



Board of Trustees

William J. Fountain, Supervisor	Matthew J. Germane, Trustee
Larry N. Ciofu, Clerk	Summer L. McMullen, Trustee
Kathleen A. Horning, Treasurer	Denise M. O'Connell, Trustee
	Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda
Hartland Township Hall
Tuesday, July 06, 2021
7:00 PM

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - a. Approve Payment of Bills
 - b. Approve Post Audit of Disbursements Between Board Meetings
 - c. 06-15-2021 Hartland Township Board Regular Meeting Minutes
 - d. Approve Permit for Fireworks Display – Waldenwoods
 7. Pending & New Business
 - a. Appraisal for Tax Appeal
 - b. Michigan Townships Association (MTA) Principles of Governance
 - c. Utilities REU Classification Table Updates
 - d. Site Plan/PD Application #20-012 Newberry Place Planned Development – Preliminary Site Plan (Pattern Book submitted on April 15, 2021)
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: June 29, 2021

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$1,283,435.08. The bills are available in the Finance office for review.

Notable invoices include:

\$309,336.00 – Hartland Deerfield Fire Authority – (2nd quarterly payment due 7/8/21)
\$22,000.00 – Hartland Enrichment/Recreation Organization – (Payment due 7/15/21 per agreement)
\$11,000.00 – Hartland Senior Center – (Payment due 7/31/21 per agreement)
\$45,744.91 – Hartland Township General Fund – (2nd Fiscal quarter 2021 salary allocations & 7/1 – 9/30/21 cable studio rent)
\$535,909.75 – Livingston County Treasurer – (Chargebacks from 2020 Tax Foreclosure Sale)
\$170,236.42 – Livingston County Drain Commission – (June 2021 Sewer System O&M)
\$19,000.00 – Pfeffer, Hanniford & Palka – (Audit of financial statements FYE 3/31/21)
\$123,722.53 – TLS Construction LLC – (M-59 Sidewalk Project)

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No

All expenses are covered under the adopted FY22 budget, except for approximately \$63,000 additional amounts owed on the Chargebacks for the 2020 Tax Foreclosure Sale (595 Fund). A reconciliation budget amendment will be brought forth during 2nd fiscal quarter.

Attachments

Bills for 07.06.2021

06/30/2021 01:24 PM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 07/06/2021 - 07/06/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
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		Due Date		1099		

AWWA	AMERICAN WATER WORKS ASSOCIATION	06/21/2021	2227942	FOA	4/1/21 - 5/31/22 MEMBERSHIP - M LUCE	
45245	PO BOX 972997	07/06/2021		N		361.00
06/21/2021	DALLAS TX, 75397	/ /	0.0000	N		0.00
		07/06/2021		N		361.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-804.000	MEMBERSHIP & DUES	361.00

VENDOR TOTAL: 361.00

CHLORIDESO	CHLORIDE SOLUTIONS, LLC	06/12/2021	852	FOA	JUNE 2021 DUST CONTROL	
45249	672 NORTH M-52	07/06/2021		N		3,687.55
06/12/2021	WEBBERVILLE MI, 48892	/ /	0.0000	N		0.00
		07/06/2021		Y		3,687.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-969.002	ROAD CHLORIDE	3,687.55

VENDOR TOTAL: 3,687.55

CINTAS	CINTAS CORPORATION	06/14/2021	4087072564	FOA	MATS	
45212	P.O. BOX 630910	07/06/2021		N		54.11
06/14/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		07/06/2021		N		54.11

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	54.11

CINTAS	CINTAS CORPORATION	06/28/2021	4088387931	FOA	MATS	
45259	P.O. BOX 630910	07/06/2021		N		43.56
06/28/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		07/06/2021		N		43.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	43.56

VENDOR TOTAL: 97.67

CITYOFFENT	CITY OF FENTON	06/11/2021	3819	FOA	BACTERIOLOGICAL SAMPLES	
45218	301 S LEROY ST	07/06/2021		N		16.00
06/11/2021	FENTON MI, 48430	/ /	0.0000	N		0.00
		07/06/2021		Y		16.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.00

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			Due Date		1099		

VENDOR TOTAL: 16.00

ETNA	ETNA SUPPLY COMPANY	06/17/2021	S104032060.003	FOA	1,000 GAL IPERL METERS	
45227	P.O. BOX 772107	07/06/2021		N		1,175.00
06/17/2021	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		07/06/2021		N		1,175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-741.000	METER COSTS	1,175.00

VENDOR TOTAL: 1,175.00

5888	FOSTER, SWIFT, COLLINS & SMITH	05/31/2021	810828	FOA	MAY 2021	
45222	313 S. WASHINGTON SQUARE	07/06/2021		N		4,778.64
06/16/2021	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		07/06/2021		Y		4,778.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-826.000	LEGAL FEES	225.00
101-400-826.000	LEGAL FEES	360.00
401-444-826.000	LEGAL FEES	503.64
590-000-826.000	LEGAL FEES	225.00
590-595-826.000	LEGAL FEES	1,417.50
702-000-290.067	NEWBERRY/MAYBERRY HOMES	2,047.50
		4,778.64

VENDOR TOTAL: 4,778.64

H20	H20 TOWERS LLC	06/07/2021	1833	FOA	CLEAN EXTERIOR OF WATER TOWER	
45189	P.O. BOX 398	07/06/2021		N		4,250.00
06/07/2021	SALINE MI, 48176	/ /	0.0000	N		0.00
		07/06/2021		Y		4,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	4,250.00

VENDOR TOTAL: 4,250.00

HAGOPIAN	HAGOPIAN CLEANING SERVICES	06/18/2021	C1283542	FOA	CARPET CLEANING	
45258	43223 W 12 MILE RD	07/06/2021		N		648.00
06/18/2021	NOVI MI, 48377	/ /	0.0000	N		0.00
		07/06/2021		N		648.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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			Due Date		1099		

101-265-930.000	REPAIRS & MAINTENANCE					648.00	
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VENDOR TOTAL: 648.00

HAYAA-F	HARTLAND AREA YOUTH ATHLETIC ASSOC	07/01/2021	071521	FOA	JULY 2021 - PMT PER AGREEMENT		
44787	HAYAA - FOOTBALL	07/06/2021		N		262.29	
	P.O. BOX 359						
07/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00	
		07/06/2021		N		262.29	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	262.29

VENDOR TOTAL: 262.29

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	07/01/2021	071521	FOA	PAYMENT DUE 7/15/21 PER AGREEMENT		
44204	HAYAA - BASEBALL	07/06/2021		N		1,285.72	
	P.O. BOX 110						
07/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00	
		07/06/2021		N		1,285.72	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,285.72

VENDOR TOTAL: 1,285.72

HCSA	HARTLAND COMMUNITY SOCCER ASSN	07/01/2021	071521	FOA	JULY 2021 - PMT PER AGREEMENT		
44773	HARTLAND COMMUNITY EDUCATION	07/06/2021		N		638.05	
	9525 HIGHLAND RD						
07/01/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00	
		07/06/2021		N		638.05	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	638.05

VENDOR TOTAL: 638.05

0150	HARTLAND CONSOLIDATED SCHOOLS	05/31/2021	172806	FOA	MAY 2021 FUEL		
45195	9525 E HIGHLAND ROAD	07/06/2021		N		506.07	
06/04/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00	
		07/06/2021		N		506.07	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	76.27
536-000-860.000	GASOLINE	429.80

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			Due Date		1099		

506.07

VENDOR TOTAL: 506.07

HDFA	HARTLAND DEERFIELD FIRE	06/14/2021	21-22 2NDQ:H	FOA	2ND QUARTERLY PMT DUE BY 7/8/21	
45200	3205 HARTLAND RD	07/06/2021		N		309,336.00
06/14/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/06/2021		N		309,336.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	309,336.00

VENDOR TOTAL: 309,336.00

HERO	HARTLAND ENRICHMENT/RECREATION ORG	07/01/2021	071521	FOA	PAYMENT DUE 7/15/21 PER AGREEMENT	
44207	12354 GOLDEN OAKS DR.	07/06/2021		N		22,000.00
07/01/2021	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/06/2021		N		22,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-901-999.002	APPROPRIATIONS COMMUNITY CENTER	22,000.00

VENDOR TOTAL: 22,000.00

SENIORCENT	HARTLAND SENIOR CENTER	07/01/2021	070121	FOA	PAYMENT DUE BY 7/31/21 PER AGREEMENT	
45198	9525 HIGHLAND RD	07/06/2021		N		11,000.00
07/01/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/06/2021		N		11,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-901-999.000	APPROPRIATIONS SENIOR CITIZENS	11,000.00

VENDOR TOTAL: 11,000.00

0001	HARTLAND TOWNSHIP GENERAL FUND	07/01/2021	070121	FOA	2ND FISCAL QTR 2021 SALARY ALLOCATIO	
45089		07/06/2021		N		42,498.91
07/01/2021	,	/ /	0.0000	N		0.00
		07/06/2021		N		42,498.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-720.000	ADMINISTRATIVE FEES	22,595.81
590-000-720.000	ADMINISTRATIVE FEES	19,903.10
		42,498.91

0001	HARTLAND TOWNSHIP GENERAL FUND	07/06/2021	07062021	FOA	7/1 - 9/30/21 CABLE STUDIO RENT	
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		Due Date		1099		

44075		07/06/2021		N		3,246.00
07/06/2021	,	/ /	0.0000	N		0.00
		07/06/2021		N		3,246.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-941.000	RENT	3,246.00

VENDOR TOTAL: 45,744.91

HYL	HARTLAND YOUTH LACROSSE	07/01/2021	071521	FOA	JULY 2021 - PMT PER AGREEMENT	
44780	P.O. BOX 56	07/06/2021		N		262.29
07/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/06/2021		N		262.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	262.29

VENDOR TOTAL: 262.29

HOMEDPOT	HOME DEPOT CREDIT SERVICES	05/24/2021	8202918	FOA	WELDED BEDDING FORK	
45262	DEPT 32-2006361202	07/06/2021		N		75.96
	P.O. BOX 9001030					
05/24/2021	LOUISVILLE KY, 40290	/ /	0.0000	N		0.00
		07/06/2021		N		75.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	75.96

VENDOR TOTAL: 75.96

1548	HORIZON LANDSCAPE INC.	06/02/2021	15622	FOA	LAWN MOWING STATION #61	
45196	11765 HIBNER RD	07/06/2021		N		1,113.50
06/02/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/06/2021		Y		1,113.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	1,113.50

1548	HORIZON LANDSCAPE INC.	06/02/2021	15623	FOA	LAWN MOWING M-59 MEDIANS	
45197	11765 HIBNER RD	07/06/2021		N		3,400.33
06/02/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/06/2021		Y		3,400.33

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	3,400.33

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1548	HORIZON LANDSCAPE INC.	06/09/2021	15646	FOA	HARTLAND CEMETERY CLEAN UP	
45207	11765 HIBNER RD	07/06/2021		N		520.00
06/09/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/06/2021		Y		520.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567-930.000	REPAIRS & MAINTENANCE	520.00

1548	HORIZON LANDSCAPE INC.	06/09/2021	15647	FOA	CLEAN UP DAY EVENT	
45208	11765 HIBNER RD	07/06/2021		N		480.00
06/09/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/06/2021		Y		480.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	480.00

VENDOR TOTAL: 5,513.83

HUBBELROTH	HUBBELL, ROTH & CLARK, INC.	06/02/2021	188125	FOA	VILLAS OF HARTLAND CPR THRU 5/15/21	
45190	PO BOX 824	07/06/2021		N		560.00
06/02/2021	BLOOMFIELD HILLS MI, 48303-0824	/ /	0.0000	N		0.00
		07/06/2021		Y		560.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.002	CONSULTING - SITE REVIEWS	560.00

VENDOR TOTAL: 560.00

JCIJONES	JCI JONES CHEMICALS, INC	06/07/2021	856309	FOA	800 GALLONS HYPOCHLORITE SOLUTION	
45186	MSC#729	07/06/2021		N		2,039.60
	P.O. BOX 830674					
06/07/2021	BIRMINGHAM AL, 35283-0674	/ /	0.0000	N		0.00
		07/06/2021		N		2,039.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,039.60

VENDOR TOTAL: 2,039.60

0220	LIVINGSTON COUNTY TREASURER	06/25/2021	062521	FOA	CHARGEBACKS FROM 2020 TAX FORECLOSUR	
45286	200 E. GRAND RIVER	07/06/2021		N		535,909.75
06/25/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/06/2021		N		535,909.75

Open

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GL NUMBER	DESCRIPTION	AMOUNT
595-000-214.000	SAD CHARGEBACK PAYABLE	467,523.05
595-000-998.000	UNCOLLECTABLE SAD RECEIVABLE	63,077.44
101-299-850.000	TAX CHARGEBACKS	4,426.39
204-000-850.000	TAX CHARGEBACKS	222.79
206-000-850.000	TAX CHARGEBACKS	660.08
		535,909.75

VENDOR TOTAL: 535,909.75

2909	LIVINGSTON CTY.DRAIN COMMISSIO	06/25/2021	3354	FOA	JUNE 2021 SEWER SYSTEM O&M	
45257	2300 E. GRAND RIVER	07/06/2021		N		170,236.42
	STE. 105					
06/25/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/06/2021		N		170,236.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	170,236.42

VENDOR TOTAL: 170,236.42

LOREA	LOREA TOPSOIL & AGGREGATE	06/11/2021	4633	FOA	PLAYGROUND MULCH	
45214	2000 N BURKHART RD	07/06/2021		N		4,140.00
06/11/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		07/06/2021		Y		4,140.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	4,140.00

VENDOR TOTAL: 4,140.00

LOWES	LOWES BUSINESS ACCT/SYNCB	06/07/2021	08781	FOA	TRASH CANS, BAGS, CHAIN	
45255	P.O. BOX 530970	07/06/2021		N		104.26
06/07/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		07/06/2021		N		104.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	104.26

LOWES	LOWES BUSINESS ACCT/SYNCB	06/16/2021	09597	FOA	PRUNING BLADES	
45256	P.O. BOX 530970	07/06/2021		N		66.88
06/16/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N		0.00
		07/06/2021		N		66.88

Open

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536-000-740.000	OPERATING SUPPLIES						66.88
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LOWES	LOWES BUSINESS ACCT/SYNCB	05/24/2021	11895	FOA	LANDSCAPE RAKE		
45253	P.O. BOX 530970	07/06/2021		N			117.72
05/24/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N			0.00
		07/06/2021		N			117.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	117.72

LOWES	LOWES BUSINESS ACCT/SYNCB	06/03/2021	52729	FOA	UTILITY CART		
45254	P.O. BOX 530970	07/06/2021		N			144.18
06/03/2021	ATLANTA GA, 30353-0970	/ /	0.0000	N			0.00
		07/06/2021		N			144.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	144.18

VENDOR TOTAL:	433.04
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ORKIN	ORKIN	06/10/2021	213341333	FOA	PEST CONTROL AT TWP HALL		
45187	21068 BRIDGE ST.	07/06/2021		N			66.85
06/10/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N			0.00
		07/06/2021		N			66.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

ORKIN	ORKIN	06/10/2021	213342102	FOA	PEST CONTROL AT HERO TEEN CENTER		
45188	21068 BRIDGE ST.	07/06/2021		N			65.88
06/10/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N			0.00
		07/06/2021		N			65.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	65.88

ORKIN	ORKIN	04/30/2021	215182568	FOA	PEST CONTROL AT WTP		
45219	21068 BRIDGE ST.	07/06/2021		N			68.00
04/30/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N			0.00
		07/06/2021		N			68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	68.00

ORKIN	ORKIN	05/18/2021	215182570	FOA	PEST CONTROL AT WTP		
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 07/06/2021 - 07/06/2021
BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

45220	21068 BRIDGE ST.	07/06/2021		N		68.00
05/18/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		07/06/2021		N		68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	68.00

ORKIN	ORKIN	06/16/2021	215182571	FOA	PEST CONTROL AT WTP	
45223	21068 BRIDGE ST.	07/06/2021		N		68.00
06/16/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		07/06/2021		N		68.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	68.00

VENDOR TOTAL: 336.73

1180	PETER'S TRUE VALUE HARDWARE	06/16/2021	58174	FOA	LAWN MOWER PARTS	
45224	3455 W. HIGHLAND ROAD	07/06/2021		N		237.93
06/16/2021	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/06/2021		N		237.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	237.93

1180	PETER'S TRUE VALUE HARDWARE	06/15/2021	K58149	FOA	AUTO FUSE	
45215	3455 W. HIGHLAND ROAD	07/06/2021		N		3.79
06/15/2021	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/06/2021		N		3.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINTENANCE TRUCKS	3.79

1180	PETER'S TRUE VALUE HARDWARE	06/22/2021	K58251	FOA	BUSHING	
45250	3455 W. HIGHLAND ROAD	07/06/2021		N		1.79
06/22/2021	MILFORD MI, 48380	/ /	0.0000	N		0.00
		07/06/2021		N		1.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	1.79

VENDOR TOTAL: 243.51

0102	PHP PFEFFER-HANNIFORD-PALKA	06/08/2021	060821	FOA	AUDIT OF FINANCIAL STATEMENTS FOR FY	
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 07/06/2021 - 07/06/2021
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

45194	225 E. GRAND RIVER	07/06/2021		N		19,000.00
	SUITE 104					
06/08/2021	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		07/06/2021		Y		19,000.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-807.000	AUDIT FEES	6,495.00
590-000-807.000	AUDIT FEES	4,990.00
536-000-807.000	AUDIT FEES	4,000.00
206-000-807.000	AUDIT FEES	850.00
101-101-807.000	AUDIT FEES	2,665.00
		19,000.00

VENDOR TOTAL: 19,000.00

PREISS	PREISS COMPANIES LLC	06/15/2021	14430	FOA	11945 MAXFIELD BLVD CONNECT SEWER	
45216	8211 CLYDE ROAD	07/06/2021		N		5,775.00
03/22/2021	FENTON MI, 48430	/ /	0.0000	N		0.00
		07/06/2021		Y		5,775.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.000	CONTRACTED SERVICES	5,775.00

PREISS	PREISS COMPANIES LLC	06/21/2021	14477	FOA	EMERGENCY TREE REMOVAL	
45246	8211 CLYDE ROAD	07/06/2021		N		2,975.00
06/21/2021	FENTON MI, 48430	/ /	0.0000	N		0.00
		07/06/2021		Y		2,975.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	2,975.00

VENDOR TOTAL: 8,750.00

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	06/09/2021	1075673	FOA	ORDINANCE ENFORCEMENT MATTERS	
45213	27555 EXECUTIVE DRIVE, SUITE 250	07/06/2021		N		283.50
06/09/2021	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		07/06/2021		Y		283.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	283.50

VENDOR TOTAL: 283.50

SANMARINO	SAN MARINO EXCAVATING, INC.	06/09/2021	142167	FOA	30 YD DUMPSTER RENTAL AT WATER TOWER	
45209	5550 MITCHEL WAY	07/06/2021		N		475.00

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

06/09/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/06/2021		Y		475.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	475.00

SANMARINO	SAN MARINO EXCAVATING, INC.	06/09/2021	142168	FOA	REFRIGERATORS FROM LARGE ITEM CLEAN	
45210	5550 MITCHEL WAY	07/06/2021		N		400.00
06/09/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/06/2021		Y		400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.000	CONTRACTED SERVICES	400.00

VENDOR TOTAL: 875.00

SERVICEPRO	SERVICEPRO	06/15/2021	MAY 2021	FOA	MAY 2021 CLEANING SERVICES	
45228	7510 PARKWOOD DRIVE	07/06/2021		N		587.00
06/15/2021	FENTON MI, 48430	/ /	0.0000	N		0.00
		07/06/2021		N		587.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-704.000	MAINT. WORKER WAGES	587.00

VENDOR TOTAL: 587.00

SHATTUCK	SHATTUCK, DANIEL	06/10/2021	061021	FOA	REFUND OF PLU21-126 APPLICATION FEE	
45191	2301 LORRAINE LN	07/06/2021		N		75.00
06/10/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		07/06/2021		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-622.000	ZONING FEES	75.00

VENDOR TOTAL: 75.00

STAPLES	STAPLES	06/12/2021	8062570171	FOA	MISC SUPPLIES	
45193	PO BOX 660409	07/06/2021		N		427.69
06/12/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		07/06/2021		N		427.69

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	427.69

STAPLES	STAPLES	06/19/2021	8062642862	FOA	MISC SUPPLIES	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

45226	PO BOX 660409	07/06/2021		N		175.60
06/19/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		07/06/2021		N		175.60

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	151.16
101-265-740.000	OPERATING SUPPLIES	24.44
		<u>175.60</u>

VENDOR TOTAL: 603.29

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	06/01/2021	52544	FOA	LAMINATED NAME STICKERS	
45192	3280 W GRAND RIVER	07/06/2021		N		250.00
06/01/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		07/06/2021		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-727.000	SUPPLIES & POSTAGE	250.00

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	06/14/2021	52612.	FOA	EMBROIDERED 3 SHIRTS FOR LUCE	
45221	3280 W GRAND RIVER	07/06/2021		N		39.00
06/14/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		07/06/2021		N		39.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	39.00

VENDOR TOTAL: 289.00

TLS	TLS CONSTRUCTION LLC	06/24/2021	062421	FOA	M-59 SIDEWALK PROJECT	
45285	714 EAST GRAND RIVER AVE, STE 4	07/06/2021		N		123,722.53
06/24/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		07/06/2021		N		123,722.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	123,722.53

VENDOR TOTAL: 123,722.53

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	06/22/2021	5555973	FOA	5/25/21 - 6/24/21 ESTUDIO2830C - COL	
45260	PO BOX 927	07/06/2021		N		2.79
06/22/2021	BUFFALO NY, 14240	/ /	0.0000	N		0.00
		07/06/2021		N		2.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP
EXP CHECK RUN DATES 07/06/2021 - 07/06/2021
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

101-299-930.000	REPAIRS & MAINTENANCE					2.79
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VENDOR TOTAL:	2.79
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WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	06/22/2021	H06102950	FOA	WATER SUPPLY SERVICES THROUGH 6/11/2	
45252	P.O. BOX 74008618	07/06/2021		N		3,130.44
06/22/2021	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		07/06/2021		N		3,130.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-816.000	ENGINEERING FEES	3,130.44

WOOD	WOOD ENVIRONMENT & INFRASTRUCTURE	06/22/2021	H06102951	FOA	WWTP MONITORING THROUGH 6/11/21	
45251	P.O. BOX 74008618	07/06/2021		N		578.50
06/22/2021	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		07/06/2021		N		578.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	578.50

VENDOR TOTAL:	3,708.94
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TOTAL - ALL VENDORS:	1,283,435.08
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FUND TOTALS:

Fund 101 - GENERAL FUND	69,672.05
Fund 204 - MUNICIPAL STREET FUND	222.79
Fund 206 - FIRE OPERATING	311,959.58
Fund 401 - CAPITAL PROJECTS FUND	124,226.17
Fund 536 - WATER SYSTEM FUND	38,913.48
Fund 577 - CABLE TV FUND	3,246.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	202,547.02
Fund 595 - 2005 SEWER EXP BONDS	530,600.49
Fund 702 - TRUST & AGENCY - NEW	2,047.50

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: June 29, 2021

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable – \$28,714.73

June 30, 2021 Payroll - \$81,813.71

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the adopted FY22 budget.

Attachments

Post Audit Bills List 06.21.2021

Post Audit Bills List 06.24.2021

Payroll for 06.30.2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/21/2021	FOA	41291	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	35.28
		41291		UTILITIES - GAS	536-000-920.001	66.30
						<hr/> 101.58
06/21/2021	FOA	41292	ECONO PRINT	TAX PREPARATION	101-253-811.000	2,689.96
06/21/2021	FOA	41293	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	130.00
		41293		PRINTING & PUBLICATIONS	101-400-900.000	100.00
		41293		PRINTING & PUBLICATIONS	101-410-900.000	60.00
						<hr/> 290.00
06/21/2021	FOA	41294	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	135.29
		41294		EMPLOYMENT EXPENSE	101-192-716.000	91.59
		41294		EMPLOYMENT EXPENSE	101-209-716.000	92.86
		41294		EMPLOYMENT EXPENSE	101-215-716.000	60.77
		41294		EMPLOYMENT EXPENSE	101-253-716.000	66.99
		41294		EMPLOYMENT EXPENSE	101-400-716.000	107.35
		41294		EMPLOYMENT EXPENSE	101-441-716.000	41.36
		41294		EMPLOYMENT EXPENSE	536-000-716.000	80.22
						<hr/> 676.43
06/21/2021	FOA	41295	PITNEY BOWES, INC.	REPAIRS & MAINTENANCE	101-299-930.000	99.00
06/21/2021	FOA	41296	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	1,642.94
		41296		EMPLOYMENT EXPENSE	101-192-716.000	1,081.76
		41296		EMPLOYMENT EXPENSE	101-209-716.000	1,189.95
		41296		EMPLOYMENT EXPENSE	101-215-716.000	1,730.83
		41296		EMPLOYMENT EXPENSE	101-253-716.000	540.88
		41296		EMPLOYMENT EXPENSE	101-441-716.000	1,487.46
		41296		EMPLOYMENT EXPENSE	536-000-716.000	540.88
						<hr/> 8,214.70
06/21/2021	FOA	41297	STATE OF MICHIGAN	DUE TO CARTWRIGHT/REU	590-000-277.000	8,975.96
TOTAL - ALL FUNDS				TOTAL OF 7 CHECKS		21,047.63

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	1,642.94
001-000-257.103	ACCRUED STD/LTD BENEFITS	135.29
101-192-716.000	EMPLOYMENT EXPENSE	1,173.35
101-209-716.000	EMPLOYMENT EXPENSE	1,282.81
101-215-716.000	EMPLOYMENT EXPENSE	1,791.60
101-215-900.000	PRINTING & PUBLICATIONS	130.00
101-253-716.000	EMPLOYMENT EXPENSE	607.87
101-253-811.000	TAX PREPARATION	2,689.96
101-265-920.001	UTILITIES - GAS	35.28
101-299-930.000	REPAIRS & MAINTENANCE	99.00
101-400-716.000	EMPLOYMENT EXPENSE	107.35
101-400-900.000	PRINTING & PUBLICATIONS	100.00
101-410-900.000	PRINTING & PUBLICATIONS	60.00

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CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 06/21/2021 - 06/21/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-441-716.000			EMPLOYMENT EXPENSE			1,528.82
536-000-716.000			EMPLOYMENT EXPENSE			621.10
536-000-920.001			UTILITIES - GAS			66.30
590-000-277.000			DUE TO CARTWRIGHT/REU			8,975.96
			TOTAL			21,047.63

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
 CHECK DATE FROM 06/24/2021 - 06/24/2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/24/2021	FOA	41298	APPLIED IMAGING	REPAIRS & MAINTENANCE	101-299-930.000	44.73
06/24/2021	FOA	41299	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	46.46
06/24/2021	FOA	41300	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,372.35
		41300		STREET LIGHTS	101-448-921.000	41.58
		41300		UTILITIES	101-567-920.000	15.70
		41300		UTILITIES - ELECTRIC	101-751-920.002	592.37
		41300		UTILITIES - ELECTRIC	206-000-920.002	61.98
		41300		UTILITIES - ELECTRIC	536-000-920.002	4,466.85
						<u>6,550.83</u>
06/24/2021	FOA	41301	VERIZON WIRELESS	TELEPHONE	101-265-851.000	567.77
		41301		CONTRACTED SERVICES & RENTALS	577-000-801.000	457.31
						<u>1,025.08</u>
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		7,667.10
--- GL TOTALS ---						
101-265-851.000			TELEPHONE		567.77	
101-265-920.001			UTILITIES - GAS		46.46	
101-265-920.002			UTILITIES - ELECTRIC		1,372.35	
101-299-930.000			REPAIRS & MAINTENANCE		44.73	
101-448-921.000			STREET LIGHTS		41.58	
101-567-920.000			UTILITIES		15.70	
101-751-920.002			UTILITIES - ELECTRIC		592.37	
206-000-920.002			UTILITIES - ELECTRIC		61.98	
536-000-920.002			UTILITIES - ELECTRIC		4,466.85	
577-000-801.000			CONTRACTED SERVICES & RENTALS		457.31	
			TOTAL		7,667.10	

Check Register Report For Hartland Township
For Check Dates 06/16/2021 to 06/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/30/2021	FOA	17017	DOUGLASS, BRUCE H	100.00	88.10	0.00	Open
06/30/2021	FOA	17018	FALTER, ALBERTA M	80.00	73.88	0.00	Open
06/30/2021	FOA	17019	MCMULLEN, SUMMER L	780.00	663.24	0.00	Open
06/30/2021	FOA	17020	PETRUCCI, JOSEPH M	600.00	504.66	0.00	Open
06/30/2021	FOA	17021	VOIGHT, KEITH R	100.00	88.10	0.00	Open
06/30/2021	FOA	17022	ICMA VANTAGEPOINT TRANSFER AGENT	1,757.87	1,757.87	0.00	Open
06/30/2021	FOA	17023	ICMA VANTAGEPOINT TRANSFER AGENT	4,071.64	4,071.64	0.00	Open
06/30/2021	FOA	17024	ICMA VANTAGEPOINT TRANSFER AGENT	1,391.45	1,391.45	0.00	Open
06/30/2021	FOA	17025	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
06/30/2021	FOA	DD7228	BAGDON, KELLY M	2,116.88	0.00	1,498.32	Cleared
06/30/2021	FOA	DD7229	BEAUDOIN, DIANA K	1,373.87	0.00	1,177.00	Cleared
06/30/2021	FOA	DD7230	BERNARDI, MELYNDA A	1,543.72	0.00	1,193.22	Cleared
06/30/2021	FOA	DD7231	BROOKS, TYLER J	2,204.24	0.00	1,565.84	Cleared
06/30/2021	FOA	DD7232	BRUMMER, STEVEN E	720.00	0.00	614.61	Cleared
06/30/2021	FOA	DD7233	CASE, SUSAN E	1,852.20	0.00	1,227.75	Cleared
06/30/2021	FOA	DD7234	CIOFU, LARRY N	2,680.55	0.00	1,938.31	Cleared
06/30/2021	FOA	DD7235	COBB, SUSAN M	106.88	0.00	94.16	Cleared
06/30/2021	FOA	DD7236	DRYDEN-HOGAN, SUSAN A	3,388.82	0.00	2,414.41	Cleared
06/30/2021	FOA	DD7237	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,161.30	Cleared
06/30/2021	FOA	DD7238	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
06/30/2021	FOA	DD7239	GERMANE, MATTHEW J	600.00	0.00	529.10	Cleared
06/30/2021	FOA	DD7240	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
06/30/2021	FOA	DD7241	HEASLIP, JAMES B	2,979.50	0.00	1,772.02	Cleared
06/30/2021	FOA	DD7242	HENDRIX, PETER J	36.34	0.00	32.02	Cleared
06/30/2021	FOA	DD7243	HORNING, KATHLEEN A	2,833.33	0.00	2,054.75	Cleared
06/30/2021	FOA	DD7244	JOHNSON, LISA	2,333.19	0.00	1,612.71	Cleared
06/30/2021	FOA	DD7245	KENDALL, ANTHONY S	43.80	0.00	40.45	Cleared
06/30/2021	FOA	DD7246	KOPCZYK, MARY ANN	441.38	0.00	388.85	Cleared
06/30/2021	FOA	DD7247	LANGER, TROY D	3,630.26	0.00	2,574.21	Cleared
06/30/2021	FOA	DD7248	LOUIS, CASEY	723.16	0.00	441.32	Cleared
06/30/2021	FOA	DD7249	LUCE, MICHAEL T	3,250.00	0.00	2,387.44	Cleared
06/30/2021	FOA	DD7250	MITCHELL, KYLE J	2,754.83	0.00	2,117.27	Cleared
06/30/2021	FOA	DD7251	MITCHELL, MICHAEL E	260.00	0.00	240.11	Cleared
06/30/2021	FOA	DD7252	MORGANROTH, CAROL L	2,172.78	0.00	1,669.30	Cleared

Check Register Report For Hartland Township
For Check Dates 06/16/2021 to 06/30/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/30/2021	FOA	DD7253	MURPHY, THOMAS A	90.00	0.00	79.28	Cleared
06/30/2021	FOA	DD7254	O'CONNELL, DENISE	680.00	0.00	483.44	Cleared
06/30/2021	FOA	DD7255	RUF, ANDREW J	1,035.00	0.00	858.67	Cleared
06/30/2021	FOA	DD7256	SALMON, ROBERT L	1,058.25	0.00	876.37	Cleared
06/30/2021	FOA	DD7257	SHOLLACK, DONNA M	2,253.32	0.00	1,703.88	Cleared
06/30/2021	FOA	DD7258	VERMILLION, KAREN L	1,827.33	0.00	1,349.26	Cleared
06/30/2021	FOA	DD7259	WEST, ROBERT M	4,258.33	0.00	2,554.82	Cleared
06/30/2021	FOA	DD7260	WYATT, MARTHA K	3,144.18	0.00	2,276.05	Cleared
06/30/2021	FOA	EFT595	FEDERAL TAX DEPOSIT	13,270.36	13,270.36	0.00	Cleared
06/30/2021	FOA	EFT596	MI DEPT OF TREASURY	3,946.92	3,946.92	0.00	Cleared
Totals:				81,813.71	26,056.22	40,409.63	
			Number of Checks:	044			
			Total Physical Checks:	9			
			Total Check Stubs:	35			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 06-15-2021 Hartland Township Board Regular Meeting Minutes

Date: June 28, 2021

Recommended Action

Move to approve the Hartland Township Board Regular Meeting minutes for June 15, 2021

Discussion

Draft Minutes are attached for review.

Financial Impact

None

Attachments

6-15-2021 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 15, 2021 – 7:00 PM

DRAFT

1. Call to Order

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: None

Also present were Township Manager Robert West, Finance Director Susan Dryden-Hogan and Public Works Director Mike Luce.

4. Approval of the Agenda

Move to approve the agenda for the June 15, 2021, Hartland Township Board meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the June 15, 2021, Hartland Township Board Meeting as presented.

Motion made by Trustee Germane, Seconded by Trustee Petrucci.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 05-18-2021 Hartland Township Board Regular Meeting Minutes
- d. 05-26-2021 Hartland Township Board Special Meeting Minutes
- e. 05-26-2021 Hartland Township Board Closed Session Meeting Minutes

7. Pending & New Business

- a. Site Plan Application #21-004 (Amendment to Hartland Marketplace Planned Development)

Planning Director Troy Langer gave a brief overview of the two components of this site plan, the first being the tear down of the existing Dairy Queen building and the reconstruction of two buildings on this site. The second component is the renovation of the old Food Town building.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 15, 2021 – 7:00 PM

The second component was under the jurisdiction of the Planning Commission (PC) and they approved that portion of the project with conditions. One of the conditions is that the Planned Development (PD) amendment that is needed for the project is completed. The current PD amendment has a cap of two drive through establishments and the applicant has requested an amendment to the PD to allow for a third drive through establishment. In the PC's review of the site plan and the proposed amendment they recommended that the PD amendment eliminate the cap on drive through establishments in this development as any further applications for a drive through establishment would still need site plan approval. He stated that the proposal before the Board is to amend the PD to eliminate the limitation on drive through services in this development.

Move to approve the PD amendment as outlined in the staff memorandum, dated June 9, 2021.

Approval of the request to amend the Hartland Marketplace Planned Development Agreement, hereby known as the Fifth Amendment, to eliminate the limitation on drive-up and service windows, with dedicated drive-in lanes, in the Hartland Marketplace Planned Development based on the following findings:

1. The original request was to amend the PD Agreement to permit a maximum of three (3) drive-up and service windows, and the Planning Commission recommended that the limitation on drive-up and service windows be eliminated from the PD Agreement.

2. The Planning Commission has determined that the proposed amendment will permit an additional restaurant business with a drive-through service window that will be a good fit for the community and will add to the overall appeal of the Planned Development.

3. The proposed Fifth Amendment document shall be revised to address the comments provided by the Township Attorney, including revisions to signature page, to list all current property owners.

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

b. Sanitary Sewer Refunding Bonds, Series 2021

John Axe of Clark Hill PLC and Steven Burke from Municipal Financial Consultants, Inc. came forward along with Finance Director Susan Dryden-Hogan. Finance Director Dryden-Hogan gave a brief overview of the sewer bond history, stating in 2005 the Board decided to expand the sewer system and give it over to the County. We issued \$21.7MM in bonds in two series. In 2011 we refunded one of the series of the bonds and while this did not save any money it gave us an opportunity to get some relief from a cash flow perspective. We did interest only payments for what was projected for fifteen years before we would start to make principal payments again. She stated we now have an opportunity in November 2021 to refund these bonds again on a tax-exempt basis for a substantial savings in the interest rate. Director Dryden-Hogan recommended moving forward with the refunding, which at this time could potentially generate a savings of \$1.5MM to \$1.8MM. This savings will benefit all of the sewer users. If approved, she stated that we would move forward with an application to the State to have them approve our bond refunding and then we would start to put together an official statement that would be used for the bond offering. We would then need to make a decision

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 15, 2021 – 7:00 PM

on whether we would do a public sale or a direct placement. The resolution before the Board does give us the option to select the most advantageous option for the bond sale. We would be looking for an August 1st sale date and the bonds would be called on November 1st. Steven Burke gave a brief overview of the interest rate cap of 5% and its purpose, and indicated that if he sold these bonds today, he would be estimating a rate around 1.25 to 1.40. Manager West inquired as to an explanation of what would happen if rates increased between now and August 1st. John Axe replied that if there were a jump in rates they probably hold off on the sale and analyze if the rate increase was a permanent increase or just for the month. Trustee Petrucci inquired as to whether the rates would be variable or locked in at a set rate. Mr. Burke stated this rate would be locked in to secure a significant savings.

Move to approve the Refunding Bond Resolution to issue Sanitary Sewer Refunding Bonds, series 2021.

Motion made by Treasurer Horning, Seconded by Trustee Germane. Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None Motion passes: 7-0-0

8. Board Reports

Trustee Petrucci – No report.

Clerk Ciofu – No report.

Treasurer Horning – No report.

Trustee Germane – Thanked Teen Center Director Steve Livingway for his hard work as the HERO Teen Center was able to acquire a grant of around \$10,000 to complete the construction of the greenhouse among other things.

Trustee O'Connell – No report.

Trustee McMullen – No report.

Supervisor Fountain – Thanked Manager West and his team for the Large Item Clean Up Day. Manager West reported tire prices continued to go up, but it is one of the things the residents are most thankful for at the event as there continue to be limited options for disposing of tires. He commended Public Works Director Mike Luce for taking over the supervision of the event in classic fashion with no incidents to report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager West distributed a draft Board and Commissions Compensation Analysis to the Board for their review for a discussion at a future meeting. Manager West reported that we had some property damage due to the high winds last week. We lost three trees in the parks including one of the hallmark trees at Spranger Field near the concession stand that will need to be removed. He reported that we had three traffic incidents in the M-59 media recently. There were no injuries, but there will be some costs incurred for repairs, some of which may be reimbursed through our insurance policies. Hartland Woods subdivision has secured enough signatures to go forward with an SAD for road improvements. Staff is working on updated Capital Improvement Plan with a review of the original Parks Projects surveys. He also reported the Livingston County Drain Commission will be purchasing an additional 30 REU's for the Septage Receiving Station as outlined in the Master Operating Agreement. Supervisor Fountain inquired as to the landscape plan

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 15, 2021 – 7:00 PM

for the M-59 Median as many of the trees are dying. Sue Grissim of the Planning Commission is working on a landscape plan for the M-59 Median and the Township Hall landscaping. Trustee Germane asked if we could include a landscaping plan for the HERO Center in her work and Manager West will follow up on this. Trustee Germane also pointed out some repair items at the HERO Center that needs attention. A brief discussion was held on the condition of the Cemetery during the Memorial Day festivities and steps are being taken to ensure that the Cemetery maintenance is routinely performed. Trustee Germane also inquired as to the census results regarding a potential additional liquor license. Manager West stated the Census Bureau has not updated the counts at this time.

b. Park Rules and Regulations

Manager West led a discussion on the Parks Rules and Regulations with regards to powered paragliding (PPG). Items discussed were the current language in the rules and regulations, the current permit process for the parks, the rules and regulations for PPGs, the safety of PPG flying, experienced pilots versus first time flyers, and flying restrictions regarding flying near individuals or crowds. Additional items discussed were other venues that allow PPGs, adding requirements to the permit process for PPGs, educational signs at the parks, communication, involvement, and cooperation with HAYAA, and the potential danger aspects of flying in the park. The approach agreed upon was to have Public Works update the park rules, provide additional signage at the parks, strengthen the permit process, and the monitor the situation for a period of time and report back to the Board.

c. Fenton Road / M-59 Intersection

Manager West stated that MDOT was proposing to close the throughway on M-59 from Pleasant Valley to Fenton Rd so that you would not be able to go straight through M-59 north and south at this intersection. As background Manager West stated that MDOT is planning on resurfacing M-59 from Highland Township to Lakena Street in Hartland in 2022. In MDOT's review of the project they unanimously approved eliminating the Pleasant Valley/Fenton Road north-south throughway at this intersection and in their e-mail they wanted to reach out to the Livingston County Road Commission (LCRC) and Hartland Township to see if we concur with this recommendation. Manager West did state that regardless of what our response is, the road is under the jurisdiction of MDOT and our response may not affect the outcome, but it will be our formal recommendation indicating what our desires are for this intersection. Discussion was held on the Township's response to MDOT's inquiry. Items discussed were MDOT's current indication that a traffic light was not planned for this intersection at this time, the MDOT response to Mayberry that a traffic light was warranted at this intersection several years ago, traffic patterns and counts at this intersection, the developments at this intersection, and the engineering that is being done to pave the remaining portion of Pleasant Valley. As this is going to be a major north-south artery from Ann Arbor to Flint, further discussion was held on any contributions that the Township could provide, traffic counts for Oakland County as this would also affect this intersection, and the Hickory Ridge intersection design as a model for this intersection. Manager West will draft a response to MDOT taking into account all of the reasons discussed here to strongly disagree with MDOT's recommendation.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

June 15, 2021 – 7:00 PM

10. Adjournment

Move to adjourn the meeting at 8:30 p.m.

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Approve Permit for Fireworks Display – Waldenwoods

Date: June 17, 2021

Recommended Action

Move to approve the Permit for Fireworks Display for Waldenwoods 7/9/2021.

Discussion

Waldenwoods had previously applied to perform fireworks at 2975 Old US 23, which is the Waldenwoods Resort property. The prior request was for fireworks on the following dates: July 3, 2021; July 18, 2021; August 6, 2021, and September 25, 2021. Wolverine Fireworks will perform the fireworks on all of the dates requested. The applicant intends to launch the fireworks display from the shore of Walden Lake.

The current request is to hold fireworks on July 9, 2021.

The applicant has applied for this request and has historically performed the fireworks display in this manner.

Attachments:

1. Fireworks Application 07.09.2021
2. Fireworks application documents 07.09.2021
3. Fire Authority Fireworks Waldenwoods 07.09.2021

2021 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks
- ☐ Public Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

☐ Articles Pyrotechnic

☐ Display Fireworks


★ Private Display

NAME OF APPLICANT Waldenwoods		ADDRESS OF APPLICANT 29750 Old US 23	AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="radio"/> YES <input type="radio"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Anne Graham		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 2975 Old US 23	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Wolverine Fireworks		ADDRESS OF PYROTECHNIC OPERATOR 205 West Seidlers Rd.	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="radio"/> YES <input type="radio"/> NO
NO. YEARS EXPERIENCE	NO. DISPLAYS	WHERE	
NAME OF ASSISTANT	ADDRESS OF ASSISTANT		AGE OF ASSISTANT 18 YEARS OR OLDER <input type="radio"/> YES <input type="radio"/> NO
NAME OF OTHER ASSISTANT	ADDRESS OF OTHER ASSISTANT		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="radio"/> YES <input type="radio"/> NO

EXACT LOCATION OF PROPOSED DISPLAY Waldenwoods	
DATE OF PROPOSED DISPLAY September 25th, 2021	TIME OF PROPOSED DISPLAY 9:00pm
MANNER AND PLACE OF STORAGE SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES. IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT	

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) NAME OF BONDING CORPORATION OR INSURANCE COMPANY

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
	See Attached Form
SIGNATURE OF APPLICANT	DATE
	5-6-2021


2021 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

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TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		<input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Private Display		<input type="checkbox"/> Display Fireworks	
NAME OF APPLICANT Waldenwoods		ADDRESS OF APPLICANT 29750 Old US 23		AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Anne Graham		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 2975 Old US 23			
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		TELEPHONE NUMBER	
NAME OF PYROTECHNIC OPERATOR Wolverine Fireworks		ADDRESS OF PYROTECHNIC OPERATOR 205 West Seidlers Rd.		AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
NO. YEARS EXPERIENCE		NO. DISPLAYS		WHERE	
NAME OF ASSISTANT		ADDRESS OF ASSISTANT		AGE OF ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO	
EXACT LOCATION OF PROPOSED DISPLAY Waldenwoods					
DATE OF PROPOSED DISPLAY July 18th, 2021		TIME OF PROPOSED DISPLAY 9:00pm			
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT					
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)		NAME OF BONDING CORPORATION OR INSURANCE COMPANY			
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY					
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)			
		See Attached Form			
SIGNATURE OF APPLICANT 		DATE 5/6/2021			

2021 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

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Authority: 2011 PA 256

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks
- ☒ Public Display
- ☒ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

☐ Articles Pyrotechnic


★ Private Display

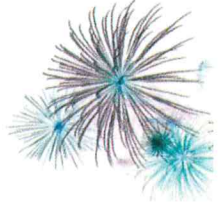
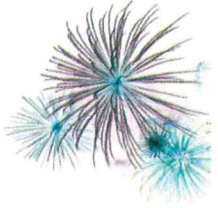
☐ Display Fireworks

NAME OF APPLICANT Waldenwoods		ADDRESS OF APPLICANT 29750 Old US 23	AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Anne Graham		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 2975 Old US 23	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Wolverine Fireworks		ADDRESS OF PYROTECHNIC OPERATOR 205 West Seidlers Rd.	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NO. YEARS EXPERIENCE	NO. DISPLAYS	WHERE	
NAME OF ASSISTANT		ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO

EXACT LOCATION OF PROPOSED DISPLAY Waldenwoods	
DATE OF PROPOSED DISPLAY August 6th, 2021	TIME OF PROPOSED DISPLAY 9:00pm
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT	

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)	NAME OF BONDING CORPORATION OR INSURANCE COMPANY
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY	

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
	See Attached Form
SIGNATURE OF APPLICANT	DATE
	5-6-2021



WALDENWOODS

2021 FIREWORKS DISPLAY PACKAGES

(REQUIREMENTS FOR BOOKING A FIREWORKS DISPLAY: 50% DEPOSIT OF FIREWORKS PACKAGE CHOSEN DUE AT TIME OF BOOKING. CONTRACTING WITH WALDENWOODS FOR A FIREWORKS PACKAGE IS A BINDING COMMITMENT, IT CANNOT BE CANCELLED)

3 Minute Firework Display

\$2500

OPENING

3 25 Shot Cluster Bombs

MAIN SHOW

24 2.5" Assorted Flower Basket Shells

30 3" Assorted Lidu Shells W/Tails

MID SHOW

6 2.5" Chrysanthemums (In Wedding Colors)

6 3" Peonies (In Wedding Colors)

MAIN SHOW Continued...

24 2.5" Assorted Flower Basket Shells

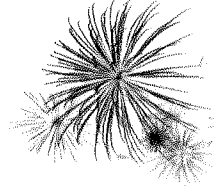
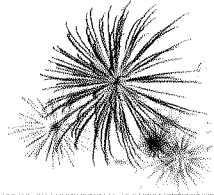
30 3" Assorted Lidu Shells W/Tails

FINALE

2 100 Shot Touchdown Cakes (Fast Barrage of Color, Whistling and Report)

120 2.5" Titanium Salute Finales (Chained 12/1)





5 MINUTE WEDDING SHOW

\$3300.00

Includes Labor, Insurance and Permits

OPENING

3 25 Shot Cluster Bombs

MAIN SHOW

36 2.5" Assorted Flower Basket Shells
30 3" Assorted Lidu Shells W/Tails

MID SHOW

4 1.5" Crossette Candles (8 Shots Each, In Wedding Colors)
6 2.5" Chrysanthemums (In Wedding Colors)
6 3" Peonies (In Wedding Colors)

MAIN SHOW Continued...

36 2.5" Assorted Flower Basket Shells
30 3" Assorted Lidu Shells W/Tails

FINALE

2 100 Shot Touchdown Cakes (Fast Barrage of Color, Whistling and Report)
60 2.5" Titanium Salute Finales (Chained 12/1)
60 3" Brocade Color and Report Finales (Chained 12/1)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/10/2021

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

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

PRODUCER The Partners Group Ltd 11225 SE 6th St., Suite 110 Bellevue WA 98004	CONTACT NAME: Janet Nau PHONE (A/C, No. Ext): 425-455-5640 E-MAIL: jnau@tpgrp.com ADDRESS: jnau@tpgrp.com FAX (A/C, No): 425-455-6727
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	INSURER(S) AFFORDING COVERAGE INSURER A : T.H.E. Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 12866

COVERAGES **CERTIFICATE NUMBER:** 2014382537 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y		CPP010729701	2/1/2021	2/1/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	COMMERICAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	ANY AUTO ALL OWNED AUTOS HIRED AUTOS						
	SCHEDULED AUTOS NON-OWNED AUTOS						
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			ELP001317401	2/1/2021	2/1/2022	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000
	EXCESS LIAB						\$ GL ONLY
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/>					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The following are Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured, as required by written contract.

Waldenwoods Resort and Hartland Township
Dates of Events: 7/18/21, 8/6/21 and 9/25/21
Location of Event: Waldenwoods Resort, 2975 Old US 23, Hartland, MI 48353

CERTIFICATE HOLDER **CANCELLATION**

Waldenwoods Resort 2975 Old US 23 Hartland MI 48353	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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HARTLAND DEERFIELD FIRE AUTHORITY
FIRE MARSHALS OFFICE

Hartland Area Fire Dept.
3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676

Fax: (810) 632-2176

E-Mail: jwhitbeck@hartlandareafire.com

June 14, 2021

To: Hartland Township Board
2655 Clark Rd.
Hartland, MI 48353

Re: Waldenwoods application for fireworks

Based upon the review of the application named above and inspection of the proposed site for the fireworks display for July 9, 2021 and we recommend approval of the request contingent upon the following:

- 1) Wolverine Fireworks Display, Inc. is responsible for ensuring that NFPA 1123 is followed.
- 2) Based upon vegetation / weather conditions, the fire department may have a brush truck at the launching site with sufficient personnel to handle any fire emergencies that may arise.
- 3) Due to the cart path access to the site, it is not recommended that apparatus other than a fire department brush truck be used in a non-emergency situation.
- 4) No one will be allowed within 100 yards of the launch site during the display.
- 5) Smoking and open flame will not be permitted within 50 feet of the launch site. Exception: Items required for the ignition of the displays by trained and certified professionals.
- 6) The transportation boat will be docked across the lake from the launch site.
- 7) The display will not begin until all persons are off of the lake. The display will be stopped in the event anyone ventures onto the lake, and the display will not be resumed until the lake is cleared.
- 8) It is understood that the fire department will not allow the display to commence or continue in the event that these conditions are not met, or in the event of conditions arising, such as adverse weather or faulty firing of the displays, or any condition which this department deems unsafe for the display to continue.
- 9) Insurance as agreed upon by the Hartland Township Board.
- 10) Final approval and permitting by the Hartland Township Board.

The Waldenwoods fireworks display continues to be a spectacular event while keeping the safety and welfare of all spectators, workers, and buildings first on their agenda. Should you have any other questions, or we can be of further assistance, please call.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Jim Heaslip, Assessor
Subject: Appraisal for Tax Appeal
Date: July 6, 2021

Recommended Action

Move to approve the appraisal agreement with Valbridge Property Advisors and the budget amendment for \$7200.

Discussion

Hartland Glen Development has filed an appeal with the Michigan Tax Tribunal for the 2020 tax year. We attempted a discussion of the valuation issues, but the petitioner has not responded. It has come to a point that a decision must be made for an appraisal. The assessor has reviewed other golf course sales and developmental property data and is confident that our valuation for the property is reasonable. In the appraisal bid analysis, we requested five quotes with one indicating a conflict of interest. I am recommending James Hartman, Valbridge Property Advisors as noted on the bid analysis. He has appraised this property for us twice. In 2008-2010 and again in 2014-15. With his assistance we were able to have a positive outcome from both of those tribunals. James Hartman's golf course valuation specialty and testimony on this property I feel is the most cost effective and best candidate for this project.

Financial Impact

Is a Budget Amendment Required? ☒ Yes ☐ No
Increase Contracted services 101-209-801.000 +\$7,200

This additional expense will be covered by a transfer from General Fund Contingencies.

Attachments

Tax Tribunal Tracker – Loss Potential
MTT Bid Analysis
Engagement letter, Valbridge Property Advisors.

MTT Appraisal Bid - Hartland Glen 2020 MTT					
	Genzink & Assoc. LLC Jeff Genzink MAI	Frohm & Widmer Inc. John Widmer MAI	Stout, LLC Kevin Kernen MAI	Valbridge Property Advisors James Hartman MAI	Gerald Alcock Company LLC Mike Williams MAI
Sales Comparison Approach	Yes	Yes	N/A	Yes	Yes
Income Approach	Yes	Yes	N/A	Yes	Yes
Cost Approach	Yes	Yes	N/A	Yes	Yes
Appraisal Phase 1 Cost	\$6,800	\$6,000	N/A	\$6,000	\$11,750
Appraisal Phase 2 Cost	\$1,700	\$4,000	N/A	\$0	\$0
1 Year Total Appraisal Cost	\$8,500	\$10,000	Declined Quote	\$6,000	\$11,750
Additional Cost - Testimony/Trial Prep (Hourly)	\$190	\$200	N/A	\$275	\$250
Retainer Required	None	None	N/A	None	None

Five (5) request for quotes was attempted from the above appraisers and four responded with quotes for services. James Hartman MAI, Valbridge Property Advisors was approved by the township board for the 2010-2012 appeal and again for the 2014-2015 appeal in which we won both tax appeals. Golf course appraisals is one of Valbridge Property Advisors specialties and they are well known for their work across the country. I feel that with their past experience with Hartland Glen, the bid from James Hartman MAI, Valbridge Property Advisors is the most cost effective and the best selection from the pool of available appraisers who have knowledge in this area of valuation and the tax appeal tribunal process.

Some Fees quoted may be in two parts, initial investigation and report preparation. (Phase I and II)

Stout - Additional cost for mileage/copies/out of pocket expenses.

Valbridge - Each additional year \$1200.

	Township	Fire	Library	County	Twp Road	
2018 Millage Rates	0.7824	1.8394	1.4871	\$ 3.7308	\$ 1.4665	Note: 2018 millage rates have been adjusted by the roll back fraction of .9931
All Schools-PRE / NON		17.9784	34.1498			
2019 Millage Rates	0.7779	1.8293	1.4839	\$ 3.9242	\$ 1.4581	Note: 2019 millage rates have been adjusted by the roll back fraction of .9944
All Schools-PRE / NON		17.8429	35.8213			
2020 Millage Rates	0.7699	1.8106	1.4687	\$ 3.8842	\$ 1.4432	Note: 2020 millage rates have been adjusted by the roll back fraction of .9898
All Schools-PRE / NON		17.6609	35.4576			
2021 Millage Rates	0.7638	1.7962	1.457	\$ 3.8535	\$ 1.4317	Note: 2021 millage rates have been adjusted by the roll back fraction of .9921
All Schools-PRE / NON		17.5213	35.1774			

<u>TAX ID</u>	<u>Common Name</u>	<u>PRE or Non- PRE</u>	<u>EST YEAR RESOLVED</u>	<u>YEAR PROTESTED</u>	<u>CURRENT TAXABLE VALUE</u>	<u>APPLICANTS' EST. TAXABLE VALUE</u>	<u>POTENTIAL TAX. VALUE LOSS</u>	<u>POTENTIAL HARTLAND TWP REVENUE LOSS</u>	<u>POTENTIAL FIRE REVENUE LOSS</u>	<u>POTENTIAL HARTLAND TWP ROAD LOSS</u>	<u>POTENTIAL LIBRARY REVENUE LOSS</u>	<u>POTENTIAL SCHOOL REVENUE LOSS</u>	<u>POTENTIAL COUNTY REVENUE LOSS</u>	<u>PARCEL TOTAL POTENTIAL REVENUE LOSS</u>
4708-26-100-019	Hartland Glen	NON-PRE	21-22	2020	\$1,293,817	\$400,000	\$ (893,817)	(688.15)	(1,618.35)	(1,289.96)	(1,312.75)	(31,692.61)	(3,471.76)	(40,073.57)
4708-26-100-019	Hartland Glen	NON-PRE	21-22	2021	\$1,311,930	\$400,000	\$ (911,930)	(702.09)	(1,651.14)	(1,316.10)	(1,339.35)	(32,334.85)	(3,542.12)	(40,885.65)
					\$2,605,747	\$800,000	-\$1,805,747							
TOTAL ESTIMATED REVENUE LOSS								(1,390.24)	(3,269.49)	(2,606.05)	(2,652.10)	(64,027.45)	(7,013.88)	(80,959.22)
Total projected Hartland loss									\$ (7,266)					

June 21, 2021

Mr. Robert West, Township Manager
Hartland Township
2655 Clark Road
Hartland, Michigan 48353

Re: Retention of appraisal services for the appraisal of
Hartland Glen Development, 12400 E Highland Road, Hartland Township, Livingston County, Michigan

Dear Mr. West:

This letter is to confirm that Robert West, Township Manager for Hartland Township, is authorized to retain Valbridge Property Advisors | Southern Michigan to appraise the above-mentioned property.

Interest Appraised and Effective Date of Value

The interest appraised is the fee simple interest. The effective date of value will be December 31, 2019.

Property Identification

The subject of this appraisal assignment is located at 12400 E Highland Road in Hartland Township, Livingston County, Michigan. Subject property is further identified as Tax Parcel Number 4708-26-100-019.

Prior Services

I have not provided any services regarding the subject property within the last three years.

Definition of True Cash Value

As defined in Public Act 254 of 1983 of the State of Michigan, cash value is defined as, "*the usual selling price at the place where the property to which the term is applied is at the time of assessment, being the price which could be obtained for the property at a private sale, and not at forced or auction sale.*" Courts have ruled that cash value is equivalent to market value, which can be defined as the most probable price in terms of money which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeable and assuming the price is not affected by undue stimulus.

Intended Users and Intended Use of Appraisal

The intended users of the appraisal are Hartland Township, their legal counsel, and the Michigan Tax Tribunal. Use of this report by others is not intended by the appraiser.

The intended use of the appraisal is for an assessment appeal. This appraisal is not intended for any other use. We are not responsible for unauthorized use.

No Third-Party Beneficiaries

Nothing in this agreement shall create a contractual relationship between the appraiser or client and any third party, or any cause of action in favor of any third party. This agreement shall not be construed to render any person or entity a third party beneficiary of this agreement, including, but not limited to, any third parties identified herein.

Discussion of Appraisal Assignment and Scope of Work

The appraisal assignment is to estimate the market value of the property. All applicable approaches to value necessary to reach a value conclusion will be used in this appraisal assignment.

We will provide you with an Appraisal Report that will describe the property to be appraised and will present discussions of the data, reasoning and analysis that were used in the appraisal process to develop the value estimate. Supporting documentation will be retained in our file, and the depth of discussion is specific to your needs and for the intended use.

Fee and Time

The fee for this assignment is \$6,000 plus an additional \$1,200 for each additional tax year. The estimated date of completion is within 60 days following receipt of the signed contract and timely receipt of requested information necessary to complete the assignment.

Payment is expected upon delivery of the report. If, for some reason, payment is not received within 30 days following delivery of the report, we reserve the right to file a claim of interest against the property appraised. The claim of interest will include an interest penalty of 1% per month or the maximum rate allowed by law. Also, there will be imposed a time price differential of 10% of the appraisal fee if not paid in 60 days.

The fees set forth in this agreement apply to the appraisal services rendered by the appraiser as laid out in this agreement. Any additional services performed by the appraiser not set forth in this agreement will be performed on terms and conditions set forth in an amendment to this agreement or in a separate agreement.

It is clearly set out and understood that the appraisal fees are not contingent upon a predetermined value conclusion. We are solely hired for our independent value conclusion and the end result may not be to the expectation of the client. The appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. The appraiser cannot guarantee the outcome of the assignment in advance. The appraiser cannot ensure that the opinion of value developed as a result of this assignment will serve to facilitate any specific objective of the client or others or advance any particular cause. The appraiser's opinion of value will be developed competently and with independence, impartiality and objectivity.

It is understood that the quotation for delivery of our services is based on the order in which assignments are contracted, on a first-come-first-serve basis. We are prepared to complete this assignment within the outlined time period, provided that the contract is returned within one week of this date. If this is not possible, please contact me to discuss this aspect. After the deadline of one week, the delivery date of the report shall be based on the priority of assignments received and will be subject to negotiation.

The estimated date of delivery or completion schedule shall not constitute appraiser's guarantee that the assignment will be completed within such time periods; provided, however, that appraiser will use commercially reasonable efforts to complete the assignment on or before the date of delivery or pursuant to the completion schedule. In the event appraiser is unable to complete the assignment within the time set forth herein, appraiser shall provide client with reasonable notice of any anticipated delays.

The completion of this assignment is contingent upon the timely production of requested information. A delay in the production of material and/or the client placing the order on hold for a time period in excess of three weeks will result in a restart fee of 5% of the appraisal fee.

Cancellation

The client may cancel this agreement at any time prior to the appraiser's delivery of the appraisal report upon written notification to the appraiser. Client shall pay appraiser for work completed on the assignment prior to appraiser's receipt of written cancellation notice, unless otherwise agreed upon by the appraiser and client in writing.

Dispute Resolution

It is agreed that should any dispute arise as to the nature of the work performed, fees or other matter relating to the performance of the work rendered by Southern Michigan, the appropriate venue for dispute resolution shall be the Civil Courts in Ingham County, Michigan.

Testimony

Should testimony in court or in deposition be needed, it will be billed at the following rate (including time testifying in court, deposition, arbitration, administrative tribunals, preparation time, pre-trial conferences, time waiting to testify and travel time) of \$275 per hour.

Use of Employees or Independent Contractors

Appraiser may use employees or independent contractors at appraiser's discretion to complete the assignment. Appraiser shall sign the report and take full responsibility for the services provided as a result of this agreement.

Ownership of Work Product

The possession of the appraisal report, or any copy or portion thereof, by client or any third party does not include or confer any rights of publication or redistribution of the appraisal report other than to such persons or entities identified in this agreement who shall be advised in writing of appraiser's rights under this agreement prior to their receipt of the appraisal report. All rights, title, and interest in (1) any data gathered by appraiser in the course of preparing the appraisal report (excluding any data furnished by or on behalf of client) and (2) the content of the appraisal report prepared pursuant to this agreement shall be vested in appraiser. Subject to the foregoing, client shall have the right to possess a copy of the

appraisal report and to disclose the report to client's attorneys, accountants or other professional advisors in the course of client's business affairs relating to the property that is the object of the appraisal report, provided that such attorneys, accountants or advisors are advised in writing of appraiser's rights under this agreement prior to receipt of such appraisal report.

Acceptance

If this proposal adequately outlines our understanding and if you find this proposal acceptable, please sign, retain a copy for your file, and return the original signed contract at your earliest convenience. This proposal is valid for 30 days.

In addition to all other terms and conditions of this agreement, appraiser and client agree that appraiser's services under this agreement and the appraisal report, and any use of the report, are and will be subject to the statements, limiting conditions, and other terms set forth in the appraisal report. The appraiser's Statement of General Assumptions and Limiting Conditions are attached to this agreement and incorporated herein. Appraiser may determine additional conditions and terms affecting the appraisal during performance of the assignment which may be identified in the report. If an appraisal report contains additional or different statements or limiting conditions, they shall be considered part of this agreement unless client objects to them in writing within 48 hours of receiving the report.

Cordially yours,

VALBRIDGE PROPERTY ADVISORS | SOUTHERN MICHIGAN



James T. Hartman, MAI, SGA, AI-GRS
Certified General Real Estate Appraiser
State of Michigan #1205005950
jhartman@valbridge.com

Accepted: _____
Robert West, Township Manager

Dated _____

Of: _____
Hartland Township

General Assumptions and Limiting Conditions

This appraisal is subject to the following general assumptions and limiting conditions:

1. The legal description – if furnished to us – is assumed to be correct.
2. No responsibility is assumed for legal matters, questions of survey or title, soil or subsoil conditions, engineering, availability or capacity of utilities, or other similar technical matters. The appraisal does not constitute a survey of the property appraised. All existing liens and encumbrances have been disregarded and the property is appraised as though free and clear, under responsible ownership and competent management unless otherwise noted.
3. Unless otherwise noted, the appraisal has valued the property as though free of contamination. Valbridge Property Advisors | Southern Michigan has not conducted a hazardous materials or contamination inspection of any kind. It is recommended that the client hire an expert if the presence of hazardous materials or contamination poses any concern.
4. The stamps and/or consideration placed on deeds used to indicate sales are in correct relationship to the actual dollar amount of the transaction.
5. Unless otherwise noted, it is assumed there are no encroachments, zoning violations or restrictions existing in the subject property.
6. The appraiser is not required to give testimony or attendance in court by reason of this appraisal, unless previous arrangements have been made.
7. Unless expressly specified in the engagement letter, the fee for this appraisal does not include the attendance or giving of testimony by Appraiser at any court, regulatory or other proceedings, or any conferences or other work in preparation for such proceeding. If any partner or employee of Valbridge Property Advisors | Southern Michigan is asked or required to appear and/or testify at any deposition, trial, or other proceeding about the preparation, conclusions or any other aspect of this assignment, client shall compensate Appraiser for the time spent by the partner or employee in appearing and/or testifying and in preparing to testify according to the Appraiser's then current hourly rate plus reimbursement of expenses.
8. The values for land and/or improvements, as contained in this report, are constituent parts of the total value reported and neither is (or are) to be used in making a summation appraisal of a combination of values created by another appraiser. Either is invalidated if so used.
9. The dates of value to which the opinions expressed in this report apply are set forth in this report. We assume no responsibility for economic or physical factors occurring at some point at a later date, which may affect the opinions stated herein. The forecasts, projections, or operating estimates contained herein are based on current market conditions and anticipated short-term supply and demand factors and are subject to change with future conditions. Appraiser is not responsible for determining whether the date of value requested by Client is appropriate for Client's intended use.
10. The sketches, maps, plats and exhibits in this report are included to assist the reader in visualizing the property. The appraiser has made no survey of the property and assumed no responsibility in connection with such matters.

11. The information, estimates and opinions, which were obtained from sources outside of this office, are considered reliable. However, no liability for them can be assumed by the appraiser.
12. Possession of this report, or a copy thereof, does not carry with it the right of publication. Neither all, nor any part of the content of the report, or copy thereof (including conclusions as to property value, the identity of the appraisers, professional designations, reference to any professional appraisal organization or the firm with which the appraisers are connected), shall be disseminated to the public through advertising, public relations, news, sales, or other media without prior written consent and approval.
13. No claim is intended to be expressed for matters of expertise that would require specialized investigation or knowledge beyond that ordinarily employed by real estate appraisers. We claim no expertise in areas such as, but not limited to, legal, survey, structural, environmental, pest control, mechanical, etc.
14. This appraisal was prepared for the sole and exclusive use of the client for the function outlined herein. Any party who is not the client or intended user identified in the appraisal or engagement letter is not entitled to rely upon the contents of the appraisal without express written consent of Valbridge Property Advisors | Southern Michigan and Client. The Client shall not include partners, affiliates, or relatives of the party addressed herein. The appraiser assumes no obligation, liability or accountability to any third party.
15. Distribution of this report is at the sole discretion of the client, but third-parties not listed as an intended user on the face of the appraisal or the engagement letter may not rely upon the contents of the appraisal. In no event shall client give a third-party a partial copy of the appraisal report. We will make no distribution of the report without the specific direction of the client.
16. This appraisal shall be used only for the function outlined herein, unless expressly authorized by Valbridge Property Advisors | Southern Michigan .
17. This appraisal shall be considered in its entirety. No part thereof shall be used separately or out of context.
18. Unless otherwise noted in the body of this report, this appraisal assumes that the subject property does not fall within the areas where mandatory flood insurance is effective. Unless otherwise noted, we have not completed nor have we contracted to have completed an investigation to identify and/or quantify the presence of non-tidal wetland conditions on the subject property. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
19. The flood maps are not site specific. We are not qualified to confirm the location of the subject property in relation to flood hazard areas based on the FEMA Flood Insurance Rate Maps or other surveying techniques. It is recommended that the client obtain a confirmation of the subject property's flood zone classification from a licensed surveyor.
20. If the appraisal is for mortgage loan purposes 1) we assume satisfactory completion of improvements if construction is not complete, 2) no consideration has been given for rent loss during rent-up unless noted in the body of this report, and 3) occupancy at levels consistent with our "Income and Expense Projection" are anticipated.
21. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures which would render it more or less valuable. No responsibility is assumed for such conditions or for engineering which may be required to discover them.

22. Our inspection included an observation of the land and improvements thereon only. It was not possible to observe conditions beneath the soil or hidden structural components within the improvements. We inspected the buildings involved, and reported damage (if any) by termites, dry rot, wet rot, or other infestations as a matter of information, and no guarantee of the amount or degree of damage (if any) is implied. Condition of heating, cooling, ventilation, electrical and plumbing equipment is considered to be commensurate with the condition of the balance of the improvements unless otherwise stated. Should the client have concerns in these areas, it is the client's responsibility to order the appropriate inspections. The appraiser does not have the skill or expertise to make such inspections and assumes no responsibility for these items.
23. This appraisal does not guarantee compliance with building code and life safety code requirements of the local jurisdiction. It is assumed that all required licenses, consents, certificates of occupancy or other legislative or administrative authority from any local, state or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the value conclusion contained in this report is based unless specifically stated to the contrary.
24. When possible, we have relied upon building measurements provided by the client, owner, or associated agents of these parties. In the absence of a detailed rent roll, reliable public records, or "as-built" plans provided to us, we have relied upon our own measurements of the subject improvements. We follow typical appraisal industry methods; however, we recognize that some factors may limit our ability to obtain accurate measurements including, but not limited to, property access on the day of inspection, basements, fenced/gated areas, grade elevations, greenery/shrubbery, uneven surfaces, multiple story structures, obtuse or acute wall angles, immobile obstructions, etc. Professional building area measurements of the quality, level of detail, or accuracy of professional measurement services are beyond the scope of this appraisal assignment.
25. We have attempted to reconcile sources of data discovered or provided during the appraisal process, including assessment department data. Ultimately, the measurements that are deemed by us to be the most accurate and/or reliable are used within this report. While the measurements and any accompanying sketches are considered to be reasonably accurate and reliable, we cannot guarantee their accuracy. Should the client desire more precise measurement, they are urged to retain the measurement services of a qualified professional (space planner, architect or building engineer) as an alternative source. If this alternative measurement source reflects or reveals substantial differences with the measurements used within the report, upon request of the client, the appraiser will submit a revised report for an additional fee.
26. In the absence of being provided with a detailed land survey, we have used assessment department data to ascertain the physical dimensions and acreage of the property. Should a survey prove this information to be inaccurate, upon request of the client, the appraiser will submit a revised report for an additional fee.
27. If only preliminary plans and specifications were available for use in the preparation of this appraisal, and a review of the final plans and specifications reveals substantial differences upon request of the client the appraiser will submit a revised report for an additional fee.

28. Unless otherwise stated in this report, the value conclusion is predicated on the assumption that the property is free of contamination, environmental impairment or hazardous materials. Unless otherwise stated, the existence of hazardous material was not observed by the appraiser and the appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required for discovery. The client is urged to retain an expert in this field, if desired.
29. The Americans with Disabilities Act ("ADA") became effective January 26, 1992. We have not made a specific compliance survey of the property to determine if it is in conformity with the various requirements of the ADA. It is possible that a compliance survey of the property, together with an analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the Act. If so, this could have a negative effect on the value of the property. Since we have no direct evidence relating to this issue, we did not consider possible noncompliance with the requirements of ADA in developing an opinion of value.
30. This appraisal applies to the land and building improvements only. The value of trade fixtures, furnishings, and other equipment, or subsurface rights (minerals, gas, and oil) were not considered in this appraisal unless specifically stated to the contrary.
31. No changes in any federal, state or local laws, regulations or codes (including, without limitation, the Internal Revenue Code) are anticipated, unless specifically stated to the contrary.
32. Any income and expense estimates contained in the appraisal report are used only for the purpose of estimating value and do not constitute prediction of future operating results. Furthermore, it is inevitable that some assumptions will not materialize and that unanticipated events may occur that will likely affect actual performance.
33. Any estimate of insurable value, if included within the scope of work and presented herein, is based upon figures developed consistent with industry practices. However, actual local and regional construction costs may vary significantly from our estimate and individual insurance policies and underwriters have varied specifications, exclusions, and non-insurable items. As such, we strongly recommend that the Client obtain estimates from professionals experienced in establishing insurance coverage. This analysis should not be relied upon to determine insurance coverage and we make no warranties regarding the accuracy of this estimate.
34. The data gathered in the course of this assignment (except data furnished by the Client) shall remain the property of the Appraiser. The appraiser will not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential information furnished to the appraiser. Notwithstanding the foregoing, the Appraiser is authorized by the client to disclose all or any portion of the appraisal and related appraisal data to appropriate representatives of the Appraisal Institute if such disclosure is required to enable the appraiser to comply with the Bylaws and Regulations of such Institute now or hereafter in effect.

35. You and Valbridge Property Advisors | Southern Michigan both agree that any dispute over matters in excess of \$5,000 will be submitted for resolution by arbitration. This includes fee disputes and any claim of malpractice. The arbitrator shall be mutually selected. If Valbridge Property Advisors | Southern Michigan and the client cannot agree on the arbitrator, the presiding head of the Local County Mediation & Arbitration panel shall select the arbitrator. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, by agreeing to binding arbitration, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury. In the event that the client, or any other party, makes a claim against Valbridge Property Advisors | Southern Michigan or any of its employees in connections with or in any way relating to this assignment, the maximum damages recoverable by such claimant shall be the amount actually received by Valbridge Property Advisors | Southern Michigan for this assignment, and under no circumstances shall any claim for consequential damages be made.
36. Valbridge Property Advisors | Southern Michigan shall have no obligation, liability, or accountability to any third party. Any party who is not the "client" or intended user identified on the face of the appraisal or in the engagement letter is not entitled to rely upon the contents of the appraisal without the express written consent of Valbridge Property Advisors | Southern Michigan. "Client" shall not include partners, affiliates, or relatives of the party named in the engagement letter. Client shall hold Valbridge Property Advisors | Southern Michigan and its employees harmless in the event of any lawsuit brought by any third party, lender, partner, or part-owner in any form of ownership or any other party as a result of this assignment. The client also agrees that in case of lawsuit arising from or in any way involving these appraisal services, client will hold Valbridge Property Advisors | Southern Michigan harmless from and against any liability, loss, cost, or expense incurred or suffered by Valbridge Property Advisors | Southern Michigan in such action, regardless of its outcome.
37. The Valbridge Property Advisors office responsible for the preparation of this report is independently owned and operated by The Oetzel-Hartman Group. Neither Valbridge Property Advisors, Inc., nor any of its affiliates has been engaged to provide this report. Valbridge Property Advisors, Inc. does not provide valuation services, and has taken no part in the preparation of this report.
38. If any claim is filed against any of Valbridge Property Advisors, Inc., a Florida Corporation, its affiliates, officers or employees, or the firm providing this report, in connection with, or in any way arising out of, or relating to, this report, or the engagement of the firm providing this report, then (1) under no circumstances shall such claimant be entitled to consequential, special or other damages, except only for direct compensatory damages, and (2) the maximum amount of such compensatory damages recoverable by such claimant shall be the amount actually received by the firm engaged to provide this report.
39. This report and any associated work files may be subject to evaluation by Valbridge Property Advisors, Inc., or its affiliates, for quality control purposes.
40. Acceptance and/or use of this appraisal report constitutes acceptance of the foregoing general assumptions and limiting conditions.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Michigan Townships Association (MTA) Principles of Governance

Date: June 30, 2021

Recommended Action

Motion for the Township Board to reaffirm the Michigan Township Association Principals of Governance

Discussion

The Michigan Townships Association (MTA) is encouraging every participating township board to reaffirm the attached Principles of Governance. MTA members throughout the state have enthusiastically embraced these Principles as their own code of conduct, and the MTA Board is urging Hartland Township to reaffirm the Principles of Governance as an official policy of the Hartland Township Board.

The original adoption by the Hartland Township Board occurred on June 4, 2013. Upon reaffirmation, the new document will be displayed publicly within the Township Hall.

Attachments

Cover Letter and MTA Principals of Governance



Dear Township Board:

The Michigan Townships Association is again encouraging every township board to deliberate on and adopt the enclosed Principles of Governance. MTA members throughout the state have enthusiastically embraced these Principles as their own code of conduct, and the MTA Board urges you to reaffirm, or adopt for the first time, these Principles of Governance as an official policy of your township board.

Our objective in promulgating Principles of Governance for our members is straightforward: Township boards can be much more efficient and effective when there is a high degree of trust among board members, and between the board and those whom they are elected to serve. Township boards earn trust by demonstrating their commitment to effectively solving problems and conducting their business in a manner consistent with their community's expectations and values—and then faithfully delivering on those commitments.

The MTA Board of Directors affirms in our mission and values statements that township government embodies efficient, effective, economical, ethical and accountable local government in Michigan. The Principles of Governance embody these core values, and can guide board members toward consistent actions and deeds that reflect well on the township and on themselves. The MTA Board strongly believes that a township board that publicly adopts and adheres to these Principles will enjoy strong public support and be better positioned to achieve great things on behalf of its residents.

As a key part of our collective commitment to fostering efficient and effective township government that has earned the public's trust, the MTA Board invites your board to affirm and practice the enclosed Principles of Governance through formal ratification at a board meeting. By signing this certificate, board members denote their personal pledges to adhere to the Principles. Following board action, we encourage you to frame and proudly post the document in a prominent place for all to see.

Sincerely,

Pete Kleiman
2021 MTA President

Neil Sheridan
MTA Executive Director

Hartland Township

Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations, and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state, and our country.

William Fountain, Supervisor

Summer McMullen, Trustee

Larry Ciofu, Clerk

Matthew Germane, Trustee

Kathleen Horning, Treasurer

Joseph Petrucci, Trustee

Denise O'Connell, Trustee

Date



Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Robert M. West, Township Manager

Subject: Utilities REU Classification Table Updates

Date: June 30, 2021

Recommended Action

Approve the proposed Utilities REU Classification Table updates as presented

Discussion

The Township's REU classification table is used to determine the utility system impact for many different development types and assigns a Residential Unit Equivalent (REU) factor relative to a single family residential use.

The classification table has historically been analyzed from time to time to ensure correlated accuracy between residential and non-residential utility impacts. Township Administration has conducted an internal audit of the Residential Equivalency Unit (REU) classification table used for determining utility system impacts. The proposed revisions are recommended based upon actual data collected, relevancy and redundancy to ensure accuracy in the proposed unit equivalency.

Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Attachments

REU Classification Table 2018

Proposed 2021 REU Classification Table (redline version)



HARTLAND TOWNSHIP

The following equivalent user factors or Residential Equivalent Units (REU) will be used to assess tap-in/connection fees. For purposes of this table, an equivalent user or REU is defined as that quantity of wastewater discharged or water supplied from an ordinary single-family dwelling. In computing charges for commercial, industrial, or multiple residences, the number of units for which charges are made shall be determined from the following equivalent user factors, or as determined by the Public Works Director. Where square footage is used in the calculation of REU's, it shall mean the entire square footage of the building. When the use of a building changes substantially, the number of REU's will be recalculated and a supplemental tap-in/connection fee will be assessed for the increased rate.

Equivalent User/REU Table

Usage	Factor	Unit
Auto Dealers (new and/or used)	1.0	per premise plus 0.15 per stall
Auto Repair/Collision – Body Shops	1.0	per shop plus 0.50 per 1,000 sq. feet
Banks	0.4	per 1,000 sq. feet
Banquet Halls	1.8	per 1,000 sq. feet
Barber Shops/ Hair Salons	1.0	per shop plus 0.15 per station or chair
Bed and Breakfast Establishments	1.0	per building plus 0.20 per guestroom
Boarding Houses	1.0	per building plus 0.20 per bedroom
Boarding Schools	0.27	per bed
Bowling Alleys (without bar or lunch)	0.16	per alley
Bowling Alleys (with bar and/or lunch)	0.60	per alley
Car Wash (production line without recycle)	33.0	per single production line
Car Wash (production line with recycle)	8.4	per single production line
Car Wash (semi-auto, no conveyor)	12.5	per stall
Car Wash (self-service)	2.5	per stall
Child Care Centers	1.0	per premise plus 0.05 per person
Churches	0.25	per 1,000 sq. feet (minimum 1.0 unit)
Cleaners (pick-up only)	1.0	per shop
Cleaners (pressing facilities)	1.0	per shop plus 0.50 per press
Clinics	1.0	per premise plus 0.50 per exam room
Convalescent Homes	1.0	per premise plus 0.50 per bedroom
Convents	1.0	per premise plus 0.20 per bedroom
Country Clubs and Athletic Clubs	1.5	per 1,000 sq. feet
Dentist Office	1.0	per premise plus 0.50 per exam room
Doctor & Medical Offices	1.0	per premise plus 0.50 per exam room
Drug Stores	0.14	per 1,000 sq. feet (minimum 1.0 unit)
Factories (exclusive of industrial waste)	0.50	per 1,000 sq. feet
Fire Stations	0.20	per stationed firefighter/24 hours
Fire Stations (Volunteer)	1.0	per premise
Florist	1.1	per 1,000 sq. feet
Fraternal Organizations (members only)	1.0	per hall
Fraternal Organizations (members and	2.0	per hall plus bar, restaurant, etc.
Funeral Homes	1.5	per 1,000 sq. feet plus residence

Equivalent User/REU Table

Usage	Factor	Unit
Garden Center (nursery)	1.1	per 1,000 sq. feet
Government Offices	0.40	per 1,000 sq. feet
Grocery Stores and Markets	1.1	per 1,000 sq. feet
Hospitals	1.09	per bed
Hotels/Motels (private baths)	0.20	per room plus bar, restaurant, etc.
Industrial Buildings (exclusive of wet	0.50	per 1,000 sq. feet
Laundry (self-service)	0.50	per washer
Lumber Yard	0.05	per 2,000 sq. feet
Manufactured Homes	1.0	per pad
Multi-Family Dwellings		
One Bedroom	0.50	per unit
Two Bedroom	0.70	per unit
Three Bedroom	1.0	per unit
Office/Office Building	0.40	per 1,000 sq. feet
Pet Shops	1.1	per 1,000 sq. feet
Pool Halls	0.10	per table
Post Office	1.0	per 1,000 sq. feet
Printing Shop	0.50	per 1,000 sq. feet
Public Institutions (other than Hospitals)	0.75	per 1,000 sq. feet
Research and Testing Laboratories	0.75	per 1,000 sq. feet
Restaurants (dinner and/or alcoholic	3.5	per 1,000 sq. feet
Restaurants (Fast Food with drive through)	7.0	per restaurant
Restaurants (with full service/dining/dishes)	2.5	per 1,000 sq. feet
Restaurants (Take-out)	1.5	per 1,000 sq. feet
Retail Stores	0.15	per 1,000 sq. feet
Rooming Houses (no meals)	0.25	per room
Schools (without showers and/or pool)	1.0	per classroom
Schools (with shower and/or pool)	1.5	per classroom
Senior Citizen Living	0.34	per unit
Services Stations	1.0	per premise plus 0.15 per nozzle
For stations with multiple uses add the following charges, as applicable, to the above:		
With Auto Repair	0.15	per stall
With Mini-Mart	0.50	per 1,000 sq. feet building
With Car Wash (production line w/o	33.0	per single production line
With Car Wash (production line with	8.4	per single production line
With Car Wash (semi-auto, no conveyor)	12.5	per stall
With Car Wash (self-service)	2.5	per stall
Skating Rinks	0.40	per 1,000 sq. feet
Snack Bars (drive-in)	2.5	per 1,000 sq. feet
Swimming Pools	3.0	per 1,000 sq. feet
Single Family Residence	1.0	per residence

Equivalent User/REU Table

Usage		Unit Factor
Sports Centers (with pool)	1.0	per 1,000 sq. feet
Sports Centers (without pool)	0.40	per 1,000 sq. feet
Stores (other than specifically listed)	0.25	per 1,000 sq. feet
Tennis Clubs	0.15	per 1,000 sq. feet
Tennis or Handball (indoor club)	0.15	per court
Theaters (drive-ins)	0.03	per car space
Theaters (inside with air conditioning)	1.0	per premise plus 0.01 per seat
Tourist Courts (individual bath units)	0.27	per cubicle
Cabin/Campgrounds (central bath house)	0.40	per camp site
Cabin/Campgrounds (individual bath)	0.5	per camp site
Veterinary Facility	1.5	per veterinarian plus 0.1 per kennel
Veterinary Facility with Kennel	1.5	per facility plus 0.1 per kennel
Warehouses and storage	0.10	per 1,000 sq. feet
Water Parks		Facility will be evaluated on an individual basis based on size, water usage, water conservation, backwash frequency, etc.

- The Township Administration reserves the right to determine the residential equivalency units for classifications not specifically listed by calculating the recommended unit factor based upon water usage data from similar facilities, average day usage, and/or based upon similar use in the classification table. No facility shall be assigned less than one unit.*
- Where multiple businesses exist at one location (shopping centers, hotels with restaurant and or bar facilities, etc.) the various businesses will be combined for equivalents.*
- In cases of expansion or change of existing water/sewer uses, connection fees shall be levied in accordance with the current connection fee schedule based upon the difference in the current and expanded or changed use.*



HARTLAND TOWNSHIP

The following equivalent user factors or Residential Equivalent Units (REU) will be used to assess tap-in/connection fees. For purposes of this table, an equivalent user or REU is defined as that quantity of wastewater discharged or water supplied from an ordinary single-family dwelling. In computing charges for commercial, industrial, or multiple residences, the number of units for which charges are made shall be determined from the following equivalent user factors, or as determined by the Public Works Director. Where square footage is used in the calculation of REU's, it shall mean the entire square footage inside the building. When the use of a building changes substantially, the number of REU's will be recalculated and a supplemental tap-in/connection fee will be assessed for the increased rate.

Equivalent User/REU Table

Usage	Factor	Unit
Auto Dealers (new and/or used)	1.0	per premise plus 0.15 per stall
Auto Repair/Collision – Body Shops	1.0	per shop plus 0.50 per 1,000 sq. feet
Banks	0.4	per 1,000 sq. feet
Banquet Halls	1.8	per 1,000 sq. feet
Barber Shops/ Hair Salons	1.0	per shop plus 0.15 per station or chair
Bed and Breakfast Establishments	1.0	per building plus 0.20 per guestroom
Boarding Houses	1.0	per building plus 0.20 per bedroom
Boarding Schools	0.27	per bed
Bowling Alleys (without bar or lunch)	0.16	per alley
Bowling Alleys (with bar and/or lunch)	0.60	per alley
Car Wash (production line without recycle)	33.0	per single production line
Car Wash (production line with recycle)	8.4	per single production line
Car Wash (semi-auto, no conveyor)	12.5	per stall
Car Wash (self-service)	2.5	per stall
Child Care Centers	1.0	per premise plus 0.05 per person
Churches	0.25	per 1,000 sq. feet (minimum 1.0 unit)
Cleaners (pick-up only)	1.0	per shop
Cleaners (pressing facilities)	1.0	per shop plus 0.50 per press
Clinics	1.0	per premise plus 0.50 per exam room
Convalescent Homes	1.0	per premise plus 0.50 per bedroom
Convents	1.0	per premise plus 0.20 per bedroom
Country Clubs and Athletic Clubs	1.5	per 1,000 sq. feet
Dentist Office	1.0	per premise plus 0.50 per exam room
Doctor & Medical Offices	1.0	per premise plus 0.50 per exam room
Drug Stores	0.14	per 1,000 sq. feet (minimum 1.0 unit)
Factories (exclusive of industrial waste)	0.50	per 1,000 sq. feet
Fire Stations	0.20	per stationed firefighter/24 hours
Fire Stations (Volunteer)	1.0	per premise
Florist	1.1	per 1,000 sq. feet
Fraternal Organizations (members only)	1.0	per hall
Fraternal Organizations (members and	2.0	per hall plus bar, restaurant, etc.
Funeral Homes	1.5	per 1,000 sq. feet plus residence

Equivalent User/REU Table

Usage	Factor	Unit
Garden Center (nursery)	1.1	per 1,000 sq. feet
Government Offices	0.40	per 1,000 sq. feet
Grocery Stores and Markets	1.1	per 1,000 sq. feet
Hospitals	1.09	per bed
Hotels/Motels (private baths)	0.25	per room plus bar, restaurant, etc.
Industrial Buildings (exclusive of wet	0.50	per 1,000 sq. feet
Laundry (self-service)	0.50	per washer
Lumber Yard	0.05	per 2,000 sq. feet
Manufactured Homes	1.0	per pad
Multi-Family Dwellings		
One Bedroom	0.50	per apartment
Two Bedroom	0.70	per apartment
Three Bedroom	1.0	per apartment
Office/Office Building	0.40	per 1,000 sq. feet
Pet Shops	1.1	per 1,000 sq. feet
Pool Halls	0.10	per table
Post Office	1.0	per 1,000 sq. feet
Printing Shop	0.50	per 1,000 sq. feet
Public Institutions (other than Hospitals)	0.75	per 1,000 sq. feet
Research and Testing Laboratories	0.75	per 1,000 sq. feet
Restaurants (dinner and/or alcoholic	3.5	per 1,000 sq. feet
Restaurants (Fast Food)	7.0	per restaurant
Restaurants (meals, with service and	2.5	per 1,000 sq. feet
Restaurants (Take-out)	1.5	per 1,000 sq. feet
Retail Stores	0.15	per 1,000 sq. feet
Rooming Houses (no meals)	0.25	per room
Schools (without showers and/or pool)	1.0	per classroom
Schools (with shower and/or pool)	1.5	per classroom
Senior Citizen Apartments	0.34	per apartment
Services Stations	1.0	per premise plus 0.15 per nozzle
For stations with multiple uses add the following charges, as applicable, to the above:		
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With Car Wash (semi-auto, no conveyor)	12.5	per stall
With Car Wash (self-service)	2.5	per stall
Skating Rinks	0.40	per 1,000 sq. feet
Snack Bars (drive-in)	2.5	per 1,000 sq. feet
Swimming Pools	3.0	per 1,000 sq. feet
Single Family Residence	1.0	per residence

Equivalent User/REU Table

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Tennis Clubs	0.15	per 1,000 sq. feet
Tennis or Handball (indoor club)	0.15	per court
Theaters (drive-ins)	0.03	per car space
Theaters (inside with air conditioning)	1.0	per premise plus 0.01 per seat
Tourist Courts (individual bath units)	0.27	per cubicle
Trailer Parks/Campgrounds (central bath)	0.40	per camp site
Trailer Parks/Campgrounds (individual bath)	1.0	per camp site
Veterinary Facility	1.5	per veterinarian plus 0.1 per kennel
Veterinary Facility with Kennel	1.5	per facility plus 0.1 per kennel
Warehouses and storage	0.10	per 1,000 sq. feet
Water Parks		Facility will be evaluated on an individual basis based on size, water usage, water conservation, backwash frequency, etc.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Site Plan/PD Application #20-012 Newberry Place Planned Development – Preliminary Site Plan (Pattern Book submitted on April 15, 2021)

Date: June 29, 2021

Recommended Action

Move to Approve, as outlined in the Staff Memorandum, dated June 29, 2021.

Approval of the Preliminary Planned Development, Site Plan Application #20-012, Newberry Place, is subject to the following:

- 1. The Preliminary Planned Development Site Plan for Newberry Place SP #20-012, is subject to the approval of the Township Board.**
- 2. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated June 3, 2021, on a revised Preliminary Plan Site Plan, subject to an administrative review by Planning staff prior to the Final Review of the Planned Development. This revised Preliminary Plan will also be presented to the Planning Commission and Township Board as part of the Final Review of the Planned Development.**
- 3. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, and all other government agencies, as applicable.**
- 4. Municipal water shall be available for this development. In the event that municipal water is not available for this project, the developer shall re-submit plans to be approved by the Planning Commission and Township Board that provide an acceptable water source.**
- 5. After the Planned Development (PD) has been approved by the Township, the applicant/developer will be required to obtain Site Plan Review approval from the Township Planning Commission for any portion(s) of the development project.**
- 6. In the event that any portion of the project involves work, within a regulated wetland, the applicant/developer shall obtain all necessary permits from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), as part of the Site Plan Review application to the Planning Commission.**
- 7. The applicant/developer shall obtain all required permits/approvals from the Michigan Department of Transportation (MDOT) and the Livingston County Road Commission (LCRC), as part of the Site Plan Review application to the Planning Commission.**
- 8. (Any other conditions the Township Board deems necessary)**

Discussion

Applicant: David Straub, Mayberry Homes

Site Description

The proposed Newberry Place Planned Development (PD) is located on the north and south side of Highland Road (M-59), west of Pleasant Valley/Fenton Road, in Section 23 and 26 of the Township. The development is comprised of four (4) separate parcels, with a combined total of approximately 108.7 acres. The four (4) parcels are undeveloped and are zoned CA-Conservation Agricultural. Two (2) parcels are on the north side of Highland Road (Parcel ID#’s 4708-23-400-036, 2 acres in area; and 4708-23-400-037, 28.22 acres in area). The remaining two (2) parcels are on the south side of Highland Road as follows: Parcel ID #’s 4708-26-200-006, 7.40 acres in area; and 4708-26-200-007, 71.11 acres in area.

In this memorandum the two (2) parcels on the north side of Highland Road will be grouped together and referred to as the North Parcel. Similarly, the two (2) parcels on the south side of Highland Road will be called the South Parcel.

The Future Land Use Map designates each parcel as Special Planning Area in the 2015 Comprehensive Plan.

Lands to the west, north, and east of the North Parcel are zoned CA-Conservation Agricultural. Four (4) single family residential lots of approximately one acre in size, border the east side of the North Parcel and take access off Fenton Road. A residential subdivision (single family) is located on the north. The adjacent properties to the west include a church (All Saints Lutheran Church) and the Township-owned Heritage Park.

The 2015 Future Land Use Map (FLUM) shows a designation of Public/Quasi Public to the west (church and park) and Low Suburban Density Residential both to the north and east (east of Fenton Road).

In terms of the South Parcel, parcels to the east, west, and south are zoned CA-Conservation Agricultural. The South Parcel shares a common boundary with Hartland Glen Golf Course on the west property line and the forty-acre agricultural parcel that is no longer part of the proposal. The property directly south of the subject site is occupied by an agricultural operation and residence. The 2015 FLUM shows a designation of Medium Suburban Density Residential for the land directly to the south. The 40-acre parcel along Highland Road and west of the South Parcel is designated as a Special Planning Area. In 2021, the 2015 FLUM was amended to designate the Hartland Glen Golf Course as a Special Planning Area. The golf course abuts the South Parcel on part of its western border.

The Planning Commission recommended approval of the Preliminary Planned Development. The public hearing was held on June 10, 2021, at the Planning Commission regular meeting. The Planning Commission made their recommendation to approve the request at a Special Meeting on June 17, 2021. Outlined below is a general summary of changes that were discussed by the Planning Commission at the meetings;

-At the Final Planned Development submittal to the Planning Commission, provide a plan for the mixed use district that depicts all 66 residential units, as proposed, when those units are not located above the commercial buildings.

-At the Final Planned Development submittal to the Planning Commission, the applicant will provide a revised plan that depicts the 8 foot wide pathway on the north side and a 5 foot sidewalk on the south side of M-59.

-At the Final Planned Development submittal to the Planning Commission, the applicant shall provide an updated landscape plan and submittal.

-The applicant shall clarify the height of fences/walls.

-At the Final Planned Development submittal to the Planning Commission, the applicant shall revise the Pattern Book or Planned Development Agreement to indicate that any automotive fueling stations shall comply with the commercial architectural standards in the zoning ordinance

-At the Final Planned Development submittal to the Planning Commission, the applicant shall revise the Pattern Book or Planned Development Agreement to indicate the development shall comply with sign regulations in the zoning ordinance.

Site History

As background information, the planned development project was initially reviewed by the Township in 2007, under two applications: Site Plan Application #383 (Newberry-North and East) and Site Plan Application #386 (Newberry West). The total project area for the 2007 plans was approximately 148 acres. On April 26, 2007, the Planning Commission approved the preliminary planned development applications (SP #383-P and SP #386-P), including the Pattern Book dated May 25, 2007. The project did not move forward to final approval. However, the Township has had discussion about the Special Planning Area going back to the 1990's with a goal of this particulate development being a special development in the community.

Site Plan Application #383-P and #386-P (2007)

The Newberry Place Planned Development (PD) project was initially reviewed by the Township in 2007, under two applications: Site Plan Application #383 (Newberry-North and East) and Site Plan Application #386 (Newberry West). Newberry West is a vacant 40-acre parcel, south of Highland Road and east of Hartland Glen Golf Course. The total project area for the 2007 plans was approximately 148.7 acres. On April 26, 2007, the Planning Commission approved the preliminary planned development applications (SP #383-P and SP #386-P), including the Pattern Book dated May 25, 2007. The project did not move forward to final approval.

Site Plan Application #535-C (2015)

In 2015, a new application for Newberry Place was submitted to the Township, under SP PD #535-C. The Concept Plan was reviewed by the Township in 2015, under SP PD #535-C. The total project area at that time was approximately 108.7 acres and did not include the western 40 acres that had been part of SP #386 (Newberry West).

Site Plan Application #535-P (2016)

The Preliminary Plan for the Newberry Place Planned Development project, SP PD Application #535-P was submitted in 2016. A public hearing was held at the April 7, 2016 Planning Commission meeting and the plans were last reviewed by the Planning Commission on April 21, 2016. The project did not proceed to final approval. Since 2016 the Township has held informal meetings with the applicant to discuss revised development plans. Several versions of the development plans were submitted for staff to review, between 2016 and June 2019. In 2018, the project area was expanded to include the 40 acres on the south side of Highland Road (formerly called Newberry West), thus the total project area was approximately 148.7 acres.

July 2019 Concept Plans

In July 2019, the applicant submitted a new set of plans to the Township for Newberry Place, as an update to the plans previously presented under SP #535-P. The plans were conceptual in nature, showing five (5) development districts on the Regulation Plan: Single Family District; Single Family Detached Only District; Multiple Family District; Mixed Use District; and Commercial District. The project area consisted of 148.7 acres. Conceptual architectural renderings were provided for single family and multiple family housing, mixed use buildings, and commercial buildings. The intent of the Regulation Plan was to provide a wide range of uses within several of the districts to afford flexibility to address future development and housing trends. The plan layout was not intended to be the final site plan for the planned development, but instead it provides a regulation plan for the development categories, including the maximum number of residential units and residential density in each category. This allows for flexibility in the types of residential housing options, but the number of units and density is set per the plan.

Due to the number of changes to the 2016 plan (SP PD #535-P), the new Concept Plan (July 2, 2019) was presented to the Planning Commission on July 10, 2019 for their consideration and comments. After the Planning Commission presentation, the applicant revised the plan to add 66 dwelling units in the Mixed Use District, as stated on the Regulation Plan. The actual residential units were not shown on the overall development plan. This updated plan, dated July 25, 2019, was presented to the Township Board on August 6, 2019 for comments.

Site Plan Application #20-012 – Preliminary Site Plan Application for Newberry Place PD

On September 9, 2020, an application and Pattern Book were submitted for Preliminary Site Plan for Newberry Place PD, under SP #20-012. The plans were similar in design as were presented in July 2019, with the project area being 148.7 acres in size. A public hearing at the Planning Commission was scheduled for this application on December 3, 2020; however, the applicant withdrew the request prior to that date. The Pattern Book was not reviewed by the Planning Commission.

Site Plan Application #21-006 Concept Plan (February 23, 2021 Concept Plan)

In February 2021 applicant revised the development plans and submitted a new Concept Plan and Pattern Book. The 40-acre parcel (formerly called Newberry West) was no longer part of the planned development. The project area included the North Parcel and South Parcel for a total of approximately 108.7 acres. The Concept Plan showed four (4) types of development districts: Single Family Residential; Single Family Detached Only Residential District; Mixed Use District; and Commercial District. Conceptual architectural renderings were provided for single family and multiple family housing, mixed use buildings, and commercial buildings.

Due to the number of changes to the plans last seen by the Township in 2019, the applicant was directed to present the 2021 Concept Plan to the Planning Commission and Township Board for their review and comments. The Concept Plan was reviewed under SP #21-006, by the Planning Commission on March 18, 2021, and the Township Board on March 23, 2021. The following comments were provided by the Planning Commission at the March 18, 2021 meeting:

- Concerns with the allowance for quad units on the North Parcel, which were not shown on previous plans.
- Concerns with the name of the Single Family District, which allows for attached residential units and motor court units (duplex, and 4-6 plex units).
- Concerns with the mix of different residential housing on the North Parcel (single family detached plus attached condominium housing)- if a quad unit is constructed and the market changes, and that style is no longer desirable, how will that look with just the one quad unit?

- The Pattern Book should include architectural renderings for the commercial buildings at the corner properties on the North and South parcels at Highland Road and Fenton/Pleasant Valley Road. These drawings should indicate the architectural design elements that were part of the original 2016 PD Pattern Book.
- Concerns with the layout of the motor courts and pedestrian access to the front door. Three car garages should be discouraged, and large driveways prohibited. Side-load garages should be used in the Single Family District to avoid that view of the garage doors.

Summary of Development Plans (2007-2021)

Following is a chart that summarizes the development plans from 2007, 2016, 2019, and 2021 plans (February 2021 Concept Plan and April 2021 Preliminary Plan). The data in **bold** type is based on plans and applicable staff memorandums that are on file, which staff rechecked. The figures in non-bold type in the Summary Chart are provided by the applicant in previous documents and/or the current submittal. Please refer to the applicant's letter dated April 15, 2021 (Historical Density Comparison) in the current submittal. In some cases, staff was unable to confirm what data was used by the applicant. That said, density calculations in this report are based on staff's information.

The stated acreage for the development/total project area is based on data from the Township's Assessing database. It should be noted that some of the prior plans have stated different figures, but staff is using the Assessing information for the purpose of this staff report.

The residential density (dwelling units per acre) is calculated by using the total number of residential dwelling units, divided by the total acres of the development, with some exceptions as noted in the Summary Chart. Deviations in the data are shown in bold in the chart. Footnotes provide additional information as applicable.

A separate comparison chart is also provided as an attachment to this memorandum which provides detailed density calculations.

Summary Chart

Application # / Plan Date	Commercial Space SQ. FT.	Number of Residential Units	Residential Density DU/AC (Overall Density)
2007 Pattern Book SP #383 and SP #386 Project area: 148.7 acres	288,059 Sq. Ft. 280,103 Sq. Ft.	545 units* 328 units	3.66 DU/AC 2.21 DU/AC using 328 units
2016 Preliminary Plan SP PD #535-P Project area: 108.7 acres	100,409 Sq. Ft. 140,715 Sq. Ft.	499 units	4.59 DU/AC 5.60 DU/AC**
Concept Plans dated July 25, 2019 SP PD #535-P Project area: 148.7 acres	133,950 Sq. Ft. 133,950 Sq. Ft.	595 units 529 units***	4.00 DU/AC 3.56 DU/AC using 529 units
Concept Plans dated February 23, 2021 (SP #21-006) Project area: 108.7 acres	133,950 Sq. Ft.	417 units	3.84 DU/AC

Preliminary Plans dated April 15, 2021 (SP #20-012) Project area: 108.7 acres	133,950 Sq. Ft.	417 units	3.84 DU/AC 3.54 DU/AC (Pg. 2 of 2021 Pattern Book)
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**Number of units based on information presented on 2007 site plans from SP#383 and SP #386 (prepared by Beckett and Raedar)*

***Data is based on the March 29, 2016 staff memorandum was prepared by McKenna Associates and site plans prepared by Beckett and Raedar, dated March 2, 2016. The residential density on Sheet 02 is stated as 4.98 dwelling units per acre, using 444 residential units and 89.17 residential acres, versus using the entire planned development area of 108.7 acres. The staff report states an additional 55 units are possible in commercial areas, for a total of 499 units, but the plan does not clearly show where these units would be placed. The overall density in the staff report is stated as 5.60 DU/AC, however the acreage used for this calculation is not listed. If using 499 units and 89.17 acres, the resultant density is 5.60 DU/AC.*

**** The applicant is stating the number of units as 529 units, however the July 25, 2019 Regulating Plan had proposed 66 additional units in the Mixed Use District, although those individual units were not shown on the development plan. If these are added, the total is 595 residential units.*

Planned Development Procedure

Section 3.1.18 of the Township's Zoning Ordinance provides standards and approval procedures for a Planned Development (PD). Approval of a Planned Development is a three-step process. A Concept Plan, Preliminary Plan, and Final Plan are all reviewed by the Planning Commission and the Township Board, with the Planning Commission making a recommendation and the Township Board having final approval at each step. The process usually requires a rezoning from the existing zoning district to the Planned Development (PD) zoning district. As part of the rezoning, a public hearing is held before the Planning Commission consistent with the Michigan Zoning Enabling Act; this public hearing is held at the same meeting during which the Planning Commission reviews and makes a recommendation on the Preliminary Plan. Given the requirements for publishing a notice for the planned development, the public hearing has been scheduled for the June 10, 2021 Planning Commission meeting. Approval of the Final Plan by the Township Board usually constitutes a rezoning of the subject property to PD.

For all intents and purposes, the Preliminary Plan step is essentially the same as a preliminary site plan review for a conventional project in the Township. All the information and details required for a preliminary site plan approval must be provided for the Preliminary PD review and approval. Final PD review will involve detailed plans for those phases for which construction is intended to begin immediately; review of the Planned Development Agreement, and other written documents as applicable.

In this case the Preliminary Plan is in the form of a Pattern Book for the planned development and is not the final site plan. The Pattern Book serves as a guide for the planned development that includes the Regulation Plan for the four (4) development districts, listing the proposed overall residential density, maximum number of residential units in each district, and commercial space square footage for each commercial/mixed use areas. Site regulations, architectural guidelines, landscape regulations, and sign regulations (monument signs only) for the planned development are also provided in the Pattern Book.

A site plan application with detailed site plans will be required for each component of the project prior to the construction phase, such as commercial buildings/parking lots, mixed use buildings, and multiple-family buildings. The site plan application will be reviewed by the Planning Commission for compliance with the Regulation Plan as well as the guidelines, site regulations, and design details outlined in the Pattern Book, and all applicable regulations from the Zoning Ordinance. Land use permits will be required for single-family type structures and will be reviewed by Planning staff.

Overview of the Preliminary Plan and Proposed Uses

Overview of Development Districts

The comments provided in this review are based on the Pattern Book submitted to the Township on April 15, 2021. The Pattern Book provides the development plan for Newberry Place, an approximate 108.7 acre planned development at the eastern end of the Township.

It should be noted that the overall site plans, individual plans, landscape illustrations, sign drawings, and other illustrations in the Pattern Book are not drawn to scale, as they are meant to represent conceptual layouts/designs of Newberry Place Planned Development. Property lines for the North Parcel and South Parcel are not shown on the Regulation Plan, Site Landscape Plan, or Street Type Guidelines plan. Right-of-way lines are not shown on the plans, including the Lot Regulation plan drawings for each development category. As a result, the stated dimensions and setbacks on those drawings cannot be confirmed.

There are four (4) development districts listed on the Regulating Plan in the Pattern Book (page 2): Single Family Residential District; Single Family Detached Only Residential District; Mixed Use District; and Commercial District. The Regulating Plan includes charts that summarize the number of residential units in each district and the commercial square footage for the North and South parcels. A total of 417 residential units is proposed and total commercial space is 133,950 square feet. A variety of housing options in the residential and mixed use districts are provided in the Pattern Book, allowing for flexibility in the overall development plan; however, a total of 417 residential units is proposed as the maximum number of residential units. Similarly, the total commercial square footage is stated as 133,950 square feet, but this could occur using a variety of building designs throughout the development.

Residential density (dwelling units per acre) is calculated by using the total number of residential dwelling units, divided by the total acres of the development. Using the information provided in the Pattern Book, the overall residential density is 3.84 dwelling units per acre ($417 \text{ dwelling units} \div 108.7 \text{ acres} = 3.84 \text{ DU/AC}$). The Regulating Plan (Page 2), in the Residential Unit Chart, states the density as 3.54 dwelling units per acre; however, staff is unsure how this was calculated. Clarification on this topic should be provided by the applicant. Additional comments on density are discussed in this memorandum.

Overview of the Planned Development

North Parcel

On the North Parcel, the Single Family Detached Only Residential District is located along the north and east boundaries of the PD, for single family, detached homes, which is compatible with the existing single family homes along those borders. Interior to the site is the Single Family Residential District. A park area is shown within this residential area. A sidewalk is shown at the northwest corner of the North Parcel that provides a pedestrian connection from the PD's residential area to the Township's Heritage Park.

The Commercial District occupies the southeast corner of the North Parcel, at the intersection of Highland Road and Fenton Road. The Mixed Use District is west of the Commercial District and has frontage along Highland Road. The main access to the North Parcel is provided via a boulevard entrance drive from Highland Road. A second access point is provided from Fenton Road.

South Parcel

The South Parcel has the following districts: Single Family Residential; Mixed Use; and Commercial. The Commercial District occupies the southwest corner of Highland Road and Pleasant Valley Road. Just south of the Commercial District is the proposed location for the fire station, with frontage along Pleasant Valley Road. Access points for the South Parcel are provided from Highland Road, with a boulevard entrance, and

Pleasant Valley Road. The Single Family Residential District is situated south of the Commercial and Mixed Use Districts. Park and recreation areas are provided within the Single Family Residential District.

Proposed Development Districts and Uses

Following, is a discussion of the four (4) development districts and Permitted Principal Uses as outlined in the Pattern Book.

Single Family Residential District

This district allows for single family detached dwellings; attached style condominium up to five (5) units per building; duplex motor court condominiums; and 4 to 6-plex motor court condominiums. Consideration should be given to the possibility that this district could be comprised of a mix of the allowed residential uses or be entirely comprised of one (1) of the permitted residential uses. The regulating plan outlines that a maximum of 90 residential units would be permitted, within this district, on the north parcel; and 242 units would be permitted, within this district, on the south parcel. In total, 332 units would be permitted in the Single Family district on both the north and south parcel.

Single Family Detached Only Residential District

This district consists of nineteen (19) lots along the northern boundary of the North Parcel, for the construction of detached, single family houses, only. The number of units is capped at nineteen (19) units. The plans do not state the acreage of this district, or the proposed density.

Mixed Use District

As background information, the Mixed Use District allows for a diverse mix of housing options and uses as listed in the Pattern Book: commercial/office/retail uses; live-work units; single family detached dwellings; motor court condominiums (duplex; 4, or 6-plex condominiums); and multiple family (up to 14 units per building). Per the Regulating Plan, up to sixty-six (66) residential units could be built within the Mixed Use District. The Regulating Plan does not distinguish how many units on the north parcel and how many units on the south parcel. So, theoretically, all sixty-six (66) units could be developed on either the north or the south parcel.

The Regulating Plan depicts a potential layout of how this district could be developed. However, the applicant could elect to modify to a different layout. Nonetheless, in the plan shown, it was anticipated that the residential units would be located above the commercial buildings. In that plan, there is a large area (on the south parcel) that is left open. It was generally discussed that, in the event residential units are constructed above the commercial buildings that additional off-street parking may be needed and this open area could be utilized for additional parking. Previously, on other submittals, the applicant had labeled this area as “Park/Future Parking”, to be utilized for additional parking as needed or serve as a park if not used for parking. The current Pattern Book does not provide information on the intended uses for this area. The Open Space/Usable Open Space Plan shows a parking lot in this area with a portion designated as Usable Open Space. Clarification on this item should be provided by the applicant.

It was also discussed that if residential units were not constructed over the commercial buildings, the applicant could use this open area for construction of residential only buildings. These could consist of attached style condominiums (up to 5 units only); duplex quad motor court homes, quad motor court 4-6 plex; and potentially apartments. The concept plan showed building elevations of a Tri-Unit building, and Quin Unit building, and a ten (10) unit building. The preliminary plan is now showing a fourteen (14) unit building as well as a detached garage. These were not shown on the conceptual plans. No building elevations have been shown to depict the fourteen (14) unit building or the detached garage. A plan that depicts how 66 units could be developed on the property, where the units are not above the commercial buildings, has not been provided.

The Regulating Plan identifies a maximum of 45,213 square feet of commercial development on the north parcel and 39,861 square feet of commercial development on the south parcel, for a total of 85,074 square feet of commercial development.

Specific Permitted Principal uses are not listed for commercial, retail, office, or live/work categories. There is a statement that commercial use buildings shall conform to the uses permitted in the Township General Commercial (GC) Zoning District. It is unclear if that would permit any of the Special Land Uses listed in the GC Zoning District regulations.

Consideration should be given to the possibility that this district could be comprised of a mix of the allowed uses or be entirely comprised of one (1) of the permitted uses. However, the applicant is claiming that because the mixed use district is limited to a maximum of sixty-six (66) residential units; and there are 435 REU's allocated to this entire development, the applicant would need to develop the commercial as well as residential units to re-coup costs associated with the REU's. Although there are limitations on the number of residential units and commercial development, there is tremendous flexibility in this district and the potential layout of this district does create unique challenges. There is the potential that this developer or a future developer could come back to the Township to request an amendment in this district.

The Regulating Plan for all other districts depicts a potential design at the maximum number of residential units and/or commercial development in each district. However, the Regulating Plan does not provide this for the Mixed Use District. Consideration should be given toward the Regulating Plan showing what all the commercial, 85,074 square feet, and sixty-six (66) residential units would look like in the Mixed Use District. There are two (2) variations of residential units that are being proposed. One of the variations would include residential units above the commercial buildings. The other variation would include no residential units above the commercial buildings. In this scenario, the developer could construct sixty-six (66) residential units. Consideration should be given to an example of what this would look like. Is this possible with any commercial buildings, or would this reduce the amount of commercial buildings in the Mixed Use District?

Commercial District

Specific Permitted Principal uses are not listed for Commercial District. There is a statement that commercial use buildings shall conform to the uses permitted in the Township General Commercial (GC) Zoning District. It is unclear if that would permit any of the Special Land Uses listed in the GC Zoning District regulations. Consideration should be given to the possibility that this district could be comprised of a mix of the allowed uses or be entirely comprised of one (1) of the permitted uses.

The Regulating Plan depicts 4,836 square feet of commercial could be developed on the north parcel; and 44,040 square feet of commercial could be developed on the south parcel, for a total of 48,876 square feet of commercial development.

A previous pattern book from 2016 showed building elevations of wall features and building elevations of some of the potential commercial buildings. These elevations are discussed elsewhere in this staff memorandum and copies of those have been attached.

The north parcel generally depicts a single building, that resembles a gas station convenience store (automotive fueling station). There have been comments at the conceptual hearing about the location of a gas station so close to existing single family residential homes, located along Fenton Road. Please keep in mind that any of the permitted uses in the GC (General Commercial) district could be permitted in this location, up to a maximum size of 4,836 square feet in area.

Other General Comments on the Pattern Book

Regulating Plan (Page 2)

Under the list entitled “General Use Type”, the four (4) development districts are listed, with a designated color. The 8-foot-wide bituminous Bike/Safety Path (mint green color) is shown on the north and south sides of Highland Road and the west side of Fenton Road and Pleasant Valley Road. It should be noted that a 5-foot-wide concrete sidewalk is to be located on the south side of Highland Road and not the 8-foot-wide Bike/Safety Path. The page should be updated accordingly and should include the 5-foot-wide concrete sidewalk to the list, with a specific color designation.

Single Family Lot Regulation (Page 5)

A plan view drawing of the lot layout for a single family attached townhome condominium building (up to 5 units) should be provided in the Pattern Book (see Page 5, Single Family Lot Regulation). The plan should show the lot boundaries, building footprint, and setbacks similar to drawings in the Pattern Book for other types of residential buildings.

Street Type Guidelines (Page 12)

The following revisions are required for the Legend and Map:

- 66’ Entrance Street ROW is listed in the Legend but is not shown on the plan (olive green color)
- 110’ Boulevard ROW should be added to the plan/legend with a specific color (located on south side of Highland Road)
- 100’ Boulevard ROW should be added to the plan/legend with a specific color (located on north side of Highland Road)
- 5’ Concrete Sidewalk should be shown on the south side of Highland Road, in place of the 8’ Bituminous Bike/Safety Path, with a specific color on the plan/legend, to match that same color designation on Page 2 (Regulating Plan).

The Landscape Regulations and Landscape Illustrative drawings, provided on Pages 37-43 in the Pattern Book, refer to the Street Types in the development, and thus the same street categories should be provided on Page 12.

Eligibility Criteria (Section 3.1.18.B.)

To be eligible for PD approval, the applicant must demonstrate that the criteria in Section 3.1.18.B. will be met.

1. **Recognizable Benefits.** *The planned development shall result in a recognizable and substantial benefit to the ultimate uses of the project and to the community and shall result in a higher quality of development than could be achieved under conventional zoning.*

The applicant has provided a letter, dated April 15, 2021, that addresses this topic.

2. **Minimum Size.** *Planned Developments must be a minimum of 20 acres of contiguous land.*

The proposed project is approximately 108.7 acres in size, with 20 acres of contiguous land and meets the criteria.

3. **Use of Public Services.** *The proposed type and density of use shall not result in an unreasonable increase in the use of public services, facilities and utilities, and shall not place an unreasonable burden upon the subject site, surrounding land, property owners and occupants, or the natural environment.*

Traffic Generation

The proposed development will utilize vehicular access, primarily via Highland Road, which is an existing public roadway under the jurisdiction of the Michigan Department of Transportation (MDOT). Secondary access points to the development are from Fenton Road (North Parcel) and Pleasant Valley Road (South Parcel), which are under the jurisdiction of the Livingston County Road Commission (LCRC).

The Traffic Impact Study (TIS) dated December 8, 2015, was provided as part of SP PD Application #535-P and was reviewed as part of that application. Several improvements on Highland Road were required, including signalization at the intersection of Highland Road and Pleasant Valley/Fenton Road; reconfiguration/addition of cross-over turn lanes on Highland Road; and improvements to Pleasant Valley/Fenton Road.

The applicant provided a copy of a letter from MDOT, dated February 14, 2017, which summarizes MDOT's comment on the final version of the TIS dated January 11, 2017. Per the applicant's comments at the Planning Commission meeting on July 11, 2019, the plans have been under review by MDOT since 2018; however, a final report from MDOT has not been submitted.

The LCRC provided a review letter dated February 15, 2017, which was in response to an updated traffic impact study dated January 11, 2017. More recent communications from the LCRC, dated April 10, 2019, were provided and were based on plans dated April 2, 2019. Based on those plans, the LCRC stated the location of each proposed private road approach off Pleasant Valley Road ((2 approaches) met the sight distance and offset requirements. Additionally, the LCRC stated the proposed commercial approach off Pleasant Valley Road and commercial approach off Fenton Road met the LCRC sight distance and offset requirements.

It should be noted that the last time this entire development was presented to the Planning Commission was in 2016. At that time, the property was similar in size to the current proposal, which is 108.7 acres in area. However, after 2016, the applicant had modified the plans to incorporate an additional 40-acre parcel, located immediately to the west. This parcel was eliminated from those plans in 2021. As a result, staff is not sure if some of the letters provided were in reference to a different plan that contained the 40-acre portion.

Public Safety

Per the discussion during the review of SP PS #535-P, a need for a new fire station in this area of the Township was identified. The current set of plans shows a designated area for a fire station on the South Parcel, adjacent to Pleasant Valley Road.

Stormwater and Drainage Systems

The Livingston County Drain Commissioner's office (LCDC) has been involved with the project since 2016. A review letter from the LCDC, dated June 6, 2019, outlines their concerns based on the plans submitted at that time. Per the applicant, the comments remain valid for the current set of plans for the planned development. Based on the LCDC letter, wetland areas on the south parcel are intended to be used as part of the overall stormwater detention/management plan. The applicant should contact the Michigan Department of Environment, Great Lakes, and Energy (EGLE) regarding the wetland areas on the site and what approvals and permits may be required.

Water/Sewer

This development will require municipal water and sewer. The Township is currently exploring extension of municipal water lines down M-59 that could provide water service to this property, on both sides of

Highland Road. The Public Works Director has provided a review letter dated June 2, 2021. In the event that municipal water is not available to serve this site, this development would require fairly extensive changes.

In a letter dated April 15, 2021, the applicant has indicated there are 435 REU's for sanitary sewer that will be utilized as part of this project.

- 4. Compatibility with Comprehensive Plan.** *The proposed development shall not have an adverse impact upon the Comprehensive Plan for the Township. Notwithstanding this requirement, the Township may approve a Planned Development proposal that includes uses which are not called for on the Future Land Use Map, provided that the Planning Commission and Township Board determine that such a deviation from the Future Land Use Map is justified in light of the current planning and development objectives of the Township.*

The 2015 Comprehensive Plan Amendment designated the subject 108 acres of land as a Special Planning Area (SPA). The intention of the Planning Commission is to work closely with the landowners in this area to establish the terms of an agreement for a mixed-use Planned Development. Further, the Planning Commission has determined the PD can be created with an environment that encourages pedestrian linkage between activity nodes and resource features. Specific principles were agreed upon for the Special Planning Area in the 2015 Comprehensive Plan Amendment, as listed below.

- a. Development within the Special Planning Area shall provide for a variety of housing forms (for example, single family, townhouses, condominium, apartments, and senior housing), along with retail, office, recreation, and entertainment space. *The applicant proposes detached single family homes, attached single family townhouses, multiple family housing, mixed-use, commercial/office uses, and park/recreation areas.*
- b. Development within the Special Planning Area shall provide for public facilities and other neighborhood amenities. *Proposed facilities public include the site for a fire station, residential parks, urban plazas, and pocket parks.*
- c. Development within the Special Planning Area shall provide pedestrian and vehicular links between internal land uses and adjacent property not necessarily located within the SPA. *The North parcel is self-contained without connections to adjacent sites except for a pedestrian connection to Heritage Park and the 8-foot-wide bituminous Bike/Safety Path along the frontage(s) of Highland Road and Fenton Road. The South Parcel is also self-contained and does not connect to adjacent sites via streets. An 8-foot-wide bituminous Bike/Safety Path is shown along the frontage(s) of Highland Road and Fenton Road. The Regulation Plan shows internal sidewalks throughout the PD that connect to the different development districts and recreation/park areas on the North and South parcels. Crosswalks are provided internally.*
- d. Development within the Special Planning Area shall comply with the Township's goal of creating walkable pathways to the Township settlement area and other public and private facilities. *The PD is connected internally via an extensive system of sidewalks. A 5-foot-wide concrete sidewalk is to be placed shown along the frontage of Highland Road on the South Parcel, however the plan shows an 8-foot-wide bituminous Bike/Safety Path, on several sheets in the Pattern Book and should be revised. The 8-foot-wide bituminous Bicycle/Safety Path is shown along the north side of Highland Road, west side of Fenton Road and Pleasant Valley Road.*
- e. New development shall be designed to harmoniously co-exist with pre-existing historical and

natural features within the Township. *Detailed plans were not provided showing existing conditions /natural features and proposed removal limits for existing vegetation or impacts to wetland areas. It is impossible to evaluate compliance with this standard at this time. Detailed site plans will be required as part of the site plan application for each phase of development.*

- f. New development proposed for the Special Planning Area must include landscape, streetscape, traffic and architectural solutions that are superior in design and visually enhance the community. Design that respects the existing historic features is essential. *The Pattern Book provides the framework for the PD regarding development district, circulation, site amenities, and design regulations for landscaping and architecture. The intent is to provide a cohesive mixed-use, walkable planned development based on the design guidelines in the Pattern Book. Conceptual illustrations are provided for various residential and commercial buildings; however, conceptual architectural drawings for a car wash, automobile fueling and convenience station, and automobile fuel island canopies were not provided.*

Building material options are outlined as well as specifics on site features such as fencing, walls, and accessory buildings. Conceptual landscape plans are provided for parks, open spaces, boulevard entrances, and residential streets. Landscaping will meet or exceed requirements outlined in the Township's current Zoning Ordinance, unless otherwise described in the Pattern Book.

5. **Unified Control.** *The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project, or assuring completion of the project, in conformity with the Ordinance.*

The applicant provided a letter, dated April 15, 2021, that responds to this item. The four property owners associated with Newberry Place PD have signed a document dated October 21, 2020, stating they are in agreement with the request to proceed with Preliminary PD approval.

6. Fiscal Impacts.

The applicant has provided a response to this topic in the letter dated April 15, 2021.

Planned Development Design Standards (Section 3.1.18.C.)

This section outlines the design standards for a planned development. Additional standards will be discussed from applicable sections of the Zoning Ordinance.

1. **Permitted Uses.** *The predominant use on the site shall be consistent with the uses specified for the parcel on the Township's Comprehensive Plan for Future Land Uses.*

The 2015 Future Land Use Map (FLUM) designates each of the four (4) parcels as Special Planning Area. Currently all four (4) parcels are zoned CA (Conservation Agricultural). The uses proposed for Newberry Place PD generally align with those stated for the Special Planning Area, in the 2015 Future Land Use Plan. In the Pattern Book, Principal Permitted Uses are listed for the Mixed Use District and the Commercial Use District, noting that commercial use buildings in those districts shall conform to the uses permitted by the Township General Commercial Zoning District. The assumption is that the reference is to the Permitted Principal land uses listed in the GC-General Commercial zoning district.

Special land uses are not addressed in the Pattern Book and clarification is required regarding this topic. It is unusual to provide for special land uses within a planned development. Typically, a special land use requires a public hearing at the Planning Commission, who makes a recommendation, and the final decision

is made by the Township Board. Specific criteria are typically associated with each special land use as outlined in the Zoning Ordinance. The approval process for a special land use should be clarified in the Pattern Book, and possibly a list of permitted special land uses should be provided in the Pattern Book. For instance, in GC, an automobile fueling station, car wash, or restaurant with drive-in or drive-through service are considered special land uses. The other option is to consider all uses listed in GC as Permitted Principal uses and eliminate the special land use category.

2. Residential Density. *Residential density in a planned development shall be consistent with the density designation within the Township's Comprehensive Plan.*

As noted previously, the project area, comprised of four (4) parcels, is designated as Special Planning Area in the 2015 Comprehensive Plan Amendment. The intent of the Special Planning Area is to allow for flexibility with respect to residential density, and a specific density is not provided. It should be noted that in the 2011 Comprehensive Plan Amendment, the Planning Commission determined the Special Planning Area should be planned for a base density of 3 to 4 dwellings per acre. Section 3.1.18.C.iv., of the Zoning Ordinance permits the Planning Commission to recommend up to a forty (40%) percent increase in dwellings on a site in recognition of outstanding attributes as listed in this section. The Township Board in its sole discretion shall have the ability to approve such density increase up to forty (40%) percent subsequent to an affirmative recommendation from the Planning Commission. This additional "bonus" density dwelling units can be awarded to the development if certain desirable design features are offered by the developer that significantly enhance the appearance and function of the site. The "bonus" density will only be awarded at the discretion of the Township in accordance with established development regulations of the Township and the State of Michigan.

The proposed overall residential density (Dwelling Unit/Acre) for the entire project area is 3.84 dwelling units per acre ($417 \text{ dwelling units} \div 108.7 \text{ acres} = 3.84 \text{ DU/AC}$).

Based on the Zoning Ordinance, 4 dwelling units per acre over 108.7 acres would permit a maximum of 434.8 (or 435 dwelling units). This does not include any bonus density provision. The bonus density provision would permit an additional 174 dwelling units, or a maximum 609 dwelling units.

3. Design Details. *The applicant shall prepare a detailed description of design details to be implemented in the proposed planned development, to be presented in a Pattern Book.*

The design details for the planned development are provided in the Pattern Book, such as the Regulation Plan, site regulations, architectural guidelines, landscape regulations, and sign regulations. The Pattern Book is meant to be the guide for the overall character of the development yet allow for flexibility. The Regulation Plan establishes the development districts and overall residential density, as well as the maximum square footage dedicated for commercial development. The Regulation Plan however is conceptual in nature regarding the final layout of the planned development. Each phase of the development will be reviewed for compliance with the regulations outlined in the Pattern Book or the Township Zoning Ordinance, as applicable.

4. Minimum Design Detail Requirements. *The following minimum standards shall apply to a planned development unless a different standard is approved in the design details submitted and approved in accordance with Section 3.1.18.C.vi. (Minimum Design Detail Requirements) of the Zoning Ordinance. If a Pattern Book is created and approved, the design details outlined in the Pattern Book shall replace the specifications of this subsection. If such Pattern Book fails to address a minimum design detail requirement, the specification indicated in this subsection shall prevail.*

- 5. Minimum Yard Requirements.** The site plans in the Pattern Book are not drawn to scale thus the stated dimensions cannot be verified. In some cases, the numbers are illegible or are not stated on the drawing. Additionally, the stated setbacks in some cases are measured from the edge of a sidewalk and not a property line of right-of way line. As a result, the analysis is somewhat limited by those facts.

The table below summarizes the setback requirements per Section 3.1.18.C.vi.a. as compared to the proposed standards in the Pattern Book. Those items that do not meet the minimum Zoning Ordinance requirements are identified in italics.

Yard Location	Minimum PD Standard	Proposed Standard in Pattern Book
Along perimeter adjacent to public road (M-59 and Pleasant Valley/Fenton Rd.)	50 ft. Residential	80 ft. from ROW along M-59 OR 50 ft. from ROW along Pleasant Valley/Fenton - Mixed Use District Lot Regulations
	75 ft. Non-Res.	80 ft. from ROW along M-59 OR <i>50 ft. from ROW along Pleasant Valley/Fenton</i> – Commercial District
Along perimeter, but not adjacent to a road	40 ft.	See pg. 5, 7, and 8 of the Pattern Book for proposed setbacks in various districts
Along an internal road	40 ft. Residential	<i>15 ft.-Single Family Detached and Single Family Attached*</i> (10.5 ft. encroachment into front yard setback allowed for front porch + porch steps)
	50 ft. Non-Res.	<i>0 ft.- Mixed Use District</i> <i>15 ft.-Mixed Use District for Single Family Detached & Attached Style Condominiums*</i> <i>30 ft. -Mixed Use District for Multiple Family (up to 14 units per bldg.)**</i> <i>0 ft.- Commercial District</i>
Between parking lot & property line & adjacent to a road	20 ft. Residential	Standards not provided
	40 ft. Non-Res.	Standards not provided
Between parking lot & property line but not adjacent to road	50 ft. Residential	Standards not provided
	20 ft. Non-Res.	Standards not provided

*Setback as measured to sidewalk, not to ROW or property line

**Setback as measured from front of building to back or curb

- 6. Required Distance Between Buildings.** *Distances within a planned development shall comply with the following spacing unless otherwise specified by the PD agreement.* The table below summarizes the minimum distance requirements between buildings per Section 3.1.18.C.vi.a. as compared to the

proposed standards in the Pattern Book. Those items that do not meet the minimum Zoning Ordinance requirements are identified in italics.

Category	Minimum PD Standard – Distance between bldgs.	Proposed Standard
Single Family Detached Structure	30 ft. from any other detached single family structure; min. 15 ft. side yard on both sides Rear yard setback-TBD as part of PD	<i>5 ft. side yard (min. 10 ft. between bldgs.)</i> 15 ft. rear yard 10 ft. Alley setback
Residential bldgs. With more than 1 unit (attached dwellings) To use standards in Sec. 3.1.7 (MDR-Med. Density Res.)	10 ft. side yard 25 ft. rear yard	<u>Attached Townhome</u> (up to 5 units) 10 ft. side yard (20 ft. min. between bldgs.) <i>15 ft. rear yard</i> <i>10 ft. Alley setback</i> <u>Duplex Motor Court Condo</u> <i>7.5 ft. side yard (min. 15 ft. between bldgs.)</i> <i>15 ft. rear yard</i> <u>4-6 Plex Motor Court Condo</u> <i>5 ft. side yard (min. 10 ft. between bldgs.)</i> <i>10 ft. rear yard</i> <u>Multiple Family (up to 14 units)</u> 20 ft. between bldgs. (min. distance)
Distance between any residential bldg. & non-residential building	100 ft. min.	<i>50 ft.</i>

7. Building Height. *No building in a planned development shall be greater than thirty-five (35) feet in height.*

As a note of information, building height is defined in the Zoning Ordinance as the vertical distance from the established grade to the average height between the eave and ridge for a hip roof.

The building height in the Pattern Book is listed as three (3) stories or thirty-five feet, whichever is less. The height is measured from the eave of the roof. The building height standard applies to residential buildings (single family, detached; townhouse condominium/single family attached; and multiple family) and commercial buildings, including mixed use buildings. Scaled building elevations were not provided.

The Pattern Book does not include concept elevation drawings for an automotive fueling/gas station canopy. In the 2016 PD Plan submittal, the gas station canopy height was shown as 43 feet, as measured to the top of the architectural feature on the canopy.

8. Parking and Loading. *Planned developments shall comply with the parking and loading requirements specified in Section 5.8 and Section 5.9 of the Zoning Ordinance.*

The Pattern Book states parking and loading requirements will comply with the most current Township Zoning Ordinance. Parking and loading will be reviewed with each site plan application submittal.

9. Landscaping. *Landscaping requirements are provided in Section 3.1.18.C.vi.e.* These are considered minimum design standards for a planned development. The Pattern Book provides a conceptual landscape program with regulations and with schematic drawings on pages 9-10 and 37-46. Following is a discussion of the proposed landscape regulations by topic.

General Landscape Regulations using Hartland Township's Zoning Ordinance

The Pattern Book states all landscaping is to meet or exceed Hartland Township's current zoning ordinance for landscape requirements unless described otherwise in the Pattern Book. The current Township Zoning Ordinance has site landscaping requirements for six (6) general areas: greenbelt; foundation; parking lot interior and perimeter; retention/detention facilities; monument signs; and screening and buffering. These standards will be applied to Newberry Place PD except where deviations occur as outlined in the Pattern Book.

The plans in the Pattern Book are intended to be conceptual and are not drawn to scale. The property/boundary lines for the PD are not shown, nor is the right-of-way along Highland Road and Pleasant Valley/Fenton Road. Sidewalks and Bike/Safety paths along Highland Road and Pleasant Valley/Fenton Road are other elements to be taken into consideration. Staff has concerns there will not be sufficient space set aside for the greenbelt areas along Highland Road and Pleasant Valley/Fenton Road, to meet the Township Zoning Ordinance standards. Spatial limits may also be an issue for providing the required screening of parking lots facing Highland Road and Pleasant Valley/Fenton Road. If sufficient space cannot be provided for these areas, landscape regulations and landscape plans should be included in the Pattern Book. The applicant should address this issue at this time by providing a scaled drawing of a typical greenbelt areas and parking areas along Highland Road.

Open Space (Page 10-11)

Pages 10-11 outline the Open Space Guidelines. Illustrative drawings are included for an Urban Plaza Landscape and the Central Park in Residential District, but not for a Pocket Park. The current Zoning Ordinance does not have specific landscape standards for parks or urban plazas thus there are no guidelines to follow. In this case specific landscape guidelines should be added to the Pattern Book for these open space areas. Additional comments concerning Open Space are provided in the next section (entitled 11. Open Space).

Private Right-of-Way Landscaping (Page 37)

Under the section entitled "Public Realm", four (4) categories of private ROW are listed. Two (2) categories should be added, the 16-foot Alley ROW and the 66-foot Entrance Street ROW. The categories listed on this page (Page 37) should match the categories on Page 12, Street Type Guidelines. As noted previously, Page 12 needs to be revised as well to provide accurate information. Schematic landscape plans associated with the 16-foot Alley ROW should be added to the Pattern Book. In particular, canopy trees should be shown on the plan, with tree spacing stated. Also, schematic landscape plans for the Newberry Street ROW (60' Wide) should be added to the Pattern Book. This plan was provided in previous versions of the Pattern Book.

Site Landscape Plan (Pages 38-39)

These two pages show landscaping and site features in the planned development, on a broad scale. Page 38 (North Parcel) has a legend for the categories (color-coded) however, the following categories are not represented the plans (on page 38-39): Greenbelt Landscape Buffers; Parking Buffer/Screening; and Tri Plex. Staff is unsure what Tri-Plex represents.

These pages are difficult to read. Plant symbols are shown on the plans and a plant list is provided. Due to the scale of the plans, one cannot distinguish the plant types, so the plant list seems irrelevant, unless the intention is to use this plant list in place of the Plant Material List in the Zoning Ordinance. These pages also show Open Space and Usable Open Space for the PD. Some areas designated as Open Space are actually outside the property boundaries of Newberry Place Planned Development and could not be counted as open space (on the North Parcel).

Schematic Landscape Plans for streets (Pages 40-44)

These drawings essentially the same as were presented in the Pattern Book under SP #383-P and SP #386-P), dated May 25, 2007. The overall design of the planned development has changed since 2007, thus there is some question as to how relevant the schematic landscape plans are. Nonetheless, the drawings provide some basic design standards.

Schematic landscape plans are found in this section for three (3) of the four (4) categories listed on Page 37 (Private Right-of-Way Landscaping):

- 110' Boulevard Landscape
- 100' Boulevard Landscape
- Residential Street Landscape

As noted earlier, schematic landscape plans for the 16-foot Alley ROW and Newberry Street ROW (60' wide) should be added.

A schematic landscape plan is provided for the 66' Entrance Street (Page 42), however, this street category is not listed on Page 37 (Private ROW landscaping). It is listed on Page 12 but is not shown on the site plan on Page 12.

The schematic landscape plan for each street category shows planting cut-out areas in the sidewalk that is located between the street and a building. Two (2) canopy trees are to be planted in each cut-out area per the stated regulations. Additional standards should be provided for each street type, stating the minimum/maximum dimensions for the planting cut-out areas; or state the canopy/street trees shall be spaced no greater than twenty-five (25) feet apart. This is to ensure that a sufficient number of canopy/street trees will be planted along the street in each street category. Page 43 states one (1) deciduous street tree is required per fifty (50) linear feet of road frontage. Staff would recommend one (1) street tree per thirty-five (35) linear feet of road frontage (maximum spacing).

Greenbelt (Page 46)

This is an illustrative plan for greenbelt plantings along Highland Road and entrance signs at a boulevard entrance, although the exact location is not stated. The graphics and plant symbols are difficult to read. The right-of way for Highland Road (M-59) is not shown but it appears the greenbelt plantings could be located within the right-of-way, which would require approval from MDOT. This harkens back to the previous comment about the applicant to provide a scaled drawing of a typical greenbelt area where abutting a parking lot, along Highland Road. The plan should show the street, street ROW, sidewalk along Highland Road, greenbelt, parking lot, and landscape area adjacent to the parking lot, for plantings to screen the parking lot. This is to assure sufficient space is dedicated for those areas to meet the Zoning Ordinance requirements.

Other Comments related to Walls and Fences

Wall and fence guidelines are discussed on pages 32-33, for residential and commercial districts. Following are comments regarding fences:

- Per the Township Zoning Ordinance, no fence shall be permitted closer than the front lot line than the front wall of the principal building, in residential districts. Per the Wall & Fence standards on Page 32, fences may not be located in front or corner side yards unless approved by the Architectural Review Board, for single family districts. If approved by the Architectural Review Board, this would be a deviation from the current Zoning Ordinance.
- Fence height is limited to four (4) feet for obscuring fences and walls per the Pattern Book (page 32). In certain applications where screening is required, as between uses of differing intensity, would a four (4) foot fence or wall be sufficient for screening?
- Page 33, Commercial Areas, item D (Entrances to Newberry Place), states regulations for entranceway structures to Newberry Place (gates, walls, or columns). The stated setback for such a structure is one (1) foot from the right-of-way of M-59 or Pleasant Valley/Fenton Road. The current Zoning Ordinance states a minimum setback of ten (10) feet from the street right-of-way. Additionally, a sign shall be outside the clear vision zone as defined in Section 5.1 of the Zoning Ordinance. Consideration should be given to adding these standards to the Pattern Book or state that standards for walls and fences shall default to the Zoning Ordinance.
- Page 45, Greenbelt, item 1.c., states for any greenbelt screen less than 20 feet in depth shall include an obscuring fence/wall with a height of six (6) feet. Per the Zoning Ordinance, fences and walls are not listed as a feature to be permitted in the greenbelt. A 6-foot-high wall along Highland Road may not be desirable.

Other Comments related to Landscaping

- Page 9 – the dimensions of each parking island should comply with the Zoning Ordinance standards (Section 5.11) and adequate space should be provided to accommodate a canopy tree. Clarification is requested regarding the white-toned areas on the plan (tip of each parking island).
- Page 13 – an 8-foot-wide parking aisle is required for a parallel parking space. The plan states 6-foot-wide parking aisle for the 100' and 110' boulevard streets.
- Page 14 –three (3) areas are labeled as 5 feet in width however the areas are drawn at three different widths. A scaled plan should be provided, or the street section drawings should be revised to consistently show a 5-foot-wide area.

10. Open Space. *Open space shall be provided to complement and accentuate the high-quality design of the proposed planned development. At a minimum, the planned development shall provide open space consistent with the previous zoning designation for the site. Provision of a greater amount of open space shall be considered an example of design excellence that shall contribute to the basis for consideration of a residential density bonus. Open space included in the planned development shall be maintained in perpetuity in accordance with the provisions of the planned development agreement.*

Per this section of the Zoning ordinance (Section 3.1.18.C.vi.f.), the planned development shall provide open space consistent with the previous zoning designation for the site, at a minimum. Currently the project site is zoned CA-Conservation Agricultural. In CA, the open space requirement is a minimum of 85%, for a single-family detached dwelling. It is unclear how to apply this standard when the planned development also includes commercial uses.

Historically, however, open space requirements outlined in Section 3.15 of the Zoning Ordinance have been applied for other single-family residential planned developments in the Township such as Walnut Ridge Estates and Fiddler Grove.

Section 3.15 of the Zoning Ordinance states residential condominium developments (in several zoning district classifications) should provide a minimum of 25% open space, with a minimum of 10% of the total open space to be useable open space (“useable open space” is defined as land area suitable for active recreation).

Open space guidelines are provided in the Pattern Book on Page 10 for two (2) different categories: Residential Districts; and Commercial/Mixed Use Districts. Residential Districts will provide a minimum of twenty-five percent (25%) open space overall, which includes any greenbelts, and a minimum ten percent (10%) usable open space overall. The specific Residential District categories are not listed here. In the Commercial/Mixed Use Districts, a minimum of fifteen percent (15%) open space will be provided and a minimum two percent (2%) usable open space overall. These percentage guidelines are meant for the overall development regardless of the phase.

Under the heading of Usable Open Space Guidelines, Residential Districts will provide a minimum of ten percent (10%) usable open space throughout the districts. In Commercial/Mixed Use Districts, a minimum of two percent (2%) of usable open space will be provided.

Usable open space can include natural areas, flexible park areas, and urban plazas. The cover letter from the applicant, dated April 15, 2021, indicates that more than fifteen (15) acres of the total parcels is usable open space, mostly in the form of recreation parks and pedestrian plazas. Additionally, the applicant indicates that approximately 13.09 acres of wetland habitat will be preserved.

Open space calculations for these districts (Residential and Commercial/Mixed Use) cannot be computed at this time as the Pattern Book does not offer any information on the size of each district. It is unclear where the 15 acres of usable open space will be provided. Illustrative drawings for open space areas are provided in the Pattern Book Page 10-11) and are meant to be conceptual in nature. The Site Landscape Plan for the North and South Parcels (Page 38-39) show possible locations of open space and usable open space areas. As noted, some areas shown as open space on the North Parcel are actually outside the property boundaries of Newberry Place Planned Development and could not be counted as open space. This issue should be corrected in the Pattern Book.

A separate plan is provided showing areas designated as Open Space and Usable Open Space; however, the specifics on the size of each area and what amenities are offered in each area are not provided. Staff is unsure why this page is not included in the Pattern Book and clarification is required as to the purpose of this page.

The exact locations of the open space and usable open space areas will be further defined as part of each site plan application for the various phases of the project. The applicant should be required to provide open space calculations with each site plan application so that the open space percentages for each district and overall open space can be quantified and cross-checked with the Pattern Book regulations.

11. Natural Features. *Consistent with the stated intentions for creation of these regulation, the preservation of the natural features of the Township are an important planning consideration. A PD proposal must consider the natural topography and geologic features, scenic vistas, trees and other vegetation and natural drainage patterns that exist on the site and propose a development pattern which preserves and avoids disruption of those natural features as much as possible.*

A site plan was not provided showing the existing natural features/topography, or an overall development plan showing proposed grading, tree clearing and other environmental impacts This information will be

required with each site plan application. A copy of the Wetland Determination report dated September 9, 2015, was provided by the applicant. In that report, it was noted there is a wetland of nineteen (19) acres, which extends beyond the subject property; and because it is larger than five (5) acres, it is likely regulated by the State of Michigan. There are other wetlands identified in the report that are unregulated, as well as regulated.

Any work in a regulated wetland will require a permit and approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), formerly known as the Michigan Department of Environmental Quality (MDEQ).

12. Sidewalks and Pedestrian Access. *The applicant must demonstrate the PD site and all uses within the site will be connected to any existing pedestrian and nonmotorized vehicle paths and trails within a public right-of-way or easement open to the public.*

The Regulation Plan (Page 2) shows the conceptual location of an 8-foot bituminous Bike/Safety Path along the frontage of Highland Road on the North and South Parcel, and along the west side of Fenton Road and Pleasant Valley Road. As noted previously, this plan and Page 12 (Street Type Guidelines) should be revised to show a 5-foot concrete sidewalk along the frontage of Highland Road on the South Parcel.

Staff assumes pedestrian circulation is provided via a network of sidewalks throughout the planned development, although the plan is difficult to read due to its scale. In the North Parcel, a pedestrian walk is shown in the northwest corner that connects to the Township's Heritage Park.

Other Pattern Book Details

Following is a discussion on two other sections in the Pattern Book which are Architecture/Building Materials and Signage.

Architecture / Building Materials

Residential Buildings

The project includes a mixture of residential housing styles for which there are no architectural standards in the Township's Zoning Ordinance (Section 5.24.14). Architectural guidelines for residential structures are found in the Pattern Book (page 17-23). Building material specifications are found on Page 17 and 20. Percentages for some of the materials are provided on those pages and are stated on the elevation drawings for the attached style condominiums (up to 5 units only). Architectural drawings for single family detached homes do not list the building materials. Façade materials include a combination of siding (horizontal, vertical, shakes), manufactured stone, and brick. The siding products include vinyl, cementitious or wood.

Conceptual building elevations are provided for single family detached homes, attached style condominiums (up to 5 units only), duplex motor court homes, and 4-6 plex motor court homes. Only the front elevations are shown for the motor court homes.

Architectural guidelines for Mixed Use/Multiple Family housing are provide on pages 28-31. Conceptual building elevations are not provided for a multiple family building (up to 14 units per building) nor for any type of detached garage buildings associated with a multiple family building. Façade materials include a combination of siding (horizontal, vertical, shakes), manufactured stone, and brick. The siding products include vinyl, cementitious or wood. Façade material percentages are provided for each building elevation.

During the discussion of the Concept Plan (SP #21-006), the Planning Commission had the following comments:

- Page 22 (Duplex Motor Court Homes): The elevation drawings should show the entrance drive between the duplex buildings, to match the site plan rendering of the motor court layout.
- Page 29-31 (apartment buildings): Concerns with the garage doors, and the aesthetics if facing a street. The plan should show the locations of the garage doors.
- Illustrative drawings should be provided for the motor court houses, showing all sides of the buildings (pages 22-23).

Commercial and Mixed Use Commercial Buildings

Façade Materials

It is the expectation that high-quality non-prototype architecture will be offered in the PD, that exceeds the minimum design material requirements of the Ordinance; thus, a review of the architectural renderings, façade materials, and façade material percentages as presented in the Pattern Book, is required.

Architectural guidelines for commercial and mixed use (commercial-office/residential) buildings are found in the Pattern Book on page 24. Conceptual drawings of the buildings are provided on page 25-27, with façade materials and percentages listed. A footnote states “Any façade material not listed shall comply with the Group #1 commercial architectural standards of the most current Township Zoning Ordinance”. The intent is to comply with the Ordinance architectural standards but provide additional regulations in the Pattern Book where deviations occur.

Per the regulations for Building Walls on page 24 of the Pattern Book, the following proposed façade materials are listed:

- Brick (natural clay): minimum 40%; maximum 100%
- Stone (natural or cast): maximum 50%
- Siding (wood, vinyl, cementitious, or shake): maximum 10%

As a comparison one should review Section 5.24.14 of the Township Zoning Ordinance, which lists the Façade Material Groups and Façade Materials. A façade materials chart lists the maximum percentage allowed per material for each façade materials group. The proposed façade material percentages align with the Zoning Ordinance for Group #1, except that a minimum 40% brick is required in the Pattern Book whereas the Zoning Ordinance requires a minimum of 30%, thus a higher standard is proposed for this category.

When reviewing the façade materials listed on the architectural renderings for commercial/mixed use commercial buildings (Pages 25-27), additional products are listed such as Decorative Block and Panel System. Product information and minimum/maximum percentages are not listed on page 24 under Building Walls. Without the product information, it is unclear if either of those products are listed in the Façade Materials chart in Section 5.24.14. of the Zoning Ordinance. It is possible Decorative Block is similar to a façade material listed in the Ordinance, Decorative Concrete Masonry Unit, which is allowed, up to a maximum 25%. Plain faced, striated, fluted or scored concrete masonry units are not permitted.

Brick/Decorative Block varies between 40% and 57% on the drawings. If the proposed product is brick, the Pattern Book states the minimum as 40% and maximum of 100%, thus it would comply. If the product is Decorative Block, and if this product is similar to Decorative Concrete Masonry Unit (as allowed in the

Ordinance), then the maximum allowed is 25%. The percentage of each proposed façade material (brick and decorative block) should be listed on the architectural drawings in order to check for compliance.

Flat metal panels are allowed as a façade material in the Ordinance and limited to 20% maximum. Again, it is unclear what product is being used in the proposed Panel System thus it cannot be determined if the Ordinance standards apply, or if the product is regulated by the Pattern Book.

It also appears that in several instances siding exceeds the maximum allowed percentage of 10% as allowed in the Pattern Book (range of 11% to 16% on commercial buildings).

In summary, clarification is required regarding the façade materials, including product information, minimum/maximum percentage of each façade material, and whether the product is regulated by the Zoning Ordinance or the Pattern Book. An update to the Building Walls material list may be required.

Architectural Drawings

Based on prior site plans and discussions with the applicant, two (2) gas stations, each with a fueling station canopy, are proposed, with one on the North Parcel and the other on the South Parcel. An architectural rendering of the fueling station canopy should be provided in the Pattern Book, with façade material information and total height of the canopy stated. Architectural drawings for drive-through buildings and the carwash should be included in the Pattern Book, as these were proposed on previous plans.

Signage

The sign program for the planned development is a combination of regulations, primarily using the most current sign regulations in the Hartland Township Zoning Ordinance, with the exception of entry wall and pier designs and monument or ground signs. Separate sign standards are provided in the Pattern Book for six (6) different types of signs, all essentially ground signs. A drawing of a pier/lighted column is also shown; however, there does not appear to be signage on the pier/column (page 35).

At the top of page 47, (entitled Sign Regulations), there is the following statement: “Newberry Place sign regulations will comply with the most current Hartland Township Zoning Ordinance with the exception of the entry wall and pier design and monument sign regulations set forth on pages 43-45.” The page reference is incorrect as pages 43-45 are related to landscape regulations thus this should be corrected. Based on this language staff presumes all other types of signs are to default to the current Zoning Ordinance standards, such as wall signs.

Signage regulations and site plans associated with signs are found on the following pages in the Pattern Book: page 34 (Landmark Corner Sign); page 35 (Newberry Place Entry Wall and Pier Design); page 36 (plan view of Entry Wall and Pier Design); page 47 (Sign Regulations + Newberry Place Ground Signs); page 48 (this appears to be a repeat of page 47); and page 49 (Monument Sign Locations with site plan).

Following is a summary of the type and number of monument signs on the North and South parcels. Please use page 49 as a reference.

Sign Type	North Parcel - # of signs	South Parcel - # of signs
Commercial Fuel Price Sign	0	1
Combined Ground Sign	3	2
Commercial Tenant Ground Sign	2	2
Commercial Business Monument Sign	1	1
Ground Sign to Residential Development	1	1
Entry Wall Sign and Pier/lighted column	3	3

There are some observations to be noted about the sign information in the Pattern Book. Page 34 provides drawings of the Landmark Corner Sign however it is unclear as to the location(s) of this sign in the planned development. Landmark Corner Signs are not shown on Page 49. Clarification is requested as to the locations(s) of these signs. These signs should be shown on Page 49 (Monument Sign Locations).

Page 49 only shows one (1) Commercial Fuel Price Sign on the South Parcel, and no such sign on the North Parcel. If a gasoline station is to be located on the North Parcel, one would assume there will be a Commercial Fuel Price Sign associated with that business.

Lastly it is unclear if the Pier/Lighted Column is considered a sign, or a light fixture. Signage is not shown on the drawing of the pier. Page 36 shows this structure in the center island of a boulevard entrance however it is unclear where this entrance is located in the development. Additional information should be provided by the applicant as to the purpose of the piers and where they will be located.

The design elements and materials are the same for each monument sign, thus providing continuity in the sign program. Each monument sign is comprised of a precast concrete sign with stained concrete relief logo; brick wall with sign panels (no panel on the entry wall sign); planter boxes; and brick columns. Each column is topped with a light fixture. Anodized aluminum letters spell out “Newberry Place” which are mounted onto the sign structure. These design elements are physically joined together into one sign structure, making it difficult to determine what is the actual sign area to be measured.

The Zoning Ordinance provides guidance in the measurement of sign area in Section 5.26.7.B. The area of a sign shall be measured by calculating the square footage of the sign face. The most protruding points or edges of sign are placed within a rectangle including the frame. Essentially the sign area is determined by multiplying the dimensions of the rectangle (height x length of the sign face).

The Zoning Ordinance standards for a monument sign are provided in a chart in Section 5.26.8.M. The maximum allowed sign size is 64 square feet. The maximum allowed sign height is seven (7) feet. These standards apply to all zoning districts, including a planned development. A fuel price sign is allowed to be a maximum twenty (20) square feet in area. If the sign is included on a monument or wall sign, the fuel price area must be included as part of the total permitted sign area. In most cases one (1) monument sign is permitted per property.

Sign calculations were not outlined in the Pattern Book however the sign drawings have the dimensions stated for most of the sign elements. The drawings are not drawn to scale. Due to the complicated design of the monument sign and missing dimensions in some cases, it is difficult to calculate sign area. It could be said that each monument sign structure has at least two (2) signs: the precast concrete structure with stained relief logo and the separate sign panel/box that displays several tenant signs or fuel pricing. The individual letters for “Newberry Place” could be considered a third sign however dimensions are not provided on the drawing thus sign area cannot be determined.

The chart below outlines the sign sizes for the two (2) categories mentioned above, for each type of monument sign. The sign height is listed as well.

Monument Sign Type	Precast concrete Sign (SF)	Sign panel w/ tenant names (SF)	Sign height
Commercial Fuel Price Sign	59.29 SF	70.6 SF Overall 35.6 SF Fuel price portion of sign	10'-0"
Combined Ground Sign	28.1 SF	29.2 SF	7'-8"
Commercial Tenant Ground Sign	NA	70.6 SF	8'-3"
Commercial Business Monument Sign	59.29 SF	70.6 SF	10'-0"
Ground Sign to Residential Development	28.1 SF	29.2 SF	7'-8"
Newberry Place Entry Wall	159.6 SF	NA	12'-0"

The sign drawings state the sign panel on the Commercial Fuel Price sign is opaque and the fuel sign is flip sign (not digital). The other panel signs are stated as having cut out lettering with opaque background.

Other Requirements-Zoning Ordinance Standards

Nothing additional at this time.

Hartland Township DPW Review

A review letter is provided from the Hartland Township DPW Director, dated June 2, 2021

Hartland Township Engineer's Review (HRC)

No comments at this time.

Hartland Deerfield Fire Authority Review

The Hartland Deerfield Fire Authority has reviewed the plans and provided comments in the letter dated May 25, 2021. Approval is subject to the contingencies being addressed as outlined in the letter.

Attachments:

1. DPW Review letter, dated June 2, 2021 – *PDF version*
2. Hartland Deerfield Fire Authority review letter, dated May 25, 2021 – *PDF version*
3. Applicant's Summary dated April 15, 2021
4. Agency review letters from applicant April 15, 2021
5. Newberry property owner signature page
6. Newberry Place Preliminary PD Pattern Book April 15, 2021
7. Newberry Place PD Open Space Plan dated April 15, 2021
8. SP #21-006Newberry Place Concept Plan 02.23.2021 – *PDF version*
9. SP PD #535-P Newberry Place PD 2016 Overall Plan – *PDF version*
10. SP PD #535-P Newberry Place PD 2016 Commercial Architecturals – *PDF version*



DEPARTMENT OF PUBLIC WORKS

Michael T. Luce, Public Works Director
2655 Clark Road
Hartland MI 48353
Phone: (517) 294-0056

TO: Planning Department
DATE: 06/02/2021
DEVELOPMENT NAME: Newberry Place Planned Development
DEVELOPMENT ADDRESS / PIN#: Highland Road #4708-23-400-016 & 4708-26-200-005
APPLICATION #:
REVIEW TYPE: Preliminary Site Plan

After reviewing the preliminary site plans Public Works has no objections at this time. Subsequent reviews will be required for each site plan in the development as well as REU requirements for each site plan as they are submitted.

Hartland Township Public Works is requesting additional detail regarding the water and sewer infrastructure included in the preliminary site plan.

1. Source of water supply (well or municipal water)
2. Water main material, sizes and connection detail sheet
2. Water service lead location, size and materials including fittings
3. Sanitary sewer material and sizes and connection detail sheet
4. Monitoring manhole for sewer connection and location if required
5. Hydrant model (EJ5BR) shown on plans
6. Utility easements noted as public or private
7. Water treatment detail sheet

Please feel free to contact me with any further questions or comments regarding this matter, and thank you for your time.

Michael T. Luce
Public Works Director



HARTLAND DEERFIELD FIRE AUTHORITY

FIRE MARSHALS OFFICE

Hartland Area Fire Dept.
3205 Hartland Road
Hartland, MI. 48353-1825

Voice: (810) 632-7676

E-Mail: jwhitbeck@hartlandareafire.com

May 25, 2021

To: Zoning/Planning
Hartland Township
2655 Clark Road
Hartland MI 48353

Re: Request for Review of the *Newberry Place Preliminary Submittal 4.15.2021*

Based upon the drawings submitted by email on April 15, 2021 in the pattern book, this office has the following questions/comments:

- There is a question in many locations of the width of the roadway and access to the entrances is adequate for fire apparatus. For your convenience, a turning radius sheet has been attached to this letter in a .pdf format. Please be sure that future submittals meet the guidelines in the turning radius sheet.
- Alley fire lane is currently only 16' wide, so no parking allowed on the street. Street widths from 26' – 30' only allows parking on one side of the street. Increasing the width to 32' allows for parking on both sides of the street giving the 20' access roadway for fire apparatus.
- To allow for parking on one side of the Boulevard the street width needs to be increased to 26'.
- Will there be a deceleration lane coming into the complex?
- The North side of this development as currently drawn will need to have suppressed homes along with hydrants due to the one way in and out access. Per previous conversations with Mayberry Homes, discussion revolved around the suppression of all residential occupancies within this project. There are significant allowances that can be given due to installing fire sprinklers inside the residences. Those allowances could be hydrant spacing further apart, road widths decreased and longer single access roads without a second means of egress.
- This project will be built with flexibility due to market demands so new plans will need to be reviewed and approved as the project progresses.

The submittal of the Newberry Place Preliminary Submittal is recommended for approval by this office per the contingencies listed above. We look forward to working with the Township and the developer throughout the building of the different phases to further solidify the details.

Yours In Fire Safety,

Jenn Whitbeck
Fire Inspector



April 15, 2021

Hartland Township

Re: Newberry Place – PD Preliminary Submittal

Enclosed is the submittal of the Newberry Place Planned Development.

Following is a list of our submission:

Letter of Intent (11 copies)
Density Comparison Summary (11 Copies)
Pattern Book (11 copies)
Wetland Determination (11 copies)
Natural Features Exhibit (11 copies)
Livingston County Drain Commissioner Review (11 copies)
Michigan Department of Transportation Review (11 copies)
Livingston County Road Commission Review (11 copies)
Open Space Exhibit (11 copies)
Ownership Approval Exhibit (11 copies)
USB Stick Containing All of the Above

We look forward to moving this development forward.

Thank you,

David Straub
Mayberry Homes
248-303-0455



April 15, 2021

Hartland Township Planning Commission

Re: Proposed Newberry Place Planned Development ~ Historical Density Comparison

The following information represents a summary of the density requests that the Township has considered for the Newberry Place Planned Development.

- 2007: Pattern Book had 328 Residential Units and 280,103 sq. ft. of commercial space.
- 2016: Preliminary Plan had 499 Residential Units, 4.59 DU/AC, and 140,715 sq. ft. of commercial space.
- 2019: Conceptual Plan had 529 residential units, 4.03 DU/AC, and 133,950 sq. ft. of commercial space. This plan included the west 40 acres.
- 2021: The current submission has 417 units, 3.84 DU/AC and 133,950 sq. ft. of commercial space. The west 40 acres is no longer included.



April 15, 2021

Hartland Township Planning Commission

Re: Proposed Newberry Place Planned Development

Planning Commission Members,

This letter is to advise the Planning Commission for Hartland Township that the proposed Newberry Place Planned Development meets all the guidelines, design criteria, and ordinances based upon the Hartland Township Zoning Ordinance. Further, we specifically address the following in our Preliminary submittal:

1. Recognizable Hartland Community Benefits

- a. The PD includes property that will be dedicated for a new Fire Station.
- b. The PD will provide a more useful pattern of high quality open space and recreation areas by providing more than 15 acres of the total parcels as “useable open space” mostly in the form of recreation parks and pedestrian plazas that can be used by the entire Hartland community. The intent of the PD is to provide and encourage a walkable community for all PD uses and for the Hartland community.
- c. The PD will be a walkable community with internal connections to keep residents and visitors off the connector roads.
- d. The PD provides a higher density development pattern with services in close proximity for residents of the Newberry Place Community as well as the Hartland Community, decreasing the effects of urban sprawl on the environment and allowing the preservation of 13.09 acres of wetland habitat. The proposed uses will provide a choice of living environments including family, age-targeted and rental housing as well as office and retail uses.
- e. The PD provides a cohesive architectural style which is carried throughout all the uses as well as the site amenities providing a unique neighborhood development unachievable through conventionally zoned developments.
- f. The PD will provide commercial aspects that are currently unavailable in this location. This will provide shopping, food, and fuel to current neighborhoods that is closer than current locations. This will also provide for additional jobs for the Hartland community.
- g. The PD zoning allows deviation from conventional pavement and parking dimensions which in turn preserves open space and reduces impervious surface allowing for greater infiltration of rainwater and calms traffic.
- h. The PD provides opportunity for future connections to the vacant land to the west providing direct access to valuable services without increasing traffic on M59.

- i. The PD will provide a large additional tax base as well as a good size population of school aged children to the Hartland community.
 - j. The PD will utilize the municipal water service and may include a special assessment for this service.
 - k. The PD will absolve \$1,931,165.01 in outstanding sewer assessments or 435 REUs that are currently associated with some of the parcels that make up the Newberry Place PD. This is significant township debt which is being absorbed in the cost of the project.
 - l. The PD will extend the existing Hartland sewer system on the north parcel approximately 535 feet to Fenton Road such that future development east of the PD will have access to it closer than it currently is.
 - m. The PD will extend the existing Hartland sewer system on the south parcel such that future development east of the PD will have access to it closer than it currently is. This includes extending the sewer across property that is not owned by the developer.
2. The total area of the project is more than 108 acres and therefore meets the minimum size requirement for a PD. The property contains areas of wetland that will be undisturbed and has been reviewed on site with EGLE.
 3. The PD is compatible with the comprehensive plan for Hartland Township which designates this area as a Special Planning Area. The mix of uses within the PD does not impair the public health, safety, welfare, or quality of life of the development or the Hartland community.
 4. Single family structures will be Energy Star certified.
 5. Landscaping, signage, lighting, and building materials are all intended to be of a high design quality and aesthetically pleasing. Buffering the PD from existing residential uses on adjacent properties is a key component of the site plan design.
 6. The PD will be controlled under a Master Plan based upon restrictions as defined in the Preliminary submittal documents.

Sincerely,

Bob Schroeder

President, Mayberry Homes, LLC



King & MacGregor
Environmental
Inc.

2520 Woodmeadow SE
Grand Rapids, MI 49546
Phone: 616/957-1321
Fax: 616/957-2198

43050 Ford Road, Suite 130
Canton, MI 48187
Phone: 734/354-0594
Fax: 734/354-0593

162 Kuivila Road
Crystal Falls, MI 49920
Phone: 906/367-0171

email: kme@king-macgregor.com

September 9, 2015

Sent Via Email

Mr. Scott Thomas
Mayberry Homes
1650 Kendale Boulevard, Suite 200
East Lansing, MI 48823

Re: Wetland Determination – M-59 & Pleasant Valley Road

Dear Mr. Thomas:

Pursuant to your request, on September 8 and 9, 2015, a wetland determination was conducted on the above-referenced site. The intent of this report is to provide a description of the location and character of the wetland areas identified within the subject parcel(s) and an opinion as to the possible jurisdiction of the Michigan Department of Environmental Quality (MDEQ) over wetland areas identified on-site.

The methods used to conduct this wetland determination are consistent with our understanding of the procedures and general practices used by the MDEQ and the U.S. Army Corps of Engineers Wetlands Delineation Methodology. Our determination included review of in-office information including the national *Web Soil Survey*, and *MDEQ Wetlands Map Viewer* mapping.

The subject parcels total approximately 108 acres in size and are located in Sections 23 and 26, Hartland Township (T3N, R6E), Livingston County, Michigan. The enclosed Preliminary Wetland Boundary Flag Map and MDEQ Jurisdictional Assessment depicts the approximate location of these wetland areas.

Wetland A

Wetland A is an emergent wetland area located on the southern one-third of the property. The vegetation identified in this area included species such as narrow-leaved cattail, *Phragmites* reed, reed canary grass, and calico aster. The soils are described in the national Web Soil Survey as Rifle muck, a very poorly drained soil. The soils evaluated on-site were consistent with this description. The boundaries of this wetland were identified using flags A 1 through A 48.

Wetland B

Wetland B is a forested/emergent wetland area located on the southern one-third of the property. The vegetation identified in this area included species such as American elm, red ash, blue-beech, sandbar willow, red maple, reed canary grass, and skunk cabbage. The soils are described in the national Web Soil Survey as Carlisle muck, a very poorly drained soil. The soils evaluated on-site were consistent with this description. The boundaries of this wetland were identified using flags B 1 through B 47.

Wetland C

Although flagged as a separate wetland line due to the location of the western property boundary, Wetland C is actually the northern portion of Wetland B. The vegetation and soil conditions observed in this area were similar to the conditions observed throughout the rest of Wetland B. The boundaries of this wetland were identified using flags C 1 through C 21.

Wetland D

Wetland D is a forested/emergent wetland located on the southern one-third of the property. The vegetation identified in this area included species such as reed canary grass, stinging nettle, sensitive fern, poison ivy, and calico aster. The boundaries of this wetland were identified using flags D 1 through D 51.

Wetland E

Wetland E is a forested/emergent wetland located in the center of the property. The vegetation identified in this area included species such as sandbar willow, black willow, box-elder, sensitive fern, reed canary grass, grass-leaf goldenrod, and smartweed. The boundaries of this wetland were identified using flags E 1 through E 51.

Upland Areas

The upland areas adjacent to the on-site wetlands included fallow wheat fields dominated by weedy annual species such as fox-tail and agricultural fields planted to soybeans. There was no evidence of standing water or saturated soils in any of the upland areas.

MDEQ Jurisdiction/Regulatory Discussion

In order for the MDEQ to have regulatory authority over a wetland, the wetland must be within 500 feet of a lake, pond and/or stream, have a direct surface water connection to a lake, pond and/or stream, or be greater than five acres in size. Wetland A is likely to be regulated by MDEQ because it is part of the larger wetland east of Pleasant Valley Road and the total area of the wetland on the east and west sides of Pleasant Valley Road is approximately 19 acres. Wetland B/C is likely regulated by the MDEQ due to it also being greater than 5 acres in size. Wetlands D and E are likely not regulated because they are not within 500 feet a lake, pond and/or stream, and they are less than five acres in size. A survey of the flagged wetland boundaries should be conducted to specifically locate the wetland areas and determine their exact size.

A permit must be obtained from the MDEQ prior to conducting most filling, dredging and/or draining activities or maintaining a use of a regulated wetland.

Please be advised the information provided in this report is a professional opinion. The ultimate decision on wetland boundary locations and jurisdiction thereof rests with the MDEQ and, in some cases, the Federal government. Therefore, there may be adjustments to boundaries based upon review of a regulatory agency. An agency determination can vary, depending on various factors including, but not limited to, experience of the agency representative making the determination and the season of the year. In addition, the physical characteristics of the site can change with time, depending on the weather, vegetation patterns, drainage, activities on adjacent parcels, or other events. Any of these factors can change the nature / extent of wetlands on the site. We recommend the MDEQ be requested to confirm our wetland boundaries and jurisdictional opinion. This report does not address any local ordinances that may apply to this site.



Thank you for the opportunity to provide this wetland determination. If you have any questions, please feel free to call my cell phone at (734) 634-5702 or contact me via email at jsallee@king-macgregor.com at your convenience.

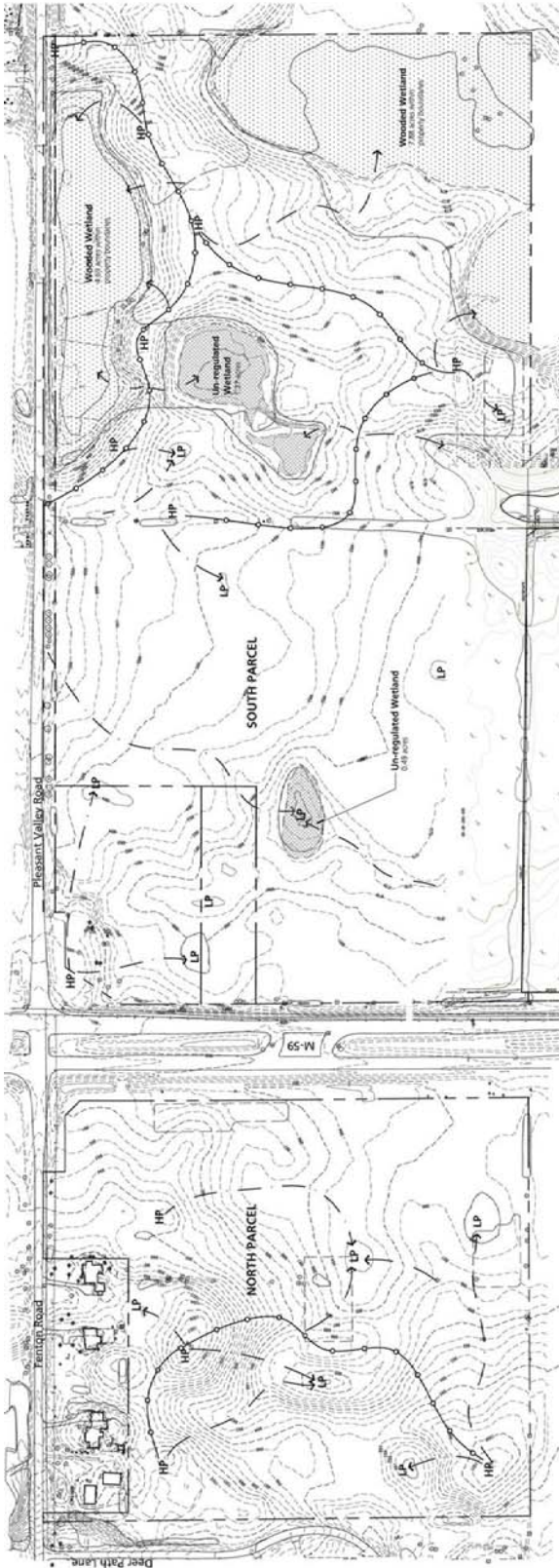
Sincerely,



King & MacGregor Environmental, Inc.
James Sallee

Enclosure





SITE ANALYSIS

EXISTING ZONING AND FUTURE LAND USE

The site is zoned as a Conservation Agriculture with a Future Land Use Designation of Special Planning Area. The zoning is consistent with the Comprehensive Zoning Ordinance. The site is located within a designated wetland area that is subject to the same regulations as the rest of the site. The site is located within a designated wetland area that is subject to the same regulations as the rest of the site.

TOPOGRAPHY

The topography of the parcels south of the road are relatively flat with some minor variations in elevation. The topography of the parcels north of the road are more varied with some minor variations in elevation. The topography of the parcels north of the road are more varied with some minor variations in elevation.

WETLANDS

The site contains two unregulated wetlands and portions of two regulated wetlands. The wetlands are located within the site and are subject to the same regulations as the rest of the site.

STRUCTURES

There are no structures on the site.

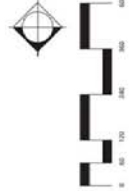
VEGETATION

The vegetation on the site is primarily native vegetation and is subject to the same regulations as the rest of the site. The vegetation on the site is primarily native vegetation and is subject to the same regulations as the rest of the site.

EXISTING CONDITIONS / NATURAL FEATURES LEGEND

- Property Line
- Existing Communication Line
- Existing Power Line
- Existing Gas Line
- Existing Storm Drain
- Existing Storm Inlet
- Existing Culvert
- Existing Manhole
- Existing Individual Trees
- Existing Vegetation Mass
- Existing Low Point
- Existing High Point
- Existing Swale
- Existing Bridge Line
- Existing Contour
- Regulated Wetland
- Un-Regulated Wetland

SOIL MAP





Brian Jonckheere

Livingston County Drain Commissioner
2300 E. Grand River Ave., Ste. 105
Howell, MI 48843-7581
Phone: 517-546-0040 FAX: 517-545-9658
Website: www.livgov.com/drain Email: drain@livgov.com

June 6, 2019

Mr. John Barber
TetraTech
401 S. Washington Square
Lansing, MI 48933

Re: Newberry Place
Preliminary Site Plans
Southeast 1/4 of Section 23 and
Northeast 1/4 of Section 26
Hartland Township

Dear Mr. Barber:

I received Preliminary Site Plans for the above referenced site on April 5, 2019 with Fees paid on April 16, 2019. The submitted information has been reviewed for conformance with the L.C.D.C. "Procedures and Design Criteria for Stormwater Management Systems." Our comments on the proposed drainage design are as follows:

- 1.) Drainage System Ownership - The plans should contain a general note stating that "The proposed drainage system is to be privately owned and properly maintained by the developer and/or property owner's association."
- 2.) Overall Drainage Concept - The proposed mixed use development is to be located on both the northwest and southwest corners of Highland Road (M-59) and Pleasant Valley (Fenton) Road. The portion on the northwest corner is to be accessed from Highland Road and contain four commercial buildings along the Highland Road frontage, as well as 66 single family residential sites with a park area located to their north. The portion of the development on the southwest corner is to be accessed from both Highland Road and Pleasant Valley Road. It is to contain 5 commercial buildings, a gas station/car wash/lube center

facility, 321 multiple family residential units with a clubhouse/pool area and 142 single family residential sites.

The runoff from most of the site north of Highland Road currently sheet drains through some onsite low areas toward the south where it crosses under Highland Road through an 18" diameter culvert. The developed runoff from this area is to be routed by proposed storm sewers to the "North" stormwater detention basin located along Highland Road in the southwest corner of the parcel. This basin is proposed to discharge to an existing storm sewer in the Highland Road R.O.W.

The runoff from most of the site south of Highland Road currently sheet drains through onsite wetland areas toward the southwest where it crosses under Hartland Glen Lane and flows west through the adjacent golf course to Silver Lake. The developed runoff from this area is to be routed by proposed storm sewers to the "Wetland", "Southwest" and "Southeast" stormwater detention basins located around the site's westerly and southerly boundary. These basins are proposed to discharge to the Hartland Glen Lane road ditch or the adjacent wetland areas.

Although the property is not currently within a drain special assessment district, we note that the southerly boundary of the development coincides with the northerly boundary of the Hartland County Drain Special Assessment District. Documentation of overflow paths discussed later in this letter will be necessary to determine if any lands in the proposed development should be added to the Hartland County Drain Special Assessment District.

- 3.) Topographic Survey - A separate Topographic Survey of the site containing many of the currently missing Preliminary Plan Checklist items should be provided. Some of the missing survey related items include the following:
 - a.) Complete property descriptions of the subject parcels should be provided. The parcel boundaries should be labeled with their respective bearings and distances. The section corner ties for the parcels should also be shown.

- b.) A project location map, survey legend and site bench marks should be included.
 - c.) The tax roll number and owners name of the subject parcels and the surrounding parcels should be shown. The right-of-way widths of the adjacent roadways should be noted. Any existing easements should be shown and identified.
 - d.) The existing buildings and topographic information shown should extend at least 100 feet outside the site boundaries. Complete information including pipe size, rim and/or invert elevations should be provided for all onsite and adjacent roadway manholes, catch basins, culverts and gate valves.
 - e.) All onsite and adjacent wetland boundaries should be labeled and their regulatory status indicated.
 - f.) Soil borings, at least 10 feet deep, should be provided within the proposed stormwater detention basin areas. The soil boring logs should indicate the underlying soil types and the ground water elevations.
- 4.) Site Plans - The Preliminary Site Plan sheets should indicate the proposed street names, lot numbers and setbacks for the single family residential sites. They should also indicate building and/or unit numbers for the proposed multiple family residential buildings. A Site Data tabulation of the parcel areas, number of proposed commercial buildings, numbers of residential sites and residential units, etc. should be provided, as well as typical cross sections for the proposed roadways.
- 5.) Drainage Areas Plans - The preliminary plans should show the drainage boundary, acreage and "C" value of the tributary area to each proposed inlet, catch basin and culvert. All offsite tributary areas should also be mapped and their acreages noted.
- 6.) Stormwater Detention - Our calculations confirm that the required 100 year frequency storm storage volume has been correctly computed for each of the proposed detention basins based on the tributary areas and weighted average runoff coefficients shown and a discharge rate of 0.20 cfs/acre. However, sufficient downstream capacity to accommodate this proposed discharge rate must be documented for each basin. An overflow spillway should be shown for each basin and the overflow path of each receiving wetland

should also be documented. The bankfull volume for each basin should be calculated using the equation $5160 \times A \times C$. Other stormwater detention related items requiring further attention on the plans include the following:

North Basin - The proposed basin contours shown on Sheet C-103 do not coincide with the elevations shown in the detention calculations on Sheet C-101. The proposed discharge from this basin to the existing 30" storm sewer in the Highland Road R.O.W. will require M.D.O.T. approval. Since the current runoff from this portion of the site appears to flow under Highland Road in an existing 18" culvert, M.D.O.T. may not permit the proposed connection.

Wetland Basin - The tributary area boundary shown on Sheet C-106 for this basin does not coincide with the proposed storm sewer layout shown on the same sheet. It appears the runoff from the two proposed commercial buildings facing Highland Road, and the parking lot areas south of them, will be directed to the Southwest Basin, rather than the Wetlands Basin. If this is the case, approximately 6 acres of tributary area should be moved in the detention design calculations from the Wetlands Basin to the Southwest Basin. The currently proposed wetland storage elevation will encroach onto the neighboring property along Hartland Glen Lane. The basin's one foot freeboard elevation should be fully contained within the subject property. Existing roadway and ditch bottom grades should be shown along Hartland Glen Lane to verify a reasonable outlet elevation for this detention area. Forebays should be provided at the inlet points of the basin.

Southwest Basin - It appears this proposed basin should be expanded to accommodate the additional 6± acres of tributary area as discussed above. Any existing culverts flowing under Hartland Glen Lane located near the south property line should be shown together with their diameter, type of pipe and invert information to help verify a viable downstream flow path for this basin's discharge.

Southeast Basin - Two sets of proposed contours are currently shown around this basin's perimeter, neither of which are connected to the existing contours along the property line. An outlet control structure discharging to the adjacent wetlands north and west of the basin should be

shown. It appears that the proposed development area east of this basin will block off the existing overflow path of the wetland area along Pleasant Valley Road. An overflow path to the west must be maintained for this wetland area. The discharge path from this basin to the west should be confirmed as to whether the Hartland County Drain or Silver Lake (Along the east edge of the Handy Maxfield Shores Subdivision) serves as the ultimate outlet for this runoff.

- 7.) Storm Sewers/Culverts - All proposed storm sewers and culverts should be designed to accommodate the runoff from a 10 year frequency storm over the tributary areas. Complete storm sewer/culvert design calculations should be included in the development's Construction Plan submittal. Additional storm sewer related items which should be addressed on the Preliminary Site Plans include the following:
- a.) The size of the proposed east-west roadway storm sewer shown behind the commercial buildings on the north side of Highland Road should be reviewed, as a 24" pipe is currently shown downstream of a 36" pipe.
 - b.) The proposed storm sewer systems should provide outlets for the rear yard drainage of the single family residential lots, where necessary.
 - c.) Additional catch basins will be required in the proposed large parking lot areas located behind the proposed commercial buildings shown on either side of Highland Road.
 - d.) The flow from the existing 18" culvert running under Highland Road should be discharged to the proposed storm sewer system and accommodated in its design.
 - e.) Road ditch culverts should be provided, where necessary, at the proposed Pleasant Valley Road entrances.
- 8.) Site Grading - Proposed finished floor elevations should be shown for the commercial buildings on the north side of Highland road. Minimum finished residence grades should be provided for each proposed single family lot within the development. Typical Lot Grading Details should also be included in Preliminary Site Plans.
- 9.) Drainage Easements - Drainage easements should be provided for all proposed storm sewers crossing private property and

Newberry Place

June 6, 2019

Page 6

for all stormwater detention basins. The width of storm sewer easements should be based on the sewer's depth, in accordance with the L.C.D.C. Design Criteria. The stormwater detention easements should encompass the basin's freeboard elevation plus an additional 10 feet for maintenance purposes.

I am withholding approval of the Preliminary Site Plans for Newberry Place until the above mentioned items have been addressed.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Ken Recker', with a stylized flourish at the end.

Kenneth Recker

Livingston County Chief Deputy Drain Commissioner

Cc: Robert West, Hartland Township
Troy Langer, Hartland Township
Kim Hiller, Livingston County Road Commission
Mike Darga, HRC
Pascal Bui, MDOT
Paul Lewsley, Environmental Engineers



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF TRANSPORTATION
BRIGHTON TRANSPORTATION SERVICE CENTER

KIRK STEUDLE
DIRECTOR

February 14, 2017

Ms. Julie Kroll, P.E.
Fleis & Vandenbrink
27725 Stansbury Blvd.
Suite 150
Farmington Hills, MI 48334

RE: Comments on Final Traffic Impact Study for the Proposed Newberry Place Planned Development M-59 at Fenton/Pleasant Valley Roads

Dear Ms. Kroll:

The following are the Michigan Department of Transportation's (MDOT) comments on the final version of the TIS dated January 11, 2017.

The proposed mitigation measures are sufficient to accommodate the forecasted increases in traffic volumes due to the construction of the new development. However, there are some additional comments on the proposed timeline in regards to the recommended improvements. Please see the summary below.

2018 Opening Year with mitigation

We are in agreement that the intersections of M-59 at Pleasant Valley-Fenton Road and the crossover east of the M-59 at Pleasant Valley/Fenton Road meet signal warrants under existing conditions. The MDOT is trying to secure funding for the installation of the two signals. More information as to the schedule of their installation will follow.

As the TIS indicates, 2018 opening day conditions indicate that there will be long vehicle queues at the intersections of M-59 & Fenton Road / Pleasant Valley Road and EB to WB crossover E. of Fenton Road, if the locations are not signalized. Both intersections operate at a failing LOS (E & F) during both peak periods without signalization. The proposed mitigation measures (signalization and prohibiting left turns at the intersection of M-59 and Pleasant Valley/Fenton Roads) will be need to be implemented prior to or in conjunction with the opening year - 2018.

Other required mitigations during opening year (2018) that are due to the traffic generated by the proposed development:

- 1) Eliminate the back to back crossovers along M-59 west of Fenton Road / Pleasant Valley Road and construct a new WB to EB crossover west of the proposed site driveways to M-59.

- 2) In addition to the two signals mentioned above, signalize the relocated WB to EB crossover west of Fenton Road / Pleasant Valley Road.
- 3) Construct a full width right turn lane at the proposed south site driveway to EB M-59. Based on the Warrant Graph for Right Turn Lanes (Note 604A), a full right turn lane is warranted under opening day volumes (2018) as opposed to full buildout as the TIS recommends. Therefore, this full width right turn lane will be required to be constructed prior to or in conjunction with the opening year (2018).
- 4) Accommodations during design of the proposed signals for the proposed dual storage lanes for the EB to WB crossover east of Fenton Road / Pleasant Valley Road and WB to EB crossover west of Fenton Road / Pleasant Valley Road.
- 5) South side site plan -internal circulation and access point being too close to the main driveway access off EB M-59. A revised site plan for the south side development was not submitted showing that the access point was relocated further south as required as stated in the December 22, 2016 comments. Approval for the main driveway access off EB M-59 is contingent upon this internal access point being relocated due to the strong potential for backups onto EB M-59.
- 6) Page 16 of the TIS recommends under 2018 opening year improvements, that the NB and SB right turn lanes on Fenton/Pleasant Valley be increased to 150 feet and 100 feet respectively but this was not discussed under opening day improvements. The LCRC should make the final determination as to when the full improvements need to be addressed.

Prior to Full Buildout – estimated 2019:

- 7) Based on the Warrant Graph for Right Turn Lanes (Note 604A), a right turn taper is warranted for the north site driveway at WB M-59 under opening year 2018 conditions. It appears a full right turn lane will be warranted sometime in 2019 should the proposed developments go in based on the buildout year trip generation table. MDOT will allow this full right turn lane to be phased in as the proposed developments warrant this full width right turn lane.

2027 Buildout year with mitigation

- 8) Provide dual storage lanes for the EB to WB crossover east of Fenton Road / Pleasant Valley Road.
- 9) Provide dual storage lanes for the WB to EB crossover west of Fenton Road / Pleasant Valley Road.
- 10) Extend one crossover lane through the intersection of M-59 & Fenton Road / Pleasant Valley Road for both crossovers east and west of Fenton Road / Pleasant Valley Road. Along EB M-59 the crossover lane should extend back through the proposed site driveway.
- 11) Provide additional improvements at crossovers along M-59 east and west of Fenton Road / Pleasant Valley Road to accommodate a WB-65 and passenger car.
- 12) Provide dual right turn lanes for the proposed site driveways to EB and WB M-59.
- 13) Provide signage and pavement markings along the site driveway approaches indicating proper lane assignments.
- 14) Provide staggered stop lines on the driveway approaches to M-59 on a lane by lane basis.
- 15) Provide 250 and 125 feet of storage for the NB and SB right turn lanes at the intersection of M-59 & Fenton Road / Pleasant Valley Road.

The TIS is considered approved by MDOT with the proposed mitigations going in as stated above. All proposed improvements slated for 2018 and beyond will be based on current MDOT geometric standards.

The phasing of the proposed improvements that are slated to go in after opening year 2018, will be worked out during the preliminary design phase of this project. Please note that a formal agreement will be necessary from the developer to ensure that the proposed improvements from year 2019 and beyond are accounted for.

If you have any further questions, please feel free to contact me at 810-225-2626.

Sincerely,

Wendy Ramirez
Traffic and Safety Engineer
MDOT-Brighton TSC

Livingston County Road Commission (LCRC) Review Comments
February 15, 2017

Newberry Place Traffic Impact Study
M-59 / Pleasant Valley Road / Fenton Road

The LCRC has reviewed the updated traffic impact study, dated January 11, 2017, for the proposed Newberry Place planned development located at the intersection of M-59 (Highland Road) and Pleasant Valley Road / Fenton Road. The LCRC has also reviewed the Michigan Department of Transportation (MDOT) review letter dated February 14, 2017.

The LCRC accepts the traffic study prepared by Fleis & VandenBrink and concurs with the comments and recommendations by MDOT in their review letter. Below are comments and recommendations by our office that pertain to roadways/intersections in the study that directly affect the county road system.

Pleasant Valley Road Impacts

The LCRC concurs with the report findings that the gravel road portion of Pleasant Valley Road should be improved to a hard surface roadway. The LCRC recommends that the PUD agreement negotiated between Hartland Township and the developer, Mayberry Homes, include a contribution toward future construction and paving of Pleasant Valley Road. In our opinion traffic volumes may be the best factor in determining percentage of contribution. Engineering would be needed to determine construction costs.

M-59 & Pleasant Valley / Fenton Intersection

The LCRC recommends that the M-59 and Pleasant Valley Road / Fenton Road intersection be signalized as a condition of this development's opening year traffic. This recommendation is based on the analysis of operations in the traffic study as well as comments by MDOT.

The LCRC recommends that a right-turn lane on northbound Pleasant Valley Road be constructed as a condition of opening year traffic, with 250 feet of storage to provide for traffic through the buildout year. Further, the LCRC recommends that a right-turn lane on southbound Fenton Road be constructed as a condition of opening year traffic, with 125 feet of storage to provide for traffic through the buildout year.

October 21, 2020

Attn: Hartland Township

Following is signed authorization to proceed with Preliminary PD approval from all property owners to be part of Newberry Place. All owners are aware of and in agreement with the request.

4708-23-400-036

Bazco Holdings LLC
30825 26 Mile Rd
New Haven, MI 48046

DocuSigned by:

Ally Bazyi

11A40F4FD3854DB...

4708-26-200-006

Bazco Holdings LLC
30825 26 Mile Rd
New Haven, MI 48046

DocuSigned by:

Ally Bazyi

11A40F4FD3854DB...

4708-23-400-037

Hartland North and South Land Investment LLC
Robert Schroeder
1650 Kendale Blvd, Ste 200
East Lansing, MI 48823

DocuSigned by:

Robert Schroeder

CA1A15B7D5D3406...er

4708-26-200-007

Hartland North and South Land Investment LLC
Robert Schroeder
1650 Kendale Blvd, Ste 200
East Lansing, MI 48823

DocuSigned by:

Robert Schroeder

CA1A15B7D5D3406...er



Pattern Book

Hartland Township, Michigan



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Introduction

Pattern Book Purpose

The Pleasant Valley Special Planning Area in Hartland Township, Michigan is envisioned to be a mixed-use, walkable, planned development that will enhance the surrounding township without taking on the appearance of a separate municipality. This new community, Newberry Place, is designed in the style of traditional town values.

The proposed community plans to incorporate a mixture of land uses that could include retail uses, office uses, single and multiple family housing alternatives, senior living facilities, medical services, other goods and services and a network of parks and open space. Because the development will be mixed and varied, it will also need to be cohesive in both the private and community realms. The design features of this proposed mixed-use community cannot be fully accomplished within the regulations of Hartland Township's Zoning Ordinance. Therefore, this Pattern Book, through its design guidelines, will serve as the guide to create this cohesion by defining deviations from the most current Hartland Township Zoning Ordinance.

Approval Process and Submittals

The Hartland Township Planning Commission and Township Board have approved the Newberry Place Planned Development Site Plans and Pattern Book. Each phase of development will require a Final Site Plan approval by the Township before permits will be issued. An internal review board herein referred to as the Architectural Review Board has been established to regulate development at Newberry Place. Prior to any phase being submitted to the Township for Final Site Plan review, the proposed plans must be submitted to the Architectural Review Board and must receive their approval. Architectural Review Board approval does not waive, exempt, modify, or assure any discretionary approval from the Township.

The Architectural Review Board and the Township Planning Commission will use both the Township Ordinance and the Pattern Book as the regulations for their review ("Regulations"). Where the Pattern Book deviates from the Township Ordinance, the Pattern Book will govern, as the Township has already approved the deviation. The Township Ordinance will govern issues not addressed in the Pattern Book.

When an application deviates from the Regulations, the applicant must get approval both from the Architectural Review Board and from the Township Planning Commission if the deviation requires Final Site Plan approval. For example, if an applicant wants to deviate from a required setback, or parking or loading requirements set forth herein, these issues need to be addressed both with the Architectural Review Board and the Township Planning Commission as these are issues that require a site plan be submitted to the Township.

Ownership of the property regulated by this Pattern Book is as follows:
Hartland North and South Land Investment LLC

Pattern Book Overview

The Pattern Book describes the design features that will define the character of the community. The following summarizes the main sections of this Pattern Book.

- I. Regulating Plan establishes the overall organization of Newberry Place with a diagram that identifies the general types of land uses and the permitted uses in those areas.
- II. Site Regulations pertain to those guidelines that govern building placement including setbacks and projections; parking requirements; public spaces; street and bike plan; lighting; site furnishings; and waste enclosures. These site regulations will ensure a cohesive village design for the community.
- III. Architectural Regulations address the architectural character of the neighborhoods within the community. These guidelines provide general features and materials for the various building types. Conceptual elevations and sketches are also included to better define the design features of the community, while still permitting creativity.
- IV. Landscape Regulations provide the guidelines for landscaping throughout Newberry Place. The regulations are intended to enhance the visual appeal of Newberry Place and enhance the cohesion between the various uses, while still permitting creativity.
- V. Sign Regulations define the styles, size, location, and design intent of signage within Newberry Place. The guidelines herein are intended to meet the needs of this project and to meet or exceed the Township standards, while still permitting creativity.



I. Regulating Plan



Residential Unit Chart (Unit, 3.54 DU/AC)

	Blue	Purple	Green	Dark Green	Total
North Parcel	90	19	-	-	109
South Parcel	242	-	-	-	308
Total	332	19	66	-	417

Commercial Space Chart (sq. ft.)

	Blue	Purple	Green	Dark Green	Total
North Parcel	-	-	45,213	4,836	50,049
South Parcel	-	-	39,861	44,040	83,901
Total	-	-	85,074	-	133,950

Purpose and Overview

The key to the long-term success of this type of traditional mixed-use community is the adherence to a "simple" planning principal: deliver a network of streets, sidewalks, open space and infrastructure that will not only provide aesthetically pleasing environments, but will also promote and support a wide variant of market driven land uses for many years into the future. The Regulating Plan establishes the infrastructure network and controls the planned land uses of the overall community. As noted on the plan, this community consists of single family residential, multiple family residential, mixed use, and commercial districts. The permitted uses in each district are described below.

General Use Type

As shown on the Regulating Plan, the community consists of four districts:

- Single Family Residential District
- Single Family Detached Only Residential District
- Mixed Use District
- Commercial District
- 8' Bituminous Bike/Safety Path

This is a conceptual illustration of the overall site plan. The actual site plan may vary and will require approval by the Architectural Review Board and Hartland Township, subject to the regulations set forth in the Newberry Place Pattern Book.

Residential District

A. Permitted Principal Uses

1. Single family detached dwellings
2. Attached Style Condominium up to five (5) units per building
3. Duplex Motorcourt Condominiums
4. 4-6 Plex Motorcourt Condominiums
5. Garages will be attached
6. Public park and recreation areas

B. Variety of Design and Color

1. In order to ensure variety and diversity, a mix of elevations and color palettes will be required. To this end, the same elevation or color combination shall not be duplicated on the two homes either side of the house in questions. Homes across any street in any direction shall not be considered.

Single Family Detached Only Residential District

A. Permitted Principal Uses

1. Single family detached dwellings
2. Garages will be attached
3. Public park and recreation areas

B. Variety of Design and Color

1. In order to ensure variety and diversity, a mix of elevations and color palettes will be required. To this end, the same elevation or color combination shall not be duplicated on the two homes either side of the house in questions. Homes across any street in any direction shall not be considered.

Mixed Use District

A. Permitted Principal Uses

1. Single Family Detached Dwellings
2. Attached Style Condominium (up to five (5) units per building).
3. Duplex motorcourt condominiums
4. 4-6 Plex motorcourt condominiums
5. Garages will be attached for attached style condominium and single family detached homes located in the Mixed-Use District.
6. Multiple family (up to 14 units per building)
7. In a live-work unit, retail uses must be on the ground floor. Residential and office uses may be located on any floor.
8. Commercial use buildings shall conform to the uses permitted in the Township General Commercial Zoning District.

Commercial Use District

A. Permitted Principal Uses

1. Commercial District buildings shall conform to the uses permitted in the Township General Commercial Zoning District.



II. Site Regulation

Purpose and Overview

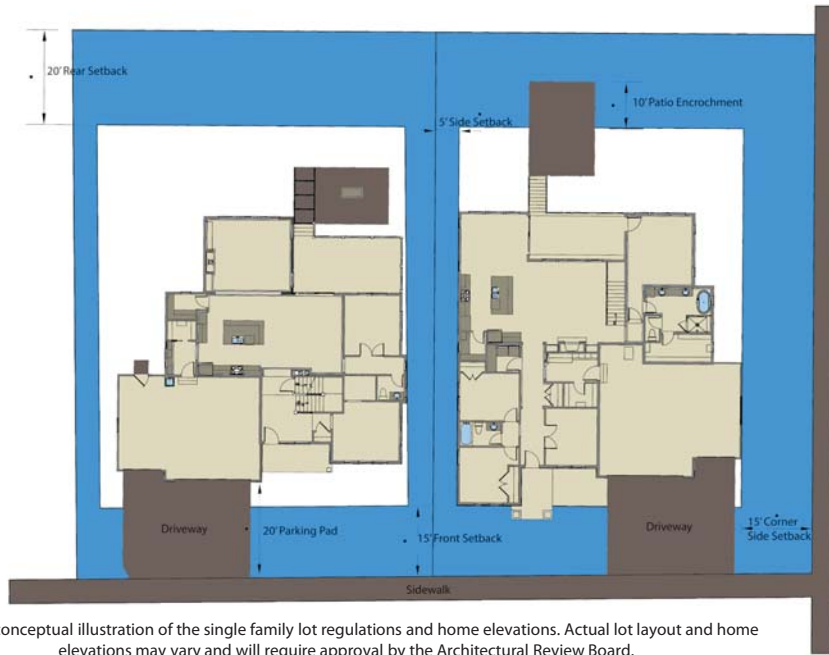
Site Regulations seek to produce a community in which the roads, streetscapes, useable open spaces and buildings work together to create a cohesive and complimentary development. This section provides conceptual illustrations and descriptions for building placement and public components of Newberry Place. Included herein are those guidelines that govern building placement including setbacks and projections; parking requirements; public spaces; street and bike/safety path plan; lighting; site furnishings; and waste enclosures. These site regulations will ensure a unified village design for Newberry Place.

Building Placement

The following drawings illustrate the site regulations for each of the five building types permitted in Newberry Place, including building placement, permitted projections, and anticipated number of stories, etc. The six permitted building types are:

- Single Family Detached
- Attached Style Condominium (single family attached)
- Duplex Motorcourt Condominiums
- 4-6 Plex Motorcourt Condominiums
- Mixed Use
- Commercial





Projections – the following are permitted as indicated for both single family detached and single family attached:

- A front porch may encroach up to eight feet (8') into the required front yard setback. Porch steps up to four feet (4') wide may encroach an additional two- and one-half feet (2.5') for a total maximum encroachment of ten- and one-half feet (10.5') into the required front yard set back.
- Driveways are permitted to cross the front yard, side yard, or rear yard (alley load). Driveways for side entry garages may be located no closer than one foot (1') to a side yard lot line.
- Arbors & trellises are permitted with review and approval by the Architectural Review Board.
- Eaves are permitted to encroach up to two feet (2') in all setbacks.
- Fences are permitted in the rear yard or side yard, but not forward of the rear façade of the principal structure. Fences are not permitted in front or corner side yards. Fences may not exceed six feet (6') in height (See Walls and Fences – Architectural Regulations)

Single Family Lot Regulation

Single Family Detached Lots

Minimum lot area	5,500 sf
Maximum lot coverage (Including paved areas)	60%
Front yard setback	15'
Side yard setback (Minimum 10' between buildings)	5'
Corner side yard setback	15'
Rear yard setback	15'
Alley Setback	10'

Attached Style Townhome Condominiums (up to 5 units per building)

Minimum lot area	None
Front yard setback	15'
Side yard setback (Minimum 20' between buildings)	10'
Corner side yard setback	15'
Rear yard setback	15'
Alley Setback	10'

Duplex Motor Court Condominiums

Minimum lot area	None
Front yard setback	15'
Side yard setback (Minimum 15' between buildings)	7.5'
Corner side yard setback	15'
Rear yard setback	15'

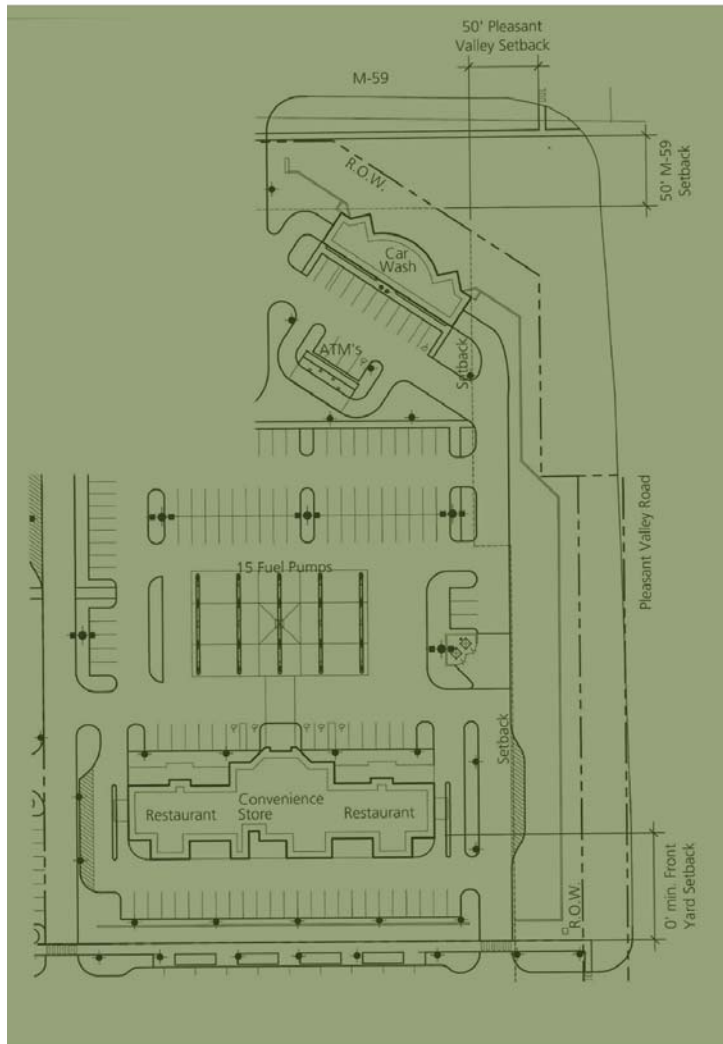
4-6 Plex Motor Court Condominiums

Minimum lot area	None
Front yard setback	15'
Side yard setback (Minimum 10' between buildings)	5'
Corner side yard setback	15'
Rear yard setback	10'

- Garages – Minimum 2 car (440 sq. ft.)
- Landscaping is permitted in all yards. Gardens cultivated for the production of food may not encroach in front, side, or corner side yards forward of the rear façade of the primary structure.
- Patio, terrace, or deck areas are permitted and may encroach into the rear yard setback up to ten feet (10')
- Pedestrian paving is permitted in any yard, providing that the pavement is at grade.
- Pools and hot tubs are permitted with review and approval of the Architectural Review Board.
- Parking for two vehicles is to be accommodated within the lot in either the garage, driveway, or some combination thereof.



Commercial District Diagram



Commercial District Lot Regulation

Minimum lot width	N/A
Minimum lot area	N/A
Front Yard Setback	0'

Buildings with frontage along M-59 shall be set back eighty feet (80') from the right-of-way.

Buildings with frontage along Fenton Road or Pleasant Valley Road shall have a setback requirement of fifty feet (50') from the right-of-way.

Side Yard Setback	0'
Rear Yard Setback	0'

The rear yard setback may be 0' when the building is adjacent to another commercial use. When adjacent to a residential use, a 50' minimum setback must be observed, unless a greenbelt screen is provided, then the minimum permitted setback is 30'.

Accessory structures – other than dumpster enclosures, are not permitted.

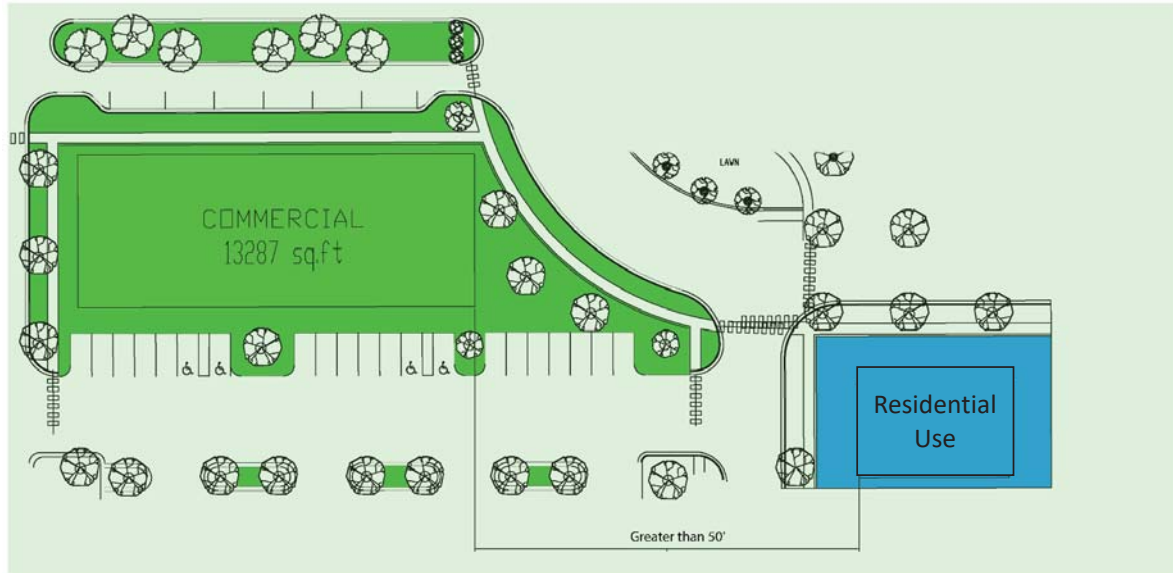
Projections – the following are permitted as indicated:

- Access drives are permitted at the front, side, and rear of the building.
- Arbors & trellises are permitted with review and approval by the Architectural Review Board.
- Awnings are permitted to encroach up to four feet (4') in all Newberry Place rights-of-ways.
- Fences are permitted with review and approval by the Architectural Review Board.
- Landscaping is permitted in all yards. Gardens cultivated for the production of food are not permitted.
- Decks and raised patios are permitted but must be located within the building envelope.
- Outdoor Seating for dining is permitted and shall comply with the most current Township Zoning Ordinance.
- Pedestrian paving, patios, and terraces are permitted in any yard, providing that the pavement is at grade.
- Play equipment is not permitted.
- Pools and hot tubs are not permitted.
- Signs are permitted in accordance with the Sign Regulations set forth in this Pattern Book.
- Parking is required as set forth in this Pattern Book.



This is a conceptual illustration of the commercial district site layout and building elevations. Actual site layout and building design may vary and will require approval by the Architectural Review Board.





This is a conceptual illustration of the mixed use site layout and building elevations. Actual site layout and building design may vary and will require approval by the Architectural Review Board.

Mixed Use Lot Regulations

Minimum lot width	N/A
Minimum lot area	N/A
Front Yard Setback	0' min
<ul style="list-style-type: none"> • Exceptions to the setback requirement may be made for entry and architectural features with review and approval by the Architectural Review Board and the Township. • Buildings with frontage along M-59 shall be setback eighty feet (80') from the right-of-way. • Buildings with frontage along Fenton Road shall have a setback requirement of fifty feet (50') from the right-of-way. At the corner of Pleasant Valley and Fenton Road the setback shall be 50' from the existing right-of-way. 	
Side Yard Setback	0' min
Rear Yard Setback	0' min

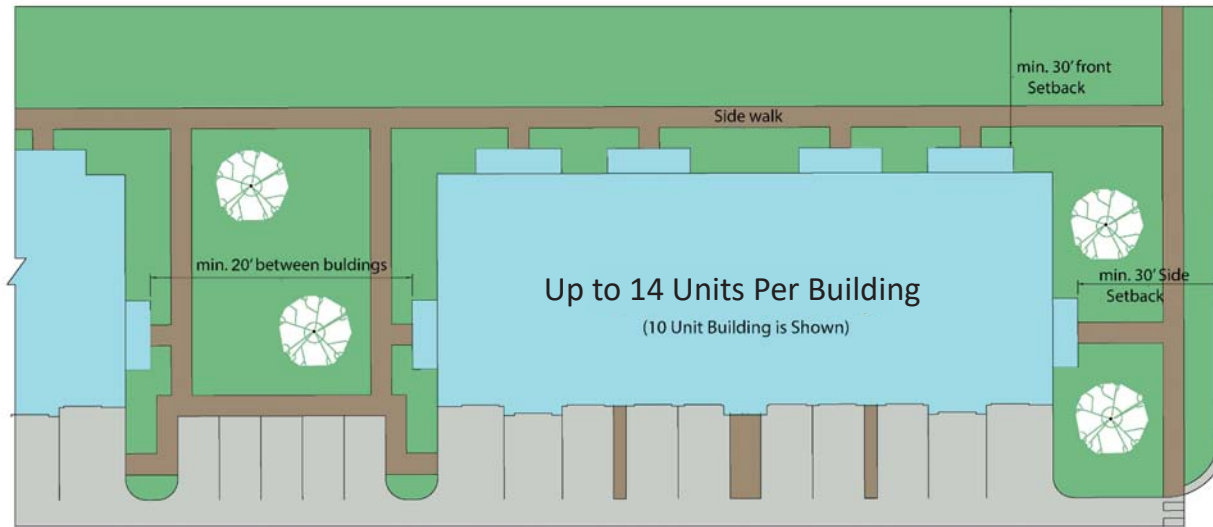
The rear yard setback may be 0' when the building is adjacent to another commercial use. When adjacent to a residential use, a 50' minimum setback must be observed unless a green belt screen is provided, then the minimum permitted setback is 30'.

Single Family Detached and Attached Style Condominiums in the Mixed-Use District shall comply with the Lot Regulations as indicated on page 5.

Projections – the following are permitted as indicated:

- Access Drives are permitted at the front, side, and rear of the building.
- Arbors or trellises are permitted with review and approval by the Architectural Review Board.
- Awnings are permitted to encroach up to four feet (4') in all Newberry Place right-of-ways.
- Eaves and cornices may encroach up to two feet (2') in all setbacks.
- Fences for residential uses must comply with the residential fence regulations (see page 32).
- Fences for commercial uses must comply with the commercial fence regulations (see page 33).
- Landscaping is permitted in all yards. Gardens cultivated for the production of food are not permitted.
- At grade patios are permitted.
- Parking is required as set forth in this Pattern Book.
- Signs are permitted in accordance with the sign regulations set forth in this pattern book.





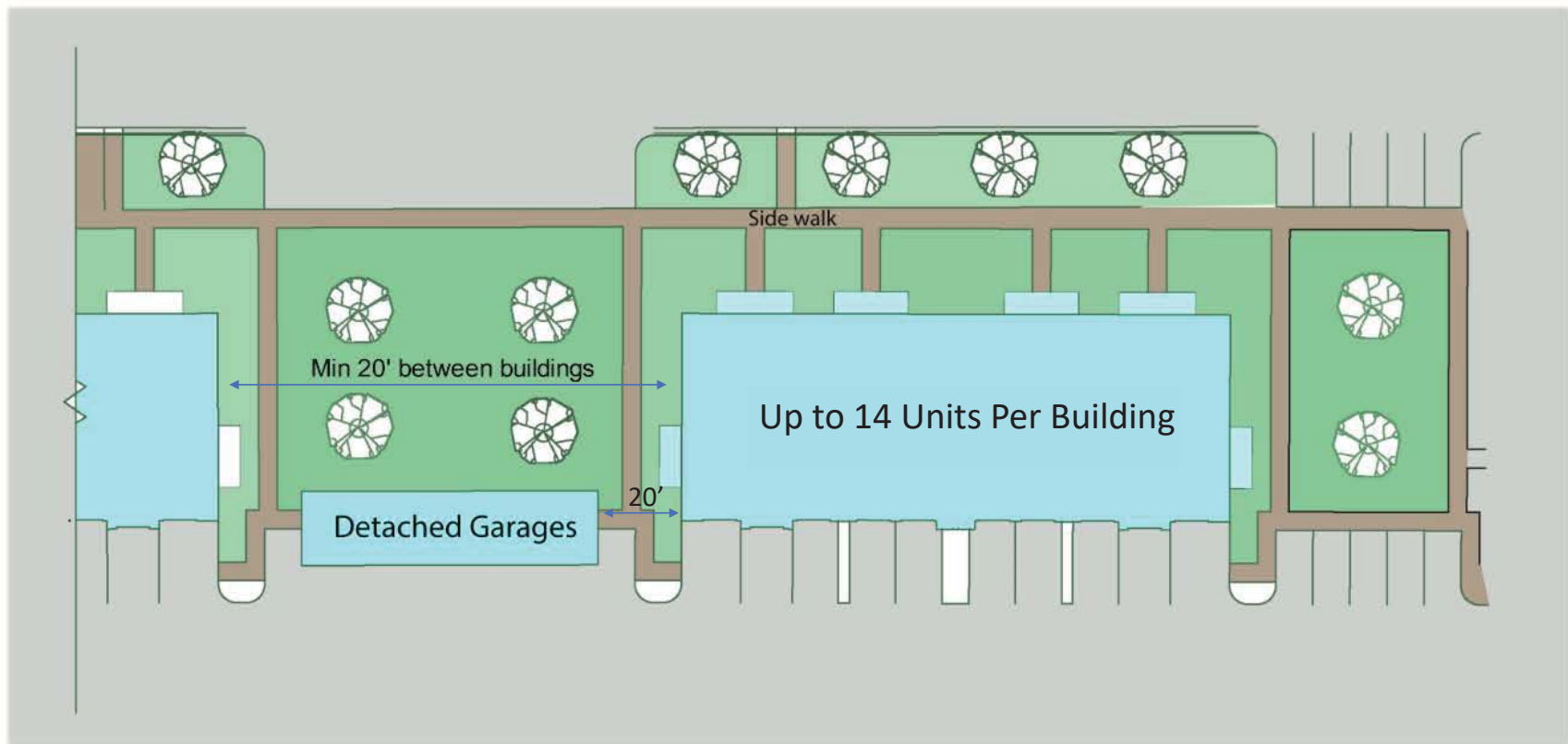
This is a conceptual illustration of the mixed-use district multiple family lot regulations and building elevations. .
Actual site layout and building design may vary and will require approval by the Architectural Review Board.

Mixed Use District Multiple Family Lot Regulations (Up to 14 Units Per Building)

Minimum lot width	none
Minimum lot area	none
Front Yard Setback (Measured from the front of the building to the back of curb)	30'
Side Yard Setback (Measured from the side of the building to the back of curb)	30'
Accessory structures are permitted with review and approval by the Architectural Review Board.	
Minimum distance between buildings	20'
Minimum distance between garages of opposing buildings when located on an alley access drive	60'
Projections – the following are permitted provided they are part of the original design or a renovation plan proposed by the condominium association (or owner, in case of rental units) as indicated:	

- Access Drives are permitted to cross the side yard when located on an alley.
- Arbors & trellises are permitted with review and approval by the Architectural Review Board.
- Awnings are not permitted.
- Eaves are permitted to encroach up to two feet (2') in all setbacks.
- Fences are permitted to screen patios.
- Pedestrian paving is permitted in any yard, providing that the pavement is at grade.
- Play equipment is not permitted.
- Pools and hot tubs are not permitted.
- Parking for two vehicles per dwelling unit are to be accommodated within the lot in either the garage, driveway, accessory building, auxiliary parking spaces, or some combination thereof.
- Accessory buildings (detached garages) may accommodate up to five (5) vehicles.





This is a conceptual illustration only.



Open Space Guidelines

Open space is comprised of flexible areas that provide Newberry Place with undeveloped land, recreation opportunities, and landscape screens. The open space situated throughout the development would include wetlands, woodlands, open fields, and other like areas, useable open space, and greenbelts.

- A. Residential Districts
Residential Districts shall provide a minimum of twenty five percent (25%) open space overall, which includes any greenbelts, and a minimum of ten percent (10%) usable open space overall.
- B. Commercial/Mixed Use Districts
The Commercial/Mixed Use districts shall provide a minimum of fifteen (15%) open space and a minimum of two percent (2%) usable open space overall.

** Regardless of the phases, the guidelines are meant for the overall development.

Usable Open Space Guidelines

Usable open space provides opportunities for both passive and active recreation.

- A. Residential
The Residential district shall provide a minimum of ten percent (10%) usable open space throughout the district.
- B. Commercial/Mixed use
The Commercial/Mixed use districts shall provide a minimum of two percent (2%) of usable open space.

Open Space Character

It is envisioned that usable open space found in Newberry Place will be developed in a variety of ways, including, but not limited to, the following:

- A. Natural Areas
Natural areas preserve the beauty of the site and provide an opportunity for passive uses such as, walking and nature observations. These areas should typically have some street frontage for access and primarily contained adjacent to and behind residential lots.

- B. Residential Open Space
Flexible park areas located throughout the Residential and Mixed Use (where residential uses predominate) districts can accommodate both passive and active uses. They should be located with street frontage and preferably face the front and/or sides of residences. The parks should help to organize the living spaces and act as outdoor "rooms" surround by residential uses. Occasionally, the parks could act as permeable buffers between residential areas and other uses.
- C. Urban Plazas
Usable open space in the Commercial district and adjacent to commercial uses in the Mixed Use district is envisioned as urban plazas, places where people gather, meet, rest, and enjoy the outdoors. Special attention is to be paid to the design, materials, furnishings, landscaping, and the intended use of these areas in order that they become vibrant space in the Commercial and Mixed Use districts.

The following enlargements illustrate the intent of various usable open spaces envisioned for Newberry Place.

Illustrative Open Space Diagrams

- Large Residential Park
- Urban Plaza Landscape
- Pocket Parks

Parking and Zoning Requirement

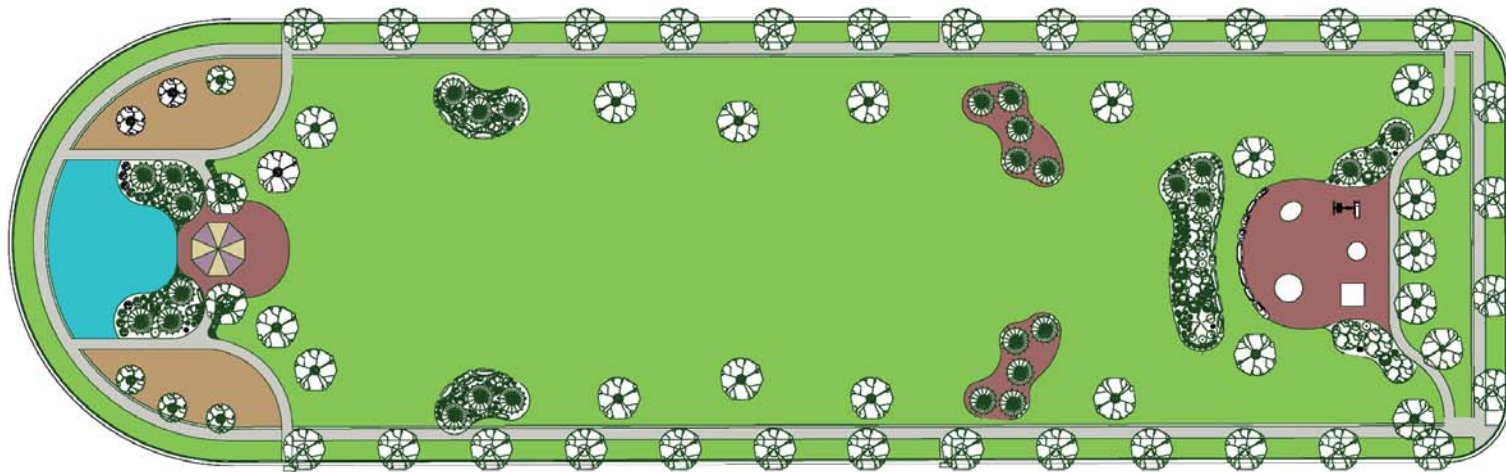
Parking and Loading requirements will comply with the most current Township Zoning Ordinance.



Urban Plaza Landscape

These are conceptual illustrations only. Actual open space and park design may differ and will require approval by the Architectural Review Board.

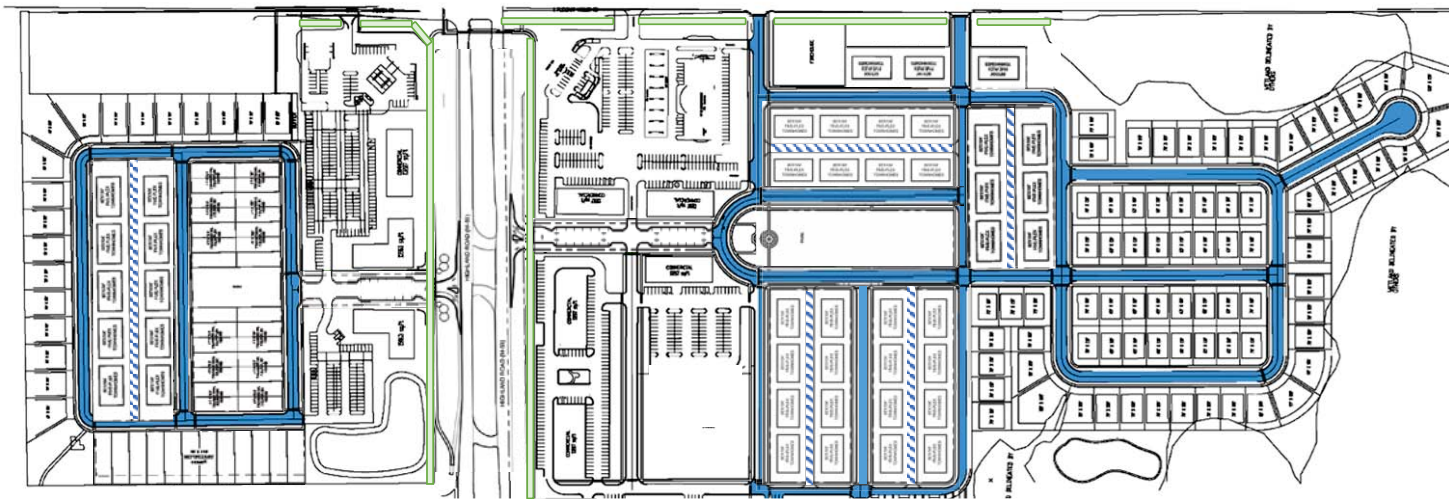




Central Park in Residential District

These is a conceptual illustration only. Actual open space and park design may differ and will require approval by the Architectural Review Board.





Legend

- 66' Entrance Street ROW
- Newberry Street ROW (60' Wide)
- Residential Street ROW (60' Wide)
- 16' Alley ROW
- 8' Bituminous Bike/Safety Path

This is a conceptual illustration of the street type guidelines. Actual street types may vary and will require approval by the Architectural Review Board.

Street Type Guidelines

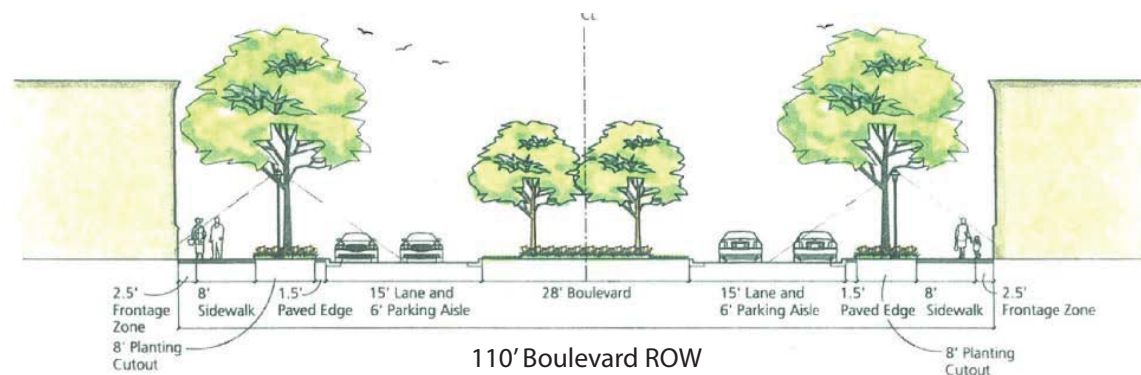
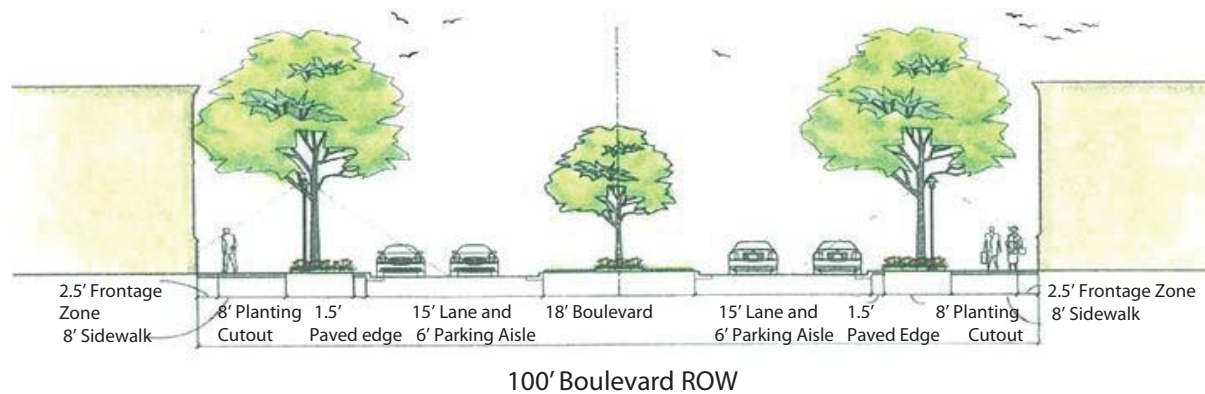
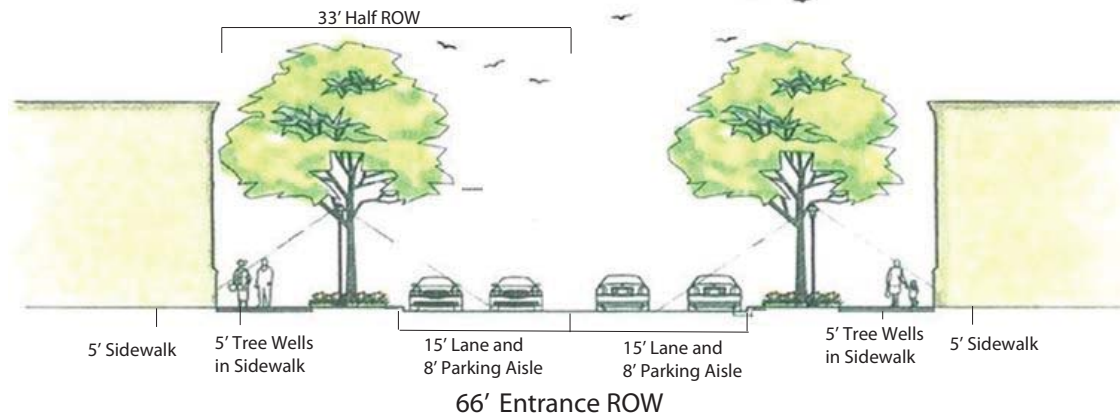
Street Type Guidelines address road design and illustrate such features as on-street parking, lawn terraces, and sidewalks. Streets in Newberry Place have been categorized into five main street types as illustrated on the Street Types Map. Detailed elevations of each street type depicting the dimensions, right-of-way lines, and placement of buildings, pedestrian walks, lighting, landscaping, and parking can be referenced in this pattern book.

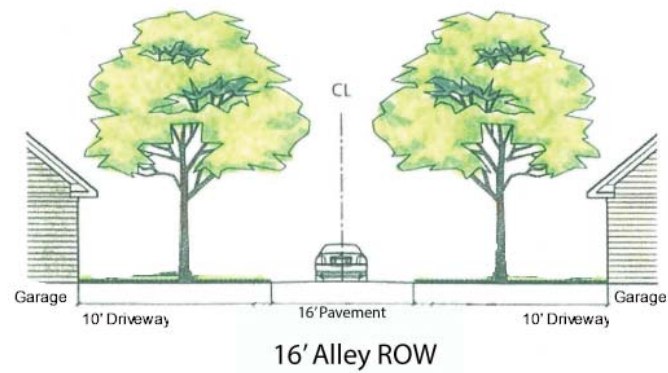
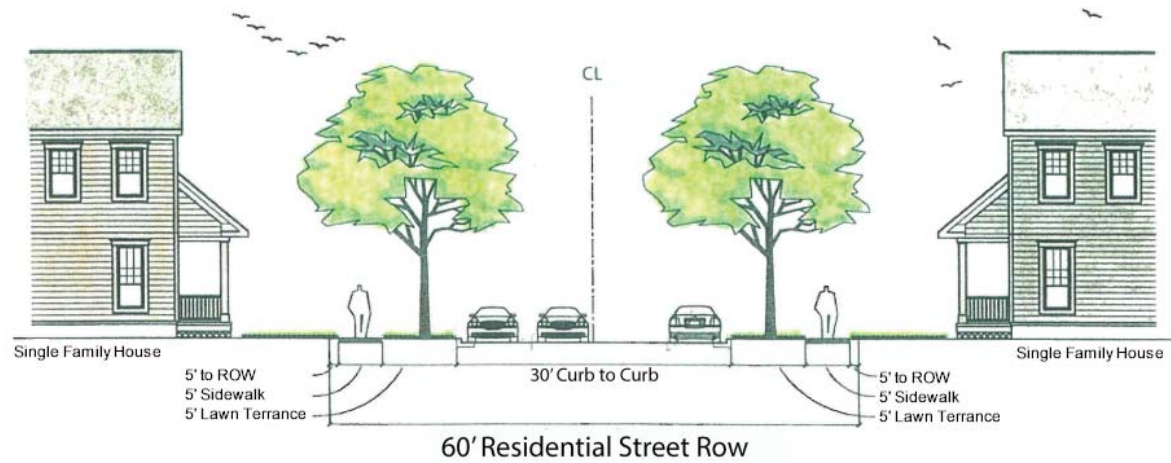
Sidewalk and Bike/Safety Path Guidelines

Connections to the regional bike path located in the M-59, Pleasant Valley, and Fenton Road right-of-ways are planned throughout Newberry Place. Within Newberry Place, young riders will be encouraged to use the sidewalks and more experienced riders to share the street with vehicular traffic.

- A. Sidewalks
Sidewalks shall be provided throughout Newberry Place.
- B. Sidewalk and Bike/Safety Path on M-59, Pleasant Valley, and Fenton Road
 1. All required bike paths along the north side of M-59, Pleasant Valley Road, and Fenton Road shall be bituminous, a minimum of eight feet (8') in width and shall be located one foot (1') off the property line in the road right-of-way.
 2. All required sidewalks along the south side of M-59 shall be concrete, a minimum of five feet (5') in width and shall be located one foot (1') off the property line in the road right-of-way.







Site Lighting Guidelines

Site Lighting is important to the ambiance of Newberry Place. Careful selection of light fixtures and levels of illumination are important in providing for the safety and comfort of residents and visitors. Pedestrian height street lighting is envisioned adjacent to streets in all Commercial and Mixed Use districts, as well as along the boulevards and Newberry street right-of-ways, including around the perimeter of parking lots while taller fixtures shall be used in the interior portions of the parking lots.

The following photos illustrate the types of fixtures that could be used at Newberry Place. Once a fixture is selected for the first phase, a fixture of similar design will be required for each subsequent phase.

The general lighting regulations will comply with the most current Township Zoning Ordinance.



Exterior Sconces



Building Sign Lighting



Street Lighting

These are conceptual illustrations only.





Bench Guidelines

Slats:	5/8" diameter steel bar
Supports:	Cast Iron
Fasteners:	Stainless Steel
Finish:	Black, powdercoat



Planter Guidelines

Materials:	Terra Cotta, durable simulated Terra Cotta
Size:	varies

Site Furnishing Guidelines

Site furnishings throughout the development are envisioned as a coordinated system that further develops the character and cohesion of the Newberry Place community. The style, materials and finishes of the site furnishings have been selected to complement the scale, style, and materials of the architecture envisioned for Newberry Place. Site furnishings include by way of example, items such as: pedestrian waste receptacles, benches, planters, and bike hoops. To the extent these furnishings could be used in street right of ways, community buildings, throughout the Commercial, Mixed Use, and Residential district and useable open spaces, they shall be consistent with these guidelines. Once furnishings have been selected in the first phase of development, furnishings of similar design will be required for each subsequent phase. The following photos illustrate the general types of furnishings for use at Newberry Place.



Waste Receptacle Guidelines

Slats:	5/8" diameter steel bar
Reveal Strip:	1/4" x 3" steel bar
Cover:	14-gauge spun steel with 10" diameter opening secured with vinyl-coated cable
Liner:	22 or 32 gallon plastic
Finish:	Black, powdercoat



Bike Hoop Guidelines

Frame:	2 3/8" x 11-gauge galvanized steel tube bar
Finish:	Black, powdercoat

Ponds and Dumpster Enclosure Guidelines

Ponds and Dumpster Enclosure guidelines will comply with the most current Township Zoning Ordinance.

These are conceptual illustrations only.



III. Architectural Guidelines

Purpose and Overview

Architectural Regulations pertain to those guidelines that govern building design and details, thereby ensuring attractive and cohesive structure. Buildings in Newberry Place have been categorized into two main types: residential and commercial. There are five (5) types of residential buildings: single family detached, attached style condominiums, duplex motor court condominiums, 4-6 plex motor court condominiums, and multiple family dwellings. Commercial and mixed-use commercial buildings shall comply with Group #1 commercial architectural standards in the most current Township Zoning Ordinance. Any deviations from the Group #1 architectural standards shall comply with the Newberry Place Pattern Book.

Residential - Single Family Detached

The conceptual building elevations for the Single Family detached homes, which were prepared by Mayberry Homes, are contained in this section. These elevations are intended to illustrate the proposed architectural style envisioned for Newberry Place. The following descriptions are intended to point out features for these buildings, which may not be apparent from the conceptual building elevations. Should there be a conflict between the drawing and the following the descriptions, the written description is to be adhered to.

Height

Maximum building height: 3 stories or 35', whichever is less. Height measured to the eave of the roof.

Minimum ceiling heights:

- 1st floor – eight feet (8')
- 2nd floor – eight feet (8')

Roofs

Roofline

- Gabled or hipped with the main roof at five (5) in twelve (12) minimum pitch and twelve (12) in twelve (12) maximum pitch
- Flat or lower pitches may be used as accents and/or over bays, stoops, or porches.

Roof Material

- Dimensional shingle
- Cedar shakes, copper, earth tone painted standing seam can be used as accents over bays, stoops, or porches
- Flat glass skylights are permitted where they are not visible from the street on which the dwelling fronts

Doors

Front Doors (or entrances that are visible to the street on which the dwelling fronts)

- Stained or painted wood
- Fiberglass, stained, or painted
- Wood screen doors (dark metal or plastic screening)
- Glass or decorative moldings consistent with elevations
- Aluminum

Other Doors

Material acceptable for front doors

- Flush or embossed steel door
- Wood or aluminum screen door (dark metal or plastic screening)

Garage Doors

- Embossed steel sectional doors or equivalent approved by the Architectural Review Board
- Wood paneled doors
- Glass or decorative moldings consistent with elevation.

Windows

Framing

- Aluminum clad wood
- Vinyl or vinyl clad

Glass

- Clear Glass
- Muntins as accents (either true divided, inside or behind glass in white or color of frame)
- Stained or leaded glass as accents
- Window screens matching frame color with dark metal or plastic screening may be added
- Frosted or obscure glass for privacy areas

Building Walls

1. Horizontal/Vertical vinyl, cementitious, or wood siding – Max. 100%
 2. Brick - Max. 100%
 3. Shake (vinyl, wood, or simulated wood) – Max. 25%
 4. Stone – Max. 100%
- * Siding, brick, shake and stone material % excludes door and windows

Decks and Porches

- Wood or composite decking
- Wood, vinyl, aluminum, or wrought iron railings appropriate to the elevation

Walls and Fences

- Wood or vinyl posts, pickets, lattice, and boards
 - Wrought iron
- (see page 26 for Wall and Fence Guidelines)

Architectural Features

- The open undercroft of all front porches shall be enclosed.
- Trim, on frame walls, shall be boards 3-1/2" minimum at openings and four inches (4") minimum at corners

- Foundation walls, which are exposed greater than twelve inches (12"), shall be brick, stone, decorative block, or sided with permanent siding.

Chimneys:

- Brick, stone, or siding material that matches the main building. (Panel brick or thin cut veneer stone are acceptable chimney materials).
- Shall include a decorative top
- A metal flue or vent up to twelve-inch (12") diameter on the rear portion of a roof is permitted and shall not be considered a chimney. The maximum height of such flue shall not exceed the minimum height required by the applicable building code or Township ordinance.

Driveways

- Acceptable materials include concrete, brick, and paving stone
- Parking pads visible from the street on which the residence is located are not to be wider than the garage door opening plus two feet (2') total

Parking Requirements

The Single Family detached Lot Diagram identifies locations permitted for parking on Single Family detached lots.

Private Walks/Patios

- Acceptable materials include concrete, brick, and paving stone
- Private walk's maximum width is six feet (6'), however, a minimum three-foot (3') walk is encouraged.





MABEL



MARCEL



MANSFIELD



TRENTON



Inspiration (Alley Load)

These are conceptual illustrations only. Actual home designs may vary and will require approval by the Architectural Review Board.

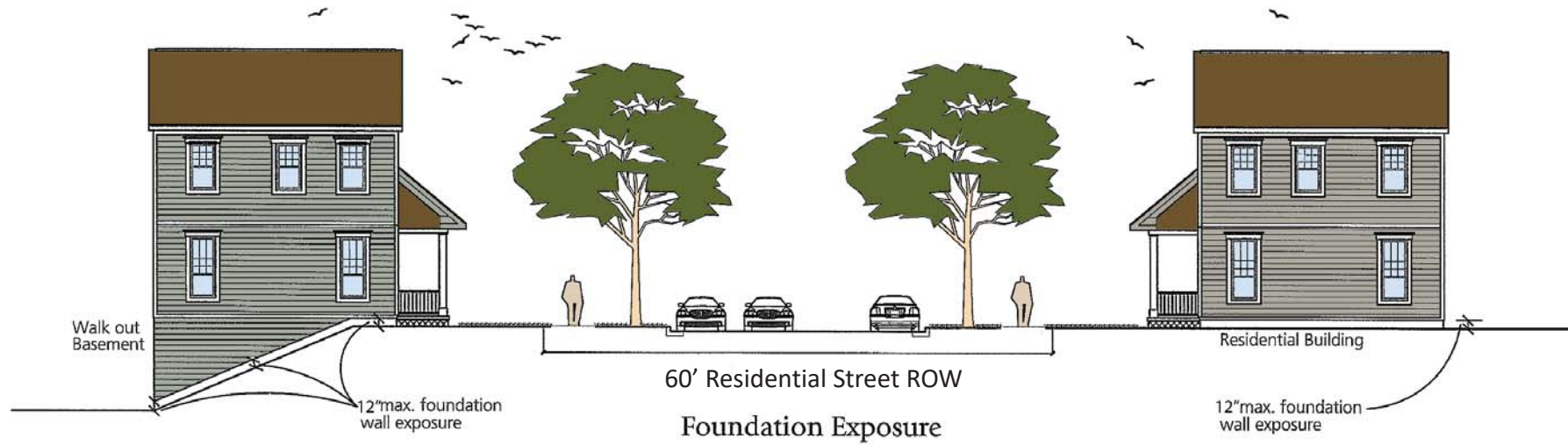




WINDSOR



MAPLEWOOD



These are conceptual illustrations only. Actual home designs may vary and will require approval by the Architectural Review Board.



Residential – Attached Condominium

Attached style condominiums, which were prepared by Mayberry Homes, are contained in this section. These elevations are intended to illustrate the proposed architectural style envisioned for Newberry Place. The following descriptions are intended to point out features for these buildings, which may not be apparent from the conceptual building elevations. Should there be a conflict between the drawing and the following and the descriptions, the written description is to be adhered to.

Height

Maximum building height: 3 stories or 35'; whichever is less. Height measured to the eave of the roof.

Minimum ceiling heights:

- 1st floor (main living floor) – eight feet (8')
- 2nd floor eight feet (8').

Roofs

Roofline

- Gabled or hipped with the main roof at five (5) in twelve (12) minimum pitch and twelve (12) in twelve (12) maximum pitch.
- Flat or lower pitches may be used as accents and/or over bays, stoops, or porches.

Roof Material

- Dimensional shingle
- Cedar shakes, copper, earth tone painted, or standing seam can be used as accents over bays, stoops, or porches.
- Flat glass skylights are permitted where they are not visible from the street on which the dwelling fronts.

Doors

Front Doors

- Stained or painted wood.
- Fiberglass or other wood-like material, stained, or painted.
- Wood screen doors (dark metal or plastic screening).
- Glass or decorative moldings consistent with elevations
- Aluminum

Other Doors

- Materials acceptable for front doors
- Flush or embossed steel doors
- Wood or aluminum screen door (dark metal or plastic screening)

Garage Doors

- Embossed steel sectional doors or equivalent approved by the Architectural Review Board
- Wood paneled doors
- Glass or decorative moldings

Windows

Framing

- Aluminum clad wood
- Vinyl or vinyl clad

Glass

- Clear glass
- Muntins as accents (either true divided, inside or behind glass in white or color of frame).
- Stained or leaded glass as accents.
- Window screens matching frame color with dark metal or plastic screening may be added.

Building Walls

Single Family Residential District Facades:

- Same as Residential – Single Family Detached

Mixed-Use Single Family Attached and Single Family Detached

Facades facing a public or private right-of-way, excluding alleys:

- Horizontal/Vertical vinyl, cementitious, or wood siding – Max. 70%
- Brick or stone – Min. 20% (Maximum 100%)
- Shake (vinyl, wood, or simulated wood) – Max. 30%

All other facades:

- Same as Residential – Single Family Detached

Decks and Porches

Decks and porches are permitted provided they are not part of the original design or a renovation plan proposed by the condominium association (or owner in the case of a rental unit).

- Wood or composite decking
- Wood, vinyl, aluminum, or wrought iron railings appropriate to the elevation

Walls and Fences

Walls and fences are permitted provided they are part of the original design or a renovation plan proposed by the condominium association (or owner in the case of a rental unit).

- Wood or vinyl posts, pickets, lattice, and boards.
- Metal and brick as accents.

(see page 26 for Walls and Fence Guidelines)

Architectural Features

Architectural features are permitted provided they are part of the original design or a renovation plan proposed by the condominium association (or owner in the case of a rental unit).

- The open undercroft of all front porches shall be enclosed.
- Trim, on frame walls, shall be boards four inches (4") minimum at openings and six inch (6") minimum at corners.
- Foundation walls, which are exposed greater than twelve inches (12"), shall be brick, stone, decorative block, or sided with permanent siding.

Chimneys

- Brick, stone, or vinyl material that matches the main building (panel brick or thin cut veneer stone are acceptable chimney materials)
- Shall include a decorative top.
- A metal flue or vent up to twelve-inch (12") diameter on the rear portion of a roof is permitted and shall not be considered a chimney. The maximum height of such flue shall not exceed the minimum height required by the applicable building code or the most current Township Ordinance.

Driveways

- Acceptable materials include bituminous, concrete, brick, and paving stone.
- Parking pads visible from the street on which the residence is located are not to be wider than the garage door opening plus two feet (2') total.

Private Walks/Patios

- Acceptable materials include concrete, brick, and paving stone.
- Maximum width is six foot (6'), however, a minimum three-foot (3') walk is encouraged.



Attached Style Condominium (Up to 5 Units Only)



Front Elevation

Front Elevation

Horizontal/vertical siding – 30%
Shake siding – 12%
Manufactured stone – 21%
Windows – 31%
Doors – 6%

Left Elevation

Horizontal/vertical siding – 96%
Windows – 4%



Left Elevation



Right Elevation

Right Elevation

Horizontal/vertical siding – 91%
Windows – 4%
Doors – 5%



Rear Elevation

Rear Elevation

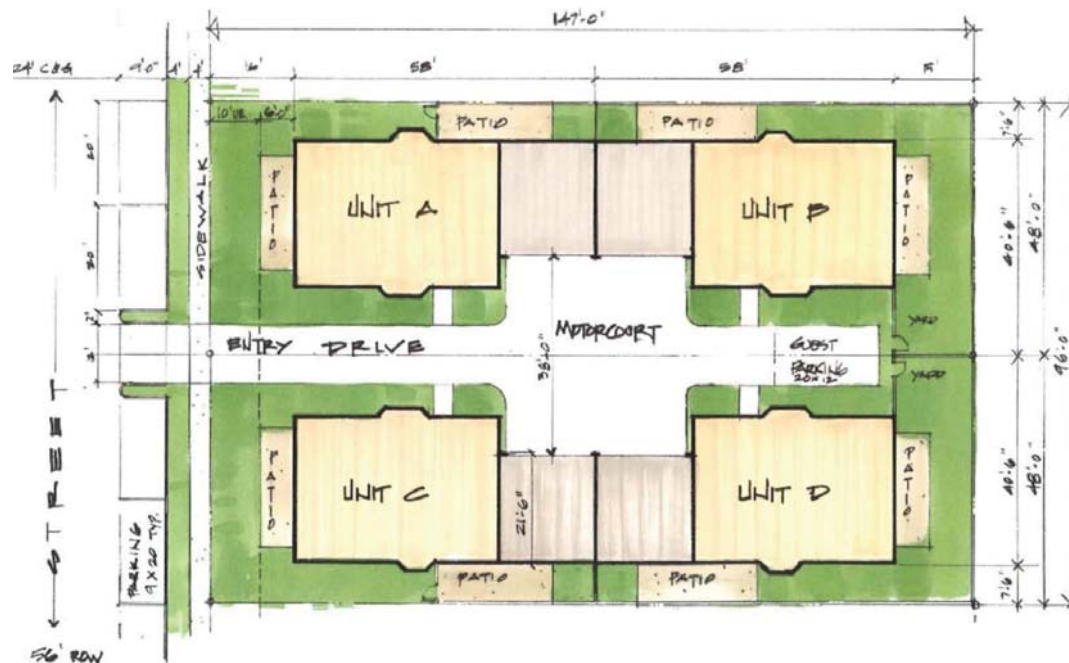
Horizontal/vertical siding – 62%
Windows – 11%
Doors – 27%

- This is a conceptual illustration of a townhouse residence. Actual building design may differ and will require approval by the Architectural Review Board.
- Manufactured stone illustrates mixed-use district facades facing a public or private right of way.

Duplex Motor Court Homes



Front Elevation

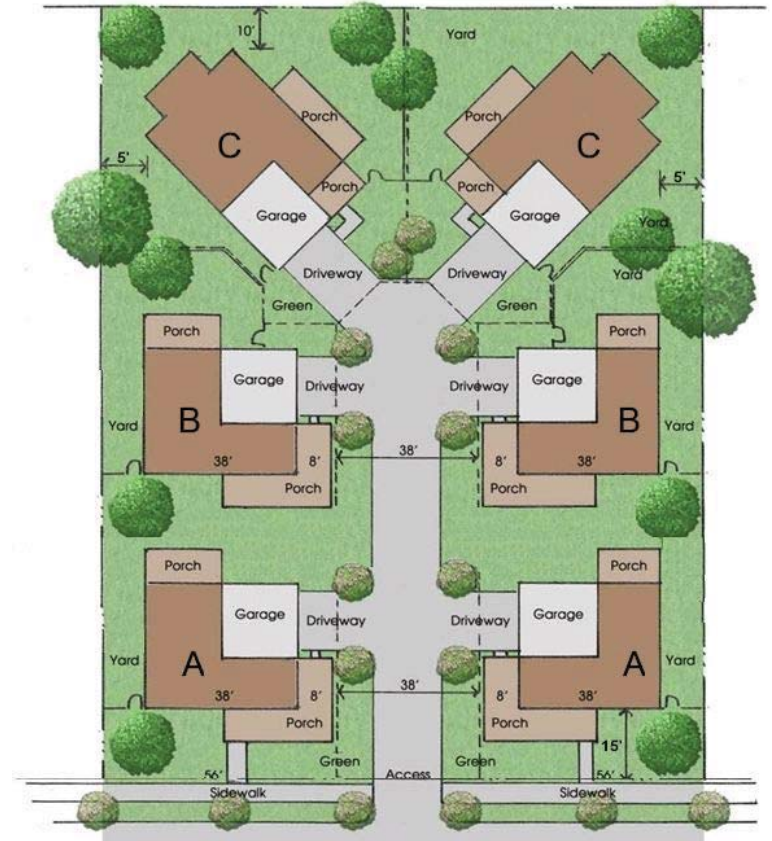
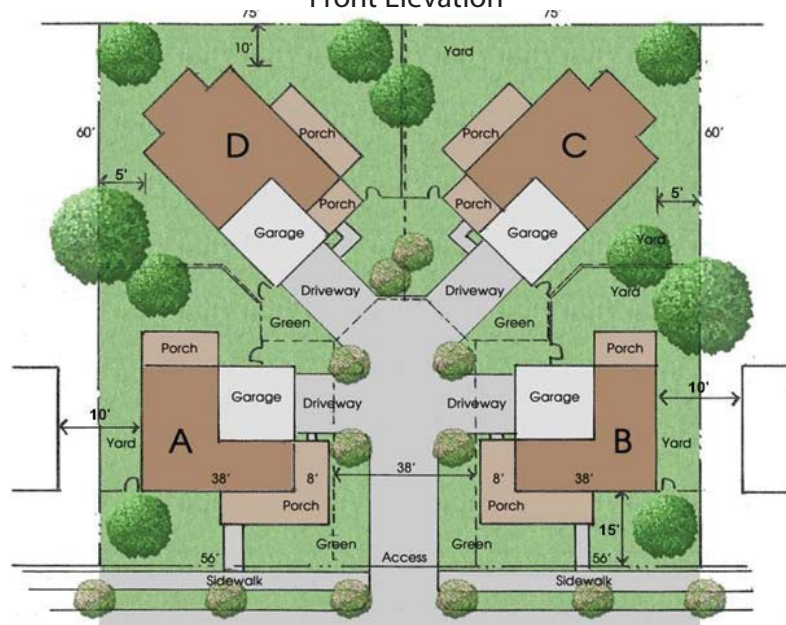


- This is a conceptual illustration of a duplex quad motor court residence. Actual building design may differ and will require approval by the Architectural Review Board.

4-6 Plex Motor Court



Front Elevation



- This is a conceptual illustration of a duplex quad motor court residence. Actual building design may differ and will require approval by the Architectural Review Board.

Commercial & Mixed Use Commercial

The conceptual building elevations for the Commercial buildings, which were prepared by Mayberry Homes, are contained in this section. These elevations are intended to illustrate the proposed architectural style envisioned for Newberry Place. The following descriptions are intended to point out features for Commercial buildings and Senior Care buildings in both the Mixed Use and Commercial areas, which may not be apparent from the conceptual building elevations and areas where proposed buildings may differ from the conceptual building elevations. Should there be a conflict between the drawing and the following the descriptions, the written description is to be adhered to.

Height

Maximum building height: 3 stories or 35', whichever is less. Height measured to the eave of the roof.

Minimum ceiling heights:

- 1st floor – nine feet (9') to the underside of the roof truss (or second floor truss).
- 2nd floor – eight feet (8') to the underside of the roof truss

First Floor Elevation: should be at grade in areas of public ingress and egress.

Roofs

Roofline

- Gabled or hipped with the main roof at six (6) in twelve (12) minimum pitch and twelve (12) in twelve (12) maximum pitch.
- Flat with parapet walls and/or sloped decorative elements on gabled or hipped roofs designed to hide rooftop mechanical units

Roof Material

- Dimensional shingles on gable or hipped roofs
- Copper or earth tone painted standing seam can be used as accents over bays, stoops, or porches
- Other accent colors or finishes such as galvanized steel, black, or gray tones may be used subject to approval of the Architectural Review Board.
- Colors of roof will be per the most current Township Zoning Ordinance.

Doors

Front Doors (or other entrances used by customers or that are visible from the street on which the building fronts)

- Metal and glass commercial glazing system
- Entry doors may be stained or painted wood (or wood like material) with or without glass

Other Doors

- Materials acceptable for front doors
- Flush or embossed steel doors, painted

Windows

Framing

- Metal and glass commercial glazing system
- Aluminum or vinyl "residential" style windows permitted on the second floor, in dormers, or other architectural elements on or above the second floor

Glass

- Commercial glazing
- Clear or lightly tinted glass
- Reflective glass is not permitted
- Residential style windows
- Clear glass
- Muntins as accents (either true divided, inside or behind the glass in white or color of the frame)
- Window screens matching frame color with dark metal or plastic screening may be added

Building Walls

1. Brick (natural clay) min. 40% - max. 100%
 2. Stone (natural or cast) max. 50%
 3. Siding (wood, vinyl, cementitious, or shake) max 10%
- * Any façade material not listed shall comply with the Group #1 commercial architectural standards of the most current Township Zoning Ordinance.

Walls and Fences

- Metal, brick, masonry, stone, or combination as reviewed and approved by the Architectural Review Board (see page 27 for Wall and Fence Guidelines)

Architectural Features

- Awnings and projections over doors or windows made primarily of metal
- Molding details of wood, metal, or EIFS
- Ornamental details of wood, brick, stone, metal, or EIFS on wall of buildings
- All architectural features shall comply with the Group #1 commercial architectural standards of the most current Township Zoning Ordinance

Parking Requirements

Parking requirements shall comply with the most current Township Zoning Ordinance

Sidewalks

- Acceptable materials include concrete, brick, and paving stone.
- Minimum width of five feet (5') unless adjacent to a parking area, in which case the minimum width of the sidewalk shall be seven feet (7')



Commercial – Office / Residential (Mixed Use)



Front Elevation

Front Elevation

Brick/Decorative Block - 45%
Panel System - 9%
Horizontal Siding - 7%
Windows - 30%
Doors - 9%



Left Elevation

Left Elevation

Brick/Decorative Block - 43%
Panel System - 10%
Horizontal Siding - 16%
Windows - 32%
Doors - 0%



Right Elevation

Right Elevation

Brick/Decorative Block - 43%
Panel System - 10%
Horizontal Siding - 16%
Windows - 32%
Doors - 0%



Rear Elevation

Rear Elevation

Brick/Decorative Block - 40%
Panel System - 2%
Horizontal Siding - 11%
Windows - 32%
Doors - 14%

This is a conceptual illustration of a commercial building, actual building design may differ, and will require approval by the Architectural Review Board.

Commercial (Mixed Use)



Front Elevation

Front Elevation

Brick/Decorative Block - 46%
Panel System - 10%
Horizontal Siding - 0%
Windows - 37%
Doors - 7%



Left Elevation

Left Elevation

Brick/Decorative Block - 56%
Panel System - 9%
Horizontal Siding - 11%
Windows - 23%
Doors - 2%



Right Elevation

Right Elevation

Brick/Decorative Block - 56%
Panel System - 9%
Horizontal Siding - 11%
Windows - 23%
Doors - 2%



Rear Elevation

Rear Elevation

Brick/Decorative Block - 57%
Panel System - 1%
Horizontal Siding - 0%
Windows - 35%
Doors - 7%

This is a conceptual illustration of a commercial building, actual building design may differ, and will require approval by the Architectural Review Board.

Commercial (Commercial District)



Front Elevation

Front Elevation

Brick/Decorative Block - 47%
Panel System - 9%
Horizontal Siding - 0%
Windows - 39%
Doors - 6%



Left Elevation

Left Elevation

Brick/Decorative Block - 55%
Panel System - 9%
Horizontal Siding - 0%
Windows - 33%
Doors - 2%



Right Elevation

Right Elevation

Brick/Decorative Block - 55%
Panel System - 9%
Horizontal Siding - 0%
Windows - 33%
Doors - 2%



Rear Elevation

Rear Elevation

Brick/Decorative Block - 46%
Panel System - 6%
Horizontal Siding - 0%
Windows - 42%
Doors - 7%

This is a conceptual illustration of a commercial building, actual building design may differ, and will require approval by the Architectural Review Board.



Mixed Use – Multiple Family

The conceptual building elevations for the Multiple Family residential units, which were prepared by Mayberry Homes, are contained in this section. These elevations are intended to illustrate the proposed architectural style envisioned for Newberry Place. The following descriptions are intended to point out features for these buildings, which may not be apparent from the conceptual building elevations. Should there be a conflict between the drawing and the following descriptions, the written description is to be adhered to.

Height

Maximum building height: 3 stories or 35', whichever is less. Height measured to the eave of the roof.

Minimum ceiling heights:

- 1st floor (main living floor) – eight feet (8')
- 2nd floor eight feet (8').

Accessory structures shall not exceed fifteen feet (15') to the midpoint of the gable.

Roofs

Roofline

- Gabled or hipped with the main roof at five (5) in twelve (12) minimum pitch and twelve (12) in twelve (12) maximum pitch.
- Flat or lower pitches may be used as accents and/or over bays, stoops, or porches.

Roof Material

- Dimensional shingle
- Cedar shakes, copper, earth tone painted, or standing seam can be used as accents over bays, stoops, or porches.
- Flat glass skylights are permitted where they are not visible from the street on which the dwelling fronts.

Doors

Front Doors (or otherwise visible from the street)

- Stained or painted wood.
- Fiberglass or other wood-like material, stained, or painted.
- Wood screen doors (dark metal or plastic screening).
- Glass or decorative moldings.

Other Doors

- Materials acceptable for front doors.
- Flush or embossed steel door.
- Wood or aluminum screen door (dark metal or plastic screening).

Garage Doors

- Embossed steel sectional doors or equivalent approved by the Architectural Review Board.
- Wood paneled doors.
- Glass or decorative moldings consistent with the elevation.

Windows

Framing

- Aluminum clad wood
- Vinyl or vinyl clad

Glass

- Clear glass
- Muntins as accents (either true divided, inside or behind glass in white or color of frame).
- Stained or leaded glass as accents.
- Window screens matching frame color with dark metal or plastic screening may be added.

Building Walls

1. Horizontal/Vertical vinyl, cementitious, or wood siding – Max. 70%
2. Brick or stone – Max. 100%
 - Front elevation – Min. 20%
 - Side elevation – Min. 10%
 - Rear elevation – Min. 5%
3. Shake (vinyl, wood, or simulated wood) – Max. 30%

All other facades:

- Items not listed are subject to the Group #1 Commercial Architectural Standards of the most current Township Zoning Ordinance.

Decks and Porches

Decks and porches are permitted provided they are part of the original design or a renovation plan proposed by the condominium association (or owner in the case of a rental unit).

- Wood or composite decking.
- Wood, vinyl, aluminum, or wrought iron railings appropriate to the elevation.

Walls and Fences

Walls and fences are permitted provided they are part of the original design or a renovation plan proposed by the condominium association (or owner in the case of a rental unit).

- Wood or vinyl posts, pickets, lattice, and boards.
- Metal and brick as accents.
- Wrought iron

(see page 29 for Wall and Fence Guidelines)

Architectural Features

Architectural features are permitted provided they are part of the original design or a renovation plan proposed by the condominium association (or owner in the case of a rental unit).

- The open undercroft of all front porches shall be enclosed.
- Trim, on frame walls, shall be boards four inches (4") minimum at openings and six inch (6") minimum at corners.
- Foundation walls, which are exposed greater than twelve inches (12"), shall be brick, stone, decorative block, or sided with permanent siding.

Chimneys

- Brick, stone, or siding material that matches the main building (panel brick or thin cut veneer stone are acceptable chimney materials)
- Shall include a decorative top.
- A metal flue or vent up to twelve inch (12") diameter on the rear portion of a roof is permitted and shall not be considered a chimney. The maximum height of such flue shall not exceed the minimum height required by the applicable building code or the most current Township Ordinance.

Accessory Buildings

(only allowed in Multiple Family Residential District up to 14 Units per building only)

- Accessory buildings must match the architecture and be built of materials similar to the principal building. They shall have roof breaks a minimum of every forty feet (40').

Driveways

- Acceptable materials include bituminous, concrete, brick, and paving stone.
- Parking pads visible from the street on which the residence is located are not to be wider than the garage door opening plus two feet (2') total.

Parking Requirements

The Multiple Family Lot Diagram identifies locations permitted for parking on Multiple Family lots.

Private Walks/Patios

- Acceptable materials include concrete, brick, and paving stone.
- Maximum width is six foot (6'), however, a minimum three-foot (3') walk is encouraged.



Three Unit Apartment Building – Mixed-Use Multiple Family Residential



Front Elevation

Horizontal siding – 33%
Manufactured stone – 20%
Windows – 32%
Doors – 15%



Left Elevation

Horizontal siding – 65%
Manufactured stone – 15%
Windows – 14%
Doors – 6%



Right Elevation

Horizontal siding – 53%
Manufactured stone – 17%
Windows – 22%
Doors – 8%

Left Elevation

Right Elevation



Rear Elevation

Rear Elevation

Horizontal siding – 35%
Manufactured stone – 8%
Windows – 11%
Doors – 46%

This is a conceptual illustration of a multiple family residence, actual building design may differ, and will require approval by the Architectural Review Board.

Five Unit Apartment Building – Mixed-Use Multiple Family Residential



Front Elevation

Front Elevation

Horizontal siding – 39%
Manufactured stone – 20%
Windows – 32%
Doors – 10%



Left Elevation

Left Elevation

Horizontal siding – 65%
Manufactured stone – 15%
Windows – 14%
Doors – 6%



Right Elevation

Right Elevation

Horizontal siding – 40%
Manufactured stone – 26%
Windows – 14%
Doors – 12%



Rear Elevation

Rear Elevation

Horizontal siding – 38%
Manufactured stone – 7%
Windows – 14%
Doors – 40%

This is a conceptual illustration of a multiple family residence, actual building design may differ, and will require approval by the Architectural Review Board.



Ten Unit Apartment Building – Mixed-Use Residential



Front Elevation

Front Elevation

Horizontal/vertical siding – 34%
Shake siding – 8%
Manufactured stone – 23%
Windows – 22%
Doors – 13%

Left Elevation

Horizontal/vertical siding – 52%
Manufactured stone – 23%
Windows – 14%
Doors – 12%



Left Elevation



Right Elevation

Right Elevation

Horizontal/vertical siding – 52%
Manufactured stone – 23%
Windows – 14%
Doors – 12%



Rear Elevation

Rear Elevation

Horizontal/vertical siding – 31%
Shake siding – 7%
Manufactured stone – 13%
Windows – 14%
Doors – 35%

This is a conceptual illustration of a multiple family residence, actual building design may differ, and will require approval by the Architectural Review Board.

Walls & Fences

Newberry Place is envisioned as an open community with few walls or fences. Where permitted or required by this Pattern Book, walls and fences shall be subject to the requirements in this section. An obscuring wall or fence is one where more than seventy-five (75%) percent of the vertical surface is opaque so as to obstruct vision or prevent observation of activities enclosed in the fence.

General Wall and Fence Specifications

A. Landscape Screen

Wherever possible, a landscape screen, comprised of living plant material (such as closely spaced evergreens), should be used rather than a wall or fence. As a substitute for a required landscape screen, with review and approval of the Architectural Review Board the use of an obscuring wall or fence may be used provided that it would produce substantially the same result in terms of screening.

B. Height

The height of a wall or fence shall be measured from ground level adjacent to the wall or fence, provided that fill shall not be permitted for the purpose of achieving a higher fence than otherwise would be permitted.

C. Visibility

Walls and fences shall not obstruct visibility of pedestrian and vehicular circulation.

D. Wall Materials

Walls shall be constructed of durable materials that are architecturally compatible with the materials used on the façade of the principal structure on the site, such as face brick, decorative blocks, or stone. No grey cinder block will be permitted.

E. Fences shall consist of materials commonly used in conventional fence construction, such as vinyl or metal, as approved by the Architectural Review Board. Chain link fences and razor wire shall not be permitted.

F. Within 2' of Property Line

If a fence or wall is located on a property line or within two feet (2') of a property line, then both sides of the fence shall have a finished appearance, or the finished side of the fence shall face the exterior of the lot.

Residential Areas and Residential Components of Mixed Use Areas

A. Fences are permitted in residential areas as follows:

1. Single Family Detached

- Fences may be located in a required rear yard.
- Fences may be located in a side yard, but not forward of the rear façade of the principal structure, unless approved by the Architectural Review Board.
- Fences may not be located in front or corner side yards, unless approved by the Architectural Review Board.

2. Attached Style Condominiums

- Fences may be located in a required rear yard.
- Fences may be located in a side yard, but not forward of the rear façade of the principal structure, unless approved by the Architectural Review Board.
- Fences may not be located in front yards or corner lot side yards, unless approved by the Architectural Review Board.

3. Multiple Family

- Fences to screen patios, must be located within the building area.

B. Fence Height

Obscuring fences may not exceed four feet (4') in height and are permitted upon the review and approval of the Architectural Review Board.

C. Wall Height

Walls not exceeding four feet (4') in height are permitted upon the review and approval of the Architectural Review Board.

D. Front & Side Yard Fence Height

Any fence permitted by the Architectural Review Board in the front yard, corner lot, or side yard (forward of the rear façade of the principal structure), may not exceed three feet (3') in height.

The following illustrations have been developed to guide the design of walls and fences in Newberry Place:



Wrought Iron Fence



Vinyl Fence

These are conceptual images only. Actual Wall and Fence Design may differ and will require approval by the Architectural Review Board.



Commercial Areas

A. Screen Walls

Walls are required to screen waste enclosures and loading areas, and shall be designed to meet the current Township Standards.

1. Six foot (6') high screen walls are required to screen all exterior trash enclosures and may be used in place of a landscape screen in a required greenbelt screen. All walls shall be masonry material compatible with the building, finished on both sides, and must meet the standards of the most current Township Zoning Ordinance.

B. Fences

Fences may be permitted as an accessory element for mixed use and commercial buildings subject to review and approval of the Architectural Review Board.

1. Fences shall be metal fences of simple picket style, maximum thirty-six-inch (36") height with wrought iron or a black powder coat finish.
2. Fences may be used for enclosing outdoor dining areas, outdoor/open air displays and sales areas, or as decorative enclosures of urban plazas.

C. Right of Way

Fences and walls are not envisioned within the right-of-ways in Newberry Place. However, if a fence or wall is integral to the desired use, a fence or wall may be permitted with the review and approval of the Architectural Review Board.

1. Walls and fences in public areas may not exceed three feet (3') in height.

D. Entrances to Newberry Place

Entrance structures, such as walls, columns, or gates which mark the entrance to Newberry Place, shall be permitted in the required setback area, provided that:

1. Entranceway structures shall not exceed twelve feet (12') in height.
2. Entranceway structures shall not be located in the existing right-of-way of M-59, Fenton Road or Pleasant Valley and shall be setback on foot (1') from the right-of-way.

3. Such structures shall not restrict emergency vehicle access.

*See illustrations on pages 28 and 29.

E. Park Urban Plazas

Walls and fences may be permitted in parks/urban plazas with review and approval of the Architectural Review Board.

1. Fences, poured concrete/masonry seat walls or masonry garden walls may be used in Urban Plazas. Seat walls shall be a maximum of twenty inches (20") in height. Garden walls shall be a maximum of thirty-six inches (36") in height. Fences shall be wrought iron or black powder coat finish metal fences of simple picket style, maximum thirty-six inches (36") in height.

The following illustrations have been developed to guide the design of walls and fences in Newberry Place.

- Commercial and Mixed-Use Walls and Fences
- Landmark Corner Design
- Entry Wall and Pier Design



Commercial and Mixed Use Fence



Commercial and Mixed Use Wall

These are conceptual images only. Actual Wall and Fence Design may differ and will require approval by the Architectural Review Board.

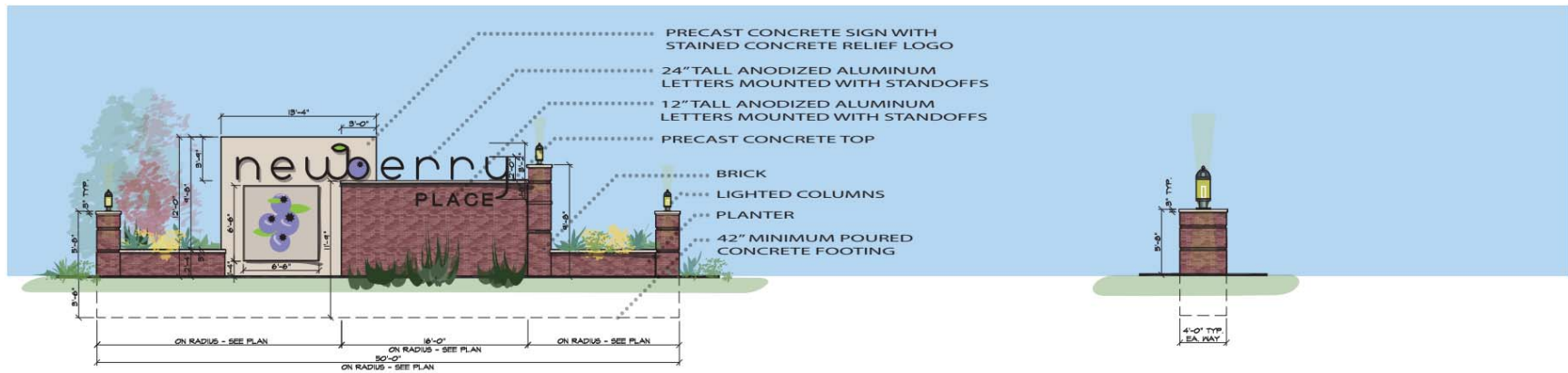


Landmark Corner Sign



These are conceptual illustrations only. The actual design may differ and will require approval by the Architectural Review Board.





HARTLAND, MI
 DEVELOPMENT PROPOSAL

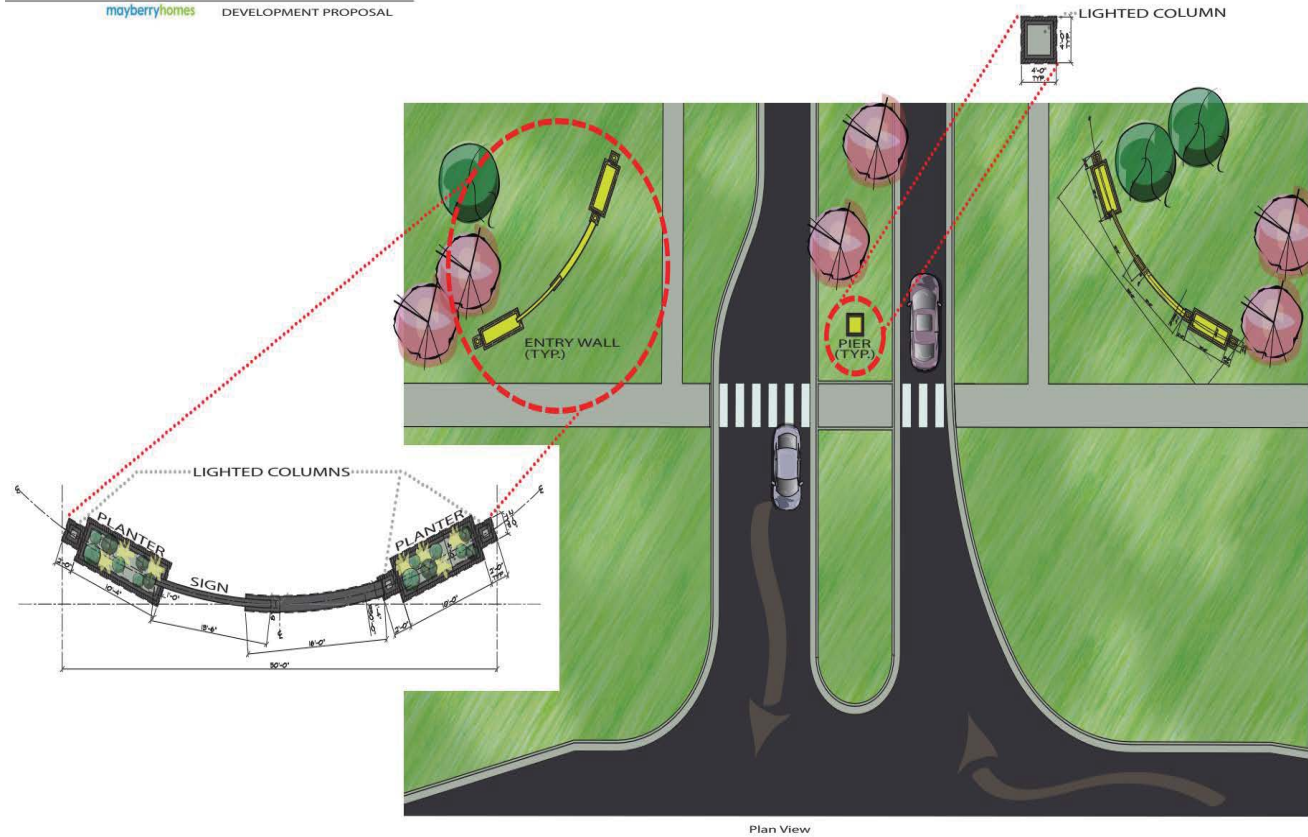
NEWBERRY PLACE • ENTRY WALL & PIER DESIGN - FRONT VIEW
 Main Street Facade



NEWBERRY PLACE • ENTRY WALL & PIER DESIGN - SIDE VIEW

NOTE:
 These signs and wall signs shall comply with the most current zoning ordinance and sign regulations.

These are conceptual illustrations only. Actual Entry Wall and Pier Design may differ and will require approval by the Architectural Review Board.



Plan View



NEWBERRY PLACE · ENTRY WALL & PIER DESIGN

Main Street Facade

These are conceptual illustrations only. Actual Entry Wall and Pier Design may differ and will require approval by the Architectural Review Board.

IV. Landscape Regulations

Landscaping enhances the visual image of Newberry Place. The landscape regulations provide guidance for landscaping of Commercial, Mixed Use, and Residential areas, landscaping adjacent to public roads, landscaping of private road right-of-ways, and greenbelt screens. Some benefits of landscaping include the preservation of natural features, improved property values, the alleviation of the negative impacts of noise and traffic, and visual distractions associated with certain uses. Screening is used occasionally to protect residential uses from incongruent, more intensive non-residential uses. Following are the minimum regulations for the design and use of landscaping throughout the district. The Architectural Review Board/Hartland Township Planning Commission may require additional plantings to address site specific issues such as screening and buffering, when the minimum requirement is not adequate to address the concern.

General Landscape Regulations

The following are general landscape regulations that at minimum must be adhered to throughout Newberry Place.

- A. All landscaping shall meet or exceed Hartland Township's current zoning ordinance requirements unless described otherwise within this document.
- B. All plant material must meet or exceed Hartland Township's current zoning ordinance.
- C. All unpaved portions of the site shall be planted with grass (hydro-seed or sod), ground cover, shrubbery, or other suitable live plant material, which shall extend to any abutting pavement edge.
- D. Any fractional plant requirements shall be rounded up.
- E. All shrub, perennial, and groundcover beds shall be planted with minimum size plants as specified and with spacing to achieve a full mass without voids within two growing season. Annual beds shall be planted with a spacing to achieve a full mass without voids by mid-season.

- F. An in-ground irrigation/sprinkler system is required in the Commercial and Mixed Use Districts.
- G. Landscaping adjacent to public right of ways and greenbelts shall be planted, as outlined below and shall be maintained by the owner or occupant of the adjacent property as if the right-of-ways or greenbelts were part of the required landscaped area.
- H. Corner Landmark Landscape (at the intersection of M-59 and Pleasant Valley/Fenton Road). Landmark Corner requirements extend a minimum of one hundred and eighty-five feet (185') from the back of curb in each direction from the corner.

Residential Landscape (includes single family detached, attached style condominiums, and multiple family)

Unless otherwise specified, required landscaping elsewhere in these districts shall not be counted in meeting these requirements.

- A. Unless otherwise specified, required landscaping elsewhere in these districts shall not be counted in meeting these requirements.
- B. Live/Work Units are subject to the same requirements as the attached style condominiums and multi-family landscape requirements when this building type is used for a Live/Work Unit.
- C. A minimum of two (2) deciduous or evergreen trees plus four (4) shrubs shall be planted per dwelling unit in the Townhouse Style Condominium (Single Family Attached) dwellings.

Commercial Landscape (includes mixed use and commercial)

- A. A mixture of evergreen and deciduous trees shall be planted in Commercial and Mixed Use districts at the minimum rate of one (1) tree per 3,000 square feet or portion thereof of any unpaved open area for which there are no other specific landscaping requirements. Required trees may be planted at uniform intervals, at random, or in groupings.
- B. All landscaping shall meet or exceed Hartland Township's current zoning ordinance unless described otherwise within this document.

Public Realm

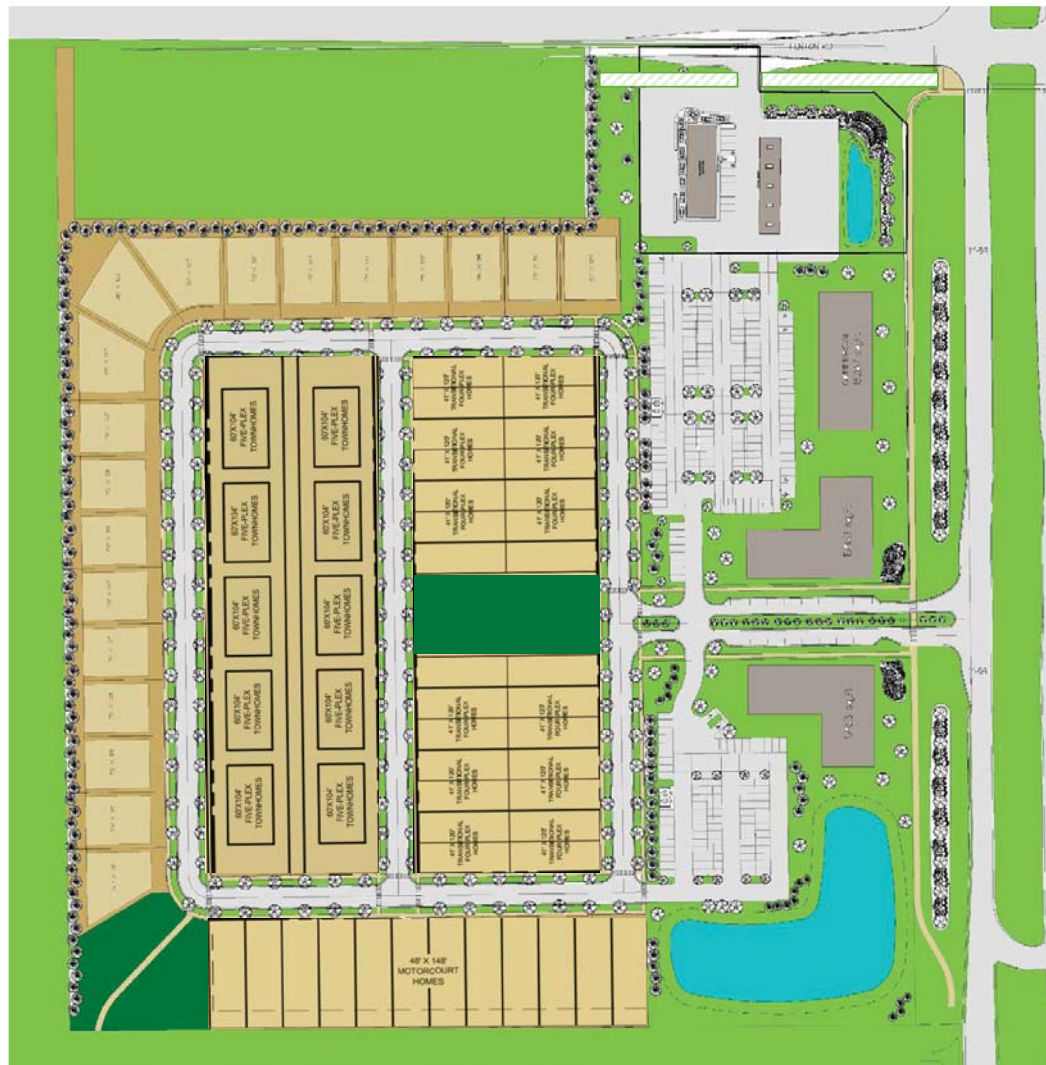
The public realm is comprised of those areas within Newberry Place that are accessible to all. They include (but are not limited to) the private road right-of-ways, landscape adjacent to public roads, and open space, including greenbelts.

- A. Private Right of Way
Landscaping within the private road right of ways shall be in accordance with the regulations set forth on the following drawings.
 - 110' Boulevard Landscape
 - 100' Boulevard Landscape
 - Newberry Street Landscape
 - Residential Street Landscape

Please refer to the Street Type Guidelines plan for these categories.














Site Landscape Plan



- Greenbelt Landscape Buffers
- Parking Buffer/Screening
- Lots
- Open Space
- Detention Pond
- Wetland
- Usable Open Space
- Tri Plex
- Commercial Buildings

PLANT GUIDE











TREES

- | | |
|---|--|
|  Weeping Alaskan Cedar - <i>Chamaecyparis nootkatensis</i> 'Pendula' |  Royal Raindrops Crab - <i>Malus</i> 'Royal Raindrops' |
|  Weeping Hemlock - <i>Tsuga canadensis</i> 'Pendula' |  Cleveland Select Pear - <i>Pyrus calleryana</i> 'Cleveland Select' |
|  Norway Spruce - <i>Picea abies</i> |  Frans Fontaine Hornbeam - <i>Corpus betulus</i> 'Frans Fontaine' |
|  Black Hills Spruce - <i>Picea glauca</i> 'Densata' |  Skyline Honeylocust - <i>Gleditsia tricanthos</i> 'Skyline' |
|  Lavender Twist Red Bud - <i>Cercis canadensis</i> 'Covey' |  Autumn Blaze Maple - <i>Acer freemanii</i> 'Autumn Blaze' |
|  Crimson Queen Laceleaf Japanese Maple - <i>Acer palm. diss.</i> 'Crimson Queen' | |

SHRUBS

- | | |
|---|--|
|  Arrowwood Viburnum - <i>Viburnum dentatum</i> |  Green Velvet Boxwood - <i>Buxus</i> x 'Green Velvet' |
|  Lynwood Gold Forsythia - <i>Forsythia</i> x <i>intermedia</i> 'Lynwood Gold' |  Vine & Roses Weigela - <i>Weigela florida</i> 'Alexandra' |
|  Bridal Wreath Spirea - <i>Spirea</i> x <i>vanhouttei</i> |  Dwarf Burning Bush - <i>Euonymus alatus</i> 'Compactus' |
|  Sea Green Spreading Juniper - <i>Juniperus chinensis</i> 'Sea Green' |  Skyrocket Upright Juniper - <i>Juniperus virginiana</i> 'Skyrocket' |
|  Goldflame Spirea - <i>Spirea japonica</i> 'Goldflame' |  Rosy Glow Barberry - <i>Berberis thunbergii</i> 'Rosy Glow' |
|  Woodward Globe Arborvitae - <i>Thuja occidentalis</i> 'Woodward' |  Little Devil Ninebark - <i>Physocarpus opulifolius</i> 'Little Devil' |
|  Yellow Ribbon Arborvitae - <i>Thuja occidentalis</i> 'Yellow Ribbon' |  Hetz Midget Globe Arborvitae - <i>Thuja occidentalis</i> 'Hetz Midget' |
|  Koreanspice Viburnum - <i>Viburnum carlesii</i> |  Blue Star Juniper - <i>Juniperus squamata</i> 'Blue Star' |
|  Compact Inkberry Holly - <i>Ilex glabra</i> 'Compacta' |  Fine Line Buckthorn - <i>Rhamnus frangula</i> 'Ron Williams' |

PERENNIALS

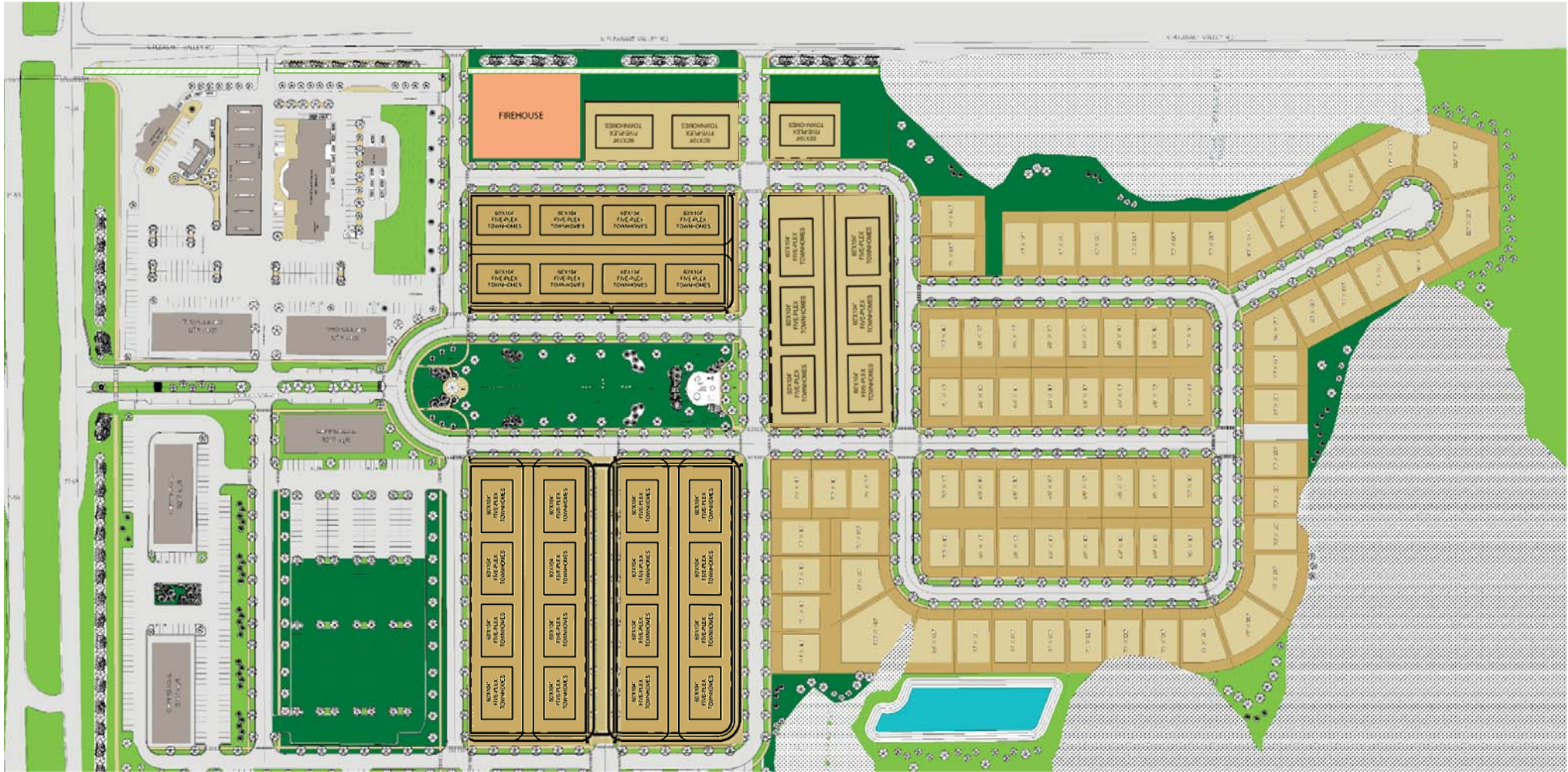
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|--|
|  Grosse Fontaine Maiden Grass - <i>Miscanthus sinensis</i> 'Grosse Fontaine' |
|  Heavy Metal Switch Grass - <i>Panicum virgatum</i> 'Heavy Metal' |
|  Shasta Daisy Snow Cap - <i>Leucanthemum superbum</i> 'Snow Cap' |
|  Autumn Joy Sedum - <i>Sedum spectabile</i> 'Autumn Joy' |
|  Daylily Assorted Colors - <i>Heimericallis</i> spp. |
|  Lily Turf Big Blue - <i>Lilium muscarifolium</i> 'Big Blue' |
|  Hosta Patriot - <i>Hosta</i> x <i>patii</i> |
|  Bowles Vinca - <i>Vinca minor</i> 'Bowles' |
|  Red Carpet Sedum - <i>Sedum spumigenum</i> 'Red Carpet' |
|  Little Bunny Dwarf Fountain Grass - <i>Pennisetum alopecuroides</i> 'Little Bunny' |



Detention pond plantings to meet or exceed Hartland Township's current zoning ordinance requirement.
Greenbelts along public roads to meet or exceed Hartland Township's current zoning ordinances requirements unless described otherwise within this document.
These are conceptual illustrations only. Actual Landscape may differ and will require approval by the Architectural Review Board.



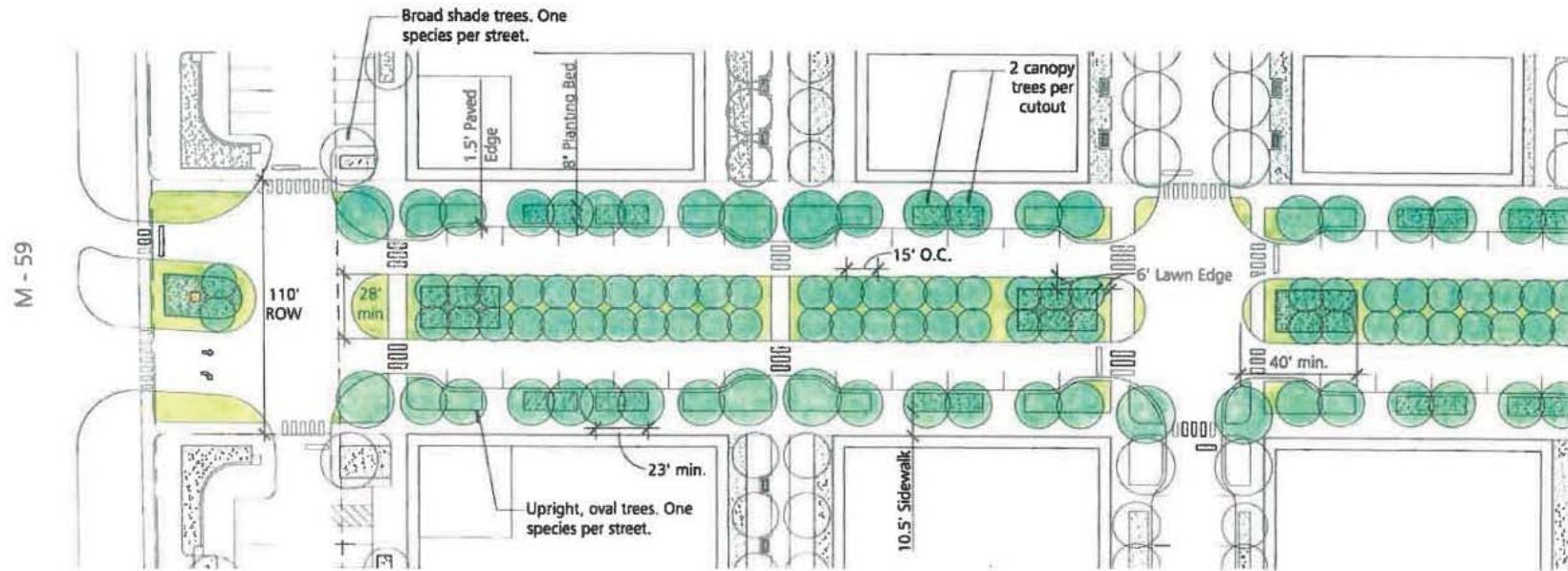
Site Landscape Plan









Detention pond plantings to meet or exceed Hartland Township's current zoning ordinance requirement.
 Greenbelts along public roads to meet or exceed Hartland Township's current zoning ordinances requirements unless described otherwise within this document.
 These are conceptual illustrations only. Actual Landscape may differ and will require approval by the Architectural Review Board.



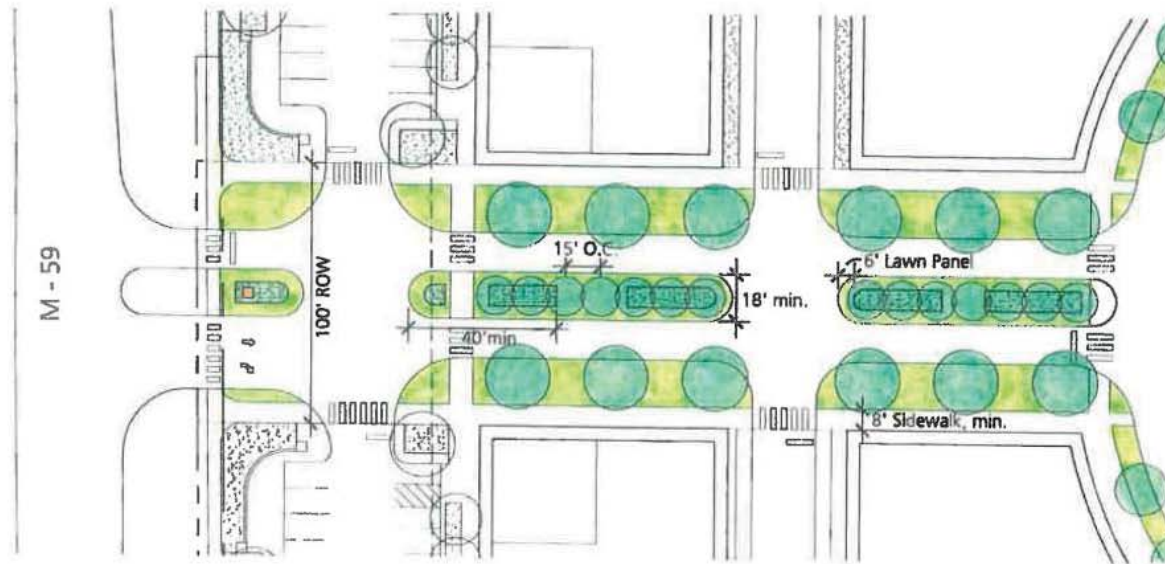
110' Boulevard Landscape









LEGEND	Element	Landscape Requirements	Landscape Character
	Canopy Tree	Deciduous Street Trees	Two (2) canopy trees per planting cutout as conceptually shown.
	Ornamental Tree	Ornamental Street Trees	A symmetrical double row, planted fifteen (15') feet on center in the boulevard island and shall extend the full length of the island.
	Landscape Bed	Shrubs/ Perennials/ Annuals	Planting beds at the noses of the boulevard island shall extend a minimum of forty feet (40') and shall be bordered by six foot (6') wide lawn edge.
	Lawn Panel		Planting cutouts shall be a minimum of six feet (6') wide and have a one- and one-half foot (1 1/2') wide pavement band adjacent to the curb.
	Entry Column		
	Crosswalk & Stop Bar		

These are conceptual illustrations only. Actual Landscape and Sign Design may differ and will require approval by the Architectural Review Board.

100' Boulevard Landscape

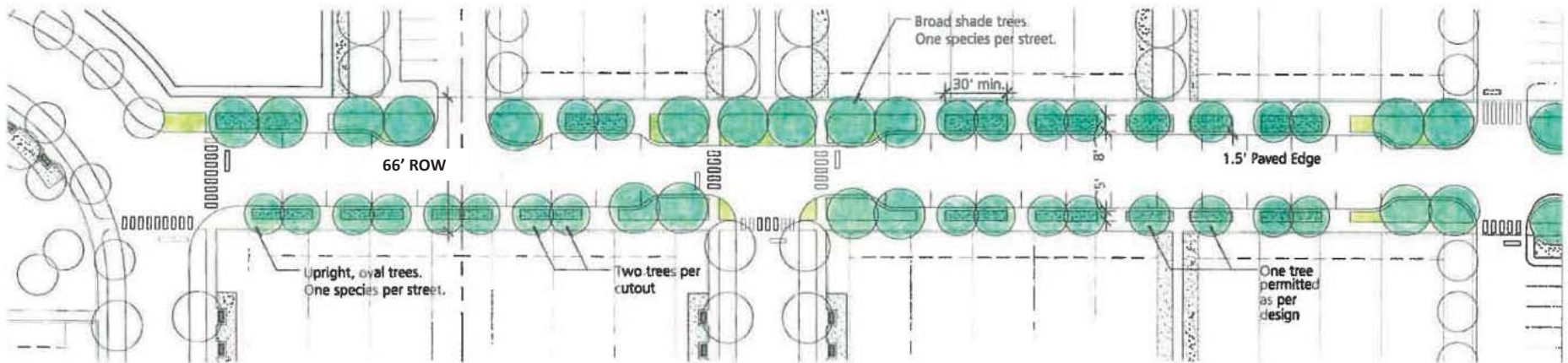








LEGEND	Element	Landscape Requirements	Landscape Character	
	Canopy Tree	Deciduous Street Trees	One (1) deciduous street tree per thirty linear feet (30') of road frontage.	Broad shade tree. One species per street.
	Ornamental Tree	Ornamental Street Trees	A single row, planted fifteen feet (15') on center in the boulevard island and shall extend the full length of the island.	Trees of same species, matched, flowering, multi-stemmed trees of rounded habit.
	Landscape Bed	Shrubs/ Perennials/ Annuals	Planting beds at the noses of the boulevard island shall extend a minimum of forty feet (40') and shall be bordered by six foot (6') wide lawn edge.	A combination of spring bulbs, perennials, annuals, shrubs, and grasses may be used to achieve a display of seasonal interest. However, each landscape bed shall have a maximum of three (3) different species (i.e.: background, mid-ground, and border plants).
	Lawn Panel			
	Entry Column			
	Crosswalk & Stop Bar		Planting cutouts shall be a minimum of six feet (6') wide and have a one- and one-half foot (1 ½') wide pavement band adjacent to the curb (where boulevard has on-street parking).	

These are conceptual illustrations only. Actual Landscape and Sign Design may differ and will require approval by the Architectural Review Board.



66' Entrance Street Landscape



LEGEND	Element	Landscape Requirements	Landscape Character
	Canopy Tree	Deciduous Street Trees	Two (2) canopy trees per planting cutout along the street edge as conceptually shown.
	Large Ornamental Tree	Shrubs/ Perennials/ Annuals	Planting cutouts on the street shall be a minimum of five feet (5') wide.
	Landscape Bed		
	Lawn Panel		
	Bench		
	Canopy Tree Crosswalk & Stop Bar		

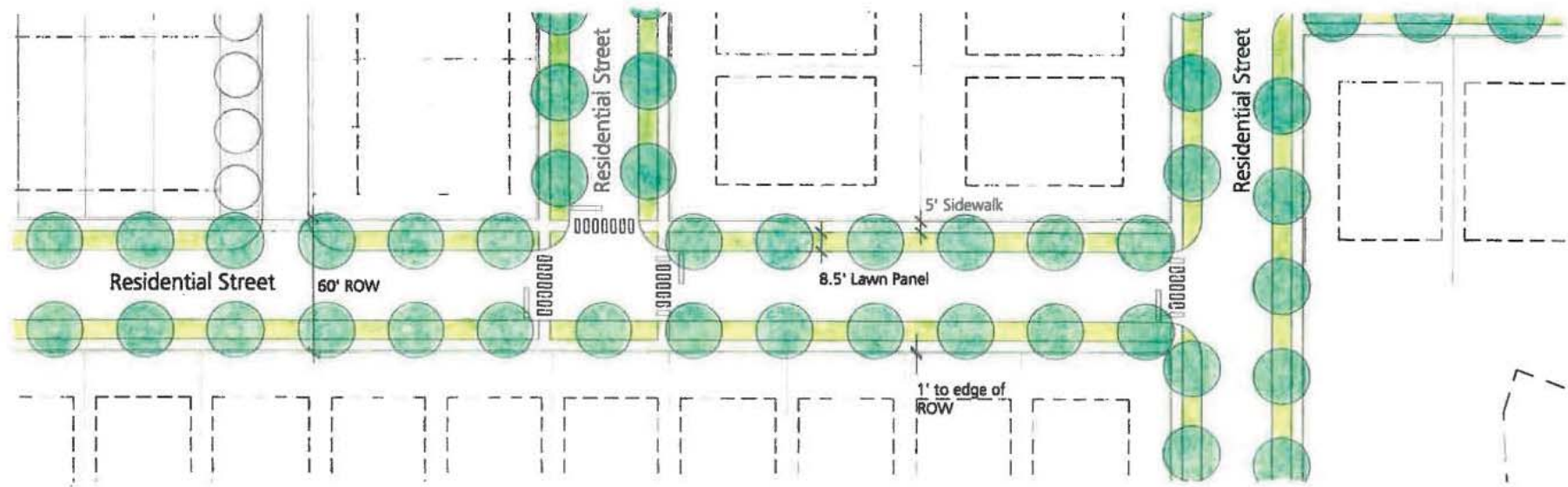
See plan notes above




A combination of spring bulbs, perennials, annuals, shrubs, and grasses may be used to achieve a display of seasonal interest. However, each landscape bed shall have a maximum of three (3) different species (i.e.: background, mid-ground, and border plants).

These are conceptual illustrations only. Actual Landscape and Sign Design may differ and will require approval by the Architectural Review Board.



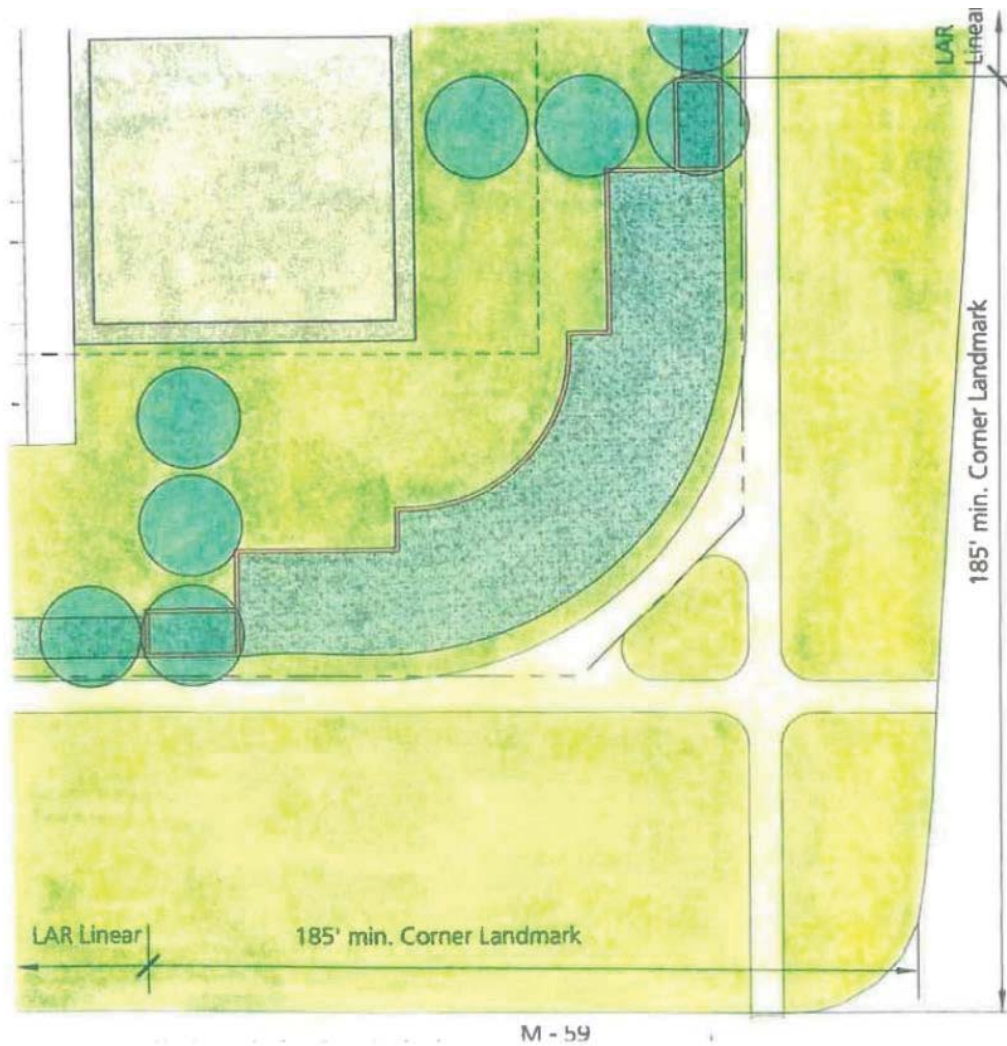
Residential Street Landscape



LEGEND	Element	Landscape Requirements	Landscape Character
	Canopy Tree	Street Frontage: One (1) deciduous street tree per lot to allow for driveways. Side Street Frontage: Two (2) deciduous street trees per lot to allow for driveways. Park Frontage: One (1) deciduous street tree per fifty linear feet (50') of road frontage.	Broad shade tree. One species per street. Street trees at park frontage may change to a different species to distinguish park areas.
	Lawn Panel		
	Crosswalk & Stop Bar		

These are conceptual illustrations only. Actual Landscape and Sign Design may differ and will require approval by the Architectural Review Board.

Corner Landmark



LEGEND

	Canopy Tree		Decorative Wall/Fence/Building Wall with integrated community sign
	Lawn Panel		LAR
	Crosswalk & Stop Bar		Landscape Along Road

Element	Landscape Requirements	Landscape Character
Trees	9 Deciduous/Evergreen Trees* (Minimum 4' to right-of-way line or sidewalk)	Broad shade trees with rounded form and notable fall color.
Ornamental Trees	2 Ornamental Trees* (Minimum 4' to right-of-way line or sidewalk)	Flowering trees with horizontal spreading habit.
Shrubs/Perennials/Annuals/Grasses	74 Shrubs *8 additional shrubs may be used in lieu of a tree (landscape bed may encroach into the Public ROW provided that safe sight distances are maintained and all structures are contained within the property).	Deciduous and evergreen shrubs. Supplement with bulbs, perennials, annuals, and grasses to achieve a display of seasonal interest. Species shall be used in masses vs. a spotty effect.
Lawn	All non-paved areas, other than landscape beds and mulched trees, shall be planted with sod or hydro-seed.	Maintained lawn
Walls	Decorative walls/fence, or wall of building, with integrated community sign.	

These are conceptual illustrations only. Actual Landscape and Sign Design may differ and will require approval by the Architectural Review Board.



B. Greenbelt

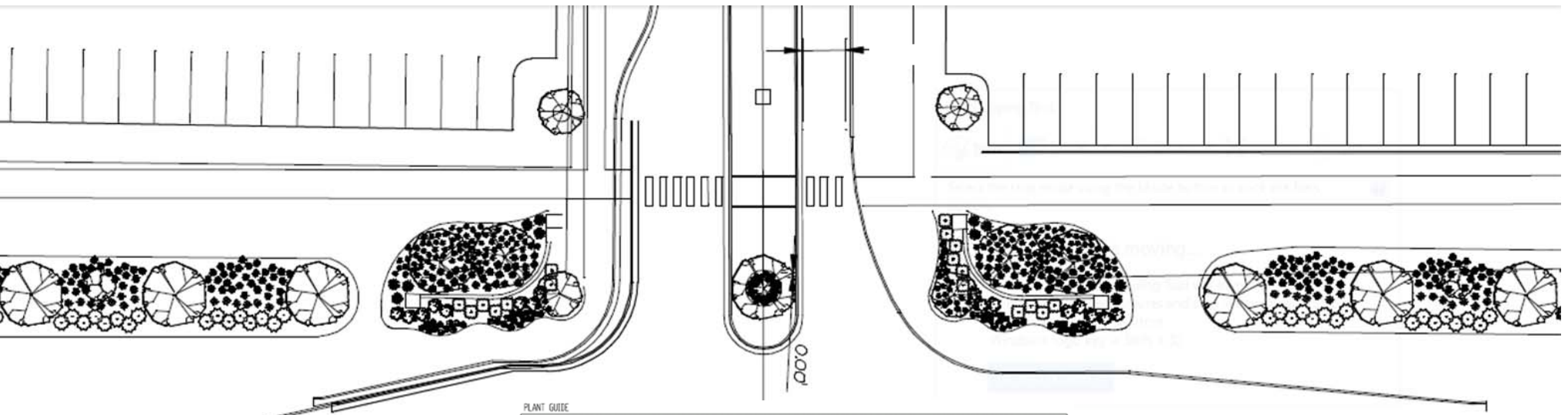
1. A greenbelt shall be planted along the public right-of-way of M-59, Fenton Road, and Pleasant Valley Road.
 - a. The greenbelt shall be within the first thirty (30) feet of the property, unless conflicts occur with utilities, site lines, or other encumbrances.
 - b. The green belt shall be a minimum of twenty (20) feet wide and shall generally run parallel to the public right-of-way.
 - c. Any greenbelt screen less than twenty feet (20') in depth provided that it shall include an obscuring fence/wall with a height of six feet (6'). This would require review and approval by the Architectural Review Board and Hartland Township.
 - d. All landscaping within the greenbelt shall meet or exceed Hartland Township's current zoning ordinance requirements unless described otherwise within this document.

C. Buffering or Screening Requirements

1. All buffering or screening shall meet or exceed Hartland Township's current zoning ordinance requirements unless described otherwise in within this document.














Greenbelt



PLANT GUIDE









TREES

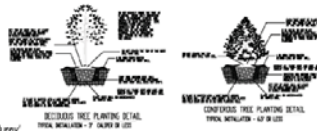
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|--|--|
|  Weeping Alaskan Cedar - <i>Chamaecyparis nootkatensis 'Pendula'</i> |  Royal Raindrops Crab - <i>Malus 'Royal Raindrops'</i> |
|  Weeping Hemlock - <i>Tsuga canadensis 'Pendula'</i> |  Cleveland Select Pear - <i>Pyrus calleryana 'Cleveland Select'</i> |
|  Norway Spruce - <i>Picea abies</i> |  Trans Fontaine Hornbeam - <i>Carpinus betulus 'Trans Fontaine'</i> |
|  Black Hills Spruce - <i>Picea glauca 'Densa'</i> |  Skyline Honeylocust - <i>Gleditsia triacanthos 'Skyline'</i> |
|  Lavender Twist Red Bud - <i>Cercis canadensis 'Covary'</i> |  Autumn Blaze Maple - <i>Acer freemanii 'Autumn Blaze'</i> |
|  Crimson Queen Laceleaf Japanese Maple - <i>Acer palm. diss. 'Crimson Queen'</i> | |

SHRUBS

- | | |
|---|--|
|  Arrowwood Viburnum - <i>Viburnum dentatum</i> |  Green Velvet Boxwood - <i>Buxus x 'Green Velvet'</i> |
|  Lymwood Gold Forsythia - <i>Forsythia x intermedia 'Lymwood Gold'</i> |  Vine & Roses Veigela - <i>Veigela florida 'Alexandra'</i> |
|  Birds Wreath Spirea - <i>Spirea x vanhouttei</i> |  Dwarf Burning Bush - <i>Euonymus alatus 'Compactus'</i> |
|  Sea Green Spreading Juniper - <i>Juniperus chinensis 'Sea Green'</i> |  Seymour Dwart Juniper - <i>Juniperus virginiana 'Seymour Dwart'</i> |
|  Goldflame Spirea - <i>Spirea japonica 'Goldflame'</i> |  Rozy Glow Barberry - <i>Berberis thunbergii 'Rozy Glow'</i> |
|  Woodward Globe Arborvitae - <i>Thuja occidentalis 'Woodward'</i> |  Little Devil Honeysuckle - <i>Physocarpus opulifolius 'Little Devil'</i> |
|  Yellow Ribbon Arborvitae - <i>Thuja occidentalis 'Yellow Ribbon'</i> |  Hetz Midget Globe Arborvitae - <i>Thuja occidentalis 'Hetz Midget'</i> |
|  Koreanspice Viburnum - <i>Viburnum carlesii</i> |  Blue Star Juniper - <i>Juniperus squamata 'Blue Star'</i> |
|  Compact Inkberry Holly - <i>Ilex glabra 'Compacta'</i> |  Fine Line Buckthorn - <i>Rhamnus frangula 'Bon Villiers'</i> |

PERENNIALS

- | |
|--|
|  Grosbe Fontaine Maiden Grass - <i>Miscanthus sinensis 'Grosbe Fontaine'</i> |
|  Heavy Metal Switch Grass - <i>Panicum virgatum 'Heavy Metal'</i> |
|  Maske Lady Snow Cap - <i>Leucanthemum superbum 'Snow Cap'</i> |
|  Autumn Joy Sedum - <i>Sedum spectabile 'Autumn Joy'</i> |
|  Heavenly Bluebell - <i>Platycodon grandiflorus 'Heavenly Bluebell'</i> |
|  Lily Bell Big Blue - <i>Liriodendron chinensis 'Big Blue'</i> |
|  Hestia Patriot - <i>Hosta x 'Patriot'</i> |
|  Bowles Vines - <i>Vincetoxicum 'Bowles'</i> |
|  Red Carpet Sedum - <i>Sedum spumellum 'Red Carpet'</i> |
|  Little Bunny Dwarf Fountain Grass - <i>Pennisetum alopecuroides 'Little Bunny'</i> |

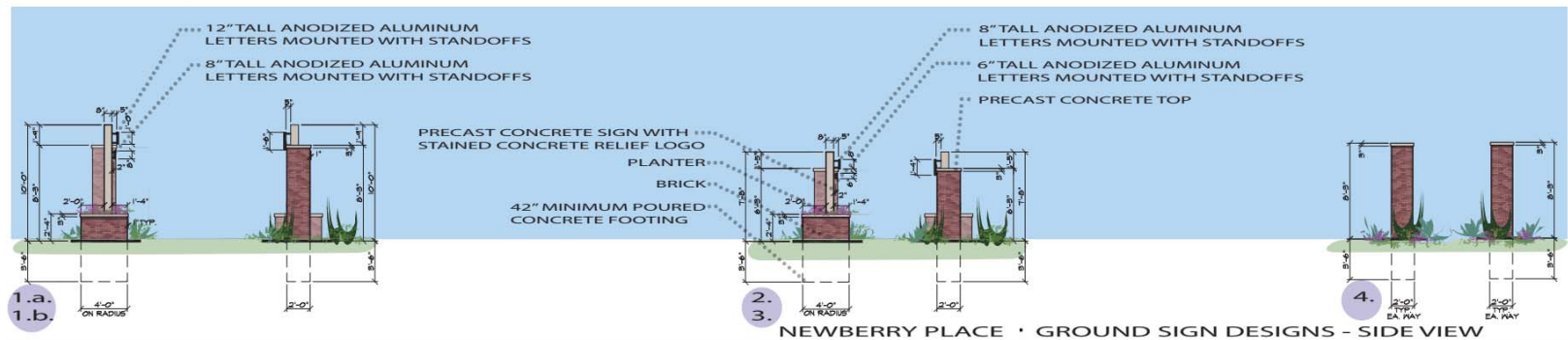
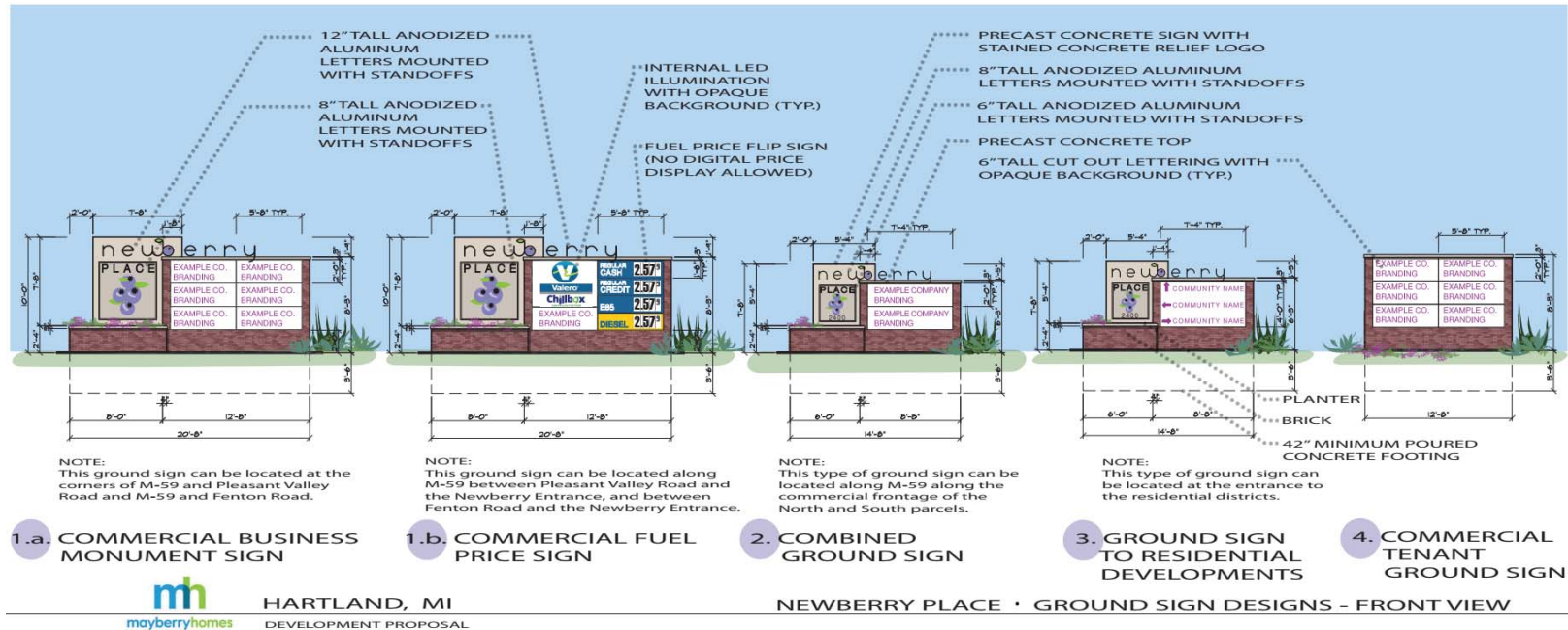


M-59



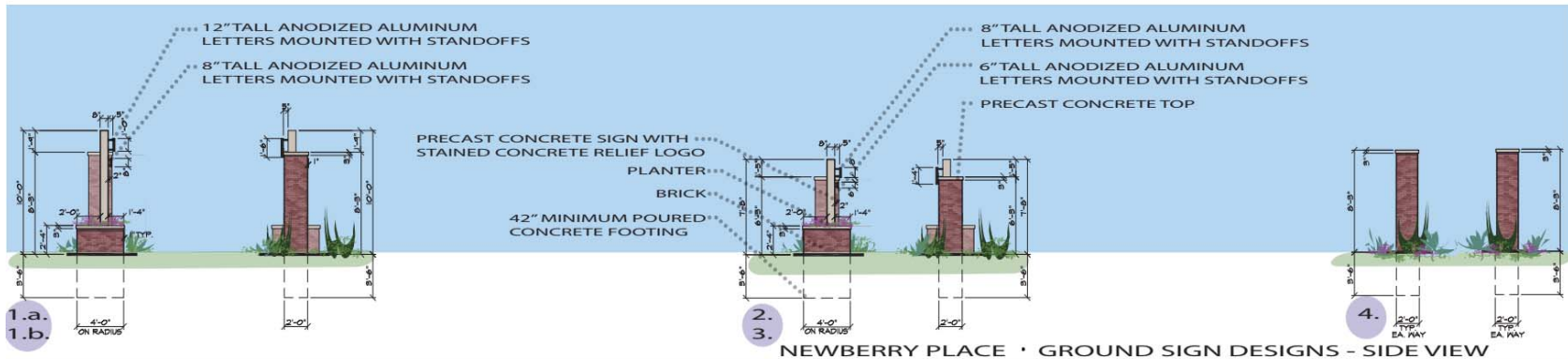
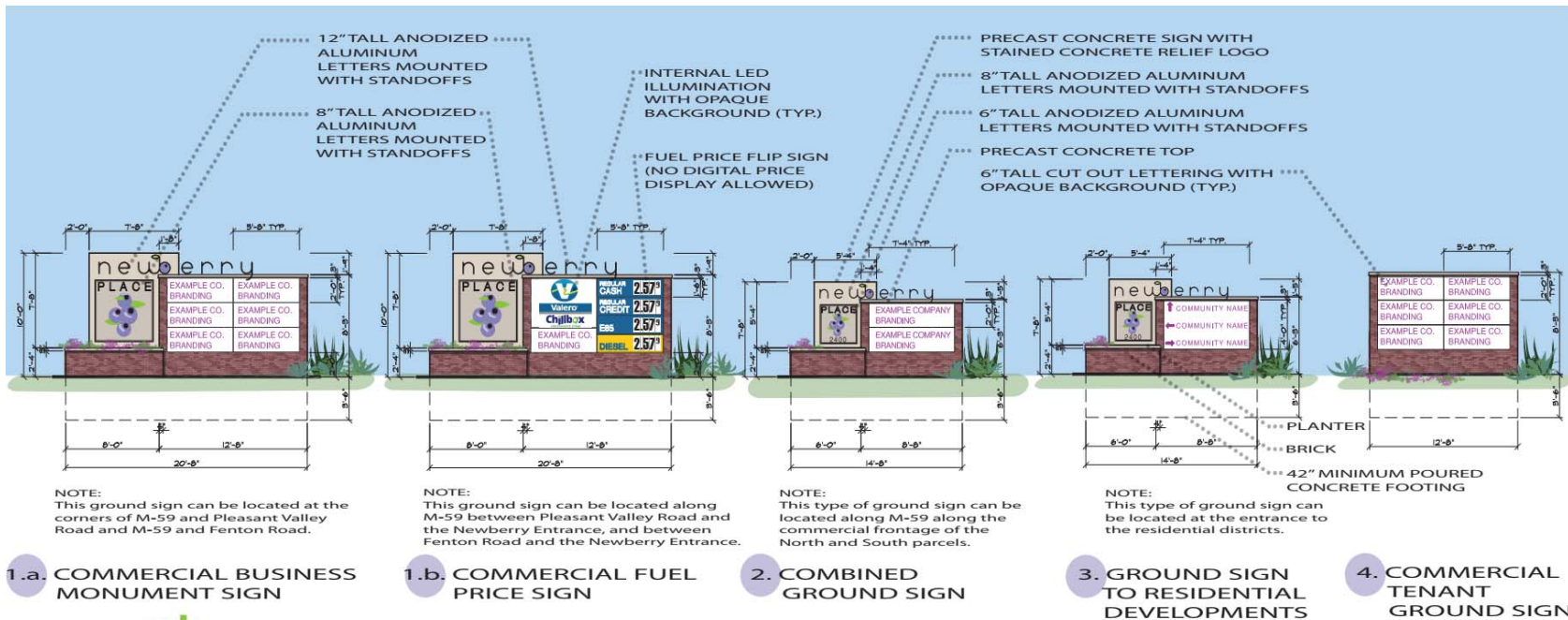
V. Sign Regulations

The Newberry Place sign regulations will comply with the most current Hartland Township Zoning Ordinance with the exception of the entry wall and pier design and monument signage regulations set forth on pages 43-45.



NOTE:
These signs and wall signs shall comply with the most current zoning ordinance and sign regulations.

These are conceptual illustrations only. Actual monument sign design may differ and will require approval by the Architectural Review Board.



Monument Sign Locations



- Commercial Fuel Price Sign
- Combined Ground Sign
- Commercial Tenant Ground Sign
- Commercial Business Monument Sign
- Ground Sign to Residential Development
- Entry Wall and Pier Sign

This is a conceptual illustration only. Actual sign locations may differ and will require approval by the Architectural Review Board.





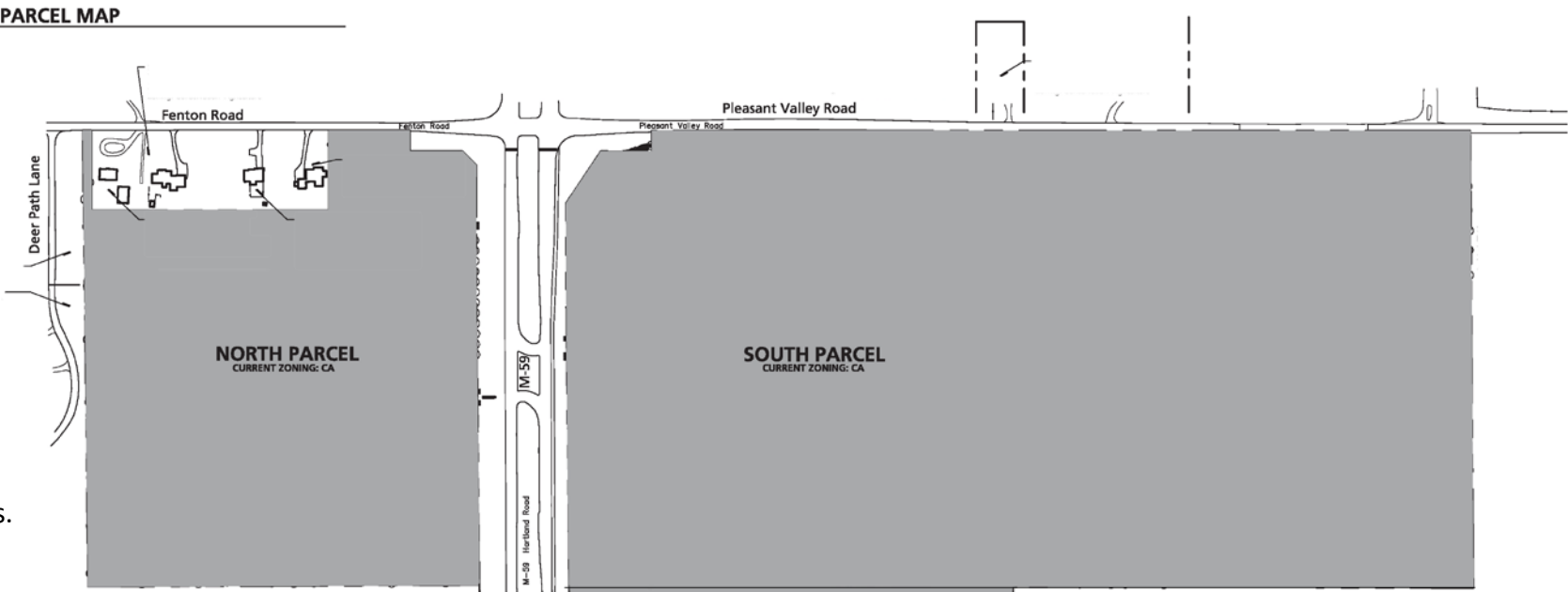
Newberry Place



Introduction –

The Pleasant Valley Special Planning Area in Hartland township, Michigan is envisioned to be a mixed-use, walkable, planned development that will enhance the surrounding township without taking on the appearance of a separate municipality. This new community, Newberry Place, is designed in the style of traditional town values.

The proposed community plans to incorporate a mixture of land uses that could include grocery store, retail uses, office uses, single and multiple family housing alternatives, senior living facility, medical services, other goods and services and a network of parks and open spaces.



History of Submittals -

- 2007 Pattern Book had 328 Residential Units and 280,103 sq. Ft of commercial space.
- 2016 Preliminary Plan had 499 Residential Units and 140,715 sq. Ft of commercial space. (The 40 Acre West Parcel was not included in this submission)
- 2019 Conceptual Plan ad 529 residential units and 133,950 sq. ft. of commercial space. The 40-acre west parcel was included with this plan.
- The current submission has 417 units and 133,950 sq. ft. of commercial space. The west 40 acres are no longer included.

ACERAGE SUMMARY

North Parcel	– 30.25 Acres
South Parcel	– 78.44 Acres
Total Acres	– 108.69 Acres

I. Regulating Plan



Residential Unit Chart (Unit)

	Single Family Residential District	Single Family Detached Only Residential District	Mixed Use District	Commercial District	Total
North Parcel	90	19	-	-	109
South Parcel	242	-	-	-	308
Total	332	19	66	-	417

Residential Unit Chart (Unit/Acre)

	Single Family Residential District	Single Family Detached Only Residential District	Mixed Use District	Commercial District	Total
North Parcel	4.5	-	-	-	N/A
South Parcel	4.5	-	-	-	N/A
Total	4.5	-	-	-	N/A

Commercial Space Chart (sq. ft.)

	Single Family Residential District	Single Family Detached Only Residential District	Mixed Use District	Commercial District	Total
North Parcel	-	-	45,213	4,836	50,049
South Parcel	-	-	39,861	44,040	83,901
Total	-	-	85,074	-	133,950

General Use Type

As shown on the Regulating Plan, the community consists of seven districts:

- Single Family Residential District
- Single Family Detached Only Residential District
- Mixed Use District
- Commercial District
- 5' Concrete Sidewalk

SINGLE FAMILY DISTRICT

- The Single Family District permits a limited range of uses, including detached single family lots of varied sizes, attached style condominiums (up to five (5) units per building), duplex motor court condominiums, and 4-6 plex motor court condominiums.
- North parcel – 90 total residential units
- South Parcel – 242 total residential units
- Total – 332 residential units
- Total area of the district is 73.98 Acres
- Overall density cap of the District – 4.5 Units/ Acre
- Some of the products for this district are as follows









Attached Style Condominium (Up to 5 Units Only)



Front Elevation



Left Elevation



Right Elevation

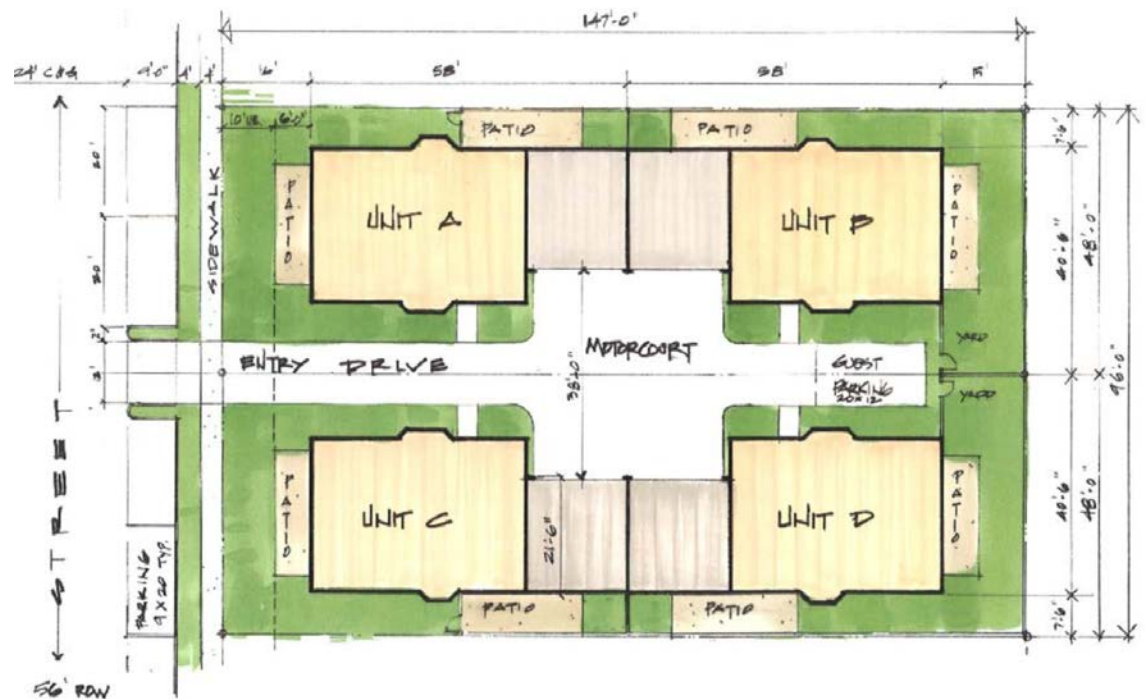


Rear Elevation

Duplex Quad Motor Court Homes



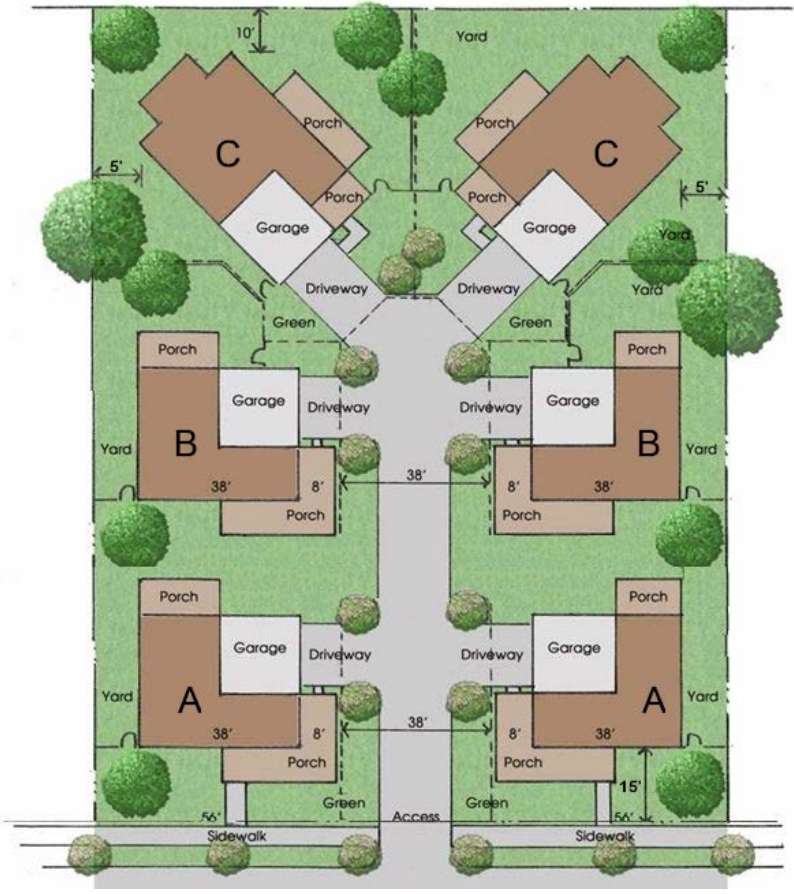
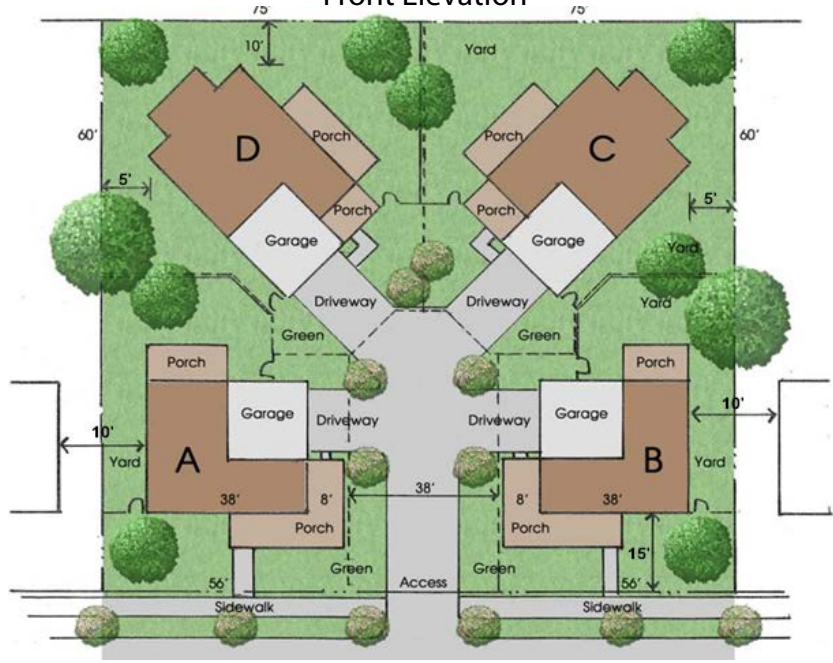
Front Elevation



Quad Motor Court 4-6 Plex



Front Elevation



SINGLE FAMILY DETACHED ONLY DISTRICT

- This district allows only single family detached units.
- Total no. of units – 19
- Some of the products for this district are as follows:





MIXED USE DISTRICT

- The mixed use designation permits a variety of small scale retail, office and similar uses that provide goods and services to the local community as well as, live/work units, senior care, attached style condominiums (up to five (5) units per building), duplex motor court condominiums, 4-6 plex motor court condominiums and multiple family (up to 14 units per building).
- Some of the products for this district are as follows –



Mixed-Use Commercial / Office Residential



HARTLAND, MI
DEVELOPMENT PROPOSAL

COMMERCIAL • OFFICE • RESIDENTIAL

Main Street Facade | Mixed Use



Side Street Elevations

Attached Style Condominium (Up to 5 Units Only)



Front Elevation



Left Elevation



Right Elevation

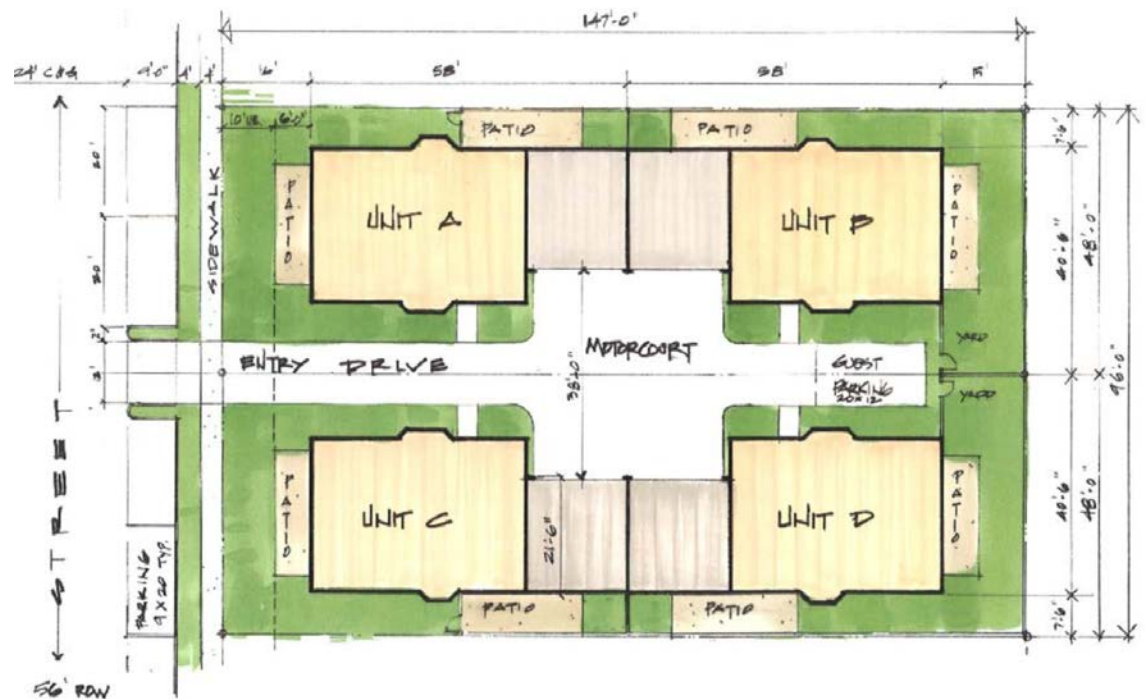


Rear Elevation

Duplex Quad Motor Court Homes



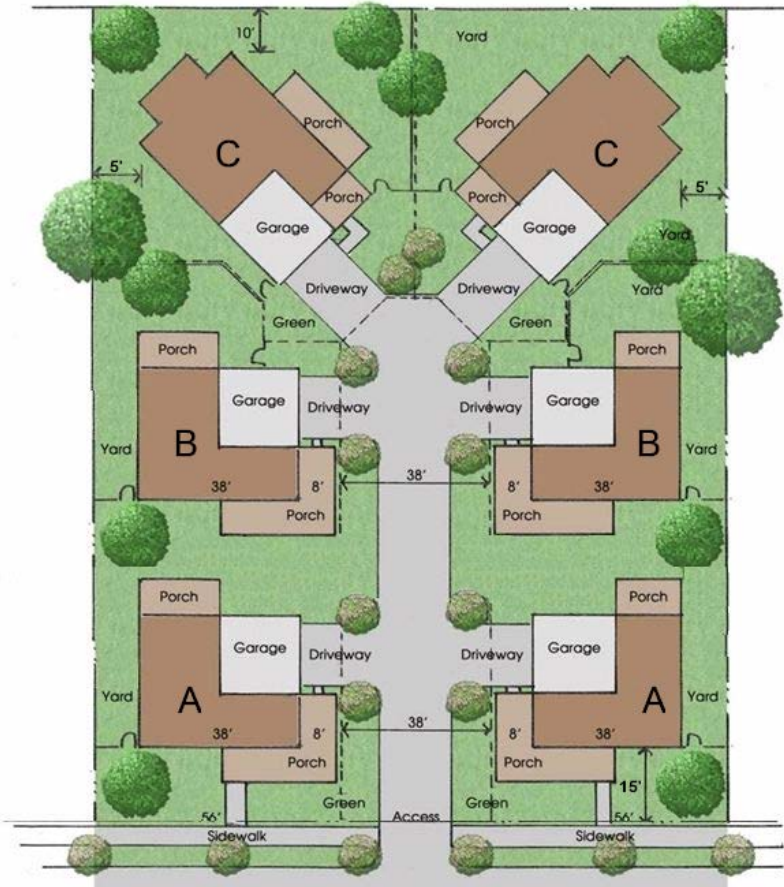
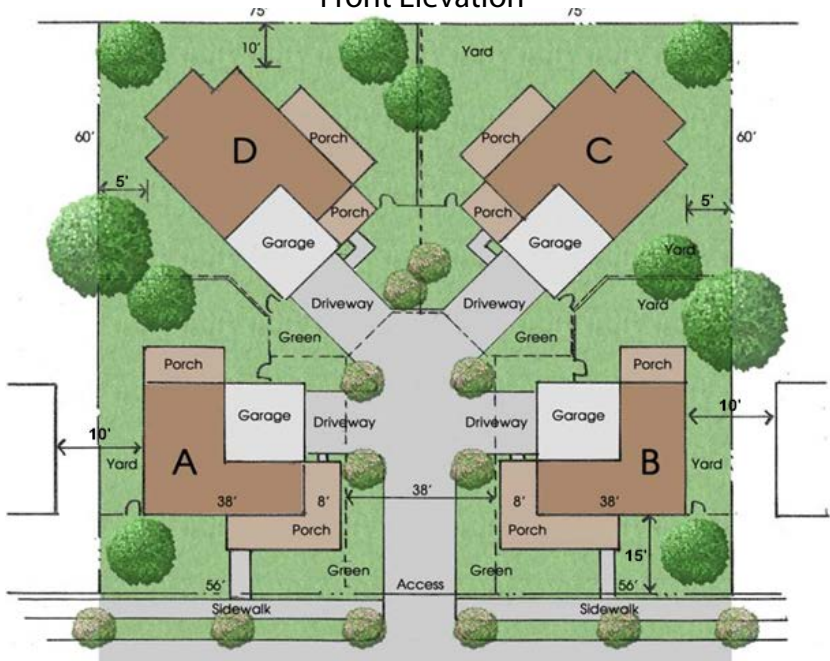
Front Elevation



Quad Motor Court 4-6 Plex



Front Elevation





HARTLAND, MI
DEVELOPMENT PROPOSAL

TRI UNIT APARTMENT • RESIDENTIAL
Front Elevation | Multifamily Housing



Left Elevation



Right Elevation



Rear Elevation



HARTLAND, MI
DEVELOPMENT PROPOSAL

QUIN UNIT APARTMENT • RESIDENTIAL
Front Elevation | Multifamily Housing



Left Elevation



Right Elevation



Rear Elevation



HARTLAND, MI
DEVELOPMENT PROPOSAL

TEN UNIT APARTMENT • RESIDENTIAL

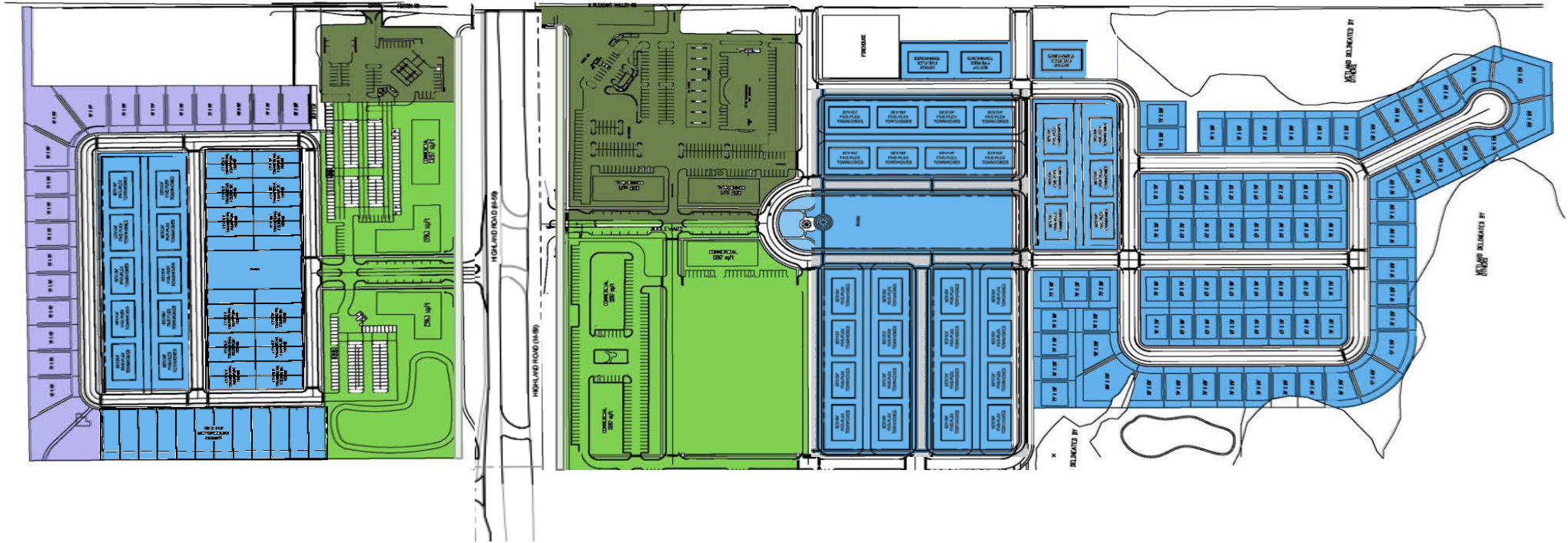
Front Elevation | Multifamily Housing



Rear Elevation

COMMERCIAL DISTRICT

- The commercial designation permits a variety of large and small-scale retail, office, hospitality, senior care and other complementary land uses that provide goods and services to the neighboring region.
- Some of the products for this district are as follows –





HARTLAND, MI
DEVELOPMENT PROPOSAL

COMMERCIAL • RETAIL
Front Facade



Left Elevation



Right Elevation



Rear Elevation



HARTLAND, MI
DEVELOPMENT PROPOSAL

COMMERCIAL

Main Street Facade | Mixed Use



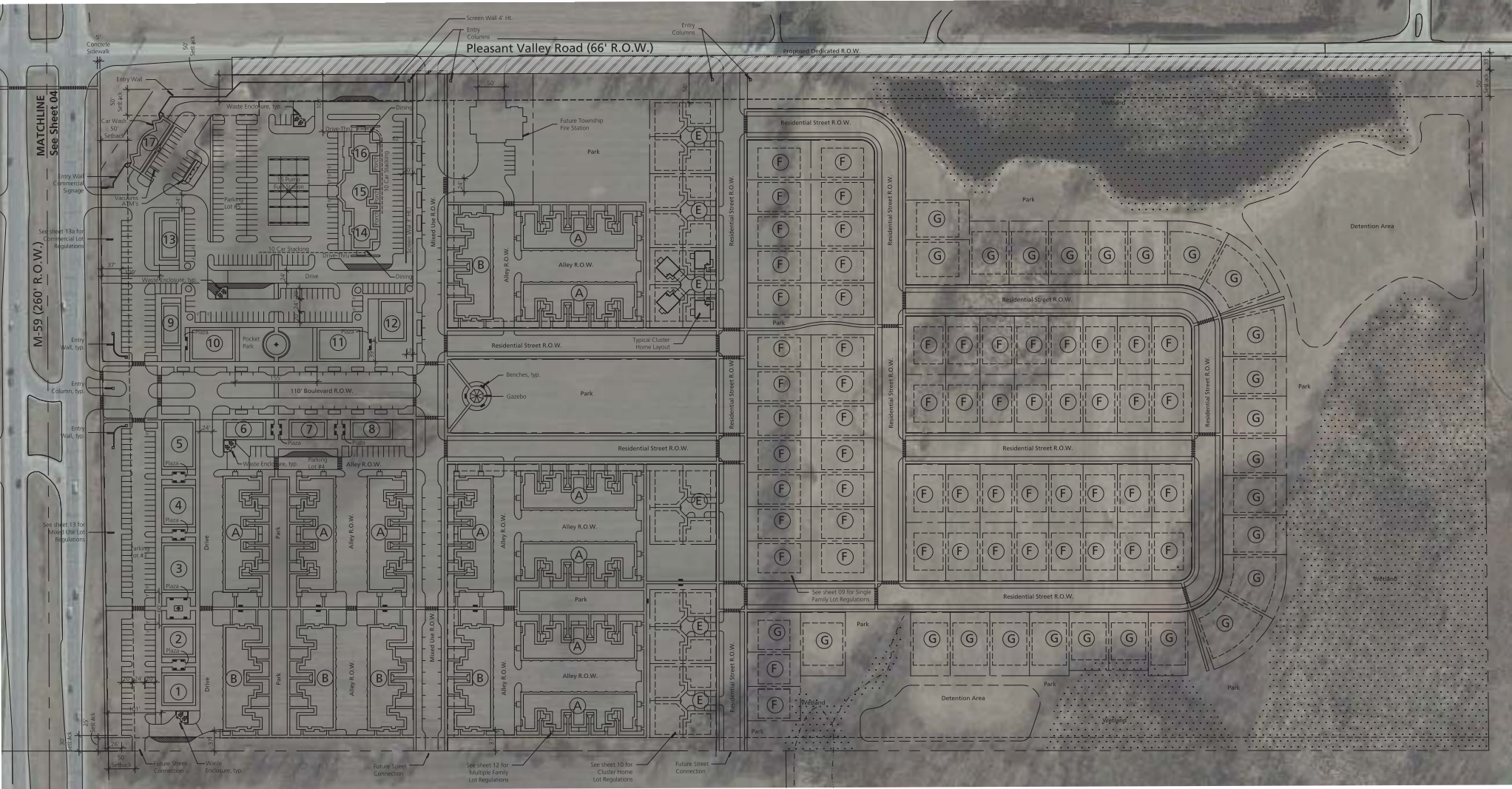
Left Elevation

Right Elevation



Rear Elevation





Newberry Place - South Parcel
Aerial Overlay



NORTH NEWBERRY- BIRD'S EYE





NORTH NEWBERRY- EYE LEVEL



jeffery a. scott architects p.c.
architects - engineers



SOUTH NEWBERRY- BIRD'S EYE



jeffery a. scott architects p.c.
architects - engineers



SOUTH NEWBERRY- EYE LEVEL



jeffery a. scott architects p.c.
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