

**Adopted March 14, 2018**

**Amended February 10, 2021**

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

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.
State Highway	Roads that are dedicated State Highways that are maintained and by the Michigan Department of Transportation (MDOT) and eligible for federal funding. Grand River Rd is also known as M-43.
County Primary	A County Primary Rd. is eligible for federal and state funding and is 100% maintained by the County. This category includes Meridian Rd., Sherwood Rd., Williamston Rd., Haslett Rd., Zimmer Rd. from the south border of the Township to Haslett Rd. Shoeman Rd. and Barry Rd. from Shoeman to Green Rd.
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. These roads are not eligible for federal funding. The county provides limited funding which may be used for these roads. The Township is primarily financially responsible for resurfacing these roads. Shoemith Road is an example of this type of road.
Priority Local Road	A road that is a Local Road designated by the Township as Priority, because it 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"> <li>1. Beeman Rd., Rowley Rd. and Church Rd. This road is the only Local Road internal connection from Sherwood Rd. to the city limits of the City of Williamston. It is the only road access to the Township cemetery.</li> <li>2. Germany Rd. from Meridian Rd. to Williamston Rd. This road is one mile north of Sherwood Rd. and one mile south of Haslett Rd. This east-west road is considered strategically placed.</li> <li>3. Zimmer Rd. from Haslett Rd. to Milton Rd. This north-south Local road is a used extensively by</li> </ol>

traffic from Shiawassee county heading towards Haslett or I69 and Township traffic going to I69.

- 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. Shoesmith 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. The final page of this policy indicates recognized neighborhoods.
- 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.
- Benefitting Property: A property which will receive benefits as part of the SAD

### **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 other neighborhoods which are under the legal jurisdiction of the Ingham County Road Department. As a result of the inadequate 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 priority 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 Priority 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 of properties with 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 may provide assistance of up to \$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 or conversion to a gravel road.

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 or completed 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 1<sup>st</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> of each year. To be valid, a petition(s) must contain the signatures of Benefiting Property Owners who own property with more than 50% of the road front footage within the proposed Road Improvement Area. Petition signatures and form will be validated by the Township. The Township Board may extend this deadline.
- 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 or January, 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 1<sup>st</sup> through March 1<sup>st</sup> the Ingham County Road Department (ICRD) or an engineering firm designated by the Township Board will work to finalize the road improvement design and plans.

7. Construction Phase

It is ICRD and Board policy to make bidding documents available to pre-qualified construction contractors who have been previously vetted by the ICRD and the most responsive bidder will be selected by the ICRD, or the Board in conjunction with the engineer hired to prepare the construction plans, to perform the road improvement work.

If the lowest qualified and responsive bid for construction phase comes in 10% higher than the initial construction 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.

8. 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.

In the event that a SAD has been established, and the SAD roll remains outstanding at the time Township voters approve a Township road millage, the Township Board has discretion to amend the SAD roll to reduce the total assessed amount and the amounts of future installment payments. When considering whether to amend a SAD roll, the Township Board will evaluate the related neighborhood road improvement project to determine the extent to which project costs are eligible to be paid for from the Township road millage.

**IV. Time Schedule**

<b>Date No Later Than</b>	<b>Activity</b>
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 <b>one</b> 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 <sup>st</sup> . 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 or January	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.

Map of roads