



## AGENDA

CHARTER TOWNSHIP OF  
MERIDIAN  
TOWNSHIP BOARD  
REGULAR MEETING  
August 18, 2015  
5:00 P.M.



1. CALL MEETING TO ORDER<sup>+</sup>
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. CLOSED SESSION
  - A. Township Manager Annual Performance Review
5. PUBLIC REMARKS\*
6. TOWNSHIP MANAGER REPORT
7. BOARD COMMENTS & REPORTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA (SALMON)
  - A. Communications
  - B. Minutes – August 4, 2015 Regular Meeting
  - C. Bills
  - D. Set the 2016 Budget Public Hearing for September 1, 2015
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
  - A. Appeal of Special Use Permit #15071 (Jacobs Engineering) – Request to Install a Cell Tower at 4980 Park Lake Road
12. ACTION ITEMS (PINK)

\*\*Public Comment

  - A. Daniels Drain Improvements
  - B. Township Manager Annual Performance Review and Employment Contract
13. BOARD DISCUSSION ITEMS (ORCHID)

\*\*Public Comment

  - A. Planned Residential Development #15-97015 (SP Investments Limited Partnership) Amendment to the Planned Residential Development Sketch Plan – Ember Oaks
  - B. Appeal of Special Use Permit #15071 (Jacobs Engineering) – Request to Install a Cell Tower at 4980 Park Lake Road
  - C. Extension of Special Use Permit #13-12051 (Douglas J)
  - D. Personnel Policy Manual – Draft
14. PUBLIC REMARKS\*
15. FINAL BOARD MEMBER COMMENT
16. ADJOURNMENT
17. POSTSCRIPT – JOHN VEENSTRA

\*PUBLIC REMARKS (Any topic - 3 minutes per person)

\*\*PUBLIC COMMENT (Agenda item specific - 3 minutes per person)

*Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by writing or calling the following:  
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864-1198 (517-853-4258) – Ten Day Notice is Required.*

*Meridian Charter Township: 5151 Marsh Road, Okemos, MI 48864-1198, (517) 853-4000 Township Hall Room; [www.meridian.mi.us](http://www.meridian.mi.us)*

<sup>+</sup> Appointment of President Pro Tem and/or Temporary Clerk if necessary

*Meridian Township exists to create a sustainable community through the most effective use of available resources that achieve the highest quality of life.*

TOWNSHIP BOARD REGULAR MEETING COMMUNICATIONS, AUGUST 18, 2015

(1) Board Deliberations (BD)

- BD 11A/13B Ginger Yang, Owner/Therapist, LotusVoice Integrative Therapies, LLC, 4994 Park Lake Road, East Lansing; re: Appeal of SUP #15061 (Jacobs Engineering)  
BD 13C James Sinadinos, Socrates Investment, LLC, 4706/4707 Okemos Road, Okemos; RE: Support for the Douglas J Project in downtown Okemos (SUP #13-12051)

(2) Board Information (BI)

- BI-1 Susan Luks, 2292 E. lake Lansing Road, East Lansing; RE: Objection to the New Road Pacing, SAD No. 43  
BI-2 Judy Kindel, 2915 Margate Lane, East Lansing; RE: Goals and Objectives  
BI-3 Thomas and Marilyn Pinnavaia, 5901 East Sleepy Hollow Lane, East Lansing; RE: Request for support to have the Ingham County Drain Commissioner make improvements to the Raby Drain in the Sleepy Hollow subdivision  
BI-4 Darryl Burris, President, Tri-County Bicycle Association, PO Box 22146, Lansing; RE: Request for the Township to extend the Inter-urban Pathway east under the Marsh Road bridge to Haslett Road and beyond  
BI-5 Darryl Burris, President, Tri-County Bicycle Association, PO Box 22146, Lansing; RE: Request for the Township to install a push-button or motion-activated Rectangular Rapid Flash Beacon at the Inter-urban Pathway crossing at Okemos Road  
BI-6 Darryl Burris, President, Tri-County Bicycle Association, PO Box 22146, Lansing; RE: Concern with the lack of non-motorized transport infrastructure in the planned improvements to Okemos Road between Sandhill and Jolly Roads  
BI-7 Mike McCurdy, 5458 Okemos Road, East Lansing; RE: McCurdy Goats  
BI-8 Mike McCurdy, 5458 Okemos Road, East Lansing; RE: McCurdy Goats  
BI-9 Thomas Cook, 300 R7umsey Avenue, Lansing; RE: Employment Protections in the Meridian Township Nondiscrimination Ordinance  
BI-10 Brent Forsberg, President, T.A. Forsberg, Inc., 2422 Jolly Road, Suite 200, Okemos; RE: August 1, 2015 incident on their Okemos Pointe property  
BI-11 Ann Zimmerman, 2344 Coyote Creek Drive, Okemos; RE: Response to the August 5, 2015 letter from Brent Forsberg  
BI-12 Brent Forsberg, President, T.A. Forsberg, Inc., 2422 Jolly Road, Suite 200, Okemos; RE: Request for the Board to consider action on the same night as discussion for MUPUD #15024 and SUP #15101 (Okemos Pointe)

(3) On File in the Clerk's Office(OF)

- Material handed out at the August 4, 2015 Board Meeting  
Angela McGuire, 6024 Newton Road, East Lansing; RE: Objection to the Newton Road Public Road Improvement Special Assessment District No. 43  
Mike Bateman, 6031 Newton Road, East Lansing; RE: Objection to the Newton Road Public Road Improvement Special Assessment District No. 43  
Pam Fraker, 351 Newman Road, Okemos; RE: Opposition to any CATA millage  
Leon Puttler, Bath Township Trustee, 14480 Webster Road, Bath; RE: Review of the current Redi-Ride Program  
Ziona Bisno, 6045 Oakpark Trail, Haslett; RE: Concern with the limitations of scheduling for Spec-Tran and a request for Board exploration of transportation alternatives for the elderly and disabled  
Susan McGillicuddy, 5115 Country Drive, Okemos; RE: Opposition to a renewal millage or increase for CATA Redi-Ride  
Karla and Michael Hudson, 6009 Skyline Drive, East Lansing; RE: Suggested improvements to the service provided by Redi-Ride  
Petition signatures to support the retention of goats on the property owned by Michael McCurdy at 5458 Okemos Road, East Lansing

Material submitted at the August 4, 2015 Board Meeting

Bettie and Paul Menchik, 4414 Cherry Hill Drive, Okemos; RE: Support to increase the availability of Redi-Ride

Thomas Bartley, 1527 River Terrace Drive, East Lansing; RE: Request for proper administration of the Red-Ride Program by evaluating who is the targeted ridership and how that ridership will best be served

Katy Kemeny, 3874 Sandlewood Drive, Okemos; RE: Support for a review of the Redi-Ride program

Wally Markham, 3815 Sandlewood Drive, Okemos; RE: Request for a review of the Redi-Ride program prior to 2018

Donald and Elizabeth Kaufman, 16763 Meadowbrook Drive, Haslett; RE: Concern with limited service currently offered by Redi-Ride and Spec-Tran

**MEMORANDUM**

**TO:** Township Board

**FROM:** Frank L. Walsh  
Frank L. Walsh, Township Manager

**DATE:** August 14, 2015

**RE:** **Proposed Motion for a Closed Session**

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The following motion is proposed for Board consideration:

**MOVE THAT THE TOWNSHIP BOARD GO INTO CLOSED SESSION TO DISCUSS THE PERSONNEL EVALUATION OF THE TOWNSHIP MANAGER PURSUANT TO MCL 15.268(a).**

11A/13B

**CLERK'S OFFICE  
BOARD COMMUNICATIONS  
AUGUST 18, 2015**

**Board Deliberations (BD)**

## Sandy Otto

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**From:** Ginger Yang <lotusvoice48823@gmail.com>  
**Sent:** Thursday, August 13, 2015 3:18 PM  
**To:** Mark Kieselbach  
**Cc:** Frank Walsh; Brett Dreyfus; Julie Brixie; Carol Hasse; Sandy Otto; Ginger Yang; Kathy Donahue  
**Subject:** Re: Appeal of SUP #15061  
**Attachments:** Cell Tower Board Meeting.pdf; "New rules approved for proposed cell towers.pdf"; "Attack of the 300-foot mushroom".pdf

Thank you, Mr. Kieselbach. You have been very helpful.

Attached please find the materials I've prepared. There might be some minor revision, I hope it is ok.

One last question, when will the agenda of the entire meeting be available?

Enjoy the rest of your day

Ginger Yang, MA, MT-BC, LMT  
Owner/Therapist  
LotusVoice Integrative Therapies, LLC  
4994 Park Lake Rd. East Lansing, MI 48823  
517-8970714  
[lotusvoice48823@gmail.com](mailto:lotusvoice48823@gmail.com)  
[www.lotusvoice48823.com](http://www.lotusvoice48823.com)

On Thu, Aug 13, 2015 at 11:19 AM, Mark Kieselbach <[Kieselbach@meridian.mi.us](mailto:Kieselbach@meridian.mi.us)> wrote:

Ms. Yang,

The Township Manager asked me to respond to your recent email. The deadline for providing information for the Board packet is today Thursday August 13, before 5:00 pm. The material can be handed in to the Clerk's office or sent electronically to Sandy Otto in the Clerk's office at [otto@meridian.mi.us](mailto:otto@meridian.mi.us). A copy of the appeal hearing process has been attached. The Township Board typically gives the applicant for the special use permit and the appellant 15 minutes to present their case. If you have any questions regarding the process please contact me.

Mark Kieselbach, Director  
Community Planning & Development  
Charter Township of Meridian

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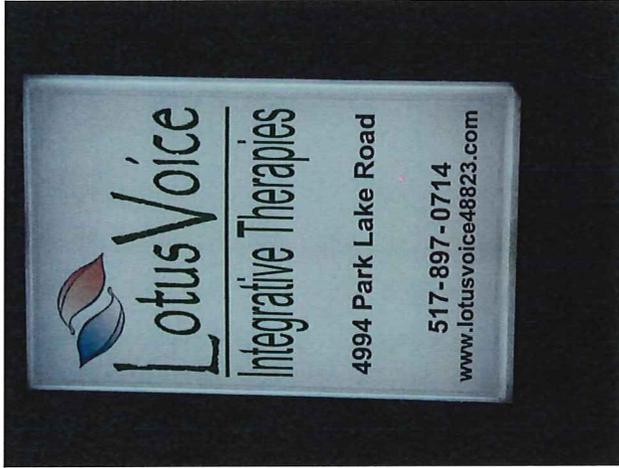
**A 90-FOOT-TALL  
CELL TOWER ON  
GRAND RIVER AND  
PARK LAKE ROAD ?**

**PLEASE THINK TWICE!**

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# My Story

- ❖ Property and business owner LotusVoice Integrative Therapies, LLC at 4994 Park Lake Rd.
- ❖ Resident of Meridian Township for 15 years.
- ❖ LotusVoice opened its door to the community on October, 2013.
- ❖ We offer massage therapy, acupuncture, counseling services, yoga/Taichi/meditation classes, and a wide variety of wellness-related workshops.
- ❖ As the owner, I have the vision of making LotusVoice a place that people will come to receive high quality of complementary and alternative medicines; a place where people will be healed and empowered.



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# Their Story-Original proposal

From Packets & Minutes of Planning Commission Meetings 6/8 & 6/22 & 7/13 (#1)

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- 6/8 packet & minutes; 6/4 staff analysis
- ✓ Status of Applicant : **Land Lease** (...The proposed tower, associated equipment shelter and generator will be located within a 2500 square foot leased area. Access to the tower will be provided via Park Lake Road by way of a 25-foot easement to use the site's northernmost paved access drive..)
- ✓ Generator with **1000 gallon liquid propane tank**
- ✓ **No plans to offer co-location to other carriers**
- ✓ **No incorporation of stealth design**

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# Their Story-Revised proposal

From Packets & Minutes of Planning Commission Meetings 6/8 & 6/22 & 7/13 (#2)

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- 6/22 packet & minutes, Site plan revision
- ✓ **Conversion of the lease area to an easement**
- ✓ **Propane tank was removed and diesel was proposed for generator**
- ✓ **Co-location will be allowed**
- ✓ **Still no stealth design**

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# Question #1

## “Renewable Easement”??

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- What is “Easement” ?
- ✓ <http://thelawdictionary.org/easement/> ;  
<http://legal-dictionary.thefreedictionary.com/easement> ;  
<http://dictionary.law.com/Default.aspx?selected=603> ;  
<https://en.wikipedia.org/wiki/Easement>;
- ✓ There is no such thing as a “Renewable Easement.”
- ✓ Applicant is manipulating the system in order to avoid the Michigan Land Division Act.

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# Question #1 cont.

## “Renewable Easement”??

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- 6/8 Packet (Staff Analysis)
- ✓ “The lease area must have at least 100 feet of lot width on Park Lake Road and be at least 4000 square feet in area for consistency with C-2 district standards. The Michigan Land Division Act considers areas leased for more than one year a land division. To receive Township approval of a land division, the leased area must comply with the lot width and lot area requirements of the zoning district”.

**“If it looks like a duck, walks like a duck,**

**It is a duck”!**

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# Question #2

## Diesel for generator??

- 6/22 packet

✓ **A revised site plan with the propane tank removed; diesel will be used.**

Fuel Comparison Chart

FACTOR	GASOLINE	DIESEL	NATURAL GAS	VAPOR PROPANE	LIQUID PROPANE
ENGINE COST	EXCELLENT (many low-cost gensets on market)	VARIABLES (higher cost in small sizes)	VARIABLES (low cost in small sizes)	VARIABLES (low cost in small sizes)	VARIABLES (low cost in small sizes)
FUEL SYSTEM INSTALLATION & STORAGE COST	VARIABLES (low cost in small sizes)	VARIABLES (low cost in small sizes)	EXCELLENT (if gas service already available at site)	MEDIUM (if adequately sized tank already at site)	MEDIUM (if adequately sized tank already at site)
FIRE & PERSONNEL SAFETY	POOR (highly flammable, vapors poisonous)	EXCELLENT (high flash point)	MEDIUM (rare leak risk)	MEDIUM (rare leak or tank explosion risk)	MEDIUM (rare leak or tank explosion risk)
ENVIRONMENTAL IMPACTS	POOR (spill risk, exhaust not clean)	POOR (spill risk, exhaust not clean)	EXCELLENT (clean burning)	EXCELLENT (clean burning)	EXCELLENT (clean burning)
FUEL AVAILABILITY	MEDIUM (easy to purchase)	MEDIUM (must be delivered & stored)	EXCELLENT (storage not req'd, supply rarely lost)	MEDIUM (must be delivered & stored)	MEDIUM (must be delivered & stored)
COLD STARTING & OPERATION	POOR (forms gum deposits)	MEDIUM (hard starting at cold temperatures)	EXCELLENT	MEDIUM (tank must be large and full for vaporization)	EXCELLENT (no tank vaporization issue)
ENGINE LIFE/WEAR	POOR/ MEDIUM (depends on engine type)	EXCELLENT	MEDIUM	MEDIUM	MEDIUM

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# Question #3

## Statement of Need ??

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- 6/8 minutes, 6/22 minutes & packet
- ✓ “Who will be the beneficiaries of the cell tower reception?” Is anybody complaining? Has there been any survey?
- ✓ The Planning Commission made the decision without enough proof being presented to support the need for a cell tower installed at the proposed site. During the three Planning Commission meetings, there was only one representative from the applicant to provide the evidence favorable to the site. **The Community Planning & Development Department failed to present to the Commission an unbiased, informed or verified engineering analysis on the need for the cell tower in that particular location. More evidence should be provided to justify their decision.**

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# Question #4

## Location, location, location!!

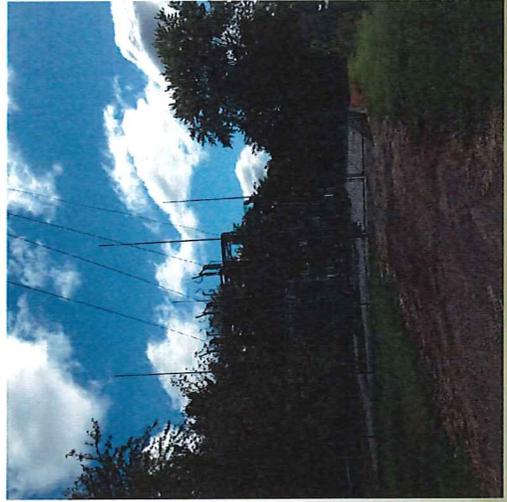
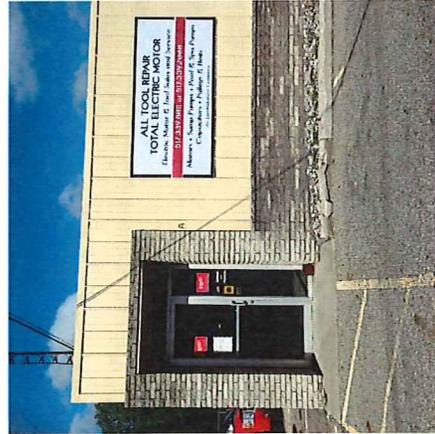
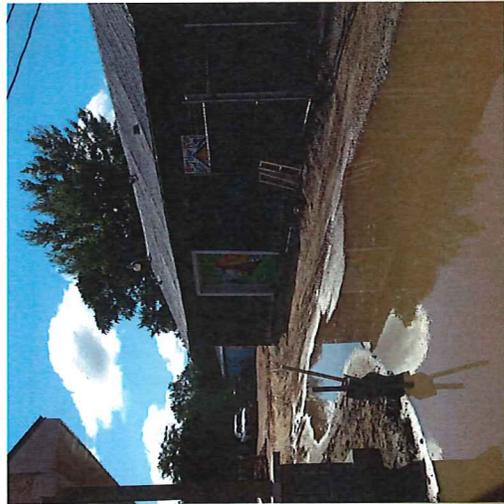
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- 6/8, 6/22 & 7/13 minutes
- ✓ Alternative site #1– Dawn Ave. south of Grand River
- ✓ Pictures of Dawn Ave.

✓ “ ....it makes more sense to construct a new tower at the Dawn Avenue location and request several variances than to construct a tower at the proposed location...”. Unfortunately, the applicant had no intention to negotiate or to explore the options of other locations.

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# Question #4 cont-1 Location, location, location!!



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# Question #4 cont-2 Location, location, location!!

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- Alternative site #2 – 5015 Park Lake Rd.

Outstanding development parcels adjacent to retail, commercial, and office developments. Two parcels 1.63 acres and 33.0 acres.



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# Question #5

## FCC regulations?!!

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- 7/13 minutes
- ✓ During the last meeting on 7/13, several commissioners were concerned about the legal issues should the Commission ultimately deny the application. They were traumatized by the idea that the Township could be sued based on some unwarranted reasons. **These legal concerns should be verified by a legal consultant rather than simply by speculation or self-interpretation of the law by commissioners.**
- ✓ “Attack of the 300-foot mushroom” City Pulse 5/31/2015 <http://www.lansingcitypulse.com/lansing/article-11391-attack-of-the-300-foot-mushroom.html>

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# Question #6

## Gateway Vision!!

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- ✓ Being one of the 6 major partners for the **Mid-Michigan Program for Greater Sustainability**, the Township should have the **VISION** for this specific section of Grand River, which is considered to be the gateway of Meridian Township. **Does a 90-foot-tall cell tower fit into the vision of the future development of the Township??**

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# It's Pandora's Box!!!

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- 7/13 minutes
- ✓ Given that wireless communication is a growing business in general, this proposal is the first cell tower application before the Township in a long time and the process of approval/denial should be set as an example for future reference.
- ✓ **If the Township approve the application without a proper and justified process, we could only expect the effect of opening Pandora's box with little control over any future applications.**

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# Master Planning, NOT Rubber Stamping!!!

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- 7/13 minutes
- ✓ At the meeting on 7/13, the Chair of the Planning Commission explicitly expressed the concern that the Commission was being told, not asked for consultation, on the location of the cell tower, hence giving the Commission very limited options.
- ✓ “New Rules approved for proposed cell towers– Palo Alto officials hope three-tiered approach will encourage less-intrusive equipment” 7/1/2015

<http://www.paloaltoonline.com/news/2015/07/01/new-rules-approved-for-proposed-cell-towers>

**Take the lead and set the example  
for our future generations!!**

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<http://paloaltoonline.com/news/print/2015/07/01/new-rules-approved-for-proposed-cell-towers>

Uploaded: Wed, Jul 1, 2015, 9:43 am

## New rules approved for proposed cell towers

Palo Alto officials hope three-tiered approach will encourage less-intrusive equipment

by Gennady Sheyner

Much like bad cell reception, new wireless facilities have been causing plenty of static in Palo Alto neighborhoods as of late.

The proposed Verizon cell tower that would replace a light pole at the Little League Ball Park on Middlefield Road, and that is now the subject of a lawsuit, is just the latest application to pit neighbors against one another. While proponents cite the need for improved coverage, critics complain about the new equipment's potential aesthetic – and health – impacts.

Similar concerns had come up in past proposals for a cell tower proposed at St. Albert the Great Church (a project that was ultimately scuttled) and AT&T's distributed antenna systems (DAS) in which cell equipment was installed on existing utility poles (a project that was approved). And as the new report from City Attorney Molly Stump notes, they aren't likely to go away any time soon.

"The tremendous growth in personal wireless services has created an increased demand for new wireless antennas and equipment," the report states. "It is expected that carriers will continue to roll out new facilities in Palo Alto to accommodate the rapidly growing need for increased capacity and speed."

With that in mind, the City Council on Monday passed a code revision that aims to make the approval process for wireless facilities both more predictable and consistent with federal law, which severely limits the city's power to ban cell equipment. Stump's report notes that under federal law known as the Spectrum Act, the city cannot make decisions that "have the effect of prohibiting the provision of wireless service" or regulate the placement, construction or modifications of wireless equipment based on concerns about radio-frequency emissions.

By an 8-0 vote, with Councilman Tom DuBois absent, the council created a new approval process with three different tiers, based on the type of wireless technology being proposed.

Each tier would have its own timeline for the city's approval and its own appeal process (or, in the case of the first tier, aimed at the least intrusive equipment, there is no appeal process).

The first tier would apply collocated equipment such as antennas added to an existing utility pole that don't "substantially change the physical dimensions of the existing wireless tower or base stations," according to the report.

The city has 60 days to make a decision on an application for such equipment. The permit requires approval from the planning director and the director's decision cannot be appealed. The 60-day time frame is consistent with the "shot clock" that federal law establishes for these facilities, granting them automatic approval if the city fails to meet its deadline.

The second tier would apply to collocated equipment that "substantially change the physical dimensions of the existing wireless tower or base station." The city would have 90 days to make a

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decision, which would be based on the equipment's compliance with the city's development standards and architectural guidelines for wireless equipment. The director's decision could be appealed.

The third tier would apply to new poles, roof-mounted equipment and other facilities deemed more significant than those in the other two tiers. Applications in this pool would give the city 150 days to make a decision and they would be based on a director's review and subject to an appeal. To approve these applications, the director would find that they are compliant with the city's development standards, architectural guidelines and permit conditions.

By making the requirements more stringent for new poles and other large equipment than for collocated equipment, the city hopes to encourage more carriers to favor the latter over the former.

While in the past, the city only required a "conditional use permit" for certain types of cell equipment, the new ordinance includes a "more robust review for all new facilities," according to the city attorney's office.

It would, among other things, "require that applicants provide simulations that will show the level of additional height that the facility would be entitled to under the Spectrum Act, so the community can see the potential for growth," Cara Silver, senior assistant city attorney, told the council Monday.

The new rules quickly won the council's endorsements, though several council members also raised concerns about the latest science concerning the health effects of radio-frequency emissions from the new equipment.

Vice Mayor Greg Schmid said the city has a "problem with disconnect" when it comes to cell applications.

"Every time we have a hearing about a new tower going in we are filled with people," Schmid said. And half says we want better service and the other said it is worried about health effects."

Mayor Karen Holman agreed and questioned whether the health studies conducted in other communities really anticipated the type of proliferation of cell equipment that Palo Alto has seen in recent years.

"While I agree, absolutely, that what should be true in one community should be true in another, the proliferation is not the same in one community as in another," Holman said.

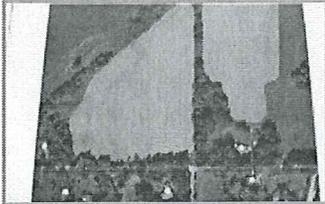
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Wednesday, May 13, 2015

## Attack of the 300-foot mushroom

Notice of proposed 911 tower mobilizes nearby residents, township officials

by Lawrence Cosentino



They reasoned. They pleaded. They cried. They bucked the sheriff. They hauled out visual aids. In the end, they toppled the invading tower — for now.

A group of Clinton County residents got a whirlwind civics lesson last week when they banded together to fight off a proposed 300-foot wireless communication tower for emergency 911 services, scheduled to go up near several houses in Victor and Bath townships this fall.

Taken aback by a surge of opposition, not only from residents but also from frustrated Bath and Victor township officials, the county's planning commission voted unanimously to table the project for further study at an emotionally fraught meeting Thursday.

"I've learned more about local government this week than in four years in college," Bath Township resident and tower opponent David Vliet said.

County officials said the project has been in the works for 10 years, but over a dozen affected residents and township officials said they got only 10 days' notice of the proposed site before Thursday's meeting.

The proposed site for the tower is the south edge of a farm on Cutler Road, on the border between Victor and Bath townships.

The townships and residents knew a tower was coming to southeastern Clinton County, as part of a \$3 million plan to modernize 911 communication technology, but they didn't know it would be that close to Cutler Road and several nearby homes.

The county plans to erect the tower on a one-acre parcel of land leased by Claude and Agnes Vail of Victor Township, who declined to comment at the meeting.

Five of Thursday's angry residents live within what they called the 300-foot "fall zone" of the proposed tower. Several other Bath and Victor township residents live outside the "fall zone," but within 1,000 feet of the proposed tower.

County officials said the tower was designed to collapse in sections in the event of disaster.

"Things are designed to do a lot of things," skeptical Bath Township Trustee Cindy Cronk snapped at the meeting.

All the residents opposing the project said that if the tower, or pieces of it, fell and blocked dead-end Cutler Road, emergency services couldn't get through.

At the outset of Thursday's meeting, Bath Township Supervisor Paula Clark urged the planning board to listen to the speakers that would follow that night.

"We have been barraged with input from our citizens who have raised all kinds of concerns — about process, about location," Clark said. "It's time to take a step back."

The residents took several different tacks.

Bath Township resident Kathy Brown held up an aerial photo that showed the proposed tower site surrounded by yellow dots representing houses, with an expanse of empty farmland to the north.

"We're not asking to move the world," Brown said. "Just move the tower."

Resident Jennifer Fletcher, also in the "fall zone," cried at the mention of her 7-year-old son. "I told him this would be our forever home," she said. David Bennett, who lives with Jennifer, held up a photo with orange-tinged clouds.

"That's our sunset now, until this starts," he said.

Bath Township resident Paul Shaheen called the tower "a monstrosity." As chairman of the Zoning Board of Appeals for 16 years, he said, "we would never allow a project like this to get this far."

The county invoked two principles — science and safety — in defense of the site selection.

Two beleaguered county officials told the board that it took 10 years to find a suitable spot for the tower, triangulating among the requirements of the Federal Aviation Administration, the Federal Communications Commission and other state and federal agencies. The numerous private airstrips that criss-cross southern Clinton County further complicated the search.

"It's the most highly regulated project I've ever been involved with," County administrator Ryan Wood told the planning board "The issues involve engineering, high science, federal regulations." Wood said you can't "just sit around the coffee table and discuss it."

Wood seemed to dread another round of study, should the county planning board deny site approval.

"Each time you look at a different spot, you start spinning the needle again," he said. "You recalculate FAA, FCC, triangulation needs, simulcast — it gets complicated pretty fast."

Mark Breithart, another resident in the "fall zone," didn't buy it. He and other speakers resented the county's frequent retreat behind the "technical" nature of the project.

"Science is not a mystery," Breithart said. "It's physics and mathematics. That tower falls, it's a big issue for us."

Breithart urged the board to Google "tower failures." (Be careful; it's a time suck.) He pointed out that two common causes of tower failures are ice storms and wind shears, both of which occur in mid-Michigan.

"A minor inconvenience to the people who are paid to site this [tower] becomes a major life event for us," Breithart said.

Other county officials invoked the murky dangers of the modern world to chasten the tower's opponents.

Wood said 911 communication in Clinton County was dotted with "dark spots" inside buildings, including schools, or in highly vegetated areas.

"You don't want to think about" what could happen if signals were lacking in schools, he said.

Clinton County Sheriff Wayne Kangas trundled to the podium in full uniform and argued that the tower is "essential ... in today's environment that's going on in the

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world."

The residents didn't care much for the implication that they were obstructing public safety. Every speaker recognized the need for the tower.

"Just prove to me this is the only place this tower can go," Jodi Breithart said. "It's 80 feet from the road, and our house is less than 50 feet from there. We're right there."

The planning commission got an earful from two more township officials. Faulty process was the issue for Don McDonald, Victor Township treasurer. McDonald said he first heard of the tower's proposed site 10 days before Thursday's meeting.

"[The project] has not been going on with the [township] board's input," McDonald said.

Trustee Cronk said the county was being "back-handed" by invoking an "essential services" exception to bypass the county ordinance's rules for siting private cell phone towers.

The ordinance says that commercial cell towers should go up "in a manner that will retain the integrity of neighborhoods and the character, property values and aesthetic quality of the community at large."

The county's application for project approval says that the proposed 911 tower will have "co-location" capability for private cellular service.

"Should the county permit lessees to come on [the tower] — Verizon, AT&T, whoever — the county would use the proceeds to offset maintenance," former Clinton County 911 director James Fyvie told the board Thursday.

That didn't sit well with Cronk. "If your intent is to bring in cell towers, just follow the ordinance," she said. "Move it. In every direction there is a lot of vacant land. Common sense tells me that those little pings will go another 1,000 feet."

As the meeting wound down, a key figure in the tower project, Adam Stacey, tried to calm the waters. Stacey sits on both the county planning board and the Clinton County Board of Commissioners, where he represents Victor and part of Bath Township.

"There has been a lot of poor communication on this issue," Stacey conceded to the group. "Government isn't perfect, but it isn't a faceless robot, either."

Stacey told the group he couldn't make any promises.

"This isn't a standard issue that comes before us: 'Let's move that house back, let's move that berm 40 feet,'" he said. He moved to table the project. The board unanimously agreed.

After the meeting, Stacey said he still wants the tower built by the end of 2015, but he hopes to find an alternate site that is "less intrusive" to the neighbors.

"There's several hundred acres of farmland over there," Stacey said. "I didn't realize how close it was going to be to the road and to the neighboring property."

He said that in the future, he would keep the residents "better informed" of new developments.

After Thursday's meeting, the opposition group milled around in the courthouse hallway, comparing notes.

Chuck Ostrom, who lives on Cutler Road near the tower site, was outraged by the rushed process, for obvious reasons. Ostrom is the chairman of MSU's Political Science Department.

"They do 10 years of work, and with 10 days to go, they say, 'Oh, do you have any comments?'" Ostrom said after the meeting. "That makes public comment a sham. It didn't feel like they wanted our input."

But Ostrom was mollified by Thursday night's civics lesson.

"Tonight's meeting gives me more faith," he said. "I feel supported. It's been amazing to see the families on this road come together and make the case."

His wife tugged at his sleeve as the group schmoozed in the hallway.

"Let's go," she said. "I can't take any more of this."

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AUG 18 2015  
 BD 11A/13B  
 (page 20 of 20)  
 AUG 18 2015

13C

**CLERK'S OFFICE  
BOARD COMMUNICATIONS  
AUGUST 18, 2015**

**Board Deliberations (BD)**

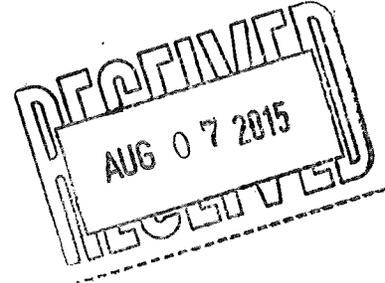
# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff    Supervisor  
Brett Dreyfus            Clerk  
Julie Brixie              Treasurer  
Frank L. Walsh          Manager



Milton L. Scales            Trustee  
Ronald J. Styka            Trustee  
John Veenstra              Trustee  
Angela Wilson              Trustee

July 31, 2015



**RE: Special Use Permit #13-12051 (Douglas J)**

Dear Property Owner:

This is to notify you that the Township Board of the Charter Township of Meridian has scheduled a public hearing on Tuesday, August 18, 2015 at 6:00 p.m. in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI, 48864 (517-853-4560). The public hearing is regarding a request to extend special use permit approval to construct a building or group of buildings greater than 25,000 square feet in size at 4695 Okemos Rd., 2138 Hamilton Rd., and 2148 Hamilton Rd. The property is located in the C-2 (Commercial) zoning district.

The purpose of the public hearing is to give the Township Board an opportunity to hear all persons interested and involved in the request. Information may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, MI, 48864, between the hours of 8:00 a.m. and 5:00 pm., Monday through Friday. Written comments may be sent prior to the public hearing to Peter Menser, Associate Planner, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to menser@meridian.mi.us.

If you have any questions, please feel free to contact me at (517) 853-4576 or by e-mail at menser@meridian.mi.us.

Sincerely,

Peter Menser  
Associate Planner

AUG 18 2015

B) 13C

AUG 18 2015

G:\Community Planning & Development\Planning\SPECIAL USE PERMITS (SUP)\2013\SUP 13-12051 (Douglas J)\Notices

8/14/15  
I BELIEVE THIS IS THE DOUGLAS J. PROJECT. I AM 100% FOR THIS PROJECT. D.T. OKEMOS NEEDS THIS PROJECT. TAX BASE INC. JOBS + BEAUTY FYING D.T. OKEMOS. THE NOSTALGIA OF OLD DECEASED BUILDINGS IS REDICULOUS. THE ONLY EXCEPTION IS MY PROPERTY BUILT 30 YRS AGO. (TNE 4706/07 OKEMOS RD. 5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000

www.meridian.mi.us



Handwritten signature: J. P. Smolenski / SPARKS MGT. LLC

**CLERK'S OFFICE  
BOARD COMMUNICATIONS  
AUGUST 18, 2015**

**Board Information (BI)**

## Brett Dreyfus

---

**From:** Susan Luks <susan@sdluks.com>  
**Sent:** Thursday, July 30, 2015 2:08 PM  
**To:** Brett Dreyfus  
**Subject:** Objection to Newton Road Public Road Improvement assessment

Dear Mr Dreyfus,

I am writing to object to the proposed assessment on our property at 2292 E Lake Lansing Rd for the proposed improvements to Newton Road.

I understand that paving Newton Rd will benefit many people: those who live or own businesses along the road, those who use the new park at the corner of Lake Lansing and Newton, those who live in the neighborhoods with entrances off Newton Rd, and, truthfully, if I were one of those people, I would definitely want the road paved and I wouldn't mind paying for it. But for me, your proposal assesses us an estimated \$3,333 for which we will get increased traffic and an increased property assessment, meaning an increased annual tax bill on top of this amount.

Please consider this my formal protest.

Respectfully,  
Susan Luks

2292 E Lake Lansing Rd  
East Lansing, MI 48823  
(517) 282-4876

AUG 18 2015

BI-1

AUG 18 2015

## Sandy Otto

---

**From:** Paul Kindel <kindel@msu.edu>  
**Sent:** Friday, July 31, 2015 6:57 PM  
**To:** Board  
**Subject:** Goals and Objectives

Dear Board Members,

I strongly support many of the 2015 Township Goals and Objectives in Goal No. 1, "to sustain and enhance the environment". In particular, items (l) continue energy, water and waste reduction efforts in Township Buildings and other facilities and (o) mitigate climate change (including community solar).

I encourage the board to further raise awareness among the public of the advances the Township has made in the past and plans to make in the future in these areas.

Possible avenues to promote awareness of these subjects would be via regular, short articles in the Meridian Monitor and on HOM TV. It would also serve to emphasize the Township's commitment to energy conservation and alternative energy projects such as community solar, by including the topic in any surveys being planned in the near future.

It is very encouraging that the present Board understands the interdependency of the natural environment, economic system and social structure of a sustainable community in decision making.

Thank you for consideration of these issues.

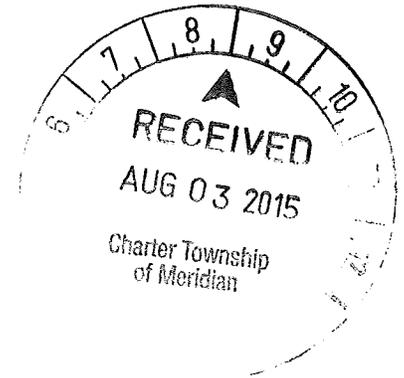
Judy Kindel

AUG 18 2015

BI-2

AUG 18 2015

To: Meridian Township Board  
From: Thomas and Marilyn Pinnavaia  
5901 East Sleepy Hollow lane  
East Lansing, MI 48823  
Date: July 30, 2015



Dear Board Members:

We respectfully request your support of our efforts to prompt the Ingham county Drain commission to improve the effectiveness of the Raby Drain in draining our property in the Sleepy Hollow subdivision, particularly Lots 7 and 8. Our three-year effort to have the Drain Commission act on this matter has been both frustrating and fruitless. We hope your support of our request will finally get the Commission to act.

A brief history of our interaction with the Commission is summarized as follows:

- About seven years ago we learned of plans to upgrade the Raby Drain, which runs through our Sleepy Hollow property. Although excited over the prospect of the project improving the drainage of our lots, we had to be patient because work on the Drain was to start at the southern end of the drainage system and that it would be several years before the project would reach our northern end of the Drain system.
- In 2013 the project advanced to the area northeast of the intersection of Haslett and Park Lake roads. At this point we expected the work to continue to the drainage system on our property. But, regrettably, work stopped at this point. More importantly, the drainage problem on our property actually worsened due in part to increased runoff from the expanding Cider Mill Subdivision which also accesses the Drain.
- By the end of 2013 after numerous calls to Commission, we finally received a visit by Mr. Donald Drum, who walked our property and declared it "a disaster". He indicated that the drain needed dredging and that he would make this recommendation to his superiors.
- Our efforts throughout 2014 to speak with the Drain Commission office led to an interaction with Mr. Dave Egger, who then passed on our request to Mr. Randy Abbott. After contacting Mr. Abbott several times requesting action on our request he most recently raised doubt that our property was part of the Raby Drain and said they needed to study the history of the property. We provide him with the available deeds and histories of our properties back to 1837 and surveys of our property. He said he read all of the information but still was not able to conclude that the Raby Drain was on our property.

So, here we are after two and a half years with no positive action by the Commission. Our efforts have been met by classic bureaucratic runarounds. There is no doubt the drain is on our property. This is clearly indicated on township maps. In addition, we have been paying Raby Drain assessments as far as we can remember.

We have been walking Lots 7 and 8 since 1977 when we built out home across the street on Lot 18 of the subdivision. Back then the woods were a pleasant natural environment with mature trees, wild flowers and open native undergrowth. All this changed soon after the Cider Mill subdivision was established. This subdivision constructed a holding or overflow pond with diverts their runoff to the northwest through the Brattin Woods Nature Area that adjoins our property and into the Raby Drain. However, that runoff does not drain well but instead accumulates and causes water to back up onto our property.

AUG 18 2015

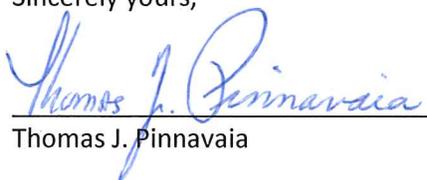
BI-3

AUG 18 2015

The resulting standing water causes trees on our lots to topple over in strong winds. Every year several mature trees fall over due to the saturated soil. Also, we suspect that the increase in standing water is contributing to the proliferation of invasive species such as garlic mustard. The entanglement of fallen trees makes it especially difficult to enjoy even a simple walk through the property. The wet mess of fallen vegetation extends also to the rear of Lots 6 and 9 owned by the Rutherford and Zeller families. These Lots, along with our Lots 6 and 7, are zoned residential and are not wetlands. Standing water is not supposed to be an ecological feature of these properties.

As Meridian Township property owners we very much would appreciate your help in requesting the Ingham County Drain Commission to act promptly and effectively to improve the Raby Drain drainage in the Sleepy Hollow subdivision.

Sincerely yours,

  
Thomas J. Pinnavaia

  
Marilyn E. Pinnavaia

P.S.: We are providing the Rutherford and Zeller families with a copy of this letter in the event that they wish to support our request for action by the Ingham County Drain Commission.

AUG 18 2015

BI-3

(page 2 of 2)

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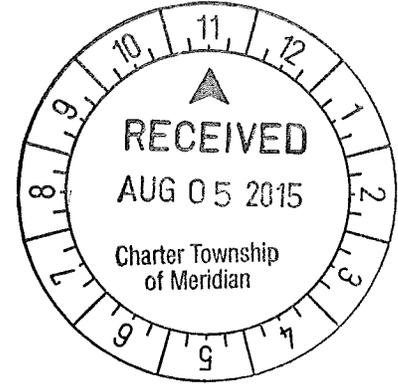


# TRI-COUNTY BICYCLE ASSOCIATION

P.O. Box 22146 • Lansing, MI 48909-2146 • [www.biketcba.org](http://www.biketcba.org)

July 24, 2015

Township Board  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864



Dear Board Members:

At a recent meeting with Ingham County's Bill Conklin, our Advocacy Committee learned that the County Road Department is planning to replace the Marsh Road Bridge over CN Railroad in 2016.

We think that the Township should use this opportunity to extend the Inter-urban Pathway east under the Marsh Road bridge to Haslett Rd. and beyond. Such an extension would make this very popular pathway even more useful and safe for not only Township residents but also those users from other locations. It will provide a safe East-West corridor through the Township, thus encouraging more non-motorized transportation for commuting, recreation and exercise for area residents.

Currently bicyclists who want to visit the businesses at the Haslett and Marsh Road intersection must travel downhill at high speeds, cross a very busy and unsafe access road into Haslett Village Square.

The Tri-County Bicycle Association wishes to work with the Township in enhancing the attractiveness and utility of the Inter-Urban Pathway.

Sincerely,  
*Darryl Z. Burris*  
Darryl Burris, President

AUG 18 2015

BI-4

XC: Frank Walsh, Township Manager

AUG 18 2015

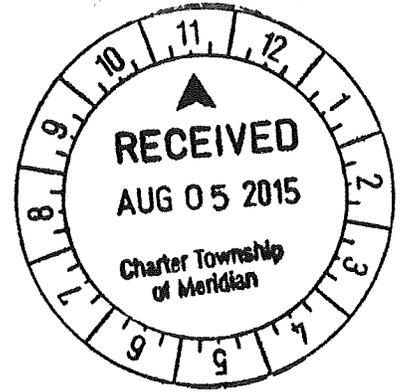


# TRI-COUNTY BICYCLE ASSOCIATION

P.O. Box 22146 • Lansing, MI 48909-2146 • [www.biketcba.org](http://www.biketcba.org)

July 24, 2014

Township Board  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864



Dear Board Members:

Many of our club members enjoy using the Inter-Urban Pathway. Unfortunately, the crossing at Okemos Road is unsafe and discourages many people, especially the young or elderly, from using the Pathway to its full potential.

The current warning signs do little to slow traffic on Okemos Road. We feel that a push-button or motion-activated Rectangular Rapid Flash Beacon<sup>1</sup> would make this crossing safer.

The City of Lansing and East Lansing have installed a number of these kinds of devices to ensure the safety of their pathway users. Thus, they serve as good examples for Meridian Township.

We would be happy to work with you to enhance the safety of this popular Pathway.

Sincerely,

*Darryl L. Burris*  
Darryl Burris, President

XC: Frank Walsh, Township Manager

AUG 18 2015

BI-5

AUG 18 2015

<sup>1</sup> <http://safety.fhwa.dot.gov/intersection/resources/techsum/fhwasa09009/>



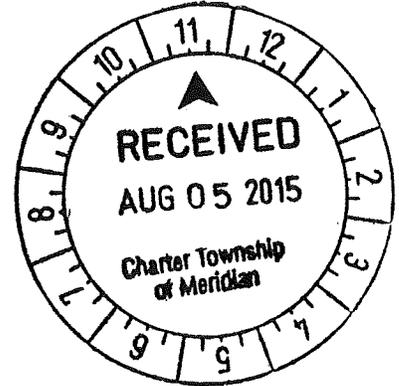
# TRI-COUNTY BICYCLE ASSOCIATION

P.O. Box 22146 • Lansing, MI 48909-2146 • [www.biketcba.org](http://www.biketcba.org)

July 24, 2015

Board of Trustees of Alaiedon Township  
2021 West Holt Road  
Mason MI 48854

Dear Alaiedon Township Trustees:



The Tri-County Bicycle Association (TCBA) is writing to express its concerns regarding the lack of bicycle and pedestrian (Non-Motorized Transport) infrastructure into the planned improvements to Okemos Road between Sandhill and Jolly Roads. Bicyclists and pedestrians face risks traveling in this area. Moreover, employees in the vicinity have only one option for running errands or eating lunch: drive their cars. TCBA would like to work with you to improve this situation.

Over the past few decades, development of the Jackson National campus has created significant traffic congestion. Okemos Road along this stretch is one of the most dangerous spots to ride or walk a bicycle in Greater Lansing due to the complete lack of Non-Motorized Transport infrastructure.

It is inappropriate to add more pavement for cars when Non-Motorized Transport options have been excluded from the design. This is especially true since the Okemos Road Bridge over I-96 was built with sidewalks -- essentially sidewalks to nowhere. Streets are not truly complete without Non-Motorized Transport features.

The need for Non-Motorized Transport infrastructure along this corridor exists since individuals risk their lives on a daily basis. They include:

- Individuals who cannot afford a car and are forced to walk/bike across the freeway from the nearest CATA stop
- People with disabilities who must use a wheelchair or other form of assistance
- Bicyclists who would prefer commuting by bike during the warm weather months.

All are part of the traffic mix that must be accommodated if a transportation network is to function properly.

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Finally, this is an issue of employment equity. By not adding sidewalks, the community is denying a segment of the population equal access to employment opportunities.

While most of Alaeidon Township continues to retain the scenic charms of its agricultural heritage, it is clear that the area along/near Okemos Road north of Sandhill Road is now a major employment center and a suburban community. This developed segment of Alaeidon Township must include the necessary infrastructure to insure safe travel for all.

Numerous studies have shown that merely adding additional traffic lanes without Non-Motorized Transport options will only be a short-term solution. Additional lanes only serve to build the false perception that there is more road capacity than truly exists. Unless a comprehensive, multi-faceted approach that includes Non-Motorized Transport options is adopted, this area near I-96 will be facing the same traffic problems in a few short years. TCBA would be glad to provide copies of the reports or forward web links to these studies upon request.

Thank you for taking these concerns into consideration. TCBA would be pleased to work with Alaeidon Township, Ingham County Roads, and MDOT to find positive solutions to these issues.

Sincerely,

*Darryl L. Burris*

Darryl Burris, President  
Tri-County Bicycle Association

✓cc: Board of Commissioners of Meridian Township  
Ingham County Road Department  
Michigan Department of Transportation

AUG 18 2015

BI-6

(page 2 of 2)

AUG 18 2015

## Sandy Otto

---

**From:** Mike McCurdy <mikemccurdy74@gmail.com>  
**Sent:** Monday, August 03, 2015 11:11 PM  
**To:** Board  
**Subject:** McCurdy Goats

Dear Board of Trustees,

As I know you are aware I am in possession of several small goats that are in violation of Meridian Township's zoning laws. I apologize for any trouble this has caused. When we bought our property it seemed an appropriate place for animals and we knew that the previous owners had had goats at times as well as a horse. We never considered that a property of 6 acres would not be allowed to graze a few goats.

We did receive notice from Richard Brown approximately 7 weeks ago that we were out of compliance with the law. I immediately went to the township and met with Mr. Brown. He was very helpful and advised me that I could apply for rezoning or ask the township to change the zoning rules. Mr. Brown also advised that I could ask the Board to waive the filing fee for the application.

I have since corresponded and met with Trustee Dreyfuss and talked with Trustee Veenstra about the issue. I've also written to Mr. Brown asking for some extended time to work this situation out. (Though he may be on vacation and not have received my correspondence.) It is my understanding that in order for our family to keep our goats we will need to either get rezoned to rural residential or the rules for RAAA zoning would need to be changed. I have been encouraged to apply for rezoning.

I am happy to ask for rezoning as I believe our property and others around us were not zoned for their optimal use.. The wetlands on and around these properties make them inappropriate for the density of development that is encouraged by the current zoning. The fact that The Cameron Oaks development was refused their request to build 16 houses on 45 acres and only allowed 10 supports this observation. We also have historic houses built in the 1800's as well as a historic barn on our little stretch of Okemos Road. The idea of increasing density on any of the parcels along this stretch of road seems undesirable at best.

Our property is bordered to the north by a stretch of properties smaller than our own zoned RR. Our property has 6 acres and has a historical enclosure built to contain animals that is recognized by lifetime residents, like myself, as a landmark. I can remember driving by our paddock as a small child. When I tell area natives where I live all I have to do is mention this paddock and our location is known. It is a joy to me to have begun to restore the paddock and put it back to its intended use.

We have two requests of the board of trustees at this time. The first is, please grant us 3 months to work with the township and our neighbors to identify the appropriate parcels to be considered as part of a rezoning application. (I have asked Richard Brown to provide educational materials for our neighborhood association to review.) During this time I would asked our family be allowed to maintain our goats. Second, we would ask that the approximately \$900 application fee be waived. I believe the work we will be doing is in the best interest of the township. The fee would pose a serious burden on the finances of our young family and threaten our ability to file this application.

Thank you in advance for taking your time to consider our request.

Sincerely,

Mike McCurdy

AUG 1 8 2015

BI-7

AUG 1 8 2015

## Sandy Otto

---

**From:** Mike McCurdy <mikemccurdy74@gmail.com>  
**Sent:** Monday, August 10, 2015 9:05 AM  
**To:** Frank Walsh; Board  
**Cc:** Carol Hasse; Mark Kieselbach  
**Subject:** Re: McCurdy Goats

Dear Board of Trustees,

Thank you all for the time you have taken in discussing the issue of our goats and zoning. We especially thank trustees Veenstra, Dreyfuss and Brixie who have all taken time to talk with me personally about this issue. It is clear that there is a desire to find a solution to the current problem without resulting to the courts.

On the advice of Frank Walsh and trustee Brixie, we have decided we would like to apply for rezoning for just our own property 5458 Okemos Rd. at this time. There may be other applications forthcoming but do to the issue of our nonconforming goats it seems the planning dept. would prefer to deal with our request separately and ASAP and not await a larger application.

We still face what we consider to be a large fee associated with this rezoning application. The fee is \$820. We have received support from Trustees Veenstra and Dreyfuss in considering the possibility of waiving this fee. Trustee Brixie suggested that waiving the fee would be unfair to other applicants.

We have decided to attempt to find a compromise. We would like to ask the Board of Trustees to waive half of the rezoning fee. We are prepared to pay the other half. We believe this to be fair for the following reasons:

- The majority of this fee is a set application fee and would not change if we were applying for 100 acres or 1 acre. As we are separating our application from future applications by our neighbors at the township's request this puts an unnecessary burden of cost on the application for our property.
- The issue with our goats is an issue that has been brought to light by the township. No complaint exists on record against our goats. In essence this issue never really needed to be an issue if the township could have left well enough alone.
- Our goats are enjoyed by the community at large and hence are an asset to the community. This has been proven by many letters, emails, facebook messages and petition signers requesting a solution be found which allows our goats to remain on our property. I hazard a guess that no goats in Township history have ever received such an out pouring of support.

These three items together make this a unique situation worthy of action by the board of trustees. The situation is unique enough that it should be clear that no precedent is being set that would apply to other situations.

While waiving half the fee will have no significant impact on the township, and will set no meaningful precedent, it will bring the fee within a range that we feel our family is able to afford. We feel this compromise is a way we can move forward in a positive manner that is fair to both the township and ourselves. We look forward to being able to put this issue behind us, allowing our goats to live as law abiding creatures once again.

Sincerely,

--  
Mike McCurdy  
Facilities Director  
MSU Student Housing Cooperative  
(517)488-7702

AUG 18 2015

BI-8

AUG 18 2015

**Sandy Otto**

---

**From:** Thomas Cook <cook@msu.edu>  
**Sent:** Sunday, August 09, 2015 4:54 PM  
**To:** Board  
**Subject:** Keep Employment Protections in the Meridian Twp Nondiscrimination Ordinance

Dear Meridian Township Board,

I urge you to keep employment protections in the Meridian Township nondiscrimination ordinance. It is vital that all people be treated fairly and equally by the laws of Meridian Township.

I was very disappointed to learn that, in spite of overwhelming public support, the Meridian Township Board is split over whether to include employment in the nondiscrimination ordinance.

All hardworking people in Meridian Township, including gay and transgender people, deserve the chance to earn a living for themselves and their families without the fear of being fired for something that has nothing to do with their job performance.

I sincerely hope that the Meridian Township Board does the right thing and includes employment protections in the nondiscrimination ordinance.

Thomas Cook

48912

AUG 18 2015

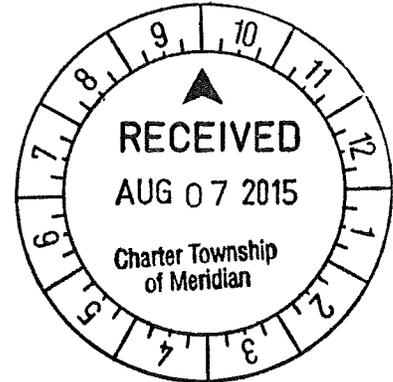
BI-9

AUG 18 2015

# T.A. Forsberg, Inc.

Land Development Sales Project Management

August 5, 2015



Dear Meridian Township Supervisor and Treasurer, Township Clerk, all Township Trustees, and all Township Planning Commissioners :

I am writing with regard to an incident that happened on our Okemos Pointe property on Saturday, August 1st, 2015. In preparation for soil boring tests being completed the week of August 3<sup>rd</sup> I hired a mowing company to cut down the field I have highlighted as Exhibit 1 in this communication. I have all of our properties mowed at least twice a season as part of our ordinary business practice. The only difference is that, due to the amount of rain we received in June, we are working some weekends to catch up the mowing of our larger parcels. Several neighbors from Coyote Creek approached our mower telling him he was mowing in a wetland. I tried to talk with one neighbor Ann Zimmerman on the phone and explain we were just mowing, at which point she stated this is the way my family works, doing illegal activities on weekends, hiding so the township doesn't know what we are up to, etc. All of this in an elevated tone of voice. She said that she and a group will be present August 10<sup>th</sup> for our MUPUD review. Contrary to her allegations, you should know that we have paid special care to avoid all wetland areas as we have for the previous 10+ years.

We are proud of our projects and will continue to work close with all stakeholders to make this the best project possible for our community. My company is the longest continually operating business and neighbor in this area of the township. We have been a community member of Meridian Township for nearly 60 years and are proud of the developments we have brought to Meridian Township and the Capital Area Region. We have done nothing that warranted any of the comments that were made or were threatened to be made in the open forum meeting August 10<sup>th</sup>. While we have no control over what individuals may say about us, we will make sure the record of our actions and activity are accurate.

Please review the pictures and map we have provided. If there are any questions I can be contacted during regular business hours into early evenings at 517-202-7572. I look forward to moving forward with a positive project that will bring countless benefits culturally and economically to the township.

Sincerely,

Brent Forsberg, President

Enclosures

CC: Mark Kieselbach, Gail Oaranchak, Martha Wyatt, Ann Zimmerman

AUG 18 2015

BI-10

AUG 18 2015



2422 Jolly Road, Suite 200  
Okemos, MI 48864

[www.LansingRealEstate.com](http://www.LansingRealEstate.com)

Phone: (517) 349-9330  
Fax: (517) 349-7131

## Sandy Otto

---

**From:** Ann Zimmerman <annimzimmerman@gmail.com>  
**Sent:** Saturday, August 08, 2015 5:17 PM  
**To:** Board; Gail Oranchak; Martha Wyatt; Mark Kieselbach  
**Cc:** brent@taforsberg.com  
**Subject:** Letter From T.A. Forsberg to meridian Township  
**Attachments:** Forsberg Letter 8-5-15.pdf

Greetings Board Members:

I am writing in response to the misleading letter sent to you from Brent Forsburg regarding Coyote Creek and me, Ann Zimmerman. The letter is dated August 5, 2015 and was sent to all of you. A copy of the letter is attached at the bottom of this email (the photos and property graphic are not included).

Two of us did stop to see what was actually happening on Saturday, August 1, 2015 because it sounded like trees being cut and mulched. This kind of activity taking place on weekends is strange, so we wanted to see what was actually happening. The person running the equipment, who obviously took the photos, immediately called Brent when he was asked what was happening rather than just stating what was going on and let us ask our questions. Our main concern was that nothing was being left in the wetland. That was a problem several years ago in the same location.

Brent states in his letter that I accused him of illegal activities on the weekends in an effort to hide from the township. That is not what I said to him during the phone conversation. What I said was that it seems odd that they always do this kind of activity on the weekends and I questioned if that is to avoid residents of the area calling the Meridian Township offices with concerns. Again, he twists the facts to his position. It is very important to note that I was not the one with the "elevated voice" but he did raise his voice with me at which time, in a calm, normal tone of voice, I informed him that I would see him at the meeting for the planning commission and proceeded to disconnect phone call. I never said one word about having a group coming to the meeting. Furthermore, his false statement about me bringing a group to the MUPUD meeting feels like a veiled threat directed to me. It appears he's trying to tell me there will be consequences to me and Coyote Creek Condo Association if any of us attend the meeting. Last I knew, this was a public forum and members of the public are encouraged to attend.

In closing, I would like to point out that I am highly disappointed at the childish reaction of Brent Forsburg and I am even more upset at the blatant attempt to mislead the recipients of the attached letter about what was said. I apologize to each board member and township official for the insensitive waste of your time that this little drama has caused. I look forward to seeing you at future meetings as I am an interested citizen and I appreciate your work on behalf of the township.

Thank you for your time. Please feel free to contact me with any questions you may have. I am happy to help.

Sincerely,  
Ann Zimmerman  
2344 Coyote Creek Dr.  
Okemos, MI 48864  
517-202-2250

AUG 1 8 2015

BI-11

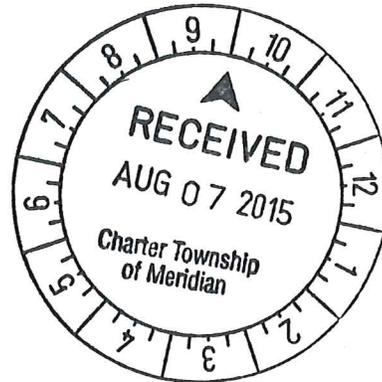
AUG 1 8 2015

# T.A. Forsberg, Inc.

Land Development Sales Project Management

August 5<sup>th</sup>, 2015

Mark Kieselbach  
Meridian Township  
Community planning & development  
5151 Marsh Road  
Okemos, MI 48864



Dear Meridian Township Board,

On September 1<sup>st</sup>, 2015 the Okemos Pointe mixed use planned unit development and subsequent special use permits will be on your discussion and action agenda. We would like to formally request that you consider taking action and voting on this project the same night. We have not made any major changes to our project or site plan since you last saw this project at you our June 2<sup>nd</sup> rezoning hearing.

It is our desire to receive project approval this fall, and taking action on this item on September 1<sup>st</sup> would be greatly appreciated. We feel due to the fact that we have been before you and the Planning Commission several times since January that we have sufficiently addressed all concerns within the community. Many of our contentious issues were addressed and resolved through our rezoning process, which was contingent on being developed as an MUPUD. The public is aware of our intentions, and we have taken every effort to address public concerns. As a result, we feel we have a project that the community can be proud of. This was demonstrated by our ability to ease community apprehension and as you saw there were no objections to our rezoning at the Township Board level. If there are segments of the project you feel need further discussion than cannot be achieved in one meeting, we understand that a single meeting and vote will not be feasible. We appreciate your consideration.

Sincerely,

Brent Forsberg  
President

BF/mw

AUG 18 2015

BI-12

AUG 18 2015



**PROPOSED BOARD MINUTES**

PROPOSED MOTION:

Move to approve and ratify the minutes of the August 4, 2015 Regular Meeting as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the August 4, 2015 Regular Meeting with the following amendment(s): [insert amendments].

**AUGUST 18, 2015  
REGULAR MEETING**

CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD REGULAR MEETING - **DRAFT** -  
5151 Marsh Road, Okemos, MI 48864-1198  
853-4000, Town Hall Room  
TUESDAY, AUGUST 4, 2015 **6:00 P.M.**

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka,  
Veenstra, Wilson  
ABSENT: None  
STAFF: Township Manager Frank Walsh, Assistant Township Manager/Director of Public  
Works Derek Perry, Director of Community Planning & Development Mark  
Kieselbach, Communications Director Deborah Guthrie, Director of Parks and  
Recreation LuAnn Maisner

1. CALL MEETING TO ORDER

Supervisor LeGoff called the meeting to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor LeGoff led the Pledge of Allegiance.

3. ROLL CALL

The secretary called the roll of the Board.

4. SPECIAL PRESENTATION

Director of Parks and Recreation LuAnn Maisner presented Darcie Weigand, the Township's new Parks & Recreation Specialist. She highlighted Ms. Weigand's many years of experience in the parks and recreation field.

5. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, voiced concern with the extended period of time (3-½ months) the pathway has been closed in front of the proposed Aldi project.

Craig Ruff, 1849 Cimarron, Okemos, expressed concern with the millage language which certifies only the Capital Area Transportation Authority (CATA) can provide Redi-Ride services, believing that competition provides better service. He urged the Board to consider all others entities when the millage comes before the voters in 2018.

Paula Bladen, 1738 N. Crystal Cove, Haslett, noted the existing Redi-Ride system is not sufficient for those who are in need, hoping it can be extended to weekend and evening hours. She requested this issue be reopened for Board discussion, when appropriate, to consider all options.

Sam Singh, State Representative for the 69<sup>th</sup> District, 1837 Cricket Lane, East Lansing, expressed appreciation for the Township's continued involvement in the Michigan Townships Association (MTA). He noted the legislature, through the budget process, was able to secure all of the money received last year for revenue sharing, resulting in the retention of \$100,000 for Meridian Township. Representative Singh announced his next coffee hour at the Okemos Public Library on August 17<sup>th</sup> at 9:00 A.M.

Tom Repasky, 3663 Stagecoach Drive, Okemos, voiced his continued concern with the Forsberg Drive connection to the Ponderosa subdivision. He added that, yesterday, residents of the Ponderosa subdivision filed a petition to vacate Forsberg Drive.

Monica Gamboa, 1121 Larned Street, Lansing, and owner of El Oasis Food Truck, voiced concern with lack of clarity relative to food truck vending, specifically the 14 day limit in one location .

Brant Johnson, 4515 Oakwood, Okemos, and business representative for El Oasis Food Truck, expressed concern with lack of clarity in the ordinance relative to food vending, specifically the 14 day limit. He stated during the process of applying for a vending license, his client was required to comply with other requirements not clearly "spelled out" in the ordinance. Mr. Johnson pointed out non-food vendors are granted the entire 120 days, while his client is required to move every 14 days.

Kathleen Donahue-Brown, 2221 Burcham Drive, East Lansing, listed several questions she believed were not "fully" addressed during Planning Commission consideration of the cell tower approved to be located at Grand River near Park Lake Road, along the Grand River Corridor. She stated the appeal is scheduled before the Board on August 18, 2015.

Ody Norkin, 3803 Sandlewood Drive, Okemos, believed, after 16 years, it is time for Redi-Ride in Meridian Township to be reviewed. He noted many things have changed both in the community and in the industry. Mr. Norkin stated there is no contract administrator assigned by the Township for this program which expired five (5) years ago. He suggested this \$300,000-\$400,00 expenditure be assigned a ¼ time full time equivalent (FTE) by the Township to oversee the Redi-Ride program, adding on-going reports be provided to the Board.

Donna Shull, 4206 Wabaningo Road, Okemos, spoke on behalf of Carla and Michael Hudson (blind residents in Meridian Township), indicating public transportation allows senior citizens to be a viable part of the community. She noted the Hudson's purchased their home at 6009 Skyline Drive in Meridian Township because of the availability of Redi-Ride. Mr. and Mrs. Hudson voiced concern that although same day service was initially promised, the reality is a rider must plan out as far as one week ahead of need, the ride is not direct (as it stops for other passengers and drops off at various locations) and the vehicles are not nimble. They encouraged Redi-Ride to update their technology.

Mike McCurdy, 5848 Okemos Road, Okemos, spoke to the need for rezoning his RAAA six acre property to RR in order to retain his goats. He noted many neighbors own parcels between one (1) and 12 acres in size who would like to rezone as well, as those properties do not appear appropriate for redevelopment.

Fred Wertzel, 1212 N. Foster, Lansing, spoke about the need for a broader public transportation system for the Tri-County area. He indicated his experience working at the University of Michigan's Michigan Transportation Research Program taught him integrated public transportation systems work better than segregated public transportation systems. Mr. Wertzel believed the use of improved technology with reduced costs per ride should result in more rides. He also held there is a need to eliminate redundancy within the trip itself through the use of various computer applications. Mr. Wertzel suggested a bidding system with specifications could offer efficiencies not currently available to Meridian residents.

Donna Rose, 6027 Cobblers Drive, East Lansing, a supporter of public transportation, voted for Redi-Ride as it offered same day service which is no longer the case. She requested Redi-Ride be expanded for greater availability as she is often left with no option regardless of the time requested. Ms. Rose noted during the school year, many school children use this service instead of riding the bus, adding that 55% of the riders do not have disabilities. She requested an expansion of service which would run on weekends and holidays. Ms. Rose believed before a contract is renewed, a public hearing should be held to provide citizen input.

Bryan Leek, 3793 Sandlewood Drive, Okemos, voiced support for Redi-Ride and the Michigan Flyer. He spoke in favor of expanded service through competition.

Stan Kaplowitz, 629 Marshall, East Lansing, spoke to the need for Redi-Ride to offer better service as many who need it cannot utilize it at the time needed. He suggested capacity could be increased through additional vehicles and give elderly and disabled the highest priority. Mr. Kaplowitz expressed a concern drivers who become unsafe still drive as there is no other reasonable way to reach their destination. He believed safety would be increased for all by providing good alternatives for the elderly.

Supervisor LeGoff closed Public Remarks.

6. ANNUAL TOWN HALL MEETING

Leonard Provencher, 5824 Buena Parkway, Haslett, shared an article from the July 31<sup>st</sup> issue of *The Week*, subtitled “The Plan to Remake Suburbia”. He believed further expansion of the Capital Area Transportation Authority (CATA) and its objectives will lead to further urbanization of Meridian Township’s suburbia. Mr. Provencher believed Meridian has been shortchanged in terms of hours for its Redi-Ride service compared to other communities (e.g., Delhi and Delta Townships).

Ginger Yang, owner of Lotus Voice Integrative Therapies, LLC, 4994 Park Lake Road, East Lansing, alerted the Board she is in the process of appealing Planning Commission approval of the cell tower to be located at Grand River Avenue near Park Lake Road. She spoke to its location at what she characterized as the gateway from East Lansing into Meridian Township. She inquired of the Board as to its vision for the Township as it relates to the Mid-Michigan Program for Greater Sustainability.

Brent Forsberg, 2422 Jolly Road, Okemos, reported on his July 6<sup>th</sup> trip to Portland, Oregon with the Tri County Regional Planning Commission (TCRPC) team as part of the USA Urban Sustainability Accelerator Program. He noted this grant was obtained by TCRPC to update its plan to foster the Tri-County region over the next 20 years. Ms. Forsberg noted some of the areas discussed to grow the region include connectivity between municipalities, public transportation, projected population growth centers and how the infrastructure should look as it is built to accommodate growth.

Ben Amber, 829 Southlawn Avenue, East Lansing, indicated that when landlords were required to comply with the Americans with Disability Act (ADA), it was the right thing to do. He pointed to language in the ADA which states “we are all temporarily nondisabled” and if we live long enough, we will become disabled. He believed it the right thing to do to accommodate the elderly and disabled relative to public transportation.

7. CATA PRESENTATION

Debbie Alexander, Assistant Executive Director of CATA, offered an extensive update on the Bud Rapid Transit (BRT) Project through a Powerpoint presentation, noting Route 1 service is at capacity.

[Clerk Dreyfus left the room at 6:52 P.M.]

She stated implementing additional public transportation vehicles only compounds problems for auto users. Ms. Alexander stated CATA is attempting to provide a transportation network which services more people with less vehicles through the BRT. She noted additional information can be obtained at [www.cata-brt.org](http://www.cata-brt.org).

[Clerk Dreyfus reentered the room at 6:54 P.M.]

Board and CATA representative’s discussion:

- Current 45 stops on Route 1 will be condensed to 28 BRT stations
- Stations elevated 18 inches will be level with the floor of the bus and take fare payments
- Docking system will allow buses to pull in so the “gap” between the station and the floor of the bus will be minimal
- Electronic information will be provided for the next bus at all stations
- Bicycles will be stored inside the bus along one wall
- New boarding system will significantly reduce boarding times
- Buses will be equipped with signal priority (extension of the green light for the bus to pass through the intersection; advance the red to green to allow for faster bus transit )
- Removal of buses from the auto lanes improves capacity to those lanes
- Designated bus lane also improves capacity to the bus line

- Future discussion with business owners along Grand River in Meridian Township regarding the impact of no left turn off Grand River will take place during the design and engineering process
- Public hearing is to determine the feasibility about the environmental impacts
- CATA research showed many businesses are supportive of the BRT as it will improve access to those businesses
- Concern with the prohibition of left hand turns on Grand River
- Prohibition of left turns improves the safety of the access
- Automobiles will make “U” turns at signalized controlled intersections in lieu of turning left
- Meridian Township is experiencing a number of approved and proposed redevelopment projects along the Grand River corridor
- Developers are “excited” about the economic opportunities enhanced transportation through the Township’s main corridor will bring
- Board member belief elevating the region’s transportation network will grow our region and obtain new jobs by providing the infrastructure
- Two park and rides planned through CATA’s infrastructure process: near Meridian Mall and US Route 127
- Any land owner has the option to create a park and ride lot near any station along the BRT
- Discussion during the charrette process to encourage private park and rides along the corridor
- Concern with the ability for bicyclists to travel on Michigan Avenue when there is only one auto lane in each direction
- Elements of bicycle facilities will be considered during the next phase of the engineering and design process
- Meridian Township will be engaged in the decision making regarding bicycle facilities being incorporated into the right-of-way after the environmental assessment is complete and federal approval is given
- Board member desire to hold one of the public hearings in Meridian Township
- The public hearing is sponsored by the Federal Transit Administration and is unique in that the environmental assessment document belongs to the federal government and there are strict prescriptions which must be adhered to
- Public hearing will likely take place in the middle of the Grand River Corridor
- Estimate of construction costs for the current BRT plan is \$155 million
- CATA will continue to look for ways to further reduce the cost as the project moves forward
- Design and engineering costs are projected to be approximately \$12.5 million

8. BOARD COMMENTS & REPORTS

Clerk Dreyfus reported his attendance last week at the Health in All Project (related to the Urban Services Management Area subcommittee) where the Health Impact Assessment Toolkit was discussed (toolkit can be found at [www.midmichigansustainability.org](http://www.midmichigansustainability.org)). He spoke to the Executive Summary he included in the Board packet regarding the Health Impact Assessment as it relates to the Urban and Rural Services Management Policy spearheaded by the Tri-County Regional Planning Commission (TCRPC).

Trustee Veenstra urged the ticket issued to Mr. McCurdy regarding goats on his property be placed on hold until the rezoning issue is thoroughly vetted. He was unclear as to why the Township initiated rezoning of properties in this area in 1994. Trustee Veenstra outlined the three (3) options he determined to be available for recourse, adding his preference was to accept Mr. McCurdy’s application for rezoning and waive the \$900 fee. He attended the July 29<sup>th</sup> regular meeting of TCRPC where a resolution was passed, for the second time, opposing the closing of the mail distribution center on Collins Road.

Trustee Scales reported his attendance at several functions throughout the Township, ranging from the grand opening of the Michigan State University Federal Credit Union branch, legislative coffee hours with Representative Sam Singh and State Senator Curtis Hertel, Jr., rededication ceremony of Courtesy Ford and meetings with various entities regarding the Ember Oaks plat changes/Forsberg Road.

Treasurer Brixie reported the Land Preservation Advisory Board (LPAB) is currently seeking public input for meaningful names of five preserves (e.g., Central Meridian Uplands).

9. APPROVAL OF AGENDA

**Treasurer Brixie moved to approve the agenda as submitted. Seconded by Trustee Styka.**

VOICE VOTE: Motion carried unanimously.

10. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

**Treasurer Brixie moved to adopt the Consent Agenda. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,  
Treasurer Brixie, Clerk Dreyfus

NAYS: None  
Motion carried unanimously.

A. Communications

**Treasurer Brixie moved that the communications be received and placed on file, and any communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,  
Treasurer Brixie, Clerk Dreyfus

NAYS: None  
Motion carried unanimously.

B. Minutes

**Treasurer Brixie moved to approve and ratify the minutes of the July 21, 2015 Regular Meeting as submitted. Seconded by Trustee Styka.**

**Trustee Veenstra offered the following amendment:**

- Amend page 13 by deleting the words “action at the August 18, 2015 ” and inserting the words “further discussion at an upcoming” in the consensus statement relative to Agenda Item #12 A (PRD #15-97015)

**Seconded by Trustee Scales.**

VOICE VOTE: Motion carried unanimously.

ROLL CALL VOTE YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,  
ON THE MAIN Treasurer Brixie, Clerk Dreyfus

MOTION: NAYS: None  
Motion carried unanimously.

C. Bills

**Treasurer Brixie moved that the Township Board approve the Manager’s Bills as follows:**

Common Cash	\$ 579,498.50
Public Works	\$1,125,530.44
Retainage	
Check #2004-Mauldon Bros (Okemos Road	
Water Main)	\$ 2,496.52
Total Checks	\$1,707,525.46
Credit Card Transactions	\$ 10,984.09
Total Purchases	<u>\$1,718,509.55</u>
ACH Payments	<u>\$ 367,952.17</u>

Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus  
NAYS: None  
Motion carried unanimously.

(Bill list in Official Minute Book)

- D. Ratification of Police Officer Appointment  
**Treasurer Brixie moved to ratify the appointment of Douglas Strouse to the position of Police Officer contingent upon successful completion of those items stipulated in the conditional offer of employment. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus  
NAYS: None  
Motion carried unanimously.

11. QUESTIONS FOR THE ATTORNEY (None)

12. HEARINGS

- A. Newton Road Paving, Special Assessment District No. 43  
Supervisor LeGoff opened the public hearing at 7:45 P.M.

Assistant Township Manager/Director of Public Works & Engineering Perry summarized the special assessment district as outlined in staff memorandum dated July 30, 2015.

Leonard Provencher, 5824 Buena Parkway, Haslett, spoke in favor of the project as this paving will provide cyclists and pedestrians with a safer egress from the Township to the north. He voiced concern with using pathway millage money and not constructing Newton Road to American Association of State Highway and Transportation Officials (AASHTO) standards.

Ahsan Sumbal, 900 Gulick Road, Haslett, objected to the special assessment.

Angela McGuire, 6024 Newton Road, East Lansing, objected to paving Newton Road as it would increase traffic on the road. She assumed the pavement project will lead to future assessments for sidewalks, streetlights, etc. She requested that if Newton Road is paved, speed bumps be installed to slow traffic in front of Newton Road Park and the drive into the park also be paved. Ms. McGuire believed sewer infrastructure should be installed prior to the paving, as she did not want the new pavement to be replaced. She requested the assessment period be as long as possible to make it more affordable for the affected property owners.

Susan Luks, 2292 East Lake Lansing Road, East Lansing, objected to being assessed for the paving as her property does not have access onto Newton Road. She believed the paving project will increase traffic.

Supervisor LeGoff closed the public hearing at 7:54 P.M.

13. ACTION ITEMS

Supervisor LeGoff opened and closed Public Remarks.

- A. Final Plat #05012 (Eyde) Georgetown No. 3, 55 Single Family Lots Located East of Powell Road and South of Tihart Road

**Treasurer Brixie moved [and read into the record] NOW, THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN approves the Final Plat of Georgetown No. 3. Seconded by Trustee Scales.**

Board and staff discussion:

- Project was slowed down by the recession and is now ready to resume
- Request for staff definition of a water feature setback as noted in condition #16 of the final preliminary plat approval
- Water feature setback includes setbacks for natural features (wetlands, ponds, drains), structures and grading
- Water feature setbacks were part of the deed restrictions when recorded for lot sales
- Board member concern without language in the resolution which states the conditions of the preliminary plat remain in effect, those conditions do not have legal force
- 23 conditions remain throughout the entire plat process and are included in the final plat approval for Georgetown No. 3
- 23 conditions of the preliminary plat continue to be implemented as each phase is developed
- Township Board has previously approved final plats for two other phases
- Blueprint provided by KEBS, Inc. indicates Georgetown No. 3 will have water provided by the Board of Water and Light
- Georgetown is served by Township water and sanitary sewer
- Other documents besides the blueprint determine the water hookups within the community (payback district benefit charges, work orders, etc.)
- Typographical error in the blueprint can be corrected
- Specific timeframe for action on the final plat, and there is not time for another Board meeting prior to the end of that timeframe
- Concern that condition #11 notes the applicant agrees to grant the Township a 15 foot easement for a pathway, but does not require construction of the pathway
- Easement has already been received from the Eyde Company
- Township received a performance guarantee for the cost of building the pathway
- Preliminary plat was extended on March 5, 2015 until 2017
- Listed conditions have not traditionally been included in the letter to the applicant confirming final plat approval as the conditions stay with the plat until all conditions are met
- Final plat confirms what was approved under the preliminary plat remains consistent (number of lots, road pattern, etc.)
- Some of the conditions will not be met until the homes are constructed
- Cornell Road cul de sac has yet to come to the Board for final plat approval

**Trustee Veenstra moved to add language to the resolution which reads: “BE IT FURTHER RESOLVED, all applicable conditions placed on Final Plat #05012 shall remain in effect.”**

**The motion died for lack of a second.**

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus  
 NAYS: Trustee Veenstra  
 Motion carried 6-1.

- B. Amendments to the Freedom of Information Act (FOIA) Procedures and Guidelines  
 Trustee Wilson read her intended amendments to the FOIA policy as outlined in her email to the Board dated July 31, 2015.

**Trustee Wilson offered the following amendment:**

- **Amend the first sentence in Section 2 of the FOIA Procedures and Guidelines by deleting “must do so in writing” and insert “may do so by submitting the request on the Township’s FOIA Request Form, in any other form of writing (letter, fax, email, etc.) or by verbal request.”**

**Seconded by Treasurer Brixie.**

Board discussion:

- Board member belief the amendment makes the FOIA Procedures and Guidelines more cohesive by providing the public with multiple options for making a FOIA request

- Language used in the approved FOIA Procedures and Guidelines was contained in a template provided by Michigan Townships Association and then customized by each municipality to fit its unique character
- Rationale for retaining the wording as originally approved makes it easy for citizens to know how to make a request, access the optional Township FOIA Request Form and the processed used to submit the request to the Township using a variety of submission methods
- Michigan law clearly states FOIA requests must be in writing
- Cities and townships may choose to accept verbal FOIA requests
- MTA chose to write its template to allow for verbal requests, although it is not a requirement
- State law was written without including verbal requests as the legislature was concerned about verbal requests not being adequately described
- Confusion can result from a verbal request if it is ambiguous or vague
- Written requests are more specific, reduce errors and possibly reduce the number of mistaken denials of public records
- Some verbal requests for information are not considered FOIA requests (something easily obtained or information is available on the Township website)
- Decision by the Clerk to accept and respond to verbal FOIA requests as it maximizes all channels available for a citizen to make a FOIA request
- Written request are the preferred method of accessing public records
- Clerk construction of the FOIA Procedures and Guidelines was written in short paragraphs to make it simple to understand and easier for citizens to understand the difference between a written request and a verbal request through delineation of certain conditions
- Board member belief this minor amendment provides greater transparency
- Language, as written in the first sentence under Requesting Public Records, conflicts with language which later occurs in the FOIA Procedures and Guidelines
- FOIA law was changed in an attempt it allow it to be more liberal (i.e., verbal), but in a way that is clear
- Solution to fix the confusion could be to amend the first sentence to say..."must do so in writing, except as otherwise provided for in this section."
- Original amendment proposed was taken directly from the MTA template

**Trustee Wilson withdrew her motion.**

**Trustee Styka offered the following amendment:**

- **Amend the first sentence in Section 2 of the FOIA Procedures and Guidelines by inserting “, except as otherwise provided for in this section” after “must do so in writing”**

**Seconded by Trustee Scales.**

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,  
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

Continued Board discussion:

- Calculation of fees (old v. new calculations)
- Timelines for processing FOIA requests remained the same
- Changes were made to defining certain timeframes within the appeal process
- Availability of certain documents at a reduced fee or no charge as identified by the Clerk's Office
- Clerk's office has not officially identified any documents
- MTA language in the FOIA Policies and Guidelines also identifies the Township Board as an entity to identify documents available at a reduced fee or no charge
- Major thrust of changes in the state law was to standardize charges for copying and labor charges across the state, as well as ensure all Michigan citizens had equal access to public records
- Board member suggestion if it costs more to process the FOIA payment than what is charged, the information should be provided free of charge
- New FOIA law provides for the first 15 minutes of labor to be free of charge

- Concern with lack of consistency in arbitrarily deciding which documents will be provided free of charge
- Board member suggestion to inquire of staff as to the cost of processing a payment
- Board member suggestion to include the nature of FOIA requests included in the quarterly report
- Board member belief the new FOIA request form (two pages) as recommended by the MTA is cumbersome and intimidating
- Second side of the FOIA request form is for “special” situations (e.g., records located on the website, overtime labor costs, request for discount: indigence or non-profit organization)
- Of the 12 FOIA requests received since July 1<sup>st</sup>, no one has reported problems with using the New FOIA Request Form
- Board agreement to remove “complete both sides” at the bottom of Page 1
- Board member suggestion to place optional on the second side of the form

[Trustee Scales left the room at 8:45 P.M.]

- Article published in the July 24<sup>th</sup> edition of *The Lansing State Journal* titled “Compliance with new state FOIA law mixed” praised Meridian Township as one municipality which “knocked the how-to and fee-explanation elements out of the park”
- Board member belief fax and emails should not be required and should be labeled as optional
- Requestors are not required to supply an email
- Email line is provided on the form in the event further communication is required
- Appreciation to the Clerk for proposing a FOIA policy which was praised in the Lansing State Journal

[Trustee Scales reentered the room at 8:47 P.M.]

C. Budget Amendment to Reallocate Cable TV Funds for Audio Engineering Project

**Trustee Styka moved to approve an increase in the Capital Line Item budget of \$24,000 and reallocation of funds from the Contractual Line Item to the Capital Line Item in the amount of \$14,865 for the Town Hall Room audio replacement and upgrade. Seconded by Trustee Veenstra.**

Board discussion:

- Apparent necessity for this upgrade
- Equipment becomes aged and technology gets out of date

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,  
Treasurer Brixie, Clerk Dreyfus  
NAYS: None  
Motion carried unanimously.

D. Greater Lansing Taxi Authority (GLTA)

**Treasurer Brixie moved to appoint Trustee Wilson to the GLTA. Seconded by Trustee Scales.**

Board discussion:

- Board member belief the appointment comes through the Supervisor and therefore, the previous motion was out of order
- The Township’s Code of Ordinance does not stipulate the type of appointment for the GLTA
- GLTA will not impact Meridian Township in the same fashion it will impact the cities of Lansing or East Lansing
- Preference for safe and reliable taxi service for Meridian Township residents
- Concern that East Lansing will receive three (3) seats on the Authority board while Meridian Township will receive only one and both municipalities have approximately the same amount of residents within their boundaries
- Rationale for the number of seats for each municipality is one of the Township’s stipulations in belonging to the Authority was that Meridian will be held harmless relative to financial liability
- Lansing and East Lansing will assume all the financial risk for the GLTA
- Board member suggestion for criteria to be established related to serving on the GLTA

- Criteria for serving on the GLTA should be related to the responsibilities of handling the appointment
- Board member belief a part-time trustee would be better able to serve on the GLTA than a full time member of the Board
- Board courtesy to allow the Supervisor, as the leader of the Township, to make the nomination
- Board always has the option to vote down the nomination of the Supervisor
- Time of the meeting should not impact the responsibilities of any Board member, either full-time or part-time
- East Lansing City Clerk is very involved in the GLTA, not as a voting member, but in an administrative role
- Board member nominated for the appointment indicated she already has established a working relationship with individuals who spearheaded the GLTA
- Other Board members acknowledged they also had long-established relationships with East Lansing and Lansing officials as well

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Wilson, Treasurer Brixie  
NAYS: Trustee Veenstra, Supervisor LeGoff, Clerk Dreyfus  
Motion carried 4-3.

14. BOARD DISCUSSION ITEMS

Supervisor LeGoff opened Public Remarks.

Chuck Barbieri, Foster Swift, 313 S Washington Square, Lansing, attorney on behalf of The Ponds, Inc., urged the Township to support a Chapter 20 Drain petition for the Daniels Drain. He showed photos of the deterioration of the pond and noted the GEI report points out most of the impact is due to the neighborhoods south of the pond.

Kathie Kuhn, 5473 Okemos Road, East Lansing, spoke in support of allowing the McCurdy's to retain the goats on their property. She believed the goats enrich the community and are a focal point of the area. Ms. Kuhn submitted additional petition signatures in support of allowing the McCurdy's to retain their goats.

Supervisor LeGoff closed Public Remarks.

A. Newton Road Paving, Special Assessment District (SAD) No. 43

Assistant Township Manager/Director of Public Works & Engineering Perry continued his summation of the proposed Newton Road Paving, SAD No. 43 after the public hearing. He pointed out the north and south ends of the road are the subject of this SAD, as the adjacent developer is paving the majority of the road.

[Trustee Veenstra left the room at 9:09 P.M.]

Board discussion:

- Board directs staff on the length of the proposed assessment during the final assessment process
- Current policy in place is a ten (10) year assessment if the assessment is over \$7,000, and if the assessment is under \$7,000, the Board has assigned a five (5) year assessment
- Township and the Eyde Company have the largest assessments
- Suggestion for staff to connect with the affected property owners to provide information on the five (5) year, with one payment per year for five (5) years
- Developer is paving approximately 2/3 of the road
- Developer was not included in this assessment as he is paying for a majority of the road as agreed upon through the development agreement

[Trustee Veenstra reentered the room at 9:11 P.M.]

- Board member suggestion to request the ICRD install ten (10) foot travel lanes as suggested during the public hearing to allow for bicycle lanes
- Request for staff to provide input to the ICRD regarding trees on this road
- Board member suggestion to provide information to the public regarding the cost to the developer for paving his portion
- Township has begun to investigate providing sewer in the area which would be paid for through a payback district when homes connect
- Sewer would be connected to the current development and then run west to Newton Road and then south
- Preliminary staff work calculated costs for sewer at \$35,000-\$40,000
- Plans have been submitted to the Michigan Department of Environmental Quality (MDEQ) as there is a 30 day process involved in its review
- Staff to provide sewer through monies from the sewer funds and then residents who decide to hook up or have failed septic systems would begin paying back
- Board member suggestion for residents to seek a 45 mph speed limit for Newton Road
- Installation of four (4) foot paved shoulders would preclude installation of sidewalks
- Staff does not currently have plans to add sidewalk in the subject area
- Total frontage for the two parcels owned by Mr. Sumbal is 417 feet and the cost is calculated on that frontage
- Property on the southwest corner fronts onto Lake Lansing Road and the frontage on Newton Road is a side yard
- Board member request for the corner lot to be assessed at a lower rate
- Staff review of the shape of the corner lot led them to believe the parcel may be divided at some point in the future
- Board member reminder this situation was similar to a parcel on Perry Road when its special assessment district was established
- Board member support to handle the corner lot the same way as the parcel on Perry Road
- Several objections have been made to the assessment and preliminary staff calculation shows the linear frontage of those properties exceed 20%
- If residents who own more than 20% of the road frontage object, Public Act 188 requires staff to find out if 50% of the property owners wish to proceed with the petition
- Meridian Township is a large property owner along Newton Road
- Board member inquiry why the assessment district was not set up with the developer paying his portion through the assessment district
- The development agreement did not require the developer to pave the north and south ends of Newton Road
- Compliment to Mr. Perry for his depth of knowledge after only five months of employment with the Township

B. Daniels Drain Improvements

Assistant Township Manager/Director of Public Works & Engineering Perry summarized the Daniel's Drain/Walden Pond issue as outlined in staff memorandum dated July 30, 2015.

Board and staff discussion:

- Jurisdictional municipalities incur the cost of Chapter 20 drain improvements
- Public Act 188 allows the Township to hold public hearings and provides an avenue for the Board to pass on assessments to residents who directly benefit from the improvements
- Chapter 20 of the Drain Code allows objections by residents to be taken under advisement, even if more than 20% of the affected property owners object
- Board member preference to move forward with the petition as the first phase pending determination of preliminary costs
- Staff is working to develop a good working relationship with the Ingham County Drain Office for a "mix" of fixes for the Township's aging drains
- A process does exist to remove Chapter 20 Drains to a different type of drain

- Board member concern that once a drain has been determined as necessary, the project cannot be stopped irrespective of the cost
- Maintenance costs of Chapter 20 Drains are borne by the Township
- Staff looked at a similar project (i.e., Briarwood Pond) and estimated a total cost of \$1-\$2 million
- Cost of the preliminary assessment
- If the Board decides to move forward with the petition, staff will lay out the entire process in order for Board members to make a determination
- Board member preference to hear from the surrounding neighbors who will be affected by the assessment

**It was the consensus of the Board to place this item on for action at the August 18, 2015 Board meeting.**

- C. Township Manager Performance Review  
Trustee Styka summarized the process for the Township Manager's Performance Review as outlined in staff memorandum dated July 30, 2015.

Board discussion:

- Board will receive a consensus document produced by the subcommittee from which to work
- This evaluation is being labeled as an interim evaluation
- Transition is being made to work toward an annual evaluation during October/November
- Contract discussions will also take place
- Moving the evaluation to November 1<sup>st</sup> allows the Board that is in place for the entire year to review his performance

**It was the consensus of the Board to go into closed session at 5:00 P.M., prior to the August 18, 2015 Board meeting.**

15. PUBLIC REMARKS

Supervisor LeGoff opened and closed Public Remarks.

16. FINAL BOARD MEMBER COMMENT

Trustee Scales expressed a desire for the Board to be "more considerate" of scheduling its meetings, noting the annual meeting was scheduled on the same day as National Night Out.

Township Manager Walsh noted that next year there will be no conflict with National Night Out as the Board meeting will be moved to the Thursday after the first Tuesday in August to accommodate the 2016 primary election.

Trustee Veenstra added that in even years, there will be no conflict.

Trustee Wilson reported the August, 2015 meeting of the Groundwater Management Board has been canceled. She indicated she and Human Resources Director Marx are part of the Diversity of Lansing Work Group with Lansing Area Economic Partnership (LEAP), with the first of four (4) meetings to be held in September. Trustee Wilson stated they will be working with multiple stakeholders on how to recruit, retain and attract a diverse work force.

17. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 9:49 P.M.

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ELIZABETH LEGOFF  
TOWNSHIP SUPERVISOR

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BRETT DREYFUS, CMMC  
TOWNSHIP CLERK

Sandra K. Otto, Secretary

9.C

GGOM

**Charter Township of Meridian  
Board Meeting  
August 18, 2015**

**MOVED THAT THE TOWNSHIP BOARD APPROVE THE MANAGER'S  
BILLS AS FOLLOWS:**

<b>COMMON CASH</b>	<b>\$ 773,462.21</b>
<b>PUBLIC WORKS</b>	<b><u>333,913.29</u></b>
<b>TOTAL CHECKS:</b>	<b>\$ 1,107,375.50</b>
<b>CREDIT CARD TRANSACTIONS</b>	<b>7,547.60</b>
<b>TOTAL PURCHASES:</b>	<b><u>\$ 1,114,923.10</u></b>
<b>ACH PAYMENTS</b>	<b><u>\$ 421,906.78</u></b>

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 COMMON CASH

Vendor Name	Description	Amount	Check #
1. HASLETT-OKEMOS ROTARY	3RD QTR DUES-BRIXIE	135.00	
2. ROTARY CLUB OF HASLETT-OKEMOS	3RD QTR DUES-WALSH	135.00	
	3RD QTR DUES-HALL	135.00	
	TOTAL	270.00	
3. 2FA	1YR SOFTWARE MAINT/LICENSE	552.00	
4. ALLEY T SCREEN PRINT & EMBROIDERY	ADULT SOFTBALL CHAMPION SHIRTS	490.00	
5. ALLGRAPHICS CORP	SOFTBALL SHIRTS	34.00	
	WILLIAMSTON REVERSIBLE JERSEYS	1,697.40	
	T-SHIRTS-PARKS MAINT CREW	243.50	
	TOTAL	1,974.90	
6. AMERICAN PLUMBING	PERMIT REFUND-4660 HAGADORN	10.00	
7. ANDREW BISAHA	REFUND-VOLUNTARY LIFE INS DEDUCTION	41.67	90247
8. ARGUS-HAZCO	FIRE DEPT SUPPLIES	302.30	
9. ARTISTIC BRONZE INC	REFINISH - PARK'S PLAQUE	105.10	
10. ASHLEY FOOY	MILEAGE REIMB	35.65	
11. AT & T	AUG SERVICE	74.51	
12. AT&T	AUG SERVICE	4,357.79	90312
	AUG SERVICE - FARM MRKT	74.71	90312
	AUG SERVICE	102.26	90312
	AUG SERVICE	91.27	90312
	AUG SERVICE	2,250.49	90319
	AUG SERVICE	2,406.49	90312
	TOTAL	9,283.01	
13. B & D ELEVATOR INC.	3RD QTR MAINT-MUN BLDG	128.00	
14. BECKS PROPANE	PROPANE-GLENDALE	516.59	
15. BOARD OF WATER & LIGHT	CRC FUNDS-PAST DUE UTILITIES	207.64	90314
	JULY STREET LIGHTS	520.30	90313
	TOTAL	727.94	
16. BSN SPORTS	DRAG MAT FOR ATHLETIC FIELDS	314.99	
17. CATHERINE ADAMS	JUNE-AUG MILEAGE REIMB	75.90	
18. CHARLIE FANTA	TAXIDERMY OF FLYING SQUIRREL, KINGFISHER, AND SKIN	600.00	
19. CINTAS CORPORATION #725	MECHANICS UNIFORMS	20.08	
	MECHANICS UNIFORMS	25.70	
	MECHANICS UNIFORM RENTAL	25.70	
	TOTAL	71.48	
20. CITY OF EAST LANSING	REIMB COSTS FOR FIRE WATCH ASSISTANCE	1,541.28	
21. CITY PULSE	TWP NOTICES	66.78	

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22. COMCAST CABLE	AUG UTILITIES	165.19	90315
23. COMPLETE BATTERY SOURCE	BATTERIES-POLICE DEPT	40.90	
24. CONSUMERS ENERGY	CRC FUND-PAST DUE UTILITIES	486.74	90316
25. CONSUMERS ENERGY	CRC FUND-PAST DUE UTILITIES	250.00	90317
26. COPLOGIC INC	ANNUAL SOFTWARE SUPPORT	5,513.00	
27. COURTESY FORD	VEHICLE REPAIR	910.10	
	FORD REPAIR PARTS JUN - JULY	936.92	
	TOTAL	1,847.02	
28. CRANDELL BROS TRUCKING CO	TOP SOIL - PARKS	320.00	
	TOP SOIL-NANCY MOORE PARK	160.00	
	TOTAL	480.00	
29. CULLIGAN WATER CONDITIONING	WATER SOFTNER SUPPLIES-HNC	17.00	
30. D&G EQUIPMENT INC	JOHN DEERE MOWER REPAIR PARTS	374.90	
31. DAUNE RASH ORCHARDS LLC	FARM MARKET VENDOR - 8/1/15	192.00	
32. DAVID CHAPMAN AGENCY	ADD AMBULANCE TO INS POLICY	472.00	
33. DEBORAH GUTHRIE	MILEAGE REIMB-MLGMA WORKSHOP	224.15	
34. DEMMER CENTER	INSTRUCTOR'S FEE-ARCHERY	168.00	
35. DENNIS GREENMAN	FARM MARKET VENDOR - 8/1/15	468.00	
36. DESIGNS BY NATURE	HERBICIDE APPLICATION-SW MERIDIAN UPLANDS LAND PRE PLANTING OF SOUTHWEST MERIDIAN UPLANDS PROJECT	506.50 2,955.00	
	TOTAL	3,461.50	
37. DEWITT FENCE CO	ORNAMENTAL FENCE WONCH /FERGUSON PARK	6,384.00	
38. DIANA TENNES	FARM MARKET VENDOR - 8/1/15	4.00	
39. DIETZ JANITORIAL SERVICE INC	CUSTODIAL SERVICES-AUGUST	2,611.90	
	CUSTODIAL SERVICES/HNC, PORTER ST-AUGUST	686.00	
	TOTAL	3,297.90	
40. DISCOUNT ONE HOUR SIGNS	GRAPHICS- POLICE INTERCEPTERS	425.00	
41. EASTSIDE SOCCER LEAGUE	OKEMOS SPRING TEAM REG FEE	300.00	
42. FERNO	SURFACE MOUNT FOR X SERIES HEART MONITOR	1,027.10	
43. FIRST COMMUNICATIONS	JULY SERVICE	841.24	
44. FRONT LINE APPRAISAL INC	APPRAISAL SERVICES - 2150 CLINTON, 4675 OKEMOS	2,500.00	
45. GENERAL CODE	SUPPLEMENT PROJECT-CLERK	536.36	
46. GIGUERE HOMES INC.	REFUND PERFORMANCE GUARANTEE - 4136 BENHAM WAY	750.00	
47. GRAINGER	DOOR CLOSER	174.75	

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Vendor Name	Description	Amount	Check #
48. GRANGER	AUG SERVICE-MUN BLDG	111.00	
	AUG RECYCLING-2100 GAYLORD SMITH CT	128.51	
	AUG SERVICE-S FIRE STN	62.92	
	JULY RECYCLING-MUN & PS BLDG	87.00	
	JULY RECYCLING-SERVICE CTR	17.50	
	AUG-OCT SERVICE-FIRE STN RECYCLING	9.00	
	TOTAL	415.93	
49. GRANICUS INC	MONTHLY SERVICE-HOM-TV	725.00	
50. HALT FIRE INC	FIRE EQUIP REPAIR PARTS	52.09	
51. HARBORFRONT HOSPITAL FOR ANIMALS	VET SERVICES-UBY	1,000.00	
52. HENDERSON GLASS	WINDSHIELD	263.72	
	WINDSHIELD	179.86	
	TOTAL	443.58	
53. IDNETWORKS IDENTIFICATION	ANNUAL MAINT AGREEMENT	3,495.00	
54. INGHAM COUNTY FINANCIAL SERVICES	OPTIMAN MONTHLY SUBSCRIPTION-2ND QTR P'MT	1,293.17	
55. IRON MOUNTAIN	RECORD SHREDDING SERVICE	47.00	
56. JEFF CUSTER	FEE REFUND-5904 BAYONNE	10.00	
57. JEFFORY BROUGHTON	RADIO REPAIR-POLICE DEPT	242.50	
	ANTENNAS-POLICE DEPT	56.00	
	RADIO REPAIR	104.00	
	TOTAL	402.50	
58. JOHN DEERE FINANCIAL	UNLEADED/DIESEL FUEL-JULY	17,172.50	
59. JOHN FREE	MILEAGE REIMB	19.55	
60. JOHNNY MAC'S	KICKBALLS	89.50	
61. JOHNSON,ROBERTS & ASSOCIATES	PHQ REPORTS-POLICE DEPT	39.00	
62. JP MORGAN CHASE BANK NA	LOAN PAYOFF	188,151.14	90320
63. KATHRYN HOYT	MILEAGE REIMB	36.51	
64. KIT RICH	JULY MILEAGE REIMB	82.80	
65. KOLACHE KITCHEN	FARM MARKET VENDOR - 8/1/15	14.00	
66. LANSING SANITARY SUPPLY INC	STATE CONTRACT CUSTODIAL SUPPLIES	44.79	
	RECYCLE WASTE BASKET	36.54	
	TOTAL	81.33	
67. LANSING STATE JOURNAL	1YR SUBSCRIPTION	332.93	

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Vendor Name	Description	Amount	Check #
68. LANSING UNIFORM COMPANY	POLICE UNIFORM BADGE	40.00	
	9- BODY ARMOR, LEVEL IIIA 2 CARRIERS	5,395.00	
	BADGES-POLICE DEPT	110.00	
	1- BODY ARMOR	595.00	
	POLICE UNIFORM PURCHASE	46.95	
	TOTAL	6,186.95	
69. LEROY HARVEY	REIMB-TWP BIKE REPAIR	67.98	
70. LOAPC	REIMB-COST OF MATERIALS FOR CANOE LAUNJ/HNC	182.69	
71. LUKE LANDSCAPE CO	MOWING SERVICES - 6045 HARDY	70.00	
	MOWING SERVICES - 3900 ROXBURY	75.00	
	MOWING SERVICES - 4928 MONTROSE	125.00	
	MOWING SERVICES - 4928 MONTROSE	125.00	
	MOWING SERVICES - 5972 GREENMAN	85.00	
	MOWING SERVICES - 5963 SLEEPY HOLLOW	100.00	
	MOWING SERVICES - 1943 TAHOE CIRCLE	90.00	
	MOWING SERVICES -1454 BISCAYNE	75.00	
	MOWING SERVICES - 2049 GRAND RIVER	55.00	
	MOWING SERVICES - 5117 BROOKFIELD	75.00	
	MOWING SERVICES - 2284 HAMILTON	75.00	
	MOWING SERVICES - 4090 WABANINGO	115.00	
	MOWING SERVICES - 4090 WABANINGO	115.00	
	MOWING SERVICES - 6042 RUTHERFORD	75.00	
	MOWING SERVICES - N5999 HARVEY	100.00	
	MOWING SERVICES - 6056 PORTER	100.00	
	MOWING SERVICES - 6056 PORTER	100.00	
	MOWING SERVICES - 1753 GRD RIVER	100.00	
	MOWING SERVICES - 2703 GRD RIVER	85.00	
	MOWING SERVICES - 4871 OLMSTEAD	60.00	
	MOWING SERVICES - 1597 PONTCHARTRAIN	85.00	
	MOWING SERVICES - 6212 PORTER	75.00	
	MOWING SERVICES - 1306 BAYSHORE	100.00	
	MOWING SERVICES - 4706 CORNELL	100.00	
	MOWING SERVICES - 4710 WOODCRAFT	100.00	
	TOTAL	2,260.00	
72. MARK EBENER	FARM MARKET VENDOR - 8/1/15	9.00	
73. MATTHEW BENDER & CO INC	MI MCLS UPDATES	310.31	
74. MEDICAL MANAGEMENT SYSTEMS	OF AMBULANCE BILLING FEE-JULY	7,117.14	
75. MERIDIAN DRY CLEANERS	JULY - UNIFORM CLEANING/FIRE DEPT	426.00	
76. MERIDIAN STRATFORD PLACE	CRC FUNDS-PAST DUE RENT	375.00	90318
77. MERIDIAN TOWNSHIP	FUNDS TRANSFER TO FLEX SPENDING BANK	1,130.05	90321
78. MERIDIAN TOWNSHIP RETAINAGE	RETAINAGE-WIELAND-DAVCO	32,749.99	
79. MICHIGAN.COM	TWP ADS/NOTICES	879.72	
80. MIDWEST POWER EQUIPMENT	FUEL CAP	5.69	
	STARTER FOR FERRIS LAWN MOWER	460.00	
	TOTAL	465.69	
81. MIKE DEVLIN	REIMB-SPORTIES FOR SHORTIES SUPPLIES	49.90	90248

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82. MOORE MEDICAL LLC	EMS OPERATING SUPPLIES	270.80	
	EMS OPERATING SUPPLIES	1,637.53	
	TOTAL	1,908.33	
83. MOSQUITO SQUAD OF GREATER LANSING	TREATMENTS AT NANCY MOORE PARK	375.00	
	MOSQUITO CONTROL FOR MARKET AND ADMIN BUILDING	175.00	
	TOTAL	550.00	
84. MUNETRIX LLC	ANNUAL SOFTWARE LICENSE FEE	2,133.99	
85. MUZZALL GRAPHICS	BUSINESS CARDS	39.92	
	BUSINESS CARDS-DREYFUS	109.46	
	TOTAL	149.38	
86. NOKOMIS LEARNING CENTER	AUG P'MT-PARKING LOT LOTS	70.09	
87. O'BOYLE, COWELOL, BLALOCK & ASSOC INC	CENTRAL PARK MASTER PLAN DESIGN DEVELOPMENT	6,096.98	
88. ODDFELLOWS CONTRACTING	REFUND-PERMIT FEE/9557 BRIDGEWATER	180.00	
89. OKEMOS MARATHON	TOWING SERVICE-POLICE DEPT	150.00	
90. PARAMOUNT COFFEE CO.	COFFEE-TWP MEETINGS	153.65	
	COFFEE-TWP MEETINGS/HOM-TV	163.05	
	TOTAL	316.70	
91. PEOPLEFACTS LLC	HR EXPENSES	12.25	
92. PETER MATCHCHECK	MILEAGE REIMB	34.10	
93. POSTMASTER	POSTAGE-UB PERMIT 127	8,000.00	
94. RANCH LIFE PLASTICS	FENCE REPAIR-NEWTON RD PARK	494.77	
95. RECLAIMED BY DESIGN	OPERATE RECYCLE & TRANSFER CTR - AUG	2,000.00	
96. REDWOOD LANDSCAPING	PATHWAY MOWING AND TRIMMING - JULY	10,800.00	
97. RESERVE ACCOUNT	TWP POSTAGE	2,500.00	
98. SAMIA'S MEDITERRANEAN GOURMET LLC	FARM MARKET VENDOR - 8/1/15	65.00	
99. SANDRA STONE	FARM MARKET VENDOR - 8/1/15	174.00	
100 SCHUPAN BEVERAGE RECYCLING	RECYCLING BINS	300.00	
101 SEAN MIRATE	REFUND-SUP APPLICATION FEE	500.00	
102 SHERWIN WILLIAMS CO	PAINT-BLDG MAINT	29.87	
103 SIGNATURE FORD INC.	VEHICLE REPAIR	302.02	
104 SINGLEWIRE SOFTWARE	ANNUAL SOFTWARE MAINT CONTRACT	1,750.00	
105 SME	PEDESTRIAN BRIDGE	742.38	
106 SPARKY'S ELECTRIC LLC	REFUND PERMIT FEE/6043 POLLARD	123.50	
107 SPARTAN COUNTRY MEATS LLC	FARM MARKET VENDOR - 8/1/15	42.00	

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COMMON CASH

Vendor Name	Description	Amount	Check #
108 SPARTAN DISTRIBUTORS			
	MAINT PARTS	728.94	
	VEHICLE MAINT PARTS	25.26	
	EQUIP REPAIR PARTS	130.21	
	VEHICLE REPAIR PARTS	541.89	
	EQUIP MAINT PARTS	59.26	
	REPAIR PARTS	126.12	
	TOTAL	1,611.68	
109 SPRINT			
	CELLULAR PHONE SERVICE FOR SGT'S VEHICLES	96.84	
110 SUPERIOR ELECTRIC			
	FEE REFUND-5165 MARSH	15.00	
111 TANDUS-CENTIVA			
	CARPET FOR TOWNHALL ROOM	4,443.00	
112 TDS			
	JULY SERVICE	1,348.10	
113 THE BANK OF NEW YORK MELLON			
	2013 BOND ISSUE-#5335268400	29,946.25	
114 THE POLACK CORPORATION			
	STAPLE REFILLS FOR COPIER	62.19	
115 TRI-CONTY OFFICE ON AGING			
	2015 DONATION	4,000.00	
116 TRIDENT INSURANCE SERVICES			
	DEDUCTIBLE - CLAIM#TNT 0129379	10,000.00	
117 UNUM LIFE INSURANCE CO OF AMERICA			
	PAYROLL WITHHOLDING- LIFE INS	453.12	90249
118 VERIZON WIRELESS			
	JULY SERVICE	2,307.82	
119 WIELAND DAVCO CORP			
	CONSTRUCT FIRE STATION	336,771.05	
120 WOOD'S OKEMOS MARATHON			
	JULY FUEL SALES	50.00	
121 ZOLL MEDICAL CORP			
	ZOLL CARDIAC HEART MONITOR - GRANT PURCHASE	29,100.00	
TOTAL - ALL VENDORS		773,462.21	

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 PUBLIC WORKS

Vendor Name	Description	Amount	Check #
1. CARL SCHLEGEL INC	SAND - WATER DEPT	342.00	
	SAND - WATER DEPT	684.00	
	TOTAL	<u>1,026.00</u>	
2. CITY OF EAST LANSING	DEBT P'MT-SEWER	46,283.00	
	DEBT P'MT-SEWER	40,728.00	
	TOTAL	<u>87,011.00</u>	
3. COMPLETE BATTERY SOURCE	DUAL STAGE CHARGER	15.26	
4. DAO RONG GONG	REFUND-OVERP'MT OF FINAL UTILITY BILL	56.85	
5. EAST LANSING MERIDIAN WATER	TWP SHARE OF OPERATING COSTS - AUG	225,862.09	
6. FISHBECK, THOMPSON, CARR & HUBER	WETLAND CONSULTING FEES-RYSBERG MITIGATION	1,231.30	
7. JOE BUSTAMANTE	REFUND-OVERP'MT OF FINAL UTILITY BILL	67.95	
8. JOHN FISHBECK	REFUND-OVERP'MT OF FINAL UTILITY BILL	12.75	
9. MICHIGAN METER TECHNOLOGY GROUP	WATER METERS	14,060.70	
10. MIDWEST GAS INSTRUMENT SERVICE	SEWER DEPT EQUIP MAINT	75.42	
11. MUZZALL GRAPHICS	BUSINESS CARDS	39.92	
12. PULIYUR MOHANKUMAR	REFUND-OVERP'MT OF FINAL UTILITY BILL	190.54	
13. SHERWIN WILLIAMS CO	RED PAINT	220.77	
	RED PAINT-HYDRANTS	104.44	
	RED PAINT-WATER DEPT	208.88	
	RED PAINT-HYDRANTS	208.88	
	TOTAL	<u>742.97</u>	
14. SME	CONCRETE REPLACEMENT-WATERMAIN REPAIRS	541.75	
	LIFT STNS-CONCRETE AND DENSITY	1,877.88	
	TOTAL	<u>2,419.63</u>	
15. TDS	JULY SERVICE	154.69	
16. TRI-COUNTY TITLE AGENCY LLC	REFUND-OVERP'MT OF FINAL UTILITY BILL	212.70	
	REFUND-OVERP'MT OF FINAL UTILITY BILL	60.40	
	TOTAL	<u>273.10</u>	
17. USA BLUE BOOK	WORK CLOTHING-WATER DEPT	157.56	
18. VERIZON WIRELESS	JULY SERVICE	515.56	
TOTAL - ALL VENDORS		333,913.29	

## CREDIT CARD TRANSACTIONS - July 31,2015 - August 12,2015

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Name</u>
8/6/2015	244 AUTO VALUE EAST LANSI	\$46.17	DAN PALACIOS
7/31/2015	A AND D REPAIR INC	\$237.32	TODD FRANK
8/3/2015	AMAZON MKTPLACE PMTS	\$29.99	CHRISTOPHER DOMEYER
8/7/2015	AMAZON MKTPLACE PMTS	\$9.83	CHRISTOPHER DOMEYER
8/12/2015	AMAZON MKTPLACE PMTS	\$7.21	CHRISTOPHER DOMEYER
8/7/2015	AMAZON MKTPLACE PMTS	\$23.98	CAROL HASSE
8/10/2015	AMAZON MKTPLACE PMTS	\$124.98	ROBERT MACKENZIE
8/9/2015	AMAZON.COM	\$86.32	ROBERT MACKENZIE
8/10/2015	AMAZON.COM	\$86.32	ROBERT MACKENZIE
8/7/2015	BFT,L.P.	\$222.99	DENNIS ANTONE
7/31/2015	BLS*FASTSTONE SOFT	\$49.95	ANDREW MCCREADY
8/3/2015	BROADCAST PIX INC	\$1,979.94	DARKUS BEASLEY
8/3/2015	CATHEY COMPANY	\$126.03	KYLE WILKINS
8/6/2015	CITY OF EAST LANSING	\$174.00	MICHAEL DEVLIN
8/7/2015	CJ VIDEO	\$8.17	MICHAEL DEVLIN
8/6/2015	COMCAST OF LANSING	\$127.60	ANDREA SMILEY
8/6/2015	COMCAST OF LANSING	\$19.08	DEBORAH GUTHRIE
8/3/2015	COMPLETE BATTERY SOURCE	\$33.91	MATTHEW WALTERS
8/7/2015	CORAL GABLES OF EAST LANS	\$281.85	DEREK PERRY
8/7/2015	CTC*CONSTANTCONTACT.COM	\$60.00	ANDREA SMILEY
8/10/2015	D & G EQUIPMENT INC	\$137.52	TODD FRANK
7/31/2015	ESIGNS	\$74.18	WILLIAM PRIESE
7/31/2015	FACEBOOK 33ZQK7EM92	\$1.96	LUANN MAISNER
7/31/2015	FACEBOOK 43ZQK7EM92	\$8.43	LUANN MAISNER
8/11/2015	FREDPRYOR CAREERTRACK	\$99.00	CAROL HASSE
7/31/2015	LEOS SPIRITS AND GRUB	\$25.00	CAROL HASSE
8/7/2015	LEOS SPIRITS AND GRUB	\$23.12	JOYCE A MARX
8/2/2015	MARATHON PETRO133165ON CI	\$57.89	MARK VROMAN
8/6/2015	MEIJER #253	\$166.67	MICHAEL DEVLIN
8/8/2015	MEIJER #253	\$83.23	MICHAEL DEVLIN
8/3/2015	MEIJER INC #025 Q01	\$27.47	CATHERINE ADAMS
8/8/2015	MEIJER INC #025 Q01	\$30.03	MICHAEL DEVLIN
8/7/2015	MENARDS LANSING SOUTH	\$8.97	JOE VANDOMMELEN
8/6/2015	MICHIGAN BATTERY EQUIPME	\$206.00	TODD FRANK
8/10/2015	MICHIGAN BATTERY EQUIPME	\$206.00	TODD FRANK
8/4/2015	MIDWEST POWER EQUIPMEN	\$26.66	WILLIAM RICHARDSON
8/4/2015	MIDWEST POWER EQUIPMEN	\$145.83	KEITH HEWITT
8/4/2015	MOUNTAIN GRD LODGE	(\$31.78)	DEBORAH GUTHRIE
8/7/2015	MOUNTAIN GRD LODGE	(\$314.72)	DEBORAH GUTHRIE
7/31/2015	NATIONAL PRODUCTS INC	\$85.88	WILLIAM PRIESE
8/11/2015	NATIONAL REGISTRY EMT	\$65.00	SCOTT DAWSON
8/7/2015	NORTHERN PRODUCTS INC	\$250.00	WILLIAM PRIESE
7/31/2015	OFFICEMAX CT*IN#171858	\$70.00	CAROL HASSE
8/6/2015	OFFICEMAX/OFFICEDEPOT #61	\$18.95	CHRISTOPHER DOMEYER
8/6/2015	OKEMOS HARDWARE INC	\$17.98	TOM OXENDER
8/3/2015	ONLINE LABELS	\$45.50	CHRISTOPHER DOMEYER
8/6/2015	PANERA BREAD #715	\$13.99	ROBIN FAUST
8/5/2015	PAYPAL *CREATIVE	\$237.95	WILLIAM PRIESE

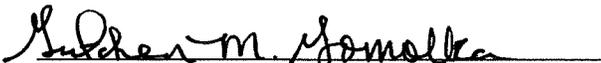
8/2/2015	PERRLA LLC	\$39.95	WILLIAM PRIESE
7/31/2015	QUILL CORPORATION	\$72.12	CAROL HASSE
8/8/2015	SHOPLET.COM	\$144.20	ROBERT MACKENZIE
8/1/2015	SOCIALMEDIAEXAMINER	\$40.00	DEBORAH GUTHRIE
8/4/2015	SOLDAN'S FEEDS & PET S	\$44.42	CATHERINE ADAMS
8/10/2015	SOLDAN'S FEEDS & PET S	\$66.32	CATHERINE ADAMS
8/10/2015	STEPHENS PUBLISHING	\$240.00	TAVIS MILLEROV
7/31/2015	TARGET 00003657	\$60.46	KRISTI SCHAEDING
8/4/2015	THE HOME DEPOT 2723	\$42.54	JOE VANDOMMELEN
8/5/2015	THE HOME DEPOT 2723	\$16.61	RICH WHEELER
7/31/2015	THE HOME DEPOT 2723	\$53.36	ROBERT MACKENZIE
8/3/2015	THE HOME DEPOT 2723	\$30.37	ROBERT MACKENZIE
7/31/2015	THE UPS STORE 0811	\$15.07	DARKUS BEASLEY
8/5/2015	TIM HORTON'S #914411	\$12.72	LUANN MAISNER
8/6/2015	TOWNSQ MEDIA LANSING	\$400.00	LUANN MAISNER
8/11/2015	TRACTOR SUPPLY #1149	\$134.99	ROBERT MACKENZIE
8/8/2015	USSI	\$612.12	DARKUS BEASLEY
		<hr/>	
		\$7,547.60	
		<hr/> <hr/>	

**ACH Transactions**  
**July 31, 2015 - August 15, 2015**

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
8/6/2015	Consumers Energy	42,644.08	July Utilities/St Lights
8/7/2015	ICMA	41,992.54	Payroll Deductions
	Various Finacial Institutions	243,512.27	Direct Deposit-8/7 Payroll
	IRS	93,757.89	8/7 Payroll Taxes
	<b>Total ACH Payments</b>	<u><u>\$ 421,906.78</u></u>	

**MEMORANDUM**

**TO:** Township Board

**FROM:**   
Gretchen M. Gomolka, Finance Director

**DATE:** August 13, 2015

**RE:** **2016 Budget Public Hearing Date**

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At the July 7, 2015 Township Board meeting, the Township Board adopted the 2016 Budget Schedule. The schedule called for a public hearing at the September 1, 2015 Township Board Meeting. As previously approved, the 2016 Budget Public Hearing is requested to be set for September 1, 2015.

**MOVE THAT A PUBLIC HEARING BE HELD AT 6:00 P.M. IN THE TOWN HALL ON SEPTEMBER 1, 2015, FOR THE PURPOSE OF TAKING COMMENTS REGARDING THE 2016 CHARTER TOWNSHIP OF MERIDIAN RECOMMENDED BUDGET.**

# MEMORANDUM

11 – A

13 – B

TO: Township Board

FROM:

  
Mark Kieselbach  
Director of Community Planning and Development

  
Gail Oranchak  
Principal Planner

DATE: August 12, 2015

RE: Appeal of Special Use Permit #15061 (Jacobs Engineering)

---

Special Use Permit #15061 is a request from Jacobs Engineering to install a 90 foot wireless communications tower of monopole design to improve Verizon Wireless service on a 1.73 acre site addressed as 4980 Park Lake Road. An auto parts store and converted residence used as offices for the auto parts store are currently operating on the C-2 (Commercial) zoned site. A billboard is also located on the site southwest of the proposed tower. A non-stealth wireless communication tower is permitted by special use permit subject to compliance with Section 86-438 Wireless Communication Facilities Overlay district and Section 86-126, the general review criteria for special use permits.

The Planning Commission held the public hearing for Special Use Permit #15061 at its regular meeting on June 8, 2015. During its review, the Planning Commission considered the potential collapse of the tower, alternate locations, the purpose for locating the tower near Grand River Avenue, the beneficiaries of the new tower, whether the decision to install a new tower was complaint induced, and the need for a 1,000 gallon propane tank vs. natural gas.

The applicant submitted additional documentation and a revised site plan, dated June 9, 2015, for the June 22, 2015 meeting of the Planning Commission. Revisions included the replacement of a propane tank with one powered by diesel fuel, bituminous surfacing for the access drive extension and parking space, and changing the form of the use agreement from a lease to an easement.

In its discussion of the project on June 22, 2015 the Planning Commission considered the use of a renewable easement rather than a lease which is subject to compliance with the Land Division ordinance, future site additions would be subject to state law, future need for a variance if the tower height was increased, both capacity and coverage will improve with a new tower, potential for co-location on a 90 foot tower, non-stealth tower is subject to special use permit criteria, and a question whether a complete analysis has been submitted.

On July 13, 2015, the Planning Commission voted to approve the location of a 90 foot cell tower at 4980 Park Lake Road by a vote of 6-2. The Planning Commission cited the following reasons

**Appeal of SUP #15061 (Jacobs Engineering)**

**Township Board (8/12/15)**

**Page 2**

for its approval:

- A non-stealth wireless communication tower is a use permitted by special use permit in the C-2 district pursuant to Section 86-438(d) of the Wireless Communication Facilities Overlay District of the Code of Ordinances.
- The proposed wireless communication tower and facility are consistent with the intent of maximizing the use of new wireless communication towers and facilities, as the monopole tower has been designed to allow future co-locators.
- Minimal traffic, no more than four visits per month by maintenance personnel, will occur on the site as a result of the tower installation.
- The extension of public utilities is not required

Seven conditions were placed on the Planning Commission's approval:

1. Approval is granted in accordance with the revised plans dated June 9, 2015, prepared by Midwestern Consulting, and associated materials submitted by the applicant, subject to revisions as required.
2. The final site plan and landscaping plan shall be subject to the review and approval of the Director of Community Planning and Development. Existing landscaping located outside the easement area shall not be trimmed or removed to accommodate the new wireless communication tower without prior approval of the Director of Community Planning and Development.
3. If additional equipment shelters are located on the site, they shall be connected by at least one common wall, where possible, subject to the review and approval by the Director of Community Planning and Development.
4. The accessory equipment shelter shall be designed in a manner that is architecturally compatible with the surrounding neighborhood.
5. The applicant shall post with the Township a continuously enforceable bond or other instrument of financial guarantee acceptable to the Township to assure removal of the wireless communication facility if the use as a cell tower ceases.
6. Prior to grading or construction taking place on the subject site all necessary approvals and permits shall be secured from the Federal Communications Commission, the Ingham County Drain Commissioner, and the Township. A copy of all permits shall be submitted to the Department of Community Planning and Development.
7. The applicant shall apply for and receive all necessary variances from the Zoning Board of Appeals or redesign the project to comply with the zoning ordinance.

In a letter dated and received on July 23, 2015, Ginger Yang, 4994 Park Lake Road, East Lansing, MI, appealed the Planning Commission's approval of Special Use Permit #15061 (Jacobs Engineering) citing six items as evidence to overturn the Planning Commission's decision.

**Appeal of SUP #15061 (Jacobs Engineering)  
Township Board (8/12/15)  
Page 3**

Section 86-189 of the Zoning Ordinance outlines the process for the appeal of a decision made by the Planning Commission. In its determination of the appeal, the Township Board may take, but is not limited to any of the following actions:

- Affirm the decision of the Planning Commission with or without modification.
- Reverse the decision of the Planning Commission and state its reason(s) therefor.
- Refer the matter back to the Planning Commission for further hearings or other action prior to final determination of the appeal by the Township Board.
- Refer the matter to the Zoning Board of Appeals if the issue appears to be a matter of interpretation of the provisions of this chapter.

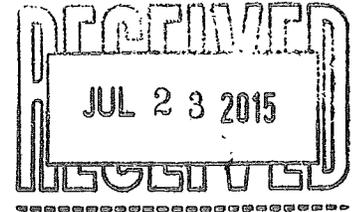
When reviewing the appeal of the special use permit the Township Board has all the powers of the Planning Commission as to that appeal.

**Attachments**

1. Appeal letter dated July 12, 2015
2. Staff memorandum dated June 4, 2015 and attachments
3. Staff memorandum dated June 18, 2015 and attachments
4. Staff memorandum dated July 9, 2015 and attachment
5. Planning Commission minutes dated June 8, 2015 (public hearing), June 22, 2015 (discussion) and July 13, 2015 (decision)
6. Resolution to approve with signatures (Planning Commission)
7. SUP #15061 (Jacobs Engineering) approval letter dated July 14, 2015
8. Communications

Ginger Yang  
4994 Park Lake Rd.  
East Lansing, MI 48823  
517- 8970714  
[lotusvoice48823@gmail.com](mailto:lotusvoice48823@gmail.com)  
July 23, 2015

Mark Kieselbach  
Director  
The Department of Community Planning & Development  
Charter Township of Meridian  
5151 Marsh Rd.  
Okemos, MI 48864



RE: Request for Appeal of Planning Commission decision on Special Use Permit#15061

Dear Mr. Kieselbach,

My name is Ginger Yang, the property and business owner at 4994 Park Lake Rd. East Lansing, MI 48823. I am writing to appeal the Planning Commission's decision on July 13, 2015, of granting the Special Use Permit #15061 to Jacobs Engineering concerning installing a 90-foot-tall wireless communication tower and equipment shelter at 4980 Park Lake Road.

The reasons I am appealing are based on the following:

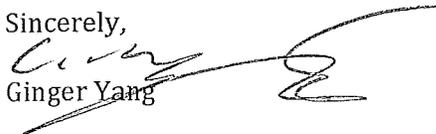
- 1) The Planning Commission made the decision without enough proof being presented to support the need for a cell tower installed at the proposed site. During the three Planning Commission meetings (6/8, 6/22 & 7/13), there was only one representative from the applicant to provide the evidence favorable to the site. The Community Planning & Development Department failed to present to the Commission an unbiased, informed or verified engineering analysis on the need for the cell tower in that particular location. More evidence should be provided to justify their decision (Meeting Minutes 6/8, 6/22, 7/13).
- 2) The proximity of the proposed site for this project is the front gate into the Township. A 90-foot-tall structure right by the gateway would become a destructive and distasteful welcome sign for people entering the Meridian Township (Picture #1). In the meeting minutes of June 22, it was stated that "...it makes more sense to construct a new tower at the Dawn Avenue location and request several variances than to construct a tower at the proposed location..." (Meeting Minutes 6/22). Unfortunately, the applicant had no intention to negotiate or to explore the options of other locations.
- 3) There is a cluster of health-related businesses (Foods for Living, State of Fitness, Playmakers, LotusVoice, Summit Sports, East Lansing Food Co-op and upcoming Whole Food Market... to name a few) within one mile of the proposed project site. A noticeable 90-foot-tall cell tower right by Grand River in the middle of this cluster will have a negative image for these businesses and could have a potential negative impact on the business growth too (Picture #2).

- 4) The issue brought up by staff of The Michigan Land Division Act and the impacts of a lease over a year in length vs. the proposed term "renewable easement" identified by commissioners was not explored or resolved (Meeting Packet 6/8 & Meeting Minutes 6/22). "The Michigan Land Division Act considers areas leased for more than one year a land division. To receive Township approval of a land division, the leased area must comply with the lot width and lot area requirement of the zoning district" (Staff report of SUP #15601 Page 4 Staff Analysis).
- 5) During the last meeting on 7/13, several commissioners were concerned about the legal issues should the Commission ultimately deny the application. They were traumatized by the idea that the Township could be sued based on some unwarranted reasons (Meeting Minutes 7/13). These legal concerns should be verified by a legal consultant rather than simply by speculation or self-interpretation of the law by commissioners.
- 6) This proposal is the first cell tower application before the Township in a long time and the process of approval/denial should be set as an example for future reference, given that wireless communication is a growing business in general. At the meeting of 7/13, the Chair of the Planning Commission explicitly expressed the concern that the Commission was being told, not asked for consultation, on the location of the cell tower, hence giving the Commission very limited options (Meeting Minutes 7/13). Should the Township approve the application without a proper and justified process, we could only expect the effect of opening Pandora's box with little control over any future applications.

As a resident of Meridian Township for 15 years as well as a business owner, I am challenging the members of the Township Board, the Planning Commission and the Department of Community Planning and Development to have a "VISION" for the future of Meridian Township. We need to build a community with economic growth, based on the vision with careful planning and assessing on what this community really needs and where to implement, instead of being driven and led by any individual and business for their own agenda.

Thank you for your consideration and kindly support.

Sincerely,

  
Ginger Yang

**Special Use Permit #15061  
(Jacobs Engineering)  
June 4, 2015**

**APPLICANT:** Jacobs Engineering  
PO Box 2297  
Southgate, MI 48195

**STATUS OF APPLICANT:** Land Lease

**REQUEST:** Special Use Permit to install wireless communications tower

**ZONING:** C-2 (Commercial)

**LOCATION:** 4980 Park Lake Road

**AREA OF SUBJECT SITE:** 1.73

**EXISTING LAND USE:** Auto supply store

**MASTER PLAN DESIGNATION:** Commercial

**EXISTING LAND USES  
IN SURROUNDING AREA:** North: Yoga Studio  
South: Grand River Avenue Viaduct  
East: Undeveloped  
West: Commercial Strip Center

**CURRENT ZONING  
IN SURROUNDING AREA:** North: C-2 (Commercial)  
South: C-2 (Commercial)  
East: RD (Multiple Family, Maximum 8 units per acre)  
West: C-2 (Commercial)

**COMP PLAN DESIGNATION  
IN SURROUNDING AREA:** North: Commercial  
South: Commercial  
East: Residential 1.25 - 3.5 du/a  
West: Commercial

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM: Gail Oranchak  
Gail Oranchak, AICP  
Principal Planner

DATE: June 4, 2015

RE: Special Use Permit #15061 (Jacobs Engineering), request to install a 90-foot wireless communication tower at 4980 Park Lake Road

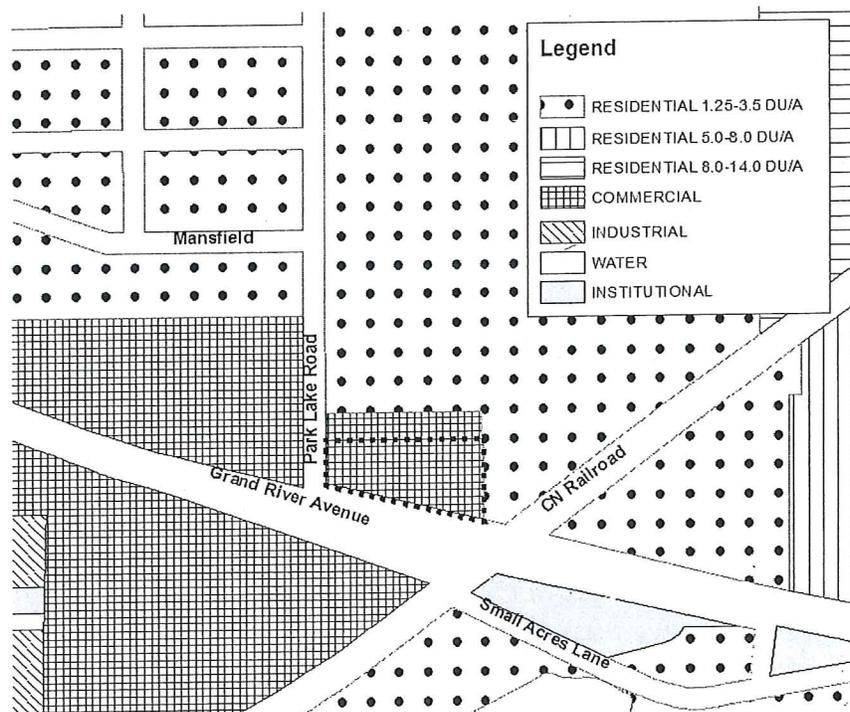
Jacobs Engineering, represented by Leland Calloway, has requested a special use permit to install a 90-foot wireless communication tower to improve service for Verizon Wireless customers. The proposed location is an approximate 1.73-acre site (75,359 square feet) site located on the northeast corner of Grand River Avenue and Park Lake Road. Existing on the site are an auto parts store and a former residence now used as offices for the auto parts business. The site is zoned C-2 (Commercial).

The proposed tower, associated equipment shelter and generator will be located within a 2,500 square foot leased area. Access to the tower will be provided via Park Lake Road by way of a 25-foot easement to use the site's northernmost paved access drive.

**Master Plan**

The 2005 Master Plan designates the subject site in the Commercial category.

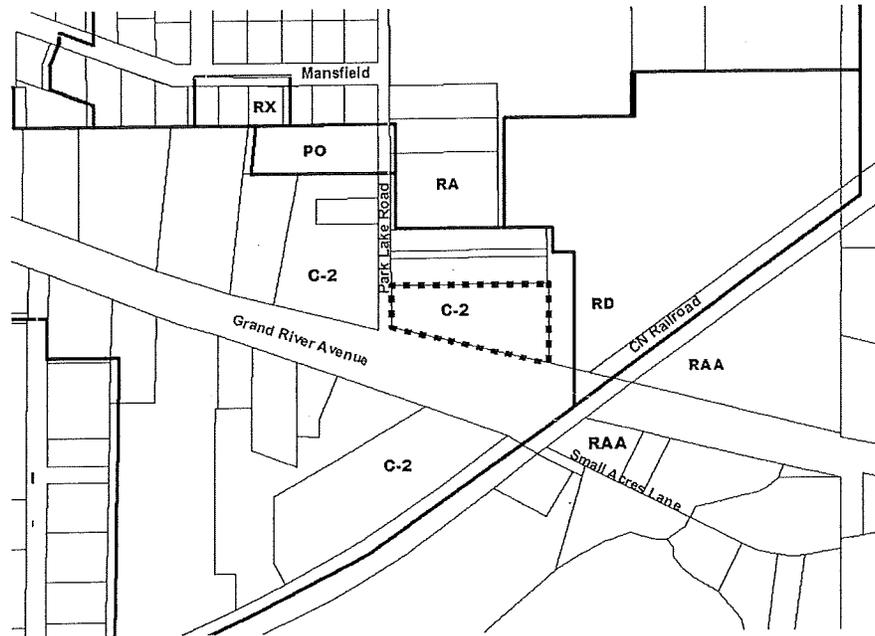
**FUTURE LAND USE MAP**



## Zoning

Minimum lot width and lot area requirements for C-2 District zoned properties are 100 feet and 4,000 square feet, respectively. With 2,500 square feet in lot area and 25 feet of lot width on Park Lake Road, the proposed leased area is not compliant with C-2 district standards. A variance will be required from the Zoning Board of Appeals.

### ZONING MAP



## Physical Features

The developed site consists of two buildings. One approximate 6,000 square foot single story commercial structure used for auto parts sales, and a former 1,010 square foot residence that has been converted for use as an office for the commercial business. A billboard sign owned by Adams Outdoor Advertising is also located on the site, east of the commercial building near the Grand River Avenue right-of-way.

The paved parking area consists of seventeen striped parking spaces and four unmarked spaces. It appears there is an abandoned storage building in the southeast corner of the site. Its existence appears on aerial photographs and in the field but Township records do not acknowledge its presence either on the subject site or an adjoining property to the east.

Vegetation on the site consists of mowed grass around the paved parking lot, mature vegetation surrounding the office building with open grass areas east of the billboard. Site elevations are generally flat for the westerly two thirds of the site. South and east of the proposed cell tower the terrain slopes from 860 feet to 850 feet above mean sea level.

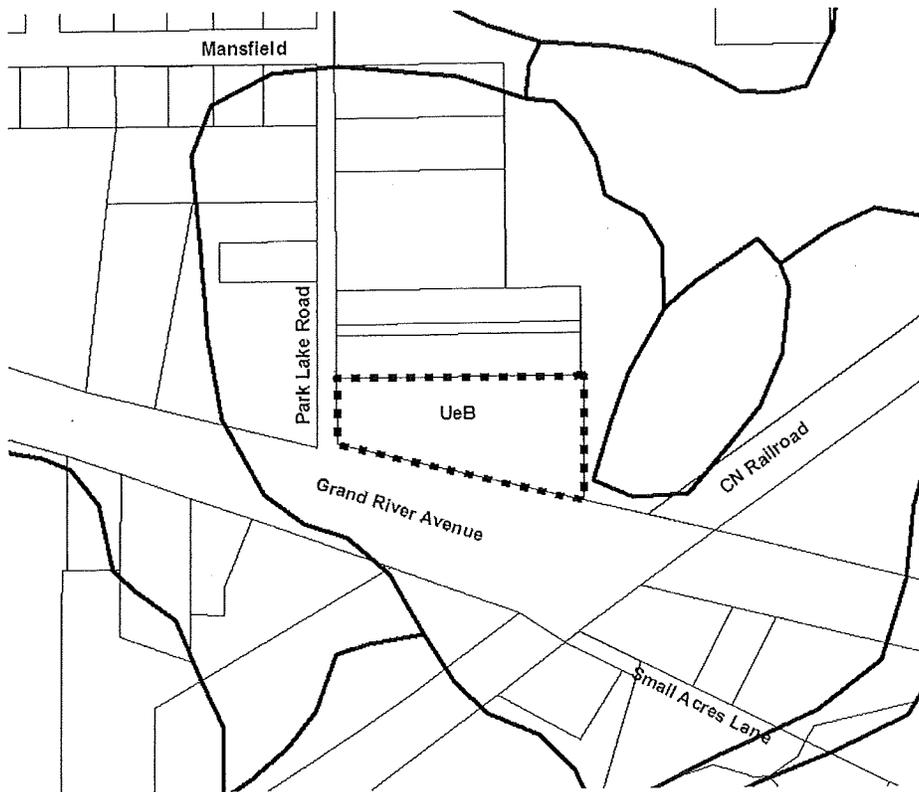
A review of the Federal Insurance Rate Map (FIRM) and Township Wetland Map show neither floodplain elevations nor wetlands are present on the site. The site has no special designation on the Township's Greenspace Plan

*Soils*

The following predominant soil type is found on the subject site:

SOIL ASSOCIATION	SEVERE LIMITATIONS
UeB (Urban Land-Boyer)	None

Source: Soil Survey of Ingham County, Michigan. 1992.



**Streets and Traffic**

Access to the site is via Park Lake Road. Application materials indicate maintenance personnel will visit the site two to four times per month thus traffic impacts are inconsequential.

**Public Utilities**

Application materials indicate public water and sewer services are not required.

### **Staff Analysis**

The applicant has requested a special use permit to install a 90-foot wireless communications tower at 4980 Park Lake Road for the sole use of Verizon Wireless. A special use permit is required for a tower that does not incorporate stealth design, is not a co-location on an existing tower or will be mounted on an existing building. There are no plans to offer co-location to other carriers in the future.

Documents provided by the applicant are consistent with the requirements of the Wireless Communication Facility Overlay ordinance. The Planning Commission must determine whether the statement of need justifies granting a permit for a new tower demonstrating the tower is no taller than the minimum height necessary.

A review of the proposal indicates the following variances may be necessary to proceed with the project as designed:

- Parking and drive aisles in commercial parking areas must be paved with concrete or asphalt, gravel is proposed.
- Typically, multiple structures on a site must maintain a 10-foot setback between each structure. The generator and equipment shelter are approximately three feet apart.
- A variance to exceed the maximum fence height requirement if the barbed wire extends above six feet
- The lease area must have at least 100 feet of lot width on Park Lake Road and be at least 4,000 square feet in area for consistency with C-2 district standards. The Michigan Land Division Act considers areas leased for more than one year a land division. To receive Township approval of a land division, the leased area must comply with the lot width and lot area requirements of the zoning district.

The site plan seems to indicate a portion of required landscaping will be provided by existing vegetative material south and east of the office building while 13 Canadian Hemlocks will be installed along the north, east and south sides of the fenced area. Native materials are required to screen the fenced area. Landscaping of "site access entrances" is also required but not shown.

Regulatory approvals have not been submitted for the proposed cell tower but will be required prior to receiving final approval to commence use.

### **Attachments**

1. Special Use Permit Application and supporting documents
2. Special Use Permit Criteria
3. Site Plan dated February 18, 2015

**CHARTER TOWNSHIP OF MERIDIAN  
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT  
5151 MARSH ROAD, OKEMOS, MI 48864  
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095**

**SPECIAL USE PERMIT APPLICATION**

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

**Part I**

- A. Applicant Jacobs Engineering agents for Verizon Wireless  
 Address of Applicant P.O. Box 2297, Southgate, MI 48195  
 Telephone - Work 248.208.5774 Home \_\_\_\_\_ Fax 248.208.9312 Email leland.calloway@jacobs.com  
 Interest in property (circle one): Owner  Tenant  Option  Other   
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number Grand River & Park Lake / 33-02-02-20-22  
 Legal description (please attach if necessary) \_\_\_\_\_  
 Current zoning C-2  
 Use for which permit is requested / project name Wireless Communications Facility  
 Corresponding ordinance number 80-438
- C. Developer (if different than applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone - Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_  
 Verif # 473
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name Jim Fisher / Midwestern Consulting  
 Address 3815 Plaza Dr. Ann Arbor, MI 48106  
 Telephone - Work 734-995-0200 Home \_\_\_\_\_ Fax 734-995-0599
- E. Acreage of all parcels in the project: Gross 1.728 Net \_\_\_\_\_
- F. Explain the project and development phases: Extend existing ingress/egress access drive. Construct a 90' ramp along w/ 11' x 17' sheet enclosed by fencing
- G. Total number of:  
 Existing: structures 2 bedrooms 0 offices 2 parking spaces 14 carports 0  
 garages \_\_\_\_\_ Proposed: structures 1 bedrooms 0 offices 0 parking spaces 2 carports 0  
 garages 0
- H. Square footage: existing buildings \_\_\_\_\_ proposed buildings 187  
 Usable Floor area: existing buildings \_\_\_\_\_ proposed buildings 187
- If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation:
- Existing Recreation: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Proposed Recreation: Type \_\_\_\_\_ Acreage \_\_\_\_\_

Existing Open Space: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Proposed Open Space: Type \_\_\_\_\_ Acreage \_\_\_\_\_

K.

If Multiple Housing:  
 Total acres of property \_\_\_\_\_  
 Acres in floodplain \_\_\_\_\_ Percent of total \_\_\_\_\_  
 Acres in wetland (not in floodplain) \_\_\_\_\_ Percent of total \_\_\_\_\_  
 Total dwelling units \_\_\_\_\_  
 Dwelling unit mix:  
 Number of single family detached: for Rent \_\_\_\_\_ Condo \_\_\_\_\_  
 Number of duplexes: for Rent \_\_\_\_\_ Condo \_\_\_\_\_  
 Number of townhouses: for Rent \_\_\_\_\_ Condo \_\_\_\_\_  
 Number of garden style apartments: for Rent \_\_\_\_\_ Condo \_\_\_\_\_  
 Number of other dwellings: for Rent \_\_\_\_\_ Condo \_\_\_\_\_

L.

The following support materials must be submitted with the application:

1. Nonrefundable Fee.
2. Legal Description of the property.
3. Evidence of fee or other ownership of the property.
4. Site Plan containing the information listed in the attachment to this application.
5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors.

6.

A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.

a.

- A traffic assessment will be required for the following:
- 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
  - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.

b.

- A traffic impact study will be required for the following:
- 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
  - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.

7.

Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:

a.

An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.

b.

Description of the impacts on natural features.

c.

Description of any proposed efforts to mitigate any negative impacts.

The natural features assessment may be waived by the Director of Community Planning and Development in certain circumstances.

M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.

N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:

1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.

O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan:

1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.

P. In addition to the above requirements, a special use application for a use in the Floodway Fringe of zoning district **CV** requires the following:

1. A letter of approval from the State Department of Environmental Quality.
2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.

Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:

1. A location map including existing topographic data at two-foot interval contours.
2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.

R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

S.

Part II

SUP REQUEST STANDARDS  
Township Code of Ordinances, Section 86-126

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes     No    (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

*Island Calloway*  
Signature of Applicant

3/2/15  
Date

Island Calloway  
Type/Print Name

Fee: \$500.00

Received by/Date: Neil Ormrod 5/11/15

## Part II

### SUP REQUEST STANDARDS

#### Township Code of Ordinances, Section 86-126

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter.

This use is proposed in a C-2 zoning district. There is already a billboard tower which is a similar use located on the property. There are only commercial uses on the adjacent properties therefore the nature, design and location will have no negative effects on the proposed parcel or any adjacent land uses. Because this facility will allow better communication in the surrounding area, this use will actually improve the health, safety, and general welfare of the community.

- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.

Per the zoning review and requirements there is no indication that this project is not consistent with the Township's comprehensive development plan

- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.

This project is proposed in a commercial district where a similar use, a bill board, is existing on site. The facility is self-contained and self-operating with very little need for maintenance. The adjacent properties also have commercial uses on them so the essential character of the area will not be affected.

- (4) The project will not adversely affect or be hazardous to existing neighboring uses.

This project is proposed in a commercial district where a similar use, a bill board, is existing on site and the adjacent properties also have commercial uses on them so the essential character of the area will not be affected.

- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.

There is no evidence that any wireless communications facility has ever be detrimental to the economic welfare of a community.

- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.

The facility will be visited by maintenance personnel on average 2-4 times per month so existing roads will be adequate. There will be no need for any of the other services listed above for this facility.

- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.

This project does not require any public sanitation.

- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

This project does not produce any pollution in the form of traffic, noise, smoke, fumes, glare, or odors.

- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

This project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township as outlined in the NEPA report provided to the township.

April 20, 2015

Ms. Kathy Knight  
Verizon Wireless

RE: Proposed 90' Sabre Monopole for Grand River Park Lake, MI

Dear Ms. Knight,

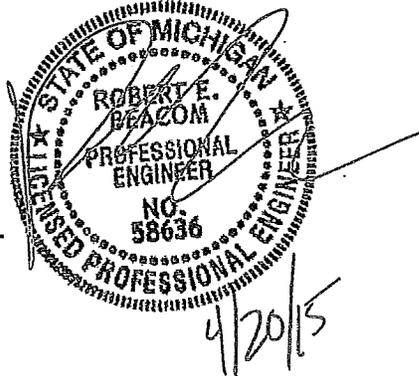
Upon receipt of order, we propose to design and supply the above referenced Sabre monopole for a Basic Wind Speed of 90 mph with no ice and 40 mph with 3/4" radial ice, Structure Class II, Exposure Category C and Topographic Category 1 in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-G, "Structural Standard for Antenna Supporting Structures and Antennas".

When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the monopole will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within the upper portion of the monopole shaft. Assuming that the wind pressure profile is similar to that used to design the monopole, the monopole will buckle at the location of the highest combined stress ratio within the upper portion of the monopole shaft. This is likely to result in the portion of the monopole above "folding over" onto the portion below, essentially collapsing on itself. **Please note that this letter only applies to the above referenced monopole designed and manufactured by Sabre Towers & Poles.** In the unlikely event of total separation, this will result in collapse within a radius of 45 feet.

Sincerely,

Robert E. Beacom, P.E.  
Design Engineer II





March 25, 2015

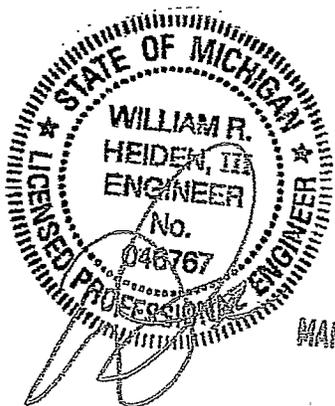
Dear Ms. Oranchak,

I am tasked with finding solutions to coverage deficiencies in the Verizon Wireless network. We analyze data based on plots that have been created in our radio frequency engineering tool based on an engineering model (accounting for clutter and terrain), configuration of the site (location of antenna azimuths and height), transmission power, and drive data collected from a field engineer. These plots are compared with the actual data which is collected by a scanner driven around and nearby the search area. This scanner accounts for geography, topography constraints potential interference sources and siting needs. This information helps us to identify potential coverage issues and capacity issues in a specific area. From the plots and data we are able to optimize our design to be in compliance with the FCC regulations and make sure to address technical problems. These plots have been compared with the actual drive data and it matches with the actual radio frequency signal needs in the Grand River and Park Lake Rd. area.

The proposed tower will serve to improve voice and data service for our customers between existing wireless communications sites in the Meridian Township, Okemos and East Lansing area. I have used our engineering modeling tool to generate propagation maps which show the target area (in yellow) on the existing coverage map. As you can see the yellow area diminishes as the signal propagation reaches 90' in height. This tool is designed to optimize coverage based on known topography and interference sources. We are only requesting 90' because any height greater than 90' does little or nothing to improve service to Verizon Wireless customers. If you look at the maps where we show signal coverage below 90' you will see more yellow in the target area which indicates that 90' is the minimum height needed and the most optimal to get the best coverage for this area. Siting is coordinated with site acquisition agents that look at the zoning uses in the area and advise Verizon Wireless on the best potential properties to locate a wireless communications facility. In the Grand River and Park Lake road area this proposed site was deemed best because of the existing uses on site and it fits our engineering needs.

In addition the proposed facility will have a tower of monopole design which along with any attachments that will comply with all FCC, FAA and State of Michigan regulations and building code requirements as well as ANSI/TIA-222-G standards.

Sincerely,



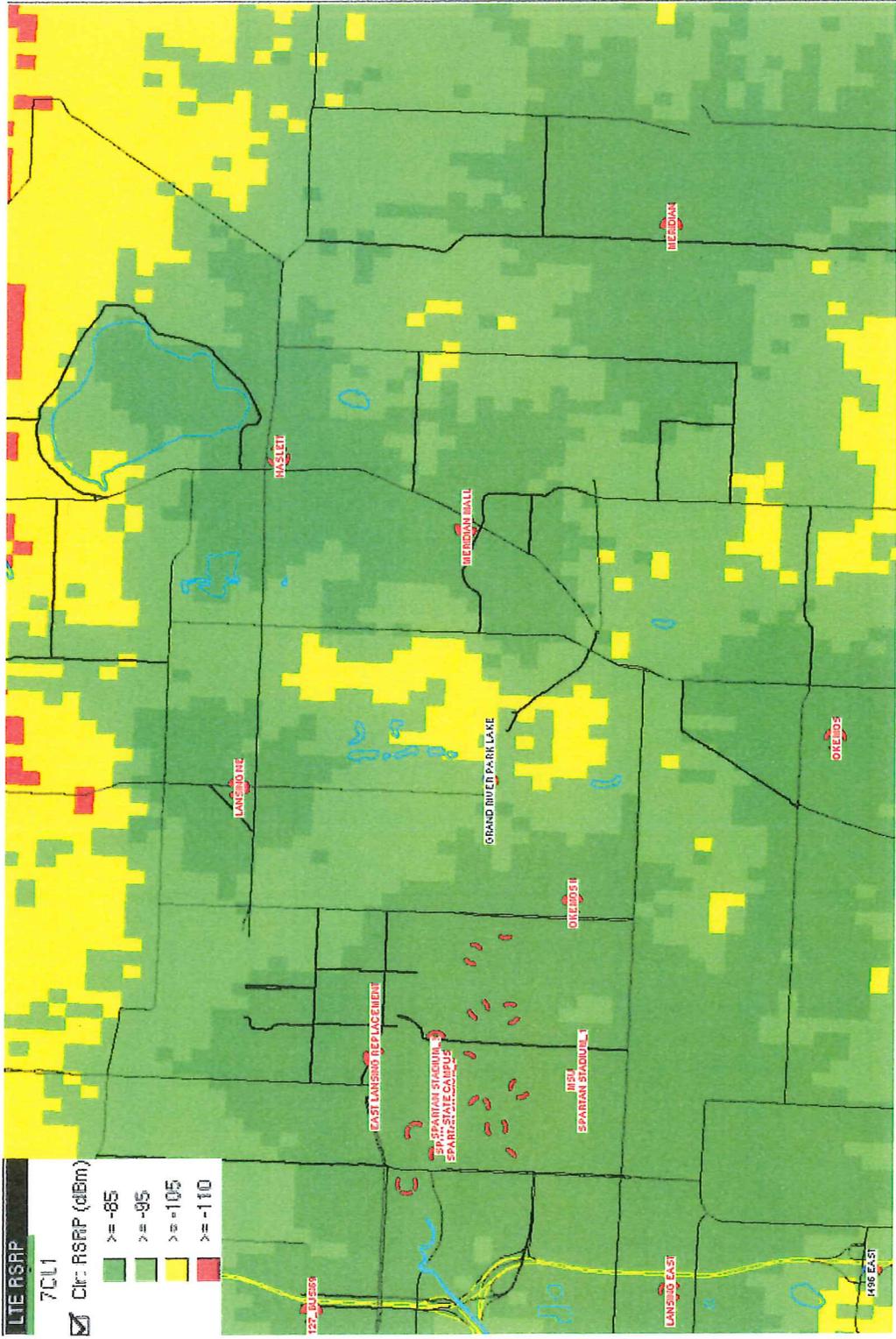
MAR 25 2015

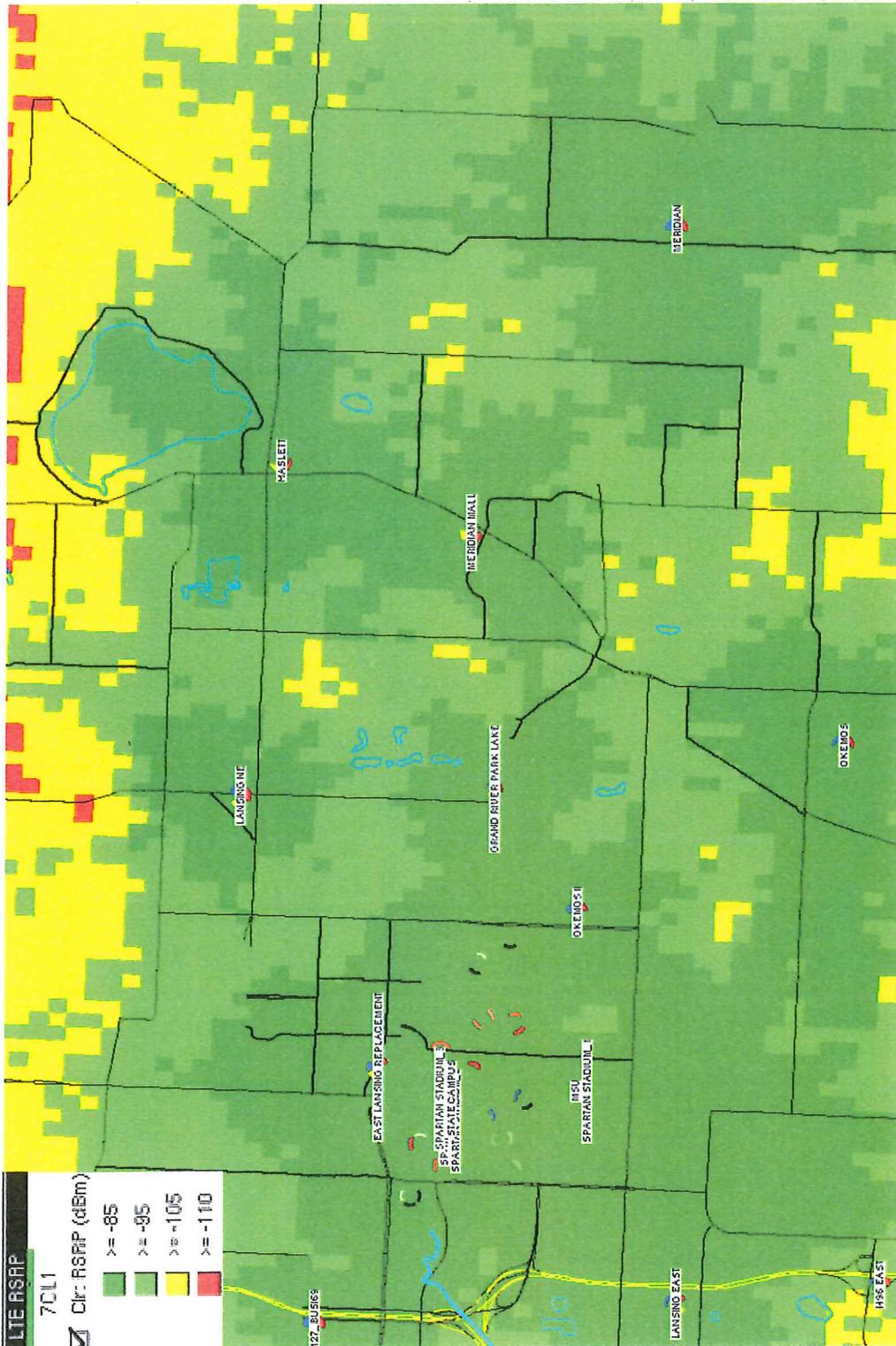
William Heiden III, PE

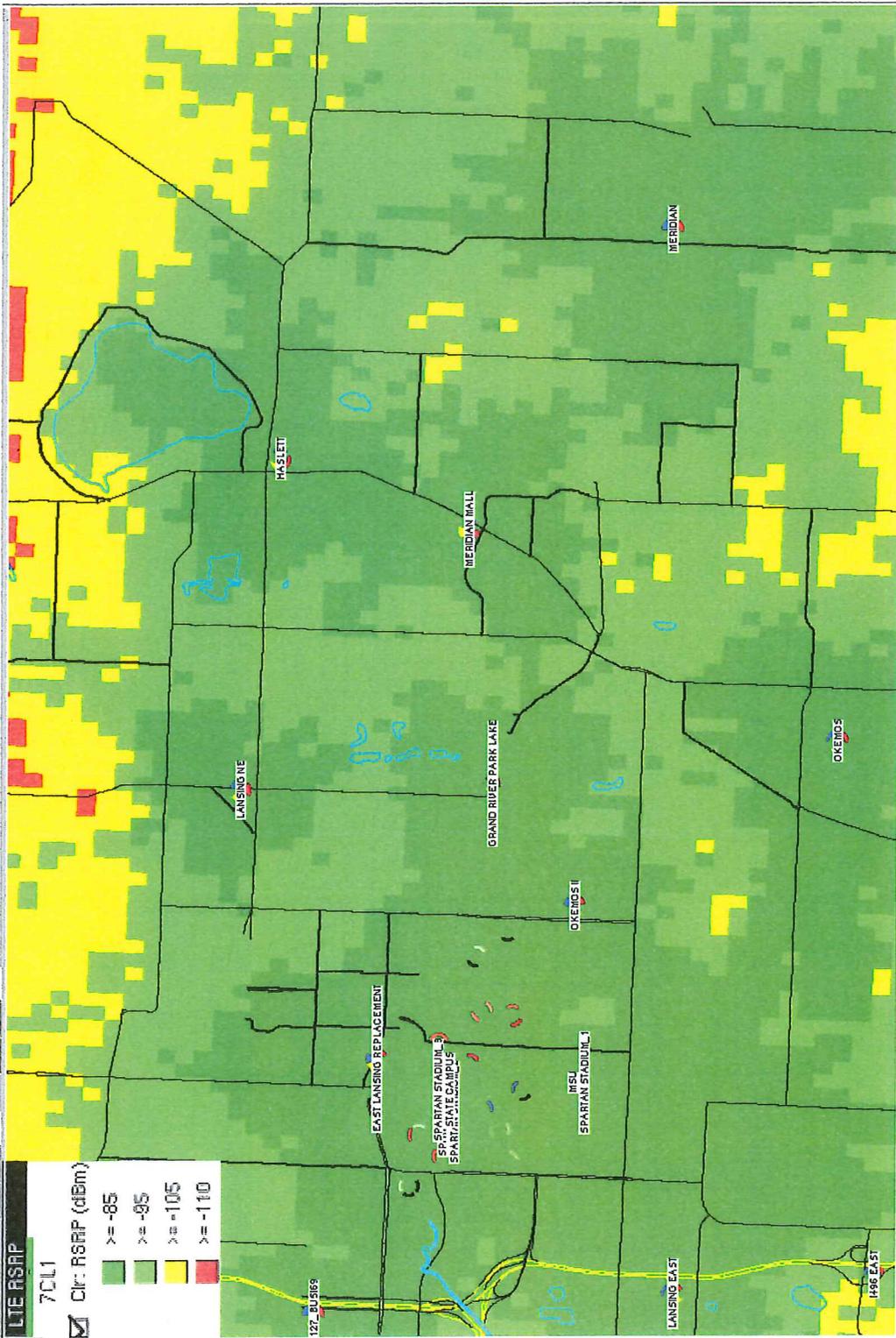
24242 Northwestern Hwy., Southfield, MI 48075

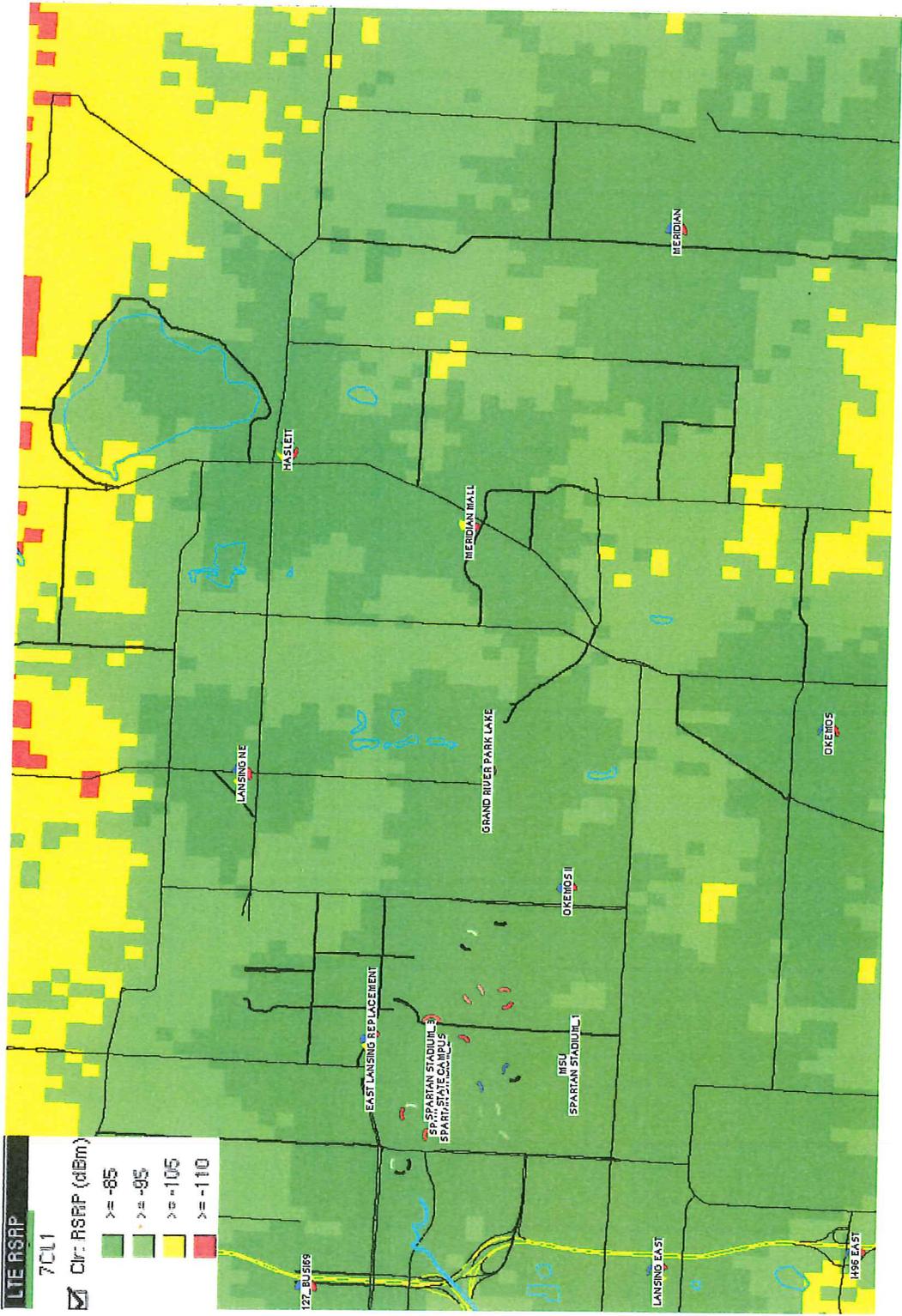
**LTE RSRP**  
 7CU1  
 Circ RSRP (dBm)

Dark Green	>= -85
Light Green	>= -95
Yellow	>= -105
Red	>= -110











STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

WAYNE WORKMAN  
ACTING EXECUTIVE DIRECTOR

February 18, 2015

STEPHEN DELSORDO  
FCC WIRELESS TELECOMM BUREAU  
445 12TH STREET SW  
WASHINGTON DC 20554

RE: ER02-261.15.614726 Trileaf Cellular Tower Site Review #614726, Park Lake Road, Sec. 20,  
T4N, R1W, East Lansing, Ingham County (FCC)

Dear Mr. Delsordo,

Under the authority of Section 106 of the National Historic Preservation Act of 1966, as amended, we have reviewed the above-cited undertaking at the location noted above. Based on the information provided for our review, it is the opinion of the State Historic Preservation Officer (SHPO) that no historic properties are affected within the area of potential effects of this undertaking.

This letter evidences the FCC's compliance with 36 CFR § 800.4 "Identification of historic properties," and the fulfillment of the FCC's responsibility to notify the SHPO, as a consulting party in the Section 106 process, under 36 CFR § 800.4(d)(1) "No historic properties affected." If the scope of work changes in any way, or if artifacts or bones are discovered, please notify this office immediately.

The State Historic Preservation Office is not the office of record for this undertaking. You are therefore asked to maintain a copy of this letter with your environmental review record for this undertaking.

If you have any questions, please contact Brian Grennell, Cultural Resource Management Specialist, at (517) 335-2721 or by email at GrennellB@michigan.gov. Please reference our project number in all communication with this office regarding this undertaking. Thank you for this opportunity to review and comment, and for your cooperation.

Sincerely,

Brian G. Grennell  
Cultural Resource Management Specialist

for Brian D. Conway  
State Historic Preservation Officer

SAT:BGG:sbt

Copy: Jill Kotwasinski, Trileaf Environmental & Property Consultants

**STATE HISTORIC PRESERVATION OFFICE  
Application for Section 106 Review**

SHPO Use Only				
<input type="checkbox"/> IN	Received Date	___ / ___ / ___	Log In Date	___ / ___ / ___
<input type="checkbox"/> OUT	Response Date	___ / ___ / ___	Log Out Date	___ / ___ / ___
	Sent Date	___ / ___ / ___		

Submit one copy for each project for which review is requested. This application is required. Please type. Applications must be complete for review to begin. Incomplete applications will be sent back to the applicant without comment. Send only the information and attachments requested on this application. Materials submitted for review cannot be returned. Due to limited resources we are unable to accept this application electronically.

**I. GENERAL INFORMATION**

THIS IS A NEW SUBMITTAL     THIS IS MORE INFORMATION RELATING TO ER#

- a. Project Name: Verizon Wireless 473 Grand River Park Lake
- b. Project Address (if available): Park Lake Road
- c. Municipal Unit: East Lansing County: Ingham
- d. Federal Agency, Contact Name and Mailing Address: Mr. Stephen Delsordo, FCC Wireless Telecomm Bureau, 445 12<sup>th</sup> Street SW, Washington, DC 20554
- e. State Agency (if applicable), Contact Name and Mailing Address: MI SHPO, Mr. Brian Grennell
- f. Consultant or Applicant Contact Information (if applicable) *including mailing address*: Ms. Jill Kotwasinski, 1821 Walden Office Square, Ste. 510, Schaumburg, IL 60173 (630-227-0202)

---

**II. GROUND DISTURBING ACTIVITY (INCLUDING EXCAVATION, GRADING, TREE REMOVALS, UTILITY INSTALLATION, ETC.)**

DOES THIS PROJECT INVOLVE GROUND-DISTURBING ACTIVITY?  YES  NO (If no, proceed to section III.)

Exact project location must be submitted on a USGS Quad map (portions, photocopies of portions, and electronic USGS maps are acceptable as long as the location is clearly marked).

- a. USGS Quad Map Name: East Lansing, MI
- b. Township: 4N    Range: 1W    Section: 20
- c. Description of width, length and depth of proposed ground disturbing activity: New 90 ft (27.4 m) monopole cell tower (97 ft [29.6 m] w/appurtenances) on a 50 x 50-ft (15.2 x 15.2-m) cell tower lease area, and an approximately 25 x 50-ft (7.6 x 15.2-m) access road/utility corridor that will link the site to an existing parking lot and bituminous road that will in turn link to the site to Park Lake Road.
- d. Previous land use and disturbances: Commercial
- e. Current land use and conditions: Vacant/Commercial
- f. Does the landowner know of any archaeological resources found on the property?  YES  NO  
Please describe: Unknown

### III. PROJECT WORK DESCRIPTION AND AREA OF POTENTIAL EFFECTS (APE)

**Note: Every project has an APE.**

- a. Provide a detailed written description of the project (plans, specifications, Environmental Impact Statements (EIS), Environmental Assessments (EA), etc. **cannot** be substituted for the written description):

Description of width, length and depth of proposed ground disturbing activity: The project consists of a new 90 ft (27.4 m) monopole cell tower (97 ft [29.6 m] w/appurtenances) on a 50 x 50-ft (15.2 x 15.2-m) cell tower lease area, and an approximately 25 x 50-ft (7.6 x 15.2-m) access road/utility corridor that will link the site to an existing parking lot and bituminous road that will in turn link to the site to Park Lake Road. Total acreage of the proposed cell tower site is approximately 0.09 acres (0.03 hectares).

- b. Provide a localized map indicating the location of the project; road names must be included and legible.

See attached.

- c. On the above-mentioned map, identify the APE.

See attached.

- d. Provide a written description of the APE (physical, visual, auditory, and sociocultural), the steps taken to identify the APE, and the justification for the boundaries chosen:

Due to the overall height of the proposed tower (97 ft), the presumed APE for Visual Effects for this project is a 0.5-mile radius from the tower site per the FCC programmatic agreement.

### IV. IDENTIFICATION OF HISTORIC PROPERTIES

- a. List and date all properties 50 years of age or older located in the APE. If the property is located within a National Register eligible, listed or local district it is only necessary to identify the district:

None.

- b. Describe the steps taken to identify whether or not any **historic** properties exist in the APE and include the level of effort made to carry out such steps:

Review of NRHP listings for Ingham County, Michigan; on-site review of MI SHPO architectural property files; field survey of direct effects (subject property); and field survey of visual effects APE.

- c. Based on the information contained in "b", please choose one:

- Historic Properties Present in the APE  
 No Historic Properties Present in the APE

- d. Describe the condition, previous disturbance to, and history of any historic properties located in the APE:

N/A

---

## V. PHOTOGRAPHS

**Note: All photographs must be keyed to a localized map.**

- a. Provide photographs of the site itself.

See attached.

- b. Provide photographs of all properties 50 years of age or older located in the APE (faxed or photocopied photographs are not acceptable).

See attached.

---

## VI. DETERMINATION OF EFFECT

- No historic properties affected based on [36 CFR § 800.4(d)(1)], please provide the basis for this determination.

See 4(b) above.

- No Adverse Effect [36 CFR § 800.5(b)] on historic properties, explain why the criteria of adverse effect, 36 CFR Part 800.5(a)(1), were found not applicable.

- Adverse Effect [36 CFR § 800.5(d)(2)] on historic properties, explain why the criteria of adverse effect, [36 CFR Part 800.5(a)(1)], were found applicable.

***Please print and mail completed form and required information to:  
State Historic Preservation Office, Environmental Review Office, Michigan Historical  
Center, 702 W. Kalamazoo Street, P.O. Box 30740, Lansing, MI 48909-8240***



ENVIRONMENTAL & PROPERTY CONSULTANTS

1821 Walden Office Square, Suite 510, Schaumburg, Illinois 60173 \* 630.227.0202 \* www.trileaf.com

December 30, 2014

State Historic Preservation Office  
Environmental Review Office  
Michigan Historical Center  
702 West Kalamazoo Street  
P.O. Box 30740  
Lansing, Michigan 48909

RE: Cellco Partnership and its controlled affiliates dba Verizon Wireless (Verizon Wireless)  
473 Grand River Park Lake / 22484  
Park Lake Road, East Lansing, Ingham County, MI 48823  
Latitude: 42° 43' 32.5" Longitude: -84° 26' 45.5"  
Survey Area Acreage: 0.04 acres  
Trileaf Project No: 614726  
Legal Description: Section: 20, Township: 4N, Range: 1W

Mr. Conway:

Trileaf Corporation is in the process of completing a NEPA Checklist at the referenced cellular telephone antenna property. A 90-foot tall (97-foot tall overall) telecommunications monopole tower and associated equipment compound are proposed to be constructed at the Property. An area of ground estimated to be 2,500 square feet will be disturbed during construction. This site is currently a grassy area behind the Auto Value building. The antennae will be regulated by the Federal Communications Commission (FCC).

In accordance with the *Nationwide Programmatic Agreement for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission*, dated September 2004, a cultural resource investigation has been conducted. Our investigation includes determining if the site is contained in, on, or within the viewshed of a building, site, district, structure or object, significant in American history, architecture, archeology, engineering or culture, that is listed, or eligible for listing on the State or National Registers of Historic Places, or located in or on an Indian Religious Site.

Trileaf Corporation contracted Great Lakes Research, Inc., Secretary of the Interior-qualified professionals, for identification and evaluation of historic properties within the APE for direct and indirect visual effects.

Summary reports of this investigation, maps, photographs, and other information are provided in the attached Form 620. As noted in the attachments, no historic properties were identified in the Area of Potential Effects (APE) for Direct Effects and no historic properties were identified in the APE for indirect Visual Effects.

As a result, Trileaf Corporation is recommending that a determination of **No Historic Properties for Direct Effects** and a determination of **No Historic Properties for indirect Visual Effects** be made for this project.

Please perform a Section 106 Review for this site. Please call me at (630) 227-0202 if you need any additional information or have any questions. Thank you for your assistance.

Sincerely,

Jill M. Kotwasinski  
Environmental Scientist  
j.kotwasinski@Trileaf.com

Enclosure



FIBREBOND®

## A Better Way to Protect your Equipment

### ■ ■ ■ ■ CONCRETE EQUIPMENT SHELTERS

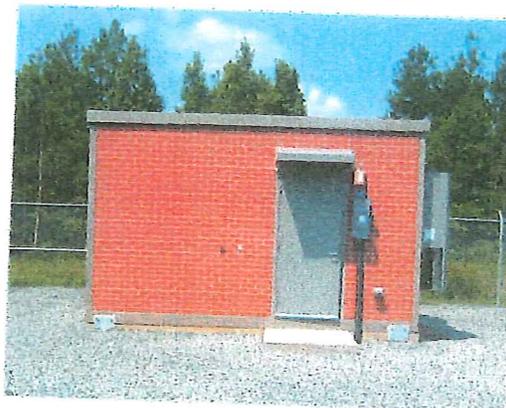
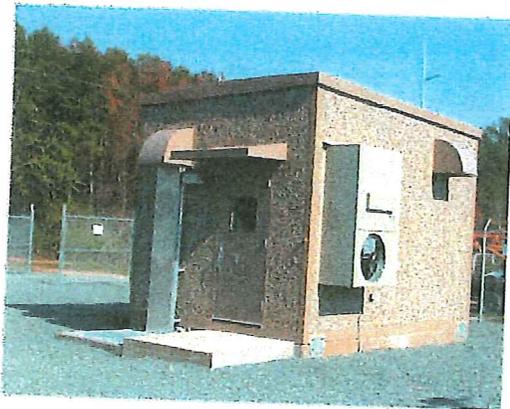
from Fibrebond have distinct advantages over cabinets.

- Built and serviced by Fibrebond, the leader in equipment protection.
- Fibrebond delivers consistent high quality from its world class manufacturing plant and continuous improvement process. Shelters are backed by a 10-year structural and roof warranties.
- Concrete equipment shelters are cost justified at the initial network deployment.
- Technology upgrades and capacity expansion can be accommodated in the initial enclosure.
- Lower operating temperatures reduce high temperature shutdowns and equipment damage.
- All equipment can be installed at the plant and delivered directly to the cell site.



- Concrete shelters provide better protection against theft, vandalism and inclement weather.
- Shelters provide a secure work environment for network technicians.

**SETTING THE  
INDUSTRY  
STANDARD FOR  
EQUIPMENT  
PROTECTION TO  
PREVENT  
NETWORK  
DOWNTIME.**



CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:



Gail Oranchak, AICP  
Principal Planner

DATE: June 18, 2015

RE: Special Use Permit #15061 (Jacobs Engineering), request to install a 90-foot wireless communication tower at 4980 Park Lake Road

The Planning Commission held a public hearing on June 8, 2015 regarding Jacobs Engineering's request for a special use permit to install a 90-foot wireless communication tower, associated equipment shelter and generator on an approximate 1.73-acre site (75,359 square feet) addressed as 4980 Park Lake Road and zoned C-2 (Commercial).

The applicant has submitted several additional documents associated with the request:

- A set of simulated photographs showing before and after installation of the cell tower from east and west travel directions
- A set of documents listing existing Verizon wireless locations, identifying the locations on a map and to the proposed tower
- A revised site plan with the propane tank removed; the use of bituminous surfacing for the access drive extension and parking space; and conversion of the area occupied by Verizon's tower, equipment and access as an easement versus a lease area

Staff directed questions to the applicant regarding Verizon's height on neighboring towers, a discussion of alternative sites considered in the target area, the impact on customers located west of the proposed tower, and information about future colocation on the proposed tower. The attached communication addressed to staff and dated received June 18, 2015 is the applicant's response.

A seven-foot setback variance is still required for the approximate three-foot distance between the equipment shelter and the generator.

### **Planning Commission Options**

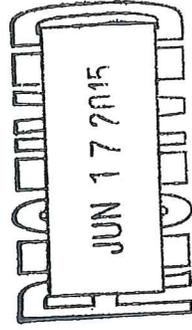
The Planning Commission may approve, approve with conditions or deny the request. A resolution will be provided for a future meeting as directed by the Planning Commission.

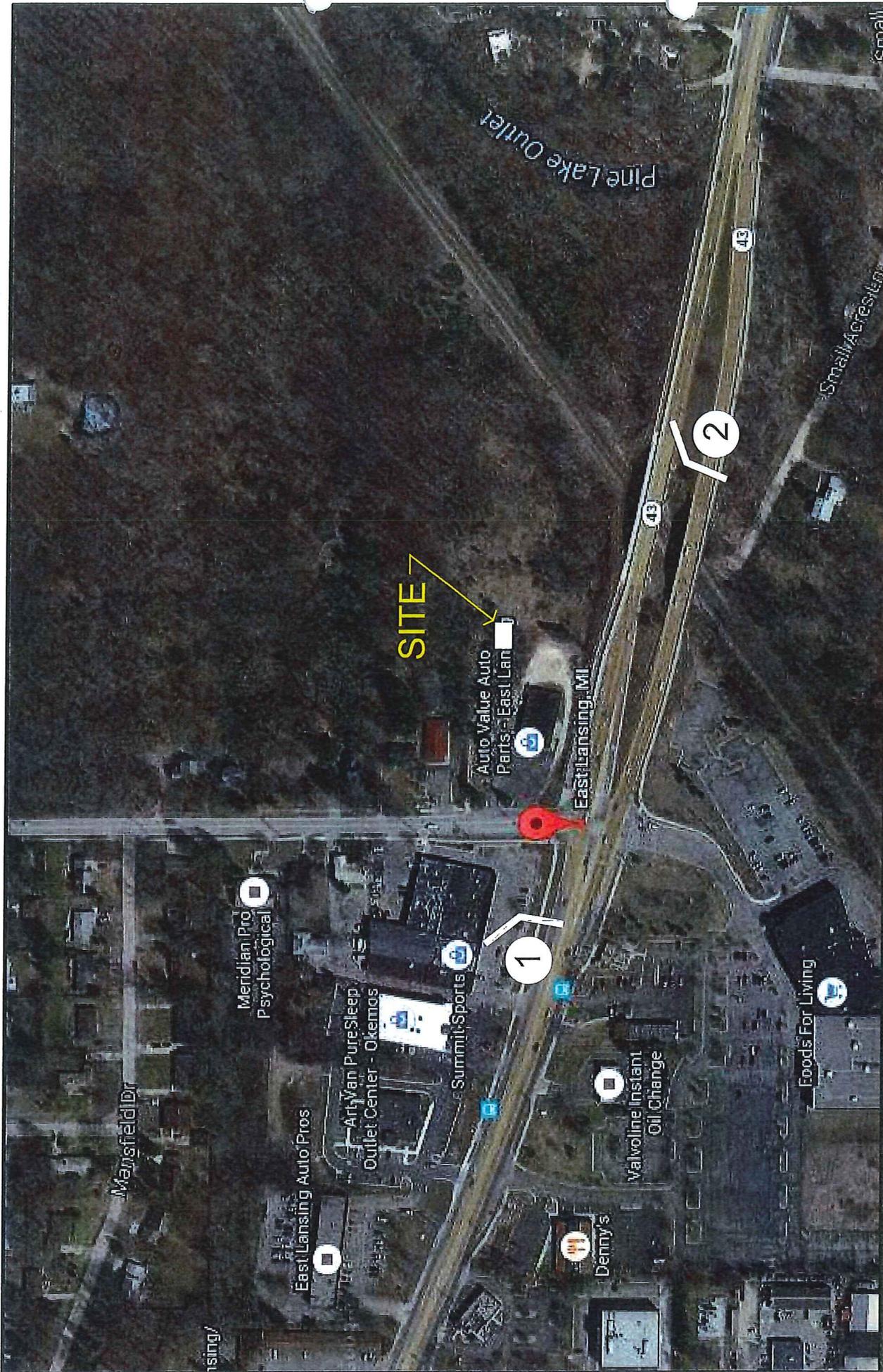
### **Attachments**

1. Photo simulations dated June 17, 2015
2. Maps and documenting nearby towers dated received June 17, 2015
3. Communication to staff dated June 18, 2015
4. Revised site plan dated June 9, 2015



# 0473-GRAND RIVER PARK LAKE





Project Number: 215037.00  
 Date: 06-11-15  
 Sheet Number: G-1

Description: Location Map  
 Location: Cell Site #437 Park Lake Road & M-43 Highway Meridian Township, Michigan

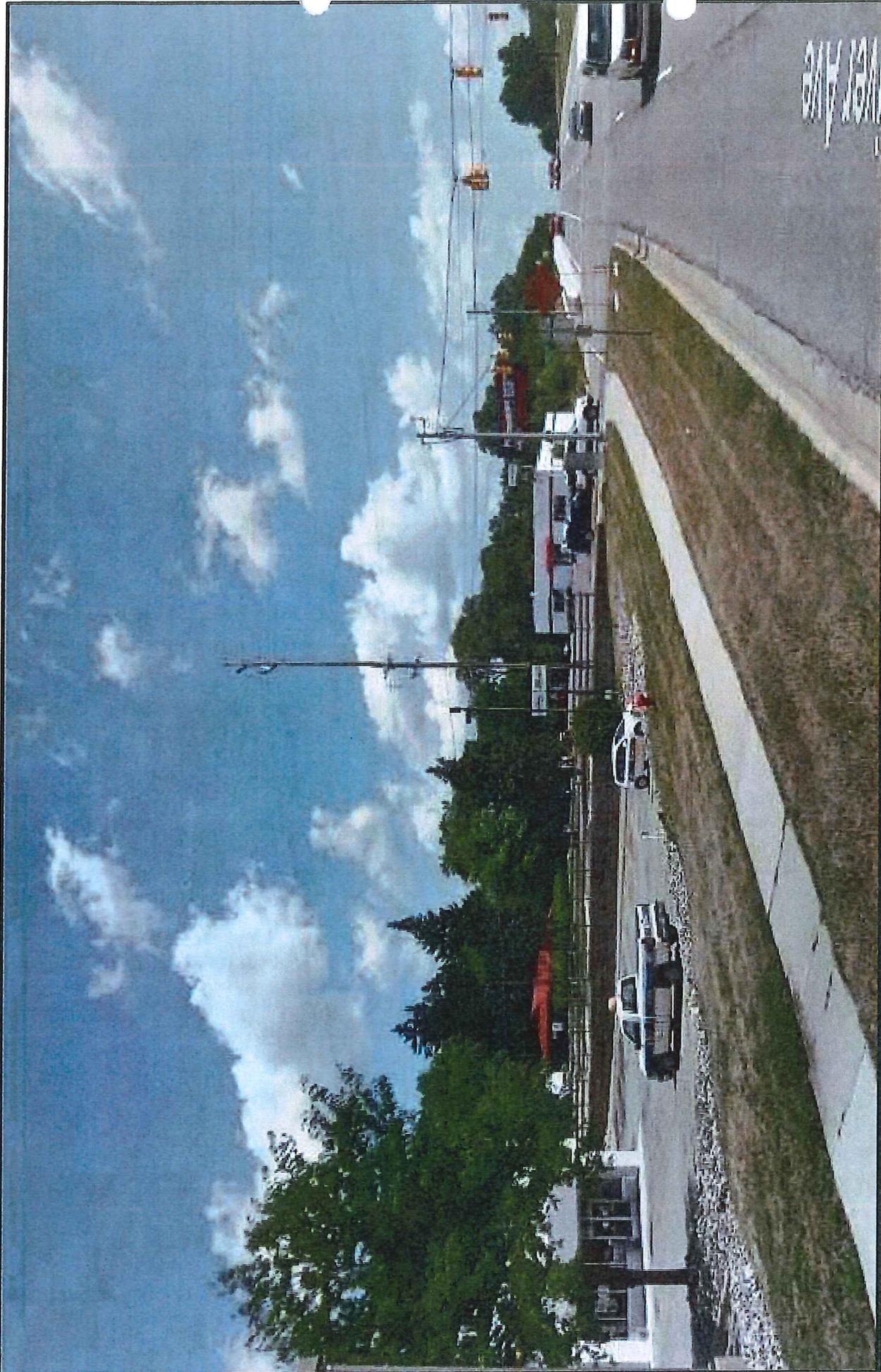
Client:



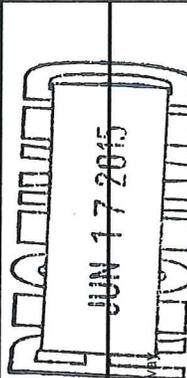
**NSA** Architects  
 Engineers  
 Planners

23761 Research Drive  
 Farmington Hills  
 Michigan 48335

248.477.2444  
 248.477.2445 fax  
 www.nsa-ac.com



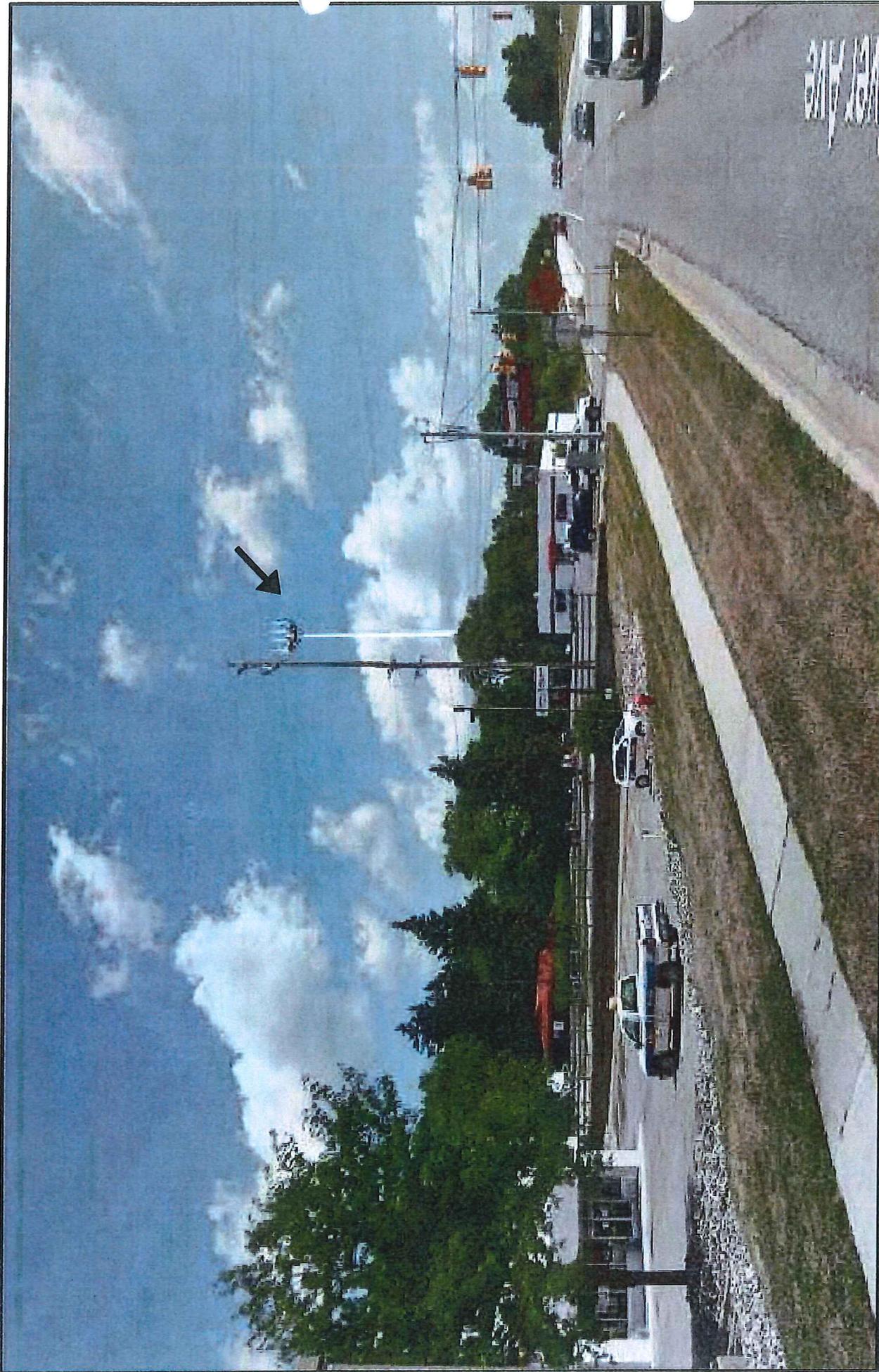
Project Number: 215037.00  
 Date: 06-11-15  
 Sheet Number: 1



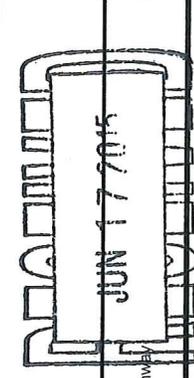
Description:  
 Original View 1  
 Location:  
 Cell Site #437 Park Lake Road & M-43 Highway  
 Meridian Township, Michigan



Client:  
 NSA  
 Architects  
 Engineers  
 Planners  
 23761 Research Drive  
 Farmington Hills  
 Michigan 48335  
 248.477.2444  
 248.477.2445 fax  
 www.nsa-ac.com



Project Number: 215037.00  
 Date: 06-11-15  
 Sheet Number: 2



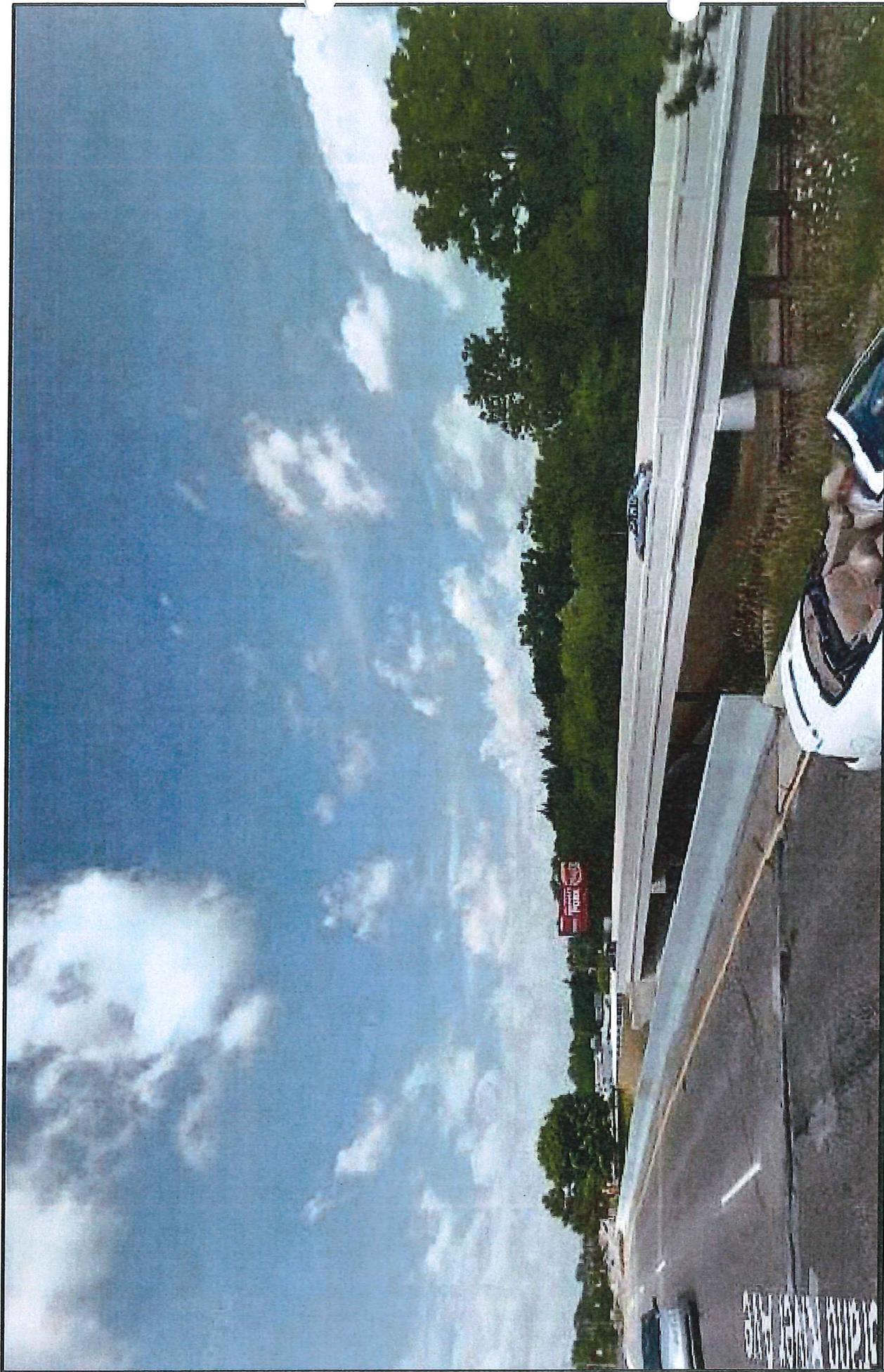
Description: Proposed View 1  
 Location: Cell Site #437 Park Lake Road & M-43 Highway Meridian Township, Michigan

Client:

**NSA** Architects  
 Engineers  
 Planners

23761 Research Drive  
 Farmington Hills  
 Michigan 48335

248.477.2444  
 248.477.2445 fax  
 www.nsa-ae.com



Project Number: 215037.00  
Date: 06-11-15  
Sheet Number: 3

JUN 17 2015

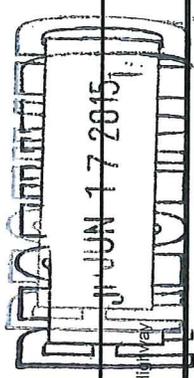
Description:  
**Original View 2**  
Location:  
Cell Site #437 Park Lake Road & M-43 Highway  
Meridian Township, Michigan

Client:  
  
**verizon**wireless

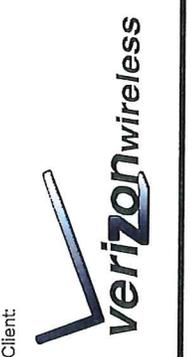
**NSA**  
Architects  
Engineers  
Planners  
23761 Research Drive  
Farmington Hills  
Michigan 48335  
248.477.2444  
248.477.2445 fax  
www.nsa-ae.com



Project Number: 215037.00  
 Date: 06-11-15  
 Sheet Number: 4



Description: Proposed View 2  
 Location: Cell Site #437 Park Lake Road & M-43 Highway Meridian Township, Michigan



Client: NSA  
 Architects  
 Engineers  
 Planners  
 23761 Research Drive  
 Farmington Hills  
 Michigan 48335  
 248.477.2444  
 248.477.2445 fax  
 www.nsa-ac.com

## Gail Oranchak

---

**From:** Calloway, Leland <Leland.Calloway@jacobs.com>  
**Sent:** Thursday, June 11, 2015 2:55 PM  
**To:** Gail Oranchak  
**Subject:** FW: 473 - traffic heat maps and map of surrounding towers with addresses  
**Attachments:** 0473-GRAND RIVER PARK LAKE.pptx

Hi Gail,

Please find below the addresses of the surrounding towers Verizon Wireless is on.

The first attached map shows the existing Verizon Wireless site locations in relation to the pin, which is the proposed tower location at Grand River and Park Lake.

The second attached map show the sectors of the surrounding towers that are now or are projected to be over loaded due to the amount of users and lack of capacity

The spreadsheet tells the projected dates of the capacity over loads.

I will explain all this at the meetings.

Please tell me how many copies you will need.

Leland Calloway | JACOBS

---

**From:** Calloway, Leland  
**Sent:** Thursday, June 11, 2015 2:09 PM  
**To:** Calloway, Leland  
**Subject:** FW: 473 - traffic heat maps and map of surrounding towers

Addresses for the surrounding sites:

0421	Okemos	2379 Club Meridian Drive	Okemos
0431	Okemos II	4660 South Hagadorn Road	East Lansing
0436	Meridian Mall	5151 Marsh Road	Okemos
0484	Haslett	1593 Haslett Road	Haslett
0487	Meridian	705 West Grand River Avenue	Okemos
5420	Lansing NE	5701 Park Lake Road	East Lansing

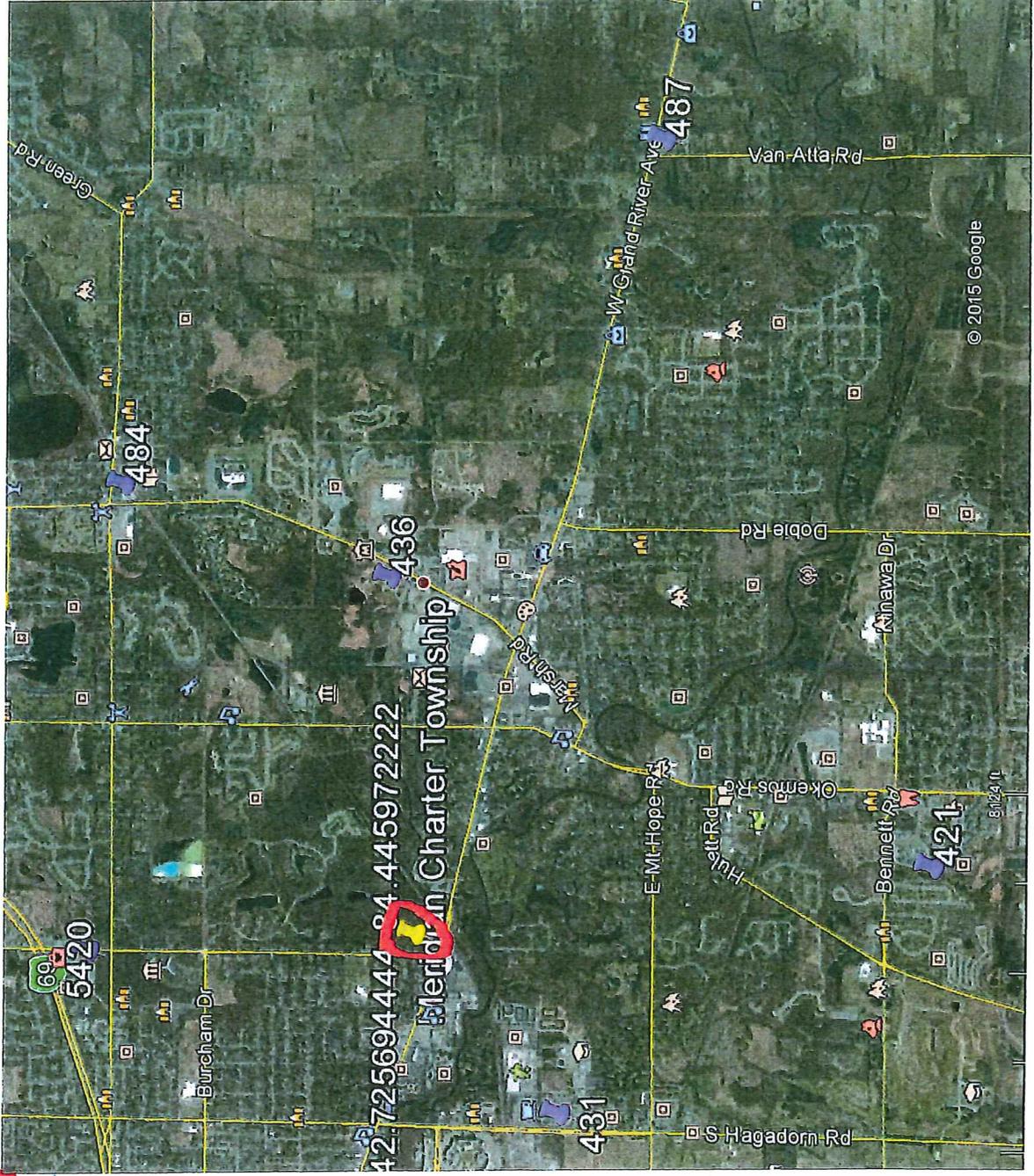
Addresses for the surrounding sites:

0421	Okemos	2379 Club Meridian Drive	Okemos	INGHAM	MI	48864-4505
0431	Okemos II	4660 South Hagadorn Road	East Lansing	INGHAM	MI	48223-5376
0436	Meridian Mall	5151 Marsh Road	Okemos	INGHAM	MI	48864-1104
0484	Haslett	1593 Haslett Road	Haslett	INGHAM	MI	48840
0487	Meridian	705 West Grand River Avenue	Okemos	INGHAM	MI	48864
5420	Lansing NE	5701 Park Lake Road	East Lansing	INGHAM	MI	48823



# 0473-GRAND RIVER PARK LAKE

- proposed location







# 0473-GRAND RIVER

## - raw data for reference

Scenario generated on 6/9/2015

Scenario Settings

Date Range: 05/01/2014 - 05/31/2015

CPT Output: 05/01/2015

Template: Default

Trend Settings

Projected Date: 12/31/2018

Percentile Offset: 90

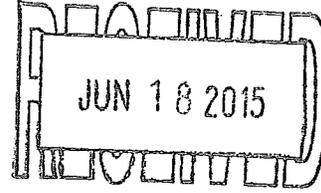
Window Size: 30

Delta Sensitivity: 3

Settings

MaxUsrConn(Conn): ALU/ERC: 5MHz - 85 / 125; 10MHz - 170 / 250; 15MHz - 255 / 375; 20MHz - 340 / 500  
 MinUsrTp(Mbps): DenseUrban - 5; Urban - 4; Suburban - 3; Rural - 2

Site Name	Band	Channel	OprBand	TriggerCategory	Headroom	FDV BkUsgrm	FDV BkUsgrm	FDV BkUsgrm	FDV Prgd Usgr	FDV Prgd Usgr	FDV Prgd Usgr	FDV Capacity	FDV GrowthRate	FDV ExhaustDate
OKEMOS_IJ	700-Sngl	5230	5230	2	-59.86	4981.59	4927.55	4554.59	17975.365	17975.365	17975.365	4833	8.8522	12/31/2015
OKEMOS_IJ	700-Sngl	5230	5230	0	423.58	1772.6	1990.19	2116.91	5417.216	5417.216	5417.216	5566.5	2.44111	-
OKEMOS_IJ	700-Sngl	5230	5230	2	-165.98	5776.43	5677.33	5860.68	13764.417	13764.417	13764.417	5175	5.26955	12/31/2015
MERIDIAN_MALL	700-Dual	5230	5230	54	-108.47	4419.745	4307.88	4719.99	10210.161	10210.161	10210.161	4315.5	3.85891	12/31/2015
MERIDIAN_MALL	700-Dual	5230	5230	1	-22.84	6732.69	6732.69	6732.69	6732.69	6732.69	6732.69	5481	0	12/31/2015
MERIDIAN_MALL	700-Dual	5230	5230	4	-174.46	3008.29	2807.67	3885.08	8522.113	8522.113	8522.113	3105	3.69297	12/31/2015
LANSING_NE	700-Dual	5230	5230	4	-54.72	3722.3	3655.63	3322.68	4490.733	4490.733	4490.733	2902.5	0.51767	12/31/2015
LANSING_NE	700-Dual	5230	5230	54	-24.57	3559.71	3559.71	3559.71	3559.71	3559.71	3559.71	2857.5	0	12/31/2015
LANSING_NE	700-Dual	5230	5230	54	-51.57	4300.907	4210.54	5413.67	5681.643	5681.643	5681.643	3748.5	0.84743	12/31/2015
OKEMOS	700-Dual	5230	5230	54	-53.86	3800.24	4523.63	4255.19	14079.356	14079.356	14079.356	4968	6.97802	9/5/2015
OKEMOS	700-Dual	5230	5230	3	-300.47	5985.2	8946.98	6475.6	23910.804	23910.804	23910.804	6655.5	12.06367	12/31/2015
OKEMOS	700-Dual	5230	5230	4	-244.2	4477.748	4810.65	5088.16	15256.8	15256.8	15256.8	4432.5	7.37954	12/31/2015
MERIDIAN_MALL_AWS	AWS-Dual	2300	2300	0	573.82	5638.27	5638.27	5638.27	5638.27	5638.27	5638.27	15255	0	-
MERIDIAN_MALL_AWS	AWS-Dual	2300	2300	0	-196.56	13536.33	13536.33	14506.6	42355.959	42355.959	42355.959	27850.5	20.60853	1/27/2017
MERIDIAN_MALL_AWS	AWS-Dual	2300	2300	0	124.95	3522.09	3493.45	4321.54	12386.27	12386.27	12386.27	17784	6.22896	-
LANSING_NE_AWS	AWS-Dual	2300	2300	0	629.55	1600.397	1451.47	1747.59	4436.334	4436.334	4436.334	24201	1.92131	-
LANSING_NE_AWS	AWS-Dual	2300	2300	0	447.8	2696.616	2361.77	2695.89	4135.805	4135.805	4135.805	16420.5	0.75029	-
LANSING_NE_AWS	AWS-Dual	2300	2300	0	200.61	3226.404	3038.78	4969.14	11645.149	11645.149	11645.149	16965	5.80679	-
OKEMOS_AWS	AWS-Dual	2300	2300	0	146.06	4210.97	4000.99	6310.88	9419.858	9419.858	9419.858	20542.5	3.53565	-
OKEMOS_AWS	AWS-Dual	2300	2300	0	-1.66	8329.454	8179.12	9419.23	21256.6	21256.6	21256.6	24754.5	8.9842	-
OKEMOS_AWS	AWS-Dual	2300	2300	0	144.34	5502.69	5502.69	5502.69	5502.69	5502.69	5502.69	17815.5	0	-



# JACOBS®

Gail,

In response to your email dated 6/17/15 I am providing the additional information below.

Site number	Site Name	Address	City	State	Zip code	Height	Owner
0421	Okemos	2379 Club Meridian Drive	Okemos	MI	48864-4505	180'	VzW tower
0431	Okemos II	4660 South Hagadorn Road	East Lansing	MI	48223-5376	91'	Rooftop
0436	Meridian Mall	5151 Marsh Road	Okemos	MI	48864-1104	152'	SBA tower at Twp hall
0484	Haslett	1593 Haslett Road	Haslett	MI	48840	150'	VzW tower
0487	Meridian	705 West Grand River Avenue	Okemos	MI	48864	150'	VzW tower
5420	Lansing NE	5701 Park Lake Road	East Lansing	MI	48823	150'	American tower

The above table accounts for all the existing towers in your jurisdiction. The heights shown in the table below are where Verizon Wireless antenna are mounted on these towers.

The goal of the proposed site is to provide better coverage and capacity in the Grand River and Park Lake area between site 5420 to the north, site 436 to the East, site 431 to the southwest and site 421 to the south. These existing sites have sectors (antenna transmit and receive) that are exhausted and or will be projected to be exhausted in the near future. The proposed site will help off load and deal with the exhausted sectors (marked in red and yellow on the map).

There are roof top and in building installations that are handling coverage and capacity to the west on campus and in downtown East Lansing therefore this proposed site will not have an effect in the area.

There are no other existing structures in the Park Lake and Grand River area that are even close to the 90 feet needed to get optimal coverage and capacity in this area. If you notice the heights on the Verizon Wireless is located on existing sites they are all above 90 feet. The rooftop installation at site 431 is the lowest at 91 feet. We always look for co-location opportunities first before proposing a new tower. It is easier for zoning and construction as well as cheaper.

The proposed tower will be designed to accommodate 3 co-locators at any height below 80 feet. Verizon Wireless will provide tower and foundation designs that will indicate that the tower will accommodate 3 co-locators with equipment similar to Verizon Wireless'. This design can not be generated until the tower is ordered. Verizon Wireless does not order towers until zoning approval has been granted.

Sincerely,

Leland Calloway

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:



Gail Oranchak, AICP  
Principal Planner

DATE: July 9, 2015

RE: Special Use Permit #15061 (Jacobs Engineering), request to install a 90-foot wireless communication tower at 4980 Park Lake Road

The Planning Commission held the public hearing (June 8, 2015) and discussed (June 22, 2015) Jacobs Engineering's request for a special use permit to install a 90-foot wireless communication tower, associated equipment shelter and generator at 4980 Park Lake Road. The site is zoned C-2 (Commercial).

**Planning Commission Options**

The Planning Commission may approve, approve with conditions or deny the request. A resolution to approve has been provided.

**Attachments**

1. Resolution to approve

g:\planning\SUP\2015\sup 15061\staff reports\15061.Pc3

**RESOLUTION TO APPROVE**

**Special Use Permit #15061  
(Jacobs Engineering)  
4980 Park Lake Road**

**RESOLUTION**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 13th day of July 2015, at 7:00 p.m., Local Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, Jacobs Engineering requested a special use permit (Special Use Permit #15061) to install a 90 foot wireless communication tower, associated equipment shelter and generator within easements covering portions of a 1.73 acre site addressed as 4980 Park Lake Road and zoned C-2 (Commercial); and

WHEREAS, a non-stealth wireless communication tower is a use permitted by special use permit in the C-2 district pursuant to Section 86-438(d) of the Wireless Communication Facilities Overlay District: of the Code of Ordinances; and

WHEREAS, the Planning Commission held a public hearing for Special Use Permit #15061 at its meeting on June 8, 2015, and has reviewed the staff material forwarded under cover memorandums dated June 4, 2015 and June 18, 2015; and

WHEREAS, the proposed wireless communication tower and facility is consistent with the intent of maximizing the use of new wireless communication towers and facilities, as the monopole tower has been designed to allow future co-locators; and

WHEREAS, minimal traffic; no more than four visits per month by maintenance personnel, will occur on the site as a result of the tower installation; and

WHEREAS, extension of public utilities is not required.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #15061 subject to the following conditions:

1. Approval is granted in accordance with the revised plans dated June 9, 2015, prepared by Midwestern Consulting, and associated materials submitted by the applicant, subject to revisions as required.
2. The final site plan and landscaping plan shall be subject to the review and approval of the Director of Community Planning and Development. Existing landscaping located outside the easement area shall not be trimmed or removed to accommodate the new wireless communication tower without prior approval of the Director of Community Planning and Development.

**Resolution to Approve  
SUP #15061 (Jacobs Engineering)  
Page 2**

3. If additional equipment shelters are located on the site, they shall be connected by at least one common wall, where possible, subject to the review and approval by the Director of Community Planning and Development.
4. The accessory equipment shelter shall be designed in a manner that is architecturally compatible with the surrounding neighborhood.
5. The applicant shall post with the Township a continuously enforceable bond or other instrument of financial guarantee acceptable to the Township to assure removal of the wireless communication facility if the use as a cell tower ceases.
6. Prior to grading or construction taking place on the subject site all necessary approvals and permits shall be secured from the Federal Communications Commission, the Ingham County Drain Commissioner, and the Township. A copy of all permits shall be submitted to the Department of Community Planning and Development.
7. The applicant shall apply for and receive all necessary variances from the Zoning Board of Appeals or redesign the project to comply with the zoning ordinance.

ADOPTED: YEAS: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF INGHAM     )

I, the undersigned, the duly qualified Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 13th day of July, 2015.

\_\_\_\_\_  
John Scott-Craig, Chair  
Meridian Township Planning Commission

**CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
June 8, 2015**

**APPROVED**

**5151 Marsh Road, Okemos, MI 48864-1198  
853-4000, Town Hall Room, 7:00 P.M.**

PRESENT: Commissioners Cordill (7:03 P.M.), DeGroff, Honicky, Jackson, Scott-Craig, Van Coevering  
ABSENT: Commissioners Deits, Ianni, Tenaglia  
STAFF: Director Mark Kieselbach, Principal Planner Oranchak, Associate Planner Wyatt

**1. Call meeting to order**

Chair Scott-Craig called the regular meeting to order at 7:00 P.M.

**2. Approval of agenda**

**Commissioner Jackson moved to approve the agenda. Seconded by Commissioner DeGroff.**

VOICE VOTE: Motion carried 5-0.

**3. Approval of Minutes**

**Commissioner DeGroff moved to approve the Regular Meeting Minutes of May 11, 2015 and May 18, 2015. Seconded by Commissioner Honicky.**

VOICE VOTE: Motion carried 5-0.

**4. Public Remarks**

Chair Scott-Craig opened the floor for public remarks.

Ginger Yang, owner of Lotus Voice Integrative Therapies LLC, 4994 Park Lake Road, East Lansing, voiced opposition to Special Use Permit #15061 (Jacobs Engineering), citing among other things, potential adverse health effects and unsightly visual aesthetics for her clients.

Kathleen Donahue, 2221 Burcham Drive, East Lansing, expressed opposition to Special Use Permit #15061 (Jacobs Engineering).

Min Hao-Kuo, 2233 Burcham Drive, East Lansing, offered several reasons why he is opposed to Special Use Permit #15061 (Jacobs Engineering).

Mark Hooper, 3653 Stagecoach Drive, Okemos; voiced his continued opposition to Planned Residential Development #15-97015 (SP Investments Limited Partnership).

Teresa Bingman, 1425 Ambassador Drive, Okemos, expressed her continued opposition to PRD #15-97015 (SP Investments Limited Partnership)

Lloyd Bingman, 1425 Ambassador Drive, Okemos, expressed his continued opposition to PRD #15-97015 (SP Investments Limited Partnership), alleging the value of his home would decline with passage of the proposed amendment to the PRD.

Neil Bowlby, 6020 Beechwood Drive, Haslett, expressed appreciation for the Planning Commission hosting of the Master Plan Public Input Forum on May 21, 2015. He offered suggestions for changes to language contained in the Master Plan which were authored by Bob Wasserman, Eckhart Dersch and himself. Mr. Bowlby urged the Planning Commission to hold additional public input forums in the future.

Jeff Kyes, KEBS, Inc., 2116 Haslett Road, Haslett, availed himself for Planning Commission questions on Mixed Use Planned Unit Development (MUPUD) #15014 and Special Use Permit (SUP) #15051 (Campus Village Development). He also reminded Commissioners relative to PRD #15-97015 (SP Investments Limited Partnership), the phases of Ember Oaks evolved over time. He noted the proposed PRD meets all requirements, adding that restrictions of the plat happen during the final plat approval process.

John Gaber, 380 N. Old Woodward, Suite 300, Birmingham, representative for the applicant for MUPUD #15014 and SUP #15051, reminded Commissioners an MUPUD is a balance between ordinance waivers and amenities provided as part of the development. He noted the proposal redevelops an underutilized degraded site. Mr. Gaber believed this proposal adds density along the Grand River corridor and urged the Planning Commission to approve MUPUD #15014 and SUP #15051. He offered a possible change to condition #10 for the MUPUD regarding number of persons allowed to occupied a bedroom.

Mark Clouse, George Eyde Family LLC and Meridian Grand River LLC, believed the applicant for MUPUD #15014 and SUP #15051 has addressed the concerns expressed by Planning Commissioners and staff and urged passage. He applauded the applicant for placement of the pathway to “nowhere” as requested by the Planning Commission for future connectivity. Mr. Clouse believed multi-family an important mix in the area, a concept supported by the Township Board.

Harold Sebastian, 10601 Broadhead, Grosse Ile, spoke to his 43 years of railroad experience in looking at the Class 3 railroad that runs through the property which is the subject of MUPUD #15014. He noted the American Association of Railroads (AAR) and American Railroad Engineering and Maintenance-of-Way Association (AREMA) track safety regulations within the federal standard. Mr. Sebastian spoke to the type of crash wall which all railroads comply with pursuant to AREMA guidelines. He stated the federal government looks at the 25 foot railroad easement from the center line to any development as an accepted practice, adding the applicant for this project has more than 100 feet, with a 2-1/2 foot thick crash wall that is 10 feet in height.

Zubin Chinoy, 1420 Ambassador Drive, Okemos, addressed ambiguous statements contained in a recent letter sent by Mr. Schroeder to residents of Ember Oaks regarding the size of the lots. He believed the lot sizes, as proposed for PRD #15-97015, would affect home values of the existing homes. Mr. Chinoy believed it important to address the lot size at this point in the process.

Chair Scott-Craig closed public remarks.

## 5. Communications

- A. Zubin Chinoy, 1420 Ambassador Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- B. Govindarajan Umakanthan, 3581 Cabaret Trail, Okemos; RE: PRD #15-97015 (SP Investments)
- C. G. Umakamth, 3581 Cabaret Trail, Okemos; RE: PRD #15-97015 (SP Investments)
- D. Srinivas Kandula, 3653 Bandera Lane, Okemos; RE: PRD #15-97015 (SP Investments)
- E. Salim Jaffer, 3633 Wandering Way, Okemos; RE: PRD #15-97015 (SP Investments)
- F. Tom and Martie Repaskey, 3663 Stagecoach Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- G. Mark & Marcia Hooper, 3653 Stagecoach Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- H. Srinivas Kavuturu, 3660 Bandera Lane, Okemos; RE: PRD #15-97015 (SP Investments)
- I. Urvish Shah, 1441 Wandering Way, Okemos; RE: PRD #15-97015 (SP Investments)

- J. Thomas W. Repaskey, 3663 Stagecoach Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- K. Thomas J. Dart, 3569 Cabaret Trail, Okemos; RE: PRD #15-97015 (SP Investments)
- L. Neil Story, 3537 Pondersoa Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- M. Mark Hooper, 3653 Stagecoach Drive, Okemos; RE: PRD #15-97015 (SP Investments)

Communications received and distributed at the May 18, 2015 meeting and placed on file:

- A. Barbara B Herdus. PLLC, 1103 North Washington Avenue, Lansing; RE: PRD #15-97015 (SP Investments)
- B. Paul Flynn & Cindy Hollenbeck, 1433 Wandering Way, Okemos; RE: PRD #15-97015 (SP Investments)
- C. Laurie Fata, 3592 Ostego Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- D. Jianguo Liu, 3590 Cabaret Trail, Okemos; RE: PRD #15-97015 (SP Investments)
- E. John Dallas, 3586 Cabaret Trail, Okemos; RE: PRD #15-97015 (SP Investments)
- F. Pat England, 3670 Stagecoach Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- G. Kusum Kumar, 3885 Highwood, Okemos; RE: PRD #15-97015 (SP Investments)
- H. Edward Liu, 1417 Ambassador Drive, Okemos; RE: PRD #15-97015 (SP Investments)
- I. Kristin Rawson, 3589 Cabaret Trail, Okemos; RE: PRD #15-97015 (SP Investments)

#### 6. Public hearings

- A. Special Use Permit #15061 (Jacobs Engineering), request to install a 90 foot cell tower on 4980 Park Lake Road

Chair Scott-Craig opened the public hearings at 7:50 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter  
Principal Planner Oranchak summarized the special use permit request as outlined in staff memorandum dated June 4, 2015.
- Applicant  
Leland Calloway, Jacobs Engineering, PO Box 2297, Southgate, addressed the potential variances as outlined in the staff memorandum. He stated it is the applicant's intent to pour a bituminous drive to match the existing drive which comes off Park Lake Road. This material will also be used for the required parking spaces. Mr. Calloway spoke to staff's characterization there are multiple structures on the site, explaining there is an equipment building with an external generator which services the building, but both on the same foundation. If required by the Township, the external generator can be placed inside the shelter to negate the need for a variance.

Mr. Calloway addressed the fence height, indicating the applicant will simply remove the barbed wire to comply with the six (6) foot fence standard. He added a variance will not be necessary for the lease area, as the agreement with the landlord will be an annual renewable easement for the access and tower site itself. In response to earlier public comment, Mr. Calloway indicated the Federal Telecommunications Act prohibits any municipality from making decisions regarding wireless communication facilities based on health effects. He noted extensive studies were conducted by the federal government which concluded wireless communication facilities themselves do not create a health impact on humans.

Mr. Calloway added the 90 foot tower being requested is well within the height requirement allotted in Township ordinance and the existing billboard has already “established” visual height on the site. He stated this tower is being built to address both coverage and capacity offloads, which will speak to the volume of users. Mr. Calloway noted the CenturyTel Tower is abandoned as the company is out of the tower leasing business. Relative to colocation, he stated there is none shown on the site plan, but Verizon has colocation agreements with nearly every carrier in the nation, adding Verizon does not refuse colocation on its towers. He pointed out stealth towers limit colocation, and are not profitable for other wireless communication providers.

Alan Wolfe, 2298 Bennett Road, Okemos, owner of the subject property, offered brief history on the property since 1946. He believed it an appropriate use of the land.

- Public

Ginger Yang, Lotus Voice Integrative Therapies LLC, 4994 Park Lake Road, East Lansing, did not believe the proposed cell tower an appropriate structure in front of the “gateway” to Meridian Township from East Lansing.

Neil Bowlby, 6020 Beechwood Drive, Haslett, questioned what the legend on the maps included in the packet reveal. He suggested raising the height of another Verizon cell tower which is located one mile away, just north of Park Lake and Haslett Road. Mr. Bowlby questioned whether the applicant has considered raising the pole height of the nearby cell tower the 10% as allowed under ordinance. He inquired how high the cell tower would stand above the top of the bill board and suggested the applicant consider contacting CenturyTel to ask if they would consider selling it to Verizon.

Kathleen Donahue, 2221 Burcham Drive, East Lansing, indicated the Mid-Michigan Program for Greater Sustainability is working to develop the “look” of the Grand River corridor from the State Capitol to Webberville and this cell tower would adversely affect the look of that corridor. She highlighted findings from the Mid-Michigan Program for Greater Sustainability which indicated the number one priority to improve the corridor was to make it a safe and welcoming place for pedestrians and bicyclists as well as developing aesthetically pleasing smart growth. Ms. Donahue encouraged Planning Commissioners to give this request careful consideration prior to approval.

Min Hao-Kuo, 2233 Burcham Drive, East Lansing, addressed the adverse effect the imposing tower would have on clients who come to the adjacent property upon which Lotus Voice Integrative Therapies LLC is located seeking meditation, peace of mind, health and happiness.

Leland Calloway, Jacobs Engineering, PO Box 2297, Southgate, stated that while it would be a less expensive option to raise the height of the Verizon cell tower at Park Lake and Haslett Roads, one of the main issues with the construction of the proposed cell tower at the Park Lake and Grand River location is to help with offloading the capacity issues of the Verizon tower at Park Lake and Haslett Roads. He reiterated Verizon always looks for colocation opportunities before proposing the construction of a new cell tower. Mr. Calloway voiced it was his understanding the entrance to Meridian Township from East Lansing is actually located at the Brookfield Shell across from Coral Gables. He reminded members of the Planning Commission the staff report contained information which states the proposed project complies with the Master Plan.

- Planning Commission discussion:

Commissioner Van Coevering inquired of staff as to the height of the billboard currently on the property.

Principal Planner Oranchak responded staff will research and provide that information to members for the next Planning Commission meeting where this item is on the agenda.

Commissioner Honicky asked the applicant about the possibility of the cell tower collapsing.

Mr. Calloway responded Verizon included in its application a "fall zone" letter which states how the tower will fail in the event of a catastrophic incident (tornado, earthquake, etc.). He noted there have been no recorded incidents of a tower collapsing, as a geotechnical investigation of the soils is conducted, with material used to support the tower in place which can go down as deep as 30 feet into the ground, adding the towers are designed to crumple in half.

Commissioner DeGroff inquired if the applicant could purchase the CenturyTel Tower.

Mr. Calloway responded Verizon contacted CenturyTel which was unwilling to lease space, adding the site is abandoned and believed the Township had an ordinance regarding abandoned sites.

Chair Scott-Craig inquired of staff as to the mechanism used by the Township to address abandoned property.

Principal Planner Oranchak responded she would like to speak with the owner of the property prior to making any statements regarding whether the parcel is or is not abandoned.

Chair Scott-Craig inquired of the applicant about placing their tower next to the CenturyTel tower which is not in use.

Mr. Calloway explained Verizon's process for choosing a site.

Chair Scott-Craig inquired as to the feasibility of building another Verizon tower near the one located at Park Lake and Haslett Roads.

Mr. Calloway offered a technical explanation as to why that would not be feasible.

Commissioner DeGroff asked why a cell provider builds two towers on the same property.

Mr. Calloway responded that if the tower is at capacity to support antenna for multiple carriers, a second tower for additional carriers must be constructed.

Commissioner Cordill inquired if cell companies have limits for the distance a cell signal can travel.

Mr. Calloway explained the concept of cellular technology, in that each tower emits signals in a "cell" (or circular) configuration. If the towers are placed too far apart there are gaps in service, and if they are placed too close together, there is signal interference.

Commissioner Van Coevering asked for confirmation as to exactly where the tower will be located.

Principal Planner Oranchak provided the location.

Commissioner Jackson asked for a depiction of the cell tower.

Mr. Calloway responded he will provide a photo simulation of the tower for the next meeting.

Commissioner DeGroff asked if there was rationale for the desirability of locating a tower on Grand River Avenue.

Mr. Calloway responded in the affirmative, explaining traffic causes increased capacity and coverage issues.

Commissioner DeGroff inquired as to the range of the proposed tower.

Mr. Calloway responded it varies, due to the need to optimize tower communication among one another and users in the area.

Chair Scott-Craig requested the applicant interpret the statement of need it provided with the application. He questioned why Grand River was not clearly delineated on the maps provided.

Mr. Calloway explained the signal plots have covered up Grand River Avenue on the first map contained in the packet. He also explained the red area is the poorest service, yellow is poor service, light green denotes service in your home and dark green represents service which would get to your basement. Mr. Calloway indicated the maps show service at various heights, starting at a tower which is 50 feet in height going to 90 feet (which is the optimal height).

Chair Scott-Craig asked who will be the beneficiaries of the cell tower reception. He also assumed the tower is in response to complaints and asked who are the complainants.

Mr. Calloway answered he will provide a map of where the complaints are coming from. He noted engineers physically drive the area and "take" signals off the existing towers to determine the need in the yellow area of the first map in the packet. He indicated engineers determined the need for service to be for the neighborhoods along Park Lake, travelers along Park Lake Road and Grand River Avenue and commercial property along Grand River Avenue.

Chair Scott-Craig requested the applicant provide a map of where existing Verizon towers are located and where Verizon has collocated.

Mr. Calloway responded a map will be provided to the Commissioners.

Chair Scott-Craig inquired as to what the "red dots" on the first map signify.

Neil Bowlby responded they are Michigan State University dormitory buildings.

Chair Scott-Craig asked why they appeared on the first map.

Mr. Calloway answered they have small cell installations in the dormitory. He noted they do not solve capacity issues.

Commissioner Van Coevering reminded fellow Commissioners that the issue is both coverage and capacity.

Mr. Calloway added it will provide better and faster uploads of information as well as minimize dropped calls.

Chair Scott-Craig suggested the applicant ask for the fence variance to install the barbed wire in order to prevent the possibility of someone climbing the tower. He inquired how many Verizon sites have barbed wire on the fences around their cell towers.

Mr. Calloway responded approximately 95%.

Chair Scott-Craig addressed the location of the generator next to a 1,000 gallon liquid propane tank.

Mr. Calloway indicated Verizon usually uses diesel powered generators, but in areas where wetlands are present, they use a propane tank.

Chair Scott-Craig inquired if the generator could run off natural gas.

Mr. Calloway stated they can.

Chair Scott-Craig asked why the applicant could not "hook up" to a natural gas line in the area.

Mr. Calloway responded that for their purposes, propane is a better option.

Chair Scott-Craig believed it a safety issue in the event the tower fell in that direction, in that it could land on top of the propane tank. He asked the owner of the property if there was natural gas to the building located on site.

Mr. Wolfe responded in the affirmative.

While acknowledging the Planning Commission cannot reject the project based on aesthetics, Chair Scott-Craig encouraged the applicant to provide an image of what the tower would look like.

Chair Scott-Craig closed the public hearing at 8:53 P.M.

[Chair Scott-Craig recessed the meeting at 8:53 P.M.]

[Chair Scott-Craig reconvened the meeting at 9:03 P.M.]

## 7. Unfinished Business

- A. Mixed Use Planned Unit Development #15014 (Campus Village Development), request to establish a mixed use planned unit development (MUPUD) at 2655 Grand River to include the existing multi-tenant commercial building and new construction consisting of 15,040 square feet of commercial space and 222 multiple family dwelling units

**Commissioner Van Coevering moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Mixed Use Planned Unit Development (MUPUD) #15014, subject to the following conditions:**

1. The recommendation for approval is based on the Cover Sheet, Utility Plan, and Amenities Plan, prepared by KEBS, Inc., dated May 27, 2015, and building elevations prepared by Progressive AE, dated May 27, 2015, subject to revisions as required.
2. MUPUD #15014 (Campus Village Communities), a request to establish a mixed use planned unit development with the existing retail building and ten new buildings, consisting of mixed use and residential buildings, with a total of 222 one, two, and four bedroom apartment units, shall be contingent on the approval of Special Use Permit (SUP) #15051 (Campus Village Development).

3. Approval is subject to one or more amenities. The applicant proposes the following amenities as identified on the Amenities Plan (Sheet 5): LED lighting; site recycling of trash; relocate transit stop to front of the property; foot and bicycle pathways connecting to the Township pathway system; covered bicycle storage on site; fitness park as public recreation; dog park; outdoor pocket parks; seating plazas visible to the street; private courtyards; public internet; public internet-bus stop; underground utilities; upper floor balconies; sidewalk planters; and consolidation of multiple parcels into one.
4. Waivers shall be granted for those sections of the Code of Ordinances as follows: Impervious surface coverage (Section 86-402(17)); setback for a dwelling unit from the railroad right-of-way (Section 86-470); loading/unloading space (Section 86-721(b)); number of parking spaces (Section 86-755); landscaped buffers adjacent to parking areas and access drives (Section 86-756(14); and interior canopy trees and interior landscaping (Section 86-758).
5. Any future building additions or expansions to the buildings will require modification to the MUPUD #15014 and SUP #15051.
6. Building materials should include, but are not limited to, wood, brick, clapboards, glass, and stone. Other materials, such as vinyl, aluminum, and other metals should be avoided. The character and quality of the building materials and general architectural design of the buildings shall be consistent on all four sides of each building.
7. The final building elevations and building materials shall be subject to the approval of the Director of Community Planning and Development.
8. Unless the building elevations are revised, the applicant will be required to receive a variance from the Zoning Board of Appeals for non-compliance with Section 86-440(f)(2)b.2., stating, "Buildings greater than 50 feet in width shall be divided into increments of no more than 50 feet through articulation of the façade."
9. Windows shall cover no less than 50 percent of nonresidential street level facades.
10. The residential and mixed use buildings which comprise MUPUD #15014 shall accommodate no more than 412 tenants. No more than one person may occupy each bedroom.
11. All utility service distribution lines should be installed underground.
12. The final design of the two recycling enclosures shall be subject to the approval of the Director of Community Planning and Development.
13. Site accessories such as railings, benches, trash and recycling receptacles, exterior lighting fixtures, and bicycle racks shall be of commercial quality, and complement the building design and style. Final design and location shall be subject to the approval of the Director of Community Planning and Development.
14. Landscaping shall generally comply with the provisions of the Code of Ordinances, including the mixed use planned unit development standards as outlined in Section 86-440(f)(4) and other applicable sections of the Ordinance pertaining to landscaping.

15. A minimum of nine street trees shall be provided along the frontage of the site (Grand River Avenue) or the applicant shall be required to request a variance from the Zoning Board of Appeals.
16. Site and building lighting shall comply with Article VII in Chapter 38 of the Code of Ordinances and shall be subject to the approval of the Director of Community Planning and Development, including the height of any new parking lot light pole.
17. A final sign program shall be submitted as part of site plan review and shall be subject to the review and approval of the Director of Community Planning and Development.
18. All mechanical, heating, ventilation, air conditioning, and similar systems shall be screened from view by an opaque structure or landscape material (if at street level) selected to complement the building. Such screening is subject to approval by the Director of Community Planning and Development.
19. The applicant shall obtain all necessary permits, licenses, and approvals from the Michigan Department of Transportation, Ingham County Drain Commissioner, and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development.
20. The utility, grading, and storm drainage plans for the site shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design and Construction Standards.
21. A copy of the site plan information that exists in a computer format for the development project and construction plans shall be provided to the Township Engineering staff in an AutoCAD compatible format.

**Seconded by Commissioner Jackson.**

Planning Commission, staff and applicant's discussion:

- Language contained in condition #10 regarding number of occupants in a bedroom was placed there to prevent renting out the four bedroom units to four individuals
- Township ordinances contain language regarding occupancy relative to the number of unrelated individuals
- Language regarding unrelated occupants was created when the Lodges and Lofts were going through the approval process in order to address not renting to more than four unrelated individuals in the four-bedroom units
- Requirement in condition #10 which allows only one occupant in a bedroom discourages married couples and families while encouraging student housing

**The maker offered the following friendly amendment:**

- **Delete the second sentence in condition #10 and insert the following language: "No more than two unrelated persons may occupy the one and two bedroom units and no more than one person may occupy each bedroom in the four bedroom units."**

**The friendly amendment was accepted by the seconder.**

Continued Planning Commission discussion:

- The proposed project does not provide buffering to transition between adjoining industrial and residential on the site

- Project retains the commercial standards for transition and buffering to the MUPUD
- Fence on the property line between the proposed project and adjacent industrial is insufficient to protect the health, safety and welfare of residents of the MUPUD and jeopardizes the continued interest of the adjacent industrially zoned property
- Requested waivers take away the features which promote health, safety and welfare of residents as well as their quality of living (i.e., pervious surface, green space, etc.)
- Too many units on the designated space
- Project is not what the Township envisioned when it created the MUPUD ordinance
- Amenities offered by the developer (i.e., covered bicycle parking, recycling, type of lighting) are not designed for use by the public
- Resolution does not clearly articulate the construction of a crash wall, although one of the waivers includes the setback for a dwelling unit from the railroad right-of-way (condition #4)
- Condition #3 of the resolution does not include construction of a foot pathway as an amenity, although it is shown on the map
- Request for staff to include specifications in the resolution on the walkway and construction of the crash wall
- Township recently approved construction of a brewery on land zoned industrial, which is a use by right according to Township ordinance
- Need for more buffer and greenspace with fewer apartments
- Township's Master Pathway plan is to place a pathway along this land which connects at both ends (one of which would go under the railroad, and one which would go over the river)
- Suggestion for the applicant to provide an easement for a future pathway
- Michigan Department of Transportation (MDOT) has "weighed in" that it has no issue with the entrance next to Denny's
- Planning Commissioner belief the majority of traffic will use the entrance at Park Lake Road as it has a light at that intersection
- Building which would house the entrepreneurial center at the blocks the access to the main entrance
- Concern with the considerable difference between the number of parking spaces required by ordinance and the number of parking spaces offered by the applicant
- Concern with the increase to 81% impervious surface when the underlying C-2 zoning allows for a maximum of 70%
- Reminder that the Planning Commission is making a recommendation to the Township Board on this proposal
- Drawing appears to show the project will utilize some of the space which currently is a portion of one of the stormwater retention ponds
- Request for KEBS, Inc. to provide information on how the reconfigured stormwater retention will "work"
- There is little downstream space as the river is right behind it and water which is not properly treated will go directly into the Red Cedar River
- Concern there are no environmental amenities being offered
- Appreciation for the applicant's efforts to provide amenities
- Suggestion to have some restriction (e.g., fence) between the project and the railroad tracks
- Reminder the land is zoned C-2, but the use is residential
- Review of the industrial zoned area last week shows it to contain various types of thriving businesses (chemical, metal stamping and foundry)

ROLL CALL VOTE: YEAS: Commissioner Van Coevering

NAYS: Commissioners Cordill, DeGroff, Honicky, Jackson, Chair  
Scott-Craig

Motion failed 1-5.

- B. Special Use Permit #15051 (Campus Village Development), request for a group of buildings greater than 25,000 square feet (approximately 236,000 square feet) consisting of an existing commercial building (approximately 55,000 square feet) and new construction (approximately 181,000 square feet) at 2655 Grand River

Commissioner Cordill moved [and read into the record] **NOW THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #15051 (Campus Village Development) for a group of buildings (ten new buildings and one exiting retail building) totaling more than 25,000 square feet in gross floor area subject to the following conditions:**

1. Approval of the special use permit is recommended in accordance with the Cover Sheet (Site Plan) prepared by KEBS, Inc., dated May 27, 2015, and building elevations prepared by Progressive AE, dated received May 27, 2015, subject to revisions as required.
2. Special Use Permit #15051 is subject to all conditions placed on Mixed Use Planned Unit Development #15014 (Campus Village Development) by the Township.
3. The gross square feet of all buildings on the site shall not exceed 235,640 square feet unless the applicant applies for and receives an amendment to Special Use Permit #15051 (Campus Village Development).
4. All mechanical, heating, ventilation, air conditioning, and similar systems shall be screened from view by an opaque structure or landscape material (if at street level) selected to complement the building. Such screening is subject to approval by the Director of Community Planning and Development.
5. The applicant shall obtain all necessary permits, licenses, and approvals from the Michigan Department of Transportation, Ingham County Drain Commissioner, and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development.
6. The utility, grading, and storm drainage plans for the site shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design and Construction Standards.
7. A copy of the site plan information that exists in a computer format for the development project and construction plans shall be provided to the Township Engineering staff in an AutoCAD compatible format.
8. The above-stated conditions shall replace all prior conditions listed in the approval letter for Special Use Permit #96141, dated March 19, 1997.

Seconded by Commission Van Coevering.

ROLL CALL VOTE: YEAS: None

NAYS: Commissioners Cordill, DeGroff, Honicky, Jackson, Van Covering, Chair Scott-Craig

Motion failed 0-6.

- C. Planned Residential Development #15-97015 (SP Investments Limited Partnership), request to amend the PRD sketch plan for the unplatted portions of Ember Oaks preliminary plat located north of Jolly Road

**Commissioner Van Coevering moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves the amendment to Planned Residential Development #15-97015 dated April 17, 2015 for the remaining 111 lots on 161.88 acres in the Ember Oaks plat. Seconded by Commissioner Jackson.**

Planning Commission discussion:

- Planning Commissioners are limited as to what they can consider while deliberating this request
- Request meets all the Township requirements for a PRD approval
- Change being made is minor and does not impact the existing conditions of the PRD
- Issues brought forth by residents are items which should be addressed with the developer
- Planning Commissioners must follow Township ordinances in making their decision
- Commissioners do not have authority to act outside of the purview of the Planning Commission

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Honicky, Jackson, Van Coevering, Chair Scott-Craig

NAYS: None

Motion carried 6-0.

**8. Other Business (None)**

**9. Township Board, Planning Commission officer, committee chair, and staff comment or reports**

Commissioner Honicky addressed earlier public comment regarding sustainability relative to the height of the proposed cell tower, the subject of SUP #15061. He spoke to wind renewable energy, adding modern wind farms have towers which can be 500 feet tall. Commissioner Honicky believes the word sustainability means different things to different people.

Chair Scott-Craig announced public attendance at the Master Plan Public Input Forum held on May 21, 2015 exceeded his expectations and he was very appreciative of those who came out to share their ideas and comments.

**10. New applications**

- A. Special Use Permit #15071 (Children's Enrichment Center), request to establish a child care center at 1549 Haslett Road

**11. Site plans received (None)**

**12. Site plans approved**

- A. Site Plan Review #15-04 (MF Okemos), request to construct a retail building with drive-through window at 2049 Grand River Avenue

- B. Site Plan Review #15-05 (Kroger), request to construct a gas station with a 254 square foot transaction kiosk and eight fueling stations at 4884 Marsh Rd

**13. Public remarks**

Chair Scott-Craig opened and closed public remarks.

**14. Adjournment**

Chair Scott-Craig adjourned the regular meeting at 10:02 P.M.

Respectfully Submitted,

Sandra K. Otto  
Recording Secretary

CHARTER TOWNSHIP OF MERIDIAN  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
June 22, 2015

APPROVED

5151 Marsh Road, Okemos, MI 48864-1198  
853-4000, Town Hall Room, 7:00 P.M.

PRESENT: Commissioners Cordill, DeGroff, Deits, Honicky, Jackson, Scott-Craig, Tenaglia, Van  
Coevering  
ABSENT: Commissioner Ianni  
STAFF: Principal Planner Oranchak

**1. Call meeting to order**

Chair Scott-Craig called the regular meeting to order at 7:00 P.M.

**2. Approval of agenda**

**Commissioner Jackson moved to approve the agenda. Seconded by Commissioner Cordill.**

VOICE VOTE: Motion carried 8-0.

**3. Approval of Minutes**

**Commissioner DeGroff moved to approve the May 18, 2015 Work Session Meeting Minutes and the Regular and Work Session Meeting Minutes of June 8, 2015. Seconded by Commissioner Jackson.**

VOICE VOTE: Motion carried 8-0.

**4. Public Remarks**

Chair Scott-Craig opened the floor for public remarks.

Kathleen Donahue, 2221 Burcham Drive, East Lansing, questioned the need for another cell tower in the Township and the specific location of the one proposed in Special Use Permit (SUP) #15061 along the Grand River corridor and near many "wellness-type" businesses. She requested the applicant provide answers to all questions posed by Commissioners at the public hearing held on June 8, 2015. Ms. Donahue urged the Planning Commission to carefully consider the visual appearance of what she labeled as the "gateway" into Meridian Township from East Lansing.

Ginger Yang, owner of Lotus Voice Integrative Therapies LLC, 4994 Park Lake Road, East Lansing, addressed public perception of the electromagnetic field associated with cell towers. She voiced opposition to a cell tower located on property addressed as 4980 Park Lake Road as it is proposed to be near many health related businesses and questioned the safety of the structure. She voiced her belief the tower is not needed and would only benefit the property owner.

Neil Bowlby, 6020 Beechwood Drive, Haslett, addressed comments made during the previous Planning Commission meeting by stating Meridian Township is amenable to small wind turbines, possibly a vertical access wind turbine on the cell tower located on Township property. He believed there are many appropriate locations for small scale solar energy installation (e.g., roof of the Service Center), and urged their inclusion in the Master Plan. Mr. Bowlby expressed disappointment that no motion to deny was provided when the motion to approve MUPUD #15014 and SUP #15051 failed to pass. He provided language included in the bylaws of several public bodies around the country to address the issue that a motion to approve an application which fails to pass constitutes a denial. Mr. Bowlby suggested the Planning Commission amend its bylaws to include this addition. He requested the applicant prove the need for a 90-foot tower requested in SUP #15061, believing that 50-75 foot

height would meet most capacity needs, based on information demonstrated in several self-made graphs. Mr. Bowlby suggested the applicant use the cell tower at the end of Dawn Avenue, which would keep a new tower off of Grand River Avenue.

Leland Calloway, Jacobs Engineering, PO Box 2297, Southgate, reminded Planning Commissioners the Federal Telecommunications Act prohibits decisions being made regarding cell tower location based on aesthetics or health effects. He offered information regarding the photo simulations provided by the applicant in the staff report, stating there were no alterations as suggested during earlier public comment. He noted the propane tank has been removed from the revised site plan as a result of Planning Commission concern during the public hearing, explaining the area has been determined not to be diesel restricted. Mr. Calloway indicated the applicant will retain the barb wire on the fence, as it is following the direction of the Planning Commission on that issue. He explained the spread sheets provided by the applicant showing all surrounding Verizon Wireless towers to the proposed tower and their respective heights, stating all towers are above 90 feet in height. Mr. Calloway described in detail the graph titled, ‘surrounding sectors exhaust projection’ which demonstrated the sectors to be offloaded onto the proposed new cell tower to increase coverage to customers. He offered history on the Dawn Avenue tower, culminating in the fact the tower would need to be rebuilt and Verizon could not meet the setbacks to various property lines.

Chair Scott-Craig closed public remarks.

**5. Communications**

- A. Mac Men Computers, 2660 E. Grand River Avenue, East Lansing; RE: MUPUD #15014 (Campus Village Dev.)
- B. Mike Shih, Boiling Pots, 2650 E. Grand River, East Lansing; RE: Petition on MUPUD #15014 (Campus Village Dev.)
- C. Lloyd & Theresa Bingham, 1425 Ambassador Drive, Okemos; RE: PRD #15-97015 (SP Investments LP)
- D. Bob Wasserman, 2796 Buglers Way, East Lansing; RE: Master Plan
- E. Mark Hooper, 3653 Stagecoach Drive, Okemos; RE: PRD #15-97015 (SP Investments LP)
- F. Ginger Yang, 4994 Park Lake Road, East Lansing; RE: SUP #15061 (Jacobs Engineering)

Communications received and distributed at the May 18, 2015 meeting and placed on file:

- A. Justin Grinnel, State of Fitness, 2655 East Grand River Avenue, East Lansing; RE: MUPUD #15014 (Campus Village Dev.)
- B. Mary Seager, 2643 East Grand River, East Lansing; RE: MUPUD #15014 (Campus Village Dev.)
- C. Kirk Morrison & Sarah Campbell, Foods for Living, 2655 East Grand River Avenue, East Lansing; RE: MUPUD #15014 (Campus Village Dev.)
- D. Paul Vlahakis, Vlahakis Cos., 4900 Montrose, Suite 100, Okemos; RE: MUPUD #15014 (Campus Village Dev.)
- E. Adam Anderson, Advanced Auto parts, 2786 East Grand River Avenue, East Lansing; RE: MUPUD #15014 (Campus Village Dev.)
- F. Richard J. McCarius, Jr., Tom’s Party Store, 2780 East Grand River Avenue, East Lansing; RE: MUPUD #15014 (Campus Village Dev.)
- G. Richard J. McCarius, Jr., Tom’s Party Store, 2780 East Grand River Avenue, East Lansing; RE: Petition on MUPUD #15014 (Campus Village Dev.)

**6. Public hearings (None)**

**7. Unfinished Business**

- A. Special Use Permit #15061 (Jacobs Engineering), request to install a 90 foot cell tower on 4980 Park Lake Road

## Planning Commission and staff discussion:

- Cell tower does not need to meet the requirements of the Land Division Act as it is being offered as a “renewable easement”
- Commissioner belief there is no such thing as a “renewable easement”
- Commissioner belief it is a lease agreement according to Black’s Law Dictionary
- Commissioner request for staff explanation of ordinance language which requires “careful sighting of all cell towers”
- Staff interpretation of “careful sighting of all cell towers” means it complies with all standards and requirements in the Township ordinance
- Additional equipment would not require further review by the Township
- After approval, state law regulates oversight of existing tower locations
- Request for additional height would require a variance from the Zoning Board of Appeals
- Graphs created by a member of the public showed little is gained with height beyond 50 feet
- Statement by the applicant’s representative that 90 feet is the optimum height for best coverage as modeled by engineers in the field
- Objective of the new tower is both for capacity and coverage
- Background of the member of the public who shared his graphs on the overhead is not in the field of engineering
- Commissioner belief it makes more sense to construct a new tower at the Dawn Avenue location and request several variances than to construct a tower at the proposed location which requires no variances
- Taller tower will allow more colocations which result in the need for less towers elsewhere
- Planning Commissioner reminder the engineers from Verizon have the expertise on this issue
- Commissioner belief the site does not meet the requirements of the ordinance
- Land Division ordinance addresses a lease of more than one year
- Proposed easement is for one year renewable on an annual basis
- Other Verizon cell towers in Meridian Township requested a variance from the Land Division Act seeking relief from the Land Division Ordinance requirement
- Verizon has previous renewable easement agreements with other municipalities
- Reminder that the “clock” cell tower on the Township campus appears to have addressed all concerns expressed by the public
- Modifications to a cell tower make a tower less co-locatable
- Stealth towers only require an administrative decision by the Township as they are a use permitted by right
- Applicant preferred to utilize the special use permitting process rather than construct a stealth tower
- Commissioner belief there is no such legal “creature” as a renewable easement
- Corporations now receive “benefits” assigned to individuals and should be good citizens of the community
- Applicant has a right to bring this project forward if it complies with all requirements of the Township’s ordinance
- Commissioner belief she has not been provided with a complete analysis to determine the proposed project meets all requirements of our ordinance
- Shelter and generator sit on same concrete pad so any spilled diesel can be contained in the built in retention well on the base of the pad
- Applicant explanation of the process used by Verizon to determine the proposed location
- Applicant contacted several landlords in the area regarding locating on their land
- One alternative site considered in the target area was on Dawn Avenue
- Commissioner request for additional information regarding whether the proposed tower complies with Township ordinances

- Staff provided ordinance compliance information in its first staff memorandum

**8. Other Business (None)**

**9. Township Board, Planning Commission officer, committee chair, and staff comment or reports**

Commissioner Honicky addressed public comment regarding the Township providing solar energy for its buildings through the use of roof solar panels. He indicated without critical engineering assessments, renewal energy (wind and solar) cannot be successful in this area. Commissioner Honicky spoke to the length of payback without subsidies (i.e., 23 years).

Commissioner DeGroff offered to research whether a motion to approve which does not pass is, in fact, a denial and to include such language in the Planning Commission's bylaws.

Commissioner Deits noted that when a motion to deny is passed, there is an enumeration of the reasons to deny in the event of a legal challenge. He voiced his preference for a legal opinion on how the Planning Commission should proceed on this issue.

Commissioner Deits encouraged the public to look at actual data regarding renewable energy, using Germany as an example of producing sufficient energy over the summer that it pumped out of the country. He expressed his appreciation for the large turnout at the Celebrate Okemos Event.

Commissioner Scott-Craig noted New Applications, Site Plans Received and Site Plans Approved are for informational purposes and do not reflect activity by the Commission. He suggested that it be relabeled to indicate they are only informational updates.

**10. New applications**

- A. Rezoning #15030 (Sumbal), request to rezone approximately 1.4 acres addressed as 1998 Jolly Road from RR (Rural Residential) to RA (Single Family, Medium Density)

**11. Site plans received**

- A. Site Plan Review #15-06 (Evan Neal), renovate the building and site at 2703 Grand River for occupancy by an O'Reilly Auto Parts store

**12. Site plans approved**

- A. Site Plan Review #15-03 (BBI Holdings), request to develop a 13,000 square foot child care center at 2172 and 2190 Association Drive

**13. Public remarks**

Chair Scott-Craig opened public remarks.

Min Hao Kuo, 2233 Burcham Drive, East Lansing, questioned whether the primary focus of the Planning Commission is to meet the legality of the cell tower requirements, and challenged whether there is really a need for placement of the tower at the proposed location.

Kathleen Donahue, 2221 Burcham Drive, East Lansing, reiterated a comment made by a Commissioner at a previous meeting by pointing out the City of East Lansing denied a cell tower. She urged Commissioners to think outside the box to determine if there is really a need.

Ginger Yang, 4994 Park Lake Road, East Lansing, once again offered comments on the cell tower proposed to be located near her business.

Chair Scott-Craig closed public remarks.

**14. Adjournment**

Chair Scott-Craig adjourned the regular meeting at 8:28 P.M.

Respectfully Submitted,

Sandra K. Otto  
Recording Secretary

tower fit into the vision of the Planning Commission's Master Plan. Ms. Yang questioned whether the cell tower was more appealing to Commissioners than "The Avenue" project across Grand River Avenue which they rejected last month.

Chair Scott-Craig closed public remarks.

5. **Communications** (None)

6. **Public hearings** (None)

7. **Unfinished Business**

A. Special Use Permit #15061 (Jacobs Engineering), request to install a 90 foot cell tower on 4980 Park Lake Road

**Commissioner Ianni moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #15061 subject to the following conditions:**

1. **Approval is granted in accordance with the revised plans dated June 9, 2015, prepared by Midwestern Consulting, and associated materials submitted by the applicant, subject to revisions as required.**
2. **The final site plan and landscaping plan shall be subject to the review and approval of the Director of Community Planning and Development. Existing landscaping located outside the easement area shall not be trimmed or removed to accommodate the new wireless communication tower without prior approval of the Director of Community Planning and Development.**
3. **If additional equipment shelters are located on the site, they shall be connected by at least one common wall, where possible, subject to the review and approval by the Director of Community Planning and Development.**
4. **The accessory equipment shelter shall be designed in a manner that is architecturally compatible with the surrounding neighborhood.**
5. **The applicant shall post with the Township a continuously enforceable bond or other instrument of financial guarantee acceptable to the Township to assure removal of the wireless communication facility if the use as a cell tower ceases.**
6. **Prior to grading or construction taking place on the subject site all necessary approvals and permits shall be secured from the Federal Communications Commission, the Ingham County Drain Commissioner, and the Township. A copy of all permits shall be submitted to the Department of Community Planning and Development.**
7. **The applicant shall apply for and receive all necessary variances from the Zoning Board of Appeals or redesign the project to comply with the zoning ordinance.**

**Seconded by Commissioner Van Coevering.**

Planning Commission discussion:

- Cell tower is proposed to be located in a commercial area near the railroad
- Cell towers are critical infrastructure expected by residents and business owners as necessary for the community

- Proposed cell tower is being requested to address capacity and load issues for existing towers in the area
- Planning Commission has extremely restricted criteria to consider (i.e., no aesthetic or health issues)
- Planning Commissioner belief the Federal Communications Commission (FCC) allows any individual adversely affected by a federal, state or local action or failure to act to commence an action in federal court
- FCC requires any denial to be substantiated with written evidence supported by expert testimony
- Shorter towers have fewer colocation opportunities and will result in more towers in the future
- Planning Commissioner belief a 90 foot monopole is obtrusive and a distraction, both of which are not aesthetic values
- Ninety (90) foot tower is not consistent with the Township's height restriction of 45 feet for structures
- Planning Commissioner belief this tower is not the only way to maximize capacity and supply coverage to the area
- Planning Commissioner belief there is no such thing as a renewable easement
- Ninety foot cell tower is 90 feet from two property lines and is, therefore, the maximum height which can be built without a variance
- Consideration should be given where additional towers may be located as this is a growth industry and the issue of more locations will likely come before the Planning Commission in the future
- Suggestion to recraft the Township's ordinance relative to cell tower setback requirements to allow for more flexibility in the event there is a better location
- Suggestion for future cell tower applicants to come to the Planning Commission with a concept plan and ask the Planning Commission for input on the best location
- No flexibility offered by the applicant as to the proposed location of the tower
- Barb wire above the fence is considered part of the applicant's design
- Planning Commissioner desire to limit the height of the tower to 50 feet given its location, acknowledging it will limit the number of colocators
- One Commissioner lives near the cell tower off Park Lake Road, north of Haslett Road and it is not within her daily sight line
- Planning Commissioner belief lowering the height may make a tower more visible to nearby residents and the public

**Commissioner Jackson offered the following friendly amendment:**

- **The height of the tower shall be limited to 50 feet based on published range minimums for cell phone tower heights**

**The friendly amendment was not accepted by the maker or seconder.**

**Commissioner Jackson offered the following amendment:**

- **The height of the tower shall be limited to 50 feet based on published range minimums for cell phone tower heights**

**Seconded by Commissioner DeGroff.**

ROLL CALL VOTE: YEAS: Commissioners DeGroff, Jackson

NAYS: Commissioners Deits, Honicky, Ianni, Tenaglia, Van  
Coevering, Chair Scott-Craig

Motion failed 2-6.

Continued Planning Commission discussion:

- Planning Commissioner pointed out cell tower companies have no reason to engage with the Planning Commission in selecting future locations if the Planning Commission does not exercise its authority in the SUP process
- Suggestion for a future discussion on creating a template for inviting cell tower companies to engage with the Planning Commission in the selection of cell tower locations

ROLL CALL VOTE YEAS: Commissioners Deits, Honicky, Ianni, Tenaglia, Van  
 ON THE MAIN Coevering, Chair Scott-Craig  
 MOTION: NAYS: Commissioners DeGroff, Jackson  
 Motion carried 6-2.

**8. Other Business**

A. Mixed Use Planned Unit Development Concept Plan - Okemos Pointe (Kansas Street and Jolly Oak Road)

Principal Planner Oranchak offered a summary of the MUPUD Concept Plan since its inception in January, 2015.

Brent Forsberg, 2422 Jolly Road, Okemos provided a Powerpoint presentation on the concept plan, offering details of the site design, buildings and landscape, including amenities.

Planning Commission and applicant discussion:

- Applicant currently has a proposed unit mix of 378 units which constitutes approximately 50% two bedroom units
- Demographic profile identified through “validation” will determine the actual unit mix
- Applicant will work with industry focus groups (Jackson National Life, Delta Dental, and Dart) to test floor plans, building types, amenity mix and pricing of the product to receive feedback
- Official programs through Michigan State Housing Development Authority (MSHDA) for affordable housing are unavailable on this property as MSHDA does not desire to target this area
- Applicant is currently reviewing adjusted median income programs used in other areas
- Applicant is working with the Greater Lansing Housing Coalition (GLHC) to design their own “test program” to incorporate affordable housing into the mix (e.g., 60% and 80% programs)
- GLHC has not previously worked with a private developer regarding adjusted median income programs
- Removal of the six acre parcel abutting Kansas Road has made the project’s margin very narrow
- Building design is unique in that some of the buildings are split in half and are mirror images
- Towers contain stairs
- Applicant would like to request a vote on the same night as the public hearing which would require a motion to suspend Planning Commission rules to consider the request
- Applicant has worked with the public to thoroughly vet this project
- Okemos Pointe is the largest multi-family project to be proposed in Meridian Township and should go through the normal planning process
- No public present at tonight’s meeting expressing concern about the proposed project
- Handicap accessible units will be located on the first floor
- Industry “thumb rule” for elevators is four (4) stories
- Lack of elevators are due to cost (\$150,000 per elevator shaft)
- Weight of elevator installation v. more amenities when looking at the total cost

**RESOLUTION TO APPROVE**

**Special Use Permit #15061  
(Jacobs Engineering)  
4980 Park Lake Road**

**RESOLUTION**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 13th day of July 2015, at 7:00 p.m., Local Time.

PRESENT: Chair Scott-Craig, Vice-Chair Jackson, Commissioners DeGroff, Deits, Honicky,  
Ianni, Tenaglia, Van Coevering

ABSENT: Secretary Cordill

The following resolution was offered by Commissioner Ianni and supported by Commissioner Van Coevering.

WHEREAS, Jacobs Engineering requested a special use permit (Special Use Permit #15061) to install a 90 foot wireless communication tower, associated equipment shelter and generator within easements covering portions of a 1.73 acre site addressed as 4980 Park Lake Road and zoned C-2 (Commercial); and

WHEREAS, a non-stealth wireless communication tower is a use permitted by special use permit in the C-2 district pursuant to Section 86-438(d) of the Wireless Communication Facilities Overlay District of the Code of Ordinances; and

WHEREAS, the Planning Commission held a public hearing for Special Use Permit #15061 at its meeting on June 8, 2015, and has reviewed the staff material forwarded under cover memorandums dated June 4, 2015 and June 18, 2015; and

WHEREAS, the proposed wireless communication tower and facility is consistent with the intent of maximizing the use of new wireless communication towers and facilities, as the monopole tower has been designed to allow future co-locators; and

WHEREAS, minimal traffic, no more than four visits per month by maintenance personnel, will occur on the site as a result of the tower installation; and

WHEREAS, extension of public utilities is not required.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #15061 subject to the following conditions:

1. Approval is granted in accordance with the revised plans dated June 9, 2015, prepared by Midwestern Consulting, and associated materials submitted by the applicant, subject to revisions as required.
2. The final site plan and landscaping plan shall be subject to the review and approval of the Director of Community Planning and Development. Existing landscaping located outside the easement area shall not be trimmed or removed to accommodate the new wireless communication tower without prior approval of the Director of Community Planning and Development.
3. If additional equipment shelters are located on the site, they shall be connected by at

**Resolution to Approve  
SUP #15061 (Jacobs Engineering)  
Page 2**

least one common wall, where possible, subject to the review and approval by the Director of Community Planning and Development.

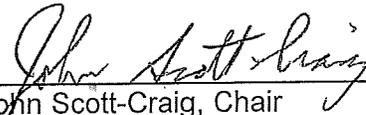
4. The accessory equipment shelter shall be designed in a manner that is architecturally compatible with the surrounding neighborhood.
5. The applicant shall post with the Township a continuously enforceable bond or other instrument of financial guarantee acceptable to the Township to assure removal of the wireless communication facility if the use as a cell tower ceases.
6. Prior to grading or construction taking place on the subject site all necessary approvals and permits shall be secured from the Federal Communications Commission, the Ingham County Drain Commissioner, and the Township. A copy of all permits shall be submitted to the Department of Community Planning and Development.
7. The applicant shall apply for and receive all necessary variances from the Zoning Board of Appeals or redesign the project to comply with the zoning ordinance.

ADOPTED: YEAS: Commissioners Deits, Honicky, Ianni, Tenaglia, Van Coevering, Chair  
Scott-Craig

NAYS: Commissioners DeGroff, Jackson

STATE OF MICHIGAN        )  
                                      ) ss  
COUNTY OF INGHAM        )

I, the undersigned, the duly qualified Chairperson of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 13th day of July, 2015.

  
\_\_\_\_\_  
John Scott-Craig, Chair  
Meridian Township Planning Commission

# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff      Supervisor  
Brett Dreyfus              Clerk  
Julie Brixie                 Treasurer  
Frank L. Walsh             Manager



Milton L. Scales            Trustee  
Ronald J. Styka            Trustee  
John Veenstra             Trustee  
Angela Wilson             Trustee

July 14, 2015

Leland Calloway  
Jacobs Engineering  
PO Box 2297  
Southgate MI 48195

## **RE: Special Use Permit #15061 (Jacobs Engineering)**

Dear Mr. Calloway:

At its regular meeting held on July 13, 2015, the Planning Commission voted to approve Special Use Permit #15061, a request to install a 90 foot wireless communications tower within easements on 4980 Park Lake Road. Approval was granted subject to the following conditions:

1. Approval is granted in accordance with the revised plans dated June 9, 2015, prepared by Midwestern Consulting, and associated materials submitted by the applicant, subject to revisions as required.
2. The final site plan and landscaping plan shall be subject to the review and approval of the Director of Community Planning and Development. Existing landscaping located outside the easement area shall not be trimmed or removed to accommodate the new wireless communication tower without prior approval of the Director of Community Planning and Development.
3. If additional equipment shelters are located on the site, they shall be connected by at least one common wall, where possible, subject to the review and approval by the Director of Community Planning and Development.
4. The accessory equipment shelter shall be designed in a manner that is architecturally compatible with the surrounding neighborhood.
5. The applicant shall post with the Township a continuously enforceable bond or other instrument of financial guarantee acceptable to the Township to assure removal of the wireless communication facility if the use as a cell tower ceases.
6. Prior to grading or construction taking place on the subject site all necessary approvals and permits shall be secured from the Federal Communications Commission, the Ingham County Drain Commissioner, and the Township. A copy of all permits shall be submitted to the Department of Community Planning and Development.



Leland Calloway  
July 14, 2015  
Page 2

7. The applicant shall apply for and receive all necessary variances from the Zoning Board of Appeals or redesign the project to comply with the zoning ordinance.

Decisions by the Planning Commission regarding special use permits may be appealed to the Township Board. An appeal must be filed within ten (10) days of the date of the Planning Commission's action and be in accordance with Section 86-189 of the Code of Ordinances. Consequently, your special use permit will not become valid until July 23, 2015.

This letter shall act as the Special Use Permit. The use permitted by the granting of the special use permit must have commenced within two years after issuance or the permit shall be void. All construction related to the special use must be completed within three years from the effective date of the special use permit.

With special use permit approval, you may now proceed to the site plan review phase of the process by submitting the necessary application, supporting documents and fee. Martha Wyatt, Associate Planner/Landscape Architect, will guide you through this process. You may contact Martha at [wyatt@meridian.mi.us](mailto:wyatt@meridian.mi.us) or 517-853-4580.

If you have any questions, please contact me at [oranchak@meridian.mi.us](mailto:oranchak@meridian.mi.us) or 517-853-4564.

Sincerely,



Gail Oranchak AICP  
Principal Planner

cc: Derrick Perry  
Younes Ishraidi  
John Heckaman  
Martha Wyatt

g:\planning\special use permits (sup)\2015\sup 15061(Jacobs Engineering)\Approval letter

## Gail Oranchak

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**From:** Ginger Yang <lotusvoice48823@gmail.com>  
**Sent:** Saturday, June 13, 2015 7:47 PM  
**To:** Gail Oranchak  
**Subject:** Special Use Permit #15061 Meridian Township Grand River Cell Tower

Dear Ms. Oranchak,

My name is Ginger Yang. I am the owner of LotusVoice Integrative Therapies, located at 4994 Park Lake Rd, just next to the proposed project site. **(LotusVoice pics)** I am a music therapist and a massage therapist.

LotusVoice opened its doors to the community in October, 2013. We offer massage therapy, acupuncture, counseling services, yoga/Taichi classes, and a wide variety of wellness--related workshops. Currently, we serve between 150--200 clients on a monthly basis, and our business is growing. As the owner, I have the vision of making LotusVoice a place that people will come to in order to receive a high quality of complementary and alternative medicines; a place where people will be healed and empowered.

With the nature of my business, I am afraid this proposed project of installing a 90-- foot tall cell tower right next to my building would destroy my vision, scare my clients away, and eventually end my business.

Over 95 % of my clients are very health--conscious. It means they are trying to eat right, exercise more, do everything to reduce their stress levels, and lead better, more balanced and healthier lives. They are people who consciously take care of themselves mentally and physically, and are trying very hard to protect themselves from any harmful elements in their daily lives, such as an Electromagnetic Field (aka EMF).

### **(Real Estate Survey)**

I just handed out copies of a survey from 2014, conducted by the National Institute for Science, Law and Public Policy, which reveals that 94 % of the respondents fear the problems that EMF cause. It is these public perceptions and fear of EMF that my business will suffer from.

### **(Township Code of Ordinances Section 86--126)**

So, this is quite the opposite of what the proposed project has claimed: "there [are] no negative effects on the adjacent land use."

### **(Meridian Township map with business marked)**

Not only will my business suffer, but other businesses nearby will face similar negative impacts as well. I would like to point out that there is a cluster of health-- related businesses within one mile of the proposed project site. Foods for Living and State of Fitness are just across Grand River; the Whole Foods Market and Sparrow Urgent Care are a block away to the west; Playmakers an Lansing Urgent Care are less than a half--mile to the east; and The Studio Performing Arts Center and Meridian Professional

Psychological Consultants are right on Park Lake Rd. We will all suffer from the negative image and fear of EMFs that this 90-foot-tall cell tower would bring to this community.

Last, but not least, let's look at this Meridian Township map more carefully. Grand River Avenue is the most important business district inside Meridian Township. The proximity of the proposed site for this project acts almost like the front gate into the Township. Do we really want to put up a 90-foot-tall cell tower as our landmark for

this community?? Just like each city and subdivision puts a sign in the entrance to welcome people, do we really want this 90-foot-tall, health-threatening, eye-sore structure to be our welcome sign??

**(Cartoon)**

LotusVoice is a small business, focused on health. As a business owner, I pay my mortgage and taxes faithfully. I am also using my professional skills and trying my best to provide this community with a better and healthier way of living. I have the vision needed to make LotusVoice a place for community members to be healed and empowered. I need your support, though. I am asking and I challenge this Planning Commission, the proposed site property owner (Mr. Allen Wolfe) and all the interested local investors and developers: Let's all think about a better, healthier, more sustainable and more profitable way to make the best use of this site, as well as this commercially zoned area for Meridian Township. Thank you very much for your consideration.

Ginger Yang, MA, MT-BC, LMT

Owner/Therapist

LotusVoice Integrative Therapies, LLC

4994 Park Lake Rd. East Lansing, MI 48823

517-8970714

[lotusvoice48823@gmail.com](mailto:lotusvoice48823@gmail.com)

[www.lotusvoice48823.com](http://www.lotusvoice48823.com)

Part II

SUP REQUEST STANDARDS

Township Code of Ordinances, Section 86-126

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter.

This use is proposed in a C-2 zoning district. There is already a billboard tower which is a similar use located on the property. There are only commercial uses on the adjacent properties therefore the nature, design and location will have no negative effects on the proposed parcel or any adjacent land uses. Because this facility will allow better communication in the surrounding area, this use will actually improve the health, safety, and general welfare of the community.

*Not true*

- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.

Per the zoning review and requirements there is no indication that this project is not consistent with the Township's comprehensive development plan

*Not true*

- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.

This project is proposed in a commercial district where a similar use, a bill board, is existing on site. The facility is self-contained and self-operating with very little need for maintenance. The adjacent properties also have commercial uses on them so the essential character of the area will not be affected.

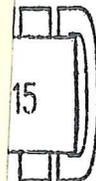
*Not true*

- (4) The project will not adversely affect or be hazardous to existing neighboring uses.

This project is proposed in a commercial district where a similar use, a bill board, is existing on site and the adjacent properties also have commercial uses on them so the essential character of the area will not be affected.

*Not true*

Submitted by  
Ginger Yang  
@ 6/8/2015  
meeting



- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.

There is no evidence that any wireless communications facility has ever be detrimental to the economic welfare of a community.

*Not true*

- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.

The facility will be visited by maintenance personnel on average 2-4 times per month so existing roads will be adequate. There will be no need for any of the other services listed above for this facility.

- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.

This project does not require any public sanitation.

- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

This project does not produce any pollution in the form of traffic, noise, smoke, fumes, glare, or odors.

- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

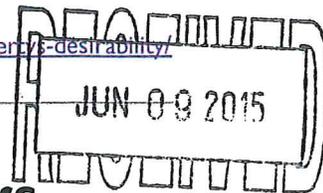
This project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township as outlined in the NEPA report provided to the township.



[Take Back Your Power](http://takebackyourpower.net)

<http://takebackyourpower.net/news/2014/07/04/real-estate-survey-results-cellgrid-towers-impact-property-s-desirability/>

Export date: Fri Jun 5 21:21:28 2015 / +0000 GMT



## Real Estate Survey: Do Cell/Grid Towers Impact a Property's Desirability?



by [ElectromagneticHealth.org](http://ElectromagneticHealth.org) | [see original news release](#) <sup>1</sup>

### **94% of respondents said a nearby cell tower or group of antennas would negatively impact value or interest in a property**

The National Institute for Science, Law and Public Policy's survey "[Neighborhood Cell Towers & Antennas —Do They Impact a Property's Desirability?](#)" <sup>2</sup> initiated June 2, 2014, has now been completed by 1,000 respondents as of June 28, 2014. The survey, which circulated online through email and social networking sites, in both the U.S. and abroad, sought to determine if nearby cell towers and antennas, or wireless antennas placed on top of or on the side of a building, would impact a home buyer's or renter's interest in a real estate property.

 cell tower infrastructure on rooftops

**The overwhelming majority of respondents (94%) reported that cell towers and antennas in a neighborhood or on a building would impact interest in a property and the price they would be willing to pay for it.** And 79% said under no circumstances would they ever purchase or rent a property within a few blocks of a cell tower or antenna.

- **94% said a nearby cell tower or group of antennas would negatively impact interest in a property or the price they would be willing to pay for it.**
- **94% said a cell tower or group of antennas on top of, or attached to, an apartment building would negatively impact interest in the apartment building or the price they would be willing to pay for it.**
- **95% said they would opt to buy or rent a property that had zero antennas on the building over a comparable property that had several antennas on the building.**
- **79% said under no circumstances would they ever purchase or rent a property within a few blocks of a cell tower or antennas.**
- **88% said that under no circumstances would they ever purchase or rent a property with a cell tower or group of antennas on top of, or attached to, the apartment building.**
- **89% said they were generally concerned about the increasing number of cell towers and antennas in their residential neighborhood.**

The National Institute for Science, Law and Public Policy (NISLAPP) was curious if respondents had previous experience with physical or cognitive effects of wireless radiation, or if their concern about neighborhood antennas was unrelated to personal experience with the radiation.

Of the 1,000 respondents, **57% had previously experienced cognitive effects from radiation emitted by a cell phone, wireless router, portable phone, utility smart meter, or neighborhood antenna or cell tower, and 43% had not experienced cognitive effects. 63% of respondents had previously experienced physical effects from these devices or neighborhood towers and antennas and 37% had not experienced physical effects.**

The majority of respondents provided contact information indicating they would like to receive the results of this survey or news related to the possible connection between neighborhood cell towers and antennas and real estate decisions.

## Comments from real estate brokers who completed the NISLAPP survey:

**"I am a real estate broker in NYC. I sold a townhouse that had a cell tower attached. Many potential buyers chose to avoid purchasing the property because of it. There was a long lease."**

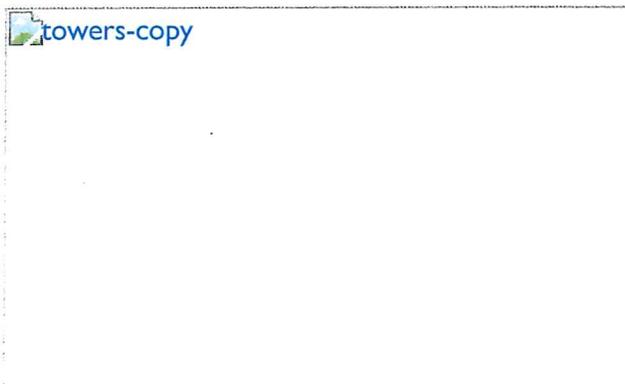
**"I own several properties in Santa Fe, NM and believe me, I have taken care not to buy near cell towers. Most of these are rental properties and I think I would have a harder time renting those units... were a cell tower or antenna nearby. Though I have not noticed any negative health effects myself, I know many people are affected. And in addition, these antennas and towers are often extremely ugly—despite the attempt in our town of hiding them as chimneys or fake trees."**

**"We are home owners and real estate investors in Marin County and have been for the last 25 years. We own homes and apartment building here in Marin. We would not think of investing in real estate that would harm our tenants. All our properties are free of smart meters. Thank you for all of your work."**

**"I'm a realtor. I've never had a single complaint about cell phone antennae. Electric poles, on the other hand, are a huge problem for buyers."**

## Study: 21% reduction in property value if cell phone tower built

Concern was expressed in the comments section by respondents about potential property valuation declines near antennas and cell towers. While the NISLAPP survey did not evaluate property price declines, a study on this subject by Sandy Bond, PhD of the New Zealand Property Institute, and Past President of the Pacific Rim Real Estate Society (PRRES), [The Impact of Cell Phone Towers on House Prices in Residential Neighborhoods](#)<sup>3</sup>, was published in *The Appraisal Journal* of the Appraisal Institute in 2006. The Appraisal Institute is the largest global professional organization for appraisers with 91 chapters.



The study indicated that **homebuyers would pay from 10%–19% less to over 20% less for a property if it were in close proximity to a cell phone base station.** The 'opinion' survey results were then confirmed by a market sales analysis. **The results of the sales analysis showed prices of properties were reduced by around 21% after a cell phone base station was built in the neighborhood."**

### Additional comments

*The Appraisal Journal* study added,

**"Even buyers who believe that there are no adverse health effects from cell phone base stations, knowing that other potential buyers might think the**

**reverse, will probably seek a price discount for a property located near a cell phone base station.”**

James S. Turner, Esq., Chairman of the National Institute for Science, Law & Public Policy and Partner, Swankin & Turner in Washington, D.C., says,

**“The recent NISLAPP survey suggests there is now a high level of awareness about potential risks from cell towers and antennas. In addition, the survey indicates respondents believe they have personally experienced cognitive (57%) or physical (63%) effects from radiofrequency radiation from towers, antennas or other radiating devices, such as cell phones, routers, smart meters and other consumer electronics. Almost 90% are concerned about the increasing number of cell towers and antennas generally. A study of real estate sales prices would be beneficial at this time in the United States to determine what discounts homebuyers are currently placing on properties near cell towers and antennas.”**

Betsy Lehrfeld, Esq., an attorney and Executive Director of NISLAPP, says,

**“The proliferation of this irradiating infrastructure throughout our country would never have occurred in the first place had Section 704 of the Telecommunications Act of 1996 not prohibited state and local governments from regulating the placement of wireless facilities on health or environmental grounds. The federal preemption leaves us in a situation today where Americans are clearly concerned about risks from antennas and towers, some face cognitive and physical health consequences, yet they and their families increasingly have no choice but to endure these exposures, while watching their real property valuations decline.”**

The National Institute for Science, Law, and Public Policy (NISLAPP) in Washington, D.C. was founded in 1978 to bridge the gap between scientific uncertainties and the need for laws protecting public health and safety. Its overriding objective is to bring practitioners of science and law together to develop intelligent policy that best serves all interested parties in a given controversy. Its focus is on the points at which these two disciplines converge.

NISLAPP contact:  
James S. Turner, Esq.  
(202) 462-8800 / [jim@swankin-turner.com](mailto:jim@swankin-turner.com)  
Emily Roberson  
[er79000@yahoo.com](mailto:er79000@yahoo.com)

If you can support NISLAPP's work, please donate at the bottom of [this page](#).<sup>4</sup>

\* \* \*

## **Commentary from ElectromagneticHealth.org:**

**Response to [EMF real estate survey](#)<sup>5</sup> conducted by The National Institute for Science, Law and Public Policy:**

ElectromagneticHealth.org suggests real estate agents and homebuyers be aware at this time that there are indeed perceived risks associated with real estate properties located in proximity to cell towers and antennas impacting both 1) interest in a given property and 2) a property's price.

Real estate agents are advised to:

1. Familiarize themselves with [AntennaSearch.com](http://AntennaSearch.com)<sup>6</sup> to **be able to find antennas and hidden antennas** in a neighborhood,
2. Learn to work with an [RF meter](#)<sup>7</sup> to **be able to competently assess a property and neighborhood** for RF electromagnetic fields from both external infrastructure sources and in-home devices,
3. Learn how real estate properties with high RF exposures can be physically **[remediated or mitigated](#)**<sup>8</sup> (and when this is not practical),
4. Understand **at what distance from cell towers and antennas research is indicating biological and health effects**, including the increased incidence of cancer. (See cell tower studies in "[Some Studies Showing Cell Tower Health Impacts](#)"<sup>9</sup>)<sup>10</sup>
5. Learn the potential health consequences of the **new radiating utility meters**, called 'smart meters', and be able to identify and evaluate them.
6. Understand the special **importance of low RF in bedrooms**, from all sources, and especially in the bedrooms of children.
7. Be able to advise clients on **improving home safety from internal and external electromagnetic fields**.

Given there are over 220,000 cell phone towers in the United States, over 50 million wireless networks and untold numbers of antennas on or even inside buildings, and new risks from utility meters and the wireless networks that support them, real estate agents would best be conversant in the risks, and perceived risks, of electromagnetic fields. If ElectromagneticHealth.org can be of help to real estate agents, please do not hesitate to be in touch at [info@ElectromagneticHealth.org](mailto:info@ElectromagneticHealth.org)<sup>11</sup>.

Sources:

<http://electromagnetichealth.org/electromagnetic-health-blog/survey-property-desirability/><sup>12</sup>

<http://electromagnetichealth.org/electromagnetic-health-blog/survey-commentary/><sup>13</sup>

#### Links:

1. <http://electromagnetichealth.org/electromagnetic-health-blog/survey-property-desirability/>
2. <http://electromagnetichealth.org/electromagnetic-health-blog/survey-property-desirability/>
3. <http://electromagnetichealth.org/wp-content/uploads/2014/06/TAJSummer05p256-277.pdf>
4. <http://electromagnetichealth.org/electromagnetic-health-blog/survey-property-desirability/>
5. <http://electromagnetichealth.org/electromagnetic-health-blog/survey-property-desirability/>
6. <http://AntennaSearch.com>
7. <http://EMFSafetyStore.com>
8. <http://hbelc.org/>
9. <http://electromagnetichealth.org/wp-content/uploads/2014/06/Cell-tower-studies-re-cancer-etc-PDF.pdf>
10. <http://electromagnetichealth.org/wp-content/uploads/2014/06/Cell-tower-studies-re-cancer-etc-PDF.pdf>
11. <mailto:info@ElectromagneticHealth.org>
12. <http://electromagnetichealth.org/electromagnetic-health-blog/survey-property-desirability/>
13. <http://electromagnetichealth.org/electromagnetic-health-blog/survey-commentary/>

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**Gail Oranchak**

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**m:** Ginger Yang <lotusvoice48823@gmail.com>  
**Sent:** Monday, July 13, 2015 4:50 PM  
**To:** Gail Oranchak  
**Subject:** Special Use Permit #15061 Meridian Township Grand River Cell Tower  
**Attachments:** Cell tower hearing final email version.pdf; Cell Tower public hearing 06222015 email.pdf

For the records. Thank you!!

Ginger Yang, MA, MT-BC, LMT  
Owner/Therapist  
LotusVoice Integrative Therapies, LLC  
4994 Park Lake Rd. East Lansing, MI 48823  
517-8970714  
[lotusvoice48823@gmail.com](mailto:lotusvoice48823@gmail.com)  
[www.lotusvoice48823.com](http://www.lotusvoice48823.com)

Communicati  
7/13 meridian  
HANDOUT

Ginger Yang 4994 Park Lake Rd.

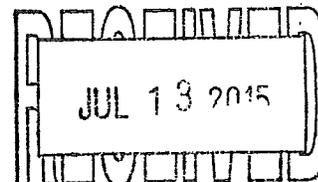
Good Evening, Planning Commissioners,

This is the third time and most likely the last time that I will voice my opinions in front of this committee, concerning the 90-foot-tall cell tower be installed on 4980 Park Lake Rd. Before I start talking about the proposal again, I would like to thank you all for presenting such a precious, yet at the same time painful, learning experience for me. It is precious because I've learned from some of the commissioners how to compromise for the sake of "economic development" but still hold the ground believing in the concept of "healthy and sustainable community" for Meridian Township. However, it is also a very painful process to watch this committee, along with the Township planners, about to be hijacked by an outside engineering company, who insists the chosen location and the design of the cell tower is not negotiable and would only do this community good.

In the past two meetings, I showed you how destructive this tower would look like and how it would become a distasteful welcome sign for people entering the Meridian Township. Tonight, I will emphasize on a similar view and ask you to have an overall vision for the future development of this particular section, which is considered the gateway, so that more residents and businesses will be attracted to this community.

Luckily, you just had a work session earlier this evening for updating the 2005 Master Plan. It means you are all in the mood of planning the best future it could be for Meridian Township. So, I am wondering whether and how does this 90-foot-tall cell tower right on the Grand River fit into your Master Plan updates? I am also very curious and would like to know the reasoning behind your decision a month ago, that the "Avenue project" on the other side of Grand River was not good enough for this part of Meridian Township. Yet, you are now leaning toward to approve this eye-sore 90-foot-tall tower just across from it?! Is this cell tower more appealing than the "Avenue Project"?! I am really having trouble to understand it.

This then leads me back to the same question: What is your vision for the overall development of Meridian Township? What do you want to present this particular section of Grand River to the public, as a gateway and welcome sign for people entering the Meridian Township. I am speaking from my heart not only as a business owner but also a resident of Meridian Township for more than 15 years. I hope you keep your vision of future Meridian Township in mind when you make your final and right decision. Thank you for your time and consideration.



Ginger Yang 4994 Park Lake Rd.

Good Evening, Planning commissioners.

Two weeks ago, I shared my thoughts about installing a 90-foot-tall cell tower right by the Grand River at a location considered to be the gateway to the meridian township. Among all the concerns, I would like to emphasize that because of the public perception of the Electromagnetic Field, this 90-foot-tall cell tower will have negative impact on the nearby businesses, especially those health-related businesses within one mile of the proposed site, such as Foods for living, State of Fitness, Whole Food, Playmaker and my own wellness center—LotusVoice Integrative Therapies. I'd like to show you one more time how destructive this tower would look like and how it would become a distasteful welcome sign for people entering the meridian township.

(Before / After pics)

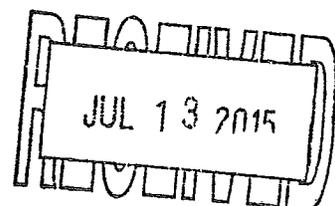
I was very grateful that at the public hearing two weeks ago, the planning commission raised a lot of good questions, which should be answered in details by the applicant. First and foremost, the safety issue. As the business owner right next to the proposed site, I am asking this planning commission to seriously inquire the safety of the structure, the materials and energy used to operate the tower. I am also asking this planning commission to look into the details of the rescue plan in conjunction with other township departments in charge, should any sort of disaster happen in this busy traffic with Grand River on one side and a railroad nearby.

(Cell Tower disaster pic)

Last but not least, we all have to ask this question one more time. DO WE REALLY NEED ANOTHER CELL TOWER IN THIS LOCATION? Is there any other option that the applicant should be exploring more? After all, who is the beneficiaries for this 90-foot-tall cell tower? We already know, it won't be the residents or business in the adjacent neighborhood because we all have strong enough signals from Verizon and there is no new approved development nearby; it shouldn't be the drivers passing by, or the pedestrians walking their dogs in the surrounding woody, non-inhabited areas ether. That leaves—who? No one, really. From my point of view, and my clients' point of view, and most everyone around this area, this cell tower is not wanted, nor is it needed. I hope you keep this in mind when making your decision.

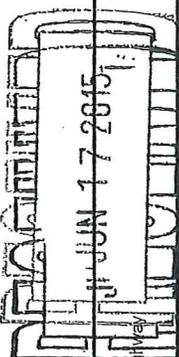
Thank you for your time and consideration.

(location of Cell Towers )

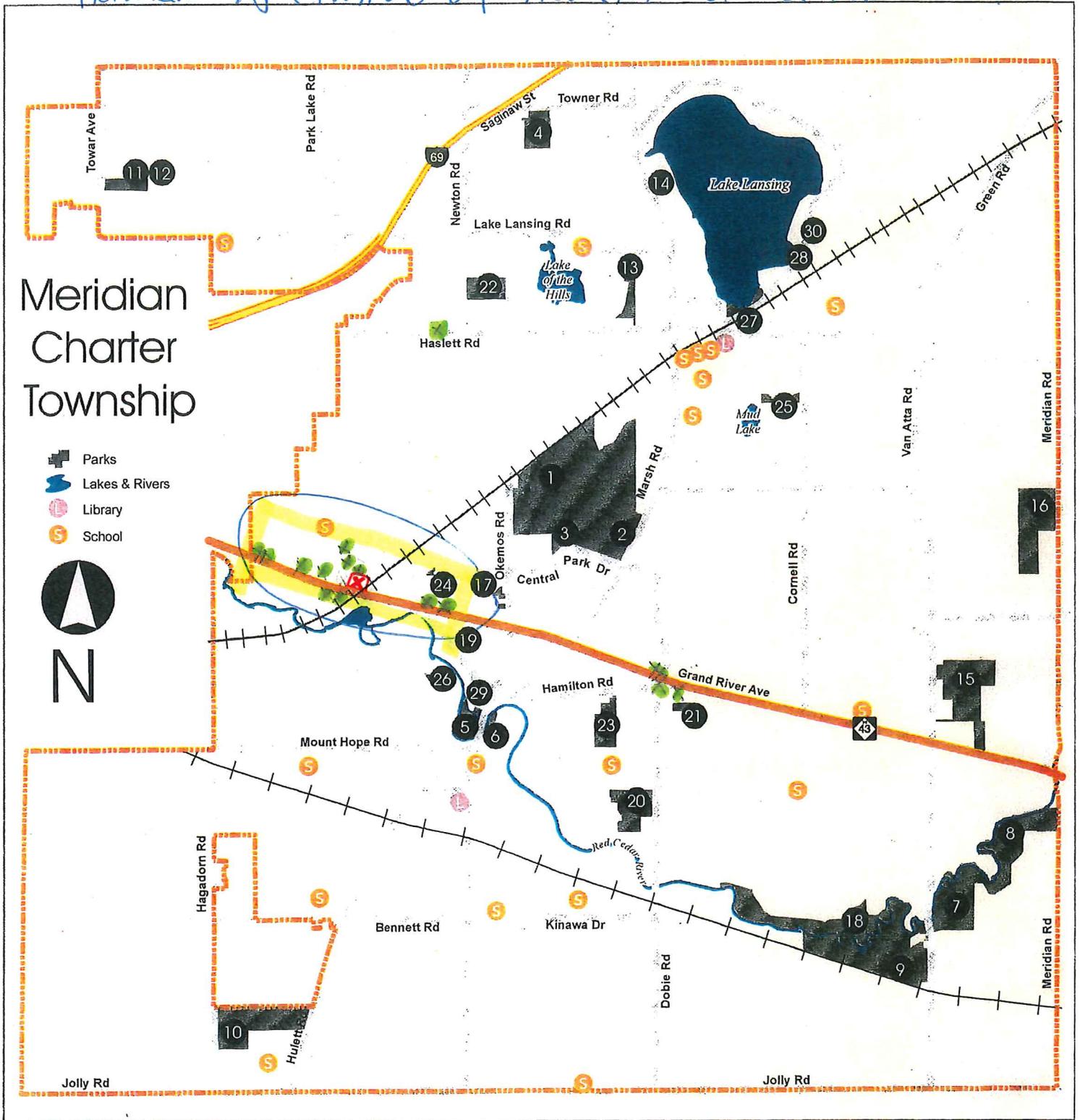


Picture #1.



Project Number: 215037.00	Description: <b>Proposed View 2</b>	Client: 
Date: 06-11-15	Location: Cell Site #437 Park Lake Road & M-43 Highway Meridian Township, Michigan	Architects Engineers Planners 23761 Research Drive Farmington Hills Michigan 48335 248.477.2444 248.477.2445 fax www.nsa-ac.com
Sheet Number: 4		

# Picture #2: A cluster of health-related business



- |  |                           |  |                              |
|--|---------------------------|--|------------------------------|
| 1 Nancy Moore Park<br>•Parks and Recreation Office   | 5 Wonch Park              | 14 Marshall Park                         | 22 Brattin Woods             |
| 2 Central Park<br>•Townhall Building<br>•Public Safety Building<br>•Meridian Historical Village<br>•Nokomis Learning Center<br>•Farmers' Market Pavilion | 6 Ferguson Park           | 15 Van Atta Woods                        | 23 Tacoma Hills Park         |
| 3 Central Park South   | 7 Harris Nature Center    | 16 North Meridian Rd. Park               | 24 Schriener Park            |
| 4 Towner Road Park   | 8 Eastgate Park           | 17 Ottawa Hills Park                     | 25 Orlando Park              |
|  | 9 Legg Park               | 18 Red Cedar Natural Area                | 26 Indian Hills Park         |
|  | 10 Hartrick Park          | 19 Cedar Bend Hgths                      | 27 Lake Lansing Marsh        |
|  | 11 Snell-Towar Rec Center | 20 Sander Farm<br>Preserved Natural Area | 28 Spengler Marsh            |
|  | 12 Towar Park             | 21 Forest Hills Natural Area             | 29 Meridian Activity Center  |
|  | 13 Hillbrook Park         |  | 30 Recycling Drop-off Center |

### Staff Analysis

The applicant has requested a special use permit to install a 90-foot wireless communications tower at 4980 Park Lake Road for the sole use of Verizon Wireless. A special use permit is required for a tower that does not incorporate stealth design, is not a co-location on an existing tower or will be mounted on an existing building. There are no plans to offer co-location to other carriers in the future.

Documents provided by the applicant are consistent with the requirements of the Wireless Communication Facility Overlay ordinance. The Planning Commission must determine whether the statement of need justifies granting a permit for a new tower demonstrating the tower is no taller than the minimum height necessary.

A review of the proposal indicates the following variances may be necessary to proceed with the project as designed:

- Parking and drive aisles in commercial parking areas must be paved with concrete or asphalt, gravel is proposed.
- Typically, multiple structures on a site must maintain a 10-foot setback between each structure. The generator and equipment shelter are approximately three feet apart.
- A variance to exceed the maximum fence height requirement if the barbed wire extends above six feet
- The lease area must have at least 100 feet of lot width on Park Lake Road and be at least 4,000 square feet in area for consistency with C-2 district standards. The Michigan Land Division Act considers areas leased for more than one year a land division. To receive Township approval of a land division, the leased area must comply with the lot width and lot area requirements of the zoning district.

The site plan seems to indicate a portion of required landscaping will be provided by existing vegetative material south and east of the office building while 13 Canadian Hemlocks will be installed along the north, east and south sides of the fenced area. Native materials are required to screen the fenced area. Landscaping of "site access entrances" is also required but not shown.

Regulatory approvals have not been submitted for the proposed cell tower but will be required prior to receiving final approval to commence use.

### Attachments

1. Special Use Permit Application and supporting documents
2. Special Use Permit Criteria
3. Site Plan dated February 18, 2015

## Gail Oranchak

---

**From:** Lori Reyes <lori.snow70@gmail.com>  
**Sent:** Thursday, July 16, 2015 5:55 PM  
**To:** Gail Oranchak  
**Subject:** Special Use Permit # 15061 (Jacobs Engineering)

Dear Ms. Oranchak:

I request that Meridian Township consider the following regarding Special Use Permit # 15061;

1) Verizon service and coverage is excellent in the area. I am a Verizon wireless user and have no issues. I personally do not believe there is a true need for another tower to service Verizon customers, or one that that outweighs the negative impacts.

2) Consideration should be given to the overall plan for the Grand River Corridor. The tower would not be congruous with the overall plan to make the Grand River Corridor more desirable. The area is the perceived gateway locally to Okemos, even if the the actual Meridian Township Border is further west.

3) Consideration should be given as to whether the placement of the tower in the immediate area is appropriate and harmonious with businesses surrounding the proposed tower, such as LotusVoice Integrative Therapies, LLC and others. As a frequent patron of the businesses surrounding the proposed tower, a cellphone tower is not welcome as it does not fit the standard uses of land in the area.

I have been an Okemos resident for over 11 years, and look forward to continued sound decision by the Planning Commission that is in the best interest of Meridian Township residents and the greater Lansing area. A cell phone tower on the corner of Park Lake and Haslett roads would be more appropriate and welcome.

Respectfully,

Lori Reyes  
4211 Southport Circle  
Apt 2C  
Okemos, MI 48864



(517) 381-0100

4151 Okemos Road, Okemos, MI 48864

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Menu 

# 2013 Township Zoning and Land Use Update - Part 1

October 2013

*The challenges of zoning and land use regulation continue to change as the law develops. Some of the recent legal developments stem from new statutes. Others derive from technological advancements that pose new issues for regulation and for the interpretation of old statutes to new and changing concepts. Still other changes result from the unique economic pressures of our current time. This E-Letter is the first of a two-part series to bring you up-to-date on recent zoning and land use law developments.*

## ***Regulating Cell Towers Just Got a Lot Harder***

Recent developments in federal and state laws relating to cell tower regulation have made it more difficult and more expensive for townships to regulate these uses. The laws focus on maintaining and further supporting a nationwide communication system, including the ability for cell phone service providers to remedy gaps in coverage. Cell phone companies can remedy gaps in coverage by constructing new cell towers, and the township's review of requests to construct cell towers is somewhat limited. If a township denies a request, unless it is able to back up its denial with detailed and expert-supported evidence, the denial may be considered invalid under federal law as a prohibition against a service provider's ability to provide wireless services. To make matters worse, a new state law limits the fee that a township may charge when reviewing a cell tower request, making it harder for the township to make the needed case without a significant financial investment of township funds.

Under **47 USC 332**, any decision by the township to approve or deny a request to construct a cell tower "shall be in writing and supported by **substantial evidence contained in a written record.**" Cell tower denials are closely scrutinized by the courts to determine whether the township's **written** decision to deny the construction is supported by **substantial evidence.**

Although decisions made by townships are typically based on additional evidence and documentation, the complexity of the technology and the state and federal regulation governing this area means that townships have to be very specific and detailed in reviewing applications related to cell tower construction to meet the substantial evidence standard. The evidence must be that which is relevant and would be accepted as reasonable to support the township's decision.

The law in this area is still is developing, but courts have provided some guidance on what kind and quality of evidence townships must offer to support their decisions. Especially suspect and subject to reversal are decisions that merely state, without supporting evidence, conclusions such as:

- The aesthetics of the surrounding neighborhood would be adversely affected;
- A tower smaller than the one proposed could be erected;
- The cumulative effect of numerous towers in a residential area is aesthetically displeasing; or
- The cell provider has provided insufficient evidence to build the tower.

If the aesthetics of the surrounding neighborhood are affected, a township must have evidence, such as expert reports, that establish the concerns. The same is true for suggestions that a smaller tower would suffice. Since many townships require that multiple antennas must be able to be attached to the same tower, the range of permissible tower heights may be predetermined by technology. Thus, the township must review the evidence provided by the cell provider, as well as any experts the township desires to hire, to determine whether the tower height is reasonable. A smaller tower may not be feasible.

Likewise, to conclude that the cell provider has provided insufficient evidence, the township must point to specific reports or documents provided by the cell provider that fail to address certain requirements of the township's ordinance(s). Merely relying on generalized comments from the public that essentially boil down to "not in my backyard" is improper and will not be upheld by the courts.

The township also may not base a denial on the alleged environmental effects of cell tower emissions (EMF) if the cell tower, receivers and facility comply with federal regulations. Townships are expressly excluded from regulating cell towers based on EMF under federal law.

Townships are prohibited from regulating the construction of cell towers to the extent that the regulation effectively prohibits personal wireless services. The courts have construed this to mean that the denial of a single application to construct a cell tower can effectively ban personal wireless service. For example, if a township denies an application from a cell provider for a tower to remedy a cell service gap, the township has effectively denied personal wireless service to that area. To complicate matters, personal wireless service is considered for each carrier. So, even if Sprint has cell coverage in the area, T-Mobile has the right to construct a tower to remedy its own

cell coverage gap, provided T-Mobile cannot place its equipment in a less intrusive alternate location. To prove that an alternate location does not exist, the cell provider must show that it has made a good faith effort to identify and evaluate less intrusive alternatives, but the alternatives would not resolve the coverage gap.

A new Michigan statute, **MCL 125.3514**, compounds the challenges to townships for regulating cell towers through zoning ordinances. That law now provides that new wireless communication equipment can be installed on existing towers as a permitted use (i.e., without a special use permit) if the new equipment does not:

- Increase the original tower height by more than 20 feet or 10%;
- Increase the width of the original tower by more than necessary to permit the installation of the new equipment; or
- Increase the original tower facility to an area greater than 2,500 square feet.

If the new equipment does not meet any of the three requirements listed above, the new equipment will be subject to special use approval. The application for special use permit must include a site plan and any additional supporting materials required by the township's zoning ordinance.

The new law provides an expedited timeline for the application process:

- Upon receipt, the township body responsible must determine if the application is **administratively complete** within **14 business days** and notify the applicant in writing what additional information is necessary to make the application complete, or the application is deemed to be complete.
- Once the application is complete, the township body responsible must approve or deny an application for **new equipment** on an existing tower within not more than **60 days**, and must approve or deny an application for a **new tower** within **90 days**, or the application is deemed approved.

Although state law does not prohibit township regulation of new cell towers, any application fee cannot be more than the reasonable costs to review and process the application, **not to exceed \$1,000**. This means townships are prohibited under state law from collecting additional fees that may be necessary to cover the township's costs of consulting with experts to properly review the application. This further complicates matters for townships reviewing applications since (as discussed above) federal law requires that townships base approval or denial of a request to construct a cell tower on substantial evidence, preferably submitted by experts.

As this area of law develops, townships must carefully support any cell tower denials by pointing to substantial evidence. Townships should also review their current zoning ordinances and ensure that the district(s) currently permitting towers are the areas where the township wants

cell towers to be constructed, since it is now more difficult to rely on the special use permit process to regulate where towers will be located. *T-Mobile Central, LLC v West Bloomfield Charter Twp* (Federal 6<sup>th</sup> Circuit Court of Appeals, 2012).

### ***Preserving Your Rural Character***

With the long economic slump, it has recently been less common to see courts fights over growth and development. However, as growth and development resumes, townships may be pressured to rezone parcels classified as a low-density land-use, such as agricultural and large-lot single family, to more dense uses. For example, developers may argue that the highest and best use of their land is not agricultural, but some higher density use.

Rezoning a parcel affects the character and identity of the area, and townships have a legitimate government interest in preserving the agricultural and rural nature of their communities through zoning classifications. The courts have found that a township has a valid governmental interest in limiting density to preserve rural character, natural features, availability of open areas and preserving areas for future infrastructure and public improvements.

Townships are also not prohibited from creating a zoning classification in their zoning ordinance regarding higher-density residential use, but not yet designating any property within the township as zoned for that use. This permits townships to determine, based on growth and the interests of the community, when the higher-density zoning classification should apply in the future. *DF Land Development, LLC v Ann Arbor Charter Twp* (Michigan Court of Appeals, November 17, 2011).

### ***Multiple Lawsuits Challenging Township Action***

When the township is sued in court, all claims by the plaintiff are joined generally in one suit against the township. However, there are instances where a property owner may be able to bring more than one suit challenging a township's action. For example, when a property owner appeals a township board decision to deny a special use permit to the circuit court, it may also be possible for that individual to later challenge the township's decision on constitutional grounds in a second action before the circuit court.

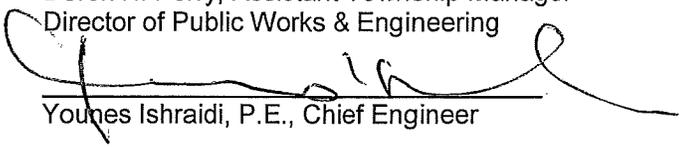
This is because in an appeal to circuit court, the court's review is limited to the record presented before the township. This record includes the documents submitted and reviewed by the township at the hearing, minutes of the proceeding and the township's expert's reports. The court reviews the record and determines whether substantial evidence supports the township's decision.

By contrast, actions alleging constitutional claims, such as substantive due process or equal protection claims, are not limited to the record made before the township. These claims can be

**MEMORANDUM**

**TO:** Township Board

**FROM:**   
 Derek N. Perry, Assistant Township Manager  
 Director of Public Works & Engineering

  
 Younes Ishraidi, P.E., Chief Engineer

**DATE:** August 13, 2015

**RE:** **Daniel's Drain Public Drain Improvement  
 Special Assessment District #2015-1  
 Resolutions 1 & 2**

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The Daniel's Drain is a Chapter 20 drain that is maintained by Ingham County Drain Commissioner's office (ICDC), but is fully funded by assessments on three public entities including the Township, Ingham County Road Department (ICRD), and the Michigan Department of Transportation (MDOT). The Township's share of these maintenance costs is 82.93% based on apportionment.

Over the past several months Township staff have been meeting with representatives from ICDC, MDOT, and Walden Pond Condos to discuss the conditions and needed improvements to Walden Pond, which is part of the Daniel's Drain, and its inlets and outlets. There is evidence that substantial improvements to both the pond and the drain system will be needed to preclude further deterioration of the storm system and the water quality of the pond. These improvements would far exceed normal maintenance work, which would not provide for long term performance enhancement, particularly in regards to water quality. We estimate that the potential improvements would include, but would not be limited to, cleaning out, relocating, widening, deepening, and/or installing devices to purify and control the flow of the drain.

Based on our engineering estimation we anticipate the total project cost at \$2 million and Meridian Township's share at approximately \$1.6 Million. As stated in previous Board meetings, the Township Board does have the ability to pass along these costs to the benefiting residents if P.A. 188 of 1954 is used in conjunction with the Michigan Drain Code of 1956 to petition a project with the Ingham County Drain Commissioner.

As requested, we have prepared Resolution 1 and Resolution 2 to begin this process and allow the Township assessment to be passed along to benefiting property owners. Resolution 1 directs the Department of Public Works and Engineering to develop a preliminary plan and develop costs. Resolution 2 tentatively declares the Townships Board's intention to make the public improvement and sets a date for a public hearing (September 15, 2015).

**Proposed Motion:**

**"Move to approve Daniel's Drain Improvements Special Assessment District Resolution No. 1, Resolution No. 1, initiating the assessment district, and ordering preliminary plans and an estimate of costs to be prepared; and move to tentatively approve Daniel's Drain Improvements Special Assessment District Resolution No. 2, tentatively declaring the Township Board's intention to petition the Ingham County Drain Commissioner to make the necessary drain improvements; and sets the Public Hearing for September 15, 2015 for the purpose of hearing objections to the petition, the improvement and the special assessment district of Daniel's Drain Improvements District."**

Attachments

**DANIELS DRAIN PUBLIC DRAIN IMPROVEMENTS  
SPECIAL ASSESSMENT DISTRICT NO. 2015-1**

**RESOLUTION NO. 1**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, Phone (517) 853-4000, on Tuesday, August 18, 2015 at 6:00 p.m.

**PRESENT:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_  
and supported by \_\_\_\_\_.

**WHEREAS**, the Township Board of the Charter Township of Meridian, Ingham County, Michigan, acting on a request from the **Walden Pond Condos, which is part of the Daniels Drain**, and on its own initiative, pursuant to Act 188, Public Acts of Michigan, 1954, as amended, deems it advisable and necessary for the public health, safety, and welfare of the Township and its inhabitants to **petition the Ingham County Drain Commissioner to make substantial improvements to both Walden Pond and the Daniels Drain, which would include, but not limited to: cleaning out, relocating, widening, deepening, and/or installing devices to purify and control the flow of the drain** to service the proposed special assessment district area described as:

**(SEE ATTACHED PROPERTY DESCRIPTION)**

**WHEREAS**, Meridian Township has received from Walden Pond Condos, a memo detailing adverse environmental and economic impacts caused by current conditions of Walden Pond, and a technical report which includes analysis and recommendations of the problems and potential solutions to improve the performance and long term viability of the adjacent pond; and,

**WHEREAS**, the Daniels Drain, is a Chapter 20 Drain which is maintained by the Ingham County Drain Commissioner's office (ICDC), and is fully funded by assessments on three public entities including the Township, Ingham County Road Department, and the Michigan Department of Transportation; and

**WHEREAS**, Meridian Township has met with representatives of Walden Pond Condos, Ingham County Drain Commission, and the Michigan Department of Transportation to discuss the conditions and needed improvement to Walden Pond; and

**WHEREAS**, the Township Board desires to proceed with this public drain improvement;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, AS FOLLOWS:**

1. The Township's Chief Engineer is hereby ordered to prepare preliminary plans showing the improvements, the location thereof and estimates of the cost thereof, pursuant to the project as previously set forth in this resolution.

**YEAS:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**STATE OF MICHIGAN)**  
                  ) ss.  
**COUNTY OF INGHAM )**

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, August 18, 2015.

\_\_\_\_\_  
Brett Dreyfus, CMMC, Township Clerk

**DANIELS DRAIN DRAINAGE DISTRICT**

Sections 22, 23, 26 & 27, T.4 N. -R.1 W., Meridian  
Township, Ingham County, Michigan

Beginning at a point on the North line of Section 26, T. 4 N.-R.1 W., Meridian Township, Ingham County, Michigan; which is 2281.31 feet, N. 00°-04'-21" W., of the Northwest corner of said section 26; thence continuing into Section 26, T.4 N.-R.1 W., Meridian Township, S. 02°-47'-23" E., 87.82 feet; thence N. 89°-46'-37" E., 150.16 feet; thence S. 00°-47'-06" E., 54.75 feet; thence N. 89°-49'-26" E., 20.13 feet; thence N. 09°-09'-50" E., 55.51 feet; thence N. 89°-46'-37" E., 87.82 feet; thence S. 60°-58'-36" E., 92.32 feet; thence S. 15°-24'-44" E., 99.95 feet; thence S. 29°-44'-42" W., 58.79 feet; thence S. 47°-51'-45" W., 88.50 feet; thence S. 18°-50'-46" E., 112.81 feet; thence S. 29°-33'-00" W., 109.86 feet; thence S. 89°-40'-27" W., 89.80 feet; thence S. 75°-48'-17" W., 75.50 feet; thence S. 12°-32'-22" W., 135.77 feet; thence S. 13°-43'-51" E., 91.37 feet; thence S. 85°-20'-51" E., 26.93 feet; thence S. 24°-02'-20" E., 41.55 feet; thence N. 89°-39'-22" E., 133.06 feet; thence S. 00°-22'-35" E., 298.13 feet; thence S. 73°-14'-27" W., 271.88 feet; thence N. 86°-49'-13" W., 70.42 feet; thence N. 64°-23'-52" W., 69.30 feet; thence N. 89°-34'-32" W., 175.79 feet; thence S. 59°-25'-15" W., 33.27 feet; thence N. 45°-00'-00" W., 139.95 feet; thence S. 39°-32'-10" W., 106.37 feet; thence S. 01°-45'-07" W., 553.64 feet; thence S. 32°-44'-06" W., 43.34 feet; thence N. 86°-43'-46" W., 136.94 feet; thence N. 64°-11'-54" W., 73.94 feet; thence N. 03°-05'-39" W., 32.16 feet; thence N. 77°-22'-27" W., 130.35 feet; thence S. 17°-49'-42" W., 105.68 feet; thence S. 89°-00'-21" W., 195.95 feet; thence N. 01°-55'-05" W., 86.56 feet; thence S. 88°-10'-54" E., 43.77 feet; thence N. 01°-08'-17" W., 104.88 feet; thence N. 89°-00'-13" W., 79.87 feet; thence N. 01°-29'-11" W., 75.86 feet; thence S. 89°-58'-24" E., 18.73 feet; thence N. 01°-49'-58" E., 215.16 feet; thence N. 52°-57'-52" E., 182.12 feet; thence N. 00°-25'-47" W., 104.10 feet; thence N. 43°-18'-44" W., 148.78 feet; thence N. 01°-02'-46" E., 618.16 feet; thence S. 86°-13'-36" E., 23.19 feet; thence N. 72°-51'-49" E., 109.01 feet; thence N. 06°-22'-25" W., 164.21 feet; thence N. 46°-32'-53" W., 68.16 feet; thence S. 89°-20'-56" W., 76.39 feet; thence S. 49°-23'-55" W., 48.02 feet; thence S. 89°-23'-42" W., 358.83 feet; thence S. 69°-40'-37" W., 149.96 feet; thence N. 86°-46'-08" W., 161.72 feet; thence S. 85°-36'-04" W., 101.86 feet; thence N. 00°-40'-25" E., 761.40 feet; thence N. 08°-08'-03" W., 210.44 feet; thence N. 88°-28'-32" W., 182.70 feet; thence S. 00°-14'-58" E., 538.71 feet; thence S. 34°-54'-41" W., 121.81 feet; thence S. 74°-13'-58" W., 115.00 feet; thence S. 48°-48'-51" W., 55.37 feet; thence S. 87°-59'-14" W., 407.80 feet; thence S. 00°-26'-51" E., 82.56 feet; thence N. 89°-06'-48" W., 75.40 feet; thence S. 01°-52'-05" W., 83.23 feet; thence N. 88°-28'-45" W., 362.77 feet; thence S. 82°-03'-24" W., 226.13 feet; thence S. 84°-51'-00" W., 304.62 feet; thence N. 13°-09'-27" W., 102.96 feet; thence N. 68°-05'-29" W., 129.12 feet; thence N. 00°-09'-52" W., 462.23 feet; thence S. 89°-18'-28" W., 32.54 feet; thence N. 01°-01'-51" E., 217.89 feet; thence N. 89°-18'-05" W., 106.78 feet; thence N. 00°-24'-33" W., 182.30 feet; thence W., 247.40 feet; thence N. 65°-29'-33" W., 97.31 feet; thence S. 86°-05'-18" W., 152.70 feet; thence S. 49°-13'-27" W., 162.45 feet; thence N. 82°-41'-53" W., 145.16 feet; thence N. 04°-59'-08" W., 184.02 feet; thence N. 84°-42'-37" E., 104.66 feet; thence N. 02°-33'-19" W., 208.39 feet; thence N. 51°-25'-37" E., 131.80 feet; thence S. 81°-25'-20" E., 180.14 feet; thence N. 85°-05'-52" E., 95.24 feet; thence N. 01°-48'-07" W., 91.69 feet; thence N. 82°-31'-23" W., 35.70 feet; thence N. 00°-38'-55" E., 105.08 feet; thence N. 89°-10'-49" E., 137.20 feet; thence N. 42°-40'-43" E., 75.99 feet; thence N. 84°-55'-05" E., 244.68 feet; thence N. 01°-29'-09" E., 86.07 feet; thence N. 85°-53'-21" E., 79.31 feet; thence S. 00°-56'-57" W., 121.82 feet; thence N. 88°-04'-23" E., 188.28 feet; thence S. 41°-05'-58" E., 24.33 feet; thence S. 164.06 feet; thence N. 89°-13'-17" E., 289.69 feet; thence N. 00°-30'-56" E., 538.13 feet; thence N. 85°-11'-58" E., 52.13 feet; thence N. 29°-27'-05" E., 34.56 feet; thence S. 72°-36'-49" E., 103.52 feet; thence S. 74°-28'-33" E., 97.30 feet; thence S. 76°-02'-00" E., 455.57 feet; thence N. 13°-39'-02" E., 125.06 feet; thence S. 79°-00'-35" E., 585.09 feet; thence N. 76°-15'-18" E., 62.11 feet; thence S. 53°-45'-06" E., 127.72 feet; thence N. 00°-10'-

21" E., 542.25 feet; thence N. 50°-22'-42" E., 363.44 feet; thence S. 88°-27'-07" E., 48.19 feet; thence N. 11°-42'-45" E., 109.04 feet; thence N. 01°-27'-01" W., 102.90 feet; thence N. 13°-26'-17" E., 151.28 feet; thence S. 79°-57'-47" E., 149.42 feet; thence S. 22°-47'-26" E., 168.07 feet; thence S. 87°-45'-15" E., 132.91 feet; thence S. 30°-20'-46" E., 258.55 feet; thence S. 24°-17'-23" W., 176.00 feet; thence S. 13°-08'-54" E., 203.78 feet; thence S. 19°-07'-15" W., 316.42 feet; thence S. 87°-09'-15" W., 56.38 feet; thence S. 214.41 feet; thence S. 80°-01'-47" E., 99.06 feet; thence N. 68°-11'-55" E., 64.51 feet; thence S. 74°-47'-31" E., 111.19 feet; thence S. 09°-30'-15" W., 19.58 feet; thence S. 77°-50'-49" E., 52.06 feet; thence S. 35°-16'-39" E., 20.43 feet; thence S. 13°-09'-13" W., 27.26 feet; thence S. 76°-54'-44" E., 32.23 feet; thence S. 24°-45'-09" E., 23.59 feet; thence S. 09°-54'-21" W., 110.48 feet; thence S. 77°-54'-19" E., 24.40 feet; thence S. 33°-41'-24" E., 61.97 feet; thence N. 79°-24'-31" E., 65.17 feet; thence S. 79°-01'-20" E., 158.63 feet; thence S. 00°-44'-16" E., 121.36 feet; thence N. 88°-28'-21" E., 39.08 feet; thence S. 81°-56'-44" E., 111.52 feet; thence S. 72°-23'-28" E., 125.68 feet; thence S. 33°-09'-09" E., 184.76 feet; thence N. 67°-06'-34" E., 101.76 feet; thence S. 71°-28'-40" E., 108.21 feet; thence S. 28°-03'-17" E., 98.56 feet; thence S. 01°-09'-04" W., 128.45 feet; thence N. 89°-14'-26" E., 76.37 feet; thence S. 81°-18'-23" E., 37.89 feet; thence N. 38°-07'-22" E., 65.65 feet; thence S. 68°-22'-28" E., 83.56 feet; thence S. 03°-37'-19" E., 40.12 feet; thence S. 41°-29'-17" E., 102.21 feet; thence S. 02°-02'-43" E., 131.33 feet; thence N. 86°-29'-34" W., 161.76 feet; thence N. 08°-13'-36" W., 87.36 feet; thence N. 51°-52'-12" W., 41.16 feet; thence S. 38°-39'-51" W., 16.54 feet; thence N. 68°-07'-46" W., 132.81 feet; thence S. 00°-29'-23" E., 75.27 feet; thence S. 18°-13'-02" W., 43.32 feet; thence S. 01°-47'-49" W., 132.88 feet; thence N. 68°-22'-27" E., 94.69 feet; thence S. 01°-14'-08" E., 52.72 feet; thence N. 89°-32'-34" E., 30.63 feet; thence S. 00°-37'-36" W., 94.94 feet; thence S. 89°-24'-50" W., 178.57 feet; thence S. 00°-40'-19" E., 54.08 feet; thence S. 07°-28'-55" E., 60.28 feet; thence S. 00°-48'-18" E., 161.21 feet to the point of beginning, containing 233.68 acres, more or less. Subject to easements, covenants, conditions, restrictions and/or reservations of record, if any.

**DANIELS DRAIN PUBLIC DRAIN IMPROVEMENTS  
SPECIAL ASSESSMENT DISTRICT NO. 2015-1**

**RESOLUTION NO. 2**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, Phone (517) 853-4000, on Tuesday, August 18, 2015, at 6:00 p.m.

**PRESENT:** \_\_\_\_\_

\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_

and supported by \_\_\_\_\_.

**WHEREAS**, the Township Board of the Charter Township of Meridian deems it advisable and necessary for the public health, safety, and welfare of the Township and its inhabitants to petition **the Ingham County Drain Commissioner** to install, operate and maintain the following described public drain improvement:

**Make substantial improvements to both Walden Pond and the Daniels Drain, which would include, but not limited to: cleaning out, relocating, widening, deepening, and/or installing devices to purify and control the flow of the drain;**

to service the proposed special assessment district area described as:

**(SEE ATTACHED PROPERTY DESCRIPTION)**

**WHEREAS**, the Daniels Drain, is a Chapter 20 Drain which is maintained by the Ingham County Drain Commissioner's office , and is fully funded by assessments on three public entities including the Township, Ingham County Road Department, and the Michigan Department of Transportation; and

**WHEREAS**, Meridian Township's share of these Chapter 20 Drains assessments is the largest of the three, and has been recently re-apportioned at 82.93%; and

**WHEREAS**, Meridian Township will defray the majority of the cost of Meridian Township's share of this public drain improvement by special assessment against the properties specially benefitted thereby:

**(SEE ATTACHED PROPERTY DESCRIPTION)**

**WHEREAS**, the Township Board has caused to be prepared by the Township's Chief Engineer, preliminary plans showing the improvement and location thereof and an estimate of the cost thereof; in accordance with a resolution of the Township Board pursuant to Act 188, Public Acts of Michigan, 1954, as amended; and

**WHEREAS**, the same has been received by the Township Board; and

**WHEREAS**, the Township Board desires to proceed further with the improvements;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, AS FOLLOWS:**

1. preliminary plans showing the improvement and location thereof and an estimate of the cost thereof be filed with the Township Clerk and be available for public examination.

2. The Township Board tentatively declares its intention to petition the Ingham County Drain Commissioner to install, operate and maintain the following described public drain improvement:

**Make substantial improvements to both Walden Pond and the Daniels Drain, which would include, but not limited to: cleaning out, relocating, widening, deepening, and/or installing devices to purify and control the flow of the drain;**

3. There is hereby tentatively designated a special assessment district against which Meridian Township's share of the cost of said improvement is to be assessed, consisting of the lots and parcels of land described as:

**(SEE ATTACHED PROPERTY DESCRIPTION)**

4. The Township Board shall meet in the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI on Tuesday, September 15, 2015 at 6:00 p.m. at which time and place the Township Board will hear objections to the improvement and to the special assessment district therefore. All objections must be filed in writing.

5. The Township Clerk is hereby ordered to cause notice of such hearing and the fact that the Township Board is proceeding on its own initiative to be published twice prior to said hearing in a newspaper of general circulation in the Township, the first publication to be at least ten (10) days before the time of the hearing, and pursuant to Act 188, Public Acts of Michigan, 1954, as amended, shall cause said notice to be mailed by first class mail to all record owners of, or parties in interest in, property in the special assessment district, at the addresses shown on the current tax records of the Township, at least ten (10) full days before the date of said hearing.

6. Said notice shall be in substantially the following form: (See Attached)

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

**ADOPTED:**

**YEAS:** \_\_\_\_\_  
\_\_\_\_\_

**NAYS:** \_\_\_\_\_  
Resolution declared adopted.

**STATE OF MICHIGAN)**  
    ) ss.  
**COUNTY OF INGHAM )**

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, August 18, 2015.

\_\_\_\_\_  
Brett Dreyfus, CMMC, Township Clerk

**DANIELS DRAIN PUBLIC DRAIN IMPROVEMENT  
SPECIAL ASSESSMENT DISTRICT NO. 2015-1**

**NOTICE OF HEARING**

**TO THE RECORD OWNERS OF, OR PARTIES IN INTEREST IN, THE FOLLOWING PROPERTY  
CONSTITUTING THE PROPOSED SPECIAL ASSESSMENT DISTRICT:**

**(SEE ATTACHED PROPERTY DESCRIPTION)**

**PLEASE TAKE NOTICE** that the Township Board of the Charter Township of Meridian, acting on a request from the Walden Pond Condos, which is part of the Daniels Drain and on its own initiative, pursuant to Act 188, Public Acts of Michigan, 1954, as amended, has determined to **petition the Ingham County Drain Commissioner** to make the following described public drain improvements:

**Make substantial improvements to both Walden Pond and the Daniels Drain, which would include, but not limited to: cleaning out, relocating, widening, deepening, and/or installing devices to purify and control the flow of the drain;**

and to defray Meridian Township's share of the cost thereof by special assessment against the properties specially benefitted thereby..

Plans and estimates have been prepared and are on file with the Township Clerk for public examination.

**TAKE FURTHER NOTICE** that the Township Board will meet Tuesday, September 15, 2015, at 6:00 p.m. at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, for the purpose of hearing objections to the improvement and the special assessment district therefore. The Township Board is also interested in hearing those that favor the proposed project.

Appearance and protest at the hearing in the special assessment proceedings is required in order to appeal the amount of the special assessment to the state tax tribunal. Your personal appearance at the hearing is not required, but you or your agent may appear in person at the hearing and protest the special assessment. To make an appearance and protest, you must file your written objections by letter or other writing with the Township Clerk before the close of this hearing. The owner or any person having an interest in the real property may file a written appeal of the special assessment with the state tax tribunal with 30 days after the confirmation of the special assessment roll if that person appeared and protested the special assessment at this hearing.

**"FOR PURPOSES OF THIS HEARING, THE AMOUNT TO BE ASSESSED AGAINST YOUR PROPERTY IS ESTIMATED TO BE \$ \_\_\_\_\_."**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Brett Dreyfus, CMMC, Township Clerk  
CHARTER TOWNSHIP OF MERIDIAN

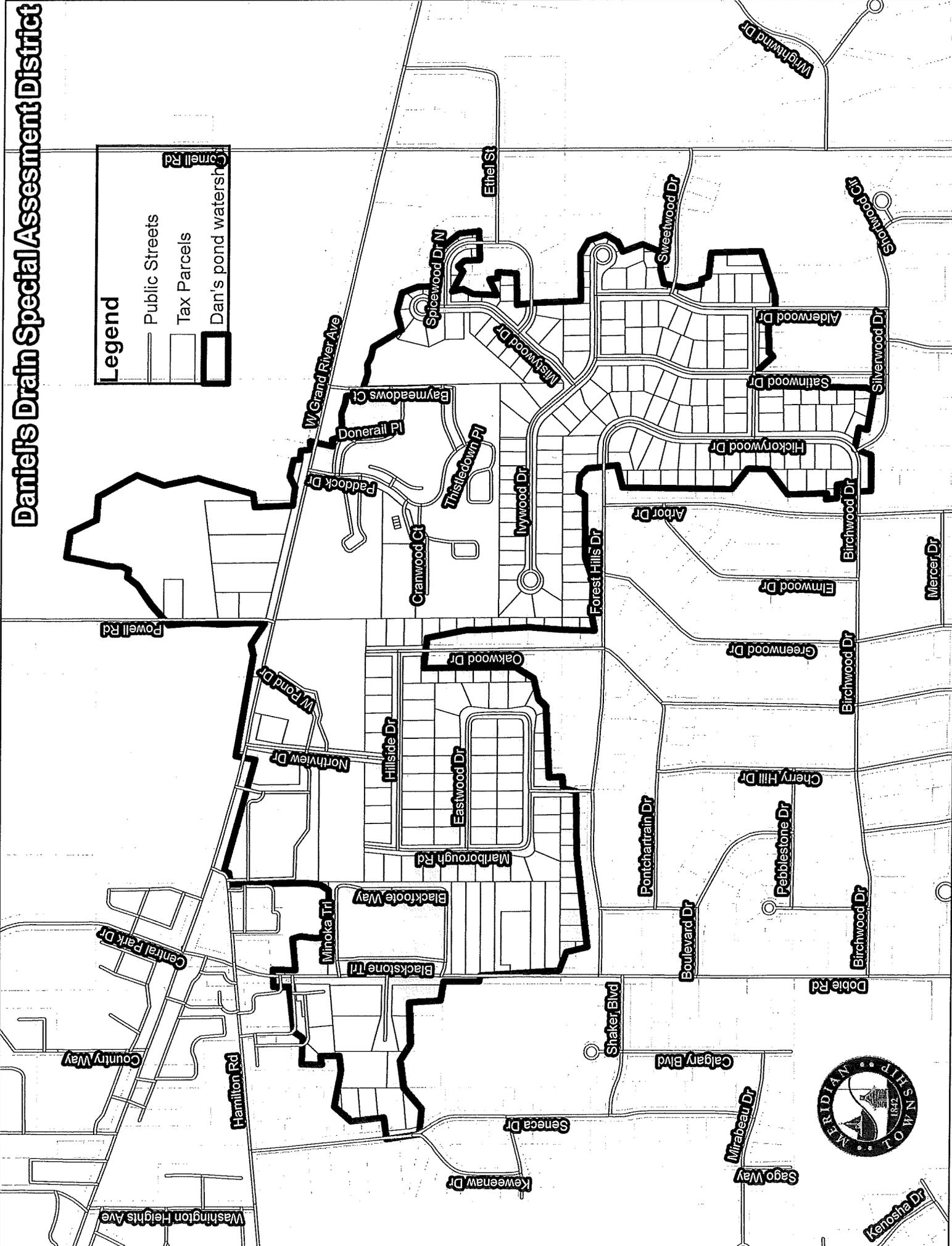
# Daniell's Drain Special Assessment District

**Legend**

-  Public Streets
-  Tax Parcels
-  Dan's pond watershed

**Legend**

-  Public Streets
-  Tax Parcels
-  Dan's pond watershed



# Daniel's Drain Assessment Roll

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-404-003	CAPITAL AREA SCHOOL EMP CR UNION	4316 S PENNSYLVANIA AVE	\$81.51	0.03	M 22-30-9 BEG IN INT OF CEN LI OF DOBIE RD WITH CEN OF HAMILTON RD TH WLY ALG CEN LI OF HAMILTON RD 283.14 FT SLY PLL WITH 1/4 LI 283.15 FT E'LY PLL WITH CEN LI OF HAMILTON RD 283.14 FT TO CEN LI OF DOBIE RD N ALG CEN LI OF DOBIE RD 283.15 FT TO PT OF
33-02-02-22-404-010	SP INVESTMENTS LTD PTRNSHP	4665 DOBIE RD SITE 130	\$15,468.74	0.95	COM @ INT OF C/L OF HAMILTON RD & NS 1/4 LN SEC 22 -N 84 DEG 51'15"E 630.99 FT ON C/L HAMILTON RD TO C/L DOBIE RD -S 0 DEG 15'00"W 283.15 FT TO POB -S 0 DEG 15'00"E ON C/L 50.22 FT -S 84 DEG 51'15"W 130.13 FT -S 04 DEG 58'30"E 25.52 FT -S 85 DEG 01'30"W
33-02-02-22-404-011	SP INVESTMENTS LTD PTRNSHP	4665 DOBIE RD, SITE 130	\$13,581.60	0.95	COM @ INT OF C/L HAMILTON RD & NS 1/4 LN SEC 22 -N 84 DEG 51'15"E 630.99 FT ON C/L TO C/L DOBIE RD -S 0 15'00"W ON C/L DOBIE RD 333.37 FT TO POB -CONT ON C/L S 0 DEG 15'00"W 196.76 FT -S 85 DEG 01'30"W 266.09 FT -N 04 DEG 58'30"W 138.53 FT -N 85 DEG 01'
33-02-02-22-426-007	T S & P LLC	1862 W GRAND RIVER	\$8,401.57	0.83	M22-19 BEG 24 RDS S OF E 1/4 POST OF SEC 22, - W PLL WITH E & W 1/4 LINE 321 FT. - S PLL WITH E LINE OF SAID SEC TO CEN LINE OF GRAND RIVER RD - SE'LY ALONG SAID CEN LINE TO E LINE OF SAID SEC - N'LY ALONG SAID E SEC LINE TO BEG ON SE 1/4 OF SEC 22, T4N R

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-427-008	LTG NORTHVIEW LLC	1111 MICHIGAN AVE STE 300	\$23,339.58	1.15	M22-20-4 COM @ THE SE COR OF SEC 22 -N 0 DEG 24'31"W, ALONG E SEC LN 1109.1 FT -W 810.26 FT -N 05 DEG 22'E, ALONG RAW LN OF NORTH VIEW DR 376.65 FT TO POB -W 160.78 FT -N 0 DEG 18' 45"W, 231.38 FT -N 12 DEG 57'43"E, 125 FT TO THE C/L OF GRAND RIVER AVE.
33-02-02-22-427-009	GOFF FAMILY REAL ESTATE LLC	2347 SAPPHIRE LANE	\$96,556.87	6.33	M22-20-4 COM @ THE SE COR SEC 22 -N 0 DEG 24'31"W, ALONG E SEC LN 1109.1 FT -W 810.26 FT -N 05 DEG 22'E, ALONG WLY RAW LN NORTH VIEW DR 266.16 FT TO POB. -W 696.31 FT -N 00 DEG 18'45"W 515.91 FT TO C/L OF HAMILTON RD -N 85 DEG 21'24"E, 282.32 FT -ALONG
33-02-02-22-428-002	THE PONDS COOPERATIVE HOMES INC	1555 WEST POND #22	\$98,488.01	9.15	M22-20 E 88.79 A OF SE 1/4 EXC COM AT E 1/4 POST OF SEC 22 - W 742 FT - S 788 FT TO N LINE OF US-16 HWY - E ALONG N LINE OF US-16 HWY TO E SEC LINE OF SEC 22 - N TO BEG & EXC COM AT A PT 1123 3/4 FT W OF E 1/4 POST - W 351 FT - S 748 FT TO CEN OF OLD OKE
33-02-02-22-451-002	1720 ASSOCIATES	885 TANGLEWOOD	\$4,941.22	1.11	MP 6870 LOT 5 CHIEF OKEMOS SUBDIVISION.
33-02-02-22-451-003	1710 CHIEF OKEMOS LLC	126 SOUTH PUTNAM STR	\$10,639.34	1.14	MP 6871 LOT 6 CHIEF OKEMOS SUBDIVISION.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-452-011	1741 CHIEF OKEMOS CIRCLE LLC	126 SOUTH PUTNAM STR	\$24,034.63	0.4	MP 6868 LOT 3 CHIEF OKEMOS SUBDIVISION.
33-02-02-22-453-001	CHIEF OKEMOS APARTMENTS LLC	1390 E GRAND RIVER AVE	\$2,787.31	0.36	MP 6867 LOT 2 CHIEF OKEMOS SUBDIVISION.
33-02-02-22-453-002	1705 CHIEF OKEMOS LLC	126 SOUTH PUTNAM STR	\$8,928.81	0.78	MP 6866 LOT 1 CHIEF OKEMOS SUBDIVISION.
33-02-02-22-455-010	MICHIGAN TREE APARTMENTS LLC	4795 EAST MILHAM AVE	\$90,763.46	8.44	M22-30-5 M22-30-5-2 & M22-30-5-3 BEG AT PT IN CEN LN OF DOBIE RD WHICH IS S 530 FT FROM INT OF DOBIE & HAMILTON RDS- E 528 FT - S 706.18 FT-W 528 FT-N 706.25 FT TO BEG ON SE 1/4 SEC 22 T4NR1W
33-02-02-23-301-002	PERNA, GAETANO	13419 GOLDFINCH DRIVE	\$27,505.39	10.39	M23-9 & 23-10-1 S 18 A OF W 1/2 OF NW 1/4 - 18 A ALSO W 1 A. OF NE 1/4 OF SW 1/4 OF SEC 23 ALSO W 1/2 OF SW 1/4 N OF US-16 HWY - EXC BEG AT INT OF N LINE OF US-16 HWY & W LINE OF SEC - N 270 FT - N 83 DEG E 673 FT - STON LINE OF US-16 - NWLY TO BEG. A
33-02-02-23-301-004	GOLF STORE HOME LLC	1492 GRAND RIVER	\$7,132.92	0.61	M23-12-3 BEG AT INTER OF NLY LINE OF US-16 HWY & W LINE OF SEC 23 - N 152.68 FT - E 156.07 FT - S 188 FT TO NLY LINE OF US-16 HWY AT PT 158 FT FROM BEG - N 77 DEG W 158 FT TO BEG, ON SW 1/4 OF SEC. 23, T4N R1W.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description

33-02-02-23-301-007  
 BUEHLER, FRIEDRICH A  
 1448 W GRAND RIVER  
 \$6,646.16  
 1.91  
 M23-11 BEG AT A PT ON N LINE OF US-16 HWY THAT IS 483 FT E OF W LINE OF SEC 23 - N 439 FT - E 190 FT - S 507 FT TO N LINE OF US-16 HWY - NWLY ALONG US-16 HWY 192 FT TO BEG ON SW 1/4 OF SEC 23, T4N R1W.

Tax Parcel Number: 33-02-02-23-301-010  
 Owner Name: CROSSROADS INVESTMENT INC  
 Address: 209 BAKER ST  
 Estimated Assessment: \$4,733.05  
 Total Acreage: 1.35  
 Parcel Legal Description: COM @ THE W 1/4 COR SEC 23 - S 0 DEG 13'48"W, ON W SEC LN 963.01 FT - S 76 DEG 27'00"E, ON NLY R/W LN OF GRAND RIVER AVE 158 FT TO THE P.O.B. - N 0 DEG 45'35"E, 323.84 FT - N 83 DEG 37'30"E, 165.71 FT - S 0 DEG 20'04"W, 382.40 FT - N 76 DEG 27'W, ON NLY R

Tax Parcel Number: 33-02-02-23-351-002  
 Owner Name: MERIDIAN MEADOWS LLC  
 Address: 4555 PADDOCK DR  
 Estimated Assessment: \$227,874.21  
 Total Acreage: 20.91  
 Parcel Legal Description: M23-13-1 BEG ON CEN LINE OF M-43 HWY. 1014 FT S 00 DEG 20' 04" W & 859.50 FT S 76 DEG 27' 00" E OF W 1/4 COR OF SEC 23, TH. ALONG SAID M-43 CEN LINE S 76 DEG 27' 00" E 501.10 FT TO W N & S 1/8 LINE OF SEC 23 - S 00 DEG 10' 00" W 958.88 FT ALONG SAID 1/8

Tax Parcel Number: 33-02-02-23-351-005  
 Owner Name: THE PONDS COOPERATIVE HOMES INC  
 Address: 1555 WEST POND #22  
 Estimated Assessment: \$101,191.60  
 Total Acreage: 9.23  
 Parcel Legal Description: M23-13 BEG AT PT ON W SEC LN IN C/L OF M-43 HWY S 0 DEG 20'04"W 1014 FT FROM W 1/4 COR OF SEC 23 -S 76 DEG 27'E 833.5 FT ALNG SD C/L -S 13 DEG 33'W 95 FT -SLY 146.26 FT ALNG CURVE TO LEFT RADIUS OF 433 FT CHD BRG S 3 DEG 52' 23"W 145.57 FT -SLY 140.95

Tax Parcel Number: 33-02-02-22-379-006  
 Owner Name: WEAVER FAMILY TRUST  
 Address: 4622 SENECA DR  
 Estimated Assessment: \$2,580.88  
 Total Acreage: 0.09  
 Parcel Legal Description: MP 5993 LOT 6 SUPERVISOR'S PLAT OF SENECA DRIVE.

Tax Parcel Number: [Blank]  
 Owner Name: [Blank]  
 Address: [Blank]  
 Estimated Assessment: [Blank]  
 Total Acreage: [Blank]  
 Parcel Legal Description: [Blank]

MP 5994 LOT 7 SUPERVISOR'S PLAT OF  
SENECA DRIVE.

0.41

\$2,580.88

4606 SENECA DR

RAO, DINESH K  
& SHANTHERI K

33-02-02-22-379-  
007

MP 5995 LOT 8 SUPERVISOR'S PLAT OF  
SENECA DRIVE.

0.41

\$2,580.88

4598 SENECA

WEISS,  
CHRISTOPHER R  
& THERESA

33-02-02-22-379-  
008

MP 5996 LOT 9 SUPERVISOR'S PLAT OF  
SENECA DRIVE.

0.77

\$2,580.88

4590 SENECA

HENKEL, LOUIS  
G

33-02-02-22-379-  
009

MP 5987 LOT 33 NAVAJO RIDGE.

0.32

\$2,580.88

4584 SENECA DR

CORKIN, HELEN  
S &

33-02-02-22-379-  
010

MP 5138 LOT 206 FOREST HILLS  
SUBDIVISION NO. 3.

0.37

\$2,580.88

4590  
MARLBOROUGH  
RD

LEPESCHKIN,  
LUDMILLA F &

33-02-02-22-427-  
003

MP 5139 LOT 207 FOREST HILLS  
SUBDIVISION NO. 3.

0.34

\$2,580.88

1600 HILLSIDE  
DR

PAYNE, DENNIS  
& JANICE  
(TRUST)

33-02-02-22-427-  
004

MP 5140 LOT 208 FOREST HILLS  
SUBDIVISION NO. 3.

0.35

\$2,580.88

1590 HILLSIDE  
DR

SHAHEEN,  
CAROLA

33-02-02-22-427-  
005

MP 5141 LOT 209 ENTIRE & THAT PART  
OF LOT 210 LYING WLY OF  
FOLLOWING DESC: COM. AT NE COR.  
OF LOT 210, S. 5 DEG. 22' W 150.65 FT

0.46

\$2,580.88

1580 HILLSIDE  
DR

ADLER, ARI BEN

33-02-02-22-427-  
006

TO S. LINE OF LOT 210 AT A PT. 13 FT.  
 W OF SE COR. OF LOT 210, W. 60.26 FT,  
 N. 5 DEG. 22' E. 150.65 FT, E. 60.26 FT.  
 TO BEG.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-428-003	BEECH, TIMOTHY L & BARBARA A	1568 HILLSIDE DR	\$2,580.88	0.4	MP 5143 LOT 211 & THAT PART OF ELY PORTION OF LOT 210 NOT HERETOFORE CONVEYED FOR HWY. PURPOSES FOREST HILLS SUBDIVISION NO. 3
33-02-02-22-428-004	GLEASON, CRYSTAL MARIE	1558 HILLSIDE	\$2,580.88	0.38	MP 5144 LOT 212 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-428-005	JIANG, DANIEL &	1546 HILLSIDE DR	\$2,580.88	0.35	MP 5145 LOT 213 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-428-006	MOFFETT, THOMAS	1536 HILLSIDE DR	\$2,580.88	0.34	MP 5146 LOT 214 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-428-007	MC CARTHY, KRISTY K	1526 HILLSIDE	\$2,580.88	0.42	MP 5020 LOT 178 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-22-455-004	FAGAN, PATSY J	4562 DOBIE RD	\$2,580.88	0.99	M22-30-6-2 BEG ON CEN LINE OF DOBIE RD AT PT 32.5 RDS N OF S LINE OF SEC 22 - E 32 RDS PLL WITH S LINE OF SEC 22 - N 5 RDS - W 32 RDS - S 5 RDS TO BEG ON SE 1/4 OF SEC 22, T4N R1W.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-455-005	HILLIKER, KEVIN T & LAUREL	4554 DOBIE RD	\$2,580.88	1	M22-30-6-1 BEG ON CEN LINE OF DOBIE RD FORMERLY KNOWN AS BARNEY RD AT PT 463.75 FT N OF S LINE OF SEC 22, - E 32 RDS PLL WITH SAID S SEC LINE - N 82.5 FT - W 32 RDS TO CEN LINE OF DOBIE RD - S 82.5 FT TO BEG ON SE 1/4 OF SEC 22, T4N R1W.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-455-006	LEONE, JOHN	4544 DOBIE RD	\$2,580.88	1	M22-30-6 BEG ON CEN LINE OF DOBIE RD FORMERLY KNOWN AS BARNEY RD 22.5 RDS. N FROM S LINE OF SEC 22 - E 32 RD N 5 RDS - W 32 RDS TO CEN LINE OF DOBIE RD - S 5 RDS TO BEG ON SE 1/4 OF SEC 22, T4N R1W.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-455-008	YONKE, LOUIS L & JEAN MULLIN	4510 DOBIE RD	\$2,580.88	0.97	M22-32 BEG AT PT 5 RDS N OF S SEC LINE IN CEN OF DOBIE RD - N 5 RDS - E 32 RDS - S 5 RDS - W TO BEG ON SE 1/4 OF SEC. 22, T4N R1W - 1 A.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-455-009	SHAW, BRADLEY T & ESTHER C	4504 DOBIE RD	\$2,580.88	0.96	M22-32-1 COM IN S SEC LINE AT ITS INT WITH CEN OF DOBIE RD, -N 5 RDS -E 32 RDS -S 5 RDS -W 32 RDS TO BEG ON SE 1/4 OF SEC 22, T4NR1W - 1 A.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-455-012	MISTRY, KEKI & PHYLLIS	4530 DOBIE RD	\$2,580.88	1.3	M22-30-3 COM @ S 1/4 COR SEC 22 -S 89 DEG 46' 40" E ON S SEC LN 627.48 FT -N 0 DEG 02" W ON C/L DOBIE RD 165 FT TO POB -N 0 DEG 02" W ON C/L 116.25 FT -S 89 DEG 46' 40" E 58 FT -N 0 DEG 02" W 55 FT -S 89 DEG 46' 40" E 300 FT -S 0 DEG 02" E 171.25 FT -N 89
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-001	SEGGERSON, TIMOTHY	4597 MARLBOROUGH RD	\$2,580.88	0.41	MP 5137 LOT 205 EXC. S 2 FT. FOREST HILLS SUBDIVISION NO. 3.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-002	SESNIAK, CHARLES R & JENNIFER M	4585 MARLBOROUGH	\$2,580.88	0.35	MP 5136 LOT 204 ENTIRE & S 2 FT. OF LOT 205 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-003	LAVIRE, RANDALL & KAREN	392 HASLETT RD	\$2,580.88	0.41	MP 5135 LOT 203 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-004	LAETZ, RANDALL P	4565 MARLBOROUGH RD	\$2,580.88	0.34	MP 5134 LOT 202 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-005	MANTURUK, EDWARD P	4555 MARLBOROUGH	\$2,580.88	0.34	MP 5133 LOT 201 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-006	SELOVER, HOWARD B &	12419 DOWNES ST NE	\$2,580.88	0.34	MP 5132 LOT 200 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-007	LOWE, CURT & ANNA	4539 MARLBOROUGH	\$2,580.88	0.34	MP 5131 LOT 199 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-008	RODRIGUEZ, TONYA LYNN	4529 MARLBOROUGH RD	\$2,580.88	0.34	MP 5130 LOT 198 FOREST HILLS SUB #3

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-456-009	VEITH, JOHN P & KATHLEEN	4521 MARLBOROUGH	\$2,580.88	0.34	MP 5129 LOT 197 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-456-010	BROWN, LAUREN M & TRHILE K	4517 MARLBOROUGH	\$2,580.88	0.59	MP 5128 LOT 196 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-456-011	HARPER, GARY L AND LAI W	4513 MARLBOROUGH RD	\$2,580.88	0.44	MP 5127 LOT 195 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-456-012	DAVIS, KRISTIN M &	4509 MARLBOROUGH RD	\$2,580.88	0.35	MP 5126 LOT 194 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-456-013	SWITZER, DAVID A & JEANETTE M	4505 MARLBOROUGH RD	\$2,580.88	0.35	MP 5125 LOT 193 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-476-001	NOVOTNY, MILDRED	4540 MARLBOROUGH RD	\$2,580.88	0.35	MP 5171 LOT 239 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-476-002	DUNCAN, KATHLEEN H	4557 EASTWOOD DR	\$2,580.88	0.35	MP 5170 LOT 238 FOREST HILLS SUBDIVISION NO. 3.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-003	WELCH, CLAUDE &	8131 N MICHIGAN RD	\$2,580.88	0.34	MP 5169 LOT 237 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-004	WOLFE, ADAM & MARISSA	31724 GLENCOE DR	\$2,580.88	0.35	MP 5168 LOT 236 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-005	FLEMING II, RAYMOND J & GALE A	4551 EASTWOOD DR	\$2,580.88	0.35	MP 5167 LOT 235 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-006	GESKE, JOHN G & BARBARA B	4547 EASTWOOD DR	\$2,580.88	0.34	MP 5166 LOT 234 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-007	HAWLEY, FREDERICK J & SARAH	4543 EASTWOOD DR	\$2,580.88	0.36	MP 5165 LOT 233 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-008	STORY, DONN L & QUEENDA	4526 MARLBOROUGH RD	\$2,580.88	0.34	MP 5172 LOT 240 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-009	ANDERSON, KRISTIN K	PO BOX 1366	\$2,580.88	0.35	MP 5173 LOT 241 FOREST HILLS SUBDIVISION NO. 3.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-476-010	ANDREWS, VINCENT P &	4508 MARLBOROUGH RD	\$2,580.88	0.34	MP 5174 LOT 242 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-476-011	BOUTNI, LAURA C	4507 EASTWOOD DR	\$2,580.88	0.35	MP 5175 LOT 243 EXC. E 2 FT. FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-476-012	STOW, GARY W & BRENDA L	4511 EASTWOOD DR	\$2,580.88	0.34	MP 5175-1 MP 5176 E 2 FT. OF LOT 243 & LOT 244 EXC. E. 1 FT. FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-476-013	POSSANZA, JEFFREY & ROSEMARY	4515 EASTWOOD	\$2,580.88	0.34	MP 5177 LOT 245 & E. 1 FT. OF LOT 244 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-476-014	CHEN, SHU I	4519 EASTWOOD DR	\$2,580.88	0.36	MP 5178 LOT 246 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-001	HOWARD, DAN & CHRISTINE	4572 MARLBOROUGH RD	\$2,580.88	0.41	MP 5155 LOT 223 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-002	MARLETT, MARK E & LESLIE	1605 HILLSIDE DR	\$2,580.88	0.42	MP 5154 LOT 222 FOREST HILLS SUBDIVISION NO. 3.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-003	THRUSH, JOHN J & DIANA	1595 HILLSIDE DR	\$2,580.88	0.41	MP 5153 LOT 221 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-004	OBERG, KEITH	1585 HILLSIDE	\$2,580.88	0.42	MP 5152 LOT 220 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-005	MORSE, JEFFERY E	1577 HILLSIDE DR	\$2,580.88	0.41	MP 5151 LOT 219 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-006	EARLEY, ROBERT D & JEAN E	1567 HILLSIDE DR	\$2,580.88	0.41	MP 5150 LOT 218 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-007	BINDER, TECLA E &	4397 STONEYCROFT	\$2,580.88	0.41	MP 1549 LOT 217 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-008	MC DANIEL, CARL D	1547 HILLSIDE DR	\$2,580.88	0.48	MP 5148 LOT 216 ENTIRE & W 15 FT. OF LOT 215 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-009	GROSSMAN, GLENN R	1537 HILLSIDE DR	\$2,580.88	0.39	MP 5147 LOT 215 EXC. W. 15 FT. FOREST HILLS SUBDIVISION NO. 3.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-010	BADRA, YOUSIF A	4558 MARLBOROUGH RD	\$2,580.88	0.35	MP 5156 LOT 224 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-011	TELFER, MARY K	4556 EASTWOOD DR	\$2,580.88	0.34	MP 5157 LOT 225 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-012	CRICHTON, CHRISTIE L	4554 EASTWOOD DR	\$2,580.88	0.34	MP 5158 LOT 226 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-013	STEVENS, A DENISE	4552 EASTWOOD DR	\$2,580.88	0.35	MP 5159 LOT 227 EXC. E 1 FT. THEREOF FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-014	RENWASSER, LOUIS B &	4550 EASTWOOD DR	\$2,580.88	0.34	MP 5159-1 5160 E. 1 FT. OF LOT 227 & LOT 228 ENTIRE FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-015	MONROE, VICKI LYNN	4546 EASTWOOD DR	\$2,580.88	0.35	MP 5161 LOT 229 FOREST HILLS SUBDIVISION NO. 3.
33-02-02-22-477-016	MC DOUGALL, GEORGE & CAREY	4542 EASTWOOD DR	\$2,580.88	0.48	MP 5162 LOT 230 FOREST HILLS SUBDIVISION NO. 3.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-017	SANTONE, ANTOINETTE M	4538 EASTWOOD DR	\$2,580.88	0.68	MP 5163 LOT 231 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-018	HAYES, TIMOTHY J	4534 EASTWOOD DR	\$2,580.88	0.41	MP 5164 LOT 232 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-019	WALDMAN, EVELYN	4530 EASTWOOD DR	\$2,580.88	0.37	MP 5179 LOT 247 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-020	CIMMERER, MARK & AMY	2585 HUMMINGBIRD	\$2,580.88	0.42	MP 5180 LOT 248 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-021	CLAUSEN, MARY L	4522 EASTWOOD DR	\$2,580.88	0.2	MP 5120 LOT 188 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-022	O'FARRELL, PAMELA A	4518 EASTWOOD DR	\$2,580.88	0.16	MP 5121 LOT 189 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-023	SCHENKER, PENNY L	4514 EASTWOOD	\$2,580.88	0.17	MP 5122 LOT 190 FOREST HILLS SUBDIVISION NO. 3.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-024	HETTIGER, PATRICIA	4512 EASTWOOD DR	\$2,580.88	0.19	MP 5123 LOT 191 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-025	LUTER, FRANK A & RUTH A	4506 MARLBOROUGH RD	\$2,580.88	0.28	MP 5124 LOT 192 FOREST HILLS SUBDIVISION NO. 3.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-026	FITCH, CHARLES W & JANE A	4579 OAKWOOD DR	\$2,580.88	0.35	MP 5021 LOT 179 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-027	BRONSON, ALLAN G & JANET E	4569 OAKWOOD	\$2,580.88	0.22	MP 5022 LOT 180 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-028	WATRAILL, ETHAN C &	4559 OAKWOOD DR	\$2,580.88	0.19	M 5023 LOT 181 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-029	BAKKER- ARKEMA, F W & PAULA	4549 OAKWOOD DR	\$2,580.88	0.19	MP 5024 LOT 182 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-030	BRYDE TRUST, EVELYN S	4541 OAKWOOD DR	\$2,580.88	0.19	MP 5025 LOT 183 FOREST HILLS SUBDIVISION NO. 2.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-031	SALEHI, HABIB & JOAN	4531 OAKWOOD DR	\$2,580.88	0.19	MP 5026 LOT 184 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-032	STEFFEL, ANDREW & SUSAN	4521 OAKWOOD DR	\$2,580.88	0.17	MP 5027 LOT 185 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-477-033	JOHNSON, BRANT	4515 OAKWOOD DR	\$2,580.88	0.04	MP 5028 LOT 186 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-478-001	TERRY, KENNETH &	4600 OAKWOOD DR	\$2,580.88	0.39	MP 5019 LOT 177 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-478-002	CHALLA, ANU R	4590 OAKWOOD DR	\$2,580.88	0.36	MP 5018 LOT 176 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-478-003	SCOFES, GEORGE STEPHEN	4580 OAKWOOD DR	\$2,580.88	0.35	MP 5017 LOT 175 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-478-004	JOHNSON, ZACHARY Q. & KATRINA	4570 OAKWOOD DR	\$2,580.88	0.27	MP 5016 LOT 174 FOREST HILLS SUBDIVISION NO. 2.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-478-005	BEADERSTADT, RICHARD E &	4560 OAKWOOD DR	\$2,580.88	0.2	MP 5015 LOT 173 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-22-478-006	GILBERT, KARL &	4550 OAKWOOD	\$2,580.88	0.16	MP 5014 LOT 172 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-22-478-007	PETERS, SUSAN J	4542 OAKWOOD DR	\$2,580.88	0.15	MP 5013 LOT 171 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-22-478-008	LAMMERS, DONALD & GIOVANNA	4532 OAKWOOD DR	\$2,580.88	0.15	MP 5012 LOT 170 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-22-478-009	KEITH, DANNY C & JENNIFER	4522 OAKWOOD DR	\$2,580.88	0.13	MP 5011 LOT 169 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-22-478-010	STEBBINS, BONNIE J	4516 OAKWOOD DR	\$2,580.88	0.13	MP 5010 LOT 168 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-22-478-011	HUGHES, PATRICIA D	4506 OAKWOOD DR	\$2,580.88	0.15	MP 5009 LOT 167 FOREST HILLS SUBDIVISION NO. 2.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description:
33-02-02-23-301-001	SEM, JUIEN	2440 SOWER BLVD	\$2,580.88	0.59	M23-9-2 BEG ON W LINE OF SEC 23 AT PT 470 FT N OF N LINE OF GRAND RIVER AVE - N ALONG SAID W SEC LINE 110 FT - E 233 FT - S 110 FT - W 233 FT TO BEG ON SW 1/4 OF SEC 23, T4N R1W.
33-02-02-23-301-003	BECKETT JR, FREDERICK W	4684 POWELL RD	\$2,580.88	0.45	M23-12-2 BEG 152.68 FT N OF INTER OF NLY LINE OF US-16 HWY & W LINE OF SEC 23 - N 117.32 FT - N 83 DEGE E 158 FT - S 136.6 FT - W 156.07 FT TO BEG., ON SW 1/4 OF SEC 23, T4N R1W.
33-02-02-23-352-001	DAVENPORT, BEVERLY	7530 PARKWOOD DR	\$2,580.88	0.88	Parcel Legal Description UNIT 1 THE TREETOPS CONDOMINIUM
33-02-02-23-352-002	KABEER, AHMAD & SAJEDA	1442 TREETOP	\$2,580.88	0.88	Parcel Legal Description UNIT 2 THE TREETOPS CONDOMINIUM
33-02-02-23-352-003	STOCK, MICHAEL J	1446 TREETOP DR	\$2,580.88	0.01	Parcel Legal Description UNIT 3 THE TREETOP CONDOMINIUM
33-02-02-23-352-004	LAING, ALAN R	1444 TREETOP DR	\$2,580.88	0.01	Parcel Legal Description UNIT 4 THE TREETOPS CONDOMINIUM
33-02-02-23-352-005	HDI BUILDERS INC	4217 OKEMOS RD	\$2,580.88	0.01	Parcel Legal Description UNIT 5 THE TREETOPS CONDOMINIUM

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-002	LI, HAIRONG &	1415 IVYWOOD DR	\$2,580.88	0.33	LOT 2 CORNELL WOODS NORTH, BEING A PART OF RE-PLATTED LOT 30 CORNELL WOODS #1
33-02-02-23-353-003	Owner Name: VAIL, LUCY & ROGER	Address: 1417 IVYWOOD	Estimated Assessment: \$2,580.88	Total Acreage: 0.27	Parcel Legal Description LOT 3 CORNELL WOODS NORTH
33-02-02-23-353-004	Owner Name: CHEN, JIN &	Address: 1423 IVYWOOD DR	Estimated Assessment: \$2,580.88	Total Acreage: 0.27	Parcel Legal Description LOT 4 CORNELL WOODS NORTH
33-02-02-23-353-005	Owner Name: THOMAS, ROBERT M & CAROLYN L	Address: 1429 IVYWOOD DR	Estimated Assessment: \$2,580.88	Total Acreage: 0.27	Parcel Legal Description LOT 5 CORNELL WOODS NORTH
33-02-02-23-353-006	Owner Name: LEE, SUNG KI & HYUN JIN	Address: 1435 IVYWOOD DR	Estimated Assessment: \$2,580.88	Total Acreage: 0.27	Parcel Legal Description LOT 6 CORNELL WOODS NORTH
33-02-02-23-353-007	Owner Name: MAALI, MANOUC &	Address: 1441 IVYWOOD DR	Estimated Assessment: \$2,580.88	Total Acreage: 0.27	Parcel Legal Description LOT 7 CORNELL WOODS NORTH
33-02-02-23-353-008	Owner Name: MC ALVEY, MICHAEL K & LINDA L	Address: 1455 IVYWOOD	Estimated Assessment: \$2,580.88	Total Acreage: 0.9	Parcel Legal Description LOT 8 CORNELL WOODS NORTH

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-009	HU, HUUYI	1473 IVYWOOD DR	\$2,580.88	0.67	LOT 9 CORNELL WOODS NORTH
33-02-02-23-353-010	CAMPBELL, BRUCE B & SULIN	1491 IVYWOOD	\$2,580.88	0.5	LOT 10 CORNELL WOODS NORTH
33-02-02-23-353-011	JAMIESON, KRISTINA	1494 IVYWOOD	\$2,580.88	0.46	LOT 11 CORNELL WOODS NORTH
33-02-02-23-353-012	MEYER, JONATHAN S & CHERIM	1486 IVYWOOD	\$2,580.88	0.37	LOT 12 CORNELL WOODS NORTH
33-02-02-23-353-013	LI, XIAOPING & HONG YANG	1478 IVYWOOD	\$2,580.88	0.25	LOT 13 CORNELL WOODS NORTH
33-02-02-23-353-014	WAKEMAN, JONATHAN E & (TRUST)	1470 IVYWOOD	\$2,580.88	0.28	LOT 14 CORNELL WOODS NORTH
33-02-02-23-353-015	GARCIA, JIOVA J & ERIKA M	1462 IVYWOOD	\$2,580.88	0.28	LOT 15 CORNELL WOODS NORTH

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-016	KORKMAZ, SINEM	1454 IVYWOOD	\$2,580.88	0.28	LOT 16 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-017	JEONG, SANGHYUP	1448 IVYWOOD DR	\$2,580.88	0.28	LOT 17 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-018	SCARPONE, NICHOLAS C & CONNIE	1442 IVYWOOD DR	\$2,580.88	0.28	LOT 18 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-019	NGUYEN, PHU H	1436 IVYWOOD	\$2,580.88	0.28	LOT 19 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-020	VANSTEEL, ERIC C & LAUREN G	1430 IVYWOOD DR	\$2,580.88	0.28	LOT 20 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-021	LIU, XIANG-YANG ALEXANDER	1424 IVYWOOD	\$2,580.88	0.28	LOT 21 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-022	FAROOQ, UMAR	1418 IVYWOOD	\$2,580.88	0.25	LOT 22 CORNELL WOODS NORTH

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-023	CORNELL WOODS ASSOCIATION	PO BOX 237	\$2,580.88	0.03	10 FT PUBLIC WALKWAY BETWEEN LOTS 22 & 23, CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-025	BEERS, KIM-VAN T	1406 IVYWOOD DR	\$2,580.88	0.71	LOT 24 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-026	QI, JIAGUO &	1400 IVYWOOD DR	\$2,580.88	0.45	LOT 25 CORNELL WOODS NORTH
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-378-001	BISWAS, SUBIR K & KOVUMAL P	4505 MISTYWOOD	\$2,580.88	0.41	LOT 1, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-378-002	GOOD, SHAWN DOUGLAS & VALERIE D	4519 MISTYWOOD	\$2,580.88	0.38	LOT 2, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-378-003	PETERSON, ROBERT H & GAIL F	1339 SPICEWOOD DR	\$2,580.88	0.3	LOT 3, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-001	VIVENTI, CAROL M & JAMES R	4559 SPICEWOOD	\$2,580.88	0.03	LOT 10, WHISPERING OAKS SUBD.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-002	MASSA, GERALD R & MARILYN O	4565 SPICEWOOD	\$2,580.88	0.07	LOT 11, WHISPERING OAKS SUBD.
33-02-02-23-379-003	MA, HUIBO HEIDI &	4573 SPICEWOOD	\$2,580.88	0.05	LOT 12, WHISPERING OAKS SUBD.
33-02-02-23-379-004	KING, MICHAEL J & KIMBERLEY S	4581 SPICEWOOD	\$2,580.88	0.11	LOT 13, WHISPERING OAKS SUBD.
33-02-02-23-379-005	WHISPERING OAKS ASSOCIATION	4563 MISTYWOOD DR	\$2,580.88	4.41	PARCEL LEGAL DESCRIPTION WHISPERING OAKS COMMONS (PRIVATE) IN WHISPERING OAKS SUB.
33-02-02-23-379-007	SERGEANT, DARLENE K	4591 MISTYWOOD	\$2,580.88	0.09	LOT 15, WHISPERING OAKS SUBD.
33-02-02-23-379-008	DEGAN, SHANNON T & KRISTEN L	4599 MISTYWOOD DR	\$2,580.88	0.13	LOT 16, WHISPERING OAKS SUBD.
33-02-02-23-379-009	DAHNIKE, KARA M	4590 MISTYWOOD DR	\$2,580.88	0.2	LOT 17, WHISPERING OAKS SUBD.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-010	DAVIS, ANITA V	4582 MISTYWOOD DR	\$2,580.88	0.37	LOT 18, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-011	MC ALVEY, DAVID G & LISA J	4574 MISTYWOOD DR	\$2,580.88	0.38	LOT 19, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-012	HUTNIK, GARY P & JULIA K	4566 MISTYWOOD DR	\$2,580.88	0.38	LOT 20, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-013	BURAK, KRISTOPHER M & NOELLE C	4558 MISTYWOOD	\$2,580.88	0.25	LOT 21, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-014	LAPHAM, KIRKA & KIMBERLY J	4540 MISTYWOOD	\$2,580.88	0.31	LOT 22, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-015	VLJ, PANKAJ &	4532 MISTYWOOD	\$2,580.88	0.31	LOT 23, WHISPERING OAKS SUBD.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-016	ZHOU, ZHENG FANG &	4524 MISTYWOOD	\$2,580.88	0.31	LOT 24, WHISPERING OAKS SUBD.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-379-017	ABDULLAH, ASHRAF &	4516 MISTYWOOD	\$2,580.88	0.32	LOT 25, WHISPERING OAKS SUBD.
33-02-02-23-379-018	CHO, JAE YOUNG &	4508 MISTYWOOD DR	\$2,580.88	0.43	LOT 26, WHISPERING OAKS SUBD.
33-02-02-23-380-001	LTU, HUI &	1338 SPICEWOOD DR	\$2,580.88	0.33	LOT 27, WHISPERING OAKS SUBD.
33-02-02-23-380-002	CHASE, STEVEN & JOY	1324 SPICEWOOD	\$2,580.88	0.2	LOT 28, WHISPERING OAKS SUBD.
33-02-02-23-380-003	CARR, GARY & SUSAN M	1310 SPICEWOOD	\$2,580.88	0.15	LOT 29, WHISPERING OAKS SUBD.
33-02-02-23-380-006	MC CARTHY, SAMUEL	4554 SPICEWOOD	\$2,580.88	0.07	LOT 32, WHISPERING OAKS SUBD.
33-02-02-23-380-007	GEVA, PINHAS & DALIA	4562 SPICEWOOD	\$2,580.88	0.23	LOT 33, WHISPERING OAKS SUBD.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-380-008	CHOI, JONGEUN	4571 MISTYWOOD	\$2,580.88	0.22	LOT 34, WHISPERING OAKS SUBD.
33-02-02-23-380-009	NUGENT, CHRISTOPHER & LAURA	4563 MISTYWOOD DR	\$2,580.88	0.08	LOT 35, WHISPERING OAKS SUBD.
33-02-02-23-380-010	BURGESS, GARY J & CHRISTINE M	4551 MISTYWOOD DR	\$2,580.88	0.21	LOT 36, WHISPERING OAKS SUBD.
33-02-02-26-101-001	OSBORN, MICHAEL S & MARLENE	1494 FOREST HILLS DR	\$2,580.88	0.39	MP 5006 LOT 164 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-26-101-002	CORDILL, TODD Y & HOLLY J	1484 FOREST HILLS DR	\$2,580.88	0.4	MP 5005 LOT 163 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-26-101-003	DAVIDSON, CARLA C &	1474 FOREST HILLS DR	\$2,580.88	0.37	MP 5004 LOT 162 FOREST HILLS SUBDIVISION NO. 2.
33-02-02-26-101-004	MURLEY, DAVID &	1462 FOREST HILLS	\$2,580.88	0.31	MP 5550 LOT 249 FOREST HILLS SUBDIVISION NO. 4.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-101-005	MARINEZ, DYLAN R & ANNE T	1452 FOREST HILLS DR	\$2,580.88	0.3	MP 5551 LOT 250 FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-101-006	SHIM, KYUNGSIK I &	1440 FOREST HILLS DR	\$2,580.88	0.3	MP 5552 LOT 251 FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-101-007	REED, LINDA M &	1430 FOREST HILLS DR	\$2,580.88	0.29	MP 5553 LOT 252 FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-101-008	EL-AHMAD, SAMIR S & HIKMAT	1420 FOREST HILLS DR	\$2,580.88	0.28	MP 5554 LOT 253 FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-105-001	LAWLER, CHARLES A & KAREN E	4466 ARBOR	\$2,580.88	0.09	MP 5624 N 10 FT. OF LOT 322 & LOT 323 ENTIRE FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-105-002	SNEERINGER, JEAN	4458 ARBOR DR	\$2,580.88	0.2	MP 5623 LOT 322 EXC. N 10 FT. OF FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-105-003	ELIAS, MARY L	4454 ARBOR DR	\$2,580.88	0.23	MP 5622 LOT 321 FOREST HILLS SUBDIVISION NO. 4.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-004	ARMSTRONG, WARREN B	PO BOX 776	\$2,580.88	0.24	MP 5621 LOT 320 FOREST HILLS SUBDIVISION NO. 4.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-005	MARSHALL, KRISTINA M	4438 ARBOR DR	\$2,580.88	0.24	MP 5620 LOT 319 FOREST HILLS SUBDIVISION NO. 4.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-006	MOTT FAMILY REVOCABLE TRUST	4420 ARBOR DR	\$2,580.88	0.25	MP 5619 LOT 318 FOREST HILLS SUBDIVISION NO. 4.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-007	WILLIAMS, ROBERT A & BETTY L	4414 ARBOR DR	\$2,580.88	0.26	MP 5618 LOT 317 FOREST HILLS SUBDIVISION NO. 4.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-008	SKUSA, ERIC W & MARY M	4408 ARBOR DR	\$2,580.88	0.11	MP 5617 LOT 316 FOREST HILLS SUBDIVISION NO. 4.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-009	PEMBLE, MICHAEL & LYNETTE	4398 ARBOR DR	\$2,580.88	0	MP 5616 LOT 315 FOREST HILLS SUBDIVISION NO. 4.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-010	NJONKOU, AGATHE E & ACHILLE	4386 ARBOR DR	\$2,580.88	0.18	MP 5615 LOT 314 FOREST HILLS SUBDIVISION NO. 4.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-105-011	DALIMONTE, KIM	4374 ARBOR DR	\$2,580.88	0.35	MP 5614 LOT 313 FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-105-012	BENNETT TRUST, HUGH F & CATHERINE E	4364 ARBOR DR	\$2,580.88	0.35	MP 5613 LOT 312 FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-105-014	WAGER, SCOTT & JUDITH	1426 BIRCHWOOD DR	\$2,580.88	0.31	MP 5592 LOT 291 FOREST HILLS SUBDIVISION NO. 4.
33-02-02-26-106-001	HAMILTON, WILLIAM D & JAMIE BOYD-	1413 FOREST HILLS	\$2,580.88	0.28	LOT 1 CORNELL WOODS #1
33-02-02-26-106-002	ZAMBIASI, ROBERT J & JENNIFER R	1407 FOREST HILLS	\$2,580.88	0.41	LOT 2 CORNELL WOODS #1
33-02-02-26-106-003	FERRY JR, JOHN D & RUTH	4459 HICKORYWOOD DR	\$2,580.88	0.39	LOT 3 CORNELL WOODS #1
33-02-02-26-106-004	MOTSCHENBACH, GARTH D &	4453 HICKORYWOOD DR	\$2,580.88	0.43	LOT 4 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-005	STECOVICH, RYAN P & BETHANY A	4447 HICKORYWOOD	\$2,580.88	0.35	LOT 5 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-006	CHEN, LIANGBIAO &	4441 HICKORYWOOD DR	\$2,580.88	0.32	LOT 6 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-007	FRAAS, THOMAS E & TRICIA A	4435 HICKORYWOOD DR	\$2,580.88	0.27	LOT 7 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-008	BENNETT III, MILFORD & KAREN	4429 HICKORYWOOD DR	\$2,580.88	0.27	LOT 8 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-009	BEHNKE, DONALD R & SHERILL L	4423 HICKORYWOOD DR	\$2,580.88	0.31	LOT 9 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-010	TANIMOTO, HIROSHI & KINUYO	4417 HICKORYWOOD DR	\$2,580.88	0.3	LOT 10 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-011	OWCZARZAK, RICK M	4411 HICKORYWOOD	\$2,580.88	0.27	LOT 11 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-012	HARTWICK, EDWARD F &	4405 HICKORYWOOD DRIVE	\$2,580.88	0.27	LOT 12 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-013	GORDON, BRIAN P & LOUISE M	4399 HICKORYWOOD DR	\$2,580.88	0.3	LOT 53 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-014	CHURCH, RICHARD L & JANE E	4393 HICKORYWOOD DR	\$2,580.88	0.26	LOT 54 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-015	PAYLICK, MICHAEL J & KARIN M	4387 HICKORYWOOD DR	\$2,580.88	0.3	LOT 55 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-106-016	NIOWAVE PROPERTIES LLC	1012 N WALNUT STREET	\$2,580.88	0.32	LOT 56 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-001	ALZUBAYDI, JOHN & DOROTHY J	1414 FOREST HILLS DR	\$2,580.88	0.42	LOT 29 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-002	JAAKSI, DOUGLAS G & JANE C	1408 FOREST HILLS DR	\$2,580.88	0.48	LOT 28 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-003	WAGAW, WALELIGN G &	1402 FOREST HILLS DR	\$2,580.88	0.39	LOT 27 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-004	LEE, LIK CHUAN &	4470 HICKORYWOOD DR	\$2,580.88	0.33	LOT 26 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-005	ASMARE, ELSABETH	4464 HICKORYWOOD	\$2,580.88	0.33	LOT 25 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-006	RASMUSSEN, JOHN & CAROLE	4458 HICKORYWOOD DR	\$2,580.88	0.34	LOT 24 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-007	DEPPONG, GREGORY J & TAMMY L	4452 HICKORYWOOD DR	\$2,580.88	0.32	LOT 23 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-008	PLAEHN, SCOTT A & THERESE A	4446 HICKORYWOOD DR	\$2,580.88	0.3	LOT 22 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-009	FISHEL, ROBERT C & RHONDA	4440 HICKORYWOOD DR	\$2,580.88	0.31	LOT 21 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-010	CHEN, MICHAEL & LAN	4434 HICKORYWOOD DR	\$2,580.88	0.32	LOT 20 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-011	BENEDICT, JOHN C & NICOLE	4428 HICKORYWOOD	\$2,580.88	0.32	LOT 19 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-012	BAINBRIDGE, KENT L & SANDRA	4422 HICKORYWOOD DR	\$2,580.88	0.33	LOT 18 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-013	SRKALOVIC, GORDAN & VESNA LAGUMDZIJ	1392 SILKWOOD DR	\$2,580.88	0.27	LOT 17 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-014	ALLEN, RICHARD J & SARAH E	4421 SATINWOOD	\$2,580.88	0.32	LOT 16 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-015	VOLKER, MARTIN A &	4427 SATINWOOD DR	\$2,580.88	0.32	LOT 39 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-016	NOWICKI, THOMAS P & KATHY JO	4433 SATINWOOD DR	\$2,580.88	0.33	LOT 38 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-017	PERRY, SAMUEL	4439 SATINWOOD DR	\$2,580.88	0.34	LOT 37 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-018	FOLLAND, ROGER A & BARBARA	4445 SATINWOOD DR	\$2,580.88	0.32	LOT 36 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-019	PERSICO, JEFFREY E & JULIE R	1429 WANDERING WAY	\$2,580.88	0.32	LOT 35 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-020	SAMMARTINO, MARY LYNN	4457 SATINWOOD DR	\$2,580.88	0.3	LOT 34 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-021	SUTHERLAND, BRUCE A & TERESA	4463 SATINWOOD DR	\$2,580.88	0.3	LOT 33 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-022	PUNCH, JERRY L & SUSAN M	4469 SATINWOOD DR	\$2,580.88	0.31	LOT 32 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-023	KAVASSERI, KRISHNAMOORT HY &	1393 IVYWOOD DR	\$2,580.88	0.35	LOT 31 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-107-025	MOESER, ADAM	1399 IVYWOOD DR	\$2,580.88	0.32	LOT 30 CORNELL WOODS #1 EXC- BEG @ THE NE COR SAID LOT -S 45 DEG 17'55" W 140.35 FT TO SWLY LOT LN -N 44 DEG 42'05" W ON SWLY LN 109.56 FT -N 0 DEG 35'48" E ON W LOT LN 22 FT TO NW COR SAID LOT -S 89 DEG 37'40" E ON N LOT LN 176.60 FT TO POB, SEC 26 T4
33-02-02-26-126-004	OKEMOS PUBLIC SCHOOLS	4406 N OKEMOS RD	\$2,580.88	0.51	M26-3 THAT PART OF NW 1/4 SEC 26 DESC AS BEG @ A PT ON NS 1/4 LN S 0 DEG 18'23"E 940 FT FROM THE N 1/4 COR SEC 26 -N 0 DEG 18'23"W ON 1/4 LN 30 FT -S 89 DEG 41'37"W 155 FT -N 72 DEG 39'23"W 230.87 FT -S 89 DEG 41'37"W 330 FT -S 0 DEG 18'23"E 760 FT -N 89
33-02-02-26-127-002	ZAVADIL, MICHAEL F & CYNTHIA A	1378 IVYWOOD DR	\$2,580.88	0.32	LOT 52 CORNELL WOODS #1
33-02-02-26-127-003	JACOBS, MELANIE B	1340 IVYWOOD DR	\$2,580.88	0.32	Parcel Legal Description LOT 63 CORNELL WOODS #3
33-02-02-26-127-004	WHITE, DAVID E & GAIL F	1336 IVYWOOD DR	\$2,580.88	0.32	Parcel Legal Description LOT 64 CORNELL WOODS #3
33-02-02-26-127-005	KERNS, EDWARD M & LYNDA S	1332 IVYWOOD DR	\$2,580.88	0.14	Parcel Legal Description LOT 65 CORNELL WOODS #3

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-006	MENG, MING	1328 IVYWOOD	\$2,580.88	0.11	LOT 66 CORNELL WOODS #3
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-007	PAWAR, MILIND S & MARY F	1324 IVYWOOD DR	\$2,580.88	0.11	LOT 67 CORNELL WOODS #3
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-008	MASTEN, SUSAN &	1320 IVYWOOD DR	\$2,580.88	0.1	LOT 68 CORNELL WOODS #3
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-009	FLOYD, TIMOTHY J & MARY JO	1316 IVYWOOD DR	\$2,580.88	0.08	LOT 69 CORNELL WOODS #3
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-010	MARE, BRET R & JENNA W	1321 IVYWOOD DR	\$2,580.88	0.08	LOT 70 CORNELL WOODS #3
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-011	CICHY, SHELLEY G & RONALD F	1325 IVYWOOD DR	\$2,580.88	0.37	LOT 71 CORNELL WOODS #3
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-012	SIMS, RICHARD J & CAROLYN A	1329 IVYWOOD DR	\$2,580.88	0.37	LOT 72 CORNELL WOODS #3

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-013	WENG, JOHN JUYANG & MIN GUO	4460 ALDERWOOD DR	\$2,580.88	0.35	LOT 134 CORNELL WOODS #6
33-02-02-26-127-014	HEPWORTH, CHRISTOPHER D & ANDREA J	4454 ALDERWOOD DR	\$2,580.88	0.28	LOT 133 CORNELL WOODS #6
33-02-02-26-128-001	FURSETH, KRISTEN M	1381 IVYWOOD DR	\$2,580.88	0.34	LOT 50 CORNELL WOODS #1
33-02-02-26-128-002	WAGNER, JAMES G & MIZUE	4460 SATINWOOD DR	\$2,580.88	0.33	LOT 49 CORNELL WOODS #1
33-02-02-26-128-003	FLANDERS, RONALD D & SARA M	4454 SATINWOOD DR	\$2,580.88	0.36	LOT 48 CORNELL WOODS #1
33-02-02-26-128-004	RUPPERT, DAVID & CHARLOTTE M	4448 SATINWOOD DR	\$2,580.88	0.37	LOT 47 CORNELL WOODS #1
33-02-02-26-128-005	HICKS, SCOTT A & JUNE L	4442 SATINWOOD RD	\$2,580.88	0.34	LOT 46 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-128-006	WARD, TIMOTHY R &	4436 SATINWOOD DR	\$2,580.88	0.34	LOT 45 CORNELL WOODS #1
33-02-02-26-128-007	HALL, THOMAS R	4430 SATINWOOD DR	\$2,580.88	0.34	LOT 44 CORNELL WOODS #1
33-02-02-26-128-008	WAHL, SUNIL K	4424 SATINWOOD DR	\$2,580.88	0.32	LOT 43 CORNELL WOODS #1
33-02-02-26-128-009	GEBARA, RANI & MARY	1374 SILKWOOD DRIVE	\$2,580.88	0.28	LOT 42 CORNELL WOODS #1
33-02-02-26-128-010	BAEK, SEUNGIK & JIYOUNG	1341 IVYWOOD	\$2,580.88	0.29	LOT 74 CORNELL WOODS #3
33-02-02-26-128-011	GOULD, P BRIAN	1337 IVYWOOD DR	\$2,580.88	0.33	LOT 73 CORNELL WOODS #3
33-02-02-26-128-012	WU, FELICIA & (TRUSTEES)	4461 ALDERWOOD	\$2,580.88	0.33	LOT 119 CORNELL WOODS #6

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-128-013	BARONDESS, DAVID A & MARGARET M	4455 ALDERWOOD DR	\$2,580.88	0.33	LOT 120 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-128-014	BREHM, AMY L	4449 ALDERWOOD DR	\$2,580.88	0.29	LOT 121 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-128-015	SHERRILL, BRADLEY M & CAROLYN	4443 ALDERWOOD DR	\$2,580.88	0.31	LOT 122 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-128-016	CAMERON, LORRAINE L & LANCE W	4435 ALDERWOOD DR	\$2,580.88	0.38	LOT 123 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-128-017	KACZMAREK, MARK W & MAUREEN K	4427 ALDERWOOD DR	\$2,580.88	0.32	LOT 124 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-128-018	HAYWARD, KENNETH L & NANCY M	1366 SILKWOOD DR	\$2,580.88	0.33	LOT 125 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-129-001	BROOKS, ROGER I & LANETTE K	1379 SILKWOOD DR	\$2,580.88	0.13	LOT 40 CORNELL WOODS #1

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-129-002	COLEMAN, LANCE C & KRISTI E	1373 SILKWOOD	\$2,580.88	0.11	LOT 41 CORNELL WOODS #1
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-129-003	LU, DENGSHENG &	1365 SILKWOOD DR	\$2,580.88	0.14	LOT 126 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-130-001	ALBRITTON, MARSHA E &	1311 SWEETWOOD	\$2,580.88	0.21	LOT 132 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-130-002	WALLACE, JACK & JANELLE	4428 ALDERWOOD DR	\$2,580.88	0.34	LOT 131 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-130-003	KOHLER, JOHN O & SUZANNE K	4416 ALDERWOOD DR	\$2,580.88	0.34	LOT 130 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-130-004	PRYGOSKI, PHILIP J & MARY H	4404 ALDERWOOD DR	\$2,580.88	0.37	LOT 129 CORNELL WOODS #6
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-130-005	BURZYCH, MARK J & KIMBERLY	4396 ALDERWOOD DR	\$2,580.88	0.37	LOT 128 CORNELL WOODS #6

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-130-007	LOTHAMER, JESSE I & AMY M	4388 ALDERWOOD DR	\$2,580.88	0.03	LOT 127 CORNELL WOODS #6
33-02-02-26-132-001	ZHENG, YONG HUI &	1300 SWEETWOOD DR	\$2,580.88	0.19	LOT 155 CORNELL WOODS #8
33-02-02-26-132-002	LIU, TAOSHENG &	1284 SWEETWOOD DR	\$2,580.88	0.04	LOT 154 CORNELL WOODS #8
33-02-02-26-154-001	TANAY, DAVID E & STACEY MOLITOR	1397 SILKWOOD DR	\$2,580.88	0.34	LOT 13 CORNELL WOODS #1
33-02-02-26-154-002	IACOBONI, DANIELA &	1391 SILKWOOD	\$2,580.88	0.29	LOT 14 CORNELL WOODS #1
33-02-02-26-154-003	WHITE, JOHN & LEONE	1385 SILKWOOD DR	\$2,580.88	0.21	LOT 15 CORNELL WOODS #1
33-02-02-26-154-004	HEIM, NATHANIEL &	4404 HICKORYWOOD DR	\$2,580.88	0.32	LOT 62 CORNELL WOODS #2

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-005	SHI, WENJUN &	4394 HICKORYWOOD DR	\$2,580.88	0.31	LOT 61 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-006	THOMPSON, MARYAM A & EVERETT &	4388 HICKORYWOOD	\$2,580.88	0.31	LOT 60 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-007	LATHAM, KEITH E & LISA B	4382 HICKORYWOOD DR	\$2,580.88	0.38	LOT 59 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-008	BEAL, MATTHEW W	3804 FOSSUM LANE	\$2,580.88	0.27	LOT 58 CORNELL WOODS #2
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-009	KAZMIERSKI, PHILIP & JO ELLEN	1392 SILVERWOOD DR	\$2,580.88	0.19	LOT 75 CORNELL WOODS #4
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-010	CLIMES, GARY & THERESA	4367 SATINWOOD DR	\$2,580.88	0.14	LOT 76 CORNELL WOODS #4
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-011	DE LOYE, COREY ALLEN	4379 SATINWOOD DR	\$2,580.88	0.22	LOT 114 CORNELL WOODS #5

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-012	BLANCHARD, GERALD W & SUSAN	4387 SATINWOOD DR	\$2,580.88	0.23	LOT 113 CORNELL WOODS #5
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-013	HARKEMA, JACK R & LAURIE J	4393 SATINWOOD DR	\$2,580.88	0.23	LOT 112 CORNELL WOODS #5
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-154-014	RONEY, MARVIN G & LAUREE L	4399 SATINWOOD DR	\$2,580.88	0.24	LOT 111 CORNELL WOODS #5
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-001	GUINS FAMILY TRUST	1407 CENTER STR	\$2,580.88	0.16	MP 4319 LOT 18 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-002	THOMAS, BERNARD D & EILEEN	1684 FOREST HILLS DR	\$2,580.88	0.06	MP 4318 LOT 17 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-003	TROTTER, LARRY C & MARIA C	P O BOX 530934	\$2,580.88	0.3	MP 4320 LOT 19 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-004	PYLE, RALPH E &	1664 FOREST HILLS DR	\$2,580.88	0.28	MP 4321 LOT 20 FOREST HILLS SUBDIVISION NO. 1.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-005	WITTEN, THOMAS J & DELPHINE M	1656 FOREST HILLS DR	\$2,580.88	0.26	MP 4322 LOT 21 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-006	LIPPERT, MATTHEW L & SONYAL	1648 FOREST HILLS DR	\$2,580.88	0.24	MP 4323 LOT 22 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-007	SEIBOLD, JACK & DIANNE	1640 FOREST HILLS DR	\$2,580.88	0.22	MP 4324 LOT 23 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-008	HUNTER, TERESA	1630 FOREST HILLS DR	\$2,580.88	0.2	MP 4325 LOT 24 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-009	COLE, GRACE L	1622 FOREST HILLS DR	\$2,580.88	0.19	MP 4326 LOT 25 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-010	BERNABEL, JOSEPH D	48763 MARBERRY DR	\$2,580.88	0.19	MP 4327 LOT 26 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-202-011	MENG, STANLEY	1606 FOREST HILLS DR	\$2,580.88	0.19	MP 4328 LOT 27 FOREST HILLS SUBDIVISION NO. 1.

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-226-001	KATTELUS, DANIEL E & EMILY L &	1603 ROSELAND	\$2,580.88	0.01	MP 4329 LOT 28 & W 4 FT OF LOT 29 FOREST HILLS SUBDIVISION NO. 1.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-227-001	SCHULTZ, BLAINE S & LAURAL	4496 OAKWOOD DR	\$2,580.88	0.16	MP 5008 LOT 166 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-27-227-002	PRINCE, JEFFREY L & SARA L	1504 FOREST HILLS DR	\$2,580.88	0.13	MP 5007 LOT 165 FOREST HILLS SUBDIVISION NO. 2.
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-22-455-011	MISTRY, KEKI & PHYLLIS	4530 DOBIE RD	\$1,712.02	1.15	M22-30-3 COM @ S 1/4 COR SEC 22 -S 89 DEG 46' 40" E 627.48 FT ON S SEC LN TO C/L DOBIE RD -N 0 DEG 02" W ON C/L 281.25 FT TO POB -N 0 DEG 02' W ON C/L 90 FT -N 89 DEG 46' 40" E 528 FT -S 0 DEG 02" E 206.25 FT ALONG W LN OF FOREST HILLS SUB #3 -N 89 DEG 46
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-352-006	HDI BUILDERS INC	4217 OKEMOS RD	\$183.19	0.01	UNIT 6 THE TREETOPS CONDOMINIUM
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-352-007	HDI BUILDERS INC	4217 OKEMOS RD	\$187.12	0.01	UNIT 7 THE TREETOPS CONDOMINIUM
Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-352-008	HDI BUILDERS INC	4217 OKEMOS RD	\$187.12	0.01	UNIT 8 THE TREETOPS CONDOMINIUM

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-23-353-001	WALLACE, JACK E & HIEU L	1403 IVYWOOD DR	\$955.36	0.29	LOT 1 CORNELL WOODS NORTH, BEING A PART OF RE-PLATTED LOT 30 CORNELL WOODS #1
33-02-02-23-353-024	CHOWDHURY, JAHANGIR & TATYANA	2517 LAKE ERMA DR	\$1,391.97	0.55	LOT 23 CORNELL WOODS NORTH
33-02-02-23-379-006	ENGAN, KAREN E	4585 MISTYWOOD DR	\$537.68	0.17	LOT 14, WHISPERING OAKS SUBD.
33-02-02-22-405-006	MICHIGAN BELL TELEPHONE CO	221 N WASHINGTON SQ RM 301	\$26,800.46	1.09	M22-30-4-3 M22-30-5-1-2 BEG IN CEN OF DOBIE RD AT PT 279.95 FT S OF INTE OF CEN LINES OF HAMILTON RD & DOBIE RD TH E 528 FT S 250.05 FT W 528 FT, N 250.05 FT ON CEN OF DOBIE RD TO BEG SEC. 22 T4N R1W.
33-02-02-22-426-005	EDWARD W SPARROW HOSP ASSN	1215 E MICHIGAN AVE	\$1,212.52	0.03	M22-20-1 THAT PT OF E 88.79 A OF SE 1/4 OF SECN OF US 16 HWY - EXC BEG AT E 1/4 COR OF SEC - W 742 FT - S 788 FT TO N LINE OF US 16 HWY - ELY ON N LINE OF SAID HWY TO E SEC LINE - N TO BEG ALSO EXC BEG 1123 3/4 FT W OF E 1/4 COR - W 351 FT - S 748 FT T
33-02-02-22-427-010	MERIDIAN CHARTER TOWNSHIP	5151 MARSH RD	\$23,874.40	4.08	M 22-20-4 COM AT SE COR OF SEC 22-N 0 DEG 24'31"W ALNG E SEC LN 1109.1 FT -W 810.26 TO POB -W 669.97 FT -N 0 DEG 18'45"W 265 FT -E 696.31 FT TO WLY LN NORTH VIEW DR -S 5 DEG 22'W ALNG SD R/W 266.16 FT TO POB ON SE 1/4 OF SEC 22 T4NR1W 4.15 AC

Tax Parcel Number:	Owner Name:	Address:	Estimated Assessment:	Total Acreage:	Parcel Legal Description
33-02-02-26-127-001	ESCHELBACH, MICHELLE	1384 IVYWOOD DR	\$5,034.63	0.4	LOT 51 CORNELL WOODS #1
33-02-02-22-426-006	T S & P LLC	1862 W GRAND RIVER	\$2,787.31	0.57	M22-18 BEG 24 RDS S & 321 FT W OF E 1/4 POST OF SEC 22, - W PLL TO 1/4 LINE 421 FT - SPLL TO E LINE OF SAID SEC 442 FT TO CEN LINE OF GRAND RIVER RD - SE'LY ALONG SAID CEN LINE TO PT 321 FT W OF E LINE OF SAID SEC - N'LY PLL TO SAID E SEC LINE TO BEG ON
33-02-02-22-428-001	CAWOOD BUILDING CO	2154 METHODIST STR	\$8,928.81	0.51	M22-20-3 BEG 1569.25 FT N 0 DEG 30' W & 545.4 FT N 76 DEG 46' W OF SE COR OF SEC 22 - N 76 DEG 46' W 150 FT - S 9 DEG 10' W 120.3 FT - S 5 DEG 22' W 29.7 FT - SE'LY 150 FT PLL WITH HWY US-16 - NE'LY 150 FT TO BEG INCL ALL LAND ADJ TO THIS PCL ON N TO CEN
33-02-02-22-451-001	CHOPP, DENNIS J	2766 EAST ST JOE HIGHWAY	\$90,763.46	1.28	MP 6869 LOT 4 CHIEF OKEMOS SUBDIVISION.
33-02-02-23-301-011	CROSSROADS INVESTMENT INC	209 BAKER ST	\$27,505.39	1.51	COM @ THE W 1/4 COR SEC 23 - S 0 DEG 13'48"W, ON W SEC LN 963.01 FT - S 76 DEG 27'00"E, ON N'LY R/W LN OF GRAND RIVER AVE 329.52 FT TO THE P.O.B. - N 0 DEG 20'04"E, 382.40 FT - N 88 DEG 37'30"E, 161.74 FT - S 0 DEG 20'04"W, 439.02 FT - N 76 DEG 27'W, ON N'LY

**Tax Parcel Number:** 33-02-02-23-351-006  
**Owner Name:** HDI TREETOPS  
**Address:** 4217 OKEMOS RD  
**Estimated Assessment:** \$7,132.92  
**Total Acreage:** 1.82  
**Parcel Legal Description:** M23-13-2 COM @ A PT ON W SEC LN & C/L M-43-S 0 DEG 20' 04"W 520.89 FT TO NE COR OF LOT 177 FOREST HILLS SUB # 2-S 0 DEG 03' 31"W 95.6 FT TO THE POB-S 0 DEG 03' 31"W 187.5 FT ALONG W SEC LN -N 89 DEG 42' 40"E 418.22 FT TO SW COR OF TREETOPS CONDO SUB P

**Tax Parcel Number:** <null>  
**Owner Name:** <null>  
**Address:** <null>  
**Estimated Assessment:** <null>  
**Total Acreage:** <null>  
**Parcel Legal Description:** <null>

**Tax Parcel Number:** <null>  
**Owner Name:** <null>  
**Address:** <null>  
**Estimated Assessment:** <null>  
**Total Acreage:** <null>  
**Parcel Legal Description:** <null>

## MEMORANDUM

**TO:** Township Board

**FROM:** Ronald J. Styka, Township Trustee

**DATE:** August 14, 2015

**RE:** **Township Manager Annual Performance Review and Employment Contract**

---

During the past two months, the Board's Evaluation Committee (Supervisor LeGoff, Trustee Scales and I) met twice with the Township Manager to discuss his annual performance and appropriate changes to his employment contract. We had hoped to provide this evaluation last November as to tie it to our annual goal setting session. We will proceed with both the 2015 evaluation and our 2016 goal setting together in November/December of this year.

I appreciate the work of the committee and Mr. Walsh as we work together to serve our constituents.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE TOWNSHIP MANAGER'S 2014 ANNUAL PERFORMANCE REVIEW AND 2015 EMPLOYMENT CONTRACT.**

## MEMORANDUM

TO: Township Board

FROM: Mark Kieselbach  
 Mark Kieselbach  
 Director of Community Planning and Development

Gail Oranchak  
 Gail Oranchak, AICP  
 Principal Planner

DATE: August 13, 2015

RE: Planned Residential Development #15-97015 (SP Investments Limited Partnership), request to amend the Ember Oaks Planned Residential Development (PRD) sketch plan

No new information has been received since the Township Board discussed SP Investments Limited Partnership's request to amend the Ember Oaks Planned Residential Development (PRD) sketch plan for the remaining 161.88 acres at its July 21, 2015 meeting.

On June 8, 2015, the Planning Commission approved the request basing its decision on the criteria found in Section 86-378 PRD District ordinance, which are as follows:

- Maintain the number of lots (111 of the approved 158) deemed possible for the development parcel based on a standard RR zoned subdivision
- Maintain at least 20 percent of the development parcel as open space (33.33 percent of a total 44.92 percent)
- Design each lot in the RR zoned PRD to comply with RAAA district standards: no less than 20,000 square feet of lot area and no less than 100 feet of lot width
- Show a 50 foot buffer area abutting adjacent land zoned with minimum lots sizes greater than the average lot size (20,000 sq. ft.) approved for the PRD
- Retain contiguous open space to the greatest extent possible
- Show a buffer for lots in the subdivision closest to an arterial street (Jolly Road)

Please bring materials distributed in earlier packets to the August 18, 2015 meeting.

### Township Board Options

The Township Board may approve, conditionally approve or deny the sketch plan. A resolution will be provided for a future meeting.

# MEMORANDUM

# 13 – C

TO: Township Board

FROM: Mark Kieselbach  
Mark Kieselbach  
Director of Community Planning and Development

Peter Menser  
Peter Menser  
Associate Planner

DATE: August 10, 2015

RE: Special Use Permit #13-12051 (Douglas J)

---

The applicant submitted a letter dated July 14, 2015 requesting a one year extension of Special Use Permit #13-12051 (Douglas J). The special use permit is for the construction of buildings greater than 25,000 square feet in size. The project consists of two buildings totaling approximately 47,618 square feet; a 27,781 square foot, three story salon building and a 19,837 square foot, three story mixed use building with 6,461 square feet of ground floor retail and 12 apartments on the upper floors. SUP #13-12051 is in conjunction with MUPUD #12024, a mixed use planned unit development on 1.49 acres located on the northeast corner of Okemos Road and Hamilton Road.

The special use permit was approved by the Township Board on September 18, 2012 for a period of two years. In 2013, a minor amendment to the special use permit was approved by the Director of Community Planning and Development to increase the total square footage of the project to from 43,969 square feet to 47,618 square feet. The applicant is requesting a one year extension of the special use permit to July 15, 2016. MUPUD #12024 expires on September 18, 2016.

Section 86-128(f) provides criteria for deciding an extension of a special use permit. The review criteria are as follows:

1. The applicant has failed to begin construction within the required time period due to circumstances outside of the applicant's control.
2. The project continues to be consistent with the special use permit review criteria.
3. The project remains conforming to all requirements of the previously approved special use permit.

At this time no changes to the project have been proposed. Additionally, there have there been no changes in the area surrounding the project or changes to the zoning ordinance since the original special use permit was approved that would affect the project.

**Township Board Options**

The Township Board has the option to approve, approve with modifications, or deny an extension. If the extension is denied, the applicant must resubmit the special use permit. A resolution will be provided at a future meeting.

**Attachments**

1. Letter from Ryan Henry requesting extension dated July 14, 2015
2. Special Use Permit #12051 approval letter dated September 19, 2012
3. Special Use Permit #13-12051 approval letter dated July 5, 2013
4. MUPUD #12024 approval letter dated November 7, 2008.
5. Approved site plan dated December 13, 2012



## Special Use Permit Extension Request

Tuesday, 14<sup>th</sup> July, 2015

Attention:

Mr. Mark Kieselbach, Director  
Charter Township of Meridian  
Community Planning and Development  
5151 Marsh Road  
Okemos, MI 48864-119  
(517) 853-4506

**Re: Douglas J Mixed Use Redevelopment**

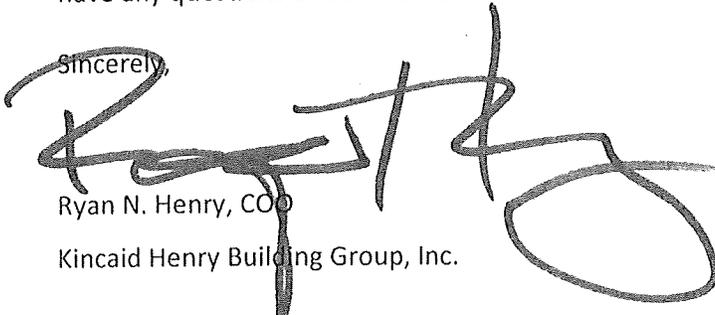
Mark,

I am writing on behalf of the Douglas J Housing – Okemos, LLC to request a one year extension of the approved Special Use Permit for the proposed project at Hamilton and Okemos. Douglas J is requesting this extension as they have not been able to construct the proposed Salon and Spa Building because the overhead electrical lines need to be reconstructed in a way that allows for the Salon and Spa Building to be constructed as approved. We look forward to working with the Township and Consumers Energy to finalize a plan and agreement to reconstruction the lines to allow for the proposed project to be constructed.

Douglas J Salon & Spa's current business and location in Okemos has been a growing success, including its strong relationships built with the Township, other local businesses, and individuals participating to make the community a better place. We are looking forward to working with you and the Township in bringing the new Douglas J Salon & Spa and Mixed Use Building to the North West corner of Okemos and Hamilton roads.

Again, thank you for your time and consideration in this project. Please feel free to contact us if you have any questions or comments.

Sincerely,

  
Ryan N. Henry, COO

Kincaid Henry Building Group, Inc.

# CHARTER TOWNSHIP OF MERIDIAN

Susan McGillicuddy      Supervisor  
Mary M.G. Helmbrecht      Clerk  
Julie Brixie      Treasurer  
Gerald J. Richards      Manager



Brett Dreyfus      Trustee  
Elizabeth Ann LeGoff      Trustee  
Lynn Ochberg      Trustee  
John Veenstra      Trustee

September 19, 2012

Thaddeus Weaver  
Douglas J. Housing – Okemos, LLC  
331 Grand River Avenue  
East Lansing, MI 48823

**RE: Special Use Permit #12051 (Douglas J)**

Dear Mr. Weaver:

The Township Board, at its regular meeting held on September 18, 2012, voted to approve Special Use Permit #12051, a development of two buildings totaling approximately 43,969 gross square feet located at the northwest corner of Okemos and Hamilton Roads. Approval of the special use permit was subject to the following conditions:

1. Approval of the special use permit is granted in accordance with the cover sheet prepared by KEBS, Inc. and received by the Township on August 28, 2012; site plans prepared by KEBS, Inc. and received by the Township on July 2, 2012; building elevations and floor plans prepared by Kincaid Henry Building Group, Inc. and received by the Township on July 2, 2012. All plans are subject to revisions as required.
2. Special Use Permit #12051 is subject to all conditions placed on Mixed Use Planned Unit Development #12024 (Douglas J) by the Township.
3. The gross square feet of all buildings on the site shall not exceed 43,969 square feet unless the applicant applies for and receives an amendment to Special Use Permit #12051 (Douglas J).

This letter shall act as the permit for the special use. The permit shall have an effective date of September 18, 2012, the date the Township Board approved the special use permit. The special use or construction related to the special use must commence within 24 months after the effective date of the special use permit or the permit shall be void. All construction related to the special use must be completed within 36 months from the effective date of the special use permit. One extension of the special use permit may be granted for a period not to exceed 12 months if requested in writing prior to the expiration date.

5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000 FAX (517) 853-4096

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Special Use Permit #12051 ( Juglas J)  
September 19, 2012  
Page 2

Please contact me if you have any questions regarding this matter.

Sincerely,



Mark Kieselbach  
Director of Community Planning and Development

cc: Scott Weaver  
Ryan Henry  
Jamerson Ries  
Ray Severy  
John Heckaman  
Martha Wyatt

\\planning\glo\case management\sup\12051\approval letter

# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff    Supervisor  
Brett Dreyfus            Clerk  
Julie Brixie              Treasurer  
Frank L. Walsh          Manager



Milton L. Scales            Trustee  
Ronald J. Styka            Trustee  
John Veenstra              Trustee  
Angela Wilson              Trustee

July 5, 2013

Scott Weaver  
Douglas J Housing – Okemos, LLC  
331 E. Grand River Avenue  
East Lansing, MI 48823

**RE: Special Use Permit #13-12051 (Douglas J)**

Dear Mr. Weaver:

The Department of Community Planning and Development has completed its review of your request for a minor amendment to Special Use Permit #12051 to increase the total gross square feet of all buildings in Mixed Use Planned #12024 from 43,569 square feet to 47,618 square feet. Mixed Use Planned Unit Development #12024 is planned for the three parcels totaling 1.49 acres located at the northwest corner of Okemos Road and Hamilton Road and addressed as 46795 Okemos Road, and 2138 and 2148 Hamilton Road.

Approval of Special Use Permit #13-12051 is hereby granted with the following conditions:

1. Approval is based on the application materials submitted by Ryan Henry of Kincaid-Henry Building Group on June 11, 2013.
2. All conditions of approval placed on Mixed use Planned Unit Development #12024, Special Use Permit #12051 and Site Plan Review #12-08 shall remain in effect.
3. In the future, should the total gross square feet of all structures on the project site exceed the 47,618 gross square feet approved by Special Use Permit #13-12051, Special Use Permit #12051 a subsequent special use permit amendment shall be required.

Decisions by the Director of Community Planning and Development regarding minor special use permit amendments may be appealed to the Planning Commission. An appeal must be filed within ten days of the date of the Director's action and be in accordance with Section 86-188 of the Code of Ordinances. Consequently, your special use permit amendment will not become valid until July 15, 2012.



SUP #13-12051 (Douglas J)

July 5, 2013

Page 2

This letter shall act as the Special Use Permit. The use permitted by the granting of the special use permit amendment must have commenced within two years after issuance or the permit shall be void. If you have any questions regarding this matter, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Mark Kieselbach".

Mark Kieselbach

Director of Community Planning and Development

cc: Ryan Henry

Martha Wyatt

G:\PLANNING\GLO\Case Management\SUP\13-12051 (Douglas Jf)\Decision Letter

# CHARTER TOWNSHIP OF MERIDIAN

Susan McGillicuddy      Supervisor  
Mary M.G. Helmbrecht      Clerk  
Julie Brixie      Treasurer  
Gerald J. Richards      Manager



Brett Dreyfus      Trustee  
Elizabeth Ann LeGoff      Trustee  
Lynn Ochberg      Trustee  
John Veenstra      Trustee

September 19, 2012

Thaddeus Weaver  
Douglas J. Housing – Okemos, LLC  
331 Grand River Avenue  
East Lansing, MI 48823

## **RE: Mixed Use Planned Unit Development #12024**

Dear Mr. Weaver:

The Township Board, at its regular meeting held on September 18, 2012, voted to approve Mixed Use Planned Unit Development #12024, a development of two buildings, an approximate 24,132 sq. ft. salon and spa building and an approximate 19,383 sq. ft. mixed use building consisting of approximately 6,461 sq. ft. of retail space and 12 apartments located on the northwest corner of Okemos and Hamilton Roads. Approval of the mixed use planned unit development was subject to the following conditions:

1. Approval of the mixed use planned unit development is granted in accordance with the cover sheet prepared by KEBS, Inc. and received by the Township on August 28, 2012; site plans prepared by KEBS, Inc. and received by the Township on July 2, 2012; building elevations and floor plans prepared by Kincaid Henry Building Group, Inc. and received by the Township on July 2, 2012; and the sign program prepared by Kincaid Henry and received by the Township on July 3, 2012. All plans are subject to revisions as required.
2. Approval is subject to the following amenities, rain water harvesting and re-use for irrigation and non-potable water inside the Douglas J building, Society of Environmentally Responsible Facilities (SERF) certification, electric car charging stations, sidewalk planters, and fountain(s), as shown on the Amenities Plan prepared by KEBS, Inc. and received by the Township on July 2, 2012.
3. Waivers shall be granted based on the submitted site plans for front, side and rear yard building setbacks, parking lot setbacks, and the amount of impervious surfaces.
4. The project shall be constructed in one phase with both buildings being built simultaneously; or the project may be built in two phases with construction of the use permitted by right in the C-2 (Commercial) district, being the first phase.
5. The character and quality of the building materials and general architectural design of the buildings shall be consistent on all four sides of each building. Building materials shall be substantially consistent with the building elevations received by the Township on July 2, 2012 subject to approval by the Director of Community Planning and Development.

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6. The sign program submitted as part of mixed use planned unit development application and received July 3, 2012 shall be subject to the review and approval of the Director of Community Planning and Development.
7. The final design of the trash and recycling receptacles and enclosures shall be subject to the approval of the Director of Community Planning and Development.
8. The applicant shall work with the Township to determine the design and materials for the Okemos Road pedestrian-bicycle pathway and public sidewalks along the site's Hamilton Road, Ardmore Avenue, and Methodist Street frontages, subject to the approval of the Director of Community Planning and Development and the Director of Public Works and Engineering.
9. Sidewalks on Ardmore Avenue and Methodist Street shall be at least five feet in width and constructed along the entire project frontage in accordance with the standards of the Department of Public Works and Engineering.
10. The parking lot shall be designed in accordance with the requirements of Section 86-756 Design and Construction Requirements.
11. Site accessories such as railings, benches, trash receptacles, exterior lighting fixtures, and/or bicycle racks shall be of commercial quality, and complement the building design and style. Final design and location shall be subject to the approval of the Director of Community Planning and Development.
12. Any future building additions or expansions to the buildings shall require modification to the mixed use planned unit development and special use permit subject to the approval of the Township Board.
13. All existing debris found on the subject site as a result of clearing, grading, or construction activities related to the proposed project shall be removed from the site and shall be properly disposed.
14. Prior to issuance of any permit for construction activity including grading permits, the underground storage tank for heating oil shall be properly abandoned and removed from the site pursuant to the requirements of the State of Michigan, Ingham County and Township.
15. Prior to issuance of any permit for construction activity including grading permits, any wellhead(s) located on the site shall be properly closed and abandoned pursuant to the requirements of the Ingham County Health Department and the Township.
16. The location, species and size of street trees to be installed on street frontages shall be subject to the approval of the Director of Community Planning and Development.
17. Landscaping shall generally comply with the provisions of the Code of Ordinances including the Mixed Use Planned Unit Development standards outlined in Section 86-440(d)(4) and other applicable sections of the Ordinance pertaining to landscaping.
18. Site and building lighting shall comply with Article VII in Section 38 of the Code of Ordinances and shall be subject to the approval of the Director of Community Planning and Development. Parking lot lighting shall not exceed 15 feet in height. LED lighting shall be used.
19. All mechanical, heating, ventilation, air conditioning, and similar systems shall be screened from view by an opaque structure or landscape material (if at street level) selected to

complement the building. Such screening is subject to approval by the Director of Community Planning and Development.

20. The applicant shall obtain all necessary permits, licenses, and approvals from the Ingham County Department of Transportation and Roads, Ingham County Drain Commissioner, and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development.
21. The utility, grading and storm drainage plans shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design and Construction Standards.
22. A copy of the site plan information that exists in a computer format for the development project and construction plans shall be provided to the Township Engineering staff in an Auto Cad compatible format.
23. Screening landscaping shall be placed on the east side of the parking lot along Okemos Road, adjusting parking space sizes as required, if feasible, in consultation with the Director of Community Planning and Development. Increase the buffer between the curb and sidewalk on the north side of the site if feasible.

The effective date of Mixed Use Planned Unit Development #12024 is the date of the Township Board's approval, September 18, 2012. If construction related to the mixed use planned unit development has not commenced within four years after the effective date the approval shall be void, except one two-year extension may be considered by the Township Board if a written request is submitted to the Department of Community Planning and Development prior to the expiration date.

Please contact me if you have any questions regarding this matter.

Sincerely,



Mark Kieselbach  
Director of Community Planning and Development

cc: Scott Weaver  
Ryan Henry  
Jamerson Ries  
Ray Severy  
John Heckaman  
Martha Wyatt

## MEMORANDUM

**TO:** Township Board

**FROM:**   
Joyce A. Marx, Human Resources Director

**DATE:** August 13, 2015

**RE:** **New Charter Township of Meridian Personnel Policy Draft**

---

The attached new Personnel Policy Draft replaces and combines the former Personnel Policy Manuals for union and non-union employees into a single Personnel Policy Manual that covers all Township employees. The primary purpose of this manual is to welcome and introduce new employees to the work rules, policies, procedures and benefit plans that cover all employees, as well as to serve as a reference for current employees. The new manual also serves as a communication tool for promoting positive employee relations and sharing mutually beneficial expectations.

**THE CHARTER TOWNSHIP OF MERIDIAN  
PERSONNEL POLICY MANUAL**

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# **THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL**

## **WELCOME AND INTRODUCTION**

Welcome to the Charter Township of Meridian (also referred to as “Meridian Township” and the “Township”). As an employee of the Township, your mission is to serve the people of the community in a friendly, respectful, dedicated, and effective manner so they may fully enjoy an attractive, clean, safe, secure, and enriching environment. All employees contribute to making Meridian Township a community of choice.

The primary purpose of this manual is to introduce new employees to the work rules, policies, procedures, and benefit plans that cover all Township employees, as well as to serve as a reference for current employees. It is also intended to serve as a communication tool for promoting positive employee relations by providing comprehensive information to employees regarding their employment. This manual does not and cannot provide a policy for every situation that may arise; rather, it is designed to give an overall understanding of Township policies.

This Policy Manual supersedes any and all prior practices and policies of the Township, oral or written. Any and all statements and policies herein are subject to unilateral change in whole or in part by the Township at any time. The Township retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished Personnel Policies or Procedures of the Township without advance notice, in its sole discretion as approved by the Township Board. Recognition of these rights of the Township is a term and condition of employment and of continued employment.

This manual, or any other written or verbal communication by the Township, is not intended as and does not create a contract of employment, either expressed or implied, and does not constitute contracted obligations between the Township and employees unless specifically addressed in a formal employment contract or collective bargaining agreement (CBA). Where such documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall govern.

No person, other than the Township Manager as authorized by the Township Board, has the authority to enter into any agreement for employment at any specified period of time, or to make any agreement contrary to the provisions of this manual.

**Severability**

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, collective bargaining agreement, insurance plan documents, federal, state, or local laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

**Distribution and Revisions**

A copy of this manual will be provided to each employee, who will be required to sign a standard form certifying his/her receipt and review of the manual.

Revisions or updates to the manual will be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the Township website. Employees are expected to review all changes and updates and remain knowledgeable of all current personnel policies. Periodically, employees may be required to sign an update form that they have received and reviewed the manual and changes in policy.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT AND NON-DISCRIMINATION POLICY**

Meridian Township is firmly committed to non-discriminatory employment practices, including disabilities, for all employees and applicants for employment. The Township shall comply with all federal, state, and local laws with respect to the employment relationship. The goal of the Township is to provide a positive work environment that demonstrates respect for human differences and guarantees that all employees are treated with dignity, respect, and professionalism.

Every employee has an obligation to promote an inclusive workplace free from discrimination in all employment activities. Management is responsible and accountable to identify and correct any discriminatory actions and to ensure that non-discrimination policies are followed. The Township is responsible to take prompt and immediate remedial action to maintain a work environment that is free of unlawful discrimination, harassment, intimidation, or retaliation.

Employees are expected to immediately bring forth any concerns about discrimination, retaliation, or harassment in any form, to the attention of management and the Human Resources (HR) Director. All allegations are taken seriously and management is responsible to immediately report concerns to the Human Resources Director for a prompt response and investigation. Please refer to specific employment policies contained in this manual that address compliance.

The Township has an Open Door Policy in effect and employees are encouraged to bring concerns and issues forward for discussion with any member of management, including the Human Resources Director and the Township Manager. The Township encourages employees to make suggestions and provide feedback for mutual understanding and quick resolution.

### **Meridian Township Human Relations Ordinance Article I. In General, Section 30-1 Intent**

It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against or harassed because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education association, sexual orientation, gender identity or expression, or HIV status.

### **At-Will Training Period**

Up to the first six (6) months of employment (please see specific training period designations in individual collective bargaining agreements (CBA's) for clarification) is considered to be a period of training. This training period provides intensive training efforts and frequent feedback and written evaluations at 30-60-90 day and six (6) month intervals. You are encouraged to ask questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals of the department and Township.

### **At-Will Employees**

All salaried employees (with the exception of previously approved employment agreements) are considered at-will. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice. The provisions in this policy manual supersede any and all contrary representations that have been made by either the Township or you. No employee, supervisor, member of management, or other person except the Township Manager, in writing, and approved by the Township Board, has the authority to enter into any employment agreement on behalf of the Township for any specified period of time, pursuant to any particular conditions or to make any agreement contrary to the terms expressed in this manual.

# **SEXUAL HARASSMENT POLICY**

## **Objective**

The objective of the Township in implementing and enforcing this policy is to define workplace sexual harassment, prohibit it in all forms, provide procedures for lodging complaints about conduct that violates this policy, investigate sexual harassment claims, and carry out appropriate disciplinary measures in the case of violations.

## **Scope**

This policy applies to all employees, Full-Time, Part-Time, Seasonal, Interns, and Volunteers of the Township, as well as for citizens, vendors, visitors, or contracted employees. All employees, including Supervisors, Managers, and Directors will be subject to discipline, up to and including termination, for any violation of the Sexual Harassment Policy.

## **Defining Sexual Harassment**

“Sexual harassment” is unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee’s job performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours. Meridian Township adheres to all federal, state, and local laws applying to sexual harassment including Michigan’s Elliot-Larsen Civil Rights Act.

## **Examples of Prohibited Conduct**

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Sexual or discriminatory displays or publications anywhere in the Township workplace.
- Retaliation for sexual harassment complaints.

## **Complaint Resolution Procedures**

### ***Employees***

If an employee believes that he or she has been subjected to sexual harassment or any unwelcome sexual attention, he or she may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or is uncomfortable with addressing the alleged harasser directly, he or she must report the incident to his or her own supervisor or manager, and the Human Resources Director.

It is important to report any and all concerns of sexual harassment or inappropriate sexual conduct to the Human Resources Director or a supervisor/manager as soon as possible, but no later than 180 days from the initial event. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

To initiate a formal investigation into an alleged violation of this policy, employees are asked to provide a written statement about the alleged misconduct to the HR Director. The HR Director may assist the complainant in completing the statement.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

- The name, department, and position of the person or persons allegedly causing the harassment.
- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
- The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
- The names of the other individuals who might have been subject to the same or similar harassment.
- What, if any, steps the complainant has taken to try to stop the harassment.
- Any other information the complainant believes to be relevant to the harassment complaint.

### ***Directors, Managers, and Supervisors***

Directors, Managers, and Supervisors must deal expeditiously and fairly with allegations of sexual harassment within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved.
- Ensure that harassment or inappropriate sexual oriented conduct is immediately reported to the Human Resources Director or Human Resources Department (also referred to as "Human Resources") so that a prompt investigation can occur.
- Take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow and tolerate sexual harassment or retaliation, including the failure to immediately report such misconduct to Human Resources, are in violation of this policy and subject to discipline up to and including termination.

### ***Human Resources***

The HR Director is responsible for:

- Ensuring that both the individual filing the complaint and the allegedly accused individual are aware of the seriousness of a sexual harassment complaint.
- Explaining the sexual harassment policy and investigation procedures to the complainant and the respondent.

- Exploring informal means of resolving sexual harassment complaints.
- Notifying police if criminal activities are alleged.
- Arranging for, and conducting an investigation of the alleged harassment and the preparation of a written report.
- Submitting a written report summarizing the results of the investigation and making recommendations to the Township Manager.
- Notifying the complainant and the accused of the corrective actions to be taken, if any, and administering those actions.

### **Confidentiality**

In order to protect the interests of all involved, confidentiality will be maintained to the extent practicable and deemed appropriate by the Township. The Human Resources Director shall take adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. All the information pertaining to a sexual harassment complaint or investigation is maintained by the Human Resources Director in secure files.

### **Discipline**

Employees who violate this policy are subject to appropriate discipline. If an investigation results in finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

# **FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

## **About**

The function of this policy is to provide Township employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Human Resources Director in writing.

## **General Provisions**

Under this policy, Meridian Charter Township will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

## **Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the Township for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

## **Type of Leave Covered**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child, or parent with a serious health condition.
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year. Pregnancy (including pre-natal medical appointments, incapacity due to related sickness, and medical required bedrest) is also covered. Employees with questions about what illnesses are covered under this FMLA policy or under the Township's sick leave policy are encouraged to consult with the Human Resources Director.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Township may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

***The qualifying exigency must be one of the following:***

- a. Short-notice deployment
- b. Military events and activities
- c. Child care and school activities
- d. Financial and legal arrangements
- e. Counseling
- f. Rest and recuperation
- g. Post-deployment activities
- h. Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember. Any employee with specific eligibility questions should seek assistance from the Human Resources Department.

**Amount of Leave**

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Township will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses any leave under this policy.

An eligible employee can take up to 26 weeks for the FMLA circumstance military qualifying exigencies during a single 12-month period. For this military caregiver leave, the Township will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Township and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Township and each wishes to take leave

to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

### **Employee Status and Benefits during Leave**

While an employee is on leave, the Township will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Township may require the employee to reimburse the Township the amount it paid for the employee's health insurance premium during the leave period.

The Township shall have no obligation to pay health care premiums for the employee on unpaid leave for any time after the employee's initially approved FMLA absence from work. Employees may continue insurance coverages at their own expense during approved, unpaid leave of absence. An employee will not accumulate sick or vacation leave, nor be paid for holidays which may fall during the unpaid leave period.

If the employee does not continue these payments, the Township may discontinue coverage during the leave. If the Township maintains coverage, the Township may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. The Township will provide 15 calendar days' notice prior to the employee's loss of coverage.

### **Employee Status after Leave**

In order to return to work an employee who takes leave under this policy will be asked to provide a fitness for duty without restrictions from the health care provider. This requirement will be included in the Township's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is equivalent in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

### **Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid sick leave prior to the use of personal and vacation leave. Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. An employee who is using military FMLA leave for a qualifying exigency must use all paid sick leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid sick leave prior to being eligible for unpaid leave.

### **Intermittent Leave or a Reduced Work Schedule**

Township employees may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take time when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Township and its employees must mutually agree to a schedule before any employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If an employee is taking leave for a serious health condition or because of a serious health condition of a family member, the employee should try to reach agreement with the Township before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

### **Certification for the Employee's Serious Health Condition/ Family Member/ Qualifying Military Exigency**

The Township will require certification for an employee's/family member's serious health condition or qualifying exigency. The employee must respond to such a request within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the U.S. Department of Labor (DOL) Certification of Health Care Provider for Employees/Family Members Serious Health Condition and the DOL Certification of Qualifying Exigency.

The Township may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, a Human Resources employee, leave administrator, or management official. The Township will not use the employee's direct supervisor for this contact. Before the Township makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Township will obtain the employee's permission for clarification of individually identifiable health information.

The Township has the right to ask for a second opinion if it has reason to doubt the certification. The Township will pay for the employee to get a certification from a second doctor, which the Township will select. The Township may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Township will require the opinion of a third doctor. The Township and the employee will mutually select the third doctor, and the Township will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA policy pending the second or third medical opinion.

### **Recertification**

The Township may request recertification for the serious health condition of an employee or the employee's family member, or military/family service member no more frequently than every 30 days unless circumstances have changed significantly, or if the Township receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of the leave.

### **Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources Department. Within five (5) business days after the employee has provided this notice, the Human Resources Department will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the Township with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Township's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

### **Designation of FMLA Leave**

Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resources Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

### **Intent to Return to Work from FMLA Leave**

The Township may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Prior to returning to work, an employee must provide a fitness for duty release from the physician.

**REASONABLE ACCOMMODATION/ AMERICANS WITH  
DISABILITIES ACT (ADA) AND AMENDMENTS ACT (ADAAA)  
POLICY**

**Reasonable Accommodation/ Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA), the State of Michigan's Persons With Disabilities Civil Rights Act, and Meridian Charter Township's Human Relations ordinance provide an opportunity for greater economic security for a significant number of citizens by providing Equal Employment Opportunity (EEO) protection for achieving and maintaining employment. The Township strives to demonstrate its commitment to this concept by requiring the removal of unnecessary and artificial barriers to employee selection and work access and by maintaining an orderly and structured process for working with employees in an interactive process to make reasonable accommodations that allow an otherwise qualified individual with a disability to perform the essential functions of a job assignment. It is the policy of the Township to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on Township operations or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited.

**Notification and Medical Documentation**

In general, it is the responsibility of an applicant or employee with a disability to inform the Human Resources Director that a need for an accommodation exists or that some adjustment or change is needed to perform the essential function of a job because of limitations caused by a disability. A reasonable accommodation refers to change or adjustment in the job or the work environment that allows a qualified employee with a disability to perform the essential functions of his or her job. While it has been our experience that supervisors and employees often informally work through issues surrounding limitations caused by a disability, this policy has been developed to provide a formal process through which the employee notifies the Human Resources Director for assistance.

When the Human Resources Director is so notified, the Human Resources Department initiates the interactive process with the individual by requesting the employee to identify what accommodations are requested (if known) and to provide appropriate medical documentation. A form for accommodation requests (to be supported by medical documentation) is available from Human Resources. Employees can also provide requests in another format so long as the necessary information is provided.

Appropriate medical documentation should:

1. Describe the nature, severity, and duration of the employee's impairment.
2. Describe the activity or activities that the impairment limits.
3. Describe the extent to which the impairment limits the employee's ability to perform any specific employment activity or activities.
4. Substantiate the need for accommodation and makes suggestions, if reasonably possible, for any specific accommodations.

Employees seeking accommodation will be notified if their documentation is insufficient. In obtaining this information, employees are cautioned that the Township is not requesting nor should the employee provide part of his or her medical documentation any genetic information regarding the employee or a family member protected by the Genetic Information Nondiscrimination Act (GINA).

### **Interactive Process**

Once a request has been made and appropriate medical documentation supporting the need for accommodation has been provided, then the circumstances will be addressed on a case-by-case basis. This process may encompass one or more of the following steps or other efforts not listed below that are reasonably needed to determine where an applicant's or employee's needs can be met through the reasonable accommodation process:

- Job analysis, job description review, and review of any other relevant data regarding job requirements and functions.
- Consultations with the appropriate supervisor and Human Resources, and others as necessary, to define possible accommodation that might be reasonably necessary to permit or allow an otherwise qualified person with a disability to participate in the screening process in the case of applicants, or to perform the job assignment under consideration for employees.
- Applicant accommodation requests will be handled by Human Resources in conjunction with the selection manager.
- Among the points to be addressed in the analysis are whether, based on the information available, the employee is otherwise qualified to perform the essential job functions; the physical and/or mental work requirements; physical barriers, if any, based on the work location; the effect of accommodations on related jobs or individuals; any possible threats to the health/safety of the person with a disability or to others in the work place; any undue hardship on the Township in providing the accommodation; and estimated dollar costs (if any) to accomplish the desired accommodation.

All applicants and employees are expected to cooperate in the interactive process. As part of the process, employees should also remember that the Township is not obligated to and will not provide personal use items needed in accomplishing daily activities, such as eye glasses or hearing aids, but will consider work-specific equipment, such as but not limited to, voice-activated software or adaptive technology where appropriate.

### **Decision on Accommodation and Recordkeeping**

Once the interactive process is complete and a decision is made regarding accommodations, the employee will be notified by Human Resources. The employee will also be notified if/when documentation needs to be renewed or updated.

Human Resources will also produce the decision in writing and document it in the employee's confidential medical file. The supervisor is responsible for providing support in completing appropriate written documentation to Human Resources. Information regarding an employee's disability and requests for accommodations will be kept confidential and shared with others only if they have a legitimate business reason to know.

### **Terms Used in This Policy**

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a

substantially limiting form, is also considered a disability under US Equal Employment Opportunity Commission (EEOC) final ADA Amendments Act of 2008 (ADAAA) regulations.

- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

### **Appeals**

If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes he/she is entitled to, the employee may appeal the decision to the Human Resources Director within twenty (20) working days of the date of the decision.

# SOCIAL MEDIA POLICY

## Introduction

In order to provide residents timely information about activities, news, and events regarding Meridian Township, the Township may administer various social media accounts. The Township also acknowledges and honors employees' rights to have their own personal social media accounts.

To promote an inclusive work environment, the Township has developed a policy for official Meridian Township social media accounts. The Township has also drafted guidelines for employees to consider while using their own personal social media accounts. Violations of this policy may result in disciplinary actions up to and including termination. If there are any questions regarding this policy, please feel free to contact the Human Resources Director.

## “Official” Township Social Media Accounts

An official Township social media account is defined as a social media account representing the Township in an official capacity (e.g. a social media account representing the Police Department). The Township retains the rights to alter any employee's access to any social media platform at the workplace and to also republish or re-use any content posted on an official Township social media account. Although not all-encompassing, the following is a list of Township regulations regarding employee use of official Township social media accounts.

- **Approval** – The creation of any official Township social media accounts must be approved by the Township Manager or by a designated appointee of the Township Manager.
- **Adherence to Departmental Policies** – Township departmental guidelines regarding official Township social media accounts may not usurp the Township Social Media Policy. However, employees must adhere to any additional official Township social media policies set by their department. Additionally, employees operating official Township social media accounts must adhere to all Information Technology (IT) policies.
- **Identification** – When relevant, all employees representing the Township on an official Township social media account, must identify themselves by name and role within the Township.
- **Confidential Information** – Operators of official Township social media accounts shall not share any confidential Township information including, but not limited to, pending Township litigation or personnel matters.

- **Vulgar Content** – Although not an all-encompassing list, Township employees operating official Township social media accounts shall not share any content that is deemed harassing, libelous, defamatory, discriminatory, pornographic, or any material which may cause a hostile work environment.
- **Endorsements** – Employees operating official Township social media accounts shall not, without prior written approval from the Township Manager or by a designated appointee of the Township Manager, share any content that endorses political candidates, political causes, ballot proposals, or businesses and services.
- **Usage** – Content posted by operators of official Township social media accounts shall not be a substitute to any public notice requirements mandated by federal, state, or local law.
- **Intellectual Property** – Official Township social media accounts shall adhere to all federal and state laws which govern intellectual property including, but not limited to, copyright and trademark protections.
- **Document Storage** – All official Township social media content shall adhere to existing Township electronic document storage procedures and all Township Freedom of Information Act (FOIA) policies and procedures.
- **Right to Monitor** – Operators of official Township social media accounts shall have the right to monitor all content shared by these accounts as well as content contributed by the public. Additionally, operators have the right to remove content contributed by the public if deemed vulgar, harassing, or threatening. Threats or harassing material shall be reported to the proper law enforcement agency.
- **Press Requests** – Meridian Township honors employees' rights to speak to the press. However, the Township asks employees operating official Township social media accounts to consider forwarding all requests from the media or press to a supervisor or the Communications Department.
- **Work Responsibilities** – Operators of official Township social media accounts shall only use these accounts for work-related purposes. Excessive use of non-work related use of social media platforms during work hours is subject to discipline.

## **“Non-Official” Social Media Use**

Meridian Township respects employees’ rights to express themselves through social media and additionally adheres to all provisions in Michigan’s Internet Privacy Protection Act. *However, all content shared by Meridian Township employees on their personal social media accounts should be considered public and permanent, and may be monitored by the Township.*

Non-official social media use is considered as employees using social media on their own personal accounts, not representing the Township in an official capacity. Actions that violate these guidelines may result in disciplinary actions by the Township up to and including termination. Although not all-encompassing, the following is a list of guidelines for an employee to consider when using social media in a non-official capacity.

- **Identification** – It is recommended if an employee of Meridian Charter Township identifies themselves as an employee of Meridian Township on a personal social media account to identify the account as non-official.
- **Disclaimer Recommendation** – Employees who identify themselves as Township employees on personal social media accounts may want to consider posting a disclaimer on their account stating “The views and opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of Meridian Charter Township”.
- **Vulgar Content** – Township employees should refrain from publicly sharing vulgar content on personal social media accounts (as defined in the “Official” Township Social Media Accounts).
- **Confidential Information** – Township employees should refrain from publicly sharing confidential Township information on personal social media accounts (as defined in the “Official” Township Social Media Accounts).
- **Use of Township Logos** – Township employees should not use any Township logos on their personal social media accounts without the expressed written permission by the Township Manager or by a designated appointee of the Township Manager.

# **EMPLOYMENT**

## **Anniversary Date**

For all purposes regarding the Township, including but not limited to, pay and longevity benefits, an employee's anniversary date is defined as the day (day/month/year) work began as a permanent employee for the Township.

## **Performance Evaluations**

The Human Resources Director shall prepare a system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to inform employees on how well they are doing their work and how they can improve their work performance. Employees will sign the evaluation form as an indication that the evaluation was made, but not to necessarily indicate agreement with the rating.

Employees will typically be evaluated annually by their immediate supervisors, however, the Human Resources Director and management may participate in employee evaluations. All employees will have an evaluation at least once per calendar year and the Township retains the right to evaluate employees more than once per calendar year. Copies of all performance evaluations will be given to evaluated employees, as well as the Human Resources Department to retain in employee personnel files. Employees wishing to appeal their performance evaluations must contact the Human Resources Director within five (5) days after receiving their performance evaluation. The Human Resources Director will handle appeals on a case-by-case basis and will retain any additional documentation regarding the performance evaluation appeal.

## **Promotions**

Township management may choose to promote Township employees on the basis of factors such as, but not limited to, positive performance evaluations, merit, and terms in individual collective bargaining agreements. A promotion is defined as a change to a position in a class having a higher salary range than the class from which the employee left. When employees are promoted to a position in a higher class, their annual salary shall be increased by an amount as determined in the salary range. The new rate of pay becomes effective upon the date of promotion. All provisions contrary to this policy in any employee's collective bargaining agreement shall prevail and be applied to covered collective bargaining agreement employees.

## **Personnel Files/ Data Changes**

The Township keeps personnel files on all employees. Personnel files may include job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel files are the property of the Township. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. If employees wish to review their own file, employees will need to contact the Human Resources Director in writing. Once the written request is received by the Human Resources Department, an appointment will be set up within five (5) working days for the employee to review their file. Employees may review their file only when a representative of the Human Resources Department is also present. Copies of the file may be requested, and the Township may charge a reasonable copying fee to the employee. Documents will be copied and issued to the employee within five (5) working days.

It is important for the Township to have certain personal information about employees in personnel records. Employees must notify the Township Human Resources Department as soon as there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contacts, and other possibly related information. Personnel data will be stored by the Human Resources Department in a confidential manner.

## **Social Security Number Privacy and Protection**

Meridian Township values privacy and will take all necessary steps to ensure compliance with the provisions of the Michigan Social Security Number Privacy Act. To protect employee personal information, the Township will not use Social Security numbers to identify employees. However, Social Security numbers may be included in job applications and forms sent by mail.

The Township will not:

- Publicly post or publicly display employee Social Security numbers.
- Require employees to send their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require employees to use their Social Security number to access an Internet Website, unless a password or unique personal identification number or other authentication device is also required to access the Internet Website.
- Print employee Social Security numbers on any mailed materials, unless state or federal law requires the Social Security number to be on the document that is mailed.

The Township will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for Township identification or authorization purposes.

If you have questions about this policy, please contact the Human Resources Director.

## **Layoffs and Recalls**

This policy shall govern all recalls and layoffs of Township employees who are not covered by a recall or layoff procedure in a collective bargaining agreement. Language in any of the collective bargaining agreements regarding layoff and recall procedures of covered Township employees shall prevail and be applied over any conflicting language in this policy. In the event of a reduction in force, consideration will be given to the quality of each employee's past performance, the need for the service, and the employee's seniority in that classification, in determining which employees to be retained. Employees to be laid off will be notified at the earliest date possible of that decision, but not less than 14 calendar days' notice will be given.

All layoffs and recalls of positions will be based upon the Township's operational needs and financial position. Employee employment history, performance and job related qualifications, abilities as determined by the Township, and seniority may also be considered in making layoff and recall determinations.

## **Internal Vacancies**

When there is an internal vacancy the Township will post the position both internally and externally through the "all employees" e-mail notification system and listings on the Township website. External advertisements will be posted on the iApplicant system and all other sources as necessary. Postings will be up for seven (7) workdays or as defined in collective bargaining agreements. Internal and external requests to interview are done simultaneously. An attempt to schedule interviews with internal candidates first will be made, however, the schedules may consist of internal and external candidates interviewing during the same period. Internal candidates will be required to submit a resume and cover letter to the Human Resources Director for consideration and must be submitted by the interview deadline or they will be disqualified for consideration as an applicant.

The interview process will include Supervisors, Managers, Directors, and Human Resources. If necessary, candidates will be called back for a second interview. The end result is that the overall most qualified candidate will be selected.

When hiring or undergoing a promotional procedure specified in a collective bargaining agreement, all provisions of the CBA shall prevail and be applied first should they conflict with the hiring procedures stated above.

Prior to a contingent job offer, the Township will conduct a criminal background check, driving record check, and reference checks. In addition, a post-offer physical examination including a drug screen will be conducted by Township selected medical professionals. Where appropriate, certain positions require a more complete background and credit history check. In addition, employees who possess certain licenses will be subject to on-going tests for drugs and alcohol use. Certain jobs require different essential functions, therefore, physical examinations are customized to evaluate abilities to perform the essential functions of a particular job. The successful candidates will be notified by the Human Resources Department and an official start date will be determined at that time.

## **Orientation**

An orientation with Human Resources will be scheduled the first day of employment. Successful candidates will be required to submit documentation necessary for the I-9 process (Immigration and Naturalization through Homeland Security) to verify legal status to work in the Township. Paperwork including W4s for federal withholdings, state and local withholdings, internet policy guidelines, insurance documents, authorization for direct deposit of paychecks, and other necessary documents will be completed at orientation with Human Resources.

## **Training Period**

All employees are subject to a training period of six (6) months and are considered employed at-will during this training period (refer to collective bargaining agreements for specific training periods). If an employee resigns or is released during the training period, there is no accrual of any leave time (personal, vacation, or sick) and no pay-outs will occur. Employees can expect frequent feedback and written performance evaluations during the training period and are encouraged to ask questions and actively participate in the evaluation process.

## **Hiring of Family/Relatives**

The Township permits the employment of qualified individuals who are related to a current employee provided that a supervisory/subordinate relationship does not exist as a result of that employment.

Family/relatives includes spouse, child, father, mother, sister, brother, step-parents, step-siblings, half-siblings, mother or father in-law, son or daughter in-law, grandparents, grandchildren, and brother or sister in-law.

If an employee is involved in a dating relationship and works in the same area/department, it may cause problems at work. A dating relationship is a relationship that may casually lead to a consensual romantic or sexual relationship. If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell Human Resources about the relationship. The Township will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days or there is no other available position, the Township will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, the Township may separate the employees by reassignment or termination of employment.

## **Employment Classification Categories**

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time. The right to terminate the employment-at-will relationship, at any time, is retained by both the employee and the Township.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Meridian Township has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. These employees are eligible for pro-rated leave time and holiday pay.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work a schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than a full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Seasonal Workers/Interns:** Employees who are hired as interim workers during the summer months, or on a limited work schedule throughout the year, for a limited duration.

Temporary and/or seasonal workers are not eligible for Township benefits.

## **Background and Reference Checks**

To ensure that individuals who join Meridian Township are well qualified and to ensure that we maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who are considered for employment. Background checks may include verification of any information on the applicant's resume or application form, a driving record check, a criminal background check, and in certain positions, a credit report.

All offers of employment are conditional based on a successful background check. All background checks are conducted in compliance with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Meridian Township also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## **Progressive Discipline**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Meridian Township supports the use of progressive discipline to address issues such as poor work performance or misconduct. The Township's progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. The Township's progressive discipline policy has been designated consistent with Township values, Human Resources best practices, and employment laws.

The Township believes it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. This policy describes the procedure for administering fair and consistent discipline for unsatisfactory conduct at the Township. Any language regarding disciplinary procedures governing covered employees in collective bargaining agreements contrary to this policy shall prevail over the language of this policy.

Disciplinary action may be any of the following four steps:

- 1) Verbal warning
- 2) Written warning
- 3) Suspension with or without pay
- 4) Termination of employment

The Township will administer disciplinary actions on a case-by-case basis depending on how severe the problem is and how often it has happened when deciding which disciplinary step to take. There may be circumstances when one or more steps are bypassed. In most cases, progressive discipline means that the Township will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and 4) still another offense may then lead to termination of employment.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment without going through the usual progressive discipline steps. Employees should consult the Personnel Policy Manual to understand the Township's work rules and guidelines. Meridian Township reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and termination.

By using progressive discipline, the goal is that most employee problems can be corrected at an early stage, benefiting both the employee and the Township. The Township retains the right to retain any documents related to employee disciplinary actions in employee personnel files in accordance with all applicable federal, state, and local laws.

### **Separation of Employment**

Separation of employment can occur for several different reasons.

- **Voluntary Resignation:** Although the Township hopes employment will be a mutually rewarding experience, varying circumstances cause employees to voluntarily resign. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situation where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given and be disqualified for accrued leave payments.
- **Retirement:** Employees who wish to retire are required to notify their Director and the Human Resources Department in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Supervisor shall notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Certain employees are employed on an at-will basis and the Township retains the right to terminate an employee at any time.

Covered employees of collective bargaining units may be subject to different separation of employment procedures than stated in this policy and are advised to refer to individual collective bargaining agreements for separation of employment procedures. Accrued paid leave will be paid following the last regular paycheck. If the employee resigned and did not give and work a full two weeks' notice, no accrual payouts will be issued.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided.

### **Exit Interview**

All Township employees who terminate employment with the Township are encouraged to take part in an exit interview. Exit interviews will take place with the Human Resources Director. The Human Resources Director will coordinate the time and dates of all exit interviews.

The Township utilizes exit interviews to assess outgoing employee experiences while working for the Township. The Township may utilize some information discovered during exit interviews to improve employment practices at the Township. The Human Resources Director may retain any written notes recorded during an exit interview.

The separating employee must return all company property at the time of separation, including credit cards, uniforms, Township cell phones, keys, computers, identification cards, etc. Failure to return items shall result in deductions from the final paycheck.

### **Rehire**

Employees who leave the Township in good standing may be considered for reemployment. An application must be submitted to the Human Resources Department, and the applicant must meet all minimum qualifications and requirements of the position.

Supervisors must obtain approval from the Human Resources Director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment may not be eligible for rehire.

# **WORKPLACE SAFETY**

## **Drug-Free Workplace**

Meridian Township has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Meridian Township is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

The policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Township. The Human Resources Department is responsible for administration of the drug and alcohol policy.

## **Employee Assistance and Drug-Free Awareness**

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resources Department, who can make referrals and assist employees with drug/alcohol problems.

The Township will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, be placed on leaves of absence, referred to treatment providers, and otherwise be accommodated as required by law. Such employees will be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restriction to their supervisor. In some areas of the Township, employees will not be permitted to return to work if they have restrictions. The Human Resources Department will make the final determination regarding return to work restrictions.

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on Township premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug.
- The presence of any detectable amount of any illegal drug or illegally controlled substance in an employee's body while performing Township business or while in a company facility is prohibited.
- Meridian Township will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

### **Required Testing**

The Township retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession, or impairment. The Human Resources Department must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees may be subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery or equipment, and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place immediately or within two (2) hours at the clinic, urgent care, emergency room, or hospital.

**Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination. Depending on the circumstances and the employee's work history/record, the Township may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at various times and frequencies for a minimum of one (1) year.

### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

Employees will be paid for time spent in alcohol/drug testing and during a paid suspension pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management, union (if applicable), and the Human Resources Department. Should the results prove to be negative, the employee will be reinstated.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Human Resources Department shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspection**

Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.

### **Crimes Involving Drugs**

Meridian Township prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on Township premises or while conducting Township business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## **Workplace Bullying**

Meridian Township defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates Meridian Township’s Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including Supervisors, Managers, and Directors, the Township will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when administering discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is more important. The following are examples of bullying behavior:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## **Violence in the Workplace**

All employees, residents, vendors, and Township associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

The Township encourages employees to bring their disputes to the attention of their supervisors and the Human Resources Department before the situation escalates.

Conduct that threatens, intimidates, or coerces another employee, resident, vendor, or Township associate will not be tolerated. Township resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. The Township handles threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a Supervisor, Human Resources, or the Police Department. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in danger during an incident.

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regards to domestic violence. The Township will not retaliate against employees making good-faith reports. Meridian Township is committed to supporting victims of domestic violence.

Meridian Township will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Township may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

### **Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all federal, state, and local safety and health regulations and Township standards, and with any special safety concerns for use in a particular area.

Although most safety regulations are consistent throughout each department, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Incident and Accident Report within 24 hours for each safety and health incident/accident that occurs by an employee or that the employee witnesses. Failure to report such an incident/accident may result in employee disciplinary action up to and including termination.

The Human Resources Department and Township shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

## **Right to Know**

Meridian Township adheres to all applicable Michigan Occupational Safety and Health Administration (MIOSHA), federal, state, and local regulations concerning workplace safety. Township Employees shall be informed of what hazardous substances are in the workplace and shall also be trained how to properly work with these substances, label these substances as appropriate, and document these substances. Employees who have concerns regarding the Township's workplace safety guidelines are encouraged to contact Supervisors, Managers, Directors, or the Human Resources Director.

## **Smoke-Free Workplace**

It is the policy of Meridian Township to prohibit smoking and tobacco products on all Township premises. Smoking is defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including e-cigarettes." Tobacco products include chewing tobacco, all smoked tobacco products, and all other forms of smokeless tobacco products.

The smoke-free workplace policy applies to

- All areas of Township buildings.
- All Township-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the Township.
- All visitors to the Township premises.
- All contractors and consultants and/or their employees working on Township premises.
- All employees, temporary employees, interns, seasonal workers, and visitors.

Smoking and use of tobacco products is only permitted in parking lots that are at least 50 feet from any municipal building including, but not limited to, the Township Hall, the Public Safety Building, the Service Center, and all Fire Stations. Meridian Township is not required to give employees any additional breaks for smoking other than the breaks granted to employees outlined in this Personnel Policy Manual. Littering after the use of smoking and tobacco products (including cigarette butts) will not be tolerated on any Township property and offenders may be subject to disciplinary action up to and including termination.

Employees who violate the smoking policy will be subject to disciplinary action up to and including termination.

# WORKPLACE EXPECTATIONS

## Code of Conduct/ Workplace Etiquette and Work Rules

The Township has a strong commitment to providing an inclusive, non-discriminatory, and professional workplace. Employees of different backgrounds and perspectives add unique insights to the workplace and help foster innovation while providing great value to the Township.

The Township serves its residents best when functioning as a strong team. As such, the Township expects that staff from all departments, at every level of the Township, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the Township requires employees to act in a professional and courteous manner to each other and the public. Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that will result in discipline up to and including termination.

- Falsification of timekeeping records and any employment application statements.
- Any discourteous treatment of the public, other Township employees or officials, or residents.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Theft in any form is not acceptable.
- Fighting or threatening violence in the workplace.
- Violation of safety or health rules.
- Sexual or other unlawful harassment or discrimination.
- Extensive absenteeism or any absence without notice.
- Unauthorized use of employer telephones, mail system, Internet, or computer networks.
- Unauthorized use of employee personal telephones, Internet, or computers during work hours.
- Unauthorized disclosure of confidential Township information.
- Unsatisfactory performance or conduct including insubordination.
- Abuse of Township property.
- Violation of personnel policies, Township ordinances, department rules, or federal, state, or local laws.

In general, the Township expects that common sense, professionalism, and general decency will govern personal conduct. Please contact the Human Resources Director if you have any questions regarding the Township's Code of Conduct.

## **Confidentiality**

Employees at the Township may overhear or have knowledge of confidential information from various sources (e.g. residents, businesses, etc.). It is the Township's policy that all information considered confidential will not be disclosed to external parties or to other employees without a legitimate business reason. If a Township employee has any questions about whether information is considered confidential, he/she should check with their Supervisor, Director, or the Human Resources Director.

This policy is to alert employees to the need for discretion at all time and is not intended to inhibit normal Township communications.

All inquiries from the media should be referred to the Township Manager, Chief of Police, EMS/Fire Chief, or the Communications Director as applicable.

## **Conflicts of Interest**

Township employees must avoid any relationship or activity that might impair, or even appear to impair their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which actions taken on behalf of the Township may conflict with the employee's own personal interest. Township property, information, or business opportunities may not be used for personal gain.

### **Conflicts of interest could arise in the following circumstances:**

- Obtaining outside employment that may impair an employee's Township work responsibilities.
- Hiring family members or closely related persons.
- Serving as a board member or elected official for an outside organization.
- Accepting gifts, discounts, favors, or services from a business based on one's status as a Township employee.

## **Gifts and Favors**

No elected or appointed official or employee shall solicit directly or indirectly or accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation, in order to influence his/her Township decision-making.

## **Outside Employment**

Employees may engage in outside employment in accordance with the following limitations. In no case shall outside employment conflict with or impair work responsibilities to the Township. Outside employment is defined as any paid employment a Township employee participates in outside of their Township work responsibilities.

Any full-time employee desiring to participate in outside employment must obtain written permission from his/her Director and the Human Resources Director prior to beginning his/her outside employment. Unless granted expressed written permission from the Human Resources Director, a Township employee shall not be allowed to engage in any outside employment while on a paid or unpaid leave of absence from the Township where benefits may be maintained.

Employees engaged in outside or supplemental employment shall:

- Not use Township facilities as a source of referral for private customers or clients.
- Not be engaged in outside employment during the employee's regularly scheduled working hours.
- Not use the name of the Township or any Township agency as a reference or credential in advertising or soliciting customers or clients.
- Not use any Township supplies, facilities, staff, or equipment with any outside employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the Township.
- Not cause any incompatibility, conflict of interest, or any possible appearance of a conflict of interest.

The Township shall not be liable, either directly or indirectly, for any activities performed by an employee participating in outside employment. Additionally, the Township retains the right to reverse any decisions granting a Township employee permission to obtain or participate in outside employment while employed by Township.

## **Attendance and Punctuality**

Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances. Vacation and personal leave must be scheduled with one's supervisor in advance. Sick leave may be used in the case emergency or sudden illness without prior scheduling.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in a written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no-call/no-show lasting three days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.**

### **Attire and Grooming**

It is important and required for all employees to project a professional image while at work by being appropriately attired. Meridian Township employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Employees in Township departments mandated to wear uniforms must do so and apply by all uniform policies implemented by the specific department.

The Township is confident that employees will use their best judgement regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action up to and including termination.

Examples of unprofessional attire include but are not limited to:

- Sweatpants, leggings (yoga pants), exercise wear (spandex), and shorts.
- Beachwear, crop tops, clothing showing midriff, and tops with spaghetti straps.
- Any clothing with a printed message, slogan, political message/endorsement, picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

In keeping with appropriate attire and grooming, the Township allows reasonable self-expression through personal appearance unless it conflicts with an employee's ability to perform his or her position effectively or it is regarded offensive or harassing towards co-workers, residents or others with whom the Township conducts business.

The Township permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with an employee's job or work environment include:

- Personal safety of self or others.
- Productivity or performance expectations.
- Offensiveness to co-workers, customers, residents, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Customer or resident complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

### **Electronic Communication and Internet Use**

The following guidelines have been established for using the Internet, Township-provided cell phones, and e-mail in an appropriate, ethical, and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers), and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying material that might adversely or negatively reflect upon the Township or be contrary to the Township's best interests; and engaging in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and Township-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy reference only.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered to be public records and may be subject to discovery in the event of litigation and to the Freedom of Information Act (FOIA). Be aware of this possibility when sending e-mails within and outside the Township.

### **Right to Monitor**

All Township-supplied technology and Township-supplied work records belong to the Township and not to the employee. The Township may routinely monitor the use of Township-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

### **Solicitations, Distributions, and Posting of Materials**

Meridian Township prohibits the solicitations, distribution, and posting of material on or at Township property by an employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Township management and Township-sponsored programs related to Meridian Township's activities.

## **Provisions:**

- Non-employees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a Township-sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times. Former employees are not permitted in Township workspaces unless on official business or invited by management.
- Employees may not solicit other employees during work times, except in connection with a Township-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a Township-sponsored event, or approved by the Township Manager.
- The posting of material or electronic announcements are permitted with approval from the Township Manager or the Human Resources Department.

Violations of this policy should be reported to the Human Resources Department and are subject to disciplinary actions up to and including termination of employment.

## **Time Reporting**

The workweek covers seven consecutive days beginning on Saturday and ending on Friday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the Director to whom the employee reports.

Employees will submit their bi-weekly timesheets as required by their Director. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

## **Lunch Rest Periods/Breaks**

The schedule of lunch periods at Meridian Township is set by the employee's Supervisor or Director with the goal of providing the least possible disruption to Township operations.

## **Mandatory Meal Period**

Employee lunch periods are important to company productivity and employee health. Full-time employees will be provided an unpaid one (1) hour lunch break. The lunch period will not be included in the total time of work per day. Part-time employees working a minimum of six (6) hours per day will be provided an unpaid one-half (1/2) hour lunch break. Non-exempt employees are to be completely relieved of all job duties while on lunch breaks.

### **Rest Breaks**

Non-exempt employees are permitted a 15-minute rest break for each four hours of work. Non-exempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

### **Impermissible Use of Meal Period and/or Rest Breaks**

Neither the lunch period nor the rest break(s) may be used to account for an employee’s late arrival or early departure or to cover time off for other purposes. For example, rest breaks may not be accumulated to extend a meal period and rest breaks may not be combined to allow one half hour break.

### **Employee Travel and Reimbursement**

Employees will be reimbursed for reasonable expenses and applicable IRS mileage reimbursements incurred in connection with Township Manager approved travel on behalf of the Township.

### **Use of Township Equipment**

The use of Township equipment for other than official Township business is strictly prohibited.

### **Township Vehicles**

Vehicles are authorized for use in conjunction with official duties or while in service only, unless otherwise specified within Department policy, subject to review and approval of the Township Manager, or by Township Board action.

All other Township vehicles, assigned or pool vehicles, will be used for official business only. Trips for personal business, other than breaks when the employee is in the field, will not be permitted.

All vehicles will be operated in accordance with applicable federal, state, and local traffic laws.

Operators are responsible for reasonable vehicle maintenance checks (gas, oil, fluid levels, tires, unusual operation symptoms, noises, interior and exterior cleaning, etc.) and reporting vehicle problems to the Township mechanic.

Employees who receive a moving violation(s) may have the use of Township vehicles restricted by the Township Manager and may be subject to discipline up to and including termination.

## **TIME OFF/LEAVES OF ABSENCE**

### **Holiday Pay**

Meridian Township recognizes paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday (4 hours)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

To qualify for holiday pay, employees must report to work on his/her regularly scheduled work day immediately preceding and immediately after his/her scheduled holiday, unless he/she is on vacation or is otherwise excused by his/her supervisor, with this exception: that holiday pay will not apply to an employee who is on extended leave of absence of one (1) week or more in which the holiday falls.

If an employee terminates his/her employment, he/she will not receive pay for holidays occurring after the last day worked.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the Township.

### **Vacation Leave**

All full-time and part-time employees are eligible for vacation leave benefits. Part-time employees working 20 to 29 hours per week will earn vacation on a pro-rated basis. Full-time employees are those working over 30 hours per week. Vacation accrual begins on the first day of the month following the hire date for full-time or permanent part-time employment. Vacation is accrued according to the schedule in this policy. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave (refer to collective bargaining units for clarification).

Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business day of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

### ***Non Union Personnel Vacation Benefits Schedule***

Each full-time employee shall accumulate vacation monthly up to a maximum of 25 working days (200 hours). Regular part-time employees earn vacation in a pro-rated amount. The Township Manager may waive the maximum accumulation of vacation time upon written request of the employee. Vacation shall be earned according to the following schedule of continuous and completed years of service:

- Start through 4 years = 8 hours per month
- 5 years through 9 years = 10 hours per month
- 10 years and over = 14 hours per month

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination.

### **Personal Leave**

Each full-time employee shall be allowed three (3) paid personal leave days (24 hours) each calendar year with full pay and pro-rated if employed for less than one year. Regular, part-time employees receive pro-rated hours based on hours worked. Paid personal leave days must be used by the end of the calendar year. Said leaves shall not be changed to sick or vacation leave, and shall not be cumulative. They also shall not be used in conjunction with regularly established vacation periods and shall not be scheduled consecutively at the end of the calendar year.

### **Sick Leave**

All full-time, regular employees accrue sick leave the first day of the month following the hire date for a maximum of 12 days per year. Regular, part-time employees accrue sick leave the first day of the month following the hire date in a pro-rated amount using the full-time total of 12 days per year and the average number of hours the part-time employee works per week. Leave can be accumulated up to a total of one hundred ten (110) working days (880 hours).

Employees may use sick leave if their presence is needed at home because of family illness or they have a medical appointment of a routine or preventative nature. "Family" is defined as parents, spouse, children, stepchildren, and any family members living in the employee's household or any other relative for whom the employee is legally responsible for as a dependent or guardian.

Directors may require substantiation of sick leave as they deem necessary, including a certificate from a physician or an examination by a physician duly appointed by the Township. If such examination is required, the Township will pay the cost if not covered by insurance.

Sick leave shall not be allowed during a period of vacation, or immediately before or after a vacation or holiday, unless substantiated by a doctor's certificate.

Upon separation of employment, the employee shall receive payment of 1/4 of his/her accumulated sick leave which is paid into the employee's ICMA/RHS account, provided at least two (2) weeks written notice of separation is given by the employee, and providing no abuse of sick leave takes place during the final two (2) weeks of his/her employment. Employees who are terminated by the Township due to misconduct are not eligible for the benefits under this section. Employees who retire shall receive 1/2 of his/her accumulated sick leave which is paid into the employee's ICMA/RHS account, given the above separation notice is honored.

Employees who have accumulated 500 or more hours of unused sick leave at the beginning of any calendar year, have the option to sell back to the Township up to forty hours of sick leave at the end of the calendar year. Payment shall be based on the employee's current hourly rate of pay as of December 31 of that year.

### **Bereavement Leave**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed three days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, grandparent, grandchild, or spouse's grandparent. Based on extenuating circumstances, a Director, the Human Resources Director, or the Township Manager may grant leaves in excess of three days for bereavement.
- Employees are allowed one day of paid leave in the event of death of the employee's aunt, uncle, nephew, or niece.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the Township, friend, or neighbor.

### **Jury Duty**

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The Township will pay regular full-time and regular part-time employees for time off for jury duty.

### **Voting**

All employees should be able to vote either before or after regularly assigned work hours.

### **Election Leave**

Employees who are chosen to serve as an election official at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify the Director a minimum of seven (7) days in advance of the need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

### **Military Leave of Absence**

Meridian Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the Uniformed Services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time being spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact the Human Resources Department to request leave as soon as they are aware of the need for leave.

### **Lactation/Breastfeeding**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Township will designate a private room for this purpose. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **BENEFITS**

For more information regarding benefits programs, please contact the Human Resources Department or refer to the Township Summary Plan Descriptions, which were provided to employees upon hire.

### **Medical and Dental Insurance**

The Township currently offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical and dental insurance coverage options in effect the first day of the month following the hire date.

Insurance elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resources Department to determine if a family status change qualifies under the Plan document and IRS regulations.

During open enrollment, employees may change medical and dental elections for the following year. An employee may refuse medical insurance coverage at his/her will. Such refusal must be documented in writing and submitted to the Human Resources Department. The Township shall pay an employee \$375.00 per month if medical coverage is refused. The Township reserves the right to change insurance carriers and terms and condition of insurance coverage at any time with the goal that fundamental provisions of the coverage will not be changed.

The Human Resources Department is available to answer benefits plan questions and assist in enrollment as needed.

### **Flexible Spending Account**

The Township currently offers an employee-funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that calendar year, the balance may be held over to use for 2 months 15 days in the next calendar year. Claims must be submitted by March 31 for the previous calendar year to be applied to that balance.

### **Group Life Insurance**

The Township provides regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy pays a death benefit equal to the employee's salary to the next multiple of \$1,000.

### **Long-Term Disability Benefits**

The Township offers eligible employees (i.e., regular full-time employees who are regularly scheduled to work a minimum of 30 hours per week) a non-contributory long-term disability (LTD) base plan. This non-contributory base plan provides for monthly LTD benefits of 60% of basic monthly earnings to a pre-determined maximum benefit less any other offsets. Eligible employees are automatically enrolled as of the first day of the calendar month following their date of hire. Long-term disability coverage terminates on the last day of employment.

Please direct any questions about long-term disability benefits to the Human Resources Department.

### **Pension Plans**

Please refer to Collection Bargaining Agreement.

### **401(a) Defined Contribution Plan and 457 Deferred Compensation Plan**

The Township offers a voluntary contribution plan for eligible employees. Contributions are made to an account in your name for the exclusive benefit of you and your beneficiaries.

The benefits are outlined in the plan documents which are available in the Human Resources Department.

Please direct any questions about retirement benefits to the Human Resources Department.

### **Workers' Compensation Benefits**

An employee who receives compensation under the Michigan Workers' Compensation Act, may receive only that portion of his/her regular salary from earned sick leave which will, together with such workers' compensation equal regular take home salary. In cases of this nature, an amount equal to the difference paid by the Township between an employee's Workers' Compensation and regular take home salary shall be deducted from the employee's accumulated sick leave. When the amount of the employee's accumulated sick leave has been depleted the Township will no longer pay the difference between the employee's salary and Workers' Compensation. An employee will continue to receive benefits for the first thirty (30) days while on compensation excluding vacation, sick, or personal leave, and holiday pay. When this period has elapsed, he/she shall be deemed to be on inactive status and will not be eligible to accrue or receive benefits other than those stipulated in this section excepting the Township shall continue to pay for health insurance for six (6) months.

### **CARES Employee Assistance Program (EAP)**

Through the CARES employee assistance program, the Township provides confidential access to professional counseling services. The EAP, available to all employees, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the Township by Sparrow Health System.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the Township only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

### **COBRA**

Eligible employees shall have the right to continue group health coverage for themselves and their dependents when they terminate employment at the Township. Such coverage is subject to the provisions of the COBRA laws and will be at the employee's expense.

## **COMPENSATION**

### **Hours of Work**

Township Administrative offices (Municipal Building and Public Safety Building) shall operate on a regular eight (8) hour day, forty (40) hour work week, Monday through Friday, from 8:00 a.m. to 5:00 p.m., with one (1) unpaid hour for lunch, and a fifteen (15) minute paid break in the morning and a fifteen (15) minute paid break in the afternoon. The Service Center shall operate on a regular eight hour day, forty (40) hour work week, Monday through Friday, from 7:30 a.m. to 4:30 p.m. with one (1) unpaid hour for lunch, and a fifteen minute paid break in the morning and a fifteen (15) minute paid break in the afternoon. In the interest of efficiency or special situation, a Director may, with the approval of the Township Manager, deviate from the above prescribed hours.

It is the responsibility of the Director to assure that employees work the required hours and that any absences are properly accounted for on absence forms, which are forwarded to the Human Resources Department/Payroll.

### **Overtime Pay (Salaried Employees)**

Non-exempt employees who exceed 40 hours of time worked in a workweek will be paid time and one half.

Paid leave, such as holiday, sick, personal, or vacation does not apply toward time worked.

The workweek covers the seven (7) consecutive days beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday night.

Employees who anticipate the need for overtime to complete the week's work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

### **Compensatory Time (Salaried Employees)**

Compensatory time will be earned at the rate of one and one-half hour for each hour exceeding 40 hours of time worked. Only forty (40) hours of compensatory time will be permitted to carry over from one year to the next. If compensatory leave accumulates for reasons beyond the employee's control, and it is not convenient to grant the use of such leave time earned, the Township Manager may convert excess compensatory time to monetary payments which shall be at the time and one-half rate of pay of said employee.

### **Longevity**

The Township shall pay longevity pay according to the following schedule of continuous and completed years of service:

- 5 through 9 years = \$320
- 10 through 13 years = \$640
- 14 through 17 years = \$960
- Over 17 years = \$1280

Longevity payments must be earned (as of the end of five (5) years and paid in the first pay period thereafter) of any calendar year. For the purposes of computation, years of service shall be measured from the last date of continuous employment with the Township. Elected Officials are not eligible to receive longevity payments. Pro-rated longevity payments shall be made to an employee at retirement or to an employee who is currently, or has been, on an unpaid leave within the previous year who is otherwise eligible for longevity.

## **MISCELLANEOUS**

### **Emergency Closings**

In cases where a Township office is declared closed because of inclement weather, a state of emergency, natural disaster, or other form of catastrophe, all regularly scheduled employees shall receive regular pay based upon hours scheduled to be worked that day. If an employee has a pre-approved scheduled day off, he/she shall not receive an additional day off or additional pay for the day of the emergency closing.

As directed by the Township Manager, declared closures do not apply to “essential employees” such as Police, Fire, Public Works, and others as designated by the Township Manager.