

Adopted March 14, 2018

**Williamstown
Township
Neighborhood Local
Road Improvement
Process Policy**

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|--------------------------------|---|
| Benefitting Property Owner(s): | The legal owners of the property as shown on the current property tax record card. If there is more than one owner name listed, all listed property owners must sign any Letter of Intent or petition. "Owner" means a person, sole proprietorship, partnership, association, firm, corporation, or other legal entity, possessed of the most recent fee title or a land contract vendee's interest in the land as shown by the records of the Ingham County Register of Deeds. |
| Primary Local Road | A road that is a Local Road designated by the Township as Primary, but is also used by others in the Township to gain access to community resources, public facilities or similar, but is not eligible for Federal or State funding. These roads are: <ol style="list-style-type: none"> 1. Beeman Rd., Rowley Rd. and Church Rd 2. Germany Rd. from Meridian Rd. to Williamston Rd. and 3. Zimmer Rd. from Haslett Rd. to Milton Rd. |
| Minor Local Road: | A road that is primarily used to gain access to property or properties that have frontage on it and is also used by others for traveling within and through the Township. Shoemith Road is an example of this type of road. |
| Neighborhood: | A neighborhood includes all phases within a platted subdivision, all phases within a condominium development or a generally recognized area that is considered to be a cohesive community. These roads are not eligible for Federal, State or County funding. Pebblebrook and Oakleaf Hills would be examples of this type of neighborhood. |
| Neighborhood Street/Road: | The public streets/roads within the Neighborhood, as defined above. Examples of this type of road would include Rodeo Trail, Sandstone and White Pine. |
| Road Improvement Area: | The area in which road improvements will be undertaken. The same as the SAD area. |
| ICRD | Ingham County Road Department |
| LOI | Letter of Interest |

SAD

Special Assessment District pursuant to Act 188 of 1954.

Williamstown Township Neighborhood Road Policy

I. PURPOSE

Across Michigan there is a recognized lack of public funding available for the repair, replacement or improvement of local roads. Specifically, relevant to this policy are those public roads located in subdivisions, site condominium developments or similar neighborhoods which are under the legal jurisdiction of the Ingham County Road Department. As a result of the lack of funding at the State and County level, the cost associated with improving Neighborhood Roads falls to the individual property owners who benefit from the improvements to Neighborhood Roads. The limited amount of betterment funds available through Ingham County are dedicated to be used by the Township to improve primary and minor local roads, which are used by the larger population within the community.

The lack of funding is certainly undesirable. However, the fact remains that Neighborhood Roads will continue to deteriorate and the Township funds will not be enough to cover the expense of maintaining the 16.5 miles of Neighborhood Roads along with the 27 miles of primary and minor Local Roads. This policy is intended to give property owners an option for improving their own Neighborhood Roads. Specifically, this policy establishes the process by which Williamstown Township will facilitate the creation of Special Assessment Districts (SAD) pursuant to Act 188 of 1954, as amended, to fund the improvement of Neighborhood Roads, when requested by Benefitting Property Owners representing more than 50% of the road front footage within the Road Improvement Area.

This policy formalizes the opportunity for property owners to improve their roads and spread the cost of doing so over a maximum of ten (10) years or the useful life of the project, whichever is less. The Township will provide assistance of \$800.00 per buildable or built out lot within the SAD to assist the residents with the project. No Township assistance will be available more than once every 10 years to a SAD district for resurfacing.

The Township will typically need to issue bonds to pay the costs associated with the improvement. The Township will coordinate with the Ingham County Road Department (ICRD) to determine the necessary work to be contracted out by the ICRD. This process has been discussed with the ICRD and developed with agreement of their staff. It is necessary to recognize that this policy is dependent on the cooperative effort by the ICRD, that resurfacing is not mandated by the Township, and this cooperative arrangement could be revoked by the ICRD at any time, which could result in the termination of this program.

II. SCOPE

This policy applies to the improvement of all public Neighborhood Roads under the jurisdiction of the Ingham County Road Department, which are typically located in subdivisions, site condominium developments or other similar Neighborhoods.

III. POLICY

Timeline and Required Steps to be completed:

1. Letter of Interest (LOI)
By no later than July 1st of each year, a Neighborhood interested in improving their roads shall submit to the Township a Letter of Interest (LOI) requesting the establishment of a Road Improvement Area.

The LOI shall contain the names, addresses, and signatures of at least 10% of the total Benefitting Property Owners and shall be on the form provided herein as Exhibit 1.

Prior to obtaining signatures on the LOI, interested property owner(s) shall contact the Township to obtain a map of the Neighborhood which will constitute the Road Improvement Area. Each parcel within the Road Improvement Area designated on the map may be equally assessed for the Road Improvement. Subdivision Open Space that is currently not assessed will not be assigned an assessment for the Road Improvement. The following criteria will be used by the Township in determining the road improvement area:

- i. The parcels within a Neighborhood accessing the neighborhood road(s) will be included in the Road Improvement Area. This will include all phases of a development and/or the logical inclusion of an area as a generally recognized Neighborhood.
- ii. Individual roads, subdivision phases or similar shall not be addressed independently within a Neighborhood. All public roads within the Neighborhood will be addressed as part of a Road Improvement Area unless the Ingham County Road Department has determined that certain Roads within the Neighborhood do not need to be addressed in the near future.

After the July 1st deadline for submitting the Letter of Interest (LOI), the Township shall verify whether the LOI is valid and contains the signatures of at least 10% of the Benefitting Property Owners. All Neighborhoods that have submitted a valid LOI will advance to the next step in this process.

2. Initial Cost Estimates

After receipt of a valid LOI, the Township will request that the Ingham County Road Department (ICRD) develop cost estimates for the road improvement project. The initial estimates will be based on current or expected pricing and estimated material cost. Initial estimates will include a contingency that is anticipated to be sufficient to cover any unexpected costs that may arise during construction. It is difficult to anticipate every conceivable condition that could be encountered during a road construction project. However, every attempt will be made to identify issues during this step.

The ICRD will present one (1) or two (2) cost estimates based on the type of construction/improvement necessary and will give a description of recommended work for both. Estimated costs will be based on the most recently available similar unit costs. Expected life for the road(s) to return to current condition will be based on available experience with similar roads and projects. Typically, the two estimates will be based on projects to provide a 7-10 year life or a 15-20 year life

3. Neighborhood Information Meeting

During the month of September, the Township and ICRD shall hold **one** information meeting for Benefitting Property Owners of the proposed Road Improvement Area, as follows:

- i. The meeting will be held at the Township Hall on a date and time selected by the Township.
- ii. Notice of the meeting will be mailed at least fourteen (14) days in advance to each property owner within the proposed Road Improvement Area.
- iii. A handout will be generated and disseminated to those in attendance regarding information on the project and the estimated costs.
- iv. After the meeting, a copy of the handout will be mailed to each property owner within the proposed Road Improvement Area.

4. Petition Circulation & Submission Requirements

After the public information meeting, property owners within the proposed Road Improvement Area may circulate petitions to establish a Special Assessment District (SAD) for road improvement. The Township Board's intent regarding this process is stated:

The improvement of Neighborhood Roads using this Neighborhood Local Road Improvement Process policy shall be considered a grassroots effort undertaken by the property owners of the proposed Road Improvement Area. The Board is providing this policy and support for the convenience of those property owners so that they have an opportunity to cause roads within their Neighborhood to be improved. The Board is offering this as a service to owners, at the owner's option, and is not imposing road improvement on any Neighborhood. However, if a valid petition for road improvements is received by the Board, the project will go forward.

- i. All petitions to establish a Special Assessment District must be submitted to the Township no later than October 31st of each year. To be valid, a petition(s) must contain the signatures of Benefitting Property Owners who own more than 50% of the road front footage within the proposed Road Improvement Area. Petition signatures and form will be validated by the Township.
- ii. There is no opportunity provided by Public Act 188 of 1954 to remove one's name from a valid Special Assessment District (SAD) petition once an individual has signed it. It is the property owner's responsibility to know and understand this prior to signing a petition described by this policy.

5. Need And Necessity

During the month of December, the Township Board will hold the required public hearing regarding "need and necessity" pursuant to Public Act 188 of 1954. If a valid

petition has been received as described in 4(i) above, the Board may, following the hearing find that the project is necessary and needed and the Road Improvement Area project will move forward.

6. Final Project Design and Bidding

Approximately January 1st through March 1st the Ingham County Road District (ICRD) will work to finalize the road improvement design and plans. It is ICRD policy to make bidding documents available to pre-qualified contractors who have been previously vetted by the ICRD and the most responsive bidder will be selected by the ICRD to perform the road improvement work.

If the lowest qualified and responsive bid comes in 10% higher than the initial estimate for the chosen project type, the Township will issue notices to all properties on the assessment roll and hold another public hearing to ascertain input on whether the contract should be awarded and the project move to construction.

7. Establishment of Special Assessment District (SAD) Roll

In March or April of each year, the Township Board will adopt a resolution scheduling the required public hearing regarding the establishment of the SAD roll, pursuant to Public Act 188 of 1954.

The SAD roll shall pass all costs associated with design, engineering, construction and bonding onto the Benefitting Property Owners. The Roll shall be adjusted to reflect the actual costs after project completion.

IV. Time Schedule

| Date No Later Than | Activity |
|---------------------------|--|
| Before July 1 | Prior to obtaining signatures on the Letter Of Interest (LOI), interested property owner(s) shall contact the Township to obtain a map of the Neighborhood which will constitute the Road Improvement Area. |
| July 1 | A Neighborhood interested in improving their roads shall submit to the Township a Letter of Interest (LOI) requesting the establishment of a Road Improvement Area. |
| July 15 | The township will valid the signatures on the Letter of Interest. If LOI is valid, township will request cost estimates from Ingham County Road Department. |
| August 31 | Ingham County Road Department (ICRD) will provide cost estimates. |
| In September | The Township and ICRD shall hold one information meeting for Benefitting Property Owners of the proposed Road Improvement Area. |
| October 31 | Petitions must be submitted to the Township no later than October 31 st . To be valid, a petition(s) must contain the signatures of Benefitting Property Owners owning more than 50% of the road front footage within the proposed Road Improvement Area. Petition signatures and form will be validated by the Township. |
| November 14 | Township will validate the signatures on the petitions. |
| In December | The Township Board will hold the required public hearing regarding “need and necessity” pursuant to Public Act 188 of 1954. |
| March 1 | Ingham County Road Department will usually finalize the road improvement design and plans by March 1. |
| In March or April | In March or April of each year, the Township Board will adopt a resolution scheduling the required public hearing regarding the establishment of the SAD roll, pursuant to Public Act 188 of 1954. |

| Neighborhood | Road | Neighborhood | Road |
|----------------------|---|-------------------------|--|
| 1 Baan-Gan-Aka | Daggertail Ln. Swallowtail Ln. Monarch Ln. Skipper Ln. | 17 Pebblebrook | Agate Way Cinnabar Dr. Feldspar Dr. Granite Rd. Jadestone Dr. Newman Rd. Petoskey Dr. Quarton Rd. Rocky Hill Dr. Ruby Way Sandstone Dr. Topez Dr. |
| 2 Brookshire Estates | Brookshire Ct. | | |
| 3 Cherry Ridge | Sand Cherry Ln. Wild Cherry Dr. | | |
| 4 Cedar Vale Estates | Blossey Dr. Cedarvale Dr. Thatcher Dr. | | |
| 5 Cherry Valle | Cherry Valle Ln. Fruitbelt Ln. | | |
| 6 Damon | Damon Rd. | | |
| 7 Pheasant Run | Deer Trail | | |
| 8 Ebright | Ebright | | |
| 9 Golf View | Golfview Dr. | | |
| 10 Harvey | Harvey Rd. | | |
| 11 Hiddenview | Charlsfield Ln. Hiddenview Ln. Knollridge Ln. Woodcove Ln. Woodpass Ln. | 18 Pine Knoll | Courtside Dr. Glencoe Dr. Selwood Ct. Southbury Ln. |
| 12 Larkin Acres | Countryside Gladie Ln. Evening Star Twin Ponds Ln. | 19 Quinlan | James Ave Lay Manning |
| 13 Maple Shade | Maple Shade Dr. Red Maple Dr. | 20 Red Cedar Manor | Oliver Dr. Congdon Dr. Wilfors Dr. |
| 14 Meadowdale | Meadowdale Dr. | 21 Rodeo | Rodeo Tr. |
| 15 Oakleaf | Burr Oak Ct. Corkwood Tr. Live Oak Tr. Oak Bark Tr. Redbud Tr. | 22 Steeplechase | Bridlewood Trotters Ln |
| 16 Orchard Park | Blossom Dr. | 23 Smith Estates | Sunrise Dr. |
| | | 24 Williamstown Estates | Cygnets Ct Goldfinch Ln Osprey Ave Warbler Way |
| | | 25 Windybrook | Joann Ln Ferrins Way |
| | | 26 Woodview | Forest Oak Tr. Park Wood Dr. White Pine Dr. |