

2021 Capital Improvement Plan Timeline, Definitions, and Criteria

The Michigan Planning Enabling Act stipulates that Planning Commissions in Townships which operate public water or sewer systems “shall annually prepare a capital improvements program of public structures and improvements” which support the adopted Comprehensive Plan.

A Capital Improvement Plan is a budgeting tool for planning a community’s capital expenditures. This tool is intended to coordinate community planning efforts, financial capacity, and physical development. The plan is composed of two (2) parts: a capital budget and a capital program. The capital budget is the upcoming year’s spending for capital projects. The Capital Improvement Plan is for capital expenditures that extend five (5) years beyond the capital budget.

Capital Improvement Plan 2021 Timeline

May 11: CIP project submission window opens (6 weeks)

June 18: Project submissions due

June 24: Project sheets available online

June 29: Applicants attend the Planning Commission meeting to discuss their proposals

July 9: Planning Commission provides scores to Township Planner for review

July 13: Planning Commission review and discussion of scored projects

July 27: Planning Commission review and adoption of CIP

August 2021: Board acceptance and/or adoption of CIP

Capital Improvement Plan (CIP):

The CIP is a budgeting tool that plans for a six (6) year investment schedule of public structures and improvements, as recommended by the Planning Commission to the Township Board. The program has no specific funding allocated within the overall Township budget, nor is it an expectation that any project, no matter how favorably it is scored, will be included in the budget for the coming year. Capital Investments proposed within the CIP are intended to be evaluated and considered relative to established goals and objectives spelled out in established Township plans. Development of the CIP is an administrative responsibility of the Planning Commission, and it shall be the Planning Commission’s responsibility to publish and recommend a draft document annually to the Board of Trustees. The Board of Trustees may, at its discretion, charge another administrative body, individual, or itself with the responsibility to propose a draft Capital Improvement Plan.

Capital Improvement Projects:

Capital improvement projects are currently defined as permanent, physical or system improvements that cost at least \$20,000, or significant equipment purchases in excess of

\$20,000 and add value to the Township. Examples of capital improvement projects are parks, government facilities, roads, and sewers.

Typical projects considered include:

- Construction or large-scale rehabilitation of public structures
- Construction or large-scale rehabilitation of roads
- Construction or large-scale rehabilitation of sewers
- New equipment and machinery purchases in excess of \$20,000
- Construction of a new facility
- Significant remodeling or expansion of existing facilities
- Purchase or improvement of land
- Planning and engineering costs related to specific capital improvements

Projects which are generally not considered:

- Routine maintenance and repairs of equipment and machinery
- Routine maintenance of road and sewer systems
- Costs for programming not associated with a fixed asset
- Projects that already have established funding sources which are not accounted for, or those with more appropriate funding alternatives

Planning Department Pre-Submission Meetings

If applicants have questions, they can schedule a time to discuss the submission in concept with the Township Planner. The Planner can assist with identifying challenges in the application prior to submission.

For more details or to schedule an appointment, contact Township Planner Nick Tafelsky by email at ntafelsky@bathtownship.us or by phone at (517) 641-5166.

Support from Township Department

The Planning Commission recognizes the importance of coordinated planning and budgeting practices. In order for projects to be included in the CIP, the project must have support from at least one (1) Township department.

Connection to Established Plans and Strategies

In order for projects to be included in the CIP, the project shall be clearly referenced in established Township plans.

An established Township plan may include:

- Township Strategic Plan
- Comprehensive Plan
- 5-year Parks and Recreation Plan
- Non-Motorized Plan
- Downtown Development Authority Plan
- Main Street Plan

Other plans that have been developed by local boards and committees may be acceptable, provided that they have been introduced to and approved by the Board of Trustees as an official policy direction of the Township. Additional references to non-Township plans, such as county, regional, or state plans, may reinforce those projects that already meet the minimum requirements.

Non-Township Affiliated Submissions

CIP proposals from individuals, organizations, or businesses may be submitted for consideration, provided however, that the project in question is officially supported by a Township department. It should be noted that if a project such as this becomes incorporated into the Township budget, responsibilities of that investment over its lifespan may require the attention and oversight of the sponsor.

Capital Improvement Project Evaluation Criteria:

Capital improvements are broken into two (2) overarching categories: discretionary and non-discretionary. Non-discretionary projects are those that are required by law or otherwise considered to be of the highest priority (ex. sewer and road improvements) by the Township Superintendent and Board of Trustees. Discretionary projects are those that are not considered to be of the highest priority. The Planning Commission does not score non-discretionary projects.

Please provide as complete an answer as you can for each item. This information will assist the Township and the Planning Commission in evaluating the request.

- Does the project contribute to the health, safety, and welfare of the community?
- Is the project required in order to comply with local, state, or federal law?
- Does the project conform to adopted programs, policies, or plans?
- Does the project remediate an existing or projected deficiency or hazard?
- Will the project upgrade facilities?
- Does the project contribute to the long-term needs of community?
- What are the distributional impacts of the project?
- What is the departmental priority of the project?