A.
- Any deviations from the specific requirements of the underlying zoning district may be approved, but must be specifically called out in the plans for the PD project and approved by the Township Board, after recommendation by the PC and a public hearing. Departures from the underlying zoning can only be approved when they will result in a higher quality development.
 - ✓ The list included in exhibit A is also replicated on the plan set for the project.

Approval process & steps.

A pre-application conference is the first step in the approval process. For this project, this step was completed on February 10, 2016. There were several meetings that occurred prior to the pre-application meeting where the project was informally discussed with the developer.

The second step was the review of the Concept Plan. This occurred at the PC meeting held on March 28, 2016. The PC provided clear direction to the developer regarding the development proposal. This direction was summarized and supplied to the developer in the document attached as "exhibit B".

After considering the input received during the Concept Plan Review process, the developer prepared the final PD application submission. This application was submitted to the Community Development Office on April 18, 2016 and is the subject of this staff report. Once staff was able to verify that all required information had been submitted, a public hearing was scheduled for May 9, 2016. In addition to a notice in the paper, property owners and occupants within 300' of the subject site were mailed a public hearing notice.

Staff met with three representatives of the Apple Ridge Subdivision Association (Hummingbird Lane) on April 22nd in the Community Development Office. The focus of the meeting was to provide the residents with information about the PD process, the application materials that had been submitted and to discuss some of their potential concerns and/or thoughts. Staff believes that the meeting was productive.

On April 28th the applicant invited many of the neighbors to his office for a project open house. Staff did not attend. However, it is our understanding that the developer provided information about his proposal and discussed resident concerns. After the meeting, staff spoke to the developer and several of the neighbors who attended. Both parties left staff with the impression that it was a good meeting with a positive outcome. Staff anticipates that discussion regarding this meeting may come up at the public hearing and so wanted PC members to be aware that it occurred.

Staff has supplied copies of the current PD application and plan to the main reviewing agencies for their initial evaluation and comment. We have received preliminary feedback from the ICRD and POTW, which is detailed above. We also received feedback from the Delhi Fire Chief. The Chief has made some observations regarding the proposed development that can be addressed fairly easily during subsequent site plan review. However, one issue that should be considered at this time is concerning the requirement for a second access into the development. Chief suggests that this can be accomplished by establishing a landscape paver access point to Willoughby Road from one of the adjacent parking areas. This access would only provide emergency service vehicles with a way into or out of the development. To the

uninformed it would simply look like grass. It will not provide access to non-emergency vehicles. Staff includes this information here at this time to ensure that all parties are aware of the requirement. It should also become a requirement of the PD, should it be approved.

After the May 9th public hearing the PC will further consider the plan and application. If the PC determines that changes are necessary, the applicant will have 90 days in which to submit a revised plan. If the PC decides to make a recommendation to the Township Board, it may do so after the public hearing. The PC can recommend approval, approval with conditions or denial of the PD. If the PC recommends approval of the PD to the Township Board, the ZO requires that the plan be provided to Tri-County Regional Planning Commission for their information. Staff will take care of this step.

Remember that an approved PD is actually considered an amendment to the ZO and district map. An approved PD creates specific ordinance provisions that pertain to the development. Any deviations from the standard ZO provisions will be listed or noted in the approval documents.

Once the PC makes a recommendation regarding the PD, the Township Board will consider the matter at a subsequent meeting. If the Township Board issues an approval, notice of the same will be published in the newspaper within 15 days of action. In addition, the applicant is required to record an affidavit with the Register of Deeds that contains the following information: legal description, date of approval and a statement that all future improvements will be carried out in accordance with the approved PD plan unless an amendment is adopted by the Township Board.

A Planned Development Agreement pursuant to Section 5.23.8(6) shall also be executed between the Township and developer. Staff would work to facilitate these steps.

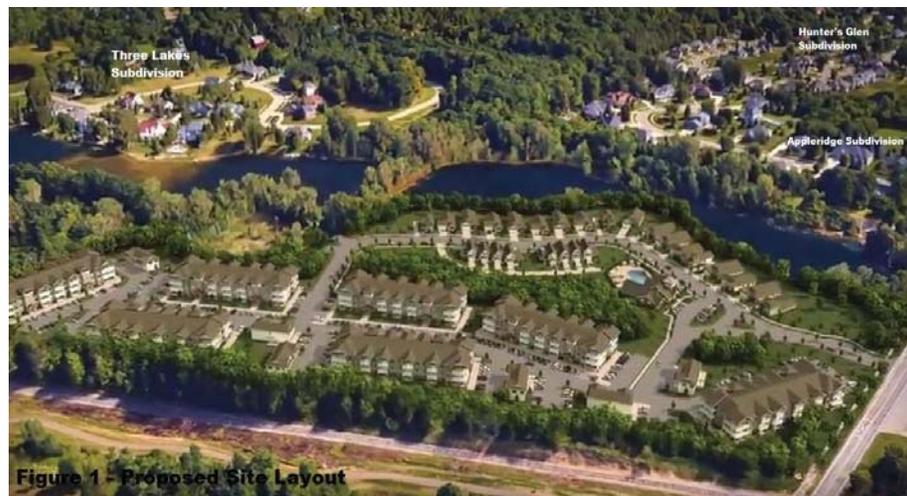


Figure 1 - Proposed Site Layout

Final Planned Development Review for Willoughby Estates.

Overview.

The Plan shows a mix of residential housing types and associated amenities. Figure 1 shows

the overall site layout as currently proposed. You will notice that the development includes three types of residential uses, a clubhouse and a storage area for residents.

Rental cottages.

There are 18 rental cottages proposed. These are situated along the west side of the pond. Figure 2 is an architectural rendering of one of the cottages. There are also floor plans and additional renderings included in the plan set. These will be rented out just like an apartment, but will provide a stand-alone option for residents. The cottages have attached garages, porches and traditional driveways.



Figure 2: Rental Cottages

Townhomes.

West of the rental cottages, two 4-unit townhome buildings are proposed. These are two story buildings with attached garages. The garages are located in the rear of the building. Parking along the street is provided in front of these units to accommodate additional parking. Figure 3 is an architectural rendering of this unit type. Floor plans can be found in the plan set.



Figure 3 - Townhomes

Clubhouse.

A clubhouse is also proposed. It will provide residents with space for meetings, activities, athletics and a swimming pool. The clubhouse is located near the main entrance to the development. Figure 4 is a rendering of the clubhouse.



Figure 4 - Clubhouse & Pool



2-Unit raised flats.

The project also includes six 2-unit buildings that provide attached garages on the ground floor with 1 bedroom apartments on the second floor. Staff understands that these units provide an attached garage for each of the two apartments, but also additional garages that can be utilized by those residing in the other apartment

buildings. A rendering of the 2-unit buildings can be viewed in Figure 5. Floor plans for this unit type are also included in the plan set.

Apartment buildings.

The final residential building type is a 33-unit 3-story building. A total of seven of these buildings are proposed. They are all located on the west side of the property, between the railroad tracks and the Green Drain, which runs through the approximate middle of the site. Figure 6 shows an architectural rendering of this building type. Floor plans are included in the plan set.

Building Heights.

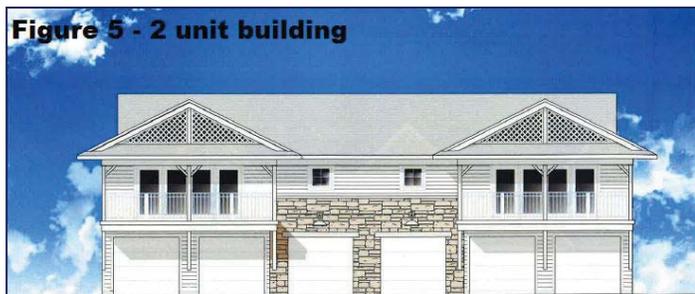


Figure 5 - 2 unit building

Section 10 of the Zoning Ordinance defines Building Height as follows:

The vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the highest point of the roof for flat roofs, and the deck line of mansard roofs and to the mean height level between eaves and ridge for gable, hip and gambrel roofs.

According to this definition, the height for each building type included in the Willoughby Estates project would be measured as between the ground and the mean height between the eaves and the ridge. The plan set shows the height of each building type, none of which exceed the by-right parameter of 3-stories or 35' specified. The table below provides a summary of the proposed building heights:

<u>Building Type</u>	<u>Approximate Height</u>
2-Unit raised flats	20' 3 "
Townhomes	18' 11 ¼"
1-story Rental Cottage	15' 4 5/8"
2-story Rental Cottage	20' 11"
Clubhouse	26' 11 ¼"
3-story Apartments	35' 0"
Car & Dog wash	16' 3"
Storage building	14' 2 1/8 "

View from Adjacent Properties.

The applicant has included a "line of sight" evaluation in the submitted plan set. It provides an evaluation of how visible the proposed buildings would be when viewed from adjacent properties. This is a helpful visualization of how the proposed buildings will appear in terms of overall scale and the aesthetics of what is being proposed.

For example, the line of sight evaluation demonstrates that the highest building (the 3-story apartment) when viewed from Glens of Willoughby looking easterly to the development, will be below the existing power lines. This is illustrated in image 10 located in the upper left corner of the plan sheet. Similarly, image 3 shows the visual impact from the east side of the site and the Apple Ridge subdivision looking westward. This image also uses the existing power lines as a visual benchmark. It shows the 3-story apartment buildings being lower than the power lines, and also illustrates the height of the 2-story rental cottages for comparison purposes. Image 9 shows the view from the proposed elevation of the cold storage area looking towards the Three Lakes subdivision and effectively shows how the existing berm and

evergreen trees provide a visual buffer.

The line of sight plan sheets also provide topographical cross sections that further illustrate the visual impact of the proposed development. For example, line of sight cross section “B” to “B”, which transects the center of the site, shows the proposed improvements in relation to existing buildings in both Glens of Willoughby and Apple Ridge. Site cross section “A” to “A” shows that the houses in Three Lakes will have virtually no view of the proposed storage facility because it is hidden behind the existing berm.

This evaluation is very helpful. It is clear that because of the physical attributes of the site, the visual impacts of the proposed development should be less significant. However, the top portions of some buildings will be visible to adjacent properties to the east and west during the winter. When the trees have leaves, the ability to see the development from adjacent properties will be drastically reduced or eliminated.

Unit amenities.

The application materials state that all of the residential units will be “class A”. They will have granite countertops, stainless steel appliances and upgraded plumbing fixtures. All units have porches. One bedroom apartments are approximately 800 SF in size and two bedroom units range from 1,175 SF to approximately 1,339 SF depending on the style. Three bedroom units are approximately 1,576 SF.

Rent rates.

Rents for 800 SF 1-bedroom units will be approximately \$950/mo. Two bedroom units will rent for between approximately \$1,365/ mo to \$1,500/ mo, depending on the unit type. Three bedroom apartments and rental cottages will rent for between approximately \$1,500 and \$1,625 per month.

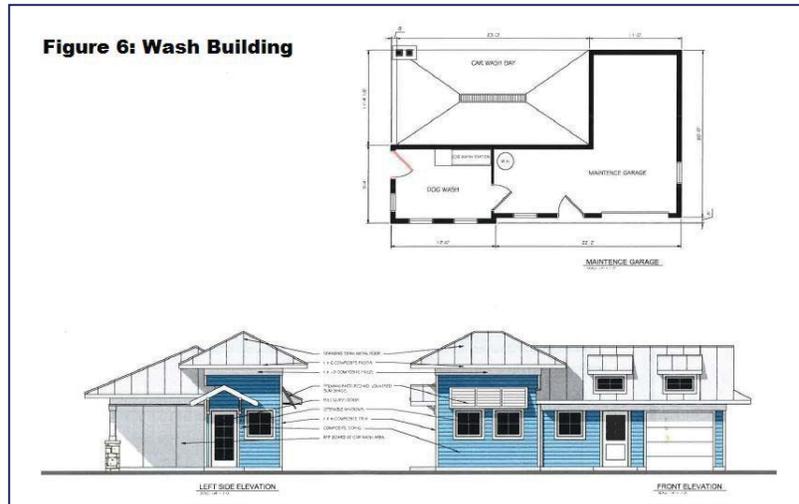
Storage facility.

The applicant has provided detailed information about the proposed storage facility. Building renderings are included in the plan set. While the building is fairly simple in terms of its construction, the applicant proposes to include exterior building treatments that are consistent with the rest of the development. The storage building and associated lot are tucked into the existing berm/evergreens and should be virtually invisible to those property owners located to the northeast and east. The building and lot will be used by residents of the development to store things like extra cars, personal watercraft and similar.

Washing Building.

The developer has submitted renderings of the proposed “wash building”. Figure 6 shows how the wash building will look. It will be architecturally consistent with the rest of the development. Inside the building there will be a car washing bay and a pet washing station. All activities will occur inside the building and there are no outside vacuums proposed. Staff

would suggest that, if approved, the PD include a requirement that all washing activities take place within the building and that the overhead doors remain closed when in use.



Dog play area.

The development includes a dog play area. The dog play ground includes a fenced area which is separated to provide separate spaces for small and large dogs. There is a hedge between the two areas to prevent the small dogs from barking at the large ones (or vice versa). There is a dog water fountain and bench seating provided for their human companions. The landscape plan shows that there will be trees planted around the play area to provide shade, screening and noise control.

People play area.

A picnic area and playground will be provided to the north of the outdoor pool and clubhouse. The playground will include a swing set and play structure. There will be picnic tables located under a pavilion and possibly an outdoor grill or two. A berm and trees will buffer the townhome building to the north from this area.

Trash.

Garbage collection will occur at a central location, the same way as it is done in Aspen Lakes. The compactor/container is located just to the south of the storage building. It will be fully screened and enclosed.

Site Lighting.

The final PD plan includes a photometric plan. The plan calls for LED fixtures. Fixtures include recessed lighting for use on the buildings and pole mounted fixtures for use along the drives and parking areas. All fixtures are shielded and cast light in a downward direction. The

photometric plan demonstrates that overall lighting levels will be quite low, but provide light where it is needed. There is no castoff light to the rear of the rental cottages that would reflect across the pond. There is also virtually no cast off light to the west of the 3-story buildings. There appears to be sufficient lighting at the entrance to the development to provide safety. Overall, the lighting plan shows lumen levels that will be consistent with those that are found in the residential areas adjacent to the property. Since all lights are downward directional, there should be no “night sky glow” effect emanating from the property.

Landscaping.

The landscaping plans have been included in the final PD set. The developer has provided typical landscaping plans for each area-type within the development, as well as specific plans for the entrance, dog park/trash/wash/storage and clubhouse/playground areas. The landscape plan also demonstrates that the existing trees located along the east, north and west side of the site will remain. Many individual trees contained within the interior of site will also remain, including the existing evergreens and berm located behind the storage area. These existing trees and open spaces will provide the buffers between this site and adjacent ones.

The ZO requires that parking lot landscaping be arranged throughout the parking area. The applicant is requesting that they be permitted to provide this landscaping within the islands and along the foundations of the buildings instead. This is due to the linear arrangement of the parking areas. Street trees will be provided also, as shown on the plan. These arrangements appear acceptable and will be likely to accomplish the intent of the original ZO provision. These types of variances are permissible under the PD section of the ZO, provided they are part of the review and approval process.

Gates & fences.

The development is proposed to be a gated community. There will be a keypad entry for cars and pedestrians. The gate is located far enough back from Willoughby Road that sufficient space for vehicle staging off of the roadway is available. Placing the gate further back from the roadway separates and slows vehicles that will be crossing the Sycamore Trail. Staff suggests that the developer provide pavement markings or other appropriate means within the drive to alert motorists to the presence of pedestrians using the trail.

A fence is also proposed between the development and the pond. This fence will be decorative in nature, but will have the impact of preventing access to the pond. This is for safety reasons, as previously discussed during the concept plan review. The existing chain link fence located along Willoughby Road will be removed and replaced with a 4’ high decorative fence, such as is illustrated on sheet L2 of the plan set. Additional fencing may be placed elsewhere on site, if deemed appropriate, and may be discussed during the site plan review

process.

In residential PD’s open space is required.

Willoughby Estates provides 54% open space. This exceeds the required 25%.

More open space is encouraged by providing a density bonus.

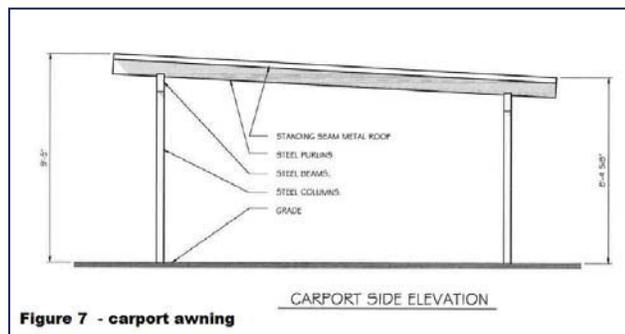
Because the project provides 54% open space, the developer could develop at a density of up to 7.2 units per acre (upa), which would be a density bonus of 20%. The ZO’s density bonus information is presented in the table below:

Open Space Provided	Entitled to Density Bonus of:	Potential Impact on Density within Willoughby Estates
>25% but <30%	Additional 5% density	6 upa + 5% = 6.3 upa
>30% but < 40%	Additional 10% density	6 upa + 10% = 6.6 upa
>40% but < 45%	Additional 15% density	6 upa + 15% = 6.9 upa
>45%	Additional 20% density	6 upa + 20% = 7.2 upa

The by-right density of 6 upa is permitted in the RM zoning district. The developer is proposing 269 upa, which is a density of 6.7 upa. By providing 54% open space, they could potentially develop 288 units on this site. Therefore, based on the amount of open space provided, the proposed density is well within the possible density permitted when the open space bonus is applied.

Cars.

The parking calculation requirements of the ZO would typically require a total of 490 parking spaces on the site, including the residential uses and the clubhouse. The developer proposes to provide 472 spaces total. This is probably a reasonable accommodation to make within the PD approval process. Many of the people who will use the clubhouse will walk there from nearby buildings.



Furthermore, all of the rental cottages have their own garages, as well as driveways where residents will park. Parking within the driveways is not included in the parking calculations provided. If these driveway spaces are included in the overall parking calculation, it increases

the total available parking spaces by approximately 36. If these spaces are counted towards the total, the available parking exceeds the 490 required. That said, these spaces were not included in the total count because a few of them are shorter than the normal parking spot length of 18'. However, from a practical standpoint, many people have small cars that will fit nicely in these spots. The townhomes and 2-unit raised flats also have their own garages. The raised flats have extra garages that can be used by other residents of the development.

A total of 127 of the parking spaces, located adjacent to the 3-story apartment buildings, will be covered by carport awnings. The carports are not enclosed, but rather will just have roofs. This will enable management to easily see within the carports and maintain them in a clean and orderly manner. Figure 7 is a line drawing of the proposed car ports, and their locations are shown on sheet C2 of the plan set.

Pedestrians.

The Sycamore Trail is located on Willoughby Road adjacent to the proposed development. The Concept Plan shows sidewalks within the development and a connection to the trail.

Development entry sign.

Figure 8 shows the proposed development entry sign for the project. Normally, the ZO permits one such sign per entrance. The applicant has requested that two of these be permitted, one on each side of the development entrance. The sign is a part of the proposed entrance landscaping and would be arranged at an approximate 45° angle to the roadway. The sign within the landscape wall would be approximately 28.04 SF in size. The ZO normally permits the sign to be up to 32 SF in size.

Brownfield.

This property is a Brownfield site. The Township Board unanimously approved a Brownfield Plan, as recommended by the Delhi Brownfield Redevelopment Authority (BRA), at their meeting on May 4th. The Brownfield Plan will provide the developer with reimbursement for certain costs associated with addressing the limited environmental impacts present on the site. This clean up, and reimbursement through the BRA for the same, will not occur if the development does not go forward.

The developer has completed environmental site assessment of the property. The Phase I investigation revealed that soil and groundwater contamination from historical operations on the property are present. Furthermore, that there is the potential for additional contamination associated with fill material that was previously buried on the site. An excerpt from the Phase I assessment is included as "exhibit C" to this report.

Required PD findings.

The PC must make specific findings prior to action on the PD. Below are those findings pursuant to Section 5.23.7(6) of the ZO, as well as some general information or discussion relevant to each.

The proposed Planned Development will provide a recognizable and substantial benefit to the community per Section 5.23.2

Possible benefits of the proposed PD:

- The project will result in the long term protection of natural resources and feature including the following:
 - The preservation of 54% of the site as permanent open space. Notably, the ponds and entire area to the east of the pond shall be maintained in its current natural state.
 - Many of the existing trees will be preserved.
 - The project will enable the environmental clean-up of the site; resulting in the mitigation or removal of contaminated soils and groundwater.
 - The project will properly treat storm water before it leaves the site.
- Creation of significant amount of contiguous permanent open space.
 - The ponds and entire area east of same will be maintained as permanent open space. There is also significant permanent open space surrounding the green drain.
- Elimination or significant reduction in the degree of nonconformity to the zoning ordinance of existing uses or structures.
 - The site is currently vacant. The proposed development is consistent with the Township's Master Plan and Zoning Ordinance. The remnants of the prior industrial use of the site are still present on the site and will be removed as a result of the proposed development.
- Implementation of the Townships Comprehensive Development Plan (Master Plan) or other formally adopted plan(s).
 - The proposed project is consistent with the High Density Residential designation shown on the Future Land Use Map.
 - The proposed project will help to implement the High Density Residential goals and objectives found in the Master Plan.

The requested modifications to the zoning standards stated in the Ordinance result in a higher quality of development than otherwise permitted;

- Collectively, the requested modifications necessary to accomplish this development are

limited in number and scope. The variance table provided on the plan set, if accepted, will enable the development to occur as shown in the PD application. The proposed project is of higher quality than what would normally be permitted “by right” in the RM: Multi-family zoning district.

That the final site plan, except for approved modifications proposed for the Planned Development, is in compliance with the Township Zoning Ordinance, including modifications allowed by this Section.

- The final PD plan, as submitted, is in compliance with the ZO. The modifications permitted by the PD section of the ZO are clearly delineated and will enhance the development. If the PD is approved, the project will still require final site plan review and approval, since there are specific utility layouts and other details that will require specialized review. This site plan review process will be evaluated in relation to the action on this PD in terms of verifying zoning compliance. The site plan will require final approval by the PC, but will not vary in any significant way from what is presented in the approved PD plans and application.

Recommended motion.

Move that, subject to the provisions of Section 5.23.2 of the Delhi Charter Township Zoning Ordinance, the Planning Commission hereby finds that the proposed development, known as Willoughby Estates, results in a recognizable and substantial benefit both to the community and to the ultimate users of the site, including the following:

- 1. The long-term protection and preservation of natural resources and natural features including the preservation of the pond and land to the east in its natural state, and**
- 2. Enabling the remediation of soil and groundwater contamination present on the site, and**
- 3. the creation of approximately 21.66 acres of permanent open space, not including the ponds, representing approximately 54% of the acreage within the proposed development, and implementation of the Township Master Plan via the development of high quality and unique high density residential development, while at the same time preventing the conversion of non-urbanized land in outlying areas of the community; and**

that the requested modifications from the Delhi Charter Township Zoning Ordinance as presented in the application and plans will result in a higher quality development and that the PD is in compliance with the Zoning Ordinance, including any permitted modifications, and recommend approval to the Township Board of the Willoughby Estates project consisting

of 40.13 acres located on Willoughby Road and comprised of parcel's identified as 33-25-05-11-452-001, 004 & 005 pursuant to the standards and requirements set forth in Section 5.23.2 and Section 5.23.3 of the Zoning Ordinance. This action will have the same effect as a rezoning, changing the property's zoning district designation from RM: Multi-Family to PD-3, subject to the following conditions:

1. All of the dimensional deviations from the underlying zoning are consistent with Planned Development section of the Zoning Ordinance and have been clearly indicated on the site plan, and
2. that the Township Zoning Map be amended to represent the subject property as "PD-3" and that the district regulations specific to this Planned Development will be as specifically approved and presented on the final plans presented to the Director of Community Development, and
3. that the Township and the Developer shall execute a Planned Development Agreement, pursuant to Section 5.23.8(6) of the Zoning Ordinance prior to the commencement of any site improvements, and
4. that the following conditions shall be satisfied prior to approval of the final site plan for this project and carry forward as part of this approval:
 - a. requirements set forth by the Ingham County Road Department be met
 - b. that a secondary emergency access point be provided which satisfies the requirements of the Delhi Fire Chief
 - c. all washing of vehicles/dogs/etc. must occur within the fully enclosed building designated for said purposes and as shown on the plan
 - d. the compliance table and variance table provided on the cover sheet of the PD plan set is incorporated by reference and is a part of this approval.

EXHIBIT A

VARIANCE TABLE		
Relevant Zoning Ordinance Section Reference	Requirement	Proposed Modification in the PD
5.7.7(2)(b) Dimensional Requirements, Building Location	No building in a multiple housing development may be located closer than one hundred feet (100') to the center of the road right-of-way of an arterial street (primary road)	Permit the southeast corner of proposed Building A to be located 85' from the center of Willoughby Road, a county primary road. The average setback for Building A is 132 feet. Ornamental fence and a landscape screen are provided.
5.7.7(3)a Maximum Building Height	Accessory buildings shall not exceed a height of fifteen feet. Height of building is defined as The vertical distance measured front the mean elevation of the finished grade line of the ground about the front of the building to the mean height level between eaves and ridge of gable, hip and gambrel roofs.	Permit the Club House to exceed the accessory height requirement. The proposed height is 33 feet at the middle of the ridge on the tower of the Club House and 27 feet to the ridge on the other portions of the roof.
5.7.7(5)b Minimum Lot Width	Minimum lot width of 66 feet along the street where the private drive will exit.	Permit the cottage units to have a minimum width of 48' at the building line.
5.7.8(9)a Landscape	Landscaping for parking areas of 25 or more vehicles. This shall be accomplished throughout the parking area on the basis of 200 square feet of landscape area for each 25 parking spaces.	Permit required landscaping on the perimeter of parking areas as shown because of the linear nature of the parking provided.
6.9.9 (B) Signs Permitted by Zoning District	Number: One (1) per major entrance Size: Thirty-two (32) square feet	Number: Two (2) at major entrance Size: Each sign falls within the allowable size. 2x28 =56 SF total See Sheet L2 of Landscape Plan
7.1.9 (A)2 7.1.9(B)7 Required parking space ratios	Units with two or more bedrooms must have two spaces per unit; units with only one bedroom must provide one and one-half spaces for each unit. Auditoriums one space per four people at maximum capacity.	Calculations: <ul style="list-style-type: none"> • 1 Bedroom Units = 117 (176 spaces required) • 2+ Bedroom Units = 152 (304 spaces required) • Clubhouse estimated capacity = 40 persons (10 spaces required) • Total required 490 Permit a total of 472 spaces. There are an additional 24 spaces within the fence at the storage building.

COMPLIANCE TABLE

Relevant Zoning Ordinance Section Reference	Requirement	Proposed Modification in the PD
5.7.7(2)(a) Dimensional Requirements, Building Height	For each 1' a building is over 35' in height, and addition 1' of setback shall be added from each side.	Consider the elevator/staircase tower an architectural feature pursuant to Section 6.5.1(2) which is a permitted exemption to the maximum height.
5.7.7(3)a Maximum Building Height	Maximum building height of three stories, but not exceeding thirty-five feet.	Consider the elevator/staircase tower an architectural feature pursuant to Section 6.5.1(2) which is a permitted exemption to the maximum height.
5.7.8 (8) Recreation and Community Area	Minimum of 100 square feet per bedroom and no less than 1,200 square feet for recreational use.	<p>Calculations:</p> <ul style="list-style-type: none"> • 1 bedroom apartments = 117 • 2 bedroom apartments = 126 • 2 bedroom townhouses = 8 • 2 bedroom cottages = 11 • 3 bedroom cottages = 7 <p>Total 428 bedrooms. 428x100 = 42,800 SF (0.98 acres) of recreational space required.</p> <ul style="list-style-type: none"> • Club House, Pool, Dog Park = 87,065 SF • Picnic Area = 9,494 SF • Picnic Area = 7,530 SF <p>Total recreational space provided = 104,089 SF (2.39 acres)</p>
5.20.7 (2) d Carports	Parking for multi-family developments may be contained in carports.	127 spaces are provided within carports.
5.23.7d and e Residential open space within PD	Planned developments shall provide a minimum of 1200 square feet of common open space per dwelling unit and at least one acre contiguous common open space. Submerged land areas do not count.	<p>Calculations:</p> <ul style="list-style-type: none"> • Impervious area (buildings, walks, parking, and drives) = 455,060 SF (10.45 acres) • Water = 349,598 SF (8.03 acres) • Pervious area = 943,618 SF (21.66 acres) • Total Site = 1,748,276 SF (40.13 acres) <p>Percent pervious open space = 54.0% The proposed plan includes 269 dwelling units, requiring 322,800 square feet of open space. The plan shows 943,608 SF square feet of open space, excluding the pond area.</p>

<p>5.23.7h Allowable dwelling units within PD</p>	<p>PD developments providing more than 45 percent open space shall be entitled to an additional 20 percent of the number of dwelling units otherwise permitted.</p>	<p>Calculations:</p> <ul style="list-style-type: none"> • Impervious area (buildings, walks, parking, and drives) = 455,060 SF (10.45 acres) • Water = 349,598 SF (8.03 acres) • Pervious area = 943,618 SF (21.66 acres) • Total Site = 1,748,276 SF (40.13 acres) <p>The plan proposes 269 dwelling units on 40.13 acres, a density of 6.71. This is an increase of 29 above the ordinance required density of 6.0 units per acre and is within the allowable number of 288 based on the increase of 20% over the allowable.</p>
<p>6.10.1.5 Buffer Zones – Type C 6.10.3.8 (1), (2) Waiver of Screen Requirement</p>	<p>Buffer zones shall be required between zoning districts. Waiver: Delhi Charter Township determines that adequate existing screen on-site already exists or that such landscape screening shall not be required in a buffer or Greenbelt situation.</p>	<p>Waiver of screen requirements due to existing berm and vegetation per Section 6.10.3.8 (1) and (2). See Sheet L1 of Landscape Plan.</p>
<p>6.10.1.6 Greenbelts 6.10.3.8 (2) Waiver of Screen Requirement</p>	<p>Greenbelts shall be required where a developed parcel abuts a public thoroughfare. Waiver: Delhi Charter Township determines that adequate existing screen on-site already exists or that such landscape screening shall not be required in a buffer or Greenbelt situation.</p>	<p>Reduce the <u>L.F.</u> of required Greenbelt by the <u>L.F.</u> of existing vegetation. See Sheet L1 of Landscape Plan. The combination of existing and proposed landscape will meet the requirement.</p>
<p>Variance 2 6.13.8a Minimum standards for private roads</p>	<p>Private roads shall have right of way easements a minimum of 60 feet wide containing thirty feet of roadway pavement width measured between the faces of both curbs. If more than 50 homes are using the roadway, the easement shall be a minimum of 66 feet and contain 36 feet of pavement width.</p>	<p>Access to the dwelling units is provided by private driveways.</p>

**EXHIBIT B: Summary of Planning Commission Input from Meeting on March 28, 2016
Regarding the Concept Plan for Willoughby Estates Planned Development**

1. Include a comprehensive listing of ALL proposed deviations from standard ZO provisions. Specifically cite each section to which a deviation is being sought. Staff recommends including a table, such as the one below (example only!).
2. Provide specific information regarding the height of all proposed buildings within the development.
3. Provide specific information regarding the cold storage area, including renderings, layout, fencing, screening, etc.
4. Provide specific information about the dog park, picnic and playground areas.
5. Provide specific information about the car and dog washing areas, particularly how these will be used and when. Also, include details about how runoff wash water will be contained and treated.
6. Address trash disposal.
7. Provide a site lighting plan that includes photometric information and information about trespass light and the direction of cast light.
8. Provide details regarding the required greenbelt, parking lot landscaping and buffers. Provide "typical" for proposed landscaping around buildings, etc.
9. Provide specific details about the location and size of open space provided in the project. Provide an open space calculation that demonstrates justification for the desired density bonus.
10. Consider whether or not the 31' wide travel lanes is necessary within the development, or if this could be reduced.
11. Take a close look at the non-motorized/pedestrian circulation system and maximize opportunities for residents. The site's location on the Sycamore Trail is a significant asset that should be maximized.
12. Provide an explanation regarding the fencing around the lake and the idea of limiting access to same.

13. Provide information about what will occur on the property located to the east of the pond.
14. Provide “line of sight” information from the east, west and north (looking toward the project) so that people can “see” what the three story buildings will look like.
15. Provide information about existing vegetation on the site and what will be preserved and what will be removed.
16. Provide a statement regarding the benefit the development will provide to the community as a whole.
17. Provide information about property maintenance, ongoing management, ownership plans, etc.
18. Supply the market survey for the project and explain why this is important/relevant to the proposed development.
19. Provide a summary of the existing environmental conditions present on the site.
20. Provide more information about why the community will be gated and why this is preferable to an “open community” concept.
21. Provide information regarding the estimated total investment.

EXHIBIT C

Phase I Environmental Site Assessment
4184 E. Willoughby Road, Holt, Michigan
March 14, 2016



1.0 EXECUTIVE SUMMARY

Triterra completed a Phase I Environmental Site Assessment (ESA) for three parcels of land located at 4184 E. Willoughby Road in Holt (Delhi Charter Township), Michigan (the Property). Two of the parcels correspond with addresses 4184 and 4136 E. Willoughby Road. One of the parcels has no corresponding address. For the purpose of this report, the entire subject Property will hereinafter be referred to as 4184 E. Willoughby Road. The Phase I ESA was conducted on behalf of Willoughby Estates, LLC for its planned \$38 Million Multi-Family redevelopment of the subject Property.

The Phase I ESA was conducted in conformance with the requirements of American Society for Testing and Materials Designation: E 1527-13 *Phase I Environmental Site Assessment Process*. The Phase I ESA included reviewing standard federal, state, and tribal environmental records; standard historical records; and interviews to investigate past and current land uses at the Property and adjacent properties. Triterra personnel also inspected the Property to identify and record recognized environmental conditions (RECs).

Based on Triterra's review of historical information, gravel mining activities began at the Property as early as 1940. By 1950, the area of mining on the Property significantly increased and influenced the formation of the quarry pond. A house was built in the southeast Property corner in 1951. Concrete production operations began in approximately 1964 in the central portion of the Property when a manufacturing building was constructed. A warehouse building was constructed in 1972 but blew down in 1996. In 1989, a modular office was placed south from the manufacturing building. In 1999, a storage building was constructed onto the north side of the modular office. Operations continued until approximately 2003. In 2004, the house was removed from the Property and the basement backfilled. The manufacturing plant buildings were razed in 2006. The Property has since been vacant land aside from concrete slab foundations after the manufacturing plant was demolished.

The Phase I ESA has revealed the following RECs in connection with the Property:

- **The documented presence of soil and groundwater contamination from historical operations at the Property (Sections 4.2, 4.3.4 and 5.1).**
- **The potential for additional contamination associated with additional subsurface fill material at the former residential building located on the Property (Section 5.1 and 6.2.8).**

Triterra identified no limitations or data gaps that would impair the ability to identify RECs in connection with the Property.

It is the Environmental Professional's opinion that additional site investigation is needed to determine if additional contamination is present on the Property.





DELHI CHARTER TOWNSHIP
DEPARTMENT OF COMMUNITY DEVELOPMENT
2074 AURELIUS ROAD HOLT MI 48842
PH: (517) 694-8281 FX: (517) 694-1289

PD No: PD-3
Fee: \$3,205.00
Rec'd: 3/9/16

PLANNED DEVELOPMENT APPLICATION

Applicant: Willoughby Estates LLC

Property Owner: Delhi Charter Township DDA
(If Different than Applicant)

Address: 1300 Holt Road
Mason, MI 48854

Address: 2045 Cedar Street
Holt, MI 48842

Ph: 517-719-7416 Fx: N/A

Ph: 517-699-3866 Fx: 517-699-3878

E-mail: swieland@swielandbuilds.com

E-mail: howard.haas@delhitownship.com

Property Parcel ID #: 33-25-05-11-452-001, 004

Development Name: Willoughby Estates

Present Use: Vacant

Proposed Use: Mixed Use Residential

Present Zoning District: RM: Multi-family

Proposed Density: 6.7 units per area

Parcel Area (Acres): 40.13

Proposed Open Space: 35.8 acres

Development Details:

Type of Dwelling Units: 243 Apartments, 8 Townhouses, 18 Lots

No. of Dwelling Units: 269

Building Size (Range): Apartment - 3 story, 33 units, Townhouse - 2 four unit buildings.

Development Type (i.e. Plat, Condo): Mixed use residential No. of Phases: 1

Estimated Construction Start Date: June 1, 2016 Estimated Completion Date: December 31, 2017

Did you have a preliminary meeting with the Director of Community Development prior to submitting this application? Yes

If yes, Date of meeting: DDA 20160203

How does this project specifically achieve the goals and objectives of the Delhi Charter Township Master Plan?

The project provides for the redevelopment of an previously developed industrial site (cement plant) with a walkable residential development with access to the Sycamore Trail.

Submit building elevations sufficient to demonstrate architectural and proposed building materials.

I hereby grant Delhi Charter Township personnel, involved with the review of this request, permission for reasonable entry onto the above property for investigation specifically related to this request.

Applicant's Signature: Date: 2-7-16

Owner's Signature: Date: 3-8-16

By signing above, as the property owner, I hereby grant permission for the applicant listed to request development approval for the project presented in this application.

Willoughby Estates

Delhi Township, Holt MI

Benefits

Willoughby Estates is a \$38 million gated master plan apartment community located on 4184 Willoughby Road in Holt Mi. It has a mixture of 269 rental options and offers the residents a choice between cottage homes, townhouse living or barrier free apartments. Each residence has its own unique style and layout.

Willoughby Estates offers peaceful country living and is the areas only gated environment. It is a true compliment to the surrounding community with well-kept neighborhoods where families feel safe and the ability to relax with your neighbors really matters. Also located on the property is a large pond which runs the entire depth of the east side of the property. This pond provides a beautiful natural buffer from the neighborhoods to the east and with restricted access to the water, a peaceful nature feature to watch.

The front entrance gates of Willoughby Estates will bring a sense of arrival and privilege. There is a card and key pad access control for entry throughout the day, but the gate is open during the morning and evening commute to ease the flow of traffic.

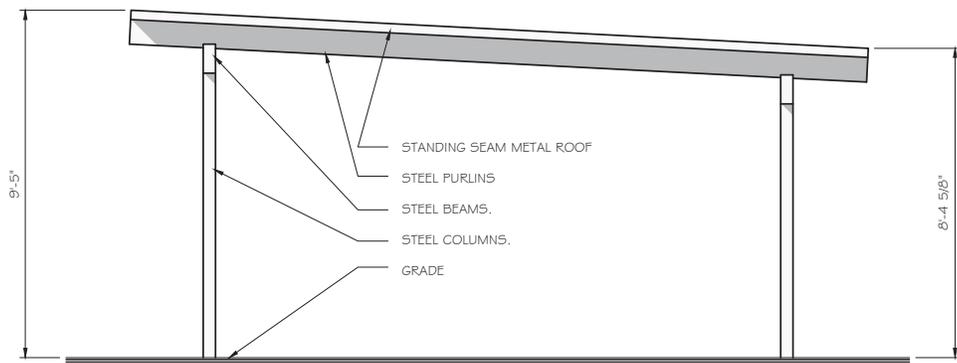
Onsite amenities offer the residence a modern style clubhouse and meeting room with a business center. Also included is a game area along with a 24/7 card access fitness and workout building. For those beautiful Michigan days, residents can relax at the family pool and watch the kids play at the playground or perhaps grill a burger under the pavilion or enjoy the many grilling stations around the grounds.

If you're a dog owner, you'll love living at Willoughby Estates as we have separate large dog and small dog enclosed areas where your canine friend can run loose and enjoy the company of other dogs. After your time at the park, stroll to the dog wash where a quick bath awaits.

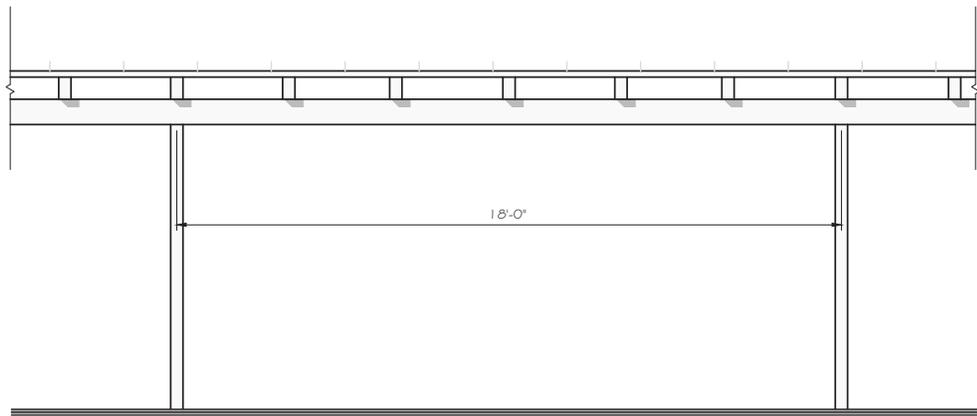
Other amenities include an onsite area to wash and vacuum your car or truck. There is additional mini-storage for the extra items in your life and a secured area to park your Jet Ski, boat or camper.

As an additional benefit, Willoughby Estates will also generate more than a half a million dollars a year in local and state property taxes and will provide millions of dollars to the local businesses.

Come Home to Willoughby Estates.



CARPORT SIDE ELEVATION

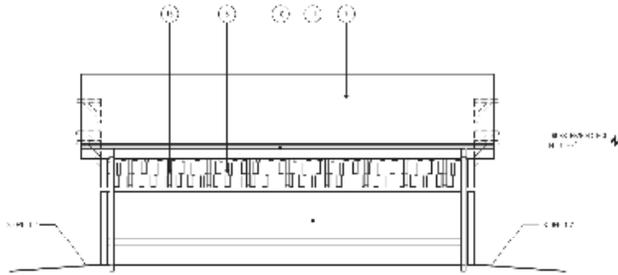


CARPORT SIDE FRONT ELEVATION

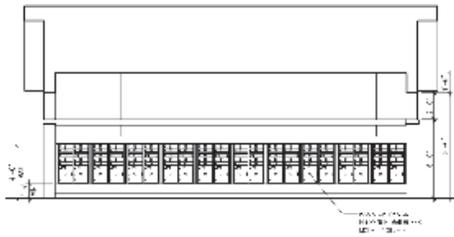
Willoughby Estates Mail Kiosk Schematic Design



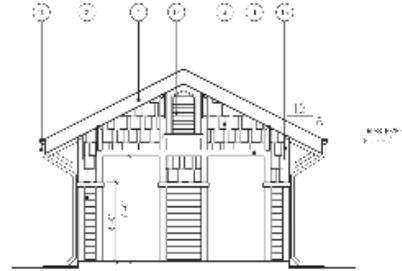
6 INTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



3 MAIL KIOSK SIDE ELEVATION
SCALE: 1/8" = 1'-0"

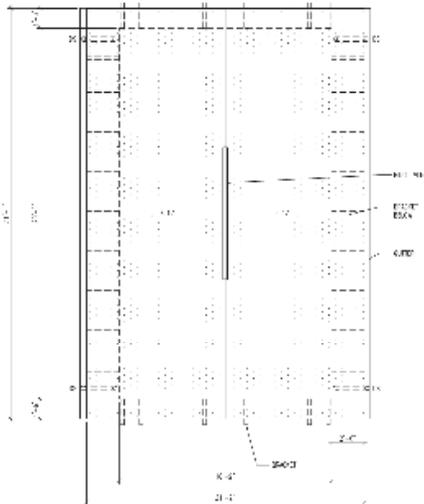


5 INTERIOR ELEVATION
SCALE: 1/8" = 1'-0"

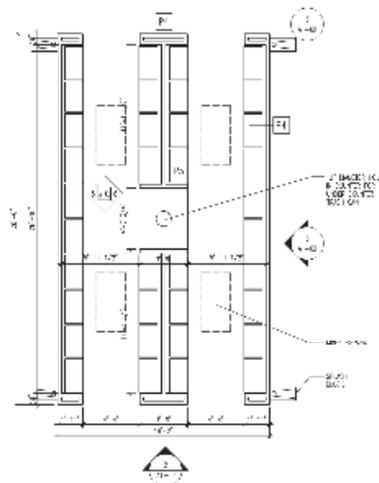


2 MAIL KIOSK FRONT & REAR ELEVATION
SCALE: 1/8" = 1'-0"

REVISION	SUMMARY
1	ADDED MAILBOXES
2	REVISED MAILBOXES



4 MAIL KIOSK ROOF PLAN
SCALE: 1/8" = 1'-0"



1 MAIL KIOSK FLOOR PLAN
SCALE: 1/8" = 1'-0"

REVISION	SUMMARY
1	ADDED MAILBOXES
2	REVISED MAILBOXES



Examples of Apartment Buildings in Delhi Township

5-Story Apartment Building

Tamarack Apartments

4400 Holt Road



Full 3-Story Apartment Building

Delhi Stratford Place

2385 Cedar Park Drive



Garden 3-Story Apartment Buildings

South Square Apartments

2455 Aurelius Road



Sugar Pine Apartments

2342 Aurelius Road



Holt Manor

2371 Aurelius Road



Whispering Pines Apartments

2141 Aurelius Road



Old Orchard Apartments

4330 Keller Road

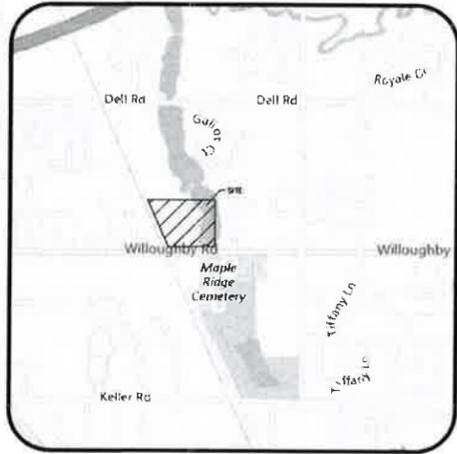


PLANS FOR PLANNED DEVELOPMENT OF WILLOUGHBY ESTATES, LLC

DATE	DESCRIPTION	BY
REVISIONS/SUBMITTALS		

COMPLIANCE TABLE			VARIANCE TABLE		
Relevant Zoning Ordinance Section Reference	Requirement	Proposed Modification in the PD	Relevant Zoning Ordinance Section Reference	Requirement	Proposed Modification in the PD
5.7.7(2)(a) Dimensional Requirements, Building Height	For each 1' a building is over 35' in height, and addition 1" of setback shall be added from each side.	Consider the elevator/staircase tower an architectural feature pursuant to Section 6.5.1(2) which is a permitted exemption to the maximum height.	5.7.7(2)(b) Dimensional Requirements, Building Location	No building in a multiple housing development may be located closer than one hundred feet (100') to the center of the road right-of-way of an arterial street (primary road)	Permit the southeast corner of proposed Building A to be located 85' from the center of Willoughby Road, a county primary road. The average setback for Building A is 132 feet. Ornamental fence and a landscape screen are provided.
5.7.7(3)a Maximum Building Height	Maximum building height of three stories, but not exceeding thirty-five feet.	Consider the elevator/staircase tower an architectural feature pursuant to Section 6.5.1(2) which is a permitted exemption to the maximum height.	5.7.7(3)a Maximum Building Height	Accessory buildings shall not exceed a height of fifteen feet. Height of building is defined as the vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the mean height level between eaves and ridge of gable, hip and gambrel roofs.	Permit the Club House to exceed the accessory height requirement. The proposed height is 33 feet at the middle of the ridge on the tower of the Club House and 27 feet to the ridge on the other portions of the roof.
5.7.8 (8) Recreation and Community Area	Minimum of 100 square feet per bedroom and no less than 1,200 square feet for recreational use.	Calculations: <ul style="list-style-type: none"> 1 bedroom apartments = 117 2 bedroom apartments = 126 2 bedroom townhouses = 8 2 bedroom cottages = 11 3 bedroom cottages = 7 Total 428 bedrooms. 428x100 = 42,800 SF (0.98 acres) of recreational space required. <ul style="list-style-type: none"> Club House, Pool, Dog Park = 87,065 SF Picnic Area = 9,494 SF Picnic Area = 7,530 SF Total recreational space provided = 104,089 SF (2.39 acres)	5.7.7(3)a Maximum Building Height	Accessory buildings shall not exceed a height of fifteen feet. Height of building is defined as the vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the mean height level between eaves and ridge of gable, hip and gambrel roofs.	Permit the Club House to exceed the accessory height requirement. The proposed height is 33 feet at the middle of the ridge on the tower of the Club House and 27 feet to the ridge on the other portions of the roof.
5.20.7 (2) d Carports	Parking for multi-family developments may be contained in carports.	127 spaces are provided within carports.	5.7.7(5)b Minimum Lot Width	Minimum lot width of 66 feet along the street where the private drive will exit.	Permit the cottage units to have a minimum width of 48' at the building line.
5.23.7d and e Residential open space within PD	Planned developments shall provide a minimum of 1200 square feet of common open space per dwelling unit and at least one acre contiguous common open space. Submerged land areas do not count.	Calculations: <ul style="list-style-type: none"> Impervious area (buildings, walks, parking, and drives) = 455,060 SF (10.45 acres) Water = 349,598 SF (8.03 acres) Pervious area = 943,618 SF (21.66 acres) Total Site = 1,748,276 SF (40.13 acres) Percent pervious open space = 54.0% The proposed plan includes 269 dwelling units, requiring 322,800 square feet of open space. The plan shows 943,608 SF square feet of open space, excluding the pond area.	5.7.8(9)a Landscape	Landscaping for parking areas of 25 or more vehicles. This shall be accomplished throughout the parking area on the basis of 200 square feet of landscape area for each 25 parking spaces.	Permit required landscaping on the perimeter of parking areas as shown because of the linear nature of the parking provided.
5.23.7h Allowable dwelling units within PD	PD developments providing more than 45 percent open space shall be entitled to an additional 20 percent of the number of dwelling units otherwise permitted.	Calculations: <ul style="list-style-type: none"> Impervious area (buildings, walks, parking, and drives) = 455,060 SF (10.45 acres) Water = 349,598 SF (8.03 acres) Pervious area = 943,618 SF (21.66 acres) Total Site = 1,748,276 SF (40.13 acres) The plan proposes 269 dwelling units on 40.13 acres, a density of 6.71. This is an increase of 29 above the ordinance required density of 6.0 units per acre and is within the allowable number of 288 based on the increase of 20% over the allowable.	6.9.9 (8) Signs Permitted by Zoning District	Number: One (1) per major entrance Size: Thirty-two (32) square feet	Number: Two (2) at major entrance Size: Each sign falls within the allowable size. 2x28 = 56 SF total See Sheet L2 of Landscape Plan
6.10.1.5 Buffer Zones - Type C	Buffer zones shall be required between zoning districts.	Waiver of screen requirements due to existing berm and vegetation per Section 6.10.3.8 (1) and (2). See Sheet L1 of Landscape Plan.	7.1.9 (A)2 Required parking space ratios	Units with two or more bedrooms must have two spaces per unit; units with only one bedroom must provide one and one-half spaces for each unit. Auditoriums one space per four people at maximum capacity.	Calculations: <ul style="list-style-type: none"> 1 Bedroom Units = 117 (176 spaces required) 2+ Bedroom Units = 152 (304 spaces required) Clubhouse estimated capacity = 40 persons (10 spaces required) Total required 490 Permit a total of 472 spaces. There are an additional 24 spaces within the fence at the storage building.
6.10.3.8 (1), (2) Waiver of Screen Requirement	Waiver: Delhi Charter Township determines that adequate existing screen on-site already exists or that such landscape screening shall not be required in a buffer or Greenbelt situation.	Waiver: Delhi Charter Township determines that adequate existing screen on-site already exists or that such landscape screening shall not be required in a buffer or Greenbelt situation.	7.1.9 (B)17	Units with two or more bedrooms must have two spaces per unit; units with only one bedroom must provide one and one-half spaces for each unit. Auditoriums one space per four people at maximum capacity.	Calculations: <ul style="list-style-type: none"> 1 Bedroom Units = 117 (176 spaces required) 2+ Bedroom Units = 152 (304 spaces required) Clubhouse estimated capacity = 40 persons (10 spaces required) Total required 490 Permit a total of 472 spaces. There are an additional 24 spaces within the fence at the storage building.
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4184 WILLOUGHBY ROAD
DELHI TOWNSHIP, MI



SITE LOCATION MAP
NOT TO SCALE
LOCATION MAP

LEGEND

(E) SPOT ELEVATION	(P) SPOT ELEVATION
(E) 1' CONTOURS	(P) 1' CONTOUR
(E) 5' CONTOURS	(P) 5' CONTOUR
(E) GAS LINE	(P) GAS LINE
(E) TELEPHONE LINE	(P) TELEPHONE LINE
(E) ELECTRIC LINE	(P) ELECTRIC LINE
(E) STORM DRAIN	(P) STORM DRAIN
(E) SANITARY SEWER	(P) SANITARY SEWER
(E) WATER MAIN	(P) WATER MAIN
(E) CHAIN LINK FENCE	(P) CHAIN LINK FENCE
(E) WOOD FENCE	(P) WOOD FENCE
(E) WATER WELL	(P) GUARD RAIL
(E) FIRE HYDRANT	(P) FIRE HYDRANT ASSEMBLY
(E) WATER VALVE	(P) WATER MAIN VALVE
(E) SANITARY MANHOLE	(P) WATER MAIN BEND
(E) STORM MANHOLE	(P) WATER MAIN REDUCER
(E) CATCHBASIN	(P) CURB INLET
(E) CULVERT	(P) CATCH BASIN
(E) LIGHT POLE	(P) TRENCH DRAIN
(E) UTILITY POLE	(P) FLARED END SECTION
(E) SIGN	(P) MANHOLE
(E) MAILBOX	(P) LIGHT POLE
(E) CONIFEROUS TREE	(P) SANITARY SEWER CLEANOUT
(E) DECIDUOUS TREE	(P) UTILITY CROSSING
(P) SIDE SLOPE	(P) BUILDING WALLPACK
(P) DRAINAGE SWALE	(P) SIGN
(P) DRAINAGE FLOW ARROW	(P) PARKING COUNT
(P) RIP RAP	(P) BARRIER-FREE PARKING
LOW POINT	(P) BARRIER-FREE VAN ACCESSIBLE
HIGH POINT	(P) TRAFFIC FLOW
FINISH FLOOR	(P) MODIFIED CURB & GUTTER
BENCHMARK	(P) REGULAR CURB & GUTTER
WATER SURFACE	(P) SCREEN WALL OR RETAINING WALL
GRADE BREAK	
(P) HEAVY DUTY ASPHALT AREA	
(P) LIGHT DUTY ASPHALT AREA	
(P) CONCRETE SURFACE	
(P) AGGREGATE SURFACE	
(P) DRAINAGE BASIN BOUNDARY	
(P) BASIN DESIGNATION	
(P) BASIN AREA IN ACRES	

NOTE:
(E) - INDICATES EXISTING
(P) - INDICATES PROPOSED

E-1a
2.52

INDEX

- C COVER
- C1.0 TOPOGRAPHIC SURVEY
- C2.0 PLANNED DEVELOPMENT SITE PLAN
- C3.0 SIGHT LINE PLAN
- C3.1 SIGHT LINE CROSS SECTIONS
- E1.0 SITE LIGHTING PLAN
- L1-L5 LANDSCAPE PLANS AND DETAILS
- ARCHITECTURAL PLANS
- T1.1 RENDERING



3135 PINE TREE ROAD
SUITE D
LANSING, MI 48911
PH (517) 393-2902
FAX (517) 393-2608
www.lsg-es.com

DATE: MARCH 3, 2016
PROJECT NO: 1508
SHEET NO: CO

LEGAL DESCRIPTION:

TAX ID: 33-25-05-11-452-001
 (D 11-40-1 11-30-1) BEG ON S SEC LN AT PT 1700 FT W OF SE COR SEC 11, TH W 685 FT ALG SEC LN TO INT W/ ELY LN MCR R/W, TH NWLY 823 FT ALG ELY R/W LN TO INT W/ N-S 1/4 LN, TH N 236 FT, TH ELY 558 FT, TH SELY TO BEG; ALSO SE 1/4 OF SW 1/4 LYING N & E OF MCR R/W, SEC 11, T3N R2W.

TAX ID: 33-25-05-11-452-004
 (D 11-40) SW 1/4 OF SE 1/4 OF SEC 11, EXC BEG ON S SEC LN 1700 FT W OF SE COR OF SEC 11, TH W 685 FT ALG S SEC LN TO ELY LN OF MCR R/W, TH NWLY 823 FT ALG ELY R/W LN TO N-S 1/4 LN SEC 11, TH N 236 FT, TH ELY 558 FT, TH SELY TO POB; ALSO EXC A POL IN SE COR OF SW 1/4 OF SE 1/4 OF SEC 11 BEING 363 FT N & S BY 160 FT E & W, ALSO EXC THAT PT OF SW 1/4 OF SE 1/4 OF SEC 11 LYING SW OF NELY LN OF MCR R/W, SEC 11, T3N R2W.

TAX ID: 33-25-05-11-452-005
 D 11-40-3 A POL OF LAND IN SE COR OF SW 1/4 OF SE 1/4 OF SEC 11 BEING 363 FT N & S BY 160 FT E & W, SEC 11, T3N R2W, 1.34 AC M/L.

TREE INVENTORY

TREE NO.	TYPE	SIZE	CANOPY	CONDITION
1029	POPLAR	12"	15'	GOOD
1032	POPLAR	12"	15'	GOOD
1037	POPLAR	6"	9'	GOOD
1038	POPLAR	6"	9'	GOOD
1041	POPLAR	6"	9'	GOOD
1042	POPLAR	6"	9'	GOOD
1056	WILLOW	12"	40'	GOOD
1067	WILLOW	12"	40'	GOOD
1071	POPLAR	15"	35'	GOOD
1082	SPRUCE	6"	10'	GOOD
1083	SPRUCE	6"	10'	GOOD
1088	SPRUCE	6"	10'	GOOD
1089	SPRUCE	6"	15'	GOOD
1090	OAK	8"	12'	GOOD
1091	SPRUCE	6"	12'	GOOD
1092	OAK	6"	10'	GOOD
1097	SPRUCE	6"	9'	GOOD
1098	SPRUCE	6"	9'	GOOD
1099	SPRUCE	6"	9'	GOOD
1100	SPRUCE	6"	9'	GOOD
1109	MAPLE	7"	10'	GOOD
1103	MAPLE	7"	10'	GOOD
1104	SPRUCE	6"	9'	GOOD
1107	MAPLE	7"	10'	GOOD
1108	PINE	9"	12'	GOOD
1109	POPLAR	14"	35'	GOOD
1110	POPLAR	14"	35'	GOOD
1111	POPLAR	14"	35'	GOOD
1112	POPLAR	6"	15'	GOOD
1113	EM	6"	18'	GOOD
1115	SPRUCE	6"	14'	GOOD
1116	MAPLE	7"	10'	GOOD
1117	SPRUCE	6"	10'	GOOD
1118	SPRUCE	12"	15'	GOOD
1120	SPRUCE	5"	15'	GOOD
1125	SPRUCE	6"	9'	GOOD
1126	SPRUCE	6"	17'	GOOD
1127	POPLAR	6"	8'	GOOD
1128	POPLAR	6"	8'	GOOD
1129	SPRUCE	6"	10'	GOOD
1130	SPRUCE	6"	14'	GOOD
1131	MAPLE	6"	10'	GOOD
1133	SPRUCE	6"	14'	GOOD
1138	SPRUCE	7"	12'	GOOD
1140	SPRUCE	7"	12'	GOOD
1141	MAPLE	6"	10'	GOOD
1142	SPRUCE	10"	14'	GOOD
1143	MAPLE	6"	10'	GOOD
1144	POPLAR	9"	13'	GOOD
1145	POPLAR	13"	15'	GOOD
1146	SPRUCE	10"	14'	GOOD
1152	SPRUCE	8"	13'	GOOD
1154	SPRUCE	12"	16'	GOOD
1155	SPRUCE	12"	16'	GOOD
1156	SPRUCE	12"	16'	GOOD
1156	POPLAR	8"	60'	GOOD
1180	POPLAR	15"	25'	GOOD
1191	POPLAR	15"	25'	GOOD
1260	POPLAR	12"	24'	GOOD
1277	POPLAR	20"	26'	GOOD
1282	BOX ELDER	8"	28'	GOOD
1315	POPLAR	13"	24'	GOOD
1443	SPRUCE	6"	9'	GOOD
2172	POPLAR	8"	17'	GOOD
2210	COTTONWOOD	17"	42'	GOOD
2238	COTTONWOOD	17"	35'	GOOD
2232	COTTONWOOD	16"	35'	GOOD
2233	OAK	38"	70'	GOOD
2264	POPLAR	9"	16'	GOOD
2282	POPLAR	9"	16'	GOOD
2283	POPLAR	8"	16'	GOOD
2284	POPLAR	9"	16'	GOOD
2285	POPLAR	8"	16'	GOOD
2286	POPLAR	8"	16'	GOOD
2287	POPLAR	6"	16'	GOOD
2245	POPLAR	8"	26'	GOOD
2346	POPLAR	3"	26'	GOOD
2353	POPLAR	9"	26'	GOOD
2356	POPLAR	9"	26'	GOOD
2382	POPLAR	9"	16'	GOOD
2383	POPLAR	6"	15'	GOOD
2385	POPLAR	9"	18'	GOOD
2387	POPLAR	8"	18'	GOOD
2390	POPLAR	8"	18'	GOOD
2403	POPLAR	10"	18'	GOOD
2404	POPLAR	6"	17'	GOOD
2405	POPLAR	10"	27'	GOOD
2405	ASH	10"	27'	GOOD
2407	ASH	8"	27'	GOOD
2428	COTTONWOOD	23"	45'	GOOD
2471	POPLAR	9"	18'	GOOD

STRUCTURE INVENTORY:

STORM SEWER	SANITARY SEWER
STIM MH 1 RIM ELEVATION: 875.88 E 42" CONC. - 859.80 W 42" CONC. - 859.80	SAN MH A RIM ELEVATION: 866.42 E 8" PVC - 856.42
CB 2 RIM ELEVATION: 861.11 WNW 12" CONC. - 857.46 N 12" CONC. - 856.16 NE 12" CONC. - 855.16	SAN MH B RIM ELEVATION: 864.25 W 8" PVC - 855.33 E 8" PVC - 855.25
CB 3 RIM ELEVATION: 861.98 S 12" CONC. - 857.58 E 12" CONC. - 857.73 W 12" CONC. - 857.68	SAN MH C RIM ELEVATION: 870.68 W 8" PVC - 853.98 E 8" PVC - 853.85
CB 4 RIM ELEVATION: 862.40 E 6" PVC - 859.80 W 6" PLASTIC - 861.05	

TREE INVENTORY

TREE NO.	TYPE	SIZE	CANOPY	CONDITION
2472	POPLAR	0"	18'	GOOD
2473	POPLAR	8"	18'	GOOD
2474	POPLAR	8"	18'	GOOD
2483	POPLAR	6"	14'	GOOD
2484	POPLAR	10"	20'	GOOD
2486	POPLAR	8"	16'	GOOD
2487	POPLAR	9"	14'	GOOD
2489	POPLAR	6"	14'	GOOD
2491	POPLAR	8"	14'	GOOD
2492	POPLAR	9"	14'	GOOD
2493	POPLAR	8"	14'	GOOD
2515	POPLAR	10"	22'	GOOD
3378	PINE	10"	14'	GOOD
3379	PINE	11"	14'	GOOD
3383	MAPLE	8"	24'	GOOD
3386	POPLAR	10"	16'	FAIR
3388	POPLAR	10"	16'	FAIR
3748	POPLAR	12"	20'	FAIR
3612	POPLAR	6"	14'	FAIR
3613	POPLAR	8"	14'	FAIR
3614	POPLAR	8"	14'	FAIR
3650	POPLAR	6"	14'	FAIR
3651	POPLAR	8"	14'	FAIR
3652	POPLAR	6"	10'	FAIR
3661	POPLAR	12"	20'	FAIR
3684	POPLAR	8"	20'	FAIR
3885	POPLAR	10"	20'	FAIR
3876	POPLAR	10"	20'	FAIR
3877	POPLAR	12"	22'	FAIR
3878	POPLAR	14"	22'	FAIR
3883	POPLAR	14"	22'	FAIR
3932	POPLAR	6"	12'	FAIR
3933	POPLAR	6"	12'	FAIR
4035	OAK	60"	40'	GOOD
4043	OAK	20"	20'	GOOD
4043	OAK	18"	20'	GOOD
4054	MAPLE	24"	30'	GOOD
4056	MAPLE	24"	30'	GOOD
4078	ELM	18"	30'	FAIR
4079	MAPLE	22"	30'	FAIR
4080	MAPLE	22"	40'	FAIR

GENERAL NOTES:

- Bearings are based upon the South line of Section 11 as being S88°40'36"E per Apple Ridge Estates Condominium (Liber 2597, Page 495)
- A current Title Commitment and Schedule B Section II Supportive Documentation has not been furnished. The effect of easements upon this parcel, other than indicated, are unknown.
- By graphic platting only, this property is in Zone(s) 3 of the Flood Insurance Rate Map, Community Panel No. 26085C01420 & 26085C01440, which bears an effective date of 8/16/2011 and is not in a Special Flood Hazard Area.
- A certified boundary survey has not been performed by this office. The relationship of features to the parcel boundaries are approximate.
- Parcel Areas:
 Parcel No. 33-25-05-11-452-001: 16.68± Acres, 726,498± SQ. FT.
 Parcel No. 33-25-05-11-452-004: 22.12± Acres, 963,699± SQ. FT.
 Parcel No. 33-25-05-11-452-005: 1.33± Acres, 58,079± SQ. FT.
 Overall Area: 40.13± Acres, 1,748,276± SQ. FT.

BENCHMARK:

Control BM - Existing catch basin at top of curb between Units 11 & 12 of Replat No. 1, Three Lakes Site Condominium.
 Elevation: 866.80 (NGVD) 866.17 (NAVD 88)

Site BM 1 - Railroad spike in the West face of power pole 50± West of top of bank of pond, 400± North of Wiloughby Road.
 Elevation: 864.17 (NAVD 88)

Site BM 2 - Bench tie in the West face of 36" quad oak tree located 50± Southwesterly and 20± Northeasterly of the Northeast corner of Parcel No. 33-25-05-11-452-001.
 Elevation: 864.93 (NAVD 88)



LEGEND:

- STORM MANHOLE
- CATCH BASIN
- STORM LINE
- SANITARY MANHOLE
- SANITARY CLEANOUT
- SANITARY LINE
- ELECTRIC MANHOLE
- UTILITY POLE
- GUY WIRE
- OVERHEAD UTILITY LINE
- UNDERGROUND UTILITY LINE
- TRANSFORMER
- AC-UNIT
- TELEPHONE MANHOLE
- ROOF DRAIN
- TELEPHONE PEDESTAL
- ELECTRIC PEDESTAL
- ELECTRIC METER
- LIGHT POLE
- SIGN
- MONUMENT GOON
- WATER MANHOLE
- WATER METER
- WATER LINE
- WATER VALVE
- FIRE HYDRANT
- MONITORING WELL
- GAS METER
- GAS VALVE
- GAS LINE
- FENCE LINE
- DECIDUOUS TREE
- CONIFEROUS TREE
- CURB AND GUTTER
- TREE LINE
- SET BACK & CAP MARKER
- FOUND SIGN AS NOTED
- SECTION CORNER
- DISTANCE NOT TO SCALE
- YARD BASIN
- POST INDICATOR VALVE
- WELL HYDRANT
- WELL BDR
- ASPHALT
- CONCRETE
- RECORDED
- MEASURED



NOTE: THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN ANY STRUCTURE INVENTORY SHOWN HERON.

MISS DIG



3 WORKING DAYS BEFORE YOU DIG OR DRILL CALL 1-800-482-7171 (TOLL FREE)

REVISIONS

NO.	DATE	DESCRIPTION

LSG
 Engineers & Surveyors

3135 PINE TREE ROAD
 SUITE D
 LANSING, MI 48911
 PH. (517) 393-2902
 FAX (517) 393-2608
 www.lsg-es.com

PREPARED FOR:



4182 ENGLISH OAK DRIVE
 LANSING, MICHIGAN 48911
 PHONE # (517) 373-8550

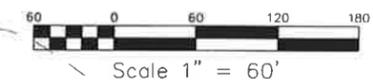
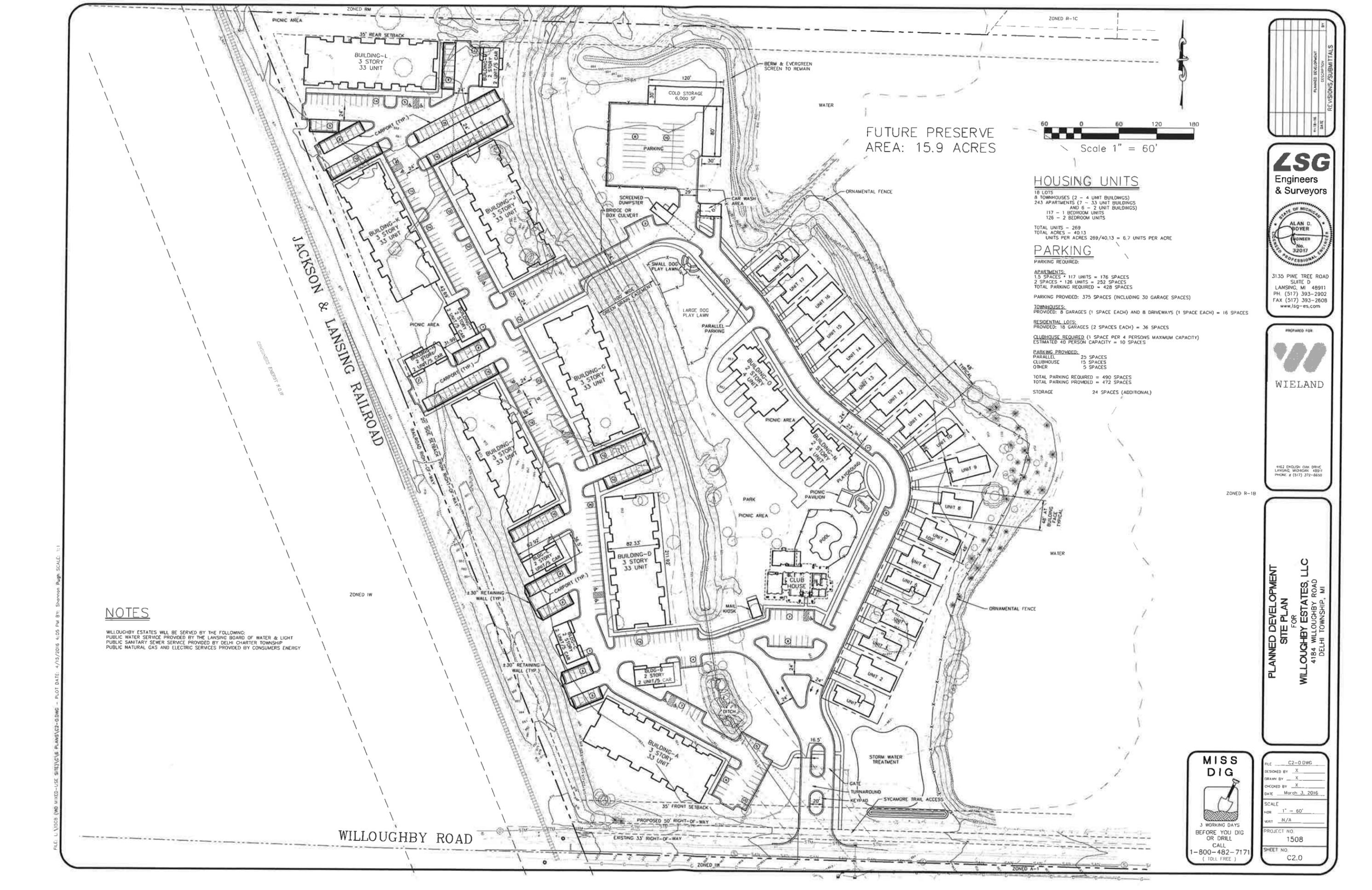
TOPOGRAPHIC SURVEY
 FOR
WILLIUGHBY ROAD DEVELOPMENT
 PART OF SE 1/4 & SW 1/4 OF SECTION 11, T3N-R2W
 DELHI TOWNSHIP, INGHAM COUNTY, MICHIGAN

THE TOPO.dwg
 FIELD WORK JZ, JS, DT
 DRAWN BY JML
 CHECKED BY JML
 DATE OF SURVEY 3/19/2016

SCALE
 HOR 1" = 80'
 VERT. N/A

PROJECT NO
 1508

SHEET NO.
 C1.0



HOUSING UNITS

18 LOTS
 8 TOWNHOUSES (2 - 4 UNIT BUILDINGS)
 243 APARTMENTS (7 - 33 UNIT BUILDINGS AND 6 - 2 UNIT BUILDINGS)
 117 - 1 BEDROOM UNITS
 126 - 2 BEDROOM UNITS

TOTAL UNITS = 269
 TOTAL ACRES = 40.13
 UNITS PER ACRES 269/40.13 = 6.7 UNITS PER ACRE

PARKING

PARKING REQUIRED:

APARTMENTS:
 15 SPACES * 117 UNITS = 176 SPACES
 2 SPACES * 126 UNITS = 252 SPACES
 TOTAL PARKING REQUIRED = 428 SPACES

PARKING PROVIDED: 375 SPACES (INCLUDING 30 GARAGE SPACES)

TOWNHOUSES:
 PROVIDED: 8 GARAGES (1 SPACE EACH) AND 8 DRIVEWAYS (1 SPACE EACH) = 16 SPACES

RESIDENTIAL LOTS:
 PROVIDED: 16 GARAGES (2 SPACES EACH) = 36 SPACES

CLUBHOUSE REQUIRED (1 SPACE PER 4 PERSONS MAXIMUM CAPACITY)
 ESTIMATED 40 PERSON CAPACITY = 10 SPACES

PARKING PROVIDED:
 PARALLEL 25 SPACES
 CLUBHOUSE 15 SPACES
 OTHER 5 SPACES

TOTAL PARKING REQUIRED = 490 SPACES
 TOTAL PARKING PROVIDED = 472 SPACES

STORAGE 24 SPACES (ADDITIONAL)

NOTES

WILLOUGHBY ESTATES WILL BE SERVED BY THE FOLLOWING:
 PUBLIC WATER SERVICE PROVIDED BY THE LANSING BOARD OF WATER & LIGHT
 PUBLIC SANITARY SEWER SERVICE PROVIDED BY DELHI CHARTER TOWNSHIP
 PUBLIC NATURAL GAS AND ELECTRIC SERVICES PROVIDED BY CONSUMERS ENERGY

NO.	DATE	DESCRIPTION	BY

LSG
 Engineers & Surveyors

STATE OF MICHIGAN
 ALAN D. BOYER
 LICENSE NO. 32017
 PROFESSIONAL ENGINEER

3135 PINE TREE ROAD
 SUITE D
 LANSING, MI 48911
 PH. (517) 393-2902
 FAX (517) 393-2608
 www.lsg-es.com

PREPARED FOR

WIELAND

4163 ENGLISH OAK DRIVE
 LANSING, MICHIGAN 48911
 PHONE # (517) 372-6600

PLANNED DEVELOPMENT
 FOR
SITE PLAN
 FOR
WILLOUGHBY ESTATES, LLC
 4184 WILLOUGHBY ROAD
 DELHI TOWNSHIP, MI

MISS DIG

3 WORKING DAYS
 BEFORE YOU DIG
 OR DRILL
 CALL
 1-800-482-7171
 (TOLL FREE)

PLC	C2-D DWG
DESIGNED BY	X
DRAWN BY	X
CHECKED BY	X
DATE	March 3, 2016
SCALE	1" = 60'
HR	N/A
PROJECT NO.	1508
SHEET NO.	C2.0

FILE: L:\508 (WB MIXED-USE SITE)\V6 PLANS\V2-0.DWG - PLOT DATE: 4/15/2016 4:05 PM BY: Shannon Pugh SCALE: 1:1

WILLOUGHBY ESTATES SIGHT LINES



POWER LINE 40'-45' HIGH
BLDG K
35' HIGH
RR ELEV. = 870.01
BLDG K
FF ELEV 868.01



POWER LINE 40'-45' HIGH
TOP OF BLDG G
35' HIGH
SINGLE FAMILY HOME
27' HIGH



POWER LINE 40'-45' HIGH
TOP BLDG D
35' HIGH

NO.	DATE	DESCRIPTION	BY

LSG
Engineers
& Surveyors

3135 PINE TREE ROAD
SUITE D
LANSING, MI 48911
PH (517) 393-2902
FAX (517) 393-2608
www.lsg-es.com

PREPARED FOR

WIELAND

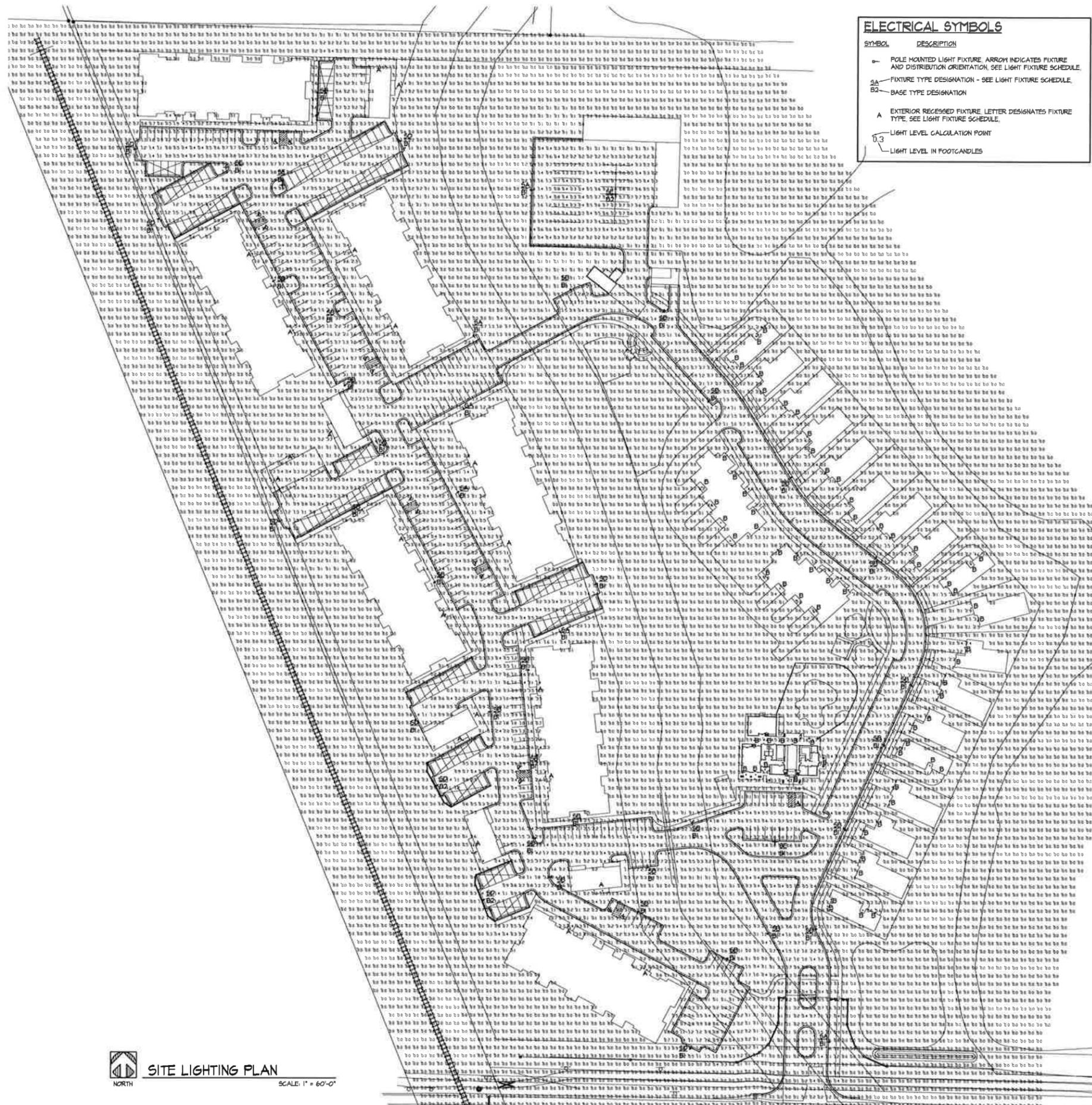
4123 ENGLISH OAK DRIVE
LANSING, MICHIGAN 48911
PHONE # (313) 372-8886

PLANNED DEVELOPMENT
SIGHT LINE PLAN
FOR
WILLOUGHBY ESTATES, LLC
4184 WILLOUGHBY ROAD
DELHI TOWNSHIP, MICHIGAN

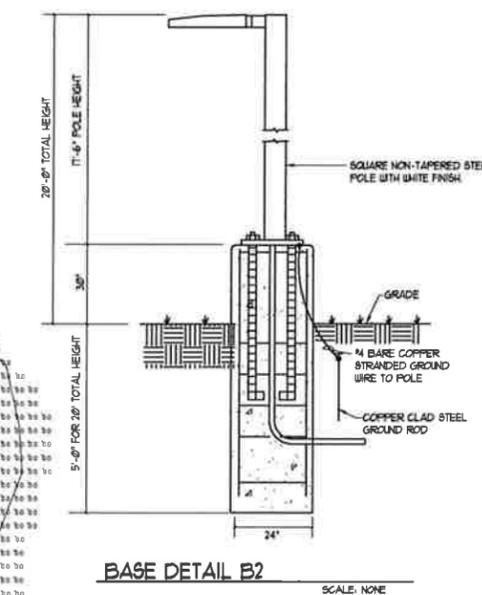
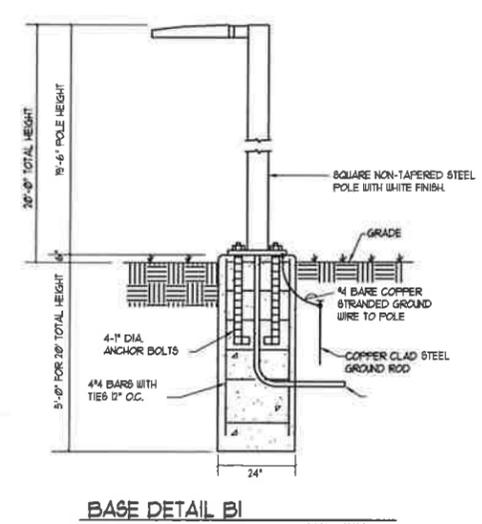
MISS DIG 811
Know what's below.
Call before you dig.

FILE	C3-03-1508
DESIGNED BY	CAI/MS
DRAWN BY	SEI
CHECKED BY	ADR
DATE	APRIL 18, 2016
SCALE	N/A
HOR	N/A
VERT	N/A
PROJECT NO	1508
SHEET NO	C3.0

FILE: L:\1508 (MS MIXED-USE SITE)\DWG\PLANS\C3-03-1508 - PLOT DATE: 4/18/2016 3:00 PM BY: Shannon Pugh SCALE: 1/1"



ELECTRICAL SYMBOLS	
SYMBOL	DESCRIPTION
(Symbol: Pole with arrow)	POLE MOUNTED LIGHT FIXTURE, ARROW INDICATES FIXTURE AND DISTRIBUTION ORIENTATION. SEE LIGHT FIXTURE SCHEDULE.
(Symbol: SA, BA, B2)	FIXTURE TYPE DESIGNATION - SEE LIGHT FIXTURE SCHEDULE.
(Symbol: A)	BASE TYPE DESIGNATION
(Symbol: A)	EXTERIOR RECESSED FIXTURE, LETTER DESIGNATES FIXTURE TYPE. SEE LIGHT FIXTURE SCHEDULE.
(Symbol: 0.3)	LIGHT LEVEL CALCULATION POINT
(Symbol: 0.3)	LIGHT LEVEL IN FOOTCANDLES



LIGHT FIXTURE SCHEDULE	
A	PORTFOLIO CAT# LD6A20-DIOTE-ERW6A20-B40-6LM-LI-WF RECESSED 6" DIAMETER LED DOWN LIGHT WITH 2000 LUMENS, 4000 DEGREE KELVIN COLOR TEMPERATURE, 91.5W, 120 VOLT ELECTRONIC DRIVER, SPECULAR CLEAR SELF FLANGED REFLECTOR WITH WHITE FLANGE, AND UL LISTED FOR DAMP LOCATIONS.
B	PORTFOLIO CAT# LD6A10-DIOTE-ERW6A10-B40-6LM-LI-WF RECESSED 6" DIAMETER LED DOWN LIGHT WITH 1000 LUMENS, 4000 DEGREE KELVIN COLOR TEMPERATURE, 45.75W, 120 VOLT ELECTRONIC DRIVER, SPECULAR CLEAR SELF FLANGED REFLECTOR WITH WHITE FLANGE, AND UL LISTED FOR DAMP LOCATIONS.
SA	LIMARK CAT. # PRV-A15D-UV-T3-SA-WH-H55 POLE MOUNTED LED AREA LIGHT WITH 6100 LUMENS, UNIVERSAL VOLTAGE ELECTRONIC DRIVER, TYPE III DISTRIBUTION, 4000 DEGREE KELVIN COLOR TEMPERATURE, 51 WATTS, HOUSE SIDE SHIELD, AND WHITE FINISH.
SB	LIMARK CAT. # PRV-A15D-UV-T2-SA-WH-H55 POLE MOUNTED LED AREA LIGHT WITH 6100 LUMENS, UNIVERSAL VOLTAGE ELECTRONIC DRIVER, TYPE II DISTRIBUTION, 4000 DEGREE KELVIN COLOR TEMPERATURE, 51 WATTS, HOUSE SIDE SHIELD, AND WHITE FINISH.
SC	LIMARK CAT. # PRV-A15D-UV-T2-SA-WH POLE MOUNTED LED AREA LIGHT WITH 6100 LUMENS, UNIVERSAL VOLTAGE ELECTRONIC DRIVER, TYPE II DISTRIBUTION, 4000 DEGREE KELVIN COLOR TEMPERATURE, 51 WATTS, AND WHITE FINISH.
SD	LIMARK CAT. # PRV-A15D-UV-T4-SA-WH-H55 POLE MOUNTED LED AREA LIGHT WITH 6100 LUMENS, UNIVERSAL VOLTAGE ELECTRONIC DRIVER, TYPE IV DISTRIBUTION, 4000 DEGREE KELVIN COLOR TEMPERATURE, 51 WATTS, HOUSE SIDE SHIELD, AND WHITE FINISH.
SE	LIMARK CAT. # PRV-A15D-UV-T5-SA-WH POLE MOUNTED LED AREA LIGHT WITH 6100 LUMENS, UNIVERSAL VOLTAGE ELECTRONIC DRIVER, TYPE V DISTRIBUTION, 4000 DEGREE KELVIN COLOR TEMPERATURE, 51 WATTS, AND WHITE FINISH.

1		PLANNED DEVELOPMENT	4/18/2016
NO.	REVISION		DATE

EAI
Engineering Applications
EAI, LLC

726 Abbot Road
East Lansing, Michigan 48823
(517) 337-1422 phone
(517) 337-7115 fax

PROJECT TITLE
PLANNED DEVELOPMENT I
SITE PLAN FOR:
WILLOUGHBY ESTATES, LLC
WILLOUGHBY ROAD
DELHI TOWNSHIP, MICHIGAN

SHEET TITLE
SITE LIGHTING PLAN

PROJECT NUMBER	1616	SHEET NUMBER	E1.0
PROJECT DATE			
CHECKED BY	BAK		



GENERAL NOTES

- Quantities shown are for the convenience of the contractor only. Contractor is responsible for verifying quantities, and for providing sufficient materials to complete the job per plan.
- Contractor shall secure and pay for all permits, fees, and inspections necessary for the proper execution of this work and comply with all codes applicable to this work.
- Contractor shall call MISS DIG System, Inc. (800) 482-7171 three full working days before work commences to locate underground utility locations. Contractor shall avoid all existing utilities, underground and overhead where applicable, and is responsible for any damage.
- Contractor shall verify all existing conditions in the field prior to construction and shall notify Landscape Architect of any variance.
- Some field adjustments may be necessary to ensure that there are no conflicts between existing and proposed plants.
- The contractor is responsible for protecting all existing vegetation to be preserved.
- Material quality and measurement shall conform to the most recent edition of the American Standard for Nursery Stock, ANSIZ60.1 by AmericanHort.
- All plants shall be installed per the landscape plan. Plantings not found to be in compliance shall be replanted correctly at no additional expense to the owner.
- An approved pre-emergent herbicide shall be applied in all proposed planting beds at a rate specified by manufacturer for each plant variety.
- Where planting area meets turf area, the contractor shall provide a trench edge and install aluminum edging. Mutch all planting areas to the bedline shown.
- Ensure positive drainage away from all structures.
- Fine grade, fertilize and sod all disturbed areas resulting from construction. All areas shall drain completely and shall not pond or puddle.
- Aerate existing turf where it has been compacted by equipment.

REFERENCE SYMBOLS



LANDSCAPE REQUIREMENT CHART

OFF-STREET PARKING AREAS	REQUIREMENT	PROVIDED
	1 TREE / 10 SPACES 100 S.F. LANDSCAPE / 10 SPACES	
PARKING SPACES: 472 SPACES	47.2 TREES 4,720 S.F. LANDSCAPE	48 TREES 4,720 S.F. LANDSCAPE

GREENBELT	REQUIREMENT	EXISTING	PROVIDED
	1 TREE / 50 L.F. 1 SHRUB / 10 L.F.		
SOUTH PROPERTY LINE DISTANCE: 1,028 L.F. EXISTING GREENBELT: 390 L.F. PROVIDE GREENBELT: 638 L.F.	638 L.F. / 50 L.F. = 12.8 TREES 638 L.F. / 10 L.F. = 63.8 SHRUBS	EXISTING GREENBELT ALONG POND EDGE: 310 L.F. EXISTING GREENBELT AT SW CORNER: 80 L.F.	13 TREES 64 SHRUBS

BUFFER ZONES	REQUIREMENT	EXISTING	PROVIDED
	1 TREE / 30 L.F. 1 SHRUB / 10 L.F. W/ BERM		
EAST PROPERTY LINE DISTANCE: 1,323 L.F. RM ADJACENT TO R-1B	44.1 TREES 132.3 SHRUBS	EXISTING BERM WITH EXTENSIVE EVERGREEN TREES, CANOPY TREES AND SHRUBS ALONG PROPERTY LINE	N/A
NORTHEAST PROPERTY LINE DISTANCE: 436 L.F. RM ADJACENT TO R-1C	14.5 TREES 43.6 SHRUBS		N/A
SOUTHEAST PROPERTY LINE DISTANCE: 388 L.F. RM ADJACENT TO A1	12.9 TREES 38.8 SHRUBS	EXTENSIVE CANOPY TREES AND SHRUBS ALONG PROPERTY LINE	N/A

LANDSCAPE PLAN

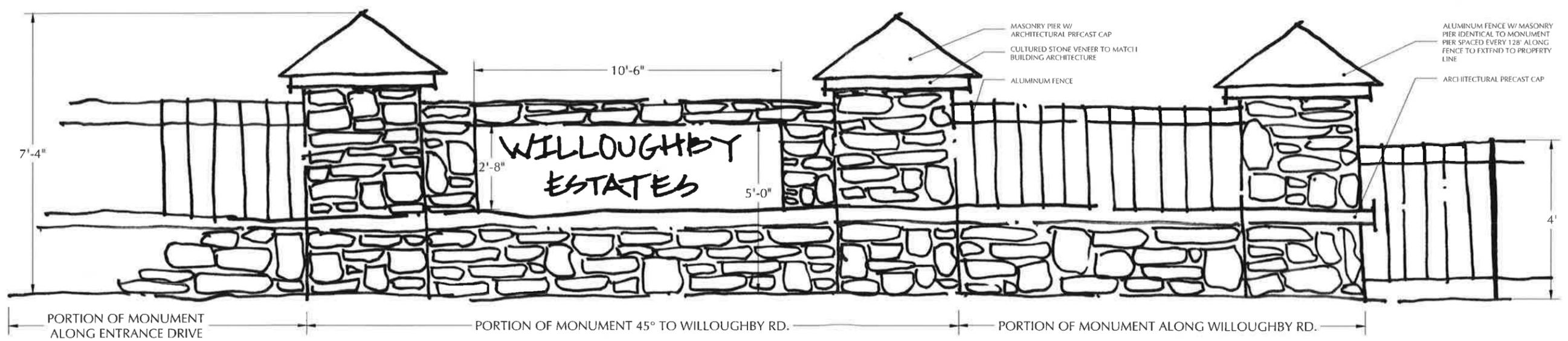
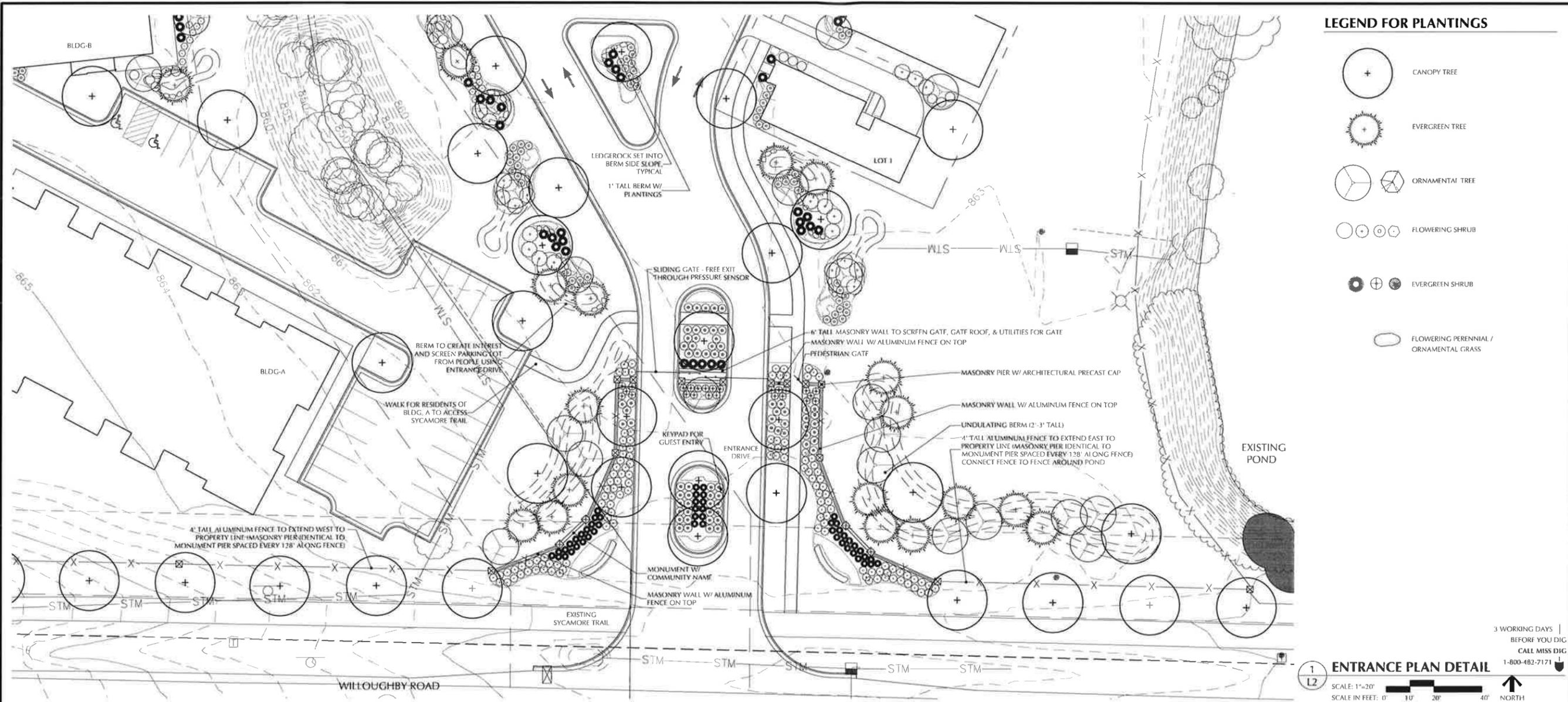
SCALE: 1" = 60'
SCALE IN FEET: 0' 30' 60' 120'



3 WORKING DAYS BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171



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CLIENT:
 Willoughby Estates, LLC
 1300 Holt Rd.
 Mason, MI 48854

WILLOUGHBY ESTATES
 4184 WILLOUGHBY RD.
 HOLT, MICHIGAN 48842
ENTRANCE PLAN DETAILS

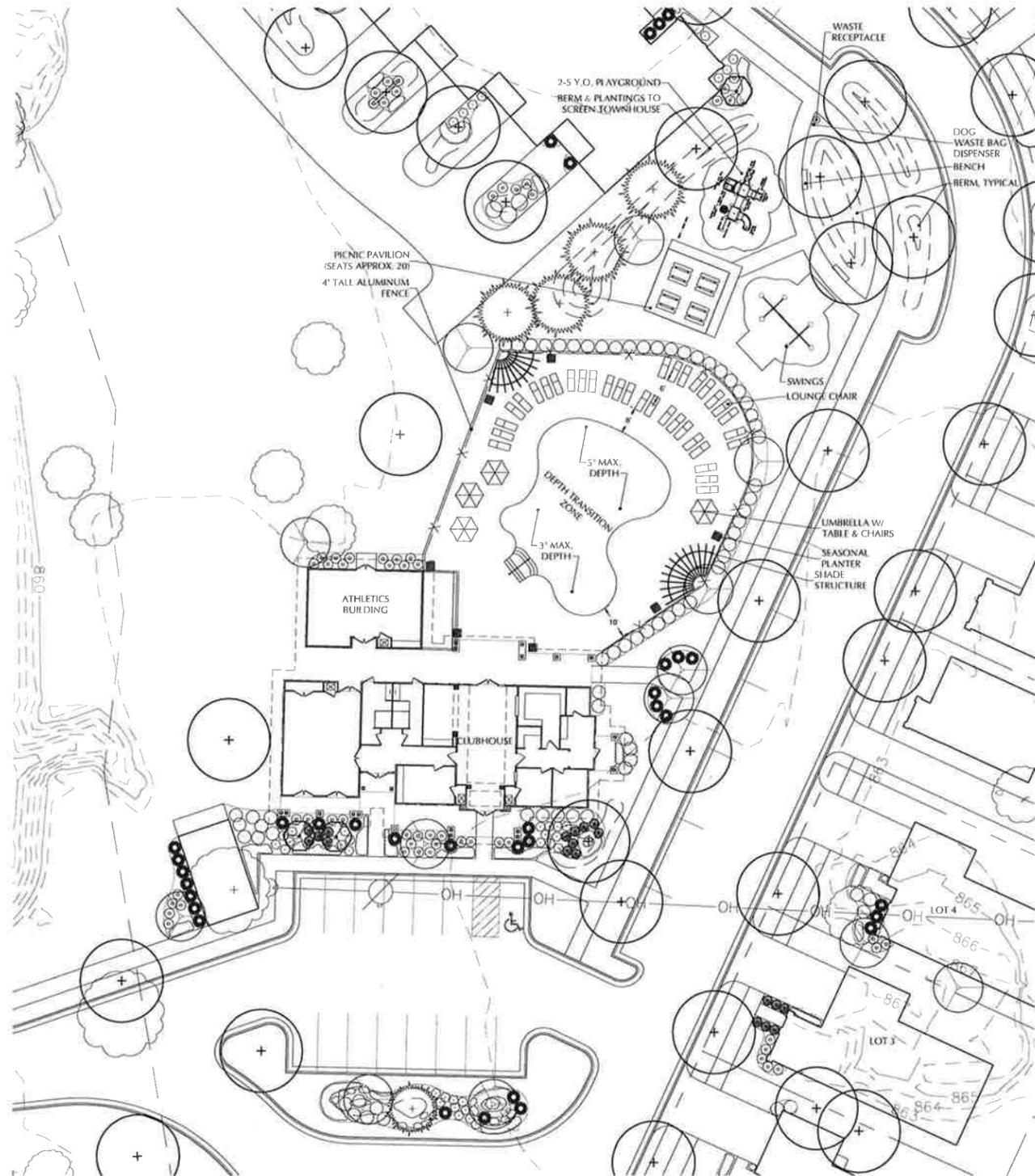


ISSUED:
 4/18/16 Planned Dylgna

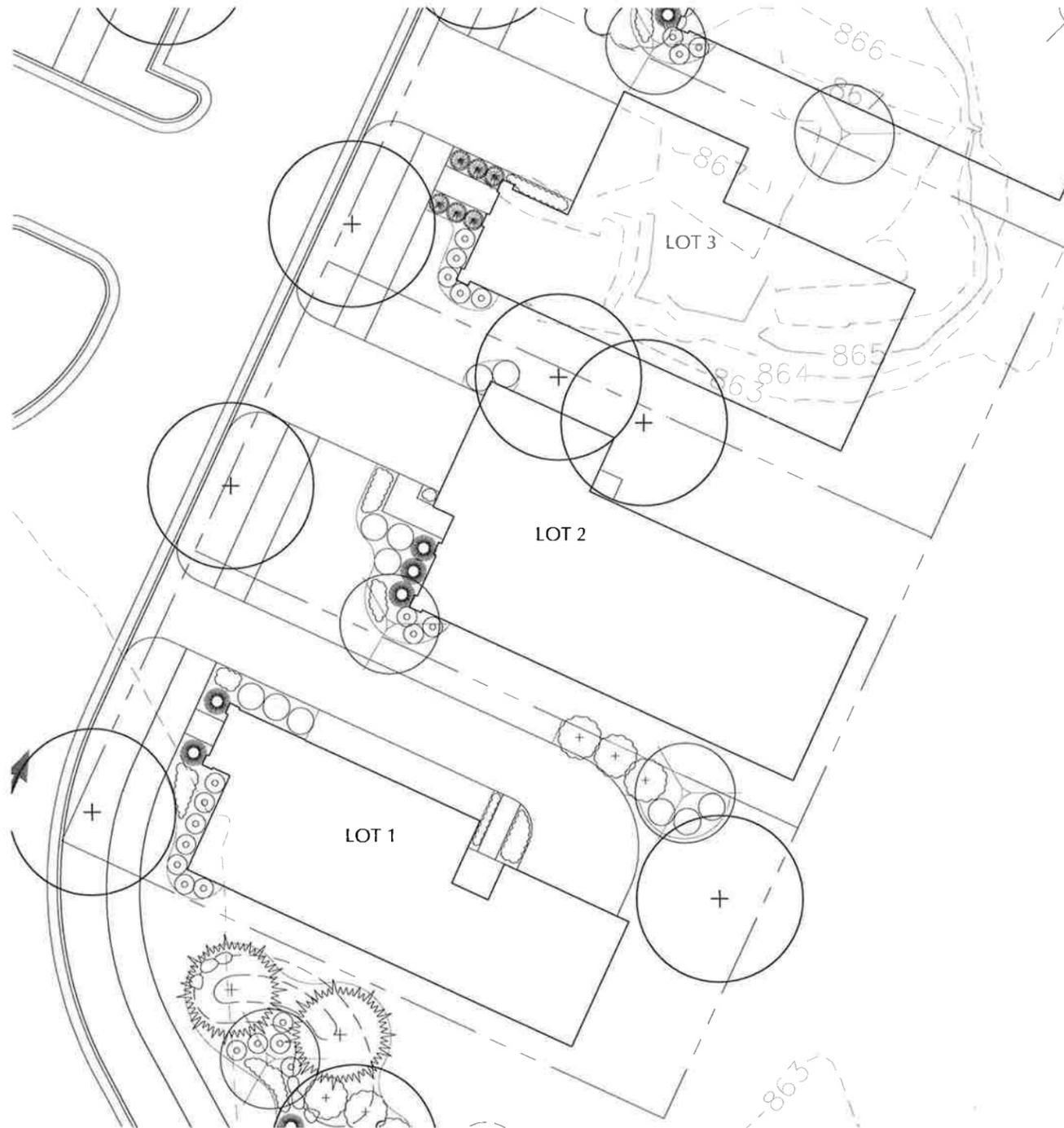
PROJECT NUMBER:
 WE1601
 DRAWN BY:
 JF, KF
 CHECKED BY:
 JF

SHEET NUMBER:
L2

3 WORKING DAYS | BEFORE YOU DIG | CALL MISS DIG | 1-800-482-7171



LEGEND FOR PLANTINGS



1 CLUBHOUSE / PLAYGROUND / PICNIC AREA DETAIL

SCALE: 1"=20'
 SCALE IN FEET: 0' 10' 20' 40' NORTH
 3 WORKING DAYS BEFORE YOU DIG
 CALL MISS DIG 1-800-482-7171

2 (3) TYPICAL COTTAGE HOME FOUNDATION DETAILS

SCALE: 1"=10'
 SCALE IN FEET: 0' 5' 10' 20' NORTH
 3 WORKING DAYS BEFORE YOU DIG
 CALL MISS DIG 1-800-482-7171



ISSUED:
 4/18/16 Planned Dupprint

PROJECT NUMBER:
 WE1601
 DRAWN BY:
 JF, KF
 CHECKED BY:
 JF

SHEET NUMBER:
L3

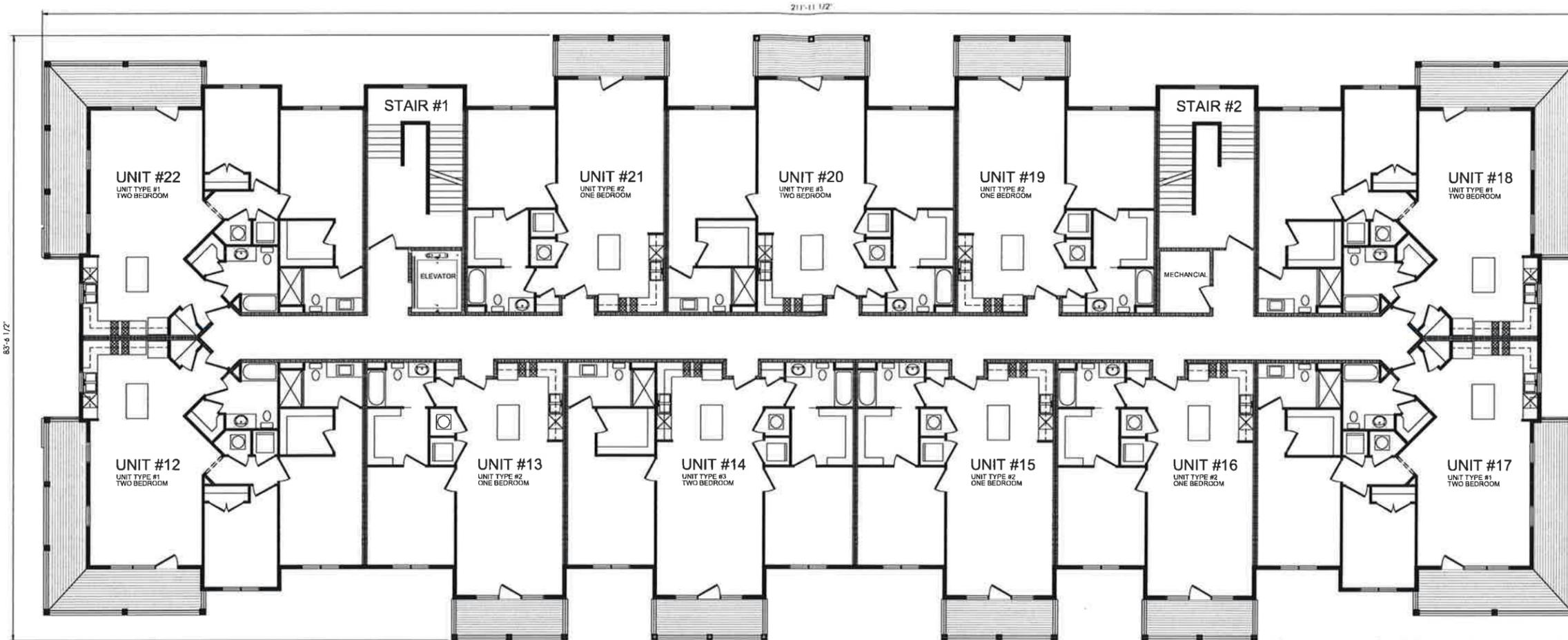
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Willoughby Estates



- A1.1 - APARTMENT PLANS
- A1.2 - GARAGE DESIGNS
- A1.3 - TOWNHOUSE DESIGNS
- A1.4 - HOME DESIGN #1
- A1.5 - HOME DESIGN #2
- A1.6 - HOME DESIGN #3
- A1.7 - CLUBHOUSE DESIGN
- A1.8 - CLUBHOUSE ELEVATIONS
- A1.9 - CLUBHOUSE ELEVATIONS
- A1.10 - APARTMENT ELEVATIONS
- A1.11 - APARTMENT ELEVATIONS
- A1.12 - MAINTENANCE BUILDING
- A1.13 - STORAGE BUILDING





OVERALL SECOND & THIRD FLOOR PLAN

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



OVERALL FIRST FLOOR PLAN

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

(33) UNIT APARTMENT BLDG. GROSS AREA = 15,089 SQ.FT. PER FLOOR (INCLUDES BALCONIES)
 UNIT TYPE #1 NET RENTABLE AREA: APARTMENT = 1,195 SF., PORCH = 225 S.F., TOTAL AREA = 1,420 SQ.FT.
 UNIT TYPE #2 NET RENTABLE AREA: APARTMENT = 904 S.F., PORCH = 73 S.F., TOTAL AREA = 877 SQ.FT.
 UNIT TYPE #3 NET RENTABLE AREA: APARTMENT = 1,115 S.F., PORCH = 73 SQ.FT., TOTAL AREA = 1,188 SQ.FT.

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4.10.16 REVIEW

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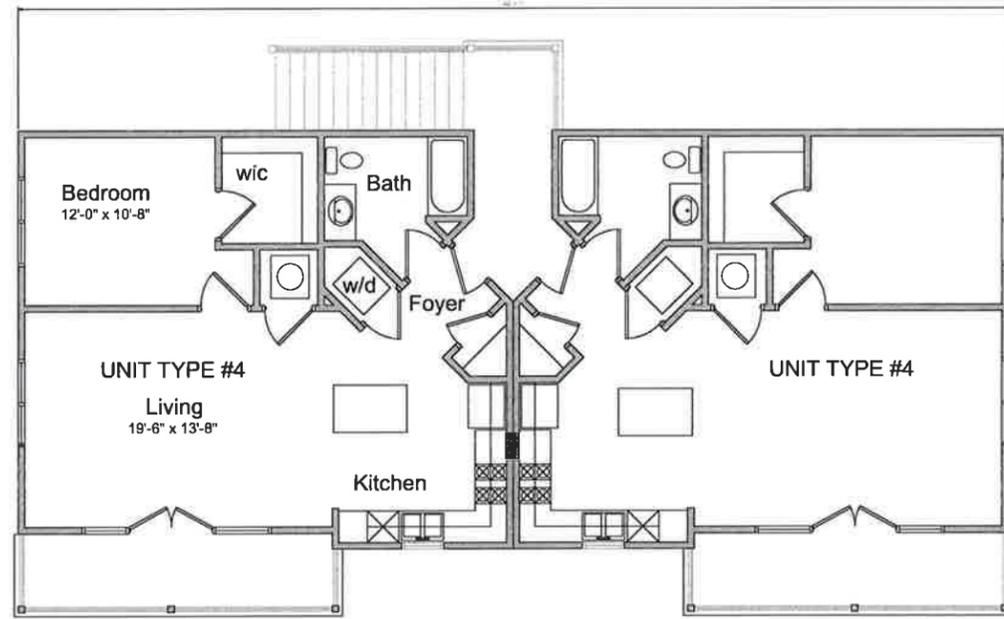
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 LANSING, MICHIGAN

FIRST FLOOR PLAN

A1.1

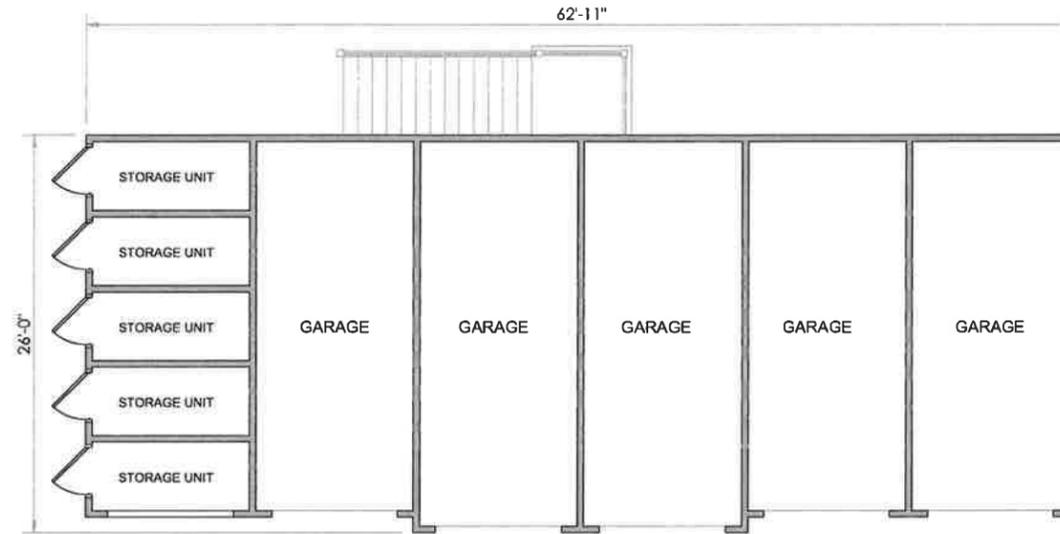
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(2) UNIT APARTMENT BLDG. FIRST FLOOR GROSS AREA = 1,632 SQ.FT.
 (2) UNIT APARTMENT BLDG. SECOND FLOOR GROSS AREA = 1,768 SQ.FT., TOTAL AREA (INCLUDES BALCONIES)
 UNIT TYPE #4 NET RENTABLE AREA = 749 S.F., PORCH = 88 S.F., TOTAL AREA = 788 S.F.

SECOND FLOOR PLAN

SCALE: 3/16" = 1'-0"



FIRST FLOOR PLAN

SCALE: 3/16" = 1'-0"



FRONT ELEVATION

SCALE: 1/4" = 1'-0"

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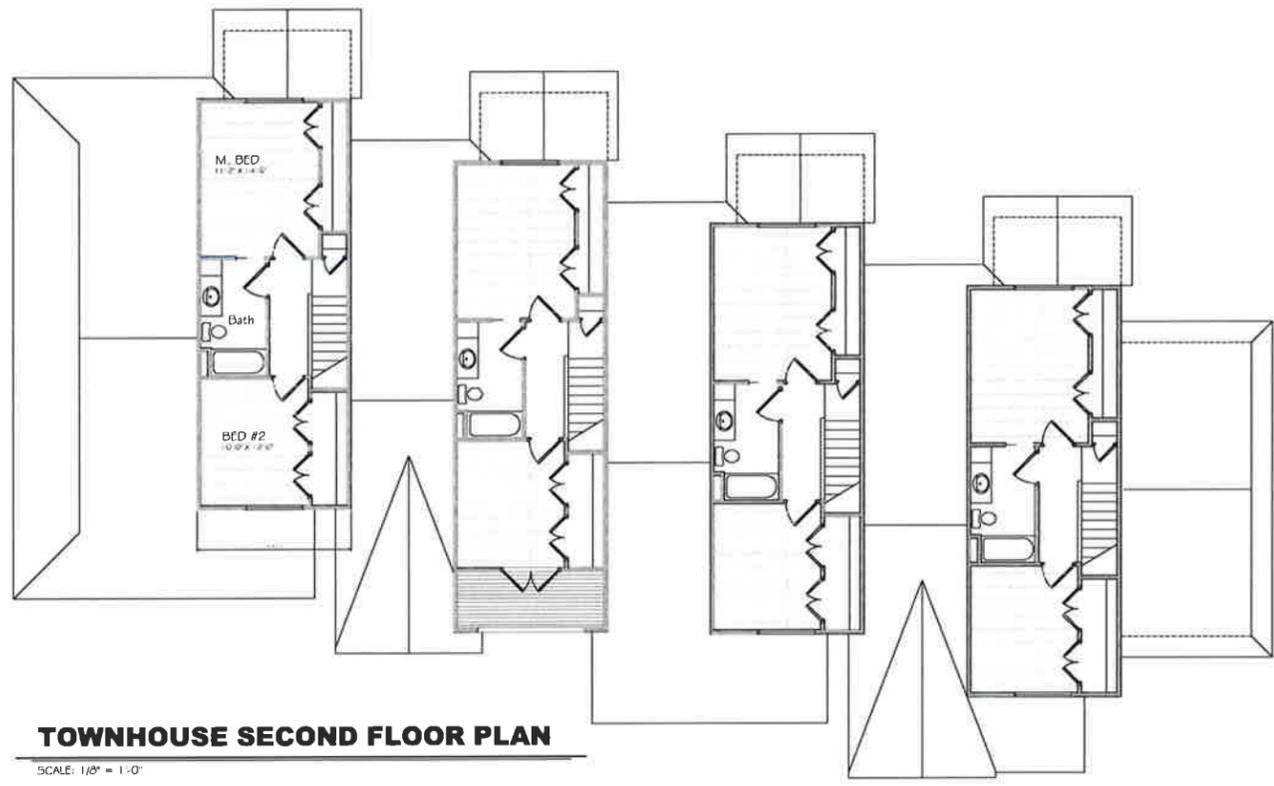
4.18.16 REVIEW

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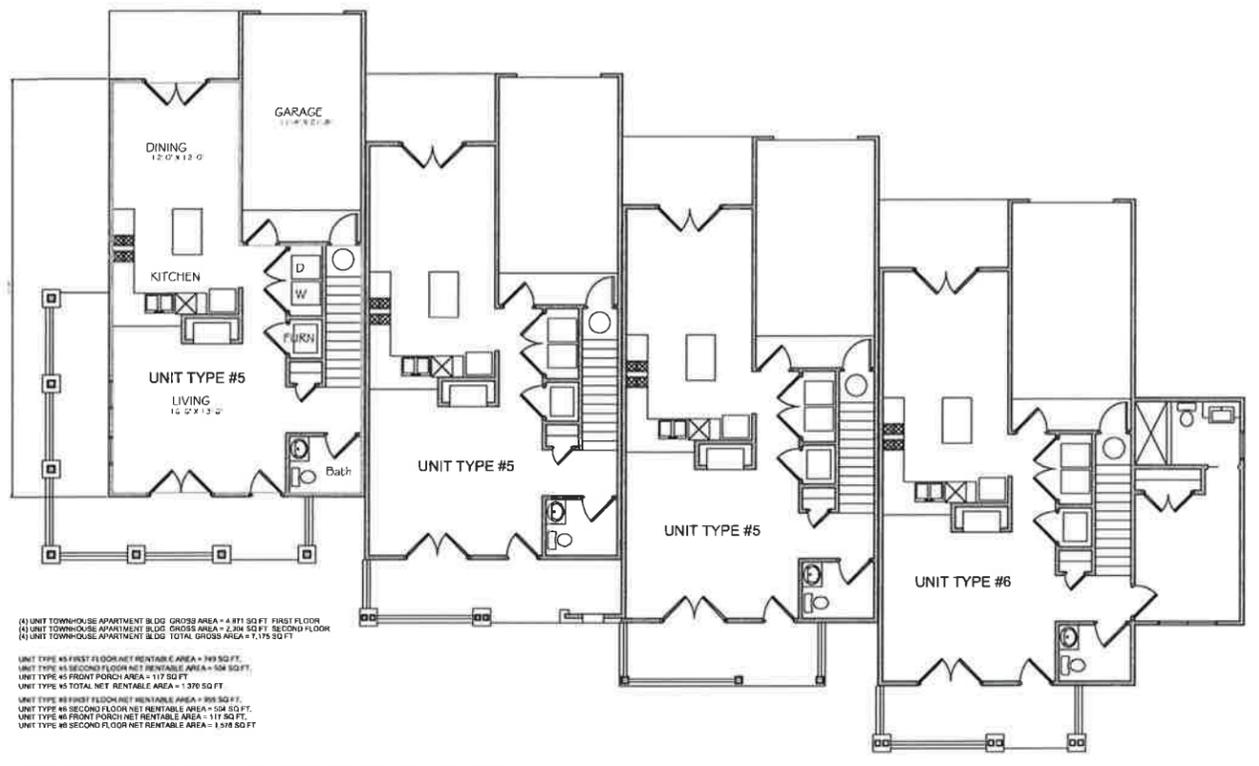
NEW RESIDENTIAL DEVELOPMENT
Willoughby Estates
 LANSING, MICHIGAN

UNIT PLANS



TOWNHOUSE SECOND FLOOR PLAN

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



TOWNHOUSE FIRST FLOOR PLAN

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

(1) UNIT TOWNHOUSE APARTMENT BLDG. GROSS AREA = 4,871 SQ. FT. FIRST FLOOR
 (2) UNIT TOWNHOUSE APARTMENT BLDG. GROSS AREA = 2,204 SQ. FT. SECOND FLOOR
 (3) UNIT TOWNHOUSE APARTMENT BLDG. TOTAL GROSS AREA = 7,175 SQ. FT.
 UNIT TYPE #5 FIRST FLOOR NET RENTABLE AREA = 149 SQ. FT.
 UNIT TYPE #5 SECOND FLOOR NET RENTABLE AREA = 104 SQ. FT.
 UNIT TYPE #5 TOTAL NET RENTABLE AREA = 253 SQ. FT.
 UNIT TYPE #5 FRONT PORCH AREA = 117 SQ. FT.
 UNIT TYPE #6 FIRST FLOOR NET RENTABLE AREA = 303 SQ. FT.
 UNIT TYPE #6 SECOND FLOOR NET RENTABLE AREA = 154 SQ. FT.
 UNIT TYPE #6 TOTAL NET RENTABLE AREA = 457 SQ. FT.
 UNIT TYPE #6 FRONT PORCH NET RENTABLE AREA = 117 SQ. FT.
 UNIT TYPE #6 SECOND FLOOR NET RENTABLE AREA = 154 SQ. FT.



TOWNHOUSE FRONT ELEVATION

SCALE: 1/4" = 1'-0"

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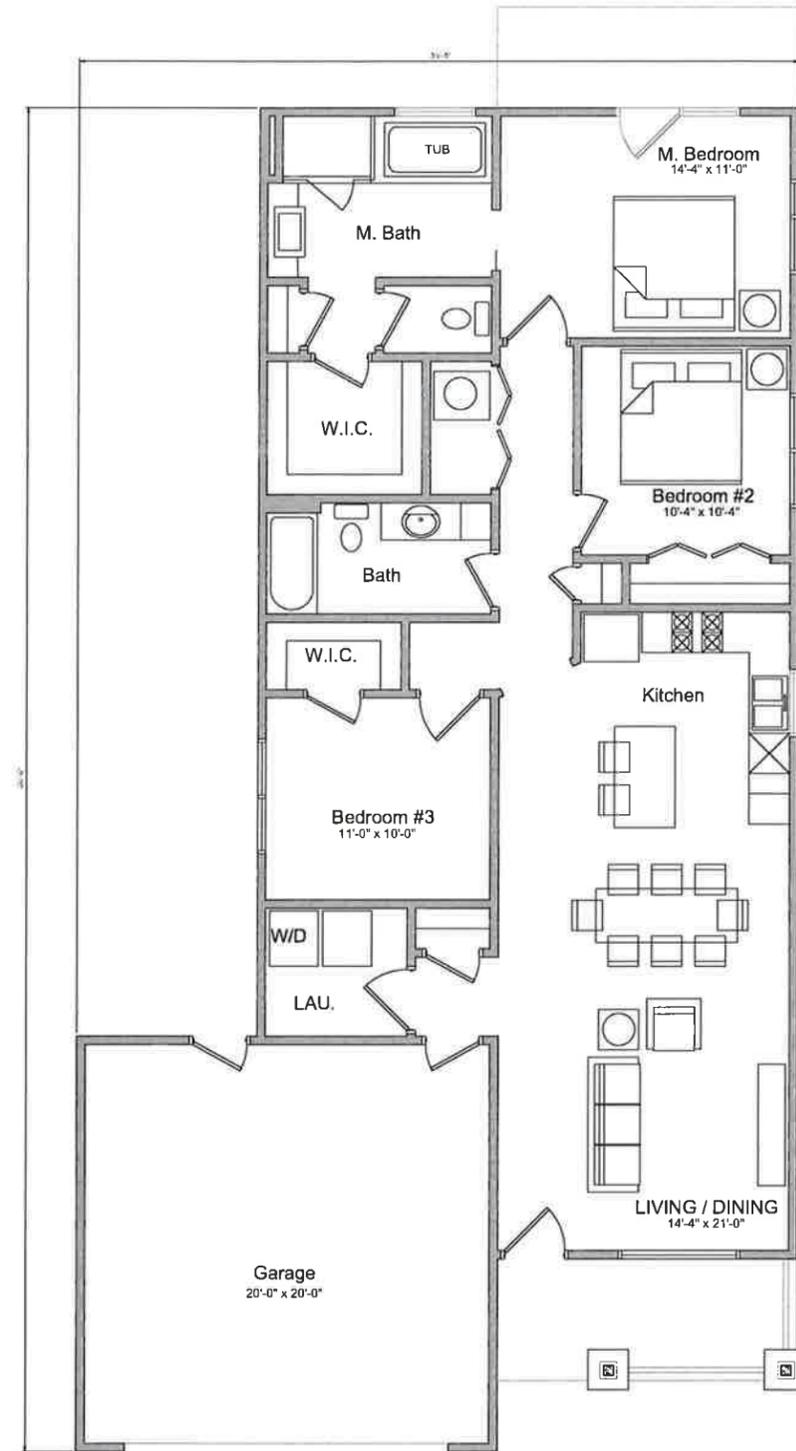
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TOWNHOUSE FLOOR PLANS



FRONT ELEVATION - UNIT TYPE #7
SCALE: 3/8" = 1'-0"



FLOOR PLAN - UNIT TYPE #7
SCALE: 1/4" = 1'-0"
615 SQ.FT.
UNIT TYPE #7 NET RENTABLE AREA = 1,331 S.F., PORCH = 76 S.F. TOTAL AREA = 1,407 S.F.
HOME IS TYPICAL FOR LOTS #3, 5, 7, 12, 15 & 12.

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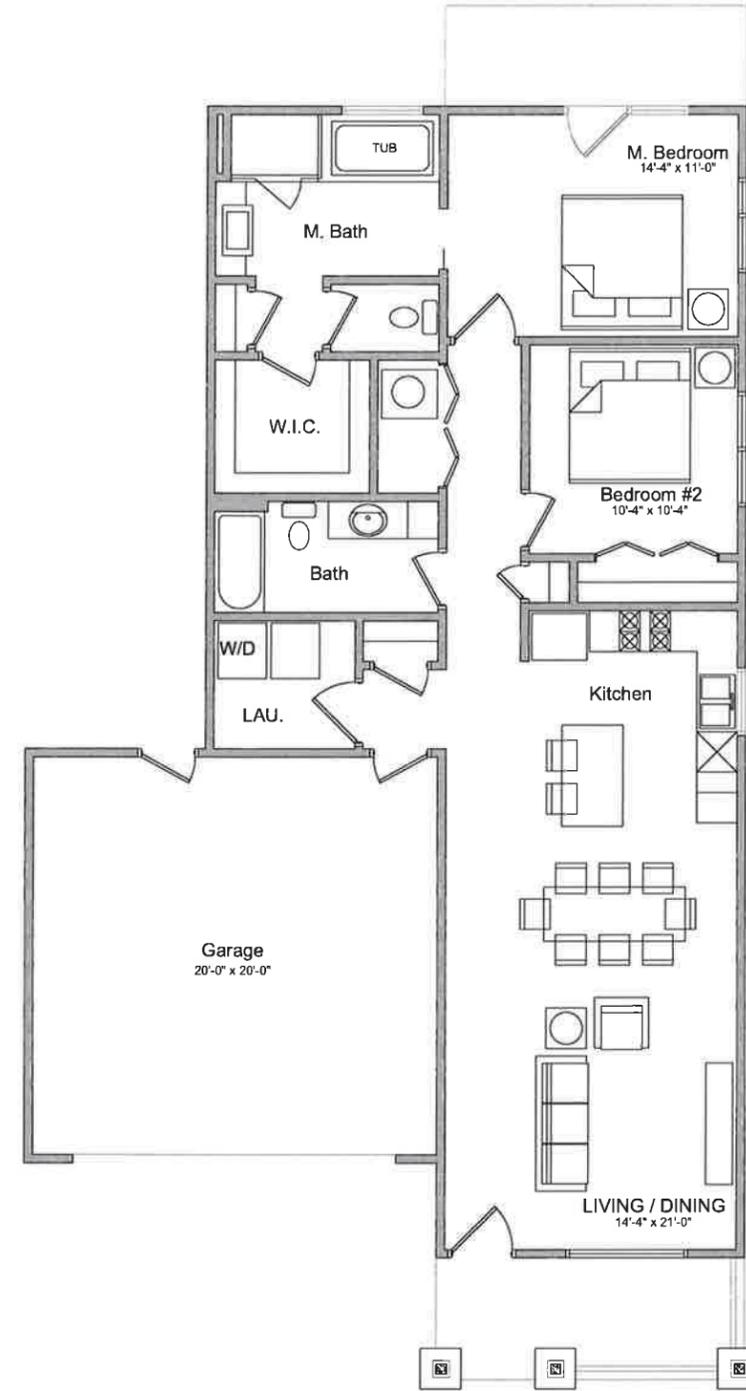
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FRONT ELEVATION - UNIT TYPE #8

SCALE: 3/8" = 1'-0"



FLOOR PLAN - UNIT TYPE #8

SCALE: 1/4" = 1'-0"
615.50 FT.

UNIT TYPE #8 NET RENTABLE AREA = 1,168 S.F., PORCH = 77 S.F. TOTAL AREA = 1,245 S.F.
HOME IS TYPICAL FOR LOTS #2, 4, 6, 8, 11, 13 & 16.

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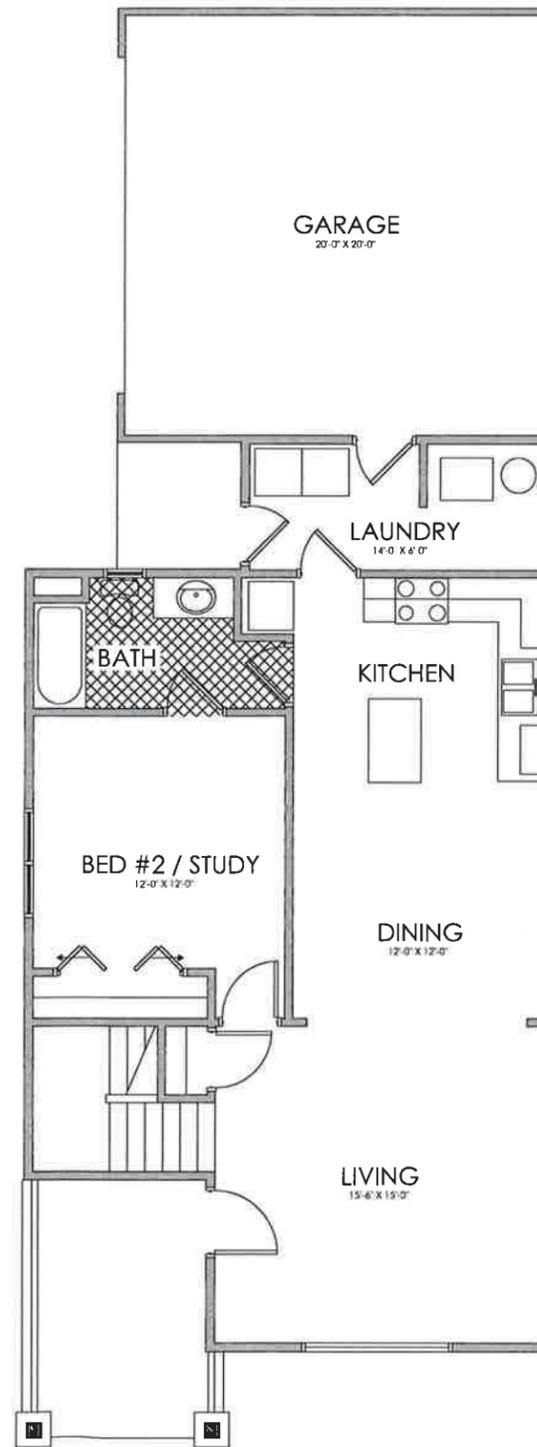
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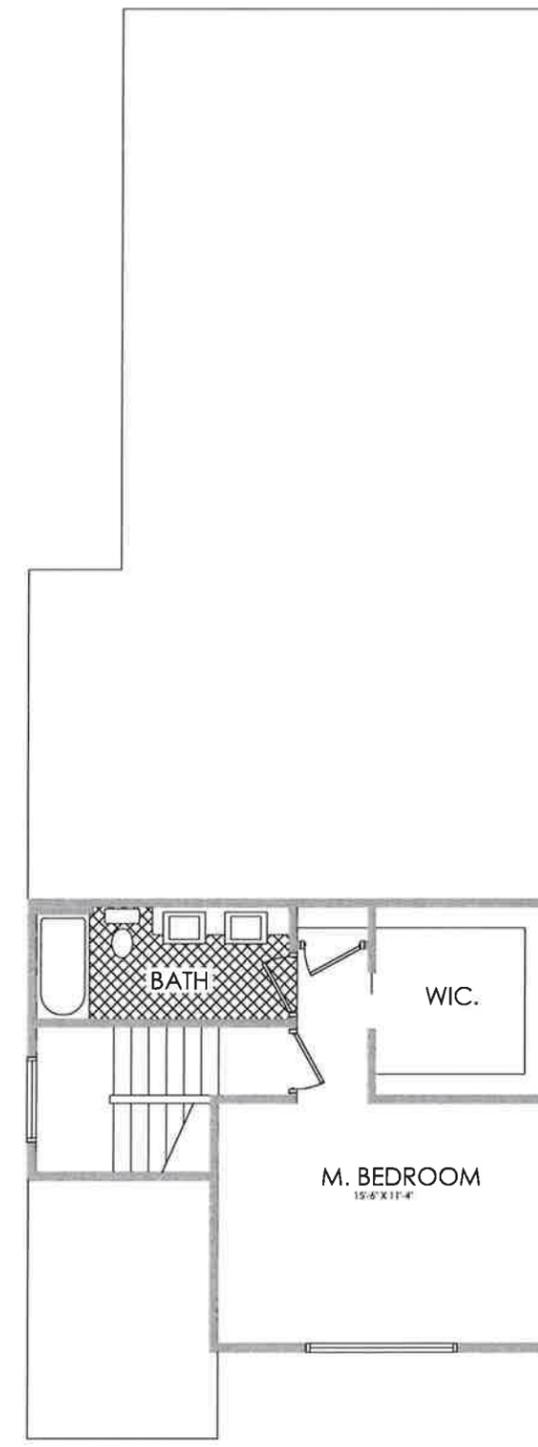
FRONT ELEVATION - UNIT TYPE #9

SCALE: 3/8" = 1'-0"



FIRST FLOOR PLAN - UNIT #9

SCALE: 1/4" = 1'-0"
 699 SQ. FT.
 96 SQ. FT. PORCH



SECOND FLOOR PLAN - UNIT #9

SCALE: 1/4" = 1'-0"
 371 SQ. FT.

UNIT TYPE #9 NET RENTABLE AREA = 1,265 S.F., PORCH = 97 S.F. TOTAL AREA = 1,362 S.F.
 HOME IS TYPICAL FOR LOTS: #2, #9, #14, & 18.

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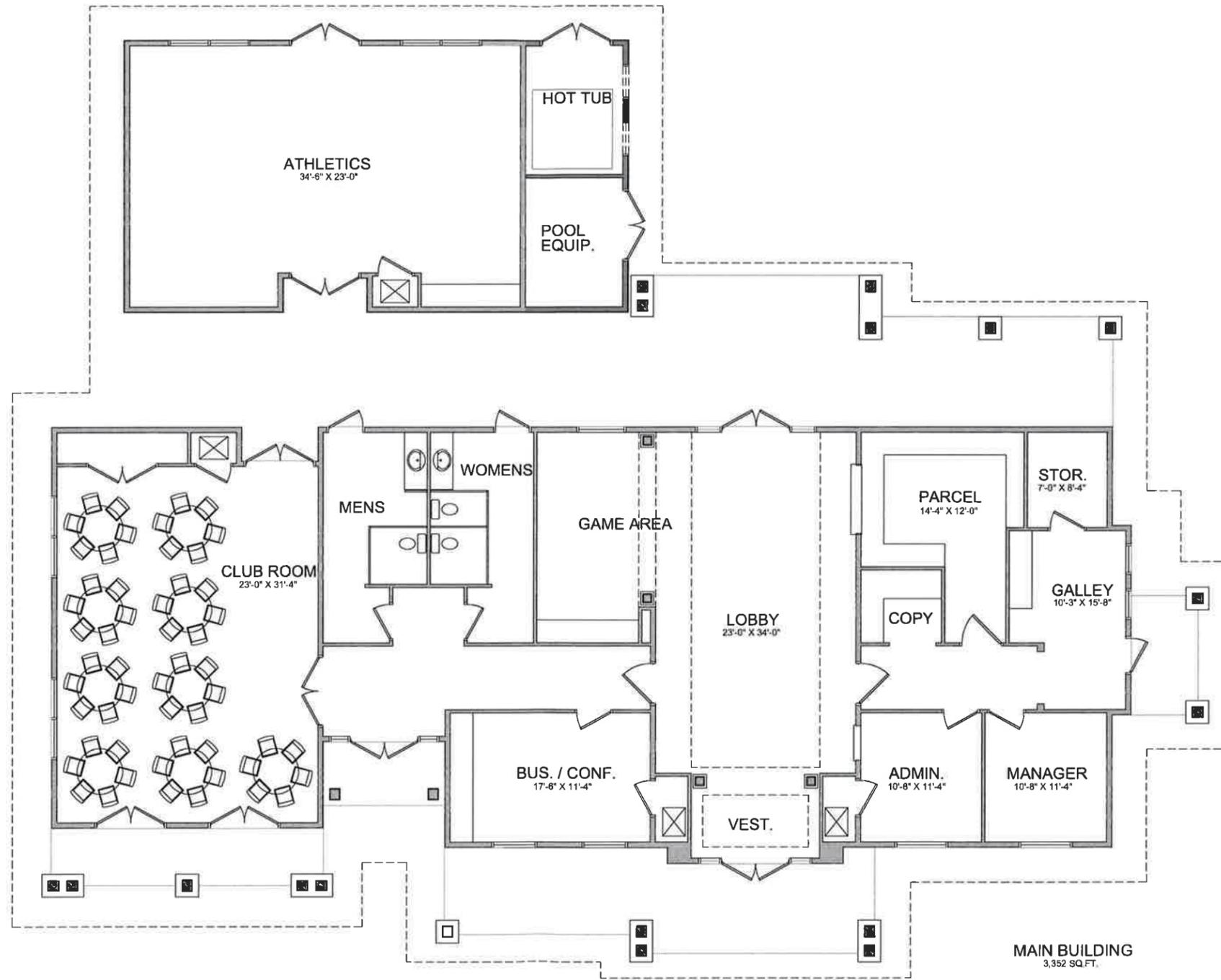


4.18.16 REVIEW

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Willoughby Estates
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FRONT ELEVATION



RIGHT SIDE ELEVATION

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REAR ELEVATION



LEFT SIDE ELEVATION

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APARTMENT ELEVATIONS

SCALE: NTS

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LANSING, MICHIGAN





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



LEFT SIDE ELEVATION
SCALE: 1/8" = 1'-0"

- STANDING SEAM METAL, ROOF, TYP.
- COMPOSITE FASCIA
- COMPOSITE FRIEZE
- COMPOSITE GUARDRAIL
- CLAP BOARD SIDING
- COMPOSITE SUNSCREENS
- COMPOSITE WRAPPED COLUMNS
- SINGLE HUNG WINDOWS
- STONE FACADE
- SHAKE STYLE COMPOSITE SIDING
- COMPOSITE TRIM



RIGHT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



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

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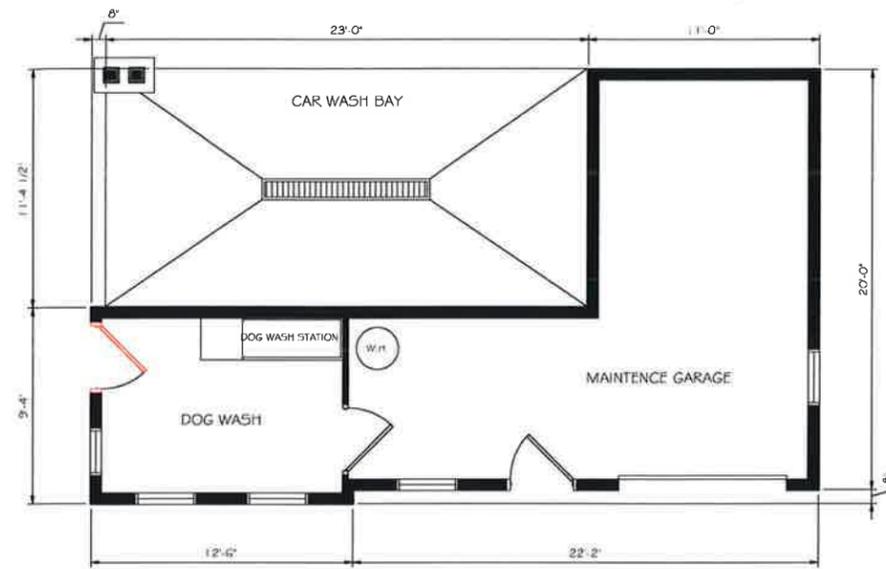
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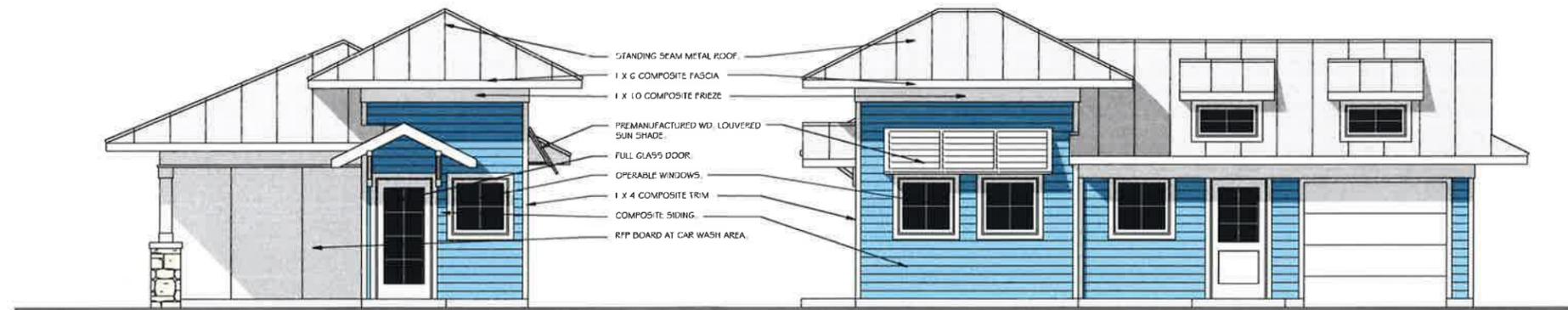
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(33) UNIT APARTMENT
ELEVATION



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



LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

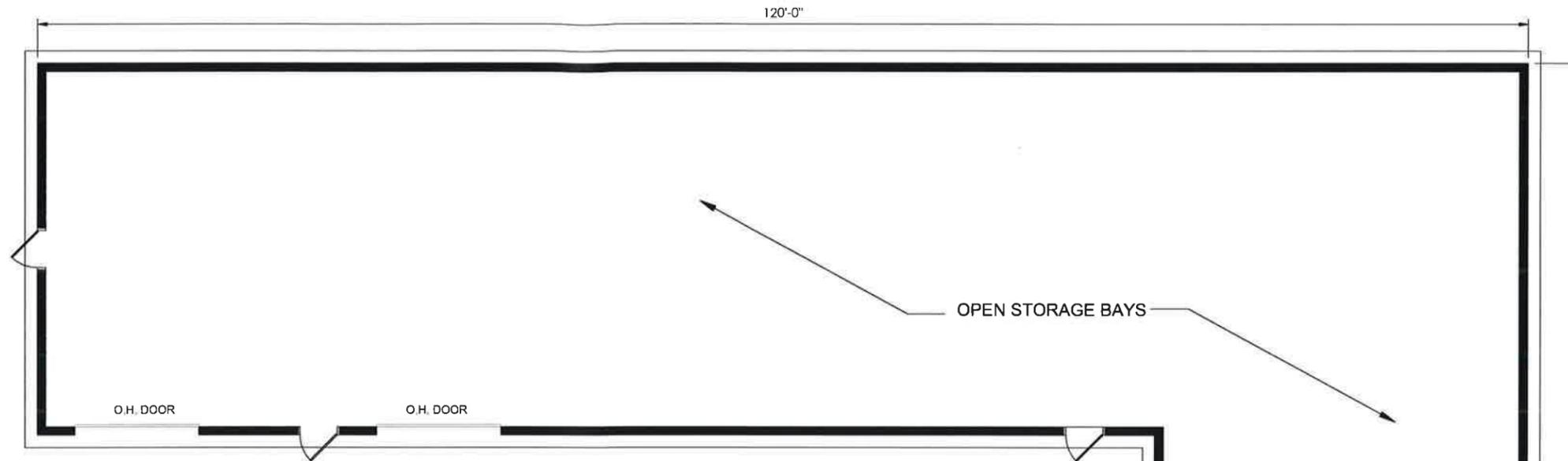
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

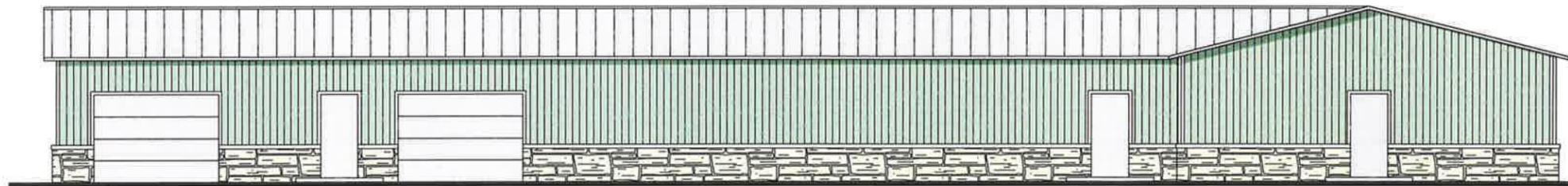


REAR ELEVATION
SCALE: 1/4" = 1'-0"



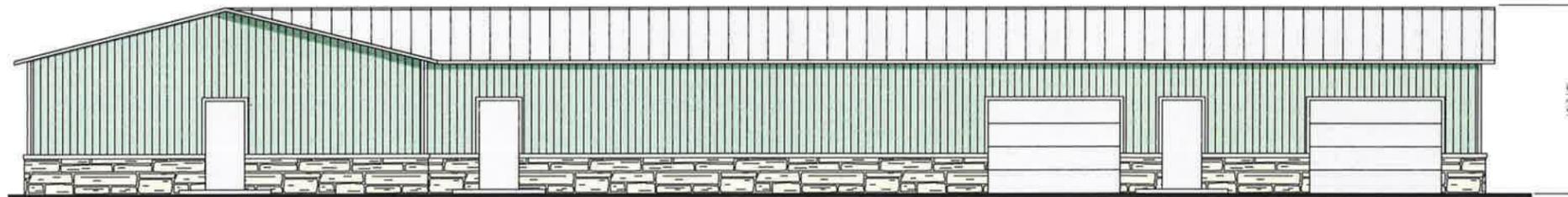
STORAGE BUILDING FLOOR PLAN

SCALE: 3/16" = 1'-0"
6,000 SQ. FT.



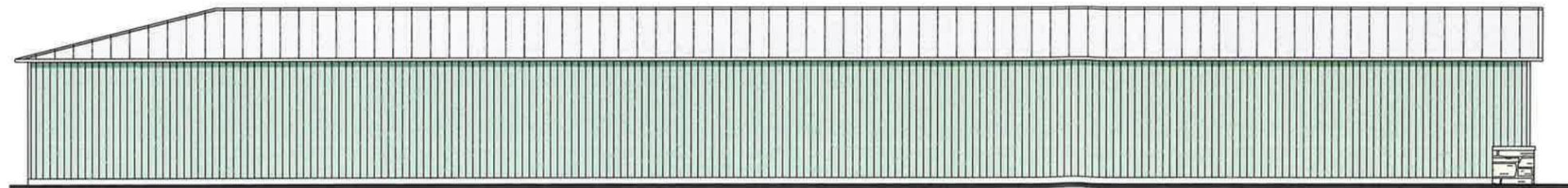
STORAGE BUILDING SOUTH ELEVATION

SCALE: 3/16" = 1'-0"



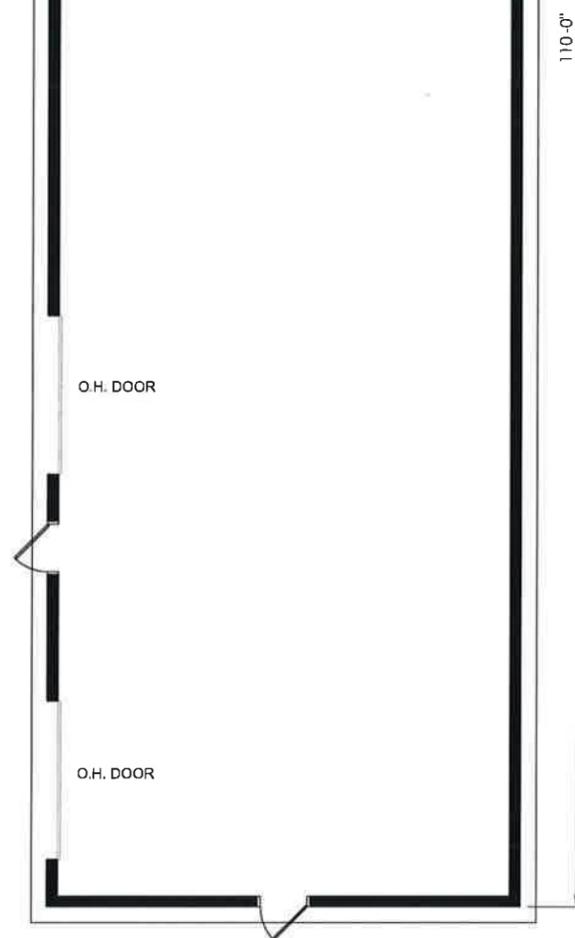
STORAGE BUILDING WEST ELEVATION

SCALE: 3/16" = 1'-0"



STORAGE BUILDING NORTH ELEVATION

SCALE: 3/16" = 1'-0"



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4.18.16 REVIEW

PROJECT MANAGER:

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**DELHI CHARTER TOWNSHIP
MINUTES OF THE PLANNING COMMISSION HELD ON May 9, 2016**

The Delhi Charter Township Planning Commission held a regular meeting on Monday, May 9, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson O'Hara called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Kimberly Berry-Smokoski, Rita Craig, Michael Goodall, Don Leaf, Matthew Lincoln, Ken O'Hara, Tonia Olson, Betsy Zietlow

Members Absent: Jon Harmon

Others Present: Tracy Miller, Director of Community Development
Noelle Tobias, Community Development Secretary

AMENDMENTS TO THE AGENDA: None

APPROVAL OF THE April 25, 2016 PLANNING COMMISSION MINUTES

Goodall moved and Ketchum seconded to approve the April 25, 2016 meeting minutes.

A Voice Poll was recorded as follows: All Ayes

Absent: None

MOTION CARRIED

PUBLIC COMMENT (Non-Agenda Items): None

Public Hearing, PD-3, Willoughby Estates, 33-25-05-11-452-001, 33-25-05-11-452-004 & 33-25-05-11-452-005

Ms. Miller reviewed the staff report on the Planned Development (PD) for Willoughby Estates, LLC. Ms. Miller explained that the PD option is provided by the Zoning Ordinance and can be approved in any zoning district. The PD creates a zoning district that is specific to a development. Approval of a PD has the same impact as approving a zoning ordinance amendment. It is not intended as a way to circumvent the provisions of the Zoning Ordinance. The intent of a PD is to enable substantial review approve a total project that has the demonstrate impact of resulting in a higher quality development than would otherwise occur. Ms. Miller reviewed the findings that must be made by the PC prior to approval of any PD.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF THE PLANNING COMMISSION HELD ON May 9, 2016**

Ms. Miller stated that the traffic impact analysis that the developer supplied was reviewed by the Ingham County Road Department (ICRD). The ICRD has done a preliminary review of the plans and the study. They agree with recommendation that turning lanes will be required in front of the development. ICRD also agrees with the study and feels that there is a strong likelihood that increased traffic during the peak hours of the day will warrant making the College and Willoughby road intersection a four way stop.

Ms. Miller stated that there are no concerns with the capacity within the sanitary sewer system. She also stated that the developer has been working with the Ingham County Drain Commission (ICDC) and there appears to be no concern regarding storm water. Ms. Miller explained that all other utilities, public services and infrastructure are sufficient to accommodate the proposed PD. Specific utility details will be finalized during the subsequent site plan review process, if the PD is approved.

Ms. Miller stated that Township Fire Chief will be requiring an emergency vehicle access. This access will look like grass but be able to bear the weight of emergency vehicles should the need arise. It will not provide daily access in or out of the development. .

Ms. Miller stated that the developer is proposing a gated facility. There will be a key pad for cars and pedestrians to enter the facility. The key pads will be located off from Willoughby Road. This should help to prevent waiting vehicles from staging on Willoughby Road.

Mr. Scott Wieland, the applicant for this project, was present.

Discussion: Olson asked if Ms. Miller could remind the PC what type of "by-right" development could currently occur at this site. Ms. Miller stated that in the RM: Multi Family Residential district six (6) units per acre would be permitted by-right and up to twelve (12) units per acre can be approved with a special use permit.

Leaf stated that, based on his calculations, a developer could come in and put in two hundred and forty one (241) units. Further, that those units could all be within three (3) story buildings and the Planning Commission would have no say in terms of the details of the development. Leaf also stated his opinion that there are many amenities that this development has that are not required.

Mr. Wieland stated that some of the benefits of the proposed PD would be creating a tax base of an otherwise blighted site. The development will bring new higher income residents to shop and eat at local businesses. He stated that each building type will have barrier free access and that the community's gates will be open during specific to prevent congestion. Mr. Wieland stated that Maple Grove Management Company will be responsible for the day-to-day operations and management of the development. They are also co-investors in the project and therefore have a direct interest in it being well managed. To that end, there will be cameras on-site for security. He stated that the reason the development will be a gated community is to provide a feeling of arrival and prestige to its' residents.

O'Hara questioned who would be responsible for the utilities on the property. Mr. Wieland stated that the landlord would be responsible for all of the utilities and all the maintenance for the property.

Public Hearing opened.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF THE PLANNING COMMISSION HELD ON May 9, 2016**

SUBJECT TO APPROVAL

Todd Byrem, 2505 Hummingbird, Holt, stated that he is the current treasurer for the Apple Ridge Estates Homeowner's Association. The Association had a meeting on May 5, 2016. He volunteered to speak on behalf of the entire Association regarding their thoughts and concerns. Apple Ridge is opposed to any high density development on the property. Mr. Byrem stated that they believe this development will have a negative impact on their property values, traffic and safety. Mr. Byrem stated that if the development was going to go forward, he wanted to share a few of the concerns. He stated that they believe the project will have a negative impact on property values that the traffic and road conditions on Willoughby are already in bad condition. They feel that Willoughby Estates will add to the existing problem. They feel that trail safety will be jeopardized by having additional drivers and bikers. He stated that individuals using the trail already to not stop at Hummingbird Lane. The association believes that three story apartment buildings are not a good fit for Delhi Township and that fencing the development to deter people outside the development from coming in would be beneficial. The association is concerned that the property will not be well maintained in the future. Mr. Byrem closed by stating that the Association opposes any high density and one-hundred percent (100%) rental development of any kind on the property.

Gene Wriggelsworth, 2655 Maritime Drive, Holt, stated that his home would be the closest house in the Three Lakes subdivision to this development. He believes that this development would benefit the Township in many ways; including by adding to the tax base. Mr. Wriggelsworth stated that the property is currently an eye sore and an attractive nuisance. He has personally kicked people off the site who were engaged in questionable activities. He would like something nice to go on this property. He stated that there are studies that prove that there is less crime in gated communities. He is not speaking on behalf of the Three Lakes Association, but told the PC that the topic was brought up at the last association meeting and there was very little push-back.

O'Hara stated that there was written commentary received from Scott Ammon, Lynn Zelenski and Planning Commissioner Jon Harmon who was unable to attend the public hearing tonight.

Public Hearing closed @ 7:38

Olson moved, seconded by Goodall that subject to the provisions of Section 5.23.2 of the Delhi Charter Township Zoning Ordinance, the Planning Commission hereby finds that the proposed development, known as Willoughby Estates, results in a recognizable and substantial benefit both to the community and to the ultimate users of the site, including the following:

- 1. The long-term protection and preservation of natural resources and natural features including the preservation of the pond and land to the east in its natural state, and**
- 2. Enabling the remediation of soil and groundwater contamination present on the site, and**
- 3. the creation of approximately 21.66 acres of permanent open space, not including the ponds, representing approximately 54% of the acreage within the proposed development, and implementation of the Township Master Plan via the development of high quality and unique high density residential development, while at the same time preventing the conversion of non-urbanized land in outlying areas of the community; and**

that the requested modifications from the Delhi Charter Township Zoning Ordinance as presented in the application and plans will result in a higher quality development and that

**DELHI CHARTER TOWNSHIP
MINUTES OF THE PLANNING COMMISSION HELD ON May 9, 2016**

SUBJECT TO APPROVAL

the PD is in compliance with the Zoning Ordinance, including any permitted modifications, and recommend approval to the Township Board of the Willoughby Estates project consisting of 40.13 acres located on Willoughby Road and comprised of parcel's identified as 33-25-05-11-452-001, 004 & 005 pursuant to the standards and requirements set forth in Section 5.23.2 and Section 5.23.3 of the Zoning Ordinance. This action will have the same effect as a rezoning, changing the property's zoning district designation from RM: Multi-Family to PD-3, subject to the following conditions:

1. All of the dimensional deviations from the underlying zoning are consistent with Planned Development section of the Zoning Ordinance and have been clearly indicated on the site plan, and
2. that the Township Zoning Map be amended to represent the subject property as "PD-3" and that the district regulations specific to this Planned Development will be as specifically approved and presented on the final plans presented to the Director of Community Development, and
3. that the Township and the Developer shall execute a Planned Development Agreement, pursuant to Section 5.23.8(6) of the Zoning Ordinance prior to the commencement of any site improvements, and
4. that the following conditions shall be satisfied prior to approval of the final site plan for this project and carry forward as part of this approval:
 - a. requirements set forth by the Ingham County Road Department be met
 - b. that a secondary emergency access point be provided which satisfies the requirements of the Delhi Fire Chief
 - c. all washing of vehicles/dogs/etc. must occur within the fully enclosed building designated for said purposes and as shown on the plan
 - d. the compliance table and variance table provided on the cover sheet of the PD plan set is incorporated by reference and is a part of this approval.

A Roll Call Vote was recorded as follows:

Ayes: Berry, Craig, Goodall, Leaf, Lincoln, O'Hara, Olson
Nays: None
Absent: Harmon
Abstain: Zietlow

MOTION CARRIED

GENERAL DISCUSSION AND UPDATES

There was general discussion about that status of ongoing projects.

ADJOURNMENT

Meeting adjourned at approximately 8:01 p.m.

Date: _____

Tonia Olson, Secretary

/nt



**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, Township Clerk
TO: John Elsinga, Township Manager
Delhi Township Board of Trustees
DATE: May 4, 2016
RE: **Polling Location Change – Precinct 2**

I am proposing that beginning with the August 2, 2016 Primary that we change the polling location for Precinct 2. Currently, Midway Early Learning center is used as the polling location. Years ago, we quit using the elementary schools as polling locations for a dozen of reasons; security and parking among them. Midway is now an early learning center hosting pre-school and day care with children as young as three years old. Also, for high turnout elections, parking has become nearly impossible.

I recommend that we begin using the Holt United Methodist Church at 2321 N. Aurelius Road, which is just 0.2 miles north of Midway. The Methodist Church is fully ADA accessible has more parking and has more space inside to better provide for the turnout of this precinct. The Holt United Methodist Church has already approved the use of their building as a polling place.

Each voter in Precinct 2 will be notified of this change by sending new voter ID cards.

Recommended Motion:

To approve changing the polling location for Precinct 2 in the Charter Township of Delhi to the Holt United Methodist Church, 2321 N. Aurelius Road, Holt, beginning with the August 2, 2016 Primary.



Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: May 13, 2016

RE: Ad-Hoc Art Committee Recommendation

As you are aware, Delhi Township was recently awarded a grant in the amount of \$10,000 for the commission and placement of a public sculpture in front of the CSC, and has budgeted up to an additional \$10,000 in 2016 for this purpose. The Township Board appointed an Ad-Hoc committee for the purpose of receiving proposals from artists for the sculpture and making a recommendation on which artist should be selected. That committee met on April 11th to review and finalize the Request for Proposals (RFP), which was approved by the Board at the April 19th meeting.

On April 20th the RFP was circulated to a wide variety of artists and agencies with contacts in the art community. We received a total of eight proposals from local artists in response to our RFP. On May 12th the committee met to review the proposals and make a selection. After reviewing all of the proposals and discussing them, it was easily determined that the unanimous favorite was the proposal from Matt Lincoln. Mr. Lincoln is a Delhi Township resident who proposes to partner with Bach Steel to create a sculpture entitled "Happy in Holt". Mr. Lincoln's proposal is attached for your review and consideration.

The proposed sculpture will be approximately 20' tall, 12' of which will be above the rim of the detention basin in which it will be placed. The committee liked the design very much, and appreciated the meaning of the proposed piece. It is important to point out that Mr. Lincoln will be donating his time, work and artistic contribution on this project. This enables more of the funding to go into the actual artwork.

Assuming the Township Board confirms the committee's recommendation; we will move forward pursuant to the Township's Public Art policy and execute the contract necessary to facilitate this project. The policy states that the Township Manager will be responsible for this process.

It is anticipated that the sculpture will be installed in mid-October. An unveiling event will be held at that time, but this will not be finalized until we have a better estimate of the exact date of installation. More information on the project's progress and the unveiling will be forthcoming, as details develop.

With the above information in mind, I respectfully request that you forward this information and the Ad-Hoc Committee's recommendation to the Township Board for their consideration and action at the May 17th meeting. If you have any question or need additional information, please do not hesitate to ask. Thank you.

Recommended Motion:

To approve the sculpture proposal from Matt Lincoln for the creation of a sculpture in front of the Delhi Township Community Services Center (CSC) building utilizing a LEAP Public Art Grant and budgeted funds and authorize the Township Manager to execute the contract regarding the same.

Matt Lincoln
2325 Kirkland Ridge Dr.
Holt, MI 48842
586-215-5709
msutrumpet@hotmail.com

Tracy Miller
Director
Community Development Department
2074 Aurelius Road
Holt, MI 48842

Re: Public Art Opportunity – Request for Artist Proposals

Dear Ms. Miller:

I appreciate the opportunity to submit my design for public art to be displayed in front of the Delhi Community Services Center on Aurelius Road in Holt.

After living in Delhi Township for four years and working with the staff for seven, my love for this community has only grown. We truly have a unique community that has become a model in Mid-Michigan.

The attached documents describe my art piece and the project. I look forward to working with you to make my inspiration a reality.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew D. Lincoln". The signature is fluid and cursive, with the first name "Matthew" being the most prominent.

Matthew D. Lincoln

PROJECT UNDERSTANDING

Delhi Township recently received a Placemaking Public Art Grant from the Lansing Economic Area Partnership (LEAP). The grant will be used towards the commissioning, creation and installation of a piece of public art to be located within the detention pond in front of the Delhi Township Community Services Center (2074 Aurelius Road). The public art piece will be for year round display. The art piece will be highly visible to automobile and pedestrian traffic and act as an iconic landmark representing the unique character of Delhi Township/Holt. The budget for the project is \$19,000 with physical installation of the art piece occurring prior to October 14, 2016.

STATEMENT OF INTEREST

My history with Delhi Township began more than seven years ago when working on sidewalk and parking lot projects through a local landscape architecture firm. It was through these projects that I met all of the wonderful people of Holt. Fast forward three years later and I am now a proud Holt resident with three students in the Holt Public School District. I continue to participate in many of Holt events with the local cub scouts and currently serve on the Delhi Township Planning Commission. I look forward to improving our community through the expression of public art.

Delhi Township has been making headlines recently and it is for good reason. In 2015, Holt was named among the top ten happiest places in Michigan. It has also been named as a “five star” community for entrepreneurship and economic development. The accolades don’t stop there. Delhi Township was also named in the top ten best places in Michigan to own a home. These honors can only be found in one place...Holt, Michigan!

The inspiration for this art piece began shortly after Delhi Township released a recent video titled “Happy in Holt”. I immediately thought “Wouldn’t it be great if we could capture this video in the form of a sculpture and place it in the center of the round-a-bout on Cedar Street and Holloway Drive to serve as a gateway to our community?”. As soon as I picked up the phone to pitch this idea to the Community Development Department, the request for proposals came in for this project. While I believe my proposed sculpture could be replicated at the round-a-bout, the location in front of the Delhi Township Community Services Center would also serve as a centerpiece for the community.

#HAPPY IN HOLT

The proposed sculpture takes its title, “Happy in Holt” from the campaign the Township has recently publicized through social media and other outlets. This campaign is Holt’s version of “Pure Michigan” and will only gain popularity as the word continues to get out.

Material for the sculpture is all steel symbolizing our hard-working community. Two vertical I-beams are tapered at the top to represent our community’s continued desire to strive for excellence. Wrapped around the two tapered I-beams is a ribbon of steel symbolizing our excellent park system with our trails as the backbone. The people of our community are represented on this ribbon of steel as silhouettes of joggers, bikers, families and pets. The ribbon begins wide at the bottom and continues up the sculpture

as it tapers to a point always draped between the two I-beams to represent a happy smile – our most recent accolade as a top ten happy place. Of course, a smile cannot be complete without two eyes, represented by two spheres at the top of the sculpture looking to Holt’s bright future. Together, the ribbon of steel, flanking the two vertical tapered I-beams make a capital “H”, symbolizing our award winning school system. The sculpture will be painted with a classic brown and gold, also symbolizing our schools.

IMPLEMENTATION

Bach Steel will fabricate and install the sculpture. Bach steel, located at 4140 Keller Road in Delhi Township, has been a thriving Holt business since 1997. Bach steel specializes in custom ornamental steel fabrication and erection. Highlights of Bach Steel’s resume includes custom ornamental railing fabrication for the Christman Building in downtown Lansing and refabricating of the largest truss bridge in Michigan, located halfway between Lansing and Grand Rapids. See www.bachsteel.com for more information.

Upon award of the project, the artist and Bach Steel will meet with Delhi ‘Artist’ Township to kick-off the project and sign contracts.

Bach Steel plans to begin fabrication of the sculpture shortly after award of the project. Once the physical components of the sculpture are complete in the shop, Delhi Township, hereafter referred to as “Owner” and the artist will be invited to inspect the art piece prior to painting. The structural steel elements will be riveted and welded together. Rivets are a historic fastener that Bach Steel is known for. The rivets will provide a pleasing aesthetic texture to the metal while also functioning as fasteners. Steel will be supplied by America Steel.

The painting method will be power coated to ensure longevity and durability. Paint color samples will be submitted to the Township and the artist for approval prior to painting.

Once painting is completed, the sculpture will be transported to the site in front of the Community Services Center. The sculpture will be erected and set in two concrete footings 42 inches deep per the design details.

Although lighting of the sculpture is not necessary, Bach Steel will subcontract with an electrical contractor selected by the Owner to supply and install two LED ground-mounted spot lights should the owner wish to light the sculpture. The artist and Bach Steel will submit lighting choices to be selected by the Owner prior to installation.

The sculpture will be erected and ready for dedication prior to October 14, 2016.

SCULPTURE MAINTENANCE/WARRANTY

Maintenance of the sculpture includes paint touch-up as needed. Maintenance also includes annual inspection of the bolts at the base of the sculpture and all rivets and welded junctures.

Bach Steel will provide a one-year warranty on all materials, labor, and supplied from the date of substantial completion and per the contract documents. Any defects or deficiencies that occur within the warranty period will be repaired or replaced as needed and in a prompt manner at no cost to the owner.

Any work on the sculpture outside of the warranty period will be at the owner's expense, although Bach Steel will be made available to perform this work, should the Owner enter into a new contract with Bach Steel.

DETAILED BUDGET

Concrete Footings:	\$ 1,500
Powder Coating Paint:	\$ 2,000
Steel Fabrication and installation:	\$ 13,000
<u>Lighting:</u>	<u>\$ 2,500</u>
TOTAL Project Cost:	\$ 19,000

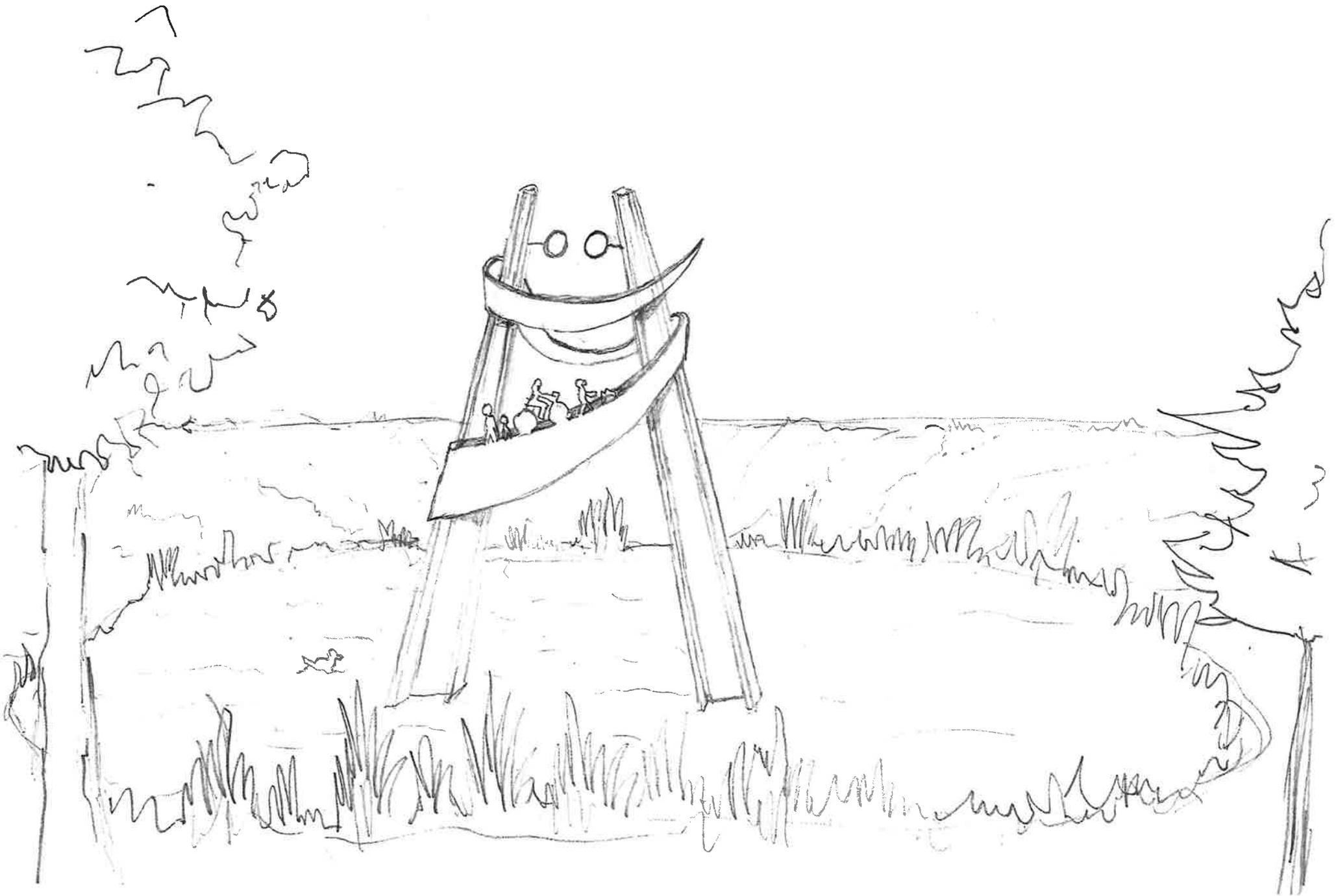
ATTACHMENTS

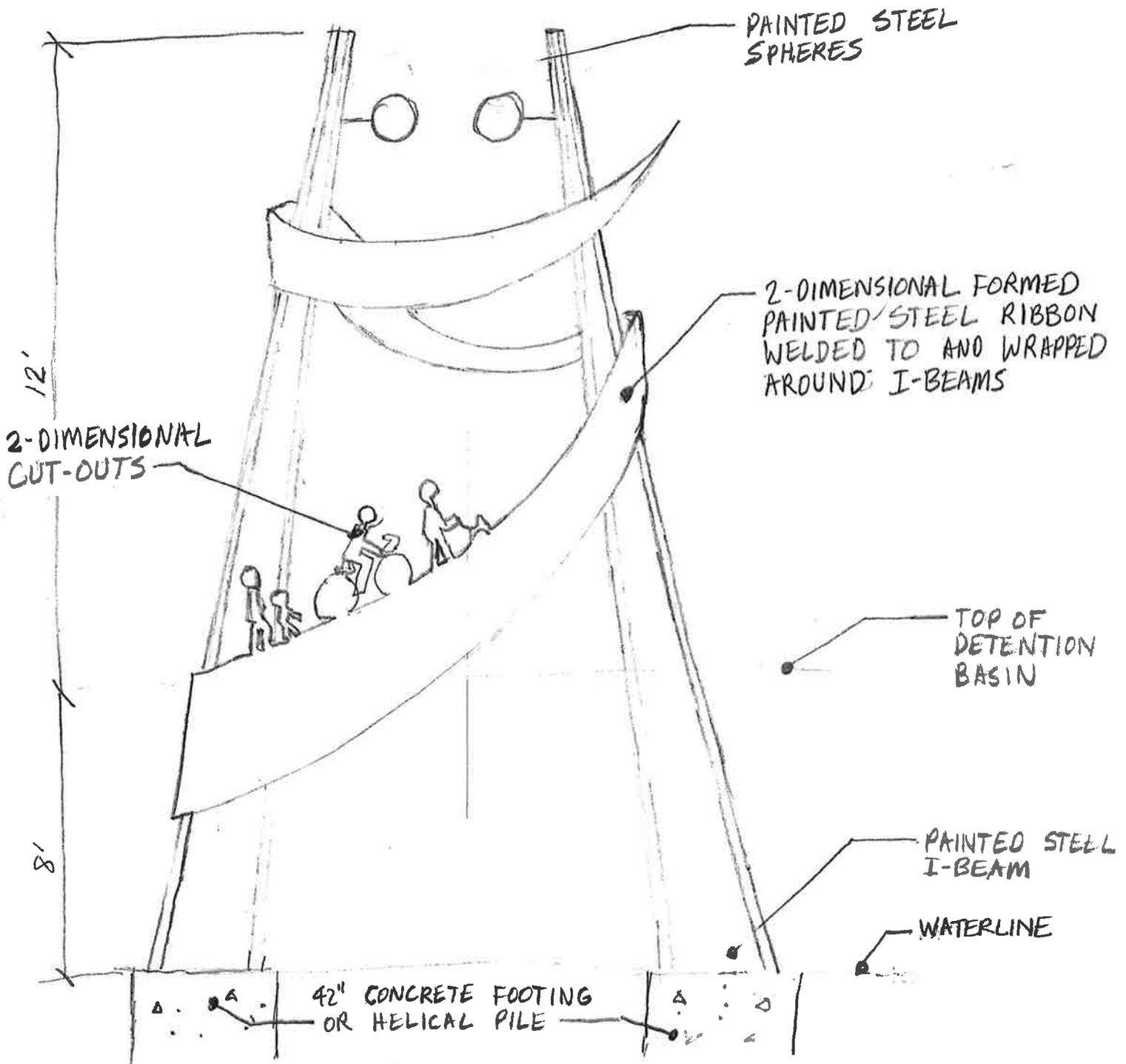
1. Artist's Conceptual Drawings
2. Artist's Resume
3. Examples of Artist's Work



HAPPY IN HOLT

NOT TO SCALE





HAPPY IN HOLT ELEVATION
 NOT TO SCALE

QUALIFICATIONS

- *Personal qualities:* Well organized, enthusiastic, motivated, timely, creative, leader
- *Equipment experience:* GPS systems and equipment, laser level survey equipment
- *Software experience:* Mac OS, Windows 7, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, AutoCAD, Adobe Photoshop, ArcGIS, Microstation, Adobe Indesign, Google SketchUp

EDUCATION

- Michigan State University: Bachelors in Landscape Architecture 2004, Study Abroad 2003
- State of Michigan Quality of Life Leadership Academy 2014
- Dale Carnegie Training 2006
- Disney College Program 1999

EMPLOYMENT

5/12 - Present Michigan Department of Natural Resources Parks and Recreation Division

- *Responsibilities:* General management planning, Partnership Match Program administrator, development project management, land liaison, equestrian liaison, grant writing and reporting, grants lean process team 5 leader, strategic planning
- *Experience Gained:* Public speaking, government operations and structure, workshop facilitation, grant program requirements

2/07- 5/12 Landscape Architects & Planners, Inc. Lansing, MI

- *Responsibilities:* Master planning, construction document preparation, construction administration, grant writing, report preparation, project management, transportation design and site plan preparation
- *Experience Gained:* International relations, management and delegation skills, writing, client and contractor relations, public relations

5/04- 2/07 Boss Engineering Howell, MI

- *Responsibilities:* Tree surveys, presentation preparation, site plans, landscape plans, lighting plans, preliminary layouts, site inventory and analysis
- *Experience Gained:* Ordinance interpretation, residential development, tree identification

ACTIVITIES AND ACHIEVEMENTS

- Licensed Landscape Architect No. 01533
- Certified Storm Water Operator No. 09503
- Delhi Township Planning Commissioner
- Eagle Scout
- ASLA Honor Award
- Spartan Marching Band Alumni
- Cub Scout Pack 240 Den Leader
- Cub Scout Pack 240 Committee Chair

RELATED PROJECTS

- Gateway sign: Utica, MI
- Wentworth Park design: Lansing, MI
- Clinton River Trail signs: Rochester Hills, MI
- Streetscape design: New Buffalo, MI
- Raingarden and overlook: Holt, MI
- Urban landscape design: Ningxiang, China

REFERENCES

Available upon request

UTICA GATEWAY SIGN UTICA, MI



Design Inspirations



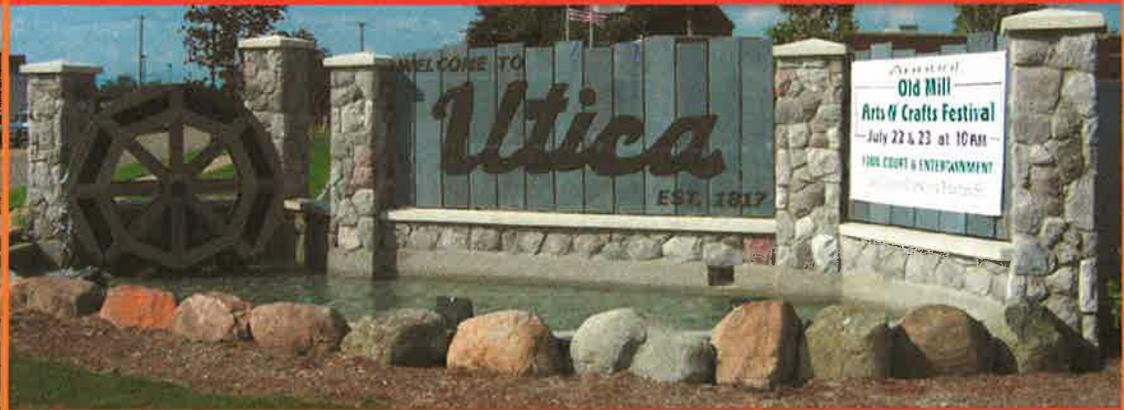
Utica Milling Co.



Existing Signs



Clinton River



MATTHEW D. LINCOLN

LOOK & FEEL GUIDELINES

MATTHEW D. LINCOLN

Guidelines



Friends of Clinton River Trail



History Style



Appendix



Before



After



Before



After



Before

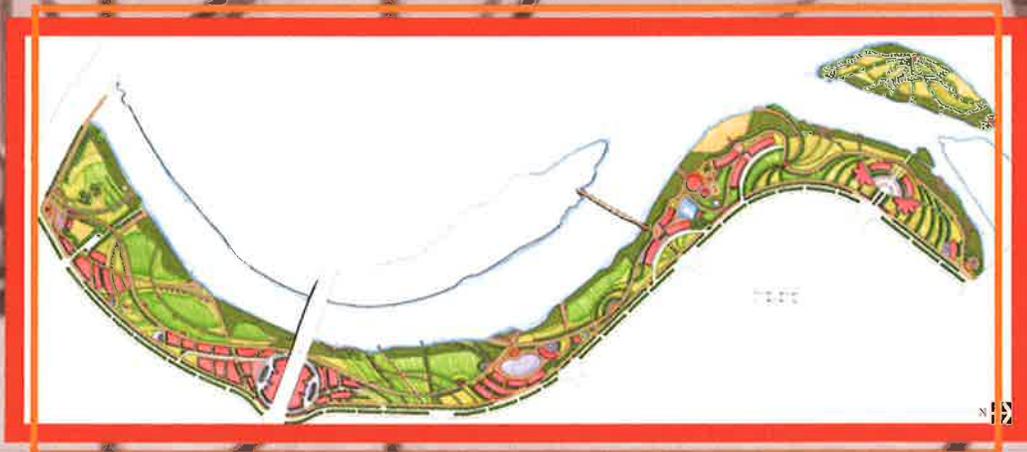
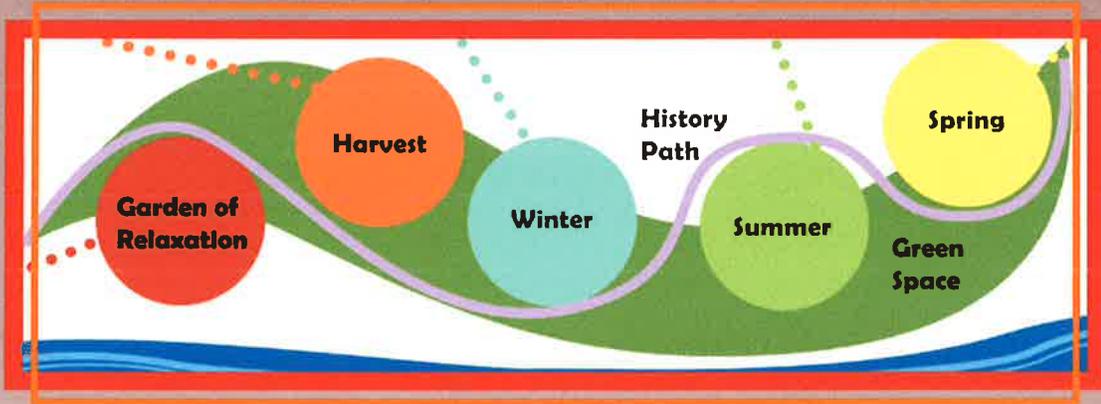


After

Friends of Clinton River Trail

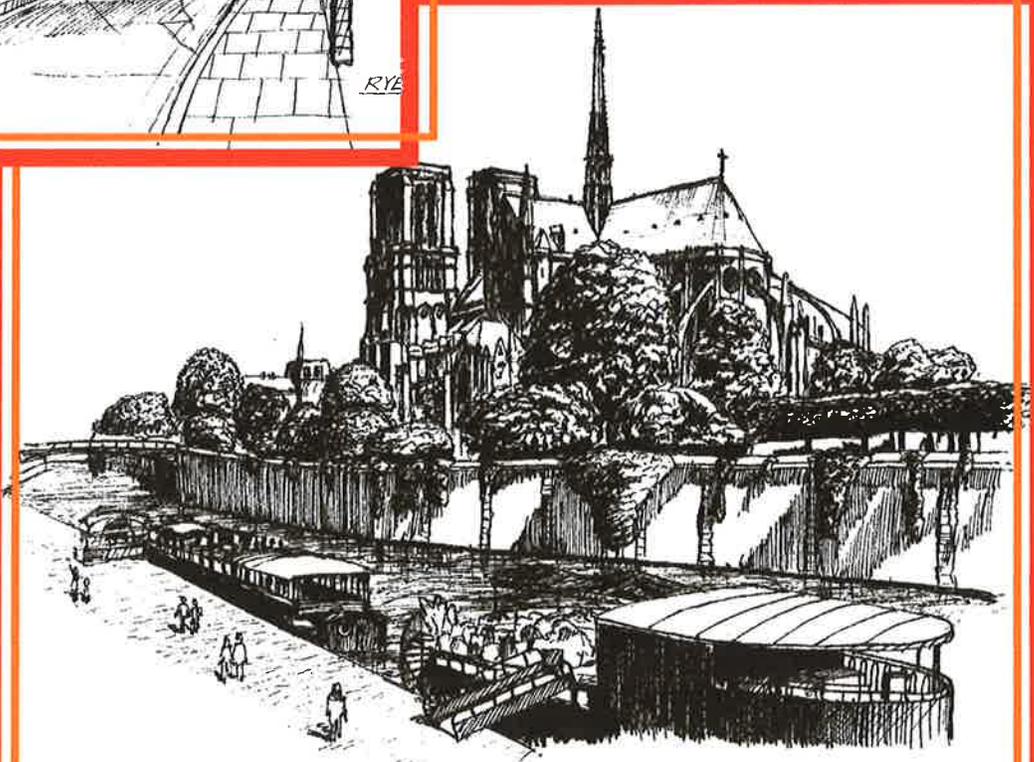
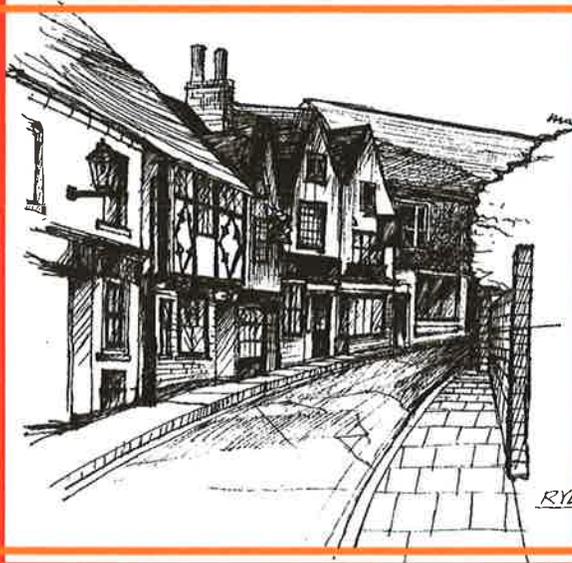
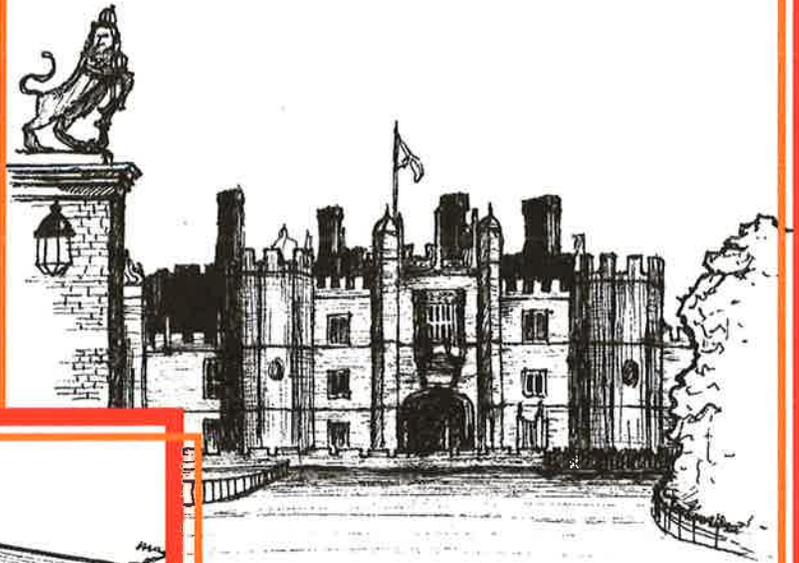
WEI RIVER LANDSCAPE NINGXIANG, CHINA

MATTHEW D. LINCOLN



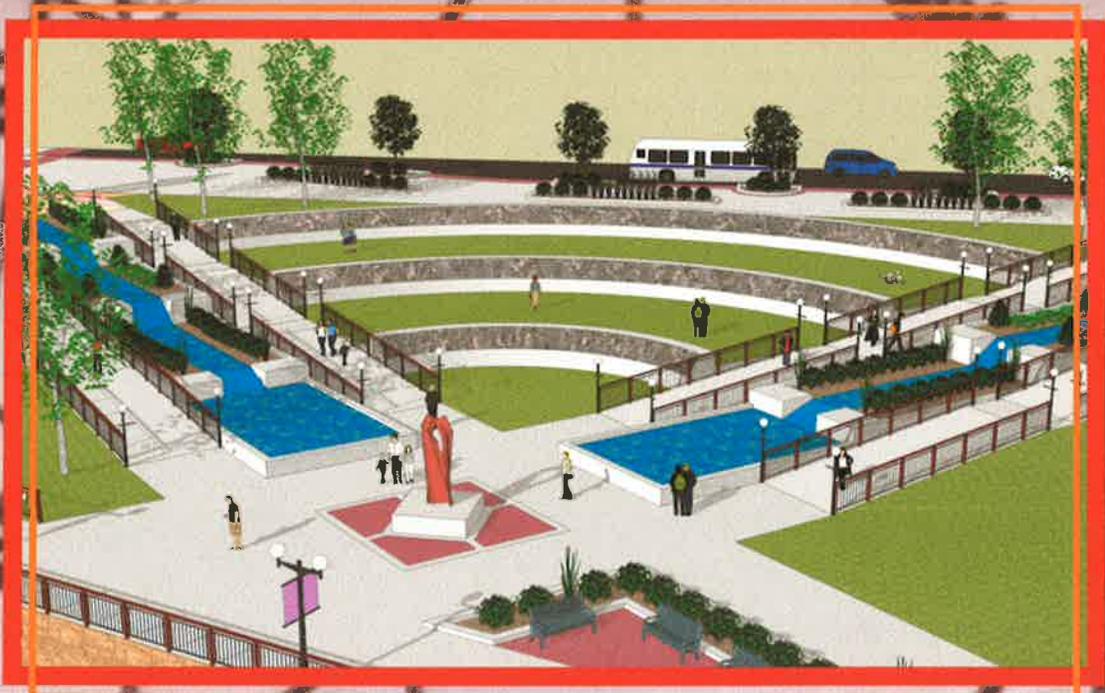
SKETCHES

MATTHEW D. LINCOLN



WENTWORTH PARK
LANSING, MI

MATTHEW D. LINCOLN



DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: May 9, 2016

RE: Resolution No. 2016-008 – To Postpone the Construction of a Required Sidewalk – 1018 Hogsback Road

Enclosed for your review and approval is Resolution No. 2016-008 which would postpone the construction of a required sidewalk for property owned by K & L Jessop Development, LLC located at 1018 Hogsback Road.

The Delhi Charter Township Sidewalk Ordinance No. 91 says “all owners of lots and parcels abutting dedicated public streets shall be required to construct sidewalks at the time of construction of any new principal buildings...” Ordinance No. 91 also provides for the indefinite postponement of required sidewalk construction under certain conditions.

The property owner has formally requested postponement of the installation of sidewalk along this property as currently there is no sidewalk located nearby. Therefore, it would make sense to enter into a Sidewalk Agreement to postpone the construction of this sidewalk until a later date to be determined by the Township.

I, therefore, recommend the Board adopt Resolution No. 2016-008 to allow for the postponement of the installation of sidewalk and require the property owner and Township to execute a Sidewalk Agreement affecting the same.

Recommended Motion:

To adopt Resolution No. 2016-008 which postpones the construction of a required sidewalk along property owned by K & L Jessop Development, LLC located at 1018 Hogsback Road and requires the property owner to execute a Sidewalk Agreement stating the same.



MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: Tuesday, May 10, 2016

RE: Sidewalk Postponement Agreement – Request by K&L Jessop Development LLC.
1018 Hogsback Road (Laux Construction)

K & L Jessop Development, LLC has acquired the property located at 1018 Hogsback Road and received approval for the construction of a contractor's office on same. The property occupancy will be Laux Construction. David Laux, owner, has requested that he be permitted to postpone construction of sidewalk along Hogsback and Harper Roads. The property has frontage on both roads and, therefore, would ordinarily be required to construct sidewalk along the same.

However, Section 5 of the Sidewalk Ordinance provides for the postponement of sidewalk construction, if approved by resolution of the Township Board, in two specific instances, as follows:

1. *"...where the nearest existing sidewalk is over one-quarter mile away or where it seems very unlikely that the required sidewalk will be directly linked with a future extension of the sidewalk system within three (3) years."*
2. *"...where the Board determines that strict application of such requirements would result in practical difficulties, including but not limited to, severe variations in topography, unsuitable soils, or difficulty in providing safe separation between pedestrian and vehicular traffic due to site location, layout or existing building arrangements."*

The Sidewalk Ordinance also requires that the property owner enter into a Sidewalk Agreement with the Township when a postponement request is granted by the Township Board. The Agreement stipulates that the property owner (or any future property owner) will be responsible for the entire cost of the sidewalk at such time as the Township determines that it is desirable to construct it. Of course, if the Property Owner should decide to construct the sidewalk prior to the Township's demand it would be permissible.

At this time, I would recommend that the Township Board grant the postponement request. I've attached a draft agreement that, if authorized, I will have executed and recorded. I have

also attached a map of the property for reference. The nearest sidewalk is located within the Gardens Subdivision. This sidewalk does not go out to Cedar Street and so no connection to this site is currently possible. There is no other sidewalk nearby.

I hope that this provides the necessary background information. However, if you have questions or if there is additional information that I can provide, please do not hesitate to ask. Thank you.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2016-008

A Resolution to Postpone the Construction of a
Required Sidewalk

At a Regular Meeting of the Township Board of Trustees, of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 17th day of May, 2016, at 7:30 o'clock, p.m.

PRESENT:

ABSENT:

The following Resolution was offered by_____.

WHEREAS, pursuant to Township Ordinance 91, the "Sidewalk Ordinance", all owners of lots and parcels abutting dedicated public streets are required to construct sidewalks at the time of construction of any new principal buildings, or at the time of alteration of existing principal buildings on such lots or parcels; and

WHEREAS, K&L Jessop Development, LLC., the owner of property located at 1018 Hogsback Road (33-25-05-25-453-004) is required to install sidewalk along the frontage of Hogsback and Harper Roads for the entire length of its property; and

WHEREAS, the installation of the required sidewalk at this time could result in a practical difficulty resulting from the fact that there is not any other sidewalk nearby; and

WHEREAS, this condition makes it undesirable to install the subject sidewalk at this point in time, but that regardless of any change in the stated conditions at some future time, the Township may, in their sole discretion, determine that it is appropriate to call on the property owner to complete the installation.

NOW, THEREFORE, BE IT RESOLVED; that the Township Board does hereby postpone the requirement for the construction of approximately 678.92+/- feet of sidewalk adjacent to Hogsback and Harper Roads until such time as it is deemed appropriate by the Township.

BE IT FURTHER RESOLVED, that future installation of the postponed sidewalk shall meet the requirements of the Sidewalk Ordinance in effect at that time and that all costs associated with the installation shall be the responsibility of the property owner, and

Exhibit A:
Proposed Agreement



**DELHI CHARTER TOWNSHIP
SIDEWALK AGREEMENT
K&L Jessop Development LLC.
1018 HOGSBACK ROAD
PARCEL NUMBER: 33-25-05-25-453-004**

THIS AGREEMENT made this ____ day of _____, A.D., 2016, by and between K&L Jessop Development LLC., 4218 Charlar Drive, Holt, MI (the "Property Owner") and Delhi Charter Township, a Michigan municipal corporation, 2074 N. Aurelius, Holt, MI 48842 (the "Township").

WITNESSETH:

WHEREAS, the Property Owner owns property within the Charter Township of Delhi, legally described as:

COM AT SE COR OF SEC 25, TH N88°40'W ALG S SEC LN 1306.26 FT TO POB, TH N88°40'W ALG S SEC LN 317.55 FT, TH N45°01'W ALG C/L HOGSBACK RD 361.37 FT, TH N46°16'26"E 179.13 FT, TH N00°52'27"E 396.97 FT, TH S89°6'24"E 450.25 FT, TH S00°55'58"W 776.67 FT TO POB, SEC 25 T3NR2W 8.716 AC M/L.

commonly known as: 1018 Hogsback Road, Mason, MI 48854

WHEREAS, the Township has in effect an Ordinance requiring that the property described above have constructed within the public street right-of-way, located adjacent to its boundaries, a sidewalk located and constructed as required by said Ordinance; and,

WHEREAS, pursuant to provisions within said Ordinance, the Property Owner has requested that the Township grant permission to install said sidewalk at a date subsequent to this agreement; and,

WHEREAS, the Township is agreeable to postpone installation of said sidewalk until such time as the Township shall request such construction, in writing, and

WHEREAS, based on the finding that there are not currently sidewalks located within close proximity of the subject site, and sidewalk is unlikely to be constructed in the near-term future.

NOW THEREFORE, it is MUTUALLY AGREED by and between the parties hereto as follows:

1. The Property Owner hereby agrees that in consideration for the extension of time granted it by the Township for the construction of sidewalk as required on said property, the Property Owner will construct said sidewalk upon written request of the Township within ninety (90) days of the receipt of such request. Such request shall be deemed received by said Property Owner upon the mailing of same by the Township to the last known address of said property owner as same appears in the property tax rolls of the Township or posting a copy of said request on the premises described above.

2. That the Property Owner hereby agrees to construct a sidewalk along its entire frontage on both Hogsback Road (approximately 361.37') and Harper Road (approximately 317.55') for the entire length of the property as of this date, at no cost to the Township, to be located upon and of the type, quality and location as required by the Township's Ordinances in effect at the time such request is made.

3. That the obligation incurred herein shall run with, and constitute a lien upon the property described above and that a copy of this Agreement shall be recorded with the Register of Deeds, the cost of said recording to be paid by the Property Owner, and that the obligation herein shall apply to his heirs, successors and the assigns of the parties hereto.

4. That the Property Owner is the owner of the property described above and that there are no other persons holding fee or equitable title to such property except as set forth herein and that it is under no disability to execute this agreement and bind the property to the terms hereof.

5. That there are no other agreements or understandings, written or oral, between the parties except as set forth herein and this agreement shall be construed as having been drafted by the parties jointly.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the date above first written.

K&L Jessop Development LLC.

WITNESSED BY:

SIGNED:

Name & Title:

STATE OF MICHIGAN)
)ss.
COUNTY OF INGHAM)

Subscribed to and sworn before me this _____ day of _____,
A.D. 2016.

Notary Public
Ingham County, Michigan
My commission expires: _____

DELHI CHARTER TOWNSHIP

WITNESSED BY:

BY: C.J. Davis
Delhi Charter Township Supervisor

BY: Evan Hope
Delhi Charter Township Clerk

STATE OF MICHIGAN)
)ss.
COUNTY OF INGHAM)

Subscribed to and sworn before me this _____ day of _____,
A.D. 2016.

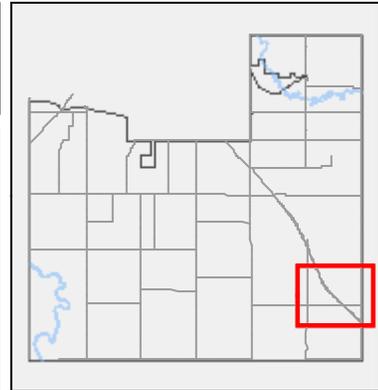
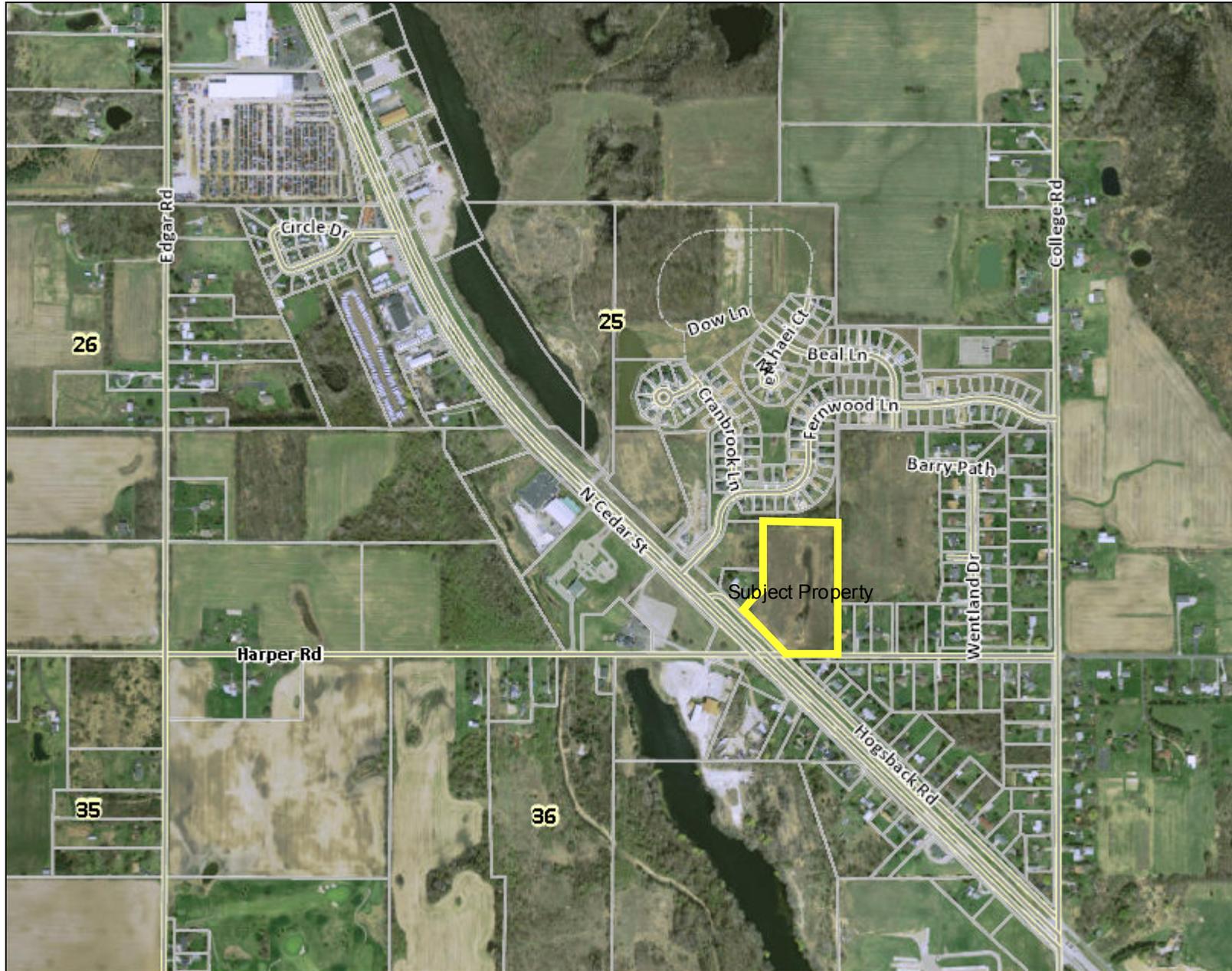
Notary Public
Ingham County, Michigan
My commission expires: _____

PREPARED BY:
Delhi Charter Township
Community Development Department
2074 Aurelius Rd., Holt, MI 48842

Upon recording, return to same.

1018 Hogsback Road

Proximity of Existing Sidewalk



Legend

- Lot Lines
- Mobile Home Lots
- City of Lansing

1 inch = 863.3 feet



This map is intended for use as generalized township wide planning and there are no warranties that accompany this product. The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township
Map Printed: Monday, May 09, 2016



Notes:

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board of Trustees

FROM: John B. Elsinga, Township Manager

DATE: May 10, 2016

RE: Resolution No. 2016-009 – Road Improvement Special Assessment District – English Meadows Subdivision

On May 4, 2016, the Township Board adopted Resolution No. 2016-007, which was the fourth of five resolutions, to set a public hearing for May 17, 2016 at 7:45 p.m. to hear objections to the Special Assessment District Roll for Road Improvements for English Meadows Subdivision.

Final cost estimates for this road improvement project are estimated to be \$245,000 based on bids received by the Ingham County Department of Roads. Therefore, each benefitting property will be responsible for \$2,663.04, or \$344.88 per year spread over ten years at 5% interest if they choose.

The attached Resolution No. 2016-009, is the fifth and final resolution, which adopts the Special Assessment District Roll for English Meadows Subdivision subject to the public hearing.

Upon closing the public hearing, I offer the following motion for the Board's consideration:

Recommended Motion:

To adopt Resolution No. 2016-009, which is the fifth of five resolutions, which adopts and confirms the Special Assessment District Roll for Road Improvements for English Meadows Subdivision in the estimated amount of \$245,000 to be assessed against the benefitting property owners over ten years at an interest rate of 5.0% per annum.



MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: Monday, May 09, 2016

RE: Final Resolution – Establishing the Special Assessment District (SAD) roll for the English Meadows Subdivision Street Improvements

The English Meadows subdivision submitted valid petitions last year regarding the establishment of a SAD for the purpose of paying for improvements to the roads within their neighborhood. The Ingham County Road Department (ICRD) is now ready to move forward with this project on behalf of the property owners and expects to do so this summer. The ICRD Director has reviewed the costs associated with the improvements and has confirmed that the estimated project cost of \$245,000 should be sufficient for completion of the project. As such, the Township must now take the final step in the creation of the SAD.

You will note that the roll proposes to equally divide the total project cost among all benefitting properties. In this case, the cost will be spread over the 92 properties. This causes the estimated total cost to each property to be \$2,663.04. This amount can be amortized over a 10 year period of time, which equals an annual payment of approximately \$344.88. The Township will charge interest and applicable fees should a property owner opt to pay over time. Of course, they may pay the full amount at anytime to avoid any interest that may otherwise accrue.

On May 17th the Board will conduct the final public hearing for this project. The purpose of this hearing is to hear objections to the proposed roll only. The need and necessity for the project has previously been established and approved. After the hearing, the Township Board should take action to approve the roll and the attached Resolution.

I hope that this provides the necessary background information. However, if you have questions or if there is additional information that I can provide, please do not hesitate to ask. Thank you.

DELHI CHARTER TOWNSHIP

RESOLUTION 2016-009

THIS IS THE FIFTH OF FIVE RESOLUTIONS, WHICH ADOPTS THE SPECIAL ASSESSMENT DISTRICT ROLL FOR THE CONSTRUCTION OF STREET IMPROVEMENTS FOR ENGLISH MEADOWS SUBDIVISION

At a Regular Meeting of the Township Board of Trustees, of the Charter Township of Delhi, Ingham County, Michigan, held in the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 17th day of May, 2016, at 7:30 o'clock, p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and supported by _____.

WHEREAS, pursuant to due notice to all interested parties, this Board did meet on Tuesday, the 17th day of May, 2016, at 7:45 o'clock, p.m., at the Delhi Township Community Services Center, in the Charter Township of Delhi for the purpose of reviewing the special assessment roll and hearing any objections hereto for the street improvements on Haddon Hall Drive, Groombridge Drive, Glendurgan Court; and

WHEREAS, at the time and place designated for said meeting, the meeting was duly called to order, and the Township Supervisor announced the opening of the hearing for objections to the special assessment roll prepared by the Supervisor and on file with the Township Clerk, said roll assessing the cost of street improvements for Haddon Hall Drive, Groombridge Drive and Glendurgan Court Street Improvements Special Assessment District against benefiting properties; and

WHEREAS, objections were heard or filed in writing with the Township Clerk; and the following adjustment or corrections were made: _____.

and,

WHEREAS, the Township Board desires to confirm the special assessment roll attached:

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Delhi, Ingham County, Michigan, as follows:

1. Township Board does hereby designate the special assessment project as "English Meadows Subdivision Street Improvements".

2. Said special assessment roll shall be designated "English Meadows Subdivision Street Improvements" and the district against which it is assessed shall be designated "English Meadows Subdivisions Street Improvements". The Street Improvements for English Meadows Subdivision Special Assessment Roll in the amount of \$245,000.00, as prepared and reported to the Township Board by the Supervisor is hereby adopted and confirmed, and the Township Clerk is hereby directed to endorse there on this date of this confirmation.
3. That the special assessment roll shall be divided into 10 equal annual installments. The first such installment to be due on December 1, 2016 and the following installments to be due on December of the succeeding years thereafter. Said special assessments may be paid in full on or before October 30, 2016, without interest; thereafter, said installments of the special assessment roll shall bear interest at the rate of 5% per annum, commencing on the 31st day of October, 2016, payable annually on the due date of each installment after the first installment. If any installment is not paid when due, then the same shall be deemed to be delinquent, and there shall be collected thereon, in addition to the interest above provided, a penalty at the rate of 1% for each month or fraction thereof that the same remains unpaid before being reported for reassessment upon the Township roll. In the event the Township Board determines it is in the best interest of the district and the Township at large to issue bonds pledging the receipts of said special assessment roll and the full faith and credit of the Township; then and in that event, the interest on the unpaid installments shall be adjusted to not more than 1% greater than the average interest rate at which the bonds were sold. Said interest shall be payable annually on each installment due date.
4. Any of the unpaid balance due on the special assessment roll may be paid in full on any date, together with the interest due as of said payment date.
5. The assessments made in said special assessment roll are hereby ordered and directed to be collected. The Township Clerk shall deliver said special assessment roll to the Township Treasurer to collect the assessments therein in accordance with the direction of the Township Board with respect thereto, and the Treasurer is authorized and directed to collect the amounts assessed as they become due pursuant to the terms of this resolution and the provisions of the applicable statutes of the State of Michigan.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 17th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of May, 2016.

Evan Hope, Township Clerk

Exhibit A:
English Meadows Subdivision Street Improvements

Delhi Charter Township
Special Assessment Roll for:

5/9/2016

English Meadows Subdivision Street Improvements

PARCEL NUMBER	OWNER'S NAME	OWNERS MAILING ADDRESS	OWNER'S CITY	STATE	ZIP	PROPERTY ADDRESS	BENEFITS	APPROX. FRONT FT.	Est. COST PER BENEFIT
33-25-05-21-400-018	THOMSON, TIA L & GIBBS, SANDRA	5100 MCCUE ROAD	HOLT	MI	48842	5100 MCCUE ROAD	1	250.00	\$ 2,663.04
33-25-05-21-476-001	PRUSH, JOHN S	5010 HADDON HALL DRIVE	HOLT	MI	48842	5010 HADDON HALL DRIVE	1	101.34	\$ 2,663.04
33-25-05-21-476-002	NGUYEN, BINH	5016 HADDON HALL DRIVE	HOLT	MI	48842	5016 HADDON HALL DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-476-003	PENSKI, DAVID & CYNTHIA J	5022 HADDON HALL DRIVE	HOLT	MI	48842	5022 HADDON HALL DRIVE	1	70.39	\$ 2,663.04
33-25-05-21-476-004	O'BRIEN, LARA	5028 HADDON HALL DRIVE	HOLT	MI	48842	5028 HADDON HALL DRIVE	1	72.99	\$ 2,663.04
33-25-05-21-476-005	RUONAVAARA FAMILY TRUST	5034 HADDON HALL DRIVE	HOLT	MI	48842	5034 HADDON HALL DRIVE	1	79.03	\$ 2,663.04
33-25-05-21-476-006	SINGER, LISA JO FAMILY TRUST	5040 HADDON HALL DRIVE	HOLT	MI	48842	5040 HADDON HALL DRIVE	1	80.90	\$ 2,663.04
33-25-05-21-476-007	WALSH, JAMES M & PATRICIA A	5046 HADDON HALL DRIVE	HOLT	MI	48842	5046 HADDON HALL DRIVE	1	80.27	\$ 2,663.04
33-25-05-21-476-008	UNDERHILL, MATTHEW & LORI ANN	5052 HADDON HALL DRIVE	HOLT	MI	48842	5052 HADDON HALL DRIVE	1	84.37	\$ 2,663.04
33-25-05-21-476-009	DESROCHERS, DAVID	5058 HADDON HALL DRIVE	HOLT	MI	48842	5058 HADDON HALL DRIVE	1	85.00	\$ 2,663.04
33-25-05-21-476-010	TAYLOR, BRENT L & KRISTY S	5064 HADDON HALL DRIVE	HOLT	MI	48842	5064 HADDON HALL DRIVE	1	91.39	\$ 2,663.04
33-25-05-21-476-011	KOCH, BRIAN L	5070 HADDON HALL DRIVE	HOLT	MI	48842	5070 HADDON HALL DRIVE	1	89.78	\$ 2,663.04
33-25-05-21-476-012	SHEWCHUCK, ROBERT & JOY	5076 HADDON HALL DRIVE	HOLT	MI	48842	5076 HADDON HALL DRIVE	1	89.78	\$ 2,663.04
33-25-05-21-476-013	MILLER, AMY M & NICHOLAS S	1591 HADDON HALL DRIVE	HOLT	MI	48842	1591 HADDON HALL DRIVE	1	89.77	\$ 2,663.04
33-25-05-21-476-014	GAUS, SCOTT & VANETT, MELISSA	1585 HADDON HALL DRIVE	HOLT	MI	48842	1585 HADDON HALL DRIVE	1	89.78	\$ 2,663.04
33-25-05-21-476-016	MAASON, JOHN A & SARA A	1579 HADDON HALL DRIVE	HOLT	MI	48842	1579 HADDON HALL DRIVE	1	76.84	\$ 2,663.04
33-25-05-21-476-017	BURGE, ANNETTE L	1573 HADDON HALL DRIVE	HOLT	MI	48842	1573 HADDON HALL DRIVE	1	77.12	\$ 2,663.04
33-25-05-21-476-018	WILKINS, CAROL A & DAVID H	1567 HADDON HALL DRIVE	HOLT	MI	48842	1567 HADDON HALL DRIVE	1	212.00	\$ 2,663.04
33-25-05-21-477-001	GILSDORF, CLINTON N & MICHELLE M	5077 HADDON HALL DRIVE	HOLT	MI	48842	5077 HADDON HALL DRIVE	1	94.82	\$ 2,663.04
33-25-05-21-477-002	COONEY, WILLIAM P & KATHLEEN M	5071 HADDON HALL DRIVE	HOLT	MI	48842	5071 HADDON HALL DRIVE	1	229.09	\$ 2,663.04
33-25-05-21-477-003	NARODOWIEC, JOAN A	1579 GROOMBRIDGE DRIVE	HOLT	MI	48842	1579 GROOMBRIDGE DRIVE	1	90.70	\$ 2,663.04
33-25-05-21-477-004	CHRISTENSEN, KATHLEEN A	1573 GROOMBRIDGE DRIVE	HOLT	MI	48842	1573 GROOMBRIDGE DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-477-005	DARLING, BLAIR & PHYLLIS	1567 GROOMBRIDGE DRIVE	HOLT	MI	48842	1567 GROOMBRIDGE DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-477-006	WRAGG, DANIEL	1561 GROOMBRIDGE DRIVE	HOLT	MI	48842	1561 GROOMBRIDGE DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-477-007	WYSONG, PATRICIA TRUST	1555 GROOMBRIDGE DRIVE	HOLT	MI	48842	1555 GROOMBRIDGE DRIVE	1	80.77	\$ 2,663.04
33-25-05-21-477-008	HASSLER, AMY L	1549 GROOMBRIDGE DRIVE	HOLT	MI	48842	1549 GROOMBRIDGE DRIVE	1	88.12	\$ 2,663.04
33-25-05-21-477-009	WALTER, BYRON R & SILVIA L	1543 GROOMBRIDGE DRIVE	HOLT	MI	48842	1543 GROOMBRIDGE DRIVE	1	76.23	\$ 2,663.04
33-25-05-21-477-010	SCHROEDER, THOMAS & RAQUEL	1537 GROOMBRIDGE DRIVE	HOLT	MI	48842	1537 GROOMBRIDGE DRIVE	1	76.72	\$ 2,663.04
33-25-05-21-477-011	SYCAMORE CREEK UNITED METHODIST	1919 S PENNSYLVANIA AVENUE	LANSING	MI	48910	5058 GLENDURGAN COURT	1	225.00	\$ 2,663.04
33-25-05-21-477-012	SMATHERS, NATHAN & JAMIE	5064 GLENDURGAN COURT	HOLT	MI	48842	5064 GLENDURGAN COURT	1	70.00	\$ 2,663.04
33-25-05-21-477-013	GARCIA, ANGEL	5070 GLENDURGAN COURT	HOLT	MI	48842	5070 GLENDURGAN COURT	1	70.00	\$ 2,663.04
33-25-05-21-477-015	NOWLIN, KENNETH A & PEGGY L	5076 GLENDURGAN COURT	HOLT	MI	48842	5076 GLENDURGAN COURT	1	183.32	\$ 2,663.04
33-25-05-21-477-016	KELLER, HEATHER	1532 HADDON HALL DRIVE	HOLT	MI	48842	1532 HADDON HALL DRIVE	1	121.84	\$ 2,663.04
33-25-05-21-477-017	LE, HUNG	1544 HADDON HALL DRIVE	HOLT	MI	48842	1544 HADDON HALL DRIVE	1	70.08	\$ 2,663.04
33-25-05-21-477-018	GIAP, CHAU J	1550 HADDON HALL DRIVE	HOLT	MI	48842	1550 HADDON HALL DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-477-019	FORDHAM, ANMIE M	1556 HADDON HALL DRIVE	HOLT	MI	48842	1556 HADDON HALL DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-477-020	GUILFOYLE, JEFF & WENDY	1562 HADDON HALL DRIVE	HOLT	MI	48842	1562 HADDON HALL DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-477-021	JOHNSTON, ATHAS & LLOYD	1568 HADDON HALL DRIVE	HOLT	MI	48842	1568 HADDON HALL DRIVE	1	85.80	\$ 2,663.04
33-25-05-21-477-022	LINDLEY, JOHN & ANN-MARIE	1574 HADDON HALL DRIVE	HOLT	MI	48842	1574 HADDON HALL DRIVE	1	85.30	\$ 2,663.04
33-25-05-21-477-023	BLANCHARD, JASON & BONNAIRE, EMILAE	1580 HADDON HALL DRIVE	HOLT	MI	48842	1580 HADDON HALL DRIVE	1	89.31	\$ 2,663.04
33-25-05-21-477-024	BARTLETT, PAUL E & SANDRA J	1586 HADDON HALL DRIVE	HOLT	MI	48842	1586 HADDON HALL DRIVE	1	88.95	\$ 2,663.04
33-25-05-21-478-001	JAILI, ANWAR S & SAIRA A	P.O. BOX 28971	SANTA ANA	CA	92799	1586 GROOMBRIDGE DRIVE	1	217.92	\$ 2,663.04
33-25-05-21-478-002	TRUONG, THINH & TRAN, DAO THI	5053 HADDON HALL DRIVE	HOLT	MI	48842	5053 HADDON HALL DRIVE	1	70.42	\$ 2,663.04
33-25-05-21-478-003	GILLESPIE, MICHELLE & BRIAN	5047 HADDON HALL DRIVE	HOLT	MI	48842	5047 HADDON HALL DRIVE	1	73.15	\$ 2,663.04
33-25-05-21-478-004	ALLEMAN, RICKIE L & VALERIE E	5041 HADDON HALL DRIVE	HOLT	MI	48842	5041 HADDON HALL DRIVE	1	79.23	\$ 2,663.04
33-25-05-21-478-005	MILLER, MARIANNE K	5035 HADDON HALL DRIVE	HOLT	MI	48842	5035 HADDON HALL DRIVE	1	76.86	\$ 2,663.04
33-25-05-21-478-006	SICILIA, SAMUEL JOSEPH	5029 HADDON HALL DRIVE	HOLT	MI	48842	5029 HADDON HALL DRIVE	1	72.32	\$ 2,663.04
33-25-05-21-478-007	DAVIS, JUSTIN M & VERONICA L	5023 HADDON HALL DRIVE	HOLT	MI	48842	5023 HADDON HALL DRIVE	1	70.32	\$ 2,663.04
33-25-05-21-478-008	NGUYEN, HO V & BUI, BACH-MAI T	5017 HADDON HALL DRIVE	HOLT	MI	48842	5017 HADDON HALL DRIVE	1	70.01	\$ 2,663.04
33-25-05-21-478-009	DENMAN, MICHELE & TURNER, DEBRA	5011 HADDON HALL DRIVE	HOLT	MI	48842	5011 HADDON HALL DRIVE	1	105.36	\$ 2,663.04
33-25-05-21-478-010	AMADOR, DIEGO & PATRICIA L	1580 GROOMBRIDGE DRIVE	HOLT	MI	48842	1580 GROOMBRIDGE DRIVE	1	78.20	\$ 2,663.04
33-25-05-21-478-012	BRUCE, GEOFFREY & DAWN	1574 GROOMBRIDGE DRIVE	HOLT	MI	48842	1574 GROOMBRIDGE DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-478-013	GAO, ZHEN HUA & BAO ZHU	1568 GROOMBRIDGE DRIVE	HOLT	MI	48842	1568 GROOMBRIDGE DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-478-014	ERLEY, CHRISTOPHER A	1562 GROOMBRIDGE DRIVE	HOLT	MI	48842	1562 GROOMBRIDGE DRIVE	1	70.02	\$ 2,663.04
33-25-05-21-478-015	SUMMERS, JONATHAN	1556 GROOMBRIDGE DRIVE	HOLT	MI	48842	1556 GROOMBRIDGE DRIVE	1	86.82	\$ 2,663.04
33-25-05-21-478-018	GALLEGOS, HUGO	1538 GROOMBRIDGE DRIVE	HOLT	MI	48842	1538 GROOMBRIDGE DRIVE	1	76.65	\$ 2,663.04
33-25-05-21-478-019	ICE, JEFFREY E & ERIN R	1550 GROOMBRIDGE DRIVE	HOLT	MI	48842	1550 GROOMBRIDGE DRIVE	1	82.92	\$ 2,663.04
33-25-05-21-478-020	PIRROTTA, PAUL AMADEUS	1544 GROOMBRIDGE DRIVE	HOLT	MI	48842	1544 GROOMBRIDGE DRIVE	1	78.00	\$ 2,663.04
33-25-05-21-478-021	WATERS, PETRA E	5048 GLENDURGAN COURT	HOLT	MI	48842	5048 GLENDURGAN COURT	1	225.00	\$ 2,663.04
33-25-05-21-478-022	CASE, CHARLES W & NANCY M	5042 GLENDURGAN COURT	HOLT	MI	48842	5042 GLENDURGAN COURT	1	70.00	\$ 2,663.04
33-25-05-21-478-023	HARNS, DAVID L & ILONA M	1810 CAROL LANE	DANSVILLE	MI	48819	5030 GLENDURGAN COURT	1	213.42	\$ 2,663.04
33-25-05-21-478-024	JACOBS, TREVOR & MARY	5020 GLENDURGAN COURT	HOLT	MI	48842	5020 GLENDURGAN COURT	1	66.73	\$ 2,663.04
33-25-05-21-478-025	EILERS, MARK D & LYNDA S	5018 GLENDURGAN COURT	HOLT	MI	48842	5018 GLENDURGAN COURT	1	52.50	\$ 2,663.04
33-25-05-21-478-026	INTVELD, KENNETH & VERA	5016 GLENDURGAN COURT	HOLT	MI	48842	5016 GLENDURGAN COURT	1	52.50	\$ 2,663.04
33-25-05-21-478-027	WICKS, JOSEPH L	5014 GLENDURGAN COURT	HOLT	MI	48842	5014 GLENDURGAN COURT	1	52.50	\$ 2,663.04
33-25-05-21-478-028	OGHOR, EIOVI & ESQHE Y	5015 GLENDURGAN COURT	HOLT	MI	48842	5015 GLENDURGAN COURT	1	52.50	\$ 2,663.04
33-25-05-21-478-029	GILLAHAN, DAVID M & JAMIE L	5019 GLENDURGAN COURT	HOLT	MI	48842	5019 GLENDURGAN COURT	1	55.96	\$ 2,663.04
33-25-05-21-478-030	WINKEL, MICHAEL & LEANN	5023 GLENDURGAN COURT	HOLT	MI	48842	5023 GLENDURGAN COURT	1	94.03	\$ 2,663.04
33-25-05-21-480-001	BRIGMAN, JAMES J	1555 HADDON HALL DRIVE	HOLT	MI	48842	1555 HADDON HALL DRIVE	1	218.00	\$ 2,663.04
33-25-05-21-480-002	RODGERS, NICHOLAS ALEXANDER	1549 HADDON HALL DRIVE	HOLT	MI	48842	1549 HADDON HALL DRIVE	1	70.00	\$ 2,663.04
33-25-05-21-480-003	RICHTER, JASON W. AND NICOLE E.	1543 HADDON HALL DRIVE	HOLT	MI	48842	1543 HADDON HALL DRIVE	1	70.01	\$ 2,663.04
33-25-05-21-480-004	CHALIMAN, MARY F	1537 HADDON HALL DRIVE	HOLT	MI	48842	1537 HADDON HALL DRIVE	1	73.37	\$ 2,663.04
33-25-05-21-480-005	BROOKES, CHRISTOPHER R	1531 HADDON HALL DRIVE	HOLT	MI	48842	1531 HADDON HALL DRIVE	1	91.85	\$ 2,663.04
33-25-05-21-480-006	FILLION, LINDA L	1525 HADDON HALL DRIVE	HOLT	MI	48842	1525 HADDON HALL DRIVE	1	79.76	\$ 2,663.04
33-25-05-21-481-001	SMITH, CYNTHIA A	5075 GLENDURGAN COURT	HOLT	MI	48842	5075 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-002	AZELTON, SHIRLEY J AND	5073 GLENDURGAN COURT	HOLT	MI	48842	5073 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-003	KOMPSI, CHERYL	5069 GLENDURGAN COURT	HOLT	MI	48842	5069 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-004	JOHNSON, JAMES A	5067 GLENDURGAN COURT	HOLT	MI	48842	5067 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-005	MCDOWELL, GEORGE S & MARTHA L	5063 GLENDURGAN COURT	HOLT	MI	48842	5063 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-006	BAISEL, ROBERT & JERRI	5061 GLENDURGAN COURT	HOLT	MI	48842	5061 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-007	MCATTEE, GUNDRUN ANNA	5057 GLENDURGAN COURT	HOLT	MI	48842	5057 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-008	NOURSE, WALLACE & THELMA	5055 GLENDURGAN COURT	HOLT	MI	48842	5055 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-009	HOPKINS, NICHOLAS	5051 GLENDURGAN COURT	HOLT	MI	48842	5051 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-010	HOWELL, DOROTHY C	5049 GLENDURGAN COURT	HOLT	MI	48842	5049 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-011	WALSH, JOSEPH M	5045 GLENDURGAN COURT	HOLT	MI	48842	5045 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-012	VILLEGAS, RAYMOND JR.	5043 GLENDURGAN COURT	HOLT	MI	48842	5043 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-013	FANNIE MAE	7360 S KYRENE ROAD	TEMPE	AZ	85283	5039 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-014	PALMER, MARY L	5037 GLENDURGAN COURT	HOLT	MI	48842	5037 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-015	BUFFONE, GENEVIEVE K	5033 GLENDURGAN COURT	HOLT	MI	48842	5033 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-016	DERBY, JOHN W & LINDA TRUST	5031 GLENDURGAN COURT	HOLT	MI	48842	5031 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-017	TELFORD, JOHN R	5027 GLENDURGAN COURT	HOLT	MI	48842	5027 GLENDURGAN COURT	1	51.95	\$ 2,663.04
33-25-05-21-481-018	LOSZEWSKI, STACI	5025 GLENDURGAN COURT	HOLT	MI	48842	5025 GLENDURGAN COURT	1	51.95	\$ 2,663.04

Estimated Project Cost: \$ 245,000.00

TOTALS 92 7,958.73 \$ 245,000.00