

OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009
269.375.4260

September 11, 2018
BOARD WORK SESSION
6:00 p.m.
AGENDA

- A. Call to Order
- B. Public Comment
- C. Update from Kalamazoo County
- D. Update on Planning Commission Zoning Re-organization
- E. Discussion on Lighting Ordinance
- F. Budget Discussion (Continued)
- G. Other Updates & Business

REGULAR MEETING
7:15 p.m.
AGENDA

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
 - a. Approve Minutes – August 27, 2018 & August 28, 2018
 - b. Receipts & Disbursements Report
 - c. Sale of Two Fire Vehicles
 - d. Update on Fire Department Paid on Call Wage System
- 5. Consideration of TSFR Pizza LLC, 5097 Century Ave, Liquor License – Public Hearing
- 6. Consideration of Complete Streets Policy (Continued)
- 7. Consideration of Design Services for Sidewalk Projects (in Conjunction with Sanitary Sewer Expansion)
- 8. Update on USDA Sanitary Sewer Projects
- 9. Other Township Business
- 10. Public Comment
- 11. Board Member Comments
- 12. Request to Enter into Closed Session to Discuss Litigation & Written Legal Opinion of Counsel
- 13. Adjournment

Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be board discussion prior to call for a motion.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment or Citizen Comment on Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

While this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)
(revised 5/14/2013)

September 6, 2018



Mtg Date: September 11, 2018
To: Township Board
From: Julie Johnston, AICP
Subject: Lighting Ordinance – Enforcement Actions

On July 30, 2018, Staff began a Township-wide enforcement action to try and eliminate string LED and/or other types of “string” lighting found on nonresidential properties within the Township. Letters were sent to businesses that had noncompliant lighting found around windows, on building facades, on signs, etc. that were in violation of the Township’s Lighting Ordinance. Section 78.720: Outdoor Lighting Standards states the following:

- D. Except as provided in subsection E. below, building-mounted lighting shall be full cut-off fixtures and shall not exceed 175 watts per lamp regardless of lamp type and shall not exceed a 20-foot mounting height. The use of architectural features on the building, such as a canopy, which prevent the projection of light beyond the architectural feature may satisfy the intent of this section and allow the use of non-full cut-off fixtures, subject to the approval of the Planning Director or designee. Typical residential light fixtures on residential buildings and associated accessory buildings, not to include flood lights or security lights, are exempt from the full cut-off requirement when mounted at a height of eight feet or less.*
- E. Fixtures used for the sole purpose of illuminating a building facade may be up to 400 watts per lamp and may be building- or ground-mounted. Light generated from said fixtures shall be appropriately shielded with louvers so that no light is emitted beyond the building facade. Building-mounted fixtures, in this instance, shall be full cut-off and mounted so as to direct light down; fixtures that direct light upward is not permitted. The illumination of building exteriors shall not exceed the recommended footcandle levels set forth by the IES, not to exceed 20 footcandles. No more than 25% of a building wall may be illuminated.*

Staff investigated the Lighting Ordinance to determine when these regulations were required by the Zoning Code. The most recent Zoning Ordinance was codified in 1984, so staff reviewed ordinance amendments from that date forward. Based on this investigation, building mounted full cut-off fixtures were required as part of an ordinance amendment in 2004 (Ord. No. 452, eff. Aug. 12, 2004). Four additional ordinance amendments were completed since 2004 that increased the regulatory control of building mounted lighting to the ordinance we have today.

This increase in regulatory control was in an effort to manage indirect lighting, light pollution, and an effort to preserve dark skies. Dark skies were specifically mentioned in the Planning Commission minutes

during the ordinance changes which occurred in 2004 and 2006. In fact, the Planning Commission considered changing the lighting ordinance to allow the use of LED and neon lighting as an architectural feature, exempt from the full cut-off requirement. The staff report provided for the November 16, 2006 Planning Commission meeting provided the following language for consideration:

*Building mounted lighting fixtures shall be full cut-off fixtures and shall not exceed 175 watts per lamp regardless of lamp type and shall not exceed a **25 ±5** foot mounting height. **Typical residential light fixtures on residential buildings and associated accessory buildings, not to include flood lights or security lights, are exempt from the full cut-off requirement when mounted at a height of 8 feet or less.***

The use of neon or LED lighting, as an architectural feature, is exempt from the full cut-off requirement when mounted at a height of not more than 15 feet.

The language related to neon or LED lighting did not make it into the final ordinance. At some point during the Planning Commission review this language was removed and it was not included in the ordinance amendment presented to the Township Board for first and second reading.

Interior lighting was also considered as part of the 2007 amendments approved by the Township Board. The language is as follows:

Where interior lighting and/or lighting displays are located adjacent to a bay of windows, glass doors or other transparent areas of a building facade, walls or roof (e.g., skylights), the lighting shall be shielded or screened such that glare and intensity are not reasonably objectionable to patrons, individuals on adjacent and nearby properties, and/or motorists on adjacent streets.

The intent of the ordinance is to ensure that interior lighting is not of an intensity that it is objectionable, creates light pollution, or impedes dark skies. The important component of this ordinance is the term “adjacent” as opposed to “attached to” the window. For example, the lighting fixture display near the window inside Menards is what this ordinance is intended to regulate. The ordinance enforcement steps taken by staff has been directed at businesses that have physically attached lighting to the interior of their windows, which purposefully shines outward in an effort to attract attention to the business.

Staff has spoken with a number of the business owners who received letters regarding their noncompliant lighting. Some are working to remove the lighting, while others have requested the Township Board consider changes to the lighting ordinance to allow this type of fixture. Based on past efforts of the Planning Commission, staff would not recommend any changes at this time.

Thank you.



Memo



To: Libby Heiny-Cogswell, Township Supervisor
From: M. Barnes, Fire Chief
Date: September 4, 2018
Re: Sales agreements for two Oshtemo Trade-In apparatus.

With the schedule arrival of a replacement Engine / Rescue truck in 2019, we are asking that you approve the disposal of our two existing fire department vehicles that it is replacing. The attached purchase offers were a part of the quote from Rosenbauer. Below is a tabulation of the offers we received.

OFD Truck	Rosenbauer	Smeal	Pierce	KME
2010 Pierce Rescue (582)	\$ 110,000	\$ 110,000	\$ 85,000	\$ 28,000
1999 Pierce Engine (521)	\$ 15,000	\$ 15,000	\$ 10,000	\$ 5,000
	\$ 125,000	\$ 125,000	\$ 95,000	\$ 33,000

Obviously, we cannot release our two used trucks until the new unit has arrived which is scheduled for mid-September 2019. Therefore, the purchaser's request that we turn them in NLT 12/1/2019 gives us a sufficient 2-month buffer.

APPARATUS PURCHASE CONTRACT

Brindlee Mountain Fire Apparatus, LLC (Buyer) hereby agrees to purchase (1) 1999 Pierce Saber Pumper (Apparatus) from Oshtemo Township, MI (Seller) for the sum of \$ 15,000.00 (Fifteen Thousand Dollars and Zero Cents).

Terms and Conditions of sale:

Contract is valid for execution through September 14, 2018

Buyer shall make payment in full prior to the release of the Apparatus via Certified Check or Wire Transfer.

A vehicle title, free of lien, shall be provided by seller within ten days of final payment by purchaser. A Manufacturer's Certificate of Origin (MCO or MSO) is acceptable only from original vehicle manufacturer and cannot be considered as proof of ownership from any end user except under the following circumstances: If the state in which the purchaser is located does not require registration or title on emergency vehicles, a copy of that state's current law or statute clearly stating exemption must be included with MSO or MCO.

Seller agrees to release Apparatus to Buyer no later than December 1, 2019

Apparatus must pass a standard NFPA Pump Test and/or Aerial Certification Test unless a provision has been made otherwise prior to release. Inability of the unit to pass said certification tests will be cause for withdrawal or re-negotiation of this offer. Ground ladders, hard suction, all discharge caps and intake plugs shall remain with Apparatus at the time of release.

Apparatus is being sold AS IS WHERE IS, FOB Oshtemo Township, MI Seller makes no representation of condition nor are there any expressed or implied warranties relating to the Apparatus.

Any material change in condition between date of contract and date of release such as fire, collision, or rust will be cause to renegotiate contract.

Authorized Signature
Oshtemo Township, MI (Seller)

Mikaela Caliguire
Brindlee Mountain Fire Apparatus, LLC (Buyer)

APPARATUS PURCHASE CONTRACT

Brindlee Mountain Fire Apparatus, LLC (Buyer) hereby agrees to purchase (1) 2010 Pierce Walk-Around Rescue (Apparatus) from Oshtemo Township, MI (Seller) for the sum of \$ 110,000.00 (One Hundred and Ten Thousand Dollars and Zero Cents).

Terms and Conditions of sale:

Contract is valid for execution through September 14, 2018

Buyer shall make payment in full prior to the release of the Apparatus via Certified Check or Wire Transfer.

A vehicle title, free of lien, shall be provided by seller within ten days of final payment by purchaser. A Manufacturer's Certificate of Origin (MCO or MSO) is acceptable only from original vehicle manufacturer and cannot be considered as proof of ownership from any end user except under the following circumstances: If the state in which the purchaser is located does not require registration or title on emergency vehicles, a copy of that state's current law or statute clearly stating exemption must be included with MSO or MCO.

Seller agrees to release Apparatus to Buyer no later than December 1, 2019

Apparatus must pass a standard NFPA Pump Test and/or Aerial Certification Test unless a provision has been made otherwise prior to release. Inability of the unit to pass said certification tests will be cause for withdrawal or re-negotiation of this offer. Ground ladders, hard suction, all discharge caps and intake plugs shall remain with Apparatus at the time of release.

Apparatus is being sold AS IS WHERE IS, FOB Oshtemo Township, MI Seller makes no representation of condition nor are there any expressed or implied warranties relating to the Apparatus.

Any material change in condition between date of contract and date of release such as fire, collision, or rust will be cause to renegotiate contract.

Authorized Signature
Oshtemo Township, MI (Seller)

Mikaela Caliguire
Brindlee Mountain Fire Apparatus, LLC (Buyer)



Memo



To: Libby Heiny Cogswell, Township Supervisor
From: M. Barnes, Fire Chief
Date: September 7, 2018
Re: Updating Paid On-Call (POC) wage system.

The fire department has been working with our human resource specialist to identify an improved wage system for our paid on-call members. Using the Township compensation policy, we have developed the following recommendation. No new dollars are being requested. However, a budget adjustment to consolidate line items will come to the board in early October. Implementation is being scheduled for September 24, 2018.

Problem Statement:

Our current system of reimbursing paid on-call (POC) firefighters for their invaluable services to Oshtemo, needs an overhaul both in the method of payment and in the wage amount.

The current system recognizes activities and not the person performing the service. Detractors of that includes:

1. Failure to appreciate knowledge gained by our members through their experience with Oshtemo.
 i.e. A 20 year veteran receives the same rate of hourly compensation as does a 1 year rookie.

2. A sudden change in an activity type mandates an immediate change in rate of pay.
 i.e. An emergent call for service that happens when an individual is at training, while functioning in the capacity of our parking enforcement officer (PEO) or during fire hydrant service.

Current System			
	Activity	BS&A Activity Code	Hourly Wage
1	Default	DEFAULT	\$ -
2	DO Shift Overtime	DOSOT	\$ 23.81
3	DO Shift Pay	DOSP	\$ 15.87
4	Education Training	EDTN	\$ 10.25
5	FF Station Shift Overtime	FF STAT SHFT OT	\$ 15.84
6	FF Station Shift	FF STATION SHIFT	\$ 10.56
7	FF Alarm Overtime	FFAOT	\$ 26.37
8	FF Alarm Pay	FFAP	\$ 17.58
9	Officer Alarm Pay	OAP	\$ 20.86
10	Officer / DO Shift Pay	ODOSP	\$ 17.58
11	Officer / DO Overtime	OFFICER DO OT	\$ 26.37
12	Parking Enforcement	PEO	\$ 11.61
13	Trainee Fire Alarm Pay	TFAP	\$ 9.33
14	Work Detail	WKDT	\$ 10.56

Fire-Operating-Expenditures

206-340-70500	Fire Pay - On Call
206-340-70600	Driver / Officer Shift Pay
206-340-70700	Education & Training Pay
206-340-70800	Work Detail Pay
206-340-70900	POC Shift Staffing

3. The scenario above can cause the same firefighter to receive different rates of pay even within a single hour. That swift change also leads to an increased possibility of payroll errors.

This proposal is to our process of hourly compensation from the type of activity to appreciating each member's skill level.

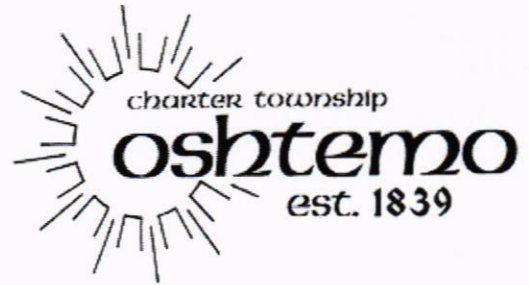
Emphasis is shifted from compensating for the type of work to recognizing knowledge gained through experience & dedication of this OFD firefighter.

Positives

1. One of the reasons behind the current system of payments was an attempt to track the types of activities. With our current records management system (RMS), that information remains easily discoverable.
2. No longer having to track where each individual person is during times with multiple calls.
3. Reduced stress on our POC members who currently have to track their time within each activity code.
4. Reduction in our exposure to errors due to wrong activity code is used.

Proposed 9/24/2018		
Trainee	Current	9/24/2018
Alarm Pay	\$ 9.33	\$ 9.50
Work Detail	\$ 10.56	\$ 9.50
Training	\$ 10.25	\$ 9.50
Note: Trainee's are scheduled to complete this introductory phase within one year. Therefore, there is no need for a range in this wage.		
Firefighter	Current	Range
Alarm Pay	\$ 17.58	\$15.00 - \$16.00
Shift	\$ 10.56	
Work Detail	\$ 10.56	
Training	\$ 10.25	
Average	\$ 12.24	
DO	Current	Range
Alarm Pay	\$ 17.58	\$16.50 - \$17.50
Shift	\$ 15.87	
Work Detail	\$ 10.56	
Training	\$ 10.25	
Average	\$ 13.57	
Officer	Current	Range
Alarm Pay	\$ 20.86	\$18.00 - \$19.00
Shift	\$ 17.58	
Work Detail	\$ 10.56	
Training	\$ 10.25	
Average	\$ 14.81	

Memo



To: Oshtemo Charter Township Board
From: James W. Porter *JWP*
Date: September 7, 2018
Subject: Resolution in Support of the Liquor License Application for TSFR Pizza LLC

OBJECTIVE

To approve a resolution in support of the Liquor License Application for the TSFR Pizza LLC.

BACKGROUND

I was contacted by Kevin Blair with Honigman Miller, on behalf of TSFR Pizza LLC. He inquired as to whether the Township had any liquor licenses which it could issue to the TSFR Pizza LLC. I explained to Mr. Blair that the Township had issued all of its liquor licenses allotted to it under the quota system. However, I was able to explain to Mr. Blair that, under Public Act 280 of 2006, his client could purchase a liquor license less expensively than he could on the open market through the Liquor Control Commission. Public Act 280 allows for the sale of liquor licenses to entrepreneurs operating within either a downtown development authority area or a corridor improvement authority area. Since the TSFR Pizza LLC is located in the South Drake Road Corridor Improvement Authority area, it is eligible to obtain a liquor license under Public Act 280. While the liquor license is not cheap, it is certainly less expensive than attempting to acquire one on the open market. Mr. Blair is in the process of seeking a license from the Liquor Control Commission, under Public Act 280, and needs a resolution in support from the Township.

INFORMATION PROVIDED

I have attached hereto a copy of a proposed Resolution in Support of the Liquor License Application for the TSFR Pizza LLC. This basically kills two birds with one stone. First, it provides the TSFR Pizza LLC with a resolution to submit to the Liquor Control Commission, evidencing that the TSFR Pizza LLC is located with a corridor Improvement authority area, and secondly, approves the issuance of a liquor license pursuant to Township Ordinance. I also have attached a copy of the Affidavit of Kristine Biddle, the Township Assessor, indicating that the TSFR Pizza LLC and the issuance of a liquor license in the South Drake Road Corridor Improvement Authority area is consistent with State law.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

I would respectfully request that the Board approve the Resolution in Support of the Liquor License Application for the TSFR Pizza LLC as submitted.

TOWNSHIP BOARD
CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION IN SUPPORT OF THE LIQUOR LICENSE APPLICATION
FOR THE TSFR PIZZA LLC**

September 11, 2018

WHEREAS, Oshtemo Charter Township rezoned the property for development at the Corner of Drake Road and Stadium Drive in Oshtemo Charter Township; and

WHEREAS, in support of the commercial development at the Corner of Drake Road and Stadium Drive in Oshtemo Charter Township, the Township established, pursuant to resolution, the South Drake Road Corridor Improvement Authority on March 18, 2014, and;

WHEREAS, the TSFR Pizza LLC has sought a Class C Liquor License for on-site services at the proposed facility known as the MOD PIZZA located at 5097 Century Avenue, Suite 400, Kalamazoo, MI 49006, within Oshtemo Charter Township, pursuant to Public Act 280 of 2006; and

WHEREAS, Oshtemo Charter Township held a hearing for the purposes of considering the granting of a Class C Liquor License for the facilities located at 5097 Century Avenue, Suite 400, Kalamazoo, MI 49006 (known as the TSFR Pizza

LLC/MOD PIZZA) pursuant to Ordinance 202 of 1983, and whether the applicant meets all of the requirements of local Township Ordinances, as well as the provisions of Section 1521a(1)(b)(ii) of Public Act 501 of 2006 – located at M.C.L. 436.1521a.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Oshtemo Charter Township confirms that the TSFR Pizza LLC meets all of the requirements for local and state approval, and the Township hereby authorizes the issuance of a liquor license, pursuant to the Local Ordinance 202 and Public Act 280 of 2006, by the State of Michigan.

A motion was made by _____, seconded by _____ to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following "Abstained":

The Supervisor declared that the Resolution has been adopted by at least 2/3 of the members of the Board.

DUSTY FARMER, Clerk
Oshtemo Charter Township

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board, held on September 11, 2018, at which meeting ____ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

DUSTY FARMER, Township Clerk

AFFIDAVIT OF KRISTINE BIDDLE

STATE OF MICHIGAN)
 : ss
COUNTY OF KALAMAZOO)

I, KRISTINE BIDDLE, being duly sworn, states that if called upon will testify to the following facts:

1. I am employed by Oshtemo Charter Township as the Township Assessor.
2. I am a certified Michigan Advanced Assessing Officer.
3. TSFR Pizza LLC proposes the establishment of a restaurant at 5097 Century Avenue, Suite "D", Kalamazoo, Michigan 49006, which will provide onsite service of alcoholic beverages.
4. TSFR Pizza LLC is in an area under the control of the South Drake Corridor Improvement Authority established under 205 P.A. 280.
5. That the licensed premises will be engaged in dining and be open to the general public and will have a seating capacity of approximately 100 persons.
6. That the shell of the building cost approximately \$227,060.00 in which TSFR Pizza LLC will be located at 5097 Century Avenue, Suite D, Kalamazoo, Michigan 49006 and when finished, the total cost will be approximately \$527,060.00.
7. That the total amount of public and private investment in real and personal property within the South Drake Road Corridor Improvement Authority established under 2005 PA 280 over the past five years, July 1, 2013 – July 31, 2018 was \$25,276,800.00 million.
8. The amount of commercial investment in the development area constitutes not less than 25% of the total investment in real and personal property in the area.
9. Further Affiant saith not.

Dated: 9/7/, 2018

Kristine Biddle
Kristine Biddle, Township Assessor
Oshtemo Charter Township

STATE OF MICHIGAN)
 :ss
COUNTY OF KALAMAZOO)

Subscribed and sworn to before me this 7th day of Sept., 2018.

Katherine K. Barnes
Katherine K. Barnes, Notary Public
Kalamazoo County, Michigan
Acting in Kalamazoo County, Michigan
My commission expires: 03-11-2020

CERTIFICATE

Dusty Farmer, the duly elected and acting Clerk of the Charter Township of Oshtemo, Kalamazoo County, Michigan, hereby certifies that the foregoing is a true and correct copy of an Affidavit signed by the Township Assessor, Kristine Biddle.

Dusty Farmer
Dusty Farmer, Oshtemo Charter Township Clerk



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Oshtemo Charter Township council/board
called to order by Supervisor Heiny-Cogswell on September 11, 2018 at 7:00 p.m.
the following resolution was offered:

Moved by _____ and supported by _____
that the application from TSFR Pizza LLC

(name of applicant - if a corporation or limited liability company, please state the company name)
for the following license(s): Class C Liquor License pursuant to M.C.L. 436.1521a(1)(b)(ii)
(list specific licenses requested)

to be located at: 5097 Century Avenue, Suite 400, Kalamazoo, MI 49006

and the following permit, if applied for:

[] Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____
Nays: _____
Absent: _____

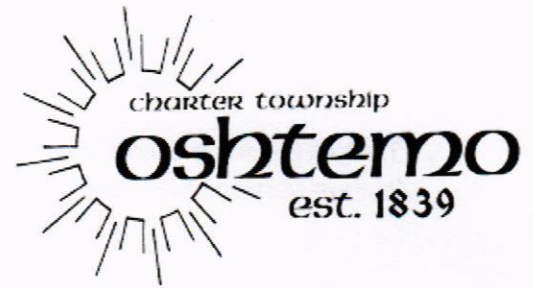
I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Township
council/board at a regular meeting held on September 11, 2018
(regular or special) (date) (township, city, village)

Dusty Farmer

Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059



Memo

To: Oshtemo Charter Township Board

From: Marc Elliott, P.E., Director of Public Works
 Jamie Baker, Public Works Technical Specialist
 Julie Johnston, AICP, Director of Planning

Date: September 7, 2018

Subject: Discussion on Complete Streets Policy Amendments

OBJECTIVE

Obtain Board approval for the Oshtemo Township Complete Streets Policy as discussed at the August 14 and August 28 Board meetings.

BACKGROUND

At the August 28 Board meeting, the Board asked for the following changes to be made to the draft Complete Streets policy:

- Clarify that Appendix A has not been approved yet and provide a date by which the appendix will be completed.
- Change "maintenance" to "repair" in Appendix B #6
- Change "may" to "shall" in Appendix B #6
- Include exception in Appendix B #5 for a Special Assessment District in residential neighborhoods if the residents want the sidewalks faster than the prioritization policy would dictate.

DISCUSSION

Attachment 1 is Revision 2 to the draft Complete Streets Policy. The changes for Revision 2 are listed above and were only in the Appendices.

There was much discussion regarding Appendix A and whether it should be included in the Complete Streets policy at this time since it is not finished. Prioritization of sidewalk projects has been occurring and is documented in the Capital Improvement Plan (CIP). Appendix A would be needed to support the next CIP in the summer of 2019 when the 2024-2025 years are added to the plan. Therefore, staff recommend including the draft template for Appendix A so that residents will understand the purpose of the Appendix and likely format, and that a deadline was added to finish Appendix A by the end of the year.

ATTACHMENTS

1. Draft Oshtemo Complete Streets Policy Revision 2 with changes since Revision 1 dated August 28
2. Final version of Complete Streets Policy for Board approval

OSHTEMO TOWNSHIP COMPLETE STREETS POLICY

I. THE COMPLETE STREETS INTENT

Oshtemo Township, through this Complete Streets Policy and the adopted Master Plan, recognizes that planning the Township transportation system involves more than just moving vehicles efficiently and safely. A transportation system needs to meet the needs of all types of users – motorists, pedestrians (including those with disabilities), bicyclists, transit vehicles and users, freight haulers, emergency responders, and citizens of all ages and abilities. Additionally, the Vision Zero traffic safety project establishes a goal of eliminating traffic deaths and severe injuries by improving the design of the transportation system.

For many years, Oshtemo Township has planned and implemented a multi-modal transportation system to safely and efficiently move both motorists and non-motorists throughout the community. Furthermore, the design of the multi-modal system has also considered the context of the adjacent land uses. Comprehensive planning, design, and construction efforts that consider all users as part of a transportation system will continue as public and private developments and capital improvements are implemented.

II. BENEFITS OF A COMPLETE STREETS TRANSPORTATION SYSTEM

Continuing to provide and invest in a Complete Streets system is a priority for residents, businesses and Township leaders, and includes many benefits, such as:

- Provides multi-modal transportation connections between homes, schools, parks, public transportation, offices, and retail destinations.
- Enhances safe walking and bicycling options for school-age children, consistent with the national Safe Routes to Schools program
- Encourages economic growth, positively impacting property values.
- Improves pedestrian and cyclist safety by reducing potential crashes between motorized and non- motorized users.
- Encourages walking and bicycling that improves health and fitness.
- Provides driving alternatives positively impacting the environment, conserves fuel, and saves money.

III. APPLICABILITY OF THE COMPLETE STREETS POLICY

Oshtemo Township will consider every transportation improvement and private development project as an opportunity to evaluate the level of Complete Streets elements within the general project area and connectivity to adjacent areas with the intent to improve safety and accessibility for all users. This Complete Streets Policy will be used with all planning, design, funding, and approval involving any street construction, reconstruction, resurface, major repair or alteration, or right-of-way acquisition project. This policy is also applicable to the installation, replacement, or reconstruction of underground utilities located within a public street right-of-way; however, water and sanitary sewer funds cannot be used as a Complete Streets funding source.

A determination as to whether or not a specific street is a Complete Street, or how many design elements are appropriate will be determined on a case-by-case basis by Township Board.

IV. DESIGNING A MULTI-MODAL SYSTEM TO MEET THE NEEDS OF ALL USERS

Oshtemo Township will seek to enhance the safety, access, convenience, and comfort for all users of all ages and abilities through the planning, design, operation, enforcement, and maintenance of the transportation network. The goal is to continue to expand an interconnected network of facilities accommodating each mode of travel consistent with the goals identified in the adopted Master Plan and other related planning documents. Furthermore, this policy recognizes that all streets are not the same: Streets vary by type and intensity of adjacent land uses, number of travel lanes, posted speed limits, traffic volumes, available right-of-way, and other characteristics such as topography, soil types, and proximity of trees. As a result, the necessity for certain non-motorized transportation facilities will need to be carefully evaluated such that the cost of the non-motorized facility is balanced with the demand and availability of right-of-way.

Transportation improvements will include facilities and other amenities that are recognized as contributing to Complete Streets, which may include, but not necessarily limited to, one or more of the following:

1. Sidewalks (new construction, gap construction, repair or replacement, and Americans with Disabilities Act (ADA) improvements).
2. Pedestrian refuge islands or crosswalk improvements.
3. Traffic calming measures, where appropriate.
4. Street and/or sidewalk lighting.
5. Multi-use trails.
6. Accessibility improvements consistent with the ADA.
7. Improved pedestrian access and amenities (e.g. bus shelters) to transit stops and/or installation of bus turnouts.
8. Bicycle accommodations including designated bike lanes, widened travel lanes, and bike storage facilities.
9. Connecting sidewalks along a public street to internal private development sidewalks.
10. Interconnected and/or shared off-street parking lots and other access management techniques to reduce driveways and subsequent points of conflict between vehicles and pedestrians/bicyclists.

V. CONTEXT SENSITIVE STREET DESIGN

Historically, streets were designed to meet expected traffic volumes at a selected speed. Streets or intersections were widened to meet vehicular needs provided right-of-way was available. That traditional approach has been changed in response to best practices in street design, which recognize that many factors along a particular street influence the speed of traffic, crashes, and how a street can be in harmony, or in conflict, with its surroundings.

Street width, presence of on-street parking and sidewalks, block length, building setbacks, design speed, pavement markings and signs, street trees, and even boulevard landscaping, and street furniture all contribute to how the street functions. Driver perceptions can affect vehicle speed and care used in driving. These elements can also affect how people view a corridor and their impression of Oshtemo in general. A street designed in tandem with its surroundings can foster an inviting place to live, work and visit.

Oshtemo Township will continue to rely on a wide range of concepts to help ensure the transportation system operates safely and efficiently, but also in context with the immediate area and overall character of the Township.

VI. IMPROVE NETWORK CONNECTIVITY

Improving the connectivity between the current network of sidewalks, bike lanes, multi-use trails, paths, public transit routes, and roadways is important to ensure the continued success of complete streets concepts in Oshtemo Township. A well-connected network will encourage citizens to fully utilize all available forms of transportation that will provide safe access for all users, promote healthy living, increase the capacity and efficiency of the roadway network, and reduce negative environmental impacts. It is also important that a well-connected network include safe and convenient transitions from one mode of transportation to another, from one jurisdiction to another and from one type of infrastructure improvement to another. This can be accomplished by including ADA-compliant improvements, appropriate signage/pavement markings, refuge islands, sidewalk connections to bus stops, among others.

VII. NON-MOTORIZED COMPLETE STREET ELEMENTS

The Non-Motorized Facilities section of the Oshtemo Township Master Plan provides specific recommendations concerning the provision of the following non-motorized Complete Street elements:

1. Using the Future Land Use Map from the Master Plan, in areas identified as Rural Residential and Neighborhood Commercial, a widened-shoulder bikeway on major thoroughfares will be built to accommodate bicycle travel.
2. Sidewalks (that are ADA-compliant) will be built on local and major streets as follows:
 - a. Due to high traffic volume spanning the Rural Residential and more developed portions of the Township, non-motorized facilities will be built along portions of M-43 and Stadium Drive consistent with the Oshtemo Township Non-Motorized Facilities Plan.
 - b. Using the Future Land Use Map from the Master Plan, all areas not identified as Rural Residential or Neighborhood Commercial, 6-foot sidewalks or 10-foot shared-use paths are planned on all major thoroughfares, defined as Average Daily Traffic greater than 1,000 vehicles per day.
 - c. Five-foot sidewalks are provided on both sides of all streets within new residential neighborhoods.
 - d. Non-motorized facilities within existing residential neighborhoods, commercial areas, and industrial areas are inconsistent throughout the community. In such areas, the following criteria should be considered for the installation of sidewalks or shared-use paths:
 - i. Existing residential neighborhoods without sidewalks, and for which sidewalks are not planned under the Township Master Plan, may petition for sidewalks to be built within the neighborhood under any Michigan Public Act which would allow for the installation of public sidewalks. The residents of the neighborhood will be responsible for initiating the petition and, if successful, present the petition to the Township Board for approval. Upon Township Board approval, the streets of the neighborhood will be added to the list of streets to receive sidewalks and the sidewalks will be built at Township expense according to the Appendix A prioritization policy. If the residents want the sidewalks sooner then the residents can petition to establish a special assessment district to pay for the sidewalk;

- ii. The Township, on the motion of the Board, may, at its expense, proceed with sidewalk improvements to fill gaps in the existing sidewalk system as redevelopment and infill development occurs;
 - iii. The Board may, concurrent with capital improvement projects, construct the sidewalks, other non-motorized facilities, and other appropriate safety improvements along primary pedestrian routes to schools, parks, or other activity destinations upon motion of the Board at the Township's expense. The Township will host public meetings to obtain resident input before committing to the Complete Street elements with the capital improvement projects.
 - iv. Within commercial and industrial areas, non-motorized facilities deemed necessary may be installed upon the motion of the Board in accordance with Michigan law with or without the establishment of a special assessment district.
3. For completeness, off-road shared-use paths will be built per the Non-Motorized Facilities Plan.

VIII. EXCEPTIONS

Exceptions to this policy may be appropriate when one or more of the following conditions exists:

1. An affected roadway prohibits, by law, specified users (such as an interstate freeways or pedestrian malls), in which case a greater effort shall be made to accommodate those specified users elsewhere.
2. An alternative route, such as a multi-use trail in the immediate vicinity provides an option for non-motorized transportation.
3. A wide shared-shoulder bikeway designed to accommodate both bicycle and pedestrian use is available in the street right-of-way.
4. There is insufficient right-of-way to accommodate a Complete Street element at that time. The Township should attempt to acquire the right-of-way to accommodate the Complete Street element.
5. The activities, such as spot repair or crack seal, are ordinary maintenance activities designed to keep assets in serviceable condition, which meet MDOT's ADA upgrade exceptions.
6. Capital preventive maintenance projects where the roadwork is not substantial enough to recognize costs savings by including the non-motorized element. Examples of preventive maintenance projects include thin overlays (less than 1.5-inch), micro-seals, chip seals, or slurry seals.
7. The type of project does not have a substantial impact on the roadway, such as signal upgrades, addition of turning lanes and utility installations signal interconnect projects, which do not remove existing non-motorized or transit facilities.
8. Safety projects which are funded only for specific safety features identified by crash patterns, due to the funding parameters of the program.
9. The adopted Future Use Plan, or other present and/or anticipated market conditions that can be documented, indicate an absence of existing or future need (e.g. sparse population), for a Complete Street element or elements.
10. An element of this policy will have an adverse impact on existing environmental resources such as wetlands, floodplains, creeks, or historic structures, or the presence of an environmental resource will add significant cost to an element of this policy.

Exceptions to this policy involving private (re)development projects requiring plan review approval or recommendation to Township Board by the Planning Commission shall only be granted or recommended when the Planning Commission, after recommendation from the Township Planning Staff, determines one or more of the above applicable provisions exist, is consistent with applicable sections of the Zoning Code concerning Planning Commission review/approval authority and is consistent with the goals, objectives and recommendations of the Master Plan.

IX. INTERGOVERNMENTAL COOPERATION

Oshtemo Township will cooperate with adjacent communities, the Road Commission of Kalamazoo County, the Kalamazoo Area Transportation Study, Metro Transit, and Kalamazoo County to ensure the principles and practices of complete streets concepts are consistent in appropriate planning documents and implanted along the mutually shared corporate boundaries. Oshtemo Township, together with its adjacent neighbors, Kalamazoo Area Transportation Study and Kalamazoo County, will cooperate to make sure the transportation network as it transitions from one community to the next is seamless in accordance with local and regional road, transit, bicycle, and pedestrian plans and design criteria.

X. DESIGN GUIDELINES

Oshtemo Township will consider design guidelines promulgated in the documents listed below or as may be required by the funding source. Sources for design guidelines include, but are not limited to:

1. American Association for State Highway and Transportation Officials: A Policy on Geometric Design of Highways and Streets, 6th Edition, or latest edition.
2. American Association for State Highway and Transportation Officials: Guide for the Planning, Design, Operation of Pedestrian Facilities – July 2004 edition or latest edition.
3. American Association for State Highway and Transportation Officials: Development of Bicycle Facilities – Fourth Edition or latest edition.
4. Institute of Transportation Engineers: Designing Walkable Urban Thoroughfares: A Context Sensitive Approach – 2010 edition or latest edition.
5. National Association of City Transportation Officials: Urban Street Design Guide
6. Federal Highway Administration: Complete Streets Design Guide

In conjunction with the references noted above, the Township will also consider the impact on a street and any proposed improvements will have on surrounding land uses pursuant to Section V.

XI. IMPLEMENTATION

Oshtemo Township will take the following actions to implement this Complete Streets policy:

1. The Township will pay for construction, repairs, and reconstruction of all sidewalks and shared use paths in the road right-of-way that are not part of a new development (residential) from general revenue funds.
2. For commercial and industrial areas, the Township will pay for the construction, repairs, and reconstruction of all sidewalks and shared-use paths via general revenue funds or special assessment districts.
3. Repairs to sidewalks are required when there is a vertical discontinuity defect of 2 inches or more, or a dangerous condition in the sidewalk itself of a particular character other than solely

- a vertical discontinuity.
4. The Public Works Department, with assistance from the Planning Department, will lead the implementation of this policy and coordinate with other departments and outside organizations.
 5. The Township will maintain a comprehensive inventory of the pedestrian and bicycling infrastructure within the Township's GIS mapping system. This information can be used by various departments to identify and prioritize projects in accordance with this policy, Master Plan, and other related planning documents.
 6. Through the private development project plan review process, installation of Complete Street elements will be incorporated during the construction phase of the private development project when appropriate.
 7. Each year, the Township will evaluate applicable transportation-related projects for safety improvements in accordance with this Complete Streets Policy. As part of the Capital Improvement Plan each year, the Public Works Department will evaluate each project for incorporating Complete Streets elements, and provide a recommendation to the Capital Improvement Committee for endorsement and Township Board for approval.
 8. Each year, the Oshtemo Maintenance Department will perform an assessment of all sidewalk and shared-use path assets to determine physical condition and areas requiring maintenance or reconstruction. The Maintenance Department will be responsible for addressing identified minor safety issues (i.e., large cracks and elevation changes of 2" or more). The Public Works Department will be responsible for inspecting new sidewalk construction and reconstruction of existing sidewalks.
 9. When appropriate, the Township will review existing plans and policies related to transportation planning/improvements to ensure consistency with this Complete Streets policy.
 10. The Township will develop educational materials intended to inform elected officials, staff, and interested citizens regarding the content of Complete Streets principles and best practices for implementing this policy.
 11. The Township will coordinate transportation improvement projects involving complete street elements with outside agencies to promote the most responsible and efficient use of financial resources for activities within the public right-of-way.
 12. The Township will continue to seek public and private sources of funding to implement the elements of this Complete Streets policy. The Township will also continue to coordinate transportation-related projects, including complete streets infrastructure planning and funding, through the Kalamazoo Area Transportation Study through implementation of the Metropolitan Transportation plan and Transportation Improvement Program.
 13. The Township will create a prioritization scoring system to determine which roads have the greatest need for sidewalks when funding is available. When created, the prioritization scoring system will be attached to this Complete Streets policy as Appendix A.
 14. The Township will create and maintain an ADA transition plan to identify areas in the existing sidewalk network and access routes to government buildings that are not ADA-compliant, and create a plan to correct the deficiencies.
 15. With assistance of the Capital Improvements Committee, the Township Board shall annually determine which roads will be restored/reconstructed or which will receive Hot Mix Asphalt (HMA) or gravel overlay. Selection of projects and treatments shall be subject to available Township funds, budgeting, and scheduling. The assessment policy is outlined in Appendix B.

DRAFT

Appendix A

Prioritization Scoring System

Note: Appendix A has not yet been approved by the Township Board. The purpose of this draft version is to inform readers of the intent and likely format for the prioritization policy. The final Appendix A prioritization policy will be completed before January 1, 2019.

Oshtemo Township requires a process for determining the priority for building sidewalks and shared-use paths within the road right-of-way. The Public Works Department reviewed similar scoring systems from cities and townships across the Midwest and selected the factors and weighting criteria that were applicable to Oshtemo Township. The scoring system is below:

Factor	Score Parameters	Weighting Criteria
Traffic Volume	(15 = high, 10 = medium, 5 = low)	x2
Route to school or park (increases probability of children using the road)	(5 = yes, 0 = no)	
Road improvement project planned (cost savings)	(5 = yes, 0 = no)	
Zoning (proxy for population density)	(5 = Commercial and Industrial, 4 = R-4, 3 = R-3, 2 = R-2, 1 = R-1, 0 = RR, Ag)	x2
Environmental Justice Area (proxy for elderly, disabled, and low-income residents who are least likely to own a car)	(5 = yes, 0 = no)	x2

Notes:

- Traffic volume in Oshtemo Township falls into three distinct categories. High volume is categorized by average daily traffic greater than 10,000 vehicles and is found on Stadium Drive, Drake Road, West Main Street, and 9th Street between West Main and I-94. Medium Traffic is categorized as 1,000-9,999 vehicles per day and is found on roads like North 10th Street, West Michigan Ave, 11th Street, and Croyden Ave. Low traffic volume streets are categorized as less than 1,000 vehicles per day which represents typical neighborhood streets.
- Traffic volume has a 2x weighting because traffic volume is highly correlated to vehicle crashes, with and without pedestrians/bicyclists.
- Zoning has a 2x weighting because more people living and working in an area increases the number of pedestrians and bicyclists. A higher number of pedestrians/bicyclists increases the probability of an accident occurring with a vehicle.
- R-5 zoning is only used for mobile home communities. For R-5 zoned areas, the sidewalks will only be built on the major road adjacent to the mobile home community. The internal roads within the mobile home community, including the entrance road, are private roads, and the Township is not responsible for building sidewalks on private roads.
- Environmental justice is a term used by the federal government to determine areas of minority and/or low-income populations to ensure these populations receive the same benefits as other

areas, ensure full and fair participation by all affected communities, and to minimize and mitigate disproportionately high and adverse human health and environmental effects in these communities. The environmental justice areas in Oshtemo Township are: (1) everywhere between US-131 and Drake Road, and (2) the area bounded by US-131, KL Ave, 8th Street, and West Main Street. Environmental justice has a 2x weighting because these areas represent a higher density of college students and retirees that may not be able to afford vehicles and rely on other means of transportation.

DRAFT

Appendix B

Road, Sidewalk, and Shared Use Path Assessment Policy

ADMINISTRATIVE PROCEDURE

With assistance of the Capital Improvements Committee, the Township Board shall annually determine which roads will be restored/reconstructed or which will receive Hot Mix Asphalt (HMA) or gravel overlay. Selection of projects and treatments shall be subject to available Township funds, budgeting and scheduling.

A project funding formula is herein outlined. Specific projects shall be approved by the Township Board. On projects with no petitions, a Township Board resolution is needed. Resolutions or petitions for Assessment Districts shall be forwarded to the Road Commission for Public Hearing.

Township road dollars shall, in general, not be spent on roadway reconstruction if the local street is not served with sanitary sewer and sanitary sewer is available to be extended to service properties along the street. This deferment of other than routine road maintenance is to facilitate the coordination of roadway work with sanitary sewer extensions to utilize Township funds in the most efficient and effective manner. If work is deferred for a local street under this policy, said local street will be planned for sanitary sewer extension within three years.

PROJECT	FUNDING FORMULA
1. Local Roads -	
Chip Seal or Seal Coat	Township Funds as supplemented with Road Commission Par Funds
HMA Overlay/Reconstruction	Township Funds as supplemented with Road Commission Par Funds
2. Plat Streets -	
Chip Seal or Seal Coat	Township Funds as supplemented with Road Commission Par Funds
Ultra-Thin HMA Paving	100% of additional cost over Township-proposed project shall be by special assessment. Cul-de-sacs shall be assessed in a manner that approximates an equitable contribution for the "pie" shaped square yardage frontage each assessable parcel (i.e., approximately

comparable to the roadway width square yardage assessed on a two-sided street).

HMA Overlay/Reconstruction

Township Funds as supplemented with Road Commission Par Funds

3. Dust Control (gravel roads) -

100% Township Funds

4. Failed Condition Local Road -

The Failed Condition Local Road Policy of the Road Commission shall be used.

5. Sidewalks/Shared Use Paths -

The Township shall pay for all residential sidewalk construction, ~~maintenance~~ repair, and reconstruction in the road right-of-way from Township Funds. If the residents want the sidewalks sooner then the residents can petition to establish a special assessment district to pay for the sidewalk. All new plats shall be built with sidewalks by the developer.

For commercial and industrial areas, the Township will pay for the construction, maintenance, and reconstruction of all sidewalks in the road right-of-way and shared-use paths via general revenue funds or special assessment districts.

6. Landowner-Initiated or Shared-Use Private Roads -

At its sole discretion, the Oshtemo Township Board ~~may~~ shall elect to facilitate creation of a special assessment district for private roadway improvements when shared-use or other unique conditions warrant the proposed improvements as a public interest. Properties in Private Roadway SAD's shall bare 100% of the cost for the improvements, and shall include reimbursement of the administrative costs incurred by the Township.

A petitioned Public Roadway SAD project is exempt from Township cost participation as outlined in this policy. Specifically, the Township Board shall separately determine to what extent, if any, the Township shall contribute to the project.

ASSESSING POLICY

1. The Township shall annually determine which roads will be restored/reconstructed or which will receive an HMA or gravel overlay subject to budget limitations.
2. Parcels or outlots not in a plat, but with frontage on a plat street would be assessed using the funding formula, but not to exceed the largest assessment in the district.
3. Parcels located on a "curved comer" will be assessed using the funding formula but not to exceed the largest assessment in the district.
4. Assessments for condominium units will assessed using the funding formula and the amount will be divided equally among the number of units.
5. The Township has the right and responsibility to set an assessment district, when it has been determined a road must be overlaid or reconstructed and funding is needed.
6. If sidewalk/shared us path project costs are less, individual assessments will be accredited accordingly.
7. If any development is required by zoning to provide a sidewalk/shared use path, the development bears the full cost.
8. The Township reserves the right, should the need arise, to revise this policy at any time and may establish assessment districts calling for abutting land owners to share in the construction, restoration/reconstruction, HMA or gravel overlay of any road. Additionally, the Township may consider a petition for road improvements and the establishment of a special assessment as provided by state law.

OSHTEMO TOWNSHIP COMPLETE STREETS POLICY

I. THE COMPLETE STREETS INTENT

Oshtemo Township, through this Complete Streets Policy and the adopted Master Plan, recognizes that planning the Township transportation system involves more than just moving vehicles efficiently and safely. A transportation system needs to meet the needs of all types of users – motorists, pedestrians (including those with disabilities), bicyclists, transit vehicles and users, freight haulers, emergency responders, and citizens of all ages and abilities. Additionally, the Vision Zero traffic safety project establishes a goal of eliminating traffic deaths and severe injuries by improving the design of the transportation system.

For many years, Oshtemo Township has planned and implemented a multi-modal transportation system to safely and efficiently move both motorists and non-motorists throughout the community. Furthermore, the design of the multi-modal system has also considered the context of the adjacent land uses. Comprehensive planning, design, and construction efforts that consider all users as part of a transportation system will continue as public and private developments and capital improvements are implemented.

II. BENEFITS OF A COMPLETE STREETS TRANSPORTATION SYSTEM

Continuing to provide and invest in a Complete Streets system is a priority for residents, businesses and Township leaders, and includes many benefits, such as:

- Provides multi-modal transportation connections between homes, schools, parks, public transportation, offices, and retail destinations.
- Enhances safe walking and bicycling options for school-age children, consistent with the national Safe Routes to Schools program
- Encourages economic growth, positively impacting property values.
- Improves pedestrian and cyclist safety by reducing potential crashes between motorized and non- motorized users.
- Encourages walking and bicycling that improves health and fitness.
- Provides driving alternatives positively impacting the environment, conserves fuel, and saves money.

III. APPLICABILITY OF THE COMPLETE STREETS POLICY

Oshtemo Township will consider every transportation improvement and private development project as an opportunity to evaluate the level of Complete Streets elements within the general project area and connectivity to adjacent areas with the intent to improve safety and accessibility for all users. This Complete Streets Policy will be used with all planning, design, funding, and approval involving any street construction, reconstruction, resurface, major repair or alteration, or right-of-way acquisition project. This policy is also applicable to the installation, replacement, or reconstruction of underground utilities located within a public street right-of-way; however, water and sanitary sewer funds cannot be used as a Complete Streets funding source.

A determination as to whether or not a specific street is a Complete Street, or how many design elements are appropriate will be determined on a case-by-case basis by Township Board.

IV. DESIGNING A MULTI-MODAL SYSTEM TO MEET THE NEEDS OF ALL USERS

Oshtemo Township will seek to enhance the safety, access, convenience, and comfort for all users of all ages and abilities through the planning, design, operation, enforcement, and maintenance of the transportation network. The goal is to continue to expand an interconnected network of facilities accommodating each mode of travel consistent with the goals identified in the adopted Master Plan and other related planning documents. Furthermore, this policy recognizes that all streets are not the same: Streets vary by type and intensity of adjacent land uses, number of travel lanes, posted speed limits, traffic volumes, available right-of-way, and other characteristics such as topography, soil types, and proximity of trees. As a result, the necessity for certain non-motorized transportation facilities will need to be carefully evaluated such that the cost of the non-motorized facility is balanced with the demand and availability of right-of-way.

Transportation improvements will include facilities and other amenities that are recognized as contributing to Complete Streets, which may include, but not necessarily limited to, one or more of the following:

1. Sidewalks (new construction, gap construction, repair or replacement, and Americans with Disabilities Act (ADA) improvements).
2. Pedestrian refuge islands or crosswalk improvements.
3. Traffic calming measures, where appropriate.
4. Street and/or sidewalk lighting.
5. Multi-use trails.
6. Accessibility improvements consistent with the ADA.
7. Improved pedestrian access and amenities (e.g. bus shelters) to transit stops and/or installation of bus turnouts.
8. Bicycle accommodations including designated bike lanes, widened travel lanes, and bike storage facilities.
9. Connecting sidewalks along a public street to internal private development sidewalks.
10. Interconnected and/or shared off-street parking lots and other access management techniques to reduce driveways and subsequent points of conflict between vehicles and pedestrians/bicyclists.

V. CONTEXT SENSITIVE STREET DESIGN

Historically, streets were designed to meet expected traffic volumes at a selected speed. Streets or intersections were widened to meet vehicular needs provided right-of-way was available. That traditional approach has been changed in response to best practices in street design, which recognize that many factors along a particular street influence the speed of traffic, crashes, and how a street can be in harmony, or in conflict, with its surroundings.

Street width, presence of on-street parking and sidewalks, block length, building setbacks, design speed, pavement markings and signs, street trees, and even boulevard landscaping, and street furniture all contribute to how the street functions. Driver perceptions can affect vehicle speed and care used in driving. These elements can also affect how people view a corridor and their impression of Oshtemo in general. A street designed in tandem with its surroundings can foster an inviting place to live, work and visit.

Oshtemo Township will continue to rely on a wide range of concepts to help ensure the transportation system operates safely and efficiently, but also in context with the immediate area and overall character of the Township.

VI. IMPROVE NETWORK CONNECTIVITY

Improving the connectivity between the current network of sidewalks, bike lanes, multi-use trails, paths, public transit routes, and roadways is important to ensure the continued success of complete streets concepts in Oshtemo Township. A well-connected network will encourage citizens to fully utilize all available forms of transportation that will provide safe access for all users, promote healthy living, increase the capacity and efficiency of the roadway network, and reduce negative environmental impacts. It is also important that a well-connected network include safe and convenient transitions from one mode of transportation to another, from one jurisdiction to another and from one type of infrastructure improvement to another. This can be accomplished by including ADA-compliant improvements, appropriate signage/pavement markings, refuge islands, sidewalk connections to bus stops, among others.

VII. NON-MOTORIZED COMPLETE STREET ELEMENTS

The Non-Motorized Facilities section of the Oshtemo Township Master Plan provides specific recommendations concerning the provision of the following non-motorized Complete Street elements:

1. Using the Future Land Use Map from the Master Plan, in areas identified as Rural Residential and Neighborhood Commercial, a widened-shoulder bikeway on major thoroughfares will be built to accommodate bicycle travel.
2. Sidewalks (that are ADA-compliant) will be built on local and major streets as follows:
 - a. Due to high traffic volume spanning the Rural Residential and more developed portions of the Township, non-motorized facilities will be built along portions of M-43 and Stadium Drive consistent with the Oshtemo Township Non-Motorized Facilities Plan.
 - b. Using the Future Land Use Map from the Master Plan, all areas not identified as Rural Residential or Neighborhood Commercial, 6-foot sidewalks or 10-foot shared-use paths are planned on all major thoroughfares, defined as Average Daily Traffic greater than 1,000 vehicles per day.
 - c. Five-foot sidewalks are provided on both sides of all streets within new residential neighborhoods.
 - d. Non-motorized facilities within existing residential neighborhoods, commercial areas, and industrial areas are inconsistent throughout the community. In such areas, the following criteria should be considered for the installation of sidewalks or shared-use paths:
 - i. Existing residential neighborhoods without sidewalks, and for which sidewalks are not planned under the Township Master Plan, may petition for sidewalks to be built within the neighborhood under any Michigan Public Act which would allow for the installation of public sidewalks. The residents of the neighborhood will be responsible for initiating the petition and, if successful, present the petition to the Township Board for approval. Upon Township Board approval, the streets of the neighborhood will be added to the list of streets to receive sidewalks and the sidewalks will be built at Township expense according to the Appendix A prioritization policy. If the residents want the sidewalks sooner then the residents can petition to establish a special assessment district to pay for the sidewalk;

- ii. The Township, on the motion of the Board, may, at its expense, proceed with sidewalk improvements to fill gaps in the existing sidewalk system as redevelopment and infill development occurs;
 - iii. The Board may, concurrent with capital improvement projects, construct the sidewalks, other non-motorized facilities, and other appropriate safety improvements along primary pedestrian routes to schools, parks, or other activity destinations upon motion of the Board at the Township's expense. The Township will host public meetings to obtain resident input before committing to the Complete Street elements with the capital improvement projects.
 - iv. Within commercial and industrial areas, non-motorized facilities deemed necessary may be installed upon the motion of the Board in accordance with Michigan law with or without the establishment of a special assessment district.
3. For completeness, off-road shared-use paths will be built per the Non-Motorized Facilities Plan.

VIII. EXCEPTIONS

Exceptions to this policy may be appropriate when one or more of the following conditions exists:

1. An affected roadway prohibits, by law, specified users (such as an interstate freeways or pedestrian malls), in which case a greater effort shall be made to accommodate those specified users elsewhere.
2. An alternative route, such as a multi-use trail in the immediate vicinity provides an option for non-motorized transportation.
3. A wide shared-shoulder bikeway designed to accommodate both bicycle and pedestrian use is available in the street right-of-way.
4. There is insufficient right-of-way to accommodate a Complete Street element at that time. The Township should attempt to acquire the right-of-way to accommodate the Complete Street element.
5. The activities, such as spot repair or crack seal, are ordinary maintenance activities designed to keep assets in serviceable condition, which meet MDOT's ADA upgrade exceptions.
6. Capital preventive maintenance projects where the roadwork is not substantial enough to recognize costs savings by including the non-motorized element. Examples of preventive maintenance projects include thin overlays (less than 1.5-inch), micro-seals, chip seals, or slurry seals.
7. The type of project does not have a substantial impact on the roadway, such as signal upgrades, addition of turning lanes and utility installations signal interconnect projects, which do not remove existing non-motorized or transit facilities.
8. Safety projects which are funded only for specific safety features identified by crash patterns, due to the funding parameters of the program.
9. The adopted Future Use Plan, or other present and/or anticipated market conditions that can be documented, indicate an absence of existing or future need (e.g. sparse population), for a Complete Street element or elements.
10. An element of this policy will have an adverse impact on existing environmental resources such as wetlands, floodplains, creeks, or historic structures, or the presence of an environmental resource will add significant cost to an element of this policy.

Exceptions to this policy involving private (re)development projects requiring plan review approval or recommendation to Township Board by the Planning Commission shall only be granted or recommended when the Planning Commission, after recommendation from the Township Planning Staff, determines one or more of the above applicable provisions exist, is consistent with applicable sections of the Zoning Code concerning Planning Commission review/approval authority and is consistent with the goals, objectives and recommendations of the Master Plan.

IX. INTERGOVERNMENTAL COOPERATION

Oshtemo Township will cooperate with adjacent communities, the Road Commission of Kalamazoo County, the Kalamazoo Area Transportation Study, Metro Transit, and Kalamazoo County to ensure the principles and practices of complete streets concepts are consistent in appropriate planning documents and implanted along the mutually shared corporate boundaries. Oshtemo Township, together with its adjacent neighbors, Kalamazoo Area Transportation Study and Kalamazoo County, will cooperate to make sure the transportation network as it transitions from one community to the next is seamless in accordance with local and regional road, transit, bicycle, and pedestrian plans and design criteria.

X. DESIGN GUIDELINES

Oshtemo Township will consider design guidelines promulgated in the documents listed below or as may be required by the funding source. Sources for design guidelines include, but are not limited to:

1. American Association for State Highway and Transportation Officials: A Policy on Geometric Design of Highways and Streets, 6th Edition, or latest edition.
2. American Association for State Highway and Transportation Officials: Guide for the Planning, Design, Operation of Pedestrian Facilities – July 2004 edition or latest edition.
3. American Association for State Highway and Transportation Officials: Development of Bicycle Facilities – Fourth Edition or latest edition.
4. Institute of Transportation Engineers: Designing Walkable Urban Thoroughfares: A Context Sensitive Approach – 2010 edition or latest edition.
5. National Association of City Transportation Officials: Urban Street Design Guide
6. Federal Highway Administration: Complete Streets Design Guide

In conjunction with the references noted above, the Township will also consider the impact on a street and any proposed improvements will have on surrounding land uses pursuant to Section V.

XI. IMPLEMENTATION

Oshtemo Township will take the following actions to implement this Complete Streets policy:

1. The Township will pay for construction, repairs, and reconstruction of all sidewalks and shared use paths in the road right-of-way that are not part of a new development (residential) from general revenue funds.
2. For commercial and industrial areas, the Township will pay for the construction, repairs, and reconstruction of all sidewalks and shared-use paths via general revenue funds or special assessment districts.
3. Repairs to sidewalks are required when there is a vertical discontinuity defect of 2 inches or more, or a dangerous condition in the sidewalk itself of a particular character other than solely

- a vertical discontinuity.
4. The Public Works Department, with assistance from the Planning Department, will lead the implementation of this policy and coordinate with other departments and outside organizations.
 5. The Township will maintain a comprehensive inventory of the pedestrian and bicycling infrastructure within the Township's GIS mapping system. This information can be used by various departments to identify and prioritize projects in accordance with this policy, Master Plan, and other related planning documents.
 6. Through the private development project plan review process, installation of Complete Street elements will be incorporated during the construction phase of the private development project when appropriate.
 7. Each year, the Township will evaluate applicable transportation-related projects for safety improvements in accordance with this Complete Streets Policy. As part of the Capital Improvement Plan each year, the Public Works Department will evaluate each project for incorporating Complete Streets elements, and provide a recommendation to the Capital Improvement Committee for endorsement and Township Board for approval.
 8. Each year, the Oshtemo Maintenance Department will perform an assessment of all sidewalk and shared-use path assets to determine physical condition and areas requiring maintenance or reconstruction. The Maintenance Department will be responsible for addressing identified minor safety issues (i.e., large cracks and elevation changes of 2" or more). The Public Works Department will be responsible for inspecting new sidewalk construction and reconstruction of existing sidewalks.
 9. When appropriate, the Township will review existing plans and policies related to transportation planning/improvements to ensure consistency with this Complete Streets policy.
 10. The Township will develop educational materials intended to inform elected officials, staff, and interested citizens regarding the content of Complete Streets principles and best practices for implementing this policy.
 11. The Township will coordinate transportation improvement projects involving complete street elements with outside agencies to promote the most responsible and efficient use of financial resources for activities within the public right-of-way.
 12. The Township will continue to seek public and private sources of funding to implement the elements of this Complete Streets policy. The Township will also continue to coordinate transportation-related projects, including complete streets infrastructure planning and funding, through the Kalamazoo Area Transportation Study through implementation of the Metropolitan Transportation plan and Transportation Improvement Program.
 13. The Township will create a prioritization scoring system to determine which roads have the greatest need for sidewalks when funding is available. When created, the prioritization scoring system will be attached to this Complete Streets policy as Appendix A.
 14. The Township will create and maintain an ADA transition plan to identify areas in the existing sidewalk network and access routes to government buildings that are not ADA-compliant, and create a plan to correct the deficiencies.
 15. With assistance of the Capital Improvements Committee, the Township Board shall annually determine which roads will be restored/reconstructed or which will receive Hot Mix Asphalt (HMA) or gravel overlay. Selection of projects and treatments shall be subject to available Township funds, budgeting, and scheduling. The assessment policy is outlined in Appendix B.

DRAFT

Appendix A

Prioritization Scoring System

Note: Appendix A has not yet been approved by the Township Board. The purpose of this draft version is to inform readers of the intent and likely format for the prioritization policy. The final Appendix A prioritization policy will be completed before January 1, 2019.

Oshtemo Township requires a process for determining the priority for building sidewalks and shared-use paths within the road right-of-way. The Public Works Department reviewed similar scoring systems from cities and townships across the Midwest and selected the factors and weighting criteria that were applicable to Oshtemo Township. The scoring system is below:

Factor	Score Parameters	Weighting Criteria
Traffic Volume	(15 = high, 10 = medium, 5 = low)	x2
Route to school or park (increases probability of children using the road)	(5 = yes, 0 = no)	
Road improvement project planned (cost savings)	(5 = yes, 0 = no)	
Zoning (proxy for population density)	(5 = Commercial and Industrial, 4 = R-4, 3 = R-3, 2 = R-2, 1 = R-1, 0 = RR, Ag)	x2
Environmental Justice Area (proxy for elderly, disabled, and low-income residents who are least likely to own a car)	(5 = yes, 0 = no)	x2

Notes:

- Traffic volume in Oshtemo Township falls into three distinct categories. High volume is categorized by average daily traffic greater than 10,000 vehicles and is found on Stadium Drive, Drake Road, West Main Street, and 9th Street between West Main and I-94. Medium Traffic is categorized as 1,000-9,999 vehicles per day and is found on roads like North 10th Street, West Michigan Ave, 11th Street, and Croyden Ave. Low traffic volume streets are categorized as less than 1,000 vehicles per day which represents typical neighborhood streets.
- Traffic volume has a 2x weighting because traffic volume is highly correlated to vehicle crashes, with and without pedestrians/bicyclists.
- Zoning has a 2x weighting because more people living and working in an area increases the number of pedestrians and bicyclists. A higher number of pedestrians/bicyclists increases the probability of an accident occurring with a vehicle.
- R-5 zoning is only used for mobile home communities. For R-5 zoned areas, the sidewalks will only be built on the major road adjacent to the mobile home community. The internal roads within the mobile home community, including the entrance road, are private roads, and the Township is not responsible for building sidewalks on private roads.
- Environmental justice is a term used by the federal government to determine areas of minority and/or low-income populations to ensure these populations receive the same benefits as other

areas, ensure full and fair participation by all affected communities, and to minimize and mitigate disproportionately high and adverse human health and environmental effects in these communities. The environmental justice areas in Oshtemo Township are: (1) everywhere between US-131 and Drake Road, and (2) the area bounded by US-131, KL Ave, 8th Street, and West Main Street. Environmental justice has a 2x weighting because these areas represent a higher density of college students and retirees that may not be able to afford vehicles and rely on other means of transportation.

DRAFT

Appendix B

Road, Sidewalk, and Shared Use Path Assessment Policy

ADMINISTRATIVE PROCEDURE

With assistance of the Capital Improvements Committee, the Township Board shall annually determine which roads will be restored/reconstructed or which will receive Hot Mix Asphalt (HMA) or gravel overlay. Selection of projects and treatments shall be subject to available Township funds, budgeting and scheduling.

A project funding formula is herein outlined. Specific projects shall be approved by the Township Board. On projects with no petitions, a Township Board resolution is needed. Resolutions or petitions for Assessment Districts shall be forwarded to the Road Commission for Public Hearing.

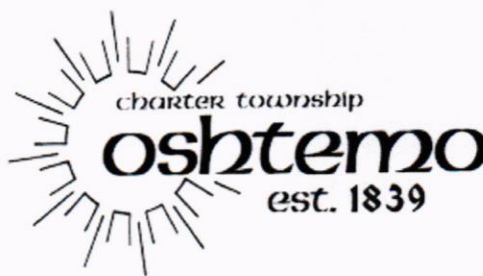
Township road dollars shall, in general, not be spent on roadway reconstruction if the local street is not served with sanitary sewer and sanitary sewer is available to be extended to service properties along the street. This deferment of other than routine road maintenance is to facilitate the coordination of roadway work with sanitary sewer extensions to utilize Township funds in the most efficient and effective manner. If work is deferred for a local street under this policy, said local street will be planned for sanitary sewer extension within three years.

PROJECT	FUNDING FORMULA
1. Local Roads -	
Chip Seal or Seal Coat	Township Funds as supplemented with Road Commission Par Funds
HMA Overlay/Reconstruction	Township Funds as supplemented with Road Commission Par Funds
2. Plat Streets -	
Chip Seal or Seal Coat	Township Funds as supplemented with Road Commission Par Funds
Ultra-Thin HMA Paving	100% of additional cost over Township-proposed project shall be by special assessment. Cul-de-sacs shall be assessed in a manner that approximates an equitable contribution for the "pie" shaped square yardage frontage each assessable parcel (i.e., approximately

	comparable to the roadway width square yardage assessed on a two-sided street).
HMA Overlay/Reconstruction	Township Funds as supplemented with Road Commission Par Funds
3. Dust Control (gravel roads) -	100% Township Funds
4. Failed Condition Local Road -	The Failed Condition Local Road Policy of the Road Commission shall be used.
5. Sidewalks/Shared Use Paths -	<p>The Township shall pay for all residential sidewalk construction, repair, and reconstruction in the road right-of-way from Township Funds. If the residents want the sidewalks sooner then the residents can petition to establish a special assessment district to pay for the sidewalk. All new plats shall be built with sidewalks by the developer.</p> <p>For commercial and industrial areas, the Township will pay for the construction, maintenance, and reconstruction of all sidewalks in the road right-of-way and shared-use paths via general revenue funds or special assessment districts.</p>
6. Landowner-Initiated or Shared-Use Private Roads -	<p>At its sole discretion, the Oshtemo Township Board shall elect to facilitate creation of a special assessment district for private roadway improvements when shared-use or other unique conditions warrant the proposed improvements as a public interest. Properties in Private Roadway SAD's shall bare 100% of the cost for the improvements, and shall include reimbursement of the administrative costs incurred by the Township.</p> <p>A petitioned Public Roadway SAD project is exempt from Township cost participation as outlined in this policy. Specifically, the Township Board shall separately determine to what extent, if any, the Township shall contribute to the project.</p>

ASSESSING POLICY

1. The Township shall annually determine which roads will be restored/reconstructed or which will receive an HMA or gravel overlay subject to budget limitations.
2. Parcels or outlots not in a plat, but with frontage on a plat street would be assessed using the funding formula, but not to exceed the largest assessment in the district.
3. Parcels located on a "curved comer" will be assessed using the funding formula but not to exceed the largest assessment in the district.
4. Assessments for condominium units will assessed using the funding formula and the amount will be divided equally among the number of units.
5. The Township has the right and responsibility to set an assessment district, when it has been determined a road must be overlaid or reconstructed and funding is needed.
6. If sidewalk/shared us path project costs are less, individual assessments will be accredited accordingly.
7. If any development is required by zoning to provide a sidewalk/shared use path, the development bears the full cost.
8. The Township reserves the right, should the need arise, to revise this policy at any time and may establish assessment districts calling for abutting land owners to share in the construction, restoration/reconstruction, HMA or gravel overlay of any road. Additionally, the Township may consider a petition for road improvements and the establishment of a special assessment as provided by state law.



Memo

To: Oshtemo Charter Township Board

From: Marc Elliott, P.E., Director of Public Works
 Jamie Baker, Public Works Technical Specialist

Date: September 7, 2018

Subject: Consideration of Design Services for Sidewalk Projects (in Conjunction with Sanitary Sewer Expansion)

OBJECTIVE

Obtain Board approval for the Fleis&Vandenbrink engineering design contract of up to \$51,000 for the sidewalks and traffic calming elements to be built with the USDA sewer project.

DISCUSSION

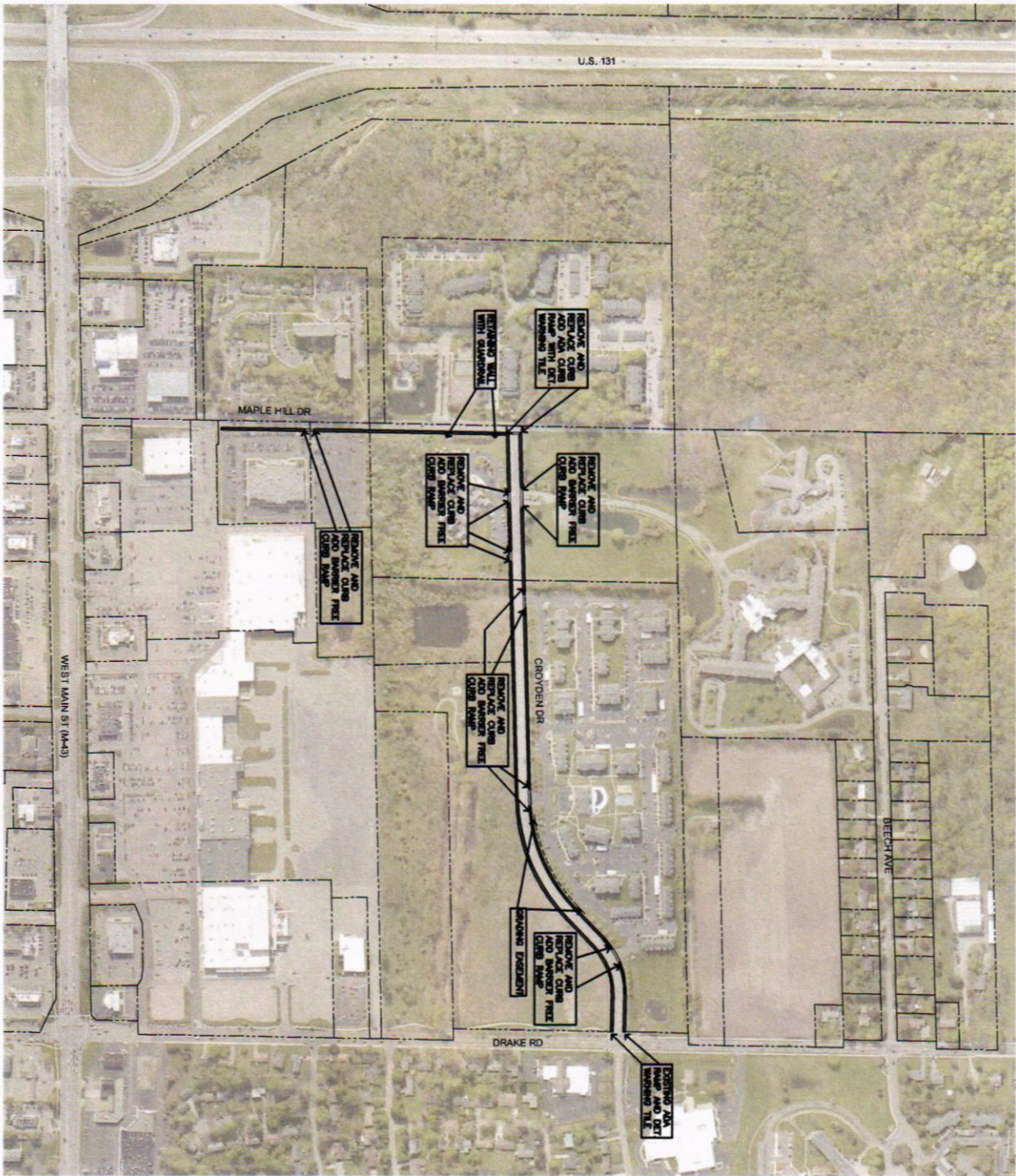
At the August 28 Board meeting, the Public Works Department presented revisions of the sidewalks with sewers conceptual designs. The proposed conceptual designs are in Attachment (1) and it includes the traffic calming elements in the Skyridge neighborhood in lieu of sidewalks. In order to build the sidewalks and traffic calming elements with the sewers, the engineering designs must be completed and submitted to the Road Commission of Kalamazoo County (RCKC) for approval.

The Public Works Department presented three conceptual designs (Skyridge, Fairlane, and Whitegate Farms) that are within the sewer project areas and recommend the sidewalks and traffic calming elements be constructed with the sewers. Two other conceptual designs (Croyden/Maple Hill and Green Meadow) are outside of the sewer project areas. The Public Works Department considers it convenient to construct the sidewalks in these two areas with the sewers; however, it is not necessary to tie those sidewalk projects to the sewer project. For that reason, the engineering design contract is written to enable the Board to select the specific projects that the Board wishes to be completed. The specific cost to complete the engineering design for each area is in Attachment (2).

The Public Works Department requests approval for the engineering design contract for the conceptual designs in Attachment (1).

ATTACHMENTS

1. Conceptual Sidewalk Designs and Estimated Costs
2. Proposed Fleis&Vandenbrink Engineering Design Contract



U.S. 131

MAPLE HILL DR

WEST MAIN ST (M-43)

CHRYDEN DR

BEECH AVE

DRAKE RD

REMOVE AND REPLACE CURB AND GUTTER WITH 24" WIDE CONCRETE SIDEWALK WITH DET. W/INDING T/E

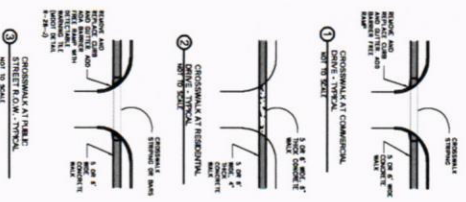
REMOVE AND REPLACE CURB AND GUTTER WITH 24" WIDE CONCRETE SIDEWALK WITH DET. W/INDING T/E

REMOVE AND REPLACE CURB AND GUTTER WITH 24" WIDE CONCRETE SIDEWALK WITH DET. W/INDING T/E

REMOVE AND REPLACE CURB AND GUTTER WITH 24" WIDE CONCRETE SIDEWALK WITH DET. W/INDING T/E

REMOVE AND REPLACE CURB AND GUTTER WITH 24" WIDE CONCRETE SIDEWALK WITH DET. W/INDING T/E

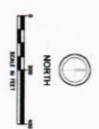
EXISTING 24" WIDE CONCRETE SIDEWALK WITH DET. W/INDING T/E



NOTE: ALL MARKS TO BE 8" WIDE

LEGEND

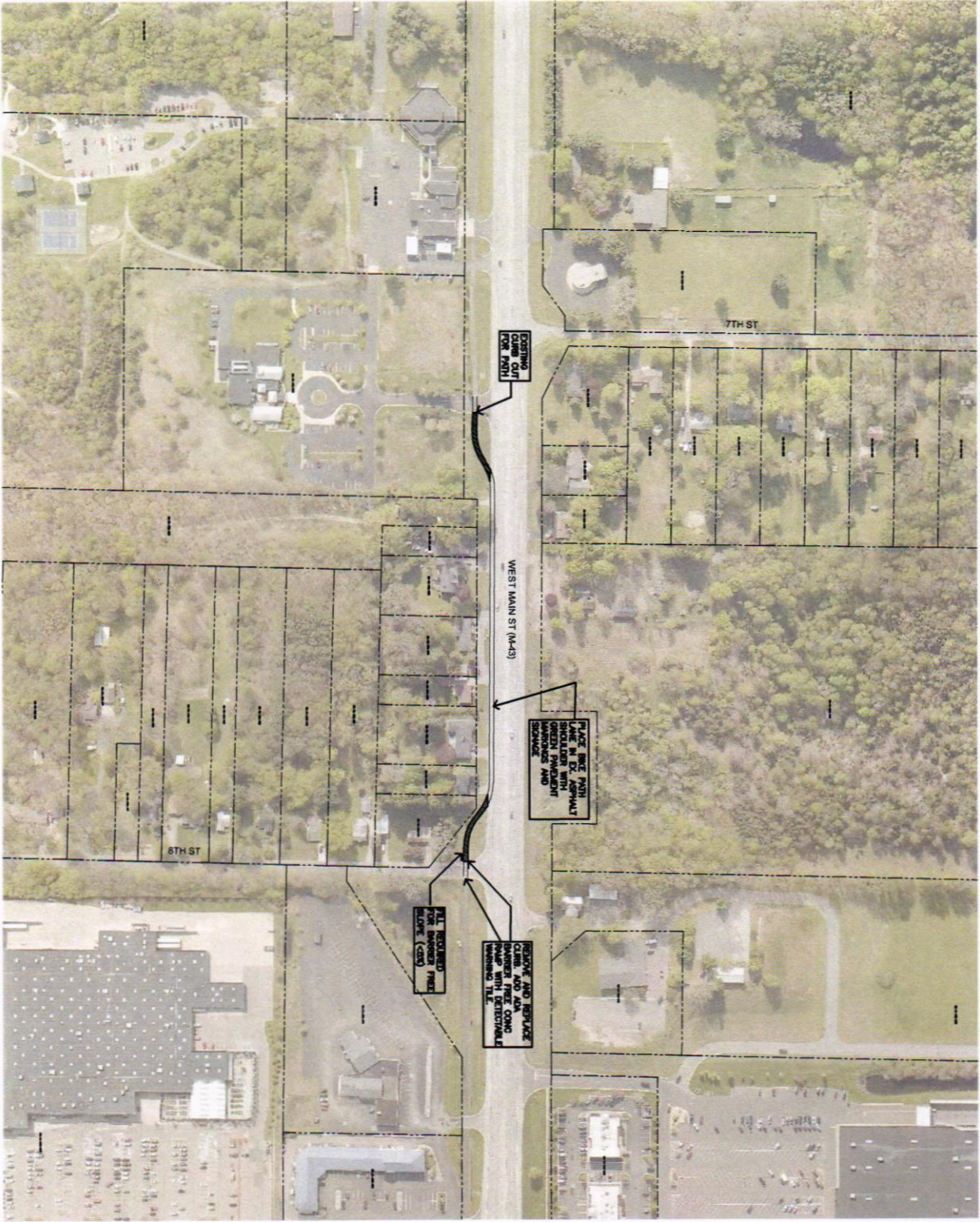
PROPOSED IMPROVEMENTS
3' OR 6' WIDE CONCRETE SIDEWALK



NOT FOR CONSTRUCTION
APPROVED FOR PERMITS
1/5

OSHTEMO TOWNSHIP
OSHTEMO TOWNSHIP, MICHIGAN
NEIGHBORHOOD SIDEWALK EXTENSION - PHASE 1
MAPLE HILL AREA



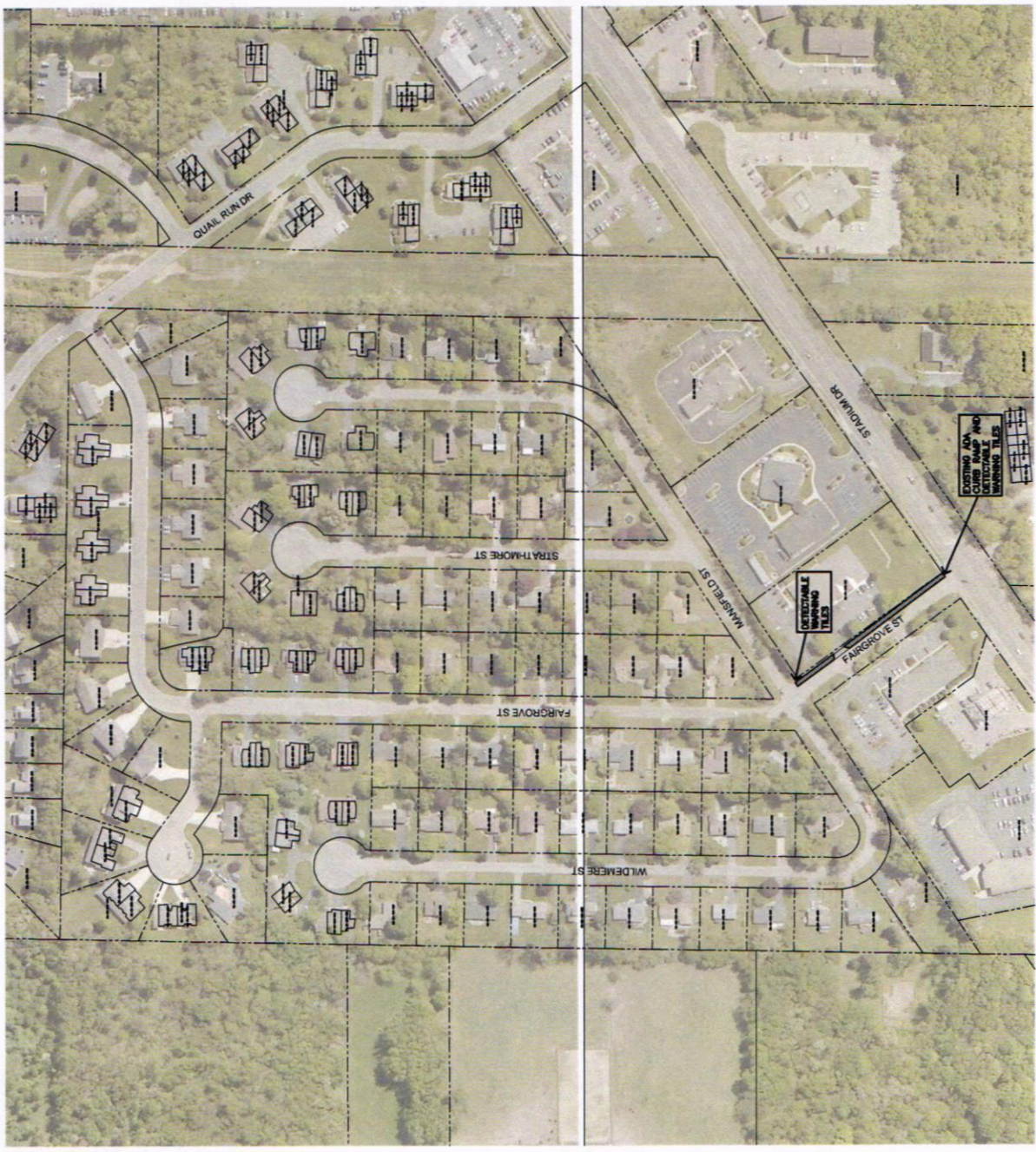
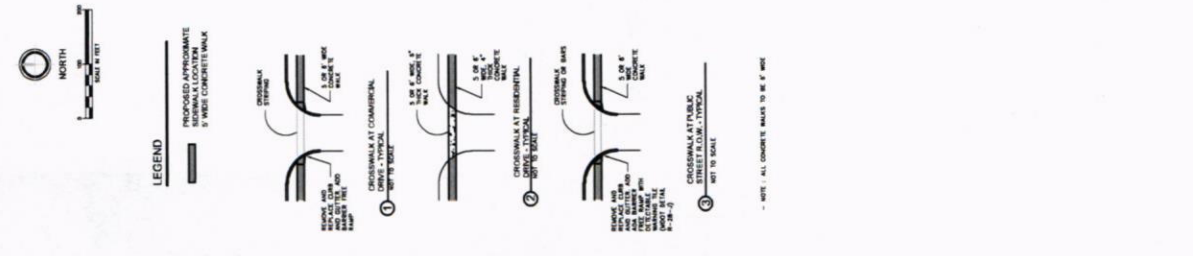


LEGEND
 PROPOSED IMPROVEMENTS
 SIDEWALK LOCATION
 BY THIS PLAN

2/15
 NOT FOR CONSTRUCTION

OSHTEMO TOWNSHIP
 OSHTEMO TOWNSHIP, MICHIGAN
 NEIGHBORHOOD SIDEWALK EXTENSION - PHASE 1
 WEST MAIN AREA







DATE: 11/15/2011
 DRAWN BY: J. V. BIRCH
 CHECKED BY: J. V. BIRCH
 PROJECT: OSHTEMO TOWNSHIP
 SHEET: 1 OF 1

NOT FOR CONSTRUCTION

OSHTEMO TOWNSHIP
 NEIGHBORHOOD SIDEWALK DISCUSSION
 KALAMAZOO COUNTY, MICHIGAN
SKYRIDGE - ALTERNATE PEDESTRIAN OPTION

11150 WOODLAND DR
 SUTHERLAND, MI 49789
 TEL: 268-3333
 FAX: 268-3334
FLEISCHMANN & WANDENBRINK
 DESIGN. BUILD. OPERATE.

Revised 8/28/2018



Neighborhood Sidewalk Concept Plan
Oshtemo Township, Michigan

Preliminary Opinion of Probable Costs

Item	Qty.	Unit	Unit Price	Total
Sheet 1 : Maple Hill Area				
Tree and Brush Removal	1	LS	\$ 5,000.00	\$ 5,000.00
4" Concrete Walk	36,756	SF	\$ 8.00	\$ 294,048.00
Remove and Replace Curb and Gutter	256	LF	\$ 20.00	\$ 5,120.00
Detectable Warning Tiles	24	SF	\$ 50.00	\$ 1,200.00
Segmental Unit Retaining Wall	700	SF	\$ 40.00	\$ 28,000.00
Pedestrian Crosswalk Striping	900	LF	\$ 3.00	\$ 2,700.00
Vinyl Coated Chain Link Fence 4' ht Guardrail	230	LF	\$ 22.00	\$ 5,060.00
Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
Soil Erosion Control	1	LS	\$ 2,500.00	\$ 2,500.00
Topsoil and Turf Restoration	6,126	LF	\$ 6.00	\$ 36,756.00
Sheet 1 Subtotal				\$ 385,384.00
Engineering (20%)				\$ 77,076.80
Administration and Legal (5%)				\$ 19,269.20
Contingency (10%)				\$ 38,538.40
Sheet 1 Total				\$ 520,268.40
Sheet 2 : West Main Area				
Remove and Replace Curb and Gutter	32	LF	\$ 20.00	\$ 640.00
MDOT Class II Fill Compacted	40	CY	\$ 18.00	\$ 720.00
Detectable Warning Tiles	40	SF	\$ 50.00	\$ 2,000.00
Asphalt Path (10' wide)	320	SY	\$ 18.00	\$ 5,760.00
Crosswalk and Bike Lane Striping / Markings	1,500	LF	\$ 3.00	\$ 4,500.00
Bike Lane Signs	2	EA	\$ 600.00	\$ 1,200.00
Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
Soil Erosion Control	1	LS	\$ 500.00	\$ 500.00
Topsoil and Turf Restoration	600	LF	\$ 6.00	\$ 3,600.00
Sheet 2 Subtotal				\$ 19,920.00
Engineering (20%)				\$ 3,984.00
Administration and Legal (5%)				\$ 996.00
Contingency (10%)				\$ 1,992.00
Sheet 2 Total				\$ 26,892.00

Revised 8/28/2018



Neighborhood Sidewalk Concept Plan
Oshtemo Township, Michigan

Preliminary Opinion of Probable Costs

Item	Qty.	Unit	Unit Price	Total
Sheet 3 : Skyridge Area				
Tree Removal	1	LS	\$ 10,000.00	\$ 10,000.00
4" Concrete Walk	24,600	SF	\$ 8.00	\$ 196,800.00
Remove and Replace Concrete Curb and Gutter	200	LF	\$ 20.00	\$ 4,000.00
Detectable Warning Tiles	48	SF	\$ 50.00	\$ 2,400.00
Segmental Unit Retaining Wall	1,500	SF	\$ 40.00	\$ 60,000.00
Vinyl Coated Chain Link Fence 4' ht Guardrail	700	LF	\$ 22.00	\$ 15,400.00
Pedestrian Crosswalk Striping	450	LF	\$ 3.00	\$ 1,350.00
Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
Soil Erosion Control	1	LS	\$ 1,500.00	\$ 1,500.00
Topsoil and Turf Restoration	4,100	LF	\$ 6.00	\$ 24,600.00
Sheet 3 Subtotal				\$ 321,050.00
Engineering (20%)				\$ 64,210.00
Administration and Legal (5%)				\$ 16,052.50
Contingency (10%)				\$ 32,105.00
Sheet 3 Total				\$ 433,417.50

Sheet 4 : Fairgrove Area

Remove and Replace Curb and Gutter	16	LF	\$ 20.00	\$ 320.00
4" Concrete Walk	2,125	SF	\$ 8.00	\$ 17,000.00
Detectable Warning Tiles	12	SF	\$ 50.00	\$ 600.00
Pedestrian Crosswalk Striping	60	LF	\$ 3.00	\$ 180.00
Traffic Control	1	LS	\$ 500.00	\$ 500.00
Soil Erosion Control	1	LS	\$ 200.00	\$ 200.00
Topsoil and Turf Restoration	350	LF	\$ 6.00	\$ 2,100.00
Sheet 4 Subtotal				\$ 20,900.00
Engineering (20%)				\$ 4,180.00
Administration and Legal (5%)				\$ 1,045.00
Contingency (10%)				\$ 2,090.00
Sheet 4 Total				\$ 28,215.00

Revised 8/28/2018



Neighborhood Sidewalk Concept Plan
Oshtemo Township, Michigan

Preliminary Opinion of Probable Costs

Item	Qty.	Unit	Unit Price	Total
Sheet 5 : Whitegate Farms Area				
Landscape Removal and Pruning	1	LS	\$ 1,500.00	\$ 1,500.00
Sawcut and Remove Paving (Residential Driveways)	100	LF	\$ 10.00	\$ 1,000.00
4" Concrete Walk	7,800	SF	\$ 8.00	\$ 62,400.00
6" Concrete Walk	500	SF	\$ 10.00	\$ 5,000.00
Segmental Unit Retaining Wall	200	SF	\$ 40.00	\$ 8,000.00
New Concrete Curb and Gutter	48	LF	\$ 18.00	\$ 864.00
Detectable Warning Tiles	36	SF	\$ 50.00	\$ 1,800.00
Pedestrian Crosswalk Striping	60	LF	\$ 3.00	\$ 180.00
Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
Soil Erosion Control	1	LS	\$ 500.00	\$ 500.00
Topsoil and Turf Restoration	1,500	LF	\$ 6.00	\$ 9,000.00
Sheet 5 Subtotal				\$ 91,244.00
Engineering (20%)				\$ 18,248.80
Administration and Legal (5%)				\$ 4,562.20
Contingency (10%)				\$ 9,124.40
Sheet 5 Total				\$ 123,179.40
PROJECT SUMMARY				
Sheet 1 : Maple Hill Area				\$ 520,268.40
Sheet 2 : West Main Area				\$ 26,892.00
Sheet 3 : Skyridge Area				\$ 433,417.50
Sheet 4 : Fairgrove Area				\$ 28,215.00
Sheet 5 : Whitegate Farms Area				\$ 123,179.40
PROJECT GRAND TOTAL				\$ 1,131,972.30